



October 24, 2008  
Campbell's Resort  
Lake Chelan, Washington

The 2009 budget workshop retreat was called to order at 9:00 am on October 24th, 2008 by Mayor Lee Webster. Those present included: Mayor Lee Webster, Council Members Jerry Tretwold, David Freels, Art Smyth, Kris Dawson and Bob Fateley. Also present were Finance Director/City Clerk Pamela Olsen and Deputy Clerk Desha Dawson.

Mayor Webster reviewed the agenda and discussion guidelines, which included review of the topics outlined by the Department Heads with discussion and recommendations -if any- to follow. Council agreed to this format.

Council Member Jerry Tretwold began the budget discussion with the recommendation that each department operate within the adopted 2008 budget numbers, and take an additional 5% (five-percent) off of the 2008 final budget figures. Council Member Bob Fateley stated he did not have a problem with this, as long as the Police Department and Public Works Department would not suffer any employee losses to stay within these budget requirements. The entire Council agreed to this.

Finance Director Pamela Olsen stated that the current COLA/CPI-U is 5.4% to 5.9% (County).

Council Member Freels believes the City should budget for upcoming Jail Fees (separate fund) as well as \$6,000 for the Emergency Response Fees.

Mayor Webster requested that Council review and consider the water/sewer line mapping (GIS) for the City of Brewster, which will cost right around \$12,000. In the two days prior to this budget workshop, the crew spent a considerable amount of time and money to locate a service line break. This is a line that had been previously mapped out, but on the maps they referred to, it was marked incorrectly.

**PUBLIC WORKS:**

1. Building Department:

This department has struggled for years. There is \$20,000 in the Building Dept. fund, which is not very much. The question was raised whether the Pateros Building Inspector fees should be raised, as well as other building department fees such as permits. Council Member Tretwold stated he feels the Pateros Bldg. Inspection fees should be raised to \$60.00 per hour, with \$20.00 for travel costs.

2. Streets:

Public Works has indicated that the GIS mapping of the water/sewer infrastructure is a critical priority. Mayor Webster referred Council to the prior comment regarding the mapping system. Public Works would like to continue with the sewer clean out program, as well as implement a gravel clean-out at the WWTP. This would be performed in a similar manner, with the gravel being vacuumed out rather than "dug out" with a back hoe. The mobilization fee for the vac-truck is split between the City of Brewster and four other local cities. Public Works also noted that the loader mounted sweeper has been working out great with respect to sweeping the City streets.

3. Parks:

The watering system at the park/soccer field is in need of replacement, as it is not working well and Public Works would like to have this redone or repaired. Currently, these areas are being hand-watered (hand set sprinklers, etc) and it needs to have a proper watering system.

Home Depot/Little League Association may be able to go in together on replacement lights for the Little League Ball Fields, which have been broken out by vandals.

Public Works would also like to obtain a larger trailer for hauling the mowers to the cemetery and other areas of the City, as driving them there or having to make several trips with the smaller trailer is not cost effective or fuel efficient.

4. Angle Trailer Park:

The City is still working on the rates for ATP. It has been suggested by Public Works that the City go with a flat yearly increase rate plus utilities or a yearly increase based on a percentage plus utilities.

5. Cemetery:

Public Works needs to put in a pressure-reducing valve (due to overpressure problems) as well as a new sprinkler system.

6. RV Park:

Prior plan was to put in 9 to 12 full-hook up spaces as the RV Park use has increased, thus the need for additional spaces is evident. The City has lost revenue having to turn campers away, as there is no space available. With the way the budget is looking for 2009, it may only be feasible to put in 1 to 3 full-hook up spaces. Public Works would like to have cable installed in all 23 spaces, as spaces #1 through #10 are the only cable sites available. Public Works would also like to restore the old restrooms at the pool and is checking into the cost of this. These restroom/showers would only be available for use to the RV Park Customers.

7. Pool:

The pump needs to be replaced and/or repaired, with the cost being approximately \$5,000. The pool did see a savings this year, particularly with respect to the power bill, and did so by placing more solar panels and putting in a smaller pump on the water slide and a new chlorinator. The pool was operating in the black for the first time in years.

8. Airport:

Looking to resolve helicopter parking issued – ordinance #810 may be the solution to this problem. They need to purchase a photocell light and fixture for the entrance. Mayor Webster stated that the PUD contract (power) was signed and mailed out so the project should be moving along now.

9. Recreation Center:

Per Eddie Allen (Rec Center Director) He would like to request the following for 2009: new/used computers for public use, new entry rugs, double basketball shoot-out hoops and portable nets. He also stated that the pool is in need of a new pump (this was already outlined in the Public Works section of the Pool). Mayor Webster also stated that even though the Rec Center has struggled in the past, he is optimistic about Director Allen and the plans he has to bring the facility back up and make it what it has always been intended – a Community Center. Director Allen has many goals and ideas to help make the Rec Center flourish.

10. Sewer:

Public Works has indicated that GIS Infrastructure mapping of the sewer system is imperative. He would like to have a vehicle/equipment maintenance fund. The sewer manhole and mainline cleanout program was initiated in 2008 and would like to continue this in 2009 as this is an important part of the system maintenance and would like to see this continued yearly (cost to be split between four departments-streets, water, sewer and shops). Also requested is to eyewash stations installed at the pool and the WWTP. Both of these areas deal with hazardous chemicals and per OSHA and L&I safety requirements, these are necessities and safety cannot be ignored.

11. Water:

Once again, the GIS (infrastructure) mapping is paramount. The cost would be shared between four departments (wa/se/streets/shops). The currently initiated hydrant replacement program needs to continue and scheduled replacement of the 76 hydrants we have in the City guarantees fire protection and will bring our fire protection system back to code.

Equipment, vehicle and backhoe replacement reserves are a necessity. Although we do not need any of these items replaced now, if the need should arise these are costly replacements and having a fund to help cover some of these costs is necessary.

Public Works would like to replace the Okanogan Douglas Hospital water meter, as at this time the meter is non-operational (unable to get reads) and needs to be replaced ASAP. Public Works would also like to implement a meter replacement schedule for the City. There are currently 676 operational meters installed on our system, with a typical life span of 10 years. The DOH and DOE mandate that meters be calibrated every 3-5 years to accurately reflect the consumption of pumped water. The replacement of meters is necessary when they cannot be calibrated; therefore the need to replace our old meters is necessary.

12. Shops:

Again, the GIS (infrastructure) mapping is necessary. There is a need to maintain and update the vehicles and equipment as well. The sewer mainline clean-out program was initiated in 2008 and Public Works would like this to continue yearly.

The need for additional funding for training is requested, as the State and Federal agencies require crew members to obtain and maintain their certifications (treatment plant, water, etc). Public Works is also looking to "cross train" the employees in other fields as the need for more than one qualified/certified employee in each department is needed as we continue to grow.

In the same light, the need for continued memberships with specific agencies is required in order for the City to be eligible for grants and funding from the State and other Federal agencies for projects, training, equipment and technical support.

**POLICE DEPARTMENT:** (Figures and requests are minus the wage catch-up figures)

1. Administrative Training:

The Chief of Police has requested funds for training for this department. Administrative and Executive training is expensive and most is mandatory ie: Evidence, Records and Public Disclosure. Most of this training is required and have a set amount of hours that need to be maintained.

2. Professional Services:

Based on the previous year's expenses in this area, the Chief believes they can stay within budget in this area. The biggest issue/expense in this area is when the City Attorney is contacted without his knowledge. There are people within his department that have the training to do certain things ie: records releases – without having to contact the City Attorney – and by utilizing the people in his department that are trained to do these things will help cut down on some of those unnecessary costs.

3. Officer Training:

The Chief noted that although there is some mandatory training that cannot be avoided, some of the other yearly training costs can be cut or reduced by having the officers do their training locally.

4. Vehicle Repair:

The Chief indicated that unless a major repair issue comes up, he believes they can stay within budget, or even under budget, with respect to vehicle repairs.

5. Fuel:

This cost can be cut by having less single driver patrols. Fuel costs have been decreasing and the Chief does not foresee a major issue with staying in budget.

6. Overtime:

Although overtime for the department has decreased (with some or most being reimbursed), there is a minimum amount of overtime that is needed just to meet contractual obligations for holidays – day and night shift. Public events like Bonanza Days, the 4<sup>th</sup> of July Celebration, Salmon Derby and school sporting events can be covered by the officer that is on duty for that shift.

7. Operating Supplies:

The Chief indicated that his department should be able to stay in budget for their operating supplies, unless of course, there are major system failures ie: computers.

8. Jail/Medical Fees:

Chief Oules indicated that only \$30,100 of the budgeted \$38,000 has been billed/paid for jail/medical fees in 2008, thus leaving \$7,500 in the budget that has not been spent. He noted that this left over money could be used towards the 2009 jail fees, rather than putting it into the car replacement fund. Jail fees are an issue, and how to pay them. Council Member Freels stated that if there is 7,500 left in the budget that had not been spent, it should be placed into the same fund, or possible a different one. Council Members Freels, Tretwold and Finance Director Olsen will arrange a meeting with Chief Oules to go over this.

At this time, the Mayor believes that we should budget at least \$30,000 for jail fees as this is an expenditure that should be budgeted for and we need to make sure the funds are there.

Court revenues = \$60,000, however expenditures = \$93,000. Mayor Webster would like Finance Director Olsen to show where the other \$30,000 will come from.

9. Camera Loan:

The Chief believes this cost can be covered by the officers by increasing their traffic enforcement, ie: court fines, tickets, etc.

10. Additional Officer/Office Staff Member:

This is in his 10-year plan, however, would like to increase by one officer and one office staff member.

At this time, Mayor Webster announced he would now be adjourning to lunch. Meeting was adjourned at 12:30 pm for lunch.

At 1:45, Mayor Webster called the meeting back to order. At this time he asked if there were any of the Council Members present who wished to continue discussion on the 2009 Budget. All Council Members present stated that they felt there had been adequate review of the department budget explanations and believed the previously recommended 2009 budget be to use the 2008 numbers, minus 5% from those numbers, would be wise due to the unstable economy and that any decisions regarding the 2009 budget would be discussed and decided upon during the regular City Council Meeting.

With there being no further discussion brought forth, Mayor Webster adjourned from the Annual Budget Meeting at 1:55 pm.