



**STUDY SESSION**  
**City Hall – 1104 Maple Street**  
**June 8, 2026 6:00 PM**

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 (Council Chambers), or virtually by using the meeting access link below:

<https://sumnerwa-gov.zoom.us/j/84074581654>

Phone one-tap: +12532050468,,84074581654# +12532158782,,84074581654# US (Tacoma) Webinar ID:  
840 7458 1654

## **CALL TO ORDER**

Roll Call: Elfers, Evers, Hochstatter, Kenna, Malcolm, Reinke and Wilsey

## **REGULAR BUSINESS**

1. Development Services Fee Update
2. AWC Conference Voting Delegates

## **CITY ADMINISTRATOR REPORT**

## **AGENDA SETTING**

1. Council Meeting Agenda Calendar
2. Council Committee Meeting Agenda Calendar

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

*This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact the City Clerk at (253) 299-5590, 24 hours in advance.*

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**SUBJECT:** Development Services Fee Update

**CATEGORY:** Information Only

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**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

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**ATTACHMENTS:**

1. Fee Study Presentation

**STAFF CONTACT:** Doug Beagle, Development Services Director

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**SUMMARY BACKGROUND:**

The purpose of this study is to provide a summary of our current fees and a recommendation of what staff feels the fees should be. Last Development Services study was over 20 years ago. Development Services includes approximately 13 staff providing customer service and permit-related services to the community. The program is currently supported through a combination of General Fund resources and fee revenues. The City's goal is to achieve full cost recovery, while evaluating alternative funding models, including a potential enterprise fund structure for the 2027/2028 biennium.

The City engaged FCS in 2025 to conduct a comprehensive Development Services fee study. Next steps would be for this to be brought back to the council for action Fall of 2026.

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<p><b>COUNCIL COMMITTEE/STUDY SESSION:</b> <b>MEETING/STUDY SESSION DATE: 6/8/2026</b> <b>COMMITTEE RECOMMENDATION:</b></p>
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**STAFF RECOMMENDATIONS/MOTION:**

Staff seeking guidance and direction.

# City of Sumner Development Services Cost-of-Service Fee Study



## Executive Leadership Presentation – *City Council*

Shivani Lal, Project Manager II  
Evan Coughlan, Technical Advisor  
Grace Glahn, Project Consultant

06/08/2026



# Overview



- Last Development Services study was over **20 years ago**
- **Development Services** includes approximately **13 staff** providing customer service and permit-related services to the community.
- The program is currently supported through a combination of **General Fund resources and fee revenues**.
- The City's goal is to achieve **full cost recovery**, while evaluating alternative funding models, including a potential **enterprise fund structure by 2027**.
- The City engaged **FCS** in 2025 to conduct a **comprehensive Development Services fee study**.

# Agenda



- Project Approach
- Guiding Principles
- Project Data Overview
- Phase 1: Preliminary Cost-of-Service Results
- Phase 2: Cost Recovery & Fee Setting
  - Building
  - Planning
  - Public Works
- *Proposed Fee Setting*
- *Policy Discussion*

# Key Terms & Definitions



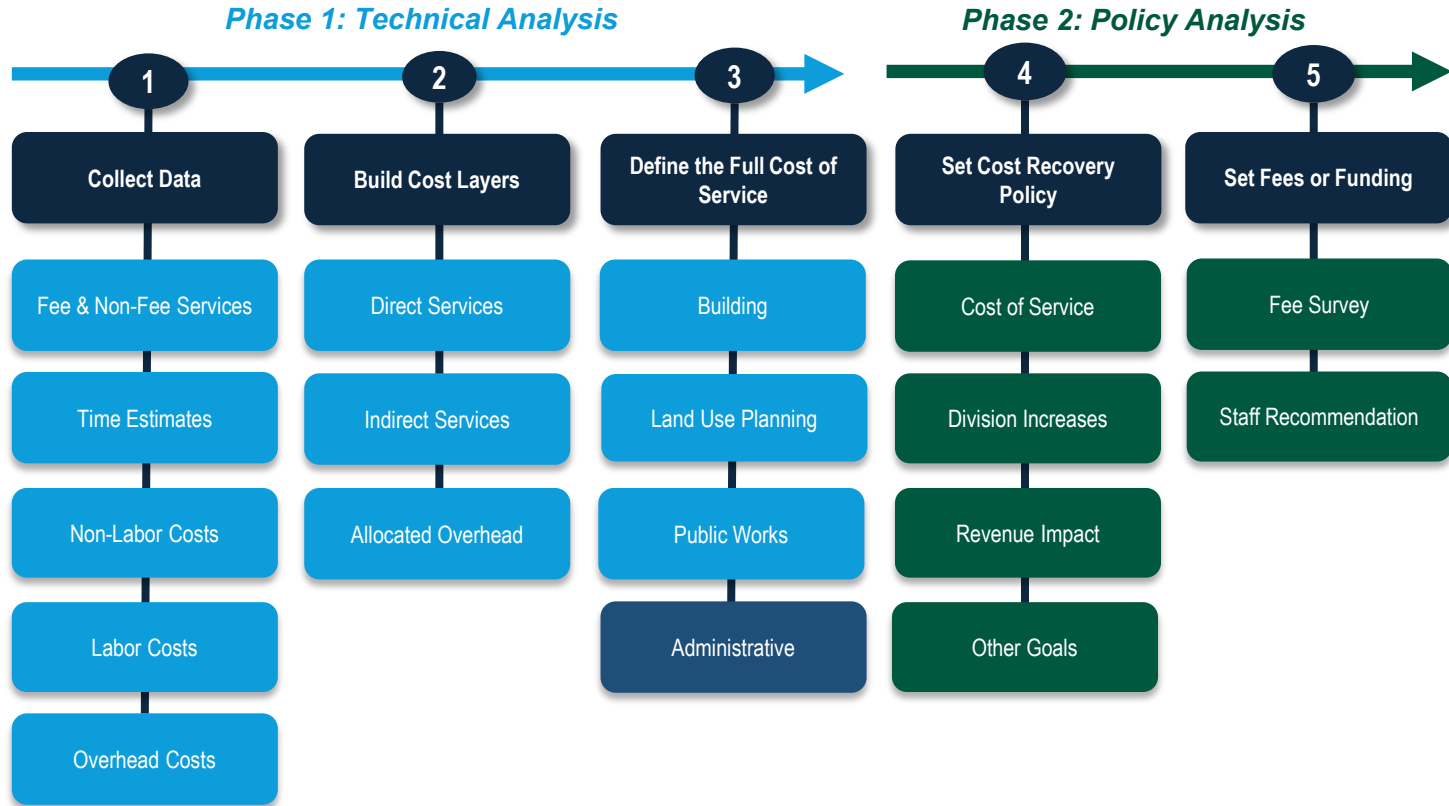
**Direct Services**: Services provided as a direct result of a project, permit application, or related activity tied to a specific permit (e.g., environmental review).

**Indirect Services**: Services that cannot be assigned to a specific project, application, or activity (e.g. front-counter customer service and administrative duties)

**Cost of Service**: The cost of providing services to permit applicants, including direct services as well as a proportionate share of indirect and overhead expenses.

**Cost Recovery**: The proportion of the cost of service offset by development permit fees and revenue, expressed as a percent. Development service costs not offset by permit fees are supported by other funding sources (e.g., General Fund).

# Project Approach





WASHINGTON STATE LEGISLATURE

## Revised Code of Washington (RCW) 82.02.020

“Nothing in this section prohibits cities, towns, counties, or other municipal corporations from collecting reasonable fees from an applicant for a permit or other governmental approval to cover the cost to the city, town, county, or other municipal corporation of processing applications, inspecting and reviewing plans, or preparing detailed statements.”

# Guiding Principles



## Full Cost Recovery

- Direct cost of permitting services
- Reasonable portion of indirect (support) costs
- Reasonable portion of overhead costs

## Not Included (*general gov. responsibility*)

- Comprehensive long-range planning
- Code enforcement (non-permit related)

# Study Summary



- FCS developed fees to recover the full cost of specific services based on staff time required for review/adjudication/approval
  - » In 2024, staff spent **9,823 hours** on tasks that can be built into DS fees
    - Construction Permits
    - Land-Use Decisions
    - Miscellaneous Public Works Permits
  - » City can set fees for each activity to recover up to the full cost of service
  - » *Building valuation fees are often based on the International Code Council Building Valuation Data rather than direct labor estimates.*



# Key Assumptions

- Expenses
  - » 2024 FTEs / Salary & Benefits
  - » Historical Actuals / 2025-2026 Proposed Budget
  - » City Self-Reported Distribution of Labor Hours
- Revenue
  - » Historical Actuals 2020-2024 Permit Report
  - » Exclusion of Impact Fees / SDCs / Non-Development Services Funding
  - » Pareto Approach (80/20)
- Annual Cost Inflation
  - » General Cost Inflation: 3.5%
  - » Labor / Benefit Cost Inflation: 4.0%-5.0%
  - » Construction Cost Inflation: 4.5%



## Phase I – Results of Cost-of-Service Analysis

# Questions for Consideration



**Why are development fees important?**

**How does this impact the City / Community?**

# Summary of Total Annual Costs



**Total Annual Costs  
(Recoverable + Non-Recoverable)  
(\$2,647,094)**

**Code Enforcement**  
Non-Recoverable: \$218,563

**Building**  
(\$1,469,072)

**Planning**  
(\$429,941)

**Public Works**  
(\$529,518)

Recoverable  
(\$950,276)  
65%

Non-Recoverable  
(\$518,795)  
35%

Recoverable  
(\$211,022)  
49%

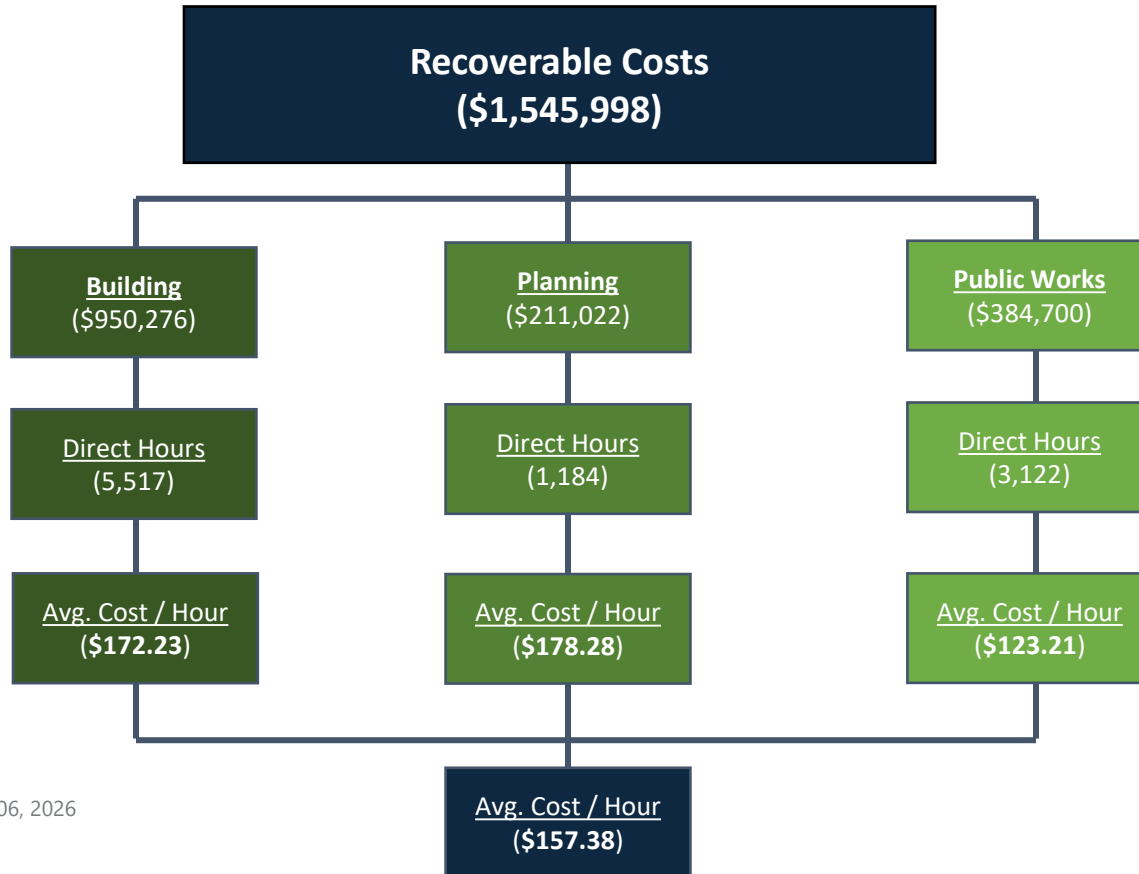
Non-Recoverable  
(\$218,919)  
51%

Recoverable  
(\$384,700)  
73%

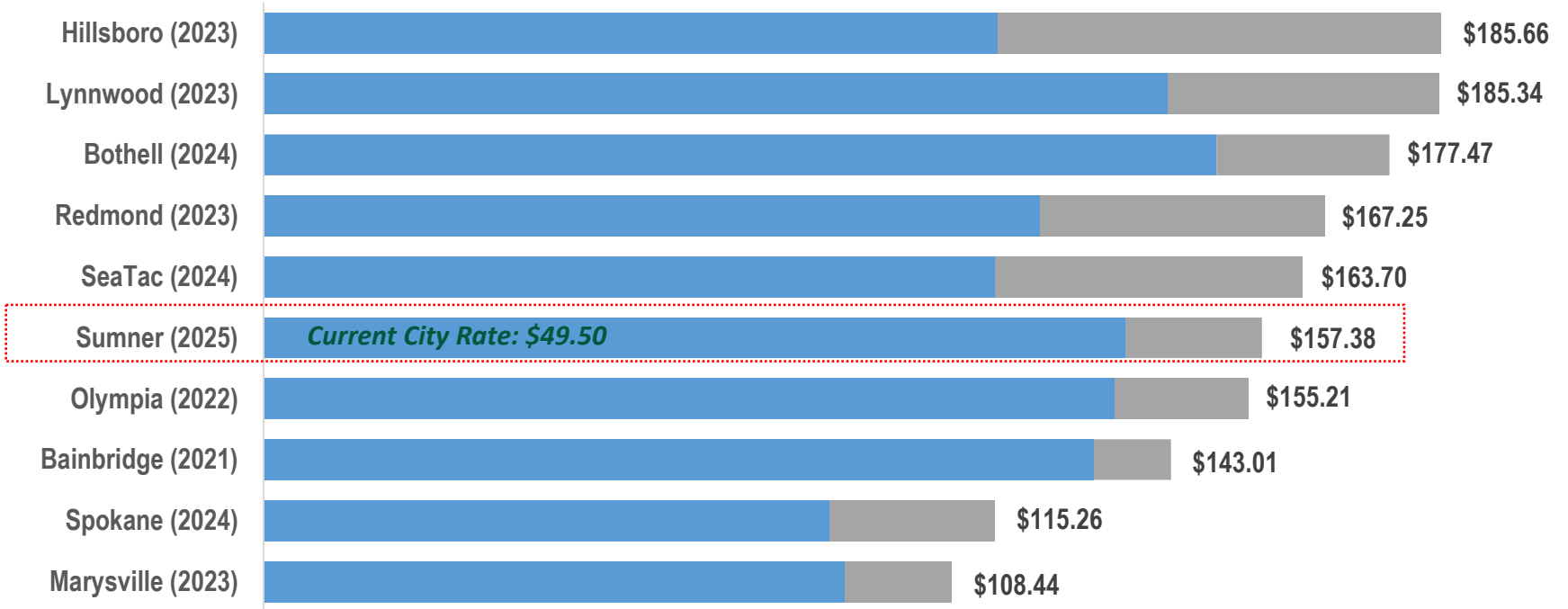
Non-Recoverable  
(\$144,818)  
27%

**Total Annual Recoverable Costs: \$1,545,998 (58%)**

# Compute Loaded Hourly Rates

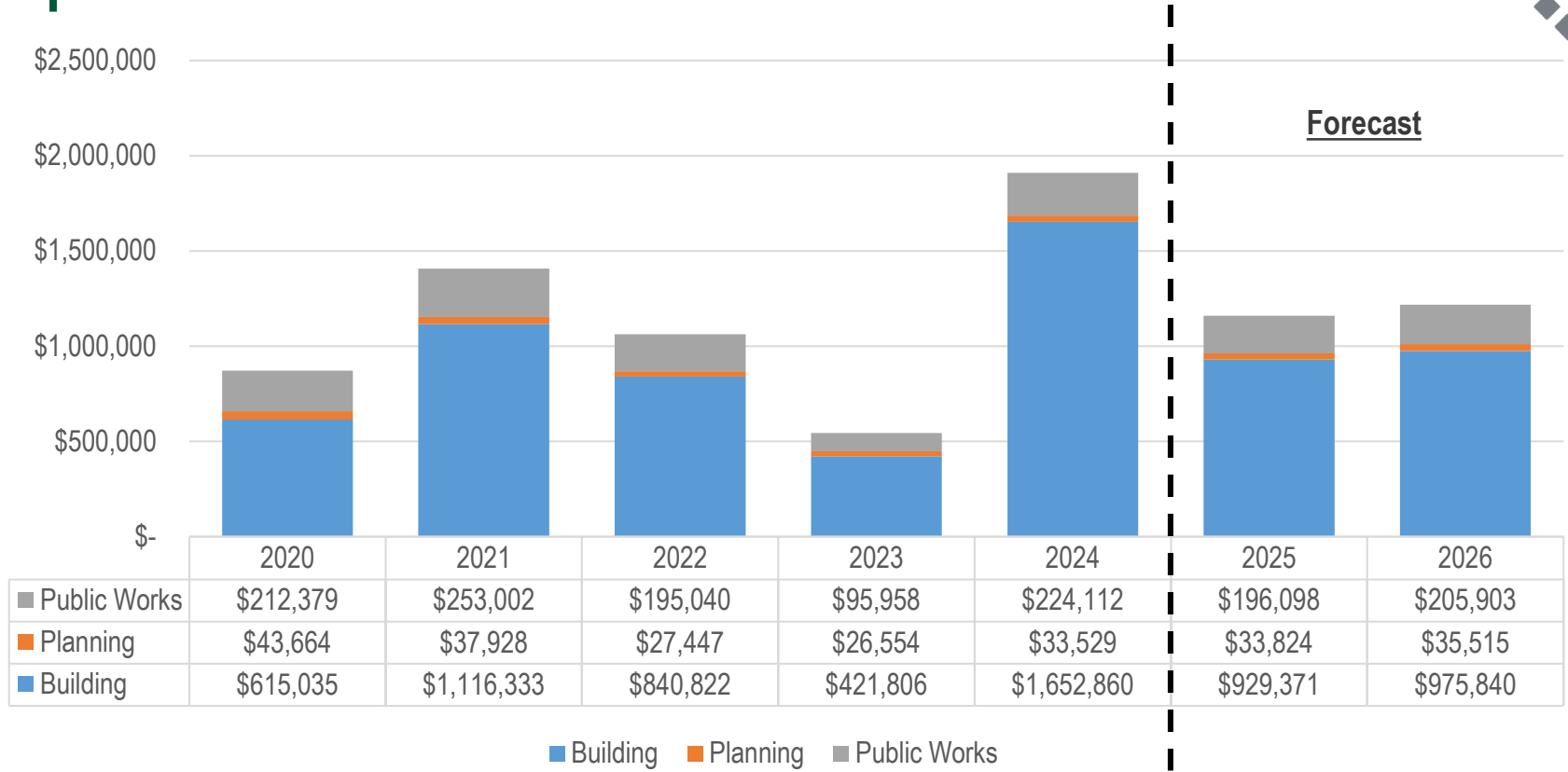


# Hourly Rate Comparison

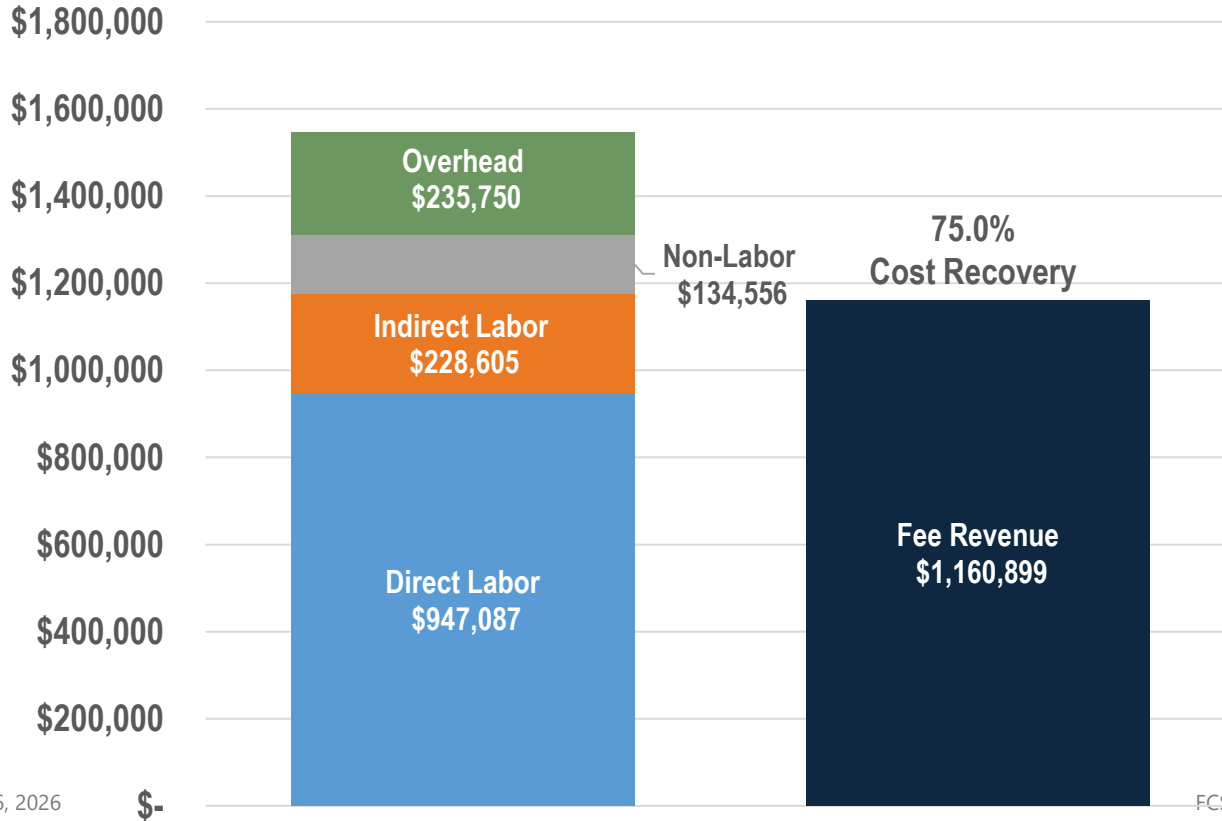


	Marysville (2023)	Spokane (2024)	Bainbridge (2021)	Olympia (2022)	Sumner (2025)	SeaTac (2024)	Redmond (2023)	Bothell (2024)	Lynnwood (2023)	Hillsboro (2023)
■ Labor	\$91.59	\$89.17	\$130.87	\$134.13	\$135.96	\$115.33	\$122.34	\$150.26	\$142.60	\$115.76
■ Non-Labor	\$16.85	\$26.09	\$12.14	\$21.08	\$21.42	\$48.37	\$44.91	\$27.21	\$42.74	\$69.90

# Department Revenue Trends & Forecast



# Department-Wide – Cost Recovery





## Phase II – Cost Recovery & Fee Setting

# Questions for Consideration



**What steps can be explored for development service cost recovery goals and fee setting?**

# Potential Adjustment Scenario & Staff Recommendation



Current City Cost Recovery is  
75%

Scenario	Level of Increase	\$ Gained	2027 Cost Recovery Estimate
Tier 1	10% ATB Increase	~\$115,000 Gained	80% Recovery
Tier 2	20% ATB Increase	~\$230,000 Gained	90% Recovery
Tier 3	30% ATB Increase	~\$350,000 Gained	100% Recovery



*Individual adjustments can be made based on department cost recovery and survey of comparable jurisdictions*

## **Staff Recommendation: Tier 3 (Full Cost Recovery)**

*A 30% increase across the board keeps the City of Sumner within the allowed cost recovery (~100%)*

# Common Fee Examples



Description	Existing	80% Cost Recovery		90% Cost Recovery		100% Cost Recovery	
		Tier 1 (10%)	Tier 2 (20%)	Tier 3 (30%)	Tier 4 (40%)	Tier 5 (50%)	
Building Valuation: \$100k - \$500k	\$993.75	\$1,093.10	\$1,192.50	\$1,291.88	\$1,391.25	\$1,490.63	\$1,590.00
Right-of-Way Base Permit	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00
Conditional Use Permit	\$1,100.00	\$1,210.00	\$1,320.00	\$1,430.00	\$1,540.00	\$1,650.00	\$1,760.00

# Interjurisdictional Survey



## Comparisons:

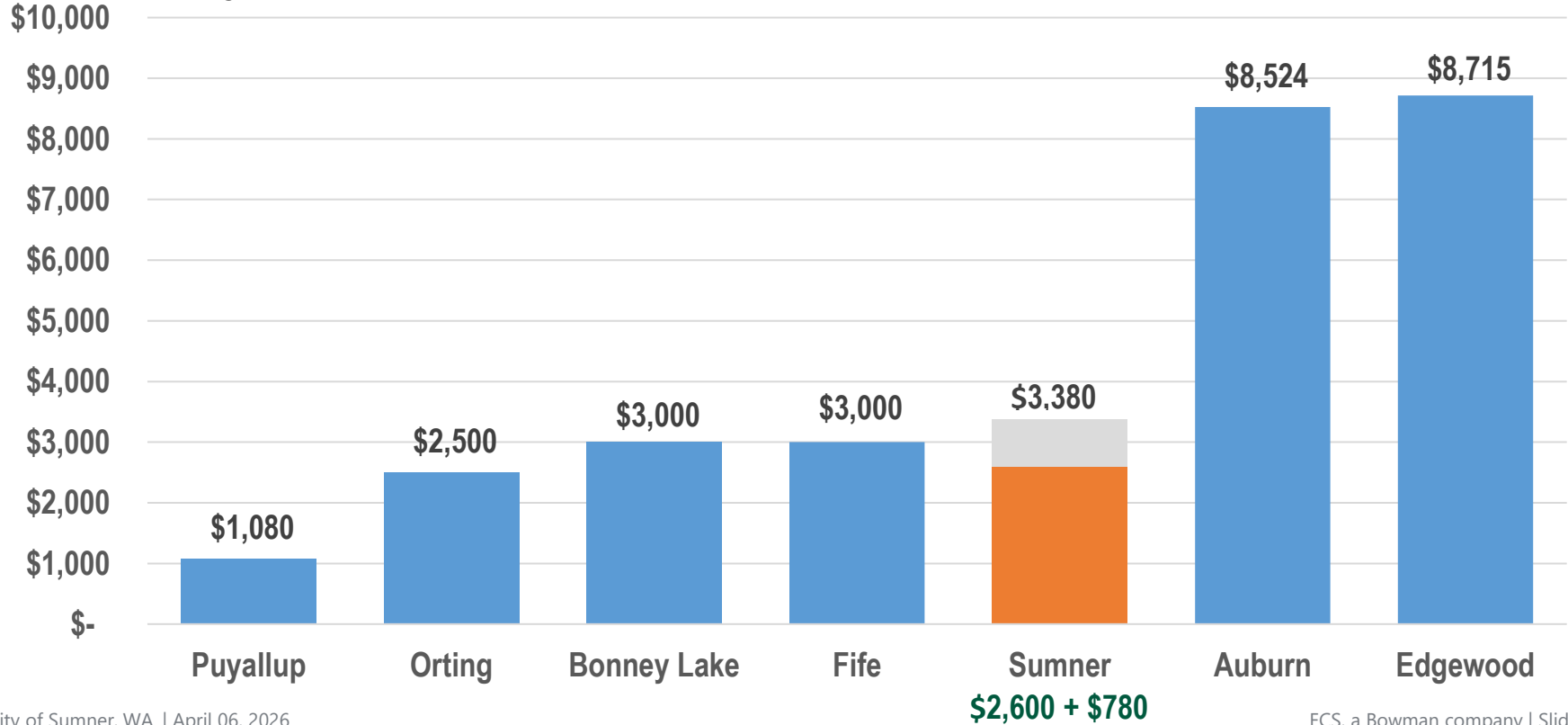
- Auburn, WA
- Puyallup, WA
- Bonney Lake, WA
- Fife, WA
- Edgewood, WA
- Orting, WA
- **Questions on Survey?**



# Survey Example: Comp. Plan Amendment



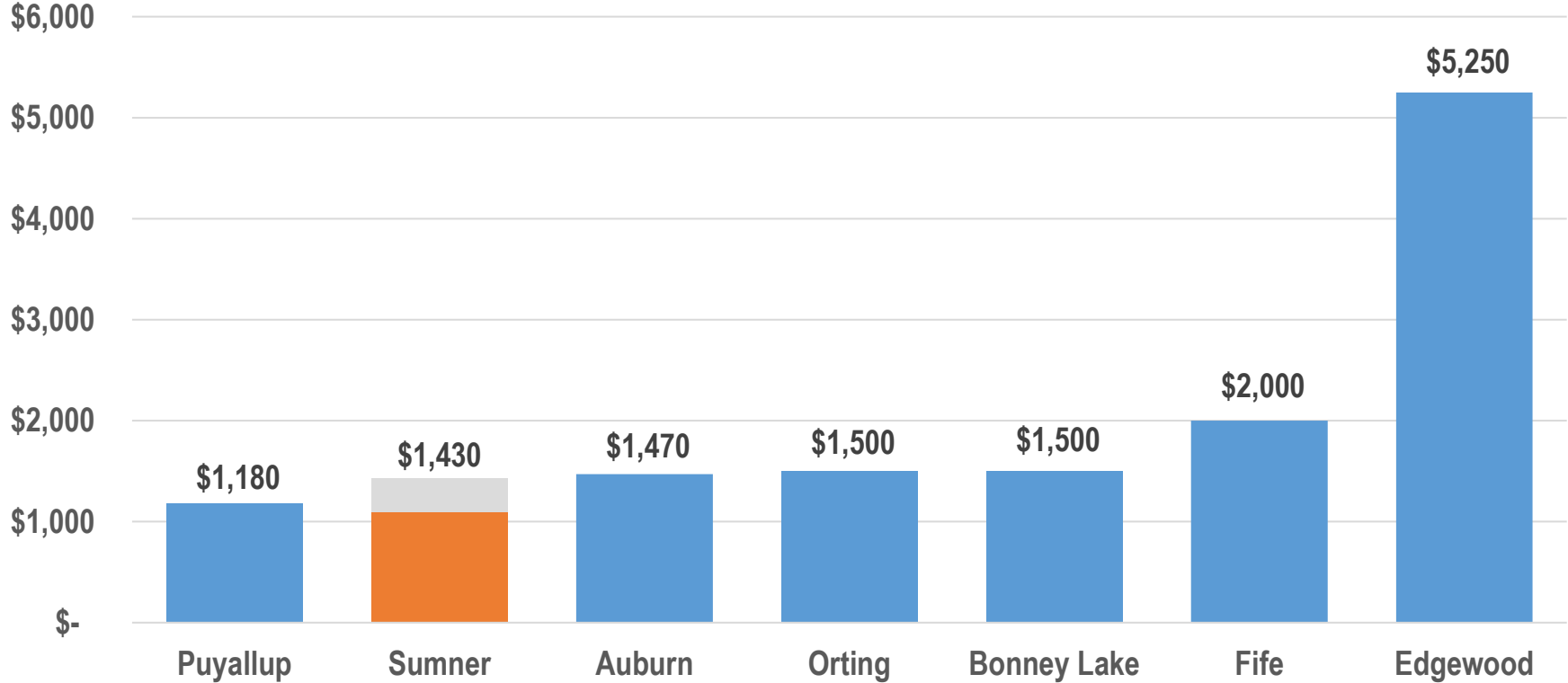
*Existing Fee + \$ Increase at 30%*



# Survey Example: Conditional Use Permit



Existing Fee + \$ Increase at 30%

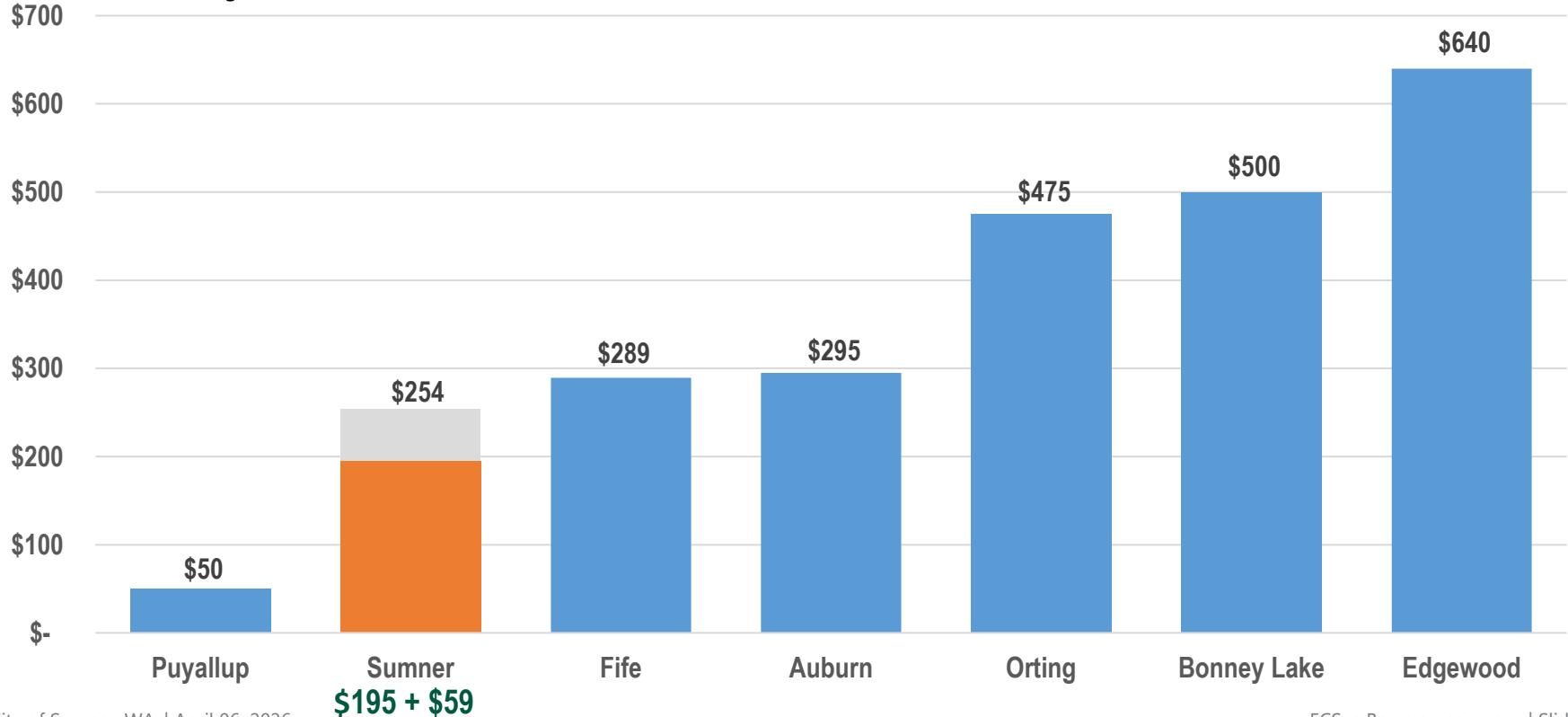


**\$1,100 + \$330**

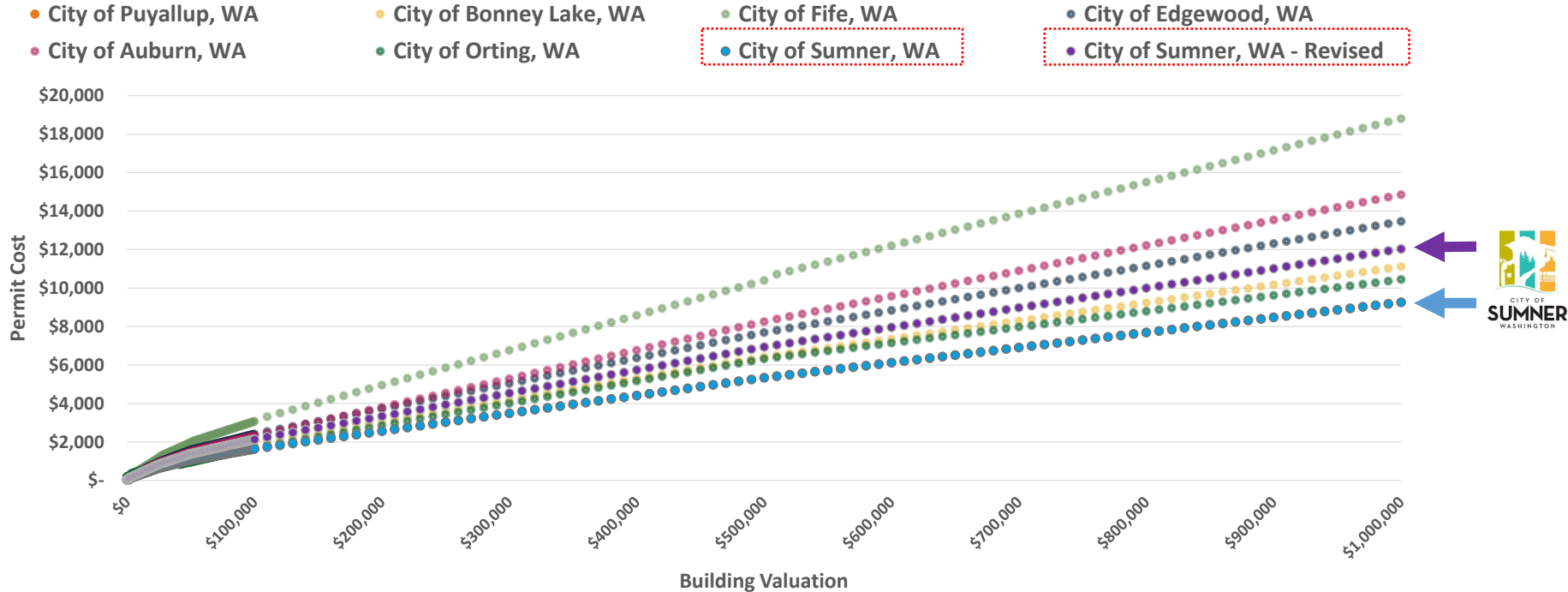
# Survey Example: Water Meter Permit



Existing Fee + \$ Increase at 30%



# Revised Permit Cost vs. Building Valuation Survey



*Includes Plan Review at 65% of Permit Cost (each jurisdiction policy)*

*City of Sumner – Revised represents a 30% increase*

# Commercial Portfolio Example



## *New Warehouse*

Portfolio	Existing Fees Total	% Increase	Proposed Fees Total	\$ Increase
Building Permits	\$122,914	30.0%	\$159,788	\$36,974
Other Development Services	\$3,538	30.0%*	\$4,592	\$1,054
Parks, Fire, & Traffic	\$98,385	0.0%	\$98,385	\$-
SDCs & Impact Fees	\$30,526	0.0%	\$30,526	\$-
<b>Total</b>	<b>\$255,363</b>	<b>14.9%</b>	<b>\$293,291</b>	<b>\$37,928</b>

*\*State Surcharge is not adjusted*

# Residential Portfolio Example



## *New Single-Family-Residential Home*

Portfolio	Existing Fees Total	% Increase	Proposed Fees Total	\$ Increase
Building Permits	\$7,720	30.0%	\$10,035	\$2,316
Other Development Services	\$6,539	30.0%*	\$8,404	\$1,865
Parks, Fire, & Traffic	\$11,533	0.0%	\$11,533	\$-
SDCs & Impact Fees	\$20,036	0.0%	\$20,036	\$-
<b>Total</b>	<b>\$46,097</b>	<b>9.1%</b>	<b>\$50,278</b>	<b>\$4,181</b>

*\*State Surcharge is not adjusted*

# Tenant Improvement Portfolio Example



## *New Office Space / Warehouse Conversion*

Portfolio	Existing Fees Total	% Increase	Proposed Fees Total	\$ Increase
Building Permits	\$13,043	30.0%	\$16,955	\$3,913
Other Development Services	\$605	30.0%*	\$779	\$174
Parks, Fire, & Traffic	\$24,358	0.0%	\$24,358	\$-
SDCs & Impact Fees	\$36,505	0.0%	\$36,505	\$-
<b>Total</b>	<b>\$74,511</b>	<b>5.5%</b>	<b>\$78,597</b>	<b>\$4,087</b>

*\*State Surcharge is not adjusted*

# Residential Remodel Portfolio Example



## *Home Bathroom Remodel*

Portfolio	Existing Fees Total	% Increase	Proposed Fees Total	\$ Increase
Building Permits	\$414.56	30.0%	\$538.93	\$124.37
Other Development Services	\$50.00	30.0%*	\$63.05	\$13.05
Parks, Fire, & Traffic	\$-	0.0%	\$-	\$-
SDCs & Impact Fees	\$-	0.0%	\$-	\$-
<b>Total</b>	<b>\$464.56</b>	<b>30.0%</b>	<b>\$601.98</b>	<b>\$137.42</b>

*\*State Surcharge is not adjusted*

# ADU Portfolio Example



## *ADU / Garage Extension*

Portfolio	Existing Fees Total	% Increase	Proposed Fees Total	\$ Increase
Building Permits	\$1,871	30.0%	\$2,432	\$561
Other Development Services	\$3,517	30.0%*	\$4,570	\$1,503
Parks, Fire, & Traffic	\$3,878	0.0%	\$3,878	\$-
SDCs & Impact Fees	\$9,259	0.0%	\$9,259	\$-
<b>Total</b>	<b>\$18,524</b>	<b>8.7%</b>	<b>\$20,138</b>	<b>\$1,614</b>

*\*State Surcharge is not adjusted*



# Next Steps

- Fee Setting
- Policy Discussions
- Other...

# Thank you!

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Grace Glahn, Project Consultant

[Grace.Glahn@Bowman.com](mailto:Grace.Glahn@Bowman.com)



# Commercial Data



New Commercial: 1	Fee	Units	Existing Total	Proposed Total
Building Plan Review Fee			\$ 44,385.59	\$ 57,701.27
Fire Plan Review Fee			\$ 23,899.93	\$ 31,069.91
<b>Total</b>			<b>\$ 68,285.52</b>	<b>\$ 88,771.18</b>

New Commercial: 2	Fee	Units	Existing Total	Proposed Total
Adjustable Land Use Review	\$250.00	1.00	\$ 250.00	\$ 300.00
Building Permit Fee			\$ 54,628.42	\$ 65,554.10
Engineering Plan Review Fee	\$110.00	16.27	\$ 1,790.00	\$ 2,148.00
Fire Mitigation Fee Com / Ind			\$ 9,745.29	\$ 9,745.29
Industrial Parks & Trails			\$ 26,448.72	\$ 26,448.72
SDC Sewer			\$ 30,525.90	\$ 30,525.90
Sewer Permit	\$60.00	12.00	\$ 720.00	\$ 864.00
State Surcharge Commercial	\$25.00	1.00	\$ 25.00	\$ 25.00
Storm Permit	\$50.00	11.00	\$ 550.00	\$ 660.00
Traffic Mitigation			\$ 62,191.19	\$ 62,191.19
<b>Total</b>			<b>\$ 186,874.52</b>	<b>\$ 198,462.20</b>

# Commercial Data



Commercial Mechanical	Fee	Units	Existing Total	Proposed Total
Gas Piping	\$12.50	1.00	\$ 12.50	\$ 16.25
Mechanical Fee	\$23.50	1.00	\$ 23.50	\$ 30.55
Number of Unit Heaters	\$7.25	11.34	\$ 82.20	\$ 106.86
Number of Ventillation Fans	\$7.25	6.00	\$ 43.50	\$ 56.55
<b>Total</b>			<b>\$ 161.70</b>	<b>\$ 210.21</b>

Commercial Plumbing	Fee	Units	Existing Total	Proposed Total
Number of Floor Drains	\$7.00	1.00	\$ 7.00	\$ 9.10
Other Plumbing Fixture	\$7.00	2.00	\$ 14.00	\$ 18.20
Plumbing Fee	\$20.00	1.00	\$ 20.00	\$ 26.00
<b>Total</b>			<b>\$ 41.00</b>	<b>\$ 53.30</b>

# Residential Data



Simple Residential: 1	Fee	Units	Existing Total	Proposed Total
Building Plan Review Fee			\$ 499.04	\$ 648.75
<b>Total</b>			<b>\$ 499.04</b>	<b>\$ 648.75</b>

Simple Residential: 2	Fee	Units	Existing Total	Proposed Total
Adjustable Land Use Review	\$30.00	1.00	\$ 30.00	\$ 39.00
Building Permit Fee			\$ 692.75	\$ 900.58
Engineering Plan Review Fee	\$110.00	3.00	\$ 330.00	\$ 429.00
State Surcharge Commercial	\$6.50	1.00	\$ 6.50	\$ 6.50
Storm Permit	\$50.00	2.50	\$ 125.00	\$ 162.50
Street Permit	\$150.00	1.00	\$ 150.00	\$ 195.00
<b>Total</b>			<b>\$ 1,334.25</b>	<b>\$ 1,732.58</b>

OTC Mech	Fee	Units	Existing Total	Proposed Total
Mechanical Fee	\$18.60	2.00	\$ 37.20	\$ 48.36
<b>Total</b>			<b>\$ 37.20</b>	<b>\$ 48.36</b>

OTC Plumbing	Fee	Units	Existing Total	Proposed Total
Number of Water Heaters	\$7.00	2.02	\$ 14.15	\$ 18.39
Plumbing Fee	\$20.00	1.00	\$ 20.00	\$ 26.00
<b>Total</b>			<b>\$ 34.15</b>	<b>\$ 44.39</b>

# Residential Data



New SFR	Fee	Units	Existing Total	Proposed Total
Adjustable Land Use Review	\$150.00	1.00	\$ 150.00	\$ 195.00
Building Permit Fee			\$ 3,956.24	\$ 5,143.11
Building Plan Review Fee			\$ 2,571.56	\$ 3,343.03
Engineering Plan Review Fee	\$110.00	8.00	\$ 880.00	\$ 1,144.00
Fire Mitigation Res	\$80.00	1.00	\$ 80.00	\$ 80.00
Mechanical Permit Fee	\$125.00	1.00	\$ 125.00	\$ 162.50
Plumbing Permit Fee	\$125.00	1.00	\$ 125.00	\$ 162.50
Recorded Documents			\$ 308.00	\$ 308.00
Residential Parks Mitigation Fee	\$4,211.55	1.00	\$ 4,211.55	\$ 4,211.55
School Administration Fee	\$75.00	1.00	\$ 75.00	\$ 97.50
School Impact Fee			\$ 4,532.48	\$ 4,532.48
SDC Sewer Residential			\$ 5,621.52	\$ 5,621.52
SDC Storm			\$ 2,577.45	\$ 2,577.45
SDC Water Residential			\$ 7,574.33	\$ 7,574.33
Sewer Permit	\$60.00	8.25	\$ 495.00	\$ 643.50
State Surcharge Residential	\$6.50	1.00	\$ 6.50	\$ 6.50
Storm Permit	\$50.00	10.00	\$ 500.00	\$ 650.00
Street Permit	\$150.00	6.00	\$ 900.00	\$ 1,170.00
Traffic Mitigation			\$ 7,241.00	\$ 7,241.00
Water Meter Deposit			\$ 1,823.06	\$ 2,369.98
Water Permit	\$165.00	3.00	\$ 495.00	\$ 643.50
<b>Total</b>			<b>\$ 44,248.69</b>	<b>\$ 47,877.45</b>

# Tenant Improvement Data



TI: 1	Fee	Units	Existing Total	Proposed Total
Building Plan Review Fee			\$ 4,238.81	\$ 5,510.45
Fire Plan Review Fee			\$ 2,282.44	\$ 2,967.17
<b>Total</b>			<b>\$ 6,521.25</b>	<b>\$ 8,477.63</b>

TI: 2	Fee	Units	Existing Total	Proposed Total
Adjustable Land Use Review	\$250.00	1.00	\$ 250.00	\$ 325.00
Building Permit Fee			\$ 6,521.25	\$ 8,477.63
Engineering Plan Review Fee	\$110.00	3.00	\$ 330.00	\$ 429.00
SDC Sewer			\$ 36,505.20	\$ 36,505.20
State Surcharge Commercial	\$25.00	1.00	\$ 25.00	\$ 25.00
Traffic Mitigation			\$ 24,357.88	\$ 24,357.88
<b>Total</b>			<b>\$ 67,989.33</b>	<b>\$ 70,119.71</b>

# Residential Remodel Data



Residential Remodel	Fee	Units	Existing Total	Proposed Total
Building Permit Fee			\$ 251.25	\$ 326.63
Building Plan Review Fee			\$ 163.31	\$ 212.30
Mechanical Permit Fee	\$23.50	1.00	\$ 23.50	\$ 30.55
Plumbing Permit Fee	\$20.00	1.00	\$ 20.00	\$ 26.00
State Surcharge Residential	\$6.50	1.00	\$ 6.50	\$ 6.50
<b>Total</b>			<b>\$ 464.56</b>	<b>\$ 601.98</b>

# Additional Dwelling Unit Data



ADU	Fee	Units	Existing Total	Proposed Total
Building Permit Fee			\$ 1,133.75	\$ 1,473.88
Building Plan Review Fee			\$ 736.94	\$ 958.02
Engineering Plan Review Fee	\$110.00	2.00	\$ 220.00	\$ 286.00
Fire Mitigation Res	\$80.00	1.00	\$ 80.00	\$ 80.00
Mechanical Permit Fee	\$20.00	6.25	\$ 125.00	\$ 162.50
Plumbing Permit Fee	\$20.00	6.25	\$ 125.00	\$ 162.50
Residential Parks & Trail			\$ 1,763.72	\$ 1,763.72
School Administration Fee	\$75.00	1.00	\$ 75.00	\$ 97.50
School Impact Fee			\$ 2,395.92	\$ 2,395.92
SDC Sewer Residential			\$ 3,047.60	\$ 3,047.60
SDC Water Residential			\$ 3,815.09	\$ 3,815.09
State Surcharge Residential	\$6.50	1.00	\$ 6.50	\$ 6.50
Storm Permit	\$50.00	59.30	\$ 2,965.11	\$ 3,854.64
Traffic Mitigation			\$ 2,034.00	\$ 2,034.00
<b>Total</b>			<b>\$ 18,523.63</b>	<b>\$ 20,137.87</b>

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**SUBJECT:** AWC Conference Voting Delegates

**CATEGORY:** Motion

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**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

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**ATTACHMENTS:**

**STAFF CONTACT:** Jason Wilson, City Administrator

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**SUMMARY BACKGROUND:**

The Association of Washington Cities Annual Conference is scheduled for June 23-26 in Spokane, Washington. During the conference, AWC hosts their annual business meeting. At the business meeting, up to three delegates from each city have the ability to elect representatives to the AWC Board. Voting delegates may be elected officials or staff members from member cities. In 2026, voting delegates will elect members to the AWC Board of Directors and hear updates about the state of the association.

Currently, Deputy Mayor Elfers, Councilmember Reinke, Deputy City Administrator Jeff Steffens and Communications Director Carmen Palmer are registered to attend the conference and business meeting. Additional councilmembers may choose to attend the AWC business meeting virtually, or request to attend the conference in person.

Council Rule 21.2 states: "When the Mayor and/or Councilmembers register to attend an official conference requiring voting delegates, such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternative voting delegate(s) during a public meeting, by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate."

The purpose of this discussion is to identify who the council would like to designate as the three voting delegates for the 2026 AWC Annual Conference. Once identified, the matter will be placed on the June 15th regular council meeting for consideration.

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**COUNCIL COMMITTEE/STUDY SESSION:**

**MEETING/STUDY SESSION DATE:**

**COMMITTEE RECOMMENDATION:**

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**STAFF RECOMMENDATIONS/MOTION:**

Discuss who council would like to appoint as voting delegates.

<b>CA – CONSENT AGENDA</b>	<b>ES – EXECUTIVE SESSION</b>	<b>NB – NEW BUSINESS</b>	
<b>UB – UNFINISHED BUSINESS</b>	<b>P – PRESENTATION</b>	<b>PH – PUBLIC HEARING</b>	<b>PR - PROCLAMATION</b>

**JUNE 22 (SS)**

- Ordinance No. XXXX – Zoning Code Text Amendment Childcare (RW)
- Traffic Impact Fees – Early Learning Facilities (DB)

**JULY 6 (RCM)**

- NB Ordinance No. XXXX 2025 2026 Biennial Budget Q2 Amendment
- CA ILA Tourism Promotion Area
- CA Police Axon Contract
- CA Police Radio Replacement Contract
- NB Ordinance No. XXXX – Zoning Code Text Amendment Childcare (RW)

**JULY 13 (SS)**

**JULY 20 (RCM)**

**JULY 27 (SS)**

- Public Safety Sales Tax (JW)

**AUGUST 3, 2026 (RCM)**

Invocation- Taylor Ford

**AUGUST 10, 2026 (SS)**

**AUGUST 17, 2026 (RCM)**

- HOLD FOR RETREAT

**AUGUST 24, 2026 (SS)**

- State of the Library Update – Executive Director Gretchen Caserotti

**SEPTEMBER 8 (RCM) (Tuesday)**

**SEPTEMBER 14 (SS)**

**SEPTEMBER 21 (RCM)**

**SEPTEMBER 28 (SS)**

- Budget

**OCTOBER 5 (RCM)**

**OCTOBER 12 (SS)**

- Budget

**OCTOBER 19 (RCM)**

**OCTOBER 26 (SS)**

- Budget (Property Tax)

**NOVEMBER 2 (RCM)**

PH Budget

**NOVEMBER 9 (SS)**

- Budget

**NOVEMBER 16 (RCM)**

**CITY COUNCIL AGENDA CALENDAR**

**Updated June 4, 2026**

**CA – CONSENT AGENDA    ES – EXECUTIVE SESSION    NB – NEW BUSINESS**  
**UB – UNFINISHED BUSINESS    P – PRESENTATION    PH – PUBLIC HEARING    PR - PROCLAMATION**

PH Budget

**NOVEMBER 23 (SS)**

**NOVEMBER 30 (SCM)**

PH Budget (Final)

**DECEMBER 7 (RCM)**

UB Ordinance No. XXXX – Budget Adoption

*Pending*

MISC.	MISC.	MISC.
Ordinance – Updating Short Plat Amendment Process (Legal)	Heritage Park Right of Way Vacation (Legal)	BESS Ordinance 2.0 (CD)
Sign Code Update (off premise) (Ryan W.)	Neighborhood Traffic Calming Program ( <i>Courtney</i> )	Water Cross Connection Control Code Update (Ryan J)
Ordinance Insurance Requirements (MC)	BHSC Intergovernmental Transfer	

**Upcoming:**

8/5 - All Staff BBQ 9/30 – All Staff @ Sr. Center 12/9 – All Staff Breakfast
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Clerk publishes notice that preliminary budget has been filed and publishes notice of public hearing(s) on final budget once a week for two consecutive weeks.	No later than the first two weeks in November	November 1 through November 15	November 1, 2026 November 15, 2026
Ordinance adopting utility rates	n/a	n/a	TBD

# JUNE 2026 \*Corrected\*

*All meeting are hybrid - for additional meeting information, please visit the [agendas, minutes & videos](#) page on our website.*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
6:00PM <b>Regular Council Meeting</b>			6:00PM <b>Planning Commission</b>		
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
6:00PM <b>Council Study Session</b>  6:30PM <b>Special Council Meeting</b>		3:30 Finance & Personnel Committee  6:00PM <b>Design Commission</b>	4:30PM <b>Forestry Parks &amp; Arts Commission</b>		
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
6:00PM <b>**CANCELLED**</b> <b>Regular Council Meeting</b>	4:00PM <b>Public Works Committee</b>	4:00PM <b>Public Safety</b>		<b>CITY HALL CLOSED Holiday</b>	
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
6:00PM <b>Council Study Session</b>		4:00PM <b>CD Committee</b>			
<b>229</b>	<b>30</b>				

*Meeting dates and times may change. Please contact City Hall to confirm this information prior to any meeting you plan to attend. **These meetings are accessible to persons with disabilities.** For individuals who require special accommodation, please contact City Hall at (253) 299-5500, 24 hours in advance.*

Name: Michelle Converse, CMC

Title: City Clerk

[www.sumnerwa.gov](http://www.sumnerwa.gov)

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