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

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

Attendees:  
City Administrator John P. Vodopich  
Human Resources Manager, Jenna Richardson  
Chief Finance Officer, Cherie Reierson  
Admin. Services Director/City Clerk Woody Edvalson  
Management Analyst/Executive Assistant, Leslie Harris  
Facilities & Special Projects Manager, Gary Leaf  
Court Administrator, Kathy Seymour  
Administrative Assistant III, Debbie McDonald  

Finance Committee  

I. Reports/Presentations:  

Personnel Update  

Human Resources Manager Richardson reported there is still a site assistant opening and have an On/Call Assistant starting next week. Have Rule 9 Intern interviews next Friday. There is a new Maintenance Worker I starting on the 16th. Lost a Water Maintenance I worker this week but think they can fill the spot from the last application pool. Will open up two Maintenance Worker III positions that were budgeted for 2020. Getting prepared for Seasonal hires, departments are looking at their needs and budget. With the increase in minimum wage will have to see what the budget allows for. Will be organizing oral boards for the Police Department adding to the existing list. Two new Officers graduated last week from the academy and started working nightshift over the weekend.

Councilmember Watson asked if with the minimum wage increasing, was that not budgeted for.

Human Resources Manager Richardson stated she encouraged Departments to figure the increase into their budget.

Public Safety Building Siding Repairs and Painting  

Facilities & Special Projects Manager Leaf is at Finance Committee for their approval to move forwards with receiving bids for replacing the siding on the Public Safety building. Has been working with Garland Industries who partner with Omnia to reduce the cost of small projects. What they do is set the cost for
materials and the labor is what contractors are bidding on. They have a network of contractors to choose from with the five lowest bids being presented to the City. If Finance Committee wants to move ahead they will move forward with the bid process. Looking at a cost of $150,000.00 for the project. Would have liked to have used metal siding but that was a premium cost.

Representatives from Garland spoke about the partnership with Omnia to reduce cost on smaller projects. Have worked with multiple Cities and School Districts. They explained the different type of repairs needed for each side of the building with a work timeline of about a month.

Councilmember Watson asked if any part of the building will be torn down or remodeled once the Fire Department has there new building.

FACILITIES & SPECIAL PROJECTS MANAGER LEAF responded the only changes would be in the inside of the building. Would like to get this done by June before the School Districts start their construction over the summer and labor cost go up with the higher demand.

Councilmember Watson asked about a warranty.

Representatives from Garland responded the workmanship is a two year warranty, most materials have a five to ten year warranty.

Finance Committee Agrees to go to Bid

Project Reallocation for Existing Budgeted Funds

Administrative Services Director/City Clerk Edvalson had budgeted some different projects that did not move forward. Would like to take those funds and allocate to other projects. Would like to hire a Records Management Consultant to review and recommend the right program to use that would fit the programs we are already using in the various Departments. The cost for the consultant is $5800.00. Then to do some of work would like to hire a part-time employee to scan the paper records cost would also include a desk top scanner. The other project is adding antennas and cable to hook up the emergency radios at the Public Safety Building. Want to put those antennas up on the towers and run the cable into the Public Safety Building. Would hire a contractor to complete the work. The proposal would not exceed $15,000.00. Came to Finance Committee for their approval.

Deputy Mayor Evans asked why only 15 hours a week instead of more hours and get the project done sooner.

Human Resources Manager Richardson explained they have to be careful with the number of hours worked in a week because of Department of Retirement Services and the Affordable Care mandate.

Deputy Mayor Evans commented with the elimination of the Emergency Management position, could that be a contract position.
Administrative Services Director/City Clerk Edvalson responded there are a few possibilities they are looking at including making it a contract position.

Councilmember Watson asked about out-sourcing the part-time records position.

Administrative Services Director/City Clerk Edvalson mentioned that would cost more to out-source because would be paying for benefits. From past experiences with out-sourcing did not have as much control over the project.

Councilmember Carter asked how many radios the City has.

Administrative Services Director/City Clerk Edvalson stated they have three radios that allows the City to communicate with the State and County.

Committee Approves the Two Projects

II. Business/Action Items:

AB20-24 Resolution 2818: Interlocal Agreement with Sumner for Municipal Court Services - John P. Vodopich, City Administrator

City Administrator Vodopich presented a revised and updated version for Court services with the City of Sumner. The most significant revision is now receiving an annual amount instead of billing out for each case. Payments would be made quarterly. Also included clarification with the Court Bailiff's duties.

Court Administrator Seymour commented there would be an annual CIP increase. Would still bill out separately for interpreters and jury trials.

Moved to Consent agenda

A/R Write Offs-Cherie Reierson, Chief Financial Officer

Chief Financial Officer Reierson had four accounts they need to send off to collections. It is the procedure to have them signed off by the Finance Committee.

Finance Committee Approved

Approval of January 28, 2020 Meeting Notes
Debbie McDonald, Administrative Specialist III

Minutes Approved with a no Corrections
III. **Open Committee Discussion:** NONE

VI. **Adjournment:**

Deputy Mayor Evans adjourned the meeting at 5:49

Debbie McDonald, Administrative Assistant III