

KETTLE FALLS CITY COUNCIL MEETING
OCTOBER 20, 2015

CALL TO ORDER

Mayor Dorothy Slagle called the meeting to order at 7:00 p.m. and led the audience in the Pledge of Allegiance.

ROLL CALL

Dorothy Slagle, Bonnie Bradley, Jesse Garrett, Dale Drake and Debbie Gaskin.

STAFF

Staff - Charlie Schuerman, Raena Hallam, Katy Pike and Joel Gassaway.

GUESTS

Guests - Suze Fode, Catherine Whitby and Linda Kendall.

ANNOUNCEMENTS AND MAIL RECEIVED

As there were no Announcements and Mail Received, City Council moved on to Public Comment.

PUBLIC COMMENT

RURAL RESOURCES FAMILY SUPPORT SERVICES - 2016 BUDGET REQUEST

Suze Fode, Director of Victim Services, reviewed with City Council the services the Rural Resources Victim Services provides.



www.ruralresources.org

Colville Office: 956 S. Main Street • Colville, WA 99114
Office: (509) 684-3796 • 24-Hour Help Line: (509) 684-6139
or
Toll Free 1-844-509-SAFE (7233)

Republic Office: 42 Klondike Road • Republic, WA 99166
Office: (509) 775-3331 • After Hours: 1-844-509-SAFE



October 20, 2015

Mayor Dorothy Slagle
City Council Members
P O Box 457
Kettle Falls, WA 99141

RE: 2016 Budget Request

Dear Mayor Slagle and City Council Members:

As you know from working with Rural Resources Victim Services (previously the Family Support Center) since 1985, we make an annual request for contract renewal with the city of Kettle Falls. The amount requested for 2016 remains unchanged at \$3,000, an amount equating to approximately \$2.00 per resident.

A few statistics from 2014 illustrate the impact our agency has made:

773	Help Line (crisis) calls were answered
316	Adult victims of domestic violence and sexual assault were served
107	Child sexual abuse and child abuse cases

Our advocates work with all elements of the criminal justice system in order to help the most vulnerable among us. Our goal is to help every victim, every time. We offer hope and a new beginning to many local families, but we cannot do it alone. Community partnerships are vital, and your ongoing support is a significant acknowledgment that you believe in our mission.

We are grateful for having had the opportunity to work with the city for the past 30 years and hopeful that we can continue our relationship for many more. We would appreciate the chance to discuss this request with you at an upcoming City Council meeting. I can be reached at (509) 685-6092. Again, thank you for your continued support.

Sincerely,



Angela Bridegam
Volunteer Program Manager
Rural Resources Victim Services

ADDENDUM 1

Services to CITY Residents

1. Respond to requests for information or assistance related to domestic violence or sexual assault.
2. Provide immediate crisis intervention for victims.
3. Assist with locating temporary safe housing, food and clothing for domestic violence victims and their children.
4. Provide medical advocacy when a victim is injured and needs medical attention.
5. Provide counseling for victims and their non-offending family members.
6. Provide legal advocacy in the criminal justice system including increased awareness of the rights of crime victims as outlined in statute.
7. Provide assistance with orders in the civil justice system.
8. Provide ongoing support and assistance to victims.
9. Coordinate comprehensive services and responses across programs and systems.
10. Provide safety planning to prevent future incidents of crime.

Rural Resources Victim Services

Help Line 24/7 – (509) 684-6139 or 1-844-509-SAFE (7233)



Overview of the Services We Provide

2014 Statistics

Help Line Calls Answered:	773
Victims of Domestic Violence and Adult Sexual Assault Served:	316
Child Sexual Abuse and Child Abuse Cases:	107

24-Hour Help Line

Answered by trained staff and volunteers 365 days a year, 24 hours a day.

Safe Shelter

Provided for victims of domestic violence and their children.

Crisis Intervention

Provided to an individual in crisis to stabilize their emotions, clarify issues, and provide support and assistance to help explore options for resolution of the individual's immediate crisis and needs.

Information and Referral

Referral to other services including legal and financial help, counseling, housing, employment, and medical care.

Help with Court Orders

Assistance in filling out civil court protection orders and helping victims file through the court system and accompaniment.

Advocacy

Individual support for victims including: safety planning, empowerment, providing options and resources available, and support through the medical and legal system.

Support Groups

For victims of domestic violence on the 1st and 3rd Wednesday of each month.

Therapy

Referrals to contracted qualified therapists provided for sexual assault victims, based on availability of funding.

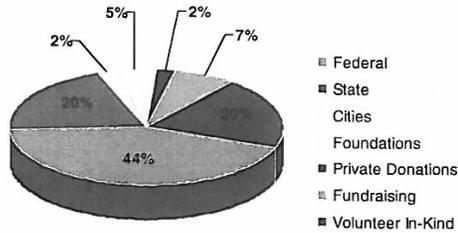
Community Education

Education on domestic violence, sexual assault, and other crimes provided to groups, businesses and agencies in Stevens County.

Annual Revenue Sources

(July-June)

Total Revenue to program \$817,916



Helpline Volunteers provided over 7,346 hours in 2014. That's valued at \$164,017!

Check out our Social Media



Facebook.com/ruralvictimhelp



Twitter.com/ruralvictimhelp



Youtube.com – search for Rural Resources Victim Services



Instagram.com/ruralvictimhelp



Flickr.com/photos/ruralvictimhelp

Some of the Special Things...

- We changed our name from Family Support Center to Rural Resources Victim Services.
- We added our Toll-Free Help Line number: 1-844-509-SAFE (7233).
- 15th Annual Wo+men Making a Difference luncheon raised over \$30,000.00 for services.
- Renee Mahaney retires after 7-1/2 years with Family Support Center.
- The Family Support Center Advisory Board is disbanded after 25 years of service.
- Our Annual Yard Sale brought in \$675.00.
- Cyber Safety/Identity Theft Prevention Trainings were held all over the county.
- Our Annual Shred Event was held in Colville, Kettle Falls, and Chewelah.
- Nancy Foll retired after 35 years of life changing service to this community.
- Suzi Fode becomes the Director of Family Support Center.
- Courtney Sears is presented the 2014 Kathleen Donahoe Scholarship.
- Victim Aware Medical Care and Trauma & the Brain trainings held for our medical community.
- Last Will and Embezzlement trainings held all over the county.
- NE WA Realtors Association donates Backpacks full of goodies for clients for the 10th year in a row.
- Our Dear Friend – Pat Hunter – loses her battle with cancer.
- Lyni Smith retires after 14+ years with Family Support Center.
- Fair outreach booths are held throughout the year by Sherie Lynn, Alex Mueller and many volunteers.
- New Volunteers join us: Peggy Healey, Gary Gibson, Holly Saenz, Emily Wilson-Barnard.
- Mary Scott is awarded Volunteer of the Year for 2014.
- NEW Alliance Counseling Services is awarded Agency of the Year 2014.

Ms. Fode stated Victim services is seeking \$3,000 from the City of Kettle Falls for services in fiscal year 2016. Ms. Fode explained that this equals less than \$2 per citizen.

After discussion, Mayor Slagle and City Council thanked Ms. Fode for her presentation and dedication to the community.

CONSENT AGENDA

CITY COUNCIL APPROVAL OF THE SEPTEMBER 15, 2015 CITY COUNCIL MINUTES AND VOUCHERS AND PAYROLL

Council Member Dale Drake moved to approve the Consent Agenda. Council Member Debbie Gaskin seconded the motion. Motion carried by all. Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Dale Drake - yes and Council Member Debbie Gaskin - yes.

COMMITTEE REPORTS

PLANNING COMMITTEE

Council Member Debbie Gaskin reported she attended the Kettle Falls Planning Commission meeting and discussion regarded the keeping of bees inside the City limits. The Planning Commission will be drafting an ordinance for presentation to City Council.

STAFF REPORTS

POLICE DEPARTMENT BUDGET REQUEST

Mayor Slagle stated Police Chief Courchene was not able to attend the meeting this evening to present his 2016 Budget Request. Mayor Slagle the department is in a staffing crisis and the one thing that Chief Courchene is requesting is another Police Officer position.

NEW BUSINESS

RESOLUTION NO. 15-03 A RESOLUTION OF THE CITY OF KETTLE FALLS, WASHINGTON CREATING A PUBLIC RECORDS DISCLOSURE POLICY.

City Council Member Bonnie Bradley moved to adopt Resolution No. 15-03. Council Member Debbie Gaskin seconded the motion. Motion carried by all. Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Dale Drake - yes and Council Member Debbie Gaskin - yes.

RESOLUTION NO. 15-04 - A RESOLUTION DESIGNATING A PUBLIC RECORDS OFFICER AND RECORDS COORDINATORS WITHIN SPECIFIC DEPARTMENTS

City Council Member Jesse Garrett moved to adopt Resolution No 15-04. Council Member Dale Drake seconded the motion. Motion carried by all. Council Member Bonnie Bradley - yes, Council Member Jesse Garrett - yes, Council Member Dale Drake - yes and Council Member Debbie Gaskin - yes.

OLD BUSINESS

2016 BUDGET PRESENTATIONS

LIBRARY

**2016 Budget Proposal
 Libraries of Stevens County--Kettle Falls Public Library**

October 20, 2015

Library Services

Literacy

- Storytime
- Summer Reading Program
- Digital Books

Technology

- Public Access computers
- High- speed wireless access
- Technology assistance

Education Support

- Partnership with schools/homeschooling
- Distance education students
- Homework help

Professional Research Assistance

- Legal and medical reference help
- Homework help

Computer Classes

- Individual support
- Microsoft IT Academy

Job Searching Assistance

- Resumé
- Access to WorkSource online

Small Business Support

- Databases
- Demographic research

2015 Library Highlights and Statistics

Community Development Block Grant

- Found a feasible bid with Collaborative Construction Solutions and started construction in July 2015. Projected finished date December 2015. Currently, over 50% at the end of October 2015.

Youth Programming

- 118 Attendees to the Mobius Science Center Show
- Lego Programming
- After School Programming

Division of Operating Costs - City of Kettle Falls

Facility Maintenance
 Insurance
 Janitorial Staffing, Partial Management
 Related Maintenance Supplies
 Utilities: Avista, Water, Waste Disposal

Division of Operating Costs – LOSC

Books, DVDs, Magazines, other materials
 Broadband Internet Connection
 Computers and Other Technology
 Copier Contract
 Databases
 Insurance
 Patron Service Related Supplies
 Programming, All Ages
 Staff, Partial Management

Return on Investment

City of Kettle Falls 2015 = \$25,650
 Approximate number of citizens: 1,596
 Citizen Cost per Year = \$ 16.07

Average Cost of a hardcover book: \$26.67
 Average Cost of a newly released DVD: \$17.50

How is Kettle Falls Public Library Funded?

FY	2014	2015	2016 DRAFT
City of Kettle Falls:	\$27,700	\$25,650	\$28,130
Libraries of Stevens County:	\$169,585	\$171,298	\$173,010

2015 Revenue

FY	2014	2015	2016 DRAFT
Estimated Beginning Fund Balance:	\$12,000	\$12,000	\$10,000
Investment Interest:	\$50	\$50	\$50
Other Miscellaneous Revenue:	--	--	\$2,000
CDBG Grant:	--	\$750,000	\$750,000
Total Estimated Revenue:			\$23,500
Total Estimated Resources (without CDBG):	\$35,550	\$35,550	\$35,550
Total Estimated Resources:	\$35,550	\$785,550	\$785,500

Expenditures

FY	2014	2015	2016 DRAFT
CDBG Funding:	--	\$750,000	\$750,000*
Salaries (Janitorial):	\$2,100	\$3,120	\$3,800
Benefits (Janitorial):	\$300	\$330	\$480
Supplies:	\$400	\$200	\$200
Professional Services:	\$11,000	\$11,000	\$11,000
Communications:	\$2,500	\$100	\$50
Insurance:	\$1,500	\$1,500	\$2,500
Utilities:	\$3,300	\$3,300	\$4,000
Repairs and Maintenance:	\$1,500	\$1,000	\$1,000
Volunteer Luncheon:	\$500	\$500	\$500
Miscellaneous:	\$100	\$100	\$100
Library Capital Outlay:	\$500	\$500	\$500
Transfer to Library Cumulative Reserve:	\$4,000	\$4,000	\$4,000
Total Estimated Expenditures for 2016 (without CDBG):	\$27,700	\$25,650	\$28,130
Total Estimated Expenditures for 2016:	\$27,700	\$775,650	\$778,130*

*The actual CDBG amount that will roll over into 2016 is unknown. This is a place holder for the numbers and will be replaced with more accurate estimates as the FY2015 finishes.

Noted Changes

There are a number of important changes that have affected the Kettle Falls Public Library. The Community Development Block Grant, matching City funding, Friends of the Library Funds, and the dedicated efforts of volunteers, City and Library staff have made a newly expanded building possible. Even though the cost outlook for construction was high, the City was able to obtain a workable bid from Collaborative Construction Solutions. Increased costs in construction has put a strain on the existing budget, and overall, will decrease the rollover amount in the budget in FY2016. Additionally, there is an estimated increase in insurance, utilities, and need for extended janitorial hours based on the increased square footage. Projected amounts are based on estimates given by the City of Kettle Falls Accountant.

Considerations

The City of Kettle Falls is one of two existing municipalities who are not annexed into the Stevens County Rural Library District. Currently, Kettle Falls is paying 86.6% of the average amount that annexed communities in Stevens County are contributing.¹ For the FY2016, the Libraries of Stevens County is asking for an increase in the budget to cover the increased costs in janitorial staffing, insurance and the utilities. It is anticipated that the community center addition onto the building will provide some of this revenue.

¹ This is factored using the Stevens County Assessor's calculated District values for the existing year. Levy values are displayed "2015 District Values" on the County Assessor's website. The calculation is the estimated regular Levy Value per City/Town divided by 1000 and multiplied by the Levy Rate. \$32,461 is the projected equivalent annexation amount for 2016. (<http://www.co.stevens.wa.us/assessor/LevyInfo/2015/2015%20Regular%20District%20Values.pdf>)

Library Manager Katy Pike reviewed her 2016 budget request with City Council.

FIRE DEPARTMENT

Fire Chief John Ridlington reviewed his 2016 budget request with City Council.

2016 Fire Department Budget

		Joint Budget	City Share	District Share
001.522.10.10	SALARIES			
	Fire Chief Salary	\$ 6,500.00	\$ 1,885.00	\$ 4,615.00
	TOTAL SALARIES	\$ 6,500.00	\$ 1,885.00	\$ 4,615.00
001.522.10.20	BENEFITS			
	Fire Chief Benefits	\$ 750.00	\$ 217.50	\$ 532.50
	TOTAL BENEFITS	\$ 750.00	\$ 217.50	\$ 532.50
001.522.10.30	SUPPLIES			
	Batteries/Drinking Water/Misc.	\$ 2,800.00	\$ 812.00	\$ 1,988.00
	TOTAL SUPPLIES	\$ 2,800.00	\$ 812.00	\$ 1,988.00
001.522.10.32	GAS/OIL/FUEL			
	Fuel & Oil	\$ 9,000.00	\$ 2,610.00	\$ 6,390.00
	TOTAL GAS/OIL/FUEL	\$ 9,000.00	\$ 2,610.00	\$ 6,390.00
001.522.10.35	SMALL TOOLS/MINOR EQUIP.			
	Helmets 6 @ \$200	\$ 1,000.00	\$ 290.00	\$ 710.00
	Gloves/Miscellaneous	\$ 2,000.00	\$ 580.00	\$ 1,420.00
	TOTAL SMALL TOOLS	\$ 3,000.00	\$ 870.00	\$ 2,130.00
001.522.10.43	TRAINING			
	N. Bend Training - Burn to Learn	\$ 4,000.00	\$ 1,160.00	\$ 2,840.00
	Firemen Reimbursement	\$ 33,000.00	\$ 9,570.00	\$ 23,430.00
	Physicals (20 @ \$100 each)	\$ 1,000.00	\$ 290.00	\$ 710.00
	Education Materials for Kids	\$ 522.92	\$ 151.65	\$ 371.27
	Television & Laptop Computer	\$ 1,500.00	\$ 435.00	\$ 1,065.00
	TOTAL TRAINING	\$ 40,022.92	\$ 11,606.65	\$ 28,416.27
001.522.10.48	REPAIRS & MAINTENANCE			
	Compressor Maintenance	\$ 1,700.00	\$ 493.00	\$ 1,207.00
	TOTAL REPAIRS & MAINT.	\$ 1,700.00	\$ 493.00	\$ 1,207.00
001.522.10.49	MISCELLANEOUS			
	Annual Dinner & Hose Test BBQ	\$ 2,000.00	\$ 580.00	\$ 1,420.00
	Coats/Hats/Miscellaneous	\$ 500.00	\$ 145.00	\$ 355.00
	TOTAL MISCELLANEOUS	\$ 2,500.00	\$ 725.00	\$ 1,775.00
001.522.10.55	DISPATCH			
	Stevens County 911	\$ 1,700.00	\$ 493.00	\$ 1,207.00
	TOTAL DISPATCH	\$ 1,700.00	\$ 493.00	\$ 1,207.00
001.594.22.60	FIRE CAPITAL OUTLAY			
	Replace Equipment	\$ 6,000.00	\$ 1,740.00	\$ 4,260.00
	Miscellaneous	\$ 6,200.00	\$ 1,798.00	\$ 4,402.00
	Tax/Shipping/Miscellaneous	\$ 1,850.00	\$ 536.50	\$ 1,313.50
	TOTAL FIRE CAPITAL OUTLAY	\$ 14,050.00	\$ 4,074.50	\$ 9,975.50
001.597.34.00	HYDRANTS			
	Transfer to Water Dept.	\$ 1,550.00	\$ 449.50	\$ 1,100.50
	TOTAL HYDRANTS	\$ 1,550.00	\$ 449.50	\$ 1,100.50
	2016 BUDGET GRAND TOTAL	\$ 83,572.92	\$ 24,236.15	\$ 59,336.77

Chief Ridlington explained the 2016 requested budget total amount did not increase from 2015.

CLERK/TREASURER

Clerk/Treasurer Raena Hallam reviewed her 2016 budget request with City Council.

City of Kettle Falls

Memo

To: Mayor & City Council
From: Raena Hallam, Clerk/Treasurer
Date: 10/20/2015
Re: Clerk's 2016 Budget Request

The 2015 budget included funds for installation of the new utility billing program. We have been using the new program since June.

In 2016, I would like to request the purchase of four handheld meter readers for the Public Works Department. Vision Municipal Solutions came to Kettle Falls and demonstrated two different styles of handheld meter readers. Of the two, City personnel felt the Allegro 2 would be the best choice due to its size, alpha/numeric keypad and larger screen.

The funding for this purchase would come from the water fund.

Thank you and if you have any questions just give me a call.

City Council briefly discussed the need of four hand held devices or three devices. Raena stated she would ask City Superintendent Joel Gassaway to help answer their questions at the next meeting.

PUBLIC COMMENT

As there was no Public Comment, City Council moved on to Adjournment.

ADJOURNMENT

Mayor Dorothy Slagle adjourned the meeting at 8:16 p.m.

Approved:

Dorothy Slagle, Mayor

Attest: _____
Raena Hallam, Clerk/Treasurer