

**FIFE CITY COUNCIL
REGULAR MEETING MINUTES**

**Fife City Hall
Council Chambers**

**Date: September 8, 2009
Time: 7:00 p.m.**

EXECUTIVE SESSION Mayor Johnson convened an executive session at 6:00 p.m. for the purpose of Real Estate RCW 42.30.140 for approximately 55 minutes.

ADJOURNMENT Mayor Johnson adjourned the executive session at 6:55 p.m.

CALL TO ORDER AND ROLL CALL Mayor Johnson called the regular meeting of the Fife City Council to order at 7:00 p.m. with the following Councilmembers present: Glenn Hull, Butch Brooks, Barry Johnson, Rob Cerqui, Nancy de Booy, and Kim Roscoe.

Excused: Richard Godwin.

Staff present: City Manager Steve Worthington, City Attorney Loren Combs, Police Chief Brad Blackburn, Public Works Director Russ Blount, Acting Community Development Director Carl Durham, Marketing Coordinator Laurel Potter, Administrative Assistant Andrea Richards, Financial Analyst Dave DeGroot, Municipal Court Judge Kevin Ringus, and Recording Secretary William T. Gow II.

PLEDGE OF ALLEGIANCE Councilmember Brooks led the pledge of allegiance.

CHANGES, ADDITIONS OR DELETIONS TO AGENDA There were no changes to the agenda.

CITIZENS COMMENTS Mike Seeger, Fife Flowers, commented on the community's awareness of the City's drug disposal program, P2D2. It appears there is an ongoing problem about awareness of the program throughout the community. The *Tacoma News Tribune* newspaper recently carried a comprehensive article on the program.

Mr. Seeger reported that it's unlikely the dedication of the locomotive can be accomplished during the Fife Harvest Festival because restoration has not been completed.

Councilmember de Booy thanked and acknowledged Mr. Seeger for all of the work he's completed on restoration of the locomotive.

CONSENT AGENDA

- a. Approval of Minutes: August 25, 2009 Council Meeting
- b. Approval of Vouchers:
 - Payroll: #46008 - 46049 \$262,845.93
 - Claim: #77091 - 77192 \$586,135.55
- c. Set a Special Meeting for a Regular Council Meeting for September 15,

2009 City Hall 7:00 p.m.
Adopt Ordinance:
d. #1701 Small Works Roster

Motion

Councilmember Cerqui moved, seconded by Councilmember de Booy, to approve the consent agenda as presented. Motion carried unanimously.

**SPECIAL
PRESENTATIONS**

**Pierce County Auditor –
Jan Shabro**

City Manager Worthington introduced Pierce County Auditor, Jan Shabro. Ms. Shabro briefed the Council on activities occurring within the Pierce County Auditor's Office. The Auditor's Office is responsible for:

- Recording of official documents
- Licensing Department
- Animal Services Division

A number of changes in state law affecting the Auditor's Office include:

- Reduction in the number of special elections. The number of special elections has been reduced to three during 2010 followed by a reduction to two in future years. Jurisdictions will receive information on cut-off dates and election requirements for ballot measures.
- Increase in vehicle license tab by \$5, which includes an opt-out provision for a fee supporting state parks.
- Significant increase in recording fees. Twenty dollars has been added to the fee resulting from state legislation. Recording fees are now \$62 for the first page of any important document, representing a \$40 increase over the last four years. The funds are allocated for helping the homeless and for affordable housing.
- Citizens can now register to vote up to eight days before an election. Prior to the new legislation, the cut-off was 15 days before an election. Registration must occur in person. Regular registration is still in place enabling citizens to register online, by mail, or in person.
- For annexations and redistricting it's important for the City to contact the Elections Department to define the new boundaries for notification to voters of their new district. It's also important for the federal 2010 census. Results of the 2010 census will be released on April 1, 2011.

The November ballot includes nine countywide propositions, two state initiatives involving I-1033 on Restricting Annual Growth of Revenue for State, County, and Cities and Referendum #71 on Rights and

Responsibilities of State Registered Domestic Partners; three charter amendments changing the County Councilmembers and Executive term limits to three consecutive 4-year terms, changing the Assessor, Sheriff, and the Auditor's elections to odd year elections; and an amendment giving voters the choice of retaining or eliminating ranked choice voting; three Port of Commissioner positions; and the Auditor's position. The Voter's Pamphlet will be approximately 100 pages and will be published with an east and west edition. The cost to print the pamphlet is \$112,000. This election will not include paid return postage. Voters can save postage by dropping off ballots at ballot drop boxes or local polling places.

Ms. Shabro addressed questions on the reduced number of special elections. Cost was a contributing factor for reducing the number of special elections. A simple majority vote is now only required to pass school district operations levies.

Festival Update

Marketing Coordinator Potter provided a slide presentation of highlights of previous Fife Harvest Festivals. This year's festival is scheduled for October 3, 2009. This year's "Really Big Show!" will feature *Amazing Acts of Comedy – The Comedy Mayhem Tour* on Saturday, October 3, 2009, at 6:00 p.m. at Columbia Junior High. The festival's major sponsor this year is Boeing Credit Union. Fireworks are scheduled at 8:00 p.m. this year.

COUNCIL DELEGATE REPORT

Councilmember Hull commented on an opportunity he recently had to visit Pontiac, Illinois, which initiated the P2D2 program.

Councilmember Brooks attended several meetings on behalf of the Mayor. He and City staff provided a tour of a City to a member of Congressman Smith's office. He attended the Valley Cities meeting, which was hosted at *Johnny's*. He also attended a RAMP meeting with presentations on alternative transportation funding and an update on a toll study by the Washington State Department of Transportation (WSDOT) for State Route 167 and the I-405 corridor. Director Blount pointed out during the meeting that as more roads are tolled, motorists will use local streets to avoid tolls, leading to increased maintenance costs for local jurisdictions. WSDOT officials were asked how the state intends to address that issue.

Councilmember Cerqui reported on a recent meeting of the Lodging Tax Advisory Committee. The committee reviewed funding applications. Another meeting is scheduled to continue the review for preparation of a funding recommendation to the Council in early October.

Councilmember de Booy reported on her attendance to the Port of Tacoma's waterfront festival and tours during the weekend of August 29-

30, 2009. She is scheduled to participate in a tour with other senior citizens to the Maryhill Museum and Winery. She attended the Puyallup Farmers Market and spoke with many vendors about participating in Fife's Harvest Festival.

Councilmember Roscoe reported she attended the Fife School Board meeting, as well as the Zoo Trek Authority at Northwest Trek. The Authority is adjusting budgets based on decreased sales tax revenue. The Authority selected a new food service vendor. A fun run, *Run Wild*, is scheduled on September 19, 2009 at Northwest Trek. On October 23 and 24, 2009, *Hoot 'n' Howl*, is scheduled for children to participate in Halloween costumes, and *Train to Trek* is scheduled on September 12, 2009 and October 3, 2009. The zoo now offers camel rides. This year, Zoo Lights will have different hours of operation.

Mayor Johnson reported he attended the Puyallup River Executive Task Force meeting. The Mayor's Forum will be held on September 17, 2009 at Fife Flowers. He attended Pierce County City and Towns Association meeting, which featured a presentation on the federal 2010 census. The Department of Census is scheduled to create 1.4 million temporary positions for the 2010 census. There are also some potential jobs within the local community for outreach to specific groups. The Department of Licensing provided a presentation on the master licensing program.

ORDINANCES AND RESOLUTIONS

RESOLUTIONS:

#1314 Award Contract for Valley Avenue Project

Motion: Councilmember Cerqui moved, seconded by Councilmember de Booy, to approve Resolution #1314; Award Contract for Valley Avenue Project.

Director Blount asked the Council to consider withdrawing the resolution for reconsideration at the Council's next regular meeting. Potential bidders recently submitted a series of questions to staff, which staff is addressing necessitating the need for an addendum to the bid as well as allowing time for all bidders to respond, which extends the bid due date from September 14, 2009 to September 17, 2009. Staff recommends the Council consider the resolution at its September 22, 2009 meeting.

Motion Mayor Johnson moved, seconded by Councilmember Roscoe, to postpone the motion to approve Resolution #1314 to the September 22, 2009 Council meeting. Motion carried unanimously.

(Councilmember Brooks left the meeting temporarily and did not vote on the motions.)

Motion

Councilmember de Booy moved, seconded by Councilmember Cerqui, to amend the closing date of bids for the Valley Avenue project to 11:00 a.m. on Thursday, September 17, 2009, and opening of the bids occurring immediately thereafter. Motion carried unanimously.

**#1315; Award
Construction
Management Contract
with DEA**

Director Blount reported that normally, the construction management contract is not presented until after the bidder is determined because the nature of the bid has some impact on the details of the construction management contract. He asked for deferral of action on the proposed resolution until the Council's September 22, 2009 meeting.

Motion

Councilmember Cerqui moved, seconded by Councilmember de Booy, to postpone Resolution #1315; Award Construction Management Contract with DEA until the September 22, 2009 regular Council meeting. Motion carried unanimously.

**CITY MANAGER
REPORT**

City Manager Worthington reported on the following:

- The City received a "no findings" audit from the Washington Insurance Authority on the City's Community Development land use process with a small change initiated in the process for SEPA applications involving a signature process.
- The City recently completed a list of all requirements for the Washington Insurance Authority.
- City staff is now providing planning services to the City of Milton.
- The City is participating with four other local cities as part of the Valley Cities Consortium on a transportation freight related project to be submitted to the Governor on September 18, 2009. The Governor will determine which proposal to forward for consideration of a federal grant. The proposal includes improvements necessary for 70th and the next segment for the Port of Tacoma interchange project for approximately \$10 million. Including the City's projects within the proposal helps to advance the likelihood of receiving federal funding.
- Recently, Municipal Research and Services cited Fife's subdivision code as an example for other jurisdictions.
- The P2D2 program has collected 60 pounds of unused and outdated prescription drugs.
- City Manager Worthington will be out of the City next week on City business as well as vacation later in the week. Police Chief Blackburn will assume acting duties of the City Manager.

RECESS: Mayor Johnson recessed the meeting from 7:48 p.m. to 7:55 p.m. for a break.

STUDY SESSION

2010 Budget City Manager Worthington reviewed the proposed 2010 budget schedule:

- October 13, 2009 – Revenue Public Hearing
- October 27, 2009 – First Required Budget Hearing, Adopt Property Tax Resolution
- November 10, 2009 – Second Required Budget Hearing, First Reading of Budget Ordinance
- November 24, 2009 – Second Reading of Budget Ordinance, Adopt Budget

The Council agreed with the proposed budget schedule.

City Manager Worthington advised that some of the questions the Council raised during its last meeting on the budget will be addressed during the study session with the remaining questions addressed at the Council's September 22, 2009 meeting. At that time the Council can determine whether to use the September 29, 2009 and October 6, 2009 dates as additional budget study sessions.

City Manager Worthington referred to information on ending fund balances and how ending fund balances compare between 2008, 2009, and the 2010 projected budget.

Director Marcotte said 2008 ending fund balance information is comprised of the most recent "actual" numbers. The 2009 figures reflect the amended budget, with acknowledgment that some of the line items will experience some difficulties. However, the outcome of 2009 will not be known until the end of January 2010. The 2010 budget, as currently proposed, is based on assumptions of the ending fund balances for 2009.

Councilmember Brooks pointed out that the Street Operating Fund and the Water Utility Fund will need some attention in terms of additional funds. He asked about the approximate difference of the \$2 million decrease in the General Fund during 2010. Director Marcotte said it may pertain to whether the 2009 figure is inflated. The 2009 General Fund balance calculation includes revenue estimates of sales tax of \$6.8 million, which is actually closer to \$5.2 million. When the budget was adopted, the numbers were based on projections. The 2009 General Fund ending balance is likely distorted.

Director Marcotte referred to the Public Safety Fund. Estimated revenues

for 2010 are \$1,114,000 with planned expenditures of \$1,686,712, which exceeds expected revenues. That involves both administrative activities associated with administrating the Red Light Photo Enforcement Program as well as a transfer of \$1.25 million from the fund to the Street Construction Fund, with the extra from the accumulated fund balance. However, in taking that into account, it's anticipated the fund will end with \$350,000 in 2010 assuming the revenue estimate is not understated. Since the last study session, the City's collected \$1.1 million.

City Manager Worthington referred to a spreadsheet of the Legislative Department within the General Fund with budget columns reflecting actual expenses in 2007, 2008, adopted expenses in 2009, actual 2009 expenses as of June 15, 2009, 2009 base budget (target budget for formation of budget), department's first request (2010), and City's Manager's budget recommendation (2010). He reviewed and described each line item within the budget. The recommended budget for 2010 is \$181,226 for the Legislative Department.

City Manager Worthington and Director Marcotte responded to a question on expenses within the "Miscellaneous" category. The state creates the definition for each expense line item. If an expense is not defined by another line item, it's included in "Miscellaneous."

City Manager referred to a department breakdown by division of the City's expense budgets within the General Fund, which follows a similar format. He reviewed the Executive Department and described some of the changes and reductions initiated in 2009 to reduce costs:

Acct Description	2009 Base Budget	Dept 1st Request	City Manager Recommendation
Executive Dept	329,535	317,004	314,004
- Human Resources	127,706	121,633	123,193
- Civil Service	18,682	17,143	16,643
- I.T. Division	318,446	328,604	318,040
- Legal Div	527,600	527,600	532,500
Exec Total	1,321,969	1,311,984	1,304,380

Director Marcotte reviewed the Finance and Administrative Services Department budget and responded to questions:

Acct Description	2009 Base Budget	Dept 1st Request	City Manager Recommendation
Finance Div	707,459	706,915	706,916
Admin Svc Div	328,666	329,210	310,210
Fin & Admin Total	1,036,125	1,036.125	1,017,126

Judge Ringus reviewed the Municipal Court budget:

Acct Description	2009 Base Budget	Dept 1st Request	City Manager Recommendation
Court Div	815,208	851,128	827,128
Probation Div	135,808	127,084	124,584
Security Div	170,449	143,253	141,153
Court Total	1,121,465	1,121,465	1,092,865

City Manager Worthington reported the General Government Department is comprised of charges for operating the City's facilities with the exception of park buildings. Public Works oversees the General Government Department. Director Blount reported the budget includes minor capital projects. Actual costs in 2008 were higher because of the City's anniversary. Since then, costs have stabilized.

Acct Description	2009 Base Budget	Dept 1st Request	City Manager Recommendation
Facilities Div	424,779	426,500	486,800
Ground Div	51,939	51,939	51,939
GGD Total	476,718	478,439	538,739

City Manager Worthington reviewed the Police Department budget. The budget was reduced approximately \$200,000 from the prior year budget through unfilled positions. The 2010 budget includes a drug enforcement element. Police Chief Blackburn said some of the wages for active drug investigations are from exterior funding sources instead of the General Fund. The department is reimbursed for some wages through a federal grant with some of the costs included in the General Fund. Police Chief Blackburn described some of the costs and how they are allocated. More details will be provided on the Police Department's budget at the September 22, 2009 meeting.

Acct Description	2009 Base Budget	Dept 1st Request	City Manager Recommendation
Operations Div	3,437,898	3,200,819	3,092,102
Gambling Div	124,980	40,143	36,122
Traffic Div	276,505	140,286	121,967
Communications	986,973	971,112	966,771
Crime Prevention	33,100	32,100	29,100
Emerg Mgmt Div	39,500	106,702	100,454
Investigations	33,300	628,763	620,995
Comm Policing	11,380	16,300	17,152
Salaries & Wages			58,635
Benefits			25,405
Drug Enforcement			84,040

Law Enforcement Total	4,943,636	5,136,225	5,068,713
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Director Blount explained the Engineering Department's budget:

Acct Description	2009 Base Budget	Dept 1st Request	City Manager Recommendation
Engineering	646,880	663,326	660,026

City Manager Worthington reported more details will be provided on the Community Development Department's budget on September 22, 2009.

Acting Director Durham said the budget reflects three unfilled positions within the department. The department has worked aggressively to reduce costs during 2009 and will continue to do so in 2010. Since the Valley Avenue project is out to bid, one staff member will be working part-time in the Public Works Department to replace an employee who will be transferred to David Evans and Associates (DEA). Fees collected from the City of Milton will fund the work of staff working on planning services for Milton.

Acct Description	2009 Base Budget	Dept 1st Request	City Manager Recommendation
Planning Div	533,998	452,424	446,404
Building Div	397,676	479,250	475,375
Total	931,674	931,674	921,779

Community Development

City Manager Worthington responded to questions from Councilmember de Booy regarding the Milton contract and costs to the City. He indicated there will be a separate revenue line for the City of Milton planning services. The service the City will provide is nearly cost neutral.

Director Blount responded to a question from Councilmember Cerqui concerning the transfer of an employee to DEA to assist with the Valley Avenue project. The employee is an inspector within the Engineering Division of the Public Works Department and will remain a City employee, but will assume the position as a lead inspector on the City's Valley Avenue project under the supervision of DEA.

City Manager Worthington advised that a program budget for the Parks and Recreation Department will be provided to the Council. Director Reuter is on vacation and was unable to attend the meeting.

Councilmember Brooks asked to receive information on pool revenue.

City Manager Worthington advised that the review involves only expenditures at this point. Revenue information will be provided at the Council's September 22, 2009 meeting.

The last item is the Non-departmental Department budget involving a series of transfers between departments. One example is the cost of the fleet where costs are charged against departments for vehicles for future replacement costs and an estimated maintenance cost. The fund also includes transfer of jail costs as well as other costs.

Councilmember Cerqui expressed interest in receiving more details on the cost savings achieved from oil changes. City Manager Worthington said the City changed its oil change frequency, but it still remains within the range of best practices.

ADJOURNMENT

With there being no further business, Mayor Johnson adjourned the meeting at 9:00 p.m.

Barry D. Johnson, Mayor

Steve Marcotte, City Clerk, Finance Director

Prepared by Valerie Gow, Recording Secretary/President
Puget Sound Meeting Services