



City Council Finance & Personnel Committee Meeting Minutes of September 7, 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: 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, Public Works Director (PWD) Mike Dahlem, City Engineer (CE) Michael Kosa

The meeting convened at 5:31 p.m. via Zoom. Councilmembers Cole, Reed, City Administrator Wilson, and City Engineer Kosa attended virtually.

Committee Business

Discussion – Public Works/Engineering Staffing: PWD Dahlem and CE Kosa reviewed results from the recent Public Works/Engineering staffing study, a proposed recommendation to increase staffing by three FTEs, and answered Committee questions. The proposed changes were also presented to the Public Works Committee. FPC members concurred with the request. This item will be brought forward as a budget amendment. *Do Pass (Regular Business) Regular Meeting September 19, 2022. Note: PWD Dahlem and CE Kosa left the meeting after this item.*

Resolution No. 1638: Utility Bill Assistance Program: ASD Steffens reviewed the history of Covid pandemic impacts/Governor's proclamations on utility billing, status of payment plans, and directions from the ARPA Committee. The proposal presented will utilize up to \$53,000 in ARPA Funds to address remaining delinquent utility balances. *Do Pass (Consent Agenda) Regular Meeting September 19, 2022. Note: City Administrator Wilson left the meeting after this item.*

Surplus: ASD Steffens review the surplus of one item:

Item	Unit #	Estimated Value	Reason
Toro Greens Aerator	n/a	\$600	End of life and not needed.

Do Pass for Committee approval.

Resolution No. 1637: Acceptance of Local Records Grant – Washington State Archives: ASD Steffens reviewed the grant acceptance, which will provide funding to procure storage racks and other supplies to improve the City's records management processes. *Do Pass (Consent Agenda) Regular Meeting September 19, 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) International Union of Operating Engineers: Begun the process for the 2023 wage opener. IUOE has a new shop steward and business manager. City staff are currently reviewing market comparables;
 - b) Police Guild (Support): This group includes Animal Control, CSO, and Records Clerks. Dates have been set to begin negotiations at the end of September 2022;
- 2) Recruitments:
 - a) Open Recruitments
 - i) ASD Steffens shared an overview of current recruitment activity (attached).
- 3) Other
 - a) The retention incentive process is complete and retention incentives were included on the September 2, 2022 paycheck.

Other: None

With no further items, the meeting adjourned at 6:40 p.m.

Prepared by Chief Financial Officer Kassandra Raymond

Utility Billing

PAYMENT PLANS AND ARPA FUNDING

Finance Committee
September 7, 2022

Sumner Municipal Code

- Sumner Municipal Code Chapter 13.08.060:
 - Monthly bills not paid within 20 days of the billing date (or 30 days for bimonthly bills) are delinquent and subject to disconnection.
 - Delinquent accounts over \$35.00 are assessed a penalty of 5% of the delinquent amount due, with a minimum penalty of \$15.00.

Recap of Pandemic Policies

- February 2020 Shut Off Cycle – 28 Accounts
- Governor's Proclamation 20-23
 - Issued March 18, 2020
 - Prohibited most collection activities, including imposition of penalties and service interruptions for non-payment
 - Expired September 30, 2021
- Sumner Utility Shut-Offs resumed February 2022
- City of Sumner Utility Customer Support Policy
 - Sumner Cares – Partnership with Sumner Family Center and Sumner Rotary
 - Grace Period/Deferral
 - Payment Arrangements
 - Other Resources

Customer Assistance

- Pierce County Assistance Program:
 - Recently closed to new applicants
 - Currently processing applications received prior to December 20, 2021
 - Two Sumner Utility Accounts in process
 - Received one payment of \$700
 - Second account is still in “pending” status
- Assistance through Washington State Department of Commerce
 - Collecting utility information on past due accounts
 - Timing/scope of program unknown
 - Likely only available to households with incomes below federal poverty line (monthly income below \$3,316 for a family of four)

Payment Plans

- Council approved Utility Billing Payment Plan Program:
 - Pay down outstanding balances over the next 12 months
 - Customers must stay current on new bills
 - Accounts on payment plans would not be assessed penalties
 - Tenants must have owner approval
 - Defaulting on payment plan leads to service interruption

Payment Plans

- Utility Billing Payment Plans:
 - Offered to residential utility accounts only
 - 56 accounts registered most starting in March
 - 5 paid off
 - 51 outstanding (37 are past due and 2 are currently shut off)
 - Average Beginning Payment Plan Balance - \$1,541
 - Range of \$4,408 to \$437
 - Average Current Payment Plan Balance - \$958
 - Average Payment Plan Monthly Payment - \$134

ARPA Grant Opportunities

- Currently \$189k in unallocated ARPA funds remaining
- Providing utility assistance is an allowable use provided a nexus to COVID
- ARPA Committee chose to provide funding to payoff all remaining Payment Plan balances.

Utility Customer Assistance Policy

- Assistance grants will be awarded to all 56 Payment Plans in an amount equal to the outstanding balance as of 9/30/22.
- No account shall receive 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.
- Services will be restored to any account disconnected for a past due payment plan
- Staff will coordinate with Pierce County if additional funding is available and necessary

Next steps

ARPA Budget Amendment – 9/19

Resolution 1638 - 9/19

2022 Sumner Hiring Status

Position	#	Status	Notes
Police Officer	1	Open	3 separate, continuous recruitments 1 in backgrounds – Devore (conditional) Interviews planned late Sept, early Oct
Finance Technician – UB	1	Open	Closes 9/14 Interviews planned 9/22
PW Field Supervisor - Internal	1	Interviews	Interviews 9/6 (x2)
Animal Control Officer	1	Interviews	Interviews 9/7 (x7)
Groundskeeper I	2	Interviews	Interviews 9/12 (x7 - x15)
Engineering Assistant	1-2?	Closed	2 candidates identified. PW go to council for 2 positions. Backgrounds started
PW Operator I	1	Pending	Will open after Field Sup filled.
Building and Fire Official	1	Pending	Mix of Rick/Todd – Doug to do JD and open requisition
Engineering Technician	1	Pending	Fill now. IUOE to approve job description. Requisition already in. (Open internal & external)
Future Planned Positions			
Commercial Vehicle Enforcement Officer	1	2023 Budget	Brad to find partner city.
Emergency Management/Safety Coordinator	1	2023 Budget	JS/AM to finalize JD.
Code Enforcement Officer/Building Inspector	1	2023 Budget	Doug to do JD. Code Enforcement and low-level building inspector.
Groundskeeper?			Pending Tom's Retirement
Police Detectives/Officers?			Pending Nikolao Retirement & Schliesman move to WY
Positions Filled			
Finance Spec – payroll	1	Filled	Laura Hall – 9/19 start
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

2022 Sumner Hiring Status

[illegible]