



City Council Finance & Personnel Committee Meeting Minutes of February 1, 2023

The Finance & Personnel Committee meeting is held using a hybrid model. The public is welcome to attend the meeting in person at City Hall (City Council Chambers) 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~~ (excused)

Others Present: n/a

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond,

The meeting convened at 5:30 p.m. via Zoom. Councilmember Cole and Administrative Services Director Steffens attended virtually.

Committee Business

Surplus of Real Property: ASD Steffens reviewed the agenda item establishing a public hearing for the surplus of real property south of 24th Street, providing a graphic showing the location of the property. This property transaction relates to the White River Restoration Project and BNSF Railroad

Motion to Approve Surplus: ASD Steffens reviewed the proposed surplus of obsolete survey equipment, and a recently replaced chipper. ASD Steffens answered committee questions.

Item	Estimated Value	Reason
Niko Laser Station NPR-332	\$500	Obsolete; no longer used
Pentax Total Station PTS-10	\$500	Obsolete; no longer used
1991 Vermeer 1250 Chipper Sumner Unit #E-12	\$4,000 - \$5,000	Replaced with budgeted equipment (2023)

Do Pass for Committee approval.

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:

Recruitment: ASD Steffens shared an update of new employees who started in January, including two groundskeepers, a custodial technician and a building official. Current recruitments include a Finance Technician, Code Enforcement Officer, Patrol Officer, and Public Works Operator. Chief Moericke received authorization from the Mayor to increase the hiring and referral bonus for Police Officer candidates:

- Lateral/Exceptional Candidate: \$10,000 at hire and \$10,000 after passing probationary/trail period.
- Employee Referral Bonus: \$1,000 if referred candidate is hired and \$1,000 if referred candidate is retained after the completion of the probationary/trial period.

Negotiations: Three out of four Teamsters employee groups have elected to not proceed with alternative schedules. The Cemetery staff have elected to remain with the alternative schedules. Management will continue to discuss with union leadership.

Other: None

With no further items, the meeting adjourned at 5:52 p.m.

Prepared by Chief Financial Officer Kassandra Raymond



CITY OF
SUMNER
WASHINGTON

MEMORANDUM

DATE: February 1, 2023
TO: Finance and Personnel Committee
FROM: Jeff Steffens, Administrative Services Director

RE: Surplus Authorization

The Public Works Department has some old survey equipment that they wish to surplus.

Niko Laser Station NPR -332
Estimated Value - \$500?





Pentax Total Station PTS-10
Estimated Value - \$500?



Not actual item (Image via Ebay)

The Streets and Parks Departments have requested to surplus our Chipper. A replacement was authorized in the 2023-24 budget and was recently ordered.

Vermeer 1250 Chipper

Sumner Unit # E-12

Estimated value \$4,000-\$5,000

