

011 The budget workshop was called to order at 7:00 p.m., with the following councilmembers attending: Khembar Yund, Greg Marcil, Ed Smith, Jeff Skeie, Police Chief Bob Heuer, Police Sergeant Scott Neves, City Attorney Tom O'Neill and Clerk-Treasurer Ryana Covington.

016 Police Department

Capital outlay requests include the following:

\$700 rifle

\$975 computer station system for the office

\$485 MDT laptop replacement

\$775 for two palm pilot citation computers

Chief Heuer advised noted that the only pertinent increase is for gas. He is requesting a 2006 appropriation of \$13,000 as a result of the high fuel costs. (\$7600 was appropriated in 2005) Chief Heuer felt that 2006 fuel expenses will be close to the current year appropriated amount for fuel. The 2006 request estimates fuel costs to remain around \$3/gallon. The fuel tank at Public Works is filled two times per year and the police department uses approximately 60% of the tank.

In answer to council's questions, Heuer stated he would like to have one rifle in each vehicle. The rifle appropriated for purchase in 2005 has not been made due to concerns over high jail costs. Heuer explained reasons for moving toward department issued handguns and other artillery. He also explained his preference for rifles versus shotguns. Eventually he would like the department to rotate out the shotguns. Sergeant Neves stated firearms training courses also are showing a preference for the trend toward rifle use. O'Neill stated, from a liability issue, as long as the chief is in control of training standards, the department will cover their exposure if any issues arise. In response to Councilmember Yund's request, Neves stated the department intends to retain one shotgun to be kept in the supervisor's vehicle.

Neves stated the department is attempting to incorporate a computer replacement cycle. In 2005, the council appropriated replacement of one laptop and one office computer system. The department had a used laptop donated to them and does not intend to expend the 2005 computer appropriation this year. The 2006 amount is a request for re-appropriation of 2005 funds.

Sgt. Neves explained that the State of Washington is moving toward incorporating a paperless system for citations. The department would like to purchase palm pilots to be used as to issue citations. Appropriating purchase of the hardware would ready the department when the State incorporates the system. This purchase would not be made until the paperless system and software is adopted

for use.

In answer to Councilmember Marcil's question, Sgt. Neves stated they have located a source for purchase of warranted, used 'Tough Books' MDT's. He stated Longview and Kelso currently are successfully using this model.

Councilmember Yund asked the city attorney to research proposed legislation which would require cities and counties to pay for all felony bookings.

Chief Heuer also noted that he requested the jail costs to be included in the Court Fund, instead of the Police Fund. Covington stated that she has reviewed this request with the State Auditor and there are no statutory regulations to prohibit this from happening. However, the city must be able to identify a person and process to assure accountability for expenses and be able to definitively identify that the person arrested was for a City of Castle Rock incident, the booking did occur and the number of days held is valid. In addition, the State Auditor does not recognize the city's prosecuting attorney as being the valid source for justifying those costs. Chief Heuer stated he anticipates that he would still be responsible for validating jail invoices. Mr. O'Neill noted that he is has also been working with the police chief to oversee jail costs, especially within the transition period during which the city contracted with District Court for municipal court services.

O'Neill noted that the jail billing costs have increased to \$62/day. This is an increase of \$1.83/day over the 2005 budget. Heuer noted that the jail contract for all cities expires this year and negotiations may see some conditions within that contract amended. O'Neill recommended 2006 jail cost allocations be increased to \$25,000. Jail costs to date have already exceeded the \$16,350 appropriated in 2005.

2028 Public Works Director Dave Vorse and Mayor Barbara Larsen arrived at 7:35 p.m.

2030 In answer to Councilmember Skeie's question, Chief Heuer noted that the cost for office supplies is directly affected by the number of staff and reserve officers. In addition, this is the first year that the department has had a full-time secretary.

Councilmember Skeie also questioned the request to increase appropriated expenses for the purchase of police patches an additional \$510 over 2005 expenses. The department purchases patches in bulk and they provide to both full-time officers and also to reserve officers. Chief Heuer stated he does not provide new patches to collectors.

Chief Heuer noted that he has also increased his appropriations for telephone expenses for 2006. Currently the chief, sergeant, police secretary and the full-time police officer receive \$20/month reimbursement toward their cell phone bill,

provided that the cell phone has the Nextel communication system. Currently the cell phones cost each listed employee \$67/month to have. Heuer recommended that the monthly stipend be increased to \$35/month for the Sergeant and Police Chief. Councilmembers noted that any increase of the sergeant's stipend would be a collective bargaining issue.

Heuer suggested that instead of each officer having a personal cell phone account with Nextel, the city could issue the phones to officers, which would eliminate their cost for having the service. Covington noted that if the city issues the phones to the officers, they could not be used for personal use and the chief would be responsible for monitoring their use for accountability to the public. Councilmember Yund stated if the monthly minutes are not exceeded, it would not be an issue if personal calls are made, since it would not cost the city for the additional use. Chief Heuer noted that city-issued cell phones are subject to public disclosure rulings.

Side - B

2480 Councilmember Smith suggested the stipend for the chief be increased to \$40/month for fiscal year 2006. Stipend increases for the other qualified police department members will be considered when the collective bargaining contract is renegotiated at the end of next year. He noted that the Nextel phones are an important tool for the department. Heuer explained the importance of the Nextel phone communication system and noted several examples of its use.

Councilmembers debated the advantages of city-issued cell phones. Chief Heuer advised that both County Prosecutor Sue Bauer and County Attorney Ron Marshall recommended the city not issue cell phones to employees, but to instead have each employee obtain their own personal service.

Councilmember Skeie stated he is concerned that the city continues to make concessions, such as allowing officers to take their vehicles home, paying for their gas no matter where they live, possibly buying their cell phones and these will continue to become bargaining issues and he is not comfortable with these items. Councilmember Yund stated the city needs to look at things from a different standpoint – what does the city need to pay to get the job done? Does the cost benefit the city?

Chief Heuer described how critical it is to have the use of the walkie-talkie feature on the cell phone to contact either his officers or the police secretary. He needs to be able to communicate with his employees and know that they can get to the scene, when needed.

Councilmember Smith suggested that the stipend increase for the sergeant's cell phone monthly reimbursement be increased to \$35/month for the 2006 budget. The stipend would not be initiated until Chief Heuer receives approval from the

bargaining unit and the city attorney.

Chief Heuer explained his training and travel requests for 2006. He outlined the training that was completed in 2005 and noted that some of the officers were unable to attend budgeted training this year. As a result, he is asking that those funds be re-appropriate funds to complete such training.

Heuer answered questions pertaining to his vehicle maintenance plan. He stated the county motor pool does work on vehicles owned by other departments, but the county will repair their own equipment prior to being able to work on equipment from an outside agency. Currently a local vendor is used for vehicle maintenance. They are competitively priced and it takes minimal amount of manpower to deliver vehicles.

4205 Chief Heuer outlined his efforts to establish estimates for remodeling the upstairs for the police department offices. Heuer asked Councilmember Skeie to review plans with him and possibly to develop an oversight committee for the upgrade. Heuer recommended the upgrade be funded by the additional 1/10th of 1% excise tax that the city will be receiving, beginning September 2005. In answer to Covington's question, Heuer suggested the project will need to be phased and he has been unable to establish a budget for 2006.

4647 Municipal Court - elements were discussed earlier this meeting. Contract costs with District Court remain unchanged. Expenses for jail costs will be moved from the Police Department budget to the Municipal Court budget, with appropriations increased to \$25,000.

4652 Criminal Justice Fund
Washington State Treasurer's office notified the city that they no longer qualify for Criminal Justice High Crime revenues. This determination was based on 2004 crime statistics. The city will continue to receive criminal justice revenue for Special Programs, which include the bike patrol, Emergency Support Shelter funding and programs to support 'at risk' children.

4698 Street Fund
Capital projects include one street overlay in the amount of \$10,000. Determination will be made later as to which street will be upgraded.

Covington noted that General Fund will need to contribute approximately \$62,000 to cover requested expenditures. The only other revenue source in this fund is from the Motor Vehicle Fuel Tax revenues, which are estimated to be \$28,000 in 2006.

In answer to Vorse's question, Covington stated this year's General Fund contribution is \$48,311 and in 2004 it was \$68,761.

2533 Covington advised that the public work bargaining contract is being negotiated this year. Therefore impacts to salaries and benefits are only estimates and include a 2% wage increase and a 15% increase for health care benefits.

2591 Arterial Street Fund

Revenues: Covington stated she did not increase revenues to coincide with the State's gas tax initiative due to the citizen's referendum that has been filed requesting the tax to be repealed. Voters will decide this issue in November.

Capital projects include:

\$950,000 Cowlitz Street West improvements, including sidewalks, street and lighting. The city has submitted a Transportation Improvement Board (TIB) grant request for \$500,000 and intends to also submit funding requests from Cowlitz County in the amount of \$400,000, with the city contributing \$50,000.

\$120,000 Front Avenue NW sidewalk improvement project. Which would construct sidewalks from Front Street, near C & C Speedy Mart, through the north end. The city has submitted another TIB grant in the amount of \$100,000, with the city contributing \$20,000.

The above two projects will not be completed, if the city does not receive the requested grants.

\$15,000 Alley improvements. For the alley on the east side of Bredfields, continuing to the Exhibit Hall parking area. Improvements would include drainage, overlay work and parking areas.

\$20,000 Huntington Avenue South Entrance Feature. This will include completion of the rock walls, landscaping and grading work. In answer to Councilmember Smith's question, Vorse stated the irrigation system is working. Councilmember Yund remarked on how much Lions Pride Park is being used, after the improvements were made.

Councilmembers also discussed concerns over people filling water tanks at the RV Dump Station. Councilmember Smith and Marcil stated the service was not intended to provide free potable water. Vorse stated there is potable water and councilmembers approved both the design (which was patterned after the DOT RV Stations) and the signage. Mayor Larsen pointed out that the city has been successful in obtaining donations to support the RV services at the park.

Councilmembers discussed prioritization of the projects. Councilmember Smith suggested that a portion of the alley improvements could be funded partially from the Stormwater Funds.

Vorse discussed the recent legislative action that combined the gas tax revenues into one allocation, effective September 2005. Prior to this, motor vehicle tax revenue allocations were required to be divided into restricted sources (for Arterial Street improvements) and unrestricted sources (for all other street related projects). Vorse recommended that the city continue to allocate motor vehicle tax revenues for the Arterial Street fund to provide a revenue source, other than General Fund. Covington noted that revenue projections for 2006 reflect Mr. Vorse's request to retain gas tax revenue for the Arterial Street Fund.

3656 By consensus, Councilmembers agreed with project prioritization as submitted by Vorse.

3776 Park Department

Capital Outlay:

\$350 for a hand mower. This is used to do smaller areas, including City Hall lawn.

\$500 for park brochures. Councilmember Yund questioned if the brochures are serving their purpose. Councilmembers recommended that the city offer the businesses the option to advertise in the brochure to offset the printing costs. Vorse stated he intends to contact businesses so see if they are interested in sponsoring the brochure. Each sponsoring business would then be allowed space for advertising, they would pay for the cost of printing and the brochure would be distributed at that business. This would entail several separate printings, since space in the existing brochure is limited. Councilmembers made several additional recommendations which could add advertising space. Vorse stated he would explore the council's options and would bring this issue back for further review prior to expending any funds.

4360 Vorse discussed his policy for cell phone use. The public works department has only one city issued phone and that is assigned to the on-call employee. Councilmember Smith noted that it would be a good idea for public works to get a Nextel phone to streamline communication between police, fire and public works departments during emergency situations. Vorse stated he was advised by Fire Chief Koreis that US Cellular has the best coverage for this area and he noted that other cell phone companies are not including the quick connect features that Nextel has.

4511 Exhibit Hall Fund - Hotel-Motel tax revenues are the sole support for this fund.

Covington reported that expenditures support the part-time Exhibit Hall Director's salary. In addition, expenditures from this fund also pay for participation in the AWESOME brochure (developed by Cowlitz County Tourism Department) and promotion of local tourist related presentations.

Covington noted that consultants conducting the city's business feasibility study

did not feel that the exposure from the AWESOME brochure warranted the cost. In 2005 the city paid \$4000 for a one panel insert. Covington proposes to reduce the city's participation to ¼ panel at a cost of \$1200 and then use the city and chamber websites to promote local and regional activities.

Covington also recommended that the city submit funding for a lifetime membership in the Castle Rock Exhibit Hall Society in the amount of \$1500. She noted that for many years the city has leased the building to this board for use as a visitor's information center and display for historic exhibits , however the city has only sporadically participated as a member. By consensus, council-members agreed with the proposed 2006 expenditures.

4729 Accumulative Reserve Fund

No expenditures are anticipated in 2006. However in accordance with last year's council directive, an interfund transfer from General Fund to the Accumulative Reserve Fund in the amount of \$2500 has been included in the 2006 proposed budget.

4732 Finance Department

Covington advised that no changes are anticipated in the 2006 budget. Employee expenses include 2% cost of living increases and the Deputy Clerk I position includes a step increase as adopted in the personnel policy. There are also no capital outlay requests.

4783 Covington outlined the City of Woodland's conversion to a paperless system. In answer to council's question, Covington stated she does not know if this system will save money, however it does increase availability of information to the public. Covington noted that the city's system is being maintained by firefighter volunteer Garry Lienhard and she has not yet discussed implications for conversion costs with him.

4930 Meeting adjourned at 9:35 p.m.

Mayor Barbara Larsen

Clerk-Treasurer