

City Council Minutes – April 9, 2018

At 6:00 p.m. Mayor Laurie Gere called to order the regular Anacortes City Council meeting of April 9, 2018. Councilmembers Eric Johnson, Ryan Walters, Brad Adams, Liz Lovelett and Matt Miller were present. Councilmembers Anthony Young and Bruce McDougall were absent.

Ms. Lovelett moved, seconded by Mr. Johnson, to excuse the absence of Mr. McDougall who was away on business. Mr. Adams moved, seconded by Mr. Johnson, to excuse the absence of Mr. Young who was ill. The motions carried unanimously by voice vote.

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Skagit County Population Health Trust: Ms. Lovelett reported from the Trust meeting the prior Thursday at which the Sedro-Woolley school district superintendent discussed safety measures being implemented there and presented the OSPI website rating all Washington State schools on various scales. Ms. Lovelett said that the Trust also reported on its initiative for maternal and child wellbeing for which an action plan was forthcoming. She added that the Trust identified the dire unavailability of quality infant and early childhood care as one of the largest concerns in Skagit County.

Housing Affordability and Community Services Committee: Mr. Johnson reported from the committee meeting the prior Thursday. He said staff met with a group contractors earlier in the day to determine if the committee's proposals for affordable housing would pencil out. He said the city's CDBG allocation amount had not yet been announced by HUD and that the public comment on the Action Plan would close April 23. Mr. Johnson said the Accessible Communities Advisory Committee would be holding a stakeholders meeting on May 1. He said discussion continued on the Olson Building which was on the agenda for the Port/City Liaison Committee meeting the following day. Ms. Lovelett added that the committee wished to consider directing the administrative component of the CDBG grant to capital projects and cover the staff support cost out of the general fund, a topic to be continued during the budget discussions.

Planning Committee: Mr. Adams reported that the committee meeting scheduled for earlier in the evening had not occurred.

Mr. Walters encouraged his colleagues to attend the April 12, 2018 Ruckelshaus Center presentation regarding the GMA beginning at 5:30 p.m.

Public Comment

No one present wished to address Council on any topic not already on the agenda.

Consent Agenda

Mr. Johnson moved, seconded by Ms. Lovelett, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of April 2, 2018
- b. Approval of Claims in the amount of: \$528,550.75

The following vouchers/checks were approved for payment:
EFT numbers: 88733 through 88775 and 88811 through 88813, total \$374,827.40
Check numbers: 88732 and 88776 through 88810, total \$105,111.81
Wire transfer numbers: 229883 through 230964, total \$10,913.02

OTHER BUSINESS

2019/2020 Budget Kickoff: Departmental Goals and Objectives for the Upcoming Biennium - Continued from March 26

Finance Director Steve Hoglund reviewed the 2019/2020 biennial budget development schedule which was posted on the website. Mr. Hoglund suggested reordering the evening's agenda to move the library presentation to first position. Councilmembers concurred.

Library

Library Director Ruth Barefoot shared her slide presentation which was included in the packet materials for the meeting. She noted how the library's vision for the next biennium aligned with the library's 2016-2020 Strategic Plan. Ms. Barefoot summarized the library's achievements in 2017-2018, then outlined its budget goals for 2019-2020 including redesigning the first floor for better wayfinding and branding for key service areas; developing a TinkerTech lab to provide training and workshop space; reconfiguring the workflow using LEAN management strategies; finalizing the Marketing and Communication Plan; expanding applications and digital resources for kids, families, teens and adults; and increasing the materials budget by 3% to support print resources. Mr. Walters requested metrics for the various programs to allow Council to determine its funding priorities for the library. Ms. Lovelett reiterated previous councilmember requests that library branding clearly identify the library as a city facility.

Administrative Services

Administrative Services Director Emily Schuh shared her slide presentation which was included in the packet materials for the meeting. She summarized the varied divisions within the department and its organizational chart, noting one potential new position at the Senior Center that would be largely funded by the Senior Center Foundation. Ms. Schuh alerted Council to situations that may impact the 2019-2020 budget including collective bargaining agreements, Washington State paid family leave regulations, upward trends in healthcare costs, civil service assessment centers, succession planning for several departments, and risk management in cooperation with WCIA. She then listed capital and operational items that she would propose in the budget for the Municipal Court, the Office of Public Defense, the Senior Activity Center, and the city website. She concluded by noting that the ongoing discussion of a potential municipal broadband network would continue at the April 16, 2018 City Council meeting and that the outcome of that discussion during 2018 could be reflected in the budget for the upcoming biennium. Mr. Walters confirmed with Ms. Schuh that capital expenditures for the court and Senior Center facilities would be addressed in the Public Works facilities budget.

Legal

City Attorney Darcy Swetnam shared her slide presentation which was included in the packet materials for the meeting. She reviewed the department organizational chart and added that the department was fortunate to have two volunteer professionals assisting as well. Ms. Swetnam reviewed progress on the budget goals identified for the 2017-2018 biennium including streamlining the land use application process, updating the municipal code and developing public records management and response procedures. She then outlined the ongoing operational budget requirements and new budget goals for 2019-2020 including fully implementing Laserfiche by the end of the biennium (including components in both the Legal and Information Services budgets), continuing significant updates to the Anacortes Municipal Code, and representing the city as in-house counsel as well as supporting departments with contracting, public records and claims. Ms. Lovelett observed that having in house counsel has been extremely valuable for councilmembers. Ms. Swetnam then looked ahead to the 2021-2022 biennium and explained why the city might at that point consider moving towards centralized public records management and consider how the city provides prosecution services.

Planning, Community and Economic Development

Planning Director Don Measamer shared his slide presentation which was added to the packet materials for the meeting. He reviewed the department organizational chart and added that the department was in the process of

recruiting to fill a position that would be vacated by a retirement in 2018. Mr. Measamer shared statistics for land use permit reviews and turnaround times, then described a series of projects that would form part of the Planning Department budget for the biennium including contracted services for the Shoreline Master Program update, travel lift pier dock and pile replacement, exploring a CBD parking structure, planning for an affordable housing project, exploring opportunities for acquisition of sensitive areas/critical areas, undertaking Urban Growth Area planning to investigate potential annexation of Padilla Heights Road, planning for a Community Youth Center, and continued municipal code updates. Mr. Measamer then listed a number of economic development initiatives for the upcoming biennium including South Commercial Avenue Corridor Plan implementation, maintenance projects at the 30th Street boat ramp, establishing an economic development website presence, implementing the Maritime Strategic Plan, and establishing a City Council Economic Development/Tourism Committee consistent with the Tourism Promotion Strategic Plan. Mr. Measamer concluded with a review of Building Department permit and inspection statistics for 2016, 2017 and 2018 and observed that current staffing in that division was not sufficient to meet target response times. He said that the department was recruiting a Building Inspector/Code Enforcement/Permit Tech which would involve a budget amendment for 2018. Ms. Lovelett reminded that any facility updates or maintenance should be included in the capital facilities plan. Mr. Walters praised the current cross-training in the Planning Department. He added that economic development opportunities are tied to larger economic cycles and supported contracting or otherwise funding economic development initiatives as soon as possible to capitalize on current market conditions. Mr. Johnson asked if additional economic development staffing might be added to support the new City Council Economic Development/Tourism Committee and related efforts.

Police

Police Chief John Small shared his slide presentation which was included in the packet materials for the meeting. He reviewed the department's goals and organizational chart, noting the challenge of maintaining full staffing in the face of normal turnover. Chief Small described the budget challenges inherent in ever increasing uniform and equipment costs and the need to replace outdated equipment and keep up with new technology. The chief identified a 2019-2020 budget goal of adding a 27th officer and listed the safety and prevention benefits of that position. Mr. Johnson cited a Governing Institute study indicating that a town the size of Anacortes should have 27.2 officers. Chief Small then elaborated on other budget line items including training, K9 narcotics team support and associated increased towing and supply costs based on the success of that team, and the School Resource Officer position co-funded by the city and the Anacortes School District. He anticipated cost increases for ongoing expense categories including jail medical costs, Skagit 911 dispatching fees, the Spillman Records Management system, bargaining unit agreements, and increasing frequency of abandoned vehicles. Ms. Lovelett spoke in support of the training budget, particularly in response to school violence, and suggested more discussion of that topic at the next Public Safety Committee meeting. She also suggested alternative funding sources that might contribute to the K9 expenses. Chief Small concluded by suggesting budget items for a future biennium, including a second School Resource Officer to focus on elementary schools and development of a Special Reaction Team. Mr. Miller requested figures demonstrating the potential impact of a 27th officer on overtime expenditures. In response to a question from Mr. Walters, Chief Small said a 27th officer would likely allow Anacortes to participate in the county drug task force, which it was not currently doing due to staffing constraints. Mr. Walters noted that the capital facilities plan calls for 1.5 officers per 1000 residents, or 29 officers, and specifies target response times; he urged that proposals for additional FTE address those factors as well as overtime expense. In response to a question from Mr. Adams, Mr. Høglund explained the current allocation of jail medical costs to Anacortes and other users of the Skagit County Criminal Justice Center. Mr. Miller observed that those costs would continue to rise as the County transitioned to a different health care provider at the jail. Ms. Lovelett asked that any capital facility costs be addressed in the budget.

Fire/EMS

Fire Chief Richard Curtis shared his slide presentation which was added to the packet materials for the meeting. He reviewed the department's three broad goals for the biennium in conformance with City Council's direction: maintaining current levels of service for fire suppression, EMS, hazmat mitigation and specialize rescue;

implementing Resolution 1946 including the March Point fire station, 24/7 service at Station 3, achieving imminent rescue staffing at Station 1, and staffing to achieve semi-annual and annual structure inspections; and improving emergency preparedness. Chief Curtis discussed essential equipment replacement due for hose and nozzles as well as fire/EMS apparatus. Councilmembers inquired about the effect of not replacing the ladder truck, as well as possible means of reducing its cost or increasing offsetting impact fee revenue. Mr. Miller asked to know the effect on insurance rates for 3-story buildings if the city did not have a ladder truck.

At approximately 7:55 p.m. Mayor Gere called a 5-minute break. At 8:00 the mayor called the meeting back to order.

Parks and Recreation

Parks and Recreation Director Gary Robinson shared his slide presentation which was added to the packet materials for the meeting. He outlined the extensive scope of operations of the department, shared a videotaped introduction of its staff members, and then described its budget goals for 2019-2020. Those included infrastructure replacement and maintenance, expansion of Grand View Cemetery, Storvik Park upgrades at the baseball field and shuffleboard court area, trail expansion planning and improvements, stabilizing sailing program staffing, updating the parks comprehensive plan and responding to goals identified in the plan, continuing improvements at the Depot, and planning for improvements to the Washington Park boat launch. Mr. Robinson identified ongoing budget needs beyond 2020, including infrastructure capital planning, continuation of the Guemes Channel Trail, Grand View Cemetery expansion, implementing the Heart Lake Master Plan, Washington Park improvements, stabilizing seasonal staffing, replacing equipment, and operating and maintaining the Youth Community Center. In response to a question from Ms. Lovelett, Mr. Robinson estimated that Grand View Cemetery was approximately 40% funded (for operations, not capital) by plot revenues. Ms. Lovelett requested an estimate of the cost to update the water and electrical systems at the Washington Park campground.

Museum

Museum Director Bret Lunsford shared his slide presentation which was included in the packet materials for the meeting. He reviewed the department's mission, its four facilities, and its organizational chart including the three boards that participate in its operation. Mr. Lunsford described recent staffing transitions, ongoing bargaining unit discussions, and a series of board/staff retreats aimed at developing a 5-year Plan for the museum. He then listed 2019-2020 budget items for facilities maintenance and repair, program support, and staffing. Mr. Lunsford suggested that a modest increase in hours for current staff would further collections processing and expand the operation of the Maritime Heritage Center to greet visitors year round, at least on weekends.

There being no further business, at approximately 8:30 p.m. the Anacortes City Council meeting of April 9, 2018 was adjourned.