



Members: Barbara Bitetto, Pat Cole, Patrick Reed (Chair), Earle Stuard (Alternate)

Staff Liaison: Administrative Services Director Jeff Steffens, Chief Operating Officer Cassandra Raymond

The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's 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 tonight's meeting agenda.

Please click the link below to join the webinar:

<https://sumnerwa-gov.zoom.us/j/84923227001>

Or One tap mobile :

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Webinar ID: 849 2322 7001

International numbers available: <https://sumnerwa-gov.zoom.us/j/84923227001>

CALL TO ORDER

Roll Call: Barbara Bitetto, Pat Cole, Patrick Reed, Earle Stuard (Alternate)

COMMITTEE BUSINESS

1. Resolution No. 1638 - Utility Bill Assistance Program
2. Motion to Approve Surplus - Parks Aerator
3. Resolution No. 1637 - Acceptance of Local Records Grant - Washington State Archives
4. PW Engineering Staffing Discussion

REPORTS

1. Monthly Sales Tax Report
2. Recruitment & Negotiation Update

ADJOURNMENT



SUBJECT: Resolution No. 1638 - Utility Bill Assistance Program

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: \$55,000

Within Budget Allocation: Yes, as amended

ATTACHMENTS:

1. Resolution No. 1638 - Utility Bill Assistance Program
2. Utility Customer Assistance Policy Sept 2022

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

With the end of the Governor's moratorium on utility disconnections, the City of Sumner established a Utility Customer Support Policy to help those utility customers dealing with financial impacts brought on by the COVID-19 pandemic. Fifty-Six accounts established payment plans which allowed them to pay off their outstanding balances over a 12-month period. Customers were then directed to the Pierce County rental and utility assistance program for potential support. The county's program has recently closed to new applicants, leaving an assistance void for those customers still having difficulty paying their balances. The City has established a Utility Customer Assistance Program to provide financial support using ARPA funds to pay outstanding balances on utility accounts with established COVID-19 Payment Plans.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 9/7/2022

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

**RESOLUTION NO. 1638
CITY OF SUMNER, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON,
ESTABLISHING THE UTILITY BILL ASSISTANCE PROGRAM**

WHEREAS, the City established a Customer Support Policy to assist those utility customers negatively impacted by the COVID-19 pandemic; and

WHEREAS, 56 accounts established COVID-19 Payment Plans; and

WHEREAS, the City Council desires to allocate American Rescue Plan Act (ARPA) funds to provide financial support to those utility customers with COVID-19 Payment Plans through the creation of the Utility Bill Assistance Program.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON:

Section 1. Utility Bill Assistance Program. That the Sumner City Council adopts the Utility Bill Assistance Program, attached hereto as Exhibit A and adopted by reference.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 3. Effective Date. This resolution shall become effective immediately upon adoption.

ADOPTED AND APPROVED this _____ day of September, 2022.

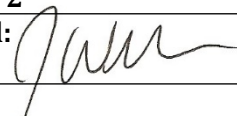
Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

City Attorney Andrea Marquez

CITY OF SUMNER UTILITY CUSTOMER ASSISTANCE POLICY	
Subject: ARPA Utility Customer Assistance Policy	
Effective Date: September 30, 2022	Page: 1 of 2
	Approved: 

1.0 PURPOSE AND OBJECTIVE

This ARPA Customer Assistance Policy establishes a framework to provide funding for Sumner Utility account customers with approved COVID-19 Payment Plans.

The COVID-19 pandemic had a wide range of economic implications to our community, which created challenges for some of our customers to keep their utility accounts current. It has always been the City's philosophy to try and work with our utility customers prior to service disconnection.

The City previously adopted a Utility Customer Support Policy that would allow an extended payment arrangement of up to 12 months provided the guidelines below were followed:

- Sign an attestation correlating their unpaid balance with impact brought on by the COVID-19 Pandemic;
- Kept current on future charges; and
- Tenants would need to receive landlord permission;

In total, 56 accounts established Payment Plans with the City. After nearly 6 months into the repayment process, many of these customers are still struggling to keep their accounts paid.

2.0 NEED FOR ASSISTANCE

The city initially directed our utility customers to community resources to get assistance with their past due balances. Other governmental agencies had set aside funding and had the social service infrastructure needed to handle the workload.

The Pierce County rental and utility assistance program recently closed to new applicants. They are working on processing applications received prior to December 20, 2021. There is no timeline as to when applications received after that date might be processed. Since the program's inception, Sumner has received just one payment.

The Washington State Department of Commerce is currently in the information gathering process of creating an assistance program. The timing and scope of their program is currently unknown. The potential income thresholds for plan participants will likely be a barrier.

3.0 CUSTOMER ASSISTANCE PROGRAM

This as a onetime program that is only applicable to the 56 utility accounts that have established COVID-19 payments plans with the CITY.

3.1 PAYMENT AWARDS

Assistance grants will be awarded on September 30, 2022 and will pay all remaining Payment Plans in full. All eligible accounts will receive an award of no less than \$250. Any credit balances that result after payment awards have been made will be transferred to the account owner's general utility account. Rebates or refunds will not be allowed.

3.2 RECONNECTION OF SERVICES

Once payment awards have been distributed, any utility account that is no longer past due shall have its services restored. Payment Plan customers shall fall under penalty guidelines established in SMC 13.08.0606.



SUBJECT: Motion to Approve Surplus - Parks Aerator

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. September Surplus

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

The Parks Department has a Toro Aerator that has reached the end of its useful life. The department would like to surplus the equipment, and with an estimated value of \$600, it falls within the Committee's level of authority.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 9/7/2022

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:



CITY OF
SUMNER
WASHINGTON

MEMORANDUM

DATE: September 7, 2022
TO: Finance and Personnel Committee
FROM: Jeff Steffens, Administrative Services Director

RE: Surplus Authorization

The Sumner Parks Department has an Aerator they wish to surplus

Toro Greens Aerator
Estimated Value – \$600

This forklift is reaching end of its useful life and is no longer needed for daily operations.



SUBJECT: Resolution No. 1637 - Acceptance of Local Records Grant - Washington State Archives**CATEGORY:** Consent

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. ResolutionNoXXXX_LRGOFGrantAcceptance

STAFF CONTACT: Andrea Marquez, City Attorney

SUMMARY BACKGROUND:

The Washington State Archives offers annual Local Records Grants. The funding can be utilized for upgrades to document storage. For years, the City's most important public records have been stored in bank boxes on the first floor of City Hall, or stored offsite with Iron Mountain at significant cost. The records kept in City Hall are not being stored properly to preserve their integrity, particularly due to the sink in that storage room. In addition, the cost of storing records off-site and paying a transfer fee each time we receive a records request for off-site records is increasing. The City applied for the Local Records Grant in the spring of 2022, and was awarded \$1,800 in August. The money will be used to properly outfit the upstairs storage closet in the admin department with appropriate shelving, folders, boxes, etc. Several of the most regularly-requested documents will be removed from off-site storage and kept in City Hall to keep costs down. These grant funds are hard to come by, and the City looks forward to utilizing them to upgrade our document storage and preservation.

COUNCIL COMMITTEE/STUDY SESSION: September 7, 2022 Finance and Personnel**MEETING/STUDY SESSION DATE:** 9/7/2022**COMMITTEE RECOMMENDATION:****STAFF RECOMMENDATIONS/MOTION:**

Motion to accept grant funds from the Washington State Archives and authorizing the Mayor to execute any and all agreements necessary to accept and utilize the grant funding.

**RESOLUTION NO. XXXX
CITY OF SUMNER, WASHINGTON**

A RESOLUTION OF THE CITY OF SUMNER, WASHINGTON, ACCEPTING A LOCAL RECORDS GRANT FROM THE WASHINGTON STATE ARCHIVES.

WHEREAS, the City of Sumner applied for a Local Records Organizing the File Room Grant to purchase shelving, boxes, and folders to reorganize the file room for City records; and

WHEREAS, the Washington State Archives awarded the City a grant of \$1,800.00 towards the purchase of shelving, boxes, and folders;

WHEREAS, acceptance of the grant is conditioned upon the City purchasing the listed supplies and reorganizing the file room;

WHEREAS, the City intends to reorganize and move the records to a safer, dedicated space in City Hall. Accordingly, it is in the City's interests to accept the Local Records Organizing the File Room grant funds and enter into a Funding Agreement regarding the same;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON:

Section 1. That the City Council of the City of Sumner, Washington, does hereby accept the Local Records Organizing the File Room Grant and authorizes the Mayor to execute the Funding Agreement, a copy of which is enclosed as Exhibit A, and any and all documents necessary to carry out and effectuate the grant acceptance.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

This resolution shall take effect and be in full force immediately upon passage by the City Council.

ADOPTED AND APPROVED this 19th of September 2022.

Kathy Hayden, Mayor

Attest:

Approved as to form:

Michelle Converse, City Clerk

Andrea J. Marquez, City Attorney

SUBJECT: PW Engineering Staffing Discussion**CATEGORY:** Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: Yes

ATTACHMENTS:**STAFF CONTACT:** Mike Dahlem, Public Works Director, Michael Kosa, City Engineer

SUMMARY BACKGROUND:

Public Works - Engineering had attempted to fill a senior engineering role (Professional Engineering License required) for over a year. Few candidates applied, and those that did lacked key factors such as municipal experience, project management experience, etc. The role was never filled.

In late spring, the department shifted its strategy to target entry-level candidates rather than a licensed candidate with significant previous experience. The entry-level position has a lower salary range and did not require the license. After switching to the new job description, the candidate pool improved greatly, yielding candidates with 3 to 5 years of civil construction or municipal experience.

One candidate was hired and began August 1st (Courtney Littrell), but two other candidates also emerged that would suit the City's needs. There are no additional positions authorized in the current budget. One candidate has significant experience with public works maintenance and operations projects and will be able to support our Operations staff. The other candidate has significant construction and project management experience.

Hiring entry-level staff rather than a senior position provides Public Works the opportunity to better support the existing high-demand workload needs while developing more experienced department members the ability to grow into leaders for more junior staff. The cost savings from the yearlong vacancy and the lower rate for these candidates ensures that the Engineering labor will not be over the existing general fund budget. The position funding will be split evenly among streets, water, sewer, and storm utility funds (25% each). Staff recommends authorization to hire the two additional candidates.

COUNCIL COMMITTEE/STUDY SESSION: Finance Committee**MEETING/STUDY SESSION DATE:** 9/7/2022**COMMITTEE RECOMMENDATION:** Information only**STAFF RECOMMENDATIONS/MOTION:**

Information only



FINANCE & PERSONNEL COMMITTEE MEETING

DATE: September 7, 2022

AGENDA BILL: 22-2499

SUBJECT: Monthly Sales Tax Report

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Staff will review monthly sales tax reporting. This is a regular reporting item.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 9/7/2022

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.

SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

Staff will provide a verbal update on recruitment and negotiation activity.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 9/7/2022

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.