



City Council Finance & Personnel Committee Meeting Minutes of February 10, 2021

City Hall remains closed during Governor Inslee's "Safe Start" order, a consequence of the Covid-19 pandemic. The Finance & Personnel Committee was held virtually via Zoom. The public was invited to attend the meeting virtually or telephonically using the call-in instructions in the published agenda.

Members Present: Barbara Bitetto, Charla Neuman, Patrick Reed (Chair)

Others Present: None.

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, City Administrator (CA) Jason Wilson, Community Services Manager (CSM) Derek Barry.

The meeting convened at 5:30 p.m. via Zoom.

Ordinance No. XXXX Budget Amendment (Parks Development): CSM Barry reviewed the proposed ordinance amending the 2021/2022 Biennial Budget to provide funding for preliminary development of the recently acquired property at 4811 E Valley Highway, including site preparation and master planning. This is an update of a previously reviewed and approved item. *Do Pass (New Business February 16, 2021).* *Note: CSM Barry left the meeting at the conclusion of this item.*

Resolution No. XXXX Interlocal Agreement with East Pierce Fire & Rescue: CA Wilson reviewed the proposed resolution implementing a new Interlocal Agreement with EPFR, including amendments to the 2021/2022 Biennial Budget and authorized full-time employee matrix. *Do Pass (New Business April 5, 2021).*

Policy Discussion – Debt Management: CFO Raymond reviewed the proposed Debt Management Policy. This policy will be implemented administratively, and rolled into a comprehensive financial management policy to be adopted at a later date. *No further Committee action required at this time.*

Motion to Approve Surplus: ASD Steffens reviewed the recommended surplus and disposition method. The surplus was discussed and approved for disposition.

<i>Item Description</i>	<i>Unit</i>	<i>Purchasing Fund</i>	<i>License</i>	<i>VIN</i>	<i>Est. Salvage</i>	<i>Surplus Approver</i>
John Deere 1997 Z 777 w/bagger	n/a	General Fund	n/a	n/a	\$1,500	Committee

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.*

Utility Billing Covid-19 Impacts: ASD Steffens reviewed the impacts of the Covid-19 pandemic on utility billing accounts and balances. Staff also briefly reviewed proposed state legislation currently being discussed in committee. *No further Committee action required at this time.*

Tyler Technologies Munis Conversion: ASD Steffens noted that the Munis Utility Billing module went has officially gone live, with few issues that were quickly resolved. Finance staff, especially Dan Turner and Dori Franich, have dedicated countless hours to the successful implementation of this project. CFO Raymond reviewed the status of the Munis Payroll/Human Resources implementation, scheduled to go live in March 2021. *Informational only, no Committee action required at this time.*

Recruitment and Negotiations Update:

- 1) Negotiations:
 - a) The City continues bargaining sessions with the Police Guild.
- 2) Recruitments:
 - a) Filled Positions
 - i) Metro Animal Services: Animal Care Technician Natasha Coates
 - ii) Public Works Shops:
 - PW Operator Lyle Moe (moved from Cemetery Groundskeeper I position);
 - PW Operator Brandon Miller
 - With these two positions, the PW Shops is fully staffed for all authorized regular positions.
 - iii) Wastewater Treatment Facility
 - WWTF Chief Operator Josh Mavin (promotion);
 - WWTF Chief Operator Matt Ellingson (promotion);
 - iv) Police Department: Police Officer Joseph Perez-Resop. Will begin 03/01/2021, with this position, the Police Department is fully staffed for all authorized regular positions.
 - b) Open Recruitments
 - i) Communications Specialist (internal);
 - ii) WWTF Lab Analyst;
 - iii) WWTF Operator I-IV.
 - c) Upcoming Recruitment
 - i) Cemetery Groundskeeper I;
 - ii) Fire Inspector;
 - iii) GIS/Engineering Intern (2) (through Seeds of Change);
 - iv) Seasonal Labor Shops (2);
 - v) Seasonal Labor Parks (1).

Other:

- 1) Pandemic Response
 - a) ASD Steffens reviewed potential updates to the City's pandemic policy, including non-cash incentives for staff vaccinations.
- 2) Council Chambers Remodel/Technology Project
 - a) ASD Steffens briefed the Committee on the in-progress facility and technology improvements to the Council Chambers, including a request for a budget amendment (date TBD).
- 3) CFO Raymond discussed the monthly voucher review status.

With no further items, the meeting adjourned at 7:19 p.m.

Prepared by Chief Financial Officer Kassandra Raymond