



## Finance Committee

February 12, 2019 Regular Scheduled Meeting

DRAFTED MINUTES

The meeting was called to order at 5:00 P.M.

### Roll Call:

Deputy Mayor Randall McKibbin (Chair)  
Councilmember Dan Swatman  
Councilmember Tom Watson

### Attendees:

City Engineer, John Woodcock  
Admin. Services Director/City Clerk, Woody Edvalson  
Management Analyst/Executive Assistant, Leslie Harris  
Chief Finance Officer, Cherie Gibson  
Human Resources Manager, Jenna Richardson  
Facilities & Special Projects Manager, Gary Leaf  
Police Chief, Bryan Jeter  
Fire Chief, Bud Backer  
Administrative Assistant III, Debbie McDonald

## Finance Committee

### I. Reports/Presentations:

#### *Personnel Update*

*Human Resources Manager Jenna Richardson*

Human Resources Manager Richardson stated she has been busy filling the Before and After School Program. There are 17, candidates moving on to the Oral Boards for the open Police position. A City wide Anti-Harassment training was held and will provide a makeup training for staff that were unable to attend. Will be interviewing for the open Court position. Employees will be receiving their 1095 health insurance forms by March 4. Have an internal candidate for the Human Resource Generalist position. The internal candidate would like to stay at fulltime, there is the work to cover a fulltime position. Explained where they would be able to save on the budget.

Administrative Services Director/City Clerk Edvalson was looking at filling the soon to be open position with an Administrative Assistant I instead of an Administrative II. That move would also cut cost.

Councilmembers asked questions.

### **Will Bring to City Council Meeting**

**II. Business/Action Items:**

*AB19-28 Resolution 2716: Authorizing Award of Contract to Brumfield Construction for the 95<sup>th</sup> Street Bypass Trail Project – John woodcock, City Engineer*

City Engineer Woodcock stated this is to award the contract to Brumfield Construction for the 95<sup>th</sup> Bypass. Will need a bulkhead which will increase the budget. Would like to move money from two other projects.

Chief Finance Officer Gibson will need Council approval to transfer funds.

**Will Move to Workshop for Discussion**

*AB19-29 Resolution 2717: Authorizing Award of Professional Services Agreement with Parametrix for Construction Services for the 95<sup>th</sup> Street Bypass Trail Project – John Woodcock, City Engineer*

City Engineer Woodcock stated bids are running higher than expected. WSDOT is requiring 12 foot wide pathways, instead of the 8 foot wide pathways the City was proposing.

Deputy Mayor McKibbin would like more information and a chance to look through the budget.

**Will Move to Workshop for Discussion**

*AB19-39 Resolution 2719: Authorize a Professional Service Agreement with Tara Dunford, CPA for Financial Statement Review – Cherie Gibson, Chief Financial Officer*

Chief Financial Officer Gibson stated her department has had an unfilled vacancy and would like to contract out the reviewing the financials. She is comfortable with the cost of the contract.

Councilmembers asked questions.

**Move to Consent Agenda**

*AB19-14 Resolution 2711: Public Safety Building Lease – John Vodopich, City Administrator*

Chief Financial Officer Gibson explained how East Pierce Fire and Rescue will be building a new building and would like to extend the lease for another two years and then go month to month.

Fire Chief Backer added they would still give plenty of notice before moving out.

Councilmembers asked questions.

**Move to Consent Agenda**

*Approval of January 22, 2019 Meeting Notes  
Debbie McDonald, Administrative Specialist III*

**Minutes Approved**

**III. Open Committee Discussion**

Councilmember Swatman discussed the Utility Tax.

Chief Finance Officer Gibson commented it would leave a \$200,000.00 shortfall in the budget that would need to be made up somewhere else.

**IV. Closed Session: NONE**

**VI. Adjournment:**

Deputy Mayor McKibbin adjourned the meeting at 5:56.

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Debbie McDonald, Administrative Assistant