



NAPAVINE CITY COUNCIL CONTINUED WORKSHOP MEETING MINUTES
November 18, 2020 5:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O'Neill called city council workshop meeting to order at 5:00 pm.

2021 BUDGET:

Council Jim Haslett read the Council's responsibilities from RCW 35A

Mayor O'Neill opened discussion with the two proposals from the City Clerk and Councilor LaVerne Haslett.

Clerk Salyers

- Asked Council to take into consideration the letter that she presented to them in asking to promote the Clerk Assistant to the Deputy Clerk position. Clerk Salyers further explained how the City could save \$1,200.00 for the year in the budget. The Assistant Clerk has taken on more responsibilities than what her current job description states and is performing the job duties that is currently listed in the Deputy Clerk's job description.
- Councilor LaVerne Haslett raised concerns of the City needing the Deputy Clerk position at this time.
- Councilor Stewart asked to see the job descriptions. What are the proper procedures in establishing the position?
- Councilor Jim Haslett explained proper procedures would be writing the job description, having council approve it and then budget for it.

Reviewing Councilor LaVerne Haslett's proposed expenditure budget cuts as follows.

Legislative Expenditures line items

- Cut the IT services to \$300.00
- Conference Call \$50.00

Municipal Court

- Salary will be reviewed later
- Pro Tem Judge can be reduced to \$0.00
- Courtroom Securities to remain the same
- Telephone / Internet to remain the same
- Court Jury Eligibility List to remain the same
- AV Capture All Recording to remain the same
- Zoom Court Hearing to remain the same.
- Travel/ Mileage/ Meals/ Lodging – All Departments Trainings and Travel has been requested to be cut. The reason is if employees need to go to trainings, they can come before the Council to get approval with a budget amendment.

Due to running out of time, Mayor O'Neill asked Department Heads to review their own line items and find what they can cut.

Chief Salyers reminded Council the Police Department has restricted funds that could help balance the budget.

Director Morris would like the opportunity to review his line items and discuss with the City Treasurer what he can cut.

Councilor LaVerne Haslett asked if the City was still in a spending freeze and to have the Department Heads proposed Capital Plan be included in the budget to be approved.

City has a scheduled Public Hearing for the 2021 Preliminary Budget on November 24, 2020 at 6:00 pm.

These minutes are not verbatim. If so desired, a recording of this meeting is available online from avcaptureall.com at the [link https://media.avcaptureall.com/session.html?sessionid=31c79b5f-f5bf-4843-a118-d6123add8f1d&prefilter=212,891](https://media.avcaptureall.com/session.html?sessionid=31c79b5f-f5bf-4843-a118-d6123add8f1d&prefilter=212,891)

Respectfully submitted,

Sharri Salyers, City Clerk

Shawn O'Neill, Mayor

Councilor