



City Council Finance & Personnel Committee Meeting Minutes of August 4, 2021

City Hall remains closed during Governor Inslee's "Washington Ready" 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, Cindi Hochstatter (Alternate), Patrick Reed (Chair)

Others Present: None.

Staff Present: City Administrator (CA) Jason Wilson, Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Cassandra Raymond, Police Chief Brad Moericke, Deputy Police Chief Jeff Engel, Deputy Police Chief Andy McCurdy, Community Operations Manager Derek Barry

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

Committee Business

Axon Sales Agreement (Body Worn Cameras): Police Chief Moericke reviewed the proposed agreement procuring body worn cameras and associated technology. The funding for this item was approved via budget amendment. *Do Pass (Motion/Consent, August 16, 2021).*

Surplus – Authorize the surplus and sale of handguns and ammunition: Deputy Police Chief Engel reviewed the proposed disposition of surplus handguns and ammunition. All transactions will be handled through authorized dealers. The anticipated dollar amount of trade-in credit and/or salvage value falls within the Committee levels to authorize disposition. *Do Pass. Note: Chief Moericke, Deputy Chief Engel, and Deputy Chief McCurdy left the meeting at the conclusion of this item.*

Resolution No. XXXX Recreation and Conservation Office Grant: Community Operations Manager Barry reviewed the WA State Recreation and Conservation Office grant award. This award will provide design and partial construction funds for the Rainier View Park shelter. Additional funding includes potential grant revenue (Washington Local Communities) and park impact fees. *Do Pass (Consent August 16, 2021).*

Surplus – Vehicle: ASD Steffens requested Committee approval to surplus and dispose of one vehicle. *Do Pass.*

<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>
2011 Ford Crown Victoria Police Interceptor	21-005	General	51474D	2FABP7BV1 BX43362	\$3,500	Committee

Ordinance No. XXXX 2021/2022 Biennial Budget Amendment (Staff Amendments): CA Wilson reviewed proposals to increase City authorized staffing by 1.0 FTE. The proposal includes the establishment of two positions. First, establish an HR Generalist position, funded through 2024 by

ARPA funding. At the conclusion of ARPA funding, the position would be funded by the General and other funds. This position is recommended to provide support to an overwhelming human resources workload, including impacts from Covid, state mandates, and increased recruitment complexity. The City currently falls well short of recommended ratios of HR staff to FTE, and the identified workload supports an additional full FTE. Second, convert a vacant position in the Development Services Department to the Legal Department as Records Specialist or Deputy City Clerk (title TBD). This position would provide City-wide records management services for both paper and electronic records. This position would also coordinate body worn camera (BWC) disclosure requests, and act as meeting coordinator for hybrid public meetings. *Do Pass (New Business August 16, 2021).*

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:

- 1) Negotiations:
 - a) The Police Guild contract was voted down. The City is considering next steps.
 - b) Due to pending retirements and recruitments, the City has proposed beginning Teamsters negotiations in late September 2021, with the Teamsters' concurrence.
- 2) Recruitments:
 - i) ASD Steffens shared an overview of current recruitment activity.

Other: None noted.

With no further items, the meeting adjourned at 6:49 p.m.

Prepared by Chief Financial Officer Kassandra Raymond