

Priority	Task	Description	Status
1	Budget	Annual preparation of City of Creswell Budget	Approved by Council - June 17 th
1	City Council Meetings	Monthly regular business meetings; monthly work sessions	On going
1	City Hall Parking lot	Build parking lot on 1 st Street to serve City Hall	Bid Award August 28 th – Knife River was lowest apparent bidder
3	St Vincent CDBG – Housing Rehab program	Low income housing rehab loan program	Presentation to City Council September 22 nd work session – needs agreement to participate in program
1	Medical Marijuana	Creswell has enacted a one year moratorium on Medical Marijuana Dispensaries	Scheduled for November Work Session
3	Coast Fork Willamette River Surplus Water	Creswell is a test case for access to federally impounded water rights behind dams on the Coast Fork of the Willamette River	Presentation to City Council October 27 th work session
1	Water Rates – public education	Set water rates that will provide sufficient revenue for operations, debt payment and reserve development	Study is complete; Presentation by Transportation and Public Work Committee at September 22 nd work session
1	Salary and Staffing Study	Review staff salaries and staffing levels	Initial review complete; to be presented to Administration Committee
1	3 rd Deputy – Sheriff's Contact	Adding a 3 rd deputy to contract with Lane County Sheriff	Approved
1	July 4 th Celebration	Creswell Chamber of Commerce events on July 4 th including parade	Completed
3	HWY 99/Oregon Avenue intersection	Highway 99 alignment is awkward and may be dangerous for people unfamiliar with local traffic pattern	Meeting with Frannie Brindle Aug 15th to discuss placing the intersection on STIP.
2	Villas at Emerald Valley	Request to use Well #3 for irrigation purposes	Discussions with staff and Council; Met with Jim (president of homeowners association) and Linda (boardmember) on

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			Aug 7 th ; Scheduled for City Council work session in November
2	Water Leak policy	Update current policy regarding charges for water leaks	Draft policy prepared; needs to be reviewed by City Council
1	OLCC violations – letter re: B&B	The B&B has poor business practices which have resulted in law enforcement issues	Completed
2	DeBerry Landfill	City Owned unlined landfill that was never closed; Neighboring property owner wants to purchase	Phase I report performed by adjacent property owner; offer from DEQ to study property in an effort to transfer ownership of property; Scheduled for September 22 nd Work Session
1	Airport	Creswell Airport is not financially sustainable	Strategies for long-term financial sustainability need to be developed; met with IFA Aug 18 th ; setting up a meeting with staff and City Engineer to discuss applying for IFA Technical Assistance Grant; Project also discussed with, DEQ, Business Oregon and Regional Solutions Team Coordinator
1	Refinance IFA loan for Water Plant	Short term loan on water plant needs to be refinanced as long-term debt	Approved by City Council - June 9, 2014
2	Resale Stores – Ordinance	Proposed by Deputy Denham to address pawn shops in Creswell	Ordinance reviewed by City Attorney; scheduled for November work session
2	U of O golf course	Utilization of City's effluent for land application at proposed U of O golf course on Sher Kahn Rd	Met with developers and discussed concept; this is at least a two year project (2016)
2	Community Foundation	Development of a non-profit to receive donations for community activities in Creswell	Currently in the discussion stage; first meeting of interested parties held on August 28 th ; next meeting planned for September 11th
2	Janitorial Services for City Hall	Receive bids from janitorial companies to clean City Hall weekly	Have received two bids – Finance Director seeking third bid

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1	Hills Creek – follow up	Maintain flow of water through Garden Lake Park	Annual clean up completed
1	City Council & Committee training	Provide Public Meeting and Public Records training refresher to City Council and Committees	Will be scheduled early 2015
3	Bald Knob	Vacant Industrial Property with potential interest by Grande Rhonde Tribe	Needs follow up with realtor – spoke briefly with Business Oregon representative about property
2	Hiring Process for Judge Pro Tem	Creswell’s Judge has asked that we hire a Judge Pro Tem to hold municipal court those times that the Judge is not available	Need to advertise and receive applications
3	Long term leases at the Airport	Current leases are month to month – it might be beneficial to businesses to have long term leases so that they can obtain financing	Needs further research – 20015/16 RARE Participant will be looking into this as part of their workplan.
1	Hangar Lease negotiations with Bec Nelson	Ms. Nelson owns hangars at the airport that might be of financial benefit to the City if we could acquire them	Contacted Ms. Nelson to see if she might be interested in selling the hangars to the City - there is interest; there are other hangars that are for sale at the airport that the City may be interested in purchasing.
1	OR OSHA Safety Committee	OR OSHA requires quarterly safety committee meetings	Need to appoint safety committee and begin holding quarterly safety committee meetings
2	Economic Development – Industrial Lands	Develop economic strategies for vacant commercial and industrial lands in Creswell	Needs further research
1	Follow up on water drainage plan for Creswell Christian Church	Rainwater runoff sheets across parking lot and into neighbor’s yard	Completed early July 2014
1	5 th Street lights	Installation of street lighting along 5 th Street	Discussed with Cliff; budgeted for FY 2014/15; Cliff is working with electric company

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1	Visioning	Develop a Community Vision as well as an Organizational Vision for the City of Creswell	Meetings and exercises have been held with City Council and various community groups including schools; Community Visioning exercise held June 5, 2014; scheduled for June 23 rd Work Session
1	Cobalt Building	Industrial Building on Cobalt Street renovated to community services purposes; houses Creswell Food Pantry	Occupancy permit issued; has been professionally cleaned; Waiting for Fire Marshall inspection; has been included in RARE Participant work plan for FY 2015/16
1	Finish upstairs @ City Hall	Only one bathroom and the Council Chambers have been completed in the upstairs portion of City Hall	Funds have been budgeted
1	Economic Development Tool Kit (Springfield)		Needs further research
1	Supervise: Public Works Finance Administration Planning Recreation and Community Services Code Enforcement Airport RARE	Address personnel issues, provide guidance, review and accountability of projects, annual evaluations, daily questions, etc...	Ongoing Ongoing – Next RARE will start September 8 th – Maia Hardy
1	Respond to City Council	Miscellaneous requests that come up on a daily basis	On going
2	Contributions/grant program redesign	Contributions Committee is redesigning grant program	Provided feedback and templates to committee chair
1	Reorganize planning	Develop new job description and salary range; hire new employee	Planning Tech will start September 2 nd – Maddie Phillips
1	Employee Handbook/Policy –	Two employees have been allowed	Draft policy shared with staff on June 5 th ; reviewed by City

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	Vacation accrual, sick leave donation policy	to accrue over 800 hours of vacation time – policy needs to be adjusted to address	Attorney's office; Waiting for assignment to and review by Administration Committee
1	Sign Code update	The City's sign code needs to be updated to allow for a professional and business friendly approach	New sign code adopted August 4th
1	Comp Plan Plan Updates: Transportation Sewer Storm water Wetland Inventory	Update City's comp plan to include an UGB expansion	Included in budget for FY 2014/15
2	East side Sewer	The City does not provide sewer services east of freeway; provided by McDougal Brothers – retention pond is most likely leaking	Working with DEQ - needs further research; Met with McDougal Bros Attorney on August 22 nd . Further meetings are planned.
2	Airport Sewer (and water)	Hobby Field is not serviced by water (except for fire suppression) nor sewer – losing potential businesses	Met with IFA rep Melissa on August 18 th ; follow up meetings with city staff and engineer planned for September
1	Emergency Operations Plan (COOP)	Develop comprehensive emergency operations plan as well as a Continuity of Operations Plan for City Hall	Need to meet with County Emergency Preparedness Coordinator, public works, and fire – and CIS – to develop plan; Meeting with Chief Wooten on September 5 th
1	Garden Lake Park – grant with Coast Fork Willamette Watershed Council	Develop long range plan for water quality at Garden Lake Park	Need to set aside \$3,000 for feasibility study grant match – study to be performed by Coast Fork Willamette Watershed Council – Assigned to RARE for FY 2014/15
3	Willamalane – Movies in the Park	Free summer movie program provided though contract with Willamalane Rec District	Completed
3	AWOS	Weather Station at Hobby Field	Planning process complete; Under final review by FAA with

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			anticipation to begin building in fall 2014
2	Airport Safety Plan	Safety Plan for Hobby Field	Needs further research; draft plan has been written
2	Franchises	Review all city franchises and develop franchise agreements for Charter/ Hunter Communications	Working with City Attorney's office on new franchise agreement with Charter; City Attorney working with Hunter Communications
2	City Owned Property Inventory	Develop binder for all city-owned property	List and maps are available; RARE project for FY 2014/15
3	Artwork @ City Hall	Contact local artists to see if they would like to display works of art at City Hall	Has been assigned to Cultural Committee: presentation scheduled for September 22 nd Council Work Session
2	Fiber Consortium	Creswell belongs to a regional fiber consortium	Working with Cottage Grove on an agreement to be brought before City Council in the future
2	LCOG	Regional meetings	Ongoing
2	LACT		
2	LOC		
3	Grocery	Addressing Creswell's food shopping needs	Farmlands Market Grand Opening - August 9 th
2	South Lane Wheels Program	Assisting low income individuals with regular shopping visits to Cottage Grove	Grocery shopping ride program began in June
2	Abatement 233 W A St.	Code Enforcement – 3 rd or 4 th abatement of property	Property has been sold at auction and is owned by a bank; staff is working on bank to clean up property; fire totaled building on August 27 th
1	Connect Oregon V Grant	Grant application for water/wastewater and runway improvements at Hobby Field	Completed – Did not receive grant – Hobby Field was ranked #12 by regional Super Act
1	Agreement for use of Public Equipment (Urban)	Development of agreement for use of City property for private purpose	Agreement has been prepared by City Attorney; waiting for Urban to sign
1	Lease agreement for agriculture at Airport	Request to farm portions of airport property that is not being used for	Completed

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		aviation	
1	Basketball hoops	Temporary basketball hoops are becoming a problem and are being left in the public right-of-way	Notice in Creswell Chronicle – complaint driven program where City removal of basketball hoops from right-of-way has begun
1	City Website	The City contracts with LCOG to maintain the City’s website; monitoring and updating of the website needs additional staff attention to assure accuracy and timeliness of the information posted	Oversight has been assigned to staff member
1	Review bills for payment	All City invoices are reviewed and checks are signed	Weekly
1	Food Pantry – Park & Community Garden	Proposal to install a community garden on Cobalt Building site	Meeting with Creswell Pantry representatives held June 16; site concept plan has been developed – looking for funding. This will probably be brought to council for consideration by the Parks and Recreation Advisory Committee
3	East Side Tennis Courts	Tennis courts are gated – need to investigate agreement to see if general public access can be denied	Needs research
1	City Council annual review of Mission, Goals	Annual review of Mission, Goals and development of tasks for 2015	Scheduled for October 25 th
3	Develop long-term leases for Airport Facilities	Currently leases are month-to-month. This hinders a businesses ability to apply for financing	Needs further research
1	Contract with LCOG for Planning Services	Contract needs to be updated to reflect changes in Planning Department	Completed
1	Contract with LCSO for policing services	Contract needs to be updated for FY 2014/15	Completed

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	Improve communication with citizens regarding city activities and accomplishments	Assigned to City Administrator by City Council	Monthly article in the Chronicle Posting updates on website Newsletter
	Create staff training program utilizing CIS learning center	CIS has established an online learning center for use by member agencies	Needs further staff work – training and presentation by Mary from CIS planned in fall
	Hold a business summit in FY 2014/15	This will be a RARE intern assignment for FY 2014/15	RARE will start September 8 th
	NPDES (National Pollution Discharge Elimination System) Permit for Waste Water Plant	DEQ permit required to operate waste water treatment system	Currently in the 30 day public comment period (ends September 18 th)
	Charter Franchise Transfer to ComCast	ComCast is in the process of buying out	Requires further research/working with Christy Munson @ City Atty's office
	Request to Transfer Streets to City by Emerald Valley Homeowners Association		Met August 7 th . They would have to bring streets up to City standards before they could be transferred into city inventory. This is most likely cost prohibitive