

## Minutes

### FINANCE COMMITTEE MEETING September 9, 2014

#### **Elected Officials Present**

Councilmember Lora Petso  
Councilmember Kristiana Johnson  
Council President Buckshtnis  
Councilmember Strom Peterson (arrived 7:38 p.m.)  
Councilmember Bloom (arrived 8:18 p.m.)

#### **Staff Present**

Al Compaan, Police Chief  
Don Anderson, Assistant Police Chief  
Scott James, Finance Director  
Jeannie Dines, Recorder

The meeting was called to order at 7:29 p.m. The agenda was revised to move Item C to the beginning of the agenda.

#### **C. Woodway Police Services Contract**

Chief Compaan explained the current contract expires at the end of 2014. The proposed 3-year contract contains 3 changes to the previous contract, 1) the monthly base fee covering the first 10 calls increases from \$3,000 to \$3,060, 2) the base fee will be adjusted in 2016 and 2017 by CPI, and 3) the incremental rate in excess of the first 15 minutes will increase from \$75 to \$100/15 minutes. Eric Faison, Woodway Town Administrator, was present to respond to questions.

Committee members' requested the following additional information when this is presented to Council:

- An accounting of all calls, time of calls, and number of police responding since the last contract approval
- September 18, 2012 Council minutes when the last contract renewal was discussed

Discussion followed regarding billing police services on per call basis versus a full service agreement, Edmonds residents' per capita cost for police services of \$217 versus Woodway residents' per capita cost of \$25, approximately 16\* hour/day coverage provided by Woodway's contract police officers, financial impact to Edmonds if Woodway contracts for police services with another jurisdiction, amount Woodway paid Edmonds for police services in 2013 (approximately \$38,000) and how the new base rate was determined. (\*After the meeting, the hours provided by Woodway's contract police officers was corrected to 8-10 hours/day.)

Action: Schedule for full Council tentatively on October 7 with information requested

#### **A. 2014 July Monthly Budgetary Financial Report**

Mr. James presented the report, advising July is 58% through year:

- Overall revenues are on target, General Fund revenues are slightly above target
- Overall expenditures are 20% under target
- Property tax collections are \$549,000 under 2013 levels, no identifiable reason
- Sales tax revenue are up \$281,000 compared to 2013
- Utility Tax is down \$20,000 compared to 2013
- License and permit revenues are up
- Charges for service revenues are up 67% from last year due to development-related fees
- General Fund is nearly 7% under target YTD
- Retail automotive/gas revenue is up \$160,000 compared to 2013.

Mr. James responded to committee members' questions and said he will provide prepared remarks at study sessions regarding the monthly budgetary financial report. He was asked to research whether development-related revenue was covering development-related expenses.

Action: Schedule on Consent Agenda

**B. Surplus Computer Equipment**

Mr. James explained his goals included developing an equipment replacement plan and an inventory to allow budgeting of expenses. A replacement schedule has been drafted and will be presented to the Council in the future. Due to sensitive information on computer hard drives, surplus computers are not donated to charity; material in the computers is recycled if possible. Committee members requested in the future the list of equipment to be surplus include acquisition dates.

Action: Schedule on Consent Agenda

**D. Mayor's Salary Discussion**

Council President Buckshnis distributed the comparisons contained in the packet. She suggested the Council discuss and select an option at a study session, and that option be included as a decision package in the 2015 budget.

Councilmember Petso expressed concern with discussing the Mayor's salary before a decision has been made whether the Council or a citizens commission will determine elected officials' salaries. She preferred to drop the topic for this year.

Councilmember Johnson suggested when the Council discusses the topic there be a range of options including no action. Discussion followed regarding how salaries were established in the past before the citizens committee was established and options for increasing the Mayor's salary. Councilmember Johnson preferred not to discuss increasing the Mayor's salary this year and delay it until next year.

Action: Discuss next year.

**E. Redirect Traffic Calming Funds to SR 104 Crosswalk**

Mr. James suggested the easiest, least controversial way would be a budget amendment to allocate funds from ending fund balance. Discussion followed regarding other funding sources for the \$10,000, ability for the Council to pass an ordinance requiring staff to spend money the way Council allocated it, requiring notice to Council when money is not spent as allocated, concern the project is in the TIP but not the CFP, CIP projects that involve other agencies, projects contained in other agencies' Comprehensive Plans, providing Council notice of expenditure changes, why staff was allowed to spend money on a non-City project and previous plans for a signalize intersection. Mr. James suggested establishing an amount for expenditures that the Council expects staff notification.

Action: Budget amendment for \$10,000 to resolve the issue of the SR 104 crosswalk and the Traffic Calming Program and express the hope in the future to have advance notice of City expenditures/participation in other jurisdictions/agencies' projects.

**F. Request for Additional Funding for Independent Health Impact Assessment (HIA) on Coal Dust**

Councilmember Peterson explained WSU Spokane is overseeing three HIA field studies related to potential health impacts of increased coal rail traffic. The City provided \$5,000 last year; a request is

being made to the cities that provided funds last year for additional funds to expand the study to add two air pollution collection sites along the rail route. The request of Edmonds is \$2,500. This study is being conducted independent of the EIS; information gathered from the study will be submitted into the EIS/HIA process. Discussion followed regarding the location of the monitoring stations and the funding source for the additional contribution.

Councilmember Peterson will confirm the total additional funds the group is requesting (\$20,000 or \$30,000). Mr. James suggested the City contribute after other cities have committed and establish a 6-month timeframe.

Action: Schedule on Consent Agenda
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**G. Public Comment – None**

The meeting was adjourned at 8:55 p.m.

## Minutes

### PARKS, PLANNING AND PUBLIC WORKS COMMITTEE MEETING September 9, 2014

#### **Elected Officials Present**

Councilmember Joan Bloom  
Councilmember Tom Mesaros

#### **Staff Present**

Phil Williams, Public Works Director  
Rob English, City Engineer

The meeting was called to order at 7:29 p.m.

#### **A. Authorization for Mayor to Sign a Professional Services Agreement with Fehr & Peers for the 2015 Transportation Plan**

Mr. English advised four consultant teams were interviewed and Fehr & Peers was selected based on their experience and qualifications. He distributed a final fee matrix prepared by Fehr & Peers for the 13 tasks in the scope of work; total fee is \$165,000. He highlighted several tasks in the scope of work.

Mr. English responded to questions regarding evaluations to be done in the SR 99 Corridor Plan, Fehr & Peers' original budget and scope, consultant selection process based on qualifications, the consultant who prepared the 2009 Transportation Plan (ICF Jones and Stokes), plans to form a Transportation Committee, composition of the committee and criteria for selecting members and involving the Transportation Committee in educational efforts such as the Traffic Calming Program. The committee requested staff ask the City Attorney whether there was an ordinance regarding the Transportation Committee.

Action: Schedule on Consent Agenda

#### **B. Authorization for Mayor to Sign a Professional Services Agreement with Fehr & Peers for the SR-104 Complete Street Corridor Analysis**

Mr. Williams advised the previous project and this project were advertised together. He distributed a final fee matrix prepared by Fehr & Peers for the tasks in the scope of work; the total fee is \$139,000. There is very little management reserve on this and the previous project; additional tasks may require a request to Council for additional funding. Mr. English advised the corridor analysis will include analysis of sidewalks.

Action: Schedule on Consent Agenda

#### **C. Construction Contract for the ADA Ramps along 3<sup>rd</sup> Ave S Project**

Mr. English advised the City received a federal Community Development Block Grant (CBDG) through Snohomish County to upgrade ADA ramps along 3<sup>rd</sup> Avenue S between Pine and Main Street. The goal is to begin the project in October and complete it November/December. The bid is expected to be under \$100,000 and will be authorized by the Mayor; Council approval is not required. Discussion followed regarding qualification for CBD grants.

Action: Information only.

#### **D. Authorization for Mayor to Sign a Supplemental Agreement with Perteet for the 228<sup>th</sup> St. SW Corridor Improvement Project**

Mr. English explained this project required right-of-way acquisition from 14 parcels and the City has reached agreements with 12. The proposed supplement will provide additional professional services to support the City Attorney with ongoing negotiations and mediations for both parties. Funds are available in the project budget for the additional professional services. Mr. English responded to questions.

Action: Schedule on Consent Agenda

Councilmember Mesaros relayed that Sean Ardussi, Planner, PSRC reported to SeaShore on a study that PSRC commissioned regarding the impact of potential coal trains. He suggested having Mr. Ardussi present the report to the Edmonds' City Council. He offered to forward the presentation to Mr. English and Mr. Williams. A brief discussion followed.

**E. Public Comment - None**

The meeting was adjourned at 8:15 p.m.

## Minutes

### PUBLIC SAFETY & PERSONNEL COMMITTEE MEETING September 9, 2014

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#### **Elected Officials Present**

Councilmember Adrienne Fraley-Monillas  
Councilmember Strom Peterson

#### **Staff Present**

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The meeting was called to order at 7:29 p.m.

#### **A. Discussion Regarding Code of Ethics**

Councilmember Fraley-Monillas explained the proposed code of ethics was a simplified version and was intended to cover staff, elected officials, volunteers, etc. She reviewed the bulleted items in the proposed code and suggested that enforcement be a separate policy. Committee members discussed minor amendments to the wording of the code of ethics.

Action: Councilmember Fraley-Monillas will edit the code and email to Councilmember Peterson. Schedule for full Council in the future.

#### **B. Public Comment – None**

The meeting was adjourned at 7:36 p.m.