

**CITY OF PACIFIC
CITY COUNCIL**

**WORKSHOP MEETING
February 19, 2013**

**City Hall ~ Council Chambers
City Hall, 6:30 pm**

1. MEETING MINUTES

Roll Call

Leanne Guier, absent

John Jones

Tren Walker, absent

James McMahan, Mayor Pro Tem

Josh Putnam

Gary Hulse

Clint Steiger

Mayor

Cy Sun, absent

Staff Present: Acting Public Works/Community Development Director Ken Barnett; City Clerk Patti Kirkpatrick; Finance Director Betty Garrison; and Lt. Edwin Massey.

Mayor Pro Tem McMahan called the meeting to order at 6:30 p.m.

2. CHANGES/ADDITIONS

Agenda Items Added:

4M Discussion: Staffing Realignment

4N Discussion: Boeing contamination Issue

4O Discussion: Citizen Request

4D Update: Valentine Road Improvement Project – Moved to first item for discussion

3. EXECUTIVE SESSION – NONE

4. AGENDA ITEMS

A. Update: Valentine Road Improvement Project

Mr. Ted Hill, City Engineer for the City of Sumner provided a brief update on the Valentine Road Project, noting the project was in the right-of-way acquisition phase and requested the City of Pacific designate an authorized signatory for settled acquisitions along the Valentine Road.

Council discussion ensued regarding appropriate person to designate at the signee for right-of-way acquisitions, due to the opposition of Mayor Sun regarding this project. It

was suggested that the Acting Public Works Director and/or the Mayor Pro Tem be designated signees for the Valentine right-of-way acquisitions.

Direction: Council directed this item be moved forward to the next Council meeting by Resolution appointing the Acting Public Works Director as the designated signee for the Valentine Road Improvement Project right-of-way acquisitions.

B. Update: Amending Pacific Municipal Code Chapter 2.28 Police Department – Re-Establish Police Chief Position

Mayor Sun was not present at the meeting. Councilmember Jones provided a brief report regarding the authority for job descriptions, noting that in 2007 the Council adopted an ordinance for both a police chief and public safety director to be a part of the civil service commission. Further, the Mayor does not do the hiring for a Police Chief and/or Public Safety Director as it is done through the Civil Service Commission, rather the Mayor selects a candidate from the Civil Service list which is usually the top five candidates. This item and the proposed amendment to the Civil Service Commission are not necessary as nothing has changed. If the City chose to hire a new police chief it can only do that upon a vacancy as Mr. Calkins is grandfathered into the position until he leaves employment. That does not change and therefore the Council did not feel it was appropriate to change City Code. The Council could restructure this position, but not until Mr. Calkins is no longer in that position.

Direction: This item was not moved forward and the Council indicated they would not entertain further discussion on this matter.

C. Discussion: Confirmation of Civil Service Appointment

Mayor Sun was not present at the meeting. Mayor Pro Tem McMahan advised he had received an email from the Mayor regarding his appointment of Mr. Howard Erickson to the Civil Service Commission.

Direction: The Council declined to move this matter forward.

D. Discussion: Amending Pacific Municipal Code 2.64 Civil Service Commission, Sections 2.64.010 and 2.64.020

Mayor Sun was not present at the meeting.

Direction: This item was not moved forward and the Council indicated they would not entertain further discussion on this matter.

E. Discussion: Utility Billing Clerk Assisting the Mayor During Regular Council Meetings

Councilmember Steiger voiced concern that the Mayor was utilizing staff to assist him with his hearing impairment. He was concerned with using staff who is not experienced as a hearing impaired interpreter, where the funds would come from, and that after one year, the Mayor simply does not know how to run a meeting despite all attempts to assist him.

Council discussion ensued regarding the American Disabilities Act (ADA) and that the Mayor needs to follow the appropriate ADA recommendations such as a teleprompter, hearing devices, sign language, etc. Should the Mayor wish to pay a staff member overtime to assist him at meetings, that is within his scope; and as the Chief Administrator of the City he can run it as badly as he wants to so long as he stays within the approved budget.

Direction: Mayor Pro Tem McMahan would ask Council President to connect with the union in relation to whether assisting the Mayor at Council meetings is within the duties of that position. No further direction was given on this matter.

F. Discussion: Planning Commission 2013 Work Plan

Acting Public Works/Community Development Director Barnett noted that the planning commission serves as an advisory board to the City Council, and annually brings forward their work plan for the coming year for discussion and approval by the Council.

Direction: Council directed that this item be brought forward to the next regular meeting for approval.

G. Discussion: Butte Properties Comprehensive Plan Map Amendment

Acting Public Works/Community Development Director Barnett explained that after the Council had approved the Amendment, that State Environmental Policy Act (SEPA) review had not taken place prior to the public hearing. The City had no SEPA official on staff, so AHBL was assigned that task by Mayor Sun. After SEPA review by AHBL, they issued and noticed their determination, and a second public hearing was held by the Planning Commission at a special meeting on February 5, 2013, with a recommendation for Council approval of CP-11-002.

Discussion: Council directed that this item be brought forward to the next regular meeting to set the Public Hearing for March 11, 2013.

H. Discussion: Approving Park Board Participation in 2013 Events

Acting Public Works/Community Development Director Barnett noted that the Park Board shall provide such other services and studies as may be requested by the Council; in the past those have included participation in Earth Day and Pacific Days.

Council discussion ensued regarding liability insurance for these events, noting in the past when under CIAW, an insurance pool, the City provided event liability insurance. Concern voiced with whether or not the new insurance will cover these events

Direction: Council directed the two resolutions be moved forward and that the City Clerk will determine who is responsible for event liability insurance and estimated costs.

I. Discussion: Final Approval of Pacific's Shoreline Master Program (CP-09-005, Resolution No. 1089)

Acting Public Works/Community Development Director Barnett noted that staff, in conjunction with a grant-funded consultant from Parametrix, began working on an update

to the City's 1974 Shoreline Master Programs in 2010. After several reviews by the Department of Ecology and Planning Commission, it is being brought forward for Council review and approval.

Direction: Council directed that a letter accepting the updated Shoreline Master Plan be brought forward to the next regular meeting.

J. Discussion: Requesting a Fund Transfer for Carner Meadows Project Improvements

Acting Public Works/Community Development Director Barnett noted Carner Meadows was never completed per City specifications by the developer; as a result it now falls to the City to complete the project. Staff reviewed the uncompleted project and found that street lights and final paving is needed to complete it. The amount needed to complete the project should not exceed \$50,000 and the budget for street improvements has less than \$6,000 listed in the 2013 budget. Staff is seeking a fund transfer of \$50,000 in order to complete the required project improvements.

Direction: Council directed this item be moved forward to the next regular meeting.

K. Discussion: Amendment No. 2 to Interlocal Agreement with City of Auburn for Web Hosting and Maintenance

City Clerk/Personnel Manager Kirkpatrick explained that she had met with Auburn's IT web design team and discussed a new look for the website as well as the ease in which to upload information. It was recommended that the City pay the \$300 all inclusive web hosting and maintenance package for the first three months in order to allow staff time to make significant changes to their web pages. Once that was done, the contract would revert to the \$75 per hour rate as needed for assistance with larger items such as creation/links to new pages, etc. This will also allow department directors more time to determine who within their department will be responsible for updating their departmental pages.

Direction: Council directed that this item be brought forward with confirmation that the amendment will be for all inclusive web maintenance for three months at \$300 and then \$75 per hour, as needed, for remainder of the year.

L. Discussion: Approval of Professional Services Contract for Records Management and Public Records Assistance in the City Clerk/Personnel Manager's Office

City Clerk/Personnel Manager Kirkpatrick explained that this matter was discussed during the 2013 budget process, with Council stating to bring forward after the first of the year a proposal to contract for assistance in bringing the City Clerk/Personnel Manager's office current. Staff met with two potential candidates and selected Ms. Charlie Knoll to assist her with bringing the office current. The Contract amount is \$18.50/hour, not to exceed a total of 420 hours, with a total cost of \$7,770 needed to bring in the contractor.

Council discussion ensued noting a concern with confidentiality and asked that the Contractor sign a confidentiality agreement.

Direction: Council directed that this item be moved forward to the next regular meeting.

M. Discussion: Staffing realignment

Councilmember Hulseley explained that for the last six months of 2012, the Public Works Shop was operating without a utility lead and recommended eliminating the funding until a job description could be worked out between the union and City for a Shop Foreman.

Council discussion ensued, noting the union was favorable to a Shop Supervisor who would have more duties and would be further discussed during the open bargaining session in April. Further, this was a good opportunity to realign the position to the City's current needs.

Direction: This item was moved forward with Councilmember Hulseley to draft the resolution for approval at the next regular meeting.

N. Discussion: Boeing Contamination

Acting Public Works Director Barnett reported he received a memo from his staff regarding the Boeing contamination, noting the plume is moving north of Algona and to date, testing has not shown there is any contamination in Pacific's water supply.

Council discussion ensued in that Boeing chose not to community with the City of Pacific until last Friday, and asked Mr. Barnett to follow up with Boeing about being included in future notifications as we are a neighboring community.

Direction: Acting Public Works Director will work with Boeing to ensure the City is properly notified of future spills or contamination issues that may affect the City's water source.

O. Discussion: Citizen Request

Acting Public Works Director Barnett received a request from Mr. Rich Hildreth who asked that the City return a photo and art work that was donated by a citizen.

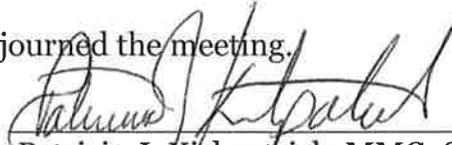
Council discussion ensued regarding whether or not it was appropriate to return the items to someone other than the donor.

Direction: The Council directed that should the person who donated the artwork asked for it back, and the City was not using it, they would deal with it at that time.

Councilmember Putnam voiced his appreciation that the Treasurer provided overtime hours for the police department, noting it appears overtime is down as are infractions. Lt. Massey reported that the City of Kent was conducting background checks on one officer and it was likely we would lose that officer soon; that there is a concern regarding the increase in the number of property crimes and they are working internally to add a swing shift when officers are available to work it with the understanding they have to have at least one full day's rest for that week.

5. ADJOURN

At 7:42 p.m. Mayor Pro Tem McMahan adjourned the meeting.



Patricia J. Kirkpatrick, MMC, City Clerk