



City Council Finance & Personnel Committee Meeting Minutes of March 14, 2024

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

The public is welcome to attend the meeting in person at City Hall (First Floor Conference Room) 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, Carla Bowman, ~~Earle Stuard~~, Pat Cole (alt)

Others Present: Jeannette Jurgensen, South Sound Commissary/Frying Dutchman

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Community & Economic Development Director (CEDD) Ryan Windish.

The meeting convened at 4:02 p.m. via Microsoft Teams. Councilmember Cole and ASD Steffens attended virtually.

Committee Business

ARPA Fund Allocation (Cellebrite Software): ASD Steffens reviewed the request to procure software in conjunction with the City's technology forensic lab. The Cellebrite software is an industry standard used by multiple agencies. Staff proposes using savings from other ARPA funded projects (specifically the Portland Loo installation project) to allocate to the Cellebrite software. *Do Pass (Regular Business, TBD)*

ARPA Fund Update (Commissary Kitchen): CEDD Windish reviewed the status and progress of the Commissary Kitchen grant (\$100,000) funded by the State and Local Fiscal Recovery Funds (SLFRF) (aka ARPA Funds). Grantee Jeannette Jurgensen with South Sound Commissary/Frying Dutchman was available to answer questions from the Committee. The Committee consensus was to approve an extension to August 24, 2024 to allow for permit activities currently in process to advance. Ms. Jurgensen left the meeting at the conclusion of this item. *No further Committee action required at this time.*

Resolution No. 1675 Data Sharing Agreement: CFO Raymond reviewed the proposed resolution entering into a new Data Sharing Agreement with the Office of the Washington State Auditor. *Do Pass (Consent Agenda, April 1, 2024)*

Resolution No. 1677 Equipment Surplus: ASD Steffens reviewed the proposed surplus of a vactor truck. Due to the original purchase from utility funds and the estimated salvage value of \$100,000, a public hearing will be required prior to Council action. *Do Pass (Public Hearing, April 1, 2024; Unfinished Business April 15, 2024)*

Motion – Security Camera Project: ASD Steffens reviewed the City's plan to install a comprehensive security camera, access, and intrusion detection system throughout City facilities, including phasing and cost estimates. *Do Pass (Consent Agenda, April 1, 2024)*

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.*
Note: CEDD Windish left the meeting after this item.

Recruitment and Negotiations Update:

Recruitment: ASD Steffens provided a verbal update:

- Open recruitments include:
 - Community Service Officer (currently in background checks), Police Officer(s) (City focusing on lateral or exceptional candidates), and Finance Technician I.
- Negotiations
 - The bargained agreement with the International Union of Operating Engineers was passed by a membership vote and will be reviewed by Council in Executive Session on 3/25/2024 and then scheduled for City Council approval on 4/1/2024.

Other: None

With no further items, the meeting adjourned at 4:59 p.m.

Prepared by Chief Financial Officer Kassandra Raymond