

**CITY OF BATTLE GROUND  
STUDY SESSION MEETING MINUTES  
October 24, 2005**

City Clerk Claire Warner called the roll. The following were:

**PRESENT:** Mayor John Idsinga, Deputy Mayor Sandra Barnes,  
Councilmembers Ciraulo, Regan, Reinhold, Walters, and Ganley.

**ABSENT:** None.

**ALSO PRESENT:** City Manager Eric Holmes, Deputy City Manager Dennis Osborn,  
Public Works Director / City Engineer Sam Adams, Chief of Police  
James McDaniel, Police Lieutenant Roy Butler, Finance Director  
David Reeves, Community Development Director Brian Carrico  
and City Clerk Claire Warner.

**PRESS:** None.

**2006 Preliminary Budget: Presentation**

City Manager Eric Holmes announced that there is a full agenda this evening, which is very extensive, as it will detail the 2006 budget by department. Mr. Holmes explained that there is an outline (attached) that details the order of speakers and the corresponding budget pages that relate to the speaker's department.

Finance Director David Reeves gave an overview of the 2006 budget.

There was discussion about excise taxes.

Mr. Reeves added that the utility rates were proposed to increase in the 2006 budget and would be detailed at the next meeting.

Mr. Holmes gave a PowerPoint Presentation on the legislative, judicial / court, executive and legal budget portions:

- Judicial / Court (presented by Deputy City Manager Dennis Osborn):
  - Maintain efficient access to the justice system for the City and our contract jurisdictions through the Municipal Court.

There was discussion about the City's contract with the City of Wapato.

- 2006 Goals
  - Implement video arraignment.
  - Renegotiate contracts with Ridgefield and La Center.
  - Explore feasibility of contracting with District Court.
  - Stay apprised of AOC Legislature and court cases.
- Executive
  - Assures efficient and prudent execution of the City Council's budget goals and legislative policies and overall management of the City.
  - Programs:
    - Community relations
    - Legislative Affairs
    - Economic Development

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- Media relations and public information
- City Clerk
- Risk Management
- Human Resources
- Legal Services
- Maintain and enhance external programs:
  - Community Relations
    - Web presence
    - Communitywide events
    - Expansion and refinement of Battle Ground University
- Enhanced media relations
- Enhanced legislative affairs
- Pursuit of new community initiatives through regional partnerships
- Economic Development

There was discussion related to salary distribution amongst departments.

- Maintain and enhance internal programs:
  - Risk Management
    - Human Resources

There was discussion about human resources personnel.

- Rewrite of Personnel Code
- Successful negotiation of labor contracts
- Recruitment and retention of 7 new employees
- Records Management
  - Begin Citywide electronic archiving
- One new position proposed: adds capacity to address the growing demands of the programs overseen by the City Manager's office (human resources, risk management, community relations, legal and court services, and the City Clerk).
- Will efficiently free capacity of senior staff.
- Allows pursuit of other Council priorities such as grants, legislative affairs, economic development and other new City-wide initiatives.
- Replaces the use of part time and temporary workers.
- Adds depth to accommodate employee leave and training schedules in Court.
- Funding for this position is from the general fund with support from the enterprises.

- Legal

Mr. Reeves gave an overview of the Finance Department budget. He detailed the Information Technologies Manager travel and training line item.

Mr. Holmes gave an overview of Department 40 budget. Mr. Reeves detailed the computer facilities line item, elections line item, internet expenses, and communications costs, from Department 40. Mr. Holmes detailed the professional services line item with relation to archiving and citywide training. Mr. Reeves explained the computer maintenance costs increase.

There was continued discussion on Department 40 line items.

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Councilmember Ganley requested that all organizations requesting City resources provide their budget to the City.

Councilmember Reinhold requested that the budgets be received prior to the meeting.

Mr. Holmes stated that the City would request budgets from all organizations requesting City resources.

Chief of Police James McDaniel explained that Police Lieutenant Roy Butler would be presenting the Police Department's 2006 budget overview as he played a key role in developing it:

- 2006 Budget Comparison
- 2004 - \$2,216,124.00
- 2005 - \$2,586,730.00
- 2006 Requested - \$3,281,482.00
- This is an increase of \$694,752.00
- Significant Items
  - Three new police cars
  - New building equipment
  - Live scan fingerprinting
  - Administrative Sergeant position
  - New patrol officer position
  - New front office staff member / mid-year
  - Increase in crime prevention and community policing functions
  - Evidence system bar coding
  - GIS Mapping for patrol cars
- Overtime
  - 2004 - \$65,000
  - 2005 - \$83,000
  - 2006 - \$99,600, estimated. This is based on an average of \$4,150 of overtime per officer for the year. Total of 22 officers eligible for overtime. Largest reason for overtime is shift coverage. This is about 3.2% of total budget.
  - Overtime Expenditure
  - Shift Coverage
  - Arrests / crime reports at end of shift
  - Community / special events
    - Harvest Days
    - Halloween Fun Fest
    - National Night Out
  - Court Appearances / depositions
  - Training

There was extensive discussion on the calculation of overtime.

- Capital Outlay 2005 - \$107,700
  - 3 new patrol cars / related equipment - \$121,540
  - New high speed black and white printer / copier - \$16,000
  - Live scan fingerprint system - \$21,000

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- New bid: I.T. systems / phones / computers - \$50,000
  - 5 new portable radios - \$15,000
  - Evidence bar coding - \$7,500
  - GIS Mapping - \$15,000
- Mr. Butler then displayed a map with the routes of the patrol cars.
- Upgrade two mobile data computers - \$14,000
  - Total requested - \$260,040
- Detective Services
    - Murder
    - Arson
    - Armed robbery with assault
    - Sexual assaults
    - Death investigation
    - Child neglect / abuse
    - Theft and forgeries
    - Other
      - Number of cases assigned to Detective – 34
      - Number of cases cleared by Detective – 20
- There was discussion about cases handled through the detective.
- Property and Evidence
    - Year to date 687 items entered into evidence
      - Requires approximately 50 hours per month to process and maintain basic property and evidence service levels
      - Many cases require evidence to be sent to the Washington State Crime Lab
      - DNA evidence (special handling)
      - Required blood draw as evidence
      - Cases involve weapons where the Brady Bill required extra investigation
      - Tracking and returning property
  - Total Department Training Hours
  - Population
  - Officers per Thousand
  - Calls for Service
  - Night Shift Squad
  - Day Shift
  - Additional Day Shift
  - Police Department Service Considerations
    - Full service is the desired goal
    - Department has stopped going to lock-out calls unless an emergency, liability issues and staffing issues
    - Quality of service, the citizen surveys have been returning with positive results
  - Activity Year to Date
    - Total of 889 arrests:
      - 162 Felony
      - 664 Misdemeanor
      - 63 Other
      - Citations issued – 1,450
      - Reports / Case Numbers taken – 2,020

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Mr. Holmes noted that the Building Maintenance line item has been added to the Police Department due to the new building costs.

There was discussion about the professional services line item in the Police Department Budget.

Mr. Butler explained that the increase was due primarily to janitorial services for the new building.

Mr. Butler gave an overview of the Civil Service Commission budget and noted there were no major changes to it.

Mr. Butler than gave an overview of the Community Services Department budget.

There was extensive discussion regarding the City's Animal Control Program.

Mr. Butler gave an overview of the Fire / Police Complex budget; he noted there were no significant changes.

**There was a 5-minute break at 8:51 p.m.**

**The meeting resumed at 9:04 p.m.**

Mr. Holmes briefly reviewed the Drug Reserve Fund and Fire Control Budgets.

Community Development Director Brian Carrico gave an overview of the Community Development Department:

- Major Budget Issues
  - Continued GMA update with County action on boundary.
  - Customer Service.
  - Central Main District Plan.
  - Work Program.
- Personnel
  - No changes proposed to staffing levels or position titles.
  - Growth anticipated to continue at slightly slower pace.
  - Future needs may include code enforcement position.
- Budget increased from 2005 due to GMA and increased personnel costs).
  - Increase in GMA budget.
    - New GMA update (County boundary changes)
    - Central Main District Plan
  - Communications.
    - Website costs moved to department for special projects.
  - Major Purchases.
    - CAD Software for engineer.
  - Training.
    - Increased for necessary staff training on new software for permit tracking. (building, code enforcement, planning).

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- Major Projects
  - Central Main Subarea Plan.
  - Plan update resulting from county action.
  - Responding to changes in state law.
- Slight budget decrease from 2005
  - Major Purchases.
    - Reference material, laptop.
  - Professional Services.
    - Reduction in consulting services.
    - Budget for intern / summer help for special projects.
  - Communications.
    - Educational efforts on the need and benefit of permits.
    - Fire Marshall contract with County maintained.

Public Works Director / City Engineer Sam Adams gave the following presentation:

- Personnel
  - Budget Goal – Provide additional personnel for increased workload
    - 1 – Maintenance Worker I – Funded by Sewer and Water
      - Increased work program, odor control, lagoon maintenance, 9-mile forcemain maintenance, increase TV inspection program, general sewer maintenance
    - 1 - Maintenance Worker I – Funded by Street and Drainage
      - Increased work program, right-of-way maintenance, drainage facility maintenance, street sweeping
    - 1 - Engineering Technician – Funded by all department budgets (Water, Sewer, Drainage, Streets, Parks, General)
      - Increased work program: Construction inspection, scheduling and tracking projects, general increase in public requests, general office work increases, grant writing
- Senior Center
  - Budget Goal – Maintain Senior Center and upgrade exterior
    - 2006 – Status Quo budget, except a line item for painting building exterior - \$3,000
- Engineering
  - Budget Goal – Increase in-house engineering services with existing staff
  - Engineering Tech, and addition of summer intern (3 months)
  - Overall budget increase from 2005 due to NPDES matching grant (\$75,000), 800 MHz radios purchases and software
  - Increased budget line items in office supplies, communication and travel
  - Proposed equipment purchases:
    - Computer – New Employee
    - Computer Software
    - 800 MHz radios
- Streets
  - Budget Goal – Increase road maintenance and reduce dependence on other agencies

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- \_ of new FTE
- Over all budget less than previous years, due to elimination of street/slurry overlay program
  - 2004: \$196,000
  - 2005: \$100,000
  - 2006: \$0
- Street light utilities costs are major component of budget (\$143,000)
- Equipment:
  - New Truck – \_ (\$10,000)
  - Chipper
- Parks
  - Budget Goal – Maintain existing Parks system
    - No additional Personnel
    - Slight decrease in basic operations budget from 2005. Mostly due to no new equipment
    - Increase in general repair and maintenance line item
    - Proposed \$2.5M investment in Park upgrades. Please see PIF/REIT funds
    - 800 MHz radios and monthly lease
- Storm Drainage Utility
  - Budget Goal – Continue to maintain and improve drainage system
    - \_ of new FTE
    - Increase from 2005 budget mainly due to NPDES grant \$75,000
    - Funding new 800 MHz radios and annual leases
    - Equipment
      - New Truck -1/2 (\$10,000)
      - No other equipment
- Water Utility
  - Budget Goal – Increase water production and upgrade existing system
    - \_ new FTE
    - Slight increases and decreases in general line items. Largest budget decrease is proposed projects from 2005 budget
    - Equipment:
      - \_ new Truck
      - Misc. Equipment
    - Well #10 to replace Well #7 proposed for 2006
- Sewer Utility
  - Budget Goal – Continue to invest in Sewer capital and maintain system integrity
    - \_ new FTE
    - Remodel old Public Works Office - \$100,000
    - Pave Operations Center - \$100,000
    - WRF Engineering Report - \$800,000
    - Betts Bridge Project - \$300,000
    - Salmon Creek Plant - \$2,500,000 (design/construction)
    - Lagoon Monitoring - \$65,000 (NPDES)
    - Equipment
      - \_ new Pick-up

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- Total Capital Outlay - \$4,953,000
- Apply for another PWTF and SRF loan in 2006 - \$4,000,000

City Manager Eric Holmes and Finance Director David Reeves gave an overview of the remaining funds in the 2006 Budget.

**Fairgrounds Master Planning and Skate Park Presentation**

City Manager Eric Holmes explained that Walker – Macy, along with DSP Architecture and Grindline, Inc., have been selected to design a new skate park at Fairgrounds Park. He said that, as part of their scope of services, the City is having Walker – Macy prepare conceptual plans for the entire park. Mr. Holmes said that staff met with Walker – Macy, last Friday, and tonight staff will be sharing the information that came from the meeting.

Public Works Director / City Engineer Sam Adams gave a PowerPoint Presentation which included maps and conceptual plans (attached).

Mr. Adams distributed and detailed the construction costs for the project (attached).

There was discussion about the size of the skate park.

Mr. Holmes said that there has been anxiety amongst users of the existing property. He stated that the direction that the City is trying to communicate to users is that the goal is that the users will be accommodated in a better way than they are accommodated now. Mr. Holmes explained what users may expect during this time period.

There was discussion about:

- Features of the park and the size of the skate park.
- The park with respect to the existing users.
- Costs of the park amenities.
- The layout and location of the park.

**Moved by Councilmember Ganley and seconded by Councilmember Walters to suspend the rules of the meeting to allow the meeting to proceed past 10:30 p.m. Motion carried unanimously.**

Mr. Adams said that the concepts for the skate park will be developed after the first Public Open House on November 10, 2005 at 7 p.m. at City Hall.

Mr. Holmes asked the Council if they would be willing to entertain the prospect of borrowing in order to fund multi-year construction fees against dedicated revenues.

**It was the consensus of the Council to entertain the prospect of borrowing in order to fund multi-year construction fees against dedicated revenues.**

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**John Tubbs**, President of Highlands Little League, 11015 NE 196<sup>th</sup>, Battle Ground, WA 98604  
Mr. Tubbs stated that they are not afraid of the prospect of the changes in the park; however what they are afraid of is that they do not know what will be happening to their fields.

**Tom Schultz**, Parks Advisory Board Chair, 206 NE 14<sup>th</sup> Avenue, Battle Ground, WA 98604  
Mr. Schultz stated that he echoed the sentiments of Mr. Tubbs, and would like to see the park completed correctly.

**Jeremy Barr**, Battle Ground Little League  
Mr. Barr stated that he thought that a good model of a project was in Virginia Beach, VA and commented that he thought that skate park was a great idea. He added that he would ask the City to not displace kids from their little leagues.

**Nancy Dykes**, 4 – H President, 18709 NE 219<sup>th</sup> Street, Battle Ground, WA 98604  
Ms. Dykes asked that the City not displace the kids and animals of the 4 – H building.

There was discussion about utility taxes on water and sewer rates.

Mr. Holmes distributed and explained a handout related to the taxes (attached).

Mr. Holmes stated that there would be several ways to implement this increase and asked Council if they would like more information on this prospect during the November 7, 2005 City Council Meeting.

**It was the consensus of the Council to have staff present more information on this prospect during the November 7, 2005 City Council Meeting.**

**ADJOURNMENT**

The meeting was adjourned at 10:58 p.m.

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John G. Idsinga,  
Mayor

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Claire A. Warner  
City Clerk

*Meetings of the Battle Ground City Council are recorded on audio tapes. These tapes are kept on file in the office of the City Clerk for a period of six (6) years.*