

7:00 p.m.
Fife City Hall
Council Chambers

**FIFE CITY COUNCIL
AGENDA**

Date: November 18, 2008

**Special Meeting
Study Session**

- 6:30 EXECUTIVE SESSION
For the purpose of Real Estate and Potential Litigation RCW 42.30.140 for approximately 20 minutes.
- 7:00 1. CALL TO ORDER AND ROLL CALL
Godwin____ Johnson____ Hull____ Brooks____ Cerqui____ de Booy____ Roscoe____
2. PLEDGE OF ALLEGIANCE
3. CHANGES, ADDITIONS OR DELETIONS TO AGENDA
- 7:05 4. STUDY SESSION
- a. Police Activity Mapping & K9 Report (Blackburn)
 - b. Facilities Study Update (Worthington)
 - c. Valley Avenue Project Update (Blount)
 - d. Brookville Park Update (Reuter)
 - e. Loading Dock Door Fee (Worthington)
 - f. Credit Card Machine Usage (Marcotte)
5. ADJOURNMENT

November 12, 2008

MEMORANDUM
For Meeting of November 18, 2008

TO: Mayor Johnson and Fife Councilmembers
THROUGH: Steve Worthington, City Manager
FROM: B. Blackburn, Chief of Police
SUBJECT: Police Activity
2008 Year to Date Department Activity Report
2008 Year to Date Drug K9 Activity Report

REPORT IN BRIEF:

The department will be making two presentations tonight to council regarding our department activity for 2008 year to date.

The first presentation will cover the crimes against persons, violent crimes, property crimes and police calls for service.

The second presentation will be done by K9 Officer Aaron Gardner, who will be presenting the year to date report on the activity of both teams, Officer Travis Kenyon and Slyder and Officer Gardner and Maggie.



Brad Blackburn
Chief of Police



Approved for Agenda:
Steve Worthington, City Manager

MEMORANDUM
For Meeting of November 18th, 2008

TO: Mayor and Councilmembers
FROM: Steve Worthington, City Manager
SUBJECT: Facilities Analysis and Needs Assessment Update

REPORT IN BRIEF:

The Driftmier Architects is moving forward with the facilities study for the City of Fife. Rick Driftmier will be attending and available for questions.

DISCUSSION:

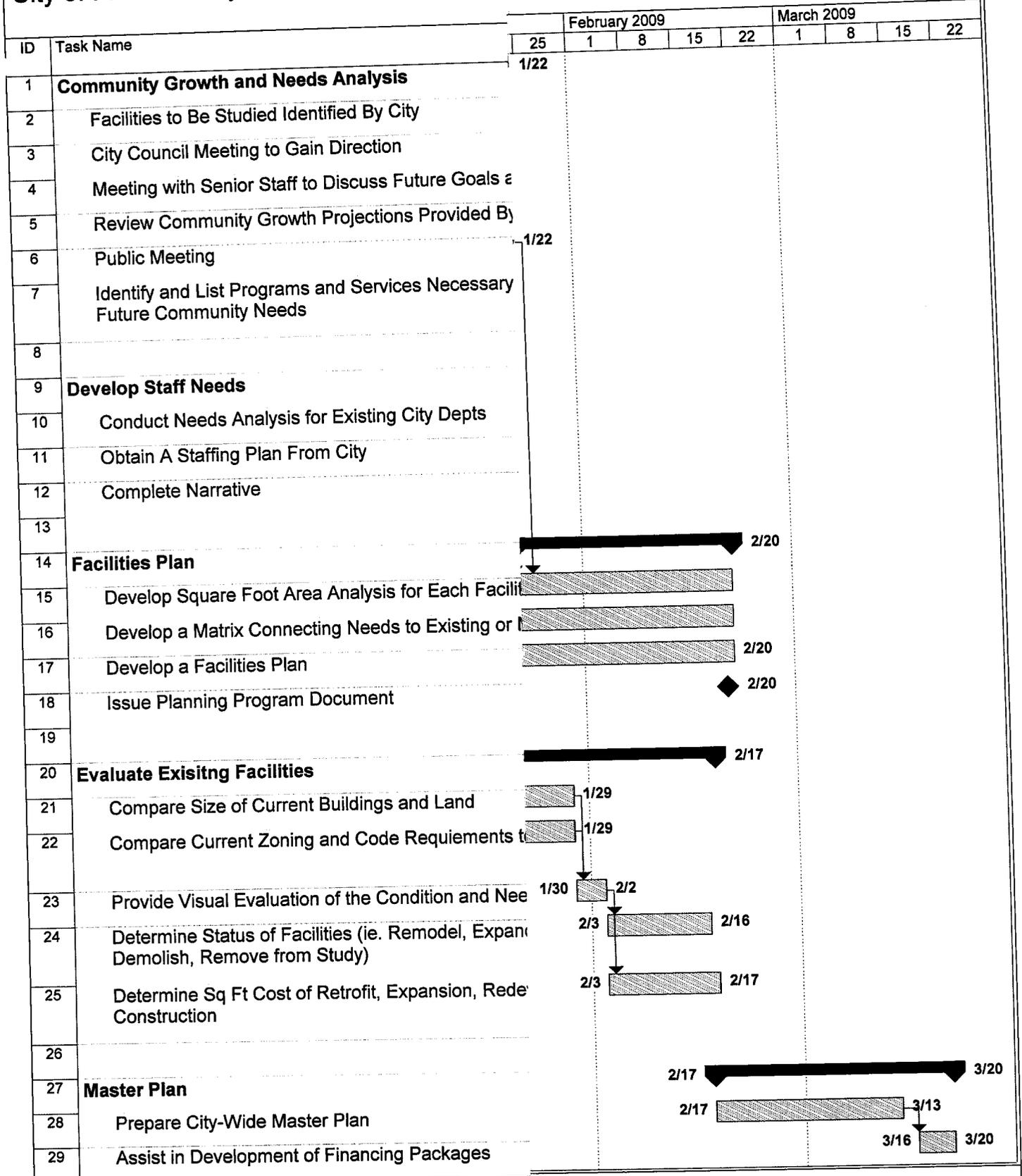
Review of assessment timeline.



Approved for Agenda:
Steve Worthington, City Manager

City of Fife - Facility Analysis and Needs Analysis

Project: 20822
Date: Thu 11/13/08



Project: &[City of Fife]	Task	
	Split

MEMORANDUM
For Meeting of November 18, 2008

TO: Mayor and Councilmembers
THROUGH: Steve Worthington
FROM: Russ Blount
SUBJECT: **Study Session** – 70th & Valley Avenue Corridor Improvements
Phase 1 Valley Avenue and Intersection Improvements

REPORT IN BRIEF: Receive an update on project progress, for the 70th and Valley Corridor.

BACKGROUND: Fife has retained David Evans and Associates (DEA) to provide engineering services for this project, has received necessary environmental permits, except a NEPA reevaluation to incorporate tribal lands, and is acquiring necessary right-of-way towards construction in 2009.

ATTACHMENTS: DEA project schedule, right-of-way status report.

DISCUSSION: Randy Anderson, PE, from DEA's Fife office, will describe the projects' design, environmental analysis, budget, and schedule.

FISCAL IMPACT: For Phase 1 of the 70th and Valley Corridor, the overall project budget is approximately \$22.5 million, with approximately \$17 million of that amount yet to be spent.

ALTERNATIVE COURSES OF ACTION: Decide whether to move towards condemnation of all properties not yet acquired or under agreement.

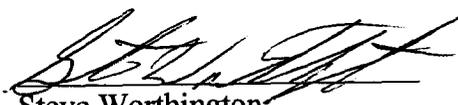
RECOMMENDATIONS: Bring forward action items for both projects without a further study session.

SUGGESTED MOTION: Not applicable.



Russ Blount
Public Works Director

Approved for Agenda



Steve Worthington
City Manager

70th and Valley ROW Acquisition Status November 10, 2008

OWNER	PARCEL	OFFER	STATUS
2925 70th	0420087009	\$62,400	Property acquired 10/7
Boitano	0420172028	\$74,360	Negotiations continuing. Sent revised offer letter 10/22 for 10% over plus construction items, Attorney to provide response by 11/12.
Cerqui I	0420172042	\$100,200	Relocation—Being negotiated by Universal.
Cerqui II	0420172032 (slope easement)	\$19,200	Offer made 8/1— No counteroffer received yet.
Crittendon	0420171046; 0420174005	\$127,320	Owner wants \$209,557, will settle for \$175,000. Condemnation action commenced. Hearing on public use and necessity 11/14. Request for Immediate Possession and Use sent 10/14.
Cross	0420172022; 0420172705	\$353,400 (in kind)	Tribal trust property. Negotiations ongoing.
Holt, Anna	0420172029 (slope easement)	\$20,000	Offer made 7/24, \$17,300. Attorney Daheim. Counter offer \$66,939.00 on 10/31. City revised offer 11/6 \$20,000, waiting for response. Condemnation ordinance on 11/12 agenda.
Holt, Randy	0420171064	\$5000	Oral agreement. Closing documents sent to Holt for signing 10/10.
Im	0420083016	\$23,400	Property acquired 9/23.
Jo	0420174035		Relocation. Being negotiated by Universal.
K&M Holdings	0420074720	\$111,540	Property acquired 11/5.
Khara	0420174057; 0420174058	\$25,000	Property acquired 9/23.
Managing Green Trading Stock	0420172050; 0420172051; 0420172052; 0420172053; 0420172054	In kind	Property acquired 11/10. Still need to relocate easements of PSE and Boitano to clear title to Trading Stock.
Managing green ROW	0420172053; 0420172054	In kind	Property acquired 11/10.
Mohotel	0420171022; 0420174048		On Hold. WSDOT negotiating purchase.
Noll	0420083034	\$149,300	Condemnation Ordinance on 11/12 agenda. Owner to submit response to City's offer by 11/12.
Omega	0420172030 (slope easement)	\$10,000	Property acquired 10/7.
Ptarmigan	0420172038; 0420172039	\$27,500	Property acquired 7/29.
Quad	0420078011	\$83,600	Property acquired 9/23.
Salzmann	0420181026	\$141,000	Property acquired 8/4.
Schlumpf	0420181025	\$17,800	Property acquired 8/20.
Sup Han	0420172004; 0420172005	\$378,000	Property acquired 10/16.
Turnipseed	0420172706	\$136,600 In kind	Tribal trust property. Negotiations ongoing.
Vanmeer	0420172040	\$115,500	Property acquired 10/23.
Wapato Creek	0420181703	\$2,700	Property acquired 8/20.

ID	Task Name	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1	City Right-of-Way Acquisition (For parcels using Federal Funds)											
2	WSDOT approves funds for Phase 1 right-of-way acquisition											
3	City offer and negotiation process, record deeds, etc.											
4	Right-of-way acquired for the project											
5	Relocation											
6	WSDOT approves relocation plan for the Cerqui parcel											
7	Negotiate for the Cerqui R/W and relocation process											
8	Cerqui R/W acquired and relocation process completed											
9	WSDOT approves revised relocation plan for the Jo parcel											
10	Negotiate for the Jo R/W and relocation process											
11	Jo R/W acquired and relocation process completed											
12	WSDOT Right-of-way Acquisition and City Agreement											
13	WSDOT acquires Cerqui, Hague, Dill and other parcels											
14	WSDOT and City complete agreement for needed R/W											
15	Construct 36th Street East											
16	City authorizes DEA to prepare small works contract											
17	DEA prepares contract, City advertises, City selects contractor and award											
18	Contractor completes work, utility relocation work complete											
19	36th Street East finished											
20	PTOI Land Transfer Process											
21	Managing Green property acquired by the City											
22	City negotiates with PTOI, Cross, and Turnipseed											
23	City acquires Cross and Turnipseed parcels and receives approval letter											
24	BIA approval process											
25	BIA approves Cross and Turnipseed land transaction											
26	NEPA Re-evaluation Work											
27	City receives approval letter from PTOI											
28	DEA submits NEPA reevaluation to WSDOT for review and approval											
29	WSDOT review and approval process for the NEPA reevaluation docum											
30	WSDOT approves the NEPA reevaluation document											
31	Final Design Approval Process											
32	WSDOT commences audit for the right-of-way certification process											
33	WSDOT audit process											
34	DEA submits final plans to the City and WSDOT for review and approve											
35	DEA takes plans to 99% complete stage (everything except R/W commi											
36	Project plans finalized including reviews by WSDOT/City and DEA revis											
37	WSDOT approves construction funds											
38	Construction Phase											
39	City advertises for public bids											
40	City bidding and award process											
41	City awards contract											
42	Contractor begins work											
43	Contractor and utility work period											
44	Contractor work complete											

Project: 70th-VALLEY OVERALL SCH Date: Fri 11/7/08	Task	
	Project Guide: Critical Task	

1/17

6/4

November 12, 2008

MEMORANDUM
For Meeting of November 18, 2008

TO: Mayor and Councilmembers
THROUGH: Steve Worthington, City Manager
FROM: Kurt Reuter, Parks, Recreation & Community Services Director
SUBJECT: Brookville Gardens Community Park Project Time Line Review

REPORT IN BRIEF: Staff is providing the estimated project time line for Brookville Gardens Community Park. Staff and the consultant team have drafted this proposed time line based on council input and are seeking feedback.

BACKGROUND: Council, staff, and the design team discussed the revised park master at the October 21, 2008 study session. Council offered considerable comment on the revised plan. Staff and the design team used this information to revise the project time line that you have before you this evening.

ATTACHMENTS: Brookville Gardens Community Park Project Time Line (Gantt Chart)

DISCUSSION: In review of the project timeline, key issues should be taken in to consideration. These include;

1. The project is currently unfunded in its entirety,
2. Timelines for permit and grant application/acquisition should be viewed with a degree of flexibility,
- 3). The duration of the current economic climate and its impact on timing of bid release.

Critical path issues of note would include; "In Water" work permits submitted by 01/09, SEPA Application submitted by 03/09, 50% Design completed 01/09, 95% - 100% Design completed by 03/09. Staff is requesting council provide comments on the project time line.

RECOMMENDATIONS: None.

SUGGESTED MOTION: Information item only. No action required.



Kurt Reuter
Parks, Recreation & Community
Services Director



Approved for Agenda:
Steve Worthington, City Manager

11/13/08

MEMORANDUM
For Meeting of November 18th, 2008

TO: Mayor and Councilmembers
FROM: Steve Worthington, City Manager
SUBJECT: Loading Dock Door Fee

REPORT IN BRIEF:

The Loading Dock Door Fee would be paid annually by business operators for each actively used truck loading door within a Street Utility District. The revenue is used for a portion (50% or less) of truck route/freight corridor street repair and maintenance by municipalities. For preliminary analysis purposes the fee of \$100 annually per active loading door is used as an example.

DISCUSSION:

Is this the direction Council would like to go?


Approved for Agenda:
Steve Worthington, City Manager

Truck Loading Door Tax/Fee for Freight Corridor and Truck Routes

An approach to a new revenue source to repair and maintain truck routes/freight corridors in municipalities.

What is this?

An annual tax/fee paid by business operators for each actively used truck loading door within a Street Utility District. The revenue is used for a portion (50% or less) of truck route/freight corridor street repair and maintenance by municipalities. For preliminary analysis purposes the tax/fee of \$100 annually per active loading door is used as an example.

What is the connection between truck loading doors and street maintenance cost?

1. Truck wear on city streets is approximately 10 times greater than passenger vehicles.
2. Truck routes/freight corridors wear out more than twice as fast as standard streets.
3. Truck loading doors are designed with the primary purpose of transferring freight onto and off of trucks.
4. The number of actively used truck loading doors relates to the number of truck shipments handled by a business.

What is a truck loading door?

This is most often a roll up door on a loading dock that is used to transfer freight onto and off of trucks. Warehouses, freight transfer businesses such as "cross docks" are typical examples. Other businesses such as grocery and large retailers often have loading doors however they may be exempted from the tax/fee.

How would the cities administer the program?

The exact details have yet to be worked out. However it could work something like this:

- Once a year businesses provide to the city the number of loading doors they wish to permit at a specific location and pay the related tax/fee.
- With the payment of the tax/fee a sticker is provided by the city showing the year that the payment is made for. (Similar to a license plate tab)
- The sticker is affixed to each loading door that is paid for.
- Doors that are not actively used and paid for are sealed with a seal by the city. (A simple wire seal with a control number could be used.)

- Periodically the city can inspect loading doors to see that tax/fee stickers are current and that sealed doors are not broken and in use.
- If a business wishes to increase the number of active loading doors during the course of the year they may pay the annual tax/fee and open a sealed door affixing a newly purchased sticker at any time.

What is the Street Utility Authority and why use it?

Street Utilities were authorized by the legislature in 1990 to provide funding for street maintenance for municipalities. (RCW 82.80.050) Authority was provided by the legislature for the purpose of paying up to 50% of street maintenance cost. Charges for the street utility are currently based on the number of employees at a location and are to be paid by businesses. They are not to be levied against the property owner. Court rulings have invalidated individual street utilities for those municipalities who have attempted them (i.e. Seattle, Tacoma) because they have been applied the tax to the property owners and not the individual businesses. A change in the RCW's would be needed to authorize street utilities to collect loading dock door revenue. However the general purpose and mechanism of the street utility is designated for street maintenance and repair. This matches the need for reoccurring revenue for cities maintain streets and specifically truck/freight corridors.

Inventory of Loading Doors in the City
11/6/2007

Building	# of Loading Doors			Address	Business Name(s)
	Loading doors	Doors facing railway	Multi-Tenant Building		
1	60		X	2380 70TH AVE	R Factor LLC; Animal Supply Co.; Keytones
2	60		X	2204 70TH AVE	Milard; U.S. Food Service
3	43			6501 26TH ST E	Regal
4, 5, & 7	205				Regal
6	12			6611 VALLEY AVE	Mission Foods
8	23			6710 26TH ST E	Cardinal Health
9	71		X	2400 70TH AV E	Blue Line; USPS; Draw Tite; Helmer's Music; SportsArt
10	74		X	2205 70TH AVE	Western Container
11	131		X	2411 70TH AVE	Mega Brands
12	0			na	
13	0			na	
14	45			???	Conway Freight
15	36			7104 28TH ST E	Roadway
16	20			2925 70TH AVE	Bargreen Ellingson
17	23			2955 70TH AVE	Milgard
18	29			3105 70TH AVE	Northwest Co.
19	8			3110 70TH AVE	Filtrona
20	18			2802 70TH AVE	Allied
21	13		X	6808 26TH ST E	Great Pacific Packaging
22	13		X	2606 70TH AVE	Lansing Building Products; FloorCraft
23	110		X	4179 70TH AVE	Mega Brands
24	33		X	3985 70TH AVE	Village Farms; Men's Warehouse; Airefco
25	57		X	3995 70TH AVE	Prologix; Recall Total; Regal
26	8			1010 54TH AVE	Milgard
27	24			5555 8TH ST E	Odom Corp,
28	22			5655 8TH ST E	Intercon or AAA Moving and Storage
29	21			965 54TH AVE	Milgard
30	12			1001 54TH AVE	Milgard
31	8			1010 54TH AVE	Milgard
32	64			5410 54TH AVE	Lynden Transport
33	62		X	2205 51ST AVE	Washington Archives Management; DHL; Coastal Pacific Foods; BC Hothouse
34	24		X	2105 51ST AVE	Industrial Rubber; Specialty Foam: Compfor Products Inc.
35	24		X	2205 51ST AVE	Revalesio; Apreia Healthcare; Pacific Office Automation
36	8			5001 20TH ST	UPS
37	13			2001 49TH AVE CT	Precision Prehung doors
38	21			4902 20TH ST	Telom Labs Inc.
39	17		X		Premier Delivery Service Inc.; ACE Wholesale; Pemco; Gear Athletics; Kahler-Sender; AIT
40	39			4920 20TH ST	Viking Freight
41	74			2150 48TH AV CT	FedEx
42	92		X	4920 20TH ST	Sportco; Deliant Dry Ice; Brown and Haley

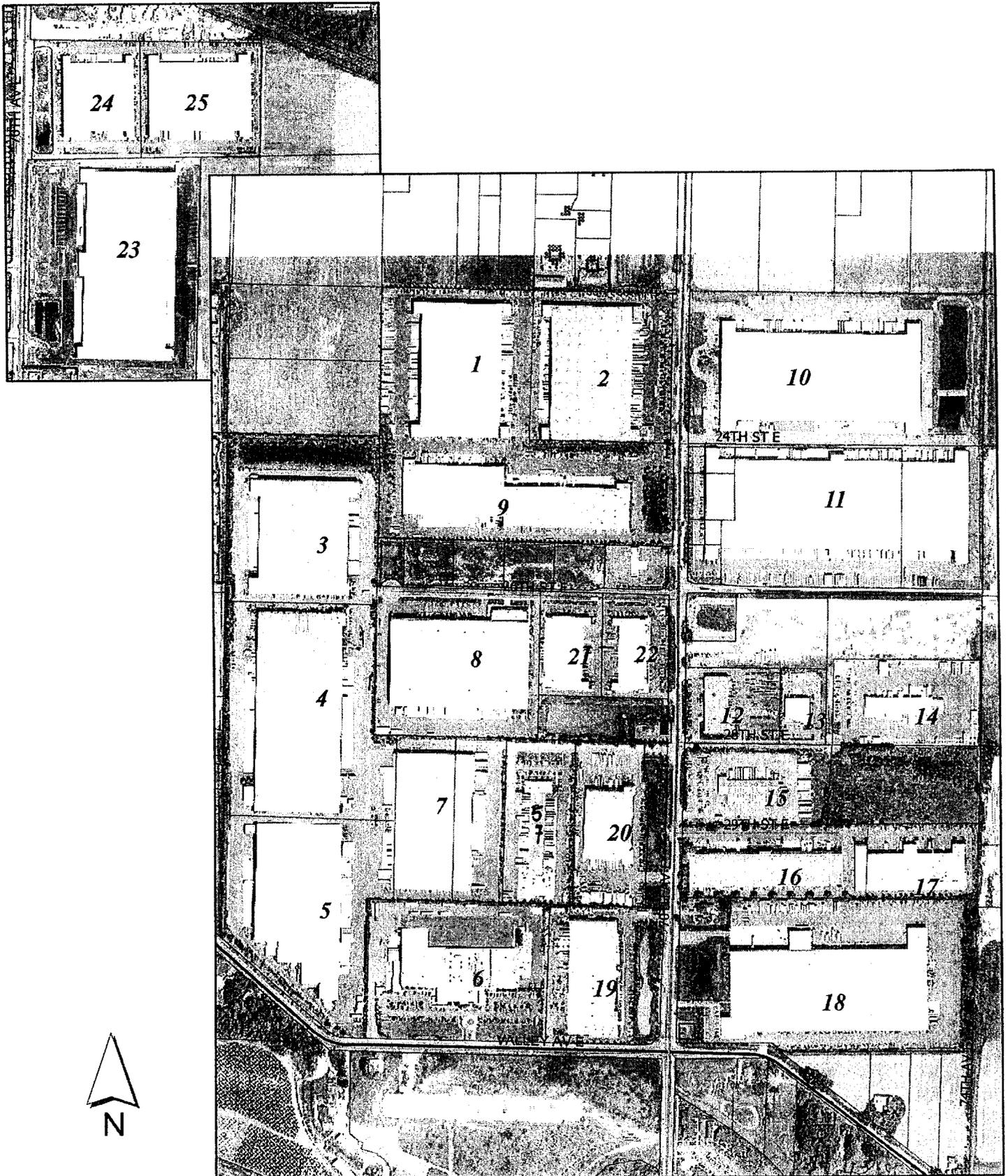
**Inventory of Loading Doors in the City
11/6/2007**

43	22		X	2503 FRANK ALBERT RD	FedEX
44	56		X	2503 FRANK ALBERT RD	AFC West Inc.; The Crosby Group Inc.; Immedia; Lyle Pacific International Inc.; Star Machine; Orga Logistics; Iron Mountain.
45	83		X	2507 FRANK ALBERT RD	L&L Nursury Supply Inc.; North American Bus Industries Inc.
46	29			4502 20TH ST	Gensco
47	40			4402 20TH ST	Gensco
48	14		X	4500 INDUSTRY DR	Building Specialties
49	42		X	4301 INDUSTRY DR	Mygrant Glass; Landmen; Data Trace; Ames Emily's Factory Outlet
50	78		X	4101 INDUSTRY DR	Qmedia Solutions; Norpoint Trading Co.; Saver's Distribution Center; Super Value; Hudson News
51	68		X	3501 INDUSTRY DR	Parr Cabinet outlet; Morning Sun Factory Outlet; Slakey Brothers; Griot's; VistaWall; The DCP Co.
52	16		X	3200 INDUSTRY DR	Joes Deli; Cresnet Lighting; West Marine; PPG Auto Paint Specialist; Viking Bank; Munnell & Sherrill; Puget Sound Medical Supply
53	41	8	X	3400 INDUSTRY DR	Apex Cold Storage; SGS Hardware
54	17	7	X	3600 INDUSTRY DR	Lucks; Contract Furnishings Mart;
55	29	7	X	3900 INDUSTRY DR	Pental Granite and Marble; Hornby; Gamakatsu; ClosetMaid;
56	27	8	X	4200 INDUSTRY DR	Unico; PolyOne; MWI Vet Supply Co.; Thermal Supply Co.
57	64			2812 70TH AVE	Pacific Alaska Fowarderes Inc.
58	4			3900 20TH ST E	Costco Business
Total		2,247	30		

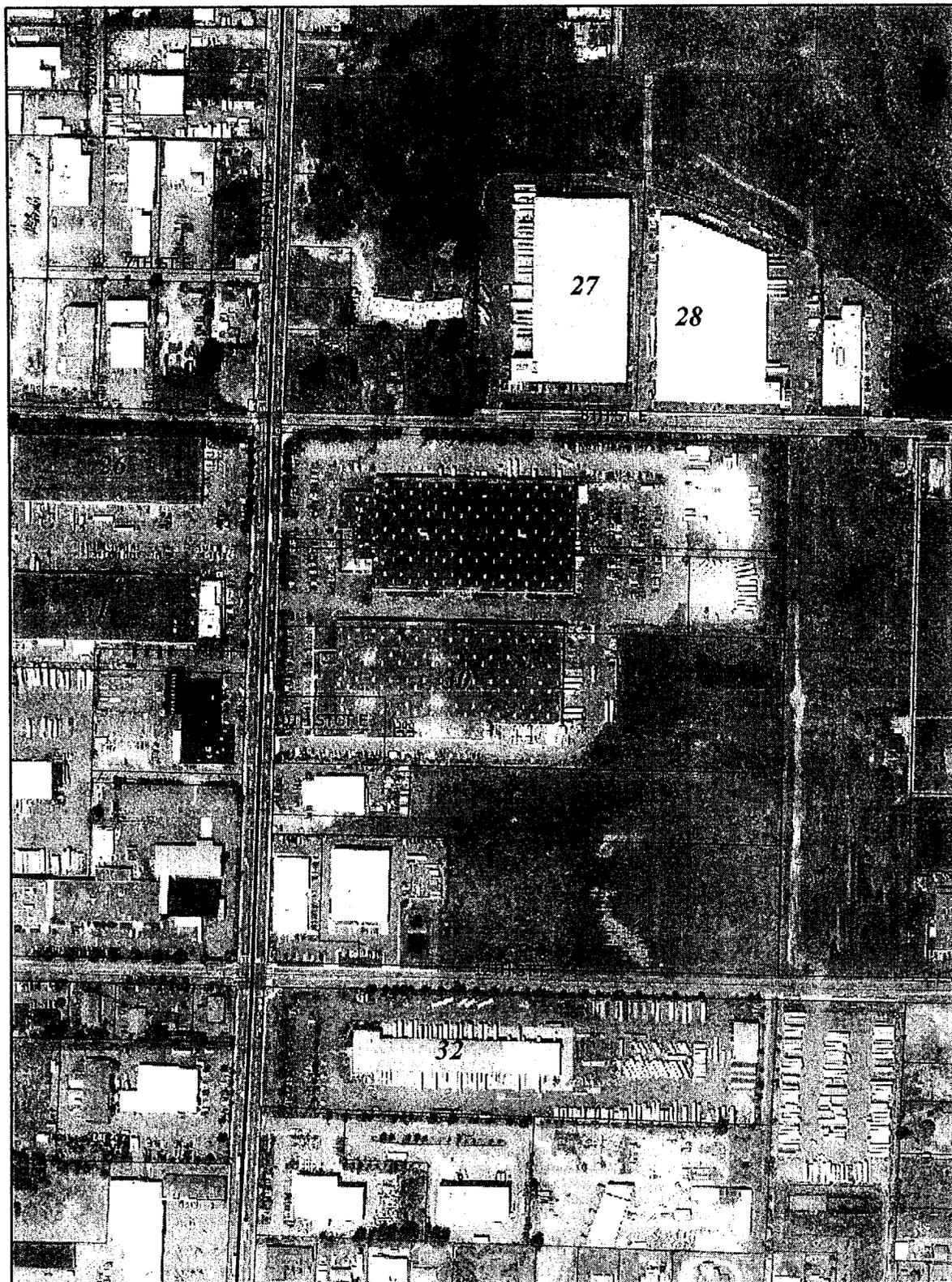
Note:

- 1)The above listed warehouses were identified using ortho photos and knowledge of the city. It is entirely possible that there are smaller facilities that have loading doors that were not counted in this study.
- 2)Many warehouses have doors that are blocked internally and will not be used for shipping or recieving. Those figures are not represented in this study and would require site specific inspections to indentify an exact number of operational loading doors

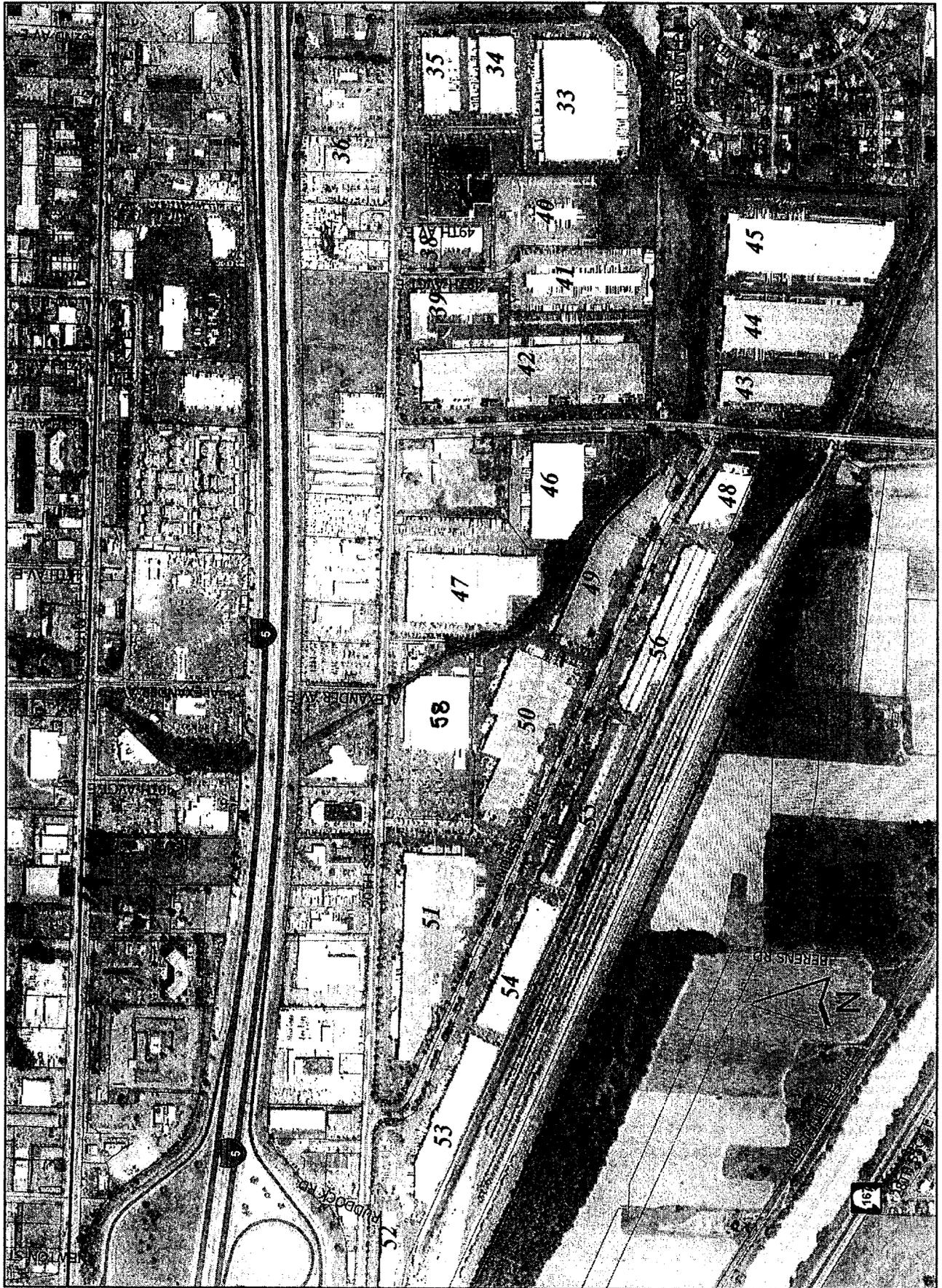
70th Corridor Warehouses



54th Corridor Warehouses



20th St. & Industry Dr. Corridor Warehouses



MEMORANDUM
For Study Session of November 18, 2008

TO: Mayor and Councilmembers
THROUGH: Steve Worthington, City Manager
FROM: Steve Marcotte, Finance Director
SUBJECT: Accepting Credit and Debit Card Payments at City Hall

REPORT IN BRIEF: The City currently takes credit and debit card payments at Municipal Court, the Community Center and the Swimming Pool. Many utility customers have requested to pay their utility bills by credit or debit card and the City has the capability accept credit and debit card payments at City Hall, if Council desires to do so.

BACKGROUND: The City does not currently accept credit card payments for utility bills although credit cards are accepted at Municipal Court, the Community Center and the Swimming Pool. There are costs associated with accepting credit cards, particularly a per transaction "discount". Council has previously expressed concern with accepting credit card payments for utility bills because of the financial impact of the credit card discount benefitting some customers but impacting the rates of all customers..

DISCUSSION: Credit and debit cards have become the preferred method of payment for many people and are expected as an option for payment by many others. In recent years, our utility billing staff has experienced an increasing number of utility customers requesting this option. Some have been very critical when we have been unable to meet that expectation. We have also had delinquent customers attempt to avoid late payments or service shut offs and their associated costs by using their credit card because they did not have sufficient money in their bank account or they had been placed on "cash only" payment restriction because of past NSF checks. Again, we have been unable to comply with their request.

While there are increased costs associated with accepting credit cards, we believe there are offsetting savings and other benefits. The most significant benefit is simply increased customer satisfaction resulting from having this payment option available to them. Savings include reduced number of NSF checks, lower transaction costs for processing payments because we don't have to handle checks, reduced labor costs associated with "door hangers" and shut offs, and reduced staff time in dealing with frustrated customers who want to pay by credit card.

Both costs and savings are difficult to quantify, largely because they are dependent upon the number of utility customers choosing this option. Based upon the experience of nearby communities, it is reasonable to assume 15% of customers will pay by card. If we also assume an average discount of 2.5% for these customers, the total annual additional costs can be estimated at around \$21,000 per year. This represents an increase in utility costs of less than 1%. This is a very rough analysis but the bank can provide a more detailed analysis if Council desires.

Credit cards are currently accepted for payment of utility bills in Milton, Federal Way (Lake Haven), Puyallup, Auburn, Bonney Lake, Sumner, Tacoma, University Place, Gig Harbor, and Lakewood Water District.

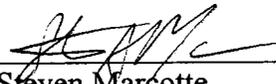
ATTACHMENT: Example of a customer complaint received at City Hall.

FISCAL IMPACT: Estimated at \$21,000 in the utility funds.

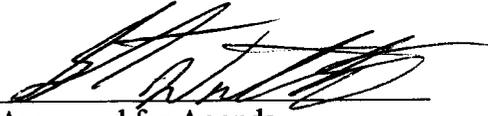
ALTERNATIVE COURSES OF ACTION:

Change the City's policy to permit credit cards payments for utility bills.
Continue with the status quo which does not include a credit card payment option.

RECOMMENDATION: Change the City's policy to permit credit card payments for utility bills.



Steven Marcotte
Finance Director



Approved for Agenda
Steve Worthington, City Manager

I suggest you update your technology! You are the only utility I have to write out a check for, I couldn't even find my check book I have all my bills set up on "Auto Pay"

This is a real inconvenience for people that work 14 hour days and travel a lot!

Dion Fatafehi
6319 43rd St. East
Fife, WA. 98424

I suggest you update your technology! You are the only utility I have to write out a check for, I couldn't even find my check book I have all my bills set up on "Auto Pay"

This is a real inconvenience for people that work 14 hour days and travel a lot!

Dion Fatafehi
6319 43rd St. East
Fife, WA. 98424