

**CALL TO ORDER:**

Mayor Pro-Tem Shannon McKay called the workshop to order at 7:00 p.m.

**Present:** Councilmembers Larry Bray, Everett Cole, Kenneth Johnson, Marc Spohr, and Tim Wilson.  
**Also Present:** Department Heads: Curt Andrews, Interim Police Chief Jake Evans, Debbie Kudrna, Rhonda Miller, Lt. Bob Hampton; and City Administrator, Ehman Sheldon.  
**Absent Was:** Councilmember Eleanor Brodahl.

City Administrator Ehman Sheldon introduced Jake Evans, who will serve as Interim Police Chief.

**CANFIELD AND ASSOCIATES (PHIL RICHIE – CITY INSURANCE CARRIER) EXPLANATION OF COMPLAINT/LITIGATION PROCESS**

Mr. Richie, representative of Cities Insurance Association of Washington, the City's insurance pool, advised the City Council that they are investigating a tort claim filed by a City employee. He stated that they will advise the City Council in the near future their findings.

**CONSOLIDATED DISPOSAL SERVICES INC. - REQUEST TO CHANGE ROUTES**

City Clerk Debbie Kudrna explained that the City contracts with Consolidated Disposal Services Inc. (CDSI) for solid waste collection. CDSI has submitted changes in the residential and commercial routes. Their proposal includes changing the Monday, Tuesday and Wednesday residential routes to Wednesdays and Fridays. It also states that during the week of August 29<sup>th</sup>, CDSI will service the accounts on their respective days, and again on that Friday, September 2<sup>nd</sup>, signifying the beginning of the new route. She explained that they also want to change the commercial frontload container collections from Monday, Tuesday, and Friday to only Tuesdays and Fridays, eliminating Monday collections. This would exclude the large compactor and non-compactor containers that could still be serviced. The City Clerk advised that staff believes there is no reason to deny the request and by our contract terms, the City would be responsible to provide the proposed changes in the Othello Outlook. She also noted that other steps to notify the citizens should be considered.

Mark Walsh, manager of CDSI addressed the Council. He advised that the company wants to continually improve their equipment and efficiency providing the garbage collection. They have reviewed their efficiency and the proposal would help to improve the garbage service, still maintaining safety factors for the service. He advised that the company is willing to work cooperatively with our citizens and businesses to help them transition to the new collection days. The commercial accounts will be changed to two days in an effort to become efficient. This will still allow two pickups per day for those accounts that need that type of service. He offered that CDSI would provide notification to the commercial customers. He proposed that the final Monday collection for commercial accounts would be Monday, August 22nd and they would then be serviced again that Friday. New commercial route sheets were provided to the Clerk. Mr. Walsh advised that there will be route changes in the County also. He advised that CDSI is the sub-contractor to operate the Adams County Transfer Station, which is closed on Mondays, and the route changes will eliminate the garbage collection on that day, making it more efficient. He noted that the residential accounts are mostly alley service, and those containers are usually left in the alleyways during the week. Mr. Walsh advised that the drivers will still abide by the 6:00 a.m. starting time for commercial and 7:00 a.m. starting time for residential zones, using the same manpower and they should be finished using the new routes by 3:00 p.m. The City Clerk asked if CDSI would mail out notices of the route changes to the City's residential customers if the City would provide mailing labels. Mr. Walsh stated that they would certainly look at the proposal and Mr. Sheldon suggested the City provide the mailing labels and draft a letter and have CDSI mail it out. Mr. Walsh agreed to that. The City Clerk advised that Council received a letter from the Public Works Director indicating that he supports the route proposals. Council's consensus was to approve the proposals and it was noted that it will be placed on the Consent Agenda of the next

meeting. Mr. Sheldon thanked CDSI for their assistance during the clean up week, the services to the City, and the extra collections needed for the City festivals.

#### **POLICE DEPARTMENT IN-CAR CAMERA PRESENTATION**

Sgt. Inks gave a report of a new in-car camera system and advised that the City's insurance carrier, CIAW sent a letter in support of the new camera systems. Sgt. Inks explained that he and Sgt. Pierre could justify the expense for the camera systems. Inks explained that we currently have two of the old VHS camera systems. Chief Evans stated that the presentation would be on the new digital computer memory packages, which most agencies are switching to. Inks advised that he and Pierre had attended an 8-hour course for supervisors who would be implementing the digital camera systems, presented by ICOP Digital. They have received three proposals from vendors of the digital system: ICOP, Mobile Vision and Kustom Signals Inc. Sgt. Inks recommended purchasing the camera systems from Kustom Signals, in which the City currently has as a vendor for radar equipment; they are a reputable company, and their proposal contained the elements that the Police Department needs. Inks stated that VHS tapes will become obsolete within a year, and they are anticipating this and will stock up the tapes to last until the current camera systems are upgraded. Pierre noted that the life expectancy of the digital tapes maybe 5-6 years. Inks noted there is approximately \$20,000 remaining in the department's budget for cameras and reviewed the quotes provided by Kustom Signals. Inks then gave further details of the digital camera system and explained that the camera can be activated by the Officer, by the siren, or by the mics, and can be integrated with the radar units. The camera is essentially recording continuously at all times and can be programmed to have a 30 second to 3 minute memory recovery; whereby once it is activated, it will recapture the previous time period plus the current activities on digital tape. He stated that they hope to have 8 – 10 cars with camera systems. Inks explained the downloading and computer integration options within the Department. He stated that if approved by the Council, Kustom Signals can have the camera systems within 45 days. Inks reviewed the equipment specifications and media options and gave further justification for the new systems, including that the movies can be used for training assistance and assistance to the Prosecutors Office.

Sgt. Inks requested additional money to purchase four cameras and the necessary support equipment this year. It was estimated that an additional \$13,000 to \$15,000 may be needed to purchase this package this year and the Police Department could request funding in 2006 for additional cameras. Finance Officer Rhonda Miller explained that the 2005 funding for the camera system was appropriated from the Utility Tax Fund and the additional amount could also come from that funding source. Inks provided a PowerPoint presentation reviewing the camera system capabilities and there was further discussion regarding the component options. He noted that he would oversee the installation of the equipment and recommended that it be installed professionally.

Inks suggested that the 8 line cars should have the first camera systems and then the 2 Sergeants cars can be equipped. He explained that the first thing an Officer should do is advise the person that they are talking to that they are being audio and video recorded and the Officers do not have to re-advise them of this. He noted that using the camera system in the Police vehicles could become helpful recording conversations of the people in the backseats.

Councilmember Spohr asked about having a pool of cars instead of assigned cars. Chief Evans noted that a pool of cars can be economical but the cars do get beat up more and are not taken care of as well. Mayor Pro-Tem McKay noted the camera systems would be an investment for the City. Councilmember Johnson stated that he had attended a demonstration of the equipment and was impressed.

It was Council's consensus to consider the purchase options at the next Council meeting.

**REVIEW OF SOLID WASTE AND STREET FUND RESERVES**

Finance Officer Rhonda Miller reviewed the operating and emergency fund reserve amounts already established. She proposed establishing a minimum operating reserve of \$75,000 for the Solid Waste Fund; a minimum emergency reserve of \$150,000 for the Solid Waste Fund, and a minimum of \$150,000 for the operating reserve for the Street Fund. Ms. Miller reviewed the Solid Waste Fund operating expenditures, predicting that we will have \$75,000 as an ending fund balance. She advised that when the solid waste reserve was established a minimum was not appropriated, and recommended enough to cover two months of operation expenses (\$150,000). The Finance Officer reviewed the Street Fund reserves and operating expenditures.

Councilmember Cole stated that a reserve is not needed in the Solid Waste Fund because we don't have to maintain equipment or a facility for this service. He wasn't prepared to comment on the proposed Street Fund reserve because there is such a fluctuation in expenses. There was further discussion regarding the proposed reserves and McKay noted that he's comfortable setting a 10% reserve in the Street Fund. Mr. Sheldon recommended not setting reserves for the Solid Waste Fund and reviewing it further during the budget process.

Mayor Pro-Tem McKay asked if the City has a contingency plan if we were to loose a major business. Mr. Sheldon noted that federal regulation provides that any business or industry that employs 400 + employees must give the respective City six months notice. Other than the reserves established in the various funds, there is no additional plan.

**ADJOURNMENT**

With no further items to discuss, Mayor Pro-Tem McKay adjourned the workshop at 8:39 p.m.

By: \_\_\_\_\_  
SHANNON MCKAY, Mayor Pro-Tem

ATTEST:

By: \_\_\_\_\_  
DEBBIE L. KUDRNA, City Clerk