

Annual Objective and Project Tracker 2020
April 14, 2020

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JUL	OCT	DEC	
Financial Policy Review	CS	May 2020	0				This is an annual review of the Financial Policies now amended as Res. 7-2018. The policy defines and establishes fund balances, reserves, debt capacity, and investments to assist in annual budgeting. The Finance Committee will possibly review this at the May meeting for any recommended changes this year.
City Biennial Budget Approval and PRSA Annual Budget	CS	Nov/Dec 2020	0				The City Budget is on a biennial basis; 2020 is underway and modifications have occurred from 2019 project carryovers. First steps begin with the budget retreat that will be scheduled later this year to allow for a new City Administrator to participate; the budget development will begin in June as usual with staff requests kicking off the process for the 2021-2022 Budget. The Upper Valley Park & Recreation Service Area (PRSA) budget is adopted yearly by the PRSA Board and is incorporated as part of the City's biennial budget process for the City's Pool Fund. A detailed budget calendar will be available by June on the City's website.
Grant Administration	CS	Dec 2020	25				Currently the finance department is administering 14 open grants/loans. Crosswalks (2 State), Pine Street (1 Fed remaining). LED Lighting (1 TIB), USDA RD – (2 Fed Loans/1 Grant) for the WWTP. Of the 14, 7 new grants are in line for 2020-2021 that includes 2 for the Water Meter Project (1 Fed, 1 Local), 1 grant for Shoreline Master Planning (DOE-State), 1 grant for the Housing Affordability Action Plan (DOC-State), and 1 each for the Whitman Pilot, Pine Street Phase II, and 14 th Street Improvements (2 TIB, 1 WVTC(DOT)) Staff continues to seek more grant funding for other future projects including the WWTP/Collection system updated costs and the Water Plant/Distribution Line Improvements.
Quarterly City Newsletter	ALL		0				Four issues published annually. – Spring skipped due to COVID-19 issues.

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Icicle Work Group	TBD	TBD	0				The Icicle Work Group is made up of various stakeholders with interests in the stream flow and water rights associated with Icicle Creek. The City Council by resolution (RES#3 – 2019) supported moving forward with Preferred Alternative #1, the base package of projects. Lobbying for additional funding and data collection continue to be the priority items for the group. 50% Of the City Water Meter Project was funded by the IWG. Work will need to continue on Water Conservations and Fish Screen Projects.
City/PRSA Annual Reports – 2019	CS	May 29, 2020	10				These reports are required annually by the State, to be completed within 150 days in the year following the previous year. Council and Board members annually participate in the reviews and will be requested to participate later this year.
Lodging Tax Annual Report	CS	May 15, 2020	100				This report is required by the State to be completed annually by May 15th of each year.
Reassessment of Lodging Tax Allocation Policy and Scoring Procedures & Implement Contracts for Partnership Funding	Staff	Nov 2020	50				The Council Economic Development Committee created new procedures in 2019 for the two grant programs for Festivals/Events and Tourism Hospitality; beginning in September 2020 the Committee will reassess the application and scoring procedures for the 2021 process. The City's goal is to have the 2021 call for applications in September with a review process occurring in October and allocations made by November. The Committee completed the review for new contracts related to partnership organization funding in early 2019; these will be brought to the Council for consideration in the fall for 2021 contracts.
Personnel	Mayor		50				Current openings include the City Administrator Position and a Utility Maintenance Position. Future positions need to address responsibilities for parking program, parking enforcement, code enforcement and planning personnel.

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Docket Item #1 Transportation Element	LV	Dec 2020	10				Update of the Transportation Element to incorporate the Parking Plan, Corridor Study, 20-year Transportation Improvement Plan (TIP) and review peak hour policies. This update may impact other areas of the Comprehensive Plan. RFP for consultant services is being reviewed.
Docket Item #2 Housing Action Plan	LV	June 30, 2021	10				Develop a Housing Action Plan, through a Department of Commerce grant. The HAP will be used to determine other housing Comprehensive Plan and code amendments. RFQ has been completed and staff will move forward with contract discussions. Funded through Department of Commerce grant.
Docket Item #3 Fire Code Amendments	LV	July 2020	25				The City has been identified as a high risk for fire. The Fire District and Building Official are working on recommended Wildland Urban Interface (WUI) code recommendations.
Docket Item #4 Osborn Property Ideas/Planning	LV	TBD	0				Review and planning for the Osborn Property, should the City purchase the property, will require a review of the desired uses and the zoning. Changes to the Comprehensive Plan map and zoning map may be required.
Docket Item #5 District Use Chart	LV	Dec 2020	10				The Planning Commission requested that the uses identified in each zoning district be compiled into a chart. Additionally, various uses within each zoning district will be reviewed along with the Conditional Use requirements. The Planning Commission is reviewing a new chart and all uses. This work is anticipated to take 10 meetings.
Docket Item #7 Alley Access	LV/HA	TBD	0				Creation of a white paper addressing current alley conditions, pros and cons of development of alleys, and the cost of development and maintenance of alleys.

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Docket Item #8 Code Inconsistencies	LV	TBD	5				Code Inconsistencies, clarifications and Incorporation of policies and interpretations. This item includes a group of items that will be reviewed, as time permits, see the Docket for specific items. A partial list of potential amendments is schedule to be heard at the May Planning Commission.
Design Review Board	LV	June 2020	60				The Design Review Board has been reviewing code amendments most of 2019; the Planning Commission has recommended approval. The City Council continued hearing is scheduled for June. These amendments are to provide clarity of design requirements and processes. After the code updates are completed the DRB is reviewing and updating the Portfolio.
Pista Grit Project (WWTP)	HA/AV	April 2020	98				Equipment is installed and awaiting hard “start-up” by the manufacturer, Smith & Loveless which has been delayed due to travel restrictions in place due to COVID-19’
WWTP / Water Plant SCADA/Software Upgrades	HA	Fall 2020	10				City has contracted and purchased new SCADA equipment for the WWTP and Water Plan. This purchase does include new software and hardware. Implementation of this project will provide a redundancy of equipment and information at either site.
Wastewater Treatment Plant: Improvement Financing	CS	Apr 2021	0				City must finance construction costs. Rural Development Funds are paid on a reimbursement basis after Construction Contract Award. Will need gap funding to cover construction cash flow; paperwork is currently completed with Cashmere Valley Bank and RD for interim financing. Closeout of interim financing will be completed on closeout of WWTP construction, transfer of interim financing to long-term low-interest financing.

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Wastewater Treatment Plant: Construction	HA	Spring 2021	10				Bid Awarded to Stellar J Construction and contract is in place. Preconstruction meeting was held on April 2, 2020 and work is scheduled to commence in May 2020 with total completion of all upgrades anticipated for June 2021. Work will proceed as essential throughout the COVID-19 restrictions.
South Interceptor Project	HA	September 2020	5				Replacement of 15-inch sewer interceptor pipeline with 18-inch line. Direct burial and pipe bursting. ROW Easement certification nears completion with advertisement for bid to follow. Tentative construction to begin in June 2020 with estimated completion in September 2020.
Replacement of Water Intake Screens (Icicle)	HA/AB	Fall 2020	5				This is a joint project between WDFW, TU and COL. This project initiated with TU Boulder Field Fish Passage Project which required upgrading of City intake screens and supporting water intake pipes. Funding is in place and the project is currently out for bid. Oversight of the project will be through WDFW and TU with regular inspections by City staff/consultants.
Water System Capital Improvement Plan	HA/AB	AUG 2020	10				Development of 6 – 10-year Capital Improvement Plan for City water distribution and production system based on Water Plan and Water Plant Assessment. Plan. City will need to determine and begin process for a major water plant improvement within the next 3 – 5 years. This will require the selection of water treatment equipment and identifying the funding and financial planning for the project. Council to review the Water Plant Assessment Options in July of 2020.
Public Works Facility Master Planning	HA	TBD	10				RH2 has provided a master plan for phased development of the Public Works complex for review and future consideration by the City.

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Water Meter Replacement	HA/CS	Fall 2020	10		<p>This is the full replacement of City Water meters with a smart meter AMI Infrastructure System. Project currently out for bids which are due April 27, 2020. Funding is fully in place with \$487K from the Icicle Work Group, \$300K from the Watersmart grant and remaining dollars to come out of either REET or Water reserves.</p> <p>Watersmart Grant: City received notice that funding has been approved from the federal government. Awaiting paperwork from feds to prepare for fall implementation.</p> <p>Icicle Work Group Grant: Chantell working to get contract in place with agencies providing funding.</p>
Festhalle Improvements	CS	March 2020	100		<p>Next projects on list include the resurfacing of concrete floors. Council approved floor expenditure in September 2019, work was completed as planned in March 2020.</p>
Parking Improvements	Mayor	Fall 2020 or Spring 2021	25		<p>Parking Advisory Committee has recommended implementing paid on-street parking program. PAC currently conducting public meetings. Contract was awarded to CivicSmart in early 2020. Currently needs an RFP for installation of poles for parking meters. Project on hold due to COVID-19.</p>
DOT Property Improvements	Mayor	2021	5		<p>Parking Advisory Committee developing a recommendation for use and improvements. Aaron Schmidt, IntegriTech, assisting with design work currently. Funding is no longer available due to diversion to downtown parking improvements; construction could occur in 2021 if Parking revenues restore; currently experiencing \$0 revenues due to COVID-19.</p>
DOT Crosswalk Changes	Mayor / HA	TBD	0		<p>WSDOT has identified changes to HAWK crosswalks and RFP at LINK PR for better coordination with existing signal lights. More discussion needed regarding scope of project and funding.</p>

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Christmas Lighting Public Safety Review	Mayor	Dec. 2020	0				This will be an ongoing discussion in preparation for the 2020 Chamber sponsored event. Meetings and preparations continue monthly. Meetings have been postponed due to COVID-19.
Apple Maggot Quarantine Issue/Green Waste Disposal	HA	2020	0				Recent legislation has allowed the City to apply for and be granted a temporary burn permit for 2018. Initial burn completed of collected material. City continues discussion with DOE on alternative disposal method. Second prescribed burn was completed May of 2019. The City has applied for the second-year legislative allowed burn permit which has been approved by the DOE. Fall burn scheduled for late October 2019.
Review Solid Waste Collection and Recycling Operations	HA	Dec 2020	50				Ongoing project of addressing waste reduction, increased recycling and cleanliness of commercial solid waste accounts. Current work on the Waste Stream Assessment has been delayed due to COVID-19.
Sale of City Property: Golf Course Lots	Mayor	July 2020	0				This is the sale of the remaining City owned residential lot on Icicle Road abutting the golf course property. Lot is listed with West Realty, sale activity early/late spring.
Pine Street Reconstruction Phase 1	HA/CS	2020	95				Project Close Out in process.
14th Street Reconstruction	HA/CS	2021	0				Project is the full reconstruction of roadway with pedestrian, stormwater facilities. TIB Funding awarded in 2020, design work in 2020 and construction 2021. Need RFQ for identifying engineering consultant for this project.

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Whitman Street - Pavement Treatment	HA	Aug 2020	10				TIB requested a Pavement Treatment test program on Whitman Street from Woodward to Central. Project oversight by TIB, requires 10-15 % match by City. TIB to follow-up annual to measure quality of pavement in test area.
Street Extension from Titus to Chumstick Hwy.	Mayor	TBD	5				Begin conversations with developer and Chelan County on future road construction project. Design and funding program needs to be developed. Meadowlark property currently listed for sale.
Pine Street Phase II Transportation Planning	HA	Dec 2020	5				City was awarded a \$125,000 grant for Pine Street Phase II Transportation Planning. RFP for Engineer/Transportation Planning. Scope of project is Pine Street to Chumstick Hwy. City will be advertising an RFQ for the project Spring of 2020.
Lions Park Pavilion Demolition and Replacement	HA	TBD	0				Design at approximately 90%. Project awaiting funding source. Existing structure is estimated to be required for removal by 2020 due to lack of structural integrity.
Lions Park Ice Rink	JS/HA	Dec 2020	0				Reseeding of Lions Park where Ice Rink was constructed, discussion with Holidays on Ice for 2020/2021 Season (March/April) Park Committee recommendation is to renew agreement for additional year with contract modifications.
Road Safety Plan	LV/HA	March 2020	90				Newer funding requirement by WSDOT; cities need to develop road safety program that identifies road safety issues; those projects then become eligible for competitive grant funding. Draft has been reviewed by WSDOT and Public Safety Committee.

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Front Street Park Master Planning	Mayor	TBD	0				JA Brennan Associates presented draft of master plan to committee. Need public discussion regarding Master Plan and funding. Funding plan needed for advancement of project. Downtown Steering Committee recommends phasing at this time and to consider the Front Street restroom expansion and terraced seating with heated sidewalks in 2019 if funding can be secured. RFQ's were received in regard to restroom expansion design in June 2019 and Rolluda Architects was selected by the committee and a contract is being negotiated.
Front Street Park Restroom Expansion	Mayor/HA	Fall 2020	15				Restroom Assessment currently underway with the Downtown Steering Committee. Assessing cost difference between rebuild and expansion. Rolluda Architects under contract for design work. Will need to consult with DRB after COVID-19.
Hwy. 2 Corridor Study	Mayor	APR 2020	90				A final list of projects has been identified by the stakeholders group. Public meeting for presentation of recommendations scheduled for Feb 13, 2020. Website to take in more Public Input with final draft of report to be reviewed by participating agencies.
Osborn School Site	Mayor	2020	0				School District has completed an appraisal and working through the Public Surplus Procedure. City will begin due diligence investigation once property has been declared surplus property. City will need to complete a Phase I ESA and possibly Phase II. May also want to have a structural/engineer assessment of structure prior to purchase negotiations.
Sidewalk Extension on Ski Hill (Enzian lot to Whitman) / Mine Street	HA	2020	0				Minor sidewalk areas to complete gaps in sidewalk system identified by community.

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Equipment Purchases:	Lead	Completion Date				2020 Recommended Equipment Purchases
2020 Loader Snowblower	HA/CS	October 2020	0			<p>This is a new equipment purchase that will assist the City in moving snow from the current process of storing in the downtown to being able to truck the snow to a remote location, such as the cemetery. Currently the City pays \$8K annually to store snow in the downtown on private property that will soon no longer be an option. The industrial sized snowblower will be able to put snow directly into a loader for removal; the estimated budget is \$160,000 that is shared between the General, Street, Lodging Tax and Parking Funds.</p>
2020 Parks New Bobcat	HA/CS	Spring 2020	100			<p>This is a new Bobcat that will expand the City's current fleet from two to three to accommodate the increase in sidewalk snow removal for safe routes to school and future increases in sidewalks from current development underway. The previous schedule intended to replace a 2010 Bobcat that will now be extended to replacement in 2022. This purchase was approved by the Council in November 2019 and is in process of payment at this time; total estimated cost is \$38,000.</p>
2020 Gator – John Deere	HA/CS	Fall 2020	50			<p>This is the replacement of a 2012 John Deere Utility Gator. This is included in the budget for replacement with a new Gator for a total cost of \$11,938; Once the purchase has been made the City will surplus the old Gator on public surplus.</p>
2020 Parks Mowers	HA/CS	Spring 2020	100			<p>This is the replacement of two 2013 Walk Behind Mowers. This is included in the budget for replacement with new mowers for a total cost of \$9,053. Once new mowers have been purchased the City will surplus the older mowers on public surplus. Council has approved the replacement mowers which are on order for Spring delivery.</p>

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2020 Garbage Truck	HA/CS	Fall 2020	50					The City's 2010 Garbage Truck has reached its useful life and is scheduled for replacement in 2020. At this time staff is working on the Garbage Waste Assessment that will help to determine what type of replacement is needed. Due to this equipment purchase being in the range of \$300,000; the City borrows for this from a low interest State Loan Program over the 10-year life of the equipment. The last truck payment was made in 2019 allowing for the new loan process to begin in 2020.
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LEGAL

Objective Description	Lead	Comment
Water Rights Negotiations	Mayor	Tom Pors, legal consultant, ongoing discussion with Department of Ecology to develop a settlement agreement. Icicle Water Work Group working on identifying projects that may result in additional water rights and litigation settlement. Update to District Court submitted by City and DOE Sept. 2015, Icicle Work Group solution still appears as the best option for both parties. 1 st Qtr. 2018 notice to Court on stay have been filed by City and DOE extended for an additional 6 months.
Water Rights Transfer Process	Mayor	City has had several land owners requesting the transfer of water rights (typically well water rights) to the City. Process needs to be explored and developed to acquire these rights.
Overnight Rental Enforcement	Mayor/ LV	Public outreach and investigation underway at this time. Pacific Patrol contracted with City for enforcement assistance.

OTHER

Objective Description	<p align="center">New Projects, Initiatives or <i>Pending Projects</i> The items listed below are items that are new for 2020 or on hold from previous years:</p>
Emergency Response Ordinance.	Staff will be reviewing ordinances pertaining to emergency response powers necessary when the Council/Mayor declares a significant disaster has occurred. Ordinance changes may be necessary to ensure City can recover reimbursement funding where possible and address public health issues quickly and deliberately.