

**CITY OF RUSTON
REGULAR COUNCIL MEETING
Tuesday, November 21, 2017**

MEETING CALLED TO ORDER

At 7:06PM Mayor Hopkins called the Regular Council Meeting to order. Councilmembers present were: Jim Hedrick, Jane Hunt, Lyle Hardin, Deb Kristovich and Lynn Syler. Following the flag salute, Mayor Hopkins called for approval of the agenda. Councilmember Hedrick moved to approve the agenda, with a second from Councilmember Hunt passed 5-0.

MINUTES

Councilmember Hedrick moved to approve the minutes for the Regular Council meeting of November 7, 2017, with a second from Councilmember Hunt. Councilmember Hunt moved to amend the minutes of November 7, 2017, amending Open Discussion Between Council and Public by adding: *Doug Hammond, resident at the Commencement in Ruston and Mayor Hopkins explained that annexation could be placed on the next voting ballot if a petition was drafted and signed by twenty percent of the people that voted in the past November 7, 2017 election.* The Minutes of November 7, 2017 as amended, passed 5-0.

STAFF REPORT –

Ruston Police – Sergeant Baker – See attached.

Ruston Fire – Chief Torbet – See attached.

GENERAL PUBLIC COMMENTS –

Beth Torbet – Sad to hear that annexation is back out there. Ms. Torbet will prepare “No Annexation” signs and have them available at Don’s Market.

BUSINESS –

Pierce Transit Update Presentation – Nancy Henderson, Steilacoom Councilmember – See attached. Ms. Henderson has served as a Councilmember with Town of Steilacoom for 6 years and is on the board with Pierce County Transit. Ms. Henderson introduced Alexandra Mather, Pierce County Transit Government and Community Relations officer.

Ruston-Point Defiance Business District - Joe Atkinson, President, presented an overview of initiatives that included the Business District 2018 budget and working with Totem Yacht Club on grant opportunities. Mr. Atkinson welcomed Westgate Barber as the newest business in Ruston and continued to work with Kurtis Kingsolver, City of Tacoma, regarding the elimination of parking on N. Pearl Street.

ORD 1498 – Property Tax Levy (2nd reading) – As part of the budget process, Ruston will consider a budget and the revenue sources for City operations and capital expenses. As part of that process, the City is required to hold a public hearing on this topic. The public hearing and the budget and revenue sources is currently scheduled to coincide with Second Reading of Ordinance No. 1498 on November 21, 2017. Ruston is required to adopt its property tax levy in November of each year by ordinance and transmit a certified copy of the ordinance to Pierce County Assessor-Treasurer and to the Pierce County Council no later than November 30th.

CITY OF RUSTON
Regular Council Minutes
November 21, 2017

A Levy Certification must also be transmitted with the Ordinance. Adoption of this Ordinance should be scheduled on the agenda for after the public hearing on the budget and revenue during the meeting on **November 21, 2017**. This levy ordinance increases the property taxes levied by Ruston by the maximum amount allowed by law (one percent plus new construction, etc.). The total estimated 2018 levy amount is **\$469,948.54**, which includes additional property tax estimated from new construction (**\$14,250.99** based on a new construction value of \$6,396,264) and the estimated additional revenue from the increase in administrative refunds (**\$13.46**). In 2017, the City collected \$451,185.70. Councilmember Hedrick moved to approve Ordinance 1498, with a second from Councilmember Hunt, passed 5-0.

ORD 1499 – City Budget FY2018 (1st reading) - In accordance with State law, the Mayor of the City of Ruston completed and placed on file with the City Clerk-Treasurer a proposed budget and estimate of the amount of monies required to meet the public expenses, interest, reserve funds, and expense of government of the city of Ruston for the fiscal year ending December 31, 2018. The Council is required to adopt its budget ordinance prior to January 1, 2018.

The City Council Budget consideration schedule for Fiscal Year 2018 is as follows:

Mayor's Budget Message to Council:	November 21, 2017
Council discussion of revenue sources:	November 7, 2017
Public Hearing on Proposed Budget:	December 5, 2017
Public Hearing on Revenue Sources:	November 7, 2017
Budget Discussion #1:	November 7, 2017
Budget Discussion #2:	November 21, 2017
Budget Discussion #3:	December 5, 2017
Budget Discussion #4:	December 19, 2017
Adoption of Tax Levy:	November 21, 2017
Adoption of Final Annual Budget for 2018:	December 19, 2017

Prior to budget adoption, the City Clerk will have fully complied with state law by publishing notice of the availability of the budget for public review and publishing notice of the required. public hearings on the City's proposed tax levy (November 7th) and budget (scheduled for December 5th). The totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined are set forth below:

CITY OF RUSTON
Regular Council Minutes
November 21, 2017

Fund Name	Resources	Uses
Fund 001 – General Fund	\$1,308,891	\$1,308,891
Fund 005 – Surplus Real Estate	\$2,304,432	\$2,304,432
Fund 101 – City Street Fund	\$152,900	\$152,900
Fund 102 – Equipment Reserve	\$1,000	\$1,000
Fund 105 – Street Reserve	\$108,000	\$108,000
Fund 110 – Winnifred Street	\$1,000	\$1,000
Fund 301 – Capital Construction	\$286,400	\$286,400
Fund 401 - Electric Utility	\$635,500	\$635,500
Fund 402 – Electric Utility Reserve	\$227,060	\$227,060
Fund 403 – Sewer Utility	\$1,304,700	\$1,304,700
Fund 404 – Sewer Reserve	\$360,500	\$360,500
Fund 405 – Garbage Utility	\$318,000	\$318,000
Fund 406 – Garbage Utility Reserve	\$66,650	\$66,650
Fund 407 – Storm Sewer Utility	\$237,600	\$237,600
Fund 410 – Sewer Capital Projects	\$255,000	\$255,000
Fund 622 – WR Rust Playfield	\$33,500	\$33,500
Fund 623 – Electric Meter Deposits	\$106,000	\$106,000
Fund 624 – School Building	\$299,000	\$299,000
Total	\$8,006,133	\$8,006,133

Please Note: These budget numbers may change before the budget is finalized and ready for action. Any changes will be called out in the Agenda Memo for Second Reading. Approval of this Ordinance adopts the 2018 Budget and establishes the appropriations necessary to authorize expenditures for each of the City's funds as detailed in Ordinance #1499.

ORD 1500 – Update Public Works Standards Ch.12.09 RMC (2nd reading) – The City first adopted public works standards in August 2013 by enacting Ordinance 1416. Since that time, some of the adopted standards have been updated. The standards that have been updated since 2013 are:

1. The Standard Specifications and Standard Plans for Road, Bridge and Municipal Construction, promulgated by the Washington State Department of Transportation (2016 version is the latest);
2. Tacoma Stormwater Management Manual (July 2016 is most recent version); and
3. Tacoma Street Utility Standards (Partial Update in 2016).

Since Ruston is surrounded on three sides by Tacoma, it makes sense for Ruston to have the same or similar standards as Tacoma. Under state law, the City is permitted to adopt the codes and standards of other government agencies by reference, including those adopted or published by the State and by other cities. The City Planner and City Engineer both have reviewed all the public works standards proposed for adoption by the City of Ruston and support adoption. Councilmember Hedrick moved to approve Ordinance 1500, with a second from Councilmember Hunt, passed 5-0.

RES 665 – Public Records Act Rules Update - The State Legislature adopted revisions to the Public Records Act to establish charges that city's may impose for producing electronic records. In order to utilize these established fees the City must have a rule or regulation declaring the reasons that calculating actual costs of providing electronic records would be unduly burdensome. In Ruston's case it would be unduly burdensome for the City to calculate the actual costs of producing electronic records due to its small staff and limited number of requests that come in to the City each year, these factors combined with the City's small budget makes such analysis unfeasible. This finding is incorporated into Resolution No. 665. The most significant change to the Public Records Rules is in Rule 15(2), under electronic records, which provides cost recovery as allowed by the new statutory changes. Rule 15(2) now provides:

Costs for electronic records. Unless actual costs differ, the cost for providing electronic copies of records shall be as follows:

- \$0.10 per page scanned into electronic format,
- \$0.05 for up to 4 files or attachments when provided by electronic delivery,
- \$0.10 per gigabyte of electronic records transmission,
- Actual costs of storage media, contain, envelope, and/or delivery charge (i.e USB drive cost plus envelope and postage),
- The above charges can be combined if more than one type of charge applies.

CITY OF RUSTON
Regular Council Minutes
November 21, 2017

There shall be no cost for records that are routinely posted on the City's website. In addition, the City may, at its option, charge an alternative flat fee in the amount of \$2.00 for a request for electronic records, provided that a reasonable estimate is first provided to the requesting party that demonstrates that the City's cost are equal to or greater than \$2.00.

By adopting the updated Rules, the City can implement charges for electronic public records requests. Councilmember Hedrick moved to approve Resolution 665, with a second from Councilmember Hardin, passed 5-0.

RES 667- Appointing Municipal Court Judge - The City of Ruston has a Municipal Court which has historically operated approximately eighteen (18) court days per year. The number of necessary court days is on the rise and the current judge, The Honorable Sandra Allen, is recommending this be increased to twenty-four (24) days per year. Judge Allen has served as the Ruston Municipal Judge for many years and the Mayor seeks Council consultation as to the terms of his re-appointment of Ms. Allen for a new four-year term commencing on January 1, 2018 and expiring on December 31, 2021. Chapter 3.50 RCW and Chapter 1.03 RMC govern the operations of the Ruston Municipal Court. Under both state and Ruston law, the Mayor has the authority to appoint the Municipal Court Judge and the City Council has the authority on whether or not to confirm the Mayor's appointment. RMC 1.03.020; RCW 3.50.040. Such appointment is required to be made by December 1st of the year prior to the start of the new term. RCW 3.50.040. Ms. Allen has requested the terms outlined below in the "requested terms" column:

Issue	Prior Terms	Requested Terms	Difference
Court Days per year	18	24	6 days per year 25% increase
Monthly work load	12 hours	16 hours	4 hours per month 25% increase
Compensation	\$15,000 per year	\$27,000 per year	\$12,000/year increase (44% increase)
	\$1,250 per month	\$2,250 per month	\$1,000/mo increase
	\$104.17 per hour	\$140.62 per hour	\$36.46/hour increase

CITY OF RUSTON
Regular Council Minutes
November 21, 2017

In accordance with past practice, the City and the Judge will enter into a simple agreement for these services. The current proposed appointment agreement tracks closely with the most recent agreement which was adopted in 2013, however, the financial terms are blank as the Mayor would like Council to discuss the request in light of the budget process that is currently underway. The compensation for the Municipal Court Judge needs to be determined on an annual basis based on 16 hours per month. This position does not receive City benefits. Councilmember Hedrick moved to approve Resolution 667, with a second from Councilmember Hardin, passed 5-0.

CLAIMS/PAYROLL – Councilmember Hedrick moved to approve Payroll, with a second from Councilmember Hunt, passed 5-0.

MAYOR’S TIME – Nothing at this time.

COUNCIL TIME –
Councilmember Hedrick – Nothing at this time.

Councilmember Hunt – Nothing at this time.

Councilmember Hardin – Nothing at this time.

Councilmember Kristovich – Nothing at this time.

Councilmember Syler – Nothing at this time.

MEETING AJOURNED -

At 8:29PM Councilmember Hedrick moved to adjourn, with a second from Councilmember Hunt, passed 5-0.

Mayor Bruce Hopkins

ATTEST:

Judy Grams



**Chief's Report
Ruston Police Department
Tuesday November 21, 2017**

Chief of Police:

During the month of October the Police Department responded to 192 calls for service in the City of Ruston. For the same time last year there were 174 calls for service. This does not include calls for service outside the city limits. One call was for a DUI driver that was ultimately turned over to Washington State Patrol. Ruston officer's also responded to a Domestic Violence call on Halloween night that involved the female side of the dispute, using a baseball bat. The female was subsequently arrested by Tacoma Police for domestic violence. This call was on the West side of N. Pearl St. in the 4900 block and was Tacoma's call however; Ruston units were the initial responders. For September, Ruston Police issued a total of 183 citations the majority of which are for traffic violations bringing the year to date total to 1,708.

The police department joined together with the fire department to hand out candy to children for Halloween at City Hall. Unfortunately this year the ID card making equipment was malfunctioning and as a result no ID cards were made. The nonfunctioning equipment will be replaced for use at next year's event.

Other Personnel Issues:

We are currently beginning several background investigations in order to fill our current fulltime and part time vacancies. In the meantime the officers are working additional hours to fill gaps in scheduling.

Civil Service Commission:

We are conducting background investigations on the remaining applicants on the civil service list. We have one candidate that will be advancing to the Polygraph and Psychological testing phase of the process so far.

Equipment:

We are waiting for the state to announce the dealership that we will be ordering our new cars from. We have been told that will be any day. The current plan is to purchase 3 new cars to replace the current Crown Victoria's that have more than exceeded their useful life.

Training:

Officers have participated in the annual Emergency Vehicle Operations Course (EVOC). Due to vehicle issues not all were unable to attend but there is another training being offered in the spring.

We also had two officer attend the state ARIDE training course. This training advances the offices ability to recognize and take appropriate action for drivers that are under the influence of drugs other than alcohol.

Please contact me by phone (253) 377-4799 or by email anders.estes@rustonwa.org if you have any questions or concerns regarding this month's report.

Submitted By:

Rod Baker

Sergeant

On behalf of

Anders Estes

Chief of Police

11/15/17



Ruston Fire Department | 5117 North Winnifred | Ruston, WA 98407

Ruston Fire Department Monthly Review for October 2017

Tuesday, November 21, 2017

Presented by Chief Torbet

Total Incidents: 14 (2 Fire/ Service, 12 Medical Aid)

Total Volunteer Hours: Total 2548 Hours October 549 Hours

Membership Roster (out of 25): 17 (11 FF, 6 Officers)

Recent Membership Changes: Remove Brennon Wright

State of the Business:

- We have 6 new people in the process of onboarding
- Recruit Eric Allen will be attending EMT class in January
- The annual Toy/Food drive will be starting soon. Pick-up is on Saturday December 16th
- Santa Claus will be at City Hall on Saturday December 16th from 10-noon
- We would like to extend an invitation to you to join us for our Christmas party on Saturday December 16th from 7-9pm
- We have a new Suburban that will be supplied with fire and EMS equipment to be used for incidents at the Point Ruston parking garage
- All fire tools are fully operational
- Recurring CPR training is offered quarterly for the Ruston community. Over 185 people have been **CPR certified** since the training has been offered. Although we didn't meet our goal of 100% CPR certification for the city, we continue to provide training as needed. As always, community members may enroll at City Hall or by emailing rustonfire@rustonwa.org.
- **Fire Station tours** are provided to the public when resources are available. Please contact rustonfire@rustonwa.org for further information.

Ruston Fire Department's Master Business Objectives for October 2017

OBJECTIVE	START DATE	TARGET COMPLETION	COMPLETE %	ACTION OWNERS
Recruitment	10/2017	ongoing	17 of 25	WHERRETT/MILLER
CPR Training	10/2017	ongoing	100%	ANDERSON

Pierce Transit Update

City of Ruston | November 21, 2017



PIERCE
TRANSIT

Pierce Transit Board of Commissioners



Kent Keel
Chair
University Place Council



Nancy Henderson
Vice Chair
Represents Steilacoom,
Pacific, Auburn, Ruston,
Fircrest and Gig Harbor



Don
Anderson
Mayor of
Lakewood



Bruce
Dammeier
Pierce County
Executive



Daryl Eidinger
Represents Fife,
Milton and
Edgewood



Ryan Mello
Tacoma City
Council



Heather Shatko
Puyallup City
Council



Marilyn
Strickland
Mayor of Tacoma



Rick Talbert
Pierce County
Council

Pierce Transit Service Area



Jurisdictions

- Auburn
 - Edgewood
 - Fife
 - Fircrest
 - Gig Harbor
 - Lakewood
 - Milton
 - Pacific
 - Puyallup
 - Ruston
 - Steilacoom
 - Tacoma
 - University Place
 - Pierce County
- 292 Square Miles
 - 13 Cities and Towns and portions of Unincorporated Pierce County
 - Joint Base Lewis McChord
 - 70% of Pierce County's Population

Regional Connections



- Kitsap Transit, King County Metro, Sound Transit and Intercity Transit
- 13 Regional Express Routes
- Over 17 Local & Regional Transit Centers, Park & Rides or connections
- 2 Ferry Terminals
- Amtrak & Greyhound
- 4 Sounder Stations
- Tacoma LINK Light Rail





Buses

- 37 local routes; 178 buses
- 8.6 million boardings



SHUTTLE Paratransit

- 6,272 clients; 100 vehicles
- 348,000 boardings



Vanpool

- 2,400 customers; 366 vans
- 828,000 boardings



What's Happening in Ruston?



Fixed Route Bus

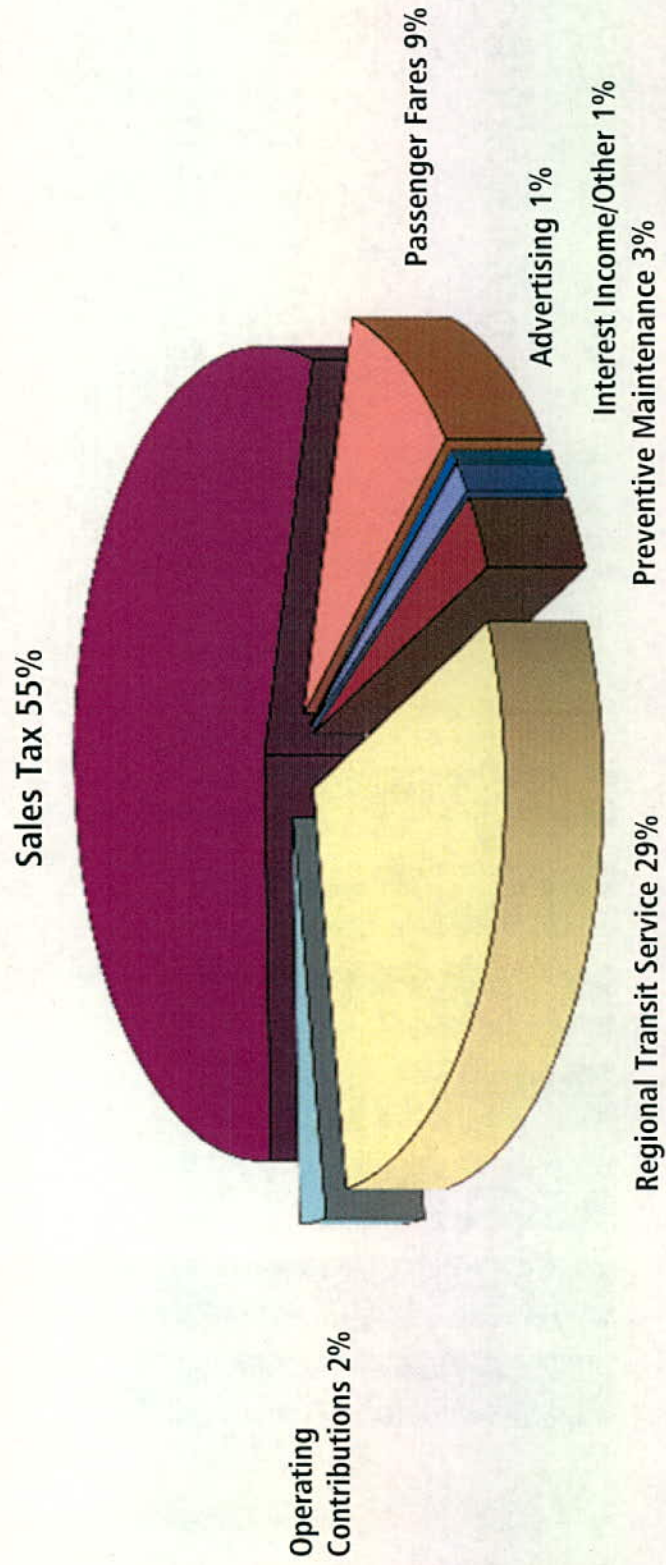
Served by Routes: 10, 11, 13
Average Weekday Boardings 315
Total Boardings 2,605

Also available to your community:

- Vanpool
- SHUTTLE
- Care A Van



2017 Operating Revenues



Financial Outlook



- Recession behind us
- Sales tax strong
- Restored service hours
 - 2015: 15,000
 - 2016: 11,500
 - 2017: 45,000
- Capital needs ahead
- Federal funding uncertainties



Pierce Transit

Restructured Routes, Restored Service



- Comprehensive Route Analysis
- Robust public input; riders wanted:
 - More frequent bus service
 - Later service on weekdays
- Results:
 - Restructured route network
 - 35,000 service hours restored in March 2017
 - Largest single service enhancement in agency's history
 - 30-minute service on most urban routes; service until 10 p.m. on many routes
 - 10,000 more hours restored in September 2017





Downtown to Defiance Trolley

- Pilot project summer 2017
- Additional Partners: City of Tacoma, Pt. Ruston, South Sound Together, Port of Tacoma, Travel Tacoma
- Pilot: 5,802 boardings



Gig Harbor Trolley

- Service since 2014
- Partners: City of Gig Harbor, Downtown Waterfront Alliance, Gig Harbor Chamber, Uptown Merchants
- 2017 Ridership: 16,291

Pierce Transit

Public/Private Partnership



- Charter Service: “Holiday Express Trolley”
- Seasonal Service
- Will shuttle patrons between Zoolights and Point Ruston’s “Frozen Fountain Ice Rink”





Retiring vehicles granted to qualifying not-for-profit or government organizations

- Vehicles provide rides for service and people in need
- Six vehicles donated in 2016; more in 2017

Piercetransit.org/care-a-van





Pierce Transit has a dedicated policy force, protecting both bus drivers and riders

- Cameras on buses
- Collision Avoidance Technology Pilot



Public Safety Officers take their oath, Aug. 2016

Major Initiatives



- Federal “Mobility on Demand” (MOD) grant
 - First, last mile connections
- Special Local Event Service
 - Washington State Fair, Freedom Fair, Taste of Tacoma, Daffodil Parade
- We offer our classic Twin bus at community events such as farmers markets and parades and would love the opportunity to partner with you!

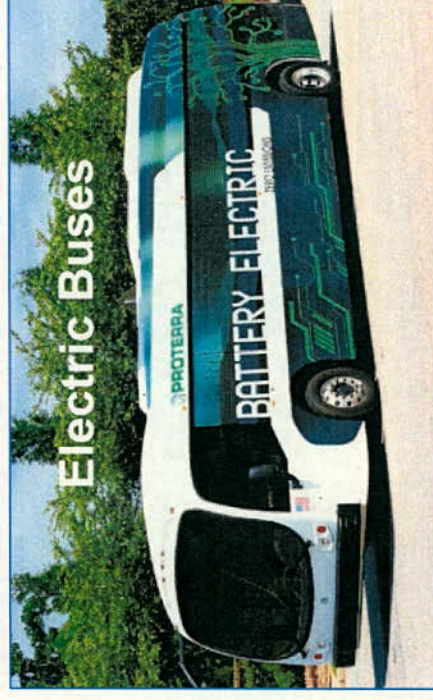


Major Initiatives



Electric Buses

- Goals: Diversify fleet; retain focus on sustainability
- 80% already CNG; 15% hybrid electrics
- Electric buses – \$2.55M federal grant



Community/Tech College Student Bus Pass Program

- College supplies local PT bus pass for every student
- Clover Park Tech first to participate; in discussion with TCC now

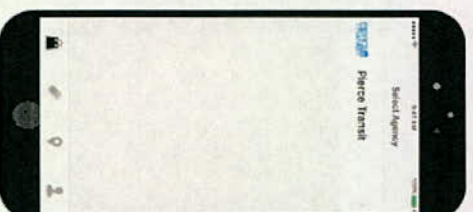
Pierce Transit

Major Initiatives



PiercePay

- Purchase, pay fare on smart phone



- WiFi On Buses



hopthru



\$60 million High Capacity Transit Corridor Funds

\$103 million for 3-county Bus On Shoulder
Study/Operation

Link Light Rail to Tacoma by 2030

Questions?



Nancy Henderson, nhenderson@piercetransit.org; 253-584-7284
Staff Contact: Alexandra Mather, amather@piercetransit.org