



CITY OF SUMAS

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MEMO

To: Sumas City Council
From: Jennifer Bell, Finance Director
Date: December 13, 2021
Re: Salary Step Increase – Bost, Sytsma & DeBruin

Proposed change:

- Mollie Bost has completed 1 year of service as of 12/1/2021 in her new role as Finance Clerk and is eligible to receive a salary step increase from Step 1 to Step 2 of 5, effective 12/1/2021.
- Tessa Sytsma, Utility Clerk, has completed her 1st year of service with the City and is now eligible for a salary step increase as of 12/1/2021 from Step 1 to Step 2 of 5, effective 12/1/2021.
- Daniel DeBruin, Chief of Police, has done an exceptional job representing the City and leading his department and is now eligible for a salary step increase from Step 4 to Step 5 of 5, effective 12/1/2021.

These salary increases have been discussed and are supported by Department Heads and the Mayor.

Request for Council approval on December 13, 2021:

- Motion to affirm the salary step increase for Mollie Bost from Step 1 to Step 2 of the Finance Clerk Salary Schedule, effective December 1, 2021.
- Motion to affirm the salary step increase for Tessa Sytsma from Step 1 to Step 2 of the Utility Clerk Salary Schedule, effective December 1, 2021.
- Motion to affirm the salary step increase for Daniel DeBruin from Step 4 to Step 5 of the Police Chief Salary Schedule, effective December 1, 2021.