



Members: Barbara Bitetto, Carla Bowman, Pat Cole (alt), Earle Stuard

Staff Liaison: Administrative Services Director 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 (City Council Chambers), or virtually by using the meeting access link below. -

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 217 697 327 414

Passcode: SqyuPT

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 323-886-6453,,851251680#](#) United States, Los Angeles

Phone Conference ID: 851 251 680#

[Find a local number](#) | [Reset PIN](#)



NOTICE OF PUBLIC DISCLOSURE: All Teams meetings and their content complies with Washington State's Public Records Act – RCW 42.56 [Learn More](#) | [Meeting options](#)

CALL TO ORDER

Roll Call: Barbara Bitetto, Carla Bowman, Earle Stuard, Pat Cole (alt)

COMMITTEE BUSINESS

1. Selection of Chair
2. Confirmation of Meeting Days/Time
3. Public Defense Contract Approval

REPORTS

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

ADJOURNMENT



SUBJECT: Selection of Chair

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 1/11/2024

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:



FINANCE & PERSONNEL COMMITTEE MEETING

DATE: January 11, 2024

AGENDA BILL: 23-3874

SUBJECT: Confirmation of Meeting Days/Time

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

The Finance & Personnel Committee currently meets on the first Wednesday of each month at 5:30 PM.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 1/11/2024

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Confirm day/time of meeting for 2024-2025

SUBJECT: Public Defense Contract Approval

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Sumner 2024-5 Public Defense Contract

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

Staff recently issued a Request for Proposals (RFP) for Public Defense Services at the Sumner Municipal Court. The RFP was posted on the City's website, published in the newspaper, advertised by the Washington Defender Association and directly emailed to thirteen attorneys.

The responses were evaluated and staff recommended entering into a contract with the Law Office of Thomas Guilfoil. Mr. Guilfoil has been a public defender since 2010 and has worked as Sumner's Public Defender since 2012. Prior to his work in public defense, he was a prosecutor for seven years in the City of Puyallup. Sumner Legal and Court Staff have a great working relationship with Mr. Guilfoil and is confident in his ability to represent the needs of his clients.

If approved by the Council, this contract would be effective starting January 1, 2024, with a term of two years. The base monthly compensation of \$6,500 is within budgeted projections.

COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: COMMITTEE RECOMMENDATION:
--

STAFF RECOMMENDATIONS/MOTION:

CONTRACT FOR INDIGENT DEFENSE SERVICES

WHEREAS, the City of Sumner, Washington (hereinafter “City”) provides public defense services pursuant to contract for indigent defendants appearing before the Sumner Municipal Court (“Municipal Court”); and

WHEREAS, the City has adopted standards for the provision of public defense services, and

WHEREAS, the City, wishes to engage the services of skilled criminal defense counsel to provide public defense services to indigent defendants, NOW THEREFORE

In consideration of the mutual benefits to be derived and the promises contained herein, the City of Sumner, a Washington municipal corporation (“City”) and Thomas Guilfoil (the “Attorney”) have entered into this Contract.

1. Scope of Services, Standards and Warranty. The Attorney will provide indigent defense services in accordance with the standards adopted by the Sumner City Council via Resolution (hereinafter “Standards”). These Standards are incorporated by this reference as if fully set forth herein. In the event the Standards adopted by the City are amended in order to incorporate changes required to conform to changes in Washington Supreme Court Rules or Standards or in the Washington State Bar Association Standards, the parties agree to reopen this Contract in order to incorporate those changes and adjust the provisions of this Contract, including compensation as needed to conform this Contract to the Standards and all applicable state rules and laws. The decision of the Honorable Robert S. Lasik in *Wilbur v. Mt. Vernon, et al*, details affirmative duties and obligations of the Attorney and ultimately the City. (“Decision”) The Attorney individually warrants that he/she, and every attorney and/or intern employed by the Attorney to perform services under this contract, has read and is fully familiar with the provisions of the Washington Supreme Court rule, the Washington State Bar Association Standards, and the Standards adopted by the City. Compliance with these Standards and guidance provided by the Decision goes to the essence of this Contract.

1.1 The Attorney and every attorney and/or intern performing services under this Contract shall certify compliance with the Supreme Court Caseload Standards by filing with the Sumner Municipal Court Administrator a quarterly report on the form established for that purpose by court rule. A copy of each and every such certification shall be provided to the City contemporaneously with filing with the Municipal Court.

1.2 The Attorney shall provide compensation levels, staffing and infrastructure that provide the capacity and resources to meet the Standards including affirmative efforts to contact a client who fails to appear for an appointment or hearing and document those efforts.

1.3 The Attorney will maintain contemporaneous records on a daily basis in a format approved by the City. The Attorney will provide confirmation of continuing education courses in the area of criminal law and defense annually by December 31st. The Attorney will maintain and provide to the City all data, information and case files referenced in the Standards

and this contract and any and all other information reasonably requested by the City or a successor, so long as consistent with the attorney-client privilege and any protective order entered by a court of competent jurisdiction. The Attorney shall promptly report to the City a sustained disciplinary action by the Washington State Bar Association or a finding by a court of competent jurisdiction that an Attorney has been found to have provided ineffective assistance of counsel.

1.4 The Attorney will use a free “do not record” phone line to contact incarcerated indigent defendants and take reasonable measures consistent with local practice to ensure confidentiality of contacts with incarcerated defendants.

1.5 The Attorney shall, with respect to any jail or other incarceration facility in which an assigned defendant is incarcerated:

1.5.1 Review forms from the jail or other incarceration facility to assure that they accurately advise clients whether written communications are confidential; and

1.5.2 With reference to any indigent defendant client being held in an out-of-county jail or other incarceration facility, determine what arrangements have been made to allow clients to maintain confidential communications with their attorney and timely notify the City if no such arrangements are in place.

1.6 The Attorney shall maintain client complaints regarding his services received in a log as well as in the client’s file and shall follow up on complaints within three (3) court days. Copies of the complaint log shall be provided to the City on a quarterly basis or upon its request on the form developed by the City. The Attorney shall cooperate to the full extent consistent with preservation of the attorney-client privilege and any protective order, with review of Complaints by the City or other outside resource contracted with by the City to review the Attorney’ performance under this contract.

1.7 The Attorney warrants that his/her compensation, reflected in Section 2 Compensation, reflects all infrastructure, support, administrative services, and systems necessary to comply with the Standards.

1.8 Each and every Attorney providing services under this Contract shall earn at least seven (7) CLE credits per year in areas relevant to the criminal law, as well as misdemeanor or public defense practice. The Attorney shall document training annually by providing the City with a list of all trainings attended by Attorney and staff during each year of the contract. Any training which results in a CLE credit shall be so designated showing the CLE credit given for such training.

1.9 The Attorney shall implement a system to collect the following information, (“Data Points”). The Data Points shall include:

1.9.1 the number of cases assigned to each Attorney authorized as a service provider each month, with the year-to-date total;

- 1.9.2 the number of closed cases in which expert services were requested;
- 1.9.3 the number of closed cases in which interpreter services requested, either in court or for utilization by the Attorneys;
- 1.9.4 the number of closed cases in which an investigator was used;
- 1.9.5 the number of closed cases in which substantive motions were filed;
- 1.9.6 the number of closed cases which were tried by a jury, by a judge, or in which charges were dismissed or significantly reduced on the day of trial;
- 1.9.7 the number of cases which were resolved by the dismissal of the charges, a significant reduction in charges or dismissal of other cases with a plea on the remaining case(s);
- 1.9.8 the number of appeals and/or writs;
- 1.9.9 the number of attorneys and investigator hours per closed case; and
- 1.9.10 the number of other criminal and civil cases handled in the calendar year. Information relating to the complexity of any civil matter and time billed will be provided.
- 1.10 The parties will communicate regularly regarding the information collected both under this Contract and pursuant to the other Data Points. The parties will calendar meetings at least annually as may be necessary to review the data collected and its significance. Attorney agrees to cooperate and communicate with the City to the full extent consistent with preservation of the attorney/client privilege.
- 1.11 Reporting. The Public Defender shall file quarterly reports with the City delineating each client who has been appointed to the Public Defender, in a format approved by the City. The report shall address all items listed in section 1.9 et seq. The format shall not include any attorney client privileged information. The report shall designate whether the client was “conflicted” to another attorney for representation or the client hired another private attorney. The report is due on or before the fifteenth (15th) day of the quarter for services provided during the prior quarter.
- 1.12 The Attorney shall provide stand-by counsel to defendants at arraignment and preliminary appearances regardless of whether the Attorney has been formally appointed to represent the defendant.
- 1.13 The Attorney’s preparation and appearance at arraignment and status calendars where the Attorney appears without a case assignment shall be counted at 0.22 case per hour in determining case counts and compensation review under Section 2.6.

2. Compensation. Effective January 1, 2024, the City shall pay the Attorney for services rendered under this contract the sum of \$6,500 per month to reflect an annualized case count of up to one hundred twenty (120) cases.

Services included in the monthly fee include:

- Representing all defendants at arraignment, whether indigent or not, as stand-by counsel unless otherwise represented by counsel who is present at the arraignment;
- Representing all defendants who are currently in-custody, whether indigent or not, unless otherwise represented by counsel who is present at the hearing;
- Representing all defendants who the court has appointed a public defender, at all hearings before the court, including but not limited to arraignment, pretrial, review, sentencing and any applicable appeal hearings;
- All other services reasonably necessary to provide effective representation.

The City shall provide the following additional compensation:

- \$500 for cases that go to trial (Bench or Jury)
- \$500 for Written Motions (Briefs)
- \$750 for cases in which an appeal is filed and a hearing is required
- \$75/hr. for Community Court work completed outside of Thursday court days
- Costs associated with services outlined in Sections 2.4 and 2.5.

The above compensation amounts represent the complete salary and benefits from the City to compensate the Attorney for the performance of anticipated work for a total of one hundred and twenty (120) assigned cases and all infrastructure, support, and systems necessary to comply with the Standards. As provided in Section 2.6 and its sub-paragraphs below, the parties will periodically review staffing and compensation in light of changes in court rule and case load, if any. The parties believe that they have provided sufficient capacity to ensure that, in all respects and at all times, public defense services will comply with the Standards with an adequate reserve capacity for each attorney. The Attorney additionally agrees and promises that he/she will devote his/her full effort to the performance of this Contract and will only undertake private clients or other public defense services that would not, in any way, impede Attorney's ability to fully perform under this Contract.

2.1 Case Counts. The current estimated annual case count for all indigent cases filed by the City is approximately one hundred twenty (120) cases per year or about thirty (30) cases per quarter. As provided in the Standards, the case counts also include the Attorney's appearance at all arraignment calendars. (See Section 1.12 and 1.13 above). The terms "case" and "credit" shall be defined as provided in the Standards. The City has adopted an unweighted case count, which will require Attorney to limit, and have sole responsibility for tracking, outside private clients and/or outside public defense services to stay within the Standards.

2.2 Adjustment; Internal Allocation. As provided in the Standards, compensation may be revised upwards. Upon the Attorney's request, the City shall review any

particular case with the Attorney to determine whether greater compensation should be assigned, and upward revisions shall not be unreasonably refused.

2.3 Base Compensation. Except as expressly provided in Section 2.4 and 2.5, the cost of all infrastructure, administrative support and systems, as well as standard overhead services necessary to comply with the established standards is included in the base payment provided in Section 2 above.

2.4 Payments in Addition to the Base Compensation. The City shall pay for the following case expenses when approved by the Municipal Court from funds available for that purpose. Unless the services are performed by the Attorney's staff or paraprofessional subcontractors, such as translator(s) or investigator(s), non-routine expenses include, but are not limited to:

- 2.4.1 medical and psychiatric evaluations;
- 2.4.2 expert witness fees and expenses;
- 2.4.3 interpreters;
- 2.4.4 polygraph, forensic and other scientific tests;
- 2.4.5 a computerized or other legal research which is not typically maintained as a part of defense counsel legal libraries or research capabilities;
- 2.4.6 investigation expenses; and
- 2.4.7 any other expenses the Municipal Court finds necessary and proper for the investigation, preparation, and presentation of a case.

2.5 The City shall pay or reimburse the following:

2.5.1 Lay Witness Fees. Lay witness fees and mileage incurred in bringing defense witnesses to court, including but not limited to, salary or expenses of law enforcement officers required to accompany incarcerated witnesses;

2.5.2 Copying Client's Files. The actual cost of providing one copy of a client's or former client's case file upon client's or client's appellate, post-conviction relief or habeas corpus Attorney's request, or at the request of counsel appointed to represent the client when the client has been granted a new trial;

2.5.3 Copying Direct Appeal Transcripts Supreme Court Rules for the Administration of Courts of Limited Jurisdiction RALJ Appeals. The actual cost of preparing and making copies of direct appeal transcripts for representation in post-conviction relief cases;

2.5.4 Records. To the extent such materials are not provided through discovery, the cost of acquiring medical, school, birth, DMV, and other similar records, and 911 and emergency communication recordings and logs; and

2.5.5 Process Service. The normal, reasonable cost for the personal service of a subpoena.

2.6 Review and Renegotiation.

2.6.1 Due to Increases or Decreases in Caseload. The City and the Attorney shall, at the option of either party, renegotiate this contract if there is a significant increase or decrease in the number of cases assigned. “Significant” shall mean a change of more than ten percent (10%) in the number of cases assigned. If cases are estimated to approach or exceed one hundred and twenty (120) cases per year or thirty (30) cases per quarter, the parties may renegotiate this contract to increase case coverage and compensation to the Attorney. At the request of either party, the City and the Attorney will periodically review case assignment trends, requests for additional credits and any other matters needed to determine contract compliance or necessary contract modifications. The Attorney shall promptly notify the City when quarterly caseloads require use of overflow or conflict counsel to assure that cases assigned to the Attorney remain within the limits adopted in this contract and comply with state and local standards.

2.6.2 Renegotiation Due to Change in Rule or Standard. This contract may be renegotiated at the option of either party if the Washington State Supreme Court significantly modifies the Standards for Indigent Defense adopted pursuant to the Court rule.

2.6.3 Review of Contract Extension. On or before August 1, 2025, unless this Contract has been terminated as provided herein, the Attorney will give the City a proposal for a two (2) year extension provided for in Section 3. The City shall respond by November 30, 2025. With the mutual agreement of the parties, compensation and other contract terms may be adjusted for future years.

3. Term. The term of this Contract shall be from January 1, 2024 through December 31, 2025, unless sooner terminated as provided herein. The Contract may be extended for one (1) additional two (2) year term at the mutual agreement of the parties.

3.1 For Cause. This Contract may be terminated for cause for violation of any material term of this Contract. “Material term” shall include any violation indicating a failure to provide representation in accordance with the rules of the court and the ethical obligations established by the Washington State Bar Association, a violation of the Standards or the provisions of Section 6 relating to insurance, conviction of a criminal charge, and/or a finding that the license of the Attorney, or any attorney providing service under this Contract, has been suspended or revoked. Any violation of the other provisions of this Contract shall be subject to cure. Written notice of contract violation shall be provided to the Attorney who shall have thirty (30) business days to correct the violation. Failure to correct the violation will give rise to termination for cause at the City’s discretion. In lieu of terminating this contract, the City may agree in writing to alternative corrective measures.

3.2 Termination on Mutual Agreement. The parties may agree in writing to terminate this contract at any time. Unless otherwise agreed to in writing, termination or expiration of this contract does not affect any existing obligation or liability of either party.

3.3 Termination on Cessation of the Municipal Court. In the event that the City in its sole discretion chooses to terminate its Municipal Court, this Contract shall expire following one (1) year written notice by the City to the Attorney.

3.4 Obligations survive Termination. In the event of termination of this Contract, the following obligations shall survive and continue:

3.4.1 Representation. The compensation established in this Contract compensates the Attorney for services relating to each and every assigned case. Therefore, in the event this Contract is terminated pursuant to Sections 3.3 above, the Attorney will continue to represent clients on assigned cases set for trial to be held within sixty (60) days of the date of termination until a case is concluded on the trial court level or the client fails to appear for a scheduled court appearance. The Attorney will reasonably cooperate with newly appointed counsel on case reassignment in fulfillment of his/her ethical obligations. This subsection shall not apply in situations in which the attorney is physically or mentally unable to perform, voluntarily suspends his/her license to practice law or is suspended or disbarred from the practice of law.

3.4.2 The provisions of Sections 1 and 5, as well as this subsection 3.4 survive termination as to the Attorney. The City shall remain bound by the provisions of Section 2.4 and its subsections with respect to additional costs incurred with respect to cases concluded after the termination of this contract.

4. Nondiscrimination. Neither the Attorney nor any person acting on behalf of the Attorney shall, by reason of race, creed, color, national origin, sex, sexual orientation, including gender identity, honorably discharged veterans or military status, or the presence of any sensory, mental, or physical disability, HIV/AIDS and Hepatitis C status, or the use of a trained guide dog or service animal by a person with a disability, discriminate against any person who is qualified and available to perform the work to which the employment relates, or in the provision of services under this Contract.

5. Indemnification.

5.1 The Attorney agrees to hold harmless and indemnify the City, its officers, officials, agents, employees, and representatives from and against any and all claims, costs, judgments, losses, or suits including Attorney's fees or awards, and including claims by Attorney's own employees to which the Attorney might otherwise be immune under Title 51 arising out of or in connection with any willful misconduct or negligent error, or omission of the Attorney, his/her officers or agents.

5.2 It is specifically and expressly understood that the indemnification provided herein constitutes the Attorney's waiver of immunity under RCW Title 51 solely for the purposes of this indemnification. The parties have mutually negotiated this waiver.

5.3 The City agrees to hold harmless and indemnify the Attorney, his/her officers, officials, agents, employees, and representatives from and against any and all claims,

costs, judgments, losses, or suits including the Attorney's fees or awards, arising out of or in connection with any willful misconduct or negligent error or omission of the City, its officers or agents.

5.4 This clause shall survive the termination or expiration of this Contract and shall continue to be in effect for any claims or causes of action arising hereunder.

6. Insurance. The Attorney shall procure and maintain for the duration of this Contract insurance against claims for injuries to persons or property which may arise from or in connection with the performance of work hereunder by the Attorney, or the agents, representatives, employees, or subcontractors of the Attorney.

6.1 Minimum Scope of Insurance. The Attorney shall obtain insurance of the types described below, naming the City as additional named insureds:

6.1.1 General Liability with a minimum limit of liability of \$2,000,000 combined single limit each occurrence bodily injury and property damage.

6.1.2 Automobile Liability covering owned and non-owned vehicles with a minimum limit of liability of \$1,000,000 combined single limit each occurrence bodily injury and property damage.

6.1.3 Professional Liability (Errors and Omissions) for Attorney with a minimum limit of liability of \$1,000,000 per claim and \$2,000,000 aggregate.

6.1.4 Workers' Compensation per statutory requirements of Washington industrial insurance RCW Title 51.

6.2 Verification of Coverage. The Attorney shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work. Policies shall provide thirty (30) days written notice of cancellation to the City. The Public Defender shall provide the City with proof of insurance for "tail coverage" no later than December 31 of the year of termination of the Contract. The purpose of "tail coverage" is to provide insurance coverage for all claims that might arise from occurrences during the term of the Contract or extension(s) thereof, but not filed during the term of the Contract.

7. Work Performed by the Attorney. In addition to compliance with the Standards, in the performance of work under this Contract, the Attorney shall comply with all federal, state and municipal laws, ordinances, rules and regulations which are applicable to Attorney's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations.

8. Work Performed at the Attorney's Risk. The Attorney shall be responsible for the safety of its employees, agents, and subcontractors in the performance of work hereunder, and shall take all protections reasonably necessary for that purpose. All work shall be done at the

Attorney's own risk, and the Attorney shall be responsible for any loss or damage to materials, tools, or other articles used or held in connection with the work. The Attorney shall also pay his/her employees all wages, salaries and benefits required by law and provide for taxes, withholding and all other employment related charges, taxes or fees in accordance with law and IRS regulations.

9. Personal Services, No Subcontracting. This Contract has been entered into in consideration of the Attorney's particular skills, qualifications, experience, and ability to meet the Standards incorporated in this Contract. Therefore, the Attorney has personally signed this Contract below to indicate that he/she is bound by its terms. This Contract shall not be subcontracted without the express written consent of the City and refusal to subcontract is at the City's sole discretion. Any assignment of this Contract by the Attorney without the express written consent of the City shall be void.

10. Modification. No waiver, alteration or modification of any of the provisions of this Contract shall be binding unless in writing and signed by the duly authorized representatives of the City and the Attorney. With the approval of the City, an additional attorney may be added to this Contract by adding his or her signature to these Contracts.

11. Entire Agreement; Prior Agreement Superseded. The written provisions in terms of this Contract, together with any exhibit attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statement(s) shall not be effective or construed as entering into or forming a part of, or altering in any manner whatsoever, this Contract. Upon execution, this Contract shall supersede any and all prior agreements between the parties.

12. Written Notice. All communications regarding this Contract shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in the Contract or such other address as may be hereinafter specified in writing:

CITY:
Mayor
City of Sumner
1104 Maple Street
Sumner, WA 98390

ATTORNEY:
Law Office of Thomas Guilfoil
4505 Pacific Hwy E
Suite C-6
Fife, WA 98424

13. Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of such covenants, agreements, or options and the same shall be and remain in full force and effect.

14. Resolutions of Disputes, Governing Law. Should any dispute, misunderstanding or conflict arise as to the terms or conditions contained in this Contract, the matter shall be referred to the Contract Administrator, whose decision shall be final. Nothing herein shall be construed to obligate, require or permit the City, its officers, agents, or employees to inquire into any privileged communication between the Attorney and any indigent defendant. In the event of any litigation arising out of this Contract, the prevailing party shall be reimbursed for reasonable Attorney's fees from the other party. This Contract shall be governed by and construed in accordance with the laws of the State of Washington and the rules of the Washington Supreme Court as applicable. Venue for an action arising out of this Contract shall be in Pierce County Superior Court.

IN WITNESS WHEREOF, the parties have executed this Contract on the _____ day of _____, 20____.

CITY OF SUMNER

By: _____
Kathy Hayden, Mayor

ATTEST:

By _____
Michelle Converse, CMC, City Clerk

APPROVED AS TO FORM:
OFFICE OF CITY ATTORNEY

By: _____
Andrea Marquez

ATTORNEY

By: _____
Thomas Guilfoil

EXHIBIT A

The undersigned Attorney hereby personally warrant and certify that as a condition of their performance of this Contract, they will commit to providing the services under this Contract in accordance with the Standards set forth in sections 1, 4, and 7, and that the Attorney's personal warranty of that performance shall survive the Contract in accordance with subsection 3.4 of this Contract.

ATTORNEY:

Print Name

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: 1/11/2024

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no further action required.



SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 1/11/2024

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.



FINANCE & PERSONNEL COMMITTEE MEETING

DATE: January 11, 2024

AGENDA BILL: 23-3872

SUBJECT: Audit Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

The State Auditor's Office has begun the City's annual audit for fiscal year 2022. Staff will provide a brief update on audit schedule and activities.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 1/11/2024

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.