



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 tonight's meeting in-person at City Hall (Main Conference Room), or virtually by using the meeting access link below. -

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Meeting ID: 293 210 785 026

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Phone conference ID: 905 053 946#

**CALL TO ORDER**

**COMMITTEE BUSINESS**

1. Resolution No. 1730 Petty Cash

**REPORTS**

1. Recruitment & Negotiation Update
2. FY2024 Audit Status
3. Monthly Sales Tax Report

**ADJOURNMENT**

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**SUBJECT:** Resolution No. 1730 Petty Cash

**CATEGORY:** Resolution

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**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

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**ATTACHMENTS:**

1. 202509XX\_Resolution\_XXXX\_Petty\_Cash

**STAFF CONTACT:** Cassandra Raymond, Chief Financial Officer

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**SUMMARY BACKGROUND:**

City staff routinely reviews the status of the change and petty cash funds. With the transition of Senior Center operations back to the City, the resolution authorizing petty cash fund amounts requires updating.

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**COUNCIL COMMITTEE/STUDY SESSION:** Finance & Personnel Committee

**MEETING/STUDY SESSION DATE:** 9/11/2025

**COMMITTEE RECOMMENDATION:**

**STAFF RECOMMENDATIONS/MOTION:**

Approve Resolution No. 1730 Authorizing Petty Cash

**RESOLUTION NO. 1730  
CITY OF SUMNER, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMNER,  
WASHINGTON, AMENDING THE PETTY CASH AMOUNT.**

WHEREAS, Ordinance No. 2331, adopted August 2, 2010, removed the Petty Cash Account from Section 3.44.230 of the Sumner Municipal Code, and

WHEREAS, Resolution No. 1303, adopted August 2, 2010, authorized the Petty Cash Account to a total of \$2,100.00, and

WHEREAS, Resolution No. 1459, adopted August 1, 2016, increased the Petty Cash Account to a total of \$2,175.00, and

WHEREAS, The governing body must authorize each petty cash account in the manner that local legislation is officially enacted; and

WHEREAS, various petty cash and change funds needs have changed since 2016; and

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

**Section 1.** The authorized amount of Petty Cash is increased from \$2,175.00 to \$2,475.00.

| Department            | Type       | Current    | New        | Change    |
|-----------------------|------------|------------|------------|-----------|
| Cemetery              | Change     | \$ 150.00  | \$ 150.00  | \$ -      |
| City Hall             | Change     | 400.00     | 400.00     | -         |
| City Hall             | Petty Cash | 500.00     | 500.00     | -         |
| Drug Seizure          | Petty Cash | 500.00     | 500.00     | -         |
| Metro Animal Services | Change     | 250.00     | 250.00     | -         |
| Municipal Court       | Change     | 75.00      | 75.00      | -         |
| Police Department     | Petty Cash | 300.00     | 300.00     | -         |
| Senior Center         | Change     | -          | 100.00     | 100.00    |
| Senior Center         | Petty Cash | -          | 200.00     | \$ 200.00 |
| Total                 |            | \$2,175.00 | \$2,475.00 | \$ 300.00 |

**Section 2. Procedures.** The Administrative Services Director or Chief Financial Officer shall adopt such procedures as may be necessary or desirable to implement the provisions of this Resolution. Such procedures shall include, but not be limited to a) defining limitations on the use of petty cash accounts, and b) providing accounting and reporting procedures for operations and replenishment of the petty cash accounts.

**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.** The Mayor is hereby authorized to implement such administrative procedures as may

be necessary to carry out the directions of this legislation

**Section 5. Effective Date.** This resolution shall take effect and be in force immediately upon passage by City Council.

**ADOPTED AND APPROVED** this 6<sup>th</sup> day of October, 2025.

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Mayor Kathy Hayden

**ATTEST:**

**APPROVED AS TO FORM:**

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Michelle Converse, CMC, City Clerk

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City Attorney Andrea Marquez

DRAFT



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**SUBJECT:** Recruitment & Negotiation Update

**CATEGORY:** Information Only

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

**STAFF CONTACT:** Jeff Steffens, Deputy City Administrator

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**SUMMARY BACKGROUND:**

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

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| <p><b>COUNCIL COMMITTEE/STUDY SESSION:</b> Finance &amp; Personnel Committee<br/><b>MEETING/STUDY SESSION DATE:</b> 9/11/2025<br/><b>COMMITTEE RECOMMENDATION:</b> Informational only; no Committee action required.</p> |
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**STAFF RECOMMENDATIONS/MOTION:**

Informational only; no Committee action required.

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**SUBJECT:** FY2024 Audit Status

**CATEGORY:** Information Only

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**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

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**ATTACHMENTS:**

**STAFF CONTACT:** Cassandra Raymond, Chief Financial Officer

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**SUMMARY BACKGROUND:**

Staff will provide a verbal update for the FY2024 annual audit. This will be a regular reporting item until the conclusion of the audit.

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**COUNCIL COMMITTEE/STUDY SESSION:** Finance & Personnel Committee

**MEETING/STUDY SESSION DATE:** 9/11/2025

**COMMITTEE RECOMMENDATION:** Informational only; no Committee action required.

**STAFF RECOMMENDATIONS/MOTION:**

Informational only; no Committee action required.

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**SUBJECT:** Monthly Sales Tax Report

**CATEGORY:** Information Only

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

**STAFF CONTACT:** Kassandra Raymond, Chief Financial Officer

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**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.

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**COUNCIL COMMITTEE/STUDY SESSION:** Finance & Personnel Committee

**MEETING/STUDY SESSION DATE:** 9/11/2025

**COMMITTEE RECOMMENDATION:** Informational only; no Committee action required.

**STAFF RECOMMENDATIONS/MOTION:**

Informational only; no further action required.