



**FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
CITY HALL – 1104 MAPLE STREET
MAY 12, 2021 5:30 PM**

Members: Barbara Bitetto, Cindy Hochstatter (Alternate), Charla Neuman, Patrick Reed (Chair)

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

City Hall remains closed during Governor Inslee’s “Healthy Washington - Roadmap to Recovery” order, a consequence of the Covid-19 pandemic. The public is invited to attend the meeting telephonically using the call-in instructions below, or join the meeting via the link below.

You are invited to a Zoom webinar.

When: May 12, 2021 05:30 PM Pacific Time (US and Canada)

Please click the link below to join the webinar:

<https://sumnerwa-gov.zoom.us/j/85226512749>

Or One tap mobile :

US: +12532158782,,85226512749# or +16699006833,,85226512749#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 669 900 6833 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799
or +1 929 205 6099

Webinar ID: 852 2651 2749

International numbers available: <https://sumnerwa-gov.zoom.us/j/85226512749>

CALL TO ORDER

Roll Call: Patrick Reed (Chair), Barbara Bitetto, Charla Neuman. (Alternate Cindi Hochstatter).

COMMITTEE BUSINESS

1. Amendment to Interlocal Agreement - School Resource Officer

REPORTS

1. Monthly Sales Tax Report
2. Munis Implementation Update
3. Recruitment & Negotiation Update
4. Salary Survey Work Plan

ADJOURNMENT



SUBJECT: Amendment to Interlocal Agreement - School Resource Officer

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution No 1584 - Amendment to ILA for SRO
2. 2021 Amendment to District ILA for SRO Final

STAFF CONTACT: Jeff Engel, Deputy Police Chief

SUMMARY BACKGROUND:

On July 10, 2019, the City and the School District entered into an interlocal agreement (ILA) to provide the District a School Resource Officer. After entering into the ILA, the SRO program was unexpectedly interrupted due to mandated state restrictions on the provision of in-person learning caused by the worldwide COVID-19 pandemic. The parties mutually desire to amend and extend the ILA to address and compensate for the unexpected suspension of the SRO program.

COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: 5/12/2021 COMMITTEE RECOMMENDATION:
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STAFF RECOMMENDATIONS/MOTION:

Adopt the resolution as presented.

**RESOLUTION NO. 1584
CITY OF SUMNER, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMNER,
WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO AN AMENDMENT
TO THE INTERLOCAL AGREEMENT WITH THE SUMNER-BONNEY LAKE
SCHOOL DISTRICT NO. 320 FOR A SCHOOL RESOURCE OFFICER PROGRAM.**

WHEREAS, on July 10, 2019, the City and the District entered into an interlocal agreement (“Agreement”) pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, for the City to provide the District a School Resource Officer (“SRO”) for the mutual advantage of both entities; and

WHEREAS, after entering into the Agreement, the SRO program was unexpectedly interrupted due, in part, to mandated state restrictions on the provision of in-person learning caused by the worldwide COVID-19 pandemic; and

WHEREAS, the parties mutually desire to amend and extend the Agreement to address and compensate for the unexpected suspension of the SRO program resulting from the COVID-19 pandemic; and

WHEREAS, the Sumner City Council Personnel and Finance Committee has recommended approving this resolution during their committee meeting on May 12, 2021.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON,
DOES RESOLVE AS FOLLOWS:**

Section 1. The Mayor is hereby authorized to sign the amendment to the Interlocal Agreement with the Sumner-Bonney Lake School District for School Resource Officer Program substantially in a form approved by the City Attorney.

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.

APPROVED AND ADOPTED this 17th day of May 2021.

ATTEST:

Michelle Converse, CMC, City Clerk

Mayor William L. Pugh

APPROVED AS TO FORM:

City Attorney Andrea Marquez

AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN THE CITY OF SUMNER AND THE SUMNER-BONNEY LAKE SCHOOL DISTRICT NO. 320 FOR SCHOOL RESOURCE OFFICER (SRO) PROGRAM

This AMENDMENT to the Interlocal Agreement Between the City of Sumner (hereinafter “City”), and the Sumner-Bonney Lake School District No. 320 (hereinafter “District”) for School Resource Officer (SRO) Program is entered into this ____ day of _____, 2021.

WHEREAS, on July 10, 2019, the City and the District entered into an interlocal agreement (“Agreement”) pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, for the City to provide the District a School Resource Officer (“SRO”) for the mutual advantage of both entities; and

WHEREAS, after entering into the Agreement, the SRO program was unexpectedly interrupted due, in part, to mandated state restrictions on the provision of in-person learning caused by the worldwide COVID-19 pandemic; and

WHEREAS, the parties mutually desire to amend and extend the Agreement to address and compensate for the unexpected suspension of the SRO program resulting from the COVID-19 pandemic;

NOW, THEREFORE, the following provisions of the Agreement are hereby amended as follows:

2. Term

2.1 This agreement shall be for a period of four (4) years, commencing on September 1, 2019 and shall terminate three days after the last day of the 2022-2023 school year, unless terminated earlier as set forth below. This agreement may be renewed thereafter upon the mutual written consent of both parties no later than July 1, 2023. Either party may suspend this agreement for operational necessity, in the sole discretion of the Police Chief or SBLSD Superintendent, upon thirty (30) days written notice to the other party. Either party may terminate this agreement for any reason upon one-hundred eighty (180) days written notice. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by midnight of the third day following the date of posting in the United States mail, by certified mail, in the absence of proof of actual personal delivery to or receipt by mail or other means and an earlier date and or time. The District shall compensate the City on a prorated basis for cost of services provided during the period the Agreement remains in effect prior to termination.

2.2 Should the District determine that the SRO program be suspended for operational necessity, the City shall reimburse the yearly sum paid by the District on a prorated basis rounded to the nearest month that the SRO program was/is suspended.

Except as expressly outlined herein, all other terms and conditions of the June 10, 2019 Agreement shall remain unchanged.

In witness whereof, the parties have executed this amendment to the Agreement.

CITY OF SUMNER

William L. Pugh
Mayor

Date

Jason Wilson
City Administrator

Date

Approved to Form:

Andrea Marquez
City Attorney

Date

SUMNER-BONNEY LAKE SCHOOL DISTRICT N0.320

Dr. Laurie Dent
Superintendent

Date

Bang Parkinson
Chief Financial and Operations Officer

Date

Approved as to Form:

Attorney

Date

Sumner-Bonney Lake School Board Approval: _____
Date

Filed with Pierce County Auditor's Office: _____
Date



FINANCE & PERSONNEL COMMITTEE MEETING

DATE: May 12, 2021

AGENDA BILL: 21-985

SUBJECT: Monthly Sales Tax Report

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 4/14/2021

COMMITTEE RECOMMENDATION: Informational only; no action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no action required.



FINANCE & PERSONNEL COMMITTEE MEETING

DATE: May 12, 2021

AGENDA BILL: 21-986

SUBJECT: Munis Implementation Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

Staff will provide a monthly update on the remaining Munis implementation activities.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 4/14/2021

COMMITTEE RECOMMENDATION: Informational only; no action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no action required.



FINANCE & PERSONNEL COMMITTEE MEETING

DATE: May 12, 2021

AGENDA BILL: 21-987

SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 4/14/2021

COMMITTEE RECOMMENDATION: Informational only; no action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no action required.



FINANCE & PERSONNEL COMMITTEE MEETING

DATE: May 12, 2021

AGENDA BILL: 21-1083

SUBJECT: Salary Survey Work Plan

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

One of the items on the 2021 work plan for Human Resources is to perform a Salary Survey for all of the City's non-represented employees. Staff is our most important resource, and having competitive salaries within our region is key to both attracting and maintaining top talent. Staff will be prepared to discuss the details of this Salary Survey including our methodology, timeline, thorough review of job descriptions and comparable cities.

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

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION: