



Finance Committee

November 10, 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
Police Chief, Brian Jeter
Management Analyst/Executive Assistant, Leslie Harris

Finance Committee

I. Reports/Presentations:

Personnel Update

Jenna Richardson, Human Resources Manager

Human Resources Manager Richardson commented they have a number of recruitments, including Maintenance Worker I in the Water Division. Public Works Superintendent Jack Niehuser started on November 9. One opening in the Police Department. Assistant Chief Alfano notified the City he is a finalist for the Buckley Chief of Police position. Senior Accountant Terrina Merchant accepted a position with another City. Chief Finance Officer Reiersen will be re-evaluating the position but has plans to move forward. Administrative Services had an extra hire who started today on a scanning project through the end of the year. Negotiations are continuing virtually; hoping to provide an update to City Council following the next few meetings.

Councilmember Evans asked if there will be agreements by the end of the year.

Human Resources Manager Richardson responded she will have a better idea at the next meeting.

Councilmember Evans asked if Assistant Chief Alfano was the only finalist.

Human Resources Manager Richardson replied he is the finalist, going through final hiring process.

II. Business/Action Items:

AB20-127 Resolution 2882: Authorize for an Interlocal Agreement for Emergency Management Services - Woody Edvalson, Administrative Services Director/City Clerk

Administrative Services Director/City Clerk Edvalson presented for the committee's consideration to join an interlocal agreement with seven other Cities regarding emergency management services. Help us work together to provide training, update plans, and learn to work together in the event of an emergency. Expense in 2021 appears to be approximately \$36,100.00, but Puyallup will work on an emergency management grant that could be worth \$11,000.00 to help offset costs. Proposing City Council to authorize Mayor to sign the agreement to move forward to build a more robust Emergency Management Program.

Councilmember Evans commented that he has no concerns with moving this forward to City Council.

Councilmember Watson agreed this is something that should be moved forward. Asked if this is similar to what we've been doing.

Administrative Services Director/City Clerk Edvalson replied this is something the City did a couple years ago but with different cities.

Councilmember Carter also agrees this is a good idea and thinks there is support.

Councilmember Evans asked if this was absorbable in the budget.

Chief Finance Officer Reiersen replied will need to add it to the budget, doesn't think we will need to use ending fund balance.

Moved to Discussion for November 17

AB20-128 Ordinance D20-128: Paid Time Off for the Assistant Police Chief Position - John P. Vodopich, City Administrator

City Administrator Vodopich has spoken with the Assistant Police Chiefs about trying to get some additional paid time off for the time they are called in afterhours. Would like to grant 20 hours a year in paid time off, can't be cashed out or rolled over.

Councilmember Evans is concerned for what it may trigger for other positions, still a liability for the cost to the City.

Police Chief Jeter responded they don't receive comp time or overtime since they are exempt; right now they regularly take phone calls after hours and on weekends, plus when they are required to come out. This is a way to acknowledge the work they do afterhours; good incentive for recruitment as well.

Councilmember Evans asked if this is not a part of an expectation of their duties.

Police Chief Jeter responded comparable cities have administrative leave time.

Councilmember Evans asked if this becomes a separate line item.

Chief Finance Officer Reiersen replied it would go into a PTO bank.

Councilmember Carter commented only concern is covering their time without it being overtime.

Councilmember Watson has concerns that other positions will expect paid time off as well.

Moved to Council Finance Committee Issues November 24

AB20-129 Resolution 2883: One-Time Funding to the Bonney Lake Food Bank in 2020 - John P. Vodopich, City Administrator

City Administrator Vodopich brought the issue forward as per City Council. The Food Bank is now requesting \$88,000.00. As drafted the City would contribute one-time funding of \$30,000.00.

Councilmember Watson would like to bring it forward as \$30,000.00.

Councilmember Evans commented that the City has also provided \$12,000.

City Administrator Vodopich will delete the last paragraph from the Resolution.

Moved to Council Finance Committee Issues November 24

AB20-130 Resolution 2884: Authorize a Professional Services Agreement with Tara Dunford, CPA for Continued Financial Services - Cherie Reiersen, Chief Financial Officer

Chief Financial Officer Reiersen stated that with the resignation of their Senior Accountant, we have covered some tasks with out of class pay. Will need special skilled assistance and proposes contracting with Ms. Dunford.

Moved to Consent Agenda November 24

Approval of the minutes from October 13, 2020 - Debbie McDonald, Administrative Specialist III

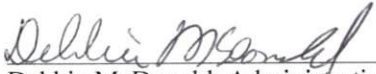
Minutes Approved With Minor Corrections

III. **Open Committee Discussion:** NONE

IV. **Closed Session:** NONE

V. **Adjournment:**

Deputy Mayor Evans adjourned the meeting at 5:29



Debbie McDonald, Administrative Assistant III