

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
CITY COUNCIL MEETING**

<b>ITEM TITLE</b>  Resolution No. 2016-17 adopting the updated Water System Plan	<b>AGENDA NO.</b> Active 6 (A)  <b>AGENDA DATE:</b> March 22, 2016
<b>ORIGINATING SOURCE</b>  Public Works Department	<b>FUNDING CERTIFICATION</b> (City Treasurer) (If applicable)  N/A

**DEPARTMENT HEAD REVIEW**

Cus Arteaga, City Administrator/Public Works Director



**CITY ADMINISTRATOR**

**MAYOR**




**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

At the March 8<sup>th</sup> study session, Ben Annen with HLA Engineering and Land Surveying, Inc., provided an overview of the City's Water System Plan update.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The City's water system has to have an approved Water System Plan updated every six years. The last one was approved in 2008, and staff has been working on the new plan for over a year. The City has been notified by the Department of Health (DOH) that the plan is ready for their formal approval once Council has approved the plan as submitted to DOH. The attached Resolution will formally approve the Water System Plan which will then be approved by DOH.

**ACTION PROPOSED**

Council approve Resolution No. 2016-17 adopting the updated Water System Plan.

**RESOLUTION NO. 2016-17**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
ADOPTING THE UPDATED WATER SYSTEM PLAN**

**WHEREAS**, water systems with 1,000 or more services are required to have a water system plan approved by the Washington State Department of Health; and,

**WHEREAS**, the City of Grandview has undertaken a comprehensive planning effort to upgrade its Water System Plan; and,

**WHEREAS**, the City has updated its Water System Plan in compliance with rules and regulations of the Department of Health,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The "City of Grandview Water System Plan" as prepared by HLA Engineering and Land Surveying, Inc., is hereby adopted as the City's Water System Plan.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on March 22, 2016.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

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**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
CITY COUNCIL MEETING**

**ITEM TITLE**

2016 Fuel Bid Award – Bleyhl Farm Service

**AGENDA NO.:** Active 6 (B)

**AGENDA DATE:** March 22, 2016

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

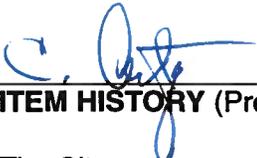
**DEPARTMENT DIRECTOR REVIEW**

Anita Palacios, City Clerk



**CITY ADMINISTRATOR**

**MAYOR**



*Bill Moore, Mayor Pro Tem*

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

The City uses a common strategy of having bidders provide a bid that is compared to the Oil Information Price Service (OPIS) rack price for a specified location. The bidder is bidding their margin of markup over the rack price for the delivery location they specify. If fuel prices increase or decrease, the price is adjusted accordingly, but the margin as bid must remain the same.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Bids to provide fuel for the year beginning April 1, 2016 to March 31, 2017 were opened on March 16, 2016.

One bid was received as follows:

	<b>Bleyhl Regular Unleaded</b>	<b>Bleyhl Diesel</b>
Seller's cost per gallon	\$1.2650	\$1.2950
Margin bid above seller's cost excluding taxes	\$0.045	\$0.045
<b>TOTAL</b>	<b>\$1.31</b>	<b>\$1.34</b>

**ACTION PROPOSED**

Accept the lowest responsible bid submitted by Bleyhl Farm Service in the amount of \$1.31 per gallon for regular/unleaded fuel and \$1.34 per gallon for diesel fuel.

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
CITY COUNCIL MEETING**

**ITEM TITLE**

Ordinance No. 2016-2 amending the 2016 Annual Budget

**AGENDA NO.:** Active 6 (C)

**AGENDA DATE:** March 22, 2016

**VISION 2021**

**MISSION - ...to create a FINANCIALLY SUSTAINABLE CITY**

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

**DEPARTMENT DIRECTOR REVIEW**

Matthew Cordray, City Treasurer



**CITY ADMINISTRATOR**

**MAYOR**




**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

Staff monitoring and review of fund and department budgets during the first two months of 2016 has identified budget accounts to be amended. Ordinance No. 2016-2 attached provides for the amending of the 2016 Annual Budget to accommodate the changes in sources and uses.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

By Fund the highlights of the budget changes are:

**CURRENT EXPENSE FUND:** Transfer out to Street Fund results in a decrease in estimated **Ending Fund Balance**.

**STREET FUND:** Transfer in from Current Expense and increase revenue on STP Grant - OIE results in an increase in **Estimated Ending Fund Balance**.

**ACTION PROPOSED**

Approv Ordinance No. 2016-2 amending the 2016 Annual Budget.



**ORDINANCE NO. 2016-2**

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,  
AMENDING THE 2016 ANNUAL BUDGET**

**WHEREAS**, the original 2016 estimated beginning fund balances and revenues in numerous funds do not reflect available budget sources; and

**WHEREAS**, there are necessary and desired changes in uses and expenditure levels in numerous funds; and

**WHEREAS**, there are sufficient sources within the funds to meet the anticipated expenditures.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANDVIEW, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** That the 2016 annual budget be amended to reflect the changes presented in Exhibit A.

**Section 2.** That the City Administrator is authorized and directed to adjust estimated revenues, expenditures and fund balances reflecting the determined changes.

**Section 3.** This Ordinance shall be in full force and effect five (5) day after its passage and publication as required by law.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on March 22, 2016.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

PUBLICATION: 3/23/16  
EFFECTIVE: 3/28/16

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**Exhibit A - Ordinance No. 2016-2**

<b>Beginning Balance</b>	<b>Estimated Revenues</b>	<b>Appropriated Expenditures</b>	<b>Ending Balance</b>	<b>Budget Total</b>
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**Current Expense Fund**

Original 2016 Budget	1,863,025	5,095,390	5,837,170	1,121,245	6,958,415
Amendment Amount	-	-	50,000	(50,000)	-
<b>Amended Total</b>	<b>1,863,025</b>	<b>5,095,390</b>	<b>5,887,170</b>	<b>1,071,245</b>	<b>6,958,415</b>

**Street Fund**

Original 2016 Budget	217,340	981,750	1,064,520	134,570	1,199,090
Amendment Amount	-	58,650	-	58,650	58,650
<b>Amended Total</b>	<b>217,340</b>	<b>1,040,400</b>	<b>1,064,520</b>	<b>193,220</b>	<b>1,257,740</b>

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
CITY COUNCIL MEETING**

**ITEM TITLE**

Resolution No. 2016-18 approving Task Order 2016-03 with HLA Engineering and Land Surveying, Inc., for Water Telemetry System Upgrades – Phase 2A

**AGENDA NO.:** Active 6 (D)

**AGENDA DATE:** March 22, 2016

**ORIGINATING SOURCE**

Public Works Department

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

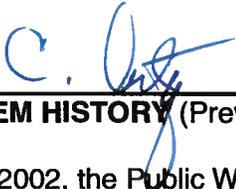
**DEPARTMENT HEAD REVIEW**

Cus Arteaga, City Administrator/Public Works Director



**CITY ADMINISTRATOR**

**MAYOR**



**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

In 2002, the Public Works Department installed a computerized Telemetry Alarm System for the water system. This system operates the well pumping equipment as well as the levels in the water reservoirs. This computerized equipment has become obsolete and is in need of up-grading and/or replacing equipment and programs.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The old computer system in the wells does not have the ability to communicate with the new windows program so we must replace all components at the pumphouses.

In order to move forward with a materials bidding package, we must first approve a task order with our engineers. HLA has provided Task Order No. 2016-03 for the engineering work estimated at \$24,000 which will include the following:

- Engineering design, plans and specifications
- Services during construction

The funds for these improvements were included in this year's water budget.

**ACTION PROPOSED**

Approve Resolution No. 2016-18 approving Task Order 2016-03 with HLA Engineering and Land Surveying, Inc., for Water Telemetry System Upgrades – Phase 2.

**RESOLUTION NO. 2016-18**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
APPROVING TASK ORDER NO. 2016-03 WITH HLA ENGINEERING AND LAND  
SURVEYING, INC., FOR WATER TELEMETRY SYSTEM UPGRADES – PHASE 2A**

**WHEREAS**, the City of Grandview has entered into a General Services Agreement with Huibregtse, Louman Associates, Inc., (HLA) for work pursuant to task orders; and,

**WHEREAS**, the City would like to upgrade the existing water telemetry (SCADA) system – Phase 2A to improve system reliability and provide additional remote viewing capabilities of well performance,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to sign Task Order No. 2016-03 in the amount of \$24,000.00 with HLA Engineering and Land Surveying, Inc., for the Water Telemetry System Upgrades – Phase 2 in the form as is attached hereto and incorporated herein by reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on March 22, 2016.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**TASK ORDER NO. 2016-03**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Water Telemetry System Upgrades – Phase 2A**

The City of Grandview (CITY) would like to upgrade their existing water telemetry (SCADA) system by modifying existing flow meters at well source numbers S03, S07/S16, S13, S17, and S18 to bring totalized (pulse) flow signals back to the system's human machine interface (HMI) computer; installing a new flow meter at well source number S10 to bring instantaneous and totalized flow signals back to the HMI; installing new submersible level transmitters at well source numbers S03, S07/S16, S13, and S18 to monitor static and dynamic drawdown and well specific capacity; and adding new HMI displays as necessary to be able to track and monitor new well data and trends. These upgrades will improve system reliability and provide additional remote viewing capabilities of well performance.

Telemetry system engineering, programming, setup, and configuration will be completed by the Engineer's subconsultant, Conley Engineering, Inc. (CEI). The total estimated project cost, including engineering, programming, and construction is approximately \$50,000.00. This amount includes \$26,000.00 for construction, and \$24,000.00 for engineering design, construction, and programming services.

**SCOPE OF SERVICES:**

At the direction of the CITY, HLA and CEI shall provide professional engineering services for the Water Telemetry System Upgrades – Phase 2A project. HLA and CEI services shall include the following:

**Engineering Design and Final Plans, Specifications, and Estimate**

1. Perform field investigation as necessary to design the identified improvements.
2. Prepare design plans, specifications, and estimate for publicly-bid improvements, as authorized by the CITY.
3. Furnish up to ten (10) copies of the final plans and specifications for bidding and construction. It is anticipated HLA will prepare one (1) complete set of plans and specifications for one bid call/solicitation; additional bid packages will be considered additional services.
4. Answer and supply such information as is requested by prospective bidders.
5. Prepare and issue addenda, if necessary.
6. Attend bid opening and participate in prospective bidder evaluation process.
7. Prepare tabulation of all bids received by the CITY and review bidder's qualifications.
8. Make recommendation to the CITY of construction contract award to the lowest responsible bidder.

## **Services During Construction**

1. Review project construction for substantial compliance with plans and specifications. It is anticipated that only two (2) site visits will be necessary during construction to review installation of the Contractor's work.
2. Review Contractor's submission of product data and shop drawings, where applicable.
3. Recommend to the CITY progress payments for the Contractor. It is anticipated that only one (1) progress payment request will be issued based upon the anticipated timeframe to complete this work.
4. Prepare and submit proposed contract change orders when applicable.
5. Prepare and furnish reproducible record drawings of all completed work from as-built drawings furnished by the Contractor. If as-built drawings from the Contractor are not received by HLA within thirty (30) calendar days from the date of the letter of recommendation of project acceptance, HLA will submit the reproducible record drawings to the CITY with a note stating that no as-built information was received by HLA.
6. Complete SCADA system programming and add HMI displays as necessary to view, monitor, and track new well flow and water level data.

## **Additional Services**

1. Provide professional engineering and land surveying services for additional work requested by the CITY that is not included above.

## **Items to be Furnished and Responsibility of CITY**

1. Provide full information as to CITY requirements of the PROJECT.
2. Assist HLA by placing at their disposal all available information pertinent to the site of the PROJECT including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
3. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA.
4. Obtain approval of all governmental authorities having jurisdiction over the PROJECT, and such approvals and consents from such other individuals or bodies as may be necessary for completion of the PROJECT. Pay all review fees as costs associated with obtaining such approvals.
5. Pay for project bid advertisement costs, if necessary.
6. Pay for all necessary testing costs not paid by the Contractor.
7. Pay for all necessary permit fees not paid by the Contractor.

## **TIME OF PERFORMANCE:**

Following authorization to proceed, HLA will diligently pursue completion of the PROJECT with the following schedule anticipated:

1. Complete engineering design and final plans, specifications, and estimate with ninety (90) calendar days following authorization to proceed.

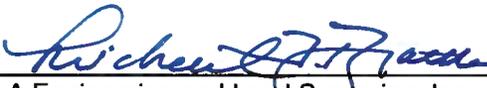
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2. Engineering services during construction of the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through completion of construction, and completion of as-constructed drawings and labor document closeout. A maximum of two (2) working days has been assumed for construction of improvements. This estimate does not include time that may be required for procurement of materials necessary to begin work. It is assumed that contract working days will begin when all materials are available for the Contractor to begin work on-site. Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, engineering services beyond the two (2) working days shall be considered additional services.
3. Time for completion of work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time of service request by the CITY.

**FEE FOR SERVICE:**

All work for engineering design and final plans, specifications, estimate, and services during construction shall be completed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses with an estimated maximum amount of \$24,000.00.

Additional services, as directed/authorized by the CITY, shall be completed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses.

**Proposed:**  3/16/2016  
HLA Engineering and Land Surveying, Inc. Date  
Michael T. Battle, President

**Approved:** \_\_\_\_\_ Date \_\_\_\_\_  
City of Grandview  
Norm Childress, Mayor

## Anita Palacios

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**From:** Tracy Burrows <tburrows@mrsc.org>  
**Sent:** Wednesday, March 16, 2016 2:50 PM  
**To:** Anita Palacios  
**Subject:** Continued Support for MRSC Funding

As you may have heard, funding for MRSC that had been zeroed-out as part of the Senate's Proposed Supplemental Budget was restored when the Senate released its new proposed budget last Friday. It's clear that your efforts are making a difference. We truly appreciate the incredible support and outreach efforts by all of our local government partners.

While the new Senate budget represents a significant step forward, the conditions placed on the funding restoration are problematic. Most troubling is the clear intent to end funding support for MRSC next year. So, while we've made progress, there still is a long way to go in the budget negotiations between the Senate and House.

What we're seeking now is to maintain current law as-is regarding MRSC, which would result in our organization being fully funded, without the threat of an imminent end to MRSC funding, so we can maintain the high level of service local governments have come to rely on from MRSC.

The current budget proposals by the House and the Governor meet this objective by fully funding MRSC with no conditions. Although the Senate's proposed budget restores MRSC's funding, it does so for only one year and with conditions, including a reduction in city and county funds. AWC has a [legislative update](#) that addresses MRSC's funding and other priorities.

At this critical stage in the process, it is vital that continued efforts are made to reach out to all of the Senators and Representatives on the budget negotiating team and in the leadership to let them know the extent to which cities and counties use and value MRSC's services (e.g., our website, inquiry service, publications, etc.). Please make sure that Representative Chandler (360-786-7960; [bruce.chandler@leg.wa.gov](mailto:bruce.chandler@leg.wa.gov)) is aware of how much you value MRSC and how important it is to your jurisdiction that MRSC is fully funded, without conditions, in the final budget.

If your jurisdiction hasn't already done so, another important action that cities and counties are taking is to **adopt a resolution of support for full funding for MRSC**. An example of such a resolution from the City of Mill Creek can be accessed via this [link](#).

Thank you for your continued support!

**Tracy Burrows**  
MRSC Executive Director  
206.625.1300 | [MRSC.org](http://MRSC.org) | [Local Government Success](#)

**RESOLUTION NO. 2016-19**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
EXPRESSING SUPPORT FOR ADEQUATE FUNDING OF THE  
MUNICIPAL RESEARCH AND SERVICES CENTER**

**WHEREAS**, for over 80 years, the Municipal Research and Services Center (MRSC) has provided comprehensive and objective guidance on complex legal and policy issues to local governments in Washington, including the City of Grandview; and

**WHEREAS**, MRSC has been a trusted and dedicated provider to the City of Grandview of guidance, analysis, answers and assistance on a wide variety of legal issues such as public records, purchasing and contracting, governmental operations, statutory information and updates, and financial management and reporting; and

**WHEREAS**, the City of Grandview relies on MRSC for substantive advice, research, legal opinions and information through direct contact with MRSC staff and through MRSC's website; and

**WHEREAS**, MRSC efficiently provides information and resources to all cities and thus saves public funds statewide; and

**WHEREAS**, the City of Grandview's use of MRSC resources saves public funds within the City for other uses because MRSC provides research and advice on issues the City of Grandview would otherwise need to pay city attorneys or outside counsel to provide, which is more costly and less efficient for many common issues that local governments deal with; and

**WHEREAS**, defunding MRSC will deprive the City of Grandview and many other cities of important, useful and valuable legal services, and would cause the City of Grandview to incur new and increased costs to obtain the same advice and services from city attorneys or outside counsel;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

Section 1. The City of Grandview supports continued full funding of MRSC from the state budget.

Section 2. The City Council authorizes City staff to take action in accordance with this resolution to support full funding of MRSC from the state budget.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on March 22, 2016.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

## Anita Palacios

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**From:** Anita Palacios  
**Sent:** Tuesday, March 15, 2016 10:28 AM  
**To:** Bill Moore; Bill Moore; Bill Moore 1 (brmoore@embarqmail.com); Cus Arteaga; Dennis McDonald (dennism@grandview.wa.us); Dennis McDonald 1 (dennismcd10@gmail.com); Gaylord Brewer (brewerg@grandview.wa.us); Gloria Mendoza; Gloria Mendoza (mendozag@grandview.wa.us); Gview Mayor; Javier Rodriguez; Javier Rodriguez (rodhav1@yahoo.com); Joan Souders; Joan Souders 1 (jesouders@hotmail.com); Mayor Norm Childress; Mike Everett (everettm@grandview.wa.us); Mike Everett 1 (mike@everettlaw.net); Quinn Plant  
**Subject:** Council Retreat Proposed Facilitators & Dates  
**Attachments:** YVCOG Strategic Visioning Session.pdf; Executive Dynamics - Burlington Planning Retreat - Executive Summary.pdf; Executive Dynamics - Mount Vernon Strategic Plan Executive Summary.pdf

The Council Retreat Committee met this morning. They are proposing the following facilitators to conduct a Council Retreat: YVCOG and Executive Dynamics. Attached are end products from each for your review.

The estimated costs from each facilitator for a 1 ½ day retreat is as follows:

- YVCOG – \$2,990.72
- Executive Dynamics – \$3,325.00

The Committee is also proposing the following dates for the retreat (Friday afternoon and all day Saturday): April 29-30, May 6-7, May 13-14 or May 20-21.

Please review and be prepared to provide your input at the March 22<sup>nd</sup> Council meeting.

Thanks,

Anita G. Palacios, MMC  
City Clerk/Human Resource  
City of Grandview  
207 West Second Street  
Grandview, WA 98930  
PH: (509) 882-9208  
FAX: (509) 882-3099  
[anitap@grandview.wa.us](mailto:anitap@grandview.wa.us)  
[www.grandview.wa.us](http://www.grandview.wa.us)



## YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

311 North 4th Street, Suite 204 • Yakima, Washington 98901

509-574-1550 • FAX 574-1551

website: [www.yvcog.org](http://www.yvcog.org)

Greetings,

I have prepared a brief explanation and sample photos of a Strategic Visioning Session. Grandview City Council and City Management would receive a booklet containing your process with the future goals outlined.

The process of YVCOG's Strategic Visioning Facilitation is targeted at the individual needs of the group. Although the 'process' has specific steps, the outcome is determined by the group's lead(s).

Before the meeting happens, the lead(s) will meet with YVCOG Staff to determine the desired outcomes of the meeting. The outcomes determines the guided process that will be administered. The participants are told the desired outcomes at the beginning of the process to give them an understanding of what decisions they may make and what decisions have already been established. This provides an open and honest meeting where all participants can fully engage in the process.

The facilitation process is based on multiple factors:

- Does the lead(s) know the desired outcomes from the meeting?
- Who is participating in the meeting?
  - Decision makers who can implement changes
  - Workers who will need to seek approval before implementing changes
- How advanced is the group in the ability to implement change and reach their goals?
- Is the group's staff able to perform the duties necessary to reach the goals?

The time commitment a group is willing to make towards this process will determine the level of detail the participants will be allowed to dive into. This is also determined by the authority given to this group to make the decisions necessary to delegate to different individuals/departments the duties being assigned to them.

Enough time should be allotted to allow the group to go through the last step of setting up the steps, timeline, and teams. The group should then determine who is ultimately responsible to report back to decision makers. The product of this last step will allow decision makers to track goals set during the meeting and make any necessary adjustments as time passes and conditions change.

After the process, the participants (and decision makers, who did not attend the meeting, if requested) will be provided a complete booklet of the process and notes that accompanied the process. These are provided in an image with facilitator's notes at the bottom.

YVCOG is available to book and schedule a one-day follow up meeting a year from implementing the Vision to review the progress and assist in making adjustments if necessary. Please contact YVCOG if you are interested in receiving a quote for this service.

Please feel free to contact us if you have any further questions.

Kind Regards,

A handwritten signature in cursive script that reads "Chris".

Chris Wickenhagen

Deputy Director

# 2010 Homeless Planning & Policy Council Action Plan

TIMES	ACTIVITIES
8:00-8:20	Breakfast
8:20-8:30	OARR's
8:30-10:30	History
10:30-10:45	B-R-E-A-K
10:45-12:00	Context Map
12:00-1:00	Lunch
1:00-2:30	SPOT Matrix
2:30-2:45	B-R-E-A-K
2:45-3:00	Top 4 Winners
3:00-4:00	Cover Story
4:00-4:10	B-R-E-A-K
4:10-4:30	Presentations
4:30	Laugh/Clap/Exit
	See you tomorrow

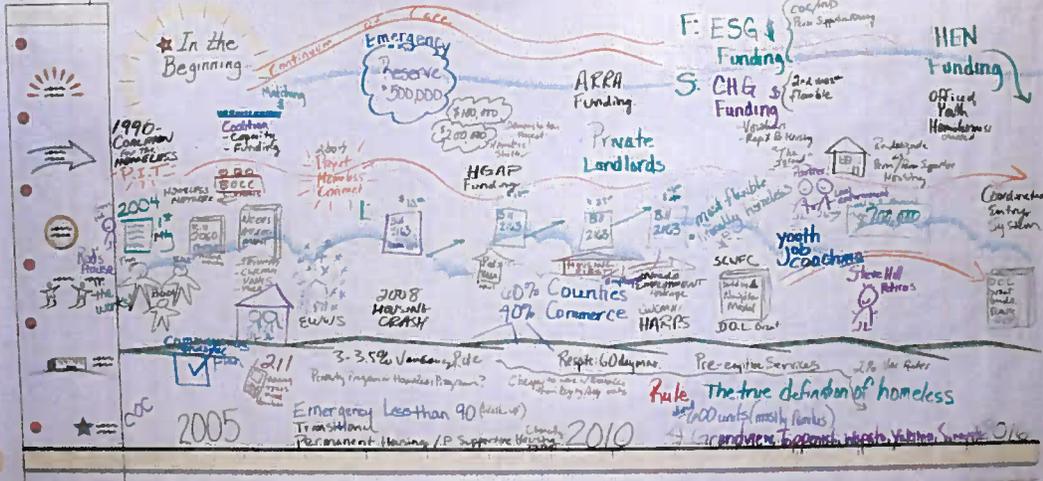
- ### Roles
- Participants**
    - Active participation
    - Active listening
    - Ask questions
  - Facilitators**
    - Guide Conversation
    - Referee
    - Recorder
    - Timekeeper

- ### Outcomes:
- Stronger Group Cohesion
  - Clear set of funding priorities target population
  - Future Goals set
  - Have Fun!

- ### Rules
- Start/End on ⌚
  - Freedom to move around ⌚
  - No cross-talk
  - Turn off cell phone
  - Silence
  - Respect others journey
  - Stay Focused



## History Of



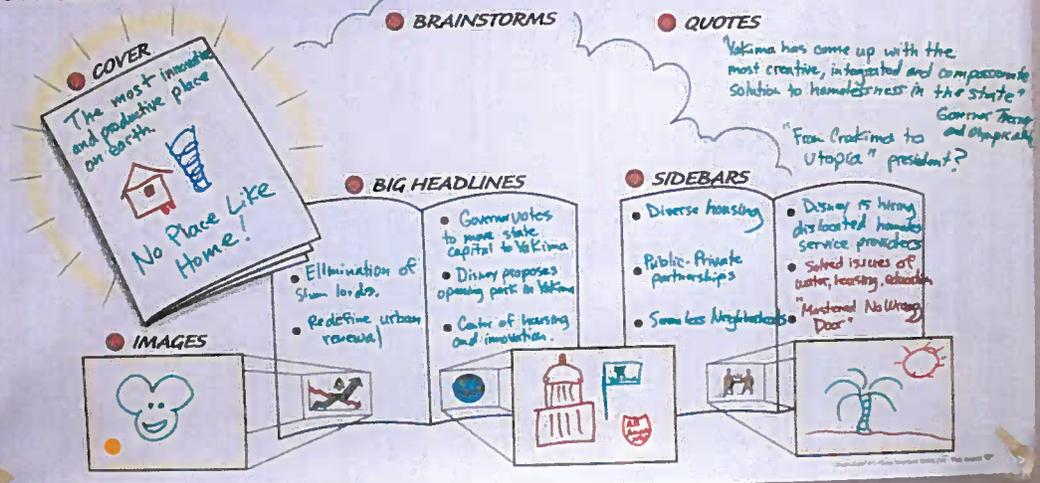
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COVER STORY VISION

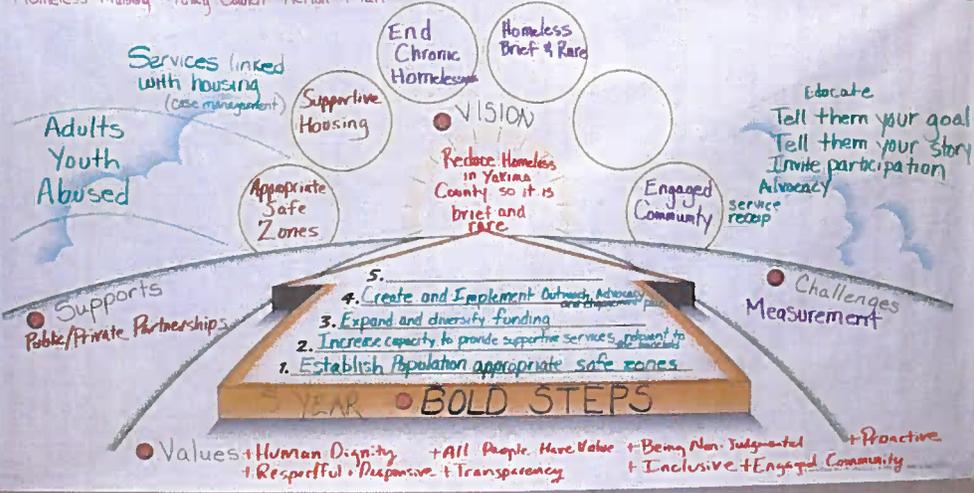


COVER STORY VISION

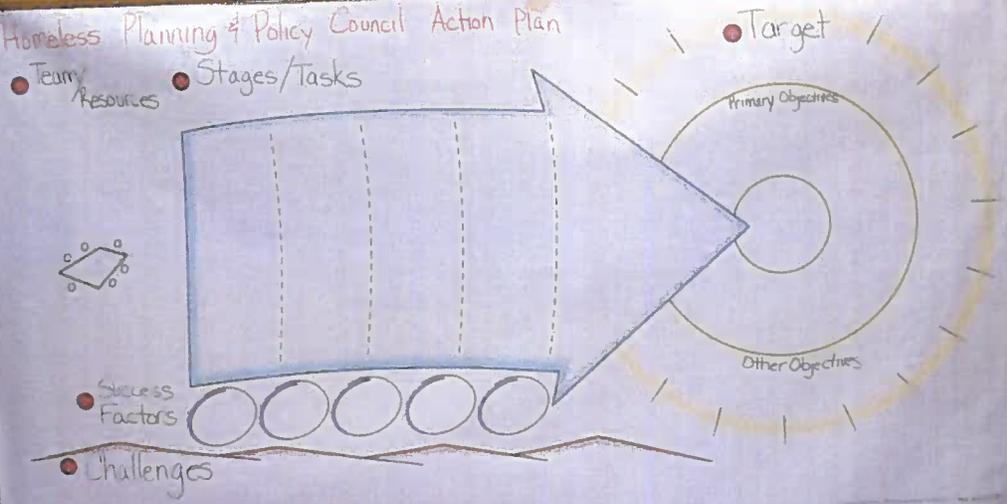


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2016 Homeless Planning & Policy Council Action Plan



2016 Homeless Planning & Policy Council Action Plan



**THE CITY OF BURLINGTON  
Burlington, Washington**

**STRATEGIC PLANNING RETREAT**

***EXECUTIVE SUMMARY  
10 September 2008***

**Theme: “Getting Better, Not Bigger, In The Future”**

**Purpose Of The Retreat:**

- I. To strengthen the working relationships across the entire organization and enable us to continue meeting Community needs.**
- II. To begin the development of a 5-year Business Plan for the City Of Burlington, Washington.**

**KEY SEGMENTS FROM THE STRATEGIC PLAN  
DEVELOPED BY THE CITY OF BURLINGTON – KEY  
STAFF, MAYOR & CITY COUNCIL**

**10 September 2008**

**The Mission/Purpose Of The City Of Burlington:**

*The City of Burlington is committed to providing a healthy,  
safe Community by delivering quality services for our Citizens,  
Guests and Businesses.*

**Our Future Of Choice- Our Vision:**

*Burlington 2013 – “Getting Better, Not Bigger, In The Future”*

*Burlington is a proactive City, characterized by a  
responsible, accountable Leadership and Staff, working together  
toward common goals.*

*Communication with Citizens is clear and open, resulting in  
Citizen involvement, satisfaction and prosperity.*

**Our Goals For The City Of Burlington For The Next 5 Years:**

**Goal I. Economic Growth.**

**Goal II. Infrastructure/Public Safety.**

**Goal III. Image/Identity.**

**Goal IV. Community Relations.**

**Objectives In Support Of The Goals:**

**Goal I. Economic Growth**

**Objectives:**

1. Recruit new businesses for Burlington.  
Responsibility: Mayor & City Administrator  
When: Ongoing.

Specific Actions:

- a. Advertise “friendly City”
  - b. Develop website
  - c. Use national articles to promote City
2. Promote a Convention Center/Destination SPA/Resort.  
Responsibility: ?  
When: By 2013

**Specific Actions:**

- a. Improve zoning.
  
- 3. Establish a working relationship with the Port and EDASC to promote business.  
    Responsibility: Mayor & City Administrator  
    When: Ongoing
  
- 4. Demolish the old Fire Hall to develop parking and/or other viable options.  
    Responsibility: Public Works Director  
    When: By 2009  
    Estimated Cost: \$600,000
  
- 5. Acquire land near George Hopper road for interchange improvement.  
    Responsibility: Public Works Director  
    When: By 2009  
    Estimated Cost: \$2.1 million

**Goal II. Infrastructure/Public Safety.**

**Objectives:**

- 1. Increase staffing level in the Police Department to 35 officers to improve public safety.  
    Responsibility: Police Chief, City Council  
    When: By 2012  
    Estimated Cost: \$87,000/officer x 8
  
- 2. Acquire a new fire engine to replace aging equipment.  
    Responsibility: Fire Chief  
    When: By 2010  
    Estimated Cost: \$385,000

3. Maintain 24-hour staffing of fire station.  
     Responsibility: Fire Chief, City Council  
     When: By 2009  
     Estimated Cost: \$85,000
  
4. Certify levee to keep base flood elevations low.  
     Responsibility: Fire Chief, City Council  
     When: By 2018  
     Estimated Cost: \$30,000
  
5. Develop a community resource program and reach out to the Community, i.e., block watch, citizen's academy.  
     Responsibility: Police & Admin. Staff  
     When: By 2009
  
6. Redo "Chuckanut" interchange to include roundabout.  
     Responsibility: Public Works Director  
     When: By 2010  
     Estimated Cost: \$5 M (DOT)
  
7. Synchronize City traffic lights to improve traffic flow.  
     Responsibility: Public Works Director  
                             City Council  
     When: By 2009  
     Estimated Cost: \$600,000
  
8. Strengthen traffic enforcement and safety.  
     Responsibility: Police Chief  
     When: By 2010  
     Estimated Cost: \$87,000 + Bike
  
9. Broadcast public meetings to the Community.  
     Responsibility: Mayor  
                             City Administration  
                             City Council  
     When: By 2012

### **Goal III. Image/Identity.**

#### **Objectives:**

1. Acquire and develop RR parks as a public plaza/Town Centre/Visitor information Center.  
Responsibility: Public Works Director  
Planning Director  
When: By 2012  
Estimated Cost: \$600,000
2. Complete the construction of “wayfinding” and City entrance signs.  
Responsibility: Public Works Director  
When: By 2010  
Estimated Cost: \$150,000

### **Goal IV. Community Relations.**

#### **Objectives:**

1. Set up Television Broadcast for the Council Meetings.  
Responsibility: IS Department & Legal  
When: By 2010
2. Renovate old City Hall into a community center, family resource, youth and recreation center.  
Responsibility: Parks & Rec. Director  
When; By 2009  
Estimated Cost: \$800,000
3. Designate a Public Relations Staff Person for the City.  
Responsibility: Mayor  
When: By 2009

**Actions:**

- a. Establish a website
- b. Send out bulletins
- c. Utilize the newspapers/media.

**EXECUTIVE SUMMARY OF THE  
STRATEGIC BUSINESS PLAN**

**FOR**

**THE CITY OF MOUNT VERNON**

**AS BEGUN DURING THE CITY COUNCIL RETREAT**

**14, 15 May 2004**

**Mount Vernon, Washington**

**Purpose:**

- I. To Strengthen The Working Relationship Between The Council, Mayor And Staff.**
- II. To Make A Significant Start Toward Developing A 6-Year Business Plan For The City.**

## **OUR MISSION AS A CITY:**

*We provide professional, efficient services to create a lifetime positive difference for our Community.*

## **MOUNT VERNON 2010 – A NEW DIRECTION**

*Mount Vernon is a City that is characterized by a “hometown” atmosphere, where Citizens and Government work together in a trusting environment.*

*We encourage personal and economic vitality and pride in our accomplishments.*

*We promote cooperation with our neighbors to create a greater Community that is a preferred place to live, work and play.*

## **OUR GOALS:**

- I. Economic Expansion/Development.**
- II. Infrastructure/Transportation.**
- III. Fiscal Responsibility.**
- IV. Staff Professional Development.**
- V. Quality Of Life.**
  - **Public Safety**
  - **Parks/Recreation**
  - **Strong Neighborhoods**

**Objectives/Key Strategies To Support The Goals:**

**GOAL I. Economic Expansion/Development.**

**Objectives:**

1. Complete the South Mount Vernon Annexation.

Who: Mayor  
Finance  
Developmental Services  
When: By September 2004

2. Include Riverbend in UGA.

Who: Mayor  
Finance  
Developmental Services  
Property Owners  
When: By June 2005

3. Update/implement overall Economic Development Plan.

Who: Mayor  
Finance  
Developmental Services  
When: By June 2005

4. Coordinate Economic Development Association of Skagit County.

Who: Staff/All  
When: Ongoing

5. Seek management application grant.

Who: Staff/all  
When: Ongoing

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6. Develop partnerships between Mount Vernon and other agencies.
  - Who: Mayor/Staff/All
  - When: Ongoing
  
7. Develop a current Marketing Brochure/Advertising Plan/Stimulus Package for the City Of Mount Vernon.
  - Who: Development Services  
Mayor  
Financial  
City Administrator
  - When: By November 2004
  
8. Review land-use ordinances/zoning codes to remove roadblocks to development.
  - Who: Planning Commission  
Developmental Services  
City Administrator  
Council
  - When: By January 2005
  
9. Develop a plan to redevelop current public works site, creating additional commercial inventory.
  - Who: Public Works  
Finance  
City Administrator
  - When: By December 2004
  
10. Raise the awareness level of Economic Development efforts throughout the City and Business Community.
  - Who: Developmental Services  
Information Systems  
Mayor
  - When: Ongoing

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11. Create a competitive tax base for the City of Mount Vernon.

Who: Finance  
Mayor  
Council  
When: By June 2007

12. Promote River corridor development, i.e., trails/hospitality facilities.

Who: Developmental Services  
Parks Department  
Public Works  
Mayor  
Council  
Finance  
When: Ongoing

## **GOAL II. Infrastructure/Transportation.**

### **Objectives:**

1. Purchase Main Street railroad.

Who: Mayor  
Council  
When: By November 2004

2. Commit to a Parking Facility.

Who: Mayor  
Council  
County

3. Begin Waste Water Expansion project.

Who: Public Works  
When: By June 2005



4. Purchase a site for a Public Works Facility.  
  
Who: Public Works  
Mayor  
Council  
When: By June 2005
  
5. Establish a Fiber Optics Network/Consortium.  
  
Who: Information Systems  
Partners  
When: By October 2004
  
6. Identify Emergency Medical Service options.  
  
Who: Fire Department  
Council  
Mayor  
When: By August 2004
  
7. Assist in the County Library solution.  
  
Who: Librarian  
Council  
Mayor  
When: By November 2004
  
8. Obtain an agreement to build HIKOX Road Exchange.  
  
Who: Public Works  
Mayor  
Council  
When: By June 2006

9. Continue to promote I-5 widening.

Who: Public Works  
Mayor  
Council  
When: Ongoing

10. Design Market Street extension/frontage.

Who: Public Works  
Mayor  
Council  
Developmental Service  
When: By January 2006

11. Construct LaVenture/Anderson roadway.

Who: Public Works  
Finance  
Developmental Services  
Mayor  
Council  
When: By June 2007

12. Design South Mount Vernon Regional Drainage System.

Who: Public Works  
Developmental Services  
County  
When: By June 2005

### **GOAL III. Fiscal Responsibility.**

#### **Objectives:**

1. Create a policy for ending-fund balance. (General)  
  
Who: Finance  
Council  
Mayor  
When: By October 2004
  
2. Create a dual budget process #864 passes 2004 or on the ballot.  
  
Who: Mayor  
Department Heads  
Council  
When: By October 2004
  
3. Review property tax levy rate to be competitive with other Cities. (10 year project)  
  
Who: Mayor  
Finance  
Council  
When: By October 2004 and annually
  
4. Find ways to partner with external entities in order to eliminate duplication of expenses.  
  
Who: Department Heads  
When: By June 2005
  
5. Review development costs/fees to determine if there is an additional revenue stream.  
  
Who: Public Works  
Finance  
City Administrator  
When: By June 2005

6. Review impact fees – Fire, Parks, Transportation and set rates.

Who: Department Heads  
Finance  
Council

When: By December 2004

7. Develop a purchasing program to reduce costs in all Departments.

Who: City Administrator  
Finance

When: By December 2005

#### **GOAL IV. Staff Professional Development.**

##### **Objectives:**

1. Establish a personal/professional training and development plan.

Target:

Trained state of the art  
Retain employee base  
Promote personal/professional growth.  
Compensation/rewards/recognition.  
Union versus non-union  
Attitude

Who: Human Resources  
Department Heads

When: By the 2005 Budget Cycle

## **GOAL V. Quality Of Life.**

### **Objectives:**

#### ***Public Safety***

1. Complete the Fire Department 5-Year Master Plan with annual updates.  
  
Who: Fire Chief  
Council  
When: By December 2004
2. Establish a third neighborhood officer and remote station.  
  
Who: Police Chief/Council  
When: By December 2005
3. Establish minimum staffing – Fire – approximately 3 people per truck along with financial source.  
  
Who: Fire Chief  
When: By December 2006
4. Establish a downtown police presence with required staffing.  
  
Who: Police Chief  
When: By December 2007
5. Fill the Patrol Division.  
  
Who: Police Chief  
When: By March 2006
6. Establish a CSO Function.  
  
Who: Police Chief  
When: By March 2006

7. Explore fire authority possibilities by partnership with other agencies to provide services.

Who: Fire Chief  
When: By December 2005

7. Provide ambulance services to Citizens of Mount Vernon.

Who: Fire Chief  
When: By January 2006

### *Parks/Recreation*

1. Identify and expand the trail system.

Who: Parks & Recreation  
Mayor  
County Partners.  
When: Ongoing

2. Complete the 18<sup>th</sup> Street Park.

Who: Parks & Recreation  
Mayor  
County Kiwanis  
When: By August 2005

3. Plan and design Little Mountain parking trailhead.

Who: Parks & Recreation  
Finance  
Mayor  
Council  
When: By June 2006

4. Purchase added activity fields.

Who: Parks & Recreation  
Finance  
Mayor  
Council  
County  
When: By June 2005

5. Explore added indoor Park Facilities.

Who: Parks & Recreation  
Mayor  
County Partners  
When: By June 2007

6. Construct Public Dock/Access System.

Who: Parks & Recreation  
Finance  
Mayor  
County Partners  
When: By June 2005

***Strong Neighborhoods***

1. Establish strong neighborhoods.

Identify and define  
Block watch  
Sidewalk program  
Clean-ups  
Safety-education  
Involvement of neighbors  
Neighborhood parks within ½ mile of each neighborhood

Who: Council  
When: By 2<sup>nd</sup> Qtr. 2005