

# **CITY OF POLSON STRATEGIC PLAN 2018-2021**

## ***City of Polson Mission***

We are committed to providing quality municipal services for our citizens, businesses, and visitors.

## ***City of Polson Vision***

Polson— A vibrant and well-planned city, growing as a regional center for career opportunities, quality of life and recreation. Promoting cultural diversity and fostering partnerships for economic development in a clean, safe, welcoming community to visit and live.

## ***City of Polson Core Values***

- Integrity
- Accountability
- Leadership
- Customer Service
- Stewardship
- Communication

## ***City of Polson Goal Themes***

1. Community Outreach and Partnerships
2. Planning and Annexation
3. Funding and Finance
4. Organizational Capacity Building
5. Infrastructure and Facilities

### Goal Theme 1: Community Outreach and Partnerships

ACTION	RESOURCES	YEAR	STATUS
<b>Public Information Officer</b>			
Identify staff for PIO training and attend training	Finance & Administration, Police dept.	2018	In progress

### Goal Theme 2: Planning and Annexation

ACTION	RESOURCES	YEAR	STATUS
<b>Capital Improvement Plan</b>			
Prepare & write CBDG grant	Planning dept.	2018	In progress
RFP & contract w/ consultant to create 5-year CIP	CDBG Grant (max \$50,000) + 1/3 match (max \$16,500)	2018-2019	
Inventory of capital assets; dept. capital needs survey; evaluate existing projects; capital improvement priority list	Consultant & City staff	2019	
Develop & write CIP	Consultant & City staff	2019-2020	
<b>Annexation Policy Development</b>			
Review City of Polson Extension of Services Plan (2015)	Planning dept.	2018	
Complete existing infrastructure GIS map	Planning, water & sewer, streets, GIS	2018-2019	
Evaluate existing infrastructure & zoning in select areas	City staff	2018-2019	
Develop Annexation Policy Plan	Planning dept.	2019-2020	

### Goal Theme 3: Funding and Finance

ACTION	RESOURCES	YEAR	STATUS
<b>Resort Tax</b>			
Re-energize Economic Development Council	City staff	2019	
Educate the public and hold meetings	Economic Development Council, Representative from resort community		
Work with Economic Development Council (EDC) to bring a ballot measure initiative to the Commission	Economic Development Council, City staff, City Commission		
<b>Impact Fee Review</b>			
Obtain cost estimates for impact fee review study	Finance & Administration dept.	2019	
Develop RFP for impact fee review	Finance & Administration dept.	2019	
Contract w/ consultant	Finance & Administration dept.	2019	
Conduct a full review of impact fees	Consultant & City staff	2020	
Provide recommendation to City Commission	Consultant, City staff, City Commission	2020	

### Goal Theme 4: Organizational Capacity Building

ACTION	RESOURCES	YEAR	STATUS
<b>Current with Technology</b>			
Integrate web-based book of ordinances on the City website	Municode, Planning dept.	2018	Anticipated completion date: summer 2018
Make all applications on the City website electronically fillable	Planning dept.	2018-2019	In progress
Website booking of park shelters and special events	Parks & Recreation dept. and Planning dept.	2018-2019	In progress
Fill GIS position vacancy	Finance & Administration, Planning dept., Water & Sewer dept.	2018-2019	
Hire consultant to inventory and conduct an analysis of hardware, software, and networking security	Finance & Administration, consultant	2018	In progress
Provide recommendation & best practices	Finance & Administration, consultant	2018-2019	

### Goal Theme 5: Infrastructure and Facilities

ACTION	RESOURCES	YEAR	STATUS
<b>Public Safety Building</b>			
<b>PHASE I: Project Initiation (Carried Over From 2016-2018 Strategic Plan)</b>			
Identify & Secure Planning Funds	Public Safety Dept Heads, City Manager & Commission	2018 (1 month)	In progress
Establish Community Support for Project	Project Team & Civilian Committee	9 months (April 2019 special ballot vote)	Application & Selection Process of Committee Members
<b>PHASE II: Project Planning/Pre-Design</b>			
Evaluate Facility Options to include City Hall and community facilities campus [see <i>City Hall</i> and <i>Community Facilities Campus</i> sections below] / Create Renderings	Project Team, Civilian Committee, Architect/Builder	9 months (before the April 2019 vote)	In progress
Conduct Site Evaluation	Project Team & Architect/Builder	Runs congruent with evaluating facility options	In progress
<b>PHASE III: Budgeting &amp; Funding</b>			
Develop Project Design/Construction Cost	Project Team & Architect/Builder	9 months (before the April 2019 vote)	Begins after evaluating facility & site options
Obtain Project Funding	Project Team, Civilian Committee, Special Bond Consultants	Pending April 2019 special ballot vote	In progress

<b>PHASE IV: Design &amp; Delivery</b>			
Deliver Design & Construction Services	Project Team & Architect/Builder	2019, after April vote	Cannot begin until voted upon
Build Facility	Architect/Builder	Mid 2019	Cannot begin until voted upon
Develop Occupancy Strategy	Project Team & Public Safety Dept Heads	Winter 2019/Spring 2020	Pending start of construction
Move In/Occupy	Applicable Public Safety Personnel	2020	Pending completion of facility
<b>**City Hall**</b>			
Appraisal of current city hall (if not pursued, remodel/security upgrades to city hall needed)	Finance & Administration	Fall 2018	
Investigate developer interest	Finance & Administration	Fall 2018	
Conversation w/ 1 <sup>st</sup> Citizens Bank	Finance & Administration; bank funding may be an option	Fall 2018	
<b>**Community Facilities Campus**</b>			
Design & Construct two little league fields	Project Team & Architect/Builder	Same timeline as Public Safety Building	
Design & Construct concession complex	Project Team & Architect/Builder	Same timeline as Public Safety Building	
Relocate/upgrade existing playground	Project Team & Architect/Builder	Same timeline as Public Safety Building	
Pave parking lot west of existing skate park (this will complement skate park fundraising and provide additional parking for baseball fields)	Project Team & Architect/Builder	Same timeline as Public Safety Building	
<i>*Additional features to campus can be explored with community input and development of a master plan</i>			
<b>Street Improvement Projects</b>			
<b>JB Drive upgrade project:</b> historical review of development and meeting with residents	Planning dept. and Finance & Administration	2018	In progress
Formulate an SID	Planning dept., Finance & Administration, neighborhood residents	2019	
Construction phase	Planning dept., Finance & Administration, City Engineer Streets dept.	2020	
2 <sup>nd</sup> St. E. Project: re-surfacing and installation of curbs & gutters	Planning dept., Water & Sewer dept., City Engineer, Streets dept; Gas tax funds	2018-2019	In progress
Develop long-term streets improvement plan	Streets dept.	2019-2020	

<b>Water &amp; Sewer Infrastructure Improvements</b>			
<b>Ridgewater Lift Station:</b> design phase	Water & Sewer dept., City Engineer, Cougar Ridge Development, LLC	2018	In progress
Construction phase	Water & Sewer dept., City Engineer, Cougar Ridge Development, LLC	2019	
<b>Replace Lakeview Village Lift Station:</b> design phase	Water & Sewer dept., City Engineer	2018	In progress
Construction phase	Water & Sewer dept., City Engineer	2019	
<b>Well 8 Connection:</b> pumphouse design phase	Water & Sewer dept., City Engineer	2018	In progress
Pumphouse construction phase	Water & Sewer dept., City Engineer	2019	
<b>Water Reservoir Replacement Plan:</b> evaluation phase	Water & Sewer dept., City Engineer	2018	In progress (monitoring & sending in divers)
Seek funding phase	Water & Sewer dept; Finance & Administration	2019-2020	
Create plan	Water & Sewer dept., City Engineer	2020-2021	
<b>Wastewater Collection System Pipe Replacement Project:</b> secure funding via TSEP grant	Water & Sewer dept; City Engineer, Finance & Administration	2019	In progress
Design phase	Water & Sewer dept., City Engineer; TSEP grant funds	2019	
Construction phase	Water & Sewer dept., City Engineer; TSEP grant funds	2020	
Achieve 100% digital-read meters: replacing old analog meters and digital-read meters that have died	Water & Sewer dept.	2018-2020	In progress (currently ~80% completed)