

Finance Committee

March 12, 2019
5:00 P.M.

Agenda



Council Committees are primarily concerned with legislative/policy matters. They formulate and convey recommendations to the full council for action (BLMC 2.04.090).

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

Committee Liaison: Leslie Harris, Management Analyst / Executive Assistant

Department Head Contact: Cherie Gibson, Chief Finance Officer

Committee Clerk: Debbie McDonald, Administrative Specialist III

Call to Order: Deputy Mayor Randall McKibbin, Chair

Roll Call: Deputy Mayor Randall McKibbin, Councilmember Dan Swatman, and Councilmember Tom Watson

Reports/Presentations:

1. Personnel Update – Jenna Richardson, Human Resources Manager

Business/Action Items:

- p.2
1. Approval of February 12, 2019 Meeting Notes – Debbie McDonald, Administrative Specialist III
 2. Accounts Receivable Write Offs – Cherie Gibson, Chief Financial Officer

Open Discussion:

Adjourn:



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 95th Street Bypass Trail Project – John woodcock, City Engineer

City Engineer Woodcock stated this is to award the contract to Brumfield Construction for the 95th 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 95th 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.

Debbie McDonald, Administrative Assistant