



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: Carla Bowman, Greg Reinke, Pat Cole

Others Present: Two members of the public virtually and three members of the public in person – all left prior to the Sales Tax Report

Staff Present: Administrative Services Director (ASD) Jeff Steffens, Financial Services Manager (FSM) Dori Franich, Communications Director (CD) Carmen Palmer and City Administrator (CA) Jason Wilson.

The meeting convened at 4:00 p.m. via Microsoft Teams. All committee members and staff onsite.

Committee Business

Surplus Authorization: ASD Steffens presented two surplus items, a Parks ride-on blower and tiles from the Heritage Park Fountain. The Surplus process authorizes the sale, destruction or donation of City Assets. Committee instructed staff to create a process to donate tiles to family members first and then potentially to the Sumner Historic Society. Any tiles not donated would then be disposed of. *Do Pass*

Ordinance No. 2894 Utility Taxes: ASD Steffens explained that the city places a 6% utility tax on gas, electric and telephone services. Current code includes an abatement provision where monthly charges in excess of \$1,500 are not subject to the tax. This abatement has been in place and unchanged since 2008. Ordinance 2894 removes that abatement and would apply the 6% tax to all charges. *Do Pass (Regular Business, August 19, 2024).*

Contract Approval – Senior Services with Stafford Suites: ASD Steffens reviewed the proposed 3-year management contract of the Sumner Senior Center with Stafford Suites. The new contract shifts the responsibility for information technology support and equipment from the City to Stafford. *Do Pass (Consent Agenda, August 19, 2024)*

Community Partners Fund: CA Wilson presented an update on the Community Partners Fund. The City received 11 applications for funding and there is currently \$250,000 allocated to the fund in the budget. Council will hear 5-minute presentations from the applicants at an upcoming Council meeting. *Information Only*

Lodging Tax Recommendations: CD Palmer provided an overview of both the source and uses of Lodging Tax. She provided the Committee with a recommendation of three projects: Street Tree replacement for Main Street, downtown bike racks and additional tables, chairs and umbrellas for Heritage Park. *Do Pass*

APRA Grant Fund Update – ASD Steffens provided an update on the Commissary Kitchen Project that was awarded ARPA funding. The South Sound Commissary Kitchen has received their building permit and were awarded the first half of their funding. They plan to fully open later this fall which will trigger the second and final funding payment. *Information Only*

Recruitment and Negotiations Update:

Recruitment: ASD Steffens and CA Wilson provided a verbal update:

- Recruitments:
 - Police Officer is our only current vacancy
 - We are working through an internal promotional process in our Police Department which will promote an existing Seargent to a Lieutenant.

Sales Tax Reporting: FSM Franich 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.*

With no further items, the meeting adjourned at 4:51 p.m.

Prepared by Administrative Services Director Jeff Steffens