

**CITY COUNCIL
SPECIAL MEETING –
COMMITTEE-OF-THE-WHOLE/
FINANCE COMMITTEE**

**September 8, 2015
5:30 P.M.**



"Where Dreams Can Soar"

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.

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MINUTES

Location: Bonney Lake Justice & Municipal Center, Suite 200 Conference Room, 9002 Main Street East, Bonney Lake, Washington.

I. CALL TO ORDER – Deputy Mayor Dan Swatman called the special meeting to order at 5:32 p.m.

II. ATTENDANCE: Elected officials attending were Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember James Rackley, and Councilmember Tom Watson. Mayor Neil Johnson joined the meeting in progress.

Staff members participating in the meeting discussion were City Administrator Don Morrison, Police Chief Dana Powers, Administrative Services Director/City Clerk Harwood Edvalson, Chief Financial Officer Cherie Gibson, Information Services Manager Charles McEwen and Human Resources Manager Jenna Richardson.

III. AGENDA ITEMS:

A. Updates and/or Reports:

1. Personnel Updates and/or Issues. HR Manager Jenna Richardson reported on the recruitments for two vacancies in the Public Works Department. She informed the Council that many applications had been received for the two positions.

B. Old Business:

1. Minutes. Corrections to the draft minutes were submitted by Councilmembers Lewis and Watson.

**Councilmember Watson moved the approval of the minutes as corrected.
Councilmember Lewis seconded the motion.**

Motion approved 7 – 0.

C. New Business:

1. AB15-102 Renewing the Quickview Agreement with Pierce County. City Administrator Morrison explained that the proposed agreement was a renewal to allow the City to continue to use the software and data. Information Services Manager Charles McEwen added that the license includes authorization for 20 concurrent sessions. There was general consensus of the Council to move the item forward to the consent agenda of the next Council meeting.

2. AB15-99 – FY 2015-2016 Salary & Benefits for Non-Represented Staff. Mayor Johnson explained how once the Police Guild and AFSCME Union employees had settled their contract negotiations he had invited an advisory committee of non-represented staff to make cost-of-living increase and other benefit proposals. He said his aim, in addition to providing for fair compensation for this group of employees, was to maintain the City's competitive position in retention and recruitment of well-qualified employees. He noted that the non-represented staff had accepted in their proposal a change in health benefits including a sizeable employee contribution, which will result in a savings to the City. He added that what he had finally proposed to the Council created additional savings to the adopted budget.

Councilmember Rackley stated that this group of employees had been used to help balance the budget shortfalls of previous years, and he felt it was time for the Council to show its appreciation by granting more in salary and benefits than the Mayor had requested. He also urged the administration to do a salary and benefits comparison every 2 – 3 years, suggesting with such a regular comparison that salary ranges and steps might be discontinued. Deputy Mayor Swatman and Councilmembers Watson, Lewis and McKibbin individually expressed the opinion that the Council had budgeted funds for cost-of-living and other benefit adjustments, that the budgeted funds are reasonable, and that it should be left to the Mayor's discretion on how they are applied to the wages and benefits of these employees. Councilmember Hamilton warned against the potential for abuse of performance systems if such a system is the basis for reward of employees. City Administrator Morrison suggested that a comprehensive salary and benefit survey might be included in the next biennium's budget.

After additional Council discussion, a majority consensus was expressed that subject to Council review and approval, the Administration is charged with development and implementation of an appropriate distribution of budgeted funds to its non-represented employees.

3. AB15-100 – FY 2015-2016 PTO for Non-Represented Staff. Mayor Johnson invited HR Manager Richardson to explain the non-represented committee's reasoning behind including a request for PTO (Paid-time-off) in their proposed benefits changes. He added that she would be explaining a comparison chart which had been prepared to show the use of PTO by other cities with their non-represented staff. Manager Richardson explained that PTO was proposed by the employee committee as an offset to the many hours overtime-exempt staff put in outside their normal work hours. She added that the PTO request was in lieu of a request for additional vacation, and was proposed neither to accrue nor carry-over into future years, if not used by the employee. Manager Richardson also explained the data in the table for other cities using PTO for their overtime exempt employees.

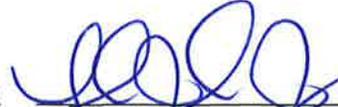
Deputy Mayor Swatman observed that PTO is simply a formalization of the management's right to allow exempt employees flexibility in their hours as long as the work is done. The Council questioned the application of PTO to non-represented staff who are not overtime exempt, and wondered if there might not be a more appropriate name. The Council discussed the proposal further, but no consensus opinion was reached before adjournment of the meeting.

IV. ADJOURNMENT:

Councilmember Watson moved to adjourn the meeting at 6:41 p.m. Councilmember Hamilton seconded the motion. The meeting was adjourned without objection.



Harwood Edvalson, MMC
City Clerk



Neil Johnson, Jr.
Mayor

Items presented to Council at the September 8, 2015 Special Meeting:

- Jenna Richardson – Table of Polled and Reporting Cities/ PTO – HR Manager.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.