

**Fife School  
District Office  
5802 20th St. E.  
Fife, WA 98424**

**FIFE CITY COUNCIL  
STUDY SESSION MEETING  
MINUTES  
April 18, 2017  
7:00 PM**

**Boardroom**

**CALL TO ORDER & ROLL CALL**

Deputy Mayor Yambe called the Fife City Council Study Session to order at 7:00 pm.

**Present:** Mayor Roscoe, Deputy Mayor Yambe, and Councilmembers Curtis, Hulcey, McClellan, and Wolfrom.

**Excused:** Councilmember Gethers.

**Staff Present:** City Manager Mukerjee; Finance Director Luat; Public Works Director Blount; Community Development Director Friddle; Parks and Recreation Director Reuter; Aquatics Director Jendrick; Assistant Chief of Police Woods; City Attorney Combs; Executive Assistant Rota and Deputy City Clerk Woods.

**PLEDGE OF ALLEGIANCE**

Councilmember McClellan led the Pledge of Allegiance.

**DISCUSSION TOPICS**

**City Hall Repair/Repair and Remodel Presentation**

Public Works Director Blount and Randy Cook of TCF Architectures led a discussion with Council on the Campus Plan, City Hall conditions and City Hall plans.

Staff sought guidance on the next phase of repairs to City Hall. The two options discussed were repairing the water damage only or completing the repair and including a north wall expansion.

Conversation ensued on upgrading the HVAC System if the expansion moves forward.

Council discussed preliminary costs and expressed concerns about the financial aspects and timing of the repair and remodel option. There was question on whether the expansion was a priority over other City building projects.

City Manager Mukerjee and Finance Director Luat reported on the option of a fifteen-year or twenty-year bond to assist with the financing of the repairs and remodel.

Council requested more information on project cost and the bond options for the repair and remodel of City Hall to be presented at the next Council meeting.

**Staff Introduction**

Assistant Public Works Director Steve Worley was introduced and welcomed by Council.

## **Future Financial Strategies Presentation**

City Manager Mukerjee and Finance Director Luat presented on the financial status of the City. They discussed the loss in the General Fund budget of approximately \$1.9 million due to the loss of tribal revenue, and potential loss in the State budget.

Mr. Mukerjee and Ms. Luat reviewed the City's financial strategies and principles with Council that included:

- Budget recurring costs within recurring revenues;
- Use one-time revenues only for one-time expenses;
- Maintain adequate reserves and use them sparingly;
- Recognize connection between the Operating Budget and Capital Budgets;
- Maintain capacity to respond to emerging needs;
- Invest in Employees;
- Preserve physical infrastructure; and
- Focus programs on Fife Residents and Businesses.

Options to increase expenditures were also discussed and included:

- Hold expenditure increases to one percent per year;
- Gradual percentage cuts over five years;
- Cut positions through attrition;
- Freeze or combine positions;
- Re-organize departments; and
- Contract in and out certain services.

Other informational options to increase expenditures included:

- Metropolitan Park District;
- Business and Occupation Tax;
- Utility Tax Rate;
- Marijuana Sales and Excise Tax;
- Transportation Benefit District Revenues; and
- Revenue Stabilization Fund.

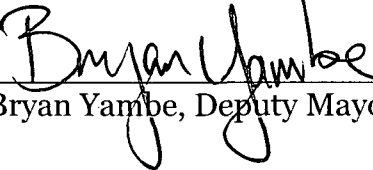
Council requested more information on freezing or combining positions, reviewing the City's organization chart, re-organizing departments, cutting positions and contracting in and out services.

## **REVIEW OF UPCOMING COUNCIL MEETING AGENDAS**

City Manager Mukerjee reviewed agenda items scheduled for upcoming Council meetings.

**ADJOURNMENT**

Deputy Mayor Yambe adjourned Study Session at 8:42 PM.

  
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Bryan Yambe, Deputy Mayor

  
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Angela Woods, Deputy City Clerk