

**GRANDVIEW CITY COUNCIL
STUDY SESSION MINUTES – BUDGET
NOVEMBER 20, 2012**

1. CALL TO ORDER

Mayor Norm Childress called the study session to order at 5:30 p.m. in the Council Chambers at City Hall.

Present were: Mayor Childress and Councilmembers Pam Horner, Diana Jennings, Bill Moore, Jesse Palacios, Javier Rodriguez and Joan Souders. Excused from the meeting was Councilmember Mike Bren.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer John Myers, Parks & Recreation Director Mike Carpenter, Library Director Elizabeth Jahnke, Police Chief David Charvet, Assistant Police Chief Mark Ware, Assistant Public Works Director Santos Trevino, Deputy Recreation Director Gretchen Chronis and City Clerk Anita Palacios.

A. Parks & Recreation Department – Mike Carpenter, Parks & Recreation Director

Following the last budget workshop, Parks and Recreation Director Carpenter was asked to provide additional information regarding (1) the closing of the swimming pool in 2013, (2) program ranking due to the proposed reduction in staffing levels, (3) monthly recreational programming time allocation, and (4) part-time staff analysis, copies of which are attached hereto and incorporated herein by reference.

B. Police Department – David Charvet, Police Chief

Following the last budget workshop, Police Chief Charvet provided statistical information regarding the Grandview Police Department, a copy of which is attached hereto and incorporated herein by reference.

C. Library – Elizabeth Jahnke, Library Director

- 2012 Budget – \$233,130
- 2013 Estimate – \$236,060
- Notable changes in 2013 – Added budget lines to reflect allotments and spending for e-reading materials and online databases. Decreased amount for print collection to accommodate e-reading materials without changing the total appropriations. Increased Library Aide hours by 5 hours per week for flexibility in coverage. Increased “revenue generated” for photocopying and late returns. Assisted patrons “on the fly” and organized training sessions for use of e-reading/listening devices.

D. City Clerk – Anita Palacios, City Clerk/Human Resource

Municipal Court Services

- 2012 Budget – \$222,400
- 2013 Estimate – \$255,100
- Notable changes in 2013 – Yakima County District Court costs increased from \$166,250 in 2012 to \$185,000 in 2013. Grandview’s case filings increased slightly from 2,136 in

2011 to 2,184 in 2012. In addition with the new Washington Supreme Court standards for attorneys providing indigent defense services adopted in June 2012, the City elected to solicit proposals for public defense services. A new Public Defender Agreement with the Law Firm of Beck and Phillips, PLLC was approved in the amount of \$48,000 per year.

Clerk Services

- 2012 Budget – \$51,370
- 2013 Estimate – \$48,560
- Notable changes in 2013 – Reduced office and operating supplies for Code Publishing. The codification of the zoning and critical area municipal codes last year was a significant increase in this line item. Reduction in travel and training line items.

Risk Management Services

- 2012 Budget – \$168,320
- 2013 Estimate – \$140,400
- Notable changes in 2013 – The City's liability assessment with WCIA was reduced by \$9,127 from 2012. This reduction was determined by an actuarial review of the City's last five years loss history and also successful completion of WCIA's COMPACT requirements. The liability assessment for the Grandview Transportation Benefit District would be \$5,000 per year. Property rates were estimated to increase by 5%. With the anticipated retirement of Assistant Police Chief Mark Ware on January 31, 2013, inclusion of medical premiums and claims payments per the LEOFF 1 retirement system.

Legal Services

- 2012 Budget – \$119,860
- 2013 Estimate – \$147,350
- Notable changes in 2013 – Increased City Attorney services for Police/Sergeants, Police Support and Public Works union contract negotiations.

Human Resource Services

- 2012 Budget – \$56,750
- 2013 Estimate – \$54,810
- Notable changes in 2013 – Health insurance rate changes for 2013 were as follows: Medical = 9% increase, Dental = 0%, Vision = 0%, Life = 0%

General Facilities Services

- 2012 Budget – \$35,450
- 2013 Estimate – \$30,750
- Notable changes in 2013 – Inclusion of public utility service expenditures for the 303 West Wine Country Road (former Parks & Rec Office) building and sale of 211 West Second Street (Pizza Hut) property.

Planning & Community Development Services

- 2012 Budget – \$36,070
- 2013 Estimate – \$27,570
- Notable changes in 2013 – Decreased professional services and travel line items.

E. City Treasurer – John Myers, City Treasurer

Community Support Services

- 2012 Budget – \$34,640
- 2013 Estimate – \$36,620
- Notable changes in 2013 – None

Accounting Services

- 2012 Budget – \$110,990
- 2013 Estimate – \$110,690
- Notable changes in 2013 – None

Transfers Out and Ending Fund Balance

- 2012 Budget – \$6,009,725
- 2013 Estimate – \$5,727,540
- Notable changes in 2013 – Transferred \$60,000 to the Street Fund.

G.O. Bond Redemption

- 2012 Budget – \$89,660
- 2013 Estimate – \$-0-
- Notable changes in 2013 – With bond maturity in 2012, there would be no need to continue this fund in 2013.

Capital Improvements

- 2012 Budget – \$205,600
- 2013 Estimate – \$166,390
- Notable changes in 2013 – The capital and maintenance items anticipated for 2013 included Country Park Event Center pathway improvements \$5,000; Museum building construction \$150,000; Pathway – West Second to Forsell Road \$8,000.

Water/Sewer – Long Term Debt & Transfers Out

- 2012 Budget – \$5,962,092
- 2013 Estimate – \$8,017,238
- Notable changes in 2013 – Inclusion of USDA loan for wastewater system improvements from 2012-2052.

2005 Water/Sewer Bond Debt Service

- 2012 Budget – \$645,196
- 2013 Estimate – \$635,980
- Notable changes in 2013 – None

Equipment Rental

- 2012 Budget – \$2,533,687
- 2013 Estimate – \$2,275,590
- Notable changes in 2013 – To reduce the cost of operating ERR vehicles and equipment, the 2013 depreciation and replacement reserve costs would not be collected by the Equipment Rental Reserve fund. This was to be a temporary action. Depreciation and replacement reserve would be collected in 2014. The following

equipment replacements were planned: #911 – Network File Server (City Hall) and #911 – Utility Billing software – Conversion.

F. Public Works Department – Cus Arteaga, City Administrator/PW Director

Graffiti Removal

- 2012 Budget – \$15,810
- 2013 Estimate – \$9,680
- Notable changes in 2013 – None

Code Enforcement Services

- 2012 Budget – \$33,970
- 2013 Estimate – \$49,160
- Notable changes in 2013 – None

Inspection and Permits

- 2012 Budget – \$86,570
- 2013 Estimate – \$67,900
- Notable changes in 2013 – None

Parks Maintenance Services

- 2012 Budget – \$251,760
- 2013 Estimate – \$243,280
- Notable changes in 2013 – Phase 1 of the new irrigation system for Dykstra Park in the amount of \$4,000.

Street

- 2012 Budget – \$864,315
- 2013 Estimate – \$1,980,110
- Notable changes in 2013 – Bonnieview Road Improvements (Design) \$98,073; Euclid Road Improvements (Design) \$98,615; and Euclid Road Improvements (Construction) \$1,007,489.
- Roadway – \$97,010
- Drainage – \$10,140
- Structures – \$1,550
- Sidewalks – \$5,900
- Street Lighting – \$150,000
- Traffic Control Devices – \$55,290
- Snow and Ice Control – \$18,510
- Street Cleaning – \$25,720
- Roadside – \$104,680
- Maintenance Administration – \$53,250
- Street Construction – \$1,425,930

Transportation Benefit District

- 2012 Budget – \$150,090
- 2013 Estimate – \$197,500

- Notable changes in 2013 – This program would provide the matching funds for the following projects: Bonnieview Road Improvements (Design) \$29,110; Euclid Road Improvements (Design) \$990; Euclid Road Improvements (Construction) \$55,830.

Cemetery Services

- 2012 Budget – \$173,335
- 2013 Estimate – \$161,400
- Notable changes in 2013 – None

North Birch Street Neighborhood Improvements

- 2012 Budget – \$1,400,000
- 2013 Estimate – \$-0-
- Notable changes in 2013 – This project would be completed by the end of 2012. There were no planned projects for 2013.

Community Center Construction

- 2012 Budget – \$360,023
- 2013 Estimate – \$-0-
- Notable changes in 2013 – The Community Center construction was completed and the center was open for community use in the spring of 2012. It was anticipated that the CDBG grant would be closed out in early 2013.

Water Pumping, Treatment and Delivery

- 2012 Budget – \$1,405,480
- 2013 Estimate – \$1,699,490
- Notable changes in 2013 – Euclid Road water main project in the amount of \$300,000.

Wastewater Collection

- 2012 Budget – \$713,210
- 2013 Estimate – \$701,950
- Notable changes in 2013 – None

Wastewater Treatment

- 2012 Budget – \$1,231,990
- 2013 Estimate – \$2,846,190
- Notable changes in 2013 – Clarifier pumps, valves and control panel upgrade in the amount of \$1,900,000.

Water/Sewer Debt Service & Operating Transfers

- 2012 Budget – \$5,962,092
- 2013 Estimate – \$8,017,238
- Notable changes in 2013 – None

Irrigation

- 2012 Budget – \$668,433
- 2013 Estimate – \$645,220
- Notable changes in 2013 – None

Solid Waste - Collection

- 2012 Budget – \$1,024,860
- 2013 Estimate – \$1,040,270
- Notable changes in 2013 – None

Solid Waste – Neighborhood Clean-up

- 2012 Budget – \$19,860
- 2013 Estimate – \$16,530
- Notable changes in 2013 – None

Solid Waste – Landfill

- 2012 Budget – \$5,680
- 2013 Estimate – \$3,850
- Notable changes in 2013 – None

G. Administration – Cus Arteaga, City Administrator/PW Director

Legislative Services

- 2012 Budget – \$47,530
- 2013 Estimate – \$52,630
- Notable changes in 2013 – None

General Management

- 2012 Budget – \$75,440
- 2013 Estimate – \$83,990
- Notable changes in 2013 – None

Economic Development Services

- 2012 Budget – \$24,400
- 2013 Estimate – \$20,550
- Notable changes in 2013 – Provide financial support to Grandview EDGE in the amount of \$6,000.

3. ADJOURNMENT

The study session adjourned at 8:10 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk