



City Council Finance & Personnel Committee Meeting Minutes of January 6, 2021

City Hall remains closed during Governor Inslee's "Safe Start" order, a consequence of the Covid-19 pandemic. The Finance & Personnel Committee was held virtually via Zoom. The public was invited to attend the meeting virtually or telephonically using the call-in instructions in the published agenda.

Members Present: Barbara Bitetto, Charla Neuman, Patrick Reed (Chair)

Others Present: None.

Staff Present: Chief Financial Officer (CFO) Kassandra Raymond, Administrative Services Director (ASD) Jeff Steffens, City Administrator (CA) Jason Wilson, Community Services Manager (CSM) Derek Barry.

The meeting convened at 5:30 p.m. via Zoom.

Election of Chair: Councilmember Neuman nominated Councilmember Reed to continue as Committee Chair for 2021. Councilmember Bitetto concurred and Councilmember Reed accepted. *No further Committee action required at this time.*

Confirming Meeting Dates and Times: After discussion, the Committee determined the 2021 meeting date and time to be the second Wednesday of each month, commencing at 5:30 PM PST. Meetings will continue to be held remotely until such time as Covid-19 restrictions allow in-person meetings. *No further Committee action required at this time.*

Motion Accepting Donation (Amazon.com): CFO Raymond reviewed the detail of the proposed motion accepting a \$10,000 donation from Amazon.com for the City's Toybox program. Under the City's Municipal Code regarding acceptance of donations, Council action via motion or resolution is required for donations exceeding \$5,000. *Do Pass (New Business February 16, 2021)*

Ordinance No. XXXX Budget Amendment (Parks Development): CFO Raymond and CSM Barry reviewed the proposed ordinance amending the 2021/2022 Biennial Budget to provide funding for preliminary development of the recently acquired property at 4811 E Valley Highway. Councilmember Neuman inquired and CSM Barry confirmed that future development will include consideration of pedestrian access. *Do Pass (New Business February 1, 2021). Note: CSM Barry left the meeting at the conclusion of this item.*

Ordinance No. XXXX Amending SMC 13.12 Refuse Collection: CA Wilson reviewed the proposed ordinance amending the Sumner Municipal Code to provide a mechanism to enforce certain aspects of the franchise agreement with Murray's Disposal. The item will be brought to Council after the Study Session presentation with Murrays' Disposal staff, to allow Councilmembers to pose specific questions regarding the franchise agreement and overall operations. *Do Pass (New Business February 1, 2021).*

FY19 Audit Update: CFO Raymond reviewed the FY2019 audit cycle, including the financial, single (federal), and accountability audits. The reports for the financial and single audits have been released,

and the accountability audit report is anticipated shortly. Once the accountability report is issued, a formal exit conference will be scheduled. *No further Committee action required at this time.*

Utility Billing Covid-19 Impacts: ASD Steffens reviewed the impacts of the Covid-19 pandemic on utility billing accounts and balances. Staff and Committee discussed balances, collection options, potential rate impacts, and future considerations. Committee asked that staff bring regular updates to the Committee. *No further Committee action required at this time.*

Sales Tax Reporting: CFO Raymond reviewed staff's monthly sales tax analysis activities, and discussed results. This will be a regular reporting item. *No further Committee action required at this time.*

Tyler Technologies Munis Conversion: ASD Steffens reviewed the status of the Tyler Utility Billing and Payroll/Human Resources implementation. *Informational only, no Committee action required at this time.*

Surplus: No surplus reviewed.

Recruitment and Negotiations Update:

- 1) Negotiations:
 - a) The City continues bargaining sessions with the Police Guild.
- 2) Recruitments:
 - a) Filled Positions
 - i) The City has promoted the previous part-time custodian to a full-time position, and filled the resulting part-time position (both positions authorized and budgeted).
 - ii) Mindee Weber, the City's Development Services Specialist, tendered her resignation effective the end of 2020. The vacancy was filled by Bonnie Petersen, the City's temporary Development Services Specialist.
 - b) Current Recruitments
 - i) Senior Operator (Process) at WWTF;
 - ii) Police Officer: Interviews were held for applicants at the lateral, entry, and exceptional entry levels. An exceptional entry candidate is currently in the review process.
 - iii) Animal Care Technician: Amy Sieger has tendered her resignation.
 - c) Upcoming Recruitment
 - i) Communications Specialist;
 - ii) City Engineer (internal promotional opportunity).

With no further items, the meeting adjourned at 6:48 p.m.

Prepared by Chief Financial Officer Kassandra Raymond