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**CITY OF CONDON
WORK SESSION AGENDA
FINANCE COMMITTEE 6-18-2020
Thursday, June 18, 2020, 4:00 PM
CONDON CITY HALL**

1. Call the Meeting to Order

Mayor Jim Hassing called the Finance Committee to order at 4 p.m.

Present: Mayor Jim Hassing; Councilors Jan Stinchfield and Dawn Parm; City Administrator Kathryn Greiner and Public works Superintendent Gibb Wilkins

2. Discuss 2020-21 Employee Compensation

2.1. Employee Rates & Insurance

Committee members received spreadsheets with 2.5% and 3% increase for full time and part time staff over \$15 an hour. CA Greiner noted that it is difficult to recruit and hire staff that has the necessary public works certification and asked for a higher percentage for those employees. All employees that are currently under \$15 an hour have been given \$1 an hour raise until they surpass the \$15 an hour mark. This would include administrative assistant, golf and park attendants that will go from \$13.50 to \$14.50 per hour.

It was the consensus of the Finance Committee to approve 3% raises for the 2020-21 fiscal year.

CA Greiner said that the insurance for two public works employees will increase approximately \$275 for the 2021 year and asked that they be fully funded as they are for employee only. She asked that her insurance that is approximately \$775 a year be deducted from her raise so she can retain her full insurance for her family. Consensus to accept the proposal of full insurance for Public Works employees and CA Greiner's increase offset from her raise.

Consensus to accept the raises for part time employees and lifeguards as presented.

3. Review Financial Statements of 5-31-2020

3.1. Financial Statements

CA Greiner had given the Committee members the financial statements through May 31, 2020 and noted that there was approximately \$100,000 less in cash from the previous year. She noted the difference was the PERS payout in December that has since been offset by approximately \$2,000 less in savings per month. Overall, the city has been fiscally conservative while also getting projects completed that are important to citizens.

3.2. Swimming Pool 2020 Fees

The Committee received a draft copy of the city's General Fee Resolution that changed the swimming pool fees due to COVID-19. CA Greiner stated that the Park and Recreation Committee had determined that you must have a season pass to use the pool this summer and let the set rates of \$30/\$60 for individual/family season pass but added a weekend pass of \$20/\$40 for individual/family passes for two days. This will be presented to the Council in the General Fee Resolution at the July 1 council meeting. This is to keep the pool open to local families while keeping in mind the safety of our pool staff.



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4. Other

CA Greiner asked to 10 hours more a week for assistant Jessica Isley. She said that with the work load of the fiber project and housing, she has tasks that can be done by Isley that would free up her time. Several of the tasks discussed were Safety committee and the paperwork that goes with the inspections and training. accounts payable, control of Memorial Hall and golf course rentals and assisting the pool manager with administrative duties. These additional hours would allow CA Greiner to focus on the other issues of the city that are interrupted with the daily tasks.

Councilor Stinchfield was in agreement and suggested 32 hours a week. CA Greiner said that it could be a 4 day a week job or a more flexible schedule.

It was the consensus to ask Isley if she was available for more hours and to put on the July 1 City Council agenda.

5. Adjourn

Mayor Hassing adjourned the Finance Committee at 4:45 p.m.