



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/87668532792>

Or One tap mobile :

US: +12532050468,,87668532792# or +12532158782,,87668532792#

Or Telephone: +1 253 205 0468 or +1 253 215 8782

Webinar ID: 876 6853 2792

CALL TO ORDER

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

REGULAR BUSINESS

1. Dig Once Ordinance
2. 2022 Financial 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: Dig Once Ordinance

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Presentation

STAFF CONTACT: Michael Kosa, City Engineer, Mike Dahlem, Public Works Director

SUMMARY BACKGROUND:

Staff is recommending that the City establish a policy regarding the installation of franchise utilities to reduce construction impacts.

Currently, utilities are not encouraged to combine efforts when installing underground infrastructure, which leads to overlapping projects. This causes construction inconvenience to residents, does not make effective use of infrastructure funds, and results in extra and unneeded pavement cuts to install critical utilities.

The "dig once" policy streamlines the installation of new infrastructure, encourages purveyors to coordinate and share costs, installs fiber optic infrastructure for future City use, and ensures our roadways are impacted in a reduced way.

COUNCIL COMMITTEE/STUDY SESSION: Public Works Committee

MEETING/STUDY SESSION DATE: 4/4/2023

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Informational Only

SUMNER FIBER OPTIC MASTER PLAN DEVELOPMENT

PREPARED FOR THE SUMNER CITY COUNCIL

DunnCo Diversified Services LLC – Auburn, WA



SUMMARY

- Infrastructure Study and Fiber Optic Master Plan
- Sumner's Fiber Network Routes
- Sumner's Fiber Friendly Objectives
- Dig Once Ordinance Review
- Engineering Standards
- Outreach to Fiber Operators and Internet Service Providers

FIBER OPTIC INFRASTRUCTURE STUDY

- The 2021 study offered recommendations in three categories:
 - Standards and Practices for Development and Construction
 - Funding Strategies
 - Collaboration and Public/Private Partnerships

SUMNER'S FIBER OPTIC MASTER PLAN - STEPS

- Plan development is underway - 2023
- Network routes have been decided - Done
- Outreach to commercial vendors for interest is underway - 2023
- Dig Once Ordinance will come before the Council for approval – March, 2023
- Once partnership opportunities have been vetted, a clearer budget picture will emerge - 2023
- Finalization of the plan and budget - 2023

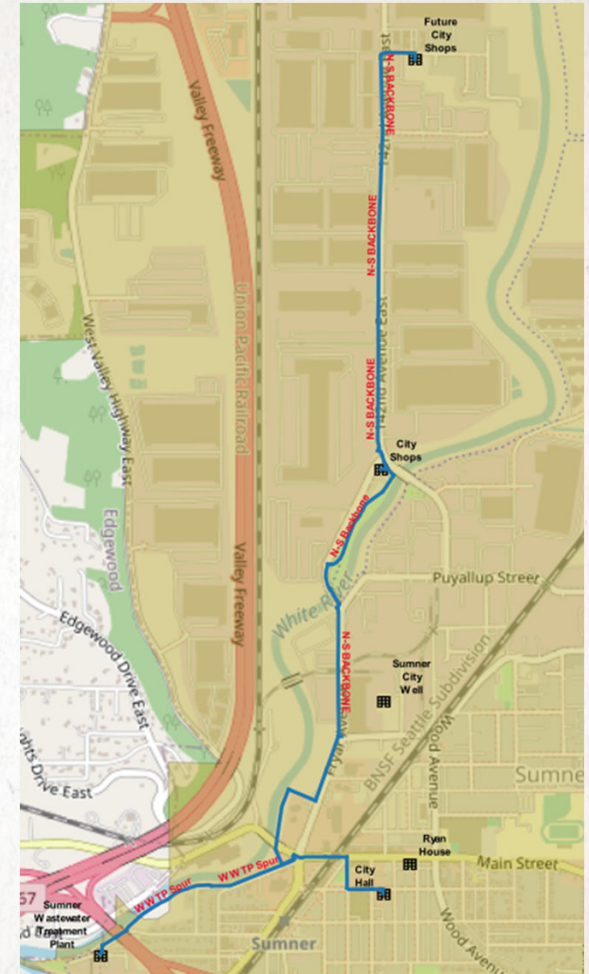
SUMNER FIBER NETWORK ROUTES

- Developed in Three Phases
 - Phase 1 – Core Facilities
 - Phase 2 - Remaining Facilities
 - Phase 3 – Completion of the North – South Backbone



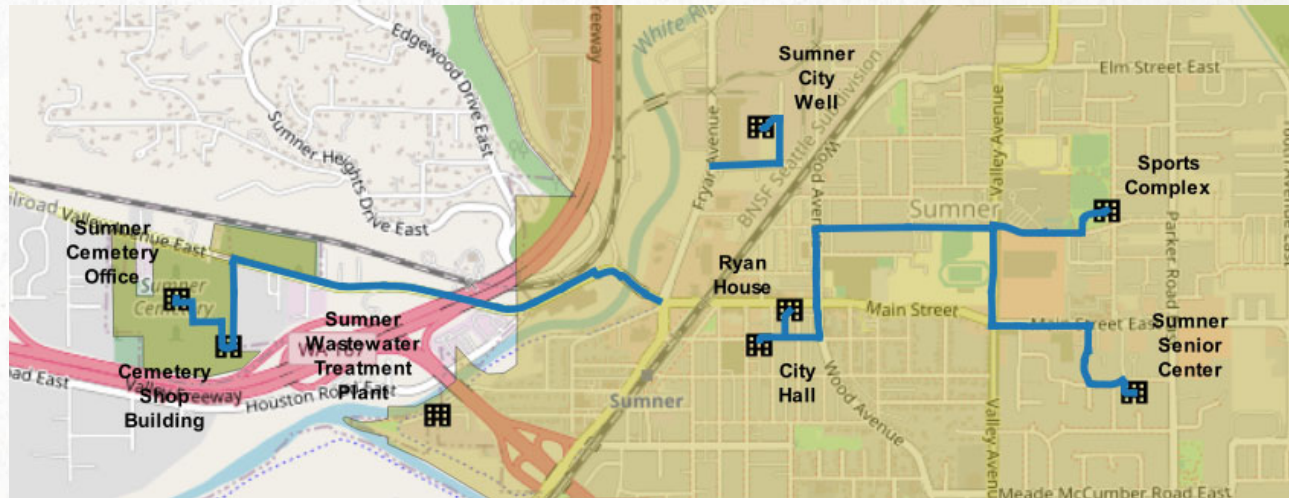
FIBER NETWORK PHASE 1

- City Hall
- Future City Shops
- City Shops
- Wastewater Treatment Plant



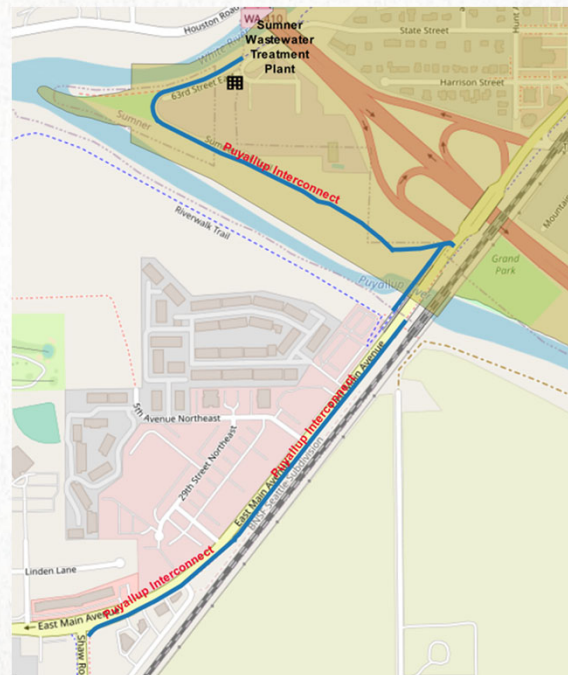
FIBER NETWORK PHASE 2

- City Hall
- Sumner City Well
- Sumner Senior Center
- Sports Complex
- Ryan House
- Cemetery

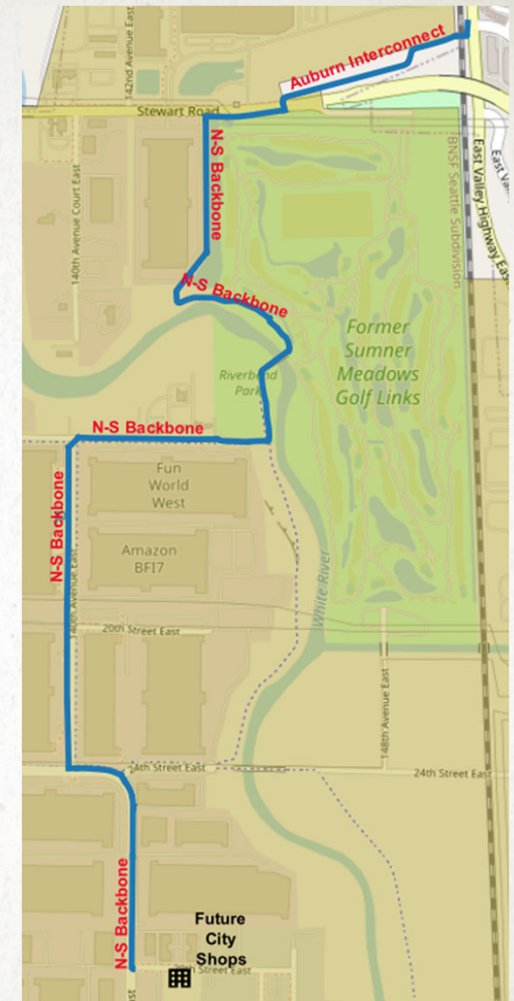


FIBER NETWORK PHASE 3

- Completes N-S Backbone
- Auburn City Limits
- WWTP – Shaw Road



Phase 3 South



Phase 3 North

SUMNER'S FIBER FRIENDLY OBJECTIVES

- Open doors for the city and others to participate in projects that benefit the participants
- Reduce redundancy by combining projects – resulting in less underground congestion
- Allow the city to invest in underground assets at a lower cost
- Prepare newly developed areas for later infrastructure expansion
- Establish standards for projects to protect pavement on streets and roads

DIG ONCE ORDINANCE

- Aids in sustaining Sumner's Streets and Roads in good condition
 - Defines limits on projects based on pavement age
 - Asphalt and overlay – 5 years
 - Cement – 7 years
- Supports Fiber Friendly Objectives
 - Promotes joint participation in trenching projects
 - Reduces congestion in utility trenching projects
- Adoption of Dig Once Ordinances or Practices is becoming common in Washington
 - Pierce County
 - Bellevue
 - Vancouver
 - Spokane
 - Mount Vernon
 - Ellensburg

SUMNER'S DIG ONCE ORDINANCE SUMMARY

Purpose

- Establishes regulations to govern the use of the City's right of way to maximize efficient use and limit excessive cutting and trenching
- To support the construction of a sustainable and reliable fiber optic network to connect the City's facilities
- Provide the opportunity for other cities and agencies to participate in projects that will benefit the City and those other parties
- Provide the opportunity for Franchisees and other interested entities to participate in projects

SUMNER'S DIG ONCE ORDINANCE SUMMARY

Policy

- In the interest of the traveling public
- Joint Participation in Projects
- Coordinates Planned Projects
- Establishes the opportunity for the City and others to participate in projects
- Establishes complete repaving requirements on roads when age is less than 7 years for concrete or 5 years for Asphalt or Asphalt Overlay
- Certain sidewalk projects that are on the City's planned fiber optic network route will be required to install fiber optic conduit
- Frontage improvements on Right of Way required to add 2 four inch conduits for the City
- Opportunity for the City and others to participate in required undergrounding projects

ENGINEERING STANDARDS FOR INFRASTRUCTURE CONSTRUCTION

- Patch and Cover
- Supports Dig Once Ordinance
- Added Standards for Micro Trench Installation

OUTREACH TO FIBER OPERATORS AND INTERNET SERVICE PROVIDERS

- Sumner is engaging with a number of Fiber System Operators and ISP's to investigate possible opportunities for sharing in fiber optic projects.
- The goal is to reduce Sumner's costs to implement their fiber optic network, while providing opportunities for Fiber System Operators to grow their business in Sumner and provide competitive network services to Sumner Citizens and Businesses
- This effort will result in a clearer picture of Fiber Optic Development for Sumner

OUTREACH TO FIBER OPERATORS AND INTERNET SERVICE PROVIDERS

- Possible funding models
 - Sumner Builds P1,2,3 Network, leases resources to providers
 - Providers build network, lease or grant resources to Sumner
 - Sumner and providers team to build city-wide FTTP network

Project Description	Construction Cost Estimate*
Phase 1 Network Build	\$1,772,395
Phase 2 Network Build	\$2,362,957
Phase 3 Network Build	\$1,370,940
Phase 1,2,3 Network Build	\$6,001,990

* 2023 Construction Cost Estimate – Using aerial construction wherever possible

QUESTIONS - DISCUSSION

SUBJECT: 2022 Financial Review

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. 2022 Budget Review
-

STAFF CONTACT: Cassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

The 2021/2022 Biennial Budget completed on 12/31/2022. Staff will provide a financial summary of the 2022 annual and the 2021/2022 biennial budget performance, focusing on the General Fund.

COUNCIL COMMITTEE/STUDY SESSION:
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MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Informational only; no City Council action required.



CITY OF
SUMNER
WASHINGTON

2022 Budget Review

City Council Study Session
March 13, 2023

Departments

- Ongoing by Department Director/Budget Manager
- Regular Finance reviews

Finance & Personnel Committee

- Monthly revenue reporting
- Detailed amendment review

State Auditor

- Annual
- Financial, Federal (Single), and Accountability audits

Budget

- Biennial Budget
- Quarterly Budget Amendments
- Mid-Biennial Budget Amendments
- Final Budget Amendment (end of biennium)

Financial Accountability





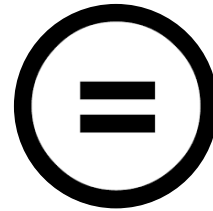
Fund Balance

The excess of operating revenues over operating expenses

- A negative fund balance is a deficit
- Council requires 8% of General Fund operating expenditures to be held as reserve
- 8% Reserves + Unreserved Fund Balance = Fund Balance
- Decreases in fund balance are often anticipated as accrued balances are drawn down for planned projects.

Fund Summary

General Funds



General Fund (001)

Higher than estimated sales tax and building permit revenues.

Department expenditures within budgeted amounts.

Increased transfers to support design of PVW Operations Facility pending debt issuance

General Fund Reserves (002)

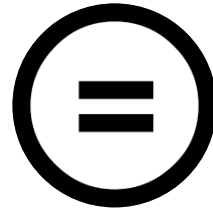
No 2022 activity

Building Reserve Fund (003)

Annual transfer in from General Fund; transfer out to support City Hall technology upgrades

Fund Summary

Special Revenue Funds



Complete Streets Fund (103)

Final expenses closed out grant.

Funded by
Transportation
Improvement Board
grant

Drug Enforcement Fund (105)

Small collection of
forfeited property
(<\$500)

Fund typically has low
activity

Tourism Tax Fund (106)

Collections within 2% of
forecasts

Transfers out to support
Heritage Park Design
(\$100,000) and Ryan
House (\$125,000)

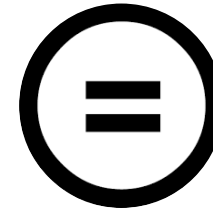
ARPA Fund (115)

Received second (final)
tranche of \$2.91M;
allocated over the next
several years.

Allocations recommended
by ARPA Committee and
adopted by budget
amendment.

Fund Summary

Debt Service Funds



Debt Service Fund (200)

Decrease for scheduled
debt service

Local Improvement
District 78 (136th &
Valentine) is the only
active non-utility LID

LID Guarantee (221)

No programmed or
actual activity

Fund is statutorily
required

Fund Summary

Capital Funds



Sidewalk Capital Fund (302)

Projects include:

- Sound Transit Sidewalks
- Rivergrove Pedestrian Bridge
- 160th Ave Sidewalks

Funding includes grants and General Fund support

REET Fund (305)

Collections exceeded forecasts by 15%

Activity dependent on real estate activity

Transfer out to support

Woonerf (\$800,000)

902 Kincaid (\$400,000)

Wood & Main (\$250,000)

Park Capital Fund (106)

Projects include:

- Fryar Ave Trail
- Bennett, Loyalty, Heritage, Rainier View, and Seibenthaler Park

Funding included grants and local funds (e.g. REET)

Street Capital Fund (320)

Projects include:

- 410/Traffic Ave
- Stewart Road Bridge
 - SR410/166th
 - Wood & Main
- Sumner-Tapps Guardrail

Funding includes state and federal grants, impact fees, and other contributions.

Fund Summary

Capital Funds



Facilities Capital Fund (325)

Project expenditures include

- Design of PW Operations Facility (funded with General, Water, Sewer, and Street funds)
- City facility improvements to address Covid-19 requirements

Fund Summary

Utility Funds



Water Fund (401)

Water revenues consistent with forecasts

Capital projects included work on earthquake control valves, tank painting, 24th St Utility relocation, and the Town Center Alder & Kincaid Improvements.

Sewer Fund (402)

Sewer revenues consistent with rate model forecasts

Projects include both collection and treatment plant

Lift station improvements, 24th St utility relocation, aeration basins (WWTF), and the Town Center Alder & Kincaid Improvements.

Utility Bond Reserve Fund (403)

Minor change (<\$5,000) for interest received.

Fund reserved for future use

Stormwater Fund (408)

Stormwater revenues were consistent with forecasts.

The White River restoration and Town Center improvements were the primary projects in 2022

The City received Pierce County Flood Control funding of \$1.1M to support the White River Restoration

Fund Summary

Other Enterprise Funds



Cemetery Fund (410/415)

Although still subsidized by the General Fund, the Cemetery funds met or exceeded the revenue forecasts, with no necessity of additional 2022 subsidies.

Metro Animal Services Fund (440)

A fee increase to the partner cities was assessed for 2022

Shelter revenues began to recover from Covid impacts

The fund continues to operate with a razor thin margin

Fund Summary

Internal Service Funds



Unemployment Insurance Fund (501)

City is self-insured for unemployment

Claims are processed upon receipt

Fleet Operations Fund (550)

This internal service fund is supported by user funds, based on a rate model for fleet costs

Increased labor, supply, and fuel costs continue to impact the fund.

Information Services Fund (551)

Internal service fund supported by user funds, based on equipment and FTE count

Delays in some purchasing until 2023 due to supply chain limitations result in an increase of fund balance for 2022.

Fleet Replacement Fund (555)

Replaced x vehicles in 2022

Several purchases delayed by long lead times to 2023

Fund Summary

Fiduciary Funds



Cemetery Endowment Fund (601)

Per Sumner Municipal Code, 10% of all lot sales are dedicated to perpetual care.

Principal cannot be used; interest can be transferred to Cemetery operations

Developer Impact Fee Fund (605)

Impact fees support parks, fire mitigation, and streets.

Revenues aren't forecast in this fund due to uncertainty, and are appropriated as needed to support specific projects

Firefighter's Pension Fund (551)

Funded through state shared revenue and General Fund subsidy.

Employee Trust Fund (615)

Accounts for employee contributions for child care assistance program.

Funds are custodial and not available for general use.

General Fund

2022 Summary



CITY OF
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WASHINGTON

General Fund at a Glance

Measure

2022

Revenues vs. Expenditures	Within revised budget
Sales Tax Revenue	Above Projections
Property Tax Revenue	Within projections
Energy & Communications Tax Revenue	Above Projections
Charges for Goods & Services	Above Projections
Other revenues	Within projections
Expenditures	Within revised budget

Revenues vs Expenditures

2022 =
2nd Year of 2021/2022 Budget

City received 115% of revised revenues

City expended 101% of revised expenditures



General Fund – 2022 Revised Budget

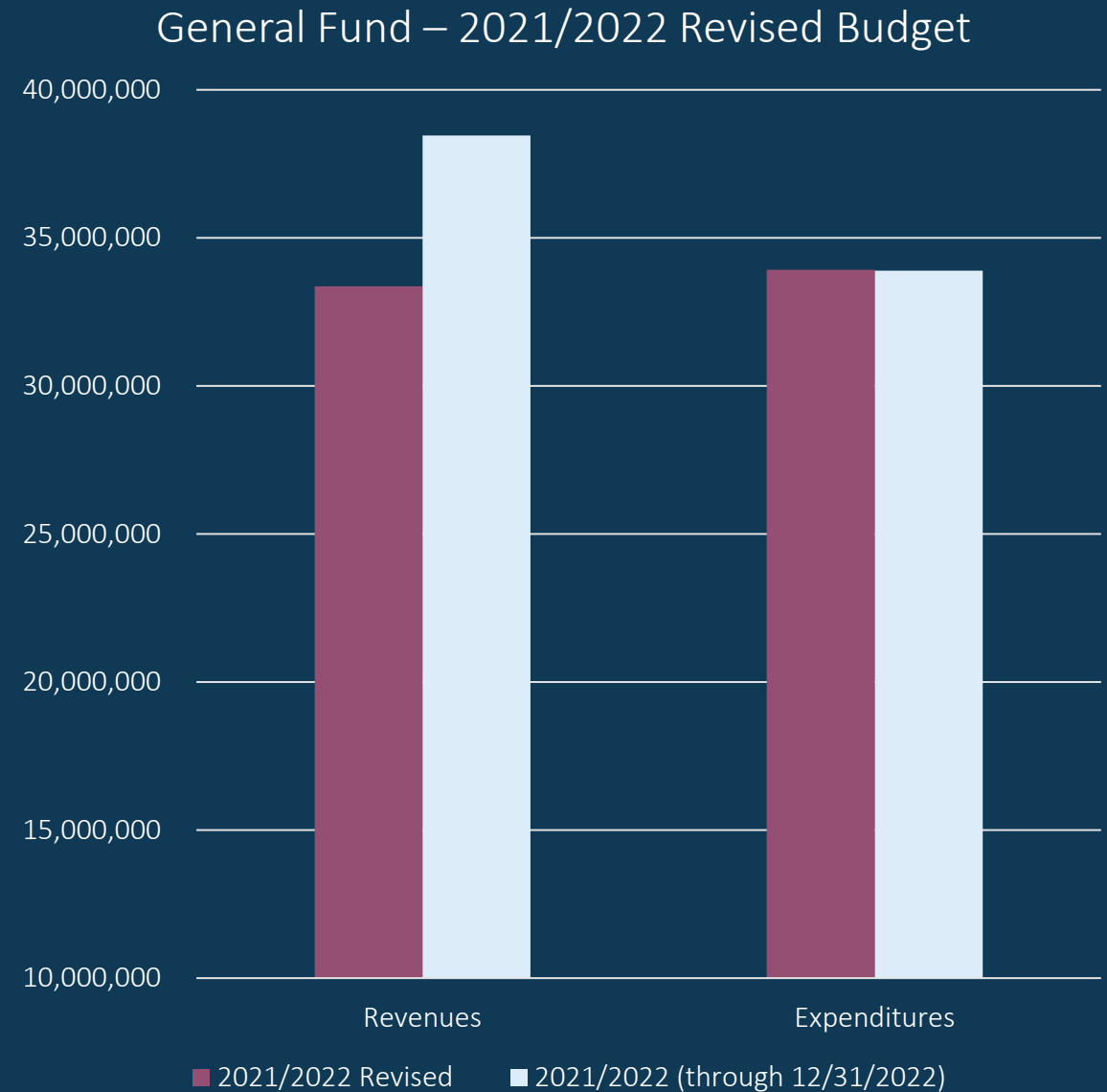


Revenues vs Expenditures

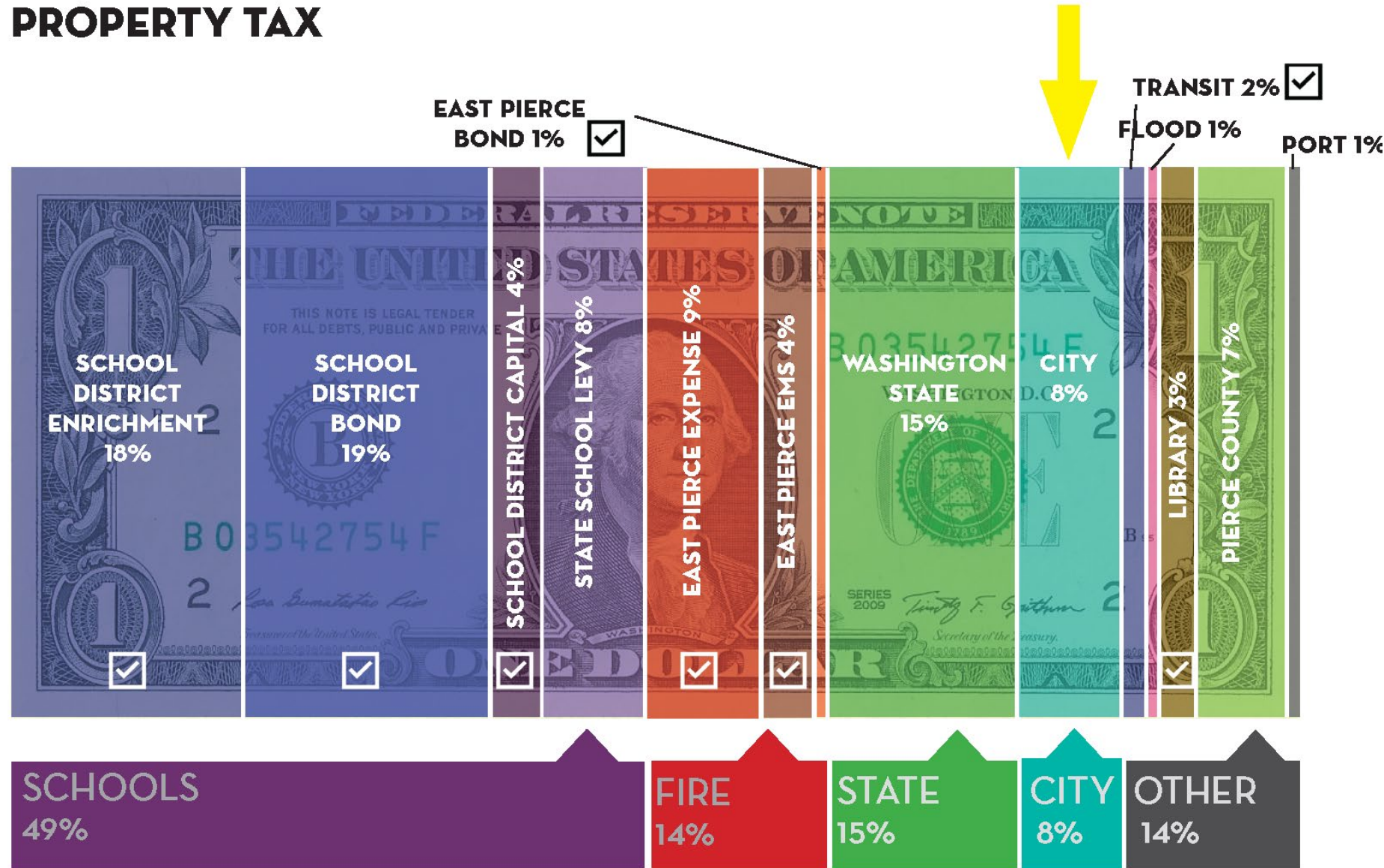
2021/2022 Budget - Revised

City received 115% of revised revenues

City expended 100% of revised expenditures



PROPERTY TAX



Property Tax

- 23% of General Fund revenue
- Most stable General Fund revenue
- Adopted in November for the next year

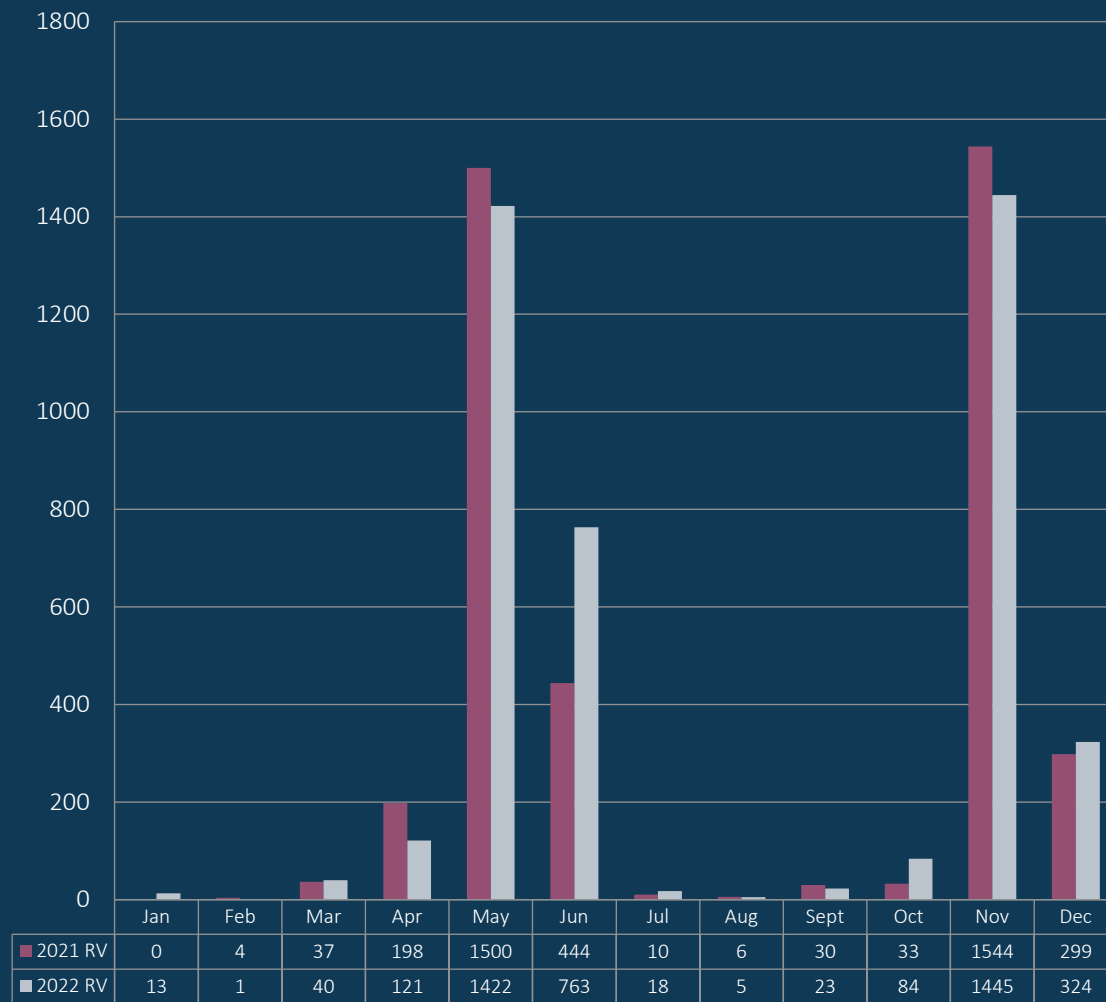
☒ Indicates voter-approved items.

Property Tax

Adopted November 2021 for 2022

Tax Year	2022
Assessed Valuation	\$4,283,202,012
Rate per \$1,000	\$0.9942
General Fund	\$3,578,173
Streets (Ops & Capital)	\$330,000
City Council Strategic Reserve	\$350,000
Total Levied	\$4,258,173
Total Collected	\$4,258,093

Property Tax Revenues: 2021 to 2022



Numbers in thousands

\$10 Purchase in Sumner = \$0.94 sales tax, City receives \$0.10

Sales Tax

- 40% of General Fund revenue
- Largest, but most unpredictable, General Fund revenue
- Destination-based (supply chain can be a challenge to support)

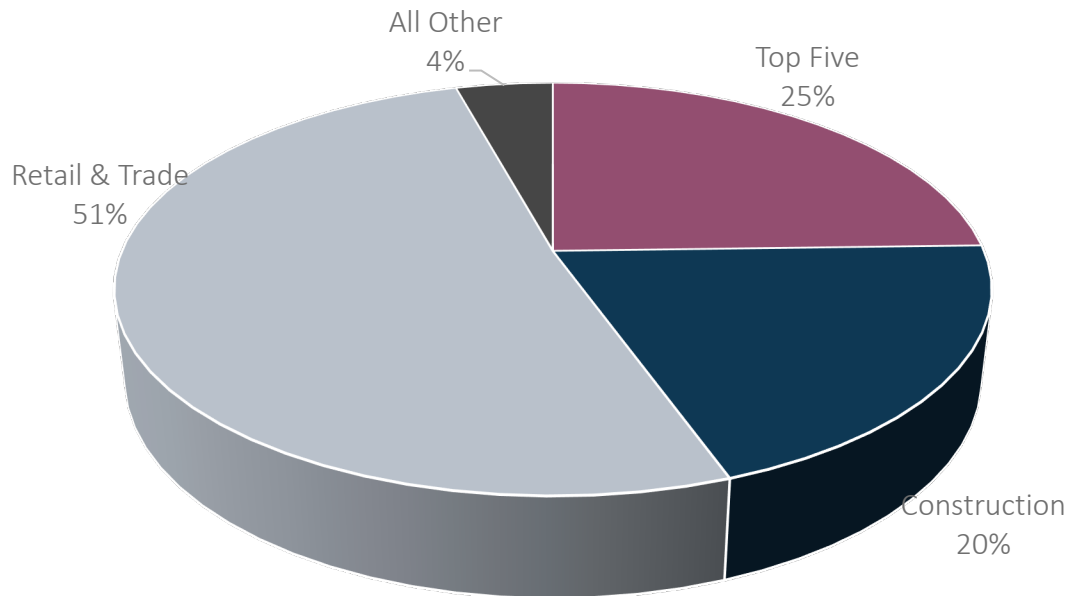


1% EACH:
COMMUNICATION SERVICES
CRIMINAL JUSTICE
JUVENILE FACILITY
MENTAL HEALTH
ZOO & AQUARIUM

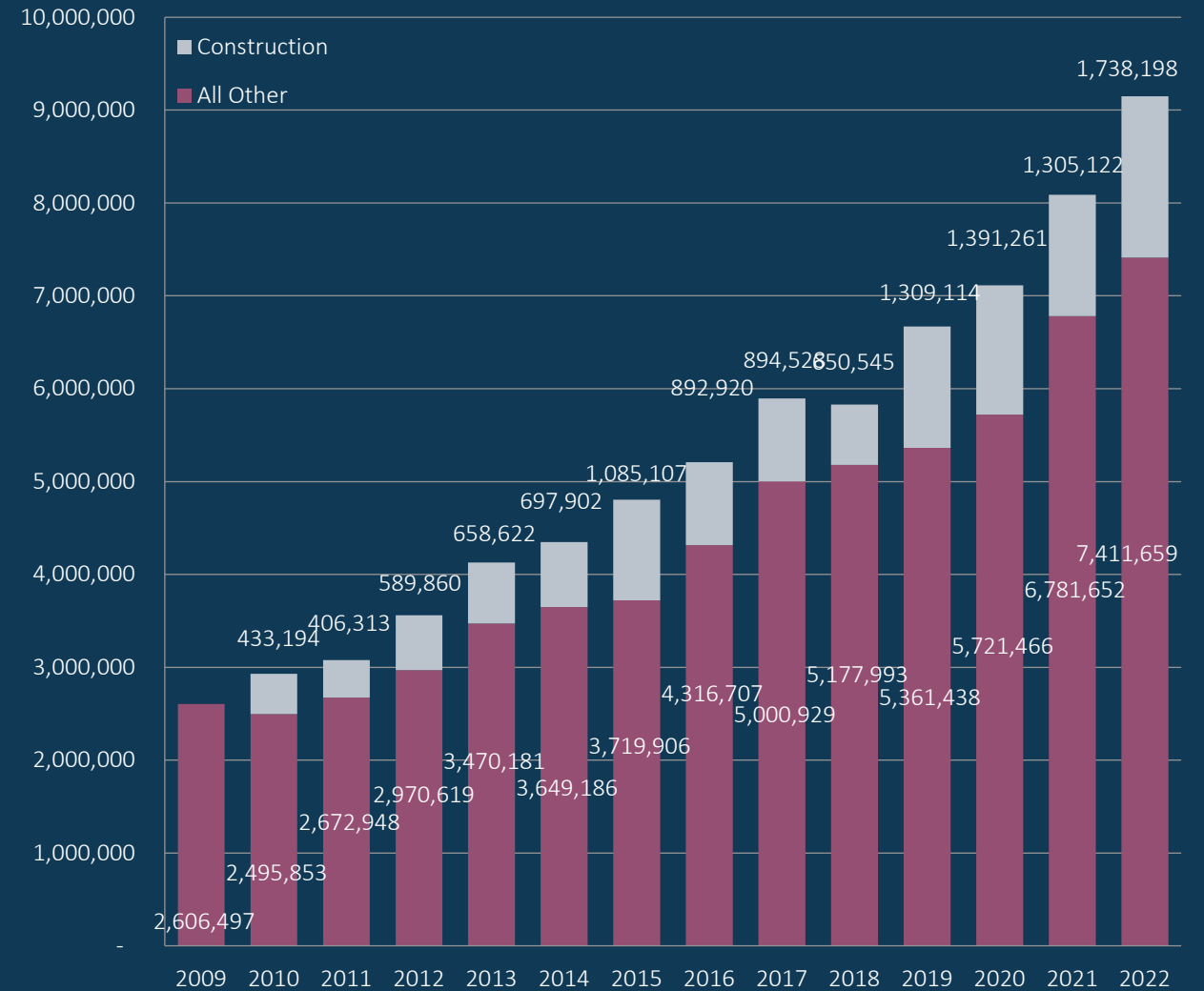
Sales Tax

“Local Retail Sales & Use Tax”

Sales Tax Remitters



Sales Tax
January - December 2022 Receipts



General Fund Expenditures (2022)

Based on Revised Budget (Adopted + Amendments)

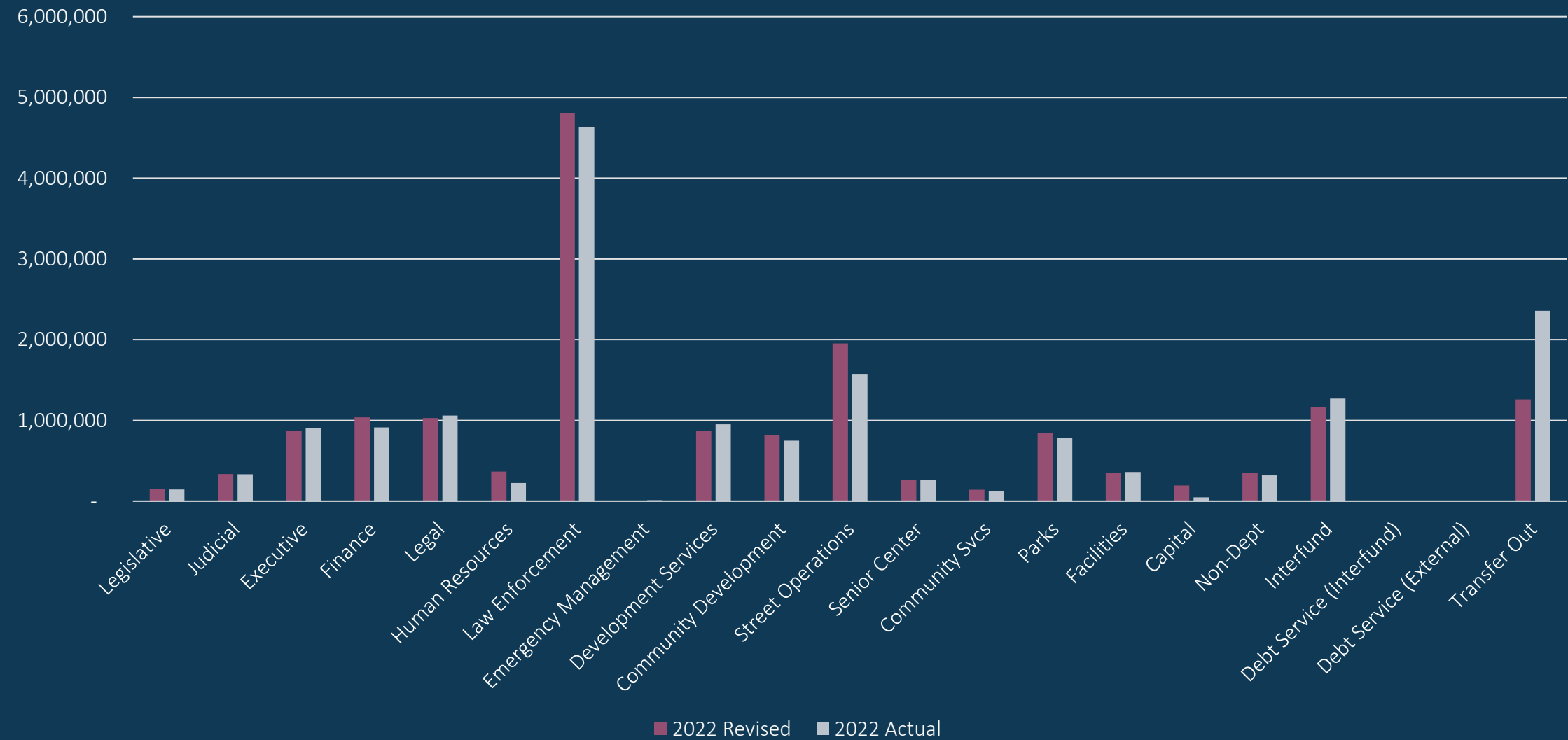
2022 is the second/final year of the biennial budget

Department Directors have latitude to use biennial appropriation at any point in the biennium

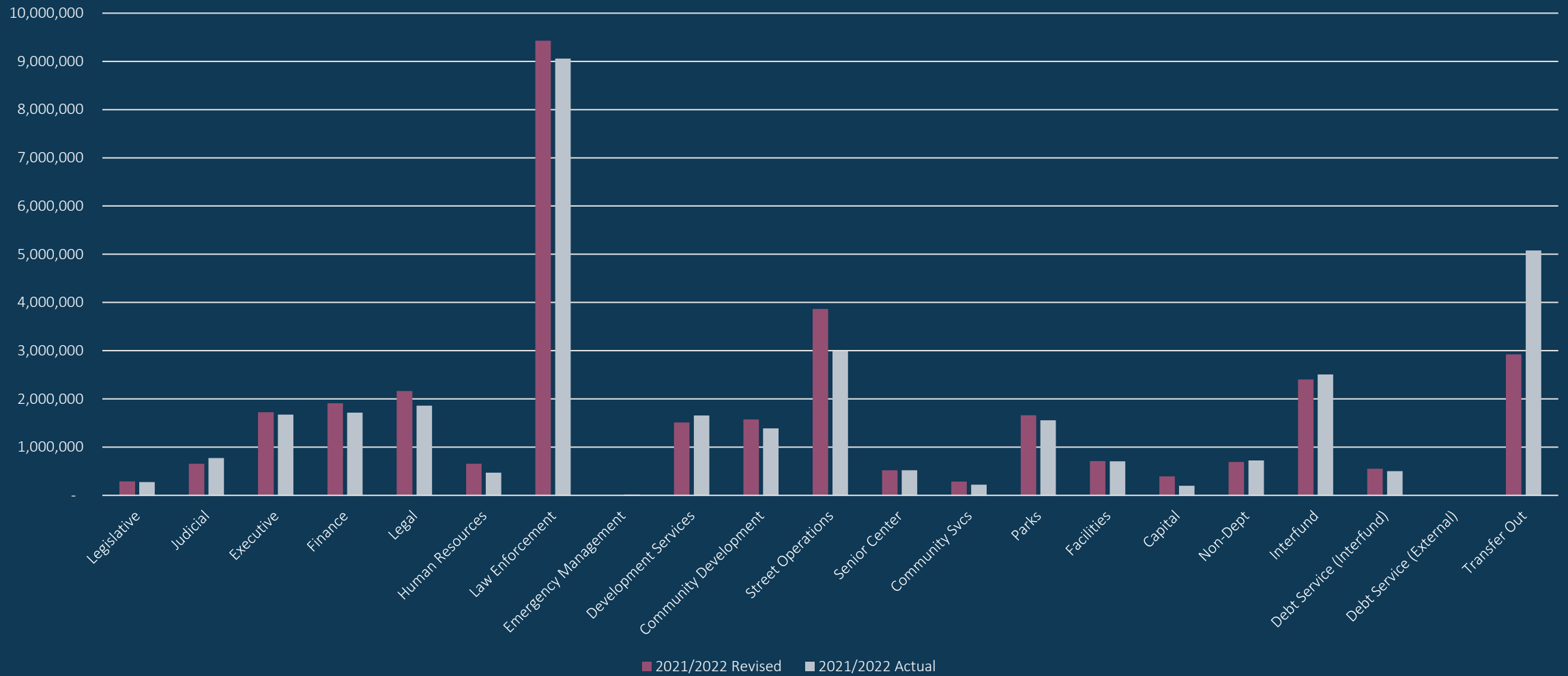
All General Fund programs were in line with forecasts

- *Judicial: 117% of budget due to retirement payout of leave banks*
- *Development Services: 110% of budget due to contracted building inspector services*
- *Non-Departmental: 105% of budget due to fire permits (offset by revenues)*
- *Interfund Charges: 105% of budget due to increased assessments*
- *Transfers Out: 173% of budget to support PW Operations Facility pending debt issuance.*

2022: Budget to Actual (General Fund Departments)



2021/2022: Budget to Actual (General Fund Departments)



General Fund

Six-Year Financial Model



CITY OF
SUMNER
WASHINGTON

Budget Considerations

- Covid-19 Pandemic after-effects
- Inflation
- Supply Chain Challenges
- Social Equity
- Competing priorities for limited resources
- Increasing labor costs
- Upcoming development



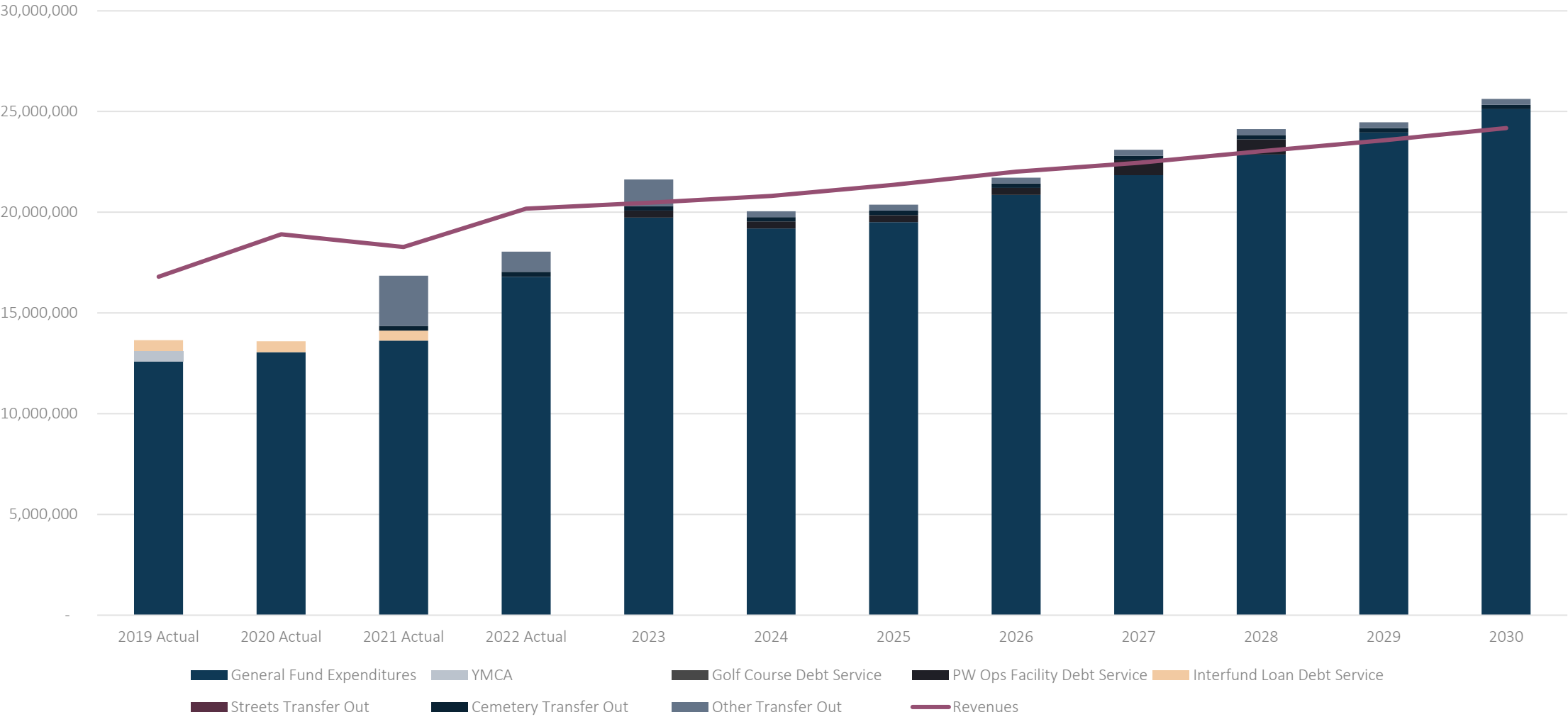
CITY OF SUMNER General Fund Forecast	Actual	Actual	Proposed		Forecast					
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Beginning Fund Balance	\$ 12,284,538	\$ 13,718,036	\$ 16,848,993	\$ 16,050,851	\$ 17,160,619	\$ 16,050,851	\$ 17,160,619	\$ 18,502,729	\$ 16,692,885	\$ 17,270,598
Revenue	18,278,767	20,178,591	20,475,182	20,811,958	21,362,136	22,010,749	22,455,315	23,024,868	23,565,905	24,171,151
Expenditures	16,845,268	17,047,634	21,273,324	19,702,190	20,020,026	21,368,716	22,345,337	23,375,978	24,463,910	25,622,835
Potential PW Operations Facility Debt Service	-	-	350,000	350,000	350,000	350,000	750,000	750,000	750,000	750,000
Excess (Deficiency)	1,433,499	3,130,956	(1,148,142)	759,768	992,109	292,034	(640,022)	(1,101,110)	(1,648,004)	(2,201,683)
Ending Fund Balance	13,718,036	16,848,993	15,700,851	16,810,619	18,152,729	16,342,885	16,520,598	17,401,619	15,044,881	15,068,914
Required Reserves (8% of Operating Expenses)	1,347,621	1,363,811	1,701,866	1,576,175	1,601,602	1,709,497	1,787,627	1,870,078	1,957,113	2,049,827
Property Tax Reserve - Council	404,381	754,381	1,104,381	1,454,381	1,804,381	2,154,381	2,504,381	2,854,381	3,204,381	3,554,381

General Fund Financial Model

General Fund Financial Model



General Fund Financial Model



Questions?

Thank you!

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

MARCH 20 RCM

PH 24th St. E. Partial ROW Vacation
 CA Stewart Road Bridge PSE Agreement
 CA Resolution No. XXXX – Tactical Response Team ILA *(Chief)*
 CA Main & Wood Intersection Improvements - Consultant Agreement Supplement
 CA TCUW - Consultant Agreement Supplement
 NB Parks & Forestry Commission Reappointment (Ben Bridges)
 NB Ordinance No. XXXX - Surplus of Real Property South of 24th Street *(Andrea M.)*
 NB (first reading) Ordinance No. XXXX – Approving Franchise Agreement with Fatbeam *(Andrea M.)*
 NB Ordinance No. XXXX - Vacation Portion of 24th St. E. ROW
 NB Ordinance No. XXXX - Q1 2023-24 Budget Amendment *(Kassandra R)*

MARCH 27 SS

- Sound Transit Parking Garage Update
- Ordinance No. XXXX Small Subdivisions & Pipestem Lots Code
- 2024 Comprehensive Plan Update
- Cemetery Building Discussion

APRIL 3 RCM

PR Animal Control Appreciation Week *(Deputy Chief / ACO Kacy Alban)*
 CA Resolution No. XXXX – ILA Sunnyside Jail Services *(Deputy Chief)*
 NB Cultural Arts Commission Appointment (Nolan Bailey)
 NB Cultural Arts Commission Reappointment (Donna Hardtke)
 NB Cultural Arts Commission Reappointment (Ben Haines)
 NB (second reading/vote) Ordinance No. XXXX – Approving Franchise Agreement with Fatbeam
 NB Ordinance No. XXXX – Amending Sumner Municipal Code, Chapter 6 Animal Control *(M. Barber)*

APRIL 10 SS

- LCFA Process
- 6-Year TIP
- Safe Parking *(Ryan W)*

APRIL 17 RCM

PR Arbor Day (April 28th)
 PH Resolution No. XXXX - 6-Year TIP
 NB Ordinance No. XXXX Small Subdivisions & Pipestem Lots Code.
 NB Ordinance No. 2843 - Dig Once *(M Dahlem)*

CITY COUNCIL AGENDA CALENDAR**Updated March 8, 2023**

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

APRIL 24 SS

- East Pierce Fire & Rescue Annual Update
- YMCA Annual Update

MAY 1 RCM

P New Officer Swearing-In
 PR Peace Officer Memorial and Police Week
 UB Resolution No. XXXX – 6-Year TIP

MAY 8 SS

- White River

MAY 15 RCM**MAY 22 SS**

- Puyallup Summer Chamber of Commerce Update

Pending

MISC.	MISC.	WHITE RIVER RESTORATION PROJECT
	Ordinance – Refuse Collection (Code Enforcement)	BNSF Agreement
CA State Homeland Security Program Grant Acceptance for Small Unmanned Aerial System	Bond Issuance for Operations Facility	
Ordinance Insurance Requirements	Temporary Use Permit – Food Trucks	
Sign Code Update (off premise)	Services Agreement – Stafford Suites	
CTR Ordinance Update	Ordinance No. 2839: Pretreatment Code Update	
Development Agreement Code updates		

MARCH 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
		5:30PM Finance Committee (Hybrid)	6:00PM Planning Commission (Hybrid)		
6	7	8	9	10	11
6:00PM Regular Council Meeting (Hybrid)	4:00 PM Public Works Committee (Hybrid)	6:30PM - CANCELLED Design Commission (Hybrid)	4:30PM Forestry/Parks Commission (Hybrid)		
13	14	15	16	17	18
6:00PM Study Session (Hybrid)	5:30PM – SPECIAL MEETING Cultural Arts Commission (Hybrid)	5:30PM Public Safety Committee (Hybrid)			
20	21	22	23	24	25
6:00PM Regular Council Meeting (Hybrid)		5:00PM CD Committee (Hybrid)	5:30PM Cultural Arts Commission (Hybrid)		
27	28	29	30	31	
6:00PM Study Session (Hybrid)					

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

Website: www.sumnerwa.gov