

Mayor E R Kelley called the workshop to order at 7:00 p.m. Members present were: Everett Cole, Eleanor Brodahl, Les Clemons, Leonard Lyon, Jeannie Ochoa and Samuel Garza. Absent with cause was Donald Derifield. Also present were Debbie Kudrna and Debra Travis, City Department Heads; and William Shaw, City Administrator.

#### PUBLIC WORKS DIRECTOR'S ORDINANCE

Council reviewed the proposed ordinance, which created the position of Public Works Director. It was noted the city does not have a current ordinance for this position.

#### PUBLIC WORKS DIRECTOR

City Administrator, Bill Shaw reported that a candidate has been chosen for the Public Works Director position. This gentleman is currently out of State, but has Washington State experience. Further discussion was held on the qualities of the prospective Public Works Director. Council agreed to begin with a salary range of \$43,000, plus \$5,000 to be used for moving expenses.

Mayor Kelley asked that the Council revisit the travel and moving expense reimbursement issue for prospective new employees. The Association of Washington cities had suggested the Council adopt a policy setting recruitment expenses and moving expenses of new employees.

#### USE OF CITY VEHICLES & EQUIPMENT POLICY

Mr. Shaw reported he had called the city's insurance company to receive their recommendation of the practice of allowing personal use of city equipment and property. Their comments were that employees using the city's shop and equipment for personal use is a potential liability and exposure; and compared it to personal use of the city's computers and the potential damage to hardware and software. Concerns were also voiced of responsibility of lost or damaged shop equipment, proper use of the equipment and liability of injuries or death from inappropriate use of city property. Mr. Shaw stated that the issue needs to be dealt with, but it needed to be workable and flexible. He was mainly concerned of avoiding potential risks.

Mr. Shaw also reported of the liability issue of the swim team members diving in the shallow end of the pool. He stated that the swim team and Debbie Sanchez are discussing this.

Mr. Shaw stated that he had no concern of employees or citizens using public facilities where public assembly is normal.

Mr. Shaw reported that there are a few departments that thought it was reasonable to use the city's equipment and facilities. He did mention that the city should work with the volunteer fire department, due to the fact that it has been difficult to recruit volunteers

and keep them as members. Councilmember Cole suggested working with the fire department, especially concerning use of the first response vehicle when members are on weekend duty.

Council's consensus was to deal with the issue now, and bring back a suggested policy.

#### UNFINISHED BUSINESS

The request for tourism funding from the Fiesta La Amistad committee is to be reviewed by the Lodging Tax Advisory committee, with that recommendation to be presented to the Council at their next meeting. Councilmember Brodahl commented that another committee had been denied tourism funds in the past, because their request had come to the council at a time other than budget time.

The Council had set a bench level of maintaining \$40,000.00 in the fund during the budget workshop last fall. Mr. Shaw stated the projected year end balance was above the \$40,000.00 bench mark. The Council discussed whether the Lodging Tax Advisory committee could review all requests for tourism funds. The city clerk explained that the role of the committee is to review all changes to the collection or distribution of the tourism tax. This will be reviewed by staff.

Mr. Shaw explained his concerns of the current poles and lights at the ballfields. The report on the stability of the poles is forthcoming. He did report there is an IAC grant available that can be used for field enhancements. This is a 50% matching grant.

Mr. Lyon stated he had reviewed an AWC bulletin regarding council workshops and executive sessions, and wondered if we are in compliance. He stated he would like someone to research this. Mr. Shaw noted that staff keeps a close eye on workshops and tries to keep the executive sessions on-task. There are only certain items that can be discussed in executive sessions, and the Council and Mayor have received these several times.

#### ADJOURNMENT

With no further business to discuss, Mayor Kelley adjourned the workshop at 8:35 p.m.

Debbie Kudrna, CMC  
City Clerk