



City Council Finance & Personnel Committee Meeting Minutes of October 5, 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, 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, City Engineer (CE) Michael Kosa, City Engineer (Associate) (CEA) Alisa O'Haver Ayala.

The meeting convened at 5:32 p.m. via Zoom. Councilmembers Cole, Stuard, Administrative Services Director Steffens, City Engineer Kosa, and City Engineer (Associate) Ayala attended virtually.

Committee Business

Purchase & Sale Agreement (Nordyke): CE Kosa reviewed the proposed purchase and sale agreement. FPC members concurred with the request. This item will be brought forward as a budget amendment. *Purchase & Sale Agreement Do Pass (Consent Agenda) Regular Meeting October 17, 2022. Budget Amendment Do Pass (Regular Business), TBD.*

Consultant Amendment (Heritage Park Remediation): CEA Ayala reviewed the proposed amendment for professional services related to the Heritage Park Remediation project. FPC members concurred with the request. This item will be brought forward as a budget amendment and approval to execute the amendment. *Do Pass (Regular Business) Regular Meeting October 17, 2022.*

Surplus: ASD Steffens review the surplus of one item:

Item	Serial No.	Estimated Value	Reason
Glock 34, Gen 4 9mm	XRU276	\$250.00	End of life; trade-in to authorized dealer
Glock 34, Gen 4 9mm	XRU277	\$250.00	End of life; trade-in to authorized dealer

Do Pass for Committee approval. CE Kosa and CEA Ayala left the meeting after this item.

Resolution No. 1640: Tax Year 2023 Ad Valorem Property Tax: CFO Raymond reviewed the property tax levy process, information provided by Pierce County, and multiple levels of levy options. This item is scheduled for Study Session discussion October 10, 2022, Public Hearing October 17, 2022, and Council action November 7, 2022. Finance is required to certify the levy request to Pierce County no later than November 30, 2022. *Forward to Study Session October 10, 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: Completed the 2023 wage opener and executed via a Memorandum of Understanding.
- b) Police Guild (Support): This group includes Animal Control, CSO, and Records Clerks. Staff has reached an agreement with the Police Guild to negotiate a one-year agreement to bring the timing consistent with commissioned officers. Staff will be working on a few position studies before meeting with the Guild again in November.

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 6:42 p.m.

Prepared by Chief Financial Officer Kassandra Raymond

2022 Sumner Hiring Status

Position	#	Status	Notes
Police Officer	2+	Open	3 separate, continuous recruitments 5 Interviews planned Oct 6
Animal Control Officer	1	Conditional Offer?	Potential conditional offer to Hendrix Backfill Perry retirement
Groundskeeper I	1	SME Again	5 candidates invited for interviews 10/25
PW Operator I	1	SME Review	40 Candidates to Babic/Lacrosse for SME. Planning on 10/19 interviews if they get the SME done timely.
Building and Fire Official	1	Scheduling Interviews	4 candidates passed SME review
Engineering Technician & Internal	1	Open through 10/16	
Custodian	1	Need Requisition	Derek to do Requisition
Future Planned Positions			
Emergency Management/Safety Coordinator	1	2023 Budget	JS/AM to finalize JD.
Code Enforcement Officer/Building Inspector	1	2023 Budget	DB to finalize JD. Code Enforcement and low-level building inspector.
Groundskeeper			Pending Tom's Retirement. No notice given yet
Police Detectives/Officers			Pending Schliesman Quit? (McDonald)
Positions Filled			
Engineering Assistant	1	Filled	Gursimran Singh – 11/1 start
Police Officer	1	Filled	Lucas Devore – 10/17 start
Groundskeeper I – Parks/Cem	1	Filled	Michael Jones – 10/17 start
Engineering Assistant	1	Filled	Drew McCarty – 10/17 start
Admin Spec – Shops	1	Filled	Macy Schirmer – 10/3 promo
Finance Spec	1	Filled	Kelly Harter – 10/3 promo
Police Detective	1	Filled	Matt Eller – 10/1 promo
PW Field Supervisor – Internal	1	Filled	Kevin Babic 9/16 start

2022 Sumner Hiring Status

[illegible]