

**CITY OF ROSLYN
CITY COUNCIL WORKSTUDY
MEETING MINUTES**

November 22, 2011 – 6:00 P.M.

Roslyn Council Chambers, 109 S. 1st, Roslyn, Washington

CALL TO ORDER, ROLL CALL:

Mayor Pro – Tem Cooke called the work study to order at 6:02pm, led the flag salute and asked the Clerk – Treasurer to call roll.

PRESENT: Mayor Pro – Tem Cordy Cooke, Councilmember Andy Januskiewicz, Councilmember James Begley, Councilmember Laura Osiadacz, Councilmember Geoff Scherer, Councilmember Bethany Spurrier, and Councilmember Derek Gruber

ABSENT: Mayor Jeri B. F. Porter

MOTION: Councilmember Gruber **MOVED** to excuse the absent Mayor. Councilmember Begley **SECONDED** the motion. The motion was **APPROVED 7-0.**

STAFF: Amber Shallow, Clerk – Treasurer; Lisa Haley, City Planner; Erin Krake, Librarian; Mitch Long, Public Works Crewmember; Brandi Taklo, Deputy Clerk – Treasurer

1. 2012 Budget Review

Mayor Pro-Tem Cooke asked Amber Shallow to walk the Council through the results of the request for information that the Council asked for at the last meeting.

There is a memo that outlines some of the information we found, comparison of the wages which is before you tonight, street lights – no charge to shut off they will actually remove the lights, there are 10 that were installed recently and those we would have to pay to remove, my estimation is that 58 lights could be removed at no charge and it would save approx \$, we would incur a charge for installing historic looking lights, cutting position hours – reviewed possible changes, options b & c show the savings by scenario we are focusing mainly on general & street fund.

Councilmember Januskiewicz – asked Amber Shallow for clarification on the options presented to Council in regards to staff cuts.

Councilmember Scherer – asked Amber to lead the Council through their options for staff cuts by each position.

Amber Shallow then told the explained each positions cuts and the savings from each of those cuts putting emphasis on the savings to general and street funds which are the funds that are struggling the most. Ms. Shallow also informed the Council that the City is a reimbursement employer for unemployment and all those costs would be paid in full by

the City. The total cost of unemployment is unknown at this time but is estimated to be around \$11,000 for the year for the planner position.

Councilmember Scherer handed out a chart estimating the reserves balances for street & general funds and stated that ideally 10% - 15% reserves in all funds is preferred but the rule of thumb now is 20%. We've cut everything else down to "bare bones" which is why we are here discussing this tonight.

Council continued to discuss the amount of savings for each positions cuts and where each option for cuts will leave the City at for remaining reserve levels at the end of 2012.

Councilmember Scherer – after our Budget, Finance, Administration committee last Wednesday, Erin Krake received an email from Commissioner Crankovich stating that there is likely to be a cut to the funding provided by the County of \$16,500 which is about 26% of our budget. I contacted all three of the Commissioners and asked for a meeting and Commissioner O'Brien invited me to their budget meeting and I attended that meeting. This afternoon I got a call from Commissioner Crankovich and we have been funded and will receive the full \$16,500. I want to personally thank all the commissioners for funding our library.

Councilmember Begley – so regardless either option is not going to help our street fund reserves.

Ms. Shallow continued to review the memo that was put together for Council outlining the budget options and challenges facing the City in 2012.

Mayor Pro-Tem Cooke asked Lisa Haley to inform the Council about the potential impacts if the hours of the planner are cut.

Lisa Haley – there will be impacts to other staff members besides myself since Amber & Brandi will be taking messages and responding to requests for inspections and it will take me longer to process applications.

Mayor Pro-Tem Cooke – so I'm hearing that there will be significant impacts to other office staff. Ms. Krake would the four hour reduction impact library services?

Erin Krake – it would mean I wouldn't work on Sundays which I don't work most of them already because of furloughs, but Shawna covers those days. There wouldn't be a noticeable impact to the customers of the library.

The Council then discussed the impacts to customers going through design review and getting building permits including who would continue to review items and the amount of time to complete a review.

Councilmember Begley – the sad thing is I don't see any way to avoid some cutting, we've tried to be creative. I don't like cutting but there doesn't seem to be a way around it. Maybe in the future we can look at putting the hours back in.

Councilmember Gruber – what about animal control, we've paid more than was estimated for 2011, could we cut there?

Ms. Shallow replied that the animal control money comes from a voting measure passed by the people and is strictly a pass through item, that is the money that is collected from the additional 0.3% sales tax is sent onto Cle Elum to pay for the animal control officer.

Councilmember Osiadacz asked how the cities that don't have a planner operate since there are several cities listed on the salary comparison sheet that do not have planners.

Ms. Shallow stated she was unsure but it could just be that those cities have a different level of planning and it is reported under a different category than our planner is reported under. The comparison was put together based on the categories our employees are in.

Councilmember Begley – personally I think we need a planner here because of our load.

Mitch Long – in regards to the street lights, it's encouraging to hear you talk about streets and trying to help and this needs to be something to put on the forefront, we definitely need to start repairing our streets but we need the money to do repairs. I would like to see the Public Works department start working with the Council's Public Works & Transportation Committee to get work done on our streets and water/sewer projects moving.

Councilmember Scherer – the county has enough reserves to fully fund their 6 yr Transportation Improvement Program.

Ms. Krake – I just want to point out that the cuts to the deputy clerk – treasurer position would only save the general fund approximately \$1300 so there really isn't any savings there and would have a bigger impact on Amber who would need to pick up the slack; I would keep the Deputy Clerk – Treasurer position where it is at.

Councilmember Januskiewicz – I see that, I'm scared for the future.

ADJOURNMENT: 7:00pm

Mayor Pro-Tem adjourned the meeting at 7:00pm.


Neal R. Lockett, Mayor

Attest: 
Amber Shallow, Clerk - Treasurer