

- 0005 Mayor Larsen called the Regular Meeting of the Castle Rock City Council to order at 7:32 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Khembar Yund, Greg Marcil, Julie Bean, Ed Smith and Jeff Skeie.
- 0076 Councilmember Skeie requests that the minutes for the August 22, 2005 Regular Council Meeting indicate that under the Longview Housing Authority, the property taxes for the Riverview Apartments will be frozen at the current rate.
- 0140 Councilmember Marcil made a motion, seconded by Skeie to approve the minutes to the August 22, 2005 Regular Council meeting with the noted addition. By roll call vote, councilmembers Bean and Smith abstained, the rest 'Aye', motion passed.
- 0214 Fire Chief Eric Koreis reports that at the next meeting, he will provide documentation in preparation to discuss the proposed interlocal agreement with Fire District #6 regarding annexation into the district. An interlocal agreement is needed for the exchange of personnel and property. The annexation is on schedule to be included on the November ballot, for voter approval.
- 0288 Koreis requests approval to hire a temporary secretary to fill in when the current secretary is on maternity leave. This would be a temporary position, not to exceed 90 days at a rate of \$10 per hour.
- 0350 Councilmember Bean made a motion, seconded by Smith to hire a temporary Fire Department Secretary at a rate of \$10 per hour, not to exceed 90 days. By roll call vote, unanimous 'Aye'.
- 0406 Koreis requests approval to use a new records management service. The Fire/Ambulance Department experienced many problems and expenses when using Fire Point Records Management. When this system became impractical the department began temporary use of a database program that Koreis wrote. Entering data into this current program is repetitive and time consuming.

After much research Koreis recommends using emergencyreporting .com. This is an internet based emergency records management service. This service has a large clientele base and is relatively inexpensive. Koreis would like to begin training in preparation to join this service in January 2006. The startup fee to purchase this program is dependant on different variables, but would not exceed \$2000. The need for double entry of data would be eliminated with this system. A co-op between other fire departments could reduce the 911 connection fee for

this system. An additional \$99 per month service fee would provide updates, networking, data backup and software installation. Connection to this system, data entry and training could begin right away with no expenses incurred until an annual agreement is entered into in 2006. This expense would be shared between the EMS, City Fire and Fire District #6 budgets.

City Attorney Tom O'Neill reports that if the Fire District #6 annexation is approved by voters, then the City should no longer be responsible for the expense of this service.

- 1050 By consensus, Councilmembers allowed the Fire Department to proceed with training and data entry into the emergencyreporting.com record management service.
- 1061 Kories reports that the Fire Department responded to a house fire on Diane Street SW over the weekend. No one was home at the time of the fire and the family dog was rescued.
- 1237 Police Chief Bob Heuer reports that Officer McNew seized 36 grams of methamphetamine during an arrest.
- Heuer also provided the following updates:
- *The Chief has been in contact with the new Humane Society Director who is making an effort to improve city service.
 - *The new police vehicle is scheduled to arrive soon.
 - *The application for a School Reserve Officer grant was unsuccessful, however the high school annexation has been completed.
 - *The Office of Crime Victims Advocacy has given the Police Department a laptop computer.
- 1390 Councilmember Smith reports that the Humane Society Director is concerned that current city ordinances are not sufficient for enforcement purposes. City Attorney Tom O'Neill will address his issues. Clerk-Treasurer Ryana Covington observed that the dangerous animal ordinance was written by the previous Humane Society Director.
- 1505 Chief Heuer reports that he is looking into the possibility of trading the offline police vehicles towards a new vehicle. By consensus, councilmembers authorized the chief to pursue reviewing this option.
- 1578 Ken Bjorhus, 319 Roake Avenue NE, requests a utility adjustment for unusual circumstances. Mr. Bjorhus has no explanation for a high usage of 2200 cubic feet of water. They were out of town for two days during this billing cycle. Mr. Bjorhus suggested that a hose may have unknowingly been left running. All the water faucets were replaced two months ago. Public Works Personnel has checked and there are no leaks.

- 1785 Councilmember Smith made a motion, seconded by Marcil to approval a utility adjustment in the amount of \$44.46 at 319 Roake Avenue NE for unusual circumstances. By roll call vote, Skeie Nay, the rest 'Aye' motion passed.
- 1834 Clerk-Treasurer Ryana Covington requests approval for payment of August 2005 invoices in the amount of \$341,956.51, as described in the Summary of Claims and further described as check numbers 33729 through 33863 for general expenditures and check numbers 18475 through 18551 for payroll expenses.
- 1842 Councilmember Bean made a motion, seconded by Marcil to approve payment of July 2005 invoices in the amount of \$341,956.51, as described in the Summary of Claims. By roll call vote, unanimous 'Aye'.
- 1850 Covington stated that she has received Councilmember Yund's work schedule. However she has yet to receive the police, fire or ambulance budgets. After evaluating schedules, budget workshop meetings are scheduled for September 21st and 28th at 7:00 pm.
- 1995 Covington summarized retainage of services for Building Inspector. Chris McDonnell has been hired as a temporary part-time employee, at a rate of \$30 per hour. Mr. McDonnell also currently works part-time with the cities of Winlock and Kelso as their inspector and plans examiner. McDonnell will work for a six-month period, during which the City of Castle Rock will continue to negotiate an interlocal agreement between another municipal entity to provide building inspection services. McDonnell is currently working for the City two days a week until the inspection backlog is up to date, thereafter he will provide services one day a week.
- 2080 Librarian Vicki Selander reports that the Automation Project Contract has been completed at no cost to the library. The technician will begin installing equipment within the next two weeks.
- 2105 Report of Meetings
Councilmember Yund will attend the 911 Council Meeting to approve the budget on September 26th.
Councilmember Marcil attended a meeting with Public Works Director David Vorse, a Department of Natural Resources representative and Senator Mark Doumit on August 29th regarding land use issues.
Councilmember Bean reports that the Regional Transportation Board Meeting in September has been cancelled.
Councilmembers Smith, Bean, Marcil, Skeie and Mayor Larsen all attended the 'Castle Rock Celebrates' Volunteer Appreciation Awards Ceremony. Mayor Larsen thanked Covington for a job well done.

- 2308 Mayor Larsen stated that she has received a report that a citizen was asked to pay for the Mosquito Control Board to come out and spray. Councilmember Marcil stated that he has received a similar report. Councilmember Smith will contact the board regarding this matter.
- 2361 Councilmember Marcil made a motion, seconded by Yund to approve Resolution 2005-12 declaring the need for the Housing Authority of the City of Longview to operate within the boundaries of Castle Rock, on second reading. By roll call vote, unanimous 'Aye'.
- 2378 Councilmember Skeie made a motion, seconded by Marcil to approve Ordinance 2005-09 declaring an emergency relating to public expenditures under the provision of RCW 35A.33.090, fixing the amount of money to meet such emergency and authorizing the expenditures of such money and amending the budget of the City of Castle Rock (General Fund) for 2005, on second reading. By roll call vote, unanimous 'Aye'.
- 2407 Councilmember Bean made a motion, seconded by Yund to approve Ordinance No. 2005-10, an ordinance declaring an emergency relating to public expenditures under the provision of RCW 35A.33.090, fixing the amount of money to meet such emergency and authorizing the expenditures of such money and amending the budget of the City of Castle Rock (DOT Spoil Site Fund) for 2005, on second reading. By roll call vote, unanimous 'Aye'.
- 2431 Councilmember Marcil made a motion, seconded by Bean to approve Ordinance No. 2005-11, an ordinance declaring an emergency relating to public expenditures under the provision of RCW 35A.33.090, fixing the amount of money to meet such emergency and authorizing the expenditures of such money and amending the budget of the City of Castle Rock (Regional Sewer Fund) for 2005, on second reading. By roll call vote, unanimous 'Aye'.
- 2456 Councilmember Marcil made a motion, seconded by Yund to approve Resolution 2005-13 formally designating the National Incident Management System as the basis for all emergency/incident response and management in the City of Castle Rock, on first reading.

Side B – Not recorded due to tape malfunction

Discussion on the above motion: Councilmember Yund asked if any of the other entities plan to adopt the NIMS system for incident response. Covington stated that FEMA was requiring this of all entities to retain eligibility for emergency funding, however she did not have direct knowledge of how many cities had adopted NIMS. Yund expressed concern that NIMS would need to be used for all emergency response incidents. The city attorney stated he would poll the other cities and advised the council to adopt the resolution on first reading.

By roll call vote, Councilmember Yund voted 'Nay and the remaining councilmembers voted 'Aye'. Motion passed.

Councilmembers reviewed and discussed the increases for flood insurance coverage offered by FEMA National Flood Insurance Program for city hall, library and fire hall buildings. Councilmember Smith noted that FEMA has changed their assistance parameters and will not be available to assist communities during an emergency, if less than 800 homes are impacted. Councilmember Bean commented on the responses from Red Cross and FEMA after hurricane Katrina devastated the Gulf Coast areas. Councilmember Bean recommended that our city's emergency plan be reviewed by appropriate staff members to see if it adequately addresses emergency responses.

Councilmember Yund made a motion, seconded by Skeie to approve payment of the flood insurance as noted on invoices from FEMA National Flood Insurance Program. By roll call vote, unanimous 'Aye'.

Meeting adjourned at 8:30 p.m.

Mayor Barbara Larsen

Clerk-Treasurer

Budget Workshop Meeting
Meeting Not Recorded

September 21, 2005

Mayor Larsen opened the budget workshop meeting with the following councilmembers present: Khembar Yund, Greg Marcil, Julie Bean, Ed Smith and Jeff Skeie. Others attending included: Fire Chief Eric Koreis, Clerk-Treasurer Ryana Covington and Daily News correspondent Barbara LaBoe.

Fire and Ambulance Service Fund Budgets:

Koreis summarized the budgets for the fire and ambulance services. He stated minimal increases included a 2% COLA increase for salaried employees, including the part-time secretary; a \$1500 increase in fuel costs and increases in utilities, due to inflation. Koreis requested funding for six pagers and four portable radios which would be funded entirely from the Fire Department budget. Fire District #6 would also share in this cost. In addition, \$1233 would be included in each of the Fire and Ambulance budgets to pay for a new reporting system through Emergencyreporting.com

Covington stated her estimated ending fund balance for the Ambulance Fund is \$79,384, which is an increase over the 2005 fund balance of \$59,092. Councilmembers also reviewed a comparison of ambulance revenues over a five year period. Koreis noted that revenues in 2005 have exceeded previous years, however he cautioned that decreases

associated with Medicare deductions, bankruptcy or collections are always a factor. He noted that there is up to a six-month delay for collections on patient transports as a result of waiting for insurance company responses.

Koreis stated the proposed ambulance service budget still requires \$11,000 in financial assistance from General Fund and \$28,000 in assistance from Fire District #6. Koreis added that he has not yet met with the Fire District to discuss his proposed budgets, so the amount of assistance is still preliminary.

The fire chief also pointed out that no transfer is proposed for the Ambulance Vehicle Replacement Fund.

In answer to Covington's question, Koreis stated that one volunteer intern position is included in the 2006 proposed budget, with the cost divided between the fire and ambulance service funds.

In answer to Councilmember Marcil's question, the Chief stated monthly costs for fuel in 2005 are approximately \$400. Councilmember Smith suggested that a diesel fuel dispenser be constructed at the city shops so that fuel can be purchase in bulk.

Councilmember Yund voiced dissatisfaction in the need for General Fund monies to support a fund that has the ability to generate it's own revenue through user fees. Councilmember Smith suggested that a rate increase may be necessary to support the current level of service. Koreis agreed that this would be one option, however 50% of users are Medicare funded patients which would not pay the increase in costs.

In answer to Councilmember Marcil's question, Chief Koreis stated the ambulance has responded to Johnston Ridge five times this year. This location is 50 miles outside of the service area and only two of those responses required transport. Koreis outlined protocol that he has established to help reduce the need to respond to that area and he provided examples of such situations. In answer to Councilmember Marcil's recommendation, Koreis stated he has entered into negotiations with Fire District #3 (Toutle area) to investigate a means to recover costs for responding to this area.

Koreis stated that monies received from the General Fund basically supports fire staff time, especially those doing administrative duties. Councilmember Yund stated that providing this funding takes away from other non-income producing funds.

Councilmember Skeie stated that he supports the ambulance budget, providing that revenues continue to increase. In addition, if the annexation fails, he would also support General Fund contributions to continue an additional fiscal year.

Koreis stated the Fire District #6 annexation is slated to come before voters on November 8th. If the annexation is approved, there are two possible scenarios affecting the city's General Fund budget:

#1 If the city is annexed into the fire district in time for 2006 taxes to be

collected, then the city would reduce their taxes by .49/\$1000 valuation and the District would begin to directly tax those users. There would be no expenditures to the city for fire and ambulance services.

#2 If the annexation is approved, but not in time to collect 2006 taxes, the proposed Interlocal Agreement between the city and District provides that the city would collect the taxes and transfer that amount to the District, as taxes are collected. There would be no other budgeted expenses to the city for fire or ambulance services.

Koreis stated he would have a copy of the proposed Interlocal Agreement available to the councilmembers for their review. He noted that the city attorney proposed the Interlocal Agreement be for a period of ten years, after which the city would need to negotiate fire prevention service costs. Some examples of these services include fire code administration, sprinkler system certification, fire investigation and fire suppression for city-owned buildings.

Executive Fund:

Covington requested council direction on the following issues:

Council and mayor salaries: By consensus, councilmembers requested that a citizen advisory committee be established to review these salaries. They requested this be completed in 2006, with recommendations being implemented in 2007.

Cost of living increases: Covington proposed a 2% COLA increase for non-bargaining employees for 2006. Councilmember Yund noted that the 2.4% is the average for the Portland area. By consensus, councilmembers agreed that 2% be included in the proposed 2006 budget.

Covington also outlined what is needed to allow councilmembers to convert to an electronic based agenda. This would include purchasing laptop computers for all councilmembers and a scanner. By consensus, councilmembers directed Covington to include those costs for the 2006 fiscal year budget.

Covington stated the next budget workshop is scheduled for September 28th at 7:00 p.m. to discuss the proposed police budget.

Meeting adjourned at 8:23 p.m.

Mayor Barbara Larsen

Clerk-Treasurer

