**ASOTIN CITY 2021 BUDGET WORKSHOP MINUTES**

**November 9, 2020 Workshop**

**Asotin City Hall, 121 Cleveland Street, Asotin WA**

**CALL TO ORDER:** Mayor Paris called the 2021 Budget Workshop Meeting to order at 5:44p.m.

**ROLL CALL:** Steve Cowdrey,Lori Loseth, Tim Ottmar, Mervin Schneider, David Weakland

**STAFF PRESENT:** Clerk/Treasurer, Tiffany Rogers, Deputy Clerk, Tina Davidson

Clerk/Treasurer, Tiffany Rogers presented to the council the 2021 funds with expected Revenues and Expenditures. She also presented the salary schedule and wage distribution of payroll and benefits.

**Benefits**

* Medical Benefits increased 5%
* Dental and Vision no increase in cost
* City pays 100% of employees medical, dental and vision
* Union Dependents for Medical are paid at 70/30%
* Union Dependents for Dental and Vision are paid at 100%
* Police Chief Dependents are paid at 80/20%
* Clerk/Treasurer Dependents are paid at 70/30%
* Medical per employee was $758.40 increased by 5% to $796.32 ($37.92)
* Dental $57.23 per employee
* Vision $12.02 per employee

Clerk/Treasurer, Tiffany Rogers thanked all the departments for returning their budgets in a timely manner. The numbers were inputted and balanced. The budget was then examined by Mayor Paris. Mayor Paris met with each department head to review the 2021 budget. Mayor Paris stated there were no significant changes.

Clerk/Treasurer, Tiffany Rogers thanked Deputy Clerk-Court Administrator- Tina Davidson for all the extra work she does for the city. Court is Tina’s full-time job, setting up court dates, collecting payment installments, setting up court files, delinquent collections, arraignments and preparing for court. She also keeps the City of Asotin website and Facebook page current, processes utility payments, dog and business license. Therefore, 50% of her wage is paid from the General Fund.

Clerk/Treasurer, Tiffany Rogers explained the percentages of wages that are paid from the General Fund for each employee.

**2021 Wage Distribution of Payroll & benefits to multiple funds as follows:**

**\*\*Clerk/Treasurer:** General Fund #001 25% Street Fund #103 15%

 Water Fund #401 25% WWTP Fund #402 25%

 Stormwater Fund #403 10%

**\*\*Deputy Clerk:** General Fund #001 50%

 **Court Administrator** Water Fund #401 25% WWTP Fund #402 5%

 Stormwater Fund #403 20%

**\*\*Public Works Superintendent:** Street Fund #103 20%

 Water Fund #401 40% WWTP Fund #402 40%

**\*\*WWTP & Public Works:** Parks Fund #121 35% Water Fund #401 40%

 **Maintenance Technician** Street Fund #103 10% WWTP Fund #402 15%

Clerk/Treasurer, Tiffany Rogers explained how each department also has the ability to work on items that would normally be hired out for professional service such as oil changes, fixing heavy equipment breakdowns, restoring restrooms, water leaks, sprinkler systems etc.… She stated the city has a great crew and each department is very frugal with their budgets.

Clerk/Treasurer, Tiffany Rogers stated the City is in need of an additional police officer. However, the General Fund has been reviewed line by line and there are no more line items that can be cut. The current cost for a police officer would be approximately $100,000.00 for wages and benefits. Plus, the City wants to secure the position for funding for at least five years or more. Mayor Paris stated he recommends the City approach the school to ascertain if they would be willing to financially assist with another officer as the school doubles our populations. This would allow additional coverage for the school. Clerk/Treasurer, Tiffany Rogers stated there is an option to re-run a Levy Lid Lift which would produce the amount needed to have another full-time officer. When the previous Levy Lid Lift was considered, it was determined that an additional $100,000.00 would be required. Therefore, that’s what was placed on the ballot.

The Mayor and the council had multiple discussions about the previous budgets why and how they did or did not work, what was supported, the options of re-running a Levy Lid Lift, funding options and future recommendations for the upcoming years.

Mayor Paris wanted to thank the employees for all their hard work on their budgets. He thanked Clerk/Treasurer, Tiffany Rogers for having patience with him as he worked out the numbers. He stated he made adjustments to language on the budget line items so they were easier to understand.

Clerk/Treasurer, Tiffany Rogers asked the Mayor and Council if they would entertain a 3% wage increase for the non-union employees to follow suit of the union employees 3% wage increase. The following would be the 2021 salaries for each employee with a 3% wage increase.

2021 SALARY SCHEDULE

 CLASSIFICATION WAGE/SALARY

Clerk/Treasurer $52,200.00

Deputy Clerk/Court Administrator $48,700.00

Police Chief $67,300.00

Public Works Superintendent $52,200.00

WWTP & Public Works Maintenance Technician $36,500.00

WWTP Operator $52,200.00

Mayor Paris asked the council what they thought about the three non-union persons receiving a 3% wage increase. The council unanimously agreed to give the non-union employees a 3% wage increase.

**ADJOURNMENT: 6:15pm**

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Mayor Dwayne Paris

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Clerk/Treasurer, Tiffany Rogers