



Members: Barbara Bitetto, Pat Cole (Chair), Earle Stuard

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

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

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 238 515 954 792

Passcode: jadjG4

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

Or call in (audio only)

[+1 323-886-6453, 163835506#](#) United States, Los Angeles

Phone Conference ID: 163 835 506#

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

CALL TO ORDER

Roll Call: Barbara Bitetto, Pat Cole, Earle Stuard

COMMITTEE BUSINESS

1. Personal Property Surplus - Ryan House Interior
2. Ordinance No. XXXX Compensation for Municipal Court Judge and Judges ProTempore
3. Resolution No. 1664 Ad Valorem Property Tax
4. Ordinance No 2872 2023/2024 Budget Amendment (Q3)

REPORTS

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

ADJOURNMENT

SUBJECT: Personal Property Surplus - Ryan House Interior

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Andrea Marquez, City Attorney

SUMMARY BACKGROUND:

The City Council adopted Resolution 1663 directing City staff to proceed with the demolition or deconstruction of the Ryan House. As part of staff's intentional approach to this project, salvage companies have been contacted to pursue interest in salvaging and perhaps re-purposing a variety of materials from inside the Ryan House. In order to dispose of those personal property items, City code requires that it first be surplused. For property with a value between \$500.00 and \$50,000 - the Finance and Personnel Committee has the authority to authorize it be surplussed. Tonight's agenda item is for the purpose of discussing, and recommending that the materials inside the Ryan House that *can be salvaged* be used for that purpose.

COUNCIL COMMITTEE/STUDY SESSION: F&P Committee

MEETING/STUDY SESSION DATE: 10/4/2023

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Authorize the surplus of the personal property items from the interior of the Ryan House.

SUBJECT: Ordinance No. XXXX Compensation for Municipal Court Judge and Judges Pro Tempore

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance XXXX_Amending SMC 2.84 Judicial Compensation 8.16.23 Update

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

This Ordinance adds language to section 2.48 of the Sumner Municipal Code to acknowledge that the salaries for both the Municipal Court Judge and Judges Pro Tempore are established annually through the adoption of a compensation schedule. The judge is and will continue to be an employee of the City and will be paid through the City's payroll system. Judges pro tempore serve through professional services agreements and submit invoices for service which are paid through Accounts Payable.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 10/4/2023

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

ORDINANCE NO. XXXX
CITY OF SUMNER, WASHINGTON

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING SMC 2.48 RELATED TO COMPENSATION FOR MUNICIPAL COURT JUDGE AND JUDGES PRO TEMPORE.

WHEREAS, every four years the Mayor appoints a municipal court judge to preside over the Municipal Court of Sumner and RCW 3.50 requires that the Judge be a City employee compensated pursuant to ordinance; and

WHEREAS, the municipal court judge has the authority to appoint one or more judges pro tempore to serve in the instance of the municipal court judge's absence or conflict; and

WHEREAS, historically the judges pro tempore have been paid through City payroll as employees, as opposed to being compensated as independent contractor professional service providers pursuant to the established hourly rate adopted by the City's compensation schedule; and

WHEREAS, the City desires to update the code regarding judge pro tempore compensation to acknowledge the independent nature of the work, and to permit a judge pro tem to be compensated based upon an established hourly rate, and serve pursuant to a professional services agreement with the City;

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

Section 1. Sumner Municipal Code Section 2.48.030 is hereby amended as follows:

2.48.030 Compensation.

The municipal court judge ~~and municipal court judge pro tempore~~ shall receive as compensation for their services a monthly salary in an amount as established within an employment agreement executed between the city and the municipal court judge. (Ord. 1725 § 3, 1995) by the City Council through an adopted compensation schedule and prorated benefits consistent with those benefits provided to all eligible City employees.

A judge pro tempore shall receive as compensation for their services at an hourly rate as established by the City Council through an adopted compensation schedule, as currently adopted or amended. The judge pro tempore shall serve pursuant to a professional services agreement, and shall submit invoice(s) to the City for payment of their rendered services.

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 _____ day of _____ 2023.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

Michelle Converse, City Clerk

City Attorney Andrea Marquez

First Reading:
Date Adopted:
Date of Publication:
Effective Date:



SUBJECT: Resolution No. 1664 Ad Valorem Property Tax

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution No 1664 2024 Ad Valorem Property Tax Levy
 2. TY2024 Levy Request
-

STAFF CONTACT: Cassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Annually, City Council must evaluate the annual property tax levy for the upcoming tax year. For this Committee meeting, staff will share a short report outlining the impact of a property tax levy at certain percentage changes from the 2023 levy. Council discussion is slated for the October 23, 2023 Study Session. A property tax hearing is scheduled for November 6, 2023, with action to be considered at the regular City Council meeting of November 20, 2023. The City is required to certify its Tax Year 2024 property tax levy rate to Pierce County no later than November 30, 2023.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 10/4/2023

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

**RESOLUTION NO. 1664
CITY OF SUMNER, WASHINGTON**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, RELATING TO AD VALOREM PROPERTY TAXES; ESTABLISHING THE AMOUNT TO BE COLLECTED IN 2024 BY TAXATION ON THE ASSESSED VALUATION OF THE PROPERTY OF THE CITY; AND SETTING THE LEVY FOR THE YEAR 2024.

WHEREAS, the Sumner City Council attests that the City of Sumner population is 10,800; and

WHEREAS, the Sumner City Council has properly given notice of the public hearing held November 6, 2023, to consider the City of Sumner's ad valorem property tax for the 2024 budget, pursuant to RCW 84.55.120; and

WHEREAS, the City of Sumner's highest lawful levy is \$4,958,615.55 with the actual levy amount from the previous year being \$4,832,497; and

WHEREAS, the City Council, after conducting the required public hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Sumner requires a regular levy of \$4,957,098, which includes an increase in property tax revenue from the previous year, amounts resulting from the addition of new construction and improvements to property, administrative refunds, and an increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made; and

WHEREAS, the City Council is hereby establishing a policy that approximately \$0.064833/\$1,000 of this property tax levy, for a dollar amount equal to amount established in the 2023 property tax levy, shall be used only for street improvements and further directs staff to establish a committed reserve account in the appropriate fund to segregate these funds from any other general fund dollars and that these funds are restricted from any other purpose without city council approval; and

WHEREAS, the City Council hereby establishing a policy that approximately \$0.061128/\$1,000 of this property tax levy, for a dollar amount equal to \$350,000, shall be reserved for Council appropriation in a future biennial budget cycle, and further directs staff to establish a committed reserve account in the appropriate fund to segregate these funds from any other general fund dollars and that these funds are restricted from any other purpose without city council approval; and

WHEREAS, the Sumner City Council finds that to best protect the public health, safety, and welfare, to best protect the City's future property tax levy capacity, to best serve the citizens of Sumner by maintaining an appropriate level of service throughout the City, to appropriately discharge the City's expected expenditures and obligations, and to best serve the citizens of Sumner through a continued commitment throughout the city, substantial needs exists to increase its tax levy authority over last year.

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

Section 1. Property Tax Levy. The City Council adopts the substantial need findings above, and further finds that in light of substantial increases in costs to maintain and operate basic infrastructure, including streets, realized and anticipated loss of state shared revenues, as well as inflationary impacts

on the cost to provide essential public safety services, parks and recreation programs, information technology, planning, building services, and administration services, the City Council finds that there is in fact a substantial need for additional revenue, great enough to justify an increase in property taxes.

The legally maximum authorized levy is \$4,958,615.55. The required regular property tax levy needed by the City of Sumner of \$4,880,822 is hereby authorized for the levy to be collected in the 2024 tax year. The dollar amount of the increase of the actual levy amount from the previous year is \$48,325. This is a 1.0% increase from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

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

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

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

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 20th day of November, 2023.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

City Attorney Andrea Marquez

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
_____, (Title), for _____ (District name),
do hereby certify to the _____ (Name of county) County legislative authority
that the _____ (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.
Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

SUBJECT: Ordinance No 2872 2023/2024 Budget Amendment (Q3)

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: Per Exhibit

Within Budget Allocation: Yes, as budgeted

ATTACHMENTS:

1. Ordinance 2872 BA 10162023

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND: The 2023/2024 Biennial Budget was adopted on December 5, 2022 with Ordinance No. 2838. Staff regularly reviews the budget progress as well as any programmatic changes. Based on this review, staff presents the third quarter 2023 budget amendment for consideration.

This budget amendment:

- General Fund (001): Recognizes funding and expenditures for a Police Wellness Grant and legislative award for Community Court, programs funding for carryover and new advertising in Communications and Community Development, Finance training, new lease revenues from Sound Transit, and proceeds from Nights on Ryan event.
- Facilities Capital Fund (325): Recognizes proceeds from issuance of long-term debt and related expenditures for the Cemetery Building;
- Sewer Fund (402): Recognizes Puget Sound Energy grant revenue and associated expenditures;
- Stormwater Fund (408): Programs funding and expenditure for property acquisition associated with the White River Restoration Project (Pacific Point Bar);
- General Fund (001), Water Fund (401), Sewer Fund (402), Stormwater Fund (408): Programs expense to acquire ice machine;
- General Fund (001), Water Fund (401), Sewer Fund (402), Stormwater Fund (408): Programs expense for limited duration engineering assistant (through 12/31/2024).

	Ord No. 2872	
	BA 10/16/2023	
	<i>Revenues</i>	<i>Expenditures</i>
General Fund	\$ 282,935	304,155
Reserve Funds	-	-
Special Revenue Funds	-	-
Debt Service Funds	-	-
Capital Funds	3,040,000	3,040,000
Utility Funds	8,002,150	9,103,730
Other Enterprise Funds	-	-
Internal Service Funds	-	-
Fiduciary Funds	-	-
	\$	
	11,325,085	\$ 12,447,885

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Approve Ordinance No. 2872 amending the 2023/2024 Biennial Budget.

**ORDINANCE NO. 2872
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING THE 2023-2024 BIENNIAL BUDGET AS ORIGINALLY ADOPTED IN ORDINANCE NO. 2838, APPROVED DECEMBER 5, 2022, AND PREVIOUSLY AMENDED IN ORDINANCE 2849, APPROVED MARCH 20, 2023, ORDINANCE 2855, APPROVED JUNE 5, 2023, ORDINANCE 2858, APPROVED JUNE 20, 2023, ORDINANCE 2866, APPROVED AUGUST 7, 2023, AND ORDINANCE 2871, APPROVED SEPTEMBER 18, 2023.

WHEREAS, The Sumner City Council approved Ordinance No. 2838 which adopted a biennial budget for fiscal years 2023-2024; and

WHEREAS, The Sumner City Council approved Ordinance No. 2849 which amended the 2023-2024 biennial budget for fiscal years 2023-2024; and

WHEREAS, The Sumner City Council approved Ordinance No. 2855 which amended the 2023-2024 biennial budget for fiscal years 2023-2024; and

WHEREAS, The Sumner City Council approved Ordinance No. 2858 which amended the 2023-2024 biennial budget for fiscal years 2023-2024; and

WHEREAS, The Sumner City Council approved Ordinance No. 2866 which amended the 2023-2024 biennial budget for fiscal years 2023-2024; and

WHEREAS, The Sumner City Council approved Ordinance No. 2871 which amended the 2023-2024 biennial budget for fiscal years 2023-2024; 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, 2023 through December 31, 2024 as contained in the adopted 2023-2024 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, including acceptance of the Department of Commerce grant funding.

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 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.

Section 3. 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 4. Effective Date. This Ordinance shall become effective five (5) days from and after its passage, approval, and publication as provided by law.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 16th day of October, 2023.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

City Attorney Andrea Marquez

Funds	Beginning Fund	Revenues			Expenditures			Ending Fund
	Balance							Balance
	<i>Adopted</i>	<i>Adopted</i>	<i>Previous</i>	<i>10/16/23</i>	<i>Adopted</i>	<i>Previous</i>	<i>10/16/23</i>	<i>Revised</i>
001 General	11,300,000	\$ 41,287,140	\$ 956,272	\$ 282,935	\$ 40,975,513	\$ 1,603,522	\$ 304,155	\$ 10,943,156
002 General Fund Reserves	980,824	-	-	-	-	-	-	980,824
003 Building Reserves	450,756	200,000	-	-	390,000	-	-	260,756
103 Complete Streets	-	-	-	-	-	-	-	-
105 Drug Enforcement	65,510	-	-	-	4,000	-	-	61,510
106 Hotel/Motel	262,600	205,000	-	-	338,156	-	-	129,444
115 ARPA Funding	680,624	-	-	-	50,100	124,168	-	506,356
200 Debt Service	2,570,000	465,800	-	-	496,100	-	-	2,539,700
221 LID Guarantee	691,569	-	-	-	-	-	-	691,569
302 Sidewalk	412,457	530,000	553,200	-	880,000	553,200	-	62,457
305 Real Estate Excise Tax	851,288	1,600,000	-	-	550,000	-	-	1,901,288
310 Parks & Trails Capital Fund	423,721	4,868,061	252,500	-	5,131,106	(535,000)	-	948,176
320 Street Capital Fund	7,709,379	17,364,200	2,711,700	-	24,625,588	2,957,000	-	202,691
325 Facilities Capital Fund	50,000	515,000	400,000	3,040,000	565,000	400,000	3,040,000	-
401 Water	13,219,995	10,189,150	-	-	20,279,605	13,125	33,860	3,082,555
402 Wastewater	9,286,248	15,566,163	-	2,150	21,270,227	113,100	36,010	3,435,224
403 Utility Bond Reserves	1,731,342	-	-	-	-	-	-	1,731,342
408 Stormwater	8,227,784	38,031,772	-	8,000,000	42,424,254	63,125	9,033,860	2,738,317
410 Cemetery Operations	74,238	1,498,200	-	-	1,425,316	8,500	-	138,622
415 Cemetery Development	208,994	300,000	-	-	300,000	-	-	208,994
440 Animal Control	94,087	2,093,628	-	-	2,062,680	7,950	-	117,085
501 Unemployment Insurance	9,351	-	-	-	3,991	-	-	5,360
550 Fleet Management	94,835	1,498,570	-	-	1,551,411	-	-	41,994
551 Information Technology	479,281	3,264,440	92,650	-	3,336,088	107,650	-	392,633
555 Equipment Reserve	1,942,959	2,126,935	-	-	1,770,000	-	-	2,299,894
601 Cemetery Endowment	1,545,873	33,000	-	-	-	-	-	1,578,873
605 Development Impact Fees	6,898,068	500,000	-	-	998,833	1,532,500	-	4,866,735
611 Firemen's Pension	29,798	164,000	-	-	160,000	-	-	33,798
Total All Funds	\$ 70,291,581	\$ 142,301,059	\$ 4,966,322	\$ 11,325,085	\$ 169,587,969	\$ 6,948,840	\$ 12,447,885	\$ 39,899,353



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: 10/4/2023

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no further action required.



FINANCE & PERSONNEL COMMITTEE MEETING

DATE: October 4, 2023

AGENDA BILL: 23-3638

SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 10/4/2023

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.