



The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's meeting in-person at City Hall (Council Chambers), or virtually by using the meeting access link below.

<https://sumnerwa-gov.zoom.us/j/89688541421>

Or One tap mobile :

+12532158782,,89688541421# US (Tacoma)

Or Telephone:

+1 253 215 8782 US (Tacoma)

+1 253 205 0468 US

Webinar ID: 896 8854 1421

CALL TO ORDER

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

REGULAR BUSINESS

1. LTGO 2023 Update (Cemetery Building)
2. Sidewalk Code Update
3. Downtown Property Acquisition

CITY ADMINISTRATOR REPORT

AGENDA SETTING

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

EXECUTIVE SESSION

For the purpose of discussing with legal counsel real estate acquisition/sale, pursuant to RCW 42.30.110(1)(b)(c) and potential litigation per RCW 42.30.110(1)(i)(ii).

ADJOURNMENT

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact the City Clerk at (253) 299-5590, 24 hours in advance.

SUBJECT: LTGO 2023 Update (Cemetery Building)

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: Debt Service

Within Budget Allocation: N/A

ATTACHMENTS:

1. Cemetery Facility Financing Presentation

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

At its March 27, 2023 Study Session, staff presented City Council with a history and needs analysis of facility improvements at the Sumner Cemetery. The proposed project will construct an approximately 4,800 ft² building on the Cemetery property. This building will provide storage, office/breakroom space, an information technology/mechanical area, and restrooms/shower facilities. This building will also house Parks employees/equipment until the construction of a Public Works Operations Facility.

At its May 15, 2023 City Council meeting, City Council approved Ordinance No. 2854 delegating the authority for staff to issue a request for proposal for debt issuance through private placement, and finalize the final terms of the issue within the parameters established by the ordinance.

Working with D.A. Davidson (placement agent) and K&L Gates (bond counsel), a request for proposal was circulated on May 18, 2023, with a due date of June 7, 2023. Six responses were received and the proposals analyzed for responsiveness and all-in true interest cost.

Staff will review the responses received and provide an update on the successful proposal and next steps.

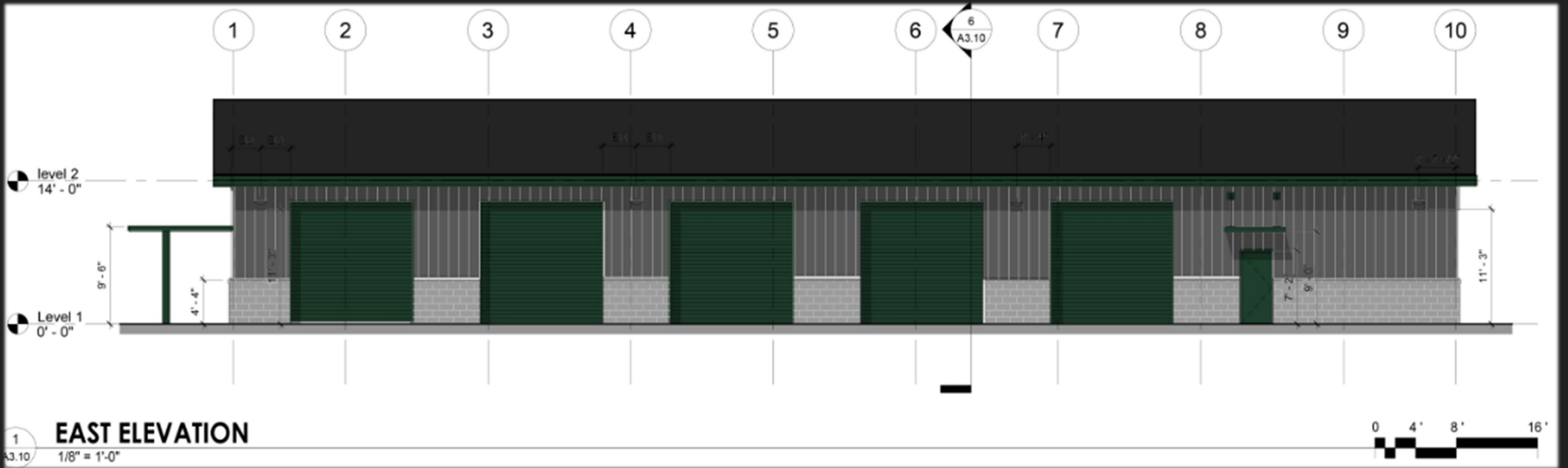
COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE: 6/26/2023

COMMITTEE RECOMMENDATION: N/A

STAFF RECOMMENDATIONS/MOTION:

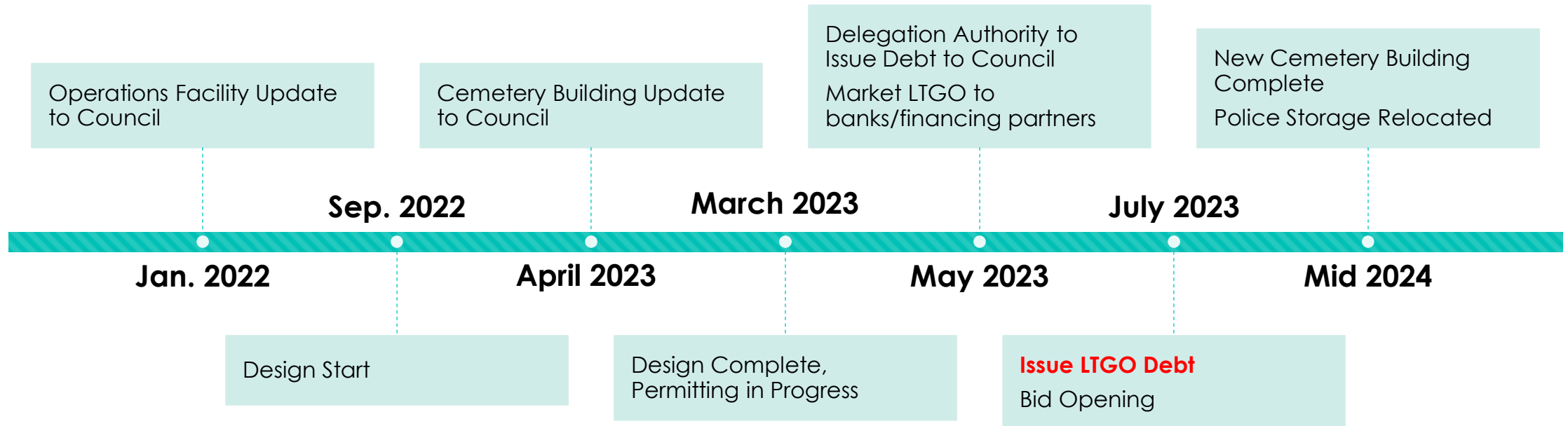
Informational only; no additional action needed at this time.



CEMETERY FACILITY FINANCING

CITY COUNCIL STUDY SESSION 6/26/2023

What have we done so far?



FINANCING SCHEDULE

Private Placement

Step	Timeline
Retain placement agent & bond counsel	March 2023
Delegation authority ordinance	
To Finance Committee	May 3, 2023
To City Council	May 15, 2023
Placement Agent markets LTGO bond	May 18, 2023 – June 7, 2023 (due date)
Update City Council	June 26, 2023
Issue debt	July 7, 2023
Begin construction	August - September 2023

Ordinance Delegating Authority

Ordinance 2854

- Provides for the issuance and sale of a limited tax general obligation bond in the principal amount of \$3,050,000 to provide funds to finance the Cemetery building project and other capital projects of the City, and delegating certain authority to approve the final terms of the bond to the designated representative in connection with the sale
- True interest cost not to exceed 5.5%
- Maximum term no later than 07/01/2033

Response Summary

Institution	JP Morgan Chase Option A**	JP Morgan Chase Option B**	JP Morgan Chase Option C**	The Commerce Bank	North Cascades Bank	Cashmere Valley Bank	Webster Bank	Flagstar Funding
All in TIC*	3.74%	4.26%	3.81%	4.63%	6.33%	6.72%	4.31%	4.57%
Total Debt Service	\$3,650,921	\$3,747,168	\$3,663,707	\$3,816,302	\$4,140,496	\$4,216,186	\$3,755,708	\$3,805,137

*TIC = True Interest Cost

**JP Morgan Chase
 Option A – No call feature
 Option B callable 07/01/2026
 Option C callable 07/01/2030

CONSTRUCTION PROGRESS

- 100% Plans and Specifications in Review
- Advertise for Bid: June 28th 2023
- Bid Opening: July 26th 2023
- PW Committee: August 1st 2023

QUESTIONS?



SUBJECT: Sidewalk Code Update

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Presentation
 2. Ordinance No. 2862 - Sidewalk Construction Amendment
-

STAFF CONTACT: Courtney Littrell, Engineering Assistant, Andrew Leach, Public Works Manager

SUMMARY BACKGROUND:

Sidewalks within the City of Sumner that are damaged are to be reported to City staff to be inspected for further action. The Sumner Municipal Code Chapter 12.20, Sidewalk Construction, outlines how these reported sidewalks are rated based on the damage observed. The current code only has three defects that are looked at during these inspections. However, the inspection details have since been updated to include additional damage categories to be evaluated for sidewalk replacement.

Additionally, the sidewalk code is to be updated to reflect that damages that are the responsibility of the Property Owner will have a Notice sent, which will include information on how to do the necessary sidewalk repairs, and to serve as notice that the Property Owner is responsible for the sidewalk replacement.

COUNCIL COMMITTEE/STUDY SESSION: Study Session MEETING/STUDY SESSION DATE: 6/26/2023 COMMITTEE RECOMMENDATION:
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STAFF RECOMMENDATIONS/MOTION:

A motion to adopt Ordinance No.: 2862, revising sections of Chapter 12.20 Sidewalk Construction, substantially in the form as approved by the City Attorney.

The background of the slide is a vibrant, cartoon-style illustration of a suburban neighborhood. In the foreground, a large, leafy green tree is partially visible on the right side. Below it, a grassy lawn stretches across the bottom. A dark grey horizontal band runs across the middle of the slide, containing the text. Above this band, a row of diverse houses with red roofs and green lawns is visible. The sky is a soft, pale blue with a few white clouds. The overall scene is bright and cheerful.

Sidewalk Program Update

Study Session – Monday June 26th, 2023

Courtney Littrell & Andrew Leach

Overview

Sidewalk Code Update (SMC 12.20)

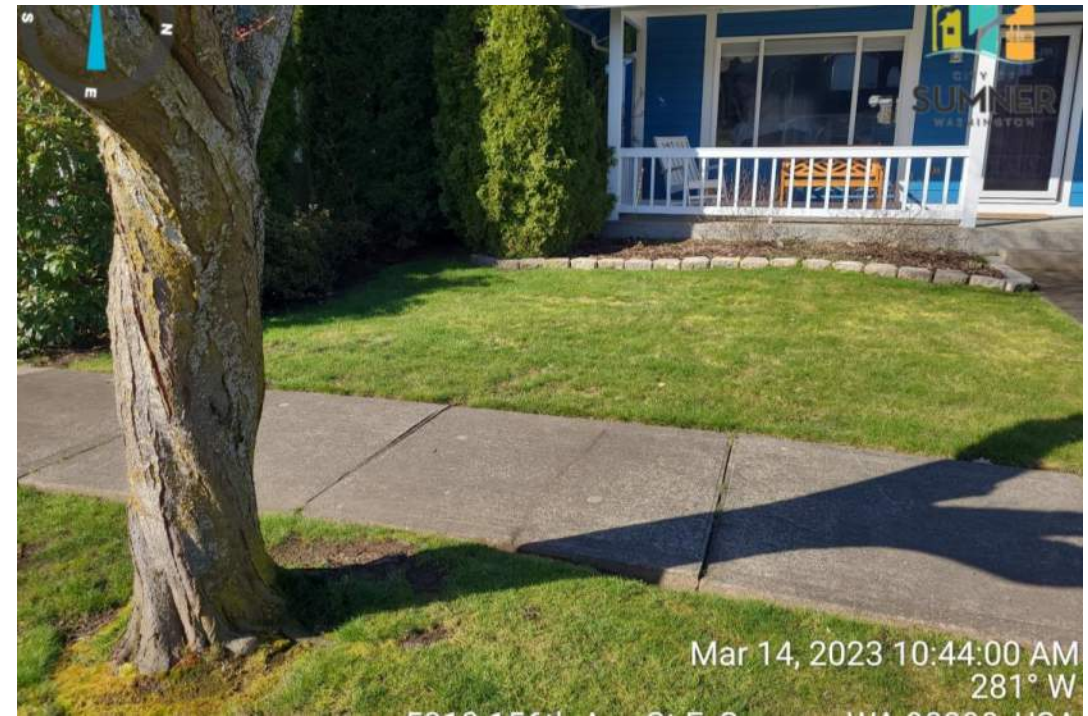
Sidewalk Workflow

Sidewalk Program Updates

CIP Updates

Sidewalk Code Update

- Updating the code to reflect the rating system that is in place for sidewalk damages
- Ratings and the code are how we can prioritize the repairs of damaged sidewalks throughout the City
 - Street Trees
 - Helping Homeowners
- Code will be updated at the next council meeting on July 17th



Sidewalk Workflow

Complaint Received



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graph TD; A[Complaint Received] --> B[Sidewalk Inspection]; B --> C[Temporary Repair]; C --> D[Notice of Responsibility]; D --> E[Final Repair];
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The diagram illustrates a five-step sidewalk workflow. It begins with 'Complaint Received' in a blue box, followed by 'Sidewalk Inspection' in a green box, 'Temporary Repair' in a tan box, 'Notice of Responsibility' in a purple box, and finally 'Final Repair' in a brown box. Each step is connected to the next by a downward-pointing arrow, indicating a sequential process.

Sidewalk Inspection

Temporary Repair

Notice of Responsibility

Final Repair

Sidewalk Programs & CIPs

Schedule Updates



Sidewalk Programs

- Helping Homeowners
- Street Trees
- American Disabilities Act (ADA)
- Trail Maintenance

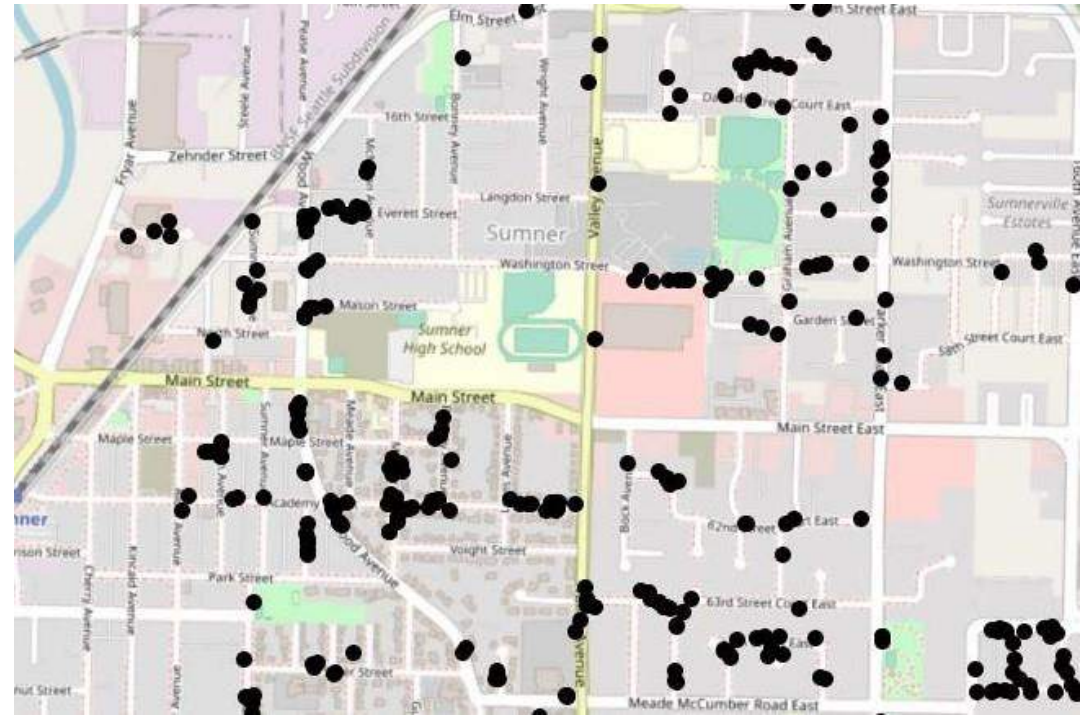
Helping Homeowners

- Complaint driven program
- Cost share with homeowners
 - \$50,000 from City and \$50,000 from homeowners
- Locations are prioritized based on severity and location within the City in relation to equity
- Applications will be sent to Homeowners
 - Cost will be laid out in the application
- Design in Fall 2023
- Construction in Summer 2024
 - Constructed with Street Tree Program



Street Trees

- 456 locations within the City
- Design in Fall of 2023
- Construct in Summer of 2024
 - Constructed at the same time as Helping Homeowners
- Have \$500,000 available for the biennium



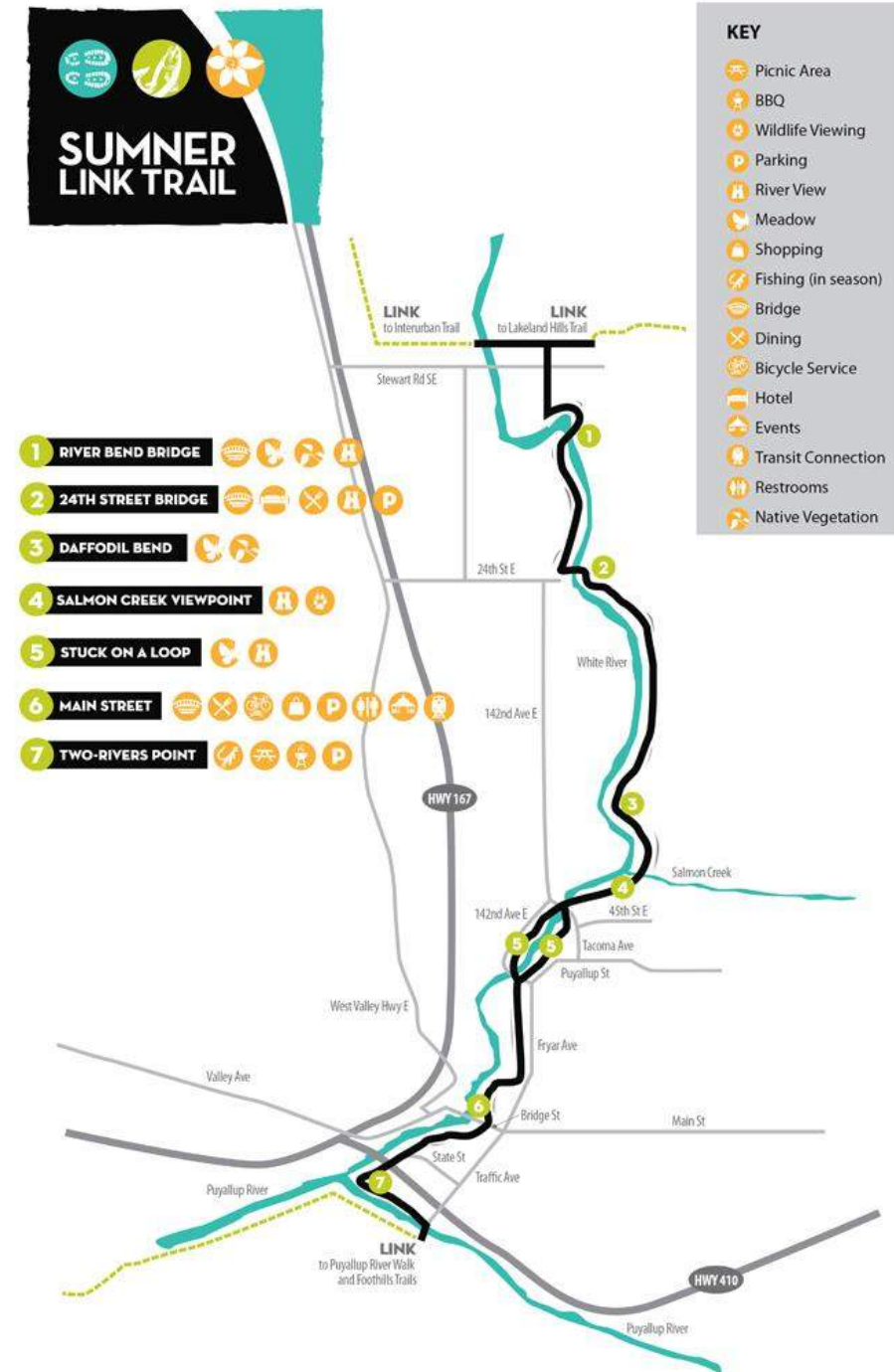
ADA

- \$80,000 available for the biennium
- For immediate ADA issued that have been reported to the City
 - Curb Ramp
 - Sidewalk
 - Driveway Approach
- ADA accommodation request that can be submitted
- Can use this funding to supplement other projects to add in additional ADA curb ramps



Trail Maintenance

- Currently in the planning phase
- Have \$100,000 for the biennium
- Work with Parks to determine what repairs are needed





CIPs

- TC: Main and Wood
- TC: Utility and Woonerf
- Elm St Sidewalks
- Fryar Ave Trail
- Rivergrove Community Pedestrian Bridge

TC: Main and Wood

- Replacement of some of the existing sidewalk and installation of new sidewalk
- Approximately 615 feet of new sidewalk
- New ADA accessible paths across the intersection
- Full intersection closure is anticipated to start July 5th



TC: Utility and Woonerf / Academy St Bike Lanes

- New ADA Pedestrian access at intersections throughout project extents
- Approximately 4,480 feet of sidewalks and 51 new curb ramps



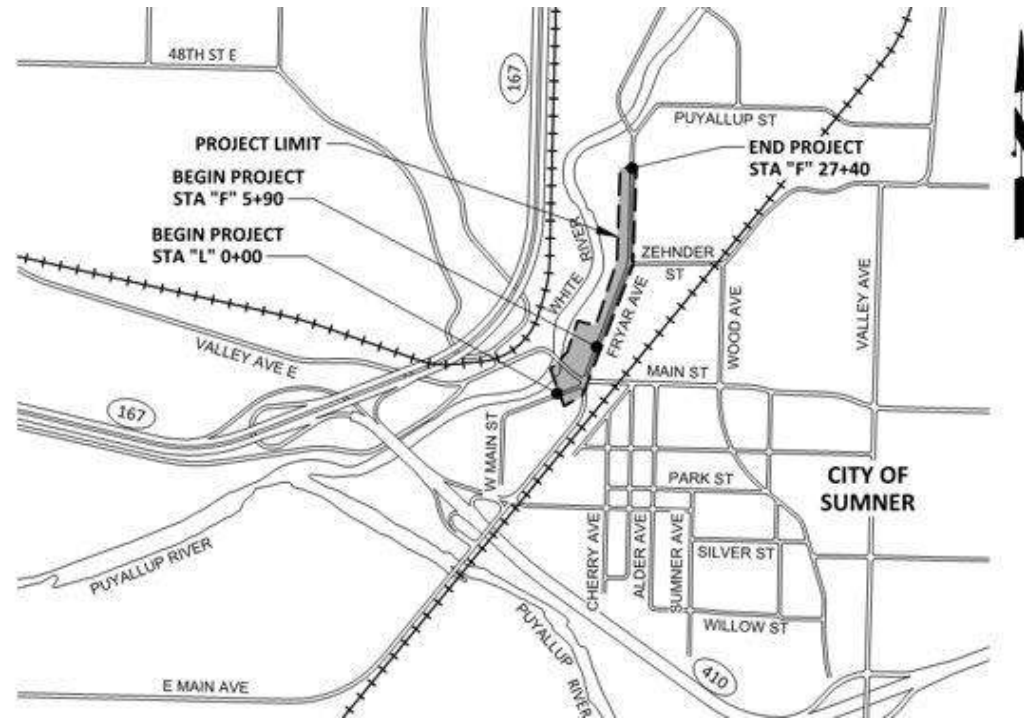
Elm St Sidewalks

- Currently in design
- Design is to be complete by Dec. 2023
- Out for Bid Winter 2024
- Construction Spring 2024
- Received grant funding for design and construction



Fryar Ave Trail

- Complete the missing section of trail that connects between the Cannery Way Bridge and Puyallup St
- Complete Design and ROW phases by end of 2024
- Construction Spring 2025
- Received grant funding for ROW and construction phases



Rivergrove Community Pedestrian Bridge

- Received funding for complete design
- Design to be completed in 2024/2025
- Currently seeking funding for construction
- Additional sidewalks will be constructed at both ends of the bridge to connect to existing sidewalks
- New ADA curb ramps will be installed at the intersection of 72nd St E and 143rd Ave E



Recap

Sidewalk Code Update

Sidewalk Workflow

Sidewalk Programs

- Helping Homeowners
- Street Trees
- ADA
- Trail Maintenance

CIPs

- TC: Main and Wood
- TC: Utility and Woonerf
- Elm St Sidewalks
- Fryar Ave Trail
- Rivergrove Community Pedestrian Bridge

**ORDINANCE NO. 2862
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING SECTIONS 12.20.005, 12.20.070, AND 12.20.160 OF SUMNER MUNICIPAL CODE CHAPTER 12.20 ENTITLED SIDEWALK CONSTRUCTION.

WHEREAS, the City of Sumner has updated the process for sidewalk condition assessments and sidewalk responsibility; and

WHEREAS, the responsibility of the sidewalk replacement is dependent on the damage type; and

WHEREAS, the sidewalk will be evaluated based on horizontal separation, vertical differential, cross slope, length of the affected area, if a curb ramp is affected, and if a driveway/alley approach is affected.

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

Section 1. The City of Sumner Municipal Code Chapter 12.20 entitled Sidewalk Construction shall be revised as detailed in Exhibit A.

Section 2. Severability. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Sumner Municipal Code, this ordinance is deemed to control.

Section 3. Effective Date. This ordinance shall be effective five (5) days from and after its passage approval and publication as provided by law.

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 number; or references to other local, state, or federal laws, codes, rules, or regulations.

Passed by the City Council and approved by the Mayor the of the City of Sumner, Washington, at a regular meeting thereof this 17th day of July, 2023.

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

Andrea Marquez, City Attorney

Date Adopted:

Date of Publication:

Effective Date:

EXHIBIT A

12.20.005 Purpose.

A. The purpose of this chapter is to promote the health, safety, and welfare of the general public by establishing a sidewalk program ~~which~~ that clarifies the responsibilities of the City of Sumner and property owners with respect to the construction and maintenance of sidewalks, including identifying standards and priorities for sidewalk construction and repairs, and ~~sets~~ setting forth the process and penalties for enforcement of the same.

B. This chapter does not create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this chapter. This chapter does not establish or impose any duty whatsoever upon the city of Sumner or any of its officers or employees for whom the implementation, funding or enforcement of this chapter shall be discretionary and not mandatory. Accordingly, no provision or term used in this chapter is intended to impose any duty which would subject the City or any of its officers or employees to damages in a civil action. (Ord. 2764 § 1 (Exh. A), 2021)

12.20.070 Order for construction or repair – Notice.

A. Except as provided in subsection B of this section, whenever, in the judgment of the city public works department, the public convenience or safety may require that a sidewalk be constructed, renewed, or repaired ~~or cleaned~~ along either side of any street or other public place therein as required by this chapter, and when said department deems the construction, renewal, repair or cleaning of such sidewalk necessary or convenient for the public, it is authorized to order such sidewalk constructed, renewed, or repaired ~~or cleaned~~ and to cause a notice in writing to be served on the property owner of each lot, block or parcel of land immediately abutting upon that portion and side of such street or public place where said sidewalk is to be constructed, renewed, or repaired ~~or cleaned~~, requiring the property owner of the abutting property to construct such sidewalk. Such notice shall be given in accordance with chapter 15.06 SMC.

B. When the department becomes aware of a sidewalk defect caused by a city street tree, as defined in SMC 12.20.010, the director or the director's designee is authorized to inspect the sidewalk and, upon confirmation of a defect, the director or director's designee may ~~rate and~~ determine the responsibility and prioritize the repair of the sidewalk in accordance with the city's sidewalk repair policies. Where the sidewalk cannot be immediately repaired, the director or designee is authorized to take such temporary remedial measures as are reasonable given the nature and scope of the defect. Such interim measures may include but are not limited to painting the affected sidewalk area, posting signage regarding the defect, and/or installing barriers to prevent the use of the sidewalk. (Ord. 2764 § 1 (Exh. A), 2021; Ord. 2355 § 1 (part), 2011; Ord. 1390 § 4, 1987. Formerly 12.20.050)

12.20.160 Existing sidewalk repair/ replacement.—~~Evaluation criteria.~~

All sidewalks will be inspected upon receiving a complaint regarding the condition of the sidewalk. The sidewalk will be inspected to determine the ADA compliance and the extent of the damage in order to determine if it is the responsibility of the Property Owner or if it is the responsibility of the City.

For damages that fall under the responsibility of the Property Owner, a Notice will be sent to the Property Owner and will contain necessary information related to permit requirements and potential payment options. The permit holds the permittee accountable for all repairs needed to the sidewalk and ensures that the sidewalk will be constructed to meet City Specifications.

A. All sidewalks will be graded on a point system. The sidewalks will be inspected and graded in five-foot sections starting at a joint or pattern line.

B. Points shall be added for each defect with points varying per defect and the severity. ~~When points of a particular section fall between zero and 50, no action is required. When the points fall between 51 and 74, that section shall be repaired. When the points are 75 or greater, that section shall be replaced.~~

C. Sidewalks shall be inspected for the following defects:

1. Cracks having a horizontal separation of one-fourth inch or more;
2. Cracks having a vertical differential of one-fourth inch or more;
3. ~~Drainage depression.~~ Cross Slope greater than 2%;
4. Length of the affected area;
5. Curb Ramp affected; and
6. Driveway/Alley Approach affected.

D. Where an expansion joint itself is a problem, the sidewalk sections on either side of it shall be graded and the defective points generated by the joint itself shall be added to that section receiving the most points.

E. The following range of points shall be established for each defect:

1. Crack – Horizontal Separation.
 - a. Over one-fourth inch, 15 points;
 - b. Over three-fourths inch, 51 points;
 - c. Over one inch, 100 points.
2. Crack – Vertical Separation.

- a. Over one-fourth inch, 10 points;
- b. Over one-half inch, 51 points;
- c. Over one inch, 100 points.

3. Cross Slope

- a. 2% to 3.5%, 10 points;
- b. 3.5% to 5%, 20 points;
- c. Greater than 5%, 40 points.

4. Length of Affected Area

- a. 0 feet to 15 feet, 10 points;
- b. 15 feet to 50 feet, 20 points;
- c. Greater than 50 feet, 40 points.

5. Curb Ramp

- a. Out of Compliance and in good condition, 10 points;
- b. Out of Compliance and in poor condition, 20 points;
- c. No curb ramp, 40 points.

6. Driveway/Alley Approach

- a. Out of Compliance and in good condition, 10 points;
- b. Out of Compliance and in poor condition, 20 points;
- c. No approach ramp, 40 points.

~~3. A vertical or horizontal crack one inch or greater shall automatically require replacement of the respective sidewalk section.~~

~~4. Points for horizontal and vertical cracks shall be doubled when the defect occurs in the pedestrian-traveled portion of a sidewalk which has significant pedestrian use. (Ord. 2764 § 1 (Exh. A), 2021; Ord. 2355 § 1 (part), 2011; Ord. 1417 § 7, 1988; Ord. 1390 § 14, 1987. Formerly 12.20.140)~~

SUBJECT: Downtown Property Acquisition

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Jason Wilson, City Administrator

SUMMARY BACKGROUND:

Staff will be discussing with the council two separate vacant properties located in the downtown core that could be used for possible parking in the future, in addition to completing the east/west alley south of Main Street. The discussion will include details about the properties and their histories. The Council will then convene into Executive Session to discuss the details about the acquisition pricing and funding as allowed by law.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Information Only

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

JULY 3 RCM - CANCELLED**JULY 10 SS**

- DS Services Update
- MIC Transit Update (*Ryan W.*)
- Employee payroll and pay date changes (*Jeff S.*)

JULY 17 RCM

CA Biosolids Dewatering Improvements – Project Acceptance
CA White River Restoration – Construction Management Contract Award
NB Ordinance No. XXXX - Sidewalk Code Update
NB Ord. #XXX - Amending Personnel Policies
NB Ord. #XXX - Amending 2023 Compensation Schedule

JULY 24 SS

- Community Court Update (*Swain*)
- Heritage Park Update

AUGUST 7 RCM**AUGUST 14 SS****AUGUST 21 RCM****AUGUST 28 SS**

CITY COUNCIL AGENDA CALENDAR**Updated June 15, 2023**

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

Pending

MISC.	MISC.	WHITE RIVER RESTORATION PROJECT
SRO Contract	Ordinance – Refuse Collection (Code Enforcement)	BNSF Agreement
CA State Homeland Security Program Grant Acceptance for Small Unmanned Aerial System	Bond Issuance for Operations Facility	Ordinance No. XXXX - Surplus of Real Property South of 24th Street (Andrea M.)
Ordinance Insurance Requirements	Temporary Use Permit – Food Trucks	WRRP Update
Sign Code Update (off premise)	Services Agreement – Stafford Suites	
CTR Ordinance Update	Ordinance No. 2839: Pretreatment Code Update	
Development Agreement Code updates	Ordinance No. 2857 – Updating Drug Code	
Emergency Management Presentation		

JULY 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8
6:00PM - **CANCELLED** Regular Council Meeting (Virtual/Chambers)	HOLIDAY City Hall Closed 4:00 PM – Date Change Public Works Committee (Virtual/FF Conf Room)	5:30PM **CANCELLED** Finance Committee (Hybrid / FF Conf Room)	6:00PM - **CANCELLED** Planning Commission (Hybrid /Chambers)		
10	11	12	13	14	15
6:00PM Study Session (Hybrid/Chambers)	4:00 PM Public Works Committee (Hybrid /FF Conf Room)	6:30PM Design Commission (Hybrid/Chambers)	4:30PM Forestry/Parks Commission (Hybrid/FF Conf Room)		
17	18	19	20	21	22
6:00PM Regular Council Meeting (Hybrid/Chambers)		5:30PM Public Safety (Hybrid/FF Conf Room)			
24	25	26	27	28	29
6:00PM Study Session (Hybrid/Chambers)		5:00PM CD Committee (Hybrid/FF Conf Room)	5:30PM **CANCELLED** Arts Commission (Hybrid/FF Conf Room)		
31					

*Meeting dates and times may change. Please contact City Hall to confirm this information prior to any meeting you plan to attend. **These meetings are accessible to persons with disabilities.** For individuals who require special accommodations, please contact City Hall at (253) 299-5500, 24 hours in advance.*

Name: Michelle Converse, CMC

Title: City Clerk

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

SUBJECT: For the purpose of discussing with legal counsel real estate acquisition/sale, pursuant to RCW 42.30.110(1)(b)(c) and potential litigation per RCW 42.30.110(1)(i)(ii).

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Andrea Marquez, City Attorney

SUMMARY BACKGROUND:

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

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION: