

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

Regular Business Meeting Agenda
Orting Multi-Purpose Center
202 Washington Ave. S,
Orting, WA
February 27th, 2019
7 p.m.

Mayor Joshua Penner, Chair

1. **CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.**
REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.
2. **PUBLIC COMMENTS:** *Persons wishing to address the City Council regarding items that are not on the agenda are encouraged to do so at this time. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee.*

Request For Any Consent Agenda Items To Be Pulled For Discussion.

3. CONSENT AGENDA

- A. Regular Meeting Minutes of February 13th, 2019.
- B. Study Session Meeting Minutes of February 20th, 2019.
- C. Payroll and Claims Warrants.
- D. AB19-06-To Approve And Adopt The Modifications To The Grant Policy As Presented.
- E. AB19-13- To Adopt Ordinance No. 2019-1042 Relating To Nuisances, Amending Orting Municipal Code Title 5, Chapter 1, Section 3.
- F. AB19-15- To Approve Resolution No. 2019-05, Adopting the City of Orting Continuity of Operations ("Coop") Plan As Presented.
- G. AB19-17- To Approve the scope and budget from Parametrix for Design Build Advisory/Management Services For the new Public Works Building in the amount of \$37,035.00.
- H. AB19-18- To accept the bid from Turf Star Western Equipment for a Hillside Mower, and authorize the purchase of the Hillside Mower in the amount of \$51,005.67.

Motion: *Move to approve Consent Agenda as prepared*

Motion: *To approve Consent Agenda with the exception of agenda item(s) # _____.*

Consent Agenda Items Pulled For Discussion.

4. NEW BUSINESS

- A. **AB19-19-Collective Bargaining Agreement**
 - *Scott Larson*

Recess to Closed Session- RCW 42.30.140 4 (b) Union Negotiations.
Return To Open Session, Call Meeting Back to Order.

5. EXECUTIVE SESSION

6. ADJOURNMENT

Motion: *Move to Adjourn.*

COUNCILMEMBERS

Position No.

1. Tod Gunther
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ORTING CITY COUNCIL

Regular Business Meeting Minutes

Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
February 13th, 2019
7 p.m.

MAYOR JOSHUA PENNER, CHAIR

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

Mayor Penner called the meeting to order at 7:00pm. Councilmember Pestinger led the pledge of allegiance.

Councilmembers Present: Councilmembers Tod Gunther, John Kelly, Scott Drennen, Nicola McDonald, Joachim Pestinger and Michelle Gehring.

Absent: Deputy Mayor Greg Hogan.

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer, Kim Adams-Pratt, Acting City Attorney.

Councilmember McDonald made a motion to excuse Deputy Mayor Hogan. Second by Councilmember Pestinger. Motion passed (6-0)

Requests to modify the agenda.

None.

2. PUBLIC COMMENTS

No Public Comments were made.

3. PRESENTATION

A. United States Geological Survey (USGS) - Mt. Rainier Update.

Mayor Penner introduced Carolyn Driedger from the USGS. Ms. Driedger gave an update on the warning system for Mt. Rainier. She showed a PowerPoint titled 2018-2019- Update and Overview of USGS Work in Progress on Mount Rainier. After the PowerPoint she answered questions and heard comments made by City Council members.

Peggy LovellFord from Pierce County Emergency Management gave a lahar siren update. She spoke about:

1. Siren expansion project
2. Equipment upgrades in Orting
 - Upgraded satellite
 - The use of strobe lights on each side of the sirens
 - Voice Capability in the future
 - Chimes and Voice for tests

Officer Luis Deffit asked to address Council. Officer Deffit presented Chief Gard with a letter from the National Guard recognizing the Chief for his support of the National Guard.

Mayor Penner recessed the meeting at 7:40pm for a 10 minute break.

Mayor Penner called the meeting back to order at 7:50pm.

4. CONSENT AGENDA

- Minutes of January 30, 2019
- Payroll and Claims Warrants

Councilmember Kelly made a motion to approve Consent Agenda as prepared Second by Councilmember Gehring. Motion passed (6-0)

5. COMMISSION REPORTS

- Planning Commission- No Report was made.

6. NEW BUSINESS

A. City Hall Level 1 Traffic Impact Analysis- Scope and Budget.
 Administrator Mark Bethune briefed on the need for a Traffic Impact Analysis scope and budget. The analysis will provide a Level 1 Traffic Impact Analysis to evaluate the potential impacts of the new City Hall.

Councilmember Pestinger made a motion to Approve The Scope And Budget From Parametrix For A Level 1 Traffic Impact Analysis For The New City Hall/Police/Court Facility In The Amount Of \$6,680.00. Second by Councilmember McDonald. Motion passed (6-0)

7. EXECUTIVE SESSION/CLOSED SESSION

There was no Executive session but Council did have a Closed Session.
 The Clerk announced that there would be a Closed session for 10 minutes, pertaining to RCW 42.30.140-4(a). Collective Bargaining, Possible action after.

Mayor Penner recessed to a closed session at 7:54pm.
 8:04pm- extended for 4 minutes
 8:08pm-extended for 3 minutes

Mayor Penner called the meeting back to order at 8:11pm.

8. ADJOURNMENT

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

Mayor Penner adjourned the meeting at 8:12pm.

ATTEST:

 Jane Montgomery, City Clerk, CMC

 Joshua Penner, Mayor

COUNCILMEMBERS

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ORTING CITY COUNCIL

Study Session Meeting Agenda
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
February 20th, 2019
6PM.

CHAIR, DEPUTY MAYOR GREG HOGAN

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

Deputy Mayor Hogan called the meeting to order at 6:00pm. Councilmember McDonald led the pledge of allegiance.

Councilmembers Present: Deputy Mayor Greg Hogan, Councilmembers Tod Gunther, John Kelly, Michelle Gehring, Nicola McDonald, Joachim Pestinger.

Absent: Councilmember Drennen (arrived at 6:56pm)

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, Devon Gabreluk, Police Officer, Kaaren Woods, Court Administrator, Greg Reed, PW Director, Mark Barfield, PW Supervisor.

2. COMMITTEE REPORTS

Public Works-*CM Drennen & CM Gunther*

No Report. Items are on the agenda.

Public Safety-*CM Kelly & CM Pestinger*

Councilmember Kelly briefed on the items at the last meeting:

- Fireworks Advisory Election
- COOP
- Council Committee Goals
- Police Department Accreditation

Community and Government Affairs- *CM McDonald & CM Gehring*

Councilmember McDonald briefed on items from the last meeting:

- Calistoga Park Build
- Committee Goals in the future

3. STAFF REPORTS

Administrator Bethune briefed on the following:

- Met with Andrew Barkis regarding capital funds;
- City Hall – Notice to proceed in May;
- PW Building work in progress;
- Snow Plowing Service to Unincorporated King County;
- Certification of Levy;
- Approved Soil Remediation Plan;
- Newsletter coming out soon.

Treasurer Larson briefed on the following:

- 4th Quarter Financial Report;
- Late Penalty's for Water Service;

- Annual Report on the agenda;
- Working on Financing of new City hall.

City Clerk, Montgomery briefed on the following:

- RFP Legal Services;
- RFP -Website;
- CS Appeal Hearing on the 25th of February;
- Records Grant coming to completion.

Court Administrator, Woods briefed on:

- Code Smart- case processing system;
- Referrals from Recovery Café.

Councilmember Gunther asked for a quarterly update on drug house closings. Officer Gabreluk will provide a report to Council soon.

Mayor Penner briefed on the following;

- PCRC Meeting;
- Code Enforcement recruitment;
- Snow Plowing assistance to King County;
- Help to 80 Orting residents without power;
- AWC Conference in June

4. AGENDA ITEMS

A. AB19-06- Grant Policy- Proposed Amendments.

Councilmember McDonald briefed that the amendments do not include proposals to require Compiled statements. The Changes are administrative in nature.

Action: Move forward to the consent agenda of February 27th, 2019.

B. AB19-13- Ordinance No. 2019-1042, Relating To Nuisances, Amending Orting Municipal Code Title 5, Chapter 1, Section 3.

Treasurer Larson briefed that this came at the request of the City Attorney. The proposed ordinance would update the City's definition of nuisance to include violations of all code provisions, opening up the code enforcement penalties section for all violations not explicitly enumerated in OMC 5-1-3.

Action: Move forward to the consent agenda of February 27th, 2019.

C. AB19-14- Resolution No. 2019-01, Amending the City Of Orting Personnel Policy.

Treasurer Larson briefed that the City has reviewed and revised its Personnel Policy to bring it in line with our risk pool standards, best practices and current state and federal law.

Action: Move forward to the consent agenda of February 27th, 2019.

D. AB19-15-Resolution No. 2019-05, Adopting the Continuity of Operations Plan, ("COOP").

Administrator Bethune briefed that The Federal Government recommends that cities have a "Continuity of Operations Plan". The essence of this planning is to ensure the City can be re-constituted following a significant disaster.

Action: Move forward to the consent agenda of February 27th, 2019.

E. AB19-16 Sign Code Update- Ordinance No. 2019-1041, Repealing and Replacing Orting Municipal Code Title 13, Chapter 7, Relating to Development Regulation Of Signs.

Administrator Bethune briefed that the proposed ordinance was forwarded to Council by the Planning Commission with a recommendation to adopt. The ordinance complies with both intermediate and strict scrutiny and provides for visually appealing signage while allowing an adequate number, size, location and duration of signs for commercial uses. City Planner Emily Terrell briefed on the specifics of the changes. Discussion followed.

Action: Move to the CGA Committee to review.

F. AB19-17- Design Build Advisory/Management Services for the New City of Orting Public Works Building.

Councilmember Drennen briefed that the City is currently in the process of starting construction on the new Public Works Building. The Building official has indicated that the project is now beyond his expertise. The City would like Parametrix to provide advisory/management services, providing day to day project management and document control.

Action: Move forward to the consent agenda of February 27th, 2019.

G. AB19-18- Hillside Mower Purchase.

Councilmember Gunther briefed that the Public Works Department completed an RFP for a Hillside Mower as outlined in the 2019 Budget. A hillside mower will allow the City to mow areas that previously required weed whacking like roadside ditches and the slopes around our stormwater ponds. The City awarded the RFP to Turf Star Western. The cost is \$51,005.67 which is under budget. Discussion ensued about a higher mower which does additional functions. They also discussed writing specs to be a bit broader.

Action: Move forward to the consent agenda of February 27th, 2019.

H. Discussion-Public Comment prior to passage of Ordinance.

This was a discussion regarding the possibility of public comment prior to the passage of an Ordinance on the agenda. The discussion evolved to topics regarding audience comments in general. Various ideas were considered.

Action: Council by Consensus, keep process as is.

I. Discussion-Fireworks.

Councilmember Kelly started the discussion on fireworks in the City of Orting. This issue has been on the Public Safety Committees agenda and Councilmember Kelly stated he had spoken to the police department. The Police Department will work to enforce laws already on the books. The City plans on putting an advisory vote on the ballot in the next general election. They also discussed block party permits for 4th of July events and possible solutions and alternatives.

Chair Hogan allowed comments from Marvin Abbott. Mr. Abbott stated that he was not happy about fireworks in the City. He stated that the issue of enforcement needs to be addressed in relation to existing fireworks laws.

Councilmember Pestinger stated that the Police Chief and the Fire Chief are concerned about street blockages during the 4th of July. The Chief also hopes to be able to dedicate one officer to address fireworks issues on the 4th. Councilmember Kelly and Pestinger stated that maybe allowing a place to allow individuals to set fireworks off would be an idea to pursue. Councilmember Gehring agreed that blocking roads is a concern. Council also talked about letting citizens know in advance of the 4th of July if any changes are made. The advisory vote will cost approximately \$5,000 to \$8,000.

Administrator Bethune will bring an amended permit to the next Public Safety Committee meeting and CGA will look at a possible ordinance/resolution or policy to enforce the banning of block party dates.

J. Discussion-Moving Transportation Discussions from Public Works Committee to Public Safety Committee.

Councilmember Kelly proposed moving transportation issues to the Public Safety Committee Meeting. They are currently discussed at the Public Works Committee. Councilmembers felt that there are some issues that would fit well for discussion at a Public Safety Committee agenda, but that many of the Transportation issues involve utilities.

Action: The two committees will work this issue out.

K. Auditors Report.

Treasurer Larson distributed the auditor's reports.

5. ADJOURNMENT

Deputy Mayor Hogan adjourned the meeting at 8:30pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2019 - FEBRUARY 2019 - 2nd Council

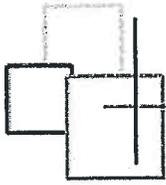
Fund Number	Description	Amount
001	Current Expense	\$88,751.82
101	City Streets	\$8,488.67
104	Cemetery	\$75.90
105	Parks Department	\$907.30
304	City Hall Construction	\$74,901.45
401	Water	\$31,886.39
408	Wastewater	\$15,115.16
410	Stormwater	\$2,280.83
412	Utility Land Acquisition	\$304,060.88
	Count: 9	\$526,468.40

Register

Fiscal: 2019
 Deposit Period: 2019 - FEBRUARY 2019
 Check Period: 2019 - FEBRUARY 2019 - 2nd Council

Number	Name	Print Date	Clearing Date	Amount
Key Bank				
Check	Keybank-MasterCard	2/13/2019	2/14/2019	\$8,118.55
EFT-Jan 2019 MasterCard		Total	Check	\$8,118.55
		Total	0032707010	\$8,118.55
Key Bank				
Check	2000073	2/27/2019		\$200.00
46985	Anytime Fitness	2/27/2019		\$357.00
46986	ASCAP	2/27/2019		\$1,309.68
46987	Associated Petroleum Products INC	2/27/2019		\$5,409.00
46988	Association of Wash. Citi	2/27/2019		\$30.00
46989	Barfield, Mark	2/27/2019		\$21.22
46990	Comcast	2/27/2019		\$21,614.08
46991	Contech Services Inc	2/27/2019		\$2,393.35
46992	Core & Main	2/27/2019		\$36.17
46993	Crystal & Sierra Springs	2/27/2019		\$579.60
46994	Daily Journal of Commerce	2/27/2019		\$61.22
46995	Elder, Jacob	2/27/2019		\$910.00
46996	Enumclaw, City of	2/27/2019		\$682.96
46997	Firestone Complete Auto Care	2/27/2019		\$1,103.78
46998	Ford Motor Credit Company LLC	2/27/2019		\$74,901.45
46999	Helix Design Group	2/27/2019		\$299.46
47000	Jones, Brittan	2/27/2019		\$9,331.53
47001	Kenyon Disend PLLC	2/27/2019		\$549.36
47002	Mitel Leasing	2/27/2019		\$650.00
47003	Murphy-Brown, Mary	2/27/2019		\$2,352.22
47004	Office of State Auditor	2/27/2019		\$18,644.84
47005	P. c. Budget & Finance	2/27/2019		\$2,400.00
47006	PBS Engineering And Environmental INC	2/27/2019		\$30.13
47007	Pioneer Pack & Ship	2/27/2019		\$23,073.44
47008	Puget Sound Energy	2/27/2019		\$900.00
47009	SCORE	2/27/2019		\$36,108.91
47010	Systems For Public Safety Inc	2/27/2019		\$2,109.64
47011	The News Tribune	2/27/2019		\$335.87
47012	The Sherwin-Williams CO	2/27/2019		\$77.75
47013	Usabluebook	2/27/2019		\$2,102.89
47014	Vision Forms LLC	2/27/2019		\$5,465.00
47015	Vision Municipal Solutions LLC	2/27/2019		

Number	Name	Print Date	Cheating Date	Amount
47016	Washington Patriot Construction LLC	2/27/2019		\$302,986.73
47017	Washington Rock Quarries,	2/27/2019		\$767.31
47018	Washington State University	2/27/2019		\$350.00
47019	Zumar Industries Inc	2/27/2019		\$205.26
	Total		Check	\$518,349.85
	Total		2000073	\$518,349.85
	Grand Total			\$526,468.40



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount	
Anytime Fitness	46985	FEB2019-400	001-521-20-21-01	Gym Membership- Feb 2019	\$200.00	
				Total	\$200.00	
ASCAP	46986	500716897-FEB2019	001-571-20-31-21	License for Playing Music	\$357.00	
				Total	\$357.00	
Associated Petroleum Products INC	46987	1385710-IN	101-542-30-32-00	Fuel	\$121.02	
				401-534-80-32-00	Fuel	\$484.09
				401-534-80-32-01	Fuel	\$44.74
				408-535-80-32-00	Fuel	\$484.09
				408-535-80-32-01	Fuel	\$9.96
				410-531-38-32-01	Fuel	\$121.04
				410-531-38-32-02	Fuel	\$44.74
Total	\$1,309.68					
Association of Wash. Citi	46988	18066	001-511-20-49-00	AWC Membership	\$5,409.00	
				Total	\$5,409.00	
Barfield, Mark	46989	2425	401-534-50-49-15	STC Renewal	\$30.00	
				Total	\$30.00	
Comcast	46990	5839-Feb2019	001-514-23-42-00 401-534-10-42-01 408-535-10-42-01	City Hall-Cable	\$7.07	
				City Hall-Cable	\$7.08	
				City Hall-Cable	\$7.07	
				Total	\$21.22	
Contech Services Inc	46991	26748 Job 182215	401-534-50-48-02	Repair to Well 1 Reservoir Above Ground Repair	\$21,614.08	
				Total	\$21,614.08	
Core & Main	46992	K063748 K073050 K090962 K095541 K106542 K123447 K126096	412-594-38-62-01 401-534-50-48-02 401-534-50-48-02 401-534-50-48-02 401-534-50-48-02 401-534-50-48-02 401-534-50-48-02	PE LID-for New Public Works	\$1,074.15	
				Concrete Markers	\$153.02	
				Paint	\$300.68	
				Brass-Tee & Plug	\$49.51	
				Rave Meter	\$86.92	
				Water Meter-Cap- Meter Body-Box	\$1,329.69	
				Iron Head Hydrant	\$213.68	
				Wrench		

Vendor	Number	Invoice	Account Number	Notes	Amount
Core & Main	46992	K130736	401-534-50-48-02	Credit for Meter Boxes-Cover With Reader Lid	(\$814.30)
				Total	\$2,393.35
Crystal & Sierra Springs	46993	16789927 020219	001-514-23-31-02	Water for City Hall	\$36.17
				Total	\$36.17
Daily Journal of Commerce	46994	3344828	101-595-10-64-34	RFQ for Whitehawk-SW Connector	\$579.60
				Total	\$579.60
Elder, Jacob	46995	2441	401-534-90-49-00 408-535-90-49-00	Work Jeans Work Jeans	\$30.61 \$30.61
				Total	\$61.22
Enumclaw, City of	46996	05572	001-523-60-41-00	Jail Fees-Jan 2019	\$910.00
				Total	\$910.00
Firestone Complete Auto Care	46997	BI14318118	001-521-50-48-04	Tires for 2016 Interceptor-17744	\$682.96
				Total	\$682.96
Ford Motor Credit Company LLC	46998	1624270-Lease Payment #4- 2018 Ford F-150 8487902	001-591-21-70-03 001-592-21-80-02	Lease Payment #4- 2018 Ford F-150-P 8487902 Lease Payment #4 - 2018 Ford F-150-I 8487902	\$822.83 \$280.95
				Total	\$1,103.78
Helix Design Group	46999	0000001-A18-021.12	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 New City Hall Facilities New City Hall Facilities New City Hall Facilities New City Hall Facilities	\$3,158.10 \$473.72 \$473.71 \$947.43 \$105.27 \$105.26
		0000001-A18-021.14	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 New City Hall Facilities New City Hall Facilities New City Hall Facilities	\$6,979.50 \$1,046.93 \$1,046.93 \$2,093.85 \$232.65 \$232.65
		0000001-A18-021.18	304-594-18-60-01	New City Hall Facilities	\$57.00

Vendor	Number	Invoice	Account Number	Notes	Amount		
Helix Design Group	46999	0000001-A18-021.18	304-594-31-60-01	New City Hall Facilities	\$8.55		
			304-594-34-60-01	New City Hall Facilities	\$8.55		
			304-594-35-60-01	New City Hall Facilities	\$17.10		
			304-594-44-60-01	New City Hall Facilities	\$1.90		
			304-594-76-60-01	New City Hall Facilities	\$1.90		
		0000002-A18-021.07	304-594-18-60-01	New City Hall Facilities	\$34,746.27		
			304-594-31-60-01	New City Hall Facilities	\$5,211.94		
			304-594-34-60-01	New City Hall Facilities	\$5,211.94		
			304-594-35-60-01	New City Hall Facilities	\$10,423.88		
			304-594-44-60-01	New City Hall Facilities	\$1,158.21		
			304-594-76-60-01	New City Hall Facilities	\$1,158.21		
			Total				\$74,901.45
			Jones, Brittan	47000	2442-Boots	401-534-10-31-04	Work Boots-Jones
408-535-10-31-05	Work Boots-Jones	\$149.73					
Total						\$299.46	
Kenyon Disend PLLC	47001	188172-188170-188168-188167	001-515-30-41-01	Attorney Retainer	\$2,500.00		
			001-515-30-41-02	Attorney Services	\$66.00		
			001-515-30-41-02	Attorney Services	\$3,237.18		
			001-515-30-41-05	Attorney Services-HR	\$2,420.89		
			001-515-30-41-06	Attorney Services-Code Enforcement	\$709.50		
			001-521-20-41-02	Attorney Services-Civil Service	\$33.16		
			101-542-30-41-05	Attorney Services-	\$198.98		
			401-534-10-41-04	Attorney Services-	\$66.33		
			408-535-10-41-04	Attorney Services-	\$33.16		
			410-531-39-41-04	Attorney Services-	\$66.33		
Total				\$9,331.53			
Keybank-MasterCard	EFT-Jan 2019 MasterCard	1181-FEB 2019-Linciln	001-524-20-31-00	Netgear Switch & Network Cable	\$43.49		
			001-524-20-41-05	Training for Fire Door Systems-Existing Bldg Code & Accessibility	\$355.00		
		1513-FEM 2019-Kainoa	410-531-38-31-00	Binoculars for Inspections	\$49.17		
			001-521-20-31-03	Monthly Billing-Kainoa	\$77.01		
			001-514-23-31-02	2018-1009 MISC Forms	\$13.62		
			001-514-23-31-02	DB/CR Tape-Rubber Bands	\$17.39		
			001-521-20-31-03	2018-1009 MISC Forms	\$13.62		
			401-534-10-31-00	2018-1009 MISC Forms	\$13.63		
			1668-FEB 2019-City				

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank-	EFT-Jan 2019	1668-FEB 2019-City	401-534-10-31-00	DB/CR Tape-	\$17.38
MasterCard	MasterCard		408-535-10-31-00	Rubber Bands	
				2018-1009 MISC	\$13.62
			408-535-10-31-00	Forms	
			410-531-38-31-00	DB/CR Tape-	\$17.38
				Rubber Bands	
			410-531-38-31-00	2018-1009 MISC	\$13.62
				Forms	
			410-531-38-31-00	DB/CR Tape-	\$17.39
				Rubber Bands	
	1731-FEB 2019-Reed		401-534-90-49-00	Leadership Training	\$166.33
			408-535-90-49-00	Leadership Training	\$166.34
			410-531-31-40-06	Leadership Training	\$166.33
	4050-FEB 2019-PD-2		001-521-50-49-01	International	\$190.00
				Association of	
				Emergency	
				Managers-	
				Membership	
	5423-FEB 2019-Public Works		001-514-23-31-02	Replacement of	\$43.16
				Battery & Pads @	
				City Hall for AED	
			001-575-50-48-00	Filters for MPC	\$121.34
				HVAC	
			101-542-30-48-02	Concrete Mix	\$296.07
			105-576-80-31-00	Replacement of	\$43.16
				Battery & Pads @	
				City Hall for AED	
			401-534-10-31-00	Weatherproof Note	\$14.66
				Pads	
			401-534-10-31-00	Markers & Easel	\$21.02
				Pad	
			401-534-10-31-00	AWWA-Safety Book	\$28.83
			401-534-10-31-00	Replacement of	\$43.16
				Battery & Pads @	
				City Hall for AED	
			401-534-10-31-00	Vineager	\$87.45
			401-534-10-31-00	Type II Gas Cans	\$204.97
			401-534-50-35-00	6' Lifting Sling	\$21.96
			401-534-50-48-02	DLM4500 LL	\$675.00
				Master-Winngate	
				Springs	
			401-534-80-32-01	Fuel for Jan Power	\$33.33
				Outage	
			401-534-80-32-01	Fuel for Jan Power	\$33.34
				Outage	
			401-534-90-49-00	Washington	\$125.00
				Operator Workshop	
				Conference-Rundle	
			401-534-90-49-00	Washington	\$125.00
				Operator Workshop	
				Conference-Jones	
			401-594-34-64-59	Win 911 Software	\$247.50
				Maint-License	
			408-535-10-31-00	Weatherproof Note	\$14.66
				Pads	
			408-535-10-31-00	Weltool Maglite	\$16.71
				Lens Upgrade	
			408-535-10-31-00	Markers & Easel	\$21.03
				Pad	
			408-535-10-31-00	Phone Case	\$21.85
			408-535-10-31-00	AWWA-Safety Book	\$28.84
			408-535-10-31-00	Pens-Batteries	\$37.59
			408-535-10-31-00	Replacement of	\$43.16
				Battery & Pads @	
				City Hall for AED	

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank- MasterCard	EFT-Jan 2019 MasterCard	5423-FEB 2019-Public Works	408-535-10-31-00	Type II Gas Cans	\$204.97
			408-535-50-48-02	Light Bulb for VG Lift Station	\$93.80
			408-535-50-48-02	KPSI 705 Level Transducers-Well 4	\$716.10
			408-535-80-32-01	Fuel for Jan Power Outage	\$33.33
			408-535-80-32-01	Fuel for Jan Power Outage	\$33.33
			408-535-90-49-00	Washington Operator Workshop Conference-Rundle	\$125.00
			408-535-90-49-00	Washington Operator Workshop Conference-Jones	\$125.00
			408-594-35-64-54	Win 911 Software Maint-License	\$247.50
			410-531-38-31-00	Weatherproof Note Pads	\$14.06
			410-531-38-31-00	AWWA-Safety Book	\$28.83
			410-531-38-31-00	Replacement of Battery & Pads @ City Hall for AED	\$43.16
			410-531-38-32-02	Fuel for Jan Power Outage	\$33.33
			410-531-38-32-02	Fuel for Jan Power Outage	\$33.34
			410-531-38-48-00	Type II Gas Cans	\$204.96
	5725-FEB 2019-Bethune		001-513-10-31-00	Chocolates for Chocolate Stroll	\$11.50
			001-513-10-31-00	Chocolates for Chocolate Stroll	\$22.77
			001-513-10-31-00	Chocolates for Chocolate Stroll	\$46.02
			001-513-10-31-00	Chocolates for Chocolate Stroll	\$47.97
			001-525-60-30-01	Supplies for January Power Outage	\$261.86
	6182-FEB 2019-Meek		001-514-23-31-02	File Folders	\$22.74
			001-571-20-31-01	Stamp-Refunded	\$9.83
			001-571-20-31-01	Expanding File	\$10.92
			001-571-20-31-01	Calculator	\$32.78
			001-571-20-31-01	File Folders	\$68.18
			001-571-20-31-01	Storage Park & Rec	\$175.00
			001-571-20-44-00	Color Paper	\$16.48
	7599-FEB 2019-PD		001-521-20-31-03	Office Supplies	\$14.20
			001-521-20-31-03	Toner	\$119.00
			001-521-40-49-00	School Resource Offier Training-Boon	\$260.00
			001-521-40-49-00	School Resource Offier Traing-Less Lethal-Boone	\$826.00
	7765-FEB 2019- Montgomery		001-511-60-41-01	Name Plates for Councilmembers	\$26.86
			001-511-60-41-01	Office Supplies	\$72.50
			001-511-60-41-01	Office Supplies	\$145.31
			001-513-10-31-00	Drop Box	\$10.98
			001-521-20-31-02	Coffee for Civil Service Meeting	\$18.53
			001-521-20-31-02	Donuts for Civil Service Meeting	\$35.18

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank-MasterCard	EFT-Jan 2019 MasterCard	7765-FEB 2019-Montgomery	001-525-60-30-01	Food & Supplies for January Power Outage	\$150.81	
			001-512-50-31-00	Monthly Billing-Woods	\$76.31	
				Total	\$8,118.55	
Mitel Leasing	47002	901767776	001-594-14-41-03	City Hall Phone lease	\$74.55	
			001-594-24-41-02	City Hall Phone lease	\$14.91	
			001-594-76-41-02	City Hall Phone lease	\$14.91	
			101-594-42-41-02	City Hall Phone lease	\$14.91	
			401-594-34-42-03	City Hall Phone lease	\$83.50	
			408-594-35-64-55	City Hall Phone lease	\$80.51	
			410-594-31-41-42	City Hall Phone lease	\$14.91	
			901767777	001-594-12-41-02	PSB Phone Lease	\$23.17
				001-594-21-41-03	PSB Phone Lease	\$227.99
				Total	\$549.36	
Murphy-Brown, Mary	47003	FEB2019-401	001-571-20-31-21	Dance Class-Feb 2019	\$650.00	
				Total	\$650.00	
Office of State Auditor	47004	L129524	001-512-50-41-03	2017-Accountability Audit	\$94.09	
			001-514-23-41-14	2017-Accountability Audit	\$258.74	
			001-521-20-50-01	2017-Accountability Audit	\$282.27	
			001-524-20-50-01	2017-Accountability Audit	\$164.66	
			001-575-21-50-01	2017-Accountability Audit	\$141.13	
			101-542-30-41-02	2017-Accountability Audit	\$258.74	
			105-576-90-40-00	2017-Accountability Audit	\$141.13	
			401-534-10-41-02	2017-Accountability Audit	\$376.36	
			408-535-10-41-02	2017-Accountability Audit	\$446.92	
			410-531-10-41-01	2017-Accountability Audit	\$188.18	
	Total	\$2,352.22				
P.c. Budget & Finance	47005	CI 264696 C-104188	001-525-10-51-00	Pierce County Emergency Management-Jan - July 2019	\$3,444.63	
			001-538-40-47-00	4th QRT Peg Fees	\$1,293.05	
			001-589-30-03-00	4th QRT Peg Fees	\$1,293.05	
			001-514-40-41-20	City Share of Voters Cost	\$12,115.00	
			001-566-00-51-00	4th QRT Liquor Profit	\$499.11	
	Total	\$18,644.84				

Vendor	Numeral	Invoice	Account Number	Notes	Amount
PBS Engineering And Environmental INC	47006	0041548.002-1	001-518-20-40-02	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$600.00
			001-521-50-46-07	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$1,200.00
			401-534-10-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$240.00
			408-535-10-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$240.00
			410-531-31-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department	\$120.00
Total					\$2,400.00
Pioneer Pack & Ship	47007	760-761	401-534-10-31-00	Returning Scada Modem	\$10.75
			408-535-10-31-00	Returning a Rugged D.O Field kit	\$19.38
			Total		
Puget Sound Energy	47008	101542634703-FEB2019	101-542-63-47-03	Street Lights	\$51.21
		104542634703-FEB2019	104-536-50-47-02	Cemetery Shop	\$48.21
		200001247663-FEB2019	408-535-50-47-07	VC Lift Station	\$223.70
		200001247812-FEB2019	101-542-63-47-03	SR162 Signal	\$26.02
		200001248190-FEB2019	105-576-80-47-01	North Park	\$10.41
		200001248372-FEB2019	401-534-50-47-08	Well 3	\$701.49
		200001248539-FEB2019	001-525-50-47-01	Lahar Siren	\$10.41
		200001532189-FEB2019	105-576-80-47-02	Main Park	\$379.72
			105-576-80-47-03	Bell Tower	\$162.74
		200002708986-FEB2019	408-535-50-47-05	VG Lift Station	\$333.69
		200005438367-FEB2019	401-534-50-47-06	Wingate Pump Station	\$567.02
		200009717931-FEB2019	401-534-50-47-04	Well 2	\$63.09
		200010396543-FEB2019	105-576-80-47-01	North Park	\$170.14
		200010396733-FEB2019	401-534-50-47-11	Well 4 Pump Station	\$2,553.94
		200010629349-FEB2019	101-542-63-47-01	City Shop	\$34.61
			104-536-50-47-02	City Shop	\$27.69
			401-534-50-47-01	City Shop	\$34.61
			408-535-50-47-01	City Shop	\$41.52
		200013874264-FEB2019	408-535-50-47-04	WWTP	\$9,803.22
		200014994137-FEB2019	410-531-38-47-00	VG Lift Station	\$131.79
200015669910-FEB2019	401-534-50-47-02	Wingate Chlorinator	\$281.61		

Vendor	Number	Invoice	Account Number	Notes	Amount
Puget Sound Energy	47008	200021421298-FEB2019	408-535-50-47-06	Rainier Meadows	\$29.14
		200022934653-FEB2019	001-575-50-47-01	MPC	\$1,092.22
		200024404523-FEB2019	408-535-50-47-02	Lift Station 1	\$145.39
		20003766280-FEB2019	001-514-21-32-01	City Hall-City Shop	\$69.75
			001-514-21-47-01	City Hall-City Shop	\$185.26
			001-524-20-32-05	City Hall-City Shop	\$40.26
			401-534-50-47-01	City Hall-City Shop	\$185.26
			401-534-50-47-09	City Hall-City Shop	\$69.75
			408-535-50-47-01	City Hall-City Shop	\$185.26
			408-535-50-47-08	City Hall-City Shop	\$69.75
			220011476581-FEB2019	408-535-50-47-03	High Cedars Lift Station
		220015548930-FEB2019	101-542-63-47-03	Street Lights	\$97.23
		300000002406-FEB2019	101-542-63-47-03	Street Lights	\$5,126.44
				Total	\$23,073.44
SCORE	47009	3616	001-523-60-41-00	Jail Fees-Jan 2019	\$900.00
				Total	\$900.00
Systems For Public Safety Inc	47010	33905	001-594-21-64-52	2018-Police Interceptor-4443 Outfitting New PD Car	\$11,024.72
		33906	001-594-21-64-52	2018-Police Interceptor-4447 Outfitting New PD Car	\$11,156.07
		33907	001-594-21-64-52	2018-Police Interceptor-4448 Outfitting New PD Car	\$11,397.09
		34603	001-594-21-64-52	2018-Police Interceptor-4443 Sliding White Board-Cargo Box	\$1,619.16
		34981	001-594-21-64-52	2018-Police Interceptor-4443-4448-Dash Mount	\$714.15
		35001	001-594-21-64-52	2018-Police Interceptor-4448-Keyboard Mount & Adaptor	\$197.72
				Total	\$36,108.91
		The News Tribune	47011	257635-Feb2019	001-511-60-49-03
001-511-60-49-03	Legal Publications				\$138.71
001-558-60-31-03	Legal Publications				\$144.07
001-558-60-31-03	Legal Publications				\$181.59
001-558-60-31-03	Legal Publications				\$251.27
001-558-60-31-03	Legal Publications				\$297.34
101-595-10-64-34	RFQ for Whitehawk-SW Connector				\$898.77
410-531-38-31-01	Legal Publications				\$101.19
	Total				\$2,109.64

Vendor	Number	Invoice	Account Number	Notes	Amount
The Sherwin-Williams CO	47012	7830-4	401-534-50-48-02	Paint for Hydrant & Pipe Work	\$335.87
				Total	\$335.87
Usabluebook	47013	800971	401-534-10-31-04	Eye Wash Bottles	\$77.75
				Total	\$77.75
Vision Forms LLC	47014	5195	401-534-10-31-00	Utility Bill Processing & Mailing	\$200.42
			401-534-10-42-00	Utility Bill Processing & Mailing	\$421.80
			408-535-10-31-00	Utility Bill Processing & Mailing	\$200.41
			408-535-10-42-00	Utility Bill Processing & Mailing	\$421.80
			410-531-38-31-00	Utility Bill Processing & Mailing	\$200.41
			410-531-38-42-00	Utility Bill Processing & Mailing	\$421.80
		5237	401-534-10-31-00	Utility Bill Processing & Mailing	\$24.65
			401-534-10-42-00	Utility Bill Processing & Mailing	\$54.10
			408-535-10-31-00	Utility Bill Processing & Mailing	\$24.64
			408-535-10-42-00	Utility Bill Processing & Mailing	\$54.11
			410-531-38-31-00	Utility Bill Processing & Mailing	\$24.65
			410-531-38-42-00	Utility Bill Processing & Mailing	\$54.10
				Total	\$2,102.89
Vision Municipal Solutions LLC	47015	09-6716	001-594-24-64-05	Building Permit Software-#3	\$5,465.00
				Total	\$5,465.00
Washington Patriot Construction LLC	47016	Pay Request #6 Public Works Building	412-594-38-62-01	Pay Request #6 Public Works Building	\$302,986.73
				Total	\$302,986.73
Washington Rock Quarries,	47017	96089	101-542-30-48-02	Sand	\$392.31
		96218	101-542-30-48-02	Sand	\$187.50
			410-531-38-48-00	Sand	\$187.50
				Total	\$767.31

Vendor	Number	Invoice	Account Number	Notes	Amount
Washington State University	47018	37583231-Woods	001-525-60-41-04	Emergency Preparedness Class	\$350.00
				Total	\$350.00
Zumar Industries Inc	47019	26649	101-542-30-48-02	Street Sign Poles	\$205.26
				Total	\$205.26
				Grand Total	\$526,468.40



**City Of Orting
Council Agenda Summary Sheet**

Subject: Grant Policy- Proposed Amendments.		Committee	Study Session	Council
	Agenda Item #:	CGA	AB19-06	AB19-06
	For Agenda of:	1.3.19 2.7.19	1.16.19 2.20.19	2.27.19
	Department:	Clerk/Council		
	Date Submitted:	1.11.19		
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. The requested changes are administrative in nature and do not make any substantive changes to the policy.</p> <p>Council first reviewed the proposed policy and sent the policy back to CGA to work on alternate solutions to replace the request for compiled statements. CGA is still working on alternate ideas to take the place of compiled statements, but recommend making the proposed housekeeping changes that are administrative in nature. The City Council discussed the proposed changes at their study session meeting on 2.20.19 and moved this forward to the consent agenda.</p>				
RECOMMENDED ACTION: MOTION: To Approve And Adopt The Modifications To The Grant Policy As Presented.				



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 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 statement;
 - 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 of their application and a cover letter and any attachments to the City Clerk or designee by August 1st. 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. 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. 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: Ordinance No. 2019-1042 Amending the Definition of Nuisance		Committee	Study Session	Council
	Agenda Item #:		AB19-13	AB19-13
	For Agenda of:	2/7/19	2/20/19	2/27/19
	Department:	Administration		
	Date Submitted:	2/7/19		
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	ASAP			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments: Ordinance No. 2019-1042				
SUMMARY STATEMENT:				
<p>This ordinance updates the City's definition of nuisance to include violations of all code provisions, opening up the code enforcement penalties section for all violations not explicitly enumerated in OMC 5-1-3. Currently, there are parts of the code that if violated, do not provide the City with a way to induce compliance.</p> <p>This Ordinance was reviewed by the CGA Committee who forwarded it to the City Council Study Session on February 20th, 2019 with a recommendation to adopt. The full Council moved this forward to the Consent agenda of February 27th, 2019.</p>				
<p>RECOMMENDED ACTION: MOTION: To Adopt Ordinance No. 2019-1042 Relating To Nuisances, Amending Orting Municipal Code Title 5, Chapter 1, Section 3.</p>				

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2019-1042**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO NUISANCES, AMENDING
ORTING MUNICIPAL CODE TITLE 5, CHAPTER 1,
SECTION 3; 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 current provisions of the Orting Municipal Code (“OMC”) include enumeration of public nuisances; and

WHEREAS, it is in the best interest of the City to declare all violations of City ordinances to be nuisances.

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

Section 1. OMC Title 5, Chapter 1, Section 3, Amended. Orting Municipal Code Title 5, Chapter 1, Section 3, is hereby amended to read as follows:

5-1-3: PUBLIC NUISANCES DECLARED:

A. Declaration of Nuisance: Each of the conditions listed in subsection B of this section, unless otherwise permitted by law, is declared to constitute a public nuisance.

B. Nuisances Enumerated: Whenever the enforcement officer determines that any of these conditions exist upon any premises, the officer may require or provide for the abatement thereof pursuant to this chapter: the erecting, maintaining, using, placing, depositing, causing, allowing, leaving or permitting to be or remain in or upon any private lot, building, structure, or premises, or in or upon any street, avenue, alley, park, parkway or other public or private place in the city, any one or more of the following places, conditions, things or acts to the prejudice, danger, or annoyance of others:

1. Manure Or Rubbish Accumulations: Accumulations of manure or rubbish except a compost pile so covered or concealed as not to affect the health, safety or depreciation of adjoining property;

2. Burning Refuse Or Hay:

a. Burning or disposal of refuse, sawdust or other material in such a manner to cause or permit ashes, sawdust, soot or cinders to be cast upon the streets or alleys of the city, or to cause or

permit dense smoke, noxious fumes, ashes, soot or gases arising from such burning to become annoying or injurious to the health, comfort, or repose of the general public;

- b. The depositing or burning or causing to be deposited or burned in any street, alley, sidewalk, park, parkway, or other public place which is open to travel, any hay, straw, grass, grass clippings, paper, wood, boards, boxes, leaves, manure, or other rubbish or material;
3. Animal Carcasses: Carcasses of animals not buried or destroyed within twenty four (24) hours after death;
4. Stagnant Water: Ponds or pools of stagnant water;
5. Snow And Ice On Sidewalks: All snow and ice not removed from public sidewalks within a reasonable time after the snow and ice have ceased to be deposited thereon;
6. Tree Limbs Overhanging Sidewalks: All limbs of trees overhanging a public sidewalk which are less than ten feet (10') above the surface of said sidewalk, or overhanging a city street which are less than twelve feet (12') above the surface of said street;
7. Vines Or Climbing Plants Growing Into Streets: The existence of any vines or climbing plants growing into or over any street, public hydrant, pole or elect roller, or the existence of any shrub, vine or plant, growing on, around or in front of any hydrant, standpipe, sprinkler system connection or any other appliance or facility provided for fire protection purposes in such a way as to obscure the view thereof or impair the access thereto; or obstruct or interfere with the proper diffusion from the light from any streetlamp;
8. Obstructing Streets: Any use of property abutting on a public street or sidewalk or any use of public street or sidewalk which causes any obstructing of traffic and the free use of the streets or sidewalks; provided, that this subsection shall not apply to events, programs or parades authorized by the city council;
9. Poisonous Substances: Any poisonous or harmful substance which is reasonably accessible to persons or to animals;
10. Nauseous Pens Or Stables: The keeping, using or maintaining of any pen, stable, lot, place or premises in which any hog, sheep, goat, cattle, mink, fox, chinchilla, nutria, fowl or in which any other animal or bird may be confined or kept, in such a manner as to be nauseous, foul or offensive to any considerable number of persons; (1973 Code § 8.16.030; amd. 1996 Code)
11. Animals Making Noises: See section 5-8-5 of this title; (Ord. 793, 8-26-2004)
12. Dead Or Diseased Trees And Shrubs:
 - a. The existence of any dead, diseased, infested or dying tree that may constitute a danger to property or persons;
 - b. All shrubs, bushes, trees or vegetation which has grown and died and which is a fire hazard;

13. Weeds: All grass and/or weeds which exceed twelve inches (12") in height in a nonagricultural use;
14. Horticultural Pests: The existence of caterpillar infestations or other horticultural pests;
15. Blackberry Vines: Premises overgrown with blackberry vines;
16. Building Materials Storage; Permit: The storage or keeping on any premises for more than sixty (60) days of any used or unused building materials, without a special permit from the building inspector; provided, that nothing herein shall:
 - a. Prohibit such storage without a permit when done in conjunction with a construction project for which a building permit has been issued and which is being prosecuted diligently to completion;
 - b. Prohibit such storage without a permit on the premises of a bona fide lumberyard, dealer and building materials or other commercial enterprise when the same is permitted under the zoning ordinance and other applicable ordinances;
 - c. Make lawful any such storage or keeping when it is prohibited by other ordinances or laws;
17. Dilapidated Fence: The existence of any fence or other structure or thing on private property abutting or fronting upon any public street, sidewalk or place which is in a sagging, leaning, fallen, decayed or other dilapidated or unsafe condition;
18. Drainage Onto Sidewalk: The existence of any drainage onto or over any sidewalk or public pedestrian way;
19. Privies And Cesspools: Privies, vaults, cesspools, sumps, pits, or like places;
20. Trash Or Abandoned Materials:
 - a. Any tin cans, bottles, glass, cans, ashes, small pieces of scrap iron, wire, pipe, metal articles, bric-a-brac, broken stone or cement, broken crockery, broken glass, broken plaster, and all other trash or abandoned material, unless the same is kept in covered bins or metal receptacles approved by the building inspector;
 - b. Any trash, litter, rags, accumulations of empty barrels, boxes, crates, packing cases, mattresses, bedding excelsior, packing hay, straw, or other packing material, lumber not neatly piled, scrap iron, tin, pipe, and other metal not neatly piled;
21. Dangerous Buildings: Any unsightly and dangerous building, billboard or other structure, or any old, abandoned or partially destroyed building or structure, or any building or structure commenced and left unfinished;
22. Junkyards Or Dumping Grounds Not Properly Fenced: All places not properly fenced which are used or maintained as junkyards or dumping grounds, or for the wrecking, disassembling, repair or rebuilding of automobiles, trucks, tractors or machinery of any kind, or for the storing

or leaving of worn out, wrecked or abandoned automobiles, trucks, tractors, or machinery of any kind or of any of the parts thereof, or for the storing or leaving of any machinery or equipment used by contractors or builders or by other persons, which said places are kept or maintained so as to essentially interfere with the comfortable enjoyment of life or property by others;

23. Discarded Vehicles: Deposit, keep or leave or to permit to be deposited, kept or left in any place accessible to children, or in any place viewable from a public street or alley, any abandoned, unused, nonrunning or discarded automobile, truck or other such vehicle, or any vehicle hulk or any part thereof. For the purposes of this subsection "abandoned, unused, nonrunning" refers to a vehicle which is not movable under its own power and which has been in a stationary position for more than fourteen (14) days;
24. Repairing Vehicles On Streets: Repair of an automobile, truck or other motor vehicle of any kind upon the public streets, alleys or other public property of the city;
25. Unwholesome Meat Or Hides: Any putrid, unsound or unwholesome bones, meat, hides, skins, or the whole or any part of any dead animal, fish or fowl, butcher's trimmings and offal, or any waste vegetable or animal matter in any quantity, garbage, human excreta or other offensive substance; provided, nothing contained in this chapter shall prevent the temporary retention of waste in receptacles in the manner approved by the building inspector of the city;
26. Offensive Businesses: The erection, continuance or use of any building, room or other place in the city for the exercise of any trade, employment or manufacture which, by occasioning noxious exhalations, offensive odors or other annoyances, is discomforting or offensive or detrimental to the health of individuals or of the public;
27. Playing Mechanical Musical Instrument To Attract Customers: The playing or causing to be played, in front of any building where any show, moving picture exhibition or theatrical performance is given, or in the open vestibule or area of any building, of any automatic or mechanical musical instrument for the attraction of customers;
28. Loudspeakers, Unnecessary Use: Making, causing or permitting to be made by means of any speaker or other sound amplifying device, or horn or other mechanical device, or by outcry, loud speaking, singing or by any other means of discordant and unnecessary noise of any kind which annoys any considerable number of persons lawfully in the immediate area;
29. Abandoned Excavations: Any unguarded or abandoned excavation, pit, well, or holes which would endanger safety.

C. In addition to the nuisances declared in subsection (B) above, all violations of City of Orting ordinances are found and declared to be detrimental to the public health, safety, and welfare and are further found and declared to be nuisances. It is unlawful and a violation of this chapter, whether by act or omission, to cause, create, maintain, suffer, or allow a nuisance to occur, exist, or remain. Nuisances create public harm. Prevention and correction of nuisances are necessary to prevent public harm.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Codification of Amendments. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the amendments, and publish the amended code.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27TH DAY OF FEBRUARY, 2019.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Alexandra L. Kenyon
Kenyon Disend PLLC
Acting City Attorney

Filed with the City Clerk: 2.7.19

Passed by the City Council: 2.27.19

Date of Publication: 2.1.19

Effective Date: 3.6.19



**City Of Orting
Council Agenda Summary Sheet**

Subject: Continuity Of Operation Plan (Coop) - Resolution No. 2019-05.		Committee	Study Session	Council
	Agenda Item #:	CGA	AB19-15	AB19-15
	For Agenda of:	2.7.19	2.20.19	2.27.19
	Department:	Emergency Management		
	Date Submitted:	2/14/19		
Cost of Item:	_ \$ 0			
Amount Budgeted:	_ \$ 0			
Unexpended Balance:	_ \$ 0			
Bars #:				
Timeline:				
Submitted By:	City Administrator, Mark Bethune			
Fiscal Note:				
Attachments: COOP and Resolution				
<p>SUMMARY STATEMENT: The Federal Government recommends cities to have a “Continuity of Operations Plan”. The essence of this planning is to ensure the city can be re-constituted following a significant disaster. The City has alternate facilities to operate during a disaster. Most of our records are electronic and backed up on servers outside our state. We are continuing to work on ensuring other vital records are turned into electronic records and the Council has budgeted for that process this year. One final important aspect of the plan is a succession plan for all critical positions. Inevitably some leaders will not be able to be a part of an emergency response or available during continuity operations.</p> <p>Reviewed by the CGA Committee on February 7th and by the full council at the February 20th, 2019, Study Session.</p>				
<p>RECOMMENDED ACTION: MOTION: To Approve Resolution No. 2019-05, Adopting The City of Orting Continuity Of Operations (“Coop”) Plan As Presented.</p>				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2019-05**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, ADOPTING THE CONTINUITY OF
OPERATIONS (“COOP”) PLAN; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the ability of a jurisdiction to maintain delivery of essential functions to the community during and following an emergency or disaster is critical to the protection of life, property, and the environment; and

WHEREAS, the City of Orting (“City”) emergency planning staff has developed a Continuity of Operations (“COOP”) Plan to help the City maintain delivery of essential functions to Orting during and following an emergency or disaster; and

WHEREAS, the COOP Plan was developed in accordance with the Federal Emergency Management Agency’s (“FEMA”) *Continuity Guidance Circular 1 (CGC 1), Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)*, dated January 21, 2009, and *Continuity Guidance Circular 2 (CGC 2), Continuity Guidance for Non-Federal Entities: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions)*, dated July 22, 2010; and

WHEREAS, the COOP Plan takes an integrated approach to service delivery, decision making, and resource management to facilitate the City’s ability to best serve the Orting community during and following an emergency or disaster, and is a “living document” that will be updated over time; and

WHEREAS, the City Council now wishes to adopt the COOP Plan on behalf of the City.

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

Section 1. Adoption of Continuity of Operations Plan. The City Council hereby adopts the Continuity of Operations Plan attached hereto as Exhibit A.

Section 2. Authorization. The City Administrator is hereby authorized and directed to take whatever steps are necessary to help ensure the successful implementation of the Plan.

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

Section 4. Corrections Authorized. The City Clerk is authorized to make necessary corrections to this Resolution including, but not limited to, correction of clerical errors.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27TH DAY OF FEBRUARY, 2019.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Alexandra L. Kenyon
Kenyon Disend PLLC
Acting City Attorney

**City of Orting
Continuity of Operations Plan
January 1, 2019**

FOR OFFICIAL USE ONLY

Information contained in this document is to be used only to contact departmental personnel in response to an emergency situation. It is not for distribution outside the department.

This plan is NIMS compliant in accordance with HSPD#5.

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BASIC PLAN

I. Promulgation Statement

The City of Orting's Emergency Management mission during a catastrophic event is to reduce loss of life and property, to provide ongoing essential services to Orting citizens, and to provide for the restoration of full city services. To accomplish this mission, the City must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the City's Continuity of Operations Plan (COOP) and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

Upon plan activation, in the advent that an alternative site must be used for operational continuity, personnel who are relocated will deploy to:

Fire District Station 43
14919 Orting-Kapowsin Hwy.
Pierce County, WA (Outside the City of Orting)

Third Alternate Facility:

Graham Fire District Station 94

Upon arrival, continuity personnel must establish an operational capability and perform essential functions within 12 hours from the time of the activation of the COOP, for up to a 30-day period or until normal operations can be resumed.

This plan is developed in accordance with guidance in the *National Continuity Policy Implementation Plan*, dated August 2007; *Continuity Guidance Circular 1 (CGC 1)*, *Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)*, dated January 21, 2009; *Continuity Guidance Circular 2 (CGC 2)*, *Continuity Guidance for Non-Federal Entities*, dated July 22, 2010; *Pierce City Continuity of Government Operations Plan (COGO)*, 2011; and other related Directives and guidance.

II. Record of Changes

Document Change Table

Change Number	Location of Change	Date of Change	Individual Making Change	Description of Change

III. Record of Distribution

Document Transmittal Record

Date of Delivery	Number of Copies Delivered	Method of Delivery	Name, Title, and Organization of Receiver

IV. Purpose, Scope, Situations, and Assumptions

A. PURPOSE

The City of Orting's Emergency Management mission during a catastrophic event is to reduce loss of life and property, to provide ongoing essential services to its citizens, and to provide for the restoration of full city services. To accomplish this mission, the City must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on the City's missions, personnel, and facilities.

The overall purpose of City continuity of operations planning is to ensure the continuity of essential functions under all conditions. The current changing threat environment, combined with recent disasters, both nationally (e.g. Katrina, the BP oil spill in the Gulf of Mexico, or the tornadoes of 2011), or internationally (e.g. the Japanese earthquake, tsunami, and nuclear plant meltdown of 2011) have shown the need for viable continuity of operations capabilities and plans that enable departments to continue their essential functions across a spectrum of emergencies. This means a major commitment to developing all hazard COOPs is essential. Without pre-event planning for all known hazards, the City of Orting may be unable to adequately fulfill critical functions when needed, especially during and in the aftermath of a catastrophic incident.

B. SCOPE

This Plan applies to the functions, operations, and resources necessary to ensure the continuation of the city's essential functions, in the event its normal operations are disrupted or threatened with disruption. It also applies to incidents where its ability to support its mission essential functions must be maintained by a very limited number of staff due to an incident that limits staff ability to respond (e.g. pandemic flu). This plan applies to all City personnel. Staff must be familiar with continuity policies and procedures and their respective continuity roles and responsibilities.

This document ensures that the City is capable of conducting its essential missions and functions under all threats and conditions, with or without warning.

C. SITUATION OVERVIEW

It is the policy of City government to maintain a comprehensive and effective continuity capability that includes Departmental Continuity of Operations Plans and a City Continuity of Government Operations Plan. This is meant to ensure the preservation of City government and the continuing performance of individual departments under all conditions. It is the intent of the City government that continuity requirements be incorporated into daily operations of all departments and divisions. A comprehensive and integrated continuity capability will enable a more rapid and effective response to, and recovery from, an emergency.

This Continuity of Operations Plan is based on the assumption that the City may not receive warning of an impending emergency. As a result, a risk assessment was done to focus the planning process. This risk assessment is based on the 2015 City of Orting Hazard Identification and Risk Assessment (HIRA). The City's assessment was done for both its own facilities and in the selection of the individual alternate facilities. That assessment can be found in section 4.

Risk-specific appendices addressing the results of the City's risk assessment are found in the Hazard Specific Appendices.

D. PLANNING ASSUMPTIONS

This COOP is based on the following assumptions:

An emergency condition may require the relocation of staff to the alternate facility located at:

Fire District Station 43
14919 Orting-Kapowsin Hwy.
Pierce County, WA (Outside the City of Orting)

Third Alternate Facility:

Graham Fire District Station 94
23014 70th Avenue E, Graham, WA 98338

An emergency condition, drastically reducing staff may require the development of alternate staffing patterns to fulfill the City's essential functions.

- The Fire Station 43 will support staff and the continuation of the City's essential functions by available communications and information systems within 12 hours or less from the time the COOP is activated, for potentially up to a 30-day period or until normal operations can be resumed

E. OBJECTIVES

The City's continuity objectives are:

1. Reduce the loss of life and minimize property damage and loss
2. Ensure essential functions can be performed, if applicable, under all conditions.
3. Execute a successful order of succession with accompanying authorities in the event a disruption renders that organization's leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of office.
4. Reduce or mitigate disruptions to operations.

5. Ensure the City has facilities where it can continue to perform its essential functions, as appropriate, during a continuity event.
6. Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
7. Achieve the organization's timely and orderly recovery and reconstitution from an emergency.
8. Ensure and validate continuity readiness through a dynamic and integrated continuity Test, Training, and Exercise (TT&E) program and operational capability.

F. SECURITY AND PRIVACY STATEMENT

This document is for official use only. Portions of this Plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act (see 5 United States Code §552, 41 Code of Federal Regulations Part 105-60). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with City code and is not to be released to the public or other personnel who do not have a valid "need to know" without prior approval of the City Mayor.

The disclosure of information in this plan could endanger the lives and privacy of employees and could compromise the security of essential equipment, services, and systems of the City or otherwise impair its ability to carry out essential functions. Distribution of the COOP in whole or in part is limited to those personnel who need to know the information in order to successfully implement the plan.

The City's Emergency Management Director (EMD) will distribute copies of the COOP on a need to know basis. Copies of the plan, in a redacted form, may be distributed to other organizations as necessary to promote information sharing and facilitate a coordinated interagency continuity effort. Further distribution of the plan, in hardcopy or electronic form, is not allowed without approval from the City Mayor. Updated versions of the COOP will be distributed annually or as critical changes occur.

V. Concept of Operations

A. PHASE I: READINESS AND PREPAREDNESS

The City staff will participate in the full spectrum of readiness and preparedness activities to ensure its personnel can continue essential functions in an all-hazard/risk environment. Readiness activities are divided into two key areas:

- Organization readiness and preparedness
- Staff readiness and preparedness

Organization Readiness and Preparedness

The City's preparedness incorporates hazard/threat warning systems, which includes Pierce County's PCWARN, and lahar warning sirens.

Staff Readiness and Preparedness: The City's personnel must also prepare for a COOP event. Personnel should plan in advance what to do in an emergency and should develop a Family Support Plan to increase personal and family preparedness. Staff may use the sample Family Support Plan in Annex D or use the information and templates that are available at www.ready.gov. Staff needing additional assistance in creating a family support plan, should contact the City's Police Chief, Fire District 18's fire chief, HR, or the American Red Cross for further information.

1. Personnel who have the responsibility to implement the move to an alternate facility and initiate operations from there must maintain drive-away kits. They are responsible for carrying the kits to the alternate facility or pre-storing the kits at the alternate site. A typical drive-away kit should contain those items listed in the table below. In order to maintain currency of drive-away kits, the City has established procedures for updating the kits. These include that continuity staff bring their drive-away kits to all regular trainings.

Drive Away Kit

Drive Away Kit	
<ul style="list-style-type: none">● Identification and City charge cards<ul style="list-style-type: none">○ City identification card○ Drivers license○ Health insurance card○ City and Personal charge card● Communication equipment<ul style="list-style-type: none">○ City provided or Personal cell phone○ Handheld radios● Hand-carried vital records● Directions to alternate facility● Maps of surrounding area (Thomas Brothers or others) COOP● Flashlight	<ul style="list-style-type: none">● Business and personal contact numbers<ul style="list-style-type: none">○ Emergency phone numbers and addresses (relatives, medical doctor, pharmacist)● Toiletries<ul style="list-style-type: none">○ Bottled water and non-perishable food (i.e., granola, dried fruit, etc.)● Medical needs<ul style="list-style-type: none">○ Insurance information○ List of allergies/blood type○ Hearing aids and extra batteries○ Glasses and contact lenses○ Prescription drugs (30-day supply)○ Over-the-counter medications, dietary supplements

In addition, the City conducts the following continuity readiness and preparedness activities including: catastrophe table top exercises, orientation training, and all staff trainings.

B. PHASE II: ACTIVATION AND RELOCATION

To ensure the ability to attain operational capability at continuity sites and with minimal disruption to operations, the City has developed detailed activation and relocation plans, which are captured in the following sections.

Decision Process Matrix

Based on the type and severity of the emergency situation, the City's COOP may be activated by one of the following methods:

- (1) The City's Emergency Management Director (EMD) or his/her designated successor may initiate COOP activation for the entire City.
- (2) The City Mayor, or a designated successor, may initiate the COOP activation for the entire organization, based on an emergency directly impacting, or threat directed at, the organization.

The decision to activate the City's COOP and corresponding actions to be taken are tailored for the situation, based upon projected or actual impact and severity and that may occur with or without warning. To support the decision-making process regarding plan activation, key organization personnel will use the decision matrix below to support that process.

Decision Matrix

Decision Matrix for COOP Implementation		
	Work Hours	Non-Work Hours
Event With Warning (e.g. flood, volcanic eruption, pandemic flu, wind storm)	<ul style="list-style-type: none"> • Will the threat impact the facility or larger geographic area? • Is the threat aimed at organization personnel? • Are employees unsafe remaining in the facility and/or area? • Is staffing potential adequate to maintain operations? 	<ul style="list-style-type: none"> • Will the threat impact the facility or larger geographic area? • Is the threat aimed at organization personnel? • Who should be notified of the threat? • Is it safe for employees to return to work the next day? • Is staffing potential adequate to maintain operations?
Event Without Warning (e.g. earthquake, IED, spontaneous lahar, etc.)	<ul style="list-style-type: none"> • Are facilities affected? • Are personnel affected? Have personnel safely evacuated or are they sheltering-in-place? • What are instructions from first responders? 	<ul style="list-style-type: none"> • Are facilities affected? • Have all non-normal hour working staff been accounted for? • What are instructions from first responders?

Decision Matrix for COOP Implementation		
	Work Hours	Non-Work Hours
	<ul style="list-style-type: none"> • Is staffing potential adequate to maintain operations? • How soon must the organization be operational? 	<ul style="list-style-type: none"> • Is staffing potential adequate to maintain operations? • How soon must the organization be operational?

As the decision authority, the Mayor and/or the EMD will be kept informed of the threat environment using all available means. Information may come from the Emergency Operations Center, first responders, the City website, local and national news organizations via both the internet and radio and television, and social media sources. He/she will evaluate all available information relating to:

- (1) The health and safety of personnel
- (2) Direction and guidance from the City Mayor
- (3) The ability to execute essential functions
- (4) Changes in readiness or advisory levels
- (5) Incident/Intelligence reports
- (6) The potential or actual effects on communication systems, information systems, office facilities, and other vital equipment
- (7) The expected duration of the emergency situation

Alert and Notification Procedures: The EOC maintains plans and procedures for communicating and coordinating activities with personnel before, during, and after a COOP event.

When there is knowledge of a possible, developing or imminent event, personnel will monitor advisory information. If normal operations are interrupted or an incident appears to be imminent, the EMD or designee will take the following steps to communicate the organization's operating status with all staff:

- (1) The EMD or designated successor will initiate the notification of staff of the need to activate the COOP
- (2) Personnel will notify family members, and/or emergency contacts of COOP activation

Upon the decision to activate the COOP, the EMD or designee will notify all staff, as well as affected and interdependent entities with information regarding continuity activation, relocation, operational and communication status, and the anticipated duration of activation and if necessary relocation. These entities include:

- Continuity facilities and on-site support teams with information regarding continuity activation and relocation status and the anticipated duration of relocation
- All departments and employees, both essential and non-essential personnel with instructions and guidance regarding the continuity activation and relocation
- The Pierce County EOC at 253-798-7470.
- The City's Emergency Operations Center, the City Mayor and City Administrator, and other applicable departments, elements/entities with information regarding continuity activation and relocation status.

Relocation Process

Following activation of the plan and notification of personnel, the City may be required to move personnel and vital records to an alternate facility. If relocation is necessary, designated personnel will deploy to the assigned alternate facility to perform the City's essential functions and other continuity related tasks.

Emergency relocation procedures during duty hours, with or without a warning, are as follows:

- Continuity personnel, will move operations to the designated alternate facility.
- Other personnel present at the facilities to be evacuated to another location at the time of an emergency notification will receive instructions from Emergency Management Director. In most scenarios, other staff members will be directed to proceed to their homes or to other facilities to wait for further guidance.
- Information, if available, will be provided regarding safety precautions and routes to use when leaving the primary operating facility.

Emergency procedures during non-duty hours with or without a warning are as follows:

- Advance team members will deploy to their assigned alternate facility from their current location.
- Each continuity member will depart to his/her assigned alternate facility from his/her current location.

Non-continuity personnel may be required to replace or augment continuity personnel during activation. These activities will be coordinated by the Emergency Management Director or designee with the replacement staff on a case-by-case basis. Non-continuity personnel will remain available to replace or augment continuity personnel, as required.

Personnel who are not designated as continuity personnel will be directed to move to the alternate EOC or home until further notice.

In the event of an activation of the COOP, the EMD or designee may need to procure necessary personnel, equipment, and supplies that are not already in place for continuity operations on an emergency basis. The EMD maintains the authority for emergency procurement.

C. PHASE III: CONTINUITY OPERATIONS

Upon activation of the Continuity of Operations Plan, the City will continue to operate at its primary operating facility with available staff.

The City may be ordered to cease operations at its operating facilities. At that time, essential functions will transfer to the alternate facility. The City must ensure that the COOP can become operational within 12 hours of plan activation.

The advance team will arrive at the alternate facility first to prepare the site for the arrival of the continuity personnel. Upon arrival at the alternate facility, the advance team will:

- Ensure infrastructure systems, such as power and HVAC are functional
- Prepare check-in duty stations for continuity staff arrival
- Field telephone inquiries from staff

As continuity personnel arrive at the alternate facility, the EMD or their designee will conduct in-processing the staff to ensure accountability. In-processing procedures are conducted at the EOC or alternate EOC and will include:

Upon arrival at the alternate facility, the continuity personnel will:

- Report immediately to the EOC for check-in and in-processing
- Receive all applicable instructions and equipment
- Report to their respective workspace as identified in EOC Plan or as otherwise notified during the activation process
- Retrieve pre-positioned information and activate specialized systems or equipment
- Monitor the status of personnel and resources
- Continue City essential functions
- Prepare and disseminate instructions and reports, as required
- Comply with any additional continuity reporting requirements
- Notify family members, and emergency contacts of preferred contact methods and information
- Notify the Pierce County EOC of the City's current status

A significant requirement of continuity personnel is to account for all City personnel. The following processes will be used to account for all personnel:

- Call down telephone trees, and the City website

During continuity operations, the City may need to acquire necessary personnel, equipment, and supplies on an emergency basis to sustain operations for up to 30 days or until normal operations can be resumed. The EMD or their designee maintains the authority for emergency acquisition.

D. PHASE IV: RECONSTITUTION OPERATIONS

If the activation of the COOP is due to the need to relocate to an alternate facility then, within 24 hours of the emergency relocation, the following individuals will initiate and coordinate operations to salvage, restore, and recover those facilities that were relocated after receiving approval from the appropriate authorities:

- The EMD will serve as the Reconstitution Manager for all phases of the reconstitution process
- A reconstitution point-of-contact will be designated to work with the Reconstitution Team and to update office personnel on developments regarding reconstitution. The reconstitution point-of-contact will be Emergency Management Director and implemented within 24 hours of the COOP activation

During continuity operations, where an alternate facility is used, the status of the impacted facilities must be ascertained by The Public Works Director and/or the Building Official or their designee. Upon obtaining the status of the facilities that are out of service, the Public Works Director and/or the Building Official or their designee will determine how much time is needed to make the facilities operational again. This may involve reconnecting with infrastructure, repair the affected facility and/or acquiring a new facility. This determination is made in conjunction with the Mayor. Should the Mayor decide to repair the affected facility, the Public Works Director and/or the building Official has the responsibility of supervising the repair process and must notify the Mayor of the status of repairs, including estimates of when the repairs will be completed.

Reconstitution will commence when the EMD or other authorized person ascertains that the emergency situation has ended and is unlikely to reoccur. Once the appropriate authority, in coordination with other applicable authorities has made this determination, one or a combination of the following options may be implemented:

- Continue to operate from the alternate facility
- Reconstitute the City facilities and begin an orderly return to those facilities
- Begin to establish a reconstituted facilities in another facility, or develop a new, temporary or permanent, designated location

Before relocating to the evacuated facility or another facility, the Public Works Director and/or the Building Official will conduct appropriate security, safety, and health assessments to determine building suitability. In addition, the Public Works Director and/or the Building Official will verify that all systems, communications, and other required capabilities are available and operational and that the City is fully capable of accomplishing all essential functions and operations at the new or restored facility.

Upon a decision by the Mayor and/or the EMD or other authorized person that the evacuated facility can be reoccupied or that City will re-establish itself in a different facility:

The EMD or their designee must notify the relevant offices and organizations with updated information regarding continuity activation and relocation status, operational and communication status, and anticipated duration of relocation. The Emergency Management Director or their designee will develop space allocation and facility requirements

- The EMD or their designee will notify all personnel that the emergency or threat of emergency has passed and actions required of personnel in the reconstitution process using
- The EMD or their designee will coordinate with the Facilities Department and/or other applicable organizations to obtain office space for reconstitution, if the City facilities are uninhabitable
- The EMD or their designee will develop procedures, as necessary, for restructuring staff

Upon verification that the new or restored facility is available and operational and that the City is fully capable of accomplishing all essential functions and operations there, the EMD or their designee will begin supervising the movement of personnel, equipment, and documents to that facility. The phase-down and return of personnel, functions, and equipment will follow a priority-based plan developed for the incident.

The City will continue to operate at its alternate facility until notified that operations have been restored at either the original facility or another alternate. At that time, essential functions will transfer to the original or new facility. The EMD or their designee will develop resumption plans based on the incident and facility as soon as possible once the COOP has been activated.

The EMD will identify any records affected by the incident. In addition, the EMD or their designee will instruct the IT Consultant to transition or recover vital records and databases, as well as other records that had not been designated as vital records. The IT Consultant will begin development of specialized vital records transition and recovery plans based on the incident and facility within 24 hours of plan activation.

When the continuity personnel, equipment, and documents are in place at the new or restored operating facilities, the remaining City staff at the alternate facility or devolution site will transfer essential functions, cease operations, and deploy to the new or restored primary operating facility. The EMD or their designee shall oversee the orderly transition from the alternate facility of all City functions, personnel, equipment, and records to a new or restored primary operating facility. The City Treasurer is responsible for developing a process for receiving and processing employee claims during the COOP event, including processing human capital claims (including Workers' Compensation for injuries, overtime pay, etc) and replacing lost or broken equipment.

If the activation of the COOP is due to the loss of staff, the reconstitution process may be gradual as either staff return to work, current staff are reclassified taking up many of the positions that need support, or the hiring of new staff members for the City.

Regardless of the level of COOP activation or length of time the City is operating under the COOP, it will conduct an After Action Review (AAR) once it has returned to its normal facilities or established in a new operating facilities. The EMD or their designee has the responsibility for initiating and completing the AAR. All offices within City will have the opportunity to provide input to the AAR. This AAR will study the effectiveness of the COOP and procedures, identify areas for improvement, document these in the City's corrective action program (CAP), and then develop a remedial action plan as soon as possible after the reconstitution. The EMD or their designee has the responsibility for documenting areas for improvement in the CAP and developing a remedial action plan. In addition, the AAR will identify which, if any, records were affected by the incident, and will work to ensure an effective transition or recovery of vital records and databases and other records that had not been designated as vital records. AAR and CAP documentation are maintained by The City Clerk and are found at City Hall.

VI. Organization and Assignment of Responsibilities

Key staff positions within the City's COOP, include individual continuity members, those identified in the order of succession and delegation of authority, the EMD who functions as Continuity Coordinator, continuity managers, and others possess additional continuity responsibilities. The responsibilities of these key continuity personnel are delineated below.

Position	Responsibilities
Director (Emergency Management Director or Designee)	<ul style="list-style-type: none"> • Provide strategic leadership and overarching policy direction for the continuity program • Implement the COOP when necessary, or when directed by a higher authority • Update and promulgate orders of succession and delegations of authority • Ensure adequate funding is available for emergency operations • Ensure all organization components participate in continuity exercises • Update Continuity Plan annually or after an incident, or when needed by staff or other changes
Communications Manager (City Clerk)	<ul style="list-style-type: none"> • Update telephone rosters quarterly or when there are staff changes • Conduct alert and notification tests
Records Manager (City Clerk)	<ul style="list-style-type: none"> • Review status of vital records, files, and databases
Training Manager (Finance Director))	<ul style="list-style-type: none"> • Develop and lead Continuity training • Plan Continuity exercises
Continuity Personnel (Police Chief, City Treasurer, Court Administrator, Parks and Rec Director, Public Works Director, City Clerk)	<ul style="list-style-type: none"> • Be prepared to deploy and support organization essential functions in the event of COOP implementation • Provide current contact information to manager • Be familiar with the COOP and understand individual roles and responsibilities in the event it is activated • Participate in continuity training and exercises as directed • Have a telework agreement for this position, if applicable.

VII. Direction, Control, and Coordination

During an activation of the COOP, the EMD maintains responsibility for direction and control of the City's emergency response. Should the EMD become unavailable or incapacitated; the organization will follow the directions laid out in the "Orders of Succession and Delegations of Authority" annexes.

VIII. Disaster Intelligence

During a COOP event, the EMD will require the collection and dissemination of critical information. While specific incidents may cause additional or specialized reporting requirements, the following table lists examples of the information that would be collected and reported regardless of incident type.

Information Element	Specific Requirement	Responsible Element	Deliverables	When Needed	Distribution
Personnel Accountability	Account for all employees Account for all contract personnel	Human Resources Division	Reports Briefings	Status updates hourly following Plan activation , later as necessary	Emergency Management Director, EOC Planning Team, City Mayor
Operational Status	If Alternate Site is used have the Personnel arrived at site Ability to conduct each essential function	Continuity Managers	Situation briefings Situation reports	No later than 6 hours after plan activation, then hourly until situation has stabilized then as necessary	Emergency Management Director, City Administrator, Mayor
Hazard Information	Threat details specific to the individual facilities including the continuity facility(ies)	Response coordination center or emergency operations center	Situation briefings Situation reports	Two times per day at shift change or as the situation changes	EOC staff, Emergency Management Director, City Administrator, Mayor

IX. Communications

The City has identified available and redundant critical communications systems that are located at the primary operating facilities and at the alternate facility. Further, the City maintains fully capable continuity communications that support organization needs during all hazards/threats, to include pandemic and other related emergencies as described in the Pierce County/City HIRA, and gives full consideration to supporting social distancing operations including telework and other virtual offices.

All necessary and required communications and IT capabilities should be operational within 12 hours of continuity activation.

X. Plan Development and Maintenance

The EMD is responsible for maintaining the city's Continuity of Operations Plan.

This COOP, essential functions, and supporting activities, will be reviewed by the City's Management Team and updated annually from the date of publication as part of the annual maintenance of COOPs and procedures. The EMD is responsible for the annual plan review and update. In addition, the plan will be updated or modified when there are significant organizational or procedural changes or other events that impact continuity processes or procedures. Comments or suggestions for improving this plan may be provided to the Emergency Management Director at any time.

XI. Authorities and References

FUNCTIONAL ANNEXES

I. Essential Functions Annex

A. IDENTIFICATION OF ESSENTIAL FUNCTIONS

The City has completed the MEF process to identify those functions that the City must continue.

City Essential Functions

The City's MEFs are based on its mission and role in support of the continued performance of Pierce City essential functions. These essential functions, as listed below, represent responsibilities of City government leaders to ensure the well-being of the community.

City Essential Functions
Essential function 1: Maintain Continuity of Government. Focus: Ensure the continued functioning of critical government leadership elements, including: succession to key offices; organizational communications; leadership and management operations; situational awareness; personnel accountability; and functional and judicial organizations (as necessary).
Essential function 2: Provide Visible Leadership. Focus: Visible demonstration of leaders effectively dealing with the crisis and leading the response efforts; this assists in providing and monitoring the threat and confidence of established government organizations and the public.
Essential function 3: Maintain Effective relationships with neighbors and partners. Focus: maintain external relationships and agreements with a wide variety of entities; this may vary considerably across various departments in the City and their outside partners. This includes communication and interactions, as necessary during a crisis, with critical partners and organizations, including the Federal Government; state, tribal, other counties, cities and towns, independent agencies, utilities and other types of districts, non-profit organizations, and private sector entities.
Essential function 4: Maintain Law & Order. Focus: Maintain civil order and public safety (protecting people and property, and the rule of law): ensuring basic civil rights, preventing crime, and protecting critical infrastructure. This involves local, state, tribal and federal law enforcement.
Essential function 5: Provide Emergency Services. Focus: Provide critical emergency services, including emergency management, police, fire, ambulance, medical, search and rescue, hazmat, shelters, emergency food services, recovery operations, etc.
Essential function 6: Maintain Economic Stability. Focus: Manage the overall economy of the City government. The City is responsible for managing its finances and ensuring solvency.

Essential function 7: Provide Basic Essential Services. Focus: Ensure provision of basic services, including water, power, health care, communications, transportation services, sanitation services, environmental protection, commerce, etc. These are services that must continue or be restored quickly to provide for basic needs. Other less critical services (recreation, education) may be delayed or deferred.

Mission Essential Functions

Upon identifying all government functions, the City identified those functions that are MEFs. Mission Essential Functions are a limited set of department functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities. The City implemented the MEF identification process to identify and prioritize their organizational MEFs. The City's MEFs, as validated and approved by the City Council and Mayor are listed below in priority order.

- 1. City Government: Mayor, City Council, City Administrator.**
- 2. City Police Department.**
- 3. Public Works Department.**
- 4. City Finance Department.**
- 5. City Court.**
- 6. City Administration and records.**

A. IDENTIFICATION OF CONTINUITY PERSONNEL

In order to continue its mission essential functions, the City has determined the staff positions necessary to relocate under COOP activation. A copy of the current roster is found on line and in the Finance Department. The City Clerk is responsible for maintaining roster currency and ensuring personnel are matched against needed positions.

Each continuity member is selected by the EMD based upon:

- The predetermined essential functions that must be performed, regardless of the operational status of the primary operating facility
- The member's knowledge and expertise in performing these essential functions
- The member's ability to rapidly deploy to the alternate facility if necessary in an emergency situation

Continuity Personnel Roster.

<i>Function #1:</i>	<i>Title/Position</i>	<i>Name</i>	<i>Phone numbers</i>
Respond to Catastrophic Hazards including Lahar, earthquake and flood	Emergency Management Director/Public Safety (Police Chief)	Chris Gard	Cell: 253.377.4429
	Alternate: City Administrator/Administration & Government Continuity	Mark Bethune	Cell: 253.405.3848
	Operations/Public Works Continuity: Public Works Director	Greg Reed	Cell: 253.348.0126
	Alternate: Public Works Supervisor	Mark Barfield	253.405.8100
	Finance/City Treasurer Financial Records Continuity	Scott Larson	253.355.5166
	Alternate: Senior Accountant	Freda Bingham	253.324.4564
	EOC Planning and Court Continuity	<i>Kaaren Woods</i>	253.376.9182
	Alternate: Court Clerk	<i>Kim Kainoa</i>	253.
Public Records Continuity and Communications – City Clerk	Jane Montgomery	253.329.4155	
Alternate: Parks and Rec Director	Beckie Meek	253.426.2634	

	Facility Inspection and Continuity – Building Official	Tim Lincoln	253.208.5281

II. Vital Records Management Annex

“Vital records” refers to information systems and applications, electronic and hardcopy documents, references, and records, to include classified or sensitive data, needed to support MEFs during a COOP event. The City has incorporated its vital records program into the overall continuity program, plans, and procedures.

The City’s vital records program incorporates into the overall COOP with a clear authority to include:

- Policies
- Authorities
- Procedures
- Public Records
- Financial Records
- The written designation of the City Clerk, vital records manager

Ordering official vital records program:

- Identifies and protects those records that specify how an organization will operate in an emergency or disaster
- Identifies those records necessary to the organization’s continuing operations
- Identifies those records needed to protect the legal and financial rights of the Government and citizens

As soon as possible after activation of the COOP, but in all cases within 12 hours of activation including when the alternative facility is activated, continuity personnel should have access to the appropriate media for accessing vital records, including:

- A local area network
- Electronic versions of vital records
- Supporting information systems and data
- Internal and external e-mail and e-mail archives
- Hard copies of vital records

Identifying Vital Records

The City Clerk and the City Treasurer have identified the following as vital to its operations, and has assigned responsibility for those records to themselves as well as support staff, which includes a combination of continuity personnel, personnel in the Finance office and the City Clerk’s records management personnel.

The City maintains a complete inventory of vital records, along with the locations of and instructions on accessing those records. These records are located at City Hall and the

Public Safety Building. All data base information including customer information and finances are maintained by internet backup systems. This inventory will be maintained on the internet that is accessible by the City Treasurer and the City Clerk to ensure continuity if the primary site is damaged, destroyed, or unavailable.

The City Clerk, the City Treasurer and the Police department, in coordination with the IT Consultant, have developed and maintain a vital records plan packet or collection located at City Hall, the Public Safety Building and on the internet servers. The packet or collection includes:

- A hard copy or electronic list of the City's key organization personnel and continuity personnel with up-to-date telephone numbers
- A vital records inventory with the precise locations of vital records.
- Updates to the vital records
- Necessary keys or access codes
- Listing of the access requirements and sources of equipment necessary to access the records
- Alternate facility locations
- Lists of records recovery experts and vendors provided by the City's IT Consultant.
- A copy of the City's COOP

For the above items, the City Clerk is responsible for providing access requirements and lists of sources of equipment necessary to access the records.

This packet will be annually reviewed by the City Clerk with the date and names of the personnel conducting the review documented in writing to ensure that the information is current.

Protecting Vital Records

The protection of vital records is essential to ensuring the records are available during a COOP event, thus enabling agencies to conduct MEFs. The City Clerk and the City Treasurer have conducted a vital records and database risk assessment to:

- Identify the risks involved if vital records are retained in their current locations and media, and the difficulty of reconstituting those records if they are destroyed
- Identify offsite storage locations and requirements
- Determine if alternative storage media is available
- Determine requirements to duplicate records and provide alternate storage locations to provide readily available vital records under all conditions

The vital records and database risk assessment was performed by the City Finance Department and the City Clerk.

Appropriate protections for vital records will be provided by the City Clerk and will include dispersing those records to other agency locations or storing those records offsite.

When determining and selecting protection methods, the City Clerk takes into account the special protections needed by different kinds of storage media. Microforms, paper photographs, and computer disks, tapes, and drives, all require different methods of protection. Some of these media may also require equipment to facilitate access.

Training and Maintenance

The City's vital records program includes a training program conducted by the City Clerk for all staff, to include periodic briefings to managers about the vital records program and its relationship to their vital records and business needs. City staff training focuses on identifying, inventorying, protecting, storing, accessing, and updating the vital records. Training records for vital records are maintained by the City Finance Department.

The City's vital records program includes an annual review of the program to address new security issues, identify problem areas, update information, and incorporate any additional vital records generated by new agency programs or functions or by organizational changes to existing programs or functions. The review is conducted by the Finance Department and the City Clerk. The review provides an opportunity to familiarize staff with all aspects of the vital records program. It is appropriate to conduct a review of the vital records program in conjunction with City continuity exercises. Documents confirming review of the vital records program are maintained by the City Clerk. At a minimum, the City's vital records are annually reviewed, rotated, or cycled so that the latest versions will be available.

The City conducts annual testing of the capabilities for protecting classified and unclassified vital records and for providing access to them from the alternate facility.

Vital File, Record, or Database	Support to Essential Function	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate facility	Hand Carried to Alternate facility	Multiple Storage Location(s) Y/N	Maintenance Frequency
Ordinances, Resolutions, Minutes, Council Packets	Function # 1	Electronic/hard copy	Out of State Server	None	Yes, State Archives and out of state electronic	Ongoing
GIS Mapping Database	Function #1	Electronic	Y	N	Y	Quarterly
List of Licensed Spill Cleanup Contractors	Function #1	Hardcopy	Y	N	N	Quarterly
Chemical Tier II Database	Function #1	Electronic	Y	N	N	Annually
Water Plant Operation & Maintenance records	Function #1	Electronic	Y	N	Y	Annually
WWTP reports (older)	Function #1	Electronic	Y	N	Y	Annually
Drinking water monitoring & testing	Function #1	Electronic	Y	N	Y	Annually
As-builts & plat maps	Function #1	Electronic hard copy	Some	Y/N	Y/N	Annually
Side sewer as-builts	Function #1	Electronic	N	Y	N	Annually
Cemetery Layout and Records	Function #1	Electronic	Y	N	Y	Annually
Annual reports to WSDOE, WSDOH, WSDOT, PCDOH	Function #1	Electronic	Y	N	Y	Annually
Public and Private Sewage System Records	Function #1	Electronic	X		Y	Quarterly

Wastewater Plant Operation & Maintenance records

As-builts & plat maps

Side sewer as-builts

Equipment Service manuals Cemetery Layout

Annual reports to WSDOE, WSDOH, WSDOT, PCDOH are recorded with these agencies yearly.

WWTP reports

III. Alternate Facilities Annex

Alternate facility Information

The City has designated alternate facilities as part of its continuity of operations plan and has prepared personnel for the possibility of unannounced relocation to the site(s) to continue essential functions. The City reevaluates its continuity facilities at least annually and whenever the COOPs are reviewed and updated.

The City Clerk maintains Memorandums of Agreement (MOA)/Memorandums of Understanding (MOU) and reviews the MOUs annually, as applicable.

An MOU is necessary because the City of Orting has multiple jurisdictions within city limits that must coordinate their assets to best respond to hazards

The City's primary alternate facility is located at Fire District 18 station 43 at 19503 150th Ave. E., Orting WA . Additional facility details are as follows:

- 1) This facility is **owned** by Pierce County's Fire District 18

The City's alternate facilities provide the following in sufficient quantities to sustain operations for up to 30 days or until normal business activities can be resumed:

- (1) Sufficient space and equipment, including computer equipment and software. The alternate facility is able to accommodate 20 personnel.
- (2) Capability to perform MEFs within 12 hours of plan activation or an event, respectively, for up to 30 days or until normal operations can be resumed.
- (3) Reliable logistical support, services, and infrastructure systems. Consideration for health, safety, security, and emotional well-being of personnel. Considerations available at the alternate site include restrooms, cooking facilities, first responders with medical ability
- (4) Interoperable communications for effective interaction.
- (5) Capabilities to access and use vital records.
- (6) Systems and configurations that are used in daily activities. IT support at the alternate facility is "Popular Networks" the City's IT contractor
- (7) Emergency/back-up power capability.

Alternate facility Logistics

The City's alternate facility maintains activation plans in order to achieve full operational capability within 12 hours of notification.

The City maintains a transportation support plan that describes procedures for both warning and no-warning events.

- During a no-warning event, advance team and continuity personnel walk or take their own vehicle or city vehicle to the alternate facility. If the hazard is a lahar Admin staff walk to the County Rock Quarry and are then transported to Station 43 by police, fire, and/or public works staff. Public Works staff attempt to take city vehicles to the station. If traffic is stalled they will walk to the rock quarry as well and wait for transportation from police and county fire staff.
- During a with-warning event, advance team and continuity personnel transport themselves with private or city vehicles. The City has addressed the need for housing to support continuity personnel on-site at the alternate facility.

Alternate facility Orientation

The City regularly familiarizes its personnel with its alternate facilities. The City accomplishes this orientation through table top emergency exercises. Further, the City annually trains and prepares its personnel for the possibility of an unannounced relocation to all continuity facilities. This training is reflected in organization training records located the Finance Department at City Hall.

IV. Continuity Communications Annex

The City has identified available and redundant critical communication systems that are located at the alternate facility. Further, the city police department and the County Fire District maintain fully capable continuity communications that could support organization needs during all hazardous incidents or threats, to include pandemic and other related emergencies, and give full consideration to supporting social distancing operations including telework and other virtual offices. These systems provide the ability to communicate within and outside the organization.

Communication System	Support to Essential Function	Current Provider	Specification	Alternate Provider	Special Notes
Non-secure Phones	Yes	Mitel	NA	NA	NA
Secure Phones	Yes	Verizon	NA	NA	NA
Fax Lines	Yes	Century-Tel	NA	NA	NA
Cellular Phones	Yes	Verizon	NA	NA	NA
E-mail	Yes	Mitel	NA	NA	NA
Internet Access	Yes	Verizon	NA	NA	NA

Communication System	Support to Essential Function	Current Provider	Specification	Alternate Provider	Special Notes
Data Lines	Yes	Century-Tel	NA	NA	NA
Two-way Radios	Yes	NA	NA	NA	NA

All necessary and required communications and IT capabilities should be operational as soon as possible following COOP activation, and in all cases, within 12 hours of activation.

The City possesses communications capabilities to support the organization’s senior leadership while they are in transit to alternate facilities. These capabilities are maintained by individual staff members and radios are maintained by the police department

V. Leadership and Staff Annex

A. ORDERS OF SUCCESSION

Pre-identifying orders of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill essential duties, successors have been identified to ensure there is no lapse in essential decision making authority. The City has identified successors for the positions of Mayor, City Administrator, Police Chief, Public Works Director, City Treasurer, City Clerk, and Court Administrator. A copy of these orders of succession is in the city’s data base.. The EMD is responsible for ensuring orders of succession are up-to-date. When changes occur, The EMD distributes the changes to all staff.

The City’s orders of succession are:

Table V.1

Mayor	<ol style="list-style-type: none"> 1. Deputy Mayor 2. City Administrator
City Administrator	<ol style="list-style-type: none"> 1. City Treasurer 2. Public Works Director
Police Chief	Lieutenants (2)

City Treasurer	<ol style="list-style-type: none"> 1. City Administrator 2. Senior Accountant
Public Works Director	<ol style="list-style-type: none"> 1. Public Works Supervisor 2. Water Plant Supervisor
City Clerk	<ol style="list-style-type: none"> 1. City Administrator 2. Parks and Recreation Director
Court Administrator	<ol style="list-style-type: none"> 1. Court Clerk 2. Judge

In the event of a change in leadership status, City Administration must notify the successors, as well as city staff and city councilmembers. In the event the City leadership becomes unreachable or incapable of performing their authorized legal duties, roles, and responsibilities, the City Administration will initiate a notification of the next successor in line. .

City training records document the conduct of annual successor training for all personnel who assume the authority and responsibility of the organization’s leadership to include briefing successors to the individual positions on their responsibilities and duties as a successor.

B. DELEGATIONS OF AUTHORITY

Generally, the City pre-determined delegations of authority will take effect when normal channels of direction are disrupted and terminate when these channels have resumed.

The City has identified the following delegations of authority:

- Orderly succession of officials to the position of Mayor/Administrator/Director in the case of the Mayor/Administrator/Director’s absence, a vacancy at that office, or the inability of the Mayor/Director/Administrator to act during an emergency or national security emergency. The delegation of authority for Mayor/Director/Administrator is found in the Hazard Specific Appendices.

The City’s delegation of authority is found at the alternate facility and at City Hall and:

- (1) Are included as vital records
- (2) Are written in accordance with applicable laws ensuring that the organization’s MEFs are performed
- (3) Outline explicitly in a statement the authority of an official to re-delegate functions and activities, as appropriate
- (4) Delineate the limits of and any exceptions to the authority and accountability for officials
- (5) Define the circumstances, to include a devolution situation if applicable, under which delegations of authorities would take effect and would be terminated.

The City has informed those officials who might be expected to assume authorities during a continuity situation. Further, those officials who might be expected to assume

authorities during a continuity situation have received training at least annually for all pre-delegated authorities for making policy determinations at all levels. This training is reflected in agency training records located at City Finance Department.

C. HUMAN CAPITAL

Continuity Personnel

People are critical to the operations of any organization. Choosing the right people for an organization's staff is vitally important, and this is especially true in a crisis situation. Leaders are needed to set priorities and keep focus. During a COOP event, emergency employees and other special categories of employees will be activated by the City to perform assigned response duties. One of these categories is continuity personnel. In respect to these continuity personnel, the City has:

- Identified and designated those positions and personnel they judge to be critical to organization operations in any given emergency situation as continuity personnel. A roster of these positions is maintained by the EMD and is found at City Hall, the Police Department and in the city data base.
- Identified and documented its continuity personnel. These personnel possess the skill sets necessary to perform essential functions and supporting tasks. A roster of these personnel is maintained by EMD and is found at the Police Department, City Hall, and in the City data base.
- Officially informed all continuity personnel of their roles or designations by providing documentation to ensure that continuity personnel know and accept their roles and responsibilities. Copies of this documentation is maintained by the EMD and is found at the city police department, City Hall, and the city data base.
- Ensured continuity personnel participate in their organization's continuity Test, Training, and Exercise (TT&E) program, as reflected in training records. Training records are maintained by the City Finance Department and the City Clerk.
- Provided guidance to continuity personnel on individual preparedness measures they should take to ensure response to a COOP event.

All Staff

It is important that the City keep all staff, especially individuals not identified as continuity personnel, informed and accounted for during a COOP event. The City has established procedures for contacting and accounting for employees in the event of an emergency, including operating status.

- City employees are expected to remain in contact with department leaders and/or the EOC during any facility closure, relocation situation, or staff limiting situation.
- The City ensures staff is aware of and familiar with human capital guidance in order to continue essential functions during an emergency. Accounting for all personnel during a COOP event is of utmost importance. An event that requires

the activation of the COOP may personally affect all staff. Therefore, the City has the responsibility to create provisions and procedures to assist all staff, especially those who are disaster victims, with special human capital concerns following a catastrophic disaster.

- **Human Capital Considerations**

The City continuity program, plans, and procedures incorporate existing agency-specific guidance and direction for human capital management, including guidance on pay, leave, work scheduling, benefits, telework, hiring, authorities, and flexibilities. The City Treasurer has the responsibility for human capital issues. A copy of these policies and guidance is found in the city policy and procedure manual and Collective Bargaining Agreements.

The City's EMD works closely with the City Treasurer to resolve human capital issues related to a COOP event. The City Treasurer serves as the human capital liaison to work with the EMD when developing or updating the organization's emergency plans.

The City has developed organization-specific guidance and direction for continuity personnel on human capital issues. This guidance is integrated with human capital procedures for its facility, geographic region, and the Human Resources Department. The City has issued continuity guidance for human capital on the following issues found primarily in the City Policy and Procedure Manual and in the Collective Bargaining Agreements :

- Additional Staffing:
- Work Schedules and Leave/Time Off:
- Employee Assistance Program
- Special Needs Employees
- Telework
- Benefits
- Premium and Annual Pay Limitations:

Further, the City Treasurer communicates human capital guidance for emergencies (pay, leave, staffing, work scheduling, benefits, telework, hiring authorities and other human resources flexibilities) to managers in an effort to help continue essential functions during an emergency.

VI. Test, Training, and Exercises Program Annex

The City has established an effective TT&E program to support the organization's preparedness and validate the continuity capabilities program, and the ability to perform essential functions during any emergency. The testing, training, and exercising

of COOP capabilities is essential to demonstrating, assessing, and improving the City's ability to execute the continuity program, plans, and procedures.

The City performs TT&E events at regular intervals, throughout the year as depicted in the following table.

Continuity TT&E Requirements	Monthly	Quarterly	Annually	As Required
Test and validate equipment to ensure internal and external interoperability and viability of communications systems		✓		
Test alert, notification, and activation procedures for all continuity personnel			✓	
Test primary and backup infrastructure systems and services at alternate facilities			✓	
Test capabilities to perform essential functions			✓	
Test plans for recovering vital records, critical information systems, services, and data			✓	
Test and exercise of required physical security capabilities at continuity facilities			✓	
Test internal and external interdependencies with respect to performance of essential functions			✓	
Train continuity personnel on roles and responsibilities			✓	
Conduct continuity awareness briefings or orientation for the entire workforce			✓	
Train organization's leadership on essential functions			✓	
Train personnel on all reconstitution plans and procedures			✓	
Allow opportunity for continuity personnel to demonstrate familiarity with COOPs and procedures and demonstrate organization's capability to continue essential functions			✓	
Conduct exercise that incorporates the deliberate and preplanned movement of continuity personnel to alternate facility(ies)			✓	
Conduct assessment of organization's continuity TT&E programs and COOPs and programs			✓	
Report findings of all annual assessments to the [Insert office/position title]			✓	
Conduct successor training for all organization personnel who assume the authority and responsibility of the organization's leadership if that leadership is incapacitated or becomes otherwise unavailable during a continuity situation			✓	
Train on the identification, protection, and ready availability of electronic and hardcopy documents, references, records, information systems, and data management software and equipment needed to support essential functions during a COOP situation for all staff involved in the vital records program			✓	

Continuity TT&E Requirements	Monthly	Quarterly	Annually	As Required
Test capabilities for protecting classified and unclassified vital records and for providing access to them from the alternate facility			✓	
Train on an organization's devolution option for continuity, addressing how the organization will identify and conduct its essential functions in the aftermath of a catastrophic emergency or during an increased threat situation			✓	
Conduct personnel briefings on COOPs that involve using or relocating to alternate facilities, existing facilities, or virtual offices				✓
Allow opportunity to demonstrate intra- and interagency continuity communications capability				✓
Allow opportunity to demonstrate that backup data and records required for supporting essential functions at alternate facilities are sufficient, complete, and current				✓
Allow opportunity for continuity personnel to demonstrate their familiarity with the reconstitution procedures to transition from a continuity environment to normal activities				✓
Allow opportunity for personnel to demonstrate their familiarity with agency devolution procedures				✓

The City formally documents and reports all conducted continuity TT&E events, including documenting the date and type of event, and names of participants. Documentation also includes test results, feedback forms, participant questionnaires, and any other documents resulting from the event. Continuity TT&E documentation is managed by the EMD. Further, the EMD conducts a comprehensive debriefing or hot wash after each exercise, which allows participants to identify systemic weaknesses in plans and procedures and recommend revisions to the COOP.

Name of Event:	Type and Purpose of Event:	Date:	Initials or Signature
Participants	Office	Phone/Email	

The City has developed a Corrective Action Program (CAP) to assist in documenting, prioritizing, and resourcing continuity issues identified during continuity TT&E activities, assessments, and emergency operations. The CAP incorporates evaluations, after-

action reports, and lessons learned from a cycle of events into the development and implementation of its CAP. The CAP is maintained by EMD

Corrective Action Program

Capability	Observation Title	Recommendation	Corrective Action	Capability Element	Responsible Agency	Agency POC	Start Date	End Date

HAZARD-SPECIFIC APPENDICES

ANNEX IMPLEMENTING INSTRUCTIONS

- Operational Checklists

Sample operational checklists may include:

- Emergency Calling Directory
- Emergency Relocation Team Checklist and Essential Functions Checklist
- Continuity Site Acquisition Checklist
- Emergency Operating Records and IT Checklist
- Emergency Equipment Checklist
- Delegations of Authority
- Orders of Succession

Annex Implementing Instruction #1: Delegation of Authority

Issue Date:

DELEGATION OF AUTHORITY AND SUCCESSION FOR THE THE CITY GOVERNMENT AND DEPARTMENTS

PURPOSE

This is a delegation of authority for the continuity of essential functions through the orderly succession of officials at the City in case of Mayoral or department head absence, a vacancy at that office, or the inability of the individual to act during a disaster or national security emergency.

DELEGATION

I hereby delegate authority to the following officials, in the order listed below, to exercise the powers and perform the duties of the **Mayor, and/or department heads**, in case of absence, inability to perform, or vacancy of the office, and until that condition ceases.

1. Mayor

If this position is vacant, the next designated official in the order of succession may exercise all the powers, duties, authorities, rights, and functions of the Office of the, but may not perform any function or duty required to be performed exclusively by the office holder.

Eligibility for succession to the Office of the Mayor shall be limited to officially assigned incumbents of the positions listed in the order of succession, above . Only officials specifically designed in the approved order of succession are eligible. Persons appointed on an acting basis, or on some other temporary basis, are ineligible to serve as a successor; therefore, the order of succession would fall to the next designated official in the approved order of succession.

ANNEX A. GLOSSARY

A glossary should contain a list of key words and phrases used throughout the COOP and within the continuity of operations community. Each key word and phrase should be clearly defined. The following are definitions of key terms that may be used in your COOP.

Activation – Once a continuity of operations plan has been implemented, whether in whole or in part, it is considered “activated.”

Advance Team – Staff members assigned to report to the alternate facility first and prepare it to receive operational staff for full activation when needed in a COOP situation.

All-hazards – The spectrum of all types of hazards, both natural and human caused. This includes but is not limited to accidents, technological events, terrorist attacks, warfare, and chemical, biological including pandemic influenza, radiological, nuclear, or explosive events, and natural disasters including earthquakes, floods, destructive storms and volcanic incidents. For additional information see the Pierce County HIRA.

Alternate facilities – (also called continuity facilities) Locations, other than the primary facility, used to carry out essential functions, particularly in a COOP event. “Alternate facilities” refers to not only other locations, but also nontraditional options such as working at home (“teleworking”), telecommuting, and mobile-office concepts.

Business impact analysis (BIA) – A method of identifying the effects of failing to perform a function or requirement.

Business process analysis (BPA) – A method of examining, identifying, and mapping the functional processes, workflows, activities, personnel expertise, systems, data, and facilities inherent in the execution of a function or requirement.

Communications – Voice, video, and data capabilities that enable the leadership and staff to conduct the mission essential functions of the organization. Robust communications help ensure that the leadership receives coordinated, integrated policy and operational advice and recommendations and will provide the ability for governments and the private sector to communicate internally and with other entities (including with Federal agencies, State, local, territorial, and tribal governments, and the private sector) as necessary to perform their Mission Essential Functions (MEFs).

Continuity – An uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event.

Continuity of Operations – An effort within individual agencies to ensure they can continue to perform their Mission Essential Functions (MEFs) during a wide range of

emergencies, including acts of nature, accidents, and technological or attack-related emergencies.

COOP event – Any event that 1. Causes an agency to relocate its operations to an alternate or other continuity site to assure continuance of its essential functions, or 2. due to a lack of operational staff must revise its operations to focus on only its MEFs.

Continuity personnel - Those critical personnel, both senior and core, who provide the leadership advice, recommendations, and functional support necessary to continue essential operations.

Corrective action program (CAP) – An organized method to document and track improvement actions for a program. The CAP System is a web-based tool that enables Federal, State, and local emergency response and homeland security officials to develop, prioritize, track, and analyze corrective actions following exercises or real world incidents. Users may enter data from a finalized After Action Report/Improvement Plan, track the progress of corrective action implementation, and analyze and report on trends in improvement plans.

Delegation of authority – Identification, by position, of the authorities for making policy determinations and decisions at headquarters, field levels, and all other organizational locations. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

Department head – The highest-ranking official of the primary occupant agency, or a successor or designee who has been selected by that official.

Devolution – The capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.

Drive-away kit – A kit prepared by, and for, an individual who expects to deploy to an alternate location during an emergency. The kit contains items needed to minimally satisfy an individual's personal and professional needs during deployment.

Essential functions – The critical activities performed by organizations, especially after a disruption of normal activities. There are three categories of essential functions: National Essential Functions (NEFs), Primary Mission Essential Functions (PMEFs), and Mission Essential Functions (MEFs).

Facilities – Locations where an organization's leadership and staff operate. Leadership and staff may be co-located in one facility or dispersed across many locations and connected by communications systems. Facilities must be able to provide staff with survivable protection and must enable continued and endurable operations.

Interoperable communications – Communications that provide the capability to perform essential functions, in conjunction with other agencies, under all conditions.

Leadership – The senior decision makers who have been elected (e.g., the County Executive or Sheriff) or designated (includes most Pierce County Department Directors) to head a branch of Government or other organization.

Memorandum of Agreement/Memorandum of Understanding (MOA/MOU) – Written agreements between departments/agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.

Mission Essential Functions (MEFs) – The limited set of agency-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

Orders of succession – Provisions for the assumption by individuals of senior agency office leadership positions during an emergency in the event that any of those officials are unavailable to execute their legal duties.

Primary operating facility – The site of an organization's normal, day-to-day operations; the location where the employee usually goes to work.

Reconstitution – The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

Recovery – The implementation of prioritized actions required to return an organization's processes and support functions to operational stability following an interruption or disaster.

Risk management – The process of identifying, controlling, and minimizing the impact of events whose consequences are or may be unknown, or events that are themselves fraught with uncertainty.

Telework – The ability to work at a location other than the official duty station to perform work or emergency duties. This may include, but is not limited to, using portable computers, personal computers, high-speed telecommunications links, and mobile communications devices.

Testing, training, and exercises (TT&E) – Measures to ensure that an agency's COOP is capable of supporting the continued execution of the agency's essential functions throughout the duration of a continuity situation.

Virtual offices – An environment where employees are not collocated and rely exclusively on information technologies to interact and conduct their work across distance from multiple geographic locations.

Vital records – Electronic and hardcopy documents, references, and records that are needed to support essential functions during a continuity situation. The two basic categories of vital records are (1) emergency operating records and (2) rights and interests records.

ANNEX B. AUTHORITIES AND REFERENCES

The following are the authorities and references for this template.

AUTHORITIES & REFERENCES:

- 1) Directive 51/Homeland Security Presidential Directive 20, *National Continuity Policy*, dated May 9, 2007
- 2) Continuity Guidance Circular 1, *Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)*, dated January 21, 2009
- 3) Continuity Guidance Circular 2, *Continuity Guidance for Non-Federal Entities: Mission Essential Function Identification Process (States, Territories, Tribal, and Local Government Jurisdictions)*, dated July 22, 2010.
- 4) *Continuity Plan Template and Instructions for Non-Federal Entities*, dated January 25, 2011.
- 5) Comprehensive Preparedness Guide 101, *Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans*, dated March 2009.

ANNEX C. ACRONYMS

This list should include acronyms used throughout the COOP and within the continuity of operations community. The following are acronyms used in this template.

AAR	After Action Report
BIA	Business Impact Analysis
BPA	Business Process Analysis
CAP	Corrective Action Program
COGO	Continuity of Government Operations
COOP	Continuity of Operations Plan
CPG 101	Comprehensive Preparedness Guide 101
EMD	Emergency Management Director (Chief of Police)
EMAP	Emergency Management Accreditation Program
GETS	Government Emergency Telephone Service
HIRA	Hazard Identification & Risk Assessment
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IT	Information Technology
MEF	Mission Essential Function
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
TT&E	Test, Training, and Exercise

ANNEX D. FAMILY EMERGENCY PLAN

Overview

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services—water, gas, electricity, or telephones—were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

A. Four Steps to safety

1. Find out what could happen to you
 - a) Contact the Department of Emergency Management Public Education Group or your local Red Cross chapter—be prepared to take notes.
 - b) Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
 - c) Learn about your community's warning signals: what they sound like and what you should do when you hear them.
 - d) Ask about animal care after a disaster. Animals are not allowed inside emergency shelters because of health regulations. Does your jurisdiction have alternate arrangements for pets?
 - e) Find out how to help elderly or disabled persons, if needed.
 - f) Find out about the disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.
2. Create an Emergency Plan
 - a) Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
 - b) Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
 - c) Pick two places to meet:

- 1) Right outside your home in case of a sudden emergency, like a fire.
 - 2) Outside your neighborhood if you can't return home. Everyone must know the address and telephone number.
 - d) Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's telephone number.
 - e) Discuss what to do in an evacuation. Plan how to take care of your pets.
3. Complete this checklist
- a) Post emergency telephone numbers by telephones (fire, police, ambulance, etc.).
 - b) Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
 - c) Show each family member how and when to turn off the water, gas, and electricity at the main switches.
 - d) Check if you have adequate insurance coverage.
 - e) Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it's kept.
 - f) Install smoke detectors on each level of your home, especially near bedrooms.
 - g) Conduct a home hazard hunt.
 - h) Stock emergency supplies and assemble a Disaster Supplies Kit.
 - i) Take a Red Cross first aid and CPR class.
 - j) Determine the best escape routes from your home. Find two ways out of each room.
 - k) Find the safe places in your home for each type of disaster.
4. Practice and maintain your plans

- a) Quiz your kids every six months.
- b) Conduct fire and emergency evacuation.
- c) Replace stored water every six months and stored food every six months.
- d) Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- e) Test your smoke detectors monthly and charge the batteries at least once a year.

B. Neighbors helping neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

C. Home hazard hunt

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is a home hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards.

Contact your local fire department to learn about home fire hazards

D. Evacuation

1. Immediately:
 - a) Evacuate immediately if told to do so.
 - b) Listen to your battery-powered radio and follow the instructions of local emergency officials.
 - c) Wear protective clothing and sturdy shoes.
 - d) Take your Disaster Supplies Kit.

- e) Lock your home.
 - f) Use travel routes specified by local authorities—don't use shortcuts because certain areas may be impassable or dangerous.
2. If you're sure you have time:
- a) Shut off water, gas, and electricity before leaving, if instructed to do so.
 - b) Make arrangements for your pets.

E. Emergency Supplies

1. Keep enough supplies in your home to meet your needs for at least three days. Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as back-packs, duffel bags, or covered trash containers.
2. Include:
 - a) A three-day supply of water (one gallon per person per day) and food that won't spoil.
 - b) One change of clothing and footwear per person, and one blanket or sleeping bag per person.
 - c) A first aid kit that includes your family's prescription medications.
 - d) Emergency tools including a battery-powered radio, flashlight, and plenty of extra batteries.
 - e) An extra set of car keys and a credit card, cash or traveler's checks.
 - f) Sanitation supplies.
 - g) Special items for infant, elderly, or disabled family members.
 - h) An extra pair of glasses.
 - i) Keep important family documents in a waterproof container. Keep a smaller kit in the trunk of your car.

F. Utilities

1. Locate the main electric fuse box, water service main, and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves.
2. Remember - turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. If you turn the gas off, you will need a professional to turn it back on.

G. If disaster strikes

Remain calm and patient. Put your plan into action.

1. Check for injuries
 - a) Give first aid and get help for seriously injured people.
 2. Listen to your battery-powered radio for news and instructions.
 - a) Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.
 3. Check for damage in your home...
 - a) Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.
 - b) Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly. (You will need a professional to turn gas back on.)
 - c) Shut off any other damaged utilities.
 - d) Clean up spilled medicines, bleached, gasoline, and other flammable liquids immediately.
 4. Remember to...
 - a) Confine or secure your pets.
 - b) Call your family contact—do not use the telephone again unless it is a life-threatening emergency.
 - c) Check on your neighbors, especially elderly or disabled person.
-

- d) Make sure you have an adequate water supply in case service is cut off.
- e) Stay away from downed power lines.

H. General disaster preparedness information

- 1. Family Preparedness
 - a) “Your Family Disaster Plan” (ARC 4466)
 - b) “Your Family Disaster Supplies Kit” (ARC 4463)
- 2. Children’s Preparedness Materials
 - a) “Disaster Preparedness Coloring Book” (ARC 2200, English, or ARC 2200S, Spanish) for children ages 3-10.
 - b) “Adventures of the Disaster Dudes” (ARC 5024) video and Presenter’s Guide for use by an adult with children in grades 4-6.
- 3. Community Preparedness
 - a) To get copies of American Red Cross community disaster education materials; contact your local Red Cross chapter.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Design Build Advisory/Management Services for the New City of Orting Public Works Building		Committee	Study Session	Council
	Agenda Item #:		AB19-17	AB19-17
	For Agenda of:	2.6.19 PW	2.20.19	2.27.19
	Department:	Public Works		
	Date Submitted:	02/14/19		
Cost of Item:	<u>\$37,035.00</u>			
Amount Budgeted:	<u>\$ 50,000</u>			
Unexpended Balance:	<u>\$ 12,965</u>			
Bars #:	412-594-38-41-01			
Timeline:				
Submitted By:	JC Hungerford, PE			
Fiscal Note:				
Attachments: Scope and Budget for professional services				
SUMMARY STATEMENT:				
<p>The City is currently in the process of starting construction on the new Public Works Building locating near the Orting Wastewater Treatment Plant and North End Reservoir on Rocky Road NE. This project is being delivered under a progressive design-build, with Washington Patriot Construction serving as the design-build contractor.</p> <p>Parametrix will provide advisory/management services for the City of Orting (owner). The City will remain the ultimate decision maker in the project with Parametrix providing day to day project management and document control.</p>				
<p>RECOMMENDED ACTION: MOTION: To Approve the scope and budget from Parametrix for Design Build Advisory/Management Services For the new Public Works Building in the amount of \$37,035.00.</p>				

SCOPE OF WORK

City of Orting Design Build (DB) Advisory/Management Services

PROJECT OVERVIEW

The City of Orting is currently in the process of starting construction on the new public works building located near the Orting Wastewater Treatment Plant and North End Reservoir on Rock Road NE. This new facility will service as an equipment storage area, maintenance yard and office for the City Public Works operations. This project is being delivered under a progressive design-build, with Washington Patriot Construction serving as the design-build contractor.

Under this scope of work, Parametrix will provide advisory/management services for the City of Orting (owner). The City of Orting will remain as the ultimate decision maker in the project, but Parametrix will provide day to day project management and document control

Task 01 – Project Management

Goal

To provide Project Management for the Owner that will include but it not limited to project oversight, resource management, budget management, and schedule tracking.

Assumption

- A 5-month project schedule is assumed with planned substantial completion on June 6, 2019.

Deliverable

- Project Schedule.
- Monthly Progress Reports and invoices.
- Project meeting agendas and minutes.

Task 02 – Advisory/Management Services

Goal

To manage the project by maintaining the performance and accountability of the Contractor on behalf of the City of Orting. In addition, provide oversight and recommended solutions to the City in order to maintain Project progress.

Approach

Parametrix will assist the City project team to help provide a public works facility consistent with the published Request for Proposal (RFP) documents while helping to manage scope, schedule and project quality.

SCOPE OF WORK (continued)

- Documentation Control – Manage all project documentation for the City. This includes project correspondence, site documentation, photos, materials tracking, submittals, record drawings, etc. Two copies of all documents will be made. One will be retained by Parametrix with all originals delivered to the City of Orting in organized file storage boxes.
- Communication Management: Parametrix will assist in managing communication between the City and Washington Patriot. This includes electronic communication (email), written communication and facilitation of conference calls as needed.
- Change Order Management – Review and assist in the tracking and approval of change orders.
- Request for Information (RFI) Management & Tracking – Review and assist in the tracking, review and response to RFIs. (Up to 10)
- Submittal Review & Tracking – Track, review and respond to up to (60) submittals provided by Washington Patriot Construction.
- Pay Estimate Review – Review and assist in the tracking and approval of up to 6 pay estimates.
- Periodic Inspection/Observation – Parametrix will provide up to 4 hours per week of construction observation following the weekly meeting.
- Weekly Construction Meeting attendance – Parametrix will attend the weekly meeting facilitated by Washington Patriot Construction.
- Site Progress Photos – Parametrix will capture photos while onsite to provide updates on site progress
- Project closeout – Assist the City with punch list walkthroughs, production of up one punch list, and final inspection.

Assumptions:

- Parametrix will not be inspection for building code violations/compliance. Parametrix will provide observation services for general conformance with the Project Specifications provided in the RFP.
- This scope does not provide full time observation

Client: City of Orting
 Project: Design Build Advisory-Management Services
 Project No: P1711_adw10518

Task	Description	Labor Dollars	Rates:				
01	Project Management	\$12,115.00	\$105.00	Sr Project Accountant	Shari Morgan		
01	Advisory/Management Services	\$24,920.00	\$120.00	Sr Project Control Specialist	April D. Whittaker		
			\$175.00	Water Solutions Div Mgr	John C. Hungerford		
			\$160.00	Sr Consultant	Bob Kugen		
Labor Totals:		\$37,035.00	3	56	48	135	
Totals:		\$37,035.00	\$315.00	\$6,720.00	\$8,400.00	\$21,600.00	

Project Total \$37,035.00



**City Of Orting
Council Agenda Summary Sheet**

Subject: Hillside Mower Purchase		Committee	Study Session	Council
	Agenda Item #:	PW	AB19-18	AB19-18
	For Agenda of:	2.6.19	2.20.19	2.27.19
	Department:	Public Works		
Date Submitted:	2.13.19			
Cost of Item:	<u>\$ 51,005.67</u>			
Amount Budgeted:	<u>\$ 57,600.00</u>			
Unexpended Balance:	<u>\$ 6,594.33</u>			
Bars #:	Multiple			
Timeline:	N/A			
Submitted By:	Greg Reed			
Fiscal Note:				
Attachments: RFP				
SUMMARY STATEMENT:				
<p>The Public Works Department completed an RFP process for a Hillside Mower as outlined in the 2019 Budget. A hillside mower will allow the City to mow areas that previously required weed whacking like roadside ditches and the slopes around our stormwater ponds.</p> <p>One vendor responded the RFP request, and the bid came in about \$6,500 under the budgeted amount. Staff reviewed the bid and it meets the specifications laid out by the City. Staff recommends that the Council accept the bid and approve the purchase of the hillside mower.</p>				
RECOMMENDED ACTION: MOTION: To accept the bid from Turf Star Western Equipment for a Hillside Mower, and authorize the purchase of the Hillside Mower in the amount of \$51,005.67.				

CITY OF ORTING

Vendor Proposal

110 Train St SE
lhinds@cityoforting.org
Orting, WA 98360

(360) 893-2219 x139

Contractor/Vendor Name: Turf Star Western Equipment
Address: 5869 South 194th Street
Kent | Washington | 98032
Telephone: 360.296.8668

Project No.: **PW2019-01**
Budget Item: W/WW/SW
Asset Type: **Hillside Mower**

REQUEST FOR PROPOSAL

Proposal Submittal Date, Time & Location:
Friday, February 1, 2019 / 10:00 a.m.

Email Questions to:

greed@cityoforting.org
lhinds@cityoforting.org



Mail Proposals To:
City of Orting
PO Box 489
Orting, WA 98360

Hand Carry Proposals To:
City of Orting
110 Train St SE
Orting, WA 98360

Mark Envelope:
Hillside Mower
Attn: Laura Hinds

CITY OF ORTING

Vendor Proposal

110 Train St SE
lhinds@cityoforting.org
Orting, WA 98360

(360) 893-2219 x139

HILLSIDE MOWER BID SPECS

Orting Public Works Department is looking for a safer solution to mowing slopes, while keeping the operator and the engine upright on hills. The mower needs to perform quality cuts in ditches and rough terrain with greater comfort and control to decrease rollover risk.

Engine

Specifications or Comparable:	Yes	No
• 30.2 HP @ 3,000 RPM gross rating (minimum)	x	
• Yanmar Liquid cooled diesel engine – 61.9 ft lb torque	x	
• Industrial use rating	x	
• 3 Cylinder with turf radiator	x	

Gauges

Specifications or Comparable:	Yes	No
• Engine oil pressure and temperature	x	
• Hydraulic Oil shut-down protection	x	
• Volt and hour meters	x	
• Water Temperature and Fuel Level	x	

Electrical

Specifications or Comparable:	Yes	No
• 12 Volt, 45 Amp electrical system	x	

Transmission

Specifications or Comparable:	Yes	No
• Oilgear Hydrostatic transmission, Parker wheel motors	x	
• Foot operated speed control – self centering to neutral	x	
• Hydraulic Filter, 10 micron with indicator	x	

Stabilization & Leveling

Specifications or Comparable:	Yes	No
• Automatic hydraulic self-leveling to 34 degrees with manual override mounted on arm rest	x	

CITY OF ORTING

Vendor Proposal

110 Train St SE
lhinds@cityoforting.org
Orting, WA 98360

(360) 893-2219 x139

Other features and dimensions

Specifications or Comparable:	Yes	No
• Blade drive – direct hydraulic, no belts or gears	x	
• Ground speed – 0-11 MPH	x	
• Deck Caster Tire – 11"x4"x5", foam filled	x	
• Drive Tire – 25"x12.5"x12", all terrain tread	x	
• Stabilizer Tire – 16.5"x6.5"x8", foam filled	x	
• Power Steering Wheel	x	
• Adjustable Suspension seat	x	
• 72" Cutting Width	x	
• 24" Diameter Inside turning radius	x	
• 2" to 6" adjustable cutting height	x	
• Two 36" Decks, rear discharge, independently free floating	x	
• Hydraulic deck lift with switch on dash	x	

Warranty

Specifications or Comparable:	Yes	No	Cost
• Manufacturers Limited Warranty	1 yr		N/A
• 3-Year Service Warranty Available		X	
• 5-Year Service Warranty Available		X	

Provide service warranty description with proposal

Option 1

Subtotal	\$ 46,665.75 _____
Sales Tax	\$ 4,339.92 _____
TOTAL COST FOR PROPOSAL	\$ 51,005.67 _____

Option 2

Subtotal w/ 3-year Service Warranty	\$ _____
Sales Tax	\$ _____
TOTAL COST FOR PROPOSAL	\$ _____

Option 3

Subtotal w/ 5-year Service Warranty	\$ _____
Sales Tax	\$ _____
TOTAL COST FOR PROPOSAL	\$ _____

CITY OF ORTING

Vendor Proposal

110 Train St SE
lhinds@cityoforting.org
Orting, WA 98360

(360) 893-2219 x139



**City Of Orting
Council Agenda Summary Sheet**

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Cost of Item:		<u>\$ 51,005.67</u>		
Amount Budgeted:		<u>\$ 57,600.00</u>		
Unexpended Balance:		<u>\$ 6,594.33</u>		
Bars #:		Multiple		
Timeline:		N/A		
Submitted By:		Greg Reed		
Fiscal Note:				
Attachments: RFP				
SUMMARY STATEMENT:				
<p>The Public Works Department completed an RFP process for a Hillside Mower as outlined in the 2019 Budget. A hillside mower will allow the City to mow areas that previously required weed whacking like roadside ditches and the slopes around our stormwater ponds.</p> <p>One vendor responded the RFP request, and the bid came in about \$6,500 under the budgeted amount. Staff reviewed the bid and it meets the specifications laid out by the City. Staff recommends that the Council accept the bid and approve the purchase of the hillside mower.</p>				
RECOMMENDED ACTION: MOTION: To accept the bid from Turf Star Western Equipment for a Hillside Mower, and authorize the purchase of the Hillside Mower in the amount of \$51,005.67.				