



City Hall remains closed during Governor Inslee’s “Healthy Washington – Recovery Roadmap” order, a consequence of the Covid-19 pandemic. The council and staff members attended the meeting virtually by using ZOOM Meetings.

Please click the link below to join the webinar:

<https://sumnerwa-gov.zoom.us/j/89894960766>

Or iPhone one-tap :

US: +12532158782,,89894960766# or +13462487799,,89894960766#

Or Telephone:

Dial:

US: +1 253 215 8782

Webinar ID: 898 9496 0766

CALL TO ORDER

Pledge of Allegiance

Invocation: Pastor Dione Corsilles

Roll Call: Bitetto, Brown, Hamilton, Hayden, Hochstatter, Neuman and Reed

The following items are distributed to Councilmembers in advance for study and review, and the recommended actions will be accepted in a single motion. Any item may be removed for further discussion if requested by a Councilmember.

CONSENT AGENDA

1. Approval of the minutes from March 1, 2021 regular council meeting, and the March 8, 2021 study session.
2. Approval of the checks and electronic payments in the amount of \$688,294.45.
3. ~~PSE Energy Savings Grant Acceptance~~
- 4.3. 2021-2022 On Call Consultant Services Contracts Award - Amendment

PUBLIC HEARING

1. Resolution No. 1576 - 2022-2027 Six-Year Transportation Improvement Program Annual Update

REGULAR BUSINESS

1. **Unfinished Business**
2. **Public Comment (Limit 3 minutes)**
Members of the community who wish to give public comment are strongly encouraged to join the meeting via the ZOOM link or by telephone. If you are unable to join the meeting, please submit your public comment in writing via email to the City Clerk at Michellec@sumnerwa.gov no later than 5:30pm on March 15, 2021. Any written comments received will be read into the record and provided to the City Council. Please contact the City Clerk at 253-299-5590 with any questions.

3. **New Business**
4. Resolution No. 1575 - Council Rules of Procedure
5. **PSE Energy Savings Grant Acceptance**
6. **Reports**
 - a. Council
 - b. City Administrator
 - c. Mayor
7. **Executive Session**
8. **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.

Amended

SUBJECT: Approval of the minutes from March 1, 2021 regular council meeting, and the March 8, 2021 study session.

CATEGORY: Consent

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. March 1, 2021 Regular Council Meeting Minutes
2. March 8, 2021 Study Session Minutes

STAFF CONTACT: Michelle Converse, City Clerk

SUMMARY BACKGROUND:

Minutes from the March 1, 2021 regular council meeting and the March 8, 2021, study session.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Motion to approve the minutes as written.

**CITY OF SUMNER
Council Meeting
Minutes – March 1, 2021**

CALL TO ORDER

The Sumner City Council met in regular session at 6:01pm. City Hall remains closed during Governor Inslee's "Healthy Washington – Roadmap to Recovery" order, a consequence of the Covid-19 pandemic. The Mayor, Council and staff members attended through ZOOM either telephonically or through their computer. The public was allowed to attend via ZOOM, PCTV livestream and by telephone.

Staff present via electronic device: City Administrator Jason Wilson, Public Works Director Mike Dahlem, Assistant City Attorney Christy Palmer, City Attorney Andrea Marquez, Communications Director Carmen Palmer, Community Development Director Ryan Windish, Development Services Director Doug Beagle, Assistant City Engineer Andrew Leach, Community Development Manager Derek Barry, Chief Financial Officer Kassandra Raymond and City Clerk Michelle Converse.

Mayor and Councilmembers present via electronic device: Mayor Pugh, Councilmembers Bitetto, Brown, Hamilton, Hayden, Hochstatter, Neuman and Reed.

CONSENT AGENDA

MOVED BY HAYDEN, SECONDED BY HOCHSTATTER TO APPROVE THE CONSENT AGENDA WHICH CONSISTED OF THE FOLLOWING:

1. Approval of the minutes from February 16, 2021 regular council meeting, and the February 22, 2021 study session.
2. Approval of the checks and electronic payments in the amount of \$1,288,817.32.

PASSED BY VOICE VOTE.

PUBLIC HEARING

UNFINISHED BUSINESS

There was none.

PUBLIC COMMENT

There were no Public Comment tonight.

NEW BUSINESS

3a. Ordinance No. 2763 -Street Tree Code Amendments (Sumner Municipal Code 12.42)

MOVED BY HAYDEN, SECONDED BY BROWN TO APPROVE MOTION TO ADOPT ORDINANCE NO. 2763 AMENDING SECTIONS OF SMC 12.42 RELATED TO STREET TREES.

Community Services Manager Derek Barry addressed the Council.

In conjunction with the changes being proposed to the City's code related to sidewalks, the street tree code requires amendments to reflect the following changes:

1. To clearly outline which tree care expectations are that of the abutting property owner vs. the City, and which actions require permits;
2. To make clear that the City will perform, on a reasonable and established cycle, all major tree care of City-required street trees within the public right of way; and
3. To make it clear that property owners are responsible for minor maintenance related to street trees (watering, debris/leaf clean up, etc); and
4. To establish a clear enforcement process for violations of this chapter.

Council asked clarifying questions.

PASSED BY ROLL CALL VOTE.

3b. Ordinance No. 2764 – Sidewalk Code Amendments (Sumner Municipal Code 12.20 and 12.32)

MOVED BY HAYDEN, SECONDED BY BROWN TO APPROVE ORDINANCE NO. 2764 – AMENDING SECTIONS OF SUMNER MUNICIPAL CODE 12.20 AND 12.32 RELATED TO CITY SIDEWALKS.

City Attorney Andrea Marquez spoke to the subject.

Amendments to the City's sidewalk code provisions are necessary to help make the roles/responsibilities of the City vs. the property owner more clear. In an effort to make the code consistent with current City practices, staff recommends updating the code as follows:

1. To clarify that the City is responsible for the repair/maintenance of sidewalk damage caused by City-required street trees, but that abutting property owners retain liability and responsibility for the repair/maintenance of non-City related street-tree damage;
2. To remove the outdated council-review "non compliance hearing" process and clarify that all violations/penalties of the sidewalk code obligations will be addressed by SMC 15.06 - Code Enforcement;
3. To incorporate a new notification process whereby property owners abutting damaged sidewalks must notify the City of such damage, and continue to monitor any interim measures that are implemented; and
4. Necessary code clean-ups to make the process more readable, transparent and consistent.

Clarifying questions ensued.

PASSED BY ROLL CALL VOTE.

COUNCIL REPORT

Councilmember Reed appreciates the public involvement on things that are happening in Sumner. He really appreciates it!

Councilmember Bitetto reminded everyone to check out the library. Even though they are closed to the public, they are still offering a lot of services.

Councilmember Brown enjoyed the beautiful sunshine.

Deputy Mayor Hayden had an opportunity to sneak a peek at the work that is going on at City Hall in the Council Chambers. The Council Chambers is in the process of being remodeled. Facilities Manager Daniel Davenport and his crew are doing a wonderful job.

Councilmembers Neuman, Hamilton and Hochstatter had no reports tonight.

CITY ADMINISTRATOR

City Administrator Jason Wilson reported to Council the following:

Upcoming Policy Issues:

- Next Week's Study Session
 - Sound Transit Financial Realignment Update
 - Police Body Cameras
 - 2020 Financial Year End Review
 - 2022-2028 Transportation Improvement Plan
- Next Regular Council Meeting on March 8th
 - Public Hearing on the 2022-2028 Transportation Improvement Plan
 - Resolution amending the Council Rules of Procedure
 - Ordinance amending the budget for council chambers technology

Commission Updates:

- Planning Commission: There are two public hearings scheduled for this Thursday (March 4th):
 - Fence Code Update: A code amendment to expand the use of certain types of security fencing and increased heights in the Interchange Commercial and Industrial Zones.
 - Housing Action Plan: A planning document that analyzes the affordability of housing in Sumner and provides a list of recommended actions for creating more affordable housing opportunities for all income levels within the city.

Policy Follow-Up:

- Sumner Tapps Highway Channelization: Staff recommended to council that the lane configuration be changed as part of the resurfacing project. The new configuration reduces the number of northbound, or uphill, lanes to one and add shoulders. As you may recall this was studied by outside traffic engineers and found to be a safer solution than the current configuration. Since being announced the City has started the public education process. The Sumner Connects page has had over 2300 visitors, 13 have engaged staff directly (approximately .5%). Out of the 13, 12 were upset with the changes. The important observation is that over 2300 were aware of the project and engaged the City when they felt necessary.

MAYOR REPORT

Mayor Pugh announced that he will not be seeking re-election. This hasn't been an easy decision for him to make, but after 46+ years in government, he has decided its finally time to focus on his bucket list and family.

EXECUTIVE SESSION

There was none scheduled.

ADJOURNMENT

With no further business before the Council, the Mayor adjourned the 6:26pm meeting.
Councilmembers concurred.

ATTEST:

William L. Pugh, Mayor

Michelle Converse, CMC City Clerk

DRAFT

SUMNER CITY COUNCIL
Minutes – Study Session
March 8, 2021

As a result of the Governor’s “Healthy Washington-Roadmap to Recovery” order, the Sumner City Council held its study session virtually via ZOOM meetings with Mayor William L. Pugh presiding.

Mayor Pugh called the meeting to order at 6:00pm.

Councilmembers present: Bitetto, Brown, Hamilton, Hayden, Hochstatter, Neuman and Reed.

Staff present: City Administrator Jason Wilson, Police Chief Brad Moericke, Community Development Director Ryan Windish, Associate City Engineer Michael Kosa, City Attorney Andrea Marquez, Administrative Services Director Jeff Steffens, Chief Financial Officer Kassandra Raymond, Public Works Director Mike Dahlem, Development Services Director Doug Beagle, Assistant City Attorney Christy Palmer,

REGULAR BUSINESS

1. Sound Transit Realignment Update
2. 2022-2027 Six-Year Transportation Improvement Program Annual Update
3. Police Department – Body Worn Camera Discussion
4. Financial 2020 Year in Review

CITY ADMINISTRATOR REPORT

AGENDA SETTING

EXECUTIVE SESSION

ADJOURNMENT

When there was no further business before the Council, the meeting adjourned at 8:14pm.

ATTEST:

City Clerk Michelle Converse, CMC

Mayor William L. Pugh

SUBJECT: Approval of the checks and electronic payments in the amount of \$688,294.45.

CATEGORY: Consent

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Updated Financial Cover Sheet

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

Approval of February [checks and electronic payments](#). Link to the complete Claims Voucher Approval can be found [here](#).

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Approve the checks and electronic payments as stated.



CLAIMS VOUCHER APPROVAL

City of Sumner Finance Department

The following check/electronic payments are approved for payment:

Accounts Payable Check #:	From: 25276	To: 25357	\$158,046.94*
AP Electronic (EFTs) Payments:	From: 215	To: 216	\$1,034.45
AP Wire(s):	From: 15087	To: 15088	\$2,955.79
Payroll DD Numbers:	From: 47832	To: 47953, 3869	\$297,621.83
Payroll Check(s):	From: -0-	To: -0-	\$-0-
Payroll Wire(s):	From: 3867- 3868	To: 3870-3875	\$228,635.44
		TOTAL	\$688,294.45

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the claim is a just, due, and unpaid obligation against the City of Sumner and I am authorized to authenticate and certify to said claim.

DocuSigned by:

9A5D5E5EBAEC4A5...

Chief Financial Officer

2/24/2021 | 3:45 PM PST

Date

We, the undersigned Finance & Personnel Committee of the Sumner City Council, Sumner, Washington, do hereby certify that the check numbers and electronic payments listed above are approved for payment in the amount of \$688,294.45 this 1st day of March 2021.

DocuSigned by:

708BA263DF964E7...

Chair

3/6/2021 | 12:30 PM PST

Date

DocuSigned by:

33EBD031560F4F4...

Member

3/8/2021 | 5:48 PM PST

Date

DocuSigned by:

74E2EC62EDD845C...

Member

2/24/2021 | 5:12 PM PST

Date

* Includes \$146.59 in Use Tax and (\$-0-) in Check Voids

*****Updated this 'Claims Voucher Approval' form. The ending Check number was 25357, but is 25359.*****

The following check/electronic payments are approved for payment:

Accounts Payable Check #:	From: 25276	To: 25359	\$158,046.94*
AP Electronic (EFTs) Payments:	From: 215	To: 216	\$1,034.45
AP Wire(s):	From: 15087	To: 15088	\$2,955.79
Payroll DD Numbers:	From: 47832	To: 47953, 3869	\$297,621.83
Payroll Check(s):	From: -0-	To: -0-	\$-0-
Payroll Wire(s):	From: 3867- 3868	To: 3870-3875	\$228,635.44
TOTAL			\$688,294.45

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the claim is a just, due, and unpaid obligation against the City of Sumner and I am authorized to authenticate and certify to said claim.

Chief Financial Officer

Date

We, the undersigned Finance & Personnel Committee of the Sumner City Council, Sumner, Washington, do hereby certify that the check numbers and electronic payments listed above are approved for payment in the amount of \$688,294.45 this 1st day of March 2021.

Chair

Date

Member

Date

Member

Date

* Includes \$146.59 in Use Tax and (\$-0-) in Check Voids

SUBJECT: 2021-2022 On Call Consultant Services Contracts Award - Amendment

CATEGORY: Consent

BUDGET IMPACT: None.

ATTACHMENTS:

STAFF CONTACT: Jason Van Gilder, Associate City Engineer, Mike Dahlem, Public Works Director

SUMMARY BACKGROUND:

The City of Sumner published a Request for Qualifications for firms interested in being on the City's On-Call Consultant Services roster for the 2021-2022 biennium. Forty-seven (47) firms were previously approved by the City Council for inclusion within that list. Subsequent to Council's approval, staff identified one firm (LDC, Inc) that they would recommend for inclusion on that this that had been inadvertently omitted. Staff is recommending council approve the addition of this firm to the On-Call Consultant Services roster for the 2021-2022 biennium.

COUNCIL COMMITTEE/STUDY SESSION: Public Works Committee

MEETING/STUDY SESSION DATE: 3/2/2021
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COMMITTEE RECOMMENDATION: Approve

STAFF RECOMMENDATIONS/MOTION:

A motion to amend the list of firms the Mayor is authorized to execute on-call professional service contracts with for professional services within the 2020/2021 biennium in an amount not-to-exceed \$100,000.00 per year to include LDC, Inc., substantially in a form as approved by the City Attorney.

SUBJECT: Resolution No. 1576 - 2022-2027 Six-Year Transportation Improvement Program Annual Update

CATEGORY: Public Hearings

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution No. 1576 - Six-Year TIP 2022-2027
2. 20200308 Draft Six-Year TIP 2022-2027

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

SUMMARY BACKGROUND:

RCW 35.77.010 and RCW 36.81.121 require that each city and county update its Transportation Improvement Plan (TIP) annually and file a copy of the adopted program with the State Department of Transportation. The Six-Year TIP establishes and prioritizes the City's streets, sidewalk and trail projects for the next six years. Below are some proposed TIP projects of interest:

The last phase on the Stewart Road corridor is the replacement and widening of the White River Bridge and connection to the Interurban Trail. Design, environmental permitting, and right-of-way acquisition is ongoing and is expected to be completed in 2022. The project will be ready to bid for construction in 2023 or 2024, if funds are available.

The 166th Ave Widening and Signalization project is in the planning phase and is seeking funds to complete design and right-of-way phases. Funding for the design phase is being provided by City Transportation Impact Fees.

The Main Street and Wood Avenue Intersection Improvements project is wrapping up design and right-of-way acquisition phases in 2021. The project will be constructed in Spring 2022 primarily using City funds. The City is still actively seeking grants to defray construction costs.

A study session to discuss the TIP was held on March 8th, 2021. A follow-up to formally adopt the TIP is scheduled for the April 5th Council Meeting

COUNCIL COMMITTEE/STUDY SESSION: Study Session

MEETING/STUDY SESSION DATE: 3/8/2021

COMMITTEE RECOMMENDATION: Discussion Item

STAFF RECOMMENDATIONS/MOTION:

Public Hearing

**RESOLUTION NO. 1576
CITY OF SUMNER, WASHINGTON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON,
ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM.**

WHEREAS, the governing body of each municipal corporation of the State of Washington is required to adopt a Six-Year Transportation Improvement Program; and

WHEREAS, the City officials caused to be prepared a certain plan as a Six-Year Transportation Improvement Program; and

WHEREAS, it is now the opinion of the City Council that said plan should be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON

Section 1. That the plan designated as the Six-Year Transportation Improvement Program 2022-2027, a copy of which is attached hereto and made a part hereof, is hereby adopted.

Section 2. 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.

APPROVED AND ADOPTED this 5th day of April, 2021.

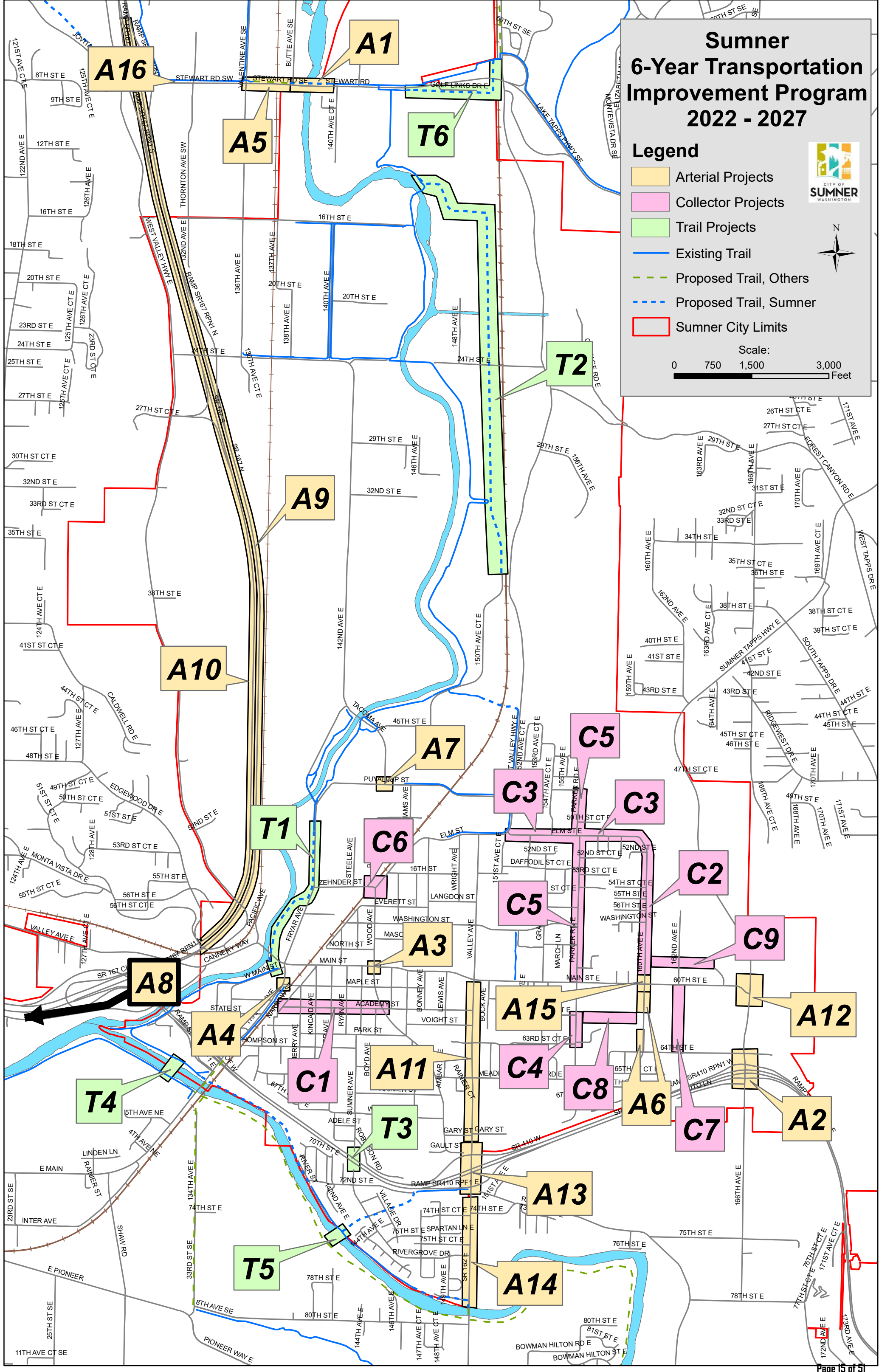
ATTEST:

Mayor William L. Pugh

APPROVED AS TO FORM:

City Clerk Michelle Converse

City Attorney Andrea Marquez



Six Year Transportation Improvement Program 2022-2027
City of Sumner

Prepared by: Mike Dahlem, P.E.
Public Works Director

Projects Listed in Priority Order
Italics identify unfundend milestones

ARTERIAL STREET PROGRAM										
ID	PROJECT	LOCATION	DESCRIPTION	TOTAL COSTS	FUNDED?	YEAR				REMARKS
						PLANNING	DESIGN	ROW/PERMIT	CONSTRUCTION	
A1	Stewart Rd (8th St.) White River Bridge	Stewart Road at White River	Replace existing 2-lane bridge with new bridge with two unequal length spans. New structure will accommodate 4 vehicle lanes, a sidewalk, and a trail crossing.	\$30,000,000	Partial	Complete	2022	2023	2024-2027	Design and ROW funded by Federal STP Grant. 50% construction funds have been secured.
A2	166th Ave E Widening	SR 410 WB Ramp Terminals to just north of 64th St. E.	Widen 166th Ave E to 4-5 lanes through the identified corridor and improve lane configuration and intersection control at the two existing intersections.	\$10,000,000	Partial	Complete	2022	2023	2025	Design is City funded, received \$25,000 Port of Tacoma Grant
A3	Main St. and Wood Ave. Intersection Improvements	Main St. and Wood Ave. intersection	Construct pedestrian improvements and upgrade signal to current standards	\$2,000,000	Yes	Complete	Completing in 2021	Completing in 2021	2022	Funding Secured. Project schedule for construction Summer 2022.
A4	Maple Street Pedestrian Signal and Citywide Signal Backplates	Traffic Avenue and Maple Street Ped Signal, Backplates Various Locations Citywide	Replace existing pedestrian-activated rectangular rapid flashing beacons with signal (expected to be a High Intensity Activated Crosswalk (HAWK) signal), add retrorreflective backplates to upgrade signal heads citywide.	\$431,000	Yes	Complete	2022	2022	2023	Over 90% funded by a Highway Safety Improvement Program grant.
A5	Stewart Rd (8th St.) Railroad Crossing	Valentine Ave to Butte Ave (in the City of Pacific)	Widen Stewart Rd from 2 lanes to 4/5 lanes, widen the Union Pacific Railroad Crossing, Install a new signal at Butte Avenue	**\$6,000,000	Yes	Complete	Completing in 2021	Completing in 2021	2021-2022	Project being run by City of Pacific. City of Sumner to contribute \$700,000 in Sumner TIF funds to the project.
A6	160th Ave. E	Main St. to 64th St. E	Improve and widen streets to minor arterial standards with bike paths and sidewalks.	\$1,000,000	Partial	Complete	2024	2025	2027	Sidewalk on east side of 160th completing in 2021. Remaining upgrades unfunded.
A7	Puyallup St and Tacoma Ave Intersection Improvements	Intersection of Puyallup Street and Tacoma Avenue	Evaluate intersection for an upgrade to a signal and provide sidewalks/ADA improvements	\$1,500,000	No	Completing in 2021	2025	2026	2027	Planning being completed by 142nd Ave Study in 2021. Other phases currently unfunded.
A8	SR 167 / I-5 Connection Project	Puyallup to Fife	WSDOT Gateway Program Project - The SR 167 Completion project will build the remaining four miles of SR 167 between Meridian and I-5, completing a long-planned connection to I-5. The project also includes a two mile connection from I-5 to the Port of Tacoma.	*\$1,000,000,000	Yes	Complete	2017-2025	2017-2024	2019-2030	WSDOT-led regional project. Sumner has committed \$500,000 as a local agency contribution to the project
A9	SR 167	From SR 410 Interchange to 15th St SW (Auburn)	Add northbound HOT lane	*Unknown	Partial	Complete	Completing in 2021	Completing in 2021	2021-2022	This is a WSDOT-led project on a state highway. Sumner has not taken an active role in WSDOT's project and has not committed any funds to the project to date.
A10	SR 167	From SR 410 Interchange to 15th St SW (Auburn)	Add southbound HOT lane	*Unknown	No	Complete	2023-2025	N/A	2025-2027	This is a WSDOT-led project on a state highway. Sumner has not taken an active role in WSDOT's project and has not committed any funds to the project to date.
A11	Valley Avenue	From SR 410 to Main Street	Overlay existing roadway surface, complete required ADA upgrades	\$1,500,000	No	2022	2023	N/A	2025	No funding to date. Roadway is in need of an overlay.
A12	Sumner Tapps Highway/60th St E Intersection Improvements	Sumner Tapps Highway and 60th St E Intersection	Rebuild existing intersection to improve roadway geometrics and add a traffic signal to increase allowable movements	\$3,400,000	No	2023	2024	2025	2027	Potential for partial funding through LID.
A13	SR 410 / SR 162 Interchange Improvements	Interchange ramps as SR 410	Construct a one-lane roundabout configuration at each of the interchange ramps.	*\$6,650,000	No	Complete	2026	2028	2030	WSDOT-led project that will improve traffic flow at the existing interchange. Sumner has not taken an active role in WSDOT's project and has not committed any funds to the project to date.
A14	Hwy. 162 Improvements	From southern city limits to SR410 EB On/Off Ramps	Construct one additional southbound lane on SR 162.	*\$7,400,000	No	Complete	2026	2028	2030	This is a WSDOT-led project on a state highway. Sumner has not taken an active role in WSDOT's project and has not committed any funds to the project to date.
A15	Main Street and 160th Intersection Improvements	Main St. and 160th Ave E Intersection	Evaluate intersection for an upgrade to a signal and provide sidewalks/ADA improvements	\$2,000,000	No	2023	2024	2026	2027	This is a future project that will be evaluated in the coming years.
A16	Stewart Road Corridor ITS Improvements	Stewart Road from SR 167 toward Lakeland Hills	Connect traffic signals and the railroad crossing to coordinate signal timing to increase vehicular traffic flow and reduce peak-hour delay.	\$2,000,000	No	2022	2025	2026	2027	This is a future project that will be evaluated in the coming years.

* Denotes that project is largely funded by WSDOT, and City has either committed a small percentage contribution or no contribution to date.
** Denotes that project is largely funded by City of Pacific, and City has either committed a small percentage contribution or no contribution to date.

Six Year Transportation Improvement Program 2022-2027
City of Sumner

Projects Listed in Priority Order
Italics identify unfundend milestones

Prepared by: Mike Dahlem, P.E.
Public Works Director

COLLECTOR STREET PROGRAM										
ID	PROJECT	LOCATION	DESCRIPTION	TOTAL COSTS	FUNDED?	YEAR				REMARKS
						PLANNING	DESIGN	ROW/PERMIT	CONSTRUCTION	
C1	Academy Street: Bicycle Lanes	Narrow St. to Wood Ave.	Improve and reconfigure existing Academy Street to accommodate dedicated bicycle lanes.	\$750,000	Yes	Complete	Completing in 2021	Completing in 2021	2022	Design funding provided by ST3 grant.
C2	160th Ave. E	Elm St. to Main St.	Improve 160th Ave. E. to Collector St. standards with curb, gutter and sidewalks on each side. Portions may be completed as parts of development prior to this time.	\$2,700,000	partial by developers	Complete	2024	2025	2026	Funding will likely come from a combination of developer-built improvements, Street and Storm funds. Some storm improvements to be completed in 21/22.
C3	Elm St. E	E. Valley Highway to 160th Ave. E.	Improve Elm St. to Collector St. standards with curb, gutter and sidewalks on each side. Work will include storm drainage facilities and utility replacement	\$2,400,000	partial by developers	Complete	2024	2025	2026	Developers have improved about 40% and remainder is unfunded.
C4	Parker Rd. E	62nd St. to 63rd St.	Construct curb, gutter and sidewalk on east side of the street	\$250,000	Partial	Complete	2024	2025	2026	Funding will likely come from a combination of developer-built improvements, Street and Storm funds.
C5	Parker Rd. E	From Main St. to Elm St.	Reconstruct Parker Road to Collector St. standards with curbs, gutters, sidewalks, and drainage utilities. Portions have been completed by developer projects and sidewalk grants.	\$1,300,000	Partial	Complete	2024	2025	2026	Funding will likely come from a combination of developer-built improvements, Street and Storm funds.
C6	Zehnder St.	From Pease Ave. to Wood Ave.	Railroad Crossing Improvements to at-grade BNSF rail crossing	\$1,000,000	No	2023	2024	2025	2026	Identified Road-Rail conflict point where upgrades could be beneficial.
C7	162nd Ave. E Segment Extension	64th St. E to 60th St. E	Construct new 2-lane roadway section with sidewalks	\$3,000,000	No	2024	2025	2026	2028	Element of East Sumner Neighborhood Plan, likely completed by development or LID.
C8	62nd St. E Segment Extension	Parker Rd. E to 160th Ave. E	Construct new 2-lane roadway section with sidewalks	\$2,000,000	No	2024	2025	2026	2028	Element of East Sumner Neighborhood Plan, likely completed by development or LID.
C9	164th Ave. Ct. E Segment Extension	160th Ave. E to Existing 164th Ave. Ct. E	Construct new 2-lane roadway section with sidewalks	\$2,000,000	No	2024	2025	2026	2028	Element of East Sumner Neighborhood Plan, likely completed by development or LID.

TRAIL PROGRAM										
ID	PROJECT	LOCATION	DESCRIPTION	TOTAL COSTS	FUNDED?	YEAR				REMARKS
						PLANNING	DESIGN	ROW/PERMIT	CONSTRUCTION	
T1	Fryar Ave. Trail	West Main St. to Puyallup St.	Complete trail connection through town.	\$5,000,000	Partial	Complete	2022	2024	2025	Design and ROW partially funded by federal grant. No construction funding identified.
T2	White River Restoration Trail	#9 Ditch to area north of 16th St.	Construct 8000 LF trail in conjunction with adjacent development	\$3,000,000	Partial	Complete	Completing in 2021	2021-2022	2023	Partially funded by developer.
T3	SR 410 Trail Bridge	Trail overpass connecting the vicinity of Sumner Ave E to 143rd Ave E	Construct trail bridge to provide a new trail connection between Sumner Town Center and the Rivergrove neighborhood over SR 410.	\$6,000,000	Partial	Complete	2021-2022	2023	2024	Design funding provided by ST3 grant. No construction funding identified.
T4	Puyallup River Crossing	Sumner WWTP to Puyallup trail	Provides improved connection with the Puyallup and Foothills trail system	\$4,000,000	No	2024	2025	2027	2029	Potential joint project with Puyallup. Eligible for federal CMAQ funding.
T5	Puyallup River Trail Bridge	Trail overpass connecting 144th Ave E to 143rd Ave E	Construct a trail bridge and trail connections to provide a connection to the Foothills Trail per the Sumner Parks and Trails Plan.	\$6,000,000	No	2024	2025	2027	2029	Identified in Draft Parks and Trails Plan. No funding source secured.
T6	Trail Section #6	Lakeland Hills trail to Stewart Rd trail.	Construct multipurpose trail from Lakeland hills trail under Parkway bridge to the trail on Stewart Road	\$500,000	Partial	2023	2025	2027	2029	Partial funding through the Collin Keek foundation. Possible developer build.

Six Year Transportation Improvement Program 2022-2027
City of Sumner

Projects Listed in Priority Order
Italics identify unfundend milestones

Prepared by: Mike Dahlem, P.E.
Public Works Director

ANNUAL STREET MAINTENANCE PROGRAMS

ID	PROJECT	DESCRIPTION	ANNUAL COSTS	FUNDED?	REMARKS
R1	Street Overlay Program	Overlay and rebuild existing streets throughout the City.	N/A	No	Multi-year program @ \$50,000/yr. to \$100,000/yr
R2	Roadway Paint Line Application	Repaint lane lines throughout the City.	\$35,000	Yes	Street Operating General Fund Budget
R3	Pavement Repairs	Repair spot surface and subgrade failures through dig-outs throughout the City.	\$60,000	Yes	Street Operating General Fund Budget
R4	Roadway Plastic Marking Application	Replace crosswalk, stop bar, and arrow markings throughout the City.	\$52,000	Yes	Street Operating General Fund Budget
R5	Chip Seal Application	Apply a chip seal treatment to asphalt roads throughout the City.	\$120,000	Yes	Street Operating General Fund Budget
R6	Crack Seal Application	Maintain roads with crack seal throughout the City.	\$63,000	Yes	Street Operating General Fund Budget
R7	Sidewalk Replacement Program	Replace existing sidewalks as needed on City owned property.	\$1,000	Yes	Street Operating General Fund Budget
R8	Neighborhood Traffic Control Program	Modify residential streets to enhance pedestrian safety, slow speeding vehicles, and minimize cut-through traffic on collector and local roadways.	\$25,000	Yes	Street Operating General Fund Budget
R9	ADA Transition Plan	Address the projects identified in the ADA Transition Plan	\$40,000	Yes	Sidewalks Construction Capital Fund Budget
R10	Sidewalk Maintenance Program	Replace/rebuild existing failing sidewalks due to damage caused by street trees.	\$80,000	Yes	Sidewalks Construction Capital Fund Budget. Formerly the Volunteer Sidewalk Program.
R11	Safe Routes to School	Fill in gaps in sidewalks and replace ramps that do not meet current code. Continue educational components and install speed feed back signs.	N/A	No	City will fund local match as needed. Continue to apply for SRTS Grants.

TRANSPORTATION PROJECTS COMPLETING IN 2021

PROJECT	LOCATION	DESCRIPTION	COSTS	ESTIMATED COMPLETION DATE	REMARKS
Sumner-Tapps Highway Guardrail Upgrade	Interchange ramps as SR 410	Assess existing guardrail lengths/conditions and upgrade to current standards	\$500,000	December 2021	Over 90% funded by a Highway Safety Improvement Program Federal Grant
Sumner-Tapps Highway Resurfacing	From 64th St. E to northern city limit	Grind, repair failed pavement, cracks seal, and overlay existing asphalt to improve the roadway surface and extend pavement life	\$1,000,000	July 2021	Over 85% funded by a Surface Transportation Program Federal Grant
160th East Sidewalk	Between YMCA and Main Street	Construct pervious concrete sidewalk to complete a missing link in the City's pedestrian network.	\$600,000	December 2021	Funded by Department of Ecology Stormwater Retrofit Grant, WA Transportation Improvement Board Complete Streets Grant, and City of Sumner
Temporary Curb Bulbs on Main Street	Sumner High School Area	Install temporary curb to manage parking near Sumner High School and improve safety of crosswalks on Main Street	\$50,000	December 2021	Funded by WA Transportation Improvement Board Complete Streets Grant amd City of Sumner, installed by City Shops Staff
New RRFB Crosswalk	Main Street and Meeker Ave	Install new pedestrian-activated rectangular rapid flashing beacon to improve conspicuity of pedestrians crossing Main Street	\$15,000	December 2021	Funded by WA Transportation Improvement Board Complete Streets Grant amd City of Sumner, installed by City Shops Staff
ITS Strategic Plan	Citywide	Evaluate existing traffic signal Intelligent Transportation System (ITS) hardware and software citywide and identify ITS projects that would improve or mitigate congestion.	\$35,000	December 2021	Study will identify future projects, which could be used in future grant applications
142nd Ave Signal Study	142nd Avenue within the Sumner-Pacific Manufacturing Industrial Center	Evaluate existing intersections along 142nd Avenue to determine which intersections warrant upgrades currently or in the near future	\$20,000	December 2021	Study will be coordinated with future development of the City of Sumner Operations Facility on 29th Ave.
Sidewalk Upgrades Project	Within 0.5 miles of Sumner Transit Station	Complete minor sidewalk repairs and add lighting within a walkable area around the Sumner Transit Station	\$1,600,000	December 2021	Fully funded by Sound Transit Grant

SUBJECT: Resolution No. 1575 - Council Rules of Procedure

CATEGORY: Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution No. 1575 - Council Rules of Procedure

STAFF CONTACT: Andrea Marquez, City Attorney, Jason Wilson, City Administrator

SUMMARY BACKGROUND:

The Council's rules of procedure require updates from time to time to clarify processes or address changes in practice. Before Council tonight are recommended amendments to (1) better outline the appointment process for the filling of a council vacancy; (2) outline a clear process for the election of a Deputy Mayor; and (3) permit virtual attendance for the public at all public meetings moving forward, and authorize Councilmembers to attend meetings virtually as an alternative to otherwise missing the meeting.

COUNCIL COMMITTEE/STUDY SESSION: Study Session

MEETING/STUDY SESSION DATE: 2/22/2021

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

A motion to repeal Resolution 1518 and replace it with Resolution 1575 updating the Council Rules of Procedure.

**RESOLUTION NO. 1575
CITY OF SUMNER, WASHINGTON**

A **RESOLUTION** establishing a procedure for the conduct of Council Meetings, proceedings, and business; and repealing and replacing Resolution No. 1518 approved March 18, 2019.

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

Section 1. **Authority.** The Sumner City Council hereby establishes the following procedures for the conduct of Council meetings, proceedings and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended or new procedures are adopted in the manner provided by these rules.

Section 2. **Regular Council Meetings.** A regular Council meeting is a formal meeting for the purpose of conducting official City business. This includes, but is not limited to, citizen comments, public hearings, presentations, the adoption of ordinances resolutions, contracts and agreements, and budgets.

- a. Council's regular meetings will be held the first and third Monday of each month in the Council Chambers at City Hall and will begin at 6:00 p.m.
- b. [All regular council meetings will be accessible to the public via ZOOM or an equal virtual platform.](#)
- c. [If possible, only one or two major topics \(defined as issues of high interest or controversial, or those which would take an extraordinary amount of the City Council meeting\) will be scheduled per meeting.](#)
- d. If any Monday on which a meeting is scheduled falls on a legal holiday, the regular meeting or study session shall be held on the next business day at the same time and place.

2.1 Agenda.

Call to Order. The Mayor or Presiding Officer calls the meeting to order.

Pledge of Allegiance. The Mayor or Presiding Officer, or invited guests, will lead the flag salute.

Invocation. A member of the Clergy will give the invocation.

Roll Call. The City Clerk shall call the roll and indicate any Councilmember who is not in attendance. Councilmembers may make a motion to excuse or not excuse absent Councilmembers at the meeting.

Consent Agenda. Consent Agenda items are considered to be routine and non-controversial and are approved by one motion. Items on the Consent Agenda include, but are not limited to, minutes, business claims, set dates of hearings, approval of payment of contracts, bid awards, housekeeping amendments to ordinances and resolutions, and previously authorized agreements. Any Councilmember may remove any item(s) from the Consent Agenda for separate discussion and action; a second is not required. When an item is removed, the Consent Agenda is considered for action without that item. After the

Consent Agenda has been considered, the item which was removed is considered. When discussion on that item is completed, a motion may be made to vote on the item or to refer it to Council Committee or to another meeting.

Public Comment. Members of the audience may comment on issues of concern or interest related to the business of the City that is not on the agenda and is not in violation of any other Council rule or law. Dialogue/debate between Council and the public is discouraged. Comments are limited to three (3) minutes. Minutes may not be shared with other speakers. A "citizen comment sign-up sheet" will be available at each regular and/or special Council meeting for the use of citizens wishing to address the Council. Citizens may also comment on individual agenda items during any regularly scheduled City Council meeting. These agenda items include, but are not limited to, ordinances, resolutions, and Council business issues. These comment times are in addition to the Citizen Comment time. The Mayor or Presiding Officer may, at his discretion, limit public comment based on the volume of comments anticipated and in the interest of conducting the business of the Council in an efficient manner. The Mayor or Presiding Officer will acknowledge commenters at the close of their comments and decide on the disposition of their comments/issue, including but not limited to referral of the issue to City Administrator, a particular City Department, Council study session or Committee as deemed appropriate.

Proclamation/Presentations. Proclamations are issued by the Mayor in support of local causes, programs, or matters which advance adopted City policy and strategy, and increase public awareness of issues important to the quality of life of the Sumner community. Special presentations are requests by citizen groups or other agencies to present information on issues of interest to City Council and/or community. Proclamations and presentations do not require City Council action. Requests for proclamations or presentations shall be submitted to the Mayor or City Administrator for consideration and scheduling. Only one proclamation will be issued per year per organization. Proposals for proclamations or presentations promoting for-profit causes will generally not be considered. Proposals which promote a position on a pending ballot or legislative issue will not be considered. The mayor reserves the right to reject or modify a proclamation. A proclamation appearing on an agenda shall be distributed in the agenda packet and may be read at a Council meeting.

Public Hearings. Public Hearings are held to receive public comment on important issues and/or issues requiring a public hearing by state statute or City of Sumner ordinances. There are two types of public hearings, legislative and quasi-judicial. Legislative hearings focus on broad policy with general application. Quasi-judicial hearings focus on the rights of specific parties and decisions must be based on a formal record. The Mayor will state the public hearing procedures before each public hearing.

Unfinished Business. Unfinished Business consists of subjects discussed by the Council at a previous regular or special meeting, or study session, and which are returning to the Council for additional discussion or resolution. Ordinances for second reading would appear under this category.

New Business. New Business consists of subjects which have not previously been considered by the Council, and which may require discussion and action.

Announcements/Reports. Announcements and reports made by the Councilmembers, City Administrator and Mayor.

- a. The Mayor makes announcements of upcoming meetings and events, and reports on meetings and events in which he/she has participated.
- b. Councilmembers make announcements of upcoming meetings and events, and report on meetings and events in which he/she has participated. Councilmembers may report on their significant City activities since the last regular meeting. These comments shall be limited to three (3) minutes.
- c. Staff reports are made to the Council by the City Administrator on issues of interest to the Council which do not require Council action.

Executive Session. An Executive Session held before, during, or after a Council meeting is a discussion, pursuant to RCW 42.30.110 and/or RCW 42.30.140, that is closed to the public and attended only by the Council, City Administrator, Mayor, City staff, and/or consultants authorized by the City Administrator or Mayor. At the conclusion of the Executive Session, if appropriate, the public meeting will reconvene to take action.

Adjournment. The presiding officer shall adjourn the Council meeting upon proper motion and approval by the Council or at the conclusion of the agenda.

2.2 Agenda Bills. Agenda bills are the forms used for submitting issues to the Council for action. The agenda bill will include the subject matter (title for agenda), clearances, action required, budget information (if applicable), summary statement, and recommended motion. The Council may use the agenda bill "recommended motion" language for making a motion. The City Clerk will be responsible for assigning a number to the agenda bill.

- a. Ordinances are legislative acts or local laws. These are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five (5) days after publication in the City's official newspaper pursuant to RCW 35A.12.160.
- b. Resolutions are adopted to express Council policy or to direct certain types of administrative action. A resolution may be changed by adoption of a subsequent resolution.

Section 3. Council Study Sessions. An informal meeting for the purpose of reviewing forthcoming programs or projects, or receiving similar information, provided that all discussions and conclusions thereof shall be informal.

- a. Council study sessions will be held the second and fourth Monday of each month in the Council Chambers at City Hall and will begin at 6:00 p.m. and be limited to three (3) hours in length unless extended by a consensus of the Councilmembers present.
- b. [All regular study sessions will be accessible to the public via ZOOM or an equal virtual platform.](#)
- c. No final action may be taken at a study session; however council is specifically authorized to approve the meeting agenda and/or excuse a councilmember's absence from the meeting.

- de. Public testimony during study session is discouraged and shall only be heard at the discretion of the Mayor or Presiding Officer.
- ed. A special study session may be called by the Mayor or by a majority of the members of the City Council.
- fe. If any Monday on which a meeting is scheduled falls on a legal holiday, the regular meeting or study session shall be held on the next business day at the same time and place.

Section 4. Other Meetings.

- 4.1 Special Council Meetings. Any Council meeting other than the regular Council meeting, which has been called for the purpose of conducting official action. Notice shall be given at least 24 hours in advance as required by RCW 42.30.080. Notice shall be provided to Councilmembers by telephone and e-mail. A special Council meeting may be scheduled by the Mayor or by a majority of the members of the City Council. All special council meetings will be accessible to the public via ZOOM or an equal virtual platform.
- 4.2 Emergency Council Meetings. A special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, by reason of fire, flood, earthquake or other emergency, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor as provided under RCW 42.30.070. The minutes will indicate the reason for the emergency. All emergency council meetings will be accessible to the public via ZOOM or an equal virtual platform.
- 4.3 Executive Sessions. A Council meeting that is closed except to the Council, City Administrator, Mayor, City Attorney, authorized staff members, and/or consultants authorized by the City Administrator or Mayor. The public is restricted from attendance. Executive Sessions may be held during regular or special Council meetings, or as separate meetings, and will be announced by the Mayor or Presiding Officer. Executive Session topics are limited to considering only those matters authorized by RCW 42.30.110 or RCW 42.30.140.

 - a. Before convening an Executive Session, the Mayor or Presiding Officer shall announce the purpose of the meeting and the anticipated time the session will be concluded. Should the session require more time, a public announcement shall be made, extending the meeting for a time certain.
 - b. At the conclusion of the Executive Session, if appropriate, the public meeting will reconvene for taking action.
 - c. Pursuant to RCW 42.23.070(4), no member of the Council, employee of the City, or any other person present during an executive session of the Council shall disclose to any person the content or substance of any discussion or action which took place during said executive session.

Section 5. Council Discussion.

On all questions of practice or procedure not provided for by these rules, the practice and procedure set forth in Robert's Rules of Order, current edition, shall serve as a guide.

Section 6. Agenda Preparation.

- 6.1 The City Council desires adequate time to review and research all issues coming before it for consideration and/or action. Therefore, all communications, ordinances, resolutions, contract documents or other matters for Council consideration will be submitted to the City Clerk by 5:00 p.m. Friday, ten days prior to the scheduled Monday Council meeting. Items shall be submitted following agenda guidelines in the form designated by the City Clerk. Items not submitted in time will not be place on the agenda. However, late items may be placed on the agenda consistent with the Robert's Rules of Order by passage of a motion to amend the agenda and/or suspend the Council Rules of Procedure.
- 6.2 Issues coming before the City Council at regular session for a vote shall first be placed on the agenda of the appropriate Council committee or Council Study Session at the request of the City Administrator, the Mayor, or any two or more Councilmembers for recommendation to the full Council for approval. Otherwise, they may be placed on a Regular Council Meeting agenda by passage of a motion by a majority of the Council to amend the agenda and add the item.
- 6.3 Issues may be placed on the agenda of a City Commission for recommendation, but must go to a Council Committee or Council Study Session prior to being placed on the agenda of a Regular Meeting of the City Council.
- 6.4 Subject to the Council's right to amend the agenda, no legislative item, which has not been presented by consensus as a forthcoming agenda item by a Council Committee or Study Session shall be voted upon by the Council. Emergency situations (defined as that which would jeopardize the public's immediate physical health, safety, or welfare), would be exempted from this rule or when a majority of the Council votes in favor of placing such an item on the agenda for consideration.
- 6.5 Only items which receive a consensus approval at a Council Study Session or Council Committee will be placed on an upcoming Regular Council Meeting agenda. Items not receiving a consensus approval will be scheduled for additional discussion at an upcoming Council Study Session or referred back to the appropriate Council Committee for addition information
- 6.6 Communications not attached to a motion, ordinance, or resolution may be placed on a Council Study Session agenda for discussion and/or referral to a Council Committee, per the Council Rules of Procedure.
- 6.7 The City Clerk will prepare an agenda packet for each Council meeting specifying the time and place of the meeting, and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review and approval by the City Administrator or designee or the Mayor.
- 6.8 Any item may be placed on a regular Council meeting agenda, after the agenda is closed and the notice prepared, by the City Administrator, Mayor, or Councilmembers, with an explanation of the necessity, motion and a majority vote of the Council.

- 6.9 The agenda bill form will be used for all items submitted for a regular or special Council meeting agenda. Items submitted for a study session agenda will include a cover memo briefly explaining the issue being discussed. Agenda packets will be ready for distribution to the Council by 5:00 p.m. Wednesday, prior to the following Monday's Council meeting. Council or staff submitting items for the consideration will ensure Councilmembers are provided sufficient information to make decisions. Council shall contact staff prior to the meeting with questions or for assistance in regards to any packet item.
- 6.10 All Council agenda bills, when applicable, shall include budget amounts, requested expenditure and impact along with the statement of fiscal analysis, and identification of funding source. Item and/or issues containing new appropriations must be submitted to the Finance Committee for recommendation prior to being placed on a council agenda.
- 6.11 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible on or about the specified time.
- 6.12 The City Clerk will prepare and keep current a calendar of agenda items for all Council regular and special meetings and study sessions. The City Clerk will also prepare and keep current a calendar of all Mayor and Council meetings and meetings of the Boards and Commissions of the City of Sumner.
- 6.13 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items so the public is not kept waiting an excessive amount of time and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.
- 6.14 Legally required and advertised public hearings will have a higher priority over other scheduled agenda items which have been scheduled by convenience rather than for statutory or other legal reasons.
- 6.15 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

Section 7. Comments, Concerns and Testimony to Council.

- 7.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to sign in on the public comment sheet provided. Comments are to be given at the podium area and limited to three (3) minutes. The Council may, by a majority vote, limit public comment based on the volume of comments anticipated and in the interest of conducting the business of the Council in an efficient manner.

All remarks will be addressed to the Council as a whole. Anyone who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting. All speakers during public comment, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and deportment. See Rule 2.1 under Public Comment.

- 7.2 The Mayor or Presiding Officer has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct, to

suspend a person's opportunity to speak and/or enforce the Rules of the Council. The Mayor or Presiding Officer may command assistance of any peace officer to enforce all lawful orders of the Mayor or Presiding Officer to restore order at any meeting.

- 7.3 The Mayor or Presiding Officer will acknowledge commenters at the close of their comments and decide on the disposition of their comments/issue, including but not limited to referral of the issue to City Administrator, a particular City Department, Council study session or Committee as deemed appropriate.
- 7.4 No person may use public comment for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Further, any direct mention of a person's candidacy or a ballot proposition shall constitute grounds for immediate suspension of such person's right to speak at that Council meeting.

Section 8. Motions.

- 8.1 Motions shall be clear and concise and not include arguments for the motion within the motion.
- 8.2 After a motion and a second, the Mayor or Presiding Officer will state the names of the Councilmembers making the motion and second.
- 8.3 If a motion does not receive a second, it dies. Motions that do not need a second include nominations, withdrawal of a motion, agenda order, request for a roll call vote, and point of order.
- 8.4 After a motion has been made and seconded, the Council may discuss their opinions on the issue prior to the vote. Citizen comments may be heard at the discretion of the Mayor when there is a motion and a second on the floor.
- 8.5 A motion that receives a tie vote on the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money is deemed to have failed. The Mayor shall vote in the case of a tie only with respect to matters other than those stated above.
- 8.6 When the Council concurs or agrees with an item by consensus that does not require a formal motion, the Mayor or Presiding Officer will summarize the agreement at the conclusion of the discussion.
- 8.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.
- 8.8 A motion to table is not debatable and requires a second. It shall preclude all amendments or debate of the issue under consideration. If the motion to table prevails, the matter may be taken from the table only by adding it to the agenda of a future regular or special meeting at which time discussion will continue. If an item is tabled, it cannot be reconsidered at the same meeting.

- 8.9 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting or at a time certain as established by Council motion at a future regular or special City Council meeting.
- 8.10 A motion to postpone indefinitely is debatable and is not amendable.
- 8.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. If seven (7) Councilmembers are present, then five (5) must vote in the affirmative to fill the 2/3 requirement. Debate is reopened if the motion fails.
- 8.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting language in the motion. Councilmembers will contact staff prior to the meeting where the amendment will be considered for assistance in formulating proper amendment language. Councilmembers are responsible for ensuring questions of the legality of the amendments proposed are addressed with the appropriate staff prior to bringing the amendment to Council for consideration. The making of amendments from the floor at the meeting is discouraged unless the timing of the subject legislation requires immediate action.
- 8.13 Discussion of the motion only occurs after the motion has been moved and seconded.
- 8.14 The motion maker, Mayor or Presiding Officer, or City Clerk shall repeat the motion prior to voting.
- 8.15 The City Clerk shall, in random rotation, take a roll call vote, if requested by the Mayor, a Councilmember, or as required by law. No Councilmember shall pass or abstain from voting when called upon to vote.
- 8.16 At the conclusion of any vote, the Mayor or Presiding Officer or the City Clerk shall announce the results of the vote. The City Clerk may confirm the results.
- 8.17 When a motion has been passed by Council any Councilmember who voted in the majority may move for reconsideration of the motion. A motion to reconsider is in order only at the meeting where the original motion was passed.
- 8.18 The City Attorney shall decide all questions of interpretations of these policies and procedures and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be guided by Roberts Rules of Order, current edition. In the event of a conflict, these Council policies and procedures shall prevail.

Section 9. Ordinances.

- 9.1 All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by the City Administrator, Mayor, City Attorney, City staff, Council Committee, or a majority vote of the Council.
- 9.2 Ordinances will be introduced by an Agenda Bill. The City Clerk shall assign a permanent ordinance number prior to placing the ordinance on the agenda.
- 9.3 The Mayor or Presiding Officer or City Clerk shall read the title of the ordinance prior to voting.
- 9.4 The Mayor shall have the power to veto ordinances passed by the Council and submitted to him or her. Such veto may be overridden by the vote of a supermajority of all Councilmembers. The ordinance shall then become valid notwithstanding the Mayor's veto. If the Mayor fails for ten (10) days to either approve or veto an ordinance, it shall become valid without his or her approval.
- 9.5 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor and City Attorney. After the Mayor's signature, the City Clerk shall sign the ordinance.
- 9.5 Ordinances, or ordinance summaries, shall be published in the official newspaper as a legal publication in the first possible publication following enactment.
- 9.6 An ordinance becomes effective five (5) days after the publication of the ordinance or ordinance summary unless otherwise specified.
- 9.7 Ordinances shall reflect the date of first reading, date of adoption, date of publication, and effective date.
- 9.8 There shall be one reading of an ordinance prior to any action and adoption by the City, unless a second reading is required by state statute or City code.
- 9.9 No public comment will be allowed on ordinances of a quasi-judicial matter.

Section 10. Mayor, Deputy Mayor and Presiding Officer.

- 10.1 The presiding officer at all meetings of the Council shall be the Mayor, and in the absence of the Mayor, the Deputy Mayor shall act in that capacity. If both the Mayor and Deputy Mayor are absent and a quorum is present, the Councilmembers present shall elect one of their members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.
- 10.2 The Presiding Officer shall:
 - a. Preserve order and decorum in the Council Chambers.
 - b. Observe and enforce all policies and procedures adopted by the Council.
 - c. Decide all questions on order, in accordance with these policies and procedures, subject to appeal by any Councilmember.

- d. Recognize Councilmembers in the order in which they request the floor.
 - e. Retain the authority, during Public Comment, to determine whether a speaker's remarks fail to comply with these Rules or exceed the scope of the designated forums, and the presiding officer shall have the authority to suspend such person's opportunity to speak, subject to the Council's privilege to overrule such decision.
 - f. At the sole discretion of the Presiding Officer, he/she may call for a recess during any regular or special meeting so long as that recess does not exceed fifteen (15) minutes. The Council may recess during any regular or special meeting for greater than fifteen (15) minutes by a majority vote of the Councilmembers present.
- 10.3 Challenge to Ruling of Presiding Officer. Notwithstanding anything herein contained, including Robert's Rules of Order, to the contrary, any member of the Council shall have the right and privilege to challenge any ruling of any kind made by the presiding officer at any Council meeting, in which case the approval or disapproval of the ruling of the Presiding Officer shall immediately and without debate or comment be put to a vote of the Council, and the decision of the majority of the members of the Council then present, shall prevail.

Section 11. Council Relations With Staff.

- 11.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- 11.2 City staff shall acknowledge the Council as policymakers, and the Councilmembers shall acknowledge City staff as administering the Council's policies.
- 11.3 Councilmembers shall not attempt to influence City staff in the selection of, or retention of, personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits.
- 11.4 Councilmembers shall not attempt to interfere with the administration or internal operation and practices of any City department.
- 11.5 To ensure timely response and any required administrative actions, mail addressed to the Mayor shall be copied and circulated by the City Clerk to all appropriate persons as soon as practicable after it arrives.
- 11.6 No Councilmember shall direct the City Administrator or staff to initiate any action or prepare any report that is a priority or requires significant resources, or initiate any project or study without the consent of a majority of the Council.
- 11.7 Individual requests for information can be made directly to the Department Director unless otherwise determined by the City Administrator or Mayor. If the request would create a change in work assignments or City staffing levels, the request must be made through the City Administrator or Mayor.

Section 12. Council Meeting Staffing.

- 12.1 The City Administrator shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Administrator has an excused absence, the designated Acting City Administrator shall attend the meeting.
- 12.2 The City Attorney shall attend all regular meetings of the Council unless excused by the City Administrator or Mayor and shall, upon request, give an opinion either written or oral, on legal questions. The City Attorney or designee shall act as the Council's parliamentarian. An Acting or Deputy City Attorney may attend meetings when the City Attorney has been excused.
- 12.3 The City Clerk, or designee, shall attend regular and special, and study session (when required) meetings of the Council, keep the official journal (minutes), and perform such other duties as may be needed for the orderly conduct of the meeting.

Section 13. Councilmember Attendance At Meetings.

- 13.1 ~~If a councilmember is unable to attend a meeting, that~~ the Councilmember shall contact the Mayor prior to the meeting and ~~state~~ provide the reason for his/her inability to attend the meeting. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the City Administrator or City Clerk, who shall convey the message to the Mayor.
- 13.2 At any point following roll call, the Mayor or Presiding Officer shall inform the Council of the Councilmember's absence. Councilmembers may make a motion to excuse or not excuse absent Councilmembers.
- 13.3 RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. Members of the Council may ask to be excused by following the procedure described in this section.
- 13.4 For purposes of this section, and consistent with the provisions of the Open Public Meetings Act, regular Council meetings and study sessions, are regularly scheduled meetings and shall be considered regular meetings for determining whether a Council position has been vacated. For example, if a Councilmember has three (3) consecutive unexcused absences consisting of two (2) regular Council meetings and an intervening study session in a single month, such a Councilmember will have vacated the position.
- ~~13.4~~ 13.5 All regular council meetings, study sessions, and committee meetings will be accessible to the public via ZOOM or an equal virtual platform. Councilmembers are encouraged to attend all required meetings in-person, but shall have the option to attend any meeting virtually, when necessary, if the alternative to attending virtually would mean the Councilmember would be otherwise absent from the meeting. Any councilmember choosing to attend a meeting virtually shall notify the Mayor and City Clerk (for Regular Council Meetings and Study Sessions) and the appropriate staff liaison (for Committee meetings) no less than 24 hours' in advance to ensure proper

technology is in place so that a ZOOM (or similar) link can be circulated Virtual attendance shall be considered the same as in-person attendance for quorum and voting purposes.

Section 14. Media Representation At Council Meeting.

All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

Section 15. Council Representation.

- 15.1 If a Councilmember represents the City through electronic, social or other media, use of City letterhead, or in any public venue, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, ~~if known, on such issue.~~ Any individual Councilmember's personal opinions and comments which differ from the Council majority, or which relate to an issue for which the Council has not formally taken a majority position, may be expressed if the Councilmember ~~clarifies that these~~ makes clear that their statements do not represent the Council's ~~position as a whole.~~ Councilmembers shall provide a copy of such representations or statements to the City Clerk for the purposes of legally required record retention.
- 15.2 Councilmembers ~~need to have other Councilmembers' concurrence before~~ shall not speak for, or otherwise representing another Councilmember's' view or position, ~~or the majority of Council's view or position with~~ to the media, or to any another governmental agency or community organization. However, a Councilmember may represent, or speak to, the Council's majority position on any issue for which the Council has formally taken a position, to the media or any other governmental agency or community organization.
- 15.3 As a matter of courtesy, letters to the editor, interviews or any other written communication by a Councilmember ~~of a controversial nature, which~~ that does not express the majority opinion of the Council, ~~or that is related to a topic for which the Council has not formally taken a position,~~ should be presented to the full Council prior to publication so that Councilmembers ~~may be~~ are made aware of the impending publication, when practical. Any statement made in writing shall be provided to the City Clerk for the purposes of legally required record retention.

Section 16. Confidentiality.

- 16.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive session to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive session when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW).
- 16.2 If the Council, in executive session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall

be done by the designated City staff representative handling the issue. Prior to discussing the information with anyone other than fellow Councilmembers, the City Attorney or City staff designated by the City Administrator or Mayor, Councilmembers should review such potential discussion with the City Administrator or Mayor. Any Councilmember having any such contact or discussion shall make full disclosure to the City Administrator, Mayor, and/or the City Council in a timely manner.

Section 17. Conflict of Interest.

- 17.1 Mayor and Councilmembers shall not, either directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from any source for any matter connected with or related to services as a Councilmember or Mayor.
- 17.2 Mayor and Councilmembers shall excuse themselves from consideration of any ~~proceeding~~ matter before Council in which they have a direct or indirect conflict of interest. If such conflict exists, the conflicted Councilmember or Mayor shall excuse themselves and leave the Council Chambers prior to any briefing, hearing, discussion, or other consideration of the matter. If a Councilmember is concerned that a perceived, but not actual, conflict of interest may exist, that Councilmember is encouraged to consult with the City Attorney to determine whether a voluntary recusal from consideration of that matter is appropriate. Prior to recusal (whether required or voluntary), a Councilmember may announce to the public the reason for the recusal. Examples of such interest include a Councilmember or Mayor as an applicant or property owner for a permit, a Councilmember or Mayor as a partner in a corporation or partnership involved in a permit or property ownership with a parcel subject to a land use permit, or involvement as tenant or resident in a structure subject to a land use permit. If such conflict exists, the affected Councilmember or Mayor shall excuse themselves and leave the Council Chambers prior to any briefing, hearing, discussion, or other consideration of the issue.

Section 18. Public Records – Technology Use.

- 18.1 Public records created or received by the Mayor or any Councilmember should be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Act, Chapter 42.17 RCW. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the City Attorney. Councilmembers shall complete Public Records Act training as mandated by law.
- 18.2 All electronic communications (e-mail, social media, blog etc.) sent or received by a Councilmember from either a City or personal account which are determined to be a Public Record pursuant to state law shall be subject to disclosure.
- 18.3 Electronic Communications between elected officials of a governing body can implicate the Open Public Meetings Act. If discussing City business with a quorum of fellow Councilmembers via electronic communications, it may constitute a public meeting and all the requirements for a public meeting would have to be met or a violation of the Act

could occur. Councilmembers shall complete Open Public Meetings Act training as mandated by law.

- 18.4 Councilmembers are prohibited from using personal computers and devices to create, edit, store or other similar action, any writing as described in RCW 42.56.010(3) that may be a public record. Councilmembers may use a personal mobile device including smartphone or tablet to access City e-mail, provided that they do not create, edit or store writings on the device. Council also agrees to cooperate with any public disclosure request in which it would be reasonable to search those personally-owned devices for responsive records.
- 18.5 Councilmembers are required to follow the City's acceptable use policies when using City issued computers and devices. Council shall complete the required annual cyber-security training, as set for the City's acceptable use policies.
- 18.6 The use of social media to conduct city business, including communicating with constituents, generally constitutes a public record that may be subject to disclosure. All elected officials must follow the City's current elected officials social media policy, as adopted under a separate resolution. The City will provide regular training on the policy and assist with archival.

Section 19. Deputy Mayor Selection Process and Duties.

- 19.1 The Deputy Mayor shall be elected to a one (1) year term at the first Regular Council meeting in January of each year. The Mayor shall conduct the election for the Deputy Mayor as follows:
 - a. The Mayor shall open ~~up~~ the floor for nominations. Nominations do not require a second.
 - b. At the conclusion of nominations, the Mayor shall ask for a motion and second to close nominations. A majority vote of Council is required.
 - ~~a.c.~~ The City Clerk shall conduct a roll call vote. Each Councilmember shall respond with the name of the nominee they wish to vote for. Any nominee receiving a majority vote of the Council shall be declared the winner of the election. In the event of a tie, the Mayor shall cast the tie breaking vote.
- 19.2 The Mayor shall preside at all meetings of the Council, and in the absence of the Mayor, the Deputy Mayor will act in that capacity, following established procedures and directives provided in Section 10 of the Council Rules for the Mayor. If both the Mayor and Deputy Mayor are absent, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

Section 20. City Council Committees.

- 20.1 The following City Council Committees are formed by City of Sumner Resolution or City Code:

- a. Finance/Personnel
- b. Public Works
- c. Community Development/Parks
- d. Public Safety
- ~~d.e.~~ Lodging Tax Advisory Committee

20.2 Membership/Attendance

- a. For all committees, other than the Lodging Tax Advisory Committee, ~~Each committee~~ shall have a membership of three (3) Councilmembers. A fourth Councilmember will also be appointed to serve as alternate. The Lodging Tax Advisory Committee shall consist of one Councilmember who will serve as the chair.
- b. All council committee meetings will be accessible to the public via ZOOM or an equal virtual platform.
- ~~b.c.~~ Councilmembers wishing to attend a meeting of a committee of which they are not a regular member shall provide the Chair of that committee and the City Clerk 48 hours advanced notice of their intent to attend, and will attend in the capacity of an observer only. In accordance with the laws governing Council action, any four (4) Councilmembers participating in the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions, constitutes a quorum of the full Council. A meeting of a quorum of the full Council requires 24-hours public notice and publication of a special Council meeting agenda stating the business to be transacted.
- ~~e.d.~~ A Councilmember shall be removed from an appointed Committee position and replaced by the alternate member upon three (3) consecutive unexcused absences or upon five (5) total unexcused absences in any twelve month period. Removal shall come as a recommendation of the remaining members of the subject Committee and shall be placed on the Council agenda at the next regular council meeting for confirmation by the full Council.
- ~~d.e.~~ The City Council shall appoint the members of each Council Committee by the second meeting of each even numbered year. Each Council Committee shall appoint its Chair.
- ~~e.f.~~ Councilmembers may trade committee membership with another Councilmember upon a do pass recommendation of both of the affected committees. The issue will then be placed on the consent agenda of the next available regular Council meeting for confirmation by the full Council.
- g. Membership of each Committee shall be for a two (2) year term. Membership will be determined by deliberation of the full Council and upon reaching consensus or by majority vote.
- ~~f.~~

20.3 Committee Work Programs and Agendas

- a. Recommendations. The Council Committee shall, with staff support, study issues and make recommendations to the full Council for action. Such recommendations may include a do pass to place the issue on a future regular Council meeting agenda for formal action by the full Council. It may also include a do not pass

recommendation, which requires no further Council action. Should the Committee determine that further study of an issue by the full Council prior to taking formal action is warranted; the item will be placed on a future study session agenda for review. These actions will be clearly noted in the Committee minutes.

- b. Committee Agendas. Committee agendas shall be prepared at least two (2) business days in advance by the Committee staff in coordination with the Committee Chair and in consultation with the City Administrator or Mayor. Committee agendas shall be distributed to the full Council. If an agenda is not available to the Committee members at least two (2) business days in advance or if there is a lack of Committee business, the Committee meeting shall be cancelled. Staff shall notify the full Council at least 24 hours in advance of the time the meeting is to commence. Notice of the cancellation shall also be posted for the public. Should a Councilmember wish to submit an item to a Committee agenda, they shall coordinate with the Committee Chair to do so. The Chair shall coordinate with the staff liaison for inclusion of such items.

Section 21. Appointments To Regional Organizations.

- 21.1 Appointments to regional bodies, Ad Hoc community committees or other special committees outside the City auspices may be made in two ways: 1) the regional committee may request recommendations for ultimate appointment by the regional committee; or 2) the City may make direct appointment to a regional committee when asked to do so by that body.
 - a. Any Councilmember may express an interest in a particular subject and interest in serving on a particular regional body.
 - b. Council Committee membership shall not limit a Councilmember's interest in serving on a particular regional body.
 - c. When a regional body requests membership recommendations where the regional body makes the final appointment, the Mayor shall ask Councilmembers to state their interest for appointment. All names shall be submitted by the Mayor to the regional body which will then make the appointment(s) subject to confirmation by the Council.
 - d. When the Council has the authority to make direct appointment to a regional committee, discussion shall take place with the full Council to determine interest. The Mayor or Councilmember receiving a majority vote will represent the City on that regional body.
 - e. Changes in representation to regional committees where the Council has the authority to make a direct appointment shall also be determined through full Council discussion and majority vote of the Council.
 - f. For the purpose of appointing or reappointing Council members to authorized regional committee assignments (PCRC, RCC, [SS911](#) etc.), Council will review position assignments annually at the first regular Council meeting in January.
- 21.2 When the Mayor and/or Councilmembers register to attend an official conference requiring voting delegates, such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternative voting delegate(s) during a public meeting, by a majority vote. When possible, said

selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

Section 22. Suspension and Amendment of Rules.

- 22.1 Any provision of these rules not governed by State law or ordinance may be temporarily suspended upon proper motion and second and a majority vote of the Council.
- 22.2 Amendments to Rules. Amendments to these rules shall be made by resolution of the Council, which must be laid over at least one week, and may then be made by a majority vote of the membership of the City Council. After such proposed amendments have been laid over for one week, they may be amended, added to, or deleted, and adopted at the same or a subsequent session of the Council.

Section 23. Decorum and Debate.

- 23.1 The City Council has power under general State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules. When a decorum-related measure is presented for consideration to the Council, the Mayor shall recognize the appropriate individual to present the matter. When two or more Councilmembers wish to speak, the Mayor shall name the Councilmember who is to speak first. No member of the Council shall interrupt another while speaking except to make a point of order or privilege. No Councilmember shall be permitted to use derogatory or demeaning language when speaking to or about another Councilmember or member of the public.
- 23.2 If a Councilmember is violating the Rules of the Council, the Mayor or any Councilmember may call him/her to order, in which case he/she shall immediately be quiet. However, that Councilmember may appeal the ruling of the Mayor to the entire council. The Council shall, if appealed to, decide the case without debate. If the decision is in favor of the Councilmember called to order, he/she shall be allowed to proceed. If the decision is not in favor of the Councilmember called to order, he/she shall not proceed or continue in the action which has been determined to be out of order.
- 23.3 By vote of the majority of the Council, sanctions for violating the Council Rules may include any of the following:
- a. a verbal admonition,
 - b. a written reprimand,
 - c. censure,
 - d. expulsion from the meeting; and/or
 - e. removal of a Councilmember from appointed Council Committee(s) or Chair positions or removal of intergovernmental duties.

Section 24. Council Vacancies

- 24.1 A Council position shall be officially declared vacant upon the occurrence of the causes of vacancy set forth in RCW 35A.12, Council Rule Section 13, or resignation, recall, forfeiture, written intent to resign, or death of a Councilmember.

- 24.2 In the occurrence of a vacancy, the Mayor or Council will direct staff to begin the appointment process and establish an application, interview, and appointment schedule. The Council has 90 days to fill the vacancy, after which time it will be filled by the Pierce County Council.
- a. Council may request additional public processes other than those delineated here, such as open houses, forums etc. as long as they are properly noticed and open to all members of the public.
- 24.3 The Councilmember who is vacating his or her position cannot participate in the appointment process.
- 24.4 Staff will advertise for the open position electronically, advise newspapers and other forms of media as appropriate, and post notices at City Hall. Applications will be due 30 days from the date ~~of posting~~the application is made available.
- a. Staff will prepare an application form which requests appropriate information for City Council consideration of the applicants. Applicants will be asked to submit a completed application, supplemental questions, and a resume. Endorsements, letters of reference or other materials will not be accepted.
- b. Completed applications and supplemental materials received by the deadline will be copied and circulated to the Mayor and Council. Applications will be posted electronically following PDC rules for disclosure.
- c. At the close of the application period, all timely applications will be reviewed by the City Clerk for completion and qualification. Interested candidates that submit an incomplete application, or that do not meet the minimum legal qualifications to be appointed, will not be considered. Staff shall notify the candidate of their disqualification accordingly.
- 24.5 Interviews will ~~be held~~occur at the first available Study Session following the close of the application period, unless a special meeting needs to be called to avoid expiration of the 90 day appointment timeframe, or to avoid conflicting with other time sensitive policy issues.~~a Special Council Meeting.~~ For efficiency, interviews may be recorded in advance and presented during the Study Session. ~~Order of interviews will be established by random ballot~~The City Clerk shall establish the order of the interviews/presentation by random draw at the beginning of the Study Session.
- a. In an effort to preserve a fair interview process, if the interviews are in person (not pre-recorded), a Applicants not being interviewed may be asked to temporarily leave the ~~room~~meeting while they are not being interviewed, but ~~are not required to do so as it is an open public meeting.~~
- b. ~~No voting or straw polls may be taken in executive session.~~Following each applicant interview, Councilmembers may ask follow-up clarifying questions. Clarifying questions will be limited to three (3) minutes per applicant.
- 24.6 ~~Once interviews are complete~~The voting process will occur at the next available Regular Council Meeting following the interviews, unless the interviews and voting need to occur at the same special meeting to avoid expiration of the 90 day appointment timeframe. At the start of the meeting, the Mayor will call for nominations from

Councilmembers for the purposes of creating a ballot. Each councilmember may make one nomination. No second is needed. Nominations are closed by motion, second, and a majority vote of the Council.

24.7 At the close of the nominations, the Mayor may accept public comment related to the final nominees. Public comment shall be limited to two (2) minutes.

24.8 Voting will occur in public by roll-call votes. Upon hearing their name, each Councilmember shall vote by saying the name of the nominee they wish to appoint. Any applicant receiving a majority vote of the sitting Council members is required for appointment shall be declared the winner. Nominees receiving the least amount of votes shall be dismissed from future rounds of voting. The Council may vote as many times as ~~needed~~ necessary to obtain a majority vote. In the case of a tie between final two nominees, the Mayor will cast the deciding vote.

- a. At any time in the process, the Council may recess to executive session ~~to discuss candidate qualifications~~ for the limited purpose of discussing the qualifications of the candidates in accordance with state law. This may be requested by any Councilmember. No voting or straw polls may be taken in executive session.
- b. The Council may move to postpone the election to a date certain if a majority vote is not received.

24.98 The Mayor shall declare the candidate receiving the majority vote as the new Councilmember, to be sworn into office and seated at the next regular Council meeting.

24.10 Any deviation from this procedure shall be by motion and shall require a second and majority vote of the Council.

Section 254. Repealer. Resolution No. 1518, adopted March 18, 2019, is hereby repealed and replaced in its entirety.

Section 265. Severability. If a section, subsection, paragraph, sentence, clause, or phrase of this resolution 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, the provisions of this resolution shall control.

Section 27. 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 286. Effective Date.

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 15th day of March 2021.

Mayor William L. Pugh

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

City Attorney Andrea Marquez

SUBJECT: PSE Energy Savings Grant Acceptance

CATEGORY: Consent

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Conservation Grant Agreement
-

STAFF CONTACT: Jason Van Gilder, Associate City Engineer, Mike Dahlem, Public Works Director

SUMMARY BACKGROUND:

The City has been invited to participate in an energy savings program sponsored by Puget Sound Energy. The program entails a series of workshops where WWTF staff have met with energy savings experts along with staff from other WWTF's in the region to identify potential energy savings opportunities. Puget Sound Energy has a grant program to fund and incentivise installation or implementation of the energy conservation measures identified in the program.

The grant amount may be up to \$18,242.00 depending upon the City achieving various incentive levels contained within the grant.

COUNCIL COMMITTEE/STUDY SESSION: Public Works Committee

MEETING/STUDY SESSION DATE: 3/2/2021

COMMITTEE RECOMMENDATION: Approval on the City Council's Consent Agenda. (Council Member Neuman Recused)

STAFF RECOMMENDATIONS/MOTION:

A motion to authorize the Mayor or his designee to execute an agreement with Puget Sound Energy to accept up to \$18,242.00 in grant funds for use in the installation or implementation of conservation measures at the City's Wastewater Treatment Facility.



Conservation Program:
Agreement No.:
Project No.:

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P_1082379

CONSERVATION GRANT AGREEMENT

This AGREEMENT is made this 27th day of January, 2021, by and between
PUGET SOUND ENERGY (“PSE”) and **CITY OF SUMNER** (“Participant”).

RECITALS

- A. Under PSE’s Electric Schedule 83 and Gas Schedule 183, as currently in effect and on file with the Washington Utilities and Transportation Commission (collectively, “Tariffs”), PSE offers grants for certain conservation measures installed or implemented at facilities that receive electric or natural gas service from PSE.
- B. Participant intends to install or implement conservation measures and is requesting a grant from PSE.

AGREEMENTS

PSE and Participant agree as follows:

- 1. **PROJECT PREMISES/METER LOCATION ADDRESS: 13114 63RD ST E EQU3 SUMNER WA 98390 - SUMNER WWTP ISEM PROJECT** (Please note: meter location/address may differ from the site mailing address). Participant will install or implement the conservation measures listed in paragraph 2 (“Conservation Measures”) at the above located facilities (the “Premises”). Participant represents either (a) that it is the owner or otherwise has the lawful authority to make the statements herein on behalf of the owner of the Premises, or (b) that it is the lawful tenant of the Premises and that it has obtained written authorization from the owner of the Premises.
- 2. **Conservation Measures.** Participant represents that it will purchase equipment or materials or has entered or will enter into an agreement with one or more contractors (the “Contractor”) for the purchase and installation or implementation at the Premises of the Conservation Measures which may be detailed in **Attachment C: Attachment to Conservation Grant**, at the following costs:

	Conservation Measures	Measure Life	Total Cost	Eligible Grant
1.	ISEM - Milestone Incentive 1	0	\$1,000.00	\$1,000.00
2.	ISEM - Milestone Incentive 2	0	\$1,000.00	\$1,000.00
3.	ISEM - Performance Incentive - Year 1	3	\$7,821.00	\$7,821.00
4.	ISEM - Performance Incentive - Year 2	3	\$4,432.00	\$4,432.00
5.	ISEM - Performance Incentive - Year 3	3	\$3,989.00	\$3,989.00

	TOTAL (includes sales tax)		\$18,242.00	\$18,242.00
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Participant represents that the total cost of the Conservation Measures is the net amount of its obligation with respect thereto.

3. **Grant.** Upon the execution by both parties and PSE's receipt of this Conservation Grant Agreement within **90 days** of the agreement date, PSE agrees to grant the Participant, after installation by Participant of the Conservation Measures, an amount equal to the Eligible Conservation Grant ("the Grant") set forth in Attachment C. The parties agree that the Conservation Measures must be installed and the Grant paid within **36 months** of the signing of this Conservation Grant Agreement. If for any reason the installed cost of the Conservation Measures is less than the amount shown above and on Attachment C, PSE may decrease pro rata the amount of the Grant. Participant shall be responsible for paying any amount in excess of the amount of the Grant.
4. **Separate Contract.** Participant acknowledges and agrees that PSE is not, and shall not be deemed to be, a party to any purchase or installation contract relating to Conservation Measures, which shall be installed pursuant to a contract between Participant and its Contractor(s). Participant expressly acknowledges that PSE's involvement with respect to any aspect of the Conservation Measures is limited to the furnishing of the Grant. **PSE HAS NOT MADE AND DOES NOT MAKE (AND PARTICIPANT ACKNOWLEDGES THAT PSE DOES NOT MAKE) ANY IMPLIED OR EXPRESS WARRANTY (INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS) REPRESENTATION, OR PROMISE WITH RESPECT TO EITHER (A) THE CONSERVATION MEASURES, (B) ANY MATERIALS AND LABOR REQUIRED FOR OR USED IN THE INSTALLATION OF THE CONSERVATION MEASURES, OR (C) THE INSTALLATION OF THE CONSERVATION MEASURES.**
5. **Final Cost Documentation, Access & Inspection:** Participant agrees to promptly provide PSE, upon request, and for a period no shorter than the longest applicable measure life: (1) documentation verifying equipment purchased and/or work performed in connection with the Conservation Measures installed; (2) reasonable access to and inspection of the Facility and Conservation Measures installed therein before, during and/or after implementation; and (3) reasonable access to, inspection and use of energy usage data related to the Conservation Measures including release of utility bills and Facility energy consumption information following implementation.
6. **Release.** Participant releases PSE from any and all claims, losses, harm, costs, liabilities, damages and expenses directly or indirectly resulting from or in connection with (a) the Conservation Measures, (b) any materials and labor required for or used in the installation of the Conservation Measures, (c) the installation of the Conservation Measures, or (d) the identification, handling and disposal of any associated hazardous waste materials.
7. **Disclaimer.** PSE conducts energy analyses at the request of its customers to determine the extent to which conservation measures are cost-effective. Any estimate of energy savings made by PSE in connection with any such analyses is solely for the purpose of determining the cost-effectiveness of the particular conservation measures and not to be used for any other purpose. PSE has not and does not make any promise, warranty or representation with respect to any savings in energy consumption from Conservation Measures.
8. **Termination.** In the event a Participant's contribution to PSE's recovery of energy efficiency program costs is affected by all or a portion of Participant's electric and/or gas delivery service being provided by a party other than PSE, then Participant shall refund to PSE an amount equal to the ratio of the unused Measure Life of the measure(s) to the total Measure Life of such Conservation Measure(s) multiplied by the dollar amount of the Grant with respect to such Conservation Measure(s).
9. **Incorporation of tariffs by reference.** This Agreement and the *Attachment To Conservation Grant* are subject to the terms of the Tariffs, incorporated herein by reference. Specific terms and conditions from one or more conservation schedules from similar filed tariffs may also apply, as determined by PSE at its sole discretion, based on various criteria. A complete list of conservation schedules is available at:

https://www.pse.com/-/media/Project/PSE/Portal/Rate-documents/Electric/elec_sch_250.pdf



Conservation Program:
Agreement No.:
Project No.:

IEM
2
P_1082379

https://www.pse.com/-/media/Project/PSE/Portal/Rate-documents/Gas/gas_sch_250.pdf

10. **Entire Agreement.** This Agreement and its attachments set forth the entire agreement between the parties and supersede any and all prior agreements with respect to the Conservation Measures. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in writing and signed by both parties.

PUGET SOUND ENERGY

**PARTICIPANT
CITY OF SUMNER**

By: Corey Corbett

By: _____

Name: Corey Corbett

Print Name: _____

Title: Mgr. Business Energy Management

Title: _____

Federal Tax I.D. No.: _____

ATTACHMENT C TO CONSERVATION GRANT

This is a grant revision and supersedes all previously issued grant agreements under this project number.

Conservation Measure(s) shall consist of the following:

PSE's Strategic Energy Management (SEM) Program provides hands-on energy management training, tools, and coaching, building on the work of the Industrial Systems Optimization Program. Enrolled participants will engage in a 40-month long continuous improvement process for energy management at their facilities. This period will comprise a six month ramp-up and training period followed by three performance years. ISEM Program Participation will involve the following process steps:

- Organizational commitment to Strategic Energy Management.
- Conducting a management assessment of current energy management practices.
- Establishing an energy policy, with a goal and assigned accountabilities.
- Assigning an Energy Champion and establishing an energy team.
- Supporting the implementation and documentation of cost-effective (as defined by Participant) energy efficiency activities and projects.
- Establishing and supporting a tracking system of energy use data, establishing a baseline, and tracking energy savings.
- Participation in the six SEM training seminars
- Participation in a site-wide Kaizen event to identifying process improvements and savings opportunities with assistance from PSE and its contractors.
- Establishment of new practices and procedures documented in Standard Operating Procedures (SOPs) and implemented by site staff to achieve energy savings.

The above specifications are solely for the purpose of defining energy-related components of Conservation Measure(s) for which the Grant is offered. Puget Sound Energy is not responsible for ensuring the health, safety, comfort, or well-being of workers or facility occupants or the suitability of equipment selected for the intended application. It is the responsibility of the grant Participant and the Participant's hired designers, contractors, consultants to ensure compliance of the Conservation Measure(s) with Participant's needs and all applicable codes and standards.

The following shall be submitted by Participant prior to Grant payment:

- ☒ Completed Request for Taxpayer I.D. Number ("W-9").
- ☒ Copies of invoicing (no purchase orders, quotes, or estimates) for all expenses, including but not limited to equipment, materials, and labor associated with installation of Conservation Measure(s).
- ☐ Other (specify):

ATTACHMENT C TO CONSERVATION GRANT

This is a grant revision and supersedes all previously issued grant agreements under this project number.

Conservation Measure(s) shall be verified as follows prior to Grant payment:

Twelve months of performance year data will be used to estimate energy savings for each performance year. A baseline regression analysis model of site energy consumption will be used to forecast energy consumption and savings will be the difference observed minus any savings associated with coincident capital projects.

If intended energy savings are not being achieved by Conservation Measure(s) because specified equipment efficiency parameters or performance parameters defined above are not used, Participant shall be required to correct such deficiencies prior to Grant payment. Failure to comply with specified equipment efficiency or performance parameters may result in forfeiture or reduction of Grant payment.

Appendix 1: Energy Team Roles and Responsibilities

Dear Executive Sponsor,

Welcome to Puget Sound Energy's (PSE) Strategic Energy Management (SEM) Program. The SEM program builds on the work of PSE's Industrial System Optimization Program (ISOP) that your facility participated in previously and achieved significant energy savings. Enrolled participants will engage in a 40-month process to implement a continuous improvement process for energy management at their facilities. The available services and benefits include:

- Energy management training and education for your staff, including peer-to-peer learning at workshops with energy teams from other industrial facilities
- Tools, templates, and other resources to implement strategic energy management
- Coaching and mentoring at the Executive Sponsor, Energy Champion, and energy team levels
- Technical assistance to help your staff understand and use energy information to tune operations, track improvements, and quantify energy savings
- Financial incentives for energy-savings resulting from your improved energy management practices (\$0.02 times verified kWh saved, up to \$25,000 per performance year), plus \$2,000 in additional incentives for achieving specified milestones related to the SEM engagement. Total incentives are capped at \$77,000.

Thank you for taking on the role of Executive Sponsor. This key contributor is a manager at the corporate and/or facility level who oversees the energy team, establishes high-level goals, and approves resources and funding for energy efficiency projects. The Executive Sponsor is a driving force behind engaging all employees in the Strategic Energy Management process. Visible executive support is often a key factor that determines the success of energy management initiatives. **The expected time commitment for this role is approximately 1 hour per month over the 40 month engagement period.** Specific responsibilities of this role include:

- Checking in on energy team activities and progress on a regular basis
- Providing adequate budget for energy projects
- Supporting resource allocation efforts to facilitate project implementation
- Giving recognition for employee contributions
- Reviewing performance and providing feedback for energy team members
- Supporting and championing cost-effective capital projects

By signing below, you agree to take on the role of Executive Sponsor and fulfill the responsibilities listed above:

Name:	
Title:	
Phone Number:	
Email Address:	
Signature:	

Dear Energy Champion,

Welcome to Puget Sound Energy's (PSE) Strategic Energy Management (SEM) Program. The SEM program builds on the work of PSE's Industrial System Optimization Program (ISOP) that your facility participated in previously and achieved significant energy savings. Enrolled participants will engage in a 48-month process to implement a continuous improvement process for energy management at their facilities. The available services and benefits include:

- Energy management training and education for your staff, including peer to peer learning at workshops with energy teams from other industrial facilities
- Tools, templates, and other resources to implement strategic energy management
- Coaching and mentoring at the Executive Sponsor, Energy Champion, and energy team levels
- Technical assistance to help your staff understand and use energy information to tune operations, track improvements, and quantify energy savings
- Financial incentives for energy-savings resulting from your improved energy management practices (\$0.02 times verified kWh saved, up to \$25,000 per performance year), plus \$2,000 in additional incentives for achieving specified milestones related to the SEM engagement. Total incentives are capped at \$77,000.

Thank you for taking on the role of Energy Champion. This key contributor is responsible for keeping the energy team on track and moving forward. The Energy Champion coordinates meetings, sets agendas, delegates essential tasks to team members and holds them accountable for implementing those tasks. He/she is a key point of contact for non-energy team employee discussions of energy-related ideas and topics. **The expected time commitment for this role is 6-8 hours per month over the 40 month engagement period, plus attendance at six workshops.** Other responsibilities may include:

- Leading program reporting for the site
- Heading up employee engagement activities
- Investigating facility energy rates and utility incentives. Act as the primary utility liaison
- Monitoring facility energy use and addressing increases in energy consumption
- Disseminating energy best practices through standard operating procedures
- Prioritizing and collecting information on potential energy projects
- Overseeing the execution of all action items
- Working with local vendors to implement recommended changes

By signing below, you agree to take on the role of Energy Champion and fulfill the responsibilities listed above:

Name:	
Title:	
Phone Number:	
Email Address:	
Signature:	

Dear Data Master,

Welcome to Puget Sound Energy's (PSE) Strategic Energy Management (SEM). The SEM program builds on the work of PSE's Industrial System Optimization Program (ISOP) that your facility participated in previously and achieved significant energy savings. Enrolled participants will engage in a 40-month process to implement a continuous improvement process for energy management at their facilities. The available services and benefits include:

- Energy management training and education for your staff, including peer to peer learning at workshops with energy teams from other industrial facilities
- Tools, templates, and other resources to implement strategic energy management
- Coaching and mentoring at the Executive Sponsor, Energy Champion, and energy team levels
- Technical assistance to help your staff understand and use energy information to tune operations, track improvements, and quantify energy savings
- Financial incentives for energy-savings resulting from your improved energy management practices (\$0.02 times verified kWh saved, up to \$25,000 per performance year), plus \$2,000 in additional incentives for achieving specified milestones related to the SEM engagement. Total incentives are capped at \$77,000.

Thank you for taking on the role of Data Master. The Data Master understands the data needed to track energy performance, and knows how to obtain it. This individual should be someone with knowledge of monitoring equipment and production tracking systems (enterprise, production, historian, or labor hour tracking software). The Data Master is responsible for supplying the energy team and/or the SEM coach with relevant data (energy, production, etc.) used to analyze energy performance and progress toward goals. In some cases, the Data Master assists other team members in establishing, monitoring and reporting data at the process and/or equipment level for various systems. **The expected time commitment for this role is 1 hour per month over the 40 month enrollment period.**

By signing below, you agree to take on the role of Data Master and fulfill the responsibilities described above:

Name:	
Title:	
Phone Number:	
Email Address:	
Signature:	

Appendix 2: Preliminary Program Outline

	- May	June-July	August	September	October	November	Perf. Year 1	Perf. Year 2	Perf. Year 3
Workshops	Workshop 1	Workshop 2	Workshop 3	Workshop 4	Workshop 5	Workshop 6			
	Establishing an SEM Program	Saving Energy	Tracking Energy Performance	Baseline Model Development	Engaging Employees	Making SEM Stick			
PSE Activities	Site energy & activity monitoring	Site energy & activity monitoring	Site energy & activity monitoring	Site energy & activity monitoring	Site energy & activity monitoring	Site energy & activity monitoring	Site energy & activity monitoring	Site energy & activity monitoring	Site energy & activity monitoring
	Monthly Check-in Calls	Monthly Check-in Calls	Monthly Check-in Calls	Monthly Check-in Calls	Monthly Check-in Calls	Monthly Check-in Calls	Monthly Check-in Calls	Monthly Check-in Calls	Monthly Check-in Calls
PSE Responsibilities	Create Energy Models	Prepare for Kaizen event			Facilitate EMA		Update Energy Models	Update Energy Models	Update Energy Models
	Provide cohort templates				Support EE activities		Verify Energy Savings	Verify Energy Savings	Verify Energy Savings
	Provide e-team toolkits						Pay Incentives	Pay Incentives	Pay Incentives
Cohort Activities		Supply model data	Supply model data	Supply model data	Supply model data	Supply model data	Supply model data	Supply model data	Supply model data
		Update action items	Update action items	Update action items	Update action items	Update action items	Update action items	Update action items	Update action items
		Hold e-team meeting	Hold e-team meeting	Hold e-team meeting	Hold e-team meeting	Hold e-team meeting	Hold monthly e-team meetings	Hold monthly e-team meetings	Hold monthly e-team meetings
Cohort Responsibilities	Provide new model data	Hold Kaizen event			Complete 5 energy-savings action items		Pursue energy-saving action items	Pursue energy-saving action items	Pursue energy-saving action items
	Develop energy policy				Hold EMA session		Identify new opportunities	Identify new opportunities	Identify new opportunities
	Set up energy team				Implement employee engagement activities		Support & maintain e-team	Support & maintain e-team	Support & maintain e-team
	Develop e-team's meeting agenda & schedule								
Milestones & Incentives	\$1,000				\$1,000		\$0.02/kWh up to \$25,000	\$0.02/kWh up to \$25,000	\$0.02/kWh up to \$25,000

March 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
6:00PM Regular Council Meeting (Virtual)	4:00 PM Public Works Committee (Virtual)		6:00PM Planning Commission (Virtual)		
8	9	10	11	12	13
6:00PM Study Session (Virtual)		5:30PM Finance Committee (Virtual) 6:30PM **CANCELLED** Design Commission (Virtual)	4:30PM Forestry/Parks Commission (Virtual)		
15	16	17	18	19	20
6:00PM Regular Council Meeting 6:15PM Special Study Session (Virtual)		5:00PM Public Safety (Virtual)			
22	23	24	25	26	27
6:00PM Study Session (Virtual)		5:00PM CD Committee (Virtual)	5:30PM Arts Commission (Virtual)		
29	30	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**

APRIL 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3
			6:00PM Planning Commission (Virtual)		
5	6	7	8	9	10
6:00PM Regular Council Meeting (Virtual)	4:00 PM Public Works Committee (Virtual)		4:30PM Forestry/Parks Commission (Virtual)		
12	13	14	15	16	17
6:00PM Study Session (Virtual)		5:30PM Finance Committee (Virtual) 6:30PM Design Commission (Virtual)			
19	20	21	22	23	24
6:00PM Regular Council Meeting (Virtual)		5:00PM Public Safety (Virtual)	5:30PM Arts Commission (Virtual)		
26	27	28	29	30	
6:00PM Study Session (Virtual)		5:00PM CD Committee (Virtual)			

*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.*

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