

City of Othello  
Council Budget Retreat  
October 12, 2002

Mayor Jeannie Sanders called the Budget Retreat to Order at 8:35 a.m. and adjourned into an Executive Session under RCW 42.30.110(g8) for approximately 30 minutes. Also present were Council members Kenneth Johnson, Tim Wilson, Leonard Lyon, Eleanor Brodahl, Everett Cole and City Administrator Ehman Sheldon. Mr. Kevin Wesley of The Wesley Group was included in the Executive Session. Mr. Ehman Sheldon announced an extension to the Executive Session at 9:05 a.m. for approximately 15 minutes. The Budget Retreat reconvened at 9:20 a.m. and the following Departments Heads attended: Curt Andrews, Rhonda Miller, Debbie Kudrna, Dick Lee, and Ron Axtman.

**BUDGET INTRODUCTION**

Mr. Ehman Sheldon provided a brief introduction to the budget process.

**DISCUSSION OF REVENUES**

Finance Officer Rhonda Miller reviewed all funds and discussed any changes or impacts to the city's revenue sources.

**CAPITAL FACILITY PLAN**

Finance Officer Rhonda Miller reviewed the proposed Capital Facility Plan for 2003-2008. The Council asked that the Visitor's Center be moved to the suggestion list.

Mayor Sanders requested that there be no funding for the Boys and Girls Club in next years' budget and that those funds be allocated into the aquatic center funding.

**PERSONNEL & BENEFITS**

Finance Officer Rhonda Miller presented an overview of the proposed 2003 personnel and benefit packages. This included the new positions that are being requested by the Department Heads.

**GENERAL FUND**

- ◆ General Administration - City Clerk Debbie Kudrna and Finance Officer Rhonda Miller gave a report on the general fund budget and reviewed any changes in this fund. They expressed support of the new Information Systems Department personnel request.
- ◆ Police Department - Police Chief Ron Axtman gave a report on the police department fund budget and reviewed his requests for personnel, vehicles and operation and maintenance within the Police Department.
- ◆ Fire Department - Finance Officer Rhonda reviewed the Fire Department fund budget.
- ◆ Parks & Recreation - Public Works Director Dick Lee gave a report on the pool and park facilities. He reviewed his requests for personnel, vehicles and operation and maintenance within the Public Works Department.
- ◆ Building / Planning & Engineering - City Building Official and Planner, Curt Andrews gave a report on the Engineering projects and staffing, Planning projects and staffing, Building and Zoning projects and staffing levels within his departments. He presented the request for the new Information Systems Department personnel.
- ◆ Library - Finance Officer Rhonda Miller gave a report on the Library Fund Budget.

**STREET FUND**

Finance Officer Rhonda Miller gave a report on the Street fund.

- ◆ Sidewalk Construction Fund - Public Works Director Dick Lee reported on the 2003 Sidewalk Construction Project.

**WATER FUND**

Finance Officer Rhonda Miller gave a report on the Water fund. Public Works Director Dick Lee reported on the water fund and water operation and maintenance projects for 2003.

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**SEWER FUND**

Finance Officer Rhonda Miller gave a report on the Sewer fund. Public Works Director Dick Lee reported on the sewer fund and sewer operation and maintenance projects for 2003.

**SPECIAL REVENUE FUNDS**

- ◆ City Clerk Debbie Kudrna reviewed the Tourism fund and gave a short report on the requests for 2003 tourism funds. The Clerk reviewed the Solid Waste Fund and expected expenditures.
- ◆ Finance Officer Rhonda Miller reported on the Real Estate Excise Tax Fund, Utility Tax Fund, Reserve Funds, and Debt Service.

**FINAL COMMENTS**

Mr. Sheldon thanked the Council for attending the Retreat and asked for continued input during the budget process. He noted the Mayor must present a balanced preliminary budget by November 4, 2002.

**ADJOURNMENT**

With no further business to discuss, Mayor Sanders adjourned the Council Budget Retreat at 1:10 p.m.

By: \_\_\_\_\_  
Jeannie L. Sanders, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Debbie L. Kudrna, City Clerk