

<b>Call to Order/Pledge of Allegiance/Roll Call</b>	7:00 p.m.
<b>Presentations</b>	
Volunteer of the Month - Given Kutz	Recognized
<b>Approval of Minutes</b>	
Approval of December 6, 2010 City Council Work Session Minutes	Approved
Approval of December 13, 2010 City Council Meeting Minutes	Approved
<b>Consent Agenda</b>	
Approval of December 15, 2010 Claims in the Amount of \$1,628,977.58; Paid by Check Number's 67084 through 67253 with Check Number 64765 Voided	Approved
Approval of December 22, 2010 Claims in the Amount of \$302,866.32; Paid by Check Number's 67254 through 67402 with Check Number 66389 Voided	Approved
Approval of December 29, 2010 Claims in the Amount of \$345,850.35; Paid by Check Number's 67403 through 67562	Approved
Approval of the December 20, 2010 Payroll in the Amount of \$1,020,085.87; Paid by Check Number's 23798 through 23839	Approved
Authorize the Mayor to Sign the Fifth Amendment to Interlocal Agreement for Municipal Court Services between the City of Marysville and the City of Lake Stevens Increasing Filing Fees to \$110.00 for Criminal Citations	Approved
Approval of the January 5, 2011 Payroll in the Amount of \$1,396,070.65; Paid by Check Number's 23840 through 23884	Approved
Approval of the January 5, 2011 Claims in the Amount of \$28,278.10; Paid by Check Number's 67644 through 67652	Approved
Approval of the December 30, 2010 Claims in the Amount of \$222,915.04; Paid by Check Number's 67563 through 67643	Approved
<b>New Business</b>	
Cedarcrest Municipal Golf Course Restaurant Lease Agreement	Approved
<b>Mayor's Business</b>	
Approve the re-appointment of Kamille Norton to the Salary Commission.	
Approve the appointment of Mary Shivers to the Marysville Library Board.	
Approve the appointment of Nathan Shelby to the Marysville Library Board.	
Approve the appointment of Mary Shivers to the Salary Commission.	
<b>Staff Business</b>	
<b>Call on Councilmembers</b>	
<b>Adjournment</b>	8:37

# COUNCIL



# MINUTES

## **Regular Meeting** January 10, 2011

### **Call to Order / Pledge of Allegiance**

Mayor Nehring called the meeting to order at 7:00 p.m. and led those present in the Pledge of Allegiance. The invocation was given by Steve Swanson from Vital Signs Ministries at Mission Beach.

### **Roll Call**

Chief Administrative Officer Hirashima gave the roll call. The following staff and councilmembers were in attendance.

- Mayor:** Jon Nehring
- Council:** Lee Phillips, Carmen Rasmussen, Jeff Seibert, John Soriano, Michael Stevens, Jeff Vaughan, and Donna Wright
- Absent:** None
- Also Present:** Chief Administrative Officer Gloria Hirashima, Finance Director Sandy Langdon, Police Chief Rick Smith, City Attorney Grant Weed, Public Works Director Kevin Nielsen, Parks and Recreation Director Jim Ballew, Court Administrator Suzanne Elsner, Recording Secretary Laurie Hugdahl.

### **Committee Reports:**

Councilmember Seibert reported on the January 7 Public Works Committee Meeting where the following items were discussed:

- Transportation projects update
- Potholes repair standards
- Public Works yard analysis that Gray and Osborne is doing
- Change in boundary for water due to increased fees from Everett
- Public Works management system which allows city to track all of the work that has been done in the city

## **Presentations**

### **A. Volunteer of the Month**

Given Kutz was recognized as the Volunteer of the Month for December 2010. Mayor Nehring recognized Mr. Kutz's remarkable contribution as a tutor and general volunteer at Liberty Elementary School.

## **Audience Participation**

Ronald Pruitt, 14622 77<sup>th</sup> Ave Court East, Puyallup - homeowner at 3522 122<sup>nd</sup> Street NE, Marysville, stated that he is trying to provide a service to a Section 8 family in this rental home and discussed issues related to lack of garbage collection due to nonpayment by the renters. He requested a pardon on the \$622 garbage bill that he had to pay when he already paid to have the trash hauled away. He feels like he is being double-billed for this.

Finance Director Sandy Langdon explained that the code says that when the City cuts off collection they do continue to bill. Councilmember Wright asked Mr. Pruitt if he received a notice as the property owner. He said he did and he contacted the housing authority and the tenant to try to work it out. Finance Director Langdon took down his information and recommended that he use the city's appeal process to address the bill.

## **Approval of Minutes**

### **1. Approval of December 6, 2010 City Council Work Session Minutes**

Councilmember Rasmussen referred to page 8 of 9 and indicated that her comments should be corrected to reflect that she "thoroughly enjoyed the ~~snow~~ parade and the weekend event."

Councilmember Stevens referred to page 8 of 9 and requested that the second sentence under the second bullet under his name be amended to read: "~~He~~ **Representative Hope** was very intrigued . . ."

**Motion** made by Councilmember Seibert, seconded by Councilmember Wright, to approve the December 6 Work Session minutes as amended. **Motion** passed unanimously (7-0).

### **2. Approval of December 13, 2010 City Council Meeting Minutes**

**Motion** made by Councilmember Vaughan, seconded by Councilmember Stevens, to approve the December 13, 2010 City Council meeting minutes as presented. **Motion** passed unanimously (7-0).

## Consent

Councilmember Soriano requested that Item 12 be removed from the Consent Agenda.

3. Approval of December 15, 2010 Claims in the Amount of \$1,628,977.58; Paid by Check Number's 67084 through 67253 with Check Number 64765 Voided
4. Approval of December 22, 2010 Claims in the Amount of \$302,866.32; Paid by Check Number's 67254 through 67402 with Check Number 66389 Voided
5. Approval of December 29, 2010 Claims in the Amount of \$345,850.35; Paid by Check Number's 67403 through 67562
6. Approval of the December 20, 2010 Payroll in the Amount of \$1,020,085.87; Paid by Check Number's 23798 through 23839
7. Authorize the Mayor to Sign the Fifth Amendment to Interlocal Agreement for Municipal Court Services between the City of Marysville and the City of Lake Stevens Increasing Filing Fees to \$110.00 for Criminal Citations
11. Approval of the January 5, 2011 Payroll in the Amount of \$1,396,070.65; Paid by Check Number's 23840 through 23884
13. Approval of the January 5, 2011 Claims in the Amount of \$28,278.10; Paid by Check Number's 67644 through 67652

**Motion** made by Councilmember Rasmussen, seconded by Councilmember Soriano, to approve the consent agenda. **Motion** passed unanimously (7-0).

12. Approval of the December 30, 2010 Claims in the Amount of \$222,915.04; Paid by Check Number's 67563 through 67643

Councilmember Soriano referred to page 12-3, the billing for City of Everett Animal Shelter, asked if this is a quarterly or monthly billing. Chief Smith stated that it is a monthly bill.

**Motion** made by Councilmember Soriano, seconded by Councilmember Wright, to approve the claims under tab 12. **Motion** passed unanimously (7-0).

**Review Bids - None**

**Public Hearings - None**

## **New Business**

### 10. Cedarcrest Municipal Golf Course Restaurant Lease Agreement

CAO Hirashima stated that this is a restaurant lease agreement for the golf course. The City went through the RFP and interview process with a committee and selected HARRAD, LLC. She reviewed details of the final version of the agreement.

**Motion** made by Councilmember Wright, seconded by Councilmember Seibert, to approve the Cedarcrest Municipal Golf Course Restaurant Agreement. **Motion** passed unanimously (7-0).

## **Legal - None**

## **Mayor's Business**

### 9. Salary Commission Reappointment; Kamille Norton

**Motion** made by Councilmember Vaughan, seconded by Councilmember Seibert, to approve the appointment of Kamille Norton to the Salary Commission. **Motion** passed unanimously (7-0).

### 14. Library Board Appointment; Mary Shivers

**Motion** made by Councilmember Stevens, seconded by Councilmember Rasmussen, to approve the appointment of Mary Shivers to the Marysville Library Board. **Motion** passed unanimously (7-0).

### 15. Library Board Appointment; Nathan Shelby

**Motion** made by Councilmember Wright, seconded by Councilmember Soriano, to approve the appointment of Nathan Shelby to the Marysville Library Board. **Motion** passed unanimously (7-0).

### 17. Salary Commission Appointment; Mary Shivers

**Motion** made by Councilmember Wright, seconded by Councilmember Seibert, to approve the appointment of Mary Shivers to the Salary Commission. **Motion** passed unanimously (7-0).

## **Other items:**

- Mayor Nehring thanked Representative Dunshee for hosting the meeting with Puget Sound Clean Air and the Department of Health regarding the Cedar Grove matter. He also appreciated the citizens group for coming out.

- He reported that Caldie Rogers from the Chambers had asked if members of the Government Affairs Committee could meet with the Chamber on a somewhat regular basis.
- He congratulated Commander Mark Blankenship from the Marysville Pilchuck High School NJROTC Program who has received a full-ride scholarship to the naval academy worth about \$400,000.

## **Staff Business**

### 16. 2011 Budget Impacts

Executive Department was reviewed by CAO Hirashima

Personnel Reductions: Elimination of two Program Clerk floater positions; Community Development Director position being covered by Gloria Hirashima for 2010-2011 rather than refilling the position; eliminated a Human Resources Specialist position in the HR department.

Operational changes:

- The *Messenger* – re-bid and changed the printing to newsprint, cutting printing costs; redesigning the website and going to offsite web hosting which will save money; cut background music from government channel; hosting more meetings at city and school facilities rather than renting more expensive off-site spaces; hosting training at city facilities rather than sending employees off-site or out of city to training
- All line items are being carefully reviewed; reductions travel and memberships
- City-owned properties - pursuing leases on city-owned buildings and properties as interim use until city campus plan is funded
- Risk management - more aggressively pursuing cost recovery for damage to city properties from third parties

Finance was reviewed by Sandy Langdon

Accounting Services:

- Laid off one accounting technician
- Moved claims deadline from Friday to Wednesday
- Potential for claims to move from weekly to bi-weekly
- Eliminated double audit of requisitions
- Moved reporting to clerk's office
- Moved telephone bill processing to IS
- Delayed P-card implementation
- Revised cost allocation formulas
- Eliminated Financial Advisor retainer
- Review sales tax audit - contract or internal
- Continue review for cost savings

**City Clerk:**

- Laid off Assistant Administrative Services Director
- Eliminated passport services
- Moved copier/printer account management to IS
- Continuing to work on contract tracking to assist with contract compliance

**Information Services:**

- Eliminated Computer Technician II
- Revised computer replacement schedule to reduce replacement costs
- Implemented on-line help desk to manage requests more effectively
- Installed more on-line help manuals

**Utility Billing:**

- Reduced hours
- Reduced bank rate for credit card transactions - savings 50%
- Plan to review bill printing services for savings - i.e. e-bill
- Plan to review policies for more efficiency and effectiveness

She also reviewed the utility billing activity tracking data, the budget history and FTE history by department over the past five years.

Police was reviewed by Chief Smith

**Objectives:**

- Provide sufficient staffing for peak call load times
- Maximize use of budgeted overtime
- Maintain strong crime suppression initiatives
- Enhance regional jail initiatives/partnerships to implement cost-saving measures and maximize revenue opportunities

**Redeployment:**

- Reduced day and night shifts to 1 sergeant and 5 officers
- Added two overlap shifts with 1 sergeant and 3 officers
- Traffic Unit - redeployed into patrol
- Redeployed training sergeant into patrol
- Reduced detectives by one - redeployed into patrol

**Jail initiatives:**

- Transition to 90-day detention facility
- Transition from Whatcom to Snohomish County Jail for transportation services
- Reciprocal Transportation Agreement with Snohomish County.
- Warrant Confirmation changes when being held on new charges
- Alternatives to sentencing

Municipal Courts were reviewed by Judges Laurie Towers and Fred Gillings:

Impacts of 2011 staff reduction from 16 to 11 employees:

- Ratio of personnel to filings is now outside the recommended Administrative Office of the Courts' standards which recommended one full time employee for each 1,548 filings.
- 2 full-time EHM/Custody officers housed at the courthouse
- Increased number of phone calls per clerk
- Facility closure during lunch
- Changes to probation reviews

Budget Considerations:

- Reduced budget for pro-tem services
- Increased US bankruptcy fees
- Imposed facility use fee with Alliance One
- Security contract savings
- Increased filing fees for Arlington/Lake Stevens
- Changes to collection practices
- Changes to probation reviews

Councilmember Rasmussen asked why the custody officers used in the courts weren't included when they do the calculation of staff per filing. Suzy Elsner explained that only the program specialists are included in the calculations for the standards.

Public Works was reviewed by Kevin Nielsen

Streets Division:

- Roads prioritized for maintenance and repair
- No yearly budget allocation for overlays
- Personnel will be loaned to Parks Department to help with maintaining a level of standards acceptable to the City
- Right-of-Way maintenance is a primary focus for 2011 including litter control.

Sanding/Snow Removal - Cost savings for snow and ice removal material costs; Shift changes/limited overtime

Water Division - Water boundary change; Offsets rate increases

Sanitation Division – Due to annexation there is an increase in commercial and residential customers with no increase in staff.

Wastewater Division:

- Maintenance
  - Lower dissolved oxygen
  - Power savings
- Reduced UV power consumption during low flow months (4 months)
- Reduced chemical consumption with last year's capital improvements

**Engineering Division:**

- Design on capital projects being completed in-house
- Surveys being completed in-house
- Comprehensive Sewer Plan update completed in-house
- Monitoring of permit requirements being done in-house

**Parks and Recreation by Jim Ballew:**

**Personnel:**

- Reclassification of Senior Center Manager to Recreation Coordinator
- Elimination of Parks Maintenance positions
- Elimination of Program Clerk position
- Staffing reduction in seasonal maintenance and recreation positions
- Golf Course Manager position and Golf Maintenance Worker II position eliminated
- Golf course administration transferred to parks and recreation
- Parks Maintenance Manager shift changed to Tuesday through Saturday
- Parks Maintenance -- shifted to weekday format only

**Annual programs discontinued:**

- Senior picnic
- Community center potlucks
- All Comers Track Series
- Halloween Egg Hunt
- Trips and tours
- Reduction in Healthy Community events
- Athletic camps reduced
- Reduction of community-sponsored special events
- Summer concert and movie series presentations reduced

**Other Impacts**

- Hanging basket program discontinued
- Reduction in all maintenance and recreation operating budgets
- Mowing frequencies will be reduced
- Pavilion and BBQ facility rentals reduced to single events
- Reduction in professional services
- Reduction in staff support for special events
- Volunteer program events no longer supported by weekend staff
- Conversion of Ken Baxter Senior Center to Community Center facility
- Healthy Community funding to be supported by PHC/The Y Grant
- Office closure at lunch hour for parks administration
- Office closures during holidays
- Reductions in all operating line item budgets

**Revenue Adjustments**

- Instructor contracts revised with fee increases 2011
- Increase league fees

- Sponsorship solicitation increased
- Community Center program space re-allocated to increase revenue generation
- Increasing Independent Contractor Partnerships with local cities and school districts
- Increasing low-cost event schedule with private sector
- Transfer specialized camps to private operators with revenue sharing
- Seeking partnerships to assist in facility upgrades

**Cedarcrest Golf Course:**

- FTE Staff reduction
- Seasonal staff reduction
- Cross training and shared utilization of Parks/Golf personnel in all areas of course operations
- Course Mechanic to share time with Fleet Services
- Reduce expenditures in all areas of operations
- Redefine course layout to reduce maintenance
- Upgrade website and increase online presence & promotional programming
- Open restaurant and resume food and beverage service
- Increase revenue sources through new player programs
- Administrative planning team will oversee financial performance

**Projects:**

- Installation of irrigation system at Strawberry Fields will result in substantial reduction in man hours and utility costs
- Bayview Ridge Trail Installation

Seeking Private/Grant Funding for Jennings Barn update, neighborhood park equipment refurbishing, Rotary Ranch upgrade, Ken Baxter Community Center, and Qwuloolt Trail.

Community Development was reviewed by Gloria Hirashima:

Personnel reductions - Community Development Director, Business Office Manager, Building Inspector, Associate Planner, Part-time Program Specialist

**Operating Impacts:**

- Permit levels were extremely high while staffing levels have significantly decreased.
- In 2011 CD will be purchasing and implementing new permit system software to enable online permitting which will reduce application processing times for staff and public
- Support for long range projects through Planning Commission has been reduced

Mayor Nehring thanked the directors for putting the presentation together and thanked them and their staffs for pulling together to make this all happen.

**Call on Councilmembers**

Carmen Rasmussen stated that she might be late to the meeting next Tuesday because she will be coming from work.

Lee Phillips said that he wouldn't be able to make the meeting next Tuesday because of work.

John Soriano had no comments.

Michael Stevens had no comments.

Jeff Vaughan had no comments.

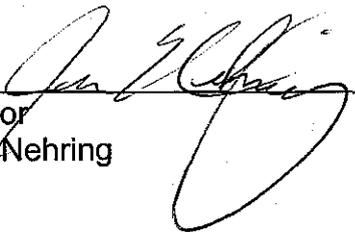
Donna Wright had no comments.

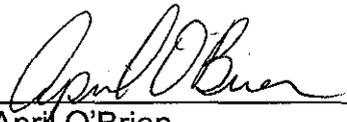
Jeff Seibert thanked directors and staff for the information they put together.

**Adjournment**

Seeing no further business Mayor Nehring adjourned the meeting at 8:37 p.m.

Approved this 24<sup>th</sup> day of January, 2011.

  
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Mayor  
Jon Nehring

  
\_\_\_\_\_  
April O'Brien  
Deputy City Clerk