

January 23, 2016

The special meeting/retreat of the Everett City Council was called to order at 8:00 a.m., January 23, 2016, at the Carl Gipson Senior Center, Council President Murphy presiding. Upon roll call, it was found that Mayor Stephanson and Council Members Roberts, Moore, Murphy, Franklin, Bader, Stonecipher, and Tuohy were present.

President Murphy welcomed everyone and introduced facilitator Pamela Posey of Eyes on Performance.

President Murphy reviewed the agenda and objectives for today's retreat. He stated there was no action expected other than ad hoc or goal setting.

Facilitator Posey reviewed the ground rules for the meeting stating her role was to keep the discussion focused.

The following agenda items were presented and discussed:

2016 TOP PRIORITIES AND OBJECTIVES

Capital Budgeting Process / New Proposed Projects (including Library)

Facilitator Posey asked the Mayor and council members to individually convey what the capital budgeting process means to them.

Discussion took place about repairs, maintenance, expansion, and annexation. Some of the topics introduced included a return to pre-recession revenue may provide an opportunity to build some CIPs back, gaining a financial perspective of the Public Facilities District facility, library expansion versus building a new library, neighborhood park improvements, a look at annexation, developing a vision for south Everett, development of a timeline, the need to gain an understanding of the current list of projects and to develop a vision, process, and timeline with robust citizen input.

A summary of the discussion included the importance of creating a vision, the availability of resources, the challenge of balancing the administrative and policy parts of the work, and the need to gain a clear understanding of the capital budgeting process.

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Discussion ensued regarding the importance of creating a process to support a flexible long-term vision for the community.

Council members discussed topics that included gaining an understanding of the grant process; the need for a list that identifies all facility and parks maintenance projects and new projects being considered, placement of each project on a timeline and refinement of a grading system to help staff concentrate efforts; shaping Everett and determining what businesses to attract; looking at the Comprehensive Plan and new expectations for city government (climate change, homelessness); revisit the Vision 2025 statement; the need for historical data; staffing considerations, partnering with other organizations in the community; and the importance of dialogue with the community.

Facilitator Posey summarized the Council's plan to review the vision and how to look at capital projects. She stated the process is strategic, operational, and tactical and that revisiting and updating the vision is necessary in any organization.

President Murphy suggested the Vision 2025 plan be revisited and asked the Mayor to come back in the next few weeks with a timeframe for planning, i.e., timeline, process, and staffing.

The Mayor stated that he would bring forward a concept for revising the vision no later than March 1.

Budget – Structural Deficit Update / 1% Property Tax Limitation

Susy Haugen, Finance, provided a structural deficit update that included new information and a review of subsequent proposed changes to the 2016 budget. She explained that the surplus for 2015 was the result of an extraordinary year, and she would provide additional information about carry forward at a future Council meeting.

Discussion ensued about the importance of using one-time monies for future obligations, a review of the Streets Initiative Task Force and SDAT recommendations, and the impacts of changes to employee health care.

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Council members discussed the ongoing structural deficit created by the 1% property tax limitation, the need to educate legislators and voters of the impacts to the city, and the importance of looking for additional revenue opportunities.

Discussion took place regarding the influx in the volume and complexity of public disclosure requests, as well as the levels of city resources needed to fulfill requests.

Council Member Stonecipher requested a public records report or update.

Debra Bryant stated Finance would provide this information to Council.

Discussion took place regarding the Police Department efficiency study. President Murphy stated the study needed to be completed as recommended by the Structural Deficit Advisory Team (SDAT). He inquired about the timing of study.

Debra Bryant stated that she was concerned about moving the study forward prematurely due to changes in the police department as a result of the streets initiative work and vacancies. She stated the issue would be revisited by mid-year.

Procedures – Council Procedures / Subcommittees / Administration
vs. Legislative / Public Disclosure

Council members commented on their observations about the effectiveness of the current Council Procedures and subcommittee structure. They generally agreed that the procedures of regular Council and subcommittees are working well, and council members want to keep refining the process.

President Murphy stated it was important for subcommittees to have a clear understanding about the issue of policy versus operational/administrative in order to get more accomplished.

Council members also discussed the importance for subcommittees to have a clear understanding about the issue of policy versus operational/administrative, the need for additional discussion time at

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subcommittee meetings, providing council members with information for subcommittee meetings in advance, concern about source of data presented during Council briefings, an understanding from subcommittee chairs of what information is needed from staff, providing a brief report from subcommittee chairs at the Council meeting, and the need for clear subcommittee mission statements/goals.

The Council addressed the impact of the Public Records Act on meetings and communications, which included a discussion about the use of cellular phones, a refresher on rules and research using software to assist with email management, and guidelines for serial meetings.

Jim Iles stated he would ask Assistant City Attorney Ramsey Ramerman to spend additional time on this important issue. Council members agreed they would benefit from a joint training with Ramsey.

Public Safety – Public Safety Studies / Public Meetings (Wall Street Building and Council Chambers)

Considerable discussion took place regarding the fire efficiency study prepared by Fitch & Associates. Some of the questions and comments included: the need for understanding of the content and implications and a decision regarding the level of service, efficient use of management resources, the need for additional research and analysis, the role of the Public Safety Subcommittee, and when and how the Public Safety Subcommittee would bring back recommendations to the full Council.

Mayor Stephanson recommended the Council look at the Fitch Study as a list of options to consider rather than a proposal. He stated the Fitch study data has been verified, and it is a good foundational place to start. The Mayor reminded council members that labor issues must be settled before any changes can be made.

Council Member Tuohy, Public Safety Subcommittee chair, stated the committee will be meeting again in the near future to determine if the committee has enough information to come back to full Council.

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OTHER 2016 PRIORITIES AND OBJECTIVES

Streets Initiative / Transportation Update / Downtown Parking /
Climate Action Plan

Council members discussed security issues/plans for the Wall Street Building and City Council Chambers.

Debra Bryant, Administration, stated Police Chief Templeman is currently working to make the Council chambers safer.

Discussion ensued regarding the great work done by the Streets Initiative Task Force. Council members expressed a desire to continue what is already being done, the need to review staffing requirements, additional time required to complete the work, and the usefulness of having a report of priorities on all of the recommendations.

As part of the transportation update discussion, Council Member Bader stated the Transportation Advisory Committee has voiced concern about the long-term viability of Everett Transit. It was suggested that discussion be moved to committee, possibly the General Government Subcommittee, and request that Administration gather information.

Dave Davis, Public Works, provided an update on downtown parking. He reviewed the results obtained from the downtown Everett parking forums held in 2015.

Council members discussed the importance of a climate action plan, which is a regulatory issue under EPA. The group discussed the scope of the plan, implication for City operations, impact of rising sea levels, and developing a plan to encourage reduction of greenhouse gas emissions.

Debra Bryant, Administration, stated a contract has not yet been assigned.

President Murphy thanked Pam Posey for facilitating the meeting. He thanked staff and citizens for attending, and complimented the group for their contributions.

The City Council retreat adjourned at 12:00 p.m.

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City Clerk

Read and approved as printed.



Council President