

# City of Grants Pass Work Plan 2016

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## Why a Work Plan

The work plan reflects the strategic planning process done by the City Council. Each year, the Council sets the direction of the organization based on the needs of its citizens. This is a living document and will be updated as progress is made and/or as goals change.

A work plan defines performance expectations and provides a framework for how we will achieve our organizational goals. To help achieve our goals and promote our successes the City of Grants Pass utilizes Specific, Measurable, and Achievable, Resource and Time-bound (SMART) objectives and actions.

### S.M.A.R.T.S.

Developing sound goals is critical to managing our performance. Having a SMART Work Plan:

- Establishes direction for task and/or projects
- Clarifies expectations
- Clarifies resources required to meet objectives
- Identifies the results of efforts
- Achieves higher levels of performance
- Corrects performance deficiencies
- Increases ability to take pride and satisfaction in our achievements

**Specific:** Objectives should be simplistically written and clearly define an outcome. (What, Why, How)

**Measurable:** Objectives should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Measures should include numeric or descriptive measures that define quantity, quality, etc. Focus on elements such as observable actions, quantity, quality, cycle time, efficiency, and/or flexibility to measure outcomes not activities.

**Achievable and Assignable:** Objectives should be achievable and assignable and within the department and staff member's control or influence and they must possess the appropriate knowledge, skills, and abilities needed to achieve the goal. Consider authority or control, influence, resources and work environment support to meet the goal. You can meet most any goal when you plan your steps

wisely and establish a timeframe that allows you to carry out those steps. As you carry out the steps, you can achieve goals that may have seemed impossible when you started. On the other hand, if a goal is impossible to achieve, you may not even try to accomplish it. Achievable goals motivate employees; impossible goals demotivate them.

**Resources:** Objectives should have a measure of resources required to complete task. This may include hard dollars, grant funds, in-kind services, staff time etc.

**Time-bound:** Objectives should identify a definite target date for completion and/or frequencies for specific action steps that are important for achieving the goal. How often should the staff member work on this assignment? By when should this goal be accomplished? Incorporate specific dates, calendar milestones, or timeframes that are relative to the achievement of another result (i.e., dependencies and linkages to other projects).

To achieve our goals we have defined specific areas of focus and activities through objectives and actions. The following is a list of the Council's top objectives and actions:

- Partner with community to provide homeless youth shelter services
- Allen Creek Sports Park Complex (Funding)
- Maintain necessary criminal justice infrastructure (jail, DA, juvenile)
- Prepare funding package to resolve sewer issues in Spalding Park
- Light up downtown in alleyways and railroad tracks
- Expand Wastewater Plant
- Develop landscaping and parking at Park Street
- Build new Water Plant
- Explore feasibility of Fire District
- Develop the park area west of the Caveman Bridge

Objectives and actions are prioritized to show weight of importance by number of asterisks (\*).

# Keep Citizens Safe

## Leadership Objectives:

- Partner with community to provide homeless youth shelter services\*\*\*
- Maintain necessary criminal justice infrastructure\*\*\*
- Explore feasibility of Fire District\*\*\*
- Increase school safety\*\*
- Improve proactive policing\*\*
- Reduce meth/heroin use\*
- Improve preparedness for emergencies
- Enhance a safe and secure environment
- Respond to homelessness and vagrancy in our community in a proactive, comprehensive and coordinated approach
- Reduce transient impact to community\*

## Leadership Actions:

Key: O – planned action date, X – action taken

### Objective 1: Partner with community to provide homeless youth shelter services.\*\*\*

Objective: Partner with community to provide homeless youth shelter services.***									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Partner with community to provide homeless youth shelter services. <ul style="list-style-type: none"> <li>• Met with Executive Director of Hearts with a Mission.</li> <li>• Assisted with promotional video.</li> <li>• Budgeting in FY'17/18 to assist/partner with startup costs. (3/31/16)</li> <li>• Budget approved for \$50,000 toward facility and operations. (6/30/16)</li> </ul>	DPS Landis	Staff	X	X	O	O	Active	

### Objective 2: Maintain necessary criminal justice infrastructure.\*\*\*

Objective: Maintain necessary criminal justice infrastructure.***									
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Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Maintain necessary criminal justice infrastructure. <ul style="list-style-type: none"> <li>Held executive session with Council to discuss strategic actions in relation to the criminal justice systems current and future deficiencies. (3/31/16)</li> <li>Staff and Council reviewed the Jail Services Utility Fee rates/ordinance and Council approved a new ordinance allowing the continuation of the jail services utility through the end of FY'17. (6/30/16)</li> </ul>	Administration Cubic	Staff	X	X			Active

**Objective 3: Explore feasibility of Fire District.\*\*\***

Objective: Explore feasibility of Fire District.***								
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Explore feasibility of Fire District. <ul style="list-style-type: none"> <li>Completed RFP draft and should get to Council for approval by end of April. (3/31/16)</li> <li>May 23 Council selected Matrix to conduct the study.</li> <li>Matrix is scheduled to conduct interviews with Council members and stakeholders the week of July 6-8. (6/30/16)</li> </ul>	Administration Cubic	Staff	X	X	O		Active

**Objective 4: Increase school safety.\*\***

Objective: Increase school safety.**								
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Increase school safety. <ul style="list-style-type: none"> <li>Completed job description for School Marshals.</li> <li>Waiting for District 7 Board approval to move forward with implementing School Marshal Program. (3/31/16)</li> <li>School Board approved.</li> <li>School Marshal Program implemented. (6/30/16)</li> </ul>	DPS Landis	Staff	X	X			Complete

**Objective 5: Improve proactive policing.\*\***

Action 1: Public education – traffic “don’t block the box”.\*

Objective: Improve proactive policing.**									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Public education – traffic “don’t block the box”. <ul style="list-style-type: none"> <li>Overall traffic education occurring using videos available on City website.</li> <li>Traffic team enforcing all violations during their shifts. (3/31/16)</li> </ul>	DPS Landis	Staff	X		O	O	Active	

**Objective 6: Reduce meth/heroin use.\***

Objective: Reduce meth/heroin use.*									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Reduce meth/heroin use. <ul style="list-style-type: none"> <li>Narcotics Task Force actively working any and all drug cases when possible.</li> <li>Methadone Clinic will be starting up by June which should have some positive effects on heroin dependent persons. (3/31/16)</li> <li>A local nonprofit agency has recruited a medically assisted treatment provider for heroin addictions to Grants Pass and the new facility is now expected to open in October of 2016. The new treatment center’s management is looking at dates to offer a workshop presentation to the City Council before the treatment center is open for business.</li> <li>Working on Drug Task Force revisions. (6/30/16)</li> </ul>	DPS Landis	Staff	X	X	O		Active	

**Objective 7: Improve preparedness for emergencies.**

Action 1: Evaluate the effectiveness of services available to assure Grants Pass is prepared for disasters.\*

Objective: Improve preparedness for emergencies.						
Specific	Measurement	Assignment	Resources	Time/	Status	

Action				Quarter				
				1	2	3	4	
1	Evaluate the effectiveness of services available to assure Grants Pass is prepared for disasters. <ul style="list-style-type: none"> <li>The City has met with emergency manager Sara Rubrecht, Emergency Manager to review Emergency Operation Plan (EOP) and to identify improvement steps. (3/31/16)</li> <li>Agreement set with Sara Rubrecht to begin project (6/30/16)</li> </ul>	DPS/ Administration Landis/Reeves	Staff	X	X	O	O	Active

**Objective 8: Enhance a safe and secure environment.**

Action 1: Light up downtown in alleyways and railroad tracks.\*\*\*

Action 2: Expand use of community video cameras throughout the City.\*\*\*

<b>Objective: Enhance a safe and secure environment.</b>								
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Light up downtown in alleyways and railroad tracks. <ul style="list-style-type: none"> <li>Public Safety has identified potential alleys and track areas needing attention. Downtown services will conduct a survey to help identify additional target areas. If funding is approved, lighting work can begin 3<sup>rd</sup> quarter. (3/31/16)</li> <li>Funding approved and lights are ordered (6/30/16)</li> </ul>	Administration Reeves/Byrne	Monetary	X	X	O		Active
2	Expand use of community video cameras throughout the City. <ul style="list-style-type: none"> <li>Dependent on Budget approval. (3/31/16)</li> <li>Budget approved and cameras to be ordered. (6/30/16)</li> </ul>	DPS/PCD Landis/Glover	Monetary		X	O		Active

**Objective 9: Respond to homelessness and vagrancy in our community in a proactive, comprehensive and coordinated approach.**

Action 1: Continue as a 'facilitator' not a 'partner' in consolidation of homeless/transient community services.\*\*

Action 2: Appoint a Vagrancy Task Force.\*

<b>Objective: Respond to homelessness and vagrancy in our community in a proactive, comprehensive and coordinated approach.</b>								
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	

1	<p>Continue as a 'facilitator' not a 'partner' in consolidation of homeless/transient community services.</p> <ul style="list-style-type: none"> <li>• Currently working with Gospel Rescue Mission and St. Vincent DePaul to form mobile kitchens where on-site meal service would cease. (3/31/16)</li> <li>• An agreement has been reached with Gospel Rescue Mission and St. Vincent DePaul for ceasing drop-in meal service. A mobile kitchen is being purchased. Locations to be served will be around the community and are yet to be determined. (6/30/16)</li> </ul>	Administration/ DPS Cubic/Landis	Staff	X	X	O		Active
2	<p>Appoint a Vagrancy Task Force.</p> <ul style="list-style-type: none"> <li>• A Vagrancy Task Force will be appointed in the 3<sup>rd</sup> quarter once mobile kitchens and sobering center are operational. (3/31/16)</li> </ul>	DPS Landis	Staff			O		Forth-coming

**Objective 10: Reduce transient impact to community.\***

Action 1: Targeted enforcement of illegal camping.\*\*

<b>Objective: Reduce transient impact to community.*</b>								
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	<p>Targeted enforcement of illegal camping.</p> <ul style="list-style-type: none"> <li>• Nuisance Intervention Team conducts patrols and searches for transient camps and posts them when appropriate for removal. (3/31/16)</li> <li>• Ongoing. (6/30/16)</li> </ul>	DPS Landis	Staff	X	X			Active

# Provide Cooperative, Shared Leadership Involving Council, Staff and Community

## Leadership Objectives:

- Evaluate/ensure financial stability of Utility Funds.\*\*
- Develop and implement community communication strategies.
- Ensure efficiency and effectiveness in City operations.

## Leadership Actions:

### Objective 1: Evaluate/ensure financial stability of Utility Funds.\*\*

Action 1: Comprehensive Water Treatment/Wastewater funding strategy.\*\*

#### Objective: Evaluate/ensure financial stability of Utility Funds.\*\*

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	<p>Comprehensive Water Treatment/Wastewater funding strategy.</p> <ul style="list-style-type: none"> <li>• Staff held a workshop with the Council about developing the funding strategy as soon as infrastructure master plans are completed and approved (expected Q2 2016). Staff is moving forward with a procurement process for two key steps/contracts in developing the strategy, a rate study and a municipal financial advisor to assist with the bond preparation for the large plant projects. (3/31/16)</li> <li>• Staff completed a RFP process for a rate study and an RFI process for a municipal financial advisor and will bring forward contract recommendations to Council in July. (6/30/16)</li> </ul>	Public Works /Finance Canady/Meredith	Staff Consultants	X	X	O	O	Active

### Objective 2: Develop and implement community communication strategies.

Action 1: Hold quarterly Town Hall meetings.\*\*

Action 2: Encourage and seek out younger generation to volunteer on City committees.\*\*

Action 3: Continue to explore greater use of volunteer assistance for park maintenance.\*

Action 4: Increase volunteer activities for beautification cleanup projects.\*

Action 5: Promote and create information programs for Cable TV with monthly frequency.\*

Objective:									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Hold quarterly Town Hall meetings. <ul style="list-style-type: none"> <li>A community forum was held with the downtown merchants to discuss parking enforcement options. (3/31/16)</li> <li>A Downtown Merchant meeting was held June 2<sup>nd</sup>. The new Historic District and marketing plans, in addition to solutions for empty store fronts was discussed. (6/30/16)</li> </ul>	Administration Cubic	Staff	X	X			Active	
2	Encourage and seek out younger generation to volunteer on City committees.	Council	Council					Active	
3	Continue to explore greater use of volunteer assistance for park maintenance. <ul style="list-style-type: none"> <li>Met with and scheduled a volunteer project for an Eagle Scout to renovate a floating dock at Reinhart Volunteer Park. (3/31/16)</li> <li>Assisted three volunteer groups this quarter. The Grants Pass Garden Club at Riverside Park, South Middle School 6<sup>th</sup> grade volunteers at Reinhart Volunteer Park, and "Let's Pull Together" noxious weed volunteer group at Reinhart and Tussing Parks. (6/30/16)</li> </ul>	PCD Glover/Nelson	Staff	X	X	O	O	Active	
4	Increase volunteer activities for beautification cleanup projects.	Administration	Staff					Active	
5	Promote and create information programs for Cable TV with monthly frequency. <ul style="list-style-type: none"> <li>Filming for 'GP: A City Well Run' is nearly complete. Editing has begun. A production about activities in Grants Pass is in design. (3/31/16)</li> <li>White board is complete, editing continues. (6/30/16)</li> </ul>	Administration Reeves/Anderson	Staff	X	X	O	O	Active	

**Objective 3: Ensure efficiency and effectiveness in City operations.**

Action 1: Implement an E-Permitting system for building and planning.\*\*\*

Action 2: Appoint Council liaisons to collective bargaining.\*\*

Action 3: Upgrade GIS reporting for Public Works.\*\*

- Action 4: Work with the MRMPO to apply for and help administer a feasibility study on alternative fuel sources for local fleets (City, County, School District, Refuse Haulers).\*\*
- Action 5: Evaluate/implement Asset Management software across Public Works (PAVE).\*
- Action 6: Contribute resources to Food & Friends for the development of new facility.\*
- Action 7: Dark fiber connection from City Hall to Hillcrest.\*
- Action 8: Evaluate pros and cons of a potential City debt free financial goal and review overall debt policies.\*
- Action 9: Upgrade heating/cooling system in the Municipal Building.\*
- Action 10: Discuss facility options and prepare a recommended plan for a Fleet Maintenance Facility upgrade according to the performance audit recommendations.\*
- Action 11: Continue progress reflecting recommendations from strategic plans developed through PAVE.\*
- Action 12: Expand wireless network capabilities at City facilities.\*
- Action 13: Upgrade to a redundant\replicated disk based backup system.\*
- Action 14: Create a fast-track land use process for job creating industrial development and building permits.\*
- Action 15: Expand NEOGOV program for electronic notification and communication with applicants.
- Action 16: Convert Clerk Aide position to that of a Records Call Taker for improved efficiency.

<b>Objective: Ensure efficiency and effectiveness in City operations.</b>									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Implement an E-Permitting system for building and planning. <ul style="list-style-type: none"> <li>• First and second phases of E-Permitting are in place. Staff has begun using new software on field inspections. Customers are able to apply for some permits online.</li> <li>• Final phase (full plan submittal) is scheduled for next quarter. (3/31/16)</li> <li>• Implementation of software has been delayed due to technical problems with the provider. Staff anticipates the matter will be resolved in the 3<sup>rd</sup> quarter. (6/30/16)</li> </ul>	PCD Giordano	Staff	X	X	O	O	Active	
2	Appoint Council liaisons to collective bargaining. <ul style="list-style-type: none"> <li>• As collective bargaining is up for negotiation, Staff will update Council, affording the opportunity for Council to participate. (3/31/16)</li> </ul>	Administration Cubic	Staff					Active	
3	Upgrade GIS reporting for Public Works. <ul style="list-style-type: none"> <li>• City Surveyor has implemented a system to upload Public Works field inspections into GIS.</li> </ul>	PCD Glover	Staff	X	X	O	O	Active	

	<ul style="list-style-type: none"> <li>One FTE is proposed to be added in FY'17 to support Public Works GIS needs. (3/31/16)</li> <li>Request for FTE will be sent to HR in July. (6/30/16)</li> </ul>							
4	<p>Work with the MRMPO to apply for and help administer a feasibility study on alternative fuel sources for local fleets (City, County, School District, and Refuse Haulers).</p> <ul style="list-style-type: none"> <li>Data gathering continued and in the next quarter Staff will determine whether the Oregon Department of Energy has the capacity to assist with planning efforts on this project or whether an external design contract is necessary. (3/31/16)</li> <li>Staff is awaiting a decision on the site for the new Water Treatment Plant before moving forward with the study and potential design as the proposed fueling location will need to be factored into the design/study efforts. (6/30/16)</li> </ul>	Finance Meredith	Staff/ Design Contract	X		O	O	Active
5	<p>Evaluate/implement Asset Management software across Public Works (PAVE).</p> <ul style="list-style-type: none"> <li>Staff is beginning to evaluate Asset Management and CMMS software by viewing various software platforms and looking at features and capabilities that will best mesh with City needs. (3/31/16)</li> <li>Staff has held online demos with 5 asset management providers and have scheduled onsite demos with 2 promising platforms. It is anticipated that funds will be budgeted in FY'18 to purchase and implement Asset Management across Public Works (6/30/16)</li> </ul>	Public Works Canady	Staff	X	X	O	O	Active
6	<p>Contribute resources to Food &amp; Friends for the development of new facility.</p> <ul style="list-style-type: none"> <li>Staff met with RVCOG to determine the project needs. A grant contribution to the project has been built into the City's CDBG consolidated plan for the next plan year. (6/30/16)</li> </ul>	Administration Cubic	Staff		X			Complete
7	<p>Dark fiber connection from City Hall to Hillcrest.</p> <ul style="list-style-type: none"> <li>Awaiting budget resources. (3/31/16)</li> <li>Funding was not allocated to the project. (6/30/16)</li> </ul>	Administration Selland	Monetary					Postpone
8	<p>Evaluate pros and cons of a potential City debt free financial goal and review overall debt policies.</p>	Finance Meredith	Staff	X	X	O	O	Active

	<ul style="list-style-type: none"> <li>• Much of the work on this objective will coincide with the objective of developing a comprehensive Water / Wastewater Utility Funding Strategy. A workshop was held with the City Council in the 1<sup>st</sup> quarter about moving forward with the procurement of a rate study and municipal financial advisor to help with long-term financial planning and structuring the City's future utility bonds. (3/31/16)</li> <li>• Staff completed a RFP process for a rate study and an RFI process for a municipal financial (bond) advisor and will bring forward contract recommendations to Council in July. (6/30/16)</li> </ul>							
9	<p>Upgrade heating/cooling system in the Municipal Building.</p> <ul style="list-style-type: none"> <li>• We are preparing an RFQ for a design/build solution. Selection process is expected in the 3<sup>rd</sup> quarter. (3/31/16)</li> </ul>	Administration Byrne	Monetary	X		O	O	Active
10	<p>Discuss facility options and prepare a recommended plan for a Fleet Maintenance Facility upgrade according to the performance audit recommendations.</p> <ul style="list-style-type: none"> <li>• Proposed in the FY'17 Capital Budget is a recommendation to purchase of a portable vehicle lift. This will provide a safe way to lift vehicles and will be used by the mechanics at the current and new facilities. (3/31/16)</li> <li>• Staff is awaiting a decision on the site for the new Water Treatment Plant before moving forward with the potential design and alternatives analysis. (6/30/16)</li> </ul>	Finance Meredith	Staff	X		O	O	Active
11	<p>Continue progress reflecting recommendations from strategic plans developed through PAVE.</p> <ul style="list-style-type: none"> <li>• An update of the Water/Wastewater PAVE project was given to Council at its April 12, 2016 workshop. (3/31/16)</li> <li>• At its April 18 workshop, Council gave a strong preference to focus on PCD for the next PAVE project. (6/30/16)</li> </ul>	Administration/ Finance Cubic/Meredith	Staff	X	X			Active
12	<p>Expand wireless network capabilities at City facilities.</p> <ul style="list-style-type: none"> <li>• Wireless access has been expanded in existing facilities and newly installed at the shops. (3/31/16)</li> </ul>	Administration Selland/Reeves	Monetary	X				Complete
13	<p>Upgrade to a redundant\replicated disk based backup system.</p> <ul style="list-style-type: none"> <li>• The system is up and running. (3/31/16)</li> </ul>	Administration Selland/Reeves	Monetary	X				Complete
14	Create a fast-track land use process for job creating industrial	PCD	Staff	X	X	O		Active

	<p>development and building permits.</p> <ul style="list-style-type: none"> <li>Text amendment for Expedited Land Use Process has been drafted. Amendment to be reviewed by UAPC 7/27/16 and on 9/7/16 by the City Council. (6/30/16)</li> </ul>	Glover						
15	<p>Expand NEOGOV program for electronic notification and communication with applicants.</p> <ul style="list-style-type: none"> <li>Created and sent recruitment letters out electronically and verified receipt by candidates, distribution was successful. (3/31/16)</li> <li>Created and sent “no thank you” letters after review of applications for candidates not meeting the minimum requirements of the position. Created and sent out “missing information” emails and testing invitation letters. (6/30/16)</li> </ul>	Human Resources Mejia	Staff	X	X			Complete
16	<p>Convert Clerk Aide position to that of a Records Call Taker for improved efficiency.</p> <ul style="list-style-type: none"> <li>Created the job description and conducted a salary survey which revealed that the position is not significantly different from Dispatcher. Position converted to current job description of Dispatcher instead of creating a new classification. (3/31/16)</li> </ul>	Human Resources Mejia	Staff	X				Complete

# Encourage Economic Opportunities

## Leadership Objectives:

- Facilitate an environment to encourage business prosperity and economic opportunities.
- Adopt an Economic Development Plan.

## Leadership Actions:

### Objective 1: Facilitate an environment to encourage business prosperity and economic opportunities.

- Action 1: Prepare funding package to resolve sewer issues in Spalding Park.\*\*\*
- Action 2: Look into a partnership with Rogue Allure Hotel channel to promote tourism and economic development.\*\*\*
- Action 3: Partner to develop incubator facilities.\*\*
- Action 4: List of commercial properties – buildings available.\*
- Action 5: Support (implement) Small-Scale/Craft Manufacturing/Main Street.\*
- Action 6: Develop business loan program incorporating a job creation forgiveness element.\*
- Action 7: Find solutions for business development and remodeling.\*
- Action 8: Encourage businesses to develop jobs in and around the City.\*
- Action 9: Develop additional industrial land.\*
- Action 10: Vocational training for high school and college students focused on local industry needs.\*

### Objective: Facilitate an environment to encourage business prosperity and economic opportunities.

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Prepare funding package to resolve sewer issues in Spalding Park. <ul style="list-style-type: none"> <li>• This project may be dependent upon the proposed Urban Renewal District. (3/31/16)</li> <li>• UAPC and City Council to review the proposed Urban Renewal Plan 3<sup>rd</sup> quarter. (6/30/16)</li> </ul>	Administration/PCD Reeves/Glover	Staff		X	O	O	Active
2	Look into a partnership with Rogue Allure Hotel channel to promote tourism and economic development. <ul style="list-style-type: none"> <li>• First product has been tested and hardware has been identified. Beta site is ready for implementation. (3/31/16)</li> </ul>	Administration Reeves/Bowen	Staff	X	X	O	O	Active

	<ul style="list-style-type: none"> <li>Beta continues at two sites. (6/30/16)</li> </ul>							
3	<p>Partner to develop incubator facilities.</p> <ul style="list-style-type: none"> <li>Initiated contact with RCC and SBDC on physical facility option. (3/31/16)</li> <li>Maker space meeting held with key stakeholders on June 10, 2016. The Library successfully hosted a robotic training for elementary students. Tentative meeting with RCC President and SBDC Director to discuss location of maker space possibilities. (6/30/16)</li> </ul>	Administration Seereiter	Staff	X	X	O	O	Active
4	<p>List of commercial properties – buildings available.</p> <ul style="list-style-type: none"> <li>Multiple contacts have been made in search of source information (i.e. Realtors, State of OR, SOREDI). (3/31/16)</li> <li>Identified key sites for commercial properties to be listed; Loopnet and Oregon Prospector. (6/30/16)</li> </ul>	Administration Seereiter	Staff	X	X		O	Active
5	<p>Support (implement) Small-Scale/Craft Manufacturing/Main Street.</p> <ul style="list-style-type: none"> <li>Working with Small Business Development Center (SBDC), Library, Tom Schauer and other stake-holders to establish potential business model and location.(3/31/16)</li> <li>Small-Scale/Craft Manufacturing project is included in the proposed Urban Renewal Plan. If the Plan is not adopted, staff will consider other funding sources. (6/30/16)</li> </ul>	Administration/ PCD Seereiter/ Schauer	Staff	X	X	O	O	Active
6	<p>Develop business loan program incorporating a job creation forgiveness element.</p> <ul style="list-style-type: none"> <li>A proposal is being developed for an interagency agreement with Illinois Valley Community Development Organization (IVCDO) to manage and administer all City Economic Development loan funds. (3/31/16)</li> <li>Received sample documents. Draft to be presented to City Council to approve IVCDO to manage and administer micro and industrial loan funds. (6/30/16)</li> </ul>	Administration Seereiter	Staff	X	X	O		Active
7	<p>Find solutions for business development and remodeling.</p> <ul style="list-style-type: none"> <li>Working with the Business Retention &amp; Expansion (BR&amp;E), and Business Retention &amp; Recruitment (BRR), attending meetings and building an information base. (3/31/16)</li> </ul>	Administration Seereiter	Staff	X	X		O	Active

	<ul style="list-style-type: none"> <li>Blade sign incentive rolled out for downtown business owners to encourage pedestrian traffic. This concept was based on findings from the First Impressions study conducted by RDI. (6/30/16)</li> </ul>							
8	<p>Encourage businesses to develop jobs in and around the City.</p> <ul style="list-style-type: none"> <li>Outreach to existing businesses and to businesses that could locate to Grants Pass. (3/31/16)</li> <li>Continue outreach and conversation with community partners. (6/30/16)</li> </ul>	Administration Seereiter	Staff	X	X	O		Active
9	<p>Develop additional industrial land.</p> <ul style="list-style-type: none"> <li>This task is associated with the possible Urban Renewal (UR) District. Staff is participating in the UR process and will be developing projected costs for the task list items. (6/30/16)</li> </ul>	PCD Glover	Staff	X	X	O	O	Active
10	<p>Vocational training for high school and college students focused on local industry needs.</p> <ul style="list-style-type: none"> <li>Participate in SOREDI job tours.</li> <li>Human Resources attended a job fair to promote the City and region, and work with the job coordinator at Grants Pass High School and Hidden Valley High School. (3/31/16)</li> <li>Worksource Oregon is collaborating with RCC, high schools and business owners to develop programs that will prepare students for specific skills. (6/30/16)</li> </ul>	Administration Seereiter	Staff	X	X	O	O	Active

**Objective 2: Adopt an Economic Development Plan.**

Objective: Adopt an Economic Development Plan.								
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	<p>Adopt an Economic Development Plan.</p> <ul style="list-style-type: none"> <li>Multiple charrettes were held with stakeholders to acquire valuable local input in the Strategic Plan Process.</li> </ul>	Administration Seereiter	Staff	X	X	O		Active

- EcoNorthwest has completed phases I and II. Draft plan will be ready for final editing next quarter. Final adoption anticipated in July or August of 2016. (3/31/16)
- Working jointly with County (Julie Schmelzer) on plan.
- Editing of final document is nearly completed. (6/30/16)

# Facilitate Sustainable, Manageable Growth

## Leadership Objectives:

- Strengthen current codes to help enforce and promote properly maintained commercial and residential structures.\*
- Promote healthy neighborhoods.\*
- Identify and implement appropriate sustainability practices.
- Develop proactive solutions to community development challenges.\*
- Review annexation policy and identify areas for annexation.
- Create and sustain a city of diverse neighborhoods where all residents can find and afford the values and lifestyles they seek.
- Improve Parkland through private / public partnerships.

## Leadership Actions:

### Objective 1: Strengthen current codes to help enforce and promote properly maintained commercial and residential structures.

Action 1: Pursue code violations for those that have been reported by the citizens.\*

#### Objective: Strengthen current codes to help enforce and promote properly maintained commercial and residential structures.\*

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Pursue code violations for those that have been reported by the citizens. <ul style="list-style-type: none"> <li>• DPS and PCD continue to respond to and monitor current code violations. (6/30/16)</li> </ul>	DPS/PCD Moran/Stichter	Staff	X	X	O	O	Active

### Objective 2: Promote healthy neighborhoods.\*

Action 1: More public trash cans and recycling bins around town or near problem areas.\*\*

Action 2: Canopy Tree Program.\*

Action 3: Focus on clean-up efforts in areas of blight.\*

Action 4: Encourage neighborhoods to keep themselves clean.\*

Action 5: Keep rec/med pot from disrupting neighborhoods.\*

<b>Objective: Promote healthy neighborhoods.*</b>									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	<p>More public trash cans and recycling bins around town or near problem areas.</p> <ul style="list-style-type: none"> <li>Target areas are being identified and additional recycling containers are being made. More recycling containers and planters are being proposed. Rings on existing container have been secured. (3/31/16)</li> <li>Identified locations and have installed one trash can and one recycling container. (6/30/16)</li> </ul>	Administration Byrne	Monetary	X	X	O	O	Active	
2	<p>Canopy Tree Program.</p> <ul style="list-style-type: none"> <li>Staff has completed the planting of this year's trees for the Canopy Tree Program.</li> <li>Urban Tree Advisory Committee is proposing an amendment to the Development Code to enhance the City's Tree Canopy Program. Staff will bring the amendment forward in the 3<sup>rd</sup> quarter. (6/30/16)</li> </ul>	PCD Nelson	Staff	X	X	O		Active	
3	<p>Focus on clean-up efforts in areas of blight.</p> <ul style="list-style-type: none"> <li>This task is associated with the pending Urban Renewal project and subject to future funding. (6/30/16)</li> </ul>	Administration/ PCD Glover	Staff Monetary			O	O	Forth-coming	
4	<p>Encourage neighborhoods to keep themselves clean.</p> <ul style="list-style-type: none"> <li>Staff will research "best practices" from other communities and develop a neighborhood awareness program. (6/30/16)</li> </ul>	Administration/ PCD Cubic/Glover	Staff			O	O	Forth-coming	
5	<p>Keep rec/med pot from disrupting neighborhoods.</p> <ul style="list-style-type: none"> <li>Increasing CSO hours to 20 hours/week to respond to increased complaints. (3/31/16)</li> <li>CSO's are now staffed for additional 20 hours for added enforcement. (6/30/16)</li> </ul>	DPS Moran	Staff	X	X			Active	

**Objective 3: Identify and implement appropriate sustainability practices.**

Action 1: Incorporate sustainable construction methods into Public Works construction projects as feasible.\*

**Objective: Identify and implement appropriate sustainability practices.**

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Incorporate sustainable construction methods into Public Works construction projects as feasible. <ul style="list-style-type: none"> <li>Public Works staff will always look for opportunities to incorporate sustainability into projects to bring value to the City's rate payers. (3/31/16)</li> </ul>	Public Works Wright	Project Staff	X				Complete

**Objective 4: Develop proactive solutions to community development challenges.\***

Action 1: Develop building safety/inspection/permits processes.\*\*

Action 2: Review and revise Development Code.\*

Action 3: Evaluate DDA and AFD process to determine best practices for the City and property owners and clean up old DDA and AFD records on properties – possibly convert to a fee-in-lieu system.\*

Action 4: Initiate “highway-dependent” industrial land text amendment (i.e., no mini-storage on prime industrial land).\*

**Objective: Develop proactive solutions to community development challenges.\***

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Develop building safety/inspection/permits processes. <ul style="list-style-type: none"> <li>Staff has converted to the new Energov software and e-permitting program.</li> <li>Staff will continue to identify areas for improvement. (3/31/16)</li> <li>Refining permitting processes for clarification is an ongoing goal for PCD. Staff has received multiple favorable survey responses following completion of projects. (6/30/16)</li> </ul>	PCD Sandlin	Staff	X	X			Complete
2	Review and revise Development Code. <ul style="list-style-type: none"> <li>Staff has completed “Eating/Drinking &amp; Social Services Amendment; Subdivision Final Plat Amendment; and Historic Review Amendment. Upcoming amendments include: Articles 2, 10 &amp; 19 for application review procedures. (6/30/16)</li> </ul>	PCD Glover	Staff		X	O	O	Active
3	Evaluate DDA and AFD process to determine best practices for the City and property owners and clean up old DDA and AFD	PCD Glover/ Giordano	Staff	X	X	O	O	Active

	records on properties – possibly convert to a fee-in-lieu system. <ul style="list-style-type: none"> <li>• Staff completed the release of many expired and completed DDAs and AFDs.</li> <li>• Staff will research alternative fee-in-lieu system in the 3<sup>rd</sup> quarter. (3/31/16)</li> <li>• Council approved the amended Grandview AFD which reduced the charges against property owners.</li> <li>• DDA alternatives are scheduled for discussion with Council 3<sup>rd</sup> quarter. (6/30/16)</li> </ul>								
4	Initiate “highway-dependent” industrial land text amendment (i.e., no mini-storage on prime industrial land). <ul style="list-style-type: none"> <li>• Staff will begin draft of amendment in 3<sup>rd</sup> quarter. (6/30/16)</li> </ul>	PCD Glover/Schauer	Staff				O	O	Forth-coming

**Objective 5: Review annexation policy and identify areas for annexation.**

Action 1: Analyze/initiate charter amendment for annexation procedures.\*

Action 2: Identify areas for annexation.

**Objective: Review annexation policy and identify areas for annexation.**

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Analyze/initiate charter amendment for annexation procedures. <ul style="list-style-type: none"> <li>• Discussed during Council Q2 meetings. Consensus was to take no action at this time. (6/30/16)</li> </ul>	PCD/ Administration Glover/Cubic	Staff		X			Complete
2	Identify areas for annexation. <ul style="list-style-type: none"> <li>• Staff conducted initial public hearing before the UAPC on January 13, 2016. A second hearing was held by the City Council on February 3, 2016. Council approved the ordinance for the text of the measure and ballot title for the May election. (3/31/16)</li> <li>• Annexation of the properties involved in the proposed Urban Renewal Plan ~ 2016 has been completed. (6/30/16)</li> </ul>	PCD Schauer	Staff	X	X			Complete

**Objective 6: Create and sustain a city of diverse neighborhoods where all residents can find and afford the values and lifestyles they seek.**

Action 1: Facilitate and environment which increases affordable housing opportunities.\*

<b>Objective: Create and sustain a city of diverse neighborhoods where all residents can find and afford the values and lifestyles they seek.</b>									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Facilitate an environment which increases affordable housing opportunities. <ul style="list-style-type: none"> <li>The Consolidated Plan Year 1's primary focus is on affordable housing. (3/31/16)</li> <li>Staff has completed the 'Needs Analysis' and will proceed with an RFP for the 'Impediment Analysis'. (6/30/16)</li> </ul>	PCD Schauer	Staff	X	X	O		Active	

**Objective 7: Improve Parkland through private / public partnerships.**

Action 1: Develop Allen Creek Sports Park Complex.\*\*\*

<b>Objective: Improve Parkland through private / public partnerships.</b>									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Develop Allen Creek Sports Park Complex. <ul style="list-style-type: none"> <li>Staff filed a pre-application with Josephine County for the west side of the project located between Allen Creek and Allen Creek Road. Preliminary supportive comments have been received back from the County; Staff will submit the full application (Conditional Use Permit) to the County for review and approval. (3/31/16)</li> <li>Staff met with District 7 School Board. Based upon their recent analysis of available school property, the School Board is hesitant to move forward on the sport complex project.</li> <li>Staff will look for alternate sport complex sites in preparation that District 7 looks to expand at Allen Dale School. (6/30/16)</li> </ul>	PCD Glover	Monetary	X	X	O	O	Active	

# Maintain, Operate and Expand our Infrastructure to Meet Community Needs

## Leadership Objectives:

- Plan and develop infrastructure.
- Ensure water infrastructure needs are met.
- Ensure sewer infrastructure needs are met.
- Ensure transportation infrastructure needs are met.
- Ensure storm facility infrastructure needs are met.
- Ensure bicycle/pedestrian path needs are met.
- Ensure park infrastructure needs are met.
- Increase opportunities to promote character and community spirit.
- Provide an environment to help preserve and enhance Grants Pass' historical assets.

## Leadership Actions:

### Objective 1: Plan and develop infrastructure.

Action 1: Explore Public Safety Station options.\*\*\*

Action 2: Complete Sewer Master Plan.\*\*\*

Action 3: Complete Water Master Plan.\*\*\*

Action 4: Update the Downtown Master Plan.\*

Action 5: Install ambient lighting on Caveman Bridge.\*

Action 6: Purchase and install two "Portland Loos".\*

Action 7: Water Distribution and Wastewater Collection - Continue pursuit of property acquisition for future reservoir and pump station sites.\*

Action 8: Complete Storm Drain Master Plan and consider funding option.\*

### Objective: Plan and develop infrastructure.

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Explore Public Safety Station options. <ul style="list-style-type: none"> <li>• Assessing seismic infrastructure while exploring other options. (3/31/16)</li> </ul>	Administration/ DPS Rubenstein/ Landis	Staff/ Monetary	X	X	O		Active

	<ul style="list-style-type: none"> <li>Explore specific buildings for relocation and initiate discussions with owner. Contract with OMR Architecture to determine Public Safety space requirements and determine suitability of existing and alternative locations. Seismic study of current location in progress. (6/30/16)</li> </ul>								
2	<p>Complete Sewer Master Plan.</p> <ul style="list-style-type: none"> <li>Plan is 99% complete and has been submitted to planning for inclusion into the City's Comprehensive Plan. (3/31/16)</li> <li>Plan will be presented to Council early in 3<sup>rd</sup> quarter. (6/30/16)</li> </ul>	Public Works Wright/Hamblin/ Brelinski	Consultant/ Staff	X	X	O		Active	
3	<p>Complete Water Master Plan.</p> <ul style="list-style-type: none"> <li>Plan is 99% complete and has been submitted to planning for inclusion into the City Comprehensive Plan. (3/31/16)</li> <li>Plan is scheduled to be presented to Council on August 3. Staff has held multiple workshops on the Master Plans in addition to public forums, newsletter articles and appearing on the radio show. (6/30/2016)</li> </ul>	Public Works Wright/Hamblin/ Canady	Consultant/ Staff	X	X	O		Active	
4	<p>Update the Downtown Master Plan.</p> <ul style="list-style-type: none"> <li>This project will begin FY'17. (6/30/16)</li> </ul>	PCD Glover	Staff			O	O	Forth-coming	
5	<p>Install ambient lighting on Caveman Bridge.</p> <ul style="list-style-type: none"> <li>This project will be incorporated into ODOT's bridge enhancement scheduled for 2018. (3/31/16)</li> <li>ODOT presented information to City Council. ODOT project will begin 2017. (6/30/16)</li> </ul>	PCD Saunders	Staff/ Monetary	X	X			Forth-coming	
6	<p>Purchase and install two "Portland Loos".</p> <ul style="list-style-type: none"> <li>Awaiting budget. (3/31/16)</li> <li>This project did not receive funding. (6/30/16)</li> </ul>	Administration Reeves	Monetary					Postpone	
7	<p>Water Distribution and Wastewater Collection - Continue pursuit of property acquisition for future reservoir and pump station sites.</p> <ul style="list-style-type: none"> <li>No action this quarter. Efforts have been focused on Water Treatment Plant property. (3/31/16)</li> <li>Ongoing (6/30/16)</li> </ul>	Public Works Canady	Land Acquisition Specialist			O	O	O	Active
8	<p>Complete Storm Drain Master Plan and consider funding option.</p> <ul style="list-style-type: none"> <li>Plan is 100% complete and submitted to Planning for inclusion into the City's Comprehensive Plan.</li> <li>Introductory presentation to Council made on April 18,</li> </ul>	Public Works Wright/Scrivner	Consultant/ Staff	X	X	O		Active	

	<p>2016.</p> <ul style="list-style-type: none"> <li>Stormwater will be included in Utility Funding Project that will look at water/wastewater and stormwater rates. (3/31/16)</li> <li>Stormwater Master Plan was presented on the City radio show and will presented at a public forum in July. Staff is continuing to provide information to the public on the plan. (6/30/16)</li> </ul>							
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**Objective 2: Ensure water infrastructure needs are met.**

Action 1: Build new Water Plant (PAVE).\*\*\*

Action 2: Develop emergency water hook-up at City Hall well.\*

Action 3: Complete projects as part of small main replacement.\*

Action 4: Complete the update to the Water Emergency Operations Plan.

Action 5: Initiate the process of acquiring property for a new Water Treatment Plant.

**Objective: Ensure water infrastructure needs are met.**

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	<p>Build new Water Plant (PAVE).</p> <ul style="list-style-type: none"> <li>Staff is investigating Design/Build and Design/Build/Operate (DB/DBO) options for new Water Treatment Plant.</li> <li>Scheduling a 1 day workshop with Water Design Build Council to help educate Council/Staff on DB/DBO options. (3/31/16)</li> <li>Ongoing. Staff is working with property owners on potential Water Treatment Plant site. Design-Build workshop scheduled for early 3<sup>rd</sup> quarter. (6/30/16)</li> </ul>	Public Works Canady	Monetary	X	X	O	O	Active
2	<p>Develop emergency water hook-up at City Hall well.</p> <ul style="list-style-type: none"> <li>Water testing is complete and initial research is completed. We are waiting for recommendations from water resources and DEQ. (3/31/16)</li> <li>Ordered well modification and continue work with DEQ. (6/30/16)</li> </ul>	Administration/ Public Works Reeves/Canady	Monetary	X	X	O	O	Active
3	<p>Complete projects as part of small main replacement.</p> <ul style="list-style-type: none"> <li>Design work on three projects was completed and bidding</li> </ul>	Public Works Wright/Hamblin	City Engineer	X		O	O	Active

	will take place late spring. (3/31/16) <ul style="list-style-type: none"> <li>Ongoing.</li> </ul>							
4	Complete the update to the Water Emergency Operations Plan. <ul style="list-style-type: none"> <li>Emergency Operations Plan (EOP) is complete and staff is planning training related to revised EOP procedures. (3/31/16)</li> </ul>	Public Works Canady/Wright	Consultant/ Staff	X				Complete
5	Initiate the process of acquiring property for a new Water Treatment Plant. <ul style="list-style-type: none"> <li>Property owners have been contacted and negotiations are underway on several properties that would meet the current and future needs of the Water Treatment Plant. (3/31/16)</li> <li>Negotiations are focused on two properties. Process of selecting an appraiser initiated. Alternative routings of intake and distribution lines considered. Environmental consultant ready to start work when candidate properties are further refined. (6/30/16)</li> </ul>	PW/ Administration Canady/ Rubenstein	Staff	X	X	O	O	Active

**Objective 3: Ensure sewer infrastructure needs are met.**

- Action 1: Expand Wastewater Plant (PAVE).\*\*\*
- Action 2: Construct vector truck dumping facility.\*\*
- Action 3: Initiate Fats, Oils and Grease (FOG) education/enforcement program.\*
- Action 4: Implement manhole inflow/infiltration elimination program in the Redwood area.\*
- Action 5: Upgrade sewer lines.\*
- Action 6: Design and construct the necessary Webster Wastewater Pump Station No. 1 improvement project.
- Action 7: Initiate upgrades to the Water Restoration Plant SCADA hardware and software.

<b>Objective: Ensure sewer infrastructure needs are met.</b>								
Specific Action	Measurement	Assignment	Resources	Time/ Quarter				Status
				1	2	3	4	
1	Expand Wastewater Plant (PAVE). <ul style="list-style-type: none"> <li>Staff is investigating Progressive DB options for expanding Water Restoration Plant.</li> <li>Scheduling a 1 day workshop with Water Design Build Council to help educate Council/Staff on DB/DBO options</li> <li>Staff is planning a 1 day work session to define scope for Owners Agent process. (3/31/16)</li> </ul>	Public Works Canady	Staff/ Monetary	X	X	O	O	Active

	<ul style="list-style-type: none"> <li>Plan will be presented to Council early in the 3<sup>rd</sup> quarter.</li> </ul>							
2	<p>Construct vector truck dumping facility.</p> <ul style="list-style-type: none"> <li>Staff has visited various regional dumping facilities and is awaiting a pre-design memo for outside consultant. (3/31/16)</li> <li>Ongoing. Pre-design memo has been received by City and is being evaluated for inclusion into WRP Phase II Expansion. (6/30/16)</li> </ul>	Public Works Canady	Staff/ Monetary	X	X	O	O	Active
3	<p>Initiate Fats, Oils and Grease (FOG) education/enforcement program.</p> <ul style="list-style-type: none"> <li>Added FOG page to City's website.</li> <li>Investigating regional communities FOG rules. (3/31/16)</li> <li>Ongoing. (6/30/16)</li> </ul>	Public Works Canady	Staff/ Monetary	X	X	O	O	Active
4	<p>Implement manhole inflow/infiltration elimination program in the Redwood area.</p> <ul style="list-style-type: none"> <li>During rainy season staff identified numerous lateral and manhole issues that will be converted to capital projects. (3/31/16)</li> </ul>	Public Works Canady/Hamblin	Staff/ Monetary	X		O	O	Active
5	<p>Upgrade sewer lines.</p> <ul style="list-style-type: none"> <li>Replaced sewer line in the alley between J and K Streets off of Pine Street. (3/31/16)</li> <li>Sewer line replacement in alley between Burgess/Oak and Bridge/Burgess advertised in June. (6/30/16)</li> </ul>	Public Works Wright/Hamblin	City Engineer	X	X	O	O	Active
6	<p>Design and construct the necessary Webster Wastewater Pump Station No. 1 improvement project.</p> <ul style="list-style-type: none"> <li>Project has been designed and bid. Contractor is now preparing submittals for staff/engineer review.</li> <li>Construction will begin in 2<sup>nd</sup> quarter. (3/31/16)</li> <li>Construction is underway and progressing at a good rate. (6/30/16)</li> </ul>	Public Works Wright/Brelinski/ Hamblin	Consultant/ Staff	X	X	O	O	Active
7	<p>Initiate upgrades to the Water Restoration Plant SCADA hardware and software.</p> <ul style="list-style-type: none"> <li>New SCADA PC purchased. Staff will install software and migrate to Windows 7. This will extend life of existing system until full upgrade can be performed in conjunction with Plant expansion project. (3/31/16)</li> </ul>	Public Works Canady/Brelinski	Staff/ Monetary	X				Active

**Objective 4: Ensure transportation infrastructure needs are met.**

Action 1: Clean the streets – hire contractor to pressure wash sidewalks and alleyways.\*

Action 2: Improve dangerous/problem pedestrian crossings (flashing beacons).\*

Action 3: Focused approach to right of way vegetation management.\*

Action 4: Utilize college program to provide design concepts for South ‘Y’ interchange.\*

Action 5: Design, bid and construct improvements to the Redwood Avenue and Allen Creek Road intersection per direction provided by City Council.\*

Action 6: Complete Transportation Master Plan.

Action 7: Design the Allen Creek Road project.

Objective: Ensure transportation infrastructure needs are met.								
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	<p>Clean the streets – hire contractor to pressure wash sidewalks and alleyways.</p> <ul style="list-style-type: none"> <li>Awaiting budget resources; however, small scale power washing is scheduled and is done on an annual basis. (3/31/16)</li> <li>Contract labor is working on sidewalks and trash can cleaning. (6/30/16)</li> </ul>	Administration Byrne	Staff/ Monetary		X	O		Active
2	<p>Improve dangerous/problem pedestrian crossings (flashing beacons).</p> <ul style="list-style-type: none"> <li>Two additional pedestrian crossing devices will be ordered 2<sup>nd</sup> quarter for Redwood Avenue and Fruitdale Creek Trail. Additional devices will be based on funding allocations for FY’17. (3/31/16)</li> <li>Redwood Avenue is under construction. Fruitdale Creek Trail will be out for bids in July. (6/30/16)</li> </ul>	PCD Saunders	Staff		X	O	O	Active
3	<p>Focused approach to right of way vegetation management.</p> <ul style="list-style-type: none"> <li>Administration, Public Works, Parks &amp; Community Development and Property Management have met and have initiated a plan. (3/31/16)</li> <li>Transfer of landscape areas will begin 8/1/16. (6/30/16)</li> </ul>	Administration Cubic/Canady/ Glover/Nelson/ Byrne	Staff	X	X			Complete
4	<p>Utilize college program to provide design concepts for South ‘Y’ interchange.</p> <ul style="list-style-type: none"> <li>This project has been identified as a possible Urban Renewal task. Proposal request will be developed 1<sup>st</sup></li> </ul>	PCD Glover	Staff			O	O	Forth-coming

	quarter FY'17. (6/30/16)							
5	<p>Design, bid and construct improvements to the Redwood Avenue and Allen Creek Road intersection (Redwood Phase 3) per direction provided by City Council.</p> <ul style="list-style-type: none"> <li>County has completed design. Project will be going out to bid April 21, 2016. (3/31/16)</li> <li>Under construction. (6/30/16)</li> </ul>	PCD/PW Saunders Wright	Consultant/ Staff	X	X	O	O	Active
6	<p>Complete Transportation Master Plan.</p> <ul style="list-style-type: none"> <li>Project has been delayed by ODOT's RFP process. ODOT staff stated they anticipate RFP review to being 2<sup>nd</sup> quarter. (3/31/16)</li> <li>ODOT has delayed the RFP. (6/30/16)</li> </ul>	PCD Schauer	Consultant			O	O	Active
7	<p>Design the Allen Creek Road project.</p> <ul style="list-style-type: none"> <li>Staff is coordinating with consultants Harper, Houf, Peterson, Righellis and ODOT. Two property owner/neighborhood meetings have been held to discuss process and design.</li> <li>A third open house is scheduled for April 26, 2016 to discussed design options. (3/31/16)</li> <li>Working on final road section approval. (6/30/16)</li> </ul>	PCD/PW Glover, Wright	Consultant/ Staff	X	X	O	O	Active

**Objective 5: Ensure storm facility infrastructure needs are met.**

Action 1: Find most cost-effective way to deal with storm water regulations.\*\*

Action 2: Initiate the preparation of a storm water implementation plan following adoption of the Storm Water Master Plan.

Action 3: Create and initiate the Storm Water utility.

<b>Objective: Ensure storm facility infrastructure needs are met.</b>								
Specific Action	Measurement	Assignment	Resources	Time/ Quarter				Status
				1	2	3	4	
1	<p>Find most cost-effective way to deal with storm water regulations.</p> <ul style="list-style-type: none"> <li>Stormwater master plan complete. (3/31/16)</li> </ul>	Public Works Canady	Staff	X		O	O	Active
2	<p>Initiate the preparation of a storm water implementation plan following adoption of the Storm Water Master Plan.</p> <ul style="list-style-type: none"> <li>Stormwater Management Plan will be started in FY'17. (3/31/16)</li> <li>Staff is working with Council to adopt new Storm Water</li> </ul>	Public Works Canady	Consultant		X	O	O	Active

	Master Plan. (6/30/16) <ul style="list-style-type: none"> <li>Ongoing. (6/30/16)</li> </ul>							
3	Create and initiate the Storm Water utility. <ul style="list-style-type: none"> <li>The Storm Water Master Plan is nearing completion and the Storm Water Utility will be included in the 2016 Utility Rate Study project along with the Water and Wastewater Utilities. (3/31/16)</li> <li>Staff completed a RFP process for a rate study and will bring forward a contract recommendation to Council in July. (6/30/16)</li> </ul>	PW/Finance Canady/Meredith	Consultant	X	X	O	O	Active

**Objective 6: Ensure bicycle/pedestrian path needs are met.**

Action 1: Interconnect trails.\*\*

Action 2: Continually identify and implement additional off-street pedestrian and bikeway opportunities.\*\*

Action 3: Improve trails to provide walking/biking transportation alternatives and recreation potential.\*

**Objective: Ensure bicycle/pedestrian path needs are met.**

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Interconnect trails. <ul style="list-style-type: none"> <li>Fruitdale Creek Trail will go out to bid 2<sup>nd</sup> quarter. Project delayed due to GPID issues; to be awarded in September. (6/30/16)</li> </ul>	PCD Saunders	Staff Monetary	X	X	O		Active
2	Continually identify and implement additional off-street pedestrian and bikeway opportunities. <ul style="list-style-type: none"> <li>Bikeway Committee meets on a monthly basis to identify future projects.</li> <li>Allen Creek Trail Ramsey – Redwood Hwy. connection proposed for FY'17. Working on easement acquisition. Design is being finalized. (6/30/16)</li> <li>Eckstein Park &amp; Riverside Elementary School loop path will be installed FY'17. (3/31/16)</li> <li>To be installed summer of 2016. (6/30/16)</li> </ul>	PCD Saunders	Staff Monetary	X	X	O	O	Active
3	Improve trails to provide walking/biking transportation alternatives and recreation potential. <ul style="list-style-type: none"> <li>Allendale Creek Trail maintenance project – construction on hold due to inclement weather spring 2016. Project will</li> </ul>	PCD Saunders	Staff Monetary	X	X	O		Active

- be completed during summer break FY'17. (3/31/16)
- Repairs scheduled for July 2016. (6/30/16)

**Objective 7: Ensure park infrastructure needs are met.**

- Action 1: Develop the park area west of the Caveman Bridge.\*\*\*
- Action 2: Enhance Riverside Park.\*\*
- Action 3: Develop Hillcrest Park Reserve.\*\*
- Action 4: Remove the large barrels and debris in the river from under the 6th Street Bridge.\*\*
- Action 5: Evaluate options at Reinhart Park for converting irrigation system to prevent future issues with pumping water from the River.\*\*
- Action 6: Add restroom at Fruitdale Park.\*\*
- Action 7: Increase security and lighting in Parks.\*
- Action 8: Develop spray/water park.\*
- Action 9: Improve the high visibility landscaping at the corner of GP Parkway & East Park Street.\*
- Action 10: Landscape and irrigate the area entering the City from Redwood Highway.\*
- Action 11: Create a tree walk map for Reinhart for next year's Fall Tree Walk.\*
- Action 12: Provide shade screening for exposed playground areas.\*
- Action 13: Improve Loveless Park with dirt pump track, seating areas, restroom, bike station, sidewalk and skills area.\*

**Objective: Ensure park infrastructure needs are met.**

Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status
				1	2	3	4	
1	Develop the park area west of the Caveman Bridge. <ul style="list-style-type: none"> <li>Received one bid for budgeting. Minimal landscaping (screening along west property line) will be initially completed. Remaining landscaping will be delayed until ODOT completes the bridge enhancement. (3/31/16)</li> <li>Waiting to see how much area ODOT will need on the property. (6/30/16)</li> </ul>	PCD Nelson	Monetary	X	X	O		Active
2	Enhance Riverside Park. <ul style="list-style-type: none"> <li>Evaluating areas for new structure.</li> <li>Staff has had initial discussions with stakeholders. (3/31/16)</li> <li>Met with stakeholders and Parks Advisory Board to discuss options. (6/30/16)</li> </ul>	PCD Glover/Nelson	Monetary	X	X	O	O	Active
3	Develop Hillcrest Park Reserve. <ul style="list-style-type: none"> <li>Designed a trail and off leash dog area.</li> </ul>	PCD Glover/Nelson	Monetary	X	X	O	O	Active

	<ul style="list-style-type: none"> <li>Improvements pending budget allocation FY'17.</li> <li>Staff to prepare cost estimates and scope for utility extensions in Hillcrest. (6/30/16)</li> </ul>							
4	<p>Remove the large barrels and debris in the river from under the 6<sup>th</sup> Street Bridge.</p> <ul style="list-style-type: none"> <li>Staff met with ODOT representatives regarding the Caveman Bridge enhancement project. ODOT will take this item under review and determine the feasibility of removing the old bridge supports. Staff will continue to monitor the project scheduled to begin FY'18. (3/31/16)</li> <li>This matter will require further discussion and research. HBSC has identified it as a possible landmark. The debris may be part of the 1889 Diversion Dam which provided electricity to the City. (6/30/16)</li> </ul>	PCD Saunders	Staff	X	X	O	O	Active
5	<p>Evaluate options at Reinhart Park for converting irrigation system to prevent future issues with pumping water from the River.</p> <ul style="list-style-type: none"> <li>Final cost of installation of a 6" meter has delayed project pending additional funding through FY'17. (3/31/16)</li> <li>Discussed location and materials for the project with Public Works. Waiting for final approval from Council. (6/30/16)</li> </ul>	PCD Nelson	Staff Monetary	X	X	O		Active
6	<p>Add restroom at Fruitdale Park.</p> <ul style="list-style-type: none"> <li>Improvements for Fruitdale Park are currently under design. Staff is waiting for storm drain calculations. Project is scheduled for construction July 2016. (6/30/16)</li> </ul>	PCD Nelson	Staff Monetary	X	X	O		Active
7	<p>Increase security and lighting in Parks.</p> <ul style="list-style-type: none"> <li>Pending funding through FY'17.</li> <li>Staff will contract for additional security and installation of lighting. (6/30/16)</li> </ul>	PCD Nelson	Staff Monetary			O	O	Forth-coming
8	<p>Develop spray/water park.</p> <ul style="list-style-type: none"> <li>Staff will determine location for proposed spray park with stakeholders.</li> <li>Staff is having a master plan developed for the park.</li> <li>Project development will move forward pending funding through FY'17.</li> <li>Riverside Park Master Plan is being development. Draft concept plan to be reviewed early fall. (6/30/16)</li> </ul>	PCD Nelson	Staff Monetary		X	O	O	Active
9	<p>Improve the high visibility landscaping at the corner of GP</p>	PCD	Staff	X	X	O	O	Active

	Parkway & East Park Street. <ul style="list-style-type: none"> <li>• Drafted a design for the improvements.</li> <li>• Pending funding through FY'17. (3/31/16)</li> <li>• Design process to begin in July 2016. (6/30/16)</li> </ul>	Nelson	Monetary					
10	Landscape and irrigate the area entering the City from Redwood Highway. <ul style="list-style-type: none"> <li>• Pending funding through FY'17. (3/31/16)</li> <li>• Working on IGA with ODOT. (6/30/16)</li> </ul>	PCD Saunders	Staff		X	O	O	Active
11	Create a tree walk map for Reinhart for next year's Fall Tree Walk. <ul style="list-style-type: none"> <li>• Pending funding through FY'17.</li> <li>• Staff will contract development of new tree map. (6/30/16)</li> </ul>	PCD Nelson	Staff Monetary			O		Forth-coming
12	Provide shade screening for exposed playground areas. <ul style="list-style-type: none"> <li>• Pending funding through FY'17.</li> <li>• Staff will order new shade screenings for installation. (6/30/16)</li> </ul>	PCD Nelson	Staff Monetary			O	O	Forth-coming
13	Improve Loveless Park with seating areas and sidewalk. <ul style="list-style-type: none"> <li>• Design has been completed. Grant Street, which fronts along Loveless Park, lacks curb, gutter and sidewalk. Due to the projected cost, sidewalk installation will be placed on hold until such time a capital project is created to improve Grant Street to local access standards.</li> <li>• Staff will proceed with installing seating areas within the park during the summer season. (6/30/16)</li> </ul>	PCD Saunders	Monetary	X	X	O		Active

**Objective 8: Increase opportunities to promote character and community spirit.**

- Action 1: Explore improvement of north Grants Pass coming off of Merlin Hill. Visual appeal of sight & sound to I-5.\*\*\*
- Action 2: Review and refresh the City's "Branding and Marketing".\*\*
- Action 3: Promote City Rebranding/Brand refreshing throughout the City.\*\*
- Action 4: Develop landscaping and parking at Park Street.\*\*
- Action 5: Exterior building remodel for the Downtown Welcome Center.\*\*
- Action 6: Support the development and installation of an art piece for a City parking lot each year.\*\*
- Action 7: Expand year-round tree lights in the downtown.\*\*
- Action 8: Replace Municipal Building sign to match entry signs.\*
- Action 9: Purchase a "watering truck".\*
- Action 10: Continue installing welcome signs for Grants Pass.\*
- Action 11: Entrance sign for south I-5.\*

- Action 12: Catalogue and promote the City’s Public Art Collection in collaboration with CoPA, Tourism and HBSC.\*  
 Action 13: Expand downtown hardscape.\*  
 Action 14: Improve the street scape and parking in 5<sup>th</sup> & H Street to multiple uses.\*  
 Action 15: Redwood Empire sign restoration.\*  
 Action 16: Place a permanent GP on Beacon Hill.\*

<b>Objective: Increase opportunities to promote character and community spirit.</b>									
Specific Action	Measurement	Assignment	Resources	Time/Quarter				Status	
				1	2	3	4		
1	Explore improvement of north Grants Pass coming off of Merlin Hill. Visual appeal of sight & sound to I-5. <ul style="list-style-type: none"> <li>Staff will contact ODOT regarding landscape in right-of-way.</li> <li>Project may be incorporated into task list for the pending Urban Renewal District. (3/31/16)</li> <li>Confirming availability of right of way for vegetative barrier. (6/30/16)</li> </ul>	PCD Glover/Saunders	Monetary Staff			O	O	Active	
2	Review and refresh the City’s “Branding and Marketing”. <ul style="list-style-type: none"> <li>Approval of the City’s new brand is scheduled to go before Council at its April 6, 2016 meeting. (3/31/16)</li> <li>Branding approved. (6/30/16)</li> </ul>	Administration Reeves	Monetary	X	X			Complete	
3	Promote City Rebranding/Brand refreshing throughout the City. <ul style="list-style-type: none"> <li>Awaiting approval of the new brand. (3/31/16)</li> <li>Budget approved. Logos are on all vehicles, stationary and office supplies delivered, sign design awaiting approval. (6/30/16)</li> </ul>	Administration Reeves	Monetary	X	X	O		Active	
4	Develop landscaping and parking at Park Street. <ul style="list-style-type: none"> <li>Pending funding FY’17. (3/31/16)</li> <li>Design process to begin in July 2016. (6/30/16)</li> </ul>	PCD Nelson	Staff Monetary		X	O	O	Forth-coming	
5	Exterior building remodel for the Downtown Welcome Center. <ul style="list-style-type: none"> <li>A new concept plan that meets “Historical District” guidelines is ready. Awaiting budget approval of the capital project. (3/31/16)</li> <li>Budget approved. (6/30/16)</li> </ul>	Administration Reeves/Byrne	Monetary	X	X	O	O	Active	
6	Support the development and installation of an art piece for a City parking lot each year.	Administration Seereiter/CoPA	Monetary	X	X			Active	

	<ul style="list-style-type: none"> <li>• CoPA is preparing a call for artist for an art piece in the “Opsrey” parking lot. (3/31/16)</li> <li>• Call to artists is posted/advertised due by July 1<sup>st</sup>. (6/30/16)</li> </ul>							
7	<p>Expand year-round tree lights in the downtown.</p> <ul style="list-style-type: none"> <li>• FY’15-16 budget is nearly expended. Additional resources are anticipated for FY’16-17.</li> <li>• New budget approved. More trees now have lights and an order for more lights has been placed. (6/30/16)</li> </ul>	Administration Byrne	Monetary	X	X	O	O	Active
8	<p>Replace Municipal Building sign to match entry signs.</p> <ul style="list-style-type: none"> <li>• Concept plans are being prepared and will be presented to Council. Construction can occur after budget resources are made available. (3/31/16)</li> <li>• Design pending approval from Council. (6/30/16)</li> </ul>	Administration Reeves/Byrne	Monetary	X	X	O		Active
9	<p>Purchase a “watering truck”.</p> <ul style="list-style-type: none"> <li>• Pending funding FY’17. (6/30/16)</li> <li>• A vehicle that will meet property management’s needs has been purchased. (6/30/16)</li> </ul>	Administration/ PCD Byrne/Nelson	Monetary		X			Complete
10	<p>Continue installing welcome signs for Grants Pass.</p> <ul style="list-style-type: none"> <li>• Working with the Chamber and the Ford Family foundation to install the next sign on Redwood Highway. (3/31/16)</li> <li>• ODOT approved, waiting on installation. (6/30/16)</li> </ul>	Administration Seereiter	Staff	X	X	O		Active
11	<p>Entrance sign for south I-5.</p> <ul style="list-style-type: none"> <li>• Completed the business survey with the Chamber of Commerce and Downtown services contractor (re: concept approval) and made contact with ODOT for future installation. (3/31/16)</li> <li>• ODOT initiating construction project. (6/30/16)</li> </ul>	Administration Seereiter	Staff	X	X	O		Active
12	<p>Catalogue and promote the City’s Public Art Collection in collaboration with CoPA, Tourism and HBSC.</p> <ul style="list-style-type: none"> <li>• CoPA subcommittee is actively cataloging City Art. The Committee is working in collaboration with Tourism Advisory Committee and HBSC. (3/31/16)</li> <li>• Subcommittee continues to meet. They are gathering data on art. (6/30/16)</li> </ul>	Administration Seereiter	Staff	X	X	O		Active
13	Expand downtown hardscape.	Administration	Staff/	X	X	O	O	Active

	<ul style="list-style-type: none"> <li>Added a flowerbed on H Street and have planted all beds.</li> <li>Added bicycle parking. (6/30/16)</li> </ul>	Byrne	Monetary					
14	<p>Improve the street scape and parking in 5<sup>th</sup> &amp; H Street multiple to uses.</p> <ul style="list-style-type: none"> <li>An engineering firm has been contacted to begin a draft scope of work.</li> <li>Working with Andreas Blech to get lighting on the Owl mural in the parking lot. (3/31/16)</li> </ul>	Administration Reeves	Monetary	X		O	O	Active
15	<p>Redwood Empire sign restoration.</p> <ul style="list-style-type: none"> <li>The HBSC has forwarded a recommendation for renovation. (3/31/16)</li> <li>We have the recommendation from HBSC and awaiting proposals from sign companies. (6/30/16)</li> </ul>	Administration Reeves	Monetary	X	X	O		Active
16	<p>Place a permanent GP on Beacon Hill.</p> <ul style="list-style-type: none"> <li>Staff will review potential location and acquire cost estimate associated with placing a GP on Beacon Hill. (3/31/16)</li> </ul>	Administration Cubic	Staff/ Monetary			O		Active

**Objective 9: Provide an environment to help preserve and enhance Grants Pass' historical assets.**

- Action 1: Obtain Certified Local Government Status.\*
- Action 2: Update Landmark list.\*
- Action 3: Evaluate expanding the Historic District.\*
- Action 4: Update historic inventory.\*

**Objective: Provide an environment to help preserve and enhance Grants Pass' historical assets.**

Specific Action	Measurement	Assignment	Resources	Time/ Quarter				Status
				1	2	3	4	
1	<p>Obtain Certified Local Government Status.</p> <ul style="list-style-type: none"> <li>Pending adoption of expanded Historic District and Historic Inventory completion by consultant. (3/31/16)</li> <li>Project will be reviewed 4<sup>th</sup> quarter due to staffing changes. (6/30/16)</li> </ul>	PCD Glover	Staff	X			O	Forth-coming
2	<p>Update Landmark list.</p> <ul style="list-style-type: none"> <li>HBSC will begin updates 2<sup>nd</sup> quarter. (3/31/16)</li> <li>HBSC has had initial discussions regarding project. In the meantime, they are assisting CoPA with proposed murals</li> </ul>	PCD Gindlesperger	Staff		X	O	O	Forth-coming

	for the downtown district. (6/30/16)							
3	<p>Evaluate expanding the Historic District.</p> <ul style="list-style-type: none"> <li>• HBSC recommended proposed expanded District. Council postponed matter to 2<sup>nd</sup> quarter. (3/31/16)</li> <li>• Expansion of the historic district was approved by the City Council. (6/30/16)</li> </ul>	PCD Glover Gindlesperger	Staff	X	X			Complete
4	<p>Update historic inventory.</p> <ul style="list-style-type: none"> <li>• Consultant has submitted inventory for review. HBSC will consider 2<sup>nd</sup> quarter. (3/31/16)</li> <li>• Historic Inventory has been completed by consultant. (6/30/16)</li> </ul>	PCD Glover Gindlesperger	Staff	X	X			Complete