

CITY COUNCIL WORKSHOP

January 3, 2017
6:00 P.M.

MINUTES



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Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

- I. CALL TO ORDER** – Mayor Neil Johnson, Jr. called the workshop to order at 6:00 p.m.
- II. ROLL CALL:** Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, elected officials attending were Deputy Mayor Randy McKibbin, Councilmember Justin Evans, Councilmember Donn Lewis, Councilmember Katrina Minton-Davis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson.

Staff members in attendance were City Administrator Don Morrison, Administrative Services Director/City Clerk Harwood Edvalson, Chief Financial Officer Cherie Gibson, Police Chief Dana Powers, Public Services Director John Vodopich, City Attorney Kathleen Haggard, Deputy City Clerk Susan Haigh, Human Resources Manager Jenna Richardson, Information Services Manager Chuck McEwen, and Facilities & Special Project Manager Gary Leaf.

III. AGENDA ITEMS:

- A. Discussion/Action: AB17-03 – Ordinance 1567 [D17-03]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Section 3.90.050 Of The Bonney Lake Municipal Code And Section Two Of Ordinance No. 1534 Relating To Community Garden Fees.

**Councilmember Swatman moved to approve Ordinance 1567 [D17-03].
Councilmember Rackley seconded the motion.**

Deputy Mayor McKibbin said a minimum fee provides a sense of perceived value and reason for users to be invested. He also noted that the current garden location is temporary, as this site is part of the downtown area planned for redevelopment. Councilmembers praised the work done by Community Garden members, and their contributions to the Food Bank and community. Councilmember Swatman said the original purpose for the garden fee was to ensure the garden was taken care of, but the volunteers have done a great job maintaining the garden this past year. Councilmember Watson said they have made improvements and provide the Council with regular reports, and he wants to support them by keeping rates at 2016 levels. Councilmember Minton-Davis noted some garden plots are set aside for shared community use. She thanked volunteers for their time and energy and said she supports their request to keep fees at a lower rate.

Ordinance 1567 [D17-03] approved 7 – 0.

B. Presentations: Decision Cards for 2017-2018 – Staff.

City Administrator Morrison explained that the Council adopted the 2017-2018 biennial budget in December, with the understanding that administration would not take action on several new acquisitions until staff provided more information. He asked staff to speak on each budget decision card, as noted below.

1. Contract Negotiations: City Administrator Morrison described the history of past labor negotiations and expectations for future AFSCME and Police Guild contracts. Human Resources Manager Jenna Richardson said \$36,000 expended in the previous biennium, and the request is for another \$10,000 based on increased rates from the City's labor attorney and a change in the Police Guild representation. She said the alternative to hiring an outside labor attorney would be to use in-house staff. Mayor Johnson said the Council was happy with the last round of negotiations, when the City hired a labor attorney and the HR Manager participated. Councilmembers discussed the potential costs and savings between contracting with a labor attorney versus in-house staff. Deputy Mayor McKibbin noted that though funds have been budgeted, any contract with a labor attorney would come forward for Council approval at a later date. Several councilmembers indicated they supported keeping this item in the biennial budget.

2. Cloud Productivity Services: Information Services Manager Chuck McEwen explained the proposed funds for a cloud productivity suite using either Office 365 or Google (G-Suite). He described the current expense of maintaining and replacing servers for email and network storage. He said cloud storage providers offer a large amount of low-cost storage, secure data centers, and fixed annual costs. He said he proposes using Office 365 due to security compliance concerns for Police data. He said initial costs for cloud services would balance out over a period of several years, as the City shifts away from purchasing and maintaining on-site servers and back-up tapes. He said an informal survey shows that many agencies in Washington State have shifted to Office 365, with only a few using email and calendar tools from G-Suite.

In response to questions from Councilmembers, Mr. McEwen provided more information on per-user fees, implementation costs, and storage capacity for cloud services. He said Office 365 is available through the State Master Contract so the City could move forward with implementation without bringing the issue back to the Council. He said the City could switch providers at a later date, although there may be some overlap in costs for subscriptions and time for migrating data. He provided more information on the limitations of G-Suite for office productivity tools. Both products are compatible with the Eden database system.

3. Replace wireless back haul. Mr. McEwen explained the current back haul (backup) system was installed 10 years ago, and the City has had issues with speed and usability. For replacement he is considering either a wireless back haul or a secondary fiber line. Councilmembers asked questions about the technology, location, and capacity of wireless and fiber optic lines. Mr. McEwen said the

topography and trees are problematic for wireless, while fiber lines are vulnerable to going down in stormy weather. Mr. McEwen said the project would be a capital expense shared across all departments over the 2-year budget period. He said a contract would come before the Council before the project moves ahead.

4. NEOGOV Insight Applicant Tracking. Human Resources Manager Richardson described the current recruitment process, past recruitments and projections for the future. She said the proposal to implement NEOGOV would make more efficient use of staff time and resources for recruitment, allowing staff to spend more time on things like training, employee relations, and labor negotiations. She said a number of agencies in Washington State use this product, which is geared to government agencies. She said the program would provide better customer service to applicants, while the City would gain access to a larger pool of applicants, better reporting tools, and data from other agencies.

Councilmember Evans asked about user accounts and popularity of the site. Ms. Richardson said other agencies in the area who use NEOGOV had positive comments about the system. Councilmember Swatman said he has reservations about whether the product will be worthwhile, and good applicants may be overlooked if staff are not reviewing each application. Mayor Johnson said the product could provide efficiencies and save time, offering Ms. Richardson more time for other duties and supporting staff. He suggested the City try the program for a year and see how well it works.

5. & 6. Computer Hardware & Software. Police Chief Dana Powers said partner agencies have purchased a system to scan crime scenes and traffic accidents, which Bonney Lake could use due to partnerships. She said the system would replace the aging system BLPD currently uses. In order to use the FARO system and SCENE software, the City must purchase a laptop, software, and handheld scanner. She said Bonney Lake officers have already received training. Councilmembers clarified the amount requested is \$1,500 for the computer and \$9,000 for the SCENE software and handheld scanner.

7. Extra Hire Dishwasher. Administrative Services Director Edvalson reported as Senior Center Manager Sue Hilberg was not available. He explained the request is for an extra hire staff member to assist during Senior Center meal times. He said disabled volunteers currently help with dishwashing, but mentoring and instruction is difficult during busy meals. The proposal is to hire an extra hire dishwasher, and then shift the volunteers to helping with other items at the Center. He said as the minimum wage has increased, the request should be revised to 832 hours at \$11 per hour, which totals \$9,152. He said more people use the Senior Center every year.

C. **Review of Draft Minutes:** December 6, 2016 Workshop, December 13, 2016 Meeting.

The minutes were forwarded to the January 10, 2017 Meeting for action with minor corrections from Councilmembers Watson and Lewis.

D. Council Open Discussion:

Park Issues: Councilmember Watson said a metal cover at the park picnic table needs to be pressure washed, and a sign at the boat launch was spray painted.

Sumner Wastewater Treatment Facility: Deputy Mayor McKibbin said the Mayor and the chair of the Community Development Committee (CDC) plan to attend the regular meeting with the City of Sumner for the WWTF. City Administrator Morrison explained the requirement in the interlocal agreement for regular meetings, and the Mayor recommended that the CDC Chair represent the Council.

Gnome Doors: Councilmember Watson said the ‘gnome door’ locations are posted on the city website, but he is in the process of making new doors. Volunteers at the Senior Center will paint them so they can be reinstalled.

E. Discussion: Council Committees.

Deputy Mayor McKibbin said the Council plans to dissolve the Economic Development Committee (EDC). If so, the committee assignments should be redistributed to make sure all members are serving on a committee. Councilmembers discussed options and preferences. Councilmember Swatman said the Council rules do not require Councilmembers to sit on a committee. Councilmember Minton-Davis said she would prefer to sit on the CDC if a space is available. After further discussion, Council consensus was that Councilmember Rackley would step down from the Public Safety Committee, and Councilmember Minton-Davis would take his place.

City Administrator Morrison confirmed that the Council would need to take action to formally dissolve or change the EDC. It could meet ‘as needed’ or be shifted to an ad hoc committee if the Council prefers. Councilmember McKibbin said he would discuss options with the City Administrator.

F. Discussion: AB17-05 – Resolution 2574 – Extension of the Recreational Interlocal Agreement with Sumner School District and City of Sumner.

Mayor Johnson explained the proposed resolution to extend the recreation agreement through September 1, 2017. By that date the agencies need to determine which agency will lead the recreation program going forward.

Councilmembers discussed the City’s share of costs and whether payment could be delayed or pro-rated based on the new expiration date. Mayor Johnson said Bonney Lake and the School District are ready to move ahead, but the City of Sumner asked for more time, and he does not expect there to be additional extensions. Mayor Johnson said he would check when payment for the interlocal agreement is normally made each year, and whether there are options to delay or pay a prorated amount. Councilmember Lewis offered to sponsor the agenda bill for this item. The item was forwarded to the January 10, 2017 Meeting for action.

IV. EXECUTIVE/CLOSED SESSION: None.

V. ADJOURNMENT:

At 7:31 p.m., the Workshop was adjourned by common consent of the Council.

Harwood Edvalson
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the January 3, 2017 Workshop:

- *Bonney Lake Recruitment Data* – Human Resources Manager Jenna Richardson.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.