SPECIAL STUDY SESSION
City Hall – 1104 Maple Street
September 30, 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

SPECIAL STUDY SESSION BUSINESS

1. 2025/2026 Budget Review

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 30, 2024
AGENDA BILL: 24-525

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

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

ATTACHMENTS:
1. Presentation- Departments

STAFF CONTACT: Jason Wilson, City Administrator, Jeff Steffens, Administrative Services Director, Kassandra Raymond, Chief Financial Officer

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SUMMARY BACKGROUND:
Staff will continue department presentations for the 2025/2026 Biennial Budget. This evening's presentations will cover:
Fund 551 Information Technology
Fund 001 Parks Operations
Fund 310 Parks Capital
Fund 001 Facilities Operations
Fund 325 Facilities Capital

COUNCIL COMMITTEE/STUDY SESSION: **Study Session 09/30/2024**
MEETING/STUDY SESSION DATE: 9/30/2024
COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:
Informational only; no City Council action required at this time.

Departmental Presentations
General and Other Funds

2025-2026 BIENNIAL BUDGET

September 30, 2024

PROCESS REMINDER

CITY OF SUMNER WASHINGTON

- DEPARTMENT PROPOSES BUDGET ITEMS
- EXEC/MAYOR BUILD BUDGET
- COUNCIL /PUBLIC REVIEW, PROPOSE CHANGES
- COUNCIL PASSES BUDGET

WHERE WE ARE

Tonight's Agenda

CITY OF SUMNER WASHINGTON

Other Funds

- Information Technology
- Parks
  - General Fund Parks Operations
  - Parks Capital Fund (310)
- Facilities
  - General Fund Facilities Operations
  - Facilities Capital Fund (325)
  - Public Works Operations Facility

What we will cover

Departmental Overview

- Main Functions
- Mandates
- Budget Impacts
- Fulfilling Goals
- Council Priorities

Program (Financial) Overview

- Significant Ongoing Items
- One-Time Items

If Applicable

- Difficult Choices
- Staffing Changes
- Items for Future Consideration

What we will not cover

- Every item that is included in the budget
- The preliminary budget includes a "rolled up" version of each department's budget that identifies expenditures at the following levels:
  - Salaries
  - Benefits
  - Supplies
  - Services & Charges
  - Interfund transfers
  - Authorized FTEs

☑ Full line-item details are available upon request

Information Technology (Fund 551)

2025-2026 BIENNIAL BUDGET

MAIN FUNCTIONS

FUND 551 INFORMATION TECHNOLOGY

- Maintain technology infrastructure to provide reliable service to critical functions
- Lead cybersecurity efforts to protect and safeguard City assets and staff
- Help staff stay up to date on new systems and changes to maximize City resources
- Provide the public safe and reliable access to customer-facing technology and information

MANDATES

FUND 551 INFORMATION TECHNOLOGY

What	By Who?	Funded?
Public meetings must offer a streaming option	State	No (some early improvements were funded by ARPA funds)
ADA laws require descriptive audio, not just closed captioning, for video	Federal	No

BUDGET IMPACTS

FUND 551 INFORMATION TECHNOLOGY

- The need for cybersecurity and the risks of an attack interrupting critical services are increasing exponentially. Sumner is leading cities in planning ahead to reduce risk, but that takes time and resources.
- Normal, day-to-day operations across the city require technology in some form. For example, Public Works Shops field staff review maps on their phone instead of paper.
- Software evaluation, implementation, support, and upgrades are taking increasing time.

COUNCIL PRIORITIES

FUND 551 INFORMATION TECHNOLOGY

- EFFECTIVE TRANSPORTATION: Leverage technology to create efficiencies
- PUBLIC SAFETY: Emergency preparedness
- PUBLIC SAFETY: Traffic Engineering, Education and Enforcement
- EXCELLENT GOVERNMENT: Transparency in policy and actions

PROGRAM OVERVIEW

FUND 551 INFORMATION TECHNOLOGY

CITY OF SUMNER WASHINGTON

ONGOING	ONE-TIME
Computer Replacements - $213,100	Watershed Security Phase 1 - $200,000
Software - $425,761 • Microsoft 365 - $146,000 • Wonderware (SCADA) - $39,250 • WIMS (WWTF) - $21,400	ADA Compliance - $50,000
Cybersecurity - $179,530	Metro Animal Shelter CCTV - $35,000
Software as a Service (SaaS) - $942,258 • NeoGov Suite - $83,342 • Next Request - $20,000 • Bang the Table - $24,000 • Tyler Technologies - $402,400 • Asset Essentials - $51,550 • Cellebrite - $36,660	

HIDDEN IMPACTS

FUND 551 INFORMATION TECHNOLOGY

CITY OF SUMNER WASHINGTON

- 167 active users
- 150 workstations
- 112 mobile devices
- 120 network items (servers, switches, wireless access points)
- 340+ software programs and applications to manage
- 82 CCTV cameras installed (and increasing)
- 2,775 service tickets (2023-2024 YTD)
- 10,101 security updates installed
- 3 employees

DIFFICULT CHOICES

FUND 551 INFORMATION TECHNOLOGY

ITEM	ASKED	EXEC	COST CENTER
Intern (2025)	$26,600	$26,600	ICAP
City Hall Access Control	$125,000	$0	City Hall Employees (ICAP)
Parks CCTV	$74,575	$0	Parks / General Fund
Cemetery Mausoleum CCTV	$24,295	$0	Cemetery / General Fund

Parks Operations (General Fund)

2025-2026 BIENNIAL BUDGET

MAIN FUNCTIONS

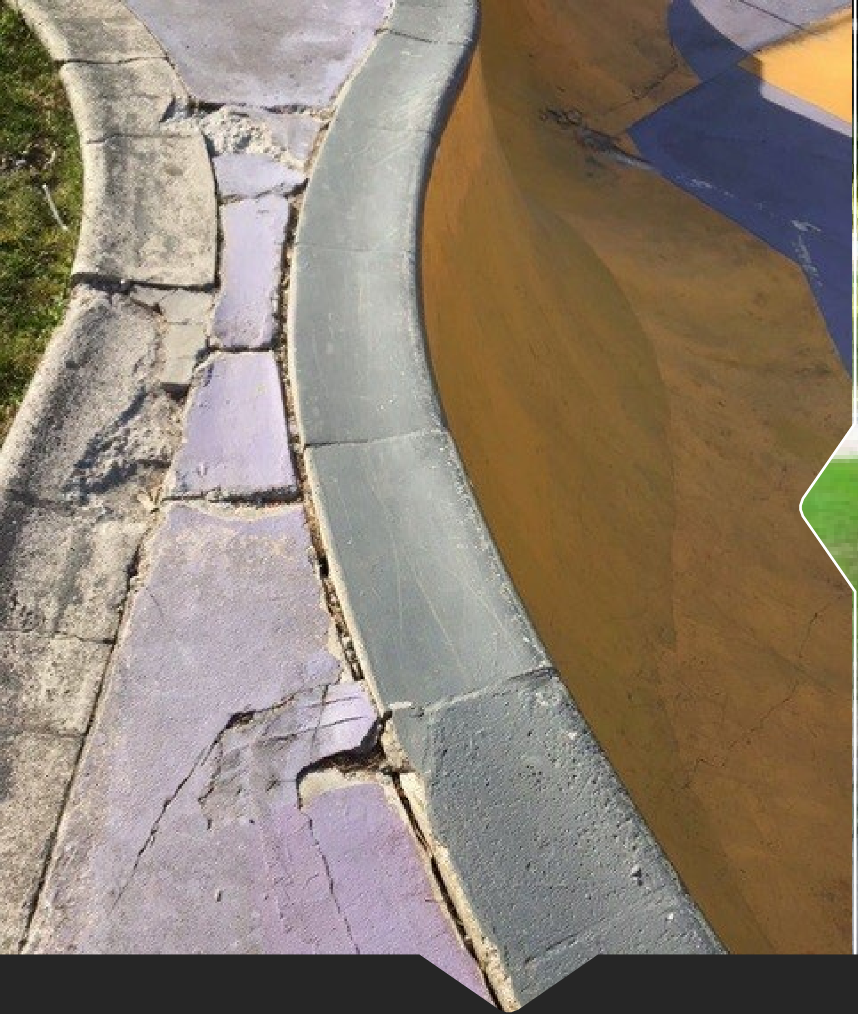
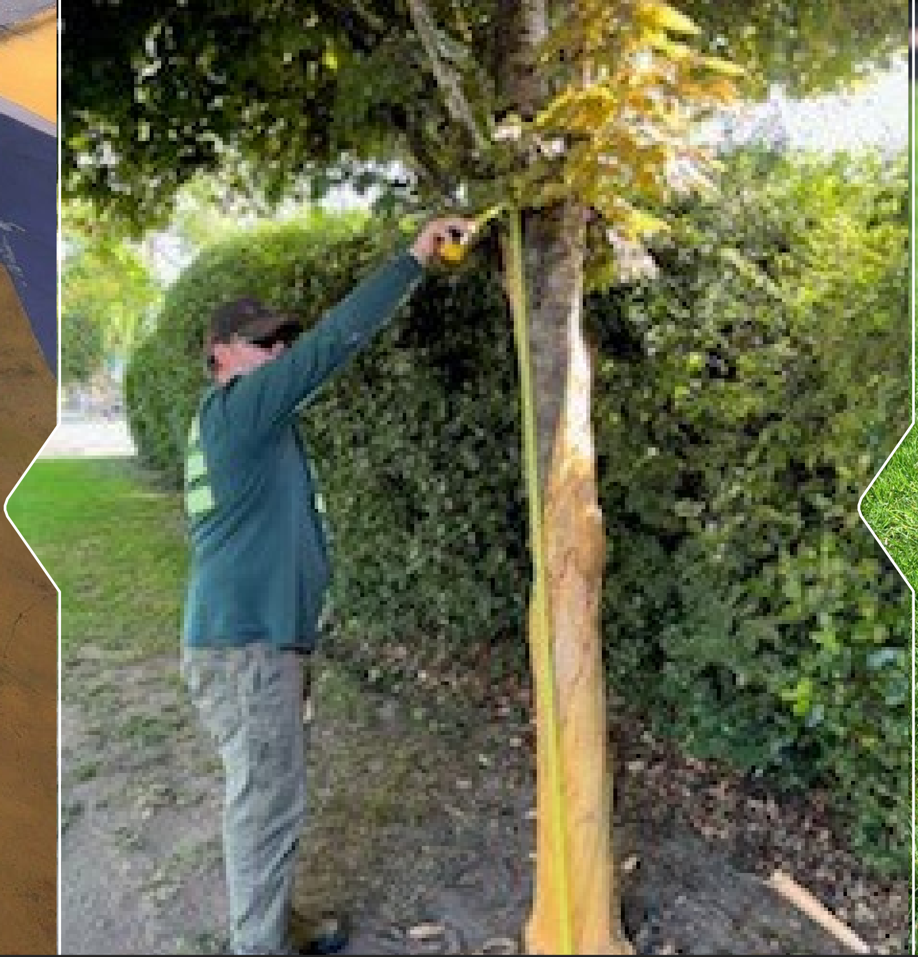
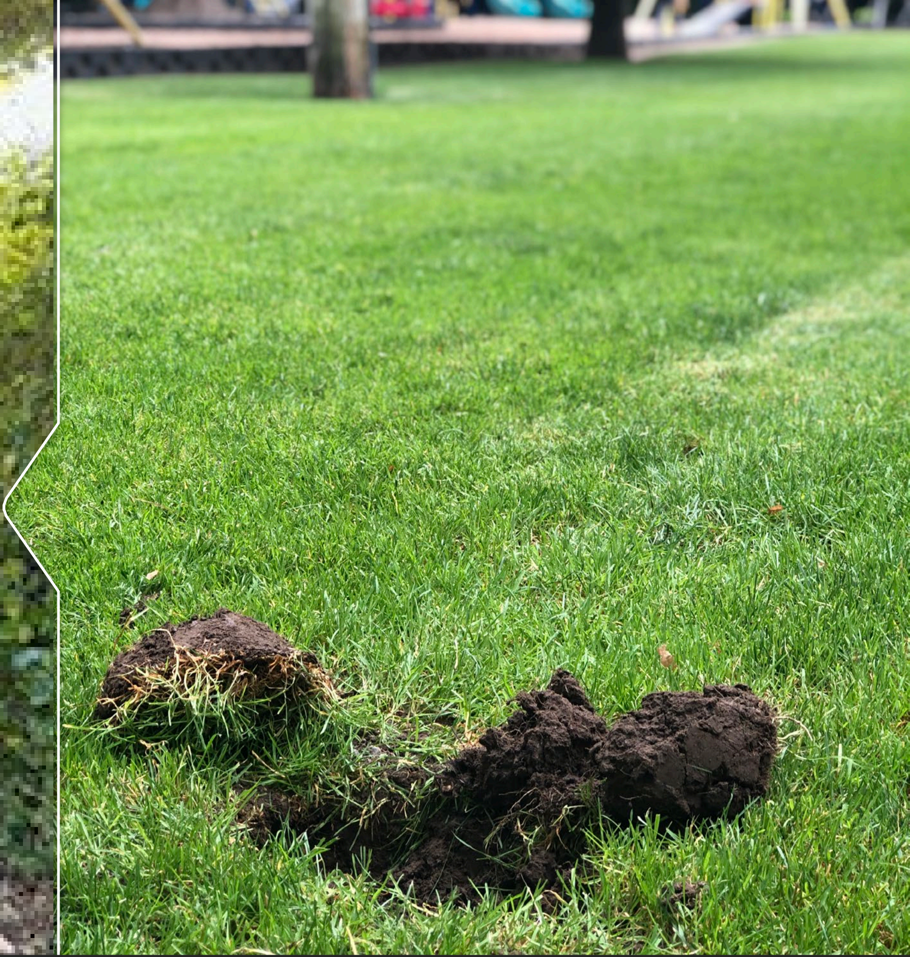
FUND 001 PARKS OPERATIONS

- Provide safe, inviting, and accessible park facilities through maintenance, repair, and care;
- Find ways to expand open space, amenities, and other resources to serve changing needs and populations;
- Care for and grow Sumner's urban forest including street and public trees;

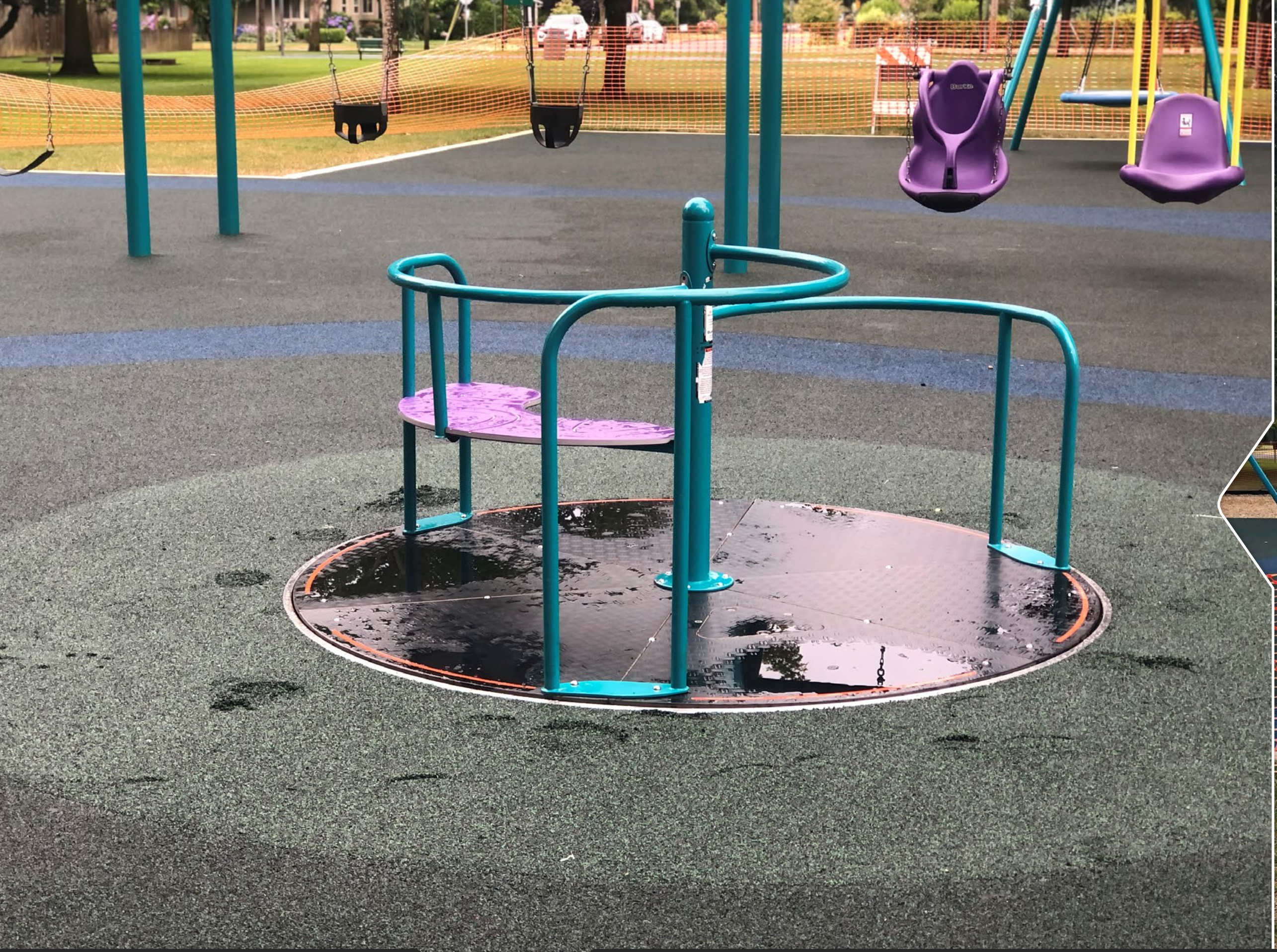
MANDATES

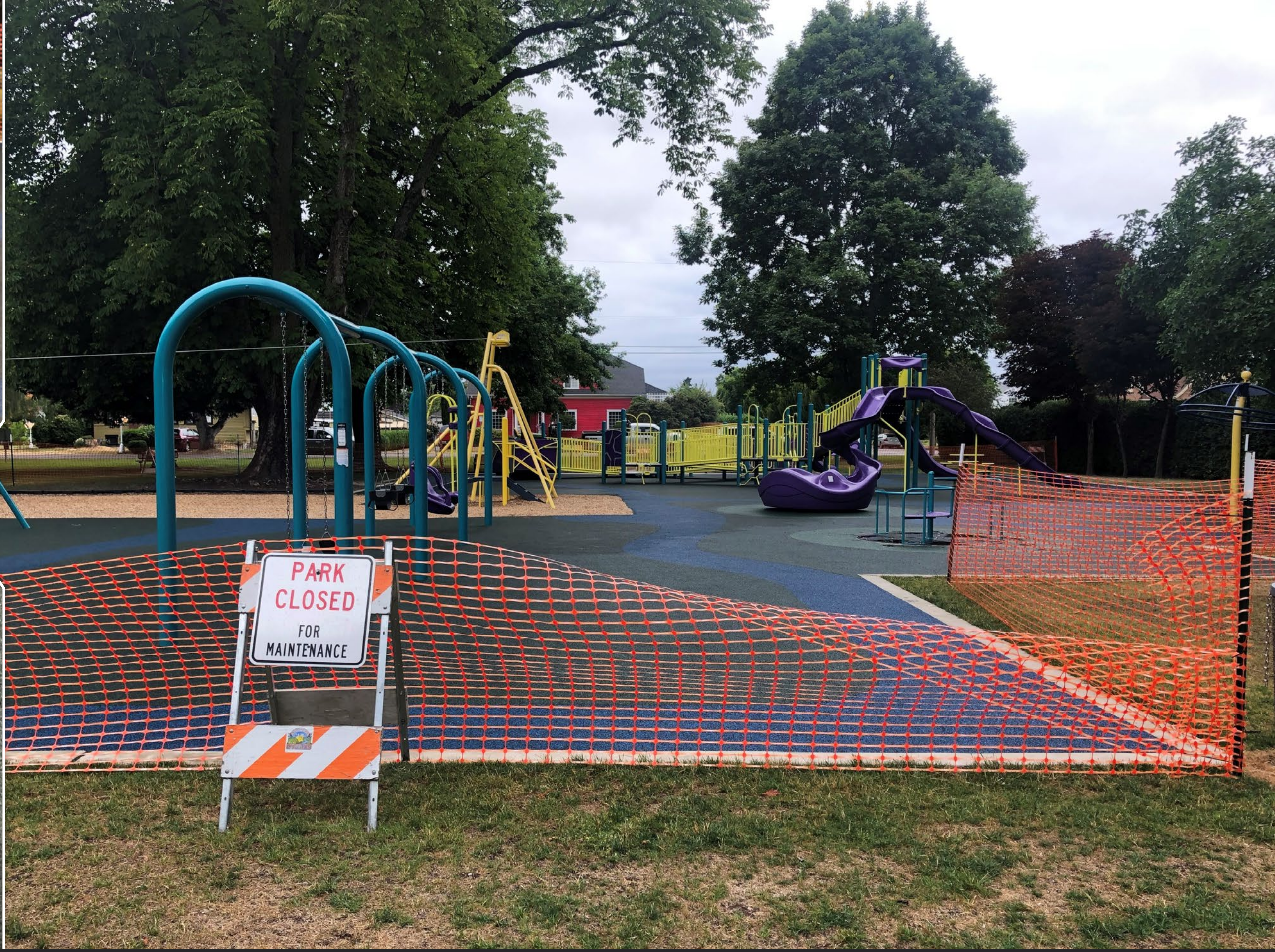
FUND 001 PARKS OPERATIONS

What	By Who?	Funded?
Growth Management Act requires a parks and open space plan for quality of life	State	No
ADA Laws	Federal	No

Damage keeps increasing, posing safety risk and escalating costs/staff impact with no ability to control it. Includes graffiti, Sk8 Park damage, holes dug in grass (detectorists), stripping tree bark, chopping trees, setting restrooms on fire, etc.





Value of parks remains high, but tolerance for construction/work continues to lower. City had to hire overnight security to resurface the Loyalty playground successfully without someone going over the fence anyway to play and ruin the fresh surface (again).

BUDGET IMPACTS

FUND 001 PARKS OPERATIONS

- Any further maintenance cuts will likely increase costs – for example, leaving fall leaves in the parks too long due to staff being reallocated to a priority project led to having to reseed sections of Loyalty in spring, increasing staff demand and decreasing service levels;
- Caring for our urban forest continues to be a challenge with level of services expectations of our parks and grounds.
- Damage (natural or man-made) requires addressing for public safety and insurance coverage.

FULFILLING GOALS

FUND 001 PARKS OPERATIONS

CITY OF SUMNER WASHINGTON

WHICH ONES:

- Parks, Trails, and Open Space
- Main Street Vision
- Strategic Tourism

EXAMPLES HOW:

- Watering summer hanging baskets
- Hanging street banners
- Staying current with playground safety rules

COUNCIL PRIORITIES

FUND 001 PARKS OPERATIONS

- COMMUNITY CHARACTER: Invest in parks & open space
- COMMUNITY CHARACTER: Maintain welcoming small-town charm
- PUBLIC SAFETY: Partnership with community to address criminal activity
- EXCELLENT GOVERNMENT: Equitable distribution of resources

PROGRAM OVERVIEW

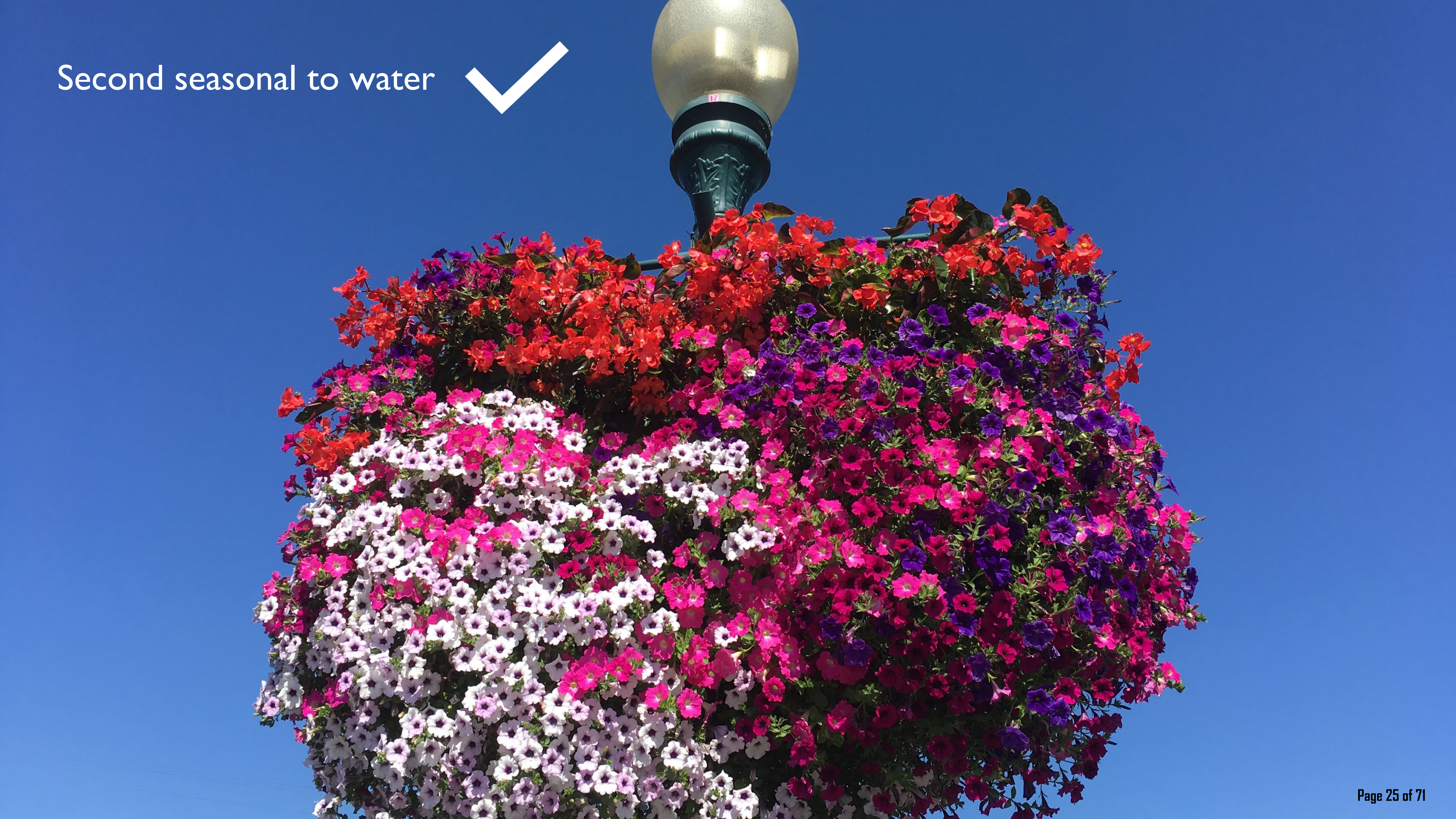
FUND 001 PARKS OPERATIONS

CITY OF SUMNER WASHINGTON

ONGOING	ONE-TIME
Seasonal Watering Position $58,570	Seasonal Watering Position (Extra FTE) $58,570
Public Utility Services $130,000	Parks Plan & Grant Consultant $50,000
	Resistograph (Forestry Equipment) $7,400

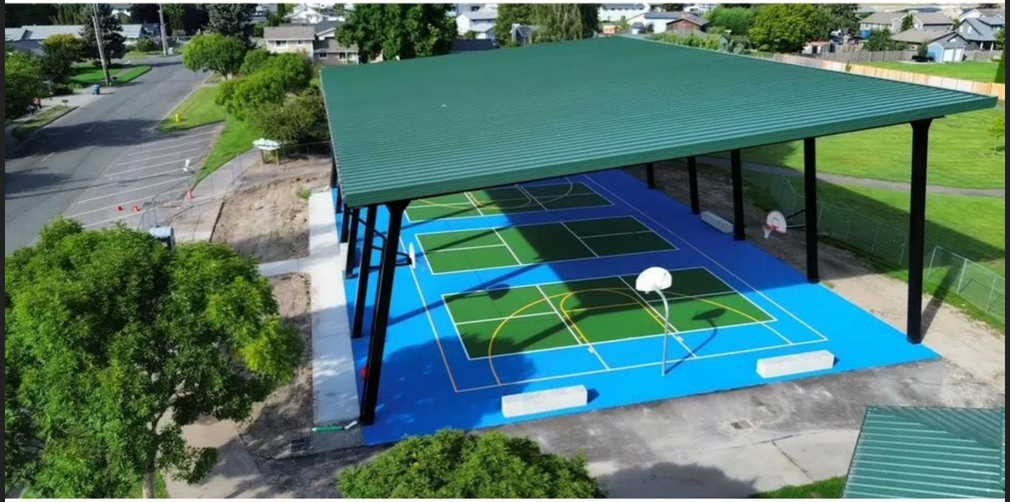
Public Utility Services includes all water (irrigation and domestic), electricity, and garbage charges associated with our parks.

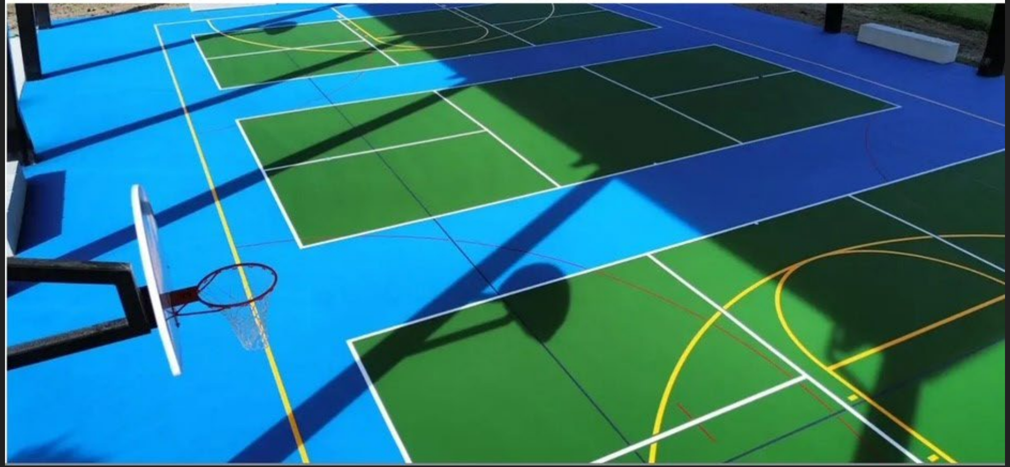
Second seasonal to water



Washington State Pickleball
· 6d ·

For those players in the Sumner area, Rainier Park will be open soon!
NW Court Consultants
SportMaster Sport Surfaces - at **Rainier View Park**.





[redacted] the layout is nice, the color of the courts are vibrant, the overhead cover is good....there's a few things some players will not enjoy about this park: 1. Lack of parking
2. Chasing the ball 100 to 200ft away since there is no barriers around the court. Very similar to Game Farm Park permanent courts.
3. Water pooling on the west side court.
4. Shadows...courts face somewhat west to east.
5. Will have to contend wit... See more

[redacted] How about “Thank you”?

on Thu Like Reply 1

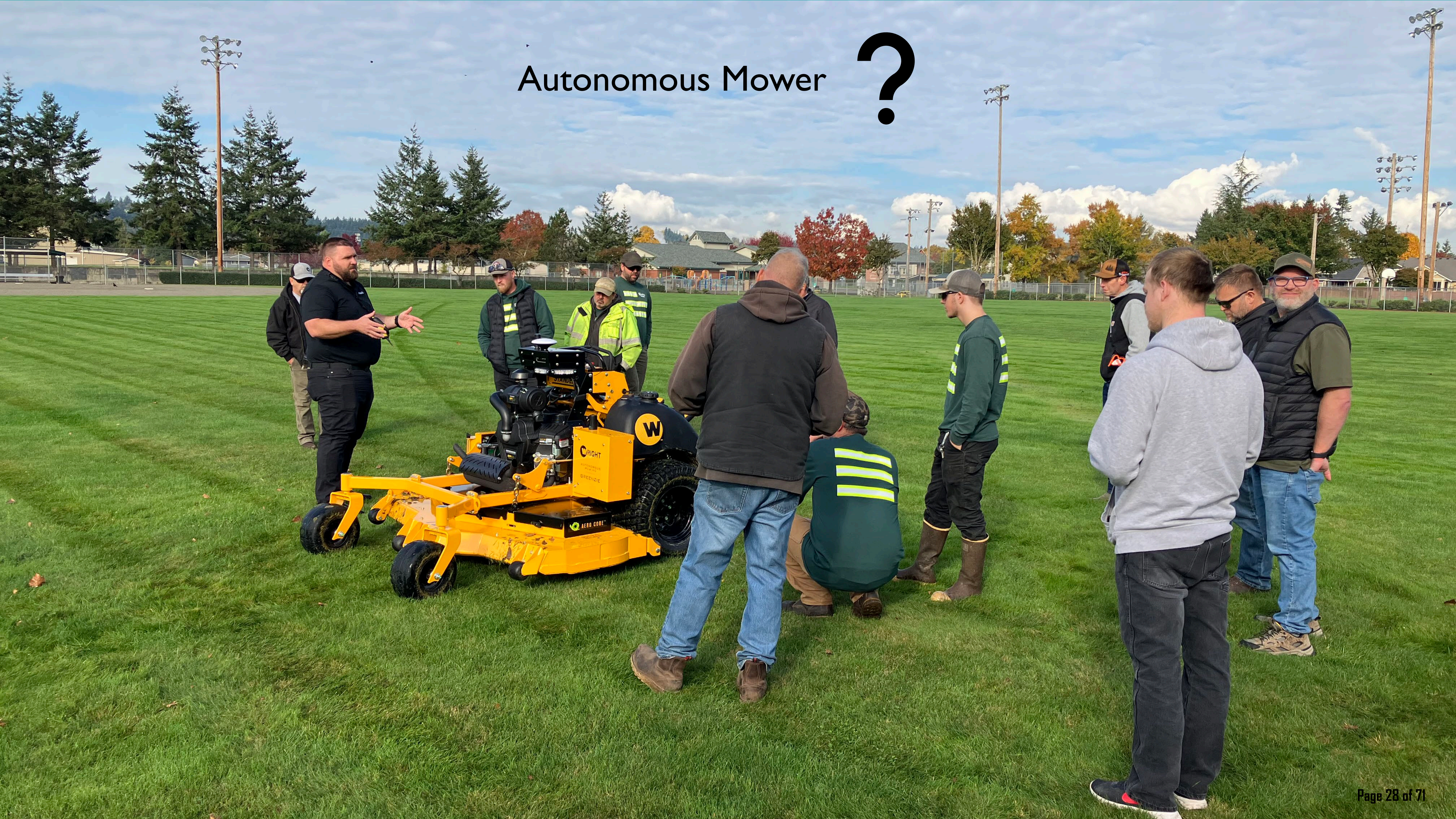
DIFFICULT CHOICES

FUND 001 PARKS OPERATIONS

CITY OF SUMNER WASHINGTON

ITEM	ASKED	EXEC
Autonomous Mower	$60,500	$0

Autonomous Mower ?



AUTONOMOUS MOWER (ROI)

	2025	2026	2027	2028
		$ (41,711)	$ (27,482)	$ (12,268)
Cost of Mower	$ (60,500)	$ (5,500)	$ (5,500)	$ (5,500)
Staff Savings	$ 18,789	$ 19,728	$ 20,715	$ 21,751
ROI	$ (41,711)	$ (27,482)	$ (12,268)	$ 3,983

Estimated annual staff efficiency gained = 293 hours (.15 FTE)

3.75 year ROI

Service life of mower estimated at 8-10 years.

Parks Capital Fund 310

2025-2026 BIENNIAL BUDGET

MAIN FUNCTIONS

FUND 310 PARKS CAPITAL

- This fund tracks dollars available for capital projects that is obtained from a variety of sources including the City's own park impact fees as well as grants obtained for specific projects.
- Some parks are loved and used daily while other spaces go underused. Projects outlined in the plan add amenities to increase use and fulfill public needs and expectations.
- Helps public & Council see available funding for park projects from a variety of sources.

MANDATES

FUND 310 PARKS CAPITAL

What	By Who?	Funded?
Growth Management Act requires a parks and open space plan for quality of life	State	No
ADA Laws	Federal	No

BUDGET IMPACTS

FUND 310 PARKS CAPITAL

CITY OF SUMNER WASHINGTON

- Limited funding opportunities and support creates long periods between project inception and completion.
- Funding approaches should be evaluated to best meet the needs and wants of the community.
- Long term capital needs for existing infrastructure e.g. Sk8 park and Bill Heath Sports Complex.
- Extremely competitive and limited grant availability for parks capital.

FULFILLING GOALS

FUND 310 PARKS CAPITAL

WHICH ONES:	EXAMPLES HOW:
Parks, Trails & Open Space	Fund projects as outlined to fulfill public needs
Main Street Vision	

COUNCIL PRIORITIES

FUND 310 PARKS CAPITAL

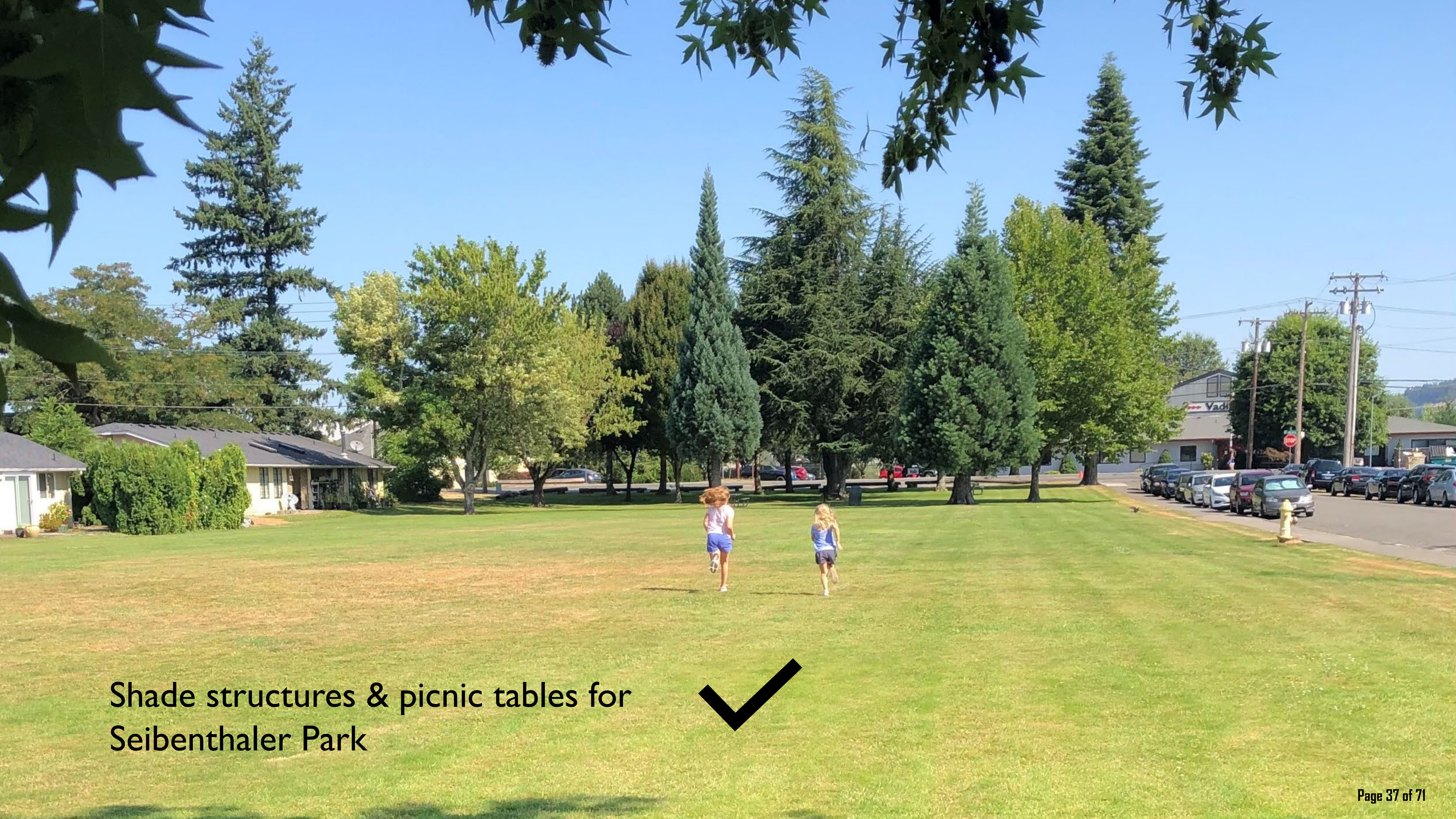
- COMMUNITY CHARACTER: Investment in parks and open space
- COMMUNITY CHARACTER: Balance the past with the future needs and desires of a changing community
- EXCELLENT GOVERNMENT: Equitable distribution of resources
- EXCELLENT GOVERNMENT: Fiscally balanced mix of desired services

PROGRAM OVERVIEW

FUND 310 PARKS CAPITAL

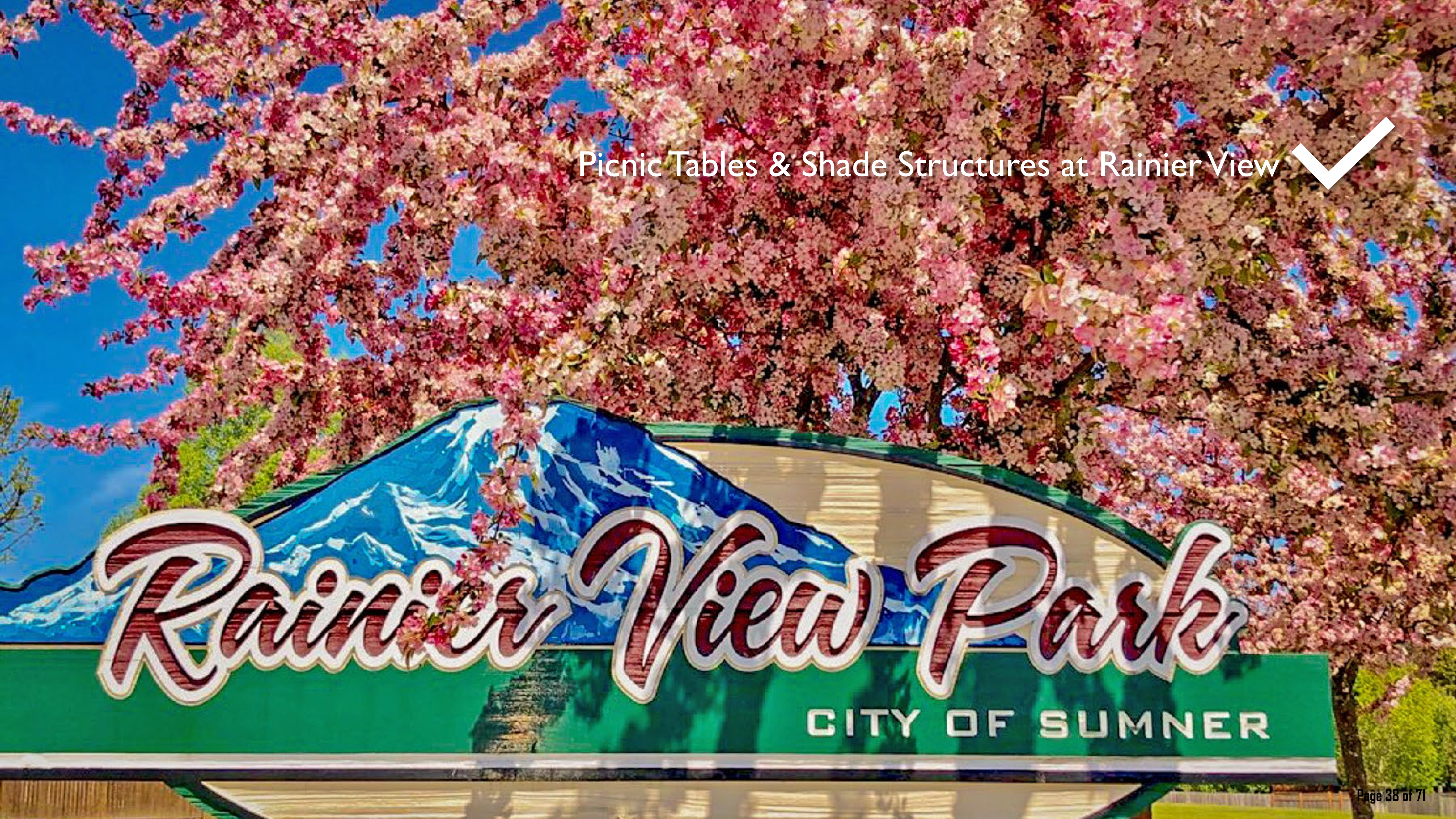
ITEM	COST CENTER
Seibenthaler Park Shade Structures and Picnic Tables - $25,500	Park Impact Fees
Rainier View Park Shade Structures and Picnic Tables - $25,500	Park Impact Fees
Downtown Bike Racks -$6,000	Occupancy Tax
Downtown Tables - $5,000	Occupancy Tax
Heritage Park Gazebo – Relocated to Loyalty Park – $35,000	Park Impact Fees
Heritage Park Temporary Improvements - $60,000	Council Strategic Reserve

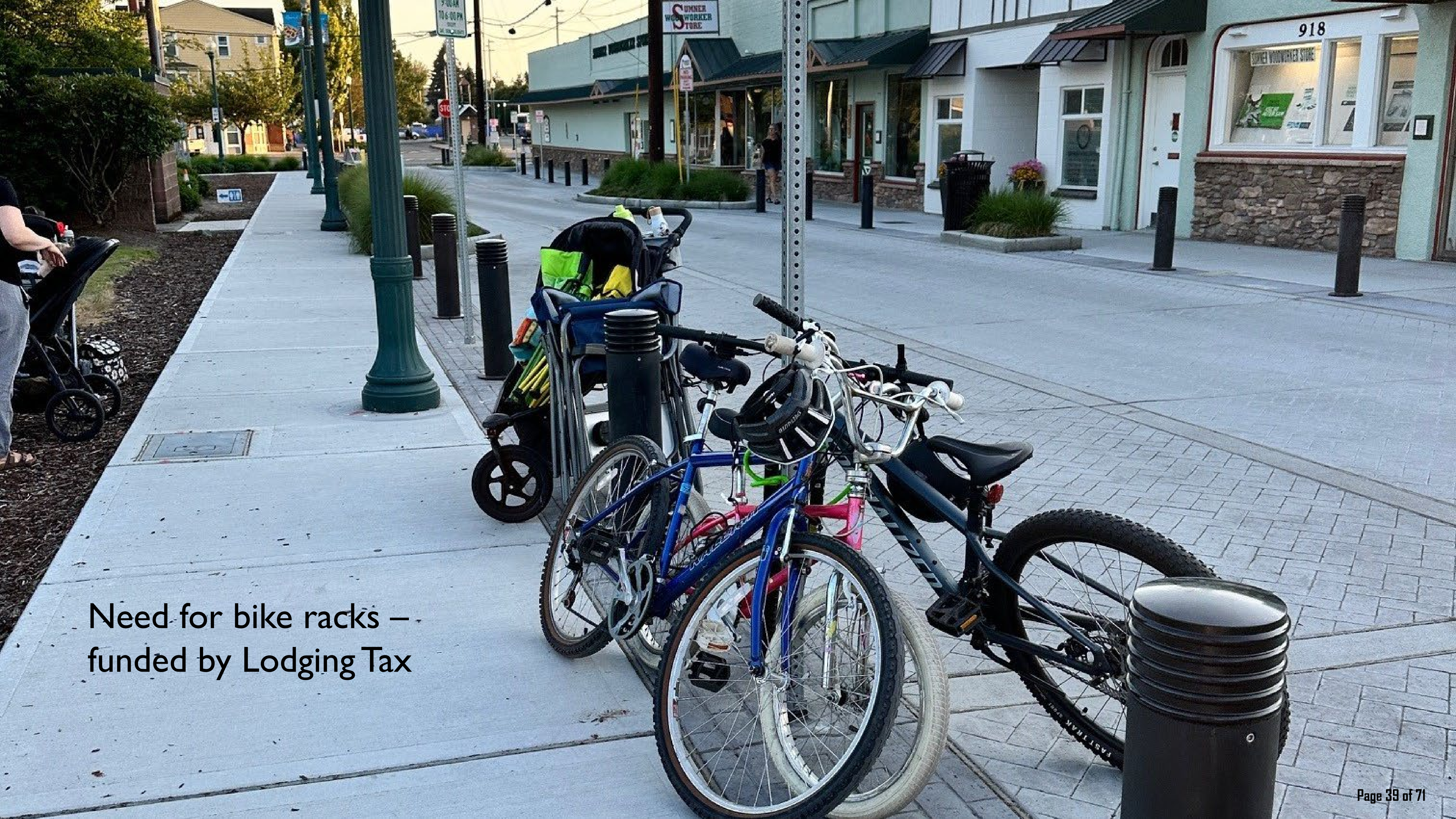
Heritage Park Phase 2 & Hops Alley: PCLTAC recommended 2.9M in funding for 2025. Not in budget, but if approved by the PC Council we will accept in early 2025.



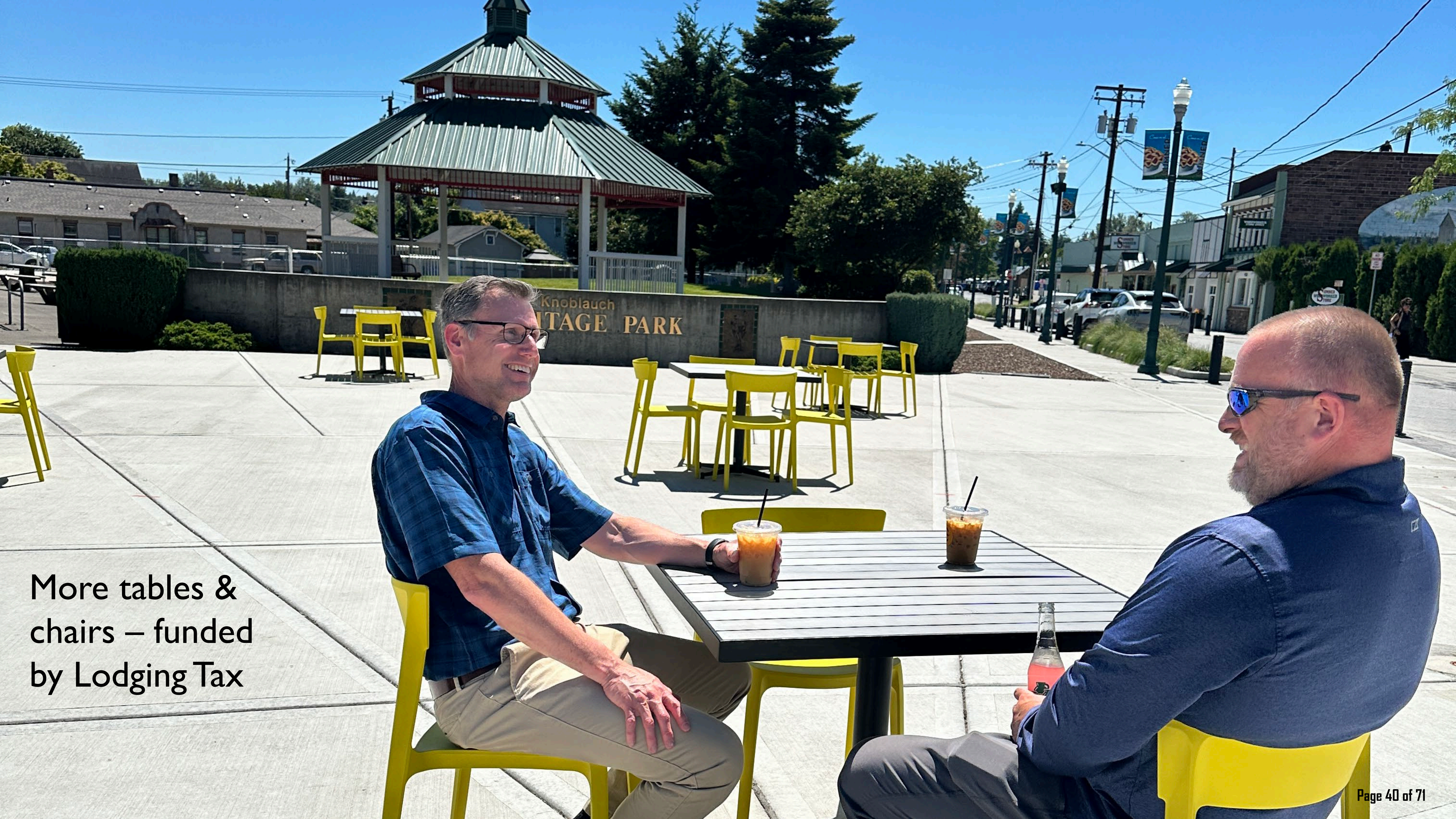
Shade structures & picnic tables for Seibenthaler Park

Picnic Tables & Shade Structures at Rainier View

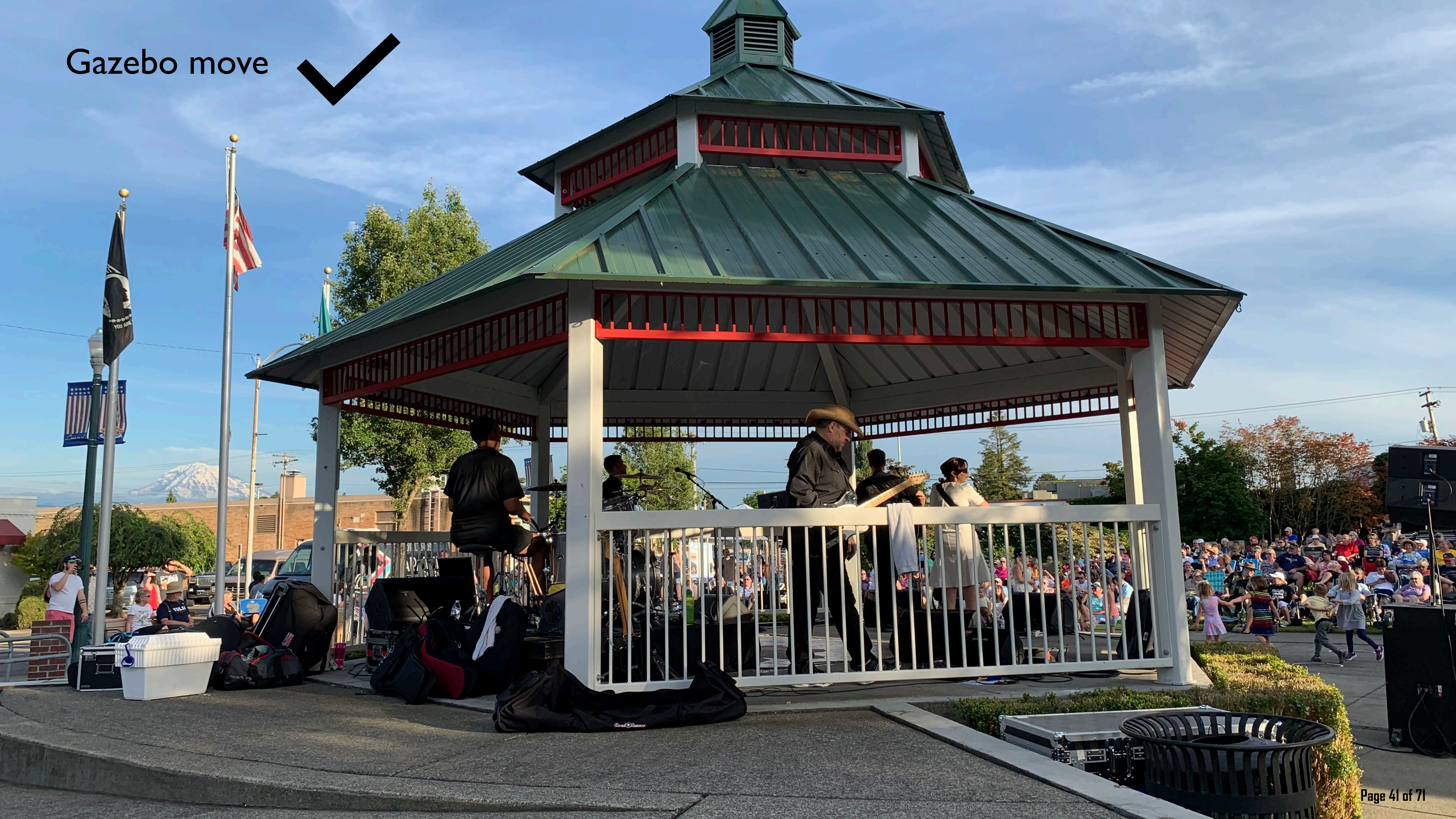


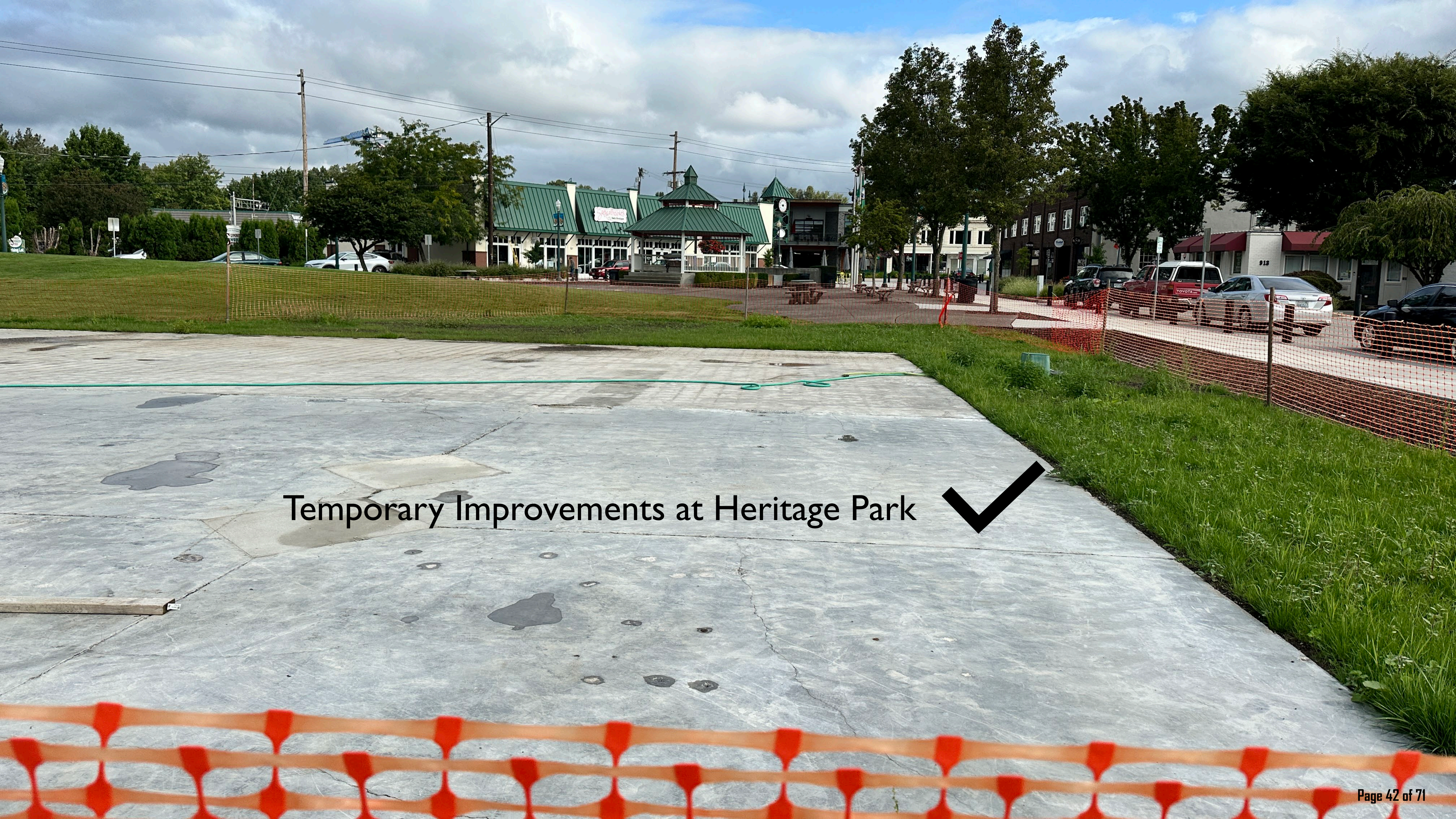


Need for bike racks – funded by Lodging Tax


More tables & chairs – funded by Lodging Tax
Knoblauch
ITAGE PARK

Gazebo move




Temporary Improvements at Heritage Park

DIFFICULT CHOICES

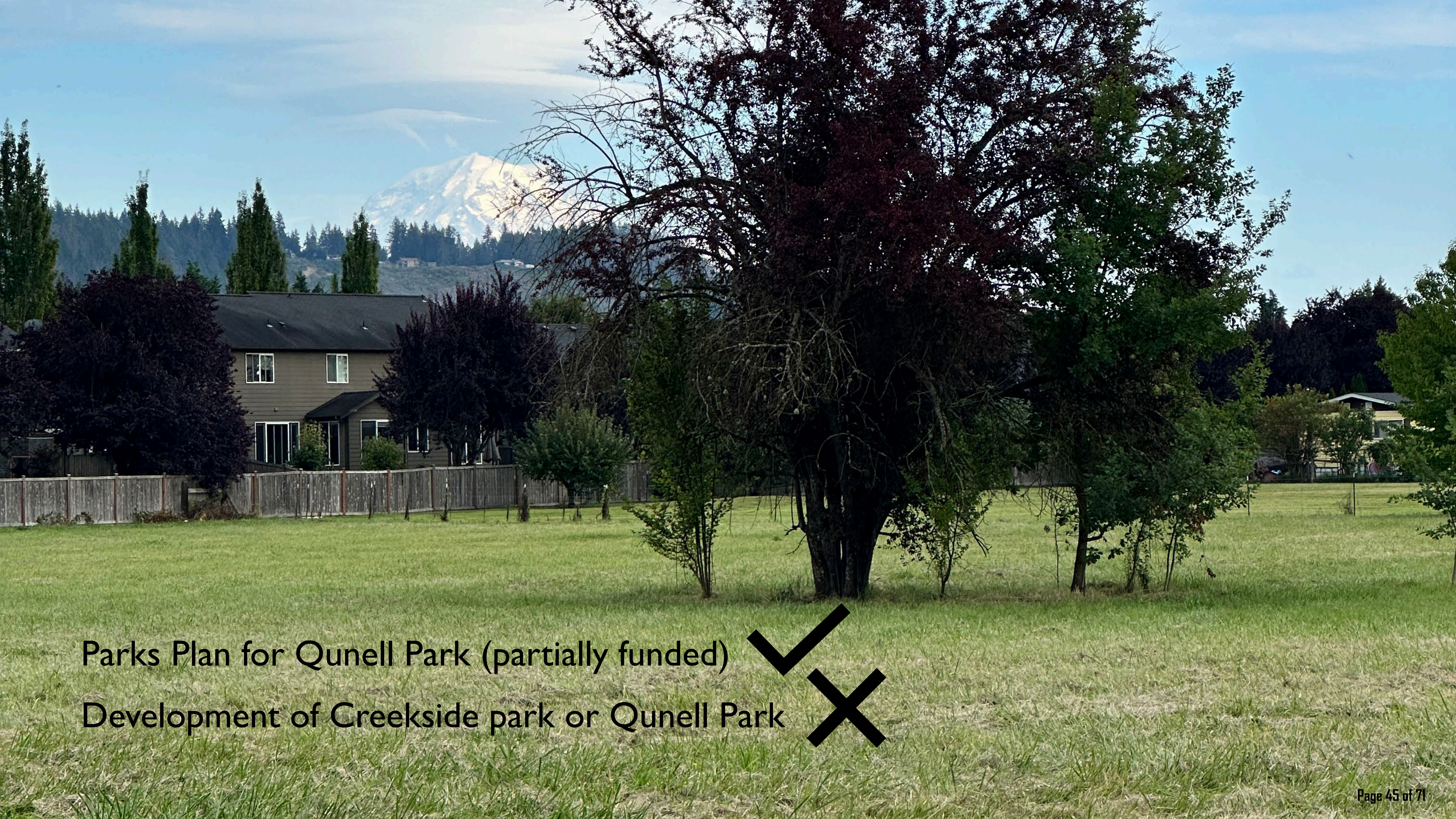
FUND 310 PARKS CAPITAL

ITEM	ASKED	EXECUTIVE
Sports Complex Court Restriping	$45,000	$0
Rivergrove "Qunell" Park Master Plan	$100,000	$25,000
Parks Capital Grant Consultant	$25,000	$25,000
Bill Heath Sports Complex Turf Fields	$500,000 grant match	$0 pending grant award - PIF

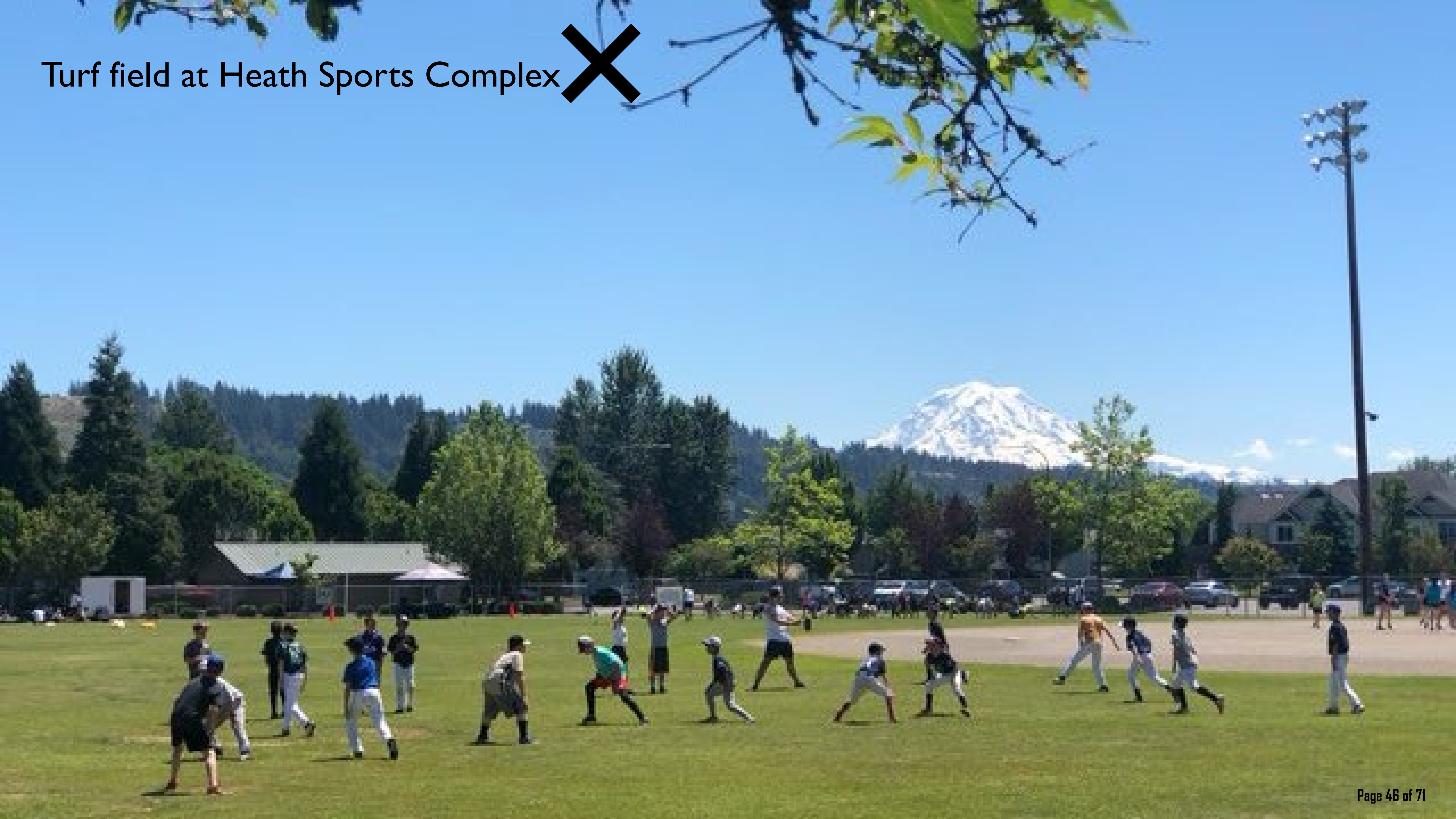
Items not asked for, but on the radar:

- Creekside "Bennet Property" park improvements
- Heritage Park phase 3-5
- Sk8 Park repairs/replacement

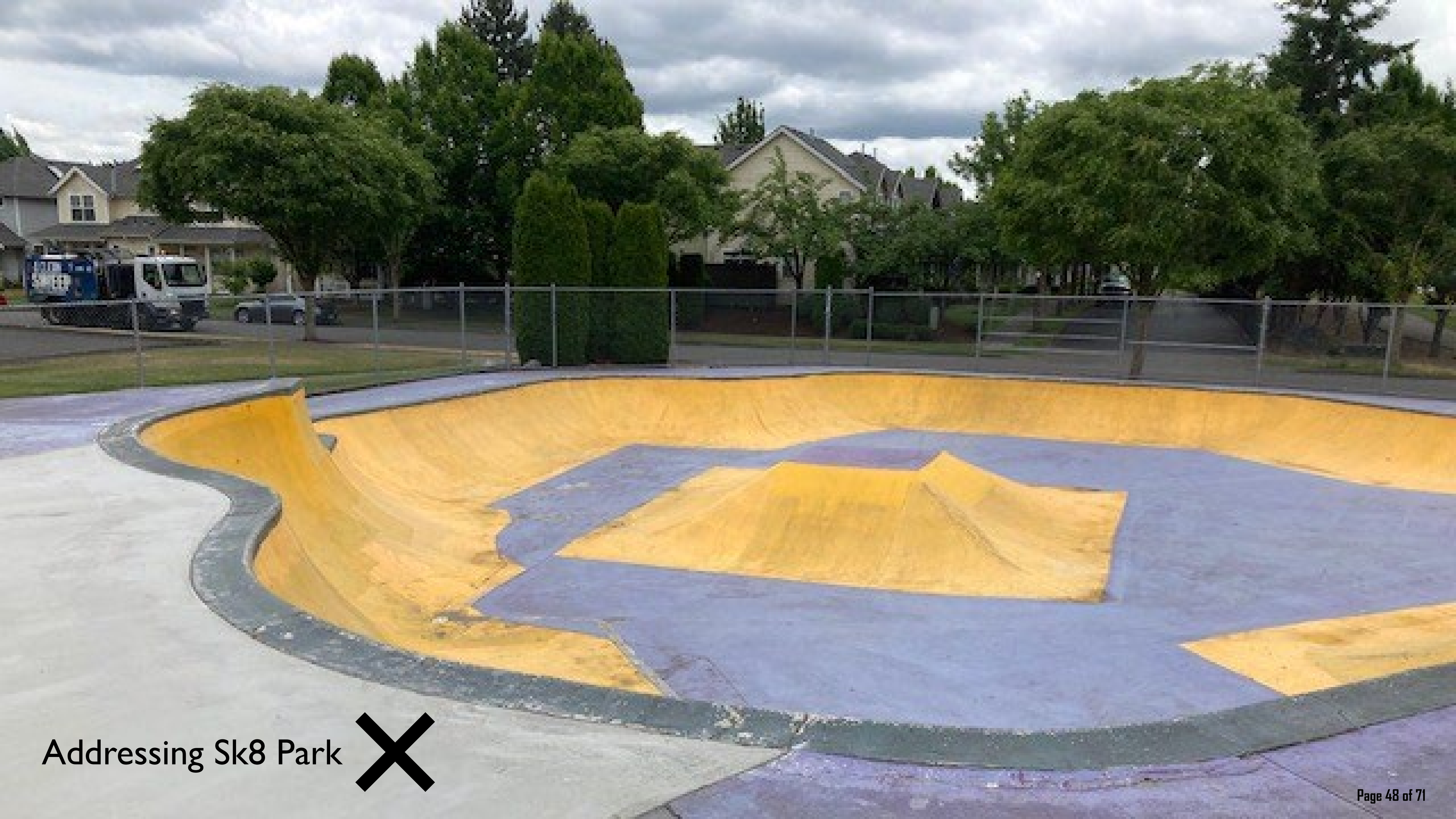
Restriping tennis/pickleball at Heath Sports Complex ?


Parks Plan for Qunell Park (partially funded)
Development of Creekside park or Qunell Park

Turf field at Heath Sports Complex



Future phases at Heritage Park



Addressing Sk8 Park

Facilities Operations (General Fund)

2025-2026 BIENNIAL BUDGET

MAIN FUNCTIONS

FUND 001 FACILITIES OPERATIONS

CITY OF SUMNER WASHINGTON

- As with any building, City facilities need constant repairs for expected needs like repainting siding and unexpected needs like a commercial dishwasher failing at the Senior Center.
- Growth in population/demand means growth in City staff. More staff means not only more office space but also more meeting space, restrooms and parking needs.
- A changing world means changing needs to keep spaces safe and secure for staff and public; examples include additional security cameras, changing access doors, additional infrastructure for digital needs.

MANDATES

FUND 001 FACILITIES OPERATIONS

What	By Who?	Funded?
Prevailing wages must be paid to any contractor working on a City facility	Federal	No
Fair bidding laws must be followed for any awarded contract	Federal/State	No
Increasing mandates that require staffing increases demand on facilities.	Federal/State	No

BUDGET IMPACTS

FUND 001 FACILITIES OPERATIONS

- Many City facilities were built with the assumption that field staff didn't need desks or access to computers. All this has changed, requiring intense infrastructure investments on not just space but also digital access.
- Older facilities require ongoing maintenance to remain functional.

FULFILLING GOALS

FUND 001 FACILITIES OPERATIONS

WHICH ONES:

- Capital Facilities
- Main Street Vision

EXAMPLES HOW:

- Keep facilities working safely
- Plan for large projects and respond promptly to everyday needs.

COUNCIL PRIORITIES

FUND 001 FACILITIES OPERATIONS

- NATURAL RESOURCES: Environmentally conscience capital investments
- EXCELLENT GOVERNMENT: Recruit & retain quality, diverse staff
- EXCELLENT GOVERNMENT: Fiscally balanced mix of desired services

PROGRAM OVERVIEW

FUND 001 FACILITIES OPERATIONS

ONGOING	ONE-TIME
Facility Services (pest control, elevator maintenance, etc.) $39,900	Tools/Equipment for new FTE $12,000
Generator Servicing (outsourced) $100,000 (NEW)	Vehicle for new FTE $80,000
Public Utilities for City Hall $136,500	

PERSONNEL CHANGES

FUND 001 FACILITIES OPERATIONS

1 new Facilities Operator
    ICAP funded (31% GF)

	Wages/Benefits	Vehicle	Equipment	Total
2025	$127,454	$80,000	$6,000	$213,454
2026	$133,347			$133,347
			Total	**$346,801**

Facilities Capital Fund 325

2025-2026 BIENNIAL BUDGET

MAIN FUNCTIONS

FUND 325 FACILITIES CAPITAL

- This fund accounts for all capital costs associated with City facilities (e.g. City Hall, Senior Center, Public Works Operations Shops). Operational costs are captured in the General Fund
- Capital improvements are funded through grants, long-term financing, and transfers from other funds, including the General Fund. This fund gives a clear view of project funding from all sources.

MANDATES

FUND 325 FACILITIES CAPITAL

What	By Who?	Funded?
Employee safety standards monitored by Labor & Industries.	State	
Requirements to change to electric fleet require infrastructure to serve fleet.	State	

BUDGET IMPACTS

FUND 325 FACILITIES CAPITAL

CITY OF SUMNER WASHINGTON

- Previous budgets dealt with the fiscal cliff by delaying maintenance/updates to city facilities. This is pushing the current budget against a wall of needs rapidly becoming urgent.
- Changes in the use of technology for field positions require additional office space and technology installation in field offices.
- Deferred maintenance of aging facilities e.g., windows and painting City Hall.
- Increasing technical demands such as cameras, locks, and security systems weigh on staff's time to do other things.
- Vehicle charging stations will be growing demand.
- Construction of the Operations Facility should occur in this budget cycle.

FULFILLING GOALS

FUND 325 FACILITIES CAPITAL

WHICH ONES:

- Capital Facilities
- Emergency Management

EXAMPLES HOW:

- Update facilities as needed
- Build in systems for continuing operation through emergencies

COUNCIL PRIORITIES

FUND 325 FACILITIES CAPITAL

- COMMUNITY CHARACTER: Balance the past with future needs and desires of a changing community
- EXCELLENT GOVERNMENT: Recruit & retain quality, diverse staff
- EXCELLENT GOVERNMENT: Focused on long-range financial stability

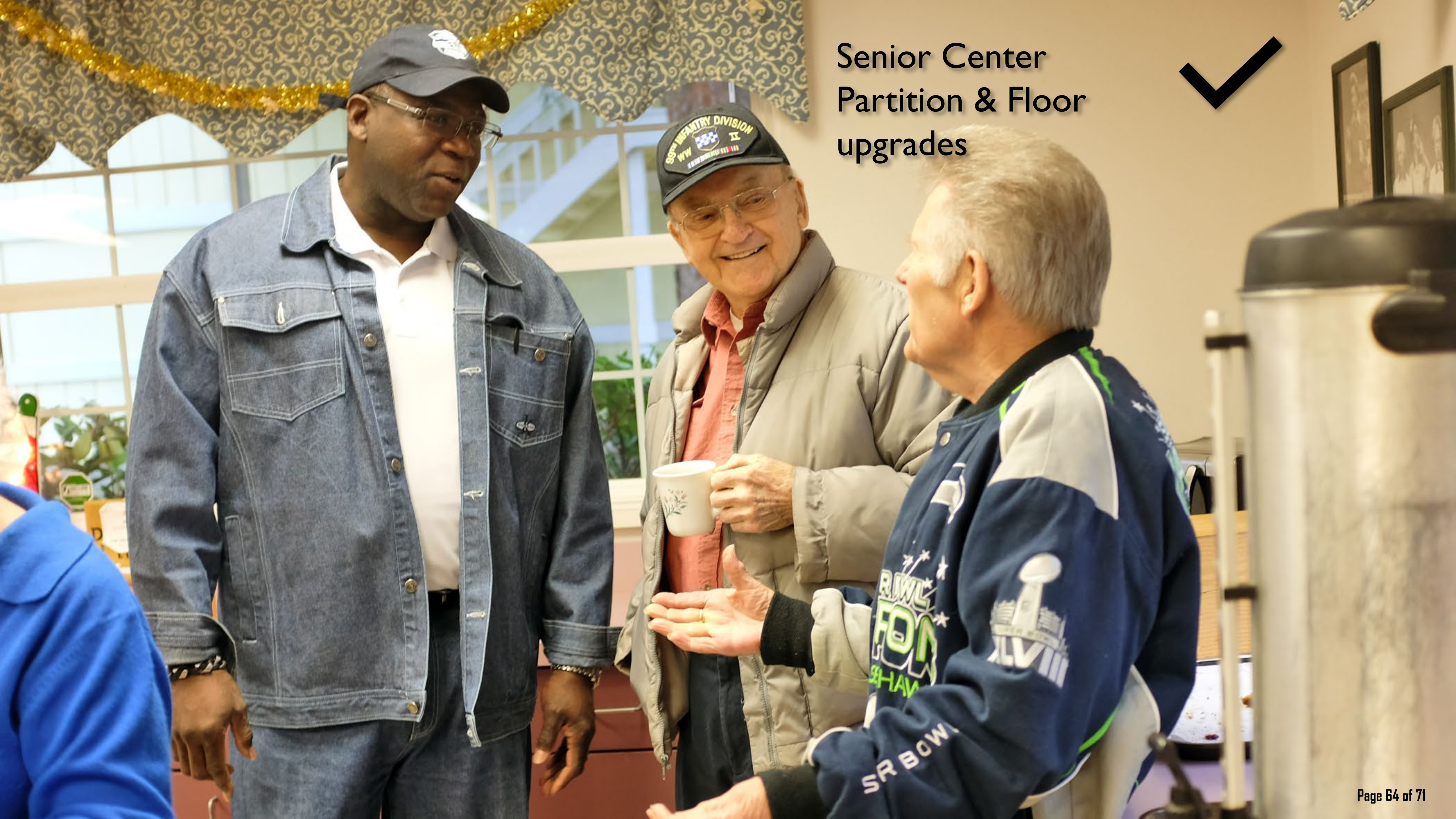
PROGRAM OVERVIEW

FUND 325 FACILITIES CAPITAL

CITY OF SUMNER WASHINGTON

ONGOING	ONE-TIME
Building Reserve Fund Transfer In $200,000	EV Chargers x2 = $50,000
HVAC Repair/Replacement (City Hall) $50,000	Partition/Floor Replacement @ Senior Center $240,000 (funded by CDBG Grant $203,000)
	EV Charger Grant $400,000 (PW Operations Facility)
	Temperature Control System Replacement (Senior Center) $50,000
	Cemetery Building Paint & Upgrade $20,000

Senior Center
Partition & Floor
upgrades



DIFFICULT CHOICES

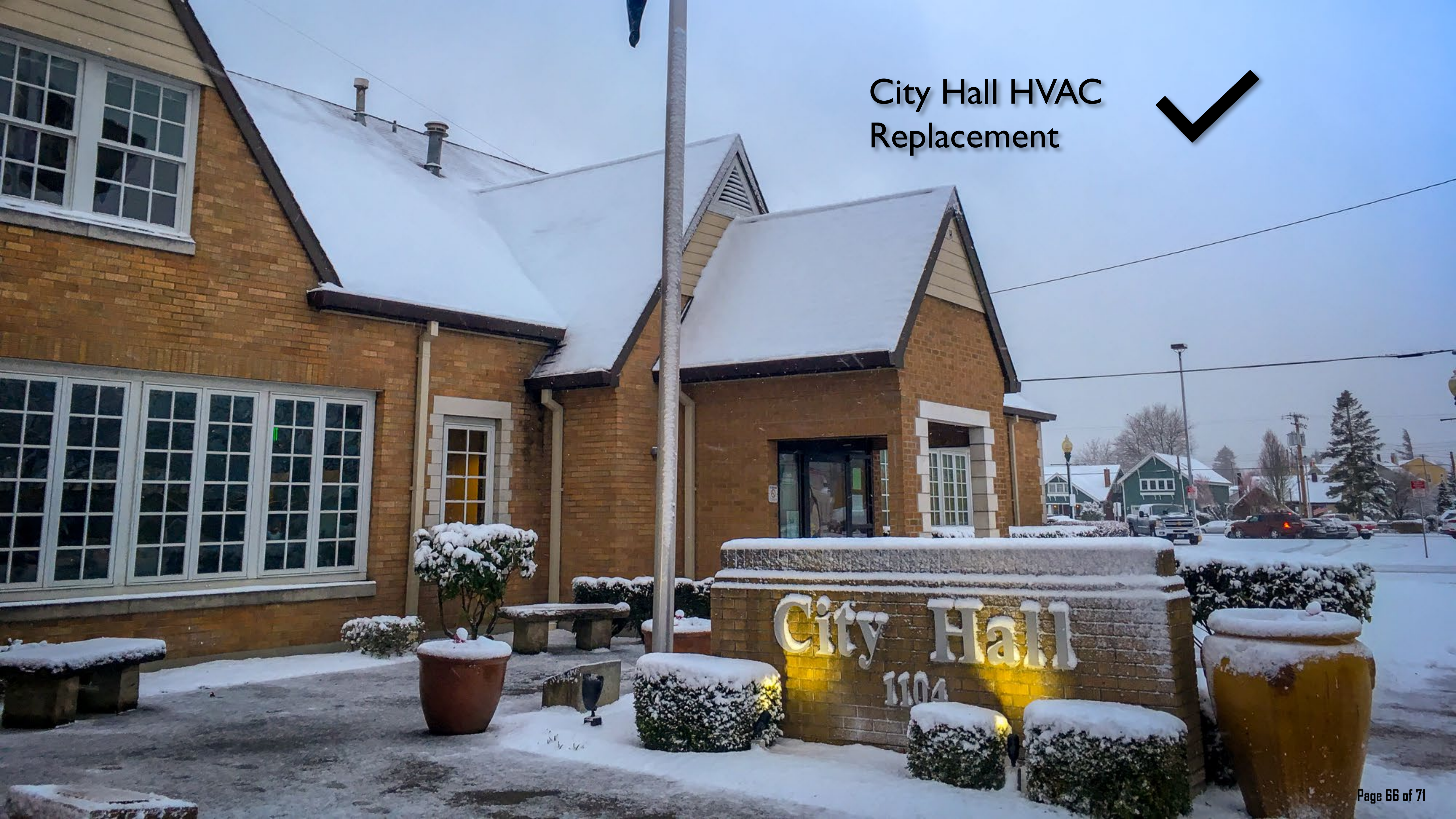
FUND 325 FACILITIES CAPITAL

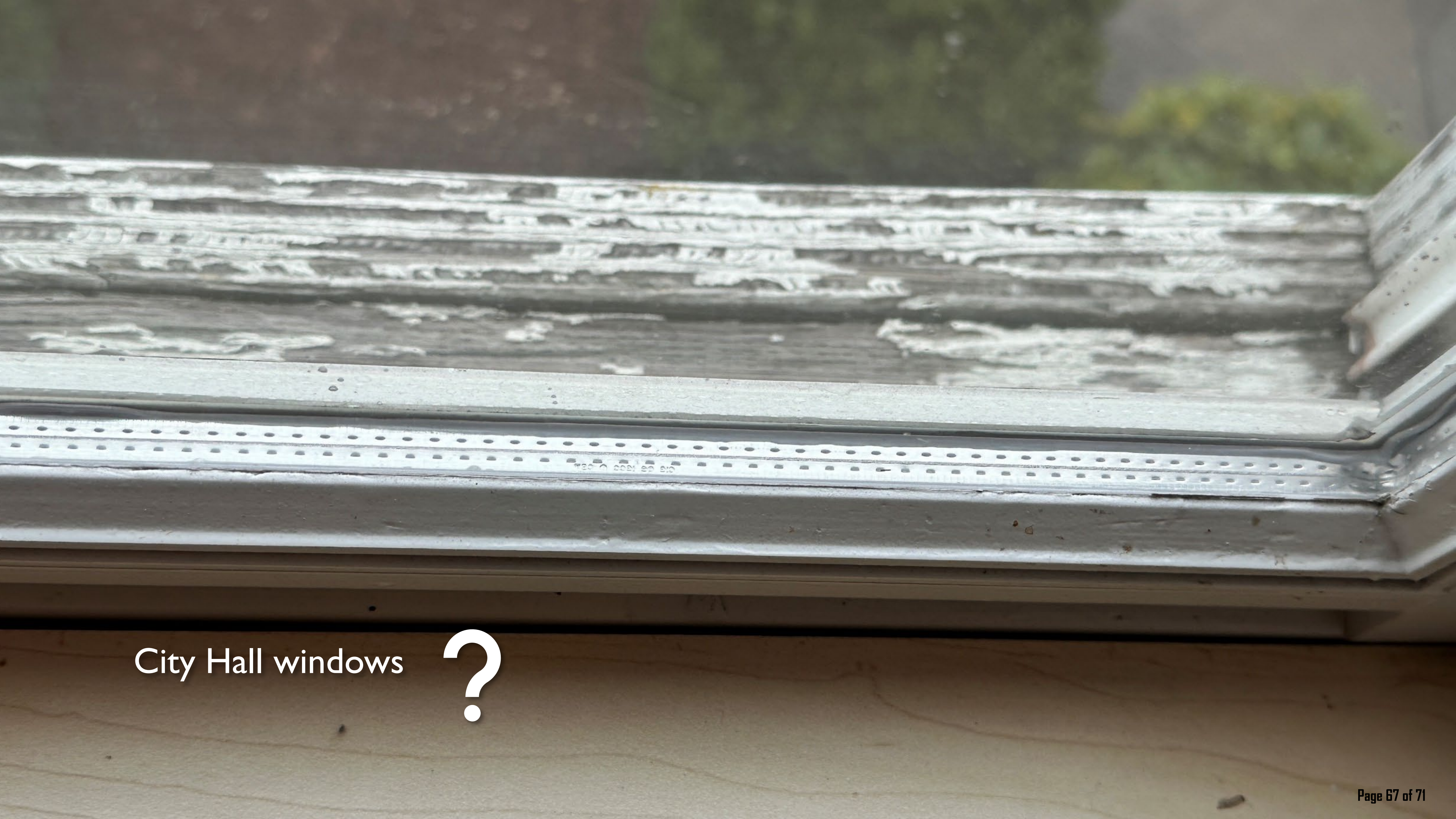
ITEM	ASKED	EXEC	COST CENTER
City Hall Windows / Casings	$500,000	$0	Building Reserves
City Hall Paint (exterior)	$100,000	$0	Building Reserves
Finance / DS Remodel	$50,000	$10,000	Building Reserves

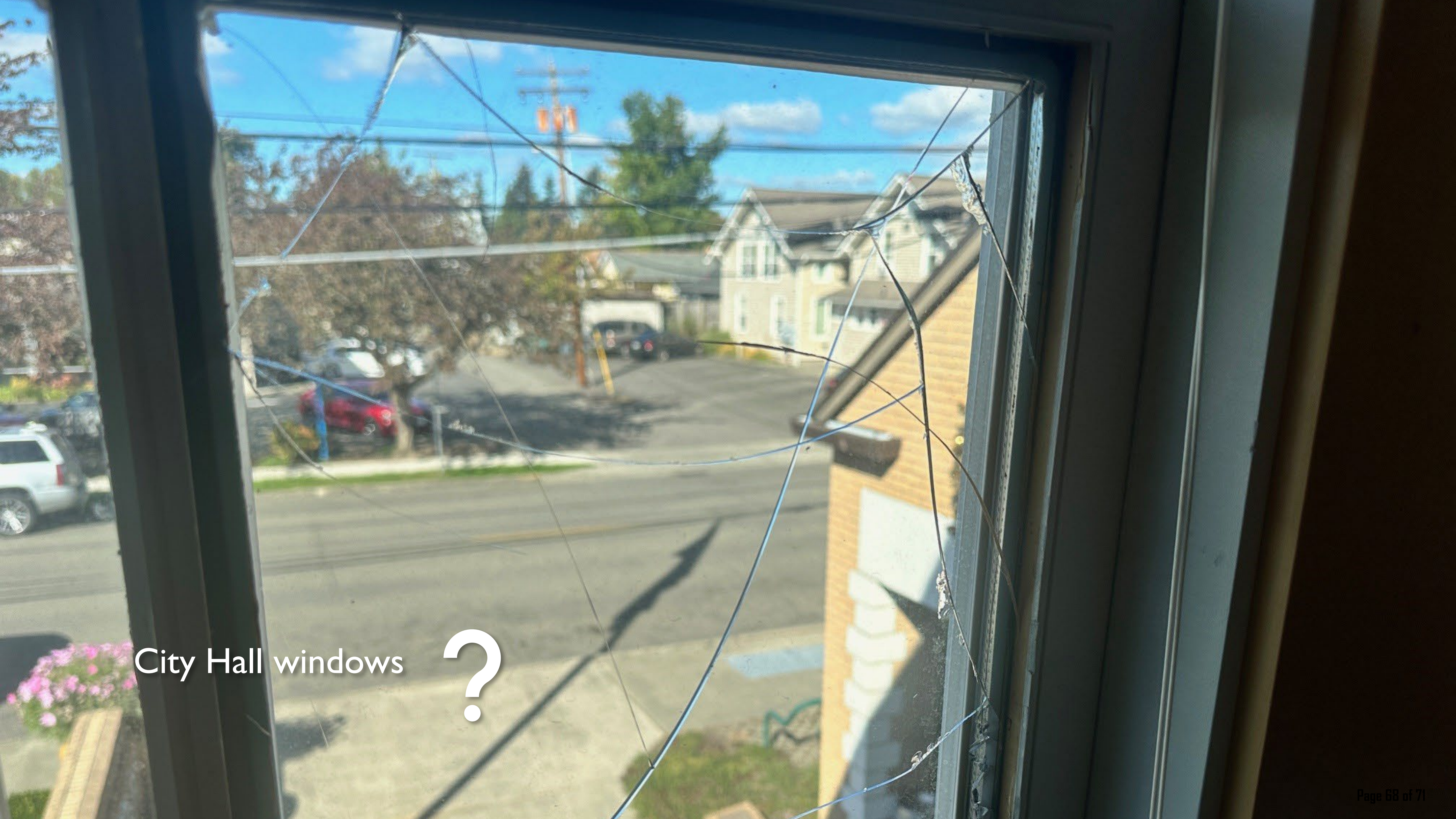
Building Reserve Fund as of 12/31/26 = $650,756
- Ongoing and one-time = $110,000
- City Hall Windows/Paint = $600,000

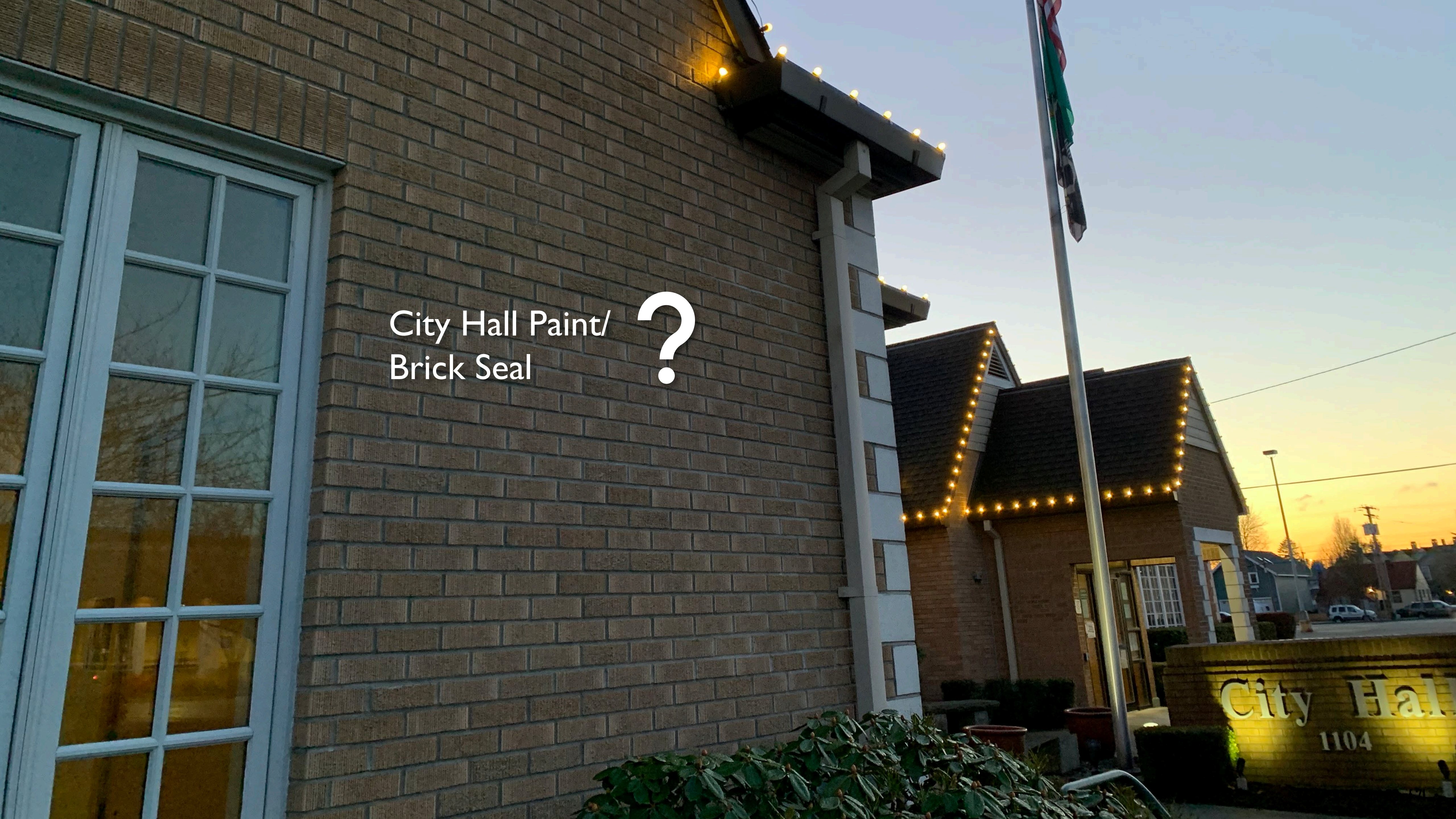
$60,000 shortfall

City Hall HVAC Replacement




City Hall windows ?


City Hall windows ?


City Hall Paint/
Brick Seal
?
City Hal
1104

NOTE: because of construction, the Public Works Operations Facility will be included when bids are opened and debt issued. We did not forget about it, or its needs, in Facilities.

COMING UP

- October 14th Study Session
  - Tax Year 2025 Property Tax Levy
  - Other Funds
    - 003 Building Reserves
    - 004 Capital Reserve
    - 115 ARPA
    - 200 Debt Service
    - 221 LID Guarantee Fund
    - 305 REET