



On June 30th, Governor Inslee issued the “Washington Ready” guidelines, effectively re-opening the State of Washington and removing the Covid-19 restrictions. The City of Sumner looks forward to welcoming members of the public to its meetings in-person, but until further notice will continue to conduct its meetings 100% virtually, using the ZOOM platform. The public is invited to attend using the ZOOM meeting access information below.

<https://sumnerwa-gov.zoom.us/j/89355723005>

Or One tap mobile :

US: +12532158782,,89355723005# or +16699006833,,89355723005#

Or Telephone:

Dial: +1 253 215 8782

Webinar ID: 893 5572 3005

CALL TO ORDER

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

REGULAR BUSINESS

1. Annexation Request - Houston Road Parcels
2. Mandatory Emergency and Transitional Housing Zoning Code Updates (ESSHB 1220)
3. Pandemic Policy Update

CITY ADMINISTRATOR REPORT

AGENDA SETTING

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

EXECUTIVE SESSION

ADJOURNMENT

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

SUBJECT: Annexation Request - Houston Road Parcels

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Staff Memo Annexation
 2. Exhibit A - Map of Annexation & Comp Plan Designations
 3. Exhibit B - Letter of Intent
 4. Exhibit C - Annexation Properties Inventory
-

STAFF CONTACT: Ann Siegenthaler, Associate Planner

SUMMARY BACKGROUND:

In July 2021, the City received a request from property owners in the urban growth area (UGA) to annex to the city. The applicants are owners of an area known as the "Houston Road parcels," a site located along Houston Road/Valley Avenue/Cannery Way, west of downtown and southwest of the Old Cannery. Several other properties in the vicinity are also being included in this annexation proposal, for a total of 19 parcels. Under state law, property located within the UGA may be annexed to its respective city, following state-adopted procedures for annexations. The first step in the process is for the property owners to present a letter of intent to the City Council for consideration, which is the subject of this study session. The Council has the option to accept, reject, or modify the proposed annexation. There is no development proposal associated with this annexation request.

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

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

That the Council agrees to allow the annexation to proceed to the next steps in the process.



DATE: August 16, 2021
TO: Mayor Pugh and City Council
FROM: Ann Siegenthaler, Associate Planner
RE: **Annexation Request – Houston Road Parcels**

I. BACKGROUND / WHY THE AMENDMENTS ARE BEING PROPOSED

In July 2021, the City received a request from property owners in the urban growth area (UGA) to annex to the city. The applicants are owners of an area known as the “Houston Road parcels,” a site located along Houston Road/Valley Avenue/Cannery Way, west of downtown and southwest of the Old Cannery (see map in Exhibit A). Several other properties in the vicinity are also being included in this annexation proposal, for a total of 19 parcels. Under state law, property located within the UGA may be annexed to its respective city, following state-adopted procedures for annexations. The first step in the annexation process is for the property owners to present a letter of intent to the City Council for consideration, which is the subject of this study session. There is no development proposal associated with this annexation request.

II. DESCRIPTION OF PROPOSAL

A. Property location and description:

There are three sub-areas included in the proposed annexation (see map in Exhibit A):

- Area between Houston Road/Cannery Way, SR 167 and SR410: Uses in this area consist of the Wayne’s Roofing contractor (13105 Houston Rd E), outdoor contractor storage areas and warehousing. All of these parcels have a Comprehensive Plan designation of Light Industrial (M-1). This area was the subject of a 2020 Comprehensive Plan amendment in which the Council changed the General Commercial (GC) designation to Light Industrial (M-1).
- Area between Valley Avenue and SR167: This area includes the Snider Petroleum site (13401 Valley Ave E), a parcel with an older single-family home, and 2 smaller vacant parcels. City limit lines bisect the Snider Petroleum building and property. These parcels have a Comprehensive Plan designation of General Commercial. Including these in the annexation proposal will create a logical city limit boundary.
- Area along east riverbank: There are three parcels located just east of the river, north of State Street. One parcel contains the Sumner Link trail; the other two parcels have residential uses. City limit lines bisect these parcels. The Comprehensive Plan designation is Town Center (portions of the parcels within the city are zoned Town Center Plan 6 Stories). Including these parcels in the annexation proposal will create a logical city limit boundary.

B. Annexation process:

The steps in the annexation process are laid out in state code (RCWs). The first step in the process is for the applicant/owner to submit a "written notice of intent to commence annexation proceedings" (see Exhibits B and C). This letter of intent is being forwarded to the City Council for consideration at the August 23 study session. The Council has the option to accept, reject, or modify the proposed annexation.

If the Council agrees to allow the annexation to proceed, the process next follows these main steps:

- Council adopts a resolution authorizing the petition to move forward.
- Once authorized, applicant/owner may begin circulation of the petition to other property owners to obtain signatures.
- Signatures on the petition are collected; must be signed by owners of not less than 60% of the assessed value of the property in the annexation area.
- Completed petition is submitted to City staff; staff submits proposal to Pierce County Assessor for certification of signatures.
- After certification, the City Council holds a public hearing on the proposal. This includes public noticing.
- City Council adopts the annexation by ordinance.

Documents provided by the applicant/owner are included in the attached exhibits.

III. PUBLIC & AGENCY COMMENT

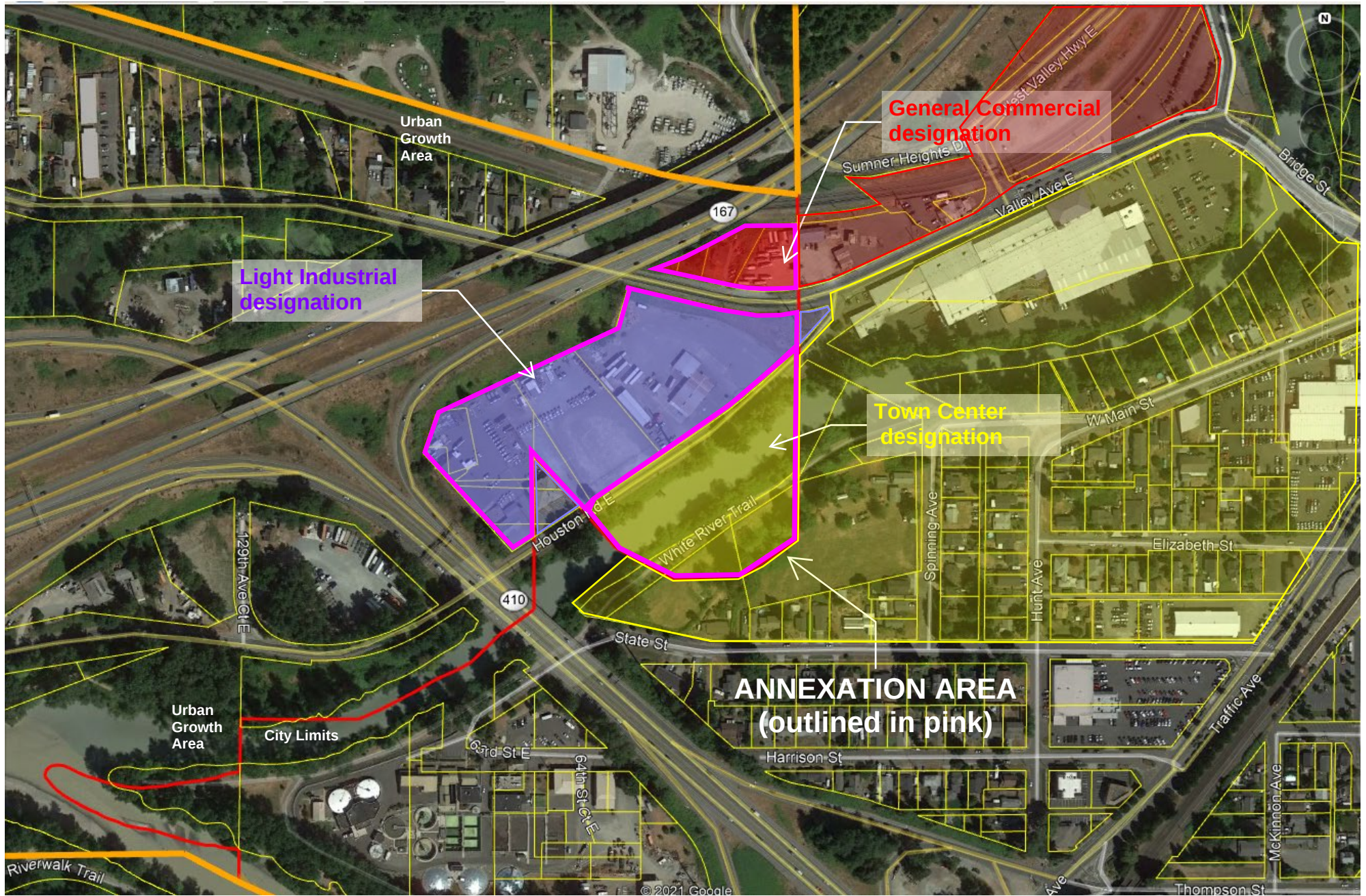
Public comment will be solicited during the public notice period for the City Council public hearing. Agencies such as Pierce County and the Boundary Review Board will be contacted at the appropriate steps in the process.

VI. STAFF RECOMMENDATION

Staff recommends that: 1) The Council allow the annexation to proceed; and 2) the subject parcels maintain their current Comprehensive Plan designation with the corresponding zoning district.

VII. EXHIBITS

- A. Map of annexation area with Comprehensive Plan designations
- B. Applicant's letter of intent
- C. Annexation parcel inventory, showing assessed value



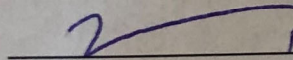
Ryan Windish
City of Sumner
1104 Maple Street
Sumner, Washington 98390

RE: Intent to Commence Annexation Proceedings

The purpose of this letter is to declare intent to commence annexation proceedings for 19 parcels, or portions thereof, currently located in unincorporated Pierce County. Per RCW 35A.14.120 Direct Petition Method, this letter of intent is signed by property owners representing at least 10% of the assessed value of the subject properties.

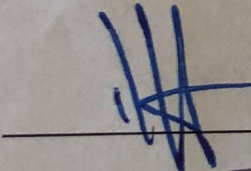
Please find attached a map showing the location of the subject properties to be annexed, as well as a spreadsheet of the parcels, owners, mailing addresses and assessed value. The signed supporters below represent approximately 74% of the assessed value of the properties to be annexed. The remainder of the property owners are currently being contacted to solicit their support.

We request that the intent to commence annexation proceedings is granted and a petition for annexation can be prepared by the property owners. We understand that 60% of the assessed value of the properties will be required to sign the petition. Thank you for your time and consideration.


Rodney Wetherbee
POA Kitty Wetherbee

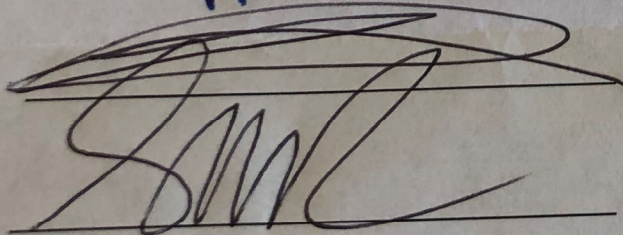
Kitty Wetherbee

Parcels: 0420234104, 4250001153, 4250001142,
4250001155, 4250001111, 4250001063, 4250001105,
0420234150



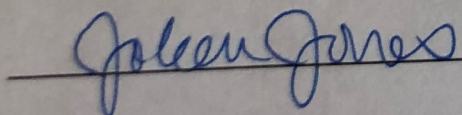
Don Guthrie

Parcel: 0420234150



Dave Radcliffe, Houston Road, LLC

Parcels: 0420243163, 0420234151



Steve Snider, O D Snider & Son Inc

Parcel: 0420234019

Justin, Joleen Jones

Parcel: 0420234138

Parcel no.	Property Address	Owner Name	Mailing Address	Assessed Value	Notes	Signed Supporter?
0420234019	13401 Valley Avenue E	O D Snider & Son Inc	PO Box 368, Sumner, WA 98390	\$ 231,000.00		Yes
0420234136	13315 Valley Avenue E	John and Stacia Dorman	29417 22nd Ave E, Roy, WA 98580	\$ 323,900.00		Contacting
0420234140	XXX Valley Avenue E	MEHEA USA LLC c/o Michael Behzad	10866 Wilshire Blvd Ste 400, Los Angeles, CA 900	\$ 5,300.00		Contacting
0420234138	XXX Valley Avenue E	Justin and Joleen Jones	PO Box 1055, Sumner, WA 98390	\$ 2,800.00		Yes
0420243163	13223 Houston Road E	Houston Road LLC	13608 Cannery Way, Sumner, WA 98390	\$ 43,900.00		Yes
0420234151	13223 Houston Road E	Houston Road LLC	13608 Cannery Way, Sumner, WA 98390	\$ 1,695,300.00		Yes
0420234150	13223 Houston Road E	Kitty Wetherbee and D & V Guthrie	PO Box 2287, Sumner, WA 98390	\$ 842,800.00		Yes
0420234104	13105 Houston Road E	Kitty Wetherbee	PO Box 2287, Sumner, WA 98390	\$ 96,500.00		Yes
4250001153	13105 Houston Road E	Kitty Wetherbee	PO Box 2287, Sumner, WA 98390	\$ 410,300.00		Yes
4250001152	13105 Houston Road E	Kitty Wetherbee	PO Box 2287, Sumner, WA 98390	\$ 407,700.00		Yes
4250001142	13105 Houston Road E	Kitty Wetherbee	PO Box 2287, Sumner, WA 98390	\$ 47,400.00		Yes
4250001155	13105 Houston Road E	Kitty Wetherbee	PO Box 2287, Sumner, WA 98390	\$ 41,500.00		Yes
4250001111	13105 Houston Road E	Kitty Wetherbee	PO Box 2287, Sumner, WA 98390	\$ 142,500.00		Yes
4250001063	13105 Houston Road E	Kitty Wetherbee	PO Box 2287, Sumner, WA 98390	\$ 72,600.00		Yes
4250001105	XXX Houston Road E	Kitty Wetherbee	PO Box 2287, Sumner, WA 98390	\$ 2,700.00		Yes
4250001392	XXX Spinning Avenue	City of Sumner	1104 Maple Street, Suite 245, Sumner, WA 9839	\$ 82,100.00	A portion of City property	
4250000933	XXX State Street	City of Sumner	1105 Maple Street, Suite 245, Sumner, WA 9839	\$ 73,300.00	A portion of City property	
4250000932	401 State Street	Mitchell Soholt	401 State Street, Sumner, WA 98390	\$ 378,200.00	A portion of City property	Contacting
0420243059	910 Spinning Avenue	Daniel Mickey	5713 Parker Road E, Apt 131, Sumner, WA 98390	\$ 553,000.00	A portion of City property	Contacting

Total Value \$ 5,452,800.00

10% Value \$ 545,280.00

Value of Letter of Intent Supporters \$ 4,037,000.00

% of Total Value 74%

SUBJECT: Mandatory Emergency and Transitional Housing Zoning Code Updates
(ESSHB 1220)

CATEGORY: Presentation

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Transitional & Emergency Housing Presentation

STAFF CONTACT: Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

In 2019, the State Legislature adopted Engrosses Substitute Senate House Bill (ESSHB) 1220, which was effective on July 25, 2021 as it relates to transitional and permanent supportive housing in residential zones or where hotels are allowed. Per ESSHB 1220, effective September 30, 2021, the city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed.

The statute allows the City to adopt controls for reasonable occupancy, spacing, and intensity of use requirements to be imposed by ordinance on permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters to protect public health and safety.

The Planning Commission is reviewing a Zoning Code text amendment and draft ordinance addressing this legislation and “reasonable controls” to reduce potential impacts related to these types of housing facilities. Staff will be presenting materials in advance of the Planning Commission recommendation because of the urgency to have regulations in place prior to September 30.

COUNCIL COMMITTEE/STUDY SESSION: Study Session
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MEETING/STUDY SESSION DATE: 8/23/2021

COMMITTEE RECOMMENDATION: None at this time.
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STAFF RECOMMENDATIONS/MOTION:

None at this time.

Transitional and Emergency Housing



CITY OF
SUMNER
WASHINGTON

ESSHB 1220

- State mandatory housing passed in 2019
- By September 30, 2021 – City can no longer prohibit these types of housing in the appropriate zones, and must have implemented development regulations.
- Purpose is to remove barriers to:
 - Permanent Supportive Housing
 - Transitional housing
 - Emergency Shelters
 - Emergency Housing

ESSHB 1220

- City can implement reasonable occupancy, spacing and intensity of use requirements by ordinance to protect public health and safety.
- Any such requirements may not be so restrictive as to prevent the siting of a sufficient number of these types of housing options necessary to accommodate each City's projected need for such housing and shelter.

Permanent Supportive Housing

- For those experiencing homelessness or risk of becoming homeless
- Paired with voluntary support services for behavioral or physical health condition
- Low barriers to entry
- Subsidized or unsubsidized

Allowed in residential zones and zones with hotels

Transitional Housing

- Provides housing and supportive services to homeless persons or families for up to two years
- Purpose is to move homeless persons and families into independent living

Allowed in residential zones and zones with hotels

Emergency Housing

- Temporary indoor accommodations for individuals or families at imminent risk of becoming homeless
- Provides basic health, food, clothing, etc.
- May or may not require a lease or occupancy agreement

Allowed in zones with hotels

Emergency Shelter

- A temporary shelter for individuals or families who are currently homeless.
- May not require occupants to enter into a lease or an occupancy agreement.
- May include day and warming centers that do not provide overnight accommodations.

Allowed in zones with hotels

Residential Zones

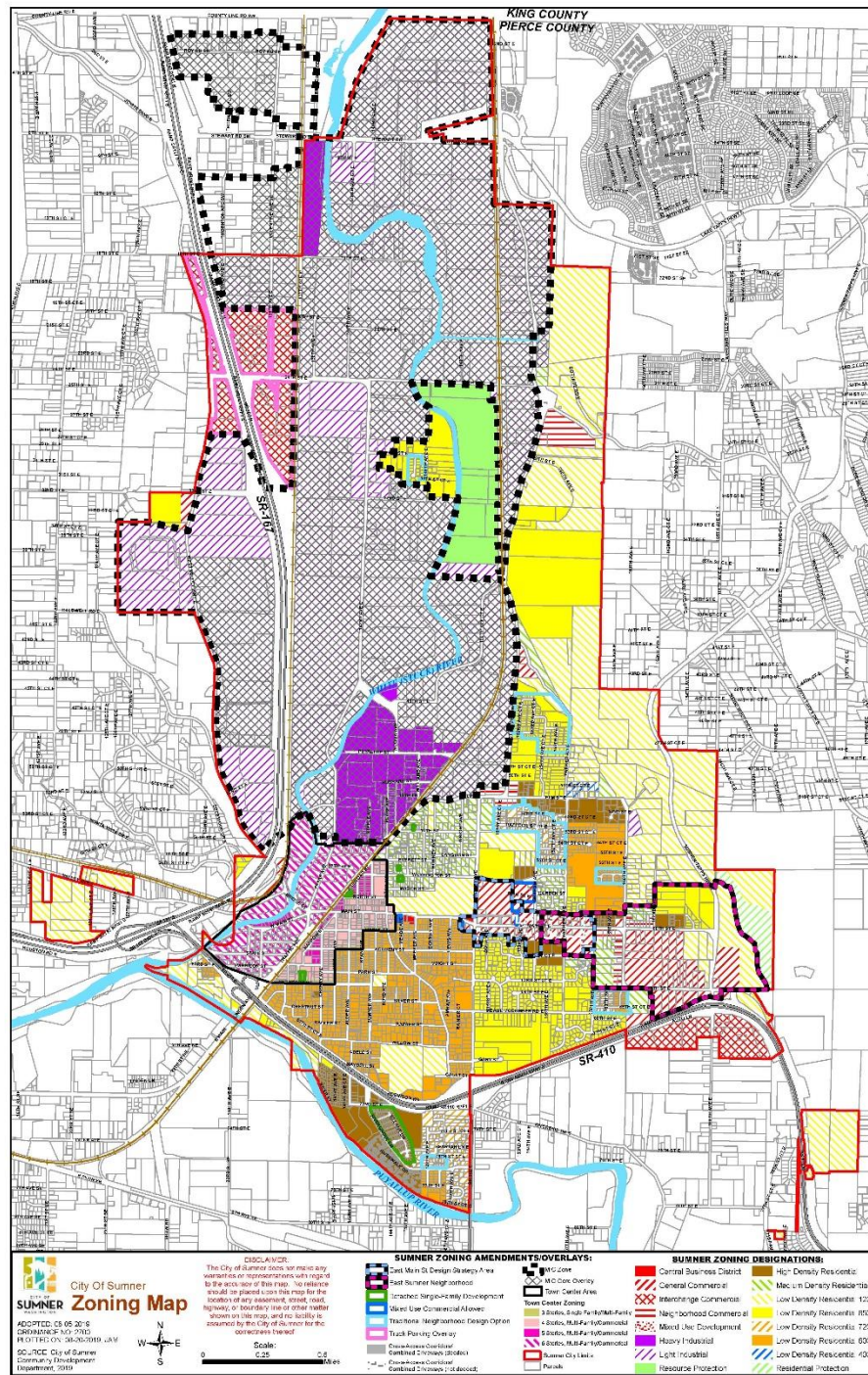
- Meet standards & densities of the zone;
- Require Conditional Use Permit;
- Limit to no more than 10 dwelling units;
- Require 1/2 mile spacing between permanent supportive, transitional, emergency housing or emergency shelters
- In Low Density Residential zones one family occupancy

Commercial Zones

- Must allow where hotels are allowed
- Prohibit hotels in Neighborhood Commercial
- Conditional Use Permit required
- Meet all density, height, setbacks, etc.
- Indoor emergency shelters and housing limited to 5 families or 20 occupants.
- Max 25 du/acre for permanent supportive and transitional housing
- 1/2 mile separation

Industrial Zones

- Must allow where hotels are allowed
- Conditional Use Permit required
- Meet all density, height, setbacks, etc.
- Max 25 du/acre for permanent supportive and transitional housing with 10 unit maximum
- Indoor emergency shelters and housing limited to 5 families or 20 occupants.
- 1/2 mile separation



Next Steps

- Planning Commission Discussion—Aug 19
- Planning Commission Hearing—Sept 2
- City Council Study Session—Sept 13
- City Council Action—Sept 20

Deadline: September 30

SUBJECT: Pandemic Policy Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Sumner Pandemic Policy Amended as of 8/2021 (signed)

STAFF CONTACT: Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

As the magnitude of the COVID-19 pandemic evolves, the City finds it necessary to occasionally update our Pandemic Response Policy. This update will incorporate the City's new Telework Policy and Telework Agreement and Request Form into the Pandemic Policy. Staff will also provide the Council with an update on current City Hall hours and proposed changes to onsite staffing levels in light of the increasing case counts due to the Delta Variant.

The Sumner Municipal Code allows the Mayor to set rules and regulations governing the response to the emergency. Such rules must be ratified by the full council, which is scheduled for September 7, 2021.

COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: COMMITTEE RECOMMENDATION:
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STAFF RECOMMENDATIONS/MOTION:



RULES AND REGULATIONS GOVERNING COVID-19 PANDEMIC

Updated August 1, 2021

1. PURPOSE: Following a Proclamation of Emergency, and pursuant to the City's Emergency Management Policy (SMC 2.76) and the powers vested in the Mayor following a Declaration of Emergency, this policy was created to provide guidance in the event a pandemic illness is expected to or currently is taking place that may affect the operations of the City of Sumner and pose a risk to staff and the community at large. These rules are specific to this instance, are subject to revision at the Mayor's discretion, and shall not be interpreted to set any precedent the emergency or disaster for which they are specifically implemented.

2. SCOPE: This policy applies to all City of Sumner departments and employees, irrespective of exempt or non-exempt status or membership in any union within the City of Sumner.

3. DEFINITIONS:
 - A. City Hall Public Access Restrictions: the closure of City Hall and all other City Facilities from public access but shall not mean the closure of business operations inside City Facilities or the City.
 - B. Shelter in Place Closure: Means an order by the Governor, state or local department of health, or other entity with authority, prohibiting Washingtonians from leaving their homes except for absolutely necessary purposes and where City employees are expected to work remotely if capable and continue to report to work if unable to work remotely so as to continue the provision of necessary and essential governmental services.
 - C. City Facility Complete Closure: a complete closure of all services as ordered by the Governor, state or local department of health, or other entity with authority, where City employees are not expected to work remotely, except those essential governmental services necessary for the life and safety of the City and its community members.
 - D. Epidemic: a widespread occurrence of an infectious disease in a community at a particular time.
 - E. Pandemic: a disease that is prevalent over a region, country, or the world as declared by any national, state or local health department (see 6A below).

4. REFERENCES:
 - A. Chapter 7.05 RCW – Local Health Departments
 - B. Chapter 7.08 RCW – Combined City-County Health Departments
 - C. Chapter 70.26 RCW – Pandemic Influenza Preparedness
 - D. Chapter 2.76 SMC – Emergency Management
 - E. City of Sumner Comprehensive Emergency Management Plan (2013)
 - F. City of Sumner Personnel Policies
 - G. Washington Department of Health: doh.wa.gov
 - H. Tacoma Pierce County Health Department: tpchd.org

5. POLICY: It is the policy of the City of Sumner to take all appropriate measures needed to address a pandemic. Protecting the community and City staff are the top priority and this policy establishes some of the actions that may be taken, and the authority granted to address a pandemic.
6. PROCEDURES: The following procedures are created to minimize disease exposure and maintain continuity of City operations in the event that a pandemic becomes a threat to City employees, their families, and the community at large.
 - A. Declaration of Pandemic: Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, and/or Tacoma/Pierce County Health Department may declare that a pandemic or related public health emergency exists. Such declarations may contain instructions to both private and public sector entities which will be followed by the City as applicable.
 - B. Procedures to help minimize the spread of germs: Employees are urged to practice standard Non-Pharmaceutical Interventions (“NPI’s”), including wearing a face covering, covering coughs by coughing into their elbows or into a tissue, regular hand washing, regular use of alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently. Employees are also urged to utilize physical distancing such as maintaining a distance of six feet from others when practical to do so. In the event that it is not possible to physically distance, employees are required to wear PPE when interacting with other employees, citizens and customers. All employees will be required to comply with any personal protective equipment requirements as outlined by any federal, state or local health official or authority. Employees who do not feel comfortable following requirements should request a medical accommodation through Human Resources which will require a doctor’s certification per City of Sumner Personnel Policy sections 2.2.1 – 2.2.3.
 - C. During times of Declaration of Pandemic:
 - i. Employees who have a communicable illness or are experiencing flu-like symptoms are encouraged to stay home, take accrued leave and consult their physician.
 - ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home by a supervisor after consultation with the HR Department, and encouraged to consult their physician. The employee shall be required to utilize accrued leave, if any, pursuant to the Personnel Policies or applicable collective bargaining agreement if they are sent home due to symptoms of an illness.
 - iii. If the illness of an employee or member of an employee’s household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor pursuant to the provisions of the Personnel Policies or applicable collective bargaining agreement. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, loss of taste or smell etc.) following the current CDC or Health Department guidelines, or deemed no longer infectious by a medical professional (i.e. negative test result).

- iv. Employees are required to utilize their accrued sick or vacation leave, compensatory time, floating holidays, management leave, banked holiday leave or any other paid leave accrued by the employee while recovering from or caring for a spouse, dependent, or any other covered person recovering from illness, consistent with Section 8.3 of the Personnel Policy.
- v. When traveling internationally, employees are required to follow any local, state, or federal quarantine guidelines before returning to in person work. Employees are required to utilize their accrued sick or vacation leave, compensatory time, floating holidays, management leave, banked holiday leave or any other paid leave accrued by the employee while on travel related quarantine.
- vi. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, any accrued leave may be taken for the period of quarantine
- vii. Employees who stay home due to the closure of a dependent's school for a health reason shall be permitted to use any accrued leave consistent with Section 8.3 of the Personnel Policy).
- viii. Employees who have exhausted all accrued leave of any type to cover their pandemic related absence may be eligible for Shared Leave as outlined in Section 8.6 of the Personnel Policy. Alternatively, employees who have exhausted all accrued leave may elect to take leave without pay (LWP) for a pandemic related absence with pre-approval from the City Administrator consistent with Section 8.12 of the Personnel Policy.
- ix. At the Discretion of the Mayor, City Administrator or their designee, City Hall may alter its business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:
 - a. The City may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include greater use of e-mail, phone, and teleconferences as opposed to in-person meetings and contact.
 - b. Reduced Counter Service: The City may alter how it conducts business with the public by limiting or halting services at counters/areas of the City Hall and other facilities where front-line services are typically provided.
 - c. Telecommuting: Some staff, with the ability and technical capability to work from home, may be pre-authorized or assigned by their supervisor to work from home on a partial or full-time basis. The Mayor, City Administrator or their designee shall have the authority to set the minimum and maximum number of weekly telework shifts. All

~~other provisions of the City's Telework Policy shall remain in place including the requirement to complete a Telework Authorization and Agreement form. Employees who are authorized or encouraged to telecommute shall not be required to use their accrued leave except as would otherwise be applicable for absences (appointments, vacations, etc) from normal working hours. If an employee is unable to telecommute due to loss of power, internet outage etc, they will be required to use accrued leave when not working.~~

7. City Service Levels

A. City Hall Public Access Restrictions

- i. **Purpose:** To maintain the provision of services and operations while ensuring proper physical distancing. During this response level, all normal city services are provided, but may be provided by phone, e-mail or by appointment.
- ii. **Staffing:** Most City Hall employees will continue to work from home, including answering their desk lines and public lines that are routed to them. If someone comes to City Hall and needs service that can't be provided over the phone or online, a staff member, after determining that the customer's request is not something that can be handled by means other than in-person, may greet and escort them into the building for service. Employees should doorway triage—if the customer is exhibiting cold/flu symptoms ask them to leave and provide services in some other manner and maintain proper physical distancing techniques while providing service. Additionally, the employees at work are a resource for the employees working from home and should be utilized to provide in person services if needed.

While a City Hall Public Access Restriction is in place, employees may come into City Hall to pick up additional work, drop off work product, get IT services, etc, but while in City Hall, employees are required to limit all in-person contact, wear a face covering if mandated and be sure to practice good hygiene.

Typical staffing during City Hall Public Access Restriction, should include:

- 1 Police Records Specialist
- 1 Employee capable of issuing a permit and answering permit questions (as determined by Development Services Director)
- 1 Employee capable of taking payments (as determined by Administrative Services Director)
- 1 Engineer (as determined by PW Director)
- 2 Engineer Technicians¹
- 1 Building Official²

¹ Work cannot be done from home

² May work partially from home

- 1 IT Employee
- 2 Department Directors per day (as determined by the City Administrator)
- The Police Chief or Deputy Chief will rotate days
- The City Administrator and Communications Director will work 2 days in the office

Staffing can be adjusted as necessary based on current health department guidance or community spread of the virus.

- iii. **Supervision:** Directors (either directly or through first line supervisors) need to be checking in with their employees daily to discuss workload and understand what challenges (if any) they are having.
- iv. **Compensation:** During a public access restriction there is no additional compensation provided. Use of accrued leave or emergency sick leave are the same as those outlined in section 6.C.
- v. **Signage:** A City Hall Public Access Restricted sign should be placed on the main door. Services provided by appointment only. Sign should include a main number that routes through the City phone tree and provide information about online services. Deliveries should be instructed to press the call button Monday - Friday 8:00am – 5:00pm. *When possible, staff should ship Amazon.com deliveries to the locker or personal items to your home.*
- vi. **Modifications:** During a public access restriction, these procedures and staffing requirements will be reviewed weekly and adjusted as necessary. Employees will need to monitor email communication from Executive staff or HR regarding any procedure adjustments to ensure they are following required procedures.

B. Shelter in Place Closure:

- i. **Purpose:** To maintain the provision of services and operations while ensuring proper physical distancing. During this response level, all normal city services are provided, but may be provided by phone, e-mail and by appointment only.
- ii. **Staffing:** All City Hall employees, capable of performing their job function remotely will be required to work remotely. Employees who cannot work remotely and are thus asked to report to work but *choose not* to report to work will be required to use accrued leave (any form).

Staff who are unable to perform their job functions remotely (determined and pre-authorized by a Department Director or City Administrator) or who are asked to report to City Hall shall be expected to report to work and will receive additional compensation as listed in section B(iii).

Non-City Hall Staff (Shops, Parks, Cemetery, Facilities, WWTF) shall continue to report to work as normal and will receive additional compensation as listed in

section B(iii). Employees who choose not to report to work will be required to use accrued leave (any form).

- iii. **Compensation:** During a shelter in place closure, employees required to physically report to work shall be paid an additional 5% of the employee's regular pay for essential work performed. The 5% shall be paid in full day increments.
- iv. **Signage:** A City Hall Public Access Restricted sign on main door. Services provided by appointment only. Sign should include a main number that routes through the City phone tree and provide information about online services. Deliveries should be instructed to press the call button Monday - Friday 8:00am – 5:00pm. *When possible, staff should ship Amazon.com deliveries to the locker or personal items to your home.*

C. City Facility Complete Closure:

- i. **Purpose:** To maintain only essential and emergency services.

- ii. **Staffing:**

Situation non-essential employees will be required to stay home and shall be compensated according to section C(iii). Employees are not expected or allowed to work remotely unless pre-authorized.

Situation-Essential Staff (determined to be minimum staffing necessary to provide essential services as determined by a Department Director or City Administrator) will be required to work and shall be compensated according to section C(iii).

- iii. **Compensation:**

Situation non-essential employees will receive closure pay (regular wages). Closure pay will only be made available to staff who are scheduled to work on the day(s) on which the City Facilities are closed. Those who are on a planned absence, such as vacation leave and were not recalled back to work will not receive Closure Pay. Any employee already on sick leave shall be eligible for Closure Pay in lieu of continued use of sick leave once closure pay is in effect. If an employee is using emergency sick leave under the Families First Coronavirus Response Act (FFCRA), that leave shall be used first prior to moving in a closure pay status.

Situation-Essential Staff (determined to be minimum staffing necessary to provide essential services as determined by the Department Director) will be paid an additional ½ of the employee's regular hourly rate of pay for work carried out during a City Facility Complete Closure.

Situation-Essential Director and Deputy Director staff will receive a 5% (five percent) salary increase for hours worked during a City Facility Full Closure in 40-hour increments.

8. Safe Start and Re-Opening of City Hall

Purpose: To maintain the provision of services and operations while ensuring proper physical distancing between both employees and the public and ensure compliance with any phased re-opening restrictions implemented by any federal, state or local health official or authority. During this response level, City Hall will slowly be increasing staffing levels and customer access based on the Safe Start reopening phases outlined by the Washington State Governor. The City Hall reopening plan will begin when the county enters Phase II of the Safe Start plan. During Phase I, the City will follow the Shelter in Place provisions.

- i. **Staffing:** As the Washington State Governor transitions the state through the various stages of the Safe Start program, the staffing levels at City facilities will be permitted to gradually increase. While the state or county may move to a particular phase on a specific day, the Mayor will determine what day City Staff move to the same phase to ensure that all health department guidance can adequately be met. During any phase of a City Hall Reopening Restriction, City Hall and any field staff previously identified as being unable to work remotely will continue to work at their assigned location/facility, working their regular schedule. Any employees who are unable or unwilling to report to their designated work location will generally be required to use accrued leave, unless pre-approved to telework by their department director.

For Phase II and III, in an effort to reduce the number of staff in the building on any given day while still providing appropriate levels of service, the City Administrator will divide City Hall Staff into two work teams (Daffodil and Rhubarb). Employees will continue to work their normal schedule (including alternative work schedules if applicable) but will only work on-site in City Hall on the days their team is assigned. Team Daffodil will be responsible for staffing City Hall on Mondays and Tuesdays, Team Rhubarb will be responsible for staffing City Hall on Wednesdays and Thursdays. Friday will be reserved for deep cleaning and only those City Hall employees who cannot work from home will be allowed in the building. City Hall staff shall only be allowed in City Hall on their assigned workdays based upon their assigned team, whether the entry into City Hall is for work or otherwise. Once assigned to a work group, employees will not be able to switch work groups without approval of the City Administrator. Employees who are unable or unwilling to report to their designated work location on their scheduled day will generally be required to use accrued leave, unless pre-approved to telework by their department director.

Employees who are not stationed at City Hall may be required to report to a different work location in order to assist with physical distancing.

- a. Phase II - When the Governor formally announces that the state has transitioned into Phase II, most staff will continue to work remotely. City Hall will be staffed based on the assigned team/day of the week at levels listed in the public access restricted (section 7.A).
- b. Phase III³ –When the Governor formally announces that the state has transitioned into Phase III, City Hall on-site staffing will increase beyond the staffing levels set forth in phase II. City Hall Staff will continue to work their regular schedule but will only be allowed to work in-person at City Hall on their assigned days according to the above-identified teams with a required minimum staffing level equal to Phase II. Employees who choose not to physically report to work on their team’s assigned day(s) will be required to use accrued leave, unless pre-approved to telework by their department director.
- c. Phase IV – This is the final phase of the City Hall Reopening Restriction. When the Governor formally announces that the state has transitioned to Phase IV, City Hall in-person staffing will be at roughly half of normal staffing levels. Employees will continue to work their normal schedules but will only work in-person at City Hall on their team’s assigned days, consistent with Phase III. Employees will now be required to be in the office on their teams’ assigned days. Employees who choose not to physically report to work on their team’s assigned day(s) will be required to use accrued leave.

To increase physical distancing, customers will continue to be encouraged to conduct city business over the phone or online. If a customer is exhibiting cold/flu symptoms they will be asked to leave, and services will be provided in some other manner. Customers allowed into City facilities will be required to maintain proper physical distancing techniques while receiving service, and will be required to comply with any personal protective equipment requirements as outlined by any federal, state or local health official or authority.

During any phase, while a City Hall Re-Opening Restriction is in place, employees shall not come into City Hall to pick up additional work, drop off work product, get IT services, etc, on a day that their team is not assigned to be working on-site, except with prior authorization from the City Administrator.

- ii. **Supervision:** During any phase of the City Hall Re-Opening restriction, Directors (either directly or through first line supervisors) need to be checking in with their employees daily to discuss workload and understand what challenges (if any) they are having.

³ At the time of adoption Roadmap to Recovery Phase III and Phase IV guidelines have not been released. Phase III and Phase IV is based on the original Safe Start Program. The policy will be updated if necessary.

- iii. **Compensation:** During any phase of the City Hall Re-Opening restriction, no employee shall receive additional compensation beyond their normal rate of pay or authorized overtime. Use of accrued leave or emergency sick leave are the same as those outlined in section 6.C.

- iv. **Public Access:**
 - Phase I: Closed. Public assistance for permitting by appointment only.

 - Phase II: Closed. Public assistance by appointment only—only for services not available online.

 - Phase III: Open four days a week, Monday-Thursday, hours determined by Mayor.

 - Phase IV: No restrictions, open five days a week.

- v. **Workplace Modifications:**
 - a. Signage will be placed throughout city facilities reminding employees and citizens to follow proper physical distancing guidelines.
 - b. Temporary “occupancy” restrictions will be established for common areas such as conference rooms and the employee breakroom.
 - c. Employees will be encouraged to hold meetings virtually and eat lunch at their own workspaces.
 - d. Outside travel will be restricted without prior approval.
 - e. Hallways will be designated as one way only to provide proper physical distancing.
 - f. Temporary protective barriers will be installed at customer facing counters to provide an additional level of safety for those employees dealing directly with the public.
 - g. A six-foot physical distancing mark will be placed on the floor for citizens to stand behind when waiting to be helped at public counters.
 - h. Employees will be encouraged to wash their hands throughout the workday.
 - i. Employees will be responsible for wiping down their workplace at least once per day.
 - j. Employees using “pooled” vehicles will be required to wipe down touched surfaces with provided disinfectant wipes or spray.
 - k. Additional sanitization services will occur on Fridays at all city facilities, focusing on “high touch” surfaces such as banisters, door handles and countertops.
 - l. All employees, regardless of work location will be subject to health screenings and PPE use as required by the State Department of Health, Labor and Industries or any federal, state or local health official or authority.

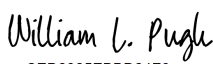
- vi. **Modifications:** During a City Hall Re-Opening restriction, these procedures and staffing requirements will be reviewed weekly and adjusted as necessary based on federal, state or local health official or authority.

9. Miscellaneous Provisions

- i. **Special Event Permits:** Staff is authorized to deny a request for a special event permit if the event for which the permit is requested is (1) contrary to public health guidance, (2) in violation of a Governor's order, or (3) when the City or applicant cannot safely accommodate or manage the event, in the sole discretion of the Mayor.
- ii. **Temporary Use Permits:** Temporary uses permitted per SMC 18.36.020 for existing eating and drinking establishments shall be allowed to exceed the 3-week limit (SMC 18.36.020.C.) during the scope of the City's pandemic emergency declaration to accommodate new or expanded outdoor seating. All building and fire code requirements must be met. Temporary uses may be allowed in off-street parking areas, provided all established parklet ROW use regulations are met. Temporary uses related to outdoor restaurant seating shall be on the same legal lot as the existing business or may be located offsite only upon proof of authorization of an abutting parcel owner.
- iii. **Late Fee/Penalty Waivers:**
 - a. **Property Leases:** The City currently leases City-owned property to a number of small businesses that may be negatively impacted by the loss of income associated with the Covid-19 pandemic. The City's Finance Department shall not enforce or attempt to collect late fees imposed by any lease agreement of City-owned property incurred between the effective date of the City's Proclamation of Emergency (March 11, 2020) and the earlier of: (1) Termination of the City's Proclamation of Emergency; or (2) September 30, 2021.
 - b. **Gambling Taxes:** The City collects Gambling Tax from a number of small businesses that may be negatively impacted by the loss of income associated with the Covid-19 pandemic. The City's Finance Department shall not enforce or attempt to collect late fees imposed by SMC 3.08.060 for Gambling Taxes owed to the City incurred between the effective date of the City's Proclamation of Emergency (March 11, 2020) and the earlier of: (1) Termination of the City's Proclamation of Emergency; or (2) September 30, 2021.
 - c. **Commercial Parking Taxes:** The City collects Commercial Parking Tax from a number of small businesses that may be negatively impacted by the loss of income associated with the Covid-19 pandemic. The City's Finance Department shall not enforce or attempt to collect late fees imposed by SMC 3.26.060 for Commercial Parking Taxes owed to the City incurred between the effective date of the City's Proclamation of Emergency (March 11, 2020) and the earlier of: (1) Termination of the City's Proclamation of Emergency; or (2) September 30, 2021.
- iv. **Vaccinations:** The City will not require, but highly encourages employees to receive the coronavirus vaccine. Employees should use the Washington State Department of Health Phase Finder Tool to determine their vaccine eligibility. To incentivize employee vaccinations, any employee who provides Human Resources proof of an initial dose will

receive one additional eight (8) hour floating holiday. Part-time employees would receive a prorated portion of eight (8) hours. The floating holiday must be used by the end of 2021. Unused floating holiday time will be forfeited to the City. Upon separation the floating holiday shall not be paid out. Use should be scheduled in advance and is subject to approval by the employee's supervisor.

Approved by:

DocuSigned by:

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Mayor William L. Pugh

CITY COUNCIL AGENDA CALENDAR

Updated August 16, 2021

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

SEPTEMBER 7 (RCM) (Tuesday)

- CA Pandemic Response Policy Update
- UB Resolution No. XXXX - Main Street East Property Surplus Intergovernmental Transfer
- NB Resolution No. XXXX - Adoption of Main Street Visioning Plan
- NB PSA Approval Between the City and the Pierce County Library District for Main Street East Property
- NB PSA Approval between the City and the Pierce County Library District for Fryar Avenue Library Building
- NB Lease Amendment between City and Pierce County Library District for Fryar Avenue Library Building
- NB Ordinance No. XXXX – Sumner Municipal Code Amendment – Park Rules
- ES To discuss with legal counsel potential litigation – RCW 42.30.110(1)(i)
- Collective bargaining matters – RCW 42.30.140(4)
- ES Police Guild Collective Bargaining Agreement Negotiation authorization

SEPTEMBER 13 (SS)

Ordinance No. XXXX – Mandatory Emergency and Transitional Housing Zoning Code Updates (ESSHB 1220)

SEPTEMBER 20 (RCM)

- CA Rivergrove Pedestrian Bridge Consultant Supplement – Final Design
- CA 166th Widening Consultant Agreement
- CA Deputy City Attorney Compensation Approval
- NB Ordinance No. XXXX – Mandatory Emergency and Transitional Housing Zoning Code Updates (ESSHB 1220)
- NB Ordinance No. XXXX – SMC Chapter 10.20 – Speed Limit Code Revisions
- NB Ordinance No. XXXX – Juneteenth Holiday Code Amendment
- NB Resolution XXXX - Authorizing Houston Road Annexation Petition to Proceed

SEPTEMBER 27 (SS)

- Salary Study

OCTOBER 4 RCM

OCTOBER 11 SS

- Sumner Meadows Purchase and Sale Agreement Extension

OCTOBER 18 RCM

CA Sumner Meadows Purchase and Sale Agreement Extension

OCTOBER 25 SS**NOVEMBER 1 RCM****NOVEMBER 8 SS****NOVEMBER 15 RCM****NOVEMBER 22 SS****DECEMBER 6 RCM****DECEMBER 13 SS****DECEMBER 20 RCM****DECEMBER 27 SS***Pending*

MISC.	MISC.	WHITE RIVER RESTORATION PROJECT
ROW Vacation Code Amendment	Amending Park Rules-Prohibiting Smoking	PH - Surplus Utility Property South of 24 th Street East
LEOFF 1 Policies	Contract Approval Code Amendment	UB - Resolution No. XXXX - Surplus Utility Property South of 24 th St E
PH / Ordinance ROW Vacations SBLSD (6)	Temporary Use Permit – Food Trucks	PSA Golf Course Extension
Sign Code Update		BNSF Agreement
Raffle Repeal SMC 904	Update electronic signatures code	CWA Agreement
CTR Ordinance Update	Zoning Code Text Amendment IC	CA - Water Rights Cost Reimbursement Agreement
Development Agreement Code updates	Property Tax Resolution	Police Guild CBA
	Mid-Bi Budget Amendment PH	

AUGUST 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7
6:00PM Regular Council Meeting (Virtual)	4:00PM Public Works Committee (Virtual) 6:00PM American Rescue Plan Act Committee (Virtual)	5:30PM Finance Committee (Virtual)	6:00PM Planning Commission (Virtual)		
9	10	11	12	13	14
6:00PM Study Session (Virtual)		CANCELLED 6:30PM Design Commission (Virtual)	4:30PM Forestry/Parks Commission (Virtual)		
16	17	18	19	20	21
6:00PM Regular Council Meeting (Virtual)		5:00PM Public Safety (Virtual)	6:00PM Study Session Planning Commission (Virtual)		
23	24	25	26	27	28
6:00PM Study Session (Virtual)		5:00PM CD Committee (Virtual)	5:30PM Cultural Arts Commission (Virtual)		
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**

SEPTEMBER 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
		5:30PM Finance Committee (Virtual)	6:00PM Planning Commission (Virtual)		
6	7	8	9	10	11
CITY HALL CLOSED HOLIDAY OBSERVED	4:00 PM Public Works Committee (Virtual) 6:00PM Regular Council Meeting (Virtual)	CANCELLED 6:30PM Design Commission (Virtual)	4:30PM Forestry/Parks Commission (Virtual)		
13	14	15	16	17	18
6:00PM Study Session (Virtual)	6:00PM American Rescue Plan Act Committee (Virtual)	5:00PM Public Safety (Virtual)			
20	21	22	23	24	25
6:00PM Regular Council Meeting (Virtual)		5:00PM CD Committee (Virtual)	5:30PM Arts Commission (Virtual)		
27	28	29	30		
6:00PM Study Session (Virtual)					

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