CALL TO ORDER

Mayor Eidinger called the study session to order at 7:00 PM.
Mayor Eidinger led attendees in the Pledge of Allegiance.

ROLL CALL

Present: Mayor Daryl Eidinger, Deputy Mayor Steve Cope, Councilmember Donna O'Ravez, Councilmember Luke Meyers, Councilmember Stephanie Shook.
Excused: Councilmember Paul Crowley, Councilmember Tyron Christopherson.
Staff Present: Acting City Manager Eric Phillips, Acting City Clerk Jane Montgomery, Chief of Police Ed Knutson.

1. COUNCIL BUSINESS

A. Council Discussion- “Change of Government Transition Planning”
Acting City Manager Phillips introduced Bob Jean. Mr. Jean is a senior advisor with the Washington City/County Management Association and he is currently the Acting City Manager for the City of Normandy Park. Mr. Jean introduced himself to the Council and provided Council with a brief biography. He stated that his goal is to help Council walk thru the transition period from the City Manager-Council form of government to the Strong Mayor-Council form of government. He led a facilitated discussion regarding the change of government. Mr. Jean explained the difference between the City Manager and the City Administrator positions. He spoke of inter-governmental relations and the role of a strong Mayor and provided the Clerk with training material which was copied and distributed to Council. Mr. Jean suggested that the Council set a date in August to discuss the roles and responsibilities of the Council and Mayor within the new form of government. He stressed the importance of a united Mayor and Council. He suggested setting goals for three critical periods; now until August, August until the end of 2015, and Fiscal year 2016. He recommended an interim City Manager who could possibly roll in to the position of City Administrator when the form of government changes.

Additional discussion ensued between Council and Mr. Jean about challenges, shoring up public confidence and the morale of staff. Mr. Jean suggested that recruitment for a Finance person would be the first priority followed by recruitment for an Interim City Manager. There was discussion about starting Council Committees and Mr. Jean cautioned that this would entail public meetings, staff time, and minutes; all of which would likely overwhelm an already overburdened staff. He advised Council to move at a slow pace with patience and persistence. He stressed the importance of setting clear goals and priorities and lines of authority.

Audience member Jeff Stokes asked Mr. Jean to speak about the power of the Mayor versus the power of the Council in a strong Mayor form of government. Mr. Jean stated the Strong Mayor has no more power than before. A strong Mayor is the head of the Executive Branch and the Council would still be the head of the Legislative Branch. He stated that it is important to focus on purpose not power. Additional discussion ensued between staff, Council and Mr. Jean.
B. Staffing Updates
Acting City Manager Phillips gave a staffing update to Council on the following:

- A formal offer has been made to a candidate for the associate planner position with a potential start date in the first week of May.
- The Administrative Assistant position interviews finished up yesterday. Ten applicants were interviewed. Acting City Manager Phillips will be doing final interviews with the top three candidates on Monday the 13th.
- Interim staffing employee Cheryl Withrow has been working for the City for a week, and she is doing a great job. She has a background in customer service. She has been getting into Permit Pack and has been able to perform many needed tasks.
- The current budget includes building inspector Dean Mundy. Acting City Manager Phillips will come back to Council with a recommendation to increase that position to a full-time building official position. He will also be looking at the updated salary study for that position.
- Recruitment will start soon for a part-time seasonal worker which was approved by the Council.
- Maintenance Technician Howard Bowers is responsible for many tasks which the current job description does not reflect. Council support is needed to upgrade the job description to reflect the current duties being performed and to allow Mr. Bowers to supervise the part-time seasonal employee.
- Lance Schwartz part-time building inspector from BHC is working approximately 20-25 hours a week to support City staff as they train and assist new staff coming on board. He will be going out in the field on Tuesday, Wednesday, and Thursday to perform inspections. Dean Mundy will be staying in-house to help with plan reviews.
- Senior Planner Stender will be contacting the City’s on-call Engineers to talk about setting office time here at the City which will cut costs by channeling our pre-application meetings with some of the plan reviews.
- The Prothman Agency has been contacted in hopes of recruiting a Finance Director and Interim City Manager/City Administrator.

Discussion ensued between Staff and Council regarding the updates.

C. Project Updates.
Acting City Manager Phillips briefed the Council on the following:

- SR 161 Project/Drainage issues
- Wayfinding signs on light posts
- A catch basin is being put in around 11th due to a driveway cut
- Walk-thru has been scheduled for April 17th for completion of SR 161
- Shoulder restoration and prep work is being done in anticipation of the City’s chip seal program

Councilmember Shook has concerns about 16th and Meridian and would like to make a recommendation to have the signs be larger. She cited issues with the light not changing on 16th. Acting City Manager Phillips will look into the concerns.
Acting City Manager Phillips briefed the Council on additional items:

- Hearings for the Comprehensive Plan have taken place. A recommendation will be presented to Council towards the end of the month. There will be a full recap on the Comprehensive Plan at the May 5th Special Meeting. Adoption of the Plan will be sought at the second meeting in May and the first meeting in June.
- The Jovita Slope Stabilization Report was received at the City. After it has been reviewed it will be presented to Council with a full briefing. Grant reimbursements for this project are up to date and they cover costs submitted by Gray and Osborne.
- There was a pre-application meeting today for a senior assisted care housing project behind the Cottages. It will be exclusively assisted care with approximately sixty (60) residents. Discussion ensued between Council and Staff regarding the impacts to Public Safety.
- The City’s Website is up and running. The City Clerk is working to update any glitches, change headings, and make general improvements. He asked Council to let staff know if they see anything that they would like to change or add.

Acting City Manager Phillips advised Council that he had talked with staff this week to give them updates on future staffing goals. There is a lot of uncertainty for staff and a tremendous amount of work that has to be done. Staff is being stretched pretty thin but he is keeping up the lines of communication. The Mayor can attest to this because he has attended City meetings to support staff.

3. ADJOURN

Mayor Eidinger adjourned the meeting at 8:55 p.m.

Jane Montgomery, Acting City Clerk

Daryl Eidinger, Mayor