

CITY OF FIRCREST
REGULAR CITY COUNCIL MEETING MINUTES

TUESDAY, JULY 28, 2015 **COUNCIL CHAMBERS**
7:00 P.M. **FIRCREST CITY HALL, 115 RAMSDELL STREET**

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor David M. Viafore called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers Shannon Reynolds, David R. Goodsell, Denny Waltier and Jason Medley were present. Councilmembers Matthew Jolibois and Hunter T. George were absent. George arrived at 7:01 P.M. and Jolibois arrived at 7:03 P.M.

PRESIDING OFFICER'S REPORT

Viafore reported receiving a copy of a letter from the Washington Surveying & Rating Bureau (WSRB) regarding an upcoming field visit to help them determine the best possible Protection Class (PC) for the community. Viafore reported the inspection was last performed in 1996, provided an historical overview of the survey, and stated a classification reduction can result in lower insurance rates when a renewal comes due. He concluded by stating he was hopeful the upcoming survey will reduce the Protection Class rating for Fircrest.

Viafore reported on the passing of former reserve Police Officer Don Woods, noting that he was the last surviving reserve officer for the City of Fircrest. Viafore stated he expressed condolences to Mr. Wood's wife and daughter and reported his service would be on Wednesday, August 12th.

Viafore stated he was assisted in the process to appoint a Planning Commissioner by George, as liaison to the Planning/Building Department, the City Manager, and the Permit Coordinator, who held the initial interviews and recommended that Arne Michaelsen be appointment to the Planning Commission. After reviewing their recommendation and a follow-up discussion, he appointed Arne Michaelsen to the Planning Commission and requested Council's confirmation.

Confirmation of Arne Michaelsen to the Planning Commission

Moved by Goodsell, seconded by George, to confirm the Mayor's appointment of Arne Michaelsen to the City of Fircrest Planning Commission effective July 28, 2015 through June 15, 2021.

Discussion continued on the lack of information provided regarding Michaelsen's and the other applicant's qualifications and Viafore suggested that Council review the Fircrest Municipal Code and state law regarding Planning Commission appointments if it is the desire of Council that all applicants' resumes are provided to Council before a confirmation of the Mayor's appointment can be made.

Viafore invited public comment. None was provided.

Viafore requested a roll call vote.

VOTE: Ayes: George, Goodsell, Viafore and Waltier. Noes: Jolibois, Medley and Reynolds. Motion carried.

National Night Out Proclamation

Viafore stated Council was being asked to approve the National Night Out Proclamation and read the proclamation.

MOTION

Moved by Reynolds, seconded by Goodsell, to authorize the Mayor’s signature on a proclamation proclaiming August 4, 2015 as “National Night Out” in the City of Fircrest.

Viafore invited public comment. None was provided.

VOTE: Ayes: Jolibois, Reynolds, Goodsell, Viafore, George, Waltier and Medley. Noes: None. Motion carried.

CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Mary Robertson, 1045 Arleo Lane, asked that a day be set aside to acknowledge the Fircrest Police Department.

COMMITTEE, COMMISSION & LIAISON REPORTS

Water, Sewer Storm

Waltier reported on meeting with Public Works Director Wakefield and noted that things are going well. Waltier stated there was an issue with the Department of Ecology that needed to be resolved prior to awarding the contract to Budget Sewer for the 2015 Sewer Project.

Public Safety, Court

Reynolds provided historical information regarding National Night Out, noting it is a community-oriented project to get police and the community involved and working together regarding public safety and keeping where we live safe for everyone. Reynolds shared a video montage from last year’s National Night Out event, noting it won several awards, and mentioned she was hopeful there is a good turnout at next week’s event.

Investment Committee

Viafore stated he would be calling for an Investment Committee meeting in the near future to discuss additional bond investments once there is a better understanding of the City’s reserves. Viafore welcomed Acting Finance Director Michelle Thomas to Chambers.

CONSENT CALENDAR

Viafore requested the City Clerk read the consent calendar as follows: approval of Voucher No. 206162 through Voucher No. 206234 in the amount of \$183,253.13; Void of Voucher No. 206097; approval of

Payroll Check No. 11800 through Payroll Check No. 11831 in the amount of \$108,856.73; approval of the June 23, 2015 Regular meeting minutes; approval of the July 14, 2015 Regular meeting minutes; and approval of the July 20, 2015 Special meeting minutes.

MOTION

Moved by George, seconded by Medley, to approve the consent calendar as read. Ayes: Jolibois, Reynolds, Goodsell, Viafore, George, Waltier and Medley. Noes: None. Motion carried.

NEW BUSINESS

Awarding a contract to Budget Sewer

Wakefield stated the contract is for the remaining priority projects identified as the 2015 Sewer Project. He noted the five responsive bids for the project were opened on July 23, 2015 and the low bidder was Budget Sewer with a bid amount of \$1,308,588.10, which includes sales tax. Wakefield stated an allowance of \$75,000 of a contingency factor is requested to cover unforeseen issues that come up during construction to keep the project on time and within budget. He noted the engineer's estimate is \$1,627,544, and the budgeted amount for this project is \$2,140,000. Wakefield noted that the engineer's estimate was prepared with each project as an individual project but noted that combining them provides generous cost savings. Wakefield reported on a recent meeting with the Department of Ecology (DOE), and due to some staff changes at DOE, the final approvals haven't been received. Wakefield concluded by stating that following a discussion this afternoon with DOE, he anticipates receiving the approvals next week and recommended award of the contract to Budget Sewer.

MOTION

Moved by George, seconded by Medley, to authorize the City Manager to award the contract for the 2015 Sewer Project to Budget Sewer for \$1,308,588.10 with an additional \$75,000 contingency allowance, to prepare and execute the required contract documents, and to give the "Notice to Proceed" to commence construction of the project, subject to City Manager and Department of Ecology approval.

Responding to Goodsell's inquiry regarding discrepancies in price per unit from one bid to the next, Jolibois stated that when he had inquired previously about this issue on a different project, he had been informed that contractors typically will front load the bid; and when items are completed in the front of the work process, they can charge and be paid for that amount, and the rest of the items can be less or more throughout the rest of the item list. Goodsell summarized that his issue is when change orders occur and wanted confirmation that underbidding an item wouldn't come into play that would trigger a contingency. Wakefield stated that unforeseen issues could initiate a contingency, but not because the contractor underbid a line item. Wakefield, in response to Viafore, stated that the line item regarding side sewers is making the connection where a cleanout is needed at the side sewer connection point, and in the easement area at the sewer main. Wakefield, in response to Viafore, stated the goal is to not use any contingencies. City Manager Rosenblatt, in response to Viafore, stated that expenditures and contingencies on this project can be provided in the weekly update. Responding to Jolibois, Wakefield stated his presumption is that Jansen Inc. was fearful of the 'Restoration – Private Property' item,

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resulting in their bid being so high. Wakefield stated this line item was bid as a lump sum because the City wanted to make sure that extra care was there to minimize disruption to the back yard.

Viafore invited public comment. None was provided.

VOTE: Ayes: Jolibois, Reynolds, Goodsell, Viafore, George, Waltier and Medley. Noes: None. Motion carried.

RESOLUTION NO. 1384

Agreement with Katy Isaksen & Associates for a rate study for water, sewer and storm

Wakefield stated the agreement would provide a utility rate study for the City's water, sewer and storm utilities. Wakefield provided an overview of the selection process used and stated that the firm of Katy Isaksen & Associates was being recommended due to experience in the area and similar work performed with other smaller cities. Wakefield noted that the \$44,000 contract amount is a fixed, not-to-exceed budget amount and is within the 2015 budgeted amount. Wakefield identified the process used to develop the scope of work that was used to solicit proposals.

Moved by Medley, seconded by Waltier, to adopt proposed Resolution No. 1384, a resolution authorizing the City Manager to execute an agreement with Katy Isaksen and Associates to provide a Utility rate study for the City's water, sewer and storm utilities.

Viafore expressed concern and stated he was disappointed that this was not brought forward sooner in the year, inquired about other cities the firm has worked with, the timeframe to complete the tasks, stated the scope of work doesn't identify the end product, what is the purpose of the two Council workshop meetings, prior year rate studies used a six-year summary of system revenues and expenses and not enough information was provided regarding the hourly rate and schedule.

Waltier noted the scope of work is more of a financial analysis than a rate study and a three-year summary of system revenues and expenses is probably adequate. He stated it also takes into consideration the City's comprehensive and capital plans, and good references were provided.

Jolibois stated the consultant's proposal for the Utility rate study shows they have experience with all sorts of funding for capital projects, they would coordinate data with the City's six-year plan, and indicated that he would be in support of awarding the contract but would be in agreement if Council wanted to schedule a study session on the issue.

George stated he wasn't on Council during the last rate study but he wasn't troubled by the documentation being presented. He noted he heard from Wakefield that a lot of research went into this and he was supportive.

Reynolds stated she wasn't aware of hard and fast rules regarding a financial study needing to mirror the past, and if a strong trend line of data points can be developed in 12 months or 3 years, the timeframe of three years wasn't concerning. She noted the firm has good references but the Mayor's suggestion for

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holding a study session is a good one, and it might be useful to schedule a study session for Katy Isaksen & Associates to appear and highlight their experiences.

Viafore invited public comment. None was provided.

VOTE: Ayes: Jolibois, Reynolds, Goodsell, George, Waltier and Medley. Noes: Viafore. Motion carried.

RESOLUTION NO. 1385

Amending the planning services fee schedule

Permit Coordinator/Code Enforcement Officer Stahlnecker stated the proposed resolution, if adopted, would amend portions of the planning fee schedule. She noted it would tie fees closer to the type of application, i.e., whether a public hearing is required or director review, would split the administrative design review into two categories, and change the home occupation fees in response to some Council concerns. Stahlnecker noted in addition there are some housekeeping changes proposed to the wording and to better reflect department policies.

Moved by George, seconded by Goodsell, to adopt proposed Resolution No. 1385, a resolution amending and updating the Planning Fee Schedule.

Discussion continued and concerns were expressed about the proposed changes to the intake fees and deposits, inquiries regarding home occupation permits and possible exemptions, the timing of the proposed changes relative to the budget cycle, a desire for a comprehensive review of the entire fee schedule and a suggestion that a revised fee schedule not take effect until January 1st. Accolades were given to Stahlnecker for her efforts on the proposed amendments.

Viafore invited public comment. None was provided.

MOTION TO TABLE RESOLUTION NO. 1385

Moved by George and seconded by Jolibois to table proposed Resolution No. 1385. Ayes: Jolibois, Reynolds, Goodsell, George, Waltier and Medley. Noes: Viafore. Motion carried.

RESOLUTION NO. 1386

Amending the building services fee schedule

Stahlnecker stated the proposal is to revise the non-residential mechanical and plumbing fees. Stahlnecker gave a brief overview on the formula to determine the fees for non-residential mechanical and plumbing permits, noting that with the current fee schedule, a mechanical project with a valuation of approximately \$1 million would have a mechanical permit fee of over \$14,000, which was twice what a building permit would be using the same value. She noted the proposed changes are to provide an equitable formula for projects with a large value.

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Moved by Goodsell, seconded by Jolibois, to adopt proposed Resolution No. 1386, a resolution amending and updating the Building Permit Fee Schedule.

Goodsell expressed concern that the fee schedule was being presented to Council without there having been a study session to allow a Council review of the changes and how future projects would be impacted.

At 8:38 P.M. Viafore stated Council would take a five-minute recess.

At 8:42 P.M. Viafore reconvened the meeting.

Stahlnecker responded to Medley's inquiry that the fee schedule is proposed to be adopted in its entirety with the inclusion of some amendments. Viafore suggested that a comprehensive review of the entire fee schedule is implemented and that changes aren't done in fragments. Viafore concluded by stating he wasn't supportive of changes to the fee schedule in the middle of a budget cycle. Waltier commended Stahlnecker for work performed on the fee schedule, stated he wasn't supportive of changes being made mid-stream and suggested reviewing the fee schedule during the upcoming budget cycle. George stated he appreciated Stahlnecker's intentions, there were a lot of good questions asked, and suggested discussing the fee schedule during the budget process.

Viafore invited public comment. None was provided.

MOTION TO TABLE RESOLUTION NO. 1386

Moved by George, seconded by Goodsell, to table proposed Resolution No. 1386, a resolution amending and updating the Building Permit Fee Schedule. Ayes: Jolibois, Reynolds, Goodsell, George, Waltier and Medley. Noes: Viafore. Motion carried.

RESOLUTION NO. 1387

Agreements with vendors and entertainers for 2015 Fun Days

Rosenblatt stated the authorization would provide for agreements for 2015 Fun Days, not to exceed \$7,700. He noted that the 53rd Street Sound, the Blue Power Review and the Hook Me Up Band would be playing. Rosenblatt stated there would be good entertainment this year.

Moved by Waltier, seconded by Reynolds, to adopt proposed Resolution No. 1387, a resolution authorizing the City Manager to execute agreements with vendors and entertainers for 2015 Fun Days not to exceed \$7,700.

Rosenblatt, in response to Viafore, stated that manual warrants weren't going to be necessary and the vendors would be issued checks, if approved, following the regular Council meeting of August 11, 2015.

Viafore invited public comment. None was provided.

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VOTE: Ayes: Jolibois, Reynolds, Goodsell, Viafore, George, Waltier and Medley. Noes: None. Motion carried.

RESOLUTION NO. 1388

Subscription and service agreement with eCivis for access to their grant research services

Rosenblatt stated he received favorable responses to his reference requests regarding eCivis and noted the agreement, if approved, would provide access to numerous sites that provide grant applications, including access to foundation grants that may be applicable to the City. Rosenblatt stated there is also an email notification system that will send an email to the City when certain types of grants become open for applications. Rosenblatt reported it was proposed that one station for access is available at City Hall and another at the Community Center to search for grants. Rosenblatt noted that the term of the agreement is one year.

Moved by Reynolds, seconded by Goodsell, to adopt proposed Resolution No. 1388, a resolution authorizing the City Manager to execute an agreement with eCivis, Inc., for a subscription to their grant search software and other services from August 1, 2015 through July 31, 2016.

Responding to George, Rosenblatt stated the cost for one subscription is \$690, and for two is \$1,100. He noted it might be more advantageous to have two stations in order for Recreation Leaders, during slow times, to search for grants as well as staff in City Hall. Rosenblatt stated it also might be possible that members of the community could have access and search for grants and he was planning on following up with eCivis to see if that opportunity would be available. Goodsell stated for a community this size it seemed like a very useful tool, provides an opportunity to be informed, and might provide valuable benefits. Viafore noted the eCivis fees don't include taxes and suggested that Acting Finance Director Thomas review section 5.5 of the agreement. Rosenblatt confirmed that the payments to eCivis would be by check and not paid with a credit card.

Viafore invited public comment. None was provided.

VOTE: Ayes: Jolibois, Reynolds, Goodsell, Viafore, George, Waltier and Medley. Noes: None. Motion carried.

CITY MANAGER COMMENTS

City Manager Rosenblatt called attention to the copies provided of the Request for Qualifications (RFQ) for the Community Center and Community pool feasibility study. He highlighted the proposed timeframes and stated the documentation is nearing completion. Rosenblatt asked that Council provide any follow-up comments to either him or Parks and Recreation Director Grover, as the plan is to distribute the RFQ next week. Rosenblatt reported that he is looking to find a way to get additional help for Permit Coordinator/Code Enforcement Officer Stahlnecker in the Planning/Building Department. He noted that due to receiving more revenue than anticipated, he was looking to see if temporary help or part-time help is necessary. Rosenblatt stated when Stahlnecker goes on vacation or is out of the office, the burden oftentimes rests with City Clerk Keely and Office Assistant Gollinger, but it is difficult to continue to back-up the office in that way. He noted that customers are being patient but it is becoming

more difficult to staff the department for long periods of time and extra coverage and help is needed. Rosenblatt concluded by stating he wanted to make Council aware that if there is extra money, some help is needed in the department, and a plan is being worked on.

COUNCILMEMBER COMMENTS

Reynolds stated that thanks were received from the Association of Washington Cities for attendance at the annual conference and for attendance at a training module. Reynolds called attention to the National Night Event that is upcoming, noting it is community and donation supported. She noted the City receives donations for both hanging baskets and Fun Days fireworks, and suggested that a line item is created that would specifically designate donations for National Night Out fireworks, and starting that process for next year.

Rosenblatt, responding to Goodsell's inquiry, stated the recently ordered police vehicle should be able to be placed in service by the end of August. He further reported the new vehicle will replace the 2007 Ford Crown Victoria that was recently surplused and sold for scrap.

Viafore stated that as chair of the auditing committee he was interviewed and asked many questions by the auditor's office. He reported the auditor's office is considering providing classes for elected officials and that he had informed the auditors that Council was familiar with the auditing procedures. Viafore stated the auditors are confirming that elected and appointed officials are aware of what their roles are regarding money, but also the roles as private citizens becoming elected officials. Viafore noted he wanted to emphasize the fact that the auditors were going to be getting firmer with elected and appointed officials to confirm that their jobs were getting done properly. Viafore stated he inquired what they were planning on doing to teach the elected and appointed officials what their job is and was told that training is going to be available. Viafore stating that Corcoran is the auditor of staff and the link to the auditor's office. Thomas stated she prepared the financial statements and indicated that Councilmembers could contact her to go over how to read them or discuss what is included within them. Viafore concluded by asking that procedures are in place for the weekend so that the pool doesn't need to be closed due to a lack of chlorine.

Rosenblatt, in response to George's inquiry about a sprinkler line that broke at Whittier Park last weekend, stated that Facilities Maintenance Supervisor Mims wasn't able to find anything wrong. George thanked Stahlnecker for her work on the amendments to the building and planning fee schedules.

Waltier thanked everyone for coming and for the good discussion.

Medley suggested that additional staff is trained and is present during weekends to handle pool issues that occur so that an employee doesn't have to get called in from personal time. He stated that recreational department supervisory staff should be present and working during the weekend. Reynolds stated when she worked as a lifeguard in the past it was difficult to contact a supervisor during the weekend or an evening. She stated she thought there is a weekend class available to obtain a certified pool operator license and perhaps that could be investigated as an option. Medley stated he heard that 2,500 gallons of water is disappearing each week from somewhere in the pool.

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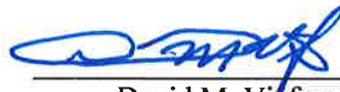
EXECUTIVE SESSION

At 9:14 P.M., Viafore stated that Council would take a five-minute recess and convene into Executive Session at 9:19 P.M., not to exceed the hour of 10:15 P.M., to discuss Item 14A - To discuss potential litigation and Item 14-B – Labor negotiations. Viafore stated that Rosenblatt and City Attorney Smith were invited for Items 14A and 14B and Public Works Director Wakefield was invited for Item 14B. Viafore stated that no action, other than adjournment, would take place at the conclusion of the Executive Session.

At 10:08 P.M. Viafore reconvened the meeting.

ADJOURNMENT

Moved by Waltier, seconded by Goodsell, to adjourn the meeting at 10:08 P.M. Ayes: Jolibois, Reynolds, Goodsell, Viafore, George, Waltier and Medley. Noes: None. Motion carried.



David M. Viafore, Mayor



Lisa Keely, City Clerk