

**CITY OF PACIFIC
CITY COUNCIL**

**WORKSHOP MEETING
November 19, 2012**

**Council Chambers
City Hall, 6:30PM**

MEETING MINUTES

Roll Call

Mayor Cy Sun
Leanne Guier, Council President
John Jones, absent
Tren Walker
James McMahan
Josh Putnam
Gary Hulse
Clint Steiger.

Staff Present: City Clerk Patti Kirkpatrick, Finance Director Betty Garrison, and Public Safety Director John Calkins.

Council President Guier called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

1. Discussion: Memorandum of Understanding to Relocate a House from White River Drive

Associate Planner Weich explained that King County had purchased several homes located on White River Drive that were in the flood control path; King County put several homes up for auction and Ms. Carol Inch purchased the home at auction. Ms. Inch owns property at 432 and 436 View Avenue S, and is seeking permits to relocate the home to that property, which has to be done by December 31st per their agreement with King County. Some concerns were getting the permits issued in time to relocate and then seating the home at the new location due to weather and ground conditions.

Council discussion ensued with the recommendation to bring forward the Ordinance and Memorandum of Understanding to the next Council meeting; and to have the City Attorney review the documents.

2. Discussion: Preliminary 2013 Budget.

Finance Director Garrison reported that she had updated the Preliminary 2013 Budget figures based on all of the new information received for the new rates; and went over changes due to upgrades to the BARS coding requirements, that affected the formatting of the budget document and the Auditor's requirement that the general fund does not benefit from enterprise funds in any way.

Public Safety Director Calkins provided a handout of the Police Department's budget, noting that he had not met with the Mayor, the Finance Director, or the Finance Committee regarding his departmental budget. Council asked the Mayor to meet with his Department Directors to go over their respective budgets and bring back any further changes.

Mayor Sun noted the budget was requesting a personnel change for a part-time assistant administrative manager, budgeted at \$22,327.46, including benefits. This position would guide and assist the Mayor and Department Directors on ensuring the Council's goals and objectives are being met. Another change is an office assistant for the City Clerk, budgeted at \$55,000, including benefits. This position would assist the City Clerk in bringing the office records up to date. Finance Director Garrison noted the following personnel changes:

- Public Works Director
- No City Engineer was budgeted for
- Did not replace the sergeant's position who retired in 2012
- Budgeted for 4 police officers

Council discussion ensued:

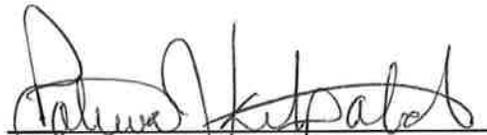
- Growth on the revenue side.
 - The revenue was slightly higher than last year, though it is a conservative estimation based on past growth history.
 - This budget is presented at the fund level and noted that information was located on page 5 of the handout.
- Property Taxes for King County increased significantly
 - The City receives taxes from the County two times a year; April and then again in October and she was unable to get the projections to come out closer.
- Contribution to the Reserve Fund
 - \$3,000 transferred to Fund 098, which is the equipment reserve, with no funding to the main reserve.
- Property Taxes for Pierce County down significantly
 - There was some large property tax that came in at the end of the year that may be distorting the figures. Finance Director Garrison will look into the differences and report back at the next Council meeting.
- Council's Budget - Salary
 - Finance Director Garrison will confirm the projected salary figures by the next meeting.
 - City Clerk Kirkpatrick will find out election costs for put ballot measures on the February 12th ballot from both Pierce and King County.
- Mayor's Budget - Salary increase
 - Finance Director Garrison will review the accuracy of the figures and report back at the next meeting.
- Finance Committee
 - Plans to meet on Tuesday, November 27, 2012
 - The Council could decide to continue the public hearing at the November 26th meeting to the first Council meeting in December should they wish to have more public input into the Mayor's proposed budget as well as any proposal brought forth by Finance Committee
- Overtime Costs
 - Would like to see the costs of overtime and current staffing levels if there is some funding there to staff a police officer at full level.
- Judicial Budget
 - There was an increase due to union negotiations of a part-time employee going to full-time with benefits which added to the increased overall costs.
 - Repair and Maintenance and Janitorial
 - In the past the judicial side was not paying for janitorial services and this puts a portion of those costs onto them due to the volume of people who visit the court facilities and during actual Court days.

- Finance/Administration
 - Need to create a job description for the Assistant Administrator position
 - Need to create a job description for the Office Assistant position for the City Clerk
 - Discuss both job descriptions with the Union.
- Youth Services Budget
 - Increased a part-time position full-time and added part time assistant for the summer program; there were some changes during the past year with different position vacancies that affected the figures for 2012.
 - The Director's position is now being split between Youth Services and Senior Services.
- Parks Fund
 - Combined the parks funding at the request of the Auditor and to ensure the funds allocated are spent on maintenance of the various parks.
 - Impact fees and excess levies are reserved and can only be spent on specific items.
 - City has been collecting fire impact fees in 2012. Finance Director Garrison will research fire impact fee collection; fire general obligation bond; and whether those funds should go to Valley Fire Regional Authority.
 - Equipment funds increased as the Parks Board was looking at purchasing some playground equipment that did not get purchased; and some funds were set aside for land acquisitions.
 - Parks Board has been made aware of their portion of the budget.
 - No part time summer help was hired in 2012.
 - Did not feel the salary was adequate
- Central Services
 - Budgeted \$197,000 for City-wide general liability insurance in 2013, which the Finance Director thought would be sufficient.
 - Too early to assume pending litigants would get what they are asking for.
 - Some of the costs are attributed to upgrades to Springbrook Software, purchase of new computer/printer equipment.
- Gun Permits
 - Finance Director Garrison will report back on why the gun permit revenue is so high at the next meeting.
- Criminal Justice Fund
 - Liquor excise tax dropped and were previously reported in the general fund and now are part of the Criminal Justice Fund and the figures shown came from MRSC.
- Building/Planning/Community Development
 - A public works director has been budgeted in 2013.
 - This position will serve as the Public Works Director
 - Code: 558-50 Building Inspector/Permits
 - Code: 558.60 Planners (did not go back and change those figures from past history, disconnect for 2013 budget figures)
 - Code: 524.60 Code Enforcement
- Overview of the budget and where cuts are coming from
 - This is a balanced budget, not necessarily healthy as the budget uses resources for increased salary levels.
 - City is spending its reserves to pay salaries and wages.
 - Finance Director Garrison will provide a proposal of what is being spent in each fund total for 2010, 2011, and 2012; as well as a projected year-end total.

- Police Vehicle Replacement Fund
 - Traditionally there were funds dedicated in the Criminal Justice Fund for police vehicle replacement. Finance Director Garrison explained that there is a general equipment replacement fund, but not one specific to police.
 - Finance Director Garrison will look into police replacement funds and report back at the next meeting.
- Operating Transfers
 - Finance Director Garrison explained that the police and parks were pulled out of the general funds and put into sub funds so their expenditures can be better tracked.
- Police Overtime
 - Pages 68 and 70 show the salary and wages/benefits for police at two different staffing levels.
 - Approximately \$60,000 in overtime is budgeted for police officers in 2013.
 - Did purchase police cars in 2012.
 - SCORE Jail amount is budgeted in 2013 at the same level in 2012, to give City some flexibility for prisoner lodging.

There being no further business, Council President Guier adjourned the meeting at 9:03 p.m. into executive session to discuss personnel matters, RCW 42.30.110, with no action to be taken.

At 9:15 p.m. Council President Guier reconvened the Workshop and with there being no further business adjourned the meeting at 9:17 p.m.



Patricia J. Kirkpatrick, MMC, City Clerk