City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MSP-W

DATE: November 10, 2016

SUBJECT: 2016 Annual Planning Session - Work Plan

Attached is the proposed Work Plan for the 2016 Annual Planning Session Report. This Work Plan details each priority item from the Annual Planning Session Report and shows the responsible party, potential work session dates (if needed), anticipated/tentative timeline, and anticipated/possible funding sources for each item.

The Work Plan is aggressive but is also a realistic schedule for each of the projects. Future approvals on each item in the Work Plan are still subject to final approval of the Council. Additionally, needed financial resources through bonding will be necessary for several of the projects to ultimately move forward.

With that in mind, this Work Plan should be viewed as a guide for the Community on how staff will proceed with each item. As with any good guide, it should be viewed as a document that will help "show us the way" but not as a document that is "set in stone" or forces the City to act in a certain way. It will be subject to change when a course change is necessary.

The request is for the Council to review and ask questions on the Work Plan, make desired changes, and approve the document.

RECOMMENDATION: Approve the attached Work Plan for the 2016 Annual Planning Session Report as presented.

2016-2017 Priority Items

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Start Rec Center improvement projects	Parks and Recreation	April 10, 2017	Design FY 17-18 Construction 2018 & 2019	G.O. Bond (Citizen Vote) Hotel/Motel Tax Local Option Sales Tax
Implement Housing Study	Administration, Mayor and Council	May 8, 2017	Continue work with CADC Housing Group Present possible tools for Council Consideration in April and Summer 2017	Housing TIF Local Option Sales Tax General Fund
Rental Housing Inspection	Administration, Police, & Building	May 8, 2017	Continue work with CADC Housing Group Present possible tools for Council Consideration in April and Summer 2017	User Fees General Fund
Develop Library/City Hall concept/implementation/financing plan	Administration, Library, and Public Works	12/12/2016 OPN Report Others as needed	CSB Construction 2017 City work at 627 N Adams 2018 Library work at 112 E 5th St 2019	G.O. Bond (Citizen Vote) Hotel/Motel Tax Local Option Sales Tax Library Foundation
Council adoption of Financial Policies	Administration	None Anticipated	Begin work in March 2017 Provide drafts on parts by Sept 2017	None
Waste Water Treatment Plant improvements – comply with disinfection and nutrient reduction requirements	Public Works	10/24/2016 Completed	Disinfection Facility Plan 10/01/2017 Final Plan 09/01/2018 Construction Contract 11/01/2018 Compliance 04/01/2017 Nutrient Reduction Feasibility Report 11/01/2018	Sewer Utility Fund State Revolving Fund Loan

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Continue street improvements	Public Works	None Anticipated	3rd St HMA Resurfacing Construction 2017 Street Resurfacing - 2018 Design FY 17-18 Construction 2018 Street Resurfacing - 2018 Design FY 18-19 Construction 2019 Street Resurfacing - 2018 Design FY 19-20 Construction 2020	STP Federal Funding Local Option Sales Tax Road Use Tax Storm Water Utility
Continue Corridor of Commerce streetscapes on planned basis -Phases VIII and IX	Public Works	None Anticipated	Phase 8 Construction 2017 Phase 9 Design FY 17-18 Construction 2019	Tax Increment Financing
Develop plan/strategy for Rec Center for long-term viability -Programming, membership, financing, operational and physical improvements	Parks and Recreation	April 10, 2017	Ongoing	None
Grant Rd/Hwy 30 improvements	Public Works	None Anticipated	Tentative Check Plan Submittal 01/27/2017 Final Plan Submittal 02/24/2017 ROW Acquisition 03/03/2017 Project Letting 03/20/2017	Traffic Safety Improvement Program Local Option Sales Tax Tax Increment Financing Urban - State Traffic Engineering Program
Street maintenance building – develop financing plan	Public Works	None Anticipated	Planning/Design FY 16-17 Construction FY 17-18	General Fund Local Option Sales Tax G.O. Bond (Council or Citizen Vote)
Learn more about and provide information on the Community Endowment Fund	Administration	July 2017	Design FY 17-18 Construction 2018 & 2019	None
Review Graham Park Athletic district/ISU plan when developed - Investigate Graham Park parking concept.	Parks and Recreation	December 27, 2016	20 Year project Phase 1 Design FY 18-19 Construction 2019 Phase 2 Design FY 19-20 Construction 2020	G.O. Bond (Council and/or Citizen Vote) Hotel/Motel Tax Local Option Sales Tax

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Trails expansion	Parks and Recreation	April 10, 2017	Trail Development - 2017 Downtown and NE Carroll Phase 1 Construction 2018 Trail Development - 2018 NE Carroll Phase 2 Design FY 18-19 Construction 2019 Trail Development - 2019 NE Carroll Phase 3 Design FY 19-20 Construction 2020	G.O. Bond (Council and/or Citizen Vote) Hotel/Motel Tax Local Option Sales Tax
City signs at entryways to city	Public Works	January 9, 2017	Planning/Design FY 16-17 Construction FY 17-18	General Fund G.O. Bond (Council Vote)
Develop sidewalk repair program	Public Works	February 27, 2017	Ongoing	General Fund

Additional Workshop Items

Water Distribution/Street Conditions	Public Works	June 12, 2017
Competitive Bidding Laws for Iowa	Public Works	December 27, 2016
Debt Issuance and Debt Management	Administration	March 9, 2017
FY 2018 Budget	Administration	Jan 26 & 30, 2017 Feb 7 & 9 (If needed)

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