

MINUTES OF THE FINANCE COMMITTEE
November 5, 2018
East Conference Room

Present: Councilmembers George, O'Malley, & Bullock

Also Present: Law Director Butler, Finance Director Pae, Human Resources Director Yousefi, 2 members of the public

Call to Order: 6:30 p.m.

ORDINANCE 43-17B - AN ORDINANCE amending Ordinance 43-17A, adopted July 2, 2018, authorizing the Mayor to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2018 Appropriation Ordinance and the Administrative Code with the lowest and best bidder or bidders or as otherwise provided by law.

Director Pae explained the difference between contracting authority and appropriations. Each year, the departments give their best estimate of the future year's expenses. However, things change throughout the year and some contracts exceed their threshold and require additional authority.

Director Pae explained the increases in contracting authority requested in the substitute version.

- **Jail medical services** – An increase from \$50,000 to \$80,000 is requested. This increase represents the hospital bill for one prisoner who needed to be hospitalized while in custody. Per state law, if prisoners require medical attention, the City is responsible. In some cases, the Court can release the prisoner but in this case the Court could not. In these cases the hospital invoices the City and the City then negotiates with the hospital.
- **Government agreements** - Increase of \$180,000 for the Rockport TIFF agreement. This matter came before Council separately. It took 9 years for the Rockport project to be completed. During that time the School District increased its millage. These agreed upon payments will catch the City up to the millage it owes the schools. The specifics of this agreement were reviewed.
- **Public Works uniforms** - \$5,000 increase requested.
- **Concrete supplies** - \$10,000 increase requested.
- **Purchase of uniforms** - \$5,000 increase requested. This is the final year the city will purchase daily wear for employees. In the future, employees will receive stipends for this.

- **Landscape materials** - \$5,000 increase requested due to increased landscaping on public property including Parks Division, Fire Department, and WWTP.
- **Transportation services** – This was the reason for the original ordinance – a \$20,000 increase is requested for the City’s contract with Senior Transportation Services. STC does rides to medical appointments for seniors. The program has been more successful than anticipated and rides have increased.

Councilmember Rader reported that seniors have praised the new program to him. He and committee members asked for additional information about the senior transportation program, its history and future direction.

Director Pae explained that STC only does transportation to medical appointments and the City still uses vans for other purposes. STC is replacing the City’s former arrangement with Westlake Cab.

Director Pae explained the internal processes that go into tracking contracting authority. Contracting authority is tracked in the Finance Department, not at the department level.

Committee member Bullock asked that increases representing programmatic/policy changes be given more attention by Council.

Motion made by Mr. O’Malley and seconded to recommend adoption of Substitute Ordinance 43-17B to full Council.

All in favor. Motion passed.

ORDINANCE 56-17A - AN ORDINANCE amending Ordinance No. 56-17 adopted December 18, 2017 to create the position of Urban Designer and to establish the rate of pay for that position. Add Urban Designer & characterize the Legislative Liaison

Director Yousefi explained that the ordinance adds the position of Urban Designer to the salary ordinance. City Architect Mike Molinski has left City employment and the department wants to revise roles and responsibilities by creating this new position that is part city planner, part architect. The position will officially be housed in the Planning Department. The position will be part of the civil service and has been approved by the Civil Service Commission.

The substitute version of the ordinance includes the Deputy Clerk of Council position which was requested by Council.

Committee members asked for more information about the change from City Architect to Urban Designer such as how this effects Planning Department and Building Department operations.

Director Yousefi stated that the City Architect was a new position 5 years ago. At that time the City could not find a building commissioner and so Mr. Molinski became licensed to take on that

additional responsibility. Since then, the Building Department has been able to hire new people who have these credentials or who are on track to receive them. The City does not necessarily need a City Architect but it would still like some of those skills that Mr. Molinski brought with him to the department.

Committee members asked about the proposed rate of pay and the position's placement on the pay scale. Director Yousefi explained that it is market rate. She stated that the Building Commissioner position has been filled internally.

Motion made by Mr. O'Malley and seconded to recommend adoption of Substitute Ordinance 56-17A to full Council.

All members voted in favor. Motion passed.

Finance Committee adjourned at 7:08 p.m.