



Members: Barbara Bitetto, Pat Cole, Patrick Reed, Earle Stuard (Alternate)

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

You are invited to a Zoom webinar.

When: Feb 2, 2022 05:30 PM Pacific Time (US and Canada)

Topic: Finance and Personnel Committee

Please click the link below to join the webinar:

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CALL TO ORDER

Roll Call: Barbara Bitetto, Pat Cole, Patrick Reed, Earle Stuard (Alternate)

COMMITTEE BUSINESS

1. Resolution No. 1611 - Interlocal Agreement with Pierce County (LIHWAP Vendor)
2. Ordinance No. 2807 Amending SMC 2.112 Contract Authority
3. Ordinance No. 2811 Amending SMC 13.08 Utility Billing

REPORTS

1. Utility Billing Update
2. Local Improvement District Annual Status Report (2021)
3. Monthly Sales Tax Report
4. Recruitment & Negotiation Update

ADJOURNMENT

SUBJECT: Resolution No. 1611 - Interlocal Agreement with Pierce County (LIHWAP Vendor)

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. City of Sumner - DRAFT Vendor Agreement - LIHWAP

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

The Federal Low Income Household Water Assistance Program (LIHWAP) provides residential customers with financial assistance with water and wastewater bills. In Pierce County, funds are managed by Pierce County Human Services (Community Action Partner) under the Low-Income Water Assistance Program (LIWAP). The LIWAP program is available to individuals and families that qualify for the energy assistance program. These guidelines are for those living at 150% of the federal poverty limit or less. Clients can qualify with 1 month of earnings. The LIWAP program will pay the amount due on a customer's account up to \$2,500.00. Payments are made directly to the utility provider. To facilitate payments directly to Sumner, the City is required to enter into a vendor agreement with Pierce County.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE: 2/2/2022

COMMITTEE RECOMMENDATION: A motion to adopt Resolution No.1611; Interlocal Agreement with Pierce County for LIHWAP Services

STAFF RECOMMENDATIONS/MOTION:

A motion to adopt Resolution No.1611; Interlocal Agreement with Pierce County for LIHWAP Services

**PIERCE COUNTY HUMAN SERVICES
LOW INCOME HOME WATER ASSISTANCE PROGRAM
(LIHWAP) VENDOR AGREEMENT**

This Agreement, effective as of October 1, 2021, is entered into by and between PIERCE COUNTY HUMAN SERVICES (hereinafter, referred to as the "County" or "Agency") and **City of Sumner**, a supplier of home water and/or waste water, (hereinafter, referred to as the "Water Vendor" or "Vendor") of the Low-Income Home Water Assistance Program (LIHWAP).

1. PURPOSE

Public Law No: 116-260 signed on December 27, 2020, included funding with instructions for the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS) to carry out grants to assist low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of, and rates charged to, such households for such services. This act requires that certain assurances be satisfied before assistance payments are made, on behalf of eligible individuals, to suppliers of drinking water and wastewater. This agreement defines the conditions that the Vendor must agree to so that the Agency can make assistance payments to the Vendor on behalf of eligible households.

2. DEFINITIONS

For purposes of this Agreement, the following definitions shall apply:

- a. "County" shall mean the Pierce County through its Department of Human Services;
- b. "Supplier of home water" shall mean the Water Vendor receiving LIHWAP payments from the County for eligible households; and
- c. "Eligible household" or "eligible customer" shall mean a customer who qualifies for water assistance as determined by the County under LIHWAP.

3. TERM OF THE AGREEMENT

This Agreement is effective October 1, 2021 and shall end on September 30, 2022.

4. COMPENSATION

The maximum consideration of this Agreement shall not exceed the maximum LIHWAP direct service funds allowed, per the Contract between the Washington State Department of Commerce and Pierce County Human Services. (See Section 5 below.)

5. PERIOD OF PAYMENT

The County will make payments to the Vendor on behalf of customers who have been determined eligible by the County for the term of the Agreement (LIHWAP payments). All payments are contingent upon appropriation and allocation of funds in accordance with federal, state, and local law.

6. COUNTY RESPONSIBILITIES

The County shall:

- a. Accept and review client applications and determine eligibility of households for payments.
- b. Follow procedures that minimize the time elapsing between the receipt of funds and their disbursement to vendor.
- c. Make payments in a timely manner to the vendor on behalf of eligible households for the term of this agreement.
- d. Follow sound fiscal management policies, including, but not limited to segregation of funds from other operating funds of the agency.
- e. Notify customer and/or vendor of the customer's eligibility and total benefit amount.
- f. Incorporate policies that assure the confidentiality of eligible household's usage, balance, and payments.
- g. Upon request from vendor, provide a statement verifying income of an eligible household for the sole purpose of determining moratorium eligibility, within the statutory guidelines of confidentiality.

7. CLIENT ELIGIBILITY REQUIREMENTS AND BENEFIT LIMITS

- a. Households must be at or below 150% of the Federal Poverty Level.

- b. Households must have water service disconnected and/or be facing legal action for nonpayment.
- c. The benefit level will depend on what is needed to reconnect service or bring the account to a zero-dollar balance, not to exceed \$2,500 per household. As illustrative, but not exclusive, examples:
 - i. If a household owes \$700, the County will pay \$700.
 - ii. If another household owes \$2,800, the County will pay \$2,500, and the utility provider and the household will enter into a payment arrangement for the \$300 balance.

8. WATER VENDOR RESPONSIBILITIES

The Water Vendor shall:

- a. Notify the County if the Vendor receives more than one water assistance payment for a customer between October 1, 2021, and September 30, 2022;
- b. Immediately apply the benefit to customer's current/past due bill, deposit/reconnect requirements, or arrearages to eliminate the amount owed by the customer and agree to maintain service to customer for a period of 30-days;
- c. Notify the customer of the amount of benefit payment applied to the customer's billing.
- d. Keep customer records confidential.
- e. Maintain records for four (4) years from the date of this agreement, or longer if the vendor is notified that a fiscal audit for a specific program year is unresolved.
- f. Not treat adversely, or discriminate against, any household that receives assistance payments; either in the cost of the goods supplied or the services provided.
- g. Upon request of the agency, provide eligible customer's consumption history and account balance for the sole purpose of determining customer benefit.

- h. Comply with the provisions of the state law regarding disconnects and pertinent provisions of the Washington Administrative Code related to moratoria, if governed by that ruling.
- i. Make records available for review by authorized staff of the agency and Washington State Department of Commerce and the U.S. Department of Health and Human Services.

9. DATA COLLECTION

The Water Vendor shall keep records showing the following:

- a. Name and address of households who received LIHWAP payments;
- b. Amount of assistance accrued to each household;
- c. Source of payment; and
- d. Amount of the household's credit balance when the LIHWAP payment establishes a line of credit. This credit balance also needs to show on all customer billing documents.

10. INSURANCE REQUIREMENTS

The Vendor shall, at the Vendor's own expense, maintain, with an insurance carrier licensed or eligible under RCW Chapter 48.15 to do business in the State of Washington, with minimum coverage as outlined below, commercial automobile liability insurance, and commercial general liability insurance:

Commercial General Liability

Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000.00 each occurrence OR combined single limit coverage of \$2,000,000.00, with no greater than a \$1,000.00 deductible.

Employee Dishonesty Coverage

The Vendor shall obtain, at Vendor's expense, and maintain through the life of this Agreement, Employee Dishonesty coverage in the minimum amount of \$1,000,000. The insurance shall be conditioned upon the Vendor faithfully accounting for all funds received by the Vendor under this Agreement, including subsequent amendments, and further assuring that such funds are used solely for the purposes of this Agreement. The County shall request in

writing any increases in the amount of insurance coverage and the Vendor shall comply within fifteen (15) calendar days of receipt of the written notice.

Pierce County shall be named as an additional insured on all required policies, and such insurance carried by the Vendor shall be primary over any insurance carried by Pierce County. The Vendor shall provide a certificate of insurance to be approved by the County Risk Manager prior to contract execution, which shall be attached to the contract.

Pierce County shall have no obligation to report occurrences unless a claim is filed with the Pierce County Auditor; nor shall Pierce County have an obligation to pay premiums.

In the event of nonrenewal or cancellation of, or material change in the coverage required, thirty (30) days written notice will be furnished by the County prior to the date of cancellation, change or nonrenewal, and such notice is to be sent to Pierce County Human Services, 3602 Pacific Avenue, Suite 200, Tacoma, WA 98418.

11. INDEMNIFICATION, BIND AND CONVEY

- a. The Vendor and its officers, agents, employees, subcontractors and/or consultants agree to defend, Indemnify, and save harmless Pierce County and Washington State Department of Commerce (DOC) and their appointed and elective 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 and DOC, and their elected or appointed officials or employees, for damages because of personal or bodily injury, including death, at any time resulting there from, sustained by any person or persons, or on account of damage to property, including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Vendor, its officers, agents, employees, subcontractors, and/or consultants, successor or assigns, or the County and DOC, or their appointed or elected officers, employees or agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County or DOC, or their appointed or elected officials or employees. The Vendor's obligation to indemnify, defend, and hold harmless shall not be eliminated by any actual or alleged concurrent negligence of the County or DOC, or their agents, agencies, employees, and officers, except as provided below.

- b. The following paragraph applies to all 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, or to a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract:
 - i. If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraph is caused by or results from the concurrent negligence of the County or DOC the County's or DOC's agents or employees, and the Vendor or its officers, agents, or employees, the indemnity provisions provided for in this Agreement shall be valid and enforceable only to the extent of the Vendor's negligence.
- c. The Vendor agrees that the obligation "to indemnify, defend, and hold the County and DOC harmless as provided above extends to any claim brought on behalf of any employee of the Vendor and its subcontractors or consultants." The Vendor specifically and expressly waives any immunity under Insurance Title 51, RCW, and acknowledges that this waiver was mutually negotiated and agreed to by the parties herein.
- d. The Vendor agrees to be bound by the General Terms and Conditions of the Washington State Department of Commerce Low-Income Home Water Assistance Program (LIHWAP) contract, which is available upon request.

12. INDEPENDENT CONTRACTORS

In the performance of this Agreement the Water Vendor, its agents and employees, is acting as an independent contractor and not as an agent or employee of the County, Department of Commerce, the State of Washington, or the United States Government.

13. DEBARMENT

The Water Vendor shall assure that its officers, agents, subcontractors, and consultants shall not fund, contract with, or engage the services of any consultant, subcontractor, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive funds.

The Water Vendor certifies that the Water Vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the Agreement by any federal department or agency. If requested by the County, the Water Vendor shall complete a Certification Debarment, Suspension, Ineligibility, and Voluntary Exclusion form.

14. TERMINATION

This agreement may be terminated by either party with a thirty (30) day written notice to the other party. Termination shall not extinguish authorized obligations incurred during the term of the agreement. If funding is withdrawn, reduced, or eliminated by Commerce, the agency has the right to terminate this agreement immediately.

15. ASSIGNMENT OF AGREEMENT

Neither party may assign the agreement or any of the rights, benefits and remedies conferred upon it by this agreement to a third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

16. REGULATIONS AND REQUIREMENTS

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 this Agreement.

17. 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.

18. DISPUTES

Differences between the Vendor and the County, arising under and by virtue of the Agreement shall be brought to the attention of the County Director at the earliest possible time in order that such matters may be settled, or other appropriate action promptly taken.

19. ENTIRE AGREEMENT

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

IN WITNESS WHEREOF, the parties have executed this Agreement on the days indicated below:

AGENCY:

Signature of Corporate Officer Date

Print Signer's Name and Title

City of Sumner

Agency Name

1104 Maple St

Sumner, WA 98390

Mailing Address

Contact Name: Jason Wilson

Contact Phone Number: 2532995501

DUNS No.:

UBI No.:

PIERCE COUNTY:

Reviewed By:

Deputy Prosecuting Attorney (*As to form Only*) Date

Finance Date

Approved By:

Heather Moss Date

Director, Human Services

County Executive (*\$250,000 or more*) Date



SUBJECT: Ordinance No. 2807 Amending SMC 2.112 Contract Authority

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ord 2807 SMC 2 112 Contract Approvals

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

City staff have been working to update the administrative Purchasing and Contracting Manual. This policy document was developed to provide guidance and documentation for City staff reference. The original policy was adopted on June 4, 2018. Finance staff has worked with departmental users to update and clarify the policy. The revised policy was presented to the Finance & Personnel Committee November 3, 2021 meeting. With the revision of the Purchasing and Contracting Manual, updates are required to the Sumner Municipal Code Chapter 2.112.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE: 2/2/2022

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

A motion to approve Ordinance No. 2807 Amending Sumner Municipal Code Chapter 2.112.

**ORDINANCE NO. 2807
CITY OF SUMNER, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER,
WASHINGTON, SUMNER MUNICIPAL CODE CHAPTER 2.112 RELATED TO
CONTRACT APPROVAL AUTHORIZATION.**

WHEREAS, the Sumner City Council determines that the practical needs of the City require that the Administration enter into certain contracts without prior individual approval by the City Council in order to allow the City to function in an orderly manner, and

WHEREAS, the municipal code needs updated to reflect current business processes and best practices, and;

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

Section 1. Adoption. Sumner Municipal Code Chapter 2.112 shall be amended as follows:

2.112.010 Contract approval authorization.

A. The city council authorizes the mayor, city administrator and department directors to enter into and execute on behalf of the city certain types of contracts without individual approval of each contract by the city council. This authority is granted only if the contract is consistent with the approved biennial budget for the city, and the city's liability under the contract does not exceed available fund balances. The contract types authorized by the council include:

Contract Type	Maximum Annual Contract Amount*	Mayor/City Administrator – Jointly	Department Director
Settlement (claims/suits)	\$15,000	Yes	No
Severance agreement	\$15,000	Yes	No
Capital equipment purchase	\$300,000	Yes	No
Real property acquisition	\$15,000	Yes	No
Routine agreements	\$100,000	Yes	Yes – Up to \$15,000 <u>\$30,000</u>
Public works contracts	\$300,000 <u>\$350,000</u> **	Yes	Yes – Up to \$40,000 <u>\$75,500</u> (single craft)

Contract Type	Maximum Annual Contract Amount*	Mayor/City Administrator – Jointly	Department Director
			Up to \$65,000 <u>\$116,155</u> (multiple craft)
Goods, services, supplies, materials or equipment	\$100,000	Yes	Yes – Up to \$15,000
Professional service agreements	\$100,000	Yes	Yes – Up to \$15,000 <u>\$30,000</u>
Lease agreements for materials, supplies or equipment	\$15,000	Yes	Yes
Contracts which carry out or implement a provision of this code or established city policy, e.g., maintenance or performance bonds for plat improvements	–	Yes	No
Amendments*** – Service contracts	Up to \$75,000 or 5% of the original contract, whichever is less <u>Total contract value after cumulative amendments does not exceed \$100,000</u>	Yes	Yes—Up to 5% of the original contract or an accumulated total of \$35,000, whichever is less <u>Total contract value after cumulative amendments does not exceed \$30,000</u>
Amendments*** – Public works contracts	Up to \$75,000 or 5% of the original contract, whichever is less <u>Total contract value after cumulative amendments does not exceed \$350,000</u>	Yes	Yes—Up to 5% of the original contract or an accumulated total of \$35,000, whichever is less <u>Total contract value after cumulative amendments does not exceed \$50,000</u>

* Including sales or use tax – if applicable.

** May extend over a multi-year period.

*** The amount of a contract includes all amendments.

1. Contracts not consistent with the above table, or are to be paid with unappropriated funds, must be preapproved by the city council.

2. The breaking down of any purchase or contract into units or phases for the purpose of avoiding the maximum dollar amounts is prohibited.

B. All contracts presented for signature by the mayor and city administrator shall be signed by the city attorney as to form and legality.

C. The mayor or city administrator in his or her discretion may present any contract to the city council for prior approval, even if the contract is allowed to be approved without prior city council approval.

D. Interlocal agreements shall be presented to the city council for prior approval.

E. Other than the mayor, no elected or appointed official has the authority to purchase or enter into contracts on behalf of the city. For the purposes of this section, a purchase does not include approved travel, training or per diem reimbursements consistent with the personnel policies.

F. For the purpose of this chapter, “contract” means any agreement creating a legal relationship between the city and another person or entity, or any amendment thereto.

2.112.015 Limited public works process contracts.

A. For projects under ~~\$35,000~~\$50,000, RCW [39.04.155](#)(3) allows a limited process of soliciting bids from at least three contractors on the roster.

B. Bid guarantees are optional. The contract must be awarded to the lowest responsible bidder.

C. Retainage and performance and payment bonds may be waived, but limited public works projects are still subject to normal prevailing wage requirements.

2.112.020 Emergency contracts.

A. The city council authorizes the mayor or designee to enter into emergency contracts for purchase of materials, supplies, equipment or services using unappropriated funds in emergency situations.

B. “Emergency” means a set of unforeseen circumstances that either:

1. Presents a real, immediate threat to the proper performance of essential functions; or
2. May result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken;
3. For public works projects, may result in a substantial loss to the city if the contract is not immediately entered into.

C. Emergency procurements shall be made with such competition as is practical under the circumstances.

D. A written determination of the basis for the emergency and for the selection of the particular contractor/vendor shall be included in the contract file.

E. A record of each emergency procurement shall be made and shall set forth the contract’s name, the amount and type of the contract, and listing of the item(s) procured under the contract, which shall be reported to the council at the next subsequent meeting.

F. If a contract is awarded without competitive bidding due to a declared emergency, the city council must adopt a resolution certifying the emergency situation existed no later than two weeks following the award of the contract.

2.112.030 Purchasing policy.

The mayor and city administrator are authorized to develop internal purchasing policies that are consistent with this chapter and state competitive bidding laws.

2.112.040 Acceptance of public works projects.

For public works projects under ~~\$40,000~~\$75,500 (single craft) or ~~\$65,000~~\$116,155 (multiple craft), the acceptance date shall be the completion date (as set forth by the APWA Standard Specifications). For public works projects with a total project cost over ~~\$40,000~~\$75,500 (single craft) or ~~\$65,000~~\$116,155 (multiple craft), the city administrator is authorized to accept as complete the public works and improvements performed under any contract awarded hereunder after determining that such work has been satisfactorily completed in accordance with the contract terms thereof.

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 14th day of February 2022.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk, Michelle Converse, CMC

City Attorney, Andrea Marquez

Date Adopted:
Date of Publication:
Effective Date



SUBJECT: Ordinance No. 2811 Amending SMC 13.08 Utility Billing

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance 2811 SMC 13 08
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STAFF CONTACT: Cassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Currently, the Sumner Municipal Code allows for utility bills to be setup in tenant's names. However, state statute directs that the fiscal responsibility of the utility bill remain with the property. Reviewing the impacts of current practice, City staff recommends amending the Municipal Code to require that residential utilities be placed under an owner's name. The City will still offer the option for owner's to request that a duplicate billing be sent to a tenant; however, this will provide greater transparency to the owner.

COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: 2/2/2022 COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

A motion to approve Ordinance No. 2811 Amending Sumner Municipal Code Chapter 13.08 Utility Billing.

**ORDINANCE NO. 2811
CITY OF SUMNER, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER,
WASHINGTON, AMENDING SUMNER MUNICIPAL CODE SECTION
13.08.040.**

WHEREAS, RCW 35.21.290 provides that city owned utilities shall have a lien against the premises to which services are provided, and

WHEREAS, the City desires to amend certain utility code provisions to promote efficiency and transparency, and;

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

Section 1. Adoption. Sumner Municipal Code Chapter 13.08.040 shall be amended as follows:

13.08.040 Accounting and charges – Change of ownership.

A. All utility accounts shall be kept in the name of the owner of the property when known and all charges shall be made against the property, as well as the owner thereof. No change of ownership or occupancy shall affect the application of this section.

B. The city will send all utility bills to the owner. ~~Upon written application, the owner may have a duplicate bill sent to a tenant by having the utility account placed in his/her name; however, all charges shall be made against the property and the owner shall remain liable for all charges not paid by the tenant.~~

1. For non-residential properties only: Upon written application, the owner may have a duplicate bill sent to a tenant by having the utility account placed in his/her name; however, all charges shall be made against the property and the owner shall remain liable for all charges not paid by the tenant.

C. Upon written application by the owner, or the owner's agent, a final bill can be created for a change in tenants or ownership. The fee for creating a final billing and related services for a property receiving city utilities shall be \$40.00. This charge shall be placed on the final bill. (Ord. 2620 § 1 (part), 2017: Ord. 2529 § 1 (part), 2015)

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 7th day of February, 2022.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk, Michelle Converse, CMC

City Attorney, Andrea Marquez

Date Adopted:
Date of Publication:
Effective Date

SUBJECT: Utility Billing Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Early in the Covid-19 pandemic, Governor Inslee issued Proclamation 20-23, prohibiting most collection activities for utilities, including imposition of penalties and service interruptions for non-payment. Extended several times, the final Proclamation 20-23.16 placed an expiration date of September 30, 2021 on the moratorium. The City is preparing for its first water utility shutoff cycle since February 2020. Staff will provide an informational presentation to the Finance & Personnel Committee on this process.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE: 2/2/2022

COMMITTEE RECOMMENDATION: Information only; Committee action not required.

STAFF RECOMMENDATIONS/MOTION:

Information only; Committee action not required.

SUBJECT: Local Improvement District Annual Status Report (2021)

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. 2021 LID Summary

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Annually, Finance provides a status report detailing Local Improvement District (LID) activity. This report will encompass 2021 activity.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE: 2/2/2022

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.



CITY OF SUMNER

LID Administration Summary -- 2021

OVERVIEW

- The last remaining assessments in LID No. 70 were paid in full this year and the project is now closed out. That left two active LID projects at the end of the year and 41 accounts with an outstanding balance.
- Combined assessment revenue exceeded the total billed amount by \$25,796 due to the successful resolution of prior year delinquencies along with the additional revenue from two accounts that were paid in full ahead of time.
- There were no adjustments.
- There were no delinquent accounts at the end of the year.

ENCLOSED REPORTS

- Combined LID Balances
- Year End Balances for each LID
- Monthly Payment Allocations
- Paid-in-Full Accounts
- Summary of Assessments for each LID

CITY OF SUMNER

Paid-in-Full LID Accounts -- 2021

<i>Account</i>	<i>Tax Parcel No.</i>	<i>Property Owner</i>	<i>Original Assessment</i>	<i>Date Paid</i>
07-024	042001-3030	Riverside Free Will Baptist Church	\$8,931.24	Jun 10, 2021
			\$8,931.24	

70-161B	042014-1004	Sheila Gualdoni-Bond	\$20,671.00	Feb 17, 2021
70-164B	042014-1009	Sheila Gualdoni-Bond	\$3,078.00	Feb 17, 2021
70-279	449540-1101	PPF Industrial 1710 136th Ave E LLC	\$13,686.00	Jul 13, 2021
70-275	449540-1071	Mandeep Gill & Manjinder Singh	\$9,212.00	Jul 19, 2021
70-276	449540-1081	Mandeep Gill & Manjinder Singh	\$7,182.00	Jul 19, 2021
			\$53,829.00	

78-190	042012-7018	SJ Sumner LLC	\$11,716.00	Jan 6, 2021
			\$11,716.00	

7 PAID-IN-FULL ASSESSMENTS

\$74,476.24

CITY OF SUMNER

Combined LID Balance Report -- December 31, 2021

<i>District Number</i>	<i>Beginning Principal</i>	<i>Principal Adjusted</i>	<i>Principal Collected</i>	<i>Current Principal</i>	<i>Deferred Principal</i>	<i>Principal Past Due</i>	<i>Principal Receivable</i>	<i>Payment in-Full</i>
LID No. 20	483,113.92	0.00	64,557.14	59,793.84	358,762.94	0.00	418,556.78	433,373.69
LID No. 70	3,153.36	0.00	3,153.36	0.00	0.00	0.00	0.00	0.00
LID No. 78	1,838,619.50	0.00	219,020.30	202,449.90	1,417,149.30	0.00	1,619,599.20	1,671,522.32
	2,324,886.78	0.00	286,730.80	262,243.74	1,775,912.24	0.00	2,038,155.98	2,104,896.01

<i>District Number</i>	<i>Interest Adjusted</i>	<i>Interest Collected</i>	<i>Current Interest</i>	<i>Interest Past Due</i>	<i>Penalties Posted</i>	<i>Penalties Adjusted</i>	<i>Penalties Collected</i>	<i>Accrued Penalties</i>
LID No. 20	0.00	17,203.51	14,816.91	0.00	0.00	0.00	0.00	0.00
LID No. 70	0.00	706.41	0.00	0.00	0.00	0.00	306.12	0.00
LID No. 78	0.00	61,080.77	51,923.12	0.00	193.11	0.00	916.33	0.00
	0.00	78,990.69	66,740.03	0.00	193.11	0.00	1,222.45	0.00

CITY OF SUMNER

Local Improvement District No. 70

Balance as of December 31, 2021

Beginning Balance	3,153.36	Deferred Principal	0.00
- Adjustments	0.00	+ Delinquent Principal	0.00
- Principal Collected	3,153.36		
Principal Balance	\$0.00	Principal Receivable	\$0.00
		Variance	0.00

Interest and Accrued Penalties

Beginning Interest Due	706.41	Beginning Penalties	306.12
+ Next Interest Billing	0.00	+ Penalties Applied	0.00
- Interest Collected	706.41	- Penalties Collected	306.12
- Adjustments	0.00	- Adjustments	0.00
Interest Receivable	\$0.00	Accrued Penalties	\$0.00

Billing / Collection Comparison

Principal Billed	0.00	Principal Collected	3,153.36
Interest Billed	160.82	Interest Collected	706.41
Penalties Applied	0.00	Penalties Collected	306.12
Total Billed	\$160.82	Total Collected	\$4,165.89

Delinquency Summary

Delinquent Principal	0.00
Delinquent Interest	0.00
Accrued Penalties	0.00
Total Past Due	\$0.00

Current Receivables

Principal Balance	0.00
Current Interest Due	0.00
Delinquent Interest	0.00
Accrued Penalties	0.00
Total Receivable	\$0.00

CITY OF SUMNER

Local Improvement District No. 78

Balance as of December 31, 2021

Beginning Balance	1,838,619.50	Deferred Principal	1,619,599.20
- Adjustments	0.00	+ Delinquent Principal	0.00
- Principal Collected	219,020.30		
Principal Balance	\$1,619,599.20	Principal Receivable	\$1,619,599.20
		Variance	0.00

Interest and Accrued Penalties

Beginning Interest Due	61,080.77	Beginning Penalties	723.22
+ Next Interest Billing	51,923.12	+ Penalties Applied	193.11
- Interest Collected	61,080.77	- Penalties Collected	916.33
- Adjustments	0.00	- Adjustments	0.00
Interest Receivable	\$51,923.12	Accrued Penalties	\$0.00

Billing / Collection Comparison

Principal Billed	203,944.60	Principal Collected	219,020.30
Interest Billed	59,255.84	Interest Collected	61,080.77
Penalties Applied	193.11	Penalties Collected	916.33
Total Billed	\$263,393.55	Total Collected	\$281,017.40

Delinquency Summary

Delinquent Principal	0.00
Delinquent Interest	0.00
Accrued Penalties	0.00
Total Past Due	\$0.00

Current Receivables

Principal Balance	1,619,599.20
Current Interest Due	51,923.12
Delinquent Interest	0.00
Accrued Penalties	0.00
Total Receivable	\$1,671,522.32

CITY OF SUMNER

Utility Local Improvement District No. 2007-01

Balance as of December 31, 2021

Beginning Balance	483,113.92	Deferred Principal	418,556.78
- Adjustments	0.00	+ Delinquent Principal	0.00
- Principal Collected	64,557.14		
Principal Balance	\$418,556.78	Principal Receivable	\$418,556.78
		Variance	0.00

Interest and Accrued Penalties

Beginning Interest Due	17,203.51	Beginning Penalties	0.00
+ Next Interest Billing	14,816.91	+ Penalties Applied	0.00
- Interest Collected	17,203.51	- Penalties Collected	0.00
- Adjustments	0.00	- Adjustments	0.00
Interest Receivable	\$14,816.91	Accrued Penalties	\$0.00

Billing / Collection Comparison

Principal Billed	60,389.26	Principal Collected	64,557.14
Interest Billed	17,203.51	Interest Collected	17,203.51
Penalties Applied	0.00	Penalties Collected	0.00
Total Billed	\$77,592.77	Total Collected	\$81,760.65

Delinquency Summary

Delinquent Principal	0.00
Delinquent Interest	0.00
Accrued Penalties	0.00
Total Past Due	\$0.00

Current Receivables

Principal Balance	418,556.78
Current Interest Due	14,816.91
Delinquent Interest	0.00
Accrued Penalties	0.00
Total Receivable	\$433,373.69

Local Improvement District No. 78

Assessment Summary -- December 31, 2021

ACCOUNT NUMBER	TAX PARCEL NUMBER	PROPERTY OWNER	ASSESSMENT AMOUNT	PRINCIPAL BALANCE	CURRENT INTEREST	DELINQUENT INTEREST	ACCRUED PENALTIES	PAYMENT IN FULL	TOTAL OVERDUE
78-158	449540-1281	LBA NCC-Company VI LLC	50,870.00	40,696.00	1,302.27	0.00	0.00	41,998.27	0.00
78-162	449540-1164	Mustardseed Management LLC	41,092.00	32,873.60	1,051.96	0.00	0.00	33,925.56	0.00
78-163	449540-1090	Ella Kropf LLC	96,485.00	77,188.00	2,470.02	0.00	0.00	79,658.02	0.00
78-164	449540-1101	PPF Industrial 1710 136th Ave E LLC	109,579.00	87,663.20	2,805.22	0.00	0.00	90,468.42	0.00
78-165	449540-1102	136 Holdings Inc.	72,277.00	57,821.60	1,850.29	0.00	0.00	59,671.89	0.00
78-166	449540-1112	Pacific Southern LLC	48,415.00	38,732.00	1,239.42	0.00	0.00	39,971.42	0.00
78-167	449540-1111	Pacific Southern LLC	48,544.00	38,835.20	1,242.73	0.00	0.00	40,077.93	0.00
78-168	449540-1123	Pacific Southern LLC	53,239.00	42,591.20	1,362.92	0.00	0.00	43,954.12	0.00
78-171	449540-1150	Michael & Elaine Moshcatel	34,846.00	24,000.00	768.00	0.00	0.00	24,768.00	0.00
78-172	449540-1140	Michael & Elaine Moshcatel	35,148.00	24,000.00	768.00	0.00	0.00	24,768.00	0.00
78-174	449540-1170	Christopher Harris	23,475.00	18,780.00	600.96	0.00	0.00	19,380.96	0.00
78-175	449540-1190	Christopher Harris	25,844.00	20,675.20	661.61	0.00	0.00	21,336.81	0.00
78-176	449540-1180	Streamline Assets LLC	23,777.00	19,021.60	608.69	0.00	0.00	19,630.29	0.00
78-177	449540-1163	Mustard Seed M & H LLC	48,199.00	38,559.20	1,233.89	0.00	0.00	39,793.09	0.00
78-178	449540-1162	Mustardseed Management LLC	56,340.00	45,072.00	1,442.30	0.00	0.00	46,514.30	0.00
78-179	449540-1161	Joajoa Inc.	126,550.00	101,240.00	3,239.68	0.00	0.00	104,479.68	0.00
78-180	449540-1290	Thomkat Investments LLC	260,078.00	208,062.40	6,658.00	0.00	0.00	214,720.40	0.00
78-181	449540-1300	Pacific Southern LLC	128,704.00	102,963.20	3,294.82	0.00	0.00	106,258.02	0.00
78-182	449540-1312	Pacific Southern LLC	120,089.00	96,071.20	3,074.28	0.00	0.00	99,145.48	0.00
78-183	449540-1311	Pacific Southern LLC	7,236.00	5,788.80	185.24	0.00	0.00	5,974.04	0.00
78-184A	449540-1301	Prestige Worldwide Holdings LLC	100,448.00	80,358.40	2,571.47	0.00	0.00	82,929.87	0.00
78-187	449540-1350	Soo Kil Oh & Min Jung Ahn	120,089.00	48,071.20	1,538.28	0.00	0.00	49,609.48	0.00
78-189	449540-1361	Triad Machinery Inc.	394,726.00	315,780.80	10,104.99	0.00	0.00	325,885.79	0.00
78-191	042012-7017	Four Peaks LLC	20,029.00	16,023.20	512.74	0.00	0.00	16,535.94	0.00
78-192	042012-7016	Sumner CWS LLC	29,979.00	23,983.20	863.40	0.00	0.00	24,846.60	0.00
78-195B	042012-3074	Ronary LLC	18,435.00	14,748.00	471.94	0.00	0.00	15,219.94	0.00

ACCOUNT NUMBER	TAX PARCEL NUMBER	PROPERTY OWNER	ASSESSMENT AMOUNT	PRINCIPAL BALANCE	CURRENT INTEREST	DELINQUENT INTEREST	ACCRUED PENALTIES	PAYMENT IN FULL	TOTAL OVERDUE
26 ACTIVE ACCOUNTS			2,094,493.00	1,619,599.20	51,923.12	0.00	0.00	1,671,522.32	0.00
0 DELINQUENT ACCOUNTS									

Term (years): 10
 Installment: 3
 Due Date: July 31, 2022
 Interest Rate: 3.20%
 Penalty Rate: 5.00%

Utility Local Improvement District No. 2007-01

Assessment Summary -- December 31, 2021

ACCOUNT NUMBER	TAX PARCEL NUMBER	PROPERTY OWNER	ASSESSMENT AMOUNT	PRINCIPAL BALANCE	CURRENT INTEREST	DELINQUENT INTEREST	ACCRUED PENALTIES	PAYMENT IN FULL	TOTAL OVERDUE
07-002B	042001-1029	Seaport-Land LLC	129,297.05	60,338.65	2,135.99	0.00	0.00	62,474.64	0.00
07-005	042001-1010	Seaport-Land LLC	1,708.21	797.17	28.22	0.00	0.00	825.39	0.00
07-008B	042001-1032	Seaport-Land LLC	48,272.65	22,527.21	797.46	0.00	0.00	23,324.67	0.00
07-010	042001-2018	Robert & Mary Fairweather	33,937.88	15,837.64	560.65	0.00	0.00	16,398.29	0.00
07-011B	042001-1031	Seaport-Land LLC	200,183.33	93,418.85	3,307.03	0.00	0.00	96,725.88	0.00
07-012	042001-1015	Seaport-Land LLC	3,384.79	1,579.59	55.92	0.00	0.00	1,635.51	0.00
07-014	042001-1017	Seaport-Land LLC	37,635.16	17,563.08	621.73	0.00	0.00	18,184.81	0.00
07-015	042001-1018	Seaport-Land LLC	42,111.07	19,651.87	695.68	0.00	0.00	20,347.55	0.00
07-016	042001-1019	Seaport-Land LLC	24,273.40	11,327.56	401.00	0.00	0.00	11,728.56	0.00
07-021	042001-1027	Seaport-Land LLC	35,277.12	16,462.64	582.78	0.00	0.00	17,045.42	0.00
07-023	042001-3031	Riverside Free Will Baptist Church	17,338.59	8,091.31	286.43	0.00	0.00	8,377.74	0.00
07-025	042001-3015	Riverside Free Will Baptist Church	16,634.45	7,762.77	274.80	0.00	0.00	8,037.57	0.00
07-027	042001-4060	Seaport-A LLC	54,345.77	25,361.37	897.79	0.00	0.00	26,259.16	0.00
07-028	042001-4061	Seaport-A LLC	44,676.70	20,849.10	738.06	0.00	0.00	21,587.16	0.00
07-038	042001-4062	Seaport-A LLC	207,831.33	96,987.97	3,433.37	0.00	0.00	100,421.34	0.00
15 ACTIVE ACCOUNTS			896,907.50	418,556.78	14,816.91	0.00	0.00	433,373.69	0.00
0 DELINQUENT ACCOUNTS									

Term (years): 15
 Installment: 9
 Due Date: July 29, 2022
 Interest Rate: 3.54%
 Penalty Rate: 12.00%

ACCOUNT NUMBER	TAX PARCEL NUMBER	PROPERTY OWNER	ASSESSMENT AMOUNT	PRINCIPAL BALANCE	CURRENT INTEREST	DELINQUENT INTEREST	ACCRUED PENALTIES	PAYMENT IN FULL	TOTAL OVERDUE
78-158	449540-1281	LBA NCC-Company VI LLC	50,870.00	40,696.00	1,302.27	0.00	0.00	41,998.27	0.00
78-162	449540-1164	Mustardseed Management LLC	41,092.00	32,873.60	1,051.96	0.00	0.00	33,925.56	0.00
78-163	449540-1090	Ella Kropf LLC	96,485.00	77,188.00	2,470.02	0.00	0.00	79,658.02	0.00
78-164	449540-1101	PPF Industrial 1710 136th Ave E LLC	109,579.00	87,663.20	2,805.22	0.00	0.00	90,468.42	0.00
78-165	449540-1102	136 Holdings Inc.	72,277.00	57,821.60	1,850.29	0.00	0.00	59,671.89	0.00
78-166	449540-1112	Pacific Southern LLC	48,415.00	38,732.00	1,239.42	0.00	0.00	39,971.42	0.00
78-167	449540-1111	Pacific Southern LLC	48,544.00	38,835.20	1,242.73	0.00	0.00	40,077.93	0.00
78-168	449540-1123	Pacific Southern LLC	53,239.00	42,591.20	1,362.92	0.00	0.00	43,954.12	0.00
78-171	449540-1150	Michael & Elaine Moshcatel	34,846.00	24,000.00	768.00	0.00	0.00	24,768.00	0.00
78-172	449540-1140	Michael & Elaine Moshcatel	35,148.00	24,000.00	768.00	0.00	0.00	24,768.00	0.00
78-174	449540-1170	Christopher Harris	23,475.00	18,780.00	600.96	0.00	0.00	19,380.96	0.00
78-175	449540-1190	Christopher Harris	25,844.00	20,675.20	661.61	0.00	0.00	21,336.81	0.00
78-176	449540-1180	Streamline Assets LLC	23,777.00	19,021.60	608.69	0.00	0.00	19,630.29	0.00
78-177	449540-1163	Mustard Seed M & H LLC	48,199.00	38,559.20	1,233.89	0.00	0.00	39,793.09	0.00
78-178	449540-1162	Mustardseed Management LLC	56,340.00	45,072.00	1,442.30	0.00	0.00	46,514.30	0.00
78-179	449540-1161	Joajoa Inc.	126,550.00	101,240.00	3,239.68	0.00	0.00	104,479.68	0.00
78-180	449540-1290	Thomkat Investments LLC	260,078.00	208,062.40	6,658.00	0.00	0.00	214,720.40	0.00
78-181	449540-1300	Pacific Southern LLC	128,704.00	102,963.20	3,294.82	0.00	0.00	106,258.02	0.00
78-182	449540-1312	Pacific Southern LLC	120,089.00	96,071.20	3,074.28	0.00	0.00	99,145.48	0.00
78-183	449540-1311	Pacific Southern LLC	7,236.00	5,788.80	185.24	0.00	0.00	5,974.04	0.00
78-184A	449540-1301	Prestige Worldwide Holdings LLC	100,448.00	80,358.40	2,571.47	0.00	0.00	82,929.87	0.00
78-187	449540-1350	Soo Kil Oh & Min Jung Ahn	120,089.00	48,071.20	1,538.28	0.00	0.00	49,609.48	0.00
78-189	449540-1361	Triad Machinery Inc.	394,726.00	315,780.80	10,104.99	0.00	0.00	325,885.79	0.00
78-191	042012-7017	Four Peaks LLC	20,029.00	16,023.20	512.74	0.00	0.00	16,535.94	0.00
78-192	042012-7016	Sumner CWS LLC	29,979.00	23,983.20	863.40	0.00	0.00	24,846.60	0.00
78-195B	042012-3074	Ronary LLC	18,435.00	14,748.00	471.94	0.00	0.00	15,219.94	0.00
26 ACTIVE ACCOUNTS			2,094,493.00	1,619,599.20	51,923.12	0.00	0.00	1,671,522.32	0.00
0 DELINQUENT ACCOUNTS									

Term (years): 10
 Installment: 3
 Due Date: July 31, 2022
 Interest Rate: 3.20%
 Penalty Rate: 5.00%

CITY OF SUMNER

Payment Allocations by LID -- 2021

<i>Account</i>	<i>Property Owner</i>	<i>Principal</i>	<i>Interest</i>	<i>Penalties</i>	<i>Total Paid</i>	<i>Date Paid</i>
07-024	Riverside Free Will Baptist Church	4,763.30	189.70	0.00	4,953.00	6/10/2021
07-023	Riverside Free Will Baptist Church	1,155.91	368.27	0.00	1,524.18	6/11/2021
07-025	Riverside Free Will Baptist Church	1,108.96	353.32	0.00	1,462.28	6/11/2021
07-010	Robert & Mary Fairweather	2,262.53	640.75	0.00	2,903.28	6/14/2021
07-027	Seaport-A LLC	3,623.05	1,026.05	0.00	4,649.10	7/20/2021
07-028	Seaport-A LLC	2,978.45	843.50	0.00	3,821.95	7/20/2021
07-038	Seaport-A LLC	13,855.42	3,923.86	0.00	17,779.28	7/20/2021
07-002B	Seaport-Land LLC	8,619.80	2,441.13	0.00	11,060.93	7/26/2021
07-005	Seaport-Land LLC	113.88	32.25	0.00	146.13	7/26/2021
07-008B	Seaport-Land LLC	3,218.18	911.39	0.00	4,129.57	7/26/2021
07-011B	Seaport-Land LLC	13,345.56	3,779.46	0.00	17,125.02	7/26/2021
07-012	Seaport-Land LLC	225.65	63.91	0.00	289.56	7/26/2021
07-014	Seaport-Land LLC	2,509.01	710.55	0.00	3,219.56	7/26/2021
07-015	Seaport-Land LLC	2,807.40	795.06	0.00	3,602.46	7/26/2021
07-016	Seaport-Land LLC	1,618.23	458.28	0.00	2,076.51	7/26/2021
07-021	Seaport-Land LLC	2,351.81	666.03	0.00	3,017.84	7/26/2021
<i>ULID No. 2007-01</i>		<i>\$64,557.14</i>	<i>\$17,203.51</i>	<i>\$0.00</i>	<i>\$81,760.65</i>	
.....						
70-161B	Sheila Gualdoni-Bond	1,122.10	127.51	8.43	1,258.04	2/17/2021
70-164B	Sheila Gualdoni-Bond	25.88	11.79	1.26	38.93	2/17/2021
70-279	PPF Industrial 1710 136th Ave E LLC	912.40	232.66	131.82	1,276.88	7/13/2021
70-275	Mandeep Gill & Manjinder Singh	614.18	187.93	92.50	894.61	7/19/2021
70-276	Mandeep Gill & Manjinder Singh	478.80	146.52	72.11	697.43	7/19/2021
<i>LID No. 70</i>		<i>\$3,153.36</i>	<i>\$706.41</i>	<i>\$306.12</i>	<i>\$4,165.89</i>	
.....						
78-190	SJ Sumner LLC	10,544.40	337.42	0.00	10,881.82	1/6/2021
78-191	Four Peaks LLC	2,002.90	576.84	0.00	2,579.74	5/12/2021
78-187	Soo Kil Oh & Min Jung Ahn	6,008.90	1,730.56	0.00	7,739.46	6/4/2021
78-166	Pacific Southern LLC	4,841.50	1,394.35	0.00	6,235.85	6/10/2021
78-167	Pacific Southern LLC	4,854.40	1,398.07	0.00	6,252.47	6/10/2021
78-168	Pacific Southern LLC	5,323.90	1,533.28	0.00	6,857.18	6/10/2021
78-181	Pacific Southern LLC	12,870.40	3,706.68	0.00	16,577.08	6/10/2021
78-182	Pacific Southern LLC	12,008.90	3,458.56	0.00	15,467.46	6/10/2021
78-183	Pacific Southern LLC	723.60	208.40	0.00	932.00	6/10/2021
78-163	Ella Kropf LLC	9,648.50	2,778.77	0.00	12,427.27	6/16/2021

<i>Account</i>	<i>Property Owner</i>	<i>Principal</i>	<i>Interest</i>	<i>Penalties</i>	<i>Total Paid</i>	<i>Date Paid</i>
78-164	PPF Industrial 1710 136th Ave E LLC	21,915.80	7,013.06	723.22	29,652.08	6/29/2021
78-165	136 Holdings Inc.	7,227.70	2,081.58	0.00	9,309.28	6/29/2021
78-176	Streamline Assets LLC	2,377.70	684.78	0.00	3,062.48	6/29/2021
78-184A	Prestige Worldwide Holdings LLC	10,044.80	2,892.90	0.00	12,937.70	7/15/2021
78-179	Joajoa Inc.	12,655.00	3,644.64	0.00	16,299.64	7/20/2021
78-158	LBA NCC-Company VI LLC	5,087.00	1,465.06	0.00	6,552.06	7/26/2021
78-162	Mustardseed Management LLC	4,109.20	1,183.45	0.00	5,292.65	7/26/2021
78-177	Mustard Seed M & H LLC	4,819.90	1,388.13	0.00	6,208.03	7/26/2021
78-178	Mustardseed Management LLC	5,634.00	1,622.59	0.00	7,256.59	7/26/2021
78-180	Thomkat Investments LLC	26,007.80	7,490.25	0.00	33,498.05	7/26/2021
78-189	Triad Machinery Inc.	39,472.60	11,368.11	0.00	50,840.71	7/27/2021
78-195B	Ronary LLC	1,843.50	530.93	0.00	2,374.43	7/27/2021
78-171	Michael & Elaine Moshcatel	3,000.00	864.00	0.00	3,864.00	8/3/2021
78-172	Michael & Elaine Moshcatel	3,000.00	864.00	0.00	3,864.00	8/3/2021
78-192	Sumner CWS LLC	2,804.79	864.36	193.11	3,862.26	8/10/2021
78-192	Sumner CWS LLC	193.11	0.00	0.00	193.11	9/27/2021
<i>LID No. 78</i>		<i>\$219,020.30</i>	<i>\$61,080.77</i>	<i>\$916.33</i>	<i>\$281,017.40</i>	
.....						
		\$286,730.80	\$78,990.69	\$1,222.45	\$366,943.94	



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: 2/2/2022

COMMITTEE RECOMMENDATION: Informational only; no action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no action required.



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: 2/2/2022

COMMITTEE RECOMMENDATION: Informational only; no action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no action required.