

**CITY OF PACIFIC
CITY COUNCIL**

**Workshop Study Session
April 15, 2013**

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

1. CALL TO ORDER AND FLAG SALUTE

The meeting was called to order at 6:30 p.m. by Council President Leanne Guier.

Mayor: Cy Sun, absent

2. ROLL CALL OF COUNCIL MEMBER S

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

Council Member Putnam was asked to take notes of tonight's workshop in the absence of any acting City Clerk, or interim City Clerk provided by the Mayor, pursuant to RCW 35A.12.110, authorizing the Council to appoint someone to act in place of an absent City Clerk for the purposes of maintain a journal of the Council's activity.

3. CHANGES/ADDITIONS TO THE AGENDA

ADDITIONS

- D. HOA provisions of the PMC
Ken Barnett, Public Works
- E. Status of Stewart Road agreements and negotiations
Ken Barnett, Public Works
- F. No topic mentioned in notes.
- G. City Hall Hours
- H. No topic mentioned in notes, just postponed in the interest of time.
- I. Understaffing in Police Department

4. AGENDA ITEMS

Items A., B. and C. require City Finance Staff – no one from Finance Staff present

A. Discussion: Bank Reconciliation through March Year End report

Council President Leanne Guier stated Council expressed an interest in resolving the bookkeeping error as quickly as possible, to include, if necessary, a future resolution

requesting a special audit by the State auditor. Council also heard a report of the Finance Committee's meeting at which Gerina offered to take on additional A/R or A/P work to free up more time for the finance director to resolve the problem, given the understaffing in finance.

Staff Request: Several members of Council requested that council be provided with copies of all bank statements and check registers for 2012 and year-to-date 2013 to see if any Council Member could spot the error.

B. Discussion: Grant acceptance for bike helmets

Police Services Specialist Stephanie Shook provided information to Council regarding the grant.

Council is familiar with the helmet grant from past years.

Staff Request: Please bring forward a resolution to accept the grant.

C. Discussion: Civil Service Budget

Under Agenda Item C., Council President Guier advised that the Civil Service Hearing Examiner will soon be submitting a substantial bill for recent work. In addition, the City should be prepared for expenses estimate at \$20,000-\$25,000 if the Civil Service Commission must pursue a Writ of Mandate to bring the City in to compliance with Civil Service statutes. Several Council Member s inquired whether the City would have the ability to pursue recovery of these legal expenses from the Mayor personally for any legal actions driven by ultra vires acts.

D. Discussion: HOA provisions of the PMC

Director Barnett provided information to Council regarding the Pacific Meadows Home Owners Association.

Staff request: A letter will be sent to the original requestor stating the City has no authority to dissolve the requested HOA.

E. Discussion: Status of Stewart Road agreements and negotiations

Ken Barnett, Public Works

No action to move forward at this time.

F. Discussion: City Hall Hours

It was noted that the PMC mandates City Hall office hours of 8 AM – 5 PM. Any deviation from these hours must be approved by Council or approved by the Mayor in case of bona fide emergencies.

Staff Action and Requests: Council is looking for resolutions authorizing any shortening of window hours in Finance and Public Works, as neither situation is an

emergency. Council would prefer resolutions that address timelines for rectifying vacant budgeted positions that are creating overload for existing staff.

G. Discussion: Understaffing in Police Department

Council discussed alternatives for dealing with prolonged understaffing of the Police Department. Past exploration of reserve officers indicated an excessive demand on supervisory time given current understaffing, and suggested that reserve officers would be unable to replace full-time officers for many duties covered by collective bargaining.

Other alternatives discussed include Neighborhood Watch and police volunteers, including the possibility of partnering with the City of Auburn's existing volunteer program. Concerns were expressed that Pacific does not have the staff to support Neighborhood Watch or volunteer efforts. Council Member Hulseby will look into the possibilities of partnering with Auburn.

After all Agenda Items, Council discussed the status of the committee exploring a Council/Manager form of government. Several members spoke in favor of pursuing a City Manager position now, even with the Mayor form of government, since the City is clearly dysfunctional as-is. Other members noted the City's books are six months behind, and we had limited reserves at the beginning of the year. We are aware of executive over-spending in some areas, but have no bottom-line budget status at this time, and should not be considering any added staff. The committee will schedule a meeting soon.

5. ADJOURN

There being no further discussion, the Workshop adjourned at 7:40 PM.