

**City of Puyallup
City Council Study Session
March 25, 2014**

(These minutes are not verbatim. The meeting was recorded, and copies of the recording are retained for a period of six years from the date of the meeting and are available upon request.)

COUNCILMEMBERS PRESENT: Mayor Knutsen, Deputy Mayor Hopkins, Councilmember Door, Councilmember Palmer, Councilmember Shadko, Councilmember Swanson, Councilmember Vermillion

EXECUTIVE SESSION

At 6:00 p.m., Mayor Knutsen announced an executive session expected to last thirty minutes, the purpose of which was to discuss matters pertaining to real estate issues. City Manager Bill McDonald, City Attorney Kevin Yamamoto, Deputy City Attorney Steve Kirkelie, Public Works Director Rob Andreotti, City Engineer Mark Palmer, City Clerk Brenda Arline, Mayor Knutsen and the councilmembers recessed into executive session. Those attending the executive session returned to open session and the meeting reconvened at 6:30 p.m. No action was taken.

APPROVAL OF THE AGENDA

Council Action: A motion was made by Councilmember Vermillion, second by Deputy Mayor Hopkins, to approve the agenda. The motion passed 7-0.

South Sound 911

City Manager Bill McDonald presented the policy questions before Council relating to Puyallup's possible participation in South Sound 911, explaining that the City must consider whether being part of the regional public safety dispatch system is a viable option; if the financial incentives to join SS911 are worth the risks; and what is Puyallup's interest in the design and operations set-up of SS911. Mr. McDonald noted that as a primary Public Safety Answering Point (PSAP) for 911 dispatch, Puyallup is already integrated into the regional radio communication infrastructure. He spoke to the importance and expense of maintaining updated software and hardware and pointed out that the public expects interoperability across agencies.

Mr. McDonald explained that Puyallup as well as Sumner and Bonney Lake will need new radios expected to cost approximately \$1.6 million. In addition to possibly helping to defray this expense, SS911 might also be willing to contribute towards the operating budget of Puyallup's communications center for an interim period.

Mr. McDonald argued that Puyallup has a vested interest in being at the table when decisions regarding the SS911 system are made, as the City would be in a far better position to advocate for maximum use of its PSAP as a member of SS911. It would additionally have input as far as how

to allocate revenues, control costs and assessments, and ensure that quality services are maintained for Puyallup's citizens and customers.

Mr. McDonald concluded that several items remain to be negotiated with SS911 pertaining to Puyallup's representation on the Policy and Operating Boards, protection for bargaining units, property ownership and maintenance, and the funding of necessary equipment, among others.

Communications Center Manager Tim Hannah reported that Puyallup's \$3 million radio system upgrades, funded by SS911, are nearing completion. He explained that he is assisting in SS911's computer-aided dispatch system project, which should be completed in the fall of 2015. He believed that Puyallup's facility was a viable option for incorporation into SS911's operations, perhaps as a back-up facility for the CAD system. Noting that that Puyallup's seven-year-old CAD system is considered to be aging and would cost \$500,000 to \$1 million to replace, he added that another option for a back-up facility is the current LESA facility.

Chief of Police Bryan Jeter agreed that joining SS911 would constitute a wise use of taxpayer funds and enhance public safety as well as the safety of first responders.

Mr. McDonald briefly reviewed key components of the draft participation agreement, saying that Puyallup is protecting itself but is not in as strong a position as it would be were it a member.

Councilmember Swanson asked if the City could get an idea of what its user fees might be, based on what other cities are paying.

Councilmember Vermillion was concerned that Puyallup's dispatch center could be dissolved in five years, with the result that SS911 would then charge the City to provide dispatch for its public works and Fair operations. He said any transfer of unionized Puyallup employees to SS911 should be done according to seniority; did not believe that Puyallup would have a strong voice on either the Policy or Operations board; and emphasized his wish that Puyallup retain its own dispatch center in order to retain the highest degree of protection and security for the City's law enforcement personnel.

Deputy Mayor Hopkins agreed that a complete financial analysis was required. He expressed appreciation for all the work that had been done and supported proceeding with the participation agreement as the City's only viable alternative.

Councilmember Swanson commented on next-generation 911 technologies and questioned if the City on its own would have the financial resources to accommodate those. He emphasized the need to review all of the relevant costs and agreed that membership appeared to be the path that needed to be taken.

Councilmember Palmer also supported moving forward with membership as the next logical step. He advocated for Puyallup's dispatch center to continue operating as a satellite center or, at the least, as a back-up center.

Councilmember Door pointed out that Puyallup's residents are paying into South Sound 911, and she did not support taxing them twice for the same service. She spoke to the importance of enhanced service and public and officer safety.

Councilmember Shadko agreed with Councilmember Swanson on the need to clarify whether Puyallup's promised seat on the board would replace a current rotating seat or constitute a tenth seat.

Mayor Knutsen referred to the struck-out paragraph 4.10 of the draft participation agreement which would have allowed Puyallup to opt out of SS911 if the latter cannot meet or exceed the level of service currently provided and/or if the assessment costs exceed a reasonable and affordable amount. City Attorney Kevin Yamamoto offered to review the master agreement and return with an answer to the mayor's question.

The mayor was concerned about dispatch services for the Fair and the City's Public Works and Parks divisions, asking if Puyallup would have to hire separate employees to handle those duties. He was interested to know the views of Sumner and of the affected police and dispatch unions. He shared numerous concerns, as follows: larger entities do not necessarily provide better service; the voters were led to believe they were simply being asked to improve the radio system for the Pierce County Sheriff's Department; SS911 collects revenues from across the county and thus Puyallup is entitled to some of those; and a decision to become a member of SS911 would have many longstanding repercussions.

Red light Camera Revenues

Councilmember Swanson said in the interest of openness and transparency, Council should direct that the City show how revenues from red light camera infractions promote public safety. He believed it would be a good practice to demonstrate legitimate safety enhancements from these revenues, saying this could be done by compiling a list of funds allocated to various capital projects such as sidewalks, restriping, and neighborhood traffic improvements.

Deputy Mayor Hopkins said while he did not support earmarking, he agreed that the City should share how these revenues are allocated to traffic and pedestrian safety improvements.

Councilmember Palmer concurred it would be appropriate to identify how the revenues are spent on various safety projects such as sidewalks or trailers that display the speeds of passing vehicles. He noted this would not require establishing a dedicated separate fund as the City could simply show the income to and expenditures by every department.

Councilmember Shadko agreed it was important to clearly demonstrate that the funds are spent for safety-related projects such as crosswalks, sidewalks and traffic calming.

Councilmember Vermillion said earmarking such revenues is a moot point as the City expends a significant amount for the salaries, equipment and training for its motorcycle officers in the furtherance of public safety. Moreover, the primary purpose of each patrol officer in the police department is to promote public safety. He added that revenues from red light camera tickets are

no different from revenues from other traffic citations as all result from payments made for ordinance violations. He noted that red light cameras are placed in areas where it is unsafe for officers to personally enforce those infractions.

Councilmember Door agreed with making it clear in the budget how the revenues are spent.

Mayor Knutsen noted these revenues are received into and distributed from the General Fund. He felt it was not necessary to show a revenue stream, but said as Council consensus is that the funds be allocated to public safety, the budget could state how the monies are spent.

Budget Process for Community Funding Requests

Deputy Mayor Hopkins commented on last year's community funding process, which he found unnecessarily aggravating. He believed the solution would be for Council to determine the amount to be allocated early in the budget process and not allow this to be changed at the last minute as has happened in recent budget cycles.

Councilmember Swanson agreed that last year's process was less than ideal. He said the key will be agreeing to a total allocation amount early and not changing it, even if pressured by applicants. He advised that Council set a total amount when the applications are received in order to allow the committee to review the applications and make its recommendations based on that number.

Councilmember Palmer said while it would be hard to decide on a funding amount in June, he favored having an initial "target" amount. He suggested that the community funding grants should be decided during one of the budget workshops and concurred that the total allocation amount should not be changed at the end of the process.

Councilmember Door agreed that once the total allocation amount is decided, it should not be changed.

Councilmember Vermillion expressed dissatisfaction with last year's process, saying that all of the lobbying should have been done at the public hearing and the funding amount should not have changed after first reading of the budget ordinance. He emphasized that no councilmember should commit to supporting a change in the total amount to be allocated once it has been decided.

Mayor Knutsen stated that last year's process was improper because it did not allow for citizens to comment on the change in the total funding allocation, yet that change affected the City's 2014 budget. He agreed that once the number is decided, no one should recommend or commit to its changing.

Non-profit Rental and Lease Policy

Parks, Property and Facilities Manager Deke Jones reported the lack of a formal policy for leasing or renting spaces to non-profit organizations has resulted in the City leasing a variety of properties under varying terms, rates and conditions. In the interest of fairness and consistency, staff recommends the establishment of a policy based on a discounted percentage of market rates. The

policy would also require that tenants pay a fair and full share of operating expenses, and that all non-profit organizations provide documentation verifying their non-profit status.

Deputy Mayor Hopkins agreed with the need to have a consistent policy whereby all non-profits are treated the same. He added that the City's expenses should be covered and the non-profits should be required to demonstrate their benefit to the community.

Responding to Mayor Knutsen, Mr. Jones confirmed that the City pays a rental income tax in the form of a 12.84% leasehold excise tax to the state. This amount is calculated based on the market value of the lease, regardless of what the City charges the tenant.

Councilmember Swanson questioned if it was more difficult to advertise a space for lease to potential tenants that would pay market rates if the location was already occupied by a non-profit tenant for free or at a discounted rate. Mr. Jones agreed this would be likely.

Councilmember Palmer said while it would be wise to cover the City's costs, individual circumstances might be reason to vary the discount offered to one non-profit rather than another.

City Attorney Kevin Yamamoto explained what constitutes a gift of public funds. He added that the VAU lease was specifically structured to be a "services for space" arrangement with VAU providing community services in exchange for the free or low-cost public space.

Councilmember Vermillion spoke to the need for documentation of the services provided by VAU and suggested these be described in the budget both for transparency and to ensure that VAU is complying with the terms of its lease. He encouraged caution as VAU's lease enables it to operate a retail space where it essentially generates revenue at taxpayer expense.

Councilmember Shadko believed it would be easy to document the services provided by VAU, noting it hosts some family-friendly events. She agreed with the need to establish standards for non-profit leases in the future.

Rules for Board and Commission Appointments and Operation

Councilmember Swanson said during recent volunteer interviews, Council's Ad Hoc Appointments Committee realized that terms lengths and limits are not consistent for the City's boards and commissions.

Mr. Yamamoto explained that many of the City's boards and commissions are created by state law and have state-prescribed term lengths and limits. He pointed out that the terms for boards created by the City (e.g., Design Review and Historical Preservation, Library, and Parks and Recreation) could be modified at the will of the Council.

Council Action: A motion was made by Councilmember Swanson, second by Councilmember Vermillion, to extend the meeting for an additional 20 minutes. The motion passed 7-0.

Councilmember Palmer did not see a need to change the length of terms; neither did he support a procedure for expediting incumbent board members to an additional term.

Deputy Mayor Hopkins explained the matters for discussion include length of terms, consistency in term limits, and according to what procedure and conditions, if any, incumbents who are eligible for reappointment should in fact be reappointed. He noted the view of the Ad Hoc Committee that providing guidelines for effective meetings may be useful to the boards and commissions.

Councilmember Vermillion suggested reducing the Library Board terms from five years to four years. He also suggested that the Ad Hoc Committee assess incumbents with regard to their continued service via an additional term to avoid advertising a position that is likely to be filled by an incumbent.

Councilmember Shadko spoke to the positive impacts of term limits, as they allow new citizens with fresh ideas to serve. She encouraged term limits for all boards.

Councilmember Door pointed out that since state law mandates the terms of many boards and commissions, it is not possible to get all committees on the same cycle. She therefore preferred leaving the terms as-is.

Councilmember Swanson conceded the unlikelihood of implementing standardized term limits and offered that the Ad Hoc Committee explore options at Council's direction. Regarding reappointments of incumbents, he shared a communication from a non-incumbent applicant who had expressed frustration with the process. He suggested the process be changed so that incumbents are first consulted regarding their interest in reappointment, with Council deciding to reappoint or not based on merit. He believed this process would appropriately defer to incumbents in good standing without wasting the time of non-incumbent applicants, and would have the benefit of providing additional time for more in-depth interviews.

Councilmember Shadko noted the importance of having guidelines for meetings to ensure that all board and commission members are afforded equal opportunities to participate.

In response to a question, Councilmember Swanson said the committee did not discuss whether or not incumbents should be interviewed. In creating a separate process to review reappointments based on merit, the idea would be to handle reappointments separately from applicants for positions in which no incumbent was eligible or interested to be reappointed.

Councilmember Door voiced belief that there should be an interview process for all applicants, incumbents and non-incumbents alike. She agreed with the need to provide guidance to the boards on the proper etiquette of meetings.

Councilmember Palmer explained why he felt it important to have staff provide guidance to the committees on meeting etiquette. While he understood the desire for efficiency and to not waste people's time, he did not want the process to be short-circuited to negative effect.

Mayor Knutsen believed that all applicants should be interviewed and that the City should encourage unsuccessful candidates to reapply. He was concerned that staff would be placed in an uncomfortable position should it attempt to instruct chairs on meeting etiquette and said it would be inappropriate to eliminate candidates based on personality. He was reluctant to adopt any rule change that would limit the selection choices of future members of the Ad Hoc Committee. While he supported all boards having term limits, he did not judge the current system broken enough to warrant reevaluation.

Council Action: A motion was made by Councilmember Swanson, second by Councilmember Door, to extend the meeting for an additional fifteen minutes. The motion passed 7-0.

Deputy Mayor Hopkins suggested that the Ad Hoc Committee meet to discuss possible rule changes regarding these matters and return with recommendations for the full Council.

CONSENT AGENDA

Approve the revised Community Information Officer job classification, formerly titled Public Affairs Officer

This item was removed from the agenda prior to the start of the meeting.

ADJOURNMENT 8:55 p.m.