



City Council Finance & Personnel Committee Meeting Minutes of July 6, 2022

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: Barbara Bitetto, Patrick Reed, Pat Cole, ~~Earle Stuard (alternate)~~

Others Present: City Clerk (CC) Michelle Converse

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Financial Services Manager (FSM) Dori Franich

The meeting convened at 5:32 p.m. via Zoom. Councilmember Bitetto and CFO Raymond attended in person.

Committee Business

Resolution No. 1631: Paper of Record: CC Converse reviewed the proposed resolution identifying the Courier Herald as the City's official paper of record. *Do Pass (Consent Agenda) Regular Meeting July 18, 2022. Note: CC Converse left the meeting at the conclusion of this item.*

Resolution No. xxxx: Interlocal Agreement with the Port of Tacoma (Ryan House): CFO Raymond reviewed the proposed interlocal agreement. This ILA provides \$7,500 to the Ryan House project. *Do Pass (Consent Agenda) Regular Meeting August 1, 2022.*

Resolution No. 1629: Petty Cash and Change Funds: CFO Raymond reviewed the proposed Resolution updating the authorized amounts for the City's petty cash and change funds. *Do Pass (Consent Agenda) Regular Meeting July 18, 2022.*

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 Teamsters voted to approve the new contract. ASD Steffens noted that the terms of the contract, along with other employment matters, are scheduled for discussion in Executive Session on July 18, 2022.
- 2) Recruitments:
 - a) Open Recruitments
 - i) ASD Steffens shared an overview of current recruitment activity (attached).

Other: None

With no further items, the meeting adjourned at 6:07 p.m.

Prepared by Chief Financial Officer Kassandra Raymond

2022 Sumner Hiring Status

Position	#	Status	
Police Officer	1	Open	3 separate, continuous recruitments 1 in backgrounds – Devore
Engineering Assistant	1	Reopened	1 in backgrounds – Littrell
PW Operator I	1	Reopened	1 in backgrounds – Hoffman
Facilities Maintenance Operator - Internal	1	Closed	Interview 7/1 – Garrity
PW Project Manager/Assoc Engineer	1	Closed	Unable to fill – opened Engineering Assistant position instead
Pending Positions			
Animal Control Officer	1	Open on 7/16	1 vacancy
PW Operator 1	1	Council	Pending Council approval of Teamsters CBA
Groundskeeper 1	2	Pending/ Council	Pending outcome of Facilities position & Council approval of CBA
Finance Technician	1	Pending	Payroll? Finance?
Fire Building Safety Inspector	1	Pending	ILA?
B.O.	1	Pending	
Commercial Vehicle Enforcement Officer		2023 Budget	
Emergency Management/Safety Coordinator	1	2023 Budget	
Engineering Technician	1	2023 Budget	
Code Enforcement Officer	1	2023 Budget	
PW Field Supervisor – Internal	1	Council	Pending Council approval of Teamsters CBA
Positions Filled			
Animal Control Officer	1	Filled	Kacy Alban – 7/18 start
Police Officer	1	Filled	Matthew Wimmer – 7/5 start
Seasonal Laborers – Shops	1	Filled	Lane Bloomquist – 6/1 start
Seasonal Laborers – Shops	1	Filled	Cody Winston – 5/23 start
Seasonal Laborers – Shops	1	Filled	William Nelson – 5/23 start
Seasonal Laborers – Shops	1	Filled	Jayce Carnahan – 5/23 start
Seasonal Laborer – Parks	1	Filled	Mattie Guthrie – 5/16 start
Public Works Summer Intern	1	Filled	Gerson Mendez – 6/20 start
Public Works Summer Intern	1	Filled	Jasmine Davis – 6/20 start

2022 Sumner Hiring Status

PW Operator I	1	Filled	Alexander Buss – 5/2 start
Police Officer	1	Filled	Ryan Keller – 4/18 start
WWTF Journeyman Electrician	1	Filled	Shawn Worel – 4/18 start
Animal Shelter Assistant	1	Filled	Monica Comer – 4/4 start
Police Officer	1	Filled	Chase Vento – 4/4 start
Police Sergeant	1	Filled	Loren Houselog – 4/1 start
PW Field Supervisor	1	Filled	Beau LaCrosse – 3/16 start
WWTF Operator	1	Filled	Austin McRae – 3/16 start
Records Management Specialist	1	Filled	Maria Parisot – 1/18 start
Associate Engineer	1	Filled	Alisa O'Haver-Ayala – 1/19 start
Info Systems Administrator	1	Filled	Patrick Skelly – 1/18 start