



City Council Finance & Personnel Committee Meeting Minutes of February 2, 2022

City Hall public meetings remain virtual during Governor Inslee's "Washington Ready" 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, Patrick Reed, Pat Cole, Earle Stuard (alternate)

Others Present: n/a.

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

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

Committee Business

Resolution No. 1611 Interlocal Agreement with Pierce County (Low Income Household Water Assistance Program (LIHWAP)): CFO Raymond reviewed the proposed interlocal agreement. This agreement will permit Pierce County to remit ARPA-funded utility assistance on behalf of a customer directly to the City. *Do Pass (Regular Business) Regular Meeting February 22, 2022.*

Ordinance No. 2807 Amending Sumner Municipal Code 2.112 (Contract Authority): CFO Raymond reviewed the proposed changes to SMC 2.112 regarding contract authority. These amendments are consistent with the revised administrative Purchasing and Contracting Manual reviewed with the Finance & Personnel Committee in November 2021. *Do Pass (Regular Business) Regular Meeting February 22, 2022.*

Ordinance No. 2811 Amending Sumner Municipal Code 13.08 (Utility Billing): CFO Raymond reviewed the proposed changes to SMC 13.08 regarding utility billing. This amendment will provide for residential utility bills to be registered only to the property owner. *Do Pass (Regular Business) Regular Meeting February 22, 2022.*

Utility Billing Update: CFO Raymond and ASD Steffens reviewed the status of utility billing activities. *No further Committee action required at this time. Update will be provided at City Council Study Session February 14, 2022.*

Local Improvement District (LID) 2021 Update: CFO Raymond reviewed the status of LID collections. At 12/31/2022, there are two (2) LID Assessment rolls with outstanding accounts. There are no delinquent accounts. *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 is a regular reporting item. *No further Committee action required at this time. Note: Councilmember-elect Stuard was not in virtual attendance at the time of this item.*

Recruitment and Negotiations Update:

1) Recruitments:

- a) Open Recruitments
 - i) ASD Steffens shared an overview of current recruitment activity.
- 2) Negotiations:
 - a) Staff continues with negotiations with the Teamsters group.

Other: None

With no further items, the meeting adjourned at 7:15 p.m.

Prepared by Chief Financial Officer Kassandra Raymond