

Councilmembers

Position No.

1. Tod Gunther
2. John Kelly
3. Tony Belot
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Scott Drennen



Mayor Joshua Penner, Chair

Orting City Council

Regular Business Meeting Agenda
Virtual Meeting, Orting, WA
October 14th, 2020
7:00p.m.

***The City is utilizing remote attendance for Councilmembers and City employees. Please note: OPMA rules regarding provision for the public in a space have been suspended by proclamation of the Governor. The meeting is however, available for the public. To join the meeting use the following information: To join the meeting on a computer or mobile phone: use this link:**

<https://bluejeans.com/910951464?src=calendarLink->

To Phone in Dial-1.408.419.1715 and Use Meeting ID: 910 951 464

***Public Service Announcement**

Pierce County Emergency Management skipped Monday's siren test and will resume Monday, November 2nd, 2020. They just completed a siren upgrade and want ample time to prepare residents for a change in what they will hear – chime and voice versus the “wail” sound. Be watching social media and other communication avenues for more information. If you want to hear the updated sounds, check out this page: <https://www.piercecountywa.gov/.../115310/Lahar-Warning-System>

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL. REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.

2. PUBLIC COMMENTS- *Comments may be sent to the City Clerk at: jmontgomery@cityoforting.org by 3pm on October 14th, 2020, and will be read in to the record at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee.*

Requests for Consent Agenda Items to Be Pulled For Discussion

3. CONSENT AGENDA


- A. Study Session Meeting Minutes of September 16, 2020
- B. Payroll and Claims Warrants.

Motion: *Move to approve Consent Agenda as prepared. OR Motion: To approve Consent Agenda with the exception of agenda item(s) #_____.*

Consent Agenda Items Pulled For Discussion.

4. OLD BUSINESS

- A. **AB20-76**-Amendment to the Interagency Agreement with the Washington State Department of Commerce for CARES Funding.

 **Scott Larson**

Motion: *To approve Resolution No. 2020-33, authorizing the Mayor to execute an amendment to the Interagency Agreement with the Department of Commerce to receive additional CARES Act funding.*

5. NEW BUSINESS

A. AB20-77-Appointment of City Administrator.

 **Mayor Penner**

PROCESS

(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:

a. Mayor or City Administrator will introduce the nominated applicant and briefly recap the process that resulted in the nominee being selected for the position.

b. The applicant will provide a brief background and description of their qualifications to the Council.

c. 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),

d. 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.

e. 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.

f. After the question and answer session, or 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.

Motion: To confirm the Mayor’s appointment of Scott Larson to the position of City Administrator.

B. AB20-78- Cemetery Land Purchase and Sale Extension and Closure- Resolution No, 2020-34

 **Mark Bethune**

Motion: To Authorize The Mayor To Execute An Addendum To The Purchase And Sale Agreement With Wolf River, LLC, For Tax Parcel No. 0418011003.

C. Discussion- Council Meeting Dates in November.

 **Mayor Penner**

Motion: To Reschedule the following Council Meetings, in November _____, from _____ to _____.

6. EXECUTIVE SESSION

7. ADJOURNMENT- Motion: Move to Adjourn.

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219

Upcoming Meetings: Study Session October 21st, 2020 6:00pm (Virtual)

COUNCILMEMBERS

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ORTING CITY COUNCIL

Study Session Minutes

Virtual, Orting, WA
September 16th, 2020
6pm

Deputy Mayor Greg Hogan, Chair

1. CALL MEETING TO ORDER, ROLL CALL AND PLEDGE

***The City utilized remote attendance for Councilmembers and City employees. OPMA rules regarding provision for the public in a space were suspended by proclamation of the Governor. The meeting was however, available to the public by a call in number.**

Deputy Mayor Hogan called the meeting to order at 6:00pm. Councilmember Gunther led the Pledge of Allegiance.

Councilmembers Present: Deputy Mayor Greg Hogan, Councilmembers Tod Gunther, Tony Belot, Scott Drennen, John Kelly, John Williams, and Gregg Bradshaw. Mayor Penner was also in attendance.

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer/Assistant City Administrator, JC Hungerford, Engineer, Greg Reed, Public Works Director, Chris Gard, Chief of Police, Charlotte Archer, City Attorney.

2. PARKS BOARD

A. AB20-71-ADA Level III Spinner.

Mark Bethune briefed that the City received new bids on the Level II Spinner and they have an area in the Park to put it. It is in the 2020 budget and they would like to install the spinner in October. Jason Linkem from the Park Board was present and he let the Council know that the Board researched all the locations in the City and came to a consensus that the Main Park was the best location. They also interviewed the Vendor and recommend approval of the spinner. The CGA Committee also recommends approval. The Public Works Department will do the site prep. **Action:** Move to the consent agenda for the September 30th meeting.

3. COMMITTEE REPORTS

Public Works

Councilmember Drennen briefed on the topics of discussion at the last Committee meeting, they were the following:

- The Carbon River Levee Setback- will create a resolution to preserve trail alignment and seek other measures to mitigate flood hazards;
- Solids Upgrade;
- SR 162 Overpass- Will go to RCO Board to apply for a grant;
- Puyallup River Lift Station- Decline bids and will go back out in the spring for bids.

Public Safety

No Meeting.

Community and Government Affairs

Councilmember Gunther briefed that the Committee has items on the agenda. Items not on the agenda that will be coming forward in the future are:

- New Drone Park- Parks Board working on this;
- Non Profit request from Non Profits to provide housing for homeless on freezing cold nights;

- Disability language in the Park Plan- Planner working on this.

4. STAFF REPORTS

Engineering

No Report.

Planning

Emily Adams briefed on the 2nd open house scheduled for September 28th, 2020. The open house is on the Comprehensive Plan amendments.

Public Works

Greg Reed Public Works Director briefed on tasks that Public Works has been performing:

- Crack Sealing;
- Storm water Assessments;
- The Budget;
- Work on water and sewer sites;
- WWTP maintenance.

City Clerk

Jane Montgomery, City Clerk briefed that the City hired a records specialist who is currently scanning records gearing up for the move to the new City Hall. She worked with the Finance Director to schedule upcoming budget agenda items. Work is ongoing on the new City website, and Contracts are being reviewed and updated by department as needed. The Budget retreat has been proposed for October 24th.

Court Clerk

No Report.

Police

Chris Gard, Chief of Police briefed on the new lateral hire, accreditation and the time he spent with OFVR during the recent fires in the Bonney Lake, Sumner area.

Assistant City Administrator/Finance Director

Scott Larson, Finance Director/ Assistant City Administrator briefed that he is concentrating on the Budget. He is also working with his staff to organize and log and eliminate as many records as possible prior to the move to the new City Hall.

City Administrator

Mark Bethune, City Administrator briefed on the progress at the new City Hall. The project is 99% complete.

Mayor Penner

Mayor Penner briefed on the following:

- Tours of the new City hall can be scheduled after October 5th
- The recent Fires and their impact to communications
- City Administrator has agreed to stay on until November 30th, 2020
- Engagement with the City's lobbyist, Joe DePinto

5. CONSENT AGENDA

A. Study Session Meeting Minutes of August 19th, 2020.

B. Payroll and Claims Warrants.

Councilmember Kelly made a motion to approve Consent Agenda as prepared Second by Councilmember Belot. Motion passed (7-0)

6. AGENDA ITEMS

A. AB20-72-Discussion- 20 Year Population Allocation.

Emily Adams briefed that this is a process that is required by the Growth Management Act. Pierce County has initiated the population allocation process to set the 2044 population targets that will be used by cities in Pierce County for the next 8-year periodic comprehensive plan update (Orting's is due in 2024). She attended the first meeting in August and at the conclusion Each City is returning to the next meeting with a proposed number that represents the City's anticipated population growth over the next 20 years. **Action:** None at this time.

B. AB20-69-2021 Grant Requests.

Councilmember Gunther briefed that the Grants had all been reviewed at the CGA Committee on September 1st, 2020. The applications came in from the following:

- Chamber of Commerce/Orting Community Float- Asked for \$15,000- CGA recommended \$5,000. Last year they received \$1,500.
- Farmers Market- Asked for \$4,500. Last year granted \$3,000- CGA recommended \$3,000
- Food Bank- Last year granted \$3,000- asked 3k- cga 3k
- Opportunity Center, DBA The Haven- last 7,500- asked 10k- cga 9k
- Senior Center- 15k last- asked 10K- cga- 10k
- Tacoma/Orting Recovery Café- 10k last year- asked 15k- cga 10K

All applicants other than the Chamber are within the policy for the allowable grant amount. The idea of possibly using cares funds and rolling that in with these grant funds was discussed, but the agencies would have to show a COVID loss. **Action:** No action at this time as the amounts will be determined during budget talks.

C. AB20-76-CARES Grant Funds Update.

There are two grants processes this year, our normal grant process, and now this year the CARES grants. Scott Larson briefed that staff have been receiving applications for both the business and non-profit grants. Staff will provide an updated list of the applicants to Council based on applications received through September 15th. The possibility of sending a flyer out in the utility bill was discussed. Mayor Penner would prefer to do a separate mailing. The cost may be approximately \$.75 per mailing. The possibility of combining this with the regular grants is a possibility. **No action needed at this time.**

D. AB20-73- Resolution No 2020-30, Declaring Personal Property of the City Surplus and Authorizing the City Administrator to Dispose of it in a Commercial Reasonable Manner.

Mark Bethune briefed that a lot of the furniture at the old City hall is laminate and would not stay in tack with a move. He plans on contacting used furniture stores to see if they will bid on the entire lot. The items have no commercial value and are, in many cases, unusable. The City desires to declare these items as surplus. The proposed resolution declares those items surplus and authorizes their disposal. **Action:** Move forward to the consent agenda.

E. AB20-74 Emergency Evacuation Bridge- Amendment #1 Scope and Budget

Councilmember Drennen briefed on this agenda item. He stated that this is a request from Parametrix for \$142,245 which is over cost from the original scope and budget. When Parametrix took over there were additional cost that were not anticipated. There were multiple engineer firms that had worked on the project. BergerABAM did the original 30% design work and then it was reviewed by Pierce County. As they got in to the details the original design had been engineered in the early 2000 and when Parametrix took it over the standards had changed, and they had to do a significant re-design, and this is why the cost is greater. The cost to Parametrix to complete this is actually more than the requested amount. **Action:** Move forward to the consent agenda

F. Discussion- City Reader Board.

Councilmember Gunther briefed on 3 designs which are in keeping with the flavor of Orting. This is no longer in violation of the sign code as government signage is exempt. There are concerns about vandalism so height may be an issue. This will be put in the budget for 2021 at an anticipated cost of \$20,000. **No Action at this time.**

G. Discussion- City Engagement Ring.

Councilmember Gunther briefed on his desire to have a giant sculpture of an engagement ring on the Puyallup River, near Bernie's Rock. He provided two photos. His belief is that suitors from around the region might come to Orting to propose to their partner under that ring with its beautiful backdrop of Mt Rainier. He hopes this might make Orting become known as one of the most romantic destinations in Washington. He received a quote from a distinguished metal sculptor for a ring like the attached photos for between \$25,000 and \$35,000. **Action:** Discuss at budget meetings.

H. AB20-75- Council Rule Changes-Selection of Deputy Mayor, 8.5 and 3.9B, & 4.1 Order of Business & Agenda.

Councilmember Gunther proposed making changes to the Deputy Mayor process and would also like to add a Council comment time at the end of the meeting. This was discussed at the CGA Committee on September 1st and comes with their recommendation. **Action:** Take back to CGA Committee for further review and a complete process.

7. ADJOURNMENT

Councilmember Belot made a motion to adjourn. Second by Councilmember Bradshaw. Motion passed (7-0)

Deputy Mayor Hogan adjourned the meeting at 10:08pm

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

VOUCHER/WARRANT REGISTER
FOR OCTOBER 14, 2020 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.

OCTOBER 1st COUNCIL

CLAIMS WARRANTS #49069 THRU #49105
IN THE AMOUNT OF \$ 50,981.09
Voided Warrant #49090

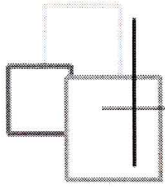
PAYROLL WARRANTS # 23700 THRU #23706 = \$ 40,339.19
EFT \$ 168,624.22
IN THE AMOUNT OF \$ 208,963.41
Carry Over \$ 3,220.73

ARE APPROVED FOR PAYMENT ON OCTOBER 14, 2020

COUNCILPERSON _____

COUNCILPERSON _____

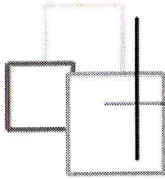
CITY CLERK _____



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2020 - October 2020 - 1st Council

Fund Number	Description	Amount
001	Current Expense	\$12,900.18
101	City Streets	\$235.66
104	Cemetery	\$3,976.36
105	Parks Department	\$7,548.51
304	City Hall Construction	\$15,157.72
401	Water	\$3,408.52
408	Wastewater	\$3,530.46
410	Stormwater	\$3,757.98
412	Utility Land Acquisition	\$465.70
	Count: 9	\$50,981.09

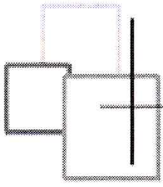


Register

Fiscal: 2020
Deposit Period: 2020 - October 2020
Check Period: 2020 - October 2020 - 1st Council

Number	Name	Print Date	Clearing Date	Amount
Key Bank	2000073			
Check				
<u>49069</u>	Scott, James	10/9/2020		\$182.25
<u>49070</u>	Actual Assistant	10/14/2020		\$300.00
<u>49071</u>	Agfalvi, Kim	10/14/2020		\$25.30
<u>49072</u>	Alan Environmrntal Products INC	10/14/2020		\$120.94
<u>49073</u>	Associated Petroleum Products INC	10/14/2020		\$1,510.22
<u>49074</u>	Automatic Wilbert Vault	10/14/2020		\$205.51
<u>49075</u>	BlueTarp Credit Services	10/14/2020		\$373.84
<u>49076</u>	Centurylink	10/14/2020		\$1,407.09
<u>49077</u>	CenturyLink/Qwest	10/14/2020		\$274.99
<u>49078</u>	Comcast	10/14/2020		\$482.48
<u>49079</u>	Curry & Williams, P.I.I.c	10/14/2020		\$2,063.47
<u>49080</u>	Enviro-Clean Equipment, Inc.	10/14/2020		\$2,080.12
<u>49081</u>	Evergreen Safety Council	10/14/2020		\$1,201.75
<u>49082</u>	Fastenal Company	10/14/2020		\$258.85
<u>49083</u>	Frost Landscape	10/14/2020		\$11,474.31
<u>49084</u>	Goble Sampson Associates INC.	10/14/2020		\$784.08
<u>49085</u>	Harrington's Janitorial	10/14/2020		\$375.00
<u>49086</u>	Konica Minolta Business Solutions	10/14/2020		\$166.84
<u>49087</u>	Opportunity Center Of Orting	10/14/2020		\$625.00
<u>49088</u>	Orting Valley Senior Cent	10/14/2020		\$1,250.00
<u>49089</u>	P.c. Budget & Finance	10/14/2020		\$2,523.12
<u>49090</u>	Pease Construction INC	10/14/2020		\$5,506,530.97
<u>49091</u>	Platt	10/14/2020		\$277.26
<u>49092</u>	Puget Sound Energy	10/14/2020		\$272.30
<u>49093</u>	Recovery Cafe	10/14/2020		\$833.33
<u>49094</u>	Schwab, Erica	10/14/2020		\$300.00
<u>49095</u>	Secure Pacific Corp/Mountain Alarm	10/14/2020		\$341.85
<u>49096</u>	Sonsray Machinery LLC	10/14/2020		\$394.51
<u>49097</u>	Spectral Laboratories	10/14/2020		\$376.00
<u>49098</u>	The Walls Law Firm	10/14/2020		\$1,875.00
<u>49099</u>	UniFirst Corporation	10/14/2020		\$324.02
<u>49100</u>	Utilities Underground Location Center	10/14/2020		\$89.32
<u>49101</u>	Valley Saw Shop	10/14/2020		\$49.19
<u>49102</u>	Verizon Wireless	10/14/2020		\$2,290.73
<u>49103</u>	Visionary Office Furniture	10/14/2020		\$15,157.72
<u>49104</u>	Water Management Lab Inc.	10/14/2020		\$249.00

Number	Name	Print Date	Clearing Date	Amount
49105	Zumar Industries Inc	10/14/2020		\$465.70
<u>V-49090</u>	Pease Construction INC	10/14/2020		(\$5,506,530.97)
		Total	Check	\$50,981.09
		Total	2000073	\$50,981.09
		Grand Total		\$50,981.09



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Actual Assistant	49070	772	001-514-23-41-12	Website Maintenance/Hosting	\$132.00
			105-576-80-41-05	Website Maintenance/Hosting	\$9.00
			401-534-10-41-34	Website Maintenance/Hosting	\$45.00
			408-535-10-41-36	Website Maintenance/Hosting	\$78.00
			410-531-38-41-05	Website Maintenance/Hosting	\$36.00
			Total	\$300.00	
Agfalvi, Kim	49071	OCT2020-202	001-514-23-43-00	Mileage to Record Document	\$25.30
Total				\$25.30	
Alan Environmntal Products INC	49072	#INV13574	408-535-10-31-00	Screen Wipes	\$120.94
Total				\$120.94	
Associated Petroleum Products INC	49073	0250718-IN	101-542-30-32-00	Fuel	\$124.34
			401-534-80-32-00	Fuel	\$497.36
			401-534-80-32-01	Fuel	\$120.06
			408-535-80-32-00	Fuel	\$497.36
			408-535-80-32-01	Fuel	\$26.70
			410-531-38-32-01	Fuel	\$124.34
			410-531-38-32-02	Fuel	\$120.06
Total	\$1,510.22				
Automatic Wilbert Vault	49074	68160	104-536-20-34-00	Cemetery Liner	\$205.51
Total				\$205.51	
BlueTarp Credit Services	49075	G11074/5	001-575-50-48-00	LED Bulb-MPC	\$28.55
		J20769/3	401-534-50-35-00	Small Tools-Water	\$77.57
		J20770/3	410-531-38-35-00		\$210.91
		J20782/3	001-514-21-48-01	Furniture Dolly	\$56.81
Total	\$373.84				
Centurylink	49076	300549818-OCT2020	001-514-23-42-00	City Phones	\$558.68
			001-524-20-42-00	City Phones	\$27.85
			101-542-63-47-03	SR162 Signal	\$61.99
			401-534-10-42-01	City Phones	\$321.99

Vendor	Number	Invoice	Account Number	Notes	Amount
Centurylink	49076	300549818-OCT2020	408-535-10-42-01	City Phones	\$363.79
			410-531-38-42-01	City Phones	\$72.79
			Total		\$1,407.09
CenturyLink/Qwest	49077	464B-OCT2020 465B-OCT2020 492B-OCT2020	001-521-20-45-02	Cell Connection	\$116.86
			001-521-20-45-02	Cell Connection	\$81.86
			001-521-20-45-02	Cell Connection	\$76.27
			Total		\$274.99
Comcast	49078	0221105-OCT2020 Invoice - 10/7/2020 3:17:00 PM	001-514-23-42-00	City Hall Internet	\$60.31
			001-524-20-31-00	City Hall Internet	\$60.31
			401-534-10-42-01	City Hall Internet	\$60.31
			408-535-10-42-01	City Hall Internet	\$60.31
			001-512-50-42-00	PSB Internet	\$24.12
			001-521-50-42-00	PSB Internet	\$217.12
			Total		\$482.48
Curry & Williams, P.I.I.c	49079	Court Judge-Sept 2020	001-512-50-10-02	Court Judge-Sept 2020	\$2,063.47
			Total		\$2,063.47
Enviro-Clean Equipment, Inc.	49080	20-52351R 20-52375	410-531-38-48-00	Replace Springs- Replace Motor	\$1,700.78
			410-531-38-48-00	4 Segment Brooms	\$379.34
			Total		\$2,080.12
Evergreen Safety Council	49081	#INV10716	001-524-20-41-05	Flagger Training	\$147.44
			401-534-90-49-00	Flagger Training	\$351.45
			408-535-90-49-00	Flagger Training	\$351.43
			410-531-31-20-06	Flagger Training	\$351.43
			Total		\$1,201.75
Fastenal Company	49082	WASUM69014	401-534-10-31-00	Face Mask	\$29.67
			408-535-10-31-00	Face Mask	\$29.67
			410-531-38-31-00	Face Mask	\$29.68
		WASUM69186 WASUM69326	408-535-50-48-02	Supplies	\$121.01
			408-535-50-48-02	Supplies	\$48.82
			Total		\$258.85
Frost Landscape	49083	14392-SEPT 2020	104-536-50-41-02	Landscape Services-Sept 2020	\$3,770.85
			105-576-80-48-08	Landscape Services-Sept 2020	\$7,539.51
			410-531-38-48-08	Landscape Services-Sept 2020	\$163.95
			Total		\$11,474.31
Goble Sampson Associates INC.	49084	BINV0008551	401-534-50-48-04	Well 4 Parts	\$784.08
			Total		\$784.08
Harrington's Janitorial	49085	3681-OCT 2020	401-534-10-31-00	Janitorial-City Shop-Rocky RD	\$125.00
			408-535-10-31-00	Janitorial-City Shop-Rocky RD	\$125.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Harrington's Janitorial	49085	3681-OCT 2020	410-531-38-31-00	Janitorial-City Shop-Rocky RD	\$125.00
				Total	\$375.00
Konica Minolta Business Solutions	49086	268720007	001-521-10-40-06	PD Copier Lease	\$166.84
				Total	\$166.84
Opportunity Center Of Orting	49087	3509-OCT2020	001-571-20-31-14	Orting Opportunity Center Grant-OCT 2020	\$625.00
				Total	\$625.00
Orting Valley Senior Cent	49088	209-OCT 2020	001-571-20-31-06	Monthly Support- Oct 2020	\$1,250.00
				Total	\$1,250.00
P.c. Budget & Finance	49089	CI-291610 C-104188	001-538-40-47-00 001-589-30-03-00	Peg Fees - 2nd QRT Peg Fees - 2nd QRT	\$1,261.56 \$1,261.56
				Total	\$2,523.12
Pease Construction INC	49090	Pay Request #13-New City Hall Facilities	304-594-18-60-01 304-594-31-60-01 304-594-34-60-01 304-594-35-60-01 304-594-44-60-01 304-594-76-60-01	Pay Request #13- New City Hall Facilities Pay Request #13- New City Hall Facilities Pay Request #13- New City Hall Facilities Pay Request #13- New City Hall Facilities Pay Request #13- New City Hall Facilities	\$3,303,918.58 \$495,587.79 \$495,587.79 \$991,175.57 \$110,130.62 \$110,130.62
	V-49090	V-49090 Pay Request #13- New City Hall Facilities	304-594-18-60-01 304-594-31-60-01 304-594-34-60-01 304-594-35-60-01 304-594-44-60-01 304-594-76-60-01	New City Hall Facilities-60 New City Hall Facilities-9 New City Hall Facilities-9 New City Hall Facilities-18 New City Hall Facilities-2 New City Hall Facilities-2	(\$3,303,918.58) (\$495,587.79) (\$495,587.79) (\$991,175.57) (\$110,130.62) (\$110,130.62)
				Total	\$0.00
Platt	49091	0S89643 0T00358	408-535-50-48-04 408-535-50-48-03	Equipment Light Bulbs	\$113.07 \$112.27

Vendor	Number	Invoice	Account Number	Notes	Amount
Platt	49091	OT73168	001-575-50-48-00	Light Bulbs	\$51.92
				Total	\$277.26
Puget Sound Energy	49092	200019646914-OCT2020	101-542-63-47-03	Street Lights	\$49.33
		200021064239-OCT2020	401-534-50-47-03	Well 1	\$222.97
				Total	\$272.30
Recovery Cafe	49093	010--OCT 2020	001-571-20-31-39	Grant Recovery Cafe-OCT 2020	\$833.33
				Total	\$833.33
Schwab, Erica	49094	0000008-Civil Service-Consultant-Sept 2020	001-521-10-10-04	Civil Service-Consultant-Sept 2020	\$300.00
				Total	\$300.00
Scott, James	49069	OCT2020-201	001-594-21-64-01	Reimbursement for Title Transfer-Patrol Cars	\$182.25
				Total	\$182.25
Secure Pacific Corp/Mountain Alarm	49095	275147	001-514-23-31-02	City Hall Alarm	\$83.85
			408-535-10-41-07	WWTP Alarm	\$258.00
				Total	\$341.85
Sonsray Machinery LLC	49096	P41583-08	410-531-38-48-01	Knife Bolts & Nuts	\$394.51
				Total	\$394.51
Spectral Laboratories	49097	152479	408-535-10-41-03	Lab Testing	\$376.00
				Total	\$376.00
The Walls Law Firm	49098	66-Prosecuting Attorney-Sept 2020	001-515-41-41-03	Prosecuting Attorney-Sept 2020	\$1,875.00
				Total	\$1,875.00
UniFirst Corporation	49099	330 1675077	408-535-10-31-03	Uniform Item-Protective Services	\$165.25
		330 1677153	408-535-10-31-03	Uniform Item-Protective Services	\$158.77
				Total	\$324.02
Utilities Underground Location Center	49100	0090194	401-534-60-41-00	Locates - September	\$44.66
			408-535-60-41-00	Locates - September	\$44.66
				Total	\$89.32
Valley Saw Shop	49101	35847	410-531-38-48-01	6-Mower Blades	\$49.19
				Total	\$49.19

Vendor	Number	Invoice	Account Number	Notes	Amount
Verizon Wireless	49102	9862914064	001-512-50-42-00	Cell Phones	\$41.65
			001-514-23-42-00	Cell Phones	\$233.95
			001-524-20-42-00	Cell Phones	\$41.92
			401-534-10-42-01	Cell Phones	\$459.40
			408-535-10-42-01	Cell Phones	\$459.40
			9862914065	001-512-50-42-00	Cell Phones-Court
		001-521-20-45-01		Cell Phones-PD	\$529.29
		001-521-20-45-02		Cell Connection	\$440.69
				Data-PD	
		401-534-10-42-01		Data	\$20.00
		408-535-10-42-01		Data	\$20.01
			Total		\$2,290.73
Visionary Office Furniture	49103	20062	304-594-18-60-01	New City Hall Office Furniture	\$9,094.63
			304-594-31-60-01	New City Hall Office Furniture	\$1,364.19
			304-594-34-60-01	New City Hall Office Furniture	\$1,364.20
			304-594-35-60-01	New City Hall Office Furniture	\$2,728.39
			304-594-44-60-01	New City Hall Office Furniture	\$303.15
			304-594-76-60-01	New City Hall Office Furniture	\$303.16
				Total	
Water Management Lab Inc.	49104	188468	401-534-10-41-03	Lab Testing	\$249.00
				Total	
Zumar Industries Inc	49105	33963	412-594-38-41-02	Authorized Personnel Only	\$334.10
		33982	412-594-38-41-02	Public Works Sing	\$131.60
			Total		\$465.70
				Grand Total	\$50,981.09



City Of Orting
Council Agenda Summary Sheet

	Agenda Bill #	Recommending Committee	Study Session Dates	Council Meeting Date
Subject: Amendment to the Interagency Agreement with the Washington State Department of Commerce for CARES Funding	AB20-76			
		N/A		10.14.2020
	Department: Administration			
	Date Submitted: 9/28/2020			
	Cost of Item: <u>\$251,400 + \$125,700</u>			
Amount Budgeted: <u>\$0</u>				
Unexpended Balance: <u>N/A</u>				
Bars #: TBD				
Timeline: Funds must be spent by November 30, 2020				
Submitted By: Scott Larson, Assistant City Administrator/Finance Director; Charlotte Archer, City Attorney				
Fiscal Note:				
Attachments: Resolution No. 2020-33; Exhibit A – Amendment to the Interagency Agreement with the Washington State Department of Commerce for CARES Funding				
SUMMARY STATEMENT: The City of Orting has been allocated an additional \$125,700, totaling \$377,100 (\$45 per capita) in Coronavirus Relief Funds (CRF) for Local Governments through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, for use in combating the COVID-19 pandemic. In order to access those additional funds on a reimbursement basis, the City is required to amend our Interagency Agreement with the Washington Department of Commerce—the agency tasked with administering the CRF Program. The Interagency Agreement, as amended, sets out the terms and conditions for the receipt, use and documentation of the funds.				
RECOMMENDED ACTION: MOTION: <i>To approve Resolution No. 2020-33, authorizing the Mayor to execute an amendment to the Interagency Agreement with the Department of Commerce to receive additional CARES Act funding.</i>				

**CITY OF ORTING
WASHINGTON**

RESOLUTION NO. 20-33

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, AUTHORIZING THE MAYOR TO
EXECUTE AN AMENDMENT TO THE INTERAGENCY
AMENDMENT AGREEMENT WITH THE WASHINGTON
STATE DEPARTMENT OF COMMERCE FOR CARES ACT
FUNDING.**

WHEREAS, on February 29, 2020, Washington State Governor Jay Inslee declared the existence of a State of Emergency in all counties in the State of Washington due to the number of confirmed cases of COVID-19; and

WHEREAS, City of Orting Mayor Joshua Penner declared the existence of a State of Emergency in the City on March 13, 2020, and his declaration was ratified by the Council at its meeting on March 25, 2020; and

WHEREAS, on April 27, 2020, Governor Inslee announced an award to Washington's local governments of approximately \$300 million in federal stimulus funding made available to the state under the CARES Act; and

WHEREAS, on July 29, 2020, the Council approved Resolution No. 20-23 authorizing the Mayor to execute a grant agreement with the Department of Commerce; and

WHEREAS, on August 31, 2020, the Department of Commerce announced that they were increasing the City's allocation of CARES funds; and

WHEREAS, these funds are administered by the Washington Department of Commerce, and in order to receive the additional funding the City must execute an amended interagency agreement with that agency which sets out the terms and conditions for receipt and use of the additional funds;

WHEREAS, the City desires to amend its interagency agreement, receive the allocated funds, and utilize those funds to combat the COVID-19 pandemic and provide relief to the residents of Orting during this emergency;

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

Section 1. Approval and Authorization. The City Council approves of the amendment to the Interagency Agreement between the City of Orting and the Washington State Department of Commerce attached hereto as Exhibit A and incorporated herein by this reference, and authorizes the Mayor and/or Finance Director to execute the Amendment.

Section 2. Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This Resolution shall take effect and be in full force upon passage and signatures hereon.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 14TH, DAY OF OCTOBER, 2020.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk

Approved as to form:

Charlotte A. Archer
Inslee Best
City Attorney

Amendment

Contract Number: 20-6541C-279
Amendment Number: A

**Washington State Department of Commerce
Local Government Division
Community Capital Facilities Unit
Coronavirus Relief Fund for Local Governments**

1. Contractor City of Orting PO Box 489 Orting, Washington 98360-0489		2. Contractor Doing Business As (optional)	
3. Contractor Representative (only if updated) Scott Larson City Treasurer (360) 893-2219 Ext 111 slarson@cityoforting.org		4. COMMERCE Representative (only if updated) Angie Hong Project Manager (360) 506-1706 Fax 360-586-8440 Angie.hong@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
5. Original Contract Amount (and any previous amendments) \$251,400.00	6. Amendment Amount \$125,700.00	7. New Contract Amount \$377,100.00	
8. Amendment Funding Source Federal: X State: Other: N/A:		9. Amendment Start Date Date of Execution	10. Amendment End Date November 30, 2020
11. Federal Funds (as applicable): \$377,100.00	Federal Agency: US Dept. of the Treasury	CFDA Number: 21.019	
12. Amendment Purpose: To provide additional funding for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru November 30, 2020. Final invoices must be received by December 15, 2020.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget & Invoicing, Attachment "C" – A-19 Certification, Attachment "D" – A-19 Activity Report. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

<p>FOR CONTRACTOR</p> <p>_____</p> <p>Scott Larson, City Treasurer</p> <p>_____</p> <p>Date</p>	<p>FOR COMMERCE</p> <p>_____</p> <p>Mark K. Barkley, Assistant Director, Local Government Div</p> <p>_____</p> <p>Date</p> <p>APPROVED AS TO FORM ONLY</p> <p>_____</p> <p>Sandra Adix Assistant Attorney General</p> <p>_____</p> <p>3/20/2014 Date</p>
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Amendment

This Contract is amended as follows:

Contract amount has been increased by \$125,700.00.

Contract end date has been extended from October 31, 2020 to November 30, 2020.

Final reimbursement request must be received by December 15, 2020.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Appointment of City Administrator		Committee	Study Session	Council
	Agenda Item #: AB20-77	N/A		10.14.20
	Department:	Executive		
	Date Submitted:	09/30/20		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	Mayor			
Fiscal Note: N/A				
Attachments: Cover Letter and Resume				
SUMMARY STATEMENT:				
<p>Councilmember Kelly, staff and myself interviewed four candidates for the City Administrator position on September 29th, 2020. Scott Larson quickly distinguished himself as the most knowledgeable and qualified person for the job.</p> <p>Scott has been working for the City of Orting since 2015 and has been working in the capacity of Assistant City Administrator since last year. Scott demonstrated to the interview panel that he had an in depth understanding of the role of the City Administrator position, and that he had the skills and knowledge necessary to take the City to the next level of excellence by improving our interface with the public, increasing communication both externally and internally and by working to take advantage of the natural resources and build upon our strengths to entice new economic development.</p>				
RECOMMENDED ACTION: MOTION: To Confirm The Mayor’s Appointment Of Scott Larson To The Position Of City Administrator.				

Scott Larson

[REDACTED]
Orting, WA 98360
[REDACTED]

September 16, 2019

Mayor Joshua Penner
City of Orting
110 Train St. SE
Orting, WA 98360

Dear Mayor Penner,

I am excited to express my interest to continue working with you as the next City Administrator of Orting.

During my tenure as Orting's Finance Director I have overhauled nearly all major functions of the finance department including our budget process, annual report preparation, and financial reporting to council. I have also worked diligently to cultivate a relationship with our State Auditor and worked with the Auditor's Office to make sure we are good stewards of our citizen's resources. I have also assisted the Mayors, Council and City Administrator operate a financially conservative city – focusing on need and stretching every dollar to make sure our citizens are receiving the highest level of service at the best *value*.

Why am I interested in taking another career step with Orting? I believe there are opportunities for me to continue to change our culture and improve accountability. I believe there are opportunities to communicate better with employees, the council and the public. I also think there are opportunities for economic growth including opportunity as the National Park Service contemplates different ways to manage tourism at Mt. Rainier and east Pierce County over the coming decade.

I appreciate you taking time to read my letter and review my resume. I look forward to an opportunity to discuss how my experience would be a good fit for the City of Orting.

Sincerely,



Scott Larson

Scott Larson

Orting, WA 98360

Supplemental City Administrator Questions

1. Describe your success in improving the accountability within your organization and reducing conflict.

During my tenure as Finance Director with the City of Orting I have increased accountability by changing periodic financial reporting to the Mayor and Council from a single spreadsheet handout with a few numbers comparing expenses to the budget to a comprehensive report that delves into both the revenue and expenses of the individual funds on a more granular level. I have also changed our annual budget presentation from a packet of spreadsheets to a comprehensive budget document that outlines various financial policies, discusses how spending happened over the past year and describes how various new budget requests will impact our operations and financial position. By providing a wealth of information to the council and the mayor I have seen our budget process change from a tedious granular process where there is argument over lots of small details to a process where we are discussing how the budget fulfills our goals and vision for the city.

I have also improved accountability and reduced conflict through personnel management. When I first started at the city there was often discontent with various employees who were perceived to not be accountable. In many instances unaccountable employees had severe performance problems. By holding these under-performing employees accountable for their performance and actions I have been able to move these employees out of our organization which has reduced stress and allowed other interactions within our teams to become more cordial and cooperative.

2. Share your understanding of economic development.

Economic development in Orting is supported by the pillars of Infrastructure and Buildings, Social and Cultural wellbeing, and Business Development.

- Infrastructure and Buildings: Orting is currently a bedroom community where most working people leave in the morning for one of our neighboring communities. Transportation will be the lynch pin to any future economic development within the city as well as the satisfaction of the citizens who live here. We currently have a highway that does not support the needs of our city. Working with the state to come up with a solution to improve our transportation infrastructure will be paramount to future growth.
- Social and Cultural wellbeing: economic development must fit within and enhance the existing culture of our city. If the development does not fit within the "small town" feeling that exists in Orting, it will be hard maintain the vibrancy that currently exists.
- Business Development: Orting is in an odd situation in that we have many of the typical stores that growth communities would look to in communities near us. It is unlikely that any of those stores would benefit from adding a location in Orting, and further; there is not a large amount of space that can be commercially developed within Orting. Orting will have to find a niche if there is desire for additional Business Development.

Economic Development within Orting will have to be a process that the new City Administrator will need to start thinking differently about. Engaging the existing businesses, and citizens will be key to getting buy in. Engaging with regional and state economic development professionals will also be key to the long run economic development of our town. Finding additional activities or creating new events that people from outside Orting come to participate in will also be key to sustain our revenue and growth.

3. Explain your strategies of meeting Council goals and maintaining healthy boundaries between staff and Council.

The Council is the most important check that the executive branch of the City has on it. In my experience boundaries get blurred and the council tries to manage staff when they do not know what is going on or they perceive that staff are not working on the goals fast enough. In many cases I believe this is a misperception on the council's part, but it is typically not the council's fault they are in this situation. I believe that many of the instances where the boundaries between the executive and council get blurred are when the Council does not receive adequate communication. I think that providing more frequent updates to the council on goals including budget implementation would create an environment where boundaries are maintained, and staff and council have a mutual respect for each other.

SCOTT LARSON

Orting, WA 98360

EXPERIENCE

City of Orting

Assistant City Administrator

Orting, WA

February 2020 - Present

Assists the Mayor and City Administrator in overseeing the day to day operations of the City. Responsible for providing financial advice, assisting with organizational management, supervision of department heads, supervision of consultants. Sits on assigned council committees as a representative of the Mayor. Responsible for interacting with the public to resolve various concerns.

- Works with the Mayor and contracted lobbyist to promote the City's Pedestrian Bridge and other HWY 162 corridor improvements with state legislators.
- Worked with the Mayor and City Administrator through the Pandemic to identify areas to implement budget changes to preserve the City's long term financial position including reducing the number of employees through natural attrition and identifying purchases and expenses that can be deferred.

Finance Director

October 2015 - Present

Currently responsible for managing the annual budget preparation, annual report preparation, periodic reporting to council, utility rate structuring and analysis, managing day to day cash needs of the City, investment management and human resource management. Oversees four employees that cover payroll, accounts payable, utility billing, cashing and personnel management.

- Transformed the budgeting process from a very casual exercise to a formal process that strives to align the City's values and vision through financial policies, in depth discussion of sources and uses of funds, and a transparent process for adding new requests to the budget to allow stakeholders to make more informed decisions.
- Works with staff to find more efficient ways to utilize existing systems including moving towards electronic payments and away from both payroll and accounts payable warrants. Streamlined process for receiving bank checks in our utility department.
- Overhauled the periodic financial reporting to council taking it from a simple spreadsheet with revenue and expense numbers to a comprehensive report with analysis of what is happening in the City and how I expect various regional and state trends to impact City operations.
- Developed a utility cash flow model based on the operating expenses and CIP's for each fund to more accurately forecast the utilities' cash needs to have a predictable rate scheme.
- As the City's Personnel Manager I have helped managers create accountability with staff, resolve conflict between staff and managed citizen concerns and have advised various department directors on how to successfully manage problematic employees to reduce risk to the city. Managed several personnel investigations with both internal and external investigators to bring a fair and equitable conclusion to the complaints. Completed a full rewrite of the City's Personnel Policy.

Columbia Bank

Collateral Analyst II

Tacoma, WA

November 2013 – October 2015

Worked with a team that managed a portfolio of over 200 commercial working capital loans secured primarily by accounts receivable and inventory.

- Responsible for providing ongoing monthly financial analysis of higher risk loans to help the bank monitor the risk in their commercial loan portfolio. As part of this process we advised the Chief Credit Officer of and the other key decision makers of the quality of the pledged collateral, advised officers on prospective clients.

EDUCATION

Pacific Lutheran University	Master of Science in Finance	2013
Willamette University	Bachelor of Arts in Economics	2010



CITY OF ORTING

APPLICATION FOR EMPLOYMENT

P.O. BOX 489, 110 TRAIN ST SE - ORTING, WA 98360

Phone: (360) 893-2219. FAX (360) 893-6809

EQUAL OPPORTUNITY: The City of Orting, Washington is an equal opportunity employer. We hire, train and promote without discrimination due to race, color, religion, gender, national origin, ancestry, marital status, age, sexual orientation or handicap. The City of Orting affirmatively seeks to employ and advance qualified Vietnam veterans and disabled veterans. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement.

INSTRUCTIONS: Print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. On each additional page, include your name, the position title for which you are applying, and the specific section of this application form that you are continuing to an additional page. You may also attach copies of résumés, documents or certificates which support your application. All materials submitted become the property of the City of Orting and will not be returned. Nothing can be added to your application after the announcement period has closed. All statements made on the application are subject to verification. Failure to follow these instructions may be cause for rejection of the application. Illegible or incomplete applications may be rejected. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment.

My initials at the end of this sentence affirm that I have read and understand these instructions.

SKL

PERSONAL INFORMATION

LAST NAME	FIRST	MI	OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN		
Larson, Scott	K		N/A		
MAILING ADDRESS					
[REDACTED]					
RESIDENCE ADDRESS, IF DIFFERENT FROM ABOVE					
[REDACTED] Orting, WA 98360					
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	ALTERNATE NO. WHERE YOU MAY BE REACHED			
	() 253-468-6849	() N/A			
ARE YOU 18 YEARS OF AGE OR OLDER (21 YEARS OF AGE FOR POLICE APPLICANTS)?				YES	NO
				X	
DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES? IF OFFERED EMPLOYMENT YOU WILL BE REQUIRED TO PRESENT EVIDENCE OF YOUR RIGHT TO WORK.				YES	NO
				X	
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT WITH THE CITY OF ORTING?				YES	NO
				X	
HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE CITY OF ORTING? IF YES, COMPLETE THE FOLLOWING INFORMATION:				YES	NO
JOB TITLE/DEPARTMENT Finance Director/Finance DATES: FROM Oct. 2015 To Current				X	
LIST ANY RELATIVES OR MEMBERS OF YOUR HOUSEHOLD WHO ARE EMPLOYED BY THE CITY OF ORTING:					
NAME		JOB TITLE/DEPARTMENT			
N/A		N/A			

DRIVER'S LICENSE: (1) You must possess a valid driver's license. (2) Any special endorsements must be current and valid. (3) If you are offered employment by the City of Orting, and if your driver's license is from another state, you will be required as a condition of employment to obtain a valid Washington State Driver's License before you can begin work.

NUMBER	STATE	EXPIRATION DATE	CLASSIFICATION	
[REDACTED]	WA	06/15/2026	N/A	
DO YOU AUTHORIZE THE CITY OF ORTING TO EVESTIGATE YOUR DRIVING RECORD? IF YES, THE CITY MAY, AT ITS DISCRETION, OBTAIN AN ABSTRACT OF YOUR DRIVING RECORD FROM THE APPLICABLE DEPARTMENT FOR DRIVER LICENSING.			YES	NO
			X	

EMPLOYMENT DESIRED

POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING: City Administrator		
HOW DID YOU LEARN ABOUT THE POSITION FOR WHICH YOU ARE APPLYING? Mayor Penner		
DO YOU WISH TO WORK: • FULL TIME • PART TIME • TEMPORARY • SUMMER Full Time		
WHAT IS YOUR MINIMUM SALARY REQUIREMENT? \$	PER	DATE AVAILABLE FOR WORK:
Negotiable	Year	Oct. 15, 2020
DO YOU HAVE ANY COMMITMENTS TO ANOTHER EMPLOYER THAT MIGHT AFFECT YOUR EMPLOYMENT WITH US?	YES	NO
	X	

EDUCATION: Educational qualifications are subject to verification. If an offer of employment is made, you may be asked to provide dates of attendance to facilitate verification.

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT?	YES	NO
	X	
WHAT POST SECONDARY DEGREE(S) DO YOU HOLD? Bachelor of Arts; and Master of Science in Finance		
MAJOR/MINOR DEGREE, FIELD OR PROGRAM OF STUDY: Economics; Finance		
NAME AND LOCATION OF COLLEGES OR UNIVERSITIES ATTENDED: Willamette University; Pacific Lutheran University		

MILITARY SERVICE

DATES OF U.S. MILITARY SERVICE				BRANCH OF SERVICE	RANK AT SEPARATION
FROM		TO			
N/A		N/A		N/A	N/A
MO.	YR.	MO.	YR.		
N/A	N/A	N/A	N/A	IF YOU ARE CLAIMING PREFERENCE AS A VETERAN OR DISABLE VETERAN, YOU MUST ATTACH A COPY OF YOUR DD-214 FORM AND/OR YOUR V.A. DISABILITY LETTER AND CLAIM NUMBER	VETERAN'S POINTS CLAIMED (CIRCLE ONE)
					5 10
LIST ANY SPECIALIZED TRAINING RECEIVED IN THE MILITARY N/A					
OPTIONAL: LIST OF ANY MEDALS, COMMENDATIONS, OR AWARDS RECEIVED IN THE MILITARY N/A					
Veteran's Preference Points:					
<p>In all competitive examinations, unless otherwise provided in this section, to determine the qualifications of applicants for public offices, positions, or employment, either the state, and all of its political subdivisions and all municipal corporations, or private companies or agencies contracted with by the state to give the competitive examinations shall give a scoring criteria status to all veterans as defined in RCW 41.04.007, by adding to the passing mark, grade or rating only, based upon a possible rating of one hundred points as perfect a percentage in accordance with the following:</p> <p>(1) Ten percent (10%) to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;</p> <p>(2) Five percent (5%) to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;</p> <p>(3) Five percent (5%) to a veteran who was called to active military service from employment with the state or any of its</p>					

political subdivisions or municipal corporations. The percentage shall be added to promotional examinations until the first promotion only;

(4) All veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

ARE YOU CLAIMING THE VETERAN'S PREFERANCE? YES ___ NO X

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER REGARDING YOUR RECORD OF EMPLOYMENT?						YES X	NO
(JOB 1) PRESENT OR MOST RECENT JOB						EMPLOYER City of Orting	
FROM		TO		TOTAL TIME		ADDRESS PO Box 489, Orting, WA 98360	
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER 360-893-2219	
10	2015	Current		4	11	YOUR JOB TITLE Finance Director/Assistant City Administrator	
HOURS PER WEEK 40+						SUPERVISOR'S NAME AND TITLE Mark Bethune	
STARTING SALARY \$ \$50,000				PER Year		REASON FOR LEAVING POSITION Growth Oportunity	
LAST SALARY \$ \$97,000				PER Year		NUMBER OF EMPLOYEES SUPERVISED (IF APPLICABLE): 4 Directly	
SPECIFIC DUTIES: Responsible for annual budget preperation, annual report preperation, working with State Auditor on city's annual audit, financial reporting to Mayor, managers and Council, investment management, utility rate setting. Supervising imployees responsible for payroll, accounts payable, cashiering and utility billing. I am also responsible for human resources management within the city. Assistant City Administrator - assisting in oversite of city's dally operations, provides organizational management, supervision and other advice to Mayor and department heads. Resolves citizen concerns.							
(JOB 2) PREVIOUS JOB						EMPLOYER Columbia Bank	
FROM		TO		TOTAL TIME		ADDRESS 1301 A St, Tacoma, WA 98402	
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER 253-305-1900	
						YOUR JOB TITLE Collateral Analyst II	
HOURS PER WEEK						SUPERVISOR'S NAME AND TITLE Erin Richardson	
STARTING SALARY \$ \$17				PER Hour		REASON FOR LEAVING POSITION Growth Opportunity	
LAST SALARY \$ \$41,000				PER Year		NUMBER OF EMPLOYEES SUPERVISED (IF APPLICABLE): N/A	
SPECIFIC DUTIES: Worked on a team that managed a portfolio of approximately 200 commercial working capital loans by reviewing the collateral on a monthly basis. We also provided advice to the Chief Credit Officer and other decision makers on collateral quality and prospective clients.							

(JOB 3) PREVIOUS JOB						EMPLOYER	
FROM		TO		TOTAL TIME		ADDRESS	
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER	
						YOUR JOB TITLE	
HOURS PER WEEK						SUPERVISOR'S NAME AND TITLE	
STARTING SALARY \$ PER						REASON FOR LEAVING POSITION	
LAST SALARY \$ PER						NUMBER OF EMPLOYEES SUPERVISED (IF APPLICABLE):	
SPECIFIC DUTIES:							

(JOB 4) PREVIOUS JOB						EMPLOYER	
FROM		TO		TOTAL TIME		ADDRESS	
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER	
						YOUR JOB TITLE	
HOURS PER WEEK						SUPERVISOR'S NAME AND TITLE	
STARTING SALARY \$ PER						REASON FOR LEAVING POSITION	
LAST SALARY \$ PER						NUMBER OF EMPLOYEES SUPERVISED (IF APPLICABLE):	
SPECIFIC DUTIES:							

SPECIAL SKILLS – OFFICE

TYPING SPEED: <u>50</u> WPM		
10 KEY SPEED: <u>N/A</u> KPH		
BUSINESS MACHINES (OTHER THAN COMPUTERS) YOU CAN OPERATE: <u>Copier, fax</u>		
WHAT COMPUTER EXPERIENCE DO YOU HAVE (MAC OR PC)? <u>Extensive PC experience</u>		
	LEVEL OF SKILL: BEG INT ADV	YEARS OF EXPERIENCE
EXPERIENCE WITH WINDOWS PRODUCTS? Which version? <u>Windows 10</u>	<u>Adv</u>	<u>8 yrs</u>

EXPERIENCE WITH MICROSOFT PRODUCTS? Which version?	Standard Office Suite	20 yrs
EXPERIENCE WITH FINANCIAL SOFTWARE? Which one?	Vision MS	4.9 yrs
OTHER SOFTWARE?	Acrobat	10 yrs
OTHER OFFICE SKILLS: Making Coffee		

SPECIAL SKILLS – FIELD

LIST LIGHT AND/OR HEAVY EQUIPMENT YOU ARE QUALIFIED TO OPERATE:	
N/A	
A. LEVEL OF SKILL:	N/A
B. YEARS OF OPERATING EXPERIENCE:	N/A
C. OTHER SKILLS:	N/A

MISCELLANEOUS INFORMATION

IF OFFERED A JOB, ARE YOU WILLING TO UNDERGO A PRE-EMPLOYMENT PHYSICAL EXAMINATION?	YES X	NO
IF OFFERED A JOB, ARE YOU WILLING TO UNDERGO A PRE-EMPLOYMENT DRUG SCREENING TEST?	YES X	NO
CAN YOU PERFORM THE BONA FIDE OCCUPATIONAL QUALIFICATIONS OF THE JOB YOU HAVE APPLIED FOR (WITH OR WITHOUT ACCOMMODATION)?	YES X	NO
WITHIN THE LAST SEVEN YEARS, HAVE YOU BEEN CONVICTED OF OR ARE YOU PRESENTLY CHARGED WITH A CRIME (OTHER THAN MINOR TRAFFIC VIOLATIONS). A "YES" REPLY DOES NOT AUTOMATICALLY DISQUALIFY YOU.	YES	NO X
FOR POLICE APPLICANTS ONLY: HAVE YOU EVERY BEEN CONVICTED OF OR ARE YOU PRESENTLY CHARGED WITH A CRIME (OTHER THAN MINOR TRAFFIC VIOLATIONS)?	YES	NO

PROFESSIONAL REFERENCES: List three professional or business references who are not your relatives or employees of the City of Orting. State the nature of your business relationship (i.e. co-worker, supervisor, associate.)

NAME	ADDRESS	PHONE	RELATIONSHIP	YEARS KNOWN
Joachim Pestinger	Orting, WA	253-820-0283	Former Mayor	5
Kendra Comeau	Auburn, WA	253-259-0535	Auburn City Attorney	4
Mark Bethune	Orting, WA	253-405-3848	Current Supervisor	5

IMPORTANT: READ EACH SECTION BELOW CAREFULLY AND COMPLETELY. IF YOU DO NOT UNDERSTAND ANY PORTION OF THE STATEMENTS BELOW, ASK FOR CLARIFICATION. YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND UNDERSTAND EACH OF THE PROVISIONS LISTED AND THAT YOU AGREE TO ABIDE BY THE CONDITIONS STATED THEREIN.

NOTICE TO PERSONS WITH DISABILITIES: TESTING ARRANGEMENTS TO ACCOMMODATE PERSONS WITH DISABILITIES WILL BE MADE UPON REQUEST OF THE APPLICANT. IF ACCOMMODATION IS REQUESTED, THE APPLICANT WILL BE REQUIRED TO STATE WHAT ACCOMMODATION IS NEEDED.

HOW TO APPLY: APPLICATIONS FOR EMPLOYMENT SHOULD BE SUBMITTED ON OFFICIAL APPLICATION FORMS TO THE CITY OF ORTING AT THE ADDRESS SHOWN ON PAGE 1 OF THIS APPLICATION FORM. SUBMIT ONE APPLICATION FOR EACH POSITION. IT IS YOUR RESPONSIBILITY TO KEEP YOUR APPLICATION UP TO DATE. AN APPLICATION MAY BE REJECTED WHICH IS RECEIVED UNSIGNED, INCOMPLETE, OR AFTER THE CLOSING DATE SPECIFIED ON THE JOB ANNOUNCEMENT.

EXAMINATION PROCEDURE: YOU WILL BE NOTIFIED WITHIN FOUR WEEKS OF THE CLOSING DATE OF THE JOB ANNOUNCEMENT REGARDING ANY TESTING PROCEDURES WHICH MAY BE INVOLVED IN THE HIRING PROCESS. ANY PART OF THE ANNOUNCED EXAMINATION MAY BE ELIMINATED IF THERE IS AN INSUFFICIENT NUMBER OF APPLICANTS TO JUSTIFY GIVING THE COMPLETE EXAMINATION.

PRE-EMPLOYMENT MEDICAL EXAMINATION: APPLICANTS SELECTED FOR EMPLOYMENT MAY BE REQUIRED TO PASS A MEDICAL EXAMINATION GIVEN BY A PHYSICIAN DESIGNATED BY THE CITY OF ORTING.

PROBATIONARY PERIOD: EMPLOYEES SERVE A PROBATIONARY PERIOD AS DETERMINED BY CITY POLICY (6 MONTHS) OR BY ANY APPLICABLE COLLECTIVE BARGAINING AGREEMENT. TERMINATION OF EMPLOYMENT DURING THE PROBATIONARY PERIOD MAY BE WITH OR WITHOUT CAUSE AND IS NOT SUBJECT TO ANY APPEAL PROCESS NOR THE GRIEVANCE PROCEDURE OF ANY APPLICABLE COLLECTIVE BARGAINING AGREEMENT.

DRUG POLICY: IT IS THE POLICY OF THE CITY OF ORTING TO MAINTAIN A DRUG FREE WORKPLACE. EMPLOYEES WHO ARE OBSERVED IN POSSESSION OF OR USING CONTROLLED SUBSTANCES (DRUGS) WILL BE TERMINATED AND MAY HAVE CRIMINAL ACTIONS FILED AGAINST THEM. EMPLOYEES IN CERTAIN POSITIONS ARE SUBJECT TO FEDERAL LAWS REQUIRING PRE-EMPLOYMENT, POST-ACCIDENT, AND RANDOM DRUG TESTING.

AGREEMENT: I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT ANY FALSIFICATION, MISREPRESENTATION OR OMISSION ON THIS APPLICATION IS GROUNDS FOR REFUSAL TO HIRE, OR IF HIRED, IS GROUND FOR TERMINATION. I AUTHORIZE ANY OF THE PERSONS OR ORGANIZATIONS REFERENCED IN THIS APPLICATION TO GIVE THE CITY OF ORTING ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, EDUCATION, OR ANY OTHER INFORMATION THEY MIGHT HAVE, PERSONAL OR OTHERWISE, WITH REGARD TO ANY OF THE SUBJECTS COVERED BY THIS APPLICATION. I AUTHORIZE THE CITY OF ORTING TO REQUEST AND RECEIVE SUCH INFORMATION.

I UNDERSTAND THAT MY EMPLOYMENT CAN BE TERMINATED AT ANY TIME FOR ANY REASON THAT IS NOT VIOLATIVE OF LAW, AT THE DISCRETION OF EITHER THE CITY OF ORTING OR MYSELF. I UNDERSTAND THAT NO MANAGEMENT OFFICIAL OTHER THAN THE CHIEF EXECUTIVE OFFICER HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT CONTRARY TO THE FOREGOING OR MAKE ANY ORAL ASSURANCE OR PROMISE OF CONTINUED EMPLOYMENT.

I AGREE TO COMPLY WITH THE CITY OF ORTING RULES, REGULATIONS AND POLICIES, AND ACKNOWLEDGE THAT THESE RULES, REGULATIONS AND POLICIES MAY BE CHANGED, INTERPRETED, WITHDRAWN, OR SUPPLEMENTED ANY TIME, AND WITHOUT PRIOR NOTICE TO ME.

I UNDERSTAND THAT THIS APPLICATION AND ANY OTHER DOCUMENTS WHICH I MAY RECEIVE ARE NOT CONTRACTS OF EMPLOYMENT.

RELEASE: I HEREBY RELEASE AND HOLD HARMLESS ANY PERSON, CORPORATION, COMPANY OR OTHER ENTITY FROM ANY AND ALL POSSIBLE DAMAGES, DIRECT OR CONSEQUENTIAL, IMMEDIATE OR REMOTE, OF ALL FORMS OR TYPES, THAT I MAY SUSTAIN OR ALLEGE TO SUSTAIN BY VIRTUE OF THAT PERSON, CORPORATION, COMPANY OR OTHER ENTITY COMPLYING WITH MY REQUEST TO FULLY AND COMPLETELY COMPLY WITH THE INVESTIGATION, INQUIRY OR INTERESTS OF THE CITY OF ORTING, TO WHOM I HAVE MADE AN APPLICATION OF EMPLOYMENT AND IS THE BEARER OF THIS AUTHORIZATION.

SIGNATURE 

DATE 9/15/2020



City Of Orting
Council Agenda Summary Sheet

	Agenda Bill #	Recommending Committee	Study Session Dates	Council Meeting Date
Subject: Cemetery Land Purchase And Sale Extension And Closure	AB20-78			10.14.20
	Department:	Administration		
	Date Submitted:	10/9/2020		

Cost of Item:	NA
Amount Budgeted:	NA
Unexpended Balance:	NA
Bars #:	TBD
Timeline:	
Submitted By:	Mark Bethune, City Administrator
Fiscal Note:	
Attachments:	

SUMMARY STATEMENT:

The City Council agreed to surplus the Peirce County Tax Parcel No. 0418011003, which is made up of 9.8 acres of land adjacent to the cemetery in its meeting of February 26th. After advertising the property for a commercial sale, by motion on March 11, 2020, the City Council authorized the Mayor to execute a Purchase and Sale Agreement (“PSA”) with Wolf Creek, LLC, an entity owned by the McMahan family who owns the adjacent property. The due diligence period for the PSA has been extended twice.

There were several issues that held up the sale including potential burials on the property, problems with the title, and Covid19. Those issues have been resolved, but require an extension of the PSA, and the city has added a disclosure that no formal burials have occurred on the property.

RECOMMENDED ACTION: MOTION: To Authorize The Mayor To Execute An Addendum To The Purchase And Sale Agreement With Wolf River, LLC, For Tax Parcel No. 0418011003.