

Fife City Hall

**FIFE CITY COUNCIL
SPECIAL MEETING**

Council Chambers

MINUTES

November 5, 2013

6:00 p.m.

CALL TO ORDER & ROLL CALL

Mayor Cerqui called the Fife City Council Study Session to order at 6:00 PM.

Present: Mayor Cerqui, Mayor Pro Tem Hull, Councilmembers Curtis, Hulcey, Dukes-Gethers and Wolfrom.

Absent: Councilmember Roscoe, excused.

Staff Present: City Manager Zabell; City Attorney Combs; Finance Director DeGroot; Public Works Director Blount; Community Development Director Osaki; Parks, Recreation and Community Services Director Reuter; Chief of Police Blackburn; Assistant City Attorney Amann; Executive Assistant Rota and City Clerk Etgen.

PLEDGE OF ALLEGIANCE

Councilmember Hulcey led the Pledge of Allegiance.

DETENTION FUND UPDATE – 2013/2014

City Manager Zabell presented a Detention Fund overview stating it presented a significant change to the adopted budget. He reviewed the history of the development of the new business model for the jail which began last year, speaking of the previous need for a large general fund subsidy and no outside contracts for jail beds. The new business plan goal was to reduce or eliminate subsidies from the general fund, to maintain efficiency with the Court, maintain the jail in Fife and provide a cost-effective alternative to the old model. Zabell gave credit to the jail and police command staff for reducing costs and implementing all the contracts.

The ramp-up of the project created a great deal of overtime and the need to develop improvements to processes with an interim staffing plan while focusing on quality service and optimal uses of resources. In early stages the program was breaking even with early start-up costs. Due to a key staff loss and general staffing issues the program expenditures exceeded revenues in July, however now the program is once again breaking even. The goal is to lower the deficit and there is now a need for a full-time jail administrator. Rates will be addressed in a collaborative manner with contracted agencies.

The detention fund was being subsidized by the general fund in 2012 and early 2013 in the amount of \$650,000. The amount is now down to \$590,000, and the 2014 budgeted subsidy is \$469,200. It is expected the numbers will progressively get better, even with a request for additional FTE's in 2014. It is expected the subsidy amount will be at \$515,000 to \$520,000 by year end. Council will be asked to make some policy decisions and staff will continue to report on a quarterly basis.

Zabell reported the Jail Administrator job description is being developed, and four FTE's are being requested in the budget amendment. Costs vary due to circumstances; females are transported to a different facility and individuals with mental health issues or special needs are taken to the SCORE facility.

PUBLIC HEARING – MID-BIENNUM BUDGET REVIEW FOR 2013-2014 – PART II
Mayor Cerqui opened the continued public hearing from October 22, 2013 at 7:08 PM.

City Manager Zabell addressed the proposed amendments to the budget, addressing some of the history behind the current budget. Six positions were eliminated from the 2012 budget due to reduced revenues with the recession and in order to maintain service levels the fund balance was used to balance the budget. The proposed amendment has increases to both the 2013 and 2014 budgets based on higher revenues. \$500,000 in contingency fund reserves will not have to be used to balance the budget. The proposal results in a \$432,000 increase in the fund balance over the biennium.

The proposal includes a transfer to the detention fund in the amount of \$130,000, down from \$139,000. A software upgrade to the records management program in the Communications Center was offset by reimbursements; the project was not originally included in the budget. A new officer was brought on due to another officer retiring after being on an extended medical leave; additional expenditures resulted from the hiring and backfilling with overtime. Additional revenues from the park and recreational enhancement created a need to appropriate \$80,000 to the Parks Department budget, however with increased revenues from the swim center the impact is only approximately \$10,000.

As discussed earlier, there has been a need for overtime in the Police Department due to the loss of an administrator. Lobbying expenses were not budgeted but have provided great value in hotel/motel fund and SR167 lobbying. Litigation costs were higher than anticipated. The general fund transfers to the street fund for planting and irrigating along roads and in parks amounted to an expenditure of \$59,000 over budget. \$100,000 will be transferred into the fleet fund in 2013 and \$100,000 will be transferred in 2014. In 2012 Council opted to not make transfers to the fleet fund in order to balance the budget; adjustments are in 2013 and 2014 budgets to bring the fund back per Council's policy wishes. The total increase in expenditures for the general fund is \$920,000 with \$343,000 offset by reimbursements and additional revenues.

Finance Director DeGroot reported revenues are up by 6.7 percent in 2013 and estimated to be up by 4.1 percent for 2014 in relation to the adopted biennial budget amounts. Expenditures in 2013 are up by 5.7 percent and 3.3 percent in the 2014 budget in relation to the adopted budget. The Police Department had the largest increase in expenditures due to prisoner costs and operating transfers to the street fund. Zabell noted the adopted biennial budget was \$16.2 million dollars and the proposed amended budget is in the amount of \$17.1 million dollars, with a \$900,000 increase in expenditures.

In response to a question from Mayor Pro Tem Hull, Zabell stated the goal of the detention programming changes is to move away from any transfers from the general fund to the detention fund.

In response to questions from Councilmember Curtis, Zabell stated: licensing revenues come from a variety of sources, with the increase mainly be a reflection of the increase in building activity; the intergovernmental revenues were down in 2014 due to a one time grant in 2013; and expenses for Brookville will not be fully incurred until 2015.

In response to a question from Mayor Cerqui, Zabell responded that while \$75,000 is requested in contingency funding, it will not be used if not needed at year-end.

DeGroot continued, reporting on internal services fund, the fleet fund, detention services fund and a loan which will be ending in 2013. He also discussed the special revenue fund, growth management fund.

In response to a question from Councilmember Curtis, Zabell reported property purchase for parks would come out of the capital projects fund.

No one came forward to testify.

Councilmember Wolfrom moved and Councilmember Hulcey seconded a motion to keep the public hearing open for further public testimony.

Councilmember Dukes-Gethers moved and Councilmember Wolfrom seconded a motion to amend the original motion to extend the acceptance of written testimony to Thursday at 4:00 PM. Upon vote, motion failed, with Mayor Cerqui and Councilmembers Wolfrom and Hulcey voting yes, and Mayor Pro Tem Hull and Councilmembers Dukes-Gethers and Curtis voting no.

Upon vote, the original motion failed, with Mayor Cerqui and Councilmembers Wolfrom and Hulcey voting yes, and Mayor Pro Tem Hull and Councilmembers Dukes-Gethers and Curtis voting no.

Mayor Cerqui closed the public hearing at 8:04 PM.

EXECUTIVE SESSION

At 8:05 PM Mayor Pro Tem Hull moved and Councilmember Curtis seconded a motion to go into executive session to discuss personnel per RCW 42.30.110 (1) (g) and potential litigation per RCW 42.30.110 (1)(i) for ten minutes with no action to be taken afterwards.

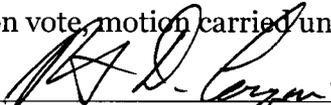
Upon vote, motion carried unanimously.

The executive session was extended at 8:15 PM for an additional five minutes. Council reconvened at 8:16 PM.

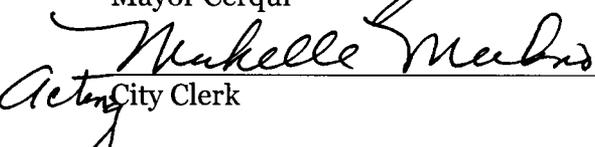
ADJOURNMENT

Councilmember Dukes-Gethers moved and Councilmember Hulcey seconded a motion to adjourn at 8:17 PM.

Upon vote, motion carried unanimously.



Mayor Cerqui



Acting City Clerk