



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, Pat Cole

Others Present: n/a

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Financial Services Manager (FSM) Dori Franich.

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

Committee Business

Selection of Chair: Council Committee selections for 2024-2025 were finalized at the March 18, 2024 City Council meeting. Councilmember Bitetto nominated Councilmember Cole as chair. Councilmember Bowman concurred and Councilmember Cole accepted. *No further Committee action required at this time.*

Confirmation of Meeting Day/Time: After discussion, the Committee set the second Tuesday of each month at 4:00 PM PST as the regular Committee meeting; except the May 2024 meeting will be held May 16, 2024 at 4:00 PM PST. *No further Committee action required at this time.*

Ordinance No. XXXX Approving Public Works Trust Fund Loan Increase: CFO Raymond reviewed the proposed ordinance increasing the amount of the Public Works Trust Fund Loan for the decant facility by \$330,000 (new loan amount \$3,134,414) under the same terms as the original issuance. The Public Works Board is scheduled to review the request at their May 2024 meeting. *Do Pass (Regular Business, tent. June 3, 2024)*

Ordinance No. 2886 Amending SMC 2.100 Personnel Policies: ASD Steffens reviewed the proposed ordinance amending the personnel policies. In addition to several minor amendments, changes include modifications to accrued compensatory time and accrued leave for temporary/seasonal employees. *Do Pass (Regular Business, May 6, 2024)*

Resolution No. 1681 Interlocal Agreement Rainier Cable Commission: ASD Steffens reviewed the proposed resolution with the Rainier Cable Commission. This interlocal agreement replaces a long-outdated ILA. The new ILA was revised through a multi-agency collaboration and reflects current operations of the RCC. *Do Pass (Consent Agenda, May 6, 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:

- Recruitments:
 - The City is in the background check process for an Animal Control Officer and Kennel Technician
 - An offer has been extended for a Finance Technician I in the Finance Department
 - Current open recruitments include several Summer Seasonal Labor Positions.
- Negotiations
 - No bargaining agreements are currently in negotiation status.

Other:

Staffing Discussion (Finance): Finance recently opened a recruitment for a Finance Technician I. In that process, 90+ applications were received, and after several rounds of interviews, two excellent candidates were identified. The City has extended an offer to the successful candidate for the Finance Technician I position, with an estimated start date of May 13, 2024. After a review of Finance workload, understaffing history, and conversations internally regarding potential retirements in Finance in the next biennium, staff recommends moving forward with hiring the second candidate to provide resources for several projects and cross-training. The department can absorb the additional cost in 2024 and will assess as part of the budget process. The Committee asked several questions and concurred with the recommendation.

With no further items, the meeting adjourned at 4:48 p.m.

Prepared by Chief Financial Officer Kassandra Raymond