



Members: Chair Cole, Bitetto, Bowman (Alternate Reinke)

Staff Liaison: Deputy City Administrator Jeff Steffens, Chief Financial Officer Kassandra Raymond

The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's meeting in-person at City Hall (Main Conference Room), or virtually by using the meeting access link below. -

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Meeting ID: 293 210 785 026

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CALL TO ORDER

COMMITTEE BUSINESS

1. Surplus Authorization
2. Ord No. 2927 - Travel Reimbursement Policy
3. Ord No.2928 Employee Recognition Program

REPORTS

1. Recruitment & Negotiation Update
2. Monthly Sales Tax Report

ADJOURNMENT

SUBJECT: Surplus Authorization

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. June 2025 Surplus

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

Staff are requesting surplus authorization of several items that are no longer needed for daily operations. The equipment listed in the accompanying memo is either damaged or obsolete. All items fall within the Committee's authorization authority as outlined by SMC 3.36.005.

<p>COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: 6/12/2025 COMMITTEE RECOMMENDATION:</p>
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STAFF RECOMMENDATIONS/MOTION:

Do Pass



DATE: June, 2025
TO: Finance and Personnel Committee
FROM: Jeff Steffens, Deputy City Administrator

RE: Surplus Authorization

John Deere 1600 turbo wide area mower
Estimated Value - \$1,500

No longer economically viable to repair and replacement is inbound.



Trimble Tornado Antenna and Pole
Estimated value \$1,000

Part of a GPS receiver model which no longer functions and has been deemed “end-of-service” by the manufacturer.



3 Pair JBL Control 16C/T Ceiling mount speakers
Estimated value \$837

These are considered extra speakers and not needed. IT has proposed donating them to the City of Pacific.



SUBJECT: Ord No. 2927 - Travel Reimbursement Policy

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance No. 2927 - Amending Sumner Municipal Code Chapter 2.100 Personnel Policies

STAFF CONTACT:

SUMMARY BACKGROUND:

Staff recently updated our Personnel Manual covering employee reimbursements related to expenses incurred while traveling for work purposes. Typically, these employee reimbursements stem from training-related overnight travel. As part of our policy research, it was discovered that each municipality is required to adopt an ordinance or resolution that outlines the rules and regulations for reimbursing travel expenses.

The staff's recommendation is to continue to allow the Mayor to develop a policy to administer travel-related employee reimbursements.

<p>COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: 6/12/2025 COMMITTEE RECOMMENDATION:</p>
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STAFF RECOMMENDATIONS/MOTION:

**ORDINANCE NO. 2927
CITY OF SUMNER, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER,
WASHINGTON, AMENDING SMC 2.100 PERSONNEL POLICIES.**

WHEREAS, employees may be entitled to reimbursement for work related travel expenses; and

WHEREAS, the City is required to develop a policy for such reimbursements.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMNER,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Amendment to City Code. Sumner Municipal Code Section 2.100 is hereby amended as follows:

2.100.565 Travel Reimbursement

Whenever it becomes necessary for an elected or appointed official, or employee of the city to travel and incur expenses for City related business he/she may be entitled to a reimbursement. The mayor is authorized to develop a policy that allows for travel reimbursement.

Section 2. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the ordinance or the validity of its application to other person's circumstances.

Section 3. Effective date. This ordinance shall be effective five (5) days from and after its passage approval and publication as provided by law.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 7th day of July 2025.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

Michelle Converse, City Clerk

City Attorney Andrea Marquez

SUBJECT: Ord No.2928 Employee Recognition Program

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance No. 2928 - Amending Sumner Municipal Code Chapter 2.116 Employee Recognition Program

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

The City's Diversity, Equity, Inclusion and Belonging (DEIB) Committee was asked to review and suggest updates to the City's Employee Recognition Award program, which was last updated in 2017. The DEIB Committee formed a sub-group consisting of Deputy City Administrator Jeff Steffens, Human Resources Manager Adrienne McNeilly and Financial Services Manager Dori Franich, who took on the task of not only expanding the program but also increasing the monetary value of the awards.

The proposed changes allow all members of the executive team to now have a voice in determining who is deserving of an award. With an increased number of staff working for the City, the Committee felt that the number of awards given annually should also be expanded. A new category was created which recognizes and awards an outstanding manager, as these employees were typically not recognized under the previous program.

<p>COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: 6/12/2025 COMMITTEE RECOMMENDATION:</p>
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STAFF RECOMMENDATIONS/MOTION:

**ORDINANCE NO. 2928
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING SMC 2.116 EMPLOYEE RECOGNITION PROGRAM.

WHEREAS, employees who perform in an exemplary fashion deserve to be acknowledged; and

WHEREAS, the City has developed and Employee Recognition Program to celebrate and reward these employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment to City Code. Sumner Municipal Code Section 2.116 is hereby amended as follows:

2.116.010 Employee recognition program.

The ~~city administrator~~ **City Administrator** is authorized to develop and implement an employee recognition program to recognize the outstanding performance of city employees. The award shall be given as provided:

Recognition	Award
Customer Service Employee of the Year	Certificate, \$200.00 \$500.00 (gross amount) and one day paid leave from work
Manager of the Year	Certificate, \$500.00 (gross amount) and one day paid leave from work
Vision Award	Certificate, \$200.00 \$500 (gross amount) and one day paid leave from work
Values Award	Certificate, \$100.00 (gross amount) and one day paid leave from work (up to three days under extraordinary circumstances)

The ~~mayor~~ **Mayor, City Administrator and Department Directors** ~~the city administrator~~ shall make presentation of the recognition awards.

~~For the purposes hereof, “nonexecutive team” employees refer to all regular employees of the city other than the mayor, city councilmembers, city administrator, and department directors.~~

The annual ~~customer service award~~ **Employee of the Year Award** shall recognize a ~~nonexecutive~~ **nonmanagerial** team employee of the city who had distinguished himself or herself in his or her commitment to providing high quality service to **the Sumner community and/or their fellow co-workers.** ~~those people who seek municipal services from the city.~~ This award is nominated by and voted on by all employees of the city.

The annual Manager of the Year Award shall recognize a managerial team employee who had distinguished themselves in their commitment to providing high quality leadership to their staff. This award is nominated by and voted on by all employees of the city.

The annual ~~vision award~~ **Vision Award** shall recognize a nonexecutive team employee of the city who has demonstrated an outstanding dedication to achieving the city’s vision **of setting the standard of excellence for a**

~~progressive small city.~~ The recipient of this award is determined by the ~~Mayor and City Administrator~~ ~~city administrator~~ with input from the executive team.

~~The values award~~ **Values Awards** shall recognize any employee of the city who has demonstrated their commitment to the city’s values. ~~The city administrator may award up to eight values awards annually.~~ The recipient of this award is determined by the ~~city administrator~~ **department directors**. ~~city administrator with input from the executive team.~~ **Values awards shall be given quarterly based on the following criteria: Innovative, Visionary, Collaborative, Professional, Responsive, Accountable, Respect and Integrity with one award given per criteria per year.**

Decisions of the city administrator in determining the recipients of the awards and/or in determining or interpreting the procedures or elements of the employee recognition program shall be final. (Ord. 2595 § 2, 2017)

2.116.020 Definitions

For the purposes of this chapter the following definitions shall apply:

“Executive Team” refers to the Mayor, City Councilmembers, City Administrator and Department Directors.

“Managerial Team” refers to FLSA Exempt employees who supervise staff.

Section 2. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the ordinance or the validity of its application to other person’s circumstances.

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Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 7th day of July 2025.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

Michelle Converse, City Clerk

City Attorney Andrea Marquez



SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

Staff will provide a verbal update on recruitment and negotiation activity.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 6/12/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.



SUBJECT: Monthly Sales Tax Report

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Staff will review monthly sales tax reporting. This is a regular reporting item. Please note, this report is provided only to those who have a WA State Department of Revenue Secrecy Affidavit Confidential Affidavit on file.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 6/12/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no further action required.