

## Councilmembers

Sam Colorossi, Deputy Mayor  
William Birkes  
Rickord Fritz  
Barbara Ford  
Josh Penner  
Scott Drennen  
Tod Gunther



## Orting City Council AGENDA

*Audience members are welcome to speak on any topic on the agenda after Councilmembers have finished their discussion.*

October 8, 2014 – 7:00 pm, Orting Public Safety Building  
Mayor Joachim Pestinger

### 1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

### 2. REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA

### 3. CONSENT AGENDA

- A. \*Minutes of September 24, 2014
- B. \*Payroll and Claims Warrants
- C. \*Treasurer's Report

**Motion:** *Move to approve Consent Agenda as prepared.*

### 4. COMMENTS FROM CITIZENS

### 5. PRESENTATIONS

- A. Recognition of Jeannie Pestinger – Deputy Mayor Colorossi
- B. Swearing In of Police Officer Nile Teclemariam – Chief Drake
- C. Appointment by the Mayor and Consent by Council of Jami Moeller as Planning Commissioner – Mayor Pestinger

**Motion:** *Move to confirm Jami Moeller as Planning Commissioner.*

- D. Calistoga Setback Levee Update – Ken Wolfe, Building Official

### 6. COMMISSION REPORTS

- A. Planning Commission
- B. Parks Commission

### 7. COMMITTEE AND STANDING REPORTS

- A. Public Works – Councilmember Drennen/Penner
- B. Finance & Cemetery – Deputy Mayor Colorossi, Councilmember Birkes
- C. Miscellaneous activity reports, i.e. PSRC, Zoo Trek, special meetings, etc.

### 8. OLD BUSINESS

- A. None

### 9. NEW BUSINESS

- A. Selection of Deputy Mayor for 2015 – Deputy Mayor Colorossi  
**Motion:** *Move to approve Councilmember \_\_\_\_\_ as Deputy Mayor for 2015.*
- B. \*Council Rules of Procedure, Revised – Councilmember Fritz  
**Motion:** *Move to approve revised Council Rules of Procedure.*
- C. \*Zoo Trek Authority Board Member Nomination – Mayor Pestinger  
**Motion:** *Move to nominate Councilmember \_\_\_\_\_ to serve as a member of the Zoo Trek Authority Board.*

- D. \*Resolution No. 2014-11 • Declaration of Emergency, Waive Bidding Requirements for Emergency Repairs – Mark Bethune, City Administrator  
**Motion:** *Move to approve Resolution No. 2014-11, a resolution of the City of Orting, Washington, finding an emergency; waiving competitive bidding requirements; and, ratifying a public works contract.*
- E. \*Scope and Budget for Biosolids Engineering Professional Services - Councilmember Drennen  
**Motion:** *Move to approve Scope and Budget for Biosolids Engineering Professional Services in the amount of \$78,021.37.*

**10. RECESS COUNCIL MEETING**

- A. **Motion:** *Move to recess Council meeting until the conclusion of the Transportation Benefit District Board meeting.*

**11. TRANSPORTATION BENEFIT DISTRICT BOARD MEETING**

- A. Scott Drennen, Chair – Call Meeting to Order, Roll Call
- B. Update
- C. **Motion:** *Move to adjourn the meeting of the Transportation Benefit District Board*

**12. RECONVENE COUNCIL MEETING**

- A. Mayor Pestinger – Reconvene the meeting of the City Council

**13. RECESS TO EXECUTIVE SESSION**

- A. Five minute break
- B. Mayor Pestinger – Recess to Executive Session to discuss potential litigation, as authorized by RCW 42.30.110(1)(i). Council will reconvene at \_\_\_\_pm. No action will be taken in Executive Session or to follow.
- C. Mayor Pestinger – Reconvene the Council meeting

**14. ADJOURN**

- Motion:** *Move to Adjourn.*

Note: An \* indicates enclosures or attachments

Next Regular Meeting: October 29, 2014

**ORTING CITY COUNCIL MEETING MINUTES**

September 24, 2014

Mayor Joachim Pestinger called the meeting to order with the flag salute at 7:00 pm in the Orting Public Safety Building. Roll call found in attendance Deputy Mayor Sam Colorossi, Councilmembers Scott Drennen, Rickord Fritz, Josh Penner, William Birkes, Barbara Ford and Tod Gunther

**ATTENDANCE:**

<b>City Employees</b>	Mark Bethune, City Administrator Gwen Robson, Executive Assistant	Bill Drake, Police Chief Stephen Vincenti, Treasurer
<b>Professional Representatives</b>	Chris Bacha, Attorney – Kenyon Disend JC Hungerford, Engineer – Parametrix	David Roberts, Parametrix
<b>Visitors (signed in)</b>	Doug Bishop	

**REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA:**

Mayor Pestinger	Replace page 2 of Agenda
Mayor Pestinger	Item 8G – Discuss lengthy presentations on Lahar Notification System and PumpkinFest
Mayor Pestinger	Item 5A – Table to next meeting
Deputy Mayor Colorossi	Item 6E – Finance

**CONSENT AGENDA:**

Deputy Mayor Colorossi moved to approve the Consent Agenda as prepared. Second by Councilmember Drennen. Motion carried.

**COMMENTS FROM CITIZENS:**

None

**PRESENTATIONS:**

Confirmation of Jami Moeller as Planning Commissioner	Tabled to next meeting
Calistoga Setback Levee Update	Building Official Ken Wolfe provided an update on construction of the Calistoga Setback Levee. JC Hungerford provided a grant and financial summary for the project along with a brief update.

**COMMITTEE AND STANDING REPORTS: (7:23)**

<b>Transportation</b>	Councilmember Drennen reported topics for the committee are: <ul style="list-style-type: none"> <li>• Transportation Benefit District street work is almost complete</li> <li>• Transportation Improvement Board project – left turn lane on SR 162 is moving forward</li> <li>• VanScoyoc lighting project</li> </ul> The Council discussed traffic issues around the middle school.
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**Land Use and Technology**

No report.

**Community and Government Affairs**

Councilmember Fritz reported the committee discussed:

- Economic development baseline study
- Farmers Market end of year report

**Public Works Committee**

Councilmember Drennen reported the committee held a special meeting on 9/18/14 to discuss water rates. An increase in the base rate is being considered to adequately fund the water system.

**Miscellaneous**

Mayor Pestinger and Mr. Bethune attended the County Council meeting in S. Prairie.

The Executive Director of Puget Sound Regional Council and his deputy came to Orting to meet with the Mayor to discuss the needs of Orting.

Councilmember Fritz met with Charlie Howard, Director of Planning for Puget Sound Regional Council.

Councilmember Fritz noted that the Zoo Trek Authority Board should be requesting a nominee to fill the position held previously by Councilmember Hunt. Councilmember Gunther and Penner both expressed interest in the position.

**Finance**

Deputy Mayor Colorossi presented a report on revenue sources and expenses for August for the water department.

**Jail Services Contract**

Chief Drake reported Sunnyside is reducing their jail rates, retroactive to September 1, 2014, and the Mayor will be signing a new contract. Additionally, a contract is being reviewed for SCORE (South Correctional Entity Regional Jail), which accepts female subjects. Also considering a contract with Nisqually.

**School Resource Officer**

Orting Schools has requested a renewal of their contract for a School Resource Officer.

**OLD BUSINESS: (7:56)**

**Ordinance No. 961 • Appointment and Confirmation of Employees**

Councilmember Fritz moved to approve Ordinance No. 961, an ordinance of the City of Orting, Washington, relating to appointment and confirmation of employees; amending Section 1-7-1 of the Orting Municipal Code; providing for confirmation of non-classified appointed officers and employees; providing for severability; and establishing an effective date. Second by Councilmember Drennen. Roll call vote:  
Ayes: Fritz, Colorossi, Penner, Drennen.  
Nays: Gunther, Ford, Birkes  
Motion passed.

Mayor Pestinger vetoed the ordinance, per RCW 35A.12.100.

After discussion by the Council, Councilmember Penner moved to reconsider the ordinance as presented and override the veto. Second by Councilmember Fritz. Councilmember Birkes called the question.

Councilmember Fritz requested a straw poll be taken:  
Ayes: Fritz, Colorossi, Penner, Drennen.  
Nays: Gunther, Ford.  
Undecided: Birkes.

After Council discussion the public was invited to comment. A roll call vote was taken:  
Ayes: Ford, Birkes, Fritz, Colorossi, Penner, Drennen  
Nays: Gunther  
Motion carried.

**NEW BUSINESS:** (9:18)

- |                                            |                                                                                                                                                                                                                           |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Capital Asset Management Software Purchase | Councilmember Penner moved to approve the contract for the purchase of Vision Capital Asset Management Software and implementation in the amount of \$7,725.00. Second by Councilmember Fritz. Motion carried.            |
| Legislative Priorities                     | Councilmember Fritz presented a draft of legislative priorities.                                                                                                                                                          |
| Contract – Parametrix Engineering Services | Councilmember Drennen moved to approve contract renewal for Parametrix engineering services as prepared. Second by Councilmember Penner. Motion carried.                                                                  |
| Sewer Plant Uniform Cleaning Contract      | Deputy Mayor Colorossi moved to approve agreement with Unifirst for sewer plant uniform cleaning in the amount of \$2,600 annually. Second by Councilmember Ford. Councilmember Fritz abstained. Motion carried.          |
| Park Bathroom Cleaning Agreement           | Deputy Mayor Colorossi moved to approve agreement with Cintas for park bathroom cleaning services in the amount of \$2,000 annually. Second by Councilmember Penner. Motion carried.                                      |
| Sidewalk Repair Contract                   | Councilmember Gunther moved to approve contract with Precision Concrete Cutting for sidewalk repairs in the amount of \$6,727.34, using sidewalk replacement program funds. Second by Councilmember Ford. Motion carried. |
| Lengthy Presentations                      | Mayor Pestinger discussed previous overly long presentations regarding the Lahar Siren and PumpkinFest. He reiterated that presentations should be limited to 10 minutes.                                                 |

**ADJOURN:**

Deputy Mayor Colorossi moved to adjourn. Second by Councilmember Birkes. Motion carried.

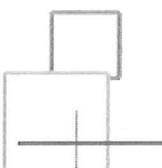
**ATTEST:**

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City Administrator Mark Bethune

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Mayor Joachim Pestinger



# Cash and Investment Activity

Period: 2014 - September 2014  
 Period Totals

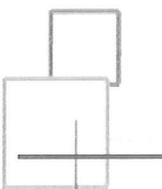
Fund	Beginning		Beginning		Activity		Activity		Ending		Ending		Ending
	Cash	Investments	Cash	Investments	In	Out	Cash	Investments	Cash	Investments	Balance		
001	Current Expense	\$37,978.02	\$1,988,596.07	\$595,664.60	\$633,937.17	\$112,231.52	\$1,876,070.00	\$1,988,301.52					
101	City Streets	\$78,130.39	\$104,398.01	\$46,338.03	\$118,974.73	\$2,433.57	\$107,458.13	\$109,891.70					
102	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
104	Cemetery	\$23,339.45	\$3,572.73	\$3,600.58	\$9,595.30	\$17,344.44	\$3,573.02	\$20,917.46					
105	Park Improvement	\$234,118.61	\$58,757.49	\$15,573.70	\$13,652.09	\$236,035.47	\$58,762.24	\$294,797.71					
107	Tourism Fund	\$0.00	\$3,108.29	\$405.34	\$202.67	\$0.00	\$3,310.96	\$3,310.96					
109	Transportation Benefit District	\$0.00	\$96,776.29	\$20,092.86	\$10,046.43	\$0.00	\$106,822.72	\$106,822.72					
120	Police Department Drug	\$901.97	\$1,090.83	\$0.18	\$0.09	\$0.01	\$1,090.92	\$1,992.89					
201	Police Safety Bldg Ltgo Debt	\$52,981.74	\$66.66	\$0.02	\$0.02	\$52,981.74	\$66.67	\$53,048.41					
301	Public Safety Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
320	Transportation Impact	\$355,188.92	\$80,294.52	\$2,161.98	\$178.75	\$357,165.66	\$80,301.01	\$437,466.67					
401	Water	\$745,550.02	\$774,161.01	\$138,010.38	\$290,892.92	\$592,610.67	\$774,217.82	\$1,366,828.49					
408	Wastewater	\$3,172,943.53	\$2,036,571.32	\$133,948.91	\$63,111.33	\$3,243,713.21	\$2,036,639.22	\$5,280,352.43					
410	Stormwater	\$3,990,433.85	\$238,444.80	\$2,402,126.65	\$3,197,242.93	\$3,195,298.29	\$238,464.08	\$3,433,762.37					
412	Utility Land Acquisition	\$755,472.91	\$158,472.59	\$25.62	\$12.81	\$755,472.91	\$158,485.40	\$913,958.31					
631	Payroll Fund	\$41,204.32	\$0.00	\$145,210.89	\$138,510.48	\$47,904.73	\$0.00	\$47,904.73					
632	Claims Fund	\$249,346.75	\$0.00	\$3,378,323.46	\$3,581,266.81	\$46,403.40	\$0.00	\$46,403.40					
633	Treasurer's Trust	\$0.00	\$0.00	\$5,634.47	\$5,634.47	\$0.00	\$0.00	\$0.00					
634	Customer Deposits	\$32,715.97	\$111,400.33	\$2,100.00	\$2,700.00	\$32,115.97	\$111,400.33	\$143,516.30					
701	Cemetery Perpetual Fund	\$197,346.27	\$288,554.54	\$0.44	\$0.22	\$197,346.27	\$288,554.76	\$485,901.03					
704	Skinner Estate Fund	\$171,488.87	\$289,041.02	\$0.52	\$0.26	\$171,488.87	\$289,041.28	\$460,530.15					
		\$10,139,141.5	\$6,233,306.50	\$6,889,218.63	\$8,065,959.47	\$9,061,448.69	\$6,134,258.56	\$15,195,707.25					

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# Cash and Investment Activity

Period: 2014 - September 2014  
Fiscal Totals

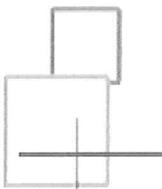
Fund	Beginning		Activity		Ending			
	Cash	Investments	In	Out	Cash	Investments		
001	Current Expense	\$109,015.16	\$1,692,364.19	\$3,947,822.32	\$3,760,900.15	\$112,231.52	\$1,876,070.00	\$1,988,301.52
101	City Streets	\$177,653.02	\$12,320.43	\$321,673.44	\$401,755.19	\$2,433.57	\$107,458.13	\$109,891.70
102	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
104	Cemetery	\$15,207.75	\$3,570.28	\$34,322.48	\$32,183.05	\$17,344.44	\$3,573.02	\$20,917.46
105	Park Improvement	\$193,490.78	\$58,717.12	\$154,674.84	\$112,085.03	\$236,035.47	\$58,762.24	\$294,797.71
107	Tourism Fund	\$0.00	\$1,847.50	\$2,926.92	\$1,463.46	\$0.00	\$3,310.96	\$3,310.96
109	Transportation Benefit District	\$0.00	\$17,099.41	\$188,446.62	\$98,723.31	\$0.00	\$106,822.72	\$106,822.72
120	Police Department Drug	\$700.70	\$1,090.08	\$202.95	\$0.84	\$901.97	\$1,090.92	\$1,992.89
201	Public Safety Bldg Ltgo Debt	\$2,104.74	\$66.62	\$75,750.10	\$24,873.05	\$52,981.74	\$66.67	\$53,048.41
301	Public Safety Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320	Transportation Impact	\$254,761.88	\$80,239.35	\$103,275.32	\$809.88	\$357,165.66	\$80,301.01	\$437,466.67
401	Water	\$495,054.94	\$811,380.93	\$1,005,389.55	\$944,996.93	\$592,610.67	\$774,217.82	\$1,366,828.49
408	Wastewater	\$2,387,148.26	\$2,666,293.57	\$2,996,374.57	\$2,769,463.97	\$3,243,713.21	\$2,036,639.22	\$5,280,352.43
410	Stormwater	\$660,293.37	\$238,280.99	\$11,480,818.97	\$8,945,630.96	\$3,195,298.29	\$238,464.08	\$3,433,762.37
412	Utility Land Acquisition	\$777,902.51	\$158,363.72	\$243.36	\$22,551.28	\$755,472.91	\$158,485.40	\$913,958.31
631	Payroll Fund	\$123,180.80	\$0.00	\$1,157,951.96	\$1,233,228.03	\$47,904.73	\$0.00	\$47,904.73
632	Claims Fund	\$289,802.36	\$0.00	\$10,406,511.73	\$10,649,910.69	\$46,403.40	\$0.00	\$46,403.40
633	Treasurer's Trust	\$0.00	\$0.00	\$63,826.44	\$63,826.44	\$0.00	\$0.00	\$0.00
634	Customer Deposits	\$29,750.97	\$111,400.33	\$22,165.00	\$19,800.00	\$32,115.97	\$111,400.33	\$143,516.30
701	Cemetery Perpetual Fund	\$45,943.16	\$439,095.07	\$421,968.93	\$421,106.13	\$197,346.27	\$288,554.76	\$485,901.03
704	Skinner Estate Fund	\$17,529.41	\$439,581.22	\$424,526.02	\$421,106.50	\$171,488.87	\$289,041.28	\$460,530.15
		\$5,579,539.81	\$6,731,710.81	\$32,808,871.52	\$29,924,414.89	\$9,061,448.69	\$6,134,258.56	\$15,195,707.25



# Cash Activity In

Period: 2014 - September 2014  
 Period Totals: Period

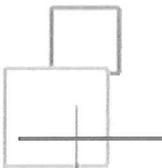
Fund	Description	Beginning Balance	Receipts	Investment Liquidated	Transfers In	Total Available
001	Current Expense	\$37,978.02	\$238,190.67	\$235,000.00	\$0.00	\$511,168.69
101	City Streets	\$78,130.39	\$23,277.91	\$10,000.00	\$0.00	\$111,408.30
102	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
104	Cemetery	\$23,339.45	\$3,600.29	\$0.00	\$0.00	\$26,939.74
105	Park Improvement	\$234,118.61	\$15,568.95	\$0.00	\$0.00	\$249,687.56
107	Tourism Fund	\$0.00	\$202.67	\$0.00	\$0.00	\$202.67
109	Transportation Benefit District	\$0.00	\$10,046.43	\$0.00	\$0.00	\$10,046.43
120	Police Department Drug	\$901.97	\$0.09	\$0.00	\$0.00	\$902.06
201	Public Safety Bldg Ltgo Debt	\$52,981.74	\$0.01	\$0.00	\$0.00	\$52,981.75
301	Public Safety Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320	Transportation Impact	\$355,188.92	\$2,155.49	\$0.00	\$0.00	\$357,344.41
401	Water	\$745,550.02	\$137,953.57	\$0.00	\$0.00	\$883,503.59
408	Wastewater	\$3,172,943.53	\$133,881.01	\$0.00	\$0.00	\$3,306,824.54
410	Stormwater	\$3,990,433.85	\$2,402,107.37	\$0.00	\$0.00	\$6,392,541.22
412	Utility Land Acquisition	\$755,472.91	\$12.81	\$0.00	\$0.00	\$755,485.72
631	Payroll Fund	\$41,204.32	\$0.00	\$0.00	\$145,210.89	\$186,415.21
632	Claims Fund	\$249,346.75	\$0.00	\$0.00	\$3,378,323.46	\$3,627,670.21
633	Treasurer's Trust	\$0.00	\$5,634.47	\$0.00	\$0.00	\$5,634.47
634	Customer Deposits	\$32,715.97	\$2,100.00	\$0.00	\$0.00	\$34,815.97
701	Cemetery Perpetual Fund	\$197,346.27	\$0.22	\$0.00	\$0.00	\$197,346.49
704	Skinner Estate Fund	\$171,488.87	\$0.26	\$0.00	\$0.00	\$171,489.13
		\$10,139,141.59	\$2,974,732.22	\$245,000.00	\$3,523,534.35	\$16,882,408.16



# Cash Activity In

Period: 2014 - September 2014  
 Period Totals: Fiscal

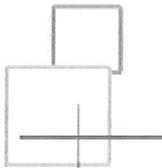
Fund	Description	Beginning Balance	Receipts	Investment Liquidated	Transfers In	Total Available
001	Current Expense	\$109,015.16	\$2,700,719.97	\$520,517.26	\$22,362.02	\$3,352,614.41
101	City Streets	\$177,653.02	\$206,535.74	\$10,000.00	\$0.00	\$394,188.76
102	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
104	Cemetery	\$15,207.75	\$30,569.74	\$0.00	\$3,750.00	\$49,527.49
105	Park Improvement	\$193,490.78	\$127,629.72	\$0.00	\$27,000.00	\$348,120.50
107	Tourism Fund	\$0.00	\$1,463.46	\$0.00	\$0.00	\$1,463.46
109	Transportation Benefit District	\$0.00	\$92,723.31	\$3,000.00	\$0.00	\$95,723.31
120	Police Department Drug	\$700.70	\$202.11	\$0.00	\$0.00	\$902.81
201	Public Safety Bldg Ltgo Debt	\$2,104.74	\$0.05	\$0.00	\$75,750.00	\$77,854.79
301	Public Safety Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320	Transportation Impact	\$254,761.88	\$103,213.66	\$0.00	\$0.00	\$357,975.54
401	Water	\$495,054.94	\$877,024.60	\$71,583.02	\$22,362.02	\$1,466,024.58
408	Wastewater	\$2,387,148.26	\$1,232,627.96	\$1,196,700.48	\$0.00	\$4,816,476.70
410	Stormwater	\$660,293.37	\$11,480,635.88	\$0.00	\$0.00	\$12,140,929.25
412	Utility Land Acquisition	\$777,902.51	\$121.68	\$0.00	\$0.00	\$778,024.19
631	Payroll Fund	\$123,180.80	\$0.00	\$0.00	\$0.00	\$1,281,132.76
632	Claims Fund	\$289,802.36	\$0.00	\$0.00	\$0.00	\$10,696,314.09
633	Treasurer's Trust	\$0.00	\$63,826.44	\$0.00	\$0.00	\$63,826.44
634	Customer Deposits	\$29,750.97	\$22,165.00	\$0.00	\$0.00	\$51,915.97
701	Cemetery Perpetual Fund	\$45,943.16	\$862.80	\$285,823.22	\$0.00	\$332,629.18
704	Skinner Estate Fund	\$17,529.41	\$3,419.52	\$285,823.22	\$0.00	\$306,772.15
		<b>\$5,579,539.81</b>	<b>\$16,943,741.64</b>	<b>\$2,373,447.20</b>	<b>\$11,715,687.73</b>	<b>\$36,612,416.38</b>



# Cash Activity Out

Period: 2014 - September 2014  
 Period Totals: Period

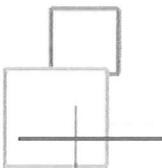
Fund	Description	Investments Acquired	Transfer Claims/Parroll	Other Transfers	Reimbursements	Total Used	Ending Balance
001	Current Expense	\$122,473.93	\$150,004.93	\$0.00	\$126,458.31	\$398,937.17	\$112,231.52
101	City Streets	\$13,060.12	\$93,799.18	\$0.00	\$2,115.43	\$108,974.73	\$2,433.57
102	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
104	Cemetery	\$0.29	\$8,896.44	\$0.00	\$698.57	\$9,595.30	\$17,344.44
105	Park Improvement	\$4.75	\$10,183.20	\$0.00	\$3,464.14	\$13,652.09	\$236,035.47
107	Tourism Fund	\$202.67	\$0.00	\$0.00	\$0.00	\$202.67	\$0.00
109	Transportation Benefit District	\$10,046.43	\$0.00	\$0.00	\$0.00	\$10,046.43	\$0.00
120	Police Department Drug	\$0.09	\$0.00	\$0.00	\$0.00	\$0.09	\$901.97
201	Public Safety Bldg Ltgo Debt	\$0.01	\$0.00	\$0.00	\$0.00	\$0.01	\$52,981.74
301	Public Safety Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320	Transportation Impact	\$6.49	\$172.26	\$0.00	\$0.00	\$178.75	\$357,165.66
401	Water	\$56.81	\$30,513.53	\$0.00	\$260,322.58	\$290,892.92	\$592,610.67
408	Wastewater	\$67.90	\$41,684.27	\$0.00	\$21,359.16	\$63,111.33	\$3,243,713.21
410	Stormwater	\$19.28	\$3,188,280.54	\$0.00	\$8,943.11	\$3,197,242.93	\$3,195,298.29
412	Utility Land Acquisition	\$12.81	\$0.00	\$0.00	\$0.00	\$12.81	\$755,472.91
631	Payroll Fund	\$0.00	\$0.00	\$0.00	\$138,510.48	\$138,510.48	\$47,904.73
632	Claims Fund	\$0.00	\$0.00	\$0.00	\$3,581,266.81	\$3,581,266.81	\$46,403.40
633	Treasurer's Trust	\$0.00	\$0.00	\$0.00	\$5,634.47	\$5,634.47	\$0.00
634	Customer Deposits	\$0.00	\$0.00	\$0.00	\$2,700.00	\$2,700.00	\$32,115.97
701	Cemetery Perpetual Fund	\$0.22	\$0.00	\$0.00	\$0.00	\$0.22	\$197,346.27
704	Skinner Estate Fund	\$0.26	\$0.00	\$0.00	\$0.00	\$0.26	\$171,488.87
		<b>\$145,952.06</b>	<b>\$3,523,534.35</b>	<b>\$0.00</b>	<b>\$4,151,473.06</b>	<b>\$7,820,959.47</b>	<b>\$9,061,448.69</b>



# Cash Activity Out

Period: 2014 - September 2014  
 Period Totals: Fiscal

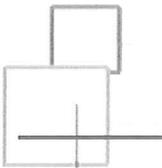
Find	Description	Investments Acquired	Transfer Claims/Parol	Other Transfers	Disbursements	Total Used	Balance Forward
001	Current Expense	\$704,223.07	\$1,344,652.12	\$128,862.02	\$1,062,645.68	\$3,240,382.89	\$112,231.52
101	City Streets	\$105,137.70	\$268,387.97	\$0.00	\$18,229.52	\$391,755.19	\$2,433.57
102	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
104	Cemetery	\$2,74	\$21,168.88	\$0.00	\$11,011.43	\$32,183.05	\$17,344.44
105	Park Improvement	\$45.12	\$81,811.89	\$0.00	\$30,228.02	\$112,085.03	\$236,035.47
107	Tourism Fund	\$1,463.46	\$0.00	\$0.00	\$0.00	\$1,463.46	\$0.00
109	Transportation Benefit District	\$92,723.31	\$3,000.00	\$0.00	\$0.00	\$95,723.31	\$0.00
120	Police Department Drug	\$0.84	\$0.00	\$0.00	\$0.00	\$0.84	\$901.97
201	Public Safety Bldg Ltgo Debt	\$0.05	\$301.75	\$0.00	\$24,571.25	\$24,873.05	\$52,981.74
301	Public Safety Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320	Transportation Impact	\$61.66	\$748.22	\$0.00	\$0.00	\$809.88	\$357,165.66
401	Water	\$34,419.91	\$409,067.10	\$22,362.02	\$407,564.88	\$873,413.91	\$592,610.67
408	Wastewater	\$567,046.13	\$547,473.80	\$0.00	\$458,243.56	\$1,572,763.49	\$3,243,713.21
410	Stormwater	\$183.09	\$8,865,422.36	\$0.00	\$80,025.51	\$8,945,630.96	\$3,195,298.29
412	Utility Land Acquisition	\$121.68	\$22,429.60	\$0.00	\$0.00	\$22,551.28	\$755,472.91
631	Payroll Fund	\$0.00	\$0.00	\$0.00	\$1,233,228.03	\$1,233,228.03	\$47,904.73
632	Claims Fund	\$0.00	\$0.00	\$0.00	\$10,649,910.69	\$10,649,910.69	\$46,403.40
633	Treasurer's Trust	\$0.00	\$0.00	\$0.00	\$63,826.44	\$63,826.44	\$0.00
634	Customer Deposits	\$0.00	\$0.00	\$0.00	\$19,800.00	\$19,800.00	\$32,115.97
701	Cemetery Perpetual Fund	\$135,282.91	\$0.00	\$0.00	\$0.00	\$135,282.91	\$197,346.27
704	Skinner Estate Fund	\$135,283.28	\$0.00	\$0.00	\$0.00	\$135,283.28	\$171,488.87
		\$1,775,994.95	\$11,564,463.69	\$151,224.04	\$14,059,285.01	\$27,550,967.69	\$9,061,448.69



# Investments Activity

Period: 2014 - September 2014  
 Period Totals: Period

Fund	Description	Beginning Balance	Investments Acquired	Liquidated	Reinvested Interest	Ending Balance
001	Current Expense	\$1,988,596.07	\$122,473.93	\$235,000.00	\$0.00	\$1,876,070.00
101	City Streets	\$104,398.01	\$13,060.12	\$10,000.00	\$0.00	\$107,458.13
102	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
104	Cemetery	\$3,572.73	\$0.29	\$0.00	\$0.00	\$3,573.02
105	Park Improvement	\$58,757.49	\$4.75	\$0.00	\$0.00	\$58,762.24
107	Tourism Fund	\$3,108.29	\$202.67	\$0.00	\$0.00	\$3,310.96
109	Transportation Benefit District	\$96,776.29	\$10,046.43	\$0.00	\$0.00	\$106,822.72
120	Police Department Benefit District	\$1,090.83	\$0.09	\$0.00	\$0.00	\$1,090.92
201	Police Safety Bldg Ltgo Debt	\$66.66	\$0.01	\$0.00	\$0.00	\$66.67
301	Public Safety Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320	Transportation Impact	\$80,294.52	\$6.49	\$0.00	\$0.00	\$80,301.01
401	Water	\$774,161.01	\$56.81	\$0.00	\$0.00	\$774,217.82
408	Wastewater	\$2,036,571.32	\$67.90	\$0.00	\$0.00	\$2,036,639.22
410	Stormwater	\$238,444.80	\$19.28	\$0.00	\$0.00	\$238,464.08
412	Utility Land Acquisition	\$158,472.59	\$12.81	\$0.00	\$0.00	\$158,485.40
631	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632	Claims Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
633	Treasurer's Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
634	Customer Deposits	\$111,400.33	\$0.00	\$0.00	\$0.00	\$111,400.33
701	Cemetery Perpetual Fund	\$288,554.54	\$0.22	\$0.00	\$0.00	\$288,554.76
704	Skinner Estate Fund	\$289,041.02	\$0.26	\$0.00	\$0.00	\$289,041.28
		<b>\$6,233,306.50</b>	<b>\$145,952.06</b>	<b>\$245,000.00</b>	<b>\$0.00</b>	<b>\$6,134,258.56</b>



# Investments Activity

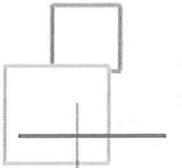
Period: 2014 - September 2014  
 Period Totals: Fiscal

Fund	Description	Beginning Balance	Investments Acquired	Liquidated	Reinvested Interest	Ending Balance
001	Current Expense	\$1,692,364.19	\$704,223.07	\$520,517.26	\$0.00	\$1,876,070.00
101	City Streets	\$12,320.43	\$105,137.70	\$10,000.00	\$0.00	\$107,458.13
102	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
104	Cemetery	\$3,570.28	\$2,74	\$0.00	\$0.00	\$3,573.02
105	Park Improvement	\$58,717.12	\$45.12	\$0.00	\$0.00	\$58,762.24
107	Tourism Fund	\$1,847.50	\$1,463.46	\$0.00	\$0.00	\$3,310.96
109	Transportation Benefit District	\$17,099.41	\$92,723.31	\$3,000.00	\$0.00	\$106,822.72
120	Police Department Drug	\$1,090.08	\$0.84	\$0.00	\$0.00	\$1,090.92
201	Public Safety Bldg Ltgo Debt	\$66.62	\$0.05	\$0.00	\$0.00	\$66.67
301	Public Safety Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
320	Transportation Impact	\$80,239.35	\$61.66	\$0.00	\$0.00	\$80,301.01
401	Water	\$811,380.93	\$34,419.91	\$71,583.02	\$0.00	\$774,217.82
408	Wastewater	\$2,666,293.57	\$567,046.13	\$1,196,700.48	\$0.00	\$2,036,639.22
410	Stormwater	\$238,280.99	\$183.09	\$0.00	\$0.00	\$238,464.08
412	Utility Land Acquisition	\$158,363.72	\$121.68	\$0.00	\$0.00	\$158,485.40
631	Payroll Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632	Claims Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
633	Treasurer's Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
634	Customer Deposits	\$111,400.33	\$0.00	\$0.00	\$0.00	\$111,400.33
701	Cemetery Perpetual Fund	\$439,095.07	\$135,282.91	\$285,823.22	\$0.00	\$288,554.76
704	Skinner Estate Fund	\$439,581.22	\$135,283.28	\$285,823.22	\$0.00	\$289,041.28
		<b>\$6,731,710.81</b>	<b>\$1,775,994.95</b>	<b>\$2,373,447.20</b>	<b>\$0.00</b>	<b>\$6,134,258.56</b>

# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2014 - October 2014 - 1st Council  
System Types: Financials

Agency/Dept	Description	Amount
001	Current Expense	\$32,676.81
101	City Streets	\$5,513.82
104	Cemetery	\$218.61
105	Park Improvement	\$930.48
320	Transportation Impact	\$78.56
401	Water	\$9,538.72
408	Wastewater	\$26,014.06
410	Stormwater	\$3,129,995.93
	<b>Count: 8</b>	<b>\$3,204,966.99</b>

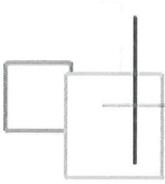


# Register

Fiscal: 2014  
 Deposit Period: 2014 - October 2014  
 Check Period: 2014 - October 2014 - 1st Council  
 Bank Accounts: Key Bank - 2000073  
 Register Types: Warrant  
 Show Outstanding: All  
 System Types: Financials  
 Outstanding Date: 10/3/2014 1:40:35 PM  
 Show Details: Hide

Number	Name	Print Date	Clearing Date	Amount
<b>Key Bank</b>	<b>2000073</b>			
Check				
41372	Ceccanti Inc.	9/29/2014		\$2,833,348.79
41373	Alarm Center, Inc	10/8/2014		\$66.00
41374	American Concrete	10/8/2014		\$1,000.00
41375	Arrow Lumber	10/8/2014		\$696.42
41376	Business Solutions Center	10/8/2014		\$117.33
41377	Centurylink	10/8/2014		\$2,697.88
41378	CenturyLink/Quest	10/8/2014		\$310.70
41379	Coastwide Laboratories	10/8/2014		\$612.98
41380	Columbia Bank	10/8/2014		\$136,481.16
41381	Comcast	10/8/2014		\$237.94
41382	Crystal & Sierra Springs	10/8/2014		\$146.53
41383	Curry & Williams, P.L.L.C	10/8/2014		\$1,700.00
41384	D.L. Henricksen Co. INC	10/8/2014		\$3,964.67
41385	Dell Financial Services Payment	10/8/2014		\$1,235.41
	Processing Services			
	Dept of Transportation	10/8/2014		\$1,544.84
41387	Foremost Promotions	10/8/2014		\$91.73
41388	Foster Pepper PLLC	10/8/2014		\$125.00
41389	Hach Company	10/8/2014		\$184.58
41390	Heritage Quest Press	10/8/2014		\$173.97
41391	Independent Stationers	10/8/2014		\$131.64
41392	KCDA Purchasing Cooperative	10/8/2014		\$144.35
41393	McKay, Heather	10/8/2014		\$180.60
41394	Malendon Hardware, Inc	10/8/2014		\$338.52
41395	Miles Resources	10/8/2014		\$2,092.74
41396	Mitel Leasing	10/8/2014		\$481.61
41397	Mountain Mist	10/8/2014		\$6.53
41398	Murphy-Brown, Mary	10/8/2014		\$253.00
41399	National Crime Prevention Council	10/8/2014		\$618.62
41400	North Central Laboratorie	10/8/2014		\$260.62

Account	Payee	Print Date	Check No	Amount
41401	Northwest Cascade Inc	10/8/2014		\$245.95
41402	Office Depot	10/8/2014		\$176.67
41403	Olsen, Kerl	10/8/2014		\$62.53
41404	Orring School Dist #344	10/8/2014		\$420.00
41405	Orring Valley Senior Cent	10/8/2014		\$1,083.00
41406	Parametrix	10/8/2014		\$181,860.37
41407	Pierce County	10/8/2014		\$1,932.73
41408	Popular Networks, Llc	10/8/2014		\$3,441.60
41409	Puget Sound Energy	10/8/2014		\$16,262.81
41410	Ricoh USA, INC	10/8/2014		\$122.87
41411	Robson, Gwen	10/8/2014		\$71.06
41412	Scientific Sales, Inc	10/8/2014		\$841.53
41413	Secure Pacific Corp/Mountain Alarm	10/8/2014		\$83.85
41414	Smith, Jason	10/8/2014		\$204.00
41415	Spectral Laboratories	10/8/2014		\$592.00
41416	Staples Advantage-Dept LA	10/8/2014		\$93.97
41417	Systems For Public Safety Inc	10/8/2014		\$2,130.03
41418	The Humane Society Tac/p.	10/8/2014		\$101.00
41419	The Walls Law Firm	10/8/2014		\$1,725.00
41420	Valley Trophy & Awards	10/8/2014		\$304.64
41421	Verizon Wireless	10/8/2014		\$1,991.04
41422	Vermeer Northwest	10/8/2014		\$1,037.79
41423	Water Management Lab Inc.	10/8/2014		\$736.00
41424	Zumar Industries Inc	10/8/2014		\$202.39
	<b>Total</b>		<b>Check</b>	<b>\$3,204,966.99</b>
	<b>Total</b>		<b>2000073</b>	<b>\$3,204,966.99</b>
	<b>Grand Total</b>			<b>\$3,204,966.99</b>



# Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Alarm Center, Inc	41373	935163	001-521-50-42-02	PSB Alarm	\$66.00
				<b>Total</b>	<b>\$66.00</b>
American Concrete	41374	ACI801 Calistoga-OCT2014	410-594-31-63-15	Temporary Right of Access for Levee Setback	\$1,000.00
				<b>Total</b>	<b>\$1,000.00</b>
Arrow Lumber	41375	600186-OCT2014	001-522-20-48-02	Hillman Fasteners	\$3.54
			001-524-20-31-00	Jobsite Tape	\$28.78
			001-575-50-48-00	Faucet Connector	\$24.23
			101-542-30-31-00	Rags	\$1.29
			101-542-30-31-00	Ear Plugs	\$2.07
			101-542-30-31-00	Batteries	\$8.68
			101-542-30-31-00	Ear Plugs	\$14.13
			101-542-30-35-00	Axe for Tree Roots	\$21.75
			101-542-30-48-02	Propane	\$30.52
			101-542-30-48-02	Mending Plates	\$44.83
			101-542-30-48-02	Measure Wheel	\$48.95
			101-542-30-48-04	Hose Clamp/Fuel Line	\$4.75
			104-536-50-48-00	Hose Fitting	\$9.78
			104-536-50-48-00	Spray Paint/Brass Plug	\$10.63
			104-536-50-48-00	Paint & Roller	\$16.18
			104-536-50-48-00	Paint/Filler	\$21.51
			104-536-50-48-00	Paint/Filler/Roller	\$49.55
			104-536-50-48-00	Cement	\$64.02
			105-576-80-35-00	Drill Bit for Big Toy	\$5.21
			105-576-80-48-00	Paint Supplies	\$8.12
			105-576-80-48-00	Wire Brush	\$11.26
			105-576-80-48-00	Measure Wheel	\$48.96
			105-576-80-48-01	Hillman Fasteners	\$3.48
			105-576-80-48-01	Hillman Fasteners	\$21.67
			105-576-80-48-03	Paint & Roller for BBQ Pit	\$18.68
			401-534-50-35-00	Drill Bit	\$6.52
			401-534-50-48-02	Tool Stripper	\$10.33
			401-534-50-48-02	Power Tape	\$10.87
			401-534-50-48-02	Wrench/Copper Pipe	\$17.79
			401-534-50-48-02	Tube Cutter/Union Comp	\$17.82
			401-534-50-48-03	Bulbs	\$5.21
			401-534-50-48-04	Hillman Fasteners	(\$11.13)
			401-534-50-48-04	Snap Off Knife	\$2.82
401-534-50-48-04	Hillman Fasteners	\$3.91			
401-534-50-48-04	Hillman Fasteners	\$13.48			

Vendor	Number	Invoice	Account Number	Notes	Amount
Arrow Lumber	41375	600186-OCT2014	401-534-50-48-04	Solderless Terminal Kit/Tool Stripper	\$30.99
			408-535-50-48-08	Shovels	\$65.24
				<b>Total</b>	<b>\$696.42</b>
Business Solutions Center	41376	OCT2014-202	001-521-21-31-01	Mailing of Evidence	\$16.04
			001-521-21-31-01	Mailing of Evidence	\$37.80
			001-575-50-31-02	Shipping for Soccer Nets	\$22.69
			101-542-30-48-02	2 Part service Records	\$40.80
				<b>Total</b>	<b>\$117.33</b>
Ceccanti Inc.	41372	Pay Request #5-Calistoga Setback Levee	410-594-31-63-15	Pay Request 5-Calistoga Setback Levee	\$2,833,348.79
				<b>Total</b>	<b>\$2,833,348.79</b>
Centurylink	41377	300549640-OCT2014	408-535-10-42-01	Sewer Phones	\$43.87
			001-514-23-42-00	City Phones	\$676.29
		300549818-OCT2014	001-521-50-42-00	City Phones	\$119.42
			001-522-20-42-01	City Phones	\$250.95
			001-524-20-42-00	City Phones	\$27.47
			320-595-30-63-01	City Phones	\$52.06
			401-534-10-42-01	City Phones	\$166.09
			408-535-10-42-01	City Phones	\$362.94
		300549906-OCT2014	401-534-10-42-01	Harman Springs	\$48.41
		300550216-OCT2014	408-535-10-42-01	Sewer Phones	\$164.20
		300550553-OCT2014	001-521-50-42-00	PD Phones	\$618.33
		300550592-OCT2014	001-512-50-42-00	Court Phones	\$97.87
		409178327-OCT2014	001-521-50-42-00	PD Transmitter	\$69.98
				<b>Total</b>	<b>\$2,697.88</b>
CenturyLink/Qwest	41378	208B-OCT2014	001-521-20-45-02	Cell Connection	\$57.13
		464B-OCT2014	001-521-20-45-02	Cell Connection	\$116.56
		465B-OCT2014	001-521-20-45-02	Cell Connection	\$79.88
		809B-OCT2014	001-521-20-45-02	Cell Connection	\$57.13
				<b>Total</b>	<b>\$310.70</b>
Coastwide Laboratories	41379	T2703162	001-575-50-31-01	Paper Supplies-Bathroom	\$372.74
		T2703163	001-514-23-31-02	Paper Supplies-Bathroom	\$137.49
		T2703164	105-576-80-31-00	Paper Supplies-Bathroom	\$102.75
		<b>Total</b>	<b>\$612.98</b>		
Columbia Bank	41380	Pay Request #5 Retainage Calistoga Setback Levee-7000752100	410-594-31-63-15	Pay Request #5 Retainage Calistoga Setback Levee-7000752100	\$136,481.16
				<b>Total</b>	<b>\$136,481.16</b>
Comcast	41381	0221105-OCT2014	001-514-23-42-00	City Hall Internet	\$31.45
			001-524-20-31-00	City Hall Internet	\$31.44
			401-534-10-42-01	City Hall Internet	\$31.45

Vendor	Number	Invoice	Account Number	Notes	Amount
Comcast	41381	0221105-OCT2014	408-535-10-42-01	City Hall Internet	\$31.44
			001-521-50-42-00	PSB Internet	\$50.36
		0221113-OCT2014	001-522-20-42-01	PSB Internet	\$50.37
			001-514-23-42-00	City Hall Internet	\$11.43
		<b>Total</b>			
Crystal & Sierra Springs	41382	5225720 092014	401-534-10-31-00	Water for Public Works	\$81.54
			408-535-10-31-00	Water for Public Works	\$64.99
			<b>Total</b>		
Curry & Williams, P.I.I.c	41383	OCT2014-200	001-512-50-10-02	Court Judge-Sept 2014	\$1,700.00
				<b>Total</b>	
D.L. Henricksen Co. INC	41384	#14031-1	001-521-21-49-00	Repair to Copes Pharmacy-Due to Patrol Car Impact	\$3,964.67
				<b>Total</b>	
Dell Financial Services Payment Processing Services	41385	77547590	001-594-12-75-03	PSB Server	\$25.00
			001-594-14-75-03	City Hall Server	\$50.00
			001-594-21-75-02	PSB Server	\$753.41
			001-594-24-75-05	City Hall Server	\$37.00
			001-594-76-75-06	City Hall Server	\$12.00
			101-594-42-75-41	City Hall Server	\$12.00
			105-594-76-75-04	City Hall Server	\$12.00
			401-594-34-75-02	City Hall Server	\$111.00
			408-594-35-64-44	City Hall Server	\$149.00
			410-594-31-74-02	City Hall Server	\$74.00
			<b>Total</b>		<b>\$1,235.41</b>
Dept of Transportation	41386	RE-313-ATB40916176	101-595-30-41-02	Washington Ave Two-Way Left Turn Lane	\$1,544.84
				<b>Total</b>	
Foremost Promotions	41387	271534	001-521-21-49-00	Badges for Kids	\$91.73
				<b>Total</b>	
Foster Pepper PLLC	41388	1082959	001-515-30-41-02	City Utility Bonds	\$125.00
				<b>Total</b>	
Hach Company	41389	9034890	408-535-10-31-00	Pipet Tip	\$184.58
				<b>Total</b>	
Heritage Quest Press	41390	1409231	001-514-23-31-02	Window Envelopes	\$39.14
			001-576-80-31-00	Window Envelopes	\$17.40
			401-534-10-31-00	Window Envelopes	\$39.14
			408-535-10-31-00	Window Envelopes	\$39.15

Vendor	Number	Invoice	Account Number	Notes	Amount
Heritage Quest Press	41390	1409231	410-531-38-31-00	Window Envelopes	\$39.14
				<b>Total</b>	<b>\$173.97</b>
Independent Stationers	41391	IN-000461475	001-513-10-31-00	Office Supplies	\$131.64
				<b>Total</b>	<b>\$131.64</b>
KCDA Purchasing Cooperative	41392	3837615	408-535-50-48-02	Garbage Can Liners	\$107.52
		3840378	401-534-10-31-04	Eye Wash Solution	\$18.41
			408-535-10-31-05	Eye Wash Solution	\$18.42
				<b>Total</b>	<b>\$144.35</b>
McKay, Heather	41393	OCT2014-207	001-571-20-31-03	Insanity Program-April-May 2014	\$180.60
				<b>Total</b>	<b>\$180.60</b>
Mclendon Hardware, Inc	41394	106220-OCT2014	001-575-50-48-00	Faucet for MPC	\$109.39
			105-576-80-48-01	Parts to Repair Wheelbarrow	\$75.03
			410-531-38-48-00	Rubber Straps	\$154.10
				<b>Total</b>	<b>\$338.52</b>
Miles Resources	41395	240856	101-542-30-48-02	HMA Class 1/2 Modified	\$2,092.74
				<b>Total</b>	<b>\$2,092.74</b>
Mitel Leasing	41396	1253542	001-594-12-75-02	PSB Phone Lease	\$16.28
			001-594-21-75-01	PSB Phone Lease	\$127.55
			001-594-22-75-01	PSB Phone Lease	\$127.55
		1253546	001-594-14-75-04	City Hall Phone Lease	\$52.56
			001-594-24-75-01	City Hall Phone Lease	\$10.50
			001-594-76-75-01	City Hall Phone Lease	\$10.51
			101-594-42-75-01	City Hall Phone Lease	\$10.50
			401-594-34-75-01	City Hall Phone Lease	\$57.82
			408-594-60-42-01	City Hall Phone Lease	\$57.82
			410-594-31-75-01	City Hall Phone Lease	\$10.52
				<b>Total</b>	<b>\$481.61</b>
Mountain Mist	41397	039199-OCT2014	001-514-23-31-02	Water for City Hall	\$6.53
				<b>Total</b>	<b>\$6.53</b>
Murphy-Brown, Mary	41398	OCT2014-204	001-571-20-31-03	Dance Class-Sept2014	\$253.00
				<b>Total</b>	<b>\$253.00</b>

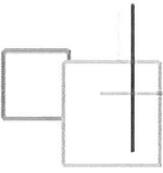
Vendor	Number	Invoice	Account Number	Notes	Amount
National Crime Prevention Council	41399	A371534	001-521-30-49-00	Halloween Safety Bags-PD	\$618.62
				<b>Total</b>	<b>\$618.62</b>
North Central Laboratorie	41400	344341	408-535-10-31-00	Lab Supplies	\$127.07
		344535	408-535-10-31-00	Lab Supplies	\$133.55
				<b>Total</b>	<b>\$260.62</b>
Northwest Cascade Inc	41401	2-1023118	408-535-50-48-02	Honey Bucket Service	\$50.00
		2-1024504	408-535-50-48-02	Honey Bucket Rental & Service	\$195.95
				<b>Total</b>	<b>\$245.95</b>
Office Depot	41402	731038284001	001-512-50-31-00	Toner	\$83.71
		731038285001	001-512-50-31-00	Toner	\$92.96
				<b>Total</b>	<b>\$176.67</b>
Olsen, Keri	41403	OCT2014-203	001-571-20-31-03	Zumba-Sept 2014	\$62.53
				<b>Total</b>	<b>\$62.53</b>
Orting School Dist #344	41404	0012000164	001-571-20-31-03	Rental of Fields & Batting Cages	\$420.00
				<b>Total</b>	<b>\$420.00</b>
Orting Valley Senior Cent	41405	OCT2014-205	001-571-20-31-06	Monthly Support-Oct 2014	\$1,083.00
				<b>Total</b>	<b>\$1,083.00</b>
Parametrix	41406	01-74064	401-534-10-41-30	WUE Report-Water Use Efficiency	\$39.06
			401-534-10-41-30	Report-Water WUE Report-Water Use Loss Analysis	\$195.30
			401-594-34-41-01	Report-Water Well 1 Control Improvements-425/410 PRV Upgrade-Water	\$53.24
			401-594-34-41-01	Well 1 Control Improvements-Project Mang-Water	\$317.94
			401-594-34-41-01	Well 1 Control Improvements-Update Reservoir 1 Level-Water	\$372.65
			401-594-34-41-01	Well 1 Control Improvements-Domestic Skid VFD Upgrade-Water	\$1,784.62
			408-594-35-41-01	Biosolids Removal-Specs & Site Plans-Sewer	\$1,799.42
			408-594-35-41-11	High Cedars FM & LS Rehab Project Management-Sewer	\$103.03

Vendor	Number	Invoice	Account Number	Notes	Amount
Parametrix	41406	01-74064	408-594-35-41-11	High Cedars FM & LS Rehab-Lift Station Rehab Design-Sewer	\$933.96
			408-594-35-41-11	High Cedars FM & LS Rehab Sewer FM Design-Sewer	\$8,968.76
			410-531-31-41-21	Calistoga Setback Levee Grants-Storm	\$2,725.17
		01-74065	001-524-20-41-02	Village Green Div 8-Project Expenses-Gen	\$0.25
			001-524-20-41-02	General Development-Gen	\$2.80
			001-524-20-41-02	Majestic View Div 2/Stowe Expenses-Gen	\$40.40
			001-524-20-41-02	Majestic View Estates Phase 6-Design Review-Gen	\$73.44
			001-524-20-41-02	Village Green Div 7-Design Review-Gen	\$367.20
			001-524-20-41-02	THE Meadows Division 2 Design Review-Gen	\$460.53
			001-524-20-41-02	Village Green Div 8-Project Design Review-Gen	\$813.92
			001-524-20-41-02	Majestic View Div 2/Stowe Design Review Services-Gen	\$1,009.42
		01-74066	410-594-31-63-24	Construction Admin Assistance-Landscape-Storm	\$585.16
			410-594-31-63-24	Construction Admin Assistance-Expenses-Storm	\$772.62
			410-594-31-63-24	Construction Admin Assistance-Project Mgmt-Storm	\$1,281.25
			410-594-31-63-24	Construction Admin Assistance-Out of Scope-Storm	\$1,363.05
			410-594-31-63-24	Construction Admin Assistance-Conatruction Staking-Storm	\$15,178.90
			410-594-31-63-24	Construction Admin Assistance-Construction Eng-Storm	\$28,262.02
			410-594-31-63-24	Construction Admin Assistance-Geotech-Storm	\$53,321.60
			410-594-31-63-24	Construction Admin Assistance-Construction Observation-Storm	\$54,287.84
		01-75063	001-558-60-41-01	General Consulting-Gen	\$3,871.40
			101-542-30-41-01	General Consulting-Streets	\$1,046.87
			401-534-10-41-01	General Consulting-Water	\$244.25

Vendor	Number	Invoice	Account Number	Notes	Amount			
Parametrix	41406	01-75063	408-535-10-41-01	General Consulting-Sewer	\$1,035.41			
			410-531-39-41-01	General Consulting-Storm	\$548.89			
				<b>Total</b>	<b>\$181,860.37</b>			
Pierce County	41407	AR162917	001-514-23-41-11	3RD QRT RCC Dues	\$1,932.73			
				<b>Total</b>	<b>\$1,932.73</b>			
Popular Networks, Llc	41408	14985	001-513-23-41-01	Computer Maintenance	\$74.20			
			001-514-23-41-04	Computer Maintenance	\$211.10			
			001-524-20-41-01	Computer Maintenance	\$142.65			
			001-525-60-41-03	Computer Maintenance	\$509.20			
			001-575-50-41-03	Computer Maintenance	\$142.65			
			101-542-30-41-04	Computer Maintenance	\$74.70			
			401-534-10-41-05	Computer Maintenance	\$278.55			
			408-535-10-41-05	Computer Maintenance	\$278.55			
			410-531-38-41-04	Computer Maintenance	\$210.60			
			14986	001-521-50-41-01	Computer Maintenance	\$1,483.36		
				001-525-60-41-03	Computer Maintenance	\$36.04		
					<b>Total</b>	<b>\$3,441.60</b>		
			Puget Sound Energy	41409	200001247812-OCT2014	320-595-30-63-01	SR 162 Signal	\$26.50
					200001248190-OCT2014	105-576-80-47-01	North Park	\$10.80
					200001248372-OCT2014	401-534-50-47-08	Well 3	\$2,059.30
200001248539-OCT2014	001-525-50-47-01	Lahar Siren			\$12.55			
200001532189-OCT2014	105-576-80-47-02	Main Park			\$156.32			
	105-576-80-47-03	Bell Tower			\$67.02			
	200002708986-OCT2014	408-535-50-47-05			VG Lift Station	\$180.70		
200003766280-OCT2014	001-514-21-32-01	City Hall-City Shop @ City HALL			\$13.56			
	001-514-21-47-01	City Hall-City Shop @ City HALL			\$71.39			
	001-524-20-32-05	City Hall-City Shop @ City HALL			\$84.95			
	401-534-50-47-01	City Hall-City Shop @ City HALL			\$71.39			
	401-534-50-47-09	City Hall-City Shop @ City HALL			\$13.57			
	408-535-50-47-01	City Hall-City Shop @ City HALL			\$71.38			
	408-535-50-47-08	City Hall-City Shop @ City HALL			\$13.56			
	200009717931-OCT2014	401-534-50-47-04			Well 2	\$27.42		
200010396329-OCT2014	001-521-50-47-00	PSB			\$649.71			
	001-522-50-47-00	PSB			\$649.70			
200010396543-OCT2014	105-576-80-47-01	North Park			\$86.49			
200010396733-OCT2014	401-534-50-47-11	Well 4			\$1,654.95			
200010629349-OCT2014	101-542-63-47-01	City Shop	\$9.32					
	104-536-50-47-01	City Shop	\$7.46					

Vendor	Number	Invoice	Account Number	Notes	Amount	
Puget Sound Energy 41409		200010629349-OCT2014	401-534-50-47-01	City Shop	\$11.19	
			408-535-50-47-01	City Shop	\$9.32	
			408-535-50-47-04	WWTP	\$8,788.88	
			410-531-38-47-00	VG Storm Pond	\$48.43	
			401-534-50-47-02	Chlorinator	\$13.19	
			408-535-50-47-03	Lift Station 2	\$82.61	
			408-535-50-47-06	Sewer Pump Station	\$28.45	
			001-575-50-47-01	MPC/Library	\$506.29	
			408-535-50-47-02	Lift Station 1	\$80.30	
			401-534-50-47-03	Well 1	\$609.78	
			408-535-50-47-07	VC Lift Station	\$146.33	
			<b>Total</b>		<b>\$16,262.81</b>	
			Ricoh USA, INC 41410		5032542491	001-594-14-75-00
<b>Total</b>	<b>\$122.87</b>					
Robson, Gwen 41411		2014-60	001-513-10-31-00	Keys for Mayor-Administrator-Safe	\$71.06	
				<b>Total</b>	<b>\$71.06</b>	
Scientific Sales, Inc 41412		31408504	408-535-10-31-00	Lab Supplies	\$403.34	
			31408574	408-535-10-31-00	Lab Supplies	\$207.01
			31408716	408-535-10-31-00	Lab Supplies	\$231.18
			<b>Total</b>	<b>\$841.53</b>		
Secure Pacific Corp/Mountain Alarm 41413		29042	001-514-23-31-02	City Hall Alarm	\$83.85	
				<b>Total</b>	<b>\$83.85</b>	
Smith, Jason 41414		OCT2014-206	001-571-20-31-03	Karate Instruction-Sept 2014	\$204.00	
				<b>Total</b>	<b>\$204.00</b>	
Spectral Laboratories 41415		92422	408-535-10-41-03	Lab Testing	\$212.00	
			93167	408-535-10-41-03	Lab Testing	\$380.00
			<b>Total</b>	<b>\$592.00</b>		
Staples Advantage- Dept LA 41416		3243246770	001-514-23-31-02	Office Supplies/Paper	\$93.97	
				<b>Total</b>	<b>\$93.97</b>	
Systems For Public Safety Inc 41417		20722	001-521-50-48-02	Electrical Repair 01 Crown Vic	\$137.84	
			21312	001-594-21-64-37	Docking Station Install-01 Crown Vic	\$160.82
			21952	001-521-50-48-02	Shotgun Rack Install/Electrical Issues	\$527.16
				001-594-21-64-37	Shotgun Rack Install/Electrical Issues	\$255.00
			22931	001-521-50-48-02	Oil Change-Replace new Radar	\$147.12
				001-594-21-64-37	Oil Change-Replace new Radar	\$288.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Systems For Public Safety Inc	41417	23109	001-521-50-48-02	Oil Change-Brakes- 2 New Tires	\$610.59
		OCT2014-208	001-521-50-48-02	Late Fee	\$3.50
				<b>Total</b>	<b>\$2,130.03</b>
The Humane Society Tac/p.	41418	IVC0001307	001-554-30-31-00	Animal Control	\$101.00
				<b>Total</b>	<b>\$101.00</b>
The Walls Law Firm	41419	479	001-515-30-41-03	Prosecuting Attorney-Sept 2014	\$1,725.00
				<b>Total</b>	<b>\$1,725.00</b>
Valley Trophy & Awards	41420	210	001-571-20-31-03	Tots Soccer Medals	\$209.44
		211	001-571-20-31-03	Volleyball Medals	\$95.20
				<b>Total</b>	<b>\$304.64</b>
Verizon Wireless	41421	9732104713	001-514-23-42-00	Cell Phones	\$106.28
			001-524-20-42-00	Cell Phones	\$122.86
			104-536-20-42-00	Cell Phones	\$39.48
			401-534-10-42-01	Cell Phones	\$264.13
			408-535-10-42-01	Cell Phones	\$264.13
			001-512-50-42-00	Cell Phone-Court	\$57.60
		9732104714	001-521-20-45-01	Cell Phones PD	\$616.32
			001-521-20-45-02	PD Air Cards	\$520.24
				<b>Total</b>	<b>\$1,991.04</b>
Vermeer Northwest	41422	W03753	101-542-30-48-04	Repair of Chipper	\$302.69
			105-576-80-48-01	Repair of Chipper	\$302.69
			401-534-50-48-04	Repair of Chipper	\$129.72
			410-531-38-48-01	Repair of Chipper	\$302.69
				<b>Total</b>	<b>\$1,037.79</b>
Water Management Lab Inc.	41423	133912/134345/134422	401-534-10-41-03	Lab Testing	\$736.00
				<b>Total</b>	<b>\$736.00</b>
Zumar Industries Inc	41424	0172037	101-542-64-49-00	Single Clamps for Signs	\$202.39
				<b>Total</b>	<b>\$202.39</b>
<b>Grand Total</b>					<b>\$3,204,966.99</b>

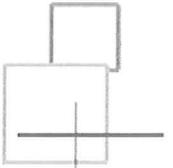


# Fund Transaction Summary

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Transaction Type: Invoice  
Fiscal: 2014 - October 2014 - 1st Council  
System Types: Payroll

Fund Number	Description	Amount
001	Current Expense	\$79,028.62
101	City Streets	\$3,029.71
104	Cemetery	\$1,144.33
105	Park Improvement	\$5,330.85
401	Water	\$19,283.17
408	Wastewater	\$25,872.40
410	Stormwater	\$12,280.07
	<b>Count: 7</b>	<b>\$145,969.15</b>



# Register

Fiscal: 2014

Period: 2014 - October 2014

Council Dates: 2014 - October 2014 - 1st Council

Bank: Warrant Account

Type: Paycheck, Vendor Check

Payment Name: AFLAC Remittance Processing, Association of Washington Cities, AWC Employee Benefit Trust, Barbara R Ford, C. Mark Bethune, Charles E. Ewing, Christopher J. Gardi, Dean J. Kaelin, Denis A. Rundie, Dept of Labor & Industry, Dept of Retirement - Def Comp, Dept of Retirement Systems, Devon F. Gabrieluk, Discovery Benefits-HSA, Edward L. Huffman, Edward R Turner, Erica A Schwab, Freda S. Bingham, Geoffrey Michael Boone, Gerald E. Thebeau, Gwen Robson, Harold W Birkes, IRS-FTD, Jacqueline Krantz, James H. Schlotzauer, Jane M. Helgelen, Jeff C. Martineau, Joachim Pestinger, Joshua Krantz, Joshua Andrew Penner, Justin R Nale, Kaaren Lee Woods, Kenneth R Wolfe, Kimberly Kainoa, Kimberly A Kainoa, Kristin M Swanson, Larry Isenhart, Larry Harter, Larry R Isenhart, Laura L Hinds, Margaret O'Hara Buttz, Matthew W Bingham, Michael D Merrill, Mike D. Cassatt, Nile Teclamarlam, Orting Police Guild, Phillip S Taylor, Rebecca M. Meek, Rickord B Fritz, Scott Drennen, Stephen C Vincenti, Tacoma-PC Local #120, Tapco Credit Union, Timothy J. Harpster, Tod A Gunther, Valeriy D Kurkov, William E Drake, WSCCE C/O Walfara & Pension Admin Service Inc

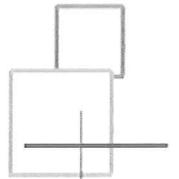
Outstanding Date: 10/3/2014 2:20:14 PM

Outstanding Code: Show All

Number: 21853, 21854, 21855, 21856, 21857, 21858, 21859, 21860, 21861, 21862, 21863, 21864, 21865, 21866, 21867, 21868, 21869, 21870, 21871, 21872, Direct Deposit Run - 10/1/2014

Number	Name	Fiscal Description	Cleared	Amount
21853	Birkes, Harold W	2014 - October 2014 - 1st Council		\$92.35
21854	Drennen, Scott	2014 - October 2014 - 1st Council		\$92.35
21855	Ford, Barbara R	2014 - October 2014 - 1st Council		\$92.35
21856	Gunther, Tod A	2014 - October 2014 - 1st Council		\$92.35
21857	Krantz, Jacqueline	2014 - October 2014 - 1st Council		\$250.48
21858	Meek, Rebecca M.	2014 - October 2014 - 1st Council		\$1,337.94
21859	Pestinger, Joachim	2014 - October 2014 - 1st Council		\$623.50
21860	Rundie, Denis A.	2014 - October 2014 - 1st Council		\$2,106.94
21861	AFLAC Remittance Processing	2014 - October 2014 - 1st Council		\$433.18
21862	Association of Washington Cities	2014 - October 2014 - 1st Council		\$27.20
21863	AWC Employee Benefit Trust	2014 - October 2014 - 1st Council		\$34,329.23
21864	Dept of Labor & Industry	2014 - October 2014 - 1st Council		\$2,776.37
21865	Dept of Retirement - Def Comp	2014 - October 2014 - 1st Council		\$575.00
21866	Dept of Retirement Systems	2014 - October 2014 - 1st Council		\$12,369.15
21867	Discovery Benefits-HSA	2014 - October 2014 - 1st Council		\$526.42
21868	IRS-FTD	2014 - October 2014 - 1st Council		\$26,789.26

21869	Orting Police Guild	2014 - October 2014 - 1st Council	\$405.00
21870	Tacoma- PC Local #120	2014 - October 2014 - 1st Council	\$266.20
21871	Tapco Credit Union	2014 - October 2014 - 1st Council	\$200.00
21872	WSCCE C/O Welfare & Pension Admin Service Inc	2014 - October 2014 - 1st Council	\$4,008.30
<u>Direct Deposit Run -</u>	Payroll Vendor	2014 - October 2014 - 1st Council	\$58,575.58
10/1/2014			<b>\$145,969.15</b>



# Direct Deposit Activity

Fiscal: 2014

Name	Social Security #	Bank Name	Account Number	Type	Amount
<b>Direct Deposit Run - 10/1/2014</b>					<b>10/2/2014</b>
Bethune, C. Mark					\$2,798.58
Bingham, Freda S.					\$2,661.94
Bingham, Matthew W					\$1,500.09
Boone, Geoffrey Michael					\$1,773.20
Buttz, Margaret O'Harra					\$1,007.00
Cassatt, Mike D.					\$3,040.96
Drake, William E					\$2,634.51
Ewing, Charles E.					\$2,320.50
Fritz, Rickord B					\$92.35
Gabreluk, Devon F.					\$1,929.70
Gard, Christopher J.					\$1,928.77
Harpster, Timothy J.					\$1,689.59
Harter, Larry					\$1,343.79
Helgeijen, Jane M.					\$1,275.63
Hinds, Laura L					\$1,411.26
Huffman, Edward L.					\$1,513.78
Isehart, Larry					\$1,217.83
Isehart, Larry R					\$386.45
Kaelin, Dean J.					\$2,439.44
Kainoa, Kimberly					\$229.71
Kainoa, Kimberly A					\$1,153.77
Krantz, Joshua					\$1,405.36
Kurkov, Valeriy D					\$1,304.61
Martineau, Jeff C.					\$1,852.19
Merrill, Michael D					\$2,151.44
Nale, Justin R					\$1,194.21
Penner, Joshua Andrew					\$92.35
Robson, Gwen					\$1,550.89

Execution Time: 43 second(s)

Schlottzauer, James H.  
Schwab, Erica A  
Swanson, Kristin M  
Taylor, Phillip S  
Teclerian, Nile  
Thebeau, Gerald E.  
Turner, Edward R  
Turner, Edward R  
Turner, Edward R  
Vincenti, Stephen C  
Wolfe, Kenneth R  
Woods, Kaaren Lee

\$1,753.13  
\$230.37  
\$742.91  
\$84.76  
\$1,553.56  
\$1,471.02  
\$2,409.63  
\$75.00  
\$1,793.14  
\$2,553.10  
\$2,009.06  
\$58,575.58  
**\$58,575.58**

# City of Orting

## City Council Rules of Procedure

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## 1. General Rules

**1.1 Meetings to be Public:** The meetings of the City Council shall be open to the public with the exception of executive sessions for certain limited topics (as defined in RCW Chapter 42.30). The journal of proceedings (minute book) shall be open for public inspection.

**1.2 Quorum:** A simple majority of Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.

**1.3 Attendance, Excused Absences:** 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. The member shall contact the Mayor prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Mayor or his/her designee, the member shall contact the Executive Assistant to the Mayor, who shall convey the message to the Mayor. The Mayor shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Executive Assistant to the Mayor will make an appropriate notation in the minutes. If the motion is not passed, the Executive Assistant to the Mayor will note in the minutes that the absence is unexcused

**1.4 Council Meeting Staffing:** The City Administrator, Executive Assistant to the Mayor, City Engineer and City Attorney shall attend all meetings of the Council unless excused. The staff may make recommendations to the Council and may take part in the discussions of the Council, but shall have no vote. The City Attorney shall give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.

Other City staff may be asked to attend if their expertise is required to answer questions or make a report on a specific agenda item.

**1.5 Journal of Proceedings:** The Executive Assistant to the Mayor or designee will keep an account of all proceedings of the Council, in accordance with statutory requirements, all proceedings will be audio recorded and then written recorded into the minute book constituting the official record of the Council. All Commission and Committee meetings may be audio and written recorded and archived.

**1.6 Right of Floor:** Any Councilmember desiring to speak shall be recognized by the Chair and shall confine his/her remarks to one subject under consideration or to be considered. Councilmembers may speak about the subject under consideration for a reasonable length of time.

**1.7 Rule of Order:** Except as otherwise provided herein, *Robert's Rules of Order* shall be the guideline procedures for the proceedings of the Council.

**1.8 Councilmember Seating:** A Councilmember's seat at the dais will be determined as follows or as mutually agreed upon by Council:

(A) The Mayor shall sit in the center seat, and the Deputy Mayor shall sit to the Mayor's right

## 2. Types of Meetings

**2.1 Regular Council Meetings:** The Council shall meet on the second, and last Wednesday of each month at 7:00 pm, at the Public Safety Building (401 Washington Ave SE), or at another location the City Council may deem appropriate.

The Council may reschedule regular meetings to a different date or time by a motion and majority vote of the Council. All meetings shall be open to the public.

**2.2 Special Meetings, Study Session and Workshops:** Special meetings may be called by the Mayor or any three members of the Council in conformance with Chapter 35A.12 RCW. The Executive Assistant to the Mayor or designee shall prepare a notice of the special meeting stating the time, place and business to be transacted. The Executive Assistant to the Mayor or designee shall notify each member of the Council, as required by law, of the special meeting. The Executive Assistant to the Mayor or designee shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station, which has filed with the Executive Assistant to the Mayor a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered during the meeting. The Council may not make final disposition on any matter not mentioned in the notice. All special meetings shall be open to the public.

The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or of any three or more members of the Council, to review forthcoming programs of the City, prepare the city budget, receive progress reports on current programs or projects, receive other similar information from City department heads or conduct procedures workshops, provided that all discussions and conclusions shall be informal and do not constitute official actions of the Council.

**2.3 Emergency Meetings:** An emergency meeting is a Special Council meeting called without 24-hour notice. An emergency meeting deals with injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice is impractical and would likely increase such injury or damage. Emergency meetings may be called by the City Administrator or the Mayor or two Councilmembers. The minutes will indicate the reason for the emergency.

**2.4 Executive Sessions:** An executive session is a Council meeting that is closed except to the Council, City Administrator and staff members and/or consultants authorized by the Mayor.

The public is restricted from attendance. Executive sessions may be held during Regular or Special Council meetings or at separate meetings and will be announced by the Mayor.

Executive session subjects are limited to considering matters authorized by state law, as set forth in RCW 42.30.110, including considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, pending litigation, public employment applications and public employee evaluation, and elective office appointments.

Before convening in executive session the Mayor shall publicly announce the purpose for excluding the public from the meeting place, the time when the executive session will be concluded and the potential for action by Council when it reconvenes. Should the session require more time, a public announcement shall be made, extending the meeting to a specific time. At the end of that time, if the discussion has not concluded, the meeting shall, by public announcement, again be extended to a specific time. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session.

**2.5 Council Contact outside an Official Meeting:** Generally Councilmembers have the same freedoms of association as any other citizen. Councilmembers must take great care when present at the same social, unofficial functions, or in any public setting to refrain from engaging in any activity which could be interpreted as de facto deliberation or action on a matter of city business.

### **3. Chairs and Duties**

**3.1 Chair:** The Mayor shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Deputy Mayor shall preside. In the absence of both the Mayor and Deputy Mayor, the Council shall elect a Chair for that meeting.

**3.2 Call to Order:** The meetings of the Council shall be called to order by the Chair.

**3.3 Preservation of Order:** The Chair shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives and confine members in debate to the question under discussion.

**3.4 Points of Order:** The Chair shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Chair be sustained?"

**3.5 Questions to be stated:** The Chair shall state all motions submitted for a vote and announce the result. A roll call vote may be taken by the Executive Assistant to the Mayor on any question at the request of the Mayor or any member of the City Council.

**3.6 Mayor – Powers:** The Mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the Mayor wishes to participate vigorously in the debate of an issue, the Mayor shall turn over chairing of that portion of the meeting to the Deputy Mayor, or to another Councilmember if the Deputy Mayor is absent. The Mayor's voting rights and veto power are as specified in RCW 35A.12.100.

**3.7 Duties:** The Mayor shall:

- (A) Be the official spokesperson for the City.
- (B) Act as the official head of the City for all ceremonial purposes.
- (C) Sign contracts and other documents as appropriate on behalf of the Council.
- (D) Observe and enforce all policies and procedures adopted by the Council.
- (E) Act as presiding officer at all meetings of the Council.
- (F) Preserve order and decorum in the Council Chambers.
- (G) Decide all questions in order, in accordance with these policies and procedures, subject to appeal by any Councilmember.
- (H) Recognize Councilmembers in the order in which they request the floor.
- (I) Endeavor to keep the discussion moving and within a reasonable timeframe
- (J) Share information with Councilmembers on meetings, issues, etc., that the Mayor has received as part of his/her official status as Mayor.

**3.8 Deputy Mayor – Powers:**

- (A) In the event of the temporary disability or illness of the mayor the Deputy Mayor will assume the Mayor's powers.

**3.9 Deputy Mayor -- Duties:**

- (A) Term of the Deputy Mayor shall be one year. (January 01 through December 31.
- (B) Annually, in September, the outgoing Deputy Mayor, with the help of two councilmembers, will solicit and recommend a candidate for Deputy Mayor with confirmation from the entire council for his/her replacement in January.
- (C) If the Mayor is absent from a council meeting the Deputy Mayor shall be the presiding officer during the meeting.
- (D) When filling Council vacancies see section 8.

- (E) The Deputy Mayor will take the lead with one other councilmember and the mayor, in soliciting volunteers annually for the Council Chair and Co-Chair committee assignments:
  - E-1. The following criteria will be followed:
    - A. Process to begin with first meeting in October; culminating with Council approval prior to the last meeting in November.
    - B. Each Council member will be requested to fill one Chair and a minimum of one Co-Chair position for a yearly term with renewal options.
    - C. Review each request, with seniority, balance of experience, knowledge and interest prior to assignment.
    - D. Give weighted consideration for those working on long range project.
    - E. Once the above criteria have been completed the recommendation must be tendered to the council for confirmation.

**3.10 Councilmember - Powers:** Any Councilmember may bring forth an item, resolution or ordinance by submitting a timely request to the Executive Assistant to the Mayor for inclusion on the City Council Agenda. At the request of the Councilmember(s) sponsoring the proposed legislation, their name(s) shall appear on the agenda indicating such sponsorship.

**3.11 Councilmember – Duties:** Councilmembers are individually responsible for gathering additional information on issues, calling staff with questions or requesting information to be included in Council Meeting Packets. Councilmembers who attend meetings of another jurisdiction or regional meetings should provide a report.

#### 4. Order of Business and Agenda

**4.1 Order of Business:** The order of business for all regular meetings shall be transacted as follows unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

- (A) Call to Order: The Mayor calls the meeting to order.
- (B) Pledge of Allegiance
- (C) Roll Call: The Mayor requests a roll call of Councilmembers and indicates whether an absent Councilmember has requested an excused absence. Excused absences will be handled as stated in Section 1.3 of this document.
- (D) Consent Agenda: The Consent Agenda contains items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, and claims. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember.

- (E) **Comments from Citizens:** Members of the audience may comment on items relating to any matter not already on the agenda. Comments are limited to three minutes, or for a person speaking on behalf of a group or organization, comments are limited to five minutes. No speaker may convey or donate his or her time for speaking to another speaker. Persons addressing the Council will be requested to step to the podium and give their name and address for the record.
- (F) **Announcements & Presentations:** The Mayor makes announcements of upcoming meetings and events. Other special presentations may also be scheduled at this time.
- (G) **Commission Reports**
- (H) **Public Hearings:** See Section 6.
- (I) **Old Business**
- (J) **New Business**
- (K) **Committee Reports**
- (L) **Executive Session**
- (M) **Adjournment**

**4.2 Council Agenda:** The Mayor and City Administrator and Executive Assistant to the Mayor shall prepare the agenda for Council meetings. Subject to the Council's right to amend the agenda, no legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety or welfare). An item may be placed on a Council meeting agenda by any of the following:

- (A) Any Councilmember
- (B) The Mayor
- (C) A Council Committee
- (D) A Department Director with the approval of the City Administrator.

Agenda items shall be submitted to the Executive Assistant to the Mayor no later than 12:00 pm on the Thursday prior to the meeting. Items reviewed by Committee will be scheduled for Council action per committee recommendation.

An item may be delayed if the Mayor and/or City Administrator know it is of particular importance to an absent Councilmember.

**4.3 Ordinances:** Ordinances are legislative acts or local laws. They 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 days after publication in the City's official newspaper. Ordinances may be passed under any of the agenda sections.

The Finance Director/City Clerk/Treasurer shall assign a permanent ordinance number prior to placing the ordinance on the agenda. The City Attorney shall review the ordinance prior to placing it before the City Council for their consideration.

Upon enactment of the ordinance, the Executive Assistant to the Mayor or designee shall obtain the signature of the City Attorney and the Mayor. After the Mayor's signature, the Executive Assistant to the Mayor shall sign the ordinance.

Ordinance titles or summaries shall be published in the official newspaper as a legal publication in the first publication following enactment.

**4.4 Resolutions:** 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. Resolutions may be passed under any of the agenda sections.

The Executive Assistant to the Mayor shall assign a permanent resolution number prior to placing the resolution on the agenda. The City Attorney shall review the resolution prior to placing it before the City Council for their consideration.

Upon enactment of the resolution, the Executive Assistant to the Mayor shall obtain the signature of the City Attorney and the Mayor. After the Mayor's signature, the Finance Director/City Clerk/Treasurer shall sign the resolution.

**4.5 Contracts:** All contracts shall be approved using the following criteria:

- (A) If a contract is within a budgeted line item; the Mayor has the authority to sign it.
- (B) If a contract is over the budgeted line item; it shall be referred to the Finance Committee. The Finance Committee will make a recommendation to the City Council.
- (C) If a contract does not exceed \$5,000 for daily operating expenses, and is not budgeted; the Mayor has the authority to sign it. If a non emergency contract is in the amount over \$5,000 the city will seek out a fair competitive process; Request for Proposal, Request for Qualifications, Request for Bid, Sole Source, Small Works Roster, all of which would require council approval.
- (D) If a contract is a lease commitment longer then 90 days or a conveyance of real property; it shall be referred to the Finance Committee. The Finance Committee will make a recommendation to the City Council.
- (E) If a contract does not involve an expenditure of public funds, a lease commitment longer then 90 days, a conveyance of real property, or is not otherwise required by law to be approved by the City Council, the Mayor has the authority to sign it.

**4.6 Council Packets:** Agendas and packets will be provided to the City Council by 3 pm the Friday prior to the meeting. Agendas and packet materials will be available at City Hall for City staff, media and the public.

4.7 Council Confirmation of Mayoral Appointments: In addition to select Councilmember participation in any Mayoral-defined hiring process, the Council will, per Ordinance 961, confirm the appointment of certain mayoral appointments prior to final hiring actions.

Currently the appointment of the City Administrator, City Treasurer, Police Chief, City Attorney, Public Work Director, Building Inspector/Official, and Parks and Recreation Director are subject to Council confirmation. The confirmation of the Municipal Judge is provided pursuant to OMC Chapter 1-10.

The confirmation process, if circumstances allow, should be scheduled for televised meetings. These meetings should be broadly advertised via the official publication, reader boards, City website, social media pages, etc. to allow maximum public notification. The Mayor may request a Special Meeting if pressing and extenuating hiring circumstances exist.

The confirmation process is as follows:

- (A) Prior to the meeting, the Council will be provided a copy of the Employment Application and/or resume (with personal information redacted) for review in the Council Packet. Staff may provide other pertinent information as appropriate.
- (B) During the Confirmation agenda item of the Council meeting the:
  - 1. Mayor or City Administrator will introduce the nominated individual and briefly recap the process that resulted in the nominee being selected for the position,
  - 2. Individual (if available to attend) will introduce themselves and provide a brief background of their qualifications and goals,
  - 3. Council will have a question and answer opportunity with the applicant and/or staff to last up to 30 minutes (time may be extended upon majority Council consent), and
  - 4. Public Testimony will be taken with each speaker given a maximum of three minutes to provide comments. All comments must be directed toward the Chair and limited to the confirmation discussion. Two-way discussions are discouraged.
- (C) An Executive Session in accordance with RCW 42.30.110(g) may be requested by any Councilmember to "evaluate the qualifications of an applicant for public employment or to review the performance of a public employee" if questions or concerns arise that should not be discussed in a public forum. Final actions must take place in an open meeting.
- (D) After the question and answer session, upon resumption of the regular meeting after an Executive Session (if requested), and upon a motion, the Council will vote to confirm the hire/

## 5. Consensus, Motions and Decorum

**5.1 Consensus Votes:** When a formal motion is not required on a Council action or opinion, a consensus voice vote may be taken. The Chair will state the action or opinion. The Council as a group will indicate concurrence or non-concurrence. When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.

### 5.2 Motions:

- (A) Making a Motion. Motions shall be clear and concise and not include arguments for or against the motion within the motion. No motion shall be entertained or debated until duly seconded and announced by the Chair. A motion that does not receive a second dies. After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second. After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- (B) Audience Comment. Audience comment on a motion may be taken after the briefing on the motion occurs and before the motion is voted on by the Council.
- (C) Restatement of Motions. The City Council votes on motions as restated by the Chair if the motion is amended.
- (D) Votes on Motions. Each member present shall vote on all questions put to the Council except on matters in which he or she has a conflict of interest. If a conflict of interest exists, such member shall disqualify himself or herself prior to any discussion of the matter. If a majority of Council arrives at a consensus to put up an issue for vote and a Councilmember is not there when the vote takes place, the Councilmember cannot bring the item back.
- (E) Failure to Vote on a Motion. Any Councilmember present who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.
- (F) Unanimous Vote. If the vote is unanimous, the Mayor shall state that the motion has passed unanimously according to the number of Councilmembers present such as "7-0" or "6-0".
- (G) Roll Call Vote. If a vote is not unanimous, and the Mayor or a Councilmember requests it, each Councilmember shall state his/her vote and the Executive Assistant to the Mayor shall record it. The Executive Assistant to the Mayor then restates the outcome of the vote. For example, the outcome may be restated as, "Councilmembers A, B, C and D vote

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'yes'. Councilmembers E, F and G vote 'no'. The vote is 4-3  
to adopt Ordinance No \_\_\_\_\_. The motion carries."

- (H) Tie Vote. A motion that receives a tie vote is deemed to have failed.
- (I) Topic Closed. Once a vote on a motion has been taken, the topic of motion is closed for the remainder of that meeting.
- (J) Withdrawal of Motion. A motion may be withdrawn by the maker of the motion at any time before a vote is taken without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- (K) Motions to Reconsider. A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.
- (L) Motion to Lay on the Table. A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, and requires a majority vote.

The purpose of the motion to lay on the table is to temporarily set aside the motion in order to conduct other more urgent business.

A motion not taken from the table by the close of that meeting or the next regular meeting dies on the table. If the motion to table prevails, the matter may be "taken from the table" by motion which requires a second, is not debatable and requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.

- (M) Motion to Postpone to Date Certain. A motion to postpone to a time certain requires a second, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.
- (N) Motion to Postpone Indefinitely. A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.

- (O) Motion to Call for the Question. 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. Debate is reopened if the motion fails.
- (P) Motion to Amend. 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. Motions that cannot be amended include a motion to adjourn, to amend the agenda order, lay on the table, for a roll call vote, for a point of order, for reconsideration and take from the table. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (Q) Interpretation. The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature that may arise at a Council meeting.
- (R) Order of Precedence. All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict between Robert's Rules of Order and these Council rules, these Council rules shall prevail.

**5.3 Council Relations with City Staff:** The following guidelines should be adhered to:

- (A) There will be mutual respect from both City Staff and Councilmembers of their respective roles and responsibilities.
- (B) City staff shall acknowledge the Council as policy makers, and the Councilmembers shall acknowledge the City staff as administering the Council's policies.
- (C) Councilmembers with particular interest in an item or topic should be given a courtesy call if that item is rescheduled.
- (D) Councilmembers shall not attempt to direct City Staff in performing their regular daily functions.
- (E) No Councilmember shall direct the City Staff to initiate any action or prepare any report, or initiate any project or study without the consent of the Mayor. New initiatives having policy implementation shall be directed to a Council Committee for consideration.
- (F) Individual requests for information can be made directly to any staff member. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator.
- (G) To provide staff the necessary preparation time, Councilmembers will provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting, if possible.

**5.4 Council Representation to any Media and other Organizations:** Councilmembers shall use the following guidelines when speaking with the media:

- (A) If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position.
- (B) Councilmembers need to have other Councilmembers' concurrence before representing: (1) another Councilmember's view or position, or (2) the majority of Council's view or position with the media, another governmental agency or community organization.
- (C) As a matter of courtesy, letters to the editor, interviews or other communication by a Councilmember of a controversial nature, which do not express the majority opinion of the Council, should be presented to the full Council and Mayor prior to publication so that the Councilmembers may be made aware of the pending publication.

## **6. Public Hearing Procedures**

**6.1 Definition of Public Hearing:** 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, staff and/or consultants will introduce the topic. Citizens may comment on public hearing items.

**6.2 Speaker Sign-In:** Prior to the start of a public hearing the Mayor may require that all persons wishing to be heard sign in with the Executive Assistant to the Mayor, giving their name and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Mayor will establish time limits and otherwise control presentations. (The speaking time limit is three minutes per speaker or five minutes when presenting the official position of an organization or group). The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, etc.).

**6.3 Conflict of Interest/Appearance of Fairness:** Prior to the start of a public hearing, the Chair will ask if any Councilmember has or may have an interest or may have engaged in an ex-parte communication which could,

A Councilmember who refuses to step down after challenge and the advice of the City Attorney, a ruling by the Mayor or Chair and/or a request by the majority of the remaining members of the Council to step down, is subject to censure. The Councilmember who has stepped down shall not participate in the Council decision nor vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration, provided, however, that nothing herein shall be interpreted to prohibit a Councilmember from stepping down in order to participate in a hearing in which the Councilmember has a direct financial or other personal interest. The appearance of fairness doctrine applies only during quasi-judicial hearings. The conflict of interest provisions, however, apply anytime there will be a vote by the council on a contract. Normally, an announcement would not be required for a vote in which a conflict would occur and it is up to the elected official to bring up the conflict. The City Attorney may prompt the Councilmember to remove him or herself or not participate in the vote. However, if there is a conflict, this must be announced on the record before the vote. The Councilmember is not required to leave during the vote or discussion, but may not participate in the vote.

**6.4 The Public Hearing Process:** The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right to free speech.

- (A) All comments by proponents, opponents or other members of the public shall be made from the podium; individuals making comments shall first give their name and address.
- (B) No comments shall be made from any other location, unless it is impractical to make comment from the podium. Anyone making "out of order" comments shall be subject to removal from the meeting. If a citizen is disabled and requires accommodation, the citizen is required to advise the Executive Assistant to the Mayor.
- (D) There will be no demonstrations during or at the conclusion of a public hearing.
- (E) The order for a public hearing shall be as follows:
  1. The Chair calls upon City Staff to describe the matter under consideration.
  2. The Chair calls upon proponents, opponents and all other individuals who wish to speak regarding the matter under consideration.
  3. The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.
  4. The Chair continues the public hearing to a specific time or closes the public hearing.

## 7. Duties and Privileges of Media and Citizens

**7.1 Media Representation:** Seating space shall be provided for the media at each public meeting. The media shall also be provided with a packet containing the background information provided to the Council.

**7.2 Meeting Participation:** Citizens are welcome at and encouraged to attend all Council meetings. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Cell phones will be silenced and not used for phone calls during council meetings.

**7.3 Subjects Not on the Current Agenda:** Under agenda item "Comments from Citizens" citizens may address any item not already on the agenda. They shall first obtain recognition by the Chair, stand at the podium, state their name, address and subject of their comments. The Chair shall then allow the comments, subject to a three-minute limitation per speaker and five-minute limitation per speaker representing a group or organization, or other limitations as the Chair may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Council committee for action or investigation and report at a future meeting.

**7.4 Public Comments and Suggestions to Council:** When citizen comments or suggestions unrelated to the agenda are brought before the City Council, the Chair shall first determine whether the issue is legislative or administrative in nature and then:

- (A) If the issue is legislative, and comments on the letter or intent of a legislative act or is a suggestion for changes to such an act, and if any Councilmember suggests a change to an ordinance or resolution of the City, the Council may refer the matter to a committee, City Administration, City Attorney or the Council as a whole for study and recommendation.
- (B) If the issue is administrative and comments on administrative staff performance, administrative execution of legislative policy or administrative policy within the authority of the City Administrator, the Chair should then refer the complaint directly to the City Administrator for his/her review if the complaint has not yet been reviewed. The City Council may direct that the City Administrator report to the Council his/her response and resolution.

**7.5 Personal and Slanderous Remarks:** Any person making personal, offensive, impertinent or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience participation before the Council during that Council meeting by the Mayor.

Any councilmember making personal, offensive, impertinent or slanderous remarks to a member of the audience, city staff member or another councilmember will be asked to refrain. If the remarks continue he/she may be asked to leave the meeting.

**7.6 Written Communications:** Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council had control at any time.

The written communication may be submitted by direct mail, e-mail, text message or by addressing the communication to the Executive Assistant to the Mayor who will distribute copies to the Mayor and Councilmembers. The communication will be entered into the record without the necessity for reading as long as sufficient copies are available to members of the audience/public.

## **8. Filling Council Vacancies and Selecting Deputy Mayor**

**8.1 Notice of Vacancy:** If a Council vacancy occurs, the Deputy Mayor will take the lead with the assistances of two councilmembers and guide the Council through the procedures as outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available, until an election is held, the Council will widely distribute and publish a notice of the vacancy, procedure, deadline for applying for the position and the date of the interview.

**8.2 Application Procedure:** Each applicant will submit a written request to the Deputy Mayor prior to the posted deadline.

**8.3 Interview Process:** All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting. The order of the interviews will be determined by a drawing of names. Applicants will be asked to answer questions posed by each Councilmember during the interview process. Each candidate will be allowed two minutes for opening and closing comments. Candidates may not make comments or responses about other applicants.

**8.4 Selection of Councilmember:** The Council may recess into executive session to discuss the qualifications of all candidates. Nominations via a motion, voting and selection of a person to fill the

vacancy will be conducted during an open public meeting. If no motion is made, none of the candidates shall be selected.

The City Administrator will prepare the Oath of Office and swear in any newly-appointed Councilmember. The new Councilmember will immediately take his/her seat with the Council.

**8.5 Selecting Deputy Mayor:** The Deputy Mayor will be selected by a majority of the Councilmembers annually beginning in September and concluding in October. Outgoing Deputy Mayor will solicit two other councilmembers to nominate a candidate for his/her replacement for a full council vote.—See 3.9 B.

## **9. Committees and Commissions**

**9.1 Citizen Committees, Boards and Commissions:** The Council will create committees and commissions to assist in the conduct and operation of city government with such duties as are consistent with the Orting Municipal Code.

**9.2 Types of Committees:** There shall be four types of committees in the City of Orting.

- (A) Standing Committees. Such committees will be established to conduct business by the Deputy Mayor plus one council member and the mayor when delegated to the legislative body and approved by the council.
- (B) Ad Hoc Committees. Such Council Advisory Committees are to investigate a specific subject and report back to the City Council. Such a group may be chaired by a council-member. Typically such a Committee would focus on a policy issue or legislative matter.
- (C) Citizen Advisory Commissions. Such groups are formed to promote citizen participation on a particular subject and provide guidance on community views on a subject to the Council, for example Parks and Planning Commissions.
- (D) Mayor's Committee. Such Committees are formed to investigate a specific operational issue and report back to the Mayor and City Council. It may be chaired by a councilmember or the Mayor.

**9.3 Membership and Selection:** Membership and selection of members shall be as provided by the Mayor or designee and confirmed by the Council. Any committee or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. Committees so appointed shall have advisory powers to the Council except as otherwise specified in the Orting Municipal Code (OMC).

**9.4 Committee Meetings:** Committees shall establish a regular time, date location for their meetings. The Executive Assistant to the Mayor will

maintain a list of committee meeting times, dates and locations. Committees may make recommendations for action to the Council as a whole.

Councilmembers who do not serve on a committee with questions or concerns about an agenda item, are responsible to contact staff or a committee member prior to the meeting to express their concern or need for additional information.

**9.5 Committee Records:** Draft summaries of each meeting will be prepared by a committee member or the staff assigned to the committee by the City Administrator and distributed to each Councilmember. Verbal reports may be given at Regular and Special Council meetings as requested by a committee member, the committee chair, the Mayor or any member of the Council.

**9.6 Open Public Meetings Act:** The City Council Committees shall comply with the state's "Open Public Meetings Act."

**9.7 Removal of Members of Boards and Commissions:** The Mayor may remove any member of any commission based upon the following criteria.

- 9.7.1 Parks Commission: Three consecutive unexcused absences will [result in](#) automatic removal. (OMC 2-5-2)
- 9.7.2 Planning Commission: The mayor may remove after a public hearing and with approval by the council. (OMC 2-1-3)
- 9.7.3 Civil Service Commission: Any member of the commission may be removed from office for incompetency, incompatibility or dereliction of duty, or malfeasance in office, or other good cause. (RCW 41.12.030)

## 10. Public Records

**10.1 Public Records:** Records created or received by the Mayor or any Councilmember should be transferred to the Executive Assistant to the Mayor office for retention by the City in accordance with the Public Records Act, Chapter 42.56 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.

**10.2 Electronic Mail:** Electronic communications that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, do not constitute a public record.

All other messages that relate to the functional responsibility of the recipient or sender as a public official constitute public records.

**10.3 Open Public Meetings Act Regarding Electronic Mail:** E-mails between elected officials of a governing body can implicate the Open Public Meetings Act. If discussing city business with a fellow Councilmember via

e-mail, it can constitute a meeting and all the requirements for a public meeting would have to be met or a violation of the Act could occur.

## 11. Council Travel Policy

**11.1 Applications:** The provisions of Chapter 42.24 RCW and the Budgeting, Accounting, and Reporting Systems (BARS) manual prescribed by the Washington State Auditor's Office apply. The City of Orting reimburses its elected or appointed officials for reasonable travel, subsistence and related expenses incurred conducting City business provided the expenses are prudent and directly related to the individual's service on behalf of the City.

**11.2 Administration:** The Executive Assistant to the Mayor administers the travel and expense reimbursement program, designs and distributes forms and instruction and carries responsibility for review of claims. Claims will not be allowed without a detailed account of monies spent certified by the individual making the claim as required by the Division of Municipal Corporations in the Office of the State Auditor.

**11.3 Documentation:** Claims for personal reimbursement must be made on official forms, be accompanied by the vendor's original receipt or bankcard charge slip showing the date, vendor imprinted name, amount paid and the items/services received, and must be certified correct and signed by the individual seeking reimbursement.

In addition to the documentation above, claims for business related meals require the following documentation:

- (A) The names of the individuals participating.
- (B) Their official title or capacity as it relates to city business.
- (C) The nature of the topics discussed, nature of the occasion, what public purpose or policy was being served (and/or copy of agenda).

**11.4 Council Retreats/Executive Team Retreats:** The reasonable cost of necessary food and beverages while conducting a City retreat is authorized for reimbursement.

**11.5 Service Awards Ceremonies:** Expenditures for reasonable refreshments served and awards given are eligible for reimbursement.

**11.6. Transportation Expenses:** Public officials are to exercise prudent judgment in incurring travel expenses on official City business. Excessive or unnecessary expenses will not be reimbursed or paid for by the City. Authorization of travel is to be exercised through the use of the current budget. Reasonable transportation expenses for approved travel will be reimbursed. The most direct and cost effective mode of transportation will be the basis for the reimbursement. Out-of-state travel must be approved by the City Council. In-state travel means travel within the state of

Washington. In special or unusual circumstances, arrangements will be made to accommodate unique transportation requirements.

**11.7 Meals:** Based on recommendations from the State Auditor's Office, the City uses the following guidelines in determining the use of public funds for expenditures for food and beverages:

- (A) Name of the consumer.
- (B) Nature of the occasion for the consumption.
- (C) Public purpose or policy objective was served.
- (D) The expenses are consistent with the policy authorizing reimbursement.

**11.8 Local Business Meals:** Meals (including snacks) between City public officials/employees will not normally be reimbursed. It is expected that City business between City public officials/employees can, for the most part, be conducted on City premises during normal work hours.

**11.9 Meetings through Mealtimes:** The City recognizes that there are occasions when it may be necessary for a group of public officials and/or employees to work through a meal in order to meet a deadline or to keep a group convened in order to accomplish the task. To be considered for reimbursement as a working meal, the meeting must span over a three-hour period, which includes the group's normal mealtime.

**11.10 Business Meals between City Employees and Non-City Employees:** The practice of the City providing meals to non-city employees is discouraged. However, for directors and above, the City recognizes that there are situations where non-city employees provide an unpaid service to the City during a mealtime. The costs of meals while conducting City business with persons other than City employees either locally or out of town are authorized for reimbursement subject to the limitations described in this document.

**11.11 Meals While On Authorized Travel Status:** Per Diem shall be used for meals while out of town on city business. Out of town means the one-way travel distance is greater than 40 miles from the city and overnight stay is required. Per Diem for meals shall be at the rate in effect at the time of travel for the specific area or locality. The maximum allowable rate shall be those in effect by the State of Washington, Office of Financial Management.

**11.12 Non-Reimbursable Expenditures:** Unauthorized expenditures include, but are not limited to, liquor, expenses of spouse, guests or other persons not authorized to receive reimbursement under this policy or state regulations. Situations not specifically addressed above will be reviewed by the City Administrator for propriety.

**11.13 Lodging:** Hotel/motel accommodations for public officials/employees attending out-of-town functions on city business are acceptable. Lodging expenses shall be reimbursed at actual costs, as evidenced by a

receipt, up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality. The maximum allowable lodging rates shall be those in effect by the State of Washington, Office of Financial Management.

The cost of accommodations should be requested by purchase order and billed directly to the City by the vendor whenever possible. If advance payment is required, a purchase order will be prepared and the lodging registration will serve as supporting documentation for the claims check issued to the vendor. A vendor's receipt for these expenditures is required in all cases. In some situations, the maximum allowable lodging amount may not be adequate and the City Administrator may approve payment of lodging not to exceed 150% of the applicable maximum per diem amount.

**11.14 Non-Allowable Expenses:** Certain travel expenses are considered personal and not essential to the transaction of official city business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:

Baggage checking, valet services, laundry services, entertainment expenses, radio or television rental, transportation to or from places of entertainment, costs of personal trip insurance, medical and hospital services, personal toiletry articles, barber or hairdresser, personal postage or reading materials, expenses of a spouse or other family member, mileage allowance for commuting to regular, special, and committee meetings of the City Council, expenses on a personal car, meal expenses for formal meetings of City Council committees, fines for violation of motor vehicle laws.

## 12. Suspension and Amendment of These Rules

**12.1 Suspension of These Rules:** Any provision of these rules not governed by state law or the Orting Municipal Code may be temporarily suspended by a vote of a majority of the Council.

**12.2 Amendment of These Rules:** These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

**12.3 Conflict:** In the event of a conflict between the City Council Rules of Procedure and other rules adopted by resolution of the Council, these City Council Rules of Procedure shall prevail to the extent of the conflict. In the event of a conflict between these City Council Rules and state law, state law shall prevail to the extent of the conflict.

Adopted – 8/29/07  
Revised – May 2012





September 30, 2014

RE: Zoo and Trek Authority Board

Dear Mayors and Elected Officials:

The Zoo and Trek Authority (ZTA) Board has an opening for a representative from the Pierce County Regional Council (PCRC). This representative is to be elected by the 22 cities and towns within the ZTA boundary (excluding Tacoma).

This representative fills Position One for a term of three years. In accordance with the interlocal agreement, nominees must be an elected official from cities and towns, excluding Tacoma, representing at least 60% of the combined populations of those cities. The following is the election procedure:

1. **Position One represents the 11 smaller cities and towns in Pierce County.** If your council wishes to submit a nomination, please complete the attached nomination form and email it to the PCRC Clerk, Cindy Anderson, at [cander5@co.pierce.wa.us](mailto:cander5@co.pierce.wa.us), by **4 p.m., October 10, 2014**.
2. On **October 13, 2014** a ballot with the prospective nominees will be e-mailed to city/town clerks for distribution to their elected officials. Please return your ballot with council motion or resolution by email no later than **4:00 p.m. on October 24, 2014**.
3. The PCRC Clerk will count the ballots and give the results to the PCRC Chair who will announce the results at the November 20 meeting. The appointed individual must receive the approval of cities and towns "representing at least 60% of the combined populations of those cities" in Pierce County, excluding Tacoma.
4. In the event that no candidate obtains the required percentage, the top two names will be resubmitted for reconsideration. The ballot procedure will be repeated until a candidate is selected by a plurality vote.
5. If, at the close of nominations, there are no candidates, the nomination will remain open for an additional 7 days and be available to any elected city or town official (excluding Tacoma).

Please contact me if you have any questions. I appreciate your prompt cooperation.

Sincerely,

A handwritten signature in blue ink that reads "Cindy Anderson". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Cindy Anderson  
Clerk, Pierce County Regional Council

c: Stan Flemming, Chair, Pierce County Regional Council  
City/Town Clerks



**Pierce County  
Regional Council**

**ZOO and TREK AUTHORITY BOARD  
Nomination Form**

**Position One**

The town/city of \_\_\_\_\_ wishes to nominate  
Councilmember \_\_\_\_\_ to serve as a member of  
the Zoo Trek Authority Board, representing the following towns and cities of the Pierce Council  
Regional Council:

- |     |               |                        |
|-----|---------------|------------------------|
| 1.  | Buckley       | 4,635                  |
| 2.  | Carbonado     | 650                    |
| 3.  | Eatonville    | 2,405                  |
| 4.  | Milton        | 5,705 in Pierce County |
| 5.  | Orting        | 6,134                  |
| 6.  | Pacific       | 90 in Pierce County    |
| 7.  | Roy           | 870                    |
| 8.  | Ruston        | 765                    |
| 9.  | South Prairie | 440                    |
| 10. | Steilacoom    | 6,285                  |
| 11. | Wilkeson      | 460                    |

Date: \_\_\_\_\_

By: \_\_\_\_\_

Please email this form to Cindy Anderson, PCRC Clerk, [cander5@co.pierce.wa.us](mailto:cander5@co.pierce.wa.us) by 4:00 p.m.,  
Friday, October 10, 2014.

***Thank you for your prompt attention.***

## POSITION ONE

### Brief Summary of Important Aspects of the Zoo and Trek Authority Board Pierce County Regional Council Appointment

1. The Zoo and Trek Authority Board (ZTA) was created to represent sales tax collected throughout Pierce County for the Point Defiance Zoo and Aquarium and Northwest Trek Wildlife Park. The sales tax was passed by voters in September, 2000. One tenth of one cent in sales tax was approved for Zoo/Trek/Parks throughout the County. ZTA receives 50% of that collection, and oversees that portion.
2. The ZTA meets quarterly on the first Wednesday of February, June, September, and November.
3. Regular meetings are held in the boardroom of Metro Parks Tacoma's main offices on 19th in Tacoma at 5:00-6:30 pm. There is generally one meeting at the Zoo and one at Northwest Trek each year on the quarterly schedule.
4. Primary functions:
  - A. Understand ZTA biannual budget; formally pass the budget in concert with MetroParks Board's parallel action.
  - B. Review each facility's business plan annually, connecting recommendations to the budget.
  - C. Gain an understanding and familiarity with the ZTA key issues and needs and advocate on their behalf.
5. Pierce County Council appoints three representatives; City of Tacoma appoints two representatives; and PCRC appoints two representatives.

Position One was held by Graham Hunt, Orting, who resigned his position. The three-year term will expire January 31, 2018. Position One represents:

1.	Buckley	4,635
2.	Carbonado	650
3.	Eatonville	2,405
4.	Milton	5,705 in Pierce County
5.	Orting	6,134
6.	Pacific	90 in Pierce County
7.	Roy	870
8.	Ruston	765
9.	South Prairie	440
10.	Steilacoom	6,285
11.	Wilkeson	460



**City of Orting**  
*City Council Staff Report*

**Date:** October 3, 2014

**Prepared By:** Mark Bethune

**Agenda Item:** Resolution 2014-11 Emergency Repairs – Waiving Bidding Requirements

<b>Issue Synopsis:</b>	The floor of the public works office has been flooded and damaged requiring immediate repairs. The repairs will have to include asbestos removal
<b>Background:</b>	The City public works staff found water damage to the ceiling of the downstairs storage facilities. Upon further investigation they located a water heater that was covered up by siding. It appears the water heater has been out of service but leaking water for some time. An inspection of the framing/flooring showed serious structural damage in the kitchen and bathroom areas. Asbestos was also found. The City immediately requested bids but received only one bid. AWC, the insurer, requested that the City move forward immediately with the one bid.
<b>Policy Options:</b>	Approve, amend, deny
<b>Analysis:</b>	Asbestos has been exposed which requires immediate repairs.
<b>Fiscal Impact:</b>	Fund(s): 101, 105, 401,408,410  Expenditure Required: Estimated \$12,000 to be covered by insurance.  Amount Budgeted: 0  Additional Appropriation Required: 0
<b>Policy Questions:</b>	See above
<b>Staff Recommendation:</b>	Approve
<b>Recommendation:</b>	None
<b>Attachments:</b>	Resolution

**CITY OF ORTING  
WASHINGTON**

**RESOLUTION NO. 2014-11**

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**A RESOLUTION OF THE CITY OF ORTING,  
WASHINGTON, FINDING AN EMERGENCY; WAIVING  
COMPETITIVE BIDDING REQUIREMENTS; AND,  
RATIFYING A PUBLIC WORKS CONTRACT**

WHEREAS, the City owns and operates a two story building in downtown Orting that functions as city hall and the public works department (“City Hall”); housing city staff and equipment, and

WHEREAS, a water leak occurred in a hidden water heater in the kitchen area of the second story of City Hall causing water damage to the kitchen and bathroom on the second floor and the tool storage room on the first floor; and

WHEREAS, during the investigation of the water leak, samples of existing construction materials were taken and tested for the presence of asbestos; and

WHEREAS, the laboratory test results performed by Orion Environmental Services on or about September 18, 2014, confirmed the presence of asbestos in the sample construction materials; and

WHEREAS, the water leak from the hidden water tank, the resulting damage to City Hall, and the presence of asbestos containing material was not foreseen by, and was beyond the control of, the City; and

WHEREAS, the City requires the full functioning of all areas of the City Hall, including the kitchen, bathroom and tool storage area, in order to properly and efficiently maintain and provide public services; and

WHEREAS, the removal of asbestos containing material prior to completion of repairs is necessary in order to ensure the safety of the workers performing the repairs, the employees working at City Hall, and the public who conducts business at City Hall; and

WHEREAS, it was necessary to ensure that any asbestos containing material was safely removed before the work to repair the damage from the water leak could be completed; and

WHEREAS, the City Administrator and Public Works Director both determined that the foregoing circumstances presented an “emergency” within the meaning of RCW 39.04.280 and that a contract should be awarded without competitive bidding due to the emergency; and

WHEREAS, a contract has been awarded for the removal of the asbestos containing

materials and the repairs to City Hall;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORTING, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Incorporation of Recitals; Findings. The above stated recitals are incorporated as though fully set forth herein and are adopted as the findings of the City Council.

Section 2. Declaration of Emergency; Waiver of Competitive Bidding; Ratification of Contract. Based upon the foregoing findings, the City Council does hereby declare an emergency within the meaning of RCW 39.04.280, waives the competitive bidding requirements for the work described therein, and ratifies the contract already awarded for this work.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 8<sup>TH</sup> DAY OF OCTOBER, 2014.

CITY OF ORTING

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Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

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Mark Bethune, City Clerk/Administrator

Approved as to form:

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Chris Bacha,  
Kenyon Disend, PLLC  
City Attorney

Passed by the City Council: 10/8/14  
Resolution No.: 2014-11



**City of Orting**  
*City Council Staff Report*

**Parametrix**

**Date:** October 8, 2014  
**Prepared By:** JC Hungerford, P.E., Parametrix  
**Agenda Item:** Biosolids Engineering Report

<b>Issue Synopsis:</b>	Requesting budget approval for professional services as described in the Biosolids Engineering Report Scope and Budget.
<b>Background:</b>	<p>The City of Orting (City) Wastewater Treatment Plant (WWTP) continuously generates biosolids as a byproduct of wastewater treatment. These solids need to be processed and ultimately removed from the site. Currently, the City's biosolids treatment process produces Class B biosolids using a Facultative Lagoon, but the City sewer utility is interested in evaluating other process alternatives due to cost, environmental benefit, and risk management.</p> <p>This scope proposes to provide engineering services necessary to prepare a Biosolids Engineering Report for the City wastewater collection and treatment facilities. The primary goal of this project is to develop an analysis of biosolids management alternatives and a recommended biosolids management plan for producing Class B biosolids on-site using technologies that may be expanded to future Class A biosolids production.</p>
<b>Policy Options:</b>	Approve or disapprove attached scope and budget for professional services.

<b>Analysis:</b>	<p>The current process requires testing, dredging the lagoon, solids processing, and sludge disposal on a 5- to 6-year interval costing the City approximately \$500,000 per cycle. Generation of solids and the frequency of the dredging and processing will increase as the City grows resulting in greater costs to the sewer utility.</p> <p>The lagoon liner has exceeded its design life and will need replacement following the next dredging cycle if the lagoon is to remain in service. The total project cost to replace the liner is estimated to be approximately \$750,000. Replacement of the liner should occur on a 15-year interval.</p> <p>The number of contractors that can dredge, dewater, and haul the solids to a repository in the region are limited and appear to be diminishing</p> <p>The number of repositories in the State are few and future policy at a State level may require a higher standard of treatment prior to land application of solids at these sites (i.e. the City may be required to produce Class A solids prior to distribution.)</p> <p>If Orting biosolids are treated to a higher standard, they could be used locally for residential and commercial agricultural purposes similar to neighboring communities. This could eliminate long distance hauling costs and decrease the use of less environmentally friendly fertilizers that can have a detrimental effect on the drinking water supply and the water quality of storm and surface waters entering local rivers.</p>
<b>Fiscal Impact:</b>	<p>Funds: 408-594-35-41-01 (Capout-Eng-Solids Handling Pre-design)</p> <p>Expenditure Required: \$78,021.37</p> <p>Amount Budgeted: \$120,000</p> <p>Additional Appropriation Required: \$0</p>
<b>Policy Questions:</b>	None
<b>Committee Recommendation:</b>	Approve
<b>Staff Recommendation:</b>	Approve
<b>Attachments:</b>	Scope and Budget for Professional Services

## DRAFT SCOPE OF WORK

### City of Orting Biosolids Engineering Report

#### OVERVIEW

The City of Orting (City) Wastewater Treatment Plant (WWTP) continuously generates biosolids as a byproduct of wastewater treatment. These solids need to be processed and ultimately removed from the site. Currently, the City's biosolids treatment process produces Class B biosolids using a Facultative Lagoon, but the City sewer utility is interested in evaluating other process alternatives due to cost, environmental benefit, and risk management. Specifically:

- The current process requires testing, dredging the lagoon, solids processing, and sludge disposal on a 5- to 6-year interval costing the City approximately \$500,000 per cycle. Generation of solids and the frequency of the dredging and processing will increase as the City grows resulting in greater costs to the sewer utility.
- The lagoon liner has exceeded its design life and will need replacement following the next dredging cycle if the lagoon is to remain in service. The total project cost to replace the liner is estimated to be approximately \$750,000. Replacement of the liner should occur on a 15-year interval.
- The number of contractors that can dredge, dewater, and haul the solids to a repository in the region are limited and appear to be diminishing
- The number of repositories in the State are few and future policy at a State level may require a higher standard of treatment prior to land application of solids at these sites (i.e. the City may be required to produce Class A solids prior to distribution.)
- If Orting biosolids are treated to a higher standard, they could be used locally for residential and commercial agricultural purposes similar to neighboring communities. This could eliminate long distance hauling costs and decrease the use of less environmentally friendly fertilizers that can have a detrimental effect on the drinking water supply and the water quality of storm and surface waters entering local rivers.

This scope proposes to provide engineering services necessary to prepare a Biosolids Engineering Report for the City wastewater collection and treatment facilities. The primary goal of this project is to develop an analysis of biosolids management alternatives and a recommended biosolids management plan for producing Class B biosolids on-site using technologies that may be expanded to future Class A biosolids production.

The *Engineering Report* will be drafted consistent with the applicable requirements of WAC 173-240-060 and the guidelines contained in the Washington State Department of Ecology's (Ecology's) *Criteria for Sewage Works Design and Permit Writers Manual*.

## GENERAL ASSUMPTIONS

- Wastewater treatment capacity and river discharge evaluation is not included.
- Published population growth information will be used to estimate future solids production rates.
- Ecology has agreed that for this biosolids engineering report, the above information is not required and the only wastewater process information to be evaluated is the quantity and load for the return water from the biosolids dewatering process.
- The City of Orting currently has no urban growth area identified and therefore annexation and consequent service area development is not projected in this Report.
- The City, with assistance from Parametrix, will act as the lead agency for evaluating the SEPA Checklist and all additional required permits. It is assumed that the City will issue a Determination of Non-Significance (DNS) or a Mitigated Determination of Non-Significance (MDNS) for the Report. If a MDNS is issued by the City, additional efforts outside of this scope may be necessary to implement mitigation measures.
- A detailed Cost of Service Analysis is outside the scope of this Report.
- An assessment of existing and required infiltration and inflow (I/I) reduction programs is beyond the scope of this Report.
- Parametrix will develop two alternatives for providing on-site Class B biosolids production. Two biosolids disposal options will also be evaluated.
- Parametrix will develop two alternatives for odor control technologies as part of the City's WWTP expansion.
- Pilot testing of alternatives is not included in this scope of work.

## TASK 1 – PROJECT MANAGEMENT AND QA/QC

### Subtask 1.1 – Monthly Report and Communication

#### Goal

To communicate with the City and prepare monthly summaries of project work completed and budget spent.

#### Approach

Monthly progress reports will be submitted to the City. The progress reports will be included as part of the existing monthly progress letters and will summarize the work completed that month, spent budget, identify action items and issues requiring clarification, and project activities for the next month. Additionally, project staff will communicate via letters, phone calls, and e-mails to request water system information, keep the City informed of project-related issues, and discuss potential changes in scope.

### Subtask 1.2 – Meetings and Communication

#### Goal

To maintain scope, schedule, and budget through proactive communications with City and State stakeholders.

## Approach

Parametrix's project manager will proactively communicate with the City's public works director, plant operators, and utility committee regarding conceptual improvements for biosolids processing and odor control prior to proceeding with documentation such as formalized write-ups in the engineering report or generation of figures. This approach ensures that the end users of the system are in agreement with the technologies before substantial documentation and resulting costs are expended in order to secure State approval.

## Assumptions

This task assumes only 32 hours of staff time (or approximately 8 hours per month can be devoted to communication and meetings).

The budget is based on a 4-month project starting from the Notice to Proceed

## TASK 2 – ANALYZE BACKGROUND INFORMATION

### Goal

To identify, collect, and review the necessary background information for completion of the Report.

### Approach

Parametrix will prepare a list of required background information, including the parties (Parametrix, City, County) responsible for obtaining/providing the information. Typical required information would include planning level facility operational data (such as Discharge Monitoring Reports [DMRs]) and maintenance records. Parametrix will also research existing regulations for odor control requirements.

### Assumptions

The City will provide planning and mapping information and provide requested information in a timely manner.

### Subtask 2.1 – Review Wastewater Flow and Load

#### Goal

To estimate wastewater flow and loads for the build-out condition based on the *2009 Orting Water Plan* population projections.

#### Approach

Wastewater flows and loads for the City service area will be based upon a review of current City wastewater characteristics, together with build-out population projections developed in the *2009 Water System Plan Update* (Parametrix).

Wastewater flow and load projections will be estimated based on existing population and the build-out population estimate. The most current data from the City's WWTP DMRs will be used in these calculations.

## Assumptions

The City of Orting will not annex property for development within the planning horizon of this report. City staff will provide available wastewater characteristics in a timely manner.

## Subtask 2.2 – Collection System Review

### Goals

To update the existing map of the collection system as necessary for County/State approval of the plan.

### Approach

Parametrix will include a map of the wastewater collection and treatment system. The following components will be included on this map:

- Boundaries of the sewer service area.
- Location of existing pump stations and force mains identified by City staff.
- Location of streams, lakes, and other bodies of water.

## Subtask 2.3 – Existing Solids Treatment System and Production Projections

### 2.3.1 Summarize Historical WWTP Data

#### Goal

To describe the historical performance of the WWTP based on a review of plant records, including DMRs and other correspondence with Ecology.

#### Approach

Past DMRs will be reviewed for liquids treatment capabilities. Records of biosolids production will also be examined in order to best estimate the quantity of biosolids to be treated. This historical performance data will be summarized in the Report. We will also document the lagoon bio-additive testing done approximately 10 years ago to attempt to reduce lagoon solids.

#### Assumptions

Stress testing of the plant and solids testing is not anticipated as part of this scope.

### 2.3.2 Biosolids Treatment, Dewatering, and Disposal Analysis

#### Summarize Current Solids Handling

#### Goal

To describe the existing solids handling facilities and treatment at the plant.

### Approach

The analysis of the solids lagoon system in the 2001 *General Sewer Plan* will serve as the basis for what is presented in the new Report. There have been minimal changes made to the solids treatment system since the drafting of the former *Engineering Report*. Ecology's *Statewide General Permit for Biosolids Management* will be reviewed as part of the solids handling evaluation.

### Estimate Future Solids Production

#### Goal

To provide an estimate of the quantity of solids the plant should expect to treat for the planned future.

#### Approach

The 2009 *Orting Water Plan* provided build-out population projections will be used to estimate the quantity of biosolids the plant should expect to treat for the planned future. These estimates will help in developing the biosolids handling expansion and treatment options.

### Biosolids Disposal Screening

#### Goal

To evaluate four biosolids disposal alternatives and recommend two disposal alternatives for more detailed evaluation.

#### Approach

Parametrix will conduct a survey of local and state biosolids disposal alternatives for Class B biosolids. Contract hauling options and off-site composting facilities will be included in this task. In addition to evaluating disposal alternatives, a concept for decommissioning the existing solids handling lagoons will be developed, and potential uses for the lagoons, including emergency flow storage and biosolids storage, will be investigated. Site visits to local biosolids disposal/ treatment installations can be added to this scope if desired.

### Task 3 – Biosolids Alternatives

#### Subtask 3.1 – Treatment and Disposal Alternatives

#### Goal

To use operation information from existing facilities and/or more detailed examinations of the City's preferred treatment options to compare the two treatment alternatives and two disposal alternatives.

#### Approach

A subsequent, more detailed analysis of the City's preferred solids handling treatment and disposal alternatives will be completed. The comprehensive examinations will involve treatment unit sizing calculations; process flow diagrams; site plan layouts; and capital, operation and maintenance (O&M), and present worth cost estimates including a preliminary equipment list.

## Assumptions

Aerobic digestion with digested sludge thickening and lime treatment with limed sludge thickening are two biosolids treatment alternatives that are most likely to be evaluated. Details will be provided to include major equipment necessary for processing of the solids using these technologies. Information will be provided regarding potential future modifications necessary to upgrade these facilities to produce Class A biosolids.

Pilot testing is not included.

Design assumptions specific to the treatment units will not be made without manufacturer approval. Plant staff will provide, in a timely manner, additional plant information that the manufacturer may require.

Two biosolids disposal alternatives will also be considered.

## Subtask 3.2 – Solids Treatment Odor Control Analysis

### Goal

To present to the City an analysis of cost-effective odor control options for each of the biosolids treatment alternatives examined.

### Approach

Parametrix will recommend two odor control technologies to evaluate. The alternatives will be summarized and discussed with the City's Utilities and Technology committee before determining the preferred alternative. The chosen alternative will be presented in the Engineering Report, with more detailed cost analysis. This task needs to be closely coordinated with the biosolids management analysis, since biosolids processing can be a major odor source. If local installations have the odor control technologies evaluated, site visits can be scheduled and added to the project scope.

## TASK 4 – SEPA COMPLIANCE

### Goal

To prepare an Environmental Checklist in compliance with the State Environmental Policy Act (SEPA) as required by WAC 246-290-100.

### Approach

The recommended collection system and treatment improvements identified in the Capital Improvement Program (CIP) will be used to complete a SEPA Environmental Checklist. The recommended improvements will be evaluated for potential impact to environmental elements such as earth, air, water, plants and animals, etc. The completed checklist will be included as an appendix to the Report.

## Assumptions

The City will act as the lead agency for evaluating the SEPA Checklist. This scope of work has been prepared assuming that the City will issue a Determination of Non-Significance (DNS) or a Mitigated Determination of Non-Significance (MDNS) for the Report. If a MDNS is issued by the City, additional efforts outside of this scope may be necessary to implement mitigation measures.

An environmental compliance and regulatory review process is not included in this scope.

## TASK 5 – BIOSOLIDS ENGINEERING REPORT

The goal is to determine a biosolids handling and odor control strategy that is consistent with the City's goals for cost effectively processing plant biosolids for Orting's current service area through projected Build-out.

The Report will include recommended treatment alternatives based upon projected Class B biosolids and odor criteria. The Report will additionally recommend an implementation schedule for the proposed alternatives. For each phase of expansion, design criteria, sizing calculations, and expected treatment efficiency (unit process and overall treatment plant) will be developed. The following detailed information will also be developed and will reflect each phase of expansion:

- Site Plan.
- Solids Process Flow Diagram.
- Sizing Calculations.
- Capital, O&M, and Present Worth Costs.
- Estimate of costs to upgrade to Class A biosolids treatment for both alternatives.

The Engineering Report will also include staffing requirements and estimated annual O&M costs. These costs will be used with the capital cost estimates to complete the cost analysis.

## Assumptions

It is assumed that the existing WWTP facilities are sufficient to handle projected flows for the planned future. There will be no analysis of expanding the current SBR system for liquid stream treatment.

Parametrix standards of practice to ensure quality will be followed during plan development. Specifically for this report, a peer review (quality control check) is anticipated for each identified deliverable to the City. Quality assurance will be provided for the 60%, 90%, and 100% draft documents.

## Subtasks 5.1 and 5.2 – 60% and 90% Draft Engineering Reports

### Goal

To meet with the City, discuss alternatives and determine the preferred alternatives to include in the draft Engineering Report. City/stakeholder comments will be incorporated into the 90% draft Report before submitting to Ecology for review.

### Approach

Parametrix will meet with the City Utilities and Technology Committee to address City comments received on the 60% draft Report submittal. City review comments, along with comments received during the Utility Committee Review workshop, will be incorporated in the 90% draft Report submitted to Ecology for review.

### Assumptions

Parametrix will produce and deliver two (2) copies of the 60% draft Engineering Report for City Review. Parametrix will produce and deliver four (4) 90% Draft Engineering Reports to the City for City (one copy), Ecology (two copies), and Pierce County (one copy) review.

Pierce County (County) review comments, if any, will not be required for Ecology approval of the engineering report. If County review comments are substantial in nature, they are not included in this scope of work. Coordination with the County is not included in this scope of work.

### Subtask 5.3 – Regulatory Review and Final Document Production

#### Goal

To coordinate with Ecology review staff and incorporate Ecology comments into the 100% Final Report.

#### Approach

The Final Report will address comments provided by Ecology based upon their review of the 90% draft document. A coordination meeting/conference call with Ecology may be scheduled depending upon the significance of the comments. The final document will be certified by a licensed Professional Engineer in the State of Washington.

#### Assumptions

It is anticipated that only one revision/review iteration with Ecology will be necessary for producing the final 100% draft from the 90% draft document.

Additional City review is anticipated only for Ecology comments resulting in significant modifications.

Parametrix will produce and deliver five (5) total copies and one (1) electronic copy on a CD-ROM (both Microsoft Word and PDF formats) of the Final Report. Recipients include the City (three copies), Ecology (two copies), and Pierce County (one copy).

## PRELIMINARY ENGINEERING REPORT TABLE OF CONTENTS

### Executive Summary

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Purpose and Scope

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    Solids Handling

**Solids Treatment, Dewatering, and Disposal Analysis**

Existing Solids Handling Facilities  
Identify and Evaluate Alternatives  
Recommended Alternative

**Capital and Financial Analysis**

Capital Cost Estimates  
Operation and Maintenance Costs

**Environmental Compliance**

SEPA Checklist

Client: City of Orting  
 Project: Orting Biosolids Eng Report  
 Project No:

Phase	Task	Description	Labor Dollars	Labor Hours	Sr Consultant	Project Controls Specialist	Corp Finance Project Accountant	Sr Engineer	Sr Engineer	Sr Engineer	Sr Engineer	Sr Designer	Sr Planner	Publications Specialist II	Publications Supervisor	CADD Operator II	Sr Engineer
01		<b>Biosolids Eng Report</b>	<b>\$77,875.77</b>	<b>516</b>	<b>8</b>	<b>46</b>	<b>8</b>	<b>72</b>	<b>198</b>	<b>26</b>	<b>34</b>	<b>3</b>	<b>16</b>	<b>28</b>	<b>5</b>	<b>48</b>	<b>24</b>
01	01	Project Management	\$7,420.20	56		16	8	20	12								
		Monthly Reports	\$2,820.20	24		8	8	4	4								
		Misc. Meetings and Communicatio	\$4,600.00	32		8		16	8								
01	02	Analyze Background Info	\$13,042.56	84				20	48							16	
		Rev WW Flow and Load	\$2,941.92	16					16								
		Collection System Review	\$1,762.56	12				12									
		Collection Figures (2)	\$2,454.24	24				8								16	
		Ex Solid Treatment and Projections	\$5,883.84	32					32								
		Hist WWTP Data	\$1,470.96	8					8								
		Solids Treatment, Dewater, Dispa	\$4,412.88	24					24								
		Current Solids Handling	\$1,470.96	8					8								
		Future Solids Production	\$1,470.96	8					8								
		Disposal Screening	\$1,470.96	8					8								
01	03	Biosolids Alternatives	\$25,375.28	160				8	56	16	24					32	24
		Treatment and Disposal Alt	\$7,742.48	44				4	24	8	8						
		Odor Control Eval	\$9,176.96	52				4	8	8	8						24
		Figures (4)	\$8,455.84	64					24		8					32	
01	04	SEPA Compliance	\$3,886.46	30		6		4	2				16	2			
01	05	Biosolids Eng Report	\$28,151.27	186	8	24		20	80	10	10	3		26	5		
		60% Draft	\$12,252.77	79	4	8		4	40	4	4	1		12	2		
		Produce 60%	\$9,839.52	64		8			40		4			12			
		QA/QC	\$2,413.25	15	4			4		4		1			2		
		90% Draft	\$9,159.77	61	2	8		8	24	4	4	1		8	2		
		Produce 90%	\$5,840.96	40		8			20		4			8			
		Respond to City Comments	\$1,323.00	8				4	4								
		QA/QC	\$1,995.81	13	2			4		4		1			2		
		Regulatory Review 100% Draft	\$6,738.73	46	2	8		8	16	2	2	1		6	1		
		Respond to DOE Comments	\$2,058.48	12				4	8								
		Produce 100%	\$3,102.80	24		8			8		2			6			
		QA/QC	\$1,577.45	10	2			4		2		1			1		

**Labor Totals: \$77,875.77 516 8 46 8 72 198 26 34 3 16 28 5 48 24**

**DIRECT EXPENSES:**

Description	Amount
B & W 8.5 x 11	\$38.00
Color 11 x 17	\$18.00
Mileage	\$89.60
<b>Expense Total:</b>	<b>\$145.60</b>

**Project Total: \$78,021.37**