



Finance Committee

December 8, 2020

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

Drafted 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
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 stated for recruitment for Maintenance Worker 1 started this week. This Thursday will be Sargent assessments that will take all day. There are two Public Works employees that will be retiring at the end of December. A notice will go out internally to fill the positions. Asst. Police Chief Alfano has accepted the position as the new Police Chief of Buckley and will be leaving the last week of December.

Councilmember Evans asked if there will be any celebration/good-bye for Asst. Police Chief Alfano.

City Administrator Vodopich responded there will be something internally on his last day.

Position Reclassification Request - Cherie Reiersen, Chief Finance Officer

Chief Finance Officer Reiersen included a memo with the proposed personnel changes she would like to make in the Finance Department. It would include changes to two positions, there currently is a vacant position and another position will be coming open with the retirement of the Financial Operations Supervisor in 2021. Would create a Customer Service Manager and a Payroll Accountant.

Councilmember Evans asked if this is a position you can fill in house.

Chief Finance Officer Reiersen responded no, she does not think anyone would apply. Has not been told there is any interest. If no one applies internally she will need to evaluate how she is mentoring staff so they can move up.

Councilmember Evans asked if this would increase the budget.

Chief Finance Officer Reiersen responded is not sure at this time will need to create a job description and have it approved before a salary can be determined.

Councilmembers Approved to Move Forward

II. Business/Action Items:

AB20-140 Resolution 2892: Extending a professional Services Agreement with the Law Office of Donna L. Johnson to Provide Public Defender Services - John P. Vodopich, City Administrator

City Administrator Vodopich stated Ms. Johnson has been our Public Defender since 2015. Can do a onetime two year contract extension with City Council's approval. With video arraignments they did ask for a fifty dollar per case increase as a lawyer needs to be present at the jail with them during the arraignment.

Councilmember Evans asked if the City asked for any other bids for a Public Defender.

Chief Finance Officer Reiersen stated Prosecuting Attorney Maili Barber commented the rates were low compared to what other Cities are paying.

Councilmember Carter asked with the rate increase will the budget need to be increased.

City Administrator Vodopich does not have those numbers but knows the caseloads are down because of COVID.

Moved to Tonight's Consent Agenda

AR Write-Offs - Cherrie Reiersen, Chief Financial Officer

Chief Finance Officer Reiersen stated they need approval to write-off accounts over \$1,000.00 by City Council. Once approved will be sent out to collections.

Councilmembers had no problem moving them onto collections.

No Further Action Needed

Approval of the minutes from November 24, 2020 - Debbie McDonald, Administrative Specialist III

Minutes Approved

III. Open Committee Discussion:

City Administrator Vodopich stated the cost of living increase for non-exempt employees has not been determined as the City is still in negotiations with the unions.

Councilmember Watson asked if City Prosecutor Barber was being pulled in different directions since she was asking for an in house Attorney. Does she have enough time to get done what she needs to get done?

City Administrator Vodopich replied the Attorney was to free up Prosecutor Barber so she could devote more time to City issues.

Councilmember Watson thanked Chief Financial Officer Reiersen for her great work on the budget.

IV. Closed Session: NONE

V. Adjournment:

Deputy Mayor Evans adjourned the meeting at 5:20



Debbie McDonald, Administrative Assistant III