Algona City Council
Retreat Meeting
September 30, 2014

Mayor Dave Hill called the meeting to order at approx. 5:50 PM at the City Council Chambers. Council members present were Bill Thomas, Lynda Osborn, Ed Britz, Dawn Dofelmire, and Timothy Fairley. Staff members present were Kevin Caviezel – Event Planner, Lee Gaskill – Chief of Police, Diana Quinn – City Administrator/Clerk Treasurer, Jimmy Griess – Public Works Director and Laurie Ulrich – Deputy City Clerk-Treasurer.

WELCOME AND AGENDA OVERVIEW – Diana Quinn

Diana welcomed everyone present, and gave a brief overview of the agenda, time constraints and the logistics of the facility.

"2014 State of the City" Review and Discussion – Mayor Hill

Mayor Hill reported the state of the city is pretty good. Our reserves are still doing well. We have had several major issues, the Boeing plume and it progression. We are getting 3 more well sites installed. He mentioned the locations. The good news is that they have identified most of the area. The levels tested are below standards. There are been a lot of work done on the transfer station. They are still negotiating. We are still working on the community center and will reconvene the scoping committee to discuss what we really need. We have chip sealed a number of streets in the City. We put a new city sign up in the park funded by the economic development funds. We got the new traffic trailer in the Police Department. We have added the fishing derby as a new event. It was well attended and a good turnout. The movies in the park have been really popular with the community. The administration has done really well this year. The Police Department has also been doing really well this year. The Sergeant is doing well with the separation of duties.

Long Term Council Goals/Vision (10 YRS)

Councilmember Dofelmire would like to see a park built around Celery. She suggested a crosswalk on Boundary. Councilmember Osborn would like to see the community center by next year. Councilmember Britz would like to see a skate park built. He also mentioned some nice light posts installed on Warde. Councilmember Thomas would like to see a couple drinking fountains put in at the parks. He would like to see more beautification at our gateways. He would like to move towards a pea patch community garden. Councilmember Fairley would like see the sidewalks improved due to them falling apart and gapping. He would like to see sidewalks down Algona Blvd., Seattle Blvd. and Celery.

2014 DEPARTMENT HIGHLIGHTS/2015 BUDGET REQUESTS – Lee Gaskill, Kevin Caviezel, Diana Quinn, Jimmy Griess

Administration Department – Diana

Diana read the Administration accomplishments for 2014. She is very supportive of her staff that has stepped up and took on added responsibilities while she has been traveling for the Washington Municipal Clerks Association as their President. (See attached) She provided a copy of the Administrations wish list for the 2015 year. (See attached)

Public Works Department/Parks Department – Jimmy

Jimmy provided the Public Works 2014 accomplishments. They had pole barns installed at public works shop, they chip sealed 7 streets and had Celery striped, installed 5 new fire hydrants, purchased a new asphalt saw, had the public works yard paved, had irrigation installed at Waffle Park, new sod and parking lot resealed and striped. They had a new reader board installed in Waffle Park, electrical upgrade at Matchett Park and paved around Matchett Park restrooms. (See attached) He also talked about the departments 2015 goals and their budget wish list. (See attached)

Police Department – Lee

Lee provided the Police Departments 2014 accomplishments. He had all police vehicles painted the same color. They had all of the new laptop computer equipment installed in their vehicles. He talked about some grants their department received. See attached for a complete copy of the accomplishments. He talked about the Police departments 2015 wish list. (See attached)

Event Planning & Community Development Department – Kevin

Kevin reported the 2014 accomplishments for the Community Events. We had the Easter egg hunt, Kidz Love Soccer for the youth in the spring, Skyhawks sports camps for the youth in the summer, the summer lunch program, YMCA playground activities in the park, outdoor movie night with 3 movies offered for the summer, Algona Days, and the Fishing Derby. (See attached) He talked about the 2015 goals and provided his budget requests for the 2015 year. (See attached)

ADJOURNMENT

There being no further business the meeting adjourned at 8:32 PM.

ATTEST:

Diana Quinn, City Administrator/Clerk Treas.

David E. Hill, Mayor

Interoffice Memo

Date: September 30, 2014

To: Mayor and City Councilmembers

From: Diana Quinn, City Administrator/Clerk Treasurer

RE: 2014 Administration Accomplishments

2014 has been a very busy year for our Admin Department. Not only have we continued to provide outstanding service to the citizens of Algona, we have taken on several projects in order to go above and beyond.

We managed to accomplish the majority of our goals so far this year, and feel confident all will be completed before December 31st.

Staff has worked very hard to manage the extra workload of seeing the vision of a Community/City Hall come to fruition. In 2013 Algona was awarded and $125,000 Grant to complete the scoping of this project. A RFQ was published and a firm was hired. Scoping began with a group comprising of council members, citizens, business owners, department heads, and even a local student. The group was instructed to think of all the features they would like to see provided in a Community Center. The wish list was extensive, and will be whittled down in the coming months as to what can be afforded, and what is essential.

The admin staff also took on the added responsibility of having one of their own take on the position of president of the Washington Municipal Clerks Association. I include them in the responsibility because they have carried the burden of covering for me when I have to travel for WMCA. Without the skillful, well trained and dedicated employees in my department, I would not have been able to attain this career goal which I have worked so long and hard for. I would also like to thank the Mayor and Council for supporting me during m y 2014-2015 term of office. I'm lucky to work for a City that places importance on the education of their employees.

The staff has taken on numerous training opportunities in order to stay up with the laws and requirements of their positions. We are still cross training, which is a feat in itself with such a small staff. Our goal is to be able to handle all aspects of administrative duties without undue stress if one of us is unable to perform their duties due to illness, family emergencies, or unexpected absences. We are very proud of our small city, and go by the credo "Algona is the best small city in Washington!"

2014 Goals for Administration:

Online Payments – $10,000 – **Completed Feb./2014**

IPads for Councilmembers - $6,000 – **Completed March 2014**

On-line Agenda Packages – **Completed April 2014**

Continued Training on ICompass – **Still in process**

One New Computer - $1,500 – **Purchased in April 2014**

Electronic Check Signage - $2,000 – **Not completed (Mayor)**

Paper Folder - $3,000 – **To be purchased before Dec. 1, 2014**

Complete Architectural Design for Community Center/City Hall Building - **Work in process**

2015 Goals & Budget Requests:

Continued Training on ICompass

Cross Training

3 New Computes W/Large Screens - $7,000

Electronic Check Signage - $2,000

Complete Architectural Design for Community Center/City Hall Building, Partial Funding, and RFP issued - ???

New work schedule for City Hall and Employees – 4 10hr. work week: 7:00AM to 6:00PM, being open early in the morning and later in the evening for citizens who can't make it to City Hall during regular work hours.

Crosscut Shredder - $1,200

Table with Chairs - $700

TV for Kitchen/Breakroom - $2,000

Remodel of Kitchen/Breakroom - $7,000 (including microwave, dishwasher, toaster oven, couch)

Updated Safe - $5,000

Plan Copier - $4,000

New Admin. Vehicle - $30,000

Clothing Allowance for all Admin. Employees - $500 ea.

Security for Lobby/Buzzer - $2,500

Enclose Back of Building for Security - ???

2 Smaller TVs - $700

2014 Accomplishments

1. Had pole barns installed at public works shop.
2. Chip sealed 7 streets and had celery striped.
3. Installed 5 new fire hydrants
4. Purchased new asphalt saw per budget
5. Had front of public works yard paved.
6. Had irrigation installed at waffle park and new sod, and parking lot resealed and striped.
7. Installed new reader board in Waffle park.
8. Had electrical upgrade at Matchett park.
9. Had paving around park restrooms in Matchett park.

Public works goals

For 2015

Chip seal at least 5 to 10 roads $150,000 - $200,000

Have 3rd S repaired from Tacoma blvd to Seattle blvd $50,000 - $100,000

Replace 5 hydrants. $25,000

Start changing over commercial meters to radio read

Re-paint Matchett park gazebo

Have a gravel walking path around the perimeter of Matchett park

Re-stripe The "400" streets $15,000

Install water line in Matchett park

Open Broadway St from Celery to Algona blvd Chip Seal $8,000

Leak detect water mains in the City

Jet sewer lines

Adjust manhole lids to be level with road surfaces

PW Budget wish list

2015

1.12" Backhoe trenching bucket $1000

2. Valve exerciser $2500

3. High pressure wand for Vactor $6000

4. Replacement Arc welder $1000

5. Stalker message board trailer $20,000

6. Replacement pressure washer $2000

7. Start Commercial radio read registers and/ or meters $10,000

8. Street paving $200,000 chip seal

9. Fire Hydrants $25,000

10. Up budget for Public works shirts, sweatshirts, coats, & hats to have "Algona public works" printed on them $500

11. Tree removal and trimming $15,000

12. Lift truck $25,000

13. Maintenance worker 1 $45,000

14. Annual replacement of A\C Water mains $200,000

15. Jimmy New office chair $300

16. Jimmy new bigger computer monitor. $800

17. Update the development guide and change the code book to be the same. $20,000

Accomplishments for 2014

Painted all patrol cars to black and white

Replaced all laptop computers for patrol

Upgraded all desk top computers inside police department

Implemented our own firearms qualifications

Stayed under budget, with a change of administration

Emergency operations plan submitted and accepted to the State

Review of all Jail contracts – updated

Start Lexipol and Accreditation process – Hired a lexipol manager to facilitate the process

The following grants were written and received. – WASPC (Two Radars & 1 PBT)

- Dept of Justice – Vest Grant (3 Vests)
- Defibrillators – 4 AED's

The following Audits were completed

- Evidence Room
- LINX
- ACCESS
- Explorer Account
- Dept Inventory
- State Audit

Transition into a new CAD system

Automated all the forms used in the dept into electronic versions

Disposed of all the found bicycles

Worked a major missing person case which resulted in the person being located, filed seven felony cases with the KCSO prosecutor none were returned or declined

Utilized online training for all the officers, meet and acceded the 24 hour minimum state mandated training hours per officer.

Implemented the new armorers position which increased the quality of reality training

Algona days, first bicycle rodeo with 69 helmets given out to our community children

Upgraded air cards to mobile hot spots which created a more reliable connection in the cars

Hired a fill-in records clerk

New evidence supply bins for better organization

Completed and implemented new ACCESS policies and procedures

WISH LIST 2015

Budget amendment for Uniform line item.... Exceeded due to 2 new hires in 2014

Impound yard,

bob-wire, pavement in entry and in yard, $5,000

metal building with a large rollup garage door. $20,000

Electrical, platform and storage room construction. $10,000

Back Door Lock replacement $500

Front Door Lock replaced with combo lock & knob $500.0

Patrol Cars

Sergeant Car Ford Explorer $34,000 includes emergency equipment 27K for 7K for emergency equipment

Patrol Car Ford Explorer $ 35,000 includes emergency equipment 27K for Explorer and 8K for emergency equipment

Computers

Replace 2 laptop computers $5,000.00

New laptop for evidence $1,000.00

Portable radios (2) $4,000.00

Printer for Patrol Room $500.00

Flashlights (8) x $150.00 $1,200.00

Holsters (4) x $150.00 $600.00

Cameras and DVR $15,000.00

Flat Screen TV for Camera system $1,500.00

Explorers $2,500.00

5 ballistic vest in 2015 @ $750.00 = $3,750

Baliff and transport officer funds $7,000.00 per year increase of Court Fees

Pit bars for four cars $4,000.00

2 reserve academy spots at 750 each + uniforms and ammo Approx Total of $2,750.00

2 Entry level basic academy spot at cjtc $5,000 a piece = total of $10,000.00

Addition to Uniform allowance for new hires... increase to $5,000.00

Police One online training $1,500.00 continuance

Accreditation readiness $15,000.00

Fill in clerk position – assist with evidence room & admin - $7,000.00, continuous

Taser replacements and holsters $850 a piece for tasers and $100.00 holsters X 2 = $1,900.00

Community Events:

2014 Accomplishments:

Easter Egg Hunt- We had over 80 kids in attendance.

Kidz Love Soccer- We offered soccer clinics for youth in the spring. There were 20 kids that participated in the spring clinics.

Skyhawks Sports Camps- We offered a variety of sports camps this summer. The most popular was the Golf and Mini Hawk Camp. There were over 20 kids registered for these.

Summer Lunch Program- This was a huge success again this summer with anywhere from 50 to 60 kids receiving lunch each day. I talked with many of the parent's and they happy to have this program at Matchett Park.

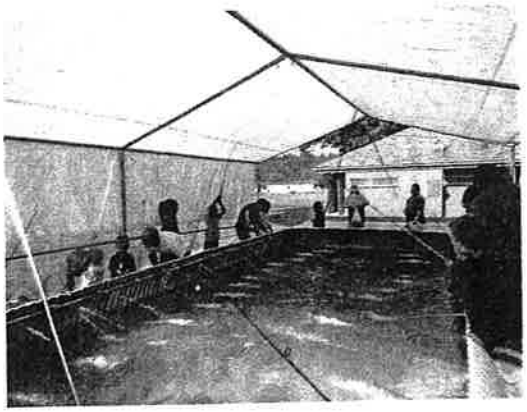
Playground Activities- TheYMCA provided playground activities for kids ages 5 and up. These activities took place after lunch on Tuesday's and Thursday's. This worked great with the lunch program. We averaged approximately 20 kids per day.

Outdoor Movie Night- We offered 3 outdoor movies this summer and the residents continue to enjoy these. We had record attendance for the Lego Movie this past summer. There were over 70 people at this movie night.

Event Sponsorships- Sponsorships increased from $2800.00 in 2013 to $3300.00 in 2014.

Algona Days- The number for vendors for 2014 was over 35 which was up from 30 last year. This year we had two food vendors that did very well. Our attendance was up and the entertainment was great. We had 3 kids dance groups which helped attendance. The Police Department put on a Bicycle Rodeo. Futurewise also put on a Health Fair which included 10 vendors.

Fishing Derby- We put on our first annual fishing Derby in May which was a huge success. We gave out all are available tickets for this event and had over 100 kids participate. The weather was great and lots of fish were caught. This event was coordinated with Puget Sound Anglers.



Other Events coming up for 2014:

Smore's Night- Last year's Smore's Night had approximately 50 people in attendance

Tree Lighting- The Tree Lighting Ceremony at Waffle Park continues to be a success event. There were over 100 people that attended this event last year. The choir from Auburn Riverside High School performed for everyone in attendance.

2015 Goals:

Continue to make improvements to current events such as Outdoor Movie Night, Music in the Park, Playground Activities, Algona Days, Easter Egg Hunt and Smore's Night.

Continue to work with Auburn School District in providing Summer Lunch Program at Matchett Park.

Provide additional activities and events such as a Touch a Truck Kids Event and other social events for the community.

Continue to build partnerships with other organizations such as Alpac PTA and Auburn Valley YMCA.

Increase amount of sponsorships for community events. Also, work with businesses to provide volunteers at events. EZ Access employees volunteered again at Algona Days this year.

Work to get more Teens involved by having them volunteer at special events. Many of them need community service hours as part of their high school graduation requirements.

Continue to update city website with new events and photos.

Purchase holiday flag banners to put up throughout the year along 1st Ave. and/or Milwaukie Blvd.

2015 Budget Requests

Holiday Flags and Banners- $10,000

Outdoor Movie Screen- $15,000

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Community Events - $25,000

Easter Egg Hunt
Outdoor Movies
Concerts in Park
Algona Days
Playground Activities
Smore's Night
Tree Lighting
Holiday Social
Sports Clinics
Kids Fishing Derby
Touch a Truck
Other Community Social Events