

## Minutes

### PARKS & PUBLIC WORKS COMMITTEE MEETING February 11, 2020

#### **Elected Officials Present**

Councilmember Susan Paine (Chair)  
Councilmember Diane Buckshnis

#### **Staff Present**

Phil Williams, Public Works Director  
Rob English, City Engineer  
Francis Chapin, Cultural Services Manager  
Shannon Burley, Deputy Parks Director  
Jeff Taraday, City Attorney

The meeting was called to order at 7:05 p.m. in Council Chambers.

#### **1. Authorization to Advertise Call to Artists**

Ms. Chapin explained in accordance with the one percent for art policy established in 1975, staff and the Arts Commission presents the Call to Artists to Council for approval prior to advertising. There are currently Calls to Artists for two public projects, 1) primary entry to Civic Park on 6<sup>th</sup> Avenue, and 2) artwork to replace the book drop in front of the Edmonds Library. Funding for the library project includes \$35,000 in private donations (\$30,000 from Edmonds Arts Festival Foundation and \$5,000 from Friends of the Edmonds Library). She responded to a question regarding membership on the selection panel and distributed an Edmonds Public Arts Walking Tour brochure.

Action: Schedule on Consent Agenda

#### **2. Presentation of a Professional Services Agreement with The Blueline Group for the Phase 11 Waterline Replacement Project**

Mr. English explained following an RFQ in October 2019 for design engineering services for the 2021-2022 Watermain Replacement project, Blueline Group was selected based on their qualifications and experience. The first year of the contract includes preliminary design, geotech work, survey, and estimates. From that, projects are selected for final design in 2020 and advertised for construction in 2021. The project is anticipated to include a total of 5,000-6,000 feet of replacement in the 2021 and 2022 program. The total contract fee is approximately \$400,000 including a \$36,700 management reserve and is funded by the Water Utility Fund. Staff will present a scope of services next year for the 2022 program. Mr. English responded to a question regarding staff's prior experience with Blueline Group.

Action: Schedule for Consent Agenda

#### **3. Presentation of a Professional Services Agreement with Murraysmith for the Phase 8 Sewerline Replacement Project**

Mr. English explained following an RFQ in November 2019, Murraysmith was selected based on their qualifications and experience. This project includes preliminary design in 2020 and projects identified for final design and construction in 2021 and in 2022. Approximately 4,700 lineal feet will be replaced over two years. Sites are determined using the 2013 Comprehensive Sewer System Plan as well as coordination with other capital projects. The contract fee is \$371,912, including a \$20,000 management reserve and is funded by the Sewer Utility Fund. He commented on the Cured in Place Pipe (CIPP) program where pipes are relined rather than replaced.

Discussion followed regarding coordination between utility projects, completion of the pedestrian-activated Rectangular Rapid Flashing Beacon (RRFB) crosswalk near the Port, plans to install more RRFB crossings, and insurance requirements for contracts.

Action: Schedule for Consent Agenda

**4. Level 3 Communications LLC Franchise Ordinance**

Mr. Taraday explained this franchise is based substantially on the terms of the MCI Metro Access Franchise the City approved in 2017. He responded to questions regarding the term of the franchise, inability under state law for the City to charge a franchise fee on a telephone business, and state law definitions in the franchise.

Action: Schedule for Consent Agenda

The meeting was adjourned at 7:33 p.m.

## Minutes

### FINANCE COMMITTEE MEETING February 11, 2020

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#### **Elected Officials Present**

Councilmember Vivian Olson  
Councilmember Luke Distelhorst

#### **Staff Present**

Scott James, Finance Director  
Dave Turley, Assistant Finance Director  
Jeannie Dines, Recorder

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The meeting was called to order at 7:04 p.m. in the Jury Meeting Room.

#### **1. Finance Committee Orientation**

Mr. James distributed and reviewed the 2018 Comprehensive Annual Financial Report (CAFR), highlighting the letter of transmittal, local economy, local outlook, staff acknowledgement, City officials, org chart, Certificate of Achievement for Excellence in Financial Reporting, auditor's letter/opinions about financial statements, Management Discussion Analysis (executive summary of financial results), condensed statements of net position, government wide statement of net position, statements by activity, balance sheets, proprietary funds statements, notes (details for financial statements), schedules (fund by fund information), income statements, and ending fund balance.

Mr. James distributed the 2018 Popular Annual Financial Report (PAFR), highlighting the Message from the Mayor, Award for Outstanding Achievement in Annual Financial Reporting, City officials, facts about Edmonds, where does the City get its money and where does the City spend its money, Revenues, Expenses and Net Position, government accounting terms and 2018 popular events.

Mr. James reviewed:

- Budget Process & Documents
  - Annual Budget Development: June – December
    - Preliminary Budget Book: Early October
    - Annual Budget Book: Early January
    - Budget-In-Brief

Mr. James responded to questions regarding revenue from charges for services, audit of 2019 financials, release of the 2019 CAFR, and starting the budget calendar earlier in the year. He encouraged Councilmembers to contact him or Mr. Turley with any questions.

Action: Information only
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#### **2. Preliminary December 2019 Quarterly Financial Report**

Mr. Turley distributed and reviewed the Financial Management Report Year Ended December 31, 2019 in detail and responded to questions regarding the statements within the report, fund balance policies, and the General Fund balance.

Action: Schedule for full Council
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#### **3. 2020 Carryforward Budget Amendment Ordinance**

Mr. James explained there are typically five budget amendments each year (one carryforward and four quarterly amendments). He reviewed the 2020 carryforward budget amendments (for projects not completed in 2019).

1. Trakit System implementation

2. Digitizing permitting and development records
3. Climate Goals Project
4. Unspent funds for development code update
5. Housing Commission project
6. Street Tree Plan Update
7. Historic Preservation Intern
8. Public Works parking lot concrete leveling/shoring
9. City Hall HVAC maintenance and repair
10. Wellness Committee unspent funds
11. Insight fees
12. Ebb Tide trial support
13. Grant writing services
14. Meadowdale final payment
15. Parks informational panel
16. Creative District logo development and branding
17. Concrete crew work truck
18. Hwy 99 Revitalization
19. Bike2Health
20. Citywide Pedestrian Crossing Enhancement
21. Video production to promote tourism
22. 238<sup>th</sup> Island and ADA Curb Ramps
23. SR104 gateway sign
24. 4<sup>th</sup> Avenue Cultural Corridor
25. City Park pedestrian safety
26. Yost Pool covers
27. 2019 traffic signal upgrades
28. Adaptive System 220<sup>th</sup> St SW to Highway 99 to 76<sup>th</sup> Ave W
29. Admiral Way crosswalk
30. Powercoating benches
31. Memorial bench
32. Fishing Pier
33. Swedish & 76<sup>th</sup> Waterline Replacement
34. Phase 10 Waterline Replacement Project
35. Electronic scanning of old project drawings
36. Dayton Utility Replacement Project
37. Dayton Street Stormwater Pump Station
38. Ballinger Regional Facility Feasibility Study
39. CIPP Sewer Rehab Phase II
40. 2019 Sewer Replacement (Phase 7)
41. Complete design of carbon recovery project
42. Website migration and Office 365 implementation
43. 8<sup>th</sup> Ave Overlay
44. Traffic Calming (install radar feedback sign at 84<sup>th</sup> Ave W & 231<sup>st</sup> St SW)
45. Civic Park design
46. Waterfront Redevelopment

Mr. James responded to questions regarding the amendments, the first quarter budget amendment that will be presented in April, ordinance approving the budget amendment, a suggestion to include the project location in the amendment title, the process for staff to submit quarterly budget amendments and carryforward versus a new budget item.

Action: Schedule for full Council
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The meeting was adjourned at 8:38 p.m.

PUBLIC SAFETY, PERSONNEL & PLANNING COMMITTEE MEETING  
February 11, 2020

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**Elected Officials Present**

Councilmember Kristiana Johnson (Chair)  
Councilmember Laura Johnson

**Staff Present**

Acting Police Chief Jim Lawless  
Jessica Neill Hoyson, HR Director  
Jeff Taraday, City Attorney  
Shannon Burley, Deputy Parks & Recreation Dir.

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The meeting was called to order at 7:05 p.m. in the Police Training Room. Item 4 was moved to the beginning of the agenda.

**4. Discussion Executive Assistant to Council Contract**

Ms. Neill Hoyson relayed Council President Fraley-Monillas inquired about the Council Executive Assistant being classified as a regular employee versus a contracted employee. From a human resources perspective, the work the position does and the terms of employment related to benefits, compensation, etc. can be addressed the same as any other regular employee through policies, procedures, hiring letters, etc.

Mr. Taraday explained under state law in a strong mayor form of government, mayors have the right to hire and fire all employees. He read from Section 2.03.010, executive assistant to council, adopted by Council in 2014 which reflects the interest in Council retaining control including hire/fire authority over this position. Ultimately the Council can change the position to be a regular employee of the City but there are ramifications such as the Council loses hire/fire authority. The Council controls the job description of all regular employees and the Mayor oversees the employees.

Discussion followed regarding ramifications of the position being a regular City employee, what department/branch of government the employee would be employed by, pros and cons of the position being a regular employee, why some positions are contract, how the current contract employee feels about this, concern with the lack of a performance review, the Council President's supervisory authority over the position, ensuring the position functions as originally intended (½ legislative assistant and ½ executive assistant), whether there is a structural issue with the position rather than a performance issue, concern the job description does not include legislative assistant, providing more structure to the position by revising the code language, status of the performance review and whether current or former Councilmembers would be consulted for input, need to extend the current contract or approve a new contract, and possibly holding an executive session to discuss performance.

Action: Extend the current contract and possibly hold an executive session to discuss performance. Further discussion by Council regarding the position before making a decision about changing the classification.
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**1. Interlocal Cooperative Agreement Between Edmonds School District and City of Edmonds for Police Coverage at School District Events**

Acting Police Chief Lawless explained historically the Police Department has provided security services for afterhours events at the school such as football games, dances, graduations, etc. The previous contract with ESD only addressed athletic events and dances and other events were addressed via individual service contracts. This agreement encompasses at all afterhours events. The cost of the officers is reimbursed by ESD.

Acting Police Chief Lawless responded to a question regarding whether the contract requires ESD to only use police officers for afterhours events.

Action: Schedule on Consent Agenda

## **2. Edmonds School District Security Camera Inter-Local Agreement**

Acting Police Chief Lawless explained in September 2019, the Council approved an inter-local agreement between ESD and the City for access to ESD's internal security system to view live feed video surveillance. Before approving the agreement, ESD determined changes needed to be made to the agreement; none of the changes were of concern to the Police Department or the City Attorney.

Discussion followed regarding the reference to the Parkland Commission in the agreement, recommendations made by the Parkland Commission, surveillance and privacy issues, what constitutes a tactical response, response for a bomb threat, language in Central Valley Spokane's agreement, what constitutes an emergency that allows the Police Department to access video, inter-local language provided by ESD, when an emergent situation ends, and when video becomes a public record.

Action: Schedule for as action item for full Council

## **3. Field Arborist Job Description**

Ms. Burley provided background on the position, explaining a full-time Parks employee currently dedicates 10 hours/week to arborist functions. The Council approved a full-time arborist position via the 2020 budget process. The greatest needs are an arborist in the field and implementing the Urban Forest Management Plan. The position will first be opened internally and then externally if a qualified applicant is not identified. The job description will need to be negotiated with the union.

Ms. Burley and Ms. Neill Hoyson responded to questions regarding whether the contract requires priority be given to an existing employee, and interdepartmental collaboration.

Action: Schedule on Consent Agenda following union approval

Councilmember K. Johnson invited staff to provide input to Council regarding their preference for Council committees or study sessions.

The meeting was adjourned at 7:59 p.m.