

City of Kittitas
Work/Study Meeting Minutes
July 11, 2017

Work/Study Meeting Attendance

Lou Whitford – Mayor
Jerry Gilmour – Councilmember
Pat Cort - Councilmember
Ben Whitehurst – Councilmember
John Camarata – Councilmember
Liz Smith – Councilmember

Debbie Lee – Clerk/Treasurer

Points of Discussion

- There were no concerns about the minutes.
- Councilmember Cort stated that the police vehicle reserve fund needs to be built back up and this is just a reminder to take into consideration during budget time.
- Mayor Whitford explained that the budget amendment on the agenda is for budgetary reasons to notify the public of how 100% of the Code Enforcement Officer's wages will come from the 3/10's fund and the lease payments on the two new vehicles will come from the General Fund. This will not affect the budget monetarily.
- Councilmember Cort wanted to know who keeps a list of the software the City uses and when it expires. It was explained that Rufus Tech keeps this information and updates Go Daddy and Avast Anti-Virus.
- Councilmember Cort thought that the City could do these themselves and that there are a lot of free or less expensive programs available.
- Mayor Whitford told Council that Chief Nierman wrote the All-Terrain Ordinance as Council had suggested taking into consideration and allowing all-terrain vehicles to be on sidewalks in the winter time for snow removal.
- It was explained that the printers that are on the surplus list cannot be repaired anymore as the parts are no longer made for these machines. Xerox will dispose of the printers at no charge.
- The MOU (memo of understanding) was not yet received from PUD. This will be an understanding with Zirkle Fruit and the City of Kittitas stating that the City is responsible for the cost of the electricity to run the new street lights that were added in this development. This is something that will need to be considered for the 2018 Street Budget.

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- Councilmember Cort stated that the budget amendment will show the public the transfer of funds from 3/10's to the General Fund regarding Code Enforcement Wages and the two new lease payments of the Ford Explorer. All Ordinance updates are published in the paper as well.
- Only one comment on payables; Councilmember Smith was asking about the DVD Beauty and the Beast it was explained that the library purchases movies for rental.
- Councilmember Cort would like to see inventory schedules with a list of the condition of the items and replacement cost. For example the purchase of the copy machine in 2017 what the cost is and how long it will last and then Council can set aside money to replace it when the time comes.
- Mayor Whitford stated that the Police, Streets and Fire departments need to update their lists. Mayor Whitford suggested using Waste Water Treatment Plant as an example and possibly Councilmember Cort and Mayor Whitford can help with this to show the other departments what the goal of this project is.
- Councilmember Cort stated that the City can't look at GIS software if we don't know the inventory of each department. This list would include status of roads, pumps, etc. Councilmember Cort thought working together towards this goal would help in getting an Asset Management Program.
- The server quote was discussed. Complete Computer Services did not show up for the scheduled meeting and Councilmember Cort thought the City could call and reschedule and possibly call a company in Yakima.
- Mayor Whitford stated that we are only looking at service only not the maintenance part as the City has that with Rufus Tech.

ADJOURN: 6:26 p.m.

Attest:

Mayor Lou Whitford

Debbie L. Lee Clerk/Treasurer