

CLE ELUM GENERAL GOVERNMENT COMMITTEE

MINUTES

OCTOBER 23, 2024

8:30 AM

**119 W FIRST STREET
CLE ELUM, WA 98922**

1. Call to Order/Pledge of Allegiance

Steven Harper - present
Jerred Weis - present
Beth Williams - present

Matthew Lundh - Mayor
Rob Omans - City Administrator
Robin Newcomb - Finance Director
Debbie Lee - Clerk

2. Unfinished Business

a. Cle Elum Municipal Code Review - CEMC Title 3 Revenue & Finance

See attached Title 3 Code with highlights.

Points of Discussion:

- Change Treasurer to Finance Department.
- Codify Investment Policy. Possibly all policies, so they are listed in one place.
- 3.08 No warrants/do we need this? 3.12 Approval by City Clerk? Change City Clerk to Finance Department?
- 3.12.010 Payroll Period. Update language to reflect current payroll dates. Example, a payroll shall be issued on the 5th of the following month unless it falls... strike the following shall be issued on the last work day of the month and on the sixteenth of each month, unless the sixteenth falls on a Saturday, or holiday.
- 3.20.100 See insurance email dated 10-15-2024. All claims, regardless of amount, will be submitted to risk management.
- 3.20.110 Add Resolution 2023-010 EFT's.
- 3.30.040 Registration - asking attorney.
- 3.34.010 Procurement Policy needs to be updated in the code to Resolution 2024-010
- 3.36 Antirecession Fiscal Assistance Fund - asking attorney if needed.
- 3.40 Arterial Street Fund - This is an additional street fund. We just have one street fund.
- 3.40.010 twenty-five percent matching funds, 10% sales tax and 20% property tax goes into the street fund.
- 3.44 Carpenter Memorial Library Construction Fund - we do not have this fund

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anymore.

- 3.48 Federal Shared Revenue Fund - the city no longer has this fund.
- 3.56.010 Created: it is a department not a fund.
- 3.60 Sewage Disposal Plant Cumulative Reserve Fund: we do not do this or have this.
- 3.60.010 pursuant to the 1953 budget, the sum of five thousand dollars from surplus moneys in the current fund. It should be paid into the fund annually, if budgeted annually, the sum of five thousand dollars from any available surplus moneys in the current fund. If, in any particular year after 1953, there shall be available a sum greater or less than five thousand dollars, then the city council shall, bearing in mind the purpose of this chapter, budget such greater or lesser sums as may be available for payment into this fund.
- 3.64 Swimming Pool Maintenance Fund. The city no longer has this fund.
- 3.66.010 Asking attorney on this : one half of one percent.
- 3.80 Athletic Field Rehabilitation fund. The city no longer has this fund.
- 3.88 Claims/Payroll Clearing Fund. This city no longer has this fund.
- 3.92 Water Rehabilitation Fund. This city no longer has this fund.
- 3.102 Drug Enforcement Fund. This is not a fund, it is within the general fund.
- 3.104 Bullfrog Shortfall Accounting Fund. This is not a fund, it is within the sewer fund.
- 3.108 HP Fishery Replacement Fund. We no longer have this fund.
- 3.112 Technology Reserve Fund. This is not a fund. The accounts are within funds.

Committee Member Harper will take the previous recommendations and the above recommendations from the Finance Director and create a draft of Code 3 Revenue & Finance. This would be a word version and be presented to the committee at the next meeting. The next step would be to send the draft to city legal for review and hopefully have a full edited version to the attorney for an Ordinance update by the December meeting.

b. Senior Center Contract

The Committee discussed the contribution amounts to the UKC Senior Center. The city contributed \$10,000 this year and is considering contributing \$20,000.00 to the 2025 budget. The city would potentially be using Lodging Tax Funds for a portion of this. Lori Nevin Director of the UKC Senior Center, stated that she is not sure if completing a JLARC would be something they could do as they have limited staff. They would have to track visitors, possibly by using zip codes, when people sign in to the center.

The Committee will get direction from the Council on formalizing the agreement with the UKC Senior Center from the Council at the November 12th meeting. They will see what the city's needs for the center and how many times they will use the center on an annual basis.

Discussion was had about who owns the parking lot and who would be responsible for the upkeep.

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3. New Business

a. September 25, 2024, General Government Meeting Minutes

MOTION: Committee Member Williams made a motion to approve the September 25, 2024, General Government Meeting Minutes; seconded by Committee Member Weis.

MOTION CARRIED: 3 yes 0 no.

b. CEMC Title 5 Business Licenses, Taxes and Regulations

The Committee will continue finishing up Title 3 before moving on to Title 5 & 6.

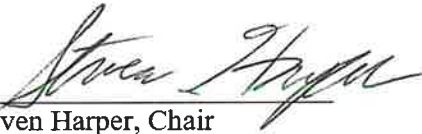
c. CEMC Title 6 Animals

4. Other Committee Comments

Discussion was had about the General Government Committee looking at the quarterly budget reports as this would be beneficial. The Committee also discussed that IT switch purchasing needs to be more efficient and the General Government Committee would like to have input on this.

5. Adjourn

Meeting was adjourned at 9:43 a.m.


Steven Harper, Chair


Debbie Lee, Clerk