

Mayor Helenberg called the October 27, 2014 Special Meeting to order at 7:00 p.m.  
Location of meeting: Castle Rock Senior Center, 222 Second Avenue SW.

Purpose of the Special Meeting: review and clarify sections of the proposed budget for fiscal year 2015.

Councilmembers attending: Teter, Kessler, Queen, Davis and Rose.

Councilmember Queen requested clarification on the budget proposed for the Exhibit Hall Fund in the amount of \$240,000. Mayor Helenberg explained this includes funding from the Big Idea Fund and also \$170,000 from Rural Development grant to build a new Visitor Information Center at Exit 49 Park and Ride lot. Covington outlined the projects included in the Big Idea funding, which were approved by both the city council and the Interlocal Big Idea Board. Queen asked if the intent is still to do repairs on the Exhibit Hall building. Helenberg stated there is a citizen task force currently evaluating options for that building use. Helenberg stated if this building is not used for promoting tourism; lodging tax funding cannot be used for any of the building improvements. Covington stated if the use changes at the Exhibit Hall, city council will need to reconsider the \$10,000 Big Idea allocation originally being set aside for building upgrades. Reallocation of those funds also will need approval from the Interlocal Big Idea Board.

Councilmember Queen requested additional information on the proposed purchase of a portable generator from the Public Works Vehicle Replacement Fund. Vorse stated this generator will be used at the regional utility plants and lift stations. In answer to Queen's question, Vorse stated the \$15,000 request to purchase a used lift truck would be used to replace the city's existing lift truck. It is becoming very difficult to find replacement parts for the old lift truck and Vorse intends to deem it as surplus.

Councilmember Kessler stated he understands the 2015 proposed budget includes an additional public works position to fill the position that was not funded in 2014. He voiced concern over bringing in another position, especially with the discussion of appropriating personnel time within the General Fund and changing job titles for the public works director to city administrator. He felt General Fund already is thin and bringing in another position may not be economically feasible.

Mayor Helenberg stated the 2015 allocation of funds from General Fund for a portion of the public works director's salary and benefit costs would not change; it is an allocation to represent the work done outside of the duties associated with utilities. Kessler stated he would like to be provided with the source data on how the time allocations

were evaluated. He stated that he does not have a problem of budgeting 5% of the public works director salary and benefit costs to General Fund, and then re-evaluate in June. Kessler suggested councilmembers may need to prioritize what meetings staff needs to attend as representatives of the city council. Helenberg noted that participating in these meetings has resulted in the city being able to find and secure many of their grant funds, which has benefitted the city over the years. The mayor stated city council relies on staff to attend meetings because councilmembers are not available.

Public Works Director Vorse clarified the information being requested by Kessler and noted that he could provide the documentation to him.

In answer to Councilmember Queen's question, Vorse explained at the end of 2013, public works had eight employees. In 2014, a field position and the public works secretary position were not funded. Vorse is requested restoring the field position in 2015; which would help alleviate the existing heavy work load for his department.

Vorse stated he feels the allocation of personnel time between funds will more accurately relate to the work load anticipated next year.

In answer to Councilmember Kessler's question, Covington stated the city pays approximately \$120,000 for liability insurance. Kessler suggested the city develop some type of policy to require staff to use the resources available at Municipal Research and Service Center and Association of Washington Cities before seeking assistance from the city attorney. Kessler stated this may help to reduce attorney costs in 2015. Kessler stated he would like to be provided with data on the type of assistance the city attorney has provided this year.

Covington stated she will be providing council with an analysis of how reallocations have impacted the utility funds. She anticipates this to be completed and distributed next week.

There being no further business, Mayor Helenberg adjourned the Special Meeting at 7:25 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer