

Councilmembers

Position No.

1. Tod Gunther
2. Barbara Ford, Deputy Mayor
3. Vacant
4. Dave Harman
5. Nicola McDonald
6. Josh Penner
7. Scott Drennen



Mayor Joachim Pestinger

ORTING CITY COUNCIL

Regular Business Meeting Agenda

Orting Public Safety Building
401 Washington Ave. SE, Orting, WA

October 26, 2016
7 p.m.

A. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL.

REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA

B. CONSENT AGENDA:

- Regular Meeting Minutes of October 12, 2016
- Special Meeting Minutes of October 13, 2016
- Special Meeting Minutes of October 19, 2016
- Payroll and Claims Warrants

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

C. PUBLIC COMMENTS: *Persons wishing to address the City Council regarding items that are not on the agenda 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.*

D. PRESENTATION

1. **SOUND TRANSIT- Proposition 1, "Mass Transit Now". – Chelsea Levee**
2. **FARMERS MARKET/AGRICULTURE- Patty Villa**

E. PUBLIC HEARING

1. **AB16-102- 2017 REVENUE SOURCES**

F. COMMITTEE AND COUNCIL STANDING REPORTS

- Community & Government Affairs- **CM Harman/CM Drennen**
- Emergency Preparedness- **CM Drennen/CM Ford**
- Community & Government Affairs- **CM Harman/CM Drennen**
- Transportation- **CM Penner/CM McDonald**
- Mayor's Report – **Mayor Pestinger**
- Miscellaneous activity reports, i.e. PSRC, special meetings, etc.

G. OLD BUSINESS

1. **Discussion- Calistoga Park Plan- Scope & Budget. Bethune**

2. AB 16-103- Ordinance No. 2016-997, Amending Ordinance No. 2016-989, As Amended At Ordinance No. 2016-994, And Orting Municipal Code 6-3b-10 Violation; Penalty; Regarding Regulation Of Livestock Within City.

- *Charlotte Archer*

Motion: *to approve second reading and adoption of Ordinance No. 2016-997. Amending Ordinance No. 2016-989, as amended at Ordinance No. 2016-994, and Orting Municipal Code 63b-10 (violation; penalty; regarding regulation of livestock within City;*

H. NEW BUSINESS

1. AB16-104- Council Rules of Procedure

- *CM Harmon/CM Drennen*

Motion: *to approve first reading of amendments to the Council Rules of Procedure*

2. AB16-105-Discussion- Interview Process for the position of Councilmember.

- *DM Ford*

3. AB16-106-Focus Group Discussion

- *Mark Bethune*

Motion: *Move to authorize the City Administrator to contact a random sample of Orting citizens to participate in a forum to determine satisfaction with city services and future needs of the City*

I. EXECUTIVE SESSION

J. ADJOURNMENT

Motion: *Move to Adjourn.*

Upcoming Meeting:

Next Meeting: November 9, 2016 (PSB)

Councilmembers

Position No.

1. Tod Gunther
2. Barbara Ford, Deputy Mayor
3. Brandon Hoyt
4. Dave Harman
5. Nicola McDonald
6. Josh Penner
7. Scott Drennen



ORTING CITY COUNCIL

Regular Business Meeting Agenda

Public Safety Building
401 Washington Ave. SE, Orting, WA
October 12th, 2016
7 p.m.

Mayor Joachim Pestinger.

A. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

Mayor Pestinger called the meeting to order at 7:00p.m., at the Public Safety Building. Councilmember McDonald led the Pledge of Allegiance.

REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.

Deputy Mayor Ford requested the addition of a discussion of the appointment of a new councilmember and the resignation of Councilmember Hoyt under new business #5.

Councilmember McDonald asked to amend the minutes of September 28th to say that Council by consensus will set aside the MJ retail business agenda item and re-consider whether or not to submit it as a ballot measure next year.

Councilmembers Present

Deputy Mayor Barbara Ford, Councilmembers Scott Drennen, Tod Gunther, Dave Harman, Nicola McDonald, and Josh Penner.

Staff Present

Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, Charlotte Archer, City Attorney,

B. PRESENTATION

1. Proclamation- Recognizing Domestic Violence Awareness Month.

Mayor Pestinger introduced Joe O'Neil, from Exodus Housing who was present to discuss the impacts of Domestic Violence. Mr. O'Neil addressed the Council and reviewed things that everyone can do to reduce Domestic Violence. Mr. O'Neil read the Proclamation prepared by the City, which declared October as Domestic Violence month. He also shared statistics with Council in regard to Domestic Violence, and suicide rates.

2. Proclamation- Code Enforcement Officer Appreciation Week.

Mayor Pestinger asked Administrator Bethune, Chief Drake and Larry Eisenhart to come forward. Chief Drake briefed on what Code enforcement entailed. He made remarks about the excellent work done by Larry Isenhardt in his capacity as code enforcement officer for the City of Orting. Mayor Pestinger then read a proclamation regarding Mr. Isenhardt qualifications. Sherry Isenhardt was given a bouquet of roses acknowledging her support of her husband Larry.

3. Award to City Administrator Mark Bethune

Mayor Pestinger and the Council surprised Administrator Bethune with an award and then praised him for his service from 2004-2016. Renee Bethune was presented with a bouquet of roses acknowledging her support of her husband Mark.

Mayor Pestinger recessed the meeting at 7:13p.m. for a 7 minute break.
Mayor Pestinger called the meeting back to order at 7:20p.m.

Former Mayor, Cheryl Temple addressed the Council and the audience members. Mayor Temple praised Mark Bethune's performance while he was supporting her in her term as the Mayor and for the work he currently does. She stated that his greatest trait is loyalty.

Former Councilmember David Enge addressed the Council and praised City Administrator Bethune's performance as a City Administrator.

C. CONSENT AGENDA

- Minutes of September 28th , 2016
- Payroll and Claims Warrants

Councilmember Drennen had a question about a bill to Auburn Way Ford. City Administrator Bethune will check on this particular invoice.

Deputy Mayor Ford made a motion to approve the Consent Agenda as amended. Second by Councilmember McDonald. Motion passed (6-0).

D. PUBLIC COMMENTS:

Patty Villa

Ms. Villa addressed the Council about the following:

- The Emergency Fair;
- The Farmers Market;
- Pumpkin Fest;
- Farm Tours.

Ms. Villa will come back on the 26th and give a report to the City Council.

E. COMMITTEE AND COUNCIL STANDING REPORTS

Finance

Deputy Mayor Ford briefed the Council on the Finance Review report which was passed out to Council. The report covered the time period to September 30th, 2016 and Covered Fund Revenues and Expenses.

Public Safety

Councilmember Gunther briefed the Council on the following:

- The last meeting was on October 11th;
- Work is being done on an ordinance regarding the 4th of July;
- A community policing ordinance is being worked on;
- River signage is done and 6 signs are up along the rivers;

- Work is being performed on the SAR Vehicle policy.

Public Works

Councilmember McDonald addressed the Council on the following at the last meeting which was on October 4th:

- Wireless Service options presented by a company called Mobility;
- The Orville Road Water line replacement project will possibly be done in Phases;
- Solid Lagoons bid will be put out again next spring;
- Capital facilities strategic plan is being worked on.

Emergency Evacuation Bridge System

Councilmember Drennen addressed the Council and stated that he was not able to attend the last meeting which was on October 7th. The Committee did not have a quorum. In spite of not having a meeting, accomplishments this last week included a successful meeting with the DOT to review steps forward. The work performed by Parametrix to date is looking good and the pathway moving forward has become clarified.

Agricultural

No Report

Mayor's Report

Mayor Pestinger informed the council of the following meeting and gave a brief recap:

- Regional Meeting of the Association of Washington Cities in Lacey.

The Mayor informed Council that the Emergency Preparedness meeting at Pierce County is scheduled for October 13th.

Miscellaneous activity reports, i.e. PSRC, special meetings, etc.

Deputy Mayor Ford announced that tomorrow October 13th the Council is holding a special budget meeting to look at the proposed budget for 2017. She briefed on some of the issues that the Council will be considering such as:

- Positive economic forecast;
- One time increase in property tax revenue sources;
- One time increase in building permit revenues.

Other issues that the Council will be looking at are:

- Orville Road water line;
- Solids handling;
- Capital projects;
- Street improvements in the 2 way turn lane,
- Funding animal control;
- Federal grants and ADA standards.

Citizens were invited to attend the budget meeting.

F. COMMISSION REPORTS

Planning Commission

Michelle Gehring stated that at their last meeting the minutes were approved for the September 1st meeting, The Architectural design review (ADR) sign code motion was approved. They have referred the ADR sign code to the City Administrator for any further action.

Parks Commission

Michelle Gehring reported that the Parks Commission did not meet so she did not have a report for Council. The next meeting will be on November 4th.

Mayor Pestinger asked if Fire Commissioner Arlene Dannat would give a brief report on the annual Emergency Preparedness Fair. Commissioner Dannat deferred to the Mayor.

Mayor Pestinger informed the Council and audience that the Fire District had held their annual Emergency Preparedness Fair at the PSB on October 1st. An emergency helicopter landing was one of the scheduled events at the fair. The event was attended by between 450-500 people. They had vendor displays and information to give out to the public. The Fire district had a mock fire house which children could interact with and which educated them on what to do in the event of a fire.

G. OLD BUSINESS

1. DISCUSSION- Calistoga Park Plan- Scope & Budget.

City Administrator Mark Bethune stated that he and JC Hungerford are still working on this agenda item and will bring information to Council at the October 26th Meeting of the Council. JC Hungerford stated that he did receive plans from the Parks Commission and he and Administrator Bethune will be working together with the Parks Commission to determine the needs of the City.

2. AB16-96- Amended Wetland Mitigation Project- Interagency Agreement Department of Ecology.

CM McDonald briefed the Council on this agenda item. The Council had previously approved \$25,000 for the purchase of bark for the Calistoga levy. Since that time the City received an offer of free bark from Pierce County, so this agenda item seeks the approval of \$7,000 of those funds to be used for labor services to lay the bark down. Staff and Committee considered two labor resources and are recommending a contract with the Department of Ecology for this service.

Councilmember McDonald made a motion to authorize the City to enter into an Interagency Agreement with the Department of Ecology in the amount of \$7,000 for labor services, to lay down bark mulch for the Calistoga Setback Levee. Second by Councilmember Harman.

3. AB16-97- Deputy Mayor for 2017

Councilmember McDonald briefed the Council on the steps that she and Councilmembers Hoyt and McDonald had taken in the process to appoint a Deputy Mayor for 2017. The Ad Hoc Committee had come to a consensus and Councilmember McDonald stated that based on that consensus should would make the following motion. Her motion was based on the performance of Interim Deputy Mayor Ford.

Councilmember McDonald made a motion to approve the appointment of Interim Deputy Mayor Ford as Deputy Mayor for 2017.

Before a second was made Councilmember Drennen made a motion to appoint Councilmember Gunther as Deputy Mayor for 2017.

Council was advised that a motion was on the floor.

Councilmember Harman second the motion to appoint Deputy Mayor Ford as Deputy Mayor for 2017.

A roll call vote was taken by the City Clerk.

<i>Councilmember McDonald</i>	<i>AYE</i>
<i>Councilmember Penner</i>	<i>NAY</i>
<i>Councilmember Drennen</i>	<i>NAY</i>
<i>Councilmember Gunther</i>	<i>NAY</i>
<i>Deputy Mayor Ford</i>	<i>AYE</i>
<i>Councilmember Harman</i>	<i>AYE</i>

Motion tied (3-3)

*Mayor Pestinger broke the tie with an AYE vote for Deputy Mayor Ford.
Motion passed (4-3)*

H. NEW BUSINESS

1. AB16-98- Resolution No 2016-25- Affirming Pierce County Ordinance No. 2016-44.

Deputy Mayor Ford briefed on this agenda item. Councilmember Harman recused himself from the vote because he has a business relationship in regard to this property.

*Deputy Mayor Ford made a motion to approve Resolution No. 2016-25, affirming Pierce County's Ordinance No 2016-44, land use application. Second by Councilmember McDonald.
Motion passed (5-0)*

2. AB16-99- Ordinance No. 2016-997, Amending Ordinance No. 2016-989, As Amended At Ordinance No. 2016-994, And Orting Municipal Code 6-3b-10 Violation; Penalty; Regarding Regulation Of Livestock Within City.

Charlotte Archer, City Attorney briefed on this agenda item. This is a housekeeping measure as the infraction schedule was incorrectly drafted on the original ordinance. This ordinance corrects that.

Councilmember Drennen made a Motion: to approve first reading of Ordinance NO. 2016 997. Amending Ordinance No. 2016-989, as amended at Ordinance No. 2016-994, and Orting Municipal code 6-3b-10 (violation; penalty; regarding regulation of livestock within City. Second by Councilmember McDonald. Motion passed (6-0)

3. AB16-100 – Resolution No. 2016-26, Approving amended Interlocal Agreement with Association of Washington Cities- Risk Management Services Agency (RMSA).

Deputy Mayor Ford deferred to City Administrator Bethune due to his membership and expertise on the matter. City Administrator briefed on this agenda item. This is to ensure that they meet State law in particular to be transparent that the City is part of a at risk insurance pool. Another change was to the number it would take to discharge from the insurance pool was changed from 75% to 66%.

Deputy Mayor Ford made a motion to approve the amended Interlocal Agreement with the Association of Washington Cities Risk Management Services Association. Second by Councilmember Harman. Motion passed (6-0)

4. AB16-101- Approval of Bid from Vermeer Northwest for the Purchase of Vactor Trailer.

Councilmember McDonald briefed on this history of this agenda item. The purchase of a vactor trailer was recommended by the Public Works Committee and approved by the City Council last year. Two bids were submitted the higher bid, still under budget met the specifications that were required.

Councilmember McDonald made a motion to approve Vermeer Northwest bid of \$93,783.00 for the purchase of a Vactor Trailer. Second by Councilmember Penner. Motion passed (6-0)

5. Discussion- Resignation of Councilmember Hoyt.

Deputy Mayor Ford briefed that Councilmember Hoyt had resigned and the empty seat on the Council needs to be filled. The letter of his resignation was read into the record.

Deputy Mayor Ford made a motion to approve the resignation of Councilmember Hoyt. Second by Councilmember McDonald. Motion passed (6-0)

Deputy Mayor Ford then discussed the appointment of a new Councilmember. According to state law the Council may suspend their rules as to Council vacancies and because the process to appoint Councilmember Hoyt was performed just 2 months ago, the Council could consider making a motion to appoint one of the previous applicants.

Councilmember McDonald made a motion to suspend the rules and consider one of the candidates from the previous pool of Council applicants as long as all candidates from the last interview pool were contacted.

Discussion followed on the merits of the proposed motion. After Discussion the following action was taken.

Councilmember McDonald withdrew her motion.

Council action on this item is to advertise the opening for Council position #3 and place the item on the agenda for the meeting on the 26th for discussion. They would like the interview process to take place at the televised meeting on November 9th.

I. EXECUTIVE SESSION

No Executive Session.

J. ADJOURNMENT

Deputy Mayor Ford made a motion to Adjourn. Second by Councilmember McDonald. Motion passed (6-0).

Mayor Pestinger adjourned the meeting at 8:12 p.m.

ATTEST:

Joachim Pestinger, Mayor

Jane Montgomery, City Clerk, CMC

Councilmembers

Position No.

1. Tod Gunther
2. Barbara Ford, Deputy Mayor
3. Vacant
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Orting City Council

Special Meeting Minutes

BUDGET WORKSHOP

Orting Public Safety Building
401 Washington Ave. SE, Orting, WA

October 13, 2016

6:00p.m.

Mayor Joachim Pestinger

A. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

Mayor Pestinger called the meeting to order at 6:08 p.m. in the in the Public Safety Building. Mayor Pestinger asked to forgo the pledge of allegiance and formal roll call.

Councilmembers present:

Barbara Ford, Deputy Mayor, Councilmembers, Tod Gunther, Dave Harman, Nicola McDonald, Josh Penner, and Scott Drennen.

Staff present: City Administrator Mark Bethune, City Clerk Jane Montgomery, and City Treasurer Scott Larson, Bill Drake Chief of Police.

B. WORKSHOP

Discussion- 2017 Preliminary Budget

City Administrator Bethune gave a brief introduction of the 2017 budget. The Mayor has asked for a balanced budget. City Treasurer Scott Larson then handed out a letter addressed to the City Council and read and briefly touched on portions of the letter. Following, City Administrator Bethune presented Council with a Budget workshop PowerPoint slideshow. The PowerPoint covered the following:

- City Vision Statement
- Council Goals
- Organizational Chart
- Orting's Financial Story
- Staffing Proposal 2017
- 2016 Staffing Comparisons with Comparable Cities
- General Tax Comparison
- City Comparable Including Police
- Budget Comparisons with Other Cities
- General Fund Revenue Sources
- 2017 Budget General Fund Expense
- General Fund
- Structural Deficit Graph
- City Street Fund (101)
- Cemetery Fund (104)
- Parks Fund (105)
- Transportation Benefit District (108)
- Transportation Impact Fee Fund (320)
- Water Fund

- Wastewater Fund (408)
- Wastewater Primary Capital Projects
- Storm water Fund (410)
- Storm water Fund Primary Projects
- Utility Department Building Fund (412)
- Cemetery Perpetual Care Fund (701)
- Skinner Fund (704)
- City of Orting Long Term Debt
- Public Input Opportunities

City Treasurer Scott Larson began by saying he would like to start reviewing expenses but deferred to Council as to what they wanted to discuss. Topics that were discussed were:

- Traffic control as overtime versus what the benefit was to the court;
- Court revenues;
- Court expenses;
- Police overtime budget obligations;
- Comparable City Budgets;
- Maximizing Officers time;
- Time management technology tools;
- Police Support Officers;
- Causes of Overtime for Police Department.

Mayor Pestinger recessed the meeting for a 5 minute break at 7:40 p.m.
Mayor Pestinger resumed the meeting at 7:45 p.m.

Discussion resumed after the break and the following topics were brought up:

- Leasing versus buying police vehicles;
- Segway for the Police Department;
(Add as a line item for a placeholder)

City Administrator Bethune and City Treasurer Larson discussed a possible utility tax and new expenses. Key items that were brought up were:

- Animal control contract with Pierce County;
- A new server in the Finance department;
- Billing department needs new permitting software;
- Utility tax;
- Garbage tax;
- Community compost;
- FCS Study;

City Treasurer Larson went thru the 2017 Expenses for the General Fund.

Discussion followed surrounding the following expense budgets:

- Legislative
- Judicial

- Executive- (Mayor & City Administrator;
- Finance
- Town Hall Facility Expenses
- Legal Services;
- Salary and Benefits;
- Operating and Maintenance
- Capital Expenses;
- Building Department;
- Fire District;
- Emergency Management;
- Animal Control
- Planning & Development
- Community Program Grants;
- Recreation Programs;
- Library and MPS Facilities
- Misc.

C. ADJOURNMENT

Councilmember Penner made a motion to adjourn. Second by Councilmember Harman. Motion passed (6-0).

Mayor Pestinger adjourned the meeting at 9:00p.m.

ATTEST:

Joachim Pestinger, Mayor

Jane Montgomery, City Clerk, CMC

Next Regular Meeting: October 26th, 2016

Councilmembers

Position No.

1. Tod Gunther
2. Barbara Ford, Deputy Mayor
3. Vacant
4. Dave Harman
5. Nicola McDonald
6. Josh Penner
7. Scott Drennen



Orting City Council
Special Meeting Minutes

Orting Public Safety Building
401 Washington Ave. SE, Orting, WA

October 19, 2016
6p.m.

Mayor Joachim Pestinger

CITY OF ORTING
CITY COUNCIL

SPECIAL MEETING MINUTES
OCTOBER 19TH, 6:00 P.M.

A. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

Mayor Pestinger called the meeting to order at 6:00p.m., at the Public Safety Building. City Administrator Mark Bethune led the Pledge of Allegiance.

Councilmembers Present

Deputy Mayor Barbara Ford (arrived at 7:14pm), Councilmembers Scott Drennen, Tod Gunther, Dave Harman, and Josh Penner.

Absent: Councilmember McDonald

Staff Present

Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, Bill Drake Chief of Police, Charlotte Archer, City Attorney.

B. EXECUTIVE SESSION

Mayor Pestinger announced that Council would be recessed to Executive Session to discuss with legal counsel representing the City, pending litigation as authorized by RCW 42.30.110 (i). The session is expected to last 30 minutes and no action will be taken after Council returns.

6:05pm- Recessed to Executive Session

6:35pm- Extended for 20 minutes

6:55pm- Extended for 20 minutes

7:15pm- Extended for 5 minutes

7:20pm- Extended for 5 minutes

7:25pm- Extended for 5 minutes

7:30pm- Extended for 1 minute

Mayor Pestinger called the meeting back to order at 7:31pm.

C. COUNCIL GOALS 2017

The Council by consensus, decided to put the discussion of Council goals off until Spring of 2017.

D. ADJOURN

Councilmember Penner made a motion to Adjourn. Second by Councilmember Harman. Motion passed (5-0).

Mayor Pestinger adjourned the meeting at 7:32 p.m.

ATTEST:

Joachim Pestinger, Mayor

Jane Montgomery, City Clerk, CMC

CITY OF ORTING
VOUCHER/WARRANT REGISTER
FOR OCTOBER 26, 2016 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 #44038 THRU #44092
IN THE AMOUNT OF \$ 249,195.42

PAYROLL WARRANTS # 22649 THRU #22660
IN THE AMOUNT OF \$ 120,486.28

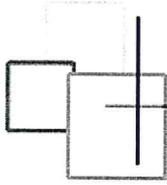
ARE APPROVED FOR PAYMENT ON OCTOBER 26, 2016

FINANCE COMMITTEE CHAIR _____

COUNCILPERSON _____

COUNCILPERSON _____

CITY CLERK _____



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2016 - October 2016 - 2nd Council
System Types: Financials

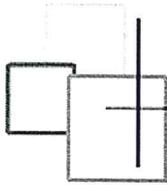
Object Number	Description	Amount
001	Current Expense	\$106,656.27
101	City Streets	\$36,025.03
104	Cemetery	\$1,797.90
105	Parks Department	\$1,662.17
320	Transportation Impact	\$250.00
401	Water	\$25,285.77
408	Wastewater	\$47,799.07
410	Stormwater	\$29,719.21
	Count: 8	\$249,195.42

Register

Fiscal: 2016
 Deposit Period: 2016 - October 2016
 Check Period: 2016 - October 2016 - 2nd Council
 Bank Accounts: Key Bank - 2000073
 Register Types: Warrant
 Show Outstanding: All
 System Types: Financials
 Outstanding Date: 10/21/2016 2:44:12 PM
 Show Details: Hide

Number	Name	Print Date	Clearing Date	Amount
Key Bank	2000073			
Check	Advanced Analytical Solutions	10/26/2016		\$386.00
44038	Arthur J Gallagher-Risk Management Services, INC	10/26/2016		\$100.00
44039	Associated Petroleum Products INC	10/26/2016		\$1,353.81
44040	Association of Wash. Citi	10/26/2016		\$45.00
44041	Automatic Wilbert Vault	10/26/2016		\$1,746.24
44042	Bethune, Mark	10/26/2016		\$178.64
44043	Bhc Consultants	10/26/2016		\$6,429.24
44044	Bratwear	10/26/2016		\$512.93
44045	Business Solutions Center	10/26/2016		\$285.33
44046	Cassatt, Mike	10/26/2016		\$152.07
44047	Cintas Corporation #461	10/26/2016		\$277.33
44048	Comcast	10/26/2016		\$20.70
44049	Cornerstone Electric, Inc	10/26/2016		\$1,845.24
44050	Cummins INC	10/26/2016		\$11,210.03
44051	Day Wireless Systems	10/26/2016		\$1,276.68
44052	Drain-Pro INC	10/26/2016		\$306.24
44053	DS Welding	10/26/2016		\$149.32
44054	Evergreen Rural Water of	10/26/2016		\$275.00
44055	H D Supply Waterworks LTD	10/26/2016		\$53.16
44056	Hach Company	10/26/2016		\$241.15
44057	Kenyon Disend PLLC	10/26/2016		\$4,715.33
44058	Korum Automotive Group	10/26/2016		\$2,513.92
44059	Lemay Mobile Shredding	10/26/2016		\$70.04
44060	Lincoln, Tim	10/26/2016		\$950.00
44061	Miller Paint Co	10/26/2016		\$1,115.18
44062	Nisqually Indian Tribe	10/26/2016		\$2,465.00
44063	North Central Laboratorie	10/26/2016		\$93.79
44064	Orca Pacific, Inc	10/26/2016		\$662.35
44065	Parametrix	10/26/2016		\$98,950.15
44066				

Number	Name	Print Date	Clearing Date	Amount
44067	Pestinger, Jeanne	10/26/2016		\$38.33
44068	Pierce County	10/26/2016		\$152.00
44069	Pierce County Library System	10/26/2016		\$810.00
44070	Pitney Bowes Global	10/26/2016		\$484.83
44071	Pitney Bowes Purchase Power	10/26/2016		\$439.00
44072	Priscilla S Corporation	10/26/2016		\$250.00
44073	Public Safety Testing	10/26/2016		\$125.00
44074	Puget Sound Energy	10/26/2016		\$24,964.17
44075	SCORE	10/26/2016		\$4,710.00
44076	Secure Pacific Corp/Mountain Alarm	10/26/2016		\$260.85
44077	Spectral Laboratories	10/26/2016		\$552.00
44078	Sterling Codifiers	10/26/2016		\$758.00
44079	Summer Lawn'n Saw	10/26/2016		\$2,333.10
44080	Sunnyside, City Of	10/26/2016		\$966.00
44081	Systems For Public Safety Inc	10/26/2016		\$44,932.18
44082	The Humane Society Tac/p.	10/26/2016		\$105.00
44083	Thomson Reuters West Payment Ctr.	10/26/2016		\$337.84
44084	US BankNA Custody Treasury Div-Mony Cntr	10/26/2016		\$192.00
44085	Utilities Underground Location Center	10/26/2016		\$63.14
44086	Wa. State Dept. of Ecolog	10/26/2016		\$1,975.93
44087	Washington Rock Quarries,	10/26/2016		\$809.77
44088	Water Management Lab Inc.	10/26/2016		\$638.00
44089	Wex Bank	10/26/2016		\$2,762.38
44090	Whitworth Pest Solutions, INC	10/26/2016		\$812.38
44091	Zumar Industries Inc	10/26/2016		\$616.80
44092	Parametrix	10/26/2016		\$20,726.85
	Total		Check	
	Total		200073	\$249,195.42
	Grand Total			\$249,195.42



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Advanced Analytical Solutions	44038	18294	408-535-10-31-00	Supplies	\$386.00
				Total	\$386.00
Arthur J Gallagher-Risk Management Services, INC	44039	1928521	401-534-10-41-04	Attorney Legal Services	\$100.00
				Total	\$100.00
Associated Petroleum Products INC	44040	01-7500232	101-542-30-32-00	Fuel	\$109.54
			401-534-80-32-00	Fuel	\$492.97
			401-534-80-32-01	Fuel	\$116.25
			408-535-80-32-00	Fuel	\$438.18
			408-535-80-32-01	Fuel	\$116.25
			410-531-38-32-01	Fuel	\$54.78
			410-531-38-32-02	Fuel	\$25.84
				Total	\$1,353.81
Association of Wash. Citi	44041	46720	001-513-10-49-00	2016 Lacey Regional Meeting-Pestinger	\$45.00
				Total	\$45.00
Automatic Wilbert Vault	44042	46061	104-536-20-34-00	Grave Liners	\$1,746.24
				Total	\$1,746.24
Bethune, Mark	44043	Oct2016-400	001-513-10-49-00	Mileage for Vision Conference	\$41.04
			001-514-40-41-49	Mileage for Vision Conference	\$41.04
			401-534-90-49-00	Mileage for Vision Conference	\$41.04
			408-535-90-49-00	Mileage for Vision Conference	\$41.04
		Oct2016-401	001-525-30-30-00	Treats for Perparedness Fair	\$7.49
		Oct2016-402	001-511-60-31-01	Treats for Pumpkin Feast	\$6.99
				Total	\$178.64
Bhc Consultants	44044	0008187-	001-558-60-41-02	Planning Consultant	\$6,429.24
				Total	\$6,429.24

Vendor	Number	Invoice	Account Number	Notes	Amount
Bratwear	44045	19974	001-521-20-31-01	Uniform Items for Cassatt	\$512.93
				Total	\$512.93
Business Solutions Center	44046	352	001-511-60-31-01	Banner for Table	\$27.20
			001-512-50-31-00	Warrant Recall Forms-Infraction Forms	\$72.90
			001-513-10-31-00	Business Cards-Bethune	\$39.16
			001-521-20-31-03	3 Part Trespass Forms	\$81.60
			408-535-10-31-00	Fed Ex Delivery Industrial Scientific	\$21.78
			410-531-38-31-00	Repair of Item Fed EX Delivery Postage for FEMA CRS	\$42.69
				Total	\$285.33
Cassatt, Mike	44047	16/433	001-521-30-49-00	Helium Tank for Pumpkin Feast Police Booth-Reimbursement	\$152.07
				Total	\$152.07
Cintas Corporation #461	44048	461109777	105-576-80-31-00	Uniform Items	\$138.67
			410-531-38-31-00	Uniform Items	\$138.66
				Total	\$277.33
Comcast	44049	0005839-Oct2016	001-514-23-42-00	Cable	\$6.90
			401-534-10-42-01	Cable	\$6.90
			408-535-10-42-01	Cable	\$6.90
				Total	\$20.70
Cornerstone Electric, Inc	44050	Oct2016-403	105-576-80-48-00	Repair of Broken Wire on Light Pole in Park	\$250.24
		Oct2016-404	401-534-50-48-04	Well 3 Disconnect & Reconnect Air Compressor	\$487.42
		Oct2016-405	401-534-50-48-04	Well -Replace Hour Meter	\$200.19
		Oct2016-406	105-576-80-48-00	Replace Receptacle Covers BBQ & Gazebo-Rewire Spyder Boxes & Replace GFCI Breaker	\$419.97
		Oct2016-407	408-535-50-48-04	Replace Hour Meter @ WWTP	\$269.82
		Oct2016-408	105-576-80-48-04	Check in-Ground Boxes & Grounding Lids-Parks	\$217.60
				Total	\$1,845.24

Vendor	Number	Invoice	Account Number	Notes	Amount
Cummins INC	44051	1186430-1834	001-514-21-48-01	Annual Generator Maint	\$576.35
			001-522-20-48-02	Annual Generator Maint	\$452.71
			401-534-60-48-02	Annual Generator Maint	\$3,115.27
			408-535-50-48-07	Annual Generator Maint	\$2,973.93
		1186430-1834-A	001-514-21-48-01	Generator Repair	\$409.16
			001-522-20-48-02	Generator Repair	\$409.17
			401-534-60-48-02	Generator Repair	\$1,432.12
			408-535-50-48-07	Generator Repair	\$1,841.32
			Total	\$11,210.03	
Day Wireless Sytems	44052	422120	001-521-50-48-04	Calibrated 12 SMD Units	\$950.28
		422575	001-521-50-48-04	Calibrated 4 SMD Units	\$326.40
		Total	\$1,276.68		
Drain-Pro INC	44053	27005	408-535-60-48-04	Honey Bucket Rental-Gratzer Park	\$155.00
		27006	408-535-60-48-04	Honey Bucket Service-Rocky Road	\$75.62
		27008	408-535-60-48-04	Honey Bucket Service-Skate Park	\$75.62
		Total	\$306.24		
DS Welding	44054	3348	401-534-50-48-04	Cut & Supply Mount Plate for Compressor	\$149.32
Total	\$149.32				
Evergreen Rural Water of	44055	33256	408-535-90-49-00	Wastewater Exam Review-Barfield	\$275.00
		Total	\$275.00		
H D Supply Waterworks LTD	44056	G233932	401-534-50-35-00	Wrench	\$26.58
		G233944	401-534-50-35-00	Wrench	\$26.58
		Total	\$53.16		
Hach Company	44057	10142018	408-535-10-31-00	Supplies	\$241.15
		Total	\$241.15		
Kenyon Disend PLLC	44058	184572-184573	001-515-30-41-01	Monthly Retainer Billing	\$3,500.00
			001-515-30-41-02	Monthly Attorney Billing	\$601.24
			001-521-50-41-02	Monthly Attorney Billing	\$431.50
			101-542-30-41-05	Monthly Attorney Billing	\$56.18
			408-535-10-41-04	Monthly Attorney Billing	\$42.14
			408-535-10-41-04	Monthly Attorney Billing	\$84.27
Total	\$4,715.33				

Vendor	Number	Invoice	Account Number	Notes	Amount	
Korum Automotive Group	44059	6597899	101-542-30-48-04	Rear Axle-Torington Bearing 2009 Ford F150-FA1051	\$116.53	
			401-534-50-48-06	Rear Axle-Torington Bearing 2009 Ford F150-FA1051	\$1,165.09	
			408-535-50-48-08	Rear Axle-Torington Bearing 2009 Ford F150-FA1051	\$815.56	
			410-531-38-48-01	Rear Axle-Torington Bearing 2009 Ford F150-FA1051	\$233.01	
			6601458	001-524-20-48-01	Transmission Diagnosis for 03 Tahoe-FA1073	\$137.84
			6601567	001-521-50-48-02	Oil Change-04 Crown	\$45.89
					Total	\$2,513.92
Lemay Mobile Shredding	44060	4492696	001-521-20-31-06	PD Shredding	\$35.02	
			4492842	001-514-23-31-02	City Hall Shredding	\$35.02
					Total	\$70.04
Lincoln, Tim	44061	1071	001-524-20-49-00	Plan Review	\$150.00	
			001-524-20-49-01	Inspections	\$800.00	
					Total	\$950.00
Miller Paint Co	44062	29110440-29647111-29707980	001-522-20-48-02	Credit on Returned Products	(\$331.82)	
			001-522-20-48-02	Paint for National Day of Service	\$1,066.50	
			101-542-30-48-02	Paint for Curb @ Senior Center	\$145.07	
			105-576-80-49-02	Paint for Skate Park	\$235.43	
					Total	\$1,115.18
Nisqually Indian Tribe	44063	11067	001-523-60-41-00	Jail Services-Sept 2016	\$2,465.00	
				Total	\$2,465.00	
North Central Laboratorie	44064	379159	408-535-10-31-00	Lab Supplies	\$93.79	
					Total	\$93.79
Orca Pacific, Inc	44065	24087	401-534-10-31-01	Sodium Hypochlorite	\$662.35	
					Total	\$662.35
Parametrix	44066	01-77666	401-594-34-63-35	Rainier Lane SE Construction Services-Office Engineering-Water	\$20.85	
			401-594-34-63-35	Rainier Lane SE Construction Services-Project Management-Water	\$114.81	
			408-594-35-41-01	Biosolids Removal-Spec & Site Plans	(\$80.00)	
			408-594-35-41-01	Biosolids Removal-Project Management	\$106.31	

Vendor	Number	Invoice	Account Number	Notes	Amount
Parametrix	44066	01-77666	408-594-35-41-01	Biosolids Removal-Bidding Services	\$677.82
			408-594-35-63-30	Rainier Lane SE Construction Services-Office	\$20.85
			408-594-35-63-30	Engineering-Sewer Rainier Lane SE Construction Services-Project	\$114.81
			410-594-31-63-28	Management-Sewer Rainier Lane SE Construction Services-Office	\$16.23
			410-594-31-63-29	Engineering-Storm Rainier Lane SE Construction Services-Project	\$89.31
		01-77667	001-524-20-41-02	Management-Storm VG Div 7-Design Review	\$2,125.60
			001-524-20-41-02	VG Div 7-Construction Services	\$4,540.51
		01-77668	101-595-30-41-02	SR162-TWLT-Management Fixed Fees	\$171.20
			101-595-30-41-02	SR162-TWLT-Project Management	\$1,581.75
			101-595-30-41-02	SR162-TWLT-R/W Acquisition	\$3,367.73
			101-595-30-41-02	SR162-TWLT-Final Design	\$14,675.84
		01-77669	410-594-31-63-24	Construction Admin Assistance-Project Mgmt	\$1,313.93
			410-594-31-63-24	Construction Admin Assistance-Construction Eng	\$2,498.45
			410-594-31-63-24	Construction Admin Assistance-Construction Observation	\$2,771.77
			410-594-31-63-24	Construction Admin Assistance-Geotech	\$2,883.66
		01-77670	001-524-20-41-02	General Development	\$1,321.25
			001-558-60-41-01	General Consulting	\$697.50
			101-542-30-41-01	General Consulting	\$807.50
			101-542-30-41-13	Transportation Plan Update-Project Mgt	\$337.50
			101-542-30-41-13	Transportation Plan Update-Non Motorized Element	\$3,293.75
			101-595-10-40-01	Emergency Evac Bridge System-Project Mgt	\$3,422.50
			101-595-20-60-01	Emergency Evac Bridge System-ROW Acquisition	\$1,562.50
			401-534-10-41-01	General Consulting	\$1,871.25
			401-534-10-41-16	Water System Plan Update-WSP Production	\$167.50

Vendor	Number	Invoice	Account Number	Notes	Amount
Parametrix	44066	01-77670	401-534-10-41-16	Water System Plan Update-WSP	\$935.00
			401-534-10-41-19	System Analysis	
			408-535-10-41-01	General Consulting-Telemetry O&M	\$2,720.00
			408-535-10-41-21	General Consulting	\$2,723.75
			408-594-35-41-01	General Consulting-Telemetry O&M	\$1,780.30
			408-594-35-41-01	Biosolids Pre-design-Project Mgt	\$255.00
			408-594-35-41-01	Biosolids Pre-design-Eng Report	\$405.00
			408-594-35-41-13	Eldredge Ave NW SS Rehab Design-Project Mgt	\$97.50
			408-594-35-41-13	Eldredge Ave NW SS Rehab Design-Contract Docs	\$233.75
			408-594-35-41-13	Eldredge Ave NW SS Rehab Design-Bidding Assistance	\$358.75
			408-594-35-41-16	Rainier Meadows-Project Management	\$862.50
			408-594-35-41-16	Rainier Meadows-Lift Station Rehab	\$7,937.50
			408-594-35-63-25	HC Force Main & LS Materials Testing & Inspection	\$449.63
			408-594-35-63-25	HC Force Main & LS Construction	\$782.59
			408-594-35-63-25	Services-Project Mgmt	
			408-594-35-63-25	HC Force Main & LS Construction	\$1,271.83
			408-594-35-63-25	Services-Programming & Systems	
			408-594-35-63-25	HC Force Main & LS Construction	\$1,757.25
			408-594-35-63-25	Services-Office Eng	
			408-594-35-63-25	HC Force Main & LS Construction	\$3,263.25
			408-594-35-63-26	Services-Construction Observation	
			408-594-35-63-26	HC Force Main & LS Materials Testing & Inspection	\$299.75
			408-594-35-63-26	HC Force Main & LS Construction	\$521.73
			408-594-35-63-26	Services-Project Mgmt	
			408-594-35-63-26	HC Force Main & LS Construction	\$847.89
			408-594-35-63-26	Services-Programming & Systems	
			408-594-35-63-26	HC Force Main & LS Construction	\$1,171.50
			408-594-35-63-26	Services-Office Eng	
			408-594-35-63-26	HC Force Main & LS Construction	\$2,175.50
			408-594-35-63-26	Services-Construction Observation	
			410-531-39-41-01	General Consulting	\$1,100.00

Vendor	Number	Invoice	Account Number	Notes	Amount		
Parametrix	44066	01-77670	410-594-31-41-37	Levee FEMA O&M Manual-PM	\$680.00		
			410-594-31-41-37	Levee FEMA O&M Manual-Interior Drainage Plan	\$4,562.50		
			410-594-31-41-37	Levee FEMA O&M Manual-Data Gathering	\$5,175.00		
			410-594-31-63-40	Kansas Street Outfall-Permitting	\$775.00		
	44092	01-77671	410-594-31-63-40	Kansas Street Outfall-Design	\$5,315.00		
			001-524-20-41-02	VG Div 8-Project Expenses	\$8.10		
			001-524-20-41-02	Majestic View Estates-Project Expenses	\$27.50		
			001-524-20-41-02	Majestic View Estates-Construction Services	\$1,832.50		
			001-524-20-41-02	The Meadows-Design Review	\$2,812.50		
			001-524-20-41-02	Majestic View Estates-Design Review	\$3,042.50		
			001-524-20-41-02	The Meadows-Construction Services	\$4,587.50		
			001-524-20-41-02	VG Div 8-Construction Services	\$8,416.25		
			Total				\$119,677.00
			Pestinger, Jeanne	44067	Oct2016-409	001-525-30-30-00	Laminating for Preparedness Fair
Total						\$38.33	
Pierce County	44068	CI-222587 C-104188	001-514-30-49-01	VG Div VII Phase II	\$76.00		
			408-535-10-41-05	Lien Release-200912160060	\$76.00		
			Total				\$152.00
Pierce County Library System	44069	2016-59	408-535-60-48-05	MPC/Library Janitorial	\$810.00		
			Total				\$810.00
Pitney Bowes Global	44070	3301840143	001-514-23-45-00	Postage Machine Lease	\$484.83		
			Total				\$484.83
Pitney Bowes Purchase Power	44071	8000-9090-0050-3685 Oct2016	001-512-50-31-01		\$111.35		
			001-513-10-31-01		\$24.33		
			001-514-23-31-01		\$176.14		
			001-521-20-31-07		\$9.25		
			001-521-20-31-07		\$30.46		
			001-524-20-31-02		\$13.02		
			001-558-60-31-02		\$1.77		
			001-575-50-31-02		\$0.47		
			001-575-50-31-02		\$0.93		

Vendor	Number	Invoice	Account Number	Notes	Amount
Pitney Bowes Purchase Power	44071	8000-9090-0050-3685 Oct2016	104-536-20-31-01		\$0.93
			401-534-10-42-00		\$1.40
			401-534-10-42-00		\$22.98
			408-535-10-42-00		\$22.98
			410-531-38-42-00		\$22.99
			Total		\$439.00
Priscilla S Corporation	44072	SR 162 Left Turn Lane-Parcel 106	320-595-30-63-04	Settlement Agreement for SR 162 Left-Temporary Construction Easement Parcel 106	\$250.00
				Total	\$250.00
Public Safety Testing	44073	2016-7067	001-521-20-31-05	Public Safety Testing	\$125.00
				Total	\$125.00
Puget Sound Energy	44074	200001247663-Oct2016	408-535-50-47-07	VC Lift Station	\$175.20
		200001247812-Oct2016	401-534-50-47-04	Well 2	\$26.00
		200001248034-Oct2016	401-534-50-47-07	Harman Springs	\$120.29
		200001248190-Oct2016	105-576-80-47-01	North Park	\$10.80
		200001248372-Oct2016	401-534-50-47-08	Well 3	\$653.54
		200001248539-Oct2016	001-525-50-47-01	Lahar Siren	\$10.80
		200001532189-Oct2016	105-576-80-47-02	Main Park	\$204.78
			105-576-80-47-03	Bell Tower	\$87.76
		200002708986-Oct2016	408-535-50-47-05	VG Lift Station	\$227.86
		200003766280-Oct2016	001-514-21-32-01		\$15.50
			001-514-21-47-01		\$95.48
			001-524-20-32-05		\$15.49
			401-534-50-47-01		\$95.48
			401-534-50-47-09		\$15.50
			408-535-50-47-01		\$95.48
			408-535-50-47-08		\$15.49
		200009717931-Oct2016	401-534-50-47-04	Well 2	\$27.42
		200010396329-Oct2016	001-521-50-47-00	PSB	\$643.85
			001-522-50-47-00	PSB	\$643.85
		200010396543-Oct2016	105-576-80-47-01	North Park	\$87.32
		200010396733-Oct2016	401-534-50-47-11	Well 4	\$8,759.42
		200010629349-Oct2016	101-542-63-47-01	City Shop	\$11.57
			104-536-50-47-01	City Shop	\$9.25
			401-534-50-47-01	City Shop	\$13.88
			408-535-50-47-01	City Shop	\$11.56
		200013874264-Oct2016	408-535-50-47-04	WWTP	\$6,336.86
		200014994137-Oct2016	410-531-38-47-00	VG Storm Pond	\$49.50
		200019613294-Oct2016	104-536-50-47-02	Cemetery Shop	\$41.48
		200019646914-Oct2016	101-542-63-47-03	Street Lights	\$61.93
		200021141250-Oct2016	408-535-50-47-03	HC Lift Station	\$25.81
		200021421298-Oct2016	408-535-50-47-06	Rainier Meadows- Pump Station	\$28.04
		200022934653-Oct2016	001-575-50-47-01	MPC-Library	\$481.44
		200024404523-Oct2016	408-535-50-47-02	Lift Station 1	\$89.71
		220000846174-Oct2016	101-542-63-47-03	Street Lights	\$23.36
		220011476581- Oct2016	408-535-50-47-03	HC Lift Station	\$98.29

Vendor	Number	Invoice	Account Number	Notes	Amount
Puget Sound Energy	44074	300000002406-Oct2016	101-542-63-47-03	Street Lights	\$5,654.18
				Total	\$24,964.17
SCORE	44075	2176-Oct2016	001-523-60-41-00	Jail Fees-Sept 2016	\$4,710.00
				Total	\$4,710.00
Secure Pacific Corp/Mountain Alarm	44076	95210	001-514-23-31-02	City Hall Alarm	\$83.85
			408-535-10-41-07	WWTP Alarm	\$177.00
				Total	\$260.85
Spectral Laboratories	44077	113018	408-535-10-41-03	Lab Testing	\$166.00
		113161	408-535-10-41-03	Lab Testing	\$203.00
		113164	408-535-10-41-03	Lab Testing	\$183.00
				Total	\$552.00
Sterling Codifers	44078	17878	001-514-23-41-10	Supplement 40	\$758.00
				Total	\$758.00
Sumner Lawn'n Saw	44079	291663	401-594-34-64-55	Diaphragm Pump	\$1,000.00
			408-594-35-64-51	Diaphragm Pump	\$1,000.00
			410-594-31-64-38	Diaphragm Pump	\$276.29
		291919	410-531-38-48-00	Archer 12 In Blend	\$43.65
		292006	408-535-50-48-04	Fuel Cap-Choke Control Knob	\$13.16
				Total	\$2,333.10
Sunnyside, City Of	44080	2039	001-523-60-41-00	Jail Fees-Sept 2016	\$966.00
				Total	\$966.00
Systems For Public Safety Inc	44081	28623	001-594-21-75-03	Emergency Equipment for 2017 Ford Interceptor SUV	\$14,898.42
		28624	001-594-21-75-03	Emergency Equipment for 2017 Ford Interceptor SUV	\$14,898.42
		28625	001-594-21-75-03	Emergency Equipment for 2017 Ford Interceptor SUV	\$14,898.42
		29820	001-521-50-48-02	Replacement of Drivers Mirror-07 Tahoe	\$236.92
				Total	\$44,932.18
The Humane Society Tac/p.	44082	IVC0001709	001-554-30-31-00	Animal Control-Sept 2016	\$105.00
				Total	\$105.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Thomson Reuters West Payment Ctr.	44083	834880425	001-512-50-31-00	Washington Court Rules -2017	\$337.84
				Total	\$337.84
US BankNA Custody Treasury Div-Mony Cntr	44084	122-Oct2016	001-514-23-49-06	Fees for Safekeeping	\$67.20
			101-542-90-40-01	Fees for Safekeeping	\$9.60
			105-576-80-41-09	Fees for Safekeeping	\$9.60
			401-534-90-40-02	Fees for Safekeeping	\$28.80
			408-535-90-40-02	Fees for Safekeeping	\$48.00
			410-531-90-40-02	Fees for Safekeeping	\$28.80
				Total	\$192.00
Utilities Underground Location Center	44085	6090190	401-534-60-41-00	Locates-Sept 2016	\$31.57
			408-535-60-41-00	Locates-Sept 2016	\$31.57
				Total	\$63.14
Wa. State Dept. of Ecolog	44086	2017-BA0020303	408-535-50-51-02	Biosolids Permit	\$1,975.93
				Total	\$1,975.93
Washington Rock Quarries,	44087	70239	410-531-38-48-00	Sand	\$809.77
				Total	\$809.77
Water Management Lab Inc.	44088	152866-152911-153070- 153297	401-534-10-41-03	Lab Testing	\$638.00
				Total	\$638.00
Wex Bank	44089	47315237	001-521-20-32-00	Fuel-PD	\$2,762.38
				Total	\$2,762.38
Whitworth Pest Solutions, INC	44090	328141	410-531-38-48-03	Storm Pond Monitoring	\$812.38
				Total	\$812.38
Zumar Industries Inc	44091	0184910	101-542-64-49-00	Pipe for Street Signs-Perforated Tube	\$616.80
				Total	\$616.80
				Grand Total	\$249,195.42



**City Of Orting
Council Agenda Summary Sheet**

AB16-102 SUBJECT: PUBLIC HEARING- 2017 Revenue Sources	Agenda Item #:	AB2016-102
	For Agenda of:	10/26/16
	Department:	Finance
	Date Submitted:	10/20/16

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	X	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: SUMMARY STATEMENT: <i>City Treasurer Larson will present Council with a PowerPoint presentation on the 2017 Revenue Sources.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:
RECOMMENDED ACTION: N/A – Public Hearing ONLY.



**City Of Orting
Council Agenda Summary Sheet**

AB16-103 SUBJECT: Ordinance No. 2016-997, Amending Ordinance No. 2016-989, As Amended At Ordinance No. 2016-994, And Orting Municipal Code 6-3b-10 Violation; Penalty; Regarding Regulation Of Livestock Within City.	Agenda Item #:	2016-103
	For Agenda of:	October 26, 2016
	Department:	Administration
	Date Submitted:	10/06/16

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, Charlotte Archer	X	Unexpended Balance:	<u>\$0</u>
City Clerk, Jane Montgomery		Timeline: <i>enter a timeline if applicable</i>	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note: <i>enter Finance information here.</i>	
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
SUMMARY STATEMENT: <p>On August 31, 2016, the City Council adopted Ordinance No. 2016-994, amending Ordinance No. 2016-989 at the request of Pierce County to further clarify Pierce County's role as it relates to animal control for livestock in the City. Due to a drafter's error, Ordinance 2016-994, as amended by Ordinance No. 2016-989, and new OMC 6-3B-10 do not reflect the new schedule for civil infraction penalties. The City desires to amend OMC 6-3B-10 to reflect the City's new schedule for civil infraction penalties. The attached ordinance accurately reflects the new schedule for civil infraction penalties.</p>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Transportation Committee
RECOMMENDED ACTION: <i>MOTION: to approve second reading and adoption of Ordinance NO. 2016-997. Amending Ordinance No. 2016-989, as amended at Ordinance No. 2016-994, and Orting Municipal code 6-3b-10 (violation; penalty; regarding regulation of livestock within City).</i>

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2016-997**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, AMENDING ORDINANCE NO. 2016-989,
AS AMENDED AT ORDINANCE NO. 2016-994, AND
ORTING MUNICIPAL CODE 6-3B-10 (VIOLATION;
PENALTY; REGARDING REGULATION OF LIVESTOCK
WITHIN CITY; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Orting is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, beginning Fall 2016, the City intends to contract with Pierce County for Pierce County to provide the City with animal control and pet licensing services; and

WHEREAS, as a condition of providing animal control and pet licensing services to the City, the agreement between the City and Pierce County requires the City to adopt the same animal control and pet licensing regulations as adopted by the County; and

WHEREAS, on August 17, 2016, the City Council adopted Ordinance No. 2016-989, which amended the City's regulations for livestock, cattle, hogs, poultry, horses and rabbits, codified at Orting Municipal Code (OMC) Title 6, Chapter 3, Article B; and

WHEREAS, at the request of Pierce County, the City also amended its schedule for civil infraction penalties via Ordinance No. 2016-988; and

WHEREAS, on August 31, 2016, the City Council adopted Ordinance No. 2016-994, amending Ordinance No. 2016-989 at the request of Pierce County to further clarify Pierce County's role as it relates to animal control for livestock in the City;

WHEREAS, due to a drafter's error, Ordinance 2016-994, as amended by Ordinance No. 2016-989, and new OMC 6-3B-10 do not reflect the new schedule for civil infraction penalties; and

WHEREAS, the City desires to amend OMC 6-3B-10 to reflect the City's new schedule for civil infraction penalties; and

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

Section 1. OMC 6-3B-10 (Violation, Penalty), Amended. Orting Municipal Code 6-3B-10 (Violation, Penalty) is hereby amended to read as follows:

6-3B-10: VIOLATION; PENALTY:

A. Any person violating the provisions of 6-3B-3A, 6-3B-4, and 6-3B-6A shall be guilty of a misdemeanor and, upon conviction thereof, subject to penalty as provided in Section 1-4-1 of this Code.

B. Any person violating the provisions of 6-3B-3B, 6-3B-3C, 6-3B-5, 6-3B-6B, 6-3B-6C, 6-3B-7, and 6-3B-9, shall be guilty of a civil infraction with maximum penalties as follows:

1. First offense within a one year period: Class 3 civil infraction. (~~\$50.00~~120.00)
2. Second offense within a one year period: Class 2 civil infraction. (~~\$125.00~~300.00)
3. Third offense within a one year period: Class 1 civil infraction. (~~\$250.00~~600.00)
4. Fourth offense within a one year period: Misdemeanor. (~~\$~~)

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. Codification. The City Council authorizes the City Clerk to correct any non-substantive errors in this Ordinance, codify same, and publish the code.

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 or upon execution of an agreement between Pierce County and the City of Orting for animal control services, whichever is later.

FIRST READING AND APPROVAL ON OCTOBER 12TH, 2016 AT A REGULAR MEETING OF THE CITY COUNCIL.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26TH DAY OF OCTOBER, 2016.

CITY OF ORTING

Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend PLLC
City Attorney

Filed with the City Clerk: September 27, 2016

Passed by the City Council: October 26, 2016

Ordinance No.2016-997

Date of Publication: October 28, 2016

Effective Date: (See section 5)



**City Of Orting
Council Agenda Summary Sheet**

AB16-104 SUBJECT: Council Rules of Procedure	Agenda Item #:	AB 2016-104
	For Agenda of:	10/26/16
	Department:	Administration
	Date Submitted:	10/21/16

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, Charlotte Archer		Unexpended Balance:	<u>\$0</u>
City Clerk, Jane Montgomery	X	Timeline:	
City Treasurer, Scott Larson			
Police Chief, Bill Drake		BARS:	
Public Works, Dean Kaelin		Fiscal Note:	
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 checked="" type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Redline City Council Rules of Procedure
SUMMARY STATEMENT: The City Council requested that the CGA committee look at Council rules to recommend various changes. The attached documents show the scope of change which includes amending the order of the meeting agenda and correcting Scribner errors. The Committee has elected to not amend 4.5 Contracts and purchases and have requested that the Mayor develop a purchasing policy that is in alignment with state law.
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: CGA Recommends amendments
RECOMMENDED ACTION: Motion: Approve the first reading of amendments to the Council Rules of Procedure.

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). After minutes have been approved the City Clerk will post the minutes on the website and retain the minutes in a fire proof safe or file and retain them in accordance with Washington State Retention schedules.~~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 or the City Clerk 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 City Clerk Clerk to the Mayor, who shall convey the message to the Mayor.~~ The Mayor shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Executive Assistant City Clerk to the Mayor will make an appropriate notation in the minutes. If the motion is not passed, the Executive Assistant City Clerk to the Mayor will note in the minutes that the absence is unexcused

1.4 Council Meeting Staffing: The City Administrator, Executive Assistant City Clerk City Clerk to the Mayor, Treasurer, 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 City Clerk to the Mayor or designee will keep an account of all proceedings of the Council, in accordance with statutory requirements, all proceedings will be either audio or video recorded and then written minutes will be prepared by the City Clerk, as the recorded into the minute book constituting the official record of the Council meeting. All Planning Commission and Civil Service Commission meetings will be audio recorded and written minutes shall be retained according to Washington State Record Retention schedules archived. Committee meetings ss may be audio and written recorded and

~~retained according to Washington State Record Retention schedules and archived.~~

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

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

1.8 Councilmember Seating: A Councilmember's seat at the dais will be determined as follows or as mutually agreed upon by Council:
(A) The Mayor shall sit in the center seat, and the Deputy Mayor shall sit to the Mayor's right

2. Types of Meetings

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

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

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

The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or of any three or more members of the Council, to review forthcoming programs of the City, prepare the city budget, receive progress reports on current programs or projects, receive other similar information from City department heads or conduct procedures

workshops, provided that all discussions and conclusions shall be informal and do not constitute official actions of the Council.

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

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

The public is restricted from attendance and all matters discussed during an executive session are confidential. ~~E~~xecutive 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 by the City Clerk, extending the meeting to a specific time. At the end of that time, if the discussion has not concluded, the meeting shall, by public announcement, again be extended to a specific time. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session.

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

3. Chairs and Duties

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

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

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

3.4 Points of Order: The [City Attorney who is the parliamentarian, 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 [parliamentarian 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 City Clerk to the Mayor](#) on any question at the request of the Mayor or any member of the City Council.

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

3.7 Duties: The Mayor [or designee](#) 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 City Clerk to the Mayor](#) for inclusion on the City Council Agenda. At the request of the Councilmember(s) sponsoring the proposed legislation, their name(s) shall appear on the agenda indicating such sponsorship.

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

4. Order of Business and Agenda

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

- (A) Call to Order: The Mayor calls the meeting to order.

- (B) Pledge of Allegiance
- (C) Roll Call: The Mayor requests a roll call of Councilmembers and indicates whether an absent Councilmember has requested an excused absence. Excused absences will be handled as stated in Section 1.3 of this document.

- (D) Public Comments : Members of the audience may comment on items relating to any matter not 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.

- E. Awards, Confirmations & Presentations: The Mayor makes announcements of upcoming meetings and events. Other special presentations may also be scheduled at this time.

- F. Public Hearings: See Section 6.

- (G) 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.

- (H) Commission Reports
- (I) Committee Reports
- (J) Old Business
- (K) New Business
- (L) Executive Session
- (M) Adjournment

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

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

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

City Clerk of any upcoming Council agenda items or hearings, so that proper notification may be made.

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~~City Clerk 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~~City Clerk to the Mayor or designee shall obtain the signature of the City Attorney and the Mayor. ~~After the Mayor's signature, the Executive Assistant~~City Clerk to the Mayor shall sign the ordinance. The City Clerk is responsible for notifying will notify Sterling Publisher of new ordinances, so that they will be codified, and 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~~action by the Mayor. A resolution may be changed by adoption of a subsequent resolution. Resolutions may be passed under any of the agenda sections.

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

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

City Council Rules of Procedure
for Bid, Sole Source, 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 3:35 pm the Friday prior to the meeting. The City Clerk will post the Agenda Packet on the City's Website. Agendas and packet materials will be available at the Council meeting and may be requested at City Hall for City staff, media and from the City Clerk by 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, City Clerk, Police Chief, City Attorney, Public Works 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 applicant individual and briefly recap the process that resulted in the nominee being selected for the position,
 2. The applicant individual (if available to attend) will introduce themselves and provide a brief background and description of their qualifications to the Council...to 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~~City Clerk to the Mayor shall record it. The ~~Executive Assistant~~City Clerk to the Mayor then restates the outcome of the vote. For example, the outcome may be restated as, “Councilmembers A, B, C and D vote ‘yes’. Councilmembers E, F and G vote ‘no’. The vote is 4-3 to adopt Ordinance No _____. The motion carries.”
- (H) **Tie Vote.** A motion that receives a tie vote is deemed to have failed.
- (I) **Topic Closed.** Once a vote on a motion has been taken, the topic of motion is closed for the remainder of that meeting.
- (J) **Withdrawal of Motion.** A motion may be withdrawn by the maker of the motion at any time before a vote is taken without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- (K) **Motions to Reconsider.** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.
- (L) **Motion to Lay on the Table.** A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, and requires a majority vote.

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

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

table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.

- (M) **Motion to Postpone to Date Certain.** A motion to postpone to a time certain requires a second, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.
- (N) **Motion to Postpone Indefinitely.** A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.
- (O) **Motion to Call for the Question.** A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- (P) **Motion to Amend.** A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include a motion to adjourn, to amend the agenda order, lay on the table, for a roll call vote, for a point of order, for reconsideration and take from the table. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (Q) **Interpretation.** The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature that may arise at a Council meeting.
- (R) **Order of Precedence.** All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict between Robert's Rules of Order and these Council rules, these Council rules shall prevail.

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

- (A) There will be mutual respect from both City Staff and Councilmembers of their respective roles and responsibilities.
- (B) City staff shall acknowledge the Council as policy makers, and the Councilmembers shall acknowledge the City staff as administering the Council's policies.
- (C) Councilmembers with particular interest in an item or topic should be given a courtesy call if that item is rescheduled.
- (D) Councilmembers shall not attempt to direct City Staff in performing their regular daily functions.

- (E) No Councilmember shall direct the City Staff to initiate any action or prepare any report, or initiate any project or study without the consent of the Mayor. New initiatives having policy implementation shall be directed to a Council Committee for consideration.
- (F) Individual requests for information can be made directly to any staff member. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator.
- (G) To provide staff the necessary preparation time, Councilmembers will provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting, if possible.

5.4 Council Representation to any Media and other Organizations:

Councilmembers shall use the following guidelines when speaking with the media:

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

6. Public Hearing Procedures

6.1 Definition of Public Hearing: There are two types of public hearings: legislative and quasi-judicial. Legislative hearings focus on broad policy with general application. Quasi-judicial hearings focus on the rights of specific parties and decisions must be based on a formal record. The Mayor will state the public hearing procedures before each public hearing, staff and/or consultants will introduce the topic. Citizens may comment on public hearing items.

6.2 Speaker Sign-In: Prior to the start of a public hearing the Mayor may require that all persons wishing to be heard sign in with the [Executive Assistant City Clerk to the Mayor](#), giving their name and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in

have given their testimony. The Mayor will establish time limits and otherwise control presentations. (The speaking time limit is three minutes per speaker or five minutes when presenting the official position of an organization or group). The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, etc.).

6.3 Conflict of Interest/Appearance of Fairness: Prior to the start of a public hearing, the Chair will ask if any Councilmember has or may have an interest or may have engaged in an ex-parte communication which could, 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~~ [City Clerk](#) ~~to the Mayor~~.
- (D) There will be no demonstrations during or at the conclusion of a public hearing.
- (E) The order for a public hearing shall be as follows:
 1. The Chair calls upon City Staff to describe the matter under consideration.
 2. The Chair calls upon proponents, opponents and

all other individuals who wish to speak regarding the matter under consideration.

3. The Chair inquires as to whether any Council-member has questions to ask the proponents, opponents, speakers or staff. If any Council-member 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

City Council Rules of Procedure
directly to the City Administrator for his/her review if the complaint has not yet been reviewed. The City Council may direct that the City Administrator report to the Council his/her response and resolution.

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

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

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

The written communication may be submitted by direct mail, e-mail, text message or by addressing the communication to the [Executive Assistant 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 [City Clerk](#) ~~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 [Clerk/Administrator](#) will prepare the Oath of Office and [the Mayor, The City Administrator or the City Clerk may](#) 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 [Executive Assistant/City Clerk to the Mayor](#) will maintain a list of committee meeting times, dates and locations. Committees may make recommendations for action to the Council as a

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

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

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

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

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

10. Public Records

10.1 Public Records: Records created or received by the Mayor or any Councilmember should be transferred to the [Executive Assistant City Clerk to the Mayor office](#) for retention by the City in accordance with the Public Records Act, Chapter 42.56 RCW. Public records that are duplicates of those received by, or in the possession of the city, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained; should be referred to the City Attorney.

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

10.3 Open Public Meetings Act Regarding Electronic Mail: E-mails between elected officials of a governing body can implicate the Open Public Meetings Act. If discussing city business with a fellow Councilmember via e-mail, it can constitute a meeting and all the requirements for a public meeting would have to be met or a violation of the Act could occur.

11. Council Travel Policy

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

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

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

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

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

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

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

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

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

- (A) Name of the consumer.
- (B) Nature of the occasion for the consumption.
- (C) Public purpose or policy objective was served.

- (D) The expenses are consistent with the policy authorizing reimbursement.

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

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

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

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

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

11.13 Lodging: Hotel/motel accommodations for public officials/employees attending out-of-town functions on city business are acceptable. Lodging expenses shall be reimbursed at actual costs, as evidenced by a receipt, up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality. The maximum allowable lodging rates shall be those in effect by the State of Washington, Office of Financial Management.

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

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

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

12. Suspension and Amendment of These Rules

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

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

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

Adopted – 8/29/07

Revised –



**City Of Orting
Council Agenda Summary Sheet**

AB16-105 SUBJECT: Selection of Candidate to fill the unexpired term of Council Position #3.	Agenda Item #:	AB2016-105
	For Agenda of:	10/26/16
	Department:	Council
	Date Submitted:	10/21/16

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, Charlotte Archer		Unexpended Balance:	<u>\$0</u>
City Clerk, Jane Montgomery	X	Timeline: <i>90 days from resignation of Councilmember</i>	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note: <i>N/A</i>	
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 checked="" type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Council Rule SUMMARY STATEMENT: Councilmember Hoyt submitted his resignation to Mayor Pestinger on October 12, 2016. <i>Per the City Council Rules of Procedure:</i> 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. <i>Deputy Mayor Ford is leading the process for the appointment to this position. Deputy Mayor Ford will provide each Councilmember the applicant information, and each Councilmember will be asking applicants 2 questions.</i> <i>Deputy Mayor Ford will provide Council the procedure that will be followed during the meeting on November 9th, and applicants will be informed prior to the meeting of the interview process.</i>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: <i>N/A</i>
RECOMMENDED ACTION: <i>N/A</i>

COUNCIL RULES OF PROCEDURE

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.



**City Of Orting
Council Agenda Summary Sheet**

AB16-106 SUBJECT: Focus Group	Agenda Item #:	AB2016-106
	For Agenda of:	10/26/16
	Department:	Administration
	Date Submitted:	10/21/16

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger	X	Cost of Item:	<u>\$1200</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$1200</u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u>\$0</u>
City Clerk, Jane Montgomery		Timeline: <i>enter a timeline if applicable</i>	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note: <i>enter Finance information here.</i>	
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 checked="" type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments:
SUMMARY STATEMENT: The City Council approved a budget line item for 2016 to form a randomly selected citizen focus group to determine satisfaction with current services. This current plan also seeks information about emergency preparedness, willingness to pay additional taxes and which taxes, level of approval for new city facilities.
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: CGA Committee
RECOMMENDED ACTION: MOTION: <i>Move to authorize the City Administrator to contact a random sample of Orting citizens to participate in a forum to determine satisfaction with city services and future needs of the City</i>

Dear Orting Citizen,

The City of Orting government is very interested in what our Citizens like or dislike about our community and City services. We also want to know what you would like to see in the future.

You have been selected randomly to participate in one meeting this fall to determine your satisfaction and concerns. This will involve completing satisfaction surveys and participating in group discussion with a mediator.

The first meeting will be about 2 hours in the evening and you will be served a light meal and paid \$30 for your service. Only one member from your household can participate, so please complete the items below that indicates who will participate. If you or your household do not want to participate please indicate so below.

We also need to know something about your household income and race to ensure that we have a representative selection from our City. Thanks for completing this and please send it back in the provided stamped envelope or just drop it off at City Hall. We will contact you in October to provide a date for the first meeting. Thanks again.

Sincerely,

Joachim Pestinger, Mayor

I am willing to participate ____ Yes ____ No

The gender of the family participant will be (circle) male female

The age of the participant (circle) 16-18 19-25 26-35 36-50 51-65 65 & up

The race of the participant is (circle)

Caucasian Hispanic/Latino American Indian Black/African American Asian

Hawaiian/Pacific Islander Other

The household annual income is (Circle)

\$0-\$29,999 \$30,000-\$49,000 \$50,000-\$99,000 \$100,000 and up

FOCUS GROUP INFORMATION: WHAT DO WE WANT TO LEARN?

Determine satisfaction with current services

- City Administration
 - Front desk, Administrator, Building Dept., staff in general, Utilities quality of service, rates, payment services.
- Public Safety
 - Police and Fire/emergency medical, Court.
 - Determine if aware of hazards and if they have a family emergency plan. What would help them plan better?
- Government
 - Council, Mayor, Taxes.
- Parks and Recreation
 - Quality and sufficient quantity of park space and equipment
 - Recreation program variety and satisfaction.
- Streets
 - Determine satisfaction with quality of streets and sidewalks.

Ask questions that find out what they like about city services.

What they would like to see less of? And

What would they like to see more of?

Find out how they feel about current taxes.

Find out how they would feel about new city facilities.

Learn what tax they would be most open too to meet deficit, add police services, build new city hall.