

PHOENIX CITY COUNCIL ISSUE TRACKING LOG

Updated August 18, 2014

Abbreviations: CM = City Manager CA = City Attorney FD = Finance Director CE = City Engineer PD = Planning Director

OPEN ACTIONS

Priority	Open Issue	Date Initiated	Responsibility	Update Due	Notes and results
High	New Website			8/18/14	<i>Website went live last Thursday. Still in the process of updating and getting information on the website.</i>
High	Review of Contracts	12/16/2013	CM	5/14/14	<i>Started to review the engineering contract</i>
High	Spring Issue when Marijuana Plants Bloom	12/1/2012	Council, CM and CA	2/4/14	<i>Council has put off to a later date</i>
High	Strategic Planning Sessions	Jan-13	Mayor and Council	12/10/13	<i>Held Strategic Planning session of Dec 10th in relation with Urban Renewal</i>
High	Lights in Blue Herron Park	May-14	CM and PWD	6/11/14	<i>It is legal to use park sdc to put up lights in Blue Heron Park. Kevin is currently researching what lights to use and location for the first year.</i>
High	Communication, Newsletter	1/7/2013	Council and CM	8/18/14	<i>Newsletter went out late last month. One more set for the end of the year.</i>
Medium	Collect Back and Current Motel Taxes	Long standing issue with one motel being delinquent.	CM and CA	8/18/14	<i>Working with owner of hotel to alleviate back tax issue. So far has made good on his bounced checks and is keeping up to date. Staff is working with the needs of the business. Hasn't made a back payment since last summer but has kept current for the last year.</i>
	Mobile Food Venders- Residential Parking	Parking of Off Duty Mobile Food Carts in residential zones	CM and PD	8/18/14	<i>Planning is looking at this as it reviews the municipal code</i>
	City Charter Changes	Revising the City Charter to make it more user friendly and allow for Medical Marijuana Facilities	CM and City Attorney	8/18/14	<i>Council has reviewed the charter and made a recommendation that will be on the ballot in November. In the 2015 the Council will appoint a review committee for the charter.</i>

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	Emergency Operations Plan	Update, Train, and Inform Citizens of the Cities Emergency Operations Plan	PD and City Manager	8/18/14	<i>The police department has arranged for a training session for citizens at the Rose Theater on Oct 2nd</i>
	Council Rules	Rules that Councilors and Citizens will follow at Council meetings	Council and CM	8/18/14	<i>Council had a special session work session discussing council rules</i>
Medium	Phoenix Chamber of Commerce	5/14/2014	CM	5/14/14	<i>Invite the Chamber to come address the City Council</i>
Medium	Update Parks Master Plan		CM, PD, Parks Com, Rotary, Com Garden	8/18/14	<i>Staff has worked out the flood plain issues with Rotary for the new shelter. Will be meeting with Rotary on Tuesday night to start finalizing plans on when new shelter can go in.</i>
Medium	Highway 99 Corridor	2012 discussions re: improvements	City Council, CE & CM	4/21/14	<i>Plan to hold a public hearing for council to approve option 4 with slight modification for large truck travel at council meeting soon.</i>
Medium	Develop Rules on how the Band Shell can be used			8/18/14	<i>Staff is reviewing what other communities have done and is in the process of developing rules.</i>
Medium	Planning Dept. Public Info	After a few complaints regarding automatic increases to the base rate each year as well as from Bear Lake Estates, the council decided to complete another water study.		2/3/14	<i>Developed SDC Brochure, fits draft completed will be completed by end of February.</i>
Low	Review City Ordinances for possible revisions.	Review of animal ordinance is completed	Mayor, Council, CA & CM.	Council will review Ordinance on a need to basis/Updated 8/18/14	<i>At the July 21st Council Meeting the Council approved needed changes to the municipal code.</i>
Low	Rogue Valley Sewer appeal on Franchise Fee	RVS is holding payments until decision is reached	CA to update Council periodically on appeal process.	8/18/14	<i>The Oregon Supreme Court has decided to hear the case. Oral arguments will be heard on January 12, at 9:00 am</i>

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Low	Fern Valley Interchange	Fern Valley Interchange has been in the planning stages for approx. 10 years.	CE and CM	5/14/14	<i>Late September early October is next update</i>
<i>Medium</i>	<i>Follow-up action from Prior Financial Audit</i>	<i>Dec-11</i>	<i>CM and FD</i>	<i>April</i>	<i>Discuss at budget committee.</i>
<i>Medium</i>	<i>Use of the City Email system as a form of Council Communication between meetings</i>	<i>40969</i>	<i>Council and CM</i>	<i>4/2/13</i>	<i>All Councilors have city email accounts and should use the City Email System for any city correspondence. This allows public access to all council emails and compliance with Public Meeting Laws.</i>
High	Profile of City Manager position. Recruiting for a permanent City Manager.	Decided at Council Meetings on July 16, 2012, September 6, 2012, and January 22, 2013.	Council	4/15/13	<i>At January 22nd Council Mug, interim contract extension for 6 months, and decided to meet to discuss profile and recruitment. Ads running in local newspapers for CM position due 4/26/13.</i>
High	Transient Tax	New but has been delayed for several years	Mayor and Council	Schedule a study session for further discussion and resolution.	<i>Need to decide how to treat "qualifying residents" once they reach 29th day, and RV Parks, etc.</i>
Low	Band Shell	2011	Ford Leadership Class/Rotary/City	5/6/13	<i>Update on progress toward completion, landscaping, etc. (Bobby Townsend and Public Works).</i>
Low	Band Shell Signage and Dedication	Nov-12	Planning and Public Works	5/6/13	<i>Update on signage for band shell and discuss schedule for dedication.</i>
Done	Street User Fee letters	7/1/2011	FD and CM		<i>Revised charges sent in April, determine other categories to address revising.</i>
Low	Steadman House	Feb. 2013	Council, PD and CM		council approved owner demo
High	Health Insurance Options	Look at provider options for overall lower cost health insurance.	Council, FD and CM		<i>Research other options for health insurance with a net lower cost.</i>

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Medium	Complaints regarding current water rates	After a few complaints regarding automatic increases to the base rate each year as well as from Bear Lake Estates, the council decided to complete another water study.	CM and City Council	4/17/13: Water Commission starts addressing water rate study.	<i>Water commission is reviewing rates and will present a report to the City Council in early October</i>
High	Actions from budget committee	3 - Need 5 year capital improvement plan for city infrastructure (plus major equipment needs for all departments).	CM, CE, and FD	12/3/13	<i>City Engineer will be presenting infrastructure plan and road maintained plan to council in October 2013 and Council will be ranking them Dec. 16th and looking at a resolution Jan 6 2014</i>
Low	Lazyboy Litigation	2011	CA to update Council periodically.	1/31/14	<i>Court Date has been canceled mediation will be soon</i>
High	Actions from budget committee	2 - Professional police car evaluations for future maintenance needs	CM, PC, and FD		<i>Police did a review of all police cars and needed services for the foreseeable future</i>
High	Hirer a new Planning Director	11/1/2013	CM	5/14/14	<i>Have hired a new Planning Director. He will start on June 9th</i>
High	Hanging Flower Baskets	12/16/2013	CM	5/28/14	<i>Baskets are up and growing rapidly</i>
High	Actions from budget committee	1 - Three year budget projections	CM and FD	5/28/14	<i>Budget Committee has approved next years budget. City Council will review and approve next years budget on June 16th.</i>
Medium	Downtown Parking		PD	5/14/14	<i>Planning Commission held a public hearing concerning downtown parking issues on April 14. Their recommendation will be coming before the council on June 2nd for a public hearing.</i>
Medium	Rose St Property		CA, CM & PD	5/20/14	<i>Commissioner Skundrick said he was unable to help get the investment back with the sale of the property because the money goes to the multiple taxing districts that haven't been paid.</i>