



# Minutes of the Arlington City Council Budget Retreat

Council Chambers  
110 East 3rd Street  
Friday, October 6, 2023

**Councilmembers Present:** Don Vanney, Heather Logan, Debora Nelson, Marilyn Oertle, Jan Schuette, Michele Blythe, and Yvonne Gallardo-Van Ornam.

**Council Members Absent:** None.

**Staff Present:** Mayor Barb Tolbert, Paul Ellis, Kristin Garcia, Jonathan Ventura Mike Gilbert, Peter Barrett, City Attorney Steve Peiffle, and Wendy Van Der Meersche.

**Also Known to be Present:** None.

City Attorney Steve Peiffle acted as facilitator, and began the retreat at 8:45 a.m. Mr. Peiffle welcomed everyone, reviewed the rules and procedures, and turned the retreat over to City Administrator Paul Ellis.

## 2023 - 2024 Budget

- **Strategic Priorities and Objectives**

With the use of a PowerPoint presentation, City Administrator Paul Ellis reviewed the strategic priorities and objectives.

Finance Director Kristin Garcia reviewed the following items with the use of a PowerPoint presentation.

- **Tax Levy Scenarios - 2024**

- The levy resolution must be adopted annually.
- The levy resolution must state the dollar and percent increase.
- Must be submitted to Snohomish County by November 30.
- Limited to 1% increase of prior year levy unless using:
  - Banked capacity
  - Levy lid lift

Four examples of financial models followed.

- **Budget Amendments**

- 2023 Proposed Budget Amendments
  - \$2,974,218 total proposed amendments
    - 41% are capital projects or equipment
    - 37% transfers between funds
    - 16% operations
    - 6% personnel
- 2023 Proposed Budget Amendments
  - Funding for the proposed amendments comes from:
    - 37% 23% lease financing
    - 23% lease financing
    - 16% increases in revenue (sales tax and utility revenue)
    - 15% grants
    - 9% accumulated reserves

- 2024 Proposed Budget Amendments
  - \$8,030,570 total proposed amendments
    - 65% are capital projects or equipment
    - 25% transfers between funds
    - 8% operations
    - 2% personnel
- 2024 Proposed Budget Amendments
  - 65% are capital projects or equipment
  - 25% transfers between funds
  - 8% operations
  - 2% personnel

**Budget Ordinance Updates and Next Steps**

This was originally Adopted 2017, with updates to align with current practices.

- Section 3.02.020 – removed requirement to adopt budget calendar by resolution.
- Section 3.02.030 – updated language to mirror timeframe from RCW.
  - Preliminary budget delivered to city administrator on or before the first business day in October.
- Section 3.02.070 – updated timeframe of when budget modifications must be distributed to council.
  - Changed from November 1 due date to November 30

Council Meeting	<ul style="list-style-type: none"> <li>• Ordinance Amending Chapter 3.02 Biennial Budgeting</li> </ul>	October 16
Council Workshop	<ul style="list-style-type: none"> <li>• Review Resolution Setting the 2024 Proposed Property Tax Levy</li> </ul>	November 13
Council Meeting	<ul style="list-style-type: none"> <li>• Public Hearing on Proposed 2024 Property Tax Levy</li> <li>• Adopt Resolution Setting the 2024 Property Tax Levy</li> </ul>	November 20
Council Workshop	<ul style="list-style-type: none"> <li>• Review Budget Ordinance Amending and Modifying the 2023/2024 Biennial Budget</li> </ul>	December 11
Council Meeting	<ul style="list-style-type: none"> <li>• Public Hearing on 2023/2024 Proposed Budget Amendments and Modifications</li> <li>• Adopt Ordinance Amending the 2023 Budget and Modifying the 2024 Budget</li> </ul>	December 18

Discussion followed throughout the presentations with Mr. Ellis and Ms. Garcia answering Council questions.

**Arlington Police Department 2023 Strategic Plan**

Lieutenant Mike Gilbert and Lieutenant Peter Barrett reviewed the Arlington Police Department 2023 Strategic Plan. Discussion followed with Lt. Gilbert and Lt. Barrett answering Council questions.

**Flock Safety**

Police Chief Jonathan Ventura reviewed Flock Safety cameras with the use of a PowerPoint and video presentation.

Automated license plate readers (ALPRs) utilize high-definition cameras to record license plates. This data is then processed by cutting edge artificial intelligence and automatically checked against nationwide criminal justice databases. Discussion followed with Chief Ventura answering Council questions.

**Verkada System**

City Administrator Paul Ellis reviewed the Verkada Camera System. Discussion followed with Mr. Ellis answering Council questions.

**Camera System Highlights**

1. 105 cameras deployed throughout city.
2. AI driven.
  - a. Can upload photos and search all cameras for people of interest.
  - b. Detect the color or type of vehicle.
  - c. Can track the path that a user has moved through the camera.
3. Share camera footage easily with a shareable web link.
4. 10-year warranty on cameras – very robust.

**FBI Academy recap**

Police Chief Jonathan Ventura spoke about his 9-week training and recent graduation from the FBI Academy. There was a rigorous training program with tactical simulations, advanced investigative techniques, as well as field trips in and around the capital and New York City. Chief Ventura emphasized the importance of this training in equipping officers with the necessary technology to effectively combat crime and protect their community. Discussion followed with Chief Ventura answering Council questions.

**Parking lot, misc. items**

Retreat Facilitator Steve Peiffle reviewed items in the parking lot with misc. items.

**ADJOURNMENT**

With no further items to discuss, the retreat was adjourned at 2:12 p.m.

  
Barbara Tolbert, Mayor