



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. -

Microsoft Teams [Need help?](#)

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Meeting ID: 293 210 785 026

Passcode: T9xJHw

Dial in by phone

[+1 323-886-6453,,905053946#](#) United States, Los Angeles

[Find a local number](#)

Phone conference ID: 905 053 946#

CALL TO ORDER

COMMITTEE BUSINESS

1. Ordinance No. 2938 - Donation, Naming Rights & Sponsorship
2. Resolution No. 1732 TY2026 Ad Valorem Property Tax Levy
3. 2025 Salary Study
4. Surplus Authorization

REPORTS

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

ADJOURNMENT

SUBJECT: Ordinance No. 2938 - Donation, Naming Rights & Sponsorship

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance No. 2938 - Donation, Naming Rights & Sponsorship

STAFF CONTACT: Doug Ruth, Deputy City Attorney

SUMMARY BACKGROUND:

The ordinance updates the amounts that define each level of approval authority for both monetary and non-monetary donations offered to the city. The ordinance adds a requirement that accepted donations be accompanied by a donation agreement, to expressly acknowledge any conditions connected to a donation. It clarifies that donating a non-monetary item to the city passes title to the city.

Provisions for granting naming rights for parks, facilities and portions of facilities are added to the code. Code provisions describing the city's obligation to maintain and repair past donated items still in the city's possession are also added. The ordinance adopts by reference a city policy for administering donations and naming rights applications.

<p>COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: 9/22/2025 COMMITTEE RECOMMENDATION:</p>
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STAFF RECOMMENDATIONS/MOTION:

Motion to approve Ordinance 2938 updating the City's Donation code and adding provisions for naming rights and sponsorships.

**ORDINANCE NO. 2938
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING SECTION 3.54.050, ACCEPTANCE AUTHORITY, AND ADOPTING NEW SECTIONS, 3.54.060, NAMING RIGHTS, AND 3.54.065, EXISTING DONATIONS.

WHEREAS, the City of Sumner has established guidelines, standards, and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation;

WHEREAS, the City of Sumner desires to encourage donations while at the same time managing aesthetic impacts and mitigating on-going maintenance costs; and

WHEREAS, the adoption of this ordinance gives guidance related to managing the purchasing of applicable equipment, installation techniques, maintenance and replacement policies, donation acknowledgments, and long-term care and disposal protocols for donations made after the adoption of this policy.

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

Section 1. The following section of SMC 3.54.050, Acceptance Authority, shall be amended as follows:

3.54.050 ACCEPTANCE AUTHORITY

A. Monetary Donations. The ~~C~~eity ~~A~~admistrator or designee shall have the authority to accept all monetary donations with a current value less than ~~\$1,000~~\$5,000. The Finance Committee shall have the authority to accept all monetary donations with a current value greater than ~~\$1,000~~\$5,000 and less than ~~\$5,000~~\$50,000 during a properly noticed regular or special committee meeting. The ~~e~~eCity ~~e~~eCouncil shall have the authority to accept and approve all monetary donations with a value of ~~\$50,000~~\$5,000 or greater by motion or resolution during a properly noticed regular or special council meeting. This ~~provision section~~ shall grant the authority, ~~but not the obligation,~~ to accept any monetary donation, devise, or bequeathal, ~~but the City reserves the right to reject any monetary donation for any reason, including conditions placed on the donation that are unacceptable to the City. To be binding, all conditions of a donation must be acknowledged in writing by the City at the time of acceptance of the donation. Any item purchased pursuant to a condition of a donation accepted by the City shall be the property of the City immediately upon purchase. Monetary donations shall be subject to the city policy for those types of donations. The donations policy, together with all subsequent revisions, is adopted by reference and a copy of the policy shall be on file with the City Clerk and available for public inspection. If any policy provision conflicts with this ordinance, the policy provision shall control as to administrative and executive matters and the ordinance provision shall control as to policy matters.~~

B. Nonmonetary Donations. Department directors and the eCity aAdministrator may approve in-kind donations supporting budgeted or planned projects, regardless of the value of the nonmonetary donation. The department accepting the donation may be required to detail all related ~~future projected~~ costs and/or obligations associated with the acceptance of the donation and submit the list of expenses to the approving authority with the donation request. The eCity aAdministrator may accept all nonmonetary donations of any other kind, regardless of value, including but not limited to equipment and goods, but may reject any nonmonetary donation for any reason. Any donated item accepted by the City shall be the property of the City. Nonmonetary donations for the purpose of park and right-of-way improvements shall be subject to city policy for those types of donations.

C. Referral to City Council; Finality. Notwithstanding the authority granted by this section, the City Administrator or the Finance Committee may refer to the City Council any decision whether to accept a donation that is otherwise within the City Administrator's or finance Committee's authority to approve. Unless referred to the City Council, a determination by the City Administrator or Finance Committee is final.

D. Recognition and Sponsorships. In response to a monetary or nonmonetary donation to support a City program or event, the Mayor may recognize a donor at the event or through the program. Recognition may include the publication of the donor's name on banners or other printed materials made for the event or program. The recognition shall identify the sponsor but will not promote or market any business, service, product, or facility. The Mayor may also execute sponsorship agreements for City special events and programs. The City Administrator shall create appropriate administrative policies and procedures for the acceptance of sponsorships.

Section 2. A new section of Chapter 3.54 SMC, "Naming Rights Donations," shall be added to the Sumner Municipal Code to read as follows:

3.54.060 NAMING RIGHTS DONATIONS

A. Authority. The City may accept monetary or non-monetary donations for the naming rights of City parks, facilities, portions of facilities or associated amenities.

B. Facilities & Parks. Donations made to the City in exchange for naming rights of a City Facility or City Park are at the sole discretion of the City Council. Nothing in this section is intended to limit the Council's authority to select the name of City Parks and Facilities.

C. Naming Other Areas; Recission of Name. The Mayor may accept monetary or non-monetary donations for the naming rights of portions of parks or facilities or associated amenities, provided that the amount is \$50,000 or less. All donations of greater value shall be subject to City Council approval and any terms and conditions imposed by the City Council. City Council shall have the sole discretion to rescind all naming rights.

D. Naming Rights Agreements. Any accepted naming rights donation shall be by written agreement containing the terms and conditions applicable to the naming rights donation and approved by the City Council or Mayor, as appropriate. Acceptance by the Mayor or City Council

of any naming right donation shall not suggest in any way an endorsement of the donor's goods, services, or proprietary interest.

E. Administrative Policy. The Mayor and City Administrator shall create appropriate administrative policies and procedures to accept donations for the naming of city parks, facilities, portions of facilities or associated amenities. The policy, together with all subsequent revisions, is adopted by reference and a copy shall be on file with the City Clerk and available for public inspection. If any policy provision conflicts with this ordinance, the policy provision shall control as to administrative and executive matters and the ordinance provision shall control as to policy matters.

Section 3. A new section of Chapter 3.54 SMC, "Existing Donations," shall be added to the Sumner Municipal Code to read as follows:

3.54.065 EXISTING DONATIONS

A. For the purpose of this chapter, existing donations are those donations received and/or installed prior to September 1, 2025.

B. Ownership and Maintenance. Existing donations are the property of the City. Consequently, the City has the absolute discretion over maintenance and renovation of donated items and items purchased as a condition of a donation. Existing donations are to be reasonably maintained by the City, if financially feasible, until the City deems removal and/or relocation is necessary. The City is not obligated to repair or replace any vandalized, lost, stolen, damaged or destroyed donations. Upon determining the need for removal or relocation, due to the poor or nuisance condition of the donation or otherwise, the City may destroy or relocate the item in accordance with any terms and conditions accepted by the City at the time of the donation or otherwise in the City's discretion and in accordance with any applicable laws and City policy. The City is not obligated to obtain the prior permission of or to notify the donor.

Section 4. Implementation. The mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 5. Severability. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Sumner Municipal Code, this ordinance is deemed to control.

Section 6. Effective date. This ordinance shall take effect five (5) days from the date of publication in the City's official newspaper.

Section 7. 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 _____

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

Andrea Marquez, City Attorney

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

SUBJECT: Resolution No. 1732 TY2026 Ad Valorem Property Tax Levy

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. 20261027_TY2026_Property_Tax_SS

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 2025 levy. Council discussion is slated for the October 27, 2025 Study Session. A property tax hearing is scheduled for November 3, 2025, with action to be considered at the regular City Council meeting of November 17, 2025. The City is required to certify its Tax Year 2026 property tax levy rate to Pierce County no later than November 25, 2025.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee October 9, 2025

City Council Study Session October 27, 2025

MEETING/STUDY SESSION DATE: 10/27/2025

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

2026 Property Tax Levy

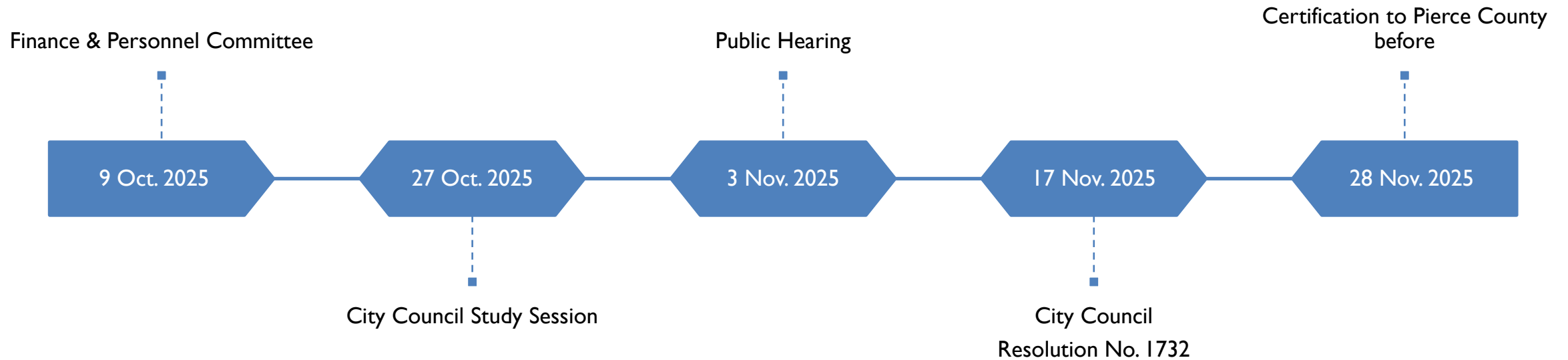


City Council
October 27, 2025

About Property Taxes

- Most stable revenue source
- 21% of the General Fund revenue (2026)

Schedule



State Law



RCW 84.55
authorizes taxing
districts with a
population of
10,000 or more
to increase its
levy up to 1.0%
from the highest
lawful levy since
1985.

EXAMPLE OF ORDINANCE/RESOLUTION REQUESTING HIGHEST LAWFUL LEVY

Ordinance/Resolution No. _____
RCW 84.55.120

WHEREAS, the _____ of SUMNER has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2026 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 5,040,937.59 and,
(Previous Year's Levy Amount)

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check One)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of Collection)

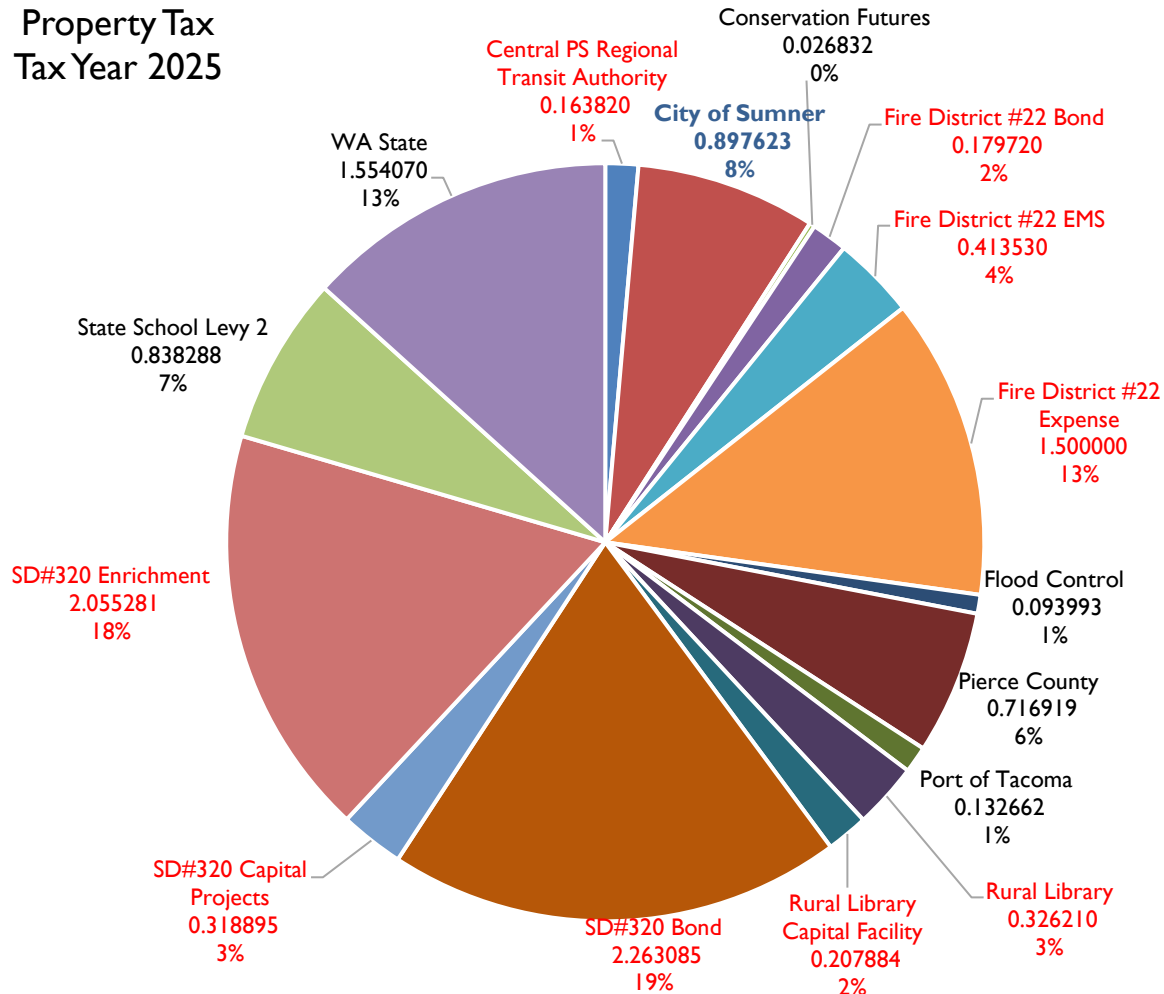
The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 48,300.49
which is a percentage increase of 1.0% from the previous year. This increase is exclusive of _____
(Percentage Increase)

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.

Property Tax Distribution



Property Tax
Tax Year 2025



Property tax is the 2nd largest revenue source in the General Fund;

The City receives 8% of Sumner's overall property tax assessment.

SBLSD / WA Schools = 47%
EPFR = 18%

Distributions in red font are voter approved

Preliminary Certification

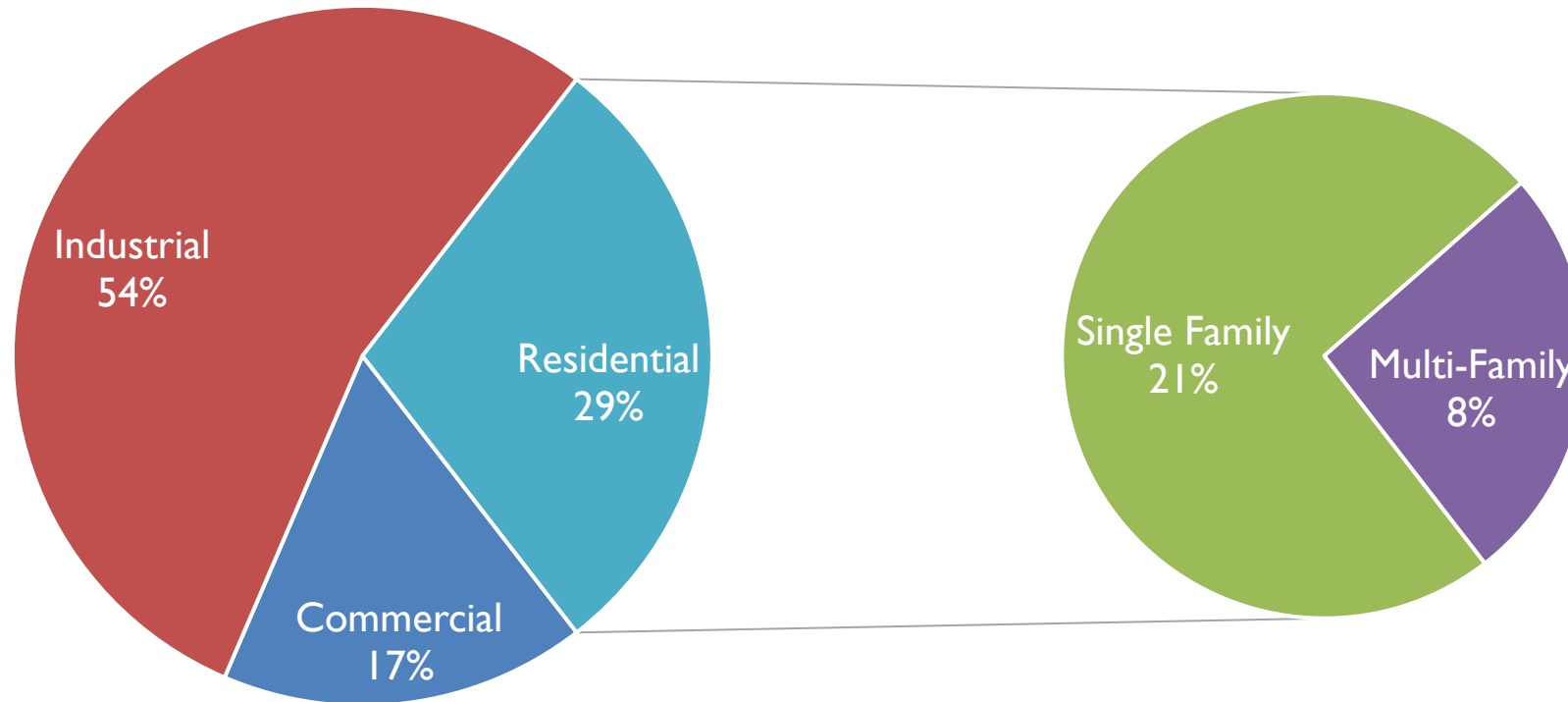


	TY 2025	TY 2026	Change
Assessed Valuation	\$5,615,870,940	\$5,784,776,561	3.0%
A/V Single Family Residence	\$540,305	\$549,983	1.8%

The dollar amount levied is calculated by the Assessed Valuation, divided by \$1,000, multiplied by the levy rate.

Assessed Valuation

TY2025 Assessed Valuation (Preliminary)



Levy Rates



<i>CPI in August 2025 was 2.7%</i>	Proposed 1.0% increase
TY2025 Levy	\$5,040,938
Change over TY2025 Levy	\$50,409
+ Additional revenue from NC&I	\$142,982
+ Additional revenue from annexations	\$0
+ Additional revenue from administrative refunds	\$6,349
Total TY2026 Levy	\$5,240,678
Levy per \$1,000	\$0.9059
<i>Monthly change from 2025 Average single family residence</i>	<i>\$1.11</i>

*Based on Pierce County's preliminary values. Final values will be released in late November and may update these numbers.

TY2026 Levy



For Tax Year 2026	Proposed 1.0% Increase
General Fund	\$4,560,678
City Council Strategic Reserve	\$350,000
Street Operations & Capital	\$330,000
Total TY2026 Levy	\$5,240,678
Increase in General Fund (from 2025)	\$199,740

City Property Tax for Average SFR



2025	2026	Annual Increase	Monthly Increase
\$484.99	\$498.25	\$13.26	\$1.11

2026 Average AV for a SFR = \$549,983.

SUBJECT: 2025 Salary Study

CATEGORY: Presentation

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Adrienne McNeilly, Human Resource Manager

SUMMARY BACKGROUND:

Staff has undertaken a comprehensive review of the salaries for our non-represented positions. This process and corresponding philosophy was first approved by the Finance Committee and then the City Council in 2021 and is intended to be performed every 2–4 years. The analysis is designed to meet five key objectives: Competitiveness, Internal Equity, Consistency, Transparency and Compression. Any proposed adjustments will be data driven and based on our previously selected list of nine comparable cities who we compete with in the local job market to both attract and retain talented employees.

Changes will be effective January 1, 2026, and incorporated into both the 2026 Compensation Schedule and the 2026 Mid-Biennial Budget Adjustment.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 10/9/2025

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

SUBJECT: Surplus Authorization

CATEGORY: Consent

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. October 2025 Surplus (1)

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

The Public Works Operations division has a concrete saw that was replaced as part of the 2025-26 budget and is no longer needed. With an estimated surplus value between \$5,000–\$8,000, it falls within the Committee's surplus authority.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee 10/09/2025

MEETING/STUDY SESSION DATE: 10/9/2025

COMMITTEE RECOMMENDATION: Do Pass.

STAFF RECOMMENDATIONS/MOTION:



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

RE: Surplus Authorization

MK Diamond Concrete Saw

Estimated Value \$5,000 - \$8,000





SUBJECT: Recruitment & Negotiation Update

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND:

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 10/9/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.



SUBJECT: FY2024 Audit Status

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 10/9/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no Committee action required.

SUBJECT: Monthly Sales Tax Report

CATEGORY: Information Only

BUDGET IMPACT: N/A

ATTACHMENTS:

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

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

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 10/9/2025

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no further action required.