

UNION GAP CITY COUNCIL STUDY SESSION MEETING
Council Chambers, City Hall
Union Gap, Washington
October 10, 2011

<u>Call to Order</u>	Mayor Lemon called the Study Session Meeting of the Union Gap City Council to order at 6:30 p.m.
<u>Council Members Present</u>	Council Members David Butler, Dan Olson, Dan Vanover, Roger Wentz, Dave Matson, James Murr (6:40 p.m.) and Chad Lenz were present.
<u>Staff Present</u>	David Spurlock, Development Coordinator; Dennis Henne, Public Works Director; Chris Jensen, Fire Chief; Robert Noe, City Attorney; Karen Clifton, City Treasurer; and Kathryn Thompson, City Clerk were present.
<u>Audience Present</u>	There was no one present in the audience.
<u>2012 Budget Workshop</u>	<u>City Clerk/Municipal Records Services.</u> The City Clerk informed her budget and a memorandum explaining the differences from last year were sent out in the Council packets, and asked if the Council has any questions. She explained salaries went down because the new employees are at lower pay steps than the former employees, but benefits went up because the new employees both have full family medical and the former employees did not have full family medical. Council Member Matson commented travel was increased. The City Clerk explained travel was increased to attend the International Clerks Conference in Portland, Oregon. She informed the Clerks Association encourages clerks to attend the international conference in addition to the state annual conference because of the additional training opportunities provided. She has never requested to attend the international conference because it is usually quite a distance away. Council Member Vanover stated that is a realistic expenditure request, and commented the international conference will probably not get any closer. <u>Finance.</u> The City Treasurer informed her budget is pretty much the same as last year. The salaries are slightly increased due to some longevity increases, benefits decreased slightly due to lower medical costs. She informed she did not spend all of professional services this year due to the City not needing a federal audit, however, next year the City will have the cost of a two year audit. She also explained the Financial Consultant is paid from professional services. <u>Legal.</u> The City Attorney explained his budget proposal is the same as last year except for his request to increase the legal assistant to full time and increase his contract by 5 percent. He informed he has not had an increase in six years; if the Council increases his contract that will be an additional \$6,600 next year and if the Council approves both requests, it will be an additional \$30,000. Mayor Lemon requested the Council save the budget papers so they can use them later when balancing the budget. Council Member Wentz questioned when the Council will receive the revenues. The City Treasurer stated bank statements are coming out soon so she should be able to give the Council reports through September. Mayor Lemon stated it is good to have statements through October for the budget. Council Member Vanover commented the Council is supposed to have the preliminary budget by the end of October or first of November.

Council Member Wentz questioned if staff knows what date the Council is to have the preliminary budget.

The City Clerk stated she believes it must be available to the public by November 1st because it has to be available when the preliminary budget hearing is advertised for November 14th.

Council Member Olson commented the statute says the Mayor has to prepare the preliminary budget to present to the Council, but the Mayor says he is not preparing the budget.

Council Member Wentz stated he believes what is being presented is the preliminary budget.

Mayor Lemon stated all these department proposals are the preliminary budget and the budget has to be adopted by the end of year.

The City Clerk informed the tax revenue requests have to be in to Yakima County by November 23rd.

Council Member Wentz questioned if the Council could be given the revenue projections on October 24th.

The City Treasurer questioned how many more budget workshops the Council is planning to have. She stated October 17th is the Fire Department and Tourism is on October 24th.

The City Clerk informed the budget workshop for October 24th has Municipal Court, Building/Planning/Code Enforcement and Tourism and questioned if the Council wants to begin at 6:00 p.m. instead of 6:30 p.m.

The Council members agreed to begin the October 24th budget workshop at 6:00 p.m.

The City Clerk informed the preliminary budget hearing is on November 14th so if the Council does not finish the departments on October 24th they will need another extra meeting.

The Council requested they be given the revenues on October 24th so they can start their review, and the Council requested the City Clerk add a budget workshop on November 7th at 6:00 p.m.

Adjournment

At 6:42 p.m. Mayor Lemon adjourned the Study Session meeting.

These minutes dated October 10, 2011 were approved at the Regular Council Meeting of October 24, 2011.

ATTEST:

Jim Lemon, Mayor

Kathryn Thompson, CMC, City Clerk