

**FINANCE
COMMITTEE**

**April 23, 2024
4:30 p.m.
(special start time)**



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Council Committees are primarily concerned with legislative/policy matters. They formulate and convey recommendations to the full council for action.

AGENDA

The public is invited to attend Finance Committee Meetings in person or over the internet. The information for attending is provided below.

Finance Committee Meetings attendance options:

In-Person: Bonney Lake Justice & Municipal Center, 9002 Main ST E, Ste 200, Bonney Lake

By internet: Chrome- [Click here to join the meeting](#)

Your microphone will be turned off when attending online until the start of the public commenting section and when your name is called, will be then turned on.

A. CALL TO ORDER – Deputy Mayor Dan Swatman, Chair

B. ROLL CALL: Deputy Mayor Dan Swatman, Councilmember Gwendolyn Fullerton, and Councilmember Hubler.

p.3 **C. APPROVAL OF MINUTES:** April 9, 2024

D. DEPARTMENT REPORTS/PRESENTATIONS:

p.5 1. Personnel Update – Brian Sandler, Human Resources Manager

E. DISCUSSION/ACTION ITEMS:

p.7 1. **AB24-36 – Resolution R24-36 – 2024 Ford F600 Truck Outfitting (SR235)**

2. Recreation Program

F. OPEN COMMITTEE DISCUSSION:

G. PUBLIC COMMENTS:

Public comments can be made in-person or virtually during this portion of the meeting. Comments are limited to 5 minutes. Those planning to comment virtually will need to sign up prior to the meeting in order to comment. When signing up, please provide your name and your screen name either by email to siresd@cobl.us or by phone at 253-447-4356. Virtual registrations need to be received by 4:00 p.m. the day of the meeting. During the meeting, your name will be called when it is your turn. Your microphone will be activated, and you will be able to comment. Those physically appearing at the Finance Committee meeting to speak during citizen comments do not need to sign up but will be asked to state their name and address for the meeting record.

H. ADJOURNMENT

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FINANCE COMMITTEE

**April 9, 2024
5:00 P.M.**



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DRAFT MINUTES

Location: Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

Audio starts at:
05:00:00pm

A. CALL TO ORDER – Deputy Mayor Dan Swatman, Chair, called the meeting to order at 5:00 p.m.

Audio starts at:
05:00:00pm

B. ROLL CALL: Deputy Mayor Dan Swatman, Councilmember Gwendolyn Fullerton, and Councilmember Kerri Hubler.

Staff members in attendance at the physical location were City Administrator John Vodopich, Administrative Services Director Chuck McEwen, Public Services Director Jason Sullivan, Recreation & Special Events Manager David Wells, Deputy City Attorney-Prosecutor Dena Burke, Assistant to the City Administrator Leslie Harris, Recreation Coordinator Alexis Latham, and Administrative Specialist III Debra Sires.

Staff members in attendance virtually were Chief Finance Officer Cherie Reierson.

Audio starts at:
05:00:00pm

C. APPROVAL OF MINUTES:

Minutes from the March 26, 2024, Finance Committee Meeting were approved.

D. DEPARTMENT REPORTS/PRESENTATIONS:

Audio starts at:
05:00:00

1. Personnel Update – Administrative Services Director Chuck McEwen
Administrative Services Director McEwen presented Personnel Update.

E. DISCUSSION/ACTION ITEMS:

Audio starts at:
05:05:00

1. **AB24-32 – Resolution 3207** – Memorandum of Understanding Between the City of Bonney Lake and the Crystal Judson Family Center to Collaborate and Make an Application for the Office of Violence Against Women 2024 Local Law Enforcement Grants for Enforcement of Cybercrimes Program.

Deputy City Attorney-Prosecutor Dena Burke presented Memorandum of Understanding Between the City of Bonney Lake and the Crystal Judson Family Center. The target of this training is cybercrimes related to the use of a computer to harass, threaten, stalk, coerce or intimidate an individual.

The Committee agreed to forward to the April 23rd Council Meeting Consent Agenda.

Audio starts at
05:12:00

2. **Recreation Program** – Recreation & Special Events Manager David Wells

Recreation & Special Events Manager Wells presented Recreation Program.

Councilmember Hubler initiated a meeting with councilmembers, Mayor Terry Carter, the Rec department and MRFC. Another meeting is scheduled for Thursday, April 11 with MRFC and the Recreation Department. Proposed to take a more regional approach to incorporate local agencies where students are using the program provided by the City of Bonney Lake to assist in the funding of the program.

The Committee agreed to forward to next Finance Committee.

Audio starts at
05:57:00

F. OPEN COMMITTEE DISCUSSION: None

Audio starts at:
05:57:00

G. PUBLIC COMMENTS: (None.) *For efficient use of city resources, comments will be a short summary and not verbatim. Video recordings will be uploaded to the city’s YouTube channel and an audio recording to the state digital archives if needing a complete review of comments.*

H. ADJOURNMENT

Deputy Mayor Swatman adjourned the meeting at 05:57:00 PM.

Audio starts at
05:57:00

Debra Sires, Finance Committee Clerk

Human Resources Staffing Update – For Finance Committee

April 23, 2024

Hire Letters

- Fernando Jeronimo Tapia – Promoted to Meter Reader I – *04/01/2024*
- Latsamy Yin – Accounting Assistant I – *04/08/2024*
- Pamela Gruenberg – Judicial Specialist II – *04/16/2024*
- Paul Johnson – Lateral Police Officer – *04/16/2024*
- Ray Centeno – Lateral Police Officer – *04/16/2024*
- Robert Eaton – Promoted to Maintenance Worker III – Water - *04/16/2024*

Conditional Letters

- Maintenance Worker I – Water (2 vacancies) pending

Receipt of Applications

- Police Officer - Entry, Exceptional Entry, Lateral - 1 Vacancy (*Continuously accepting applications*)
- Youth Sports Official/Umpire
- Community Service Officer – *Conducting Chief Interviews*
- Custodian – Closed *04/15/2024 (reviewing applications)*
- Rule 9 Intern – *Continuously receiving applications*
- Maintenance Worker I/II – Sewer (2 vacancies) – *Closes 4/23/2024*
- Seasonal PW Maintenance Worker- *Open until filled*

Vacancy But Not Yet Posted

- Recreation Supervisor – Currently held by employee in acting status
- Assistant City Engineer – Supervisor and HR updating job description
- Administrative Supervisor – Currently held by employee in acting status/Supervisor and HR updating job description

Recent/Upcoming Separations

- Travis Bisch, Police Officer – *05/01/2024*

Out of Class Assignments:

- Alex Lathan, Acting Recreation Supervisor – *As of 05/01/2023*
- Jason Sullivan, Acting Public Services Director - *As of 01/31/2024*
- Brenda Martin, Acting Administrative Supervisor – *As of 01/29/2024*
- Casey Ronning, Crew Lead – Water *As of February 1, 2024*

Completed Staffing Changes - 2024

New Hires: 4

Promotions/Transfers: 10

Separations: 5

Note: This list does not include Seasonal positions.

2024 Part-Time/Seasonal Hires

New Hires:

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

Department/Staff Contact: Public Services / Keith Proctor	Meeting/Workshop Date: 14 May 2024	Agenda Bill Number: AB24-36
Agenda Item Type: Resolution	Ordinance/Resolution/Motion Number: R24-36	Sponsor:

Agenda Subject: 2024 Ford F600 Truck Outfitting (RS235)

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Additional Funds For Vehicle Rs235.

Administrative Recommendation: Approve

Background Summary: Vehicle RS235, replacing RS218, was approved to be purchased in 2022. It was one of two trucks scheduled for replacement through the state contract. However, there was a shortage and the Department of Enterprise Systems explained only one truck was available to order. The second truck, RS235, was put on hold and ordered in the fall of 2023. RS235 has been received as a cab and chassis, without the dumpbody. Do to this delay, the total cost of the truck and equipment have increased with inflation. So additional funds are requested to cover the cost of the equipment needed to place the truck into service, which includes a dumpbody, tool box, towing hitch, and lighting.

Attachments: Resolution 24-36 and Fab Shop Quote

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
\$118,759	\$31,499.65	\$52,327.39	-\$20,827.74	<input type="checkbox"/> General <input type="checkbox"/> Utilities <input checked="" type="checkbox"/> Other
Budget Explanation: 501.000.048.594.48.64.05. The negative \$20,827.74 will be funded out of the Sewer ending fund balance.				

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	Finance Committee Date: 23 April 2024	<i>Approvals:</i>	Yes No
		Chair/Councilmember Dan Swatman	<input type="checkbox"/> <input type="checkbox"/>
		Councilmember Gwendolyn Fullerton	<input type="checkbox"/> <input type="checkbox"/>
		Councilmember Kerri Hubler	<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): May 14 th 2024	Tabled to Date:

APPROVALS		
Director: <i>Jason Sullivan</i>	Mayor: <i>Terry Carter</i>	Date Reviewed by City Attorney: (if applicable)

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RESOLUTION NO. R24-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE ADDITIONAL FUNDS FOR VEHICLE RS235.

WHEREAS, vehicle RS235, a dump truck, was approved for purchase in 2022, but do to supply chain shortages this vehicle was not ordered until the fall of 2023; and

WHEREAS, the vehicle has arrived as a truck cab and chassis without the dumpbody; and

WHEREAS, the Fab Shop provided a quote, not including sales tax, in the amount of \$47,787.57 on February 26, 2024; and

WHEREAS, the total tax is \$4,539.82; and

WHEREAS, the remaining budget for this vehicle is \$31,499.65; and

WHEREAS, the cost of the vehicle and required equipment has gone up with inflation and additional funds are needed to fully equip RS235 and place it into service;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Authorization of Expenditure. That the City Council of the City of Bonney Lake does hereby authorize the use of \$20,827.44 of ending fund balance from the Sewer Utility to fully equip vehicle RS235 bring the total authorized remaining budget to \$52,327.39.

PASSED by the City Council this 14th day of May 2024.

Terry Carter, Mayor

AUTHENTICATED:

Sadie A. Schaneman, CMC, City Clerk

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THE FAB SHOP
 10315 16th Street East
 Edgewood, WA 98372
 Phone: 253-568-9124
 Fax: 253-568-9173



Quote City Of Bonney Lake
 To: ATT: ACCOUNTS PAYABLE
 PO BOX 7380
 BONNEY LAKE, WA 98390-0944

Quotation

Quote Number:	44158	Contact:	KEITH PROCTOR
Quote Date:	02/26/24	Expires:	04/26/24
Customer:	City Of Bonney Lake	Terms:	NET 30 DAYS, 1.5% MONTHLY
Quoted by:	KENR	Phone:	(253) 447-4301
Ship Via:	WILL CALL	Fax:	(253) 862-8538

11' DUMP BODY PACKAGE. FORD F600 193" WB / 108" CA REG CAB.

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Quantity</u>	<u>Price</u>
1	44158 PACKAGE, BONNEY LAKE F350 - F600 2/3YD DUMP TRUCK, 108"CA PAINT COLOR: PAINT BODY SILVER, PAINT HITCH BLACK	1	\$47,787.57 /EA
	BODY		
	<input type="checkbox"/> 2/3 YARD DUMPBODY 11'6" FOLD DOWN SIDE'S 18"		
	<input type="checkbox"/> RUGBY LR 165 HOIST		
	<input type="checkbox"/> 3 ASPHALT DOORS		
	<input type="checkbox"/> SEMI AUTO PULL TARP		
	<input type="checkbox"/> 1 SHOVEL HOLDER PER SIDE MOUNTED TO FRONT OF DUMP BODY		
	<input type="checkbox"/> 1 TOOL MOUNT ON FRONT OF HEADBOARD FOR DIGGING BAR		
	<input type="checkbox"/> STEPS BOTH SIDES FRONT OF BODY WITH GRAB HANDLES		
	TOOLBOX LOCATION BOTH SIDES		
	<input type="checkbox"/> (2) 48" X 18" X 18" ALUMINUM TOOLBOX MOUNTED ONE PER SIDE		
	<input type="checkbox"/> ADD SHELF TO BOTH BOXES		
	<input type="checkbox"/> ALUM BACKPACK BOX		
	TOWING		
	<input type="checkbox"/> FLAT PLATE HITCH WITH 2-5/16" PINTLE COMBO BOLT ON		
	<input type="checkbox"/> CLASS V 2-1/2" RECEIVER		
	<input type="checkbox"/> RV TOW PLUG		
	LIGHTING		
	<input type="checkbox"/> RECT TUBE STYLE LIGHT CANS WITH LED LIGHTS		
	<input type="checkbox"/> SQ BEACONS MOUNTED BOTH SIDES OF HEADBOARD		
	<input type="checkbox"/> (2) WORK LIGHTS INSTALLED UNDER TARP HOUSING		

<u>Item</u>	<u>Part Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price</u>
		___ 4 CORNER SURFACE MOUNTED STROBES, REAR STROBES MOUNTED ON TOP LIGHT CANS @ 45 OUT THE BACK		
		___ SURFACE MOUNT STROBES MOUNTED TOP OF TOOL BOX BOTH SIDES		
		MISC		
		___ OEM BACKUP CAMERA		

Total: \$47,787.57
Tax as Applicable

A 3% processing fee will be added to any credit card payment over \$5000.00
 Fee is not included on the quote. We do accept ACH and check payment as well.
 For more information please contact our Accounts Receivable Department at (253)568-9124.

 Printed Name

 Signature

 Purchase Order Number

 Date

Signed authorization & PO are required to process order.