City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MPW

DATE: January 24, 2019

SUBJECT: 2018-2019 Annual Planning Session - Work Plan

The 2018-2019 Annual Planning Session Report was approved by the City Council on December 18, 2018. Attached to this report is the work plan for the 2018-2019 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 provides 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 change in course 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 2018-2019 Annual Planning Session Report as presented.

1869 Carroll 2019 150 YEARS

2018-2019 Priority Items

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
New Priority Programs, Policies, and Initiatives				
Rec Center improvements – start budgeting funds for Rec Center Plan with Spring 2020 referendum	Parks and Recreation	As needed	**February 8, 2019** Rec Center architectural services RFQ's for concept design due to the City **February 25, 2019** City Council approves contract for architectural services **April 1, 2019** Kick off meeting on Concept Design Contract **August 1, 2019** Completion of Concept Plan and preliminary cost estimate **November 15, 2019** Presentation of final layout and renderings **March 3, 2020** Referendum **May 1, 2020** Start of construction plans **December 15, 2020** Approval of construction plans **April 1, 2021** Start construction	General Fund L.O.S.T. G.O. Bond
Code Enforcement Officer to handle rental inspections and nuisances	Building Code Enforcement	April 2019 - Review rental housing code	**Early 2019** staff develops draft rental housing code **Spring 2019** City Council considers and adopts rental housing code **July 2019** City hires code enforcement officer	User Fees General Fund
On-Going Commitments/ Obligations				
Library /City Hall construction	Administration and Library	None Anticipated	Construction 2018/2019 Completion Fall/Winter 2019	G.O. Bond Hotel/Motel Tax Local Option Sales Tax Library Foundation
Council adoption of Financial Policies	Administration	Fall 2019	Ongoing	General Fund

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Waste Water Treatment Plant improvements – comply with disinfection and nutrient reduction requirements – implementation of multi-year plan	Public Works	10/24/2016 Completed Additional not anticipated	Disinfection Final Plan 03/01/2019 Construction Contract 3/01/2019 Compliance 04/01/2020 Nutrient Reduction Feasibility Report 1/01/2019	Sewer Utility Fund State Revolving Fund Loan
Continue street improvements	Public Works	None Anticipated	Street Resurfacing - 2019 Final Plan 3/1/2019 Construction Contract 3/1/2019 Construction 2019 West St Resurfacing Design FY 19-20 Construction 2020 Street Resurfacing - 2020 Design FY 19-20 Construction 2020	STP Federal Funding Local Option Sales Tax Road Use Tax Storm Water Utility G.O. Bond
Implement Street Maintenance Building project	Public Works	None Anticipated	Final Plan Fall 2019 Construction Contract Spring 2020 Construction FY 20-21	General Fund Local Option Sales Tax Road Use Tax
Continue Corridor of Commerce streetscapes on planned basis -Phases IX completion -Phases X -Phases XI	Public Works	None Anticipated	Phase 10 Final Plan 3/2019 Construction Contract 4/2019 Construction 2019 Phase 11 Final Plan 12/2019 Construction 2023	Tax Increment Financing
Implement Housing Study – continue to study issue	Administration, Mayor and Council	6/26/2017 Completed	Ongoing	Housing TIF Local Option Sales Tax General Fund
Make a decision regarding Rental Housing and Code Enforcement, including staffing	Building Code Enforcement	April 2019 - Review rental housing code	**Early 2019** staff develops draft rental housing code **Spring 2019** City Council considers and adopts rental housing code **July 2019** City hires code enforcement officer	User Fees General Fund

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Develop plan/strategy for Rec Center for long-term viability, including programming, membership, financing, operational and physical improvements	Parks and Recreation	Spring 2019	Ongoing	User Fees General Fund
Develop plans regarding Graham Park Athletic District, including parking	Parks and Recreation	2/10/2017 Reviewed Plan Future workshops will be needed	Predesign FY 19-20 Work over the next 20+ Years	G.O. Bond Hotel/Motel Tax Local Option Sales Tax
Trails expansion	Parks and Recreation	None Anticipated	10+ Years	G.O. Bond Hotel/Motel Tax Local Option Sales Tax
Develop a plan for Pickleball Courts	Parks and Recreation	None Anticipated	FY 19-20	G.O. Bond
All-inclusive playground system at Northeast Park/Kellan's Kingdom	Parks and Recreation	None Anticipated	NE Park Development over next 15-20 years	G.O. Bond Hotel/Motel Tax Local Option Sales Tax