



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 (Council Chambers), or virtually by using the meeting access link below.

<https://sumnerwa-gov.zoom.us/j/83345259610>

Or One tap mobile :

+12532050468,,83345259610# US

+12532158782,,83345259610# US (Tacoma)

Or Telephone:

1 253 205 0468 US

1 253 215 8782 US

Webinar ID: 833 4525 9610

CALL TO ORDER

Pledge of Allegiance

Invocation - Pastor David Barnes, Eikon Church

Roll Call: Bitetto, Bowman, Brown, Clerget, Cole, Elfers

PROCLAMATION

Animal Care and Control Officers Week

The following items are distributed to Councilmembers in advance for study and review, and the recommended actions will be accepted in a single motion. Any item may be removed for further discussion if requested by a Councilmember.

CONSENT AGENDA

1. Resolution No. 1675 - Interagency Data Sharing Agreement with the Office of the WA State Auditor
2. Labor Agreement with International Union of Operating Engineers Local 302
3. Resolution No. 1674 - Floodplains for the Future - Subrecipient Grant Acceptance
4. Approval of the minutes from the March 18, 2024 regular council meeting and the March 25, 2024 study session.
5. Approval of checks and electronic payments in the amount of \$2,632,382.03.

PUBLIC HEARING

1. Resolution No. 1677 - Equipment Surplus Authorization

REGULAR BUSINESS

1. **Unfinished Business**
 - a. Resolution No. 1678 -2025-2030 Six-Year Transportation Improvement Program Annual Update

2. Public Comment (Limit 3 minutes)

Members of the community who wish to give public comment are strongly encouraged to join the meeting via the provided link or by telephone. If you are unable to attend the meeting, please submit your public comment in writing via email to the City Clerk at Michellec@sumnerwa.gov no later than 5:30pm on the day of the meeting. Any written comments received will be read into the record and/or distributed to the City Council. Please contact the City Clerk at 253-299-5590 with any questions.

3. New Business

- a. Re-appointment of Civil Service Commission (Lomax)
- b. Re-appointment to Sumner Planning Commission (Fochtman)
- c. Appointment to Cultural Arts Commission (Ready)
- d. Re-appointment to Cultural Arts Commission (Mellen)
- e. Re-appointment to Cultural Arts Commission (Matthews)
- f. Ordinance No. 2884 - 2024 Compensation Schedule Amendment

4. Reports

- a. Council
- b. City Administrator
- c. Mayor

5. Executive Session

6. Adjournment

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact the City Clerk at (253) 299-5590, 24 hours in advance.



PROCLAMATION
Animal Care & Control Officers' Week

WHEREAS, the National Animal Care & Control Association has designated the second week of April each year as Animal Care and Control Officers' Appreciation Week; and

WHEREAS, animal care and control officers dedicate their careers to protecting the welfare of helpless animals that have been rescued from injury, disease, and starvation; and

WHEREAS, animal care and control officers give sanctuary to the millions of animals found homeless in our communities nationwide and seek to find them forever families; and

WHEREAS, animal care and control officers have contributed greatly to the evacuation, rescue, safety and protection of domestic animals that have been ravaged by devastating disasters; and

WHEREAS, the citizens of Sumner know that a Metro animal care and control officer is there to assist them if their cherished pet becomes missing or other animals are threatening the safety and comfort of our citizens or their pets; and

WHEREAS, the City of Sumner would like to express its sincere thanks and appreciation for the outstanding service animal care and control officers provide in an emergency and on a daily basis to the many citizens and communities served by Metro Animal Services,

THEREFORE BE IT RESOLVED that the City of Sumner declares the week of April 14th through 20th, 2024, as Animal Care & Control Officers' Week, and requests that all citizens join us by expressing their sincere thanks, gratitude and appreciation for the many long hours of outstanding service and quality performance these individuals provide.

Dated this 1st day of April 2024.

Kathy Hayden, Mayor
City of Sumner

SUBJECT: Resolution No. 1675 - Interagency Data Sharing Agreement with the Office of the WA State Auditor

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution No. 1675 - Interagency Data Sharing Agreement with the Office of the WA State Auditor

STAFF CONTACT: Cassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND: In 2021, the Washington State Legislature passed ESSB5432 "Concerning cybersecurity and data sharing in Washington state government". Subsequently, the City of Sumner entered into an interlocal agreement with the Washington State Office of the State Auditor (SAO). That agreement expires May 24, 2024. Our City Legal department has reviewed and outlined changes to the document, which include:

- Incorporating a number of RCW references, and adding Chapters 42.40 State Employee Whistleblower Protection and 43.101 Criminal Justice Training Commission – Education and Training Standards Boards.
- Added “oversight language” at the beginning of this agreement, summarized as: The right at any time with reasonable notice to monitor, audit, review activities and methods implemented by this agreement to ensure compliance. This language is reiterated again in the “oversight” section of the agreement.
- Clearly defined the 4 different data categories under OCIO standard 141.
- The period of the agreement is extended.
- Added “confidential” to the word “data” in many parts of the agreement.
- Added a duty for us to notify SAO if there is a public records request in regard to records that pertain to SAO.
- Added an ongoing duty to us to ensure that staff that have access to this data are aware of the use and disclosure rights of this agreement and that we will advise new staff of these requirements.
- Added a section regarding data disposal.
- Added the legal requirement for incident notification and response.
- Added a section called “awareness and training.” This requires us to train staff that have access to this data on RCW 42.56.590 – Personal information – notice of security breaches and OCIO Standard 141.10.

City staff are comfortable with all changes and recommend approving the agreement. The term of the proposed agreement is through May 23, 2027. The proposed resolution includes authority for staff to enter into this agreement and any future extensions thereof.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee MEETING/STUDY SESSION DATE: 3/14/2024 COMMITTEE RECOMMENDATION: Do Pass
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STAFF RECOMMENDATIONS/MOTION:

Approve Resolution No. 1675 - Data Sharing Agreement

RESOLUTION NO. 1675

CITY OF SUMNER, WASHINGTON

A RESOLUTION OF THE CITY OF SUMNER, WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF SUMNER AND THE WASHINGTON STATE AUDITOR'S OFFICE RELATED TO DATA SHARING.

WHEREAS, the Washington State Legislature passed ESSB5432 concerning cybersecurity and data sharing in Washington state government; and

WHEREAS, this legislation became effective July 1, 2021; and

WHEREAS, the City of Sumner and the Washington State Auditor's Office seek to enter into an intergovernmental agreement enabling the City of Sumner to share data with the Auditor's Office for audit and other purposes; and

WHEREAS, the City Council has determined it to be in the best interest of the City of Sumner to enter into said intergovernmental agreement; and

WHEREAS, the City entered into a data sharing agreement effective July 22, 2021 that expires May 23, 2024; and

WHEREAS, the Office of the State Auditor has provided a new agreement, which has been reviewed by City finance and legal staff; and

WHEREAS, the City of Sumner is authorized, pursuant to Chapter 39.34 RCW, Interlocal Cooperation Act, to enter into such agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON:

Section 1. That the City Council hereby approves the Interlocal Agreement between the City of Sumner and the Washington State Auditor's Office for the purpose of data sharing, a copy of which is attached and incorporated by reference, and authorizes the Mayor to sign said agreement, and any future extensions hereof, on behalf of the City of Sumner substantially in a form as approved by the City Attorney.

Section 2. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

Section 3. 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 resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 4. This resolution shall become effective immediately upon adoption.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington,
at a regular meeting thereof this 1st day of April, 2024.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

City Attorney Andrea Marquez

INTERAGENCY DATA SHARING AGREEMENT

Between

City of Sumner

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between City of Sumner hereinafter referred to as “Agency”, and the Office of the Washington State Auditor, hereinafter referred to as “SAO”, pursuant to the authority granted by Chapter 39.34 RCW, 42.40 RCW, 43.101 RCW and 43.09 RCW.

Agency

Agency Name:	City of Sumner
Contact Name:	Kassandra Raymond
Title:	Chief Financial Officer
Address:	1104 Maple St Sumner, WA 98390
Phone:	(253) 299-5541
E-mail:	kassandrar@sumnerwa.gov

SAO

Agency Name:	Office of the Washington State Auditor
Contact Name:	Saundra Groshong
Title:	Audit Manager
Address:	949 Market St. Ste 560 Tacoma, WA 98402
Phone:	(253) 597-4146
E-mail:	saundra.groshong@sao.wa.gov

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141, OCIO standard 141.10) in the handling of information considered confidential.

2. DEFINITIONS

DSA Agreement between Agency and SAO
Agency DSA: 22-01

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public Information Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems; d. List of individuals for commercial purposes.

Category 4 – Confidential Information Requiring Special Handling Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, agreements, or other compliance mandates; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

3. PERIOD OF AGREEMENT

DSA Agreement between Agency and SAO
Agency DSA: 22-01

This agreement shall begin on May 24, 2024, or date of execution, whichever is later, and end on May 23, 2027, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO's authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored using data encryption with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.

DSA Agreement between Agency and SAO
Agency DSA: 22-01

- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

Agency staff shall not disclose, in whole or in part, the confidential data provided by SAO to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.
- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the [Agency contact].

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of OCIO 141.10 and RCW 42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency

Office of the Washington State Auditor

Signature

Date

Signature

Date

Title: _____

Title: _____

SUBJECT: Labor Agreement with International Union of Operating Engineers Local 302

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Operating Engineers 2024-2026 Agreement

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

The City of Sumner has concluded labor negotiations with the International Union of Operating Engineers (IUOE) Local 302 employees for a three-year Collective Bargaining Agreement (CBA) for the period of 2024, 2025 and 2026. The IUOE represents employees both at our Wastewater Treatment Facility and in the Public Works Department at City hall. We are pleased with the cooperation and working relationship we have with the union, and thank them for their efforts in working towards this agreement. Their membership ratified the proposed CBA in early March.

This labor agreement includes two new provisions; the switch to a Paid Time Off (PTO) leave accrual model, and an employee medical premium contribution which will begin in 2025. Other highlights include: the ability for the City to hire seasonal WWTF employees, a rewrite of Bereavement Leave, clarification regarding promotional opportunities and some general language clean-up.

COUNCIL COMMITTEE/STUDY SESSION: March 25, 2024 Executive Session

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION: Do-Pass

STAFF RECOMMENDATIONS/MOTION:

A motion authorizing the Mayor to enter into a labor agreement with the International Union of Operating Engineers Local 302 for the period covering 2024, 2025 and 2026.

COLLECTIVE BARGAINING AGREEMENT

by and between

THE CITY OF SUMNER

and

THE INTERNATIONAL UNION OF
OPERATING ENGINEERS, LOCAL 302

January 1, 2024, through December 31, 2026

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**AGREEMENT
By and Between**

**CITY OF SUMNER
and
INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 302**

This Agreement is made and entered into this _____ day of _____, 2024, by and between the City of Sumner, Washington, hereinafter referred to as the "Employer", and the International Union of Operating Engineers, Local 302, hereinafter referred to as the "Union".

ARTICLE I – UNION RECOGNITION

1.1: The Employer recognizes the Union as the collective bargaining agent for all regular employees in the classifications listed in Appendix A.

1.1.1 Extra Agreements: The Employer agrees not to enter into any agreement or contract with its employees, individually or collectively, which is inconsistent with the terms of a collective bargaining agreement then in effect.

1.2: The Employer agrees to deduct monthly dues, each pay period, from bargaining unit members who have authorized such deductions in written, electronic, or recorded voice authorization to the Union. If the Employer receives a request for authorization of deductions, the employer shall as soon as practicable forward the request to the Union. Furthermore, the Employer agrees to deduct monthly additional sums for Union programs for those who have voluntarily authorized such deductions. The Employer shall transmit such deduction(s) to the Union by EFT, ACH or check payable to its order. Upon issuance and transmission of such deduction(s) the Employer's responsibility shall cease with respect to such deductions. The Union and each employee authorizing the assignment of wages for payment of Union dues and or Union programs hereby undertake to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that may arise against the Employer for or on account of any deduction made from wages of such employee.

1.3: An employee may stop paying union dues by submitting a written request to the Union in accordance with the terms and conditions on the authorization. After the Employer receives confirmation from the Union that an employee has revoked authorization, the Employer shall end the deduction no later than the second payroll after receipt of the confirmation.

1.4: The Employer agrees to provide notice to the Union of all represented positions job postings.

ARTICLE II – SENIORITY

2.1: Seniority shall prevail in layoffs for all employees after successful completion of the employee's trial period. Seniority shall be broken only by justifiable discharge, voluntary quit, or more than twelve (12) months layoff for employees with less than ten (10) years of service and eighteen (18) months layoff for employees having more than ten (10) years of service. In the event of a layoff, the last employee hired shall be the first laid off, and the last employee laid off shall be the first employee rehired.

2.2: Temporary employees hired to perform duties requiring certification at the WWTF will be paid at the minimum hourly rate for that position and shall not be employed for more than five (5) months unless mutually agreed to be extended by City and Union. These temporary employees are not members of the bargaining unit and are generally not entitled to any of the benefits in this agreement.

As defined in the Affordable Care Act, beginning January 1, 2015, temporary employees who are hired with the intent of working more than 30 hours per week for more than 90 days are eligible for health care benefits. Health care coverage would be effective the beginning of month three (3). For example, if an employee begins work January 16th, they would begin receiving medical benefits March 1st provided that their expected length of service would be more than 90 days. If the requirement to provide health care coverage under the Affordable Care Act changes or is delayed, the parties agree to meet to discuss the changes as they pertain to this article.

Extra employees shall not be employed to deprive regular employees of Saturday or Sunday overtime or assigned duties.

2.3: The Employer and the Union agree that, merit and ability being equal, length of service shall govern in layoffs and rehiring within the bargaining unit.

2.4: New hire employees in all classifications have a twelve (12) month trial period. Periods of leave without pay for over 80 consecutive hours, shall not count towards the length of the trial period. The employee's supervisor shall conduct at least one mid-trial period evaluation of the employee listing any areas that are of concern in which the employee does not meet the requirements of the job.

Regular employees who accept a new position shall serve a six (6) month trial period in which to demonstrate their knowledge, skills and abilities to perform the duties of the position as so stated in the job description. The employee's supervisor shall conduct at least one mid-trial period evaluation of the employee listing any areas that are of concern in which the employee does not meet the requirements of the job. Upon successful completion of the trial period, the employee shall receive a step increase. Step increases would occur annually thereafter until the employee reaches the top step in their band.

2.5 Promotional Vacancies: The Operator in Training, Operator 1, Environmental Technician and Engineering Technician classifications are considered entry level positions and should be open to the public. The Chief Operator, Lab Technician, Lab Analyst, Lab Process Analyst, Senior Engineering Technician, Pretreatment Coordinator, Industrial Electrician and Senior Industrial Electrician classifications are considered promotional opportunities and shall be recruited in the following manner:

1. The promotional position will be opened internally to bargaining unit members only for a minimum of five (5) business days. Business days shall include only Monday through Friday.
 - a. The Senior Engineering Technician classification will be opened internally to all City employees.

2. If the City receives written notification from at least two employees who meet the minimum qualifications for the position, an objective personnel selection process will be conducted. If the applicants are found to be equally qualified, as a result of the selection process, selection will be based upon seniority.
 - a. If less than two qualified employees apply the City may recruit for the position externally.

The internal posting provisions may be waived, or modified, by mutual agreement between the Union and the Employer.

Once an Engineering Technician has met the minimum requirements of the job description, they shall be eligible for promotion into the Senior Engineering Technician positions based on a successful evaluation and recommendation by their supervisor. The promotional opportunity is based on experience and a vacancy is not required to create the promotional opportunity.

2.6 Wastewater Classification Progression: Classifications for Wastewater positions, both Operators and Lab, are solely based on the State Level Certification that the employee holds. After the employee successfully obtains a higher certification, they shall be reclassified to the corresponding operator classification effective the first day of the next pay period. The employee will be placed in the new classification's wage band one step lower than their previous classification e.g. An Operator 2 at step three (3) achieves their level 3 license will be moved to step two (2) of the Operator 3 classification. If the new step is less than three percent higher, the employee will move to the next highest step. Step increases would occur annually thereafter until the employee reaches the top step in their band. Employees are typically not eligible to progress into a new higher classification within that first year after classification increase. OIT Certifications do not qualify for the progression process.

ARTICLE III – GRIEVANCE PROCEDURE

3.1: A grievance is defined as a dispute arising under the terms and conditions of the Agreement. If any such grievance arises it shall be submitted to the following grievance procedure:

In an effort to resolve disagreements at the lowest possible level, the employee will meet with their supervisor within fifteen (15) calendar days of the alleged occurrence. This meeting shall occur prior to the official filing of a grievance at Step 1 of the grievance procedure. The employee may request the attendance of a Union representative. Management will set the time and meeting place.

Time limits in the following Steps may be extended by mutual written consent of the parties hereto.

- Step 1:** If the disagreement is not resolved at the immediate Supervisor's level. Then the grievance shall be submitted in writing to the Department Director within fifteen (15) calendar days of the meeting with the immediate Supervisor. The Department Director will meet with the affected parties within fifteen (15) calendar days. The Department Director shall make a decision on the matter within fifteen (15) calendar days. The parties shall make every effort to resolve the grievance at this level.
- Step 2:** If the grievance is not resolved the grievance may be presented to the Mayor or their designee in writing within fifteen (15) calendar days, setting forth the detailed facts concerning the nature of the grievance section of the contract allegedly violated and

remedy sought. The Mayor or their designee shall meet with the employee, Union representative and Department Head within fifteen (15) calendar days of receipt of the written grievance. The Mayor shall send a written answer stating their position to the employee within fifteen (15) calendar days of such meeting.

Step 3: If the grievance is not settled in Step 2, either the Employer or the Union may submit the issue in writing to arbitration within fifteen (15) calendar days. The Employer and the Union shall attempt to select an arbitrator. If the Employer and the Union fail to agree on an arbitrator a list of seven (7) arbitrators shall be requested from the Public Employee Relations Commission (PERC). The list shall only include arbitrators from within Washington State. The parties shall thereupon alternate in striking a name from the panel until one remains within fifteen (15) days of receiving the list. The person whose name remains shall be the arbitrator. The arbitrator shall render a decision as promptly as possible. The arbitrator shall confine themselves to the issues submitted for arbitration and shall have no authority to determine any other issues not so submitted to them. The arbitrator shall have jurisdiction and authority only to interpret, apply or determine compliance with the specific terms of the Agreement and shall not have jurisdiction to add to, detract from or alter in any way the provisions of this Agreement. The decision within the jurisdiction of the arbitrator shall be final and binding upon both parties. The expenses and fees incumbent to the services of the arbitrator shall be borne equally by the Employer and the Union.

Each party is responsible for the costs of its staff representatives, attorney, and all other costs related to the development and presentation of its case.

ARTICLE IV – DISCRIMINATION

4.1: The Employer and the Union agree not to discriminate against any employee of a protected class including but not limited to race, color, creed, sex, national origin, age, marital status, sexual preference or sexual identity. The Employer and the Union further agree not to discriminate against any employee based on the presence or appearance of a mental, sensory or physical handicap, subject to occupational requirements and the ability to perform the job.

4.2: Whenever words denoting gender are used in this Agreement they are intended to apply equally to any gender.

4.3: No public employer or other person shall directly or indirectly interfere with, restrain, coerce or discriminate against any public employee or group of public employees in the free exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining or in the free exercise of any other right under RCW 41.56.040.

ARTICLE V – PENSION

5.1: The city makes contributions on behalf of all eligible employees to the Social Security System. In addition to those contributions made by the employee through FICA payroll deductions, most regular full-time and regular part-time employees are also covered under the Department of Retirement Systems

Public Employees Retirement System (PERS). Eligibility, benefit levels and contribution rates are set by the State of Washington.

5.2: An employee solely at their own expense, and election to do, so may contribute through payroll deduction to the Central Pension Fund of the International Union of Operating Engineers.

ARTICLE VI – PAID TIME OFF

The City plans to implement the Paid Time Off program effective in July 2024.

All employees covered under this agreement shall be entitled to Paid Time Off (PTO) accruals to be used for vacation, personal or family illness or other personal time off.

PTO will accrue as follows:

Service Year	PTO
0	179
1	187
2	195
3	203
4	211
5	219
6	227
7	235
8	243
9	251
10	259
11	267
13	275
16	283
19	291
22	299
25+	307

The PTO accrual shall start from the date of employment and will continue to accrue each pay cycle. Employees are eligible to use PTO leave as soon as hours are accrued. No PTO leave shall be allowed for temporary employees. Total PTO accrual must be at or below 640 hours by the last full pay period in a calendar year and any unused PTO time will be forfeited to the City. An employee may submit a written request to the Human Resources for a three-month extension to use the PTO time, provided that the extension is needed due to a planned event (upcoming trip, long term medical leave or retirement).

Upon separation from employment, banked PTO up to a maximum of 420 hours will be paid at the applicable rate of pay on the employee's final paycheck. Any excess PTO hours will be forfeited to the City.

Employees may cash out accrued PTO hours in excess of 280 hours. The minimum sell-back shall be 40 hours per occurrence and employees will not be able to sell-back more hours than they have used in the previous 6 months, not to exceed 120 hours annually. In order to receive a sell-back, a written request must be submitted to Human Resources at least thirty (30) days prior to payment of the sell-back amount.

PTO Scheduling: Typically PTO is approved time off from work that is scheduled at least two shifts in advance. Unscheduled PTO is time off taken with less than two shifts' notice. If an employee's unscheduled absences become excessive, corrective and/or disciplinary action may be taken for the excessive absenteeism.

Since the City's paid time off (PTO) or sick leave accrual exceeds the rate of accrual required by Washington Paid Sick Leave (WPSL), no additional sick leave accrual will be made under this policy for regular, full time employees.

Prior to the implementation of the PTO program, eligible employees will accrue vacation leave as follows:

Years of Service	Vacation Days (Hours)
< 1	12 (96)
1-2	13 (104)
2-3	14 (112)
3-4	15 (120)
4-5	16 (128)
5-6	17 (136)
6-7	18 (144)
7-8	19 (152)
8-9	20 (160)
9-10	21 (168)
10-11	22 (176)
11-13	23 (184)
13-16	24 (192)
16-19	25 (200)
19-22	26 (208)
22-25	27 (216)
25+	28 (224)

The accrual shall start from the date of employment. No vacation leave shall be allowed to temporary employees. Whenever practical, vacations will be given at the time most desired by the employees who will be permitted to indicate their choices by order of seniority. The City, however, reserves the right to schedule vacations as to not interfere with normal operations and business requirements.

Total vacation accrual must be at or below 368 hours by the end of the calendar year for those employees hired prior to January 1, 2021 and 280 hours for those employees hired on or after January 1, 2021. Unused vacation time will be forfeited to the City. An employee may request a three month extension to use the vacation time, provided that the extension is needed due to a planned event (upcoming vacation, long term medical leave or retirement).

Employees may cash out accrued vacation hours in excess of 280 hours. The minimum sell-back shall be 40 hours per occurrence and employees will not be able to sell-back more hours than they have used in the previous 6 months, not to exceed 120 hours annually. In order to receive a sell-back, a written request must be submitted to Human Resources at least thirty (30) days prior to payment of the sell-back amount.

ARTICLE VII – SICK LEAVE

7.1: Employees hired prior to the implementation of the PTO plan may use their existing sick leave accruals to seek medical care for themselves or paid time off to care for family members as outlined in City Policy. Grandfathered sick leave banks accrued prior to the implementation of the PTO plan will be cashed out upon separation following the language below.

7.2: Employees shall be reimbursed for unused sick leave of up to 720 hours at their regular base rate of pay when they are permanently separated from employment in accordance with the following schedules:

Employees hired prior to January 1, 2018:

Termination for cause	0%
Resignation	25%
Layoff	50%
Death	100%
Retirement	100%
Disability Retirement	100%

Employees hired on or after January 1, 2018:

Termination for cause	0%
Resignation	25%
Layoff	25%
Death	100%
Retirement	100% for first 360 hours, 25% for up to an additional 360 hours
Disability Retirement	100%

ARTICLE VIII – PROTECTED LEAVE

8.1 Protected Leave: The Employer will provide employees with family and medical leave, pregnancy disability leave, military leave and other paid and unpaid leave required by state and federal law, including for example:

- a. Family and Medical Leave (29 U.S.C. 2601 et seq., and RCW 49.78);
- b. Family Care Act Leave (RCW 49.12.265);
- c. Pregnancy Disability Leave (RCW 49.60);
- d. Leave for Victims of Domestic Violence, Sexual Assault and Stalking (RCW 49.76);

- e. Leave for Spouses of Deployed Military Personnel (RCW 49.77);
- f. Leave for Certain Emergency Services Personnel (RCW 49.12.460);
- g. Washington Paid Family and Medical Leave Program (RCW 50A.04).

Leave eligibility, benefits and requirements will be determined by applicable law and will be administered according to the Employer's policy.

8.1.1 Washington Paid Family and Medical Leave Law: Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law. Employees will pay through payroll deduction the full cost of the employee's portion of the premiums associated with family leave benefits as determined under RCW 50A.04.115. The City will pay the remaining premium amounts.

8.2 Protected Leave Use: Employees may choose to use any applicable protected leave consecutive to accrued leave, provided that after the employee uses 960 hours of sick leave, and has exhausted other available accrued leaves (vacation, PTO, compensatory or holiday time), protected leave shall run concurrent with any remaining sick leave balance.

ARTICLE IX – HOLIDAYS

9.1: The following holidays are adopted as recognized and observed as paid holidays:

New Year's Day	January 1 st
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

Additionally, members are entitled to any holidays granted to other bargaining units of the City; and such other days as may be proclaimed by the Governor of the State of Washington, the President of the United States, and any other day fixed as a holiday of Resolution by the City Council.

In 2024 employees will receive 103 hours of holiday leave (5 holidays at 8 hours and 7 holidays at 9 hours) to correspond with the July switch to PTO leave. At the beginning of each following year employees shall receive 108 hours of holiday leave (12 holidays at 9 hours each). Holiday leave must be used by the end of the calendar year. Unused leave will be forfeited to the City. An employee may submit a written request to Human Resources for a three-month extension to

use the holiday time, provided that the extension is needed due to a planned event (upcoming vacation, or long term medical leave).

WWTF Employees: Between November 1st and November 30th employees may request the actual holiday(s) off for the following year. Requests received during this period will be considered by seniority and operational need of the facility. Requests for actual holidays off after this period shall be granted based on operational need and first come first served basis.

Pretreatment Coordinator and Environmental Technician: These positions are required to use their accrued leave on the City observed holidays. Excess holiday leave can be used at will in conjunction with supervisor approval.

Engineering Technicians can voluntarily elect to work on the following City observed holidays, and they will be paid their regular base rate.

Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Juneteenth	June 19 th
Veteran's Day	November 11 th
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 th

Examples:

Elected work on a holiday: Veteran's day falls on Saturday, City observes on Friday. The employee elects to work on Friday, will receive their regular rate of pay. The holiday banked hours can be used on a different date.

Employees hired after January 1st will receive a pro-rated amount of holiday leave based on the remaining number of holidays left in the calendar year.

Employees who separate will have their holiday leave prorated based on the number of holidays that have already occurred in the calendar year.

Examples:

Employee A separates from employment June 30th. Prior to June 30th they have already used 54 hours of holiday time. January 1-June 30th there were only five holidays (45 hours). The overage (9 hours) would be deducted from the employee's PTO bank prior to separation pay out. If the employee doesn't have adequate PTO hours it would be deducted from the final paycheck's regular hours (to make the city whole). The overage would be reported the Department of Retirement Services in the period it was earned.

Employee B separates from employment June 30th. Prior to June 30th they have only used 9 hours of holiday time. January 1-June 30th there were five holidays (45 hours). The shortage (36 hours) would be added to the separation pay out and would be reportable as wages to the Department of Retirement Services.

9.2 Floating Holiday: Each employee shall receive nine (9) hours of floating holiday accrual, January 1st of each year. Employees starting after the first of the year shall receive floating holiday hours upon hire. The floating holiday hours shall be denoted in a separate leave bank. The floating holiday hours must be used by the end of the calendar year. Unused floating holiday time will be forfeited to the City. Upon separation the floating holiday hours shall not be paid out.

ARTICLE X – DISCIPLINE

10.1: The Employer has the right to discipline any employee for just cause. Any such disciplinary action will normally be progressive in nature, but the level of discipline administered may depend upon the severity of the offense. Progressive discipline will normally consist of a verbal warning first, a written warning second, temporary suspension third, and finally termination of employment. Except in the case of severe misconduct, there shall be a written warning in the personnel file for the same type of misconduct as the suspension or discharge.

10.2: Written reprimands and suspensions less than forty (40) hours may remain in the employee's personnel file for a period of not more than thirty-six months. A copy of such written reprimand / suspension shall be sent to Operating Engineers, Local 302 at the time it is given to the employee. Records retained in an employee's personnel file longer than provided in this section shall be inadmissible in any proceedings concerning disciplinary action.

10.2.1: Suspensions of forty (40) hours or more or demotions may be retained permanently in the employee's personnel file. A copy of such written reprimand / suspension shall be sent to Operating Engineers, Local 302 at the time it is given to the employee.

10.3: The employee or the union shall have the right to process any disciplinary action as a grievance through the grievance procedures except for documented verbal reprimands and except for employees serving an initial probationary period who are disciplined. Employees have the ability to submit a written rebuttal to documented verbal reprimands that shall be attached to the documented verbal reprimand and placed in a supervisor file for the purposes of completing an annual evaluation not to exceed one year.

ARTICLE XI – WORK STOPPAGES

The Employer and the Union agree that the public interest requires efficient and uninterrupted performance of all City services and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Union shall not cause or condone any work stoppage, including any strike, sympathy strike, slowdown, refusal to perform any customarily assigned duties, sick leave absence which is not bona-fide, or other interference with City functions by employees under this Agreement, and should same occur, the Union agrees to take appropriate steps to end such interference. Any concerted action by any employee in any bargaining unit shall be deemed a work stoppage if any of the above activities occurs.

ARTICLE XII – BULLETIN BOARDS

The Employer agrees to provide suitable space for the bargaining unit to use as a bulletin board. Postings by the bargaining unit on such boards are to be confined to official business of the unit; maximum size to be not greater than two (2) feet by three (3) feet.

ARTICLE XIII – INSPECTION PRIVILEGES

Authorized agents of the bargaining unit shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is being adhered to, provided, however, that there is no interruption of the Employer's working schedule.

ARTICLE XIV – HOURS OF WORK, SALARY AND OVERTIME

14.1 Base Wages: Base wages shall be paid to the members of the Union in accordance with Appendix A.

14.2 Hours of Work: A normal work week shall consist of four (4) or five (5) consecutive work days, followed by two (2) or three (3) days of rest, depending on the shift schedule. Normal hours of work shall be for a continuous eight and one-half (8-1/2) hour period with thirty (30) minutes for lunch or a continuous ten and one-half (10-1/2) hour period with thirty (30) minutes for lunch.

14.2.1 Weekend Shift Scheduling: The WWTF requires work to be performed seven days per week. The City and Union agree to schedule the weekend shifts in one of the following manners:

- A. The weekend shifts will be filled by one employee volunteer. The employee volunteer would be identified by November 1st of each year, for the following year's schedule. In the event that more than one employee volunteers to work the weekend shift, option B shall apply.
- B. The weekend will be split between two employee volunteers (one employee's work week would include the Saturday; the other's would include the Sunday). Employee volunteers would be identified by November 1st of each year, for the following year's schedule. In the event that more than two employees volunteer to work a weekend shift, seniority shall prevail.
- C. If there are not two volunteers, a schedule will be developed that schedules employees in four week rotations to cover both weekend days (one employee would cover both weekend days). As part of the rotation, the scheduling may include requiring an employee to work a 4-10 schedule during the transition week(s). The City should make every effort to ensure that an employee has at least two days off in a row during the transition week(s). This schedule shall be posted by December 1st for the following year.

14.3 Overtime: All hours worked in excess of eight (8), nine (9) or ten (10) hours per day depending on the scheduled shift, shall be paid for at the overtime rate of time and one-half. The use of any paid time shall be counted as time worked for the purpose of computing overtime.

Overtime worked on a Sunday shall be paid double their regular hourly rate. When members are required to work overtime on a recognized holiday, their holiday overtime rate of pay shall three (3) times their regular rate of pay.

The City agrees to provide the impacted employee two (2) weeks' notice of any change to their schedule whenever practical.

14.3.1 WWTF Scheduled Overtime: Scheduled overtime is pre-planned work or scheduled shift coverage. Scheduled overtime does not include shift extensions or call backs.

The employer shall offer scheduled overtime according to the highest Operator classification (exclusive of the Chief Operator and Pretreatment Coordinator), in seniority order until sufficient volunteers are selected to perform the work. In order to be available for emergency situations, the on-call operator is not eligible to be scheduled for overtime. Notwithstanding the foregoing, when projects require special certifications overtime shall be assigned to certified employees by seniority.

Where an insufficient number of volunteers accept the overtime assignment, the employer shall assign the overtime work to the on call operator, and if additional staff is needed it shall be assigned in inverse seniority order, without regard to classification level. If inverse seniority is used to staff the overtime, the Chief Operator has the discretion to determine if the employee is qualified to perform the work. If the employee is not qualified, they can be skipped over and the overtime assigned to the next lowest in seniority employee.

14.3.2 Engineer Technician Scheduled Overtime: Engineering Technicians required to work overtime shall be compensated as follows: All scheduled work performed on Saturday will be paid at time and one-half for a minimum of three hours. On Sundays Engineering Technicians who are required to work shall be paid double time for a minimum of four hours. There is no minimum overtime period if the overtime is contiguous to a scheduled shift.

Required work on a holiday: If the employee is directed to work on Friday (observed holiday) and Saturday (calendar holiday), the employee will only receive double time with a minimum of four hours for Friday (observed holiday). Any time worked on Saturday will follow the work performed on Saturday rules and will receive time and one half with a minimum of three hours.

14.4 Compensatory Time: Employees may accrue compensatory time off at the same rate as it was accrued for authorized overtime work in lieu of overtime pay; provided such compensatory time may not be accrued in excess of the maximum allowable under the Fair Labor Standards Act (240 hours). Use of compensatory time shall be by mutual agreement between the employee and their supervisor, upon the request of the employee, and subject to approval based on staffing needs of the department. Employees may accrue compensatory time off at the rate of double time per hour for authorized overtime work in lieu of overtime pay for work performed on Sundays and holidays. Compensatory time must be used by the end of the calendar year. Unused compensatory time will be paid out at the applicable wage. An employee may submit a written request to Human Resources for a three month extension to use the compensatory time, provided that the extension is needed due to a planned event (upcoming vacation or long term medical leave).

14.5 Shift Extension: A shift extension is time worked (scheduled or unscheduled) by an employee contiguous to the beginning or end of a regularly scheduled shift. Shift extensions shall be compensated at the applicable overtime rate for the actual hours worked in addition to the regular shift. There is no minimum overtime period if the overtime is contiguous to a scheduled shift.

14.6 Callback: When an employee is called in for work during off hours and after leaving their regular place of work, they shall receive not less than three (3) hours pay at the overtime rate. When an employee is required to respond to an emergency that can be resolved without returning to their regular place of work, they shall receive one (1) hour pay at the overtime rate. This remote response pay shall not be combined with any call-back pay. If an employee is called in for work during Sundays, the City will pay double time for a minimum of four (4) hours. If an employee is called in for work on a recognized holiday, their holiday overtime rate of pay shall be three (3) times their regular rate of pay for a minimum of four (4) hours.

When an employee works overtime in which the start time is on a regular day and extends into a Sunday or recognized holiday, the overtime rate of pay changes at midnight.

Example: An employee gets called in at 11:00 PM on a Saturday. The employee would receive one (1) hour of overtime and two (2) hours of double time.

Example: An employee gets called in at 10:00 PM on a Sunday and the following Monday is a recognized holiday. The employee would receive two (2) hours of double-time and two (2) hours of triple time for a minimum of four (4) hours.

14.7 WWTF In-Charge Pay: If an employee is assigned to perform work and responsibilities of a higher classification for a period of one (1) or more full-days, or when scheduled to work on a weekend or holiday, they shall be paid an additional hourly amount equal to the average difference between Operator Bands (WW2, WW3, WW4 at Step 1 and Step 5) and the Chief Operator Band at Step 5. The intent is to not assign more than one person as in-charge per day. In-Charge pay is only paid when both the Chief Operator and WWTF Superintendent are absent. In-Charge pay shall be assigned based first on highest classification and then by most seniority within the highest classification. The Pretreatment Coordinator is not eligible for In-Charge Pay.

In the event that both Chief Operators and the WWTF Superintendent are absent, then In-Charge Pay shall be assigned based first on highest classification and then by most seniority within the highest classification. The intent is to not assign more than one Operator as in-charge per day.

The 2024 In-Charge Pay will be \$12.31 per hour.

14.8 Acting Superintendent Pay: In the event that the WWTF Superintendent is absent for two (2) or more consecutive days (not including weekends or holidays), only one (1) Chief Operator will be assigned as Superintendent for a period of one (1) or more full-days based first on highest classification and then by most seniority within the highest classification, or as mutually agreed upon between the Chief Operators.

Acting Superintendent Pay will be calculated as the difference between the top step Superintendent rate and the top step Chief Operator rate. Employees assigned should be scheduled to work the entire shift and should not be split between multiple employees if possible.

The 2024 Acting Superintendent Pay will be \$9.88 per hour.

14.9 Shift Premium: Hours of work for the Treatment Facility shall be from 6:00 a.m. to 6:00 p.m. All hours before or after normal hours of work for assigned shift schedules, and Saturday and Sunday and

second and third shift, shall be compensated at an additional two dollars (\$2.00) per hour, but shall not be combined with any other additional compensation except for in charge compensation.

Hours of work for Engineering Technicians shall be from 6:00 a.m. to 6:00 p.m. Engineer Technicians scheduled to work outside of these hours shall be compensated in one of the below listed options.

Option A: If the scheduled hours result in less than eight (8) hours off prior to the employees next regularly scheduled shift, the employee is compensated under this option.

All scheduled hours occurring between 6:00 p.m. and 6:00 a.m. shall be compensated at two times their regular hourly rate, but shall not be combined with any other additional compensation including overtime (including shift extensions and call backs). If the majority of the scheduled regular hours occur before 6:00 a.m. the entire shift shall be at the premium rate (e.g. work runs from 10:00 p.m. to 7:30 a.m.—rate of pay does not revert to regular from 6:00 a.m. to 7:30 a.m.). Time worked shall count toward their normal 40 hour work week and shall be exchanged for a normally scheduled shift on a per hour basis. If the employee chooses they may take accrued leave to fulfill their 40 hour work week. If the scheduled shift exceeds the following day's regular scheduled number of hours, the excess hours shall be compensated at two times the regular hourly rate, but shall not need to be adjusted off.

Example 1: An Engineering Technician is scheduled to monitor/inspect a night work performed by an outside contractor from 9:30 p.m. to 6:00 a.m. on a Wednesday. The employee would work the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 a.m. – 4:00 p.m	7:30 a.m. – 4:00 p.m 9:30 p.m. – 6:00a.m. (Wed) 8 Hours DT	Off (Regular hours worked overnight) LWOP 8 Hours	7:30 a.m. – 4:00 p.m	7:30 a.m. – 4:00 p.m

Example 2: An Engineering Technician is scheduled to monitor/inspect a night work performed by an outside contractor from 7:30 p.m. to 6:00 a.m. on a Wednesday. The employee would work the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
7:30a.m. – 4:00p.m.	7:30a.m. – 4:00p.m. 7:30p.m. – 6:00a.m. (Wed) 10 Hours DT	Off (Regular hours worked overnight) LWOP 8 Hours	7:30a.m. – 4:00p.m.	7:30a.m. – 4:00p.m.

Example 3: An Engineering Technician is scheduled to monitor/inspect a night work performed by an outside contractor from 8:30 p.m. to 2:00 a.m. on a Wednesday. The employee would work the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
7:30a.m. – 4:00p.m.	7:30a.m. – 4:00p.m. 8:30p.m. – 2:00a.m. (Wed) 5.5 Hours DT	LWOP 5.5 Hours 2.5 Hours Regular or use accrued leave	7:30a.m. – 4:00p.m.	7:30a.m. – 4:00p.m.

Option B: If the scheduled night shift hours result in more than eight (8) hours off prior to the employees next regularly scheduled shift, the employee is compensated under this option.

All scheduled hours occurring between 6:00 p.m. and 6:00 a.m. shall be compensated at the overtime rate (additional 0.50 shift premium pay). The employee is expected to work their regularly scheduled shift the following day.

Occasional variances to the above options will be necessary due to operational or other unforeseen scheduling needs. In these cases the employee and the supervisor shall determine, in advance of the night work occurring, how to best follow the intent of this section.

14.10 On-Call Pay: Employees required to be on-call shall receive a standby premium of three dollars and seventy-five cents (\$3.75) per hour assigned. For the purposes of on-call, hours assigned include Monday through Friday when the facility is not staffed (15.5 hours) and 24 hours on Saturday and Sunday and Holidays. Employees unable to fulfill the entire weekly assignment may split the week with another qualified (employer approved) employee in daily increments.

By November 1st of each year, a list of Operator volunteers will be established to fulfill on-call responsibilities the following calendar year, in weekly rotating assignments. The employer has the ability to determine which Operators are eligible for on-call responsibilities. Typically the Chief Operator, Electrician Classifications, Laboratory Classifications, and Pretreatment Coordinator are not eligible for being on-call. The minimum pool of on-call Operators is three. If less than three operators volunteer for on-call responsibilities, qualified Operators will be assigned in reverse seniority to meet the minimum pool.

If an on-call operator is unable to be on-call due to long term medical reasons, or separates employment, or any other temporary staffing shortage and there are no volunteers from the operator group and no qualified operator available to meet the three-person minimum by reverse seniority then the pool would be opened for volunteers by seniority to the qualified personnel in the chief operator and lab titles. If a qualified operator becomes available, they would be placed into the pool rotation for future scheduling. Employees desiring to be removed from the pool mid-year for other reasons will be considered on a case by case basis in conjunction with the Union. If no one volunteers, the position shall be filled by reverse seniority. The intent is to maintain the same number of volunteers for the entire calendar year— regardless of the minimum pool.

14.9.1 Secondary Call-Outs: When an On-Call Operator needs additional assistance on a call-out; they shall be responsible for requesting assistance, by highest Operator classification, in seniority order. Notwithstanding the foregoing, the On-Call Operator may request assistance from either the Industrial Electrician or Pretreatment Coordinator classification, and/or the Chief Operator, where the nature of the work requires such qualifications. If one or more employee exists in these classifications, the call out shall be in seniority order by classification.

14.10 Holiday Pay: Holiday pay shall be paid to any member for all hours actually worked on holidays recognized and observed by the City except for the floating holiday. The floating holiday will be paid at the regular rate of pay, including applicable premium pay(s). Holiday pay is two times the employee's regular rate of pay. For example, if an employee's regular rate of pay, including any applicable premium pay(s), is \$10 per hour, their holiday pay for actual hours worked on the holiday will be \$20 per hour.

When members work overtime on a recognized holiday, their holiday overtime rate of pay shall three (3) times their regular rate of pay. For example, if an employee's regular rate of pay, including any applicable

premium pay, is \$10 per hour, their holiday overtime pay for actual hours worked on the holiday will be \$30 per hour.

14.11 Inclement Weather Time: Inclement Weather Time shall be paid to any employee for hours required to be worked when City Hall shuts down or reduces working hours due to inclement weather. Inclement weather time is additional accrued leave, for those hours actually worked (matching time) during normal City Hall business hours (Monday – Friday, 8am – 5pm) in which general City Hall employees were not required to be at work. There shall be no pyramiding of inclement weather time with overtime. Inclement weather time must be used by the end of the calendar year. Unused inclement weather time will be paid out at the applicable wage. An employee may request a three month extension to use the inclement weather time, provided that the extension is needed due to a planned event (upcoming vacation or long term medical leave).

Example: The employee is scheduled to work 8am-4:30pm. City Hall closes early at 3:30pm. The employee who is required to remain at work will begin accruing inclement weather time, in addition to their normal wages. Inclement weather time is only earned until the employee's shift is over at 4:30pm. At 4:30pm the employee begins accruing the applicable overtime rate of pay.

14.11 Meal Payment: Anytime an employee works four (4) consecutive hours of unscheduled overtime immediately following a regular shift, or is called out on a day off / holiday and works at least six (6) consecutive hours, the employee will receive a \$20.00 (twenty dollar) meal allowance, if not provided a meal by the Employer. The \$20.00 is payable in the corresponding pay check and is a gross amount. The meal payment does not apply to any previously scheduled overtime.

Examples:

- A. The employee works 7 hours of overtime immediately following a regularly scheduled shift. The employee would receive one meal payment.*
- B. The employee is called out on a day off and works 13 hours of overtime. The employee would receive two meal payments.*

ARTICLE XV – WAGES AND CLASSIFICATIONS

Wages and Classifications: See Appendix "A".

15.1 Seasonal Employees: Seasonal employees are employed to assist with seasonal workload needs. Seasonal employees are “at-will” employees and are generally not eligible for any benefits enumerated in this Agreement or otherwise provided to regular full-time and part-time employees unless required by law.

1. Seasonal employees hired are subject to the following conditions:
 - a. The City has the right to make appointments for seasonal positions for employment that does not exceed ninety (90) days; upon agreement between the City and the Union the seasonal employment may be extended up to a total not to exceed one hundred and fifty (150) days. The number of seasonal laborers shall be no more than two (2).
 - b. Seasonal employees shall be paid in accordance with City Policy and Sumner

Municipal Code.

- c. The scope of work for seasonal employees hired by the City of Sumner, including the use of equipment, will be primarily limited to landscape maintenance, grounds maintenance, pressure washing and work as unskilled labor as determined by the City, in consultation with the Union. If the seasonal employee is working towards an OIT Certificate, the employee may be approved to work limited time at low level operator tasks.
- d. Seasonal employees shall not be eligible to work scheduled overtime unless regular full-time employees are unavailable and/or unwilling. It is the intent of the City not to assign overtime to Seasonal employees, however on occasion it may be necessary and therefore permissible for seasonal employees to work up to thirty (30) minutes of overtime per occurrence to address unforeseen circumstances.

ARTICLE XVI – MANAGEMENT RIGHTS

Subject to the terms of this Agreement, it is understood and agreed that the City of Sumner possesses the sole right to operate the Public Works Department, regardless of the frequency or infrequency of such exercise. It is also understood that such rights include, but are not limited to, the following:

- a. To determine the Department's mission, policies, and set forth all standards of service offered to the public;
- b. To plan, direct, control, and determine the operations or services to be conducted by the employees of the Department;
- c. To utilize personnel, methods, and means in the most appropriate and efficient manner possible;
- d. To manage and direct the employees of the Waste Water Treatment Facility;
- e. To hire, promote, transfer, train, evaluate performance, and retain employees in positions of the Waste Water Treatment Facility and Engineering Technicians;
- f. To establish work rules and rules of conduct;
- g. To suspend, demote, discharge, or take other appropriate disciplinary action against employees when warranted;
- h. To determine the size and composition of the work force and to lay off employees in the event of lack of work or funding;
- i. To regulate or change shifts, work days, hours of work, work week, work locations, and assign all work duties, provided, nothing in this right would be deemed to waive the Union's right to bargaining as defined by Washington law.

The City and Union agree that the above statement of management rights is for illustrative purposes and is not to be construed as restrictive or interpreted so as to exclude those prerogatives not mentioned which are inherent to the City or the Union.

All matters not specifically treated by the language of this Agreement may be administered for its duration by the City in accordance with such policy and procedures as the City may determine, but does not preclude the Union from seeking review of the exercise of these rights in a particular case in discussion with the City. Provided, nothing in this Article shall be deemed to waive the Union's right to bargain any

decision or change in any condition that constitutes a mandatory subject of bargaining as defined by Washington law.

This Article is not intended to supersede any article, section, or subsection of the Labor Agreement between the City and the Union.

ARTICLE XVII – JURY DUTY

When an employee covered by this Agreement is called upon for jury service in any Municipal, County, State or Federal Court, they shall advise the Employer upon receipt of such call, and if taken from their work for such service shall be compensated at their regular straight hourly rate of pay, provided that the employee remits the daily jury fee to the City. The Employee shall not remit per diem (travel, parking and meal) fees to the City.

ARTICLE XVIII – BEREAVEMENT LEAVE

Any regular employee covered by this Agreement who suffers a death of their spouse, registered domestic partner or child (including adopted and step-children) shall be compensated for and given forty (40) hours straight-time pay.

Any regular employee covered by this Agreement who suffers a death of their immediate family (other than those included above) shall be compensated for and given twenty-four (24) hours straight time pay. Immediate Family shall be defined in this section as mother, father, brother, sister, mother-in-law, father-in-law, step-mother, step-father, step-brother, step-sister, grandparents or any relative residing in the employee's immediate household.

Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City.

ARTICLE XIX – SCHOOLING, LICENSING AND CLOTHING

19.1: The City agrees that the City's budget shall contain funding for employment related vocational/technical schooling expenses for all bargaining unit employees and pay all required annual fees for State Licenses and Certificate of Competency required for the operation of the facility and job descriptions. This shall include licenses and certificates required for classifications above the employee's current classification, including but not limited to the State Commercial Driver's License endorsement. The City shall not pay for standard driver's licenses, or non-applicable endorsements i.e. motorcycle. Employees will use the annual evaluation/review process to request additional training to facilitate their annual career goals.

For positions that require a CDL, the City will provide the training needed (classroom and driving) to obtain their license. The costs associated with the written test will be reimbursed to the employee. The training will be coordinated with a third party trainer and may be in conjunction with another City. The City desires to provide all required training in a timely manner in order to prevent certifications from lapsing. Employees who are aware they have certifications lapsing should notify the superintendent who will attempt to have the employee receive training prior to the certification lapsing. If the training is not

available, or staffing doesn't allow, the employee will be sent to the next available local training. Employees will use the annual evaluation/review process to request additional training to facilitate their annual career goals.

19.1.1 Sleep Studies: If an employee is required to perform a sleep study pertaining to their CDL, the employee will receive the next work day off. The day off will be compensated at regular time.

19.1.2 CDL Loss: If an employee should be disqualified temporarily or permanently from renewing their Commercial Driver's License or their Department of Transportation Medical Card for any reason, the City and the Union will mutually discuss alternative solutions, and if a reasonable accommodation can be made.

19.2: Tuition Reimbursement:

19.2.1 Eligibility: Regular full-time employees who have completed their trial period are eligible for tuition reimbursement for an Associate's degree through an accredited college, or a Bachelor's of Science or Arts degree from an accredited in-state college. The degree of study must be related to the employee's classification. Generally, no reimbursement will be provided for pursuit of a Master's or Doctorate degree. The Mayor or City Administrator will determine eligibility of reimbursement for Master's and Doctorate degrees.

19.2.2 Application: Employees must apply at least 10 days prior to registration and receive approval prior to commencing the class or classes that may be eligible for reimbursement. Employees shall use the Tuition Reimbursement Request Form, obtain their Department Director's signature, and submit it to Human Resources. Blanket approval for a course of study will not be given; each class or group of classes must be submitted separately.

19.2.3 Requirements: The course(s) should correlate to the employee's current position, or to positions which are with a reasonable line of promotional progression for the employee with the City. The employee must obtain a 'C' or 2.0 or better on a 4.0 scale, or a 'Pass' if the school equates a pass with a 'C' grade or higher. Upon completion of the course, the employee must submit a receipt for tuition and a grade slip or grade transcript to obtain reimbursement.

19.2.4 Reimbursement: The employee may be reimbursed for up to 50% of the public university in-state tuition fee minus any other financial aid. Tuition Reimbursement only applies to the costs of tuition and does not apply to books, lab fees, travel expenses or material costs. The employee will not be on paid City time or expect additional compensation or overtime while attending such courses.

19.3: The City agrees to furnish work clothing (coveralls during the winter and uniforms during the summer, rubber boots, and rain gear) including a warm and/or water resistant jacket.

The City agrees to pay each regular full-time employee three hundred seventy-five dollars (\$375) annually towards the purchase of safety work boots. This amount is based on gross and will be included in the employee's second regular payroll check in January of each year. New employees starting after January

1st will have to wait until the following year provided they have successfully completed their trial period. If an employee does not successfully complete their 12-month trial period and are released from employment after having already received their annual work boot allowance, the full amount of the allowance will be deducted from the employee's final paycheck.

ARTICLE XX – LEAVE FOR SCHOOLING

One or more employees will be granted paid leave to attend one meeting per month of the P.N.P.C.A. The number of employees attending will be governed by the need of the operation. All employees will be given equal opportunity to attend.

ARTICLE XXI – HEALTH AND WELFARE MEDICAL AND DENTAL-COVERAGE

21.1 Healthcare: Employees and eligible dependents will be covered under the AWC High Deductible Healthcare Plan (HDHP) with Health Savings Account (H.S.A.) and Health Reimbursement Account (H.R.A.) (Bridge) component. The City will pay 100% of the premium for the employee and eligible dependents.

Effective 1/1/2025: The City will cover 95% of the employee's total Medical Premiums. The employee will contribute 5% of the annual premium. Employee contributions will be deducted evenly each pay period from the employee's regular paycheck.

21.1.1 Health Savings Account (H.S.A.): The City will contribute the following amount to each employee's H.S.A.:

Insured	Contribution:
Employee Only	\$1,500
Employee and Child	\$3,000
Employee and Child x 2 or more	\$3,000
Employee and Spouse	\$3,000
Employee, Spouse and Child	\$3,000
Employee, Spouse and Child x 2 or more	\$3,000

The annual H.S.A. contribution will be deposited into the employee's H.S.A. on the first payday in January. Employees hired mid-year will receive a prorated amount into an H.S.A. based on the number of full months remaining in the year. Such payments will commence with the employee's first paycheck (after H.S.A. account information provided), then as scheduled above thereafter. Employees who have a qualifying event that results in a change in coverage status, e.g. have a child or add a spouse, qualify for the pro-rated amount for the remainder of whole months. Employees may contribute additional money to their Health Savings Account, up to the maximum allowed under federal law.

21.1.2 Health Savings Account Ineligibility/Choice: If the employee is ineligible for a Health Savings Account or the employee chooses not to have a H.S.A., the City will provide an equal contribution of the Employee Only amount, to the employee's deferred compensation account.

21.1.3 Health Reimbursement Account (Bridge): Each employee is eligible for a bridge (H.R.A.) plan to cover a portion of the out of pocket medical costs.

Insured	H.R.A. Eligibility:
Employee Only	\$2,400
Employee and Child	\$4,800
Employee and Child x 2 or more	\$4,800
Employee and Spouse	\$4,800
Employee, Spouse and Child	\$4,800
Employee, Spouse and Child x 2 or more	\$4,800

The H.S.A. and bridge (H.R.A.) work as follows:

Employee Only Medical Plan Breakdown			
	Medical Costs	Who Pays	Funding Source
Deductible	\$0 - \$1,600	Employee	Employee/HSA
80/20 Co-	\$1,600.01 - \$4,000	City	Bridge
Insurance	\$4,000.01 - \$5,000	Employee	Employee/HSA
OoPM	\$5,000 +	Insurance	Insurance

Full Family Medical Plan Breakdown			
	Medical Costs	Who Pays	Funding Source
Deductible	\$0 - \$3,200	Employee	Employee/HSA
80/20 Co-	\$3,200.01 - \$8,000	City	Bridge
Insurance	\$8,000.01 - \$10,000	Employee	Employee/HSA
OoPM	\$10,000 +	Insurance	Insurance

21.1.4 Refusal of Medical Coverage: In accordance with the AWC Employee Benefit Trust underwriting rules, eligible employees who choose to waive city medical and/or dental coverage for themselves or their dependents because of coverage in another plan may receive fifty dollars (\$50.00) per paycheck, which shall be added to the employee's paycheck as a gross amount. In order to refuse medical coverage, the employee must certify that they have minimum acceptable coverage compliant with the Affordable Care Act.

21.2 Dental Coverage: Delta Dental Plan J 100% Employer paid premium for employee and eligible dependents.

21.3 Vision Coverage: Vision Service Plan \$0, 100% Employer paid premium for employee and eligible dependents.

21.4 Medical Reopener: Both parties agree to reopen contract negotiations to discuss healthcare coverage if any of the following happen:

- AWC High Deductible Plan redesign that affects the co-insurance rate (currently 80% for preferred providers for most services), maximum deductibles or out of pocket maximum.
- If AWC offers another High Deductible Plan.

- A reduction of the maximum contribution amount to a Health Savings Account (H.S.A.).
- Changes to the outside of the City's control that affect AWC plan offerings.

21.5 Life Insurance: The Employer will provide fifty thousand dollars (\$50,000) group life insurance policy for each full-time employee. The Employer shall pay the accrual premium cost of such insurance.

21.6 Flexible Spending Account (Section 125): The City of Sumner shall continue to provide access to a Flexible Spending Account. The availability of the type of FSA is dependent on medical coverage. Dependent care FSAs are not dependent on medical coverage and are available to all employees. Employees may contribute their own funds to the plan maximum.

ARTICLE XXII – SAVINGS CLAUSE

If any Article of this Agreement or any Addendum thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article should be restrained by such tribunal, the remainder of this Agreement and Addendums thereto shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article.

ARTICLE XXIII – NEGOTIATION TEAM COMPENSATION & SHOP STEWARD EDUCATION

23.1 Negotiation Team Compensation: The parties in this agreement recognize the value to both the Union and the Employer of having employees participate as part of the negotiations process. Therefore, the Employer agrees that employees who participate in bargaining as part of the Union's bargaining team shall be compensated at their normal hourly rate while participating in these joint collective bargaining sessions that occur during their normal working hours. Joint collective bargaining sessions shall be set at such times to accommodate both parties and so as to not cause any other member of the bargaining unit to be compensated for overtime as a result of the session.

23.2 Shop Steward Education: The parties to this agreement recognize the value to both the Union and the City of having trained shop stewards. Therefore, the City agrees to provide, upon request of the Union, one (1) paid day per year, for one (1) shop steward to attend a Union Education Conference or Shop Steward Training. The Union must notify the City in advance of the conference or training. The City may adjust the shop steward's work week to allow for attendance of the conference or training. For example, where the shop steward normally works Monday through Friday and the shop steward training is scheduled for Saturday, the City may adjust the shop steward's work week to Tuesday to Saturday.

ARTICLE XXIV – DURATION

This Agreement shall be in full force and effect from the first Sunday following council ratification of this agreement until December 31, 2026 and each year thereafter, unless at least sixty (60) days written notice has been given by the Employer or by the Union of a desire to change or terminate the Agreement.

CITY OF SUMNER

**INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL 302**

By: _____

By: _____

Kathy Hayden, Mayor

Tony Frascone, District Representative

By: _____
Jason Wilson, City Administrator

Attest:

By: _____
Michelle Converse, City Clerk

By: _____
Andrew Silveria, Shop Steward

APPENDIX A—WAGES
to the
AGREEMENT
by and between
CITY OF SUMNER
and
LOCAL UNION NO. 302
INTERNATIONAL UNION OF OPERATING ENGINEERS
Ratification through December 31, 2026)

This Appendix is supplemental to the Agreement by and between the City of Sumner, hereinafter referred to as the "Employer" and Local Union No. 302, hereinafter referred to as the "Union."

Section 1: 2024 Wage Schedule

Title	Salary Band	License		2024 Salary
Operator in Training	WW0	OIT	1	\$ 30.86
			2	\$ 32.63
			3	\$ 34.38
Operator 1	WW1	Group I	1	\$ 36.94
			2	\$ 39.05
			3	\$ 41.30
			5	\$ 43.66
Operator 2, Lab Technician	WW2	Group II	1	\$ 39.19
			2	\$ 41.43
			3	\$ 43.81
			5	\$ 46.32
Operator 3, Lab Analyst	WW3	Group III	1	\$ 42.68
			2	\$ 45.13
			3	\$ 47.72
			5	\$ 50.45
Operator 4, Lab Process Analyst	WW4	Group IV	1	\$ 46.44
			2	\$ 49.10
			3	\$ 51.91
			5	\$ 54.89
Chief Operator	WW5		1	\$ 49.89
			2	\$ 52.74
			3	\$ 55.77
			5	\$ 58.97
Industrial Electrician	EL1		1	\$ 46.44
			2	\$ 49.10
			3	\$ 51.91
			5	\$ 54.89

Senior Industrial Electrician	EL2	1	\$	47.83
		2	\$	50.57
		3	\$	53.47
		5	\$	56.54
Environmental Technician	EV1	1	\$	36.94
		2	\$	39.05
		3	\$	41.30
		5	\$	43.66
Pretreatment Coordinator	EV2	1	\$	44.77
		2	\$	47.33
		3	\$	50.05
		5	\$	52.91
Engineering Tech	EN1	1	\$	38.18
		2	\$	40.36
		3	\$	42.68
		5	\$	45.12
Senior Engineering Technician	EN2	1	\$	44.77
		2	\$	47.33
		3	\$	50.05
		5	\$	52.91

Section 2: Cost of Living Adjustments

Effective the first Sunday after council ratification of this agreement in 2024, the rates of pay shall be increased by 5.0% for all classifications.

Effective January 1, 2025, the rates of pay set forth in Section 1 shall be increased to an amount equal to 4% for all classifications. If the All Urban Consumers Index (CPI-U) for the Seattle-Tacoma-Bellevue area for the period from June 2023 to June 2024, specified by the Bureau of Labor Statistics, United States Department of Labor is more than 4%, the cost of living adjustment will be equal to 4.5%.

Effective January 1, 2026, the rates of pay set forth in Section 1 shall be increased to an amount equal to 100% of that percentage increase set forth in the All Urban Consumers Index (CPI-U) (1982-84=100) for the Seattle-Tacoma-Bellevue area for the period from June 2024 to June 2025, specified by the Bureau of Labor Statistics, United States Department of Labor. There shall be a minimum increase of no less than 1.5% and no more than 4.0% for all classifications.

Section 3. Contract Ratification Payment

In lieu of retroactive pay, the City will pay a ratification bonus of \$1,000 paid to each employee covered under this agreement.

Section 4: Deferred Compensation

The City will contribute each month to deferred compensation accounts one-hundred and eighty-five dollars (\$185.00) with no contribution match from the Employee required.

Section 5: Long Term Disability Insurance

The employer shall provide Long Term Disability Insurance to each of the members through The Hartford Insurance Company.

APPENDIX B – CCTV, GPS AND CONTROLLED ACCESS

The City of Sumner utilizes technology for the purpose of asset management and access control. The technology utilizes Global Positioning System (GPS) capabilities built into smartphones and tablets. Additionally, the City utilizes Closed Circuit Television (CCTV) security cameras and controlled access at most City Facilities.

The purpose of the GPS technology is to enhance our response time and documenting completed service requests. The purpose of the security cameras is to provide security monitoring at critical City facilities, and provide video evidence in the event of a security breach.

The logs and records from the GPS transmissions, camera recordings and access control logs provide added security to City property. It is understood that these devices may create a record—no different from a telephone or computer—of possible misuse of City property. These records are not intended to provide direct evidence of employee misconduct or wrongdoing. Should an incident or behavior be discovered for articulable reasons, such data may be used as evidence for employee counseling or discipline.

The use of this technology does not change or otherwise alter current employee expectations related to employee conduct and performance.

In summary:

- GPS technology is for gathering information related to location, maintenance and technical data performed by City employees.
- City employees shall be notified that all City-issued smartphones and tablets are enabled with GPS functionalities.
- The City shall not utilize the technology resources (GPS and security footage) to routinely or randomly monitor employee performance at any time.
- A supervisor may review data of a specific incident only when there is an articulable reason justifying such review. Articulable reasons for reviewing recorded data include, but are not limited to:
 1. A civil claim has been filed, or is likely to be filed, against the City based on the actions of an employee.
 2. A documented complaint has been made against an employee that if true would result in a violation of City policy, and an investigation of that complaint is in process.
 3. The employee was involved in a collision resulting in the serious injury or death of the employee or another involved person, and/or resulted in property damage requiring one or more vehicles to be towed from the collision location.
 4. Any supervisor can review recorded data when an articulable emergent reason exists, e.g. locating an employee for safety purposes.

- Data generated by these devices are maintained and retained in the regular course as with any other electronic business record of the City and shall be made available to the Union upon request.

SUBJECT: Resolution No. 1674 - Floodplains for the Future - Subrecipient Grant Acceptance

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution No. 1674 - Floodplains for the Future - Subrecipient Grant Acceptance

STAFF CONTACT: Doug Beagle, Development Services Director

SUMMARY BACKGROUND:

The City has received \$1,500,000 towards the acquisition or construction of the White River Restoration (CIP 14-10). This grant is a subrecipient agreement with Pierce County, who is the lead applicant for the regional Floodplains by Design grant program. The funds will help offset the stormwater utilities who have budgeted funds for the project. This agreement was mistakenly signed 3/1/2024 before the City Council accepted the funds.

COUNCIL COMMITTEE/STUDY SESSION: Community Development Committee
--

MEETING/STUDY SESSION DATE: 3/27/2024

COMMITTEE RECOMMENDATION: Do Pass

STAFF RECOMMENDATIONS/MOTION:

A motion to adopt Resolution No. - 1674; approving the acceptance of \$1,500,000 in grant funds from Pierce County for use in the White River Restoration project (CIP 14-10), and ratifying previous actions by the Mayor to execute any and all documents necessary to accept the funds, substantially in a form as approved by the City Attorney.

RESOLUTION NO. 1674

CITY OF SUMNER, WASHINGTON

**A RESOLUTION OF THE CITY OF SUMNER, WASHINGTON, ACCEPTING A
GRANT FROM THE STATE DEPARTMENT OF ECOLOGY**

WHEREAS, to help accomplish and fund the White River Restoration Project and 24th Street Utility Relocation Project, Pierce County applied for Floodplains for the Future; and

WHEREAS, Pierce County received funding in December 2023; and

WHEREAS, Pierce County is passing through \$1,500,000 of the funding to the City; and

WHEREAS, Previous actions taken to sign the grant agreement are ratified; and

WHEREAS, City Council acceptance of the grant and authorization for the Mayor to execute a grant agreement is required by law; and

WHEREAS, it is in the City's interests to accept the grant funds and enter into any necessary grant agreements regarding the same.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF SUMNER, WASHINGTON:**

Section 1. That the City Council of the City of Sumner, Washington, does hereby accept the Floodplains by Design grant and authorizes the Mayor to execute any necessary funding agreements, and any and all documents necessary to carry out and effectuate the grant acceptance.

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 resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 3. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the City Council.

ADOPTED AND APPROVED this _____.

Kathy Hayden, Mayor

Attest:

Approved as to form:

Michelle Converse, City Clerk

Andrea J. Marquez, City Attorney



PERSONAL SERVICES AGREEMENT

CONTRACT NO. **SC-109660**

TITLE: Floodplains for the Future-Round 5 Lower River Restoration Project

City of Sumner, hereinafter called **Contractor**, and Pierce County, hereinafter called **County**, agree as set forth in this Agreement, including:

General Conditions

Exhibit A (Scope of Work)

pages 2 to 6

Exhibit B (Compensation and Financial Requirements)

page 7

Exhibit C (Contract Compliance)

pages 8 to 9

Exhibit D (Property Acquisitions – Documentation Requirements)

pages 10 to 11

Exhibit E (Insurance Requirements)

pages 12 to 13

pages 14 to 15

Copies of the above mentioned are attached and incorporated herein by this reference as fully as if set forth herein. Term of Agreement: December 1, 2023, through November 30, 2025, unless terminated or renewed elsewhere in the Agreement.

Maximum consideration for the initial term of this Agreement shall not exceed \$1,500,000.00.

Contractor acknowledges and by signing this contract agrees that the Indemnification provisions set forth in Paragraphs 5, 7, 13, 15, 20, and 23, are totally and fully part of this contract and have been mutually negotiated by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, on the day and year last specified below.

CONTRACTOR:

City of Sumner

Name

DocuSigned by:

Kathy Hayden

3420AB72F52C4FD...

3/1/2024

Signature

Date

Mayor

Title of Signatory Authorized by Firm Bylaws

1104 Maple St

Mailing Address

Sumner wa 90390

City, State, Zip

PIERCE COUNTY:

Approved as to legal form only:

DocuSigned by:

Deputy Prosecuting Attorney

899CE74C5CDC4C6...

3/6/2024

Deputy Prosecuting Attorney

Date

Approved by:

Gen Setatzin

507FE1CD37CE44D...

3/1/2024

Department Director

Date

DocuSigned by:

Gary Robinson

88F99CA97BBD418...

3/1/2024

Finance Director

Date

DocuSigned by:

Bruce Dammeier

1BD2210628D6495...

3/6/2024

Pierce County Executive (\$250,000 or more)

Date

CONTACT INFORMATION

	City of Sumner	Pierce County PPW	Pierce County Purchasing Agent
Name	Robert Wright	Ashley Carabelos	Bert Kalalau
Title	Environmental & Sustainability Specialist	Procurement & Contract Specialist	Purchasing Agent
Phone	(253) 299-5708	(253) 798-7049	(253) 798-7456
Email	Robertw@sumnerwa.gov	ashley.carabelos@piercecountywa.gov	bert.kalalau@piercecountywa.gov
Address	1104 Maple Street, Sumner WA 98390	950 Fawcett Ave, Suite 100 Tacoma WA 98402	950 Fawcett Ave, Suite 100 Tacoma, WA 98402

GENERAL CONDITIONS**1. Scope of Contractor's Services:**

The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Exhibit "A" during the Agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.

2. Accounting and Payment for Contractor Services:

Payment to the Contractor for services rendered under this Agreement shall be as set forth in Exhibit "B." Where Exhibit "B" requires payments by Pierce County, payment shall be based upon billings, supported unless otherwise provided in Exhibit "B," by documentation of units of work actually performed and amounts earned, including where appropriate, the actual number of days worked each month, total number of hours for the month, and the total dollar payment requested. Unless specifically stated in Exhibit "B" or approved in writing in advance by the official executing this Agreement for Pierce County, (hereinafter referred to as the "Contracting Officer",) the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.

Where required, the County shall, upon receipt of appropriate documentation, compensate the Contractor, no more often than monthly, through the County voucher system for the Contractor's service pursuant to the fee schedule set forth in Exhibit "B."

3. Assignment and Subcontracting:

No portion of this contract may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the Contracting Officer.

4. Labor Standards and Contract Assistance:

The Contractor shall comply with the provisions of Exhibit "C", attached hereto, titled "Contract Compliance For Professional, Technical, Supply or Services".

5. Independent Contractor:

The Contractor's services shall be furnished by the Contractor as an independent Contractor and nothing herein contained shall be construed to create a relationship of employer-employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent Contractor.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Exhibit "B" and the Contractor is not entitled to any County benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to Pierce County employees. The Contractor represents that he/she/it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract to the Internal Revenue Service, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

Contractor will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph.

6. No Guarantee of Employment:

The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.

7. Taxes:

The Contractor understands and acknowledges that the County will not withhold Federal or State income taxes. Where required by State or Federal law, the Contractor authorizes the County to make withholding for any taxes other than income taxes (i.e., Medicare). All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of the Contractor to make the necessary estimated tax payments throughout the year, if any, and the Contractor is solely liable for any tax obligation arising from the Contractor's performance of this Agreement. The Contractor hereby agrees to indemnify the County against any demand to pay taxes arising from the Contractor's failure to pay taxes on compensation earned pursuant to this Agreement.

The County will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the County does not hold title. The County is exempt from Federal Excise Tax.

8. Regulations and Requirement:

This Agreement shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington, and to any other provisions set forth in Exhibit "D."

9. Right to Review:

This contract is subject to review by any Federal or State auditor. The County or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the Contracting Officer. Such review may occur with or without notice, and may include, but is not limited to, onsite inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for 3 years after contract termination, and shall make them available for such review, within Pierce County, State of Washington, upon request.

10. Modifications:

Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.

11. Termination for Default:

If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

12. Termination for Public Convenience:

The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.

13. Defense & Indemnity Agreement:

The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elected officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons, and for damages to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her Subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees.

The preceding paragraph is valid and enforceable only to the extent of the Contractor's negligence where the damages arise out of services or work in connection with or collateral to, a contract or agreement relative to construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in connection therewith, a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract and where the damages are caused by or result from the concurrent negligence of (i) the County or its agents or employees, and (ii) the Contractor or the Contractor's agents or employees."

14. Insurance Requirements. The insurance coverages specified in Exhibit "E" are required.

15. Venue and Choice of Law:

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the County of Pierce. This Agreement shall be governed by the law of the State of Washington.

16. Withholding Payment:

In the event the Contracting Officer determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 10 days after it determines to withhold amounts otherwise due. A determination of the Contracting Officer set forth in a notice to the Contractor of the action required and /or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Agreement. The County may act in accordance with any determination of the Contracting Officer which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the County under this clause.

17. Future Non-Allocation of Funds:

Notwithstanding any other terms of this Agreement, if sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payment for services or amounts after the end of the fiscal period through which funds have been appropriated and allocated, unless authorized by county ordinance. No penalty or expense shall accrue to the County in the event this provision applies.

18. Contractor Commitments, Warranties and Representations:

Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.

19. Patent/Copyright Infringement:

Contractor will defend and indemnify the County from any claimed action, cause or demand brought against the County, to the extent such action is based on the claim that information supplied by the Contractor infringes any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County in any action. Such defense and payments are conditioned upon the following:

- a. That Contractor shall be notified promptly in writing by County of any notice of such claim.
- b. Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.

20. Disputesa. General

Differences between the Contractor and the County, arising under and by virtue of the Contract Documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Except for such objections as are made of record in the manner hereinafter specified and within the time limits stated, the records, orders, rulings, instructions, and decisions of the Contracting Officer, shall be final and conclusive.

b. Notice of Potential Claims

The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Officer or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and material used, and all costs and additional time claimed to be additional.

c. Detailed Claim

The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

21. Ownership of Items Produced

All writings, programs, data, public records or other materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County.

22. Confidentiality:

The Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of this Agreement, except upon the prior written consent of the Pierce County Prosecuting Attorney or an order entered by a court after having acquired jurisdiction over the County. Contractor shall immediately give to the County notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless the County, its officials, agents or employees from all loss or expense, including, but not limited to settlements, judgments, setoffs, attorneys' fees and costs resulting from Contractor's breach of this provision.

23. Notice:

Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the Contractor to the department head of the department for whom services are rendered, and to the County Purchasing Agent, 950 Fawcett, Tacoma WA 98402. Notice to the Contractor for all purposes under this Agreement shall be given to the address reflected below. Notice may be given by delivery or by depositing in the US Mail, first class, postage prepaid.

24. Severability:

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

25. Waiver:

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

26. Waiver of Non Competition:

Contractor irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Pierce County, and Contractor further promises that it will not in the future, directly or indirectly, induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Pierce County.

27. Survival:

The provisions of paragraphs 5, 7, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 25, 26, and 28, and the provisions of any non-collusion affidavit required by paragraph 4, shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

28. Entire Agreement: This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

29. Cooperative Purchasing: The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods and services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties are willing. The Contract maximum for this contract per annual term, or for any renewal period, is for Pierce County's use only.

Other agencies may use this contract up to their contract limits, if any, exclusive of and in addition to the County's contract maximum. By ordering and providing service under terms of this contract to any other governmental agency or jurisdiction, the governmental agency and the Agency agree to indemnify, defend and hold harmless Pierce County from any and all obligations, claims, or expenses, including attorney's fees, arising out of such action.

EXHIBIT A SCOPE OF WORK

This Agreement is between Pierce County and the Contractor, The City of Sumner, for the project identified as Floodplains for the Future-Round 5 Lower White River Restoration Project. This is a partial pass-through of award SEAFBD-2123-PiCoPW-00024 from Washington State Department of Ecology. All requirements imposed on Pierce County by the above-mentioned award are passed down to the Contractor and Contractor must create, maintain, and (upon request) provide to Pierce County all documentation required to comply or to demonstrate compliance with the requirements and obligations of the award.

Task and subtask numbers in this scope refer to specific deliverables within Pierce County's agreement with the Washington State Department of Ecology and may not be sequential.

Task 4: Property Acquisition

The City of Sumner will acquire parcel 0420018003, for the Lower White River Restoration Project. At completion, this project will connect 27 acres of floodplain to the lower White River.

PC-DOE Grant Agreement Deliverables (for reference purposes).

- 4.2 Complete Acquisition Report for each fee-simple title property purchased. Submit to ECOLOGY Project Manager and upload electronic acquisition forms in EAGL.**
- 4.3 Representative annotated photos before, during and after completion for each property demolition. Upload to EAGL and notify ECOLOGY Project Manager.**
- 4.4 Cultural Resource Review documents, including Inadvertent Discovery Plan, for each property purchased fee-simple title as needed. Due to confidentiality, do not upload to EAGL. Email surveys to ECOLOGY Project Manager.**

Responsibilities of Contractor:

- City of Sumner will provide required PC-DOE Grant Deliverable documentation as notated above under 4.2, 4.3, and 4.4 to Pierce County prior to submittal to Department of Ecology for property purchase.
- City of Sumner will meet the Department of Ecology requirements for Cultural Resources which may include a site survey if required by the Department of Ecology. Cultural Resource Requirements are determined by Department of Ecology.
- Procure all subcontracted services in compliance with state guidelines.
- City of Sumner will pay for their staff time.

Deliverables:

- Complete acquisitions of properties within parcel 0420018003.
- Fulfill all Department of Ecology Requirements for each Property Acquisition, as detailed in Exhibit D, Property Acquisition - Document Requirements.
- Timely performance reports and all information necessary to demonstrate compliance with regulations, eligibility, goals and objectives.

EXHIBIT B
COMPENSATION AND FINANCIAL REQUIREMENTS

1. Compensation

In consideration of the mutual promises given and the benefit to be derived from this Agreement, the County agrees to reimburse for services in the amount of up to \$1,500,000.00 to accomplish the scope of services as described in Exhibit A, Scope of Work. The financial reimbursement requirements are provided below.

2. Financial Requirements

A. Applicable Regulations and Restrictions

It is understood that where applicable, funds provided by this Agreement are state funds administered by the County and are subject to requirements for grants-in-aid now in effect or which hereafter may be made applicable by local, state or federal laws or regulations. All of the above are incorporated in this Agreement by reference.

B. Approved Uses, Grant Funds

It is expressly understood that funds may only be used to accomplish Exhibit A Scope of Work and for costs included in the approved project budget and may not be used for the general administration or operations. The Contractor shall clearly separate allowable costs from unallowable costs.

C. Inappropriate Funds Obligation

1. Funds shall not be obligated for:
 - a. Any action subsequent to written notification from the county suspending or terminating the Agreement, except as authorized by the County.
2. The Contractor shall refund to the County any payment or partial payment expended by the Contractor, its Contractors or Consultants which is subsequently found to be ineligible, inappropriate or illegal.

D. Request for Payment

1. Reimbursement requests will not be approved unless Contractor submits timely performance reports and all information necessary to demonstrate compliance with regulations, eligibility, goals and objectives.
2. Request for payment by the Contractor shall include only the request for payment or reimbursement of cost actually incurred per the approved budget and supported by documentation. All reimbursement requests must be accompanied by copies of substantiating receipts, pay stubs, invoices or other proof of incurred costs and must be signed by a signature authority designee(s). A signature authority designee(s) form must be on file prior to the first contract payment request submission of the contract period. All backup documentation and a signed copy of the contract payment request are to be submitted electronically to pcpwcontractservices@piercecountywa.gov with organization name and service period in the subject line of the Email.
3. The Contractor is prohibited from submitting request for payment in excess of actual requirements for carrying out the project.
4. Subject to the terms and conditions of this Agreement, the Contractor shall submit an invoice on a monthly basis within twenty-one (21) working days following the month in which the Contractor has incurred expenditures for services and costs as outlined in this Agreement. The amount requested must be supported by actual costs incurred and paid for by the Contractor/vendor. The County shall issue payment no later than thirty (30) working days after the receipt of complete and accurate billing information as determined by the County. The submission of incomplete or inaccurate billing information may delay the reimbursement process, and shall not be considered a breach of contract.

5. Exceptions to these procedures must be requested in writing and agreed upon between the parties. The County's payment options for Contractors includes electronic payments via Automated Clearing House (ACH). The ACH payment is a safe and efficient electronic payment option that credits the Contractor's bank account directly and provides for an increase in efficiency for both the Contractor and the County. In order to participate in the ACH option, the Contractor is required to complete the County's Supplier ACH Payment Enrollment form and W-9. Each form must be completed in their entirety by the Contractor and returned to: Pierce County Finance Department, ATTN: Accounts Payable, 950 Fawcett Avenue, Suite 100, Tacoma, WA 98402. Enrollment forms are available upon request by emailing PCAccountsPayable@piercecountywa.gov. Once enrolled, the ACH payment process will remain in effect for the Contractor until such time as the County receives written notice of revocation from the Contractor.

EXHIBIT C
CONTRACT COMPLIANCE for PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICES
Revised 3/10

It is the policy of Pierce County to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Pierce County reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises.

Bidders are encouraged to utilize qualified, local businesses in Pierce County and Washington State where cost effectiveness is deemed competitive. In addition, Bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (MWBE).

A. MWBE DIRECTORY ASSISTANCE

A directory of MWBE firms is published quarterly by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Copies of the directory are available from the State OMWBE (360-753-9693) or may be viewed at the Public Works Department, 2702 S 42nd St Suite 201, Tacoma 98409, and the Tacoma Public Library, 1102 Tacoma Avenue South, Tacoma, 98402. Contact the Contract Compliance Office for additional information at (253) 798-7250.

B. EQUAL EMPLOYMENT OPPORTUNITY:

1. Upon execution of this contract, the Contractor shall comply with the Equal Employment Opportunity requirements set forth below. The Contractor shall not violate any of the terms of Chapter 49.60 of the Revised Code of Washington, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination.
2. No person or firm employed by the Contractor shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (29 U.S.C. 621 et seq.), the Equal Pay Act (29 U.S.C. 206(d)), the Rehabilitation Act (29 U.S.C. 791 et seq.), the Americans with Disabilities Act of 1990, or for participating in any stage of administrative or judicial proceedings under those statutes.
3. The Contractor shall take all reasonable steps to ensure that qualified applicants and employees shall have an equal opportunity to compete for advertised or in-house positions for employment. Applicants and employees shall be treated fairly without regard to race, color, religion, sex, age, disability, or national origin. Equitable treatment shall include, but not be limited to employment, upgrading or promotion, rates of pay increases or other forms of compensation, and selection for training or enrollment in apprenticeship programs.

C. CERTIFICATION OF NONSEGREGATED FACILITIES

The Contractor shall submit with its proposal a Certification of Nonsegregated Facilities. All requests to sublet or assign any portion of this contract, at any level, shall be accompanied by evidence of this certification in all subcontract agreements.

CERTIFICATION OF NONSEGREGATED FACILITIES

The contractor certifies that no segregated facilities are maintained and will not be maintained during the execution of this contract at any of contractor's establishments.

The contractor further certifies that none of the contractor's employees are permitted to perform their services at any location under the contractor's control during the life of this contract where segregated facilities are maintained. The contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

The contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom, or otherwise.

The contractor agrees that identical certifications from proposed contractors will be obtained prior to the award of any subcontracts. Contractor will retain a copy of any subcontractor's certification and will send original to Contract Compliance Division.

NON-COLLUSION & DEBARMENT AFFIDAVIT

State of Washington, County of Pierce

As an authorized representative of the firm of City of Sumner, I do hereby certify that said person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

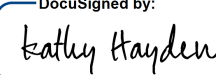
I further certify that, except as noted below, the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted or had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

I further acknowledge that by signing the signature page of the proposal, I am deemed to have signed and have agreed to the provisions of this affidavit.

Note: Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate above to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

"A suspending or debarring official may grant an exception permitting a debarred, suspended, or excluded person to participate in a particular transaction upon a written determination by such official stating the reason(s) for deviating from the Presidential policy established by Executive Order 12549..." (49CFR Part 29 Section 29.215)

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

DocuSigned by:

3420AB72F52C4FD...

BY: _____

DATE: 3/1/2024TITLE: Mayor

EXHIBIT D
PROPERTY ACQUISITION – DOCUMENTATION REQUIREMENTS

For each property purchased, (fee simple or conservation easement), the CONTRACTOR will prepare an Acquisition Report. The Acquisition Report will be **complete** prior to submittal to Ecology and request for reimbursement, including copies of pre-recorded deeds, conservation covenants or easements. Copies of final recorded documents will be submitted on recording with the County. Closing costs are a reimbursable expense.

Each Acquisition Report will include but is not limited to the following documents:

- a. Acquisition Face Sheet*
- b. Appraisal including:
 - Name/Address of seller
 - General Vicinity Map
 - Site Specific Map
 - Legal Description
 - Title Report
- c. Offer letter of just compensation
- d. Settlement Statement or equivalent;
- e. Hazardous Substances Certification*, and Property Assessment Checklist*, both signed by Contractor;
Note: If underground septic / tanks have been left on properties until final demolition / decertification, please provide an explanatory note/memorandum of action to be taken.
- f. Deed
- g. Annotated photographic documentation of each property acquired in sufficient quantity and quality to document the state of the properties prior to and after acquisition will be due with quarterly progress reports as accomplished. "After" photos are particularly needed if site is subsequently cleared of anthropogenic impacts such as structures, wells, septic systems, fencing, etc.
- h. Conservation Covenant or Easement*: All properties acquired shall be protected as open space in perpetuity for floodplain functions (including dikes, levees and related structures), floodplain restoration, a natural riverine environment, and as applicable: agricultural uses, passive, non-motorized recreational uses, trails, wildlife observation areas, picnic areas, other public facilities consistent with the purposes of this covenant.

(The Acquisition Report will include the *pre-recorded* Conservation Covenant or Easement. The recorded Conservation Covenant or Easement will be submitted to Ecology after recording with County.)

- i. Escrow Process: (IF applicable): IF CONTRACTOR requires resources to acquire property in advance of closing, CONTRACTOR can request (an exception to Ecology's reimbursement policy) by going through the escrow process. This process allows Ecology to pay CONTRACTOR's grant funds in advance for the property acquisition through the title / escrow company.
 - 1) CONTRACTOR, working through an established title company, will provide ECOLOGY with supporting documents including:
 - 2) (Hard copy) (red) Face Sheet for acquisitions;
 - 3) (Electronic) Payment Request entered in Ecology's web based grant system;
 - 4) (Hard copy) title company's "Wire Transfer Request" with routing number, and wiring instructions for specific property referenced;

- 5) (Hard copy) Settlement Statement;
- 6) Closing date of property.

ECOLOGY will wire funds to the title company for acquisition at the time of closing. **Note:** Allow sufficient time for ECOLOGY and the Office of the State Treasurer to process documentation (a minimum of three (3) weeks prior to closing).

- j. Relocation Services: (IF applicable) The CONTRACTOR will conduct relocation services for tenants on acquired property if they meet resident requirements. Relocation services will be in accordance with the Federal Uniform Relocation Act.

* See acquisition documents and forms in your EAGL grant agreement under "View, Edit and Complete Forms" under "Uploads"

EXHIBIT E
INSURANCE REQUIREMENTS

1. Insurance Requirements. *The insurance coverages specified in this Exhibit are required.*

- 1.1. The Contractor shall, at the Contractor's own expense, procure and maintain for the duration of this Agreement, with an insurance carrier authorized or eligible under RCW Chapter 48.15 to do business in the State of Washington, the minimum coverages as outlined below:
 - 1.1.1. **Commercial General Liability (CGL):** CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence.
 - 1.1.2. **Automobile Liability:** ISO form CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
 - 1.1.3. **Professional Liability (Errors and Omissions):** Limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.
 - 1.1.4. **Workers Compensation:** As statutorily required by the State of Washington.
 - 1.1.5. **Employers' Liability or Stop Gap Coverage:** Employers' Liability with limits not less than \$1,000,000 or an endorsement on the General Liability policy providing Stop Gap Coverage.
- 1.2. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, Pierce County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor.
- 1.3. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions:
 - 1.3.1. **Additional Insured Status**
 - 1.3.1.1. **Pierce County, its officers, officials, employees, and volunteers are to be covered as additional insureds** on all required policies.
 - 1.3.2. **Primary Coverage**
 - 1.3.2.1. For any claims related to this Agreement, the Contractor's insurance coverage shall be primary and non-contributory. Coverage for commercial liability shall be at least as broad as ISO CG 20 01 04 13 as respects Pierce County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Pierce County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess policies.
 - 1.3.3. **Umbrella or Excess Policy**
 - 1.3.3.1. The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by Pierce County, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.
 - 1.3.4. **Notice of Cancellation**
 - 1.3.4.1. In the event of nonrenewal, or cancellation of, or material change in the coverage required, thirty (30) days written notice will be furnished to Pierce County prior to the date of, change or nonrenewal, such notice shall be sent to the Pierce County Risk Manager, 950 Fawcett Avenue, Suite 200, Tacoma, WA 98402.

1.3.5. Waiver of Subrogation

- 1.3.5.1. Contractor hereby grants to Pierce County a waiver of any right to subrogation which any insurer of said Contractor may acquire against Pierce County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Pierce County has received a waiver of subrogation endorsement from the insurer.

1.3.6. Self-Insured Retentions

- 1.3.6.1. Self-insured retentions must be declared to and approved by Pierce County. Any and all deductibles and SIRs shall be the sole responsibility of Contractor and shall not apply to the Indemnified Additional Insured Parties. Pierce County reserves the right to obtain a copy of any policies and endorsements for verification.

1.3.7. Acceptability of Insurers

- 1.3.7.1. Insurance is to be placed with insurers authorized to conduct business in the State of Washington with a current A.M. Best's rating of no less than A:VII.

1.3.8. Claims Made Policies

- 1.3.8.1. If any of the required policies provide coverage on a claims-made basis:
- 1.3.8.1.1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - 1.3.8.1.2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - 1.3.8.1.3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

1.3.9. Verification of Coverage

- 1.3.9.1. Contractor shall furnish Pierce County Risk Management with original certificates and amendatory endorsements, or copies of the applicable policy language effecting coverage required by this clause and a copy of the Declarations and Endorsements Pages of the CGL and any Excess policies listing all policy endorsements. All certificates and endorsements and copies of the Declarations & Endorsements pages are to be received and approved by Pierce County Risk Management before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. Pierce County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Pierce County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

1.3.10. Subcontractors

- 1.3.10.1. Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Pierce County is an additional insured on insurance required from subcontractors.

1.3.11. Special Risks or Circumstances

- 1.3.11.1. Pierce County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Any modification to these requirements shall be made in writing, by a mutually agreed amendment signed by both parties.

1.4. Pierce County shall have no obligation to pay premiums.

1.5. Pierce County shall have no obligation to report occurrences unless a claim has been properly filed pursuant to relevant provisions in the Revised Code of Washington (RCW).

SUBJECT: Approval of the minutes from the March 18, 2024 regular council meeting and the March 25, 2024 study session.

CATEGORY: Consent

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Minutes - March 18, 2024
2. Minutes - March 25, 2024

STAFF CONTACT: Michelle Converse, City Clerk

SUMMARY BACKGROUND:

Minutes from the previous two council meetings.

COUNCIL COMMITTEE/STUDY SESSION:
--

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Approve as presented.



The city conducted this public meeting using a hybrid model, in-person and on the Zoom platform.

Staff present: Wilson, Marquez, Steffens, Beagle, Windish, Kosa, Palmer, Barber, Raymond, O'Haver-Ayala, Leach, McCurdy, and Converse

THE REGULAR MEETING OF THE SUMNER CITY COUNCIL WAS CALLED TO ORDER BY DEPUTY MAYOR COLE AT 6:00PM.

CALL TO ORDER

Pledge of Allegiance

Invocation

Roll Call: Bitetto, Bowman, Brown, Cole, Elfers, and Stuard

COUNCILMEMBER BROWN WAS ABSENT FROM TONIGHT'S MEETING. MOVED BY ELFERS, SECONDED BY BITETTO TO EXCUSE BROWN. PASSED BY VOICE VOTE.

CONSENT AGENDA

MOVED BY BITETTO SECONDED BY STUARD TO APPROVE THE CONSENT AGENDA CONSISTING OF:

- 1) Approval of the checks and electronic payments in the amount of \$2,935,510.68.
- 2) Approval of the minutes from the March 4, 2024, regular council meeting and the 11th of March 2024 study session.

PASSED BY VOICE VOTE.

PUBLIC HEARING

1. **Resolution No. 1678 -2025/2023 Six-Year Transportation Improvement Program Annual Update**

Deputy Mayor Cole opened the Public Hearing at 6:06pm and introduced Associate City Engineer Andrew Leach to speak to the item.

There were no comments from Council and one public comment from Amanda Henderson, Sumner.

With no other comments from the audience or council, Deputy Mayor Cole closed the Public Hearing at 6:11pm.

REGULAR BUSINESS

1. Unfinished Business

There was no unfinished business tonight.

2. Public Comment

Ryan House:

Nick Biermann, Sumner

Laura Hendrix, Sumner

Brian Massey, Bonney Lake

Casey Henderson, Sumner (on behalf of Randall Adams)

Amanda Henderson, Sumner (on behalf of Randall Adams)

Jerry Yoder, Lake Tapps

Julie Norris, Sumner

Melissa Fox (Spanaway) and Gary Rang (Sumner) both donated their three minutes to Nick Biermann.

Procedural:

Todd Drussel, Port Orchard

3. New Business

a. Ordinance No. 2880 - Cultural Arts Commission Changes

COUNCILMEMBER ELFERS MADE A MOTION TO APPROVE ORDINANCE NO. 2880 AMENDING CHAPTER 2.86, CULTURAL ARTS COMMISSION. SECONDED BY BITETTO.

Community and Economic Development Director Ryan Windish addressed the Council.

Discussion ensued.

PASSED BY ROLL CALL VOTE.

b. Ordinance No. 2883 – Amending the 2023/2024 Biennial Budget

COUNCILMEMBER BITETTO MADE A MOTION TO APPROVE ORDINANCE NO. 2883 – AMENDING THE 2023/2024 BIENNIAL BUDGET. SECONDED BY ELFERS.

Kasandra Raymond, Chief Financial Officer addressed the Council.

Discussion ensued.

PASSED BY ROLL CALL VOTE.

c. 2024/2025 Committee Selection

City Administrator Jason Wilson reviewed the process with the Councilmembers. Each Councilmembers name will be called, in order of seniority, they will choose the committee seat or an alternate seat. The process will continue until all committee seats are filled.

The 2024/2025 Committees are as follows -

Finance & Personnel - Bitetto, Bowman, Cole, Stuard (alternate)

Public Works – Stuard, Elfers, Clerget, Brown (alternate)

Community Development – Brown, Cole, Elfers, Bowman (alternate)
Public Safety – Bitetto, Bowman, Clerget, Brown (alternate)
City Lodging Tax Advisory Committee – Bitetto, Cole (alternate)

4. Reports

a. Council

Councilmembers Bitetto, Clerget and Deputy Mayor Cole had no reports.

Councilmember Stuard appreciates the comments made by the public at tonight's meeting. He recognizes the passion and encourages them to think of next steps for their group. He suggested that the Save the Ryan House group possibly work with City staff to find alternate financing or a Bond vote to the residences to save the house. He praised Kassandra Raymond as the best Finance Director from his experience of 40 years in public finance, she can find the money if there is any.

Councilmember Elfers congratulated the Sumner High School gymnastics program on winning the top State honors. Mr. Elfers addressed several comments made throughout the meeting:

Ryan House -Financial considerations are a big deal and those lie solely with taxpayers. He appreciates the groups passion, but from his experience, project cost for restoring an old house can double.

Commissions – he encouraged people to volunteer and get involved.

The final item he addressed was a public comment about placating to the State. A lot of the things the City does is mandated by the State. Input is needed at the State level too.

Councilmember Bowman echoed everything Mr. Stuard and Elfers commented on. She appreciates all the comments and it's important to work together so everyone's voice is heard. She encouraged citizens to keep showing up.

b. City Administrator

City Administrator Jason Wilson shared the following:

Upcoming Policy Issues:

- March 25th – Study Session
 - 2023 Financial Review
 - Parks and Trail Plan Update
- April 1st – Regular Council Meeting
 - Public Hearing on surplus utility equipment
 - Grant Acceptance for Floodplains by Design
 - IT Security Solutions Contract Award
 - Resolution for data sharing with the Washington State Auditor's Office
 - Collective Bargaining Agreement with the International Union of Operating Engineers
 - Resolution adopting the six year Transportation Improvement Plan
 - Planning Commission Reappointment
 - Ordinance amending the 2024 compensation schedule

c. **Mayor**

No report tonight.

5. Executive Session

At 7:12pm, Deputy Mayor Cole adjourned the regular meeting into Executive Session for the purpose of discussing with legal counsel representing the agency litigation or potential litigation per RCW 42.30.00(i)(i) for a period of 15 minutes. There will be no action to follow.

The Executive Session was extended three times, for 10 minutes each time. The Executive Session ended at 7:57pm.

6. Adjournment

With no additional business before the council, Deputy Mayor Cole adjourned the meeting at 8pm. Councilmembers concurred.

ATTEST:

Pat Cole, Deputy Mayor

Michelle Converse, CMC City Clerk



STUDY SESSION MINUTES
City Hall – 1104 Maple Street
March 25, 2024 6:00 PM

The city conducted this public meeting using a hybrid model, in-person and Zoom.

Staff present: Wilson, Marquez, Windish, Palmer, Kosa, Beagle, McCurdy, Steffens, Raymond, Barber and Barry

Mayor Hayden called to order the Study Session, at 6pm.

CALL TO ORDER

Roll Call: Bitetto, Bowman, Brown, Clerget, Cole, Elfers and Stuard

Councilmembers Brown and Stuard were absent.

Moved by Bitetto, seconded by Elfers to excuse councilmembers Brown and Stuard from tonight's meeting.

Passed by voice vote.

REGULAR BUSINESS

1. 2023 Budget Year in Review
2. 2024-2030 Parks, Trails & Open Space Plan

CITY ADMINISTRATOR REPORT

AGENDA SETTING

1. Council Meeting Agenda Calendar
2. Council Committee Meeting Calendar

EXECUTIVE SESSION

Mayor Hayden adjourned into Executive Session at 7:19pm for 30-minutes to discuss with legal counsel labor negotiations pursuant to RCW42.30.140 and potential litigation per RCW42.30.110(i)(i).

There will be no action to follow.

ADJOURNMENT

With no additional business, Mayor Hayden adjourned the meeting at 7:49pm.

Attest:

Kathy Hayden, Mayor

Michelle Converse, City Clerk

SUBJECT: Approval of checks and electronic payments in the amount of \$2,632,382.03.

CATEGORY: Consent

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Finance Vouchers

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

Payments made since the previous meeting.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel
--

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION: Do pass

STAFF RECOMMENDATIONS/MOTION:

Approve as presented.



CLAIMS VOUCHER APPROVAL
City of Sumner
Finance Department

The following check/electronic payments are approved for payment:

Accounts Payable Check #:	From: 33191	To: 33316	\$1,678,575.10
Use Tax (paid to WA State Department of Revenue)	n/a	n/a	\$37.49
Voided Check(s)	33107	and 33112	-\$1,980.93
Voided EFT(s)	-	-	-
Voided Wire(s)	-	-	-
AP Electronic (EFTs) Payments:	From: 721	To: 727	\$108,930.08
AP Wire(s):	From: 15346	To: 15350	\$1,731.55
Payroll & Benefits Electronic Payments	From: 2/23/2024	To: 3/7/2024	\$833,903.74
Payroll & Benefits Checks	From: 10034	To: 10035	11,185.00
		TOTAL	\$2,632,382.03

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the claim is a just, due, and unpaid obligation against the City of Sumner and I am authorized to authenticate and certify to said claim.

Kassandra Raymond
Chief Financial Officer

3/21/2024 | 10:45 AM PDT
Date

We, the undersigned Finance and Personnel Committee of the City of Sumner City Council, do hereby certify that the check numbers and electronic payments listed above are approved for payment in the amount of:

\$2,632,382.03

Clerk Signed by:

Patricia Cole

Committee Member

Carla Bowman

Committee Member

Date

3/24/2024 | 1:29 PM PDT

Date

3/25/2024 | 9:33 AM PDT

Date

Checks**Sumner, WA
Voucher Certification**

Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
3921	DEPT LABOR & IND - ELEVATOR PROGRAM	33191	3/14/2024	339148	2/14/2024			CH Elevator Conv ID 15113 90 day notice penalty	114.10	00151830-549000	
								Check 33191 Total	114.10		
3	AAA FIRE PROTECTION INC	33192	3/14/2024	12495179	2/12/2024			Sr Center semi ann hood & duct	383.25	00156910-541000	
								Check 33192 Total	383.25		
5051	AKANA, CASCADE DESIGN PROF.	33193	3/14/2024	22039-018	2/26/2024		22031	CIP 18-03 24th St Utility Relo. CMS 11/1-1/31/24	4,081.90	40259435-563429	01803-CM-CSEW-
5051	AKANA, CASCADE DESIGN PROF.	33193	3/14/2024	22039-018	2/26/2024		22031	CIP 18-03 24th St Utility Relo. CMS 11/1-1/31/24	3,663.25	40859431-563429	01803-CM-CSTRM-
5051	AKANA, CASCADE DESIGN PROF.	33193	3/14/2024	22039-018	2/26/2024		22031	CIP 18-03 24th St Utility Relo. CMS 11/1-1/31/24	2,721.27	40159434-563429	01803-CM-CWAT-
								Check 33193 Total	10,466.42		
33	AM TEST INC	33194	3/14/2024	138575	2/23/2024			WWTF-Yearly Priority Pollutant Scan Testing	3,800.00	40253585-541027	
33	AM TEST INC	33194	3/14/2024	138576	2/23/2024			WWTF-Quarterly Biosolids Metals Testing	400.00	40253585-541027	
								Check 33194 Total	4,200.00		
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	82.12	00151310-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	594.59	00151420-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	65.70	00151810-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	125.92	00151531-531000	

Sumner, WA Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	837.68	00151890-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	164.25	40153410-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	164.25	40253510-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	164.25	40253585-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	164.25	40853110-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	164.25	00154310-531000	
5046	ANDREWS	33195	3/14/2024	44291	2/27/2024			Employee City Clothing Order	46.87	00151890-531000	
								Check 33195 Total	2,574.13		
6485	ANDY JOHNSON & CO INC	33196	3/14/2024	18-04 Pay Est. #1	3/5/2024		24010	CIP 18-04 Rainier Covered Ct Construction PE#1	239,915.33	31059476-563308	01804-CN- -
								Check 33196 Total	239,915.33		
6118	ANYPROMO.COM	33197	3/14/2024	SA5170036	3/6/2024			Junior Police Badge Stickers	458.91	00152120-531002	
								Check 33197 Total	458.91		
2691	ARAMARK	33198	3/14/2024	26168018	2/14/2024			WWTF - Fleece Pullover for Crew	170.69	40253585-531026	
2691	ARAMARK	33198	3/14/2024	26190943	2/23/2024			WWTF - Fleece Pullover for Crew	517.57	40253585-531026	
								Check 33198 Total	688.26		
2691	ARAMARK	33199	3/14/2024	5120417107	2/23/2024			Fleet Laundry Services	28.59	55054830-541000	
2691	ARAMARK	33199	3/14/2024	5120417108	2/23/2024			Shops and Parks Laundry Services	8.41	00157680-541000	
2691	ARAMARK	33199	3/14/2024	5120417108	2/23/2024			Shops and Parks Laundry Services	32.39	40253550-541000	

Sumner, WA Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
2691	ARAMARK	33199	3/14/2024	5120418807	2/27/2024			WWTF-Laundry Service	85.90	40253585-541000	
2691	ARAMARK	33199	3/14/2024	5120421331	3/1/2024			Fleet Laundry Services	24.74	55054830-541000	
2691	ARAMARK	33199	3/14/2024	5120421332	3/1/2024			Shops and Parks Laundry Services	8.41	00157680-541000	
2691	ARAMARK	33199	3/14/2024	5120421332	3/1/2024			Shops and Parks Laundry Services	32.39	40253550-541000	
2691	ARAMARK	33199	3/14/2024	5120423061	3/5/2024			WWTF-Laundry Service	85.90	40253585-541000	
Check 33199 Total									306.73		
6387	ALPINE PRODUCTS	33200	3/14/2024	TM-220921	11/13/2023			CIP 18-03 24TH St Utilities 18x18 Dia w/ red refle	185.28	40259435-563429	01803-CN-CSEW-
6387	ALPINE PRODUCTS	33200	3/14/2024	TM-220921	11/13/2023			CIP 18-03 24TH St Utilities 18x18 Dia w/ red refle	166.28	40859431-563429	01803-CN-CSTRM-
6387	ALPINE PRODUCTS	33200	3/14/2024	TM-220921	11/13/2023			CIP 18-03 24TH St Utilities 18x18 Dia w/ red refle	124.17	40159434-563429	01803-CN-CWAT-
6387	ALPINE PRODUCTS	33200	3/14/2024	TM-222178	2/20/2024			30X48 Sign for Pretreatment/Dump Station	95.87	40253550-531000	
6387	ALPINE PRODUCTS	33200	3/14/2024	TM-222267	2/27/2024			Green Paint - Sewer Storm Locates	34.16	40253550-531000	
6387	ALPINE PRODUCTS	33200	3/14/2024	TM-222267	2/27/2024			Green Paint - Sewer Storm Locates	34.16	40853150-531000	
Check 33200 Total									639.92		
6298	ARG INDUSTRIAL	33201	3/14/2024	T063089	2/23/2024			Vehicle 33-218 Fittings	158.76	55054830-531000	
6298	ARG INDUSTRIAL	33201	3/14/2024	T063089-01	3/7/2024			Vehicle 33-218 Fittings	1,216.12	55054830-531000	
6298	ARG INDUSTRIAL	33201	3/14/2024	T063090	2/23/2024			Vehicle 33-123 Hyd. Hose	152.18	55054830-531000	

Sumner, WA Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6298	ARG INDUSTRIAL	33201	3/14/2024	T063244	2/29/2024			CM Returns: Orig Inv #T063089 (Fittings #33-218)	-124.67	55054830-531000	
								Check 33201 Total	1,402.39		
4006	ARROW LUMBER & HARDWARE LLC	33202	3/14/2024	212168	1/18/2024			Post - Fence Repair	21.78	40853150-531000	
4006	ARROW LUMBER & HARDWARE LLC	33202	3/14/2024	212298	1/31/2024			Split Rail - Fence Repair	39.31	40853150-531000	
								Check 33202 Total	61.09		
1306	ARTISTIC SOLUTIONS	33203	3/14/2024	29505	2/26/2024			Carhartt Jackets - Rangel and Brown	118.52	40153450-521009	
1306	ARTISTIC SOLUTIONS	33203	3/14/2024	29505	2/26/2024			Carhartt Jackets - Rangel and Brown	118.52	40253550-521009	
1306	ARTISTIC SOLUTIONS	33203	3/14/2024	29505	2/26/2024			Carhartt Jackets - Rangel and Brown	118.52	40853150-521009	
1306	ARTISTIC SOLUTIONS	33203	3/14/2024	29505	2/26/2024			Carhartt Jackets - Rangel and Brown	118.52	00154230-521009	
								Check 33203 Total	474.08		
5054	ASHBAUGH BEAL. LLP	33204	3/14/2024	81339	1/31/2024		23005	Legal representation in road c	1,422.50	00151541-541000	
								Check 33204 Total	1,422.50		
986	WA ST TREASURER	33205	3/14/2024	Court Transmit 02/24	2/29/2024			WA ST Court Transmittals February 2024	3,389.73	651-237106	
								Check 33205 Total	3,389.73		
5045	BCRA INC	33206	3/14/2024	32118	3/7/2024		19207	CIP 19-05/23-12 Design Town Center Maple Chery	3,583.75	40159434-563417	01905-PE- -
								Check 33206 Total	3,583.75		

Sumner, WA Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
3748	BHC CONSULTANTS LLC	33207	3/14/2024	0019743	3/6/2024		23033	CIP 23-04 W Well Water Main & Cem. Irrig 1/1-2/23	1,584.75	41559436-563201	02304-PE-OpsMaint-
3748	BHC CONSULTANTS LLC	33207	3/14/2024	0019743	3/6/2024		23033	CIP 23-04 W Well Water Main & Cem. Irrig 1/1-2/23	5,024.50	40159434-563427	02304-PE-DWAT-
								Check 33207 Total	6,609.25		
6449	BOND, JAYDN	33208	3/14/2024	0004	3/1/2024			Feb 2024 CC Peer Advisor	2,000.00	00151255-541000	
6449	BOND, JAYDN	33208	3/14/2024	2024 Comm Ct Retreat	2/29/2024			Reimb: Mileage, Lodging, Meals-2024 CommCt Retreat	556.38	00151255-543000	
								Check 33208 Total	2,556.38		
109	BRANOM INSTRUMENT COMPANY	33209	3/14/2024	INV/2024/017 21	2/19/2024			Certification for Backflow Test Kit	146.00	40153450-541000	
								Check 33209 Total	146.00		
5822	BUCKLEY FEED & FARM SUPPLY	33210	3/14/2024	243904	2/16/2024			Feed for Sheep and Goats	615.85	40853150-531000	
								Check 33210 Total	615.85		
132	BUNCE RENTAL	33211	3/14/2024	397533-2	2/22/2024			WWTF - Crane rental for plant repairs	1,506.17	40253585-545000	
								Check 33211 Total	1,506.17		
4300	CAIRNCROSS & HEMPELMANN	33212	3/14/2024	343901	2/13/2024		19112	CIP 13-05 Golf Course - Don Ma	212.50	00151541-541000	01305-ADMIN-Admin-
4300	CAIRNCROSS & HEMPELMANN	33212	3/14/2024	343906	2/13/2024		23074	Legal Representation - GMHB &	6,504.61	00151541-541000	
								Check 33212 Total	6,717.11		
3715	CANON FINANCIAL SERVICES INC	33213	3/14/2024	32087185	2/10/2024			CH, SHOPS, WWTP COPIER LEASES FEB 2024	778.61	55151880-545000	

Sumner, WA Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
3715	CANON FINANCIAL SERVICES INC	33213	3/14/2024	32087186	2/10/2024			MAS COPIER LEASE FEB 2024	30.41	55151880-545000	
								Check 33213 Total	809.02		
150	CASCADE COLUMBIA DISTR CO	33214	3/14/2024	887785	2/7/2024			WWTF-Poly Aluminum Chloride for Filament Control	1,860.35	40253585-531005	
								Check 33214 Total	1,860.35		
157	CDW GOVERNMENT, INC.	33215	3/14/2024	SE2407070	2/5/2024			Exchange deployment, configuration, troubleshooting	2,252.50	55151880-541000	
157	CDW GOVERNMENT, INC.	33215	3/14/2024	SE2407141	2/5/2024			INTUNE/DEFENDER CONFIG PILOT	1,353.75	55151880-541000	
								Check 33215 Total	3,606.25		
697	CENTURYLINK	33216	3/14/2024	206-Z20-0120 975B	2/20/2024			MONTHLY CENTURYLINK BILL FEB 2024	2,398.64	55151880-542000	
								Check 33216 Total	2,398.64		
6026	CENTURYLINK	33217	3/14/2024	676710082	2/20/2024			LUMEN LONG DISTANCE FEB 2024; Acct #65566213	50.02	55151880-542000	
								Check 33217 Total	50.02		
2548	CERTIFIED LABORATORIES	33218	3/14/2024	8572873	2/15/2024			De-icer	439.04	55054830-531000	
2548	CERTIFIED LABORATORIES	33218	3/14/2024	8593006	2/29/2024			WWTF - Lubricant for Sludge Dryer	1,353.17	40253585-531018	
								Check 33218 Total	1,792.21		
5796	CHICAGO TITLE INSURANCE CO	33219	3/14/2024	1940642	2/6/2024			6hrs Research - Deeds for Recording Inventory	165.38	40153410-541000	

Sumner, WA Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
5796	CHICAGO TITLE INSURANCE CO	33219	3/14/2024	1940642	2/6/2024			6hrs Research - Deeds for Recording Inventory	165.38	40253510-541000	
5796	CHICAGO TITLE INSURANCE CO	33219	3/14/2024	1940642	2/6/2024			6hrs Research - Deeds for Recording Inventory	165.37	40853110-541000	
								Check 33219 Total	496.13		
2877	CITY OF ORTING	33220	3/14/2024	AB-24-001	2/7/2024			Uniforms and Small Tools for Ofc. Boone	2,690.00	00152120-531026	
2877	CITY OF ORTING	33220	3/14/2024	AB-24-001	2/7/2024			Uniforms and Small Tools for Ofc. Boone	995.00	00152120-535000	
								Check 33220 Total	3,685.00		
917	CONSOLIDATED SUPPLY CO.	33221	3/14/2024	S011762452.001	2/14/2024			Dome Storm Grate for Ditches on Valley Ave	3,027.75	40853150-531000	
								Check 33221 Total	3,027.75		
5469	CORE & MAIN LP	33222	3/14/2024	U325413	2/13/2024			Meter Box Pump for Service Trucks	603.63	40153450-535011	
								Check 33222 Total	603.63		
189	CORLISS RESOURCES INC	33223	3/14/2024	2041788	2/9/2024			5/8 Crushed Rock for Shops	212.04	40153450-531023	
189	CORLISS RESOURCES INC	33223	3/14/2024	2041788	2/9/2024			5/8 Crushed Rock for Shops	212.04	40253550-531015	
189	CORLISS RESOURCES INC	33223	3/14/2024	2041788	2/9/2024			5/8 Crushed Rock for Shops	212.04	40853150-531000	
189	CORLISS RESOURCES INC	33223	3/14/2024	2041788	2/9/2024			5/8 Crushed Rock for Shops	212.03	00154230-531004	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042177	2/15/2024			Top Soil for Bin in The Yard	57.32	40153450-531028	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042177	2/15/2024			Top Soil for Bin in The Yard	57.33	40253550-531028	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042258	2/16/2024			2 way topsoil - Parks	38.22	00157680-531000	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
189	CORLISS RESOURCES INC	33223	3/14/2024	2042433	2/20/2024			5/8 crushed & enviro - RVP	1,293.72	00157680-531000	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042434	2/20/2024			2 way topsoil - Parks	38.22	00157680-531000	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042609	2/22/2024			5/8 Crushed Rock	162.56	40153450-531023	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042609	2/22/2024			5/8 Crushed Rock	162.56	40253550-531000	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042609	2/22/2024			5/8 Crushed Rock	162.56	40853150-531000	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042609	2/22/2024			5/8 Crushed Rock	162.56	00154230-531004	
189	CORLISS RESOURCES INC	33223	3/14/2024	2042610	2/22/2024			2 way topsoil - Parks	229.29	00157680-531000	
								Check 33223 Total	3,212.49		
3895	CONSOLIDATED TECH SVCS/WA TECH	33224	3/14/2024	90112024020034	3/5/2024			PHONE LINE AT MAS - FEB 2024	45.00	55151880-542000	
								Check 33224 Total	45.00		
1375	CUMMINS INC	33225	3/14/2024	07-76526	12/20/2023	4		2 Portable 200kw generators	69,534.40	40159434-564000	
1375	CUMMINS INC	33225	3/14/2024	07-76526	12/20/2023	4		2 Portable 200kw generators	69,534.42	40259435-564402	
1375	CUMMINS INC	33225	3/14/2024	07-76526	12/20/2023	4		2 Portable 200kw generators	139,068.83	40259438-564438	
1375	CUMMINS INC	33225	3/14/2024	07-80919	2/28/2024			Start-up for 2 New Portable 200kw Generators	562.01	40159434-564000	
1375	CUMMINS INC	33225	3/14/2024	07-80919	2/28/2024			Start-up for 2 New Portable 200kw Generators	562.01	40259435-564402	
1375	CUMMINS INC	33225	3/14/2024	07-80919	2/28/2024			Start-up for 2 New Portable 200kw Generators	1,124.03	40259438-564438	
								Check 33225 Total	280,385.70		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
218	DELL MARKETING L.P.	33226	3/14/2024	10732675985	2/22/2024			EXTEND WARRENTY ON PD CLUSTER FOR 3 YEARS	3,562.90	55151880-535006	
								Check 33226 Total	3,562.90		
235	DEPARTMENT OF ECOLOGY	33227	3/14/2024	LN-000003835	2/1/2024			Water Quality Loan; REF:L1400014/#13	121,918.36	40259135-570403	
235	DEPARTMENT OF ECOLOGY	33227	3/14/2024	LN-000003835	2/1/2024			Water Quality Loan; REF:L1400014/#13	25,274.89	40259235-580403	
235	DEPARTMENT OF ECOLOGY	33227	3/14/2024	LN-000003835	2/1/2024			Water Quality Loan; REF:L1400014/#13	19,067.02	40259235-580403	
								Check 33227 Total	166,260.27		
229	DM RECYCLING	33228	3/14/2024	11952500S111	3/1/2024			WWTP Recycling Svc Acct #2111-321857495; FEB 2024	203.74	40253585-547000	
								Check 33228 Total	203.74		
4652	DRAIN-PRO	33229	3/14/2024	124254	2/18/2024			Seibenthaler RR	250.00	00157680-545000	
4652	DRAIN-PRO	33229	3/14/2024	124255	2/18/2024			RVP ADA RR	250.00	00157680-545000	
4652	DRAIN-PRO	33229	3/14/2024	124256	2/18/2024			BHSC ADA RR	250.00	00157680-545000	
								Check 33229 Total	750.00		
5268	BRIGHTLY SOFTWARE INC	33230	3/14/2024	INV-235229	2/13/2024	7		Annual Subscription for Asset Essentials	21,309.59	55151880-535014	
								Check 33230 Total	21,309.59		
5952	DUO SECURITY LLC	33231	3/14/2024	INV26338438	2/23/2024			DUO MFA (150 USERS)	5,913.00	55151880-535014	
								Check 33231 Total	5,913.00		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6083	ELECTRONIC BUSINESS MACHINES	33232	3/14/2024	AR271216	2/22/2024			CH 2ND COPIER CLICK COUNT: 11/22/23 to 02/21/24	574.27	55151880-542000	
6083	ELECTRONIC BUSINESS MACHINES	33232	3/14/2024	AR271354	2/26/2024			SHOPS COPIER CLICK COUNT 01/24/2024 to 02/23/2024	50.32	55151880-542000	
6083	ELECTRONIC BUSINESS MACHINES	33232	3/14/2024	AR271363	2/26/2024			WWTP CLICK COUNT 1/24/24 - 2/23/24	20.01	55151880-542000	
6083	ELECTRONIC BUSINESS MACHINES	33232	3/14/2024	AR271601	2/27/2024			PD COPIER CLICK COUNT - 11/22/23 - 02/21/24	42.72	55151880-542000	
6083	ELECTRONIC BUSINESS MACHINES	33232	3/14/2024	AR271602	2/27/2024			PD PATROL COPIER CLICK COUNT - 01/15/24 - 02/14/24	8.92	55151880-542000	
								Check 33232 Total	696.24		
2274	EVERGREEN CONCRETE CUTTING INC	33233	3/14/2024	384653	2/19/2024			WWTF-Core Drill Holes for HW Crane Installation	1,762.95	40253585-541000	
								Check 33233 Total	1,762.95		
2234	FASTENAL COMPANY	33234	3/14/2024	WASUM93154	2/13/2024			WWTF - Threaded rod for headworks crane	233.56	40253585-531018	
2234	FASTENAL COMPANY	33234	3/14/2024	WASUM93155	2/13/2024			WWTF - Fender washers for sec clarifier weirs	634.66	40253585-531018	
								Check 33234 Total	868.22		
125	FIRST RESPONDER OUTFITTERS INC	33235	3/14/2024	202401FR085	1/19/2024			Jumpsuit for Sgt. Gregson	593.41	00152120-531026	
								Check 33235 Total	593.41		
5901	FOLLETT ENGINEERING PLLC	33236	3/14/2024	2018C- 2402	3/4/2024		23042	Task Ord CIP 20-04 LS 2 & 6 Control Panels 02/2024	2,284.00	40259435-563441	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
								Check 33236 Total	2,284.00		
3540	FRIENDSHIP DIVERSION	33237	3/14/2024	Comm Ct Feb 2024	2/29/2024			Electronic Home Monitoring - Comm Court Feb 2024	377.00	00151255-541000	
								Check 33237 Total	377.00		
6284	GARDAWORLD	33238	3/14/2024	40104390	2/29/2024			Pick-Up Services for February 2024	132.58	40153470-541000	
6284	GARDAWORLD	33238	3/14/2024	40104390	2/29/2024			Pick-Up Services for February 2024	132.56	40253570-541000	
6284	GARDAWORLD	33238	3/14/2024	40104390	2/29/2024			Pick-Up Services for February 2024	132.58	40853170-541000	
								Check 33238 Total	397.72		
336	GRAINGER, DEPT 821837135	33239	3/14/2024	9031447452	2/23/2024			WWTF-Parts for MagHydroxide Tank Fill Port	161.93	40253585-531018	
336	GRAINGER, DEPT 821837135	33239	3/14/2024	9036491745	2/28/2024			WWTF-Parts for Mag Tank Hold Down Straps	46.34	40253585-531018	
336	GRAINGER, DEPT 821837135	33239	3/14/2024	9038913977	3/1/2024			Banding Tool	203.99	55054830-535000	
336	GRAINGER, DEPT 821837135	33239	3/14/2024	9040759574	3/4/2024			WWTF-Vacuum Bags-Janitorial	11.28	40253585-531000	
336	GRAINGER, DEPT 821837135	33239	3/14/2024	9040759582	3/4/2024			WWTF-Mag Tank Pump Fittings	81.87	40253585-531018	
336	GRAINGER, DEPT 821837135	33239	3/14/2024	9041906950	3/5/2024			WWTF - Hose Nozzles	87.64	40253585-531000	
336	GRAINGER, DEPT 821837135	33239	3/14/2024	9045705242	3/7/2024			WWTF-Cable ties and cord protector	182.57	40253585-531000	
								Check 33239 Total	775.62		
332	GRAY & OSBORNE INC	33240	3/14/2024	22446.00-17	2/26/2024		22004	CIP 21-17 WWTF Equip. Modernization 2/24/24	13,106.06	40259438-562106	02117-PE-Design-
								Check 33240 Total	13,106.06		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6443	GRAY, JOHN TRENT	33241	3/14/2024	2024 Comm Ct Retreat	2/29/2024			Reimb: Mileage, Lodging, Meals-2024 CommCt Retreat	556.38	00151255-543000	
								Check 33241 Total	556.38		
5487	GREATAMERICA FINANCIAL SVCS	33242	3/14/2024	36067181	3/4/2024			FP PostBase 45 System Lease (Postage Meter)-Mar 24	128.12	00151890-545000	
								Check 33242 Total	128.12		
6406	GUARDIAN ALLIANCE TECHNOLOGIES INC	33243	3/14/2024	23049	2/29/2024			POLICE APPLICANT BACKGROUND CHECK SERVICE FEB 24	190.00	55151880-535014	
								Check 33243 Total	190.00		
6055	GUNDERSON LAW OFFICE PLLC	33244	3/14/2024	1346	3/1/2024			Feb 2024 Prosecution Svcs	4,150.00	00151541-541000	
6055	GUNDERSON LAW OFFICE PLLC	33244	3/14/2024	1347	3/1/2024			Community Court hours February 2024	150.00	00151255-541000	
								Check 33244 Total	4,300.00		
344	HACH COMPANY	33245	3/14/2024	13936369	2/26/2024			WWTF-Lab Supplies	275.45	40253585-531006	
344	HACH COMPANY	33245	3/14/2024	13944661	3/1/2024			WWTF- Lab Supplies	323.83	40253585-531006	
								Check 33245 Total	599.28		
354	HD FOWLER CO	33246	3/14/2024	I6620616	2/9/2024			Parts - Water Supplies Svcs	17.24	40153450-531024	
354	HD FOWLER CO	33246	3/14/2024	I6630658	2/26/2024			WWTF-Fill Pipe for MagHydroxide Tank	128.63	40253585-531018	
								Check 33246 Total	145.87		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
1139	HI-LINE INC	33247	3/14/2024	11107923	3/4/2024			Fleet Shop Supplies	254.47	55054830-531000	
								Check 33247 Total	254.47		
6146	CODE PUBLISHING LLC	33248	3/14/2024	GC0012038	9/27/2023			Code Updates	308.79	00151425-541000	
6146	CODE PUBLISHING LLC	33248	3/14/2024	GCI0012886	12/31/2023			Code update	231.60	00151425-541000	
6146	CODE PUBLISHING LLC	33248	3/14/2024	GCI001335	2/23/2024			Code Updates	360.26	00151425-541000	
								Check 33248 Total	900.65		
6151	IDEXX DISTRIBUTION INC	33249	3/14/2024	3145913262	2/12/2024			WWTF-Lab Supplies	3,164.14	40253585-531006	
								Check 33249 Total	3,164.14		
6348	INLAND ENVIRONMENTAL RESOURCES INC	33250	3/14/2024	2024-5315	2/25/2024			WWTF-MagHydroxide Tank Rental Fee	1,067.63	40253585-545000	
6348	INLAND ENVIRONMENTAL RESOURCES INC	33250	3/14/2024	2024-5374	3/5/2024	9		(Bulk Mag Hydroxide) PH Control of Aeration Basins	11,809.58	40253585-531005	
6348	INLAND ENVIRONMENTAL RESOURCES INC	33250	3/14/2024	2024-5378	3/6/2024			WWTF-Tank Leasing Credit	-736.29	40253585-545000	
								Check 33250 Total	12,140.92		
3226	INTERCOM LANGUAGE SERVICES	33251	3/14/2024	24-084	2/29/2024			Feb 2024 Interpreter Svcs	600.00	00151250-541012	
								Check 33251 Total	600.00		
1142	INTERWEST METALS INC	33252	3/14/2024	471992	3/1/2024			Vehicle 10-103 Steel	45.42	55054830-531000	
								Check 33252 Total	45.42		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6407	JOHNSON, SOMER	33253	3/14/2024	124	3/1/2024			Feb 2024 Community Court Coordinator	4,000.00	00151255-541000	
								Check 33253 Total	4,000.00		
6160	KPG PSOMAS INC	33254	3/14/2024	205435	2/21/2024		21036	CIP 21-08 ESN Salmon Crk Chann Realign 1/1-2/1/24	117.00	40859431-563459	02108-CM- -
								Check 33254 Total	117.00		
6442	KRAFT, SHANNON M	33255	3/14/2024	258219	2/1/2024			Pro Tem - 2/1/2024 Judge Swain Sick Leave 2-Hours	130.00	00151250-541000	
								Check 33255 Total	130.00		
459	L & L PRINTING INC	33256	3/14/2024	163944	2/13/2024			MAS - Warning Notices & Temp Licenses	333.21	44055432-549005	
								Check 33256 Total	333.21		
205	L. N. CURTIS & SONS	33257	3/14/2024	CM41177	2/16/2024			Cr Memo: 3 shirts for Ofc Devore (Orig #INV748296)	-267.51	00152120-531026	
205	L. N. CURTIS & SONS	33257	3/14/2024	INV799067	3/5/2024			3 shirts and patrol hat for Ofc. Devore	309.22	00152120-531026	
								Check 33257 Total	41.71		
3442	LEMAY MOBILE SHREDDING	33258	3/14/2024	4829906S185	3/4/2024			City Hall-Shred Svc Acct#2185-702700, Feb 2024	59.00	00151830-541000	
3442	LEMAY MOBILE SHREDDING	33258	3/14/2024	4831540S185	3/1/2024			PD - Shred Svc Acct #2185-965191 Feb 2024	57.00	00152120-541000	
3442	LEMAY MOBILE SHREDDING	33258	3/14/2024	4833076S185	3/1/2024			WWTF - Shred Svc, Acct#2185-971955, Feb 2024	65.00	40253585-541000	
								Check 33258 Total	181.00		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6149	MASTERS TELECOM LLC	33259	3/14/2024	32347	2/26/2024			HR FAX LINE FEB 2024	29.47	55151880-542000	
								Check 33259 Total	29.47		
510	MCGUIRE BEARING COMPANY	33260	3/14/2024	5879043-00	2/20/2024			Ball Bearing - Parks	99.74	00157680-531000	
								Check 33260 Total	99.74		
6027	MCLENDON HARDWARE	33261	3/14/2024	H64653/3	1/30/2024			Hose for Ponds	81.46	40853150-535000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H73008/3	2/16/2024			Propane Tank for Weed Burner	85.99	00154230-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H75045/3	2/20/2024			Sewer Manhole Riser Sealant	85.49	40253550-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H75979/3	2/22/2024			BHSC Graffiti spray paint	77.30	00157680-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H76034/3	2/22/2024			BHSC Graffiti spray paint	46.37	00157680-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H76103/3	2/22/2024			LP Peat Moss	916.22	00157680-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H76223/3	2/22/2024			RVP cable tie	35.63	00157680-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H76278/3	2/22/2024			RVP mesh fence	40.72	00157680-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H78073/3	2/26/2024			BHSC Graffiti spray paints	193.79	00157680-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H78110/3	2/26/2024			Unibit Step Drill, Cold Punch Kit. Bulk Fastener	1.01	00154260-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H78110/3	2/26/2024			Unibit Step Drill, Cold Punch Kit. Bulk Fastener	81.44	00154260-535000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H78182/3	2/26/2024			Sr Center AA batteries	50.90	00156910-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H78232/3	2/26/2024			Cemetery Workman Switch	26.47	55054830-531000	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6027	MCLENDON HARDWARE	33261	3/14/2024	H78252/3	2/26/2024			WWTF - Hole saw drill bit	23.41	40253585-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H78371/3	2/26/2024			Boots for Cleaning Water Tank	30.54	40153450-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H78691/3	2/27/2024			Vehicle 33-123 Hardware	169.82	55054830-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H79056/3	2/28/2024			Hose for Torch	43.78	00154230-535000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H79111/3	2/28/2024			CM: Original Invoice #H79056/3 - Hose for Torch	-43.78	00154230-535000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H79313/3	2/28/2024			Shop Vac for South Well	69.24	40153450-535000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H79521/3	2/29/2024			WWTF - Turnbuckles (Returned for credit #H80060/3)	48.84	40253585-531018	
6027	MCLENDON HARDWARE	33261	3/14/2024	H79681/3	2/29/2024			RVP 2x4x8 treated, fastener	29.50	00157680-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H79898/3	3/1/2024			Vehicle 10-103 Hardware	60.73	55054830-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H80060/3	3/1/2024			WWTF - Turnbuckles with credit exchange - H79521/3	146.64	40253585-531018	
6027	MCLENDON HARDWARE	33261	3/14/2024	H80152/3	3/1/2024			Facilities move, arm hook	85.49	00151830-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H81920/3	3/5/2024			LP Toy - battery	21.89	00157680-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H82028/3	3/5/2024			Facilities move, storage hooks	30.52	00151830-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H82724/3	3/6/2024			WWTF - Parts for Mag tank Project	85.38	40253585-531000	
6027	MCLENDON HARDWARE	33261	3/14/2024	H83041/3	3/7/2024			WWTF - Parts for DOB meter Sec. Clarifier	33.18	40253585-531018	
Check 33261 Total									2,557.97		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6027	MCLENDON HARDWARE	33262	3/14/2024	H72427/3	2/14/2024			Paint Rollers, Wire Brush - Guide Post Install	8.12	00154260- 531000	
6027	MCLENDON HARDWARE	33262	3/14/2024	H75742/3	2/21/2024			LP cable tie	15.26	00157680- 531000	
6027	MCLENDON HARDWARE	33262	3/14/2024	H75995/3	2/22/2024			Cement for Sidewalks	18.32	00154260- 531009	
6027	MCLENDON HARDWARE	33262	3/14/2024	H79192/3	2/28/2024			WWTF - Supplies for plant shop	3.04	40253585- 531000	
6027	MCLENDON HARDWARE	33262	3/14/2024	H81913/3	3/5/2024			Vehicle 33-218 Keys	8.12	55054830- 531000	
								Check 33262 Total	52.86		
1414	MICROFLEX, INC.	33263	3/14/2024	00023043	3/4/2024			Annual Online Service Fee - 3/1/2024 - 2/28/2025	1,448.69	00151420- 541000	
								Check 33263 Total	1,448.69		
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	228.30	00151830- 531000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	43.80	00151830- 545000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	18.04	40153450- 531000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	18.04	40253550- 531000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	18.05	40853150- 531000	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	5.84	40153450-545000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	5.84	40253550-545000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	5.84	40853150-545000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	25.40	44055430-531000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	13.17	44055432-531000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	5.87	44055430-545000	
1399	MOUNTAIN MIST WATER	33264	3/14/2024	#067087 - Feb 2024	2/29/2024			Feb 2024 City/PD/Shops/MAS -Water & Cooler Rental	2.94	44055432-545000	
Check 33264 Total									391.13		
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	11955059S111	3/1/2024			WWTF Garbage Svc Acct #2111-48015070 - Feb 2024	2,125.16	40253585-547000	
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	11955076S111	3/1/2024			Feb 2024 Garbage Svc - Shops Acct #2111-48024440	184.69	40153450-547000	
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	11955076S111	3/1/2024			Feb 2024 Garbage Svc - Shops Acct #2111-48024440	184.69	40253550-547000	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	11955076S111	3/1/2024			Feb 2024 Garbage Svc - Shops Acct #2111-48024440	184.69	40853150-547000	
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	11955076S111	3/1/2024			Feb 2024 Garbage Svc - Shops Acct #2111-48024440	184.67	00154230-547000	
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	11955112S111	3/1/2024			Sr Center 2yd; Acct #2111-48095820; Feb 2024	276.50	00156910-547000	
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	11956078S111	3/1/2024			Cemetery Garbage Svc-Acct #2111-41174775; Feb 2024	276.50	41053600-547000	
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	12002253S111	3/1/2024			MAS Garbage Svc, Acct #2111-47009255; Mar/Apr 2024	150.11	44055432-547000	
5838	MURREYS DISPOSAL CO INC	33265	3/14/2024	12002253S111	3/1/2024			MAS Garbage Svc, Acct #2111-47009255; Mar/Apr 2024	300.22	44055430-547000	
Check 33265 Total									3,867.23		
555	NATIONAL SAFETY INC	33266	3/14/2024	0716883-IN	2/23/2024			Hardhat Sweatband Liners, Safety Glasses for Shops	19.31	40153450-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0716883-IN	2/23/2024			Hardhat Sweatband Liners, Safety Glasses for Shops	19.31	40253550-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0716883-IN	2/23/2024			Hardhat Sweatband Liners, Safety Glasses for Shops	19.30	40853150-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0716883-IN	2/23/2024			Hardhat Sweatband Liners, Safety Glasses for Shops	19.30	00154230-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0717002-IN	2/26/2024			Boots for New Hire Brown	35.20	40153450-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0717002-IN	2/26/2024			Boots for New Hire Brown	35.20	40253550-531000	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
555	NATIONAL SAFETY INC	33266	3/14/2024	0717002-IN	2/26/2024			Boots for New Hire Brown	35.20	40853150-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0717002-IN	2/26/2024			Boots for New Hire Brown	35.20	40853150-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0717724-IN	3/4/2024			Boots for Shaun Piper	36.32	40153450-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0717724-IN	3/4/2024			Boots for Shaun Piper	36.32	40253550-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0717724-IN	3/4/2024			Boots for Shaun Piper	36.32	40853150-531000	
555	NATIONAL SAFETY INC	33266	3/14/2024	0717724-IN	3/4/2024			Boots for Shaun Piper	36.32	00154230-531000	
								Check 33266 Total	363.30		
1090	NELSON TRUCK	33267	3/14/2024	749432	12/13/2023			Vehicle 33-133 Dump Remote	235.65	55054830-531000	
								Check 33267 Total	235.65		
6431	NORTH AMERICAN RESCUE	33268	3/14/2024	IN768613	12/27/2023			First Aid Kits for PD Vehicles	3,817.68	55054830-535000	
								Check 33268 Total	3,817.68		
564	NORTH CENTRAL LABORATORIES	33269	3/14/2024	499840	2/20/2024			WWTF-Lab Supplies	27.00	40253585-531006	
								Check 33269 Total	27.00		
5755	NORTHWEST SPAY & NEUTER CENTER	33270	3/14/2024	2148893	2/29/2024			MAS Spay/Neuter Services Feb 2024	1,785.00	44055430-541000	
								Check 33270 Total	1,785.00		
3934	O'REILLY AUTO PARTS	33271	3/14/2024	4478-256006	3/7/2024			Stump Grinder Filter	8.39	55054830-531000	
								Check 33271 Total	8.39		
9999	ARCHER CONSTRUCTION	33272	3/14/2024	Rfnd: ArcherCons-Pmt	2/15/2024			Refund-Permit Cancel Prior to Review FIR-2024-0002	83.25	00134583-345832	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
9999	ARCHER CONSTRUCTION	33272	3/14/2024	Rfnd: ArcherCons-Pmt	2/15/2024			Refund-Permit Cancel Prior to Review FIR-2024-0002	54.11	00134583-345832	
								Check 33272 Total	137.36		
9999	EXPERT AIR CONTROL	33273	3/14/2024	Rfnd: ExpertAir Prmt	2/15/2024			Refund: Cancelled by Applicant (MECR-2024-0014)	37.20	00132210-322102	
								Check 33273 Total	37.20		
9999	OLSEN ELECTRIC INC	33274	3/14/2024	Rfnd: OlsenElec-Prmt	2/21/2024			Refund: Outside City Limits (FIR-2024-0012)	209.25	00134583-345832	
9999	OLSEN ELECTRIC INC	33274	3/14/2024	Rfnd: OlsenElec-Prmt	2/21/2024			Refund: Outside City Limits (FIR-2024-0012)	136.01	00134583-345832	
								Check 33274 Total	345.26		
9999	STATE MECHANICAL	33275	3/14/2024	Refd: StateMech Prmt	2/16/2024			Refund: Outside of City Limits (PLM-2024-0003)	27.00	00132210-322101	
								Check 33275 Total	27.00		
9999	THERESA WAGAR	33276	3/14/2024	Refund: T.Wagar-Cem	2/22/2024			Refund: Family decided to not purchase the plot	200.00	41034360-343610	
								Check 33276 Total	200.00		
2376	OWEN EQUIPMENT	33277	3/14/2024	00114053	2/23/2024	27		Vehicle 33-218 Vactor	237,481.26	55559448-564401	
2376	OWEN EQUIPMENT	33277	3/14/2024	00114053	2/23/2024	27		Vehicle 33-218 Vactor	237,481.26	55559448-564402	
2376	OWEN EQUIPMENT	33277	3/14/2024	00114053	2/23/2024	27		Vehicle 33-218 Vactor	237,481.27	55559448-564408	
2376	OWEN EQUIPMENT	33277	3/14/2024	00114053	2/23/2024	27		Vehicle 33-218 Vactor	0.00	55559448-564408	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
								Check 33277 Total	712,443.79		
6451	PACIFIC MOBILE STRUCTURES LLC	33278	3/14/2024	INV-00358400	3/1/2024	45		36 Month Lease Agreement 12X40 Building (Mar 2024)	1,020.82	40153450-545000	
								Check 33278 Total	1,020.82		
5902	PAPE MACHINERY INC	33279	3/14/2024	15104725	3/7/2024			Vehicle E-6 Seat	826.76	55054830-531000	
								Check 33279 Total	826.76		
3436	PARAMETRIX	33280	3/14/2024	53494	2/27/2024		23052	CIP 14-10 WRRP Const. Management 1/1-2/3/24	1,342.00	40859431-563419	01410-CM-Construct-
								Check 33280 Total	1,342.00		
5687	PASADO'S SAFE HAVEN	33281	3/14/2024	2150320	3/5/2024			MAS Spay Neuter Services Feb 2024	452.00	44055430-541000	
								Check 33281 Total	452.00		
1618	PATTERSON VETERINARY SUPPLY	33282	3/14/2024	3029856814	2/26/2024			Animal Shelter Cleaning Supplies Mar '24	12.36	44055430-531000	
1618	PATTERSON VETERINARY SUPPLY	33282	3/14/2024	3029857252	2/26/2024			Vaccines Mar '24	438.75	44055430-531000	
1618	PATTERSON VETERINARY SUPPLY	33282	3/14/2024	3029858598	2/26/2024			Vaccines/ Animal Shelter Cleaning Supplies Mar '24	854.63	44055430-531000	
1618	PATTERSON VETERINARY SUPPLY	33282	3/14/2024	3030022243	3/6/2024			Vaccines/ Animal Shelter Cleaning Supplies	73.84	44055430-531000	
								Check 33282 Total	1,379.58		
6214	PBS ENGINEERING & ENVIRONMENTAL INC	33283	3/14/2024	0041825.000 - 17	3/1/2024		22038	CIP 22-04 Sumner Texaco Remed. 12/30/23-1/26/24	22,326.43	31059476-563312	02204-PE-Design-
								Check 33283 Total	22,326.43		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
463	PCRCO LLC	33284	3/14/2024	40682	2/29/2024			Shops Street Sweepings & Parks Garbage	1,451.85	40853150-547000	
463	PCRCO LLC	33284	3/14/2024	40682	2/29/2024			Shops Street Sweepings & Parks Garbage	554.00	00157680-547000	
								Check 33284 Total	2,005.85		
639	PETERSEN BROTHERS, INC.	33285	3/14/2024	2400501A	2/10/2024			Guardrail Repair - 4800 Block Sumner Tapps Hwy	2,712.04	00154230-548000	
639	PETERSEN BROTHERS, INC.	33285	3/14/2024	2400501B	2/10/2024			Guardrail Repair - Tapps Hwy 50' North 60th Uphill	3,250.65	00154230-548000	
639	PETERSEN BROTHERS, INC.	33285	3/14/2024	2400501C	2/10/2024			Guardrail Repair - Tapps Hwy 50' South 60th Down	2,443.97	00154230-548000	
								Check 33285 Total	8,406.66		
2722	PETLAND	33286	3/14/2024	191961	2/1/2024			MAS - Animal Disposal - 100 lbs	24.00	44055430-541000	
2722	PETLAND	33286	3/14/2024	192740	2/16/2024			MAS - Animal Disposal - 50lbs	12.00	44055430-541000	
2722	PETLAND	33286	3/14/2024	192762	2/29/2024			MAS - Animal Disposal - 150lbs	36.00	44055430-541000	
2722	PETLAND	33286	3/14/2024	192828	2/22/2024			MAS - Animal Disposal - 100lbs	24.00	44055430-541000	
2722	PETLAND	33286	3/14/2024	196467	2/8/2024			MAS - Animal Disposal - 10lbs	2.40	44055430-541000	
								Check 33286 Total	98.40		
627	PIERCE COUNTY BUDGET & FINANCE	33287	3/14/2024	02/2024 Court Remit	2/29/2024			Pierce County February 2024 Court Transmittals	49.31	651-237107	
627	PIERCE COUNTY BUDGET & FINANCE	33287	3/14/2024	CI-347423	2/28/2024		19075	January 2024 Jail services and prisoner med	74.07	00152360-551003	
								Check 33287 Total	123.38		

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
4513	PLATT ELECTRIC SUPPLY	33288	3/14/2024	4W32628	2/23/2024			WWTF - Mag tank mixer install parts	120.10	40253585-531018	
4513	PLATT ELECTRIC SUPPLY	33288	3/14/2024	4W35709	2/27/2024			WWTF - Cabling for Aeration Basin ORP probes	1,709.95	40253585-531018	
4513	PLATT ELECTRIC SUPPLY	33288	3/14/2024	4W35746	2/25/2024			WWTF - Grounds electric pull box repair parts	148.93	40253585-531018	
4513	PLATT ELECTRIC SUPPLY	33288	3/14/2024	4W51763	2/27/2024			WWTP - Grounds pull box repair parts	21.69	40253585-531018	
								Check 33288 Total	2,000.67		
6034	RETAIL LOCKBOX INC	33289	3/14/2024	24028497	2/29/2024			Utility Payment Lockbox Services - Feb 2024	671.30	40153470-541000	
6034	RETAIL LOCKBOX INC	33289	3/14/2024	24028497	2/29/2024			Utility Payment Lockbox Services - Feb 2024	671.30	40253570-541000	
6034	RETAIL LOCKBOX INC	33289	3/14/2024	24028497	2/29/2024			Utility Payment Lockbox Services - Feb 2024	671.31	40853170-541000	
								Check 33289 Total	2,013.91		
6165	ROBERT HALF	33290	3/14/2024	63281278	3/4/2024			Temp Emp: Velez, Rosalia - Week Ending 03/01/24	1,337.22	00151420-511003	
								Check 33290 Total	1,337.22		
787	SENTINEL PEST CONTROL	33291	3/14/2024	291259	3/7/2024			WWTF - Pest Control Service	109.50	40253585-541000	
								Check 33291 Total	109.50		
800	SHOPE CONCRETE PRODUCTS	33292	3/14/2024	10032470	2/20/2024			Manhole Concrete Riser Ring, Fast Patch	151.44	40253550-531011	
								Check 33292 Total	151.44		
5270	SMARSH INC.	33293	3/14/2024	INV-157098	2/29/2024			Smarsh SMS Archiving 2024	14,267.27	55151880-535014	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
								Check 33293 Total	14,267.27		
4763	SMART CHOICE TIRES	33294	3/14/2024	1116710	2/26/2024			Gator Tires	693.62	55054830-531000	
4763	SMART CHOICE TIRES	33294	3/14/2024	1116796	2/27/2024			Vehicle 22-212 Alignment	120.44	55054830-548000	
								Check 33294 Total	814.06		
3950	SWS EQUIPMENT LLC	33295	3/14/2024	0166445-IN	2/28/2024			Vehicle 33-123 Broom Parts	2,706.30	55054830-531000	
3950	SWS EQUIPMENT LLC	33295	3/14/2024	0166484-IN	2/28/2024			Vehicle 33-123 Skid Shoes	2,711.09	55054830-531000	
								Check 33295 Total	5,417.39		
3816	SOUND INSPECTIONS, LLC	33296	3/14/2024	20222284-47	2/29/2024		23078	Plan Review, Building/Fire Ins	7,553.94	00155850-541000	
3816	SOUND INSPECTIONS, LLC	33296	3/14/2024	20222284-49	2/20/2024		23078	Structural Plan Review BLD-2024-0002	12,697.02	00155850-541000	
								Check 33296 Total	20,250.96		
2220	STANDARD PARTS CORP	33297	3/14/2024	229590	2/27/2024			Blower Caps	10.69	55054830-531000	
								Check 33297 Total	10.69		
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874315	2/17/2024			Toner	127.80	00151420-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874316	2/17/2024			Dymo Label Supply - Shops	4.95	40153450-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874316	2/17/2024			Dymo Label Supply - Shops	4.95	40253550-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874316	2/17/2024			Dymo Label Supply - Shops	4.95	40853150-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874316	2/17/2024			Dymo Label Supply - Shops	4.93	00154230-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874318	2/17/2024			Shops Office Supplies	8.31	40153450-531000	

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Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874318	2/17/2024			Shops Office Supplies	8.31	40253550-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874318	2/17/2024			Shops Office Supplies	8.31	40853150-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874318	2/17/2024			Shops Office Supplies	8.29	00154230-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874319	2/17/2024			Dryer Eraser Cleaner for Central Well	3.39	40153450-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3559874320	2/17/2024			WWTF - Trash liners & copier paper	80.02	40253585-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3560305326	2/24/2024			Ink for AC, misc office supplies for PD	130.31	44055430-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3560305326	2/24/2024			Ink for AC, misc office supplies for PD	206.87	00152120-531000	
3271	STAPLES BUSINESS ADVANTAGE	33298	3/14/2024	3560305327	2/24/2024			WWTF-Laundry Hamper for Locker Room	42.28	40253585-531000	
								Check 33298 Total	643.67		
1032	STATE AUDITOR'S OFFICE	33299	3/14/2024	L159877	3/11/2024			Audit#57232, Audit Period:21-22, MCAG #0606	69.55	00151420-551001	
								Check 33299 Total	69.55		
5472	STOP STICK LTD	33300	3/14/2024	0032519-IN	2/27/2024			Stop Stick Kit	567.21	00152120-535000	
								Check 33300 Total	567.21		
5855	SUMNER LAWN 'N SAW	33301	3/14/2024	126712	2/27/2024			Pressure Washing Gun	75.96	40153450-535000	
								Check 33301 Total	75.96		
5216	SUNSET FORD	33302	3/14/2024	117410	3/2/2024			Patrol Car Switches	68.04	55054830-531000	

Sumner, WA Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
								Check 33302 Total	68.04		
920	TACOMA RUBBER STAMP	33303	3/14/2024	I-720698-1	1/18/2024			DM Nameplate	25.17	00151160-531000	
920	TACOMA RUBBER STAMP	33303	3/14/2024	I-722632-1	2/28/2024			Councilmember nameplate	25.17	00151160-531000	
								Check 33303 Total	50.34		
882	TEKS SERVICES,INC	33304	3/14/2024	57791	2/29/2024			Pet License Renewal Mailings for March 24	110.30	44055430-549005	
882	TEKS SERVICES,INC	33304	3/14/2024	57791	2/29/2024			Pet License Renewal Mailings for March 24	252.80	44055430-542000	
882	TEKS SERVICES,INC	33304	3/14/2024	57792	2/29/2024			Notice SEPA-2023-0010	13.16	00155850-544000	
882	TEKS SERVICES,INC	33304	3/14/2024	57806	3/1/2024			March (End of Feb 2024) Utility Stmt	410.90	40153470-541000	
882	TEKS SERVICES,INC	33304	3/14/2024	57806	3/1/2024			March (End of Feb 2024) Utility Stmt	410.90	40253570-541000	
882	TEKS SERVICES,INC	33304	3/14/2024	57806	3/1/2024			March (End of Feb 2024) Utility Stmt	410.90	40853170-541000	
882	TEKS SERVICES,INC	33304	3/14/2024	57806	3/1/2024			March (End of Feb 2024) Utility Stmt	556.27	40153470-542000	
882	TEKS SERVICES,INC	33304	3/14/2024	57806	3/1/2024			March (End of Feb 2024) Utility Stmt	556.26	40253570-542000	
882	TEKS SERVICES,INC	33304	3/14/2024	57806	3/1/2024			March (End of Feb 2024) Utility Stmt	556.26	40853170-542000	
								Check 33304 Total	3,277.75		
4418	THOMSON REUTERS	33305	3/14/2024	849708362	2/1/2024			ONLINE/SOFTWARE SUBSCRIPTION CHARGES JAN 2024	262.80	55151880-535014	
4418	THOMSON REUTERS	33305	3/14/2024	849857646	3/1/2024			ONLINE/SOFTWARE SUBSCRIPTION CHARGES (FEB 2024)	262.80	55151880-535014	

Sumner, WA Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
								Check 33305 Total	525.60		
901	TMG SERVICES INC	33306	3/14/2024	0051258-IN	2/14/2024			Central Well Chlorinator Parts	32.52	40153450-531024	
901	TMG SERVICES INC	33306	3/14/2024	0051299-IN	2/16/2024			Annual Maint Service - Chlorine Gen. Central Well	2,337.65	40153450-541000	
								Check 33306 Total	2,370.17		
913	TRAFFIC SAFETY SUPPLY CO INC	33307	3/14/2024	INV067369	2/15/2024			Parts for Rapid Flashing Beacon Signs	3,169.15	00154260-531000	
								Check 33307 Total	3,169.15		
954	UTILITIES UNDERGROUND	33308	3/14/2024	4020236	2/29/2024			02/2024 Excavation Notifications (Qty. 148)	195.36	40153450-541000	
								Check 33308 Total	195.36		
4933	VAN NESS FELDMAN LLP	33309	3/14/2024	443923	2/29/2024		19010	CIP 14-10 Represent/Consult on Golf Course 01/2024	3,315.83	40859431-563419	01410-PE-DSTRM-
								Check 33309 Total	3,315.83		
2309	VERIZON WIRELESS	33310	3/14/2024	9957025661	2/18/2024			VERIZON WIRELESS BILL FEB 2024 # 870712272-00001	6,468.51	55151880-542000	
								Check 33310 Total	6,468.51		
967	VWR INTERNATIONAL, INC.	33311	3/14/2024	8815413716	2/29/2024			WWTF-Lab Supplies	78.14	40253585-531006	
								Check 33311 Total	78.14		
1052	WA ST PATROL - BUDGET & FISCAL	33312	3/14/2024	I2404517	3/1/2024			PD CPL Background Checks Acct #WA0270200	53.00	651-237116	
								Check 33312 Total	53.00		

Sumner, WA
Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6390	WASHINGTON CRANE & HOIST LLC	33313	3/14/2024	0053103-IN	2/28/2024			WWTF - Hoist repair and install consulting	2,765.73	40259438-562101	
								Check 33313 Total	2,765.73		
4467	WATERSHED LLC	33314	3/14/2024	0088021-IN	2/23/2024			Waterproof Jacket for Ofc. Boone	652.53	00152120-531026	
								Check 33314 Total	652.53		
3099	WAXIE SANITARY SUPPLY	33315	3/14/2024	82318370	2/29/2024			Wypall wipes, Paper towels	321.27	00151835-531000	
								Check 33315 Total	321.27		
4743	ZONES INC	33316	3/14/2024	B59001190101	2/23/2024			ADOBE ACROBAT ANNUAL SUBSCRIPTION 2024	4,785.15	55151880-535007	
								Check 33316 Total	4,785.15		
								Grand Total	1,678,575.10		

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sumner, and that I am authorized to authenticate and certify to said claim.


Kassandra Raymond
9A693E5EBAEC4A5...

3/21/2024 | 10:45 AM PDT
Date

City of Sumner, WA



Use Tax Report 02/29/2024 to 03/14/2024

VENDOR	DOCUMENT INVOICE ACCOUNT	INVOICE	DESCRIPTION	PAID DATE TO BE PAID	RATE FROM	LINE	TAXABLE AMOUNT	USE TAX
564	36615 40253585-531006-	499840	wwTF-Lab Supplies	03/14/2024 402-237102-	9.500	1	27.00	2.57
6284	36560 40153470-541000-	40104390	Pick-Up Services fo	03/14/2024 401-237102-	9.500	1	378.62	5.62
6284	36560 40253570-541000-	40104390	Pick-Up Services fo	03/14/2024 402-237102-	9.500	2	378.62	5.63
6284	36560 40853170-541000-	40104390	Pick-Up Services fo	03/14/2024 408-237102-	9.500	3	378.62	5.62
6406	36550 55151880-535014-	23049	POLICE APPLICANT BA	03/14/2024 551-237102-	9.500	1	190.00	18.05

City of Sumner, WA



Use Tax Account Totals

Account		Amount	Discount Percent		Net Amount
401-237102-	\$	5.62	0.000 %	\$	5.62
402-237102-	\$	8.20	0.000 %	\$	8.20
408-237102-	\$	5.62	0.000 %	\$	5.62
551-237102-	\$	18.05	0.000 %	\$	18.05

Grand Total Use Tax: \$37.49

** END OF REPORT - Generated by Norman Shadlow **

City of Sumner, WA



AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 111100

FOR: Voids

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
33107	02/28/2024	VOID	004843 ART N STITCHES INC	120.58			
33112	02/28/2024	VOID	000150 CASCADE COLUMBIA DISTR CO	1,860.35			
		2 CHECKS	CASH ACCOUNT TOTAL	1,980.93	.00		

City of Sumner, WA



AP CHECK RECONCILIATION REGISTER

		UNCLEARED	CLEARED
2 CHECKS	FINAL TOTAL	1,980.93	.00

** END OF REPORT - Generated by Norman Shadlow **

Sumner, WA Voucher Certification



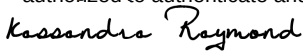
Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
2647	JOHANSEN CONSTRUCTION CO LLC	721	3/14/2024	Pay Estimate #12	3/6/2024		22030	CIP 18-03 24th St Utility Relocation PE#12	14,393.48	40159434-563429	01803-CN-CWAT-
2647	JOHANSEN CONSTRUCTION CO LLC	721	3/14/2024	Pay Estimate #12	3/6/2024		22030	CIP 18-03 24th St Utility Relocation PE#12	50,514.87	40259435-563429	01803-CN-CSEW-
2647	JOHANSEN CONSTRUCTION CO LLC	721	3/14/2024	Pay Estimate #12	3/6/2024		22030	CIP 18-03 24th St Utility Relocation PE#12	28,478.40	40859431-563429	01803-CN-CSTRM-
								Check 721 Total	93,386.75		
1602	LAW OFFICE OF THOMAS M PORS	722	3/14/2024	1872	3/2/2024		19044	CIP 04-02 Water Rights Legal S	3,003.00	40159434-563426	00402-PE-DWAT-
								Check 722 Total	3,003.00		
4844	MCNEILLY, ADRIENNE	723	3/14/2024	02/22/2024 Reimb	2/22/2024			Items for Wellness Promotion April - Amazon Order	39.50	00151790-531000	
4844	MCNEILLY, ADRIENNE	723	3/14/2024	02/28/2024 Reimb	2/28/2024			Snacks for DEI meeting - Fred Meyer	25.40	00151815-531000	
								Check 723 Total	64.90		
3695	MILES RESOURCES LLC	724	3/14/2024	353734	2/19/2024			Asphalt-Water Service Repair - Dixies 15717 E Main	182.27	40153450-531023	
3695	MILES RESOURCES LLC	724	3/14/2024	353825	2/26/2024			Asphalt - East Valley Hwy Sewer Manhole	211.55	40253550-531011	
3695	MILES RESOURCES LLC	724	3/14/2024	353941	2/26/2024			Asphalt - Everett St. Sewer	243.02	40253550-531015	
3695	MILES RESOURCES LLC	724	3/14/2024	353943	2/26/2024			Asphalt for Water Services	345.41	40153450-531023	
3695	MILES RESOURCES LLC	724	3/14/2024	354015	2/29/2024			Asphalt for Side Sewer Replacement	299.29	40253550-531015	
								Check 724 Total	1,281.54		

Sumner, WA
Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
6484	SCHLIESMAN, JARED	725	3/14/2024	Schliesman CDL-2024	2/8/2024			CDL Exam 2024	130.00	00157680-549004	
								Check 725 Total	130.00		
6222	SWAIN, KRISTA	726	3/14/2024	2024 Comm Ct Retreat	2/29/2024			Sumner's Share Room Rental & Snacks - 2024 Comm Ct	281.27	00151255-549003	
6222	SWAIN, KRISTA	726	3/14/2024	Reimb: CCrt 03/07/24	3/7/2024			Reimb: Community Court Lunch Meeting 03/07/2024	105.17	00151255-531000	
								Check 726 Total	386.44		
5998	VM STRUCTURAL DESIGN INC	727	3/14/2024	16	1/30/2024		20066	CIP 20-07 Rivergrove Ped Bridge Design (Mar/Apr 22)	322.50	30259561-563110	02007-PE- -
5998	VM STRUCTURAL DESIGN INC	727	3/14/2024	17	1/30/2024		20066	CIP 20-07 Rivergrove Ped Bridge Design (Sep/Oct 22)	10,354.95	30259561-563110	02007-PE- -
								Check 727 Total	10,677.45		
								Grand Total	108,930.08		

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sumner, and that I am authorized to authenticate and certify to said claim.


Signed: Kassandra Raymond

3/21/2024 | 10:45 AM PDT

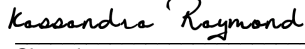
Date

Sumner, WA
Voucher Certification



Vendor Number	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	PO	Contract Number	Line Description	Line Amount	GL Number	Project Ledger
5539	REDQUOTE INC	15346	3/1/2024	HRA 03/01/2024	3/1/2024			2023 HRA Med/Rx Co-Ins Reimbursements	164.30	00151730- 521020	
								Check 15346 Total	164.30		
5878	CSC	15347	2/20/2024	82859199410 02202024	2/20/2024			Recorded Doc: SVM 4 Bill of Sale	105.81	40153410- 541000	
5878	CSC	15347	2/20/2024	82859199410 02202024	2/20/2024			Recorded Doc: SVM 4 Bill of Sale	105.81	40253510- 541000	
5878	CSC	15347	2/20/2024	82859199410 02202024	2/20/2024			Recorded Doc: SVM 4 Bill of Sale	105.80	40853110- 541000	
								Check 15347 Total	317.42		
5878	CSC	15348	2/27/2024	82859199410 02272024	2/27/2024			Recorded Docs: ES Apts, Apex Alley Deed, Easement	214.28	40153410- 541000	
5878	CSC	15348	2/27/2024	82859199410 02272024	2/27/2024			Recorded Docs: ES Apts, Apex Alley Deed, Easement	214.28	40253510- 541000	
5878	CSC	15348	2/27/2024	82859199410 02272024	2/27/2024			Recorded Docs: ES Apts, Apex Alley Deed, Easement	214.28	40853110- 541000	
								Check 15348 Total	642.84		
5878	CSC	15349	3/4/2024	82859199410 03042024	3/4/2024			Recorded Doc: Sound Transit Sewer Agreement	319.42	40253510- 541000	
								Check 15349 Total	319.42		
5539	REDQUOTE INC	15350	3/8/2024	HRA 03/08/2024	3/8/2024			2023 HRA Med/Rx Co-Ins Reimbursements	287.57	00151730- 521020	
								Check 15350 Total	287.57		
Grand Total									1,731.55		

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sumner, and that I am authorized to authenticate and certify to said claim.


Kassandra Raymond
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3/21/2024 | 10:45 AM PDT
Date

Payroll

From: [Laura Hall](#)
To: [Norman Shadlow](#)
Subject: Voucher Certification - PPE 2/17
Date: Wednesday, February 21, 2024 3:53:35 PM

Hi Norm, here are the details for PPE 2/17:

Payroll and Benefit Checks #10034-10035 in the amount of \$11,185.00

Payroll and Benefit Electronic Payments 02/23/2024 – 03/07/2024 in the amount of \$833,903.74

Laura Hall, CPP | Finance & Payroll Analyst

City of Sumner

1104 Maple Street | Sumner, WA 98390

(253) 299-5547



SUBJECT: Resolution No. 1677 - Equipment Surplus Authorization

CATEGORY: Public Hearings

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution No. 1677 - Equipment Surplus Authorization

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

RCW 35.94.040 requires a public hearing to declare equipment originally acquired for public purposes with an estimated value greater than fifty thousand dollars surplus. The City recently purchased a new Vac Truck and has no need for our old vehicle, which has reached the end of its useful life. We intend to, surplus Sumner unit 33-118 which is a 2013 International Vac-Con with an estimated value of \$100,000 at the April 15th Regular Council Meeting.

COUNCIL COMMITTEE/STUDY SESSION:
--

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Public Hearing, no action needed at this time.

**RESOLUTION NO. 1677
CITY OF SUMNER, WASHINGTON**

**A RESOLUTION OF THE CITY OF SUMNER, WASHINGTON, DECLARING CERTAIN
PROPERTY AS SURPLUS AND AUTHORIZING SALE**

WHEREAS, the City of Sumner purchased the equipment on the attached Exhibit A; and

WHEREAS, the Equipment in Exhibit A is Surplus to the needs of the City; and

WHEREAS, the Council held a public hearing regarding the surplus item with an estimated value over \$50,000 on April 1, 2024; and

WHEREAS, the City desires to surplus this equipment pursuant to the RCW 35.94.040.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF SUMNER, WASHINGTON:**

Section 1. Authorization. That the Mayor is hereby authorized and directed to surplus City of Sumner inventoried equipment as identified in Exhibit "A" a copy of which is attached hereto and made a part hereof, all in accordance with RCW 35.94.040.

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 resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 3. Effective Date. This resolution shall take effect and be in force immediately upon passage by the City Council.

ADOPTED AND APPROVED this 15th day of April, 2024.

Attest:

Kathy Hayden, Mayor

Michelle Converse, City Clerk

Approved as to form:

Andrea Marquez, City Attorney

RESOLUTION NO. 1677
EXHIBIT A

Item Description	Unit	Purchasing Fund(s)	License	VIN	Est. Salvage	Approver
2013 International Vac-Con	33-118	Water, Sewer, Storm	55198D	1HTWGAZT5EH492920	\$100k	Council



SUBJECT: Resolution No. 1678 -2025-2030 Six-Year Transportation Improvement Program Annual Update

CATEGORY: Resolution

BUDGET IMPACT: None

ATTACHMENTS:

1. Resolution No. 1678 -2025-2030 Six-Year Transportation Improvement Program Annual Update

STAFF CONTACT: Andrew Leach, Associate Engineer

SUMMARY BACKGROUND:

RCW 35.77.010 and RCW 36.81.121 require that each city and county update its Transportation Improvement Plan (TIP) annually and file a copy of the adopted program with the State Department of Transportation. The Six-Year TIP establishes and prioritizes the City's streets, sidewalk and trail projects for the next six years. Below are some proposed TIP projects of interest:

The Main Street and Wood Avenue Intersection Improvements Project will be completed this year.

The Stewart Road Bridge Project is planned to go into construction in 2025.

The Fryar Avenue Trail Project has received grant funding for the construction phase of the project.

A study session to discuss the TIP was held on March 11, 2024, and a public hearing was held on March 18, 2024.

COUNCIL COMMITTEE/STUDY SESSION: 3/11/24 - Study Session 3/18/24 - Public Hearing MEETING/STUDY SESSION DATE: 3/11/2024 COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

A motion to adopt Resolution No.: 1678; 2025-2030 Six-Year Transportation Improvement Program Annual Update.

**RESOLUTION NO. 1678
CITY OF SUMNER, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON,
ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM.**

WHEREAS, the governing body of each municipal corporation of the State of Washington is required to adopt a Six-Year Transportation Improvement Program; and

WHEREAS, the City officials caused to be prepared a certain plan as a Six-Year Transportation Improvement Program; and

WHEREAS, it is now the opinion of the City Council that said plan should be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON

Section 1. That the plan designated as the Six-Year Transportation Improvement Program 2025-2030, a copy of which is attached hereto and made a part hereof, is hereby adopted.

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 resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 3. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the City Council.

APPROVED AND ADOPTED this 1st day of April, 2024.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse

City Attorney Andrea Marquez

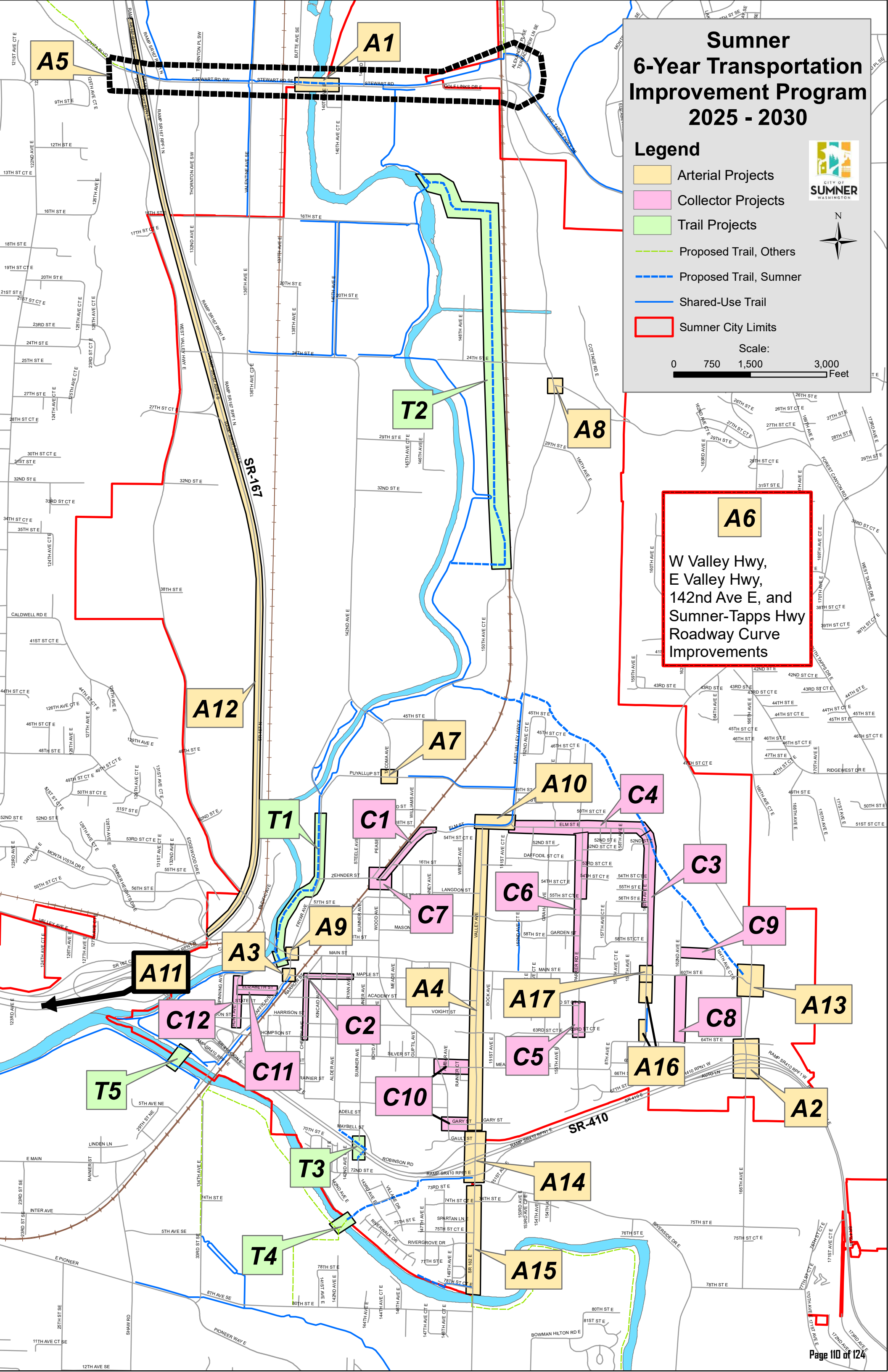
Sumner 6-Year Transportation Improvement Program 2025 - 2030

Legend

- Arterial Projects
- Collector Projects
- Trail Projects
- Proposed Trail, Others
- Proposed Trail, Sumner
- Shared-Use Trail
- Sumner City Limits



Scale:
0 750 1,500 3,000 Feet



Six Year Transportation Improvement Program 2025-2030

City of Sumner

Projects Listed in Priority Order
Italics identify unfundend milestones

ARTERIAL STREET PROGRAM										
ID	PROJECT	LOCATION	DESCRIPTION	TOTAL COSTS	FUNDED?	YEAR				REMARKS
						PLANNING	DESIGN	ROW/PERMIT	CONSTRUCTION	
A1	Stewart Rd (8th St.) White River Bridge	Stewart Road at White River	Replace existing 2-lane bridge with new bridge with two unequal length spans. New structure will accommodate 4 vehicle lanes, a sidewalk, and a trail crossing.	\$35,000,000	Yes	Complete	Completing in 2024	Completing in 2024	2025-2028	Project funded by Federal STP Grant, FMSIB Grant, Pierce County, Port of Tacoma, TIB, Congressional Allocation, NHFP and City of Auburn.
A2	166th Ave E Widening	SR 410 WB Ramp Terminals to just north of 64th St. E.	Widen 166th Ave E to 4-5 lanes through the identified corridor and improve lane configuration and dual roundabouts at the two existing intersections.	\$18,000,000	Partial	Complete	2027	2027	2028-2030	Design is City funded, received a Port of Tacoma Grant and a federal STP grant.
A3	Maple Street Pedestrian Signal and Citywide Signal Backplates	Traffic Avenue and Maple Street Ped Signal, Backplates Various Locations Citywide	Replace existing pedestrian-activated rectangular rapid flashing beacons with signal (expected to be a High Intensity Activated Crosswalk (HAWK) signal), add retroreflective backplates to upgrade signal heads citywide.	\$431,000	Yes	Complete	Complete	Complete	2025	Over 90% funded by a Highway Safety Improvement Program grant.
A4	Valley Avenue	From SR 410 to Elm St.	Overlay existing roadway surface, complete required ADA upgrades.	\$4,000,000	Partial	Complete	2025	N/A	2026	Received STP grant funding for the section between SR 410 and Meade McCumber.
A5	Stewart Road Corridor ITS Improvements	Stewart Road from SR 167 toward Lakeland Hills	Connect traffic signals and the railroad crossing to coordinate signal timing to increase vehicular traffic flow and reduce peak-hour delay.	\$3,500,000	Partial	Complete	2025	2026	2027	Received STP grant funding for design in 2025.
A6	Systemic Horizontal Curve and Roadway Departure Safety Improvements	East Valley Highway, West Valley Highway, 142nd Ave. E, and Sumner-Tapps Highway	Install curve waring signs, speed feedback signs, rumble strips, profiled striping, reflective markers, guardrail, street lighting and shouldering to improve safety conditions on north-south roadways that have a history of vehicle departures.	\$903,000	Yes	Completing in 2023	2025	2025	2027	Received HSIP funding to complete the project, reimbursing 100% of project costs.
A7	Puyallup St and Tacoma Ave Intersection Improvements	Intersection of Puyallup Street and Tacoma Avenue	Upgrade intersection to a signal and provide sidewalks/ADA improvements.	\$2,600,000	No	Complete	2025	2026	2027	Received STP grant funding for design. Seeking grant funding for the construction phase of the project.
A8	East Valley Hwy and Forest Canyon Rd E Instersection improvements	Intersection of East Valley Highway and Forest Canyon Road	Upgrade the intersection to improve function.	\$3,000,000	No	2025	2027	2028	2030	This is a future project that will be evaluated in the coming years. Potential for partial funding through TIF.
A9	Traffic Avenue and Main Street Intersection Improvements	Intersection of Traffic Ave and Main Street	Upgrade the signalized intersection to improve function.	\$15,000,000	No	2026	2028	2029	2031	This is a future project that will be evaluated in the coming years. Potential for partial funding through TIF.

Six Year Transportation Improvement Program 2025-2030
City of Sumner

Projects Listed in Priority Order
Italics identify unfundend milestones

A10	East Valley Hwy/Elm St./Valley Ave Intersection Improvements	Intersection of East Valley Highway and Elm Street and the intersection of Valley Avenue and Elm Street	Upgrade the intersections to improve function.	\$3,000,000	No	2026	2028	2029	2031	This is a future project that will be evaulated in the coming years. Potential for partial funding through TIF.
A11	SR 167 / I-5 Connection Project	Puyallup to Fife	WSDOT Gateway Program Project - The SR 167 Completion project will build the remaining four miles of SR 167 between Meridian and I-5, completing a long-planned connection to I-5. The project also includes a two mile connection from I-5 to the Port of Tacoma.	*\$1,000,000,000	Yes	Complete	2017-2025	2017-2025	2019-2030	WSDOT-led regional project. Sumner committed \$500,000 to the project in 2023.
A12	SR 167	From SR 410 Interchange to 15th St SW (Auburn)	Add southbound HOT lane.	*Unknown	No	Complete	Unknown	N/A	Unknown	This is a WSDOT-led project on a state highway. Sumner has not taken an active role in WSDOT's project and has not committed any funds to the project to date.
A13	Sumner Tapps Highway/60th St E Intersection Improvements	Sumner Tapps Highway and 60th St E Intersection	Rebuild existing intersection to improve roadway geometrics and add a traffic signal to increase allowable movements.	\$3,400,000	No	2026	2027	2028	2029	Potential for partial funding through TIF.
A14	SR 410 / SR 162 Interchange Improvements	Interchange ramps as SR 410	Construct a one-lane roundabout configuration at each of the interchange ramps.	*\$6,650,000	Yes	Complete	2026	2028	2030	WSDOT-led project that will improve traffic flow at the existing interchange. Sumner has not taken an active role in WSDOT's project and has not committed any funds to the project to date.
A15	Hwy. 162 Improvements	From southern city limits to SR410 EB On/Off Ramps	Construct one additional southbound lane on SR 162.	*\$7,400,000	No	Complete	2026	2028	2030	This is a WSDOT-led project on a state highway. Sumner has not taken an active role in WSDOT's project and has not committed any funds to the project to date.
A16	160th Ave. E	Main St. to 64th St. E	Improve and widen streets to minor arterial standards with bike paths and sidewalks.	\$500,000	No	Complete	2027	2028	2030	Installing sidewalk on west side of 160th. Project is unfunded. Sidewalks on east side of 160th were completed in 2022.
A17	Main Street and 160th Intersection Improvements	Main St. and 160th Ave E Intersection	Evaluate intersection for an upgrade to a signal and provide sidewalks/ADA improvements.	\$2,000,000	No	2026	2027	2028	2029	This is a future project that will be evaulated in the coming years.

* Denotes that project is largely funded by WSDOT, and City has either committed a small percentage contribution or no contribution to date.

Six Year Transportation Improvement Program 2025-2030

City of Sumner

Projects Listed in Priority Order
Italics identify unfundend milestones

COLLECTOR STREET PROGRAM										
ID	PROJECT	LOCATION	DESCRIPTION	TOTAL COSTS	FUNDED?	YEAR				REMARKS
						PLANNING	DESIGN	ROW/PERMIT	CONSTRUCTION	
C1	Elm St. & Wood Ave Sidewalks	Bonney Ave to Zehnder St	Extend the sidewalk on the north side of Elm Street and the West side of Wood Avenue.	\$4,000,000	No	Complete	2027	N/A	2029	Seeking grant funding for the design and construction phases of the project.
C2	TC: Cherry & Maple Utilities	Cherry Ave, Maple St.	Replacement of aging utilities in support of the Town Center Plan redevelopment.	\$3,000,000	Yes	Complete	Completing in 2024	N/A	2025-2026	Budget includes roadway restoration.
C3	160th Ave. E	Elm St. to Main St.	Improve 160th Ave. E. to Collector St. standards with curb, gutter and sidewalks on each side. Portions may be completed as parts of development prior to this time.	\$2,700,000	partial by developers	Complete	2027	2028	2029	Project partially completed by developers.
C4	Elm St. E	E. Valley Highway to 160th Ave. E.	Improve Elm St. to collector street standards with curb, gutter and sidewalks on each side. Work will include storm drainage facilities and utility replacement.	\$2,400,000	partial by developers	Complete	2027	2028	2029	Project partially completed by developers.
C5	Parker Rd. E	62nd St. to 63rd St.	Construct curb, gutter and sidewalk on east side of the street.	\$250,000	Partial	Complete	2027	2028	2029	Funding will likely come from a combination of developer-built improvements, Street and Storm funds.
C6	Parker Rd. E	From Main St. to Elm St.	Reconstruct Parker Road to Collector St. standards with curbs, gutters, sidewalks, and drainage utilities. Portions have been completed by developer projects and sidewalk grants.	\$1,300,000	Partial	Complete	2027	2028	2029	Funding will likely come from a combination of developer-built improvements, Street and Storm funds.
C7	Zehnder St.	From Pease Ave. to Wood Ave.	Railroad Crossing Improvements to at-grade BNSF rail crossing.	\$1,000,000	No	2027	2028	2029	2030	Identified Road-Rail conflict point where upgrades could be beneficial.
C8	162nd Ave. E Segment Extension	64th St. E to 60th St. E	Construct new 2-lane roadway section with sidewalks.	\$3,000,000	No	2027	2028	2029	2030	Element of East Sumner Neighborhood Plan, likely completed by development or LID.
C9	164th Ave. Ct. E Segment Extension	162nd Ave. E to 164th Ave. Ct. E	Construct new 2-lane roadway section with sidewalks.	\$2,000,000	No	2027	2028	2029	2030	Element of East Sumner Neighborhood Plan, likely completed by development or LID.
C10	Meade McCumber & Gary Street Sidewalk Improvements	Wood Ave. to Valley Ave.	Complete the sidewalk gaps at these two locations.	\$650,000	No	Complete	2027	2028	2029	This is a future project that will be evaulated in the coming years.
C11	Elizabeth Street	Hunt Ave. to Traffic Ave.	Improve Elizabeth Street to residential street standards with roadway improvements curb, gutter and sidewalks on each side. Portions have been completed with sidewalk grants and programs.	\$3,000,000	No	2029	2030	2031	2032	This is a future project that will be evaulated in the coming years.
C12	Hunt Avenue	W Main Street to dead end past Harrison Street	Improve Hunt Avenue to residential street standards with roadway improvements, curb, gutter and sidewalks on each side. Portions have been completed by developer projects.	\$3,000,000	No	2029	2030	2031	2032	This is a future project that will be evaulated in the coming years.

Six Year Transportation Improvement Program 2025-2030
City of Sumner

Projects Listed in Priority Order
Italics identify unfundend milestones

TRAIL PROGRAM										
ID	PROJECT	LOCATION	DESCRIPTION	TOTAL COSTS	FUNDED?	YEAR				REMARKS
						PLANNING	DESIGN	ROW/PERMIT	CONSTRUCTION	
T1	Fryar Ave. Trail	West Main St. to Puyallup St.	Complete trail connection through town.	\$7,200,000	Partial	Complete	Completing in 2024	Completing in 2024	2025	Design and ROW partially funded by federal grant. Construction funded by WSDOT Bike & Pedestrian Grant.
T2	White River Restoration Trail	#9 Ditch to area north of 16th St.	Construct 8000 LF trail in conjunction with restoration project.	\$3,000,000	Partial	Complete	Completing in 2024	N/A	2026	Fully funded by restoration project.
T3	Rivergrove Pedestrian Bridge	Trail overpass connecting the vicinity of Alder Ave. to 143rd Ave. E	Construct trail bridge to provide a new trail connection between Sumner Town Center and the Rivergrove neighborhood over SR 410.	\$11,200,000	Partial	Complete	2025	N/A	2027	Design funding provided by ST3 grant and CMAQ grant. No construction funding identified.
T4	Puyallup River Trail Bridge	Trail overpass connecting 144th Ave. E to 143rd Ave. E	Construct a trail bridge and trail connections to provide a connection to the Foothills Trail per the Sumner Parks and Trails Plan.	\$6,000,000	No	2029	2030	2031	2032	Identified in Draft Parks and Trails Plan. No funding source secured.
T5	Puyallup River Crossing	Sumner WWTP to Puyallup trail	Provides improved connection with the Puyallup and Foothills trail system.	\$4,000,000	No	2029	2030	2031	2032	Potential joint project with Puyallup. Eligible for federal CMAQ funding.

ANNUAL STREET MAINTENANCE PROGRAMS					
ID	PROJECT	DESCRIPTION	ANNUAL COSTS	FUNDED?	REMARKS
R1	Street Overlay Program	Overlay and rebuild existing streets throughout the City.	\$150,000	Yes	Street Operating General Fund Budget
R2	Roadway Paint Line Application	Repaint lane lines throughout the City.	\$40,000	Yes	Street Operating General Fund Budget
R3	Pavement Repairs	Repair spot surface and subgrade failures through dig-outs throughout the City.	\$66,150	Yes	Street Operating General Fund Budget
R4	Roadway Plastic Marking Application	Replace crosswalk, stop bar, and arrow markings throughout the City.	\$56,100	Yes	Street Operating General Fund Budget
R5	Chip Seal Application	Apply a chip seal treatment to asphalt roads throughout the City.	\$136,500	Yes	Street Operating General Fund Budget
R6	Crack Seal Application	Maintain roads with crack seal throughout the City.	\$78,750	Yes	Street Operating General Fund Budget
R7	Neighborhood Traffic Control Program	Modify residential streets to enhance pedestrian safety, slow speeding vehicles, and minimize cut-through traffic on collector and local roadways.	\$28,000	Yes	Street Operating General Fund Budget
R8	ADA Transition Plan	Address the projects identified in the ADA Transition Plan.	\$40,000	Yes	Sidewalks Construction Capital Fund Budget
R9	Sidewalk Maintenance Program	Replace/rebuild existing failing sidewalks due to damage caused by street trees.	\$250,000	Yes	Sidewalks Construction Capital Fund Budget. Formerly the Volunteer Sidewalk Program.
R10	Safe Routes to School	Fill in gaps in sidewalks and replace ramps that do not meet current code. Continue educational components and install speed feed back signs.	N/A	No	City will fund local match as needed. Continue to apply for SRTS Grants.

TRANSPORTATION PROJECTS COMPLETING IN 2024

PROJECT	LOCATION	DESCRIPTION	COSTS	REMARKS
Main St. and Wood Ave. Intersection Improvements	Main St. and Wood Ave. intersection	Construct pedestrian improvements and upgrade signal to current standards.	\$3,580,000	Project completed in 2024. Project was partially funded by PSRC grant funding.
Elm Street Sidewalk Improvements	Bonney Ave. to Wright Ave.	Extend the sidewalk on the north side of Elm Street to connect to Bonney Ave and Seibenthaler Park.	\$550,000	Project completed in 2024. Project funded by TIB grant.

SUBJECT: Re-appointment of Civil Service Commission (Lomax)

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

The Mayor is seeking the re-appointment of Georgia Lomax to the Civil Service Commission for a term ending March 31, 2028. Ms. Lomax originally was appointed to the Civil Service Commission in August 2022 to fulfill the term of Commissioner Carnahan, who had moved out of state.

The Civil Service Commission consists of three members and is responsible for administration of human resources policies and practices in areas of competitive testing, conducting investigations and hearings, position classification, and any other matter of general personnel administration subject to the provisions of the State statute and Civil Service Rules.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Approve the reappointment of Georgia Lomax to the Civil Service Commission for a term ending March 31, 2028.

SUBJECT: Re-appointment to Sumner Planning Commission (Fochtman)

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

Mayor Hayden is seeking re-confirmation of Ms. Sharon Fochtman to the Sumner Planning Commission. The Planning Commission's main purpose is to assist in the implementation of the vision and policies in the Sumner Comprehensive Plan, including reviewing and making recommendations on various City plans, goals, and policies, and the Sumner Zoning Code and development regulations. The Commission serves in an advisory capacity to the City Council.

The Planning Commission currently has 6 members who are appointed by the Mayor and confirmed by the City Council. A majority of the members must be residents of the City of Sumner, while two members may be nonresidents who have a demonstrated interest in the City of Sumner. The members of the Planning Commission are to be selected without respect to political affiliations and shall serve without compensation. Members are appointed for 4-year terms.

Ms. Fochtman has served on the Planning Commission for several years, and was recently elected as Vice Chair. She is a retired educator and business administrator, and has lived in Sumner since 1985. Ms. Fochtman has a keen interest in maintaining the quality of life in Sumner for all ages and, in particular, for seniors, as the community grows.

Mayor Hayden is seeking re-appointment Ms. Fochtman to continue on the Planning Commission for another term that ends in April 2028.

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

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Confirm the Mayor's re-appointment of Sharon Fochtman to the Sumner Planning Commission for another term expiring in April 2028.

SUBJECT: Appointment to Cultural Arts Commission (Ready)

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Application (Ready)

STAFF CONTACT: Lana Hoover, Community Relations Specialist, Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

Mayor Hayden is seeking confirmation of the appointment of Kelly Ready to the Sumner Cultural Arts Commission.

The Sumner Cultural Arts Commission consists of no more than 9 members who are appointed by the Mayor and confirmed by the City Council. The members are to be selected without respect to political affiliations and shall serve a four-year term without compensation. The Cultural Arts Commission provides leadership in promoting art appreciation and creative expression in diverse visual, literary, cultural, and performing arts in Sumner.

Ms. Ready is the Art Director for the Sumner Gordon Family YMCA and has participated on the Cultural Arts Commission in this capacity. Recent changes to the Cultural Arts Commission no longer require a YMCA representative. However, Ms. Ready would like to continue as a volunteer. Ms. Ready believes Art strengthens community bonds and creates new means of connection and understanding.

Her appointment would be for a 4-year term.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Approve the Mayor's recommendation and appoint Ms. Ready to the Sumner Cultural Arts Commission for a four-year appointment with a term ending April 2028.

APPLICATION

Anonymous User just submitted the survey Commission Application with the responses below.

I am interested in serving on the following:

Arts & Culture Commission

Name:

Kelly Ready

Phone Number:

[REDACTED]

Email Address

[REDACTED]

Address:

[REDACTED]

Sumner WA 98390

Occupation (if retired, please indicate former occupation or profession):

Gordon YMCA Arts Lead

Education:

Highschool graduate, some college, trade school.

Professional or community involvement:

Spent 11 years as art docent in the SBLSD, currently working in the Art department at Gordon YMCA as program lead and art instructor.

Why are you interested in serving on this commission?

Would love to continue to serve as a representative from Gordon YMCA. Art strengthens community bonds and creates new means of connection and understanding. At the YMCA, we want to be part of the team who are intentional in the planning and development of placing the arts in the heart of Sumner community.

Have you previously served on a City of Sumner commission?

Yes

If yes, which one(s):

Arts and Cultural Commission

|

SUBJECT: Re-appointment to Cultural Arts Commission (Mellen)

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Lana Hoover, Community Relations Specialist, Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

Mayor Hayden is seeking the reappointment of Shelia Mellen to the Sumner Cultural Arts Commission.

The Sumner Cultural Arts Commission consists of no more than 9 members who are appointed by the Mayor and confirmed by the City Council. The members are to be selected without respect to political affiliations and shall serve a four-year term without compensation. The Cultural Arts Commission provides leadership in promoting art appreciation and creative expression in diverse visual, literary, cultural, and performing arts in Sumner.

Ms. Mellen is a resident of Sumner, and believes that a thriving arts program adds to the community. She has been on the Cultrual Arts Commission for 3 years.

COUNCIL COMMITTEE/STUDY SESSION: N/A
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MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION: N/A

STAFF RECOMMENDATIONS/MOTION:

Approve the Mayor's recommendation and appoint Ms. Mellen to the Sumner Cultural Arts Commission for a four-year appointment with a term ending April 2028.

SUBJECT: Re-appointment to Cultural Arts Commission (Matthews)

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Lana Hoover, Community Relations Specialist, Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

Mayor Hayden is seeking confirmation of the reappointment of Annmarie Matthews to the Sumner Cultural Arts Commission.

The Sumner Cultural Arts Commission consists of no more than 9 members who are appointed by the Mayor and confirmed by the City Council. The members are to be selected without respect to political affiliations and shall serve a four-year term without compensation. The Cultural Arts Commission provides leadership in promoting art appreciation and creative expression in diverse visual, literary, cultural, and performing arts in Sumner.

Ms. Matthews is a resident of Sumner, and believes encouraging the arts in a community is important in helping create an enriching and beautiful environment for all its citizens. In serving on the Commission, she hopes to use her love of the arts and her experience in working with groups of people to benefit the city. Ms. Matthews has served on the Cultural Arts Commission since 2020.

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

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Approve the Mayor's recommendation and appoint Ms. Matthews to the Sumner Cultural Arts Commission for a four-year appointment with a term ending April 2028.

SUBJECT: Ordinance No. 2884 - 2024 Compensation Schedule Amendment

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance No. 2884- 2024 Comp Schedule Amendment

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

The recently approved collective bargaining agreement between the City of Sumner and the International Union of Operating Engineers Local 302 included 2024 salary increases for the members. This ordinance amends the current City Compensation Schedule to include those changes.

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

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

A motion to adopt Ordinance No. 2884 - 2024 Compensation Schedule Amendment

**ORDINANCE NO. 2884
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, ADMENDING THE 2024 COMPENSATION SCHEDULE FOR EMPLOYEES REPRESENTED BY THE INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 302.

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

WHEREAS, the City has established a 2024 Compensation Schedule for the non-represented employees and represented members of Teamsters Local 313 and Sumner Police Guild; and

WHEREAS, the City has an approved a Collective Bargaining Agreement (CBA) with International Union of Operating Engineers Local 302 (IUOE); and

WHEREAS, the dollar amounts in Exhibit A for IUOE employees includes 2024 wages outlined in their CBA.

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

Section 1. Adoption. The City of Sumner 2024 Compensation Schedule for all non-represented employees and all represented employees attached hereto as Exhibit A, covering the period from January 1, 2024 through December 31, 2024, is hereby amended.

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 1st day of April 2024.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

City Attorney Andrea Marquez

First Reading: 4/1/24
Date Adopted: 4/1/24
Date of Publication:
Effective Date:

2024 Compensation Schedule - Bi-Weekly

Temporary and Seasonal Pay Grades - Hourly									CPI-U: 4.6% Non-Rep: 4.6% Op Engineers: 5.0% Teamsters: 5.0% Police Guild: 9.0% Police Support: 4.6%
Classification	Typical Position Titles	Grade	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	
Seasonal	Laborer	SEA1	Hourly	\$ 20.00	\$ 22.00	\$ 24.00	\$ 26.00	\$ 28.00	
	Intern	SEA2	Hourly	\$ 25.00	\$ 30.00	\$ 35.00	\$ 40.00	\$ 45.00	
Temporary	Temporary Administrative	TMP1	Hourly	\$ 25.00	\$ 30.00	\$ 35.00	\$ 40.00	\$ 45.00	
	Temporary Professional	TMP2	Hourly	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	
Non-Exempt Pay Grades - Hourly / Period									
Classification	Typical Position Titles	Grade	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	
Hourly-Regular Part Time	Animal Care Technician	HR1	Hourly	\$ 16.00	\$ 18.00	\$ 20.00	\$ 22.00	\$ 24.00	
	Pollution Prevention Specialist	HR2	Hourly	\$ 32.00		\$ 34.00		\$ 36.00	
Labor	Custodial Technician	21	Hourly	\$ 24.49	\$ 25.89	\$ 27.38	\$ 28.95	\$ 30.61	
			Per Period	\$ 1,959.20	\$ 2,071.20	\$ 2,190.40	\$ 2,316.00	\$ 2,448.80	
Professional	Technician, Administrative Assistant, Specialist, Assistant Planner	31	Hourly	\$ 30.35	\$ 30.68	\$ 32.43	\$ 34.29	\$ 36.25	
			Per Period	\$ 2,428.00	\$ 2,454.00	\$ 2,594.31	\$ 2,742.92	\$ 2,900.31	
		32	Hourly	\$ 31.41	\$ 31.75	\$ 33.57	\$ 35.49	\$ 37.53	
			Per Period	\$ 2,512.80	\$ 2,540.31	\$ 2,685.69	\$ 2,839.38	\$ 3,002.31	
		33	Hourly	\$ 33.00	\$ 33.36	\$ 35.27	\$ 37.30	\$ 39.43	
			Per Period	\$ 2,640.00	\$ 2,669.08	\$ 2,821.85	\$ 2,983.85	\$ 3,154.62	
Technical	Administrator, Analyst, Assistant Engineer, Associate Planner, Building/Plans Inspector, Coordinator, GIS/CAD Specialist, IT Technician, Professional Standards Officer	41	Hourly	\$ 36.20	\$ 38.28	\$ 40.47	\$ 42.79	\$ 45.24	
			Per Period	\$ 2,896.00	\$ 3,062.40	\$ 3,237.60	\$ 3,423.20	\$ 3,619.20	
		42	Hourly	\$ 37.26	\$ 39.40	\$ 41.66	\$ 44.05	\$ 46.57	
			Per Period	\$ 2,980.80	\$ 3,152.00	\$ 3,332.80	\$ 3,524.00	\$ 3,725.60	
		43	Hourly	\$ 40.46	\$ 42.78	\$ 45.23	\$ 47.82	\$ 50.56	
			Per Period	\$ 3,236.80	\$ 3,422.40	\$ 3,618.40	\$ 3,825.60	\$ 4,044.80	
		44	Hourly	\$ 42.59	\$ 45.03	\$ 47.61	\$ 50.34	\$ 53.23	
			Per Period	\$ 3,407.20	\$ 3,602.40	\$ 3,808.80	\$ 4,027.20	\$ 4,258.40	
Exempt Pay Grades - Bi-Weekly (26 pay periods)									
Classification	Typical Position Titles	Grade	Basis	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	Per Period	\$ 3,577.81	\$ 3,782.50	\$ 3,999.27	\$ 4,228.58	\$ 4,470.92	
		62	Per Period	\$ 3,662.77	\$ 3,872.77	\$ 4,094.38	\$ 4,329.00	\$ 4,577.15	
		63	Per Period	\$ 3,918.65	\$ 4,143.12	\$ 4,380.15	\$ 4,631.19	\$ 4,896.73	
		64	Per Period	\$ 4,259.00	\$ 4,502.81	\$ 4,760.58	\$ 5,033.85	\$ 5,322.04	
		65	Per Period	\$ 4,407.69	\$ 4,660.65	\$ 4,927.62	\$ 5,210.04	\$ 5,508.38	
Deputy Director	Deputy Police Chief, Chief Financial Officer, Deputy City Attorney, City Engineer, PW Deputy Director	71	Per Period	\$ 5,089.35	\$ 5,380.96	\$ 5,689.42	\$ 6,015.31	\$ 6,360.00	
		72	Per Period	\$ 5,493.92	\$ 5,808.69	\$ 6,141.31	\$ 6,493.23	\$ 6,865.46	
		73	Per Period	\$ 6,005.15	\$ 6,348.88	\$ 6,712.92	\$ 7,097.69	\$ 7,504.15	
Department Director	Judge (Part Time)	80	Per Period					\$ 3,171.98	
	Department Director, City Attorney,	81	Per Period					\$ 7,929.96	
	Police Chief	82	Per Period					\$ 8,142.88	
Executive	City Administrator	91	Per Period					\$ 8,621.77	
Non-Exempt Represented Pay Grades - Hourly / Period									
Classification	Typical Position Titles	Grade	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Union-IUOE	Operator In Training	WW0	Hourly	\$ 30.86	\$ 32.63	\$ 34.38			
			Per Period	\$ 2,468.80	\$ 2,610.40	\$ 2,750.40			
	Operator 1 - Group 1	WW1	Hourly	\$ 36.94	\$ 39.05	\$ 41.30		\$ 43.66	
			Per Period	\$ 2,955.20	\$ 3,124.00	\$ 3,304.00		\$ 3,492.80	
	Opeartor 2, Lab Technician - Group 2	WW2	Hourly	\$ 39.19	\$ 41.43	\$ 43.81		\$ 46.32	
			Per Period	\$ 3,135.20	\$ 3,314.40	\$ 3,504.80		\$ 3,705.60	
	Operator 3, Lab Analyst - Group 3	WW3	Hourly	\$ 42.68	\$ 45.13	\$ 47.72		\$ 50.45	
			Per Period	\$ 3,414.40	\$ 3,610.40	\$ 3,817.60		\$ 4,036.00	
	Operator 4, Lab Process Analyst - Group 4	WW4	Hourly	\$ 46.44	\$ 49.10	\$ 51.91		\$ 54.89	
			Per Period	\$ 3,715.20	\$ 3,928.00	\$ 4,152.80		\$ 4,391.20	
	Chief Operator	WW5	Hourly	\$ 49.89	\$ 52.74	\$ 55.77		\$ 58.97	
			Per Period	\$ 3,991.20	\$ 4,219.20	\$ 4,461.60		\$ 4,717.60	
	Industrial Electrician	EL1	Hourly	\$ 46.44	\$ 49.10	\$ 51.91		\$ 54.89	
			Per Period	\$ 3,715.20	\$ 3,928.00	\$ 4,152.80		\$ 4,391.20	
	Senior Industrial Electrician	EL2	Hourly	\$ 47.83	\$ 50.57	\$ 53.47		\$ 56.54	
			Per Period	\$ 3,826.40	\$ 4,045.60	\$ 4,277.60		\$ 4,523.20	
	Environmental Technician	EV1	Hourly	\$ 36.94	\$ 39.05	\$ 41.30		\$ 43.66	
			Per Period	\$ 2,955.20	\$ 3,124.00	\$ 3,304.00		\$ 3,492.80	
	Pretreatment Coordinator	EV2	Hourly	\$ 44.77	\$ 47.33	\$ 50.05		\$ 52.91	
			Per Period	\$ 3,581.60	\$ 3,786.40	\$ 4,004.00		\$ 4,232.80	
	Engineering Technician	EN1	Hourly	\$ 38.18	\$ 40.36	\$ 42.68		\$ 45.12	
			Per Period	\$ 3,054.40	\$ 3,228.80	\$ 3,414.40		\$ 3,609.60	
Senior Engineering Technician	EN2	Hourly	\$ 44.77	\$ 47.33	\$ 50.05		\$ 52.91		
		Per Period	\$ 3,581.60	\$ 3,786.40	\$ 4,004.00		\$ 4,232.80		
Union-Police Commissioned	Police Officer	PC1	Hourly	\$ 42.58	\$ 44.70	\$ 46.95	\$ 49.33	\$ 51.80	\$ 54.48
			Per Period	\$ 3,406.34	\$ 3,575.87	\$ 3,755.97	\$ 3,946.64	\$ 4,143.85	\$ 4,358.66
	Police Officer Detective	PC2	Hourly						\$ 57.21
			Per Period						\$ 4,576.49
Police Officer Sergeant	PC3	Hourly						\$ 64.83	
		Per Period						\$ 5,186.73	
Union-Police Support	Animal Control Shelter Assistant	PS1	Hourly	\$ 24.17	\$ 25.56	\$ 27.02	\$ 28.58	\$ 30.22	
			Per Period	\$ 1,933.49	\$ 2,044.53	\$ 2,161.35	\$ 2,286.40	\$ 2,417.22	
	Police Records Specialist 1	PS2	Hourly	\$ 28.97	\$ 30.58	\$ 32.29	\$ 32.35	\$ 36.03	
			Per Period	\$ 2,317.29	\$ 2,446.68	\$ 2,582.82	\$ 2,587.65	\$ 2,882.62	
	Police Records Specialist 2	PS3	Hourly	\$ 34.40	\$ 35.72	\$ 37.09	\$ 38.52	\$ 40.00	
			Per Period	\$ 2,751.78	\$ 2,857.51	\$ 2,967.10	\$ 3,081.52	\$ 3,199.80	
	Community Service Officer	PS4	Hourly	\$ 34.04	\$ 35.79	\$ 37.61	\$ 39.56	\$ 41.66	
			Per Period	\$ 2,722.82	\$ 2,862.82	\$ 3,008.61	\$ 3,165.04	\$ 3,332.56	
Animal Control Officer	PS5	Hourly	\$ 32.84	\$ 34.52	\$ 36.30	\$ 38.17	\$ 40.17		
		Per Period	\$ 2,627.23	\$ 2,761.44	\$ 2,903.85	\$ 3,053.52	\$ 3,213.80		
Union-Teamsters	Animal Control Supervisor	PS6	Hourly					\$ 47.01	
			Per Period					\$ 3,760.77	
	PW Operator 1, Groundskeeper 1, Mechanic 1	TM1	Hourly	\$ 32.49		\$ 33.67		\$ 34.68	
			Per Period	\$ 2,599.20		\$ 2,693.60		\$ 2,774.40	
	PW Operator 2, Groundskeeper 2, Meter Technician	TM2	Hourly	\$ 38.42				\$ 42.18	
			Per Period	\$ 3,073.60				\$ 3,374.40	
	Mechanic 2, Facilities Maint Tech 2	TM3	Hourly	\$ 39.04				\$ 43.38	
			Per Period	\$ 3,123.20				\$ 3,470.40	
PW Shops Senior Operator	TM4	Hourly					\$ 43.38		
		Per Period					\$ 3,470.40		
Cemetery, Fleet, Parks & PW Field Supervisors	TM5	Hourly	\$ 46.24				\$ 50.30		
		Per Period	\$ 3,523.38				\$ 3,832.15		

CPI-U: 4.6%
 Non-Rep: 4.6%
 Op Engineers: 5.0%
 Teamsters: 5.0%
 Police Guild: 9.0%
 Police Support: 4.6%