CITY OF ELLENSBURG

Minutes of Council Meeting, Special Session

October 13, 2003

Date of Meeting

7:00 p.m.

Time of Meeting

Council Chambers, 102 North Pearl Street

Place of Meeting

Councilmembers Present: Barry, Collins, Lillquist, Perrie, Savidge, Sowards and Mayor Bassett

Others present were City Manager Barkley; Finance Director Carpenter; Budget and Accounting Supervisor Snider; Police Chief Richey; Captain Green; Fire Chief Elliott; Deputy Clerk Keno; and two members of the audience.

The purpose of the special session is to review the 2004 preliminary budgets for the Police Department and the Fire Department.

POLICE

Police Chief Richey reviewed his Department’s goals for 2004. These goals may be modified in early 2004 based upon the results of a citizen survey that is currently being conducted for the Department.

Revenues for 2004 total $170,010. Revenue from Fines and Forfeitures increases $30,000 to $80,000 in 2004. This increase can be attributed to the increase in the amount of parking fines and the success of the Clancy automated parking system for issuance of the tickets. The majority of increases in Expenditures are directly related to personnel costs and benefits from bargaining agreements. The Police Operations account group includes a new line item entitled “Rentals” and budgeted at $34,000 for a proposed vehicle lease program for patrol cars.

For the most part, increases in certain line items are offset by adjustments in other line items. Under the Reserves account group officer salaries are increased $2,000 from $5,000 to $7,000 to provide reserve officer coverage for the Animal Control Division—particularly to patrol Irene Rinehart Riverfront Park for loose dog complaints. Under Care & Custody Prisoners there is a slight increase (from $185,000 in 2003 to $188,700 in 2004) representing the 2% annual increase for the second year of the jail contract. The negotiation of the new jail contract has resulted in significantly lower total costs than in previous years. Miscellaneous is budgeted at $2,000 and includes the billing for medical care costs of inmates. This line item is a wild card for the Department. Dispatch Services are down $14,600 in 2004 due to KITTCOM’s shifting of additional costs to the City of Kittitas. The amount budgeted for 2004 is $224,500. Under the Animal Control account group the Overtime line item needs to reflect a budget of $1,400—not zero as reflected in the preliminary budget. This is the same amount budgeted in 2003. No significant changes to the Drug Fund are budgeted for 2004.

Capital Projects for 2004 total $20,000. $15,000 is budgeted at the animal shelter for a remodel of the exterior of the shelter kennels to add a covered breezeway; move the washer and dryer to provide a larger area for cat euthanization and make improvements to the front customer area and work
stations. In the future the City will need to look at enlarging the Animal Shelter facility. $5,000 is budgeted for expansion of the evidence building to add a covered, fenced area adjoining the building for storage of surplused bicycles. In answer to Council inquiry, a significant number of communities contract with the humane society for shelter services.

Captain Green and John Moore, President of Auto Editions, discussed the proposed vehicle leasing program for patrol cars. A Council decision on the lease program is not needed at this time; however, it does appear in the Department’s 2004 preliminary budget. In answer to Council inquiry, payment is tailored to the needs of the department. The City would still need to follow the formal purchasing process for leasing vehicles.

FIRE

Fire Chief Elliott reviewed his Department’s organizational chart and preliminary budget. In 2004 the Assistant Chief position is vacant and replaced by a Training Officer position. The purpose of the change is to place more emphasis on fire staff service to the community and less staff time spent in administration. The Department’s goals were reviewed. Comprehensive strategic planning will look at how the Department might grow and different funding models to make that happen.

Total revenues are budgeted at $785,600. Revenue from Ambulance Fees is budgeted at $590,000—a fairly conservative amount which will likely be surpassed. In 2004 staff requests Council implement certain types of fire prevention fees. For years the Department has not charged fees for these types of services and is looking at recouping some of its service costs. In the Local Government account group a new line item entitled “Fire Permit” is budgeted at $3,300.

On the expenditure side, Salaries & Wages and Personnel Benefits in the Administration account group are decreased due to the shift of the training officer position into the Personnel Training account group. The Professional Services line item was overspent approximately $10,000 in 2003. The 2004 budget is $19,000 in anticipation of costs associated with a potential bond election.

A portion of the expenditures in the Fire Suppression account group shifts into the Emergency Medical Services account group in 2004. The Department continues to work on balancing overtime and call back. Under Fire Prevention, Salaries and Wages, as well as Personnel Benefits, increase due to the new labor agreement. In 2004 under the Personnel Training account group $35,626 is budgeted for a portion of the Training Officer’s salary. This amount represents approximately 60% of that position’s salary. The Facilities account group mirrors the 2003 budget. Two of the more expensive firefighter salaries and associated benefits are transferred to the Emergency Medical Services account group in 2004. A slight increase ($701) is budgeted in Dispatch Services for a total of $32,701.

The Fire Vehicles Fund budgets $170,000 in capital outlay for a new medic unit and equipment. The full amount budgeted may not be spent due to the Department’s donation fund which may also be
Capital Projects for 2004 total $57,275 and include 1) $7,000 for bunker gear replacement as part of the Department’s annual 15% replacement program; 2) $9,000 for self-contained breathing apparatus (SCBA) bottle replacement; and 3) $41,275 for a callback system. For the past 15 years the Department has been asking KITTCOM to administer the callback system which has not been ideal. The new system will operate internally within the Department and lower the impact operationally. If the system is implemented marginal controls will be in place at KITTCOM.

In answer to Council inquiry, almost all fire vehicle leasing programs are lease to purchase. The customization of vehicles such as medic units would be cost prohibitive. Additionally, fire vehicles typically have a longer life span than police cars. The Department is exploring different options on EMS funding as most of the patients treated are the least able to pay.

**ADJOURN** Adjourn at 8:25 p.m. Lillquist

Affirmed

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Mayor

ATTEST: __________________________________

City Clerk