

**CITY OF LAKE FOREST PARK
CITY COUNCIL BUDGET WORKSHOP/SPECIAL MEETING MINUTES
November 6, 2006**

Councilmembers present: Alan Kiest, Roger Olstad, Ed Sterner, Don Fiene,
Sandy Koppenol, Donovan Tracy

Councilmember absent: Dwight Thompson

Staff present: Karen Haines, City Administrator; Frank Zenk, Public Works
Director; Dennis Peterson, Police Chief; Stephen Bennett, Planning
and Building Director; John Hawley, Finance Director; Neil Jensen,
City Engineer; Linda Portnoy, Presiding Judge; Jane Poppe, Court
Administrator; Tema Nesoff, Parks and Human Services; Susan Stine,
City Clerk

Others present: Seven visitors

CALL TO ORDER

Cmbr. Alan Kiest called the November 6, 2006 council budget workshop/special meeting to order at 6:04 p.m. He welcomed the four nominees for Cmbr. Dwight Thompson's council position during his military leave.

ADOPTION OF AGENDA

Cmbr. Kiest moved adoption of the agenda as proposed. ***Cmbr. Fiene seconded. The motion adopting the agenda as amended carried unanimously.***

AGENDA ITEMS/DISCUSSION

2007-2008 Biennial Budget Review of Budgets

Kiest noted that the departmental presentations regarding the proposed 2007 and 2008 budgets would be limited to 15 minutes each.

1 - **Planning and Building**

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3 Building and Planning Director Steve Bennett provided information
4 regarding the Urban Forest task force request for funds for arborist services
5 and development of educational materials for 2007. He reviewed the building
6 and planning department's accomplishments and the 2007-2008 work plan.

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8 Discussion followed regarding low impact development, the surface water
9 management design manual, the hearing examiner budget, the sensitive
10 areas ordinance and the sub-area plan proviso.

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13 -- **Municipal Court**

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15 Presiding Judge Linda Portnoy noted that the municipal court budget does
16 not change a great deal from year to year. She expressed her appreciation for
17 City Administrator Haines and staff for security improvements in 2006.

18
19 Following discussion of 2006 accomplishments, Portnoy discussed issues
20 related to driving with license suspended.

21
22 Portnoy noted that the request for weekend court services should have an
23 impact on the 2007 budget for King County Jail costs.

24
25 In response to a question from Kiest, Court Administrator Jane Poppe said
26 that the court staff retreat would be held at city hall.

27
28 Kiest discussed his proposed budget item emphasizing car theft charges.

29
30
31 -- **Public Safety**

32
33 Police Chief Dennis Peterson discussed the department's accomplishments in
34 2006 and planned activities for the proposed 2007 and 2008 budgets.

35
36 Kiest indicated that he had requested information from the chief regarding
37 car thefts.

38
39 In response to questions from Cmbr. Tracy, Peterson discussed marine patrol
40 issues and equipment for patrols on the Burke Gilman Trail.

1 -- **Other Criminal Justice Services**

2
3 Finance Director Hawley said that this area includes prosecutor and public
4 defender services and detention.

5
6 In response to questions from councilmembers, Haines discussed issues
7 related to probation services and outstanding claims.

8
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10 -- **Vehicle and Equipment Replacement**

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12 Hawley discussed the proposed budget for information services for software
13 and equipment, public works equipment and vehicles, and police department
14 vehicles. Hawley noted that the city's practice is to set aside the same
15 amounts every year for upcoming expenditures.

16
17 Kiest asked Hawley to give some thought to the city's history in the plan to
18 replace the financial and permitting software. Public Works Operations
19 Director Frank Zenk discussed the vehicle replacement plan for public works.

20
21
22 At 6:50 p.m., Cmbr. Sterner said that he has another appointment and must
23 leave the meeting for approximately 45 minutes.

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26 -- **Human Services/Parks and Recreation**

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28 Human Services and Parks Administrator Tema Nesoff discussed the 2006
29 accomplishments in human services and the 2007-2008 work plan. Nesoff
30 noted that the Human Services Commission had recommended providing
31 funds to Hopelink and New Beginnings.

32
33 Nesoff discussed various events planned for the 2007 and 2008 budget years
34 included in the parks and recreation area as well as conservation and
35 recycling.

36
37 She noted that David Hepp, a member of the Cole Nature Park task force,
38 would provide the report which was due November 1 regarding future
39 projects at Cole Nature Park.

40
41 Hepp provided a brief report on the work of the task force. He noted that the
42 task force has been working with the consultant regarding the sandy ravine
43 area at the site.

1 In response to a concern expressed by Cmbr. Fiene, Hepp said that nothing in
2 the work of the task force would get in the way of completion of the sylvan
3 trail loop, and he said that the intention of the task force and the community
4 is to complete the trail eventually. However, he said that the priority now is
5 to work on the meadow. Fiene noted that he is driving for a commitment to
6 get to the trail more specifically than eventually.

7
8 Cmbr. Tracy said that he believes that all this has to lead to a revised master
9 plan although he expressed his appreciation for all the work that has been
10 done.

11
12 In response to a comment from Cmbr. Kiest, Nesoff said that the King
13 Conservation District funds have been used in the past to further an
14 identified project. Hawley said that clarifying language could be added.

15
16 In response to questions from Cmbr. Koppenol, Nesoff discussed the funding
17 request for the Legacy project and reviewed the process leading to the request
18 for proposals.

19
20 Fiene said that he had some concerns regarding proposed funding for the
21 Legacy project.

22
23
24 -- **Public Works**

25
26 Public Works Operations Director Frank Zenk reported on public works 2006
27 accomplishments and discussed the 2007-2008 planned activities.

28
29 In response to a question from Tracy, Hawley indicated that all cities
30 subsidize their street funds. Zenk noted that the most common activities
31 include mowing, shoulder work and street repair.

32
33 In response to a question from Olstad, Hawley said that the proposed budget
34 has assumed 3 percent for inflation for some budget areas including public
35 works.

36
37 In response to a question from Kiest, Zenk said he believes that the city has
38 access to a survey of culverts. He noted that the city engineer would provide
39 further information regarding culverts in his presentation.

40
41 Discussion followed regarding capital improvement projects, the basin study
42 and discussion with nearby cities regarding surface water management
43 facilities and issues.

1 In response to a question from Tracy, Zenk discussed the proposed 2007-2008
2 budget for professional services and noted the volunteer efforts of the
3 Environmental Quality Commission and StreamKeepers. Tracy suggested a
4 possible scoping exercise in 2007 to identify projects for 2008.

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7 -- **Engineering**

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9 City Engineer Neil Jensen reviewed 2006 accomplishments in engineering.
10 He discussed the 2007-2008 work plan including the capital improvement
11 program development, the unsewered area program execution, the pavement
12 management system, culvert replacement, regional participation in various
13 areas, and development of a traffic calming policy document.

14
15 At 8:15 p.m., Sterner returned to the meeting.

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18 -- **Capital Improvement Projects**

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20 Hawley reviewed various improvements scheduled for the 2007-2008 budgets
21 including projects related to emergency operations, improvements for city
22 facilities and parks, street and pedestrian projects, and sewer and surface
23 water management projects.

24
25 Discussion followed regarding proposed projects, and information was
26 requested regarding culvert replacement. Funding issues for various projects
27 were also discussed.

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30 At 8:30 p.m. a five-minute recess was called for.

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32 The meeting was resumed at 8:38 p.m.

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35 **Consent Calendar**

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37 ***Olstad moved*** adoption of the consent calendar as follows:

- 38
39 1. Resolution 1012/Authorizing Willamette Dental Plan as an
40 Alternative for City's Benefited Employees
41 2. Resolution 1014/Authorizing Amendment to Attachment A of Solid
42 Waste Collection Contract

43
44 ***Sterner seconded. The motion carried unanimously.***

1 **SECOND READING**

2 **Ordinance 951/Relating to Conditional Use Ordinance; Amending LFPMC**
3 **18.54.047 Providing Specific Development Criteria Under Which a Multi-Use**
4 **or Multi-Purpose Trail may be Authorized as a Conditional Use**

5
6 Haines said that an announcement has been made and information has been
7 placed on the city website that the council is considering final action on the
8 proposed ordinance.

9
10 No further recommendations have been made; however, the county is still
11 looking at issues related to signage and setbacks.

12
13 In response to a question from Olstad, Kiest said that amendments are in
14 order now and at the November 9 council meeting.

15
16 Following a brief discussion, ***Fiene moved to amend*** the proposed Ordinance
17 951 as follows:

18
19 Page 5, line 13: "...speed not to exceed 10 MPH to promote safety and use of
20 the trail...."

21
22 ***Tracy seconded. The motion carried unanimously.***

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24 Discussion followed regarding speed, safety and sight lines.

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27 ***Fiene moved to amend*** the proposed Ordinance 951 as follows:

28
29 Page 1, line 43: "The City Council finds that a ~~the~~ Multi-use or Multi-
30 purpose nature of trail...."

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32 ***Sterner seconded. The motion carried unanimously.***

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35 Koppenol provided information regarding signage and trail crossings, and
36 councilmembers discussed signage on other county trails.

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ADJOURNMENT

At 9:28 p.m., *Olstad moved to adjourn. Fiene seconded. The motion carried unanimously.*

Susan Stine, City Clerk

David R. Hutchinson, Mayor