



City Council Finance & Personnel Committee Meeting Minutes of October 6, 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, Charla Neuman, Patrick Reed (Chair)

Others Present: None.

Staff Present: Mayor William Pugh, City Administrator (CA) Jason Wilson, Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Police Chief (PC) Brad Moericke, Public Works Director (PWD) Mike Dahlem, Communications Director (CD) Carmen Palmer, Human Resources Manager (HRM) Adrienne McNeilly, Financial Services Manager (FSM) Dori Franich, Public Works Project Manager (PWPM) Andrew Leach

The meeting convened at 5:31 p.m. via Zoom.

Committee Business

Consultant Contract – Rainier View Park: PWPM Leach reviewed the proposed consultant agreement for design of the covered structure at Rainier View Park. This item is funded by a mix of grant partners and local funds. *Do Pass (Motion/Consent, October 18, 2021). Note: PWD Dahlem left the meeting after this item.*

Grant Acceptance – Justice Assistance Grant: PC Moericke reviewed changes in legislation, the resulting need for a video/audio recording system for police investigations, and grant funding for said system. The funding and expenditure will be included on the 3rd quarter budget amendment. *Do Pass (Consent date TBD, upon receipt of grant documentation). Note: PC Moericke left the meeting after this item.*

Motion – LTAC Recommendations: CD Palmer reviewed the listing of projects recommended for funding. Discussion ensued on the list, particularly the recommendation for landscape/hardscape at the Ryan House. *Do Pass with a potential amendment/delay of Ryan House item (New Business, November 1, 2021). Note: CD Palmer left the meeting after this item.*

Non-Represented Staff Salary Survey: Mayor Pugh introduced and provided comments on the item. ASD Steffens reviewed the intent, process, and recommendations stemming from the results of the survey. CFO Raymond reviewed the fiscal impacts. *Forward to full Council (Study Session October 11, 2021). Note: Mayor Pugh left the meeting after this item.*

Recruitment and Negotiations Update:

- 1) Negotiations:
 - a) The Police Guild has voted on the negotiated contract with Council action scheduled for October 18, 2021;

- b) Staff anticipates beginning negotiation with the Teamsters in late 2021/early 2022.
- 2) Recruitments:
 - a) Open Recruitments
 - i) HRM McNeilly shared an overview of current recruitment activity.

Note: PWPM Leach and HRM McNeilly left the meeting after this item.

Resolution No. XXXX – TY2022 Property Tax Levy: CFO Raymond reviewed the TY2021, preliminary certification for TY2022, and a range of options for the TY2022 property tax levy. Committee discussed the current tax environment and structural limitations of prior and current levies. Councilmembers Bitetto and Neuman recommended bringing forth a 2.5% increase over the TY2021 levy, with Councilmember Reed recommending a 1% increase over the TY2021 levy. Staff will prepare a presentation for Study Session include option information. *Forward to full Council (Study Session October 25, 2021).*

Ordinance No. 2797 2021/2022 Biennial Budget Amendment (3rd Quarter): CFO Raymond reviewed the items listed in the 3rd quarter amendment to the 2021/2022 Biennial Budget. *Do Pass (New Business October 18, 2021).*

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>
1999 Ford Ranger	10-004	Fleet	27853D	1FTZR15VXXTA9 1813	\$1,000	Committee

Utility Billing Update: CFO Raymond the status of the Governor’s moratorium on collection activities (including penalties and disconnections) for utility billing, the revised Utility Billing Customer Support Policy, and community resources.. *No further Committee action required at this time.*

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.*

Other:

FY2020 Audit: CFO Raymond advised the Committee of the start of the FY Audit, performed this year by the State Auditor’s Office – Team Bellingham.

With no further items, the meeting adjourned at 8:25 p.m.

Prepared by Chief Financial Officer Kassandra Raymond