

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
SPECIAL MEETING &
BUDGET WORKSHOP
829 5TH STREET**

**MONDAY OCTOBER 30, 2017
6:00 P.M.**

ROLL CALL: Belinda Campbell, Kelly Blackmon, Terry Beadles, John Murray, Brian Kolstad, Skate Pierce.

STAFF: Chief Hastings, Chief Cooper, PWD Poole, Clerk Austin.

1. CALL TO ORDER: 6:05 P.M.

2. NEW BUSINESS

A. Authorization of Department of Commerce Growth Management Grant Application

PWD Poole presented information from the State on funds available for the City to update the Comprehensive Land Use plan. There is no requirement for matching funds. The amount of the award would be \$4500. MOTION BY KOLSTAD/BEADLES to approve application. Councilmember Murray asked why we are eligible if we are not a participant of the plan. PWD Poole advised that the State provided availability for the City. Motion carried.

Mayor Lawrence asked Council if there was an interest in new 3 ring binders for the Budget, or if the Council would re-use previous year's binders. Councilmembers Campbell and Blackmon advised they would like a new binder for the 2018 Budget. Mayor Lawrence advised that the Fire Department staff, except for a few employees, have not signed the acknowledgement in the personnel policy manual as agreed to. Debbi Sellers with WCIA said even without signing, the policy will have to be followed. Councilmember Blackmon said he was informed by Fire Department staff that the main reason for not signing was the portion of the policy manual prohibiting sleeping on the job. Mayor Lawrence advised that this issue was addressed in the meetings with the staff. Chief Cooper confirmed it was covered in the department's Standard Operating Procedures.

3. BUDGET WORKSHOP

Chief Cooper discussed the Fire and EMS budget. The EMS Levy being voted on will support the Ambulance budget if passed. The Ambulance budget doesn't receive money from the current expense fund. Cooper reported no major requests in the EMS budget. The Fire budget is part of the current expense fund. This budget requested will add SCUBA gear and bottles that are needed. It also will add the 11th firefighter position through 2018. Councilmember Blackmon asked if there is an applicant that can be hired on 1/1/18. Chief Cooper gave an update on the current hiring list, including the potential to have someone on the list ready for hire beginning 1/1/18.

PWD Poole discussed the Street Department budget. Major requests will be \$200,000 for street maintenance and repair that will be transferred from the Transportation Benefit District fund. He also discussed a \$7000 request for a match for developing a Transportation Master Plan. Regarding the Sewer Maintenance and Operation budget, PWD Poole mentioned the need for updating the facilities

plan. The budget includes a request for studies to update the Capital Improvement Plan and for a sludge removal truck. There will also be a request for the Parks Budget to sprucing up existing park structures. Councilmember Kolstad advised it is best to stay ahead of issues. PWD discussed the Sewer Master and Capital Improvement Plans. They are key to maintaining assets, and provide a structure for the future maintenance.

Chief Hastings explained the major expenditure in the Police Department is the purchase of a new patrol vehicle. Chief Hastings explained the Department fleet vehicle plan. Shared vehicles are the cheapest option for the City. One drawback of shared vehicles is lack of continuity in maintenance. Before the Department implemented this method, we had multiple maintenance issues. The Police Department used to buy several vehicles at one time and run them for as long as possible. Now the Department replaces one vehicle per year, and this has greatly reduced maintenance costs. Councilmember Murray asked if the purchase comes from the vehicle replacement fund. Chief Hastings confirmed this. Councilmember Blackmon asked how many cars were in the Fleet. Chief Hastings advised there 8 total with the Chief using the oldest car in the rotation. Chief Hastings discussed other areas of the budget, comprised of infrastructure/facilities, equipment/technology, and personnel. He explained before the remodel, the facilities were greatly lacking and that has been improved by the design and infrastructure of the current facility. Hastings advised that the equipment and technology in the budget is primarily paid with by utilizing court fines received. Hastings mentioned upcoming IT needs that is currently handled by personnel. At some point there may need to be some professional help in this area. The Police Department has good employees because the City has continued to offer competitive pay and benefits. The City has been able to draw qualified employees from outside agencies. As long as the City continues to provide good pay and benefits the Department will be strong.

Clerk/Treasurer Austin presented the preliminary budget to the Council. Clerk Austin asked for direction on proposed revenues. The Council will need to determine if the Property Taxes will be increased by the 1% available. The Council discussed the property tax figures and directed Austin to increase the property tax by 1% for 2018. The Sales Tax Revenue was discussed. There has been some indication that retail holiday sales may not be as strong as last year. The budget reflects this in keeping the revenue projection at the same level as last year. There is anticipated to be an increase to the building permits that is reflected in this budget. The grant money received by the City is expected to be similar to 2017 levels. The State has restructured some of the money distributed to the City. This is mainly in the monies from the Marijuana Excise Tax. There should be a projected increase of around \$5000 in 2018 revenue from this fund. Most other revenue is expected to maintain the levels received last year. The Transportation Benefit District Fund projected revenues will increase to \$500,000 dependent upon the retail sales & use tax income. The EMS Fund is dependent upon the funds generated from property taxes connected with the EMS levy that will be on the ballot in November. Chief Cooper calculated the fund revenue, and budgeted expenditures to reflect that revenue. The Lodging Tax fund received less revenue that projected in 2017, and this reduction is reflected in the projection for 2018. The Sewer fund revenue is projected at a 3% rate increase. Clerk Austin advised that the Council will need to provide direction on the actual increase so that an ordinance can be drafted for the next regular meeting. The Stormwater fund will remain the same as 2017 revenue figures. There is no projected increase in Stormwater fees. The Sanitation fund revenue is projected with a 3% increase. Council will need to provide direction if that amount is needed, so that an ordinance can be drafted for the increase.

Clerk Austin explained the expenditures requested for the Finance department. The City is in need of a few things in the IT area. We plan to join with the County on an RFP for fiber connectivity. No

budgetary numbers are available at this time. We are getting quotes on a City-wide email solution. Currently we have 5 separate networks, with 4 separate email domains. It would be best for management and public disclosure requirements to have all email managed under one system. The current laptop that is used to record minutes is outdated and will need to be updated. The budget has been increased by \$1500 for this purchase. All wages reflected in the budget are projected from the increases agreed on by collective bargaining. Asotin County has a new Emergency Management Director, Mark Janowski. He will be meeting with Public Safety Committee to discuss funding requests for emergency services. Council will need to give direction on what will be allowed. The Mayor has requested a slight increase of Public Health support from \$18,000 to \$20,000 for 2018. The Law Enforcement Budget only has the vehicle as a major expenditure for this budget, as explained earlier by Chief Hastings. The Fire Budget requests for new SCUBA and bottles were previously discussed by Chief Cooper. The Fire Truck loan will be paid off in 2018. PWD Poole has requested an additional \$4000 over last year's budget to maintain and paint park structures. The Midtown Housing 1989 CDBG Fund will be dissolved with the remaining funds to be transferred to the Street budget. The Rescue Unit One fund is funded through State grants and is used to purchase small tools and minor equipment. The Street fund reflects a transfer from the TBD fund of \$200,000 for street maintenance. In 2017 we had 80,000 budgeted for that expense. We may be able to transfer less and still maintain the budget. This last winter caused our snow removal funds to be three times what had been budgeted. This year, that amount has been increased to \$10,000 in anticipation of the winter that has been forecast for the area. Funding for the TBD will need to be maintained to cover the cost of the Southway Bridge resurfacing scheduled in the next few years. The EMS fund expenditures have been calculated by Chief Cooper based on the levy that is being voted on. The only major expense for this year is the Ambulance Remount that Chief Cooper has been researching. The Lodging Tax Fund has only received one request for funding for 2018. This request is for \$85,000 from Visit LC Valley. This is the same as the requested amount in 2017. The Sewer O & M Fund is running at a deficit. This is primarily because of \$250,000 requested for studies on the Waste Water Treatment Plant and system, and \$230,000 requested for a new sludge removal truck. In order to cover these expenditures, the sewer rates would have to increase over 35%. This would also reduce our debt ratio to 1.86, which is not good for our bonds that we are repaying. There was discussion on the need for the studies and the cost of the sludge removal truck. PWD Poole advised that the studies could be foregone for this budget, and a cheaper alternative could be researched for the sludge removal truck. Council directed Clerk Austin to prepare an ordinance to increase sewer rates by 3%. The Sanitation fund has no major requests for expenditures, and may not need a rate increase. After discussion of operating costs and the amount of the ending balance of the fund, Council directed Clerk Austin to keep Sanitation rates the same as they were in 2017. Clerk Austin advised that the Resolution on Building License Fees and the Ordinance on Sewer Rates will be presented at the November 13, 2017 regular meeting.

4. ADJOURNMENT

The meeting was adjourned at 8:38pm.