

Finance Committee -

**April 26, 2016
5:30 P.M.**

Agenda



The City of Bonney Lake's Mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.

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

Call to Order: Deputy Mayor Randall McKibbin

Anticipated Attendees: Deputy Mayor Randall McKibbin, Councilmember Dan Swatman and Councilmember Tom Watson.

Anticipated Staff: Don Morrison, City Administrator; Jenna Richardson, HR Manager; Cherie Gibson, CFO; Woody Edvalson, Administrative Services Director/City Clerk; John Vodopich, Community Development Director and Dan Grigsby, Public Works Director.

Updates and/or Reports:

1. Personnel Updates and/or Issues;

Old Business:

- p. 3 1. Approval of Finance Committee minutes of April 12, 2016.

New Business:

- p. 5 1. AB16-60 Confirmation of John Vodopich; Don Morrison
- p. 7 2. Legislative Expenditure Status; hand-out

Closed Session:

Not anticipated

Adjournment:

There being no further business, the meeting adjourned approximately _____ P.M.

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Finance Committee

April 12, 2016
5:30 P.M.

Meeting Minutes



The City of Bonney Lake's Mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.

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

Call to Order: Deputy Mayor Randall McKibbin called the meeting to order at 5:30 P.M.

Roll Call – Committee Members Present: Deputy Mayor Randall McKibbin, Councilmember Dan Swatman, and Councilmember Tom Watson.

Other appointed staff members in attendance: Don Morrison, City Administrator; Jenna Richardson, HR Manager; Cherie Gibson, CFO; John Vodopich, Community Development Director; Dan Grigsby, Public Works Director; Neil Johnson, Mayor (arrived at 6:10).

Updates and/or Reports:

1. Personnel Updates and/or Issues; HR Manager Richardson informed Todd Bright has been brought back to fill the Assistant Superintendent of Public Works position. She also stated there are 5 onsite multiphase interviews scheduled for April 25th to fill the Superintendent position. The Council stated they would like to meet the candidates. It was agreed the Council would join the applicants for lunch. Jenna will notify them with an exact time soon; it is expected to be around noon. The decision was made today to replace Crew Lead, Brent Lewis, internally. This will leave a vacant position by whomever takes over Brent's position which will need to be filled. On a positive note, HR Manager Richardson reported the City of Bonney Lake won the "Well City" award.

Old Business:

1. Minutes. By consensus, the Committee approved the minutes from the March 8, 2016 Finance Committee meeting.

New Business:

1. The Finance Committee reviewed the 62nd St. emergency water pumping costs. City Administrator Don Morrison explained the Project Accounting Expense Status Report does not include costs incurred for administrative time. He believes the ballpark cost for administrative work to be approximately \$1,000.00. Councilmember Watson questioned whether this situation would qualify for financial assistance from the County. He wanted verification the properties that allowed access their land to remove the excess water were restored to pre-project condition. He received an email stating a neighbor's mailbox remained in a cement bucket as a result of the project. Dan Grigsby will follow up to ensure all properties have been repaired. The concern was raised as to how the neighborhood will handle this situation in the future. Councilmember Watson stated though he was glad the City was able to help with the situation this year, he wanted to make sure the precedence wasn't set for future flooding. Public Works Director Dan Grigsby will investigate to see can be done to the road to prevent this from happening again.
2. The AB16-52 Ratification of Acquisition of Real Estate for 186th Ave extension was discussed and approved.

Open Discussion:

1. A discussion regarding the Renwood parking problem was initiated by Mayor Neil Johnson. The Mayor asked Council whether or not the City should temporarily lease parking spots to Renwood while they decide how to rectify the situation. A decision will need to be made as to which lots will be leased, and for how long the City is willing to lease them.
2. A lengthy conversation took place concerning finding a permanent, visible location for the Historical Society. Mayor Johnson feels the house at Victor Falls doesn't work for many reasons, but believes the Annex would be a more appropriate location. The idea of sharing the location with other city groups such as Kiwanis, The Lions, and The Chamber of Commerce was raised. There was question as to how what role the city plays in funding these city groups. Chief Financial Officer Cherie Gibson pointed out that there would be a financial loss due to the loss of rental income, if the Annex was used for this purpose. It was suggested to possibly use the old Public Works building once they relocate to the new facility.
3. There was a short discussion regarding the Sumner-Bonney Lake Parks and Recreation Program.

Closed Session:

Adjournment:

There being no further business, the meeting adjourned 6:42 P.M.

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 26 April 2016	Agenda Bill Number: AB16-60
Agenda Item Type: Motion	Ordinance/Resolution Number: NA	Councilmember Sponsor:

Agenda Subject: Confirmation of John Vodopich as Public Services Director

Full Title/Motion: A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Confirming The Mayor's Appointment Of John Vodopich As Public Services Director.

Administrative Recommendation: Approve

Background Summary: On February 23, 2016 Council passed ordinance No. 1537 which, in part, consolidated the Community Development and Public Works Departments, and merged them into a new department (Public Services) to be headed by a Public Services Director. As was planned as part of this consolidation, the Mayor has appointed Community Development Director John Vodopich to be the director of the new consolidated Department of Public Services. BLMC 2.08.010 requires council confirmation of this appointment.

Attachments: Resume of John Vodopich

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
				<input type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
Budget Explanation: NA.				

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	Finance Committee Date: April 26, 2016	Approvals: Chair/Councilmember McKibbin Councilmember Swatman Councilmember Watson	Yes No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Forward to:	Consent Agenda:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commission/Board Review:			
Hearing Examiner Review:			

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

APPROVALS		
Director:	Mayor:	Date Reviewed by City Attorney: (if applicable)

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Expenditure Status Report

CITY OF BONNEY LAKE
 1/1/2016 through 3/31/2016

001 GENERAL FUND

000 GENERAL

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
011 LEGISLATIVE						
011.511 LEGISLATIVE						
011.511.60 LEGISLATIVE						
011.511.60.10 SALARIES & WAGES						
011.511.60.10.00 SALARIES & WAGES	71,400.00	17,850.00	17,850.00	0.00	53,550.00	25.00
Total SALARIES & WAGES	71,400.00	17,850.00	17,850.00	0.00	53,550.00	25.00
011.511.60.20 EMPLOYEE BENEFITS						
011.511.60.20.00 EMPLOYEE BENEFITS	5,559.00	0.00	0.00	0.00	5,559.00	0.00
011.511.60.22.00 FICA & MEDICARE	0.00	1,365.42	1,365.42	0.00	-1,365.42	0.00
011.511.60.24.00 INDUSTRIAL INSURANCE	0.00	22.26	22.26	0.00	-22.26	0.00
Total EMPLOYEE BENEFITS	5,559.00	1,387.68	1,387.68	0.00	4,171.32	24.96
011.511.60.30 SUPPLIES						
011.511.60.31.01 OPERATIONAL SUPPLIES	150.00	63.30	63.30	0.00	86.70	42.20
011.511.60.31.05 MEETING MEALS EXPENSE	900.00	1,113.05	1,113.05	0.00	-213.05	123.67
011.511.60.35.01 MISC. SMALL TOOLS AND MINOR EQUIPMENT	50.00	26.26	26.26	0.00	23.74	52.52
Total SUPPLIES	1,100.00	1,202.61	1,202.61	0.00	-102.61	109.33
011.511.60.40 OTHER SERVICES & CHARGES						
011.511.60.41.13 ADVERTISING-PUBLICATION	250.00	0.00	0.00	0.00	250.00	0.00
011.511.60.41.90 OTHER PROFESSIONAL SERVICES	0.00	400.00	400.00	0.00	-400.00	0.00
011.511.60.43.02 LODGING	4,000.00	0.00	0.00	0.00	4,000.00	0.00
011.511.60.43.03 MILEAGE REIMBURSEMENTS	400.00	0.00	0.00	0.00	400.00	0.00
011.511.60.43.04 CONFERENCE MEALS	750.00	0.00	0.00	0.00	750.00	0.00
011.511.60.43.05 PARKING CHARGES	25.00	0.00	0.00	0.00	25.00	0.00
011.511.60.49.01 MEMBERSHIPS	600.00	679.64	679.64	0.00	-79.64	113.27

Expenditure Status Report

CITY OF BONNEY LAKE
 1/1/2016 through 3/31/2016

001 GENERAL FUND

000 GENERAL

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
011.511.60.49.02 REGISTRATIONS	2,500.00	100.00	100.00	0.00	2,400.00	4.00
011.511.60.49.04 PRINTING & BINDING	50.00	23.93	23.93	0.00	26.07	47.86
011.511.60.49.09 OTHER MISCELLANEOUS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
011.511.60.49.10 ELECTION COSTS	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total OTHER SERVICES & CHARGES	40,575.00	1,203.57	1,203.57	0.00	39,371.43	2.97
Total GENERAL FUND	118,634.00	21,643.86	21,643.86	0.00	96,990.14	18.24
Grand Total	118,634.00	21,643.86	21,643.86	0.00	96,990.14	18.24