



City Council Finance & Personnel Committee Meeting Minutes October 10, 2024

The Finance & Personnel Committee meeting is held using a hybrid model. The public is welcome to attend the meeting in person at City Hall (Second 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, Carla Bowman, Pat Cole (Chair)

Others Present: N/A

Staff Present: City Administrator (CA) Jason Wilson Administrative Services Director (ASD) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, Community & Economic Development Director (CEDD) Ryan Windish, and Human Resources Manager (HRM) Adrienne McNeilly.

The meeting convened at 4:00 p.m. via Microsoft Teams. All committee members and staff onsite except for CA Wilson who attended virtually.

Committee Business

CFO Raymond confirmed that all Committee members had received notice of an amended agenda.

Motion: Consultant Contract for Climate Resiliency Grant Project – Parametrix Inc.: CEDD Windish presented the proposed consultant agreement with Parametrix, Inc. to provide services in relation to the Department of Commerce Climate Resiliency Grant. CA Wilson and CED Windish answered questions related to scope, timing, and funding. *Do Pass (Consent Agenda, October 21, 2024).* *Note: CEDD Windish left the meeting at the conclusion of this agenda item.*

Resolution No. 1700 TY2025 Ad Valorem Property Tax: CFO Raymond reviewed the property tax process, 2024 assessed valuation and tax levy, and 2025 assessed valuation and levy options. After discussion, the Committee concurred on a 1.0% increase from the prior year's levy. *Forwarded to Study Session, October 14, 2024*

Ordinance No. 2903 2025 Compensation Schedule: ASD Steffens reviewed the 2025 compensation schedule. *Do Pass (Regular Business, October 21, 2024)*

Ordinance No. XXXX Amending SMC 2.100 Personnel Policies: ASD Steffens reviewed the proposed changes to the Personnel Policies, including the implementation of a medical cost share for non-represented staff, clarification of medical benefits and cost share for eligible temporary employees, and updates to insurance deductibles. *Do Pass (Regular Business, October 21, 2024)*

Recruitment and Negotiations Update:

Recruitment: ASD Steffens and HRM McNeilly provided a verbal update:

- Negotiations:
 - Staff is currently in negotiations with the Teamsters Union. The Teamsters contract expires at the end of 2024. The 5th meeting is currently scheduled for later in October.

- **Recruitments:**
 - Doug Ruth, Deputy City Attorney, has joined the staff;
 - Public Works
 - Engineering: Intern Andrii Maistruk's term has been extended part-time through May 2025;
 - Operations (Shops): Macy Schirmer has tendered her resignation. The City has retained Kyla Rogers in a limited duration position to cover the vacancy while the recruitment is completed.
 - Community & Economic Development/Development Services
 - Ann Seigenthaler will be retiring effective October 31, 2024;
 - Chrissanda Walker has moved from Development Services to Community & Economic Development to fill Ann's vacated position;
 - Brayden Shannon will join the City October 14, 2024 as an Assistant Planner. Brayden comes to Sumner from a long-term planning intern position with the City of Auburn.
 - Police Support Services Manager Mark Creley retired as of September 30, 2024. CA Wilson has been working closely with Chief Moericke and Deputy Chief McCurdy to evaluate staffing needs in light of Mr. Creley's retirement.
 - Recommendation: Recruit for Police Support Services Manager
 - Recommendation: Recruit for additional FTE to provide evidence administration and records support. Note – this will be reflected as a change from the preliminary to final 2025/2026 Biennial Budget.
 - Committee Ask: Add to City Council consideration for 2025/2026 Biennial Budget accelerating 1.0 FTE Police Officer from 2026 to 2025.

FY2023 Audit Report: CFO Raymond reviewed the beginning activities and scope of the FY2023 audit. This will be a regular reporting item through the conclusion of the FY2023 audit. *No further Committee action required at this time.*

Note: HRM McNeilly left the meeting at the conclusion of this agenda item.

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.*

With no further items, the meeting adjourned at 4:59 p.m.

Prepared by Chief Financial Officer Kassandra Raymond