



City Council Finance & Personnel Committee Meeting Minutes of May 16, 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: Carla Bowman, Pat Cole, Greg Reinke

Others Present: n/a

Staff Present: City Administrator (CA) Jason Wilson, Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Financial Services Manager (FSM) Dori Franich, Community & Economic Development Director (CEDD) Ryan Windish.

The meeting convened at 4:00 p.m. via Microsoft Teams. Councilmember Cole and ASD Steffens attended virtually.

Committee Business

Resolution No. 1682 Interagency Pooling Agreement with Pierce County for Opioid Settlement Funds: CA Wilson reviewed the proposed resolution and interlocal agreement. *Do Pass (Regular Business, June 3, 2024)*

Motion to Amend Consultant Contract – Berk Consulting: CEDD Windish reviewed the proposed amendment to the consultant contract with Berk Consulting to incorporate an expanded scope to include park level of service/impact fee and traffic impact fee schedule amendments. The cost of the amendments exceeds 5% of the overall contract, requiring City Council approval. The cost will be absorbed into existing budget capacity. *Do Pass (Consent Agenda, June 17, 2024) Note: CEDD Windish left the meeting after this item.*

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

Item	Unit	Est Value	Reason
2015 Ford Police Explorer	21-120	\$2,000	Damaged
1989 Parks Trailer	n/a	\$750	Aged, no longer needed
Miscellaneous gas-powered tools	n/a	\$2,000	Aged/damaged, no longer needed

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:

- Recruitments:

- Police Officer & Community Service Officer (CSO) sworn in April 2024
- Charles Ganu (Engineering Intern) started in Public Works on May 6, 2024. The second engineering intern is scheduled to begin in June 2024.
- Kasey Monton (Finance Technician I) started in Finance on May 13, 2024
- The City is in the background check process for an Animal Control Officer and Kennel Technician
- Eight of nine seasonal positions have been filled.
- Negotiations
 - No bargaining agreements are currently in negotiation status.
 - Staff anticipates beginning negotiations with Teamsters in 4th quarter 2024.

Other: N/A

With no further items, the meeting adjourned at 4:26 p.m.

Prepared by Chief Financial Officer Kassandra Raymond