



Members: Elfers, Kenna, Reinke, (Alt.) Wilsey

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. 1746 - Recreation & Conservation Office Grant Authorization
2. Ordinance No. 2957 Amending SMC 2.100 Personnel Policies
3. Ordinance No. 2955 Amending the 2025/2026 Biennial Budget

REPORTS

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

ADJOURNMENT

SUBJECT: Resolution No. 1746 - Recreation & Conservation Office Grant Authorization

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution No. 1746-Recreation Conservation Office Grant Authorization

STAFF CONTACT: Derek Barry, Assistant Public Operations Director

SUMMARY BACKGROUND:

With the election of a new mayor and subsequent staff position changes, the Recreation & Conservation Office (RCO) grant application requires the City to update its authorized representative/agent. This designee will have full authority to bind the City of Sumner regarding all matters related to the 26-1411 Acq, Dev, Bennett Property Phase 1 Development application, including, but not limited to, full authority to:

- (1) approve submittal of a grant application to the Office,
- (2) enter into a project agreement(s) on behalf of Sumner,
- (3) sign any amendments thereto on behalf of Sumner, (
- (4) make any decisions and submissions required with respect to the Project(s), and
- (5) designate a project contact(s) to implement the day-to-day management of the grant(s).

The updated application will include Mayor Carla S. Bowman as the Signer and Assistant Public Operations Department Director, Derek Barry as the Approver/Project Contact.

COUNCIL COMMITTEE/STUDY SESSION: Finance Committee

MEETING/STUDY SESSION DATE: 3/11/2026

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

A motion to adopt Resolution No. 1746 - Recreation & Conservation Office (RCO) Grant Authorization

**RESOLUTION NO. 1746
CITY OF SUMNER, WASHINGTON**

A RESOLUTION OF THE CITY OF SUMNER, WASHINGTON, APPROVING THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE “APPLICANT RESOLUTION/AUTHORIZATION” REGARDING SIGNING AUTHORITY ON THE BENNETY PROPERTY PHASE 1 DEVELOPMENT.

WHEREAS, the Washington State Recreation and Conservation Office (RCO) is a funding partner on the City’s White River Restoration Project (WRRP); and

WHEREAS, the agreement between RCO and the City of Sumner requires identifying authorized employees who have signing authority for the application; and

WHEREAS, RCO’s Applicant Resolution/Authorization form is attached hereto and incorporated herein; and

WHEREAS, it is in the City’s interests to approve this Resolution to identify signing authority of the Mayor for the City of Sumner and ensure consistency moving forward on the application.

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

Section 1. That the City Council of the City of Sumner, Washington, does hereby accept and approve the attached RCO Applicant Resolution/Authorization naming the Mayor as having signing authority on behalf of the City of Sumner, to execute any necessary funding agreements, and any and all documents necessary to carry out and effectuate the grant

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 3. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation

Section 4. Effective Date. This resolution shall take effect and be in full force immediately upon passage by the City Council.

ADOPTED AND APPROVED this 6th of April, 2026.

Carla S Bowman, Mayor

Approved as to form:

Attest:

Michelle Converse, City Clerk

Andrea J. Marquez, City Attorney



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form *Bruce Tallen* 2/13/2020
Assistant Attorney General *Date*

You may reproduce the above language in your own format; however, text may not change.



SUBJECT: Ordinance No. 2957 Amending SMC 2.100 Personnel Policies

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance No. 2957 Amending SMC 2.100

STAFF CONTACT: Jeff Steffens, Deputy City Administrator

SUMMARY BACKGROUND: The City has proposed several minor updates to the Personnel Policy section of the Municipal Code:

- We are trying to align our Compensatory Time language to match Federal law.
 - Leave accruals need to be updated to include language pertaining to part-time employees who work less than 20 hours per week.
 - A slight change to paydays to address dates when the City is closed, but banks are open.
 - Creating authority for the Mayor to create a policy for branded clothing
-

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee

MEETING/STUDY SESSION DATE: 3/11/2026

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

ORDINANCE NO. 2957
CITY OF SUMNER, WASHINGTON

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING SMC 2.100 PERSONNEL POLICIES.

WHEREAS, the City required clarification of definitions and clean up of sections in order to remain consistent with current practice and the Fair Labor Standards Act; and

WHEREAS, the City updated leave accruals for some part-time employees; and

WHEREAS, the City clarified language pertaining to paydays that fall on a holiday; and

WHEREAS, the City is developing a policy for branded clothing; and

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

Section 1. Amendment to City Code. Sumner Municipal Code Section 2.100 is hereby amended as follows:

2.100.250 Compensatory time.

Nonexempt employees entitled to overtime pay may request compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's supervisor. The city is not required to grant compensatory time instead of overtime pay. Compensatory time may be accrued up to the maximum allowable under the Fair Labor Standards Act (50 ~~240~~ hours) or as defined by collective bargaining agreement.

Employees may use compensatory time within a reasonable time period after making a request to their supervisor, unless doing so would unduly disrupt city operations. Compensatory time usage should be scheduled in advance. Compensatory time must be used by the end of the calendar year. ~~Unused compensatory time will be paid out at the applicable wage. An employee may request a three-month extension to use the compensatory time; provided, that the extension is needed due to a planned event (upcoming vacation or long-term medical leave).~~

(Ord. 2595 § 1 (part), 2017; Ord. 2886 § 1, 2024; Ord. 2886(Sub) § 1, 2024)

2.100.290. Benefits for part-time, temporary employees and seasonal workers.

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

A. Regular Part-Time Employees.

1. Accrued Leave/Paid Holidays. Regular part-time employees who work at least

20 hours per week shall receive prorated accrued paid leave (~~vacation~~ PTO, bereavement) and paid holidays. ~~All part-time employees are eligible for prorated sick leave accrual.~~ "Prorated" means

the ratio between the number of hours in the employee's normal work schedule and 40 hours per week.

Employees working less than 20 hours per week are eligible for sick leave accrual at the rate of one hour per 40 hours of work. Employees working less than 20 hours per week are not eligible for other accrued leave or paid time off (e.g., holidays or bereavement) unless otherwise allowed by the Mayor, City Administrator or collective bargaining agreement.

2. Medical Insurance. Part-time employees working at least 20 hours per week, but less than 30 hours per week, may choose to receive prorated medical benefits. Part-time employees working on average 30 or more hours per week shall receive medical benefits at a prorated amount unless waived by the employee.

B. Temporary and Seasonal Employees.

1. Accrued Leave/Paid Holidays. Temporary and seasonal employees are eligible for sick leave accrual at the rate of one hour per 40 hours of work. Temporary and seasonal employees who are in an unpaid status for a full work week will not accrue sick leave. "Prorated" means the ratio between the number of hours in the employee's normal work schedule and 40 hours per week. Temporary employees are not eligible for other accrued leave or paid time off (e.g., holidays or bereavement) unless otherwise allowed by the mayor, city administrator or collective bargaining agreement.
2. Medical Insurance. Temporary and seasonal employees who work more than 30 hours per week shall receive medical benefits the first day of the third month; provided, that their expected length of service is more than 90 days. The medical benefits shall be prorated if the temporary employee works less than 40 hours but more than 30 hours per week.

(Ord. 2595 § 1 (part), 2017; Ord. 2886 § 1, 2024; Ord. 2886(Sub) § 1, 2024)

2.100.320. Paydays.

Employees will normally be paid every other Friday on a biweekly pay schedule. If the regular payday occurs on a bank holiday, employees will be paid on the ~~last working day before the regular payday~~ **day prior to the bank holiday.**

(Ord. 2595 § 1 (part), 2017; Ord. 2867 § 1, 2023)

2.100.575 Clothing

The City finds that providing branded apparel to designated employees serves a legitimate public purpose by promoting a professional appearance, enhancing recognition of the City's brand, and ensuring consistent, identifiable, and safe attire while employees perform official duties. The Mayor is authorized to adopt and administer policies governing the provision, use, and management of branded apparel, including eligibility, standards, and procedures necessary to implement this section.

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 _____, 2026.

Mayor Carla S. Bowman

ATTEST:

APPROVED AS TO FORM:

Michelle Converse, City Clerk

City Attorney Andrea Marquez

First Reading:
Date Adopted:
Date of Publication:
Effective

SUBJECT: Ordinance No. 2955 Amending the 2025/2026 Biennial Budget

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: Per Exhibit

Within Budget Allocation: Yes, as amended.

ATTACHMENTS:

1. 20260316_2025_2026_BA_2955_Q1
2. 20260312_BA_2026_Q1

STAFF CONTACT: Cassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND: The 2025/2026 Biennial Budget was adopted on December 9, 2024 with Ordinance No. 2905. Staff regularly reviews the budget progress as well as any programmatic changes. Based on this review, staff presents the 1st quarter 2026 budget amendment for consideration. This budget amendment includes:

General Fund (001):

- Recognizes \$4,250 grant funding for law enforcement, and associated expenditure;
- Programs \$240,000 for Climate Planning grant, and associated expenditure;
- Reduces the transfer out to the Cemetery Fund for a 2026 seasonal position;
- Reprogram \$23,894 from Streets to Sidewalk Capital Fund for the Main Street Crossing project;
- Programs and authorizes a 1.0 FTE Human Resources position (\$164,056) and recognizes indirect revenue of \$95,152;

Sidewalk Capital Fund (302)

- Program transfer in of \$23,894 from the General Fund and associated expenditure for Main Street Crossing program.

Street Capital Fund (320)

- Program \$150,000 in grant revenues/associated expenditures for the Neighborhood Traffic Calming and Intersection Data Collection program;
- Program \$143,000 in grant revenues/associated expenditures for the Roadway Curve Warning and Delineation Project.

Facilities Capital Fund (325)

- Program \$12,500 for City Council A/V Improvements.

Water Fund (401)

- Programs \$28,333 Water Fund portion of Fire Replacement Panel at PW Shops;
- Programs \$23,788 Water Fund portion of HR FTE.

Sewer Fund (402):

- Programs \$28,333 Sewer Fund portion of Fire Replacement Panel at PW Shops;
- Programs \$23,788 Sewer Fund portion of HR FTE;
- Programs \$23,788 WWTF portion of HR FTE;
- Programs \$256,935 for WWTF Facility Study;
- Reduces Lift Station No. 10 appropriation by \$120,000;
- Transfers \$400,000 from Sewer Main Replacement/Rehab to Sewer: Harrison/State

Stormwater Fund (408):

- Programs \$28,333 Stormwater Fund portion of Fire Replacement Panel at PW Shops;
- Programs \$23,788 Stormwater Fund portion of HR FTE;
- Programs \$43,675 for Street Sweeper purchase

Cemetery Operations Fund (410)

- Reduces expenditure and associated transfer in for unfilled 2026 seasonal position.

Animal Control Fund (440)

- Programs \$45,500 for facility feasibility study.

Fleet Replacement Fund (555)

- Recognize \$43,675 transfer in from Fund 408 and programs \$425,000 expenditure for street sweeper;

Ord No. 2955

BA 03/16/2026

	<i>Revenues</i>	<i>Expenditures</i>
General Fund	\$ 339,402	392,506
Reserve Funds	-	-
Special Revenue Funds	-	-
Debt Service Funds	-	-
Capital Funds	316,894	329,394
Utility Funds	-	360,762
Other Enterprise Funds	(15,800)	29,708
Internal Service Funds	43,675	425,000
Fiduciary Funds	-	-
	\$ 684,171	\$ 1,537,370

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee
MEETING/STUDY SESSION DATE: 3/11/2026
COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

**ORDINANCE NO. 2955
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING THE 2025/2026 BIENNIAL BUDGET AS ORIGINALLY ADOPTED IN ORDINANCE NO. 2905, APPROVED DECEMBER 9, 2024, AND PREVIOUSLY AMENDED IN ORDINANCE 2920, APPROVED FEBRUARY 18, 2025, ORDINANCE 2921, APPROVED MARCH 3, 2025, ORDINANCE 2929, APPROVED JULY 21, 2025, AND ORDINANCE 2945, APPROVED DECEMBER 1, 2025.

WHEREAS, The Sumner City Council approved Ordinance No. 2905 which adopted a biennial budget for fiscal years 2025-2026; and

WHEREAS, The Sumner City Council approved Ordinance No. 2920 which amended the 2023-2024 biennial budget for fiscal years 2025-2026; and

WHEREAS, The Sumner City Council approved Ordinance No. 2921 which amended the 2023-2024 biennial budget for fiscal years 2025-2026; and

WHEREAS, The Sumner City Council approved Ordinance No. 2929 which amended the 2023-2024 biennial budget for fiscal years 2025-2026; and

WHEREAS, The Sumner City Council approved Ordinance No. 2945 which amended the 2023-2024 biennial budget for fiscal years 2025-2026; 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, 2025 through December 31, 2026 as contained in the adopted 2025-2026 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.

Section 2. Authorized FTE Count. The Authorized FTE Count listing incorporated into the 2025/2026 Biennial Budget is hereby amended consistent with this budget amendment.

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

Section 5. 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 number; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 6. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Passed by the City Council and approved by the Mayor the of the City of Sumner, Washington, at a regular meeting thereof this 16th day of March, 2026

Mayor Carla S. Bowman

ATTEST:

APPROVED AS TO FORM:

Michelle Converse, CMC, City Clerk

Andrea Marquez, City Attorney

Date Adopted: XXX XX, 2026
Date of Publication: XX XX, 2026 Online / XX ZZ, 2026
Effective Date: XX, XX, 2026

Funds	Beginning Fund Balance		Revenues			Expenditures			Ending Fund Balance
	<i>Adopted</i>	<i>Adopted</i>	<i>Previous</i>	<i>03/16/26</i>	<i>Adopted</i>	<i>Previous</i>	<i>03/16/26</i>	<i>Revised</i>	
001 General	15,063,770	\$ 45,331,653	\$ 233,961	\$ 339,402	\$ 46,636,320	\$ 1,434,088	\$ 392,506	\$ 12,505,873	
002 General Fund Reserves	980,824	-	-	-	-	-	-	980,824	
003 Building Reserves	345,756	200,000	-	-	340,000	-	-	205,756	
004 Capital Fund Reserves	46,792,851	600,000	-	-	-	27,414,048	-	19,978,803	
103 Complete Streets	-	-	1,195,389	-	-	1,195,389	-	-	
105 Drug Enforcement	67,062	-	-	-	5,000	1,700	-	60,362	
106 Hotel/Motel	337,632	320,000	-	-	11,000	350,000	-	296,632	
115 ARPA Funding	258,293	-	-	-	50,000	6,000	-	202,293	
120 Transportation Benefit District	-	-	850,000	-	-	400,000	-	450,000	
200 Debt Service	2,050,121	1,576,840	4,300,330	-	1,618,400	4,438,232	-	1,870,659	
221 LID Guarantee	691,569	-	-	-	-	-	-	691,569	
302 Sidewalk	779,515	1,383,682	11,895	23,894	1,843,682	62,445	23,894	268,965	
305 Real Estate Excise Tax	1,933,007	1,600,000	560,000	-	-	-	-	4,093,007	
310 Parks & Trails Capital Fund	1,772,306	7,458,910	273,806	-	7,949,410	273,806	-	1,281,806	
320 Street Capital Fund	10,609,786	24,308,166	411,678	293,000	25,808,846	411,678	293,000	9,109,106	
325 Facilities Capital Fund	589,173	1,353,000	51,320,726	-	1,020,000	51,320,726	12,500	909,673	
401 Water	19,482,216	12,782,361	-	-	26,281,363	2,177,848	52,121	3,753,244	
402 Wastewater	16,680,743	37,096,804	135,810	-	45,031,513	(320,349)	212,844	8,989,348	
403 Utility Bond Reserves	1,731,342	-	-	-	-	-	-	1,731,342	
408 Stormwater	27,371,780	39,997,724	250,000	-	56,185,434	194,309	95,796	11,143,965	
410 Cemetery Operations	72,310	1,603,200	200,425	(15,800)	1,664,149	207,516	(15,792)	4,262	
415 Cemetery Development	693,091	-	202,350	-	490,000	202,350	-	203,091	
440 Animal Control	12,783	2,492,544	73,922	-	2,401,161	51,754	45,500	80,834	
501 Unemployment Insurance	7,326	-	-	-	-	-	-	7,326	
550 Fleet Management	71,035	1,624,162	142,336	-	1,669,886	142,336	-	25,311	
551 Information Technology	504,808	3,827,680	203,350	-	4,141,430	335,347	-	59,061	
555 Equipment Reserve	1,106,983	1,902,440	260,000	43,675	615,000	713,610	425,000	1,559,488	
601 Cemetery Endowment	1,590,876	37,000	-	-	-	-	-	1,627,876	
605 Development Impact Fees	6,522,175	500,000	-	-	440,302	332,359	-	6,249,514	
611 Firemen's Pension	32,855	173,000	-	-	180,000	20,000	-	5,855	
Total All Funds	\$ 158,151,988	\$ 186,169,166	\$ 60,625,978	\$ 684,171	\$ 224,382,896	\$ 91,365,193	\$ 1,537,370	\$ 88,345,845	

2025/2026 Biennial Budget 2026 1st Quarter Budget Amendment

CITY COUNCIL REGULAR MEETING
MARCH 16, 2026



BIENNIAL BUDGET



2025/2026 Biennial
Budget adopted
December 9, 2024

1104 Maple Street
Sumner, WA 98390
www.sumnerwa.gov



Why this Amendment?

- Regular budget amendments provide Council a timely and transparent view of the budget needs
- Opportunity to review changes, revisit/revise forecasts, and adjust for programmatic changes
- Reviewed in detail by Finance & Personnel Committee
- Integral part of the City's overall financial management process

Amendment Process



1st Quarter– Departmental
Budget Review



March 11, 2026 Finance &
Personnel Committee



March 16, 2026 Ordinance

Amendment at a Glance

	Revenues	Transfer In	Interfund Revenue	Expenditures	Transfer Out	Interfund Expenditure
General Fund	\$244,250	\$0	\$95,152	\$384,412	\$8,094	\$0
Special Revenue Funds	\$0	\$0	\$0	\$0	\$	\$0
Capital Funds	\$293,000	\$23,894	\$0	\$329,394	\$0	\$0
Utility Funds	\$0	\$0	\$0	\$221,935	\$0	\$138,827
Other Enterprise Funds	\$0	(\$15,800)	\$0	\$29,708	\$0	\$0
Internal Service Funds	\$0	\$0	\$43,675	\$425,000	\$0	\$0
Fiduciary Funds	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$537,250	\$8,094	\$138,827	\$1,390,449	\$8,094	\$138,827
Total Revenues	\$684,171					
Total Expenditures	\$1,537,370					

General Fund

	Revenues	Transfer In	Expenditures	Transfer Out
Police Operations	\$4,250	\$0	\$4,250	\$0
Climate Planning Grant	\$240,000	\$0	\$240,000	\$0
Transfer Out to Cemetery	\$0	\$0	\$0	(\$15,800)
HR Specialist Position	\$0	\$95,152	\$164,056	\$0
Traffic Calming/Main Street Crossings	\$0	\$0	(\$23,894)	\$23,894
Total	\$244,250	\$95,152	\$384,412	\$8,094
Total Revenues	\$339,402			
Total Expenditures	\$392,506			

Capital Funds

Fund 302: Sidewalk Capital	Revenues	Transfer In	Expenditures	Transfer Out
Main Street Crossing	\$0	\$23,894	\$23,894	\$0
Total	\$0	\$23,894	\$23,894	\$0

Capital Funds

Fund 320: Streets Capital	Revenues	Transfer In	Expenditures	Transfer Out
Roadway Curve Warning Project	\$150,000	\$0	\$150,000	\$0
Traffic Calming	\$143,000	\$0	\$143,000	\$0
Total	\$293,000	\$0	\$293,000	\$0
Fund 325: Facilities Capital	Revenues	Transfer In	Expenditures	Transfer Out
City Council AV Improvements	\$0	\$0	\$12,500	\$0
Total	\$0	\$0	\$12,500	\$0
Total Revenues	\$293,000			
Total Expenditures	\$305,500			

Utility Funds

Fund 401: Water Fund	Revenues	Transfer In	Expenditures	Transfer Out
Fire Panel Replacement (Water Portion)	\$0	\$0	\$28,333	\$0
Assessment: HR Specialist	\$0	\$	\$0	\$23,788
Total	\$0	\$0	\$28,333	\$23,788

Utility Funds

Fund 402: Sewer Fund	Revenues	Transfer In	Expenditures	Transfer Out
Fire Panel Replacement (Sewer Portion)	\$0	\$0	\$28,333	\$0
Assessment: HR Specialist (Sewer Portion)	\$0	\$0	\$0	\$23,788
Assessment: HR Specialist (WWTF Portion)	\$0	\$0	\$0	\$23,788
Lift Station No. 10 Improvements	\$0	\$0	(\$120,000)	\$0
Sewer Main Replacement/Rehab	\$0	\$0	(\$400,000)	\$0
Sewer: Harrison & State	\$0	\$0	\$400,000	\$0
WWTF Building Master Plan	\$0	\$	\$256,935	\$0
Total	\$0	\$0	\$165,268	\$47,576

Utility Funds

Fund 408: Stormwater Fund	Revenues	Transfer In	Expenditures	Transfer Out
Fire Panel Replacement (Stormwater Portion)	\$0	\$0	\$28,333	\$0
Assessment: HR Specialist (Stormwater Portion)	\$0	\$0	\$0	\$23,788
Street Sweeper (Replacement Balance)	\$0	\$0	\$0	\$43,675
Total	\$0	\$0	\$28,333	\$67,463
Total Revenues	\$0			
Total Expenditures	\$360,762			

Other Enterprise Funds

Fund 410: Cemetery Operations	Revenues	Transfer In	Expenditures	Transfer Out
Seasonal Position	\$0	(\$15,800)	(\$15,800)	\$0
Total	\$0	(\$15,800)	(\$15,800)	\$0
Fund 440: Metro Animal Services	Revenues	Transfer In	Expenditures	Transfer Out
Facility Feasibility Study	\$0	\$0	\$45,500	\$0
Total	\$0	\$0	\$45,500	\$0

Internal Service Funds

Fund 555: Equipment Replacement Fund	Revenues	Transfer In	Expenditures	Transfer Out
Street Sweeper Replacement	\$0	\$43,675	\$425,000	\$0
Total	\$0	\$43,675	\$425,000	\$0

Questions?



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: 3/11/2026

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: Cassandra 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: 3/11/2026

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: 3/11/2026

COMMITTEE RECOMMENDATION: Informational only; no Committee action required.

STAFF RECOMMENDATIONS/MOTION:

Informational only; no further action required.