

**City of Enumclaw  
1339 Griffin Avenue  
Enumclaw, Washington 98022**

**City Council Budget Workshop  
City Hall Council Chambers  
October 21, 2019, 6:00 p.m.**

**1. CALL TO ORDER:**

Mayor Molinaro called the meeting to order at 6:00 p.m. Mayor Pro Tem LaFleur announced that Councilmember Chevassus was absent.

**LA FLEUR MOVED TO EXCUSE COUNCILMEMBER CHEVASSUS FROM THE BUDGET WORKSHOP. WRIGHT SECONDED. MOTION CARRIED 6-0.**

**ATTENDANCE:**

Councilmembers Tony Binion, Kael Johnson, Anthony Wright, Kyle Jacobson, Hoke Overland and Chance LaFleur were present. Also present were Mayor Jan Molinaro, City Administrator Chris Searcy, City Attorney Mike Reynolds, City Clerk Maureen Burwell, Public Works Director Jeff Lincoln, Finance Director Stephanie McKenzie, Police Chief Bob Huebler, Police Commander Tim Floyd, Information Services Technician Travis Rose, and Information Services Manager Joe Nanavich.

**2. OPENING REMARKS AND FOLLOW-UP FROM 10/14/19 COUNCIL MEETING:**

Searcy gave his remarks after the presentations.

**3. PRESENTATIONS:**

1. Enumclaw Plateau Farmer's Market (EPFM), Liz Clark, Coordinator  
Clark introduced the President of the EPFM Board, Lisa Smith. They thanked Council, the Mayor and staff for their support. The Market ran for 16 weeks with an average of 22 paid vendor spaces per week; there were also three non-profits partnering with EPFM. A total of \$7,000 in vendor fees were collected, which all go to operating expenses. There were over 1100 volunteer hours; tracking began in the second week. Council was provided with a 2019 report and Smith detailed the statistics. Early June to mid-July was the timeframe with the highest attendance.

Clark and Smith explained the funding request for 2020. \$10,000 is requested for a 1-to-1 match with Washington State's Supplemental Nutritional Assistance Program (SNAP) through Electronic Benefits Transfer (EBT). \$7,500 of that would be spent directly for a match to low-income City residents, with a \$20 max per day. Farm items are the only product that can be purchased with this program, not crafts nor prepared food. The State will provide the tablet and software package free of charge to facilitate this. The additional \$2,500 request is for marketing of this specific program, which only runs June through October. Any funds that were not used in 2020 would be carried over to 2021 if allowed.

Clark and Smith invited the community to EPFM's fundraiser called Edible Enumclaw, November 4 at The Claw; tickets are \$30 if pre-purchased or \$35 at the door. Admission is limited to 100 people.

Councilmembers, Mayor and staff discussion:

- Compliment for the well-organized weekly event.
- Question on how the \$7,500 request for SNAP was estimated. Clark stated that for this first year it was difficult, but an average between markets smaller and larger than EPFM was chosen.
- The SNAP program would be an annual ask; perhaps submitting through the Human Services Advisory Board in future years.
- Most farmer's markets are run by the Cities in which they operate. If not, they receive grant support.
- City residency will be verified because the State will have the records of those receiving SNAP funds; other sponsorships will be sought to provide access to the program for low-income residents outside the City limits.
- The other portion of the funding request, \$5,000, is for signage, infrastructure needs such as an electrical source, and more marketing.

**LA FLEUR MOVED TO INCREASE THE BUDGET FOR THE FARMER'S MARKET FROM \$5,000 TO \$15,000. OVERLAND SECONDED. MOTION CARRIED 6-0.**

2. iSTEAM Expo, Jason Person, Chair

Person stated iSTEAM (Science, Technology, Engineering, Arts & Math) is a program of the Enumclaw Schools Foundation; the iSTEAM Expo has been occurring for eight years. The next Expo is February 13, 2020, at the Enumclaw Expo Center. There are partnerships with businesses and the Enumclaw Expo Center gives the event a discount on rental. This program gives school children exposure to careers and gives families an event to attend together to learn more about science, technology, etc.; 2019 saw 5,000 attendees with 62 exhibits.

Wright recused himself from the discussion as he is on the Enumclaw Schools Foundation Board.

Councilmembers, Mayor and staff discussion:

- The Enumclaw School District does not fund the Enumclaw Schools Foundation; the committee members are volunteers who support ESD.
- The City of Black Diamond has not been approached for funding.
- Businesses such as Helac, Hill Aerosystems and Mutual of Enumclaw are sponsors of the Expo. It is exclusively funded through donations and volunteers.
- The Enumclaw Expo Center charges a discounted rate \$5,200 for facility; therefore the request from the City is for \$5,000.

3. LTAC:

a. Visit Rainier, Meilee Anderson, Marketing Consultant

Anderson gave a PowerPoint presentation on how Visit Rainier markets the City's hotels, restaurants and businesses. The 2019 lodging referrals are on track to be higher than 2018. She showed a destination video, which is linked to their website and other social media forums, featuring a couple (social media influencers) visiting Enumclaw restaurants, hiking in the area and shopping.

Council expressed appreciation for Anderson's and Visit Rainier's efforts to promote Enumclaw.

b. Enumclaw Expo & Events Center, Rene' Popke, Expo Center Manager

Popke thanked Council for the Lodging Tax funds for the past year. The same amount is requested for 2020. She detailed some of the events held at the Expo Center in 2019. Some statistics from the past year:

- There were guests from over 31 states and 3 foreign countries at the Expo Center.
- There were 75 employees during the week of the Fair.
- They partnered with six youth organizations
- The Olympic Kennel Club Dog Show had participants from 183 cities and towns and 23 states.
- RV Park receipts contribute to the Lodging Tax. Between June and September, there were users of the Park from many other states. Occupancy rate during those months is 65%. There is no sewer available, but there are many compliments on the Park in general.
- Expo Center is \$14,000 to the positive, which is better than last year.
- The Seattle Scottish Highland Games Association event is the second largest Scottish games in the U.S. and Canada.
- Attendance went up for the King County Fair, to 30,000.
- The new RV show was a success and they have booked again for 2020.
- The Pro Rodeo had 210 of the contestants from out of the area.
- Entercom has two events on the grounds: Throwdown and Redfest. Over 3,000 of the total 7,000 tickets were either north of Snohomish, east of Snoqualmie Pass or south of Olympia.
- The Fieldhouse had 66 events scheduled for 2019.
- The new event, Balloon Glow, had over 7,000 through the gates in a very short time and then many who were still trying to get to Enumclaw. The Expo Center was caught off guard with the numbers.

LaFleur stated he appreciated the Balloon Glow, even though they were not ready for the large numbers, it showed they were looking for new events and bringing people to Enumclaw. He asked if there were any other ways Council could support the Expo Center. Popke replied that great support has already been shown from all of Council and especially Councilmember Anthony Wright.

4. Schlotfeldt/Lafromboise:

a. Enumclaw Plateau Historical Society (EPHS), Ray Still, Chair

Still stated the request from the Schlotfeldt Endowment Fund is for \$3,200 to increase signage and marketing, such as social media efforts. EPHS has the goal of letting the newer residents know of the rich and diverse history of the Enumclaw community. Also, they are looking for some new volunteers.

Councilmembers, Mayor and staff discussion:

- Appreciation for continuing the EPHS after the loss of some of the founding members.

- A new Board member has put up a new display on SR 410, the Chinook Scenic Byway.
- They are working on a new exhibit with the Enumclaw High School on the former EHS newspaper.

b. Friends of the Library, Rich Elfers, Library Advisory Board Chair

Elfers explained the history of the Lafromboise Fund. The second Mayor of Enumclaw was Samuel Lafromboise; he and his sons had a large impact on the community. The family set up a fund to help the Library; the goal of the Library Board is to be good stewards of the fund. He stated there are three requests for 2020, for children's, families' and adults programs. Elfers introduced Philis Bodle, Interim Regional Manager for King County Library System, who stated that one of the programs, Escuela de la Vida, is for all ages; programs for adults, teens and children are under this umbrella.

In response to a question from Jacobson, Elfers answered that this request for funding uses the interest of the fund and does not touch the principal.

**FOLLOW-UP FROM 10/14/19 COUNCIL MEETING:**

Searcy stated the pool locker amount has been changed to the correct line; the lockers have been ordered and the install is pending. The Stormwater Utility discussion will occur at the next meeting to allow the Public Works Committee to discuss in detail some rate scenarios before coming to full Council. The Community Development Department has already exceeded its permit revenue budget.

**4. BUDGET REVIEW & COUNCIL DISCUSSION:**

Stephanie McKenzie, Finance Director

McKenzie stated that the 2020 Budget has been updated to reflect the additional funds for the Tourism Advisory Board that were approved at the last meeting. Also, the revenues and expenditures for the Pool budget during the month of August have been removed; the Pool will be closed that month for repairs.

1. LTAC Recommendations

The LTAC Committee has met and recommends \$10,000 for Visit Rainier and also \$10,000 for the Expo Center. There was a placeholder in the budget for \$20,000.

**WRIGHT MOVED TO APPROVE LTAC FUNDING OF \$10,000 FOR VISIT RAINIER AND \$10,000 FOR ENUMCLAW EXPO CENTER. OVERLAND SECONDED. MOTION CARRIED 6-0.**

2. Schlotfeldt/Lafromboise Funds

The funding requests have been included at the amount requested.

3. Internal Service Funds

Nanavich explained the Data Processing Fund (Information Services). There are modest increase in payroll and service contracts with vendors. There are 250 software applications in the City. He noted that they are fully staffed with three FTEs (Full Time Equivalents) . They are working on improving the infrastructure and replacing aging technology.

Nanavich detailed the capital projects for 2020:

- Office 365.
- Card Entry – two phases:
  - Shops entry and gates in conjunction with Railroad Avenue project.
  - PD interior doors; Jail video visitation; equipping Senior Center with card entry and installing panic alarms there.
- Improvements to ECTV, funded by Comcast.
- Server virtualization; take individual boxes and combine into one.
- Switch upgrades: switches that connect City Hall with the other buildings.
- Human Resources Management software – onboarding, employee management, etc.

Searcy stated this is not included in the Mayor's budget for 2020, but it will be researched for potential future funding.

- Planning kiosk, touch screen for electronic plan review.
- Public Works Asset Management software for work orders; this will streamline their processes that have been mostly paper-based.
- Jail cameras; there is currently one camera per cell; this will add another per cell as well as in the hallways and kitchen.
- Tablets for Council and the Planning Commission; these will be iPads which will be available for checking e-mails and viewing agenda packets.

LaFleur suggested flip keyboards be included with the tablets.

**LA FLEUR MOVED TO INCLUDE ENOUGH MONEY IN THE BUDGET TO ADD KEYBOARDS TO THE APPLE TABLETS. WRIGHT SECONDED. MOTION CARRIED 6-0.**

- Replace six engineering workstations; better able to run AutoCAD and GIS.

In response to a question from Wright, Searcy confirmed that all these capital projects are in the Mayor's budget with the exception of the Human Resources software.

Lincoln detailed the Public Works Internal Service Funds:

- Equipment Rental

Lincoln stated there will be quite a few vehicles and other equipment replaced in 2020: Yard Hustler (moving solid waste container around WWTP), street sweeper, air compressor, small trailer, Senior Center bus, hydro-excavator, Facilities van, and a Water pick-up truck. Two police cruisers will also be replaced. He noted there are two mechanics assigned to this fund. They are now working on minor equipment surplus.

- Facilities Fund

There are three FTEs, two custodians and a Facilities maintenance worker, in the Facilities Fund. All Departments share in the costs by allocation. Various software applications for asset management are being evaluated. The goal is to identify areas needing preventative maintenance. The Gas Department has already implemented a program that has been very successful to systematically organize assets.

Searcy stated that the Washington Cities Insurance Authority (WCIA) premiums are also paid from this fund. The City's liability insurance premiums have decreased, due to loss history falling off. Due to a recent appraisal of City property by WCIA, the casualty insurance premiums may increase in the next few years.

In response to a question from the Mayor, Lincoln explained that Information Services is investigating storage on the cloud to ensure capacity needs are met.

#### 4. Utility Funds

- Water Fund

Lincoln stated the automatic meter reading system will be implemented for half of the water customers by the end of 2019. This will provide a higher level of customer service and an increased amount of accuracy. Assistant Public Works Director Scott Woodbury oversees this Utility as well as the Wastewater Utility. There is no need for a rate increase in 2020; an Ordinance will be presented to Council to not increase rates, as there is an automatic increase built into the Enumclaw Municipal Code.

- Wastewater Fund

Lincoln stated that there is also no need for a rate increase in this Utility. New equipment is being replaced as detailed in the Equipment Rental Fund. He stated there is smoke testing occurring currently; two catch basins have been discovered to be flowing directly into the sanitary sewer system. There are substantial reserves in this fund.

In response to a question from Johnson, Searcy replied that connecting the Expo Center RV Park to the sewer system has been discussed. Mayor stated the Enumclaw Rotary approached the City with this potential when they were considering placing tiny houses on the Expo Center grounds, however, the cost was too high. The responsibility for connection charges is not on the Utility but the owner, even if it is public property. The ratepayers do not subsidize connection charges.

- Natural Gas

Lincoln stated this Utility is well run. Pussyfoot Creek project is now underway; the reserves will be drawn down due to the increased expense of this project. The hedging of 75% of gas purchases through the winter of 2022-2023 has helped to keep the Utility strong financially. The total volume of natural gas being sold is decreasing even though the customer base is increasing due to increased energy efficiency. The reserves will take a dip because of the major project but then begin to increase again. Rates may go down in the future.

In response to a question from Wright, Lincoln stated that the Pussyfoot Creek project has been awarded so the cost is fixed for the most part; a catastrophic event would be covered by insurance. There are enough cash reserves to cover something unexpected or a failure of some type. Council also has the ability to raise rates immediately if necessary. The Natural Gas Utility has the largest minimum reserve of any of the City Utilities.

- Solid Waste

Lincoln states the rates were increased 9% in 2017 and 5% in 2018 which resulted in a stable Utility; the City is not forecasting a need for a rate increase next year. The cost of transmitting recyclables has increased to a large degree. Replacement is needed for some of the older containers. Waste Management will be giving up the routes inside the City; the customer base will grow. New containers are needed for these new customers, but no increase in FTEs. The service levels have improved with the upgrading of a position to a lead. There are four FTEs for scheduled service along with two-thirds of a rover. In the next few years, a truck will need to be replaced at the cost of \$325,000.

5. Capital Project Re-cap; Q & A

McKenzie stated the capital projects were reviewed when each fund was examined. She noted the summary is in the 2020 Budget binder.

In response to a question from Wright, Nanavich stated he is working with Facilities Manager Randy Collins to implement controls on locks of the downtown parking lot restroom; this will be done through the Card Entry Project.

**5. ADJOURNMENT:**

Mayor adjourned the meeting at 8:19 p.m.

Respectfully Submitted,

Maureen Burwell  
City Clerk

Date Minutes Approved: \_\_\_\_\_

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Date Minutes Approved: 11-12-19