

Anacortes City Council Special Meeting Minutes - May 16, 2023

Call to Order

Mayor Matt Miller called to order the Anacortes City Council special meeting of May 16, 2023, at 8:06 am. Councilmembers Ryan Walters, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik were present. Councilmember Jeremy Carter was absent.

Introductions

Councilmembers, Department Heads, and Mayor Miller participated in introductory exercises and discussion regarding communication styles.

2024 budget development preparation

Budget Planning Process

Finance Director, Steve Hoglund, led a discussion of the 2024 budget planning and adoption process and OpenGov, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included preliminary study sessions and the 2024 budget planning calendar.

OpenGov Review

Finance Manager, Philip Steffen, provided an overview of the OpenGov application and public portal. Discussion topics included software functions, data display techniques and suggestions for improvement.

Budget Priorities Discussion

Finance Committee

- 1.) Making OpenGov the authoritative source of budget related information
2. Discussion of the Levy Lid Lift and associated hiring priorities discussion
3. Start the replacement process for the enterprise resource planning (ERP) software in 2024 through the request for proposal (RFP) process by contracting with a consultant and support from Finance staff.
4. Review of financial policies
5. Review of departmental priorities
6. Review of budget book that contains an organizational chart with associated salaries for each position
7. Visibility of Equipment Rental and Replacement (ERR) and Information Technology (IT) replacement schedules.
8. Re-definition and refinement of the budget fund structure. (Potentially to consider the collapse of EMS, Parks, and Library funds into General fund).
9. Create a separate fund for pavement management.

Information Technology Committee

1. ERP replacement with transfer of data from Eden to OpenGov.
2. Transitioning the City website away from .com, .org to .gov
3. Annual security audits
4. Elimination of duplicate software applications
5. Improved website accessibility
5. IT and ERR replacement schedules
6. Update to most recent Laserfiche version

Fiber Committee

1. Complete infrastructure buildout of the entire city. Now at 60% with Guemes View and EDA in progress.
2. What is next after buildout is complete?
3. Long-term financing.
4. Development of new revenue generating services (Wi-Fi troubleshooting, enhanced speeds services above 1GB, whole home support)
5. Prep work for impending retirement of Fiber Manager.

Library Committee

1. Hold the line budget.
2. Hired Library Manager internally to replace vacancy left by Director.
3. Children's Librarian is retiring
4. Children's section update open house is this weekend

Museum Committee

1. Hold the line budget
2. Projects to use allotted space more effectively.
3. Outreach to the tourist population
4. Additional workspace / storage space near the Carnegie Building on the 2025 Capital Facilities Plan (possibly 2024 depending on design discussion) for execution within 3-5 years.

Parks and Recreation Committee

1. Policing the Anacortes Community Forest Lands and Washington Park
2. Senior Center technology improvements.
3. Parks and Recreation Advisory Commission priorities for CFP 2024-2025
4. Reserve fund spending to support staff costs
5. Youth Center design project with City funding

Housing Affordability and Community Services Committee

1. Funding social services and agencies with more coordination with a housing and human services coordinator
2. Provide services and coordinate with county, state and non-governmental agencies.
3. Homeless Housing Plan
4. Dedicated city staff to coordinate these efforts. 3-member Council committee not sufficient. Full-Time Employee (FTE) job description in development
5. Make community resources more easily available to Anacortes citizens.
6. Continuation of the agreement with the Anacortes Family Center

Planning Committee

1. Housing options ordinance for code updates and implementing new state housing legislation.
2. New housing development at Sharpe's Corner in accordance with new state requirements - consultant contract (\$100,000) for a subarea plan and possible addition of neighboring properties.
3. Possible housing area median income consultant request for 2024 budget.

Public Safety Committee

Fire / Emergency Medical Services

1. Fire Department - Station 3 generator (\$50,000)
2. Hiring 8 new positions - budget accounted through levy lid lift
3. Ladder truck
4. Rokon mototractor

5. 2024 -2025 CFP - training tower

Police

1. Police Department - vehicles
2. 5 new positions – with an additional sergeant
3. In-house FTE prosecutor
4. Regional Drug Task Force - Federal funding (Department of Commerce) allocated (\$150k annually) could go away. Looking at local funding model - potential cost is \$8,000.
5. 200-250 additional cases to Anacortes Municipal Court in 2024 with justification for in-house prosecution support and additional court day (\$30,000), possible additional court staff, overflow case attorney (\$290k-\$330k for total cost)

Public Works Committee

1. City Hall replacement
2. Transportation Improvement Plan - sidewalks (scrub priority list)
3. Overlay program - adjust spending to meet needs
4. Complete streets for multimodal needs, traffic calming
5. Solid waste reduction goals - RFP for yard waste, recycling, and marketing to encourage better customer practices
6. Incentivize businesses to use recyclable materials
7. Street trees - more prescriptive and no encroachment permit needed - possibly hire a consultant (\$10k) to produce a document to publicize.

Personnel Committee

1. In-house prosecutor
2. Civil service testing administration
3. NeoGov for hiring
4. HR staffing increase - 2024, possibly later in 2023

Economic Development Committee

1. Keep it a City Council committee
2. Small amount for a consultant to investigate what the city's economic priorities are.

Adjournment

There being no further business, at approximately 2:15 p.m. the special meeting of the Anacortes City Council of May 16, 2023 was adjourned.