

**CITY OF LAKE FOREST PARK  
CITY COUNCIL MEETING MINUTES  
November 20, 2003**

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

**Staff present:** David R. Hutchinson, Mayor; Karen Haines, City Administrator; Rosemary Larson, Assistant City Attorney; A.J. Housler, Interim Finance Director; Dennis Peterson, Police Chief; Neil Jensen, City Engineer; Ty Peterson, Planning Manager; Sarah Phillips, Government & Community Relations Manager; Susan Stine, City Clerk

**Others present:** Three visitors

**CALL TO ORDER**

Mayor Hutchinson called the regular meeting to order at 7:35 p.m.

**FLAG SALUTE**

Cmbr. Goss led the council in the pledge of allegiance.

**MAYOR'S REPORT**

Hutchinson reported on the November 19 meeting regarding sex offender housing. He noted that he and Cmbrs. Herzog, Goss and Sterner will attend the December 2 youth forum and said that all councilmembers are invited. He discussed the recent flooding and thanked Public Works and the Police Department teams for their work to ensure the safety of citizens.

Hutchinson reported that Suburban Cities Association is working on issues related to solid waste.

Hutchinson reported that Finance Director John Hawley is returning from Iraq. City Administrator Haines said that Hawley has arrived home and will be back in the office December 8.

**ADOPTION OF AGENDA**

**Cmbr. Thompson moved** adoption of the agenda as proposed. **Cmbr. Olstad seconded.**  
**The motion carried unanimously.**

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**CITIZEN COMMENTS**

Teri Howatt, 5123 NE 187<sup>th</sup>, spoke in support of Third Place Commons and noted that Third Place Books provides in-kind support in the amount of \$148,000 by providing and maintaining the Commons space.

Karen True, 13822 93<sup>rd</sup> NE, Kirkland, Executive Director of Friends of Third Place Commons, spoke in support of Third Place Commons and thanked the city for its support for their programs. She discussed various programs and partnerships with social service agencies.

In response to questions from councilmembers, Howatt and True discussed the work of volunteers, applications for grant funding, and increasing public support for programs.

Carolyn Armanini, 18948 Forest Park Drive NE, spoke as a citizen about flooding of properties on the west fork of Lyon Creek. She reminded the council of the 20-year anniversary of the completion of the Lyon Creek Basin Study, which encouraged detention facilities. She expressed her concern regarding the city's inaction on an identified problem.

**CONSENT CALENDAR**

**Thompson moved** to approve the consent calendar. **Goss seconded.**

**Armanini moved** to amend the November 20, 2003 finance committee report by deleting Warrant No. 44557 payable to the King County Sheriff's Office in the amount of \$8,184 for marine patrol services.

**Goss seconded.**

Armanini requested that the warrant be included on the December 4 finance committee report and a report regarding services rendered and requirements of the contract with the sheriff's office be provided for council review.

**The motion to amend carried unanimously.**

**Herzog moved** to amend the consent calendar as follows:

November 6, 2003 Council Budget Workshop Minutes  
Page 1, line 10: "Councilmember ~~absent~~excused: Dwight Thompson, Mayor *pro tempore*"

November 13, 2003 Council Study Session Minutes  
Page 1, line 10: "Councilmember ~~absent~~excused: Carolyn Armanini"

**Goss seconded. The motion to amend carried unanimously.**

1 **The motion to approve the consent calendar as amended carried unanimously as**  
2 **follows:**  
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4 1. November 6, 2003 Council Budget Workshop Minutes as amended  
5 2. November 13, 2003 Council Study Session Minutes as amended  
6 3. November 13, 2003 Council Regular Meeting Minutes  
7 4. November 20, 2003 finance committee report covering warrant nos. 44515 through  
8 44594 (less warrant no. 44557 in the amount of \$8,184) in the amount of ~~\$248,396.58~~  
9 \$240,212.58 drawn from the claims clearing fund and warrant nos. 25521 through 25593  
10 in the amount of \$136,171.63 drawn from the payroll clearing fund.  
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13 **FIRST READING CALENDAR**  
14 **Resolution 811/Authorizing Mayor to Sign City Attorney Services Contract**  
15 **Ordinance 904/Adopting 2004 Budget**  
16

17 **Thompson moved** to advance the first reading calendar items to the second reading  
18 calendar as follows:

- 19  
20 1. Resolution 811/Authorizing Mayor to Sign City Attorney Services Contract  
21 2. Ordinance 904/Adopting 2004 Budget  
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23 **Sterner seconded. The motion carried unanimously.**  
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26 **SECOND READING CALENDAR**  
27 **Ordinance 903/Levying Property Taxes for the Calendar Year 2004**  
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29 **Herzog moved** to advance Ordinance 903/Levying Property Taxes for the Calendar Year  
30 2004 to the final action calendar. **Sterner seconded. The motion carried unanimously.**  
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33 **Resolution 811/Authorizing Mayor to Sign City Attorney Services Contract**  
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35 City Administrator Haines said that the contract for city attorney services was approved in  
36 1997. The proposed agreement holds the monthly fixed fee retainer at the current amount  
37 and increases rates for senior and junior municipal group partners and associates.  
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39 **Herzog moved** to advance Resolution 811/Authorizing Mayor to Sign City Attorney Services  
40 Contract to the December 4, 2003 council agenda second reading calendar. **Armanini**  
41 **seconded.**  
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43 Armanini requested that information on the current rates for city attorney services be  
44 provided for council review.  
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46 **The motion carried unanimously.**  
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1 **Ordinance 904/Adopting 2004 Budget**

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3 **Thompson moved** to accept the council budget committee recommended amendments and  
4 provisos from the November 17 committee meeting and to amend Ordinance 904/Adopting  
5 2004 Budget as follows:

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7 **2004 Proposed Budget**

8	Page 27:	Decrease Council salaries	( 3,600.)
9	Page 27:	Decrease Council benefits	( 275.)
10	Page 27:	Decrease Council internet access allowance	( 180.)
11	Page 3:	Cut disability insurance for employees	(13,820.)
12	Page 61:	Decrease Third Place Commons	(10,000.)
13	Page 54:	Increase Senior Center contribution from City	1,300.
14	Page 62:	Decrease mobile stage contribution from City	( 1,000.)
15	Page 32:	Add for compensation system consultant training	1,000.
16	Page 34:	Increase Mayor's reserve	400.

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18 **2004 Budget Provisos**

- 19 1. **Mayor's Reserve.** The Mayor shall notify the City Council no later than the  
20 regular meeting after his authorization of the allocation of funds from the Mayor's  
21 Reserve for any expense that exceeds \$1,000.
- 22 2. **Operational Efficiencies.** The Mayor shall provide a report to the Council by April  
23 1, 2004 that evaluates and makes recommendations regarding consolidation and  
24 efficiencies that could be obtained in City operations.
- 25 3. **Salary Schedule for New Positions.** The mayor shall provide a recommendation  
26 to the City Council for the salary schedule of all new positions authorized in the  
27 budget based upon an update study of the comparable worth valuation of city  
28 staff positions. The new FTE authorizations shall not be valid until the City  
29 Council adopts an updated salary schedule, provided that such salary schedule  
30 does not exceed the projected appropriation for the position authorized in this  
31 budget.

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33 **Kiest seconded.**

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35 In response to questions from Armanini, Kiest said that the request for disability insurance  
36 for employees occurs at a time when the city is trying to control health costs, and such a  
37 request would not be timely until these costs are stabilized. Regarding the addition for  
38 compensation system consultant training, Kiest said that the budget includes several new  
39 positions which should be scored in the compensation system, and the city administrator  
40 should receive training in compensation system scoring.

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42 **The motion to accept the council budget committee recommendations carried**  
43 **unanimously.**

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46 Hutchinson shared information regarding health insurance costs, showing the effects of the  
47 proposed 5 percent employee-paid contribution, the change to the less expensive Group  
48 Health plan, and the cost of disability insurance. Haines noted that the mayor's proposed  
49 budget limits the increase to health insurance costs to approximately 14 percent.

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51 **Thompson moved** to amend Ordinance 904/Adopting 2004 Budget as follows:



1 Following discussion, **the motion to amend carried 5-2 (Aye—Olstad, Goss, Armanini,**  
2 **Thompson, Herzog; Nay—Kiest, Sterner).**

3

4 **Herzog moved to amend** the proposed 2004 budget as follows:

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6 Page 95: Decrease new Permit Technician to half-time (19,550.)

7

8 **Armanini seconded.**

9

10 In response to questions from councilmembers, Planning Manager Peterson noted that the  
11 permit technician would assist with telephone and in-person inquiries and requests for  
12 information as well as permit applications. He also noted that the position would be  
13 completely funded by fees collected.

14

15 In response to a question from Thompson, Peterson discussed the workload associated with  
16 street right-of-way and side sewer permits. Discussion followed regarding the workload for  
17 the proposed permit technician and the assumed reduction in workload for the public works  
18 budget department.

19

20 **The motion to amend carried 4-3 (Aye—Armanini, Thompson, Herzog, Sterner; Nay—**  
21 **Goss, Kiest, Olstad).**

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24 **Thompson moved** to amend the proposed 2004 budget as follows:

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26 Page 109: Increase sewer utility budget to fund sewer rate study \$35,000.

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28 **Olstad seconded.**

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31 A 10-minute recess was called for at 9:48 p.m.

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33 The meeting was resumed at 10:02 p.m.

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35 **Herzog moved to table** the motion to amend to the December 4, 2003 council agenda.

36 **Thompson seconded. The motion to table carried unanimously.**

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38 Herzog requested the administration to provide additional information regarding the costs for  
39 the proposed sewer rate study.

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41 Sterner informed his colleagues that he may propose to restore all or most of the funding for  
42 Third Place Commons.

43

44 Goss requested additional information regarding the proportionate amount for the proposed  
45 contribution for the mobile stage.

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48 **FINAL ACTION CALENDAR**

49 **Ordinance 903/Levying Property Taxes for the Calendar Year 2004**

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1 **Kiest moved** adoption of Ordinance 903/Levying Property Taxes for the Calendar Year  
2 2004. **Goss seconded. The motion carried unanimously.**

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5 **Council Meeting Schedule**

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7 Herzog noted that the council has not scheduled a special study session meeting for  
8 December 4; however, agenda topics for the meeting have been discussed.

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10 **Herzog moved** to schedule a special study session meeting for Thursday, December 4,  
11 2003 at 6 p.m. **Thompson seconded. The motion carried unanimously.**

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14 **NEW BUSINESS**

15 **Reports—Council**

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17 Olstad reported that the Sustaining a Livable Lake Forest Park task force met on November  
18 18 to review proposals and to determine which firms should be interviewed. The interviews  
19 are scheduled for November 25, 2003.

20

21 Kiest reported on the competitive bid process in Bellevue for the solid waste contract.

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23 Goss reported on transportation issues and the work of the SeaShore Transportation  
24 Forum.

25

26 Armanini recommended that city take advantage of the work of other cities on the  
27 competitive bidding process related to solid waste contract negotiations.

28

29 Sterner reported on his recent training regarding the Growth Management Act requirements  
30 related to the comprehensive Plan update and the shoreline master plan update.

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33 At 10:17 p.m., Councilmembers agreed to extend the meeting for 20 minutes due to the  
34 scheduled executive session for discussion of potential litigation for approximately 20  
35 minutes.

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38 A three-minute recess was called for at 10:17 p.m.

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40 The meeting was resumed at 10:21 p.m.

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43 **Executive Session**

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45 The meeting was recessed to executive session at 10:22 p.m. for approximately 20 minutes  
46 for discussion of potential litigation.

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48 At 10:40 p.m., the executive session was extended for approximately 15 minutes.

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51 The regular meeting was resumed at 10:49 p.m.

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**ADJOURNMENT**

There being no objection, the meeting was adjourned at 10:50 p.m.

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Susan Stine, City Clerk

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David R. Hutchinson, Mayor