



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/86084029847>

Or One tap mobile: +12532158782,,86084029847# or +16694449171,,86084029847#

Or Telephone: : +1 253 215 8782

Webinar ID: 860 8402 9847

CALL TO ORDER

Roll Call: Bitetto, Brown, Cole, Hochstatter, Neuman, Reed and Stuard

REGULAR BUSINESS

1. 2024 Sumner Comprehensive Plan Update - Cycle Opening
2. 2023-24 Budget Review

CITY ADMINISTRATOR REPORT

AGENDA SETTING

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

SUBJECT: 2024 Sumner Comprehensive Plan Update - Cycle Opening**CATEGORY:** Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:**STAFF CONTACT:** Ann Siegenthaler, Senior Planner

SUMMARY BACKGROUND:

Staff is requesting City Council approval to begin the 2024 Comprehensive Plan Update process.

Required every 1-2 years and at 10 years

Per the Sumner Zoning Code, the City Council is required to determine each year whether it will consider “annual amendments” to the Comprehensive Plan for that year. This amendment cycle must occur annually or at least every other year. The last amendment cycle was opened in January 2022; therefore, code requires opening the amendment cycle for 2024. The State also requires that cities complete a “10-year periodic update,” which must also occur by the end of 2024. This 10-year update will involve more extensive revisions to the Comprehensive Plan and regulations to reflect new laws and changes that have occurred over the last decade.

What’s proposed

The full scope of the updates to the Comprehensive Plan is unknown at this time, until the public has a chance to submit their own proposals for changes. The Plan amendment process typically includes proposals from private parties for map changes (rezones that require a Comprehensive Plan Map amendment) and City staff proposals for code updates. During 2023-2024, there will also be numerous updates to meet new State requirements for policies and regulations.

Process and timeline

After the Council opens the amendment cycle, there will be a public noticing process to open the cycle to private proposals. Public noticing will include website postings, communications via City email lists, City e-news, and updates to a Sumner Connects project page. After proposals are received, Sumner code establishes the Planning Commission as the authority to determine which proposals meet the basic criteria to be *considered* during 2023-2024. The *evaluation* of the merits of proposals occurs later in the process with the Commission and the Council.

Anticipated Timeline:

- City Council approves opening amendment cycle: October 2022
 - Amendment cycle begins: January 2023
 - Public notices (call for applications) published: January 2023
 - Applications for amendments due: February 2023
 - Planning Commission decides applications to consider: March 2023
 - Public hearings and Council adoption: By end of 2024
-

COUNCIL COMMITTEE/STUDY SESSION: n/a**MEETING/STUDY SESSION DATE:****COMMITTEE RECOMMENDATION:****STAFF RECOMMENDATIONS/MOTION:**

Confirm that staff may start the 2024 Comprehensive Plan Update, and begin the public notice process to accept applications for amendments, beginning in January 2023.

SUBJECT: 2023-24 Budget Review

CATEGORY: Presentation

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Budget Presentation

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

This presentation will conclude our Departmental Review of the 2023-24 biannual budget. Departments included will be Reserve Funds, Real Estate Excise Tax, Tourism Tax, American Rescue Plan Act and Firefighter's Pension.

Staff will also be reviewing the proposed 2023 Ad Valorem Property Tax rate and unfunded budget items.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

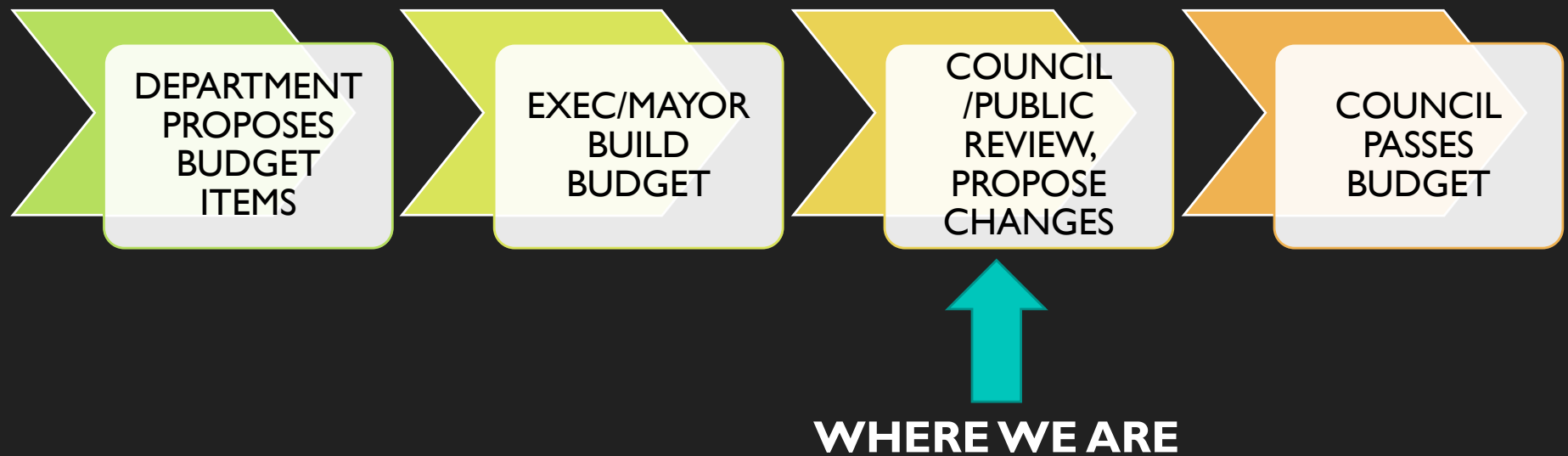


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Other Funds

2023-2024 BIENNIAL BUDGET

PROCESS REMINDER



DEPARTMENT HIGHLIGHTS

RESERVE FUNDS (GENERAL RESERVE 002)



- This fund is used as the Reserve Fund for General Fund activities. In accordance with Sumner Municipal Code 3.44.300(A), use of this fund must be authorized by a two-thirds majority of the members of City Council.
- This fund is exclusive of the 8% General Fund fund balance operational reserve target set by financial policies.
 - A review of reserve targets is anticipated in 2023

'23-24 GOALS

RESERVE FUNDS (GENERAL RESERVE FUND 002)



- No activity is anticipated for the 2023-2024 biennium;
- 12/31/2022 balance \$980,824

LONG-TERM GOALS

RESERVE FUNDS (GENERAL RESERVE FUND 002)



- Maintain a strong reserve fund

COUNCIL PRIORITIES

RESERVE FUNDS (GENERAL RESERVE FUND 002)



- Excellent Government: Equitable distribution of resources
- Excellent Government: Focus on long-range financial stability
- Excellent Government: Transparency in policy and actions

DEPARTMENT HIGHLIGHTS

RESERVE FUNDS (BUILDING RESERVE FUND 003)



- Building Reserves accrue from an annual transfer (sourced from property tax)
- Funds are accrued to support City facility improvements, replacement, and significant maintenance.

'23-24 GOALS

RESERVE FUNDS (BUILDING RESERVE FUND 003)



- Transfer funds to Fund 325 for:
 - Replace the roof at City Hall (roof is at end of life);
 - Exterior painting of the Senior Center

LONG-TERM GOALS

RESERVE FUNDS (BUILDING RESERVE FUND 003)



- Create a stable funding source for City facilities

COUNCIL PRIORITIES

RESERVE FUNDS (BUILDING RESERVE FUND 003)



- Character: Maintain welcoming small town
- Excellent Government: Equitable distribution of resources
- Excellent Government: Focus on long-range financial stability
- Excellent Government: Transparency in policy and actions

PROGRAM OVERVIEW

RESERVE FUNDS (BUILDING RESERVE FUND 003)



ONGOING	ONE-TIME (TRANSFERS)
Transfer in from General Fund (\$200,000)	City Hall Roof (\$350,000)
	Senior Center Exterior Painting (\$40,000)

DIFFICULT CHOICES

RESERVE FUNDS (BUILDING RESERVE FUND 003)



ITEM	ASKED	EXEC
City Hall Window Replacement	\$400,000	\$0
City Hall Exterior Paint	\$75,000	\$0
Ryan House Improvements	\$300,000	\$0

DEPARTMENT HIGHLIGHTS

CAPITAL FUNDS (REET FUND 305)



- This is a tax on the sale of real property, typically paid by the seller.
- State-wide tax that is graduated, collecting a higher rate for higher priced sales.
- Funds are authorized by state statute and restricted to specific use. Sumner typically uses to support City capital projects, leveraging REET funds as matches to generate successful grant applications from other sources.
- In the past, these funds have helped launch projects like Cannery Way Bridge, Stewart Road Bridge, SR 410/166th Interchange and Wood & Main intersection.

'23-24 GOALS

CAPITAL FUNDS (REET FUND 305)



- Support programmed capital projects within statutory guidelines;
- Monitor revenue inflow with changes in housing market

LONG-TERM GOALS

CAPITAL FUNDS (REET FUND 305)



- Continue to leverage capital projects, using REET revenues as seed/matching dollars for further funding

COUNCIL PRIORITIES

CAPITAL FUNDS (REET FUND 305)



- Character: Maintain welcoming small town
- Effective Transportation
- Protection of Natural Resources
- Excellent Government: Equitable distribution of resources
- Excellent Government: Focus on long-range financial stability
- Excellent Government: Fiscally balanced mix of desired services
- Excellent Government: Transparency in policy and actions

PROGRAM OVERVIEW

CAPITAL FUNDS (REET FUND 305)



ONGOING	ONE-TIME (TRANSFERS)
REET revenues \$1,600,000	Seibenthaler Park \$250,000
<i>Estimate dependent on real estate activity</i>	Cemetery Irrigation \$300,000

DEPARTMENT HIGHLIGHTS

SPECIAL REVENUE FUNDS (TOURISM TAX FUND 106)



- This fund represents the 2% shared occupancy tax portion collected at hotels. Another 5% of lodging tax collected goes to Pierce Co. for spending;
- In '21-22, Sumner hotels experienced high occupancy. The City began the Ryan House rehabilitation construction and redesigning Heritage Park and the Alley Activation;
- In '23, Pierce County is hiring MMGY NextFactor to conduct a regional strategic tourism plan. There is an opportunity for Sumner to also develop a sub-plan for a cost-savings.

'23-24 GOALS

SPECIAL REVENUE FUNDS (TOURISM TAX FUND 106)



- Establish long-term tourism strategy, sub-plan to Pierce County plan (unanimous recommendation from Lodging Tax Advisory Committee)
- Continue Ryan House rehabilitation (no specific recommendation yet)
- Continue Main Street Vision efforts especially with updated wayfinding signage, alley activation, and plans for Heritage Park (funded from '22).

LONG-TERM GOALS

SPECIAL REVENUE FUNDS (TOURISM TAX FUND 106)



- Use strategic tourism plan & partnerships to establish Sumner as a small-town destination. The purpose of driving overnight stays (aka “heads in beds”) is because a visitor staying at least one night spends a lot more money at local businesses than a visitor on a day trip
- Begin using Ryan House & Town Center for well-rounded, diverse visitor experience.

COUNCIL PRIORITIES

SPECIAL REVENUE FUNDS (TOURISM TAX FUND 106)



- Character: Policies and practices that support business growth
- Character: Maintain welcoming small-town charm
- Excellent Government: Leverage partnerships for enhanced services
- Character: Balance the past with the future needs and desires of a changing community.

PROGRAM OVERVIEW

SPECIAL REVENUE FUNDS (TOURISM TAX FUND 106)



ONGOING	ONE-TIME
	Strategic Tourism Marketing Plan \$75,000
	Alley Activation/Heritage Park Design \$115,000
	Wayfinding Signage \$40,000 (Carryover)
	Ryan House \$100,000 (Carryover)

DEPARTMENT HIGHLIGHTS

SPECIAL REVENUE FUNDS (ARPA FUND 115)



- Sumner was awarded \$2,913,519 from the American Rescue Plan Act of 2021, in federal response to the Covid-19 pandemic Established the ARPA Committee (a City Council subcommittee) to review staff recommendations and recommend use of funds;
- Authorized via budget amendments recommended use of funds, consistent with federal guidance.

'23-24 GOALS

SPECIAL REVENUE FUNDS (ARPA FUND 115)



- Complete authorized projects
- Continue federal reporting as required
- Monitor sub-recipient grantees for compliance and reporting

LONG-TERM GOALS

SPECIAL REVENUE FUNDS (ARPA FUND 115)



- Fully appropriate and use award consistent with federal guidelines

COUNCIL PRIORITIES

SPECIAL REVENUE FUNDS (ARPA FUND 115)



- Excellent Government: Leverage partnerships for enhanced services

PROGRAM OVERVIEW

SPECIAL REVENUE FUNDS (ARPA FUND 115)



CARRYOVER

TC: Utility Project	Wayfinding Signs
Homeless Outreach / Housing	Cybersecurity
Business Grants: Commissary Kitchen	Rainier View Restroom
Parklet Program	Loyalty Park Restroom

DEPARTMENT HIGHLIGHTS

FIDUCIARY FUNDS (FIREFIGHTER'S PENSION FUND 611)



- Firefighters hired prior to March 1, 1970, receive part of their retirement compensation from the State of Washington as well as the City of Sumner. Firefighters and law enforcement officers hired after that date participate in the State of Washington's retirement system;
- Two retired employees (or spouses) of the former Sumner Fire Department still receive a portion of their retirement benefits from the City.
- Funding from state shared revenues (Firefighter Insurance Premium Tax) and General Fund contributions.

'23-24 GOALS

FIDUCIARY FUNDS (FIREFIGHTER'S PENSION FUND 611)



- Continue to fulfill our obligation to retired employees or spouses

LONG-TERM GOALS

FIDUCIARY FUNDS (FIREFIGHTER'S PENSION FUND 611)



- Ensure fiscal responsibility in light of unexpected needs;
- Close fund when appropriate

COUNCIL PRIORITIES

FIDUCIARY FUNDS (FIREFIGHTER'S PENSION FUND 611)



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- Excellent Government: Transparency in policy and actions

PROGRAM OVERVIEW

FIDUCIARY FUNDS (FIREFIGHTER'S PENSION FUND 611)



ONGOING	ONE-TIME
Retiree medical expenditures \$10,000	
Retiree pension costs \$150,000	

COMING UP



- Budget Wrap Up
 - Revisit City Council Strategic Reserve
 - Other Considerations
 - 2023/2024 Biennial Budget Public Hearings (x2)
 - 2023/2024 Biennial Budget Ordinance



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Property Tax

2023-2024 BIENNIAL BUDGET

Levy Rates



				Mayor, Finance Committee, and staff recommendation
<i>CPI in June 2022 was 10.1%</i>	1.0% increase	3% increase	6% increase	Max Levy 9.5% Increase
TY2023 Levy	\$4,300,755	\$4,385,918	\$4,513,664	\$4,661,533
Increase over TY2022	\$42,582	\$127,745	\$255,490	\$403,360
+ Additional revenue from NC&I	\$165,081	\$165,081	\$165,081	\$165,081
+ Additional revenue from administrative refunds	\$5,883	\$5,883	\$5,883	\$5,883
Total TY2023 Levy	\$4,471,719	\$4,556,882	\$4,684,627	\$4,832,497
Levy per \$1,000	\$0.8991	\$0.9162	\$0.9419	\$0.9717
<i>Monthly change from 2022 Average single-family residence</i>	\$1.96	\$2.69	\$3.80	\$5.07

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

Levy Rates



	Change from 2022	
% Increase	General Fund	Average SFR (Monthly)
1.0%	\$213,545	\$1.96
3.0%	\$298,709	\$2.69
6.0%	\$426,454	\$3.80
9.5%	\$574,323	\$5.07

	Change from 1%	
% Increase	General Fund	Average SFR (Monthly)
3.0%	\$85,163	\$0.73
6.0%	\$212,909	\$1.83
9.5%	\$360,778	\$3.11



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City Council Strategic Reserve

2023-2024 BIENNIAL BUDGET

Council Strategic Reserve

- Council approved in Fall 2017 to begin Tax Year 2018
- Re-authorized annually with the Ad Valorem Property Tax Levy Resolution
- Funds accrue until allocated through the budget or amendment process

Tax Year	Amount Authorized
2018	\$354,381
2019	\$350,000
2020	\$350,000
2021	<u>\$350,000</u>
12/31/2021	\$1,404,381
2021 Allocated for Woonerf Project	(\$1,000,000)
2022	<u>\$350,000</u>
12/31/2022	\$754,381

OTHER CONSIDERATIONS



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ITEM	FUND	REQUESTED	FUNDED
Business Grants	General	\$120,000	
MIC Transit	General	\$165,000	\$165,000
Parks CCTV	General	\$100,000	
Robotic Mowers (Parks)	General	\$13,000	
Senior Center Counter	General	\$15,000	
Senior Center Décor	General	\$35,000	
Street Overlay Program	General	\$300,000	
Sidewalk Repairs	General	\$500,000	\$200,000
Remote Mower	Water/Storm	\$120,000	
Chipper	General/Storm	\$110,000	
Tractor	General/Utilities	\$77,000	
Watershed Security Fencing	Water	\$300,000	
Community Partners	General	\$275,000	\$200,000

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

NOVEMBER 7TH RCM

PH 2023-2024 Biennial Budget
PH ROW Vacation for Riverwalk Trail Vacation
CA Resolution XXXX Terminating Emergency Proclamation
CA Potelco Easement Agreements
CA Resolution XXXX – Dept of Commerce Grant Acceptance 2024 Comprehensive Plan
CA Nisqually Jail Services Agreement
UB Resolution: 2023 Ad Valorem Property Taxes

NOVEMBER 14TH SS

- South Sound 911 Presentation with Executive Director Deborah Grady, and Board of Directors Chair Julie Door

Contact information: Marlana Lybarger | Interim Executive Assistant/Clerk of the Board
253.287.4801 Desk

- Legislative Agenda
- Budget Final Review

NOVEMBER 21 RCM - Cancelled**NOVEMBER 28 SS**

- Ordinance No. XXXX – 2021/2022 Final Budget Amendment
- Zero Lot Line Subdivisions (*RW/AS*)

DECEMBER 5th RCM

PH 2023-2024 Biennial Budget
CA Consultant Services Agreement – 2024 Comprehensive Plan
CA Services Agreement – Stafford Suites
NB Ordinance No. XXXX – Establishing the 2023 Comp Schedule
NB Legislative Agenda
NB Ordinance No. XXXX - Zero Lot Line Subdivisions
NB Ordinance No. XXXX – 2021/2022 Final Budget Amendment
UB Ordinance NO. XXXX – Vacating Riverwalk Trail
UB Ordinance: 2023-2024 Biennial Budget Adoption

DECEMBER 12TH SS**DECEMBER 19TH RCM****DECEMBER 26TH SS****JANUARY**

CITY COUNCIL AGENDA CALENDAR**Updated October 18, 2022**

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

Pending

MISC.	MISC.	WHITE RIVER RESTORATION PROJECT
ROW Vacation Code Amendment	Ordinance – Refuse Collection	PH - Surplus Utility Property South of 24 th Street East
CA State Homeland Security Program Grant Acceptance for Small Unmanned Aerial System	Bond Issuance for Operations Facility	UB - Resolution No. XXXX - Surplus Utility Property South of 24 th St E
Ordinance Insurance Requirements	Temporary Use Permit – Food Trucks	
Sign Code Update (off premise)	Safe Parkings	BNSF Agreement
CTR Ordinance Update		CA - Water Rights Acquisition Agreement
Development Agreement Code updates	Resolution No. XXXX - TRT Interlocal Agreement Amendment	SS – Update (January)
Ordinance Updating AC Code	Sidewalk Program Update	
RCC ILA		

October 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3	4	5	6	7	8
6:00PM Regular Council Meeting (Hybrid/Chambers) 6:15PM Special Study Session (Hybrid/Chambers)	4:00 PM Public Works Committee (Hybrid/FF Conf Room)	5:30PM Finance Committee (Hybrid/FF Conf Room)	6:00PM CANCELLED Planning Commission (Hybrid/Chambers)		
10	11	12	13	14	15
6:00PM Study Session (Hybrid/Chambers)		6:00 PM CANCELLED American Rescue Plan Comm. (Hybrid/FF Conf Room) 6:30PM CANCELLED Design Commission (Hybrid/Chambers)	4:30PM CANCELLED Forestry/Parks Commission (Hybrid/FF Conf Room)		
17	18	19	20	21	22
6:00PM Regular Council Meeting (Hybrid/Chambers) 6:15PM Special Study Session (Hybrid/Chambers)		5:30PM Public Safety Committee (Hybrid/FF Conf Room)			
24	25	26	27	28	29
6:00PM Study Session (Hybrid/Chambers)		5:00PM CD Committee (Hybrid/FF Conf Room)	5:30PM Cultural Arts Commission (Hybrid/FF Conf Room)		
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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 accommodations, please contact City Hall at (253) 299-5500, 24 hours in advance.

Name: Michelle Converse, CMC
Title: City Clerk

City of Sumner | 1104 Maple Street | Sumner, Washington 98390
Ph: (253) 299-5500 Fax: (253) 299-5509
Website: www.sumnerwa.gov

NOVEMBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5
	4:00PM Public Works Committee (Virtual/ff conf room)	5:30PM Finance Committee (Virtual/ff conf room)	6:00PM CANCELLED Planning Commission (Virtual/Chambers)		
7	8	9	10	11	12
6:00PM Regular Council Meeting (Virtual/Chambers)		6:30PM Design Commission (Virtual/chambers)	4:30PM Forestry/Parks Commission (Virtual/ff conf room)	HOLIDAY – CITY HALL CLOSED	
14	15	16	17	18	19
6:00PM Study Session (Virtual/Chambers)		5:00PM Public Safety (Virtual/ff conf room)			
21	22	23	24	25	26
6:00PM - CANCELLED Regular Council Meeting (Virtual)		5:00PM (Date Change) CD Committee (Virtual/ff conf room)	HOLIDAY – CITY HALL CLOSED 5:30PM CANCELLED Cultural Arts Commission (Virtual)		
28	29	30			
6:00PM Study Session (Virtual/Chambers)		5:00PM CD Committee (Virtual/ff conf room)			

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