

REGULAR MEETING DES MOINES CITY COUNCIL

MINUTES

October 17, 2002

At 7:30 p.m., City Manager Piasecki announced that Council would remain in executive session for an additional fifteen minutes.

At 7:45 p.m., City Manager Piasecki announced that Council would remain in executive session for an additional ten minutes.

At 7:55 p.m., Assistant City Manager Loch announced that Council would remain in executive session for approximately five minutes longer.

The regular meeting of the Des Moines City Council was called to order by Mayor Wasson at 8:08 p.m. in the Council Chambers, 21630 11th Avenue South, Suite B.

PLEDGE OF ALLEGIANCE to the Flag was led by Councilmember Thomasson.

ROLL CALL - Present: Mayor Don Wasson, Mayor Pro Tem Richard Benjamin, Councilmembers Gary Petersen, Maggie Steenrod, Scott Thomasson and Susan White. Absent: Councilmember Bob Sheckler (Illness). Also present were City Manager Tony Piasecki, Assistant City Manager Corbitt Loch, City Attorney Linda Marousek, Park and Recreation Director Patrice Thorell, Senior Services Manager Sue Padden, Public Works Director Tim Heydon, Judge Colleen Hartl, Court Services Manager Jennefer Henson, Chief of Police Don Obermiller, Commanders Kevin Tucker and John O'Leary, Community Development Judith Kilgore, Finance Director Paula Henderson, Finance Manager Peggy Watson, and Deputy City Clerk Angela Chaufy.

MOTION was made by Councilmember Thomasson, seconded by Mayor Pro Tem Benjamin and passed unanimously, to excuse Councilmember Sheckler.

CONSENT ITEM

Deputy City Clerk Chaufy read the consent calendar as follows:

1. Motion is that the Towing Services Contract agenda item deleted from the September 26, 2002 agenda be placed on the October 31, 2002 meeting agenda.

Councilmember Petersen announced that he would abstain from discussing and voting on this issue.

MOTION was made by Councilmember Thomasson, seconded by Councilmember Steenrod to approve the consent calendar as read. **Motion passed**, 5 – 0, with Councilmember Petersen abstaining.

DISCUSSION ITEMS

SW King County Economic Development Initiative

Community Development Director Kilgore encouraged Council to attend the SW King County Economic Development Committee's roundtable discussion scheduled for October 23, 2002 at Highline Community College, Room 2. She informed Council that the committee included

representatives from Des Moines, Normandy Park, Burien, Tukwila, SeaTac, unincorporated north Highline area, King County and the Port of Seattle. Their goal was to prepare the area for the next economic cycle. Areas of emphasis included land availability, amenities, education, land use, business attraction, business interest, infrastructure, and local government. She said that sub-regional planning allowed the members to compliment rather than compete with their neighbors. The committee would be seeking direction from the elected officials during the roundtable discussion. She noted that Ray Moser, Economic Development Manager of King County, was willing to address Council at a future Council meeting if they desired more information.

Councilmember White voiced support for facing challenges on a regional basis.

Mayor Pro Tem Benjamin said that Council recognized the importance of economic development. He felt that pooling ideas and resources would improve Des Moines.

Preliminary 2003 Budget Department Reviews

City Manager Piasecki introduced the subject. He noted that the conceptual plan document previously adopted by Council had been incorporated into the preliminary budget. City Manager Piasecki explained that staff would highlight proposed changes to the budget.

Assistant City Manager Loch explained that the departmental budgets for which he is responsible included the following proposed changes:

- A reduction in the transfer amount to the Computer Maintenance Fund from \$1,300 to \$1,000 per piece of equipment.
- The elimination of a transfer to the Computer Replacement Fund for 2003.
- The elimination of a transfer to the Equipment Replacement Fund for 2003.
- The calculation of the transfer to the Self Insurance Fund was now based upon each departments' number of workers' hours.

Assistant City Manager Loch then highlighted proposed changes to the following departmental budgets:

Executive

- Salaries and benefits reduced due to the change in personnel.
- Supply costs reduced due to purchases through the State contract.
- Travel, training, and communication budgets reduced.

Record Services

- Receptionist position eliminated. Suite A's doors will be locked and the receptionist's duties will be transferred to other staff.
- Supply costs reduced due to purchases through the State contract.
- Offsite record storage services will be terminated. Renovations to prepare an on-site facility for the records will be included in the Capital Improvement Plan.

Personnel

- Overtime eliminated.
- Supply costs reduced due to purchases through the State contract.

Park and Recreation Director Thorell noted that the Park and Recreation Department had experienced severe budget cuts in Year 2000 due to the passage of Initiative 695. As a result, the department experienced a large turnover in staff. She then highlighted the following proposed revisions to the Park and Recreation budget:

Park and Recreation – Administrative Services

- The Administrative Assistant position was reduced from a 1.0 FTE position to a 0.80 FTE position. The 0.20 FTE portion was moved to Recreation Programs, making a .80 Customer Service Representative position a 1.00 FTE position.
- Fuel costs decreased based upon actual usage records.
- Travel, training, and communication expenses reduced.
- Copier lease and credit card charges increased.

Park and Recreation – Park Operations Services

- Park Operations and the Marina will share one Maintenance Worker position.
- A 0.50 FTE position will be added to maintain the Steven J. Underwood Memorial Park.
- Janitorial services and communication costs decreased.
- Costs of utilities are increased due to new expenses associated with the Steven J. Underwood Memorial Park.
- Park equipment for Midway Park was included in the budget.

Park and Recreation – Recreation Programs

- Customer Service Representative position increased from a 0.80 FTE position to a 1.0 FTE position.
- Fuel costs decreased based upon actual usage records.
- Advertising and leasing costs were reduced.
- Armored car services and communication costs increased.
- Replacement of damaged tables and chairs was included in the budget.

Park and Recreation – Senior Services

- Salaries and benefits reduced due to a change in personnel and the elimination of overtime.
- Fuel costs decreased based upon actual usage records.
- Professional services, travel and training budgets decreased.
- Communications and credit card charges increased.

Upon questioning from Councilmember Thomasson, Park and Recreation Director Thorell confirmed that the Senior Services division did not expect any change in operation costs due to their move into the Activity Center. She noted that the telephone system for the new facility had not yet been included in the budget.

Park and Recreation – Senior Programs

- An increase is reflected in salaries and benefits.

All City Buildings

- Overtime costs increased due to an increase in beeper pay as proposed by the pending Teamster Local No. 763 contract.
- Fuel costs decreased based upon actual usage records.
- Janitorial services reduced.
- Utility costs increased.

Health and Human Services

Park and Recreation Director Thorell referred Council to the list of recommended appropriations.

Senior Services Manager Padden informed Council that 28 applications had been received.

City Manager Piasecki noted that Council would have an opportunity during the budget process to set policy and make revisions to the proposed budget.

Councilmember Steenrod asked for a list of all entities requesting funding.

City Manager Piasecki stated that the list of requesting agencies as well as a copy of the funding guidelines adopted by Council in 1997 would be provided to Council later during the budget process.

Public Works Director Heydon highlighted the following proposed revisions for the Public Works and Engineering divisions:

Engineering

- Salaries and benefits increased due to step increases.
- Fuel costs decreased based upon actual usage records.
- Travel, training, and communication costs decreased.

Public Works – City Streets

- A Senior Maintenance Worker position was eliminated.
- 25 Percent of the Public Works Superintendent's salary was moved to the Surface Water Management Fund.
- Fuel costs decreased based upon actual usage records.
- Supply costs reduced due to purchases made through the State contract.
- Janitorial services and communication costs decreased.
- Electricity costs reduced due to the LED traffic light conversion.

Public Works Director Heydon informed Council that a street maintenance position had been cut in the Year 2000 budget due to Initiative 695. He noted that the reduction in staff proposed for Year 2003 will affect service levels and that responding to emergency situations will present challenges for the division.

Court Services Manager Henson highlighted the proposed revisions for the following budgets:

Municipal Court

- File Clerk position eliminated.
- Court Transport Officer position added.
- Public Defender and video arraignment costs increased.
- Supply costs reduced due to purchases made through the State contract.

Jail Services

- Increased use of Yakima County Jail services resulted in a reduction of usage at the King County facility.

- King County jail and booking costs are anticipated to increase by 5.8% every year for five years.

City Manager Piasecki said that the King County jail contract indicated that King County will not have room for Des Moines' inmates within ten years and their facilities usage should be phased out. In response to Councilmember Steenrod's questioning, City Manager Piasecki explained that, with the exception of traffic violations, juvenile offenses were handled through the Juvenile Detention system rather than the Municipal Court.

Councilmember Steenrod asked staff to identify which budget the juvenile intervention program that Council had received information about would fall under.

Councilmember Thomasson questioned how overnight misdemeanor cases would be handled if King County no longer provided jail services for the City.

Chief Obermiller said that the local Chiefs Association was addressing the issue.

At 9:10 p.m., Mayor Wasson declared a ten-minute recess.

City Attorney Marousek described the following proposed changes to the legal budget:

Legal

- Salaries reduced due to the elimination of part-time file clerk position.
- CD Rom research fees eliminated due to the availability of free on-line information.

Finance Manager Watson reviewed the contributions to the Grant Control Fund.

In regard to the COPS In The School program, City Manager Piasecki explained that the COPS position must remain in existence for at least one year after the grant expires per the grant agreement.

In response to Councilmember Thomasson's questioning, Commander O'Leary said that the terms of the COPS In the School grant agreement require the officer to stay at the High School campus. The officer cannot visit the middle school occasionally.

Commander Tucker informed Council of the proposed changes to the following budgets:

Police Administration

- Salaries were increased due to step increases.
- Overtime costs were reduced.
- Janitorial services, travel, and printing costs were reduced.
- Supply costs were increased due to an anticipated increase in citations.

Court Services Manager Henson and Commander Tucker outlined the following proposed changes to the Traffic Unit budget:

Traffic Unit

- 0.10 FTE File Clerk position eliminated.
- Salary and overtime costs were increased due to step increases.

- Judge's salary was increased due to the addition of court days.
- Travel and printing costs were decreased.
- Fuels costs were decreased due to the efficiency of motorcycles versus cars.

City Manager Piasecki explained that the proposed overtime allotment covered the Court Clerks' participation in the Saturday traffic school program. In response to Councilmember Thomasson's questioning, City Manager Piasecki informed Council that the Traffic Unit's revenues did not cover approximately \$200,000 of its expenses.

Commander Tucker said that the division's original estimates did not take the officers use of sick and vacation leave into account. He noted that the use of the motorcycles have increased the officers' production. He felt that staff would be better able to determine the Traffic Unit's revenue trends in a few months.

City Manager Piasecki said that staff had originally overestimated the Unit's revenues and underestimated its expenses. He said that he had considered cutting the program but the Finance Committee had indicated their desire to maintain it.

Mayor Wasson asked for information regarding the number of contested traffic citations. He said that traffic enforcement seemed to be a basic part of police protection.

Councilmember Steenrod asked that staff provide Council with a cost analysis of the Traffic Unit in March or April 2003. She felt it was an expensive program and encouraged Council to keep watching it.

Commander O'Leary informed Council of the proposed changes to the following budgets:

Detectives

- Overtime and training budgets decreased.

Law Enforcement

- A Community Service Officer position and DARE Officer position were eliminated.
- Small tools budget was increased as much of the patrol officer's equipment was expensive to replace.

Councilmember Steenrod asked that one page showing all the Police divisions and their budgets for 2002 through 2004 be developed.

Animal Control

- Overtime costs were reduced.
- Fees paid to King County for Animal Control Services were reduced based upon actuals.
- Fuel costs decreased based upon actual usage records.

Commander Tucker explained that the Police Drug Seizure Fund would only spend the anticipated asset seizures for 2003.

In regard to the police budget, City Manager Piasecki explained the potential effect the passage of Initiative 790 would have on the City's budget. If the initiative passed, staff would come back to Council with additional proposed revisions.

Councilmember Steenrod asked that the 40% increase in Labor and Industry rates be incorporated into the next budget review.

Community Development Director Kilgore described the proposed changes to the following budgets:

Community Development – Plan Development

- The Planning Manager position was eliminated.
- Forty percent of the Assistant Planner/GIS position was transferred to the Surface Water Management budget.
- Travel, training, and communication costs were decreased.
- Professional Services were increased due to the UW Study of Highway 99.

Community Development – Development Services

- A Land Use Planner II position was added.
- Training and communication costs were decreased.

Community Development – Building Division

- Overtime and Professional Services costs were increased due to school construction projects.

Assistant City Manager Loch reviewed the proposed changes for the following budgets:

Legislative

- The travel budget was reduced.
- 2003 Election year costs, non-discretionary charges, were included in the budget.

Central Services – Printing and Duplication Services

- Copier lease costs were increased.

Central Services - Communications

- Communications, postage machine lease, and repair and maintenance costs were reduced based upon actual cost records.

City Manager Piasecki thanked Deputy City Clerk Chaufy for her efforts in reducing the communication budget of Central Services.

Community Information Services

- Cable Consultant fees were reduced as staff will handle most duties in-house.
- Budget reduced due to increased in-house publication and distribution of information.
- City Currents' publication would be reduced from six issues to four issues per year.

Airport Defense

- \$150,000 was budgeted for Professional Services.
- An interest payment on the loan from the Revenue Stabilization Fund was budgeted.

In response to Councilmember Thomasson's questioning, City Manager Piasecki noted that any changes to the ACC proposed budget would be a policy issue for Council.

Finance Director Henderson reviewed the revisions for the following budgets:

Financial Services

- Salary and benefits increased due to dependants' insurance costs.
- Payroll services, armored car service and bank charges increased.
- Professional services decreased.

Finance Director Henderson noted that the State Auditor's opinion was expected next week and the exit conference would be schedule later.

Miscellaneous Memberships

- The Association of Washington Cities' fee had been reduced due to hardship.

In response to Councilmember Steenrod's questioning, Finance Manager Watson explained that funding for the Economic Development Council would be a policy issue for Council. She noted that the Historical Society line item was actually for rent rather than for a membership fee.

City Manager Piasecki said that the budget amount for Fire Control was per the contract.

Finance Director Henderson briefly reviewed the proposed Pollution Control and General Transfers budgets.

Councilmember Steenrod asked that the fund purpose be listed with the fund number.

City Manager Piasecki commended Finance Manager Watson for her work on the budget.

Councilmember Sheckler Update

Councilmember White reported that Councilmember Sheckler was doing well after his surgery.

Draft Resolution 02-146

Councilmember Steenrod stated her desire for Draft Resolution 02-146 minute and formatting policies to apply to all City Council business, not just Committee minutes.

NEXT MEETING DATE – Regular meeting, October 24, 2002

ADJOURNMENT

At 10:29 p.m., **MOTION** was made by Councilmember Thomasson, seconded by Councilmember Steenrod and passed unanimously to adjourn the meeting.

Respectfully submitted,

Angela M. Chaufy
Deputy City Clerk