**Location:** Justice & Municipal Center; Conference Room 200; 9002 Main Street, Bonney Lake, WA 98391

**Call to Order:** Deputy Mayor Swatman

**Anticipated Attendees:** Deputy Mayor Dan Swatman, Councilmember Donn Lewis and Councilmember Katrina Minton-Davis. Other Councilmembers who may be in attendance: Mayor Johnson, Councilmember Hamilton, Councilmember McKibbin, and Councilmember Watson.

**Anticipated Staff:** Don Morrison, City Administrator; Woody Edvalson, Administrative Services Director/City Clerk

**Updates and/or Reports:**
1. Personnel Updates and/or Issues; Woody Edvalson

**Old Business:**
p. 3 1. Minutes. Approval of minutes/notes of December 9th FC/COW

**New Business:**
n/a

**New Discussion Items:**
1. Retreat discussion—potential dates & topics.

**Closed Session:**
Labor negotiations per RCW 42.30.140

**Adjournment:**
There being no further business, the meeting adjourned approximately _______ P.M.
Location: Justice & Municipal Center; Conference Room 200; 9002 Main Street, Bonney Lake, WA 98391

Call to Order: Deputy Mayor Swatman called the meeting to order at 5:31pm

Roll Call- Committee Members Present: Deputy Mayor Dan Swatman, Councilmember Donn Lewis Also in attendance: Mayor Johnson, Councilmember Randy McKibbin, Councilmember Mark Hamilton.

Anticipated Staff: Don Morrison, City Administrator; Cherie Gibson, Chief Financial Officer; Woody Edvalson, Administrative Services Director/City Clerk; Jenna Richardson, Human Resources Manager; John Woodcock, City Engineer; John Vodopich, Community Development Director; Dana Powers, Chief of Police; Gary Leaf, Facilities Manager

Updates and/or Reports:
1. Personnel Updates and/or Issues; Jenna Richardson, H.R. Manager. New Maintenance Worker I in the Streets department to begin on 12/16. Interviews are scheduled for MWII. Jenna will be meeting with Peter to discuss AFSCME negotiations this week; then meeting with AFSCME representatives to be held on Monday 12/15. Jenna and Peter will be meeting with the Police Guild on 12/16. There may be Union Negotiations updates available at the 12/23/2014 C.O.W meeting, but more likely to update in early January. Jenna facilitated an all day planning session with the Wellness Committee. Discussed a pilot program for hope help. The Wellness Committed decided the City will participate in this pilot program. There will be no cost to the City for this program.

Old Business:
1. Minutes. By consensus, the Committee approved the minutes of the November 25th meeting.
2. City Administrator Updates. Old City Hall property, OpenGov, Reed house. CA Morrison indicated that the Old City Hall property is pending a zone change. Once that has been completed, it will be up for sealed bid sale. If no bidders that meet minimum requirements, we will find a buyer we can negotiate with. There is nothing proposed in the 2015-2016 budget for OpenGov software. Discussed the ability to make a motion to include this in the 2015-2016 budget, if desired. Reed property is waiting for sewer to be extended to the area. Property will be sold “as is” after sewer is hooked up. One boundary line adjustment has been done. Interest shown in purchasing separate section of 4 acre area. Discussed completing additional BLA’s. May be an item to discuss further at 2015 Council Retreat. CA Morrison informed that the subdivision going up on both sides of
the Reed property has some old farm stalls that encroach on the boundary line. CA Morrison also indicated an intent to put a Connell’s Prairie historical marker in the area.

3. **2015-2016 Budget discussion.** Discussed again that OpenGov is not currently allocated. Decision is to leave it out for now. Councilmember Hamilton thinks it is important to try to figure out “total value”. CA Morrison guesses $8,000.00 in staff time to implement. Eden budget module was discussed. Also discussed allocations for possible website updates. CA Morrison stated Mayor Johnson is in favor of updating the website, but he isn't sure. Council is not agreeing to do the update at this time, but want the ability to decide later. Discussed options for allocating the funds. CFO Gibson recommends a mid-biennial budget amendment to allocate funds for the website update. Prioritizing spending was also discussed. Agreed to leave website updates off budget for now.

**New Business:**

1. **AB14-153 Awarding SCADA System Upgrades – Grigsby.** Presented by John Woodcock in Public Works Director Grigsby’s absence. They are working with rh2. System upgrade proposed to occur in three phases. This is first phase. Low bidder came in below engineers’ cost estimate. A bid protest was received. It was not completed in a “specific way”, and the City Attorney feels comfortable with us moving forward regardless of the bid protest. City Engineer Woodcock indicated that the low bidder has previous violations with L & I, resulting in fines. He is comfortable going forward with this contractor with the information they have right now. City Engineer Woodcock indicated that due to the previous violations, they would monitor the work more closely than other projects. This project was included in the 2014 budget. There was consensus to move this item forward to the Council meeting as proposed.

2. **AB14-130 Pierce County Historical Grant—Leaf.** Proposal is to purchase two historical markers that would be reimbursed at about fifty percent by the grant. The markers would be placed at the Reed Property and Victor Falls. The total anticipated cost is $3500.00 and the grand would reimburse about $2500.00. Both sites are outside City limits, but owned by the City. The funds would be taken 50% out of Park CIP and 50% beautification. CFO Gibson indicated that there won’t need to be a budget amendment, as this question was brought up. A buffer has been included for grants such as this in the general fund. Councilmember Lewis asked if the marker could be moved at a later date, if needed. Facilities Manager Leaf confirmed that is possible. There was consensus to move this item forward to the Council meeting as proposed.

**New Discussion Items:**

1. **ATB – False Alarms--Gibson.** Deputy Mayor Swatman said he was interested in hearing this, as it’s not often that they’re approached to bring an outsourced function back in house. CFO Gibson did some research and discovered the original reason for outsourcing Alarm Registrations and False Alarm Billings was due to a large backlog of Accounts Receivable reconciliations. Cleaning that up took a significant amount of time. The City was trying to get a good handle on our alarms at that time as well. The Finance Department was also understaffed, and trying to complete the clean-up of the Accounts Receivable system as per State Auditor’s Office recommendations, outsourcing the alarm system management made sense at the time. Accounts Receivable is now successfully
cleaned up, the Finance Department staffing level has been restored. CFO Gibson indicated that staff would be more engaged in the workings of the City if this was brought back in house. CFO Gibson also informed that there has been a significant increase in complaints about the current Alarm Management company (ATB/PMAM) Bringing this function back in house would result in a cost savings of approximately $20,000. Costs for this service have been rising, and CFO Gibson is not sure why at this point, as she hasn’t had a chance to look into that yet. PMAM requires the City to bank with Bank of America, or allow them to open a Bank of America account on the City’s behalf. She is not comfortable with that. She is currently not able to see negative in the City taking this task back over. ASD Edvalson says this company represents the City, and as such, the negative customer service experiences are a black eye to the City. CA Morrison says give it a try and if it doesn’t work, we can go out to bid for a new company. CFO Gibson indicated that all possible information has been downloaded from PMAM’s website in regards to alarm permit holders. Councilmember Hamilton wants to know if false alarms would or had diminished, as that was part of their guarantee when they made their pitch. It was then mentioned that the motivation behind ATB was education, and education would reduce our false alarm responses. We currently have approximately ten false alarm billings per month. ASD Edvalson advised we ensure nothing has a copy write by ATB/PMAM. Mayor Johnson stated he likes the idea. Consensus was to bring alarm billing and registration back in house.

**Closed Session:**

Labor negotiations per RCW 42.30.140 – Not needed

**Adjournment:**

There being no further business, the meeting adjourned approximately 6:26 P.M.