

Duwayne Gratz, 122 3rd Ave NW – Stated that it seems like Council would be paying an invoice on an illegal contract.

David Messinger, 654 Milwaukee Blvd S – Agrees with Councilmember McMahan and further states contracts need to be approved by Council.

Councilmember Walker vote to separately consider Voucher No. 0040507 for the amount of \$25,386.80 to Sound Inspections; Councilmember Putnam second;

	Aye	Nay
Councilmember Walker	X	
Councilmember Guier	X	
Councilmember McMahan		X
Councilmember Putnam	X	
Councilmember Jones		X
Councilmember Hulsey	Absent	
Councilmember Steiger	X	

THE MOTION CARRIED 4 to 2.

10. EXECUTIVE SESSION-

Council adjourned to executive session to discuss a personnel matter involving a person out on administrative leave for 10 minutes at 8:20.

Council asked for five more minutes at 8:30 p.m. Council reconvened at 8:34 p.m.

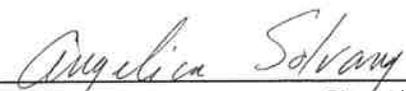
Ken Luce states the personnel matter regarding an employee on administrative leave has been turned over to the State Auditor. Ken recommends the City approve the voucher at this time. Councilmember McMahan asks Ken Luce if Council approved the payables including the administrative leave does that set a precedent for other employees. Ken Luce replied that it does not set a precedence. Ken Luce is going to respond to the Union representative that made the inquiry and inform them that Council did turn it over to the State Auditor and that the Council had no ability to rescind that decision. He has informed the Mayor that the employee may be personally liable to pay the City.

Councilmember Walker moved to approve item B minus the check to Sound Inspections; Councilmember Putnam second;

	Aye	Nay
Councilmember Walker	X	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones	X	
Councilmember Hulsey	Absent	
Councilmember Steiger		X

THE MOTION CARRIED 5 to 1.

11. ADJOURN- The meeting adjourned at 8:38 p.m.


Angelica Solvang, Interim City Clerk

**CITY OF PACIFIC
CITY COUNCIL**

**WORKSHOP MEETING
September 17, 2012**

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

MEETING MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Tren Walker
Leanne Guier
James McMahan - Absent
Josh Putnam
John Jones
Gary Hulse
Clint Steiger

Councilmember Walker will be late and Councilmember McMahan is on vacation.

Staff present: Angelica Solvang, Betty Garrison, Sheryl Finwall, John Calkins and Lt. Massey.

3. CHANGES/ADDITIONS TO WORKSHOP AGENDA

1. Councilmember Jones added the topic: Legal action on the Writ of Mandate and the Mayor's Sept. 9th blog comments.
2. Councilmember Jones pulled item E.
3. Councilmember Guier added the topic: Information from WFOA Conference.

John Calkins thanked the Council for their patience during his absence. He thanked Lt. Massey and Sgt. Pickett for doing a great job. They had a staff meeting today and discussed plans to fill the vacancies. They are now ready to do background checks for the Evidence Custodian and a Lateral Officer.

4. AGENDA ITEMS

A. Stormwater Grant -

Councilmember Guier states that Dave Hill, Mayor of Algona, approached her at a meeting and informed her that the City of Pacific is part of a stormwater grant along with a few other Cities which the City of Milton would oversee. Dave Hill was to present the information to Council but he is not present tonight. Councilmember Guier hopes to get information together for the next Council meeting.

Move it forward to the next Council Meeting.

B. Springbrook Building Permit & Business Tax Contracts -

Betty Garrison spoke on behalf of Gerina Dahl who will bring the contracts at the next meeting.

Move it forward to the next Council Meeting.

C. Ordinance No. 12-18XX, Amend PMC 5.02.045 & 5.02.080 -

Betty Garrison presented the Ordinance to Council. Councilmember Putnam states the Ordinance does not define what a business constitutes. He also would like clarification listed in the Ordinance on what constitutes a person engaging in two or more businesses.

Move it forward to the next Council Meeting.

D. Electronic Payments -

Betty Garrison states the City of Pacific requires Council authorization prior to bills being paid. The Finance Department is required to pay some items electronically such as payroll taxes to the IRS and Excise taxes to the State Department of Revenue. She has not found where these changes of policy have been authorized by Council. She requests Council to officially authorize a full listing of current electronic payments that she will provide for review. Betty states that the Police Department has set up electronic payment to the Department of Licensing for concealed pistol licenses. This was set up in cooperation with Maria Pierce, the previous short term Finance Director, who approved the electronic transfer paperwork. Betty has been unable to find where this action was authorized by Council. John Calkins clarifies that the Police Department collects the money at the window for the concealed pistol license permits and then that money is sent over to the Finance Department. The Finance Department receipts it into the proper fund; it is deposited in an account but then it is transferred out of the account. Betty Garrison is asking Council to authorize these specific transfers – not a blanket transfer. Councilmember Guier states all electronic transfers are to come out of the Finance Department and only the Finance Director is to make those electronic transfers however the electronic transfer is being done from the Police Department. Betty states she will need to review the paperwork and the details on how to process the electronic transfer. John Calkins states the paperwork explains the process which saves time and money. Councilmember Jones would like language in the Resolution to state that there needs to be a check and balance between the two departments.

Move it forward to the next Council Meeting.

E. Valentine Project ROW –

Pulled.

F. ADA Compliance -

Councilmember Guier stated last Monday the Mayor presented his statement that he is having issues with the meetings because of his hearing impairment. She believes that since the Mayor had submitted his statement in writing it puts the burden on Council to accommodate him. Councilmember Guier has printed out forms from the Americans with Disabilities Act and reads sections of it to the Council. Councilmember Guier is concerned that when the Mayor was requesting from Council to have Councilmember McMahan assist him in running the meetings that they were showing resistance and Council voted against the Mayor's request. She further states that according to the ADA, the Council can modify their policy to accommodate the Mayor's hearing hardship. Councilmember Putnam states that he had voted in favor of Councilmember McMahan assisting the Mayor, however if Council is strictly

accommodating him for his hearing disability then that is different than the assistance Councilmember McMahan was providing so at the risk of additional expense Council can look for a translator so things are translated for the Mayor while he retains control of the meeting and that would accommodate the ADA and not let the Mayor delegate the meeting. Councilmember Hulse states he is a service veteran and states the VA will provide the Mayor hearing aids free of charge. He further states that if the Mayor has someone else run the meeting that it is not consistent with his inability to hear; his inability to hear should not be a hindrance for the Mayor running the meeting. Councilmember Walker states the recommendation where Council changes the policy and the policy is to have someone run the meeting and that is not accommodating the disability. Councilmember Jones states the ADA is related to the Mayor's hearing loss and not his ability to run the meeting and if the Mayor has a hearing issue then he could get a head set and he can control the volume and use what opportunities the VA provides. Councilmember Jones states the Council never denied the Mayor assistance; Council voted per Council procedures whether Councilmember McMahan would run the meeting and not provide assistance and believes the Mayor is confused. Councilmember Guier states Council needs to come up with a way to work with the Mayor whether it's having Councilmember McMahan assisting him with the meeting; Council needs to continue to have business move forward. The Mayor only hears bits and pieces of the meeting and does not hear everything to understand a decision. Councilmember Guier does not want to let Councilmember McMahan run the meeting but wants to work with the Mayor and have the Mayor present at meetings. Councilmember Jones states that having Councilmember McMahan run the meeting or assisting the Mayor does not assist the Mayor to hear the better. Councilmember Jones states the Mayor's disability in hearing is unrelated to whether the Mayor can or cannot conduct a meeting – it impacts his ability but does not mean he cannot conduct the meeting. Councilmember Walker states the Mayor has a responsibility to run the meeting and Council was allowing Councilmember McMahan to assist the Mayor however it got out of control when Council did not allow the Mayor to turn over the meeting to Councilmember McMahan. Councilmember Guier would like to meet with the Mayor prior to Monday's meeting to ask him what he is ask from Council since he requested ADA accommodations. Councilmember Putnam stated that Council is not the Mayor's employer and the Mayor doesn't need Council permission to have assistance in relation to equipment or a translator. Councilmember Walker will try to meet with the Mayor and get some questions answered with clarification.

Move it forward to the next Council Meeting.

G. Whistleblower Policy Status -

Councilmember Jones has not had the opportunity to research this and asks for this item to be an agenda item at the next Council Workshop.

Moved forward to the next Council Workshop.

H. Writ of Mandate --

Councilmember Jones states that the Mayor's attorney has requested a continuance sine the Mayor will be out of town through the September 18th. The Writ states the Mayor has to start the process of posting and hiring positions required by the Writ. Councilmember Jones is concerned that Angelica or other staff has not received any directive from the Mayor to start that process and the Mayor is out of town which puts the City behind in the

process. Lt. Massey states he started the hiring process however the Mayor interjected and put a hiring freeze on the Police Department. When Officer Schliessman was hired by the City of Sumner the partial freeze was lifted for a replacement officer only. The Police Department has not replaced Officer Bielke who left the Police Department in June. Councilmember Guier stated that issue will be brought up at the continuous court meeting.

I. Mayor's Blog –

Councilmember Jones reads the Mayor's blog where the site address was listed on the utility bills. Councilmember Jones states there needs to be a Resolution written that restricts what gets placed on a utility bill. This is twice the Mayor has used the utility bill for personal issues and it has to be restricted for City business only. Councilmember Jones states there are several implying statements made by the Mayor regarding fraud and conspiracy of staff. Councilmember Putnam has sent the State Auditor the complete blog. Councilmember Jones would like to openly challenge what the Mayor accuses the Council of and using the utility bills to trash the Council.

Moved forward to the next Council Workshop.

J. Betty Garrison Bars WFOA –

Betty Garrison states the State Auditor prescribes the manner in which the jurisdictions must report to them annually however they do not prescribe and dictate our chart of accounts for internal reporting. It is more efficient for the City of Pacific to adhere to the Washington State Auditor's Bars Manual for all of the City's accounting and reporting needs and requirements. The WFOA conference Betty attended announced there will be significant changes in the chart of accounts effective January 1, 2013. Betty recommends Council adopt the Resolution prescribing the Washington State Auditor's BARS manual and chart of accounts as the chart of accounts and accounting manual for the City of Pacific and authorize staff to make the necessary changes for the 2013 budget.

Moved forward to the next Council Meeting.

5. ADJOURN - The meeting was adjourned at 7:53 p.m.


Angelica Solvang, Interim City Clerk

CITY OF PACIFIC
CITY COUNCIL MEETING
Date: September 24, 2012
Council Chambers
City Hall, 6:30PM

MEETING SUMMARY

1. CALL TO ORDER AND FLAG SALUTE

Mayor Cy Sun called the City Council Meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

Mayor Sun made the statement that due to his hearing defect, he is turning over the meeting to the Council. Mayor Sun left the meeting at 6:31 p.m.

2. ROLL CALL OF COUNCIL MEMBERS

Tren Walker
Leanne Guier
Josh Putnam
James McMahan
John Jones
Gary Hulsey
Clint Steiger

Councilmember Guier moved to excuse Councilmember Hulsey who is out of town and Councilmember Walker who is out of town on business; Councilmember Putnam second; All ayes.

Staff present: Angelica Solvang, Betty Garrison, John Calkins, Sheryl Finwall, Lt. Massey and Ken Luce.

3. APPROVAL OF/ADDITIONS TO AGENDA

- A. Councilmember McMahan added under New Business item B: Speed Bumps on Tacoma Blvd N.
- B. Councilmember Guier pulled item 6A and moved it to next Council meeting on October 8.
- C. Councilmember Guier pulled item 7A.
- D. Councilmember Guier added under Old Business: An update on the Civil Service Hearing.

Councilmember Putnam moved to approve the agenda as amended; Councilmember Guier second; All ayes.

4. AUDIENCE COMMENTS-

Robert Desario, 627 6th Ave SW – Mr. Desario states there was a tent revival that went on for 9 days in a row with loud music starting at 6:00 p.m. He called the police however they could not provide him assistance since the person(s) holding the revival had obtained a permit. He had to suffer through the loud music and did not receive any notice about the upcoming revival. He further states that after his 911 call and complaint, the police had shined their spotlight in his house and is keeping a record of the police actions.

Aaron Richards, 729 3rd Ave NE – Mr. Richards is a special education teacher and believes the idea for the Mayor to have a headset is a good idea. He further states that when the public perceives the City is corrupt they will buy into it.

5. REPORTS

A. Mayor – No report.

B. Finance – Councilmember Putnam states the financial statements are in the packet and the Finance committee meeting is tomorrow at 6:30 p.m. Betty Garrison states the lots sold on Blueberry and she should have the money tomorrow. Today was the deadline for the departments to turn in their preliminary budget however no one turned one in therefore the preliminary budget straight will be from Betty with no input from other staff which is required by law. John Calkins has reviewed the expenditure report and he has the preliminary budget almost done however he needs to have more discussions with Stephanie.

C. Court Statistics – No report.

D. Public Safety Department – John Calkins would like to schedule a Public Safety Committee meeting as he is working on two issues that need to be discussed before he brings the items to workshop. Councilmember Steiger states a meeting cannot be scheduled at the moment because Councilmember Hulsey and Councilmember Walker are out of town.

E. Public Works/Community Development Departments – Councilmember Jones comments that AHBL has been working on the standards which is almost complete. Skillings & Connolly is leading the communication and proposals for Right Of Way purchasing with Gordon Trucking for the Stewart Road project.

F. Community/Senior/Youth/Services – Councilmember Guier asks Council to approve the Community Services Assistant contract for 30 more days. Sheryl Finwall states she went with the seniors to a Johnny Cash tribute concert. The October calendar should be posted Friday and interviewees for both positions are being conducted.

G. Boards and Committees

South King County Transportation Board (SKTBD) – No Report.

Pierce County Regional Council (PCRC) – No report.

SCA – Councilmember Guier attended a meeting where she was approached by Deanna Lawson who is the executive chair of AWC. Deanna asked to meet with Councilmember Guier to discuss how she could help the City. She met with Leanna and the Mayor of Renton. They had a long discussion and there is concern with the City's issue of potential loss of insurance. Councilmember Guier would like approval from Council to move forward to work with Association of Washington Cities because they have a program, mediation type system for Council and the Mayor to work together. No objection from the Council.

VRFA – No report.

H. City Council Members – Councilmember Steiger states the Mayor is spreading the rumor he bought a City truck for a hundred dollars. However it was a sealed bid and he bought it in 2006. Councilmember Steiger handed out copies of the receipt of purchase from 2006 from the City. Councilmember Jones has an issue regarding the Mayor's blog where the site address was put on the utility bills and believes a blog he has put out on September 9th and in that process he utilized the utility bill it should not be advertised in the utility bills and would like Council to determine what is acceptable advertisement in the City utility bills. Councilmember Jones would like this issue discussed at the next Council workshop.

Ken Luce asked to be excused to work on items for the upcoming court date. Councilmember Guier asked for the Civil Service Hearing update before he was excused. City Attorney, Ken Luce, states the Mayor is intending to appeal the decision of the Civil Service Commission. It would place the City to maybe be liable to pay for the Chief's attorney and the Mayor's attorney and Ken would like permission from the Council that he be authorized to proceed with a declaratory judgment action in the appeal if the Mayor chooses to appeal. Councilmember Steiger made a motion that

City Attorney Ken Luce file a declaratory judgment to able to respond on behalf of the City that the City is not authorizing the Mayor to appeal and the action of the Mayor is acting beyond the scope of his authority; Councilmember Guier second;

Council comment: Councilmember McMahan believes this is appropriate. Councilmember Putnam stated if Council did not protest it then would Council would open the City to liability.

Public Comment: None.

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones	X	
Councilmember Hulsey	Absent	
Councilmember Steiger	X	

THE MOTION CARRIED 5 to 0.

I. Park Board – No report.

J. Planning Commission – No report.

K. Civil Service Commission – No report.

6. OLD BUSINESS

A. Springbrook Building Permit & Business Tax Contracts -

Item Pulled.

B. Community Services Assistant Contract -

Councilmember Steiger asked for a suspension of rules to add the Community Services Assistant Contract and Civil Service Hearing update to the agenda; Councilmember McMahan second; All ayes.

Councilmember Guier made a motion to extend Desiree’s contract to October 31st for 30 more days; Councilmember Steiger second;

Council Comment: Councilmember McMahan understands the timing issues and trust the City attorney will review the contract.

Public Comment: Jeanne Fancher – would appreciate Council state staff first and last names for the record. Councilmember Guier states the Community Services Assistant’s name is Desiree Cauffman.

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	

Councilmember Jones	X
Councilmember Hulsey	Absent
Councilmember Steiger	X

THE MOTION CARRIED 5 to 0.

7. NEW BUSINESS

A. Stormwater Grant –

Item Pulled.

B. Speed Bumps On Tacoma Blvd N–

Councilmember McMahan resides on Tacoma Blvd N and saw three new speed bumps on the street. He is pleased on how it has reduced speeds already however he did not have knowledge that the speed bumps were going to be put in and inquired how the speed limits were established and who made the decision to install them while there is not a Public Works Director. John Calkins states that his department received a complaint from a resident complaining of speeding vehicles. The Police Department also received a memo from Public Works stating that speed bumps are expensive and they wanted the Police to patrol the streets more however the Police Department is short staffed so John assumes that Public Works installed the speed bumps. Councilmember Steiger is concerned that speed bumps are not identified properly – he believes in the idea but they have to make sure the City is not sued if someone hits the bump hard without signage posted. Councilmember Guier states that before you can put in speed bumps there has to be a study. Councilmember Putnam wants to make sure the standard plans are complaint and suggests someone notify the insurance company. Councilmember Jones will send AHBL an email to ask if they are aware of any engineering items related to the speed bumps.

8. ORDINANCES/RESOLUTIONS

A. Ordinance No. 12-1832 – Amending Pacific Municipal Code Section 5.02.045 And Section 5.02.080 Regarding Business Licenses To (1) Provide That Non-Profit and Not For Profit Businesses Be Required To Have A Current Business License With The City And (2) To Require Each Business At A Location To Have A Separate Business License.

Betty Garrison speaks for Gerina Dahl who could not attend the meeting. Council had asked at the previous workshop for a new definition on what a business is. Councilmember McMahan states the effective date shall be in full force 5 days after the date of publication however there has to be an education requirement and time for businesses or the effective date should be extended. Betty believes the penalty section would be leniently enforced through the education process.

Councilmember Steiger motioned to approve Ordinance No. 12-1832;
Councilmember Putnam second;

Council Comment: Councilmember McMahan would like to make it clear on Council’s intent with the change to the PMC that it not be enforced until the next round of business renewals. Councilmember Steiger would like staff to handle those issues case by case in the front office.

Public Comment: Don Tompson, 416 2nd Ave SE – Suggests putting this

information on the utility bills.

Jeanne Fancher – States that maybe this Ordinance doesn't need to be instituted until after the contract is worked out with the State renewals.

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones	X	
Councilmember Hulsey	Absent	
Councilmember Steiger	X	

THE MOTION CARRIED 5 to 0.

B. Resolution No. 12-1195 – Adopting The Washington State Auditor's Bars Manual As The Chart Of Accounts And The Accounting Manual For The City Of Pacific.

Councilmember Guier moved to approve Resolution No. 12-1195;
Councilmember Putnam second;

Council Comment: Councilmember Jones would like Betty to explain BARS accounting. BARS is prescribed by the State Auditor's office and its intent is to create a uniform system of reporting. It is going through a major change as of 2013. Councilmember Putnam thanks Betty for getting the City in compliance with the existing BARS manual.

Public Comment: None.

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones	X	
Councilmember Hulsey	Absent	
Councilmember Steiger	X	

THE MOTION CARRIED 5 to 0.

C. Resolution No. 12-1196 – Adopting The Electronic Payment Policy And Authorizing Specific Electronic Payment Transactions.

Betty Garrison states this is to have documentation covering the Finance Department as specified in the Ordinance.

Councilmember Steiger moved to approve Resolution No. 12-1196;
Councilmember Putnam second;

Council Comment: John Calkins states he was instructed to meet with Betty and sent her two emails. They did not meet and 21 people have come to get obtain weapons

permit which he had to turn away. Councilmember Guier didn't think the policy was stopping the Police Department from stopping the permits. Betty Garrison does not have anything in writing for her staff to authorize electronic transfers yet as this Ordinance does not list the concealed weapons permit as an authorized electronic transfer. Betty Garrison, John Calkins, Lt. Massey and Stephanie will meet with the Finance Committee tomorrow evening.

Public Comment: None.

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones	X	
Councilmember Hulse	Absent	
Councilmember Steiger	X	

THE MOTION CARRIED 5 to 0.

D. Resolution No. 12-1197– Authorizing The Mayor To Enter Into And Sign The Letter Amending The Agreement Between The City And King County.

Betty Garrison states that in July Council discussed the need to get King County Solid Waste to agree to an additional year extension on the time by which the City must comply with the terms of the current interlocal agreement.

Councilmember Putnam moved to approve Resolution No. 12-1197;
Councilmember Guier second;

Council comment: Councilmember Putnam states King County will defend the requirement that the waste goes to King County when that becomes effective.

Public Comment: None.

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones	X	
Councilmember Hulse	Absent	
Councilmember Steiger	X	

THE MOTION CARRIED 5 to 0.

9. CONSENT AGENDA

(The Mayor shall place matters on the Consent Calendar which are so routine or technical in nature that passage is likely.)

A. City Council Meeting Minutes from August 06, 2012.

B. Claim Voucher & Payroll Approval –

C. Financial Statements – Betty Garrison states the financial statements were sent out for August.

Councilmember Putnam moved to approve the consent agenda; Councilmember Guier second;

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones		X
Councilmember Hulsey	Absent	
Councilmember Steiger		X

THE MOTION FAILS 3 to 2.

Councilmember Jones and Councilmember Steiger state the reason they did not approve the consent agenda is that they do not want to pay Bob Boyd administrative leave pay while it is unauthorized paid.

Councilmember Putnam moved to approve the consent agenda minus Voucher No. 4567; Councilmember Guier second;

Council Comment: Councilmember McMahan states Council has established its objection and their perception whether it is an authorized use of leave and the proper authorities and Union are aware; he worries Council will get in more trouble by not approving that payment as there has not been an investigation complete yet. Councilmember Putnam is concerned if this is proper Council action until the Auditor has completed their investigation and is concerned with position to function on this issue as there has been a number of employees that have used a considerable amount of sick leave and Council may have no choice but allow the City to retroactively restore the sick leave of the other employees. Councilmember Steiger states the wrong thing would be to have all of Roger's and Becky's sick leave be reinstated as they both received donated sick leave.

Public Comment: Don Thompson, 416 2nd Ave SE – Believes Council should deny the payment.

Audrey Cruickshank, 703 3rd Ave SE – She had heard Bob was retiring this month.

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones	X	
Councilmember Hulsey	Absent	
Councilmember Steiger	X	

THE MOTION CARRIED 5 TO 0.

Councilmember McMahan believes it is appropriate for Council to continue to pay until there has been a proper investigation; Councilmember Putnam second;

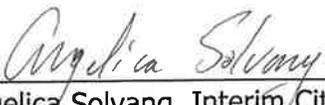
Council Comment: Councilmember Putnam is concerned prefers to be on firm grounds with an investigation. Councilmember Jones believes it is important for Council to take a stand on their position.

	Aye	Nay
Councilmember Walker	Absent	
Councilmember Guier	X	
Councilmember McMahan	X	
Councilmember Putnam	X	
Councilmember Jones		X
Councilmember Hulse	Absent	
Councilmember Steiger		X

THE MOTION FAILED 3 TO 2.

10. EXECUTIVE SESSION-

11. ADJOURN- The meeting adjourned at 7:57 p.m.



Angelica Solvang, Interim City Clerk

**CITY OF PACIFIC
CITY COUNCIL**

**WORKSHOP MEETING
October 01, 2012**

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

MEETING MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Tren Walker
John Jones - Absent
James McMahan - Absent
Josh Putnam
Leanne Guier
Gary Hulsey
Clint Steiger

Staff present: Angelica Solvang, Betty Garrison, Gerina Dahl and Sgt. Pickett.

3. CHANGES/ADDITIONS TO WORKSHOP AGENDA

1. Councilmember Guier removed Item A.
2. Councilmember Guier removed Item E and Item F.
3. Councilmember Hulsey added the topic: ADA requirements for the hearing impaired.

4. AGENDA ITEMS

A. Stormwater Grant –

Item Pulled.

B. Springbrook Contracts -

Gerina Dahl, Utility Consultant to the City, states she will present two Resolutions that have been discussed at prior meetings to the Council meeting next week for approval.

She has also been discussing two more modules with staff; one which records employees time and the Code Enforcement. Once the City hires a Code Enforcer, this module would be a great asset to the City.

Move it forward to the next Council Workshop.

C. EFT Processing -

Betty Garrison states that after she met with the Finance Committee and the Police Department to cover the concealed weapons permit electronic payment process. Pacific Municipal Code requires all payments for the City's claims and obligations to be done by check; an Ordinance to change the code needs to be done to allow for electronic transfer and ACH payments with limitations. A Resolution would need to be adopted that specifies authorizing payment via ACH for employees who sign up for automatic deposit of their payroll checks. The Resolution also would authorize the Finance Department to process the

payments for the CPL's after the Police Department has processed the applications and authorized payment.

Move it forward to the next Council meeting.

C. Speed Bumps On Tacoma Blvd. -

Councilmember Guier states there were a lot of questions that came up surrounding the speed bump issue and unfortunately there is not staff here to speak here. There was not a work order submitted on it and the Police Department nor the Fire Department know about it. There was no signage and there was not a survey done that needs to go along with speed bumps being installed. Council has since received a picture that signage has been stalled. Councilmember Steiger wants further information because Council does not know where the liability lies. Councilmember Steiger states Council needs to make sure the City meets the State specs because even if it is properly marked, if they are improper speed bumps then the City opens themselves to claims. He believes Councilmember Jones was checking with AHBL. Councilmember Steiger will bring up this issue at the Public Works Committee meeting Wednesday night. Councilmember Walker is concerned that the striping on 6th Avenue is only on 1/2 of the street where there is a double yellow line and the other half of the street is not stripped. Councilmember Steiger states Apply A Line sometimes randomly stripes when they have extra paint. Councilmember Walker states if Apply A Line wants to use up their paint then they need to stripe the whole street and not 1/2 the street. Councilmember Steiger will bring up that issue at the Public Works Committee meeting.

Move it forward to the next Council meeting.

D. ADA Requirements For The Hearing Impaired –

Councilmember Hulsey spent today at the Audiologist at the VA because his hearing aids blew out. The VA stated to him that there are two types of systems the City could use. A loop system on the PA can be picked up by all the hearing aids in the room without any modification to their hearing aid or the City can go to wireless microphones and the transmitters can be programmed into a modern hearing aid so it can pickup all the microphone transmissions in the room. Councilmember Hulsey believes the loop system makes the most sense. Councilmember Walker states it would require a new PA system. Councilmember Hulsey stated the City would have to get a bid on it. Councilmember Walker looked up transmitters on line and stated they are expensive. Councilmember Walker will research if the existing system can do that or not. Councilmember Hulsey will talk to the Audiologist to see if they can consult with the City.

E. Mayor's Blog –

Item Pulled.

F. Whistleblower Policy Status –

Item Pulled.

5. **ADJOURN** - The meeting was adjourned at 6:53 p.m.


Angelica Solvang, Interim City Clerk

**CITY OF PACIFIC
CITY COUNCIL MEETING
Date: November 13, 2012
Council Chambers
City Hall, 6:30PM**

1. CALL TO ORDER AND FLAG SALUTE

Mayor Pro Tem John Jones called the City Council Meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

2. ROLL CALL OF COUNCIL MEMBERS

Tren Walker
John Jones
James McMahan, excused
Josh Putnam
Leanne Guier
Gary Hulseley
Clint Steiger

Councilmember Hulseley moved and Councilmember Walker seconded the motion to excuse Councilmember McMahan. Motion passed by unanimous voice vote.

Staff present: City Clerk Patti Kirkpatrick, Finance Director Betty Garrison, Community Services Director Sheryl Finwall, City Attorney Ken Luce, and Public Safety Officer John Calkins.

3. APPROVAL OF AGENDA

Councilmember Guier asked that a Public Hearing be added for the Preliminary 2013 Budget.

Councilmember Hulseley moved and Councilmember Putnam seconded the motion to approve the agenda as amended to add a Public Hearing Item for the Preliminary 2013 Budget. Motion passed by unanimous voice vote.

4. AUDIENCE COMMENT

In response to citizen Duane Gratz, Mayor Pro Tem Jones advised the Mayor was out of town and unable to attend the meeting.

5. REPORTS OF MAYOR, STAFF, COMMITTEES AND COUNCILMEMBERS

Community Services Director Finwall reported on the successful bazaar held Saturday, November 17, 2012, noting \$306 was raised for youth programs. She advised a new activity coordinator and van driver have been hired, with the driver starting on November 26th.

Public Safety Officer Calkins reported on the joint efforts of the City of Pacific, King County, and the Army Corps of Engineers for their event to help residents along the

White River Drive area to stop by on November 17th to fill up sandbags for the coming winter. It was a good community turnout and he and Councilmember Guier recognized Chandler Hanson for his assistance during the event by presenting him with a certificate of appreciation and a Police Department coin.

Councilmember Putnam reported that he had heard back from other carriers regarding insurance for the City and has been turned down by each of the ones contacted. He is hopeful the City will secure insurance before December 31st.

6. OLD BUSINESS – NONE

7. PUBLIC HEARING

A. Ordinance No. 12-1835, Authorizing an Increase in the Property Taxes to be Levied and Fixing the Amount of Taxes to be Levied for the City of Pacific for the Year 2013; Providing for Severability; and Establishing an Effective Date

Finance Director Garrison explained every year the City must adopt an ordinance identifying the tax levy for the new year, noting that in 2012, the Council did not take an increase in the tax levy. The estimated valuation for the City of Pacific is 519,164.026, including new construction. The statutory limit for the City of Pacific is \$2.10 per \$1,000/value. The rate for 2011 was \$1.61123/1,000, which calculated out to a tax levy of \$851,440. The proposed rate for 2012 is \$1.68495/1,000 which calculates out to a tax levy of \$874,764, which is an increase of \$13,365, not including new construction; including new construction would increase the amount to \$23,325.

Mayor Pro Tem Jones opened the public hearing at 6:47 p.m.

Jean Fancher inquired if the levy rate was for 2012 or 2013. Finance Director Garrison explained that the tax levy is for 2013, but shows up as an expense in 2012. The preliminary 2013 budget will reflect the increase of \$23,325, which includes new construction.

Duane Gratz voiced concern with the costs being paid for attorney fees and inquired if they are part of the additional expense that citizens pay property taxes for. Finance Director Garrison explained these are budget questions that do not pertain to the levy tax rate increase.

There being no further discussion, Mayor Pro Tem Jones closed the public hearing at 6:51 p.m.

B. Preliminary 2013 Budget

Finance Director Garrison provided a preliminary budget to the Council on behalf of the Mayor and proceeded to answer questions from the Councilmembers. Ms. Garrison explained that there were some changes in the salary schedule, changes based on new BARS reporting requirements, which has resulted in an overhaul of all coding; and some adjustments based on past histories. She requested the Council email her their proposed changes and she would incorporate into the preliminary budget for further discussion at the November 19th Workshop.

Councilmembers discussed the proposed changes and asked the Finance Director to provide the 2012 budget and the 2013 preliminary budget in electronic form for comparison.

Mayor Pro Tem Jones opened the public hearing at 7:12 p.m.

Jean Fancher shared that the Parks Board met and were concerned that maintenance was not kept up last year and wanted to see better maintenance and improvements at the parks in 2013.

Paula Weich noted the Parks Board will hold another meeting before December 1st to set priorities for the 2013 budget.

Derek Place questioned the cost of youth programs. Community Services Director Finwall explained that the budget supports multiple programs out of the gym, provides salary to one full-time employee, and supports the facility. Mr. Gratz then questioned how many officers were on staff in the City. Public Safety Director Calkins noted there were four police officers on the street patrolling 24/7 and one sergeant. The 2012 Budget allocated for six police officers, one sergeant, one lieutenant, one detective, and one director.

There being no further discussion, Mayor Pro Tem Jones closed the public hearing at 7:17 p.m.

8. NEW BUSINESS

- A. First Reading of Ordinance No. 12-1835, Authorizing an Increase in the Property Taxes to be Levied and Fixing the Amount of Taxes to be Levied for the City of Pacific for the Year 2013; Providing for Severability; and Establishing an Effective Date

Councilmember Putnam moved and Councilmember Walker seconded the motion to move Ordinance No. 12-1285, Authorizing an Increase in the Property Taxes to be Levied and Fixing the Amount of Taxes to be Levied for the City of Pacific for the Year 2012; Providing for Severability; and Establishing an Effective Date forward for Second Reading and Adoption at the November 26, 2012, Council meeting.

Finance Director Garrison noted the levy rates increased 1.57%, that the rate is \$1.68 per \$1,000; and the amount collected would be \$13,365, excluding new construction.

Councilmember Hulsey voiced his opposition to raising taxes at this time and would vote no on the matter.

Councilmembers Walker, Putnam, Jones, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

- B. Adoption of Resolution No. 12-1209, Authorizing the Mayor to Execute an Amendment to the SCORE Jail Contract to allow for Reserved Bed Space

Public Safety Officer Calkins read the resolution into the record and noted the Police Department is in need of jail space and this contract amendment would be a cost savings venture; and clarified that the City will be responsible at the end of the year for two (2) beds, whether or not they are used continually.

Councilmember Walker moved and Councilmember Hulsey seconded the motion to adopt Resolution No. 12-1209, authorizing the Mayor to execute an amendment to the SCORE Jail Contract for reserved bed space. Councilmembers Walker, Jones, Putnam, McMahan, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

- C. Adoption of Resolution No. 12-1210, Authorizing the Mayor to Execute Renewal Agreement with Valley Communications for Services for 2013

Public Safety Officer Calkins read the staff report, noting the Police Department utilizes Valley Communications for 9-11 dispatch and support services.

Councilmember Walker moved and Councilmember Putnam seconded the motion to adopt Resolution No. 12-1210, authorizing the Mayor to execute renewal agreement with Valley Communications for Services for 2013. Councilmembers Walker, Jones, Putnam, McMahan, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

- D. Adoption of Resolution No. 12-1211, Authorizing the Mayor to Execute an Emergency Management Preparedness Grant 2011-2012

Public Safety Officer Calkins read the staff report, noting the Police Department is responsible for the emergency operations center for the City and ensuring the facility has the necessary equipment. The grant funds would be used to purchase ham radios and a reader board that would be wired into the existing generator.

Councilmember Hulsey moved and Councilmember Walker seconded the motion to adopt Resolution No. 12-1211, authorizing the Mayor to execute an emergency preparedness grant 2011-2012. Councilmembers Walker, Jones, Putnam, McMahan, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

- E. Adoption of Resolution No. 12-1212, Authorizing the Surplus of Old Computers and Computer Accessories Previously Used by the Finance Department

Finance Director Garrison read the staff report, noting an inventory of broken computer equipment was taken and this resolution will allow the Finance Department to remove old equipment that is no longer useful.

Councilmember Hulsey moved and Councilmember Putnam seconded the motion to adopt Resolution No. 12-1212, authorizing the surplus of old computers and computer accessories previously used by the Finance Department. Councilmembers Walker, Jones, Putnam, McMahan, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

F. Adoption of Resolution No. 12-1213, to File for an Election on Disincorporation of the City of Pacific

City Attorney Luce read the staff report, noting the City of Pacific had received notice of cancellation of its general liability insurance policy effective December 31, 2012. To date the City has been unable to secure replacement coverage and is concerned bankruptcy would be more complicated than disincorporation. At its November 5, 2012, Workshop, the Council directed the City Attorney to prepare a resolution to file for an election calling for disincorporation in accordance with RCW 35A.15.010.

Councilmember Putnam moved and Councilmember Guier seconded the motion to adopt Resolution No. 12-1213, to file an Election of Disincorporation of the City of Pacific.

Councilmember discussion ensued on:

- Council continued to seek insurance coverage, as it would not be practical to operate the City without insurance.
- Disincorporation will protect City services by working with other governmental entities to take over services such as police, water, and sewer.
- Current insurer will meet on December 10, 2012, to discuss extending coverage, but City does not feel it can wait that long.
- Deadline to request special election is December 28th.
- Possibility that a special meeting will be called on December 17th for Councilmembers to resign if no insurance coverage is likely.

Jean Fancher inquired why the Council did not look into changing its form of government from Mayor/Council to Manager/Council and add that to the February ballot. Discussion ensued, with many on the Council concerned that there was not sufficient time to meet the County's election deadlines on this particular issue.

Ron Thompson spoke of the recall petition that is moving forward and they are waiting on an accelerated decision from the appeal, which he should have by mid-December.

William Brewerson inquired why the Council did not move forward with mediation. Councilmember Guier explained that a training session would be held on Saturday, November 17, 2012, to try to address some of the issues without having to incur the cost of mediation.

Wayne Gratz favored the Council looking into a Manager form of government to help the City get some traction with the insurance company.

Councilmembers Walker, Jones, Putnam, McMahan, Guier, and Steiger voted in favor. Councilmember Hulsey opposed. Motion Passed.

G. Adoption of Resolution No. 12-1214, Authorizing the Commitment of \$43,000 from Fund 300 for the West Valley Highway Project

Finance Director Garrison read the staff report, noting the City of Pacific had applied for additional Surface Transportation Program (STP) & Congestion Mitigation Air Quality (CMAQ) Funding in May 2012. The City's West Valley Highway Project was placed on the King Countywide Contingency list and has been notified that there is a potential for

funding to be available for the design phase of this project. The City needs to commit \$43,000 as matching funds, which are available in the Municipal Capital Improvement Fund.

Councilmember Hulsey moved and Councilmember Putnam seconded the motion to adopt Resolution No. 12-1214, Authorizing the Commitment of \$43,000 from Fund 300 for the West Valley Highway Project. Councilmembers Walker, Jones, Putnam, McMahan, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

H. Adoption of Resolution No. 12-1215, Sewer Rate Increase

Finance Director Garrison read the staff report, noting King County is increasing its sewer rates effective January 1, 2012, and the City's Finance Committee recommended to pass on King County's sewer rate increase to the citizens. The rate increase would be effective January 1, 2013.

Councilmember s discussed the need to get the design phase done and to continue looking for additional funding.

Councilmember Putnam moved and Councilmember Hulsey seconded the motion to adopt Resolution No. 12-1215, authorizing that the rate from King County be passed onto the citizens and businesses in the City of Pacific. Councilmembers Walker, Jones, Putnam, McMahan, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

I. Approval of Claim Check No. 4567

Finance Director Garrison read the staff report, noting at the Council meeting on September 24, 2012, the Council removed Check No. 4567 in the amount of \$2,011.76 from the Consent Agenda. The subsequent motion to approve the check failed. This check has already been processed through the City's payroll, which is then brought to the Council for approval, after the fact at the next regular meeting. This item was brought to the State Auditor for direction, and the Auditor has advised that since it is payroll and subsequent checks have been approved, it should be re-presented to Council for approval.

Councilmember Putnam moved and Councilmember Walker seconded the motion to approve payment of Claim Check No. 4567. Councilmembers Walker, Jones, Putnam, McMahan, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

9. CONSENT AGENDA

- A. Approval of Payroll and Claim Vouchers
- B. City Council Special Meeting Minutes of November 1, 2012
- C. City Council Special Meeting Minutes of November 5, 2012
- D. City Council Workshop Meeting Minutes of November 5, 2012

Councilmember Hulsey moved and Councilmember Putnam seconded the motion to approve the consent agenda. Councilmembers Walker, Jones,

Putnam, McMahan, Guier, Hulsey, and Steiger voted in favor. Motion Passed.

10. EXECUTIVE SESSION – NONE

11. ADJOURN

There being no further business, Mayor Sun adjourned the Special City Council Meeting at 8:26 p.m.

Patricia J. Kirkpatrick, MMC, City Clerk

**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