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CSD Committee Members:

Mike Sando, Chair  
Jan Molinaro  
Kimberly Lauk

Support Staff:

Chris Pasinetti, CD Director  
Chris Searcy, City Administrator

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## **AGENDA**

### **COMMUNITY SERVICES & DEVELOPMENT (CSD) COMMITTEE**

CITY OF ENUMCLAW – CITY HALL

Monday, March 20, 2017

**\*\*\*\*\* 5:00 p.m. \*\*\*\*\***

#### **I. OLD BUSINESS**

- A. Approval of the meeting summary from February 13, 2017

#### **II. NEW BUSINESS**

- A.

#### **III. COUNCIL AGENDA BUSINESS**

- A. Ordinance No. 2608 – Schlotfeldt Fund, Library and LaFromboise Fund.
- B. Building Department Budget Amendment.
- C. Parks Department Budget Amendment.

#### **IV. DISCUSSION ITEMS**

- A.

#### **V. ADJOURNMENT**

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**Next Scheduled Meeting:** April 17, 2017 --- 5:00 p.m.

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CSD Committee Members:

Mike Sando, Chair  
Jan Molinaro  
Kimberly Lauk

Support Staff:

Chris Pasinetti, CD Director  
Chris Searcy, City Administrator

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## **CSD SUMMARY**

### **COMMUNITY SERVICES & DEVELOPMENT (CSD) COMMITTEE**

CITY OF ENUMCLAW – CITY HALL

Monday, February 13, 2017

\*\*\*\*\* 3:00 p.m. \*\*\*\*\*

***THE MEETING BEGAN AT 3:00 PM AND ENDED AT 4:30 PM. COUNCILMEMBERS SANDO, MOLINARO AND LAUK WERE PRESENT AS WELL AS STAFF MEMBER CHRIS PASINETTI, CHRIS SEARCY, MICHELLE LARSON AND KRISTEN MUNNELL.***

#### **I. OLD BUSINESS**

- A. Motion made by Councilmember Lauk to include under new business to discussion about the YMCA and to add an update of the Lodging Tax Advisory Board meeting under Discussion items. Motion was approved unanimously.
- B. Meeting summary from December 19, 2016 was approved unanimously.
- C. LaFramboise Endowment – Discussion regarding Adult Programing for the Friends of the Library. Rich Elfers updated the committee regarding the programming that is funded using the LaFramboise Fund. He reported regarding the accounting for the monies and where they were/are being spent. Motion was made by Councilmember Molinaro, second made by Councilmember Lauk to approve the appropriation for \$500 from the LaFromboise Fund for adult programing. Motion approved unanimously.

#### **II. NEW BUSINESS**

- A. Aquatics Center Maintenance and Preservation/Preservation- Kristen Munnell gave an overview of the Enumclaw Aquatic Center. Questions about how many people attend within and outside the city as well as information provided about the number of users and passes sold. Staff stressed the community need and that the building does face maintenance and repair challenges. The committee requested that staff make a presentation to the City Council about the Aquatic Center.

#### **III. COUNCIL AGENDA BUSINESS.**

- A. Lawn Mower Trailer Replacement – Parks Director Michelle Larson gave an overview of the current condition of the City's existing lawn mower trailer. The existing trailer is not in great operating order and is in need of constant repair. The existing trailer is close to 20 years old. The replacement trailer will be safer and is necessary. Discussion about funding for the purchase and how this will affect the Park Budget. Parks Director Larson stated that the money is available for the purchase. Motion was made by Councilmember Molinaro to approve the expenditure, second by Councilmember Lauk, motion passed unanimously.
- B. Pool Boiler Burner Replacement – Kristen Munnell discussed the need to replace the burner for the pool boiler. Continued discussion around the boiler and the remaining useful life of that boiler for the pool. Motion to approve the expenditure by Councilmember Molinaro, second by Councilmember Lauk, motion passed unanimously.

- C. 2017 Planning Commission & Community Development Work Plan – Planning Director Chris Pasinetti discussed the work plan as recommended by the Planning Commission. Councilmember Sando voiced concerns regarding the Residential Design Standards for Single Family Residential Homes. Motion was made to approve the work plan passed unanimously.
- D. Outside Agency Agreements, Resolution No. 1581 – Discussion regarding the outside agency agreements. Councilmember Sando suggested that the Economic Development Committee review the agreement for the Chamber specifically regarding items that are within the agreement. A motion was made to pass Resolution No. 1581 excluding the outside agency agreement for the Chamber of Commerce, motion passed unanimously.
- E. Impact Fee Recommendation – Planning Director Chris Pasinetti discussed the recommendation made by the Planning Commission. Discussion regarding the impacts fees, the costs and what the money is used for. The Committee agreed that moving a revised Impact Fee Ordinance to include Schools, Fire and the revised Transportation Impact Fee. A Public Hearing will be held prior.

#### **IV. DISCUSSION ITEMS**

- A. Human Services Advisory Board – Discussion regarding the need for potentially having a new human needs survey.
- B. Affordable Housing Coalition – The next Affordable Housing Coalition meeting is scheduled for February 27, 2017 at 12 noon at the Enumclaw City Hall Council Chambers.
- C. YMCA – Councilmember Lauk discussed a possible partnership with the YMCA for some facilities within town.

#### **V. ADJOURNMENT**

- A. Meeting adjourned at 4:30 PM



*STAFF REPORT*

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*DEPARTMENT OF COMMUNITY DEVELOPMENT*

**TO:** Community Services and Development Committee

**FROM:** Chris Pasinetti, Community Development Director

**DATE:** For the March 14, 2017

**SUBJECT:** Ordinance No. 2608 – amendments to Chapter 2.66 Schlotfeldt Fund, Chapter 2.68 Public Library, and Chapter 2.69 Richard P. LaFromboise Memorial Fund

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**SUMMARY OF REQUEST:**

The above referenced sections of the municipal code are in need of updating to reflect current conditions. The amendment would reflect the City Library being annexed into the King County Library system among other minor edits to the code to reflect current conditions.

**BACKGROUND:**

The Schlotfeldt and LaFromboise Funds are to be used for library purposes. The funds pay for preservation and display of historical items of the Enumclaw Area and that responsibility has been given to the City Library; which is not the responsibility of the King County Library System (“KCLS”). Since the library is no longer operated by the city and is operated by the KCLS, these historical items have been transferred to the Enumclaw Plateau Historical Society who now assumes that role. This ordinance would continue to honor those gifts given from the Schlotfeldt’s and LaFramboise families and recognizes the change of status of the city library.

**RECOMMENDATION:**

Staff recommends that the CSD review the DRAFT Ordinance No. 2608 and make a recommendation to the City Council to approve Ordinance No. 2608.

**Attachments:**

1. DRAFT Ordinance No. 2608

**ORDINANCE NO. 2608**

**AN ORDINANCE OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON REPEALING CHAPTERS 2.66, 2.68 and 2.69, ENUMCLAW MUNICIPAL CODE DEALING WITH THE SCHLOTFELDT FUND, PUBLIC LIBRARY AND THE RICHARD P. LAFROMBOISE FUND AND CREATING A NEW CHAPTER, CHAPTER 2.66, LIBRARY BOARD, 2.68 SCHLOTFELDT FUND AND 2.69 RICHARD P. LAFROMBOISE FUND, SETTING FORTH THE DUTIES, MEMBERS, APPOINTMENTS AND TERMS OF THE LIBRARY BOARD, SETTING FORTH THE USES OF THE SCHLOTFELDT AND RICHARD P. LAFROMBOISE MEMORIAL FUNDS.**

**Whereas**, Chapter 2.68, EMC, created a public library and set forth the appointment, terms and duties of Trustees, and

**Whereas**, Chapter 2.66, EMC, recognized a gift known as the Schlotfeldt Fund, and

**Whereas**, Chapter 2.69, EMC, recognized a gift known as the Richard P. LaFromboise Memorial Fund, and

**Whereas**, the funds were to be used for library purposes, and

**Whereas**, the City Library was annexed into the King County Library Service and therefore the City no longer has a City Library, and

**Whereas**, the preservation and display of historical items of the Enumclaw area had been the responsibility of the City Library, which is not a responsibility of the King County Library System, and

**Whereas**, the historical items have been transferred to the Enumclaw Plateau Historical Society which displays and preserves such items, and

**Whereas**, the purpose of the Schlotfeldt Fund was to focus on the promotion of historical and pioneer history of the City and vicinity, and

**Whereas**, the purpose of the Richard P. LaFromboise Memorial Fund was for library purposes and one such purpose of the library was the display and preservation of historical items which responsibility has been transferred to the Enumclaw Plateau Historical Society, and

**Whereas**, City desires to honor the purposes of the gifts of Schlotfeldt and LaFromboise recognizing the change of status of the library and the wishes of the donors.

**Now, therefore, the City Council of the City of Enumclaw, King County, Washington does hereby ordain as follows:**

**Section 1:** That Enumclaw Municipal Code (EMC), Chapter 2.66 Schlotfeldt Fund, Chapter 2.68 Public Library, and Chapter 2.69 Richard P. LaFromboise Memorial Fund are hereby repealed

**Section 2:** There is hereby established EMC 2.66, Library Advisory Board, as follows:

**2.66.010 Created:** There is hereby established the Library Advisory Board.

**2.66.020 Duties:**

The Library Advisory Board shall be an advisory capacity to the King County Library System on the operation, maintenance and collection of the Enumclaw branch of the King County Library System, and act in advisory capacity to the Enumclaw City Council on the application of funds from the Schlotfeldt Fund and the Richard P.

LaFromboise Memorial Fund for historical preservation and maintenance. The capacity of the Library Advisory Board shall be advisory only.

**2.66.030 Members, Appointments, Term:**

Library Board shall consist of five (5) members who shall be appointed by the Mayor and confirmed by the City Council. Members of the Board shall not receive compensation. Each member shall hold office for a term of five (5) years. A vacancy on an unexpired term shall be filled for the duration of the unexpired term only. In January of each year the Board shall elect its President and other officers.

**Section 3:** There is hereby established EMC Chapter 2.68, Schlotfeldt Fund.

**2.68.010 Establishment of Fund:**

There is hereby created a fund known as the Schlotfeldt Fund for the promotion of historical and pioneering history of the City and its vicinity.

**2.68.020 Source of Funds:**

The amount deposited in this fund is from the Schlotfeldt Estate, with any and all other accruals and shall be used for the promotion of historical and pioneering history of the City and the vicinity.

**Section 4:** There is hereby created EMC Chapter 2.69 Richard P. LaFromboise Memorial Fund.

**2.69.010 Creation of Fund:**

There is hereby created a fund entitled The Richard P. LaFromboise Memorial Fund.

**2.69.020 Source, Investment and Administration of Fund:**

In 1987 \$100,000.00 was received from the estate of Clarence B. LaFromboise to be deposited into the Richard P. LaFromboise Memorial Fund. The fund is held in

Trust by the City Council as Trustees with the net income thereof to be used for library purposes. With the transfer of the library from a City library to the King County Library System and the transfer of one function of the City library, the maintenance and preservation of historical items was transferred to the Enumclaw Historical Society, the City Council, as acting as Trustee for the fund, may use the designated proceeds from the fund, as set forth below, for the purposes of the maintenance and preservation of historical items. The principal of the fund may be invested in the City's general obligation bonds or local improvement bonds if the Council so desires. The City Council shall accept the advice of the Library Advisory Board on the application of the funds. The principal of the fund shall be held in trust and the income earned from said principal only is to be used. Upon advice of the Library Advisory Board, income from the fund may be used for the enhancement of Enumclaw Library Branch Collection with the concurrent recommendation of the Mayor of the City of Enumclaw.

**Section 5:** If any provision of this ordinance is determined to be invalid or unenforceable, the remaining provisions shall remain in force and affect.

**Section 6:** This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as required by law.

\_\_\_\_\_  
Mayor Liz Reynolds  
INTRODUCED \_\_\_\_\_  
PASSED \_\_\_\_\_  
APPROVED \_\_\_\_\_  
PUBLISHED \_\_\_\_\_

Attested:

\_\_\_\_\_  
Maureen Burwell  
City Clerk



Approved as to form:

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Michael J. Reynolds  
City Attorney



**STAFF REPORT**

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**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**TO:** Mayor / City Council

**FROM:** Chris Pasinetti, Community Development Director

**DATE:** For the March 27, 2017 City Council Meeting

**SUBJECT:** Budget Amendment (Building Department)

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**SUMMARY OF REQUEST:**

The request is a budget amendment to pay for plan review services to 4Leaf Inc. for plan review for the Enumclaw High School Project.

**BACKGROUND:**

September 26, 2016 the site plan approval for the Enumclaw High School remodel was made through the passage of Resolution No. 1573. Following the approval of the site plan and development of the high school, on June 29, 2016 the City of Enumclaw received a building permit application for the construction. The plan review fee for this project was \$92,474.49.

Tom Ushing, City of Enumclaw Building Official, started review on the building permit. As review continued, he was made aware in early November 2016 that he would be out for an extended medical leave. Because the review of the plans had not been completed, building permit review was sent to 4leaf, Inc. on November 11 to complete the review.

**ANALYSIS:**

Pursuant to the contract with 4Leaf, the fee for their review services is 70% of the plan check fee for the project. The review fee paid to our consultant for plan review would be \$64,732.14 (as shown in **attachment 1**). This money would come from building permit revenues that were collected in June of 2016 and paid for in 2017 from the plan review view collected at the time the building permit was applied for. The 2016 revenue from the building permit fee would cover the expenditure for 4Leaf's plan review services. The revenue net balance would be \$27,742.35 to the City.

**CONCLUSION:**

4Leaf has completed their review and submitted their fee for outside review of Enumclaw School District remodel and expansion. The fee amount is \$64,732.14.

**RECOMMENDATION:**

Staff recommends that the budget amendment be approved.

**Attachments:**

1. 4Leaf Invoice totaling \$64,732.14



# 4LEAF, Inc.

2110 Rheem Drive, Suite A  
Pleasanton, CA 94588  
Phone (925) 462-5959

# Invoice

Date	Invoice #
2/15/2017	568-16-001A

<b>Bill To</b>
City of Enumclaw 1309 Myrtle Ave Enumclaw WA 98022

<b>Project</b>
Enumclaw High School Moderization 226 Semanski Street South City Permit# 16-261

<b>TERMS</b>
Due on receipt

DESCRIPTION	CITY FEE	4LEAF %	AMOUNT																												
Plan Review	92,474.49	0.7	64,732.14																												
<table border="1" style="width: 100%;"> <tr> <td colspan="2">City of Enumclaw Accounts Payable</td> <td colspan="2">Vendor#</td> </tr> <tr> <td colspan="4">PO#</td> </tr> <tr> <td>Account Code</td> <td>Amount</td> <td colspan="2">Use Tax</td> </tr> <tr> <td>001.073</td> <td>558,504.00</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Invoice-Ref</td> <td colspan="2">Description</td> </tr> <tr> <td colspan="4"> <small>I certify that the materials have been furnished, the services rendered, or the labor performed as described herein, and that this claim is a just due and unpaid obligation against the City of Enumclaw and that I am authorized to authenticate and certify to said claim.</small> </td> </tr> <tr> <td colspan="2">Approval:</td> <td colspan="2">Date:</td> </tr> </table>				City of Enumclaw Accounts Payable		Vendor#		PO#				Account Code	Amount	Use Tax		001.073	558,504.00			Invoice-Ref		Description		<small>I certify that the materials have been furnished, the services rendered, or the labor performed as described herein, and that this claim is a just due and unpaid obligation against the City of Enumclaw and that I am authorized to authenticate and certify to said claim.</small>				Approval:		Date:	
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Approval:		Date:																													
Thank you for your business.		<b>Total</b>	\$64,732.14																												

Past due balances subject to late charges of 1.5% per month (18% annually).  
Please remit to above address.



*STAFF REPORT*

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***PARKS AND RECREATION DEPARTMENT***

**TO:** City Council  
**FROM:** Michelle Larson, Parks & Recreation Director  
**DATE:** For the March 27, 2017 City Council Meeting  
**SUBJECT:** Budget Amendment-Expo Center Field House use fees

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**I. Proposal:**

A budget amendment to pay back \$3,300.00 for 2015/2016 use and \$3,840.00 for 2017 for use of the Expo Center Fieldhouse for Parks & Recreation fitness classes.

**II. Background**

The Parks & Recreation Department offers fitness classes for the community and uses the Field House for these programs. Pilates is held 6 times per week and Zumba is held 2 times per week, Monday through Thursday. Although the time of use is during periods where there are few rentals and does not impact the Expo Center's schedule, there is a utility cost associated with the use.

Expo Center staff approached the City in an effort to help offset the utility costs in an effort to make their facility more operable financially. The discussion led to an agreement to pay \$10 per class. Monthly, this amount breaks down to \$320 per month.

Back payment was reflected based on previous use when the Expo Center was operated by the City and fund transfers were done to help offset the utility costs. (Average fund transfer ranged from \$150.00-\$200.00).

**III. Recommendation:**

Staff recommends approval of the budget amendment for Field House use fees in the amount of \$7,140.00 to cover back payment for July 2015-December 2016 (\$3,300.00), and for 2017 user fees (\$3,840.00).