

Councilmembers

Position No.

1. Tod Gunther
2. Barbara Ford
3. William Birkes
4. Dave Harman
5. Sam Colorossi
6. Josh Penner, Deputy Mayor
7. Scott Drennen



Orting City Council **Regular Business Meeting Agenda** Orting Public Safety Building 401 Washington Ave. SE, Orting, WA

November 25, 2015
7 p.m.

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

Mayor Joachim Pestinger

7:00 P.M. - CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA

CONSENT AGENDA:

- Payroll and Claims Warrants

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

PUBLIC COMMENTS: *Persons wishing to address the City Council regarding items of new business are encouraged to do so at this time. When recognized by the Mayor, please come to the podium and clearly state your name and address for the record. Please limit your comments to 3 minutes. Thank you for attending.*

COMMISSION REPORTS:

- Parks Commission
- Planning Commission

COMMITTEE AND STANDING REPORTS

- Community & Government Affairs – **CM Ford/CM Harman**
- Transportation – **CM Drennen/DM Penner**
- Technology and Land Use – **CM Gunther/CM Harman**
- Lodging Tax Advisory – **CM Birkes**
- Mayor Report – **Mayor Pestinger**
- Miscellaneous activity reports, i.e. PSRC, special meetings, etc.

PUBLIC HEARINGS:

- 1) **AB15-20 – Final Hearing – 2016 Proposed Final Budget • CM Colorossi**
 - *2016 Proposed Final Budget*
 - *First Reading of Ordinance No. 2015-974, Adopting 2016 Budget*

OLD BUSINESS:

Emergency Evacuation Bridge System • **CM Drennen**

- 2) **AB15-21 – Resolution No. 2015-13, 2016 Property Tax Levy • CA Bethune**
Motion: *Motion to adopt Resolution No. 2015-13, requesting the highest lawful levy.*

- 3) **AB15-22** – Ordinance No. 2015-973, 2016 Utility Rate Changes • **CM Drennen**
Motion: *Motion to adopt Ordinance No. 2015-973, relating to utility rates; adopting adjustments to water, sewer and stormwater utility rates.*

NEW BUSINESS:

- 4) **AB15-23** – Resolution No. 2015-15, ADA Policy and Procedure • **CA Bethune**
Motion: *Motion to adopt Resolution No. 2015-15, adopting a policy and notice regarding the Americans with Disabilities Act.*
- 5) **AB15-24** – Ordinance No. 2015-975, Interfund Loan Extension • **CA Bethune**
Motion: *Motion to adopt Ordinance No. 2015-975 relating to utility funds; providing for and ratifying an extension of the repayment date of the Interfund loan approved pursuant to Ordinances No. 890 & 962; providing for termination; providing for severability; and establishing an effective date.*
- 6) **AB15-25** – Amendments to City Council Rules of Procedure • **CM Harman**
Motion: *Move to approve the amendments to the City Council Rules of Procedures as prepared.*
- 7) **AB15-26** – Sponsorship Policy • **CM Ford**
Motion: *Move to approve the Sponsorship Policy as prepared.*
- 8) **AB15-27** – **(First Read)** Ordinance No. 2015-976, Amending Orting Municipal Code Section 2-2 to update provisions regarding the Civil Service Commission and eliminate references to Fire Department matters • **CA Bethune**
 - *First Reading of Ordinance No. 2015-976*

ADJOURNMENT

Motion: *Move to Adjourn.*

Upcoming Meetings:

Next Regular Meeting: December 9, 2015 (PSB)

CITY OF ORTING
VOUCHER/WARRANT REGISTER
FOR NOVEMBER 25, 2015 COUNCIL

CLAIMS/PAYROLL VOUCHER APPROVAL

CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

CLAIMS WARRANTS #42911 THRU #42934
IN THE AMOUNT OF \$ 115,677.40

PAYROLL WARRANTS #22295 THRU #22305
IN THE AMOUNT OF \$ 113,053.42

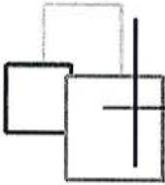
ARE APPROVED FOR PAYMENT ON NOVEMBER 25, 2015

FINANCE COMMITTEE CHAIR _____

COUNCILPERSON _____

COUNCILPERSON _____

CITY CLERK _____



Fund Transaction Summary

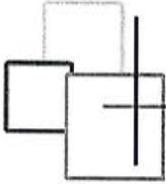
Transaction Type: Invoice
Fiscal: 2015 - November - 2nd Council
System Types: Financials

Fund Number	Description	Amount
001	Current Expense	\$58,087.67
101	City Streets	\$7,499.51
104	Cemetery	\$906.08
105	Parks Department	\$2,992.29
320	Transportation Impact	\$27.42
401	Water	\$10,761.85
408	Wastewater	\$30,509.64
410	Stormwater	\$4,892.94
	Count: 8	\$115,677.40

Register

Fiscal: 2015
 Deposit Period: 2015 - November
 Check Period: 2015 - November - 2nd Council
 Bank Accounts: Key Bank - 2000073
 Register Types: Warrant
 Show Outstanding: All
 System Types: Financials
 Outstanding Date: 11/20/2015 11:30:33 AM
 Show Details: Hide

Number	Name	Print Date	Clearing Date	Amount
Key Bank	2000073			
Check				
42911	Automation Northwest	11/25/2015		\$1,951.82
42912	Brisco Inc.	11/25/2015		\$253.84
42913	Columbia Ford-Nissian	11/25/2015		\$30,607.75
42914	Comcast	11/25/2015		\$20.87
42915	Cornerstone Electric, Inc	11/25/2015		\$1,305.60
42916	Dmcma	11/25/2015		\$150.00
42917	Enumclaw, City of	11/25/2015		\$1,020.00
42918	Flohawks Plumbing + Septic	11/25/2015		\$1,198.43
42919	H D Supply Waterworks LTD	11/25/2015		\$57.53
42920	Heritage Quest Press	11/25/2015		\$279.94
42921	Honey Bucket-NW Cascade Inc	11/25/2015		\$90.00
42922	Intercom Language Services	11/25/2015		\$110.58
42923	Nelson, Mark	11/25/2015		\$150.00
42924	Parametrix	11/25/2015		\$49,092.10
42925	Parkson Corporation	11/25/2015		\$3,423.03
42926	Pierce County	11/25/2015		\$788.09
42927	Puget Sound Energy	11/25/2015		\$15,880.89
42928	Scott, James	11/25/2015		\$37.75
42929	South Correctional Entity	11/25/2015		\$6,420.00
42930	Sunnyside, City Of	11/25/2015		\$1,302.00
42931	United Laboratories	11/25/2015		\$1,018.01
42932	Washington Rock Quarries,	11/25/2015		\$52.23
42933	Woods, Kaaren	11/25/2015		\$81.83
42934	Zumar Industries Inc	11/25/2015		\$385.11
	Total		Check	\$115,677.40
	Total		2000073	\$115,677.40
	Grand Total			\$115,677.40



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Automation Northwest	42911	15-001	104-536-20-31-00	Camera for Cemetery	\$848.28
			105-594-76-64-37	Camera for Parks	\$1,103.54
				Total	\$1,951.82
Brisco Inc.	42912	NOV2015-400	001-514-23-43-00	Fuel	\$19.12
			001-514-23-43-00	Fuel	\$31.70
			410-531-38-32-01	Fuel	\$41.41
			410-531-38-32-01	Fuel	\$46.60
			410-531-38-32-01	Fuel	\$78.04
			410-531-38-32-02	Fuel	\$36.97
	Total	\$253.84			
Columbia Ford-Nissan	42913	3G1058	001-594-21-75-03	2016 Ford SUV Interceptor-Police	\$30,607.75
				Total	\$30,607.75
Comcast	42914	0005839-NOV2015	001-514-23-42-00 401-534-10-42-01 408-535-10-42-01	City Hall Cable	\$6.96
				City Hall Cable	\$6.95
				City Hall Cable	\$6.96
				Total	\$20.87
Cornerstone Electric, Inc	42915	NOV2015-406	105-576-80-48-00	Replaced 4 Lights in Park	\$1,305.60
				Total	\$1,305.60
Dmcma	42916	Woods-2016	001-512-50-49-06	Membership Dues-Woods	\$150.00
				Total	\$150.00
Enumclaw, City of	42917	04560	001-523-60-41-00	Jail Fees-Oct 2015	\$1,020.00
				Total	\$1,020.00
Flohawks Plumbing + Septic	42918	3028987	408-535-60-47-00	Consumables-WWTP	\$1,198.43
				Total	\$1,198.43
H D Supply Waterworks LTD	42919	E724699	401-534-50-48-02	Hydrant Oil	\$57.53
				Total	\$57.53
Heritage Quest Press	42920	476314	001-514-23-31-02	Envelopes	\$43.49
			401-534-10-31-00	Door Hangers	\$43.49
			401-534-10-31-00	Door Hangers	\$105.97
			408-535-10-31-00	Envelopes	\$43.49

Vendor	Number	Invoice	Account Number	Notes	Amount
Heritage Quest Press	42920	476314	410-531-38-31-00	Envelopes	\$43.50
				Total	\$279.94
Honey Bucket-NW Cascade Inc	42921	2-1421293	408-535-60-48-04	Honey Bucket Service-Fishermans Parking-Skate Park	\$120.00
		2-1421294	408-535-60-48-04	Honey Bucket Service-Fishermans Parking-Calistoga St E	\$120.00
		2-1421295	408-535-60-48-04	Honey Bucket Service-WWTP	\$120.00
		2-1430060	408-535-60-48-04	Credit-Honey Bucket Service-Fishermans Parking-Skate Park	(\$90.00)
		2-1430061	408-535-60-48-04	Credit-Honey Bucket Service-Fishermans Parking	(\$90.00)
		2-1430062	408-535-60-48-04	Credit-Honey Bucket Service-Fishermans Parking-WWTP	(\$90.00)
				Total	\$90.00
Intercom Language Services	42922	15-259	001-512-50-49-05	Interpreter for 10/6/2015	\$110.58
				Total	\$110.58
Nelson, Mark	42923	1047	001-524-20-49-01	Inspections	\$150.00
				Total	\$150.00
Parametrix	42924	01-76038	401-534-10-41-29	Orville RD Water Main Replacement-Project	\$159.59
			401-534-10-41-29	Orville RD Water Main Replacement-Survey & Base	\$277.64
			401-534-10-41-29	Orville RD Water Main Replacement-Easement	\$1,477.04
			408-594-35-41-01	Biosolids Removal-Specs & Site Plans	\$154.26
			410-531-31-41-21	2011 Calistoga Setback-Grant Writing	\$101.24
		01-76039	001-524-20-41-02	The Meadows Div 2-Construction Services	\$231.39
			001-524-20-41-02	VG Div 7-Design Review	\$1,397.40
			001-524-20-41-02	VG Div 7-Construction Services	\$3,153.51
		01-76040	101-595-30-41-02	SR162 TWLT-R/W Acquisition	\$37.22
			101-595-30-41-02	SR162 TWLT-Project Management	\$48.85
			101-595-30-41-02	SR162 TWLT-Project Management Fixed Fees	\$250.07

Vendor	Number	Invoice	Account Number	Notes	Amount
Parametrix	42924	01-76040	101-595-30-41-02	SR162 TWLT-Final Design	\$6,585.02
		01-76041	001-524-20-41-02	General Development	\$1,555.00
			001-525-60-41-00	General Consulting-General	\$920.20
			001-525-60-41-00	Emergency Evac-Bridge System-Topographic Survey	\$1,511.25
			001-525-60-41-01	Emergency Evac-Bridge System-Project Management	\$1.80
			101-542-30-41-01	General Consulting-Streets	\$170.00
			401-534-10-41-01	General Consulting-Water	\$1,105.00
			401-534-10-41-16	Water System Plan Update-WSP	\$210.00
			401-534-10-41-16	Project Mngt Water System Plan Update-WSP	\$340.00
			401-534-10-41-16	System Analysis Water System Plan Update-WSP	\$355.90
			408-535-10-41-01	Production General Consulting-Sewer	\$3,820.84
			408-594-35-41-01	Biosolids Pre Design-Eng Report	\$1.40
			408-594-35-41-01	Biosolids Pre Design-Project Mngt	\$170.00
			408-594-35-41-01	Biosolids Pre Design-Alternatives	\$6,910.00
			408-594-35-41-13	Eldredge Ave NW SS Rehad 1/1 Design Contract	\$165.00
			408-594-35-41-13	Docs Eldredge Ave NW SS Rehad 1/1	\$255.20
			408-594-35-63-25	Design Proj Mang HC Fm & LS-Const Services	\$42.66
			408-594-35-63-25	Observation 60% HC Fm & LS-Service Project-Mngt	\$184.20
			408-594-35-63-25	60% HC Fm & LS-Const Services Start up	\$1,669.38
			408-594-35-63-25	60% HC Fm & LS-Const Services Office Eng	\$1,783.55
			408-594-35-63-26	40% HC Fm & LS-Const Services	\$42.65
			408-594-35-63-26	Observation 40% HC Fm & LS-Service Project-Mngt	\$184.20
			408-594-35-63-26	40% HC Fm & LS-Const Services Start up	\$1,669.37
			408-594-35-63-26	40% HC Fm & LS-Const Services Office Eng	\$1,783.55
			410-531-39-41-01	60% General Consulting-Storm	\$1,020.00

Vendor	Number	Invoice	Account Number	Notes	Amount	
Parametrix	42924	01-76042	001-524-20-41-02	VG Div 8-Project Expense	\$0.40	
			001-524-20-41-02	VG Div 8-Construction Services	\$1,500.00	
				001-524-20-41-02	VG Div 8-Design Review	\$4,465.13
		01-76043	410-594-31-63-24	Construction Admin Assistance-Expenses	\$0.70	
			410-594-31-63-24	Construction Admin Assistance-Project Mgmt	\$55.69	
			410-594-31-63-24	Construction Admin Assistance-Construction Eng	\$686.50	
			410-594-31-63-24	Construction Admin Assistance-Landscape	\$1,106.00	
			410-594-31-63-24	Construction Admin Assistance-Construction Observation	\$1,533.30	
			Total			\$49,092.10
		Parkson Corporation	42925	AR1/51013566	401-534-50-48-02	Subassy Brush
Total					\$3,423.03	
Pierce County	42926	CI-208652	001-566-00-51-00	3RD QRT Liquor Tax	\$471.09	
		CI208617	001-523-60-41-00	Jail Fees-Oct 2015	\$317.00	
		Total		\$788.09		
Puget Sound Energy	42927	200001247663-NOV2015	408-535-50-47-07	VC Lift Station	\$365.28	
		200001247812-NOV2015	320-595-30-63-01	SR 162 Signal	\$27.42	
		200001248190-NOV2015	105-576-80-47-01	North Park	\$10.80	
		200001248372-NOV2015	401-534-50-47-08	Well 3	\$397.76	
		200001248539-NOV2015	001-525-50-47-01	Lahar Siren	\$10.80	
		200001532189-NOV2015	105-576-80-47-02	Main Park	\$310.16	
			105-576-80-47-03	Bell Tower	\$132.92	
		200002708986-NOV2015	408-535-50-47-05	VG Lift Station	\$313.68	
		200003766280-NOV2015	001-514-21-32-01	City Hall/City Shop @ City Hall	\$26.03	
			001-514-21-47-01	City Hall/City Shop @ City Hall	\$120.57	
			001-524-20-32-05	City Hall/City Shop @ City Hall	\$48.86	
			401-534-50-47-01	City Hall/City Shop @ City Hall	\$26.03	
			401-534-50-47-09	City Hall/City Shop @ City Hall	\$120.57	
			408-535-50-47-01	City Hall/City Shop @ City Hall	\$26.03	
			408-535-50-47-08	City Hall/City Shop @ City Hall	\$120.56	
		200009717931-NOV2015	401-534-50-47-04	Well 2	\$34.80	
		200010396329-NOV2015	001-521-50-47-00	PSB	\$870.59	
			001-522-50-47-00	PSB	\$870.59	
		200010396543-NOV2015	105-576-80-47-01	North Park	\$129.27	
		200010396733-NOV2015	401-534-50-47-11	Well 4	\$2,540.44	
200010629349-NOV2015	101-542-63-47-01	City Shop	\$23.24			

Vendor	Number	Invoice	Account Number	Notes	Amount		
Puget Sound Energy	42927	200010629349-NOV2015	104-536-50-47-01	City Shop	\$18.60		
			401-534-50-47-01	City Shop	\$27.88		
			408-535-50-47-01	City Shop	\$23.24		
				200013874264-NOV2015	408-535-50-47-04	WWTP	\$8,240.74
				200014994137-NOV2015	410-531-38-47-00	VG Storm Pond	\$142.99
				200019613294-NOV2015	104-536-50-47-02	Cemetery Shop	\$39.20
				200021141250-NOV2015	408-535-50-47-03	Lift Station	\$87.39
				200021421298-NOV2015	408-535-50-47-06	Rainer Meadows Pump Station	\$30.56
				200022934653-NOV2015	001-575-50-47-01	MPC/Library	\$634.88
				200024404523-NOV2015	408-535-50-47-02	Lift Station 1	\$109.01
						Total	\$15,880.89
		Scott, James	42928	15-335	001-521-50-48-01	Purchased a Case for his Cell Phone	\$37.75
				Total	\$37.75		
South Correctional Entity	42929	1612	001-523-60-41-00	Jail Fees-Oct2015	\$6,380.00		
		1633	001-523-60-41-00		\$40.00		
				Total	\$6,420.00		
Sunnyside, City Of	42930	463	001-523-60-41-00	Jail Fees-Oct 2015	\$1,302.00		
				Total	\$1,302.00		
United Laboratories	42931	INV137673	408-535-10-31-00	WWTP Supplies	\$770.12		
		INV137676	408-535-10-31-00	WWTP Supplies	\$247.89		
				Total	\$1,018.01		
Washington Rock Quarries,	42932	59666	401-534-50-48-02	Topsoil	\$52.23		
				Total	\$52.23		
Woods, Kaaren	42933	NOV2015-401	001-512-50-49-03	Milage for Training	\$34.50		
		NOV2015-405	001-512-50-49-02	Meal for a Staff Meeting- Prosecutor/Public Defender/Judge	\$47.33		
				Total	\$81.83		
Zumar Industries Inc	42934	0179333	101-542-64-49-00	Funeral in Progress Sign	\$385.11		
				Total	\$385.11		
				Grand Total	\$115,677.40		



**City Of Orting
Council Agenda Summary Sheet**

AB15-11 SUBJECT: FIRST READ – Ordinance No. 2015-974, proposed 2016 Final Budget	Agenda Item #:	AB15-20
	For Agenda of:	11/25/15
	Department:	Finance
	Date Submitted:	11/20/15

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger	X	Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$0</u>
City Attorney, Jay Long		Unexpended Balance:	<u>\$0</u>
City Clerk, Rachel Pitzel		Timeline: <i>enter a timeline if applicable</i>	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Ordinance No. 2015-974, Budget Changes, 2016 Proposed Final Budget

SUMMARY STATEMENT:

The attached budget represents the final budget unless there are amendments requested by Council. The general fund deficit has been reduced to \$48,200 by removing the transfer to Parks Fund, reducing the unemployment expectation and re-adjusting administrative staff wages and benefits to appropriate funds.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION: N/A – Public Hearing ONLY; first reading of Ordinance No. 2015-974 with anticipated adoption at the 12/9/15 regular Council meeting.

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2015-974**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON RELATING TO THE ANNUAL BUDGET
FOR FISCAL YEAR 2016; ADOPTING THE CITY OF
ORTING 2016 BUDGET; ADOPTING THE JOB
CLASSIFICATION AND PAY RANGE FOR EMPLOYEES;
ESTABLISHING AN EFFECTIVE DATE; AND, PROVIDING
FOR SEVERABILITY**

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

WHEREAS, the Mayor of the City of Orting, Washington, completed and placed on file with the City Clerk a preliminary budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of said city for the fiscal year ending December 31, 2016; and

WHEREAS, a notice was published that the council of said city would meet on the 18th day of November 2015, and the 25th day of November 2015 at the hour of 7:00 p.m., in the council chambers in the Orting Public Safety Building of said City for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said preliminary budget and has made adjustments and changes deemed necessary; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Orting for the purposes set forth in said budget, and the estimated expenditures set forth in said proposed budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of said city for said period; and

WHEREAS, the City Council after hearing and after duly considering all relevant evidence and testimony presented, and have made all adjustments to the preliminary budget as deemed necessary and prudent by the City Council, has determined that adoption of the proposed budget is in the best interest of the City;

NOW, THEREFORE, the City Council of the City of Orting, Washington, do ordain as follows:

SECTION 1. Adoption of 2106 Budget. The budget for the City of Orting, Washington, for the fiscal year 2016 covering the period from January 1, 2016 through December 31, 2016, with regular revenues and expenditures and ending fund balances as set forth in Section 2 of this ordinance, is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Orting 2016 Budget", three copies of which are on file in the Office of the City Clerk.

SECTION 2. Fund Reserves. The following funds have reserve accounts. These reserve moneys will be expensed as identified in the 2016 budget. General Facility Charges and Impact Fee amounts include projected additions from new construction during 2015.

Capital Asset replacement:

- Streets #101 - \$27,400
- Parks #105 - \$58,600
- Wastewater #408 - \$536,500
- Stormwater #410 - \$312,600.

Revenue Bond Reserve:

- The Wastewater fund #408 - \$223,000.

General Facility Charge (GFC)/Impact Fee Reserve:

- Wastewater Fund #408 GFC's - \$411,700

Capital Project Reserve:

- Fund #401 - \$65,000 for Well #1 Rehab
- Parks Fund #105 – Gratzer Ballfield grant match reserve - \$25,000

SECTION 3. Summary of Revenues and Appropriations. Estimated resources, including fund balances or working capital for each separate fund of the City of Orting, and aggregate totals for all such funds combined, for the year 2015 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the fiscal year 2015 as set forth below:

<u>FUND</u>	<u>AMOUNT</u>
#001 CURRENT EXPENSE	\$ 3,275,000
#101 CITY STREET	\$ 491,800
#104 CEMETERY	\$ 37,100
#105 PARK IMPROVEMENT	\$ 521,400
#107 TOURISM FUND – HOTEL TAX	\$ 5,100
#109 TRANSPORTATION BENEFIT DISTRICT	\$ 121,200
#120 POLICE DEPARTMENT DRUG	\$ 1,300
#201 LTGO DEBT PUBLIC SAFETY BUILDING	\$ 95,700
#320 TRANSPORTATION IMPACT	\$ 1,315,000
#401 WATER	\$ 2,480,100

#408 WASTEWATER	\$ 5,020,300
#410 STORMWATER	\$ 1,193,300
#412 UTILITY LAND ACQUISITION	\$ 1,162,300
#704 SKINNER ESTATE	\$ 4,000
TOTAL ALL FUNDS	\$ 14,561,300

SECTION 4. Job Classifications and Pay Ranges. The job classifications and pay ranges for employees of the City as set forth in the schedule below are hereby adopted as part of the budget for 2015 and shall constitute the job classifications and pay ranges for such employees except as to those employees who are members of a bargaining unit wherein the applicable bargaining agreement may establish a different job classification and/or pay range.

City Administrator:	\$87,322 to \$106,705
City Treasurer	\$50,000 to \$66,498
City Clerk:	\$45,284 to \$55,709
Parks and Recreation Director:	\$41,439 to \$50,962
Public Works Director:	\$72,666 to \$89,373
Wastewater Plant Supervisor:	\$54,476 to \$66,997
Building Official:	\$72,666 to \$89,373
Police Chief:	\$75,050 to \$92,886
Police Lieutenant/Sergeant	\$65,332 to \$75,754
Police Officer	\$58,053 to \$67,309
Police Records Clerk	\$37,086 to \$45,614
Code Enforcement Officer	\$51,123 to \$63,273
Court Administrator:	\$55,302 to \$68,445
Court Clerk:	\$39,354 to \$48,402
Senior Accountant 2:	\$48,402 to \$59,530
Cashier:	\$33,946 to \$41,746
Accounting Clerk 1:	\$34,086 to \$45,614
Clerical 2:	\$42,737 to \$52,894
Public Works Supervisor	\$57,782 to \$71,073
Maintenance Worker 1:	\$39,353 to \$48,402
Maintenance Worker 2:	\$41,746 to \$51,355
Water/Wastewater Operator 1:	\$44,283 to \$54,481
Water/Wastewater Operator 2:	\$45,614 to \$56,118

SECTION 5. Transmittal by City Clerk. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Association of Washington Cities.

SECTION 6. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise

invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

SECTION 7. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9TH DAY OF DECEMBER, 2015.

CITY OF ORTING

Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

Approved as to form:

John P. Long, Jr.
Kenyon Disend PLLC
City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No. 2015-974
Date of Publication:
Effective Date:

Budget Changes for Final Budget

001 Fund – no transfer to 105 - \$39,000

Dropped Well #1 rehab from 401

Added \$100,000 to sewer Fund for bathrooms at Calistoga Place Park

Reduced unemployment expense from 001

Added wages and benefits for capital projects in the 105 fund (Van Scoyoc and Parking projects)

Added design and construction of potential public works project to fund 412

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
General Fund Revenues				
001-308-00-00-00	Beginning Net Cash & Investments	\$1,906,200	\$1,956,400	\$1,753,900
	Taxes			
001-311-10-01-00	Tax - Real & Personal Property	\$767,100	\$767,100	\$833,400
001-313-11-00-00	Tax - Retail Sales & Use	\$570,000	\$572,000	\$580,000
001-313-11-00-01	Tax - Parks & Rec Sales	\$100	\$100	\$100
001-313-71-00-00	Criminal Justice - Low Pop	\$95,000	\$95,000	\$100,000
001-316-41-00-00	Tax - B&O Utility - Electricity	\$220,000	\$225,000	\$230,000
001-316-43-00-00	Tax - B&O Utility - Natural Gas	\$121,000	\$140,000	\$125,000
001-316-46-00-00	Tax - B&O Telecom - Cable	\$104,000	\$118,000	\$123,000
001-316-47-00-00	Tax - B&O Telecom - Telephone/Cell Phone	\$177,600	\$160,000	\$160,000
001-316-81-00-00	Tax - Punch Board And Pull Tabs	\$18,000	\$25,000	\$25,000
	Total Taxes	\$2,072,800	\$2,102,200	\$2,176,500
	Franchise Fee & Licenses			
001-321-91-00-00	Fee - Franchise - Comcast	\$77,300	\$80,000	\$80,000
001-321-99-00-00	Licenses - Business & Permits	\$15,000	\$16,500	\$16,500
001-321-99-00-01	License - One Day Business	\$200	\$200	\$200
	Total	\$92,500	\$96,700	\$96,700
	Building Department Permits/Fees			
001-322-10-01-00	Permits - Building	\$120,000	\$100,000	\$120,000
001-322-10-02-00	Permits - Plumbing	\$17,600	\$14,100	\$17,600
001-322-10-03-00	Permits - Fence	\$600	\$500	\$600
001-322-10-04-00	Permits - Mechanical	\$17,600	\$14,100	\$17,600
001-322-10-06-00	Permits - Fireworks	\$400	\$300	\$400
001-345-83-00-00	Fees - Plan Review/Inspections	\$70,000	\$60,000	\$70,000
001-345-83-01-00	Fees - Expedited Plan Review	\$1,500	\$1,200	\$1,500
001-345-83-02-00	Fees - Energy Review	\$1,500	\$1,200	\$1,500
001-345-83-06-00	Fees - Building Inspect/re-inspect	\$1,500	\$1,200	\$1,500
	Total	\$230,700	\$192,600	\$230,700
	Other Permit & Fees			
001-322-10-07-00	Fees - Passports	\$4,500	\$4,500	\$4,500
001-322-30-00-00	Licenses - Animal	\$7,500	\$6,000	\$6,500
001-322-90-01-00	Permits - Concealed Weapons	\$2,100	\$800	\$0
001-322-90-06-00	Fees - Sign Variance	\$0	\$0	\$0
001-322-90-11-00	Fees - Golf Cart Registration	\$100	\$100	\$100
001-341-43-00-00	Fees - Credit Card/Debit Card	\$700	\$700	\$800
001-341-62-00-05	City Standards Copies	\$100	\$100	\$100

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Total	\$15,000	\$12,200	\$12,000
	Inter-Governmental Revenues			
001-334-04-20-00	GMA Comp Plan Update Grant	\$1,000	\$1,000	\$0
001-336-00-98-00	Shared - City Assistance	\$88,000	\$88,000	\$90,000
001-336-06-21-00	Shared - CJ - Violent Crimes/pop.	\$1,900	\$1,900	\$2,000
001-336-06-26-00	Shared - CJ - Special Programs	\$6,500	\$6,500	\$7,000
001-336-06-51-00	Shared - DUI/Other Crim Just. Asst	\$1,400	\$1,400	\$1,500
001-336-06-94-00	Shared - Liquor/beer Excise	\$14,000	\$14,000	\$17,000
001-336-06-95-00	Shared - Liquor Profits	\$60,000	\$60,000	\$65,000
001-342-10-00-00	Reimb - SRO - School District	\$49,900	\$49,900	\$59,000
001-341-93-00-00	Reimb - Library	\$5,600	\$5,600	\$5,600
001-362-40-05-00	Lease - Fire Station - District 18	\$144,000	\$144,000	\$130,000
	Total Intergovernmental Revenues	\$372,300	\$372,300	\$377,100

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Judicial Fees & Services			
001-341-33-02-00	Rev - Warrant Costs	\$5,500	\$4,400	\$5,500
001-341-33-03-00	Rev - Deferred Prosecution Costs	\$600	\$500	\$600
001-341-33-06-00	Fee - IT Time Pay	\$1,000	\$800	\$1,000
001-341-60-00-00	Fee - Court Copy/Tape	\$0	\$0	\$0
001-341-62-00-01	Fees - Court Copies/Tape	\$0	\$0	\$0
001-342-30-01-00	Fees - Records Check	\$0	\$0	\$0
001-342-33-06-00	Fees - Record Check	\$22,000	\$6,000	\$15,000
001-342-33-07-00	Fees - Sentence Compliance-Probation	\$11,400	\$9,100	\$11,400
001-342-36-00-00	Fees - HSNG/MNTR PRSNR	\$200	\$200	\$200
001-342-38-01-00	Fees - PreTrial Supervision	\$2,300	\$1,800	\$2,300
001-341-95-00-00	Court Legal Services	\$100	\$100	\$100
001-361-40-00-00	Int - Sales & Use Tax	\$100	\$100	\$100
001-361-40-01-00	Int - Court Collections	\$2,000	\$1,600	\$2,000
001-361-40-03-00	Court Current Expense	\$2,000	\$1,600	\$2,000
	Total	\$47,200	\$26,200	\$40,200
	Judicial Fines & Penalties			
001-352-30-00-00	Fines - Mandatory Insurance Costs	\$2,500	\$2,000	\$2,500
001-353-10-00-00	Fines - Traffic Infract Prior To 07/03	\$100	\$100	\$100
001-353-10-01-00	Fines - School Safety Zone	\$2,000	\$1,600	\$2,000
001-353-10-02-00	Fines - Traffic Infract After 07/03	\$1,000	\$800	\$1,000
001-353-10-03-00	Fines - Traffic Infraction	\$40,000	\$32,000	\$40,000
001-353-10-04-00	Legis Assmnt	\$2,000	\$1,600	\$2,000
001-353-70-00-00	Fines - Non-Traffic Infractions	\$0	\$0	\$0
001-353-70-04-00	Other Infractions	\$300	\$200	\$300
001-354-00-00-00	Fines - Parking Infractions	\$100	\$100	\$100
001-354-00-01-00	Fines - Handicapped Parking	\$0	\$0	\$0
001-354-00-03-00	Parking Infractions	\$500	\$400	\$500
001-354-00-04-00	Fines - Garbage Non-Service	\$0	\$0	\$0
001-354-00-07-00	Fines - Handicapped Parking Infraction	\$500	\$400	\$500
001-355-20-00-00	Fines - DUI	\$1,700	\$1,400	\$1,700
001-355-20-01-00	DUI - DP Acct	\$500	\$400	\$500
001-355-20-03-00	Fee - CRI CNV Fee DUI	\$0	\$0	\$0
001-355-80-00-00	Fines - Crim Traffic Misd To 7/03	\$200	\$200	\$200
001-355-80-01-00	Fines - Crim Traffic Misd After 7/03	\$6,000	\$4,800	\$6,000
001-355-80-02-00	Criminal Conv Traffic Fee	\$1,000	\$800	\$1,000
001-356-50-03-00	City Drug Buy Fund	\$200	\$200	\$200
001-356-90-00-00	Fines - Crim Non-Traffic To 7/03	\$0	\$0	\$0
001-356-90-02-00	Fines - Animal Violations	\$200	\$200	\$200
001-356-90-04-00	Fines - Crim. Non-Traffic After 7/03	\$1,500	\$1,200	\$1,500
001-356-90-08-00	Fines - Domestic Violence	\$200	\$200	\$200

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
001-356-90-14-00	Fee - Conv Fee CN 1/13	\$500	\$400	\$500
001-357-30-00-00	Reimb - Criminal Costs Recouped	\$300	\$200	\$300
001-357-33-00-00	Reimb - Public Defense Cost	\$4,000	\$3,200	\$4,000
001-369-90-04-00	Misc - Court Small Overpayments	\$0	\$0	\$0
001-347-90-00-00	Fees - NSF & Charges	\$100	\$100	\$100
633-000-00-00-00	State Reimbursement Revenue	\$85,000	\$68,000	\$85,000
	Total	\$150,400	\$120,500	\$150,400
	Total Judicial Revenue	\$197,600	\$146,700	\$190,600

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Recreation Department Revenues			
	Programs Non-Taxable			
001-347-60-01-01	Dance Class	\$1,600	\$5,500	\$6,000
001-347-60-01-02	Dance/Drill Team	\$1,800	\$2,500	\$2,500
001-347-60-01-03	Karate	\$6,000	\$4,300	\$4,300
001-347-60-01-04	Tots Soccer	\$2,400	\$4,200	\$4,200
001-347-60-01-05	Flag Football	\$1,500	\$1,300	\$1,300
001-347-60-01-06	Youth Baseball	\$10,600	\$16,000	\$16,000
001-347-60-01-07	Family Dodge Ball	\$800	\$0	\$0
001-347-60-01-08	Art Class	\$900	\$0	\$0
001-347-60-01-09	Youth Kickball	\$600	\$0	\$0
001-347-60-01-10	Fun Runs	\$900	\$0	\$0
001-347-60-01-11	Summer Fun	\$500	\$400	\$400
	Puppy/Dog Training Class	\$0	\$4,500	\$4,500
	Total Recreation Non-Taxable Program	\$27,600	\$38,700	\$39,200
	Programs Taxable			
001-347-60-05-01	Adult Softball	\$1,100	\$2,800	\$3,000
001-347-60-05-02	Adult Basketball	\$1,100	\$0	\$0
001-347-60-05-03	Zumba	\$1,200	\$6,700	\$6,700
001-347-60-05-04	Youth Fastpitch	\$1,300	\$0	\$0
001-347-60-05-05	Youth Volleyball	\$700	\$6,000	\$6,000
001-347-60-05-06	Fitness Class	\$500	\$0	\$0
	Total Revenue Programs Taxable	\$5,900	\$15,500	\$15,700
	Total Recreation Program Revenue	\$33,500	\$54,200	\$54,900
001-367-00-01-00	Donations To Recreation Department	\$0	\$0	\$0
001-362-40-00-00	Rental - Multi-Purpose Center	\$3,000	\$1,500	\$1,500
001-362-40-04-00	Fees - Special Events	\$600	\$600	\$600
	Total Recreation Revenue	\$37,100	\$56,300	\$57,000
	Planning & Development Fees			
001-345-83-03-00	Fees - Architechtural Design Application	\$400	\$200	\$200
001-322-90-04-00	Fees - Boundary Line Adjustments	\$0	\$500	\$500
001-345-83-07-00	Fees - Developers Utility Extension	\$10,000	\$10,000	\$10,000
001-345-83-05-00	Fees - Eng. - Plan Review/inspection	\$10,000	\$80,000	\$50,000
001-345-83-04-00	Fees - SEPA Review	\$3,000	\$3,000	\$3,000
001-322-90-03-00	Fees - Short Plats	\$0	\$0	\$700
001-322-90-05-01	Fees - Subdivision Final Plat Application	\$1,500	\$1,500	\$1,500
001-343-19-01-00	Permit - Grade & Fill	\$500	\$500	\$500
001-322-90-07-00	Permits - Conditional Use	\$500	\$500	\$500
001-322-90-02-00	Permits - Land Use Variance	\$500	\$500	\$500
001-322-90-08-00	Permits - Special Use	\$200	\$200	\$200
001-322-40-01-00	Permits - Street Opening/Closing	\$5,000	\$5,000	\$5,000

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Total	\$31,600	\$101,900	\$72,600
	Miscellaneous Revenues			
001-361-11-00-00	Int - Investment Interest Earned	\$2,200	\$2,200	\$2,500
001-361-40-04-00	Int - Property Tax	\$0	\$0	\$0
001-395-20-02-00	Risk Management	\$0	\$0	\$0
001-362-40-03-00	Lease - Chamber Office	\$500	\$500	\$500
001-365-00-00-00	Misc - Cash Till	\$500	\$500	\$0
001-367-00-00-00	Contributions & Donations	\$0	\$0	\$0
001-369-90-00-00	Misc - Revenue	\$1,000	\$1,000	\$1,000
001-369-90-01-00	Cellular Phone Reimb.	\$100	\$100	\$100
001-369-90-05-00	Parking Permits	\$5,500	\$5,500	\$5,500
001-397-00-03-00	Transfer In-From Skinner Fund	\$1,500	\$1,500	\$4,000
	Total	\$11,300	\$11,300	\$13,600
	Total General Fund Revenue	\$3,060,900	\$3,092,200	\$3,226,800

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
General Fund Expense				
001-508-00-00-00	Ending Cash & Investments	\$1,906,400	\$1,753,900	\$1,705,700
001-508-80-00-00	Unreserved	\$1,906,400	\$1,753,900	\$1,705,700
	Legislative - Council			
001-511-60-10-01	Salary Council	\$7,200	\$7,200	\$25,200
001-511-60-31-01	Supplies - Council Office & Operating	\$1,500	\$1,500	\$1,500
001-511-60-41-01	Training - Council Workshops	\$1,500	\$1,500	\$1,500
001-511-60-49-03	Services - Official Publication	\$3,900	\$3,900	\$3,900
001-511-60-49-04	ADA Compliance Plan Work	\$0	\$0	\$500
	Total Legislative	\$14,100	\$14,100	\$32,600
	Judicial - Court			
001-512-50-10-01	Salary - Municipal Court Administrator	\$63,800	\$63,800	\$68,200
001-512-50-10-02	Salary - Municipal Court Judge	\$21,500	\$21,500	\$22,500
001-512-50-10-03	Salary - Court Clerk	\$42,000	\$42,000	\$45,500
001-512-50-10-04	Overtime - Court	\$200	\$200	\$200
001-512-50-10-05	Salary - Court Pro-Tem Judge	\$500	\$1,000	\$1,000
001-512-50-20-01	Benefits - OASI - Court	\$8,100	\$8,100	\$8,700
001-512-50-20-02	Benefits - Retirement - Court	\$11,800	\$11,800	\$12,700
001-512-50-20-03	Benefits - Medical/LTD/Life - Court	\$26,300	\$26,300	\$26,500
001-512-50-20-04	Benefits - Dental & Vision - Court	\$2,700	\$2,700	\$2,700
001-512-50-20-05	Benefits - Labor & Industry - Court	\$700	\$700	\$600
	Total Judicial Salaries and Benefits	\$177,600	\$178,100	\$188,600
	Judicial Operating Expenses			
001-512-50-31-00	Supplies - Court - Office	\$2,800	\$2,500	\$2,800
001-512-50-31-01	Postage - Court	\$1,200	\$1,000	\$1,200
001-512-50-41-00	Contract - Court Clerk	\$500	\$500	\$500
001-512-50-41-01	IT - Computer Maintenance - Court	\$200	\$200	\$200
001-512-50-41-02	Fees - Court-Bank Analysis	\$800	\$800	\$800
001-512-50-41-03	State Audit	\$0	\$0	\$0
001-512-50-42-00	Communication - phone - Court	\$2,500	\$2,500	\$2,500
001-512-50-48-00	R & M Office Equipment - Court	\$1,300	\$1,300	\$1,300
001-512-50-49-00	Miscellaneous - Court	\$0	\$0	\$0
001-512-50-49-01	Fees - Court Appointed Public Defender	\$21,500	\$21,500	\$22,000
001-512-50-49-02	Service - Petit Jury	\$500	\$500	\$500
001-512-50-49-03	Training - Court	\$1,000	\$1,000	\$1,000
001-512-50-49-04	Services - Witness Services	\$100	\$100	\$100
001-512-50-49-05	Service - Court Appointed Interpreter	\$1,500	\$1,500	\$1,500
001-512-50-49-06	Dues - Court Memberships/Subscriptions	\$300	\$300	\$300
001-512-50-49-07	Fees - Bank Charges - Court	\$2,100	\$2,100	\$2,100
001-512-50-49-08	Fees - Conflict Public Defender	\$1,500	\$1,500	\$1,500

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
001-512-50-49-09	ADA Compliance Plan Work	\$0	\$0	\$500
633-000-00-00-00	Revenues Remanded to State	\$85,000	\$68,000	\$85,000
	Total Judicial Operating Expenses	\$122,800	\$105,300	\$123,800
	Judicial Capital Expense			
001-594-12-75-02	Phone System Lease - Court	\$300	\$300	\$300
001-594-12-75-03	PBS Server Lease - Court	\$300	\$300	\$300
	Total Judicial Capital Expense	\$600	\$600	\$600
	Total Judicial Expense	\$301,000	\$284,000	\$313,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Executive Expense - Mayor/Administrator			
	Executive Salaries and Benefits			
001-513-10-10-01	Salary - Mayor	\$12,000	\$12,000	\$12,000
001-513-10-10-03	Salary - City Administrator	\$33,800	\$33,800	\$35,000
001-513-20-20-01	OASI	\$3,500	\$3,500	\$3,600
001-513-20-20-02	Benefits Retirement	\$3,800	\$3,800	\$3,900
001-513-20-20-03	Benefits - Medical/LTD/Life	\$6,000	\$6,000	\$5,400
001-513-20-20-04	Benefits - Dental/Vision	\$400	\$400	\$400
001-513-20-20-05	Benefits - Labor and Industry	\$300	\$300	\$300
	Total Exec Salaries and Benefits	\$59,800	\$59,800	\$60,600
	Executive Supplies & Operations			
001-513-10-31-00	Supplies - Office & Operating	\$1,500	\$2,000	\$1,500
001-513-10-31-01	Postage - Executive	\$100	\$100	\$100
001-513-10-31-02	Supplies - Employee Recognition	\$500	\$500	\$500
001-513-10-31-03	Health & Wellness Program	\$300	\$300	\$300
001-513-10-43-00	Reimb - Travel Exp-Meals, Mileage	\$1,000	\$1,000	\$1,000
001-513-10-48-01	R & M - Office Equipment - Exec	\$400	\$400	\$400
001-513-10-49-00	Training - Executive	\$1,200	\$1,200	\$1,200
001-513-10-49-01	ADA Compliance Plan Work	\$0	\$0	\$500
001-513-23-41-01	IT - Computer Maintenance - Exec	\$1,400	\$1,400	\$1,400
	Total Exec Supplies and Operations	\$6,400	\$6,900	\$6,900
	Total Exec Expense	\$66,200	\$66,700	\$67,500
	Finance Dept - Salaries and Benefits			
001-514-20-10-02	Salary - Senior Accountant II	\$31,200	\$31,200	\$33,900
001-514-20-10-03	Salary - Accounting Clerk I	\$4,400	\$4,400	\$1,800
001-514-20-10-04	Salary - Cashier	\$3,800	\$3,800	\$1,700
001-514-20-10-05	Overtime - Finance/Admin Dept.	\$4,800	\$7,000	\$4,800
001-514-20-10-06	Salary - City Clerk	\$27,500	\$27,500	\$29,100
001-514-20-10-07	Salary - Rec Director	\$7,600	\$7,600	\$500
001-514-20-10-08	Salary - City Treasurer	\$24,500	\$24,500	\$21,800
001-517-21-20-01	Benefits-OASI	\$8,200	\$8,200	\$8,700
001-517-21-20-02	Benefits-Retirement	\$11,100	\$11,100	\$9,900
001-517-31-21-00	Benefits-Medical & Ltd	\$14,700	\$14,700	\$25,300
001-517-31-22-00	Benefits-Dental & Vision	\$2,500	\$2,500	\$2,200
001-517-60-20-00	Benefits-Labor & Industries	\$800	\$800	\$600
	Total Finance Salaries and Benefits	\$141,100	\$143,300	\$140,300
	Finance Supplies and Operations			
001-513-10-41-01	Services - Professional Services	\$1,500	\$700	\$500
001-518-10-41-01	Services - Personnel	\$400	\$400	\$400
001-514-23-31-01	Postage - Finance/Admin	\$1,800	\$1,800	\$1,800

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
001-514-23-31-02	Supplies - Office & Operating	\$3,200	\$3,200	\$3,200
001-514-23-41-04	IT - Computer Maintenance	\$4,100	\$4,100	\$4,100
001-514-23-41-10	Contract - Sterling Codifiers	\$3,000	\$7,000	\$3,000
001-514-23-41-12	IT - Website Maintenance/Hosting	\$1,500	\$3,600	\$1,500
001-514-23-41-14	Audit Services	\$2,000	\$2,000	\$1,000
001-514-23-42-00	Communications-Phone,Cell,DSL	\$12,000	\$12,000	\$12,000
001-514-23-43-00	Reimb - Travel Exp-Meals, Mileage	\$400	\$400	\$400
001-514-23-45-00	Equip Rental-Postage Machine	\$1,900	\$1,900	\$1,900
001-514-23-46-00	Bonds/Insurance - AWC (\$215,100)	\$10,800	\$10,800	\$10,700
001-514-23-49-06	Fees - Bank Charges	\$11,500	\$14,000	\$11,500
001-514-30-49-01	Services - Recording/filing Documents	\$200	\$200	\$200
001-514-40-41-19	Training - Finance Staff	\$600	\$600	\$600
001-514-40-41-49	Training - City Treasurer	\$500	\$500	\$500
001-514-40-49-02	Dues/membership/subscriptions	\$800	\$800	\$800
001-514-40-49-03	ADA Compliance Plan Work	\$0	\$0	\$500
001-514-79-90-01	Other Operating Expenditures	\$100	\$100	\$100
	Total Finance Supplies & Operations	\$56,300	\$64,100	\$54,700
	Finance Capital Expense			
001-594-14-60-02	Capout Finance - Computers (2)	\$5,000	\$5,000	\$4,000
001-594-14-64-01	Capital Asset Maint Software	\$300	\$300	\$300
001-594-14-75-00	Copier Lease - Finance	\$6,000	\$6,000	\$6,000
001-594-14-75-03	City Hall Server Lease - Finance	\$600	\$600	\$600
001-594-14-75-04	Phone System Lease - Finance	\$700	\$700	\$700
	Total Finance Capital Expense	\$12,600	\$12,600	\$11,600
	Total Finance Dept Expense	\$210,000	\$220,000	\$206,600
	Legal Expense			
001-515-30-41-01	Legal - City Attorney Retainer	\$42,000	\$42,000	\$42,000
001-515-30-41-02	Legal - City Attorney Services	\$26,300	\$100,000	\$35,000
001-515-30-41-03	Salary - Prosecuting Attorney	\$21,500	\$21,500	\$22,000
	Total Legal Expense	\$89,800	\$163,500	\$99,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	City Hall Facility Expense			
001-514-21-32-01	Natural Gas - City Hall	\$900	\$900	\$800
001-514-21-41-01	Contract - Janitorial	\$1,800	\$1,800	\$3,000
001-514-23-41-07	Contract - Window Washing	\$300	\$300	\$300
001-514-23-41-08	Contract - Carpet Cleaning	\$400	\$400	\$400
001-514-21-47-01	Electricity - City Hall	\$1,700	\$1,700	\$1,700
001-514-21-48-01	R & M - City Hall - Roof	\$5,000	\$5,000	\$10,000
	Total Facility Expense	\$10,100	\$10,100	\$16,200
	Maintenace Worker 1	\$0	\$0	\$900
	Maintenance Worker 2	\$0	\$0	\$500
001-511-50-20-01	Benefits - OASI	\$0	\$0	\$100
001-511-50-20-02	Benefits - Retirement	\$0	\$0	\$200
001-511-50-20-03	Benefits - Medical/LTD/Life	\$0	\$0	\$400
001-511-50-20-04	Benefits - Dental & Vision	\$0	\$0	\$100
001-511-50-20-05	Benefits - Labor & Industry	\$0	\$0	\$100
001-511-20-49-00	Dues - Assoc of Wa Cities (AWC)	\$7,000	\$4,500	\$4,600
001-511-20-49-01	Dues - Puget Sound Regional Council	\$3,600	\$1,800	\$1,900
001-511-20-49-03	Dues - Orting Chamber of Commerce	\$200	\$200	\$200
001-511-20-49-04	Dues - Pierce County Regional Council	\$400	\$400	\$400
001-511-20-49-05	Dues - Pierce County Cities & Towns	\$100	\$100	\$100
001-514-23-41-11	Dues - Rainier Cable Commission	\$8,000	\$8,000	\$8,000
001-514-40-41-20	Voter Costs - Pierce County Auditor	\$12,500	\$12,500	\$12,500
001-514-50-53-00	Tax - Surface Water	\$100	\$100	\$100
001-539-20-50-01	Tax - Noxious Weeds	\$200	\$200	\$200
001-566-00-51-00	Tax - Alcohol Program Tax - To P.C.	\$1,800	\$1,800	\$1,800
001-519-79-53-00	Tax - Excise Tax	\$2,500	\$2,500	\$2,500
001-531-70-51-00	Fees - Puget Sound Clean Air Agency	\$4,200	\$4,200	\$4,200
001-538-40-47-00	Fees - PEG, Cable, TV	\$4,000	\$4,000	\$4,000
001-517-78-20-00	Unemployment Compensation	\$6,000	\$12,000	\$1,000
	Total Miscellaneous Expense	\$50,600	\$52,300	\$43,800
	Police Department Expense			
	Salaries & Benefits			
001-521-10-10-00	Salary - Police Chief	\$97,000	\$97,000	\$100,000
001-521-10-10-01	Salary - Police Clerk	\$28,600	\$28,600	\$34,400
001-521-10-10-02	Salary - Court Administrator	\$3,400	\$3,400	\$3,600
001-521-10-10-03	Salary - Court Clerk	\$2,200	\$2,200	\$2,400
001-521-20-10-01	Salary - Code Enforcement Officer	\$29,000	\$29,000	\$35,000
001-521-25-10-00	Salary - Police Sergeant/Lieutenant	\$34,100	\$34,100	\$37,500
001-521-70-10-03	Salary - Police Reserves	\$35,000	\$35,000	\$12,500
001-521-70-10-04	Salary - Police Sgt/Lieutenant- Traffic	\$45,100	\$45,100	\$49,600

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
001-521-70-10-07	Salary - Police Officer	\$588,600	\$588,600	\$625,000
001-521-70-10-05	Overtime - PD	\$121,000	\$121,000	\$110,000
001-521-20-20-01	Benefits-Labor & Industries	\$41,000	\$41,000	\$39,800
001-521-20-20-02	Benefits-Medical & Ltd	\$152,300	\$140,000	\$178,300
001-521-20-20-03	Benefits-Dental & Vision	\$16,800	\$16,000	\$16,800
001-521-20-20-04	Benefits-OASI	\$74,500	\$70,000	\$76,600
001-521-20-20-05	Benefits-Retirement	\$54,300	\$54,300	\$55,500
	Total Police Salaries & Benefits	\$1,322,900	\$1,305,300	\$1,377,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Police Supplies and Operations			
001-521-20-31-01	Supplies - Uniforms & Clothing	\$10,000	\$10,000	\$12,000
001-521-20-31-02	Supplies - Civil Service Comm.	\$100	\$100	\$500
001-521-20-31-03	Supplies - Office & Operating	\$3,000	\$3,000	\$3,000
001-521-20-31-04	Training - Civil Service Comm.	\$100	\$100	\$300
001-521-20-31-05	Service - Public Safety Testing	\$500	\$500	\$600
001-521-20-31-06	Operating Expenses - PD	\$2,000	\$2,000	\$2,100
001-521-20-31-07	Postage - PD	\$500	\$500	\$400
001-521-20-32-00	Gasoline - PD	\$43,000	\$30,800	\$31,200
001-521-20-34-00	Supplies - Manual Supplements	\$4,800	\$4,800	\$5,000
001-521-20-41-00	Benefits - Medical Exams	\$1,000	\$1,500	\$1,600
001-521-20-45-01	Communications - Cellular Phones - Cars	\$10,800	\$9,000	\$10,800
001-521-20-45-02	Communications - Cell Connection Data Interf	\$10,900	\$10,900	\$12,000
001-521-20-46-00	Bonds/Insurance - AWC (\$215,100)	\$32,000	\$29,000	\$30,200
001-521-21-31-01	Supplies - Investigation & Evidence	\$5,800	\$9,000	\$7,500
001-521-21-41-49	Investigation Transcription	\$300	\$300	\$500
001-521-21-49-00	Miscellaneous - PD	\$2,000	\$2,000	\$2,500
001-521-21-49-01	Services - Investigation-Informant	\$700	\$700	\$500
001-521-23-41-00	Dues - Pierce CO Special Units	\$5,500	\$5,500	\$5,500
001-521-23-41-01	Contract - Evidence Custodian	\$6,800	\$6,000	\$6,800
001-521-30-31-04	IT - Computer Software/Supplies	\$1,000	\$1,000	\$2,000
001-521-30-49-00	Service - Crime Prevention Programs	\$1,500	\$1,500	\$2,500
001-521-40-41-06	Benefits - Academy Tuition	\$4,500	\$4,500	\$4,500
001-521-40-43-01	Reimb - Code Enforcement	\$500	\$500	\$500
001-521-40-49-00	Training - PD	\$8,000	\$8,000	\$10,000
001-521-50-10-03	Court Clerk - Janitorial	\$2,900	\$2,900	\$5,000
001-521-50-41-01	IT - Computer Maintenance	\$16,300	\$16,300	\$18,500
001-521-50-41-02	Legal - Services - PD	\$2,000	\$18,000	\$5,000
001-521-50-41-03	Contract - Carpet Cleaning - PD	\$600	\$600	\$800
001-521-50-41-05	IT - Software License Renewal	\$3,500	\$3,500	\$3,700
001-521-50-41-06	RFQ For Police Dept Performance Audit	\$5,000	\$0	\$0
001-521-50-42-00	Communications - Phone	\$11,000	\$11,000	\$11,500
001-521-50-42-03	Communications - SS911 Subscriber Fee	\$0	\$0	\$9,900
001-521-50-42-02	Services - Monitoring Security System	\$500	\$500	\$300
001-521-50-47-00	Electricity - PD	\$9,200	\$9,200	\$9,200
001-521-50-48-01	R & M - Communications	\$3,000	\$2,000	\$3,000
001-521-50-48-02	R & M - Vehicles	\$21,000	\$30,000	\$25,000
001-521-50-48-03	R & M - Office Facilities	\$2,500	\$4,000	\$5,000
001-521-50-48-04	R & M - Equipment	\$3,000	\$4,000	\$5,500
001-521-50-48-05	R & M - Bicycles	\$200	\$700	\$1,500

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
001-521-50-48-06	R & M Building	\$0	\$0	\$5,000
001-521-50-49-00	Dues - WA Assoc. of Sheriffs	\$200	\$200	\$300
001-521-50-49-01	Dues - Misc	\$200	\$200	\$300
001-521-50-49-02	Dues - PC Police Chiefs Assoc	\$100	\$100	\$200
001-521-50-51-00	Contract - Dispatch	\$107,500	\$107,500	\$71,000
001-521-90-40-12	Supplies - Physicals (pathogens)	\$300	\$300	\$300
001-521-90-40-13	Supplies - Aid Equipment - Pathogens	\$500	\$500	\$500
001-521-90-40-14	State Audit (\$18,000)	\$0	\$1,800	\$0
001-521-90-40-15	ADA Compliance Work	\$0	\$0	\$500
001-523-21-41-00	Fees - Home Monitoring	\$1,000	\$1,000	\$1,000
001-523-60-41-00	Fees - Jail	\$70,000	\$105,000	\$130,000
	Total Police Supplies and Operations	\$415,800	\$460,500	\$465,500
	Police Department Capital Expense			
001-594-21-64-37	Capout - PD - Equipment Misc	\$0	\$0	\$5,000
001-594-21-75-00	Copier Lease - PD	\$4,000	\$6,000	\$5,000
001-594-21-75-01	Copier Lease - PD	\$1,600	\$1,600	\$1,600
001-594-21-75-02	PSB Server Lease - PD	\$8,400	\$8,400	\$8,400
001-594-21-75-03	3 Vehicles (Cap Asset Res)	\$32,000	\$32,000	\$32,000
001-594-21-64-38	Lease Match - Video Recording Equip	\$4,000	\$4,000	\$4,000
001-594-21-64-39	Night Vision Equipment Annual Pmt	\$1,000	\$1,000	\$1,800
001-594-21-64-40	Portable Breath Test Analyzer	\$500	\$500	\$500
001-594-21-64-41	Vehicle Radar Replacement	\$2,000	\$2,000	\$4,000
001-594-21-64-42	Spot light Replacement	\$500	\$500	\$900
001-594-21-64-43	Rifles/Guns	\$1,500	\$1,500	\$2,000
	Safe For Rifles	\$0	\$0	\$1,500
	Office Cubicle Retrofit	\$0	\$0	\$6,000
	Computer Replacement - in cars	\$0	\$0	\$12,600
	Total Police Dept Capital Expense	\$55,500	\$57,500	\$85,300
	Total Police Dept Expense	\$1,794,200	\$1,823,300	\$1,927,800

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	District Fire Department Facility Expense			
001-522-20-42-01	Communications - Basic Phone	\$4,000	\$4,000	\$4,000
001-522-20-42-02	R & M - Communications - FD	\$0	\$0	\$0
001-522-20-46-01	Bonds/Insurance - AWC (\$215,100)	\$1,800	\$1,800	\$1,800
001-522-20-48-01	R & M - Equipment - FD	\$500	\$2,000	\$500
001-522-20-48-02	Fire - R & M Building - FD	\$25,000	\$20,000	\$10,000
001-522-20-48-04	Fees - Fire Investigation	\$6,000	\$6,000	\$6,000
001-522-50-47-00	Electricity - FD	\$200	\$200	\$200
001-522-60-41-00	Legal - Services - FD	\$1,000	\$1,000	\$1,000
001-522-60-41-01	ADA Compliance Work	\$0	\$0	\$500
001-594-22-75-02	Phone System Lease - FD 18	\$1,600	\$1,600	\$1,600
	Total Fire District Expense	\$40,100	\$36,600	\$25,600
	Building Department Expense			
	Salaries and Benefits			
001-524-10-10-05	Salary - Overtime	\$100	\$100	\$100
001-524-10-10-06	Salary - City Administrator	\$4,800	\$4,800	\$4,000
001-524-10-10-07	Salary - City Clerk	\$2,500	\$2,500	\$2,600
001-524-10-10-08	Salary - Clerk 2 - Permits Coord	\$24,100	\$24,100	\$23,400
001-524-10-10-09	Salary - Building Official	\$45,000	\$45,000	\$45,300
001-524-20-20-01	Benefits-Labor & Industries	\$400	\$400	\$300
001-524-20-20-02	Benefits-Medical & Ltd	\$14,300	\$9,000	\$13,800
001-524-20-20-03	Benefits-Dental & Vision	\$1,600	\$1,100	\$1,400
001-524-20-20-04	Benefits-OASI	\$5,800	\$5,800	\$5,800
001-524-20-20-05	Benefits-Retirement	\$8,600	\$8,600	\$8,400
	Total Building Dept Salaries & Benefits	\$107,200	\$101,400	\$105,100
	Building Dept Supplies & Operations			
001-524-20-31-00	Supplies - Office & Operating	\$2,500	\$2,000	\$2,500
001-524-20-31-01	Benefits - Clothing - Bldg	\$700	\$100	\$700
001-524-20-31-02	Postage - Bldg	\$100	\$200	\$100
001-524-20-32-01	Gasoline - Bldg	\$2,800	\$1,800	\$2,800
001-524-20-32-02	Reimb - Mileage - Bldg	\$300	\$300	\$300
001-524-20-32-05	Electricity & Natural Gas - Bldg	\$1,200	\$1,200	\$1,300
001-524-20-35-00	Supplies - Small Tools & Equipment	\$800	\$200	\$800
001-524-20-41-01	IT - Computer Maintenance - Bldg	\$2,800	\$2,800	\$3,000
001-524-20-41-02	Eng - Inspection - Dev Costs	\$10,000	\$110,000	\$60,000
001-524-20-41-05	Training - Bldg	\$3,500	\$1,200	\$3,500
001-524-20-42-00	Communication - Cell Phone - Bldg	\$1,400	\$1,400	\$1,500
001-524-20-46-00	Bonds/Insurance AWC (\$215,100)	\$10,600	\$10,600	\$10,700
001-524-20-48-01	R & M - Vehicle	\$2,000	\$1,000	\$2,000
001-524-20-48-02	R & M - Equipment	\$600	\$600	\$600

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
001-524-20-49-00	Contract - Plan Review - Bldg	\$500	\$7,000	\$3,000
001-524-20-49-01	Contract - Inspections - Bldg	\$2,700	\$5,000	\$9,000
001-524-20-49-02	Contract - Janitorial - Bldg	\$300	\$300	\$300
001-524-20-49-05	Dues - Memberships/Subscriptions	\$500	\$500	\$500
001-524-60-31-00	Publications - Bldg	\$100	\$100	\$100
001-524-60-31-01	Supplies - CRS Materials	\$2,000	\$2,000	\$2,000
001-524-90-40-01	ADA Compliance Work	\$0	\$0	\$500
001-524-90-40-00	State Audit - Bldg (\$18,000)	\$0	\$0	\$0
	Total Bldg Dept Supplies & Operations	\$45,400	\$148,300	\$105,200
	Bldg Dept Capital Expense			
001-594-24-75-01	Phone System Lease - Bldg Dept	\$200	\$200	\$200
001-594-24-75-06	Vision Permitting Software (\$9,000)	\$0	\$0	\$4,500

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
001-594-24-75-05	City Hall Server Lease - Bldg Dept	\$400	\$400	\$400
	Total Capital Expense	\$600	\$600	\$5,100
	Total Building Dept Expense	\$153,200	\$250,300	\$215,400
	Emergency Management Expense			
001-525-10-51-00	Dues - PCEmerg Mgmt Agreement	\$11,500	\$11,500	\$11,500
001-525-30-30-00	Supplies & Materials - Disaster Relief	\$1,000	\$1,000	\$1,000
001-525-50-47-01	Electricity - Lahar Sirens	\$200	\$200	\$200
001-525-60-41-00	Services - Hazard Mitigation - Planning	\$500	\$500	\$500
001-525-60-41-01	Equipment - Hazard Mitigation	\$1,000	\$1,000	\$1,000
001-525-60-41-03	IT - Disaster Recover-Server Backup	\$5,200	\$5,200	\$5,200
	Total Emergency Mngmnt Expense	\$19,400	\$19,400	\$19,400

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Animal Control Program Expense			
001-554-30-10-01	Salary - City Clerk	\$500	\$500	\$400
001-554-30-10-02	Salary - Clerical II	\$500	\$500	\$600
001-554-30-10-03	Salary - Maint Worker II	\$1,000	\$1,000	\$1,100
001-554-30-10-04	Salary - Water/WW Operator I	\$500	\$500	\$500
001-554-30-10-05	Salary - Maint Worker II	\$500	\$500	\$500
001-554-30-10-06	Salary - Maint Worker I	\$400	\$400	\$500
001-554-30-20-01	Benefits - Labor & Industry	\$200	\$200	\$100
001-554-30-20-02	Benefits - Medical/LTD/Life	\$900	\$900	\$1,000
001-554-30-20-03	Benefits - Dental/Vision	\$100	\$100	\$100
001-554-30-20-04	Benefits - OASI	\$300	\$300	\$300
001-554-30-20-05	Benefits - Retirement	\$400	\$400	\$400
001-554-30-31-00	Animal Control - Kennel Costs	\$4,000	\$3,000	\$4,000
001-594-30-31-01	Pickup Truck Purchase	\$0	\$0	\$2,900
	Total Animal Control Expense	\$9,300	\$8,300	\$12,400
	Planning & Development Expense			
001-558-60-31-00	Supplies - Office & Operating	\$100	\$100	\$100
001-558-60-31-01	Salary - Hearing Examiner	\$600	\$600	\$600
001-558-60-31-02	Postage - Planning	\$100	\$100	\$100
001-558-60-31-03	Publications - Planning	\$200	\$2,000	\$200
001-558-60-41-00	Community Development - Focus Groups	\$4,500	\$4,500	\$1,500
001-558-60-41-01	Eng - Planning & Land Use	\$7,000	\$24,000	\$7,000
001-558-60-41-02	Contract - Planning Consultant	\$35,000	\$50,000	\$35,000
001-558-60-41-03	Joint Planning With Pierce County - UGA	\$2,000	\$2,000	\$2,000
	Total Planning and Dev Expense	\$49,500	\$83,300	\$46,500
	Community Program Grants			
001-571-20-31-06	Grant - Orting Valley Senior Center	\$13,000	\$13,000	\$13,000
001-571-20-31-09	Grant - Daffodil Festival - Float	\$1,000	\$1,000	\$1,000
001-571-20-31-10	Grant - Daffodilians	\$500	\$500	\$500
001-571-20-31-11	Grant - Orting Historical Society	\$500	\$500	\$500
001-571-20-31-13	Grant - Food Bank	\$2,000	\$2,000	\$2,000
001-571-20-31-14	Grant - Opportunity Center (The Haven)	\$1,500	\$1,500	\$2,500
	Grant - Farmers Market	\$3,000	\$3,000	\$2,000
	Total Community Programs	\$21,500	\$21,500	\$21,500
	Recreation Department Expense			
	Salaries and Benefits			
001-575-50-10-00	Salary - Parks & Rec Director	\$37,800	\$37,800	\$39,900
001-575-50-10-01	Salary - Part Time Help	\$7,000	\$900	\$0
001-575-50-20-01	Benefits - Labor & Industries	\$600	\$400	\$300
001-575-50-20-02	Benefits - Medical & Ltd	\$7,800	\$7,800	\$7,800

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
001-575-50-20-03	Benefits - Dental & Vision	\$1,100	\$1,100	\$1,100
001-575-50-20-04	Benefits - OASI	\$3,400	\$3,400	\$3,000
001-575-50-20-05	Benefits - Retirement	\$4,200	\$4,200	\$4,500
001-575-50-20-06	Overtime Recreation	\$1,500	\$3,000	\$1,500
	Total Salaries & Benefits	\$63,400	\$58,600	\$58,100
	Recreation Supplies & Operations			
001-571-20-44-00	Advertising - Parks & Rec	\$700	\$800	\$700
001-571-20-31-01	Supplies - Recreation	\$3,000	\$3,000	\$3,000
001-575-50-31-01	Supplies - Office & Operating	\$500	\$500	\$500
001-575-50-31-02	Postage - Parks & Rec	\$300	\$300	\$300
001-575-50-41-03	IT - Computer Maintenance	\$2,800	\$2,800	\$2,800
001-575-50-42-01	Comm - Phone/internet	\$600	\$600	\$600
001-575-50-48-02	R & M - Vehicle	\$300	\$300	\$300
001-575-50-49-02	Tng - Parks & Rec Training	\$800	\$800	\$800
	ADA Compliance Work	\$0	\$0	\$500
001-575-90-40-01	State Audit (\$18,000)	\$1,900	\$900	\$0
	Total Supplies and Operations	\$10,900	\$10,000	\$9,500

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Recreation Programs			
001-571-20-31-04	Pgm - Parks & Rec - Movies Park	\$300	\$300	\$300
001-571-20-31-17	Adult Softball	\$1,000	\$2,200	\$2,200
001-571-20-31-18	Adult Basketball	\$1,000	\$1,000	\$1,000
001-571-20-31-19	Zumba	\$1,000	\$1,200	\$1,200
001-571-20-31-20	Youth Fast Pitch	\$1,200	\$0	\$0
001-571-20-31-21	Dance Class	\$1,500	\$5,500	\$5,500
001-571-20-31-22	Dance/Drill Team	\$1,700	\$4,100	\$4,100
001-571-20-31-23	Tots Soccer	\$2,300	\$3,200	\$3,200
001-571-20-31-24	Flag Football	\$1,300	\$500	\$500
001-571-20-31-25	Youth Baseball	\$8,000	\$7,100	\$7,100
001-571-20-31-26	Family Dodge Ball	\$700	\$0	\$700
001-571-20-31-27	Art Class	\$700	\$0	\$0
001-571-20-31-28	Youth Kickball	\$500	\$0	\$500
001-571-20-31-29	Fun Runs	\$700	\$0	\$0
001-571-20-31-30	Summer Fun	\$400	\$800	\$400
001-571-20-31-31	Fitness Class	\$400	\$0	\$0
001-571-20-31-32	Youth Volleyball	\$600	\$5,400	\$600
001-571-20-31-33	Karate	\$4,200	\$3,300	\$4,200
	Puppy Training	\$0	\$4,300	\$4,300
	Total Programs Expense	\$27,500	\$38,900	\$35,800
	Recreation Capital Expense			
001-594-76-75-01	Phone System Lease - Parks & Rec	\$200	\$200	\$200
001-594-76-75-06	Capout - City Hall Server Lease - P&R	\$200	\$200	\$200
	Total Capital Expense	\$400	\$400	\$400
	Total Recreation Expense	\$102,200	\$107,900	\$103,800
	Library and MPC Facilities Expense			
001-575-50-32-00	Gasoline - MPC	\$100	\$100	\$100
001-575-50-41-01	Contract - Janitorial - MPC Library	\$4,100	\$4,100	\$4,100
001-575-50-41-02	Contract - Floor Cleaning	\$500	\$500	\$500
001-575-50-47-01	Electricity - MPC	\$9,200	\$9,200	\$9,200
001-575-50-48-00	R & M - MPC	\$3,000	\$3,000	\$7,000
	Total MPC Facilities Expense	\$16,900	\$16,900	\$20,900
	Transfers To Other Funds			
001-597-22-00-01	To Fund #201 - PSB Bond	\$103,000	\$103,000	\$103,000
001-597-36-00-01	To Fund #104 - Cemetery	\$0	\$0	\$0
001-597-76-00-00	Transfer to Parks O&M	\$13,500	\$13,500	\$0
	Total Transfers	\$116,500	\$116,500	\$103,000
	Total General Fund Expense	\$3,064,600	\$3,294,700	\$3,275,000

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Streets Fund Revenue				
101-308-00-00-00	Beginning Net Cash & Investments	\$202,800	\$231,500	\$199,400
101-318-34-00-01	Real Estate Excise Tax	\$90,000	\$118,500	\$110,000
101-333-00-00-09	Grant - PCRC Left Turn Lane SR162	\$77,000	\$60,000	\$60,000
	WSDOT Grant - Emergency Evac Ped Bridge	\$0	\$0	\$102,000
101-336-00-87-00	Motor Vehicle Fuel Tax	\$138,000	\$142,200	\$140,000
101-361-11-00-00	Int - Investment Interest Earned	\$200	\$200	\$200
	Sale of Surplus Items	\$0	\$0	\$500
101-369-90-00-00	Miscellaneous	\$0	\$0	\$0
	Total City Streets Revenue	\$305,200	\$320,900	\$412,700

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Streets Fund Expense				
101-508-00-00-00	Ending Cash & Investments	\$194,800	\$199,400	\$119,300
	Fund Balance Reserve (6 months O&M)	\$194,800	\$199,400	\$94,500
101-508-10-00-00	Capital Asset Reserve Beginning Balance	\$19,200	\$19,200	\$19,200
	Capital Asset Reserve Ending Balance	\$19,200	\$19,200	\$27,400
101-508-80-00-00	Unreserved	\$175,600	\$180,200	\$0
Streets Salaries and Benefits				
101-542-30-10-05	Overtime - Streets	\$1,000	\$1,000	\$1,000
101-542-30-10-06	Salary - Public Works Director	\$4,300	\$4,300	\$5,300
101-542-30-10-07	Salary - Public Works Supervisor	\$2,900	\$2,900	\$2,200
101-542-30-10-08	Salary - Maint Worker II	\$14,800	\$14,800	\$27,000
101-542-30-10-11	Salary - Water/WW Operator II	\$1,700	\$1,700	\$1,700
101-542-30-10-12	Salary - Water/WW Operator I	\$2,000	\$2,000	\$4,300
101-542-30-10-02	Salary - Maint Worker I	\$4,100	\$4,100	\$14,900
101-542-90-10-02	Salary - City Clerk	\$1,500	\$1,500	\$1,600
101-542-90-10-06	Salary - Clerical II	\$2,400	\$2,400	\$2,300
101-542-90-10-00	Salary - City Administrator	\$4,800	\$4,800	\$4,000
101-542-90-10-01	Salary - City Treasurer	\$1,200	\$1,200	\$1,100
	Salary - Senior Accountant	\$0	\$0	\$1,900
101-542-30-20-01	Benefits - Labor & Industries	\$1,600	\$1,600	\$2,700
101-542-30-20-02	Benefits - Medical & Ltd	\$10,100	\$10,100	\$16,400
101-542-30-20-03	Benefits - Dental & Vision	\$1,000	\$1,000	\$1,700
101-542-30-20-04	Benefits - OASI	\$2,900	\$2,900	\$5,000
101-542-30-20-05	Benefits - Retirement	\$4,300	\$4,300	\$7,300
	Total Streets Salaries and Benefits	\$60,600	\$60,600	\$100,400
Streets Supplies/Operations/Maintenance				
101-539-20-50-01	Tax - Noxious Weeds - Property	\$100	\$100	\$100
101-542-30-31-00	Supplies - Office & Operating	\$800	\$800	\$800
101-542-30-31-02	Benefits - Clothing - Streets	\$500	\$500	\$500
101-542-30-32-00	Gasoline - Streets	\$1,100	\$1,100	\$1,100
101-542-30-32-01	Diesel - Streets	\$1,200	\$1,200	\$1,200
101-542-30-35-00	Supplies - Small Tools	\$500	\$500	\$500
101-542-30-41-02	State Audit	\$0	\$1,800	\$0
101-542-30-41-03	One-Call Services	\$200	\$200	\$200
101-542-30-41-04	IT - Computer Maintenance	\$1,500	\$1,500	\$1,600
101-542-30-41-05	Legal - Attorney Fees - Streets	\$500	\$1,000	\$500
101-542-30-41-10	Web Site Maintenance/Hosting	\$100	\$100	\$100
101-542-30-46-00	Bonds & Insurance - AWC (\$215,100)	\$11,000	\$10,400	\$10,900
101-542-30-48-02	R&M - Roads/Streets	\$5,000	\$5,000	\$5,000
101-542-30-48-07	R&M Sidewalks	\$7,000	\$7,100	\$7,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
101-542-30-48-08	R&M Tree Maintenance	\$0	\$0	\$1,500
101-542-30-48-04	R&M - Equipment	\$3,000	\$6,000	\$4,000
101-542-30-48-05	Underground Pollution Removal	\$1,000	\$1,000	\$1,000
101-542-30-48-06	Service - Waste Removal	\$1,500	\$1,500	\$1,500
101-542-30-53-01	Tax - Excise Tax	\$100	\$100	\$100
101-542-63-47-01	Electricity - City Shop	\$300	\$300	\$400
101-542-63-47-03	Electricity - Street Lights	\$62,000	\$62,000	\$64,000
	RFP For Vehicle Maintenance	\$0	\$0	\$200
101-542-64-48-00	Traffic Services- Striping	\$3,500	\$3,500	\$3,800
101-542-64-48-01	Crosswalk & Stop Sign Line Torch Downs	\$1,200	\$1,200	\$1,300
101-542-64-49-00	Traffic Services - Signs	\$10,000	\$10,000	\$3,500
101-542-64-49-01	Traffic Services - Paint	\$3,000	\$3,000	\$3,000
101-542-66-49-00	Traffic Services - Snow & Ice	\$500	\$500	\$500
	Total Operations/Supplies/Maintenance	\$115,600	\$120,400	\$114,300
	Engineering For Operations			
101-542-30-41-01	Eng - On Call	\$10,000	\$10,000	\$10,000
101-542-30-41-07	Eng - City Utility Mapping	\$4,000	\$2,000	\$4,000
101-542-30-41-08	Eng - Grant Writing	\$4,000	\$2,500	\$4,000
	Eng- Grant Writing - Pedestrian Evac Bridge			\$5,000
	ADA Compliance Plan	\$0	\$0	\$2,500
	Eng - Transportation Master Plan	\$0	\$0	\$50,000
	Total Engineering for Operations	\$18,000	\$14,500	\$75,500
	Total Operations and Maintenance	\$194,200	\$195,500	\$290,200

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Streets Capital Expense (Capital Asset Eligible)			
101-594-42-63-03	Sidewalk Program	\$5,000	\$5,000	\$5,000
101-594-42-63-07	Street Lights VanScoyoc	\$20,000	\$18,400	\$0
	VanScoyoc/Park landscaping and Irrigation	\$0	\$0	\$3,500
101-595-30-41-03	SR162 Improvement Study	\$10,000	\$10,000	\$10,000
101-594-42-64-01	Capout - Equip - Traffic Devices	\$100	\$100	\$100
101-594-42-64-24	Alarm System (\$6,500)	\$0	\$0	\$500
101-594-42-64-26	Gator	\$1,000	\$1,000	\$0
101-594-42-64-30	Truck Safety Lights	\$100	\$100	\$100
101-594-42-64-31	Capout - Capital Asset Maint Software	\$100	\$100	\$100
101-594-42-75-01	Phone System Lease - Streets	\$200	\$200	\$200
101-594-42-75-41	Capout - Server Lease - Streets	\$500	\$500	\$500
101-595-30-41-02	Eng - Design of Left Turn Lane	\$77,000	\$77,000	\$63,000
	Trail Safety at Intersection Project	\$0	\$0	\$1,500
	Emergency Evac Overpass Project			
	Eng - Project Management			\$16,800
	Eng - Topographic Survey			\$3,100
	Right of Way Acquisition			\$12,000
	Sanitary Sewer Force Main			\$17,200
	Water main on Rocky Road NE			\$13,200
	Private Utility Coordination			\$8,500
	Permitting			\$5,200
	Applied Professional Services			\$600
	In-house Copies			\$100
	Milage			\$200
	Survey Equipment Public			\$100
	State Review and Coordination Fee			\$25,000
	Calistoga crosswalk	\$0	\$0	\$1,000
	Small Dump Truck	\$0	\$0	\$2,400
	Vac Trailer	\$0	\$0	\$900
	Flat Bed Truck	\$0	\$0	\$2,300
	Pickup Trucks (2)	\$0	\$0	\$1,200
	Misc Capital Equip Expense	\$0	\$0	\$300
	Small Backhoe	\$0	\$0	\$1,000
	ADA Self Assesment	\$0	\$0	\$1,000
	Total Capital Expense For Streets	\$114,000	\$112,400	\$196,600
101-597-44-00-01	Transfer To Public Works Facility Fund	\$5,000	\$5,000	\$5,000
101-597	Transfer to Wastewater	\$0	\$29,300	\$0
	Transfer to Stormwater	\$0	\$10,800	\$0
	Total Streets Expense	\$313,200	\$353,000	\$491,800

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Cemetery Fund Revenue				
104-308-00-00-00	Beginning Net Cash & Investments	\$19,100	\$16,600	\$17,800
104-313-11-00-00	Tax - Sales	\$200	\$200	\$200
104-343-60-01-00	Sales - Cemetery Lots	\$4,000	\$12,000	\$11,000
104-343-60-02-00	Sales - Liners	\$4,000	\$4,000	\$4,000
104-343-60-03-00	Fees - Opening & Closing	\$12,000	\$10,000	\$10,000
104-343-60-04-00	Fees - Saturday Service	\$3,000	\$1,000	\$1,000
104-343-60-05-00	Fees - Marker Setting Fees	\$6,000	\$5,000	\$5,000
104-343-60-06-00	Fees - Vase Setting	\$100	\$100	\$100
104-343-60-07-00	Miscellaneous	\$0	\$0	\$0
104-343-60-08-00	Fees - Setup	\$800	\$800	\$800
104-343-60-09-00	Sales - Columbarium Niche	\$4,000	\$0	\$4,000
104-361-11-00-00	Int - Investment Interest Earned	\$0	\$0	\$0
104-397-00-09-00	Transfer From #001	\$0	\$0	\$0
	Total Cemetery Revenue	\$34,100	\$33,100	\$36,100

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Cemetery Fund Expense				
104-508-00-00-00	Ending Cash & Investments	\$21,800	\$17,800	\$16,800
	Fund Balance Reserved	\$0	\$0	\$15,000
104-508-10-00-00	Capital Asset Reserve Beginning Balance	\$3,200	\$3,200	\$3,200
104-508-10-00-01	Capital Asset Reserve Ending Balance	\$3,200	\$3,200	\$0
104-508-80-00-00	Unreserved	\$18,600	\$17,800	\$0
	Salaries and Benefits			
104-536-20-10-01	Salary - Senior Accountant II	\$0	\$2,500	\$1,300
104-536-20-10-03	Salary - Water/WW Operator I	\$500	\$500	\$1,100
104-536-20-10-05	Overtime - Cemetery	\$500	\$500	\$500
104-536-20-10-06	Salary - Maint Worker II	\$9,600	\$9,600	\$9,200
104-536-20-10-07	Salary - Public Works Supervisor	\$700	\$700	\$700
104-536-20-20-01	Benefits-Labor & Industries	\$900	\$900	\$800
104-536-20-20-02	Benefits-Medical & Ltd	\$4,700	\$4,700	\$4,600
104-536-20-20-03	Benefits-Dental & Vision	\$400	\$400	\$400
104-536-20-20-04	Benefits-OASI	\$1,100	\$1,100	\$1,100
104-536-20-20-05	Benefits-Retirement	\$1,600	\$1,600	\$1,600
	Total Salaries and Benefits	\$20,000	\$22,500	\$20,000
	Cemetery Supplies and Operations			
104-536-20-31-00	Supplies - Office & Operating	\$200	\$200	\$200
104-536-20-31-01	Postage - Cemetery	\$100	\$100	\$100
104-536-20-34-00	Supplies - Markers/Liners/Vases	\$3,700	\$3,700	\$3,700
104-536-20-41-01	IT - Computer Maintenance	\$500	\$500	\$500
104-536-20-42-00	Comm - Phone - Cemetery	\$500	\$700	\$500
104-536-20-53-00	Tax - Excise Tax	\$800	\$800	\$800
104-536-50-32-00	Gasoline - Cemetery	\$200	\$200	\$200
104-536-50-35-00	Supplies - Small Tools	\$100	\$100	\$200
104-536-50-47-01	Electricity - City Shop	\$200	\$200	\$300
104-536-50-47-02	Electricity - Cemetery Shop	\$1,500	\$1,500	\$1,100
104-536-50-48-00	R&M - Cemetery	\$500	\$500	\$500
104-536-50-48-01	R&M - Equipment	\$700	\$700	\$700
	ADA Compliance Plan	\$0	\$0	\$500
104-536-50-53-00	Tax - Surface Water	\$200	\$200	\$200
	Total Supplies and Operations	\$9,200	\$9,400	\$9,500
	Total Operations and Maintenance	\$29,200	\$31,900	\$29,500
	Cemetery Capital Expense (Capital Asset Eligible)			
	Small Backhoe	\$0	\$0	\$2,000
	Flat Bed Truck	\$0	\$0	\$400
	Pickup Truck	\$0	\$0	\$2,300
	Equipment Trailer	\$0	\$0	\$400

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	ADA Self Assesment	\$0	\$0	\$500
	Total Capital Expense	\$0	\$0	\$5,600
104-597-36-00-01	Transfer To Fund #701	\$2,000	\$2,000	\$2,000
	Total Cemetery Expense	\$31,200	\$33,900	\$37,100

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Parks Department Fund Revenue				
105-308-00-00-00	Beginning Net Cash & Investments	\$263,000	\$299,900	\$323,600
105-313-11-00-00	Tax - Sales Tax - Park	\$51,000	\$59,100	\$59,000
105-318-35-00-00	REET 2 - Parks	\$90,000	\$118,500	\$115,000
	State Capital Grant - Splash Park	\$0	\$0	\$200,000
105-345-85-00-00	Parks Impact Fees	\$16,600	\$41,500	\$30,000
105-361-11-00-00	Int - Investment Interest Earned	\$100	\$100	\$100
105-362-40-01-00	Rental - Bbq & Gazebo	\$800	\$1,400	\$800
105-362-40-02-00	Rental - North Park Bldg	\$2,000	\$1,700	\$2,000
	Sale of Surplus Items	\$0	\$0	\$500
105-397-76-00-00	Transfer In from 001	\$14,000	\$14,000	\$0
	Total Park Improvement	\$174,500	\$236,300	\$407,400

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Parks Department Fund Expense				
105-508-00-00-00	Ending Cash & Investments	\$175,100	\$323,600	\$209,600
	Fund Balance Reserve (6 months O&M)			\$90,000
105-508-10-00-01	Capital Asset Reserve Beg Balance	\$10,000	\$10,000	\$81,425
105-508-10-00-02	Capital Asset Reserve Ending Balance	\$10,000	\$0	\$94,600
105-508-10-01-00	Impact Fees Beg Balance	\$72,200	\$43,100	\$13,175
105-508-10-01-01	Impact Fees Ending Balance	\$22,200	\$13,175	\$0
105-508-10-02-00	Soccer Field Reserve	\$25,000	\$25,000	\$25,000
105-508-80-00-00	Unreserved	\$117,900	\$285,425	\$0
	Salaries and Benefits			
105-576-80-10-09	Salary - Parks & Rec Director	\$5,000	\$5,000	\$4,800
105-576-10-10-04	Salary - Public Works Director	\$900	\$900	\$900
105-576-80-10-00	Salary - Maint Worker I	\$31,700	\$31,700	\$45,200
105-576-80-10-01	Salary - Maint Worker II	\$27,200	\$27,200	\$37,400
105-576-80-10-02	Salary - Water/WW Operator I	\$1,500	\$1,500	\$1,000
105-576-80-10-03	Salary - Water/WW Operator II	\$600	\$600	\$600
105-576-80-10-04	Salary - Summer Interns	\$6,700	\$1,800	\$7,500
105-576-80-10-05	Salary - Overtime	\$2,500	\$2,500	\$2,500
105-576-80-10-07	Salary - Public Works Supervisor	\$700	\$700	\$1,500
105-576-80-10-08	Salary - Clerical II	\$500	\$500	\$600
105-576-80-10-10	Salary - City Treasurer	\$3,100	\$3,100	\$1,100
	City Administrator	\$0	\$0	\$1,000
	Senior Accountant	\$0	\$0	\$1,900
105-576-80-20-01	Benefits - Labor & Industry	\$5,400	\$5,400	\$5,600
105-576-80-20-02	Benefits - Medical Insurance	\$16,400	\$16,400	\$21,100
105-576-80-20-03	Benefits - Dental Vision Insurance	\$2,200	\$2,200	\$2,500
105-576-80-20-04	Benefits - OASI - Fed Taxes	\$5,500	\$5,500	\$7,100
105-576-80-20-05	Benefits - Retirement	\$7,700	\$7,700	\$9,900
	Total Salaries and Benefits	\$117,600	\$112,700	\$152,200
	Parks Operations/Supplies/Maintenance			
105-576-80-31-00	Supplies - Park Operations	\$4,000	\$4,000	\$4,000
105-576-80-31-01	Supplies - Parks Commission	\$200	\$200	\$200
105-576-80-32-00	Gasoline	\$1,900	\$1,900	\$1,900
105-576-80-35-00	Supplies - Small Tools	\$500	\$500	\$500
105-576-80-40-01	Parks Tree Pruning	\$2,500	\$2,500	\$5,000
105-576-80-41-01	Eng - Landscape Architect Services	\$2,000	\$2,000	\$2,000
105-576-80-41-02	Professional - Electrical Work	\$0	\$0	\$0
105-576-80-41-03	Professional - Planning	\$5,000	\$2,000	\$5,000
105-576-80-41-04	Advertising - Parks	\$100	\$100	\$100
105-576-80-41-05	Website Maintenance/Hosting	\$100	\$100	\$100

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
105-576-80-46-00	Liability Bond/Insurance AWC (217,100)	\$5,500	\$4,200	\$4,500
105-576-80-47-01	Electricity - North Park	\$2,600	\$2,600	\$2,500
105-576-80-47-02	Electricity - Main Park	\$3,000	\$3,000	\$3,500
105-576-80-47-03	Electricity - Bell Tower	\$1,800	\$1,800	\$1,400
	RFP For Vehicle Maintenance	\$0	\$0	\$200
105-576-80-48-00	R&M Parks/Facilities	\$4,500	\$4,500	\$4,500
105-576-80-48-01	R&M Park Equipment	\$3,000	\$3,000	\$3,000
105-576-80-48-02	R&M Vehicles	\$1,800	\$4,000	\$3,000
105-576-80-48-03	R&M Park Bathrooms	\$2,000	\$1,000	\$2,000
105-576-80-48-05	Waste Hauling	\$1,500	\$500	\$800
105-576-80-49-01	Dues - Wildlife & Rec Coalition	\$200	\$200	\$200
105-576-80-49-02	Trail R&M	\$600	\$600	\$600
105-576-80-49-03	WRPA	\$100	\$100	\$100
105-576-80-53-01	Tax - Excise Tax	\$200	\$200	\$200
	ADA Compliance Plan	\$0	\$0	\$2,500
105-576-90-40-00	State Audit	\$0	\$0	\$0
	Total Operations/Supplies/Maintenance	\$43,100	\$39,000	\$47,800
	Total Operations and Maintenance	\$160,700	\$151,700	\$200,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Parks Capital Expense (Capital Asset Eligible)			
	Impact Fee Eligible Projects			
105-594-76-63-19	Gratzer Wetland Mitigation (REET \$15,000)	\$20,000	\$0	\$20,000
105-594-76-63-31	Lighting in the Parks-VanScoyoc	\$40,000	\$36,800	\$0
	Landscape Irrigation Materials-VanScoyoc/Park	\$0	\$0	\$6,500
	Splash Park, Bathrooms - Calistoga Park	\$0	\$0	\$225,000
105-594-76-63-02	North Park Fountain - install rocks	\$1,000	\$0	\$1,000
105-594-76-63-04	Gazebo Roof	\$8,500	\$6,500	\$0
105-594-76-63-10	Rainier Med Park Big Toy	\$3,000	\$13,000	\$0
105-594-76-63-17	Calistoga Park - Big Toy, Small Dog Park	\$8,000	\$0	\$40,000
105-594-76-63-32	Carbon River Access Path + Signage	\$0	\$0	\$0
105-594-76-63-33	Fountain Landscape Change	\$0	\$0	\$0
105-594-76-63-34	Barbecue Pit Roof	\$8,500	\$6,500	\$0
105-594-76-63-35	Parking Increase - Gratzer Ball Fields	\$0	\$0	\$2,500
105-594-76-10-01	Salary - Parks & Rec Director	\$0	\$0	\$0
105-594-76-10-02	Wages - Public Works Director	\$0	\$0	\$0
105-594-76-10-03	Wages - Maint Worker I	\$0	\$0	\$0
105-594-76-10-04	Wages - Maint Worker II	\$0	\$0	\$0
105-594-76-10-05	Wages - Water/WW Operator I	\$0	\$0	\$0
105-594-76-10-06	Wages - Water/WW Operator II	\$0	\$0	\$0
105-594-76-10-07	Wages - Public Works Supervisor	\$0	\$0	\$0
105-594-76-20-01	Benefits - Labor & Industry	\$0	\$0	\$0
105-594-76-20-02	Benefits - Medical Insurance	\$0	\$0	\$0
105-594-76-20-03	Benefits - Dental Vision Insurance	\$0	\$0	\$0
105-594-76-20-04	Benefits - OASI - Fed Taxes	\$0	\$0	\$0
105-594-76-20-05	Benefits - Retirement	\$0	\$0	\$0
	Total Capital Project Expense	\$29,000	\$26,000	\$295,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Capital Equipment Expense			
105-594-76-64-02	Street Banners	\$0	\$0	\$0
105-594-76-64-04	Hanging Baskets	\$2,200	\$1,400	\$2,200
105-594-76-64-05	Volleyball Net	\$0	\$0	\$0
105-594-76-64-07	Picnic Tables	\$0	\$0	\$0
105-594-76-64-09	Garbage Cans (2)	\$0	\$0	\$1,400
105-594-76-64-10	Winter Decorations	\$1,000	\$1,000	\$2,000
105-594-76-64-17	Mower	\$500	\$0	\$0
105-594-76-64-25	Gazebo Stairs	\$500	\$1,000	\$0
105-594-76-64-26	Park Signage	\$800	\$0	\$0
105-594-76-64-27	Gator	\$1,500	\$1,700	\$0
105-594-76-64-34	Benches	\$0	\$0	\$0
105-594-76-64-32	Capital Asset Maintenace Software	\$100	\$100	\$100
105-594-76-64-33	Dog Park Expense	\$2,300	\$500	\$0
105-594-76-64-35	Tennis Court	\$0	\$0	\$0
105-594-76-75-04	Server Lease	\$600	\$600	\$600
105-594-76-64-36	Weedeater	\$100	\$100	\$100
105-594-76-64-37	Security Camera (3)	\$500	\$500	\$500
105-594-76-64-38	Truck Safety Lights	\$100	\$100	\$100
105-594-76-64-39	Speakers - Park System	\$0	\$1,500	\$4,000
	Small Dump Truck	\$0	\$0	\$3,300
	Small Truck	\$0	\$0	\$900
	Small Truck	\$0	\$0	\$1,800
	Flat Bed Truck	\$0	\$0	\$2,700
	Vactor Machine With Trailer	\$0	\$0	\$900
	Equipment Trailer	\$0	\$0	\$300
	Small Backhoe	\$0	\$0	\$2,000
	ADA Assessment	\$0	\$0	\$1,000
	Total Capital Equipment Expense	\$10,200	\$8,500	\$23,900
	Total Parks Capital Expense	\$39,200	\$34,500	\$318,900
105-597-41-20-00	Transfer To Public Works Facility Fund	\$2,500	\$2,500	\$2,500
	Transfer To Water Fund	\$0	\$17,500	\$0
	Transfer To Stormwater Fund	\$0	\$6,400	\$0
	Total Parks Fund Expense	\$202,400	\$212,600	\$521,400

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Tourism - Hotel/Motel Tax Revenue				
107-308-00-00-00	Beginning Net Cash & Investments	\$3,400	\$3,600	\$5,100
107-313-31-00-01	Tax - Hotel-Motel Tax	\$1,500	\$1,500	\$0
107-361-00-00-00	Int - Interest and Other Earnings	\$0	\$0	\$0
	Total Tourism Fund	\$1,500	\$1,500	\$0

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Tourism Fund - Lodging Tax Expense				
107-500-00-00-00	Ending Cash and Investments	\$900	\$5,100	\$0
107-591-22-78-02	Directional Signage	\$0	\$0	\$0
107-591-22-78-03	Tourism Marketing Expense	\$4,000	\$0	\$5,100
	Total Capital Expense	\$4,000	\$0	\$5,100
	Total Hotel Tax Expense	\$4,000	\$0	\$5,100

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Transportation Benefit District Fund Revenue				
108-308-00-00-00	Beginning Net Cash & Investments	\$39,100	\$38,500	\$51,400
108-317-60-00-00	TBD Vehicle Fees	\$120,000	\$134,000	\$135,000
108-361-11-00-00	Investment Interest Earned	\$0	\$100	\$100
	Total Transportation Benefit District	\$120,000	\$134,100	\$135,100

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Transportation Benefit District				
108-508-00-00-00	Ending Cash and Investments	\$17,900	\$51,400	\$65,300
	Administrative Expense			
108-514-80-46-00	AWC Liability Insurance	\$1,200	\$1,200	\$1,200
	Total Admin Expense	\$1,200	\$1,200	\$1,200
	Capital Expense			
108-542-30-63-01	TBD Street Projects	\$120,000	\$120,000	\$120,000
	Total Capital Expense	\$120,000	\$120,000	\$120,000
	Total TBD Expense	\$121,200	\$121,200	\$121,200

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Police Drug Fund Revenue				
120-308-00-00-00	Beginning Net Cash & Investments	\$1,800	\$2,000	\$800
120-356-50-00-00	Investigation Assessments	\$0	\$0	\$0
120-356-50-03-00	Rev - Investigative Fund Assess	\$0	\$0	\$0
120-361-11-00-00	Int - Investment Interest Earned	\$0	\$0	\$0
120-369-20-00-00	Unclaimed Property	\$0	\$0	\$0
120-369-30-00-00	Rev - Confiscated/forfeited Property	\$0	\$500	\$500
120-386-00-01-00	St. Portion/confiscated Proc.	\$0	\$0	\$0
	Total Police Department Drug	\$0	\$500	\$500

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Police Drug Fund Expense				
120-508-80-00-00	Ending Cash & Investments	\$1,800	\$800	\$0
	Operations and Supplies			
120-521-21-31-00	Supplies - Drug Fund Supplies	\$800	\$800	\$500
120-521-21-49-00	Misc - Police Drug Fund	\$900	\$900	\$800
	Total Operations and Supplies	\$1,700	\$1,700	\$1,300
	Total Drug Fund Expense	\$1,700	\$1,700	\$1,300

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Public Safety Building LTGO Bond Fund Revenue				
201-308-00-00-00	Beginning Net Cash & Investments	\$3,700	\$3,700	\$9,100
201-361-11-00-00	Int - Investment Interest Earned	\$0	\$0	\$0
201-397-00-02-00	Transfer In - From Fund #001	\$103,000	\$103,000	\$103,000
	Total Public Safety Bldg Ltgo Fund Rev	\$103,000	\$103,000	\$103,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Public Safety Building LTGO Bond Debt				
201-508-00-00-00	Ending Cash & Investments	\$9,100	\$9,100	\$16,400
	Debt Expense			
201-591-22-78-02	Debt Principle 2005 Ltgo Bond	\$50,000	\$50,000	\$50,000
201-592-22-83-01	Debt Interest 2005 Ltgo Bonds	\$47,300	\$47,300	\$45,400
201-592-22-89-00	Misc - PSB Dept Service Costs	\$300	\$300	\$300
	Total Debt Expense	\$97,600	\$97,600	\$95,700

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Transportation Impact Fee Fund				
320-308-00-00-00	Beginning Net Cash & Investments	\$427,600	\$460,800	\$535,300
320-334-03-85-02	TIB Grant for Left Turn Lane	\$813,800	\$0	\$813,800
320-345-85-00-00	Fees - Transportation Impact	\$110,000	\$75,000	\$110,000
320-361-11-00-00	Int - Investment Interest Earned	\$100	\$100	\$200
	Total Transportation Impact	\$923,900	\$75,100	\$924,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016

Transportation Impact Fee Fund Expense				
320-508-00-00-00	Ending Cash and Investments	\$140,700	\$535,300	\$144,300
	Capital Expense			
320-595-30-63-06	2 Way Lef Turn Lane Design Match	\$10,000	\$0	\$10,000
320-595-30-63-05	Eng 2 Way Left Turn Lane Design	\$105,000	\$600	\$105,000
320-595-30-63-07	2 Way Lef Turn Lane Const Mngmnt	\$282,000	\$0	\$200,000
320-595-30-63-04	Construction Left Turn Lane SR162	\$813,800	\$0	\$1,000,000
	Total Capital Expense	\$1,210,800	\$600	\$1,315,000

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Water Fund Revenue				
401-308-00-00-00	Beginning Net Cash & Investments	\$427,600	\$1,356,800	\$1,634,200
401-343-40-01-00	Sales - Water	\$1,260,000	\$1,260,000	\$1,291,500
401-343-40-02-00	Charges - Water Hookups	\$25,000	\$25,000	\$25,000
401-343-40-03-00	Fes - Penalties On Utilities	\$93,600	\$93,600	\$93,000
401-343-40-04-00	Charges - General Facility	\$20,000	\$188,000	\$370,000
401-343-40-05-00	Fees - General Facility Charge Enhancement	\$200	\$2,000	\$3,700
401-359-90-00-00	Fees - Turn Off Processing Fees	\$22,800	\$22,800	\$22,000
401-361-11-00-00	Int - Investment Interest Earned	\$500	\$500	\$500
401-369-10-00-00	Sale of Scrap	\$0	\$0	\$0
401-369-90-01-00	Permits - Hydrant Permit	\$100	\$100	\$100
401-369-90-02-00	Fees - Backflow Inspection Fees	\$9,000	\$9,000	\$9,000
401-369-90-03-00	Rev - Miscellaneous	\$100	\$100	\$100
401-369-90-03-01	Other Misc	\$0	\$0	\$0
	Sale of Surplus Items	\$0	\$0	\$1,000
401-369-90-04-00	Fees - NSF - Water	\$2,900	\$2,900	\$2,900
	Total Water	\$1,434,200	\$1,604,000	\$1,818,800

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016

Water Fund Expense				
401-508-00-00-00	Ending Cash & Investments	\$1,585,900	\$1,634,200	\$972,900
	Fund Balance Reserve Goal (12 months O&M + Debt)	\$0	\$0	\$1,494,200
401-508-10-00-00	Capital Asset Reserve Beginning Balance	\$231,400	\$231,400	\$185,500
401-508-10-00-01	Capital Asset Reserve Ending Balance	\$231,400	\$185,500	\$0
401-508-10-02-01	Orville Rd Water Line Beg Reserve	\$450,000	\$450,000	\$450,000
401-508-10-02-02	Orville Rd Water Line Ending Reserve	\$450,000	\$450,000	\$0
401-508-10-03-01	Well #1 Rehab Reserve Beg Balance	\$65,000	\$65,000	\$65,000
401-508-10-03-02	Well #1 Rehab Reserve Ending Balance	\$65,000	\$61,700	\$65,000
401-508-10-01-00	GFC Reserve Beginning Balance+New GFC's	\$20,200	\$0	\$0
401-508-10-01-01	GFC Reserve Ending Balance	\$0	\$0	\$0
401-508-80-00-00	Unreserved	\$839,500	\$937,000	\$0
	Salary and Benefits			
401-534-50-10-01	Salary - Water/WW Plant Supervisor	\$2,000	\$2,000	\$2,100
401-534-50-10-02	Salary - Public Works Supervisor	\$36,100	\$36,100	\$61,200
401-534-50-10-03	Salary - Water/WW Operator I	\$50,300	\$50,300	\$68,000
401-534-50-10-06	Salary - Public Works Director	\$38,800	\$38,800	\$38,300
401-534-50-10-07	Salary - Maint Worker I	\$6,200	\$6,200	\$11,900
401-534-50-10-08	Salary - Maint Worker II	\$11,900	\$11,900	\$7,400
401-534-50-10-09	Salary - Water/WW Operator II	\$34,200	\$34,200	\$53,200
401-534-50-10-05	Overtime - Water PW	\$10,000	\$10,000	\$10,500
401-534-10-10-00	Salary - City Administrator	\$17,400	\$17,400	\$19,000
401-534-70-10-02	Salary - Senior Accountant II	\$12,500	\$12,500	\$10,200
401-534-70-10-03	Salary - Accounting Clerk I	\$17,700	\$17,700	\$14,600
401-534-70-10-04	Salary - Cashier	\$11,400	\$11,400	\$12,900
401-534-70-10-06	Salary - City Clerk	\$11,500	\$11,500	\$6,300
401-534-70-10-08	Salary - Clerical II	\$6,800	\$6,800	\$14,000
401-534-70-10-09	Salary - City Treasurer	\$10,400	\$10,400	\$10,400
401-534-70-10-07	Overtime - Water Admin	\$100	\$100	\$100
401-534-10-20-01	Benefits - Labor & Industries	\$8,500	\$8,500	\$10,100
401-534-10-20-02	Benefits - Medical & Ltd	\$56,200	\$56,200	\$80,600
401-534-10-20-03	Benefits - Dental & Vision	\$6,100	\$6,100	\$7,400
401-534-10-20-04	Benefits - OASI	\$19,900	\$19,900	\$25,400
401-534-10-20-05	Benefits - Retirement	\$29,200	\$29,200	\$37,200
	Total Salaries and Benefits	\$397,200	\$397,200	\$500,800
	Operations/Supplies/Maintenance			
401-534-10-31-00	Supplies - Office & Operating	\$9,500	\$9,500	\$9,700
401-534-10-31-01	Supplies Chlorine - Water	\$8,500	\$8,500	\$10,200
401-534-10-31-02	Benefits - Clothing - Water	\$200	\$200	\$200

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
401-534-10-31-04	Supplies - Safety Clothing/Equipment	\$700	\$700	\$700
401-534-10-31-05	Supplies - Potassium Permanganate	\$800	\$800	\$800
401-534-10-41-02	State Audit (\$18,000)	\$0	\$2,800	\$0
401-534-10-41-03	Service - Lab Testing	\$9,500	\$9,500	\$9,500
401-534-10-41-04	Legal - Attorney Legal Services	\$5,500	\$1,500	\$5,000
401-534-10-41-05	IT - Computer Maintenance	\$5,500	\$5,500	\$6,500
401-534-10-41-34	IT - Website Maintenance/Hosting	\$700	\$700	\$500
401-534-10-42-00	Postage - Water	\$7,000	\$7,000	\$7,100
401-534-10-42-01	Comm - Phone - Water	\$6,000	\$6,000	\$6,000
401-534-10-42-02	Comm-Intertel Lease - Water	\$200	\$200	\$200
401-534-10-44-00	Advertising - Water	\$500	\$500	\$500
401-534-10-46-00	Bond/Ins AWC (\$217,100)	\$53,600	\$49,900	\$52,500
401-534-10-53-00	Tax - Excise Tax	\$43,000	\$59,000	\$60,000
401-534-10-53-02	Tax - Excise Tax on GFC's	\$5,000	\$5,000	\$5,000
401-534-50-35-00	Supplies - Small Tools	\$600	\$600	\$600
401-534-50-41-00	R&M - Computers	\$500	\$500	\$500
401-534-50-47-01	Electricity - City Shop	\$2,500	\$2,500	\$2,500
401-534-50-47-02	Electricity - Chlorinator	\$300	\$300	\$400
401-534-50-47-03	Electricity - Well #1	\$19,000	\$12,000	\$13,000
401-534-50-47-04	Electricity - Well #2	\$900	\$900	\$900
401-534-50-47-05	Electricity - Wingate Pump	\$5,000	\$4,500	\$4,600
401-534-50-47-06	Supplies - Chlorinator (Wingate)	\$1,100	\$1,100	\$1,200
401-534-50-47-07	Electricity - Harman Springs	\$500	\$500	\$400
401-534-50-47-08	Electricity - Well #3	\$11,500	\$11,500	\$6,500
401-534-50-47-09	Gasoline - City Shop Service-Train St	\$800	\$800	\$800
401-534-50-47-11	Electricity - Well #4 and Pump Station	\$23,000	\$31,000	\$32,000
401-534-50-48-01	Equip - Meter Purchases	\$20,000	\$20,000	\$20,000
401-534-50-48-02	R&M - Water	\$17,000	\$45,000	\$17,000
401-534-50-48-03	R&M - Building	\$1,500	\$1,500	\$1,500
401-534-50-48-04	R&M - Equipment	\$20,000	\$20,000	\$20,000
401-534-50-48-05	Underground Pollution Removal	\$500	\$500	\$500
401-534-50-48-06	R&M - Vehicles	\$5,000	\$3,500	\$5,000
401-534-50-49-01	Dues - WA Rural Water Assoc	\$700	\$700	\$700
401-534-50-49-02	Dues - AWWA Membership	\$500	\$500	\$400
	Dues - Regional Water Cooperative	\$0	\$0	\$1,500
401-534-50-49-15	Cert - DOE Operators	\$500	\$500	\$500
401-534-50-49-16	Service - Fire Extinguisher	\$500	\$500	\$500
401-534-50-49-17	Service - Waste Removal	\$7,000	\$2,000	\$4,000
401-534-50-53-00	Tax - Surface Water	\$300	\$300	\$300
401-534-50-53-01	Dues - State Forest Protection	\$100	\$100	\$100

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
401-534-60-41-00	Service - One-Call	\$300	\$300	\$300
401-534-60-48-00	Service - Backflow Inspections	\$10,000	\$11,500	\$12,000
401-534-60-48-01	Contract - Leak Det. Testing	\$2,500	\$2,500	\$2,600
401-534-60-48-02	Contract - Generator Maint	\$6,500	\$6,500	\$6,500
401-534-60-48-04	IT - Cross Connection Software Service	\$400	\$400	\$400
401-534-70-44-00	Publication - Flyers For Ccr	\$1,000	\$1,000	\$1,000
	RFP For Vehicle Maintenance	\$0	\$0	\$700
401-534-80-32-00	Gasoline	\$7,500	\$6,000	\$7,500
401-534-80-32-01	Diesel	\$1,700	\$1,200	\$1,700
401-534-80-43-00	Reimb - Mileage	\$100	\$100	\$100
401-534-90-40-01	Internet Payment Expense	\$0	\$0	\$2,600
401-534-90-49-00	Training	\$3,000	\$3,000	\$2,000
401-534-90-49-16	Permits - Water System Permit/DOH Review	\$3,800	\$3,800	\$3,800
	ADA Compliance Plan	\$0	\$0	\$1,500
401-539-20-50-01	Tax - Noxious Weeds - Property	\$100	\$100	\$100
	Total Operations/Supplies/Maintenance	\$332,400	\$365,000	\$352,600
	Engineering for Operations/Maintenance			
401-534-10-41-01	Eng - Engineering On Call	\$35,000	\$25,000	\$35,000
401-534-10-41-13	Eng - City Utility Mapping	\$4,000	\$2,000	\$4,000
401-534-10-41-14	Eng - City Standards Update	\$0	\$0	\$4,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
401-534-10-41-19	Eng - Telemetry O & M	\$8,000	\$0	\$25,000
401-534-10-41-22	Eng - Operational Optimization	\$7,000	\$0	\$7,000
401-534-10-41-29	Eng - Orville Rd Easements	\$5,000	\$5,000	\$5,000
401-534-10-41-30	Eng - Water Efficiency Monitor	\$5,000	\$0	\$5,000
401-534-20-41-30	Eng - WSDOT Franchise Permit	\$11,500	\$3,000	\$0
	Total Engineering for Operations	\$150,500	\$85,000	\$135,000
	Total Operations and Maintenance	\$880,100	\$847,200	\$988,400
	Debt Expense			
	General Facility Fee Reserve Approved			
401-581-20-00-00	Interfund Loan from 408 (P)	\$50,000	\$150,000	\$250,000
401-591-34-78-01	DWSRF Harman/Wingate (P)	\$31,000	\$31,000	\$31,000
401-591-34-78-02	DWSRF North Reservoir (P)	\$164,500	\$164,500	\$163,000
401-592-11-80-00	Interfund Loan from 408 (I)	\$1,100	\$1,100	\$1,000
401-592-34-83-01	DWSRF - Harman Wingate (I)	\$5,500	\$5,500	\$4,700
401-592-34-83-02	DWSRF- North Reservoir (I)	\$37,100	\$37,100	\$34,300
	Total Debt Expense	\$289,200	\$389,200	\$484,000
	Capital Expense			
401-594-34-41-01	Eng - Well #1 Rehab	\$15,000	\$3,100	\$15,000
	Well #1 Rehab Construction Management	\$0	\$0	\$0
401-594-34-63-02	Capout - Orville RD Easement Acq	\$5,000	\$2,500	\$5,000
401-594-34-63-08	Well #1 Restoration	\$110,000	\$0	\$0
401-594-34-63-09	Wtr Meter Upgrades/repl	\$15,000	\$15,000	\$20,000
401-594-34-63-30	WSDOT Water Line Replacement	\$20,000	\$20,000	\$20,000
401-594-34-63-45	New Shop Water Line	\$0	\$0	\$0
401-594-34-64-01	Equip - Traffic Devices	\$200	\$200	\$200
401-594-34-63-47	Phase 1 Orville Road	\$0	\$0	\$650,000
401-594-34-63-48	Engineering & Design Phase 1 Orville Road	\$0	\$0	\$15,000
401-594-34-63-49	Phase 1 Orville Road Const. Mgmt.	\$0	\$0	\$100,000
401-594-34-63-50	Capout - Washington Ave Waterline Replmnt	\$60,000	\$0	\$60,000
	Harman Tank Demolition	\$0	\$0	\$55,000
	Total Project Capital Expense	\$225,200	\$40,800	\$940,200
	Capital Equipment Expense			
401-594-34-64-52	BLR Safety Resources	\$600	\$600	\$600
401-594-34-64-17	Equip - Weed Eater	\$300	\$300	\$0
401-594-34-64-25	Capout - Public Works Relocation	\$0	\$0	\$0
401-594-34-64-36	PW Bldg Site Improvement	\$0	\$0	\$0
401-594-34-64-37	Alarm System (\$6,500)	\$2,500	\$2,500	\$2,500
401-594-34-64-41	Capout - Security Camera Upgrade	\$300	\$300	\$300

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
401-594-34-64-59	Scada Software Renewal	\$2,400	\$2,400	\$2,400
401-594-34-64-45	Capout - Truck liftgate (\$2300)	\$1,000	\$1,000	\$1,000
401-594-34-64-46	Capout - Truck Safety Lights	\$500	\$500	\$500
401-594-34-64-53	Chlorine Pumps Peristatic (3)	\$4,000	\$4,000	\$2,000
401-594-34-64-54	Chlorine Transfer Pump	\$1,000	\$1,000	\$1,000
401-594-34-64-55	3" Diaphragm Pump	\$1,000	\$1,000	\$1,000
401-594-34-64-56	Line Locator (AML+)(\$6,500)	\$2,500	\$2,500	\$2,500
401-594-34-64-57	3" Suction & Discharge Hose	\$200	\$200	\$200
401-594-34-64-58	Lap Top Computer	\$1,000	\$1,000	\$1,700
401-594-34-64-51	Capout - Capital Asset Maint Software	\$100	\$100	\$100
401-594-34-75-01	Phone System Lease - Water	\$500	\$500	\$500
401-594-34-75-02	Lease - Server	\$1,500	\$1,500	\$1,500
	Pickup Trucks (3)	\$0	\$0	\$4,600
	Flat Bed Truck	\$0	\$0	\$800
	Van	\$0	\$0	\$3,100
	Small Backhoe	\$0	\$0	\$2,100
	Vac Trailer	\$0	\$0	\$5,400
	Small Dump Truck	\$0	\$0	\$1,900
	Equipment Trailer	\$0	\$0	\$800
	ADA Self Assessment	\$0	\$0	\$1,000
	Total Capital Equipment Expense	\$19,400	\$19,400	\$37,500
	Total Capital Expense	\$244,600	\$60,200	\$977,700
401-597-44-00-01	Transfer To Utility Facility Fund 412	\$30,000	\$30,000	\$30,000
	Total Water Fund Expense	\$1,443,900	\$1,326,600	\$2,480,100

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Wastewater Fund Revenue				
408-308-00-00-00	Beginning Net Cash & Investments	\$4,963,100	\$5,388,500	\$5,511,800
408-343-50-01-00	Sales - Sewer Service	\$1,370,000	\$1,462,000	\$1,501,500
408-343-50-01-01	Sales - Sewer Service High Cedars	\$110,000	\$117,800	\$121,000
408-343-50-02-00	Charges - Sewer Hookups	\$25,000	\$25,000	\$25,000
408-343-50-04-00	Charges - General Facility Charges	\$85,400	\$85,400	\$100,000
408-343-50-05-00	Fees - GFC Enhancement Fees	\$800	\$800	\$1,000
408-361-11-00-00	Int - Investment Interest Earned	\$5,000	\$5,000	\$5,000
408-361-40-00-00	Interest Pmt from 401	\$100	\$100	\$100
408-369-10-00-00	Sale of Surplus Items	\$0	\$0	\$1,000
408-369-90-00-00	Miscellaneous	\$0	\$0	\$0
408-369-90-00-01	Other Misc	\$0	\$0	\$0
408-381-20-00-00	Loan Payment from 401	\$50,000	\$150,000	\$250,000
	Transfer In From Streets Fund	\$0	\$29,300	\$0
	Transfer In From Parks Fund	\$0	\$17,500	\$0
	Total Wastewater	\$1,646,300	\$1,892,900	\$2,004,600

2016 Budget - Expense

Account Number	Description	Budget 2015	Anticipated 2015	Budget 2016
	Final Draft November 13, 2015			
Wastewater Fund Expense				
408-508-00-00-00	Ending Cash & Investments	\$3,022,000	\$5,511,800	\$2,496,100
	Fund Balance Reserve(12months O&M+Debt)	\$0	\$0	\$1,324,900
408-508-10-00-01	GFC Reserve + New GFC's	\$625,900	\$1,245,800	\$1,031,700
408-508-10-00-02	GFC Reserve Ending Balance	\$435,600	\$930,700	\$411,700
408-508-10-01-00	Bond Reserve	\$223,000	\$223,000	\$223,000
408-508-10-02-00	Capital Asset Reserve Begin Balance	\$80,000	\$80,000	\$80,000
408-508-10-02-01	Capital Asset Reserve Ending Balance	\$80,000	\$71,100	\$536,500
408-508-80-00-00	Unreserved	\$2,093,100	\$4,287,000	\$0
	Salaries and Benefits			
408-535-50-10-01	Salary - Water/WW Plant Supervisor	\$64,200	\$64,200	\$66,900
408-535-50-10-02	Salary - Public Works Supervisor	\$24,600	\$24,600	\$5,200
408-535-50-10-03	Salary - Water/WW Operator I	\$32,300	\$32,300	\$30,000
408-535-50-10-06	Salary - Public Works Director	\$33,600	\$33,600	\$35,600
408-535-50-10-07	Salary - Maint Worker I	\$17,800	\$17,800	\$11,900
408-535-50-10-08	Salary - Maint Worker II	\$14,300	\$14,300	\$11,500
408-535-50-10-09	Salary - Water/WW Operator II	\$72,100	\$72,100	\$56,700
408-535-50-10-04	Overtime - Wastewater PW	\$8,000	\$8,000	\$13,000
408-535-10-10-01	Salary - City Administrator	\$23,200	\$23,200	\$19,000
408-535-70-10-02	Salary - Senior Accountant II	\$9,700	\$9,700	\$10,200
408-535-70-10-03	Salary - Accounting Clerk I	\$17,700	\$17,700	\$14,600
408-535-70-10-04	Salary - Cashier	\$15,200	\$15,200	\$12,900
408-535-70-10-05	Salary - City Clerk	\$7,500	\$7,500	\$6,900
408-535-70-10-08	Salary - Clerical II	\$8,200	\$8,200	\$8,800
408-535-70-10-09	Salary - City Treasurer	\$12,800	\$12,800	\$10,400
408-535-70-10-06	Overtime - Wastewater Admin	\$1,800	\$1,800	\$1,800
408-535-10-20-01	Benefits - Labor & Industries	\$12,600	\$12,600	\$8,800
408-535-10-20-02	Benefits - Medical & Ltd	\$70,100	\$70,100	\$59,800
408-535-10-20-03	Benefits - Dental & Vision	\$8,100	\$8,100	\$6,500
408-535-10-20-04	Benefits - OASI	\$26,200	\$26,200	\$22,800
408-535-10-20-05	Benefits - Retirement	\$38,400	\$38,400	\$33,300
	Total Salaries and Benefits	\$518,400	\$518,400	\$446,600
	Operations/Supplies/Maintenance			
408-535-10-31-00	Operation & Maint. Supplies	\$35,000	\$35,000	\$35,000
408-535-10-31-01	Supplies - Chlorine - Sewer	\$300	\$300	\$300
408-535-10-31-03	Supplies - Clothing - Protective Services	\$7,500	\$7,500	\$2,500
408-535-10-31-04	Supplies - Chemical Purchases	\$200	\$200	\$200
408-535-10-31-05	Safety Clothing & Equip	\$5,000	\$5,000	\$4,500
408-535-10-41-02	State Audit (\$18,000)	\$0	\$3,100	\$0
408-535-10-41-03	Service - Lab Testing	\$3,000	\$7,500	\$4,700

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
408-535-10-41-04	Legal - Attorney Services	\$3,000	\$2,000	\$4,000
408-535-10-41-05	IT - Computer Maintenance	\$5,500	\$6,000	\$6,500
408-535-10-41-06	R&M - Computers/Scada Alarm	\$4,000	\$4,000	\$4,000
408-535-10-41-07	Service - Security Monitoring	\$500	\$500	\$500
408-535-10-41-09	Annual Flow Calibration - Soldiers Home	\$3,000	\$1,800	\$3,000
408-535-10-41-36	IT - Website Maintenance/Hosting	\$900	\$900	\$900
408-535-10-42-00	Postage - Wastewater	\$6,500	\$6,500	\$6,500
408-535-10-42-01	Comm - Phone - Wastewater	\$6,000	\$6,000	\$9,900
408-535-10-44-00	Advertising - Wastewater	\$400	\$400	\$400
408-535-10-46-00	Bond/Ins AWC (\$217,100)	\$92,000	\$81,000	\$84,700
408-535-10-53-00	Tax - Excise Tax	\$53,000	\$59,000	\$60,000
408-535-10-53-01	Tax - Excise Tax on GFC's	\$2,100	\$3,000	\$3,000
408-535-20-41-10	Proj - Sewer Comp Plan Amendment	\$1,200	\$0	\$0
408-535-50-35-00	Supplies - Small Tools	\$1,000	\$1,000	\$1,000
408-535-50-47-01	Electricity - City Shop	\$2,500	\$2,500	\$2,500
408-535-50-47-02	Electricity - Lift Station #1	\$1,700	\$1,700	\$1,800
408-535-50-47-03	Electricity - High Cedars Lift Station	\$1,500	\$1,500	\$1,500
408-535-50-47-04	Electricity - W.W.T.P.	\$105,000	\$105,000	\$107,000
408-535-50-47-05	Electricity - Village Green	\$4,000	\$4,000	\$3,900
408-535-50-47-06	Electricity - Rainier Meadows	\$500	\$500	\$500
408-535-50-47-07	Electricity -1410 Hansberry Ave NE	\$2,300	\$2,300	\$2,300
408-535-50-47-08	Gasoline - City Shop Service-Train St	\$700	\$700	\$700
408-535-50-47-09	Service - Fire Extinguisher	\$400	\$400	\$600
408-535-50-48-02	R&M - Sewer	\$25,000	\$25,000	\$25,000
408-535-50-48-03	R&M - Building	\$1,000	\$1,000	\$1,500
408-535-50-48-04	R&M - Equipment	\$25,000	\$25,000	\$25,000
408-535-50-48-05	R&M - S.T.E.P. Tanks	\$5,000	\$5,000	\$6,000
408-535-50-48-06	R&M -Underground Pollution Removal	\$200	\$200	\$300
408-535-50-48-07	R&M - Generator	\$5,000	\$5,400	\$5,500
408-535-50-48-08	R&M Vehicles	\$3,000	\$3,000	\$4,000
408-535-50-49-15	Cert - DOE Operators	\$400	\$400	\$500
408-535-50-51-00	Permits - DOE - NPDES	\$7,000	\$7,000	\$7,500
408-535-50-51-01	Fees - DOE Lab Accreditation	\$800	\$800	\$900
408-535-50-51-02	Permits - DOE- Bio-Solids	\$2,000	\$2,000	\$2,400
408-535-50-51-03	Permits - DOE- Air Quality	\$100	\$100	\$100
408-535-50-51-05	Fee - Hazardous Waste Education	\$400	\$400	\$200
408-535-50-51-06	Service - Waste Removal	\$5,000	\$5,000	\$4,000
408-535-50-51-07	Service - Sewer System Clean (Vac Truck)	\$5,000	\$5,000	\$5,000
408-535-50-53-00	Fees - State Forest Protection	\$100	\$100	\$100
408-535-60-41-00	Service - One Call	\$300	\$300	\$300

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
408-535-60-47-00	Contract - Garbage Disposal	\$6,000	\$6,000	\$7,500
408-535-60-47-01	IT - Grease Program Software	\$100	\$100	\$100
408-535-60-48-04	Maintenance - Sanican	\$2,500	\$2,500	\$3,000
408-535-60-48-05	Maintenance - MPC bathroom Janitorial	\$1,200	\$4,000	\$4,200
	RFP For Vehicle Maintenance	\$0	\$0	\$800
408-535-80-32-00	Gasoline - Wastewater	\$8,000	\$6,000	\$7,000
408-535-80-32-01	Deisel - Wastewater	\$4,000	\$2,000	\$4,000
408-535-80-43-00	Reimb - Mileage - Wastewater	\$100	\$100	\$200
408-535-90-40-01	Internet Payment Expense	\$1,200	\$1,200	\$1,200
408-535-90-41-00	Benefits - Physicals/shots	\$300	\$300	\$400
408-535-90-49-00	Training - seminars/workshops	\$2,500	\$2,500	\$2,500
	ADA Compliance Plan	\$0	\$0	\$1,500
408-539-20-50-01	Tax - Noxious Weeds - Property	\$100	\$100	\$100
	Total Operations/Supplies/Maintenance	\$460,000	\$459,800	\$473,200
	Engineering for Operations			
408-535-10-41-01	Eng - On Call Services	\$15,000	\$15,000	\$15,000
408-535-10-41-18	Eng - City Utility Mapping	\$4,000	\$0	\$4,000
408-535-10-41-19	Eng - City Standards Update	\$0	\$0	\$5,000
408-535-10-41-21	Eng - Telemetry O & M	\$7,000	\$7,000	\$7,000
408-535-10-41-26	Eng - Update I & I Report	\$5,000	\$0	\$5,000
408-535-10-41-34	Eng - WWTP Energy Assess	\$5,000	\$5,000	\$5,000
408-535-10-41-35	Eng - Utility Master Plan	\$3,000	\$3,000	\$3,000
	Total Engineering For Operations	\$39,000	\$30,000	\$44,000
	Total Operations and Maintenance	\$910,200	\$1,008,200	\$963,800
	Debt Expense - GFC Reserve Approved			
408-591-35-72-01	1998/2010 Bond (P)	\$240,000	\$240,000	\$300,000
408-592-35-83-01	1998/2010 Bond (I)	\$36,200	\$36,200	\$39,800
408-592-35-89-00	Misc Debt Service Cost	\$300	\$300	\$300
	Total Debt Expense	\$276,500	\$276,500	\$340,100

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Capital Expense Projects			
408-594-35-41-01	Eng-Solids Handling Pre-design (GFC Eligible)	\$60,000	\$60,000	\$20,000
408-594-35-41-02	Eng-High Cedars Force Main Replace (Capital Asset)	\$0	\$0	\$0
408-594-35-41-11	Eng - High Cedars Force Main (Capital Asset)	\$200,000	\$200,000	\$0
408-594-60-42-01	Phone System Upgrade - Wastewater	\$500	\$500	\$500
408-594-35-63-03	Capout - Solids Removal Tx Plant (GFC Eligible)	\$0	\$0	\$600,000
408-594-35-63-04	I&I Reduc Video Warranty Devel	\$3,500	\$3,500	\$3,500
408-594-35-63-05	I&I Reduc Video Inspec Various	\$2,500	\$2,500	\$2,500
408-594-35-63-15	Capout - Swr Tlmtry High Cedar Lift (Capital Asset)	\$0	\$0	\$0
408-594-35-63-16	Capout - I & I Projects (Capital Asset)	\$122,200	\$122,200	\$120,000
408-594-35-63-22	Capout - H2O Tight Manhole Covers (Capital Asset)	\$5,500	\$5,500	\$5,500
408-594-35-63-25	Capout - HC Forcemain replacement Const (CA)	\$1,100,000	\$0	\$1,100,000
408-594-35-63-26	Capout - HC Pump Station Rehab (Capital Asset)	\$400,000	\$0	\$400,000
408-594-35-41-12	Eng - Class A Solids Handling Design (GFC Eligible)	\$400,000	\$0	\$400,000
408-594-35-41-13	Eng - I&I Design (Capital Asset)	\$20,000	\$20,000	\$20,000
408-594-35-41-14	Eng -I&I Const. Mgmt (Capital Asset)	\$20,000	\$20,000	\$20,000
	Eng-Puyallup Rvr Lift Station Upgrade (\$0	\$0	\$70,000
	Eng-Rainier Meadows Lift Station Upgrade	\$0	\$0	\$70,000
	Puy River Lift Station Upgrade	\$0	\$0	\$350,000
	Rainier Meadows Lift Station Upgrade	\$0	\$0	\$350,000
	Bathroom Construction in Calistoga Park (GFC Elig)	\$0	\$0	\$100,000
	Capital Expense Equipment (Capital Asset Eligible)			
408-594-35-64-45	BLR Safety Resources	\$600	\$600	\$600
408-594-35-64-01	Equip - Traffic Devices	\$200	\$200	\$200
408-594-35-64-10	Equip - Weed Eater	\$300	\$300	\$300
408-594-35-64-23	Proj - Public Works Relocation	\$0	\$0	\$0
408-594-35-64-30	Lap Top Replacement	\$500	\$500	\$1,000
408-594-35-64-34	Capout-Alarm System New PW Bldg (\$6,500)	\$0	\$0	\$0
408-594-35-64-38	Capout - Capital Asset Maint Software	\$100	\$100	\$100
408-594-35-64-40	Capout - Truck Liftgate (\$2300)	\$1,300	\$1,300	\$1,300
408-594-35-64-54	Scada Software Renewal	\$2,400	\$2,400	\$2,400
408-594-35-64-55	Phone System Upgrade	\$0	\$0	\$800
408-594-35-64-46	Truck Safety Lights	\$200	\$200	\$500
408-594-35-64-51	3" Diaphragm Pump	\$1,000	\$1,000	\$1,000
408-594-35-64-53	Line Locator	\$2,500	\$2,500	\$2,500
	Pickup Trucks (3)	\$0	\$0	\$4,900
	Small Dump Truck	\$0	\$0	\$1,400
	Flat Bed Truck	\$0	\$0	\$800
	Van	\$0	\$0	\$3,100
	Small Backhoe	\$0	\$0	\$2,000

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Vac Trailer	\$0	\$0	\$6,400
	Equipment Trailer	\$0	\$0	\$800
	Sampler Head ASR, Soldiers Home	\$0	\$0	\$2,700
	Diffuser Sleeves (WWTP Aerator Basin)	\$0	\$0	\$6,300
	Misc Equipment (under \$500): WWTP Life	\$0	\$0	\$2,700
	Wrench, Ladder, Power Unit, desk copier, Socket Set, WW literature			
	ADA Self Assessment	\$0	\$0	\$1,000
408-594-35-64-44	Capout - Server Lease	\$1,600	\$1,600	\$1,600
	Total Capital Expense	\$2,533,000	\$444,900	\$3,676,400
408-597-35-00-01	Transfer To Utility Facility Fund 412	\$40,000	\$40,000	\$40,000
	Total Wastewater Expense	\$3,587,400	\$1,769,600	\$5,020,300

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Stormwater Fund Revenue				
410-308-00-00-00	Beginning Net Cash & Investments	\$234,700	\$535,700	\$473,100
410-333-00-00-01	Grants - FEMA Pre-Mitigation Outfall Grant	\$221,200	\$0	\$221,200
410-334-03-10-02	DOE Levee Storm Water Construction	\$0	\$200,000	\$0
410-334-03-15-00	Grant - NPDES State	\$105,000	\$75,000	\$25,000
410-337-10-00-00	Pierce Cty Flood District Levee Grant	\$2,200,000	\$1,375,800	\$200,000
410-343-10-00-00	Fees - Storm Drainage	\$760,000	\$828,500	\$869,900
410-343-10-01-00	Charges - General Facility	\$100,000	\$45,000	\$100,000
410-343-10-02-00	Charges - GFC Surcharge	\$1,000	\$2,200	\$300
410-391-80-00-00	PW Trust Fund Loan for Levee Construction	\$0	\$825,500	\$0
	Sale of Surplus Items	\$0	\$0	\$500
410-369-90-00-00	Other	\$0	\$0	\$0
410-369-90-01-00	Miscellaneous	\$0	\$0	\$0
	Transfer In From Streets Fund	\$0	\$10,800	\$0
	Transfer In From Parks Fund	\$0	\$6,400	\$0
	Total Stormwater	\$3,387,200	\$3,369,200	\$1,416,900

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016

Stormwater Fund Expense				
410-508-00-00-00	Ending Cash & Investments	\$29,300	\$473,100	\$696,700
	Fund Balance Reserve(12months O&M+Debt)	\$0	\$0	\$384,100
410-508-10-00-01	GFC Reserve Beginning Balance+New GFC's	\$100,000	\$49,500	\$100,000
410-508-10-01-02	GFC Reserve Ending Balance	\$0	\$0	\$0
410-508-10-00-00	Capital Asset Reserve Beginning Balance	\$5,000	\$5,000	\$5,000
410-508-10-00-01	Capital Asset Reserve Ending Balance	\$5,000	\$5,000	\$312,600
410-508-80-00-00	Unreserved	\$24,300	\$468,100	\$0
	Salaries and Benefits			
410-531-35-10-01	Salary - Public Works Director	\$8,600	\$8,600	\$8,900
410-531-35-10-03	Salary - Public Works Supervisor	\$7,200	\$7,200	\$3,700
410-531-35-10-04	Salary - Maint Worker I	\$18,800	\$18,800	\$9,500
410-531-35-10-06	Salary - Maint Worker II	\$19,400	\$19,400	\$10,100
410-531-35-10-07	Salary - Temp Worker Intern	\$4,200	\$2,700	\$11,000
410-531-35-10-08	Salary - Water/WW Operator II	\$3,900	\$3,900	\$2,300
410-531-35-10-10	Salary - Water/WW Operator I	\$12,500	\$12,500	\$3,800
410-531-31-10-05	Overtime - Stormwater PW	\$4,200	\$4,200	\$4,500
410-531-31-10-01	Salary - City Administrator	\$12,600	\$12,600	\$18,000
410-531-37-10-03	Salary - City Clerk	\$5,000	\$5,000	\$6,300
410-531-37-10-04	Salary - Cashier	\$7,600	\$7,600	\$12,900
410-531-37-10-07	Salary - Clerical II	\$5,800	\$5,800	\$8,800
410-531-37-10-08	Salary - Senior Accountant II	\$6,200	\$6,200	\$4,500
410-531-37-10-09	Salary - Accounting Clerk I	\$4,400	\$4,400	\$14,600
410-531-37-10-10	Salary - City Treasurer	\$9,200	\$9,200	\$9,800
410-531-37-10-11	Salary - Building Official	\$45,000	\$45,000	\$45,300
410-531-37-10-05	Overtime - Stormwater Admin	\$700	\$700	\$700
410-531-31-20-01	Benefits - Labor & Industries	\$5,900	\$5,900	\$3,600
410-531-31-20-02	Benefits - Medical & Ltd	\$28,700	\$28,700	\$30,200
410-531-31-20-03	Benefits - Dental & Vision	\$3,700	\$3,700	\$3,300
410-531-31-20-04	Benefits - OASI	\$13,100	\$13,100	\$12,700
410-531-31-20-05	Benefits - Retirement	\$17,900	\$17,900	\$17,200
	Total Salaries and Benefits	\$250,400	\$243,100	\$241,700
	Operations/Supplies/Maintenance			
410-531-10-41-01	State Audit (\$18,000)	\$10,000	\$1,400	\$0
410-531-10-46-00	Bond/ins AWC (\$217,100)	\$10,800	\$10,300	\$10,900
410-531-10-49-01	Permit - Solid Waste Handling	\$900	\$900	\$1,000
410-531-20-50-01	Tax - Noxious Weeds - Property	\$100	\$100	\$100
410-531-30-51-00	Permits - Stormwater Discharge	\$4,000	\$4,000	\$4,500
410-531-30-51-01	Permit - Stormwater Const	\$1,500	\$1,500	\$1,500

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
410-531-31-20-06	Training - Stormwater	\$300	\$300	\$300
410-531-38-31-00	Supplies - Office & Operating	\$5,000	\$5,000	\$6,000
410-531-38-31-01	Publications - Legal - Stormwater	\$1,000	\$1,000	\$1,000
410-531-38-32-01	Gasoline - Stormwater	\$1,200	\$800	\$1,200
410-531-38-32-02	Deisel - Stormwater	\$1,700	\$1,200	\$1,700
410-531-38-35-00	Supplies - Small Tools	\$500	\$500	\$500
410-531-39-41-02	One-Call Service	\$200	\$200	\$200
410-531-39-41-03	Advertising - Stormwater	\$200	\$200	\$200
410-531-38-41-04	IT - Computer Maintenance	\$3,500	\$5,000	\$4,000
410-531-38-41-05	IT - Website Maintenance/Hosting	\$400	\$400	\$400
410-531-38-42-00	Postage - Stormwater	\$6,000	\$6,000	\$6,800
410-531-38-42-01	Comm - Phone - Stormwater	\$200	\$200	\$200
410-531-38-47-00	Electricity - VG Storm	\$1,400	\$1,400	\$1,400
410-531-38-47-02	Fuel/Diesel-Backhoe, Generator	\$500	\$500	\$500
410-531-38-48-00	R&M - System	\$5,000	\$5,000	\$5,000
410-531-38-48-01	R&M - Equipment	\$7,000	\$7,000	\$7,000
410-531-38-48-02	R&M - Storm (Vactor & Jet)	\$20,000	\$25,000	\$5,000
410-531-38-48-03	Service - Storm Pond Monitor & Treatment	\$3,500	\$3,500	\$3,500
410-531-38-48-04	Service - Stormwater Waste-Material Test	\$900	\$900	\$900
410-531-38-48-05	Service - Waste Removal	\$3,000	\$3,000	\$3,000
410-531-38-53-00	Tax - Excise Tax	\$100	\$100	\$100
	RFP For Vehicle Maintenance	\$0	\$0	\$500
410-531-39-41-04	Legal - Services - Attorney	\$5,000	\$5,000	\$5,000
410-531-39-41-39	NPDES - Stormwater Monitoring	\$5,000	\$5,000	\$5,000
410-531-60-41-00	Fees - Locates	\$200	\$200	\$200
	ADA Compliance Plan	\$0	\$0	\$1,000
410-531-90-40-00	Internet Payment Expense	\$1,200	\$3,000	\$2,600
	Total Operations/Supplies/Maintenance	\$100,300	\$98,600	\$81,200

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
	Engineering For Operations			
410-531-39-41-01	Eng - Services On Call	\$20,000	\$20,000	\$20,000
410-531-31-41-18	Eng - Stormwater Compliance Plan	\$5,000	\$0	\$2,000
410-531-31-41-21	Eng - Grant Writing	\$20,000	\$15,000	\$10,000
410-531-39-41-05	Eng - City Utility Mapping Project	\$4,000	\$0	\$4,000
410-531-39-41-06	Eng - City Standards Update	\$0	\$0	\$5,000
	Total Engineering For Operations	\$49,000	\$35,000	\$41,000
	Total Operations and Maintenance	\$399,700	\$376,700	\$363,900
	Debt Service - PW trust Fund - Levee	\$0	\$825,500	\$0
	Capital Expense			
	GFC Reserve Approved Capital Expense			
410-594-31-41-03	Underground Pollution Removal	\$10,000	\$0	\$5,000
410-594-31-41-16	Eng - Levee Wetland Mitigation	\$10,000	\$5,000	\$10,000
410-594-31-41-20	Eng - Stormwater Management Program	\$6,000	\$0	\$2,000
410-594-31-41-24	Eng - Master Planning Document	\$3,000	\$0	\$3,000
410-594-31-41-25	Service - Army Corp Study	\$7,900	\$7,900	\$8,000
410-594-31-41-30	Capout - Eng - Levee Outfall Design	\$50,000	\$50,000	\$50,000
410-594-31-41-31	Capout - Eng-Design Stormwater Retrofit	\$0	\$0	\$0
410-594-31-63-15	Setback levee Construction	\$2,000,000	\$1,393,800	\$0
410-594-31-63-23	Proj - New Shop Storm Line Install	\$0	\$0	\$0
410-594-31-63-24	Eng - Levee Contruction Management	\$500,000	\$412,800	\$10,000
410-594-31-63-25	Capout-Levee out fall Const Grant Match	\$29,000	\$0	\$29,000
410-594-31-63-26	Capout - Levee Outfall Const	\$194,000	\$194,000	\$194,000
410-594-31-63-28	Rainier Lane Const Services	\$14,000	\$11,400	\$0
410-594-31-63-29	Rainier Lane Construction	\$135,000	\$111,200	\$0
410-594-31-63-34	Outfall Const Mngmnt	\$20,000	\$20,000	\$20,000
410-594-31-41-37	Eng - Levee Certification	\$10,000	\$10,000	\$200,000
	Eng - Village Green PS Panel Upgrade	\$0	\$0	\$20,000
	Eng - Kansas Outfall Replacement	\$0	\$0	\$45,000
	Kansas Outfall Replacement Construction	\$0	\$0	\$150,000
	Kansas Outfall Replacement Const Mngmnt	\$0	\$0	\$20,000
	Village Green PS Panel Upgrade	\$0	\$0	\$40,000
	ADA Self Assessment	\$0	\$0	\$1,000
410-594-31-64-36	BLR Safety Resources	\$100	\$400	\$400
410-594-31-64-02	Capout - Equip-Weed Eater	\$300	\$300	\$0
410-594-31-64-06	Capout - Traffic Devices	\$100	\$100	\$100
410-594-31-64-07	Capout - PW Relocation	\$0	\$0	\$0
410-594-31-64-19	Capout - Security Camera Upgrade	\$0	\$0	\$0
410-594-31-64-20	Capout - Security Camera (\$6,500)	\$1,000	\$1,000	\$1,000
410-594-31-64-21	Gator	\$1,500	\$1,700	\$0

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
410-594-31-64-38	3" Diaphragm Pump	\$400	\$400	\$400
410-594-31-64-39	3" Suction & Discharge Hose	\$100	\$100	\$100
410-594-31-64-40	Line Locator	\$1,500	\$1,500	\$1,500
410-594-31-64-29	Capout - Capital Asset Maint Software	\$100	\$100	\$100
410-594-31-64-30	Capout - Truck Safety Lights	\$200	\$200	\$200
	Pickup Trucks (3)	\$0	\$0	\$1,200
	Small Dump Truck	\$0	\$0	\$500
	Flat Bed Truck	\$0	\$0	\$800
	Small Backhoe	\$0	\$0	\$1,000
	Vac Trailer	\$0	\$0	\$4,500
	Van/Box Truck			\$1,600
	Equipment Trailer	\$0	\$0	\$400
410-594-31-74-02	Server Lease	\$2,500	\$2,500	\$2,000
410-594-31-75-01	Phone System Lease - Storm	\$200	\$200	\$200
	Total Capital Expense	\$3,187,900	\$2,224,600	\$824,400
410-597-38-00-01	Transfer To Utility Facility Fund 412	\$5,000	\$5,000	\$5,000
	Total Stormwater Expense	\$3,592,600	\$3,431,800	\$1,193,300

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Utility Facility Fund Revenue				
412-308-00-00-00	Beginning Net Cash & Investments	\$986,400	\$997,100	\$1,079,700
412-361-11-00-00	Int - Investment Interest Earned	\$300	\$100	\$100
412-397-00-02-00	From #410 - Utility Facility	\$5,000	\$5,000	\$5,000
412-397-00-03-00	From #408 - Utility Facility	\$40,000	\$40,000	\$40,000
412-397-00-04-00	From #401 - Utility Facility	\$30,000	\$30,000	\$30,000
412-397-00-05-00	From #101 - Utility Facility	\$5,000	\$5,000	\$5,000
412-397-00-10-50	From #105 - Utility Facility	\$2,500	\$2,500	\$2,500
	Total	\$82,800	\$82,600	\$82,600

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Utility Facility Expense				
412-508-00-00-00	Ending Cash & Investments	\$1,035,400	\$1,079,700	\$0
412-508-80-00-00	Unreserved	\$1,035,400	\$1,079,700	\$0
412-594-38-41-01	Eng - Design & Planning	\$32,000	\$0	\$162,300
412-594-38-62-01	Capout - Utility Maintenance Facility	\$1,800	\$0	\$1,000,000
	Total Facility Design and Const	\$33,800	\$0	\$1,162,300

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Cemetery Perpetual Fund Revenue				
701-308-00-00-00	Beginning Net Cash & Investments	\$488,000	\$489,100	\$493,400
701-361-11-00-00	Int - Investment Interest Earned	\$1,000	\$2,300	\$2,400
701-397-00-01-00	From #104	\$2,000	\$2,000	\$2,000
	Total	\$3,000	\$4,300	\$4,400

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Cemetery Perpetual Fund Expense				
701-508-00-00-00	Ending Cash & Investments	\$491,000	\$493,400	\$497,800
701-508-10-00-00	Reserved	\$0	\$0	\$0
701-508-80-00-00	Unreserved	\$491,000	\$493,400	\$497,800
	Total Expense	\$0	\$0	\$0

Budget 2016 - Revenues

Account Number	Description	Budget	Expect/Actual	Budget
	Final Draft November 13, 2015	2015	2015	2016
Skinner Fund Revenue				
704-308-00-00-00	Beginning Net Cash & Investments	\$457,700	\$458,700	\$459,500
704-361-11-00-00	Int - Investment Interest Earned	\$1,000	\$2,300	\$2,400
	Total	\$1,000	\$2,300	\$2,400

2016 Budget - Expense

Account Number	Description	Budget	Anticipated	Budget
	Final Draft November 13, 2015	2015	2015	2016
Skinner Fund Expense				
704-508-00-00-00	Ending Cash & Investments	\$457,200	\$459,500	\$457,900
704-508-10-00-00	Reserved	\$457,000	\$457,000	\$457,000
704-508-80-00-00	Unreserved	\$200	\$2,500	\$900
704-597-00-00-00	To #001 - Community Programs	\$1,500	\$1,500	\$4,000
	Total Expense	\$1,500	\$1,500	\$4,000
TOTALS				
				\$15,723,600



**City Of Orting
Council Agenda Summary Sheet**

AB15-21 SUBJECT: Resolution No. 2015-13, 2016 Property Tax Levy	Agenda Item #:	AB15-21
	For Agenda of:	11/25/15
	Department:	Finance
	Date Submitted:	11/13/15

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger	X	Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$0</u>
City Attorney, Jay Long		Unexpended Balance:	<u>\$0</u>
City Clerk, Rachel Pitzel		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Resolution No. 2015-13 and Levy Certification
SUMMARY STATEMENT: <i>The dollar amount of the increase over the actual levy amount from the previous year shall be \$66,325.16 which is a percentage increase of eight percent (8%) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in value of state assessed property, any annexation that have occurred and refunds made.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:
RECOMMENDED ACTION: MOTION to adopt Resolution No. 2015-13, requesting the highest lawful levy.

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2015-13**

**A RESOLUTION OF THE CITY OF
ORTING, WASHINGTON, REQUESTING
THE HIGHEST LAWFUL LEVY**

WHEREAS, the City Council of Orting, Washington has met and considered its budget for the calendar year 2016; and

WHEREAS, the districts actual levy amount from the previous year was \$767,088.68; and

WHEREAS, the population of this district is less than 10,000; and

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

Be it resolved by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2015 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$66,325.16 which is a percentage increase of eight percent (8%) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in value of state assessed property, any annexation that have occurred and refunds made.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 25TH DAY OF NOVEMBER, 2015.

CITY OF ORTING

Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

Approved as to form:

John P. Long, Jr., City Attorney



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Mark Bethune,
(Name)

City Administrator, for City of Orting, do hereby certify to
(Title) (District Name)

the Pierce County legislative authority that the City Council
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2016 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/25/15:
(Date of Public Hearing)

Regular Levy: \$833,413.84
(State the total dollar amount to be levied)

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: \$833,413.84
(State the total dollar amount to be levied)

Signature: 

Date: 11/25/15

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**City Of Orting
Council Agenda Summary Sheet**

AB15-22 SUBJECT: Ordinance No. 2015-973, 2016 Utility Rate Changes	Agenda Item #:	AB15-22
	For Agenda of:	11/25/15
	Department:	Utilities
	Date Submitted:	11/13/15

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune		Amount Budgeted:	<u>\$0</u>
City Attorney, Jay Long		Unexpended Balance:	<u>\$0</u>
City Clerk, Rachel Pitzel		Timeline: N/A	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note: Funds 401, 408, and 410 will all result in increased revenues. At this time, an exact financial projection has not been made.	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford	X		
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Ordinance No. 2015-973; 2016 Proposed Rates
SUMMARY STATEMENT: <i>The cost of service analysis provided by FCS Group has shown that additional rate increases are needed to sufficiently fund the currently planned Capital Improvement Projects for the Sanitary Sewer, Water and Storm Sewer utilities as well as operations and maintenance. These rate increases reflect the recommended Utility Committee percentage increases for 2015.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: <i>The Public Works Committee is recommending approval.</i>
RECOMMENDED ACTION: MOTION to adopt Ordinance No. 2015-973, relating to utility rates; adopting adjustments to water, sewer and stormwater utility rates.

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2015-973**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO UTILITY RATES;
ADOPTING ADJUSTMENTS TO WATER, SEWER AND
STORMWATER UTILITY RATES; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE**

WHEREAS, in 2010 the City of Orting, by and through Parametrix, its contract engineering firm, contracted with FCS Group (hereinafter the “Consultant”) to conduct a comprehensive utility rate and cost of service study (hereinafter the “Study”); and

WHEREAS, the purpose of this Study was to assist the City in maintaining financially stable utilities and to promote a fair and equitable allocation of water, sewer, and stormwater system costs to its customers; and

WHEREAS, the scope of this study included the following major elements:

- Financial policies development;
- General facility charges (GFCs) update;
- Revenue requirements forecast;
- Cost of service analyses;
- Rate structure evaluation; and
- High Cedars sewer cost of service analysis (separate Technical Memorandum).

WHEREAS, the methods used to complete the Study were based on analytical principles generally accepted and widely followed throughout the industry, i.e., rates and charges must generate enough revenue to maintain self-supporting and financially viable utilities without undue discrimination toward or against any customer; and

WHEREAS, the Consultant worked closely with City staff to establish financial policies and arrive at rate and charge conclusions that meet forecasted utility financial obligations, achieve near term City goals, comply with legal requirements, and adhere to industry best practices; and

WHEREAS, the City Council adopted ordinances in 2011 and 2012 implementing the majority of the recommended changes to the water, sewerage and stormwater rates and rate structures; and

WHEREAS, the implemented rate increases were intended to reflect an amount up to but no greater than the cost of service and such revenues reasonably required to maintain self-supporting and financially viable utilities without undue discrimination toward or against any customer; and

WHEREAS, the Study recommended flat annual water utility rate increases of 9.5% commencing in year 2012 and ending in year 2018 in order to adequately fund operating expenses, debt service, and system reinvestment funded from water utility rate revenues; and

WHEREAS, the City Council having been in all matters fully advised finds that an adjustment to the water utility rates equal to or less than the recommended increase of 9.5% is necessary to meet revenue requirements to cover the costs necessary to maintain a self-supporting and financially viable water utility; and

WHEREAS, the Study also recommended a flat annual sanitary sewer utility rate increase of 3% commencing in 2013 and ending in 2018 with a potential 23% increase in 2019; and

WHEREAS, the City Council having been in all matters fully advised finds that an adjustment to the sanitary sewerage utility rates equal to or less than the recommended increase of 3% is necessary to meet revenue requirements to cover the costs necessary to maintain a self-supporting and financially viable sanitary sewer utility; and

WHEREAS, the Study recommended two years of 30% increases in stormwater utility rates for years 2011 and 2012 to pay debt service for the Setback Levee project, followed by 6.0% increases in years 2013-2016, and then 4.0% increases in years 2018-2019; and

WHEREAS, the City Council having been in all matters fully advised finds that an adjustment to the stormwater utility rates equal to or less than the unimplemented cumulative recommended rate increase over years 2011, 2012, 2013, 2014 and 2015 is necessary to meet revenue requirements to cover the costs necessary to maintain a self-supporting and financially viable stormwater utility; and

WHEREAS, the City Council finds that it is in the public interest to implement the water, sewer and stormwater rate increases as set forth herein in order to ensure that each utility has sufficient revenue to be self-supporting and financially viable;

NOW, THEREFORE, the City Council of the City of Orting, Washington, do ordain as follows:

Section 1. Adoption of Recitals. The City Council hereby finds that the above recitals are true and correct and hereby adopts such recitals as though fully set forth herein.

Section 2. Establishment of Water, Sewer and Storm Water Utility Rates. Effective January 1, 2016, the rates for, water utility use fees imposed pursuant to OMC9-1D-2, sanitary sewer use charges imposed pursuant to OMC 9-2B-1, and stormwater utility use fees imposed

pursuant to OMC 9-5C-6, are adjusted to those amounts set forth in the respective 2016 utility rate column in exhibit “A”, attached hereto and incorporated as though fully set forth herein.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force at 12:01 a.m. on January 1, 2016. A summary of this Ordinance may be published in lieu of publishing the ordinance in its entirety.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 25TH DAY OF NOVEMBER, 2015.**

CITY OF ORTING

Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

Approved as to form:

John P. Long, Jr.
Kenyon Disend PLLC
City Attorney

Filed with the City Clerk: 11/25/15
Passed by the City Council: 11/25/15
Ordinance No. 2015-973
Date of Publication: 12/1/15
Effective Date: 12/6/16

attch: Exh. “A” (*Utility Rates*)

2016 Recommended Utility Rate Changes

WATER				
2016 Monthly Base Charges				
Meter Size	Existing 2015		2016 Proposed	
	SFR	COM	SFR	COM
0.75	\$18.00	\$18.00	\$18.63	\$18.63
1-1.5	\$30.00	\$30.00	\$31.05	\$31.05
2.0-4.0	\$43.00	\$43.00	\$44.51	\$44.51
Senior	\$14.35		\$14.85	

Single Block Rates				
Rate Class	Existing 2015		2016 Proposed	
	SFR	COM	SFR	COM
Single Block rate (per ccf)		\$2.90		\$2.94
Senior (per ccf)				
Block 1: 1 to 6 CCF (per ccf)	\$2.08		\$2.11	
Block 2: 6 to 17 CCF (per ccf)	\$2.80		\$2.84	
Block 3: 17+ CCF (per ccf)	\$4.21		\$4.28	
Block 1: 0 to 6 CCF - Senior	\$1.61		\$1.64	
Block 2: 6 to 17 CCF - Senior	\$2.22		\$2.26	
Block 3: 17+ CCF - Senior	\$3.15		\$3.19	

GFC	
Current	Proposed
\$3,612.00	\$3,612.00

Sewer						
Customer Class	Existing 2015			2016 Proposed		
	Base (per unit)	Allowance (ccf)	Flow (per ccf)	Base (per unit)	Allowance (ccf)	Flow (per ccf)
Single Family Residential	\$41.35			\$42.59		
SFR - Snowbird	\$30.07			\$30.97		
SFR - Senior	\$33.29			\$34.29		
Multi-family Residential	\$28.12			\$28.96		
Commercial - Domestic						
Churches/Lodges, Businesses	\$41.35	0	\$4.26	\$42.59	0	\$4.39
Library	\$22.49	0	\$4.26	\$23.16	0	\$4.39
Residence/Daycare, Residence/Business	\$41.35	0	\$4.26	\$42.59	0	\$4.39
Schools	\$41.35	0	\$4.26	\$42.59	0	\$4.39
Commercial - High						
Restaurant, Full Day	\$41.35	0	\$7.55	\$42.59	0	\$7.78
Restaurant, Half Day	\$41.35	0	\$7.55	\$42.59	0	\$7.78
Grocery With Deli	\$41.35	0	\$7.55	\$42.59	0	\$7.78
Other Food-related	\$41.35	0	\$7.55	\$42.59	0	\$7.78
High Cedars						
Single Family	\$52.51			\$54.09		
Business	\$52.51	0	\$5.42	\$54.09	0	\$5.58
Restaurant	\$52.51	0	\$9.59	\$54.09	0	\$9.88

GFC:	
Current	Proposed
\$7,765.00	\$7,765.00

Recommended Increase: 3%

Storm	
Existing 2015	2016 Proposed
\$23.10	\$24.26

GFC	
Current	Proposed
\$866.00	\$866.00

Recommended Increase: 5%

Average Utility Bill				
Based on usage of 8.5 CCF of Water				
	Existing 2015	Rate Study 2015	Proposed 2016	Rate Study 2016
Water:	\$35.40	\$35.53	\$36.28	\$35.73
Sewer:	\$41.35	\$41.56	\$42.59	\$42.70
Storm:	\$23.10	\$34.08	\$24.26	\$37.00
Total:	\$99.85	\$111.17	\$103.13	\$115.43
Total 2015:			\$103.13	
Total Increase:			\$3.28	



**City Of Orting
Council Agenda Summary Sheet**

AB15-23 SUBJECT: Resolution No. 2015-15, ADA Policy and Notice	Agenda Item #:	AB15-23
	For Agenda of:	11/25/15
	Department:	Administration
	Date Submitted:	11/20/15

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger	X	Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$0</u>
City Attorney, Jay Long		Unexpended Balance:	<u>\$0</u>
City Clerk, Rachel Pitzel		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Resolution No. 2015-15
SUMMARY STATEMENT: <i>This resolution is to establish a policy for ensuring reasonable access to services, programs and activities of the City of Orting and a procedure with which a person with disabilities can identify and request resolution of accommodation within a service, program or activity of local government.</i> <i>The City of Orting does not discriminate on the basis of disability. It is the policy of the City to assure disabled persons the opportunity to participate in, or benefit from employment, services, activities and facilities, where possible. The City, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act and the Washington Law against Discrimination.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:
RECOMMENDED ACTION: MOTION to adopt Resolution No. 2015-15, adopting a policy and notice regarding the Americans with Disabilities Act.

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2015-15

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, ADOPTING A POLICY AND NOTICE
REGARDING THE AMERICANS WITH DISABILITIES
ACT**

WHEREAS, the Congress of the United States adopted the Americans with Disabilities Act of 1990 (ADA) to prohibit discrimination against individuals with disabilities; and

WHEREAS, the City Orting is required to comply with the ADA;

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

Section 1. The policy and procedures and notice are hereby adopted as an official policy of the City, in the form attached hereto as Exhibit A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ORTING, WASHINGTON,
AT AN OPEN PUBLIC MEETING THEREOF HELD THIS 25TH DAY OF NOVEMBER,
2015.**

CITY OF ORTING

Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

Approved as to form:

John P. Long, Jr.
Kenyon Disend, PLLC
City Attorney

Exhibit “A”

PURPOSE:

To establish a policy for ensuring reasonable access to services, programs and activities of the City of Orting and a procedure with which a person with disabilities can identify and request resolution of accommodation within a service, program or activity of local government.

ORGANIZATIONS AFFECTED:

Applies to all departments and divisions.

POLICY:

The City of Orting does not discriminate on the basis of disability. It is the policy of the City to assure disabled persons the opportunity to participate in, or benefit from employment, services, activities and facilities, where possible. The City, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act and the Washington Law against Discrimination.

DEFINITIONS:

Disabled Individual – an individual (1) with a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) with a record of such impairment; or (3) who is regarded as having such an impairment.

Reasonable Accommodation – are modifications or adjustments that enable an individual with a disability to enjoy equal benefits and privileges as are enjoyed by other individuals without disabilities, without placing an undue hardship on the operation of the City.

REFERENCES:

1. The Americans with Disabilities Act of 1990, Title II.
2. Washington State Law against Discrimination, RCW Chapter 49.60.

NOTICE:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Orting does not discriminate against qualified individuals with disabilities on the basis of disability in the City’s services, programs or activities.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Orting does not discriminate on the basis of disability in its hiring or

employment practices and complies with all regulations promulgated by the Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: The City of Orting, will, upon request, attempt to provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services and activities. We strive to make information and communication accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: The City of Orting will make reasonable modifications to policies and programs to ensure that people with disabilities have equal opportunity to enjoy all City programs, services and activities. For example, individuals with service animals are welcomed in city offices and parks, where animals are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication or modification of policies or procedures to participate in a City program, service or activity, should contact the person or department who scheduled the event as soon as possible but no later than 72 hours before the scheduled event. If you are not sure who you should contact, you may contact the ADA Coordinator identified in this notice.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The City will not place a surcharge on a particular individual with a disability or group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

ADA Questions and Complaints: The City of Orting has an ADA Coordinator and a grievance procedure. Those are intended to ensure that complaints are handled promptly. Equitable resolution is strived for through the review process. Please contact the ADA Coordinator with questions or complaints about the ADA compliance efforts.

ADA Coordinator:

Rachel Pitzel
110 Train Street SE
Orting, WA 99360
Phone: (360) 893-2219
E-mail: rpitzel@cityoforting.org

PROCEDURE:

1. The City Clerk of the City of Orting shall be the City's ADA Coordinator.
2. Requests for accommodation may first be directed to the individual responsible for the program, activity or service to which access is requested.
3. If access is not accommodated, a formal complaint must be submitted in writing to the ADA Coordinator within 30 working days after the complainant becomes aware of the alleged violation. Reasonable accommodation to assist in completing the form is available upon request.
4. The complaint must contain the name, address, and telephone number of the individual filing the complaint; briefly describe the alleged violation and the requested accommodation resolution. A form is available, but is not necessary.
5. The ADA Coordinator will conduct an informal, but thorough, review affording the complainant and the affected department(s) an opportunity to submit information relevant to the complaint and potential accommodation/resolution.
6. A written response and description of the accommodations/resolutions, if any, will be issued by the ADA Coordinator and sent to the complainant within 30 calendar days after the complaint is received, unless the complexities of the complaint require additional time, in which case the complainant will be notified. The accommodation or resolution may not be the same as requested.
7. The complainant may request a reconsideration of the case determination by submitting a request for reconsideration within ten (10) working days following the date the complainant receives the City's response.
8. The Mayor or his or her designee will conduct his/her review of the complaint and issue his/her decision to the complainant within twenty (20) working days of receiving the request for reconsideration, unless the complexities of the complaint require additional time. The Mayor and/or his or her designee's decision is final.
9. The City Clerk will maintain the files and records of the City of Orting related to ADA complaints filed and keep a log of complaints. The log shall include:
 - a. The name and address of the person filing the complaint;
 - b. The date of the complaint;
 - c. The basis of the complaint; and
 - d. The disposition of the complaint.

10. The individual's right to a prompt and equitable solution of the complaint will not be impaired by his/her pursuit of other remedies such as filing a grievance of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

**CITY OF ORTING
PUBLIC ACCESS REQUEST FOR
ACCOMMODATION FORM**

NAME OF ENTITY: CITY OF ORTING

RETURN TO: CITY CLERK

Name of Individual Requesting Accommodation	Address	Phone
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Explain what functional disability you have that limits your ability to participate in a (Name of Entity) program or service: (e.g. "I am confined to a wheelchair.")

Describe the program, service or activity you cannot access due to your disability, and what you believe are the barriers to access or participation.

Proposed Accommodation/Resolution:

RESERVED FOR ENTITY USE

DATE RECEIVED: _____ BY: _____

DATE SENT TO ADA COORDINATOR: _____

DATE CITY RESPONSE SENT: _____

**CITY OF ORTING PUBLIC ADA
COMPLAINT FORM**

<p>NAME OF ENTITY: CITY OF ORTING</p> <p>RETURN TO: CITY CLERK</p>

NAME OF COMPLAINANT	ADDRESS	PHONE

<p>ISSUE: (Identify the nature of disability and how it impairs a major life function)</p>
--

<p>PROPOSED ACCOMMODATION/RESOLUTION:</p>

RESERVED FOR ENTITY USE

DATE RECEIVED: _____	BY: _____
----------------------	-----------

DATE SENT TO ADA COORDINATOR: _____

DATE CITY RESPONSE SENT: _____



**City Of Orting
Council Agenda Summary Sheet**

AB15-24 SUBJECT: Ordinance No. 2015-975, Interfund Loan Extension	Agenda Item #:	AB15-24
	For Agenda of:	11/25/15
	Department:	Finance
	Date Submitted:	11/20/15

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger	X	Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$0</u>
City Attorney, Jay Long		Unexpended Balance:	<u>\$0</u>
City Clerk, Rachel Pitzel		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Ordinance No. 2015-975, Interfund loan attachment
SUMMARY STATEMENT: <i>On the October 23, 2010, the City Council approved Ordinance No. 890 authorizing an Interfund loan in the amount of \$1.5 million dollars from the Wastewater Construction Fund to the Water Construction Fund for purposes of construction of the North end Reservoir and Pump Station (the "Project") to meet Department of Health's system storage requirements and the future needs of the City.</i> <i>The continued recession and slower than projected economic recovery has resulted in a substantial decrease in the general facilities charge revenues anticipated to be available to fund repayment of the Interfund loan principal during the initial three (3) year term of the loan.</i> <i>Council approved an addition two (2) years of the loan to expire in 2015. City Council desires to authorize a three (3) year extension of the termination date of the Interfund loan from the Wastewater Construction Fund to the Water Construction Fund with the remaining outstanding principal balance and accumulated interest to be repaid on or before October 31, 2019.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:
RECOMMENDED ACTION: MOTION to adopt Ordinance No. 2015-975, relating to utility funds; providing for and ratifying an extension of the repayment date of the Interfund Loan approved pursuant to Ordinances No. 890 & 962.

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2015-975

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, RELATING TO UTILITY FUNDS; PROVIDING FOR AND RATIFYING AN EXTENSION OF THE REPAYMENT DATE OF THE INTERFUND LOAN APPROVED PURSUANT TO ORDINANCES NO. 890 & 962; PROVIDING FOR TERMINATION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on the 23rd day of October, 2010, the City Council approved Ordinance No. 890 authorizing an interfund loan in the amount of \$1.5 million dollars from the Wastewater Construction Fund to the Water Construction Fund for purposes of construction of the North end Reservoir and Pump Station (the “Project”) to meet Department of Health’s system storage requirements and the future needs of the City, and

WHEREAS, at the time of the loan, the Water Fund had no history of cash deficiencies and was solvent but lacked sufficient cash reserves to fund all of the estimated \$6,000,0000 construction costs for this Project; and

WHEREAS, the City Council determined that the combination of transaction costs plus interest for the City to issue commercial paper or a note to a third party would exceed the costs of an interfund loan, primarily because an interfund loan entails no third-party transaction costs; and

WHEREAS, the City Council found that it had exercised due regard for the maintenance and operation expense of the Sewer System and that the Sewer system revenues and cash balances were expected to be more than sufficient to meet all of the capital and operating needs of the Wastewater Fund for the initial term of the loan and thus had funds available to make the interfund loan authorized herein, and

WHEREAS, the City, at the time of the interfund loan, examined the then-current financial position and cash flow of the Water Fund and determined that it has adequate revenues, and in particular adequate anticipated general facilities charges, to fund repayment of the interfund loan for the three (3) year period of the loan; and

WHEREAS, the continued recession and slower than projected economic recovery has resulted in a substantial decrease in the general facilities charge revenues anticipated to be available to fund repayment of the interfund loan principal during the initial three (3) year term of the loan; and

WHEREAS, The City Council approved an additional two (2) years of the loan to expire in 2015.

WHEREAS, the Water Fund has paid \$800,000 dollars of the principal amount of the interfund loan; however, as a result of the unexpected decrease in anticipated revenues, the Water Fund has a remaining outstanding principal balance of \$700,000; and

WHEREAS, the City has examined the current financial position and cash flow of the Water Fund and determined that it will have adequate revenues to fund repayment of the current outstanding balance of interfund loan over an additional three-year extension of the termination date of the interfund loan; and

WHEREAS, the City Council desires to authorize a three (3) year extension of the termination date of the interfund loan from the Wastewater Construction Fund to the Water Construction Fund with the remaining outstanding principal balance and accumulated interest to be repaid on or before the date as set forth in Section 3 of this Ordinance;

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

Section 1. Loan Extension Authorization. That the repayment date for the interfund loan authorized pursuant to City Ordinance No. 890, as set forth in Section 2 thereof, be and is hereby extended upon the same terms and conditions as set forth therein, with the exception that the term of repayment of the interfund loan is extended to the date as set forth in Section 3 (Scheduled Repayment) of this Ordinance.

Section 2. Ratification and Relation Back. That the three (3) year extension as authorized herein is hereby ratified and shall operate as if the extension had been authorized prior to, and became effective upon, the expiration of the initial termination date as set forth in Section 2 of Ordinance No. 890.

Section 3. Scheduled Repayment. The City Treasurer shall cause any and all remaining outstanding balance of the said interfund loan, together with all accumulated interest, to be repaid to the Wastewater Construction Fund by the Water Fund on, and in no event later than, the 31st day of October, 2019, and this interfund lending authorization shall terminate on that date.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 25th DAY OF NOVEMBER, 2015.

CITY OF ORTING

Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

Approved as to form:

John P. Long, Jr.
Kenyon Disend PLLC
City Attorney

Filed with the City Clerk: 11/25/15
Passed by the City Council: 11/25/15
Ordinance No. 2015-975
Date of Publication: 12/1/15
Effective Date: 12/6/16

**Interfund Loan from Wastewater Fund to the Water Fund for the
construction of well #4 and the north end reservoir**

	Beginning	Principal		Interest	P & I
Year	Balance	Payment	Interest	Payment	Balance
2011	\$1,500,000	\$0	\$1,800	\$0	\$1,501,800
2012	\$1,501,800	\$0	\$1,802	\$0	\$1,503,602
2013	\$1,503,602	\$750,000	\$1,804	\$0	\$755,406
2014	\$755,406	\$50,000	\$906	\$815	\$704,591
2015	\$704,591	\$150,000	\$846	\$846	\$554,591
2016	\$554,591	\$250,000	\$666	\$666	\$304,591
2017	\$304,591	\$100,000	\$366	\$366	\$204,590
2018	\$204,590	\$100,000	\$246	\$246	\$104,590
2019	\$104,590	\$104,590	\$126	\$126	\$0



**City Of Orting
Council Agenda Summary Sheet**

AB15-25 SUBJECT: Amendments to Council Rules of Procedure	Agenda Item #:	AB15-25
	For Agenda of:	11/25/15
	Department:	Council
	Date Submitted:	11/20/15

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$0</u>
City Attorney, Jay Long		Unexpended Balance:	<u>\$0</u>
City Clerk, Rachel Pitzel		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Councilmember <input checked="" type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Clean version of Council Rules of Procedure; Redlined version of Rules of Procedures
SUMMARY STATEMENT: <i>As part of its annual business, the Community and Governmental Affairs Committee reviews the Council Rules. In 2015, the committee paid special attention to ensuring the rules comply with Roberts Rules. The revisions define "majority," as Roberts Rules apply differently dependent on the body's definition, and address some items concerning Citizen Comments. Councilmembers were provided a highlighted copy of the rules at the November 18, 2015 Council meeting.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: <i>Community and Government Affairs committee recommends approval. This was presented to Council at the 11/18/15 meeting.</i>
RECOMMENDED ACTION: MOTION to approve the amendments to the Council Rules of Procedure as prepared.

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 City Clerk, 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 City Clerk will make an appropriate notation in the minutes. If the motion is not passed, the City Clerk will note in the minutes that the absence is unexcused.

1.4 Council Meeting Staffing: The City Administrator, City Clerk, 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 City Clerk 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 with these clarifications:

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 City Clerk or designee shall prepare a notice of the special meeting stating the time, place and business to be transacted. The City Clerk or designee shall notify each member of the Council, as required by law, of the special meeting. The City Clerk 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 City Clerk 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.

Councilmembers attending via telephone have the right to participate in executive session. It is expected that the same integrity assumed of all councilmembers to honor the confidentiality of executive session does not change when not physically present.

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 City Clerk 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 City Clerk 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. When deemed appropriate by majority vote of the council, public comments may be moved to the end of the agenda. Please see expanded rules on citizen comments under Section 7.4: Public Comments and Suggestions to Council.
- (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 City Clerk 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 City Clerk 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 City Clerk or designee shall obtain the signature of the City Attorney and the Mayor. After the Mayor's signature, the City Clerk 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 City Clerk 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 City Clerk 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, and Small Works Roster, all of which would require council approval.

- (D) If a contract is a lease commitment longer than 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 than 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 there selves 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/ nomination on a simple majority vote of the present Council quorum.

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 City Clerk shall record it. The City Clerk then restates the outcome of the vote. For example, the outcome may be restated as, "Councilmembers A, B, C and D vote '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) A friendly amendment may be proposed by a councilmember and if the maker of the motion agrees, it may be absorbed into the motion without a vote to amend.
- (R) 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.
- (S) 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 City Clerk, 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, pursuant to Ch. 42.23 RCW or Ch. 42.36 RCW, prohibit or disqualify the Councilmember from participating in the public hearing process.

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 City Clerk.
- (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.
- (C) While remarking to the Council, citizens should be mindful of the official nature of the Orting City Council. They must state their name and address before making remarks. Their remarks should be to the point, and made with the civility and decorum appropriate to the conduct of public business. Citizen remarks are limited to 3 minutes.

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 City Clerk 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 councilmember. 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 City Clerk 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 City Clerk 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 City Clerk 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 – November 25, 2015

City of Orting

City Council Rules of Procedure

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REDLINED VERSION

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~~ City Clerk, 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~~ City Clerk will make an appropriate notation in the minutes. If the motion is not passed, the ~~Executive Assistant to the Mayor~~ City Clerk will note in the minutes that the absence is unexcused.

~~Council members are expected to use sparingly their privileges of attending meetings via telephone. A councilmember may not make attendance via telephone a regular occurrence.~~

1.4 Council Meeting Staffing: The City Administrator, ~~Executive Assistant to the Mayor~~ City Clerk, 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~~ City Clerk 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 ~~with these clarifications:~~with these clarifications:

~~a. A majority is determined by the councilmembers present. When 6-7 members are present, the majority is 4. When 4-5 are present, the majority is 3.~~

~~b. Abstentions count with the motion, meaning if motion is stated in the affirmative, i.e.: "I move to approve...." then, in the case of a tie, the abstention counts to approve. If the motion is stated in the negative, i.e." I move to deny....," then, in the case of a tie, the abstention counts to deny.~~

~~c. Councilmembers attending via telephone have the right to vote.~~

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~~City Clerk 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~~City Clerk or designee shall notify each member of the Council, as required by law, of the special meeting. The ~~Executive Assistant to the Mayor~~City Clerk 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~~City Clerk 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.

Councilmembers attending via telephone have the right to participate in executive session. It is expected that the same integrity assumed of all councilmembers to honor the confidentiality of executive session does not change when not physically present.

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~~ City Clerk 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~~ City Clerk 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. When deemed appropriate by majority vote of the council, public comments may be moved to the end of the agenda. Please see expanded rules on citizen comments under Section 7.4: Public Comments and Suggestions to Council.
- (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~~ City Clerk 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~~City Clerk 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~~City Clerk or designee shall obtain the signature of the City Attorney and the Mayor. After the Mayor's signature, the ~~Executive Assistant to the Mayor~~City Clerk 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~~City Clerk 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~~City Clerk 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/ nomination on a simple majority vote of the present Council quorum.

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~~City Clerk shall record it. The ~~Executive Assistant to the Mayor~~City Clerk then restates the outcome of the vote. For example, the outcome may be restated as, "Councilmembers A, B, C and D vote '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) A friendly amendment may be proposed by a councilmember and if the maker of the motion agrees, it may be absorbed into the motion without a vote to amend.

- ~~(RR)~~ 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.
- ~~(SS)~~ 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~~ City Clerk, 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, pursuant to Ch. 42.23 RCW or Ch. 42.36 RCW, prohibit or disqualify the Councilmember from participating in the public hearing process.

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/City Clerk.
- (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.
- (C) While remarking to the Council, citizens should be mindful of the official nature of the Orting City Council. They must state their name and address before making remarks. Their remarks should be to the point, and made with the civility and decorum appropriate to the conduct of public business. Citizen remarks are limited to 3 minutes.

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~~City Clerk 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~~City Clerk 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~~City Clerk 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~~City Clerk 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 – ~~October, 2014~~ November, 2015



**City Of Orting
Council Agenda Summary Sheet**

AB15-26 SUBJECT: Sponsorship Policy	Agenda Item #:	AB15-26
	For Agenda of:	11/25/15
	Department:	Council
	Date Submitted:	11/20/15

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$0</u>
City Attorney, Jay Long		Unexpended Balance:	<u>\$0</u>
City Clerk, Rachel Pitzel		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Councilmember <input checked="" type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Sponsorship Policy SUMMARY STATEMENT: <i>The city supports community groups through sponsorship and grant support. Staff and community groups have asked for consistent practices. Establishing consistent practices is a logical extension of the Customer Service Policy.</i> <i>The Council has established a fee schedule for the use of city facilities. This proposal advocates strict adherence to the fee schedule while identifying a procedure for applying for grant monies and sponsored use of facilities.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: <i>Community and Government Affairs committee recommends approval. This policy was presented to Council at the 11/18/15 meeting.</i>
RECOMMENDED ACTION: MOTION to approve the sponsorship policy as prepared.

Proposed Policy: City of Orting Sponsorship of Organizations and Events

Grant and Sponsorship Proposed Policy

Baseline Criteria for all Sponsored Groups

The City of Orting provides reduced rates for nonprofit groups who wish to use City facilities. In most cases, the City considers those reduced rates as an impartial, across the board sponsorship of social service-based organizations.

However, on an occasional, case-by-case basis, the City will offer Sponsorship to community-based activities that: a) have an established tradition as part of our community's culture; b) offer an activity that meets important council goals, i.e.: promoting agricultural tourism or support public safety through diversion; and c) is entirely volunteer-staffed with no established income.

The basis for such support of social service organizations and events is supported by the Washington State Constitution, which states that government has an obligation to serve the poor and infirmed.

The City of Orting provides two classes of support:

1. **Sponsorship, defined as the use of city facilities and services without charge.** Facilities include buildings, rooms, park spaces, reader board messages, Web site announcements, and placing highway banners. Sponsorship is extended on a limited, case-by-case basis. For example, the City posts notices of certain nonprofit events on its reader board without charge to the organization; and
2. **Grant recipients, defined as community-based groups that provide an on-going service and receive direct cash contributions from the City of Orting in order to provide that service.** Usually these groups receive sponsorship, as well, but also must apply for the use of services on a case-by-case basis. For example, the Orting Senior Center receives an annual grant of \$14,400 and also the city allows the Senior Exercise classes to use the Multi-Purpose Center at no charge.

Certain practices are NEVER permitted. Under no circumstances whatsoever are any groups allowed to solicit funds at the City counters. AT NO TIME WILL CITY STAFF MEMBERS BE RESPONSIBLE FOR CASH SOLICITED AND THE CITY ASSUMES NO LIABILITY.

SPONSORSHIP

All groups which receive sponsorship by the City of Orting must meet these baseline criteria:

1. As defined in the Washington State Constitution, groups and/or events must have as their purpose to serve the poor and infirmed. Certain cohort groups are assumed to meet this criteria, including senior citizens age 65 and older; people with disabilities who qualify for the Pierce County Property Tax exemption/reductions; and food bank recipients.
2. Organizations must carry their own liability insurance. **THE CITY ASSUMES NO LIABILITY WHEN GROUPS ARE USING THE FACILITY AND/OR SERVICE FREE OF CHARGE.**
3. Organizations must primarily serve people who live within the City of Orting.
4. The annual budget of Organizations seeking sponsorship by the City of Orting must not exceed \$200,000, and must provide information on their receipt of in-kind contributions.
5. Organizations which are funded by the City of Orting may request sponsorship in addition to their funding amounts, including the use of city-owned facilities and services. Sponsorship must be documented by the organization in their budget documents as an in-kind contribution at the non-profit rental rate and reported to their overseeing agencies. In some cases, if deemed appropriate by the committee reviewing the sponsorship request, some adjustments may be made to the organization's cash donation amount. However, sponsorship is not automatic and funded groups must make the same application and undergo the same process as unfunded groups.

All groups seeking sponsorship must be willing to provide -- upon request by city staff -- documentation supporting their eligibility for sponsorship. Events may be conducted under the umbrella of an eligible nonprofit organization; i.e.: fund raising events for home security devices may be conducted under the Food Bank's 501(c)3 number.

What sponsorship can include (it may include only one of these items, or a combination as approved by the Parks and Recreation Director:

1. One-time, one day use of a facility (a park, such as the downtown city park including the gazebo and North Park Building for use during a festival, can be considered one facility for the purposes of this policy);
2. Reader board announcement for 4 consecutive days;
3. Posting of event on the City of Orting Web site for no more than 6 weeks;
4. Flyers posted on bulletin boards in City Hall, the MPC, and the Public Safety Building specified for such use;
5. Utilities and garbage disposal by city maintenance staff.

Process for seeking Sponsorship:

All groups seeking sponsorship must also submit a written request at least 30 days prior to their event.

The written submission can be simple, such as a brief letter, but it must include the purpose of the event and who it serves. All requested services/facility use must be specified in the letter of request. For instance, “MPC, 9 a.m.-4 p.m. Sat., December 32nd; and highway banner hung Nov. 31st-December 32, 1984, and posting of information on city reader board Dec. 26-32, 1984, etc.”

A representative of the group must attend the Parks Commission meeting in order to answer any questions. If the group is itself a nonprofit, it should be prepared to provide the documents specified in provision #2 of the baseline criteria.

The Parks Commission is empowered to make the final decision.

In rare cases, groups may seek an appeal before the City Council. However, if the rules and procedures specified in this policy have been followed, the City Council is disinclined to counter the decision made by the Parks Commission.

When approved, all materials distributed must contain the City of Orting logo and the words, “Sponsored by the City of Orting.”

Sponsorship is granted on an event-by-event basis. Just because a group is sponsored one time does not guarantee any future sponsorship.

GRANT FUNDING

Process for seeking Grant funding by the City of Orting

Grant funding is defined as direct cash donations to an organization.

All organizations receiving grant funding must comply with the following eligibility standards:

1. As defined in the Washington State Constitution, groups must have as their purpose to serve the poor and infirmed. Certain cohort groups are assumed to meet this criteria, including senior citizens age 65 and older; people with disabilities who qualify for the Pierce County Property Tax exemption/reductions; and food bank recipients.
2. Organizations must be legally tax exempt as defined by IRS section 501(c)3.
3. Organizations must carry their own liability insurance. **THE CITY ASSUMES NO LIABILITY WHEN GROUPS ARE USING THE FACILITY AND/OR SERVICE FREE OF CHARGE.**
4. Organizations must serve residents within the City of Orting and/or the Orting School District; and 90 percent of their client base must reside within the City of Orting and/or the Orting School District.
5. The annual budget of Organizations seeking sponsorship by the City of Orting must not exceed \$200,000, including in-kind contributions.

All groups seeking grants from the City of Orting must submit a formal request in writing by October 1 of each calendar year for the following year. The request must include a cover letter specifying the dollar amount sought and how it will be used. The letter must include the following attachments:

- A. Budget documents, amounts expected from other sources;
- B. Lists of donors and amounts; and
- C. Its 501(c)3 number.

These documents will be available during budget workshops in order to assist the council in determining which groups receive funding and in what amount.



**City Of Orting
Council Agenda Summary Sheet**

AB15-27 SUBJECT: Ordinance No. 2015-976 Civil Service Amendments	Agenda Item #:	AB15-27
	For Agenda of:	11/25/15
	Department:	Civil Service
	Date Submitted:	11/20/15

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune		Amount Budgeted:	<u>\$0</u>
City Attorney, Jay Long	X	Unexpended Balance:	<u>\$0</u>
City Clerk, Rachel Pitzel		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator			

Attachments: SUMMARY STATEMENT: <i>Current provisions of city codes addressing the Civil Service commission are outdated and need updating. Based on changes made in city operations, and in the fact that Civil Service Commission is empowered by RCW 41.12.040(1) to adopt and maintain rules and regulations pertaining to the city's Civil Service system for police personnel, the Civil Service Commission is recommending the following ordinance making amendments to revise its rules to address matters within its jurisdiction.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: <i>Civil Service Commission recommends approval.</i>
RECOMMENDED ACTION: N/A – First read only, will come back before Council at its regular meeting of December 9, 2015.

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2015-976**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, AMENDING ORTING MUNICIPAL CODE
SECTION 2-2 TO UPDATE PROVISIONS REGARDING
THE CIVIL SERVICE COMMISSION AND ELIMINATE
REFERENCES TO FIRE DEPARTMENT MATTERS**

WHEREAS, for many years, the Orting Civil Service Commission has served the City pursuant to the provisions of chapter 41.12 RCW to exercise the powers and perform the duties established by law for the selection, appointment, and employment of police, excluding the chief of police, for the city;

WHEREAS, the City of Orting no longer operates a fire department and now receives fire service from _____;

WHEREAS, current provisions of City codes addressing the Civil Service Commission are outdated and need updates, based on changes made in city operations and the fact that the Civil Service Commission is empowered by RCW 41.12.040(1) to adopt and maintain rules and regulations pertaining to the city's Civil Service system for police personnel;

WHEREAS, the Civil Service Commission has adopted suitable rules and regularly meets to determine how the Civil Service system is operating, and has full authority to adopt amendments or revise its rules to address matters within its jurisdiction; and

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

Section 1. Orting Municipal Code Chapter 2-2 and all ordinances addressed therein shall be and are hereby amended to read as follows, with renumbering made consistent with policies of the city clerk or code reviser's office:

~~POLICE AND FIRE~~ CIVIL SERVICE COMMISSION

~~2-2-1. DEFINITIONS:~~

~~As used in this chapter, the following words or terms shall have the following described meanings:~~

~~APPOINTING POWER OR AUTHORITY: The mayor of the city, or the mayor's delegate.~~

~~CITY: The city of Orting, Washington.~~

~~COMMISSION: The civil service commission herein created, and "commissioner" means any of the five (5) or more members of the commission.~~
~~DERELICTION OF DUTY: The wilful neglect to perform one's duty or duties.~~
~~DISCRIMINATION: A wilfully unjust or harmful distinction in favor or treatment to perform one's duty or duties, based on race, age, sex, religion, creed, national origin, disability, sexual preference, or other classification the city may so identify by general ordinance.~~
~~DISGRACEFUL CONDUCT: Fraudulent, deceiving, or cheating behavior or untrustworthiness.~~
~~FULL TIME EMPLOYEE: A person on a regular monthly salary and who devotes all of his/her work time to police or fire duty and whose work as a police officer or firefighter constitutes his/her regular employment.~~
~~GOOD BEHAVIOR: Behavior that is orderly and lawful.~~
~~GOOD CAUSE: Any grounds which is put forward by the appointing authority in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the duties with which the appointing authority is charged, and is not limited to some form of inefficiency or of misconduct on the part of the person dismissed.~~
~~IMMORAL CONDUCT: Any form of behavior contrary to good morals, or conduct, which is sinful, flagrant, or shameless.~~
~~INCOMPATIBILITY OF DUTY: Being incapable of existing or being exercised together.~~
~~INCOMPETENCY: Lack of ability, legal qualification, or fitness to discharge the required duty.~~
~~INEFFICIENCY: The quality of being incapable or indisposed to do the things required.~~
~~INSUBORDINATION: Refusal to obey some order which a superior officer is entitled to give and have obeyed, or a wilful disregard of express or implied directions of the employer.~~
~~INTEMPERANCE: A lack of moderation or restraint in the use of intoxicants which disqualifies the person from properly attending to his work.~~
~~LATERAL: A commissioned police officer.~~
~~LIST: Those city part time, reserve and volunteer officers, only available for temporary or provisional appointment.~~
~~MALFEASANCE: The doing of an act which is wholly wrongful and unlawful.~~
~~MISFEASANCE: The doing of a lawful act in an unlawful manner or the wrongful exercise of lawful authority.~~
~~POLITICAL REASON: A reason of a strictly partisan and political nature arising from or caused by a person's partisan political beliefs or adherence to a political party.~~
~~PROVISIONAL APPOINTMENT: Limited appointments when there is no current register of eligible candidates.~~
~~REGISTER: A rank ordered group of candidates for a civil service classification, created after testing.~~
~~RELIGIOUS REASON: Reason arising from or caused by a person's religious beliefs or adherence to a particular religion or religious denomination.~~
~~SECRETARY: The chief administrative officer of the commission to serve as secretary and chief examiner.~~
~~TEMPORARY APPOINTMENT: Limited appointment when there is a temporary vacancy, or other short term need. (Ord. 811, 8-31-2005)~~

2-2-2: COMMISSION ESTABLISHED; APPOINTMENT:

A. Establishment; Composition: There is established in the city pursuant to Revised Code of Washington chapters 41.12 and 41.08 a civil service commission, which shall be composed of five (5) persons appointed by the mayor pursuant to Revised Code of Washington 41.08.030 and 41.12.030. The civil service commission for all full-time law enforcement, police officer, and civilian (nonlaw enforcement and nonpolice officer) employees of the police department, created pursuant to Chapter 41.12 RCW, shall

be composed of five (5) members who shall be appointed by the mayor. The members of the civil service commission shall hold office as provided in, and shall have and exercise all powers and duties prescribed by Chapter 41.12 RCW.

~~B. Appointment By Authorities: Within ninety (90) days after the effective date hereof, the mayor shall appoint and create, and thereafter maintain, a civil service commission as provided for in subsection A of this section. (Ord. 811, 8-31-2005)~~

2-2-3: MEMBERSHIP, GENERAL PROVISIONS:

A. Compensation: Persons appointed to the commission shall serve without compensation.

B. Qualifications: No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of the city for at least three (3) years immediately preceding such appointment, and an elector of Pierce County.

C. Terms: The term of office of the members of the commission shall be for six (6) years, ~~except that the members of the commission shall be appointed for different terms as follows: two (2) to serve for a period of two (2) years, two (2) to serve for a period of four (4) years, and one to serve for a period of six (6) years~~ however, in the event of the death, removal or resignation of a commissioner, the appointment made to fill the position shall be only for that commissioner's unexpired portion of the six-year term.

D. Removal From Office; Hearing: Any member of the commission may be removed from office by the appointing authority for incompetency, incompatibility or dereliction of duty, malfeasance or misfeasance in office, or other good cause; provided, that no member of the commission shall be removed until charges have been preferred in writing, due notice given to the commission member, and a full hearing held by the appointing authority.

E. Performance Of Duties: The members of the commission shall devote due time and attention to the performance of the duties specified in this chapter and imposed upon them by this chapter.

F. Quorum: Three (3) members shall constitute a quorum. The votes of the majority of the members of the commission concurring shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the commission under or by virtue of the provisions of this chapter; provided, however, in hearings of appeals on employee discipline or discharge, a majority of a quorum hearing the matter (e.g., 2 of 3 commissioners) shall be sufficient for ruling. (Ord. 811, 8-31-2005)

2-2-4: ORGANIZATION; OFFICERS:

A. Chairperson Designated; Meetings: Immediately after appointment of the commission, the members shall organize by electing one of its members as chairperson and hold meetings as may be required for the proper discharge of their duties.

B. Secretary:

1. Appointment; Duties: The commission shall appoint a secretary and chief examiner who shall keep the records for the commission, preserve all reports made to it, superintend and keep a record of all examinations held under its direction, and perform such other duties as the commission may prescribe pursuant to this chapter.

2. Compensation: The secretary shall be appointed by the commission from among persons already in the service of the city.

3. Suspension Or Discharge: The secretary may be subject to suspension, reduction, or

discharge as relates to his/her duties for the commission in the same manner and subject to the same limitations as are provided in the case of members of the police ~~and fire~~ departments. (Ord. 811, 8-31-2005)

2-2-5: DUTIES AND REQUIREMENTS to MAKE AND MAINTAIN SUITABLE RULES.

A. Generally: It shall be the duty of the commission to make and maintain suitable rules and regulations not inconsistent with the purpose of this chapter, for the purpose of carrying the provisions of this chapter into effect.

B. Duties Enumerated; Requirements:

1. Rules And Regulations: The commission shall make suitable rules and regulations not inconsistent with the provisions of RCW 41.12 and this chapter and necessary for this chapter's implementation as relates to full time employees of the police ~~and fire~~ departments. Such rules and regulations shall provide the manner in which examinations may be held, and how appointments, promotions, transfers, reinstatements, demotions, suspensions and discharges shall be made where such rules and regulations are not provided in detail within this chapter or subsequent amendments adopted by ordinance. Further, the commission may provide for any other matter, which may be considered desirable to carry out the purposes of this chapter. Such rules and regulations may be changed from time to time. All rules and regulations and amendments thereof shall be printed and copies made available to the public upon request.

C. Scope and Purpose.

The Commission's Rules shall govern the continuing administration of the Civil Service System of the City and the terms and conditions of civil service employment in the City. The purpose of such rules is to assure that the Civil Service System in the City is administered in accordance with RCW Chapter 41.12 and ordinances of the City, and that all proceedings before the Commission are conducted in an orderly, fair and timely manner. The purpose of a Civil Service System created pursuant to state law is to establish a system to provide for promotion on the basis of merit, give police officers tenure, and provide for a Civil Service Commission to administer the system, and to investigate by public hearings, removals, suspensions, demotions, and discharges by the appointing power to determine whether such action was or was not made for political or religious reasons and whether it was or was not made in good faith for cause.

The Civil Service System is intended to protect the honest and efficient public employee from adverse discriminatory action, whether from political or other improper motive, and thus to secure for the people the services of honest, efficient and experienced public employees. At the same time it is intended that the administrative officers shall have ample authority to correct where possible, and to remove when necessary, dishonest or inefficient employees without placing upon the administrators an impractical or unfair burden in the discharge of such duties.

The objective and intent of Civil Service Rules is to establish personnel policies and procedures that will ensure to the people of Orting the maximum in honest and efficient public service by attracting to and retaining in the City's classified service the most qualified and highest motivated employees available.

D. Presumption of Validity. The Civil Service System implemented by this Chapter substantially accomplishes the purpose of chapters 41.08 and 41.12 RCW. Variation from state models are based on local conditions and are intended to maintain the purposes of civil service systems: merit selection,

tenure, and an independent civil service commission. The Commission's rules are presumed to be valid and shall be upheld unless in direct conflict with the purpose Chapter 41.12 RCW.

E. Interpretation. The Commission has the power and authority to interpret its Rules.

~~2. Investigations: When necessary, the commission shall make investigations concerning and report upon matters relating to the enforcement and effect of the provisions of this chapter, and the rules and regulations prescribed hereunder; inspect all institutions, departments, offices, places, positions and employments affected by this chapter, and ascertain whether this chapter and all such rules and regulations are being obeyed. Such investigations may be made by the commission or by a commissioner designated by the commission for that purpose. Not only must these investigations be made by the commission as aforesaid, but the commission must make like investigation on petition of a citizen, duly verified in writing, stating that irregularities or abuses exist, or setting forth in concise language, in writing, the necessity for such investigation. In the course of such investigation, the commission, or designated commissioner or chief examiner, shall have the power to administer oaths, subpoena and require the attendance of witnesses and the production by them of books, papers, documents and accounts appertaining to the investigation and also to cause the deposition of witnesses residing within or without the state to be taken in the manner prescribed by law for like depositions in civil actions in the superior court; and the oaths administered hereunder and subpoenas issued hereunder shall have the same force and effect as the oaths administered by a superior court judge in his judicial capacity; and the failure upon the part of any person so subpoenaed to comply with the provisions of this subsection shall be deemed a violation of this chapter. Provided, nothing in this section shall be construed to authorize the commission to investigate employee conduct or initiate action involving an employee. Any petition relating to employee acts or failures to act must be referred to the appointing authority for investigation.~~

~~3. Manners Of Conducting Hearings: All hearings and investigations before the commission, or designated commissioner or chief examiner, shall be governed by this chapter and by the rules of practice and procedure to be adopted by the commission; and in the conduct thereof, neither the commission nor designated commissioner shall be bound by the technical rules of evidence. No informality in any proceedings or hearing, or in the manner of taking testimony before the commission or designated commissioner shall invalidate any order, decision, rule or regulation made, approved, or confirmed by the commission; provided, however, that no order, decision, rule, or regulation made by any designated commissioner conducting any hearing or investigation alone shall be of any force or effect whatsoever unless and until concurred in by at least a majority of the quorum conducting the proceedings.~~

~~4. Appeals Or Complaints: The commission shall hear and determine appeals on complaints upon the allocation of positions, the rejection of an examination, and such other matters as may be referred to the commission and fall within the purview of their authority as provided in this chapter.~~

~~5. Roster Of Officers And Employees: The commission shall establish and maintain in card or other suitable form a roster of full time, monthly salaried officers and employees of the police and fire departments.~~

~~6. Examinations:~~

~~a. The commission shall provide for, formulate and hold competitive tests to determine the relative qualifications of persons who seek full time employment in any classification established by ordinance and as a result thereof establish an eligible register for the various classes, and to provide that persons laid off because of curtailment of expenditures, reduction in force and for like causes head the list in the order of their seniority, to the end~~

~~that they shall be the first to be reemployed.~~

~~b. All examinations shall be practical, and shall consist only of subjects which will fairly determine the capacity of persons examined to perform duties of the position to which appointment is to be made, and may include tests of physical fitness and/or of manual skills.~~

~~7. Filling Vacancies **1**. When a vacant position is to be filled, to certify to the appointing authority, on written request, the names of the five (5) persons highest on the eligible register for the class. The appointing authority shall then appoint from the five (5) names certified. If there is no such register, to authorize a provisional or temporary appointment, such a temporary or provisional appointment from a list shall not continue for a period longer than six (6) months nor shall any person receive more than one provisional appointment or serve more than six (6) months as a provisional appointee in any one calendar year except in the case of the failure of the commission to supply the appointing authority with the names of the five (5) persons highest on the register for the class or by majority vote of the commission and the city council.~~

~~8. Keeping Records: The commission, through the secretary, shall keep such records as may be necessary for the proper administration of this chapter. (Ord. 811, 8-31-2005)~~

2-2-6: APPLICABILITY TO POLICE AND FIRE DEPARTMENTS:

The classified civil service and provisions of this chapter shall only include all full time employees of the police ~~and fire departments~~, excluding the chief of police, ~~and the fire chief~~. All appointments to and promotions in classifications within the departments shall be made solely on merit, efficiency and fitness, which shall be ascertained by open competitive examination and impartial investigation. The commission shall have no jurisdiction of assignments of positions or duties within departments. No person shall be reinstated or transferred, suspended or discharged from any such full time, monthly salaried place, position or employment contrary to the provisions of this chapter and Revised Code of Washington chapters ~~41.08 and~~ 41.12. (Ord. 811, 8-31-2005)

~~2-2-7: COMPETITIVE EXAMINATIONS:~~

~~A. Nature Of Examinations: All examinations shall be practical, fair and impartial so far as practicable and shall consist only of subjects which will fairly determine the capacity of persons examined to perform duties of the position to which appointment is to be made, and may include tests of physical fitness and/or manual skills.~~

~~B. Notice Of Examination: The secretary, in conformance with the commission's rules, shall give notice, including paid advertising or publicity, in order to have a sufficient number of qualified applicants.~~

~~C. Competitive Examinations: All examinations shall be competitive. An examination shall be deemed to be competitive when applicants are tested as to their relative qualifications and abilities or when applicants are scored against a preset standard or other measure.~~

~~D. Character Of Examinations: The commission shall by motion, prior to any examination, determine the method of testing pursuant to subsection E of this section, the procedure of the examination, the number of parts of each examination, the relative weight (if any) for scoring purposes of each part. The commission may, in its discretion, establish minimum passing scores for each part of the examination, and may refuse to allow any applicant not achieving a minimum passing score in one part of the examination, from proceeding with subsequent parts of the examination.~~

~~E. Method Of Testing: The qualifications and fitness of applicants shall be determined either individually or in a group or groups by methods, including, but not limited to:~~

~~1. Interviews covering qualifications, education, training and/or experience; written tests; physical tests of strength, stamina, agility or dexterity; oral tests of knowledge or ability;~~

~~physical and drug screening tests; and, psychological examination, and polygraph tests for police hires.~~

~~2. Further, where economic and practical, the commission may join with other communities and/or contract with testing agencies to develop registers of qualified candidates.~~

~~F. Time And Place Of Examination: Whenever applicants are required to appear for an examination, the time and place shall be designated in the official bulletin or the applicants shall be notified in person, by mail, or by telephone. Any examination under this rule held outside of the city of Orting may be administered by any person designated to give the examination by the secretary.~~

~~G. Postponement Or Cancellation Of Examinations: The administration of an examination, or any part thereof, may be postponed or canceled at any time. Notice of such postponement or cancellation shall be posted on the official bulletin board and mailed or telephoned to the applicants. In an emergency, where time does not permit such notice, an examination may be postponed or canceled or the place of examination changed by posting a notice on the official bulletin board as soon as possible and in a conspicuous location at the time and place originally set for the examination.~~

~~H. Late Applicants: Whenever applicants are required to assemble for a test, no applicant will be admitted after the designated time except at the discretion of the secretary.~~

~~I. Inability To Appear: If an applicant is unable to appear at the time or place designated, the commission may, at its discretion, arrange to give the applicant the examination at another time or place, if the civil service commission finds:~~

~~1. That substantial and sufficient reasons exist for the inability to appear;~~

~~2. That no fraud will be perpetrated; and~~

~~3. That no person taking the examination will be materially prejudiced or assisted in passing the examination by reason of such special privilege. If such examination is administered, it will be conditional on the signing of an affidavit by the applicant to the effect that he or she has no prior knowledge of the examination content.~~

~~J. Veterans' Preference: Veterans' preference shall be applied consistent with state law.~~

~~K. Reserve And Volunteer Preference: Applicants who have served as a reserve or volunteer for a minimum of twelve (12) months and have worked two hundred forty (240) hours in that year, shall receive a two percent (2%) scoring criteria for each twelve (12) months of city service added to a mark, grade, or rating of competitive examinations until their first appointment, such service criteria not to exceed ten percent (10%). This "first appointment" limitation means that if a reserve/volunteer has gotten a job with the scoring criteria status, he or she may not use it to obtain another city job. Also, it may not be used in a promotional examination.~~

~~L. Promulgation And Notification Of Test Results: After all parts of an examination have been completed and scored, the secretary shall promulgate an eligibility register, subject to approval by the commission by motion and an applicant shall be notified.~~

~~M. Protests Against Ratings: Following notification, an applicant who believes that an error has been made may, during the final five (5) day period following the date of notification, make a protest in writing, stating specifically where he or she believes the error has been made. Each protest shall be in writing and shall give specific facts and reasons to support the protest. No protest may be made after the five (5) day period. Upon receipt of a written protest or request for rerating, a review of the protest shall be made by the commission, who shall rule on all such protests or requests and make necessary correction in grades or rating.~~

~~N. Report On Examination: After the expiration of the five (5) day period and after the commission has ruled on all protests and has corrected any errors, a complete report on each examination shall be documented, including a report on all protests in connection with the examination and the disposition of such protests, and shall rank the applicants according to their relative scores.~~

~~O. Correction Of Clerical Errors: Any clerical error may be corrected by the chairperson upon~~

~~discovery at any time during the life of the eligibility list, but no such correction shall affect an appointment made from a certification made prior to the correction.~~

~~P. Records: The commission shall preserve documents and records consistent with the city's document retention program as approved under state law.~~

~~Q. Scope Of Recruitment: The commission, in reviewing requests for examination, shall determine whether the recruitment for the examination shall be open to applicants who are not presently employed by the city or whether the recruitment shall be limited to current city employees, either civil service covered or noncivil service covered. In making this determination, the commission will consider the recommendation of the appointing authority and comments by employees or interested members of the public. If the appointing authority establishes that the position requires special knowledge and training available only in one particular department, the recruitment may be limited by the commission to a specific department.~~

~~R. Promotional Examinations: Vacancies in job classes that represent promotional opportunities for covered employees may be filled by promotion, if, in the judgment of the commission it is practicable to do so. Upon showing from the appointing authority that special training and knowledge gained within a department are essential to the proper filling of the vacancy, the commission may limit an examination to current eligible employees within the department. (Ord. 811, 8-31-2005)~~

~~2-2-8: QUALIFICATIONS:~~

~~A. Generally:~~

~~1. Citizenship: An applicant for a position of any kind under this chapter must be a citizen of the United States of America who can speak, read and write the English language.~~

~~2. Age, Health, Character: An applicant for a position of any kind under this chapter must be of an age suitable for the position applied for, in ordinary good health and good moral character and temperate and industrious habits. These factors shall be ascertained in such manner as the commission may deem advisable; provided, that this subsection shall not be interpreted as requiring applicants to meet the minimum medical or age requirements required by the state law enforcement officers and firefighters' retirement system (LEOFF) for membership in that system.~~

~~B. Residency: Neither the city nor the commission shall require any person applying for or holding an office, place, position, or employment under the provisions of this chapter to reside within the limits of the city as a condition of employment. (Ord. 811, 8-31-2005)~~

~~2-2-9: PAYROLL REVIEW:~~

~~The monthly payroll providing for the payment of salary, wage, or other compensation for services to any person subject to the jurisdiction and scope of this chapter may be reviewed by the commission, its secretary, or other duly authorized agent to ascertain that the persons to be paid, the amount to be paid each person, and the services on account of which it is paid are persons who have been appointed or employed in compliance with this chapter. (Ord. 811, 8-31-2005)~~

~~2-2-10: PROHIBITED BEHAVIOR OR ACTS; DISCIPLINARY ACTION:~~

~~The tenure of everyone holding office, place, position, or employment under the provisions of this chapter, except the chief of police and fire chief, shall be only during good behavior, and any such person may be removed or discharged, suspended without pay, demoted, or reduced in rank, or deprived of vacation privileges or other special privileges by the appointing authority for any of the following reasons:~~

~~A. Incompetence, inefficiency, or inattention to ordereliction of duty.~~

~~B. Insubordination.~~

~~C. Dishonesty, use of illegal drugs, intemperance, immoral conduct, discourteous treatment of the public, discourteous treatment of a fellow employee, or any other act of omission or commission tending to injure the public service; or any other wilful failure on the part of the employee to properly conduct himself/herself; or any wilful violation of the provisions of this chapter or the~~

~~rules and regulations to be adopted hereunder.~~

~~D. Mental or physical unfitness for the position which the employee holds.~~

~~E. Dishonest, disgraceful, immoral or prejudicial conduct.~~

~~F. Drunkenness or use of intoxicating liquors, narcotics or any other habit forming drug, liquid, or preparation to such extent that the use thereof interferes with the efficiency or mental or physical fitness of the employee, or which precludes the employee from properly performing the function and duties of any position under the civil service. Random drug testing may be performed through a subcontractor of the city to determine illegal drug use.~~

~~G. Conviction of a felony, or of a misdemeanor involving moral turpitude.~~

~~H. Any other act or failure to act which in the judgment of the commissioners is sufficient to show the offender to be an unsuitable and unfit person to be employed in the public service. (Ord. 811, 8-31-2005)~~

~~2-2-11: SUSPENSION, DEMOTION OR DISCHARGE; PROCEDURE AND INVESTIGATION:~~

~~A. Written Notice; Investigation:~~

~~1. No person in the classified civil service of the police or fire department, who shall have been permanently appointed or inducted into civil service under provisions of this chapter, shall be removed, suspended, demoted or discharged by the appointing authority except for cause, and only upon written accusation of the appointing power, or any citizen or taxpayer, a written statement of which accusation, in general terms, shall be served upon the accused and a duplicate filed with the commission. Any person so removed, suspended, demoted, or discharged may within ten (10) days from the time of his removal, suspension, demotion, or discharge file with the commission a written demand for an investigation. Such investigations may be made by the commission, by a commissioner or a hearing examiner designated by the commission for that purpose. The investigation shall be confined solely to the determination of the question of whether such removal, suspension, demotion, or discharge was or was not made for political or religious reasons and was or was not made in good faith for cause.~~

~~2. After such an investigation, the commission may affirm the action of the appointing authority, or, if it shall find that the removal, suspension, demotion, or discharge was made for political or religious reasons, or was not made in good faith for cause, shall order the immediate reinstatement or reemployment of such person in the office, place, position or employment from which the person was removed, suspended, demoted or discharged, which reinstatement shall, if the commission so provides in its discretion, be retroactive, and entitle such person to pay or compensation from the time of such removal, suspension, demotion, or discharge. The commission upon such investigation may, in lieu of affirming the removal, suspension, demotion, or discharge, modify the order of removal, suspension, demotion, or discharge. The findings of the commission shall be certified in writing to the appointing authority and shall be forthwith enforced by such officer.~~

~~B. Public Hearing; Appeal: All investigations made by the commission pursuant to the provisions of this section shall be had by public hearing, after reasonable notice to the accused and to the appointing authority of the time and place of such hearing, at which hearing the accused shall be afforded an opportunity of appearing in person and by counsel, and presenting his defense. The accused may appeal the final decision of the commission to the court of original and unlimited jurisdiction in civil suits of the county wherein he resides. Such appeal shall be taken by serving the commission within thirty (30) days after the entry of the commission's final decision, a written notice of appeal stating the grounds thereof, and demanding that a certified transcript of the record and of all papers on file in the office of the commission affecting or relating to such judgment or order be filed by the commission with such court, for hearing consistent with state law. (Ord. 811, 8-31-2005)~~

~~2-2-12: FILLING VACANCIES:~~

~~A. List Of Eligible Persons:~~

~~1. Whenever a position in the classified service becomes vacant, the appointing power, upon determination to fill the vacancy, shall make requisition upon the commission for the names and addresses of five (5) persons eligible for appointment thereto. The secretary shall certify the names of the five (5) persons highest on the eligible register for the class to which the vacant position has been allocated, who are willing to accept employment. If there is no appropriate register for the class, the commission shall certify the names of up to five (5) persons standing highest on the list held appropriate for such class.~~

~~2. If more than one vacancy is to be filled, an additional name shall be certified for each additional vacancy. The appointing power shall appoint a person to such vacant position from among the names submitted. The register shall be held for a maximum of one year, or at the time the register is no longer current (e.g., less than 5 names) or other good cause as determined by the commission.~~

~~3. The commission may also authorize continuous registers for entry level classifications in a department, whether through its own testing or as a result of multiagency testing procedures. The commission shall, upon request of the appointing authority, create and maintain registers of candidates with prior relevant service (lateral entry registers) and shall certify the top five (5) candidates from available, multiple registers to the appointing authority, who may select a candidate from any such register to fill a vacancy or vacancies.~~

~~B. Certify Names: Whenever requisition is to be made, or whenever a position is held by a temporary appointee and an eligible list for the class of such position exists, the commission shall forthwith certify the names of the five (5) persons highest on the list and eligible for appointment to the appointing power, and the appointing power shall appoint a person from among those so certified to the position. No person appointed shall be laid off, suspended, or given leave of absence from duty, transferred, or reduced in pay or grade by the appointing authority except for reasons which will promote the good of the department, specified in writing, after an opportunity to be heard by the commission shall be given the employee affected if requested by the employee within ten (10) days of the action.~~

C. Probationary Period: To further enable the appointing powers to exercise a choice in the filling of positions, no appointment, employment, or promotion in any position in the classified service shall be deemed complete until a period of probationary service as specified in the collective bargaining agreement as applicable to employees of the city police, ~~or fire~~ department has been completed, during which time the appointing authority may terminate the employment of the person appointed if, during the performance test thus offered, upon observation or consideration of the performance of duty, the appointing power deems this person unfit or unsatisfactory for service in the department. Whereupon the appointing power shall again request the names of five (5) names, who likewise shall enter upon the duties until some person is found who is deemed fit for appointment, employment or promotion for the probationary period provided therefor, whereupon the appointment, employment, or promotion shall be deemed to be complete. ~~(Ord. 811, 8-31-2005)~~

2-2-13: CREATION OF POSITIONS BY MAYOR AND CITY COUNCIL:

All offices, places and positions coming within the purview of this chapter shall be created by the mayor subject to confirmation by the city council, and nothing contained in this chapter shall infringe upon the power and authority of the mayor and city council to create or eliminate positions, or fix the salaries and compensation of all employees employed hereunder. (Ord. 811, 8-31-2005)

~~2-2-14: LEAVES OF ABSENCE:~~

~~Leaves of absence without pay may be granted by the appointing power to any person under civil~~

~~service; provided, that the appointing power shall give notice of such leave to the commission. (Ord. 811, 8-31-2005)~~

2-2-15: REPRESENTATION BY CITY ATTORNEY:

The commission shall be advised in the performance of its duties as outlined in this chapter by the attorney for the city. The commission, with the approval of the mayor, may appoint special counsel to represent it where a conflict of interest may prohibit the city attorney from representing the commission. (Ord. 811, 8-31-2005)

~~**2-2-16: ILLEGAL ACTS REGARDING EXAMINATION OR REGISTRATION:**~~

~~No commissioner or any other person shall, by himself, or in cooperation with one or more persons, defeat, deceive, or obstruct any person in respect to his right of examination or registration according to the rules and regulations of this chapter; or falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined, registered, or certified pursuant to the provisions of this chapter, or aid in so doing, or make any false representation concerning the same, or concerning the person examined; or furnish any person any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined, registered or certified; or to be examined, registered, or certified or persuade any other person, or permit or aid in any manner any other person to impersonate him, in connection with any examination or registration of application or request to be examined or registered. (Ord. 811, 8-31-2005)~~

~~**2-2-17: POLITICAL SERVICE AND CONTRIBUTIONS:**~~

~~No person holding any office, place, position or employment subject to civil service is under any obligation to contribute to any political fund or to render any political service to any person or party whatsoever; and no person shall be removed, reduced in grade or salary, or otherwise prejudiced for refusing to do so. No public officer, whether elected or appointed, shall discharge, promote, demote, or in any manner change the official rank, employment or compensation of any person under civil service, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money, or services, or any other valuable thing, for any political purpose. (Ord. 811, 8-31-2005)~~

2-2-18: OFFICERS AND EMPLOYEES TO AID COMMISSION:

Consistent with RCW 41.12.190, it shall be the duty of all officers and employees of the city to aid in all proper ways of carrying out the provisions of this chapter, and such rules and regulations as may from time to time be prescribed by the commission thereunder, and to afford the commission, its members and employees all reasonable facilities and assistance to inspect books, papers, documents and accounts applying to any offices, places, positions and employments, subject to civil service, and also to produce the books, papers, documents and accounts, and attend and testify, whenever required to do so by the commission or any commissioner. (Ord. 811, 8-31-2005)

2-2-19: ACCOMMODATIONS PROVIDED BY CITY:

Consistent with RCW 41.12.190, the duly constituted authorities of the city shall provide the commission with suitable and convenient rooms and accommodations and cause the same to be furnished, heated and lighted and supplied with office supplies and equipment necessary to carry on the business of the commission and with such clerical assistance as may be necessary, all of which is to be commensurate with the number of persons in the city coming within the purview of this chapter. (Ord. 811, 8-31-2005)

2-2-20: VIOLATION; PENALTY:

As provided in RCW 41.12.210, any person who willfully violates any of the provisions of this chapter shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided in section 1-4-1 of this code. (Ord. 811, 8-31-2005)

Section ____. **Effective date.** This Ordinance shall be in full force and effect five (5) days after publication as required by law. A summary of this Ordinance may be published in lieu of the entire Ordinance, as authorized by state law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF DECEMBER, 2015.

CITY OF ORTING

Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

Approved as to form:

John P. Long, Jr.
Kenyon Disend PLLC
City Attorney

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