



CITY COUNCIL REGULAR MEETING

Monday, April 24, 2023 at 7:00 PM

City Hall

AGENDA

1. Call to Order

2. Flag Salute

3. Roll Call

4. Presentation

A. Swearing In of Officer's Phan and Gerrard

[B.](#) 1st Quarter 2023 Finance Report

5. Approval of Agenda

6. Consent Agenda

[A.](#) Minutes - Council Meeting, April 10th, 2023

Minutes - Council Workshop, April 10th, 2023

B. Audit of Reports

April 11th – April 24th 2023, Claims #112824- =

7. Reports

8. Audience Participation

The City Council encourages public participation during meetings of the City Council and welcomes your comments. This time is set-aside for you to speak to the City Council on any issue. The Council ordinarily takes non-agenda matters under advisement before taking action. You are also invited to comment on action items as they are considered during the meeting. Individual speakers will be limited to three (3) minutes each in addressing the City Council. When addressing the Council, please speak clearly and audibly and state your name and address for the record.

9. Discussion

[A.](#) Blueline - Comprehensive Plan Agreement

[B.](#) Proclamation - Affordable Housing Week

10. New Business

11. Old Business

12. Ordinances & Resolution

[A.](#) Resolution 1255-23, Community Center Advisory Board

[B.](#) Ordinance 1219-23, Sidewalk In-Lieu Fees

[C.](#) Resolution 1253-23, WUE Goals

[D.](#) Ordinance 1252-23, Water System Plan

13. Next Workshop

14. Adjournment

TREASURER'S REPORT

Section 4, Item B.

Fund Totals

City Of Algona

Time: 15:59:40 Date: 04/23/2023

03/01/2023 To: 03/31/2023

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense	1,155,807.77	168,552.95	269,685.87	1,054,674.85	80,037.57	7,746.13	-3,249.51	1,139,209.04
002 Drug Fund	6,676.60	0.00		6,676.60	0.00	0.00	0.00	6,676.60
101 Street Fund	172,019.05	9,832.67	183,423.13	-1,571.41	164,637.80	469.75	0.00	163,536.14
105 Contingency Fund	321,465.16	0.00		321,465.16	0.00	0.00	0.00	321,465.16
106 Capital Improvement Fund	466,571.16	11,068.18		477,639.34	0.00	0.00	0.00	477,639.34
110 Park Impact Fund	170,376.69	0.00		170,376.69	0.00	0.00	0.00	170,376.69
205 General Obligation Bond Fund	7,764.20	0.00		7,764.20	0.00	0.00	0.00	7,764.20
401 Stormwater Mgmt Fund	1,705,817.16	37,510.20	37,820.92	1,705,506.44	1,378.36	353.13	-8,777.44	1,698,460.49
402 Water Maintenance Fund	1,134,327.52	55,277.10	53,353.00	1,136,251.62	61,923.05	277.66	-6,287.60	1,192,164.73*
403 Sewer Maintenance Fund	654,722.90	114,020.01	94,546.13	674,196.78	2,338.10	174.09	-20,599.25	656,109.72
404 Water Capt'l Improve Fund	593,998.91	8,511.77		602,510.68	-3.00	0.00	-1,619.22	600,888.46
405 Sewer Capt'l Improve Fund	334,469.53	2,000.00		336,469.53	0.00	0.00	-2,000.00	334,469.53
406 Stormwater Capt'l Improve Fund	196,071.06	0.00		196,071.06	0.00	0.00	0.00	196,071.06
501 Equipment Replacement Fund	759,708.82	0.00		759,708.82	0.00	0.00	0.00	759,708.82
621 Unemployment Trust Fund	-10,919.73	0.00		-10,919.73	0.00	0.00	0.00	-10,919.73
625 Explorers Program Fund	27,417.46	0.00		27,417.46	0.00	0.00	0.00	27,417.46
	<u>7,696,294.26</u>	<u>406,772.88</u>	<u>638,829.05</u>	<u>7,464,238.09</u>	<u>310,311.88</u>	<u>9,020.76</u>	<u>-42,533.02</u>	<u>7,741,037.71</u>

TREASURER'S REPORT

Section 4, Item B.

Account Totals

City Of Algona

03/01/2023 To: 03/31/2023

Time: 15:59:40 Date: 04/23/2023

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 LGIP - INVESTMENT PURCHASE	7,204,380.87	29,110.60	0.00	7,233,491.47	0.00	0.00	7,233,491.47
4 Petty Cash	350.00	0.00	0.00	350.00	0.00	0.00	350.00
5 Checking Account - Umpqua	467,642.53	390,508.87	655,167.47	202,983.93	-16,205.50	320,417.81	507,196.24
6 Xpress EFT	23,920.86	44,641.82	41,149.99	27,412.69	-27,412.69	0.00	0.00
Total Cash:	7,696,294.26	464,261.29	696,317.46	7,464,238.09	-43,618.19	320,417.81	7,741,037.71
	7,696,294.26	464,261.29	696,317.46	7,464,238.09	-43,618.19	320,417.81	7,741,037.71

2023 BUDGET POSITION

City Of Algona

Time: 16:01:25 Date:

Section 4, ItemB.

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001 Current Expense

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	2,204,310.00	385,560.45	1,818,749.55	17.5%
320 Licenses & Permits	326,500.00	99,876.56	226,623.44	30.6%
330 State Generated Revenues	307,900.00	36,536.54	271,363.46	11.9%
340 Charges For Services	205,100.00	21,880.13	183,219.87	10.7%
350 Fines & Forfeitures	65,100.00	0.00	65,100.00	0.0%
360 Misc Revenues	34,700.00	83,845.74	(49,145.74)	241.6%
380 Non Revenues	0.00	390.00	(390.00)	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%

Fund Revenues:	3,143,610.00	628,089.42	2,515,520.58	20.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	19,200.00	9,680.82	9,519.18	50.4%
512 Judicial	95,000.00	17,647.10	77,352.90	18.6%
513 Executive	30,950.00	6,335.36	24,614.64	20.5%
514 Finance	267,700.00	72,461.62	195,238.38	27.1%
515 Legal Services	40,000.00	18,447.00	21,553.00	46.1%
518 Central Services	108,500.00	75,018.28	33,481.72	69.1%
521 Law Enforcement	1,516,400.00	402,608.72	1,113,791.28	26.6%
523 Jail Costs	106,750.00	17,178.60	89,571.40	16.1%
524 Protective Inspections	0.00	0.00	0.00	0.0%
528 Comm/Alarms/Dispatch	182,320.00	88,905.06	93,414.94	48.8%
537 Garbage & Solid Waste Utilitys	33,500.00	0.00	33,500.00	0.0%
553 Conservation	8,000.00	33,696.80	(25,696.80)	421.2%
554 Environmental Services	18,000.00	641.73	17,358.27	3.6%
558 Planning & Community Devel	414,000.00	72,604.17	341,395.83	17.5%
560 Social Services	11,500.00	1,032.96	10,467.04	9.0%
570 Culture & Recreation	36,000.00	234.95	35,765.05	0.7%
571 Education	57,000.00	14,168.64	42,831.36	24.9%
575 Cultural & Recreational Fac	10,000.00	1,391.61	8,608.39	13.9%
576 Park Facilities	101,300.00	18,887.15	82,412.85	18.6%
580 Non Expenditures	0.00	20,400.43	(20,400.43)	0.0%
594 Capital Expenditures	0.00	31,861.99	(31,861.99)	0.0%
597 Interfund Transfers	140,640.00	0.00	140,640.00	0.0%

Fund Expenditures:	3,196,760.00	903,202.99	2,293,557.01	28.3%
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Fund Excess/(Deficit):	(53,150.00)	(275,113.57)		
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2023 BUDGET POSITION

City Of Algona

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002 Drug Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	1,000.00	0.00	1,000.00	0.0%
Fund Revenues:	1,000.00	0.00	1,000.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
521 Law Enforcement	2,200.00	0.00	2,200.00	0.0%
Fund Expenditures:	2,200.00	0.00	2,200.00	0.0%
Fund Excess/(Deficit):	(1,200.00)	0.00		

2023 BUDGET POSITION

City Of Algona

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101 Street Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	186,850.00	4,682.97	182,167.03	2.5%
320 Licenses & Permits	600.00	0.00	600.00	0.0%
330 State Generated Revenues	68,290.00	15,065.49	53,224.51	22.1%
340 Charges For Services	0.00	0.00	0.00	0.0%
360 Misc Revenues	5,520.00	919.50	4,600.50	16.7%
397 Interfund Transfers	140,640.00	0.00	140,640.00	0.0%
Fund Revenues:	401,900.00	20,667.96	381,232.04	5.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	346,900.00	62,916.45	283,983.55	18.1%
543 Streets Admin & Overhead	55,000.00	29,952.15	25,047.85	54.5%
594 Capital Expenditures	0.00	161,911.53	(161,911.53)	0.0%
Fund Expenditures:	401,900.00	254,780.13	147,119.87	63.4%
Fund Excess/(Deficit):	0.00	(234,112.17)		

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105 Contingency Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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106 Capital Improvement Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	100,000.00	20,101.80	79,898.20	20.1%
330 State Generated Revenues	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	25,382.98	(25,382.98)	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	100,000.00	45,484.78	54,515.22	45.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	315,000.00	0.00	315,000.00	0.0%
Fund Expenditures:	315,000.00	0.00	315,000.00	0.0%
Fund Excess/(Deficit):	(215,000.00)	45,484.78		

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110 Park Impact Fund		Months: 01 To: 03			
Revenues	Amt Budgeted	Revenues	Remaining		
310 Taxes	36,000.00	0.00	36,000.00	0.0%	
340 Charges For Services	0.00	0.00	0.00	0.0%	
360 Misc Revenues	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.0%	
Fund Revenues:	36,000.00	0.00	36,000.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
576 Park Facilities	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	36,000.00	0.00			

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205 General Obligation Bond Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
397 Interfund Transfers	315,000.00	0.00	315,000.00	0.0%
Fund Revenues:	315,000.00	0.00	315,000.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	319,000.00	0.00	319,000.00	0.0%
Fund Expenditures:	319,000.00	0.00	319,000.00	0.0%
Fund Excess/(Deficit):	(4,000.00)	0.00		

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401 Stormwater Mgmt Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
320 Licenses & Permits	0.00	200.00	(200.00)	0.0%
330 State Generated Revenues	0.00	0.00	0.00	0.0%
340 Charges For Services	445,000.00	110,281.10	334,718.90	24.8%
350 Fines & Forfeitures	2,000.00	194.44	1,805.56	9.7%
360 Misc Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	447,000.00	110,675.54	336,324.46	24.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Natural Resources	7,700.00	0.00	7,700.00	0.0%
538 Other Utilities/Activities	350,800.00	89,835.57	260,964.43	25.6%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
Fund Expenditures:	358,500.00	89,835.57	268,664.43	25.1%
Fund Excess/(Deficit):	88,500.00	20,839.97		

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402 Water Maintenance Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	0.00	0.00	0.00	0.0%
330 State Generated Revenues	0.00	0.00	0.00	0.0%
340 Charges For Services	882,000.00	188,346.54	693,653.46	21.4%
350 Fines & Forfeitures	17,000.00	2,393.01	14,606.99	14.1%
360 Misc Revenues	0.00	342.73	(342.73)	0.0%
Fund Revenues:	899,000.00	191,082.28	707,917.72	21.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	812,950.00	198,210.53	614,739.47	24.4%
535 Sewer	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	812,950.00	198,210.53	614,739.47	24.4%
Fund Excess/(Deficit):	86,050.00	(7,128.25)		

2023 BUDGET POSITION

City Of Algona

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403 Sewer Maintenance Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services	1,300,000.00	315,217.11	984,782.89	24.2%
350 Fines & Forfeitures	12,000.00	1,080.86	10,919.14	9.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	1,312,000.00	316,297.97	995,702.03	24.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
535 Sewer	1,242,350.00	282,729.81	959,620.19	22.8%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,242,350.00	282,729.81	959,620.19	22.8%
Fund Excess/(Deficit):	69,650.00	33,568.16		

2023 BUDGET POSITION

City Of Algona

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404 Water Capt'l Improve Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
330 State Generated Revenues	224,000.00	0.00	224,000.00	0.0%
340 Charges For Services	73,100.00	20,057.16	53,042.84	27.4%
360 Misc Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	297,100.00	20,057.16	277,042.84	6.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	0.00	0.00	0.00	0.0%
594 Capital Expenditures	564,000.00	0.00	564,000.00	0.0%
Fund Expenditures:	564,000.00	0.00	564,000.00	0.0%
Fund Excess/(Deficit):	(266,900.00)	20,057.16		

2023 BUDGET POSITION

City Of Algona

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405 Sewer Capt'l Improve Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services	0.00	2,000.00	(2,000.00)	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	2,000.00	(2,000.00)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
535 Sewer	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	2,000.00		

2023 BUDGET POSITION

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406 Stormwater Capt'l Improve Fund	Months: 01 To: 03			
Revenues	Amt Budgeted	Revenues	Remaining	
330 State Generated Revenues	300,000.00	0.00	300,000.00	0.0%
340 Charges For Services	0.00	0.00	0.00	0.0%
360 Misc Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	300,000.00	0.00	300,000.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Natural Resources	400,000.00	0.00	400,000.00	0.0%
538 Other Utilities/Activities	0.00	0.00	0.00	0.0%
Fund Expenditures:	400,000.00	0.00	400,000.00	0.0%
Fund Excess/(Deficit):	(100,000.00)	0.00		

2023 BUDGET POSITION

City Of Algona

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501 Equipment Replacement Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services	124,200.00	0.00	124,200.00	0.0%
Fund Revenues:	124,200.00	0.00	124,200.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	126,800.00	0.00	126,800.00	0.0%
Fund Expenditures:	126,800.00	0.00	126,800.00	0.0%
Fund Excess/(Deficit):	(2,600.00)	0.00		

2023 BUDGET POSITION

City Of Algona

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621 Unemployment Trust Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
517 Employee Benefit Programs	0.00	4,506.67	(4,506.67)	0.0%
Fund Expenditures:	0.00	4,506.67	(4,506.67)	0.0%
Fund Excess/(Deficit):	0.00	(4,506.67)		

2023 BUDGET POSITION

City Of Algona

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625 Explorers Program Fund

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
360 Misc Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
521 Law Enforcement	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2023 BUDGET POSITION TOTALS

City Of Algona

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	3,143,610.00	628,089.42	20.0%	3,196,760.00	903,202.99	28%
002 Drug Fund	1,000.00	0.00	0.0%	2,200.00	0.00	0%
101 Street Fund	401,900.00	20,667.96	5.1%	401,900.00	254,780.13	63%
105 Contingency Fund	0.00	0.00	0.0%	0.00	0.00	0%
106 Capital Improvement Fund	100,000.00	45,484.78	45.5%	315,000.00	0.00	0%
110 Park Impact Fund	36,000.00	0.00	0.0%	0.00	0.00	0%
205 General Obligation Bond Fund	315,000.00	0.00	0.0%	319,000.00	0.00	0%
401 Stormwater Mgmt Fund	447,000.00	110,675.54	24.8%	358,500.00	89,835.57	25%
402 Water Maintenance Fund	899,000.00	191,082.28	21.3%	812,950.00	198,210.53	24%
403 Sewer Maintenance Fund	1,312,000.00	316,297.97	24.1%	1,242,350.00	282,729.81	23%
404 Water Capt'l Improve Fund	297,100.00	20,057.16	6.8%	564,000.00	0.00	0%
405 Sewer Capt'l Improve Fund	0.00	2,000.00	0.0%	0.00	0.00	0%
406 Stormwater Capt'l Improve Fund	300,000.00	0.00	0.0%	400,000.00	0.00	0%
501 Equipment Replacement Fund	124,200.00	0.00	0.0%	126,800.00	0.00	0%
621 Unemployment Trust Fund	0.00	0.00	0.0%	0.00	4,506.67	0%
625 Explorers Program Fund	0.00	0.00	0.0%	0.00	0.00	0%
	7,376,810.00	1,334,355.11	18.1%	7,739,460.00	1,733,265.70	22.4%

Algona City Council Council Meeting April 10th, 2023



Mayor Troy Linnell called the meeting to order at 7:00 PM. He initiated the flag salute.

Roll call was taken by the City Clerk. Council members Brenna Franco, Gordon Cook, Timothy Fairley, and William Thomas were present. Council Member Fairley made a motion to excuse Council Member Lynda Osborn and Council Member Franco seconded the motion. Mayor Linnell ask for a vote and received a unanimous response in favor of the excusal. Staff members James Schrimpsheer – Police Chief, Russ Avery – Public Works Director, and Jessica Griess – City Clerk were also present.

PRESENTATION –

Chief Moericke and Mark Creley from Sumner Police Department presented on the Metro Animal Services.

APPROVAL OF AGENDA –

Council Member Thomas made a motion to approve the agenda and Council Member Fairley seconded it. The Mayor asked for a vote from the council and received a unanimous response in favor to approve the agenda.

CONSENT AGENDA – Council Member Cook moved to approve the Consent Agenda and Council Member Franco seconded it. Mayor Linnell asked for a vote from the council and received a unanimous response in favor to approve the consent agenda.

REPORTS –

Councilmember Franco- None

Councilmember Cook- Easter Hunt was great. There were a lot of people. Shout out to the Easter Bunny and the Public Works Team, Police, and other staff who showed up and thank you to the volunteers. Just barely missed the rain.

Councilmember Fairley- None

Councilmember Thomas- None

Public Works Director Avery- Opened up Park bathrooms after the urinal repairs and ready in time for the Easter event. Currently doing cross training on the flail mower, checking storm drains weekly, and starting to replace some storm drain piping. No water leaks again!

Police Chief Schrimpsheer- Police department, we have made two conditional offers of employment with a start date of April 17th pending the final background. Both have been through the academy. Using a new background investigator since our previous has retired. A budget amendment will be coming to reflect the price change. During roll call we went over some policies and we have range day next week. Met with Auburn IT to go over some IT security updates that will also be included in the budget amendment. IT is out getting bids for this required update. Last week I was in Olympia and it sounds like we are allocated \$600,000 this year for the wetland project and they will be going after additional funding next year. This will allow us to start construction this year. In the process of renegotiations for a position with the public works union. The Mayor’s salary will also be in the budget amendment to possibly reallocate the benefits for the mayor’s position to the salary line. To further the professional development in the PD, Cari is

in desperate need for a second specialist so the plan is to put Cari in a supervisory position and getting another specialist. As you know, we committed to shutting down the Filipino Hall events. Met with the Filipino American Hall folks, had a very good conversation with them and we agreed to conditions they will meet in order to get their business license. It was a very productive meeting and we appreciated their commitment to fixing the issues.

City Clerk Griess- Bad news on the website, we will not get the update this month. We have a new rep who doesn't even know when it will happen. We have a demo for a new financial system this week. Our current system is outdated and isn't very efficient. I will be going after a local records grant through the state archivist to help support the implementation of a new system.

Mayor Linnell- Attended the SCA meeting as well as the Chamber of Commerce meeting. Would like to do a local award to recognize our local businesses and put them in the spotlight. Council's input would be appreciated. Affordable Housing Week is in May and considering doing a proclamation in recognition of it. Can someone attend the PIC meeting this week? It's online. Council Member Franco agreed to attend.

AUDIENCE PARTICIPATION –

Chris Gomez, 527 Main St – Has anyone reported the road bump that keeps rising on 1st Ave? Seems to be getting worse. There's a utility line that goes through there.

DISCUSSION –

- A. Blueline – Comp Plan Agreement
Blueline has been working on the Comprehensive Plan without an agreement in place. To follow best practice, here is an agreement to solidify their work on the plan. The Growth Management Grant is helping fund their work on this project.
- B. Water System Plan
Gray & Osborn provided a memo giving an update on the work being done on the Water System Plan.
- C. ROW Lease Agreement
A letter has yet to be provided from the King County.
- D. Ordinance 1219-23, Sidewalk In-Lieu Fees
This would allow developers to opt out of putting in sidewalks and pay the fee instead. This is still a draft version of the ordinance, the City Attorney is working on a portion transferring the ownership of the sidewalk to the City.
- E. Resolution 1255-23, Ad-Hoc Committee – Community Center Advisory Board
This is the third look, but the first with the resolution and board guidelines.

OLD BUSINESS –

- A. WA WARN Inter-Local Agreement
Council Member Cook made a motion to approve the execution of the WA WARN agreement and Council Member Fairley seconded the motion. Mayor Linnell asked for a vote and received a unanimous response in favor approving the agreement.

ORDINANCES & RESOLUTIONS –

- A. Ordinance 1218-23, Sewer Rate Increase
Council Member Fairley made a motion to approve Ordinance 1218-23 and Council Member Cook seconded the motion. Mayor Linnell asked for a vote and received a unanimous response in favor approving the ordinance.

Adjournment – Mayor Linnell adjourned the meeting at 8:17 pm.



City of Algona Council Workshop

April 10th, 2023 Minutes

1. **Call to Order** – Mayor Pro Tem Brenna Franco called the meeting to order at 6:00 PM.
2. **Roll Call**
 - A. Council Members Brenna Franco, Gordon Cook, Timothy Fairley, and William Thomas were present. Council Member Fairley made a motion to excuse Council Member Osborn and Mayor Pro Tem Franco seconded the motion. Mayor Pro Tem asked for a vote and received a unanimous response in favor of the excusal. Staff members Jessica Griess- City Clerk, Russ Avery – Public Works Director, and James Schrimpscher-Police Chief were present.
3. **Approval of Agenda**
 - A. Council Member Cook moved to approve the agenda and Council Member Fairley seconded it. Mayor Pro Tem Franco asked for a vote and received a unanimous response in favor.
4. **Ordinances and Resolutions**
5. **Discussion Items**
 - A. King County Parks Grant
 - B. Gary Klein, Community Connector, provided background on the Sound Garden option for the KC Parks Grant.
 - C. 2023 City Events Update
Gary Klein, Community Connector, briefed the Council on the upcoming events and current ongoing services in the community center.
6. **Audience Participation**
 - A. None.
7. **Adjournment** – Mayor Pro Tem Franco adjourned the meeting at 6:31 PM.



CITY COUNCIL

AGENDA BILL # AB23-0073

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION

SUBJECT: Comprehensive Plan – Blueline Agreement	Agenda Date: April 24th, 2023		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		
	City Attorney		
	City Clerk		X
	Finance Dept		
	PW/Utilities		
	Planning Dept	X	X
	Community Services		
Cost Impact:	Police Dept		
Fund Source:	Finance Committee		
Timeline: 1st review – 4/10/23	Planning Commission		
2nd review – 4/24/23	Civil Service Committee		

Staff Contact: James Schrimpsheer, Acting City Administrator; Jessica Griess, City Clerk
Attachments: 2024 Comprehensive Plan Proposal

SUMMARY STATEMENT:

The comprehensive plan is a tool guiding Algona’s long range planning efforts to understand community development and population growth over the next 20 years. The organization and content of State-mandated comprehensive plans is governed by the Washington State Growth Management Act (GMA) through RCW 36.70A and was adopted to develop strategies to combat the impacts of localized and regional population growth.

The total project cost is \$162,402. That amount includes work conducted over three years, 2022-2024.

The City did obtain funding (\$62,500) through the Growth Management Act Update grant for 2023 from the Dept. of Commerce for the work done on the Comprehensive Plan.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>



BLUELINE

2024 Comprehensive Plan Proposal

Date: October 2022

Prepared for
City of Algona
Community Development Dept.
200 Washington BLVD
Algona, WA 98001

Blueline Job No. 22-251
Prepared by: Caitlin Hepworth, Planner
Reviewed by: TC Colleran, AICP, PLA, Interim Planning Director

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Section 1 Background

The comprehensive plan is a tool guiding Algona’s long range planning efforts to understand community development and population growth over the next 20 years. Comprehensive planning helps the community visualize a uniform idea of what the City will be like in the future. The plan amends the Algona Municipal Code (AMC) and develops goals, policies, and actions that create a vision for future City operations.

The organization and content of State-mandated comprehensive plans is governed by the Washington State Growth Management Act (GMA) through RCW 36.70A and was adopted to develop strategies to combat the impacts of localized and regional population growth. The GMA was passed by Washington legislators because *“uncoordinated and unplanned growth, together with a lack of common goals expressing the public’s interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic development, and the health, safety, and high quality of life enjoyed by residents of this state. It is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning. Further, the legislature finds that it is in the public interest that economic development programs be shared with communities experiencing insufficient economic growth”*. The impacts of poor planning span greater than the look and feel of a community, and trickles into every facet of a resident’s quality of life.

The comprehensive plan guides city planning over 20-year increments and is required to go under major periodic update every 8 years. The update requires this updated planning document to be reviewed and approved by the Washington Department of Commerce to ensure all provisions of the GMA are met. The update must include a review of all required plan elements as described in RCW 36.70A.070. The update additionally requires a review of the future land use map and all development regulations that implement the comprehensive plan, such as, among others, the zoning code, critical areas code, and land division code.

The need to revise the comprehensive plan goes beyond compliance with the GMA, and is guided by recently passed state legislation, new environmental protection measures, court orders, new procedures, grant funding, and Best Management Practice’s (BMP’s).

Goals of the GMA

Comprehensive plans and localized planning efforts fulfill the intent of the GMA and gives jurisdictions an opportunity to understand the state of their services. The GMA is guided by thirteen (13) state planning goals:

1. Encourage infill development and urban growth
2. Reduce sprawl
3. Coordinate efficient, multi-modal transportation
4. Develop affordable housing
5. Spur economic development
6. Protect private property rights
7. Predictable and timely permit processing
8. Maintain natural resources
9. Retain and increase access to open and recreational spaces
10. Protect and enhance the environment
11. Encourage public participation
12. Ensure sufficient public facilities and services
13. Preserve historic lands, sites, and features



1.1 REQUIREMENTS

The GMA includes requirements that must be addressed through local comprehensive plans. Guidance on preparing the plan is provided by the state Department of Commerce and the Puget Sound Regional Council (PSRC) to ensure resources for cities to understand and address all GMA requirements. The following are important GMA requirements that frame the timeline and content of comprehensive plans:

- **Cycle and planning horizon:** The GMA requires all mandated cities to update their comprehensive plans every eight (8) years. The most recent update for all cities was completed in 2015. The originally deadline was June 2023, but the State Legislature extended this to June 2024 as a result of COVID-19. The 2024 comprehensive plan must guide Algona’s long range planning efforts through 2044.
- **Coordination:** The plan requires coordination with jurisdictions that share a common border and regional stakeholders. Algona must coordinate its plan development with King County and comply with Countywide Planning Policies.
- **Special Conditions:** To be eligible for transportation funding, the PSRC certifies local comprehensive plans, based largely on the comprehensive plan’s consistency with regional transportation policies. Department of Commerce grants are only eligible to jurisdictions in compliance with the GMA. Updating the comprehensive plan makes Algona eligible for essential funding sources for projects.
- **Implementation:** Comprehensive plans must be implemented through local development regulations including AMC Title 14 (Project Permit Review Processing), Title 16 (Environmental Protection), Title 19 (Land Divisions), Title 22 (Zoning), among other AMC Titles. The code will require updates with, or after, the adoption of Algona’s 2024 comprehensive plan updates.

1.2 UPDATE PROCEDURE

There are five general steps in chronological order that jurisdictions must follow to update comprehensive plans:

1. **Work Program:** The City shall establish a work program and schedule to update each plan element in a timely manner. This proposal serves as such work plan.
2. **Review of Regulations:** A review of existing adopted plans and regulations to determine where amendments are necessary.
3. **Public Participation:** Conduct public engagement periodically and thoughtfully throughout the update process.
4. **Noticing:** A 60-day notice must be submitted to Department of Commerce with a copy of the drafted plan to verify consistency with the GMA before the City can take action to adopt.
5. **Adoption:** City Council adopts the comprehensive plan and associated amended regulations.



Section 2 Timeline

2.1 2022: ORGANIZATIONAL EFFORTS

Buildable Lands: Early comprehensive plan development involves a buildable lands analysis developed in coordination with King County. The next King County buildable lands report was completed in 2021 and reflects the buildable lands available in each municipality to meet projected population growth and ensure housing and employment needs. The buildable lands report for Algona was completed in 2021 and the analysis will guide new land use regulations and comprehensive plan policies.

Growth Targets: The 2021 King County Buildable Lands report determined the 2044 population, housing, and jobs targets for Algona and the comprehensive plan must be updated to reflect the projected growth targets. These targets are a foundational element to each plan chapter as they provide a baseline for future service and system capacities. Population, housing, and employment must be addressed in order for the comprehensive plan to be in compliance with the GMA. The growth targets do not need to be met but must be planned for to demonstrate that Algona has sufficient capacity for growth targets.

Strengths and Weaknesses: The City will develop a list of strengths and weaknesses from the 2015 Comprehensive Plan. Opportunities and constraints for 2024 update efforts will be identified and will impact the format, process, and resources available to complete the update.

Public Participation Plan: The public participation plan will guide the City on how, when, and why to involve the public in the comprehensive plan update process. The City includes outreach methods to increase opportunities for marginalized communities to engage with BlueLine and increase accessibility for the public to participate.

2.2 2022: ANALYSIS, PARTICIPATION, AND LAND USE

2.2.1 VISIONING

Public engagement and participation will be at the forefront of update efforts in 2022. Algona’s residents, businesses, and stakeholders should be highly involved in helping the City create a vision for what the City will be like in 2044. This is an opportunity for the public to develop a common vision with the City and describe their priorities and concerns. Engagement at an early phase is key to creating an insightful, inclusive, and thoughtful comprehensive plan. The public will continue to have opportunities to provide feedback throughout the update process in hearings, public comment periods, surveys, social media, the website, and stakeholder meetings. See Section 4 for more detailed public participation information.

2.2.2 LAND USE AND HOUSING ELEMENTS

The land use and housing chapters are all required by the GMA and much of the work is led by BlueLine in coordination with the Public Works Director, Planning Commission, and public input.



- **Land Use:** The land use elemental chapter is a critical and foundational element of the comprehensive plan and determines the direction for Algona’s future growth and needs. The land use chapter accomplishes the following:
 - Determine impacts of future population growth and develop strategies to accommodate the increase in demand for land.
 - Designate distribution, location, and extend of land uses essential to City operation, such as housing, retail, industry, recreation, and public facilities.
 - Ensure continued protection of environment, sensitive areas, and water quality.
 - Review impacts of natural hazards, flooding, drainage, and runoff in the area and provide guidance for corrective actions.

The land use element will guide how other Departments prepare their elemental chapters and will be consistent with the capital facilities plan.

- **Housing:** The housing elemental chapter describes how the City can meet future housing targets though:
 - Development of a housing needs assessment to understand existing and project housing needs to identify the number of housing units necessary to manage predicted growth.
 - Identifying land suitable for housing development.
 - Analyzing availability of a variety of housing options for different income levels.
 - Stating goals, policies, and provisions to preserve, improve, or develop new housing.

These two elemental chapters should be prepared earlier on in the update process to ensure consistency in goals and visioning in the remaining chapters to be updated.

2.3 2023: ELEMENTAL CHAPTERS AND DRAFTING

The Economic Development, Transportation, Parks, Utilities, and Capital Facilities elements are all required by the GMA. The goals and policies are driven by the Land Use, Housing, and Economic Development chapters, but require the technical expertise, research, and review from the Public Works Department and contracted specialists.

- **Economic Development:** This element establishes how the city will economically develop to match the level of predicted population growth. Goals, policies, and objectives are determined to address the projected job growth rate from the County’s 2021 Buildable Lands Report and remain consistent with the land use and housing chapters. The element ensures that there is a fair balance of land preserved for both commercial and housing developments.
- **Transportation:** The transportation element requires additional engagement with public and private entities to meet GMA reporting requirements. The chapter must include information on the impacts to state highways, level of service standards, and traffic forecasting. There



shall be a multiyear transportation financing plan to complete necessary public improvements.

- **Parks and Recreation:** The parks element implements and is consistent with the capital facilities element for facility improvements. The GMA requires the following to be included: an estimate of the level of service demand for at least a six-year period, an evaluation of existing facilities and services, a description of service needs to meet growth targets, and a review of intergovernmental coordination opportunities to meet growth demands.
- **Utilities:** This element shall include the location and capacity of all existing and proposed utilities. The housing element shall determine the future service demands and anticipate the necessary system improvements to meet demand.
- **Capital Facilities:** This element describes an inventory of all publicly owned facilities and forecast future community needs. Population growth dictates what kind of expansion to facilities and services should be anticipated. A financing plan will be developed to propose a 6-year financing plan to meet minimally required expansions, maintenance, and service upgrades to meet growth targets.

2.4 2024: UPDATES, ADOPTION, & CERTIFICATION

The Algona Municipal Code implement development regulations and will be amended to include any code changes required by the 2024 Comprehensive Plan. Updating the code should happen concurrently with comprehensive plan updates and should be adopted with or immediately after the adoption of the comprehensive plan.

Both the revised plan and the amended code will require approval from Algona City Council. Updates may occur at once or in phases. If the City seeks to amend the plan in phases, SEPA review, hearings, and public notices will be separately required for each update phase. The Washington State Department of Commerce must be notified 60-days prior to the adoption of development regulations or the comprehensive plan.

After adoption, Algona’s comprehensive plan will be sent to the PSRC for review and certification. The certification process may require conditions to be addressed in the next round of comprehensive plan updates.



Section 3 Organization

The 2024 amendment and update to the Algona comprehensive plan requires collaboration among City Departments, guidance from the Planning Commission, input and engagement from the public and stakeholders, and approval by City Council. Below is a description of each group’s involvement and role in the update process.

3.1 PLAN DEVELOPMENT ROLES

- **Public Works:** The Mayor and the Public Works Director will oversee the planning consultant’s coordination and preparation of the comprehensive plan update, communicate on priorities and resources, and work collaboratively on policies and goals.
- **Planning Consultants:** The City does not have their own Planning Department and utilizes *Blueline* for land use planning services. Blueline will have primary responsibility for coordinating the development of and conducting research for the comprehensive plan. Blueline ensures the plan is being updated in accordance with applicable state laws, county and regional planning policies, and input from city specialists, the public, and the Planning Commission. Blueline will have primary responsibility for the design, format, and content of the plan. Blueline will review all plan elements for consistency and will present the information in a well presented and accessible format to the public.
- **Other Algona Departments:** The Public Works Department will work with Blueline and engineering consultant Gray and Osborne to help develop the transportation, parks, capital facilities, and utilities element based on goals, policies, and targets determined in the land use and housing element. Other departments will be involved as appropriate.
- **Outside Specialists:** The City has hired by contract outside experts to conduct some City operations, such as the City Attorney or Environmental Specialist. Hired experts will be consulted at times during the update process and other outside specialists may be needed and is subject to resource availability.
- **Planning Commission:** The Planning Commission is the primary advisory body overseeing the update process. The comprehensive plan will require recommendations and feedback from the Planning Commission.
- **Public:** Public engagement is required to ensure the community support of plan and AMC updates.
- **Stakeholders:** Specific public stakeholders are detailed in Section 4.3 and include community members and organizations, businesses, government entities, tribes, and special districts.
- **City Council:** The City Council has the final authority over adopted the updated comprehensive plan and shall regularly review staff reports on the update process.



The City’s planning consultant, Blueline, is spearheading the comprehensive plan update with close coordination with the City’s Public Works Director and will ensure consistent and efficient communications. The Public Works Director shall be the lead in communicating with City Departments and outside specialists. Blueline will coordinate the research, policies, and writing of the plan and will lead in communications to the public and the State.

Section 4 Public Engagement

The GMA requires early and ongoing public participation efforts for the update of the comprehensive plan and development regulations. The 11th goal of the GMA encourages public participation and the City must show a strong commitment to public outreach. Public outreach informs and engages the public on localized issues and goals.

The 2015 Algona Comprehensive Plan does not describe the efforts taken to include stakeholders and the public in the development process. The new plan should include a snapshot of what efforts the City takes to provide opportunities for participation and input.

4.1 PUBLIC PARTICIPATION GOALS

The City of Algona develops objective goals to ensure accessible and inclusive opportunities for public engagement.

1. Plan for the future with a clearer understanding of:
 - a. The public’s perspective on growth;
 - b. Where and how growth should be guided and concentrated in;
 - c. How to balance housing and business development;
 - d. Type and location of commercial activity;
 - e. The public’s desire for residential development other than single-family units; and
 - f. What characteristics the community wants to preserve or improve and what characteristics should change
2. Offer a variety of ways for the community to submit input on the update, including but not limited to: a webpage, mailing list, community meetings, and stakeholder meetings.
3. Ensure under-represented groups and marginalized populations are identified and receive an equitable opportunity to participate in the update process.

4.2 PARTICIPATION PHASES

The public participation process will occur in two (2) phases.

4.2.1 PHASE I: COLLABORATIVE VISIONING – 2023

Phase I will frame the GMA and update process and help the community understand the gravity of comprehensive plan updates and its far-reaching policy and regulation impacts. This is the City’s opportunity to vocalize a particular vision for the community’s growth and built environment and allows collaborative community conversations about what Algona’s priorities are. Open-ended outreach methods are appropriate for Phase I, such as open houses, surveys,



and the website. It is recommended an open house is planned early in 2022 to determine a shared vision that plan elements will emulate.

4.2.2 PHASE II: ONGOING EFFORTS 2024

Phase II requires ongoing outreach periodically throughout the update process and will aim to generate feedback on draft elemental chapters of the plan and associated updates to development regulations. Special efforts should be made to ensure accessibility to public meetings, inclusivity of under-represented groups, and collaboration with stakeholders. Traditional outreach methods should be used, such as public hearings and comment periods, to ensure this process is collaborative for the community.

4.3 STAKEHOLDERS

Stakeholder Type	Specific Stakeholders
Community Members	Residents
	Businesses
	Visitors
	Private property owners
Other Jurisdictions, Agencies, or Governmental Organizations	Neighboring or nearby jurisdictions/Districts: <ul style="list-style-type: none"> • Pacific • Auburn • King County • Auburn School District
	Muckleshoot Reservation
	Agencies or municipal corporations: <ul style="list-style-type: none"> • Puget Sound Energy • Waste Management
	Regional, State, or Federal Agencies: <ul style="list-style-type: none"> • WA Dept of Fish and Wildlife • WA Dept of Ecology • WA Dept. of Natural Resources • WA Dept. of Commerce • WA Dept of Transportation • Puget Sound Regional Council • Sound Transit
Organizations that Operate in Algona	Auburn Valley YMCA
	Algona Community Center
	Local homeowners associations
	Religious organizations
	Youth organizations
	Boy Scouts and Girl Scouts
	Local interest groups
Industry groups	



4.4 OUTREACH METHODS

Algona will utilize a variety of methods to encourage public input on the public participation process.

4.1.1 INFORMATION SHARING

Technique	Description
Informational Flyers	Prepare and distribute flyers with information on the update process.
Public Notice Sign	Post a public notice sign at City Hall or throughout Algona notifying residents and local stakeholders the update process has begun. Include the flyer hand out on the board.
Website	Develop a website or City web page dedicated to the comp plan update process.
Email List	Allow residents to sign up for email alerts for progress updates or event noticing.
Newspaper Notices	Traditional newspaper notices.
Social Media Presence	Make announcements through social media pages operated by the City.
Events	Hold public events to develop a shared vision. Provide information of the update process at local events where residents or stakeholders may attend.
Utility Bills	Include a flyer with information on the comp plan update process with links to resources or specified meeting dates.

4.1.2 INPUT AND COLLABORATION

Technique	Description
Open House	Held at key points of the update process, such as visioning, element review, and capital facilities planning. This should be done virtually and in-person (if appropriate).
Stakeholder Meetings	Meetings between specific groups to ascertain feedback on aspects of the comp plan.
Public Hearings	Traditional public hearings as required by the GMA to adopt the comp plan and regulation updates.
Surveys	Online and paper surveys can be distributed to capture input of the public.
Website	The website can be a platform for ongoing engagement and feedback.



Task/Timeline	2022												2023												2024																														
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																					
Kick-Off & Scope Finalization																																																							
Existing Conditions Analysis												CC																																											
Analysis of 2015 Plan																																																							
Rough Outline of Updated Plan															CC																																								
Public Participation Plan									PC	CC																																													
Early Community Visioning Exercise										PC	CC																																												
Draft Community Vision													PC	CC																																									
Draft Development Strategies and Policies																																																							
Update Comprehensive Plan - Land Use and Housing																																																							
Community Survey																																																							
Mapping and Graphics																																																							
Focus Group Interview/Stakeholder Interview																																																							
Community Workshops																																																							
Public Outreach Summary																																																							
Draft Comprehensive Plan Goals and Policies																																																							
Update Comprehensive Plan - Other Elements																																																							
1st Administrative Draft Comp Plan																																																							
Joint Planning Commission and City Council Workshops																																																							
Draft Comprehensive Plan Considered by Planning Commission																																																							
Prepare SEPA Documentation																																																							
Final Proposed Comprehensive Plan Considered by City Council																																																							
Submission of Adopted Comprehensive Plan																																																							
Comprehensive Plan Grant Management																																																							

★ February of 2023 and 2024 will be months Blueline will focus on code analysis

- CC City Council
- PC Planning Commission

Phases	Tasks/Deliverables	Blueline Staff						Fees
		Estimated Hours	Project Manager/ hourly rate	Estimated Hours	Senior Planner/ hourly rate	Estimated Hours	Planner/ hourly rate	
Phase 1 - Existing Conditions Analysis			\$200		\$182		\$163	
1.1	Gather foundational understanding of existing conditions (current trends, policies, costs)	4	\$800	0	\$0	30	\$4,890	\$5,690
1.2	Demographic Profile	2	\$400	0	\$0	2	\$326	\$726
1.3	Land Use Analysis	8	\$1,600	0	\$0	20	\$3,260	\$4,860
Phase 1 Total		14	\$2,800	0	\$0	52		\$ 11,276
Phase 2 - Comprehensive Plan Update								
2.1	Analysis of 2015 Plan	2	\$400	0	\$0	2	\$326	\$726
2.2	Rough Outline of Updated Comprehensive Plan Report	4	\$800	2	\$364	14	\$2,282	\$3,446
2.3	Draft Community Vision	1	\$200	2	\$364	2	\$326	\$890
2.4	Draft Development Strategies and Policies	4	\$800	12	\$2,184	60	\$9,780	\$12,764
2.5	Draft Comprehensive Plan Goals and Policies	4	\$800	10	\$1,820	60	\$9,780	\$12,400
2.6	Mapping and Graphics	2	\$400	21	\$3,822	54	\$8,802	\$13,024
2.7	Update Comprehensive Plan	12	\$2,400	40	\$7,280	134	\$21,842	\$31,522
2.8	1st Administrative Draft Comprehensive Plan	8	\$1,600	2	\$364	16	\$2,608	\$4,572
2.9	Joint Planning Commission and City Council Workshop	6	\$1,200	4	\$728	14	\$2,282	\$4,210
2.10	Draft Comprehensive Plan Considered by Planning Commission	8	\$1,600	0	\$0	20	\$3,260	\$4,860
2.11	Final Proposed Comprehensive Plan Considered by City Council	6	\$1,200	0	\$0	20	\$3,260	\$4,460
2.12	Submission of Adopted Comprehensive Plan	2	\$400	0	\$0	4	\$652	\$1,052
Phase 2 Total		59	\$11,800	93	\$16,926	400	\$65,200	\$ 93,926
Phase 3 - Public Participation								
3.1	Public Participation/Community Involvement	32	\$6,400	0	\$0	142	\$23,146	\$29,546
Phase 3 Total		32	\$6,400	0	\$0	142	\$23,146	\$ 29,546
Phase 4 - Environmental Review								
4.1	Prepare SEPA Documentation	4	\$800	6	\$1,092	20	\$3,260	\$5,152
Phase 4 Total		4	\$800	6	\$1,092	20	\$3,260	\$ 5,152
Phase 5 - Project Administration/Management								
5.1	Coordination with City Staff Through Adoption and Certification	32	\$6,400	0	\$0	54	\$8,802	\$15,202
5.2	Billing and Invoicing	24	\$4,800	0	\$0	0	\$0	\$4,800
Phase 5 Total		56	\$11,200.00	0	\$0.00	54	\$8,802.00	\$ 20,002
Expenses								\$ 2,500
Grand Total		165	\$ 33,000.00	99	\$ 18,018.00	668	\$ 100,408.00	\$ 162,402

\$ 29,102	2022
\$30,576	2023
\$19,154	2024
\$81,070	Multi-Year



CITY COUNCIL

AGENDA BILL # AB23-0074

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION

SUBJECT: Proclamation – Affordable Housing Week	Agenda Date: April 24th, 2023		
	Department/Committee/Individual	Created	Reviewed
	Mayor		X
	City Administrator		
	City Attorney		
	City Clerk	X	X
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
Cost Impact:	Police Dept		
Fund Source:	Finance Committee		
Timeline: 1st review – 4/24/23	Planning Commission		
	Civil Service Committee		

Staff Contact: Jessica Griess, City Clerk; Troy Linnell, Mayor

Attachments: Affordable Housing Week Proclamation

SUMMARY STATEMENT:

This is the 8th year the Housing Development Consortium has put together Affordable Housing Week. Their focus is on Housing Equity this year. During the week of May 7th-13th, they put together events focused on equitable housing. You can see a full list of the events on their website: <https://www.housingconsortium.org/affordable-housing-week/>. The proclamation will help bring attention and promote the efforts around affordable housing.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION:

RECORD OF COUNCIL ACTION

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>



City of Algona Proclamation

WHEREAS, all people should have access to safe, healthy, and affordable homes within communities that provide opportunity; and

WHEREAS, the US Department of Housing and Urban Development (HUD) defines affordable housing as “as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.”; and

WHEREAS, the Department of Commerce projects that by 2044, King County needs nearly 200,000 net new housing units for households at or below 80% area median income; and

WHEREAS, studies have found that each \$100 increase in median rent results in a 15% increase in homelessness in metro areas and a 39% increase in homelessness in nearby suburbs and rural areas; and

WHEREAS, the COVID-19 pandemic has exacerbated many existing financial constraints for low- and moderate-income households; and

WHEREAS, the CDC recognizes safe, healthy, and affordable housing within communities of opportunity as key social determinants of health; and

WHEREAS, everyone benefits from affordable housing, including the people who reside in these properties, their neighbors, businesses, employers, and the community as a whole; and

WHEREAS, united to raise public awareness, people, organizations, and communities throughout King County are participating in local Affordable Housing Week activities to elevate the critical need to create healthy communities with ample affordable housing; and

WHEREAS, the City of Algona endorses the goals, objectives, and purposes of Affordable Housing Week, and in doing so, firmly recommits itself to ensuring that our community’s recovery from the crises at hand is equitable, and that all people in Algona live with dignity in safe, healthy, and affordable homes;

NOW, THEREFORE BE IT RESOLVED that the City of Algona does hereby proclaim the week of May 7 to 13, 2023, as

Affordable Housing Week

Signed this ____ day of _____, 2023

Troy Linnell, Mayor

Affordable Housing Week



May 7-13 is Affordable Housing Week 2023. This year it’s all about **Housing Equity**, so mark your calendars for a full week of events!

What is Affordable Housing Week?

The 8th Annual Affordable Housing Week is a series of education and advocacy events that highlight the role affordable housing plays in stabilizing our communities. Each year, HDC and our partners bring together elected officials, city/county staff, advocates and King County residents to create momentum for investments and policies to ensure affordable, thriving and equitable communities.

Why Affordable Housing Week?

King County’s exacerbated need for affordable housing is a regional problem and impacts all municipalities. This Affordable Housing Week, we hope to **ignite an unprecedented investment** in affordable housing across our region. This is an opportunity to urge cities across King County to adopt new and effective strategies that address our urgent affordable housing needs.

From: [Chad Vaculin](#)
To: [Jessica Griess](#)
Subject: Affordable Housing Week Proclamation - 5/7 - 5/13
Date: Friday, February 24, 2023 1:58:10 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[ProclamationTemplate2023.docx](#)

CAUTION: The following message originated from outside the City of Algona. Be careful opening links and attachments

Hello Jessica,

I am reaching out with a proclamation request to proclaim May 7 – 13, 2023 as Affordable Housing Week. Each year, [Affordable Housing Week](#) brings together residents from across King County to harness attention on affordable housing and to promote thriving communities where everyone has an opportunity to live with dignity in safe, healthy, and affordable homes. Affordable Housing Week activities are attended and led by cities, organizations, advocates, and residents.

A big part of Affordable Housing Week is having individual cities issue proclamations and hope for your support in 2023. In support of this request, I have attached draft proclamation language for your review. I am happy to answer questions. Thank you for your consideration and I look forward to hearing from you soon.

Have a great weekend!

Chad Vaculin (he/him)
Advocacy and Mobilization Manager
Housing Development Consortium of Seattle-King County
1326 5th Avenue, Suite 230
Seattle, WA 98101
www.housingconsortium.org

You're invited to our 35th Anniversary Celebration on March 30, 2023! [Learn more.](#)

35th Anniversary
Celebration
FRAMING OUR FUTURE
March 30, 2023





CITY COUNCIL

AGENDA BILL # AB23-0068

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION			
SUBJECT: Ad-Hoc Committee – Community Center Advisory Board	Agenda Date: April 24th, 2023		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		X
	City Clerk	X	X
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
Cost Impact:	Police Dept		
Fund Source:	Finance Committee		
Timeline: 1 st review – 3/13/23	Planning Commission		
2 nd review – 3/27/23	Civil Service Committee		
3 rd review – 4/10/23; 4 th review – 4/24/23			
Staff Contact: Jessica Griess, City Clerk			
Attachments: Resolution 1255-23; Board Guidelines			
<p>SUMMARY STATEMENT:</p> <p>With Hometown Community Services making their exit, we are looking to invite the community to become more involved with the use of the Community Center. A Community Center Advisory Board would be tasked with reviewing and making recommendations to the City Council on the use of the Community Center based on the needs of citizens. Some specific tasks include:</p> <ul style="list-style-type: none"> - Assist in community needs assessments - Advise on program priorities - Participate in development of new programs - Review and comment on proposed programs, projects, and policies - Play an effective role in the coordination of services - Assist in mobilization of community resources - Serve as an advocate for the all community members (low-income, youth, seniors, etc.) <p>If this passes tonight, staff will advertise in the May newsletter, Voyant Alert, website, and social media. We'll open up the applications for the month of May and appoint members in June.</p>			
COMMITTEE REVIEW AND RECOMMENDATION:			
<p>RECOMMENDED ACTION:</p> <p>Make a motion to approve Resolution 1255-23.</p>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>	

**CITY OF ALGONA
RESOLUTION NO. 1255-23**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ALGONA, WASHINGTON, ESTABLISHING THE
COMMUNITY CENTER ADVISORY BOARD

WHEREAS, the City Council is authorized by applicable state law, including without limitation RCW 35A.11.020, to organize and regulate the City’s internal affairs ; and

WHEREAS, as an adjunct to such authority, the City Council is empowered to establish ad hoc advisory committees, and the Council has adopted parameters therefore at Chapter 2.05 AMC; and

WHEREAS, establishment of a Community Center Advisory Board as set forth herein will allow and facilitate citizen input on the use of the City’s Community Center; and

WHEREAS, the Community Center Advisory Board will serve the public interest by advising the City Council on the services from the Community Center based on the needs of the community; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Community Center Advisory Board Established. The City Council hereby establishes the Community Center Advisory Board and the *Community Center Advisory Board Guidelines* attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

PASSED by the City Council of the City of Algona, at its regular meeting thereof this 24th day of April, 2023.

CITY OF ALGONA, WASHINGTON

Troy Linnell, Mayor

(SEAL)

ATTEST:

Jessica Griess, City Clerk

Exhibit A

City of Algona Community Center Advisory Board

Guidelines

A. *Purpose.* The purpose of the Community Center Advisory Board is to provide nonbinding recommendations to the City Council on matters concerning the use of and services provided through the Community Center. The Board's responsibilities shall include, but are not limited to the following in relation to the Community Center:

- Assist in community needs assessments;
- Advise on program priorities;
- Participate in development of new programs;
- Review and comment on proposed programs, projects, and policies;
- Play an effective role in the coordination of services;
- Assist in mobilization of community resources;
- Advise on the needs of all community members (low-income, youth, seniors, etc.)

The Community Center Advisory Board may also from time to time be directed by the Council to review specific programs, projects, and services related to the Community Center and to make nonbinding recommendations to the Council regarding the options therefor.

Notwithstanding any other provision hereof, the Board shall serve in a purely advisory role in relation to the City Council, and the City Council may in its sole discretion accept, reject or modify any recommendations of the Board. The Board shall not exercise actual or *de facto* decision-making authority on behalf of the City.

B. *Membership.* The Community Center Advisory Board shall be made up of five (5) citizens of the Algona community. Appointments to the Board shall be made by the Mayor subject to approval by the City Council. Board members may be removed at the sole discretion of the Mayor. The Board members shall elect their own chair and vice chair to serve on an annual basis.

C. *Quorum.* Three Board members shall constitute a quorum.

D. *Meetings.* The Community Center Advisory Board shall meet on the first Tuesday of each month from 5:30 p.m. to 7:30 p.m. in the Algona Community Center. Recommendations of the Board shall be presented to the entire Council for discussion and potential action as necessary. Special meetings of the Community Center Advisory Board may be called as needed.

E. *Support.* The City Clerk, or a staff member as designated by the City Clerk, shall provide reasonable administrative support to the Board.

F. *Duration.* The Community Center Advisory Board shall sunset automatically on December 31st, 2024, unless extended by appropriate action of the City Council.



CITY COUNCIL

AGENDA BILL # AB23-0069

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION

SUBJECT: Sidewalk In-Lieu Fees	Agenda Date: April 24th, 2023		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney	X	X
	City Clerk		
	Finance Dept		
	PW/Utilities		X
	Planning Dept		
	Community Services		
Cost Impact:	Police Dept		
Fund Source:	Finance Committee		
Timeline: 1 st review – 3/13/23	Planning Commission		
2 nd review – 3/27/23	Civil Service Committee		
3 rd review – 4/10/23; 4 th review – 4/24/23			

Staff Contact: Russ Avery, Public Works Director

Attachments: Ordinance 1219-23

SUMMARY STATEMENT:

This ordinance allows developers to pay the City for the cost of sidewalk installation instead of installing the sidewalks themselves. This would provide the City the opportunity to decide where the sidewalks are needed and complete one street at a time systematically.

This is the final draft of the ordinance that Zach and Russ worked on.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION:

Make a motion to approve Ordinance 1219-23.

RECORD OF COUNCIL ACTION

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>

CITY OF ALGONA, WASHINGTON

ORDINANCE NO. 1219-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, AMENDING CHAPTER 12.05 AMC SIDEWALK, CURB AND GUTTER REQUIREMENTS; ALLOWING FOR PAYMENTS IN LIEU OF CONSTRUCTING CERTAIN FRONTAGE IMPROVEMENTS AS A CONDITION OF DEVELOPMENT APPROVAL; ESTABLISHING STANDARDS AND PROCEDURES THEREFOR; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council has established regulations governing the construction of frontage improvements, including curbs, gutters and sidewalks, in connection with certain development activity within the City, and has codified such regulations at Chapter 12.05 AMC; and

WHEREAS, the City Council desires to update and amend Chapter 12.05 AMC to allow developers to remit a fee to the City in lieu of physically constructing required frontage improvements, and to make other clarifications regarding the applicable procedures and standards for requiring the construction of frontage improvements; and

WHEREAS, the amendments set forth in this ordinance will serve the public interest by facilitating the installation of new sidewalks, curbs and gutters within the City in an orderly, planned, and integrated manner, rather than on a fragmented, piecemeal basis;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA DO ORDAIN AS FOLLOWS:

Section 1. Amendment of Chapter 12.05 AMC. Chapter 12.05 of the Algona Municipal Code is hereby amended to provide in its entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be

declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF THIS 24TH DAY OF APRIL, 2023.

Troy Linnell, Mayor

ATTEST:

Jessica Griess, City Clerk

APPROVED AS TO FORM:

J. Zachary Lell
City Attorney

Filed with the City Clerk:
Passed by the City Council: 4/24/2023
Ordinance No.: 1219-23
Date of Publication:

Exhibit A

Chapter 12.05 SIDEWALK, CURB AND GUTTER REQUIREMENTS

Sections:

12.05.010 Purpose.

12.05.020 Application of requirements.

12.05.030 Required improvements and dedication.

12.05.040 Fee in-lieu of sidewalks, curb and gutter construction; voluntary agreements.

12.05.010 Purpose.

The construction or funding of sidewalk, curb and gutter improvements is required in association with certain development construction within the city for enhanced pedestrian access and safety consistent with the city's comprehensive plan.

12.05.020 Application of requirements.

A. All development approvals and permits for development that creates or increases a demand for pedestrian access, including, ~~but not limited to, zone reclassifications, divisions of land, conditional uses, variances, administrative permits,~~ site development plans and permits for new structures or site improvements and permits for reconstruction or alteration of structures, except minor reconstruction or alteration, shall comply with this chapter. No such permit or approval shall be issued until plans demonstrating compliance with this chapter have been submitted and approved. No certificate of occupancy or final approval for such development shall be issued until: (i) the public works director has determined that the development is exempt; (ii) all required improvements are physically constructed complete; (iii) a fee in-lieu payment has been remitted to the city in accordance with AMC 12.05.040; or (iv) the city has received a performance bond in an amount sufficient, in the determination of the public works/planning director, to fund completion of all required improvements. "Minor reconstruction or alteration" ~~as defined in this chapter, or other site improvements determined to be minor in character and not in conflict with the purpose of this chapter by the public works/planning director~~ shall be exempt from the requirements of this chapter.

B. For the purpose of this chapter, "minor reconstruction" is defined as building improvements within any thirty-six-month period that cumulatively involve the demolition and reconstruction of less than forty percent of an existing structure, or are necessitated by damage to an existing structure by fire, flood or other natural disaster.

C. For the purpose of this chapter, "minor alteration" is defined as building improvements within any thirty-six-month period that result in a cumulative increase of the total floor area of a building or buildings on a site of less than forty percent.

D. For the purpose of this chapter, “public works director” is defined as the public works director or his/her designee.

12.05.030 Required improvements and dedication.

Prior to the issuance of any development approvals or permits subject to the provisions of this chapter, the public works director ~~or designee~~ shall make an individualized determine determination of the extent and type of any sidewalk, curb and gutter improvements required as part of the development proposal. The public works director ~~or designee~~ shall utilize the following in determining the requirement for and scope of the improvements:

- A. The comprehensive plan;
- B. The arterial street map;
- C. The public works construction standards; ~~and~~
- D. The functional, safety, efficiency and coordinated future expansion needs of the sidewalk system to serve pedestrian access.;
- E. Applicable state and federal legal standards, including without limitation applicable nexus and proportionality requirements; and
- F. Any other relevant factor.

Without limitation of the foregoing, the provisions of this chapter shall not apply where adequate sidewalks, curb and gutter already exist in relation to the proposed development.

12.05.040 Fee in-lieu of sidewalks, curb and gutter construction; voluntary agreements.

If approved by the public works director, an applicant for a development approval or permit may enter into a voluntary agreement with the city to allow a payment in-lieu of physically constructing any or all of the sidewalks, curb and gutter improvements otherwise required pursuant to this chapter.

A. Form and Execution Authority. A voluntary agreement under this section shall be in a form approved by the city attorney. The public works director is authorized to enter into and execute such voluntary agreements on behalf of the city.

B. Calculation for Payment in Lieu of Mitigation. The in-lieu of payment shall be based on the estimated cost of the sidewalks, curb and gutter improvements, and shall be calculated on a per-lineal foot basis multiplied by the number of lineal frontage feet of the subject property. The per-lienal foot cost estimate shall be set by annual resolution of the city council, and may be adjusted by the council based on inflation, material and labor costs, and any other relevant factor. Provided, a development applicant may submit an independent cost estimate for the public works director’s consideration, which the public works director shall in his/her discretion accept, accept in part, or reject.

C. Payment Provisions. The in-lieu of payment shall be subject to the following provisions:

1. The payment shall be received by the city prior to final development approval or permit issuance except as provided in this chapter;

2. The payment shall be held by the city in a reserve account used exclusively for the construction of public sidewalks, curbs and gutters within the city, including without limitation applicable costs of construction, administration, and design;

3. The payment shall be expended within five years of collection; and

4. Any payment not so expended shall be refunded with interest at the rate applied to judgments to the owner(s) of record of the subject property at the time of the refund; however, if the payment is not expended within five years due to delay attributable to the developer, the payment shall be refunded without interest.

D. Appeal. Determinations by the public works director under this chapter shall be appealable by the development applicant in the same manner, and subject to the same timeframe, as applicable to appeals of the underlying development approval or permit.



CITY COUNCIL

AGENDA BILL # AB23-0075

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION

SUBJECT:	Agenda Date: April 24th, 2023		
Water Use Efficiency Goals	Department/Committee/Individual	Created	Reviewed
	Mayor		X
	City Administrator		
	City Attorney		
	City Clerk	X	X
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
	Police Dept		
Cost Impact:	Finance Committee		
Fund Source:	Planning Commission		
Timeline: 1 st review – 12/12/23	Civil Service Committee		
2 nd review – 1/23/23			
3 rd review – 4/10/23; 4 th review – 4/24/23			

Staff Contact: Russ Avery, Public Works Director; Keenon Ferar, Gray & Osborne
Attachments: Resolution 1253-23

SUMMARY STATEMENT:

As part of the new Water System Plan, the Water Use Efficiency (WUE) goals are the following:

- Goal 1 (Consumption) – Maintain a maximum day peaking factor below 1.72.
- Goal 2 (Consumption) – Reduce the average day consumption per Equivalent Residential Unit (ERUADD) by one percent per year for the next 10 years (2023-2032).
- Goal 3 (Supply) – Decrease the projected distributed system loss (DSL) volume by 6.5 percent per year over the ten-year planning period (2023-2032) in order to bring the DSL rate below 10 percent to be in compliance with the Water Use Efficiency Rule, below 7 percent by the end of the 10-year planning period, and to be consistent with the City of Auburn’s conservation goals.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION:
Make a motion to approve Resolution 1253-23.

RECORD OF COUNCIL ACTION

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>

**CITY OF ALGONA
RESOLUTION NO. 1253-23**

A RESOLUTION OF THE CITY OF ALGONA, WASHINGTON, ADOPTING WATER USE EFFICIENCY GOALS

WHEREAS, the City of Algona (“City”) owns and operates a water system which provides potable water and fire protection water flow to Algona residents within the Algona Retail Service Area; and

WHEREAS, the City of Algona desires to establish a water conservation goal to comply with Department of Health regulations and to conserve water resources; and

WHEREAS, the water conservation goals adopted hereunder are consistent with the relevant provisions of the City’s Water System Plan, and Comprehensive Plan, including without limitation the Utilities Element and the Capital Facilities Element of the Comprehensive Plan, as applicable;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of Algona hereby adopts the following goals:

- Goal 1 (Consumption) – Maintain a maximum day peaking factor below 1.72.
- Goal 2 (Consumption) – Reduce the average day consumption per Equivalent Residential Unit (ERU_{ADD}) by one percent per year for the next 10 years (2023-2032).
- Goal 3 (Supply) – Decrease the projected distributed system loss (DSL) volume by 6.5 percent per year over the ten-year planning period (2023-2032) in order to bring the DSL rate below 10 percent to be in compliance with the Water Use Efficiency Rule, below 7 percent by the end of the 10-year planning period, and to be consistent with the City of Auburn’s conservation goals.

Section 2. This resolution shall take effect immediately upon passage.

PASSED by the City Council this 9th day of January, 2023.

APPROVED by the Mayor this 9th day of January, 2023.

Troy Linnell, Mayor

Attest:

Jessica Griess, City Clerk

Approved as to form:

Zachary Lell, City Attorney



CITY COUNCIL

AGENDA BILL # AB22-0060

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION

SUBJECT: City's Water System Plan (Gray & Osborne)	Agenda Date: April 24th, 2023		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		x
	City Clerk		x
	Finance Dept		
	PW/Utilities		X
	Planning Dept		
	Community Services		
Cost Impact:	Police Dept		
Fund Source:	Finance Committee		
Timeline: 1 st review – 12/12/23	Planning Commission		
2 nd review – 1/23/23	Civil Service Committee		
3 rd review – 4/10/23; 4 th review – 4/24/23			

Staff Contact: Russ Avery, Public Works Director

Attachments: Resolution 1252-23; Water System Plan

SUMMARY STATEMENT:

The City's water system plan is updated every 10 years. The goals of the plan are to:

- 1) Create water demand projections based on historic date.
- 2) Update Water Use Efficiency program.
- 3) Evaluate the water system's ability to meet current and future demands and regulations.
- 4) Identify current and future system deficiencies.
- 5) Create Capital Improvement plan to address deficiencies.
- 6) Outline financial plan that is capable of paying for both O&M and Capital Improvements.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION:

Make a motion to approve Resolution 1252-23 updating the Water System Plan.

RECORD OF COUNCIL ACTION

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>

**CITY OF ALGONA
RESOLUTION NO. 1252-23**

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

WHEREAS, the City of Algona (“City”) owns and operates a water system; and

WHEREAS, the previous November 2014 Water System Plan was previously adopted by council;

WHEREAS, the City’s chosen contractor, Gray and Osborne finalized the Water System Plan in November 2022 in accordance with WAC 246-290-100; and

WHEREAS, the updated Water System Plan adopted hereunder has been submitted to the Department of Health for approval pursuant to WAC 246-290-100; and

WHEREAS, the City has reviewed, held a public hearing and acted on the Water System Plan; and

WHEREAS, the updated Water System Plan adopted hereunder is consistent with the relevant provisions of the City’s Comprehensive Plan, including without limitation the Utilities Element and the Capital Facilities Element, as applicable;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The attached “Water System Plan” is found to be consistent with the City’s Comprehensive Plan, and is hereby adopted and is incorporated herein by this reference as if set forth in full. The attached Water System Plan shall supersede and replace the existing Water System Plan dated November 2014.

Section 2. This resolution shall take effect immediately upon passage.

PASSED by the City Council this 24th day of April, 2023.

APPROVED by the Mayor this ___ day of April, 2023.

Troy Linnell, Mayor

Attest:

Jessica Griess, City Clerk

Approved as to form:

Zachary Lell, City Attorney