



City Council Finance & Personnel Committee Meeting Minutes of March 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

The meeting convened at 5:36 p.m. via Zoom.

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>
Tiger 7740 Brush Mower	n/a	General Fund	n/a	n/a	\$10,000	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: Staff and the Committee discussed post go-live issues, including customer concerns regarding the new utility billing online portal. Staff will continue to message Tips & Tricks and FAQs to ease the transition. *Informational only, no Committee action required at this time.*

Recruitment and Negotiations Update:

- 1) Negotiations:
 - a) The City will be working with the Guild on continuing negotiations, including discussions about body worn cameras.
- 2) Recruitments:
 - a) Filled Positions
 - i) Communications Coordinator: Joe McKinney (Meter Technician) successfully competed for the Communications Coordinator position. Joe brings a depth of customer service to the position. Staff is currently working on a transition plan.
 - b) Open Recruitments

- i) WWTF Lab Analyst: Interviews held;
- ii) WWTF Operator I-IV: Interviews scheduled for 03/11/2021.

Other: No other items.

With no further items, the meeting adjourned at 6:15 p.m.

Prepared by Chief Financial Officer Kassandra Raymond