



## Finance Committee

October 13, 2020

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

## Approved Minutes

### Roll Call:

Deputy Mayor Justin Evans (Chair)  
Councilmember Tom Watson  
Councilmember Terry Carter

### Attendees:

City Administrator John Vodopich  
Human Resources Manager, Jenna Richardson  
Chief Finance Officer, Cherie Reiersen  
Admin. Services Director/City Clerk Woody Edvalson  
Public Services Director, Ryan Johnstone  
City Engineer, John Woodcock  
Assistant City Attorney/Prosecutor, Maili Barber  
Facilities & Special Projects Manager, Gary leaf  
Management Analyst/Executive Assistant, Leslie Harris  
Administrative Assistant III, Debbie McDonald

## Finance Committee

### I. Reports/Presentations:

#### *Personnel Update*

*Jenna Richardson, Human Resources Manager*

Human Resources Manager Richardson commented an Afternoon Assistant was hired in Recreation. Took the recruitment down for any other Before and After School positions since the school district is on hold till January 2020. Public Works Maintenance Worker I have the pool narrowed down to six candidates, will interview this week. Had a Lateral Officer start at the end of September. Looking at to hire from the Police Entry List. With having Officer Green working at the Academy gives the City priority placement for their candidates. Advertised for promotional exam to Sergeant. Will have an update on bargaining after the next two bargaining sessions.

### II. Business/Action Items:

*AB20-113 Resolution 2872: Authorize an Amendment to the Professional Services Agreement with ARC Architects for Services to Design and Development of the Public Works Center - Marlyn Campbell, Contract Administrator*

Public Services Director Johnstone explained the amendment to the contract is to cover three items of work on the Public Works Center (PWC). Items addressed in the amendment are the design of the crane bay,

additional work by RH2 to complete preliminary design of site alternatives for the decant facility, and for KPFF to evaluate the material storage building.

Councilmember Evans asked if they have a resolve for the decant facility.

Public Services Director Johnstone they have about a 30% of the design resolved.

City Administrator Vodopich stated the Boundary Line Adjustment is almost completed.

Councilmember Evans asked if there were any more anticipate extra cost involved with the project.

Public Services Director Johnstone at this time no, the project still has a positive budget. Will complete the main part of the project before moving on to the decant facility.

Councilmember Evans asked if the budget was a separate PWC fund.

Finance Officer Reiersen responded the PWC is in a CIP fund.

### **Moved to Consent Agenda**

*AB20-120 Resolution 2877: Approve Software and Services Purchase Agreement with Cities Digital, Inc. - Kathy Seymour, Court Administrator*

Court Administrator Seymour stated that both resolutions go hand in hand. The Court has been moving toward a paperless system and provide for scheduling of court hearings and limiting the number of cases scheduled per court calendar. Cities Digital will be the storage location for court records. Total costs includes annual maintenance. There will be annual maintenance fee due each year thereafter. With COVID this would assist those who are working from home.

### **Moved to Consent Agenda**

*AB20-121 Resolution 2878: Approve Software and Services Purchase Agreement with Omega Solutions - Kathy Seymour, Court Administrator*

Court Administrator Seymour stated Ocourt provides real time synchronization to JIS from electronic forms, with built in analytics for Administrators, Clerks, Judges Prosecutors and Public Defense. It is designed to efficiently manage court hearing schedules, update JIS from the hearings, manage and maintain a library of court forms that auto populate with defendant's information.

Assistant City Attorney/Prosecutor Barber has already used the system in other jurisdictions.

Councilmember Evans asked why this was coming back to Finance Committee if it was already approved.

Chief Finance Officer Reiersen replied because it was over a certain amount it had to come back to Finance Committee

Councilmember Evans responded, so we are just reviewing the contracts.

Court Administrator Seymour respond the City Attorney has reviewed the contracts. The City of Sumner has agreed to pay a fifth of the contract.

### **Moved to Consent Agenda**

*Approval of the minutes from July 28, 2020 - Debbie McDonald, Administrative Specialist III*

### **Minutes Approved With Minor Corrections**

*City Properties to Insure or Not Insure- John Vodopich, City Administrator*

City Administrator Vodopich explained the insurance coverage for replacement value of buildings on City properties. Is it worth keeping replacement value insurance when some of the properties will be demolished anyway? So would not rebuild if a building was destroyed.

Councilmember Carter asked what kind of shape the Victor Falls house is in.

Facilities & Special Events Manager Leaf responded the house is in good shape.

Councilmember Evans agrees with dropping the coverage on buildings we would not rebuild and just keep liability.

Councilmember Carter asked about the Annex.

Admin. Services Director/City Clerk Edvalson responded it is part of the Downtown Core so why rebuild something that will just be taken down.

City Administrator Vodopich replied one of Council's decision cards is to reduce the downtown core.

**III. Open Committee Discussion: NONE**

**IV. Closed Session: NONE**

**V. Adjournment:**

Deputy Mayor Evans adjourned the meeting at 5:25