



CITY OF  
**SUMNER**  
WASHINGTON

# 2019-2020 BIENNIAL BUDGET



*Setting the standard of excellence for a progressive small city.*

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253-863-8300





CITY OF  
**SUMNER**  
WASHINGTON

**BIENNIAL BUDGET**

For the Fiscal Years

January 1, 2019 through December 31, 2020

**MAYOR**

William L. Pugh

**CITY COUNCIL**

Kathy Hayden, Deputy Mayor

Barbara Bitetto

Curt Brown

Cindi Hochstatter

Mike LeMaster

Melony Pederson

Patrick Reed

**CITY ADMINISTRATOR**

John Galle

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# INTRODUCTION



Removing the old  
Bridge Street bridge



## 2019-2020 BUDGET





December 3, 2018

When you're an elected official, people have no reservations about providing you with feedback. They range from great ideas to worries and concerns. And, when you think about all the City of Sumner does, from cemetery service to water utility to animal control, we provide a lot of services that touch people's lives in all stages and create many opportunities for feedback.

From that, I am pleased to present your budget, the culmination of months of feedback you provided to Council, staff, myself and former Mayor Dave Enslow. This document translates ideas and concerns into actions for the next two years.

We have a good track record going. Previous years' budgets have replaced the Bridge Street bridge, added the 136<sup>th</sup>/Valentine corridor, expanded the Wastewater Treatment Plant, renovated the cemetery office, partnered to build the YMCA, supported the growth of Rhubarb Days into a vibrant festival. And we're only building from there. Within this budget are efforts such as

- Going into construction for the second bridge at the SR 410/Traffic Avenue interchange;
- Launching a separate marketing presence for the Sumner Cemetery;
- Moving to online permitting software;
- Partnering with the library to move their facility back onto Main Street and redevelop their current location as part of the Town Center Plan;
- Increasing community engagement and what that means in a modern age;
- Complete transparency of community services provided by the City;
- And a reorganizing of how departments show their budget in this document to reflect our transition to new financial software.

This list only scratches the surface. Please read the Financial Summary section for more details about how we will move Sumner forward over the next two years. As you read this budget, please also think about the resources we need in people's time and energy. Tools like new software and spider excavators are exciting, but what really makes Sumner continue to deliver needed and valued services year after year are our most important asset, staff. In fact, they were the reason I wanted to tackle this job in the first place. They are smart, energetic and hard-working. With this budget, I hope we are providing them with the time and tools to continue to set the standard of excellence.

Sincerely,

A handwritten signature in black ink that reads "William L. Pugh".

Mayor William L. Pugh



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sumner  
Washington**

For the Biennium Beginning

**January 1, 2017**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Sumner, Washington for its biennial budget for the biennium beginning January 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# READER'S GUIDE TO THE BUDGET

The City of Sumner's Biennial Budget contains a great deal of information for all levels of users. The budget document serves many purposes, including communication. The following is a brief description of the contents of each section of the budget document.

## **Section 1: General Information**

The General Information section contains:

- The Mayor's Budget Message;
- A Reader's Guide to the Budget;
- The City of Sumner's Vision, Mission, Values;
- The City of Sumner's Strategic Priorities;
- A snapshot of demographic information for the City of Sumner;
- City Council information, including contact information;
- City organization chart; and
- City Commission Information.

## **Section 2: Policies & Ordinances**

This section reviews the City's budget and general fiscal policies, as well as the budget process and calendar, and accounting system and policies. This section also includes the authorizing ordinances for the budget and property tax.

## **Section 3: Financial Summary**

This section reviews the City's overall financial picture, including budget highlights, revenue and expenditure estimates, and financial forecasts for the upcoming biennium. This section also includes charts illustrating revenues by fund and type, as well as a description of any assumptions used in developing the budget.

Finally, the section reviews the City's personnel plan, providing an overview of staff by department, as well as a City-wide organizational chart. This section also includes the City's historical authorization of full-time employees, and the compensation schedule.

## **Section 4: General Fund Program Summaries**

This section includes organizational charts and operating budgets for each department in the General Fund, including a description of the department, key accomplishments, and new initiatives.

## **Section 5: Other Funds**

This section includes all non-General Fund program summaries.

**Special Revenue Funds:** Includes organizational charts and operating budgets for the City’s Special Revenue Funds, including Drug Enforcement and Occupancy Tax.

**Debt Service Funds:** Includes an overview of the City’s debt, including descriptions of outstanding debt, debt summaries by fund, and illustrations of debt obligations through maturities.

**Capital Project Funds:** Includes an overview of the City’s capital project funds, including dedicated revenue streams and planned expenditures in Sidewalk, Street, Parks & Trail, Facilities, and General Government Capital Funds.

**Enterprise Funds:** Reviews the City’s enterprise funds, including utilities, cemetery, and animal control.

**Internal Service Funds:** This section includes an overview of the City’s internal service funds, including assessments to user departments and planned expenditures in Unemployment, Fleet, and Information Technology.

**Fiduciary Funds:** This section includes an overview of the City’s funds to manage trusts, including the Alder Avenue Remediation Fund, Cemetery Endowment Fund, the Development Impact Fund, and the Firemen’s Pension Fund.

## **Section 6: About the City of Sumner**

This section provides an overview of how the City of Sumner operates and includes information on City services and demographics.

## **Section 7: Glossary**

This section presents a glossary of budget terms and acronyms used in municipal services and budgeting.

## VISION

Sumner will set the standard of excellence for a progressive small city.



## MISSION

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



## VALUES

We serve with Respect and Integrity.  
We are Responsive and Accountable.  
We are Collaborative and Professional.  
We are Innovative and Visionary.



# STRATEGIC PRIORITIES

## Protection of water, open spaces, and other natural resources

Sumner was settled in a beautiful valley at the confluence of two rivers, and although we've grown and changed over the last 125 years, it remains an important part of who we are. The City leads efforts to keep water systems clean and preserve open spaces. In partnership with local tribes, the City also strives to keep the rivers and streams healthy, with Salmon Creek's namesake returning after recent efforts to remove spawning barriers. Sumner's Wastewater Treatment Facility routinely wins recognition for its efficiency and effectiveness in protecting the environment, putting back into the rivers only what is processed and safe. Always recognized as a Tree City USA, last year, Sumner also helped the National Sustainability Initiative set the world record for tree planting.

This biennium will see the continuation of the White River Restoration Project, a key partnership to restore this man-made river to both improve habitat and protect against flooding. Mosby Farms continues to farm nearly 100 acres they lease from the City of Sumner, and the Sumner Link Trail offers residents and visitors a nice 5.5-mile recreational option that provides views of the rivers, Salmon Creek and the farming.

## Safe and efficient transportation system

In a recent survey, citizens listed traffic/parking as their top concern. It's a byproduct of a successful city, as well as regional growth outside of Sumner. Sumner continues to prioritize projects that build safe transportation systems, for vehicles, pedestrians and bicyclists. This biennium will include replacing the outdated Bridge Street bridge, seeking funding for sidewalks along 160<sup>th</sup> Avenue East, and the ongoing struggle to fix the SR 410/Traffic Avenue/E Main bottleneck. City planners will also work on West Sumner and East Sumner plans to increase density, especially around transit, in order to provide housing options that do not increase regional congestion.

Regional partnerships are very important as most of Sumner's traffic is generated outside the city and can only be managed through regional efforts. Planning will continue for replacing the Stewart Street bridge. In this biennium, Sumner continues to work with Sound Transit to not only address commuter parking needs, but also work on the Highway 410/Traffic Avenue overpass.



## Long-range financial stability to provide a balance of City services

The Council and staff are stewards of the public's money, making it important to balance citizens' simultaneous demand for excellent service and cost savings. The City's efforts to mitigate risk, communicate decisions, research options and follow complex laws all stem from an effort to provide quality service for the lowest cost possible. The City continues to identify efficiencies, whether reducing ongoing costs of street lighting, cutting through bureaucracy and overhead through reorganization, or making wise choices in provision of services.

Examples of this can be seen in the public/private partnership formed to operate the Sumner Senior Center and consolidating dispatch services for police. The City has been highly successful in obtaining grant funds to supplement tax dollars, and will continue to seek alternate sources of funding. In this biennium, the City will invest in new technology to be able to do better work more efficiently as well as provide better customer service to a population with increasing demand for City services offered 24/7 via the website.

## Enhance Community Character

When citizens compliment and value Sumner's small-town charm, they are talking about its community character. Whether it is police officers keeping our community safe, parks workers mowing the lawns or public works crews making sure our water is clean, creating quality of life for those who live and work here is a priority for every department. The City hosts events, plants trees, works on economic development and builds infrastructure that reinforces Sumner's "small-town charm."

This last biennium we saw the updates to the Town Center Plan, the Parks & Trails Plan and the emergence of events like Rhubarb Days as being truly regional draws. In this biennium, the City will follow through on these new plans, helping Sumner grow while retaining the essence that delivers the small-town charm. New tools like online engagement software will help Sumner continue to increase its ongoing collaboration with residents, businesses and even visitors, defining what engagement means in a modern age.



# ABOUT SUMNER

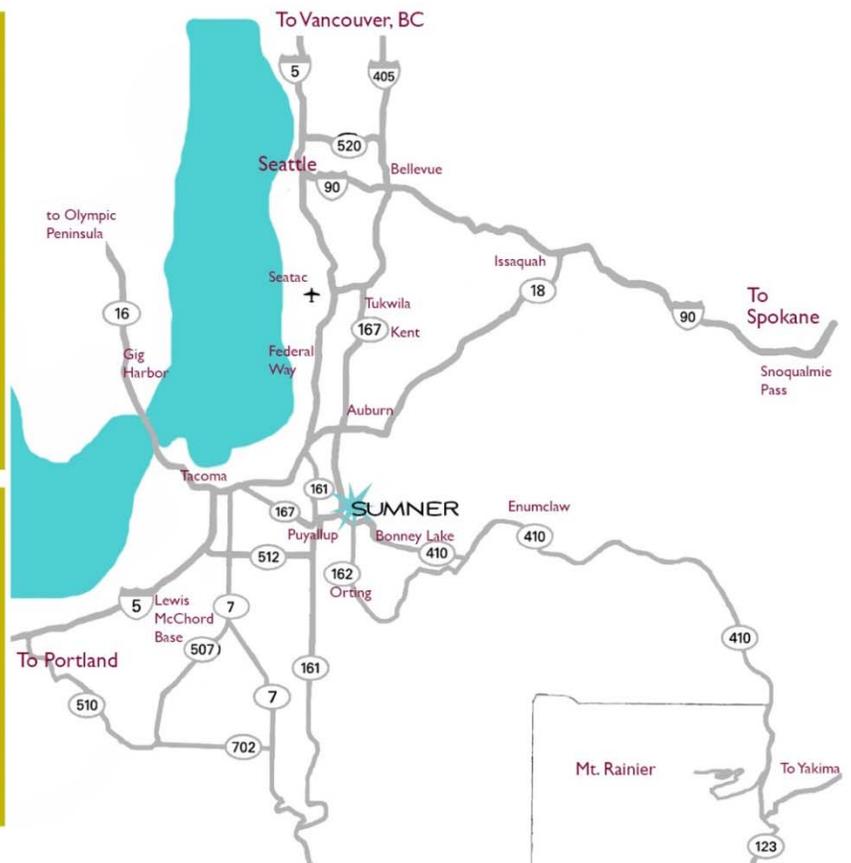


Come on in to Sumner if you're looking for some old-fashioned hospitality in the Rhubarb Pie Capital of the World. Historic Main Street is full of unique gifts and treasures. Stores offer personal service while restaurants and diners dish up a side of gossip with the local cuisine.

Quiet, picture-perfect streets lead to a walkable lifestyle with parks full of new friends and award-winning schools of the Sumner School District. The Sounder station in downtown Sumner connects Sumner by train or bus to downtown Tacoma or Seattle in less than 40 minutes—perfect for enjoying big-city bustle or commuting to jobs. However, Sumner itself offers more than 14,000 family wage jobs at quality companies, including REI, Amazon, Keurig Green Mountain, Costco, GKN, Dillanos Coffee Roasters, Helly Hansen, Penny's Salsa, Northwest Delights, Toysmith and more.

The sounds of Sumner include the cheers from a Friday-night football game in fall or the music from outdoor bands during the Rhubarb Days Festival. The scents of Sumner include flowers, fresh air, and coffee roasting. The sights of Sumner include the Daffodil Festival's Grand Floral Parade, Santa riding on an antique fire engine for the holidays, and beautiful gardens. The touch of Sumner is a handshake in greeting, a high-five at the Heath Sports Complex and the helping hands of neighbors when needed. And, the taste of Sumner is, of course, rhubarb pie—a sweet-tart treat served up with a hearty helping of small-town charm.

More information: [www.rhubarbpiecapital.com](http://www.rhubarbpiecapital.com)



# ELECTED OFFICIALS



**Bill Pugh**

Mayor

Term:  
Jan. 2018-Dec. 2021



**Barbara Bitetto**

Councilmember

Term:  
Jan. 2018-Dec. 2021



**Curt Brown**

Councilmember

Term:  
Jan. 2016-Dec. 2019



**Kathy Hayden**

Councilmember

Term:  
Jan. 2018-Dec. 2021



**Cindi Hochstatter**

Councilmember

Term:  
Jan. 2016-Dec. 2019



**Melony Pederson**

Councilmember

Term:  
Jan. 2018-Dec. 2021



**Patrick Reed**

Councilmember

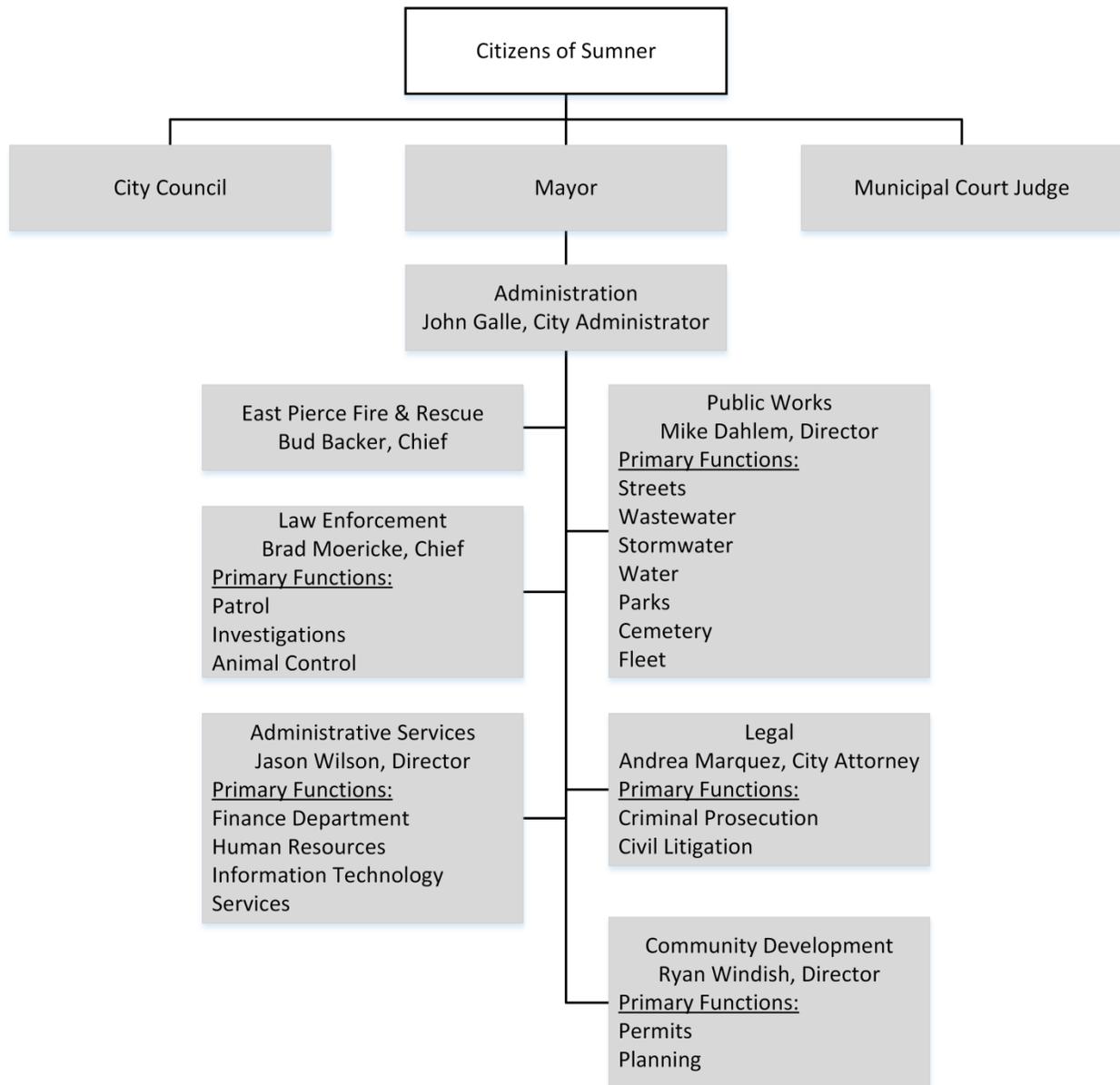
Term:  
Nov. 2016-Dec. 2019



**Earle Stuard**

Councilmember

Term:  
Through Dec. 2019



# COMMISSIONS

One important way a City reduces costs is through the voluntary time and talent of individuals who have experience or interest in a certain area. Thank you to the following individuals who share their time, energy and expertise to the City of Sumner and its citizens by serving on a commission.

## **Arts Commission**

Emily Browning-Cray  
Judy Caviezel  
Ben Haines  
Donna Hardtke  
Michael Hochstatter  
Fran Jones  
Sue Larson  
Rom LaVerdiere  
Jacob Loden  
Dustin Madden  
Anita Miller  
Leah Oren  
Courtney Shore  
Marsha Vandenberg

## **Design Commission**

David Meshke  
Jolene Peterson  
Randy Radniecki  
Jeanne Walter  
Rhiannon Williams-Sanchez

## **Forestry & Parks Commission**

Ben Bridges  
Andy Elfers  
Theresa Haase  
Gene McCaul  
Warren Peloli  
Barbara Skinner  
Margo Stewart  
Dennis Tompkins

## **Lodging Tax Advisory Committee**

Sue Larson  
Jasvin Schroeder  
Kim Straight  
Jackie Walls

## **Salary Commission**

John Anderson  
Barbara Skinner  
Michael Dobb

## **Historic Preservation Commission**

Steve Allwine  
Dale Loseth  
Emily Terrell

## **Planning Commission**

Cynthia Bush  
Josh Hamilton  
Casey Riddell  
Amanda Robbert  
Sam Suznevich

## **Civil Service Commission**

Brian Anderson  
Michael Carnahan  
A. Eugene Hammermaster



# POLICIES & ORDINANCES



Mayor Pugh & Council in the annual Daffodil Parade.



## 2019-2020 BUDGET



## BUDGET AND GENERAL FISCAL POLICIES

The City of Sumner follows several administrative policies in preparation of the 2019/2020 Biennial Budget. Administration uses these policies to manage and monitor the development and implementation of the budget. The City's financial and budget policies were adopted by City Council ([Resolution No. 1237](#)) and are reviewed biennially by the City's Finance & Personnel Committee (a Council sub-committee).

### Budget Policies

The 2019/2020 Biennial Budget sets the City's financial operating plan for the years stated. The budget includes estimated expenditures (costs) of providing services and the estimated revenues (income) to pay for those services. In accordance with state statutes ([RCW 35.33.075](#)), the City adopts a balanced budget. This means that the budgeted appropriations (expenditures) are balanced with either revenues and/or unreserved fund balances. The City's intent is to pay for all current expenditures with current revenues. In any program where expenditures exceed revenues for the budget period, operating reserves and/or interfund transfers will be used to meet the shortfall. Any such use of operating reserves and/or interfund transfers shall be approved by City Council and disclosed in adopted budget materials.

### Budget Process

In Washington State, city government fiscal years follow the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>). Municipal government years do not coincide with the fiscal years of either state government (July 1<sup>st</sup> to June 30<sup>th</sup>) or federal government (October 1<sup>st</sup> to September 30<sup>th</sup>).

The City of Sumner budgets on a biennial basis, meaning the City prepares and adopts a budget covering a two-year period. Under state law ([RCW 35A.34](#)) for biennial budgeting, the City will prepare a mid-biennial review in November/December of 2019. At that time, any necessary amendments for changes in revenues or expenditures will be presented to the City Council for review and adoption.

The City of Sumner's budget process is designed to meet the service needs of the City by integrating the planning and implementation of City programs and objectives with the allocation of resources sufficient to support such services and projects. The framework of the City budget was developed with the following purposes in mind:

- Establishes a plan of policy and operation, which allocates resources of the City to achieve specific city goals and objectives, and guides the City's activities;
- Facilitates the evaluation of City programs by providing a means to measurably examine the financial activities of the city departments over time;
- Provides management information as a comprehensive recording of information relative to both the character and scope of city activity; and

- Establishes financial control by controlling through prioritization of programs/projects the allocation of revenue to various activities and allowing policy officials to ensure legality, accuracy, and conformity to legislative and administrative standards.

The main feature in the development of a budget is to make the budget document readable and understandable to the general public and our citizens, while providing sufficient detail in the financial, program, and policy information to guide the departments in program performance and assist the city administration and city council in program evaluation and monitoring. We have worked on accomplishing their efforts by providing each fund or department budget with a clear and concise description of each of the programs and goals/objectives that the various departments and funds are to accomplish over the short term as well as setting a direction for the future. The focus of Sumner’s budget is on “program planning” and that funding of those programs is sufficiently provided. After the presentation of the budget to the City Council, the Council adopts the budget at the fund level, again directing specific attention to program/objectives development and cost.

The budget cycle consists of five distinct phases, plus continual monitoring:



*Development and Preparation:* Staff develops and submits their initial budget requests to the Executive Department. Staff bases their proposed budget on an analysis of historical and planned activities. Input is received from a variety of participants, including staff, citizen surveys, boards and commissions, and others. The Executive Department reviews program requests, compares projected revenues against projected expenditures, and develops a balanced preliminary budget (July – September).

*Review and Adoption:* The City Council reviews the preliminary budget, holds public hearings, and adopts the budget for the next biennium (October – December).

*Implementation:* Services, programs, and projects approved by the biennial budget are carried out (January – December).

*Monitoring:* The Finance Department, along with individual department heads, budget, and project managers, monitor revenues and expenditures throughout the year to ensure that funds are available and utilized in an approved manner. Periodic reports are made to the Finance & Personnel Committee, and to City Council on the status of the budget. In addition, City staff continually assesses trends, changes in laws/statutes, etc. for impacts on the City’s sources of revenues and expenditure limitations (January – December).

*Evaluation:* The Finance Department prepares annual financial reports which are audited by the Washington State Auditor’s Office. The Mayor and City Council review the previous year’s accomplishments at their annual retreat (dates vary).

Each phase of the budget process requires a coordinated effort between the Mayor, City Council, City Administrator, Finance Department, and other City departments. Although the development of the biennial budget takes only six to seven months, the monitoring and evaluation is a continual process that leads from one budget cycle to the next.

#### *Budget Roles & Responsibilities*

*Citizens* All citizens, including advisory boards and commissions, are encouraged to participate in the development of the budget. City staff encourages public input through informal (discussions, correspondence, etc.) and formal opportunities (budget public hearings, City Council meetings, surveys, etc.)

*City Council* The City Council adopts budget policies and prioritizes programs and projects consistent with their vision and goals. The City Council reviews, amends, and adopts the biennial budget (and any subsequent amendments). The City Council approves certain large purchases in accordance with the City’s purchasing policies and procedures.

*Mayor and City Administrator* The Mayor is responsible for presenting a preliminary biennial budget to the City Council for consideration. The Mayor is assisted by the City Administrator who is responsible for oversight of the preparation of the budget document, reviewing departmental requests, providing administrative guidelines for the implementation of the budget, coordination with the Mayor and City Council, and continual monitoring of the City’s financial position.

*Finance Department* The Finance Department is responsible for preparing revenue and expenditure forecasts using a variety of information sources (history, department estimates, economic trends, third-party information, etc.) The Finance Department prepares the budget document, including

training for departments related to budget implementation, and maintains the City’s financial software.

*All City Departments*

All City departments are expected to be active participants in the budget process, including communicating any anticipated changes to the City Administrator.

Budget Calendar

The City of Sumner’s budget process and procedures are consistent with the process and calendar set forth under RCW 35.33. *Note: Where the RCW references “clerk”, for City purposes refer to the Chief Financial Officer.*

<b>Major Steps in Budget Preparation</b>	<b>State Law Time Limitations</b>	<b>2018 Date</b>	<b>City Date</b>
Council Budget Retreat/ Strategic Goals Workshop	n/a	n/a	February 24 February 26 April 9 April 30
Call to budget to all department heads	By second Monday in September <sup>1 2</sup>	September 10	June 11
Estimates are to be filed with the clerk.	By fourth Monday in September <sup>2</sup>	September 24	July 2
Departments meet with Mayor, City Administrator, and Finance	n/a	n/a	August 13-24
Clerk provides estimates filed by department heads to Mayor/Manager showing complete financial program.	On or before the first business day in the third month prior to beginning of the fiscal year.	October 1	August 31
Estimates and projections provided to Council	No later than the first Monday in October	October 1	September 10
Mayor/Manager prepares preliminary budget and message and files with Council and the clerk.	At least 60 days before the ensuing fiscal year.	November 2	September 10
Clerk publishes notice that preliminary budget has been filed and publishes notice of public hearing on final budget once a week for two consecutive weeks.	No later than the first two weeks in November	November 2 through November 20	October 8 October 15

<sup>1</sup> RCW 35.33.031 actually provides “on or before the second Monday of the fourth month”, etc. Therefore, pursuant to state budget law, that step (and certain others) could be taken before the dates listed here. See also, RCW 35A.33.030.

<sup>2</sup> Or at such other time as the city or town may provide by ordinance or charter (RCW 35.33.031 and .051 and 35A.33.03 and .050).

Copies of preliminary budget made available to the public.	No later than six weeks before January 1	November 19	October 8
Study Session Review	n/a	n/a	September 10 (Utilities) October 1 October 8 October 22 October 29 November 12
The legislative body must hold a public hearing on revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues. RCW 84.55.120. After the hearing, a city may choose to pass an ordinance at the same meeting authorizing a property tax increase in terms of dollars and percent to comply with Referendum 47.	Before legislative body votes on property tax levy. Deadlines for levy setting are in item 8 below.	November xx through November xx	October 15 (Property Tax) October 22 (2019/2020 Budget) September 17 (Utility Rates)
Property tax levies set and filed with Pierce County	November 30 for all cities and towns	November 30	November 5
Final hearing on proposed budget.	On or before first Monday of December, and may be continued from day-to-day but no later than the 25th day prior to next fiscal year.	December 3	November 19
Adoption of budget.	Following the public hearing and prior to beginning of the ensuing fiscal year.	Day of your public hearing through December 31	December 3
Copies of final budget to be transmitted to the State Auditor's Office and to MRSC.		After adoption.	December 14
Entry of Budget detail into Munis	n/a	n/a	Prior to January 1
Posting of Budget document on website	n/a	n/a	Prior to January 1
Printed Budget document available	n/a	n/a	March 1
GFOA Award Submission	n/a	n/a	March 1

## Accounting System and Policies

### Basis of Accounting and Budgeting

*Basis of accounting* is a term that refers to the revenues, expenditures, and transfers – and the related assets and liabilities that are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

*Basis of budgeting:* The City’s budget and financial statements for governmental funds (General, Special Revenue, Debt Service, Capital Projects, and Fiduciary Funds) and proprietary funds (Utilities and Internal Service Funds) have been prepared on a cash basis of accounting. Revenues are recognized when received and expenditures are recognized when paid.

Annual financial statements are annually audited by the WA State Auditor. The annual audit includes both a financial and accountability portion. For fiscal years where the City receives over \$750,000 in federal participation (for instance, construction grants), the City also undergoes an additional audit process, the “single” audit, which audits compliance to the grant or funding agreements.

The budget, as adopted, constitutes the legal authority for expenditures. The annual budget is adopted with budgetary control at the fund level so expenditures may not legally exceed appropriations at that level of detail. Any revisions to the legally adopted budget that alter the total revenues or expenditures of a fund require adoption by ordinance. Transfers or revisions within funds are allowed with the authorization of the City Administrator and Chief Financial Officer, but only the City Council has the legal authority to increase or decrease a given fund’s budget.

### Budgeting, Accounting, and Reporting System (BARS)

The City of Sumner uses the revenue and expenditure classifications contained in the Budgeting, Accounting, and Reporting System (BARS) Manual, as proscribed by the Washington State Auditor’s Office, under the authority of Washington state law, Chapter 43.09 RCW. This system provides a uniform chart of accounts for all Washington State local governments, and provides useful comparative data to the state regarding local spending. The BARS system also provides comparative data to interested parties, available through the WA State Auditor website (<https://www.sao.wa.gov/>).

### Budget Fund Structure

The City of Sumner has thirty one appropriated funds (debt service funds are deemed appropriated when debt is authorized, and are therefore not re-appropriated in each budget cycle, although they are provided for reference.) In addition, the City carries an un-appropriated agency fund (Fund 615 – Section 125 Fund) that accounts for employee contributions to a Section 125 plan administered by a third party. All funds, including debt service and Fund 615, are included in the City’s annual audit.

Each fund is considered a separate accounting entity, and is accounted for with a separate set of accounts that include its cash, investments, revenues, and expenditures. Funds are independently balanced, meaning that revenues and beginning fund balances must equal expenditures and ending fund balances.

The City of Sumner’s funds are separated into three main fund type classifications:

Fund Type	Description
Governmental	Funds that account for the activities of the City that are governmental in nature. Governmental funds are generally supported by taxes, charges for goods, and services, fees, and contributions from other governments.
Proprietary	Funds that account for the activities of the City that are propriety, or “business” in nature. Proprietary funds are self-supporting with fees paid by the users of their services.
Fiduciary	Funds held by the City as a trustee.

The three primary Fund Types are further divided and identified by coding:

Fund Code	Fund Class	Description
000-999	General Funds	Accounts for all financial resources except those required to be accounted for in another fund.
100-199	Special Revenue Funds	Accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
200-299	Debt Service Funds	Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
300-399	Capital Project Funds	Accounts for the financial resources to be used for the acquisition or construction of major capital facilities.
400-499	Enterprise Funds	Used to report any activity for which a fee is charged to external uses for goods and services.
500-599	Internal Service Funds	Accounts for the financing of goods and services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis.
600-699	Fiduciary Trust Funds	Accounts for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

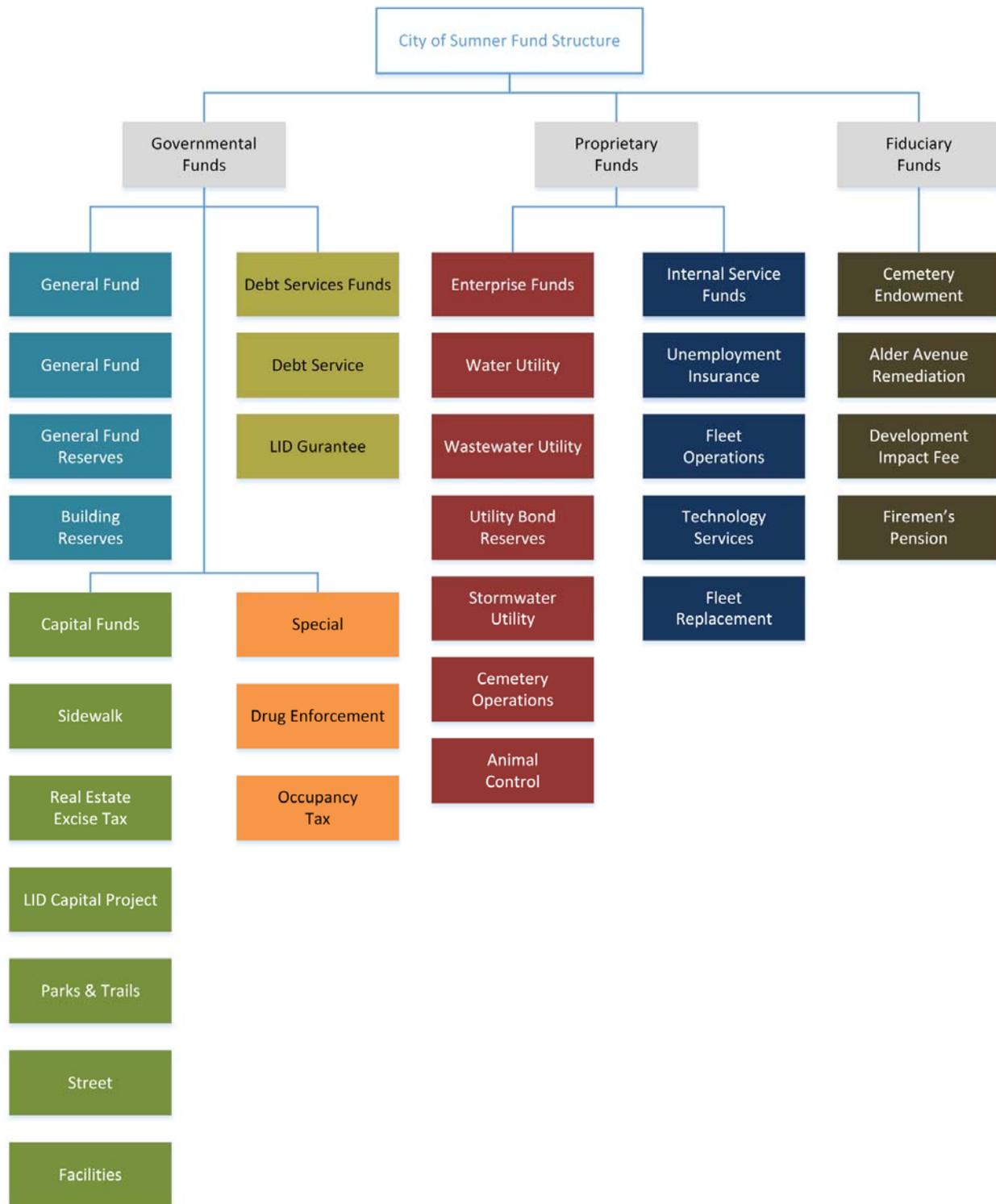
For budgetary purposes, the City has five major funds (funds which represent >10% of the adopted budget). *Note, this is different than the method used to calculate major funds in the City’s financial statements.* For 2019/2020, budgeted major funds are:

Fund	Fund Title	Fund Class	Description
001	General Fund	General Fund	This is the main operational fund of the City.
320	Street Capital Fund	Capital Project Fund	This fund accounts for capital expenditures relating to the City’s

401	Water Fund	Enterprise Fund	transportation infrastructure. The Water Fund accounts for all operational and capital expenditures associated with the water utility.
402	Sewer Fund	Enterprise Funds	The Sewer Fund accounts for all operational and capital expenditures associated with the sewer utility.
408	Stormwater Fund	Enterprise Fund	The Stormwater Fund accounts for all operational and capital expenditures associated with the stormwater utility.

Beginning 01/01/2019, and as part of the conversion from the Eden financial software to the Munis ERP (Enterprise Resource Planning) software, a number of fund changes were made:

Fund	Fund Title	Fund Class	Description
101	Street Operations	Special Revenue	This fund was retired. Street Operations were rolled into the General Fund.
102	Street Capital Fund	Special Revenue	This fund was retired and converted to Fund 320 Street Capital Fund.
109	Animal Control Fund	Special Revenue	This fund was retired. Animal Control activity will be accounted for in the new fund 440 Animal Control.
111	Misc. Grant Fund	Special Revenue	This fund was retired. Grant activity will be accounted for in the General Fund.
303	General Gov't CIP	Capital Project Fund	This fund was retired. Activity will be accounted for in new funds 305 (REET), 310 (Parks & Trails Capital), 320 (Street Capital), and 325 (Facilities Capital).
415	Cemetery Development	Enterprise Fund	This fund was retired and rolled into Fund 410 Cemetery Operations.
420	Multi-Purpose Center	Enterprise Fund	This fund was retired. The facility was decommissioned and demolished.



In addition to fund structure, the BARS Manual provides the structure for a specific chart of detailed accounts. In this structure, revenue (resource) accounts begin with the number “3” and can be summarized as follows:

BARS REVENUE ACCOUNTS	
310	Tax Revenues
320	Licenses & Permits
330	Intergovernmental Services and Payments
340	Charges for Goods and Services
350	Fines & Forfeits
360	Miscellaneous Revenues
380	Non Revenues
390	Other Financing Sources

On the expenditure side, the BARS manual provides for expenditure accounts up to fifteen digits in length. Each set of digits signifies a certain type of transaction. The final set of digits is referred to as the “object code” and signifies the type of expenditure. The City of Sumner budget is reported at the object code level in each operating budget.

BARS Object Codes	
10 Salaries & Wages	Amounts paid for personal services rendered by employees in accordance with the rates, hours, terms, and conditions authorized by state law or employment contracts. Includes overtime, on-call, sick, vacation, and holiday paid leave.
20 Benefits	Amounts paid by the employer as part of the conditions of employment. Includes employer paid portions of Social Security, Medicare, Industrial Insurance, Unemployment Insurance, retirement, and health benefits.
30 Supplies	Amounts paid for articles and commodities purchased for consumption or resale. Includes office & operating supplies, small tools & minor equipment, etc.
40 Other Services & Charges	Amounts paid for services other than personal which are needed by the City. Services may be provided by a public agency or private business. Includes such services as professional services (consultants), communications, travel, insurance, utility services, repairs and maintenance, advertising, memberships, etc.
50 Intergovernmental Services	Amounts paid for intergovernmental purchases for specialized services typically performed by other governmental agencies. <i>Note: Beginning with fiscal year 2019; the State Auditor is eliminating the use of the 50 series object code. Budgeted items in this code beginning 01/01/2019 will be included in other object codes. History in this series is still provided.</i>
60 Capital Outlay	Expenditures which result in the acquisition of, rights to, or additions to capital assets, including incidental costs such as legal, appraisal, and brokerage fees, land preparation and demolishing buildings, fixes and delivery costs. In Sumner, most capital outlays are budgeted in the various capital improvement or enterprise funds of the City and not in the respective operating department’s capital outlay.

## Investments

The City of Sumner manages and invests its cash within the guidelines established by the Washington State statutes with three objectives (in order of priority): Safety, liquidity, and yield. The City maintains a cash management program, which includes collection of accounts receivable, disbursement of funds, and prudent investment of available cash.

City investments are primarily placed with the Washington State Local Government Investment Pool (LGIP) administered by the Washington State Office of the State Treasurer. All investments are made in accordance with the City of Sumner's adopted investment policy, which is based on the Governmental Finance Officers Association (GFOA) best practices.

## Capital Assets

The City of Sumner maintains capital asset records to identify and account for the long-lived assets of the City. Capital assets include land, buildings, machinery & equipment, and infrastructure valued in excess of \$5,000 and with a useful life exceeding two (2) years. In the governmental funds, assets are expensed as they are purchased. In the proprietary funds, depreciation is charged using the straight-line method over the estimated useful life of the asset.

For fleet (rolling stock) assets, a rate model is updated biennially to ensure sufficient capital reserves are accrued for replacement. At that time, both replacement costs and useful life definitions/assignments are evaluated.

## Long-Term Debt

As a general rule, the City tries to manage its long term debt in a manner designed to utilize its credit to optimize City services, while balancing overall debt levels and annual debt service obligations. The City recognizes that prudent use of its credit can both facilitate construction of essential capital improvements and serve as a method for sharing the costs of those improvements between current and future beneficiaries.

1. *Debt will not be used to cover operating expenses.* When necessary, long-term debt may be used to provide for capital acquisitions and construction. Long-term debt will not be used to fund operating expenses except in extraordinary circumstances as authorized by City Council;
2. *Term of debt.* Long-term debt will be structured in such a manner so the debt payments do not exceed the expected useful life of the project being financed. Whenever possible, the City will fund its capital needs on a pay-as-you-go basis, especially smaller capital projects;
3. *Refunding bonds.* Any refunding must be consistent with federal regulations; under current regulations, refunding opportunities are limited When statutorily allowed, and as a general rule, existing bonds will not be refunded through the issuance of refunding bonds unless the

refunding plan will achieve a net present value savings of at least 5%. As an exception to this general rule, the bonds may be refunded to obtain more favorable bond covenants when it is clearly in the City's interests to do so.

4. *Legal limitation of indebtedness.* The City will utilize its general obligation (GO or voted) and limited tax general obligation (LTGO or non-voted) debt authority prudently. The City's outstanding debt will never exceed those constitutional limits;
5. *Reserve of debt authority.* At a minimum, the City will maintain at least 10% of its legal limit of non-voted general purpose indebtedness (LTGO) as an emergency reserve;
6. *Preservation of credit rating.* The City will carefully consider the future fiscal impacts of incurring additional long-term debt and will recognize the implicit, additional future costs of any debt issuance that impacts the City's credit rating. Currently, the City carries a AA- rating with Standard & Poors, and an A1 rating from Moody's;
7. *Use of revenue debt whenever possible.* The City recognizes that its ability to pledge its taxing authority as a security for debt is a limited resource which should be preserved whenever possible. Therefore, whenever the improvement being financed with debt is expected to produce off-setting revenues that can be used to secure all or part of the debt in lieu of a pledge of the City's taxing authority that revenue should be used to secure the debt to the maximum practical extent to minimize the usage of the City's limited voted and non-voted debt capacity;
8. *Internally financed debt.* The City may make interfund loans when it is prudent to do so as permitted by state law;
9. *Utility fund debt.* Each rate-based utility will utilize a six-year capital and financial plan which allocates capital financing needs between debt and pay-as-you-go use of current revenues. When it is determined that issuance of debt is needed for capital construction, debt will be secured solely by a pledge of rate revenues and will not utilize any general pledge of the City's taxing authority except in extraordinary circumstances as approved by City Council;
10. *Conduit Debt/Local Improvement Districts.* The City may allow itself to be used a conduit of debt secured by others where such an arrangement is allowed by law or regulations, and where the City is not, in any way, contingently liable for repayment of the debt. The chief example of conduit debt would be a Local Improvement District (LID) or Utility Local Improvement District (ULID) where the City sells bonds on behalf of the property owners benefited by the LID/ULID;

11. *Debt Issuance Review.* Prior to issuing any long-term debt, the City will review the fiscal impact of the debt over the life of the new bonds. No long-term debt shall be incurred without approval by the City Council;

### **Reserve and Fund Balance Policies.**

The City maintains a Reserve Fund. Use of the reserve fund requires a supermajority vote of the Council.

The City will maintain specific reserves as required by law, ordinance, or bond covenant. As a general rule, the City shall maintain a General Fund fund balance of not less than 8% of operating expenditures to provide for needed cash flow and as a reserve against unforeseen expenditures needs or revenue shortfalls. The reserve shall be 15% for the Water and Sewer Funds, and 8% for the Stormwater Fund.

### **Revenues**

Budgeted revenues will be forecasted realistically, but conservatively. Before accepting any state or federal grants, the City shall assess the fiscal impacts of the grant in view of any matching requirements, future operations and maintenance costs, and other commitments or obligations. No state or federal grant with a local match in excess of \$25,000 may be applied for without express approval from the City Council, regardless of whether the project is included in the adopted budget or Capital Improvement Plan.

Utility rates shall be set sufficiently to cover the costs of service. A utility rate study shall be developed/updated biennially in concert with the budget process.

City staff will periodically review all fees for licenses, permits, fines, and other miscellaneous charges and recommend changes based on inflation, processing time, expenses to the City, benchmark rates, and any other factors pertinent to the specific item.

### **Cost Allocations**

In 2013, the City developed and implemented a cost model to allocate the cost of administrative services (e.g. Legislative, Executive, Human Resources, IT, and Finance) to non-General Fund activities. This model is reviewed and updated each budget cycle. The most recent review was completed in 2018.

### **Fiscal Monitoring**

Revenues and expenditures are monitored by the Finance Department and department managers continually throughout the year to ensure that funds are available and used in an appropriate manner. Period reports are compiled and made to the City Council on the status of the budget and progress being made on various projects. Monitoring also includes ongoing assessment of trends, changes to laws, etc. and subsequent evaluations for potential impacts of external changes on the City's sources of revenue and expenditure limitations or mandates. Staff maintains a six-year

financial model for forecasting and planning purposes. This model is used throughout the budget period to both monitor and adjust for changing situations.

### **Financial Planning and Capital Investment Policies**

Capital projects which anticipate funding, in whole or in part, from grants, mitigation fees, impact fees, or other funds that involve a competitive application shall be reevaluated on the basis of its value and priority level if the anticipated grant, fee, or loan does not materialize or the changes of award appear remote.

As a general rule, the City will not fund capital improvements that primarily benefit development except as part of the City's economic development plan and strategy.

The City will maintain and periodically update a maintenance and replacement schedule for the Fleet Replacement Fund. Any fleet replacements and additions will be included and itemized in the budget.

## BUDGET ORDINANCE

### ORDINANCE NO. 2665 CITY OF SUMNER, WASHINGTON

#### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, ADOPTING THE 2019-2020 BIENNIAL BUDGET.

**WHEREAS**, State law, Chapter 35A.33 RCW, requires the City to adopt a budget and provides procedures for the filing of estimates, a preliminary budget, deliberations, public hearings, and final fixing of the budget; and

**WHEREAS**, a preliminary budget for the fiscal years 2019 through 2020 has been prepared and filed; and

**WHEREAS**, public hearings were conducted for the purpose of fixing the final budget; and

**WHEREAS**, the City Council has deliberated and made adjustments and changes, as necessary and proper.

#### **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1. Adoption by Reference.** The 2019-2020 Biennial Budget for the City of Sumner, covering the period from January 1, 2019 through December 31, 2020, with regular revenues and beginning fund balances of \$149,480,893 and expenditures and ending fund balance of \$148,480,893, is hereby adopted.

**Section 2. Summary of Revenues and Expenditures.** The 2019-2020 Biennial Budget sets forth totals of estimated revenues and expenditures by fund and is as follows:

## BUDGET ORDINANCE

Funds	Beginning Fund		Revenues		Expenditures		Ending Fund	
	Balance						Balance	
	<i>Adopted</i>		<i>Adopted</i>		<i>Adopted</i>		<i>Adopted</i>	
001 General	\$ 2,079,453	\$	31,178,782	\$	30,970,407	\$	2,287,828	
002 General Fund Reserves	979,717		-		-		979,717	
003 Building Reserves	360,460		200,000		80,000		480,460	
105 Drug Enforcement	65,588		-		4,460		61,128	
106 Occupancy Tax Fund	88,593		170,000		5,600		252,993	
200 Debt Service	2,150,000		610,921		456,768		2,304,153	
221 LID Guarantee	1,131,249		-		-		1,131,249	
302 Sidewalk	310,606		2,535,000		2,535,000		310,606	
305 Real Estate Excise Tax	158,408		1,400,000		1,086,817		471,591	
307 LID Capital Project Fund	790,090		4,000,000		4,730,000		60,090	
310 Parks & Trails Capital Fund	-		1,172,254		572,254		600,000	
320 Street Capital Fund	162,803		16,756,297		16,426,297		492,803	
325 Facilities Capital Fund	-		335,000		335,000		-	
401 Water	10,454,671		11,106,768		13,548,901		8,012,537	
402 Wastewater	10,937,502		16,084,962		18,364,355		8,658,108	
403 Utility Bond Reserves	1,717,625		-		-		1,717,625	
408 Stormwater	6,573,678		10,286,892		12,512,105		4,348,465	
410 Cemetery Operations	105,988		1,298,236		1,333,326		70,898	
440 Animal Control	68,997		1,114,090		1,179,474		3,613	
501 Unemployment Insurance	52,503		-		-		52,503	
550 Fleet Operations	53,335		1,052,800		1,052,800		53,335	
551 Technology Services	12,087		1,649,915		1,644,666		17,336	
555 Fleet Replacement	529,191		1,322,645		566,500		1,285,336	
601 Cemetery Endowment	1,107,324		1,200		1,200		1,107,324	
603 Alder Ave Remediation	1,100,919		1,136,181		2,237,100		-	
605 Development Impact Fees	4,914,288		2,000		500,000		4,416,288	
611 Firemen's Pension	31,877		130,000		160,000		1,877	
<b>Total All Funds</b>	<b>\$ 45,936,951</b>	<b>\$</b>	<b>103,543,942</b>	<b>\$</b>	<b>110,303,030</b>	<b>\$</b>	<b>39,177,863</b>	

**Section 3. Severability.** The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the ordinance or the validity of its application to other person's circumstances.

**Section 4. Corrections by City Clerk or Code Reviser.** Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

**Section 5. Effective Date.** This Ordinance shall become effective five (5) days from and after its passage, approval, and publication as provided by law.

## BUDGET ORDINANCE

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 3<sup>rd</sup> day of December, 2018.



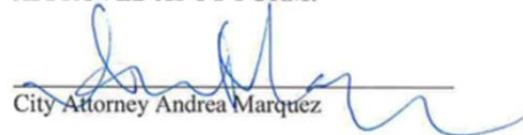
Mayor William L. Pugh

ATTEST:



City Clerk Michelle Converse, CMC

APPROVED AS TO FORM:



City Attorney Andrea Marquez

<i>First Reading:</i>	<i>December 3, 2018</i>
<i>Date Adopted:</i>	<i>December 3, 2018</i>
<i>Date of Publication:</i>	<i>December 5, 2018</i>
<i>Effective Date:</i>	<i>December 10, 2018</i>

## PROPERTY TAX RESOLUTION

### RESOLUTION NO. 1510 CITY OF SUMNER, WASHINGTON

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, RELATING TO AD VALOREM PROPERTY TAXES; ESTABLISHING THE AMOUNT TO BE COLLECTED IN 2019 BY TAXATION ON THE ASSESSED VALUATION OF THE PROPERTY OF THE CITY; AND SETTING THE LEVY FOR THE YEAR 2019.**

**WHEREAS**, the Sumner City Council attests that the City of Sumner population is 10,030; and

**WHEREAS**, the Sumner City Council has properly given notice of the public hearing held October 15, 2018, to consider the City of Sumner's ad valorem property tax for the 2019 budget, pursuant to RCW 84.55.120; and

**WHEREAS**, the City of Sumner's highest lawful levy is \$4,146,667.82 with the actual levy amount from the previous year being \$3,693,583.83; and

**WHEREAS**, the City Council, after conducting the required public hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Sumner requires a regular levy of \$3,780,323, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and an increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made; and

**WHEREAS**, the City Council is hereby establishing a policy that approximately \$0.1075/\$1,000 of this property tax levy, for a dollar amount equal to amount established in the 2018 property tax levy, shall be used only for street improvements and further directs staff to establish a committed reserve account in the appropriate fund to segregate these funds from any other general fund dollars and that these funds are restricted from any other purpose without city council approval; and

**WHEREAS**, the City Council hereby establishing a policy that approximately \$0.1140/\$1,000 of this property tax levy, for a dollar amount equal to \$350,000, shall be reserved for Council appropriation in a future biennial budget cycle, and further directs staff to establish a committed reserve account in the appropriate fund to segregate these funds from any other general fund dollars and that these funds are restricted from any other purpose without city council approval; and

**WHEREAS**, the Sumner City Council finds that to best protect the public health, safety, and welfare, to best protect the City's future property tax levy capacity, to best serve the citizens of Sumner by maintaining an appropriate level of service throughout the City, to appropriately discharge the City's expected expenditures and obligations, and to best serve the citizens of Sumner through a continued commitment throughout the city, substantial needs exists to increase its tax levy authority over last year.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AS FOLLOWS:**

**Section 1. Property Tax Levy.** The City Council adopts the substantial need findings above, and further finds that in light of substantial increases in costs to maintain and operate basic infrastructure, including streets, realized and anticipated loss of state shared revenues, as well as inflationary impacts

## PROPERTY TAX RESOLUTION

on the cost to provide essential public safety services, parks and recreation programs, information technology, planning, building services, and administration services, the City Council finds that there is in fact a substantial need for additional revenue, great enough to justify an increase in property taxes.

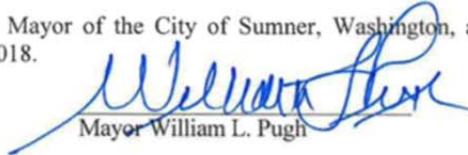
The legally maximum authorized levy is \$4,146,667.82. The required regular property tax levy needed by the City of Sumner of \$3,730,520 is hereby authorized for the levy to be collected in the 2019 tax year. The dollar amount of the increase of the actual levy amount from the previous year is \$36,936. This is a 1.0% increase from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**Section 2.** The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

**Section 3.** Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

**Section 4.** This resolution shall become effective immediately upon adoption.

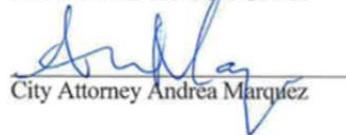
Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 5<sup>th</sup> day of November, 2018.

  
Mayor William L. Pugh

ATTEST:

  
City Clerk Michelle Converse, CMC

APPROVED AS TO FORM:

  
City Attorney Andrea Marquez



# FINANCIAL SUMMARY



Sumner Avenue in the Fall

## 2019-2020 BUDGET



**City of Sumner  
2019/2020 Budget Highlights**

<b>General Government Overview</b>	<p>The City continues to benefit from a positive economy; however, the City remains cautious and prudent in its budgeting. The 2019/2020 Biennial Budget, covering the period from January 1, 2019 through December 31, 2020, adopts regular revenues and beginning fund balances of \$149,480,893 and regular expenditures and ending fund balances of \$149,480,893.</p>
<b>Revenues</b>	<p>The City of Sumner’s budget is funded primarily by sales tax, property tax, utility tax, and charges for services. Although the City has enjoyed a strong local economy, fears of potential flattening persist.</p> <p>In this budget, there are no proposed tax increases except a 1% property tax increase to offset increased costs of doing business. However, there is little capacity in the budget for expanded initiatives or new projects without identification of increased revenue capacity through taxes or charges.</p> <p>Although the City is currently in the process of selling the Sumner Meadows Golf Course, it is important to note that the proceeds of this sale have been identified, through the sale process, to retire debt, pay YMCA commitments, and construct capital projects. Staff does not consider the sale proceeds to be available for offsetting of operational costs.</p>
<b>Expenditures</b>	<p>The 2019/2020 Biennial Budget is essentially a “status quo” budget. Departments have been asked to “hold the line”, maintaining current operations. Exceptions for new or expanded projects, staffing changes, etc. are made only after identifying off-setting revenue sources.</p> <p>Although the budget is a “status quo” budget, inflation pressures on expenditures continues to outstrip revenue growth.</p> <p>Additional information regarding each department or fund, including purpose, accomplishments, goals, and budget information, can be found in the Program Summaries and Other Funds section of this document.</p>
<b>Fund Balance</b>	<p>The proposed budget does not utilize the Reserve Fund set by Council.</p>

## **BUDGET OVERVIEW**

The City of Sumner prides itself on its vision to set the standard of excellence for a progressive small city. We see no conflict between “small” and “progressive” and provide a depth and quality of services to the community, while maintaining a charming, engaged small-town atmosphere. The budget is one of our guiding documents for the future.

Along with the rest of the nation, Sumner went through challenges as the economy tumbled. Thanks to its early recognition of the recession, and early acceptance of the “new normal,” the City was able to maintain staffing and services through conservative budgeting and forecasting. We are focused on continuing to provide excellent services to our community while maximizing our available dollars.

In Sumner, as with national trends, the economy strengthened over the past several years. Although we currently benefit from a strong local economy, we are beginning to see signs of local and regional flattening in the growth, and as such, have budgeted conservatively.

### **Key Issues Affecting the 2019/2020 Budget**

The City’s priority for the 2019/2020 Budget is to maintain our ability to provide current levels of service with conservative revenue growth. During the budget process, we also identified areas needing additional resources and will continue to work to develop funding models to address those needs.

#### *Legislative*

Sumner receives 3% of its General Fund revenue from intergovernmental programs. The State’s 2017 Legislative Session adopted a two-year budget that addressed State transportation issues as well as the McLeary decision (the State Supreme Court’s mandate for spending increases in K-12 education). Any State budget actions that affect State shared revenues for cities will impact the City of Sumner.

Revenue sources that will or may be impacted include:

*Streamlined sales tax.* The City depends on this revenue source to mitigate the sales tax revenue lost when the State adopted destination-based sales tax. With recent legislative action, streamlined sales tax mitigation payments are scheduled to end in 2019.

*Liquor revenues.* Legislative changes resulting from the privatization of liquor sales in Washington State have also impacted the City’s General Fund. It is unknown whether the legislature will take steps to restore this funding to its historical levels. The 2019/2020 Budget has budgeted for the reduced revenue.

*Fire Pension.* The City receives approximately \$25,000 per year to offset our Fire pension obligations. If this funding is eliminated, the General Fund will need to replace the lost funding.

Finally, state law limits property tax revenue to a 1.0% increase over highest legal lawful levy (in most cases, this translates to the prior year’s collections). This limitation does not keep up with

inflation, so the City continually has to ensure services can be met with a dwindling major revenue source. Although the City has some banked property tax capacity, Council policy is to levy only what is required to support current operations.

### *Major Initiatives*

Sumner Meadows Golf Course At the local level, the City is working to sell the Sumner Meadows Golf Course. The City built the course 20 years ago with the intention of generating enough revenue to pay for itself and contribute to the City's park system. Unfortunately, the golf course never worked financially as intended and instead required subsidies from the General Fund and other funds to cover expenditures. In 2012, the City Council chose to sell the golf course rather than raise taxes to continue operations. A purchaser was selected in 2013, and the City began working through the conditions precedent to closing the sale. Unfortunately, federal regulatory agencies have delayed the sale. The sale was anticipated to be completed in two phases and was anticipated to provide the City funding to retire associated debt, pay the City's commitment to the Gordon Family YMCA, and pay for capital projects necessary to proceed with the sale. With the delay in the sale, City Council authorized an increase in the property tax levy, accessing banked capacity, to ensure the obligations were met. The extended delay in the eventual sale has meant that the original commitments have or will be satisfied, therefore staff anticipates a surplus of funds resulting from the sale. The exact amount of the surplus will vary based on several factors including additional capital projects associated with the sale. City Council approved a restated Purchase and Sale Agreement in 2018; however, the final closing date is yet to be set.

Gordon Family YMCA In 2013, the City entered into an agreement with the Gordon Family YMCA, opening in 2015. For a capital contribution of \$5,000,000 paid over five years, the Gordon Family YMCA will provide a package of services to the community (members and non-members alike) valued at an estimated \$12 million dollars. This commitment was originally anticipated to be paid with proceeds from the sale of the golf course. With the delay in the sale, the General Fund will absorb the budgeted cost. 2019 is the final year of that commitment.

Sumner Cemetery The 2019/2020 Budget includes a subsidy to the Cemetery Operating Fund of \$400,000. Staff will be evaluating the Cemetery for operational and capital needs, and requesting City Council direction.

### *Capital*

In our capital funds, the downturn in the economy decimated real estate excise taxes (REET), which are used to fund capital projects. As real estate activity begins to improve, we have seen improvement in REET collections. Of course, real estate activity remains volatile, so staff is conservative in estimates.

On the positive side, the City continues to successfully compete for grant revenues to construct capital projects. In the 2017/2018 biennium, we utilized a combination of grant revenue, REET, and low-interest loans to complete a variety of capital improvement projects throughout the City, including the construction of a storage building and the replacement of Bridge Street Bridge. In the 2019/2020 Biennial Budget, the City will utilize grant and local partnership funding for the Bridge Street and Stewart Road Bridges, Highway 410/Traffic Avenue overpass, sidewalks, parks, and trails.

During the recession, the City deferred replacing aged vehicles in our fleet. In the 2017/2018 Biennial Budget, we purchased 23 vehicles. In the 2019/2020 Budget, we plan to replace 11 vehicles, and add three to five additional vehicles to the fleet (the final number will be calculated after fleet analysis and final budget determinations). The Fleet Replacement Fund has adequate reserves to fund the replacements, and we anticipate seeing a decrease in needed maintenance as we rotate aged vehicles out of the fleet.

### *Personnel*

The City's most valuable resource is its employees. Our staff has a broad depth of experience and is passionate about their service to this community. The City continually tries to balance total compensation (including benefits) with fiscal responsibility. In 2017 and 2018 cost of living in the Seattle metro area has grown at nearly twice the national average. These inflationary rates are expected to continue through the 2019-20 biennium causing stress on the structural problem with Washington State property tax laws.

The Seattle metro area continues to have low unemployment rates that affect the number of applicants for job openings. Job applicants also desire a broader mix of benefits, both financial and non-financial. Over the upcoming biennium the City expects to have three senior employees retire, with an additional ten in the following biennium. The potential retirement of 10% of the workforce in the next four years poses a need for succession planning and knowledge transfer.

In 2019 the State will be implementing the new Washington Family Paid Leave Program. As the rules are developed by the State, the City will need to evaluate the impacts including any implications with our represented employees. The City will monitor all of these challenges, plan accordingly and adjust operationally when needed.

### *Technology*

The City has been using the Eden Systems, Inc. financial software suite for financial software since 1986. Eden was originally a product developed and maintained in Renton, Washington. In 2003, the Eden product was procured by Tyler Technologies, a national provider of enterprise software. The City uses Eden for general ledger, human resources/payroll, accounts payable/receivable, and capital assets. In addition, the City uses Accela (formerly Springbrook) software for utility billing, and Eden for permits & inspections.

As a procured and older software system, investment in new functionality and enhancement for Eden is very limited. Staff anticipates that the Eden product will sunset within the next several years. In 2016, staff began exploring options for a fully integrated enterprise solution to provide for robust services, efficiencies, and transparency. Staff proposed a conversion to the Tyler Technology Munis suite, and Council confirmed the purchase in 2017.

Staff is currently in the implementation phase for the core financial modules, with General Ledger, Accounts Payable, Contract Administration, and Project Accounting scheduled to go-live on January 1, 2019. Human Resources and Payroll is in the implementation process and anticipated a

go-live date of January 1, 2020. General Revenue and Utility Billing will begin implementation January 1, 2019 with go-live January 1, 2020. EnerGov (the Tyler Permits & Inspections solution) will begin implementation in 2019 as well.

Conversion from an older system to a more robust enterprise system has an impact on staff during the implementation process, but also provides an opportunity to review and streamline processes. The 2019/2020 Budget has been developed to load into Munis.

### *Development*

Over the past several years the City has experienced strong rates of development in the commercial and industrial sectors. The City has a robust industrial area, with many development projects in the pipeline and several hundred acres available for development. Permit activity for industrial and commercial growth remains strong and will continue into the foreseeable future given the lack of industrial land supply in the region. As the area builds out there will continue to be building permits for tenant improvements. Knowing that permit activity in our industrial and commercial areas is market dependent, staff continues to forecast conservatively.

Since 2016 Sumner has seen a slight increase in single-family building permits. Land supply continues to tighten for single-family development and this sector will likely continue at a slow rate of growth. The City is looking at zoning changes around the train station that will allow for a substantial increase in multifamily development and should also create a demand for more businesses and business activity in the downtown.

While retail and industrial growth provides economic benefits to the City, we must also find a way to mitigate the impacts of that development on our infrastructure and community. As development occurs, the City must address increased traffic; the need to provide services such as water, sewer, and police; and the compatibility of new development with the existing character of Sumner.

### *Reserves*

The City Council has adopted Comprehensive Financial and Budget Policies (Resolution No. 1237). Those policies set reserve targets for City funds:

General Fund – Not less than 8% of budgeted expenditures as a reserve against unforeseen needs or revenue shortfalls;

Water & Wastewater Utilities – Not less than 15% of budgeted expenditures to provide for seasonal variability of revenues.

Stormwater Utility – Not less than 8% of budgeted expenditures as a reserve against unforeseen needs. The reserve target for the Stormwater Utility is less than the Water and Wastewater utilities as Stormwater has a more consistent source of revenue.

Fleet Replacement Fund – Reserves will be based on life cycle replacement plans to ensure adequate fund balances required for systematic replacement of fleet vehicles as well as operational contingences.

*Summary*

Despite challenges, the City remains in a positive fiscal position. Through fiscal conservation, we continue to meet identified required reserves without tapping into the designated General Fund Reserves Fund.

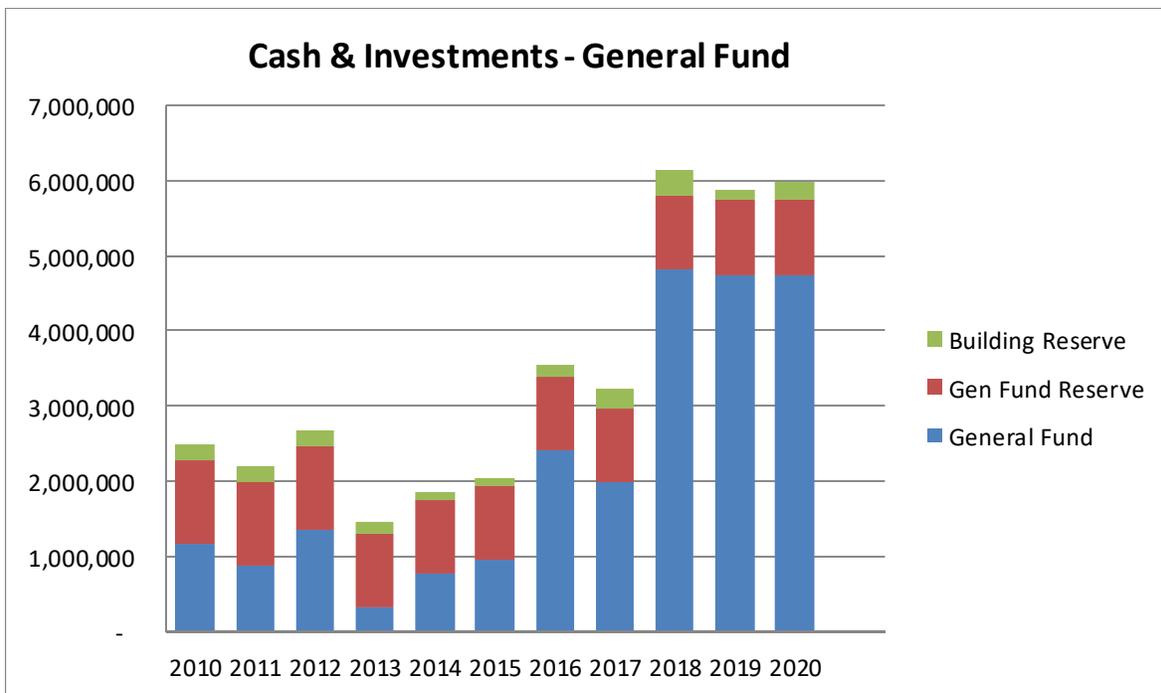
The 2019/2020 Proposed Budget provides a continuation of services; including needed facility improvements (HVAC, etc.), expanded road maintenance (e.g. chipsealing and arterial repair), sidewalk improvements (through the Voluntary Sidewalk Improvement Program), etc.

## Fund Balance

Fund balance is the excess of an entity’s assets over its liabilities. A negative fund balance is a deficit. Undesignated fund balance represents historical receipts less historical expenditures in non-proprietary funds. Since all designated and other reserved resources have been subtracted in arriving at the year-end unreserved fund balance, undesignated fund balance is available for budgetary appropriation if necessary to balance revenues to expenditures.

Fund balance includes both spendable (cash, investments) and non-spendable (capital assets, deferred revenues) components. For the graph below, only spendable fund balance (cash & investments) is reflected.

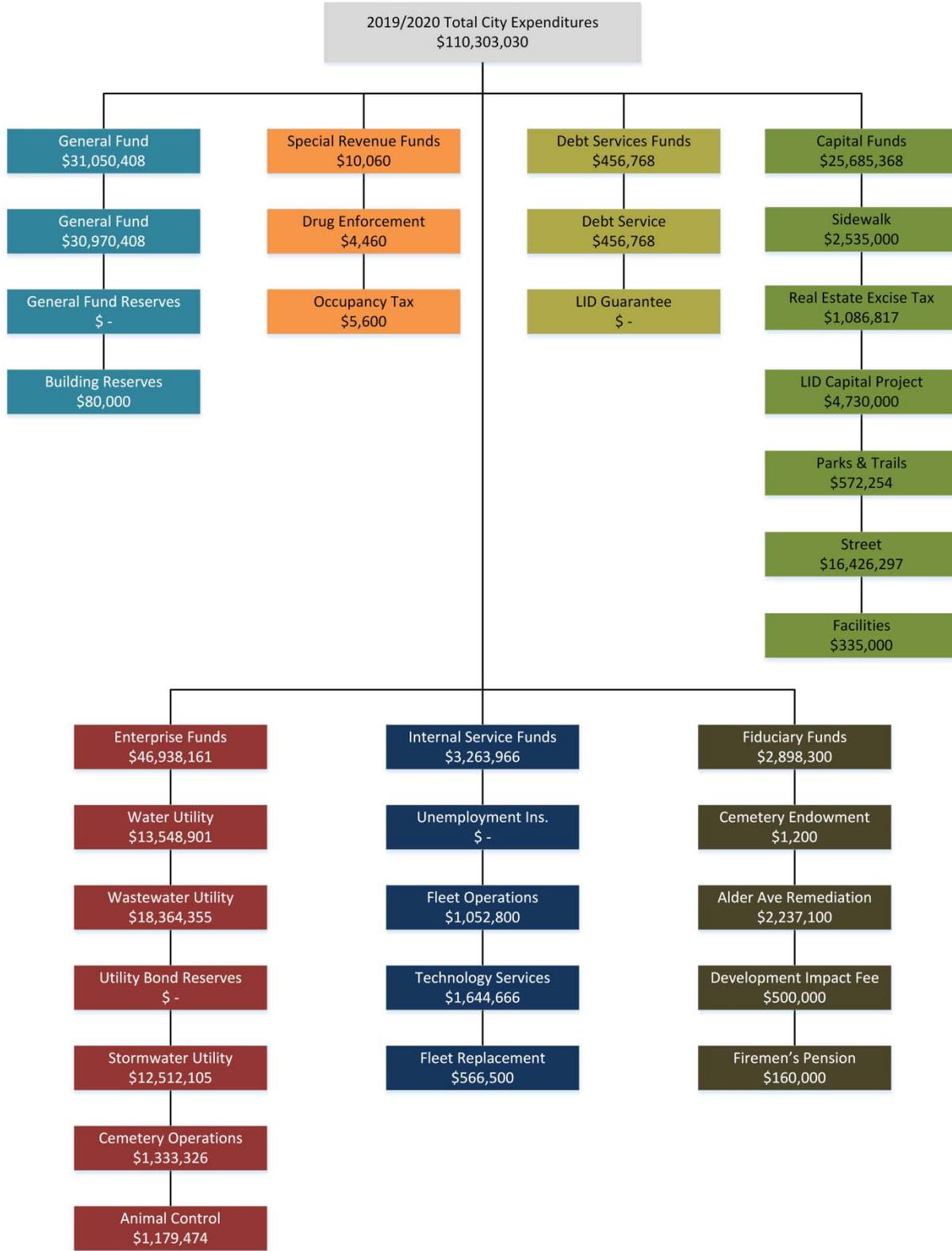
In the General Fund, spendable fund balance includes the General Fund (operating), General Fund Reserves, and Building Reserves.



*Note: The 2018 column represents unaudited data; total are not final until audited;*

*Note: Beginning and ending cash for all other funds is presented in Section 5 – Other Funds.*

## FINANCIAL ORGANIZATION CHART



City of Sumner  
Biennial Budget for 2019/2020  
All Funds

Ordinance #2665

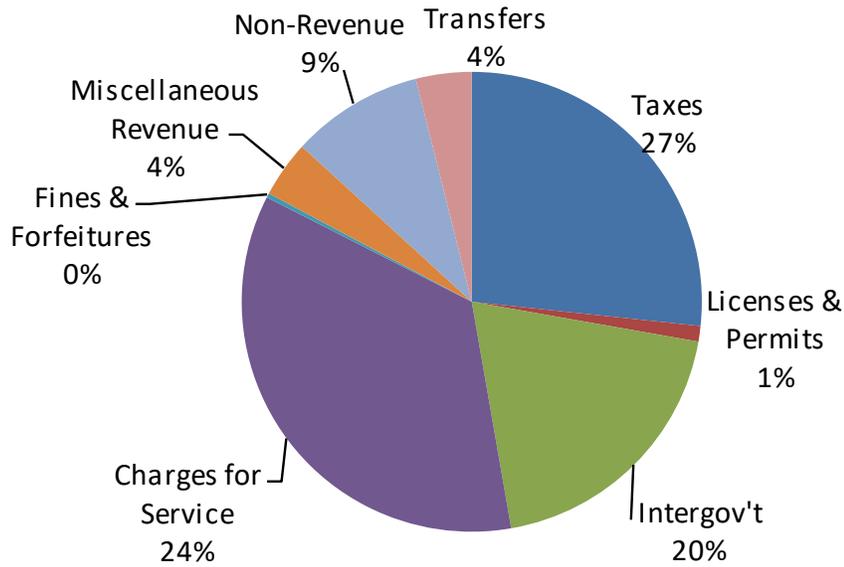
		Funds	Projected Beginning Fund Balance	Revenues	Expenditures	Projected Ending Fund Balance	Change in Fund Balance
General	001	General	\$ 2,079,453	\$ 31,178,782	\$ 30,970,407	\$ 2,287,828	\$ 208,375
	002	General Fund Reserves	979,717	-	-	979,717	-
	003	Building Reserves	360,460	200,000	80,000	480,460	120,000
Sp. Rev	105	Drug Enforcement	65,588	-	4,460	61,128	(4,460)
	106	Occupancy Tax	88,593	170,000	5,600	252,993	164,400
Debt Svc	200	Debt Service	2,150,000	610,921	456,768	2,304,153	154,153
	221	LID Guarantee	1,131,249	-	-	1,131,249	-
Capital	302	Sidewalk Capital Fund	310,606	2,535,000	2,535,000	310,606	-
	305	REET Fund	158,408	1,400,000	1,086,817	471,591	313,183
	307	LID Capital Project Fund	790,090	4,000,000	4,730,000	60,090	(730,000)
	310	Parks Capital Fund	-	1,172,254	572,254	600,000	600,000
	320	Street Capital Fund	162,803	16,756,297	16,426,297	492,803	330,000
	325	Facilities Capital Fund	-	335,000	335,000	-	-
Enterprise	401	Water	10,454,671	11,106,768	13,548,901	8,012,537	(2,442,133)
	402	Wastewater	10,937,502	16,084,962	18,364,355	8,658,108	(2,279,394)
	403	Utility Bond Reserves	1,717,625	-	-	1,717,625	-
	408	Stormwater	6,573,678	10,286,892	12,512,105	4,348,465	(2,225,213)
	410	Cemetery Operations	105,988	1,298,236	1,333,327	70,897	(35,091)
	440	Animal Control	68,997	1,114,090	1,179,474	3,613	(65,384)
Internal Svc	501	Unemployment Insurance	52,503	-	-	52,503	-
	550	Fleet Management	53,335	1,052,799	1,052,801	53,333	(2)
	551	Information Technology	12,087	1,649,915	1,644,666	17,336	5,249
	555	Equipment Reserve	529,191	1,322,645	566,500	1,285,336	756,145
Fiduciary	601	Cemetery Endowment	1,107,324	1,200	1,200	1,107,324	-
	603	Alder Avenue Remediation	1,100,919	1,136,181	2,237,100	(0)	(1,100,919)
	605	Development Impact Fees	4,914,288	2,000	500,000	4,416,288	(498,000)
	611	Firemen's Pension	31,877	130,000	160,000	1,877	(30,000)
Total All Funds			\$ 45,936,951	\$ 103,543,941	\$ 110,303,031	\$ 39,177,866	\$ (6,759,090)

**City of Sumner  
Summary of Budgeted Revenues and Expenditures  
All Funds**

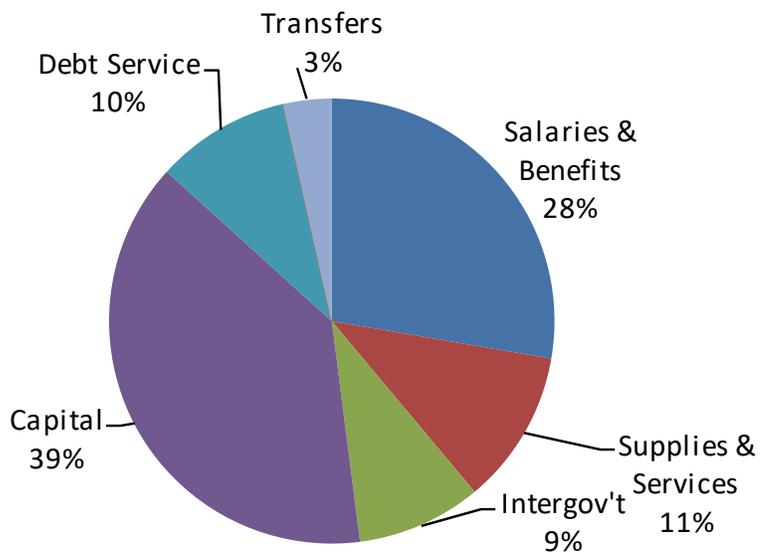
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Funds	Utility Funds	Enterprise Funds	Internal Service Funds	Fiduciary Funds	Total All Funds
Estimated Beginning Fund Balance									
1/1/2019	\$ 3,419,630	\$ 154,181	\$ 3,281,249	\$ 1,421,907	\$ 29,683,476	\$ 174,985	\$ 647,116	\$ 7,154,408	\$ 45,936,953
<b>Revenues</b>									
Taxes	\$ 25,679,947	170,000	-	1,730,000	-	-	-	50,000	27,629,947
Licenses & Permits	796,797	-	-	-	99,112	-	-	-	895,909
Intergovernmental	2,728,192	-	-	14,061,246	3,372,372	18,000	-	-	20,179,810
Charges for Service	1,261,170	-	-	160,000	29,409,230	1,863,426	4,025,359	-	36,719,185
Fines & Forfeitures	320,416	-	-	4,075,000	-	-	-	-	4,395,416
Miscellaneous Revenue	392,260	-	571,261	600,000	3,060,408	54,900	-	4,200	4,683,029
Transfers	200,000	-	39,660	737,592	-	476,000	-	1,215,181	2,668,433
Other Sources	-	-	-	4,834,713	1,537,500	-	-	-	6,372,213
<b>Total Revenue</b>	<b>31,378,782</b>	<b>170,000</b>	<b>610,921</b>	<b>26,198,551</b>	<b>37,478,622</b>	<b>2,412,326</b>	<b>4,025,359</b>	<b>1,269,381</b>	<b>103,543,941</b>
<b>Total Available Resources</b>	<b>34,798,412</b>	<b>324,181</b>	<b>3,892,170</b>	<b>27,620,458</b>	<b>67,162,097</b>	<b>2,587,311</b>	<b>4,672,475</b>	<b>8,423,789</b>	<b>149,480,894</b>
<b>Expenditures</b>									
Salaries & Benefits	17,362,738	2,860	-	-	10,211,233	1,772,039	1,037,475	160,000	30,546,345
Supplies	501,965	800	-	-	1,149,306	168,500	1,132,973	-	2,953,544
Services	4,717,727	800	-	-	4,289,637	212,867	198,700	-	9,419,731
Intergovernmental	3,711,738	5,600	-	-	5,916,854	254,695	108,319	-	9,997,206
Capital	258,745	-	-	19,868,551	19,482,124	104,700	786,500	2,237,100	42,737,720
Debt Service	2,232,312	-	456,768	4,730,000	3,368,844	-	-	-	10,787,924
Transfers	2,265,181	-	-	1,086,817	7,364	-	-	501,200	3,860,562
Other Uses	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>31,050,407</b>	<b>10,060</b>	<b>456,768</b>	<b>25,685,368</b>	<b>44,425,362</b>	<b>2,512,800</b>	<b>3,263,967</b>	<b>2,898,300</b>	<b>110,303,031</b>
<b>Estimated Ending Fund Balance</b>	<b>3,748,005</b>	<b>314,121</b>	<b>3,435,402</b>	<b>1,935,090</b>	<b>22,736,735</b>	<b>74,511</b>	<b>1,408,508</b>	<b>5,525,489</b>	<b>39,177,863</b>
<b>Total Expenditures &amp; Fund Balance</b>	<b>34,798,412</b>	<b>324,181</b>	<b>3,892,170</b>	<b>27,620,458</b>	<b>67,162,097</b>	<b>2,587,311</b>	<b>4,672,475</b>	<b>8,423,789</b>	<b>149,480,894</b>

*Note: The General Fund above includes the General, General Fund Reserve, and Building Reserve Funds.*

### Where Does the Money Come From?



### Where Does the Money Go?



**City of Sumner  
Summary of Budgeted Revenues and Expenditures  
Major and Non-Major Funds**

<b>2019/2020 Biennial Budget ALL FUNDS</b>	<b>001 General</b>	<b>320 Arterial Street</b>	<b>Major Funds 401 Water</b>	<b>402 Sewer</b>	<b>408 Storm</b>
<b>Revenues</b>					
Taxes	25,679,947	330,000	-	-	-
Licenses & Permits	796,797	-	68,858	-	30,254
Intergovernmental	2,728,192	11,516,583	1,475,000	1,017,102	880,270
Charges for Service	1,261,170	-	8,441,368	14,177,559	6,790,303
Fines & Forfeits	320,416	-	-	-	-
Miscellaneous	392,260	-	1,121,542	890,300	1,048,566
Non-Revenue	-	4,075,000	-	-	1,537,500
Transfer In	-	834,714	-	-	-
<b>Total Revenue</b>	<b>31,178,782</b>	<b>16,756,297</b>	<b>11,106,768</b>	<b>16,084,962</b>	<b>10,286,892</b>
<b>Expenditures</b>					
Salaries & Benefits	17,362,738	-	2,285,090	5,238,175	2,687,968
Supplies & Services	5,219,692	-	1,317,377	3,256,876	864,690
Intergovernmental	3,711,538	-	1,848,396	2,541,623	1,526,835
Capital	258,945	16,426,297	7,359,438	4,693,756	7,428,930
Debt Service	2,232,312	-	734,918	2,633,925	-
Non-Expenditures	-	-	-	-	-
Transfers	2,185,181	-	3,682	-	3,682
<b>Total Expenditures</b>	<b>30,970,407</b>	<b>16,426,297</b>	<b>13,548,901</b>	<b>18,364,355</b>	<b>12,512,105</b>
Excess (Deficiency) of Revenues over Expenditures	208,375	330,000	(2,442,133)	(2,279,394)	(2,225,213)
Fund Balances - Beginning	2,079,453	162,803	10,454,671	10,937,502	6,573,678
Fund Balances - Ending	2,287,828	492,803	8,012,537	8,658,108	4,348,465

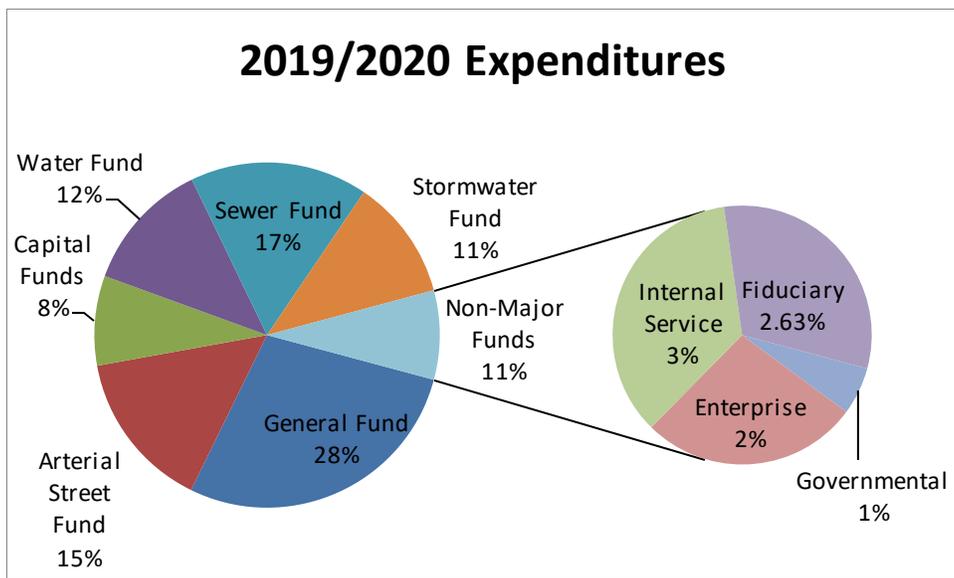
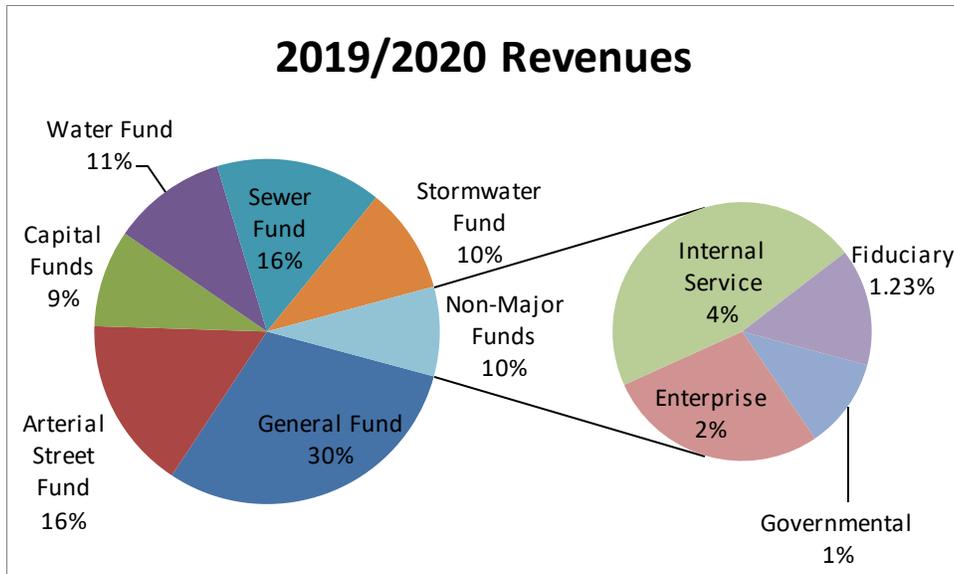
*For budget purposes, "major" funds are those funds which comprise >10% of the total appropriated budget. This may result in major funds that differ from the major funds presented in the financial statements.*

**City of Sumner**  
**Summary of Budgeted Revenues and Expenditures**  
**Major and Non-Major Funds (continued)**

	Non-Major Governmental	Non-Major Enterprise	Non-Major Internal Svc Funds	Non-Major Fiduciary	Total Funds
<b>Revenues</b>					
Taxes	1,570,000	-	-	50,000	27,629,947
Licenses & Permits	-	233,424	-	-	1,129,333
Intergovernmental	2,544,662	18,000	-	-	20,179,809
Charges for Service	160,000	1,630,002	4,025,359	-	36,485,761
Fines & Forfeitures	-	-	-	-	320,416
Miscellaneous Revenue	610,921	54,900	-	4,200	4,122,689
Non-Revenue	4,000,000	-	-	-	9,612,500
Transfers	1,537,592	476,000	-	1,215,181	4,063,487
<b>Total Revenue</b>	<b>10,423,175</b>	<b>2,412,326</b>	<b>4,025,359</b>	<b>1,269,381</b>	<b>103,543,941</b>
<b>Expenditures</b>					
Salaries & Benefits	2,860	1,772,039	1,037,475	160,000	30,546,345
Supplies & Services	1,600	381,367	1,331,673	-	12,373,275
Intergovernmental	5,600	254,695	108,319	-	9,997,006
Capital Outlay	3,442,254	104,700	786,500	2,237,100	42,737,920
Debt Service	5,186,768	-	-	-	10,787,924
Non-Expenditures	-	-	-	-	-
Transfers	1,166,817	-	-	501,200	3,860,562
<b>Total Expenditures</b>	<b>9,805,899</b>	<b>2,512,800</b>	<b>3,263,967</b>	<b>2,898,300</b>	<b>110,303,031</b>
Excess (Deficiency) of Revenues over Expenditures	617,276	(100,474)	761,392	(1,628,919)	(6,759,090)
Fund Balances - Beginning	6,034,711	1,892,610	647,116	7,154,408	45,936,951
Fund Balances - Ending	6,651,987	1,792,135	1,408,508	5,525,489	39,177,860

*Non-Major Governmental Funds includes General Fund and Building Reserve, non-major special revenue funds, debt service funds, and non-major capital funds.*

**City of Sumner**  
**Summary of Budgeted Revenues and Expenditures**  
**Major and Non-Major Funds**



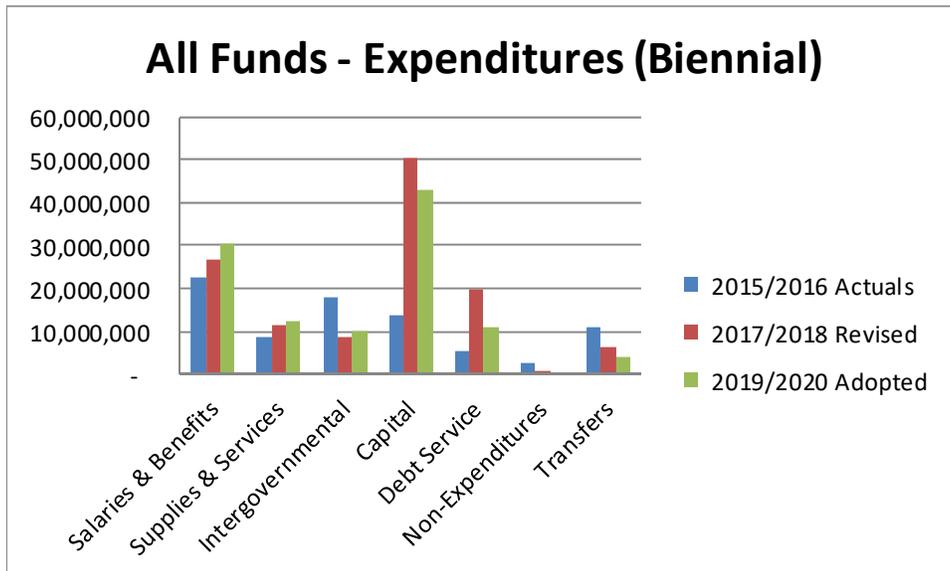
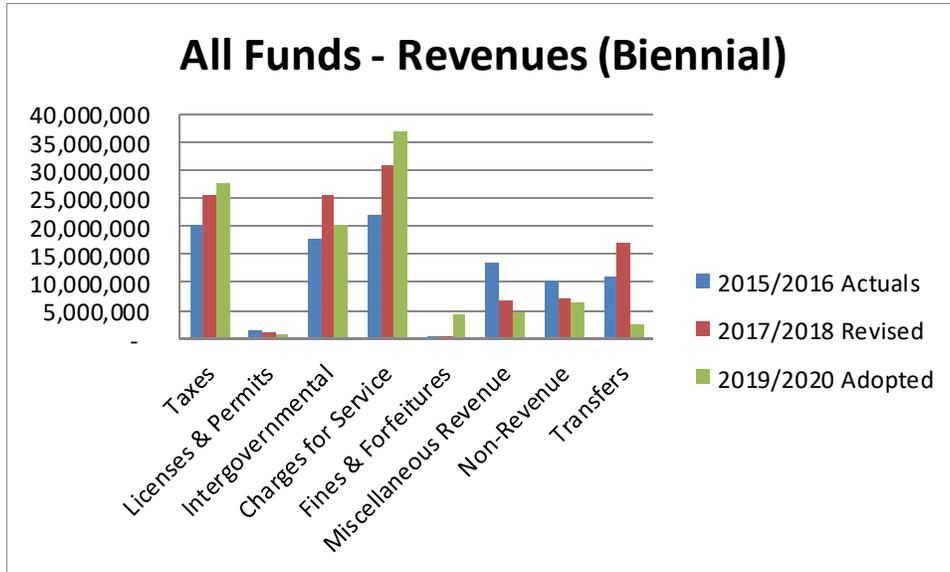
**City of Sumner  
Comparative Budget Summary  
All Funds**

ALL FUNDS	Actual				2017/2018		2019/2020 Adopted	Change from 2017/2018 Revised	
	2015	2016	2017	2018	Adopted	Revised		\$	%
<b>Revenues</b>									
Taxes	9,086,938	11,161,473	12,024,032	12,987,529	22,286,452	25,495,593	27,629,947	2,134,354	8%
Licenses & Permits	716,992	662,815	553,786	861,318	1,000,543	1,093,228	895,909	(197,319)	-18%
Intergovernmental	8,659,967	9,126,426	8,384,042	8,383,674	19,075,548	25,546,230	20,179,810	(5,366,420)	-21%
Charges for Service	10,240,146	11,679,395	12,374,571	12,255,525	29,760,262	30,819,605	36,719,185	5,899,580	19%
Fines & Forfeitures	188,121	158,169	158,751	168,533	482,588	306,869	4,395,416	4,088,547	1332%
Miscellaneous Revenue	8,541,671	4,976,123	4,834,078	4,105,324	3,373,785	6,887,686	4,683,029	(2,204,657)	-32%
Non-Revenue	5,222,720	5,269,943	5,550,955	3,006,011	5,155,180	6,982,624	6,372,213	(610,411)	-9%
Transfers	4,911,494	6,101,580	6,111,450	5,049,230	5,344,974	16,963,266	2,668,433	(14,294,833)	-84%
<b>Total Revenue</b>	<b>47,568,049</b>	<b>49,135,924</b>	<b>49,991,665</b>	<b>46,817,143</b>	<b>86,479,333</b>	<b>114,095,101</b>	<b>103,543,941</b>	<b>(10,551,160)</b>	<b>-9%</b>
<b>Expenditures</b>									
Salaries & Benefits	11,362,851	11,115,901	12,078,419	12,438,810	26,434,285	26,660,285	30,546,345	3,886,060	15%
Supplies & Services	4,385,929	4,050,586	4,820,174	5,355,732	10,458,100	11,656,442	12,373,275	716,833	6%
Intergovernmental	8,659,967	9,126,426	8,384,042	8,383,674	8,401,830	8,747,012	9,997,206	1,250,194	14%
Capital	8,123,598	5,479,316	6,224,630	8,457,803	36,672,549	50,311,329	42,737,720	(7,573,609)	-15%
Debt Service	3,020,162	2,223,070	2,654,908	2,171,187	11,140,277	19,819,326	10,787,924	(9,031,402)	-46%
Non-Expenditures	-	2,600,000	-	-	-	712,943	-	(712,943)	0%
Transfers	4,911,494	6,101,580	6,111,450	5,049,230	5,344,970	6,443,620	3,860,562	(2,583,058)	-40%
<b>Total Expenditures</b>	<b>40,464,000</b>	<b>40,696,878</b>	<b>40,273,623</b>	<b>41,856,436</b>	<b>98,452,011</b>	<b>124,350,956</b>	<b>110,303,031</b>	<b>(14,047,924)</b>	<b>-11%</b>

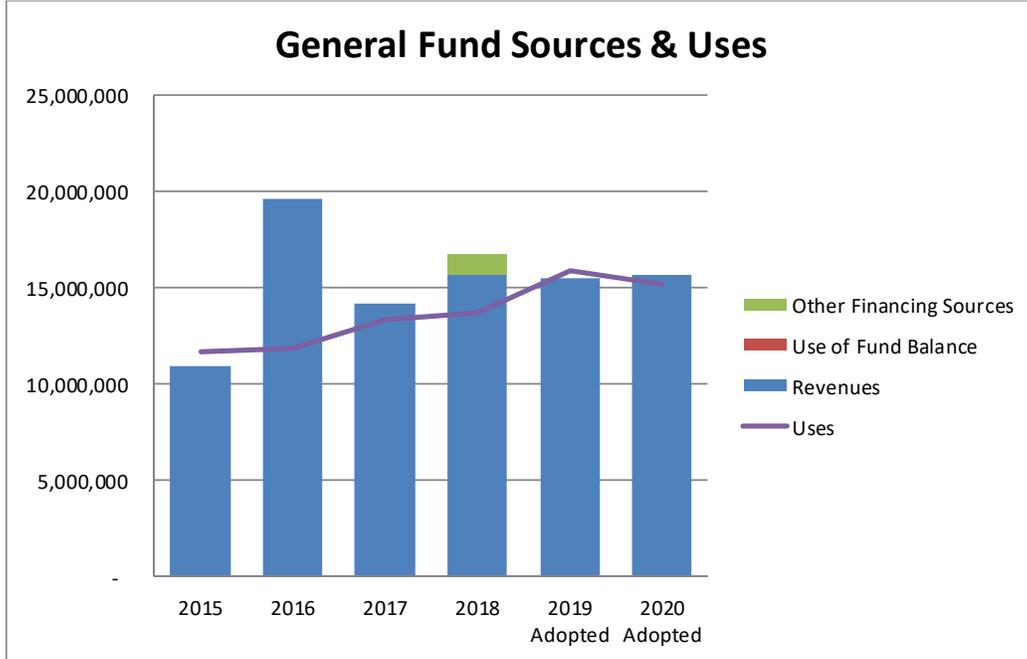
Note: Actual totals for 2012-2018 are presented on an annual basis; budget totals are presented on a biennial basis.

Comparative data for the General Fund is located within this section, with detailed program summaries for General Fund programs in the Program Summaries section (Section 4). Comparative data for all other funds is presented by fund in Section 5 (Other Funds).

City of Sumner  
 Comparative Budget Summary  
 All Funds



## GENERAL FUND OVERVIEW



*Note: The 2018 column represents 2018 year-to-date at the time of document preparation. Totals are not final until audited.*

The budget presents the City’s financial operating plan for the stated fiscal period. This plan includes estimated expenditures (costs) of providing services, along with the estimated revenue (income) to pay for services. State statute requires cities to present a balanced budget (RCW 35.33.075). By law, the budgeted appropriations (expenditures) must be balanced with either revenues and/or unreserved fund balances.

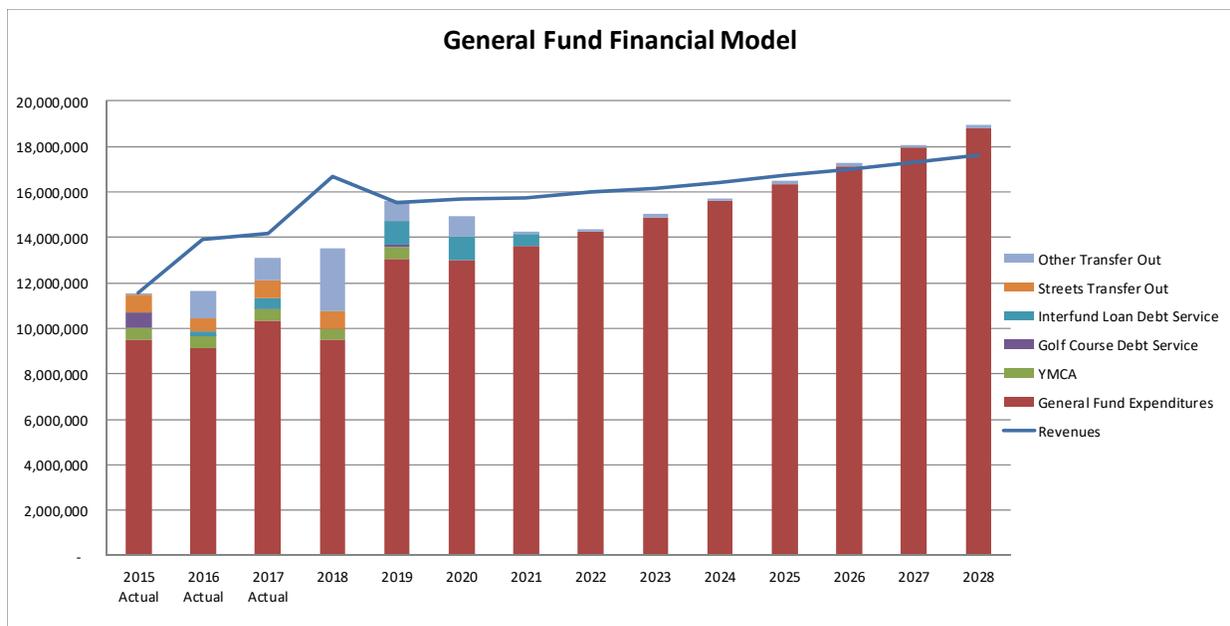
### General Fund Financial Model

The City of Sumner utilizes a six-year General Fund Financial Model to review, monitor, and develop the General Fund biennial budget, as well as look beyond the upcoming biennium. Staff uses a variety of tools to responsibly forecast revenues and expenditures, including historical trends, actual budget data, state and local resources, industry-wide resources, and local partners. The model is reviewed regularly with City Council, and adjustments are made as necessary.

As part of the financial model, it is important that we identify key assumptions for changes in both revenues and expenditures. For the 2018-2028 General Fund Financial Model, we have identified the following key assumptions:

Revenues	2019	2020
Sales Tax	2%	2%
Property Tax	1% + Value of NCI	1% + Value of NCI
Energy Taxes	3%	3%
Telecommunications Taxes	-8%	-10%
Building Permits	1% to 3%	1% to 3%
Fines & Forfeits	0%	0%
All Other	0% - 3%	0% - 3%

Expenditures	2019	2020
Salaries & Wages	4% to 4.75%	4% to 4.5%
Retirement	1.134%	2%
Medical Insurance	7%	10%
Dental/Vision Insurance	4%	4%
Labor & Industries	3% - 11%	3% - 11%
Operating Expenditures	3%	3%



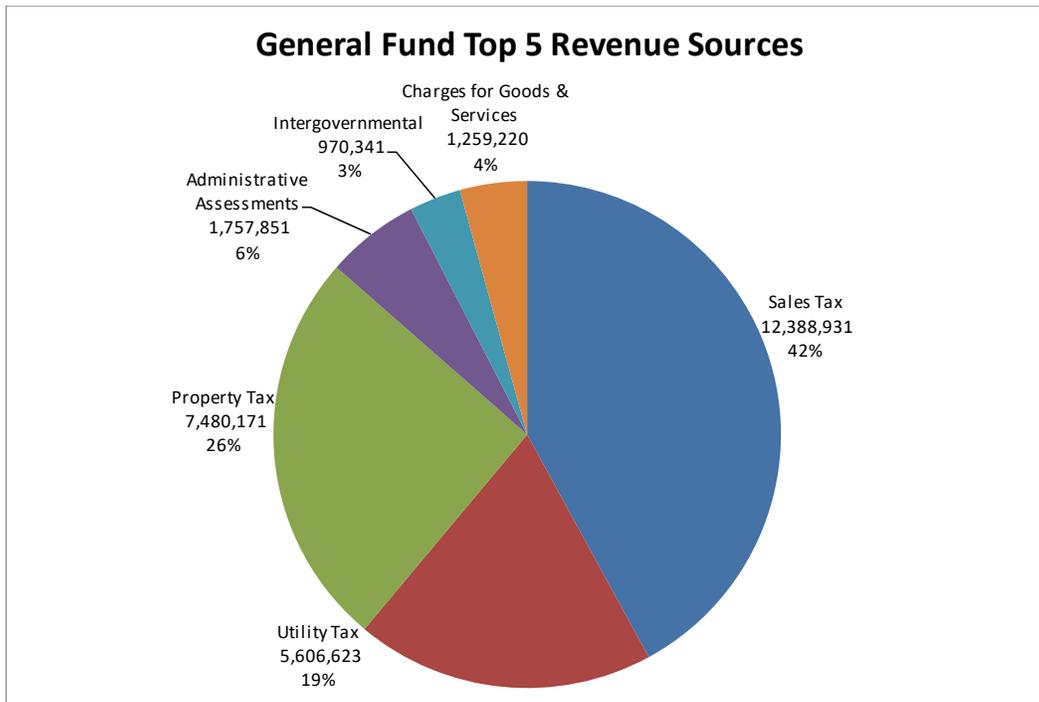
Recognizing that estimates are difficult to calculate for the future; staff looks primarily to the five-year financial forecast. However, to ensure we are budgeting sustainably with all of the information we have available, we take the model out ten years to have an idea where the revenue and expenditure lines cross.

## GENERAL FUND REVENUES

### Revenue Assumptions

Total revenues to the General Fund (including transfers-in and indirect cost assessments) are projected to be \$15,512,052 in 2019, and \$15,566,729 in 2020. This reflects an anticipated increase in General Fund revenues of approximately 11% from the 2017/2018 Revised Budget.

In the General Fund, the 2019/2020 Adopted “Big Five” revenue sources are, in order of dollar amount:



Overall, taxes (Sales, Property, and Utility) account for 82% of General Fund revenues. The budget breaks down the tax revenue according to five categories: Sales Tax, Property Tax, Excise Tax, Utility Tax, and Other Taxes (e.g. Gambling).

### Sales Tax

Sales taxes are 9.3% of goods purchased in the City of Sumner. As of July 2008, the State of Washington participates in destination based sales tax. That means retailers delivering goods to customers in Washington began collecting sales tax based on where the customer receives the goods, the “destination” of the sale.

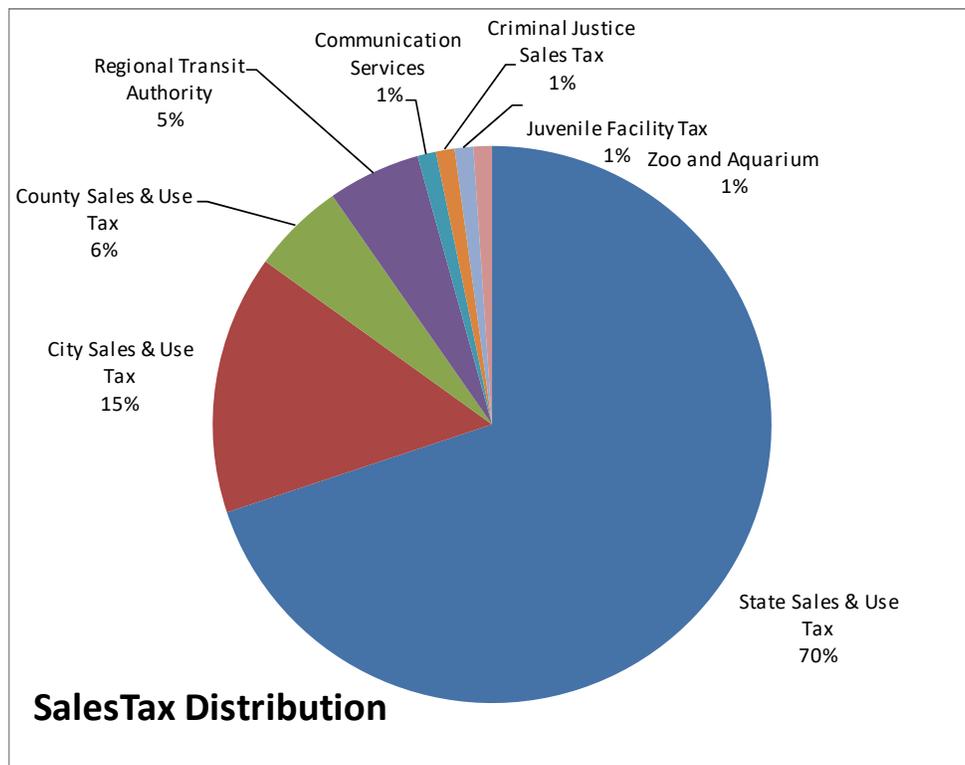
The sales tax is collected by local businesses and remitted to the State of Washington for distribution. The state retains 1% of the sales tax collected to offset administrative costs. The total overlapping sales tax in the City is 9.3%.

The legislature grants cities and counties the right to tax retail sales at the rate of 1%. However, the legislature also allocates counties which have also imposed the 1% general use sales tax to receive 0.15% of the city portion of sales tax revenues collected in cities of the county. The City of Sumner imposes a sales tax of 1% of which .85% is for general use by the City’s General Fund. Pierce County receives the remaining .15%.

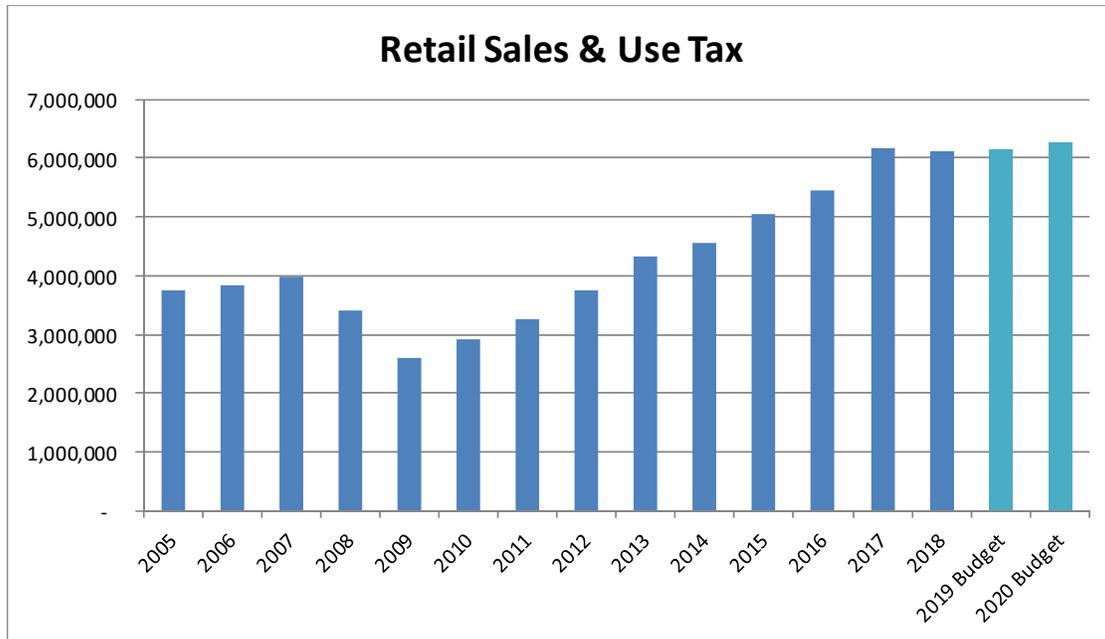
The county-wide 1/10<sup>th</sup> of 1% sales tax to fund criminal justice activities is distributed 10% to the County, with the remaining 90% distributed on a per capita basis between the county, cities, and towns within the County. Additionally, voters approved an additional 1/10<sup>th</sup> of 1% sales tax to fund a regional 911 Communications entity, South Sound 911.

The same distribution is used for the Point Defiance Zoo and Aquarium (the “Zoo”). RCW 82.14.400 authorizes the County and the cities within the county to levy a 0.1% local sales tax to finance construction and operations of zoos, aquariums, and wildlife preservation and display facilities, as well as general cost of public parks. 50% of this tax is allocated to cities and Metro Parks Tacoma based on population. This local tax was approved by Pierce County voters and collection began in 2001.

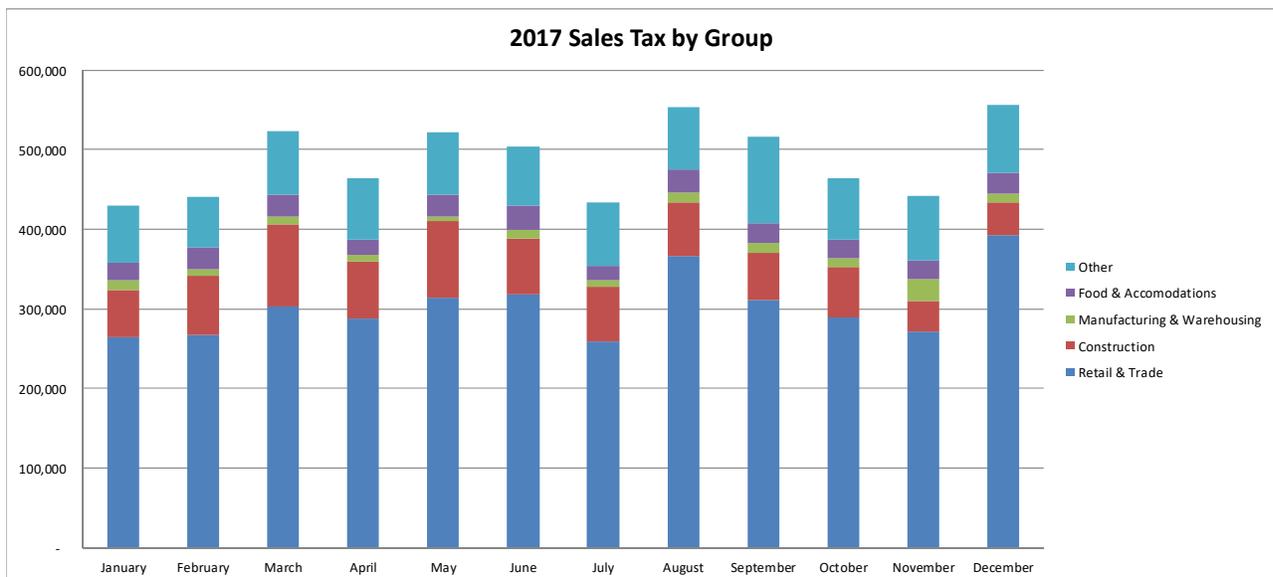
Effective April 1, 2017, the Regional Transit Authority (RTA) tax increased the local sales and use tax by five tenths of one percent (.005) to a total of one and four-tenths of one percent (.014). The tax increase will be used to expand and coordinate light-rail, commute-rail, and express bus service, and improve access to transit facilities in King, Pierce, and Snohomish Counties. This increase was voter approved.



The City ended 2018 with \$6,107,454 in sales tax collections. Although the City has seen increased sales tax growth, staff remains cautious with forecasts, and is only forecasting a 2% annual growth over 2017 actual receipts in sales tax.



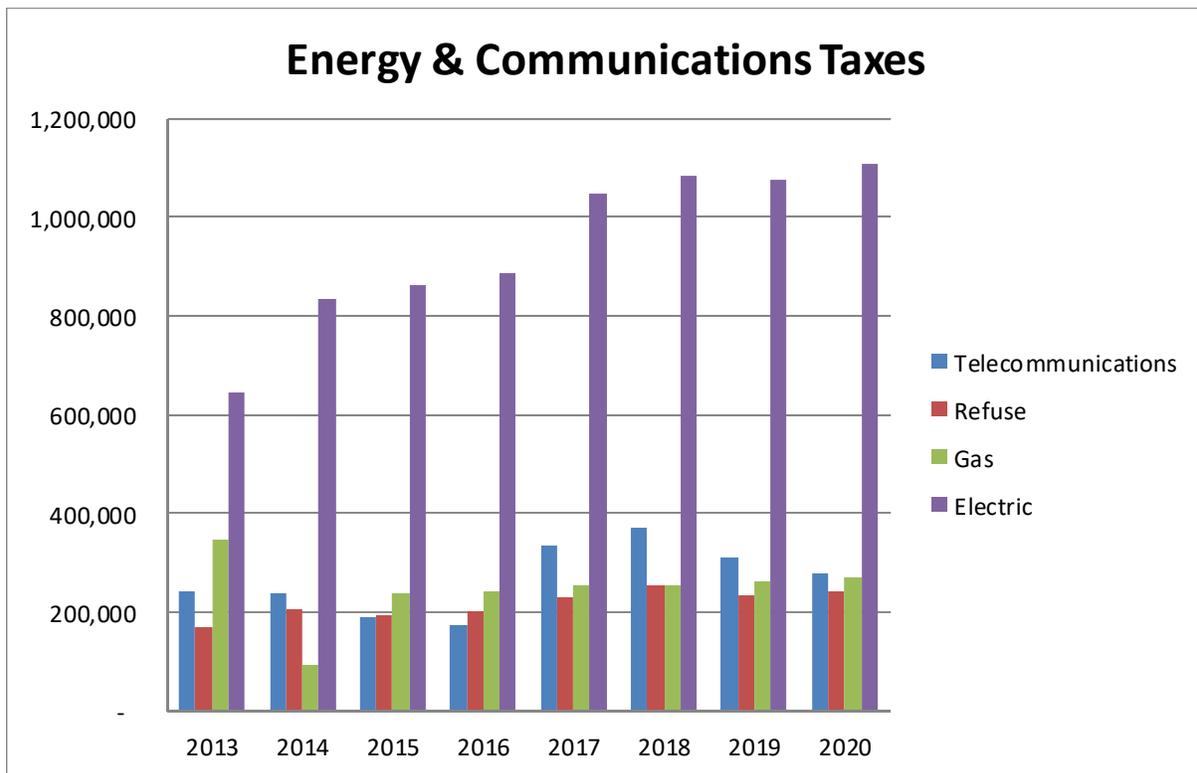
As a general policy, staff excludes one-time revenues from forecasts as to not base ongoing operational expenses on one-time revenue collection; to ensure the City does not rely on one-time construction related sales tax, the City tracks construction sales tax separately from retail and other sales tax.



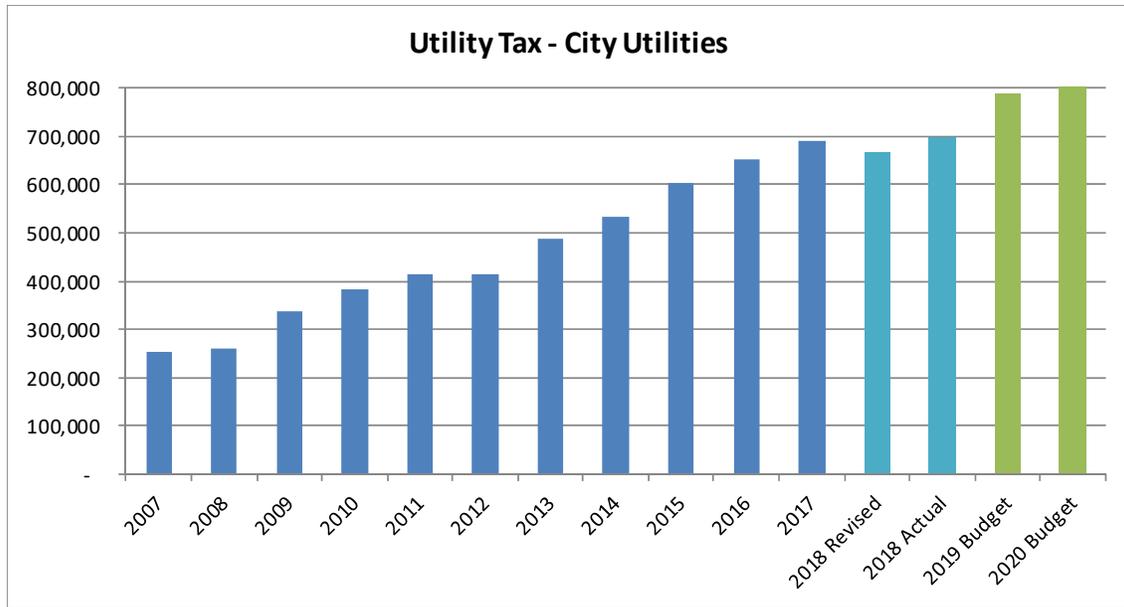
### Utility Tax

Utility Taxes are collected on telephone, cable television, cellular phone, natural gas, electric, and solid waste companies operating within the City limits. The tax rate applied to these services is 6.00% of the total gross revenue by the utility company (increased from 5.25% in 2015).

As shown below, while most utility taxes are stable or in fact increasing (e.g. cable television), the City sees a steady decrease in utility tax receipts on telecommunications. Staff primarily attributes this to increased use of other technologies than taxable telecommunications, and has programmed a continued decrease in this revenues for future years.



In addition to external utilities, the Water, Sewer, and Stormwater Funds all pay a utility tax to the General Fund, equal to 6% of the gross income of the utility. Utility taxes generally increase as the City grows and adds more utility customers (both residential and commercial). While conservation can reduce the amount of a utility bill (and therefore the City's utility tax collections), utility tax receipts have been fairly consistent on a growth curve and we anticipate that trend to continue. 2019 and 2020 forecasts are adopted consistent with the utility rate model.



Property Tax

The City of Sumner General Fund is supported by property taxes levied on the assessed value of real estate (including land, structures, and improvements).

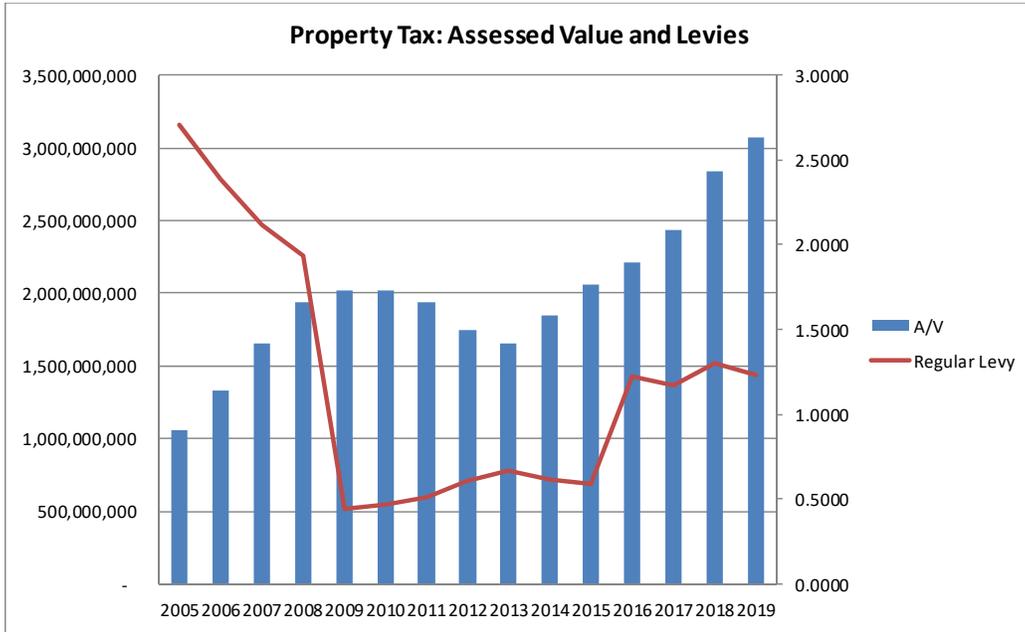
Pierce County acts as the City’s agent to collect property taxes levied in the county for all taxing authorities. Taxes are due in two equal installments on April 30<sup>th</sup> and October 31<sup>st</sup>. Collections are remitted to the appropriate taxing district by the County Treasurer the month following collections.

By law, the City is permitted to levy up to \$3.60 per \$1,000 of assessed valuation for general governmental services. Also by law, the local fire district’s levy and the library district’s levy must be subtracted from the City’s levy. The City has annexed to both East Pierce Fire District (#22) and the Pierce County Library District, therefore, the City’s levy is reduced by those levies. Both EPFD and Pierce County Library are levying their maximum amounts; thus, the local levy can be no higher than \$1.60 per \$1,000 of assessed valuation (\$3.60 less \$1.50 for the Fire District less \$0.50 for the library district = \$1.60).

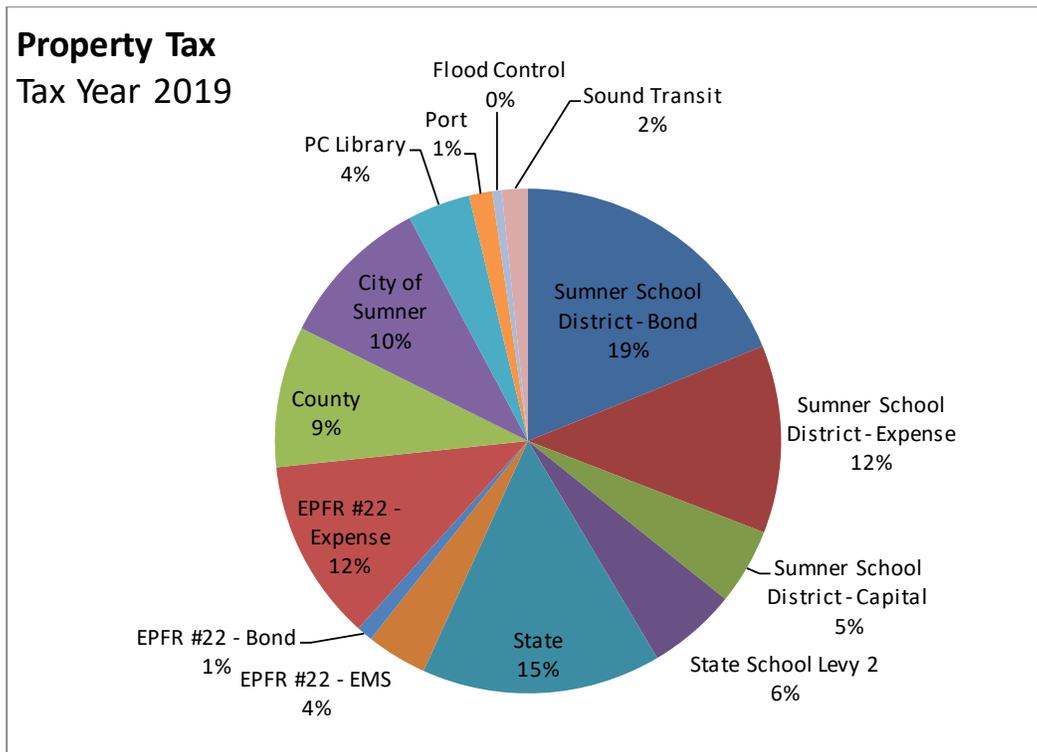
By state initiative, property tax is capped at 1% increase over highest lawful legal levy (in practice, this is generally equal to the prior year’s collections), plus the value of any annexations and new constructions. For several years, the City’s net effective tax rate has decreased because the higher assessed valuation from growth and property appreciation spreads the tax over a broader base, resulting in a reduced rate.

For tax year 2019, the City Council approved a levy rate up to \$1.23 per thousand dollars of assessed value. For tax year 2019 the City rate is \$1.2310 per \$1,000 of assessed valuation, for a total levy of \$3,780,323. Of that levy, \$330,000 is dedicated to streets/arterial streets to leverage future grant funding. In addition to the dedicated street/arterial street levy, City Council has reserved \$350,000 annually in tax years 2018 and 2019 for additional Council appropriation in future budget cycles.

Property taxes are classified as either regular levy or special levy. The regular levy is used by the taxing authority for general operations and debt service costs related to non-voter approved bonds. With a vote of the community, the City can assess a “special levy” to pay for specific voter-approved bonds. The City of Sumner has no outstanding voter-approved bonds, and therefore no special levy property taxes.



Property taxes are shared by multiple agencies.

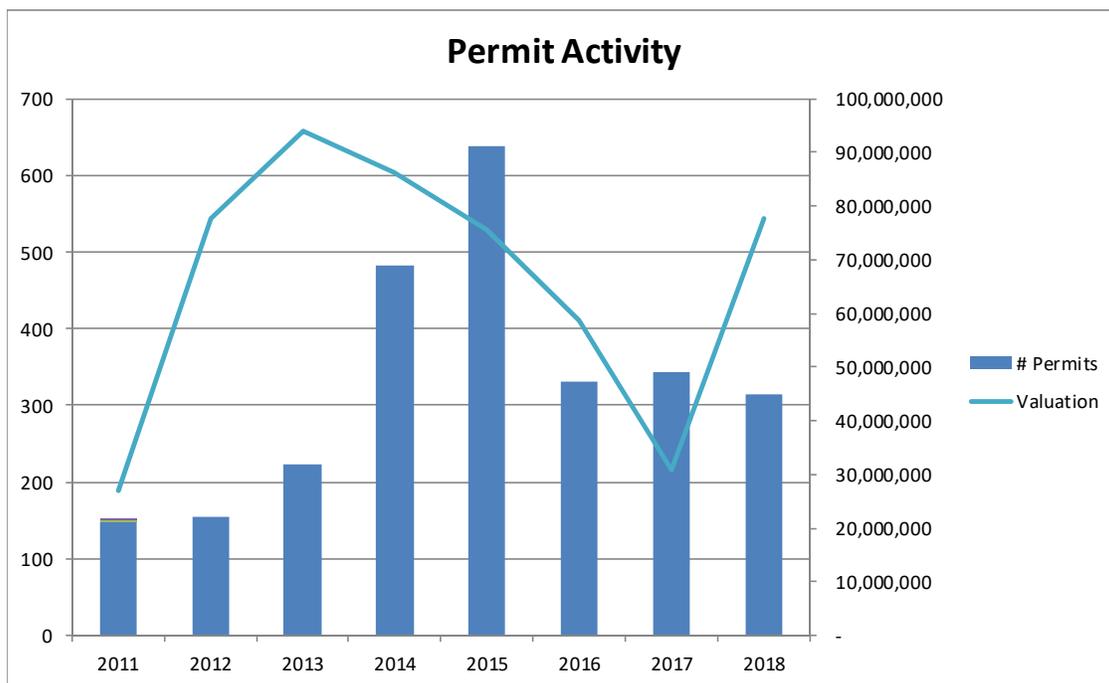


Other Revenues

Licenses & Permits

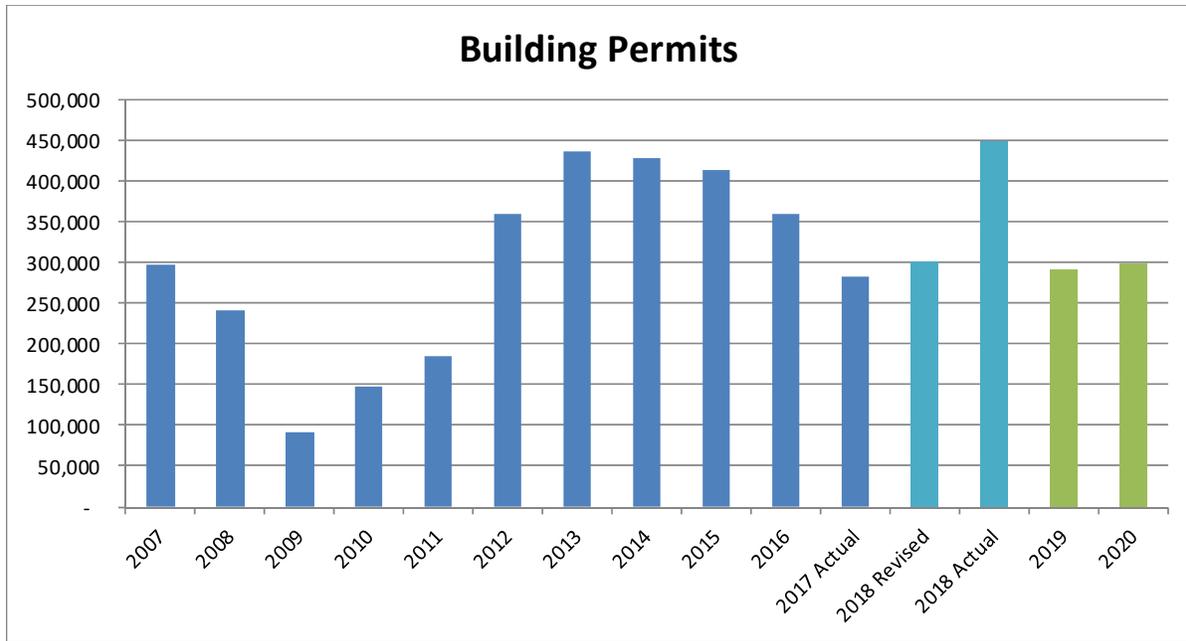
License and permit fees are designed to cover the cost of administration, inspection, and continuing services for those occupation, trades, and activities regulated by the City.

- **Business Licenses:** Licenses are issued to all businesses conducting business in the City limits. The fee is \$40 renewable annually. The City contracts with the Washington State Business License Service (through the Department of Licensing) to provide one source for all business license applications and renewals.
- **Franchise Fees:** The city collects a franchise fee from businesses for the privilege of using public property for public or private use. Current franchise holders include cable television providers (5.0% on gross revenues).
- **Building Permit Fees:** Includes fees charged for building permits, plan checking activities, building inspections, plumbing, and mechanical permits. Although building permit revenue plummeted during the recent recession, 2013 was a record year. 2014 through 2018 reflect a normalizing of the building activity.



2018 figures are through 12/31/2018.

Recognizing the volatility in forecasting for building permits, staff is forecasting conservatively for the 2019/2020 Biennium, calculating a 3% growth over actual 2017 activity.



*Note: This chart includes building, plumbing, and mechanical/ electrical permit revenues.*

Fines & Forfeitures

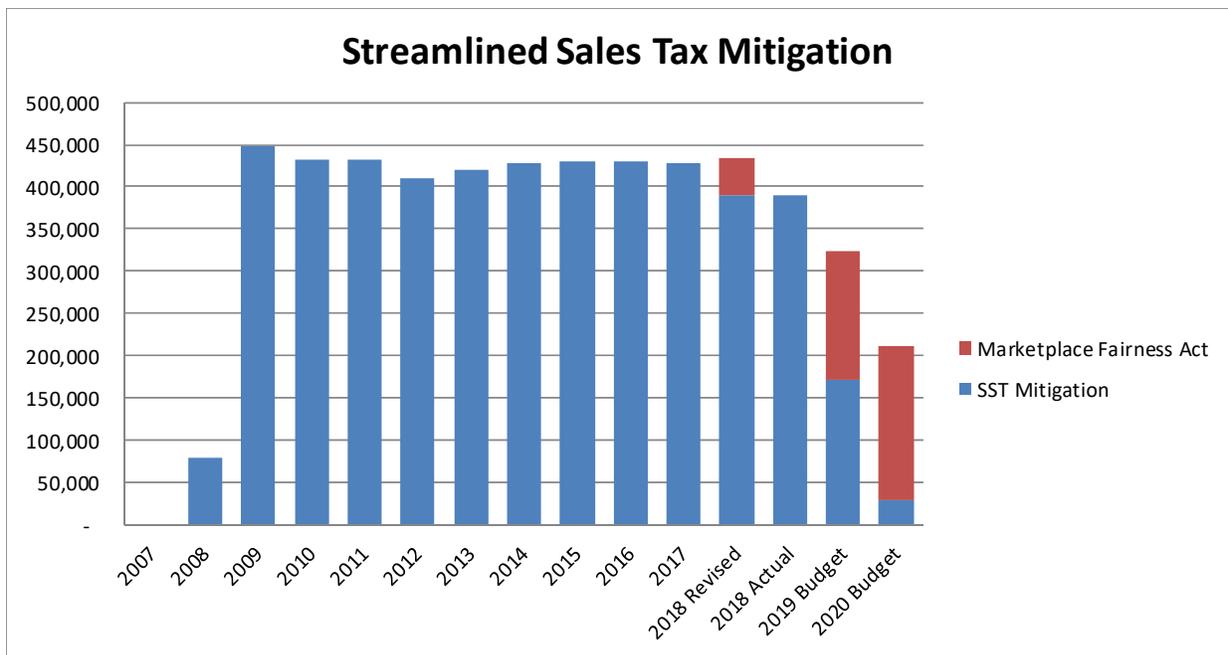
Fines & Forfeits include revenues collected for fines assessed on traffic violations, misdemeanors, DUI violations, etc. Of the amounts assessed by the Sumner Municipal Court, only a portion remains with the City of Sumner, both Washington State and Pierce County receive a considerable share of the fines. Fines & Forfeits account for 2.2% of the General Fund revenues, or \$407,000 in 2019/2020. Fines & Forfeits growth is relatively flat, and as such, staff is forecasting a 0% growth in the 2019/2020 biennium.

Intergovernmental Revenues

Intergovernmental revenues include revenues from grants, state/federal entitlements, and payments for goods and services provided by one governmental entity to another. This category includes both streamlined sales tax mitigation revenues as well as revenues resulting from the sale of liquor in Washington State. Intergovernmental Revenues account for 3% of the General Fund revenues, or \$973,022 in 2019/2020.

In 2011, Washington voters passed Initiative 1183 privatizing liquor sales, impacting city’s receipt of liquor profits. Subsequent legislation also impacted receipts of shared liquor excise tax. The City uses the forecasts provided by the Municipal Research and Services Center (mrsc.org) to forecast these revenues.

When streamlined sales tax was implemented in Washington (2008), the state legislature made provisions to mitigate revenue losses for those cities that are negatively impacted by the change to destination based sales tax. In 2017, the passage of the Marketplace Fairness Act, which compels online retailers to collect and remit destination based sales tax, will result in end to Streamlined Sales Tax Mitigation distributions in 2019. In Sumner’s case, the additional receipts from the Marketplace Fairness Act are not anticipated to fully offset the loss of mitigation funds. This preliminary budget programs in the anticipated loss of Streamlined Sales Tax Mitigation funding as well as anticipated Marketplace Fairness Act (numbers provided by the WA State Department of Revenue). Although the WA State Department of Revenue has provided revenue estimates for Marketplace Fairness Act impacts, City staff is not confident of realizing the revenue estimates. We will work closely to monitor Marketplace Fairness Act impacts as well as working with state legislators to restore mitigation revenues.



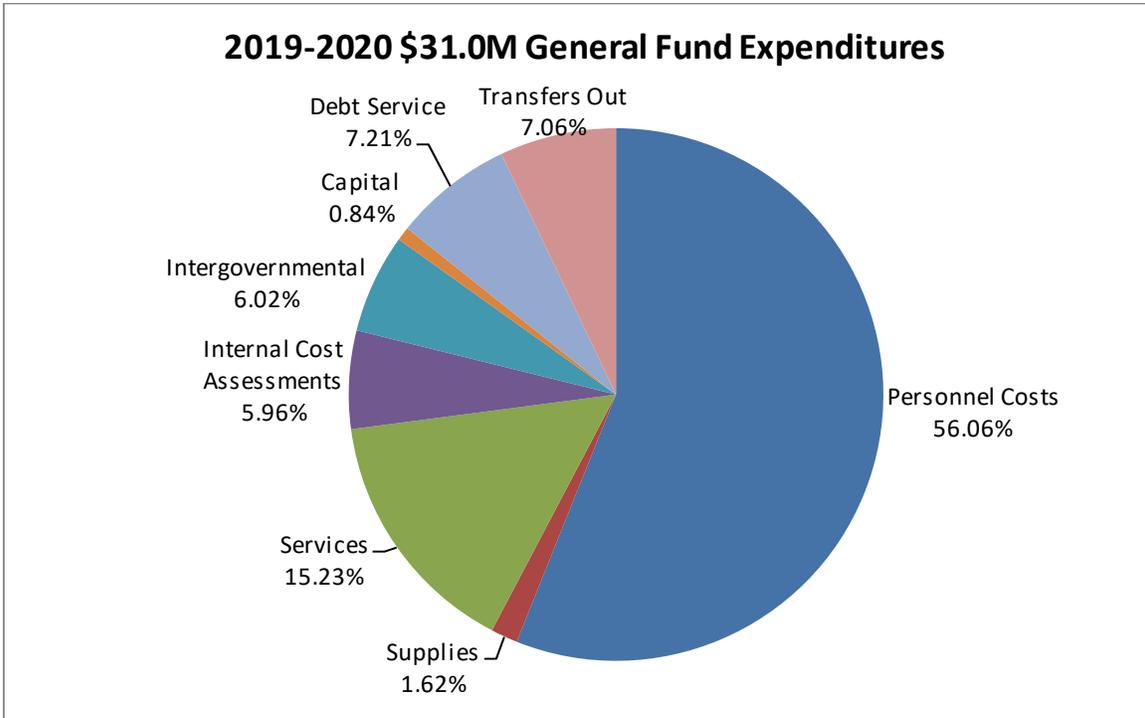
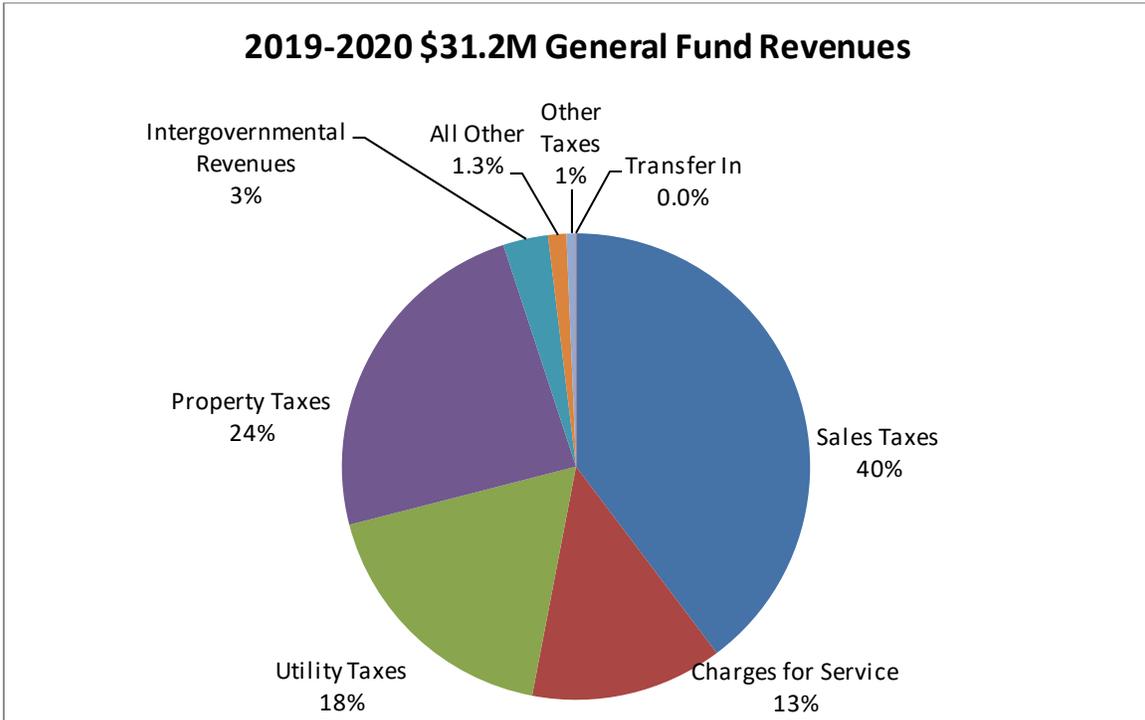
## General Fund Revenues

General Fund Revenues	Actuals				2017/2018 Adopted	2017/2018 Revised	Budgeted		
	2015 Actual	2016 Actual	2017 Actual	2018 Actual			2019 Adopted	2020 Adopted	2019/2020 Adopted
Sales Tax	\$ 5,092,428	\$ 5,511,601	\$ 6,209,203	\$ 6,159,126	\$ 9,682,396	\$ 12,219,186	\$ 6,173,846	\$ 6,311,245	\$ 12,485,091
Property Tax	1,206,031	2,390,130	2,487,770	3,376,430	5,337,439	5,901,620	3,669,506	3,810,665	7,480,171
Utility Tax	2,058,749	2,533,026	2,612,377	2,721,035	4,911,392	5,049,562	2,733,103	2,777,361	5,510,464
Other Taxes	76,441	69,370	51,092	62,813	116,105	116,105	101,603	102,619	204,221
<u>Charges for Service</u>									
Building Permits	756,014	1,096,465	649,859	882,179	1,327,209	1,438,473	669,141	688,892	1,358,033
Parks & Recreation	2,700	3,860	10,525	5,300	6,123	6,123	10,841	11,166	22,007
Fines & Forfeitures	211,082	184,183	202,507	222,605	561,294	394,771	203,472	204,457	407,929
General Administration	935,792	1,013,768	840,715	1,080,594	2,068,283	2,068,283	865,936	891,915	1,757,851
Police	6,075	9,075	5,575	2,875	12,179	12,179	5,575	5,575	11,150
Business License	257,909	243,111	280,852	244,212	500,443	500,443	286,466	292,193	578,659
Charges for Service	<u>2,169,571</u>	<u>2,550,462</u>	<u>1,990,033</u>	<u>2,437,765</u>	<u>4,475,530</u>	<u>4,420,272</u>	<u>2,041,432</u>	<u>2,094,197</u>	<u>4,135,628</u>
All Other	217,320	106,018	250,740	308,203	59,452	377,034	236,532	156,334	392,865
Intergovernmental Revenues	583,800	573,118	578,957	559,751	1,069,172	1,069,172	556,031	414,310	970,341
Annual Revenues	<u>11,404,339</u>	<u>13,733,724</u>	<u>14,180,173</u>	<u>15,625,125</u>	<u>25,651,486</u>	<u>29,152,951</u>	<u>15,512,052</u>	<u>15,666,729</u>	<u>31,178,782</u>
Other Financing Sources	140,180	151,860	0	1,075,000	25,000	25,000	0	0	0
Use of Fund Balance	0	0	0	0	0	0	0	0	0
Annual Sources	<u>\$ 11,544,519</u>	<u>\$ 13,885,584</u>	<u>\$ 14,180,173</u>	<u>\$ 16,700,125</u>	<u>\$ 25,676,486</u>	<u>\$ 29,177,951</u>	<u>\$ 15,512,052</u>	<u>\$ 15,666,729</u>	<u>\$ 31,178,782</u>

<sup>1</sup>2018 Figures are unaudited and subject to revision.

*Note: City Council adopts the biennial budget as a two-year total. During budget development, staff analyzes revenues on an annual basis, which is reflected above.*

## General Fund Revenues and Expenditures



## General Fund Expenditures 2013 – 2020

City of Sumner General Fund Expenditures	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>SALARIES &amp; WAGES</b>									
Regular & Part-Time Wages	4,621,694	4,555,800	4,895,411	5,004,209	9,969,377	10,029,377	5,884,115	6,007,571	11,891,686
Overtime	85,661	49,350	74,643	75,047	165,320	169,320	99,585	102,915	202,500
Temporary Labor	-	-	-	-	-	-	70,876	71,197	142,073
<b>Salaries &amp; Wages Sub-Total</b>	<b>4,707,355</b>	<b>4,605,150</b>	<b>4,970,054</b>	<b>5,079,256</b>	<b>10,134,697</b>	<b>10,198,697</b>	<b>6,054,577</b>	<b>6,181,682</b>	<b>12,236,259</b>
<b>PERSONNEL BENEFITS</b>									
Medical, Etc. Benefits	2,026,347	1,779,630	1,961,480	2,076,002	4,065,540	4,065,540	2,483,290	2,583,299	5,066,589
Other Benefits	20,197	31,506	26,379	28,987	52,330	52,330	31,395	28,495	59,890
<b>Personnel Benefits Sub-Total</b>	<b>2,046,544</b>	<b>1,811,136</b>	<b>1,987,859</b>	<b>2,104,989</b>	<b>4,117,870</b>	<b>4,117,870</b>	<b>2,514,685</b>	<b>2,611,794</b>	<b>5,126,479</b>
<b>SUPPLIES</b>									
Office & Operating Supplies	47,648	59,677	108,413	88,180	110,580	160,580	176,370	173,080	349,450
Fuel for Consumption	32,915	31,754	36,017	44,501	75,000	75,000	-	-	-
Items Purchased for Resale	-	-	-	-	-	-	-	-	-
Small Tools & Minor Equipment	64,561	72,637	106,743	128,452	112,630	243,023	87,675	64,841	152,515
<b>Supplies Sub-Total</b>	<b>145,124</b>	<b>164,068</b>	<b>251,172</b>	<b>261,134</b>	<b>298,210</b>	<b>478,603</b>	<b>264,045</b>	<b>237,921</b>	<b>501,965</b>
<b>OTHER SERVICES &amp; CHARGES</b>									
Professional Services	1,211,508	950,962	1,142,402	1,209,585	2,183,410	2,360,609	1,375,475	706,035	2,081,509
Communication	78,237	80,198	90,513	90,669	176,630	176,630	109,285	110,335	219,620
Travel (miles, meals, lodging)	10,789	8,676	24,932	21,360	40,550	45,050	34,255	33,545	67,800
Advertising	19,487	7,212	12,351	8,931	29,000	29,000	9,372	9,328	18,700
Operating Rents & Leases	22,200	29,212	33,904	36,826	39,700	81,700	39,250	38,250	77,500
Insurance	133,978	116,633	130,958	115,540	254,150	254,150	109,473	112,682	222,155
Public Utility Services	149,462	156,711	182,049	160,587	314,510	360,510	455,500	479,520	935,020
Repairs & Maintenance	58,598	37,422	41,169	59,023	195,500	160,500	397,450	384,000	781,450
Miscellaneous	74,841	58,073	87,518	86,653	186,430	340,230	146,348	167,625	313,973
<b>Other Services &amp; Charges Sub-Total</b>	<b>1,759,100</b>	<b>1,445,099</b>	<b>1,745,796</b>	<b>1,789,174</b>	<b>3,419,880</b>	<b>3,808,379</b>	<b>2,676,408</b>	<b>2,041,320</b>	<b>4,717,727</b>
<b>INTERGOVERNMENTAL SERVICES</b>									
Intergovernmental Services	852,380	1,073,158	1,098,109	1,205,385	2,011,510	2,102,010	918,583	947,372	1,865,955
Internal Charges for Service	469,889	507,520	703,660	569,819	1,183,730	1,304,217	925,204	920,579	1,845,783
<b>Intergovernmental Services Sub-Total</b>	<b>1,322,269</b>	<b>1,580,678</b>	<b>1,801,769</b>	<b>1,775,204</b>	<b>3,195,240</b>	<b>3,406,227</b>	<b>1,843,787</b>	<b>1,867,951</b>	<b>3,711,738</b>
<b>CAPITAL OUTLAYS</b>									
Capital Outlays	7,595	13,073	74,071	1,571,540	133,474	585,474	197,010	61,735	258,745
<b>Capitay Outlays Sub-Total</b>	<b>7,595</b>	<b>13,073</b>	<b>74,071</b>	<b>1,571,540</b>	<b>133,474</b>	<b>585,474</b>	<b>197,010</b>	<b>61,735</b>	<b>258,745</b>
<b>DEBT SERVICE</b>									
Principal Payments	570,045	226,235	500,000	6,200	1,722,033	2,630,033	1,150,300	1,037,500	2,187,800
Interest & Other Debt Service Charges	118,169	1,758	12,824	987	67,275	87,275	24,512	20,000	44,512
<b>Debt Service Sub-Total</b>	<b>688,214</b>	<b>227,993</b>	<b>512,824</b>	<b>7,187</b>	<b>1,789,308</b>	<b>2,717,308</b>	<b>1,174,812</b>	<b>1,057,500</b>	<b>2,232,312</b>
<b>TRANSFERS</b>									
Transfers Out	1,011,000	1,981,598	1,942,732	1,120,732	2,597,976	3,147,626	1,107,591	1,077,591	2,185,181
<b>Transfers Sub-Total</b>	<b>1,011,000</b>	<b>1,981,598</b>	<b>1,942,732</b>	<b>1,120,732</b>	<b>2,597,976</b>	<b>3,147,626</b>	<b>1,107,591</b>	<b>1,077,591</b>	<b>2,185,181</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>11,687,201</b>	<b>11,828,795</b>	<b>13,286,279</b>	<b>13,709,215</b>	<b>25,686,655</b>	<b>28,460,184</b>	<b>15,832,914</b>	<b>15,137,493</b>	<b>30,970,407</b>

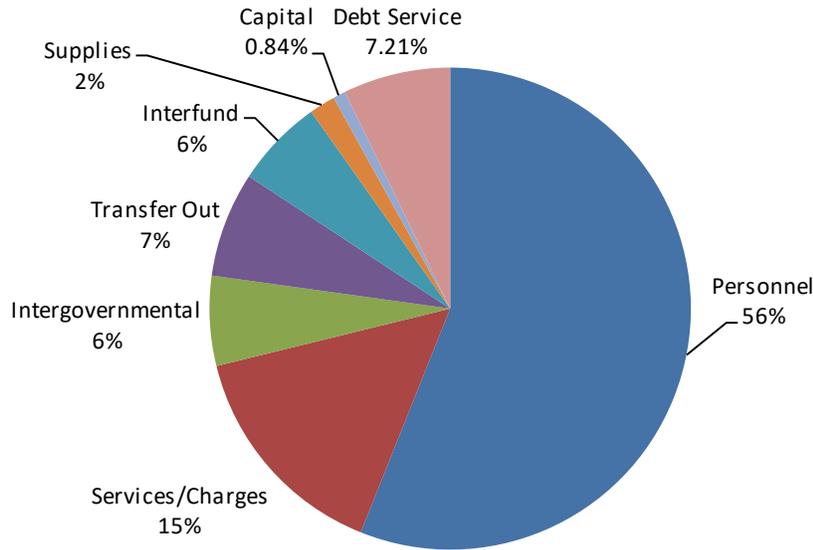
*Note: City Council adopts the biennial budget as a two-year total. For management purposes, when not otherwise defined annually, staff assumed that 48% of the budget will be expended in year 1 of the biennium, and 52% in year. Those figures are reflected above.*

## General Fund Expenditures by Department/Category 2019/2020

**General Fund  
2019/2020 Biennium**

	Personnel	Supplies	Services/Charges	Interfund	Intergov't	Debt Service	Capital	Transfer Out	Total
Legislative	136,959	1,000	117,044	77,026	-	-	-	-	332,029
Municipal Court	180,155	750	43,841	22,951	485,000	-	-	-	732,697
Executive	1,664,050	12,900	111,693	97,075	800	-	-	-	1,886,518
Finance	1,600,155	7,700	325,005	120,722	-	-	-	-	2,053,582
Legal	1,024,945	7,500	225,747	31,296	-	-	-	-	1,289,488
Human Resources	274,547	11,400	90,385	18,618	-	-	-	-	394,950
Law Enforcement	6,933,429	98,565	272,956	777,200	1,220,955	-	125,470	-	9,428,576
Street Operations	2,098,824	207,000	1,374,687	245,103	-	-	63,475	-	3,989,089
Community Development	1,704,055	22,500	252,061	93,995	-	-	-	-	2,072,610
Senior Center	-	7,400	491,213	11,223	-	-	-	-	509,836
Community & Human Services	3,000	15,400	646,770	-	70,000	-	-	-	735,170
Parks	1,060,991	61,100	281,842	242,841	3,100	-	-	-	1,649,874
Facilities	291,629	64,750	219,483	66,156	900	-	70,000	-	712,918
Non-Departmental	390,000	24,000	225,000	41,577	85,000	2,232,312	-	2,185,181	5,183,070
	17,362,738	541,965	4,677,727	1,845,783	1,865,755	2,232,312	258,945	2,185,181	30,970,407

### 2019/2020 General Fund Expenditures



## CAPITAL OVERVIEW

### Capital Projects

- Funded primarily from impact fees, system development fees, grant funding, and real estate excise tax;
- Capital expenditures are those expenditures which are greater than \$5,000 with a useful life of 2+ years;
- In the governmental funds, capital costs are expensed when incurred;
- In the utility funds, capital costs are distributed through straight line depreciation throughout the life of the asset;

Capital expenditures can be found throughout the City funds, but are primarily concentrated in the:

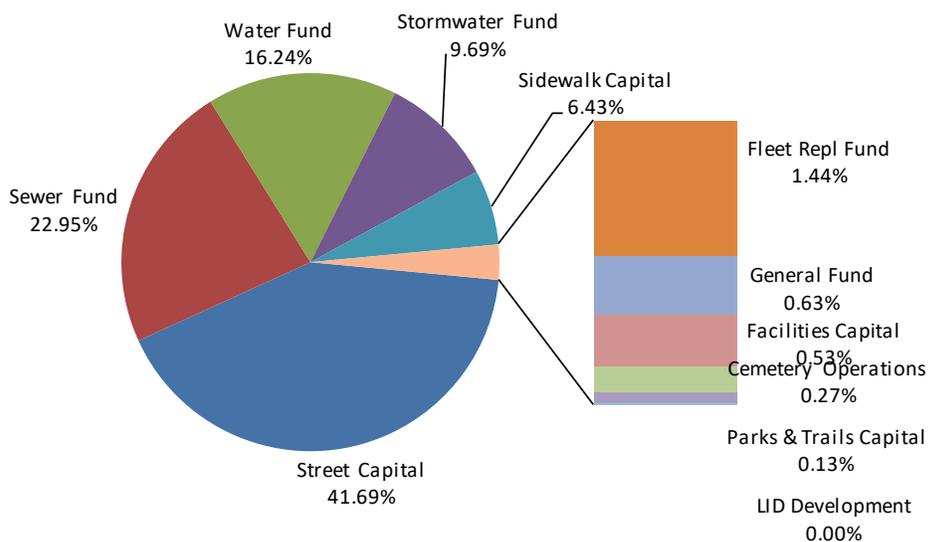
- Sidewalk Construction Fund (302);
- Local Improvement District Development Fund (307);
- Parks & Trails Capital Fund (310);
- Street Capital Fund (320);
- Facilities Capital Fund (325);
- Water Fund (401);
- Sewer Fund (402);
- Stormwater Fund (408);
- Technology Services Fund (551); and
- Fleet Replacement Fund (555).

Construction or development of capital projects can have a significant impact on operating revenues and expenditures. For example, construction of a road or trail system has a capital expense in one or two years, but will require ongoing maintenance for many years. Installation of parks equipment requires not only ongoing maintenance and insurance, but a plan for replacement when the equipment reaches end of life. All capital projects are reviewed in terms of both one-time capital cost and ongoing costs prior to approval.

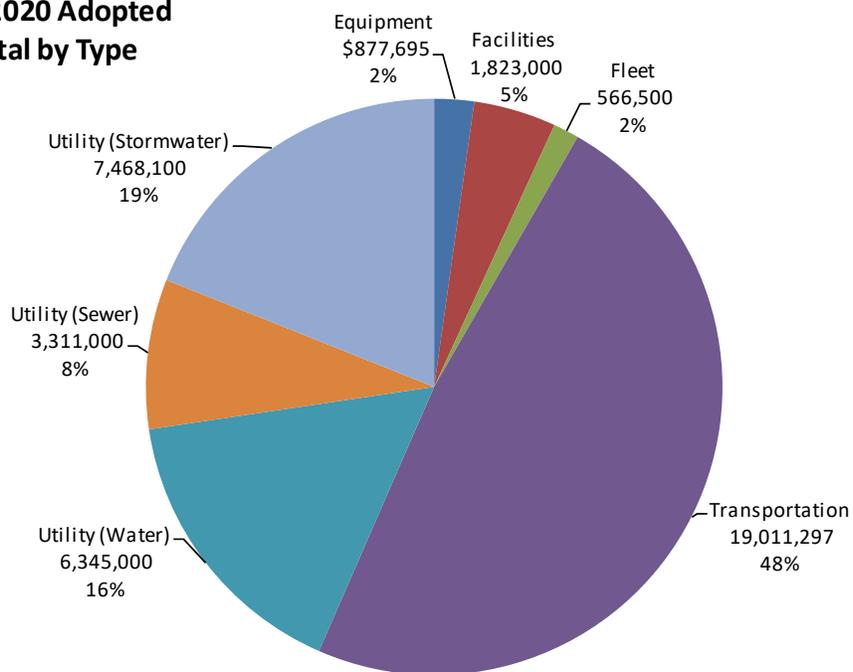
# CAPITAL OVERVIEW

## Capital Projects

**2019/2020 Adopted Capital by Fund**



**2019/2020 Adopted Capital by Type**



# CAPITAL OVERVIEW

## Capital Project Detail

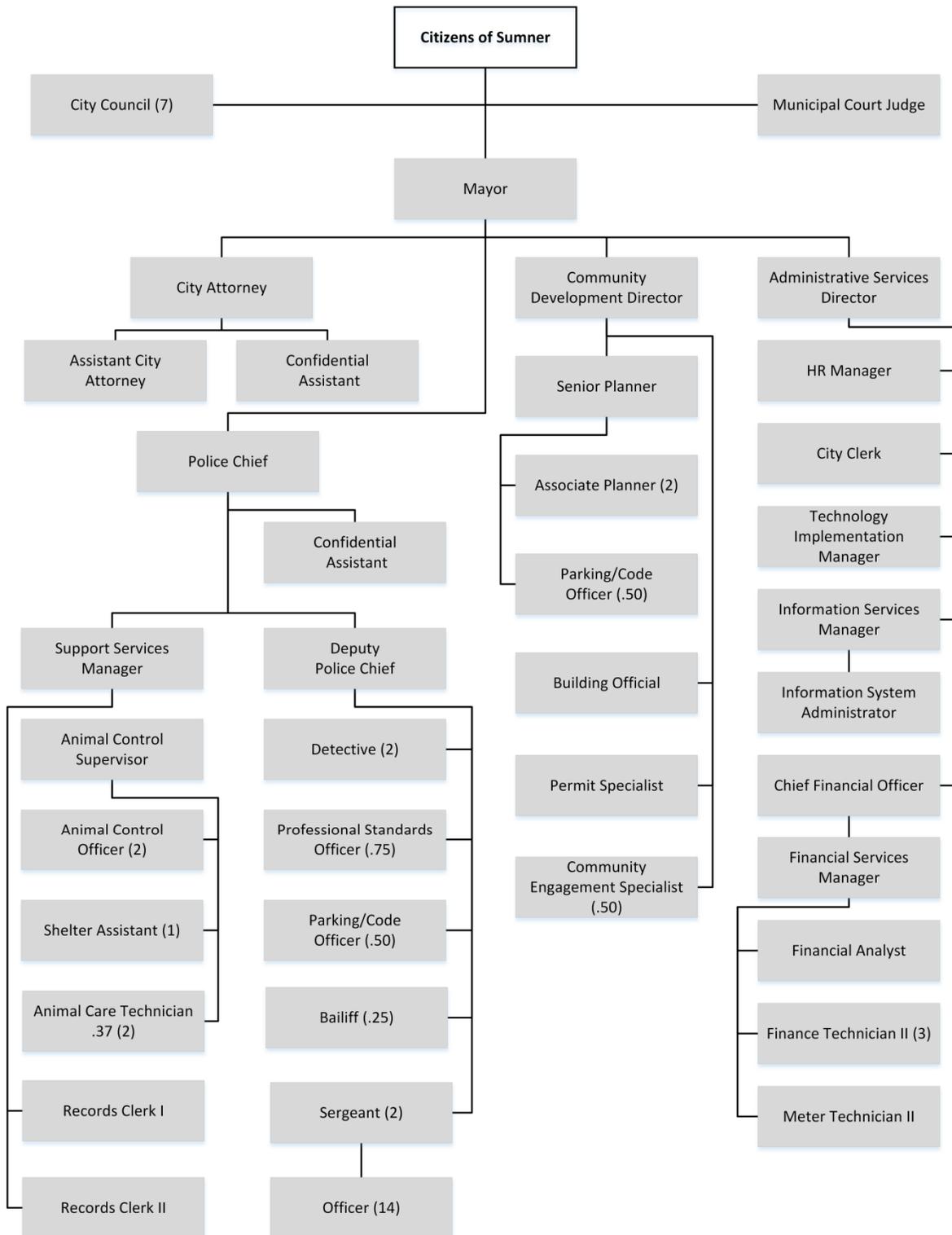
Type	Description	2019/2020
<i>General Fund</i>		
Equipment	Concrete Mud Cart (General Fund Share)	\$ 6,500
Equipment	Crack Sealer	73,700
Equipment	Paint Striper	5,775
Equipment	Police Radios	73,470
Equipment	Saw Cut Machine (General Fund Share)	3,625
Equipment	Sign Retroreflectometer	7,500
Equipment	Patrol Officer Vehicle	52,000
Facilities	Convert Finance Safe Room	25,000
<i>Sidewalk Construction Fund</i>		
Transportation	Volunteer Sidewalk Program	320,000
Transportation	ADA Compliance Plan	80,000
Transportation	Sidewalk Program - Sound Transit	2,100,000
Transportation	Sumner Avenue Sidewalk	35,000
<i>Parks &amp; Trail Capital</i>		
Transportation	Park Amenity Replacement Program	50,000
<i>Street Capital Fund</i>		
Transportation	Bridge Street Bridge	2,658,853
Transportation	Gateway Project	100,000
Transportation	SR410/166th Ave E	200,000
Transportation	SR410/Traffic Ave Interchange	11,838,444
Transportation	Stewart Road Bridge	1,420,000
Transportation	Wood and Main Intersection	209,000
<i>Facilities Capital Fund</i>		
Facilities	Chambers Remodel	80,000
Facilities	City Hall Reader Board	60,000
Facilities	Fence Police Lot	70,000
<i>Water Fund</i>		
Equipment	4 Wheel Drive Brush Mower (Water Share)	45,000
Equipment	Concrete Mud Cart (Water Share)	6,500
Equipment	Saw Cut Machine (Water Share)	3,625
Utility (Water)	CIP #C1 - Bridge Street Bridge	50,000
Utility (Water)	CIP #C5 - White River Restoration Main Lower	550,000
Utility (Water)	CIP #D1 - 8th St E/E Valley Highway Loop	600,000
Utility (Water)	CIP #D2 - Riverside Dr/151st Ave	620,000
Utility (Water)	CIP #D7 - Main Leak Repair & BNSF Crossing	215,000
Utility (Water)	CIP #D8 - Water Main Replacement Program	1,000,000
Utility (Water)	CIP #S1 - Additional Water Rights Acquisition	400,000
Utility (Water)	CIP #ST1 - Earthquake Control Valves & Foundation Improvements	2,400,000
Utility (Water)	CIP #ST2 - Viewpoint BPS Improvements	200,000
Utility (Water)	CIP #XX - 64th & Sumner Tapps Highway (Design)	50,000
Utility (Water)	CIP #XX - Autoclave Meters & Vault	100,000
Utility (Water)	O&M#1 - Hydrant & Isolation Valve Upgrades (20 years)	160,000

# CAPITAL OVERVIEW

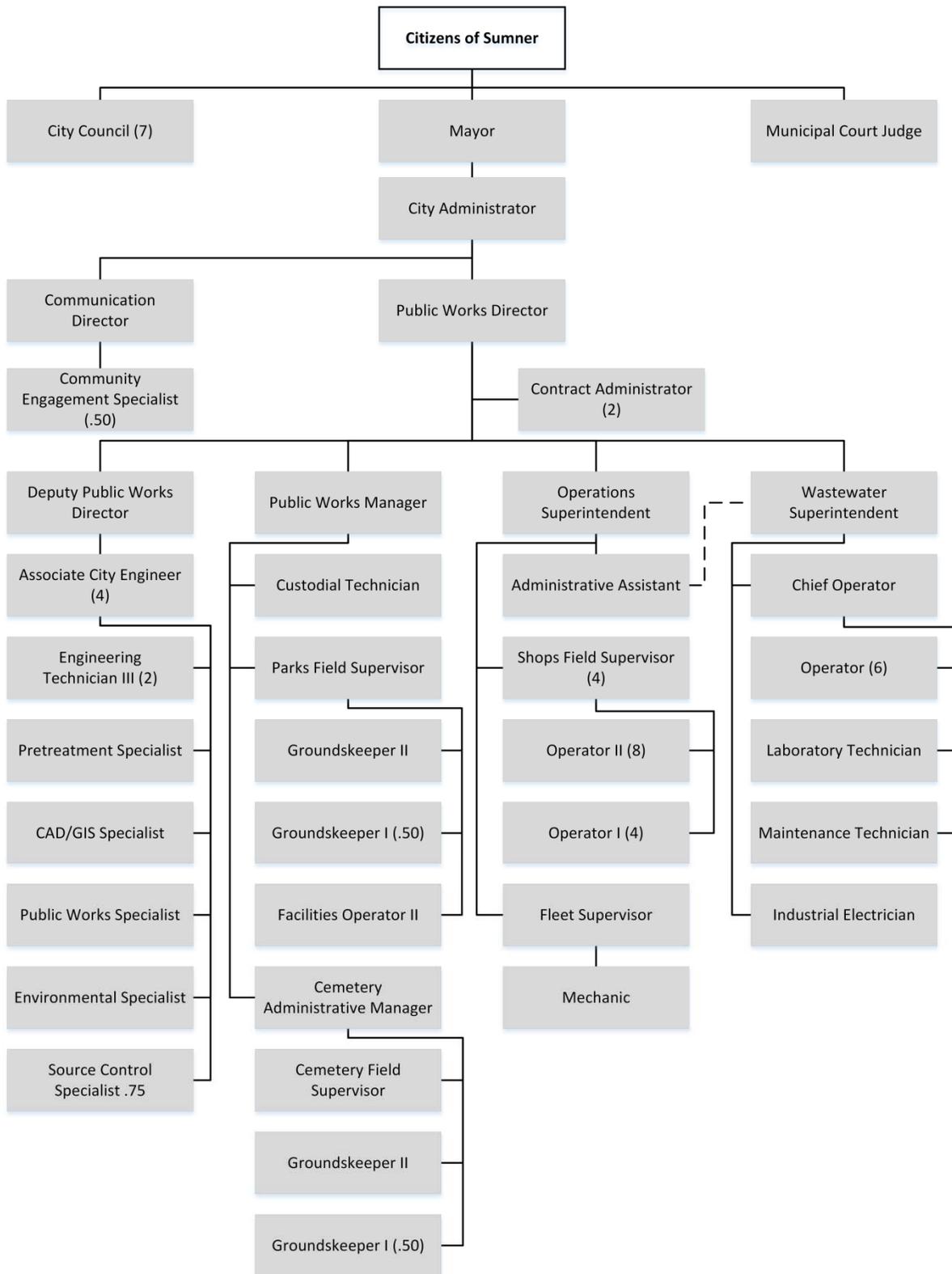
## Capital Project Detail

Type	Description	2019/2020
<i>Sewer Fund</i>		
Equipment	Concrete Mud Cart (Sewer Share)	5,625
Equipment	Saw Cut Machine (Sewer Share)	3,250
Equipment	6" Portable Screw Sucker	47,500
Equipment	Camera Van (Side Sewer Addition & GIS Software)	120,000
Equipment	12 Yard Dump Truck (#57 and #59) (WWTP)	250,000
Equipment	6" Portable Screw Sucker (WWTP)	47,500
Equipment	Diesel Gator (Addition)	26,000
Equipment	Valve Exerciser	6,000
Utility (Sewer)	410 & Traffic Avenue	540,000
Utility (Sewer)	64th & Tapps Highway (Design)	50,000
Utility (Sewer)	Aeration Basin	53,000
Utility (Sewer)	Biosolids Dewatering Improvements	1,270,000
Utility (Sewer)	Bridge Street Bridge	11,000
Utility (Sewer)	Dryer (Platform)	10,000
Utility (Sewer)	Electric Swing Gate	32,000
Utility (Sewer)	Headworks Platform	5,000
Utility (Sewer)	Headworks TOC Analyzer	30,000
Utility (Sewer)	Insertable Flow Meter	45,000
Utility (Sewer)	LS #02 (Puyallup St) Electrical Control Panel	200,000
Utility (Sewer)	LS #06 (Siebenthaler) Electrical Control Panel	220,000
Utility (Sewer)	LS #10 (PW Shops) Pump Replacement	150,000
Utility (Sewer)	LS #11 (16th St E) Hatch	60,000
Utility (Sewer)	Primary Splitter Box - Rechannel	60,000
Utility (Sewer)	Radio System Conversion	100,000
Utility (Sewer)	White River Restoration Project (LS #14 & FM)	475,000
<i>Stormwater Fund</i>		
Equipment	4 Wheel Drive Brush Mower (Stormwater Share)	45,000
Equipment	Concrete Mud Cart (Stormwater Share)	6,500
Equipment	Saw Cut Machine (Stormwater Share)	3,625
Equipment	Spider Excavator - Attachments	20,000
Facilities	Public Works Operations Facility (Stormwater Share)	1,500,000
Utility (Stormwater)	Capital Improvement Program Update	75,000
Utility (Stormwater)	CIP #24: E Main St/160th Ave E Improvements	373,000
Utility (Stormwater)	CIP #40: Salmon Creek Restoration	410,100
Utility (Stormwater)	CIP #41: 64th St E Culvert Improvements	1,355,000
Utility (Stormwater)	CIP #47: White River Improvements	1,000,000
Utility (Stormwater)	CIP #51 - 24th St Setback Levee	1,000,000
Utility (Stormwater)	CIP #8: 63rd St Ct E Improvements	65,000
Utility (Stormwater)	CIP #XX - Bridge Street Bridge	140,000
Utility (Stormwater)	CIP #XX - Capital Program - Storm LID and Cross Connection Reductio	1,050,000
Utility (Stormwater)	CIP #XX - Decant Facility	200,000
Utility (Stormwater)	CIP #XX - Salmon Creek Watershed Planning Study	300,000
Utility (Stormwater)	CIP #XX - Site D - Detention Pond w/Water Quality Facility	1,500,000
<i>Cemetery (Operations)</i>		
Facilities	Cemetery - Flag Pavilion	10,500
Facilities	Cemetery - Irrigation	5,500
Facilities	Cemetery - Irrigation (Heritage Farm)	5,000
Facilities	Cemetery - Paving	60,000
Facilities	Cemetery - Trash Receptacle	7,000
Equipment	John Deere Z997R 60"	19,000
<i>Fleet Replacement Fund</i>		
Fleet	Vehicle Replacement (see detail pg. 5-93)	566,500
<b>Total Capital Program 2019/2020</b>		<b>\$ 39,402,592</b>

# CITY-WIDE ORGANIZATIONAL CHART



# CITY-WIDE ORGANIZATIONAL CHART



## PERSONNEL OVERVIEW

The most important asset of the City of Sumner is its employees. These individuals bring the technical knowledge, the compassion and the drive to build a wonderful community that benefits everyone in Sumner.

Our employees range from interns starting their career to individuals retiring and ending their career here. These are the people you see every day and in cases of emergencies.

We're happy to serve you.



### WHO

**110** employees

**11.4 years** average employment in Sumner

**51 employees** have worked here more than 10 years

**6 employees** retired in the last biennium

### WHAT

In one year, these employees

- Respond to **15,868 calls for Police service**
- **Permit 334** buildings, valued at over \$30.8 million
- Keep **108.4 miles of water** pipeline flowing cleanly
- Keep **28.46 acres of parks, 25 acres of cemetery and 5.5 miles of trail** looking beautiful
- Process **457 job applications**
- **Return 308 pets** to their families and **adopt 445 pets**
- Make sure that **16 miles of fish-bearing streams** stay healthy
- **Maintain 124.5 lane miles** of public streets
- Reach the public with **1,086,900 impressions on Twitter**

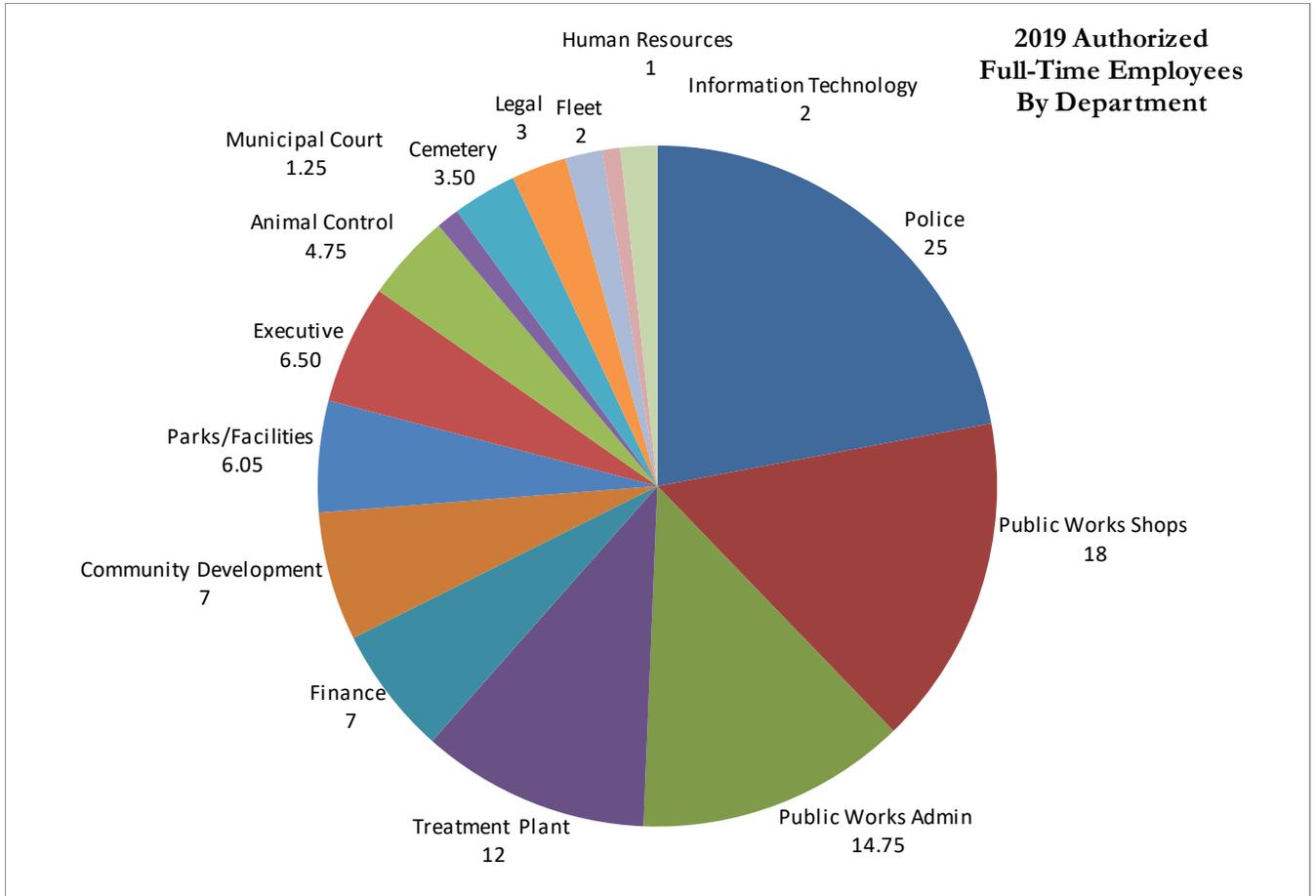
### SETTING THE STANDARD

In addition to their “day jobs,” employees also become integral members of the Sumner community. Their efforts include

- Raise money, consistently as the highest fundraiser for Sumner’s Relay for Life.
- Help run the Special Olympics torch through Sumner.
- Spearhead Sumner Toy Box to support local families during the holidays.
- Support Come Walk With Me for local breast cancer services.
- Give special memories to a child battling a life-threatening illness through the Chief for a Day program.
- Collect school supplies for Sumner School District families.
- Collect food for the local food bank.
- Support local troops stationed at JBLM and help them feel at home.
- Participate in local boards and volunteer efforts.



**City of Sumner  
Authorized Full-Time Employees  
By Department**



# City of Sumner

## Authorized Full-Time Employees

*Positions are authorized and included in the 2019/2020 Adopted Budget.*

Year	2015	2015	2016	2016	2017	2017	2018	2018	2019	2020
	Authorized FTE	Amended FTE	Authorized FTE	Authorized FTE						
<b>City Council</b>										
Councilmember (part-time)	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
<b>TOTAL CITY COUNCIL</b>	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
<b>Court</b>										
Municipal Judge	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Administrator	1.00	1.00	1.00	-	-	-	-	-	-	-
Court Clerk I										
Court Clerk II	2.00	2.00	2.00	-	-	-	-	-	-	-
Bailiff	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
<b>TOTAL COURT</b>	4.25	4.25	4.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
<b>Executive</b>										
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Communications Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00					1.00	1.00	1.00
Event Coordinator		0.50	0.50	0.50						
Community Engagement Specialist					0.50	0.50	0.50	0.50	0.50	0.50
Technology Implementation Manager				1.00	1.00	1.00	1.00	1.00	1.00	
<b>TOTAL EXECUTIVE</b>	5.00	5.50	5.50	5.50	5.50	5.50	5.50	6.50	6.50	5.50
<b>Finance</b>										
Chief Financial Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Meter Technician						1.00	1.00	1.00	1.00	1.00
Finance Technician I	1.00	-	1.00	-	1.00	1.00	1.00			
Finance Technician II	2.00	3.00	2.00	3.00	2.00	2.00	2.00	3.00	3.00	3.00
<b>TOTAL FINANCE</b>	6.00	6.00	6.00	6.00	6.00	7.00	7.00	7.00	7.00	7.00
<b>Legal</b>										
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Confidential Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL LEGAL</b>	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<b>Human Resources</b>										
Human Resources Manager								1.00	1.00	1.00
Human Resource Coordinator	1.00	1.00	1.00							
HR/Payroll Analyst	1.00	1.00	1.00							
City Clerk/HR Coordinator				1.00	1.00	1.00	1.00			
Payroll/HR Coordinator				1.00	1.00	1.00	1.00			
<b>TOTAL HUMAN RESOURCES</b>	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.00
<b>Information Technology</b>										
Information Systems Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Systems Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
Information Systems Administrator									1.00	1.00
<b>TOTAL INFO. TECH.</b>	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00

Positions are authorized and included in the 2019/2020 Adopted Budget.

Year	2015	2015	2016	2016	2017	2017	2018	2018	2019	2020
	Authorized FTE	Amended FTE	Authorized FTE	Authorized FTE						
<b>Police</b>										
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Confidential Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Manager I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Records Clerk I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Records Clerk II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Police Detective	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Patrol Officer	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	14.00	14.00
Professional Standards Officer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.75	0.75	0.75
Parking/Code Enf. Officer (PD/CD)	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Animal Control Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Animal Control Shelter Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Animal Control Kennel Technician	0.37	0.45	0.45	0.45	0.45	0.45	0.45	0.75	0.75	0.75
<b>TOTAL POLICE</b>	28.37	28.45	28.45	28.45	28.45	28.45	28.45	29.00	30.00	30.00
<b>Community Development</b>										
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00						
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Associate Planner				1.00	1.00	1.00	1.00	1.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00					1.00		
Planning Specialist					1.00	1.00	1.00			
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Parking/Code Enf. Officer (PD/CD)	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Community Engagement Specialist					0.50	0.50	0.50	0.50	0.50	0.50
Permit Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL COMMUNITY DEVELOP.</b>	6.50	6.50	6.50	6.50	7.00	7.00	7.00	7.00	7.00	7.00

Year	2015	2015	2016	2016	2017	2017	2018	2018	2019	2020
	Authorized FTE	Amended FTE	Authorized FTE	Authorized FTE						
<i>Positions are authorized and included in the 2019/2020 Adopted Budget.</i>										
<b>Public Works</b>										
<i>Administration</i>										
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director						1.00		1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00	1.00		1.00			
Associate City Engineer	3.00	3.00	3.00	2.00	2.00	3.00	2.00	4.00	4.00	4.00
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00		1.00			
Engineering Technician III	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
GIS/CAD Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Manager I	1.00	1.00	1.00							
Public Works Manager				1.00	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Project Manager				1.00	1.00	1.00	1.00			
Local Source Control Specialist (NPDES)	0.50	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Environmental Specialist									1.00	1.00
Contract Administrator						1.00		2.00	2.00	2.00
Confidential Assistant	1.00	1.00	1.00	1.00	1.00		1.00			
<b>TOTAL ADMINISTRATION</b>	<b>12.50</b>	<b>12.50</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>	<b>13.75</b>	<b>14.75</b>	<b>14.75</b>
<i>Shops</i>										
Operations Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Shops Field Supervisor	3.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Operator I	1.00	1.00	1.00	1.00	2.00	2.00	2.00	4.00	4.00	4.00
Operator II	11.00	10.00	10.00	10.00	10.00	10.00	10.00	8.00	8.00	8.00
Administrative Assistant (Shops/WWTP)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL SHOPS</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>
<i>Parks &amp; Facilities</i>										
Parks Field Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Parks Groundskeeper I	1.50	1.50	1.50	1.50	1.50	1.50	1.50	0.50	0.50	-
Parks Groundskeeper II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.50
Facilities Maintenance II					1.00	1.00	1.00	1.00	1.00	1.00
Custodial Technician		0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.55
<b>TOTAL PARKS &amp; FACILITIES</b>	<b>4.50</b>	<b>5.05</b>	<b>5.05</b>	<b>5.05</b>	<b>6.05</b>	<b>6.05</b>	<b>6.05</b>	<b>6.05</b>	<b>6.05</b>	<b>6.05</b>
<i>Cemetery</i>										
Cemetery Administrative Manager I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cemetery Field Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cemetery Groundskeeper I	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	-
Cemetery Groundskeeper II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.50
<b>TOTAL CEMETERY</b>	<b>3.50</b>	<b>3.50</b>								
<i>Wastewater Treatment Facility (WWTF)</i>										
Wastewater Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
WWTF Chief Operator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TF Electrician/Instrumentation Technician					1.00	1.00	1.00	1.00	1.00	1.00
WWTF Journey Operator	5.00	5.00	5.00	5.00	6.00	6.00	6.00	2.00	2.00	2.00
WWTF Senior Operator								4.00	4.00	4.00
WWTF Laboratory Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
WWTF Laboratory Analyst								1.00	1.00	1.00
WWTF Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Pretreatment Specialist (NPDES)						1.00		1.00	1.00	1.00
Custodial Technician								0.45	0.45	0.45
<b>TOTAL WWTF</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>11.00</b>	<b>12.00</b>	<b>11.00</b>	<b>12.45</b>	<b>12.45</b>	<b>12.45</b>
<i>Fleet</i>										
Chief Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL ADMINISTRATION</b>	<b>2.00</b>	<b>2.00</b>								
<b>TOTAL PUBLIC WORKS</b>	<b>48.50</b>	<b>49.05</b>	<b>49.30</b>	<b>49.30</b>	<b>53.30</b>	<b>54.30</b>	<b>53.30</b>	<b>55.75</b>	<b>56.75</b>	<b>56.75</b>
<b>TOTAL STAFFING (Excludes Elected Officials)</b>	<b>105.62</b>	<b>106.75</b>	<b>107.00</b>	<b>104.00</b>	<b>108.50</b>	<b>110.50</b>	<b>109.50</b>	<b>112.50</b>	<b>113.50</b>	<b>112.50</b>
<b>TOTAL POPULATION</b>	<b>9,660</b>	<b>9,660</b>	<b>9,705</b>	<b>9,705</b>	<b>9,920</b>	<b>9,920</b>	<b>10,030</b>	<b>10,030</b>	<b>10,030</b>	<b>10,030</b>
<b>FTE per 1,000 Population</b>	<b>10.93</b>	<b>11.05</b>	<b>11.03</b>	<b>10.72</b>	<b>10.94</b>	<b>11.14</b>	<b>10.92</b>	<b>11.22</b>	<b>11.32</b>	<b>11.22</b>

# 2019 COMPENSATION SCHEDULE

Non-Represented Employees								
Classification	Typical Position Titles	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Labor	Custodial Technican	L1	3,053	3,228	3,413	3,608	3,815	
Professional	Finance Technicians, Administrative Assistants, Specialists, Community Engagement Specialist, Assistant Planner, Professional Standards Officer	P1	4,426	4,680	4,948	5,231	5,531	
		P2	4,688	4,956	5,240	5,541	5,858	
		P3	4,883	5,163	5,459	5,771	6,102	
Technical	IT Administrator, Confidential Assistant, Analysts, GIS Specialist, Coordinators, Assistant Engineer, Associate Planner, Contract Administrator	T1	5,250	5,551	5,869	6,205	6,561	
		T2	5,557	5,876	6,213	6,569	6,945	
		T3	5,974	6,316	6,678	7,060	7,465	
Operations Managers	Building Official, Communication Director, Senior Planner, Superintendent, Operational Managers	O1	6,420	6,788	7,177	7,588	8,023	
		O2	6,928	7,325	7,745	8,189	8,658	
		O3	7,358	7,780	8,225	8,697	9,195	
Professionally Licensed	Associate Engineer, Assistant Attorney, PW Project Manager	PL1	7,609	8,045	8,506	8,994	9,509	
Deputy Director	Deputy Chief, Chief Financial Officer, Deputy City Attorney, City Engineer, Deputy PW Director	DT1	8,543	9,033	9,550	10,097	10,676	
		DT2	9,239	9,769	10,328	10,920	11,546	
Department Director	Judge (Part Time)	DD1					5,027	
Department Director	Public Works Director, City Attorney, Police Chief, Community Development Director, Admin Services Director	DD2	9,960	10,531	11,134	11,772	12,447	
Executive	City Administrator	E1	11,093	11,729	12,401	13,112	13,863	
Hourly-Regular Part Time	Animal Care Technician	HR1	14.25	14.99	15.79	16.58	17.41	
Hourly-Regular Part Time	Bailiff, Event Coordinator, Local Source Control Specialist	HR2	25.53		28.54		31.91	
Hourly-Temporary	Student Intern, Summer Student Laborer	HT1	13.79	14.52	15.28	16.05	16.85	
Hourly-Temporary	Temporary Employee--Administrative	HT2	20.00	25.00	30.00	35.00	40.00	
Hourly-Temporary	Temporary Employee--Professional	HT3	40.00	45.00	50.00	55.00	60.00	
Hourly-Temporary	Judge Pro Tem, Prosecutor Pro Tem	HT4					60.00	
Represented Employees								
Union-IUOE	Operator In Training	OE1	4,788		5,190			
Union-IUOE	Operator, Maintenance Technician	OE2	5,403	5,627	5,782		6,159	
Union-IUOE	Engineering Technician	OE3	5,094	5,387	5,694	6,020	6,365	
Union-IUOE	Journey Operator, Lab Technician	OE4	5,782	6,023	6,274		6,534	
Union-IUOE	Senior Engineering Technician	OE5	5,477	5,791	6,121	6,473	6,845	
Union-IUOE	Senior Operator 3, Lab Analyst 3	OE6	6,274	6,534	6,752		6,860	
Union-IUOE	Senior Operator 4, Lab Analyst 4	OE7	6,534	6,752	7,078		7,187	
Union-IUOE	Electrician/Instrumentation Technician	OE8	6,620	6,894	7,180		7,547	
Union-IUOE	Chief Operator	OE9	7,576				7,948	
Union-Police Commissioned	Police Officer	PC1	5,853	6,143	6,453	6,782	7,120	7,488
Union-Police Commissioned	Police Officer Detective	PC2						7,863
Union-Police Commissioned	Police Officer Sergeant	PC3						8,762
Union-Police Support	Animal Control Shelter Assistant	PS1	3,432	3,629	3,836	4,057	4,290	
Union-Police Support	Police Records Specialist 1	PS2	3,855	4,070	4,297	4,539	4,796	
Union-Police Support	Police Records Specialist 2	PS3	4,295	4,534	4,785	5,056	5,342	
Union-Police Support	Parking/Code Enforcement Officer	PS4	4,594	4,830	5,076	5,340	5,622	
Union-Police Support	Animal Control Officer	PS5	4,662	4,901	5,153	5,420	5,704	
Union-Police Support	Animal Control Supervisor	PS6					6,674	
Union-Teamsters	PW Operator 1, Groundskeeper 1, Mechanic 1	2018 TM1	4,441		4,602		4,740	
Union-Teamsters	PW Operator 2, Groundskeeper 2, Mechanic 2	2018 TM2					5,710	
Union-Teamsters	Cemetery, Fleet, Parks and PW Field Supervisors	2018 TM3					6,746	

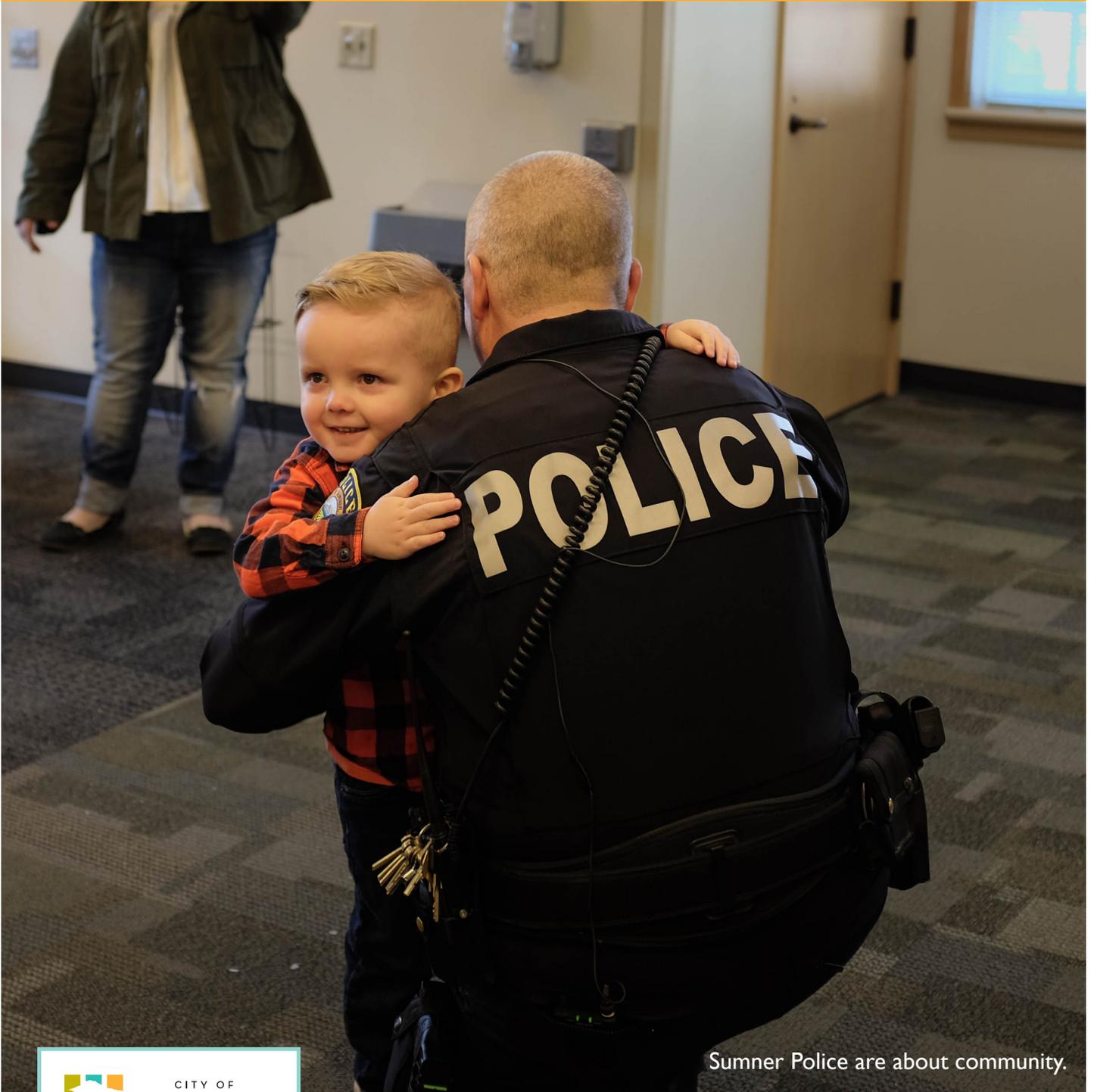
**City of Sumner  
 Summary of Staff Changes  
 2019/2020 Adopted Budget**

The 2019/2020 Adopted Budget includes the following staffing changes intended to address operational needs:

Department	Position	Authorized FTE		Change	2020	Change	Comments
		Amended 2018	Authorized 2019				
Executive	Technology Implementation Manager	1.00	1.00	-	-	(1.00)	Contract position through 12/31/2019
Law Enforcement	Patrol Officer	-	1.00	1.00	1.00	-	
PW Administration	Environmental Specialist	-	1.00	1.00	1.00	-	In Rate model; pending approval.
				2.00	(1.00)		

2019 Net Change – 2.0 FTE  
 2020 Net Change – -1.0 FTE

# GENERAL FUND PROGRAM SUMMARIES



Sumner Police are about community.



## 2019-2020 BUDGET





CITY OF  
**SUMNER**  
WASHINGTON

# **GENERAL FUND PROGRAM SUMMARIES**

# LEGISLATIVE

## WHAT WE DO

The City Council serves as the City’s policy makers. They are the ones who set, in general, the main direction of the City while leaving details to the employees. More specifically, they

- Define the functions, powers, and duties of City employees;
- Fix compensation and working conditions of City employees;
- Adopt ordinances regulating City business;
- Acquire, maintain, and protect public property including real estate, structures, waterways, and more;
- Provide services citizens need and want, including cultural, recreational, safety, utilities, roads, and planning for the future of the community;
- Represent the City of Sumner in regional efforts;
- Balance services needed with how to pay for this, including borrowing, taxation, and the granting of franchise.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Legislative	Personnel Salaries	63,000	63,000	63,000	63,000	126,000
Legislative	Personnel Benefits	5,450	5,377	5,471	5,488	10,959
Legislative	Supplies	2,245	1,019	500	500	1,000
Legislative	Services & Charges	12,323	10,736	67,488	49,556	117,044
Legislative	Intergovernmental	-	-	-	-	-
Legislative	Interfund	35,784	35,784	38,513	38,513	77,026
Legislative	Capital Outlay	-	-	-	-	-
Legislative	Debt Service	-	-	-	-	-
Legislative	Transfer Out	-	-	-	-	-
Legislative	Totals	118,802	115,916	174,972	157,057	332,029

**Budget Comments:** The 2019 increase in Services & Charges results from the reassignment of lobbyist services from Non-Departmental to Legislative. In 2020, lobbyist services are expected to decrease in the General Fund (with an offsetting increase to the Stormwater Fund).

## 17-18 HIGHLIGHTS

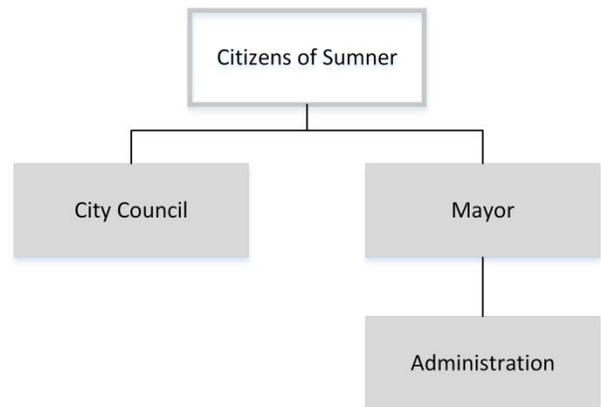
- Thanked retiring members and welcomed newly elected and appointed members.
- Continued to set policy through resolutions and ordinances.
- Continued to work with staff to increase transparency and engagement.
- Represented Sumner on regional committees for flood protection, communications and regional growth.

## STRATEGIC PRIORITIES

- Protection of water, open spaces, and other natural resources;
- Safe and efficient transportation system;
- Long-range financial stability to provide a balance of City services;
- Enhance community character.

## LONG-RANGE PLANS

- Continue to ensure Sumner's success through well-planned growth that increases revenue.
- Work with region to influence major issues like congestion, transportation and employment.



# MUNICIPAL COURT

## WHAT WE DO

The Municipal Court serves citizens and visitors who have been charged with misdemeanors, civil infractions or parking violations. Sumner contracts with the City of Bonney Lake for Court services. As Sumner's Judicial branch, the Municipal Court:

- Adjudicates criminal misdemeanor offenses and imposes appropriate fines and punishments;
- Collects fines, restitution and other assessments imposed by the court and accounts for all funds received and disbursed;
- Manages juries for an estimated four to six jury trials each year;
- Assures the due process requirement of a public defender at arraignments;
- Makes decisions about civil infractions and imposes penalties and deferrals as appropriate;
- Coordinates interpreters for hearing impaired persons and languages;
- Monitors, evaluates and implements legislative mandates and changes in court rules.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Judicial	Personnel Salaries	70,671	86,337	73,062	75,985	149,047
Judicial	Personnel Benefits	12,953	14,661	15,340	15,768	31,107
Judicial	Supplies	-	188	375	375	750
Judicial	Services & Charges	5,035	5,697	38,157	5,684	43,841
Judicial	Intergovernmental	194,326	249,717	240,000	245,000	485,000
Judicial	Interfund	-	-	11,476	11,476	22,951
Judicial	Capital Outlay	-	-	-	-	-
Judicial	Debt Service	-	-	-	-	-
Judicial	Transfer Out	-	-	-	-	-
Judicial	Totals	282,985	356,601	378,409	354,287	732,697

**Budget Comments:** The increase in Professional Services in 2019 represents a consultant study of judicial operations. Intergovernmental services reflects contract services through the City of Bonney Lake. As caseload increases, contract costs are anticipated to increase as well.

## 17-18 HIGHLIGHTS

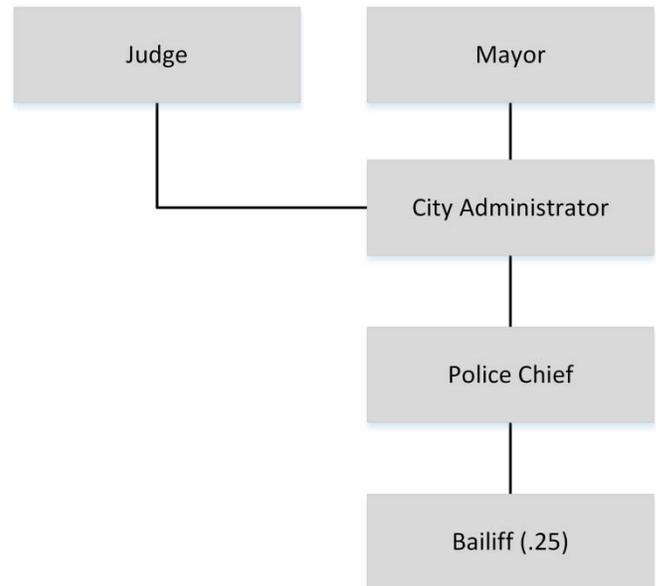
- Provided cost efficient Municipal Court Services.
- Expanded alternative sentencing opportunities including work crew and day reporting programs.

## 19-20 GOALS

Evaluate service options including maintaining Sumner Municipal Court and contracting for services from another court of limited jurisdiction.

## LONG-RANGE PLANS

Continue to monitor contractual relationship with the City of Bonney Lake.



# EXECUTIVE

## WHAT WE DO

The Executive Department houses the offices of the Mayor and City Administrator and provides general administrative oversight and support to the other City departments. This department administers programs and policies established by the City Council and directs the day to day activities and operations for all City departments. More specifically, the Executive Department

- Informs the Council on City issues, problems, and future needs;
- Implements policy decisions of the Council;
- Develops and implements strategic plans for the execution of the City’s mission, vision, and values;
- Provides leadership to City Departments in management and strategic planning;
- Represents the City and local concerns on a regional, state, and national level;
- Plans and implements communications strategy to keep citizens informed on City issues;
- Coordinates agendas and information for efficient city meetings;
- Coordinates response to citizen requests for public records.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Executive	Personnel Salaries	548,118	624,280	678,842	595,575	1,274,417
Executive	Personnel Benefits	165,981	197,359	205,977	183,656	389,633
Executive	Supplies	6,910	5,556	6,200	6,700	12,900
Executive	Services & Charges	22,834	47,856	51,058	60,635	111,693
Executive	Intergovernmental	-	-	400	400	800
Executive	Interfund	25,524	25,524	48,538	48,538	97,075
Executive	Capital Outlay	-	-	-	-	-
Executive	Debt Service	-	-	-	-	-
Executive	Transfer Out	-	-	-	-	-
Executive	Totals	769,367	900,576	991,015	895,502	1,886,518

**Budget Comments:** The overall increase in Executive labor costs reflects a reallocation of staff labor charges to be consistent with our organizational structure. The decrease in 2020 reflects the end of the term for a contracted position. The labor costs also include a seasonal intern. The increase in Services includes reallocations of various communications charges (e.g. domain registrations, communications software, etc.) from Non-Departmental. The increase in Interfund charges reflects new internal rate models.

## 17-18 HIGHLIGHTS

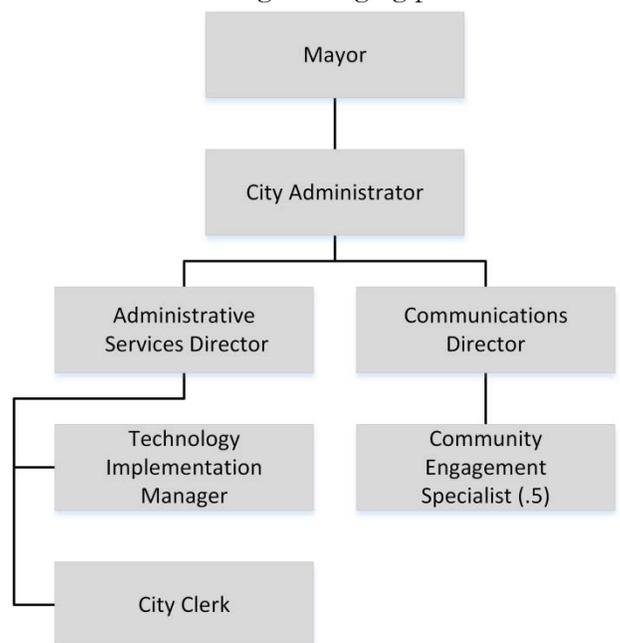
- Greatly improved engagement with new community engagement specialist, upgrade to website, addition of NextRequest for online public records requests/tracking, new social media channels and continued building of partnerships and relationships.
- Leveraged partnerships including strengthening relationships with the YMCA and Pierce County Library System as well as neighboring jurisdictions, State legislators, businesses and other partners.
- Guided organization through transitions in mayor and council.

## 19-20 GOALS

- Explore what the next level of engagement looks like, including public participation techniques, online resources, and building on past success with events like Sumner University.
- Continue to support the mayor in keeping Sumner relevant to the region. While Sumner is "small" in population, our participation in regional efforts from South Sound 911 to Puget Sound Regional Council keeps us relevant for opinions and grant funding.
- Support recruitment to Sumner. Repeatedly, surveys show that our character is our top thing cherished by residents and businesses alike. Find ways to convey that for recruitment of future staff, economic development and planning.
- Move forward large projects including the Red Apple redevelopment, Town Center Plan, the library building/relocation.
- Navigate changes to State law and what those changes mean for Sumner.
- Continue fostering and supporting all departments in our values through changing public demands, particularly finding long-term replacement for old solution of "just do more with less."
- Implement new agenda-setting program.

## LONG-RANGE PLANS

Cities continue to be sandwiched between increasing public demands and increasing unfunded mandates from the State. Partnerships and improved ways of doing things will be key to keeping service levels high while controlling costs. This includes reminding citizens that city is a partnership with them, not a business transaction for service.



# FINANCE

## WHAT WE DO

The Finance Department supports City operations by:

- Providing timely and accurate financial data and analytical support to assist in decision-making processes at all levels;
- Maintaining the accounting software system to ensure the integrity of the City’s financial data, while striving for increased efficiencies and customer service;
- Administering and monitoring the City’s finances in accordance with Federal, State and Municipal laws and regulations and best practices;
- Preparing the Biennial Budget and Annual Financial Report in accordance with the Washington State Auditor’s Office “Budgeting, Accounting, and Reporting System (BARS) Manual, as well as best practices;
- Coordinating the annual audit(s) with the Washington State Auditor’s Office;
- Ensuring fiscal responsibility in debt administration and investment protocols;
- Billing, auditing, reporting, receipting, and customer support for City’s utility system, including water, sewer, and stormwater.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Finance	Personnel Salaries	477,676	464,374	540,146	561,692	1,101,838
Finance	Personnel Benefits	206,589	217,517	242,862	255,455	498,317
Finance	Supplies	7,711	5,010	3,950	3,750	7,700
Finance	Services & Charges	182,465	90,354	172,855	152,150	325,005
Finance	Intergovernmental	-	-	-	-	-
Finance	Interfund	34,464	34,464	60,361	60,361	120,722
Finance	Capital Outlay	-	-	-	-	-
Finance	Debt Service	-	-	-	-	-
Finance	Transfer Out	-	-	-	-	-
Finance	Totals	908,906	811,719	1,020,174	1,033,408	2,053,582

**Budget Comments:** The increase in Services reflects moving annual audit charges from Non-Departmental to Finance. The increase in Interfund reflects updated rate models.

## 17-18 HIGHLIGHTS

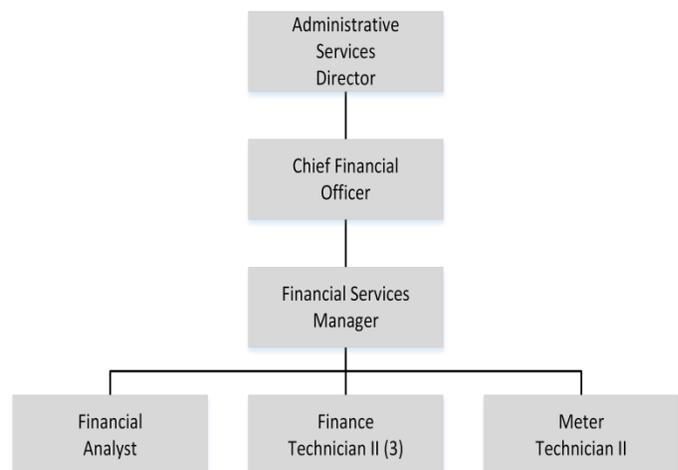
- Received Government Finance Officer's Association "Distinguished Budget Presentation" Award for the 2017/2018 Biennial Budget;
- Completed updates of Fleet Assessment and Indirect Cost Assessment rate models;
- Finalized and implemented new contract for banking services;
- Planned and implemented conversion of the core Financial suite from legacy financial software (Eden) to new Enterprise Resource Planning (ERP) solution Munis;
- Developed a comprehensive Purchasing & Contracting Manual;
- Implemented change in utility billing cycles to increase billing efficiency and customer transparency.

## 19-20 GOALS

- Continue implementation of Munis ERP with revenue (accounts receivable) modules, and Utility Billing;
- Continue to identify and implement efficiencies made available through the Munis software;
- Pursue Government Finance Officer's Association "Distinguished Budget Presentation" award for the 2019/2020 Biennial Budget;
- Continue to refine and maintain five- and ten-year financial models to provide best management data to Council and executive leadership;
- Continue to provide accurate, timely, and meaningful budget information to both internal and external customers;
- Provide support to other departments as additional Munis modules (e.g. EnerGov) begin implementation.

## LONG-RANGE PLANS

- Focus on long-range employee development and succession planning;
- Be prepared to respond to economic changes with timely and meaningful financial data.



# LEGAL

## WHAT WE DO

The city attorneys serve as the legal advisors to the Mayor, City Council, City Administrator, and other employees and volunteers of the City. As such, the legal department

- Represents the City of Sumner in all litigations;
- Drafts and reviews all ordinances, resolutions, contracts, and agreements;
- Furnishes written opinions on all legal matters relating to the City;
- Prosecutes misdemeanors and gross misdemeanors in the Court;
- Updates Municipal Code and policy manuals.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Legal	Personnel Salaries	319,009	323,060	358,600	372,944	731,544
Legal	Personnel Benefits	124,085	126,042	143,165	150,237	293,401
Legal	Supplies	3,092	3,070	5,000	2,500	7,500
Legal	Services & Charges	129,434	103,149	112,209	113,538	225,747
Legal	Intergovernmental	-	-	-	-	-
Legal	Interfund	27,244	27,244	15,648	15,648	31,296
Legal	Capital Outlay	-	-	-	-	-
Legal	Debt Service	-	-	-	-	-
Legal	Transfer Out	-	-	-	-	-
Legal	Totals	602,864	582,565	634,621	654,866	1,289,488

**Budget Comments:** The decrease in interfund services results from updated rate models.

## 17-18 HIGHLIGHTS

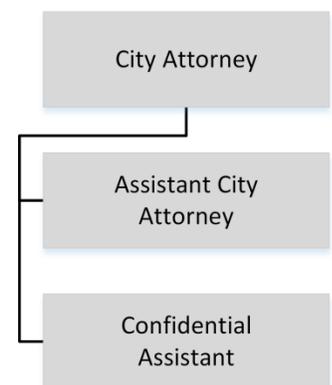
- Resolved multi-million dollar ICON Materials construction claim for fraction of costs demanded;
- Assisted in resolution of former Sumner Towing MTCA site, resulting in acquisition;
- Negotiated and facilitated the acquisition of multiple properties for projects (Bridge St. Bridge, River Restoration, Alder Ave. Remediation, Sumner Library future site, etc.);
- Updated multiple Sumner Municipal Code sections, including parking code, sign code, parks and facilities updates, animal code updates, creation of new domestic violence law to make it a crime to commit domestic violence in the presence of minors, etc.;
- Closed out 136th/Valentine litigation and LID process;
- Enforced code prohibition on tractor-trailer parking on gravel lots throughout the City, resulting in the removal of said trucks parked on over 10 properties;
- Updated several Public Works contract templates to address changes in the law;
- Review of contracts and correspondence, providing daily legal counsel to all staff inquiries.

## 19-20 GOALS

- Continued successful prosecution of hundreds of cases through Sumner Municipal Court plus efforts to reduce paper processes;
- Continued successful golf course sale negotiations/sale of phase I property;
- Assist in the river restoration projects, including property acquisition, water rights litigation/negotiation, federal permitting processes, coordination with various development partners, mitigation efforts, etc.;
- Update Public Works contracts and bond forms, where necessary;
- Continue code enforcement emphasis, including clean-up of blighted properties and enforcement against illegal truck parking.

## LONG-RANGE PLANS

- Conduct more frequent police trainings related to best practices, ways to prevent or combat common defense arguments, updates in important constitutional laws, and work to emphasize more collaboration between Police and the Prosecutor's office;
- Continuously review City Code provisions to identify ambiguous or vague language, or to update code in line with changing laws;
- Continue to expand or utilize technology, where appropriate, to increase departmental efficiencies, including criminal charge filings via SECTOR, electronic discovery delivery, electronic signatures where appropriate, document review software, etc.;
- Increased community involvement.



# HUMAN RESOURCES

## WHAT WE DO

Human Resources provides all personnel-related and risk management services:

- Recruits and selects employees;
- Classifies employees;
- Administers positions and benefits;
- Maintains labor relations and negotiates with collective bargaining units;
- Helps employees develop and grow skills;
- Administers the City's payroll system;
- Manages claims and liabilities;
- Manages the City's safety program;
- Manages workers compensation claims.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Human Resources	Personnel Salaries	158,798	79,881	96,915	100,792	197,707
Human Resources	Personnel Benefits	56,259	33,132	37,544	39,296	76,840
Human Resources	Supplies	6,285	1,095	5,700	5,700	11,400
Human Resources	Services & Charges	39,261	77,127	65,171	25,214	90,385
Human Resources	Intergovernmental	-	-	-	-	-
Human Resources	Interfund	8,500	8,500	9,309	9,309	18,618
Human Resources	Capital Outlay	-	-	-	-	-
Human Resources	Debt Service	-	-	-	-	-
Human Resources	Transfer Out	-	-	-	-	-
Human Resources	Totals	269,104	199,735	214,639	180,311	394,950

**Budget Comments:** The change in staff labor and benefits is the result of reallocation of staff charges to more accurately reflect our organizational structure. The 2019 increase in Services & Charges represents a consultant contract for bargaining support.

## 17-18 HIGHLIGHTS

- Implemented WCIA Supervisory training for existing, new and potential first level supervisors;
- Established safety committee and finalized City-wide safety program;
- Implemented NeoGov Perform for quarterly employee check in meetings and performance
- Conducted/facilitated ongoing high liability area training;
- Negotiated contracts with the Teamsters, Operating Engineers, Sumner Police Guild and Police Support Members;
- Conducted 38 recruitments and hiring processes;
- With participation from all departments, achieved AWC WellCity Award for the 7<sup>th</sup> and 8<sup>th</sup> consecutive years, which reduces AWC health care costs;
- Assisted with the selection and implementation of a new financial management software
- Reorganized Administrative Services to transition the City Clerk function into the Executive Department;
- Updated the Civil Service Rules.

## 19-20 GOALS

- Evaluate succession planning needs and retirement trends and develop a business plan to maintain continuity of service levels;
- Implement Learning Management System to appropriately document and track ongoing training;
- Successfully negotiate contracts with the Operating Engineers, Police Guild and Police Support Unions;
- Assist with administering additional features of new financial management software while streamlining processes and ensuring optimal use of tools available;
- Review and update job descriptions and requirements to accurately reflect work performed;
- Continue to conduct/facilitate ongoing high liability area training and employee growth training.

## LONG-RANGE PLANS

- Continue to monitor legal changes related to the Affordable Care Act and implement as necessary;
- Continue to evaluate organizational efficiency and recommend staffing or training changes to better serve our customers;
- Continue to support and encourage a positive, supportive culture for City employees.



# LAW ENFORCEMENT

## WHAT WE DO

The Police Department works to reduce crime and the fear of crime:

- Work with citizens, businesses, and the entire community to build partnerships for a safe and strong community;
- Provides traffic control through enforcement and education;
- Prevents crime by catching suspects, investigating incidents, watching trends, working with neighboring jurisdictions, citizens and businesses;
- Investigates crimes, seeking not only to identify suspects but also to build strong cases for prosecution;
- Maintain peace and order;
- Respond to incidents of criminal activity or unrest;
- Prepare for and respond to emergency situations and help others be prepared to respond to human-made or natural disasters.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Law Enforcement	Personnel Salaries	2,320,565	2,362,569	2,487,003	2,586,594	5,073,598
Law Enforcement	Personnel Benefits	810,682	844,480	903,157	956,675	1,859,832
Law Enforcement	Supplies	75,291	92,589	48,370	50,196	98,565
Law Enforcement	Services & Charges	121,685	123,400	133,844	139,112	272,956
Law Enforcement	Intergovernmental	607,658	717,831	596,333	624,622	1,220,955
Law Enforcement	Interfund	430,312	240,001	388,600	388,600	777,200
Law Enforcement	Capital Outlay	11,356	23,994	88,735	36,735	125,470
Law Enforcement	Debt Service	-	-	-	-	-
Law Enforcement	Transfer Out	-	-	-	-	-
Law Enforcement	Totals	4,377,550	4,404,863	4,646,043	4,782,533	9,428,576

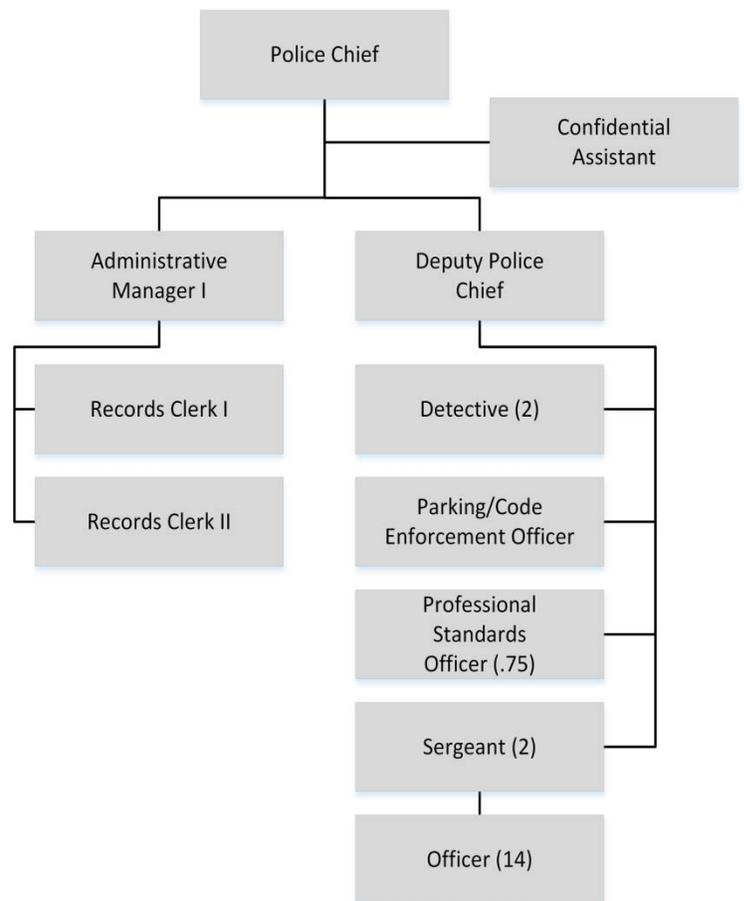
**Budget Comments:** The increase in labor costs reflects not only inflationary increases, but also the addition of 1.0 FTE Patrol Officer. The reduction in Supplies reflects the reassignment of fuel costs to Fund 550 Fleet Operations. The capital outlay includes an annual charge for radio replacement, and the addition of a patrol car in 2019 for the new Patrol Officer position.

## 17-18 HIGHLIGHTS

- Achieved Washington Association of Sheriffs and Police Chiefs (WASPC) re-accreditation in the fall of 2017;
- Added fixed lighting systems to all issued rifles;
- Upgraded evince and property room management software (FileOnQ);
- Upgraded software for tracking and reporting on internal affairs;
- Launched department Facebook page that increased social media outreach.

## 19-20 GOALS

- Maintain staffing levels to continue to provide needed and valued services to the community and our regional partners;
- Replacement of four end-of-life Electronic Control Devices (Tasers);
- Maintain partnerships with Co-operative Cities to provide specialized services;
- Train and equip officers in order to safely perform their duties;
- Maximize use of technology to gain efficiency and safety.



## LONG-RANGE PLANS

- Develop a strategic plan that addresses staffing, facilities, and future succession planning;
- Control jail costs and seek cost effective incarceration alternatives;
- Control communication and technology costs.

# STREETS OPERATING

## WHAT WE DO

The Street Operating Fund manages the City’s residential streets, sidewalks, and other transportation-related activities. The fund is managed by the Public Works Department. Efforts include:

- Chip/fog sealing;
- Thermal plastic and repainting of street markings;
- Snow & ice removal;
- Ditch cleaning;
- Street tree pruning;
- Sign maintenance & replacement;
- Monthly inspection of all traffic signals;
- Construction and improvement of all non-arterial streets;
- Maintenance of fire hydrants.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Street Operations	Personnel Salaries	516,004	572,663	713,575	741,184	1,454,759
Street Operations	Personnel Benefits	240,921	270,294	312,798	331,267	644,065
Street Operations	Supplies	112,785	104,600	103,500	103,500	207,000
Street Operations	Services & Charges	529,198	512,616	669,559	705,128	1,374,687
Street Operations	Intergovernmental	59	74	-	-	-
Street Operations	Interfund	124,681	119,693	124,864	120,239	245,103
Street Operations	Capital Outlay	8,434	9,531	38,375	25,100	63,475
Street Operations	Debt Service	-	-	-	-	-
Street Operations	Transfer Out	-	-	-	-	-
Street Operations	Totals	1,532,081	1,589,470	1,962,671	2,026,418	3,989,089

**Budget Comments:** Beginning with the 2019/2020 Biennial Budget, Street Operations is included as a department in the General Fund. Prior to this biennium, Street Operations was presented as Fund 101 Street Operations (a Special Revenue Fund). The 2017 and 2018 history presented is from Fund 101.

The increase in personnel costs reflects a reallocation of labor costs to more closely match actual assignments. The increase in Services & Charges includes additional road rehabilitation and street striping as authorized by City Council.

The Capital Outlay line item includes a paint striper (\$5,775), traffic calming (\$25,000), and a sign retro-reflectometer (\$7,500).

## 17-18 HIGHLIGHTS

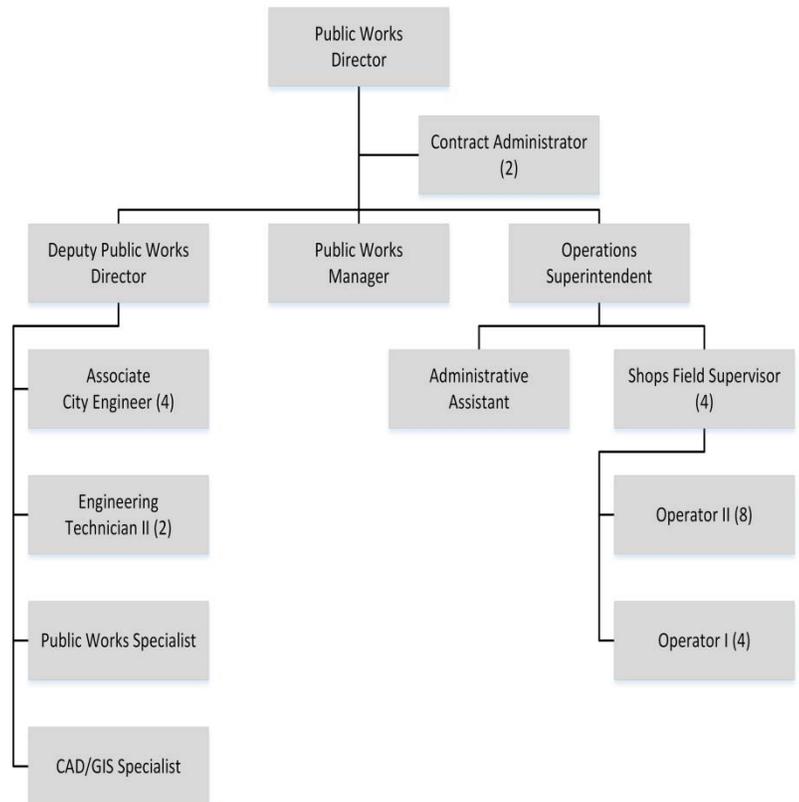
- Increased the roadway preservation program through the use of property tax levy funds. Additional funding was used to complete significant patching on Sumner-Tapps Highway while continuing to complete roadway chip seal program as originally planned;
- Continued the annual pavement marking striping program;
- Completed thermal plastic crosswalks;
- Began an annual crack seal program using City forces;
- Purchased sidewalk sucker and tree spade to aid in sidewalk repair and street tree replacement.

## 19-20 GOALS

- Increase funds for thermal plastic pavement marking replacements;
- Continue pavement marking striping program;
- Continue crack seal program utilizing City operations staff and increase use of operations staff on pavement repairs.

## LONG-RANGE PLANS

- Reduce reliance on painted pavement marking symbols by replacing with longer-lasting thermal plastic markings;
- Chip seal collector and local streets and resurface arterial streets as part of a pavement management system to increase the overall pavement life;
- Develop city-wide traffic management system to connect all traffic signals using Intelligent Transportation System (ITS) technology. Upgrade obsolete signal controllers and signal heads to current standards.



# COMMUNITY DEVELOPMENT

## WHAT WE DO

The Community Development Department guides the public to develop and seek Sumner’s long-term vision. Citizens work directly with the City at public hearings and informational settings. Employees assist citizens who are building or remodeling a residence or business to ensure that their work is safe and respectful of the surrounding buildings, long-term vision, and natural environment.

- Leads the community in developing and implementing a long-term vision for its future as captured in the Comprehensive Plan and its supporting plans as well as related development regulations;
- Supports Sumner’s character through programs such as Sumner University and downtown activities;
- Works with community partners to recruit and retain businesses for employment opportunities and choices for retail and other services.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Community Development	Personnel Salaries	525,566	561,899	599,538	622,842	1,222,379
Community Development	Personnel Benefits	214,442	237,068	234,895	246,780	481,675
Community Development	Supplies	8,766	6,043	12,700	9,800	22,500
Community Development	Services & Charges	77,113	139,936	159,865	92,195	252,061
Community Development	Intergovernmental	-	-	-	-	-
Community Development	Interfund	51,184	47,584	46,997	46,997	93,995
Community Development	Capital Outlay	-	-	-	-	-
Community Development	Debt Service	-	-	-	-	-
Community Development	Transfer Out	-	-	-	-	-
Community Development	Totals	877,071	992,530	1,053,996	1,018,615	2,072,610

**Budget Comments:** The increase in labor costs reflects the reclassification of one employee. In Services & Charges, the 2019 budget includes additional funding for economic development consultant as well as wetland banking and transportation amendments.

## 17-18 HIGHLIGHTS

- Adopted a Subarea Plan for the Manufacturing/Industrial Center (MIC) in 2018;
- Implemented electronic permit review and reducing the use of paper and increasing efficiency;
- Completed the Town Center Plan Update and implemented form-based zoning;
- Updated the Parks and Trail Plan in collaboration with Public Works Department;
- Expanded Restricted Parking Zones (RPZs) in the downtown;
- Permitted several large projects including the Early Learning Center and Sumner High School remodel;
- Updated flood maps and various zoning code amendments to encourage business.

## 19-20 GOALS

- Amend the East Sumner Neighborhood Plan to reflect current conditions and implement a wetland bank;
- Continue economic development strategies to make Sumner an attractive and successful place to do business;
- Facilitate development of the Red Apple Market site and relocation of the Sumner Library;
- Create new Planning Specialist position that will back-up the Permit Specialist allowing Permit Specialist to do plans examining and building inspection;
- Modernize and update the zoning code;
- Join other departments in using new technology to expand and improve engagement with the public on plans and public notices;
- Implement new permit processing software.

## LONG-RANGE PLANS

- Continue to modernize and increase customer service for permit review, public notice and engagement using new tools and technologies as well as traditional efforts to help customers;
- Help Sumner grow and add business and residents while keeping the small-town charm that attracts both to this community.



# SENIOR SERVICES

## WHAT WE DO

The Sumner Senior Center provides a safe, welcoming place for older members of the community to enjoy social interaction, health opportunities, ongoing activities, transportation access, and connections to affordable housing.

The Sumner Senior Center serves the City’s senior population by providing programs, meals, and activities. The City owns the center and partners with Stafford Suites for the center’s day-to-day operations.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Senior Center	Personnel Salaries	-	-	-	-	-
Senior Center	Personnel Benefits	-	-	-	-	-
Senior Center	Supplies	2,300	5,880	3,700	3,700	7,400
Senior Center	Services & Charges	247,888	216,441	240,966	250,247	491,213
Senior Center	Intergovernmental	-	-	-	-	-
Senior Center	Interfund	7,176	7,176	5,611	5,611	11,223
Senior Center	Capital Outlay	-	-	-	-	-
Senior Center	Debt Service	-	-	-	-	-
Senior Center	Transfer Out	-	-	-	-	-
Senior Center	Totals	257,364	229,497	250,278	259,558	509,836

**Budget Comments:** The increase in Services & Charges includes a contractual inflationary increase in the Stafford Suites agreement.

## 17-18 HIGHLIGHTS

- Continued to offer exercise including Stay Active & Independent for Life (S.A.I.L.), Zumba, yoga, tai chi, line dancing and Silver Sneakers
- Continued to offer weekly music and daily lunches
- Continued to offer activities such as quilting, bunco, pinochle, painting, woodworking and canasta.
- Continued to offer trips to places like Crystal Mountain to ride the gondola, the Washington State Fair, Northwest Trek
- Continued to offer popular services including watch repair, blood pressure & glucose checks, foot care, AARP driver class, haircuts, massages and more.

## 19-20 GOALS

Continue services agreement with Stafford Suites to provide Senior Center Services.

## LONG-RANGE PLANS

Continue to diversify and adapt to what it means to serve senior populations for social, physical wellbeing as well as a continued connection to the broader community.



# COMMUNITY & HUMAN SERVICES

## WHAT WE DO

The City of Sumner supports efforts and partners with organizations who also provide needed and valued services that promote our sense of community. This fund is divided into the following:

- Social Services, such as the City's support of the School District's Family Center;
- City Events, engagement efforts such as Sumner University and Shred & Clean that are hosted by the City of Sumner;
- Local Events that benefit our community character, including Street of Treats and Homecoming Parade
- Tourism Events that welcome visitors into Sumner to support our businesses, including Rhubarb Days, the Daffodil Festival, and the return of Bridge Lighting;
- Recreation which includes the City's final payment to the Gordon Family YMCA;
- Arts Commission to support their efforts including Music and Movies Off Main;
- Community Float, an asset used in the Daffodil and Santa parades.

Together, these services work together to make Sumner a healthy community, both literally and metaphorically. One of the Council's four priorities is enhance community character, and these efforts lead to that, benefiting existing residents, encouraging future residents, and promoting economic development.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Community Svcs	Personnel Salaries	-	1,558	1,500	1,500	3,000
Community Svcs	Personnel Benefits	-	338	-	-	-
Community Svcs	Supplies	4,086	5,327	7,200	8,200	15,400
Community Svcs	Services & Charges	524,014	540,731	567,485	79,285	646,770
Community Svcs	Intergovernmental	45,667	-	35,000	35,000	70,000
Community Svcs	Interfund	-	-	-	-	-
Community Svcs	Capital Outlay	-	-	-	-	-
Community Svcs	Debt Service	-	-	-	-	-
Community Svcs	Transfer Out	-	-	-	-	-
Community Svcs	Totals	573,767	547,954	611,185	123,985	735,170

**Budget Comments:** Previous budgets funded much of these same efforts. This new format greatly increases the transparency and accountability of funding; highlighting, for example, how much the city spends on events rather than having such support or sponsorship "hidden" in department budgets. The Council and the public continually reiterate how Community and Human Services are important to them, and this budget better shows how much the City invests in these efforts across all departments.

## 17-18 HIGHLIGHTS

- Continued growth in partnership with the popular YMCA, which continues to see high membership & attendance numbers;
- Growth of Rhubarb Days and Movies Off Main into new traditions embraced by the community;
- Review of how City provides needed and valued offerings for recreation, given leadership transition in that program.

## 19-20 GOALS

- Continue to improve recreation services by building partnerships throughout the community;
- Build on growth of Rhubarb Days to truly be signature festival that drives media, visitors and awareness;
- Assess future of Daffodil Festival and Sumner's role with a community float;
- Incorporate input from 2018 WCIA event audit so that Sumner events are as safe as possible for all participants;
- Continue to refine the event planning process so that applicants and city staff have clear understanding of what is needed and expected before event happens;
- Continue to find partnerships and navigate changes with partners like the school district to provide human services for those who need it most;
- Bring back Bridge Lighting as promised with completion of new bridge.

## LONG-RANGE PLANS

- Work creatively and collaboratively to keep Sumner's character strong;
- Find partnerships to help care for all ages and help citizens thrive with economic stability and safe, healthy lifestyle options.

# COMMUNITY & HUMAN SERVICES

## 19-20 Community Support

Division / Detail	2019 Proposed	2020 Proposed	2019/2020 Proposed
<b>Community Services</b>			
Membership--AUSA	200	200	400
Membership--ASCAP	400	400	800
Sumner Rotary	350	350	700
Sumner Bonney Lake SD (Comm. Summit)	1,000	1,000	2,000
Membership--Puyallup/Sumner Chamber	1,200	1,200	2,400
<b>Total</b>	<b>3,150</b>	<b>3,150</b>	<b>6,300</b>
<b>Social Services</b>			
Intergovernmental--Family Center	35,000	35,000	70,000
<b>Total</b>	<b>35,000</b>	<b>35,000</b>	<b>70,000</b>
<b>City Events</b>			
Supplies	700	200	900
Advertising	1,050	1,000	2,050
Rentals--Sumner University Bus	1,000	-	1,000
Sponsorship--Daffodil Parade Pre-Event	500	500	1,000
Sponsorship--Santa Parade	3,000	3,000	6,000
Sponsorship--Sumner University	2,000	-	2,000
Sponsorship--Touch A Truck	1,700	1,700	3,400
Sponsorship--Miscellaneous Events	1,000	1,000	2,000
Services--Shredding Truck	500	500	1,000
<b>Total</b>	<b>11,450</b>	<b>7,900</b>	<b>19,350</b>
<b>Local Event Sponsorship</b>			
Homecoming Parade	1,500	1,600	3,100
Street of Treats	3,500	3,500	7,000
Misc. Events	-	-	-
<b>Total</b>	<b>5,000</b>	<b>5,100</b>	<b>10,100</b>

## COMMUNITY & HUMAN SERVICES

Division / Detail	2019 Proposed	2020 Proposed	2019/2020 Proposed
<b>Tourism Event Sponsorship</b>			
Daffodil Parade	10,000	10,000	20,000
Rhubarb Days	4,000	4,200	8,200
Classy Chassis	2,500	2,600	5,100
Come Walk with Me	4,000	4,000	8,000
Bridge Lighting	4,000	4,000	8,000
Miscellaneous Events	-	-	-
<b>Total</b>	<b>24,500</b>	<b>24,800</b>	<b>49,300</b>
<b>Downtown Support</b>			
Supplies--Hanging Baskets	2,500	4,000	6,500
Advertising--Event Calendars	1,200	1,200	2,400
Utilities	2,760	2,760	5,520
Printing--Street Banners	-	12,000	12,000
Membership--SDPA	250	250	500
Services--SDPA Support	12,500	12,500	25,000
Services--Music	500	500	1,000
<b>Total</b>	<b>19,710</b>	<b>33,210</b>	<b>52,920</b>
<b>Recreation</b>			
Services--YMCA	500,000	-	500,000
Intergovernmental--SSD	-	-	-
<b>Total</b>	<b>500,000</b>	<b>-</b>	<b>500,000</b>
<b>Arts Commission</b>			
Miscellaneous--Music Off Main	11,275	13,725	25,000
Miscellaneous--Movies Off Main	5,600	5,600	11,200
Miscellaneous	2,000	2,000	4,000
Printing	500	500	1,000
<b>Total</b>	<b>19,375</b>	<b>21,825</b>	<b>41,200</b>
<b>Community Float</b>			
Personnel Salaries	1,500	1,500	3,000
Supplies	4,000	4,000	8,000
<b>Total</b>	<b>5,500</b>	<b>5,500</b>	<b>11,000</b>
<b>Department Total</b>	<b>623,685</b>	<b>136,485</b>	<b>760,170</b>

*Sponsorship numbers listed are not a guarantee of funding to an event organizer. The budgeted numbers reflect the maximum Special Event Fee credit available to the event organizer.*

# PARKS

## WHAT WE DO

Everyone who works in or for the City of Sumner, who lives here or visits, enjoys the efforts of the Parks Department. The Department provides a variety of facilities and support for recreation, health, economic development, community building, and quality of life.

This department develops long-range plans of future projects, buildings, and upgrades to park facilities and trails. In addition, the parks department tends to day-to-day maintenance and use of parks and City facilities:

- Manages and waters daily the hanging baskets in Downtown area;
- Mows, cleans and maintains parks including the Bill Heath Sports Complex;
- Plants, prunes and maintains vegetation on City land and right-of-way;
- Installs and maintains benches and tables in parks, the Sumner Link trail, and along streets;
- Coordinates citizen input via the Forestry & Parks Commission.

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Parks	Personnel Salaries	325,486	336,872	347,096	360,505	707,601
Parks	Personnel Benefits	164,635	167,258	171,268	182,122	353,390
Parks	Supplies	42,649	18,915	34,100	27,000	61,100
Parks	Services & Charges	123,282	149,088	148,278	133,564	281,842
Parks	Intergovernmental	2,686	2,709	2,800	300	3,100
Parks	Interfund	58,950	103,208	121,421	121,421	242,841
Parks	Capital Outlay	61,525	-	-	-	-
Parks	Debt Service	-	-	-	-	-
Parks	Transfer Out	-	-	-	-	-
Parks	Totals	779,212	778,051	824,963	824,911	1,649,874

**Budget Comments:** The increase in Services & Charges for 2019 includes services for high risk tree removal. The increase in Interfund charges reflects new internal rate models.

## 17-18 HIGHLIGHTS

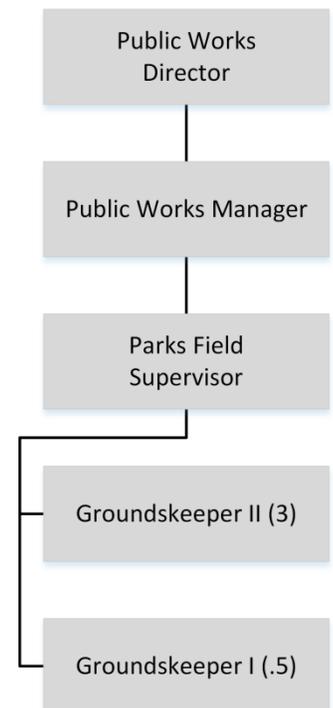
- Changed to using new garbage truck to serve Main Street, parks & trails, saving staff time;
- Installed new playground equipment at Seibenthaler Park and improved surrounding drainage;
- Earned grant from Department of Natural Resources for tree management software;
- Fixed Bill Heath Sports Complex lighting and partnered with NPA to provide field scheduling;
- Updated Parks & Trail Plan with significant community input;
- Earned Complete Street funds to create a street tree program and on-site tree nursery.

## 19-20 GOALS

- Paint and line courts at Loyalty, Seibenthaler;
- Create a playground replacement program;
- Research the creation of a reservation system program for parks;
- Update street tree inventory and utilize new software for tree management;
- Support City departments by providing resources and assisting on large projects;
- Expand the tree nursery located at the Cemetery;
- Work with funding agencies to maximize improvements to Parks & Trails;
- Modify street tree policies to better suit needs of community and staff;

## LONG-RANGE PLANS

- Continue to make improvements identified in the Parks & Trail Plan;
- Prioritize projects to be prepared for funding opportunities;
- Maintain Sumner's status as a Tree City USA;
- Complete Fryar Avenue Trail;
- Identify future park space and amenities.



# FACILITIES

## WHAT WE DO

This department provides safe structures for the employees, citizens and visitors needing City business, including City Hall, City Shops, Senior Center, Ryan House, and various other City facilities. More specifically, they

- Ensure buildings are adequately prepared for events, meetings and daily business;
- Provide reasonable security measures to protect employees, officials and the public;
- Provide oversight for capital-related projects that extend the life of facilities and the productivity within them.
- Provide ongoing maintenance to existing facilities.
- Provide support to office staff for furniture rearrangement/installation and technology upgrades.
- Provide janitorial services to City facilities

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Facilities	Personnel Salaries	80,907	92,432	95,299	99,071	194,370
Facilities	Personnel Benefits	46,016	44,052	47,209	50,050	97,259
Facilities	Supplies	65,228	101,098	40,750	24,000	64,750
Facilities	Services & Charges	128,568	131,637	116,971	102,512	219,483
Facilities	Intergovernmental	324	404	450	450	900
Facilities	Interfund	-	-	33,078	33,078	66,156
Facilities	Capital Outlay	-	96,398	70,000	-	70,000
Facilities	Debt Service	-	-	-	-	-
Facilities	Transfer Out	-	-	-	-	-
Facilities	Totals	321,043	466,021	403,757	309,161	712,918

**Budget Comments:** In 2018, Supplies and Capital Outlay included materials and work necessary to complete several facility remodels. The capital outlay in this budget is for the fencing of the Police parking lot adjacent to City Hall.

## 17-18 HIGHLIGHTS

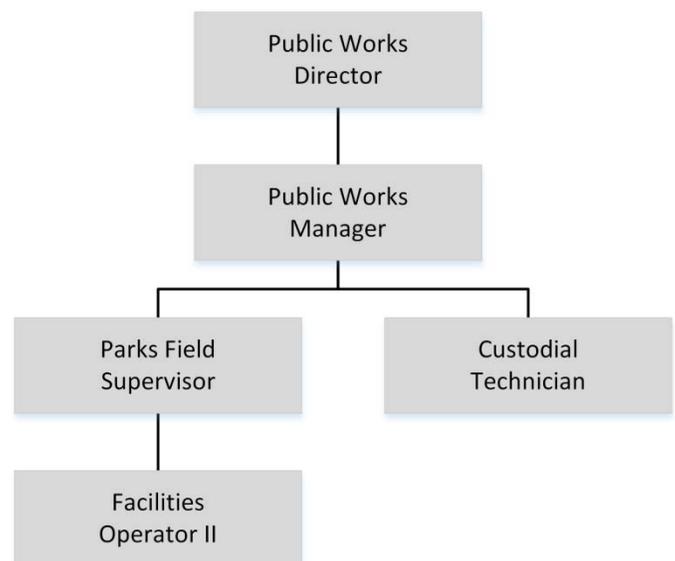
- Remodeled Cemetery office and improved security;
- Converted old court offices to The Brick Conference Room;
- Balanced and upgraded HVAC at City Hall & Senior Center;
- Converted golf course building to Parks Dept., Float Barn and Police evidence & impound;
- Remodeled Finance & Permit Counter and Police department flooring;
- Continued to provide general maintenance and upkeep of city facilities.

## 19-20 GOALS

- Remodel Council Chambers;
- Address office space needs in Administration & Legal departments;
- Repair roof at Fleet;
- Remodel & roof Ryan House;
- Install HVAC at Senior Center;
- Provide needed space and infrastructure for Operations Facilities including improving Shops and providing Parks/Facilities buildings.

## LONG-RANGE PLANS

- Continue to provide ongoing, quality maintenance of facilities. Ensure City facilities are safe, secure and sustainable, reducing the need for ongoing quick fixes, providing cost efficiencies and increasing environmental sustainability.
- Conduct a comprehensive plan to provide holistic chart of future facility needs.



# NON-DEPARTMENTAL

## WHAT WE DO

This program accounts for City services and their associated costs that extend across all departments, including:

- Memberships/dues to a variety of organizations;
- Medical benefits for retired LEOFF employees;
- Debt service;
- Financial transfers to the Building Reserves, Cemetery, Unemployment Insurance, and Firemen's Pension Funds;

## BUDGET OVERVIEW

Department	Category	2017 Actual	2018 Actual	2019 Adopted	2020 Adopted	2019/2020 Adopted
Non-Dept	Personnel Salaries	80,160	82,926	-	-	-
Non-Dept	Personnel Benefits	180,768	217,704	195,000	195,000	390,000
Non-Dept	Supplies	26,696	15,342	12,000	12,000	24,000
Non-Dept	Services & Charges	131,893	153,023	112,500	112,500	225,000
Non-Dept	Intergovernmental	247,448	234,723	43,500	41,500	85,000
Non-Dept	Interfund	24,522	40,334	20,789	20,789	41,577
Non-Dept	Capital Outlay	1,190	1,451,149	-	-	-
Non-Dept	Debt Service	512,824	7,187	1,174,812	1,057,500	2,232,312
Non-Dept	Transfer Out	1,942,732	1,120,732	1,107,591	1,077,591	2,185,181
Non-Dept	Totals	3,148,233	3,323,120	2,666,191	2,516,879	5,183,070

**Budget Comments:** The City continues to identify activity within Non-Departmental that can be better allocated to a functional department. As those items are identified, the expenditures programmed in this department will decrease. The debt service in this fund is related to the Golf Course or the purchase of the Main Street properties.

## 19-20 HIGHLIGHTS

<b>Membership Detail</b>	2019	2020	2019/2020
Association of Washington Cities	\$ 6,500	\$ 6,500	\$ 13,000
Office of Minority & Women's Business	200	200	400
Pierce County Regional Council Dues	400	400	800
Puget Sound Regional Council	4,500	4,500	9,000
Pierce County Cities & Towns	50	50	100
	<u>\$ 11,650</u>	<u>\$ 11,650</u>	<u>\$ 23,300</u>

<b>Debt Service</b>	2019	2020	2019/2020
Interfund Debt (YMCA: GF to Storm)	500,000	500,000	1,000,000
Interfund Debt (Library: GF to Storm)	537,500	537,500	1,075,000
Interest on Interfund Debt	20,000	20,000	40,000
Redemption of Ppl - 2008 Bonds LTGO	112,800	-	112,800
Interest on LT Debt - 2008 Bonds LTGO	4,512	-	4,512
	<u>\$ 1,174,812</u>	<u>\$ 1,057,500</u>	<u>\$ 2,232,312</u>

<b>Transfer Out</b>	2019	2020	2019/2020
Operating Transfer - Building Reserve	\$ 100,000	\$ 100,000	\$ 200,000
Operating Transfers - Sidewalk	120,000	120,000	240,000
Operating Transfers - Parks & Trails Capital	-	50,000	50,000
Operating Transfers - Facilities Capital	80,000	-	80,000
Operating Transfers - Cemetery	200,000	200,000	400,000
Operating Transfers - Alder Ave Remediation	1,054,681	80,500	1,135,181
Operating Transfers - Fire Pension Fund	40,000	40,000	80,000
	<u>\$ 1,594,681</u>	<u>\$ 590,500</u>	<u>\$ 2,185,181</u>

# GENERAL FUND RESERVES (002)

## WHAT WE DO

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 vote of the members of City Council.

## BUDGET OVERVIEW

Fund 002 General Fund Reserves Resource Summary	Actual				Budget			
	2015	2016	2017	2018	2018 Adopted	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Revenues</u>								
Taxes	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-
Interest	(459)	85	129	1,307	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Revenues	(459)	85	129	1,307	-	-	-	-
<u>Expenditures</u>								
Personnel Salaries	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-
Services & Charges	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-	-
Net Annual Cash	(459)	85	129	1,307	-	-	-	-
Beginning of the Year Cash	979,762	979,303	979,388	979,517	979,386	979,717	979,717	979,717
End of the Year Cash	979,303	979,388	979,517	980,824	979,386	979,717	979,717	979,717

**Budget Comments:** No activity is forecast for the 2019-2020 biennium.

# BUILDING RESERVES (003)

## WHAT WE DO

This fund holds reserve money for use in major capital improvements of City facilities.

## BUDGET OVERVIEW

Fund 003					Budget				
Building Reserves	Actual				2018	2017/2018	2019	2020	2019/2020
Resource Summary	2015	2016	2017	2018	Adopted	Revised	Adopted	Adopted	Adopted
<u>Revenues</u>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-	-
Interest	17	40	176	496	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
Transfers In	-	100,000	100,000	100,000	100,000	200,000	100,000	100,000	200,000
Revenues	17	100,040	100,176	100,496	100,000	200,000	100,000	100,000	200,000
<u>Expenditures</u>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	38,175	-	-	-	100,000	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	80,000	-	80,000
Expenditures	-	38,175	-	-	-	100,000	80,000	-	80,000
Net Annual Cash	17	61,864	100,176	100,496	100,000	100,000	20,000	100,000	120,000
Beginning of the Year Cash	98,164	98,219	160,084	260,260	148,207	148,207	360,460	380,460	360,460
End of the Year Cash	98,181	160,084	260,260	360,756	248,207	248,207	380,460	480,460	480,460

**Budget Comments:** The fund continues to be supported by annual transfers from the General Fund to accrue funding for capital improvements. In 2019/2020, a transfer of \$80,000 to the Facilities Capital Fund will fund the remodel of the City Council chambers.



# OTHER FUND PROGRAM SUMMARIES



Sumner Cemetery on Memorial Day.



CITY OF  
**SUMNER**  
WASHINGTON

## 2019-2020 BUDGET





CITY OF  
**SUMNER**  
WASHINGTON

**OTHER FUND  
PROGRAM  
SUMMARIES**

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## WHAT WE DO

Managed by the Police Department, this fund purchases the training, media, supplies, and equipment to help the City reduce the use of illegal controlled substances as well as the adverse effects of such substances on this community, its residents, and businesses.

## 17-18 HIGHLIGHTS

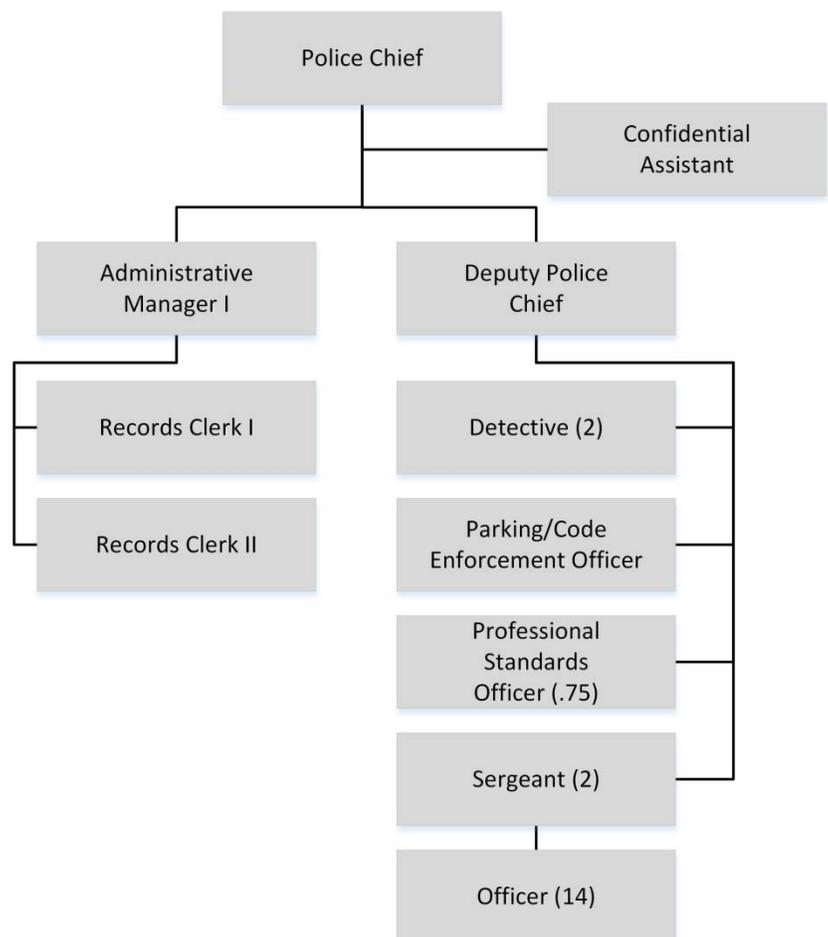
- Collected and safely disposed of over 745 pounds of unwanted prescription drugs, thereby protecting our community and our environment from diversion and contamination;
- Purchased new drug evidence scale;
- Continued partnership with the Sumner-Bonney Lake Drug Free Communities Coalition. Provided lock boxes and anti-drug messaging.

## 19-20 GOALS

- Enforce local and federal drug laws; including state marijuana licensing compliance.
- Offer drug take-back and collection through third party vendor.
- Pursue civil forfeiture of property associated with illegal drug activities.
- Support successful drug investigations by providing necessary training, equipment, and dedicated funding.

## LONG-RANGE PLANS

- Seek sustainable long term funding and federal assistance;
- Participate regionally in addressing the growing heroine epidemic.



# DRUG ENFORCEMENT FUND

FUND NO. 111

Fund 105 Drug Enforcement Fund Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Revenues</u>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-	-
Interest	12	32	57	107	30	30	-	-	-
Miscellaneous	6,252	1,308	199	976	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Revenues	6,264	1,340	257	1,082	30	30	-	-	-
<u>Expenditures</u>									
Personnel Salaries	842	1,367	20	385	2,500	2,500	650	650	1,300
Personnel Benefits	3,683	-	-	-	3,000	3,000	780	780	1,560
Supplies	-	-	314	280	1,500	1,500	400	400	800
Services & Charges	17	254	-	-	1,530	1,530	400	400	800
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
Expenditures	4,542	1,620	334	665	8,530	8,530	2,230	2,230	4,460
Net Annual Cash	1,722	(280)	(77)	417	(8,500)	(8,500)	(2,230)	(2,230)	(4,460)
Beginning of the Year Cash	65,866	65,588	65,308	65,231	67,030	67,030	65,588	63,358	65,588
End of the Year Cash	67,588	65,308	65,231	65,649	58,530	58,530	63,358	61,128	61,128

## Budget Notes:

The Drug Fund continues to support the department in its fight against drug abuse; however, without a steady funding source, expenditures are limited in the 2019/2020 biennium.

### WHAT WE DO

Per State law, Sumner’s Lodging Tax Advisory Committee is formed with representatives from tax collecting properties (hotels) and representatives from organizations using the funding. Sumner is a bit different from most communities, however, because most of its lodging tax revenue still goes to Pierce County for distribution to tourism organizations.

The catch-phrase for all hotel/motel tax is to “put heads in beds,” to generate more room nights within the city, which replenishes this fund. Ultimately, getting a visitor to stay overnight is the best way to greatly increase their spending within the community at stores, restaurants and other services. Increased sales supports local businesses, keeps the community vibrant and helps fund City services through sales tax.

As Sumner events continue to grow, it’s becoming more evident that the events not only directly draw visitors but, perhaps more importantly, they drive media coverage that then encourages further visits even after the event runs. This was made very evident by the *Sunset Magazine* article highlighting Sumner as a destination that would only run if Sumner continued the Rhubarb Pie Festival.

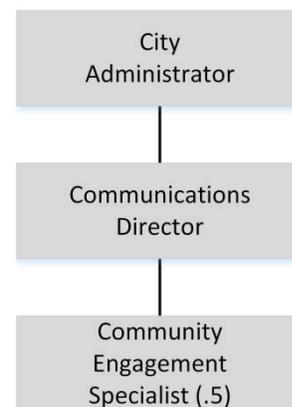
### 17-18 HIGHLIGHTS

We did not spend any money from this fund in 2017. In 2018, City Council approved an appropriation of \$140,000 to install a sound system in the downtown core. This sound system has long been requested from every event host from the downtown merchants (Classy Chassis, Rhubarb Days) to the Arts Commission to events (Bridge Lighting, Come Walk With Me). The system will help broadcast information, details (parades) and music both during events and every day, adding an atmosphere similar to Disneyland’s Main Street to visitors in Sumner. Despite not spending from this fund, Sumner’s tourism efforts continue with recent highlights in Seattle Magazine and the Washington State Visitors Guide as well as the cover of Travel Tacoma + Pierce County’s 2018 Visitor Guide.

### 19-20 GOALS

Sumner will convene its Lodging Tax group in late 2018 to brainstorm further projects. Ideas discussed range from saving Ryan House and renovating into more of a visitor destination both for historic displays and amenities like restrooms, lighting in the downtown, etc.

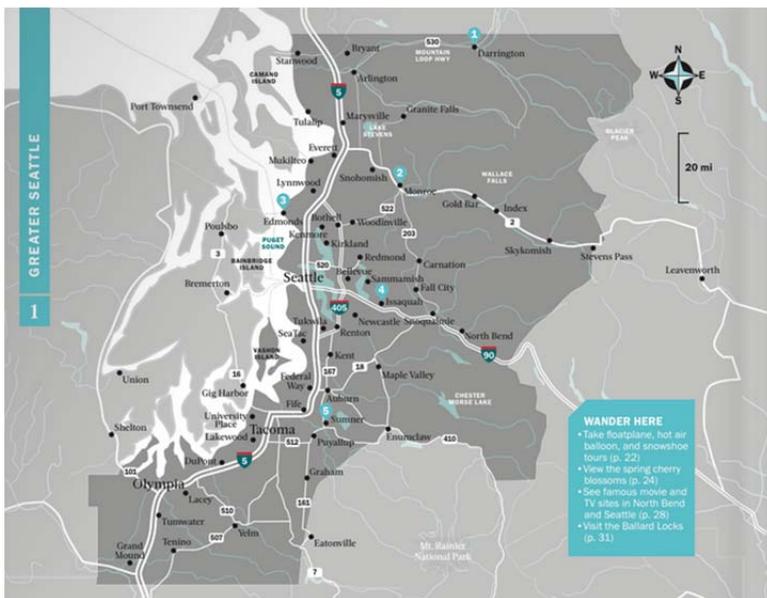
We will continue to build partners to find ways for success that don’t involve direct funding. This includes looking for collaboration with organizations like Mt. Rainier Railroad, Travel Tacoma and the Sports Commission.



### LONG-RANGE PLANS

Sumner’s brand is working. Ten years ago, people in Seattle or even Tacoma did not recognize Sumner’s name. Thanks to the Rhubarb Pie Capital promotion and branding as an authentic small town, Sumner is now being highlighted with the likes of Gig Harbor, Edmonds and Issaquah as a small-town destination. The challenge is that the very identity that draws visitors (small-town charm) limits are options for funding these efforts as regional tourism spending is trending toward large stadiums/sports complexes and week-long festivals that Sumner physically cannot support.

Most cities receive 7% hotel-motel tax to allocate. Sumner receives only this 2% occupancy tax while the other 5% of hotel-motel tax goes to Pierce County for allocation. Sumner continues to participate in regional discussions and serves on the Pierce County Lodging Tax Advisory Committee. Sumner will continue to leverage partnerships and sponsorships to continue to build on the work done to bring in visitors and literally put Sumner on the map.



#### EXPLORE Small Towns

- 1 DARRINGTON**  
Darrington is a dream for outdoor enthusiasts. North Mountain (evergreensmb.org/ trails/darrington-north-mountain) offers four miles of skilled course riding. Cool down courtesy Adventure Cascades (adventurecascades.com) kayak rentals and scenic floats, or traverse the rapids at Mount Baker-Snoqualmie National Forest (www.fs.usda.gov/mbs).
- 2 MONROE**  
From August to Labor Day, enjoy agricultural displays, a carnival, rodeo, and more at the Evergreen State Fair (evergreenfair.org). Need some speed? The Evergreen Speedway (evergreenspeedway.com) hosts around 140 events throughout the year—it's the only NASCAR-sanctioned track in Washington. History buffs can't miss the Western Heritage Center (14409 179th Ave SE), which covers the area's farm, logging, and mining history.
- 3 EDMONDS**  
Explore downtown after a leisurely walk from the ferry terminal. Set your own pace visiting dozens of sites including the Edmonds Historical Museum (historicedmonds.org) located in the Carnegie Library, Cascadia Art Museum (cascadiaartmuseum.org) showcases Pacific Northwest watercolors, photography, prints, and more. For fresh air, book a whale-watching tour with Puget Sound Express (pugetsoundexpress.com).
- 4 ISSAQUAH**  
Established in the 1930s, the Issaquah Salmon Hatchery (issaquahfish.org) remains a working site open to the public, where thousands of salmon return in late summer and early fall. Celebrate during Issaquah Salmon Days (salmondays.org) with a salmon bake and live music. The Historic Railroad Depot and Museum (issaquahhistory.org) charms guests with its 1869 building and restored steam engine.
- 5 SUMNER**  
Sumner is the embodiment of down-home charm—Main Street is a blend of vintage and modern shopping alongside dining spots such as Craft 19 Espresso (craft19coffee.com). The small town holds court as the Rhubarb Pie Capital of the World. Enjoy music, admire classic cars, and grab a slice of rhubarb pie at local spots such as Dixie's Home Cooking (dixieshomecooking.org) or Berryland Cafe (berrylandcafe.com). After indulging in a piece of pie, head outside to walk, bike, skate, or stroll along the Sumner Link Trail, a 5.5-mile trip along the White River. —DEANNA DUFF

# OCCUPANCY TAX FUND

## SPECIAL REVENUE FUND

<b>Fund 106</b>					Budget				
Hotel/Motel Tax					2017/2018	2017/2018	2019	2020	2019/2020
<u>Resource Summary</u>					<u>Adopted</u>	<u>Revised</u>	<u>Adopted</u>	<u>Adopted</u>	<u>Adopted</u>
	2015	2016	2017	2018					
<u>Revenues</u>									
<u>Taxes</u>									
Occupancy Tax	76,410	80,191	85,951	90,484	200,000	150,000	85,000	85,000	170,000
Interest	18	35	94	311	-	-	-	-	-
Other Non-Operating Revenues	8,100	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Revenues	84,528	80,225	86,045	90,795	200,000	150,000	85,000	85,000	170,000
<u>Expenditures</u>									
Personnel Salaries	11,439	26,678	-	-	-	-	-	-	-
Personnel Benefits	2,218	6,637	-	-	-	-	-	-	-
Supplies	1,115	2,405	-	-	-	-	-	-	-
Services & Charges	84,202	56,288	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	2,896	3,136	2,800	-	5,600	5,600	2,800	2,800	5,600
Capital Outlay	-	-	-	741	-	140,000	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
Expenditures	101,871	95,143	2,800	741	5,600	145,600	2,800	2,800	5,600
Net Annual Cash	(17,343)	(14,917)	83,245	90,054	194,400	4,400	82,200	82,200	164,400
Beginning of the Year Cash	95,257	77,915	62,998	146,243	67,776	67,776	88,593	170,793	88,593
End of the Year Cash	77,915	62,998	146,243	236,296	262,176	72,176	170,793	252,993	252,993

### Budget Notes:

In 2018, City Council approved an appropriation of \$140,000 for installation of a downtown sound system. The system procurement was delayed to allow for competitive procurement, and will be included in a future budget amendment for 2019. In future years, the operating costs of the sound system will be absorbed into the General Fund. The only current appropriation requested for the 2019/2020 biennium is the fund's portion of the indirect cost assessment.

The City is anticipating the opening of an additional hotel property within the next biennium; once that property is open, revenues will increase into the fund.

### WHAT WE DO

The Debt Service Fund accounts for the payment of long-term debt principal and interest. Because the City Council has adopted each bond issue and its payment schedule by Ordinance at the time of issue, these funds are considered a continuing appropriation and do not need to be officially adopted again in the Biennial Budget. This section is here for reference only.

### 17-18 HIGHLIGHTS

- Retired 2008 Water/Sewer Revenue Refunding bond;
- Retired 2006 Water/Sewer Revenue Refunding bond (ULID #67);
- Called \$2.7M assessment bonds for LID #70;
- Retired ULID #73 and ULID #74 bonds;
- Refunded Bond Anticipation Note for 136<sup>th</sup>/Valentine Corridor Improvement Project (new maturity 06/01/2019);
- Paid off old interfund loans resulting from Sumner Meadows Golf Course operations.

### 19-20 GOALS

- Retire 2008 LTGO Bond;
- Pay Bond Anticipation Note for 136<sup>th</sup>/Valentine Corridor Improvement project and issue final assessment debt;

#### Budget Comments:

Although only governmental debt is accounted for in the 200-series funds, this section is designed to provide the reader with a comprehensive listing of the City's outstanding debt, including both governmental and proprietary.

Fund 200 provides debt service accounting for:

- 2008 Limited Tax General Obligation Bonds;
- Utility Local Improvement District #70;
- Utility Local Improvement District #75;
- Utility Local Improvement District #2007-1;
- Utility Local Improvement District #78 Interim Financing.

Fund 221 is the LID Guarantee Fund, which maintains a reserve as outlined in LID financing documents.

### LONG-RANGE PLANS

Manage long-term debt as outlined in the City's financial and accounting policies.

# DEBT SERVICE FUND

FUND NO. 200, 221

Although only governmental debt is accounted for in the 200-series funds, this section illustrates a comprehensive summary of all City long-term debt.

<b>PRINCIPAL</b>			2019	2020	
Debt Type	Reference Number	Description	Adopted	Adopted	Fund
General Obligation	SUMLTGO08	2008 LTGO Refunding	47,200	-	200
General Obligation	SUMLTGO08	2008 LTGO Refunding	112,800	-	001
Pledged Revenue	DM13-952-178	2014 State Drinking Water Revolving Fund Loan	291,057	291,057	401
Pledged Revenue	pending	2014 Department of Ecology Revolving Fund Loan	221,000	226,137	402
Assessment Debt <sup>1</sup>	ULID #68	Local Improvement District #68	-	-	200
Assessment Debt <sup>1</sup>	ULID #70	Utility Local Improvement District #70	-	-	200
Assessment Debt <sup>1</sup>	ULID 2007-1	Utility Local Improvement District #2007-1	89,096	89,096	402
Bond Anticipation Note	BAN	136th/Valentine Corridor	4,700,000	-	307
Public Works Trust Fund	PW-00-691-054	WWTP Upgrade/Expansion	188,638	188,638	402
Public Works Trust Fund	PW-02-691-054	WWTP Facility Upgrade	259,930	259,930	402
Public Works Trust Fund	PW-04-691-067	WWTP Facility Upgrade	111,308	111,308	402
Public Works Trust Fund	PC12-951-050	WWTP Upgrade/Sumner & Bonney Lake	277,298	277,298	402
<i>Total Principal:</i>			6,298,327	1,443,464	
<b>INTEREST</b>			2019	2020	
Debt Type	Reference Number	Description	Adopted	Adopted	Fund
General Obligation	SUMLTGO08	2008 LTGO Refunding	1,888	-	200
General Obligation	SUMLTGO08	2008 LTGO Refunding	4,512	-	001
Pledged Revenue	DM13-952-178	2014 State Drinking Water Revolving Fund Loan	78,633	74,495	401
Pledged Revenue	pending	2014 Department of Ecology Revolving Fund Loan	115,129	109,992	402
Assessment Debt <sup>1</sup>	ULID #68	Local Improvement District #68	-	-	200
Assessment Debt <sup>1</sup>	ULID #70	Utility Local Improvement District #70	203,840	203,840	200
Assessment Debt <sup>1</sup>	ULID 2007-1	Utility Local Improvement District #2007-1	27,085	24,377	402
Bond Anticipation Note	BAN	136th/Valentine Corridor	-	-	307
Public Works Trust Fund	PW-00-691-054	WWTP Upgrade/Expansion	7,546	3,773	402
Public Works Trust Fund	PW-02-691-054	WWTP Facility Upgrade	5,199	3,899	402
Public Works Trust Fund	PW-04-691-067	WWTP Facility Upgrade	3,339	2,783	402
Public Works Trust Fund	PC12-951-050	WWTP Upgrade/Sumner & Bonney Lake	18,024	16,638	402
<i>Total Interest:</i>			465,195	439,796	
<b>Combined Principal &amp; Interest By Fund</b>			2019	2020	2019/2020
			Adopted	Adopted	Biennium
001	General Fund		117,312	-	117,312
200	Debt Service Fund		252,928	203,840	456,768
307	LID Development Fund		4,700,000	-	4,700,000
401	Water Fund		369,690	365,552	735,242
402	Wastewater (Sewer) Fund		1,323,593	1,313,869	2,637,461
<i>Total</i>			6,763,523	1,883,260	8,646,783

# DEBT SERVICE FUND

FUND NO. 200, 221

Fund 221 is the LID Guarantee Fund. The purpose of this fund is to hold adequate reserves as outlined by Local Improvement District (LID) ordinances.

<b>Fund 221</b>					Budget				
LID Guarantee Fund	Actual				2017/2018	2017/2018	2019	2020	2019/2020
Resource Summary	2015	2016	2017	2018	Adopted	Revised	Adopted	Adopted	Adopted
<u>Revenues</u>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-	-
Interest	2,010	3,429	3,753	4,359	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Revenues	2,010	3,429	3,753	4,359	-	-	-	-	-
<u>Expenditures</u>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	579,000	-	579,000	579,000	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	140,180	151,860	-	-	-	-	-	-	-
Expenditures	140,180	151,860	579,000	-	579,000	579,000	-	-	-
Net Annual Cash	(138,170)	(148,431)	(575,247)	4,359	(579,000)	(579,000)	-	-	-
Beginning of the Year Cash	1,993,097	1,854,927	1,706,496	1,131,249	1,703,734	1,703,734	1,131,249	1,131,249	1,131,249
End of the Year Cash	1,854,927	1,706,496	1,131,249	1,135,609	1,124,734	1,124,734	1,131,249	1,131,249	1,131,249

Budget Notes: In the 2019/2020 biennium, staff will analyze and update the reserves in this fund concurrently with issuance of LID debt for the 136<sup>th</sup>/Valentine Corridor Improvement Project.

**Legal Debt Margin**

The City can issue two types of general obligation debt: voter approved debt and non-voted debt. Voter approved debt is limited to 2.5% of the City's assessed value for general purposes, 2.5% for utilities, and 2.5% for open space and economic development purposes.

The City Council may authorize non-voted approved debt up to 1.5% of assessed valuation for general purposes.

In addition to general obligation debt, the City has the authority to, without a vote of the electorate:

- By ordinance specifying both the amount and purpose, the City Council may borrow funds for City purposes. Examples of such borrowing include Public Works Trust Fund and Washington State Drinking Water Revolving Fund Loans;
- By ordinance specifying both the amount and purpose, the City Council may issue bonds for City purposes. Examples include revenue bonds (debt pledged by the revenues of specific operations, such as utilities) and assessment bonds (used to fund Local Improvement District projects where the property assessments become the revenue source for debt service).

# DEBT SERVICE FUND

FUND NO. 200, 221

## Legal Debt Margin

	Fiscal Year			
	2011	2012	2013	2014
Total Assessed Property Value for Tax Year	1,942,950,979	1,742,966,905	1,655,317,256	1,846,797,748
<b>General Purpose Council Approved</b>				
Limited Tax (non-voted) General Obligation Debt Capacity (1.5%)	29,144,265	26,144,504	24,829,759	27,701,966
Less: Outstanding Limited General Obligation Debt	3,300,000	2,870,000	2,420,000	1,945,000
Remaining Non-Voted General Obligation Debt Capacity	25,844,265	23,274,504	22,409,759	25,756,966
Percentage of Limited Debt Capacity Available (as a percentage of debt limit)	89%	89%	90%	93%
<b>Total General Obligation Debt Capacity</b>				
Total (Voted and Non-Voted) General Obligation Debt Capacity (2.5%)	48,573,774	43,574,173	41,382,931	46,169,944
Less: Outstanding Unlimited Tax General Obligation Debt	-	-	-	-
Less: Outstanding Limited General Obligation Debt	3,300,000	2,870,000	2,420,000	1,945,000
Remaining of Total Debt Capacity for General Purposes	45,273,774	40,704,173	38,962,931	44,224,944
Percentage of Total Debt Capacity for General Purposes (as a percentage of debt limit)	93%	93%	94%	96%

	Fiscal Year			
	2015	2016	2017	2018
Total Assessed Property Value for Tax Year	2,063,513,005	2,214,927,740	2,432,337,185	2,841,586,221
<b>General Purpose Council Approved</b>				
Limited Tax (non-voted) General Obligation Debt Capacity (1.5%)	30,952,695	33,223,916	36,485,058	42,623,793
Less: Outstanding Limited General Obligation Debt	1,435,000	885,000	310,000	160,000
Remaining Non-Voted General Obligation Debt Capacity	29,517,695	32,338,916	36,175,058	42,463,793
Percentage of Limited Debt Capacity Available (as a percentage of debt limit)	95%	97%	99%	100%
<b>Total General Obligation Debt Capacity</b>				
Total (Voted and Non-Voted) General Obligation Debt Capacity (2.5%)	51,587,825	55,373,194	60,808,430	71,039,656
Less: Outstanding Unlimited Tax General Obligation Debt	-	-	-	-
Less: Outstanding Limited General Obligation Debt	1,435,000	885,000	310,000	160,000
Remaining of Total Debt Capacity for General Purposes	50,152,825	54,488,194	60,498,430	70,879,656
Percentage of Total Debt Capacity for General Purposes (as a percentage of debt limit)	97%	98%	99%	100%

The information above is based on the 2017 assessed valuation of property within the City of Sumner for collection of property taxes in 2018, and the outstanding general obligation debt of the City as of 12/31/2018.

## Debt Summary

### Councilmanic Limited Tax General Obligation (LTGO) Bonds

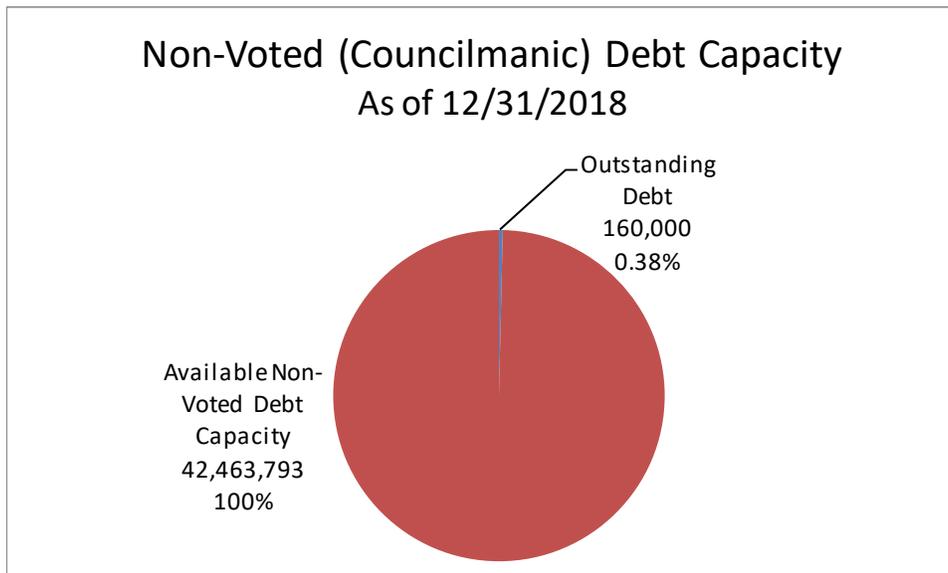
Councilmanic LTGO bonds are issued within the City’s legal debt capacity for non-voted bonds. The debt service for LTGO bonds is paid from regular property taxes and other City funds. The debt capacity for non-voted LTGO bonds is limited to 1.5% of the City’s assessed value. For tax year 2018, the City’s assessed value is \$2,841,586,221, so the legal debt limit for non-voted LTGO debt is \$42,623,793..

The City has one outstanding LTGO Bond, issued in 2008. This bond will fully mature in 2019.

### 2008 LTGO Refunding Bond

This refunding bond was issued in 2008 to advance refund the callable portion of the City’s outstanding bonds relating to the Sumner Meadows Golf Course and the City Hall Remodel.

Issue Year:	2008	Payoff Year:	2019
Approved Amount:	\$4,360,000	Interest:	
Draws to Date:	\$0	Principal Paid to Date:	\$4,200,000
Project Status:	Completed	Outstanding at 12/31/18	\$160,000



The debt service for the 2008 LTGO Fund is split 29.5% to Fund 200 (funded by operating transfers from the General and Utility funds for the City Hall remodel), and 70.5% to Fund 430 (Golf Course Operating Fund).

## Revenue Debt

Revenue bonds are approved and issued by the City Council for water, sewer, and stormwater projects in which only the revenues of the utility funds are pledged to secure the debt service payments.

The City has no outstanding revenue refunding bonds. The latest (2008 Water/Sewer Revenue Refunding bond) was issued in 2008 and fully matured in 2018.

Other revenue debt includes Local Improvement District, or Utility Local Improvement District debt in which the City issues debt that is pledged by assessments of the benefited property owners. The City has several LID debt issues.

<u>ULID #70</u>		Fund 200 – Debt Service	
This LID, the City’s largest, constructed improvements on 142 <sup>nd</sup> Street and the Highway 167 overpass at 24 <sup>th</sup> Street.			
Issue Year:	2005	Payoff Year:	2022
Approved Amount:	\$11,249,470	Interest:	2.750% - 4.950%
Draws to Date:	n/a	Principal Paid to Date:	\$7,759,470
Project Status:	Completed	Outstanding at 12/31/18	\$1,540,000

<u>ULID #2007-1</u>		Fund 402 – Sewer Fund	
This ULID funded the improvements on Stewart Road.			
Issue Year:	2014	Payoff Year:	2028
Approved Amount:	\$1,336,441	Interest:	3.040%
Draws to Date:	n/a	Principal Paid to Date:	\$0
Project Status:	Completed	Outstanding at 12/31/18	\$890,960

<u>ULID #68</u>		Fund 200 – Debt Service	
This ULID was established for the 136 <sup>th</sup> /Valentine project. The City issued interim financing in 2014 for the amount of \$4.7 M, and will redeem the interim financing and issue final bond financing in 2019.			
Issue Year:	TBD	Payoff Year:	TBD
Approved Amount:	TBD	Interest:	TBD
Draws to Date:	TBD	Principal Paid to Date:	TBD
Project Status:	TBD	Outstanding at 12/31/18	\$4,700,000 (BAN)

## Other Debt

Other Debt consists of state loans issued by the City Council for specific construction projects.

<u>State Revolving Fund Loan – Central Well</u>		Fund 401 - Water	
This loan was authorized in 2014.			
Issue Year:	2014	Payoff Year:	2037
Approved Amount:	\$5,821,135	Interest:	1.5%
Draws to Date:	\$5,821,135	Principal Paid to Date:	\$582,113
Project Status:	In Progress	Outstanding at 12/31/18	\$5,238,211

# DEBT SERVICE FUNDS

## DEBT SERVICE FUND

### State Revolving Fund Loan – Pump Stations

Fund 402 - Sewer

This loan was authorized in 2014 to upgrade three City pump stations.

Issue Year:	2014	Payoff Year:	2034
Approved Amount:	\$5,104,102	Interest:	2.3%
Draws to Date:	\$5,104,102	Principal Paid to Date:	\$156,142
Project Status:	In Progress	Outstanding at 12/31/14	\$4,947,960

### Public Works Trust Fund #PW-00-691-054

Fund 402 - Sewer

This loan was authorized for upgrade/construction of the Sumner Wastewater Treatment Plant

Issue Year:	2001	Payoff Year:	2020
Approved Amount:	\$3,326,700	Interest:	2.0%
Draws to Date:	\$3,326,700	Principal Paid to Date:	\$2,949,424
Project Status:	Complete	Outstanding at 12/31/18	\$377,276

### Public Works Trust Fund #PW-02-691-054

Fund 402 - Sewer

This loan was authorized for upgrade/construction of the Sumner Wastewater Treatment Plant

Issue Year:	2002	Payoff Year:	2022
Approved Amount:	\$4,892,800	Interest:	0.50%
Draws to Date:	\$4,892,800	Principal Paid to Date:	\$3,853,080
Project Status:	Complete	Outstanding at 12/31/18	\$1,039,720

### Public Works Trust Fund #PW-04-691-067

Fund 402 - Sewer

This loan was authorized for upgrade/construction of the Sumner Wastewater Treatment Plant

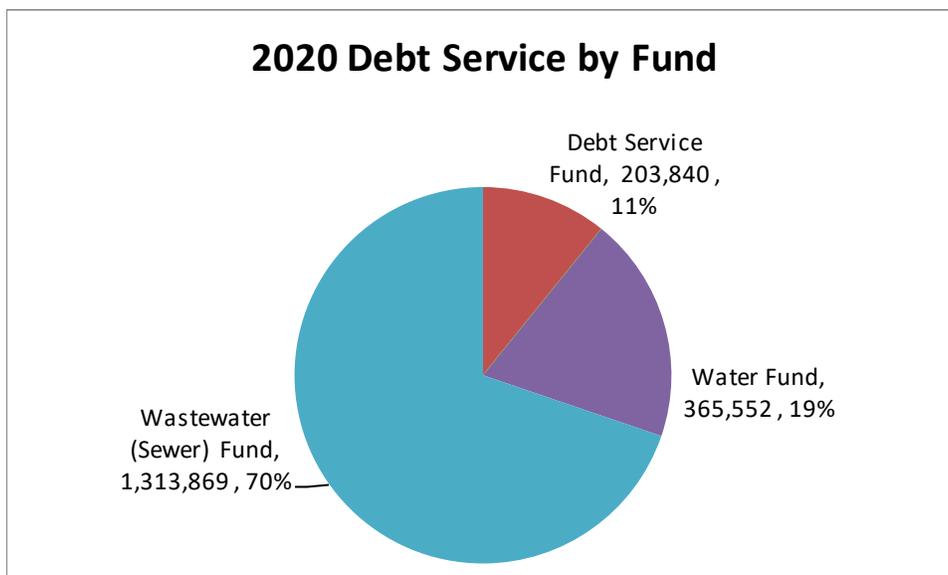
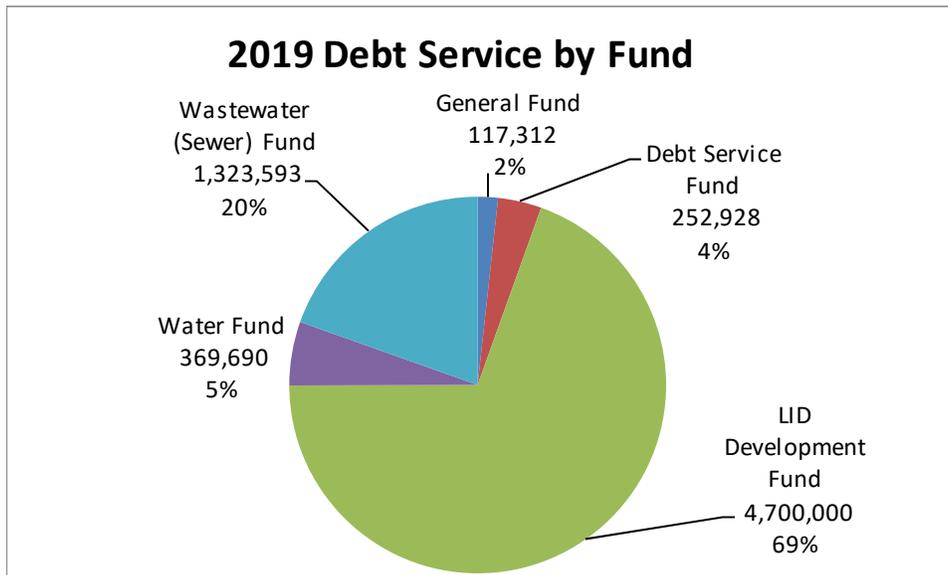
Issue Year:	2004	Payoff Year:	2024
Approved Amount:	\$2,109,000	Interest:	0.50%
Draws to Date:	\$2,109,000	Principal Paid to Date:	\$1,441,150
Project Status:	Complete	Outstanding at 12/31/18	\$667,850

### Public Works Trust Fund #PC12-951-050

Fund 402 - Sewer

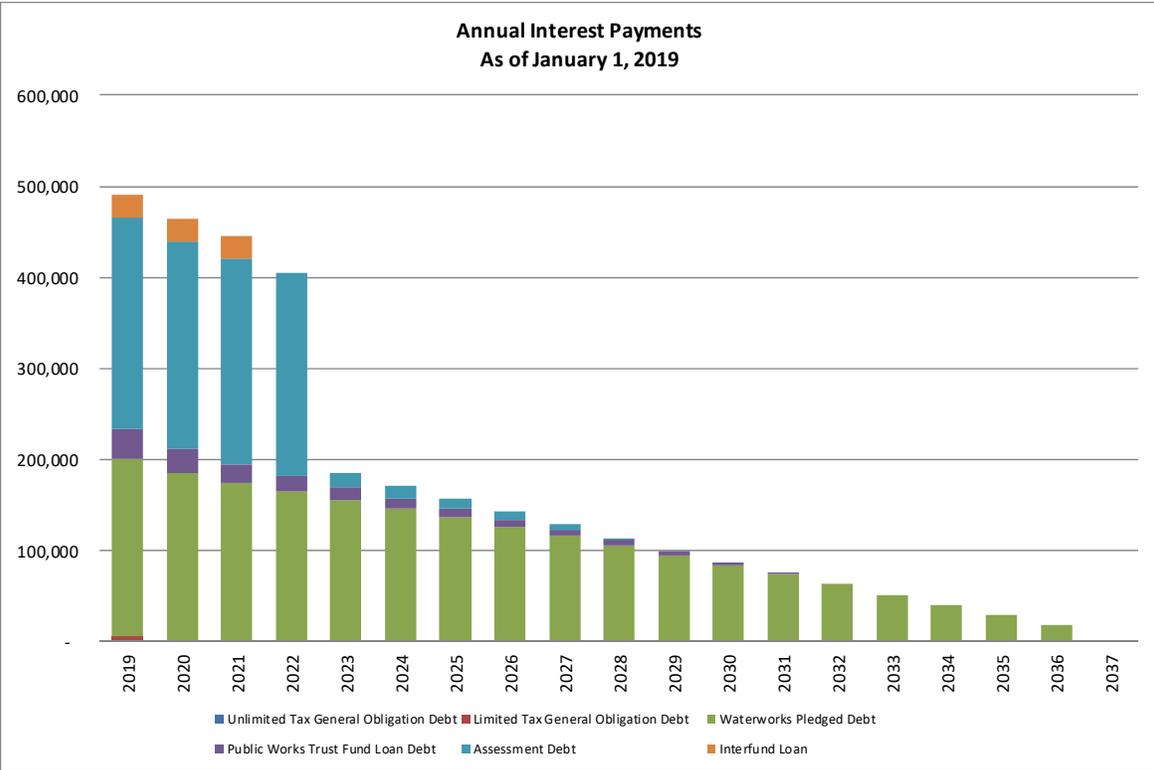
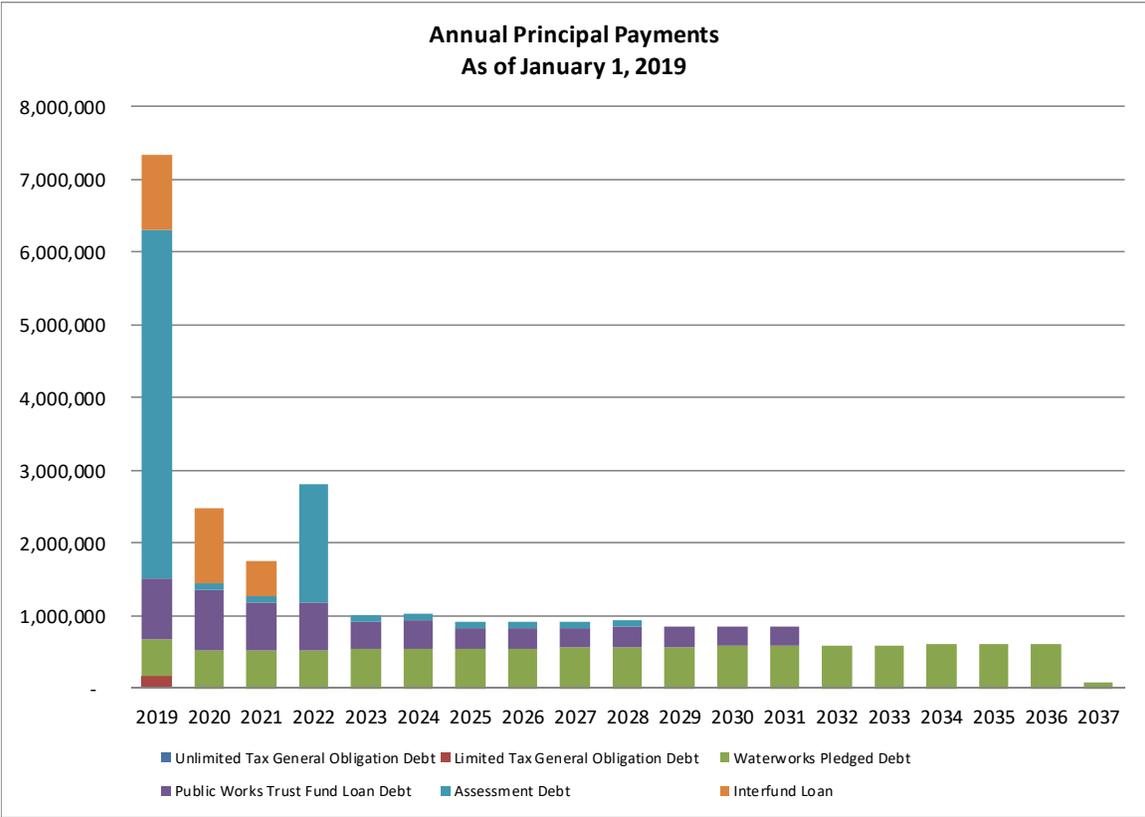
This loan was authorized for upgrade/construction of the Sumner Wastewater Treatment Plant

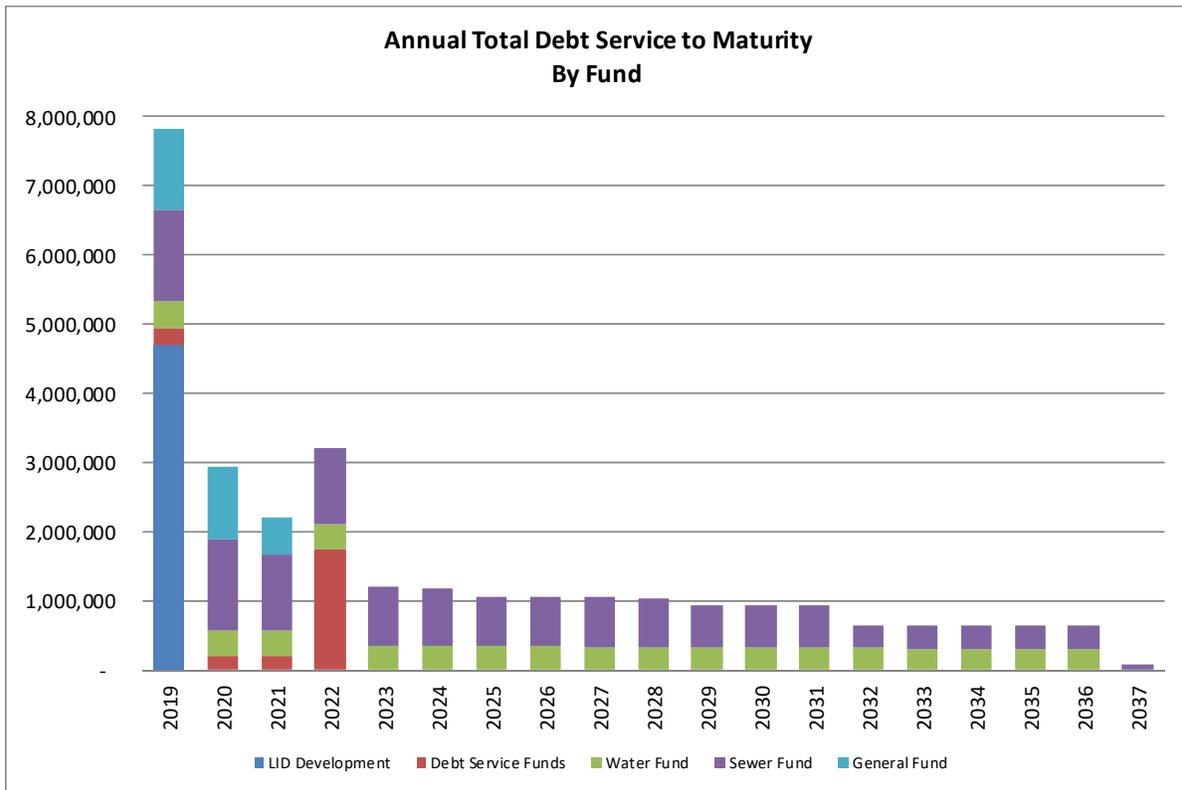
Issue Year:	2011	Payoff Year:	2031
Approved Amount:	\$4,728,000	Interest:	0.50%
Draws to Date:	\$1,443,896	Principal Paid to Date:	\$1,123,130
Project Status:	In Progress	Outstanding at 12/31/18	\$3,604,870



# DEBT SERVICE FUND

FUND NO. 200, 221





## WHAT WE DO

For over 100 years, it has remained Sumner’s goal to be a “walkable community” with a safe and complete sidewalk system for pedestrians. Sidewalk construction benefits everyone Sumner including citizens and visitors of all ages who rely on the system for transportation needs and use it for exercise. This fund is a Capital Projects fund that is managed by the Public Works Department.

## 17-18 HIGHLIGHTS

Implemented the Voluntary Sidewalk Program to fill in gaps at Elm Street and Main Street to the 160th Avenue East intersection and replace failing sidewalks at five locations;

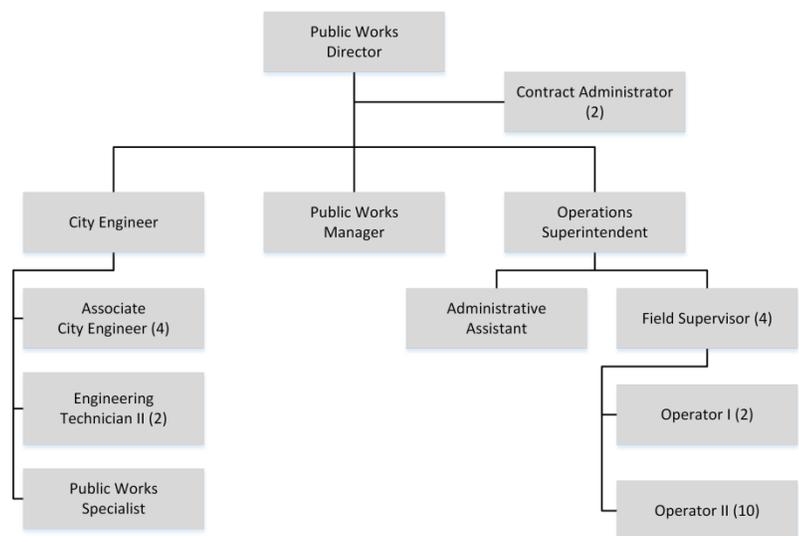
- The Complete Streets and ADA Transition Program completed six gaps in the sidewalk system: two on Meade McCumber, 158<sup>th</sup> Avenue E, two on Mason Street and Bonney Avenue, and rebuilt six intersections with new sidewalk ramps to meet ADA standards in compliance with the City’s ADA Transition Plan;
- Constructed new crosswalk at the intersection of Ryan Avenue and Main Street;
- Constructed a new crosswalk on 140<sup>th</sup> Avenue East
- Sound Transit Program rebuilt 12 non-compliant sidewalk sections.

## 19-20 GOALS

- Seek grant funding to construct new sidewalks where there are gaps in the system and replace deteriorating sidewalks.
- Continue the 50% match Voluntary Sidewalk Program.
- Continue to identify and construct ADA access improvements throughout the City with the ADA and Sound Transit Programs.

## LONG-RANGE PLANS

- Provide ADA compliant sidewalks on all City streets;
- Continue to make Sumner a walkable community.



# SIDEWALK CONSTRUCTION FUND

FUND NO. 302

Fund 302 Sidewalk Construction Fund Resource Summary	Actual				2017/2018		Budget	2020	2019/2020
	2015	2016	2017	2018	Adopted	Revised	2019 Adopted	Adopted	Adopted
<b>Revenues</b>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental									
Transportation Improvement Board	397,157	-	-	-	-	-	-	-	-
Sumner School District	-	-	-	-	-	-	35,000	-	35,000
Sound Transit	-	-	-	-	-	-	2,100,000	-	2,100,000
Grant - Interlocal Sidewalk Sucker	-	-	8,900	-	-	8,900	-	-	-
Charges for Service									
Volunteer Sidewalk Program	-	-	-	83,242	120,000	120,000	80,000	80,000	160,000
Interest	-	86	186	529	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
Transfers In									
General Fund - Volunteer Sidewalk Program	76,800	80,000	80,000	80,000	160,000	160,000	80,000	80,000	160,000
General Fund - ADA	-	-	-	-	-	-	40,000	40,000	80,000
General Government CIP	-	83,200	20,000	20,000	40,000	40,000	-	-	-
REET Fund	-	-	-	-	-	-	-	-	-
<b>Revenues</b>	<b>473,957</b>	<b>163,286</b>	<b>109,086</b>	<b>183,771</b>	<b>320,000</b>	<b>328,900</b>	<b>2,335,000</b>	<b>200,000</b>	<b>2,535,000</b>
<b>Expenditures</b>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay									
E Main Sidewalks	479,991	-	-	-	-	-	-	-	-
Sumner Ave Sidewalks	-	-	-	-	-	-	35,000	-	35,000
Volunteer Sidewalk Program	-	-	-	38,815	240,000	240,000	160,000	160,000	320,000
Sound Transit	-	-	-	-	-	-	2,100,000	-	2,100,000
ADA Compliance Plan	-	103,655	51,007	33,224	80,000	80,000	40,000	40,000	80,000
Spinning Street Improvement	-	-	-	-	-	23,000	-	-	-
Machinery & Equipment	-	-	8,900	-	-	8,900	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
<b>Expenditures</b>	<b>479,991</b>	<b>103,655</b>	<b>59,907</b>	<b>72,038</b>	<b>320,000</b>	<b>351,900</b>	<b>2,335,000</b>	<b>200,000</b>	<b>2,535,000</b>
<b>Net Annual Cash</b>	<b>(6,034)</b>	<b>59,631</b>	<b>49,179</b>	<b>111,733</b>	<b>-</b>	<b>(23,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning of the Year Cash	138,401	132,367	191,997	241,177	55,900	55,900	310,606	310,606	310,606
End of the Year Cash	132,367	191,997	241,177	352,909	55,899	32,900	310,606	310,606	310,606

**Budget Notes:** The 2019-2020 expenditures include continuation of the Volunteer Sidewalk Program and additional sidewalk work funded by Sound Transit.

## WHAT WE DO

This is a new fund beginning 01/01/2019. The intent of this fund is to receive and distribute real estate excise taxes.

## 19-20 GOALS

- Maintain REET Fund for ease of tracking and accounting of capital uses.

## LONG-RANGE PLANS

- Develop long-range funding model in concert with capital planning.

# REAL ESTATE EXCISE TAX (REET) FUND

FUND NO. 305

Fund 305 REET Fund	Budget		
	2019	2020	2019/2020
REET Fund	Adopted	Adopted	Adopted
<u>Resource Summary</u>	<u>Adopted</u>	<u>Adopted</u>	<u>Adopted</u>
<u>Revenues</u>			
Taxes	-	-	-
REET 1st 1/4 %	350,000	350,000	700,000
REET 2nd 1/4%	350,000	350,000	700,000
Licenses & Permits	-	-	-
Intergovernmental			
Charges for Service			
Interest	-	-	-
Miscellaneous	-	-	-
Transfers In			
Revenues	<u>700,000</u>	<u>700,000</u>	<u>1,400,000</u>
<u>Expenditures</u>			
Personnel Salaries	-	-	-
Personnel Benefits	-	-	-
Supplies	-	-	-
Services & Charges	-	-	-
Intergovernmental	-	-	-
Interfund	-	-	-
Capital Outlay			
Debt Service	-	-	-
Transfer Out			
Gateway Project	50,000	50,000	100,000
E Main Property Demo	160,000	-	160,000
Bridge Street Bridge	301,885	-	301,885
Stewart Road Bridge (Local Match)	101,914	101,914	203,828
Wood & Main Intersection (Local Match)	-	29,000	29,000
SR410/166th Ave ICA	150,000	50,000	200,000
No. 9 Ditch Bridge (Match)	92,103	-	92,103
Expenditures	<u>855,902</u>	<u>230,914</u>	<u>1,086,817</u>
Net Annual Cash	<u>(155,902)</u>	<u>469,086</u>	<u>313,183</u>
Beginning of the Year Cash	158,408	158,408	158,408
End of the Year Cash	<u>2,505</u>	<u>627,493</u>	<u>471,591</u>

**Budget Notes:** This is a new fund beginning 01/01/2019. The beginning cash balance of this fund represents the 12/31/2018 ending balance for Fund 303, which this fund replaces. For the 2019-2020 Biennium, this fund is anticipated to transfer funding to the Street Capital Fund and the Parks & Trails Capital Fund.

### WHAT WE DO

This fund accounts for costs associated with the formation of a Local Improvement District (LID). The Finance Department manages this fund. An LID is created when there is a benefit to property owners to construct assets such as sidewalks, streets, or utilities. The fund is then reimbursed for each project as they are completed.

### 17-18 HIGHLIGHTS

- Completed the 136<sup>th</sup>/Valentine Corridor Improvement Project, including successful resolution of a contractor claim;
- Completed an update to the 2009 Special Benefit Study for the project;
- Refunded the interim Bond Anticipation Note to allow for extended project completion;

### 19-20 GOALS

- Finalize the Local Improvement District, issue assessments, and issue final assessment debt to close out the project.

### LONG-RANGE PLANS

- Assign completed Local Improvement District assessment maintenance to consultant;
- Monitor receipts and pay off assessment debt in advance of maturities whenever possible;



# LID DEVELOPMENT CAPITAL FUND

## FUND NO. 307

Fund 307 136th/Valentine Corridor Resource Summary	Actual				BUDGET				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>Revenues</b>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
136th Avenue East/Valentine (Pacific)	-	1,280,348	4,813,436	195,683	-	810,000	-	-	-
136th Avenue East/Valentine (STP)	785,724	3,305,213	-	-	-	-	-	-	-
136th Avenue East/Valentine (CERB)	2,772,358	1,163,642	-	-	-	-	-	-	-
136th Avenue East/Valentine (DOE)	38,416	387,335	261,325	-	-	260,000	-	-	-
Charges for Service	-	-	-	-	-	-	-	-	-
Interest	707	-	1,584	810	-	-	-	-	-
Miscellaneous	-	-	-	88,896	-	88,000	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
From Arterial Street Fund (102)	-	-	-	-	-	-	-	-	-
From Arterial Street Fund (102)	-	-	-	-	-	-	-	-	-
Interfund Loan Receipt	-	2,600,000	-	-	-	-	-	-	-
Proceeds of LT Debt	1,700,000	-	-	-	4,459,180	4,700,000	4,000,000	-	4,000,000
Revenues	5,297,205	8,736,538	5,076,345	285,390	4,459,180	5,858,000	4,000,000	-	4,000,000
<b>Expenditures</b>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	3,500	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	3,028	3,280	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
136th Avenue East/Valentine	8,464,271	5,986,653	967,238	387,061	-	1,072,943	-	-	-
Interfund Loan Repayment	-	-	3,408,951	-	-	-	-	-	-
Debt Service	25,885	58,910	68,596	113,306	4,730,000	8,221,049	4,730,000	-	4,730,000
Transfer Out	-	-	-	-	-	-	-	-	-
To Arterial Street Fund (102)	-	-	-	-	-	-	-	-	-
Expenditures	8,493,184	6,048,842	4,448,285	500,367	4,730,000	9,293,992	4,730,000	-	4,730,000
Net Annual Cash	(3,195,979)	2,687,695	628,061	(214,977)	(270,820)	(3,435,992)	(730,000)	-	(730,000)
Beginning of the Year Cash	561,944	(2,634,034)	53,661	681,722	270,819	3,458,925	790,090	790,090	790,090
Prior Period Adjustment	-	-	-	-	-	-	-	-	-
End of the Year Cash	(2,634,034)	53,661	681,722	466,745	-	22,933	60,091	790,091	60,091

### Budget Notes:

This fund currently accounts for the formation of the 136<sup>th</sup>/Valentine Corridor Improvement project Local Improvement District. An update to the special benefit study and subsequent finalization of the assessment roll is anticipated to occur in 2019. The outstanding Bond Anticipation Note matures in June 2019.

## WHAT WE DO

This is a new fund, established effective 01/01/2019. This fund will account for capital expenditures associated with the City's Parks and Trails system.

## 17-18 HIGHLIGHTS

- With community input, developed a comprehensive Parks and Trail Plan;
- Reviewed and updated the City's Park Impact Fee structure.

## 19-20 GOALS

- Develop a long-term funding strategy for parks and trails capital projects.

## LONG-RANGE PLANS

- Pursue long-term funding (including local funds, grants, and community partnerships) to maintain and expand the City's parks and trails system.



# PARKS & TRAILS CAPITAL FUND

FUND NO. 310

Fund 310 Parks & Trails Capital Parks & Trail Capital Fund Resource Summary	Budget		
	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Revenues</u>			
Taxes	-	-	-
Licenses & Permits	-	-	-
Intergovernmental			
Fryar Avenue Trail (TAP-PSRC)	151,765	-	151,765
No. 9 Ditch Bridge (CMAQ)	257,897	-	257,897
Charges for Service	-	-	-
Interest	-	-	-
Miscellaneous	-	-	-
Parks Impact Fees	300,000	300,000	600,000
Transfers In			
General Fund	-	50,000	50,000
General Government CIP	-	-	-
REET Fund	112,592	-	112,592
Revenues	822,254	350,000	1,172,254
<u>Expenditures</u>			
Personnel Salaries	-	-	-
Personnel Benefits	-	-	-
Supplies	-	-	-
Services & Charges	-	-	-
Intergovernmental	-	-	-
Interfund	-	-	-
Capital Outlay			
Fryar Avenue Trail	172,254	-	172,254
No. 9 Ditch Bridge	350,000	-	350,000
Playground Replacement Program	-	50,000	50,000
Debt Service	-	-	-
Transfer Out	-	-	-
Expenditures	522,254	50,000	572,254
Net Annual Cash	300,000	300,000	600,000
Beginning of the Year Cash	-	-	-
End of the Year Cash	300,000	300,000	600,000

**Budget Notes:** This is a new fund beginning 01/01/2019. In the past, parks and trail capital activity has been captured in Fund 305 (General Government CIP). Fund 305 was retired effective 12/31/2018 and activity parsed out to specific capital funds. The city is actively pursuing grants to improve and expand parks facilities.

## WHAT WE DO

Managed by the Public Works Department, this fund accounts for improvements to Sumner's arterial corridors, which are the main streets through town. This fund also promotes improvements to the State highway system to keep regional and local traffic out of residential areas and reduce impacts on the community.

This fund was formerly reported as Fund 102 Arterial Street Fund.

## 17-18 HIGHLIGHTS

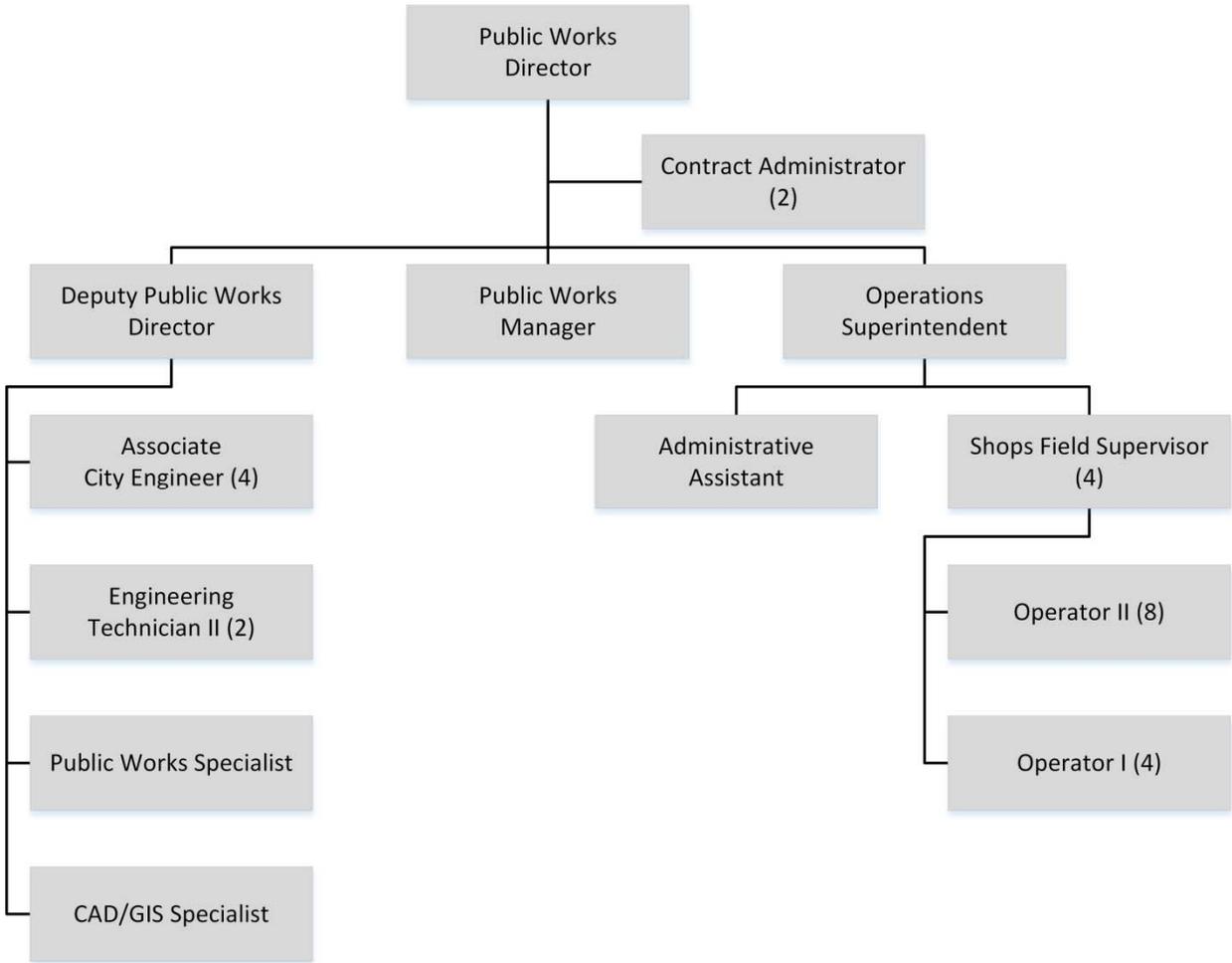
- Began construction of the Bridge Street Bridge replacement, expected completion 2019.
- Resurfaced/reconstructed 2 miles of 142nd Ave E/24th St E, including concrete surfacing.
- Designed the SR 410/Traffic Ave. interchange project and secured significant funding for construction.
- Progressed Stewart Rd Bridge Replacement through permitting and began right-of way acquisitions.

## 19-20 GOALS

- Complete the construction of the Bridge Street Bridge replacement.
- Finish securing funding and complete construction of SR410/Traffic Avenue Interchange Improvements.
- Complete Stewart Road Environmental Permitting, design, and right-of-way acquisition, seek construction funding.
- Complete design of Main St. and Wood Ave. intersection.
- Begin planning and design for roadway improvements to 166th Avenue at SR 410 interchange/64th Street.

## LONG-RANGE PLANS

- Improve 166th Street interchange at SR 410.
- Secure funding and construct the Stewart Road Bridge project.
- Construct intersection improvements at Main St. and Wood Ave.
- Pursue implementation of the other projects on the 6-year Transportation Improvement Program (TIP).



# STREET CAPITAL FUND

FUND NO. 320

**Fund 320 (formerly Fund 102)**

Street Capital Fund

Resource Summary	Fund 102 - Arterial Street Fund						Budget		
	Actual				2017/2018	2017/2018	Fund 320 - Street Capital Fund		
	2015	2016	2017	2018	Adopted	Revised	2019	2020	2019/2020
<b>Revenues</b>									
<b>Taxes</b>									
Property Tax	-	166,120	165,000	165,000	330,000	330,000	165,000	165,000	330,000
Licenses & Permits	-	-	-	-	-	-	-	-	-
<b>Intergovernmental</b>									
Pierce County	248,983	-	-	-	-	-	-	-	-
City of Puyallup (Bridge Street Bridge)	-	-	-	-	-	253,221	-	-	-
Port of Tacoma #1 (410/Traffic Ave)	-	-	-	-	-	11,500	-	-	-
Port of Tacoma #2 (410/Traffic Ave)	-	-	-	-	-	45,000	-	-	-
<b>Grants</b>									
Stewart Road Bridge (STP)	301,266	72,716	96,518	86,116	1,512,690	1,512,690	608,086	608,086	1,216,172
Puyallup Street Overlay (STP)	23,505	107,427	326,552	-	-	317,000	-	-	-
142nd Avenue East Overlay (STP & NHFP)	-	-	47,346	3,806,510	683,000	5,390,200	-	-	-
Bridge Street Bridge (BRAC)	899,255	103,470	2,192,599	4,116,760	9,317,720	9,317,720	1,808,650	-	1,808,650
Bridge Street Bridge (IIB)	-	-	111,711	143,092	1,330,640	1,330,640	548,318	-	548,318
Bridge Street Bridge (STP)	-	-	-	-	1,500,000	1,500,000	-	-	-
410/Traffic Ave Interchange (Leg Grant #1)	-	-	286,818	41,449	300,000	300,000	-	-	-
410/Traffic Ave Interchange (Leg Grant #2)	-	-	-	-	-	-	-	500,000	500,000
410/Traffic Ave Interchange (STP-Design)	-	-	-	-	-	-	63,444	-	63,444
410/Traffic Ave Interchange (STP-Const)	-	-	-	-	-	-	-	4,700,000	4,700,000
410/Traffic Ave Interchange (FMSIB)	-	-	-	-	-	-	-	2,500,000	2,500,000
Wood and Main Intersection (STP)	-	-	-	-	-	-	-	180,000	180,000
<b>Charges for Service</b>									
Interest	341	749	1,003	-	-	-	-	-	-
<b>Miscellaneous</b>									
Miscellaneous	-	-	-	-	-	-	-	-	-
<b>Capital Contributions</b>									
Capital Contributions - 410/Traffic Ave	-	108,619	-	-	-	-	-	-	-
410 Traffic Ave - Sound Transit	-	-	-	729,133	-	2,091,046	250,000	3,750,000	4,000,000
410 Traffic Ave - Port of Tacoma	-	-	-	11,500	-	-	-	-	-
Bridge Street Bridge - Utilities	-	-	-	395,063	-	395,063	-	-	-
<b>Transfers In</b>									
General Fund	-	-	411,000	(411,000)	-	-	-	-	-
General Government CIP	-	-	-	-	-	-	-	-	-
Bridge Street Bridge Local Match	513,292	1,556,068	1,647,660	12	1,647,674	1,647,674	301,885	-	301,885
142nd Avenue East Overlay Local Match	-	-	-	-	-	-	-	-	-
Stewart Road Local Match	-	-	-	-	-	-	101,914	101,914	203,828
Wood and Main Intersection Local Match	-	-	-	-	-	-	-	29,000	29,000
SR410/166th Ave ICA	-	-	-	-	-	-	200,000	-	200,000
Gateway Project	-	-	-	-	-	-	50,000	50,000	100,000
136th/Valentine Capital Fund (307)	-	-	-	-	-	-	-	-	-
Development Impact Fund	-	-	-	-	-	-	-	-	-
Proceeds of LT Debt	-	-	-	-	-	-	-	-	-
<b>Revenues</b>	<b>1,986,641</b>	<b>2,115,170</b>	<b>5,286,207</b>	<b>9,083,635</b>	<b>16,621,724</b>	<b>23,823,470</b>	<b>4,172,297</b>	<b>12,584,000</b>	<b>16,756,297</b>

**Budget Notes:**

The budget schedule is continued on the next page.

# STREET CAPITAL FUND

FUND NO. 320

	<i>Fund 102 - Arterial Street Fund</i>				<i>Fund 320 - Street Capital Fund</i>				
	Actual				2017/2018	2017/2018	2019	2020	2019/2020
	2015	2016	2017	2018	Adopted	Revised	Adopted	Adopted	Adopted
<u>Expenditures</u>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
East Valley Resurfacing Phase I	-	-	-	-	-	-	-	-	-
East Valley Resurfacing Phase II	-	-	-	-	-	-	-	-	-
Bridge Street Bridge	925,849	198,594	5,901,849	5,153,227	15,217,120	15,217,120	2,658,853	-	2,658,853
Traffic & Main	-	-	-	-	-	-	-	-	-
136th Avenue East/Valentine	725	-	-	-	-	-	-	-	-
142nd Avenue East Overlay	-	2,104	235,485	4,884,159	798,600	6,408,872	-	-	-
Stewart Road Corridor	76	2,422	-	-	-	-	-	-	-
Stewart Road Bridge Repl	230,693	195,423	96,708	128,636	1,196,230	1,196,230	710,000	710,000	1,420,000
24th Corridor Feasibility/Imp	44,330	-	-	-	-	-	-	-	-
Puyallup Street Overlay	43,280	488,314	10,374	95	-	11,000	-	-	-
SR410/Traffic Ave Interchange	7,625	156,643	450,297	1,247,037	390,000	2,391,046	388,444	11,450,000	11,838,444
SR410/166th Ave E	-	-	-	-	-	-	200,000	-	200,000
Wood and Main Intersection	-	-	-	-	-	-	-	209,000	209,000
Gateway Project	-	-	-	-	-	-	50,000	50,000	100,000
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
LID Guarantee Fund (221)	-	-	-	-	-	-	-	-	-
LID Development Fund (307)	1,000,000	-	-	-	-	-	-	-	-
Expenditures	2,252,579	1,043,499	6,694,714	11,413,154	17,601,950	25,224,268	4,007,297	12,419,000	16,426,297
Net Annual Cash	(265,938)	1,071,670	(1,408,506)	(2,329,519)	(980,226)	(1,400,798)	165,000	165,000	330,000
Beginning of the Year Cash	598,724	334,639	1,406,309	(2,197)	2,021,145	2,021,145	162,803	162,803	162,803
Prior Period Adjustment	742,338	-	-	-	-	-	-	-	-
End of Year Cash - Reserved	-	166,120	-	-	330,000	330,000	165,000	165,000	330,000
End of the Year Cash - Unreserved	1,075,124	1,406,309	(2,197)	(2,331,716)	710,919	620,347	327,803	327,803	492,803

## Budget Notes:

This is a new fund beginning 01/01/2019. Previously reported as Fund 102 (Arterial Street Fund), this fund has been reorganized as a capital fund. Revenues into this fund include impact fees, grants and other partnership funding, and local funds.

## WHAT WE DO

This is a new fund established effective 01/01/2019. This fund will account for all costs associated with City capital facilities (e.g. City Hall, Senior Center, Ryan House, PW Operations Shop, etc.) The funding for this fund will be transfers in from various operating fund.

## 19-20 GOALS

- Renovate City Council Chambers for efficiency, functionality, and utility;
- Identify and complete needed deferred maintenance to Senior Center (flooring) and Public Works Operations Shops (roof repairs).

## LONG-RANGE PLANS

- Establish long-range planning and funding model for City facility infrastructure.



# FACILITIES CAPITAL FUND

FUND NO. 325

Fund 325 Facilities Capital Facilities Capital Fund Resource Summary	Budget		
	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Revenues</u>			
Taxes	-	-	-
Licenses & Permits	-	-	-
Intergovernmental			
Charges for Service			
Interest	-	-	-
Miscellaneous	-	-	-
Transfers In	-	-	-
General Fund	80,000	-	80,000
Building Reserve	80,000	-	80,000
General Government CIP	-	-	-
REET Fund	160,000	-	160,000
Water Fund	5,000	-	5,000
Sewer Fund	5,000	-	5,000
Stormwater Fund	5,000	-	5,000
Revenues	335,000	-	335,000
<u>Expenditures</u>			
Personnel Salaries	-	-	-
Personnel Benefits	-	-	-
Supplies	-	-	-
Services & Charges	-	-	-
Intergovernmental	-	-	-
Interfund	-	-	-
Capital Outlay			
Main Street Property Demolition	160,000	-	160,000
City Hall Reader Board	60,000	-	60,000
Council Chambers Upgrades	80,000	-	80,000
Shops Leaking Roof	20,000	-	20,000
Senior Center Flooring Replacement	15,000	-	15,000
Debt Service	-	-	-
Transfer Out	-	-	-
Expenditures	335,000	-	335,000
Net Annual Cash	-	-	-
Beginning of the Year Cash	-	-	-
End of the Year Cash	-	-	-

**Budget Notes:** This is a new fund beginning 01/01/2019. In the past, facilities capital activity was captured in Fund 305 (General Government CIP). Fund 305 was retired effective 12/31/2018 and activity parsed out to specific capital funds.

## WHAT WE DO

There is no more basic needed service than plenty of clean water. This utility delivers water through 64 miles of pipeline, five storage tanks, 3,450 water meters, springs, and four wells. In addition to safe, high quality drinking water, the water utility also provides citizens with fire protection through a series of fire hydrants.

The Public Works Department operates and maintains the operation of the utility while the Finance Department manages customer service, accounting, and utility billing. Every business and residence in Sumner utilizes the water utility.

## 17-18 HIGHLIGHTS

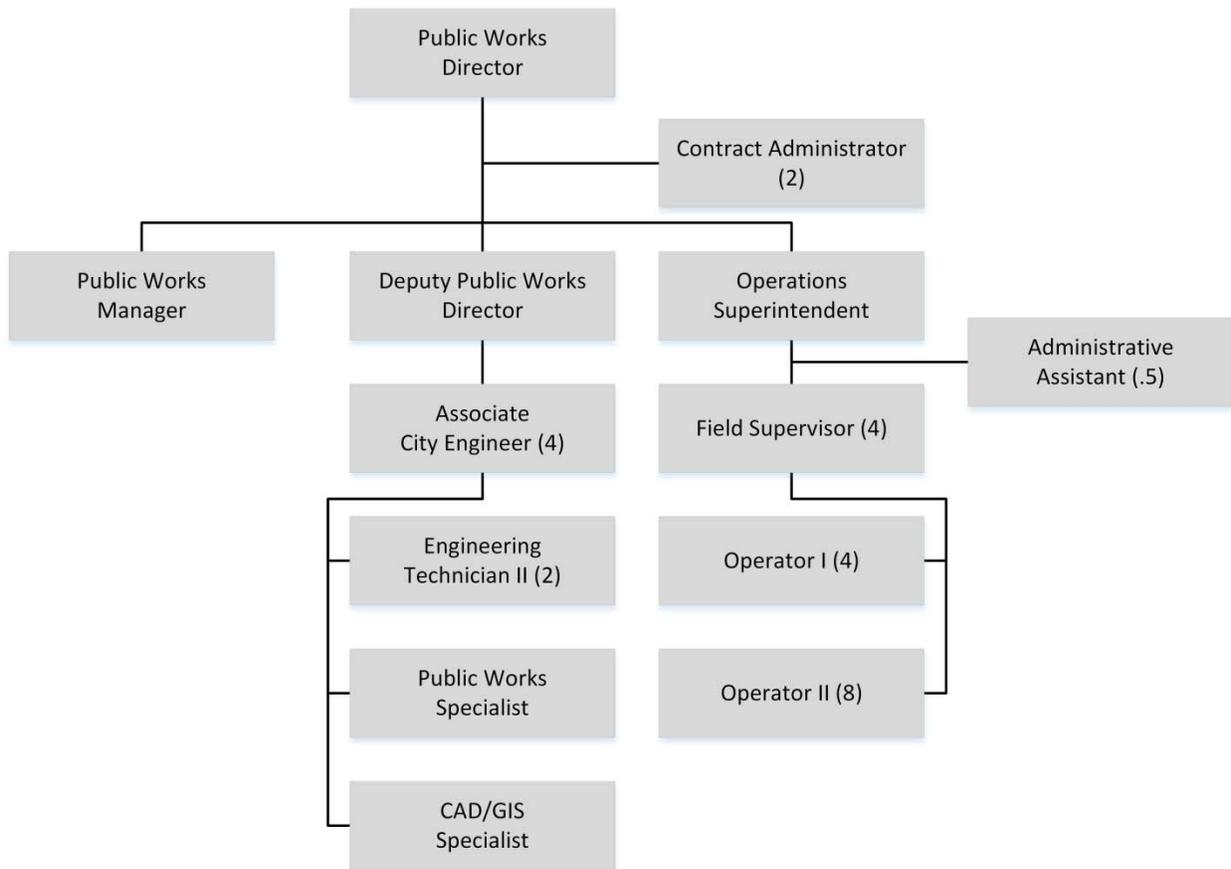
- The City began operation of the Central Well.
- The City's water was judged as the 2nd best tasting water in the AWWA's south sound subsection's annual competition.
- Added and replaced water mains in downtown neighborhoods for increased flow and fire protection.
- Implemented upgrades to the security and telemetry systems at each of the City's storage and source facilities.
- The City completed a major update to the Water System Plan and the Water Use Efficiency Plan.

## 19-20 GOALS

- The City's Central Well water rights application has been selected as a pilot project to support a joint legislative task force seeking to resolve water rights issues throughout the state.
- Continue to identify areas that need improvement with the Cities cross connection control program.
- An innovative project to slip line a water main beneath BNSF railroad track that was found in the City's leak protection program.
- Apply for a hazard mitigation grant from FEMA for funds to install seismic upgrades to the South Tank.
- Install emergency power generator at the Sumner Viewpoint Booster Station.

## LONG-RANGE PLANS

- The southeast portion of the distribution system has issues regarding service resiliency that are planned to be addressed over the next several years.
- A project to install pipelines necessary to connect areas around Valley Crest Homeowners Association to the Viewpoint pressure zone is also on the planning horizon to ensure that fire flow coverage can be met in this higher elevation area.
- The City continues its on-going efforts to reduce unaccounted for water loss throughout the distribution system.



# WATER FUND

FUND NO. 401

## Fund 401

Water Fund Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>Revenues</b>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	92,273	37,384	26,754	50,693	66,210	66,210	34,429	34,429	68,858
Intergovernmental	-	-	-	-	-	-	600,000	875,000	1,475,000
Charges for Service	3,324,441	3,576,755	3,870,584	3,873,649	6,730,550	6,730,550	4,152,919	4,288,449	8,441,368
Interest	1,971	4,037	20,100	34,520	-	-	16,299	14,816	31,115
Assessment Revenue	31,875	11,606	88,932	75,722	224,100	224,100	156,176	156,176	312,352
Miscellaneous	1,780	537	5,273	11,120	-	-	-	-	-
Capital Contributions	790,146	3,076,554	1,791,346	540,650	-	-	381,353	396,722	778,075
Transfers In	-	-	-	-	-	-	-	-	-
Proceeds from LT Debt	579,906	4,607,244	576,350	-	-	576,350	-	-	-
Revenues	4,822,391	11,314,118	6,379,338	4,586,354	7,020,860	7,597,210	5,341,176	5,765,591	11,106,768
<b>Expenditures</b>									
Personnel Salaries	512,924	548,028	675,892	627,785	1,236,521	1,266,521	772,338	802,977	1,575,315
Personnel Benefits	238,481	242,158	337,783	291,172	545,296	545,296	344,419	365,356	709,775
Supplies	103,775	97,361	372,040	162,576	243,070	439,070	294,670	125,162	419,832
Services & Charges	186,809	205,505	330,287	296,762	684,960	729,960	444,464	453,081	897,545
Intergovernmental	331,744	355,921	394,084	401,454	377,870	377,870	472,340	487,519	959,859
Interfund	315,028	341,284	396,938	400,053	667,980	654,945	432,604	455,933	888,537
Capital Outlay	730,625	5,157,017	258,293	1,780,066	6,570,070	6,175,760	3,176,554	4,182,884	7,359,438
Debt Service	270,574	339,722	559,431	163,243	296,042	1,066,042	369,642	365,276	734,918
Transfer Out	12,692	13,748	13,220	13,220	26,440	227,440	3,682	-	3,682
Expenditures	2,702,654	7,300,744	3,337,969	4,136,330	10,648,250	11,482,905	6,310,713	7,238,188	13,548,901
Net Annual Cash	2,119,737	4,013,374	3,041,369	450,024	(3,627,390)	(3,885,695)	(969,537)	(1,472,596)	(2,442,133)
					7,475,510		10,454,671	9,485,134	10,454,671
					3,848,120		9,485,134	8,012,537	8,012,537

<b>Water Fund Capital Detail</b>	<u>2019 Adopted</u>	<u>2020 Adopted</u>	<u>2019/2020 Adopted</u>
<u>Capital</u>			
Machinery And Equipment			
Saw Cut Machine (25% of cost)	3,625		3,625
Mud Cart (25% of cost)	6,500		6,500
Roller (25% of cost)	13,750		13,750
Skid Steer Rubber Tracks	14,012		14,012
Small Dump Truck (33% of cost)		22,317	22,317
4 Wheel Drive Brush Mower (25% of cost)	45,000		45,000
Pick Up Truck		12,017	12,017
PW Operations Facility	500,000	250,000	750,000
CIP No. XX - Autoclave Meters and Vault	100,000		100,000
D1 - 8th Street East and East Valley Highway Loop	600,000		600,000
D2 - Riverside Drive and 151st Avenue	620,000		620,000
D7 - Main Leak Repair at BNSF Crossing	215,000		215,000
D8 - Water Main Replacement Program	250,000	772,500	1,022,500
C1 - Bridge Street Bridge	50,000		50,000
C5 - White River Restoration Main Lower	125,000	437,750	562,750
64th & Sumner Tapps Hwy - Design	50,000		50,000
S1 - Additional Water Rights Acquisition	200,000	206,000	406,000
ST1 - Earthquake Control Valves and Foundation Improvements	270,000	2,193,900	2,463,900
ST2 - Viewpoint BPS Improvements		206,000	206,000
O&M1 - Hydrant and Isolation Valve Upgrades - 20 Years	80,000	82,400	162,400
Munis Utility Billing Implementation (Water Utility share)	16,667	-	16,667
Munis EnerGov Implementation (Water Utility share)	17,000	-	17,000
	<u>3,176,554</u>	<u>4,182,884</u>	<u>7,359,438</u>

## WHAT WE DO

The Sewer utility safely and efficiently removes waste and treats it before returning it to the environment. This is a full-service utility consisting of gravity conveyance, 15 pump stations, and a secondary wastewater treatment facility that services the City of Bonney Lake as well as Sumner.

The Public Works Department operates and maintains the operation of the utility while the Finance Department manages customer service, accounting, and utility billing. Every business and residence in Sumner utilizes the sewer utility.

## 17-18 HIGHLIGHTS

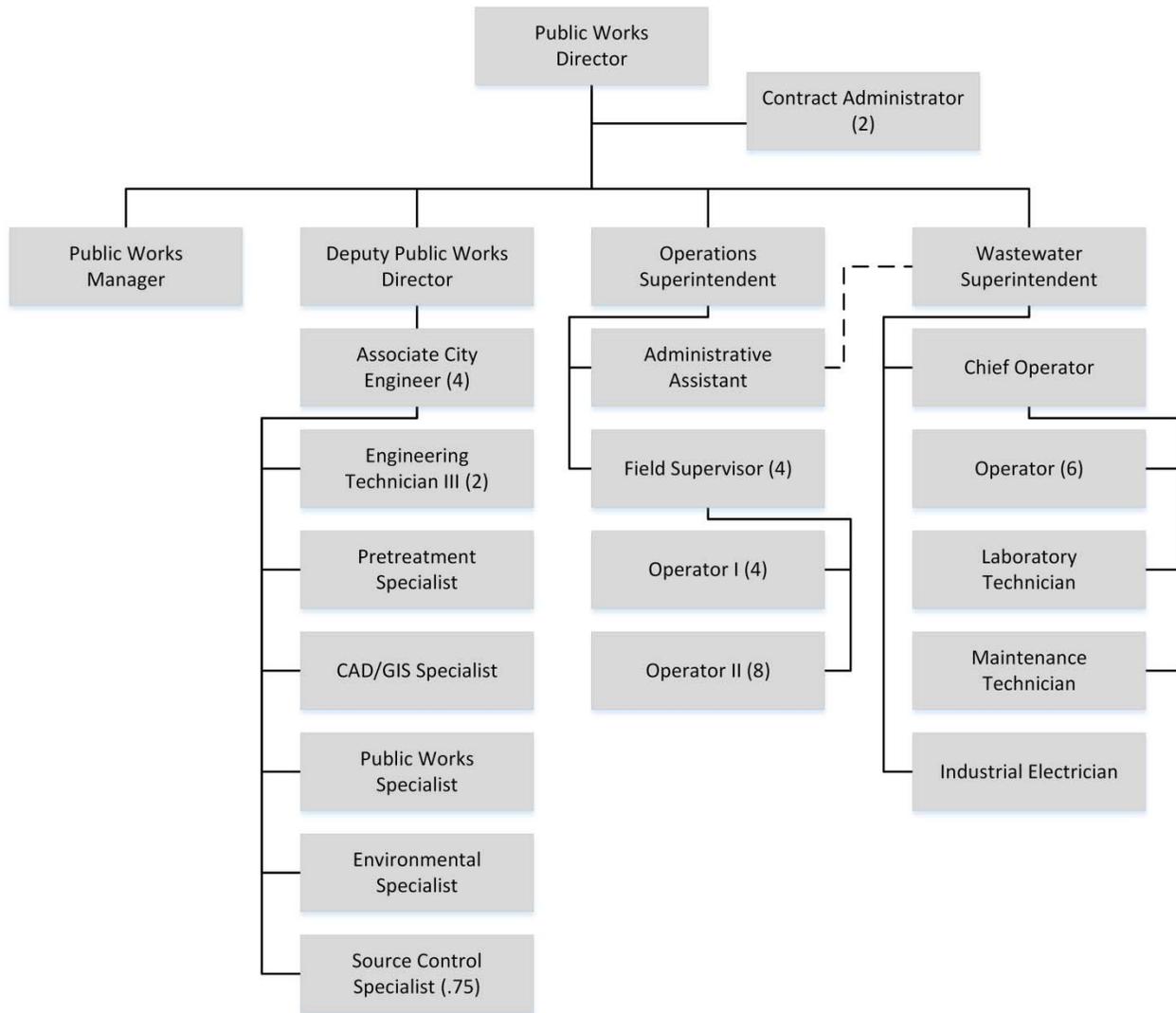
- Smoke-testing of the collection system occurred to identify inflow and infiltration issues.
- The City acquired a TV inspection truck and began video inspection of the sewer collections.
- Relining of pipe in problematic areas occurred in conjunction with water improvements.
- The City has worked with private property owners to identify and correct deficiencies in their facilities that were either improperly directing storm water to the sewer system or causing backups within residential areas.

## 19-20 GOALS

- The City plans to expand the TV inspection capabilities to include a side sewer camera that will allow for the inspection of lateral service connections into the system.
- The construction of a new dewatering centrifuge will provide redundancy and additional capacity for the City to effectively manage biosolids from the Wastewater Treatment Plant.

## LONG-RANGE PLANS

The City is taking a larger role in the overseeing waste discharges prior to their entering the system. This effort will be overseen by a pretreatment coordinator who will work with industrial dischargers along with providing improved tracking of the grease trap maintenance required throughout the City.



# SEWER FUND

FUND NO. 402

Fund 402 Sewer Fund Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>Revenues</b>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	31,195	25,765	13,718	27,475	48,370	-	-	-	-
Intergovernmental	-	-	-	-	-	-	809,928	207,174	1,017,102
Charges for Service	5,548,780	5,874,313	6,173,823	6,376,703	11,708,460	11,708,460	6,945,665	7,231,895	14,177,559
Interest	13,916	(6,235)	62	36,950	-	-	17,600	14,699	32,298
Assessment Revenue	325,673	399,302	496,966	130,389	280,180	280,180	116,172	113,135	229,307
Miscellaneous	15,460	26,106	85,532	72,001	17,000	2,000	1,040	1,040	2,080
Capital Contributions	5,855,671	1,662,309	1,642,293	873,716	-	610,143	307,119	319,496	626,615
Transfers In	-	-	-	-	-	-	-	-	-
Proceeds from LT Debt	2,212,656	2,269,850	2,550,855	-	-	2,550,000	-	-	-
Revenues	14,003,350	10,251,410	10,963,249	7,517,235	12,054,010	15,150,783	8,197,523	7,887,439	16,084,962
<b>Expenditures</b>									
Personnel Salaries	1,238,567	1,255,957	1,431,455	1,488,978	2,632,270	2,672,270	1,810,752	1,887,469	3,698,221
Personnel Benefits	575,882	536,705	656,277	663,295	1,215,989	1,215,989	749,035	790,919	1,539,954
Supplies	119,069	138,015	253,534	421,439	347,090	347,090	314,450	311,850	626,300
Services & Charges	962,027	978,757	1,055,264	1,307,834	2,375,650	2,281,650	1,262,540	1,368,036	2,630,576
Intergovernmental	406,536	419,934	456,114	464,354	721,030	721,030	469,434	474,426	943,860
Interfund	577,990	625,608	659,449	710,746	1,189,130	1,274,481	778,316	819,447	1,597,763
Capital Outlay	76	-	-	556,465	3,997,167	4,294,783	3,332,042	1,361,714	4,693,756
Debt Service	1,935,632	1,607,778	1,754,785	1,776,701	3,689,271	3,689,271	1,323,666	1,310,259	2,633,925
Transfer Out	25,384	27,496	26,440	13,220	26,440	200,440	-	-	-
Expenditures	5,841,163	5,590,250	6,293,317	7,403,032	16,194,037	16,697,003	10,040,235	8,324,121	18,364,355
Net Annual Cash	8,162,187	4,661,160	4,669,931	114,204	(4,140,027)	(1,546,220)	(1,842,712)	(436,682)	(2,279,394)
					5,502,620		10,937,502	9,094,790	10,937,502
					1,362,593		9,094,790	8,658,108	8,658,108

<b>Sewer Fund Capital Detail</b>	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Capital</u>			
Machinery And Equipment			
Saw Cut Machine (25% of cost)	3,250		3,250
Mud Cart (25% of cost)	5,625		5,625
Roller (25% of cost)	12,500		12,500
Skid Steer Rubber Tracks	15,000		15,000
Small Dump Truck (33% of cost)		22,317	22,317
Camera Van (Side Sewer & GIS Software)	120,000		120,000
Pick Up Truck		12,017	12,017
6" Portable Screw Sucker (50%)	47,500		47,500
PW Operations Facility	500,000	250,000	750,000
Radio System Conversions	50,000	51,500	101,500
LS #02 (Puyallup St) Electrical Control Panel	200,000		200,000
LS #06 (Seibenthaller) Electrical Panel	220,000		220,000
LS #10 (Shops) Pump Replacement	150,000		150,000
LS #11 (16th E) Hatch	60,000		60,000
LS #14 & FM White River Restoration Project	375,000	103,000	478,000
Bridge Street Bridge	11,000		11,000
410 & Traffic Ave		556,200	556,200
64th & Tapps Highway (Design)	50,000		50,000
Insertable Flow Meter	45,000		45,000
Munis Utility Billing Implementation (Wastewater Utility share)	16,667	-	16,667
Munis EnerGov Implementation (Wastewater Utility share)	17,000	-	17,000
<u>Wasterwater Treatment Plant</u>			
Machinery And Equipment			
6" Portable Screw Sucker (50%)	47,500		47,500
Diesel Gator Addition	26,000		26,000
12 YD Dump Truck	250,000		250,000
Valve Exerciser		6,180	6,180
Biosolids Dewatering Improvements	920,000	360,500	1,280,500
Headworks TOC Analyzer	30,000		30,000
Headworks Platform	5,000		5,000
Primary Splitter Box - Rechannel	60,000		60,000
Aeration Basin (ORP Monitor, Baffles)	53,000		53,000
Dryer (Platform)	10,000		10,000
Electric Swing Gate	32,000		32,000
	<u>3,332,042</u>	<u>1,361,714</u>	<u>4,693,756</u>



# UTILITY BOND RESERVE FUND

## ENTERPRISE FUND

### WHAT WE DO

This fund, monitored by the Finance Department, accounts for the debt service requirements on the various bond issues through the water, sewer, and stormwater utilities. This separate reserve fund makes it easier to account for the bonds than having each bond issue split between the utility funds, which would appear as a larger cash balance in each utility.

### 17-18 HIGHLIGHTS

- Maintained adequate reserves to meet bond covenants.

### 19-20 GOALS

- With maturity of the 2008 Water/Sewer Revenue Refunding bonds, review this fund for adjustments.

#### Fund 403

Utility Bond Reserves Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Revenues</u>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-	-
Interest	235	558	32,634	9,427	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Revenues	235	558	32,634	9,427	-	-	-	-	-
<u>Expenditures</u>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-	-	-
Net Annual Cash	235	558	32,634	9,427	-	-	-	-	-
Beginning of the Year Cash	1,679,198	1,679,433	1,679,991	1,712,625	1,679,977	1,679,977	1,717,625	1,717,625	1,717,625
End of the Year Cash	1,679,433	1,679,991	1,712,625	1,722,051	1,679,977	1,679,977	1,717,625	1,717,625	1,717,625

## WHAT WE DO

Sumner's groundwater rises nearly to the surface in winter months and soils become saturated with standing water. The storm drainage utility provides a system that collects standing water from streets, driveways, landscapes, etc. and safely returns it back to the environment. Revenues for this fund come from system development charges, stormwater rates charged to utility customers, and grants and loans.

The Public Works Department operates and maintains the operation of the utility while the Finance Department manages customer service, accounting, and utility billing. Every business and residence in Sumner utilizes the stormwater utility.

## 17-18 HIGHLIGHTS

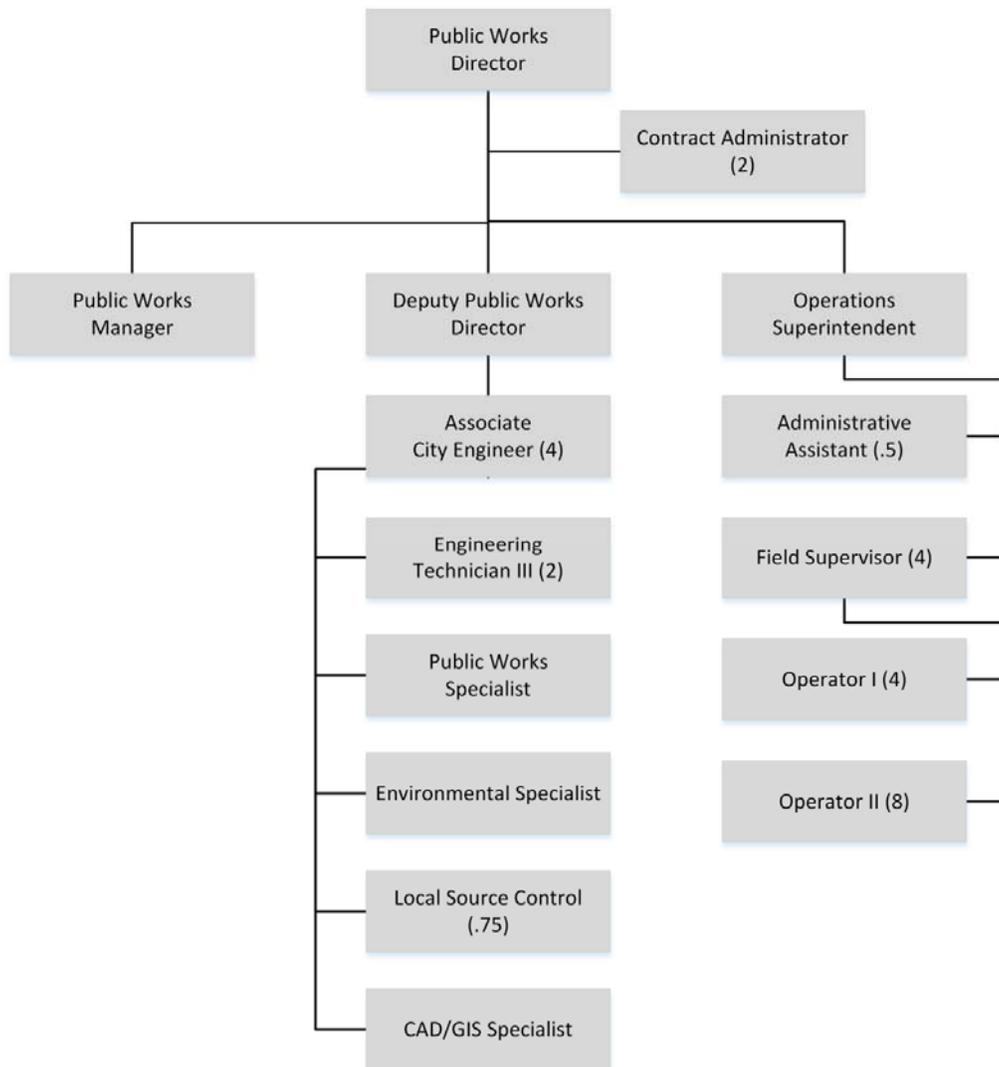
- Purchased Spider excavator to clean storm ponds and drainage ditches to meet NPDES Phase II permit standards;
- Completed planning efforts on White River Restoration and continued coordination with White River Dialog Group;
- Constructed decant facility to de-water catch basin debris and street sweepings as noted in the Solid Waste Permit;
- Completed significant construction of the East Sumner Neighborhood Regional Stormwater Facility;
- Replaced the 53rd Street Court East/Parker Road stormwater detention pond with an underground detention facility and added water quality treatment.

## 19-20 GOALS

- Develop of Storm Maintenance Program, including catch basin, pond, treatment facility, and outfall inspections;
- Update Stormwater Capital Improvement Program and complete Salmon Creek Rehabilitation Planning Study;
- Complete routine major maintenance operations on all city-owned existing water quality facilities that are overdue;
- Schedule expedited inspection and cleaning of catch basins and stormwater facilities that can now be accomplished because of upgraded decant facility;
- Complete design on new of stormwater capital improvement projects including White River Restoration projects and new culvert along Salmon Creek.;
- Fund stormwater utility replacements and upgrades related to street projects;
- Review new 2019 Municipal Separate Storm Sewer System (MS4) permit and take action on new permit requirements. Remain engaged in the permit writing process before and after implementation.

### LONG-RANGE PLANS

- Successfully operate under the requirements of the National Pollutant Discharge Elimination System (NPDES) permit;
- Continue monitoring groundwater, stream flows and weather to anticipate stormwater discharge and groundwater aquifer impacts;
- Promote Low Impact Development to decrease volume and flow and reduce impact on streams and groundwater aquifer;
- Increase number of inspections of privately owned storm drainage facilities;
- Maintain public system's stormwater facilities;
- Clean and upgrade ditches and associated culverts;
- Coordinate the storm drainage portions of street projects;
- Enhance local streams to promote salmon passage and habitat.



# STORMWATER FUND

FUND NO. 408

**Fund 408**

Stormwater Fund Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>Revenues</b>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	46,713	47,125	18,950	139,149	29,090	29,090	15,127	15,127	30,254
Intergovernmental	752,317	1,276,015	285,762	96,755	417,000	459,000	855,270	25,000	880,270
Charges for Service	2,304,687	2,877,867	3,066,255	3,009,078	5,589,590	5,589,590	3,328,090	3,462,212	6,790,303
Interest	6,177	132,384	30,358	24,591	-	20,000	10,057	8,033	18,090
Assessment Revenue	-	-	-	-	-	-	-	-	-
Miscellaneous	1,025,950	1,755,557	1,212,370	719,265	-	-	505,061	525,415	1,030,476
Capital Contributions	-	-	-	-	1,121,000	1,121,000	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Repayment of Interfund Debt	-	-	-	-	696,000	1,790,000	500,000	1,037,500	1,537,500
Proceeds from LT Debt	-	-	-	-	-	-	-	-	-
Revenues	4,135,843	6,088,948	4,613,695	3,988,838	7,852,680	9,008,680	5,213,605	5,073,287	10,286,892
<b>Expenditures</b>									
Personnel Salaries	700,762	702,532	754,363	750,480	1,654,854	1,679,854	965,055	1,002,762	1,967,817
Personnel Benefits	310,122	309,694	326,730	332,592	709,650	709,650	349,600	370,551	720,151
Supplies	15,130	13,730	59,755	27,684	37,390	37,390	51,000	52,174	103,174
Services & Charges	179,330	210,189	139,030	220,772	574,990	520,990	366,300	395,216	761,516
Intergovernmental	185,527	220,659	245,487	229,462	406,390	406,390	262,317	272,774	535,091
Interfund	350,708	379,936	447,393	430,372	742,110	800,827	482,427	509,317	991,744
Capital Outlay	3,199,717	1,627,714	853,199	2,396,698	5,427,167	5,380,587	4,056,554	3,372,376	7,428,930
Debt Service	9,016	-	-	-	-	-	-	-	-
Interfund Loan Disbursement	-	-	-	-	-	1,075,000	-	-	-
Transfer Out	12,692	13,748	13,220	13,220	26,440	200,440	3,682	-	3,682
Expenditures	4,963,005	3,478,202	2,839,176	4,401,281	9,578,991	10,811,128	6,536,935	5,975,170	12,512,105
Net Annual Cash	(827,162)	2,610,745	1,774,519	(412,443)	(1,726,311)	(1,802,448)	(1,323,330)	(901,883)	(2,225,213)
					2,045,181		6,573,678	5,250,348	6,573,678
					318,870		5,250,348	4,348,465	4,348,465

# STORMWATER FUND

FUND NO. 408

**Stormwater Fund**  
**Capital Detail**

	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Capital</u>			
Machinery And Equipment			
Saw Cut Machine (25% of cost)	3,625		3,625
Mud Cart (25% of cost)	6,500		6,500
Roller (25% of cost)	13,750		13,750
Skid Steer Rubber Tracks	14,012		14,012
Small Dump Truck (33% of cost)		22,317	22,317
4 Wheel Drive Brush Mower (25% of cost)	45,000		45,000
Pick Up Truck		12,017	12,017
Spider Excavator Attachments	20,000		20,000
PW Operations Facility	500,000	250,000	750,000
Capital Improvement Program Update	75,000		75,000
CIP No. 8 - 63rd St Ct E Improvements	-	66,950	66,950
CIP No. 24 - E Main St/160th Ave E Improvements	50,000	332,690	382,690
CIP No. 40 - Salmon Creek Restoration	50,000	370,903	420,903
CIP No. 41 - 64th St E Culvert Improvements	355,000	1,030,000	1,385,000
CIP No. 47 - White River Improvements	500,000	515,000	1,015,000
CIP No. 51 - 24th St Setback Levee	500,000	515,000	1,015,000
CIP No. XX - Bridge Street Bridge	140,000		140,000
Decant Facility	200,000		200,000
Site D Detention Pond w/Water Quality Facility	1,500,000		1,500,000
Salmon Creek Watershed Planning Study	50,000	257,500	307,500
Munis Utility Billing Implementation (Stormwater Utility share)	16,667	-	16,667
Munis EnerGov Implementation (Stormwater Utility share)	17,000	-	17,000
	<b>4,056,554</b>	<b>3,372,377</b>	<b>7,428,931</b>

## WHAT WE DO

This department serves individuals who are planning for their future resting place, families who need to schedule an interment and those visiting loved ones who are already laid to rest. Since it opened in 1864 as a final resting place for the residents of Sumner and the surrounding area, the Cemetery ensures quality service and special observances related to the cemetery's mission by

- Assisting individuals planning for their future;
- Assisting family and friends who need to make arrangements for the repose of loved ones who have just passed away;
- Maintaining a peaceful and beautiful facility and grounds;
- Offering many options to fully serve the wishes of individuals, from a variety of plot options to various niches as well as the memorial garden;

Helping to remember those in repose through annual programs such as offering holiday wreaths, power washing markers and partnering with the VFW for a Memorial Day service including the placing of flags on all veterans' graves.

## 17-18 HIGHLIGHTS

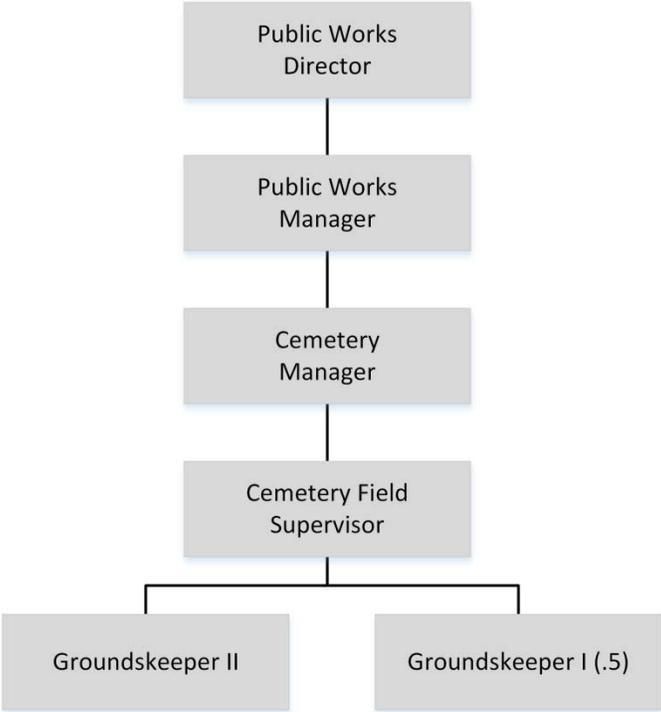
- Remodeled Cemetery Office - created inviting space for customers and sales.
- Update irrigation in two burial sections and on Pioneer Cemetery side.
- Painted the mausoleums and the public restroom.
- Replaced aging equipment, added a tow behind blower and small trailer.
- Participated in the Sumner Santa Parade.

## 19-20 GOALS

- Expand our grounds and care level.
- Irrigation improvements to expand automated areas.
- Comprehensive Plan update to coincide with Development Plan update.
- Extend paving to complete loop from new entrance to Chapel Mausoleum.
- Flag Pavilion created at new entrance.
- Plan and design new operations facility.

### LONG-RANGE PLANS

- Maintenance crew fully staffed with 3 full time maintenance workers.
- Monitor trends to address changes as we develop burial space in the next 20 years.
- Develop areas that are unavailable (Baby Land, Double Depth, Rose Garden)
- Construct new operations facility.
- Long range financial stability.



# CEMETERY FUND

FUND NO. 410

Fund 410 Cemetery Operations Fund Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Revenues</u>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
WA Historic Society Grant	-	-	-	-	-	-	18,000	-	18,000
Charges for Service									
Cemetery Fees	-	-	-	-	-	25,000	-	-	-
Lot Sales	103,920	95,471	103,733	101,777	174,000	174,000	151,107	154,129	305,236
Opening & Closings	56,254	62,063	62,290	50,542	115,000	115,000	57,600	62,400	120,000
Committal Service	-	21,890	20,770	13,406	24,000	24,000	16,800	18,200	35,000
Sale of Liners	27,445	19,800	22,550	20,385	50,000	50,000	21,600	23,400	45,000
Sale of Vaults	-	2,780	2,780	1,390	5,000	5,000	2,400	2,600	5,000
Sale of Urns	20,365	(898)	-	-	45,000	-	-	-	-
Sale of Markers	-	65,091	78,602	92,119	55,000	165,000	86,400	93,600	180,000
Sale of Vases	-	2,870	2,936	3,610	2,000	2,000	3,840	4,160	8,000
Setting Fees	23,947	16,695	16,675	20,584	30,000	30,000	17,760	19,240	37,000
Resetting Fees	-	3,660	5,535	3,760	10,000	10,000	4,800	5,200	10,000
Recording Fees	-	1,500	1,775	1,600	3,000	3,000	1,920	2,080	4,000
Misc Cemetery Revenues	25,516	11,290	18,636	16,785	45,000	35,000	19,200	20,800	40,000
Interest									
Investment Interest	1	17	14	20	-	-	-	-	-
Other Interest Earnings	306	272	134	25	300	300	-	-	-
Miscellaneous									
Other Misc Revenues	46,051	5,677	8,323	8,275	60,000	20,000	7,200	7,800	15,000
Insurance Recoveries	-	-	4,944	-	-	-	-	-	-
Gain/Disposal of Assets	-	-	-	3,856	-	-	-	-	-
Transfers In									
Transfer In - General Fund	192,000	208,000	200,000	223,000	400,000	423,000	200,000	200,000	400,000
Transfer In - Cemetery Development	-	-	27,500	27,500	-	-	38,000	38,000	76,000
Transfer In - Cemetery Endowment	1,440	1,560	-	-	55,000	55,000	-	-	-
Revenues	497,245	517,738	577,197	588,634	1,073,300	1,136,300	646,627	651,609	1,298,236
<u>Expenditures</u>									
Personnel Salaries	199,014	245,821	280,061	297,099	561,119	561,119	306,002	317,587	623,589
Personnel Benefits	107,890	124,156	135,926	141,443	271,648	271,648	143,785	152,255	296,041
Supplies	59,966	59,377	78,623	65,455	117,000	125,500	63,200	58,200	121,400
Services & Charges	23,744	11,000	14,805	13,056	43,990	43,990	57,850	22,100	79,950
Intergovernmental	1,493	1,815	1,891	2,106	5,000	5,000	2,000	2,000	4,000
Interfund	67,923	68,797	51,744	95,329	81,990	91,578	56,538	56,809	113,347
Capital Outlay	-	-	9,186	30,321	25,000	40,300	95,000	-	95,000
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
Expenditures	460,030	510,966	572,236	644,810	1,105,747	1,139,135	724,375	608,951	1,333,327
Net Annual Cash	37,215	6,772	4,961	(56,176)	(32,447)	(2,835)	(77,748)	42,658	(35,091)
Beginning of the Year Cash	(2,793)	34,422	41,195	46,156	33,802	33,802	105,988	28,240	105,988
End of the Year Cash	34,422	41,195	46,156	(10,021)	1,356	30,968	28,240	70,897	70,897

**Budget Notes:** The 2019/2020 budget for the Cemetery operations includes a seasonal position (five months). In addition, the budget includes the following improvements/equipment:

Item	Amount
Development - Paving	\$ 60,000
Development - Flag Pavilion	10,500
Development - Irrigation	5,500
John Deere Z997R (replacing old equip) 60"	19,000
	<u>\$ 95,000</u>

SUMNER  
*Cemetery*  
 — EST. 1865 —



## WHAT WE DO

The City of Sumner operates Metro Animal Services, the animal control program, in partnership with the City of Puyallup. Animal Control employees are part of the Police Department. This program serves all citizens – pet owners and non-owners. Through contracts, Metro Animal Services also serves the citizens of Algona, Bonney Lake, Edgewood, Milton, and Pacific.

Metro Animal Services exists to shelter, protect, and unite animals with their owners. More specifically, the animal control program:

- Shelters stray and surrendered animals and helps find them new homes through adoption;
- Offers citizens an adoption program for new pets;
- Licenses dogs and cats;
- Investigates cases of suspected cruelty or abuse toward animals;
- Enforce local ordinances and address issues involving animals;
- Protects the community from potentially dangerous or dangerous dogs;
- Helps owners care for their pets properly.

## 17-18 HIGHLIGHTS

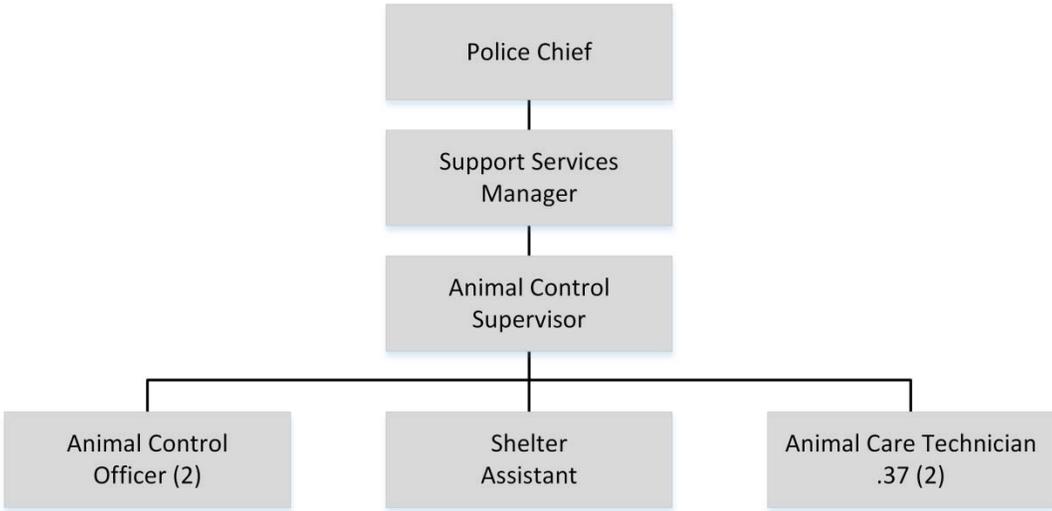
- Replaced older ACO Truck with a new 2018 custom Ford F250.
- Ongoing partnership and funding from Volkswagen of Puyallup.
- FAYMAS purchased a new washer and dryer for the shelter, eliminating the need to lease the appliances.
- Attended many community events to promote Metro.
- Successfully recruited and filled vacant ACO position.
- Maintained valued partnerships with rescue organizations and humane societies to reduce euthanasia rates.

## 19-20 GOALS

- Funds existing staff positions to continue to provide valued and needed services to all citizens and pets in our growing service area.
- Replaces bulletproof vests for two officers.
- Continue to utilize social media to educate the public about animal care, shelter services, adoptions, pet licensing, and community engagement.
- Adjust shelter fees to better match market competitors.
- Adjust 2020 base per capita formula to address future structural deficiencies and increasing dispatch costs.

**LONG-RANGE PLANS**

- Evaluate facility options to accommodate increased capacity to meet future demands.
- Evaluate volunteer and paid staffing levels to meet demands on service delivery. Cross train shelter assistant in animal care and control (enforcement).



# ANIMAL CONTROL FUND

FUND NO. 440

Fund 109 Animal Control Fund Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>Revenues</b>									
Intergovernmental	6,257	-	-	-	-	-	-	-	-
Charges for Service									
Animal Licenses	107,613	109,432	111,782	114,653	232,030	232,030	116,712	116,712	233,424
Per Capita	304,599	313,649	312,186	332,756	650,230	650,230	338,533	338,533	677,066
Other Charges for Service	68,975	85,446	86,255	83,831	144,500	144,500	81,850	81,850	163,700
Interest	14	41	76	199	30	30	50	50	100
Contributions/Donations	33,371	17,635	17,155	18,919	46,000	46,000	19,900	19,900	39,800
Other Non-Operating Revenues	1,965	93	100	6,011	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Revenues	522,794	526,295	527,553	556,368	1,072,790	1,072,790	557,045	557,045	1,114,090
<b>Expenditures</b>									
Personnel Salaries	225,192	272,411	284,724	291,655	573,351	573,351	309,808	321,888	631,695
Personnel Benefits	106,601	91,304	96,717	106,078	207,314	207,314	107,914	112,800	220,714
Supplies	31,389	22,948	20,665	27,040	52,000	52,000	22,550	24,550	47,100
Services & Charges	61,878	70,234	57,166	66,607	128,090	128,090	65,493	67,424	132,917
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	49,772	53,800	72,876	51,681	115,750	109,556	68,674	68,674	137,347
Capital Outlay	6,687	-	-	-	9,700	9,700	4,850	4,850	9,700
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
Expenditures	481,519	510,697	532,148	543,061	1,086,205	1,080,011	579,288	600,185	1,179,474
Net Annual Cash	41,275	15,599	(4,594)	13,307	(13,415)	(7,221)	(22,243)	(43,140)	(65,384)
Beginning of the Year Cash	29,335	70,610	86,209	81,614	105,897	105,897	68,997	46,754	68,997
End of the Year Cash	70,610	86,209	81,614	94,921	92,482	98,676	46,754	3,613	3,613

## Budget Notes:

This is essentially a status quo budget. The capital appropriation of \$9,700 is for radio replacement.

This is a new fund beginning 01/01/2019. Previously reported as special revenue Fund 109 (Animal Control Fund), this fund has been reorganized as a capital fund. Revenues into this fund include per capita fees, licensing fees, and animal shelter activity charges.

# UNEMPLOYMENT INSURANCE FUND

## INTERNAL SERVICE FUND

### WHAT WE DO

The Unemployment Insurance Fund provides funding for a self-insured unemployment program through the State of Washington. Claims for unemployment are managed by the State of Washington. The fund is overseen by the Human Resources and Finance Departments.

### 17-18 HIGHLIGHTS

No claims were processed in 2017/2018.

<b>Fund 501</b>									
Unemployment Insurance	Actual				Budget				
Resource Summary	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>Revenues</b>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-	-
Interest									
Total Investment Interest	5	6	28	74	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
Transfers In									
Transfers In	-	30,000	15,000	15,000	30,000	30,000	-	-	-
Revenues	5	30,006	15,028	15,074	30,000	30,000	-	-	-
<b>Expenditures</b>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Unemployment Compensa	30,976	18,678	498	-	30,000	30,000	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Indirect Cost Assessment	1,416	1,536	1,370	-	2,740	2,740	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
Expenditures	32,392	20,214	1,868	-	32,740	32,740	-	-	-
Net Annual Cash	(32,386)	9,793	13,159	15,074	(2,740)	(2,740)	-	-	-
Beginning of the Year Cash	48,247	15,860	25,653	38,813	4,540	4,540	52,503	52,503	52,503
End of the Year Cash	15,860	25,653	38,813	53,887	1,800	1,800	52,503	52,503	52,503

**Budget Notes:** Currently, no activity is budgeted for this fund in 2019-2020. If the City receives claims that exceed the available balance, an amendment will be requested.

### WHAT WE DO

Fleet primarily serves the other departments, especially police and public works, who rely heavily on vehicles running properly to serve the public in normal and critical times. This operation was established to centralize, coordinate and be responsible for buying and maintaining the vehicles and equipment for the City of Sumner.

### 17-18 HIGHLIGHTS

Successfully replaced and added specialty vehicles to enhance staff efficiency, e.g., Garbage Truck, Sign Service Truck, Storm Maintenance Service Truck, Sewer Service Truck, etc.

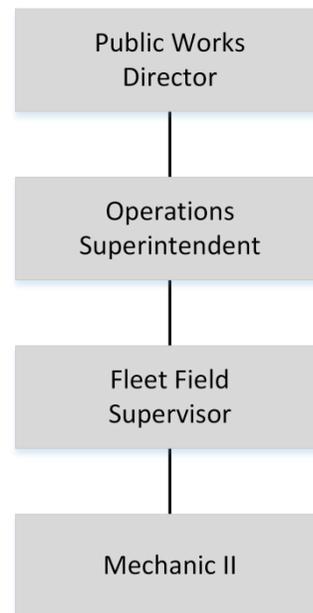
### 19-20 GOALS

Continue to bring the vehicle and equipment pool up to date.

Provide quick and efficient support to all departments so they in turn can provide the necessary service to the City.

### LONG-RANGE PLANS

Evaluate options for alternative fueled vehicles and equipment.



# FLEET OPERATIONS FUND

## FUND NO. 550

Fund 550 Fleet Operations Fund Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>Revenues</b>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Service									
General Governmental	9,144	9,908	22,620	22,620	45,240	75,240	20,789	20,789	41,578
Police	70,256	76,112	90,460	90,460	180,920	180,920	125,104	125,104	250,207
Community Development	7,316	7,924	6,784	6,784	13,570	13,570	5,195	5,195	10,390
Senior Center	-	-	-	-	-	-	-	-	-
Parks & Recreation	66,752	72,316	38,456	38,456	76,910	76,910	59,768	59,768	119,535
Facilities	-	-	-	-	-	-	10,395	10,395	20,790
Street Operations	43,660	47,300	49,596	49,596	99,190	99,190	27,749	27,749	55,498
Drug Fund	-	-	-	-	-	-	-	-	-
Animal Control Fund	10,972	11,888	13,800	13,800	27,600	27,600	20,789	20,789	41,577
Water Fund	43,660	47,300	49,596	49,596	99,190	99,190	57,262	57,262	114,524
Sewer Fund - Operations	96,704	104,764	98,912	98,912	197,820	197,820	59,860	59,860	119,721
Sewer Fund - WWTP	-	-	-	-	-	-	56,241	56,241	112,482
Stormwater Fund	43,664	47,304	49,600	49,600	99,200	99,200	57,262	57,262	114,524
Cemetery Fund	47,548	51,512	28,052	28,052	56,100	56,100	25,986	25,986	51,972
Interest	1	12	44	72	-	-	-	-	-
Miscellaneous	23,052	3,316	1,000	3,693	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Revenues	462,729	479,656	448,920	451,641	895,740	925,740	526,399	526,399	1,052,799
<b>Expenditures</b>									
Personnel Salaries	135,241	141,359	151,337	151,556	277,555	277,555	156,438	162,656	319,094
Personnel Benefits	65,312	71,986	74,477	76,062	150,995	150,995	78,334	83,224	161,558
Supplies	68,441	68,379	138,160	161,281	335,000	335,000	219,000	219,000	438,000
Services & Charges	153,113	88,222	40,433	25,919	80,280	110,280	15,900	15,900	31,800
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	32,180	34,864	57,422	38,668	67,790	67,790	50,675	51,673	102,348
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
Expenditures	454,287	404,810	461,829	453,486	911,620	941,620	520,348	532,453	1,052,801
Net Annual Cash	8,443	74,846	(12,909)	(1,845)	(15,880)	(15,880)	6,052	(6,054)	(2)
Beginning of the Year Cash	3,406	11,849	86,695	73,786	28,650	28,650	53,335	59,387	53,335
End of the Year Cash	11,849	86,695	73,786	71,942	12,770	12,770	59,387	53,333	53,333

**Budget Notes:** The increase in Supplies is primarily the reassignment of fuel costs from the Police Department in the General Fund to this fund. The Police Department assessment has increased commensurate with this change.

## WHAT WE DO

Technology Services caters to the diverse technology needs of the City of Sumner employees and visitors, providing technical support, resources, and services to help staff work smarter, faster and with greater efficiency. The Information Services staff work closely with all departments to provide needed resources as well as evaluate new technologies to increase productivity throughout the city.

This fund covers a wide range of services including

- Provide innovative methods to offer transparency to Sumner citizens by making resources readily available both in-house and online;
- Ensure the security of data and the network through ongoing security testing, robust patch management, software updates and backup solutions;
- Provide support and recommendations for data, networks, computers, servers as well as VoIP and mobile telephony solutions.

## 17-18 HIGHLIGHTS

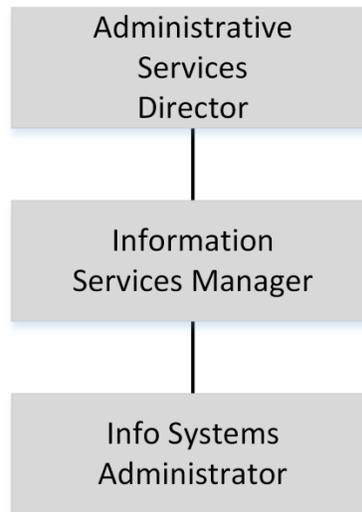
- Replaced existing mission critical router with two redundant routers to ensure uninterrupted network and resource availability.
- Replaced existing firewall with next generation firewall.
- Rolled out and implemented new financial database.
- Installed mobile device tracking and management software.
- Deployed Wi-Fi at Wastewater Treatment Facility and City Hall.
- Replaced end-of-life central servers and storage.
- Rolled out and trained end user with BlueBeam plan review software.

## 19-20 GOALS

- New permitting database, including on-line permit submission and tracking
- Network + Certification
- Replace backup server
- Office 365 roll-out and implementation
- Council Chambers/Dais technology improvements
- Two-factor authentication for additional security

## LONG-RANGE PLANS

- Collaborate with departments in the development of a long range technology roadmap to leverage new and progressive technologies and streamline processes throughout the city.
- Continue to take an innovative approach to computer and network security.
- Continuing to developing in-depth comprehensive security and access controls to ensure data integrity and availability for staff and citizens will be paramount to successfully provide a secure environment for the City of Sumner's data.
- Continue to support and develop new methods to reduce the need for paper in the workplace. The paperless initiative will include paperless statements and billing, as well as online document collaborations.

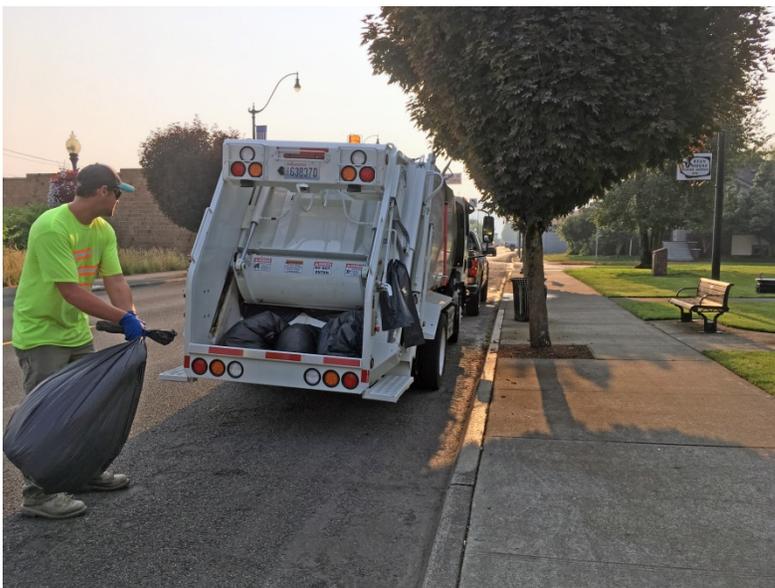
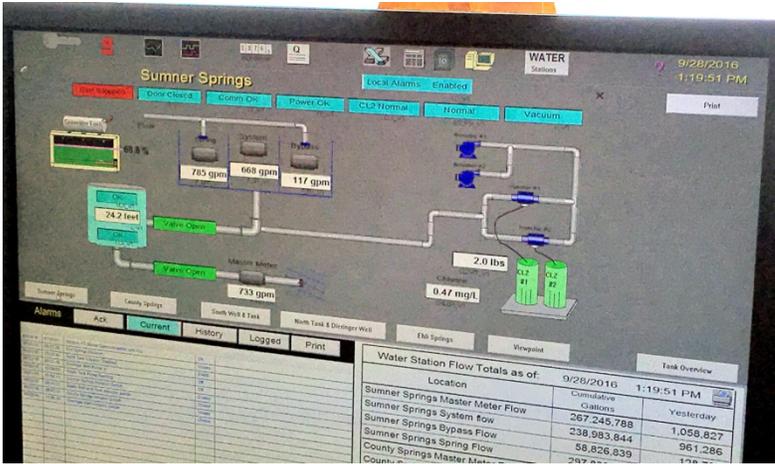


# TECHNOLOGY SERVICES FUND

FUND NO. 551

Fund 551 Technology Services Fund Resource Summary		Actual				Budget				
		2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Revenues</u>										
Taxes		-	-	-	-	-	-	-	-	-
Licenses & Permits		-	-	-	-	-	-	-	-	-
Intergovernmental		-	-	-	-	-	-	-	-	-
Charges for Service										
General Fund		207,233	222,976	319,856	319,856	641,610	641,610	477,518	477,518	955,036
Street Operations		19,008	20,592	37,512	37,512	75,020	75,020	-	-	-
Drug Fund		-	-	-	-	-	-	-	-	-
Water Fund		19,008	20,592	37,512	37,512	75,020	75,020	70,678	70,678	141,356
Sewer Fund		39,510	42,256	68,732	68,732	137,460	137,460	151,942	151,942	303,885
Stormwater Fund		19,012	20,596	37,512	37,512	75,020	75,020	68,672	68,672	137,344
Cemetery Fund		6,216	6,736	10,092	10,092	20,180	20,180	16,365	16,365	32,731
Animal Control Fund		16,900	18,188	29,076	29,076	58,150	58,150	29,363	29,363	58,726
Fleet Management		6,216	6,736	8,500	8,500	17,000	17,000	10,418	10,418	20,836
Interest		0	0	7	106	-	-	-	-	-
Miscellaneous		2,829	56	1,000	611	-	-	-	-	-
Transfers In		-	-	-	-	-	-	-	-	-
Revenues		335,933	358,728	549,799	549,508	1,099,460	1,099,460	824,958	824,958	1,649,915
<u>Expenditures</u>										
Personnel Salaries		149,892	166,251	174,742	195,769	355,099	355,099	199,915	207,272	407,187
Personnel Benefits		69,990	62,326	68,605	74,568	121,933	121,933	73,093	76,542	149,635
Supplies		65,730	44,159	229,149	171,713	465,700	473,000	377,912	317,062	694,973
Services & Charges		39,197	31,460	33,864	21,541	106,720	106,720	83,950	82,950	166,900
Intergovernmental		-	-	-	-	-	-	-	-	-
Interfund		24,128	26,140	28,782	3,243	50,000	50,000	2,941	3,030	5,971
Capital Outlay		-	7,882	5,705	-	-	4,600	220,000	-	220,000
Debt Service		-	-	-	-	-	-	-	-	-
Transfer Out		-	-	-	-	-	-	-	-	-
Expenditures		348,936	338,219	540,849	466,834	1,099,452	1,111,352	957,811	686,855	1,644,666
Net Annual Cash		(13,003)	20,510	8,950	82,674	8	(11,892)	(132,853)	138,102	5,249
Beginning of the Year Cash		16,561	3,558	24,068	33,018	1,048	24,048	12,087	12,087	12,087
End of the Year Cash		3,558	24,068	33,018	115,692	1,056	12,156	(120,766)	150,189	17,336

**Budget Notes:** The labor costs include a three month intern. The capital programmed into this budget includes software for agenda setting, financial/utility billing/permitting suite, learning management, and community engagement.



### WHAT WE DO

This funds the replacement of vehicles used by departments, primarily Public Works and Police. The participating departments pay into this fund to create the financial reserves for their vehicle replacement. Every citizen benefits from the use of these vehicles, whether they sweep the streets or respond to an emergency.

### 17-18 HIGHLIGHTS

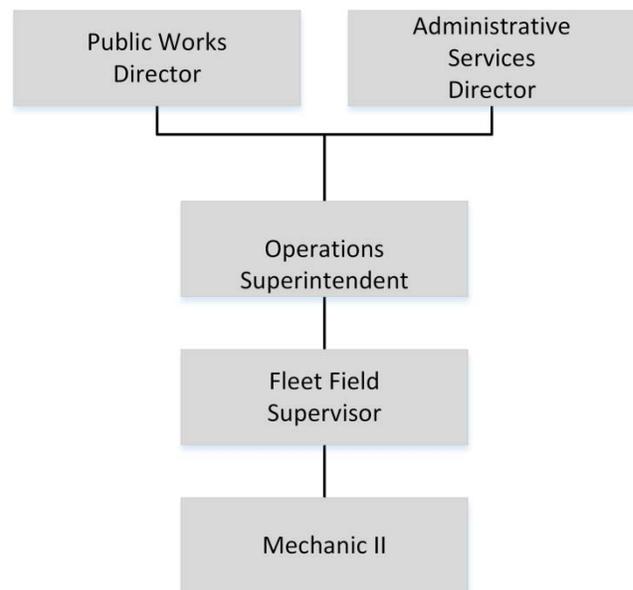
- Completed an Equipment Reserve Analysis study;
- Purchased 23 replacement vehicles;
- Collected over \$200,000 in the sale of surplus vehicles and equipment via on line auction;
- Collaborated with vendors and end users to procure "one-off" pieces of equipment such as a spider excavator and sewer camera van;
- Established a vehicle acquisition procedure that incorporates end user input as part of the purchase process.

### 19-20 GOALS

- Replace 11 existing vehicles;
- Add two additional vehicles to the Shops fleet (pool truck and small dump truck);
- Begin collecting Fleet Reserves based on new allocation model.

### LONG-RANGE PLANS

- Assess the viability of alternative fuel vehicles given existing infrastructure;
- Address replacement of specialized vehicles such as the jail van and bucket truck;
- Establish a large capital equipment reserve fund.



# FLEET REPLACEMENT FUND

## FUND NO. 555

Fund 555 Fleet Replacement Fund Resource Summary		Actual				Budget				
		2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<b>Revenues</b>										
Taxes	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-
Intergovernmental	115,276	-	-	-	-	-	-	-	-	-
<b>Charges for Service</b>										
General Governmental	1,868	2,024	1,902	17,714	3,890	19,616	13,827	13,827	27,654	
Police	100,724	109,116	209,840	19,529	209,840	229,369	146,788	138,020	284,808	
Community Development	1,728	1,872	3,600	-	3,600	3,130	4,593	4,593	9,186	
Senior Center	-	-	-	-	-	-	-	-	-	
Parks & Recreation	4,868	5,272	10,142	54,400	10,140	64,542	40,377	40,377	80,754	
Facilities	-	-	-	-	-	-	3,833	3,833	7,666	
Street Operations	9,600	10,400	20,000	17,323	20,000	217,323	39,080	34,455	73,535	
Drug Fund	-	-	-	-	-	-	-	-	-	
Animal Control Fund	14,400	15,600	30,000	(6,194)	30,000	23,806	19,142	19,142	38,284	
Water Fund	38,936	42,184	103,505	(13,035)	81,120	269,085	116,279	91,655	207,934	
Sewer Fund - Operations	52,588	56,972	109,560	86,919	109,560	343,479	121,299	96,674	217,973	
Sewer Fund - Treatment Plant	5,376	5,824	11,200	25,432	11,200	36,632	27,417	27,417	54,834	
Stormwater Fund	73,280	79,388	152,671	58,716	152,670	385,387	160,028	135,403	295,431	
Cemetery Fund	1,616	1,752	3,369	9,589	3,370	12,958	5,088	5,088	10,176	
Fleet Fund	-	-	-	-	-	-	7,205	7,205	14,410	
Interest	280	486	-	-	-	-	-	-	-	
Miscellaneous	85,535	810	608	273	-	-	-	-	-	
Transfers In	-	-	-	-	-	-	-	-	-	
Revenues	506,075	331,700	656,397	270,666	635,390	1,605,327	704,956	617,689	1,322,645	
<b>Expenditures</b>										
Personnel Salaries	-	-	-	-	-	-	-	-	-	
Personnel Benefits	-	-	-	-	-	-	-	-	-	
Supplies	-	-	-	-	-	-	-	-	-	
Services & Charges	5	-	-	-	-	-	-	-	-	
Intergovernmental	-	-	-	-	-	-	-	-	-	
Interfund	4,016	4,348	-	-	-	-	-	-	-	
Capital Outlay	848,209	79,385	1,625,133	260,490	1,099,000	1,861,000	526,500	40,000	566,500	
Debt Service	-	-	-	-	-	-	-	-	-	
Transfer Out	-	-	-	-	-	-	-	-	-	
Expenditures	852,230	83,733	1,625,133	260,490	1,099,000	1,861,000	526,500	40,000	566,500	
Net Annual Cash	(346,155)	247,967	(968,736)	10,176	(463,610)	(255,673)	178,456	577,689	756,145	
Beginning of the Year Cash	1,266,185	920,030	1,167,997	199,261	1,187,720	1,187,720	529,191	707,647	529,191	
End of the Year Cash	920,030	1,167,997	199,261	209,437	724,110	932,047	707,647	1,285,336	1,285,336	

**Budget Notes:** This fund is for the replacement of capital rolling stock. A rate model is completed biennially as part of the budget process to ensure appropriate reserves are being collected.

# FLEET REPLACEMENT FUND

## INTERNAL SERVICE FUND

### Equipment Information

Asset #	Equip #	Fund	Dept	Year	Make	Model	Acq Year	Repl Year	New Make	New Model	New Type	Cost
	U-202	555	Police	2010	Chevy	Impala	2010	1/1/2020	Ford	Utility	Detective	\$ 40,000
	U-022	555	Police	2008	Fod	Crown Vic	2008	1/1/2019	Ford	Utility	Patrol	\$ 50,000
	CD-3	555	Comm Dev	2004	Chevy	Colorado	2004	1/1/2019	Subaru	Forester	Building Official	\$ 32,500
	T-3	555	Water	2005	Chevy	2500	2005	1/1/2019	Ford	F450	Water Quality	\$ 58,000
	ENG-5	555	PW	2006	Ford	Escape	2005	1/1/2019	Chevy	Colorado	PW Inspector	\$ 37,000
	ENG-23	555	PW	1999	Dodge	Dakota	2002	1/1/2019	Chevy	Colorado	PW Inspector	\$ 37,000
	T-55	555	WWTP	2003	Ford	F250	2003	1/1/2019	Ford	F150	Pool Truck	\$ 34,500
	T-52	555	WWTP	2006	Ford	F450	2006	1/1/2019	Ford	F450	Service Truck	\$ 76,000
	CEM-01	555	Cemetery	2001	Chevy	1500	2006	1/1/2019	Ford	F150	Crew Cab	\$ 36,000
	P-1	555	Parks	2004	Ford	F150	2004	1/1/2019	Ford	F150	Pool Truck	\$ 33,500
	P-2	555	Parks	1997	Ford	F150	2004	1/1/2019	Ford	F150	Pool Truck	\$ 33,500
From Fund 555											\$ 468,000	
n/a	T-001	Util	-	-	-	-	-	1/1/2019	Ford	F150	Pool truck	\$ 33,500
n/a	T-036	Util	-	-	-	-	-	1/1/2020			Small Dump	\$ 65,000
From Utility Funds											\$ 98,500	
<b>TOTAL FLEET REPLACEMENT/ACQUISITION \$ 566,500</b>												

	2019	2020	Total
Fleet Replacement Fund	\$ 428,000	\$ 40,000	\$ 468,000
Utility Funds	98,500	-	98,500
	\$ 526,500	\$ 40,000	\$ 566,500

# FLEET REPLACEMENT FUND

FUND NO. 555



### WHAT WE DO

Those who are in repose at the cemetery will be there in perpetuity, long after the sale of plots has ended. Yet, they deserve a well-kept cemetery as do the friends and family who visit as well as the entire community. Through this Endowment Fund, the cemetery reserves ten percent (10%) of all revenue received from the sale of lots, crypts, and niches as that upon attaining a full cemetery, there will be funds available exclusively for the future care and upkeep of the facility. New revenue adds to the fund's principal.

Fund 601 Cemetery Endowment Resource Summary	Actual				Budget				
	2015	2016	2017	2018	2017/2018 Adopted	2017/2018 Revised	2019 Adopted	2020 Adopted	2019/2020 Adopted
<u>Revenues</u>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Service									
Lot Sales	13,316	13,471	14,819	16,431	21,500	21,500	-	-	-
Extended Land Use	1	-	-	-	-	-	-	-	-
Interest									
Total Investment Interest	1,109	1,642	12,035	13,424	400	400	600	600	1,200
Interfund Loan Interest	-	78,611	1,845	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
Interfund Loan Repayment	-	-	190,000	-	76,000	271,000	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Revenues	14,426	93,724	218,699	29,855	97,900	292,900	600	600	1,200
<u>Expenditures</u>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out									
To Cemetery Operations	1,440	1,560	-	-	-	-	600	600	1,200
Expenditures	1,440	1,560	-	-	-	-	600	600	1,200
Net Annual Cash	12,986	92,164	218,699	29,855	97,900	292,900	-	-	-
Beginning of the Year Cash	1,083,483	1,096,469	1,188,633	1,407,332	1,107,324	1,107,324	1,107,324	1,107,324	1,107,324
End of the Year Cash	1,096,469	1,188,633	1,407,332	1,437,186	1,205,224	1,400,224	1,107,324	1,107,324	1,107,324

**Budget Notes:** As a perpetual fund, the only expenditure is the transfer of interest earnings to the Cemetery Operations Fund, as allowed by state law.

# ALDER AVENUE REMEDIATION FUND

## FIDUCIARY FUND

### WHAT WE DO

In 2017, the City of Sumner entered into an agreement with multiple parties to settle an ongoing MTCA lawsuit, to which the City was not an active litigant. Through the agreement, the City acquired property located at 810 Alder Avenue and has agreed to facilitate the clean-up and remediation of said property. Under the terms of the agreement, a total of \$1,265,000 was deposited by the parties into a City trust account as contribution to be used solely for clean-up and remediation activities. Sumner will administer the remediation trust account and manage the clean-up.

Fund 603 Alder Ave Remediation					Budget				
Alder Ave Remediation Fund					2017/2018	2017/2018	2019	2020	2019/2020
Resource Summary	2015	2016	Actual 2017	2018	Adopted	Revised	Adopted	Adopted	Adopted
<u>Revenues</u>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental									
Charges for Service									
Interest	-	-	497	1,689	-	-	500	500	1,000
Miscellaneous	-	-	-	-	-	-	-	-	-
Judgements & Settlements	-	-	900,000	365,000	-	1,265,000	-	-	-
Transfers In									
General Fund	-	-	-	-	-	-	567,591	567,591	1,135,181
REET Fund	-	-	-	-	-	-	-	-	-
Revenues	-	-	900,497	366,689	-	1,265,000	568,091	568,091	1,136,181
<u>Expenditures</u>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	72,414	8,499	-	150,000	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay									
Alder Ave Remediation	-	-	2,464	75,281	-	1,115,000	2,156,100	81,000	2,237,100
Debt Service	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
Expenditures	-	-	74,878	83,780	-	1,265,000	2,156,100	81,000	2,237,100
Net Annual Cash	-	-	825,619	282,909	-	-	(1,588,010)	487,091	(1,100,919)
Beginning of the Year Cash	-	-	-	825,619	-	-	1,100,919	(487,091)	1,100,919
End of the Year Cash	-	-	825,619	1,108,528	-	-	(487,091)	-	-

**Budget Notes:** The City is anticipating bidding the initial construction of the clean-up infrastructure in late 2018/early 2019 for 2019 construction. Costs are estimates at this point.

# DEVELOPERS IMPACT FEE FUND

FIDUCIARY FUND

## WHAT WE DO

When new development occurs, the owner is charged mitigation or impact fees. These fees help offset the increased level of service that is necessary as a result of the development. Such services include streets, parks, trails, and fire services. Through this fund, managed by the Finance Department, money is maintained within the trust fund before being transferred to the appropriate capital project fund.

<b>Fund 605</b>					Budget				
Development Impact Fees					2017/2018	2017/2018	2019	2020	2019/2020
Resource Summary	2015	2016	2017	2018	Adopted	Revised	Adopted	Adopted	Adopted
<u>Revenues</u>									
Taxes	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Service	-	-	-	-	-	-	-	-	-
Interest	597	1,621	3,843	8,043	2,000	3,049	1,000	1,000	2,000
Miscellaneous									
Fire Mitigation	18,700	14,900	6,980	20,870	-	-	-	-	-
Street SEPA Mitigation	-	-	-	-	-	-	-	-	-
Traffic Impact Fees	733,911	666,863	785,572	359,455	-	-	-	-	-
Street Impact - CTI Tonnage	-	-	-	-	-	-	-	-	-
Parks Mitigation	91,448	65,866	39,670	557,111	-	-	-	-	-
Interfund Loan Repayment	-	-	2,601,049	-	-	2,600,000	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Revenues	844,655	749,249	3,437,114	945,479	2,000	2,603,049	1,000	1,000	2,000
<u>Expenditures</u>									
Personnel Salaries	-	-	-	-	-	-	-	-	-
Personnel Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Services & Charges	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-
Interfund	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Interfund Loan Disbursement	-	2,600,000	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-
To Arterial Street Fund (102)	-	-	-	-	-	-	-	-	-
To Gen Gov't CIP (303)	-	-	250,000	-	500,000	500,000	250,000	250,000	500,000
Expenditures	-	2,600,000	250,000	-	500,000	500,000	250,000	250,000	500,000
Net Annual Cash	844,655	(1,850,751)	3,187,114	945,479	(498,000)	2,103,049	(249,000)	(249,000)	(498,000)
Beginning of the Year Cash	2,380,175	3,224,830	1,374,079	4,561,193	2,553,734	2,553,734	4,914,288	4,665,288	4,914,288
End of the Year Cash	3,224,830	1,374,079	4,561,193	5,506,672	2,055,734	4,656,783	4,665,288	4,416,288	4,416,288

**Budget Notes:** With the establishment of new Street Capital and Parks & Trail Capital funds, this fund will be transitioned to close.

# FIREFIGHTER'S PENSION FUND

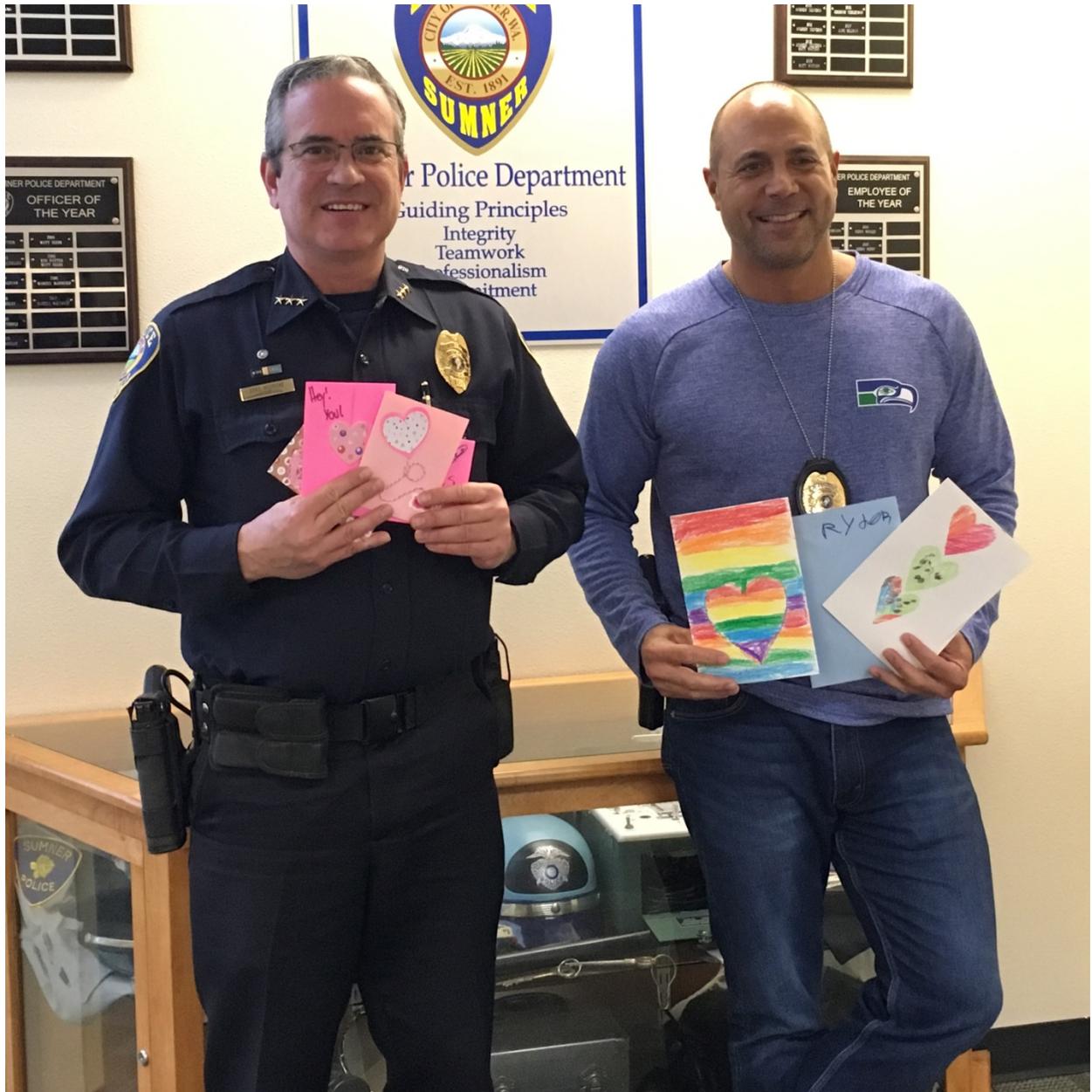
## FIDUCIARY FUND

### WHAT WE DO

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. Three retired employees (or spouses) of the former Sumner Fire Department still receive a portion of their pension benefits from the City.

<b>Fund 611</b>		Budget								
Fire Pension Fund		Actual				2017/2018	2017/2018	2019	2020	2019/2020
Resource Summary		2015	2016	2017	2018	Adopted	Revised	Adopted	Adopted	Adopted
<b>Revenues</b>										
Taxes		-	-	-	-	-	-	-	-	-
Fire Insurance Premium Tax		24,225	24,502	24,985	25,535	49,000	49,000	25,000	25,000	50,000
Licenses & Permits		-	-	-	-	-	-	-	-	-
Intergovernmental		-	-	-	-	-	-	-	-	-
Charges for Service		-	-	-	-	-	-	-	-	-
Interest										
Total Investment Interest		22	42	52	71	-	-	-	-	-
Miscellaneous		-	-	-	-	-	-	-	-	-
Transfers In										
Transfer In General Fund		24,000	26,000	25,000	25,000	50,000	50,000	40,000	40,000	80,000
Revenues		48,247	50,544	50,037	50,606	99,000	99,000	65,000	65,000	130,000
<b>Expenditures</b>										
Personnel Salaries		-	-	-	-	-	-	-	-	-
Personnel Benefits		-	-	-	-	-	-	-	-	-
Retiree Medical Expenditures		3,059	5,729	3,870	5,113	10,000	10,000	4,800	5,200	10,000
Retirement		67,631	74,535	62,510	63,176	162,000	162,000	75,000	75,000	150,000
Supplies		-	-	-	-	-	-	-	-	-
Services & Charges		-	-	-	-	-	-	-	-	-
Professional Services		-	-	-	-	-	-	-	-	-
Intergovernmental		-	-	-	-	-	-	-	-	-
Interfund		-	-	-	-	-	-	-	-	-
Capital Outlay		-	-	-	-	-	-	-	-	-
Debt Service		-	-	-	-	-	-	-	-	-
Transfer Out		-	-	-	-	-	-	-	-	-
Expenditures		70,690	80,264	66,381	68,290	172,000	172,000	79,800	80,200	160,000
Net Annual Cash		(22,443)	(29,720)	(16,344)	(17,684)	(73,000)	(73,000)	(14,800)	(15,200)	(30,000)
Beginning of the Year Cash		122,969	100,526	71,171	54,827	74,460	74,460	31,877	17,077	31,877
End of the Year Cash		100,526	70,806	54,827	37,144	1,460	1,460	17,077	1,877	1,877

**Budget Notes:** The City currently receives state shared revenues from the Fire Premium Insurance Tax. If the state eliminates this revenue sharing to municipalities with a fire pension fund, the General Fund will be tasked to absorb any cost with additional transfers.



# ABOUT THE CITY



Known as the  
Rhubarb Pie Capital  
of the World,  
Sumner celebrates  
Rhubarb Days in July.



## 2019-2020 BUDGET



# CITY OF SUMNER GENERAL INFORMATION

**Date of Incorporation**

February 7, 1891

**Form of Government**

Mayor – Council

**Type of Government**

Non-Charter, Code City

**Land Area**

7.2 square miles

**Rank in Size – Pierce County**

6<sup>th</sup>

**Population<sup>1</sup>**

10,030

**2019 Pierce County Certification of Assessed Value<sup>2</sup>**

\$3,071,018,628

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<sup>1</sup> Office of the Financial Manager

<sup>2</sup> Final Certification received from Pierce County, 2018 for 2019 tax year

# CITY OF SUMNER OUR HISTORY

## First Settlers

In 1853, members of a wagon train crossed over the Cascade Mountains through Naches Pass and settled an agricultural community in a fertile river valley at the junction of the Puyallup River and Stuck Creek (now known as the White River). They grew crops such as daffodils, rhubarb, hops, berries, vegetables, and turf grass.

In 1873 George Ryan came west from Wisconsin. He purchased 40 acres from Laura Kincaid Seaman and raised fruit, vegetables and hops. He also owned a sawmill, built a large section of the business district, and helped establish a railroad depot. Ryan House is now cared for by the City as part of its parks system and operated by the Sumner Historical Society.

The town itself was platted in 1883 on the 160 acres owned by John Kincaid. The establishment of the Northern Pacific rail line through the area and the construction of the depot influenced the development of the community. The downtown and core residential area developed within a 15-minute walk of the depot. With 127 registered voters and a majority vote, the town of Sumner incorporated in 1891 with George Ryan as the first mayor.

The reported population of Sumner was 538 in 1900. By 1998, it had grown to about 8,400. Agriculture remains important to the local economy, along with food manufacturing, wood products production, and warehousing and distribution.

## Sumner's Name

The village was first called Stuck Junction. Later, J.P. Stewart helped establish a post office serving the area now known as Puyallup and Sumner, and he named the area Franklin after his hometown in New York State.

When the post office relocated, another one was needed in the present-day Sumner area. The new post office was located at the Ryan's home with Mrs. Ryan as the first post-mistress. The U.S. Postal Department requested a new name for the post office since there were so many places named Franklin and delivering mail became confusing. Three townsmen—John F. Kincaid, L.F. Thompson, and George Ryan—could not agree on a name, so each placed a name on a slip of paper and put it into a hat. A boy was called into the store to pick one of the slips and it came out “Sumner.”

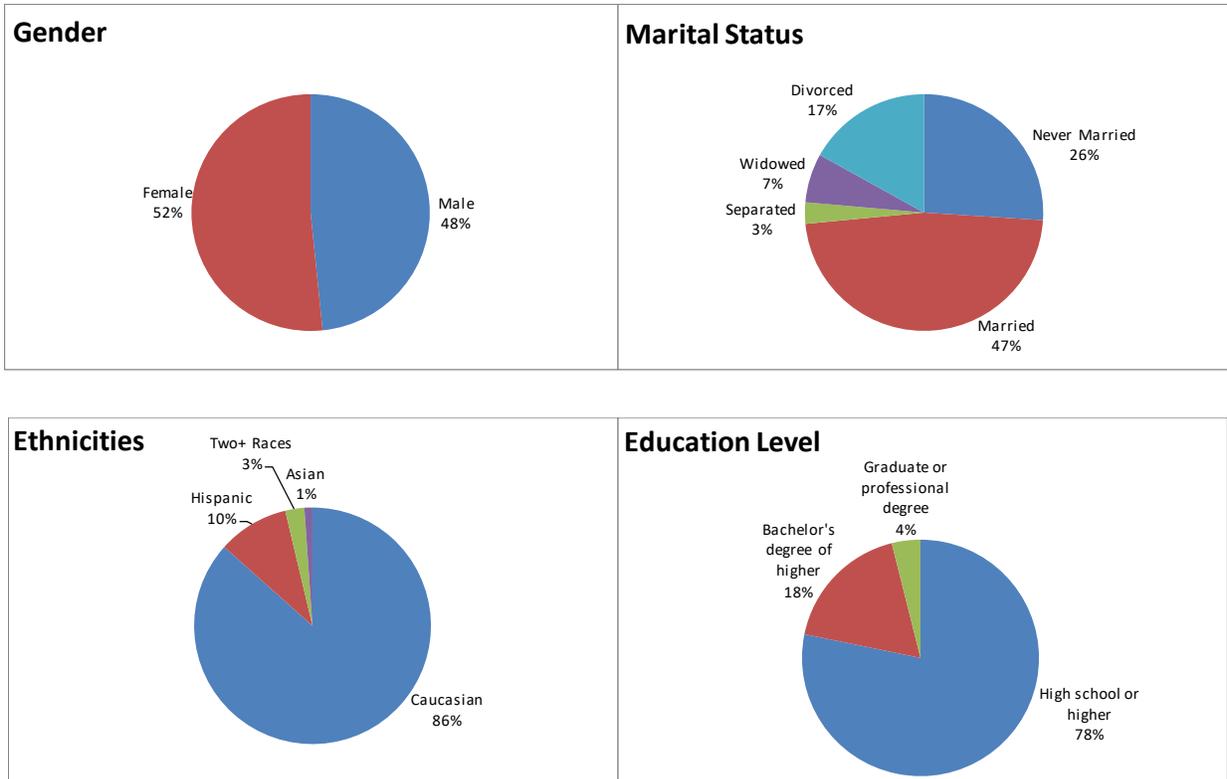
Charles Sumner was a Senator from Massachusetts and a popular statesman of the 19th century known for his efforts toward the abolition of slavery among other issues. The name of Sumner went on the railroad depot after the town incorporated in 1891.

# CITY OF SUMNER OUR COMMUNITY

- The City of Sumner is located in north central Pierce County, approximately 40 miles south of Seattle and 15 miles east of Tacoma, at the intersection of the Puyallup and White River.
- The City of Sumner, established in 1891, has grown from 531 residents in the year 1900 (US Census) to over 10,030 residents as of 2018.
- Sumner commercial and industrial districts currently support an estimated 14,000 jobs and continues to grow.
- The City encompasses 4,600 acres or 7.2 square miles.
- It has a designated urban service area/urban growth area of approximately 2,000 acres or 3.1 square miles.

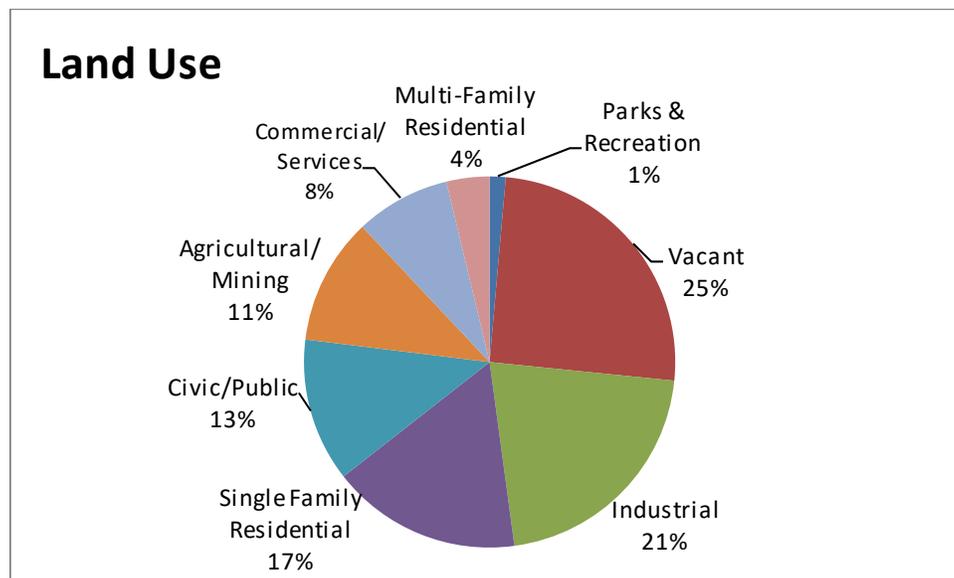
## Our Population

(Date from <http://www.city-data.com/city/Sumner-Washington.html>)



## Our Land Use

The graph below shows the City of Sumner's land use by acreage. As shown, the predominant land uses include single family residential, vacant land, civic/public land, and industrial land.



Further information on the City's land use, as well as land use of our surrounding neighbors, can be found in the City's Comprehensive Plan at [www.sumnerwa.gov](http://www.sumnerwa.gov).

## Our Employment Centers

Businesses headquartering in Sumner include: Belmont Cabinets, Shining Ocean, Dillanos Coffee, Investco, and Penny's Salsa. Other major industrial centers located in Sumner include the REI Distribution Center, Costco Distribution Center, Target Distribution Center, Golden State Foods (McDonalds Distribution), Maersk, Helly Hansen, lululemon, and Keurig Green Mountain Coffee Roasters, Inc.

# CITY OF SUMNER CITY SERVICES – WHO DOES WHAT?

The City of Sumner is a full-service City, offering a wide range of public services to a dynamic community. We maintain an active and informative website at [www.sumnerwa.gov](http://www.sumnerwa.gov).



## Public Safety

**Police services** are provided by the City of Sumner Police Department (<http://sumnerwa.gov/services/police/>).

Our state accredited police department is staffed by 20 commissioned officers, 4 special commissioned employees, and 6 non-commissioned employees. We provide Sumner citizens with a broad range of public safety services, and encourage partnerships with our community.

**Animal Control** services are provided by the cities of Sumner and Puyallup, lead agencies for Metro Animal Services (<http://metroanimalservices.org/>). Metro Animal Services operates an animal shelter in the City of Puyallup, and provides animal control services to both Sumner and Puyallup, as well as five additional cities under contract.

**Fire and Emergency Medical Services** are provided by East Pierce Fire Protection District #22 (East Pierce Fire & Rescue). More information on EPF&R programs can be found at <https://www.eastpiercefirerescue.org/>.

## Utilities

The City of Sumner owns and operates the water, sanitary sewer, and stormwater utilities within its corporate limits. The City provides services to approximately 3,000+ utility customer accounts:

Water Accounts	4,019
Sewer Accounts	3,264
Stormwater Accounts	3,322

*As of September 2018*





**Water:** the City of Sumner operates and maintains 108.4 miles of water pipe, five storage tanks, 3,450 meters, four springs, and four wells

**Sewer:** the City of Sumner operates a Wastewater Treatment Facility that is a partnership through interlocal agreement with the City of Bonney Lake. Under Sumner’s care, the facility treats over 800 million gallons each year, carefully returning effluent that is safe for the environment. The Facility is routinely recognized for its quality service and even has gardeners take the resulting Class A biosolid, eliminating the need to truck and burn it for further environmental savings. In addition to the facility, Sumner maintains 63.9 miles of sewer, 1,115 manholes, and 16 pump stations.

**Stormwater:** Sumner is very conscious of being good stewards of the 16 miles of fish-bearing creeks and rivers within our City. To that end, the City operates and maintains 3,800 catch basins, 759 storm water manholes, 55.2 miles of pipe line. Sumner partners with local farmers and the FFA to use sheep and goats to naturally maintain detention ponds and continually provides education to businesses and residents on how to help keep stormwater clean through the regional Puget Sound Starts Here partnership.

**Streets:** The City’s Public Works Department maintains 56.7 miles of road, 64.2 miles of sidewalk and 10 traffic signals. Each year, the City collects 220 tons of sweepings and uses 27 tons of patch to fill potholes. In the past few years, Sumner has earned over \$30 million in grants to build roads, bridges, trails and more.

**Other Utilities:** In addition to City utilities, other service providers include:

Puget Sound Energy	Electric, natural gas	PSE.com
DM Disposal	Waste management, recycling	<a href="http://www.murreysdisposal.com">www.murreysdisposal.com</a>
Xfinity	Cable television, broadband, telephone	Xfinity.com

**Education**

The City of Sumner lies within the Sumner-Bonney Lake School District ([www.sumnersd.org](http://www.sumnersd.org)). The Sumner city limits includes one high school (Sumner High School), one middle school Sumner Middle School and two elementary schools Daffodil Valley Elementary and Maple Lawn Elementary. The Elhi Hill High School Program and the Sumner School District Administrative Offices are also located in Sumner.

## Community Services



**Parks:** Sumner's Parks staff keep over 24 acres of park plus 5.5 miles of trail looking beautiful for all-season recreation. Sumner's parks offer a variety of experiences. Loyalty Park, which is over 100 years old, is still a favorite for hosting birthday parties, picnics and even retirement parties with its tall trees, large fields and amenities. Heritage Park, a newer park right in Downtown Sumner is the center of outdoor concerts and summer events. Rainier View Park, the newest park on Sumner's east side, brings kids' vision of a perfect day in the park to reality with a picnic shelter, climbing wall, mosaic art and of course, perfect views of Mt. Rainier. Seibenthaler Park offers play equipment and fields

for Sumner's northern neighborhoods while the Bill Heath Sports Complex offers formal playfields including softball, volleyball, Sk8 Park, concession stand and picnic areas.



**Recreation:** Sumner residents have access to the Sumner-Bonney Lake Recreation Program, offered by the City of Bonney Lake as a partnership with the Sumner School District. The City of Sumner also supports the Gordon Family YMCA and continues to seek opportunities to bring cost-efficient, quality recreation opportunities to the people of Sumner.

**Senior Services:** The City partners with Stafford Suites to operate a full-service Senior Center (<http://sumnerwa.gov/living/senior-center/>). The Center offers health options such as tai chi, Zumba, SilverSneakers and yoga; social activities such as music, parties, canasta; activities such as woodworking and painting; trips to places Northwest Trek and the Washington State Fair; and services including haircuts, blood pressure & glucose checks, foot care and more.





**Library:** The City of Sumner lies within the Pierce County Library District ([www.piercecountylibrary.org](http://www.piercecountylibrary.org)). For tax year 2018, property owners are assessed \$0.42945 per \$1,000 of assessed value for library services. The Sumner Pierce County Library currently resides in a building from the 1970s on Fryar Avenue. The City is working with the Library District to bring future library services back to Main Street in a new building.

**Public Health:** The City partners with the Tacoma-Pierce County Health Department ([www.tpchd.org](http://www.tpchd.org)) to provide state required basic public health services.

**Transportation:** Sound Transit provides bus and train service from the Sumner Station to Seattle, Tacoma, and other points in between. In addition, Pierce County operates the Beyond the Borders service, which provides free transit service on weekdays to individuals who are youth, senior citizens, low-income or with disabilities.



# GLOSSARY



City Attorney Andrea Marquez welcoming school tours



**2019-2020 BUDGET**



## BUDGET TERMS GLOSSARY

**Accounting System:** The total set of records and procedures, which are used to record, classify, and report information on the financial status and operations of an entity.

**Ad Valorem Taxes:** A tax levied on the assessed value of real property.

**Agency Fund:** A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments, and/or other funds.

**Appropriation:** Legislation by the City Council that approves budgets for individual funds. Appropriations can only be adjusted by passage of a subsequent ordinance of the City Council upon recommendation by the Mayor.

**Assessed Valuation:** The estimated value placed upon real and personal property by the Pierce County Assessor as the basis for levying property taxes.

**BARS:** The Washington State Auditor prescribed Budgeting, Accounting, Reporting System Manual required for all governmental entities in the State of Washington.

**Bond (Debt Instrument):** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

**Budget:** Budget adopted by Sumner's City Council that goes into effect on January 1st, including amendments through December 31st, of the current year.

**Budget (Operating):** A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also used to denote the officially approved expenditure ceilings under which the City and its departments operate.

**Budget Adjustment:** A procedure to revise a budget appropriation either by City Council approval through the adoption of a supplemental appropriation ordinance.

**Budgets and Budgetary Accounting:** The City of Sumner budgets its funds in accordance with the Revised Code of Washington (RCW) 35A.33. In compliance with the Code, annual appropriated budgets are adopted for the General, Special Revenue, Debt Service, Capital Projects Funds and any unexpended appropriations lapse at the end of the fiscal year. For Governmental Funds, there is no substantial difference between budgetary basis and generally accepted accounting principles. Annual appropriated budgets are adopted at the fund level.

**Budget Calendar:** The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

**Budget Document:** The official written statement prepared by the Finance Department and supporting staff, which presents the proposed budget to the City Council.

**Budgetary Control:** The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**CDBG:** Community Development Block Grant is funding for the purpose of carrying out eligible community development and housing activities.

**Capital Assets:** Assets of significant value, which assets have a useful life of several years. Capital assets are also called fixed assets.

**Cash Basis:** A basis of accounting in which transactions are recognized only when cash is received or disbursed. The City of Sumner operates on a cash basis.

**Comprehensive Plan:** A general plan that outlines growth and land use for residential, commercial, industrial, and open space areas.

**Councilmanic Bonds:** Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds, which must be approved by vote of the public. Councilmanic bonds must not exceed .75 percent of the assessed valuation and voted bonds 1.75 percent.

**Debt Service:** Payment of interest and repayment of principal to holders of the City's debt instruments.

**Debt Service Fund:** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Deficit:** (1) The excess of an entity's liabilities over its assets (see Fund Balance). (2) Expenses exceeding revenue during a single accounting period.

**Department:** Basic organizational unit of City government responsible for carrying out a specific function.

**Depreciation:** (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy of obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

**Expenditures:** Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

**FICA:** Federal Insurance Contribution Act is an employment tax levied against both an employee and employer for Social Security and Medicare taxes.

**FEMA:** The Federal Emergency Management Act is a Federal initiative designed to provide financial assistance in the event of an emergency.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**Full-Time Equivalent Position (FTE):** FTE is a measure of a position by its budgeted hours. For example, 1 FTE equals 2,080 hours and .75 FTE equals 1,566 hours.

**Fund Balance:** Difference between fund assets and fund liabilities (the equity) in governmental funds. Fund balances will be classified as reserved or undesignated.

- **Reserved funds:** An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

- **Undesignated fund balance:** The funds remaining after reduction for reserved balances.

In addition, many of the special funds are themselves restricted as to use, depending on the legal restrictions governing the levy of the funds they contain. Examples are Debt Service Fund and the Capital Improvement Fund.

**GASB:** Government Accounting Standards Board established in 1985 to regulate the rules and standards for all governmental units.

**General Obligation Bonds:** Bonds for which the full faith and credit of the insuring government are pledged for payment.

**Indebtedness:** The state of owing financial resources to other financial institutions and investors.

**Interfund Payments:** Expenditures made to other funds for services rendered. This category includes interfund repairs and maintenance.

**Intergovernmental Services:** Intergovernmental purchases of those specialized services typically performed by local governments.

**LEOFF:** Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.

**LID:** Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**LTGO:** Limited Tax General Obligation bonds are non-voter approved bonds for which the full faith and credit of the insuring government are pledged for payment.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Mitigation Fees:** Fees paid by developers toward the cost of future improvements to City infrastructure, which improvements are required due to the additional demands generated by new development.

**Object:** As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, and materials and supplies.

**PERS:** Public Employees Retirement System provided for, other than Police and Fire, by the State of Washington.

**PWTF:** See Public Works Trust Fund.

**Personnel Benefits:** Those benefits paid by the City as part of the conditions of employment. Examples include insurance and retirement benefits.

**Program:** A group of related services or activities that are provided or administered by a department or division and accounted for in its budget.

**Public Works Trust Fund Loans:** A State revolving loan fund that provides low-interest loans to help local governments maintain or improve essential public works systems.

**Reserve:** See fund balance.

**Resources:** Total dollars available for appropriations including estimated revenue, fund transfers, and beginning fund balances.

**Retained Earnings:** An equity account reflecting the accumulated earnings of the City.

**Revenue:** Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.

**Revenue Bonds:** Bond issued pledging future revenue (usually water, sewer, or drainage charges) to cover debt payments in addition to operating costs.

**Revenue Estimate:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically, a future fiscal year.

**Salaries and Wages:** Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime and temporary help.

**Supplies:** A basic classification of expenditures for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, inventory or resale items, and small tools and equipment.

**TIB:** Transportation Improvement Board distributes grant funding, which comes from the revenue generated by three cents of the statewide gas tax, to cities and counties for funding transportation projects.

**TIP:** Transportation Improvement Program is a comprehensive program used to identify specific transportation projects for improvement to enhance local, regional, State, and Federal transportation systems.

**Trust Fund:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

**UTGO:** Unlimited Tax General Obligation bonds are voter approved and retired by a tax levy commonly referred to as an excess levy.

**Use of Prior Year Revenue:** Fund balance from prior year revenue to be used to offset current year expenditures.





In memory of Mayor Dave Enslow, who pushed for fiscal responsibility eight years as a councilmember and another 12 years as mayor until his passing in 2017.  
We still budget with his guidance and lessons in mind.