

**City of Blaine
Mid-Year Report to the City Council
Priority Project Updates**

Prepared by
Blaine City Manager and Department Heads

July 23, 2007

**City of Blaine
Project Priorities
2007**

Project	2007 Budget Status	Priority	Level Effort
Public Works Infrastructure			
Wastewater Treatment Plant	Continue to seek funding for full Project.	H	H
Electric Substation	Funds in the electric utility fund	H	H
Street Levy Improvements	Decide on Bonding or Annual tax revenue	H	H
Truck Route Construction Support	NA	H	M
Semiahmoo Stormwater Improv.	Combination Grant and Local Participation	H	H
Boblett Street Well	In Water Budget	H	M
Semiahmoo 360 Zone	In Water Budget	H	M
Well 5R Development	In Water Budget	H	M
1-5 Exit 276 Improvements	Federal Funding	H	M
Ped Overpass (Boardwalk Phase 2)	Funds not secured	H	H
City Hall Renovation	\$300000 in budget	H	M
Yew Avenue Underground Electric	In Budget	M	
Performance Pavillion on Boardwalk	Seek private funding/donations	M	
Sidewalk Improvements	Park of Street Improvments	M	
I&I Investigation	Ongoing	M	
WW Telemetry Improvements	Ongoing	M	
Interm Improv. Treatment Plant	As needed	M	
PW Yard Water Quality	Depend on storm water rates	M	
Community Center Roof Replace	In Budget	M	
Harbor Cathodic Protection	In Budget	M	
Water Telemetry	In Budget	M	
Lincoln Park Water Tank Painting	In Budget	M	
Boardwalk Phase III Construction	Not Funded	M	
Marine Drive Phase 2	Not Funded		
Marine Drive Phase 3	Not Funded	M	
Water Quality Demo Project		M	

**City of Blaine
Project Priorities
2007**

Project	Priority	Level Effort
Planning Projects/Studies		
Land Use and Infrastructure		
<u>Concurrency Plan for Growth</u>	<u>Not Funded</u>	H
<u>Comp Plan - Vision</u>	<u>In Budget</u>	H
<u>Semiahmoo Master Plan Update</u>	<u>Underway</u>	H
<u>East Blaine MP/Infrastructure Plan</u>	<u>Underway</u>	H
<u>Wharf Master Plan</u>	<u>Underway</u>	H
<u>UGA Plan</u>	<u>Not Funded</u>	H
<u>Industrial Zone Update</u>	<u>Not Funded</u>	H
<u>Peace Portal Design</u>	<u>Not Funded</u>	H
<u>Boardwalk Phase 2 Funding</u>	<u>Not Funded</u>	H
<u>Water Plan</u>	<u>Underway</u>	H
<u>NPDES Permit Review</u>	<u>In Budget</u>	H
<u>Joint Hydro Planning with BBWSD</u>	<u>Currently funded</u>	H
<u>Shorelines Management Plan</u>	<u>In Budget</u>	H
<u>Critical Areas Plan</u>	<u>In Budget</u>	H
<u>Title 17 Code Amend</u>	<u>In Budget</u>	H
<u>BMC Enforcement Amend</u>	<u>In Budget</u>	H
<u>City Hall & Commun. Facilities Plan</u>	<u>Use part of \$300 K</u>	H
<u>LID Preformation Agreements</u>	<u>In Budget</u>	H
<u>Sign Regulation Update</u>	M	
<u>Water Rate Study</u>	M	
<u>Facility Maintenance Plan</u>	M	
<u>Parking Plan CBD</u>	M	
<u>Development Standards</u>	M	
<u>CBD Design Standards?Master Plan</u>	M	
<u>Streetscape Plan</u>	M	
<u>Library Facility Plan</u>	M	
<u>Community Center Expansion Plan</u>	M	
Public Safety		
<u>Reserve Academy</u>	<u>Underway</u>	H
<u>Radio Interoperability</u>	<u>In Budget</u>	H
<u>Laptops and Video in Cars</u>	<u>In Budget</u>	M
<u>WENET Data Integrtrion</u>	<u>In Budget</u>	H
<u>2010 Olympics Planning</u>	<u>In Budget</u>	M
<u>Online Protection for Kids</u>	<u>In Budget</u>	M
<u>Evid/Property Upgrades</u>	<u>In Budget</u>	M
<u>Revise Emergency Mgmt Plan</u>	<u>In Budget</u>	H
<u>Domestic Violence Audit</u>	<u>In Budget</u>	M
<u>Police/EMS LegalReview</u>	<u>In Budget</u>	M
<u>EVOC Program Overhaul</u>	<u>In Budget</u>	M
<u>Employee Health/Safety</u>	<u>In Budget</u>	H
<u>Staffing</u>	<u>In Budget</u>	H

**City of Blaine
Project Priorities
2007**

Project		Priority	Level Effort
Technology/Internal Support			
Re-Design Website	In Budget	H	
Implement "For the Record"	In Budget	H	
Document Management	In Budget	H	
New Telephone System	In Budget	H	
Collective Bargaining Agreement	Underway	H	
Rewrite Policies and Procedures Job Descriptions		M	
Tourism & Economic Dev			
Directional Signage	In Budget	H	
Highway Signage	In Budget	H	
Bird Shelter Construction		M	
Parks, Recreation and Cemetery			
Monfort Park Plan		M	
Kilmer/Salishan Park Improvements		M	
Parks Land Acquisition		M	
Trails Plan	In Budget	H	
Lighthouse Point Park	Part of WWTP	H	H
Policy Development			
Airport Master Plan Impl	Completed	H	
Outside Water Service	Ongoing	H	

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Well 5.1 Development

Project Description – Drilling of a new well to augment/replace Well 5 located in the City Watershed which currently is capable of producing only 335 gpm of its 450 gpm water right.

Current Status Report – The well has been drilled and tested and has been determined to be capable of producing as much as 1200 gpm. Blaine, in cooperation with Birch Bay Water and Sewer District, has designed and installed an interim pumping configuration capable of pumping 300 gpm, which has been approved by the State Department of Health and put into temporary service in July to help meet projected summer demands. The power supply has been installed to serve not only the interim configuration, but also the permanent one.

What will be done by the end of year? – The City has applied for additional water rights and is working with a hydrologist and water rights attorney to obtain State Department of Ecology approval. This effort will still be in process at the end of the year. The engineering firm of Reichhardt and Ebe is performing the design.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Water System Plan

Project Description – Prepare and submit WSDOH-required City-adopted General Water System Plan.

Current Status Report – Consulting engineer preparing Plan, about 35% complete.

What will be done by the end of year? – Plan delivered to WSDOH for review.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Wastewater Treatment Plant

Project Description – The City is designing a 3.1 mgd wastewater treatment plant on Marine Drive in Lighthouse Park to replace the existing facility on Semiahmoo Spit. The plant will use Membrane Bioreactor Treatment Technology to:

- treat the waste before transporting under the harbor mouth,
- produce a reuse quality effluent,
- reduce shellfish restrictions in the vicinity of the outfall, and
- minimize the footprint and add value to the adjacent park.

The existing outfall will continue to be used for treated water discharge.

Current Status Report – The City has completed value engineering review, the environmental review process (NEPA/SEPA), and submitted the 100% design documents to the State Department of Ecology for review. Funding requests have been submitted to USDA Rural Development and the Public Works Trust Fund.

What will be done by the end of year?

- Incorporate changes related to comments from DOE, USDA, and the parks plan.
- Hold a pre-advertising session to get feedback from interested contractors
- Submit application for DOE Clean Water/Centennial Funding
- Update financial plan and project 2008 rate increases
- Advertise for construction contract

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Truck Route (SR-543) Construction (WSDOT)

Project Description – This Washington State Department of Transportation (WSDOT) project reconstructs the Truck Route from Boblett Street to the International Border, providing additional lane capacity and separating the grade (a new bridge) at D Street, which historically has been a high accident location.

Current Status Report - The piling work has been completed and northbound lanes are under construction. Most of the underground utility work has been completed. Work on 12th Street and 14th Street is still in progress. D Street traffic has been detoured to H Street and Allan Street. Construction of the intersection at H Street has been partially completed. The City is working with WSDOT to get the new Blaine logo directional signs incorporated into this project. Public Works staff meet every other week with WSDOT project managers to discuss coordination efforts. A change to improve the appearance of the retaining and noise walls is in progress.

What will be done by the end of year? – D Street will be reopened (without ramp access) and northbound and southbound traffic will be routed under the new D street overpass. Wall construction should be nearing completion, and truck traffic will be using the new alignment into Canadian Customs.

City of Blaine

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City of Blaine

2007 High Priority Project Mid-Year Report

Project – Street Levy Improvements

Project Description – Following on the very successful 1997-2006 Residential Street Levy, the City has identified the following streets for reconstruction to City standards during the next 10 years:

Boblett Street (west of Mitchell)	Bayview Avenue* (to Peace Portal)	Fourth Street (A to D)
Ninth Street (G to H)	B Street (2 nd to 5 th)	E Street (6 th to 12 th)
Cedar Street (west of Mitchell)	H Street* (Ludwick to Vista Terrace)	Hughes Avenue* (Peace Portal to Odell)
Clark Street (Peace Portal to 3 rd)	11 th Street (B to H)	

*these streets will be partially funded by grants and developer matching funds

Current Status Report – The City employed Larry Harmon (former PW Director) to assist in developing the program and preparing the solicitation for design. The design contract was advertised, three firms short-listed and interviewed. The most qualified has been identified and negotiations have begun.

What will be done by the end of year? – Select design engineer and begin design for 2008 construction projects. Identified phasing and financing strategy for the program to include possible bond issue.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Semiahmoo Stormwater Improvements (Phase I)

Project Description – This project provides increased capacity for stormwater conveyance down from Drayton Cove to an improved distribution-type outfall at the bottom of the hill. This will prevent seasonal stormwater flooding. The project has been combined with an asphalt overlay of Semiahmoo Parkway, construction of pedestrian sidewalks down the hill, and, in partnership with Whatcom County Parks, resurfacing of the Semiahmoo Park parking lot.

Current Status Report - The permitting is completed and design is nearing completion. The final structural design is being finalized and coordination with the Resort Homeowners' Association is ongoing.

What will be done by the end of year? – The project will be advertised, bid and constructed during the latter part of the 2007 construction season.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Semiahmoo 360 Zone

Project Description – Consulting engineer will:

- Identify alternative solutions to address City’s “360” Water Distribution System Pressure Zone’s ultimate water demand, and any fire flow and fire pump emergency power deficiencies.
- Determine technical feasibility, constructability, and capital and life cycle costs for each alternative.
- Perform engineering design and prepare contract documents and cost estimate for bid comparison purposes.

Current Status Report – Consulting engineer prepared original (May 2006) and updated (June 2007) Alternative Hydraulic Analysis Report (with supplements). Staff’s preferred alternative recommendation to Council on hold pending completion of General Water System Plan and water model.

What will be done by the end of year? – Design started on preferred alternative selection.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Pedestrian Overpass (Boardwalk Phase 3)

Project Description – As a future phase of the Boardwalk, construct a pedestrian bridge, tower, and walkway from the H Street Plaza to “Plover Park” in the boat launch vicinity

Current Status Report – A conceptual design and budgetary estimate has been prepared by Carletti Architects. The concept for this project is being included in the Wharf District Plan currently being prepared by City and Port staff. The City is working with the Port of Bellingham and Front Street Partnership to identify potential funding opportunities.

What will be done by the end of year? – Adoption of a Wharf Master Plan that includes this project and identification of potential funding partners for the City.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Outside Water Service Policy

Project Description – Establish formal policy that addresses provision of City retail water service to properties that lie outside the City limits.

Current Status Report – Staff drafted Resolution No. 1454-07, presented during March 12, 2007 regular Council meeting. Awaiting coordination meeting with Whatcom County Planning to ensure consistency with zoning guidelines.

What will be done by the end of year? – City Council formal adoption.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – NPDES Permit Review

Project Description – The National Pollution Discharge Elimination System (NPDES) Permit for the existing Wastewater Treatment Plant (WWTP) is due for renewal and re-issuance by the State Department of Ecology (DOE) in 2007.

Current Status Report - The City has submitted the application to DOE for review. DOE has drafted the new permit and provided copies of both the permit and fact sheet to the City for comment. The new permit incorporates modest administrative changes to the requirements contained in the previous permit.

What will be done by the end of year? – There will be an opportunity for public comment after which the new permit will be issued to the City by DOE.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Joint Hydro Planning with BBWS

Project Description – Coordinate with Birch Bay Water and Sewer District staff and their consultant hydrogeologist on the following water supply issues:

- Establish Water Production Well No 5.1.
- Establish Water Production Well No 8.1.
- Apply for additional ground water rights. Pursue WSDOE Cost Reimbursement Program to process/clear earlier applications in same aquifer.
- Develop detailed Conceptual Ground Water Flow Model of the area that underlies northwest Whatcom County and a portion of southwest British Columbia, Canada.

Current Status Report

- Water Production Well No 5.1 operational on interim basis at 309 gpm max (for water right compliance purposes). Design engineer designing permanent installation for 1,250 gpm.
- Water Production Well No 8.1 drilling in process.
- Submitted five water rights applications for five wells per application. Working with hydrogeologic consultant and water rights attorney specialist to initiate Cost Reimbursement Program.

What will be done by the end of year?

- Water Production Well No 5.1 design in progress.
- Water Production Well No 8.1 drilled.
- Water rights applications processing initiated under WSDOE Cost Reimbursement Program.
- Conceptual Ground Water Flow Model and report complete.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – I-5 Exits 274 and 276

Project Description – Development of Federal Highway- and WSDOT-approved plans for improvement of these two critical I-5 Interchanges. Exit 276 needs to be revised to allow satisfactory access to Blaine after the Peace Arch Crossing is reconstructed by GSA prior to the Vancouver 2010 Winter Olympics. Exit 274 is currently only a partial interchange and needs to be expanded to include a southbound off-ramp and a northbound on-ramp.

Current Status Report – Modification to Exit 276 is being designed by WSDOT to address concerns related to the Port reconstruction. The new configuration ends in roundabouts rather than the current signals. The City is working with representatives from WSDOT, Federal Highways and CH2M Hill (our engineering consultant) to finalize an Interchange Justification Report for Exit 274 which is the requirement for modification of an interstate interchange. There have been three meetings this year to restart the effort since Exit 276 was eliminated. New alternatives have been identified. The issue of ultimate grade separation of the railway (a bridge over) and access to adjoining properties is still one of the bigger complications.

What will be done by the end of year? – Submission of IJR to WSDOT and Federal Highways for approval and initiation of Environmental Assessment.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Electric Substation

Project Description – Because the City is outgrowing the 15 MW capacity reserved by PSE on their Yew Avenue Blaine Substation, the City is pursuing substation capacity on a second substation. A second substation feed for the new wastewater treatment plant eliminates the need to construct costly emergency generation facilities. The City can build its own substation or partner with PSE on a substation they are planning for the Birch Point Area (“Semiahmoo Substation”).

Current Status Report – The City this year worked with Whatcom PUD and their engineering contractor, Commonwealth Engineering, to evaluate the feasibility and prepare an updated estimate of the cost for the City to build its own substation on land previously acquired for this purpose south of Blaine on Lincoln Road. An 85% design had previously been prepared by Snohomish PUD for that site. At the same time, PSE was asked to provide information on the feasibility and potential cost of partnering on a joint City/PSE substation. The City and BPA had a work session with City Council on June 25th where the decision was made to request additional information from PSE for evaluation at a future work session.

What will be done by the end of year? – Final decision on whether to partner with PSE or build our own substation with economic impact of both alternatives clearly identified. Based on the decision, either develop framework of the agreement with PSE or enter into an agreement with an engineering firm to finalize the old SnoPUD design.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – East Blaine Infrastructure Plan

Project Description – This plan, funded in part by the two large development in the East Blaine Annexation area, examines the water, sewer, stormwater and street infrastructure needed to support the redevelopment of this area based on the higher density allowed within the City Limits.

Current Status Report - The City has retained an engineering consultant, CHS Engineers, who has developed a final draft of an infrastructure plan. The City has provided early versions of the plan to both of the major developers for review. We have worked to incorporate concepts from both the East Maple Ridge and Grandis Pond developments into the plan.

What will be done by the end of year? – The infrastructure plan will be completed and presented at a public meeting for review and comment. The final infrastructure plan will also be provided to developers for their comment. The plan incorporating comments from the public and developers will be presented for Council approval. Guidance from the plan will be used to evaluate the development currently submitted. Elements of the plan will be incorporated into the Comprehensive Plan and in legislative amendments to the municipal code.

City of Blaine
2007 High Priority Project Mid-Year Report

Project – Boblett Street Well

Project Description – Install pump, water distribution system connection piping, telemetry and control systems, and pump house.

Current Status Report – Consulting engineer started design.

What will be done by the end of year? – Design 100% complete.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –
Wharf District Comprehensive Plan/Regulations
Submitted by: TG/Community Development Services
Date:

Project Description –

Amend the Comprehensive Plan to include the Wharf District.

Current Status Report –

Draft is complete. Waiting for Planning Commission to review.

What will be done by the end of year? –

Schedule:

August 23:	Planning Commission Public Hearing
September 13:	City Council Public Hearing (tentative)

Adopted in 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –
Shoreline Master Program Update
Submitted by: TG/Community Development Services
Date:

Project Description –
Update the 1995 Shorelines Management Program. This includes an update to title 17 and the Comprehensive Plan.

Current Status Report – Draft was complete in January of this year. Waiting for a timeslot for Planning Commission review.

What will be done by the end of year? –

Schedule:

September 8: Planning Commission Public Hearing

October 23: City Council Public Hearing

Adopted by end of 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –

Reformat Comprehensive Plan /update Public Works elements

Submitted by: TG/Community Development Services

Date:

Project Description –

Reformat of Comprehensive Plan includes a reorganization around a vision chapter of the plan with the inclusion of graphic illustrations, drawings, or pictures to help clarify the direction illustrated in the plan.

The addition of Public Works elements includes the update of the transportation, public facilities and related comprehensive plan direction into the updated plan.

Current Status Report –

Although draft chapters have been completed, these need to be reviewed and revised prior to submission by staff to the Planning Commission and City Council.

What will be done by the end of year? –

Schedule:

October 12: Planning Commission Public Hearing

November 28: City Council Public Hearing

Adopted in 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –
Lincoln Comp/Rezone/PUD
Submitted by: TG/Community Development Services
Date:

Project Description –
Comprehensive Plan change from Manufacturing to Planned Commercial with a corresponding project proposal (PUD). These amendments were initiated by a private investor.

Staff has met with the private party to lay out the specific submittal requirements associated with a planned unit development (PUD) proposal.

Current Status Report –
On hold. The private investor has not submitted the prerequisite PUD application with its corresponding plan.

What will be done by the end of year? –
Note: the public hearing on this project has been rescheduled for the end of the year in anticipation of a late PUD submittal by the private party.

Schedule:

November 24: Planning Commission Public Hearing
December 25: City Council Public Hearing

Adopted in 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –
HE/Code Scrub
Submitted by: TG/Community Development Services
Date:

Project Description –

The Planning Commission will consider the following amendments to Title 17 of the Blaine Municipal Code:

Use of a Hearing Examiner for increased development permit responsibilities and other miscellaneous code amendments intended to increase efficiency.

Current Status Report –

Planning Commission scheduled to review proposal on August 9th.

What will be done by the end of year? –

Schedule:

August 9: Planning Commission Public Hearing

August 27: City Council Public Hearing.

Adopted in 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –
East Blaine Subarea Plan
Submitted by: TG/Community Development Services
Date:

Project Description –
Amend the Comprehensive Plan to

Current Status Report –
Steve Banham and Sandy Petersen

What will be done by the end of year? –

Schedule:
October 12: Planning Commission Public Hearing
Novembr 28: City Council Public Hearing

Adopted in 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –
Division 5 – Critical Areas Update
Submitted by: TG/Community Development Services
Date:

Project Description –
State mandated program requires an update of Title 17 by the end of this year.

Current Status Report –
Consultant is working on a first draft that will be ready within a month. Staff will provide information and gather public comment in preparation for the planning Commission public hearing.

What will be done by the end of year? –

Schedule:

September 8:	Planning Commission Public Hearing
October 23:	City Council Public Hearing

Adopted in 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –
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Submitted by: TG/Community Development Services
Date:

Project Description –
State mandated program requires an update of Title 17 by the end of this year.

Current Status Report –
Consultant is working on a first draft that will be ready within a month. Staff will provide information and gather public comment in preparation for the planning Commission public hearing.

What will be done by the end of year? –

Schedule:

September 8:	Planning Commission Public Hearing
October 23:	City Council Public Hearing

Adopted in 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –
Airport Comprehensive Plan and zone amendments.
Submitted by: TG/Community Development
Date:

Project Description –

Amend Comprehensive Plan to Change Airport Comprehensive Plan designation from “Airport” to a mixed use designation to be determined.

Amend corresponding Title 17 Zoning language.

Current Status Report –

No work presently completed.

What will be done by the end of year? –

Schedule:

November 10:	Planning Commission Public Hearing
December 11:	City Council Public Hearing

Adopted in 2007.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Wireless Security Upgrade

Project Description – Increase security of City wireless infrastructure.

Current Status Report – Purchased equipment to provide for increased security requirements of PD mobile users. Have selected new security model for wireless users and access points.

What will be done by the end of year? – Change current wireless security protocol to increase access security and provide a higher level of data encryption.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Telemetry System Support

Project Description – Work with Public Works and vendors on Telemetry System expansion, upgrades, and support.

Current Status Report – Currently waiting on cost estimates from Siemens Water Technologies on backbone (MTU) upgrade to water system. Will be conducting equipment test with L2 Systems on solution to telemetry issue at sites located in Lincoln Park. Creating map of current system, future needs and system expansion.

What will be done by the end of year? – Dependant on vendor response.

City of Blaine

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What will be done by the end of year? – Dependant on vendor response.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Public Safety WENET

Project Description – Provide local support for Blaine PD WENET.

Current Status Report – Specify hardware and software requirements for local IIS (Website) server. Provided information to Whatcom County for purchasing funds.

What will be done by the end of year? – To be determined by software vendor schedule.

City of Blaine

2007 High Priority Project Mid-Year Report

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What will be done by the end of year? – To be determined by software vendor schedule.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – PD Network Separation

Project Description – New inter-agency communications links (WSP, Whatcom County) and internal changes require data communications to be securely segmented from rest of the City network.

Current Status Report – Have purchased required security device for data security between Blaine and WSP. Have completed re-wiring of PD to dedicated switch located in PD server rack. Have begun data migration from shared City servers to dedicated PD servers.

What will be done by the end of year? – Create separate Internet and data network segment. Re-address all devices for new segment and complete data migration. Establish secure encryption link between Blaine PD and WSP.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Communications Van Outfit

Project Description – Provide support to outfit the hardware, security, and internet services for PD mobile communications van.

Current Status Report – Selected hardware for cellular and satellite internet access. Specified and selected hardware to provide data security, remote, and inter-agency access.

What will be done by the end of year? – Install and test all hardware, cabling, and data services.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Planning Department Move

Project Description – Provide support and services for Planning Department office move.

Current Status Report – Have contacted vendor on cost estimate of extending telephone system to new location. Public Works will install underground conduit for data and telephone services. It will work with vendor on internal wiring.

What will be done by the end of year? – Provide telephone and data services to Planning Department at new location.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Website Access from Harvey Street Reservoir

Project Description – Provide internet access from Harvey Street Reservoir for Public Safety Department.

Current Status Report – Internet providers have been contacted for possible solutions with cost estimates. Currently waiting for PogoZone wireless to test equipment to provide wireless Internet access to the site.

What will be done by the end of year? – Complete installation and testing.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – City Clerk’s Office – Court Recording System

Project Description – Evaluate and purchase digital recording system for Clerk’s Office and Court.

Current Status Report – Selected vendor and product, “For the Record” digital recording system from Efficiency Inc. Currently awaiting Skagit County Commissioners signature on Inter-Local purchase agreement.

What will be done by the end of year? – System will be purchased and installed. User training from vendor will be provided to department staff.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Website Upgrade

Project Description – The City Staff determined, based on staff and public request, the website be upgraded. A website committee was formed to review various website designers, produce a request for proposal, and make a selection based on the criteria outlined in the RFP.

Current Status Report – The IT department issued the RFP, which closed June 15th, with 2 submissions. The website committee is in the process of reviewing the websites and comparing criteria with the RFP. The committee will meet on July 11th to discuss and recommend a vendor.

Vendor was selected by the Website Review Committee on July 11. The Vendor, CivicPlus, has forwarded a contract agreement which is currently being reviewed for signing.

What will be done by the end of year? – Website design will be implemented and completed within 4 months of the selection.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Telephone System Replacement

Project Description – Replace current telephone system to improve capacity and communications between departments and the public.

Current Status Report – Have worked with competing vendors to see what options there are in the current telephone market. Vendors have presented demonstrations on system features and supplied preliminary pricing.

What will be done by the end of year? – Select vendor and replace current telephone system. Depending on equipment preferences and cost this may mean either creating an RFP or Inter-Local Agreement to purchase a system which is not on the State of WA contract.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – City Network Backbone upgrade

Project Description – Upgrade City network infrastructure to support increased data traffic and improve network performance and possible switch to VoIP.

Current Status Report – Have replaced the main City switch with gigabit device, Finance Department switch has been upgraded to gigabit also.

What will be done by the end of year? – Replace Public Works and possibly Public Safety 100mb switches. Will upgrade fiber connection between City Hall building and Public Works with gigabit capable media converts.

City of Blaine

2007 High Priority Project Mid-Year Report

Project –Document Management System

Project Description – Evaluate and purchase Document Management System for City.

Current Status Report – LaserFiche Document Management System purchased and installed. Clerk’s Office staff training complete. Documents sent to State for Archiving have been imported and made accessible from the Laserfiche software.

What will be done by the end of year? – User access will be expanded to all City staff with vendor training for departmental staff who will be responsible for administration for each department’s documents.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Collective Bargaining Agreements

Project Description –

All collective bargaining agreements ended in 2006. All needed to be negotiated for 2007-2009.

Current Status Report –

**Agreements completed and passed by Council:
IBEW and Teamsters Uniform**

**Agreements waiting to be completed and passed by Council:
Teamsters Non-uniform
IAM and IAM Uniform**

What will be done by the end of year? –

All agreements will be completed by year end.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Quiet Zone/Wayside Horn Project

Project Description – This project was not initially on the 2007 priority projects list as approved by the City Council. The project was citizen initiated and we have responded with a good deal of time and approximately \$1000 in funding. The project goal is to replace the current practice of the trains engines blowing their horns at the Bell Road and Hughes Avenue crossings and replace this practice with “wayside horns”. Wayside Horns are mounted at the crossings and are directed at the intersections. The placement of designs of the horns are such that the sound pattern is highly focused and disappates rapidly as it moves away from the train crossing. The result is a much reduced noise level in the adjoining neighborhoods. The cost of the horns are estimated at \$175,000 for both intersections. It is anticipated that the residence affected by the horn noise will pay for the wayside horns.

Current Status Report – The diagnostic works has been done. With the diagnostic team the horns were tested. RCL has provided the City with the Cost Estimates.

The next step is to identify which property owners are affected by the train horns and invite them to a LID preformation meeting. This meeting will explain the wayside horn’s effectiveness and propose that the costs be paid by the home owners. Hopefully, the City will be able to offer an LID to spread the costs out. It is anticipated that the amount per household will be about \$1000.

What will be done by the end of year? - The meeting with affected homeowners will have been held and we will know if we can move forward with LID. If the answer is affirmative, we will have established the LID and purchased the equipment.

With summer vacations, we will probably wait until early September to have the meeting with homeowners.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – City Hall Replacement/Renovation

Project Description – The City Hall/Public Safety/Planning facilities are not adequate to meet the future space needs. In fact, we have several instances where staff are stuffed into work spaces that are uncomfortable and unhealthy. Additionally, the physical condition of the buildings are problematical. We just spend a good deal of money dealing with moisture and mold issues in City Hall.

The Council response to these issues is to make interim fixes to the existing facilities until we can determine how to replace the buildings. The Council directed staff to address immediate concerns with the building while exploring the possibilities of constructing a new facility through a joint public/private partnership.

Current Status Report - So far 2007 work on City Hall has been focused primarily on dealing with water and mold issues. We removed the canopy and made repairs to the front surface of the building. Interior south walls have been removed and rebuilt and the carpets have been cleaned. The Council has directed that the building be painted.

The City Council directed that the Staff prepare “requests for qualifications” seeking a viable private sector partner who might be interested in joint venturing a mixed use project on the City Hall Site. We are completing the RFQ and will be advertising within the next 30 days.

We are also exploring the leasing additional space in the Freeman building for Planning. This will take the immediate pressure off while we explore the private/public options.

What will be done by the end of year? - The City Council will have selected a private developer with whom to work in designing the Town Center Project. It is expected that we will have to budget funds to work with the new partner to develop a detailed plan for the site. This will probably begin after the first of the year and take the better part of 2008 to complete.

By the end of the year, we will have relocated the Planning Department into the Freeman building next door to City Hall.

We will have painted City Hall and replaced some of the carpeting in the administrative offices.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Sale of Property South of Airport

Project Description – The City Council, as part of the airport closure plan, directed that the five acre property located south of the airport be sold by sealed bid.

Current Status Report – The City is preparing the official notice offering the property for sale. This notice will be published. The City Manager is preparing a packet of material about the property which can be send to bidders who are interested in the property. We may also have a pre-bid type meeting where we meet on the property and answer questions for potential bidders.

What will be done by the end of year? – The property will be sold. If the property does not sell by sealed bid, we can then list it and negotiate a sale.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Records Management

Project Description – Review prior procedures and update for indexing, formatting, retention/destruction at Citywide level, department level, division level. This project included cleanup of files and indexing, reviewing requirement with the State Archivist, purchasing and implementing a document management system (Laserfiche), securing grant funding for imaging with the State, and transferring files where necessary to the State Archives.

Current Status Report – The filing system was reviewed and updated. The funding for imaging by the state was granted, Laserfiche was purchased and implemented, and the State processed documents for imaging up to the cut-off date.

What will be done by the end of year? – Application for an imaging grant and an equipment grant was submitted on July 13, 2007. The application for the equipment grant includes locking file cabinets for the court related documents currently stored in the ballroom, and flat files for the Planning related documents, also stored in the ballroom. We should hear back on the status of the grant applications before the end of the year.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – HR Policies & Procedures Update – Employee Handbook

Project Description – Review employee policies and procedures and updated where needed. Produce an employee handbook that ties in with policies & procedures and bargaining unit contracts.

Current Status Report – This is a project that is picked up when time allows. The project is approximately 1/3 complete at this time.

What will be done by the end of year? – Completion of the handbook, with review by department heads and attorney.

City of Blaine

2007 High Priority Project Mid-Year Report

Project – Conversion to “For the Record”

Project Description – The current Lanier tape recording system is obsolete and needs to be replaced. A new system will improve the minute taking/transcription of any meetings, recording directly to the City’s hard drive, and allow for easy copying for the public. After reviewing FTR (For the Record) system, the City is in the process of doing an interlocal with Skagit County for the purpose of purchasing FTR.

Current Status Report – The City is in the process of doing an interlocal with Skagit County for the purpose of purchasing FTR.

What will be done by the end of year? – Purchase and implementation of the product.