

MINUTES OF THE AUGUST 13 & AUGUST 14, 2012 SPECIAL CITY COUNCIL MEETING
Chelan Senior Center, 534 East Trow, Chelan, Washington

PRESENT: Mayor Goedde; Councilmembers Cooney, Harper, Higgins, McCardle, Morehouse, Steele; Administrator Reinbold; Attorney Galbraith; Clerk Gallucci; Finance Director Grant, Planning & Community Development Director Gildroy, Parks & Recreation Director Sablan, Public Works Director Van Epps. ABSENT/EXCUSED: Councilmember Isenhart on 8/13/12

Two Special City Council Meeting s were held for the purpose of Strategic Planning for the City.

On August 13, 2012, each of the Department Director's gave a presentation for their respective departments. The handouts which were passed out are attached and incorporated into these minutes. The meeting adjourned at 8:30 p.m.

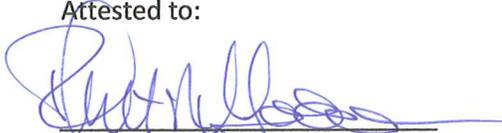
On August 14, 2012, Council discussed and refined the City's Strategic Analysis including Strengths, Weaknesses, Opportunities, and Threats (SWOT) as well as Strategic Issues and Goals. The meeting adjourned at 9:00 p.m.

Prepared by:



Peri S. Gallucci
City Clerk

Attested to:



Robert R. Goedde
Mayor

Date approved by Council:

August 23, 2012

CITY OF CHELAN PUBLIC WORKS DEPARTMENT
STATUS OF CURRENT WORK PLAN OBJECTIVES
AND INTRODUCTION TO 2013 STRATEGIC PLAN

For the past year we have been engaged in a number of activities outside of our routine operational duties. Both engineering and operational staff have been working closely with consultants and contractors on the WWTP Pipeline Project, WWTP Facility Project, design of Lift Station 2, Johnson Avenue and Bradley Street. Also, staff completed the Lakeside sewer line design and worked with the contractors in it's completion. The Public Works crew has also been busy installing replacement waterlines on Water Street and Mountain View. The water Treatment Plant Operators worked with a vendor to do a major overhaul of the automated valves at the treatment plant. Even though the crews have been very busy, they have worked hard to maintain routine operations and repairs.

All of our engineering resources are being applied to working with consultants on the large capital projects mentioned above in both design and on-site inspection as well as providing on-site inspection of the Park Expansion Project. While development has slowed, in terms of actual construction, there has been a few developers that have required design reviews, namely Crystal Crest, McNaughton Group, Lookout LLC and, to some extent, Lakehills.

We expect another busy year in 2013, with the ongoing construction of the WWTP Facilities, Lift Station 2, Bradley Street North, Woodin Ave./ Sanders Street Intersection and the Woodin Ave. Bridge Pedestrian crossing. We will also be working on the design and construction of the South Chelan Sewer Line and Boyd Road Overlay.

A large part of our street construction budget has been applied as match money to the numerous grants that we have received and a complete assessment on the impacts to our overlay program and reevaluation of priorities will need to be done as part of the budget process this year.

Following is a work plan objective showing all current WPOs and their status followed by a summary of new WPOs established through this strategic plan update process. Any additional WPOs identified through the Council's strategic planning process will be added. Also included is a copy of the recently drafted city wide comprehensive plan showing future projects and associated planning year.

City Of Chelan Public Works Department
2013 Work Plan Objectives Summary List And Status

Water Projects

Status

Comp Plan Update	Completed
Telemetry Upgrade	Completed
Automated Valve Replacement	Completed
Highway 150 waterline Replacement	Planned, need to complete engineering and design.

Sewer Projects

Comp Plan Update	Completed
Telemetry Upgrade	Completed
WWTP Pipeline	Essentially completed, but waiting on bank slope stabilization to be done in Fall.
WWTP Facility Upgrade	In process, scheduled to be completed mid 2013.
Lakeside Sewerline	Essentially completed, but waiting for pavement repair and additional service to be done in Fall.
Pump Station 2	Design is 75% complete, go out to bid in Fall, construction in Spring.
South Chelan Sewerline.	Feasability study complete, property acquisition complete, design to be conducted in Fall, construction in Spring.
8" sewerline from Crystal Drive to LS#11	Developer driven and construction.

Street Projects

SR150 Pedestrian Safety Project/Don Morse	Completed
SR150/Columbia Signalization	Completed
Trail Section J	Completed
Johnson Avenue Pedestrian Safety Project	Nearly complete, lighting and permanent striping to be done soon.
South Bradley Street Sidewalk	Nearly complete, permanent striping to be done soon.
North Bradley Street Sidewalk	Design 80% complete, out to bid this Winter, construction late Spring.
Woodin Avenue Bridge Pedestrian Crossing	SOQs to arrive this week, select consultant soon, design over the Winter. PWTF loan results pending, WSDOT and TIB grant results pending.
SR150/SR97A Intersection Chanelization	Planned, likely to be funded through STP. Design this Winter, construction in Spring.
Woodin/Columbia 3-Way Stop	Design this Fall, construction in Spring.
No-See-Um Intersection	Design to be done by WSDOT.

Sanitation Projects

Recycle Drop Boxes At Recycle Center	Half of containers purchased, other half to be purchased soon.
Brush Disposal Fee	Working with County to develop road from Transfer Station.

Mission Statement
City of Chelan Finance Department

It is the purpose of the Finance Department to protect and properly account for city funds and to provide excellent customer service to both internal and external clients in a professional, courteous and efficient manner. To this end, we will strive to provide support, information, advice, direction and assistance to our clients and we will work to implement and improve efficiencies to protect and enhance the finances of the city.

The Finance Department is comprised of four full time employees, one part time employee (currently vacant), and one seasonal employee. Those employees and a brief description of their primary job duties are:

Cheryl Grant, Finance Director – Responsible for all areas of the Finance Department for the City, Airport, and Lake Chelan Sewer District, including accounts payable, accounts receivable (utility billing, business licenses and miscellaneous billing), payroll, investments, budget preparation (city, airport, and sewer district) annual financial report preparation (city, airport, and sewer district), cell phone accounts, monthly/quarterly financial reports to mayor, city administrator and council, contact for annual state audit, preparation of agenda for finance committee, member of wellness committee. Other job duties include or have included:

- Internal investigation for golf course theft
- Negotiation team for union contracts
- Personnel policy revision committee (completed)
- Small cities advisory committee
- Performance measures committee

Pat Lingle, Assistant Finance Director – Responsible for new employee orientation and payroll set up, employee benefits and L & I claims coordination, semi-monthly payroll, including submission of benefit payments and reports (federal withholding, FICA, L & I, unemployment, retirement, etc.), monthly/quarterly payment of taxes (excise, employment, and leasehold) for city, airport, and sewer district, billing/collection of airport and city leases, monthly reconciliation of city and airport bank accounts, member of wellness committee, personnel policy revision committee (completed)

Martha Williams, Accounting Assistant – Responsible for accounts payable for the city and sewer district, including setting up new vendors, verification of proper coding of invoices and monitoring statements to verify all invoices have been received, monitoring budget line items, opening daily mail (with second person) and processing utility payments, processing of other revenue payments, obtaining W-9s when appropriate, preparation and mailing of 1099s

Debbie Girvin, Accounting Assistant – Responsible for utility billing, including setting up new accounts, processing waivers of late fees and adjustments to excess water charges, closing/opening accounts following sales of property, sets up direct debit and processes accounts monthly, accounts payable for airport, miscellaneous billings, working with water operators to provide information for annual water report, works with businesses to reschedule for sanitation services during peak season, works with delinquent utility customers in an attempt to prevent shut offs, serves on safety committee

Diane Winans, Accounting Assistant – Second contact to answer phones and for public contact, opens mail and processes utility payments, prepares bank deposits, processes other revenue payments, verifies golf course and parks deposits (receives and verifies cash from parks department), reviews portions of annual financial report (separate review required by state auditors office), performs records retention and destruction, assists with payroll, assists with airport reconciliation, maintains petty cash checking account, mails accounts payable warrants

Vacant, Receptionist/Office Assistant – First contact to answer phones and for public contact, opens mail (with second person), processes utility and other revenue payments, prepares and makes bank deposits, sends out annual business license renewal notices, makes adjustments to licenses when appropriate and issues licenses

The Finance Department provides support to all departments by performing the duties as described above. In addition, assistance is provided for departmental budget preparation and budget monitoring. While the Finance Department can not generally point to “bricks and mortar” projects, there are nonetheless a huge array of duties that currently come from this office and a number of duties that could be added or expanded, provided there is sufficient staffing (both overall and with needed expertise).

TOP FIVE PAST ACCOMPLISHMENTS – Finance Department

1. Identification and implementation of cost saving/efficiency measures
 - Cell phones – insurance, discounts, turnover
 - Removal of pay phone at golf course
 - Changes to utility billings (owner name, waiving of late fees, reduction of excess water usage for leaks)
 - Moving animal license issuance to WVHS
 - Adoption and implementation of policy and practice for storage and disposition of financial records
 - Purchase of laptops for mayor and council (elimination of paper packets) (This also allowed us to keep our existing copier because its use was dramatically reduced), eliminated outdated filing system which allowed for the removal of two file cabinets, and eliminated the time to file documents that now go into binders
 - Upgraded and/or purchased office equipment, including phone system, folder/insertor, and copiers (city hall and library) resulting in improved efficiencies and cost savings (copier leases had run course and were purchased for minimal amount)

2. Established new petty cash fund policies and new fund, which has improved payments to customers for refunds and reimbursements and saved costs by not issuing as many warrants
3. Oversaw review and corrections to utility accounts
4. Implemented first phase of cross training. Cash receipting of revenues other than utility payments, which was previously done only by the Assistant Finance Director, is now done by anyone in the Finance Department
5. Remodeled and reconfigured front office area to better serve the public by allowing all staff to have full view of front door and reception area

TOP SIX FUTURE GOALS/WORK PLAN OBJECTIVES

1. Purchase and training on new accounting software and computer hardware
2. Re-evaluation of receptionist/clerical assistant position and filling of vacancy
3. Working collaboratively with other departments to integrate enhancements into financial documents, including monthly/quarterly reports, budgets, and the capital facilities plan
4. Research, writing and adoption of policies (travel, equipment/cell phone use, debt, financial reserves)
5. Enter into agreement with third party vendor for credit card services, making it more convenient for the city's customers to pay bills from home and/or on line
6. Expansion of internal audit role to include small tools and minor equipment inventory checks, spot cash drawer counts, participation of inventory count at golf course, and review and upgrading of other departmental policies relative to cash handling and deposits

City of Chelan Planning & Building Department

Mission Statement

Provide exceptional customer service to the citizens of the City of Chelan relating to land use planning, building construction, and fire & life safety issues, by providing the technical and professional assistance to meet the needs of the citizens and the development community.

The Planning & Building Department is comprised of Long Range Planning, Current Planning, Building and Code Enforcement. The department serves the community through implementation of the Comprehensive Plan, responding to code complaints & violations and processing various permit applications. The rules that apply to the department include; Title 17 Zoning, Title 19 Administration of Development Regulations, International Building Codes, State Environmental Policy Act, Public Participation Program and the Growth Management Act (GMA). Staff includes the Director, Building Official, Assistant Planner, Building Inspector/Code Compliance Officer and Permit Coordinator. All positions are currently filled and are cross trained within the department in order to be able to assist in all general City inquiries.

LONG RANGE PLANNING

The Planning Department updated the Comprehensive Plan as required by the GMA through a three year process that concluded in 2009. The major results were a new Housing Element & implementing Housing Manual, Critical Areas regulations and a new Transportation Element. All background data was updated. From 2009 to 2012, the Housing Manual was implemented with the major accomplishments listed in the Top Accomplishment section below. Staff is currently reviewing the Comprehensive Plan for the next GMA mandated update of December 31, 2017. This 2017 update may become a complete Comprehensive Plan overhaul if funding is available.

In 2008, the process of creating a Downtown Master Plan was commenced with the final plan being adopted in 2010. This plan strives to strengthen the City of Chelan's downtown core through economic development; protection of the downtown residential & main street character with appropriate standards for small town Chelan and pedestrian scale amenities such as signage, art and safe walking routes, and linkages such as multi-modal transportation, signature street elements and gateways. Implementation of this plan has been a major focus of the department.

Staff is currently working on livable wage jobs and economic growth through the Warehouse Industrial zoning district revamp. The Warehouse Industrial roundtable committee includes major players such as the Lake Chelan Chamber of Commerce and Port of Chelan County along with major property owners and developers. The first year's focus was on promotion of the area. Although this is a commendable goal, the City's focus where it may assist the promotional effort, is on a new sub-area plan known as the Lake Chelan Heritage Sub-Area. The emphasis is to move away from the traditional warehouse industrial zone which provides property owners with very little opportunity to an innovative performance based zoning code that builds on the strengths of the Lake Chelan Valley. The final Lake Chelan Heritage sub-area plan will be available in October for adoption in 2013.

Staff administers the annual Comprehensive Plan & Development Regulation amendment process. This process includes citizen & Planning Commission amendments along with code changes that implement the Comprehensive Plan. This includes the work of the Housing Steering Committee over the last three years.

Since 2008, staff has been updating the Shoreline Master Program in accordance with the State of Washington Shoreline Management Act and Washington Administrative Code guidelines. Initially, the SMP was a regional document with Chelan County and all jurisdictions. Staff has now completed the City of Chelan specific Shoreline Master Program (SMP) and will start the adoption process in September which will conclude in May or June of 2013.

CURRENT PLANNING

Current Planning administers the various codes that implement the Comprehensive Plan. With a number of changes in the last four years such as the Downtown Land Development Code, Critical Areas, and various code updates, staff has had a long learning curve to consistently apply the new codes. As issues are identified and through a consistency review, staff will be providing a “code clean up” in 2013.

Although the number of new current applications is relatively flat, the department has seen various projects come back alive or change direction. A number of subdivision are now moving forward to final plat and an existing planned development, Granite Ridge, has a new owner and is now known as The Lookout with a new vision. This trend has been time consuming for staff. Current Planning also reviews all business licenses, building permits, sidewalk business license, conditional use and variance applications for compliance. All public notices are accomplished through current planning including long range planning notices.

Staff has been heavily involved with the Fingers Short Plat appeal. This is part of the current planning process and a major responsibility of the department is to maintain and provide the complete planning record.

CODE ENFORCEMENT

In 2011, the Code Enforcement Officer processed approximately 95 proactive and citizen initiated code complaints and violations. A number of administrative concerns were addressed; however, new Code Enforcement programs should be created such as vacation rentals, storage within public right-of-ways and effective nuisance compliance. This position was vacant until August 2012 and during this time, the code enforcement responsibilities were absorbed by existing staff with the majority being handled by the Building Official. This absorption proved to be difficult and timelines for building permits increased. The City was not proactive with code compliance in 2012 and has responded to 40 citizen initiated complaints as of July 31st. The trend is an increase in code enforcement activities. This position is now filled with training underway. This position also includes building inspections and inspector certifications are being pursued.

BUILDING DEPARTMENT

The Building Official is responsible for all plan reviews and inspections. This position is in charge of administering the International building codes including building, residential, plumbing, mechanical, and fire. As such, close cooperation with current planning, public works and fire department is essential.

The number of building permits is on track with last year. The number of single family residential building permits issued and under review is currently at eight compared with twelve for all of 2011. It appears; however that overall building permit activity will be down from 2011.

A new building permit software system has been implemented at a very low cost. After three months, the short falls of the system are very apparent and concerning. Staff will be moving forward the purchase as budget for an effective system

TOP FIVE PAST ACCOMPLISHMENTS- PLANNING & BUILDING DEPARTMENT

1. Downtown Master Plan Implementation
 - Installation of Street Furniture
 - Administrative procedure for Land Development Code
 - Continued meetings with HDCA for coordination & cooperation
 - Moving animal license issuance to WVHS
2. Housing Manual Implementation
 - Transitional & Emergency Housing
 - Infill Development Code (zero lot line, court homes.....)
 - Manufactured Housing Parks
 - Detached Accessory Dwelling Units
3. Shoreline Master Program update
4. Warehouse Industrial zoning district / Chelan Heritage Sub-Area Plan
5. Multi-modal Transportation including Bike Plan

TOP FIVE FUTURE GOALS/WORK PLAN OBJECTIVES

1. GMA 2017 Update
 - a. Review & Analysis of current Comprehensive Plan
 - b. Develop work plan and timeline to accomplish major update by 2017
 - c. Produce effective public participation plan
2. Implementation of Downtown Master Plan & other Comprehensive Plan
 - a. Woodin Avenue street lights update with new paint
 - b. Riverwalk Park Entrance Improvements
 - i. Chelan County P.U.D. requirements
 - ii. Assist HDCA sponsored improvement
 - iii. Monitor Phasing Implementation Plan
 - c. Gateway Design
 - i. Assist HDCA with design
 - ii. Assist public works projects for Downtown Master Plan consistency
 - d. Multi-modal transportation including bike & trail facilities
3. Shoreline Master Plan adoption process
4. Chelan Heritage Sub-Area Plan adoption process
5. Code Compliance Programs
 - a. Develop Code Enforcement priorities & programs
 - b. Update Code Enforcement code procedures
 - i. Citation Authority



2013 Parks and Recreation Department Goals/ Work Plan Objectives

August 13, 2012

Recognizing the value of parks and recreation facilities and programs is vital for the overall health and well-being of the citizens of Chelan. The provision of safe, accessible recreation facilities for all ages has become priority than ever before with recognition of regular exercise to the health of individuals in the community. Demographic changes are occurring with growth in the percentage of the population reaching their sixties. This presents a challenge to communities who must continue to focus on the needs of youth but in addition, must provide for the needs of community members of all ages. Consequently, planning for anticipated needs, and providing and maintaining recreation facilities becomes a challenge as communities continue to grow, usage increases, and the cost of facility development and maintenance continues to rise.

The City of Chelan has some extraordinary park properties that have served the community and guests well for a long period of years. The Department is at a crossroads and needs to determine how they can manage the system forward and operate in a sustainable manner. There are many opportunities available, but it requires a host of changes and repositioning the system in the eyes of the community as an economic development resource worth investing.

The Department has systematically increased its span of control during the past five years. The following although not exhaustive, is a list of the major responsibilities of the Department.

- All maintenance of parks, athletic fields, golf course, marina, RV Park, City Hall, Masonic Temple, Library and putting course
- Revenue centers: golf course, putting course, RV Park, marina, parking, shelters and concessions
- Facility management of the masonic temple
- AAU sport youth recreation programs
- Downtown landscaping and irrigation
- Landscape maintenance for City Hall, Masonic Hall, and Library
- Forest service restroom cleaning and maintenance
- Snow removal for both bridge sidewalks, golf course driveway and parking lot, first fifty sites of the RV Park, day use park parking lots, all two city owned parking lots, athletic field parking lot, City Hall, Masonic Temple, Library, Lakeside trail, north side of Webster Ave (across from the high school for the Gordon bridge to Miller's Corner).

Staff identified the items on this work plan based on existing and planned park recreation needs for the city community and guests. Based on the needs identified staff determine priorities, and established an action plan in order to begin to work toward the future described. The council members and the Mayor may have work plan items not address that they would like to add or may delete items they deem incompatible to moving the department forward.

	2012-2013 WORK PLAN SUMMARY LIST	STATUS
1	Increase staff training in current field and cross training and provide tools to perform the job safely, and efficiently.	Ongoing
2	Collaborate with the Chelan Public Trails Committee to expand recreation trails in the valley beyond City boundaries	Beginning stages
3	Don Morse Park shoreline restoration and marina expansion	Ongoing
4	Improve entry, directional and parking signage in parks and golf course.	Ongoing
5	Continue evaluating all department maintenance operations to enhance operating efficiencies.	Analysis completed and will be integrated into the 2014-2022 comprehensive plan
6	Provide maintenance management guidelines to the leadership as to what level of service they want to achieve in parks	2013
7	Continue to improve maintenance/condition of city parks and recreation facilities	This is a challenging day to day activity

8	Start and complete the parks comprehensive plan	2013
9	Integrate a vehicle replacement plan into the comprehensive plan	2014
10	Work with the Chelan Rotary to establish a low maintenance park in the South Chelan Neighborhood.	Moving forward in 2012 and 2013
11	Continue to improve the City of Chelan Parks and Recreation website	Ongoing process
12	Continue to be the lead in in the beautification of the corner of Columbia and Johnson (Safeway Corner)	Fall 2012 and beyond
13	Develop a community focus plan business for the use of the old library building for appropriate community use	2013
14	Develop a comprehensive citywide tree management program and best management practices for trees in landscaped areas and developed parks to include the golf course	2013
15	Develop a strategic plan for the eventual community use of the second floor of the Masonic Temple.	2013
16	Have recycling programs installed in parks and with requirements for concessionaires to comply accordingly	Ongoing
17	Develop a potential revenue plan for the use of the athletic fields once the School District fields come on line or take offline.	2014
18	Assist Public Works in planning and developing a landscape plan for the medians and bulb-outs on Johnson Avenue	2013
19	Assist Planning in the development of the Riverwalk Park entrance to include maintenance needs assessment.	2012-13
20	Provide a maintenance needs assessment for the operation of the Chamber parking lot and restroom operation	2013
21	Develop a concession plan to provide amenities such as laundry mat service, light sundries and essentials by soliciting for a RV park store and game room.	2013
22	Continue improving and remodeling existing restrooms in Lakeside park and the marina.	2013
23	Continual evaluation and the development of golf course pro shop financial policies and procedures on dealing with inventory and customers.	Ongoing
24	Development of a golf course superintendent job description and hiring of a replacement when the current superintendent retires in January 2014	2013
25	Installation of a new boater pump out station pump in the marina	2012
26	Decide on the whether or not the department wants to continue the go-cart concession and if not what are future-plans for the site and the old bumper boat pad.	2013
27	Increase communication with the Chelan Sheriff's Marine Patrol unit to educate boaters and establish a lifejacket lending program.	2013
28	Continue to improve Campground, Marina, and Putting Course computer aided Receipting procedures by keeping Campground Management Software and Credit Card Processing Software updated while replacing outdated computer systems and Point of Sale stations likely to fail due to age of equipment	Ongoing