Finance Committee - Committee of the Whole

February 24, 2015
5:30 P.M.

Agenda

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; Jenna Richardson, HR Manager; Cherie Gibson, CFO, Woody Edvalson, Administrative Services Director/City Clerk

Updates and/or Reports:
   1. Personnel Updates and/or Issues;

Old Business:
   p. 3  1. Minutes. Approval of minutes/notes of February 10th FC

New Business:
   p. 5  1. AB15-28 Amending the Interagency Agreement with DES; Gary Leaf;
          2. Administrative reports; Don Morrison

Closed Session:

   Labor negotiations per RCW 42.30.140

Adjournment:
   There being no further business, the meeting adjourned approximately _______ P.M.
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Call to Order: Deputy Mayor Swatman called the meeting to order at 5:30 P.M.

Roll Call – Committee Members Present: Deputy Mayor Dan Swatman, Councilmember Donn Lewis and Councilmember Katrina Minton-Davis.

Other elected and appointed staff members in attendance were Councilmember Hamilton, Councilmember McKibbin, Councilmember Watson, Don Morrison, City Administrator; John Vodopich, Community Services Director; Dana Powers, Chief of Police; Dan Grigsby, Public Works Director; Gary Leaf, Facilities & Special Project Manager; Cherie Gibson, Chief Financial Officer; Woody Edvalson, Administrative Services Director/City Clerk

Updates and/or Reports:
1. Personnel Updates and/or Issues; City Administrator Don Morrison gave these updates in Jenna’s absence – The position of part time bailiff has been filled in the Police department. The recruitment for Maintenance Worker 2 has been extended.

Old Business:
1. Minutes. By consensus, the Committee approved the minutes from the January 27th meeting of the Finance Committee, with minor changes.

New Business:
1. AB 15-26 Sumner School District Impact Fees; John Vodopich – Sumner School District is proposing an increase to School District Impact Fees. The proposal is for an increase of School Impact Fees. The proposed fees would increase single family from $3,215 to $3,270 and multifamily from $415 to $1,725. These are the same rates that Pierce County has agreed to already. Mary Urback and Craig Spencer with Sumner School District were present and available to answer questions presented by the Committee. There was discussion in regards to the amount being contributed by City of Sumner, City of Edgewood, and what the percentage of school population is from each jurisdiction. It is unknown what or if the City of Sumner or the City of Edgewood are planning to increase their contributions. Sumner School District is asking a significantly lower percentage than what the need is, as they are trying to ask for realistic funds. Councilmember Rackley stated that growth needs to pay for itself and believes charging such low impact fees is subsidizing the cost to current residents. The growth in Bonney Lake schools is higher than Sumner, largely due to Tehaleh. Valley schools are experiencing growth, but are stabling out. School population increased about 3% overall in the dist. This figure is not separated out by area. The City of Sumner contributed more impact fees than Bonney Lake last year at $3,005 for single family homes. The City of Sumner’s multifamily impact fee was double the City of Bonney Lake’s fee last year. Municipalities in other school districts charge similar school district impact fee to what Pierce County charges. There is currently no high school proposal to go into Tehaleh. By consensus, the Committee approved moving this proposal to the February 24, 2015 Council agenda.
2. AB15-23 Community Garden Agreement; Gary Leaf – Provided a report from Julia Bowen showing 418 pounds of produce was delivered to the food bank. This is excess produce that wasn’t consumed by recipients of a Community Garden plot. The library tried to do a project helping the Community Garden that ultimately didn’t work. They were able to take over the herb garden and the outcome was great. Probation officer has used people sentenced to community service to help maintain the garden. This resolution is the same agreement as last year, but added in a renewal clause at the City’s discretion. To get a plot, there is an application process where the parties ideally would hand in the application to Gary, and he’d forward it to Julia Bowen. Sometimes, however, the applications are given directly to Julia. Recipients of Community Garden plots have to agree to be part of a work party that participates in general upkeep. The $2,000 effect to budget is for water used to water the garden. This is in the Facilities budget. The Community Garden does not have its’ own meter. It is shared with the Lions for Kids house. There was discussion about separating water consumption from the Lions for Kids house from the Community Garden, and also how the garden is watered. By consensus, the Committee approved moving this resolution to the consent agenda at the February 24, 2015 Council meeting.

3. Administrative reports; Don Morrison – Deputy Mayor Dan Swatman inquired about the status of the new Public Works Center – City Administrator Don Morrison informed that Parametrix is finishing a preliminary wetland report and we should have that next week. The preliminary report is only to see if the wetlands can be relocated or if there is another work-around for developing. This will not be a full report. Using tank site for a more limited purposes such as truck washing or fueling was discussed. Deputy Mayor Swatman inquired as to how maintenance workers track their time? City Administrator Don Morrison stated that Eden has a program for entering timesheets by the hour. Public Works Director Dan Grigsy stated that employees go online and fill out their timesheets, and indicate how much time they spent on any project. Chief Financial Officer Cherie Gibson stated that they are still salary, so if they’re gone for an hour, they use their sick or vacation time and their paycheck is always the same. The Committee had a discussion about the old City Annex building.

**Closed Session:**

Labor negotiations per RCW 42.30.140

**Adjournment:**

There being no further business, the meeting adjourned approximately 6:15 P.M.
City of Bonney Lake, Washington

City Council Agenda Bill (AB)

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<th>Department/Staff Contact:</th>
<th>Meeting/Workshop Date:</th>
<th>Agenda Bill Number:</th>
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<tr>
<td>Executive / Gary Leaf</td>
<td>14 April 2015</td>
<td>AB15-28</td>
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<tr>
<th>Agenda Item Type:</th>
<th>Ordinance/Resolution Number:</th>
<th>Councilmember Sponsor:</th>
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<tbody>
<tr>
<td>Resolution</td>
<td>2439</td>
<td>Mark Hamilton</td>
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**Agenda Subject:** Public Safety Building Boiler, Controls, & Domestic Hot Water Tank

**Full Title/Motion:** A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Amended Scope Of Work Attached To An Interagency Agreement With The Department Of Enterprise Services.

**Administrative Recommendation:** Approve

**Background Summary:** The City's 2015 budget funds replacement of the Public Safety Building boiler, controls, and domestic hot water tank. In 2014 the City established an Interagency Agreement with the Washington Department of Enterprise Services expecting to apply for energy conservation grants. While grants did not materialize, the same DES agreement can still be used to procure the boiler, controls, and hot water tank. Staff believes using the DES agreement is the best approach: it is a well-established contracting method (for 25 years); saves the cost of developing specifications and advertising since DES has already pre-qualified (through its own RFQ) 11 firms that can accomplish this work; and results in a maximum guaranteed cost. The maximum guaranteed cost to replace the boiler, controls, and hot water tank using the DES agreement is estimated to be about $450,000.

**Attachments:** Yes - resolution and amendment to Interagency Agreement

### BUDGET INFORMATION

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<th>Budget Amount</th>
<th>Current Balance</th>
<th>Required Expenditure</th>
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**Budget Explanation:**

### COMMITTEE, BOARD & COMMISSION REVIEW

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<th>Council Committee Review:</th>
<th>Approvals:</th>
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<td>Finance Committee</td>
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<tr>
<td>Date: 24 March 2015</td>
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**Chair/Councilmember:** Dan Swatman

**Councilmember:** Donn Lewis

**Councilmember:** Katrina Minton-Davis

**Forward to:**

**Consent Agenda:** Yes No

### COUNCIL ACTION

**Workshop Date(s):**

**Meeting Date(s):**

**Public Hearing Date(s):**

**Tabled to Date:**

### APPROVALS

**Director:**

**Mayor:**

**Date Reviewed by City Attorney:** February 10, 2015

(if applicable):
RESOLUTION NO. 2439

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BONNEY LAKE, PIERCE COUNTY,
WASHINGTON, AUTHORIZING THE MAYOR TO
SIGN AN AMENDED SCOPE OF WORK ATTACHED
TO AN INTERAGENCY AGREEMENT WITH THE
DEPARTMENT OF ENTERPRISE SERVICES FOR
CONSERVATION SERVICES.

WHEREAS, the Public Safety Building boiler, controls, and domestic hot water tank
are at the end of their useful lives; and

WHEREAS, the City established an agreement with the Department of Enterprise
Services on May 27, 2014 that is the most effective tool to procure the boiler, controls, and
hot water tank; and

WHEREAS, the current estimated maximum cost of this project is within budget;

NOW THEREFORE, BE IT RESOLVED; that the City Council of the City of
Bonney Lake, Washington, does hereby authorize the Mayor to sign an amended Scope of
Work to the Interagency Agreement with the Department of Enterprise Service attached
hereto as Exhibit “A.”

PASSED by the City Council this 24th day of April, 2015.

______________________
Neil Johnson, Jr., Mayor

ATTEST:

____________________________
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

____________________________
Kathleen Haggard, City Attorney