MEMO

To: City Council and Mayor

From: Mari E. Ripp, Clerk-Treasurer

Date: February 23, 2014

Re: Impacts of Budget Cuts 2014

In December 2013, when the City Council adopted the 2014 Budget, the Clerk-Treasurer Department funding for the Clerk I part-time position was only authorized for 3 months (January – March) in the **amount of $17,810**. This Part-time Clerk I position is currently filled (by Jessica Myers), but we are in a transition, due to another Clerk's (Shannon Rychel, Clerk III) Leave of Absence due to maternity leave. Rychel paid full-time leave ends the end of February. When Rychel returns from Maternity Leave in April, she will be vacating the full-time Clerk III position and returning to the Building/Planning Department part-time as a Clerk II.

Clerk III. Myers has been receiving training from the CT Dept. with the possibility of being promoted to the Clerk III position in March/April. During this time she has taken over daily tasks and duties that include co-cashiering/deposits, customer service/reception (a lot of it is related to utilities, customer inquiries, etc.), Contract management/iCompass, Special Event and Facilities reservations coordinator, Accounts Receivable, Accounts Payable/Vouchers (cross-training to assist the Deputy Clerk-Treasurer), Mail, assisting with Planning Commission, Safety program secretary, limited archiving/records retention, etc. With all these duties, she has left little time for the Clerk I position part-time duties.

Duties of the Clerk I position that are being left undone are: records management with our Access Database, Archiving, Records Retention and Destruction, Year-End Archiving/Filing, updates to the database as defined by the WA Secretary of State Archivist and Records Retention Program, creating new files for projects, grants, general filing, accounting cross-training, assisting the Clerk-Treasurer and Deputy Clerk-Treasurer with projects and priorities, coverage for CT Department absences due to sick leave, vacation, training, meetings, etc. And also just as important, coverage to allow cross training in other positions, such as payroll, utility billing, website, council packets (e-packets).

When the Fire Department was contracted to CCFR in March 2013, they left a large volume of records (4-5 full size file cabinets FULL)that now have been assigned to the CT Department for review(Jan/Feb 2014). These records will need to be reviewed and assessed for retention value, inventoried, labeled and entered into our archives / records management system. This will take the Clerk I and the Clerk-Treasurer (2 staff members) well over 30-45 days to complete, if this was the only thing that the clerks were doing! We will have to physically touch and review every piece of paper in those files.

Also, as a cost cutting measure, the current Archives/Storage rental unit ($2,600 annually) at the Wastewater Treatment Plant is going to be returned to the rental company on or before June 2014.

The records are to be moved to the Fire Station into 4-5 storage areas on the 2nd floor. So the CT Dept's current process for destruction of records has been in the summer months. But due to the move of the records storage unit, this process has now been moved up to February 2014 We have been preparing the records that are set for destruction as of 12/31/2013, to be destroyed now, so as to not move them twice. Also, the other boxes in the Archives had to be categorized and mapped for placement to the new areas at the Fire Station. Public Works and the Clerk's office are coordinating this project.

February/March is Public Works non-peak time (not construction season), but January/February is an extremely busy time in the CT Dept with year-end, Utility and Business License receipting, as well as Well City Grant deadline. We were assigned the records moving project as a priority over our regular scheduled priorities. January/February and March-May is the time that the 2013 Financials are finalized, 2013 Quarterly Reports and the City's 2013 Annual Report are being prepared as well as preparing the adopted 2014 Budget for publication. The CT Dept. is also preparing for the next State Auditor cycle. The Financial Reporting and prep cannot be bumped as a priority without consequences!

Also, when the Police Department moved from City Hall to the new Police Station, and were cleaning out, they found some really old records that had been "stuffed" under the stairway at City Hall. These appear to be old auditor/clerk/department (various) records, some dating back to the 1930's, and they will also have to all be reviewed for historical and archival value. This will be another 30-45 days to complete this task for the 2 CT Department staff members.) This task will have to be done in summer 2014 and will be assigned to the Records Clerk and the Clerk-Treasurer. We anticipate this is another 30 day project.

During our staffing shortage while Rychel has been on maternity leave, and without the extra Clerk I position, the Clerk-Treasurer, Deputy Clerk-Treasurer and Payroll Clerk have been covering the front office during various times of the day (lunch, meetings, etc.) This has been due to sick and vacation leave and other mandatory absences of the other clerks. We have internal controls in place that only allow certain positions to cover for cashiers and those that handle money. As an example, on the day of the Police Chief interviews, we only had 2 clerks staffing the whole annex, as all the other departments and staff were either working outside the annex, at meetings, the interviews, sick, etc. This made it difficult to cover for mail processing, breaks and lunches as well as the deadline for the Well City Grant! Not having the Clerk I affects coverage, safety, efficiency and productivity!

The Clerk I position has been funded since 2008 as a part-time position in the CT department. Before that it was a shared position of ½ time Clerk-Treasurer and ½ time Public Works. In 2008 we received a grant to do a specific records management project, so the position was partially reimbursed per the grant. This position has a lot of value to the organization and the efficiencies of the department and city. It provides the additional necessary coverage, allows the department to continue on with services. This position really needs to be moved to full-time to accomplish the tasks, duties and assignments.

I recommend fully funding the Clerk I part-time position for the remainder of 2014, authorizing the CT to advertise for the position and fill it a.s.a.p.!! **The cost for April – December is $12,231 or $1,359 mo.**

Washington State Archives

Accounting
and
Reporting
System
(BARS)
FILING

Washington State Archives

Impacts to Budget Cuts 2014:

Dept #	Department:	Description:	Initial Request:	Amount CUT:	Adopted amount:	12/31/2013 YTD
514	Finance/Admin	Prof Serv/ Code/Website	$21,000	($3,000)	$18,000	$15,975
514	Finance/Admin	Judgment/ Claims/ Damages	$4,200	($3,200)	$1,000	$4,200
514	Finance/Admin	Clerk I Part-time	$17,810	TBD	$17,810	$17,778
		Sub-total CT Dept:	**$43,010**	**($6,200)**	**$36,810**	
518	General Facilities	Computers, Software, Licenses	$14,000	($2,000)	$12,000	$11,436
518	General Facilities	Communications	$35,000	($2,500)	$32,500	$28,745
518	General Facilities	Utilities	$45,000	($7,000)	$38,000	$27,393
518	General Facilities	Repairs/Maint	$55,000	($10,000)	$45,000	$40,697
518	General Facilities	Storage Trailer	$2,000	$2,000	$0	$3,000
		Sub-total Gen Facilities:	**$151,000**	**($19,500)**	**$127,500**	
511	Legislative	Travel/Training	$3,500	($1,000)	$2,500	$870
		Sub-total Legislative:	**$3,500**	**($1,000)**	**$2,500**	
		Total	**$197,510**	**($26,700)**	**$166,810**	

Other items not funded or limited funding in 2014:

- **001 000 000 511 XX XX Official Publication Services / Advertising $TBD**
- **001 000 020 521 XX XX Miscellaneous & Professional Services $TBD**

Police Chief – to re-advertise for hiring for Police Chief up to $10,000, depending on process used.

WQCC Quarterly meetings- City is set to host 2 meetings this year at a cost of $450 each = $900
WQCC After Hours, Nov 13th – City responsible for 1/3 share of expenses (along with Port and School)=$1,400

2014	001 516 71 49	$2,100 Budgeted	Initial Request	Revised	Increase requested
	Personnel publications		$ 100	$ 100	$ -
	Retreat expenses		$ 150	$ 150	$ -
	Retreat facilitator		$ -	$ 1,222	$ 1,222
	WQCC quarterly meeting-Jan		$ 450	$ 450	$ -
	WQCC quarterly meeting-Oct		$ -	$ 450	$ 450
	WQCC After Hours-Nov		$ 1,400	$ 1,500	$ 100
		Total	**$ 2,100**	**$ 3,872**	**$ 1,772**