City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

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

DATE: February 22, 2018

SUBJECT: 2017-2018 Annual Planning Session - Work Plan

The 2017-2018 Annual Planning Session Report was approved by the City Council on January 8, 2018. Attached to this report is the work plan for the 2017-2018 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 2017-2018 Annual Planning Session Report as presented.

2017-2018 Priority Items

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Revisit traffic signal situation – Hwy 30 at Court and Adams, including pedestrian crossing across Hwy 30	Public Works	July 2018	FY 18-19	General Fund
Identify and evaluate alternatives for affordable lot prices to include city land acquisition and/or infrastructure	Administration	6/26/2017 Completed	Ongoing	TIF Tax Abatement General Fund
A more permanent set of pickle ball courts - at Northwest Park	Parks and Recreation	None Anticipated	FY 18-19	G.O. Bond
Implementation of Library /City Hall concept/financing plan, design and construction	Administration and Library	None Anticipated	Construction 2018/2019	G.O. Bond Hotel/Motel Tax Local Option Sales Tax Library Foundation
Council adoption of Financial Policies	Administration	Fall 2018	Ongoing	General Fund
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 04/01/2020 Nutrient Reduction Feasibility Report 11/01/2018	Sewer Utility Fund State Revolving Fund Loan
Continue street improvements	Public Works	None Anticipated	3rd St HMA Resurfacing Construction 2017 - Complete Street Resurfacing - 2018 Design FY 17-18 Construction 2018 - Complete Street Resurfacing - 2019 Design FY 18-19 Construction 2019 Street Resurfacing - 2020 Design FY 19-20 Construction 2020	STP Federal Funding Local Option Sales Tax Road Use Tax Storm Water Utility

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Grant Rd/Hwy 30 improvements	Public Works	None Anticipated	Check Plan Submittal 06/30/2017 Final Plan Submittal 08/18/2017 ROW Acquisition 10/31/2017 Project Letting 01/17/2018	Traffic Safety Improvement Program Local Option Sales Tax Tax Increment Financing Urban - State Traffic Engineering Program
Implement Street Maintenance Building project	Public Works	None Anticipated	Planning/Design FY 18-19 Construction FY 20-21	General Fund Local Option Sales Tax G.O. Bond
Water distribution study	Public Works	None Anticipated	Study Completed 03/30/2018	Utility Fund
Continue Corridor of Commerce streetscapes on planned basis -Phases IX	Public Works	None Anticipated	Phase 9 Design FY 17-18 Construction 2019	Tax Increment Financing
Implement Housing Study - continue to study issue; make a decision regarding the city role	Administration, Mayor and Council	6/26/2017 Completed		Housing TIF Local Option Sales Tax General Fund
Make a decision regarding rental housing, sidewalk repair, and code enforcement, including staffing	Administration, Police, & Building	5/8/2017 Completed (Sidewalks) 6/26/2017 Completed (Rental Housing)		User Fees General Fund
Develop plan/strategy for Rec Center for long-term viability -Programming, membership, financing, operational and physical improvements	Parks and Recreation	Spring 2018	Ongoing	
Start Rec Center improvement projects	Parks and Recreation	Spring 2018	Predesign FY 18-19 Referendum 2nd half 2019 Planning/Design FY 19-20 Construction FY 20-21	G.O. Bond Hotel/Motel Tax Local Option Sales Tax
Develop plans regarding Graham Park Athletic District, including parking	Parks and Recreation	2/10/2017 Reviewed Plan Future workshops will be needed	Predesign FY 18-19 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

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Make a decision regarding design of city gateway signs at entryways to city	Public Works	January 23, 2017 Completed	No further action until directed by City Council	General Fund G.O. Bond

** In some cases a projected cost is an educated guess. Until detailed plans are completed final budget and actual costs may run **substantially** higher or lower then what is presented here.

Additional Workshop Items

City Council Policy and Procedures	Administration	April 9, 2018