

**CALL TO ORDER & ROLL CALL**

Mayor Curtis called the Regular Meeting of the Fife City Council to order at 7:03 PM.

**Present:** Mayor Curtis, Deputy Mayor Hulcey, Councilmembers Yambe, Johnson, Cerqui, Wolfrom and Marsh.

**Staff Present:** City Manager Mukerjee; Finance Director DeGroot; Community Development Director Friddle; Parks, Recreation and Community Services Director Reuter; City Attorney Combs; Executive Assistant Rota and City Clerk Etgen.

**PLEDGE OF ALLEGIANCE**

Councilmember Wolfrom led the Pledge of Allegiance.

**CITIZENS COMMENTS**

Jack Chandler, Chairman of the 9-11 Memorial Project, thanked the Mayor, City Council, City Manager and Fife Police Department for their support in the 911 parade. The memorial is scheduled to be completed on September 11, 2016.

Lora Butterfield representing the Fife Chamber of Commerce invited the Mayor, Council and Staff to the ribbon cutting ceremony for the new location of their facility on September 30, 2015.

Mizu Sugimura, Fife resident, thanked the City for the improved sidewalks on 58<sup>th</sup> Avenue East.

**CONSENT AGENDA**

City Clerk Etgen presented the following items for consideration on the Consent Agenda:

- a. **Approval of Payroll Vouchers** as reviewed by the Voucher Committee:  
#51670 - 51713 in the amount of \$720,191.93
- b. **Approval of Claims Vouchers** as reviewed by the Voucher Committee:  
#98172 - 98319 in the amount of \$496,249.22
- c. **Approval of Minutes of September 8, 2015 Special and Regular Meeting**

*Councilmember Wolfrom moved to approve the Consent Agenda as presented. Deputy Mayor Hulcey seconded and motion carried unanimously.*

**PRESENTATIONS & PROCLAMATIONS****Greater Tacoma Regional Convention Center Public Facilities District**

Phil Waldner, representing the City of Fife on the Public Facilities District Board, provided a brief update on the activities during the past few months. Waldner's term is expiring on December 31, 2015 and requested Council reaffirm his appointment for four more years. This item will be presented to Council at their next meeting for further action.

## **Harvest Festival Promotion**

Recreation Services Supervisor Ryan and Recreation Coordinator Moeller presented a preview of the upcoming events for the 2015 Fife Harvest Festival, scheduled for Saturday, October 3, 2015. The main sponsor for this year is Fife Towing, as well as US Food, who will be providing the free hotdog meals. Two vendors from the Farmers Market will also be on site.

## **Fife Farmers Market Season Recap**

Ryan and Moeller provided a brief overview of the 2015 Fife Farmers Market Season. The Farmers Market this year was open for 11 weeks from June 19<sup>th</sup> through August 28<sup>th</sup>. A power point presentation illustrated the highlights of the market. Areas of improvement and goals for next year were also discussed.

## **COMMITTEE REPORTS/COUNCIL DELEGATE**

The Mayor and Councilmembers reported on attendance at the Website Advisory Committee; Fife Historical Society; Wellness Committee; Voucher Review Committee; Northwest Innovation Works; meeting with State Auditor's; Freight Mobility Board; Lodging Tax Advisory Committee; Pierce County Regional Council Meeting.

## **ORDINANCES**

### **Ordinance No. 1917**

#### **Amending Title 5 of the Fife Municipal Code Regarding Business Licensing and Regulation**

City Clerk Etgen provided a brief update on the many housekeeping changes to Title 5 of the Fife Municipal Code, including the elimination of the requirement of a City business license for taxicab owners and drivers.

*Councilmember Wolfrom moved and Councilmember Marsh seconded the motion to approve for first reading Ordinance No. 1917 amending Title 5 of the Fife Municipal Code regarding business licensing and regulation. Upon vote, motion passed unanimously.*

### **Ordinance No. 1918**

#### **Delegating Real Property Purchasing Authority to the City Manager on Public Works Projects**

City Attorney Combs reported the proposed ordinance is recommending granting the City Manager real property purchasing authority, if all of the following conditions are satisfied:

- The real property and/or property rights are needed for a public works project;
- The purchase price is less than \$300,000;
- Sufficient funds for such purchase have been appropriated in the City budget; and
- The public works project is listed in the City's capital improvement plan, the City's six-year transportation improvement plan, or otherwise approved by City Council motion or resolution.

*Councilmember Yambe moved and Councilmember Wolfrom seconded the motion to approve for first reading Ordinance No. 1918 delegating to the City Manager authority to purchase real property under \$300,000, needed for public works projects.*

Councilmember Cerqui spoke against the proposed Ordinance.

*Mayor Curtis moved to amend the motion and Councilmember Johnson seconded the motion to change the dollar amount from \$300,000 to \$200,000. After Council deliberation the motion and second were withdrawn.*

*Upon vote, original motion as presented passed with six yes votes and one no vote. Councilmember Cerqui cast the dissenting vote.*

## **RESOLUTIONS**

### **Resolution No. 1680**

#### **Authorization for the City Manager to Execute a Contract with ADP for Implementation of an Integrated Timekeeping, Payroll, and HR Business Solution Program**

Finance Services Manager Cullerton provided a background on the current manual payroll and HR system. Also discussed were many of the updates to the Payroll and HR System, such as:

- Electronic time sheets, leave slips, and paystubs;
- Streamlining the entire payroll process;
- Elimination of the estimation of pay;
- Integrated HR module, HR Library, and Onboarding.

*Councilmember Johnson moved and Deputy Mayor Hulcey seconded the motion adopting Resolution No. 1680 authorizing the City Manager to execute a contract with ADP for implementation of the Integrated Timekeeping, Payroll, and HR Business Solution Program. Upon vote, motion passed unanimously.*

### **Resolution No. 1681**

#### **Authorization for City Manager to Execute a Contract with Socrata for an Online Budget Tool**

Finance Services Manager Cullerton reported the current budget is an excel spreadsheet with 109 tabs within the document. It is a static and dormant document. With the implementation of the Socrata online tool, the budget will become a living document, data will be uploaded from the General Ledger, updates are instant and provide total transparency. The program will help streamline the entire budget process.

*Deputy Mayor Hulcey moved and Councilmember Johnson seconded the motion adopting Resolution No. 1681 authorizing the City Manager to execute a contract with Socrata for an online budget tool. Upon vote, motion passed unanimously.*

### **Resolution No. 1682**

#### **Agreement with Outcomes by Levy, LLC**

City Manager Mukerjee reported Doug Levy has been the City's legislative liaison in Olympia, providing excellent service to the City in promoting the City's legislative agenda. The agreement with Doug Levy will expire on September 30, 2015. The proposed Resolution provides for an extension to the agreement to September 30, 2018.

*Deputy Mayor Hulcey moved and Councilmember Yambe seconded the motion adopting Resolution No. 1682 authorizing the City Manager to execute a professional services agreement with Outcomes By Levy, LLC. Upon vote, motion passed unanimously.*

**Resolution No. 1683**

**Lodging Tax Advisory Committee Plan Approval**

Marketing Manager McQuade reviewed the proposed Lodging Tax budget for 2016:

Tourism Marketing

- Chamber of Commerce \$68,170.00
- Daffodil Festival \$10,000.00
- Fife Marketing \$77,000.00
- South Sound Sports Commission \$30,000.00
- Fife Events Sales \$72,000.00
- Website \$38,490.00
- TRCVB \$50,000.00

Events & Festivals

- Special Events Funds \$24,000.00
- 9-11 Memorial \$10,000.00
- City Events \$33,000.00
- Summer Sounds \$15,000.00
- Soccer Tournament \$10,000.00
- Nutcracker \$ 7,000.00
- Seattle Invitational \$23,000.00
- Cossacks Motorcycle Stunt \$, 3,000.00
- Booster Club \$15,000.00

Operations of Tourism Facility & Capital Expenses

- Arts Commission \$10,000.00
- Banners \$ 8,000.00
- Dacca Restroom \$35,000.00
- Float \$10,000.00
- Pitching Mount \$ 8,000.00
- Museum Director \$50,000.00

Capital Reserve Savings

- Caboose Cover \$100,000.00
- South Campus Plan \$200,000.00

Recommendation Grand Total \$906,660.00

*Councilmember Cerqui moved and Councilmember Johnson seconded the motion to accept the 2016 Lodging Tax Advisory Committee Plan as presented. Upon vote, motion passed unanimously.*

**Resolution No. 1684**

**Creating a Pilot Water Conservation Program**

City Manager Mukerjee reported the Water Conservation Program is treated as a capital program due to its funding by the water and sewer capital improvement funds, which receive funds from water and sewer general facilities charges. The initial rollout of the program has been to Fife hoteliers, distributing sink aerators and showerheads. The next phase of the program will include the distribution of coupons redeemable for up to \$100 per low-flow toilet. The proposed Resolution states the program shall be offered through December 31, 2015. The City Council will evaluate the program in the first quarter of 2016 to consider further continuation of the program.

*Councilmember Johnson moved and Councilmember Wolfrom seconded the motion to approve Resolution No. 1684 creating a pilot water conservation program. Upon vote, motion passed unanimously.*

## **NEW BUSINESS**

### **Approval of Fife Planning Commission Rules of Procedure**

Community Development Director Friddle reported the Planning Commission's Rules of Procedure consist of two objectives, which are a periodic review that is required by State law and finding consistency with all regulations. The intent of the Rules of Procedure is to ensure:

- Measures are in place that comply with the Open Public Meetings Act;
- Consistency, predictability, transparency and for public process;
- Everyone who wishes to participate can;
- Diverse perspectives are considered and respected; and
- Policies and regulations further promote the public health, safety, morals and general welfare.

*On motion by Councilmember Marsh, seconded by Councilmember Johnson, Council approved the Planning Commission's Rules of Procedure as recommended by the Planning Commission. Upon vote, motion passed unanimously.*

## **CITY MANAGER REPORT**

City Manager Mukerjee reported on the following:

- The Dacca Barn is scheduled to be painted prior to the Fife Harvest Festival;
- The restrooms at 5 Acre Park will be closed for the season on September 30, 2015;
- On 70<sup>th</sup> Ave. E. between 43<sup>rd</sup> and 36<sup>th</sup> Street, construction of new pavement and markings across all five lanes and upgraded pedestrian access ramps is scheduled to begin;
- Starting Monday, September 28<sup>th</sup>, Freeman Road will be closed from Valley Avenue to 26<sup>th</sup> Street E, for three weeks to allow for replacement of an existing Wapato Creek culvert and installation of a new water main; and
- A reminder for all Councilmembers to sign up for a time slot to volunteer in the Council Corn Booth at the Harvest Festival.

## **CITIZENS COMMENTS**

Jack Chandler, Chairman of the 9-11 Memorial Project, again thanked the Mayor and Council for their support.

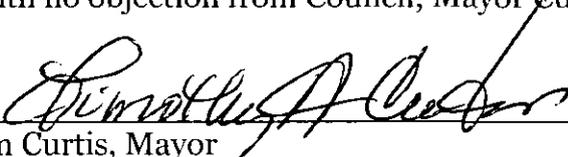
## **COUNCILMEMBER COMMENTS**

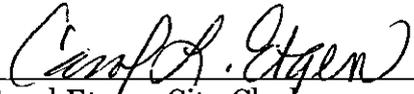
Councilmembers reported on and recognized:

- Concern with scheduling the Performing Arts Center, requesting a date to work with the School District and secure future dates;
- Concern with cameras at Dacca Field and their low resolution;
- Concern with trail maintenance at Wapato Point;
- Concern with illegal activities at Wedge Park, asking for more police patrol in the area and additional lighting; and
- Concern with people parking in the bike lake on 54<sup>th</sup> Avenue.

**ADJOURNMENT**

With no objection from Council, Mayor Curtis adjourned the meeting at 9:48 PM.

  
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Tim Curtis, Mayor

  
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Carol Etgen, City Clerk