



The Finance & Personnel Committee meeting is held using a hybrid model.

The public is welcome to attend the meeting in person at City Hall (City Council Chambers) or virtually by using the meeting access link and additional information located on the City's website and on the meeting agenda.

Members Present: Barbara Bitetto, Pat Cole (Chair), Earle Stuard

Others Present: n/a

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Communications Director (CD) Carmen Palmer, City Engineer (CE) Michael Kosa, Associate Engineer (AE) Alisa O'Haver-Ayala, Engineering Specialist (ES) Drew McCarty

The meeting convened at 6:00 p.m. via Microsoft Teams. Councilmembers Cole and Stuard, CE Kosa, AE O'Haver-Ayala attended virtually.

Committee Business

Discussion – Ryan House Condition Assessment: ES McCarty reviewed the status of the Ryan House project, discussing new information relating to structural condition and reviewing options to proceed. After discussion, the Committee recommended forwarding to Study Session with a Committee recommendation of Option 3 or 4. *Note: CD Palmer and ES McCarty left at the conclusion of this item. (Forward to Study Session, September 11, 2023)*

Motion to Approve Contract (Astound Communications): ASD Steffens reviewed the proposed contract for construction of a fiber loop. City staff reviewed the financial options, and recommend proceeding with the lower of the up-front cost (General Fund portion to be provided by ARPA funds). Staff is comfortable with the agreement and recommends proceeding. *Do Pass (Consent agenda, August 21, 2023)*

Ordinance No. 2870 Delegating Authority to Issue Bond Anticipation Note (BAN) Debt (Public Works Operations Facility): CFO Raymond reviewed the proposed Ordinance, highlighting salient terms and parameters, and answered questions from the Committee. CFO Raymond noted that an update of the overall PW Operations Facility project is scheduled for Study Session September 11, 2023. *Do Pass (Regular Business, August 21, 2023) Note: CE Kosa left at the conclusion of this item.*

Motion to Approve Contract (Stafford Suites): ASD Steffens reviewed the proposed contract for continuation of provided senior center services. ASD Steffens discussed continuing efforts to review IT services provided to the Senior Center, as well as changes in management oversight. Committee discussed future options. *Do Pass (Consent agenda, August 21, 2023)*

Motion to Approve Surplus: ASD Steffens reviewed the proposed surplus and disposal of the following items:

Item	Unit	Est Value	Reason
Hach Distillation Apparatus	n/a	\$700	Aged, no longer needed

Hach DR4000U Spectrophotometer	n/a	\$1,500	Aged, no longer needed
John Deere Skid Steer	n/a	\$8,000	Undersized for City's needs; replaced through budget process
2013 Ford Explorer Police SUV	21-106	\$4,000	End of life replacement

The Committee reviewed and authorized the surplus. *Do Pass for Committee approval.*

Sales Tax Reporting: CFO Raymond reviewed staff's monthly sales tax analysis activities and discussed results. This is a regular reporting item. *No further Committee action required at this time.*

Recruitment and Negotiations Update:

Recruitment: ASD Steffens provided a verbal update:

- The City continues to recruit for law enforcement officers. The City has hired a lateral candidate from Kitsap County Corrections. Community Safety Officer Brittanie High has been promoted to Police Officer, and staff will begin the recruitment process to fill the CSO position.
- Staff is preparing to recruit for an Environmental Technician (formerly Pollution Prevention Specialist). This position was formerly a 0.75 FTE. Due to increasing regulatory oversight, the position will increase to a 1.0 FTE. The new position will be a part of the IUOE group.

Negotiations:

- Three bargained contracts expire in 2023 (IUOE, Police Guild, and Police Guild Support)

Other: CFO Raymond provided an update on the anticipated start (September 2023) of the FY2022 audit.

With no further items, the meeting adjourned at 7:05 p.m.

Prepared by Chief Financial Officer Kassandra Raymond