

**CITY OF ROSLYN
CITY COUNCIL
WORK STUDY MINUTES
December 13, 2011 – 6:00 P.M.**

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

CALL TO ORDER, ROLL CALL: 6:00pm

Mayor Pro-Tem Cooke called the work study meeting to order at 6:00pm and asked the Clerk – Treasurer to call roll.

PRESENT: Mayor Pro-Tem Cordy Cooke, Councilmember Andy Januszkiewicz, 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 **MOTIONED** to excuse the absent Mayor. Councilmember Begley **SECONDED** the motion. The motion was approved 7-0.

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

1. 2012 Budget

Mayor Pro-Tem Cooke asked the Clerk - Treasurer to walk the Council through the documents provided.

Amber Shallow, Clerk – Treasurer – The information provided is on the staff cuts based on the Council’s choices reported to me after the last meeting.

- Option B would cut the Planning position to 30 hours and the Librarian position to 36 hours. The savings to the general fund would be approximately \$15,000.
- Option C would cut the Planning position to 20 hours and the Deputy Clerk – Treasurer to 20 hours. The savings to the general fund would be approximately \$32,000. This option would actually put money back into reserves for the general fund.
- Option D would cut the Planning position to 20 hours; the savings to the general fund would be approximately \$31,000. This option would also put money back into the reserves for the general fund.

The City attorney also worked on a proposal for their contract for next year and lowered the monthly stipend we will be paying. There was also a reduction in the amount needing to be paid for the fire department pension and liability as there are fewer fire fighters on the roster.

Councilmember Scherer stated that this is a hard decision to make and asked Mrs. Shallow how much money would be put back into the general fund with option B. Mrs. Shallow replied \$15,000.

Councilmember Scherer – I’m trying to build up a street fund somewhere in the range of \$20,000 for reserves because that is roughly 20% of the expenditures to keep things going and continue to try and get TIB grants that require matching funds.

Discussion then continued on the possibilities for funding the streets including the use of Real Estate Excise Tax Funds and the matching funds available for the Old City Hall Project.

Councilmember Gruber – I think we need to work on the street funds and any option that will help put money there is good.

Councilmember Osiadacz – When I was given choices I chose option B because we need to start to fund other projects.

Neal Lockett, Roslyn – at the last meeting I asked a question and I haven't had a chance to get an answer yet. The question was there is an amount budgeted of \$3600 for the Mayor's salary and I believe that is a good thing to have in there. How much discretion does the Mayor have to re-direct those funds to some other cause?

Mayor Pro-Tem Cooke – maybe Margaret could answer that.

Margaret King, City Attorney – after clarifying which funds Mr. Lockett was discussing Ms. King stated that she didn't see any reason the Mayor couldn't refuse those funds, there were only rules as to increasing the funds.

Mr. Lockett – so if the Mayor decided rather than take the salary, that he would like to have it applied to different places that needed it, he could?

Ms. King – the Council is the one that decides how the funds are spent as part of the budget.

Mayor Pro-Tem Cooke – I find it extremely unlikely that anything Mr. Lockett wanted to do with his salary that would benefit the City would be a problem with the Council. I think you could consider wide discretion for your proposal.

Mr. Lockett, Roslyn – I do have plans for it and those plans have changed a bit considering the dire situation we are in with our budget and I have a feeling that in the next five years things are going to be worse. The decisions that are going to be made next year are going to be worse than this year. I just wanted to know if there was latitude, since the amount is already budgeted, to put those dollars to use somewhere else.

Mrs. Shallow stated that a budget amendment could be done at anytime so if the Mayor wanted to put a proposal forward immediately after taking office that could be done.

Councilmember Scherer – On that point I would like to encourage all Council members at the beginning of the year to forfeit their stipend also.

Mrs. Shallow – I respect what Council is trying to do here tonight and I also realize that the general and street funds need help. As you are considering which option to take for staff cuts please look closely at the Deputy Clerk – Treasurer as the amount saved by making cuts to this position would have little impact on the general or street funds. This position is funded mainly by the water and sewer funds.

Mayor Pro-Tem Cooke – that is why I personally favor option C, the other thing that I would ask the Council to remember is that training new people and searching for new people is a costly exercise as well.

Councilmember Januszkiewicz – That is one of the reasons I asked about folding the Deputy Clerk – Treasurer and the Planning positions into one. One of the things I heard and understood about combining those positions was that it would be very hard to divide the workload, for me what it came down to was that I am particularly concerned about the planner and deputy clerk – treasurer positions. After talking with city staff it became apparent to me that combining the positions would be very hard to do. There would be additional savings to that but difficult to accomplish.

Mr. Lockett – you’ve budgeted \$10,000 for a grant writer and I’m curious what you believe the City would get for that \$10,000 and if that individual was able to get us a grant that would require matching funds, where are those monies going to come from?

Mayor Pro-Tem Cooke – those are all very good questions but very hypothetical since we know no details of any kind so it would be very hard to give an answer. We do have \$158,000 in reserves even with the lowest staff cuts and I would imagine that’s where the money would come from.

Councilmember Scherer – I believe that \$8,000 of that is from the Friends of the Roslyn Library.

Mrs. Shallow – there are some existing grants that we have which can be used for matching funds to new grants if obtained. One of those grants is \$798,000.

Discussion continued on the possibilities of grants and the types of projects a grant writer could search for grants on.

Mayor Pro-Tem Cooke – based on the discussion so far, option D for staff cuts looks like it has the most support and I would like to make a decision tonight so we can finish this budget up and not come back after Christmas.

Councilmember Begley – I’m definitely kind of wavering. I see the benefits of reducing staff hours, and I see a lot of efficiencies but it’s not going to be easy. I’m leaning more towards option C. The extra work that is going to be put on other staff and commissions and the lack of service that will be provided to citizen’s makes me want to choose the option that I think will have the least impact.

Councilmember Januszkiewicz – I’m concerned with cutting the Deputy Clerk – Treasurer since she does more support for the Clerk – Treasurer and her primary duties are in the water and sewer departments. So to answer Mayor Pro-Tem Cooke’s question I’m leaning more towards option E.

Councilmember Scherer – I’m focused on the general and street funds. If we cut the Deputy Clerk – Treasurer back to 20 hours per week it is only around \$1300 in savings so I say we keep that position at 30 hours, which is option E.

Councilmember Osiadacz clarified that the savings listed are not only wages but taxes and benefits as well.

Mayor Pro-Tem Cooke – I'm hearing that the Council would like to go with option E as a compromise.

Councilmember Spurrier – it is a compromise and we need to do something.

Councilmember Osiadacz – option E would still put a small amount back into the reserves correct. The reply was yes.

Nolan Weis, Roslyn – in looking at option E, it's nice that we are saving someone's job. The Deputy Clerk – Treasurer won't be leaving us and she can help out the Clerk – Treasurer. But with going on cuts we've raised water & sewer rates as well as utility taxes. I don't think it will hurt the library too much, and Erin Krake confirmed this, to cut the librarian by 4 hours and the savings would be substantial. It would save an extra \$3,500 and right now we need it. Option E is a good thing with the Planner and the Deputy Clerk – Treasurer but we need to make cuts and four hours isn't much of a cut and provides a savings.

Councilmember Scherer – I don't want to cut the library at all because the Friends of the Library brings in significant amount of money to help pay for operations, so I don't want to cut the library at all. Council Members Gruber, Spurrier, Begley, and Mayor Pro-Tem Cooke all agreed.

Councilmember Januszkiewicz – you also went to the County Commissioners and made an exceptionally good case for them to continue funding our library; I think cutting library staff hours would be a slap in the face and we don't want to do that. That's one of the biggest things that changed my mind about cuts to the library was the effort Councilmember Scherer extended to the Commissioners to get that money.

Doug Weis, Roslyn business owner – I realize that Roslyn is open 4 days and working 40hrs; what about cutting everyone back to 36hrs and keep their benefits?

Mayor Pro-Tem Cooke – we agree basically, we have required staff to do 2 week furloughs so staff has had a cut in hours.

ADJOURNMENT: 6:42pm

Mayor Pro-Tem Cooke adjourned the work study at 6:42 pm and told everyone there would be a short recess before the regular meeting started at 7:00pm.


Neal R. Lockett, Mayor

Attest: 
Amber Shallow, Clerk - Treasurer