



Members: Barbara Bitetto, Pat Cole, Patrick Reed (Chair), Earle Stuard (Alternate)

Staff Liaison: Administrative Services Director Jeff Steffens, Chief Operating Officer Kassandra Raymond

You are invited to a Zoom webinar.

When: March 2, 2022 05:30 PM Pacific Time (US and Canada)

Topic: Finance and Personnel Committee

Please click the link below to join the webinar:

<https://sumnerwa-gov.zoom.us/j/84923227001>

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CALL TO ORDER

Roll Call: Barbara Bitetto, Pat Cole, Patrick Reed, Earle Stuard (Alternate)

COMMITTEE BUSINESS

1. 2022 Compensation Schedule Update
2. 2021/2022 Biennial Budget Amendment

REPORTS

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

ADJOURNMENT



SUBJECT: 2022 Compensation Schedule Update

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance No. 2814 - 2022 Comp Schedule Update
-

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

The City is required to pass an annual compensation schedule, and our previous schedule did not include temporary and seasonal pay grades. This amendment includes both of those categories which have been adjusted to account for inflation and an ongoing difficulty in attracting both temporary and seasonal employees.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 3/2/2022

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

A motion to approve Ordinance No. 2814 amending the 2022 Compensation Schedule

**ORDINANCE NO. 2814
CITY OF SUMNER, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON,
ADOPTING THE 2022 COMPENSATION SCHEDULE FOR TEMPORARY AND
SEASONAL EMPLOYEES**

WHEREAS, the City is required to adopt an annual Compensation Schedule; and

WHEREAS, the City has established a 2022 Compensation Schedule for Temporary and Seasonal employees.

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

Section 1. Adoption. The City of Sumner 2022 Compensation Schedule for Temporary and Seasonal employees attached hereto as Exhibit A, covering the period from April 1, 2021 through December 31, 2022, is hereby adopted.

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 21st day of March 2022.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

City Attorney Andrea Marquez

Date Adopted: March 21, 2022
Date of Publication:
Effective Date:

Exhibit A - 2022
2022 Compensation Schedule

Effective 4/1/2022

Temporary and Seasonal Pay Grades								
Classification	Typical Position Titles	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	
Seasonal	Laborer	SEA1	\$ 20.00	\$ 22.00	\$ 24.00	\$ 26.00	\$ 28.00	
	Intern	SEA2	\$ 25.00	\$ 30.00	\$ 35.00	\$ 40.00	\$ 45.00	
Temporary	Temporary Administrative	TMP1	\$ 25.00	\$ 30.00	\$ 35.00	\$ 40.00	\$ 45.00	
	Temporary Professional	TMP2	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	
Non-Exempt Pay Grades								
Classification	Typical Position Titles	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	
Hourly-Regular Part Time	Animal Care Technician		\$ 16.00	\$ 18.00	\$ 20.00	\$ 22.00	\$ 24.00	
	Pollution Prevention Specialist		\$ 32.00		\$ 34.00		\$ 36.00	
Labor	Custodial Technican	21	\$ 3,828	\$ 4,048	\$ 4,280	\$ 4,525	\$ 4,784	
Professional	Technician, Administrative Assistant, Specialist, Assistant Planner	31	\$ 4,744	\$ 5,015	\$ 5,303	\$ 5,607	\$ 5,928	
		32	\$ 4,910	\$ 5,191	\$ 5,489	\$ 5,803	\$ 6,136	
		33	\$ 5,160	\$ 5,455	\$ 5,768	\$ 6,099	\$ 6,448	
Technical	Administrator, Analyst, Assistant Engineer, Associate Planner, Building/Plans Inspector, Coordinator, GIS/CAD Specialist, IT Technician, Professional Standards Officer	41	\$ 5,659	\$ 5,983	\$ 6,326	\$ 6,689	\$ 7,072	
		42	\$ 5,826	\$ 6,159	\$ 6,512	\$ 6,885	\$ 7,280	
		43	\$ 6,325	\$ 6,687	\$ 7,071	\$ 7,476	\$ 7,904	
		44	\$ 6,658	\$ 7,039	\$ 7,443	\$ 7,869	\$ 8,320	
Exempt Pay Grades								
Classification	Typical Position Titles	Old Grade	Step 1	Step 2	Step 3	Step 4	Step 5	
Operations Managers	Building Official, Communications Director, Senior Planner, Superintendent, Operational Manager, Associate Engineer, Assistant Attorney, Project Manager	61	\$ 6,991	\$ 7,391	\$ 7,815	\$ 8,263	\$ 8,736	
		62	\$ 7,157	\$ 7,567	\$ 8,001	\$ 8,459	\$ 8,944	
		63	\$ 7,656	\$ 8,095	\$ 8,559	\$ 9,049	\$ 9,568	
		64	\$ 8,322	\$ 8,799	\$ 9,303	\$ 9,836	\$ 10,400	
		65	\$ 8,614	\$ 9,107	\$ 9,629	\$ 10,181	\$ 10,764	
Deputy Director	Deputy Police Chief, Chief Financial Officer, Deputy City Attorney, City Engineer	71	\$ 9,945	\$ 10,515	\$ 11,117	\$ 11,754	\$ 12,428	
		72	\$ 10,736	\$ 11,351	\$ 12,001	\$ 12,689	\$ 13,416	
		73	\$ 11,734	\$ 12,407	\$ 13,118	\$ 13,869	\$ 14,664	
Department Director	Department Director, City Attorney,	81					\$ 15,496	
	Police Chief	82					\$ 15,912	
Executive	City Administrator	91					\$ 16,848	
Non-Exempt Represented Pay Grades								
Classification	Typical Position Titles	Old Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Union-IUOE	Operator In Training	OE1	\$ 5,237		\$ 5,676			
Union-IUOE	Operator	OE2	\$ 5,909	\$ 6,155	\$ 6,323		\$ 6,736	
Union-IUOE	Engineering Technician	OE3	\$ 5,571	\$ 5,892	\$ 6,226	\$ 6,584	\$ 6,961	
Union-IUOE	Journey Operator, Lab Technician	OE4	\$ 6,323	\$ 6,587	\$ 6,862		\$ 7,146	
Union-IUOE		OE5	\$ 5,990	\$ 6,335	\$ 6,694		\$ 7,486	
Union-IUOE	Senior Operator 3, Lab Analyst 3	OE6	\$ 6,862	\$ 7,146	\$ 7,385		\$ 7,503	
Union-IUOE	Senior Operator 4, Lab Analyst 4, Senior Engineering Technician	OE7	\$ 7,146	\$ 7,385	\$ 7,741		\$ 7,860	
Union-IUOE	Electrician/Instrumentation Technician, Pretreatment Coordinator	OE8	\$ 7,240	\$ 7,540	\$ 7,853		\$ 8,253	
Union-IUOE	Chief Operator	OE9	\$ 8,286				\$ 8,691	
Union-Police Commissioned	Police Officer	PC1	\$ 6,480	\$ 6,802	\$ 7,144	\$ 7,507	\$ 7,882	\$ 8,291
Union-Police Commissioned	Police Officer Detective	PC2						\$ 8,706
Union-Police Commissioned	Police Officer Sergeant	PC3						\$ 9,783
Union-Police Support	Animal Control Shelter Assistant	PS1	\$ 3,743	\$ 3,958	\$ 4,184	\$ 4,426	\$ 4,679	
Union-Police Support	Police Records Specialist 1	PS2	\$ 4,205	\$ 4,440	\$ 4,687	\$ 4,950	\$ 5,231	
Union-Police Support	Police Records Specialist 2	PS3	\$ 4,685	\$ 4,945	\$ 5,220	\$ 5,515	\$ 5,827	
Union-Police Support	Community Service Officer	PS4	\$ 5,011	\$ 5,269	\$ 5,537	\$ 5,825	\$ 6,133	
Union-Police Support	Animal Control Officer	PS5	\$ 5,086	\$ 5,346	\$ 5,621	\$ 5,911	\$ 6,221	
Union-Police Support	Animal Control Supervisor	PS6					\$ 7,280	
Union-Teamsters	PW Operator 1, Groundskeeper 1, Mechanic 1	TM1	\$ 4,797		\$ 4,972		\$ 5,120	
Union-Teamsters	PW Operator 2, Groundskeeper 2, Meter Technician	TM2	\$ 5,673				\$ 6,227	
Union-Teamsters	Mechanic 2, Facilities Maint Tech 2	TM3	\$ 5,763				\$ 6,404	
Union-Teamsters	PW Shops Senior Operator	TM4					\$ 6,404	
Union-Teamsters	Cemetery, Fleet, Parks & PW Field Supervisors	TM5	\$ 6,827				\$ 7,426	

CPI-U 5.5%

Non-Rep @ 4.0% + 0.0% Market

Op Engineers @ 4.0% + 0.0% Market

Teamsters - 2022 Unsettled

Police Guild Officers @ 4.5%

Police Support @ 4%

SUBJECT: 2021/2022 Biennial Budget Amendment

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: Per Ordinance

Within Budget Allocation: As Amended

ATTACHMENTS:

1. Ordinance 2815 BA 03212022

STAFF CONTACT: Cassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

As we enter into the second year of the 2021/2022 Biennial Budget, staff proposes the following amendments to the 2021/2022 Biennial Budget:

1. Transfer \$800,000 from the REET Fund (305) to the Park Capital Fund (310) to support the Heritage Park woonerf development, and recognize the transfer-in and expenditure in the Park Capital Fund.
2. Transfer \$400,000 from the REET Fund (305) to the Park Capital Fund (310) to support building acquisition on Kinkaid, and recognize the transfer-in and expenditure in the Park Capital Fund.
3. Transfer \$250,000 from the REET Fund (305) to the Street Capital Fund (320) to support right of way acquisition for the Wood and Main project, and recognize the transfer-in and expenditure in the Street Capital Fund.
4. Recognize \$75,000 capital contribution from Pierce County to the Park Capital Fund (310) in support of the Heritage Park Plaza.
5. Transfer \$120,000 from the General Fund (001) to the Park Capital Fund (310) to support environmental activities for the Heritage Park project.

Ord No. 2815		
BA 03/21/2022		
	<i>Revenues</i>	<i>Expenditures</i>
General Fund	\$ -	120,000
Reserve Funds	-	-
Special Revenue Funds	-	-
Debt Service Funds	-	-
Capital Funds	1,645,000	3,020,000
Utility Funds	-	-
Other Enterprise Funds	-	-
Internal Service Funds	-	-
Fiduciary Funds	-	-
	\$ 1,645,000	\$ 3,140,000

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

A motion to approve Ordinance No. 2815 amending the 2021/2022 Biennial Budget.

**ORDINANCE NO. 2813
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING THE 2021-2022 BIENNIAL BUDGET AS ORIGINALLY ADOPTED IN ORDINANCE NO. 2758, APPROVED DECEMBER 7, 2020, AND PREVIOUSLY AMENDED IN ORDINANCE 2762, APPROVED FEBRUARY 16, 2021, ORDINANCE 2771, APPROVED APRIL 19, 2021, ORDINANCE 2786, APPROVED AUGUST 2, 2021, ORDINANCE 2790, APPROVED AUGUST 16, 2021, ORDINANCE 2791, APPROVED AUGUST 16, 2021, ORDINANCE 2797, APPROVED OCTOBER 18, 2021, ORDINANCE 2802, APPROVED DECEMBER 6, 2021, ORDINANCE 2803, APPROVED DECEMBER 6, 2021, ORDINANCE 2804, APPROVED JANUARY 18, 2022, AND ORDINANCE 2813, APPROVED FEBRUARY 7, 2022.

WHEREAS, The Sumner City Council approved Ordinance No. 2758 which adopted a biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2762 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2771 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2786 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2790 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2791 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2797 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2802 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2803 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2804 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2813 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, RCW 35A.34 provides procedures for adopting, managing, and amending a biennial budget; and

WHEREAS, RCW 35A.34.130 requires that the adopted biennial budget be subject to a mid-biennial review and modifications as needed; and

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

Section 1. Amendment. The biennial budget for the City of Sumner for the period January 1, 2021 through December 31, 2022 as contained in the adopted 2021-2022 Biennial Budget for total revenue/sources and expenditures/uses as approved by the City Council, is hereby amended by Total Revenue and Expenditures for each fund as shown on the attached Exhibit A.

Section 2. 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.

Section 3. 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 4. Effective Date. This Ordinance shall become effective five (5) days from and after its passage, approval, and publication as provided by law.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 21st day of March, 2022.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

City Attorney Andrea Marquez

Funds	Beginning Fund Balance		Revenues		Expenditures			Ending Fund Balance
	<i>Adopted</i>	<i>Adopted</i>	<i>Previous</i>	<i>03/07/22</i>	<i>Adopted</i>	<i>Previous</i>	<i>03/07/22</i>	<i>Revised</i>
001 General	\$ 5,978,542	\$ 31,643,467	\$ 550,870	\$ -	\$ 31,919,065	941,885	\$ 120,000	\$ 5,191,929
002 General Fund Reserves	980,824	-	-	-	-	-	-	980,824
003 Building Reserves	475,000	200,000	-	-	80,000	150,000	-	445,000
103 Complete Streets	241,851	-	-	-	200,000	41,654	-	197
105 Drug Enforcement	63,457	-	-	-	4,500	-	-	58,957
106 Hotel/Motel	273,747	215,000	25,000	-	106,245	318,000	-	89,502
115 ARPA Funding	-	-	2,910,676	-	-	1,167,000	-	1,743,676
200 Debt Service	2,570,000	527,200	-	-	520,000	-	-	2,577,200
221 LID Guarantee	694,969	-	-	-	-	-	-	694,969
302 Sidewalk	477,769	4,308,069	(310,000)	-	3,524,069	(310,000)	-	1,261,769
305 Real Estate Excise Tax	1,093,200	1,600,000	-	-	-	326,000	1,450,000	917,200
307 LID Capital Project Fund	9,545	-	-	-	-	-	-	9,545
310 Parks & Trails Capital Fund	544,740	1,237,500	561,000	1,395,000	1,237,500	561,000	1,320,000	619,740
320 Street Capital Fund	826,206	6,709,520	2,430,700	250,000	7,679,245	1,131,700	250,000	1,155,481
325 Facilities Capital Fund	183,773	26,200,000	276,000	-	15,700,000	956,000	-	10,003,773
401 Water	13,477,844	11,104,747	25,000	-	15,719,366	716,990	-	8,171,234
402 Wastewater	20,996,349	15,706,582	91,050	-	18,404,296	1,010,746	-	17,378,938
403 Utility Bond Reserves	1,729,536	-	-	-	-	-	-	1,729,536
408 Stormwater	14,788,274	14,201,134	-	-	18,573,507	369,622	-	10,046,279
410 Cemetery Operations	31,493	1,352,800	-	-	1,358,895	2,260	-	23,138
415 Cemetery Development	-	-	40,000	-	-	25,000	-	15,000
440 Animal Control	12,239	1,496,319	121,184	-	1,460,055	114,855	-	54,832
501 Unemployment Insurance	43,989	-	-	-	3,055	-	-	40,934
550 Fleet Management	6,261	1,251,664	-	-	1,251,660	690	-	5,575
551 Information Technology	273,009	2,385,042	155,930	-	2,385,040	146,896	-	282,045
555 Equipment Reserve	1,013,749	1,297,245	315,000	-	790,000	373,000	-	1,462,994
601 Cemetery Endowment	1,472,385	60,000	-	-	-	-	-	1,532,385
603 Alder Ave Remediation	25,649	-	-	-	-	-	-	25,649
605 Development Impact Fees	7,026,351	700,000	-	-	3,397,200	835,000	-	3,494,151
611 Firemen's Pension	11,832	160,000	-	-	160,000	-	-	11,832
Total All Funds	\$ 75,322,583	\$ 122,356,289	\$ 7,192,410	\$ 1,645,000	\$ 124,473,699	\$ 8,878,298	\$ 3,140,000	\$ 70,024,285



SUBJECT: Monthly Sales Tax Report

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Staff will provide a monthly report on sales tax activities and receipts. Information is limited to those with appropriate Department of Revenue information on file.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 3/2/2022

COMMITTEE RECOMMENDATION: Informational only; no action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no action required.



SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 3/2/2022

COMMITTEE RECOMMENDATION: Informational only; no action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no action required.