

**MINUTES OF THE STAFF MEETING
WORKSHOP OF THE ETNA CITY COUNCIL
WEDNESDAY, SEPTEMBER 9, 2015**

Members of the Etna City Council met this 9th day of September, 2015, in the Etna City Council Chambers. Mayor Marilyn Seward called the meeting to order and dispensed the salute to the flag of the United States of America, and roll call.

Council Members Diana Callahan, Lori Fleck, Mitch Trost, and Marilyn Seward were present. Chuck Jopson was absent.

Oral Comments from the Public on Non-Agenda Items
No Comments

Current Business:

Discuss Department and Inventory Reports with Department Heads, and City Staff. Department reports shall be prepared, and presented during the second council meeting of each month. These reports should describe challenges, projections, how to avoid challenges in the future, and goals and objectives for the year to support budget requests specific to each department.

Inventory reports shall be prepared by each department, as required by the state, and should include everything that is valued at \$250.00, and above. These items inventoried should include computers, laptops, printers, cameras, etc. Each inventoried item will then be entered, and tracked in a database.

Discuss Current Department Goals, and Department Goals Five to Ten Years From Now.

Public Works Department would like to have Scott Street laterals project complete, and would like the budget redone for Scott Street. Reporting system for The Sewer System Management Plan with SHN complete, and waterline project. In January they will be starting waste water reporting, but will be required to be certified. Lastly, Public Works will begin monthly, and quarterly spill reports for the SSMP.

Police Department will need their protective vests replaced in three years. They will need to replace the Ford Expedition soon, the new vehicle will need to be another 4X4. The Dodge Chargers are getting close to 100,000 miles, Tony Stacher's vehicle has 77,000 miles, and Josh Short's has 91,000 miles. Stacher predicts that his will need to be replaced within the next three years. Stacher recommends developing a Vehicle Replacement Fund. The Department will need a hard drive for their body cameras, as well as, new body cameras with car chargers, which will cost \$800.00 each. Also, the department will need to purchase new Tasers.

The Fire Department would like to purchase a new fire engine within the next six months, this will cost about \$125,000. They are always looking for new volunteers.

The City Clerk Department is currently preparing for the November audit, and Sarah Griggs is working hard to get more familiar with the budgeting. Jenny Bennett has been an excellent addition to the city staff, and a great help to Sarah. They have been very busy keeping up with public requests, and correspondences. They met with Cal Recycle recently, and are working together with them as far as

making information easily available to the public regarding recycling practices. The City Website is a work in progress and eventually will be complete.

Lastly, this will be the last staff meeting that council will attend. Future staff meetings will be for staff only.

Adjournment

There being no further business; the meeting was adjourned at 4:40 pm.

Respectfully Submitted,

Sarah Griggs