

COUNCIL WORKSHOP

*July 16, 2002
5:30 p.m.*

MINUTES



"Where Dreams Can Soar"

The City of Bonney Lake's Mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.

Call to Order

Mayor Young called the workshop to order at 5:30 p.m. In attendance with Mayor Young were: Deputy Mayor Swatman, Councilmember Bricker, Councilmember DeLeo, Councilmember Johnson, Councilmember King (arrived at 5:37 p.m.), Councilmember Palecek, and Councilmember Rackley. Staff members attending were Finance Director John Weidenfeller, Planning & Community Development Director Bob Leedy, Public Works Director Seth Boettcher (arrived at 6:30 p.m.), Senior Center Director JoAnne Knecht, Judge James Helbling, Chief of Police Bryan Jeter, Deputy City Attorney Jeff Ganson, and City Clerk Gayle Butcher.

Agenda Items

1. Open Discussion

Mayor Young requested an agenda re-arrangement due to the number of issues. He stressed that the Council is considering a number choices and challenges of the key priorities facing the City this evening. Council concurred with Mayor Young's Old Business Discussion Priorities and the items are reflected in these minutes.

Councilmember Johnson asked whether there would be a City booth at the National Nite Out, August 2. Mayor Young said there was no official City booth planned, but it was a great idea and worth consideration.

Councilmember Johnson asked for traffic counts for the major developments, such as Wal Mart, Fred Meyer and Albertson's to help new businesses. Mayor Young noted staff would provide.

Councilmember Bricker noted per Council Policy 6.3, Council sets its own agenda, and questioned why the City Clerk would seek approval for an agenda addition. Mayor Young noted the agenda had been set and the request involved a presentation.

Councilmember King noted that an additional ordinance to install the zoning is required for the Lake Debra Jane zoning process.

Councilmember Rackley asked about revising the development code and Planning and Community Development Director Leedy noted he needed to consult with the city attorney.

Councilmember DeLeo asked Mayor Young if he had passed on his vehicle code enforcement concern and Mayor Young noted the property had been posted and the code enforcement officer had spoken with the property owner.

2. Draft Minutes: June 25, 2002, July 2, 2002, July 9, 2002

Councilmember DeLeo requested the following correction to the minutes of July 2, 1st page, adding "across 184th from" the Chevron 410 station.

3. Executive Session

Mayor Young called for an Executive Session at 5:50 p.m. for approximately 20 minutes to discuss potential property acquisition. Mayor Young reconvened the workshop at 6:07 p.m. No Council action was taken.

Old Business

Finance Director John Weidenfeller introduced the organization discussion by reviewing staffing levels within the Finance Department.

Councilmember Palecek confirmed that about a year ago, an accountant position had been traded for two department assistants and that the intent is to trade the deputy finance director position with a senior account position, bringing the staffing levels in finance to 8. It was pointed out that with the contract accountant there were 9. Finance Director John Weidenfeller noted the professional services contract is for specific duties. He said finance employees were Mona Musgrave, responsible for utility billing and accounts receivables, Deb Crosier, responsible for purchasing oversight and assistance, Annette Maib, payroll and grants accounting, Vicki Berto, assistant to Mona Musgrave, Jennie Sage, utility cashier, Toni Bernetskie, special projects and accounts payable, Patti Westbrook, accounts payable, and deputy finance director for a total of 9. Councilmember Rackley confirmed Finance Director John Weidenfeller wanted the deputy finance director to become a senior account position. Finance Director John Weidenfeller stated he hoped to transition the contract accountant for Eden System conversion assistance in the General Ledger and GASB 34 process.

Deputy Mayor Swatman noted there were ways around the GASB 34 process and the City could re-consider its Category 1 or 2 position, and Deputy Mayor Swatman did not believe it would entail the amount of work that was being implied. Councilmember King questioned the cost of accounting direction versus actual benefit and did not believe the City could turn back the accounting method. Councilmember Bricker was concerned about the cost of contracting for accounting services.

1. IT Coordinator Position Proposal

Councilmember King noted he did not receive a response for additional information and Finance Director John Weidenfeller noted nothing had changed. Councilmember Rackley discussed the salary range 29 for the position as well as actual duties that are being proposed to be done by the person who is currently on contract with the city in providing computer services. Deputy Mayor Swatman and Councilmember King discussed salary ranges for similar positions as reflected in the AWC Salary book. Finance Director John Weidenfeller noted some of the cities had 2 employees performing various information technology duties. He noted it was his contention to pay more to get Mr. Chrnalogar on staff and perform all functions. Councilmember Johnson asked whether he could guarantee no duties related to information technology would be contracted out. Finance Director John Weidenfeller responded that he could not provide a guarantee. Deputy Mayor Swatman stressed that the position, versus a person, must be the focus of the discussion. Councilmember King added that Council's focus needed to include strategic consideration for future funding; i.e., that salary and benefits for the position would escalate.

Mayor Young called for a recess at 6:30 p.m. so that Finance Director John Weidenfeller could obtain copies of pertinent pages from the AWC salary survey book. Mayor Young reconvened the workshop at 6:45 p.m.

Council reviewed approximate salary ranges of \$48,000-\$63,000 for an Information Services Manager and for a Computer Systems Supervisor, the approximate range was \$31,000-\$41,000. Finance Director John Weidenfeller urged Council to consider his recommendation that one person who could, in essence "do it all" be hired at a higher salary range. The salary survey points out that several cities have two full time employees at two different ranges. Councilmember Palecek asked why the City could not contract the services and Finance Director John Weidenfeller said he was not sure whether Mr. Chrnalogar would continue contracting. Councilmember Johnson said he believed the City needed a person with technology abilities and thought one could be found for \$40-45,000 salary. Councilmember Bricker and Councilmember King supported a need for a technology position and that a few things would need to be on a contract basis.

Council requested that a computer systems support position, at Step 11, be discussed at the next workshop. Deputy Mayor Swatman clarified whether the position was union or non-union, and Finance Director John Weidenfeller stated that unless a proposed position was obviously a union position, the classification is up to negotiation. He further noted there were huge confidentiality issues involved and he is reluctant to consider the proposed position as non-exempt.

2. Senior Accountant Position Proposal (Ordinance No. 954)

Finance Director John Weidenfeller stated he appreciates Council support on the position.

Councilmember Johnson clarified that the proposed staffing changes be brought to Council for individual consideration. Finance Director John Weidenfeller concurred recommendations would be done that way.

Deputy Mayor Swatman asked who produced the non-union salary grid spreadsheet. Finance Director John Weidenfeller stated he had done this piece of the spreadsheet. Deputy Mayor Swatman said a copy of the prior salary ordinance was not provided, and there have been several versions of the proposed salary grids in the past few weeks. Finance Director John Weidenfeller noted he had discovered an error on Line 27 and he had corrected it. Deputy Mayor Swatman noted that on this evening's proposed ordinance, there is a line that is skipped so that the persons on Line 29 now reflect a higher pay range. Councilmember Johnson noted at the July 9 meeting, the Line 29 was \$5,318, and at the July 23 Council meeting it is now \$5,478. Finance Director John Weidenfeller will check into this.

Deputy Mayor Swatman said he could not understand how this happened and in his opinion would be a very difficult mistake to make. He believes in order to make such a mistake, one grid line would have to be deleted and all positions would have to be moved back up. Mayor Young stated that the grid would be reviewed.

Councilmember Bricker asked Councilmember Rackley whether the position should have a CPA requirement. Councilmember Rackley did not believe it was necessary and he was satisfied with the education and experience notations. Deputy Mayor Swatman and Councilmember Bricker said they would prefer somebody on City staff should have a CPA requirement to avoid future accounting service contracts and/or to avoid hiring pitfalls. Councilmember Rackley responded that CPA's specialize in audit and tax work, and the City's statements do not require that specialty. He thought an MBA would be desired, but the City needed a person trained in accounting.

Finance Director John Weidenfeller said the proposed job description was intentionally written in this manner so that the City could attract persons with a 2-year degree and 5 years municipal experience or a 4-year degree. He assured Council that no one would be considered who does not have a background in doing financial statements for cities.

Deputy Mayor Swatman distributed copies of senior accountant salaries, with an approximately average at \$3,700-\$4,600. He recommends the proposed salary be moved down accordingly because the position is currently proposed at \$3,842-\$5,216 (proposed salary line 18). Councilmember DeLeo and Deputy Mayor Swatman noted other cities request a 4-year degree for their senior accounting staff. Deputy Mayor Swatman asked how the salary proposal was derived. Finance Director John Weidenfeller said he used the AWC salary survey book. He noted that the non-union salary grid does not fit well and he didn't want the position to be reflected on line 5 or 6, but he wanted some flexibility. Deputy Mayor Swatman asked Finance Director John Weidenfeller if he had a different position in mind because the AWC salary range would fit line 15 or 16. Deputy Mayor Swatman believed either line 15 or 16 provided administration with a lot of salary leeway, especially since step "L*" keeps going.

Council consensus was to place the proposed salary at line 15. Councilmember DeLeo requested Council consensus to include a 4-year degree qualification for the senior accountant position. Council consensus given. Councilmember DeLeo requested that all future salary grids include a revision date.

3. Professional Accounting Services Contract (Resolution No. 865)

Finance Director John Weidenfeller stated that he had proposed a contract for 600 hours, but that the Finance Committee requested 200 hours. Councilmember King asked if the 200 hours would bridge time for the contract accountant to work with the newly hired senior account. Finance Director John Weidenfeller stated there should be time to overlap and if there was more time needed, he would ask for more. Councilmember Bricker clarified that the accountant budget request for this year is reduced \$15,000 due to this contract.

4. GIS Specialist Position Proposal

Finance Director John Weidenfeller stated Pierce County advised him that the City needs a GIS position, especially in light of the Eden System conversion. Councilmember Bricker asked why was the County making staff position recommendations to the City. Finance Director John Weidenfeller briefed Council on GIS duties that Shannon Mayfield has been performing the past year, along with mapping services RH2 provides. Finance Director John Weidenfeller stated he was not sure what the city needed, but that numerous cities have such positions. He noted the variety of mapping needs for the City, and he assured Councilmember King that the computer specialist would share an office with Vicki Berto and the GIS specialist would sit with the Building Official. Councilmember Bricker said he believed the salary range was too high, and he was concerned that Council was reviewing a proposed job description that administration wasn't completely sure was needed. Council consensus was to pull the proposed position from further discussion.

5. Building Inspector Position Addition , Department Assistant II Position, City Clerk/HR Manager/Executive Assistant

Finance Director John Weidenfeller noted that this added building inspector position is a natural progression from Mr. Leedy's assessment. He noted administration is recommending that the union salary range 18 and is subject to union negotiations, and an ICBO is a qualification for this position. Finance Director John Weidenfeller said the Department Assistant II is a journey-level clerical position with a union salary range of 10 and is subject to union negotiations. He noted Mayor Young identified these two positions as being critical for where he believes the City needs to go. Also, as part of the cleanup, Finance Director Weidenfeller summarized the following: the Senior Planner, Deputy Finance Director, and Information Services Specialist would be eliminated, a City Clerk/HR Manager/Executive Assistant position would be created and the City Clerk position eliminated, the Deputy City Clerk/Personnel Coordinator would be eliminated and a union Deputy City Clerk position would be created and filled.

Councilmember DeLeo asked what happened to the proposal for the Administrative Assistant/Human Resources Manager position. Councilmember King noted Council's prior direction was that position would be discussed during the budget cycle and it is now morphed into City Clerk/HR Manager, which is not exactly the same proposal. Deputy Mayor Swatman stated he was not in favor of deleting the existence of the City Clerk's position as it exists today. Councilmember Johnson requested that each position proposal be discussed separately.

Deputy Mayor Swatman noted that Council needed to keep in mind that some of this evening's discussions are interdependent upon each other and how the budget monies are being shifted around. Councilmember Rackley said he believed that the Building Inspector II position is tied into the Senior Planner budget funds and that the Senior Accountant position is tied into the Deputy Finance Director budget funds. Deputy Mayor Swatman noted that the Department Assistant II position is tied into the elimination of the Information Services Specialist position. Finance Director John Weidenfeller noted the net of the proposals would result in everyone having a job and no layoffs.

Councilmember Johnson asked Finance Director John Weidenfeller whether the current Information Services Specialist would move into the Department Assistant II position, and Finance Director John Weidenfeller responded in the affirmative. Deputy Mayor Swatman requested clarification on the discussions with the union. Finance Director John Weidenfeller stated the contract with the union allows management to reorganize and that the Mayor has the authority to layoff employees at any time. He noted that he hoped the plan would work out for everyone involved and that when there is an open position, if someone was affected, they could apply for the open position.

Councilmember DeLeo asked whether the backlog in the Building Division has improved, and Public Works Director Boettcher confirmed the backlog has improved. Public Works Director Boettcher also noted that Bonney Lake is experiencing an extremely high growth rate and the City is outpacing other jurisdictions.

Councilmember Rackley clarified that what is being proposed to Council is the elimination of the Information Services Specialist (ISS) and to replace it with a Department Assistant II (DAII) position. Deputy Mayor Swatman clarified that Administration would then tell the Union that the ISS position is eliminated and the DAII is added. Finance Director John Weidenfeller responded that Administration would not discuss the reorganization any further with the union. The new position would be open initially to union members and if no one applies for the position, Mayor Young would need to discuss with the city attorney what the alternatives are. Finance Director John Weidenfeller stated that he hoped the person in the ISS job would apply for the DAII

position. Deputy Mayor Swatman asked if Administration believed that would happen and Finance Director John Weidenfeller noted he hoped it would occur to avoid a lay-off. He further noted that a key job function of the DAII position is business licensing and other functions in the permit center.

Councilmember King concurred with Councilmember Rackley's request that all position proposals be enacted by separate ordinances next week, except the GIS position that has been pulled from consideration.

Mayor Young called for a recess at 7:50 p.m. Mayor Young reconvened the workshop at 8:04 p.m.

Mayor Young directed Council to his reorganization recommendation memo and that he is ready for open discussion and for Council's direction.

Deputy Mayor Swatman stated that essentially the City Clerk vs. City Clerk/HR Manager is a reclassification. Finance Director John Weidenfeller stated Administration didn't term it as a reclassification, but rather the elimination of one job and creation of another job.

Councilmember Rackley asked if Administration, in their analysis, found that the City Clerk's position was no longer a full time job. Mayor Young responded that it is a full-time job, but that he wanted the position to be a higher level of job description; i.e., adding in human resources duties, executive assistance to the Mayor, and oversight in some administration duties since the City did not have an administrator. Councilmember Rackley asked that the proposal is going back to the issue that there's no city administrator for the Mayor. Finance Director John Weidenfeller stated no, that the City Clerk position as it is designed now is not as beefed up as it should be. He noted it advises and helps, but the position should provide city administration, executive assistance to the Mayor and provide human resources management. Finance Director John Weidenfeller stated the City Clerk's salary range was based upon what it used to be when it was associated with the Finance Director/City Clerk position. He noted the City needed someone to provide human resources management functions without having problems, someone needs to administer city hall, and the Mayor also needs executive coordination. With Councilmember DeLeo's proposal for a City Administration not coming to fruition, Finance Director John Weidenfeller said Mayor Young decided to empower the Clerk's position by making it more powerful and effective. Councilmember Rackley said this is coming about because Mayor Young doesn't have someone to run City Hall and Mayor Young said, in part, yes. Councilmember DeLeo stated to Finance Director John Weidenfeller that about a month and a half ago, Finance Director John Weidenfeller was proposing that an HR Manager was $\frac{1}{2}$ to $\frac{3}{4}$ FTE and questioned how one person could perform the other duties as proposed. Finance Director John Weidenfeller stated that records management, minutes, and most of the clerking duties would be performed by the Deputy City Clerk. Councilmember Rackley responded that essentially the proposal is making the City Clerk a City Manager or Administrator, regardless of the label. Finance Director John Weidenfeller said the City Clerk is a statutory position and must be assigned to someone. Councilmember DeLeo asked why the City needed a Chief of Staff. Councilmember Rackley noted grave concern with parceling out duties to a person who then is not able to perform the job. Deputy Mayor Swatman said it is his impression that the current City Clerk would not be able to simply take on the duties of the new position. Mayor Young said she'd be welcomed to apply for it. Councilmember Rackley asked Mayor Young if he had a city administrator, would there be a restructure. Mayor Young indicated he didn't know, but there were some

administrative things the Clerk does now and that if there was an administrator, some things would be pulled back.

Councilmember Rackley repeated his past opinions, that Council cannot expect a part-time Mayor to run the City without a professional manager. Councilmember Rackley noted jobs were being re-positioned so that someone is in charge when the Mayor is not here.

Councilmember Johnson stated that the proposed job description is too much for one person regardless of who fills it. He believes the City needs a city clerk and a human resources position, but asking for 3 distinct duties (including executive assistance) doesn't work. Councilmember Johnson concurs with Councilmember DeLeo that the HR/Executive Assistant position should be re-visited. Councilmember King led the discussion of potential budget impacts. It was his recollection that prior Council salary discussions for the hr manager/administrator were going to be consistent with that of a director, at around Line 27-29. He noted what is now being proposed, with substantially the same level of expectation of a city administrator, at about \$15,000 less than what had been proposed a few months ago. He emphasized the proposed job description says, "directs administration" which means, directs the administration of the city hall. Councilmember King said that means a city administrator is to be hired.

Councilmember Rackley stated Council should either be dealing with a city administrator/human resources manager or no change. Council concurred with the statement. Council's direction was to re-look at the position (city administrator) during the budget cycle and to move the other individual positions for consideration at next week's Council meeting.

New Business

1. Ordinance No. 938 (forward from Public Safety Committee) related to RCW 9.41.270, covering intimidation by brandishing a deadly weapon or firearm

Chief Jeter presented a brief overview of the ordinance. Basically, the City would adopt, by reference, RCW 9.41.270 so that any cases could be treated by the Bonney Lake Municipal Court. He noted that without the City's adoption, officers must comply with state law and any citations would need to be heard at District Court. Councilmember Bricker expressed his concern that this law is an avenue for a person to lose a concealed weapons permit. It was noted that a burden of proof is required in either Bonney Lake Court or District Court. After a brief roundtable discussion, the majority of Councilmembers concurred the ordinance should be moved forward to the next meeting.

2. Proposed Urban Growth Boundary Adjustments

Planning and Community Development Director Leedy presented a brief overview of the City's potential Urban Growth Area (UGA). The review is to make sure staff is proceeding with an appropriate analysis for the Comprehensive Plan update. He highlighted some of the UGA areas needs, such as providing for sewers in the area known as #7.

Mayor Young adjourned the workshop at 9:07 p.m.