



City of Sumas Request for Council Action

Meeting Date: November 24, 2025

Subject:

2026 Salaries & Wages - Ordinance No. 1826

Department: Administration

Prepared By: Mollie Bost

Agenda Location:

☐ Public Hearing ☐ Old Business ☒ New Business ☐ Staff Reports

Brief Summary:

Ordinance No 1826 proposes adopting a 2.8% COLA increase for the 2026 employee salaries and wages. The ordinance that was presented to you on November 10, 2025 included an addition of a Police Department Lead/ Instructor Incentive for officers who take on extra leadership and/or instructor roles and duties within the department. However, after staff discussion, the incentive pay was removed.

The proposed 2026 Salary Step Schedule, Longevity Pay Scale, and the Department Head Extra Pay can be referenced in exhibit A of the attached ordinance.

Legal Review: ☐ Reviewed ☐ Not Reviewed ☐ Review Not Required

Staff Recommendation:

Staff is recommending to adopt Ordinance No. 1826 to approve the 2.8% COLA increase for the 2026 Salaries and Wages.

Senior Staff Review:

- ☒ Mayor
- ☒ Finance Director
- ☒ City Clerk
- ☒ Public Works Director

Budget Implications:

- ☐ Current Budget
- ☒ New Budget Request
- ☐ Non-Budgetary

ORDINANCE NO. 1826

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMAS, WASHINGTON, ESTABLISHING THE SALARIES AND WAGES FOR THE 2026 CALENDAR YEAR

WHEREAS, the City has formulated the Salary Step Schedule for all paid employees for the 2026 calendar year; and

WHEREAS, the Salary Step Schedule has been updated to reflect a Cost-of-Living Adjustment (COLA) increase of 2.8% for all positions in 2026; and

WHEREAS, the Police Department wishes to add Lead/ Instructor Incentive pay for officers who have taken on extra roles and duties to lead or instruct the officers within the department; and

WHEREAS, the 2026 Salary Step Schedule, Longevity Pay Scale, ~~Police Department Lead/ Instructor Incentive Pay~~, and the Department Head Extra Pay basis for the Police Chief, Finance Director, City Clerk, and Public Works Director are attached to this ordinance as Exhibit A; and

WHEREAS, in addition to the COLA, employees who have not reached the top step in their pay scale may receive an annual salary step increase based on individual performance as determined by the Mayor and Department Heads and affirmed by the City Council, and

WHEREAS, all other health, welfare, and leave benefits are prescribed in the current Personnel Policies for City Employees manual;

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

SECTION 1. The 2026 Salary Step Schedule, attached as Exhibit A, is hereby adopted and effective as of January 1, 2026. Annual salary step increases for employees as they become eligible will be presented to council for approval by motion.

SECTION 2. Severability. If any section, subsection, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance.

PASSED BY THE CITY COUNCIL OF THE CITY OF SUMAS, WASHINGTON, AND APPROVED BY THE MAYOR OF THE CITY OF SUMAS THIS ____th DAY OF _____ 2025.

Bruce Bosch, Mayor

Attest:

Approved as to form:

Michelle Quinn, City Clerk

Jim Wright, City Attorney

2026 Salary Step Schedule (Proposed)
Includes COLA - 2.8%

POLICE DEPARTMENT					
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Police Chief	\$ 8,402.57	\$ 8,822.70	\$ 9,263.84	\$ 9,727.03	\$ 10,213.38
Sargeant (Vacant)	\$ 7,194.84	\$ 7,554.58	\$ 7,932.31	\$ 8,328.92	\$ 8,745.37
Police Officer	\$ 6,471.04	\$ 6,794.60	\$ 7,134.33	\$ 7,491.04	\$ 7,865.59

Police Department – Lead/ Instructor Incentive Pay	
Firearm Instructor	\$100.00
Evidence Technician Lead	\$50.00
Technology Lead	\$50.00
Defensive Tactic Instructor	\$50.00

CITY HALL					
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Finance Director	\$ 6,781.81	\$ 7,120.90	\$ 7,476.94	\$ 7,850.79	\$ 8,243.33
City Clerk	\$ 6,781.81	\$ 7,120.90	\$ 7,476.94	\$ 7,850.79	\$ 8,243.33
Finance Clerk (Vancant)	\$ 6,035.85	\$ 6,337.64	\$ 6,654.53	\$ 6,987.25	\$ 7,336.61
Court/Utility Clerk	\$ 4,729.26	\$ 4,965.73	\$ 5,214.01	\$ 5,474.71	\$ 5,748.45
Clerical Assistant (Part-Time)	\$ 23.20	\$ 24.36	\$ 25.58	\$ 26.86	\$ 28.20

PUBLIC WORKS					
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Public Works Director	\$ 7,828.34	\$ 8,219.76	\$ 8,630.75	\$ 9,062.29	\$ 9,515.40
Maintenance - Crew Position 1	\$ 38.12	\$ 40.02	\$ 42.03	\$ 44.13	\$ 46.33
Maintenance - Crew Position 2	\$ 35.20	\$ 36.96	\$ 38.81	\$ 40.75	\$ 42.78
City Planner	\$ 5,898.61	\$ 6,193.54	\$ 6,503.22	\$ 6,828.38	\$ 7,169.80
Maintenance - Crew Position 3	\$ 33.18	\$ 34.84	\$ 36.59	\$ 38.41	\$ 40.34

LINEMAN POSITIONS							
Journeyman Lineman	\$ 56.67	*Hourly					
Apprentice Lineman (% of Journeyman Lineman)	65%	70%	75%	80%	85%	90%	95%
	\$ 36.84	\$ 39.67	\$ 42.51	\$ 45.34	\$ 48.17	\$ 51.01	\$ 53.84
Eligible for increase at	0-2000 hrs	2001-3000 hrs	3001-4000 hrs	4001-5000 hrs	5001-6000 hrs	6001-7000 hrs	7001-8000 hrs

PART-TIME EMPLOYEES					
Mowing/ Seasonal Help (Donny Harvey)	\$ 21.60	\$ 22.68	\$ 23.82	\$ 25.01	
Custodian (Cecelia Chabert)	\$ 18.16	\$ 19.07	\$ 20.02	\$ 21.02	
Summer Help (vacant)	\$ 17.13	\$ 17.99	\$ 18.89	\$ 19.83	*min wage: \$17.13- increase by 5% for each returning year, with a cap at the 4th year.

Department Head Extra Pay	(Based on estimated additional hours per year/pro-rated monthly)	
Police Chief	380 hours	(includes holidays, holidays worked, council meetings & call-out hours)
Finance Director	90 hours	(includes council meetings & other misc.)
City Clerk	144 hours	(includes council meetings, planning commission meetings, jail hearings)
Public Works Director	144 hours	(includes council meetings & call-outs)
		31.67 hrs monthly 7.5 hrs monthly 12 hrs. monthly 12 hrs. monthly

Longevity	Begin in year	per month
	6	\$35
	7	\$40
	8	\$45
	9	\$50
	10	\$55
	11 to 15	1.5% of gross wages
	16 to 20	2.5% of gross wages
	21 and beyond	3.5% of gross wages

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