

NAPAVINE CITY COUNCIL WORKSHOP MINUTES
August 29, 2017 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER: Mayor Sayers called the workshop to order at 6:00 p.m. The Mayor asked the department heads to report on their 2017 Budget, whether over budget or under budget as well as what they would like to ask for in their 2018 Budget.

ROLL CALL: City Council present: Mike Wood, Larry Stafford, James Haslett.

Municipal Court Judge Joe Mano: Katie Clark, Court Administrator provided a preliminary 2018 budget for Municipal Court. Joe Mano informed council that the courts are mandated to provide full body metal detectors for the court, which they provided an estimate of \$6,500.00 for this and is included in their budget proposal. Recommended to search for surplus property from the state, and Councilor Stafford stated he would provide contact information. Judge Mano explained that court revenues all over the United States are going down due to City of Ferguson decision and our Washington State Supreme Court requires every judge before imposing a fine and financial inquiry to the defendant to pay that fine, the court impose a payment plan and risk the defendant being in default, sending to collections and warrants. Collections are down six percent (6%). Mayor asked Judge Mano when his contract expires, which is December 2018.

Police Department – Police Chief Chris Salyers: Chief Chris Salyers reported that he is currently 12% under budget for 2017 per the figures in July. Salyers informed council that the patrol vehicle, a Ford Truck is on order and will look into name Chief Salyers stated he will be asking for a third officer for 2018 as well as additional hours for the records clerk as she is already working additional hours that she does not get compensated for. A rookie police officer for the first year is under \$55,000 and an experienced officer would cost around \$59,000. Discussion of pursuing a federal grant for a third officer with a 50% grant match and needs direction from the city to pursue this or not. Asked the city what calls do you want the police department to respond to with the shortage of officers and the calls for service have increased as well as an increase in theft, citizens are upset that the city does not have more police coverage. The preliminary budget estimate for 2018 for a third officer, increased hours in administration, training and equipment is \$374,000. Discussion on police budgets of the past was \$500,000 for four officers and four reserves, and Salyers have been questioned why we don't have reserves, which now they want to be paid and Chief asked the council where do you want him to take this police department. Councilor Wood stated the most important is a third officer and Councilor Haslett stated let's make this a goal and needs to be a priority.

Community Development – Cris Dodd: Cris Dodd reported that she is over in vehicle maintenance due to new tires on the CSO/Parks vehicle maintenance in the amount of \$168.76 and CSO nuisance disposal \$121 everything else is under budget. Councilor Wood asked if the Police Department for a little bit more bite in the enforcement. The CSO Budget is \$16,100 which includes salary, benefits, rent, insurance, utilities etc. Discussion of Parks; Councilor Wood questioned contracting out maintenance services for maintain the grounds, Councilor Haslett stated they looked into that 20 years ago and the cost was more than paying someone to maintain the grounds. In 2018 not many changes other she will be asking for additional hours for the building inspector and postage due to notification changes for CSO. The city can contract with SCJ Alliance Consulting Services to review new development plans for the city such as Klumper project and Arby's and on a case by case for commercial projects versus a Community Development Director. Discussion of a need for increased days in inspections, which is done Tuesday, Wednesday and Thursday and Councilor Wood asked if this is sustainable, is this just a temporary need or a long term need. Councilor Wood asked if Bryan Morris is a backup inspector, Cris Dodd stated Bryan is busy with his public works department. Community Development went down \$13,000 with the retirement of CD Director and the other changes in the budget.

LaVerne Haslett stated what she has seen here tonight, a need to restructure the city, which should be done by the city council and feels that the changes were made for Steve Ashley to build his kingdom. When she was city

clerk the city had four clerks, doing the court, community development, deputy clerk and treasurer which was handled in the Clerk's Office and they all work together to be cohesive manner that everyone is aware of what is going on. Councilor Haslett stated the Mayor needs to bring his ideas of a restructure to the council to get everyone to work together.

Clerk-Treasurer Mary Wood: Reported most areas of her budget are within or under budget for 2017. Wood advised all current ordinances have been submitted for codification from October 2015 to August 2017. Wood has restructured some of the 2017 budget based on those employees that resigned and the increase in legal fees. One area that was not budgeted in the Clerk's portion of the budget was training, and informed council that she and Deputy Clerk Sharri Salyers will be attending the Vision's conference in October. Wood informed council that she will be asking for another employee to help in the Clerk-Treasurer's Office for 2018 and one option was to job share the police clerk for additional 16 hours or to hire someone for 24 to 32 hours. In 2018 there is a need to replace the computers for Clerk-Treasurer and Deputy Clerk, which the last time was in 2012. The city also needs to replace the meter reading unit was purchased in 2006, so it is 11 years old now and is showing signs of instability. Vision is updating the Payroll, Financials and Cash Management so we will need to budget for this as well. Also need to start planning for long-term care for the city's LEOFF 1 retiree.

Public Works – Bryan Morris Director: Bryan Morris reported that he went to the manufacturer of our meters to ask for a 20 year warranty vs 10 year warranty. Morris is asking for another employee in public works and needs another employee to be certified as WMD2 in water in the event if something were to happen to him, the city has backup. Also asking additional funds for engineering in Streets for \$5,000 to assist with TIB grant writing for 4th Avenue NE for \$600,000 with a 5% match will need to budget for in 2018 as well as 5% for \$500,000 for the Woodard Road repair and a grant that is available for safe sidewalks for school children. Morris is looking at an application grant for improvement to Rush Rd Exit 72 for federal funding. Question about the RCO Grant for the flood study on Rush Rd/Kirkland Rd, for everyone's information this is a storm drain study, which storm drain does fall under the Street Budget, the city was awarded a \$40,000 grant with Community Development and was extended. This grant is monitored by Community Development. Morris would like to change engineering firm for 2018, as he is not happy with SCJ Alliance. The street light maintenance is over budget and is pursuing changing the street lights over to LED lighting and do so by neighborhoods. Morris also stated he sees areas where he can save and would like to start a capital equipment fund to replace the old water truck and a dump truck.

Morris informed council that he does not oversee the water budget, Councilor's Haslett and Wood asked why not; that he should be as he is the Public Works Director. Councilor Haslett asked if he had sewer budget, Morris replied yes. Bryan Morris explained that he does the work and maintenance on the water, and Councilor Wood asked if he should be in charge of the water budget, Councilor Haslett asked if he was involved with Well #6, and thought he was in charge of the water, Morris stated the Mayor asked him to work with Cris Dodd on the Well #6.

Sewer budget is over on sewer degreaser due to finding a vendor that would save \$100 per bucket, however had to purchase five buckets to get the price break.

Gabi Morris asked isn't water under the Community Development Director and Administrative Assistant, Bryan Morris stated Public Works is responsible for everything in the right of way and community development is responsible for the private side of water and sewer.

ADJOURNMENT: Workshop adjourned at 7:30 p.m.

Respectfully submitted,

Mary Wood, Clerk-Treasurer

John Sayers, Mayor

Councilor