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**CITY OF LAKE FOREST PARK
City Council
Special Meeting/Budget Workshop
November 29, 2001**

Councilmembers present: Alan Kiest, Carolyn Armanini, Dwight Thompson, Mary Jane Goss, Nate Herzog, Roger Olstad, Ed Sterner

Staff Present: David R. Hutchinson, Mayor; Douglas Jacobson, City Administrator; Michael Ruark, City Attorney; Dennis Peterson, Police Chief; John Hawley, Finance Director; Sarah Phillips, Government & Community Relations Coordinator; Frank Zenk, Director of Public Services; Scott Walker, Public Works; Ty Peterson, City Planner; Evelyn Jahed, Deputy City Clerk

Others present: Four visitors

CALL TO ORDER

Mayor Hutchinson called the special meeting to order at 7:33 p.m.

PUBLIC HEARING

Ordinance 866/Adopting Year 2002 Budget

Hutchinson opened the public hearing on Ordinance 866/Adopting Year 2002 Budget at 7:35 p.m.

There being no comments, the public hearing on Ordinance 866/Adopting Year 2002 Budget was continued at 7:36 p.m. to the December 13, 2001 regular council meeting.

OATH OF OFFICE

Municipal Court Presiding Judge Linda S. Portnoy for term ending December 31, 2005

Mayor Hutchinson administered the oath of office to Municipal Court Presiding Judge Linda Portnoy for the term ending December 31, 2005.

MAYOR'S REPORT

Hutchinson reported on the north-end mayors' meeting in which Cmbr. Thompson was also in attendance. Thompson noted that he had discussed his concern regarding the reduction in human services and funding and described a proposal for working with the other cities to study the options.

1 Hutchinson also reported on his attendance at the Association of Washington Cities meeting
2 and discussed the proposed reorganization and strategic plan for the Suburban Cities
3 Association.
4

5
6 **CITIZEN COMMENTS**
7

8 LaNita Wacker, 19839 8th Ave NW, Shoreline, said she also owns property in Lake Forest Park.
9 She expressed her concern regarding land clearing that was done on property located at
10 Northeast 150th Street and 25th Avenue Northeast in Shoreline. She gave her phone number
11 (206) 542-3906 and email address: rawacker@aol.com if anyone wanted additional information.
12 She said she has contacted the city of Shoreline and asked the city of Lake Forest Park to make
13 an official statement regarding environmental protection related to the property.
14

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16
17 Victoria Stiles, 11827 32nd Avenue NE, issued an invitation to the first in a series of community
18 history exhibits: "Linking the Community: Lake Forest Park." She distributed a history project
19 questionnaire for council members to complete and return.
20

21
22 **CONSENT CALENDAR**
23

24 Cmr. Herzog requested to pull the November 8, 2001 council regular meeting minutes.
25

26 Cmr. Armanini requested to pull Warrant 40482 from the November 29, 2001 finance warrant.
27

28
29 **Herzog moved** to amend the November 8, 2001 council regular meeting minutes as follows:
30

31 **Councilmembers ~~absent~~ excused:** Armanini, Thompson, Olstad.
32

33 **Cmr. Goss seconded. The motion carried with four votes; Cmrs. Armanini, Thompson,**
34 **Olstad abstaining.**
35

36
37 In response to a question from Armanini, City Administrator Doug Jacobson discussed Warrant
38 40482 in the amount of \$17, 385 for public defender services.
39

40
41 **Thompson moved** to approve the consent calendar as amended as follows:
42

- 43 1. November 8, 2001 Council Regular Meeting Minutes
- 44 2. November 29, 2001 Finance Committee Report covering Warrants No. 40453 through
45 40492 in the amount of \$83,530.92 drawn from the Claims Clearing Fund and Warrants No.
46 21723 through 21799 in the amount of \$116,644.49 drawn from the Payroll Clearing Fund.
47 Automatic withdrawal from checking account 11/29/01, \$418.42, monthly bank service fees.
48

49 **Olstad seconded. The motion carried unanimously.**
50

1
2 **FIRST READING CALENDAR**

3 ***Resolution 658/Authorize Mayor to Sign Agreement with Doug Jacobson for City***
4 ***Administrator***

5 ***Resolution 659/Establishing Fees for Permits and Services for 2002***

6 ***Ordinance 867/Establishing Sewer Rates and Charges***

7
8 **Armanini moved** to advance Resolution 658/Authorize Mayor to Sign Agreement with Doug
9 Jacobson for City Administrator, Resolution 659/Establishing Fees for Permits and Services for
10 2002, and Ordinance 867/Establishing Sewer Rates and Charges to second reading calendar.

11
12 **Thompson seconded. The motion carried unanimously.**

13
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15 **SECOND READING CALENDAR**

16 ***Ordinance 864/Amending Transportation Element of City's Comprehensive Plan***

17
18 **Armanini moved** to advance Ordinance 864/Amending Transportation Element of City's
19 Comprehensive Plan to final action calendar. **Cmbr. Sterner seconded. The motion carried**
20 **unanimously.**

21
22
23 Following a discussion of the order of the agenda, council members agreed to suspend the
24 rules and to take action on Ordinance 864/Amending Transportation Element of City's
25 Comprehensive Plan from the final action calendar out of order as a courtesy to City Planner Ty
26 Peterson.

27
28
29 **FINAL ACTION CALENDAR**

30 ***Ordinance 864/Amending Transportation Element of City's Comprehensive Plan***

31
32 **Thompson moved** to adopt Ordinance 864/Amending Transportation Element of City's
33 Comprehensive Plan. **Armanini seconded. The motion carried unanimously.**

34
35
36 **SECOND READING CALENDAR**

37 ***Resolution 658/Authorize Mayor to Sign Agreement with Doug Jacobson for City***
38 ***Administrator***

39
40 Cmbr. Armanini discussed issues related to salary and cost of living increases for the city
41 administrator, her review of the proposed and existing agreements and discrepancies between
42 the Lake Forest Park Municipal Code and the city administrator's personal services agreement.
43 She suggested that corrections to the code be made in conjunction with action on the city
44 administrator's agreement.

45
46 Discussion ensued with respect to performance evaluation, severance pay, vacation and other
47 terms of the agreement.

1 In response to a request by Thompson, Resolution 658/Authorize Mayor to Sign Agreement with
2 Doug Jacobson for City Administrator was placed at the end of the second reading calendar so
3 that the city attorney could review and compare the proposed and existing agreements.
4

5
6 **Resolution 659/Establishing Fees for Permits and Services for 2002**
7

8 Finance Director John Hawley reviewed the changes proposed in Resolution 659/Establishing
9 Fees for Permits and Services for 2002. He noted the two changes included a warrant booking
10 fee and the sewer fee.
11

12 He requested that Resolution 659 remain on second reading calendar for the December 13,
13 2001 council meeting for further review by staff members prior to council action.
14

15
16 **Ordinance 867/Establishing Sewer Rates and Charges**
17

18 **Olstad moved** to advance Ordinance 867/Establishing Sewer Rates and Charges to the
19 December 13, 2001 final action calendar. **Kiest seconded. The motion carried**
20 **unanimously.**
21

22
23 **NEW BUSINESS**

24 **Proposed Ordinance/Authorizing increase for natural gas utility tax**
25

26 Kiest said he requested the proposed ordinance be prepared for council discussion. He noted
27 that the proposed increase would help the city provide the services that citizens expect.
28

29 Armanini noted that the proposed 2002 budget is in balance, and she cannot support Kiest's
30 proposal for an increase in the natural gas utility tax for the 2002 budget year.
31

32 Herzog said he was comfortable with the current 4 percent tax and would not support Kiest's
33 proposal.
34

35
36 **Ordinance 866/Adopting Year 2002 Budget**
37

38 Council members reviewed and discussed various budgetary issues related to the police
39 department with Chief Peterson.
40

41 **Armanini moved** to amend city council recommended amendments to the mayor's proposed
42 2002 budget as follows:

43 Public Safety

44 Reserve officer program

\$9,184

\$0

45
46 **Herzog seconded.**
47

48 In response to questions from Thompson, Peterson discussed the department's reserve
49 program and proposed expenditures related to training and safety of reserve officers. He noted
50 that the department currently has one reserve officer.

1
2
3 **Thompson moved to amend** the motion to retain \$500 dollars in the reserve budget for costs
4 related to current staffing. **Goss seconded.**

5
6 After further discussion, the **maker and seconder withdrew their motion to amend.**

7
8 **The motion to reduce the reserve officer program budget to \$0 carried 6-1 (Aye—Kiest,**
9 **Armanini, Goss, Herzog, Olstad, Sterner; Nay—Thompson).**

10
11 A five-minute recess was taken at 9:33 p.m.

12
13 The meeting was resumed at 9:44 p.m.

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19 **Armanini moved** to amend the city council recommended amendments to the mayor's
20 proposed 2002 budget as follows:

21
22 **Public Safety**

23 Communications

24 Verizon Wireless Crime Watch Cellular Phone \$588 **\$120.**

25
26 **Herzog seconded. The motion to amend carried unanimously.**

27
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29 **Armanini moved** to amend the city council recommended amendments to the mayor's
30 proposed 2002 budget as follows:

31
32 Police Chief Step Increase \$0 **\$2,619.**

33
34 **Herzog seconded.**

35
36 In response to questions from council members, Jacobson discussed the proposed step
37 increase and the plan for a performance review.

38
39 **The motion to amend carried unanimously.**

40
41 Discussion followed regarding police dispatch and courtroom security. Thompson expressed
42 his interest in adding a proviso to the proposed ordinance related to the use of volunteers for
43 courtroom security.

44
45
46 **Herzog moved** to amend the city council recommended amendments to the mayor's proposed
47 2002 budget as follows:

48
49 **Public Safety**

50 Desk Jet Printer \$500 **\$100.**

1
2 **Kiest moved** to amend the proposed Ordinance 866/Adopting Year 2002 Budget by adding the
3 following proviso:
4

5 **“The mayor may grant the police chief a merit step increase of \$2,619 effective January 1,
6 2002 after the completion of an annual performance evaluation of the Police Chief.”**
7

8 **Armanini seconded. The motion to amend carried unanimously.**
9

10
11 **Herzog moved to amend** the mayor's proposed budget as follows:
12

13 Page 114, Parks Improvement Fund
14 Grace Cole Memorial Property Acquisition

15 City Funds	\$225,000	<u>\$150,000</u>
16 Other Funds	\$225,000	<u>\$300,000</u>

17
18 **Goss seconded.**
19

20 Herzog said he understood that other groups within the city were willing to contribute to this
21 project.
22
23
24

25 Following additional discussion, a five-minute recess was called for at 10:45 p.m.
26

27 The meeting was resumed at 10:55 p.m.
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31 **Thompson moved** to extend the meeting for an additional 15 minutes. **Herzog seconded.**
32 **The motion carried unanimously.**
33
34
35

36 In response to questions from council members, Community and Government Relations
37 Coordinator Phillips discussed information included in the grant application for the Grace Cole
38 property and options for funding.
39

40 Following further discussion, Herzog said that his intention with this motion is to save the city
41 \$75,000 and to encourage community support of the project.
42

43 **The motion did not pass 2-5 (Aye—Herzog, Goss; Nay—Kiest, Thompson, Armanini,
44 Sterner, Olstad).**
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48 **Kiest moved** to suspend the rules and to proceed to the personal services agreement for the
49 city administrator. **Thompson seconded. The motion carried unanimously.**
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Resolution 658/Authorize Mayor to Sign Agreement with Doug Jacobson for City Administrator

There was no objection to City Attorney Mike Ruark's request for an opportunity to meet with the mayor and city administrator regarding the existing and proposed personal services agreements for the city administrator prior to council action.

**NEW BUSINESS
Reports**

Goss provided a report on transportation-related issues and particularly the proposal for clean diesel fuel for buses.

ADJOURNMENT

There being no objection, the meeting was adjourned at 11:22 p.m.

Evelyn Jahed, Deputy City Clerk

APPROVED:

David R. Hutchinson, Mayor