

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. John Kelly
3. Michelle Gehring
4. Joachim Pestinger
5. Nicola McDonald
6. Greg Hogan
7. Scott Drennen



ORTING CITY COUNCIL
Study Session Meeting Agenda
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
January 16th, 2019
6PM.

CHAIR, DEPUTY MAYOR GREG HOGAN

1. CALL MEETING TO ORDER, PLEDGE AND ROLL CALL.

2. COMMITTEE REPORTS

Public Works

✚ CM Drennen & CM Gunther

Public Safety

✚ CM Kelly / CM

Community and Government Affairs

✚ CM McDonald & CM Gehring

3. STAFF REPORTS

4. AGENDA ITEMS

A. AB19-04-Kansas Street SW Preliminary Design- Scope and Budget.

- *CM Drennen/CM Gunther/ JC Hungerford*

B. AB19-06- Modifications to Grant Policy.

- *CM McDonald/CM Gehring*

C. AB19-07-Code Smart- Court Document Indexing Software.

- *Kaaren Woods*

D. AB19-08- Ordinance No. 2019-1040, Amending Sections of the Planned Unit Development Code (13-6-4 OMC) and the Mixed-Use Town Center Zoning Code.

- *Mark Bethune*

E. AB19-09- School Resource Officer Inter-Local Agreement.

- *Scott Larson*

F. AB19-10- Police Vehicles- Resolution No. 2019-03, Declaring Surplus Property and Authorizing Its Disposal.

- *Scott Larson*

G. AB19-11-Surplus of Cemetery Property- Resolution No. 2019-02.

- *CM McDonald/CM Gehring/ Mark Bethune*

H. Discussion-Hazard Mitigation Plan Update.

- *Mark Bethune*

5. ADJOURNMENT

Motion: To Adjourn.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Kansas Street SW Preliminary Design – Scope and Budget		Committee	Study Session	Council
	Agenda Item #:	N/A	AB19-04	
	For Agenda of:	N/A	1.16.19	
	Department:	Public Works		
	Date Submitted:	1.11.19		
Cost of Item:	<u>\$ 13,200</u>			
Amount Budgeted:	<u>\$ 0</u>			
Unexpended Balance:	<u>\$ 0</u>			
Bars #:				
Timeline:				
Submitted By:	JC Hungerford, PE			
Fiscal Note: \$13,200 from the Streets Fund (101).				
Attachments: Scope and Budget for professional services				
SUMMARY STATEMENT:				
<p>This project will completely reconstruct Kansas Street SW between Calistoga Street W and Harman Way S. Improvements will include a new subgrade, roadway, curb and gutter, and stormwater improvements. The existing roadway is failing due to poor subgrade and heavy truck traffic.</p> <p>This first phase of the project (Preliminary Engineering) will focus on refining the footprint of the project, including alignment and right-of-way needs (if any), and defining the scope of pedestrian and stormwater improvements for the project. This request is to amend the original scope and budget to add \$13,200 in subconsultant budget to acquire property required for the project.</p>				
RECOMMENDED ACTION: ACTION: Move forward to the consent agenda of the Council Meeting on January 30th, 2019.				

SCOPE OF WORK

City of Orting Puyallup River Lift Station Upgrades - Amendment

SCOPE SUMMARY

After performing a site investigation of the Puyallup River Lift Station, it was determined that the station was constructed much earlier than originally assumed, and that upgrading the station may not be a good investment of money for the City. The site investigation discovered that much of the station is well beyond the 20-year design life and should be replaced. Furthermore, it appears the dry well has flooded at least twice, fully submerging the pump motors. It is recommended that the City plan for a full replacement of the lift station vs upgrading the station in place. A copy of the "Puyallup River Lift Station Site Investigation" is attached to this scope of work.

This upgrade will require additional design effort. This scope of work is provided to serve as an amendment to the already approved scope of work for design of this facility. On July 25, 2018, Orting City Council approved the previous scope of work provided by Parametrix in the amount of \$73,870.

TASK 1 – PROJECT MANAGEMENT

Objectives

The project management task will include the following:

- Tracking the project scope, schedule, and budget.
- Ongoing meetings with the design team to discuss the scope, schedule, and budget for this project design.
- Weekly budget tracking is performed to update team members on remaining funds/effort.
- Quality Assurance and Quality Control will be provided by a senior engineer.

Deliverables

There are no deliverables for this task.

Assumptions

Project management will start in December 2018 and will complete with Bidding Assistance in April of 2019.

TASK 2 – TOPOGRAPHIC SURVEYING

Objectives

Sufficient budget has already been provided. The topographic survey is complete.

TASK 3 – LIFT STATION REHAB

Objectives

The purpose of this task will be to provide electrical, mechanical and structural design for the sewer lift station improvements. The in ground wet/dry wells will remain in place as a new wet well/submersible pump station including a valve vault and flow meter vault constructed nearby. Once completed, sewage will be routed to the new pump station through a new upstream manhole. Electrical and controls panels will be installed in a weather tight enclosure. A new control panel, similar to the control panel at the city's High Cedars Lift Station, will be designed to provide pump station control and SCADA communications to the city's Wastewater Treatment Plant. The new control panel will be designed and installed to meet current NEC regulations.

The following subtasks will be performed under this task of work:

- Mechanical design of lift station including pump selection.
- Steady state hydraulic design.
- Electrical design of power, instrumentation and SCADA components to operate the lift station and to provide a communication link the Orting Wastewater Treatment Plant
- Design sheets and P&ID will be provided.
- Technical specifications will be provided for the above tasks.
- A 60-percent design meeting will be held with the City Public Works Director to discuss the design and recommended improvements on or before February 15, 2018.

Deliverables

- Drawing and specifications for the lift station improvements. Up to 1 general sheet, 1 demolition sheets, 1 P&ID sheets, 2 civil sheets, 1 structural sheets, 5 mechanical sheets, and 9 electrical sheets will be included.

Schedule Assumption

- Complete the design of the sanitary lift station on or before March 15, 2018.

Assumptions

- Pump Control System will be "fill and draw" with lead pump alternation as the present pump station is designed.
- For bidding purposes, the design documents will be combined with the previously completed "Rainier Meadows Lift Station Upgrade" documents and bid as a single package.
- Control system and SCADA will duplicate the design at High Cedars lift station.
- The proposed sewage pumps will be sized to match existing flows plus the planned flow from the Veterans Village Development.
- The sewage pump motors will be the same voltage and horsepower as the present motors so that no changes to the existing PSE transformer and standby generator will be required.
- A new flow meter, installed in a separate vault, will be added to the lift station discharge line.

TASK 4 – BIDDING ASSISTANCE

Objectives

Sufficient budget has already been approved.

TASK 5 – PERMITTING (NEW TASK)

Objectives

This project lies within the jurisdiction of Pierce County. Therefore, a Pierce County Class B ROW Permit and a Shoreline Permit are required. Parametrix will apply for and assist the City in obtaining the permits.

Deliverables

- Parametrix will fill out the permit applications for the City's review and signature. Upon signature, Parametrix will submit the permits to Pierce County. Parametrix will provide coordination with Pierce County.

Assumptions

- Parametrix will provide coordination with Pierce County up to the hours budgeted. Should additional be required, a budget amendment may be required.
- The project is allowed in a shoreline area by Pierce County.

Client: City of Orting
 Project: City of Orting On-call 2014-2017
 Project No: 2161711020

Task 2015	SubTask	Description	Burdened Rates:		Labor Dollars		Labor Hours				
			\$	Rate	\$	Rate	Hours	Rate			
		Puyallup River Lift Station Upgrade	\$22,800.00	150	\$22,800.00	150					
		Project Management	\$2,550.00	16	\$2,550.00	16					
		Topographic Survey	\$0.00	0	\$0.00	0					
		Lift Station Rehab	\$15,550.00	104	\$15,550.00	104					
		Bidding Assistance	\$0.00	0	\$0.00	0					
		Permitting	\$4,720.00	32	\$4,720.00	32					
Labor Totals:			\$22,800.00	150	\$22,800.00	150					
Total:			\$0.00	\$2,200.00	\$1,440.00	\$4,640.00	\$4,560.00	\$5,320.00	\$1,800.00	\$210.00	\$950.00
		Scott D. Speers	\$100.00	0	\$100.00	0					
		Denise D. Peterson	\$110.00	20	\$110.00	20					
		Steven Wagner	\$180.00	8	\$180.00	8					
		John M. Betzvog	\$145.00	32	\$145.00	32					
		Clifford M. West	\$160.00	0	\$160.00	0					
		April D. Whitaker	\$120.00	4	\$120.00	4					
		Joel S. Unke	\$155.00	32	\$155.00	32					
		Randolph S. Raymond	\$190.00	28	\$190.00	28					
		Steven N. Sharpe	\$125.00	0	\$125.00	0					
		John C. Hungerford	\$200.00	4	\$200.00	4					
		Jared M. Kernitz	\$160.00	0	\$160.00	0					
		Jeffrey W. Rehnuth	\$115.00	0	\$115.00	0					
		Robert W. Rohler	\$180.00	10	\$180.00	10					
		Loft A. Gilbertson	\$105.00	2	\$105.00	2					
		Publications Specialist II-9	\$95.00	10	\$95.00	10					

Total Amendment \$22,800.00



**City Of Orting
Council Agenda Summary Sheet**

Subject: Grant Policy- Proposed Modifications.		Committee	Study Session	Council
	Agenda Item #:	N/A	AB19-06	
	For Agenda of:	CGA 1.3.19	1.16.19	
	Department:	Clerk/Council		
Date Submitted:				
Cost of Item:	_ \$			
Amount Budgeted:	_ \$			
Unexpended Balance:	_ \$			
Bars #:				
Timeline:				
Submitted By:	City Clerk			
Fiscal Note:				
Attachments: Proposed Grant Policy				
SUMMARY STATEMENT:				
<p>The City Council passed the Grant Policy on October 11, 2017. At that time, City staff wanted to formalize the grant process and establish a clear procedure which applicants could follow.</p> <p>Since passage the City made some changes, adding study sessions and scheduling the review and passage of the grants to align with the budget process. Most of the requested changes are administrative in nature and do not make any substantive changes to the policy.</p> <p>One change requested by the Treasurer was to add that If the grant request exceeds \$5,000, the financial statements must be compiled in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.</p> <p>CGA Committee reviewed the proposed changes and moved this forward to the whole Council, with their recommendation to approve the proposed modifications.</p>				
RECOMMENDED ACTION: MOTION: Move forward to the Consent Agenda of the January 30 th , 2019 Council Meeting.				



CITY OF ORTING

Grant Policy

Mission Statement: The City of Orting supports the development of services and organizations which bring significant value to its citizens and which serve a public purpose.

Section 1. Baseline Criteria for receiving grant funding.

Selected grant recipients may receive direct cash contributions from the City of Orting, pursuant to the following procedures and conditions. Grant funding is defined as direct cash donations to non-profit and/or section 501(c)(3) organizations which bring significant value to the citizens of Orting and which serve a public purpose.

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

- A. Organizations must be legally tax exempt as defined by IRS section 501(c)(3) or non-profit status, and shall provide proof of the same to the City upon request.
- B. Pursuant to the terms of Section III herein, Organizations must carry their own insurance, and shall execute an agreement wherein the Organization agrees to use the grant funds for the public purpose identified in the Organization's application materials, and further agrees to indemnify the City and hold the City harmless (*see* Attachment A, hereto).
- C. Organizations must serve the residents within the City of Orting and/or the Orting School District.
- D. When approved, all materials distributed by the Organization as a result of the City's grant must contain the City of Orting logo.

The City will prioritize requests received from groups and activities by those groups that serve seniors, youth, the infirm or disabled and people in need within the City. Certain cohort groups are assumed to meet this criteria, including groups that serve senior citizens age 65 and older; people with disabilities who qualify for the Pierce County Property Tax exemption/reductions; and food bank recipients.

Section II. Process for seeking Grant:

1. All groups seeking grants from the City of Orting must submit a formal request in writing by August ~~1st~~ ~~15th~~ of each calendar year for the following year. The request must include a cover letter specifying the dollar amount sought and how it will be used. The letter must include the following attachments:
 - A. Grant Application;
 - B. Previous year's financial statement¹;
 - C. Current year's budget documents;
 - D. Signed Contract Agreement
 - E. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 - F. Proof of liability insurance.
2. Grant seekers must submit one electronic copy and one original copy ~~10 copies~~ of their application and a cover letter and any attachments to the City Clerk or designee by August 1st ~~15th~~. The copies of these materials will be reviewed by the Community and Government Affairs Committee in September, who will bring their recommendation to the full Council at a study session in September. ~~are distributed to the City Administrator, the Mayor, the seven members of the City Council for review during budget workshops, and the City Clerk for placement in the file.~~ Those recommendations will be discussed during budget workshops. Members of the public may view the file copy at City Hall during business hours or make a Public Records Request to the City Clerk to obtain a copy.
3. A representative of the group must attend the Community and Government Affairs ("CGA") Committee meeting in order to present the organizations request and answer any questions. The City shall provide the organization notice of the CGA Committee meeting at which the organization's application will be reviewed.
4. The CGA Committee will review applications and make a recommendation to the City Council. The City Council will make a final determination by Resolution during budget season.
5. Grant recipients shall execute a contract with City in substantially the same form as is depicted at Exhibit A hereto. The contract shall be executed prior to the receipt of grant funds.
6. Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract and by the date set therein.

¹ If the grant request exceeds \$5,000, the financial statements must be compiled in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

Failure to report shall compromise the grant recipient's ability to receive future grant funding.

Section III. Insurance & Indemnity Requirements for City Grant.

All organizations selected to receive a grant pursuant to this policy shall execute an agreement with the City prior to the dispersal of funds, and said agreement shall include (but is not limited to) the following requirements pertaining to indemnification and insurance:

1. Indemnification / Hold Harmless

User shall defend, indemnify and hold harmless the City of Orting, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Orting.

2. Insurance

A. Insurance Term

The User shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the User and his or her guests, representatives, volunteers and employees.

B. No Limitation

User's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City of Orting's recourse to any remedy available at law or in equity.

C. Required Insurance

User's required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The City of Orting shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City of Orting. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Orting shall be excess of the User's insurance and shall not contribute with it.

D. City of Orting Full Availability of User Limits

If the User maintains higher insurance limits than the minimums shown above, the City of Orting shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this contract or whether any certificate of insurance furnished to the City of Orting evidences limits of liability lower than those maintained by the User.

E. Certificate of Insurance and Acceptability of Insurers

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Code Smart-Court Document Indexing Software		Committee	Study Session	Council
	Agenda Item #:	N/A	AB19-07	
	For Agenda of:		1.16.19	
	Department:	Court		
Date Submitted:	1.10.19			
Cost of Item:	<u>\$7,700 - for 2019</u>			
Amount Budgeted:	<u>\$ 8,500</u>			
Unexpended Balance:	<u>\$</u>			
Bars #:				
Timeline:				
Submitted By:	Kaaren Woods, Court Administrator			
Fiscal Note:				
Attachments: Confidentiality Agreement, Informational letter from the City of Tukwila, .				
SUMMARY STATEMENT:				
<p>Orting Court would like to have in place a case processing system to efficiently manage court hearing schedules, update JIS from Hearings manager, and maintain a library of court forms that auto populate with defendant information based on JIS records.</p> <p>This system offered by Code Smart would provide real time access to Judges, Clerks, Prosecutors and Defendants who are live in the court room setting. It also allows all parties to sign case forms electronically.</p> <p>The Court requested approval for CodeSmart (OCourt System), and Council agreed and approved it as part of the budget process. CodeSmart is the only vendor who has been able to work with our state court administrative office to obtain the authorization to access information through JIS.</p> <p>The Court would like to move forward and have the Mayor negotiate a contract with Code Smart.</p>				
RECOMMENDED ACTION: MOTION: Move forward to the next meeting.				



AOC Vendor Confidentiality Agreement

As a contractor or contract employee working under a signed contract with the Administrative Office of the Courts, I understand that I may have access to confidential information and records such as court case files, the Judicial Information System, databases of other organizations, security plans and procedures, and other AOC and judicial branch administrative records in files and databases.

I further acknowledge that, in the course of performing work for the Administrative Office of the Courts (AOC), I may have access to confidential information that is proprietary to AOC or to third parties and this information may include, without limitation, software and related documentation, private details about individuals, or business methods of AOC.

I agree to treat such information as the valuable confidential property of AOC, providing access only to those individuals who have signed a Confidentiality Agreement with AOC and with a need to know for the purpose of performing work for AOC. I agree to use any accessible confidential information only as necessary to perform work for AOC. I agree to return all proprietary and confidential information that I possess upon termination of my work for AOC, upon AOC's request or upon termination by the company for which I am employed. By signing this statement, I affirm my understanding of my responsibilities to maintain confidentiality and agree to the following:

1. I understand that I may access, read or handle confidential records to the extent required in, and for the purpose of, performing my assigned duties as a contractor or contractor employee.
2. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained in the course of my employment with the Administrative Office of the Courts. I understand that:
 - a. I may divulge confidential information to judicial officers and authorized court employees as necessary to perform my work under the contract.
 - b. I may divulge confidential information to others only if specifically authorized to do so by statute, court rule, judicial policy, or court order.
 - c. Maintaining confidentiality includes not discussing confidential information outside of the workplace, or outside of my usual work area.
 - d. After the termination of the contract, I may not divulge confidential information obtained during the course of my work under the contract.
4. I agree to hold in confidence information and materials (Work Information), if any, developed for AOC. All Work Information shall remain the property of AOC and shall be returned to AOC promptly upon termination of my work for AOC.
5. I recognize the disclosure of confidential and propriety information by me or any other person may give rise to irreparable injury to AOC, inadequately compensable in damages and that, accordingly, hereby consent to AOC



INFORMATIONAL MEMORANDUM

TO: Mayor Haggerton
Finance & Safety Committee

FROM: Kimberly A. Walden, Presiding Judge

BY: LaTricia Kinlow, Court Administrator

DATE: 8/24/15

SUBJECT: CodeSmart (OCourt System)

ISSUE

As you recall from Judge Walden's state of the court address, our case filings have remained pretty steady for the last few years, averaging about 4500 cases each year. With a clerical staff of 5 plus a half time filing clerk and two staff in probation, we are processing an enormous amount of paperwork each year, each month, each week and each day. With each piece of paper that we manually fill out, there is room for human error. While we are incredibly careful and efficient, we are dealing with people's freedoms and their rights, and liability if we make an error. Every staff receives a great deal of training and each paper that we process goes by more than one person, so if a mistake is made we are likely to catch it. But the more automated we can be, the more efficient we can be, the more safeguards we can employ, the less likely we face liability, and supports our goal of becoming a higher performing court organization

BACKGROUND

CodeSmart is a software developer who has a proven ability to interface case information through the state court system for municipal and district courts (JIS) with other vendors and systems to automate processes and reduce workload for staff. CodeSmart is the only vendor who has been able to work with our state court administrative office to obtain the authorization to access information through JIS. Through CodeSmart, we have automated our collection payments. The collection agency we use, Alliance, has worked with CodeSmart to integrate our case information with their collection efforts. Each week payments received by Alliance One are automatically uploaded into our system, and the payments are directly deposited into the court's bank account. This saves the delay associated with Alliance manually printing out payment information, sending reports to the court, and the clerks manually entering each payment into each case in the state system. It ensures greater accuracy, quicker processing, and less clerk time. This is incredibly helpful, as it ensures we are meeting our reporting requirements for the Department of Licensing. SeaTac Municipal Court and Renton Municipal Court have also used CodeSmart for these services with great success.

CodeSmart has a track record of success with both the courts, and AOC. Renton Municipal Court and SeaTac Municipal Court got together with CodeSmart to explore the possibility of an electronic case scheduling and calendaring wizard, as well as an electronic forms dashboard. Because all three courts have been looking to automate their processes to increase efficiency, reduce liability and operational costs, they began working together to pool their resources. Each city is dedicating money for the provision of an automated system for their court. Each city has a separate contract agreement with CodeSmart for the provision of the automated system. But the cities are working together to combine their efforts to make the system the same, so that their resources go further and they are not spending money to create separate

INFORMATIONAL MEMO

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systems. We joined them in their meetings because we are interested in this project and our goals are the same: to automate, reduce liability, reduce costs, enable clerks to do more work with greater efficiency and accuracy. The initial discussion about automation began years ago in relation to becoming more efficient when working with SCORE video hearings. But the great thing about this project is that its application extends beyond just working with SCORE to each of our daily hearings and processes.

The project is a Court Document and Case Integration System; we call it CHAD for short. The objective of CHAD is to create a case processing system to efficiently manage court hearing schedules, update JIS from a Hearings manager, maintain a library of court forms/templates, manage daily court cases, auto populate case forms based on case types and JIS records, route forms electronically to all parties for signature, export signed case forms to a storage system, and export and update JIS case records. It is a lot to complete, but it is achievable through the use of CodeSmart's system. Renton and SeaTac are a little ahead of us in implementation of the project. Both courts are fully utilizing the system. Our goal here is to pool together our resources to obtain one product that we can all use.

Currently, each court has their own forms they use. For instance, the judgment and sentence form used in SeaTac is different from the form used in Renton, which is also different from the one used in Tukwila. So, to pool our resources so that we are not each paying for development of different forms, we have drafted standardized forms for each court to use. The idea is to have one judgment and sentence form that will service each of the three courts, one order of commitment that we all use. One time pay form that we all use, etc. etc. To consolidate, simplify, and be efficient. We are also consolidating some of our forms to reduce the number of forms we use.

So how does this work? Right now we use paper calendars (or dockets), we use paper forms in triplicate (at a minimum) in court, and each party (Court, prosecutor, defense attorney, defendant, probation, and jail) has to receive a copy of the form. The goal is that once we have the project in place, the only forms we will need to generate in a paper format would be for the defendant. The rest of the parties will receive the form in electronic format. The court's version of the completed form would be sent to the electronic case file, and that would be stored in a file folder in a secure server.* Then the next time the defendant comes to court, all of the information previously associated with the case will be available to view in electronic format.

A number of the forms we use have been consolidated, and the idea is that when certain boxes are checked, the non-checked boxes would disappear, so that when the final form is generated for storage, signature, and sending, only the relevant checked boxes will appear on the final form. This is so much better for the defendants, because the current form we use has a lot of additional, non-pertinent information that drowns out the information they need to focus on to comply.

The City's own Technology Services has been kept in the loop, and have also had the benefit of input from SeaTac's IT director and Renton's IT director. The Statement of work, Master Services Agreement, and Service Level Agreement have been reviewed by not only Technology Services, but also the legal department, Renton's legal department, Renton's Risk Management Department, SeaTac's legal department and again by Renton's IT director and SeaTac's IT director, so this project has been reviewed by many! Renton's SOW is the same as SeaTac. Renton and SeaTac are ahead of us in the project, and they are actually working out all of the minor glitches. They are already using the case scheduling wizard and electronic forms, which is great.

INFORMATIONAL MEMO

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FINANCIAL IMPACT

The \$50,000 was approved in the 2014 budget, but there was insufficient time to implement this program in 2014 (please see the November 2014 budget amendment documentation).

RECOMMENDATION

The Council is being asked to approve this agreement, and forward this item to the Consent Agenda.

ATTACHMENTS

CodeSmart - Statement Of Work (SOW)
CodeSmart - Service Level Agreement (SLA)
CodeSmart – Master Services Agreement



**City Of Orting
Council Agenda Summary Sheet**

Subject: Ordinance No. 2019-1040, Amending Sections Of The Planned Unit Development Code (13-6-4 OMC) And The Mixed-Use Town Center Zoning Code.		Committee	Study Session	Council
	Agenda Item #:		AB19-08	
	For Agenda of:		1.16.19	
	Department:	Planning		
	Date Submitted:	1/10/19		
Cost of Item:	<u>\$NA</u>			
Amount Budgeted:	<u>\$NA</u>			
Unexpended Balance:	<u>\$ NA</u>			
Bars #:				
Timeline:				
Submitted By:	Mark Bethune/Emily Terrell			
Fiscal Note:				
Attachments:	Draft Ordinance			
SUMMARY STATEMENT:				
<p>The City’s current code requires Comp Plan Amendments for a PUD application. This is unnecessary and can push out PUD review and acceptance to almost 2 years, because the City’s comp plan can only be updated once a year. The code amendment allows for PUD application and review without comp plan amendments.</p>				
RECOMMENDED ACTION: The Planning Commission must complete their review of the land use code change and make recommendation to the City Council. This action is anticipated to occur in February 2019.				

CITY OF ORTING

WASHINGTON ORDINANCE NO. 2019-1040

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, AMENDING SECTIONS OF THE PLANNED UNIT DEVELOPMENT CODE (13-6-4 OMC) AND THE MIXED-USE TOWN CENTER ZONING CODE (13-3-2-E OMC); 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, the City Council previously adopted regulations pertaining to development regulations required within the City's Mixed-Use Town Center North zone; and

WHEREAS, the City Planning Commission is currently reviewing proposed amendments to the City's Comprehensive Plan Land Use Element, specifically Goal LU 8 Mixed-Use Town Center North to potentially amend the mixed of uses, densities and impacts for this zone; and

WHEREAS, the 2019 Comprehensive Plan Amendment relating to Goal LU 8 will be implemented by the corresponding portion of the City's zoning code (13-3-2-E); and

WHEREAS, the City Council desires to streamline the development approval process within this zone to allow development to implement the future 2019 Comprehensive Plan text without the need for the creation of a secondary overlay zone as part of a Planned Unit Development, as is required in the current code; and

WHEREAS, the Planning Commission held a duly noticed public hearing on the proposed changes to 13-6-4 OMC and 13-3-2-E OMC identified herein on January 22, 2019; and

WHEREAS, a draft version of this ordinance was submitted to the Washington State Department of Commerce for review on January 23, 2019; and

WHEREAS, the City Council has considered this ordinance, together with all public comment, and has determined that the proposed regulations are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City; and

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

Section 1. OMC Title 13, Chapter 3, Section 2-E Amended. Orting Municipal Code Title 13, Chapter 3, Subsection 2-E(1-2), is hereby amended as follows.

1. Purpose And Intent: The intent of the MUTCN Zone is to take advantage, if desirable opportunities are presented to the City, of the large lots and land area between Orting High School and Rocky Road for the development of new economic opportunities including ~~retail, office, and light manufacturing~~ a mix of residential, non-residential, open space and recreational uses that support a sustainable community by providing jobs and increasing the tax base. Pedestrian amenities, public transportation, and architectural design review will be considerations throughout master planning and development approvals for projects in this zone.

2. Master Development Plan Required: Development in the MUTCN (Mixed Use Town Center North) requires approval of a master development plan that shall include ~~either a planned development or a binding site plan~~ a planned unit development and an approved development agreement with site specific design guidelines, a parcel map if future ~~subdivisions~~ phases are anticipated, ~~and a~~ The development agreement setting shall set forth the conditions for development, public improvements, and phasing, if applicable. The master development plan approval process is a type 4 permit per section 15-4-1 of this Code. All development and uses shall be in accordance with the adopted master development plan. Provisions for allowed and conditional uses, site specific locations of public streets, parks and open spaces, and design standards described in this section shall be interpreted and modified as appropriate during the master plan review and planned unit development approval process based on evidence provided by the applicant.

Section 2. OMC Title 13, Chapter 6, Subsection 4 Amended. Orting Municipal Code Title 13, Chapter 6, Subsection 4(A-C and K) is hereby amended as follows.

A. Purpose: A PUD is a flexible zoning concept that results in as good or better use of land than that produced through the standards of the regular zone classifications. The uses within the PUD depend on the uses in the underlying zone. The residential densities and bulk and scale of the development within the PUD may vary to provide more flexibility and creativity in addressing the site and project aesthetics, natural areas, and open space planning. An approved PUD is ~~an overlay zone~~, enacted as part of the final approval action which may also include subdivision, binding site plan, or master plan approval.

B. Classifications Of Planned Unit Development Districts: Planned developments may be ~~either residential, or nonresidential~~ or mixed-use in character, depending on the underlying zone. A "residential PUD" means that the principal purpose of the PUD is to provide one or more types of housing at densities of dwellings the same as densities permitted by the underlying zone and where all other uses shall be considered accessory, supportive, or adjunct to housing. A "nonresidential PUD" means a development where the majority of uses are intended for purposes other than housing such as: retail, service, industrial and manufacturing, and where residential uses as are allowed by the underlying zone secondary in purpose to intended use of the project. A "Mixed-use PUD" means any PUD where there is a mix of residential and non-residential uses as permitted in the underlying zone.

C. Minimum Area Required:

1. Residential PUD: One acre.

2. Nonresidential PUD: None.

3. Mixed-use PUD: None.

K. Subdivisions: When it is the intention of an applicant to subdivide or resubdivide all or portions of property within a proposed PUD, a preliminary subdivision and/or binding site plan approval shall be considered concurrently with an application for approval of a preliminary development plan. The minimum lot provisions specified in the underlying zone district may be qualified if the design of the subdivision is in accordance with the intent and purpose of this section and the resulting overall density of the project is consistent with the underlying zoning.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance and its Attachment, 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 of Ordinance. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the Ordinance, and publish the modified 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 sixty (60) days from the date the ordinance was sent to the Department of Commerce for review.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
__DAY OF _____, 2019.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Alexandra Kenyon
Kenyon Disend PLLC
City Attorney

Filed with the City Clerk:
Passed by the City Council:
Date of Publication:
Effective Date:



**City Of Orting
Council Agenda Summary Sheet**

Subject: School Resource Officer Inter Local Agreement (SRO ILA)		Committee	Study Session	Council
	Agenda Item #:	N/A	AB19-09	
	For Agenda of:	1/3/19	1/16/19	1/30/19
	Department:	Administration		
Date Submitted:	1/9/18			
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	As soon as possible.			
Submitted By:	Scott Larson/Chris Gard			
Fiscal Note: The School District would reimburse the City \$85,000 for the 2018-2019 school year and \$95,000 for the 2019-2020 school year				
Attachments: ILA and Attachments				
SUMMARY STATEMENT:				
<p>The School District and the City have negotiated a new ILA for School Resource Officer Services. There are a few minor changes to various sections including how overtime is administered, how reporting works in the event of an emergency, and the annual reimbursement rate for services provided.</p>				
RECOMMENDED ACTION: Move ILA to consent agenda on January 30, 2019 for ratification.				

Appendix B– School Resource Officer Scope of Work

The School Resource Officer (SRO) is a fully-commissioned, uniformed police officer assigned to maintain a safe and secure environment for students and faculty at schools located in the Orting School District. The SRO position is funded through an inter-local agreement between the City of Orting and the Orting School District.

Goal and Program Benefits:

The SRO program should help reduce crime in the schools and community. It will do so by intervening earlier in the delinquency pattern as well as offering students a positive role model. The physical security of the schools will be improved. This will result in a safer environment for students and faculty. The SRO will improve the liaison between students and faculty and the City of Orting Police Department. Overall, the relationship between the schools, staff, students, the City of Orting Police Department, and the community will improve.

SRO Duties:

1. Patrol all four district schools and surrounding areas to identify, investigate, deter and prevent crimes, especially incidents involving drugs, gang involvement, weapons, youth violence, harassment or similar activities. Patrol other district facilities within the city on an “as needed” basis.
2. Provide specialized training to school staff and students designed to improve security in the school. Topics, for example, can include drug and gang identification, stranger awareness, sexual predators, crime prevention, and safety presentations, etc.
3. Provide advice to school district personnel on law enforcement issues. SRO will assist in suggesting solutions to security problems that arise in the school district.
4. Provides a positive atmosphere when interacting with students. Will be available during student lunch periods, recess, before school, and assemblies when schedule permits.
5. Handle traffic complaints involving students on district properties and immediately adjoining areas.
6. Work with school district security personnel on matters of mutual concern and provide them with training to enhance school safety.
7. Assist school district personnel in the identification of/and behavior modification of behaviors not conducive to a positive school environment and assist in law enforcement and security-related problem solutions.

8. Work flexible or adjusted shifts when necessary and permissible by labor agreement (CBA) to accommodate evening meetings, presentations or other activities involving the SRO.
9. Attend City of Orting Police Department training and meetings as required.
10. SROs generally will strive to limit vacations during periods in which school is in session. If this should occur, the City agrees to make reasonable efforts to assign other officers to provide SRO services in the regular officer's absence.
11. The SRO shall comply with and be subject to the City of Orting Police Department's operating policies and personnel policies.
12. The SRO shall not be responsible for the administration of student discipline. The administration of student discipline shall be the duty of the District.
13. The Assistant Superintendent of Business, Operations and Safety will be the main point of contact for the SRO and will meet on a regular basis to provide oversight of district needs and discussion of impacting issues.
14. The SRO and Assistant Superintendent will oversee a working schedule that meets the needs of the district.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Resolution No. 2019-03, Declaring Surplus Property And Authorizing Its Disposal.		Committee	Study Session	Council
	Agenda Item #:	N/A	AB19-10	
	For Agenda of:	01/03/19	01/16/19	01/30/19
	Department:	Finance/Police		
	Date Submitted:	01/09/19		
Cost of Item:		N/A		
Amount Budgeted:		N/A		
Unexpended Balance:		N/A		
Bars #:		N/A		
Timeline:		N/A		
Submitted By:		Scott Larson/Chris Gard		
Fiscal Note:				
Attachments: Resolution and Exhibit A: Vehicles to be surplusd				
SUMMARY STATEMENT:				
<p>Exhibit A lists several vehicles originally acquired for police use. The City has a policy of replacing police vehicles after 7 years or 80,000 miles. Further, council authorized purchase of the vehicles replacements in 2018, and these vehicles are no longer required to provide continued police service. Among the vehicles that staff are requesting to surplus is a 2014 Police Motorcycle. The Chief has determined that due to a lack of interest from officers to ride the vehicle, the City would be better off selling it rather than having it sit and deteriorate in a shed.</p> <p>To dispose of these vehicles, the City Administrator will advertise these vehicles are for sale, and that the City is accepting sealed bids for a period to be determined by the City Administrator. If no bids are received, or no bids meet the minimum price of half of estimated fair market value, as indicated in Exhibit A, the City Administrator may dispose of the items in any legal way that maximizes the benefit the City receives for the disposal of the vehicles.</p>				
RECOMMENDED ACTION: Move Forward to the Council Meeting of January 30, 2019 for approval on the consent agenda.				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2019-03**

**A RESOLUTION OF THE CITY OF ORTING, WASHINGTON,
DECLARING THE PROPERTY DESCRIBED IN EXHIBIT "A"
AS SURPLUS PROPERTY AND AUTHORIZING DISPOSAL**

WHEREAS, it has been determined that the City has no further use of certain item(s) listed in attached Exhibit "A"; and that such items are surplus to the needs of the City; and

WHEREAS, the fair market value of the surplus property, if any, shall be determined and its sale or disposal will be for the common benefit; and

WHEREAS, at time of sale or disposal of the surplus item(s), any monies derived from the same will be allocated back to the appropriate department; and

WHEREAS, the City Administrator will oversee the sale of these item(s), or other method of disposal, including destruction, in the event the City Administrator determines that the surplus property has no fair market value or the cost of disposal will exceed the fair market value;

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

Section 1. The items described in Exhibit "A" attached hereto and incorporated herein by this reference are surplus to the needs of the City and the City Administrator is hereby authorized to dispose of such items at auction or a public sale through a sealed bid process that complies with applicable law; provided that, those items that have been determined to have no market value or the value of which will exceed the cost of disposal may be donated for charitable purposes or otherwise lawfully disposed of.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
_____ DAY OF JANUARY, 2019.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Alexandra Kenyon
Acting City Attorney
Kenyon Disend, PLLC

EXHIBIT A- Resolution
No. 2019-03

(List of Surplus Items)

The following vehicles are listed for surplus:

Type	Year	Vehicle Description	VIN#	Dept.	Fair Market Value
Police Vehicle	2006	Ford Crown Victoria	2FAFP71W26X164478	Police	\$1,000
Police Vehicle	2014	Harley Davidson	1HD1FMM16EB637580	Police	\$12,000
Police Vehicle	2008	Dodge Charger	2B3KA43H78H294469	Police	\$1,500
Police Vehicle	2008	Dodge Charger	2B3KA43HX8H294496	Police	\$1,500



**City Of Orting
Council Agenda Summary Sheet**

Subject: Surplus of Cemetery Property, Resolution No. 2019-02		Committee	Study Session	Council
	Agenda Item #:	N/A	AB19-11	
	For Agenda of:	N/A	01/16/2019	01/30/2019
	Department:	Administration		
Date Submitted:	01/10/2019			
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	Mark Bethune			
Fiscal Note: Funds from the sale of the land would be deposited into the Cemetery operating fund.				
Attachments: Letter from Appraiser dated October 4, 2019; Full Appraisal on File in Clerk's Office				
<p>SUMMARY STATEMENT:</p> <p>The Cemetery owns a 10 acre parcel north of the cemetery. Since the cemetery fund is in need of some capital improvements, and revenue for the past few years has been sparse; staff are recommending that council surplus the property. The Cemetery currently has lot inventory to last for the foreseeable future with the assumption that death preferences continue to shift away from burial and towards cremation.</p> <p>The City had an appraisal completed In October of 2018 which valued the property at \$95,000. Staff would recommending that this price be our floor for the sale of this property. To dispose of the property, we would take bids for one month, and choose the highest bidder that meets or exceeds our stated floor. If we receive no bids that meet or exceed our floor, we would come back to the Council to consider our options with the property.</p>				
RECOMMENDED ACTION: Move item to consent agenda of January 30, 2019.				
RECOMMENDED MOTION FOR JANUARY 30TH MEETING: Motion to surplus a 10 acre parcel north of the Cemetery, Pierce County Assessor's Parcel Number 0418011003, and sell to the highest bidder which meets or exceeds \$95,000.				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2019-02**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING PROPERTY TO BE
SURPLUS, AND AUTHORIZING THE MAYOR TO
DISPOSE OF IT IN ACCORDANCE WITH ORTING
MUNICIPAL CODE AND STATE LAW; ESTABLISHING
AN EFFECTIVE DATE**

WHEREAS, the City of Orting is the owner of a parcel of real property located at XXX 197th Street East, Orting, Washington, identified as Pierce County Tax Parcel No. 0418011003, which is vacant land adjacent to the cemetery (hereinafter, the “Property”); and

WHEREAS, the City is authorized under RCW 35A.11.010 to dispose of real property for the common benefit; and

WHEREAS, the Property is estimated to be more than \$50,000 in value; and

WHEREAS, in accordance with RCW 39.33.020, the City Council held a public hearing on January 30, 2019, to solicit public input on the proposal to surplus said property; and

WHEREAS, the City Council having been in all matters fully advised finds that said property is surplus to the City’s needs, and that it is in the public interest to dispose of said property;

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

Section 1. Declaration of Surplus. The City Council of the City of Orting, Washington, does hereby declare that the property described herein is surplus to the City’s current needs.

Section 2. Authorization to Dispose of Surplus Property via Intergovernmental Transfer. The Mayor is authorized to execute and deliver all documents the Mayor deems necessary or desirable to effectuate the conveyance authorized herein, in accordance with the relevant provisions of the Orting Municipal Code and state law, including RCW 39.33.010 authorizing an intergovernmental transfer of property.

Section 3. Effective Date. This Resolution shall be effective immediately upon passage.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE _____ DAY OF JANUARY 2019.**

CITY OF ORTING

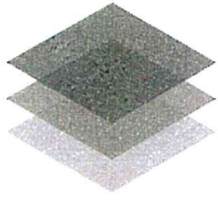
Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Alexandra Kenyon
Kenyon Disend PLLC
Acting City Attorney



SH&H

VALUATION AND CONSULTING



APPRAISAL REPORT

**PIERCE COUNTY ASSESSOR'S
PARCEL 0418011003**

XXX 197TH STREET EAST
ORTING, WASHINGTON 98360

SH&H FILE 14458-18



October 4, 2018

Mark Bethune
City Administrator
110 Train Street Southeast
Orting, WA 98360

Re: Appraisal Report
Assessor's Parcel 0418011003
XXX 197th Street East
Orting, WA 98360
SH&H File 14458-18

Dear Mr. Bethune:

At your request, I am providing you with an appraisal relevant to the above referenced property. This report was prepared in accordance with, and is intended to conform to, the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, which includes the Uniform Standards of Professional Appraisal Practice (USPAP) as promulgated by The Appraisal Foundation.

The subject property consists of 414,256 square feet, or approximately 9.51 acres and is identified as Pierce County Assessor's Parcel 0418011003, under the ownership of the City of Orting. The subject is northerly of the Orting Cemetery located along Orting Kapowsin Highway East, and northeasterly of 197th Street East. The subject is in unincorporated Pierce County, outside of the city limits of Orting.

The purpose of this appraisal is to prepare and submit a supported opinion of the market value of the subject property. The market value is based on the fee simple interest in the subject property, as described herein, as of the date of physical inspection.

The property does not have legal access; however, according to information provided by the client, Mark Bethune with the City of Orting, the subject will be granted temporary legal access at the time of a sale. This access will not be sufficient to allow for independent development of the site. Therefore, the appraisal is subject to the extraordinary assumption that the subject will have temporary legal access at the time of sale. An Extraordinary Assumption is defined as, “an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser’s opinions or conclusions.”¹

The analysis also considered the contribution of merchantable timber value based on the Valuation of Merchantable Timber report prepared by the Professional Forestry Services, Inc., which is included in the addenda of this report.

Based on the analysis and conclusions presented within this report, it is the opinion of the appraiser that the market value of the property, subject to the extraordinary assumption described herein, as of the date of inspection, September 19, 2018, is:

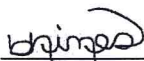
NINETY-FIVE THOUSAND DOLLARS

\$95,000

In completing this assignment, sufficient background information and supporting facts have been analyzed to arrive at a value conclusion.

The report that follows summarizes the assignment, describes the area and the subject property, and explains the valuation techniques and reasoning leading to the final opinion of value. As in the case of any narrative appraisal, the reader’s attention is directed to the underlying Assumptions and Limiting Conditions that are included in the accompanying report.

Respectfully submitted,



Barbro A. Hines, MAI, SRA

State of Washington Certification 1101044

¹ *Uniform Standards of Professional Appraisal Practice, 2018-2019 Edition*, Appraisal Standards Board, The Appraisal Foundation, Washington D.C., p. 4.

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Alexandra Kenyon
Kenyon Disend, PLLC
Acting City Attorney