

**CITY OF BATTLE GROUND  
STUDY SESSION MEETING MINUTES  
October 23, 2006**

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

- PRESENT:** Mayor John Idsinga, Deputy Mayor Sandra Barnes, Councilmembers Regan, Reinhold and Ganley.
- ABSENT:** Councilmembers Ciraulo and Walters.
- ALSO PRESENT:** Interim City Manager Dennis Osborn, Chief of Police James McDaniel, Community Development Director Brian Carrico, Public Works Director / City Engineer Sam Adams, Finance and Information Services Director David Reeves and City Clerk Claire Linder.
- PRESS:** None.

**Moved by Councilmember Ganley and seconded to excuse Councilmember Walters from this evening's meeting due to a prior commitment. Ayes, Councilmembers Regan and Ganley and Mayor Idsinga. Nays, Deputy Mayor Barnes and Councilmember Reinhold. Motion carried.**

**Moved by Councilmember Ganley and seconded to excuse Councilmember Ciraulo from this evening's meeting as he is on his way back from a trip and may be late to the meeting. Ayes, Councilmembers Regan and Ganley, Deputy Mayor Barnes, and Mayor Idsinga. Nays, Councilmember Reinhold. Motion carried.**

**Detailed 2007 Budget Presentations: Presentation**

Interim City Manager Dennis Osborn gave a PowerPoint presentation entitled, "City of Battle Ground 2007 Budget Presentations":

- Projected total operating and reserves is \$46,621,202.
- Balanced budget for 2007.
- Maintaining an aggressive capitol project list (\$22,260,000).
- Maintaining essential core services.
- \$1.4 million cuts in budget requests.
- Dipping \$30,000 into the service stabilization reserve fund.
- Utilizing \$250,000 of the end of the year balance (unless City property sells).
- Lowering ending fund balance to 20.2%, City policy requires 25% to 35%.
- Ability to bring up to policy level within 3 years (we are in the 2<sup>nd</sup> of 3 years).
- Operating Revenues - \$8,385,195.
- Operating Expenses - \$8,665,195.
- Shortfall - \$280,000.
- Property sell would allow City to meet financial policies in 2007.
- Ability to increase revenues to bring policy into balance if:
  - City property sells.

- Commercial growth.

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- Growth.
- Invalidation of I-747 (Supreme Court followed by Council action if Council so desires).
- Council could choose to decrease expenses.
- Personnel.
  - 2005 – 8 new FTE.
  - 2006 – 8 new FTE.
  - 2007 – 1 new FTE, 1 conversion.
- Public Works is proposing 4 new summer interns in various departments.
- Parks funding:
  - City currently has an aggressive program in park construction and design.
  - Staff suggests addressing M & O funding gap in 2007.

Mr. Osborn then reviewed the following budgets:

- Legislative.
- Executive.
- Judicial.

There was discussion on the benefits increase.

Finance and Information Services Manager David Reeves gave an overview on rate calculations and increases.

Mr. Reeves then reviewed the following budgets:

- Finance.
- Department 40.

There was discussion on the parks fund.

Chief of Police James McDaniel gave the Police 2007 Budget PowerPoint:

- Budget comparison:
  - 2004 - \$2,216,124
  - 2005 - \$2,586,730
  - 2006 - \$3,242,322
  - 2007 Requested - \$3,325,710
- Significant Expenditures:
  - Two new police cars - \$75,000
  - Upgrade command van \$5,000
  - Evidence room security / video system enhancement - \$10,000
  - Conversion of crime scene van
- Capital Outlay 2007 - \$109,000
  - 2 new patrol cars / related equipment - \$75,000
  - 3 new portable radios - \$12,000
  - Upgrade four mobile data computers - \$22,000

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- Overtime
  - 2004 - \$65,000
  - 2005 - \$83,000
  - 2006 - \$75,000 (\$60,230 spent as of 9/30/2006, projected total for the year is \$80,304)
  - 2007 - \$75,000
- Overtime Expenditure:
  - Shift coverage due to vacant positions and disability leaves – 710 hours
  - Investigations – 278 hours
  - Community / Special Events:
    - Harvest Days – 149 hours
    - Halloween Fun Fest – 20 hours
    - National Night Out – 23 hours
  - Court appearances – 166 hours
  - Training – 60 hours
- 2006 Overtime Expenditure Breakdown
- Quarterly Overtime Expenditure
- Detective Division:
  - 1 Sergeant
  - 2 Detectives:
    - As of 10/01/2006
      - Felony cases assigned – 80
      - Cleared by arrest – 29
        - Felony arrest – 26
        - Misdemeanor – 2
        - Other - 1
      - Search warrants – 13
      - Administrative subpoenas – 15
      - Background investigation – 30
      - Drug investigations – 4
      - Internal affairs investigation - 1
- Property and Evidence:
  - As of 10/01/2006 – 534 items entered into evidence
    - Two officers assigned to process 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)
    - Tracking property with new barcode computer system
- Department Training Hours.

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- Battle Ground Police Department 1996 – 2006 Calls for Service:
  - 2006 – 6,268 (as of September 30, 2006 – projected 8,220 for 2006)
  - 2005 – 7,960
  - 2004 – 7,601
  - 2003 – 7,092
  - 2002 – 6,757
  - 2001 – 6,182
  - 2000 – 5,851
  - 1999 – 5,038
  - 1998 – 4,379
  - 1997 – 4,050
  - 1996 – 3,878
- Enforcement
  - Traffic citations issued:
    - 2006 – 1,592
    - 2005 – 1,239
  - Warnings:
    - 2006 – 2,152
    - 2005 – 1,214
  - Accident investigations:
    - 2006 – 1,592
    - 2005 – 1,239
  - Calls for service:
    - 2006 – 6,268
    - 2005 – 5,969
  - Reports written:
    - 2006 – 1,980
    - 2005 – 1,838
  - Self initiated calls:
    - 2006 – 1,368
    - 2005 – 1,144
- Police Department Service Considerations:
  - Full service is the desired goal
  - No phone reports, no mail only reports, no threshold levels to trigger an investigation, a personal response to calls by a police officer. Complete investigations on all crimes
  - Continue to fully fund the SRO position
  - Investigation unit is fully functional for criminal, background and internal investigations
  - Patrol unit is now fully on the squad system
  - Traffic unit will be expanded to two dedicated officers
- Officers per citizens ratio
- Average response times

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There was discussion on:

- The possible increase in citations due to the addition of an officer.
- Repairs and maintenance.
- A possible in-house vehicle maintenance / fleet management program.
- Police vehicle replacement.

Chief of Police James McDaniel gave a PowerPoint on Community Resource Officer Budget:

- Community Services Budget Comparison:
  - 2005 - \$181,098
  - 2006 - \$156,659
  - 2007 - \$156,108
  - No capital outlay planned
- Community Services Staffing:
  - 2 full-time positions authorized
  - Both positions vacant at same time for part of the year
  - Only one position staffed currently
  - Bailiff duties take both officers every Thursday for the whole day
  - Code enforcement
- Achievements for 2006:
  - Animal amnesty at National Night Out
  - Contracted with Battle Ground veterinarian for housing of animals avoiding need to build new facility
  - Improved process of tracking code violations and frequent violators within our records management system
  - Activity Highlights:
    - Total Incidents / reports:
    - 2006 – 1,500
    - 2005 – 2,192
    - Loss of both CSO's required calls to be handled by Police Officers as normal case load of patrol division.
- Community Services 2007 Objectives:
  - Training of both new officers in the 80-hour animal control academy.
  - Upgrade vehicles with GIS and mapping to enhance field response and monitor repeat code violations.

There was discussion on improvement of the computer in the CSO vehicles.

Mr. Osborn noted that the Civil Service Commission duties have transferred from the Police Department to City Clerk's function and that was the only change to the Civil Service fund.

Mr. Reeves discussed the Fire Services and Fire Complex fund.

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

- Personnel
  - 1 Professional Engineer – Funded by all Department Budgets:
    - Increased work program – construction, design scheduling and tracking projects, general increase in public requests, general increase in public requests, general office work increases, grant writing.
  - 1 Maintenance Worker I –
    - Funded by general, streets, parks, drainage.  
- This new person is not dedicated to Parks Maintenance only. Increased work program, right-of-way maintenance, drainage facility maintenance, street sweeping and parks.
  - 5 Summer Interns –
    - Engineering, streets, water / sewer, parks and drainage.
- Senior Center
  - 2007 – Status Quo budget for utilities and maintenance, except a line item for landscaping building exterior - \$3,000.
- Engineering
  - Professional Engineer and addition of summer intern (3 months).
  - Overall budget increase from 2006 by approximately \$23,000.
  - Increased budget line items in office supplies, communication and training.
  - Proposed equipment purchases:
    - Computer hardware and software.
    - 800 MHz radios.
- Streets
  - Overall budget increase from 2006 Budget:
    - Temporary Help.
    - Overtime Budget.
    - Operating Supplies.
    - Gasoline.
    - Professional Services: Slight increase in offender crew.
  - Street light utility costs are major component of budget (\$143,000).
  - Equipment:
    - New / used street sweeper (1/2) - \$50,000.
    - 1/3 of forklift (\$8,500).
    - ½ pick-up truck.
- Parks
  - Partial additional personnel.
  - Increase in basic operations budget from 2006:
    - Increase in operating supplies, gasoline, utilities and repairs.
    - Equipment – new commercial mower and upgrades to existing mowing equipment.
  - Proposed \$3.2 million investment in park upgrades. Please see PIF / REIT funds and capital program.
    - Fairgrounds Phase I Construction.
    - Fairgrounds Phase II Design.
    - Sports Complex Design.
    - Sports Complex Construction.

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- Storm Drainage Utility:
  - Increase from 2006 budget mainly due to NPDES grant - \$75,000
  - Equipment:
    - New truck – ½ (\$10,000)
    - New / used Street Sweeper – ½ (\$50,000)
    - Boom arm mower and tractor - \$100,000
- Water Utility:
  - Status quo for 2007 budget.
  - No new personnel.
  - Budget Highlights:
    - Upgrade Wells 1 & 2 building - \$50,000
    - Equipment – (1/3) forklift (\$8,500), Valve exercise machine (\$37,000).
  - System Upgrades:
    - CPU Intertie (\$150,000)
    - Water Oversizing (\$60,000)
  - Increase budget for CPU water purchase.
- Sewer Utility:
  - No new personnel
  - 2007 Projects:
    - Pump station abandonment - \$300,000
    - WRF Engineering Report - \$500,000
    - Betts Bridge Project - \$300,000
    - Salmon Creek Plant - \$16,000,000
    - Total Capital Outlay - \$16,560,000
  - Equipment
    - Portion of Valve Machine - \$5,600
    - 1/3 Forklift - \$8,500
    - Vactor Truck - \$285,000
  - Operations Design - \$450,000
  - New Operations Building - \$350,000
  - SCWTTP Operations - \$500,000
  - Lease Capacity with District - \$50,000
- 2006 Capital Construction Program.

Community Development Director Brian Carrico gave a PowerPoint presentation entitled, "Proposed 2007 Budget – Community Development":

- Major Budget Issues:
  - Maintaining operations
  - No increase in programs
  - Unfunded position
- Personnel
  - No changes proposed to staffing levels or position titles. Existing Plans Examiner position is not funded.
  - Growth anticipated to continue at slightly slower pace.
  - Future needs may include code enforcement position.

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- Planning / Development Services:
  - Overall reduction in budget from 2006.
  - Reduction in GMA Budget:
    - GMA update completing.
    - No district planning.
  - No significant increases.
- Planning
  - Major Projects:
    - Finalize plan update resulting from County action.
    - Responding to changes in state law.
    - Development agreements and annexations.
- Building
  - Personnel
    - Plans examiner position remains, but is not funded.
  - Professional Services
    - Intern or summer help
    - Reduction in consulting services
  - Communications
    - Educational efforts on the needs and benefit of permits
  - Fire Marshall contract with County maintained.

Mr. Osborn informed the Council that the budget will be discussed at the November 6 City Council meeting, the November 20, 2006 meeting and is scheduled for adoption on December 4, 2006.

**Budget Adjustment Presentation (Parks Bond Payment): Presentation**

Finance and Information Services Director David Reeves explained that, as the end of the year approaches, there are a few projects and expenses that need to be recognized and amended through a budget amendment. He said that three items are being considered for the end of the year budget request:

1 – There is a debt service requirement on the \$6.9 million dollar bond, interest only, that is due and payable in December. The City will need to make available \$101,200 to make this payment.

2 – The pedestrian improvements along NW Onsdorff, for which we are using grant and school district resources, will likely exceed the original \$10,000 budget. The School District has indicated they will approve the additional funds needed to complete the project. That means that the project will be budgeted at \$15,000 instead of \$10,000 and instead of \$2,500 coming from the district, the City will receive \$7,500 from the District.

3 – According to the Engineering Department, the grant that the City had anticipated being \$33,600 for the School Safety Crossing (3<sup>rd</sup> Avenue and Main Street) has been awarded in sum of \$45,000. Staff recommended that the projects budget be increased in recognition of the additional resources now available.

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Mr. Reeves said that this is just for information tonight; during the next Council meeting the Council will be able to consider an Ordinance authorizing these budget amendments.

**ADJOURNMENT**

The meeting was adjourned at 9:08 p.m.

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John G. Idsinga,  
Mayor

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Claire Lider,  
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.*