

# 2008 BUDGET MEETING

CITY OF BREWSTER

November 6, 2007

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Mayor Webster called the Special 2008 Budget Meeting to order at 6:03 PM. Those present included: Mayor Lee Webster, Finance Director Pamela Olsen, Public Works Director J.D. Smith, Council Members Bob Fateley, Jerry Tretwold, Kris Dawson and Dave Freels, Chief of Police Ron Oules, Fire Chief Mike Webster and Deputy City Clerk Desha Dawson.

## **RATES AND FEE REVIEWS:**

The following rates and fee increases were reviewed and discussed. Finance Director Olsen stated that these reviews are necessary for her to construct the 2008 Budget.

Public Works Director Smith stated that the boundary line adjustment fees have been raised to match that of the County rates.

Our tap fees for water and sewer jumped up significantly. Public Works Director Smith stated that this is due to inflation and what it will require monetarily to help maintain our system. Rates for water/sewer taps went up 5%, with the connection fees being \$2000 for each service. Smith stated that some of our grant assignments are based on our rates and if our rates are too low, we may not get some grants based on that.

Smith noted that the equipment rental prices have gone up as well. The new equipment rental fee includes an operator, as the "equipment only" rental was eliminated. The decision to perform jobs not related directly to the City will be made on a "case by case" situation. However, our equipment will be rented by private individuals with one of our employees operating the equipment.

Council Member Fateley questioned the itinerant vendor fees, as he felt these fees should be higher than they are, including the mobile vendors. As he understands, only a set amount of vendors are allowed to do business in the City. He also asked what the fines were if they were working without an itinerant vendor permit.

Finance Director Olsen stated that the City's Assessed Evaluation had gone up; we are approximately \$600,000 shy of 20 million dollars. Olsen also stated that we will get around 2.77% per \$1,000. This is down from the 3.75% we had received previously, but this is due to the 1% lid, which has now been overturned.

## **CITY OF BREWSTER EMPLOYEE DRUG TESTING:**

Public Works Director Smith stated he would like to see the City develop a Drug Testing Enforcement Policy for all City employees. He has discussed with the Fred Meiner, Union Representative, as well as some of the public works employees and has received positive feedback regarding the implementation of drug testing. Council Member Fateley stated he felt

this was a good idea as well and will bring this up during the Union negotiation talk scheduled for November 7<sup>th</sup>. The Council Members as a whole also agreed to undergo drug testing as well.

### **COST OF LIVING INCREASE:**

The cost of living increase was discussed. Council Member Tretwold stated that Social Security Administration on-line Office of the Chief of Accuracy indicates the rate to be at 2.3%. Finance Director Olsen stated that her figures show Washington State to be 3.2%-3.9% for rural areas and suggests using these figures when considering cost of living increases. The City Council Members authorized a 3.2% cost of living increase.

### **BUDGET CONTROL:**

Council Member Freels questioned on how we can control the budget from year to year, as he believes the amounts will just keep going up if we add all of the requested items on the budget. Council Member Tretwold suggested that we could add a clause stating that the next year's budget would be minus the requested amounts, which would include those budget requests that are above and beyond the actual approved budget for the next year.

Council Member Tretwold also stated that he believes the Council should be approving any large dollar purchases prior to the purchase, rather than after the fact. This would include travel expenses. Mayor Webster proposed that limits could be set, for example the Public Works Department would need to have approval for purchases of \$5,000.00 or more and the other City departments would need approval for purchases of \$3,000.00 or more. Mayor Webster also stated that he is to pre-approve any travel vouchers for City and Police Department employees.

Police Chief Oules would also like to see a Vacation Pay Reserve Fund set up. This would help cover the costs of an employee who has a large amount of vacation time built up that either leaves their job or cashes out their vacation time.

### **PUBLIC WORKS DEPARTMENT:**

Public Works Director Smith reviewed his revised top 5 wish list. The top 5 include the PRV station repair, sewer clean out, hydrant replacement program, contracted street sweeping and a new backhoe. The previously listed snow blower for the airport and the new service vehicle for the Assistant Public Works Director have been put on hold for now.

The PRV station repair will need to be done no matter what, as this repair is a necessity in order to perform the reservoir repair. The sewer cleaning is also a necessity, as we have had several problems recently with some of the lines and by having them cleaned regularly, this should keep the system running smooth and eliminate some of the problems that have occurred.

Public Works Director Smith would like to have a hydrant replacement program added to the budget for 2008. This program would be designed to allow the City to replace at least two (2) or three (3) hydrants per year, at roughly \$3500.00 for the standard hydrant. If it turns out that we can only afford to replace one (1) per year, which is acceptable as well. The City has approximately sixty (60) hydrants, with around 50% of those being Mueller Hydrants. These

hydrants are higher quality and can be rebuilt for about \$1,000.00 and last quite awhile. The other hydrants are Iowa Hydrants, which cannot be rebuilt and are the “problem” hydrants he would like to replace right away. Three (3) of them are in bad shape and need to be replaced as soon as possible.

He will also be implementing a hydrant maintenance program, to include a hydrant flush schedule at least two (2) times a year to hopefully eliminate some of the problems we experience with “black” water.

As stated at the previously, he would like to have a new backhoe for Public Works Department as the current one has limited capabilities as far as digging beyond a certain depth. Most of our digging requirements will necessitate a backhoe with more versatility.

Another issue previously discussed was the contracted street sweeping. He would like to keep this in the budget for 2008. The City did have a “test” run with contracted street sweeping and he believes that this is the most cost effective way to have our City streets swept. At this point, purchasing a new sweeper is out of the question.

#### **ANGLE TRAILER PARK:**

Public Works Director Smith stated that he would like to raise the rates at the Angle Trailer Park to \$250.00 for singlewide and \$300.00 for doublewide lot rent. This rate increase will help cover the costs of utilities (water/sewer/garbage). The increases will therefore include lot rent and a flat rate for the utilities.

Public Works Director Smith has contacted other trailer parks in the area for a list of comparison charges. He stated that most of the ones he contacted were not city owned. He also noted that our current rates seemed to be right in the middle of the pack as far as what others were charging.

Council Member Tretwold asked if the City Attorney had been contacted regarding the legalities of the rate increases. Public Works Director Smith noted that he had spoke with Chuck Zimmerman of Ogden, Murphy & Wallace and they have been revising and reviewing the ATP Lease Contracts. Public Works Director Smith stated that we do, by law, need to give the renters at ATP a 90-day notice regarding the rate increases. In 2008, as the current lease contracts expire, we will be imposing the new rates upon the lease renewal. It had also been recommended by Mr. Zimmerman that at least three (3) legitimate reasons be given for the rate increases. Public Works Director Smith has listed those, according to the RCW’s, and letters were sent to the owners with the October billing statements.

The new lease/rental agreement will include the flat rate utility charges for each lot, as well as the consequences for breach of contract. Another issue with ATP is enforcing the Renter’s Insurance requirements. It is stated that the owners shall possess \$300,000 in liability insurance. This has not been consistently enforced in the past, but as of May 1, 2008, this will be required, enforced and monitored. Council Member Tretwold asked how effectively this could be monitored. Public Works Director Smith stated that it is stated as such in their lease agreements and proof of insurance and renewals will be mandatory, of the tenant will be in violation of their lease agreement.

Another issue that will be addressed in the new lease agreements will be in respect to the sale of trailers within the Angle Trailer Park. At this time, the owners can sell their trailer at any time. Mayor Webster asked if it can be stated in the lease, according to Brewster Municipal Code, that the ownership of a home within the ATP be non-transferrable. Public Works Director Smith stated that we could have it stated in the lease that the sale of a home will need to be approved by the City, or it could be stated simply that a transfer of ownership is non-transferrable. He will check into this further before any decisions are made. Council Member Tretwold asked how many homes at ATP are occupied by the owner and how many are rented out by their owners.

**ACTION:** Public Works Director Smith will check into this and have accurate numbers the next budget meeting.

### **SWIMMING POOL/REC CENTER:**

Although it had been previously requested by Rec Manager Gary Reese that we not raise the rates for the swimming pool and Rec center, Council Member Tretwold stated he believes that there should be rate increase to help cover maintenance costs. If tracking the money coming into the pool and Rec center needs better tracking, then it should be feasible to do so by tracking the actual number of people, rather than the revenue. Public Works Director Smith noted that the memberships have increased dramatically since September and as of November; there have been ninety-nine (99) new memberships. Council Member Tretwold stated that the City should be benefiting from the revenues that the pool and Rec center are generating now.

Public Works Director Smith noted that there are current funds available to purchase the new software program needed for tracking purposes at the pool and Rec center, and this will be purchased in November. The total cost of this software is estimated at \$2500.

Public Works Director Smith stated that the loan for the PUD was \$9,000 more than expected, however, the new Chlorinator has almost paid for itself.

Mayor Webster and Council members Freels, Dawson, Tretwold and Fateley were all in favor of the 5% rate increases at the pool and Rec center, with the exception of the daily pool rates which will be set at \$2.50 for adults and \$1.50 for children.

As for the wish list for the Rec Center/Swimming Pool, Manager Reese had stated to Public Works Director Smith that he has taken the pergola off of the wish list. He would, however, like to keep the fulcrums for the diving boards on the list as the old ones are broken and because of the material they are made out of, they cannot be repaired. These may be partially funded by grants, and he will check into this. He does believe that the lifeguard stands will probably only need a fresh coat of paint and new chairs/seats. He would like to keep the lifeguard storage lockers on the list. Previously, the lifeguards only had drawers to put their personal belongings in. Manager Reese would like the lifeguards to have their own lockers, with combination locks, to put their belongings in.

Manager Reese had also stated that the private functions, primarily dances, have been suspended for the time being. Allowing dances at the Rec Center will restart once the City comes up with a way to monitor and regulate them. Currently, there is one dance promoter who has falsified information regarding dances with respect to the times, number of people,

fees, etc. Manager Reese felt that it would be best to suspend the dances altogether for the time being, therefore allowing the City to get some guidelines set in place. The dance promoter referred to above will be asked to return his key to the Rec Center. Manager Reese had stated that he would like to get the locks changed and this has been discussed with Public Works Director Smith.

### **POLICE DEPARTMENT:**

Police Chief Oules reviewed his top 5 wish list. The top 5 include officer wage increases, patrol vehicle, part time office clerk, integrated computer system and a storage unit. The previously listed summer uniforms can be purchased with money left over from the 2007 budget.

With regard to the officer's wages, he believes that there needs to be a concerted effort made to get the officers to the pay rate they deserve. He stated that in 1991, the wages of the Brewster Police Department were the benchmark for the County. Council Member Freels stated that from what he understands, the police department accounts for 68% of the budget, and has difficulty in approving any wage increase at this time. He would like to have wages, benefits and other comparisons made from surrounding agencies of equivalent staff size and population before any definitive considerations are made.

Chief Oules presented Council with a detailed wage comparison sheet, similar to one that had previously been made with surrounding agencies. He did feel that the new comparison sheet gave a better picture of actual wages, and asked Council to review this. Chief Oules noted that the department currently has six (6) officers, not including him.

Another item on the wish list includes the need for a new patrol vehicle. An agreement has been made between Chief Oules and Public Works Director Smith regarding the sale of the 2003 Ford Explorer to the Police Department at fair market value, \$14,000.00. Council Member Tretwold stated that he and Council Member Freels have been working with Chief Oules, Finance Director Olsen and Public Works Director Smith regarding the sale/transfer. A plan for the P.D. to pay for this vehicle has been worked up and the money will be placed in the Public Works Department fund to purchase a replacement vehicle.

Police Chief Oules stated that once the purchase is approved, he hopes to have the vehicle completely ready for patrol by December 12<sup>th</sup>. The vehicle will stay at the Police Station when not in use by Officer Cariker so that it will be available for the other officer to utilize in bad weather situations.

Mayor Webster stated that since an agreement has been reached, he will approve the sale of the 2003 Ford Explorer at \$14,000.00, to come out of the Police Department Vehicle Reserve Fund. The \$15,000.00 needed to outfit the vehicle for patrol will be borrowed and paid back with interest.

It is also understood that it will be three (3) years in order for the Police Department Vehicle Reserve Fund to reach the amount needed to replace another vehicle at \$30,000.00.

The next item on the list includes hiring a part time officer clerk to participate in setting up and maintaining a filing system as well as assist the other office staff. Chief Oules stated that they

could go through Work Source, but this is often difficult to do as far as the screening process and finding someone suitable for the position.

Council Member Fateley suggested the idea of incorporating Darryl Shenyer, City of Brewster office assistant, into the position. Police Chief Oules stated that the position for the Police Department would primarily be in the summer months, a few hours a day/week. Finance Director Pam Olsen stated she did not foresee any problems with having him work in both departments, and his wages could be compensated from the PD budget and City budget, according to hours worked in each area. Mayor Webster suggested putting Darryl on a flexible part time schedule. Chief Oules stated that he would be fine with Darryl helping out during the time needed. Chief Oules and Finance Director Olsen will get together and go over the specifics of the set up as well as funding and a preliminary schedule.

The next item on the list involves the integrated computer system. This would include \$2000-\$4000 for a two-person desk, software and chairs. This set up would allow his officers to work more efficiently and the new software would speed up the documentation process and get them back out on patrol more quickly. The previously requested MDT's (in-car computer system) is something he would like to see happen in the future, but does not believe his department is ready for this and believes this is something that will be placed in his five-year plan.

The last item on the wish list is a storage unit. He would like to purchase the unit to store extra equipment other department items. It will cost around \$1500.00 and can be placed where the DARE van is parked currently, on the back side of the building. Chief Oules stated that storage is an issue and sees this as the only feasible remedy to the problem until a major remodel can be done.

### **FIRE DEPARTMENT:**

Fire Chief Mike Webster presented to the meeting to discuss the top five (5) items on the Fire Department wish list. He noted that the flammable liquid cabinet and pump testing for engine #28 are not optional items; these are necessities and will need to be done regardless. The pump testing for Engine 28 needs to be done every year, and is far past due for testing. This can be done by General Fire out of Spokane.

Fire Chief Webster discussed the need for a new roof on the fire hall. He was given an estimate of \$7987.00. This will include removing the existing roof, adding two-layers of poly-insulation and installing the new metal roofing. This cost does not include the library. Public Works Director Smith asked if the Fire District would be contributing to the cost of the new roof. Fire Chief Webster stated that he would check into whether or not we could ask the district to cover a portion of the cost of the new roof. Mayor Webster stated that we could compose a formal letter to the District asking them to help with some of the funding for the new roof that is needed.

The next item on the wish list is the need for a new electric furnace. Fire Chief Webster stated that the current furnace is working, but is basically "limping along". He stated that he had called Cascade Mechanical for a quote, which was at \$3165.96. Public Works Director Smith suggested that he call Lakeside Heating and Air Conditioning as they generally quote lower than Cascade Mechanical.

The last item in the wish list is painting the fire hall. Fire Chief Webster estimates that to paint the entire fire hall will, it will cost right around \$2500.00, primarily to cover the cost of materials. He stated that the Library may be able to contribute some money as well. He would like to change the color. Fire Chief Webster noted that the fire crew could do most of the prep work, including spraying, scraping and minor repairs. He will check into possibly having some of the inmates from the Okanogan County Jail do the painting.

Fire Chief Webster also stated that a Burn Permit fee has been added to the new 2008 fee schedule. This will cost \$25.00, and will be good for one burning season, ie: October 1, 2008 through May 31, 2009. It will now state in the ordinance that a burn permit will be required for burning yard debris within the City limits during the months when the burn ban is not in effect.