

Minutes

PARKS & PUBLIC WORKS COMMITTEE MEETING January 21, 2020

Elected Officials Present

Councilmember Susan Paine (Chair)
Councilmember Diane Buckshnis

Staff Present

Phil Williams, Public Works Director
Rob English, City Engineer
Jeannie Dines, Recorder

The meeting was called to order at 6:00 p.m. in Council Chambers.

1. Presentation of a Grant Agreement with Department of Ecology for the Seaview Park Infiltration Facility Phase 2

Mr. Williams explained the first phase of the infiltration project, funded by an Ecology grant with a 25% City match, was completed in 2018/2019. That project includes a flow splitter that is routed to four underground injection control (UIC) wells to reduce peak flow velocities in Perrinville Creek. The City applied for and received a second Ecology grant for a nearly duplicate project (Phase 2), that will provide 75% of the funding need for design and construction. The total project cost is estimated to be \$742,700; the City's required match is \$185,675. The first project infiltrated flows up to the modelled 2-year storm event which resulted in achieving full flow-control compliance for 10.6 acres of the 52.8 acre basin. Phase 2 will accomplish flow-control compliance for another approximately 10 acres. The 2020 budget included \$241,000 for design and construction.

Discussion followed regarding stormwater regulations, measuring the sediment reduction, whether this project would qualify for funding from a new Ecology grant project related to Streamflow Management, and the possibility of a Phase 3 project.

Action: Schedule on Consent Agenda

2. Blue Star Gas Supply Agreement

Mr. Williams explained the City has converted 36 City vehicles to propane as their primary fuel; vehicles have a dual fuel system that allows them to operate on diesel or gasoline. Propane powered vehicles require less maintenance, perform better and propane is less expensive. In 2012 the City signed a 5-year contract with Blue Star to provide propane; on-site fueling station; vehicle conversions; training; and technical support. In the last 2 years, the City has continued purchasing on a yearly basis contract. The option to sign a 5 year contract with Blue Star is being offered with a pricing guarantee of \$1.00 per gallon below the Weekly Retail Gasoline and Diesel Prices for the Seattle Metropolitan area. Propane is currently \$1.25-\$1.50 less than gas although propane generates approximately 15% less BTUs which is the equivalent of buying unleaded gas at \$1.80/gallon.

Discussion followed regarding Blue Star being the City's sole supplier for propane fuel, Blue Star's past performance, and Blue Star providing the supply tank, metering device and maintenance.

Action: Schedule on Consent Agenda

3. Authorization to Purchase (1) 2020 Elgin Crosswind J Street Sweeper

Mr. Williams recalled this purchase was discussed during budget. The City currently has one regenerative air sweeper and one mechanical rear-broom sweeper. The proposal is to retire the mechanical sweeper one year early and purchase another Elgin Crosswind J Street Sweeper. The replacement was budgeted at \$360,000; the current estimate is \$337,000. The mechanical sweeper will be surplus and sold at auction; he estimated revenue of approximately \$20,000.

Discussion followed regarding the three vactor trucks the City owns, potential purchasers of the sweeper at auction, life expectancy of the new sweeper, why the mechanical sweeper was being retired early, purchase and maintenance cost paid by the Stormwater Utility, and whether a portion of cost could be paid by the Street Fund.

Action: Schedule on Consent Agenda

4. Discussion regarding Impacts of I-976

Mr. Williams explained Seattle, King County and others were successful in obtaining an injunction to block I-976 from taking effect which will allow time to determine whether the initiative is defective.

Discussion followed regarding whether the City's lobbyist was monitoring the situation, I-976 eliminating approximately half the Street Fund 111 revenue, impact of I-976 on funding for State roads, the City's current ability to adopt a \$20 + \$20 TBD vehicle fee without voter approval (which is eliminated if the initiative is determined to be valid), putting TBD funding on the ballot, majority of Edmonds voters did not support I-976, the public's concern with inflated car values used to calculate Sound Transit funding, other City funding sources for transportation, number of vehicles licensed in Edmonds, and allocation of State gas tax by population.

Action: Discussion only

The meeting was adjourned at 6:28 p.m.

Minutes

FINANCE COMMITTEE MEETING January 21, 2020

Elected Officials Present

Councilmember Vivian Olson
Council President Fraley-Monillas

Staff Present

Scott James, Finance Director
Dave Turley, Assistant Finance Director
Jerrie Bevington, Recorder

The meeting was called to order at 6:02 p.m. in the Jury Meeting Room.

1. November 2019 Monthly Financial Report

Mr. Turley described the role of the Finance Committee and the purpose and structure of the monthly financial report. He invited input on the format and information in the report. He distributed an overview of the City's funds and a graph of the 2020 expenditure budget by fund. He reviewed the November 2019 Monthly Financial Report, highlighting:

- November is 92% through the year
- Most revenues are at 90%
- Not all expenditures occur monthly, some occur early in the year which alters the percentage spent
- Overtime in Police, Public Works and Parks due to February snowstorm
- Largest revenues sources for the General Fund are sales and property taxes
- Record high sales taxes in 2019
- Sales tax analysis by category
 - Retail automotive highest source
 - Construction trade 2nd highest
- \$67M investment portfolio
 - Over \$1M YTD in investment earnings
 - Plan to discuss other investment options with mayor

Mr. Turley and Mr. James responded to questions regarding why some revenues are over 100% received, revenue estimates that are made the prior year, expenditures that occur early in the year, fees covering costs, funds set aside for projects, reserve balances, expenditures from the Opioid Response Fund and the Homelessness Fund, and BID revenues and expenditures.

Action: Schedule on Consent Agenda

2. Discuss 2020 Finance Committee Work Plan

Mr. James said his goal is to get information into decision-makers' hands in a timely, accurate and complete manner. He distributed a list of potential committee projects and a policy matrix identifying policies that have been reviewed, updated, repealed, etc. He highlighted potential projects:

- Review/update the policy purpose to state that the policy is intended to be guidelines for the administration
- Combine all finance related policies into one document and post on the Finance Department's website
- Draft a debt policy
- Solicit input from Mayor, Council and staff regarding what they would like to see in a capital project report

Discussion followed regarding past changes to the purchasing policy, ensuring policies are updated and that the City is following its policies as adopted, adopting policies via resolution versus ordinance, and biennial budgeting.

Action: Discussion only

The meeting was adjourned at 6:51 p.m.

PUBLIC SAFETY, PERSONNEL & PLANNING COMMITTEE MEETING
January 21, 2020

Elected Officials Present

Councilmember Kristiana Johnson
Councilmember Laura Johnson

Staff Present

Jessica Neill Hoyson, HR Director
Jim Lawless, Acting Police Chief
Patrick Doherty, Econ. Dev./Comm. Serv. Dir.
Brian Tuley, IT Supervisor
Phil Williams, Public Works Director

The meeting was called to order at 6:01 p.m. in the Police Training Room.

2. Renewal of Interim Parks & Rec Director Appointment

Ms. Neill Hoyson advised Shannon Burley was appointed by the Mayor to a six month term as Interim Parks & Recreation Director while the City conducted recruitment. Extending the appointment beyond six months requires Council approval due to the increased budget. Staff is actively recruiting and candidates are being interviewed on January 31st. She requested the appointment be extended for six months or until a director is hired, whichever comes first. Ms. Burley's appointment expires January 23, 2020.

Ms. Neill Hoyson responded to questions regarding Ms. Burley's willingness to extend the appointment and the interview and approval process.

Action: Schedule on Consent Agenda

1. Job Descriptions 2020 Budget

Ms. Neill Hoyson introduced the job description:

- Web Systems Analyst (Finance/IT)
 - New position added in 2020 budget
 - Position responsibilities
 - Standardize website
 - Proactively work with departments on website information including developing a data initiative

Ms. Neill Hoyson and Mr. Tuley responded to questions about the hiring process, current efforts to migrate information to a new website platform that is more operator and user friendly, and the timeframe for filling this position.

Mr. Doherty introduced the job description:

- Public Information Officer/Communications Strategist (Community Services)
 - Previously utilized consultant services 30 hours/month
 - Proposal is in-house manager, Level 10, part-time position
 - Intent is to enhance communication, transparency and engagement
 - Manager Level 10 non-union position

Discussion followed regarding this person developing media strategies and the expectation that he/she will work with departments.

- Human Services Program Manager (Community Services)

- New position, Level 10 manager, part-time

Ms. Neill Hoyson and Mr. Doherty responded to question regarding whether grants will fund salaries. Committee recommended adding grant writing and sourcing to Required Knowledge and Required Skill.

Acting Police Chief Lawless introduced the job description:

- Crime Prevention/Community Engagement Coordinator (Police)
 - Reclassification of position lost due to budget cuts in 2008/2009
 - Crime prevention models and technology have evolved

Acting Chief Lawless responded to questions about possibly reinstating the vacation watch, differences between this position and a crime analyst, IT support of Police Department, and educating the public regarding I-1639.

Mr. Williams introduced the job description:

- Wastewater Treatment Plant Operator In-Training (Public Works)
 - Included in 2020 budget
 - Difficult to hire trained operators
 - Had temporary OIT positions in the past, left for other jobs
 - No current opening; two existing operators approaching retirement

Discussion followed regarding the vacant WWTP superintendent position, and evolving state requirements at the WWTP (e.g. new requirement to remove nitrogen).

Ms. Neill Hoyson introduced the job description:

- Field Arborist (Parks)
 - Expanding the work done by existing parks maintenance employee, increasing from 10 hours/week to 40 hours/week
 - Competitive process to fill position, anticipate current employee will apply
 - If incumbent employee hired, will backfill park maintenance position

Ms. Neill Hoyson responded to questions about the difference between this position and an arboriculturist, public education/outreach, and coordination between this position and the Planning Department. Committee recommended 1) add support of public outreach and education, 2) Ms. Burley coordinate with Ms. Hope and Mr. Lien and update the job description to highlight coordination between this position and Planning Department.

Action: 1) Finalize job descriptions with unions for Web Systems Analyst, Crime Prevention/Community Engagement Coordinator, and WWTP Operator In-Training; schedule on Consent Agenda after union approval.
 2) Schedule Human Services Program Manager (with additional language) and Public Information Officer/Communications Strategist on Consent Agenda.
 3) Return updated Field Arborist job description to Finance Committee.

The meeting was adjourned at 6:48 p.m.