

## CITY COUNCIL WORKSHOP

October 2, 2018  
6:00 P.M.



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### DRAFT MINUTES

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

- I. **CALL TO ORDER:** Deputy Mayor Randy McKibbin called the workshop to order at 6:00 p.m.
  
- II. **ROLL CALL:** Administrative Services Director/City Clerk Harwood Edvalson called the roll. Elected officials attending were Deputy Mayor Randy McKibbin, Councilmember Terry Carter, Councilmember Justin Evans, Councilmember James Rackley, Councilmember Michelle Surdez, Councilmember Dan Swatman, and Councilmember Tom Watson. Mayor Neil Johnson, Jr. was not in attendance.

Staff members in attendance were City Administrator John Vodopich, Administrative Services Director/City Clerk Harwood Edvalson, Police Chief Bryan Jeter, Chief Financial Officer Cherie Gibson, Information Services Manager Chuck McEwen, Human Resources Manager Jenna Richardson, Executive Assistant Leslie Harris, Special Events Coordinator David Wells, Deputy City Clerk Sadie Schaneman, and City Attorney Kathleen Haggard.

### III. AGENDA ITEMS:

- A. **Discussion:** 2019 - 2020 Budget.

Contract Negotiations. Human Resources Manager Richardson presented the Professional Services budget decision card to the Council. Collective Bargaining Agreements will expire in 2020 and she anticipates the need to hire a labor attorney. The cost is to help pay for the contract negotiations, to maintain compliance with the new laws, and the AFSCME contract. Approximately \$45,000 in the year 2019 is anticipated, \$40,000 for arbitration and \$5,000 for other attorney fees. In the year 2020 \$35,000 for negotiations and attorney fees is anticipated. Councilmember Evans asked for clarification on what group the money for the year 2020 was for. Human Resource Manager Richardson stated that it would be for the Police Guild. Councilmember Swatman asked if this decision card was already built into the budget. Chief Financial Officer Gibson stated that all the decision cards are built into the preliminary budget. Councilmember McKibbin wanted clarification that contract negotiations have been in the budget before. Chief Financial Officer Gibson confirmed that was correct.

NEOGOV Onboard. Human Resources Manager Richardson presented the Computer Software budget decision card to the Council. In 2019, the NEOGOV

license will expire. The Sumner-Bonney Lake School District agreed to pay for the first year license for the NEOGOV Onboard system, when the City took over management of the Recreation Program in 2017. This online system helps to orientate new volunteers and help staff to be more efficient. This program has been used on staff and has gotten excellent feedback. Councilmember Evans wanted to know if this was just another add on to NEOGOV and how much time does the program save staff and if they still have to do an in person orientation. Human Resources Manager Richardson stated that the program saved about an hour of staffs time by having volunteers watch mandatory videos at home before the in person orientation. This time savings means staff can concentrate more on what is expected of the volunteer. Councilmember Evans wanted to know if there is a test at the end to show that the videos were watched and Human Resources Manager Richardson stated that there were no tests but the City requires everyone to sign an acknowledgement form. Councilmember Swatman wanted to know if the Recreation program was the main reason for this program and if Recreation was funding the program. Human Resources Manager Richardson confirmed that the Recreation Program has been the main reason. Chief Financial Officer Gibson stated that currently the program is under Human Resources due to the program being for orientation.

Human Resources Generalist Position. Human Resources Manager Richardson presented the Salary & Benefits budget decision card to the Council. The standard workload for Human Resources is (1) Human Resource employee for every 100 employees. The City of Bonney Lake has added 31 regular employees and 52 seasonal employees since 2004, bringing the City to 198.55 employees. On the comparable HR to FTE chart, the average in cities is 153 employees with 1.58 Human Resource employees for every 101 employees. The decision card asks for a .75 Human Resource employee to assist the Human Resources Manager. Councilmember Swatman stated that he works with Human Resources Manager Richardson on the finance committee and she does an amazing job, and is overworked, and it is very hard to see everything she does on paper. Councilmember Watson stated that Human Resources Manager Richardson is doing a great job. Councilmember Watson asked if Recreation would be helping to pay for the new employee due to the large amount of volunteers. Chief Financial Officer Gibson stated that discussions are going on about possibly changing the recreation program to compensate for this but not at this time. Councilmember Surdez stated that Human Resources Manager Richardson is doing a great job and appreciates it. Councilmember McKibbin wanted to know if the Human Resources needs to be a stand-alone department. Human Resources Manager Richardson stated that she is happy being part of the Administrative Services Department and she does not have a preference for either configuration.

Police Laptop Replacement. Information Services Manager McEwen presented the General budget decision card to the Council. In past budgets the Police laptops have been on a 5 year lease agreement. Purchasing new laptops every 5 years would be more cost effective. The Police laptops are in the field 24 hours a day exposed to

weather and other elements and because of this the laptops have a 5 year high level warranty that covers water damage and breakage. The laptops cost around \$5,000 each. The current contract ends in 2019 and the laptops need to be replaced in 2020. \$150,000 is worst case scenario if having to replace both laptop and docking station. By starting to set aside the money now, there will be less of an impact when the time comes to replace them. Chief Financial Officer Gibson stated that finance would set aside money spread out over 5 years and not \$150,000 all at once. The laptops need to be replaced all at the same time to keep them all compatible and to transfer items easier. Councilmember Evans asked if software was included in the replacement costs. Information Services Manager McEwen stated that it was for the hardware only because the software has licenses that can be transferred when replacing hardware. Councilmember Swatman asked about the gold keys being replaced. Information Services Manager McEwen stated that the gold keys have a lifespan of 15 years so they do not get replaced along with the laptops

ER&R to replace Eden Systems. Information Services Manager McEwen presented the New ER&R for Eden Systems budget decision card to the Council. Tyler Technologies has yet to announce the end of life date for Eden Systems but currently are only offering quality enhancement updates and no longer major updates. Starting to save for when the announcement does come, probably in the next 5 years, the City will be able to purchase and have an option of what to do. Tyler Technologies does have a new system that they are transferring clients to that the Eden license will also transfer to, called Munis. The involvement would include transferring of software and data that will be time consuming and long. Tyler Technologies have support staff that know both systems that will be beneficial if the City decides to move to Munis. Approximately \$500,000 will be needed to purchase, implement, configure, customize, and migrate data to a new system. Councilmember Evans stated that it was great to look ahead and be able to lower the impact when the time comes to replace. Councilmember Swatman asked if Munis was cloud based. Information Services Manager McEwen stated that there is an option to go cloud based and also the system is not client based so staff could access it from any internet connection. Councilmember Watson wanted to know about the challenge and difficulty in replacing the system. Information Services Manager McEwen stated that no matter what, there will be difficulty and hard work but currently the City is encountering roadblocks with Eden because of the old technology the system has. Chief Financial Officer Gibson reminded the Council that this decision will just set the money aside not make the decision of what product to purchase. Councilmember Carter stated he appreciated the forward thinking. Councilmember Surdez stated that cities don't like their current software, and there is never a perfect software. Councilmember McKibbin wanted to know how Information Services Manager McEwen came up with the budget numbers. Information Services Manager McEwen stated that he had called and worked with Tyler Technologies on what would be involved and the items that would be needed.

Key Card Access System. Executive Assistant Harris presented this General Government CIP Fund budget decision card to the Council. In 2018, a key card

access system was installed at the Justice & Municipal Center but was limited to 12 doors only. There are an additional 9 doors that need key card pads installed. After completing these doors, it would eliminate all general door access keys.

Councilmember Rackley thought that money had already been set aside for this. Executive Assistant Harris stated that the previous money that was set aside paid for the system and the limited number of doors. Councilmember Evans stated that he felt the City has spent a lot of money on keys. Councilmember Watson wanted to know why the City keeps spending more but Information Services Manager McEwen says that the keys are working well and he trusts that. Councilmember Surdez wanted to know if all the doors that have been identified were necessary. Executive Assistant Harris stated that all doors were necessary. Councilmember Swatman stated that with today's modern environment, more security is needed.

Key Card Access System. Executive Assistant Harris presented the General Government CIP Fund for Police Department budget decision card to the Council. In 2020, the City wants to expand the key card access system to the Police Department. The Public Safety Building would need 12 key card pads to eliminate all general door keys. Councilmember Rackley wanted to know if there had ever been a problem with the current system. Chief Jeter stated that there has not been but if an employee is fired or loses a key, it is expensive to replace or rekey all locks and replace all keys. Information Services Manager McEwen stated that previous employees still know the access codes to doors and with a key card pad, the card could be deactivated and be of no use. Councilmember Surdez stated that the key cards are a matter of safety and part of having a business. Councilmember McKibbin asked if the key card access would be budgeted in the Police Departments budget. Chief Financial Officer Gibson stated that it is part of the CIP General Fund. City Administrator Vodopich reminded Council that when the new Public Works Building gets finished, the City will also be asking to add key card access to that building.

My Bonney Lake Brochure. Executive Assistant Harris presented the General budget decision card to the Council. Currently the Recreation and the Executive Departments pay for brochures on recreation news and city news. By combining the two, the cost would remain the same but a full color document could be printed and reduce the number of brochures from two to one being sent quarterly. The brochures are sent to 26,000 residents. Councilmember Evans asked what percentage was postage and if this was in the budget before then why is it now being placed as a decision card. Executive Assistant Harris stated that she would need to look up the postage percentage and reply back later with it. The reason that this is being presented as a decision card is that instead of each department doing separate brochures, they are wanting to combine them and therefore making a new use. Councilmembers Evans and Swatman stated that email would save ink altogether. Executive Assistant Harris stated that everyone likes to receive information in different formats. By combining the 2 brochures, the City is expanding the communication to other residents that are not in the City. The budget is staying the same but is being used differently. Councilmember Swatman stated he feels that

email is a better use and have the departments do more social media. Councilmember Watson stated that the City is spending money on a new website and more people are on social media. Departments should be directing residents to the website to view the brochure.

Go Go Gator. Bonney Lake Special Events Coordinator Wells presented the General budget decision card to the Council. Since the City has taken over the Recreation Program from the Sumner School District, they have been using the gator crossover that the school district provided to prep the fields for games. The gator crossover now has to be jump started every time and is in need of being replaced. Sumner-Bonney Lake School District is not willing to replace the gator crossover due to the district no longer being in charge of the Recreation Program. A new gator crossover will help to be more efficient and to maintain fields. Councilmembers Evans and Swatman stated that they agree a new one needs to be purchased.

DEE Summer Day Camp Site. Bonney lake Special Events Coordinator Wells presented the General budget decision card to the Council. Tehaleh currently does not have a day camp program in their area. Several before and after school participants have requested a day camp. There is a need for one and the school is on board with having one. There is a cost for starting one but the revenue brought in will compensate for the costs and bring in profit year over year. All Councilmembers were in support of this decision.

Councilmember McKibbin asked how the process works for the decision cards. Chief Financial Officer Gibson stated that if there are any decisions that the Council as a whole want to remove from the budget, they would need to ask during the budget process. The items presented tonight are on the Mayor's budget.

**B. Council Open Discussion:**

Cougar Sighting. Councilmember Watson stated that his neighbors had said they had seen a cougar and were wondering if anything had been done to find the cougar. Chief Jeter stated that without them calling it in to the Police, then no one will know about it and be able to start looking for it.

National Customer Service Week. Councilmember Surdez stated that the first week of October is National Customer Service Week and thanked all the City staff for all their work. She mentioned that Brenda Martin and Brenda Plute have done a great job with all the customers that call in and need help. Administrative Services Director/City Clerk Edvalson mentioned that Jasmine Eppens also does a great job as the central phone receptionist representative. All staff do an excellent job at customer service and it is greatly appreciated.

**C. Review of Council Minutes: September 18, 2018 Workshop and September 25, 2018 Council Meeting.**

Councilmember Watson said that he reviewed the minutes of September 18, 2018 Workshop and September 25, 2018 Council Meeting. The draft minutes were forwarded to the October 9, 2018 Meeting for approval with no corrections.

**IV. EXECUTIVE SESSION: None.**

**V. ADJOURNMENT:**

**At 7:27 p.m. Deputy Mayor Randy McKibbin adjourned the Council Workshop by common consent of the Council.**

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Harwood Edvalson, City Clerk

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Neil Johnson, Jr., Mayor

Items presented to Council at the October 2, 2018 Workshop:

- (1) *Decision Cards*- Chief Financial Officer Cherie Gibson
- (2) *Employee Demographic Chart*- Human Resources Manager Jenna Richardson
- (3) *Comparable HR to FTE Chart*- 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.*