CITY OF SUMNER WASHINGTON

STUDY SESSION
City Hall – 1104 Maple Street
September 9, 2024 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/87096597072
Or One tap mobile +12532050468,,87096597072# US +12532158782,,87096597072# US (Tacoma)
Or Telephone +1 253 205 0468 +1 253 215 8782 US (Tacoma)

Webinar ID: 870 9659 7072

CALL TO ORDER

Roll Call: Bitetto, Bowman, Clerget, Cole, Elfers and Reinke

REGULAR BUSINESS

1. Sumner Commuter Connector Final Report
2. 2025/2026 Biennial 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.

STUDY SESSION
DATE: September 9, 2024
AGENDA BILL: 24-476

SUBJECT: Sumner Commuter Connector Final Report **CATEGORY:** Information Only

BUDGET IMPACT:
Expenditure Required: None Within Budget Allocation: N/A

ATTACHMENTS:
1. Presentation

STAFF CONTACT: Ryan Windish, Community Development Director

SUMMARY BACKGROUND:
Staff will be providing a presentation to Council regarding the Sumner Commuter Connector, a 2-year last-mile transit shuttle pilot project, discuss lessons learned, and next steps.

The Sumner Commuter Connector last-mile transit shuttle began operating between the Sounder Station and the businesses in the Manufacturing/Industrial Center (MIC) on January 9, 2023 and operated through the remainder of the year. At the beginning of 2024 service was expanded and resulted in a "Cross Town Connector" route that served residential areas east of Valley Avenue. The intent was to create a transit option for train riders who may have trouble parking at the Sounder Station as a large portion of the parking was closing and this seemed like a viable alternative. Ridership to the MIC continued to stay at a consistent level. However, due to available free parking on the vacant Red Apple market lot, transit ridership was not in demand on the Cross Town Connector.

The 2024 transit service has been partially funded by Pierce County because some of the riders come from unincorporated areas in the County and it encourages employment and assists businesses. Pierce County has contributed $79,000 to the operations, about 45% of the overall cost for 2024. The service is also partially funded through fares paid to ride at $3/per trip.

Overall, while some businesses and employees benefited from the service, the ridership numbers were less than expected due to a variety of factors including the bus schedule not aligning with shift work schedules, promotion by employers, cost of rides, and lower density of riders than expected. Nonetheless, lessons learned from the pilot project point to a need for some level of public transit in Sumner and to be engaged in the long-range planning efforts at Pierce Transit.

The Sumner Commuter Connector will run until December 31, 2024 and there will be a 60 day notice to riders of this service change so they can be prepared. This pilot project has not been proposed to be funded in 2025.

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

STAFF RECOMMENDATIONS/MOTION:
NA

Sumner Commuter Connector

City Council
September 9, 2024

Ryan Windish Community &
Economic Development Director

Objectives

- Background on Sumner Commuter Connector Pilot Project
- Final Report on pilot project
- What did we learn?
- Recommendation to stop service
- Next Steps

First Sounder Commuter Train –September 18, 2000

Sumner-Pacific Manufacturing/Industrial Center

- PSRC designation as a Regional MIC in 2018
- Has grown to 17,000 employees with growth capacity for another 4,000 to 5,000 employees
- Home to many large employers including REI, Amazon, Sekisui Aerospace, Costco and many more.
- Not currently served by transit

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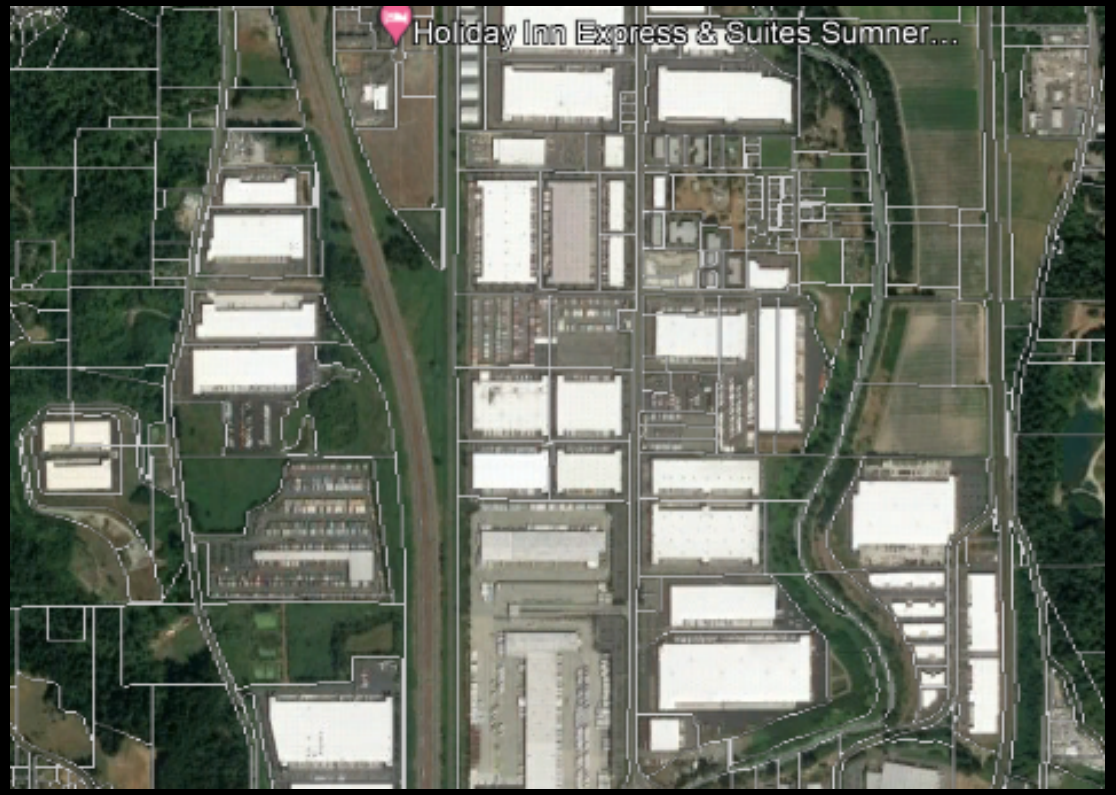
Demand for Transit

- Many employers have employees who are using transit to commute to work
- They arrive at the Sumner Sounder station in downtown and then walk or bike 1-2 miles
- Temporary employees are common and if they are late for work they typically lose their job
- Many of those using transit don’t own a car



Sumner-Pacific MIC

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The Near-Term Objective:

- Make jobs in Sumner more accessible to shift workers while helping employers recruit and retain their workforce by eliminating the requirement of a candidate owning a vehicle.

The Long-Term Objectives:

- Encourage restoration of public transit in the City of Sumner by leveraging the pilot program’s case study and data
- Offset SCC shuttle costs to local employers, handing off the service to them so the city can focus on traditional public transit.

Sumner Commuter Connector (SCC) Operational History

January – April 2023

- Shuttle operates to serve Sumner Transit Station
- $6/ride ($12 round trip)
- Employers would sign up for the service and subsidize the rides for employees
- 12-month pilot project
  - $10,000 month for first 6 months
  - $13,750 for second 6 months
- Fares offset City's costs

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SCC Operational History - Continued

April 2023 – December 2023

- Lower fare to $3/ride ($6 round trip)
- Saw increase in ridership as a result
- Allow for employees to ride and pay their fare without an employer agreement, making the service public
- Fares continue to offset City's costs

SCC Operational History - Continued

January 2024– December 2024

- Repurposed unused route times to serve a “Cross-Connector” route
- Anticipated use by train riders as parking at Sounder Station closed
- Cost for 2024:
  - $13,750/month for first 6 months
  - $14,500/month for second 6 months
- Costs continue to be offset by fares, peaking in May/June
- Costs offset by Pierce County Funding : $79,000

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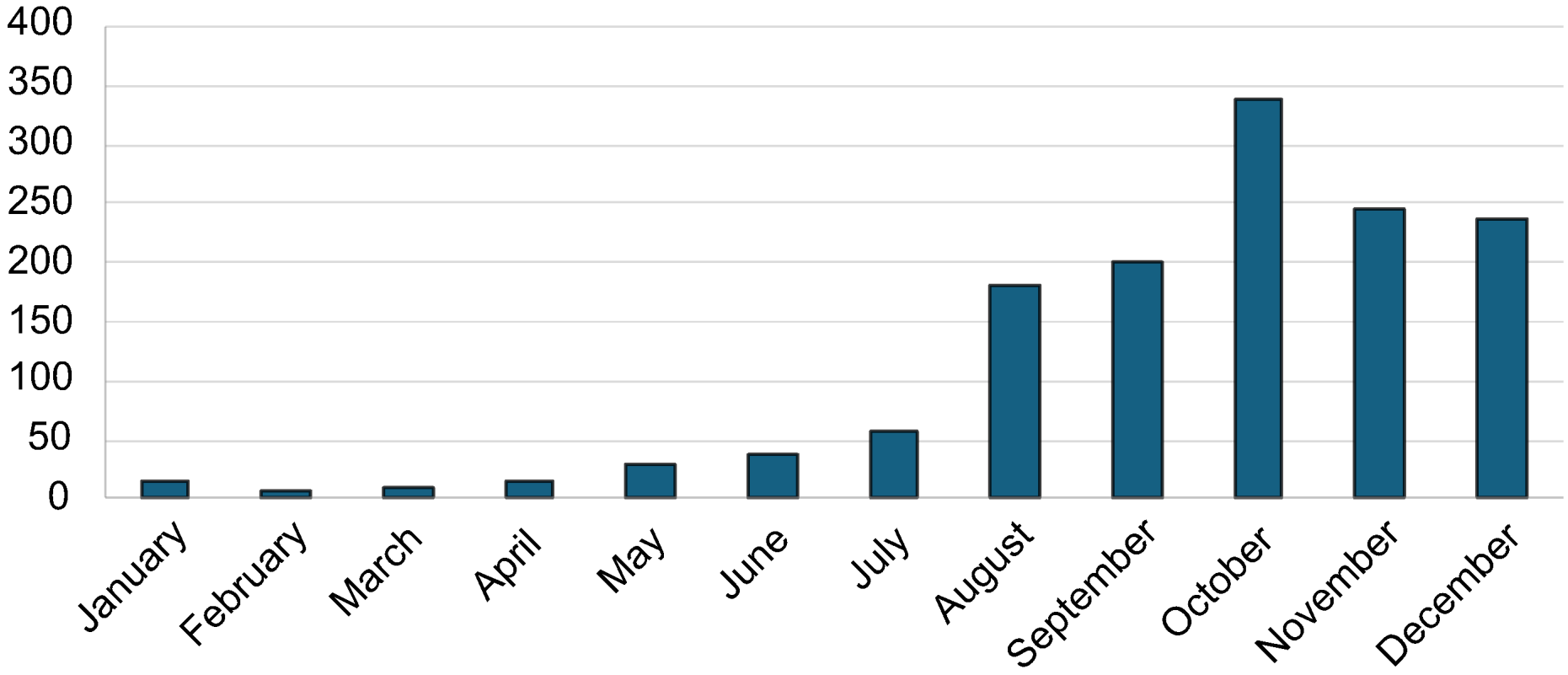
2023 Ridership, by Month



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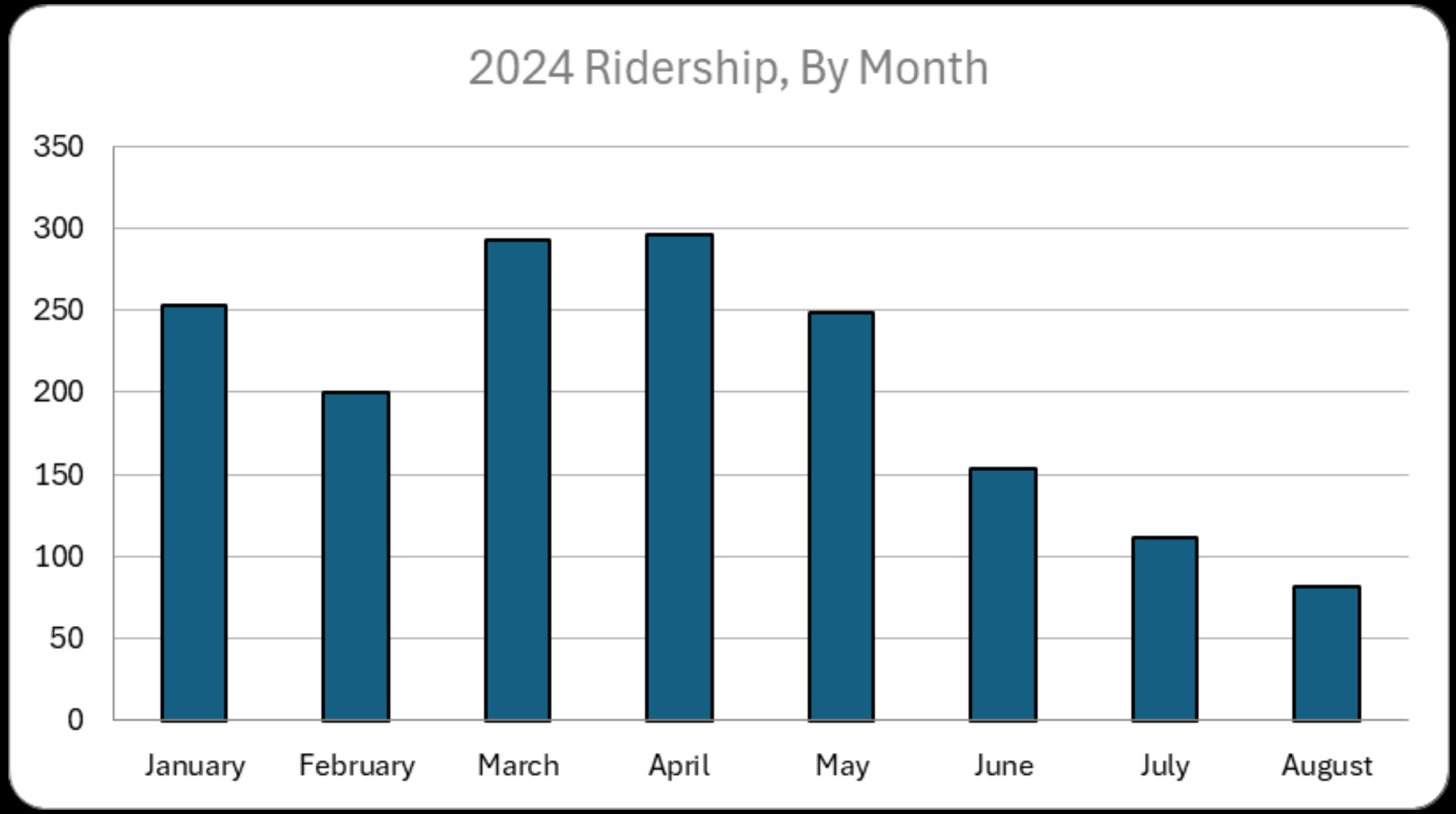

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Employers Served or Signed Up

- Dillanos Coffee Roasters
- REI
- Amazon
- Sekisui Aerospace
- National Oak Distributors
- The Truss, Co.
- Pizza Commissary
- LKQ
- Damco/Maersk

Employers with Regular Riders

- Amazon
- REI
- Amazon
- The Truss Co
- National Oak Distributors
- LKQ

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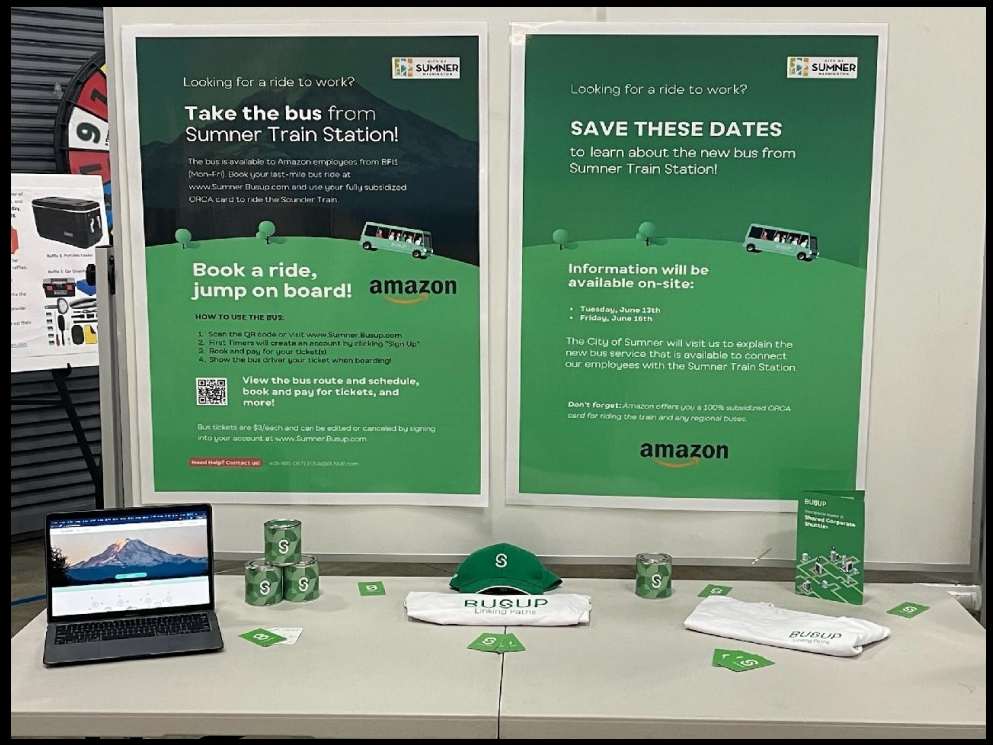
Marketing and Promotion

- Initial Contact with large employers prior to starting service
- Letters of Support from companies wanting transit service
- Service Agreements signed by REI, Sekisui, Amazon and The Truss Co.
- On-site promotions
- Cold-calling and knocking on doors
- Inquiries from train riders
- Inquiries from other companies (e.g. The Truss, Co.)
- Cross-town Connector Route: Mailed out 2600 notices to residents for Posted signs at Sound Transit Parking Lot
- Cross-town Connector Route: Reader board signs on Valley Ave and at the station
- Cross-town Connector Route: PCTV Video promotion and social media + onsite promotion at community summit



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Survey Results

- Eight respondents
- 50/50 split on riders/non-riders
- 6 residents, 2 live elsewhere
- 6/8 work in Sumner
- Survey was sent to all user accounts (anyone who had signed up for the service)
- 76 people in total, 10.5% response rate

Survey Responses – What we learned

Things they liked:

- “It keeps me out of the rain/snow in winter, and out of the sun in the summer”
- “Have been riding regularly since January of 2023, and I have enjoyed the service and the drivers”
- Convenient
- Safe
- Less stressful than driving

Survey Responses – What we learned

Things that could be improved:

- Lower the cost
- More frequent service

What could Sumner do to improve transit service?

- Expand commuter shuttle service
- Establish a fixed route bus system (e.g. Pierce Transit)

Conclusions

- Doing a lot with a little, limited our impact
- Riders want and need more service frequency
- Commuter service needs more demand or “on-demand”
- Benefit was felt most by MIC employees
- Buy-in from employers is needed
- Shift worker schedules don’t always match Sounder Train timetables

Lessons Learned

- Pilot project set the ground work for interest by other MICs to solve the transit problem.
- Critical to have employers sold on this as a viable option for employees and sell/support it through HR when recruiting and onboarding new employees.
- Provides ridership data for future transit options.

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How did we do?

The Near-Term Objective:

- Make jobs in Sumner more accessible to shift workers while helping employers recruit and retain their workforce by eliminating the requirement of a candidate owning a vehicle.

The Long-Term Objectives:

- Encourage restoration of public transit in the City of Sumner by leveraging the pilot program's case study and data

- Offset SCC shuttle costs to local employers, handing off the service to them so the city can focus on traditional public transit.

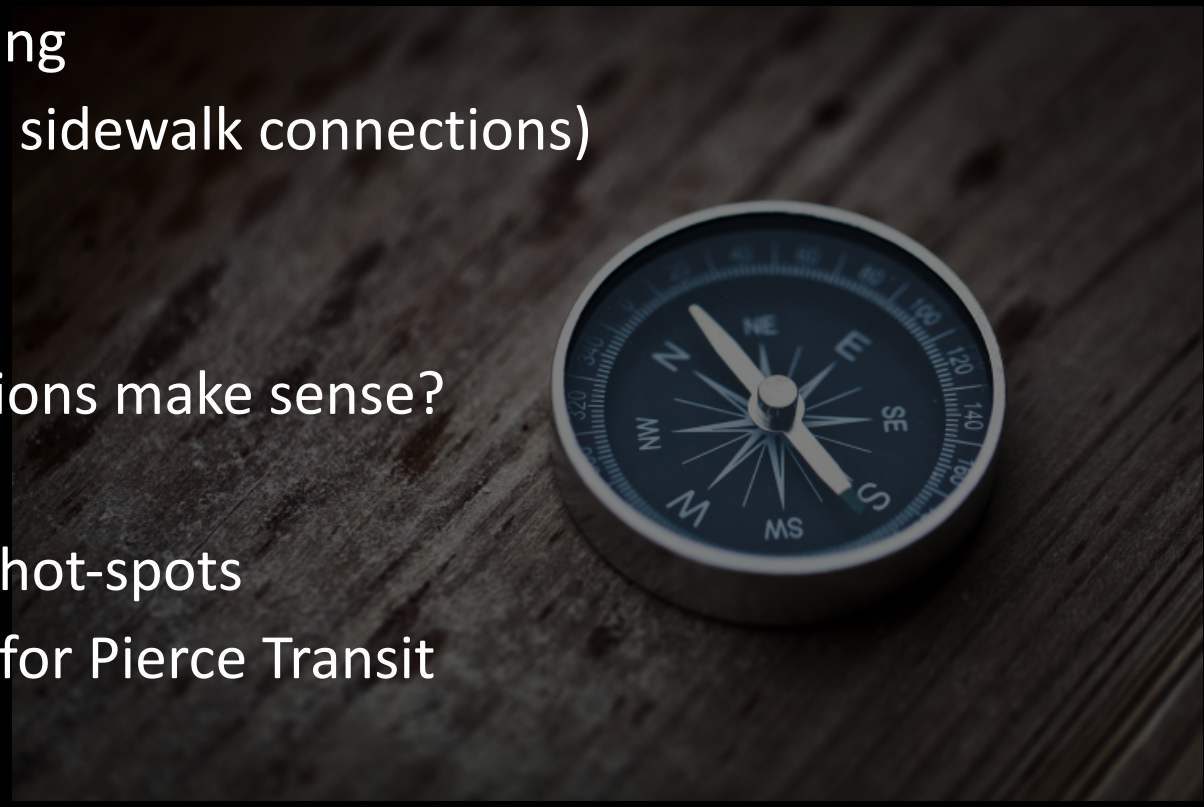
Future Focused Ideas

MIC

- Work with local employers to collaborate or sustain a first/last mile program
- Look to inter-city options from Sound Transit or Pierce Transit
- Encourage or subsidize e-bike and scooter leasing
- Invest in mobility infrastructure (bike lanes and sidewalk connections)

Sumner Residents

- Focus on citizens: what community shuttle options make sense?
- Weekend service and mid-day connections
- Understand parking pressures and community hot-spots
- Participate in the Long-range Planning process for Pierce Transit



Wrapping Up Project

- By November 1, 2024 (60 days) notify riders and participating employers that the service will stop December 31, 2024
- Transfer all data to the city for records keeping: ridership, on-time performance, route paths, etc
- Final, formal written report from BUSUP to City of Sumner in Q4
- Removal of promotional material/sign boards from Station and Sports Complex

STUDY SESSION
DATE: September 9, 2024
AGENDA BILL: 24-502

SUBJECT: 2025/2026 Biennial Budget Review **CATEGORY:** Presentation

BUDGET IMPACT:
Expenditure Required: None Within Budget Allocation: N/A

ATTACHMENTS:
1. 2025-26 Budget Overview

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:
On May 4, 2024, the Sumner City Council held a budget retreat for the 2025/2026 Biennial Budget. Since that retreat, staff has worked to develop departmental and fund budgets, and presented budget requests to the Mayor and City Administrator for review. This evening, staff will present a brief summary of the budget process to include a discussion on the Council's role in the budget process, General Fund revenues and financial forecasts, and the indirect cost allocation plan. Staff will wrap up this evening's presentation with a timeline of the budget presentation and adoption.

COUNCIL COMMITTEE/STUDY SESSION: City Council Study Session
MEETING/STUDY SESSION DATE: 9/9/2024
COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:
Informational only; no recommendation at this time.

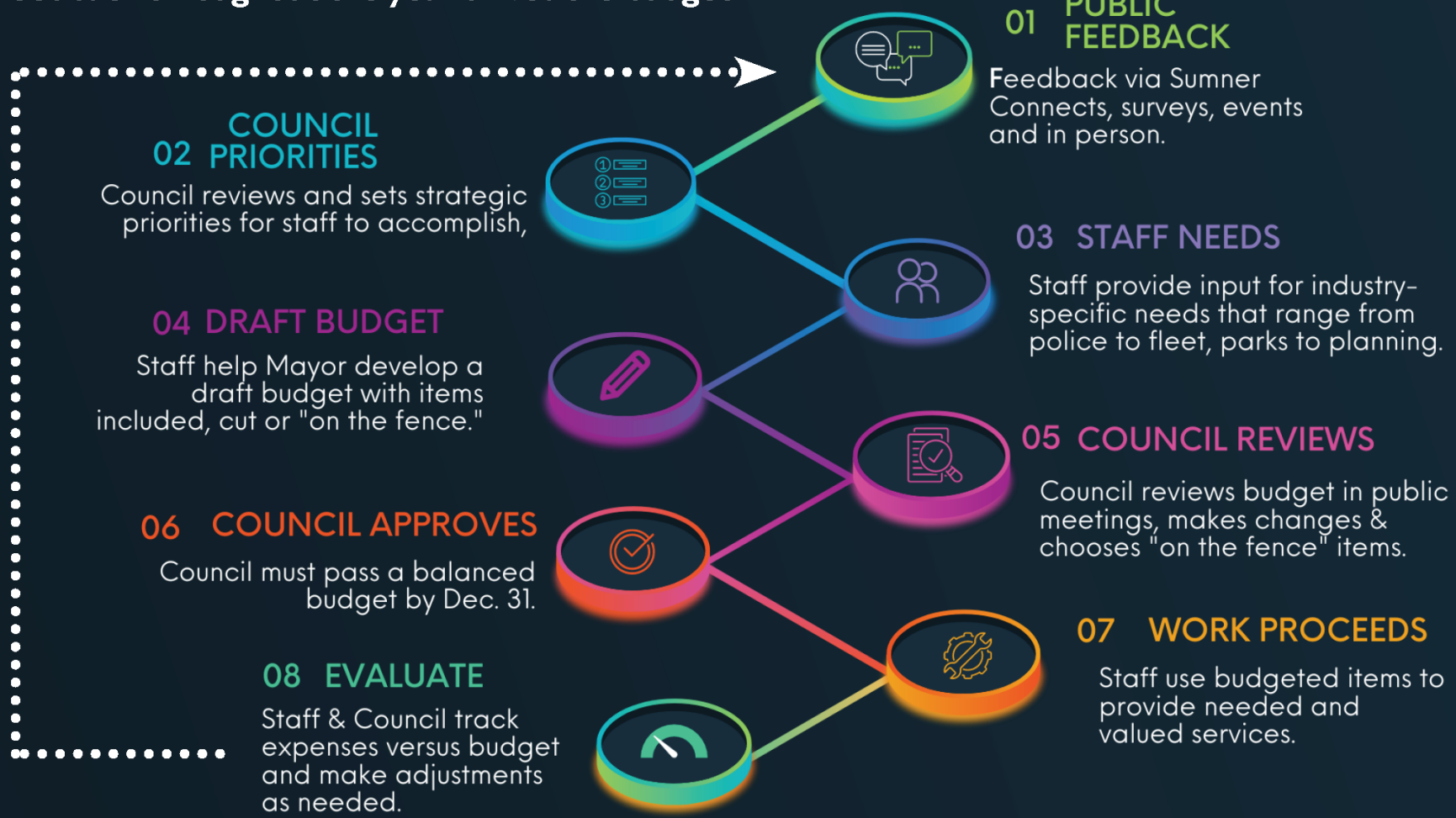
2025-26 BIENNIAL BUDGET OVERVIEW

City Council Study Session

September 9, 2024

BUDGET PROCESS

The budget drives everything we do, and your feedback throughout the year drives the budget.



01 PUBLIC FEEDBACK

Feedback via Sumner Connects, surveys, events and in person.

02 COUNCIL PRIORITIES

Council reviews and sets strategic priorities for staff to accomplish,

03 STAFF NEEDS

Staff provide input for industry-specific needs that range from police to fleet, parks to planning.

04 DRAFT BUDGET

Staff help Mayor develop a draft budget with items included, cut or "on the fence."

05 COUNCIL REVIEWS

Council reviews budget in public meetings, makes changes & chooses "on the fence" items.

06 COUNCIL APPROVES

Council must pass a balanced budget by Dec. 31.

07 WORK PROCEEDS

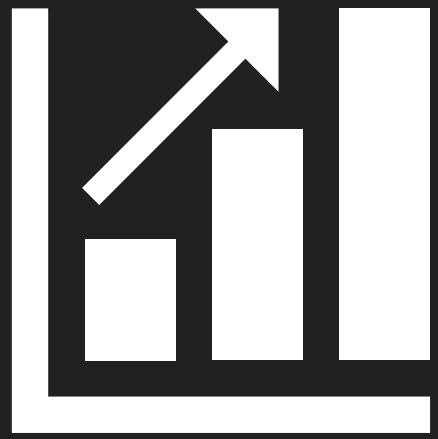
Staff use budgeted items to provide needed and valued services.

08 EVALUATE

Staff & Council track expenses versus budget and make adjustments as needed.

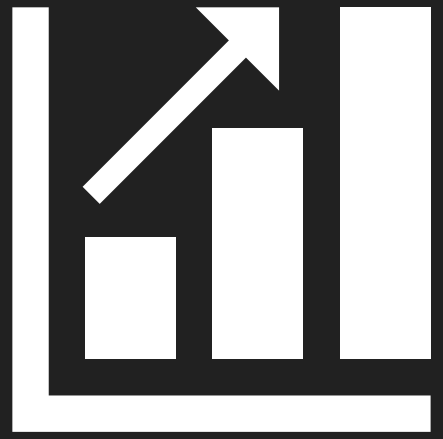
WITHIN OUR CONTROL

- Employee Mix (# of FTEs, seasonal, and consultant labor)
- Timing of non-grant funded capital projects/equipment
- New programs
- Limited options for new revenue



OUTSIDE OUR CONTROL

- Hyperinflation
- Labor Market
- Construction Costs
- Supply Chain Delays
- Growing expectation of what a city does
- Property Tax limitations



BUDGET SO FAR

Council Retreat – big picture, fiscal cliff, any further "efficiencies" actually change level of service.

Budget Survey – public generally happy, lean into positives.

Staff—balancing programmatic needs with resources, using efficiencies.

This proposed budget balances, but staff & mayor made tough choices.

THE FISCAL CLIFF

Revenue growth cannot keep up with expense increases

Property tax (21% of General Fund revenue) is arbitrarily capped to a 1% increase over last year's revenue.

Costs keep going up

- Inflation
- Gas prices
- Unfunded mandates

Nothing "easy" left to cut

MISSION

We provide needed and valued services that promote our sense of community.

CITY OF SUMNER WASHINGTON

VISION

We set the standard of excellence for a progressive small city.

CITY OF SUMNER WASHINGTON

EMPLOYEE VALUES

We are collaborative & professional.

We are innovative & visionary.

We are responsive & accountable.

We serve with respect & integrity.

CITY OF SUMNER WASHINGTON

COUNCIL STRATEGIC PRIORITIES

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Community Character

- Investment in parks & open space
- Balance the past with the future needs & desires of a changing community
- Vibrant events that celebrate arts, heritage & culture
- Policies and practices that support business growth
- Maintain welcoming small-town charm
- Long range planning that effectively manages growth

Public Safety

- Responsive & proactive policing
- Progressive, collaborative, & systemic social service solutions
- Emergency preparedness
- Partnership with community to address criminal activity
- Traffic engineering, education, & enforcement

Excellent Government

- Equitable distribution of resources
- Recruitment & retention of quality, diverse staff
- Focused on long-range financial stability
- Fiscally balanced mix of desired services
- Transparency in policy and actions
- Responsive to and engaged with the community
- Leverage partnerships for enhanced services

Protection of Natural Resources

- Protection and enhancement of Rivers, streams & fish habitat
- Clean & safe drinking water
- Effective stormwater management
- Environmentally conscience capital investments
- High quality wastewater management

Effective Transportation

- Investment in existing infrastructure to create capacity and efficiencies
- Focus on alternative transportation methods (bike, walking, transit etc.)
- Equitable distribution of infrastructure investments across all neighborhoods
- Preservation of existing assets
- Regionally aligned to mitigate "cut-through" traffic
- Leverage technology to create efficiencies

FUNDING THE PRIORITIES

Value of projects in plans/wishes

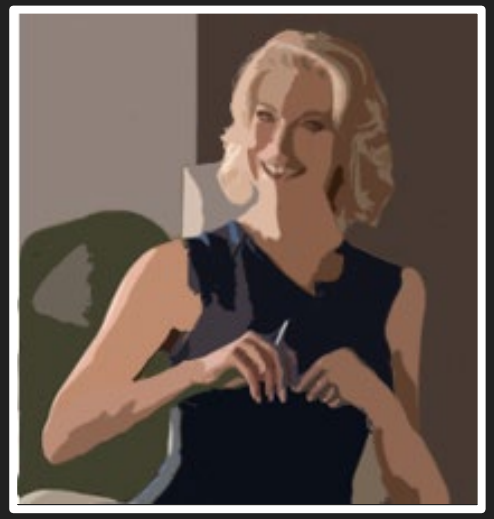
What we actually have.

Portion of budget that's discretionary.

BUDGET ROLES

EXPLAINED BY A POPULAR TV SHOW

FANS/PUBLIC
- Funders
- Audience being served
- Silent majority
- Lots of ideas, conflicting feedback



OWNERS/COUNCIL
- Policy decisions
- How to fund
- Rely on technical advice
- Big picture

COACHES/SENIOR STAFF
- Call the plays
- Make decisions on the field
- Lead staff
- Answer to ownership and public

PLAYERS/STAFF
- Execute
- Need resources to make split-second decisions
- Listens to coaches
- Most visible to fans

BUDGET SO FAR

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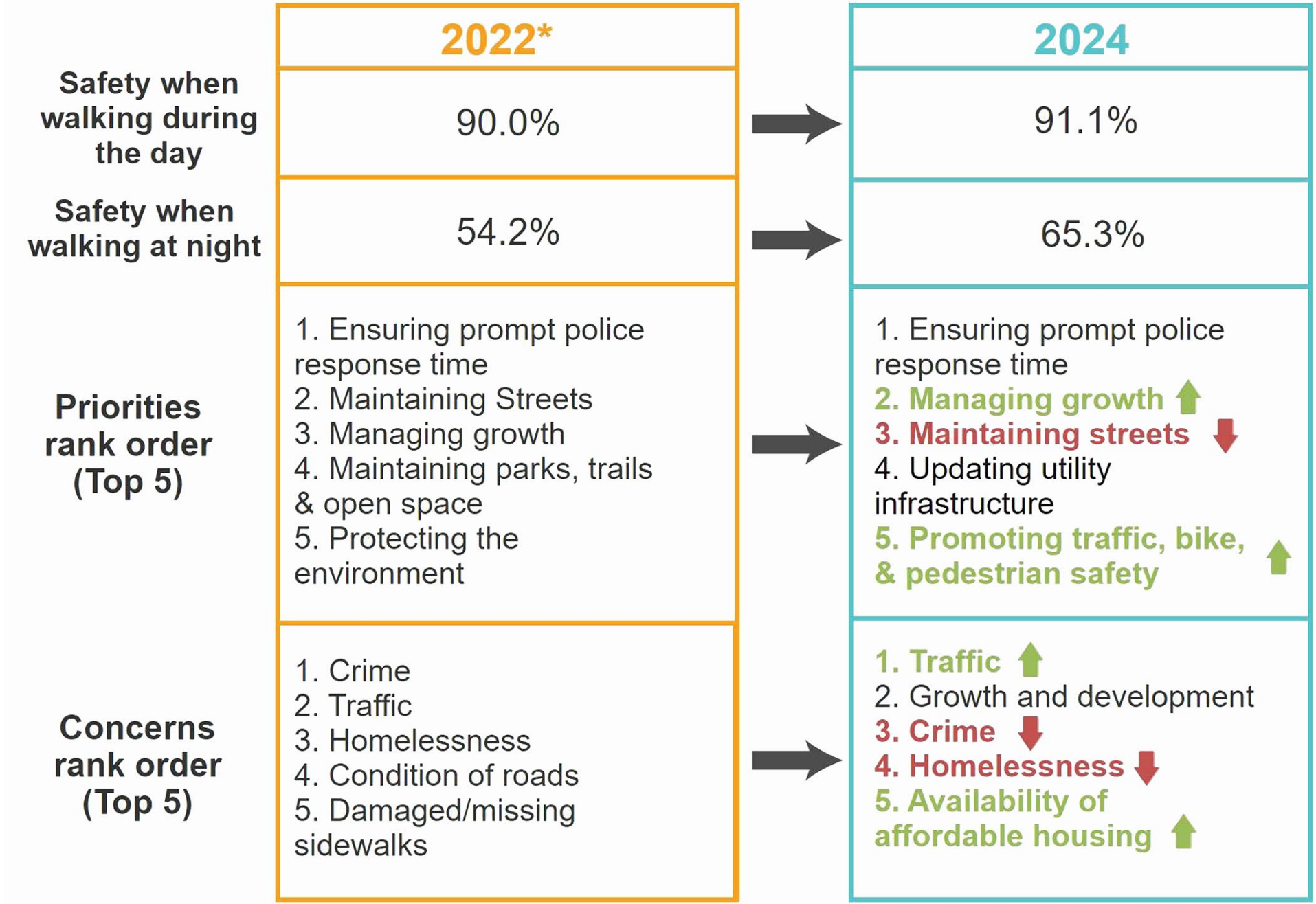
2022*
2024
Safety when walking during the day
90.0%
91.1%
Safety when walking at night
54.2%
65.3%
Priorities rank order (Top 5)
1. Ensuring prompt police response time
2. Maintaining Streets
3. Managing growth
4. Maintaining parks, trails & open space
5. Protecting the environment
1. Ensuring prompt police response time
2. Managing growth
3. Maintaining streets
4. Updating utility infrastructure
5. Promoting traffic, bike, & pedestrian safety
Concerns rank order (Top 5)
1. Crime
2. Traffic
3. Homelessness
4. Condition of roads
5. Damaged/missing sidewalks
1. Traffic
2. Growth and development
3. Crime
4. Homelessness
5. Availability of affordable housing

BUDGET SO FAR

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EXECUTIVE PROCESS

- Departments submitted their proposed budgets.
- Budget pages changed to connect to mission, goals from long-range plans.
- Better communicates mandates and factors out of our control = budget is much less discretion than people think.
- All requests evaluated for merit and cost against Council Strategic Priorities.
- Asks greatly exceeded anticipated revenues.

Net Result = Balanced Budget but with unmet needs

UNFUNDED MANDATES

- Electric vehicles required—not just purchases, but also infrastructure, maintenance, etc.
- Changes to leave laws
- Pretreatment program—full FTE plus impact to Finance, Communications, Development Services
- Report, report, report—i.e. Title VI to WSDOT, tourism to JLARC, annual audit, police
- Website accessibility
- Public notices still must go in a physical paper, if you can find one
- Climate Commitment Act—impact to City's PSE bills, gas bills

WHAT TO EXPECT

- Presentations will not cover everything in the printed budget
- Review major goals and expenditures & how those fulfill Council Strategic Priorities
- Highlight unfunded mandates
- Highlight ongoing costs vs. one-time asks
- Review equipment & capital costs
- Identify any personnel changes
- Overview of requests not funded in this budget, including items Council may want to consider

TRACKING PROGRESS

CITY OF SUMNER WASHINGTON

CITY FACILITIES

2023-2024 Accomplishments

2025-2026 Goals

SENIOR CENTER		
Paint		Funded, prep in 2023, completion in 2024
ADA Upgrades		Restroom done, counter unfunded
Worn fixtures		CDBG grant submitted for dividers, flooring
Aux power		No funding, lack limits emergency use of facility
CEMETERY		
Potable water to offices		Prioritized, looking for funding
Operations facility		Construction starting '25
METRO SHELTER (OWNED BY CITY OF PUYALLUP)		
Capacity issues (long-term)		Puyallup (partner) politically hesitant to talk big picture
CITY HALL		
Upgrade security cameras		Funded, underway in '24
Replace windows & paint trim		
Long-term HVAC needs		No identified funding, building reserves?
Parking lots over capacity		No identified solution, funding
Building exceeds capacity		No identified solutions, funding
WASTEWATER TREATMENT FACILITY		
Increased fencing, security		Funded, underway in '24
Replace dryer		Plan to issue debt, proceed in '24
Fix or close RV dump		Closing April 30th
Capacity for staff, tech needs		No identified solutions, funding
WHITE RIVER/GOLF COURSE		
DMI Site Demo		Demolition complete
Relocate decant facility		Under construction, completion in '25
Relocate PD impound/parks		Move to current cemetery Operations once new bldg completed
Sale of golf course		Done!
OPERATIONS FACILITY		

NEEDED & VALUED SERVICES – BY THE NUMBERS

	2022	2023		NOTES
POLICE				
Calls for Service	14,752	14,531	↓	People still calling, slightly lower volume
Vehicle stops	1,104	1,686	↑	Increase helps reduce collisions/bad result
Parking infractions	504	350	↓	Affected by legal changes/staffing
Arrests	125	166	↑	Included larger cases
Traffic collisions	226	220	↓	Lower number is positive
METRO ANIMAL SERVICES				
Human visitors to shelter	5,124	6,269	↑	
Pets adopted	334	403	↑	
Lost pets returned	156	187	↑	
Volunteer hours	5,822	5,929	↑	
Calls for service	1,202	1,587	↑	
DEVELOPMENT SERVICES				
Building permits issued	128	95	↓	Trend is for fewer permits and smaller projects
Value of projects (millions)	$64.5	$27.8	↓	
Commercial Improvements (sq ft)	1,126,673	337,511	↓	
New Commercial (sq ft)	337,022	96,364	↓	
Ave Permit – single family home	32 days	16 days	↓	While faster turnaround is good, it is directly tied to fewer permits being processed at the same time.
Ave Permit—new commercial	107 days	44.5 days	↓	
Ave Permit—commercial improvements	45 days	28 days	↓	
LEGAL				
Public Records Requests Filled	871	886	↑	
Staff hours to fill requests				
Cases in court	841	1075	↑	Directly connected to increase in arrests.
Number of claims against the city				
Percentage of claims settled				
Amount paid for claims				
HUMAN RESOURCES				

NEXT STEPS

TIMELINE—SEPTEMBER

Sept 9

Study Session

- Council's Role/Process Review
- Financial Forecast
- General Fund Revenues
- Indirect Cost Allocation

Sept 16

Special Study Session

- Legislative
- Executive
- Finance
- Legal
- Court
- Human Resources
- Development Services
- Police/Drug Fund

Sept. 18

Special Study Session

- Street Operating
- Sidewalks
- Street Capital
- Water
- Sewer
- Wastewater Treatment Facility
- Storm
- Capital

Sept. 23

Study Session

- Cemetery
- Fleet
- Metro Animal Services
- Community Development
- Senior Center
- Community Services

Sept. 30

Special Study Session

- Information Tech
- Parks
- Parks Capital
- Facilities
- Facilities Capital

TIMELINE—OCTOBER

Study Session

- Property Tax
- Misc. Funds
- REET
- Debt Service
- ARPA
- Building Reserves

Oct. 14

Regular Meeting

- 2025 Ad Valorem Property Tax Public Hearing

Oct. 21

Special Study Session

- Utility rates/changes
- Budget review—unfunded items
- Financial forecast revenue discussion

Oct. 21

TIMELINE—NOVEMBER

Regular Council Meeting

- Resolution: 2025 Ad Valorem Property Tax
- Utility Rates
- Utility Tax Rates

Nov 4

Regular Council Meeting

- Public Hearing: 2025-2026 Biennial Budget

Nov. 18

Special Study Session

- Budget Wrap-up
- Final Budget Amendment

Nov. 18

Cancelled

- Happy Thanksgiving!

Nov. 25

TIMELINE—DECEMBER

Regular Council Meeting

- Public Hearing: 2025-2026 Biennial Budget

December 2

Special Council Meeting

- Ordinance: 2025-2026 Biennial Budget adoption

December 9

FINANCIAL FORECAST

General Fund

GENERAL FUND REVENUES

2025/2026 - $44.1M

Sales Tax

- Increasing the diversification lessens reliance on the top remitters
- Largest General Fund revenue source, but most volatile

Property Tax

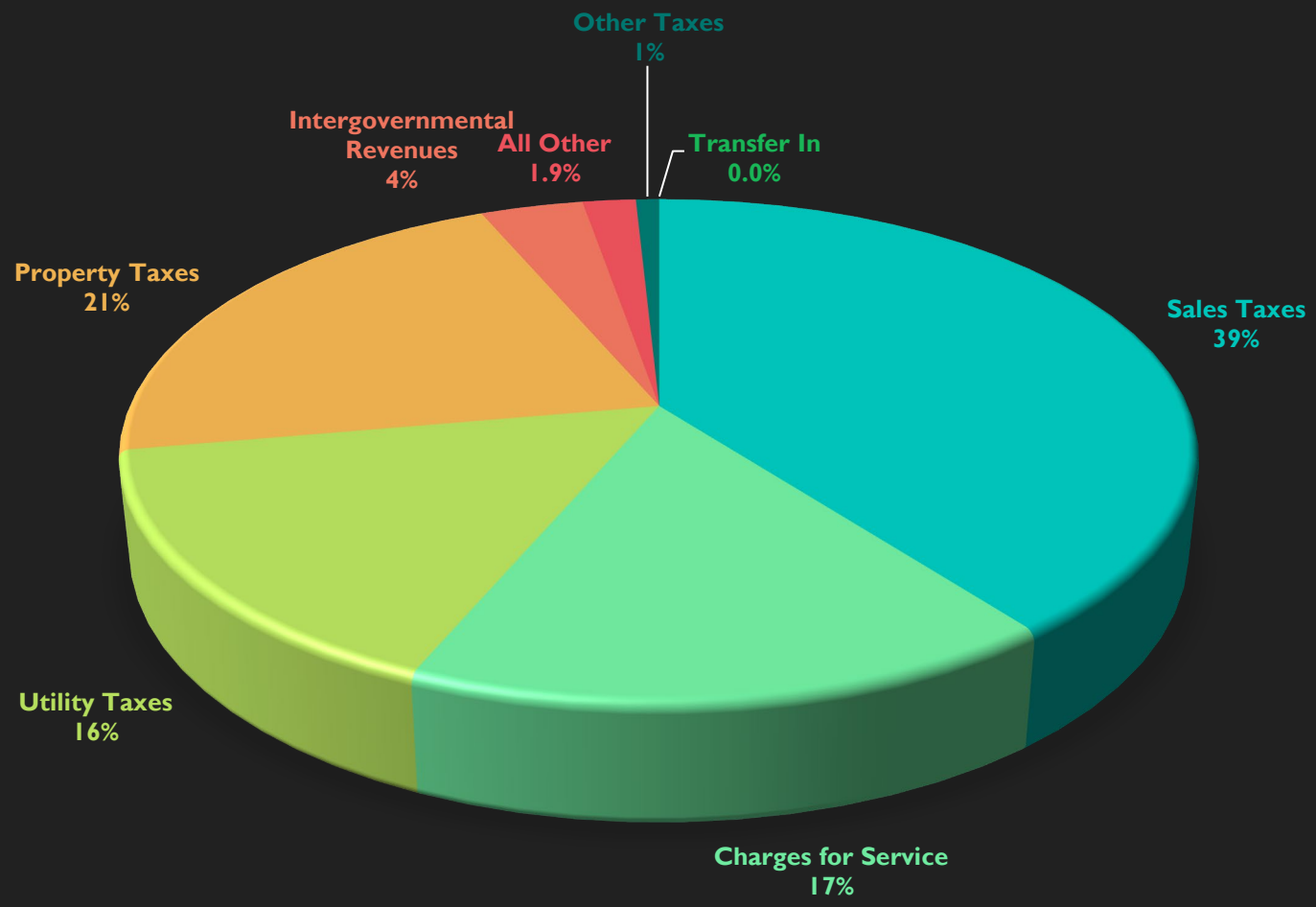
- Limited by 1% increase; doesn't keep up with inflation
- Assessed valuation of MIC and residential properties is roughly equal
- Residents and special purpose districts benefit from the overall revenue stream

Charges for Service

- Includes development related revenues
- Dependent on development activity

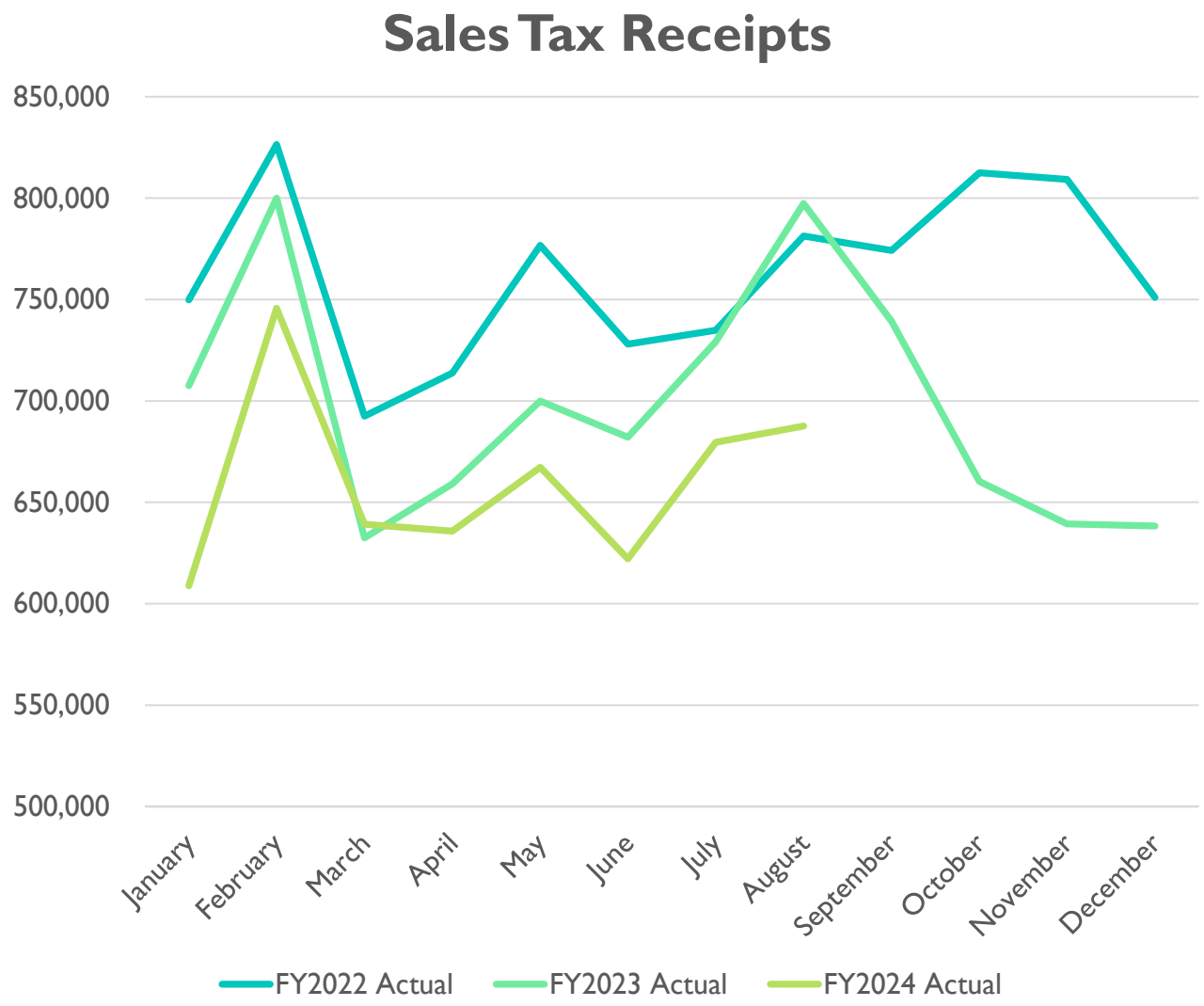
Utility Taxes

- Electric, gas, water, sewer, stormwater, telephone
- Generally limited by statutory limits



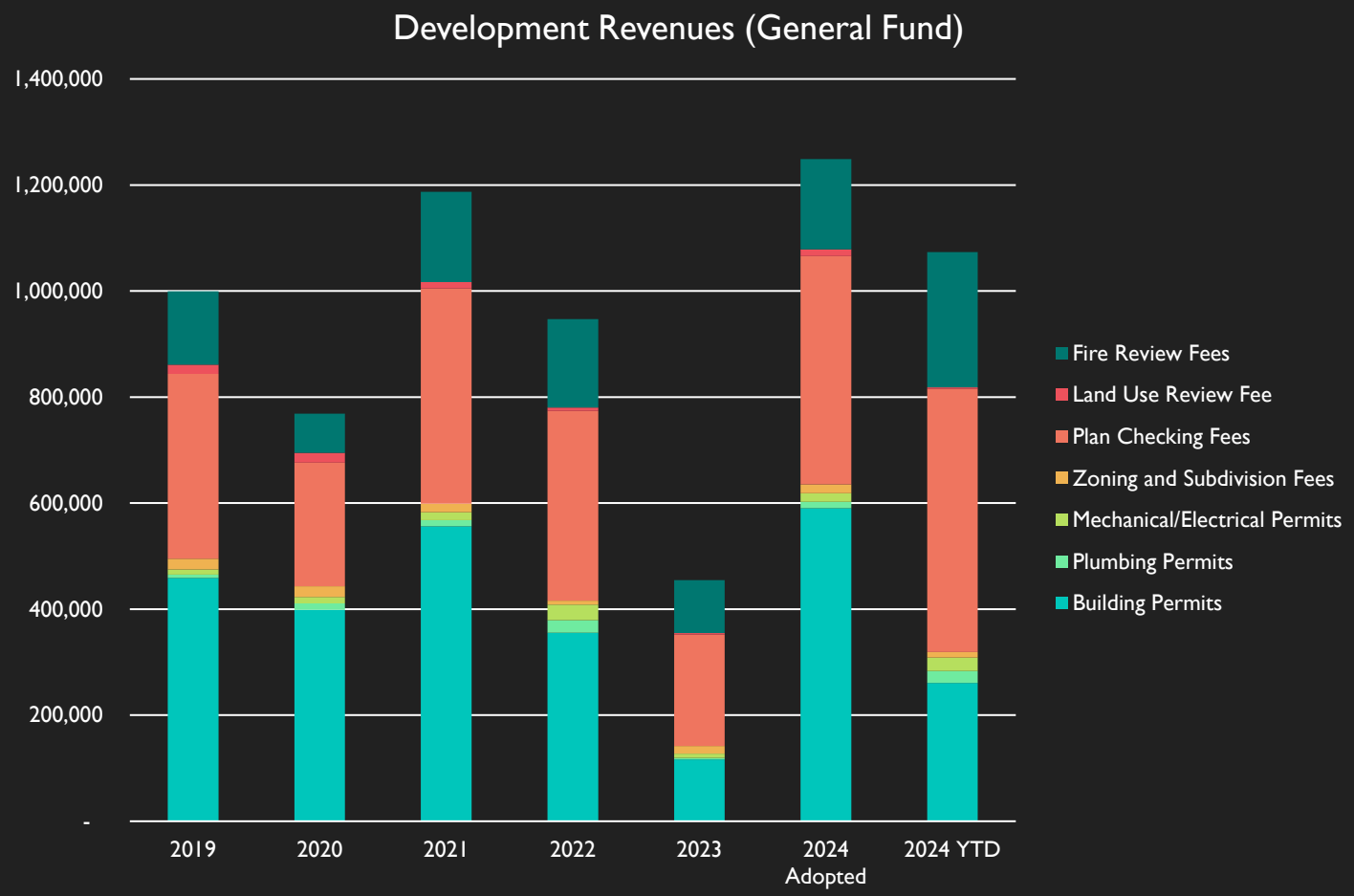
SALES TAX

- Detailed report shared monthly with the Finance & Personnel Committee
- 2-month lag between activity and receipts
- Non-Construction Related Sales Tax
  - Flattening from 2019 – 2023
  - January – August Receipts roughly flat compared to 2023 and down 2% compared to 2022
- Construction Related Sales Tax
  - Down 40% from 2023 (January – August receipts)
  - Current interest rate environment delaying planned projects
    - Impacts both development revenues and sales tax receipts



Development fees

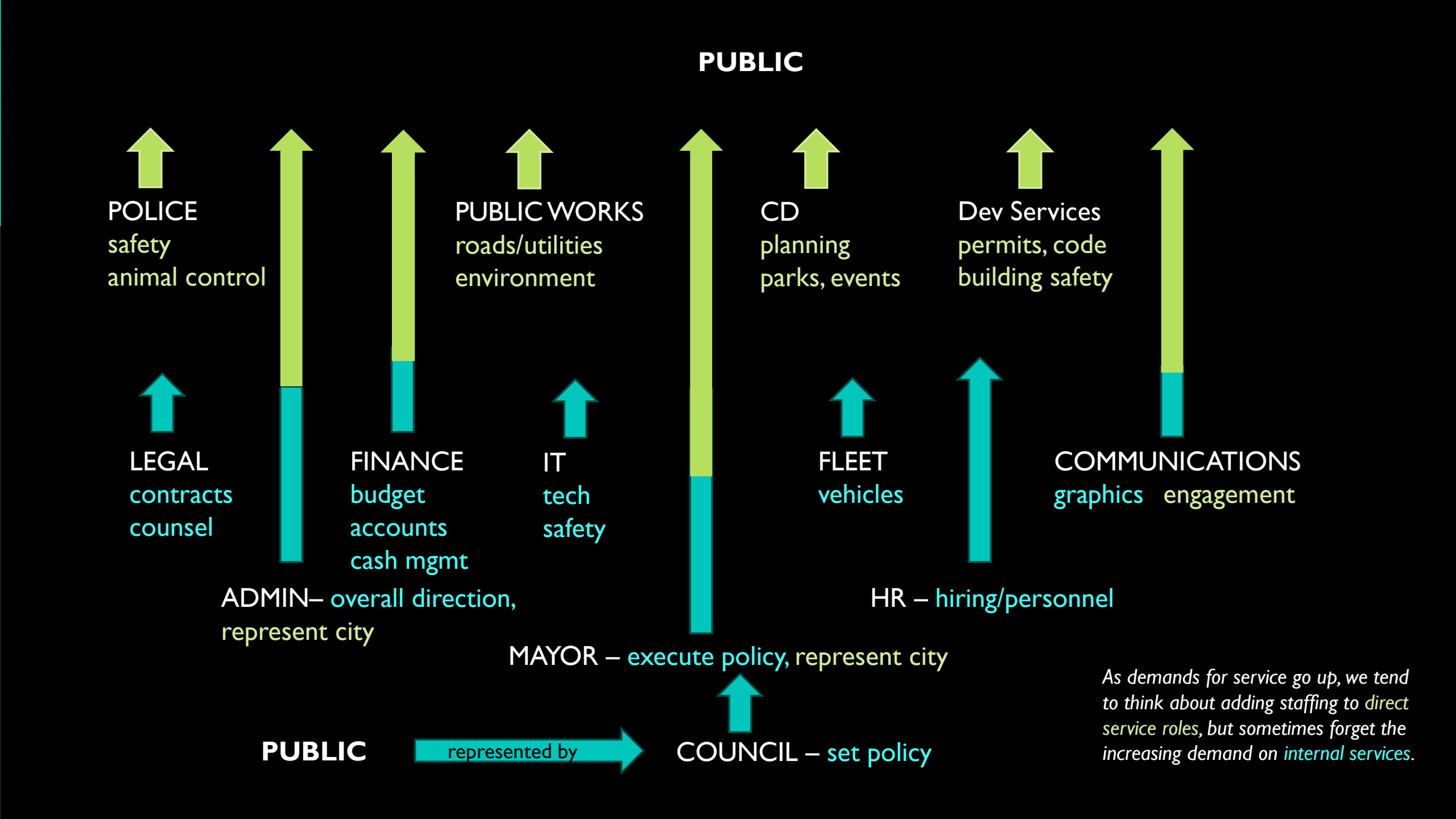
- 2023 fees significantly below forecasts due to high interest rates
- Development Review Fees are just beginning to approach 2023/2024 forecasts, but will likely NOT makeup for 2023 lows.
- As the interest rate environment moderates, we anticipate seeing stalled projects resume



Indirect Cost Allocation Plan (ICAP)

- Allocates administrative costs (Legislative, Executive, Finance, Legal, HR, etc.) to user departments
- Allocation plan is required by SAO
- Model was developed in 2012, updated in 2018, and just updated in 2024
- FCSG provided consultant services to update rate model
- Assessment calculated for all funds

Fund	2023 Assessment	2024 Assessment
Water Fund	$304,967	$724,480
Sewer Fund	$541,786	$1,018,092
Stormwater Fund	$305,866	$816,733
Revenue to General Fund	$1,152,619	$2,559,305


PUBLIC
POLICE
safety
animal control
PUBLIC WORKS
roads/utilities
environment
CD
planning
parks, events
Dev Services
permits, code
building safety
LEGAL
contracts
counsel
FINANCE
budget
accounts
cash mgmt
IT
tech
safety
FLEET
vehicles
COMMUNICATIONS
graphics
engagement
ADMIN– overall direction, represent city
HR – hiring/personnel
MAYOR – execute policy, represent city
PUBLIC
represented by
COUNCIL – set policy
As demands for service go up, we tend to think about adding staffing to direct service roles, but sometimes forget the increasing demand on internal services.

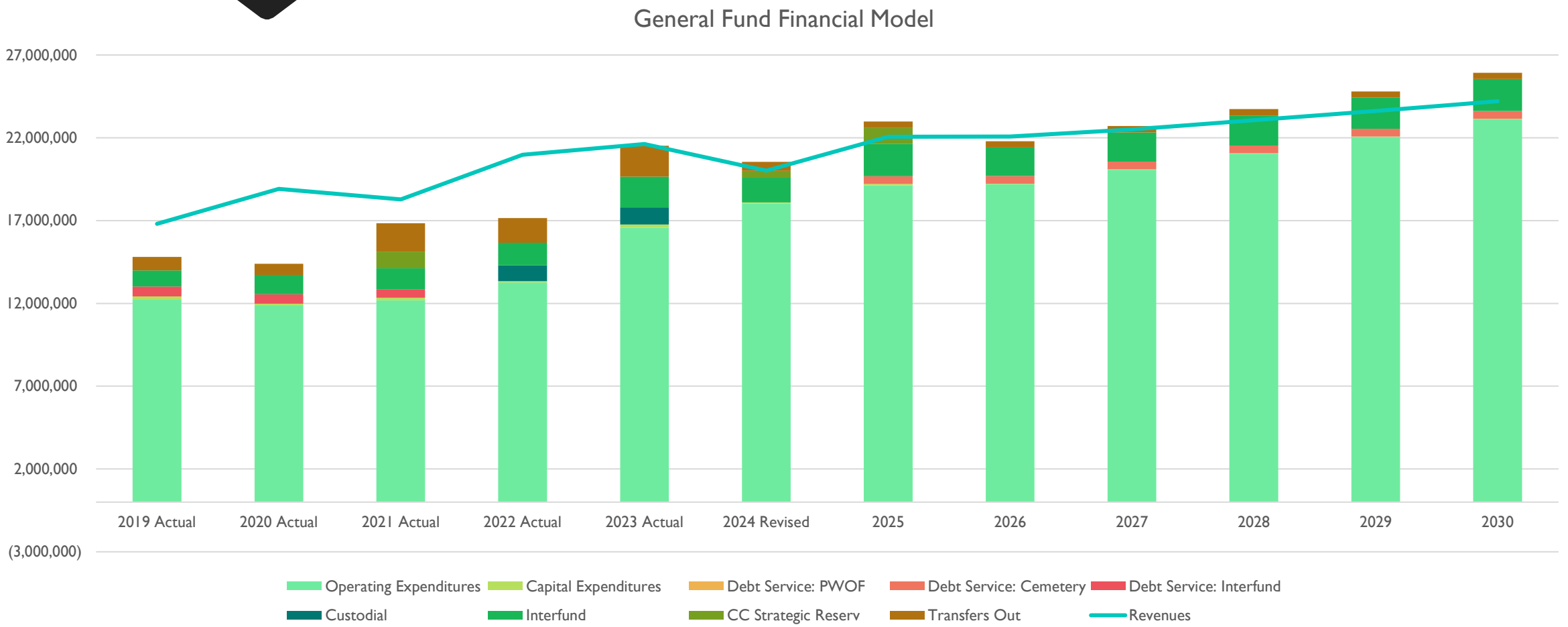
23-24 BIENNIAL BUDGET

- 2023/2024 Use of Fund Balance
  - Likely to dip into fund balance <$200K
  - Limited scope; could change between now and December 31st
- 2025/2026 Revenues
  - Budgeted conservatively
  - Anticipate slight rebound in both development and sales tax revenues as interest rates lower
  - Will monitor in 2025 and adjust service levels if necessary

General Fund FINANCIAL FORECAST

CITY OF SUMNER General Fund Forecast	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Revised 2024	Proposed 2025	 2026	Forecast 2027	 2028	 2029	 2030
Beginning Fund Balance	$ 3,710,741	$ 5,711,266	$ 10,223,961	$ 11,657,460	$ 15,475,430	$ 15,581,251	$ 15,047,458	$ 14,136,820	$ 14,421,149	$ 14,217,974	$ 13,545,643	$ 12,368,128
Revenue	16,803,558	18,907,894	18,278,767	20,973,088	21,622,853	20,009,287	22,065,722	22,074,579	22,503,766	23,055,350	23,622,609	24,206,002
Expenditures	14,803,033	14,395,199	15,845,268	17,155,118	21,517,032	20,129,079	22,005,861	21,790,249	22,706,942	23,727,681	24,800,124	25,927,074
Operating Excess (Deficiency)	2,000,525	4,512,695	2,433,499	3,817,970	105,821	(119,792)	59,861	284,330	(203,175)	(672,331)	(1,177,515)	(1,721,071)
Allocate City Council Reserve	-	-	1,000,000	-	-	414,000	970,500	-	-	-	-	-
Ending Fund Balance	5,711,266	10,223,961	11,657,460	15,475,430	15,581,251	15,047,458	14,136,820	14,421,149	14,217,974	13,545,643	12,368,128	10,647,056
Required Reserves (8% of Operating Expenses)	1,184,243	1,151,616	1,267,621	1,372,409	1,721,363	1,610,326	1,760,469	1,743,220	1,816,555	1,898,214	1,984,010	2,074,166
Property Tax Reserve - Council	704,381	1,054,381	404,381	754,381	1,104,381	1,040,381	419,881	769,881	1,119,881	1,469,881	1,819,881	2,169,881
Unreserved Fund Balance	$ 3,822,643	$ 8,017,964	$ 9,985,458	$ 13,348,639	$ 12,755,507	$ 12,396,751	$ 11,956,470	$ 11,908,048	$ 11,281,538	$ 10,177,548	$ 8,564,237	$ 6,403,010

FINANCIAL FORECAST



COUNCIL STRATEGIC RESERVE

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	Sources	Uses	Description
2018	354,381		Property Tax
2019	350,000		Property Tax
2020	350,000		Property Tax
2021	350,000		Property Tax
2021		(1,000,000)	Woonerf Project
2022	350,000		Property Tax
2023	350,000		Property Tax
2024	350,000		Property Tax
2024		(300,000)	Heritage Park
2024		(114,000)	Washington Street
2025	350,000		Property Tax
2025		(970,500)	Washington Street
Balance at 12/31/2024		1,040,381	
Balance at 12/31/2025		419,881	

UPCOMING MEETINGS

Special Study Session

- Legislative
- Executive
- Finance
- Legal
- Court
- Human Resources
- Development Services
- Police/Drug Fund

Sept 16

Special Study Session

- Street Operating
- Sidewalks
- Street Capital
- Water
- Sewer
- Wastewater Treatment Facility
- Storm
- Capital

Sept. 18

Study Session

- Cemetery
- Fleet
- Metro Animal Services
- Community Development
- Senior Center
- Community Services

Sept. 23

Special Study Session

- Parks
- Information Tech
- Parks Capital
- Facilities
- Facilities Capital

Sept. 30

CITY COUNCIL AGENDA CALENDAR Updated September 4, 2024

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

9/12	All-Staff @ Senior Center
10/22	Fall Open House
12/10	EE Breakfast

SEPTEMBER 16 (RCM / SSS)

Invocation – Kyle Rogers (Gospel Life Church)

CA Professional Service Contract Amendment – Sound Inspections
CA Main & Wood Intersection Improvements - Consultant Agreement Supplement
CA Resolution 1699: EV Charging Commerce - Grant Acceptance
CA Resolution 1673: Float Barn Grant Acceptance
CA White River Restoration Phase 1 (CIP 14-10) - Change Order 1
UB Ordinance No. 2894 – Amending SMC 5.08 - Utilities
NB Stewart Road Bridge – PSE Easement Acquisition

SEPTEMBER 16 (SSS @ 6:15pm)

BUDGET

Legislative
Executive
Finance
Legal
Court
HR
DS
PD/Drug

SEPTEMBER 18 (SSS 12-5PM)

BUDGET

Streets Operations
Sidewalks
Streets Capital
Water
Sewer
WWTF
Storm
Capital

SEPTEMBER 23 (SS)

BUDGET

Cemetery
Fleet
MAS
CD
Senior Center
Community Services

SEPTEMBER 30 (SSS)

BUDGET
IT
Parks
Parks Capital
Facilities
Facilities Capital

OCTOBER 7 (RCM)

Invocation – Steve Starr (retired)

P SBLSD School District Update

OCTOBER 14 (SS)

BUDGET
Property Tax
Misc Funds
REET
Debt Service
ARPA
Building Reserves

OCTOBER 16 Wednesday (SSS @ 2PM)

COMP PLAN
- Elements 1-7

OCTOBER 21 (RCM)

PH Property Tax Ad Valorem
CA Stewart Road Bridge Contract Award
CA Stewart Road Bridge - Construction Management Consultant Agreement
CA Washington Street Reconstruction- Design Consultant Agreement
CA West Valley Highway Sidewalks - Design Consultant Agreement

OCTOBER 21 (SSS @ 6:15PM)

Utility Rates/Changes
Budget Review (Unfunded items)
Financial Forecast Revenue Discussion

OCTOBER 23 WEDNESDAY (SSS @ 6:00pm)
- Council Appointment Interviews

OCTOBER 28 (SS)

COMP PLAN
Housing
Land Use
Environmental
Hist/Cultural
Critical Areas

NOVEMBER 4 (RCM)

UB Property Tax Ad Valorem Adoption
NB Utility Rates
NB Utility Tax Rate
NB Ordinance No. XXXX - Zoning Code Amendment for Essential Public Facilities
NB Ordinance No. XXXX – Zoning Code Amendment – BESS
NB Council Appointment

NOVEMBER 4 (SSS @ 6:15PM)

2025 Legislative Priorities

NOVEMBER 12 SS

COMP Plan
Transportation
Capital Facilities

NOVEMBER 18 (RCM)

PH Budget
P Council Swearing In
NB 2025 Legislative Priorities

NOVEMBER 18 (SSS @ 6:15PM)

Budget Wrap-up
Final Budget Amendment

NOVEMBER 25 (RCM – CANCELLED)

DECEMBER 2 (RCM)

PH Budget (Final)
PH Comp Plan
PH Final Budget Amendment
PH Library Development Agreement
NB 25 Comp Schedule
NB Personnel Policy Code Chage

DECEMBER 9 (SCM)

NB Operations Facility Contract
UB Budget Adoption
UB Final Budget Amendment
UB Library Development Agreement

DECEMBER 9 (SS @ 6:10PM))

- Comp Plan Review Questions/Wrap Up

JANUARY 6, 2025 (RCM)

UB Comp Plan Adoption

Pending

MISC.	MISC.	MISC.
Short Term Rentals	Ordinance – Refuse Collection (Code Enforcement)	Resolution No. 1673 - Commerce Grant Acceptance Cemetery Facility
CA State Homeland Security Program Grant Acceptance for Small Unmanned Aerial System	Public Memorial Policy	
Ordinance Insurance Requirements	Ordinance 2895 - Amending SMC Pretreatment Regulations, Chapter 13.18	
Sign Code Update (off premise)		
	School Impact Fee Update	

BUDGET

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.	November 1, 2024 November 15, 2024	

SEPTEMBER 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7
RECOGNIZED HOLIDAY *City Hall Closed*	4:00PM (Hybrid) **Public Works Committee** 6:00PM (Hybrid) **Regular Council Meeting** 6:15PM (Hybrid) **Special Study Session**		6:00PM **Planning Commission** (Hybrid)		
9	10	11	12	13	14
6:00PM **Study Session** (Hybrid)		~~6:00PM~~ **CANCELLED** ~~**Design Commission**~~	4:00PM **Finance Committee** (Hybrid) 4:30PM **Forestry/Parks Commission** (Hybrid)		
16	17	18	19	20	21
6:00PM **Regular Council Meeting** (Hybrid) 6:15PM **Special Study Session** (Hybrid)		12-5PM **Special Study Session** (Hybrid) ~~4:00PM~~ **CANCELLED** ~~**Public Safety Committee**~~	6:00PM **Planning Commission** (Hybrid)		
23	24	25	26	27	28
6:00PM **Study Session** (Hybrid)		4:00PM **CD Committee** (Hybrid)	6:00PM **Cultural Arts Commission** (Hybrid)		
30					
6:00PM **Special 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 accommodation, please contact City Hall at (253) 299-5500, 24 hours in advance.*

Name: Michelle Converse, CMC, City Clerk

City of Sumner
1104 Maple Street | Sumner, Washington 98390 | 253-863-8300
Website: **www.sumnerwa.gov**