

**CITY OF RUSTON
REGULAR COUNCIL MEETING
Tuesday, December 19, 2017**

MEETING CALLED TO ORDER

At 7:04PM Mayor Hopkins called the Regular Council Meeting to order. Councilmembers present were: Jim Hedrick, Jane Hunt, Lyle Hardin and Lynn Syler. Councilmember Kristovich was excused. 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 4-0.

MINUTES

Councilmember Hedrick moved to approve the minutes for the Regular Council meeting of December 5, 2017, with a second from Councilmember Hunt passed 4-0.

STAFF REPORT –

Ruston Police – Chief Estes – See attached.

Ruston Fire – Chief Torbet – See attached.

GENERAL PUBLIC COMMENTS –

Kevin Moser – Thanked Mayor Hopkins and Councilmembers for electing to continue to serve. Mr. Moser also thanked Councilmember Hunt for her years of service on the Council and her time spent on Planning Commission. Councilmember Hunt has been a true inspiration to a lot of people and appreciated Councilmember Hunt for her commitment to the City of Ruston.

BUSINESS –

Swearing in of Mayor Hopkins, Councilmember Hardin

Ruston-Point Defiance Business District – Joe Atkinson, President, noted the Business District has gathered their event planning committee and have decided to dedicate a significant amount of time to an event in October 2018 which will consist of art and history. The Business District will be hiring an event coordinator and hope to partner with the City of Ruston. The Business District held a meeting with City of Tacoma, Kurtis Kingsolver, and learned that City of Tacoma has temporarily changed the plan for the round-about and will not eliminate any parking on Pearl Street.

RES 664 – Update to Master Fee Resolution - The City is permitted to recover the cost to the City of processing permit applications, inspecting and reviewing plans or preparing detailed statements as required by Chapter 43.21C RCW. The City has adopted a Master Fee Resolution which is amended from time-to-time. The Council adopted an updated Master Fee Resolution (Resolution No. 636) on August 16, 2016. This Agenda Bill outlines the updates to the Master Fee Resolution since that time (Section number refers to section number in the Resolution). Unless otherwise listed below, the fees are unchanged from the prior Master Fee Resolution.

Section 2: Planning and Engineering Service Department fees.

The City charges Planning and Engineering Fees based on the hourly rates. These rates have not been revised in many years. A rate increase of 3 percent is recommended. This would change the rates as follows

Fee Type	Old Hourly Rate	Proposed New Hourly Rate
Planning and Development Services	\$250	\$257.50
Land Use Review	\$172.50	\$177.68
DPD hourly rate	\$172.50	\$177.68

Section 3: Miscellaneous fees.

Scanning and Electronic copies have been added to the table with a cross reference to Public Records Rules for the costs.

Section 4: Business licensing fees.

A new line has been added to account for multi-day special events licenses. The one-day rate is \$10.00, so a multi-day license would be \$10 per day in the special event period with a notation that additional permits may be required.

Section 7: Electrical Meter fees.

A new service charge has been established for re-visits during temporary power or regular power installation in the amount of \$90. Previously we had no fee for this so the City was having to absorb the costs when we have sent a crew out to do an install and the site was not ready, the appointment was missed, a re-inspection was needed, etc. This will help the City cover these costs which should not be absorbed by rate-payers.

Section 8: Power extension.

The City has a policy in Chapter 18.01 RMC for full cost recovery for power extensions, including the coordination with the developer, however, this was not in the Master Fee Resolution. This addition sets the hourly rate at \$124 per hour (what the City currently pays our consultant) and makes it clear that the cost recovery for the actual expense is required to be borne by the developer and not by the electrical rate payers.

Councilmember Hedrick moved to approve Resolution 664, with a second from Councilmember Hunt passed 4-0.

RES 668 – LGIP Authorization- The City has utilized the Local Government Investment Pool (LGIP) since at least 1991 when such use was authorized by the adoption of Resolution No. 274. The LGIP is a trust fund established by the State Legislature in 1986¹ which is known as either the public funds investment account or LGIP. This trust fund is for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer. It is one of the authorized investments that cities are allowed to use to hold surplus or reserve funds.

The State Treasurer’s office has requested that the City update its authorizing resolution as well as updating the authorized designee who can withdraw and deposit funds into this account. The resolution is based on the form provide by the State Treasurer’s office and provides that the Mayor, Bruce Hopkins, is the designee authorized by the Council. If desired, the Council can name more than one designee.

Councilmember Hedrick moved to approve Resolution 668, with a second from Councilmember Hunt passed 4-0.

ORD 1499 – City Budget FY2018 (3rd 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
 December 19, 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

Approval of this Ordinance adopts the 2018 Budget and establishes the appropriations necessary to authorize expenditures for each of the City's funds.

Councilmember Hedrick moved to approve Ordinance 1499, with a second from Councilmember Hunt passed 4-0.

CLAIMS/PAYROLL – Councilmember Hedrick moved to approve Payroll, with a second from Councilmember Hunt, passed 4-0.

MAYOR'S TIME – Mayor Hopkins thanked Councilmember Hunt her years of service on the Council and Planning Commission. Mayor Hopkins noted the City will hold a Town Hall meeting on Tuesday, January 3, 2018, with post cards mailed to all residents in the City of Ruston. It will be an informal question and answer meeting.

COUNCIL TIME –

Councilmember Hedrick – Councilmember Hunt sat on the Planning Commission and Council for ten years and it is an end of an era. Councilmember Hunt's hard work and tenacity got much done in the City of Ruston and her work will be felt for a very long time.

Councilmember Hunt – Thanked Mayor and Council for their support through the years. Bradley Huson will step in and do good work for the City of Ruston. Councilmember Hunt enjoyed an evening out at Wild Fin and was happy to see all the activity down at Point Ruston.

Councilmember Hardin – Appreciated all the good work Councilmember Hunt had done and thanked her for her service to the City of Ruston.

Councilmember Kristovich – Was excused.

Councilmember Syler – Thanked Councilmember Hunt for her commitment and years of service in the City of Ruston and wished her well.

MEETING AJOURNED -

At 7:41PM Councilmember Hedrick moved to adjourn, with a second from Councilmember Hunt, passed 4-0.

Mayor Bruce Hopkins

ATTEST:

Judy Grams



**Chief's Report
Ruston Police Department
November 2017**

Chief of Police:

During the month of November the Police Department responded to 158 calls for service in Ruston. This number does not include any calls for service that took place in the City of Tacoma where Ruston officers responded. That is compared with 132 calls for service in November, 2016.

There were 22 cars impounded under the suspended driver impound program during November.

OF NOTE: Ruston PD has responded to a number of car prowls and one car theft recently. Many of the cars were left unlocked and the keys were left in the stolen car. A note is being sent out to residents in the upcoming newsletter reminding folks to lock their cars and to avoid keeping valuables in their cars.

We have also responded to a number of incidents at the Unicorn Tavern to include a large fight, an attempted strong arm robbery and a domestic violence incident. The DV incident and the large fight were on-viewed by officers and the strong arm robbery was reported by the victim. In all three of these incidents the business did not call 9-1-1 or otherwise take any action to report the incidents even though they all started inside of the business and continued outside in the parking lot. The owner was contacted and informed of the incidents and given case numbers to do further research.

Other Personnel Issues:

We had to remove one applicant from the hiring process after nearly completing it. A second officer is almost done with the process when he had a family emergency. He has one more step to complete and at this point looks like a very good candidate. A third applicant is about to start the polygraph and psychological testing process.

I would like to commend Sgt Baker, Officer Grubb and Officer Evans for being extremely flexible during our current struggle with manning. We have not had to reduce any hours of coverage during this time.

Civil Service Commission:

Nothing to report.

Equipment:

The new cars have been ordered and related equipment is in the process of being ordered.

Training:

No scheduled at this time.

Please contact me by phone (253) 761-0272 or by email anders.estes@rustonwa.org if you have any questions or concerns regarding this month's report.

Submitted By:
Anders Estes
Chief of Police



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

Ruston Fire Department Monthly Review for November 2017

Tuesday, December 19th, 2017

Presented by Chief Torbet

Total Incidents: 11 (4 Fire/ Service, 7 Medical Aid)

Total Volunteer Hours: Total 2796 Hours November 248 Hours

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

Recent Membership Changes: Add Brian Skobel and Jonathan Allison

State of the Business:

- We held EVIP training for all of our new members so that they will be qualified to drive our vehicles
- We have 2 students attending EMT training at Bates College
- We will be sending AJ Garcia to officer training
- We had a very strong town response for the Toy/Food drive. There will be many families helped this year
- 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 November 2017

OBJECTIVE	START DATE	TARGET COMPLETION	COMPLETE %	ACTION OWNERS
Recruitment	11/2017	<i>ongoing</i>	19 of 25	WHERRETT/MILLER
CPR Training	11/2017	<i>ongoing</i>	100%	ANDERSON