



City Council Finance & Personnel Committee  
Meeting Minutes July 10, 2025

The Finance & Personnel Committee meeting is held using a hybrid model. The public is welcome to attend the meeting in person at City Hall (Second 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 (Chair)~~, Pat Clerget, Greg Reinke

**Others Present:** One virtual attendee.

**Staff Present:** Deputy City Administrator (DCA) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Deputy Public Works Director/City Engineer (DPWD) Alisa O’Haver-Ayala

The meeting convened at 4:00 p.m.

**Committee Business**

**Ordinance No. 2929 Amending the 2025/2026 Biennial Budget:** CFO Raymond reviewed the line item detail for the 2<sup>nd</sup> quarter 2025 Budget Amendment. CFO Raymond and DPWD O’Haver-Ayala answered Committee questions. *Do Pass (New Business, July 21, 2025)*

**Motion: Annual Microsoft Renewal:** DCA Steffens reviewed the proposed renewal for the City’s suite of Microsoft products. *Do Pass (Consent Agenda, July 21, 2025)*

**Ordinance No. 2930 Amending SMC 2.100.670 Bereavement Leave:** DCA Steffens reviewed this ordinance which modifies bereavement leave concurrent with newly effective state statutes. *Do Pass (New Business, July 21,, 2025)*

**Resolution No. 1727 Therapeutic Grant Acceptance:** DCA Steffens reviewed the proposed grant from the Washington State Administrative Office of the Courts (AOC) to fund the Therapeutic (Community) Court from July 1, 2025 to June 30, 2026. The Committee discussed the program and funding mechanism. *Do Pass (Consent Agenda, July 21, 2025)*

**Motion: Approval of Surplus:** DCA Steffens presented three items for surplus:

Item	Unit	Est Value	Reason
EZ Dumper Dump Bed Insert	10-103	\$750.00	Damaged/obsolete/replaced
1996 International with Versa-Lift aerial unit	22	\$10,000	Obsolete; unable to be ANSI certified. Replacement ordered in 2022 and arrived July 2025.
Benches (10 with backing, 3 without backing)	n/a	\$50-\$75 per bench	No longer in use.

All items have estimated values that fall within the Committee’s surplus authority. The dump insert and lift truck unit will be sold at auction. DCA Steffens provided an overview of the anticipated disposal process for the benches (providing an opportunity for public involvement). *Do Pass*

**Recruitment and Negotiations Update:**

Recruitment: ASD Steffens provided a verbal update:

- Current open recruitments.
  - Police Officer x2. Staff is focusing on both entry level and lateral hires.
  - Mechanic I/II to replace a recently resigned employee.
  - Animal Control Shelter Assistant
- Recent Hires
  - Finance Technician
  - Animal Control Shelter Assistant
- Recent Retirement
  - Daron Uphaus, Public Works Operations Superintendent
- Negotiations:
  - Staff is currently in negotiations with the Teamsters Union. The Teamsters contract expired at the end of 2024. The next negotiation session is scheduled for July 21<sup>st</sup>.

*Note: DPWD O'Haver-Ayala and all community members left the meeting prior to the sales tax report.*

**Sales Tax Reporting:** CFO Raymond reviewed staff's monthly sales tax analysis. This is a regular reporting item. *No further Committee action required at this time.*

**Other Items:** None

With no further items, the meeting adjourned at 5:04 p.m.

Prepared by Chief Financial Officer Kassandra Raymond