

CHEHALIS CITY COUNCIL AGENDA
CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large
Mayor

Terry F. Harris, District 1, Mayor Pro Tem
Daryl J. Lund, District 2
Dr. Isaac S. Pope, District 4

Anthony E. Ketchum Sr., District 3
Chad E. Taylor, Position at Large
Robert J. Spahr, Position at Large

PLEASE NOTE SPECIAL MEETING LOCATION

Special Meeting of Thursday, August 30, 2018
8:30 a.m.
V.R. Community Building
221 SW 13th Street (Recreation Park), Chehalis

1. Call to Order. (Mayor)

SPECIAL BUSINESS

3. Strategic Planning Session. (Mayor, City Manager)

THE CITY COUNCIL WILL NOT ADD OR TAKE ACTION ON ANY OTHER ITEM NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, SEPTEMBER 10, 2018.

CITY OF CHEHALIS
STRATEGIC PLANNING WORKSHOP
August 30, 2018
VR Lee Building at Recreation Park, 221 Southwest 13th, Chehalis, WA

DISCUSSION GUIDE

8:00 Continental Breakfast

8:30 Welcome and Public Comment – Dennis Dawes, Mayor

Purpose of the Retreat and Introduction of the Facilitator and Recorder – Jill Anderson, City Manager

Role of the Facilitator, Recorder, Group and Public; Strategic Planning Elements; Agenda – Marilyn Snider, Facilitator – Snider and Associates

Introduction of the Participants

City of Chehalis:

- **Mission/Purpose Statement**
- **Three-Year Goals (2018-2023)**

What Are the Strengths and the Accomplishments of the City of Chehalis Since the January 19, 2018 Strategic Planning Retreat?

What Are the City's Current Internal Weaknesses/Challenges?

What Are the External Factors/Trends (e.g., economic, political, social, technological) that Will/Might Have an Impact on the City of Chehalis in the Coming Year:

- **Positively (opportunities)?**
- **Negatively (threats)?**

Identify Core Values (guiding principles for the City of Chehalis)

- **Brainstorm Values**
- **By Consensus, Select 5-7 Core Values**

Mayor and Council:

- **Review and Revise, if Needed, the Three-Year Goals (WHAT the City of Chehalis needs to accomplish)**

Identify Six-Month Strategic Objectives (how the goals will be addressed – by when, who will be accountable, for what specific, measurable results) for Each of the Three-Year Goals

Next Steps/Follow-Up Process to Monitor Progress on the Goals and Objectives (including setting a date in 6 months to update the strategic plan)

CITY OF CHEHALIS
SIX-MONTH STRATEGIC OBJECTIVES
 19 January 2018 through 1 August 2018

Updated August 27, 2018

THREE-YEAR GOAL: IMPROVE AND MAINTAIN THE INFRASTRUCTURE						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 1, 2018	Wastewater Supt. – lead	Present to the City Council for consideration a consultant contract for the design of the Sanitary Sewer Forcemain Improvement Project (Riverside and Prindle).	X			Project consultant for the design with Gibbs & Olson approved by City Council 2/26/18.
2. June 1, 2018	Streets Supt. – lead, Community Development Dir., Engineering Tech	Complete the Transportation Benefit District Downtown Grind and Inlay project of the Market Blvd. multi-use lane.	X			Project was completed in June
3. August 1, 2018	Community Development Dir./Construction Manager – lead, City Attorney, Property Tech 2	Complete the Stan Hedwall Sewer service.			X	Almost Done – All of the ground work and pipe has been installed. Waiting for delivery of the pumps. Project scheduled for completion in mid September
4. FUTURE OBJECTIVE Dec. 1, 2018	Wastewater Mgr. – lead, City Engineer, Engineering Tech 2, working with a consultant	Complete the design of the Sanitary Sewer Forcemain Improvement Project (Riverside and Prindle).				Engineering work has commenced, so design is complete by January 1.

THREE-YEAR GOAL: ENHANCE AND MODERNIZE TECHNOLOGY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. May 1, 2018	IT Committee (Dep. Police Chief – lead)	Evaluate current virus and ransomware protection products and policies and recommend changes, if needed, to the City Manager for consideration.	X			No recommended changes. Security improvements, back-up process, and staff training completed after malware incident.
2. August 1, 2018	IT Committee (Dep. Police Chief – lead)	Evaluate the feasibility of having an IT Department vs. a contract IT employee and make a recommendation to the City Manager for consideration.	X			The current contract arrangement proved most cost effective.
3. August 1, 2018	IT Committee (Dep. Police Chief – lead)	Identify citywide training needs on IT and use of existing software and create and present to the City Manager for consideration a plan to train all city employees.			X	Ongoing – A variety of trainings now online.

THREE-YEAR GOAL: INCREASE AND OPTIMIZE STAFFING LEVELS

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. April 1, 2018	Each Member of the Management Team	Evaluate their staffing needs and present the results, with recommendations, to the City Manager for consideration.	X			Departments submitted the information
2. July 1, 2018	HR/Risk Manager	Conduct a cost analysis of each position needed and present the results to the City Manager.	X			11 positions submitted for consideration from various departments
3. August 1, 2018	Finance Director and City Manager	Identify ways to finance staffing needs.	X			City Council work session held on July 26 to review position requests and associated budget impact. CC directed the administration and Budget Committee to evaluate funding available for the priority positions during the 2019 Budget preparation process.

THREE-YEAR GOAL: MAINTAIN AND ENHANCE FINANCIAL STABILITY

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. April 1, 2018	Community Development Dir., working with the Department Heads and Superintendents	Present a plan for future annexations to the City Council for consideration.	X			Proposed Annexation Area Delineations discussed and approved by the CC on 5/14/18
2. April 1, 2018	Public Works Director, working with a consultant	Present to the City Council for direction a scope of work and potential funding plan for an updated Utility Rate Study.			X	Administration recommends: * Not do the rate study until 2019 following completion of the 2018 Water System Plan which is required by the State Department of Health. * Update Storm Water System Plan before the next Utility Rate Study is done. Storm Water Plan has not been updated since it was adopted. One rate increase is left for the Storm Water Utility in November 2018 from the rate increases the City Council passed in 2012.
3. May 1, 2018	Finance Director	Present financial software upgrade recommendations to the City Manager for consideration.	X			Utility Billing Software to be included in the 2018 Budget. Proposal to add Tax Tools software in 2018.
4. June 1, 2018	Airport Manager	Present to the City Council for consideration a Commercial Development Master Plan for the leasable property at the airport.	X			Completed: The City Council considered a plan on April 23, 2018.
5. July 1, 2018	Finance Director	Formulate and present to the City Manager and City Council Budget Committee for consideration a plan to re-establish dedicated reserve funding.			X	The first step was approved with dedicated reserve fund set aside for Equipment/Auto and Compensated Absences with the first budget amendment.

**THREE-YEAR GOAL: ENHANCE AND MAINTAIN FACILITIES
(Recreation Park, Dispatch Center, Fire Station)**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the February 26, 2018 City Council meeting	Community Development Dir. and Recreation Manager	Update the Park, Recreation and Open Space Plan and present to the City Council for action.	X			PROS plan adopted by Resolution No. 1-2018 on 3/12/18.
2. At the March 26, 2018 City Council meeting	Mayor and City Manager (co-leads), working with the Fire Committee	Report to the City Council the final results of the District 6 Fire consolidation.	X			The Committee met with District 6 on May 6. The numbers do not work at this time. Plan to meet again in September.
3. May 1, 2018	Community Development Dir. and Recreation Manager, working with Skillings Consultants	Complete Phase I of the Recreation Park design and recommend funding sources to the City Council for action.	X			Grants have been submitted to the State. Update on rankings expected in September or October. Donations and LTAC funding has also been identified for this project.
4. At the June 11, 2018 City Council meeting	Recreation Manager	Report to the City Council on the success in receiving grants for components of Recreation Park.			X	Submitted three RCO grants on May 1, 2018. Formal presentations made in August. Info on City's ranking expected in September or October instead of August.
5. At the June 11, 2018 City Council meeting	Police Chief	Report on the results of the feasibility study regarding Chehalis-Centralia-Riverside Dispatch Center and make a recommendation to the City Council for direction.	X			Feasibility Study presented on July 9. The Council appointed a subcommittee at July 23 City Council Meeting. Next steps to be discussed on August 30.