

**FIRST ANNUAL MEETING
JAIL OVERSIGHT ASSEMBLY
Wednesday, November 10, 2004
City of Renton, Council Chambers, 7th Floor
4:30 p.m.
Minutes**

I. Call to Order:

Burien City Manager, Gary Long, Co-Chair of the Jail Administration Group, called the Jail Oversight Assembly meeting to order at 4:45 p.m. He acknowledged the work over the last couple of years that led to the formation of the Assembly and the interlocal agreement and thanked all those responsible.

II. Introductions – Gary Long, City Manager, City of Burien

All those present introduced themselves. Cities represented were: Auburn, Bellevue, Burien, Covington, Des Moines, Federal Way, Issaquah, Lake Forest Park, Maple Valley, Mercer Island, Newcastle, Redmond, Renton, Sammamish, SeaTac, Seattle, Shoreline, Tukwila and Woodinville. A sign-in sheet is attached to this record.

Jan Roegner from Burien filled-in for Jane Cantu of Tukwila to record the actions of the Assembly.

III. Jail Assembly and Jail Administration Group Purpose and Overview

Burien City Manager, Gary Long, reviewed the work of the Jail Advisory Group (JAG) and the Jail Operations Group (JOG) which has led to the Jail Interlocal Agreement.

IV. New Business

A. Election of Executive Committee Representatives

The interlocal agreement provides for 4-7 members on the executive board. The interlocal establishes Seattle, Bellevue and Auburn as three of the members. Representing Seattle is Deputy Mayor Tim Ceis; representing Bellevue is Councilmember Grant Degginger, and representing Auburn is Mayor Pete Lewis. Additional nominations are: Issaquah, Mayor Ava Frisinger; Federal Way, Councilmember Jim Ferrell, Lake Forest Park, Councilmember Dwight Thompson; and Renton, Mayor Kathy Keolker-Wheeler.

Mr. Long asked for additional nominations from the floor.

Shoreline Councilmember Bob Ransom asked to be considered for the nominations, representing northern King County. He stated his experience with criminal justice issues.

Lake Forest Park Councilmember Dwight Thompson also stated his experience.

There were no other nominations from the floor. Mr. Long closed the nominations. It was moved and seconded to accept the ballot.

Ballots were distributed and tallied according to the weighted votes designated to each city. The following were elected to the Executive Board.

Seattle, Mayor Tim Ceis
Bellevue, Councilmember Grant Degginger
Auburn, Mayor Pete Lewis
Issaquah, Mayor Ava Frisinger
Federal Way, Councilmember Jim Ferrell
Lake Forest Park, Councilmember Dwight Thompson
Renton, Mayor Kathy Keolker-Wheeler

Election of Chairperson and Vice-Chairperson

Mr. Long opened nominations for the Chairperson of the Executive Board.

Issaquah Mayor Ava Frisinger was nominated for the Chairperson. There were no other nominations and Mr. Long closed the nominations.

Motion Carried Unanimously in favor of Mayor Frisinger.

Mayor Frisinger took her seat as Chairperson and opened nominations for Vice Chairperson.

Lake Forest Park Councilmember Dwight Thompson was nominated.
Renton Mayor Kathy Keolker-Wheeler was nominated.

There being no other nominations, Mayor Frisinger closed the nominations.

Renton Mayor Kathy Keolker-Wheeler withdrew her name from the nominations.

Motion Unanimously Carried in favor of Councilmember Thompson.

B. Appointment of Fiscal Agent

Motion and second to appoint the City of Tukwila as the fiscal agent for the Jail Interlocal Agreement.

Motion and second to amend the motion that the status of the fiscal agent be reviewed every two years and adjusted as necessary. The amendment was accepted as a friendly amendment.

Motion Carried Unanimously on the amended motion.

C. Yakima County Update

1. Yakima County Agreement

Mr. Long stated that the proposed Second Amendment was negotiated on behalf of the consortium cities during the past 18 months in response to the current low usage of the Yakima beds.

The purpose of this amendment was to give financial relief to the cities, to agree to the bed commitment of 440 beds, and to resolve other financial and operational issues such as the process for reconciliation and billing for medical expenses.

The agreement provides a reduced cost of beds for up to 100 of the 440 bed commitment. This is estimated to result in savings of approximately \$1.3 million for all consortium cities in 2005 and increases to more than \$1.8 million of annual savings by year 2010.

In addition, this amendment creates a process for quarterly and annual reconciliation, and establishes appropriate medical and therapeutic charges.

Burien Assistant City Manager, David Cline noted that the Yakima County Commission has stated that they will recommend approval of this agreement. The cities need to each ratify the agreement by the end of the year.

Motion and second that the Second Amendment to the Interlocal Agreement between Yakima County, Washington and the Consortium Cities be recommended for approval by the membership in substantially the form attached.

Motion Carried Unanimously.

2. Overview of Usage and Costs

Mr. Cline gave an overview of the current situation. A review of all jail capacity and current usage for the past three years indicates there should be sufficient demand for the Yakima capacity in the next 2 years, especially once King County implements its population caps at the King County jail for consortium cities.

D. King County Jail Population Caps

Per the agreement with King County for jail services, in 2005, King County has the right to limit the cities to 250 beds effective January 1 and to 220 beds effective July 1. Staff from King County has stated they will impose the 250 bed cap for cities effective January 1, but probably won't need to impose the 220 bed cap in 2005. The cities need to collectively reduce their bed use by 11%-15% to meet the 250 bed cap. The JAG and JOG will work for the remainder of 2004 to ensure cities collectively meet King County's caps.

E. Review of 2005/2005 Work Program Budget and Assessments (subsection b.i).

Mr. Cline noted the correct number for the 2005 Assessment is \$145,484 (*not \$145,324 as emailed in packets earlier*).

Motion and second that the proposed 2004 and 2005 Work Program, Budget and Assessments described below be approved by the Assembly and recommend referral to each of the member Cities for its acceptance.

- A. The 2005 JAG Budget Authority shall be up to \$228,484.
- B. The 2005 Assessment will be up to \$145,484 (\$228,484 less \$83,000 carry over from 2004). The initial billing to cities will be limited to \$67,250 to fund a part-time jail administrative consultant and a jail planning study.
- C. With a recommendation from the JAG to revise the scope of work or address professional services costs that may exceed the available funds the Assembly Executive Committee may authorize a second billing to cities up to a total of \$145,484.

There was no discussion on the motion.

Motion Carried Unanimously.

F. Schedule for Next Meeting

Mr. Cline explained that the assembly must meet at a time early enough in the year to set a budget that will allow cities to prepare for their own budget cycles.

Motion and second that the annual assembly meeting be held in June on a date set by the Executive Committee.

Discussion followed on meeting more than once before approval is required. It was noted that the motion on the floor does not preclude holding more meetings to work on the budget prior to the Assembly meeting if necessary. Any member can ask the Executive Committee to meet additional times.

Motion carried unanimously.

Mayor Frisinger, on behalf of those present, thanked Burien City Manager Gary Long and Burien Assistant City Manager David Cline, for their work over the past several months to bring the interlocal agreement on this issue together.

V. Adjournment

Motion and second to adjourn the meeting.

Motion carried unanimously

The meeting was adjourned at 5:25 p.m.

Original