



City Council Finance & Personnel Committee Meeting Minutes of August 3, 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), Cindi Hochstatter

Others Present: n/a

Staff Present: City Administrator (CA) Jason Wilson, Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Financial Services Manager (FSM) Dori Franich, Community Development Director (CDD) Ryan Windish

The meeting convened at 5:31 p.m. via Zoom. Councilmember Cole and City Administrator Wilson attended virtually.

Committee Business

Resolution No. 1634: Extending the 2015 Capital Facilities Plan to 2024: CDD Windish reviewed the extension process of the 2015 Capital Facilities Plan, and answered Committee questions. *Do Pass (Consent Agenda) Regular Meeting August 15, 2022.*

Motion to Approve Microsoft 365 Contract: ASD Steffens reviewed the proposed contract for Microsoft technology services. *Do Pass (Consent Agenda) Regular Meeting August 15, 2022. Note: CDD Windish left the meeting at the conclusion of this item.*

Resolution No. XXXX: RCO Grant Acceptance Pacific Point Bar: CFO Raymond reviewed the proposed Resolution accepting a grant from the Washington State Recreation and Conservation Office for property acquisition. *Do Pass (Consent Agenda) Regular Meeting date TBD.*

Resolution No. 1635: Adopting the 2021 Tacoma-Pierce County Solid and Hazardous Waste Management Plan : CA Wilson reviewed the Pierce County Plan and discussed the City's involvement. CA Wilson answered Committee questions regarding recycling in Sumner. *Do Pass (Consent Agenda) Regular Meeting August 15, 2022.*

Surplus: ASD Steffens review the surplus of two items:

Item	Unit #	Estimated Value	Reason
TCM 25 Forklift	n/a	\$3,500	End of life and replaced.
Toro 3000 Bunker Rake	n/a	\$500	End of life; no longer needed or functional

Do Pass for Committee approval.

Sales Tax Reporting: CFO Raymond reviewed staff's monthly sales tax analysis activities, and discussed results. Due to WA State Department of Revenue updating of NAICS codes, this was an

abbreviated report pending update of the analytic software. A full report will be provided at the next meeting. This is a regular reporting item. *No further Committee action required at this time.*

Recruitment and Negotiations Update:

- 1) Negotiations:
 - a) ASD Steffens noted the approved and signed Teamsters contract. Staff is currently implementing terms of the contract, including a review of job descriptions;
 - b) Negotiations with the Operating Engineers group will likely begin in August 2022 (wages only in 2023);
 - c) Staff is working through outstanding labor issues with Police Department. The Police Support Contract expires at the end of the year (Animal Control, CSO, and Records Clerks). Staff will likely begin negotiating that contract in Fall 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 6:14 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
Animal Control Officer	1	Open	Open through 8/31
Engineering Assistant	1	Closed	SME Review
Finance Technician	1	Closed	6 Interviews Scheduled 8/9
PW Field Supervisor - Internal	1	Pending	
PW Operator I	1	Pending	Will open after Field Sup filled
Groundskeeper I	1	Pending	Need revised job description
Pending Positions			
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	
Positions Filled			
PW Operator I	1	Filled	Alexander Hoffman – 8/16 start
Engineering Assistant	1	Filled	Courtney Littrell – 8/1 start
Facilities Maintenance Technician	1	Filled	Tyler Garrity – 6/16 start
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
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

2022 Sumner Hiring Status

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