

**FIFE CITY COUNCIL
STUDY SESSION
MINUTES**

**Fife City Hall
Council Chambers**

**Date: October 16, 2007
Time: 7:00 p.m.**

**CALL TO ORDER
AND ROLL CALL**

Mayor Pro Tem Edwards called the study session of the Fife City Council to order at 7:00 p.m. with the following Councilmembers present: Johnson, Edwards, Kelley, Cerqui, de Booy, and Roscoe (8:36 p.m.).

Excused: Councilmember Godwin

Staff Present: Worthington, Reinbold, Combs, Marcotte, Smith, Reuter, Blount, Ringus, Blackburn, Pasinetti, Richards, Potter, and Recording Secretary Jessica Tate.

**PLEDGE OF
ALLEGIANCE**

Mayor Kelley led the pledge of allegiance.

STUDY SESSION

Marketing Update

City Manager Worthington reviewed Marketing Coordinator Potter's education and professional background. Marketing Coordinator Potter was contracted to market the City of Fife and businesses located in the City.

Marketing Coordinator Potter provided an update on marketing efforts for the City since June 2007:

Fife Specialty Outlets

- Mailing List
- Banners
- Labor Day Sale

Hotel/Motel

- TRVCB
- Sports Council
- Calendar of Events
- LTAC

Harvest Festival

- Advertisements
- Sponsorships

Parks & Recreation

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- Fall & Winter Activity Guides
- Event/Facility Photography

Chamber

- Chamber Auction Logo
- Procurement

Performing Arts Center/Tourism Draws

- Car Show – June 2008
- Aria Dance Company
- American Masterpieces Grant - Denied
- Fife History Museum

Website

- Creation of Visitor Section

Councilmember Cerqui asked about the date of the Chamber's auction. Marketing Coordinator Potter reported the Chamber's Auction is scheduled for November 15, 2007.

Councilmember Cerqui asked how businesses are responding to the marketing program. Coordinator Potter indicated business responses have been very positive and responsive particularly for the free advertising opportunity.

Councilmember de Booy asked about the status of contact with other Fife civic groups. Coordinator Potter replied she will be pursuing contacts with local civic organizations.

Councilmember Johnson commended Coordinator Potter on her work and efforts for the City.

Coordinator Potter described details of the lodging grids at the request of Councilmember Johnson.

Councilmember Johnson suggested creating a small budget to support website graphics. Coordinator Potter indicated she would be interested in providing graphic services to the City.

Lodging Tax Advisory Committee (LTAC) Recommendations

City Manager Worthington reported annually, Fife's Lodging Tax Advisory Committee (LTAC) issues a call for applications for funding from the City's portion of the hotel/motel lodging tax received from the state. Applications for funding must be from organizations whose activities promote tourism-related programs and activities in Fife. Assistant Richards distributed the LTAC's

recommendation for 2008 funding requests.

City Manager Worthington reviewed the summary of 2008 funding requests.

- Tall Ships Tacoma (New Activity) \$15,000 - \$25,000
- Tacoma Regional CVB \$55,000 - \$75,000
- Tacoma Pierce County Sports Commission \$60,000 - \$70,000
- Fife Area Chamber of Commerce \$60,500
- Daffodil Festival, Inc. \$8,000
- Fife Historical Society Building Improvements \$40,000 - \$78,000

Councilmember Cerqui reported the LTAC developed the funding recommendations by grading applications on degree of benefit to the City. The intent is to maintain the beginning and remaining fund balances equally.

City Manager Worthington reported the City has historically funded the Fife Historical Society with \$50,000 for museum operation. The current contract is ending. If the Council wishes to continue the funding, revisions to the funding summary are warranted.

Councilmember Cerqui reported the LTAC expressed support for continuing the \$50,000 funding allocation for operation of the museum.

City Manager Worthington reviewed the proposed revisions to the 2008 funding summary, which includes continuing the Fife Historical Society funding for museum operation:

- **RFP Tacoma Regional CVB:** Fund at the current rate of \$45,000 rather than the proposed rate of \$55,000 to \$75,000
- **RFP Tacoma Pierce County Sports Commission:** Fund at \$60,000 rather than the proposed rate of \$60,000 to \$70,000
- **RFP Fife Historical Society Building Improvements:** Fund at \$50,000 rather than the current rate of \$60,000 or the proposed rate of \$40,000 to \$78,000
- **Street Banner Program:** Fund at \$10,000 rather than the current rate of \$15,000

City Manager Worthington reported the revisions total \$63,000,

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which includes \$50,000 for the Fife Historical Society and \$13,000 for other uses.

Mayor Kelley said funding for the Fife-Milton Float Association should remain adequate even with a reduction from \$15,000 to \$10,000 by utilizing community resources.

Councilmember de Booy indicated she would like to see more involvement from the City of Milton considering the amount of funding provided by the City of Fife. Discussion followed regarding the City of Milton's involvement with the float.

Councilmember Johnson suggested Fife High School should be involved with the float because it might qualify as community service for students.

Councilmember Cerqui suggested utilizing \$10,000 of the \$13,000 for Art in the Park and some funds for the Train Engine Caboose Fund. Mayor Pro Tem Edwards said he prefers more Council discussion on Art in the Park prior to allocating additional funds. City Manager Worthington suggested establishing a group to discuss Art in the Park because the topic can entail quite lengthy discussion and debate regarding art aesthetics.

City Manager Worthington clarified that the funding proposals will be formally addressed during the Council's 2008 budget process.

Mayor Kelley suggested increasing funding for the Daffodil Festival from \$8,000 to \$10,000 because of increases in expenses. The Council concurred with the request.

Councilmember de Booy expressed support for continuing the funding of \$50,000 for the Fife Historical Society. She expressed concerns about decreasing Street Banner Program funding. City Manager Worthington assured the Council \$10,000 is an adequate funding amount for street banners.

Councilmember Johnson commented that it may be possible to consider a potential increase of funding to the Tacoma Regional CVB dependent upon future successes. City Manager Worthington advised that the Tacoma Regional CVB is currently seeking a new director. The CVB will provide an update to the Council at a future meeting.

Councilmember Johnson suggested forwarding the 2008 LTAC

funding proposal to the next meeting for discussion and additional refinement.

City Manager Worthington confirmed he will include an additional column for any revisions.

Consensus

The City Council directed staff to proceed with the proposed revisions to the Lodging Tax Advisory Committee Summary for 2008 Funding, which will create \$50,000 in funding for the Fife Historical Society and increasing the funding level for Daffodil Festival Inc. from \$8,000 to \$10,000.

**Upper Wapato Creek
Diversion**

Director Blount reported the upper reaches of Wapato Creek was diverted to discharge into the Puyallup River sometime near 1975 in an effort to reduce flood impact to development in the vicinity of Valley Avenue and Meridian (State Route 161), which is now within the city limits of the City of Puyallup. The diversion carries not only winter flood flows but also summer base flows from the lower reaches of Wapato Creek. Without summer base flows, the lower Wapato suffers from poor fish habitat. The Council established a goal to restore fish habitat in Wapato Creek. Biologists from David Evans and Associates, Inc. were retained for a preliminary investigation of potential solutions to problems created by the 30-year-old diversion.

Scott Schwartz, David Evans and Associates, Inc., Biologist, reported the investigation is an ongoing process in the preliminary stage. He said he and his colleagues are very excited to embark on the project.

Dale Anderson, David Evans and Associates, Inc., Hydrologist, reviewed historical information regarding the diversion.

Mayor Pro Tem Edwards suggested the consultants should interview Mayor Kelley and Councilmembers Godwin and Cerqui to obtain historical information regarding the issue.

Mr. Anderson reported the flood report indicates there is no longer a hydraulic connection between upper and lower Wapato Creek. One report indicates approximately 25 acres of wetland habitat and approximately 75 feet of linear stream have diminished because of the diversion.

Councilmember Cerqui reported local landowners are very upset about the creek's cut-off.

Discussion followed regarding potential future outcomes in terms of revising the diversion.

Mr. Anderson reported the situation is very unique and interesting because the creek has essentially been cut in half. He said he looks forward to being involved with the study.

Mr. Schwartz indicated there are also current and future projects that influence the water system.

Mr. Anderson reviewed the location of the diversion area on a map. A more detailed update will be provided in approximately one month.

Councilmember Johnson suggested the consultants should contact Mike Shaw with the Port of Tacoma regarding potential mitigation.

Mayor Kelley said he understands that water from the roof of Fred Meyer flows directly into Wapato Creek.

Councilmember Johnson commented that the City of Edgewood might be another potential funding partner.

3rd Quarter Financial Report

Director Marcotte presented the third quarter financial report. Revenues and expenditures are tracking reasonably against budget projections. Revenues for water and sewer utilities are tracking ahead of projections. Property tax revenues are anticipated to meet the budgeted projection. Sales and use taxes are expected to exceed budget projections if the current pattern continues. Building related permit revenues may experience a shortfall. The City expects to receive Puyallup Tribal Agreement funds by the end of this year to meet budget projection. General fund expenditures are tracking reasonably well.

Kelsey Lane Final Plat Review

Planner Pasinetti reported Kelsey Lane was originally designed for 57 lots, but now consists of 49 lots. The subdivision includes an innovative way for treating stormwater by a bio-filtration swale. The swale uses natural vegetation designed to help filter stormwater in a more efficient and environmentally safe manner. The proposed final plat is currently under staff review and is anticipated to be presented to the Council in the next several weeks. Planner Pasinetti reviewed current photos of the plat.

Discussion followed regarding emergency accesses to the site and

potential revisions to Levee Road to meet FEMA requirements.

**Ashley Park Final Site
Plan Status Report**

Planner Pasinetti reported the current plan designated 27 units for senior housing, as defined by the Fair Housing Act for people 55 years of age or older. There are a total of 126 units. The Council determined that no action was necessary to grant final approval of the Planned Residential Development (PRD) as long as staff believes it meets the requirements of Ordinance #1454 and #1637-07. Currently, the applicant has completed construction of the road connecting 62nd Avenue to Valley Avenue. The applicant has submitted site plans, which are still under review.

Planner Pasinetti reviewed a conceptual drawing of the landscape and current photographs of the site.

**SR167 MOU with
WSDOT**

Director Blount reported the Federal Highway Administration approved the Record of Decision (ROD) for SR 167 on Tuesday, October 2, 2007. This is the formal approval of the Environmental Impact Statement (EIS) for the project and a major milestone along the path for completion. With the ROD in hand, the Washington State Department of Transportation (WSDOT) has authority to begin negotiating formal agreements with local jurisdictions regarding matters of significance. Director Blount reported he will attend a meeting in Olympia, Washington on October 22, 2007 to discuss potential agreements regarding the interchange.

Councilmember Roscoe arrived at 8:36 p.m.

A draft Memorandum of Understanding (MOU) has not been prepared. However, City staff is negotiating MOUs and will provide a future update.

Mayor Pro Tem Edwards indicated the 2008 Roads and Transit ballot measure could potentially impact the project.

Discussion followed regarding potential revisions to 70th Avenue.

Mayor Pro Tem Edwards asked staff to notify the Council as soon as possible if discussions become unproductive. City Manager Worthington acknowledged the request.

Councilmember Cerqui expressed concerns about potential impacts to the Gathering Place property. City Manager Worthington indicated City staff is closely following the process and will notify the Council immediately of any issues regarding City property.

**Council Chambers
Update**

Assistant City Manager Reinbold reported staff is working to develop a strategy to refurbish and remodel the Council Chambers. Staff will continue to work towards completion by the end of 2007.

The following supply estimates have been determined:

- Wood - \$1,400
- Carpet - \$4,900
- Dias/Desks - \$32,000
- Seating - \$20,000
- Lighting - \$5,000 or less due to staff volunteering
- Raised Platform for Dias - \$4,000
- Microphone System - \$5,000 to \$15,000
- Laptop Computers (eliminate paper waste and clutter) - \$7,000

Mayor Pro Tem Edwards reported on his and staff's visit to the Office Depot warehouse resulting in a reduction of \$20,000 for seating.

City Manager Worthington clarified that the light fixtures will be cleaned, bulbs replaced, and an energy evaluation performed. Staff recommends utilizing a microphone system that cuts background chatter and identifies when a microphone is active. A voting feature is available at an additional cost.

Mayor Pro Tem Edwards said he prefers a microphone system requiring a button to activate the microphone to ensure proper amplification of speakers, as well as a system that provides control to the Chair to activate microphones to achieve a professional meeting atmosphere. Raising the Council dias will also achieve the goal for current and future Councils. Mayor Kelley expressed support for raising the Council dias.

Consensus

The City Council directed staff to proceed with raising the Council dias as part of the Council Chambers remodel.

Mayor Kelley expressed a preference for purchasing chairs that are produced in the US.

Mayor Pro Tem Edwards reported Milton Mill Works was considered as the first option for the remodel. However, they indicated they could not finish the project within the scheduled timeframe.

City Manager Worthington advised that the consultant will make

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decisions in terms of color. Councilmembers can contact him with any input.

Mayor Kelley offered a suggestion of sponge painting the fabric on the walls to change the atmosphere of the room.

City Manager Updates

City Manager Worthington reported an unmapped gas line was unearthed during the 20th Street project. Puget Sound Energy is responsible for related costs. The discovery has added more time to the project. Base paving begins on October 17, 2007.

City Manager Worthington asked for the Council's input regarding staff attendance during the Management Training Program.

Consensus

The City Council directed staff to pursue staff attendance during the Management Training Program because training of employees is a good investment and benefits City employees.

City Manager Worthington asked that the Council contact him or Director Marcotte for specific information regarding property tax assessment calculations.

City Manager Worthington and Assistant Richards presented National Bosses Day gifts to the Council on behalf of the City.

ADJOURNMENT

There being no further business, Mayor Pro Tem Edwards adjourned the meeting at 9:25 p.m.

Kory Edwards, Mayor Pro Tem

Steve Marcotte, City Clerk/Finance Director

Prepared by Jessica Tate, Recording Secretary
Puget Sound Meeting Services