

**CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES**

Tuesday, March 1, 2016
Lake Stevens Community Center
1808 Main Street, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Council President Sam Low

COUNCILMEMBERS PRESENT: Mayor John Spencer, Kim Daughtry, Sam Low, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

COUNCILMEMBERS ABSENT: Kurt Hilt

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens, Interim Planning and Community Development Director Russ Wright, Interim Police Chief Ralph Krusey, Human Resources Director Steve Edin, Economic Development Coordinator Jeanie Ashe, Permit Specialist Jill Meis and Deputy City Clerk Kathy Pugh

OTHERS:

Roll Call: Council President Sam Low noted for the record that Councilmember Kurt Hilt was absent from the meeting.

Approval of Agenda: Council President Low said that an Executive Session, with no action to follow, is being added to the agenda.

Study Session:

Planning Department Update: Interim Planning and Community Development Director Russ Wright distributed a handout and provided an overview of the Planning & Community Development Department: Director Wright commented there are three divisions to the department: Planning, Economic Development and Building. He reviewed the roles and functions that each division fulfills.

The Planning Division deals with current issues, long range planning and parks planning; Economic Development handles marketing and recruitment of businesses; Building works with new building and code enforcement. Long range planning includes the annual comprehensive plan review and update, code amendments, annexation and rezones. Current issues primarily include the day-to-day activities of the Planning Department such as customer service, permit intake / processing and special event reviews. The Parks Division provides a liaison to the Parks Board and includes researching funding options and applying for grants.

Director Wright also commented on the regulatory authority that takes place in the department including compliance with the State Environmental Policy Act, implementation of the Shoreline Management Act regulations and compliance with flood plain regulations.

Under the Building section of the department, the Building Official completes plan reviews and building inspections, and the Building Inspector / Code Enforcement Officer responds to complaints related to building and zoning issues and inspects new construction.

Discussion ensued and Administrator Swenson commented that the Building Inspector / Code Enforcement Officer works closely with the Police Department.

Economic Development Coordinator Jeanie Ashe said that her role is the implementation of strategies for the recruitment and expansion of businesses, including tourism strategies, and the development of policies that will assist in creation of business or improvements to the business environment.

Director Wright next reviewed the staffing and functions of staff in the Planning and Community Development Department and commented that discussion of the department structure is ongoing; he anticipated two of the four vacant positions will be filled in March. Director Wright said that the Permit Specialists play a large role as these positions are the first point of contact for the public. The Permit Specialists' role includes assisting with economic development, permit intake, records management, responding to public records requests and providing support to other staff and to various boards and commissions.

Director Wright reviewed the role of consultants in the department and said they have been utilized for plans review and inspections. Consultants are also used for review of critical areas, engineering plans and surveys, and that these are areas that require a higher level of expertise. Some of the costs of consultants are recovered through fees required as part of the permitting process. Director Wright commented there are other options for utilizing consultants, and that staff will be looking at developing a city-approved roster of critical areas consultants. This would allow applicants to directly arrange and pay for critical areas review, while at the same time providing quality control in this review process. Director Wright commented that even when the department is fully staffed there may continue to be a need to utilize consultants due to the high volume of permitting activity that is currently occurring.

Discussion ensued regarding buildable lands and the timetable for permit review from time of application to final approval. Director Wright commented the department processes are being reviewed for efficiency, including software options for permit input and online inspection requests.

Financial Update: Finance Director Barb Stevens provided four handouts and reviewed each of them. The first handout is an update of information provided at the recent Council retreat. Director Stevens noted the 2015 year end closed \$1.78 million over what was estimated and she will be bringing a budget amendment forward in the near future to update 2016 beginning fund balances. She also commented that expenditures were 8% less than budgeted over all funds. The handout, General Ledger, provides the detail of the 2015 revenue and expenditures.

Director Stevens commented that she added information regarding 2012 and 2013 balances, as well as actual vs. estimated variance percentages to provide a broader fiscal review. She said that 2016 budget amendments will be brought forward in March.

Director Stevens reviewed the sales tax trends to date and said that construction, retail and food service make up the largest portions of taxable sales. Director Stevens also reviewed general fund expenditures by department as well as project and purchase requests for 2015. Finally,

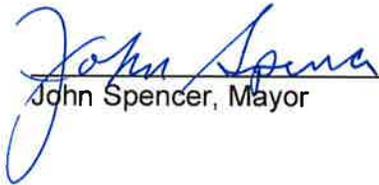
Director Stevens reviewed the fund structure handout and explained what type of information is provided in that handout.

Executive Session:

At 7:45 p.m. Mayor Spencer announced a brief recess and that an executive session would begin at 7:50 p.m. for ten minutes for the purpose of discussing a personnel matter, with no action to follow. At 8:00 p.m. it was announced the executive session would be extended five minutes.

Adjourn:

The meeting was adjourned at 8:05 p.m.



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk