

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, March 21, 2017 - ~6:00 pm****

1. ROLL CALL – Flag Salute

2. CONSENT CALENDAR: - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*

N/A

3. PUBLIC COMMENT (Please limit comments to 3 minutes)

4. STAFF REPORTS:

N/A

5. OLD BUSINESS:

N/A

6. NEW BUSINESS:

a) Goal Setting Session (Attachment A)

Pat Hare

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

None

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council–Tuesday, April 4, 2017 6:00 PM
Planning Commission- Monday, April 17, 2017 6:00 PM

The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "kathy.edmaiston@adairvillage.org", or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer.

The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.



STAFF REPORT

Goals

I have worked in the City of Adair Village for several years now, and I have seen priorities change and different needs arise. I still feel like I am learning something new about the City every day. I have made a list of the things I am working on and some of the things I think are important to consider through this process. First the City has four FTE and two PTE. The City contracts public safety, engineering, code enforcement, some finance assistance, minimal planning, and legal services. These are all overseen by the city administrator. Secondly, here is a list of things I see relevant to this process for consideration:

Administration:

- Fiscal responsibility (Audits, Policies, Budget, Reserves)
- Public relations (Website, Outreach, Transparency, Media Relations)
- Continued compliance with regulators (DEQ, OHA, Oregon Audits Division)
- Planned maintenance
- Personnel

Infrastructure

- Water (Supply, Treatment, Distribution)
- Republic Service/wastewater system
- Infiltration and upgrades to the WW infrastructure
- Storm water upgrades
- Street and sidewalk improvements
- Building maintenance

Safety

- Emergency plan
- Benton County Sheriffs contract

Beautification Projects

- Entrance sign upgrade
- Barracks
- Street and sidewalks William R. Carr/Arnold intersection
- Park upgrades
- Town square
- New church and grounds
- Entrance to Vandenberg
- Bus stop upgrades

Economic Development

- Planning personnel
- Growth (Residential, Commercial, Industrial)
- Continued work on cleaning and occupying AVIS
- Continued progress on the Benton County property

Services

- Community Service Officer (Service, Enforcement, Compliance, Emergency Plan)
- Recreation Coordinator (Summer Program, Youth Program, Community Events)
- Meeting places (Barracks Buildings)
- History (Landmarkers)
- Parks open space

By Goal

GOAL	Objective	Importance	Urgency	Mgmt hours over next year Hours	Staff	Staff hours over next year
Upgrade City Appearance						
	Safe, clean and attractive community	5	5		Ongoing	
	Consistent ordinance enforcement	5	5	50	DF	840 (Code Compliance @ 16 hrs/wk)
	Landscaping & maintenance @ Welcome sign /barracks	5	3	40	PH	200
Improve Administration (New)						
	Fiscal responsibility	5	3	250	Ongoing	DF 500
	Maintain audit/closeouts	5	4	80	(80 per audit) DF	
	Evaluate current staffing model	5	5	16	DF	
Develop Public Safety						
	Review police department pros/cons	3	5	80	DF	
	Emergency/disaster planning	5	4	240	Chief	
Enhance Regional Perception						
	Protection of water rights	5	5	240	DF	
	Residential development	5	3	400	PH	
	Our own zip code/drop box/self-service	3	2	40	DF	
Strengthen Communications						
	Communication with residents	5	4		Ongoing	
Improve Infrastructure						
	Continue sewer maintenance program	3	2	50	PH	240
	Replace water reservoir	5	5	500	PH	
	Street and park maintenance	4	4	50	PH	240
Increase Amenities						
	Adair Frontage road closure	3	2	80	PH	
	Reinstate restaurant in old firehouse	4	5	80	DF	
	Retain transit (bus) service	5	5	50	Ongoing	DF
	Youth activity program	3	1	25	Ongoing	DF 600
Seek Community Development						
	Industrial site development	4	3	80	DF/PH	
	Downtown development	3	2	50	PH	
	Negotiate federal deed restrictions	3	2	80	DF	
	Land exchange with Benton County	3	2	80	DF	
				2561	PH	2620
				1351	DF	

This sheet uses the "Goals" from 2007

By Priority

Number	Item	Importance	Urgency
1	Safe, clean and attractive community	5	5
2	Protection of water rights	5	5
3	Consistent ordinance enforcement	5	5
4	Retain transit (bus) service	5	5
5	Replace water reservoir	5	5
6	Evaluate current staffing model	5	5
7	Emergency/disaster planning	5	4
8	Maintain audit/closeouts	5	4
9	Communication with residents	5	4
13	Reinstate restaurant in old firehouse	4	5
10	Fiscal responsibility	5	3
11	Residential development	5	3
12	Welcome sign maintenance/barracks	5	3
14	Street and park maintenance	4	4
15	Industrial site development	4	3
16	Review police department pros/cons	3	5
17	Our own zip code/drop box/self-service	3	2
18	Adair Frontage road closure	3	2
19	Continue sewer/storm drain maintenance program	3	2
20	Land exchange with Benton County	3	2
21	Negotiate federal deed restrictions	3	2
22	Downtown development	3	2
23	Youth activity program	3	1

? Is this more important than our rec/parks program?

? This is part of the budget process

? Is this more important than everything below?

? ?

? This has the greatest possible impact on City revenues

? ?

? Importance? This will drive much of our General Fund

? ?

? Is this an equivalent priority to the Frontage Rd and Zip?

? Is this really the lowest priority for budget and staff?

By Department

Item	Importance	Urgency
Administration		
Protection of water rights	5	5
Evaluate current staffing model	5	5
Maintain audit/closeouts	5	4
Communication with residents	5	4
Fiscal responsibility	5	3
Public Safety		
Review police department pros/cons	3	5
Emergency/disaster planning	5	4
Our own zip code/drop box/self-service	3	2
Public Works		
Replace water reservoir	5	5
Street and park maintenance	4	4
Continue sewer maintenance program	3	2
Industrial Site		
Industrial site development	4	3
Downtown Development		
Downtown development	3	2
Community Development		
Safe, clean and attractive community	5	5
Consistent ordinance enforcement	5	5
Retain transit (bus) service	5	5
Residential development	5	3
Welcome sign maintenance/barracks	5	3
Reinstate restaurant in old firehouse	4	5
Adair Frontage road closure	3	2
Land exchange with Benton County	3	2
Negotiate federal deed restrictions	3	2
Youth activity program	3	1