



Members: Chair Cole, Bitetto, Bowman (Alternate Reinke)

Staff Liaison: Deputy City Administrator Jeff Steffens, Chief Financial Officer Kassandra Raymond

The city is conducting this public meeting using a hybrid model. The public is welcome to attend this meeting in-person at City Hall (Main Conference Room), or virtually by using the meeting access link below. -

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CALL TO ORDER

COMMITTEE BUSINESS

1. Ordinance No. 2929 Amending the 2025/2026 Biennial Budget
2. Annual Microsoft License Renewal
3. Ord. No. 2930 - Amending SMC 2.100.670 Bereavement Leave
4. Resolution No. 1727 Therapeutic Court Grant Acceptance
5. Surplus Authorization

REPORTS

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

ADJOURNMENT

SUBJECT: Ordinance No. 2929 Amending the 2025/2026 Biennial Budget

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: Per Exhibit

Within Budget Allocation: Yes as amended

ATTACHMENTS:

1. 20250721_Ord_2929_2025Q2BA

STAFF CONTACT: Cassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND: The 2025/2026 Biennial Budget was adopted on December 9, 2024 with Ordinance No. 2905. Staff regularly reviews the budget progress as well as any programmatic changes. Based on this review, staff presents the 2nd quarter 2025 budget amendment for consideration. This budget amendment includes:

General Fund (001):

- Programs \$2,600 General Fund portion of GPS Antenna;
- Recognizes \$4,490 grant funding for car seat safety program grant, and associated expenditure;
- Programs long-term care costs of \$30,330 (LEOFF 1) for three months;
- Programs \$3,850 transfer to Fund 325 for EV chargers at City Hall;
- Programs \$5,600 for SSHA3P 2025 Administrative costs;
- Increases Police Professional Services by \$2,500 and recognizes offsetting WCIA insurance settlement revenue;
- Reduces transfer out to Fund 310 by \$150,000 for Lucy V Ryan Park improvements and programs \$150,000 to General Fund Legal Department for outside counsel related to the Lucy V Ryan Park.

Sidewalk Capital Fund (302)

- Programs \$11,895 remaining Sound Transit Grant and associated expenditure for Hops Alley/Heritage Park.

Parks Capital Fund (310)

- Program \$33,806 transfer in from Fund 605, and \$33,806 expenditure for Hops Alley/Heritage Park;
- Reduces transfer in from Fund 001 by \$150,000, and reduces capital expense for Lucy V Ryan Park by \$150,000.

Street Capital Fund (320)

- Program \$210,553 transfer in from Fund 605, and \$210,553 expenditure for Tacoma/Puyallup Intersection Improvement;
- Carryover \$98,875 Maple Street Pedestrian grant, and \$98,875 expenditure for Maple Street Pedestrian Improvement project.

Facilities Capital Fund (325)

- Program \$3,850 transfer in from General Fund, and \$3,850 expenditure for City Hall EV charger program.

Water Fund (401)

- Programs \$2,600 Water Fund portion of GPS Antenna;
- Programs \$75,000 for TCUW Legal Services;
- Program \$150,000 settlement expense for TC construction project;
- Programs \$106,705 for additional Stewart Road Bridge project expenditures;
- Reduced Water Main Replacement by \$202,350

- Transfers \$202,350 to Fund 415 Cemetery Development for water irrigation project.

Sewer Fund (402):

- Programs \$2,600 Sewer Fund portion of GPS Antenna;
- Programs \$225,000 for Digester Cleaning/Maintenance, and \$121,500 revenue to recognize Bonney Lake contribution;
- Programs \$26,500 for Office Renovation/Furniture, and \$14,310 revenue to recognize Bonney Lake contribution;

Stormwater Fund (408):

- Programs \$2,600 Stormwater Fund portion of GPS Antenna;
- Reduces Machinery & Equipment by \$250,000 and adds transfer out of \$210,000 to Fund 555 for acquisition of a wheeled loader;
- Programs \$415,950 for additional Stewart Road Bridge project expenditures;
- Programs \$250,000 expenditure for Stormwater Comprehensive Plan Update and recognizes \$250,000 grant revenue from the PCFCZD;
- Increases TC: Alley Activation (\$180,200) and TC: Heritage Park (\$160,000) and decreases Drainage District 11 (\$131,802 in 2025, \$208,398 in 2026). This is a net zero re-allocation.

Cemetery Development Fund (415)

- Recognizes \$202,350 transfer in from Water Fund, and programs \$202,350 increase to Irrigation Project expenditure.

Fleet Replacement Fund (555)

- Carryover \$156,810 for Dump Body/Plow;
- Recognize \$210,000 transfer in from Fund 408 and programs \$210,000 expenditure for wheeled loader;
- Program \$6,800 for dumper unit for equipment #10-103.

Developer Impact Fee Fund (605)

- Programs \$33,806 transfer out from Park Impact Fees to Fund 310 for Hops Alley/Heritage Park;
- Programs \$210,553 transfer out from Transportation Impact Fees to Fund 320 for Tacoma/Puyallup Intersection Improvement Project

Ord No. 2929

BA 07/21/2025

	<i>Revenues</i>	<i>Expenditures</i>
General Fund	\$ 6,990	49,370
Reserve Funds	-	-
Special Revenue Funds	-	-
Debt Service Funds	-	-
Capital Funds	208,979	208,979
Utility Funds	385,810	1,216,955
Other Enterprise Funds	202,350	202,350
Internal Service Funds	210,000	373,610
Fiduciary Funds	-	244,359
	\$ 1,014,129	\$ 2,295,623

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee
MEETING/STUDY SESSION DATE: 7/10/2025
COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Approve Ordinance No. 2929 Amending the 2025/2026 Biennial Budget

**ORDINANCE NO. 2929
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING THE 2025/2026 BIENNIAL BUDGET AS ORIGINALLY ADOPTED IN ORDINANCE NO. 2905, APPROVED DECEMBER 9, 2024, AND PREVIOUSLY AMENDED IN ORDINANCE 2920, APPROVED FEBRUARY 18, 2025 AND ORDINANCE 2921, APPROVED MARCH 3, 2025.

WHEREAS, The Sumner City Council approved Ordinance No. 2905 which adopted a biennial budget for fiscal years 2025-2026; and

WHEREAS, The Sumner City Council approved Ordinance No. 2920 which amended the 2023-2024 biennial budget for fiscal years 2025-2026; and

WHEREAS, The Sumner City Council approved Ordinance No. 2921 which amended the 2023-2024 biennial budget for fiscal years 2025-2026; and

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

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

Section 1. Amendment. The biennial budget for the City of Sumner for the period January 1, 2025 through December 31, 2026 as contained in the adopted 2025-2026 Biennial Budget for total revenue/sources and expenditures/uses as approved by the City Council, is hereby amended by Total Revenue and Expenditures for each fund as shown on the attached Exhibit A.

Section 2. Severability. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity off the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Sumner Municipal Code, this ordinance is deemed to control.

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 number; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 5. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Passed by the City Council and approved by the Mayor the of the City of Sumner, Washington, at a regular meeting thereof this 21st day of July, 2025.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

Michelle Converse, CMC, City Clerk

Andrea Marquez, City Attorney

Date Adopted: XXX XX, 2025
Date of Publication: XX XX, 2025 Online / XX ZZ, 2025
Effective Date: XX, XX, 2025

Funds	Beginning Fund Balance		Revenues		Expenditures			Ending Fund Balance
	Adopted	Adopted	Previous	07/21/25	Adopted	Previous	07/21/25	Revised
001 General	15,063,770	\$ 45,331,653	\$ -	\$ 6,990	\$ 46,636,320	\$ 148,000	\$ 49,370	\$ 13,568,723
002 General Fund Reserves	980,824	-	-	-	-	-	-	980,824
003 Building Reserves	345,756	200,000	-	-	340,000	-	-	205,756
004 Capital Fund Reserves	46,792,851	600,000	-	-	-	27,414,048	-	19,978,803
103 Complete Streets	-	-	1,195,389	-	-	1,195,389	-	-
105 Drug Enforcement	67,062	-	-	-	5,000	-	-	62,062
106 Hotel/Motel	337,632	320,000	-	-	11,000	75,000	-	571,632
115 ARPA Funding	258,293	-	-	-	50,000	-	-	208,293
200 Debt Service	2,050,121	1,576,840	4,300,330	-	1,618,400	4,438,232	-	1,870,659
221 LID Guarantee	691,569	-	-	-	-	-	-	691,569
302 Sidewalk	779,515	1,383,682	-	11,895	1,843,682	50,550	11,895	268,965
305 Real Estate Excise Tax	1,933,007	1,600,000	-	-	-	-	-	3,533,007
310 Parks & Trails Capital Fund	1,772,306	7,458,910	-	(116,194)	7,949,410	-	(116,194)	1,281,806
320 Street Capital Fund	10,609,786	24,308,166	-	309,428	25,808,846	-	309,428	9,109,106
325 Facilities Capital Fund	589,173	1,353,000	51,026,876	3,850	1,020,000	51,026,876	3,850	922,173
401 Water	19,482,216	12,782,361	-	-	26,281,363	3,509,300	334,305	2,139,609
402 Wastewater	16,680,743	37,096,804	-	135,810	45,031,513	86,658	254,100	8,541,086
403 Utility Bond Reserves	1,731,342	-	-	-	-	-	-	1,731,342
408 Stormwater	27,371,780	39,997,724	-	250,000	56,185,434	-	628,550	10,805,521
410 Cemetery Operations	72,310	1,603,200	-	-	1,664,149	-	-	11,361
415 Cemetery Development	693,091	-	-	202,350	490,000	-	202,350	203,091
440 Animal Control	12,783	2,492,544	-	-	2,401,161	-	-	104,166
501 Unemployment Insurance	7,326	-	-	-	-	-	-	7,326
550 Fleet Management	71,035	1,624,162	-	-	1,669,886	-	-	25,311
551 Information Technology	504,808	3,827,680	37,000	-	4,141,430	157,000	-	71,058
555 Equipment Reserve	1,106,983	1,902,440	-	210,000	615,000	170,000	373,610	2,060,813
601 Cemetery Endowment	1,590,876	37,000	-	-	-	-	-	1,627,876
605 Development Impact Fees	6,522,175	500,000	-	-	440,302	-	244,359	6,337,514
611 Firemen's Pension	32,855	173,000	-	-	180,000	-	-	25,855
Total All Funds	\$ 158,151,988	\$ 186,169,166	\$ 56,559,595	\$ 1,014,129	\$ 224,382,896	\$ 88,271,052	\$ 2,295,623	\$ 86,945,307



SUBJECT: Annual Microsoft License Renewal

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. City of Sumner EA Quote 6.25.25

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

The City needs to renew our Microsoft Enterprise Agreement (EA). To secure favorable pricing and maintain seamless licensing, we will need to sign a new **3-year EA** beginning **August 1, 2025**. This agreement locks in pricing through FY2028 and ensures continuity across Microsoft services, including productivity tools, Teams Phone, endpoint security, storage, and Power Platform capabilities.

The 3-year renewal agreement is for \$342,485.88 and is provided by CDW-G. They allow us to pay that total in three yearly installments of \$114,161.96. This annual amount is less than our 2025 budget of \$121,000 and of 2026 budget of \$125,000.

City Purchasing Policy requires any purchase in excess of \$100,000 to be authorized by Council.

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

STAFF RECOMMENDATIONS/MOTION:



**Enterprise Quote
for**

City of Sumner

Unless otherwise noted, All Quotes expire upon current month's end

Annual Payment
Customer to make three annual payments to CDW-G

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3			
				Price	Extended	Price	Extended	Price	Extended		
Online Subscriptions											
7KB-00001-12-SLG	Defender Endpoint P2 GCC Sub Per User	D	56	\$ 56.22	\$ 3,148.32	\$ 56.22	\$ 3,148.32	\$ 56.22	\$ 3,148.32		
7JI-00001-12-SLG	Defender Endpoint Server GCC Sub	D	40	\$ 56.22	\$ 2,248.80	\$ 56.22	\$ 2,248.80	\$ 56.22	\$ 2,248.80		
GLN-00001-12-SLG	Defender O365 P2 GCC Sub Per User	D	56	\$ 47.57	\$ 2,663.92	\$ 47.57	\$ 2,663.92	\$ 47.57	\$ 2,663.92		
AAD-63092-12-SLG	M365 F3 Unified GCC Sub Per User	D	35	\$ 86.88	\$ 3,040.80	\$ 86.88	\$ 3,040.80	\$ 86.88	\$ 3,040.80		
AAD-34704-12-SLG	M365 G3 Unified FUSL GCC Sub Per User	D	21	\$ 402.97	\$ 8,462.37	\$ 402.97	\$ 8,462.37	\$ 402.97	\$ 8,462.37		
AAL-45735-12-SLG	M365 G5 GCC Sub Per User	D	116	\$ 638.04	\$ 74,012.64	\$ 638.04	\$ 74,012.64	\$ 638.04	\$ 74,012.64		
M9T-00002-12-SLG	O365 Extra File Storage GCC Sub Add-on Extra Storage 1 GB	D	1500	\$ 2.29	\$ 3,435.00	\$ 2.29	\$ 3,435.00	\$ 2.29	\$ 3,435.00		
7VX-00001-12-SLG	Planner & Project P5 GCC Sub Per User	D	5	\$ 523.30	\$ 2,616.50	\$ 523.30	\$ 2,616.50	\$ 523.30	\$ 2,616.50		
105-00001-12-SLG	Power Automate Premium GCC Sub Per User	D	1	\$ 167.90	\$ 167.90	\$ 167.90	\$ 167.90	\$ 167.90	\$ 167.90		
SEL-00001-12-SLG	Power Apps Premium GCC Sub Per User	D	1	\$ 223.87	\$ 223.87	\$ 223.87	\$ 223.87	\$ 223.87	\$ 223.87		
NYH-00001-12-SLG	Teams AC with Dial Out US/CA GCC Sub Add-on	D	56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
LM9-00029-12-SLG	Teams Domestic Calling Plan GCC Sub Phone System Per User	D	137	\$ 89.55	\$ 12,268.35	\$ 89.55	\$ 12,268.35	\$ 89.55	\$ 12,268.35		
KXJ-00001-12-SLG	Teams Shared Devices GCC Sub Per Device	D	19	\$ 76.07	\$ 1,445.33	\$ 76.07	\$ 1,445.33	\$ 76.07	\$ 1,445.33		
P3U-00001-12-SLG	Visio P2 GCC Sub Per User	D	3	\$ 142.72	\$ 428.16	\$ 142.72	\$ 428.16	\$ 142.72	\$ 428.16		
VRM-00001-12-SLG	Win OLS Activation User GCC Sub Per User	D	172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total					\$ 114,161.96	Total		\$ 114,161.96	Total		\$ 114,161.96
Three Year Total					\$ 342,485.88						

Notes

No Tax Referenced
Renewal of EA # 8540217 - End Date : 7/31/2025
Contract - KCDA

TAX not included in pricing above. AM will provide CDW quote with TAX if applicable.

Terms and Conditions of sales and services projects are governed by the terms at:
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>



SUBJECT: Ord. No. 2930 - Amending SMC 2.100.670 Bereavement Leave

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance 2930 - Amending SMC 2.100.670 Bereavement Leave

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

Recent changes in Washington State law require updates to the City's Bereavement leave language to stay in compliance. This change expands the definition of Family Member for Bereavement purposes to include the loss of pregnancy and an individual who resides in the employee's home and depends on the employee for care. In some instances, the new state law updates existing city code to expand the duration of leave from three days to five.

<p>COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: COMMITTEE RECOMMENDATION:</p>
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STAFF RECOMMENDATIONS/MOTION:

**ORDINANCE NO. 2930
CITY OF SUMNER, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER,
WASHINGTON, AMENDING SMC 2.100.670 BEREAVEMENT LEAVE.**

WHEREAS, The City recognizes the importance of supporting employees through loss; and

WHEREAS, recent changes in Washington State law require an update to the City's Bereavement Leave.

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

Section 1. Sumner Municipal Code Section 2.100.670 is hereby amended as follows:

A. Definitions. ~~“Immediate family~~ **Family Member**” shall be defined as spouse, registered domestic partner, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, stepson, stepdaughter, stepmother, stepfather, stepbrother, stepsister, grandparents on both sides, grandchildren, ~~aunt and uncle or any relative residing in the employee’s immediate household~~ **loss of pregnancy or any individual who regularly resides in the employee’s home and where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. Family Member does not include an individual who simply resides in the same home with no expectation that the employee cares for the individual.**

“Loss of Pregnancy” shall be defined as a qualifying pregnancy of the employee, including as a surrogate, or employee parent-to-be, including through surrogacy or adoptions, where the employee would have been the parent.

B. Leave. Any regular employee shall be allowed bereavement leave for a death in the family. **An employee who suffers a death of a Family Member as defined in subsection A shall be compensated with up to five workdays off. Employees who suffer the death of an Aunt, Uncle or any relative residing in the employee’s home where there is no expectation of care shall be given up to three days off. An employee who suffers the death of their spouse, child, parent or immediate dependent shall be compensated for and given up to five workdays off. An employee who suffers a death in their immediate family as defined in subsection A of this section other than a spouse, child, parent or immediate dependent shall be compensated for and given up to three workdays off.** Employees shall be compensated for and given up to one workday off for the death of a family member **who is not otherwise defined in this section** ~~not defined as immediate family.~~

Employees are allowed up to four 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. (Ord. 2889 § 1, 2024; Ord. 2595 § 1 (part), 2017)

Section 2. Severability. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent

jurisdiction, such decision shall not affect the validity off the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Sumner Municipal Code, this ordinance is deemed to control.

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 number; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 5. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Passed by the City Council and approved by the Mayor the of the City of Sumner, Washington, at a regular meeting thereof this 21st day of July, 2025.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

Michelle Converse, CMC, City Clerk

Andrea Marquez, City Attorney

Date Adopted: XXX XX, 2025
Date of Publication: XX XX, 2025 Online / XX ZZ, 2025
Effective Date: XX, XX, 2025

SUBJECT: Resolution No. 1727 Therapeutic Court Grant Acceptance

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. CC Grant Acceptance Resolution
 2. _IAA26860_Sumner_TC_FY26
-

STAFF CONTACT:

SUMMARY BACKGROUND: The City has been awarded \$103,785 from the Washington State Administrative Office of the Courts to fund our Therapeutic Court. This agreement begins July 1, 2025 and ends June 30, 2026.

Therapeutic Courts are specialized courts that give the opportunity for a participant to engage in a closely monitored program to address the reasons for their involvement in the criminal justice system as a way to build lasting whole person health and recovery, with the goal of having their charges dismissed and avoiding further involvement with the criminal legal system.

Therapeutic courts are comprised of interdisciplinary teams led by a judge who works collaboratively to support and provide supervision to participants through behavioral health challenges that contribute to their court involvement. There are many therapeutic court types and each one specializes in supporting participants through social and behavioral health services designed to address their individual needs.

<p>COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: COMMITTEE RECOMMENDATION:</p>
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STAFF RECOMMENDATIONS/MOTION:

RESOLUTION NO. 1727

CITY OF SUMNER, WASHINGTON

A RESOLUTION OF THE CITY OF SUMNER, WASHINGTON, ACCEPTING A GRANT FROM WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS

WHEREAS, The City of Sumner has established a Therapeutic Court Program to help reduce recidivism for drug related crimes; and

WHEREAS, to help accomplish and fund the Therapeutic Court, the City of Sumner applied for State funding; and

WHEREAS, The Washington State Administrative Office of the Courts awarded the City \$103,785; 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 Therapeutic Courts 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 21st of July, 2025.

Kathy Hayden, Mayor

Approved as to form:

Attest:

Michelle Converse, City Clerk

Andrea J. Marquez, City Attorney



WASHINGTON COURTS

**INTERAGENCY AGREEMENT
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AGREEMENT # IAA26860
AND
SUMNER MUNICIPAL COURT
FOR
THERAPEUTIC COURTS**

1. PARTIES TO THE AGREEMENT

This Interagency Agreement is made and entered into by and between the State of Washington acting by and through the Washington State Administrative Office of the Courts, hereinafter referred to as “AOC or Procuring Agency,” and Sumner Municipal Court, referred to as “Court or Agency”.

2. PURPOSE

The purpose of this Agreement is to provide reimbursements to Courts for assisting with costs related to Therapeutic Courts.

THEREFORE, IT IS MUTUALLY AGREED THAT:

3. STATEMENT OF WORK

The Court shall:

- a. Use funding to identify individuals before their Therapeutic Court, as defined by [RCW 2.30.030](#), with behavioral health needs outlined in their application and engage those individuals with community-based therapeutic interventions within the Therapeutic Court’s jurisdiction in accordance with the Court’s funding application. Funds will be allocated using budget line items with the following categories: Personnel Costs, Staff Equipment & Technology, Team Training/Travel, Treatment Services and Recovery Supports.

b. Submit reports to CLJ Therapeutic Court Program, following the following guidelines:

- i. Content of reports shall include:
 - Document the progress of their Therapeutic Court Program.
 - Identify the number of program participants (therapeutic court referrals, entries, opt in agreements, active participants, terminations and graduations).
 - The services provided to program participants for the corresponding quarter.
 - Challenges faced by the Court in operating their Therapeutic Court Program during the corresponding quarter.
 - Any questions CLJ Therapeutic Court staff include in the reporting portal
- ii. Reporting Schedule, reports shall be submitted quarterly observing the information provided below:

Period	Quarter	Report Due
07/01/25-09/30/25	1	10/15/25
10/01/25-12/31/25	2	01/15/26
01/01/26-03/31/26	3	04/15/26
04/01/26-06/30/26	4	7/15/26 (final report for the year)

*** Failure to submit a report by the due date will adversely affect the Court's eligibility for future funding.**

- iii. Reporting shall be done in reporting portal, which will be provided via email prior to the quarterly report due date to Court by AOC Program Manager via email.
- c. Submit questions related to deliverables or the required applicability to Court to your CLJ Therapeutic Court Contract Manager via email.
- d. Other deliverables shall be required applicable to a specific Therapeutic Court may include the following:
 - i. Planning:
 - Therapeutic Court staff shall complete applicable Best Practice Standards modules on-line courses/E-learning at <https://allrise.org/trainings/online-courses/>
 - Identify Target Population (e.g. eligibility and exclusion criteria, utilize valid Risk-Needs-Responsivity tool – RNR).
 - Identify Team Roles and Responsibilities (judge, prosecutor, defense, coordinator, case manager, etc.).

- Equity and inclusion (e.g. staff training, equity monitoring, equitable treatment, equitable incentives, and sanctions).
- ii. Implementation
 - Develop guidelines, policies and procedures for therapeutic court structure, including drug testing practices, incentive and response policies, phase structure, and handbooks.
 - Hold community partner meetings (prosecution, defense, treatment, law enforcement, probation, etc.).
 - Create Memorandum of Understanding (MOU's) with stakeholders.
- iii. Scale and Sustain
 - Begin evaluation of data to assess successes and areas of need by completing the Washington Therapeutic Court Evaluation and Review (WATER) on an annual basis, according to the period of performance of this award (Refer to section III of the agreement). Process review/evaluation (after WATER).
 - Employ continuous quality improvement methods to refine the model, updating model and adopted guidelines, policies and procedures as required, and as it relates to Best Practice standards.
 - Develop system to track and evaluate performance of therapeutic court programming.
- iv. Other
 - Engage in technical assistance with the CLJ Therapeutic Courts team.
 - Attend regular meetings with the Administrative Office of the Court CLJ Therapeutic Courts team.
 - Attend trainings identified and/or provided by the CLJ Therapeutic Courts team.

4. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on July 1, 2025, and end on June 30, 2026, unless terminated sooner or extended, as provided herein.

5. COMPENSATION

The amount awarded may not exceed **\$103,785.00** for payments made during the period from July 1, 2025, through June 30, 2026, related to the purpose of this agreement.

The Court shall use these funds in the following cost categories:

Cost Category	Amount
Personnel Costs	\$93,285.00
Staff Equipment & Technology	\$2,000.00
Team Training/Travel	\$4,500.00
Treatment Services	\$2,000.00
Recovery supports	\$2,000.00
Total Amount	\$103,785.00

Ten percent (10%) or less of these funds can be moved from one category to another without exceeding the total amount of the funds provided. Any adjustments beyond 10% require written approval of AOC CLJ Therapeutic Court Contract Manager. This can be an authorization provided by email.

A list of allowable and unallowable expenses is provided to Court within attachment A of this agreement and should be referenced for adequate use of funds.

Procuring Agency may extend the term of this Contract or increase funds by mutual written amendment. Such amendment shall be on the same terms and conditions as set forth in this Contract.

6. REVENUE SHARING

- a. The AOC will notify the Court no later than May 1, 2026 **via unilateral amendment to the agreement** that the AOC intends to redistribute funding among the courts participating in the program, pursuant to the program’s appropriation language. The AOC may increase the total value of the Agreement if additional funds are available or reduce the Agreement amount based on actual expenses incurred by the Court through submitted Invoices and supporting documentation.
- b. The Court must submit the final program Invoice to the AOC CLJ TC Therapeutic Court Contract Manager no later than July 12, 2026. The revenue sharing process must be completed by August 1, 2026.

7. INVOICES; BILLING; PAYMENT

The Agency will submit properly prepared itemized invoices via email on an A19 form addressed to AOC Program Manager at CLJTherapeuticCourtsApplications@courts.wa.gov. Invoices shall be submitted no more than once a month. Incorrect or incomplete A19s shall be returned by AOC to the Agency for correction or reissuance. All A19s shall provide and itemize, at a minimum, the following:

- Agreement Number: IAA26860
- Agency name, address and phone number
- Description of Reimbursement
- Date(s) Services were provided
- Receipt(s) if applicable
- Total Reimbursement

Payment will be considered timely if made by the AOC within thirty (30) calendar dates of receipt of a properly prepared A19. No A19 shall be submitted until after a deliverable has been accepted by the AOC CLJ Therapeutic Court Contract Manager.

The AOC will not make any advanced payments or payments in anticipation of services or supplies under this Contract.

8. AGREEMENT MANAGEMENT

The CLJ Therapeutic Court Contract Manager and Agency Program Manager noted below shall be responsible for and shall be the contact people for all communications and billings regarding the performance of this Contract. The parties may change administrators by written notice.

AOC Program Manager	Agency Program Manager
<p>Mindy Nelson-Oakes PO Box 41170 Olympia, WA 98504-1170 Mindy.Nelson-Oakes@courts.wa.gov</p>	<p>Krista Swain 1104 Maple St Sumner, WA 98390 kristas@sumnerwa.gov</p>

9. RECORDS, DOCUMENTS, AND REPORTS

- a. Records Retention. The Agency shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or contract. The agency will retain all books, records, documents, and other material relevant to this contract as required, a minimum of six (6) years after end of period of performance (including all amendments to extend) or termination of the agreement or as otherwise specified and make them available for inspection by persons authorized under this provision. If any litigation, claim, or audit is

commenced prior to the expiration of the required retention period, such period shall extend until all such litigation, claims, or audits have been resolved.

- b. Public Records. It is the policy of the Administrative Office of the Courts to facilitate access to its administrative public records. This Agreement and related records are subject to disclosure under General Court Rule 31.1. For additional information, please contact the AOC Public Records Officer.

10. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the AOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

11. RESPONSIBILITY OF THE PARTIES

Each party to this Agreement assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third-party claims.

12. DISPUTE RESOLUTION

To the extent practicable, the Parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The Parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot reasonably be resolved, it may be escalated within each organization. In such circumstance, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall appoint a member of a dispute resolution board within Thurston County and those two appointed members will select a third. The Board shall employ dispute resolution measures and its result is binding. Both parties agree that, the existence of a dispute notwithstanding, the Parties will continue without delay to carry out all respective responsibilities under this Agreement that are not affected by the dispute.

13. GENERAL PROVISIONS

- a. Amendment or Modification. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized

representative of each party hereto. In revenue sharing procedures AOC will issue a unilateral amendment.

- a. Appendix. All appendices referred to herein are deemed to be incorporated in this Agreement in their entirety.
- b. Assignment. The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.
- c. Authority. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- d. Captions & Headings. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- e. Conformance. If any provision of this Agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.
- f. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the Parties shall not affect the validity thereof so long as all the Parties hereto execute a counterpart of this Agreement.
- g. Electronic Signatures. An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- h. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- i. Governing Law. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law principles that would provide for the application of the laws of another jurisdiction.

- j. Independent Capacity. The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.
- k. Jurisdiction & Venue. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- l. No Agency. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- m. Right of Inspection. The Agency shall provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the State of Washington at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this agreement.
- n. Severability. If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.
- o. Termination for Cause. If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.
- p. Termination for Convenience. Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.
- q. Termination for Non-Availability of Funds. AOC's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, AOC, at its sole discretion, may

elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. AOC may also elect to suspend performance of the Agreement until AOC determines the funding insufficiency is resolved. AOC may exercise any of these options with no notification restrictions, although AOC will make a reasonable attempt to provide notice.

In the event of termination or suspension, AOC will reimburse eligible costs incurred by the Agency through the effective date of termination or suspension. Reimbursed costs must be agreed to by AOC and the Agency. In no event shall AOC's reimbursement exceed AOC's total responsibility under the agreement and any amendments.

- r. Suspension for Convenience. AOC may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the Agency a minimum of seven (7) calendar days before the suspension date. Agency shall resume performance on the first business day following the suspension period unless another day is specified in writing by AOC prior to the expiration of the suspension period.
- s. Waiver. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**WASHINGTON STATE ADMINISTRATIVE
OFFICE OF THE COURTS**

**Sumner Municipal Court
THERAPEUTIC COURTS**

Signature *Date*

Signature *Date*

Dawn Marie Rubio

Name

Kathy Hayden

Name

Title

Mayor

Title

ATTACHMENT A: USE OF FUNDS

FY2026 Use of Funds	
<p><u>Allowable Expenses</u> Common allowable expenses listed below. Supporting documents are required for all allowable expenses. See what's required under each spending category.</p>	<p><u>Unallowable Expenses</u> Funds cannot be used for:</p> <ul style="list-style-type: none"> • Replacing or supplanting the salary of current employees of the Court (employees must be taking on additional work or be a new employee to be eligible for funding). • Program incentives that constitute a gift or reward. • Items and activities outside of the cost categories listed in the Court's contract. <p>The list of unallowable expenses is <u>not exhaustive</u>. If you are unsure whether your expense is allowable, please contact CLJTherapeuticCourtsApplications@courts.wa.gov for clarification before making a purchase.</p>
<p><u>Personnel Costs</u> Personnel salaries and benefits for staff while working on therapeutic court duties or procedures</p> <p>Court Staff including:</p> <ul style="list-style-type: none"> • Coordinator • Case Manager • Peer Support • Prosecution • Defense • Probation • Judicial Officers <ul style="list-style-type: none"> ○ Judges ○ Pro Tem Judges ○ Commissioners 	<p><u>Personnel Costs</u> Court Staff including:</p> <ul style="list-style-type: none"> • Security Personnel • Supporting the salary/benefits of any staff member not related to the therapeutic court • Indirect Cost

<p><u>Supporting documents</u> must list staff member name, staff member title, pay period</p> <ul style="list-style-type: none"> • Payroll Ledgers • Pay Stubs <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p><u>Staff Equipment & Technology</u></p> <ul style="list-style-type: none"> • Includes equipment, supplies, software, and IT maintenance for staff that support the program. • Computers • Cell Phones • Printers/Fax Machines • Staff Desk equipment and supplies <ul style="list-style-type: none"> ○ Office Chairs for Staff ○ Office Desk for Staff ○ Desk Phone ○ Keyboard/Mouse ○ Monitor(s) ○ Headsets ○ Computer Webcams ○ Desk Organizers/Storage ○ Pens/Pencils ○ Paper/Notebooks ○ Paper Clips/Binders/Stapler ○ A/V equipment for courtroom ○ Other Office supplies ○ Translation Services (program materials) • IT Maintenance and Tech Support • Software Subscriptions • Supplies for community meetings and staff retreats 	<p><u>Staff Equipment & Technology</u></p> <ul style="list-style-type: none"> • Furniture <ul style="list-style-type: none"> ○ Couches ○ Beds ○ Armoire ○ Atelier ○ Chaise longue ○ Chifforobe ○ Dresser ○ TV Stands ○ Bookcases ○ Accent Chairs ○ Conference Table • Software <ul style="list-style-type: none"> ○ <i>New</i> subscriptions for case management software ○ OCourt Subscriptions • Other Technology <ul style="list-style-type: none"> ○ A/V equipment for conference rooms

<p>Supporting documents must list name of vendor, purchase date, amount paid, and method of payment</p> <ul style="list-style-type: none"> • Receipts • Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p><u>Team Training/Travel</u> Training for program staff on the use of Risk-Needs-Responsivity (RNR) assessments and evidence-based treatment modalities.</p> <p>Exceptions to below list can be submitted for preapproval to CLJTherapeuticCourtsApplications@courts.wa.gov</p> <p>Prioritized Trainings</p> <ul style="list-style-type: none"> • WSADCP trainings/conferences • All Rise trainings/conferences <p>Other Eligible Training Suggestions upon approval of contract team</p> <ul style="list-style-type: none"> • NADCP trainings/conferences • Center for Justice Innovation (CJI) trainings/conferences <p>Travel expenses related to training</p> <ul style="list-style-type: none"> • Meals (per diem rate) • Air travel – travel insurance/refundable tickets recommended • Lodging (per diem rate) – the AOC will not reimburse until after checkout • Transportation <ul style="list-style-type: none"> ○ Mileage ○ Car rental ○ Parking 	<p><u>Team Training/Travel</u></p> <ul style="list-style-type: none"> • Training and travel expenses not pre-approved by AOC staff • Staff mileage to/from work site • Purchase of vehicles

<ul style="list-style-type: none"> ○ Other Transport <ul style="list-style-type: none"> ▪ Ferries ▪ Taxis ▪ Uber/Lyft ▪ Bus fare ▪ Shuttle fare ▪ Subway/Link/Railway fare <p>*Tips cover transportation and must not be over 15% of purchase total.</p> <p><u>Supporting documents</u> must list names and titles of therapeutic court staff attending, name of vendor, purchase date, amount paid, and method of payment</p> <ul style="list-style-type: none"> • Receipts (receipts not required for meals, the AOC reimburses at the per diem rate) • Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p><u>Treatment Services</u></p> <p>Treatment services not covered by participants’ insurance or co-insurance, costs that are deemed unaffordable to the participants, and compliance monitoring. Participants are encouraged to apply for Apple Care.</p> <ul style="list-style-type: none"> • Participant Medical Insurance Deductibles and Spend Downs • Therapeutic Services not covered by participant insurance but recommended by treatment or therapeutic court staff (i.e. DV treatment) • Lab & Toxicology Testing 	<p><u>Treatment Services</u></p> <ul style="list-style-type: none"> • Professional Licensing Fees • Services that are eligible and covered via participants medical insurance (i.e. Ongoing treatment for a participant with Medicaid/private insurance in lieu of local BHA)

<ul style="list-style-type: none"> • Treatment Staff/Peer Support contracted by the court <ul style="list-style-type: none"> ○ Mental Health Services ○ Peer Support Services ○ SUDP ○ Veteran’s Support Services <p><u>Supporting documents</u> must list name of vendor, purchase date, amount paid, and method of payment</p> <ul style="list-style-type: none"> • Receipts • Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p><u>Recovery Supports</u> Other services for participants that are not accessible through other local, state, or federal programs, services meant to ensure participants’ success in program. <i>*Not an exhaustive list</i></p> <ul style="list-style-type: none"> • Participant Transportation <ul style="list-style-type: none"> ○ Bus Passes ○ Uber/Lyft Rides ○ Car Services ○ Other Transit Services • Food & Beverages - *Participants <ul style="list-style-type: none"> ○ Meals (*Graduation or other pre-approved event; must have agenda & sign in sheet, or other approved documentation – no more than \$20.00 per person) ○ Snacks ○ Water ○ Non-alcoholic Beverages (<i>*no mocktails allowed</i>) • Food & Beverages *Staff 	<p><u>Recovery Supports</u></p> <ul style="list-style-type: none"> • Gas cards • Gift Cards • Gifts • Logoed apparel • Driver Educational Courses • License reinstatement fees (i.e. Tickets, fines, etc.) • Advertising on radio stations, newspapers, billboards, etc.

<ul style="list-style-type: none"> ○ Meals (*Must follow your agency policy on meal purchases for meetings. Agenda and sign in sheet required.) ○ Non-alcoholic Beverages (<i>*no mocktails allowed</i>) ● Cell Phones through a checkout program ● Cell Minutes ● Hygiene Products ● Recovery Housing- when all other supports have been exhausted ● Education <ul style="list-style-type: none"> ○ Parenting Classes ○ Financial Literacy ● Graduation supplies ● Driver’s license/ID replacement fee <p><u>Supporting documents</u> must list name of vendor, purchase date, amount paid, and method of payment</p> <ul style="list-style-type: none"> ● Receipts ● Invoices <p>Please highlight/write amount charged to AOC funding on supporting documentation and ensure it matches amount listed on A19.</p>	
<p><u>Other Direct Costs</u></p> <p>Miscellaneous expenses directly related to program delivery or participant recovery supports. Requires pre-approval. Submit to CLJTherapeuticCourtsApplications@courts.wa.gov</p>	

SUBJECT: Surplus Authorization

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. July 2025 Surplus

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

We are requesting to surplus the following items which are beyond their useful lives and are no longer needed for the business purposes of the City:

EZ Dumper Dump bed insert - Estimated Value \$750

1996 International with Vers-Lift Aerial Unit - Estimated Value \$10,000

13 Metal/Composite Benches - Estimated Value \$50-\$75 each

The value of the items all fall within the Committee's surplus authority.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:



DATE: July, 2025
TO: Finance and Personnel Committee
FROM: Jeff Steffens, Deputy City Administrator

RE: Surplus Authorization

EZ Dumper Dump bed insert from Parks Truck 10-103

Estimated Value \$750

Item has cracks, rust and hydraulic hoist arm needs to be replaced. New unit has been ordered at a cost of \$6,817 (installed).



1996 International with Versa-lift Aerial Unit

Estimated Value \$10,000

Well beyond useful life and is not currently ANSI certified. Certification would be cost prohibitive on a 30-year-old vehicle. Replacement vehicle ordered January 2022 and arrived June 2025.





Benches

10 with backing
3 without backing

Estimated Value \$50-\$75 each (\$650-\$975 in total)

6 of the benches have name plates

- Bank of Sumner
- Gordon A. Scraggin Sumner City Attorney 1963 – 1997 From Your Friends
- Donated by John & Barbara Skinner
- Donated by The Fosnick Family Joe A., Jerry, Jim, Carol
- In Loving Memory Daniel Stewart Crook Sept. 30, 1955 May 5, 1974 We Lost Someone Very Special
- Donated by Western Self Storage and Peterson Brothers Inc.







SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 7/10/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.

SUBJECT: Monthly Sales Tax Report

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Staff will review monthly sales tax reporting. This is a regular reporting item. Please note, this report is provided only to those who have a WA State Department of Revenue Secrecy Affidavit Confidential Affidavit on file.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 7/10/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no further action required.