

City of Othello  
City Council Workshop  
November 04, 2013

**CALL TO ORDER:**

Mayor Tim Wilson called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**Present:** Mayor Tim Wilson; Councilmembers: Eugene Bain, Ken Caylor, Dan Dever, Genna Dorow, and Kenneth Johnson.

**Also Present:** City Administrator Wade Farris; Department Heads: Public Works Director Terry Clements, Police Chief Steven Dunnagan, City Clerk Debbie Kudrna; and Finance Officer Spencer Williams.

**Absent Was:** Councilmembers Charles Garcia and Mark Snyder.

Council carried a motion to excuse Councilmember Mark Snyder. M/S Bain/Dorow.

Council carried a motion to excuse Councilmember Charles Garcia. M/S Dever/Caylor.

Council carried a motion to adopt the agenda. M/S Dever/Dorow.

**THIRD QUARTER REPORT FROM ADAMS COUNTY FIRE DISTRICT 5**

Adams County Fire District #5, Fire Chief, Gary Lebacken reviewed the Fire District's third quarter report. There were 38 City alarms; they performed 46 City business inspections and 8 staff trainings. They completed approximately one-half of the fire hydrants testing within the community. They performed fire engines and aerial pumper tested this summer. He provided additional statistics for the Fire Department and explained how they perform commercial business inspections.

**REVIEW OF BUSINESS LICENSE FEE**

City Clerk Debbie Kudrna and Receptionist Clerk Rebecca Perez Ozuna presented a review and comparison of the City's business license fees. They found that the \$50 basic business license fee has not increased since 1971 and gave several recommendations for fee increases. The recommendations include increasing the basic annual business license fee based upon quarterly calculations, similar to Moses Lake's fees. The annual business license will be \$80 up to March 31<sup>st</sup>. If they begin providing a business, service, trade or profession after April 1<sup>st</sup>, that annual fee would be \$60; if they begin after July 1<sup>st</sup>, that annual fee would be \$40; and if they begin after Oct 1<sup>st</sup>, that annual fee would be \$20. All of these licenses expire at the end of the year. They recommended a change to the delinquency penalty and to the section relevant to violations of providing a business without an approved business license. They also recommend a change to the fee for carnivals and circuses to an annual fee of \$80. This could increase our annual license fee approximately \$20,000.

**PRELIMINARY BUDGET DISCUSSIONS**

Finance Officer Spencer Williams reviewed the proposed capital requests and possible funding sources in the General Fund, Reserve Fund, Debt Service Fund and Special Revenue Funds. The other funds will be discussed at the next Council meeting. He provided information on the minimum ending funds balances and presented a master list of all capital requests. He also provided a list of the various funding sources. The Council reviewed the various capital requests and, if approved, made suggestions for funding.

**ORDINANCE TO AMEND THE CAPITAL FACILITY PLAN 2013-2018**

Finance Officer Spencer Williams advised that if the Council wants to use money from the REET fund for the Street Lighting Beautification project, the project must be included in the Capital Facility Plan.

Council carried a motion to adopt AN ORDINANCE AMENDING THE SIX YEAR CAPITAL FACILITY PLAN FOR 2013-2018. M/S Dorow/Caylor. This shall be known as Ordinance No. 1383.

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**ORDINANCE TO AMEND THE 2013 BUDGET**

Finance Officer Spencer Williams explained there are two changes to the 2013 budget that need to be amended to reflect Council decisions during the year. These include the \$38,000 from the REET fund to the Street Fund to purchase lights for the street lighting project and there are several amendments in the Street fund, including engineering services for the Scootney project; electricity for street lights and the costs for the Interim City Clerk expenses and the costs for searching for a new City Administrator.

Council carried a motion to adopt AN ORDINANCE AMENDING THE 2013 BUDGET FOR THE CITY OF OTHELLO AND AMENDING ORDINANCE 1375 AND 1379. M/S Dorow/Caylor. This shall be known as Ordinance No. 1384.

**EXECUTIVE SESSION**

Mayor Wilson announced that Council will now adjourn at 8:15 p.m. to go into an executive session pursuant to RCW 42.30.110(1) (b) to consider the selection of a site or the acquisition of real estate by lease or purchase. The executive session is expected to last 15 minutes. No action will be taken during the executive session.

Mayor Wilson reconvened the City Council meeting at 8:30 p.m.

Mayor Wilson made the following announcements:

- The next Council meeting is scheduled for Tuesday, November 12, 2013.

**ADJOURNMENT**

With no further items to discuss, Mayor Wilson adjourned the workshop at 8:31 p.m.

By: \_\_\_\_\_  
TIM WILSON, Mayor

ATTEST:

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