

COUNCILMEMBERS

Position No.

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



ORTING CITY COUNCIL

Study Session Meeting Agenda

Multipurpose Center
202 Washington Ave. S. Orting, WA
November 20TH, 2019, **6PM**

DEPUTY MAYOR GREG HOGAN, CHAIR

1. CALL MEETING TO ORDER-PLEDGE & ROLL CALL

2. PRESENTATION

- A.** AB19-74- Baker Tilly Utility Rate Study, 2020 - 2024 Utility Rates And Proposed Resolution No. 2019-32, Relating To Utility Rates; Adopting Adjustments To Water, Sewer And Storm Water Utility Rates.

✚ **Scott Larson/Patty Kettles**

3. COMMITTEE REPORTS

Public Works

✚ **CM Drennen & CM Gunther**

Public Safety

✚ **CM Kelly & CM Hogan**

Community and Government Affairs

✚ **CM McDonald & CM Gehring**

4. STAFF REPORTS

5. AGENDA ITEMS

- A.** AB19-82-Comprehensive Plan Amendment Docketing Proposal, Resolution No. 2019-31, A Resolution of the City of Orting Washington, Adopting Comprehensive Plan amendment Procedures.

✚ **Mark Bethune/Emily Adams**

- B.** AB19-69- Request for Proposals-Liability Insurer.

✚ **CM McDonald/CM Gehring**

- C.** AB19-83- Orting Play Curb- Bids

✚ **CM McDonald/CM Gehring**

- D.** AB19-71- Ordinance No. 2019-1053, Amending OMC Provisions pertaining to Mobile Homes and Recreational Vehicles Ordinance No. 2019-1053, Pertaining To Recreational Vehicles, **CM Kelly/CM Pestinger**

- E.** AB19-76- Memorandum of Understanding- WA Soldiers Home.

✚ **CM Kelly/CM Pestinger**

- F.** AB19-77- Interlocal Agreement with the Port of Tacoma- Orting Tourism Video.

✚ **CM McDonald/CM Gehring**

- G.** AB19-78- City of Orting/AWC Legislative Priorities.

✚ **CM McDonald/CM Gehring**

Upcoming Meeting: *Special Meeting: November 25th, 2019, 7pm, (MPC)*

H. AB19-79- Resolution No. 2019-30 A Resolution of the City Of Orting, Washington, Authorizing the Mayor to Execute a Professional Services Agreement for Planning Services with AHBL, Inc.

✚ **CM McDonald/CM Gehring**

I. AB19-81- Council Committee selection for the year 2020.

✚ **Mayor Penner/DM Hogan**

J. AB19-80- Term Limits- Ordinance No. 2019-1054, An Ordinance Of The City Of Orting, Washington, Relating To Qualifications For Elected Officials; Adopting New OMC 1-6-4 And 1-6-5, Establishing Term Limits For City Council Members And the Mayor.

✚ **CM McDonald/CM Gehring**

K. Discussion- Transportation Benefit District.

✚ **Scott Larson**

L. AB19-72 Ordinance No. 2019-1052, An Ordinance Of The City Of Orting, Washington Relating To The Annual Budget For Fiscal Year 2020; Adopting The City Of Orting 2020 Budget; Adopting The Job Classification And Pay Range For Employees .

✚ **Scott Larson**

6. **ADJOURNMENT- Motion: To Adjourn.**



**City Of Orting
Council Agenda Summary Sheet**

| | | | | |
|---|--------------------------------|-------------------|----------------------|------------------------|
| Subject: Baker Tilly Utility Rate Study, 2020 - 2024 Utility Rates And Proposed Resolution No. 2019-32, Relating To Utility Rates; Adopting Adjustments To Water, Sewer And Storm Water Utility Rates. | Recommending Committee: | AB#- 19-74 | Study Session | Special Meeting |
| | | | 11.20.19 | 11.25.19 |
| | Department: | Finance | | |
| | Date Submitted: | November 6, 2019 | | |
| Cost of Item: | <u>N/A</u> | | | |
| Amount Budgeted: | <u>N/A</u> | | | |
| Unexpended Balance: | <u>N/A</u> | | | |
| Bars #: | <u>N/A</u> | | | |
| Timeline: | End of 2019 | | | |
| Submitted By: | Scott Larson | | | |
| Fiscal Note: See attached Baker Tilly Utility Rate Study | | | | |
| Attachments: Baker Tilly Utility Rate Study, Resolution 2019-32, Exhibit A | | | | |
| SUMMARY STATEMENT: | | | | |
| <p>The City has completed an analysis of its utility rates and is recommending that the council adopt rates for the next five years pursuant to the consultant’s recommendation.</p> | | | | |
| RECOMMENDED ACTION: Advance To the Special Meeting on November 25 th , 2019 for a Hearing and Vote. | | | | |
| FUTURE MOTION: To Approve Resolution No. 2019-32, Relating To Utility Rates; Adopting Adjustments To Water, Sewer And Storm Water Utility Rates; And Establishing An Effective Date. | | | | |

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2019-32**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, RELATING TO UTILITY RATES;
ADOPTING ADJUSTMENTS TO WATER, SEWER AND
STORM WATER UTILITY RATES; AND ESTABLISHING
AN EFFECTIVE DATE**

WHEREAS, the City of Orting City Council has reviewed the Capital Improvement Plan (CIP) and the operations and maintenance expenses of the Water Fund, the Sewer Fund, and the Stormwater Fund; and

WHEREAS, during 2019 the City hired Baker Tilly to consult on utility rates to determine what changes in our rates and structure would be needed over the coming years to meet the goals of the CIP, maintain our system, create reserves for future projects and created a predictable rate structure; and

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

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

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

WHEREAS, the City Council having been in all matters fully advised finds that an adjustment to the Stormwater utility rates is necessary to meet revenue requirements to cover the costs necessary to maintain a self-supporting and financially viable Stormwater utility; and

WHEREAS, the City Council finds that adopting five years' worth of rates will remove the volatility of setting rates annually and allows a more holistic view of the needs of the utility funds; and

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

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

Section 1. Establishment of Water, Sewer and Storm Water Utility Rates. Effective January 1, 2020 and annually on the same date thereafter, the water utility use fees imposed pursuant to OMC9-1D-3, sanitary sewer use charges imposed pursuant to OMC 9-2B-1, storm water utility use fees imposed pursuant to OMC 9-5C-6, shall be set at the amounts set forth in the 2019 Utility Rates Exhibit "A", attached hereto and incorporated as though fully set forth herein.

Section 2. Effective Date. This Resolution and Exhibit A shall be effective beginning on January 1, 2020.

PASSED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE _____ DAY OF NOVEMBER, 2019.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend PLLC
City Attorney

Attch: Exh. "A" (*Utility Rates*)

Exhibit A: Monthly Utility Rates (2020 - 2024)

| WATER | | | | | | | | | | | | | |
|----------------------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|--|
| Monthly Base Charges | | | | | | | | | | | | | |
| Meter Size | 2019 | | 2020 | | 2021 | | 2022 | | 2023 | | 2024 | | |
| | Residential | COM | Residential | COM | Residential | COM | Residential | COM | Residential | COM | Residential | COM | |
| 0.75 | \$24.38 | \$24.38 | \$25.84 | \$25.84 | \$27.40 | \$27.40 | \$29.04 | \$29.04 | \$30.78 | \$30.78 | \$32.63 | \$32.63 | |
| 1-1.5 | \$39.81 | \$39.81 | \$42.20 | \$42.20 | \$44.73 | \$44.73 | \$47.41 | \$47.41 | \$50.26 | \$50.26 | \$53.27 | \$53.27 | |
| 2.0-4.0 | \$56.53 | \$56.53 | \$59.92 | \$59.92 | \$63.51 | \$63.51 | \$67.32 | \$67.32 | \$71.36 | \$71.36 | \$75.64 | \$75.64 | |
| Qualified Low Income | \$18.29 | | \$19.38 | | \$20.55 | | \$21.78 | | \$23.09 | | \$24.47 | | |

| Single Block Rates | | | | | | | | | | | | | |
|---|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|--|
| Rate Class | 2019 | | 2020 | | 2021 | | 2022 | | 2023 | | 2024 | | |
| | Residential | COM | Residential | COM | Residential | COM | Residential | COM | Residential | COM | Residential | COM | |
| Single Block rate (per ccf) | | \$3.68 | | \$3.90 | | \$4.13 | | \$4.38 | | \$4.64 | | \$4.92 | |
| Block 1: 1 to 6 CCF (per ccf) | \$2.65 | | \$2.80 | | \$2.97 | | \$3.15 | | \$3.34 | | \$3.54 | | |
| Block 2: 6 to 17 CCF (per ccf) | \$3.55 | | \$3.77 | | \$3.99 | | \$4.23 | | \$4.48 | | \$4.75 | | |
| Block 3: 17+ CCF (per ccf) | \$5.34 | | \$5.66 | | \$6.00 | | \$6.36 | | \$6.74 | | \$7.15 | | |
| Block 1: 0 to 6 CCF - Qualified Low Inc. | \$1.98 | | \$2.10 | | \$2.23 | | \$2.36 | | \$2.50 | | \$2.66 | | |
| Block 2: 6 to 17 CCF - Qualified Low Inc. | \$2.66 | | \$2.82 | | \$2.99 | | \$3.17 | | \$3.36 | | \$3.57 | | |
| Block 3: 17+ CCF - Qualified Low Inc. | \$4.01 | | \$4.25 | | \$4.50 | | \$4.77 | | \$5.06 | | \$5.36 | | |

Annual Increase: 6%
 Qualified Low Income, portion of Residential: 75%
 Out of Town Premium: 10%

| Sewer | | | | | | | | | | | | | |
|---|-----------------|----------------|-----------------|----------------|-----------------|----------------|-----------------|----------------|-----------------|----------------|-----------------|----------------|--|
| Customer Class | 2019 | | 2020 | | 2021 | | 2022 | | 2023 | | 2024 | | |
| | Base (per unit) | Flow (per ccf) | Base (per unit) | Flow (per ccf) | Base (per unit) | Flow (per ccf) | Base (per unit) | Flow (per ccf) | Base (per unit) | Flow (per ccf) | Base (per unit) | Flow (per ccf) | |
| Residential | \$49.49 | | \$52.96 | | \$56.66 | | \$60.63 | | \$64.87 | | \$69.41 | | |
| Residential - Snowbird | \$35.99 | | \$38.51 | | \$41.21 | | \$44.09 | | \$47.18 | | \$50.48 | | |
| Residential - Qualified Low Income | \$37.12 | | \$39.72 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | |
| Commercial - Domestic ¹ | \$49.49 | \$5.10 | \$52.96 | \$5.46 | \$56.66 | \$5.84 | \$60.63 | \$6.25 | \$64.87 | \$6.68 | \$69.41 | \$7.15 | |
| Commercial - High Strength ² | \$49.49 | \$9.04 | \$52.96 | \$9.67 | \$56.66 | \$10.35 | \$60.63 | \$11.07 | \$64.87 | \$11.85 | \$69.41 | \$12.67 | |
| High Cedars | | | | | | | | | | | | | |
| Residential | \$62.85 | | \$67.25 | | \$71.96 | | \$76.99 | | \$82.38 | | \$88.15 | | |
| Business | \$62.85 | \$6.49 | \$67.25 | \$6.94 | \$71.96 | \$7.43 | \$76.99 | \$7.95 | \$82.38 | \$8.50 | \$88.15 | \$9.10 | |
| Restaurant | \$62.85 | \$11.48 | \$67.25 | \$12.28 | \$71.96 | \$13.14 | \$76.99 | \$14.06 | \$82.38 | \$15.05 | \$88.15 | \$16.10 | |

¹Churches, Lodges, Businesses, Library, Commercial Residence, Daycare, Schools

²Restaurant, Grocery with Deli, Other Food Related Business

Annual Increase: 7.0%
 Qualified Low Income, portion of Residential: 75.0%

| Storm | | | | | | |
|---------------------------------|---------|---------|---------|---------|---------|---------|
| Customer Class | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Per Equivalent Residential Unit | \$20.60 | \$21.63 | \$22.71 | \$23.85 | \$25.04 | \$26.29 |

Annual Increase: 5%

2019 Out of Monthly Water Rates (information only)

| WATER | | | | | | | | | | | |
|---|--------------------|------------|--------------------|------------|--------------------|------------|--------------------|------------|--------------------|------------|--|
| Monthly Base Charges | | | | | | | | | | | |
| Meter Size | 2019 | | 2020 | | 2021 | | 2022 | | 2023 | | |
| | Residential | COM | Residential | COM | Residential | COM | Residential | COM | Residential | COM | |
| 0.75 | \$26.82 | \$26.82 | \$28.43 | \$28.43 | \$30.13 | \$30.13 | \$31.94 | \$31.94 | \$33.86 | \$33.86 | |
| 1-1.5 | \$43.79 | \$43.79 | \$46.42 | \$46.42 | \$49.20 | \$49.20 | \$52.15 | \$52.15 | \$55.28 | \$55.28 | |
| 2.0-4.0 | \$62.18 | \$62.18 | \$65.91 | \$65.91 | \$69.86 | \$69.86 | \$74.06 | \$74.06 | \$78.50 | \$78.50 | |
| Qualified Low Income | \$20.11 | | \$21.32 | | \$22.60 | | \$23.96 | | \$25.39 | | |
| | | | | | | | | | | | |
| Single Block Rates | | | | | | | | | | | |
| Rate Class | 2019 | | 2020 | | 2021 | | 2022 | | 2023 | | |
| | Residential | COM | Residential | COM | Residential | COM | Residential | COM | Residential | COM | |
| Single Block rate (per ccf) | | \$4.04 | | \$4.29 | | \$4.54 | | \$4.82 | | \$5.11 | |
| | | | | | | | | | | | |
| Block 1: 1 to 6 CCF (per ccf) | \$2.91 | | \$3.08 | | \$3.27 | | \$3.47 | | \$3.67 | | |
| Block 2: 6 to 17 CCF (per ccf) | \$3.91 | | \$4.14 | | \$4.39 | | \$4.65 | | \$4.93 | | |
| Block 3: 17+ CCF (per ccf) | \$5.87 | | \$6.23 | | \$6.60 | | \$7.00 | | \$7.42 | | |
| | | | | | | | | | | | |
| Block 1: 0 to 6 CCF - Qualified Low Inc. | \$2.18 | | \$2.31 | | \$2.45 | | \$2.60 | | \$2.76 | | |
| Block 2: 6 to 17 CCF - Qualified Low Inc. | \$2.93 | | \$3.11 | | \$3.29 | | \$3.49 | | \$3.70 | | |
| Block 3: 17+ CCF - Qualified Low Inc. | \$4.41 | | \$4.67 | | \$4.95 | | \$5.25 | | \$5.56 | | |

Increase: **6.0%**
 Qualified Low Income, portion of Residential: **75.0%**
 Out of Town Premium: **10.0%**

Average Bill (information only)

| Based on usage of 7.3 CCF of Water | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Water: | \$42.23 | \$44.76 | \$47.45 | \$50.29 | \$53.31 | \$56.51 |
| Sewer: | \$49.49 | \$52.96 | \$56.66 | \$60.63 | \$64.87 | \$69.41 |
| Storm: | \$20.60 | \$21.63 | \$22.71 | \$23.85 | \$25.04 | \$26.29 |
| Total: | \$112.32 | \$119.35 | \$126.82 | \$134.77 | \$143.22 | \$152.22 |
| Total Increase: | | \$7.03 | \$7.47 | \$7.95 | \$8.45 | \$8.99 |



MUNICIPAL ADVISORS

now joined with
Springsted and Umbaugh

Orting, Washington
Water, Sanitary Sewer and Stormwater
Rate Study
October 29, 2019



MUNICIPAL ADVISORS

now joined with
Sprincksted and Umbaugh

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October 29, 2019

Mr. Scott Larson, City Treasurer
Mr. Greg Reed, Public Works Director
City of Orting
110 Train St. SE
PO Box 489
Orting, Washington 98360

Re: **Water, Sanitary Sewer and Stormwater Rate Study**

Dear Scott and Greg:

Baker Tilly Incorporated was hired to perform a rate study for the City's Water, Sanitary Sewer and Stormwater Utilities. This Study includes a review of the past performance of the Utilities, determines the adequacy of revenues in each Utility, and provides rate recommendations which reflect recent cost experience as well as anticipated capital improvement costs for the Funds.

We appreciate the opportunity to conduct this Water, Sanitary Sewer and Stormwater Study for the City of Orting.

Respectfully submitted,

Patty Kettles
Patty Kettles, Director
Consultant

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Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and wholly-owned subsidiary of Baker Tilly Virchow Krause, LLP, an accounting firm. Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.



now joined with
Springsted and Umbaugh

1. Introduction

The purpose of this report is to provide you with an update of the current status of the Utility Rate Study. Baker Tilly was hired to review and analyze Orting's Water, Sewer and Stormwater Fund to determine the appropriate rate structures and other revenue sources needed for operations and the financing of capital improvements. The rate structure and other revenue in each Fund must provide sufficient revenue to cover anticipated operating and maintenance expenses, debt service including principal and interest, capital improvements and replacements, and to maintain adequate cash reserves. The total revenue collected should reflect not only recent cost experience but should recognize anticipated future costs during the period for which rates are being established.

This report includes a review of the City's Water Fund, Sewer Fund and Stormwater Fund and historical revenues and expenses, 2019 budget, a projection of revenues and expenses through 2030 (incorporating plans for capital improvements in all Funds), and a determination of the rates and charges necessary to provide revenues sufficient to cover capital and operational costs. In addition, it provides a comparison of current and proposed rates and a comparison of Orting utility rates to those of six surrounding communities.

2. Background

Orting, a city approximately 40 miles south of Seattle in the foothills of Mt. Rainier, provides approximately 2,900 residential and commercial accounts with water, sewer and stormwater service. The City encompasses approximately 2.6 square miles and has an estimated 2018 population of 8,395 persons.

Currently, the City obtains its water supply from six wells and has approximately 45 miles of water mains.

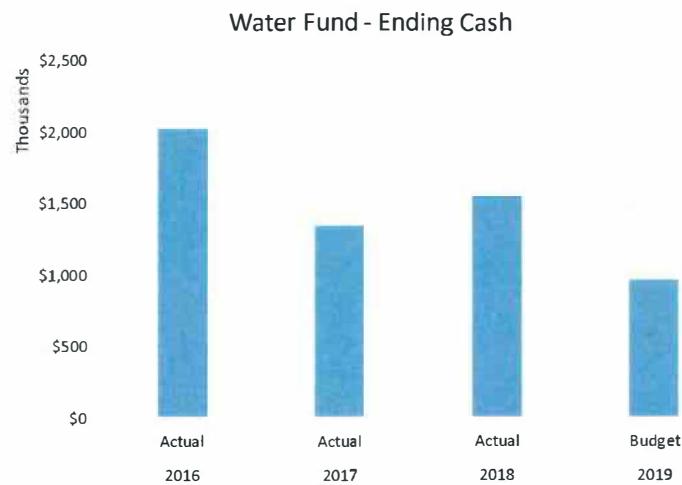
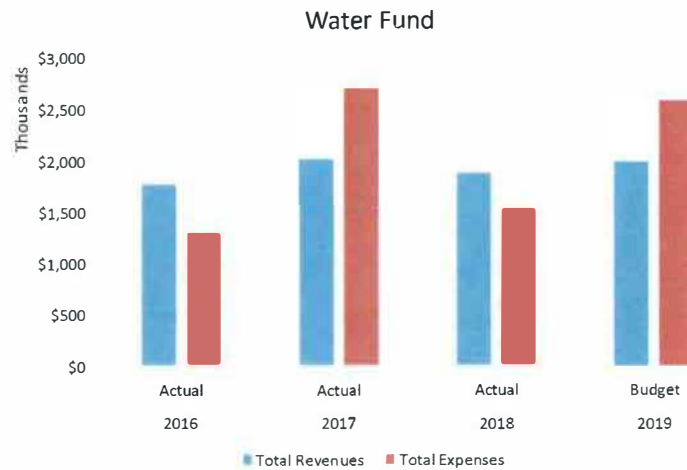
The City also maintains a sanitary sewer collection system which discharges into the waste treatment system managed by the City. There are approximately 30 miles of sewer mains.

The City operates the Stormwater Utility by taking an active role in managing stormwater run-off in flood prevention, erosion control, and in reducing pollution of local waterways.

Water Fund

Historical Information

A review of the City's most recent financial reports for the Water Fund shows revenues have exceeded expenses in 2016 and 2018 and expenses have exceeded revenues in 2017 and are projected to do so again in the 2019 budget. This is reflected in the Water Fund ending cash and investment balance, which was approximately \$2.0 million in 2016 and is projected to decline to \$970,000 at the end of 2019. These are shown in the charts below.



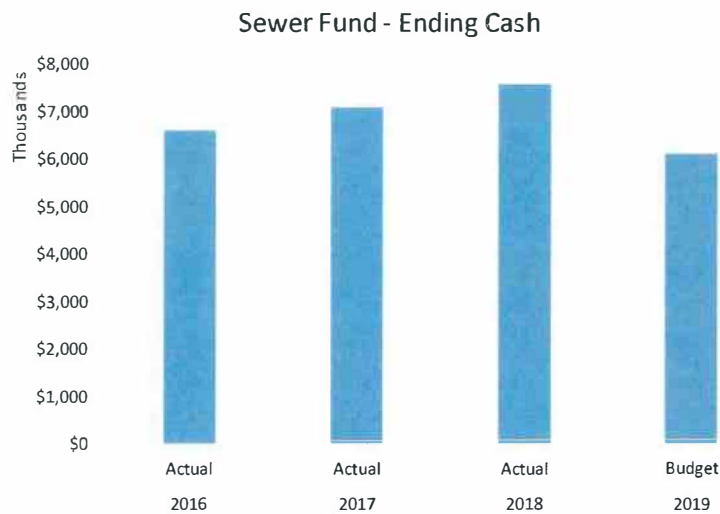
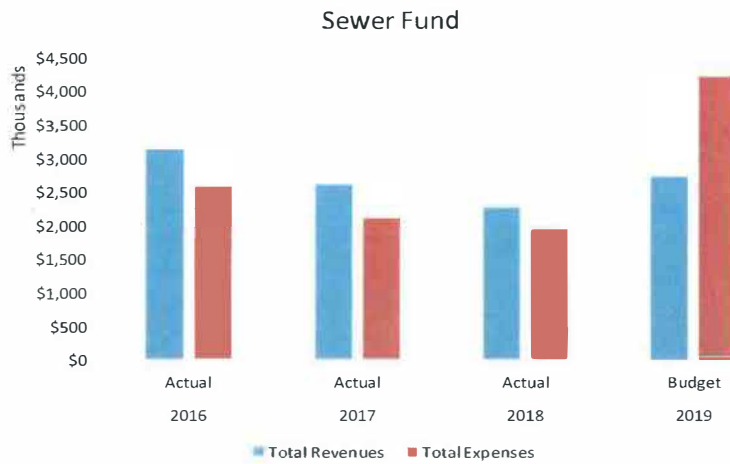
Revenues and expenses for the past three years and the 2019 budget are shown on the following pages.

| | 2016 | 2017 | 2018 | 2019 |
|--|------------------|------------------|------------------|------------------|
| Revenues | Actual | Actual | Actual | Budget |
| Total Water Sales | 1,332,529 | 1,525,981 | 1,520,293 | 1,655,300 |
| Charges - Water Hookups | 43,225 | 69,825 | 42,275 | 28,500 |
| Penalties on Utilities | 95,622 | 95,370 | 44,730 | 40,000 |
| Water GFC | 253,932 | 224,150 | 214,013 | 240,000 |
| Nonrevenues | 3,000 | 3,000 | 1,500 | - |
| Fines and Penalties | 25,080 | 37,775 | 34,865 | 22,000 |
| Miscellaneous | 13,407 | 12,801 | 11,869 | 10,200 |
| Investment Interest | 8,442 | 16,815 | 19,617 | 10,000 |
| Transfers In | | | | |
| Bond Proceeds | | | | - |
| Grants | | | | |
| Other Revenue | | 47,004 | | |
| Total Operating Revenue | 1,775,237 | 2,032,720 | 1,889,162 | 2,006,000 |
| Expenses | | | | |
| Salaries and Wages | 315,992 | 372,857 | 330,030 | 467,974 |
| Personnel Benefits | 151,071 | 159,109 | 146,152 | 209,498 |
| Supplies | 25,339 | 37,159 | 32,189 | 50,500 |
| Services | 273,480 | 294,063 | 281,119 | 430,620 |
| Intergovernmental | 70,226 | 86,283 | 79,304 | 70,500 |
| CAPEX | 72,839 | 1,345,909 | 409,525 | 313,640 |
| Existing Debt Principal | 194,733 | 193,928 | 185,353 | 216,333 |
| Existing Debt Interest | 41,085 | 39,554 | 32,429 | 32,182 |
| New Debt Principal | | | | |
| New Debt Interest | | | | |
| Transfers Out | 32,684 | 47,759 | 52,260 | 660,000 |
| Other | 136,000 | 139,366 | | 139,000 |
| Total Operating Expenses | 1,313,449 | 2,715,987 | 1,548,361 | 2,590,247 |
| Income (Loss) | 461,788 | (683,267) | 340,801 | (584,247) |
| | | | | |
| Beginning Cash & Investments | 1,580,735 | 2,023,601 | 1,340,333 | 1,552,126 |
| Ending Cash & Investments Balance | 2,023,601 | 1,340,333 | 1,552,126 | 967,879 |

Sewer Fund

Historical Information

In the Sewer Fund, revenues have exceeded expenses in each of the past three years but are projected to decline below expenses in the 2019 budget. Cash in the Sewer Fund has remained fairly stable over the past four years and is projected to be approximately \$6.1 million at the end of 2019. Historical revenues and expenses and ending cash and investment balances are shown in the charts below.



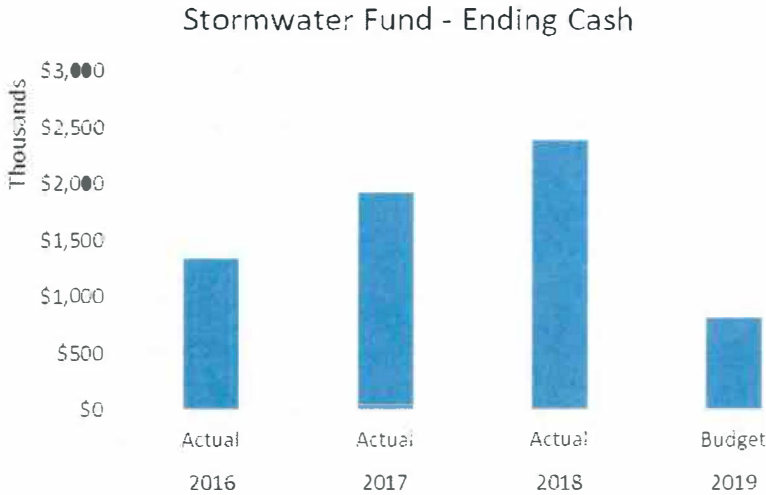
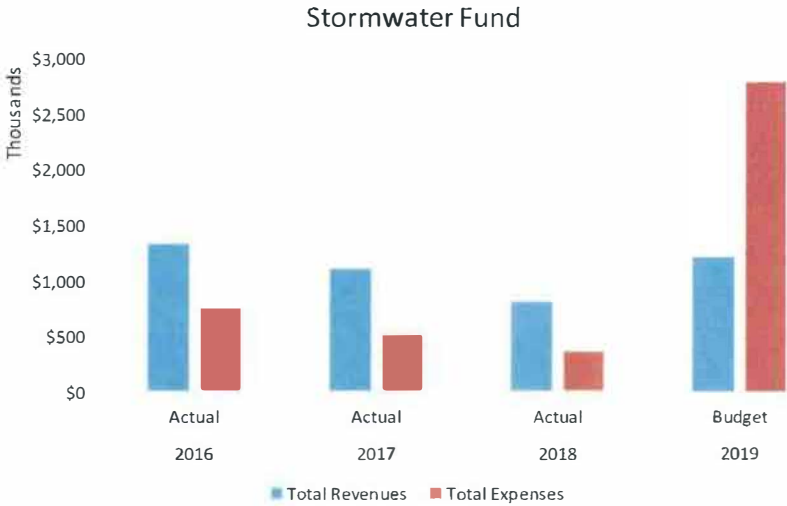
Revenues and expenses for the past three years and the 2019 budget are shown on the following pages.

| | 2016 | 2017 | 2018 | 2019 |
|---|------------------|------------------|------------------|--------------------|
| | Actual | Actual | Actual | Budget |
| Revenues | | | | |
| Total Sewer Sales | 1,550,021 | 1,667,231 | 1,581,219 | 1,904,800 |
| Total Sewer Sales - High Cedars | 139,075 | 142,657 | 131,132 | 155,000 |
| Charges - Sewer Hookups | 41,860 | 64,860 | 38,380 | 28,500 |
| Penalties on Utilities | | | | |
| Sewer GFC | 1,252,170 | 542,268 | 451,400 | 480,000 |
| Nonrevenues | 136,000 | 136,000 | | 136,000 |
| Fines and Penalties | | | | |
| Miscellaneous | | 446 | 5,000 | 732 |
| Investment Interest | 34,873 | 68,284 | 79,838 | 55,000 |
| Transfers In | | | | |
| Bond Proceeds | | | | - |
| Grants | | | | |
| Other Revenue | | 1,502 | | |
| Total Revenue | 3,153,998 | 2,623,248 | 2,286,968 | 2,760,032 |
| Expenses | | | | |
| Salaries and Wages | 332,322 | 352,023 | 351,219 | 468,620 |
| Personnel Benefits | 146,247 | 152,078 | 147,610 | 197,980 |
| Supplies | 37,422 | 57,309 | 50,537 | 66,900 |
| Services | 420,053 | 416,413 | 463,854 | 1,334,376 |
| Intergovernmental | 84,442 | 101,647 | 82,849 | 87,400 |
| CAPEX | 1,260,917 | 716,230 | 523,910 | 458,640 |
| Existing Debt Principal | 250,000 | 260,000 | 270,000 | 21,962 |
| Existing Debt Interest | 26,760 | 16,435 | 5,656 | 2,913 |
| New Debt Principal | | | | |
| New Debt Interest | | | | |
| Transfers Out | 42,783 | 55,044 | 62,034 | 1,600,000 |
| Other | | 1,849 | | |
| Total Expenses | 2,600,946 | 2,129,028 | 1,957,669 | 4,238,790 |
| Income (Loss) | 553,052 | 494,220 | 329,299 | (1,478,758) |
| Beginning Cash & Investments | 6,026,277 | 6,579,329 | 7,073,549 | 7,571,441 |
| Ending Cash & Investments | 6,579,329 | 7,073,549 | 7,571,441 | 6,092,683 |

Stormwater Fund

Historical Information

In the Stormwater Fund, revenues have exceeded expenses in each of the past three years but are projected to decline below expenses in the 2019 budget. Cash in the Stormwater Fund has increased over the past three years from approximately \$1.3 million in 2016 to \$2.4 million in 2018 but is projected to decline to \$810,000 in 2019 due to large capital projects. Historical revenues and expenses and ending cash and investment balances are shown in the charts below.



| | 2016 | 2017 | 2018 | 2019 |
|---|------------------|------------------|------------------|------------------|
| Revenues | Actual | Actual | Actual | Budget |
| Intergovernmental | 352,648 | 111,247 | 20,377 | 325,000 |
| Fees-Storm Drainage | 843,583 | 926,164 | 721,210 | 830,000 |
| Storm GFC | 138,395 | 59,528 | 52,280 | 57,750 |
| GFC Surcharge | 6,322 | 195 | - | 578 |
| Storm Surcharge | 598 | 920 | | - |
| Miscellaneous | | 221 | | 500 |
| Investment Interest | 5,119 | 15,298 | 20,110 | 10,000 |
| Transfers In | | | | |
| Bond Proceeds | | | | - |
| Grants | | | | |
| Other Revenue | | 1,502 | | |
| Total Revenue | 1,346,665 | 1,115,075 | 813,976 | 1,223,828 |
| Expenses | | | | |
| Salaries and Wages | 211,980 | 208,841 | 168,753 | 298,115 |
| Personnel Benefits | 89,795 | 87,558 | 67,784 | 135,260 |
| Supplies | 8,596 | 8,839 | 10,536 | 12,600 |
| Services | 107,464 | 138,047 | 91,982 | 406,685 |
| Intergovernmental | 4,674 | 6,649 | 9,335 | 6,700 |
| CAPEX | 335,724 | 62,965 | 1,978 | 655,440 |
| Existing Debt Principal | 45 | | | 11,683 |
| Existing Debt Interest | | | | 1,549 |
| New Debt Principal | | | | |
| New Debt Interest | | | | |
| Transfers Out | 6,426 | 14,406 | 16,643 | 660,000 |
| Other | | 888 | | |
| Total Expenses | 764,704 | 528,193 | 367,011 | 2,188,032 |
| Income (Loss) | 581,961 | 586,882 | 446,965 | (964,204) |
| Beginning Cash & Investments | 729,056 | 1,337,574 | 1,924,454 | 2,381,694 |
| Ending Cash & Investments | 1,337,574 | 1,924,454 | 2,381,694 | 1,417,489 |

Current Rates

| WATER—Monthly Base Charge (Within City Limits) | | | | |
|--|-------------|------------|-------------|------------|
| Meter Size | 2018 | | 2019 | |
| | Residential | Commercial | Residential | Commercial |
| 0.75" | \$23.00 | \$23.00 | \$24.38 | \$24.38 |
| 1-1.5" | \$37.55 | \$37.55 | \$39.81 | \$39.81 |
| 2.0-4.0" | \$53.33 | \$53.33 | \$56.53 | \$56.53 |
| Qualified Low Income | \$17.25 | | \$18.29 | |

| Block Rates per 100 cubic feet of water USED | | | | |
|--|-------------|------------|-------------|------------|
| Rate Class | 2018 | 2018 | 2019 | 2019 |
| | Residential | Commercial | Residential | Commercial |
| Single Block Rate (per ccf) | | \$3.47 | | \$3.68 |
| Block 1: 100-600 CU FT | \$2.50 | | \$2.65 | |
| Block 2: 601-1700 CU FT | \$3.35 | | \$3.55 | |
| Block 3: 1701 + CU FT | \$5.04 | | \$5.34 | |
| Block 1: 0 to 600 CF—Qualified Low Income | \$1.87 | | \$1.98 | |
| Block 2: 601 to 1700 CF—Qualified Low Income | \$2.51 | | \$2.66 | |
| Block 3: 1701 + CF—Qualified Low Inc. | \$3.78 | | \$4.01 | |

| SEWER - Monthly Flat Rate | | | | |
|------------------------------------|---------|----------------|---------|----------------|
| Customer Class | 2018 | Flow (per ccf) | 2019 | Flow (per ccf) |
| Residential | \$47.18 | | \$49.49 | |
| Residential - Snowbird | \$34.31 | | \$35.99 | |
| Residential - Qualified Low Income | \$35.38 | | \$37.12 | |
| Commercial—Domestic ¹ | \$47.18 | \$4.86 | \$49.49 | \$5.10 |
| Commercial—Domestic ² | \$47.18 | \$8.61 | \$49.49 | \$9.04 |

¹Churches, Lodges, Businesses, Library, commercial Residence, Daycare, Schools
²Restaurant, Grocery with Deli, Other Food Related Businesses

| High Cedars Sewer Service | | | | |
|---------------------------|---------|---------|---------|---------|
| Residential | \$59.91 | | \$62.85 | |
| Business | \$59.91 | \$6.18 | \$62.85 | \$6.49 |
| Restaurant | \$59.91 | \$10.94 | \$62.85 | \$11.48 |

| STORMWATER | | | | |
|-------------------|------|---------|------|---------|
| Monthly Flat Rate | 2018 | | 2019 | |
| | | \$20.00 | | \$20.60 |

In order to determine equity in the rates charged, we reviewed customer counts, volumes and billing data. Of total water revenues received, 94.0% was from residential customers and 6.0% was from commercial customers. The total volume of water sold was 93.4% residential and 6.6% commercial. Typically, a difference under 5% is acceptable and indicates equitable rate structures. The water rates are equitable, and we don't see the need to change the water blocks.

| 2018 WATER | Residential | % | Commercial | % |
|----------------|-------------|-------|------------|------|
| Revenues | \$1,598,883 | 94.0% | \$101,292 | 6.0% |
| Volume (100cf) | 286,009 | 93.7% | 19,154 | 6.3% |

Of total sewer revenues received, 90.7% was from residential customers, 5.7% was from commercial1 customers and 3.6% from commercial2 customers. The total volume of sewer treated was 93.8% residential, 3.5 commercial 1 and 2.7% commercial 2. The sewer rates are also equitable.

| 2018 SEWER | Residential | % | Commercial 1 | % | Commercial 2 | % |
|----------------|-------------|-------|--------------|------|--------------|------|
| Revenues | \$1,773,743 | 90.7% | \$112,426 | 5.7% | \$70,316 | 3.6% |
| Volume (100cf) | 221,260 | 93.8% | 8,249 | 3.5% | 6,301 | 2.7% |

Tiered Sewer Rates

The City has requested that we provide options for implementing a tiered-rate structure for the Sewer Utility, similar to that of the Water Utility. Current revenues from sewer charges are budgeted at approximately \$1.9 million in 2019.

Based on the average monthly consumption over the past two twelve-month periods, this revenue is estimated to be generated across the following user groups as follows:

Residential revenues - \$1,700,000
 Non-residential - \$175,000
 Qualified Low Income - \$30,000

Therefore, our goal was to generate the same amount of revenues by implementing a fixed charge and tiered volume charge for each user group. One such option is proposed:

| Residential | | Qualified Low | |
|-------------|---------|---------------|---------|
| Base Charge | \$30.00 | Base Charge | \$20.00 |
| 0-600 CF | \$3.00 | 0-600 CF | \$3.00 |
| 600-1700 CF | \$3.75 | 600-1700 CF | \$3.75 |
| >1700 CF | \$4.69 | >1700 CF | \$4.69 |

| Non-Residential | |
|-----------------|---------|
| Base Charge | \$30.00 |
| 0-600 CF | \$4.50 |
| 600-1700 CF | \$5.63 |
| >1700 CF | \$7.03 |

Based on the average monthly consumption over the past two twelve-month periods, the proposed sewer rates are estimated to generate the following revenues by user group:

Residential revenues - \$1,770,000
 Non-residential - \$175,000
 Qualified Low Income - \$24,000

However, more revenues would be generated from the volume charge vs. the base charge for each of these groups, making revenues more variable.

Sample bills for various customers in each group under the proposed rates and the current rates are shown in the tables below. It should be noted, all Non-residential volume charges are assumed at the "Commercial-Domestic1" rate of \$5.10 per ccf.

Residential

Average bill @ or under 600 cf

| | units | |
|--------------------------------|-------|----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$3.00 Unit charge under 600cf | 6 | <u>\$18.00</u> |
| proposed total | | \$48.00 |
| <i>current</i> | | <i>\$49.49</i> |

Average bill between 600-1700cf

| | units | |
|--------------------------------|-------|----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$3.00 Unit charge under 600cf | 6 | \$18.00 |
| \$3.75 Unit charge 600-1700cf | 6 | <u>\$22.50</u> |
| proposed total | | \$70.50 |
| <i>current</i> | | <i>\$49.49</i> |

Average billover 1700

| | units | |
|--------------------------------|-------|-----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$3.00 Unit charge under 600cf | 6 | \$18.00 |
| \$3.75 Unit charge 600-1700cf | 11 | \$41.25 |
| \$4.69 Unit charge over 1700cf | 14 | <u>\$65.66</u> |
| proposed total | | \$154.91 |
| <i>current</i> | | <i>\$49.49</i> |

Non-Residential

Average bill @ or under 600 cf

| | units | |
|-----------------------|-------|----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$6.25 Unit charge | 6 | <u>\$37.50</u> |
| proposed total | | \$67.50 |
| <i>current</i> | | <i>\$80.09</i> |

Average bill between 600-1700cf

| | units | |
|-----------------------|-------|-----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$6.25 Unit charge | 13 | <u>\$81.25</u> |
| proposed total | | \$111.25 |
| <i>current</i> | | <i>\$115.79</i> |

Average bill over 1700 cf

| | units | |
|-----------------------|-------|-----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$6.25 Unit charge | 32 | <u>\$200.00</u> |
| proposed total | | \$230.00 |
| <i>current</i> | | <i>\$212.69</i> |

Qualified Low Income

Average bill under 600 cf

| | | |
|--------------------------------|-------|----------------|
| | units | |
| \$20.00 Base Charge | 1 | \$20.00 |
| \$3.00 Unit charge under 600cf | 5 | \$15.00 |
| proposed total | | \$35.00 |
| <i>current</i> | | \$37.12 |

Average bill between 600-1700cf

| | | |
|--------------------------------|-------|----------------|
| | units | |
| \$20.00 Base Charge | 1 | \$20.00 |
| \$3.00 Unit charge under 600cf | 6 | \$18.00 |
| \$3.75 Unit charge 600-1700cf | 6 | \$22.50 |
| proposed total | | \$60.50 |
| <i>current</i> | | \$37.12 |

Average billover 1700

| | | |
|--------------------------------|-------|-----------------|
| | units | |
| \$20.00 Base Charge | 1 | \$20.00 |
| \$3.00 Unit charge under 600cf | 6 | \$18.00 |
| \$3.75 Unit charge 600-1700cf | 11 | \$41.25 |
| \$4.69 Unit charge over 1700cf | 10 | \$46.90 |
| proposed total | | \$126.15 |
| <i>current</i> | | \$37.12 |

A second option is a fixed charge and a flat volume charge:

| Residential | | Qualified Low Income | |
|-----------------|---------|----------------------|---------|
| Base Charge | \$30.00 | Base Charge | \$20.00 |
| Volume Charge | \$3.45 | Volume Charge | \$3.45 |
| Non-Residential | | | |
| Base Charge | \$30.00 | | |
| Volume Charge | \$6.25 | | |

Based on the average monthly consumption over the past two twelve-month periods, the proposed sewer rates are estimated to generate the following revenues by user group:

Residential revenues - \$1,778,000
 Non-residential - \$174,000
 Qualified Low Income - \$24,000

As with the tiered volume charges, more revenues would be generated from the volume charge vs. the base charge for each of these groups, making revenues more variable.

Sample bills for various customers in each group under the proposed rates and the current rates are shown in the tables below. It should be noted, all Non-residential volume charges are assumed at the "Commercial-Domestic1" rate of \$5.10 per ccf.

Please note, these rates are projected to generate 2019 budgeted sewer revenues. Current projections indicate annual rate increases of 7.0% will be necessary to fund

Residential

Average bill @ or under 600 cf

| | units | |
|-----------------------|-------|----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$3.45 Unit charge | 6 | <u>\$20.70</u> |
| proposed total | | \$50.70 |
| <i>current</i> | | \$49.49 |

Average bill between 600-1700cf

| | units | |
|-----------------------|-------|----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$3.45 Unit charge | 12 | <u>\$41.40</u> |
| proposed total | | \$71.40 |
| <i>current</i> | | \$49.49 |

Average bill lover 1700cf

| | units | |
|-----------------------|-------|-----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$3.45 Unit charge | 31 | <u>\$106.95</u> |
| proposed total | | \$136.95 |
| <i>current</i> | | \$49.49 |

operations, maintenance, debt service and projected capital projects. The rate increases would need to be applied to the initial rate structure.

Non-Residential

Average bill @ or under 600 cf

| | units | |
|-----------------------|-------|----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$6.25 Unit charge | 6 | <u>\$37.50</u> |
| proposed total | | \$67.50 |
| <i>current</i> | | \$80.09 |

Average bill between 600-1700cf

| | units | |
|-----------------------|-------|-----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$6.25 Unit charge | 13 | <u>\$81.25</u> |
| proposed total | | \$111.25 |
| <i>current</i> | | \$115.79 |

Average bill over 1700 cf

| | units | |
|-----------------------|-------|-----------------|
| \$30.00 Base Charge | 1 | \$30.00 |
| \$6.25 Unit charge | 32 | <u>\$200.00</u> |
| proposed total | | \$230.00 |

Qualified Low Income**Average bill under 600 cf**

| | units | |
|-----------------------|-------|----------------|
| \$20.00 Base Charge | 1 | \$20.00 |
| \$3.45 Unit charge | 5 | <u>\$17.25</u> |
| proposed total | | \$37.25 |
| <i>current</i> | | <i>\$37.12</i> |

Average bill between 600-1700cf

| | units | |
|-----------------------|-------|----------------|
| \$20.00 Base Charge | 1 | \$20.00 |
| \$3.45 Unit charge | 12 | <u>\$41.40</u> |
| proposed total | | \$61.40 |
| <i>current</i> | | <i>\$37.12</i> |

Average bill over 1700cf

| | units | |
|-----------------------|-------|-----------------|
| \$20.00 Base Charge | 1 | \$20.00 |
| \$3.45 Unit charge | 27 | <u>\$93.15</u> |
| proposed total | | \$113.15 |
| <i>current</i> | | <i>\$37.12</i> |

We reviewed the sewer rates of the following communities:

- Auburn
- Sumner
- Bonney Lake
- Buckley
- Gig Harbor
- Puyallup
- Fircrest
- Edgewood

The majority employ a base fee plus volume charge (flat rate). This is the most common type of sewer rate structure we've experienced in our work with a multitude of public entities. None of these communities utilize a tiered sewer rate structure. Our experience has been that customers will push back on sewer volume charges based on water usage, as water used for irrigation, pool filling and car washing do not enter the sewer collection and treatment systems. Some communities address these concerns by using the average winter season water usage as the basis for sewer volume charges. Other communities have provisions for customers to install deduct meters that are connected to the outside spigots. A tiered sewer volume system will exacerbate this issue, as excess use for irrigation and other outdoor uses may drive usage into a higher priced tier.

Snowbird Rates

Typically, we see that snowbirds are charged the fixed fee during the months that they are gone and then the average residential bill for the non-winter months, since they aren't around to establish a winter average. Sometimes people capture fees through shut-off and turn-on fees, but not all snowbirds turn off their water when they leave.

Each utility continues to incur the fixed costs of the system, regardless. Therefore, we would recommend that you continue to charge the snowbird base fee, setting it at a level that will cover all fixed costs of each utility and spread amongst all users equally. Such costs that vary with the amount of water consumed would be excluded from this calculation.

Staff has counted 4 snowbird accounts on average over the past several years. This is such a minor amount that the City may wish to discontinue snowbird rates as the administration fees most likely outweigh the benefits.

Cash Reserves

Baker Tilly's clients often ask about the amount of cash that should be available in their Utility funds. Utility funds need sufficient cash to pay current expenses, together with principal and interest on outstanding bonds. This would typically require each Utility fund to have a minimum of three months of anticipated operating expenses and one year's total debt service in cash at the end of each year. However, this does not provide any level of cash reserves for unforeseen expenses, emergencies, or to cover any shortfalls in the budget. The amount of cash reserves that each fund should have is dependent on several factors, including:

- Reserves that are legally required
- Variability of the annual revenue stream
- Variability in annual expenses
- Variability in rainfall
- Age and condition of fixed assets
- Anticipated future capital needs
 - Capital improvement plan
 - Regulatory compliance
- Replacement reserve
- Tolerance for risk
- Number of relatively large customers

Unfortunately, there are no prescribed formulas, and the amount of reserves varies considerably between utilities. We understand the reserve policy for the Enterprise Funds is 50% of operating expenses. Therefore, our projections strive to meet reserves at the 50% level, or greater if 3 months operating expenses and one year's debt service exceeds 50%.

Assumptions

The City provided Baker Tilly with a variety of material including:

- 2019 Water, Sewer and Stormwater Budgets
- Current Utility rates
- Water, Sewer and Stormwater Capital Improvement Plans
- Detailed water consumption information for the prior 4 years
- Information about each utility
- Outstanding utility debt
- 20 new connections annually 2019-2021; 10 new connections annually 2022-2029

Assumptions for the growth of revenues resulting from volume of new customers were projected to be 1.0% annually in each Fund.

Assumptions for the increase in operating expenses were based on historical trends. Operating expenses for Salaries and Wages were projected to grow 3.0% annually in all funds with Personnel Benefits increasing 5.0% annually, Supplies increasing at 5% and Services increasing 3% annually for all Funds.

The investment interest rate earned on the investment of annual cash was assumed to be 1% based on the annual beginning cash balance in each fund.

3. Water Utility

Capital Outlay

To determine the appropriate future fees and rates needed for the operation of the Water Utility over the planning period, we have incorporated the anticipated future capital outlay needs provided by the City.

Capital outlay is projected to be \$14,286,668 over the planning period. Many of the capital items are projected to be paid from cash in the Water Fund, except for two larger projects totaling \$8.4 million in 2025 and 2030 which are projected to be financed with debt for a term of 20 years at 4.5-5.0%. These capital costs and their projected source of funding are shown in the table below.

| Year | Project | Water Utility | Water Bonds | Totals |
|------|--|------------------|------------------|-------------------|
| 2019 | Hillside Mower | 8,640 | | 8,640 |
| 2019 | OM14 - Upgrade Alarm System at all sources | 10,000 | | 10,000 |
| 2019 | OM4 - Upgrade Meters to Radio Read System | 45,000 | | 45,000 |
| 2019 | OM9 - SR 162 Service Crossing Replacement | 40,000 | | 40,000 |
| 2019 | Well 1 VFD Engineering | 15,000 | | 15,000 |
| 2019 | Well 1 VFD Engineering | 135,000 | | 135,000 |
| 2020 | 188th & 197th Waterline Crossing | 60,000 | | 60,000 |
| 2020 | Harman Reservoir Demo | 60,000 | | 60,000 |
| 2020 | OM4 - Upgrade Meters to Radio Read System | 35,000 | | 35,000 |
| 2020 | Pressure Valve | 210,000 | | 210,000 |
| 2020 | Well 1 VFD's | 170,000 | | 170,000 |
| 2020 | Well 3 Chlorine System Relocation | 47,000 | | 47,000 |
| 2021 | OM14 - Upgrade Alarm System at all sources | 10,000 | | 10,000 |
| 2021 | OM3 - Downtown 8-inch Distribution Main Replcmnt | 200,000 | | 200,000 |
| 2021 | OM4 - Upgrade Meters to Radio Read System | 40,000 | | 40,000 |
| 2021 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2021 | Whitehawk Extension | 615,000 | | 615,000 |
| 2022 | OM3 - Downtown 8-inch Distribution Main Replcmnt | 200,000 | | 200,000 |
| 2022 | OM4 - Upgrade Meters to Radio Read System | 40,000 | | 40,000 |
| 2022 | OM5-Browlin Ave Main Replacement | 245,000 | | 245,000 |
| 2022 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2023 | OM3 - Downtown 8-inch Distribution Main Replcmnt | 200,000 | | 200,000 |
| 2023 | OM4 - Upgrade Meters to Radio Read System | 40,000 | | 40,000 |
| 2023 | OM6-Corrin Ave South Main Replacement | 270,000 | | 270,000 |
| 2023 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2024 | OM12-Wingate VFD Replacement | 80,000 | | 80,000 |
| 2024 | OM3 - Downtown 8-inch Distribution Main Replcmnt | 200,000 | | 200,000 |
| 2024 | OM4 - Upgrade Meters to Radio Read System | 40,000 | | 40,000 |
| 2024 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2024 | SS3-Wingate Booster Pump Replacement | 120,000 | | 120,000 |
| 2025 | D4-Daffodil Ave 8 inch Main Replacement | | 509,000 | 509,000 |
| 2025 | OM3 - Downtown 8-inch Distribution Main Replcmnt | | 200,000 | 200,000 |
| 2025 | OM4 - Upgrade Meters to Radio Read System | 40,000 | | 40,000 |
| 2025 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2025 | Wingate Main Replacement | | 4,553,207 | 4,553,207 |
| 2026 | OM3 - Downtown 8-inch Distribution Main Replcmnt | 200,000 | | 200,000 |
| 2026 | OM4 - Upgrade Meters to Radio Read System | 40,000 | | 40,000 |
| 2026 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2027 | D1-Whitehawk Blvd Extension | 615,000 | | 615,000 |
| 2027 | OM3 - Downtown 8-inch Distribution Main Replcmnt | 200,000 | | 200,000 |
| 2027 | OM4 - Upgrade Meters to Radio Read System | 40,000 | | 40,000 |
| 2027 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2028 | OM3 - Downtown 8-inch Distribution Main Replcmnt | 200,000 | | 200,000 |
| 2028 | OM4 - Upgrade Meters to Radio Read System | 40,000 | | 40,000 |
| 2028 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2029 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| 2030 | OM10-SR162 Main Replacement | | 3,194,821 | 3,194,821 |
| 2030 | OM7-178th Ave Loop | 1,059,000 | | 1,059,000 |
| 2030 | OM9 - SR 162 Service Crossing Replacement | 20,000 | | 20,000 |
| | TOTALS | 5,769,640 | 8,457,028 | 14,226,668 |

Financial Projections

The financial projections assume the City would strive to maintain a minimum cash balance in the Water Fund equal to three months of anticipated operating expenses and one-year's debt service or 50% of operating expenses, whichever is greater, within the planning period

To determine the appropriate user rates needed for the operation of the Water Fund, we have projected future revenue and expenses and have incorporated the anticipated future capital outlay needs for the time period covered by this study.

The financial projections began with the Water Utility expenses. Expenses were projected based on an analysis of past trends, capital improvements, and the assumptions previously stated. The 2019 budget figures were used as the base for expense projections. Revenues were projected to ensure the recommended income, cash flow, and level of ending cash balances were met each year.

The projections show that annual increase of 6.0% are needed in the current rate structure through 2023, decreasing to 3.0% 2024 through 2030 in order to meet cash reserve levels in all but two years of the planning period. The Water Fund's ending cash balance is projected to increase from approximately \$1.5 million at the end of 2018 to approximately \$2.2 million at the end of 2030.

The financial projection is shown on the following pages.

| Projected Water Rate Adjustment | Projected Change 2020-2030 | | 6.00% | 6.00% | 6.00% | 6.00% | 3.00% |
|--|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Revenues | | | | | | | |
| Total Water Sales | 1.00% | 1,655,300 | 1,772,164 | 1,897,279 | 2,031,227 | 2,174,631 | 2,262,269 |
| Charges - Water Hookups | | 28,500 | 9,500 | 9,500 | 4,750 | 4,750 | 4,750 |
| Penalties on Utilities | 0.00% | 40,000 | 42,400 | 44,944 | 47,641 | 50,499 | 52,014 |
| Water GFC | | 240,000 | 73,685 | 75,158 | 38,331 | 39,097 | 39,879 |
| Fines and Penalties | 1.00% | 22,000 | 22,220 | 22,442 | 22,667 | 22,893 | 23,122 |
| Miscellaneous | 1.00% | 10,200 | 10,302 | 10,405 | 10,509 | 10,614 | 10,720 |
| Investment Interest | 1.00% | 10,000 | 10,279 | 11,004 | 11,781 | 12,613 | 13,121 |
| Transfers In | | - | - | - | - | - | - |
| Bond Proceeds | | - | - | - | - | - | - |
| Other Revenue | | - | - | - | - | - | - |
| Total Revenues | | 2,006,000 | 1,940,550 | 2,070,733 | 2,166,905 | 2,315,099 | 2,405,877 |
| Expenses | | | | | | | |
| Salaries and Wages | 3.00% | 467,974 | 482,013 | 496,474 | 511,368 | 526,709 | 542,510 |
| Personnel Benefits | 5.00% | 209,498 | 219,973 | 230,972 | 242,520 | 254,646 | 267,378 |
| Supplies | 5.00% | 50,500 | 53,025 | 55,676 | 58,460 | 61,383 | 64,452 |
| Services | 3.00% | 430,620 | 443,539 | 456,845 | 470,550 | 484,667 | 499,207 |
| Intergovernmental | 1.00% | 70,500 | 71,205 | 71,917 | 72,636 | 73,363 | 74,096 |
| CAPEX | | 253,640 | 582,000 | 885,000 | 505,000 | 530,000 | 460,000 |
| Existing Debt Principal | | 216,333 | 217,453 | 218,629 | 162,956 | 162,956 | 162,956 |
| Existing Debt Interest | | 32,182 | 27,815 | 23,391 | 19,555 | 17,110 | 14,666 |
| New Debt Principal | | - | - | - | - | - | - |
| New Debt Interest | | - | - | - | - | - | - |
| Transfers Out | | 660,000 | - | - | 25,000 | 25,750 | 26,523 |
| Other | | 139,000 | - | - | - | - | - |
| Total Expenses | | 2,530,247 | 2,097,023 | 2,438,903 | 2,068,045 | 2,136,583 | 2,111,788 |
| Income (Loss) | | (524,247) | (156,473) | (368,170) | 98,861 | 178,515 | 294,089 |
| Beginning Cash & Investments | | | | | | | |
| | | 1,552,126 | 1,027,879 | 871,406 | 503,236 | 602,097 | 780,612 |
| Ending Cash Balance | | | | | | | |
| | | 1,027,879 | 871,406 | 503,236 | 602,097 | 780,612 | 1,074,701 |
| Minimum Cash Balance | | | | | | | |
| For ongoing operations | | 307,273 | 317,439 | 327,971 | 338,884 | 350,192 | 361,911 |
| For debt service | | 245,268 | 242,020 | 182,510 | 180,066 | 177,622 | 175,177 |
| Additional to meet City Policy of 50% of Op Expenses | | 62,005 | 75,418 | 145,460 | 158,817 | 172,570 | 186,733 |
| Minimum Cash Balance Required | | 614,546 | 634,877 | 655,942 | 677,767 | 700,384 | 723,822 |
| Amount Over (Under) Minimum | | 413,333 | 236,529 | (152,706) | (75,671) | 80,228 | 350,879 |
| | | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Days Cash | | 185 | 250 | 140 | 159 | 200 | 266 |

| Projected Water Rate Adjustment | Projected Change 2020-2030 | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% |
|--|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| Revenues | | | | | | | |
| Total Water Sales | 1.00% | 2,353,439 | 2,448,282 | 2,546,948 | 2,649,590 | 2,756,368 | 2,867,450 |
| Charges - Water Hookups | | 4,750 | 4,750 | 4,750 | 4,750 | 4,750 | 4,750 |
| Penalties on Utilities | 0.00% | 53,574 | 55,182 | 56,837 | 58,542 | 60,299 | 62,107 |
| Water GFC | | 40,677 | 41,491 | 42,320 | 43,167 | 44,030 | 44,911 |
| Fines and Penalties | 1.00% | 23,353 | 23,587 | 23,823 | 24,061 | 24,302 | 24,545 |
| Miscellaneous | 1.00% | 10,828 | 10,936 | 11,045 | 11,156 | 11,267 | 11,380 |
| Investment Interest | 1.00% | 13,650 | 14,200 | 14,773 | 15,368 | 15,987 | 16,632 |
| Transfers In | | | | | | | |
| Bond Proceeds | | 5,262,207 | - | - | - | - | 3,194,821 |
| Other Revenue | | | | | | | |
| Total Revenues | | 7,762,478 | 2,598,428 | 2,700,496 | 2,806,634 | 2,917,003 | 6,226,595 |
| Expenses | | | | | | | |
| Salaries and Wages | 3.00% | 558,785 | 575,549 | 592,815 | 610,600 | 628,918 | 647,785 |
| Personnel Benefits | 5.00% | 280,747 | 294,785 | 309,524 | 325,000 | 341,250 | 358,313 |
| Supplies | 5.00% | 67,675 | 71,059 | 74,611 | 78,342 | 82,259 | 86,372 |
| Services | 3.00% | 514,183 | 529,608 | 545,497 | 561,861 | 578,717 | 596,079 |
| Intergovernmental | 1.00% | 74,837 | 75,586 | 76,341 | 77,105 | 77,876 | 78,655 |
| CAPEX | | 5,322,207 | 260,000 | 875,000 | 260,000 | 20,000 | 4,273,821 |
| Existing Debt Principal | | 162,956 | 162,956 | 162,956 | 162,956 | 162,956 | - |
| Existing Debt Interest | | 12,222 | 9,777 | 7,333 | 4,889 | 2,444 | - |
| New Debt Principal | | - | 167,739 | 175,287 | 183,175 | 191,418 | 200,032 |
| New Debt Interest | | - | 236,799 | 229,251 | 221,363 | 213,120 | 204,506 |
| Transfers Out | | 27,318 | 28,138 | 28,982 | 29,851 | 30,747 | 31,669 |
| Other | | | | | | | |
| Total Expenses | | 7,020,930 | 2,411,995 | 3,077,598 | 2,515,142 | 2,329,706 | 6,477,232 |
| Income (Loss) | | 741,548 | 186,432 | (377,102) | 291,491 | 587,298 | (250,637) |
| Beginning Cash & Investments | | | | | | | |
| | | 1,074,701 | 1,816,249 | 2,002,681 | 1,625,579 | 1,917,071 | 2,504,368 |
| Ending Cash Balance | | 1,816,249 | 2,002,681 | 1,625,579 | 1,917,071 | 2,504,368 | 2,253,731 |
| Minimum Cash Balance | | | | | | | |
| For ongoing operations | | 374,057 | 386,647 | 399,697 | 413,227 | 427,255 | 441,801 |
| For debt service | | 577,271 | 574,827 | 572,383 | 569,938 | 404,538 | 404,538 |
| Additional to meet City Policy of 50% of Op Expenses | | - | - | - | - | 22,717 | 37,263 |
| Minimum Cash Balance Required | | 951,328 | 961,474 | 972,080 | 983,165 | 854,510 | 883,602 |
| Amount Over (Under) Minimum | | 864,920 | 1,041,207 | 653,499 | 933,905 | 1,649,858 | 1,370,130 |
| | | | | | | | |
| | | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| Days Cash | | 435 | 464 | 365 | 416 | 525 | 457 |

4. Sewer Utility

Capital Outlay

To determine the appropriate future fees and rates needed for the operation of the Sewer Utility over the planning period, we have incorporated the anticipated future capital outlay needs provided by the City.

The estimated capital improvements used in the financial projections include those projected in the City's C.I.P. and the annual renewal and replacement cost determined above. Capital outlay is projected to be \$18,059,877 over the planning period. Approximately \$2.2 million of the capital items are projected to be paid from cash in the Sewer Fund, with \$15.8 million projected to be financed with debt with a term of 20 years at rates ranging between 3.75% and 5.0%. These capital costs and their projected source of funding are shown in the table below.

| Year | Project | Sewer Utility | Sewer Bonds | Totals |
|---------------|--|------------------|-------------------|-------------------|
| 2019 | Class A Solids Handling Improvements | 200,000 | | 200,000 |
| 2019 | Hillside Mower | 8,640 | | 8,640 |
| 2019 | WI Upgrades | 250,000 | | 250,000 |
| 2020 | Class A Solids Handling Improvements | | 5,943,588 | 5,943,588 |
| 2020 | WI Upgrades | 200,000 | | 200,000 |
| 2020 | Puyallup River Lift Station Replacement | | 900,000 | 900,000 |
| 2020 | Rainier Meadows Lift Station Replacement | | 600,000 | 600,000 |
| 2021 | Class A Solids Handling Improvements | | 3,762,392 | 3,762,392 |
| 2021 | WI Upgrades | 200,000 | | 200,000 |
| 2022 | WI Upgrades | 200,000 | | 200,000 |
| 2023 | WI Upgrades | 200,000 | | 200,000 |
| 2023 | Water Reclamation Facilities | | 1,973,211 | 1,973,211 |
| 2024 | WI Upgrades | 200,000 | | 200,000 |
| 2025 | WI Upgrades | 200,000 | | 200,000 |
| 2026 | WI Upgrades | 200,000 | | 200,000 |
| 2027 | WI Upgrades | 200,000 | | 200,000 |
| 2027 | WI Upgrades | 200,000 | | 200,000 |
| 2026 | Reclaimed Water Upgrade | | 393,307 | 393,307 |
| 2027 | Reclaimed Water Upgrade | | 2,228,739 | 2,228,739 |
| TOTALS | | 2,258,640 | 15,801,237 | 18,059,877 |

Financial Projections

The financial projections for the Sewer Fund assume the City would strive to maintain a minimum cash balance in the Sewer Fund equal to three months of anticipated operating expenses and one-year's debt service or 50% of operating expenses, whichever is greater, within the planning period

To determine the appropriate user rates needed for the operation of the Sewer Fund, we have projected future revenue and expenses and have incorporated the anticipated future capital outlay needs from the C.I.P. The financial projections began with the Sewer Utility expenses. Expenses were projected based on an analysis of past trends,

capital improvements, and the assumptions previously stated. The 2019 budget figures were used as the base for expense projections. Revenues were projected to ensure the recommended income, cash flow, and level of ending cash balances were met each year.

The projection shows that annual increases of 7.0% are needed in the current rate structure to maintain cash levels and meet recommended reserves. Ending cash is projected to decrease from approximately \$7.5 million at the end of 2018 to approximately \$4.4 million at the end of 2030.

The financial projection is shown below and on the following page.

| Projected Sewer Rate Adjustment | Projected Change 2020-2030 | | 7.00% | 7.00% | 7.00% | 7.00% | 7.00% |
|--|----------------------------|--------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Revenues | | | | | | | |
| Total Sewer Sales | 1.00% | 1,904,800 | 2,058,517 | 2,224,640 | 2,404,168 | 2,598,185 | 2,807,858 |
| Total Sewer Sales - High Cedars | 1.00% | 155,000 | 167,509 | 181,026 | 195,635 | 211,423 | 228,485 |
| Charges - Sewer Hookups | | 28,500 | 9,200 | 9,200 | 4,600 | 4,600 | 4,600 |
| Sewer GFC | | 480,000 | 158,406 | 161,574 | 82,403 | 84,051 | 85,732 |
| Nonrevenues | -100.00% | 136,000 | - | - | - | - | - |
| Miscellaneous | 1.00% | 732 | 739 | 747 | 754 | 762 | 769 |
| Investment Interest | 1.00% | 55,000 | 60,927 | 60,979 | 56,780 | 50,126 | 44,738 |
| Transfers In | | - | - | - | - | - | - |
| Bond Proceeds | | - | 7,443,588 | 3,762,392 | - | 1,973,211 | - |
| Other Revenue | | - | - | - | - | - | - |
| Total Revenues | | 2,760,032 | 9,898,886 | 6,400,558 | 2,744,341 | 4,922,357 | 3,172,182 |
| Expenses | | | | | | | |
| Salaries and Wages | 3.00% | 468,620 | 482,679 | 497,159 | 512,074 | 527,436 | 543,259 |
| Personnel Benefits | 5.00% | 197,980 | 207,879 | 218,273 | 229,187 | 240,646 | 252,678 |
| Supplies | 5.00% | 66,900 | 70,245 | 73,757 | 77,445 | 81,317 | 85,383 |
| Services | 3.00% | 1,334,376 | 1,374,407 | 1,415,639 | 1,458,109 | 1,501,852 | 1,546,908 |
| Intergovernmental | 3.00% | 87,400 | 90,022 | 92,723 | 95,504 | 98,369 | 101,321 |
| CAPEX | | 458,640 | 7,643,588 | 3,962,392 | 200,000 | 2,173,211 | 200,000 |
| Existing Debt Principal | | 21,962 | 23,060 | 24,213 | - | - | - |
| Existing Debt Interest | | 2,913 | 1,787 | 605 | - | - | - |
| New Debt Principal | | - | - | 256,522 | 392,489 | 407,523 | 487,697 |
| New Debt Interest | | - | - | 279,135 | 420,011 | 404,976 | 473,227 |
| Transfers Out | | 1,600,000 | - | - | 25,000 | 25,750 | 26,523 |
| Other | | - | - | - | - | - | - |
| Total Expenses | | 4,238,790 | 9,893,667 | 6,820,418 | 3,409,818 | 5,461,081 | 3,716,995 |
| Income (Loss) | | (1,478,758) | 5,219 | (419,860) | (665,477) | (538,724) | (544,813) |
| Beginning Cash & Investments | | 7,571,441 | 6,092,683 | 6,097,902 | 5,678,042 | 5,012,565 | 4,473,841 |
| Ending Cash Balance | | 6,092,683 | 6,097,902 | 5,678,042 | 5,012,565 | 4,473,841 | 3,929,028 |
| Minimum Cash Balance | | | | | | | |
| For ongoing operations | | 538,819 | 556,308 | 574,388 | 593,080 | 612,405 | 632,387 |
| For debt service | | 24,847 | 560,474 | 812,500 | 812,500 | 960,924 | 960,924 |
| Additional to meet City Policy of 50% of Op Expenses | | 513,972 | - | - | - | - | - |
| Minimum Cash Balance Required | | 1,077,638 | 1,116,782 | 1,386,887 | 1,405,579 | 1,573,329 | 1,593,311 |
| Amount Over (Under) Minimum | | 5,015,045 | 4,981,120 | 4,291,155 | 3,606,986 | 2,900,511 | 2,335,717 |
| | | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Days Cash | | 592 | 1,000 | 902 | 763 | 660 | 561 |

| Projected Sewer Rate Adjustment | Projected Change 2020-2030 | 7.00% | 7.00% | 7.00% | 7.00% | 7.00% | 7.00% |
|--|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| Revenues | | | | | | | |
| Total Sewer Sales | 1.00% | 3,034,452 | 3,279,332 | 3,543,975 | 3,829,973 | 4,139,052 | 4,473,074 |
| Total Sewer Sales - High Cedars | 1.00% | 246,924 | 266,850 | 288,385 | 311,658 | 336,809 | 363,989 |
| Charges - Sewer Hookups | | 4,600 | 4,600 | 4,600 | 4,600 | 4,600 | 4,600 |
| Sewer GFC | | 87,447 | 89,195 | 90,979 | 92,799 | 94,655 | 96,548 |
| Nonrevenues | -100.00% | - | - | - | - | - | - |
| Miscellaneous | 1.00% | 777 | 785 | 793 | 801 | 809 | 817 |
| Investment Interest | 1.00% | 39,290 | 35,421 | 33,315 | 30,874 | 32,808 | 37,168 |
| Transfers In | | | | | | | |
| Bond Proceeds | | - | 393,307 | 2,228,739 | - | - | - |
| Other Revenue | | | | | | | |
| Total Revenues | | 3,413,490 | 4,069,491 | 6,190,786 | 4,270,705 | 4,608,732 | 4,976,195 |
| Expenses | | | | | | | |
| Salaries and Wages | 3.00% | 559,557 | 576,343 | 593,634 | 611,443 | 629,786 | 648,680 |
| Personnel Benefits | 5.00% | 265,312 | 278,578 | 292,507 | 307,132 | 322,489 | 338,613 |
| Supplies | 5.00% | 89,652 | 94,135 | 98,842 | 103,784 | 108,973 | 114,422 |
| Services | 3.00% | 1,593,315 | 1,641,114 | 1,690,348 | 1,741,058 | 1,793,290 | 1,847,088 |
| Intergovernmental | 3.00% | 104,360 | 107,491 | 110,716 | 114,037 | 117,458 | 120,982 |
| CAPEX | | 200,000 | 593,307 | 2,628,739 | - | - | - |
| Existing Debt Principal | | - | - | - | - | - | - |
| Existing Debt Interest | | - | - | - | - | - | - |
| New Debt Principal | | 506,650 | 526,341 | 559,336 | 648,558 | 674,601 | 701,699 |
| New Debt Interest | | 454,274 | 434,583 | 431,824 | 521,441 | 495,399 | 468,301 |
| Transfers Out | | 27,318 | 28,138 | 28,982 | 29,851 | 30,747 | 31,669 |
| Other | | | | | | | |
| Total Expenses | | 3,800,439 | 4,280,030 | 6,434,926 | 4,077,305 | 4,172,743 | 4,271,454 |
| Income (Loss) | | (386,949) | (210,540) | (244,140) | 193,400 | 435,990 | 704,741 |
| Beginning Cash & Investments | | 3,929,028 | 3,542,079 | 3,331,539 | 3,087,399 | 3,280,799 | 3,716,788 |
| Ending Cash Balance | | 3,542,079 | 3,331,539 | 3,087,399 | 3,280,799 | 3,716,788 | 4,421,530 |
| Minimum Cash Balance | | | | | | | |
| For ongoing operations | | 653,049 | 674,415 | 696,511 | 719,363 | 742,999 | 767,446 |
| For debt service | | 960,924 | 991,160 | 1,170,000 | 1,170,000 | 1,170,000 | 1,170,000 |
| Additional to meet City Policy of 50% of Op Expenses | | - | - | - | - | - | - |
| Minimum Cash Balance Required | | 1,613,973 | 1,665,575 | 1,866,511 | 1,889,363 | 1,912,999 | 1,937,446 |
| Amount Over (Under) Minimum | | 1,928,106 | 1,665,964 | 1,220,888 | 1,391,435 | 1,803,790 | 2,484,084 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Days Cash | | 490 | 446 | 400 | 412 | 452 | 520 |

5. Stormwater Utility

Capital Outlay

To determine the appropriate future fees and rates needed for the operation of the Stormwater Utility over the planning period, we have incorporated the anticipated future capital outlay needs provided by the City.

The estimated capital improvements used in the financial projections include those projected in the City's C.I.P. Capital outlay is projected to be \$7,071,440 over the planning period. These capital costs and their projected source of funding are shown in the table below.

| Year | Project | Stormwater Utility | Stormwater Bonds | Totals |
|------|---|-----------------------|---------------------|------------------|
| 2019 | Hillside Mower | 37,440 | | 37,440 |
| 2019 | Kansas Outfall Replacement Construction | 300,000 | | 300,000 |
| 2019 | Kansas Outfall Replacement Construction Mgmt | 35,000 | | 35,000 |
| 2019 | Levee Outfall Construction | 194,000 | | 194,000 |
| 2019 | Levee Outfall Construction Construction match | 29,000 | | 29,000 |
| 2019 | Outfall Construction Management | 20,000 | | 20,000 |
| 2019 | Village Green PS Panel Upgrade Upgrade | 40,000 | | 40,000 |
| 2020 | Callistoga St W Stormwater Construction | 520,000 | | 520,000 |
| 2020 | Project: CIP No. 12 - Puyallup River Outfall Improvements | 435,000 | | 435,000 |
| 2022 | Whitehawk Extension | | 1,461,000 | 1,461,000 |
| 2023 | Misc Stormwater Improvements | 500,000 | | 500,000 |
| 2024 | Misc Stormwater Improvements | 500,000 | | 500,000 |
| 2025 | Misc Stormwater Improvements | 500,000 | | 500,000 |
| 2026 | Misc Stormwater Improvements | 500,000 | | 500,000 |
| 2027 | Misc Stormwater Improvements | 500,000 | | 500,000 |
| 2028 | Misc Stormwater Improvements | 500,000 | | 500,000 |
| 2029 | Misc Stormwater Improvements | 500,000 | | 500,000 |
| 2030 | Misc Stormwater Improvements | 500,000 | | 500,000 |
| | TOTALS | 5,610,440 | 1,461,000 | 7,071,440 |

Financial Projections

As with the Water and Sewer Funds, financial projections for the Stormwater Fund assume the City would strive to maintain a minimum cash balance equal to three months of anticipated operating expenses and one-year's debt service within the planning period or 50% of operating expenses, whichever is greater.

To determine the appropriate user rates needed for the operation of the Stormwater Fund, we have projected future revenue and expenses and have incorporated the anticipated future capital outlay needs from the C.I.P. The financial projections began with the Stormwater Utility expenses. Expenses were projected based on an analysis of past trends, capital improvements, and the assumptions previously stated. The 2019 budget figures were used as the base for expense projections. Revenues were projected to ensure the recommended income, cash flow, and level of ending cash balances were met each year.

The projection shows that annual increases of 5.0% are needed in the current rate structure. Ending cash is projected to decrease from approximately \$2.4 million at the end of 2018 to approximately \$1.1 million at the end of 2030.

The financial projection is shown on the following pages.

5. Stormwater Utility

| Projected Stormwater Rate Adjustment | Projected Change 2020-2030 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Revenues | | | | | | | |
| Intergovernmental | 1.00% | 325,000 | 328,250 | 331,533 | 334,848 | 338,196 | 341,578 |
| Fees-Storm Drainage | 1.00% | 830,000 | 880,215 | 933,468 | 989,943 | 1,049,834 | 1,113,349 |
| Storm GFC | | 57,750 | 17,666 | 18,020 | 9,190 | 9,374 | 9,561 |
| GFC Surcharge | 0.00% | 578 | 578 | 578 | 578 | 578 | 578 |
| Miscellaneous | 2.00% | 500 | 510 | 520 | 531 | 541 | 552 |
| Investment Interest | 1.00% | 10,000 | 14,175 | 8,027 | 11,641 | 15,476 | 13,587 |
| Transfers In | 1.00% | - | - | - | - | - | - |
| Bond Proceeds | | - | - | - | 1,461,000 | - | - |
| Other Revenue | | - | - | - | - | - | - |
| Total Revenues | | 1,223,828 | 1,241,394 | 1,292,145 | 2,807,730 | 1,413,999 | 1,479,205 |
| Expenses | | | | | | | |
| Salaries and Wages | 3.00% | 298,115 | 307,058 | 316,270 | 325,758 | 335,531 | 345,597 |
| Personnel Benefits | 5.00% | 135,260 | 142,023 | 149,124 | 156,580 | 164,409 | 172,630 |
| Supplies | 5.00% | 12,600 | 13,230 | 13,892 | 14,586 | 15,315 | 16,081 |
| Services | 3.00% | 406,685 | 418,886 | 431,452 | 444,396 | 457,728 | 471,459 |
| Intergovernmental | 1.00% | 6,700 | 6,767 | 6,835 | 6,903 | 6,972 | 7,042 |
| CAPEX | | 655,440 | 955,000 | - | 1,461,000 | 500,000 | 500,000 |
| Existing Debt Principal | | 11,683 | 12,267 | 12,880 | - | - | - |
| Existing Debt Interest | | 1,549 | 951 | 322 | - | - | - |
| New Debt Principal | | - | - | - | - | 49,063 | 51,025 |
| New Debt Interest | | - | - | - | - | 58,440 | 56,477 |
| Transfers Out | | 660,000 | - | - | 15,000 | 15,450 | 15,914 |
| Other | | - | - | - | - | - | - |
| Total Expenses | | 2,188,032 | 1,856,181 | 930,775 | 2,424,223 | 1,602,908 | 1,636,226 |
| Income (Loss) | | (964,204) | (614,788) | 361,370 | 383,506 | (188,909) | (157,020) |
| Beginning Cash & Investments | | 2,381,694 | 1,417,489 | 802,702 | 1,164,072 | 1,547,578 | 1,358,669 |
| Ending Cash Balance | | 1,417,489 | 802,702 | 1,164,072 | 1,547,578 | 1,358,669 | 1,201,648 |
| Minimum Cash Balance | | | | | | | |
| For ongoing operations | | 214,840 | 221,991 | 229,393 | 237,056 | 244,989 | 253,202 |
| For debt service | | 13,217 | 13,202 | - | 107,503 | 107,503 | 107,503 |
| Additional to meet City Policy of 50% of Op Expenses | | 201,623 | 208,789 | 229,393 | 129,553 | 137,486 | 145,699 |
| Minimum Cash Balance Required | | 429,680 | 443,982 | 458,786 | 474,112 | 489,978 | 506,405 |
| Amount Over (Under) Minimum | | 987,809 | 358,720 | 705,286 | 1,073,466 | 868,691 | 695,244 |
| | | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Days Cash | | 341 | 330 | 463 | 586 | 498 | 426 |

6. Sample Bills

Sample bills, based on the current and proposed rates, were prepared for the following users:

- Low Single Family Residential User – uses 480 cubic feet of water/month
- Large Single Family Residential User – uses 1,400 cubic feet of water/month
- Average Single Family Residential User – uses 649 cubic feet of water/month
- Low Commercial User – uses 205 cubic feet of water/month
- High Commercial User – uses 2,655 cubic feet of water/month

An average residential user with 649 cubic feet of water consumption/month currently pays \$109.46 monthly for water, sewer and stormwater. Water Utility costs are projected to increase \$2.36/month and Sewer Utility costs are projected to increase \$3.46/month in 2020. Stormwater costs are projected to increase \$1.03 in 2020. The combined costs of all utilities are projected to increase to \$116.32/month an increase of \$6.86 in 2020. The sample monthly cost of water, sewer and stormwater utilities based on the financial projections are shown in the tables below.

SAMPLE BILLS

| | <i>Use:</i> | | |
|------------------------|----------------|----------------|--------|
| | 2019 | 2020 | |
| <i>Low Residential</i> | | | |
| | | | |
| | | | |
| water | \$34.45 | \$36.52 | |
| sewer | \$49.49 | \$52.95 | |
| storm | <u>\$20.60</u> | <u>\$21.63</u> | |
| | \$104.54 | \$111.10 | \$6.56 |

| | <i>Use:</i> | | |
|-------------------------|----------------|----------------|--------|
| | 2019 | 2020 | |
| <i>High Residential</i> | | | |
| | | | |
| | | | |
| water | \$66.03 | \$69.99 | |
| sewer | \$49.49 | \$52.95 | |
| storm | <u>\$20.60</u> | <u>\$21.63</u> | |
| | \$136.12 | \$144.58 | \$8.46 |

| | <i>Use:</i> | | |
|----------------------------|----------------|----------------|--------|
| | 2019 | 2020 | |
| <i>Average Residential</i> | | | |
| | | | |
| | | | |
| water | \$39.37 | \$41.73 | |
| sewer | \$49.49 | \$52.95 | |
| storm | <u>\$20.60</u> | <u>\$21.63</u> | |
| | \$109.46 | \$116.32 | \$6.86 |

7. Comparison to Neighboring Communities

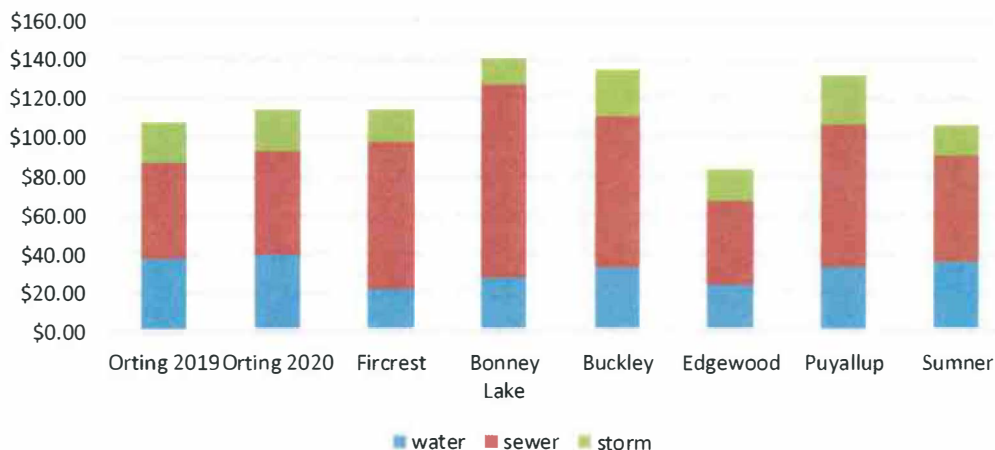
| <i>Low Commercial</i> | <i>Use:</i> | <i>205 cf</i> | |
|------------------------|----------------|----------------|---------|
| | 2019 | 2020 | |
| water | \$28.24 | \$29.94 | |
| sewer | \$59.95 | \$64.14 | |
| storm | <u>\$20.60</u> | <u>\$21.63</u> | |
| | \$108.79 | \$115.71 | \$6.92 |
| | | | |
| <i>High Commercial</i> | <i>Use:</i> | <i>2655 cf</i> | |
| water | \$137.51 | \$145.76 | |
| sewer | \$289.50 | \$309.77 | |
| storm | <u>\$82.40</u> | <u>\$86.52</u> | |
| | \$509.42 | \$542.05 | \$32.64 |

7. Comparison to Neighboring Communities

Although each City's utility system is unique, we understand the need to try to keep rates competitive. The charts below show the 2019 monthly water, sewer and stormwater bills for an average residential customer for six neighboring communities and the 2019 and proposed 2020 water bill for Orting. Orting's current and projected monthly utility bills are less than four of the neighboring communities with three having higher bills.

The City has the highest water rates in the group, but the second lowest sewer rates, which could be indicative of the higher annual rate increase recommendations. Higher sewer rate increases are needed in Orting due to large system improvements included in the projections. Stormwater rates show two cities having higher rates and four having lower rates. The combined monthly bills are shown in the table below.

Average Residential Monthly Utility Bill (600cf)



8. Conclusions and Recommendations

This study was undertaken to review and analyze Orting's Water, Sewer and Stormwater Utility Funds to determine the appropriate rate structure and rate levels needed to pay for anticipated operating expenses, to provide for anticipated capital improvements, and to ensure adequate levels of cash reserves.

The following conclusions were determined as a result of this study and the financial projections prepared:

- We recommend the City increase water rates by 6.0% annually through 2023 and 3.0% through 2030. These increases are needed to pay for anticipated operating expenses, debt service and capital outlay including the targeted amount to maintain adequate cash reserves.
- We recommend sewer rates should be increased annually by 7.0% for 2020 through 2030. These increases are needed to pay for anticipated operating expenses, capital outlay and debt service.
- We recommend the City increase Stormwater rates by 5.0% annually through 2030. These increases are needed to pay for anticipated operating expenses, debt service and capital outlay including the targeted amount to maintain adequate cash reserves.
- The City should establish the user rates for all the Utility Funds for a three to five-year period. The rates should be reviewed on an annual basis concurrent with the development of the following year's budget.

These recommendations are based on information provided to us by city staff. The City will need to monitor the performance of the Water, Sewer and Stormwater Funds and make any necessary adjustments based upon its actual performance and on the actual construction costs of the anticipated capital improvements.



**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|---|--|-------------------------------|----------------------------|-----------------------------|
| Subject: Comprehensive Plan Amendment Docketing plan | AB19-82 | N/A | | |
| | | | 11.20.19 | 11.25.19 |
| | | | | |
| | Department: | Admin; Planning | | |
| | Date Submitted: | 11/13/19 | | |
| Cost of Item: | <u>\$NA</u> | | | |
| Amount Budgeted: | <u>\$NA</u> | | | |
| Unexpended Balance: | <u>\$NA</u> | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | Mark Bethune, Emily Adams (Planner), Charlotte Archer (Legal) | | | |
| Fiscal Note: | | | | |
| Attachments: Resolution No. 2019-31, and Exhibit A thereto | | | | |
| <p>SUMMARY STATEMENT: The City, as a non-charter code city planning pursuant to the Growth Management Act, the City of Orting may (but is not required to) amend its Comprehensive Plan no more than once per year. Orting Municipal Code 15-2-5 sets out a procedure for submission, review and action on proposed amendments to the City’s Comprehensive Plan. Staff recommends the adoption of a detailed timeline for this process, so as to encourage public participation in the process and to ensure that the process proceeds efficiently and effectively.</p> <p>By Resolution No. 2019-31 and Exhibit A thereto, the Council would adopt a timeline and process that is consistent with OMC 15-2-5 for the potential amendment of the Comprehensive Plan in 2020. Again, there is no requirement that the City amend its Comprehensive Plan in 2020; however, this Resolution sets out the process that will be followed if applications for amendment(s) are proposed by the public and/or the City.</p> <p>Staff is working to develop one timeline/process for 2021 and for all years thereafter, that would begin in late 2020 (likely September/October 2020). This proposal will be submitted to the Council in early 2020.</p> | | | | |
| RECOMMENDED ACTION: Move forward to consent agenda /November 25th, 2019. | | | | |
| FUTURE MOTION: To adopt Resolution No. 2019-31 Adopting Comprehensive Plan Amendment Procedures. | | | | |

**CITY OF ORTING
WASHINGTON**

RESOLUTION NO. 2019-31

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, ADOPTING COMPREHENSIVE PLAN
AMENDMENT PROCEDURES.**

WHEREAS, RCW 36.70A, the Growth Management Act (“GMA”) requires a public participation process for updates, proposed amendments, or revisions of the City’s Comprehensive Plan; and

WHEREAS, the City’s process for annual amendments to the Comprehensive Plan is set out in the Orting Municipal Code (“OMC”) at Section 15-12-5; and

WHEREAS, the City Council has determined it is necessary to set out a timeline and procedure for the 2020 review and amendment of the Comprehensive Plan to ensure early and continuous public participation and an efficient process; and

WHEREAS, the City Council finds that the timeline and procedures set out in Exhibit A to this Resolution are consistent with OMC 15-2-5 and the GMA, and other relevant state and local laws, and meets the needs of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORTING AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are incorporated herein by this reference.

Section 2. Adoption. The City Council of the City of Orting adopts the Comprehensive Plan Amendment Timeline and Process for 2020, set out in Exhibit A hereto and incorporated herein by this reference.

Section 3. Corrections. The City Clerk and the codifiers of this resolution are authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener’s errors, references, numbering, section/subsection numbers and any references thereto.

Section 4. Effective date. This Resolution shall become effective immediately upon adoption and signature as provided by law.

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

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee, Best, Doezie & Ryder, P.S.
City Attorney



CITY OF ORTING

110 TRAIN ST SE, PO BOX 489, ORTING WA 98360

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

www.cityoforting.org

EXHIBIT A

November 12, 2019

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

Subject: Comprehensive Plan Amendment Docketing Proposal

Dear Mayor Penner:

The City Council just passed the 2019 Comprehensive Plan Amendments and Zoning Amendments. Now we must look forward to the next cycle of potential amendments for the 2020 year.

With some exceptions related to new subarea plans, RCW 36.70A.130(2), stipulates that cities and counties may consider proposed amendments no more frequently than once per year. This is reflected in OMC 15-12-5.

We are recommending a docketing process for reviewing and considering annual requests to amend the Comprehensive Plan so that the cumulative effect of all citizen- and staff-initiated proposals can be ascertained. Most local communities have established a docketing process that provides certainty to applicants and the public related to deadlines for submitting amendment requests, the timetable for substantive review of the requests by City staff, and to the anticipated schedule for review and consideration by the Planning Commission and City Council.

Historically it seems the City of Orting has opened the docket in January and closed it in April, and occasionally opening it again past April. Moving forward into 2020 a docketing open and close date need to be established and adhered to. In compliance with City and State law, we are proposing the following for 2020 Comprehensive Plan amendment requests:

- **January–February:** The City will advertise the Comprehensive Plan amendment docketing process, inviting the public to propose amendments. Advertisement should be included in the newspaper, newsletter, on the City website as well as at City Hall to provide for maximum exposure to the citizens.
 - The notice will specify the deadline that all docketing proposal letters must be received by February 28, 2020 by 5:00 pm. Docketing proposals received shall be

“Small Town – Big View”

in the form of a letter stating the proposed changes, and addressing the following items:

- Whether the same area or issue was studied during the last amendment process and conditions in the immediate vicinity have significantly changed so as to make the requested change within the public interest.
 - Whether the proposed amendment meets existing state and local laws, including the Growth Management Act (GMA).
 - In the case of text amendments or other amendments to goals or policies, whether the request benefits the city as a whole versus a selected group. The application fee shall be paid at the time of letter submittal.
- **March–Mid April:** Following deadline closure staff will perform an initial review of proposed amendments. A brief memo for each amendment will be provided by staff for Council consideration addressing:
 1. Whether the same area or issue was studied during the last amendment process and conditions in the immediate vicinity have significantly changed so as to make the requested change within the public interest.
 2. Whether the proposed amendment meets existing state and local laws, including the Growth Management Act (GMA).
 3. In the case of text amendments or other amendments to goals or policies, whether the request benefits the city as a whole versus a selected group.

If the request meets the criteria set forth in 1-3 above, it shall be further evaluated according to the following criteria:

4. Whether the proposed amendment can be incorporated into planned or active projects.
5. Amount of analysis necessary to reach a recommendation on the request. If a large-scale study is required, a request may have to be delayed until the following year due to workloads, staffing levels, etc.
6. Volume of requests received. A large volume of requests may necessitate that some requests be reviewed in a subsequent year.

Following examination of this criteria City Council shall then decide which proposed amendments will be carried forward during the current cycle. Any amendments that are not chosen to move forward shall be refunded their original application fee.

- **Mid-April–May:** Each proposed amendment that Council decides should be carried forward will undergo analysis prepared by City staff. Staff will prepare a draft staff report and issue SEPA determination.
- **June – July:** The Planning Commission will begin reviewing the staff analysis report, hold a public hearing, and then resubmit findings to staff.

- **August:** Proposals recommended for further processing by the Planning Commission will be sent to the City Council. The City Council shall adopt a resolution directing the administrator to proceed with the selected amendments for the current cycle. Proposed amendments that are eliminated from further consideration may be resubmitted in the next cycle.
- **July–November:** The City Council will conduct additional public hearings as deemed necessary.
- **December:** The City Council will adopt the final selected amendments.

Looking farther into the future, to the 2021 amendment cycle, it is our recommendation that the City open the docket to accept comprehensive plan amendment applications between September 1, 2020 and December 1, 2020. This schedule, utilized by many cities in Washington, provides staff time to perform the initial review of the proposed amendments before the year is over, allowing for the substantive review to begin in January of the amendment year. This allows for the whole year (if necessary) to be dedicated to thorough staff, Planning Commission, City Council and public review.

Thank you,



Emily Adams
City Planner
City of Orting



**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|---------------------------------------|---|-------------------------------|----------------------------|-----------------------------|
| Subject: Liability Insurer RFP | AB19-69 | CGA | | |
| | | 10.10.19 | 10.16.19 | |
| | | 11.07.19 | 11.20.19 | |
| | Department: | Admin | | |
| | Date Submitted: | 10/9/19 | | |
| Cost of Item: | <u>\$220,000</u> | | | |
| Amount Budgeted: | <u>\$220000</u> | | | |
| Unexpended Balance: | <u>\$ 0</u> | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | | | | |
| Fiscal Note: | | | | |
| Attachments: | <p>SUMMARY STATEMENT: From time to time the City goes out for RFP for its various contracted service providers to ensure the City has the very best service and price. The City has been insured for liability by AWC’s RMSA for many years. The City’s police chief desires to join the Metro SWAT service team. There are difficulties with RMSA being able to insure the City in the necessary Metro liability agreement. There are other liability options that may provide the necessary liability insurance at an equal or better price.</p> <p>CGA was briefed on this at their October 10th meeting and agreed to have Administrator Bethune move forward with the RFP process and bring the bids back to the next CGA Committee in November. The City received 2 bids, from WCIA and RMSA (AWC).</p> | | | |
| RECOMMENDED ACTION: | | | | |
| FUTURE MOTION: | | | | |

CITY OF ORTING

Request for Proposal for Liability Insurance

City of Orting
Mark Bethune, City Administrator
PO Box 489
Orting, WA 98360
360-893-2219 x115
mbethune@cityoforting.org

Issue Date: October 14, 2019

Due Date: October 31, 2019

The City of Orting is seeking a proposal for liability insurance to cover City owned property, equipment, vehicles, damage from hazards, as well as liability for employee fidelity, and pollution. Proposals should include services to provide training to reduce risk and liability.

Section I: Consultant Instructions

The City must receive responses to this RFP no later than 4:00pm PST on October 31, 2019. Proposals received after that date will not be accepted. No additional time will be granted to any consultant unless by addendum to this RFP. Consultants must submit one electronic copy, and may submit a hard copy to the following address:

Mailed Copy Address:
Jane Montgomery, City Clerk
Attn: Insurance Investigation RFP
PO Box 489
Orting, WA 98360

Digital Copy Address:
jmontgomery@cityoforting.org

Required Response Format

The response to this Request for Proposals must coincide with the following format and must specifically address the following items. Do not include generic marketing material.

A. **Firm Background:** Provide brief company background information.

B. **Proposed Team and Experience:** Identify principal investigator and staff that will be working on this project. In addition to education, training and work experience, the synopsis must include a summary of completed projects of similar scope. Please demonstrate number of weeks / months / years of field experience for each primary staff member, and highlight experience with real property investigations in general and investigations on behalf of a government agency in particular. If subcontractors are proposed provide detail. Listed personnel will not be substituted without prior approval by the City.

CITY OF ORTING

D. **Timeline:** Outline proposed project schedule and whether or not firm can meet schedule outlined in RFP.

E. **Experience:** List three to five projects that members of the proposed team have recently completed which are similar to this project. Include the following information in this section:

- Brief Description of the project.
- Project Type (Phase I, Phase II etc.)
- Initial and final contract amount.
- Date of Completion
- City/ Client Representative with contact information.

F. **Fee Proposal:** Provide your proposed fee as a lump sum amount. Provide a fee schedule for personnel assigned to project. Clearly list all reimbursable expenses not included in your fee. Provide a “not-to-exceed” estimate of those reimbursable expenses.

Consultants that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted at this time. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP and not on volume. Costs for developing proposals in response to the RFP are the obligation of the consultant and are not chargeable to the City. All proposals and accompanying documentation will become the property of the City and will not be returned.

Pre-Submittal Questions: There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City through via email at jmontgomery@cityoforting.org . The list of submitted questions with their respective answers will be posted to the city’s website as they are received, with the last posting no later than September 9th, 2019 .

RFP Amendments: The city reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. The city reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The city also reserves the right to cancel or reissue the RFP.

Rejection of Proposals: The city reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City.

Proposal Validity Period: Submission of a proposal will signify the consultant’s agreement that its proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the City of Orting and the successful consultant.

CITY OF ORTING

Disclaimer: The City reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

Non-Obligation: Receipt of proposals in response to this RFP does not obligate the City of Orting in any way. The right to accept or reject any proposal shall be exercised solely by the city. The city shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a consultant, and the city shall bear no financial or other responsibility in the event of such abandonment.

Public Disclosure: All materials provided to the City of Orting by consultants are subject to State and the City of Orting's public disclosure laws.

Section II: Scope of Services

The City seeks a qualified consultant to identify potential coverage for potential environmental liabilities attributable to real property owned by the City of Orting. This requested service would include but is not limited to research of real property records, and other historical documents, so as to identify carriers of historical insurance policies that could provide coverage for the costs associated with said environmental liabilities. Work will include a report of findings to the Mayor and City Council, as well as progress reports as requested by the City.

Section III: Project Timeline

| | |
|-----------------------------------|---|
| Release Request for Proposal | October 14 th , 2019 |
| Consultant proposal responses due | October 25 th , 2019 |
| Finalists notified | Approximately October 31 st , 2019 |
| Consultant interviews | Approximately November 4-8, 2019 |
| Final Selection | Approximately December 11 th , 2019 |
| Contract awarded | Approximately December 30 th , 2019* |

*Notification of current liability provider requires one year notice. Thus start date may be January 1, 2021.

Section V: Evaluation of Proposals

Proposals will be evaluated by a City team that includes at a minimum Mayor and the City Administrator. Up to three firms will be selected for an interview prior to final selection. Upon selection, a contract and fee will be negotiated based on the scope of work in this proposal and the fee structure submitted. Given that the current contract with the current provider requires a one year notification of termination, a new provider may not actually start providing services till January 2021.

Evaluation Factors

Selection of Finalists will be primarily evaluated according to the following criteria:

1. Adherence to the requirements of the RFP, and the quality, clarity and completeness of the proposal.

CITY OF ORTING

2. The oral interviews of proposers, in which the evaluators listed above, at a minimum, will be present and asked questions.
3. The experience of the firm, and the firm's proven track record.
4. The firm's insurance coverage limits and the city's deductibles
5. The firm's additional services including training and education for city staff and Councilmembers to reduce risk and liability.
6. References: Provide phone number and contact person for the last three (3) cities to be admitted to the insurer's liability services.

The firm should complete the following table as part of its proposal:

| <u>Type of Coverage</u> | <u>Member Deductible</u> | <u>Coverage Limits</u> |
|----------------------------------|--------------------------|------------------------|
| Property | | |
| Flood | | |
| Earthquake | | |
| Equipment Breakdown | | |
| Automobile Physical breakdown | | |
| General and Automobile liability | | |
| Crime – Employee fidelity | | |
| Pollution Liability | | |

The evaluation factors identified above reflect a wide range of considerations. While coverage and cost is important, other factors are also significant. The City may select a firm other than the one with the highest coverage limits and lowest cost solution. The objective is to choose a consultant capable of providing reliable services within a reasonable budget. All proposals will be evaluated using the same criteria. The City reserves the right to seek additional information and/or clarification from any proposer, to accept or reject any proposal to best serve its interest, or to hold the proposals for 60 days before rendering a decision.

Contract Award and Execution

The city reserves the right to make an award without further discussion of the proposal submitted. The city shall not be bound or in any way obligated until both parties have executed a consultant contract. The city also reserves the right to delay contract award and/or not to make a contract award.

Section VI: Additional Terms and Conditions

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Business License and Taxation: The successful Proposers must hold valid business and professional licenses and registrations that may be required by the State of Washington.

Nondiscrimination: Thurston City hereby notifies all proposers that it will affirmatively ensure that all

CITY OF ORTING

will be afforded full opportunity to submit qualification proposals in response to this Request for Proposal and will not be discriminated against because of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability. Implementation of this policy shall be consistent with RCW 49.60.400.

Insurance Requirements: The consultant awarded the contract will be subject to the city's requirements for insurance reflecting the minimum amounts and conditions as defined by the city.

Workers' Compensation: The consultant shall procure and maintain for the life of the contract Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

Payment: The City will pay invoices submitted by the selected consultant as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the city's Treasurer the payment will be processed and submitted to the proposer. Payment terms must adhere to the State of Washington codes and regulations.

Satisfaction of the City Attorney's Office. The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the city's attorney and the city's Treasurer.

Subject to State Laws: The contact shall be subject to and interpreted pursuant to the laws of the State of Washington.

Warranties. All warranties must be clear, concise and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded consultant. Bidders must warrant to the city that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.



AWC

R I S K
M A N A G E M E N T
S E R V I C E
A G E N C Y

1076 Franklin Street SE • Olympia, WA 98501-1346

October 31, 2019

Ms. Jane Montgomery
City Clerk
City of Orting
jmontgomery@cityoforting.org

Re: 2019 Request for Proposal for Liability Insurance

Dear Ms. Montgomery,

Please find included with this letter the Association of Washington Cities Risk Management Service Agency's (AWC RMSA) response to the City of Orting's Request for Proposal (RFP) for Liability Insurance.

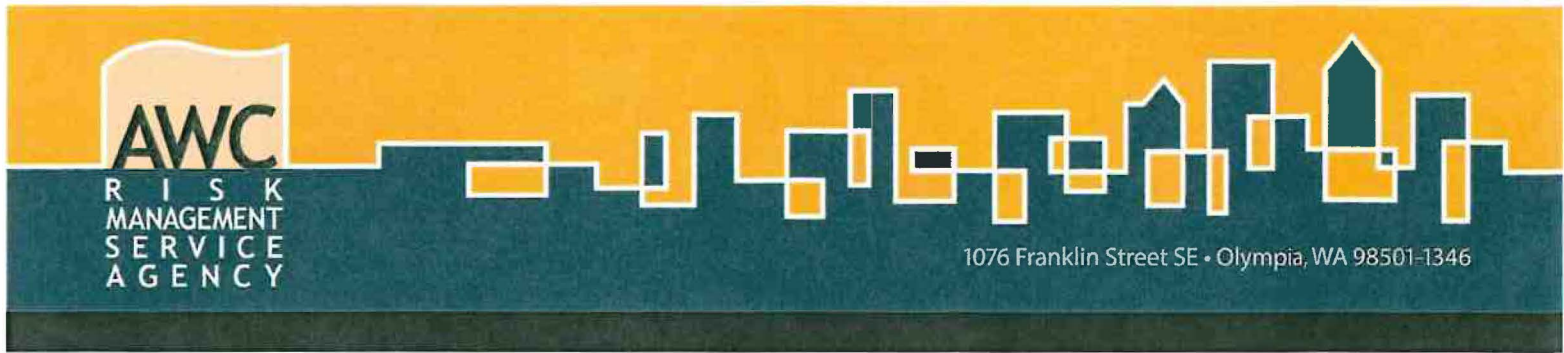
The City of Orting has been a valued member of the AWC RMSA since July 1, 1989 and AWC RMSA and the City have enjoyed a mutually beneficial, long-term partnership that RMSA very much hopes will continue. As such, we appreciate the opportunity to submit our response to your RFP and I am confident the attached response will demonstrate that AWC RMSA can continue to provide the high-quality, responsive service, excellent coverage, and relevant risk management resources the City of Orting has appreciated over the years.

I welcome any questions you may have and look forward to providing you with excellent services, coverage, and resources in 2020 and beyond. Should the City desire an in-person presentation, I would be more than happy to provide one.

Sincerely,



Adrienne Beatty AINS, ARM, ARPM
RMSA Program Manager
Member Pooling Programs
Association of Washington Cities
1076 Franklin St SE Olympia, WA 98501-1346
(360) 753-4137 (office)
(360) 480-7689 (mobile)
(800) 562-8981 (toll free)
adrienneb@awcnet.org



RMSA Background

The Association of Washington Cities Risk Management Service Agency (AWC RMSA) is a municipal self-insurance pool formed under RCW 48.62 to provide property and casualty insurance coverages to participating members of AWC. In 1987, member cities of AWC contacted the AWC concerned about the rising cost of municipal insurance from the private insurance industry and the inability to join the only municipal pool in the state at the time. In response to this concern, AWC hired a consultant to complete a feasibility study on the League sponsoring a property and liability insurance pool. Once the feasibility study was completed and reviewed, the AWC Board of Directors approved the formation of the AWC RMSA.

The RMSA does not have any employees but contracts for direct and indirect personnel with the AWC. The RMSA is a member-run, member-owned organization in which the members directly govern the program and share in its equity. RMSA's governance structure includes a Board of Directors comprised of seven, member elected officials serving three-year terms and an Operating Committee comprised of nine, member employees serving two-year terms. Members of the Board of Directors and Operating Committee are elected by vote of the entire membership.

The RMSA's focus is on small to medium size public entities within the State. Currently, 100 public entities are members of the RMSA. Entity types include cities, towns, and special districts. Municipal populations range from less than 100 to over 30,000. Members who participate in the program pay annual assessments based on their worker hours, total insured property values, and loss history and in turn receive broad property and casualty insurance coverage and comprehensive risk management services.

The RMSA's objectives are to provide comprehensive risk management services, stable insurance costs, and to minimize loss exposures through risk-sharing, a focus on loss prevention and cost reduction, and joint indemnification of losses for its members. The Mission of the AWC RMSA is:

The AWC RMSA inspires and supports the risk management efforts of its members in order to reduce their risk, protect their assets, and keep them safe. We do this with:

A clarity of focus on the member

A passion for risk management

A fiscal responsibility to the health of the organization, and

A dedication to loss prevention education.

**AWC**R I S K
M A N A G E M E N T
S E R V I C E
A G E N C Y

1076 Franklin Street SE • Olympia, WA 98501-1346

Current Membership

| Cities and towns | | | Non-city entities |
|------------------|--------------|---------------|---|
| Airway Heights | Hamilton | Rainier | Airway Heights Transportation Benefit District |
| Algona | Harrah | Raymond | Bridgeport Transportation Benefit District |
| Almira | Harrington | Riverside | Castle Rock Transportation Benefit District |
| Beaux Arts | Hatton | Rockford | DuPont Transportation Benefit District |
| Village | Hunts Point | Rosalia | Gig Harbor Transportation Benefit District |
| Bingen | Index | Roslyn | Grant County Fire District #6 |
| Black Diamond | Kalama | Roy | Kitsap Regional Coordinating Council – January 1, 2020 |
| Bridgeport | Kettle Falls | Ruston | Lincoln County Fire Protection District #8 |
| Bucoda | La Center | Skykomish | Peninsula Regional Transportation Planning Organization |
| Carbonado | Lamont | South Bend | Prescott Park & Recreation District |
| Carnation | Langley | South Prairie | RiverCom 911 |
| Castle Rock | Latah | Spangle | Si View Metropolitan Park District |
| Cathlamet | Lyman | Springdale | Whitman County Fire Protection District #3 |
| Conconully | Mesa | Tekoa | |
| Concrete | Metaline | Tenino | |
| Coulee City | Metaline | Tieton | |
| Creston | Falls | Toledo | |
| Cusick | Morton | Tonasket | |
| Darrington | Mossyrock | Twisp | |
| Dayton | Naches | Vader | |
| Deer Park | North Bend | Wapato | |
| DuPont | Northport | Waverly | |
| Eatonville | Oakesdale | Wenatchee | |
| Fairfield | Odessa | White | |
| Farmington | Orting | Salmon | |
| Forks | Pacific | Wilson Creek | |
| Friday Harbor | Pateros | Winthrop | |
| Garfield | Pe Ell | Yacolt | |
| Gig Harbor | Pomeroy | Yelm | |
| Gold Bar | Port Orchard | | |
| Granger | Prescott | | |

Coverage Summary

RMSA is anticipating transitioning portions of its liability, property, auto physical damage, and crime coverages to a different reinsurer in 2020; therefore, the requested coverage summary has been provided for both the current 2019 coverages and anticipated 2020 coverages. The Board will take action to solidify 2020 coverages at their November 19th meeting.

2019

| <u>Type of Coverage</u> | <u>Member Deductible</u> | <u>Coverage Limits</u> |
|---|--|--|
| Property | \$0 | \$250,000,000 |
| Flood | \$100,000 property \$200,000 vehicles \$500,000 high zones | \$25,000,000 property \$5,000,000 vehicles \$10,000,000 high zones |
| Earthquake | 2% – \$250,000 min property \$200,000 vehicles | \$25,000,000 property \$5,000,000 vehicles |
| Equipment Breakdown | \$5,000 | \$175,000,000 |
| Automobile Physical breakdown | \$0 | \$10,000,000 |
| General and Automobile liability* | \$0 | \$15,000,000 |
| Crime – Employee fidelity | \$0 | \$1,000,000 |
| Pollution Liability | \$0 | \$2,000,000 |
| Cyber Property/Liability | \$0 | \$3,000,000 |
| Aviation Property/Liability** | \$0 | \$2,000,000 |
| Unmanned Aircraft System (UAS) Property/Liability*** | 5% of loss (property losses only) | \$1,000,000 |

*Includes products and completed operations, errors & omissions, employment practices, official police duties, stop gap employers' liability, discretionary defense coverage for PRA/OPMA violations, and \$5,000 per person automobile medical payments.

**Optional coverage for members with municipal airports.

***Optional coverage for members with UAS (aka Drone) operations.

2020

| Type of Coverage | Member Deductible | Coverage Limits |
|---|---------------------------------|--|
| Property | \$0 | \$250,000,000 |
| Flood | \$200,000 | \$25,000,000 property \$5,000,000 vehicles \$10,000,000 high zones |
| Earthquake | \$200,000* | \$25,000,000 property \$5,000,000 vehicles |
| Equipment Breakdown | \$5,000 | \$175,000,000 |
| Automobile Physical breakdown | \$0 | \$13,000,000 |
| General and Automobile liability** | \$0 | \$15,000,000 |
| Crime – Employee fidelity | \$0 | \$3,000,000 |
| Pollution Liability | \$0 | \$2,000,000 |
| Cyber Liability | \$0 | \$3,000,000 |
| Aviation Property/Liability*** | \$0 | \$2,000,000 |
| Unmanned Aircraft System (UAS) Property/Liability**** | 5% of loss (property loss only) | \$1,000,000 |

*For Earthquake, members will have a \$200,000 deductible, then coverage up to \$3,000,000, then another deductible if 2% up to a minimum of \$250,000 has not been met.

**Includes products and completed operations, errors & omissions, employment practices, official police duties, stop gap employers' liability, discretionary defense coverage for PRA/OPMA violations, and \$5,000 per person automobile medical payments.

***Optional coverage for members with municipal airports.

****Optional coverage for members with UAS (aka Drone) operations.

Services Summary

The RMSA's administrative, loss prevention, and risk management services include:

- Claims investigation and processing
- Litigation management
- Pre-litigation services
- Bi-yearly on-site loss control visits
- Loss prevention grants
 - *The City of Orting is currently eligible for \$7,281 in annual grant funds.*
- Lexipol grant
 - *The City of Orting is currently eligible for 50% up to \$5,000 in annual reimbursement for the purchase of Lexipol services for the City's police department.*



AWC

R I S K
M A N A G E M E N T
S E R V I C E
A G E N C Y

1076 Franklin Street SE • Olympia, WA 98501-1346

- Contract review – insurance and indemnification language and certificate compliance
- Enquiron - online employment practices resources including an employment attorney hotline
- E-Risk Hub – online cyber liability resource including model policies
- RMSA-U – online training platform
- AMP – online asset management platform
- In-person trainings - customized on-site or regional
- Educational scholarships - to attend risk-related conferences and trainings
- Web resources - loss prevention guides, checklists, and model policies
- RMSA News - monthly newsletter that provides administrative/underwriting/financial information, loss prevention/risk management tips, and information on upcoming trainings and events
- Phone/email consultation
- Assistance with procuring additional coverages
 - *The City of Orting was assisted with procuring property and liability coverage for its drone operations in 2019.*

References

Town of Lyman

- Clerk: Debbie Boyd: clerk@townoflyman.com
- Mayor: Edward Hills: mayor@townoflyman.com
- Town Hall phone: (360) 826-3033

City of Bingen

- Clerk: Cheyenne Willey: clerk@bingenwashington.org
- Mayor: Betty J. Barnes: mayor@bingenwashington.org
- City Hall phone: (509) 493-2122

City of Tonasket

- Clerk: Alice Attwood: tonasket@nvinet.com
- Mayor: Dennis Brown: tonasket@nvinet.com
- City Hall phone: (509) 486-2132



**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Date | Special Meeting Date |
|---|------------------------|-------------------------------|---------------------------|-----------------------------|
| Subject: Orting Play Curb Bids | AB19-83 | CGA | | |
| | | 11.07.19 | 11.20.19 | 11.25.19 |
| | | | | |
| | Department: | Parks and Recreation | | |
| | Date Submitted: | 11.7.19 | | |
| Cost of Item: | <u>\$</u> | | | |
| Amount Budgeted: | <u>\$19,000</u> | | | |
| Unexpended Balance: | <u>\$</u> | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | Greg Reed | | | |
| Fiscal Note: | | | | |
| Attachments: | Bids | | | |
| SUMMARY STATEMENT: | | | | |
| <p>This project includes 3 parks around the City of Orting. Scope of the work will be excavation and installation of curbing around the specified play structures. There were 3 responses. (See bid sheets). The lowest bid was submitted by A & C Concrete Specialist at \$18, 592.88.</p> <p>The CGA committee was briefed by Greg Reed at their meeting on 11.07.19 and recommend approving A & C Concrete Specialist as the bid winner.</p> | | | | |
| RECOMMENDED ACTION: Move forward to the consent agenda for the November 25th, 2019 Meeting. | | | | |
| FUTURE MOTION: To award the Orting Play Curb Bid to A & C Concrete Specialist. | | | | |



Orting Play Curb

10/1/2019

Cory Devela
A&C Concrete Specialist LLC
11605 211th Ave E.
Bonney Lake, WA 98391

Overview

This project will include 3 parks around the city of Orting. Scope of the work will be excavation and installation of curbing around the specified play structures.

Description

Play Curb Installation

1. Layout and mark of all areas where playground is to be installed. Prior to excavation all intents will be approved by Orting Public Works.
2. Excavation and dirt removal of all marked areas with intent to install play curb. All dirt removal will go to an approved disposal site.
3. Install concrete forms as needed to contain and support concrete.
4. The City will inspect existing subgrade to determine if suitable. For bidding purposes, Contractor shall assume 100% removal subgrade.
5. All curbing will have 2 horizontal #4 rebar running the length of concrete. Play curb will be 6" in with, 1' tall with a 4" reveal. All curbing will follow provided engineered plans specifications.
6. The City shall inspect all subgrade prior to placement of concrete
7. Concrete surface shall be a light broom finish to insure traction.
8. Remove forms and backfill adjacent disturbed areas.

Sidewalk installation

1. 1. Replace subgrade with 4" crushed surface base course material, compacted). The City shall inspect all subgrade prior to placement of concrete.
 2. Install concrete at a minimum depth of 4" for sidewalk and finish level with top of adjacent concrete. Where applicable, install full depth 3,500 PSI concrete to match existing adjacent curbs. Some sidewalk widths may vary, therefore keep with same widths of abutting sections. Install expansion joint material as necessary, matching existing sidewalk. Concrete surface shall be a light broom finish to insure traction.
 3. Remove forms and backfill adjacent disturbed areas.
-


PART 2: MATERIALS

1. Contractor shall provide all necessary materials, equipment and tools to perform the work as described above. Each Bid Item shall include all disposal costs associated with removal and installation of new curb and sidewalk.

CITY OF ORTING

110 Train St SE
Orting, WA 98360

lhinds@cityoforting.org
(360) 893-2219 x139

|  BIDDER RESPONSIBILITY CHECKLIST | |
|--|---|
| <p>The following checklist is used in documenting that a bidder meets the mandatory Bidder Responsibility Criteria. Please print a copy of documentation from the appropriate website to be included with the submittal.</p> | |
| GENERAL INFORMATION | |
| Project Name: <i>Orting Play Curb</i> | Project Number: <i>1042/003007</i> |
| Bidder's Business Name: <i>A+C Concrete Specialist, LLC</i> | Bid Submittal Deadline: <i>10/5/2019</i> |
| CONTRACTOR REGISTRATION | |
| License Number: <i>CCONCC812C8</i> | Status: Active: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Effective Date (must be effective on or before Bid Submittal Deadline): <i>2/28/2019</i> | Expiration Date: <i>2/28/2020</i> |
| CONTRACTOR INFRACTION LIST | |
| Is Bidder on Infraction List: | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| CURRENT UBI NUMBER | |
| UBI Number: <i>604-347-501</i> | Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/> |
| INDUSTRIAL INSURANCE COVERAGE | |
| Account Number: <i>NA150523600</i> | Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| EMPLOYMENT SECURITY DEPARTMENT NUMBER | |
| Employment Security Department Number: | |
| Please Provide a copy of your latest correspondence, containing your account number, with Employment Security Department. Please do not provide document containing personal information such as social security numbers. | |
| STATE EXCISE TAX REGISTRATION NUMBER | |
| Tax Registration Number: | Account Closed: Open <input type="checkbox"/> Closed <input type="checkbox"/> |
| NOT DISQUALIFIED FROM BIDDING | |
| Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| INFORMATION SUPPLIED BY: | |
| Print Name of Bidder Representative: <i>Cory Devela</i> | Date: <i>10-2-2019</i> |
| VERIFIED BY: | |
| Signature of District Employee | Date |

ESTIMATE



A & C Concrete Specialist, LLC
for all of your concrete needs

Orting Public Works
Orting Public Works
Orting, WA
(253) 405-8100

A & C Concrete Specialist, LLC

P.O. Box 99242
Lakewood, WA 98496

Phone: (253) 693-8431

Email: cdevela08@acconcretespecialist.com

Web: <https://acconcretespecialist.com>

Estimate # 003007
Date 10/01/2019

| Description | Total |
|--|------------|
| Park #1 Play Curb | \$462.00 |
| Install 21 liner feet of (6" wide x 1' tall) play curb around play structure. All curb will be built to engineers plans. 4" of reveal with a broom finish. 4 ft wide wheelchair access will be included. | |
| Park #2 Play Curb | \$5,632.00 |
| Install 256 liner feet of (6" wide x 1' tall) play curb around play structure. All curb will be built to engineers plans. 4" of reveal with a broom finish. 4 ft wide wheelchair access will be included. | |
| Park #2 Sidewalk | \$484.00 |
| Install 22 feet of 4 foot sidewalk. All sidewalk will be 4" thick and have a broom finish. | |
| Park #3 Play Curb | \$5,720.00 |
| Install 260 liner feet of (6" wide x 1' tall) play curb around the large play structure. All curb will be built to engineers plans. 4" of reveal with a broom finish. 4 ft wide wheelchair access will be included. | |
| Park #3 Play Curb | \$1,320.00 |
| Install 63 liner feet of (6" wide x 1' tall) play curb around the merry go round play structure. All curb will be built to engineers plans. 4" of reveal with a broom finish. 4 ft wide wheelchair access will be included. | |
| Park #3 Play Curb | \$2,200.00 |
| Install 100 liner feet of (6" wide x 1' tall) play curb around the play structure. All curb will be built to engineers plans. 4" of reveal with a broom finish. 4 ft wide wheelchair access will be included. | |
| Park #3 Play Curb | \$1,100.00 |
| Install 50 liner feet of (6" wide x 1' tall) play curb around the music play structure. All curb will be built to engineers plans. 4" of reveal with a broom finish. 4 ft wide wheelchair access will be included. | |

Excavation and Dirt work \$0.00

All excavation and dirt work is included in the liner price of the curb.

All excavator operators will be paid at prevailing wage of \$65.71 an hr.

Concrete Masons \$0.00

All journeyman concrete masons will be paid prevailing wage of \$63.47 per hr.

Rebar \$0.00

Rebar is included in the liner price of the play curb

Subtotal \$16,918.00

Orting \$1,674.88

Total **\$18,592.88**

2

By signing this document, the customer agrees to the services and conditions outlined in this document.

Booking and Scheduling Project Start Date:

To book and confirm project start date, we require a deposit of 50% due at time of contract signing.

Remaining Balance:

On the day of project completion the remaining balance is due in full.

Addition or changes to Contract after start of project:

Any changes or additions made after start of job will be billed separately in a new contract. A new deposit will be required for those services, and remaining balance will be due upon project completion.

Weather related delays:

Due to the nature of this type of service, inclement weather could delay your start date, or delay completion of your project. We pride ourselves in our work, and want to deliver the best quality possible to our customers.

Service Guarantee:

We will repair any color delamination, surface spalling and significant cracking that may appear within one year from the date of installation, no questions asked.

Orting Public Works

LAKE TAPPS CONSTRUCTION UNLIMITED

P.O. Box 7318
 BONNEY LAKE, WASHINGTON 98390
 Phone (253) 863-6442
 Fax (253) 863-6450

| | | | |
|--|-----------------------------|--|---------------------------|
| PROPOSAL SUBMITTED TO City of Orting - Attn: Mark Barfield | | PHONE 360-893-2219 ext 137 | DATE 10-01-2019 |
| STREET 110 Train Street S.E. | | JOB NAME City Parks Curbing Project | |
| CITY STATE and ZIP CODE - Orting WA 98360 | | JOB LOCATION Calistoga, Main City, and WhiteHawk Parks | |
| ARCHITECT N-A | DATE OF PLANS N-A | JOB PHONE | |

We hereby submit specifications and estimates for:

Providing all equipment, labor and materials required to construct concrete curbing around existing play toys at three city parks. Curbing will be 6"x 12" per WSDOT Standard plan F-10 12-03 - Cement Concrete Pedestrian Curb with two runs of #4 rebar added. The City of Orting will provide security fencing at each site, pull back the existing play chips prior to excavation, backfill playchips after concrete work and provide site restoration. At each play area an access ramp will be provided as designed / approved by City of Orting. The scope of work includes -- excavation at each location to place curb on existing undisturbed soil, removal of spoils, formwork installation - gravel base and compaction at each slab/ramp location and walkway. 3000 PSI concrete with reinforcing - clean up and formwork removal after pour. Proposal includes Prevailing wages and filings as required.

Main City Park - approx 76' lf. curbing - one access pad/ramp

White Hawk Park - approx 264 lf curbing - 18' lf of 5' wide sidewalk - one access pad/ramp

Calistoga Park - approx 430 lf curbing - 12' x 16' slab at music toy - four access pad/ramps

Additional pad/ramps at \$ 900 ea.

Proposal Amount - **\$ 29,802.00** plus tax

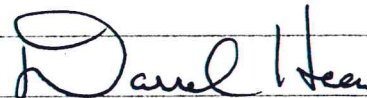
We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: _____ dollars (\$ _____).

Payment to be made as follows:

Per Contract

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature



Note: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

Office Phone:
(253)847-7200

Concrete Impressions Inc.

Estimators:

Mailing Address:
22717 Orting - Kapowsen Hwy E.
Graham, WA 98338

www.concretewebsite.com

Jessee Rankin
Cell: (253) 732-8117

info@concretewebsite.com

Terry Pike
Cell: (253) 732-8110

Lic.# concr11992n7
Bonded & Insured

PROPOSAL/CONTRACT

Ricky Rankin
Cell: (253) 732-1697

Date: 9-17-19

Proposal Submitted To:

Name: City of Orting Mark Bartfield PW Supervisor

Address: P.O. Box Orting, WA 98360

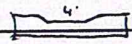
Phone No. 253-405-8100 mbarfield@cityoforting.org

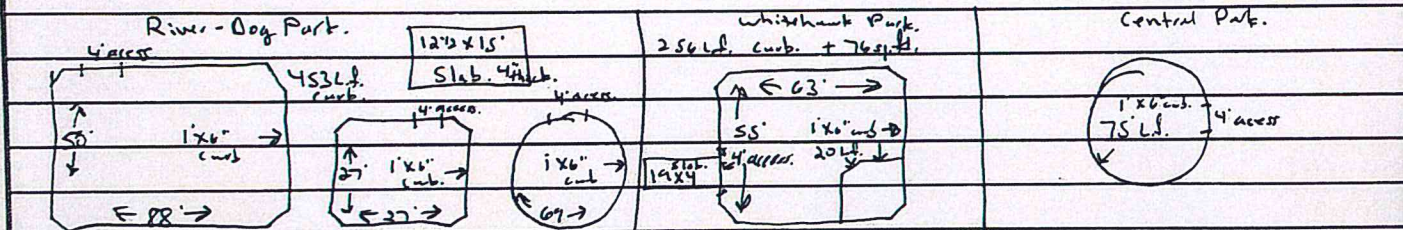
Job Site Information: Orting Parks.

Address: Riverside/Dog Park, Whitehawk & Central Park.

Job Phone: _____

Est. Starting Date: _____

We hereby propose to furnish the materials and perform the labor necessary for the completion of _____
784 total L.B. 1'x6" with 2 rows #4 rebar. - edged with broom finish on top.
263 sq. ft. flatwork - broom finish.
- dig out grass & dirt necessary to set forms - grade to be 4" above grass/finished act.
4' access with sloped curb on each side. 4" for wheel chair access . Use #4 rebar
2 rows continuous. - pour & finish. - Strip out all forms. - Grass & dirt to be dumped on city site.



All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications for above work and completed in a workman like manner according to standard practices for the sum of

66'000 Add - if taxed 9.32 + tax 6.138 total dollars \$ 72'138

Payments to be made as follows:

Down payment _____
Partial payment _____
Partial payment _____
Partial payment _____

We accept Visa, Mastercard & American Express:

Card # _____ Exp. Date _____
If paying with a credit card please add a 3% processing fee of _____
Signature: _____

Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become a extra charge above the estimate. All agreements are contingent on strikes, accidents, weather, delays of carriers, and other delays unavoidable or beyond our control. Concrete Impressions Inc. cannot be responsible for subgrade failures, concrete cracks, or be held liable for damage to or breakage or unknown underground or above ground facility except that which is due to the negligence on the part of Concrete Impressions Inc. Customer agrees to pay Concrete Impressions Inc. attorney fees and all cost of collection, if action is necessary to collect payment for work performed, materials, and/or any costs incurred on the customer's behalf, through a collection agency, lawsuit or otherwise: Customer consents and agrees to venue in Pierce County, WA. Intent to lien. *Job sites results differ. Like all natural materials, variation is normal in concrete whether colored or not.*

Company takes photographs for promotional advertising. If you do not want your property used in advertising, customer must initial here _____ * All photos copyrighted * Note-this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal. The above prices and specifications are satisfactory and hereby accepted. You are authorized to work as specified. Payment will be made as outlined above.

Customer _____ Date: _____ Contractor _____

Serpanok Construction
P R O P O S A L / Contract agreement

Date:9/27/19

TO: City of Orting

Attn: Owner / Project manager Mark

PROJECT: Curbing around play structures

Proposal amount \$43,000.00

Sale tax 9.3% \$3,999.00

Our proposal is based on the following:

Owner will be responsible for:

- o Removal of bark and play chips, all backfill

Serpanok will be responsible for:

- o Forming, providing concrete, pouring and finishing concrete o Haul soil to owner provided location

Approved by Owner: _____ Date:

If you have any questions about this proposal, please let me know. Price is good for 5 days

SERPANOK is a well-staffed Tacoma firm with yard and office near the intersection of Highway 16 and I-5. We will furnish client references if requested. Please contact me at 253.606.1734 if you have questions. We look forward to working with you.

SERPANOK CONSTRUCTION, INC.

Igor Kunitsa, President

4519 South Orchard Street Tacoma, Washington 98466 – Tel 253.606.1734 – Fax 253.404.1998



City Of Orting Council Agenda Summary Sheet

| | | | | |
|---|--|---|-----------------------------|-----------------------------|
| Subject: Ordinance No. 2019-1053, Amending OMC Provisions pertaining to Mobile Homes and Recreational Vehicles | Recommending Committee: | AB#19-71 | Study Session | Special Meeting Date |
| | Public Safety | | 10.16.19 11.20.19 | |
| | | | | |
| | Department: | May 31, 2018 (original); Oct. 2019 (from PS Comm.) | | |
| Date Submitted: | 10.8.19 | | | |
| Cost of Item: | <u>\$</u> | | | |
| Amount Budgeted: | <u>\$</u> | | | |
| Unexpended Balance: | <u>\$</u> | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | Mark Bethune, Councilmember Pestinger, Code Enforcement Officer Jim Scott . | | | |

Attachments: D Ordinance No. 2019-1053 (Public Safety Committee’s version)

SUMMARY STATEMENT:

The City currently regulates the use and occupation of mobile homes at OMC Title 10 (Building and Construction), Chapter 14 (Parking and Occupying Mobile Homes). This is an antiquated vehicle-type that has been phased out by the relevant industry, while the use of recreational vehicles for a similar purpose is on the rise. The City currently allows the parking and occupation of Mobile Homes in currently settings, but forbids the use of a recreational vehicle (RV) for permanent occupancy (as a dwelling unit) anywhere within the City. The City permits the unoccupied storage of mobile homes and/or recreational vehicles on private property for a period of seventy-two (72) hours or longer within the residential zones, subject to certain restrictions. In addition, a Mobile Home and/or RV may be temporarily parked (but not occupied) in a driveway or within a parking area adjacent to the public right-of-way, for a period of up to seventy-two hours, subject to certain restrictions.

In addition, in 2009 the legislature adopted EHB 1227, prohibiting cities and counties from adopting regulations to prevent the use of a recreational vehicle as a primary residence within a permitted manufactured/mobile home community. This Ordinance would amend the OMC provisions pertaining to RVs and manufactured/mobile home communities to address EHB 1227, as codified at RCW 35.21.684(3), RCW 35A.21.312(3), and RCW 36.01.225(3). The City desires to update the aforementioned regulations to: (1) remove/update obsolete regulations pertaining to mobile homes; (2) address the requirements set out in EHB 1227; and (3) address the temporary use and occupation of recreational vehicles on private property within the City, by adopting standards for temporary occupation and a permitting process to address issues of public health or safety.

At the request of the Public Safety Committee, this Ordinance would allow the use and occupation of a mobile home or RV: (1) as a permanent residence within a legally-established RV-park and/or a mobile home/manufactured home park; and/or (2) on the premises of any property with the permission of the property owner thereof for a period not to exceed 180 days within a twelve month period, provided: the

property owner obtain permission from the City; and the RV shall not be connected to permanent utilities such as sewer without inspection and approval of the City.

If adopted, this Ordinance would allow the Code Enforcement Officer to extend the 180 day period for occupation on private property upon written request, but such extension shall not exceed an additional 180 days.

Note: The Public Safety Committee made the recommendation that no permit and fee should be required for the occupation of an RV, but that a permit and fee shall be required for the occupation of a Mobile Home.

RECOMMENDED ACTION:

FUTURE MOTION:

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2019-1053**

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, RELATING TO THE DEFINITION OF RECREATIONAL VEHICLES, ADOPTING REGULATIONS FOR THE PARKING AND TEMPORARY OCCUPATION OF RECREATIONAL VEHICLES WITHIN THE CITY OF ORTING, AND ESTABLISHING A PERMIT AND FEE, AMENDING ORTING MUNICIPAL CODE TITLE 10, CHAPTER 14, SECTIONS 1 THROUGH 4; TITLE 13, CHAPTER 2, SECTIONS 14 AND 19; TITLE 13, CHAPTER 5, SECTION 6; TITLE 13, CHAPTER 6, SECTION 4; AND TITLE 14, CHAPTER 1, SECTION 5; 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, in 1973 the City of Orting adopted regulations prohibiting the parking and occupation of a mobile, or factory-built homes anywhere in the City outside of an approved mobile home park; and

WHEREAS, the City of Orting currently forbids the use of a recreational vehicle (RV) or mobile home as dwelling units anywhere within the City; and

WHEREAS, in 2009 the Washington legislature adopted RCW 35.21.684, which prohibits cities in Washington from adopting regulations that prevent the entry or it requires the removal of a RV used as a primary residence in manufactured/mobile home parks, but allows cities to regulate the use of RVs in said parks, mandates RVs utilize utility hookups in said parks that meet state and federal building code standards, and requires an RV in a park contain both an internal toilet, and an internal shower; and

WHEREAS, the use of RVs outside of a secure manufactured/mobile home park without utility connections poses endangerments to the public health or safety as a result of unsanitary or unsafe conditions, and degradation of community standards; and

WHEREAS, the City of Orting desires to clarify its regulations pertaining the use and occupation of mobile homes and RVs, to remove antiquated provisions relating to mobile homes, and to allow the use of RVs as primary residences in manufactured/mobile home parks; and

WHEREAS, the City Council intends by this ordinance to protect the public health, safety, and welfare by clarifying the City of Orting's existing regulations related to the parking of recreational vehicles actively used as sleeping accommodations within the City, and to update the City's regulations to reflect current state law; and

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

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

Section 1. OMC Title 10, Chapter 14, Amended. Orting Municipal Code Title 10, Chapter 14, is hereby amended to read as follows:

Title 10 – BUILDING AND CONSTRUCTION

Chapter 14 - PARKING AND OCCUPYING MOBILE HOMES AND RECREATIONAL VEHICLES

- 10-14-1: UNLAWFUL PARKING OR OCCUPATION OF MOBILE HOME OR RECREATIONAL VEHICLES:
- 10-14-2: EMERGENCY OR TEMPORARY STOPPING OR PARKING:
- 10-14-3: PERMISSIBLE PARKING OF MOBILE HOMES AND RECREATIONAL VEHICLES:
- ~~10-14-4: FACTORY BUILT HOUSING:~~
- ~~10-14-5: PERMIT TO PARK ON PRIVATE LAND; FEES:~~
- ~~10-14-6: VIOLATION; PENALTY:~~

- 10-14-1: UNLAWFUL PARKING OR OCCUPATION OF MOBILE HOME OR RECREATIONAL VEHICLE:

A. Prohibition: It is unlawful, within the City limits, for any person to park or occupy any mobile home or recreational vehicle on any street, alley, highway or other public place or any tract of land within the City except as provided in this Chapter.

B. Exception: This Section shall not apply to ~~factory-built housing~~ manufactured homes as defined in ~~Section 10-14-4~~ OMC 13-2-14.

- 10-14-2: EMERGENCY OR TEMPORARY STOPPING OR PARKING:

Emergency or temporary stopping or parking of a mobile home or recreational vehicle is permitted on any street, alley or highway for a period of no longer than 24 hours, and subject to any other regulation or ordinance prohibiting or restricting parking.

- 10-14-3: PERMISSIBLE PARKING OF MOBILE HOMES AND RECREATIONAL VEHICLES:

No person shall park or occupy a mobile home or recreational vehicle on any tract of ground within the City outside of an approved ~~mobile home park, manufactured home park, or recreational vehicle park/campground,~~ mobile home park, manufactured home park, or recreational vehicle park/campground, except:

A. Within A Building: That the parking of one unoccupied mobile home or recreational vehicle in a private garage building is permitted, provided no living quarters shall be maintained or any business practiced in said mobile home or recreational vehicle;

B. Selling Or Renting: That the parking of an unoccupied mobile home or recreational vehicle in a lot devoted for the purpose of selling, renting or otherwise disposing of mobile homes is permitted provided the mobile home is ten feet (10') or more from any other mobile home, building or structure;

C. Temporary Parking Permit for Mobile Home or Recreational Vehicle:

1. Mobile Homes. That a mobile home may be parked and occupied for a period not to exceed 180 days on private property, provided the person desiring to so park and occupy the same shall first apply and obtain from the Code Enforcement Officer ~~Chief of Police~~, a permit to do so, which application shall state the location at which the mobile home is to be parked, the motor vehicle license number and a general description of the mobile home for which permission is requested, and shall pay a permit fee in an amount set by Resolution of the City Council; provided, further, that such occupancy shall at all times comply with all regulations relating to health and sanitation, and shall also comply with electrical requirements of applicable ordinances applicable. The permit to park and occupy the mobile home may be extended by the Code Enforcement Officer ~~City Council~~ upon written request setting forth the need of extending the time, but such extension shall not exceed one-hundred and eighty (180) ~~ninety (90)~~ additional days. Parking and occupancy of recreational vehicles and mobile homes shall continue to be subject to restrictions set forth in OMC 13-5-3(k)(1)(a).

2. Recreational Vehicles on public property: No recreational vehicle shall stand or be parked on any street, right-of-way, alley or public place in the City for a period exceeding 72 hours in a one week period, provided that the Recreational Vehicle is parked in compliance with all provisions of the OMC, including but not limited to Title 7, and state law, including but not limited to WAC 308-330 *et seq.* No recreational vehicle shall stand or be parked for any period of time between sunset and sunrise in any City park or upon any other City-owned property, excluding a street or right-of-way, unless that area is posted granting permission to so use or as specified in the OMC.

3. Recreational Vehicles on private property: A recreational vehicle may stand or be parked and used or occupied on private property with the permission of the lawful occupant thereof for a period not to exceed 180 days within a twelve-month period: provided, that:

a. The lawful occupant of the premises shall register with the Code Enforcement Officer prior to occupying the recreational vehicle on the premises; and

b. The recreational vehicle shall be inspected by the City if connected to sewer or to a Tacoma-Pierce County health department approved septic system.

c. the recreational vehicle shall be located on the premises in accordance with the provisions of OMC Title 13, Chapter 5; and

d. such use or occupancy shall not create a public health hazard or nuisance, as determined by the City.

f. shall not be parked on or overhanging a public right of way (street or sidewalk).

Once a recreational vehicle is registered for occupation on private property for a period of 180 days, the 180 day period may be extended by the Code Enforcement Officer, upon written request setting forth the need of extending the time, but such extension shall not exceed 180 additional days.

D. Outdoor Storage of Recreational Vehicles: The outdoor storage of unoccupied recreational vehicles in the residential zones is permitted without a permit, pursuant to OMC 13-5-3.

10-14-4: FACTORY BUILT HOUSING:

~~A. Definition: "Factory built housing" means any structure designed primarily for residential occupancy other than a mobile home, the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site.~~

~~B. Compliance With Standards: Factory built housing shall meet all U.S. Department of Housing and Urban Development (HUD) Standards and shall bear the seal or tag of the Washington State Department of Labor and Industries. Additionally, all requisite standards set forth in the Uniform Building Code must be met for installation, foundation and construction.~~

~~C. Permanent Installation: Factory built housing must be permanently installed and will be subject to all codes, laws and regulations applicable to single family dwellings in the City.~~

~~D. Remove Axles, Wheels: All axles, wheels, tongues or hitches shall be removed.~~

~~E. Roofs: Factory built housing must have a gable roof with eaves of not less than twelve inches (12"). Roof slope shall be not less than a three inch (3") rise for each twelve inches (12") and shall be constructed of composition shingle material, or better, and be equipped with gutters and downspouts.~~

10-14-5: PERMIT TO PARK ON PRIVATE LAND; FEES:

~~Permits for parking on private land shall cost such sum as provided by resolution of the Mayor and City Council for each trailer.~~

10-14-6: VIOLATION; PENALTY

~~A. Any person violating any of the provisions of this Chapter is guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided in Section 1-4-1 of this Code civil infraction with penalties, plus statutory assessments, as follows:~~

~~1. The maximum penalty and the default amount for a first offense within a one year period, designated as a Class 4 civil infraction, shall be \$60.00, not including statutory assessments;~~

~~2. The maximum penalty and the default amount for a second offense within a one year period, designated as a Class 3 civil infraction, shall be \$120.00, not including statutory assessments;~~

3. The maximum penalty and the default amount for a third offense within a one year period, designated as a Class 2 civil infraction, shall be \$300.00, not including statutory assessments;

4. The maximum penalty and the default amount for a fourth offense and each additional offense within a one year period, designated as a Class 1 civil infraction, shall be \$600.00, not including statutory assessments.

B. Joint and Several Responsibility and Liability: Responsibility for violations subject to enforcement under this chapter is joint and several, and the city is not prohibited from taking action against a party where other persons may also be potentially responsible for a violation, nor is the city required to take action against all persons potentially responsible for compliance.

Section 2. OMC Chapter 13-2-14, Amended. Orting Municipal Code Title 13, Chapter 2, Section 14 is hereby amended to read as follows:

MANUFACTURED HOME PARK: A residential development in which the land is owned, operated, and maintained as a commercial business and the individual manufactured homes or recreational vehicles are either leased or are located on leased sites.

Section 3. OMC Chapter 13-2-19, Amended. Orting Municipal Code Title 13, Chapter 2, Section 19 is hereby amended to read as follows:

RECREATIONAL VEHICLE: ~~A wheeled vehicle designed for recreational, camping, or travel uses that either has its own motive power or is mounted on or drawn by another vehicle, including, but not limited to, camping trailers, truck campers, motor homes, and fifth wheels; not designed or used as a dwelling unit.~~ A recreational vehicle is a factory built vehicular structure designed only for recreational use and not as a primary residence or for permanent occupancy, built and certified in accordance with NFPA 1192-15 or ANSI A119.5-09 consensus standards for recreational vehicles and not certified as a manufactured home.

RECREATIONAL VEHICLE PARK/CAMPGROUND: A recreational vehicle park/campground refers to any tract of land divided into lots or spaces, under the ownership or management of one person, firm or corporation for the purpose of locating three or more recreational vehicles for nightly or short-term use. Said park/campground shall have an on-site caretaker.

Section 4. OMC Chapter 13-5-6(C)(3), Amended. Orting Municipal Code Title 13, Chapter 5, Section 6, Subpart (C)(3) is hereby amended to read as follows:

2. Type of Unit:

- a. An ADU shall be permitted as a second dwelling unit attached to, or detached from the principal dwelling.
- b. A detached ADU may be any dwelling permitted in the applicable land use classification.
- c. A Recreational Vehicle or Mobile Home shall not be used as an ADU.

Section 5. OMC Chapter 13-6-4, Amended. Orting Municipal Code Title 13, Chapter 6, Section 4, Subsection N is hereby amended to read as follows:

13-6-4: PLANNED UNIT DEVELOPMENTS

N. Manufactured Home Parks: Manufactured home parks operated as commercial enterprises leasing sites and/or homes without platting shall be subject to the following:

1. Density shall not exceed the densities established in section 13-5-1 of this title.
2. Only one manufactured home or recreational vehicle shall occupy any space in the park, subject to the following:
 - a. A recreational vehicle may stand or be parked for an indefinite period in a manufactured home park, provided the recreational vehicle is connected to sewer or a Tacoma-Pierce County health department approved septic system, water, and electricity, and the recreational vehicle contains at least one internal toilet and at least one internal shower; provided, that if this requirement is not met, a manufactured home park must provide toilets and showers in lieu of having the facilities within the recreational vehicle.
3. Setbacks shall conform to the underlying zoning and building code.
4. Storage areas comprising not more than ten percent (10%) of the total manufactured home park site for recreational vehicles, boats, and trailers shall be provided. Such areas shall be paved or surfaced with crushed rock and enclosed by a sight obscuring fence, wall or landscape visual buffer.

Section 6. OMC Chapter 14-1-5, Amended. Orting Municipal Code Title 14, Chapter 1, Section 5 is hereby amended to read as follows:

RECREATIONAL VEHICLE: A vehicle which is defined at OMC 13-2-19.:

Section 7. 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 8. Codification. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the above, and publish the amended code.

Section 9. 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
_____ DAY OF _____, 2019.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee, Best, Doezie & Ryder, P.S.
City Attorney

Filed with the City Clerk: 10.8.10

Passed by the City Council:

Date of Publication:

Effective Date:



**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|---|------------------------|-------------------------------|----------------------------|-----------------------------|
| Subject: Memorandum of Understanding with the WA. Soldiers Home. | AB19-76 | Public Safety | | |
| | | 11.1.19 | 11.20.19 | |
| | | | | |
| | Department: | Public Safety | | |
| | Date Submitted: | 10/21/19 | | |
| Cost of Item: | <u> </u> \$0 | | | |
| Amount Budgeted: | <u> </u> \$ | | | |
| Unexpended Balance: | <u> </u> \$ | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | Mark Bethune | | | |
| Fiscal Note: | | | | |
| Attachments: | MOU | | | |
| SUMMARY STATEMENT: | | | | |
| <p>The City of Orting and the Washington State Soldiers Home wish to enter into a Memorandum of Understanding (MOU) to share equipment/supplies/resources in the event of a catastrophic event.</p> | | | | |
| RECOMMENDED ACTION: Move forward to the consent agenda of the 11.25.19 meeting. | | | | |
| FUTURE MOTION: To authorize the Mayor or his designee, to enter in to a Memorandum of Understanding with the Orting Washington Soldiers /Washington State Dept. of Veterans Affairs regarding cooperation in the event of a natural disaster, as prepared. | | | | |

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF ORTING AND ORTING WASHINGTON SOLDIERS HOME**

This Memorandum of Understanding (“MOU”) is entered into this 1st day of December 2019, by and between the City of Orting (the “City”) and the Washington State Department of Veterans Affairs, owner and operator of the Washington Soldiers Home and Colony (hereinafter, the “Soldiers Home”) (collectively, the “Parties”), regarding cooperation in the event of a natural disaster.

I. RECITALS

WHEREAS, the City is a municipal corporation of the State of Washington, organized and operating under the Optional Municipal Code, Title 35A RCW; and

WHEREAS, the Soldiers Home is a 185 acre campus that houses honorably discharged veterans, which is owned and operated by the Washington State Department of Veterans Affairs; and

WHEREAS, the City is subject to various natural hazards and disasters including volcanic mud flows from Mt. Rainier, large scale earthquakes and other natural disasters; and

WHEREAS, the purpose of this MOU is to memorialize the Parties’ agreement to share resources in the event of a catastrophic incident, as defined in RCW 38.52.010, as may be amended; and

WHEREAS, this MOU reflects the Parties’ understanding of the resource sharing that will occur should a catastrophic incident occur;

NOW, THEREFORE, in consideration of the covenants, assurances, and mutual promises set forth herein, the Parties agree as follows:

II. AGREEMENT

A. Parties. The Parties to this MOU are the City and the Washington State Department of Veterans Affairs. There are no other parties and no third-party beneficiaries. This MOU creates no legal right, obligation, or cause of action in any person or entity not a party to it.

B. Term. This MOU shall be effective in full force upon signing by the Parties and will remain in effect for a period of twenty five (25) years.

C. Agreement to Cooperate.

In the event of a catastrophic incident that impacts the City, the Parties agree to cooperate as follows:

1. Either of the Parties may use the City’s water system for the following non-exclusive purposes: the furnishing of clean drinking water, firefighting, debris clean up, and all other

reasonable and necessary uses with regard to emergency response immediately following a catastrophic incident and for up to two months after the hazardous event occurs.

2. Either of the Parties may use the Soldiers' Home water system for the following non-exclusive purposes: the furnishing of clean drinking water, firefighting, debris clean up, and all other reasonable and necessary uses with regard to emergency response immediately following a catastrophic natural hazard and for up to two months after the event occurs.

3. The Parties agree to share facilities, such as: buildings and grounds; equipment, such as backhoes, lifts, land graders, generators, and medical supplies; and vehicles with regard to all reasonable and necessary uses with regard to emergency response immediately following a catastrophic incident and for up to two months after the event occurs.

D. Indemnification. To the fullest extent permitted by law, each party shall indemnify, defend, and hold harmless the other party, its officials, agents, and employees, while acting within the scope of this MOU, from and against all claims arising out of or resulting from the performance of the MOU. "Claim" as used in this MOU means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom arising from, caused by, or the result of any negligent act or omission of the Party's own officers, agents, and employees in performing services pursuant to this MOU. Each party's obligation to indemnify, defend, and hold harmless includes any claim by the other party's agents, employees, representatives, any subcontractor or its employees, or any third party. However, neither party shall indemnify, defend, or hold harmless the other party, its officials, agents, and employees for claims caused by or resulting from the sole negligence of that party or its officials, agents, and employees. In the event of concurrent negligence by the City and Soldier's Home, or their respective agents, employees, representatives, subcontractors, or any third party, the party's obligation to indemnify, defend, and hold harmless the other party, its officials, agents, and employees shall be valid and enforceable only to the extent of that parties, its agents, employees, representatives, any subcontractor's or its employees' share of any concurrent negligence. If final judgment is rendered against the other party and its officers, agents, and employees, or jointly, the parties whose actions or omissions gave rise to the claim shall satisfy the same. The Parties waive immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the other party and its officials, agents, or employees.

E. Termination. This MOU may be terminated by either party at any time by providing ninety (90) days written notice to the other party.

F. No Third-Party Rights. Except as expressly provided herein, nothing in this MOU shall be construed to permit anyone other than the Parties hereto and their successors and assigns to rely upon the covenants and agreements herein contained nor to give any such third party a cause of action (as a third-party beneficiary or otherwise) on account of any nonperformance hereunder.

G. Entire Agreement. This MOU, supersedes and otherwise replaces all other existing memoranda, agreements, understandings, or representations, either oral or written, between the signatories to this MOU. No waiver, alteration, or modification to the provisions in this MOU

shall be binding unless subsequently made in writing and signed by a duly authorized representative of the Parties.

H. Notices. Each notice, approval, or other communication required or permitted to be provided to another party pursuant to this MOU shall be deemed to have been given if made in writing and sent by United States mail, postage prepaid, return receipt requested, at a post office regularly maintained by the United States Postal Service, or by electronic mail addressed to the respective parties as follows:

If to City:

City of Orting
P.O. Box 482
Orting, WA 98360
Phone: (360) 893-2219
Fax: (360) 893-6809
Email: mbethune@cityoforting.org

If to Soldiers Home:

Department of Veterans Affairs
ATTN: Alec Burkheimer
P.O. Box 41150
Olympia, WA 98504-1150
Phone: (360) 725-xxxx
Email: alec.burkheimer@dva.wa.gov

Copy to:

Orting Soldiers Home

Copy to:

Department of Enterprise Services
Real Estate Services
ATTN: Stefanie Fuller
P.O. Box 41468
Olympia, WA 98504-1468
Phone: (360) 407-9310
Email: Stefanie.fuller@des.wa.gov

I. Governing Law. This MOU shall be governed by the laws of the State of Washington. Venue for any action arising out of this MOU shall be in Pierce County.

J. No Assignment. No portion of this MOU may be assigned or subcontracted to any other individual, firm, or entity without the express and prior written approval of the City.

K. Severability. If any term or condition of this MOU or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this MOU are declared severable.

IN WITNESS WHEREOF, the Parties have executed this MOU of Understanding effective as of this _____ day of November, 2019.

CITY OF ORTING

**ORTING WASHINGTON
SOLDIERS HOME**

Mark Bethune , City Administrator

By: _____

Print Name: _____

Title: _____



**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|---|-----------------------------------|-------------------------------|----------------------------|-----------------------------|
| Subject: Interlocal Agreement (ILA) with the Port of Tacoma-Orting Tourism Video | AB19-77 | CGA | | |
| | | 11.7.19 | 11.20.19 | 11.25.19 |
| | Department: Administration | | | |
| | Date Submitted: 10/21/119 | | | |
| | Cost of Item: <u>\$0</u> | | | |
| Amount Budgeted: <u>\$</u> | | | | |
| Unexpended Balance: <u>\$</u> | | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | | Bethune | | |
| Fiscal Note: | | | | |
| Attachments: ILA Port of Tacoma | | | | |
| SUMMARY STATEMENT: | | | | |
| <p>This ILA allows the City to bill the Port of Tacoma for a grant to support the development of a tourism video. The grant amount is \$2500. The City Council has already budgeted approximately \$5,000 for the video. Rainier Communication Company, (RCC) plans to have the first draft of the tourism video ready for review about mid-November.</p> | | | | |
| RECOMMENDED ACTION: Move forward to consent agenda for the November 25 th , Special Meeting. | | | | |
| FUTURE MOTION: To Authorize the Mayor or his designee, to enter into an Inter local agreement with the Port of Tacoma for a grant in the amount of \$2,500 to support the development of a tourism video. | | | | |

**INTERLOCAL AGREEMENT BETWEEN THE
CITY OF ORTING & THE PORT OF TACOMA
REGARDING AN ORTING TOURISM VIDEO**

This Interlocal Agreement (“AGREEMENT”) is entered into this _____ day of _____, 2019 by and between the **CITY OF ORTING**, a municipal jurisdiction of the State of Washington (hereinafter the “City”), and the **PORT OF TACOMA**, a Washington public port district (the “Port”), (collectively “Parties”) in consideration of the mutual covenants contained herein. The Parties hereby recite and agree as follows:

RECITALS

1. The Port is charged by state statute with a mission of furthering economic development. To that end, the Port has adopted a Local Economic Development Policy by which the Port administers its monetary support of economic projects sponsored by local public agencies in Pierce County.
2. The City of Orting proposes the development of a video that promotes tourism to the City of Orting and feature the Foothills Trail system, the Puyallup and Carbon rivers, city parks, Mount Rainer and city events.
3. The City requested and the Port agrees to provide an investment of \$2500 made payable conditioned upon proof of project expenditures, expressly as specified herein.
5. The Port finds the requested contribution meets the Port’s Local Economic Development Policy criteria as follows:
 - a. Planning activities or events promoting tourism intended to attract tourists to Pierce County from outside locations.

NOW, THEREFORE, pursuant to Chapter 39.34 RCW, and in consideration of the mutual benefits and covenants described herein, the Parties agree as follows:

1. SCOPE OF WORK.

The City of Orting’s tourism video (“Project”) consists of the following:

- Project funding includes the script, design, building and producing the video.
- All as described in the City’s Application, as attached hereto as **Attachment A**.

2. PORT’S CONDITIONAL AGREEMENT TO CONTRIBUTE FUNDS.

Subject to the terms herein, the Port agrees to contribute to the City of Orting’s tourism video an amount not to exceed \$2,500. Conditions of the Port’s funding are as follows:

If the Project costs are higher than projected, the City will assume any excess Project costs.

The Port's annual Project contribution shall be allocated and is identified in the Port's 2019 budget.

The Port's distribution of funds is contingent on the City obtaining full committed funding by December 30, 2019 for the complete Project scope and the contents of this AGREEMENT remain unchanged.

Port payments up to the not to exceed amount will be made pursuant to this signed agreement, and within 45 days of the City's submittal of written proof to the Port that the City of Orting has paid its minimum of \$2, 500 in expenditures.

3. TIMEFRAME/PROJECT SCHEDULE.

The City hopes to have the video completed by December 30, 2019.

4. CITY' S PROJECT FINANCIAL SUMMARY.

Total Project Cost: \$10,000

Source of Funds (other than the Port): City of Orting - \$5,000

5. ABANDONMENT. If the Project is abandoned, then this AGREEMENT shall be of no further force or effect.

6. ASSIGNMENT. Neither Party to this AGREEMENT shall have the right to convey, assign, apportion or otherwise transfer any and all of its rights, obligations, conditions and interests under this AGREEMENT, without the prior written approval of the other.

7. THIRD PARTY BENEFICIARIES. This AGREEMENT is made and entered into for the sole protection and benefit of the Parties hereto and their successors and assigns. No other person shall have any right or cause of action based upon any provisions of this AGREEMENT.

8. EQUAL DRAFTING. This AGREEMENT has been reviewed and revised by legal counsel for both parties, and no presumption or rule construing ambiguity against the drafter of the document shall apply to the interpretation or enforcement of this AGREEMENT.

9. SEVERABILITY. If any provisions of this AGREEMENT are determined to be unenforceable or invalid pursuant to a final decree or judgment by a court of law with jurisdiction, then the remainder of this AGREEMENT not decreed or adjudged unenforceable or invalid shall remain unaffected and in full force and effect to the extent that the primary purpose of this AGREEMENT can be preserved.

10. MODIFICATION. This AGREEMENT may not be modified except by mutual agreement reduced to writing in a formal amendment hereto and approved by each Party's governing body.

11. TERMINATION. This AGREEMENT shall terminate upon completion by both Parties of their respective obligations hereunder, or on August 1, 2021 unless terminated earlier.

12. GOVERNING LAW. This AGREEMENT shall be governed exclusively by the laws of the State of Washington both as to interpretation and performance without recourse to any principles of Conflicts of Laws. Any action at law, suit in equity or judicial proceeding for the endorsement of this AGREEMENT or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Pierce County, Washington

13. NOTICES. All notices given pursuant to this AGREEMENT shall be deemed delivered to the respective party on the date that it is personally delivered to the addresses set forth below, or on the date that it is successfully sent by email transmission to the email addresses set forth below:

City: City of Orting
PO Box 489
Orting WA 98360
Attention: Mark Bethune, City Administrator
Email: mbethune@cityoforting.org

Port: Port of Tacoma
PO Box 1837
Tacoma, Washington 98401
Attention: Evette Mason
Email: emason@portoftacoma.com

14. ENTIRE AGREEMENT. This AGREEMENT constitutes the entire agreement of the parties, supersedes all previous oral or written understandings, and incorporates all prior discussions and agreements pertaining to this subject matter. The Parties participated equally in any negotiations and the process leading to execution of this AGREEMENT. If a dispute should arise with regard to the meaning or interpretation of any provision hereof, there shall be no presumption of draftsmanship as to such provision.

15. LEGAL RELATIONS.

A. Independent Governments. The Parties hereto are independent governmental entities and nothing herein shall be construed to limit the independent government powers, authority or discretion of the governing bodies of each Party. It is understood and agreed that this AGREEMENT is solely for the benefit of the Parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. No employees or agents of any Party shall be deemed, or represent themselves to be, employees of any of the other Party.

B. Legal obligations. This AGREEMENT does not relieve either Party of any obligation or responsibility imposed upon it by law.

C. Timely Performance. The requirements of this AGREEMENT shall be carried out in a timely manner according to a schedule negotiated by and satisfactory to the Parties.

D. Recording. A copy of this AGREEMENT shall be recorded in the Office of the Pierce County Auditor in accordance with RCW 39.34, or shall be posted to each Parties' web site.

16. RECORDS AND AUDIT. During the term of this AGREEMENT, and for a period not less than six (6) years from the date of termination, records and accounts pertaining to the work of this AGREEMENT and accounting therefore shall be kept by each Party and shall be available for inspection and audit by representatives of either Party and any other entity with legal entitlement to review said records. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claims, or audit finding has been resolved, even though such litigation, claim, or audit continues past the six-year (6) retention period. This provision is in addition to and is not intended to supplant, alter or amend records retention requirements established by applicable state and federal laws.

17. LIMITS OF FINANCIAL OBLIGATIONS/PROPERTY OWNERSHIP. Except as provided above, each Party shall finance its own conduct of responsibilities under this AGREEMENT. No ownership of property will transfer as a result of this AGREEMENT.

18. INDEMNIFICATION AND HOLD HARMLESS.

A. The City releases the Port from, and shall defend, indemnify, and hold the Port and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of the City and/or its agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the City's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the Port or its agents, employees, and/or officers.

B. The City shall defend, indemnify, and hold the Port and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of any third parties and/or their agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the City's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the Port or its agents, employees, and/or officers.

C. The Port releases the City from, and shall defend, indemnify, and hold the City and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of the Port and/or its agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the Port's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the City or its agents, employees, and/or officers.

D. The Port shall defend, indemnify, and hold the City and its agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties,

losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of any third parties and/or their agents, employees, officers, contractors and/or subcontractors, arising out of or in any way related to the Port's performance of its obligations under this AGREEMENT, unless and except to the extent the same be caused in whole or in part by the negligence or willful conduct of the City or its agents, employees, and/or officers.

E. Each Party specifically assumes liability for actions brought by its own employees against the other Party and for that purpose each Party specifically waives, as respects the other parties only, any immunity under the Worker's Compensation Act, RCW Title 51.

F. The Parties recognizes that this waiver was the subject of mutual negotiation. In the event any Party incurs attorney's fees, costs or other legal expenses to enforce the provisions of this AGREEMENT against the other Party, all such fees, costs and expenses shall be recoverable by the prevailing Party.

G. No liability shall attach to any of the Parties by reason of entering into this AGREEMENT except as expressly provided herein.

H. The provisions of this Article shall survive any termination or expiration of this AGREEMENT.

CITY OF ORTING:

PORT OF TACOMA:

Mark Bethune, City Administrator
Date: _____

Eric Johnson, Executive Director
Date: _____

Approved as to form:

Orting City Attorney

Port Legal Counsel



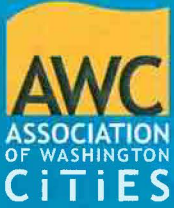
**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|---|-----------------------------------|------------------------|---------------------|----------------------|
| Subject: City of Orting/AWC Legislative Priorities for 2020 | AB19-78 | CGA | | |
| | | 11.7.19 | 11.20.19 | 11.25.19 |
| | Department: Administration | | | |
| | Date Submitted: | | | |
| | Cost of Item: \$ | | | |
| Amount Budgeted: \$ | | | | |
| Unexpended Balance: \$ | | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | | Bethune | | |
| Fiscal Note: | | | | |
| Attachments: Recommended Legislative priorities | | | | |
| SUMMARY STATEMENT: | | | | |
| <p>The City Council typically approves Council legislative priorities each year before the legislative session begins in January. The Current Legislative priorities were drawn up by the City Administrator and presented to the Community and Government Affairs Committee. AWC's legislative priorities were taken into consideration.</p> | | | | |
| RECOMMENDED ACTION: Move forward to the consent agenda of the November 25 th , Special Meeting. | | | | |
| FUTURE MOTION: To adopt the City Council Legislative Priorities for 2020 as prepared. | | | | |

City of Orting Legislative Priorities

January 1, 2020

1. **Maintain flexible use of Real Estate Excise Tax.** Orting as well as other Washington cities have insufficient funds for street and park maintenance. The advent of flexible use of REET funds in 2011 revived these funds and has provided a bare minimum of funding. City parks are an invaluable asset for low cost child and family recreation. This flexible use has been further constrained by new legislation EHB2122 that allows maintenance only on REET built assets. It is impossible to determine what particular (%) of capital assets have been built with REET as most capital projects in streets and parks had mixed funding. It is paramount that our legislators approve an amendment to EHB 2122 for more flexible use of REET Funds in the 2020 session.
2. **Transportation priorities:** A gas tax has been approved for improvements to SR167, but capacity improvements to SR162/SR 162-Hwy 410 interchange have not been included. These projects are not included in the state's future transportation capital plan and funding at this time. We need a new initiative to keep them in the state transportation plan.
3. **Halt and refrain from raiding infrastructure funds like the Public Works Trust Fund and Model Toxics Control Accounts and build them back to health.** Our infrastructure is aging and we can't keep up with state regulatory requirements. Great cities don't just happen – we need planned and sustained investments in infrastructure in order for Washington to thrive. Orting's sewer plant, well and new reservoir would not have been built without the low interest loan from the Public Trust Fund. The City supports full funding of the Public Works Board's \$217 million budget funded from the current stream of loan repayments and the 2% of REET dedicated to the account. Additionally we look to strengthen the program by ending REET fund diversions from the account now instead of waiting until 2023.
4. **Planning and development for disaster preparedness.** Orting as well as all of western Washington is at high risk for hazards including volcanic eruption, lahar flows, and extreme earthquakes. The Orting Pedestrian Evacuation Bridge system (Bridge For Kids), infrastructure protection, improved current evacuation plans, and resiliency to disasters require state and federal financial support. Analysis indicates that during school time, some children will not make a walk to high ground in sufficient time to escape a volcanic lahar from Mt. Rainier. City infrastructure is also vulnerable earthquakes especially the future highly destructive subduction zone quake.
5. **Public Records requests:** Establish new statewide policies and procedures for Public Records Requests that set common sense limits on requests and penalties and provides remuneration to the City. A recent public records request in Seattle seeks all the video from police cameras from the last 5 years. All these videos must have redactions. The expense will be in the hundreds of thousands and could take up to 3 years to complete. Recently Orting received a public records request from a national data gathering for-profit business requiring the city to provide details of every purchase made since 2008 including all vendors' information during that time, electronically (no hard copies). State regulations do not provide a way for the City to recoup this expense. What will keep other commercial interests from requesting this level and volume of information in the future?
6. **Economic Development:** Lobby State Legislators to support economic development tools to encourage job creation and economic growth in Orting. Washington's cities need additional economic development tools that assist in maintaining, expanding, and modernizing local infrastructure to help spur local private sector investment. By supporting value capture financing, the Legislature can partner with cities and towns to advance our shared goals of building a robust and diverse economy for communities around the state.
7. **CJTC:** Provide responsive funding for the Criminal Justice Training Commission (CJTC) Cities need a responsive funding model for the CJTC to ensure that newly-hired law enforcement officers and corrections officers have timely access to basic training. Cities seek funding for at least 19 Basic Law Enforcement Academy (BLEA) classes per year and at least seven Corrections Officer Academy classes per year in order to meet our public safety needs.



2020

Legislative Priorities



Adopt a comprehensive set of transportation policies that provide robust new resources and local options

Cities are responsible for a significant share of the statewide transportation system and fund most of that responsibility out of local tax dollars. Cities struggle to meet the \$1 billion gap in transportation maintenance and preservation costs. To meet these ever-expanding needs, the state must maintain existing and create new transportation-specific revenue options for cities. The state must also develop a statewide transportation package that includes increased resources for city transportation needs.



Fully fund the Public Works Trust Fund (P WTF)

The Public Works Trust Fund is a crucial funding partner in our efforts to provide the necessary infrastructure for our communities. We seek full funding for the program and ask the state to protect the current stream of loan repayments and uphold the 2% state share of REET dedicated to the account. Additionally, we look to strengthen the program by ending the ongoing revenue diversions as soon as possible.



Create a tax increment financing (TIF) option for cities

Washington's cities need economic development tools that help maintain, expand, and modernize local infrastructure to spur local private sector investment. By investing in TIF, the Legislature can partner with cities to advance our shared goals of building a robust and diverse economy for communities around the state. For maximum impact, cities need access to both property-tax and sales-tax based TIF programs.



Preserve city fiscal health with secure funding sources

Cities need revenue authority and flexibility to keep up with community growth and increasing service needs. State investment in shared revenue distributions is instrumental to support essential city programs and services. Responsive revenue options allow local elected officials to make the best community-based decisions about how to keep up with growth and the increasing costs of providing basic services like public safety and transportation. Arbitrary restrictions on local revenue decisions unnecessarily hurt residents by limiting critical local services.



Support statewide medication assisted treatment (MAT) services in city and regional jails by providing local flexibility

Cities are experiencing the consequences of an overwhelmed state behavioral health system. While the state has made investments to address some of the challenges, more help is needed. Local jails have increasingly been called to action to address opioid use disorder and provide treatment. However, the costs are overwhelming city criminal justice budgets across the state. City jails need additional state support to access MAT services to save lives and reduce recidivism.



Advance a watershed-based strategic plan to address local fish-blocking culverts along with state culverts

Cities need the state to adopt a broader vision to create a comprehensive response that funds local barrier corrections and provides actual habitat access for fish. Cities recognize that the state is facing a \$4 billion price tag to fix fish-blocking culverts that the U.S. Supreme Court has found to impinge on tribal treaty rights to fish harvests. Cities also own 1,300 barriers in the same streams, and similarly have no identified revenues to pay for needed corrections. A statewide approach is the only way to achieve meaningful salmon and orca recovery.



Continue to pursue new resources and policies to increase affordable housing both at the state and local level

Our communities continue to face a housing crisis and need state support to incentivize housing options. The Legislature can help by proactively supporting cities' voluntary adoption of more effective ADU ordinances and providing additional councilmanic tax authority for housing. Cities need enhanced tools to attract and preserve multifamily development, like changing the multifamily tax exemption program to open it to smaller cities, extending the tax exemption for continued affordability guarantees, and expanding the ability to preserve existing affordable housing.

Contact:

Candice Bock

Government Relations Director
candiceb@awcnet.org • 360.753.4137





**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|---|---|---|----------------------------|-----------------------------|
| Subject: Resolution Of The City Of Orting, Washington, Authorizing The Mayor To Execute A Professional Services Agreement For Planning Services With AHBL, Inc. | AB19-79 | CGA | | |
| | | 11.7.19 | 11.20.19 | |
| | Department: Executive/City Administrator | | | |
| | Date Submitted: 11/6/19 | | | |
| | Cost of Item: \$ | | | |
| Amount Budgeted: \$ | | | | |
| Unexpended Balance: \$ | | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | | Mark Bethune, City Administrator | | |
| Fiscal Note: Expect the change to be neutral from previously budgeted contract | | | | |
| Attachments: Resolution No. 2019-30 | | | | |
| SUMMARY STATEMENT: | | | | |
| <p>The City issued a request for proposals (RFP) for contract planning services in 2018. At that time City staff narrowed the pool of candidates to Sound Municipal Consultants and AHBL, Inc., ultimately selecting Sound Municipal Consultants. Sound Municipal Consultants stepped down as the contract planner in early September 2019. Due to the City’s substantial need for planning services, the Mayor executed a short-term contract with AHBL for interim planning services, within his signatory authority. The hourly rate for the AHBL provider is \$110. The hourly rate for the previous provider was \$130.</p> <p>In light of the costs to issue a second RFP for the same services, City Staff proposes a contract with AHBL, Inc. until Dec. 31, 2020 for contract planning services. This would require a waiver of the City’s Purchasing Policy, which requires the issuance of an RFP/RFQ for professional services in an amount exceeding \$20,000.</p> | | | | |
| RECOMMENDED ACTION: Move forward to the consent agenda for the November 25 th , 2019 Meeting. | | | | |
| FUTURE MOTION: To Adopt Resolution No. 2019-30, Authorizing The Mayor To Execute A Professional Services Agreement For Planning Services With AHBL, Inc. | | | | |

CITY OF ORTING WASHINGTON

RESOLUTION NO. 2019-30

A RESOLUTION OF THE CITY OF ORTING, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR PLANNING SERVICES WITH AHBL, INC.

WHEREAS, in 2018, the City of Orting issued a request for proposals (RFP) for planning services, and an initial review narrowed down the pool of proposals to two firms, Sound Municipal Consultants and AHBL, Inc.; and

WHEREAS, the City selected Sound Municipal Consultants, who served as the City's contract planning company until September 2019; and

WHEREAS, at the time, due to the volume of planning work including proposed Comprehensive Plan amendments and proposed amendments to the Orting Municipal Code, Title 13; and

WHEREAS, in order to ensure the City could continue providing the necessary public services, the Mayor executed a short-term contract with AHBL, Inc. for planning services that was within his delegated signing authority; and

WHEREAS, under the City's Purchasing Policy, Policy No. 2017-05, contracts for professional services over the amount of \$20,000 shall be advertised using the RFP/RFQ process, but the City Council may suspend that requirement as needed; and

WHEREAS, the cost to the City to issue another request for proposals (RFP) is burdensome, and unnecessary in light of the 2018 RFP process for the same professional service;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORTING AS FOLLOWS:

Section 1. Waiver. The City Council of the City of Orting finds good cause exists to waive the provisions of Part IIX of the City's Purchasing Policy, Policy No. 2017-05 for the purpose of effectuating this Resolution. This waiver is exclusively for the purposes described herein.

Section 2. Authorization. The Mayor is hereby authorized to execute a professional services agreement or contract planning services with AHBL, Inc., in a form acceptable to the City Attorney, f with a termination date of December 31, 2020, for an amount not to exceed \$_____.

Section 3. Corrections. The City Clerk and the codifiers of this resolution are authorized to make necessary clerical corrections to this resolution including, but not limited to, the

correction of scrivener's errors, references, numbering, section/subsection numbers and any references thereto.

Section 4. Effective date. This Resolution shall become effective immediately upon adoption and signature as provided by law.

**RESOLVED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF
ON THE _____ DAY OF _____ 2019.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee, Best, Doezie & Ryder, P.S.
City Attorney



**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|--|---|-------------------------------|----------------------------|-----------------------------|
| Subject: Council Committee selection for the year 2020 | AB19-81 | N/A | | |
| | | | 11.20.19 | 11.25.19 |
| | Department: Executive/Deputy Mayor | | | |
| | Date Submitted: | | | |
| | Cost of Item: \$ | | | |
| Amount Budgeted: \$ | | | | |
| Unexpended Balance: \$ | | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | | | | |
| Fiscal Note: T | | | | |
| Attachments: Current Council Assignments – Committee Scopes | | | | |
| SUMMARY STATEMENT: | | | | |
| <p>An appointment committee consisting of the Deputy Mayor, one councilmember and the Mayor shall recommend assignments for the Council Committee Chair and Vice-Chair positions, in accordance with the following procedure:</p> <p>a) The appointment committee shall provide recommendations for Council Committee assignments to the full Council for its approval no later than the first regular meeting in January.</p> <p>b) Each Council member shall be assigned to at least one (1) Council Committee, with the exception of the Deputy Mayor who shall chair the study session.</p> <p>c) Chairperson selection shall be based on seniority, balance of experience, knowledge and interest prior to assignment.</p> <p>d) The appointment committee shall give weighted consideration for those working on long range project.</p> | | | | |
| RECOMMENDED ACTION: Deputy Mayor Hogan And The Mayor Will Solicit One Councilmember To Assist In Bringing Recommendations For Committee Assignments Back To Council On November 25 th . | | | | |
| FUTURE MOTION: <i>Motion: To approve the Committee assignments, CGA – CM _____, Chair, CM _____, Vice-Chair. PW- CM _____, Chair, and CM _____, Vice-Chair. PS- CM _____, Chair, and _____, Vice –Chair.</i> | | | | |

2020 Recommended Council Committee Assignments

Public Works: _____ Chair, & _____, Vice Chair- First Wednesday of the month at 2:30 at City Hall.

Goal: Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

Attendance: 2-3 council, PW staff, admin.

- Utilities, Technology, Streets/Transportation, Emergency Bridge.
* Facilities related to Public Works.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Public Safety: _____, Chair & Vice Chair, _____) - First Friday of each month at 9:30am at PSB

Goal: Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

Attendance: 2-3 council, PS staff, admin

- Public Safety, Emergency Preparedness.
*Facilities related to Public Safety

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Community and Governmental Affairs: Nicola McDonald, Chair, & Michelle Gehring, Vice- Chair- First Thursday of each month at 10:00am at City Hall. (may be early Friday AM)

Goal: Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

Attendance: 2-3 council, Parks staff, admin

- Economic Development, Grants, Sponsorship, Lodging Tax, Cemetery, Parks Advisory Board.
*Facilities related to Administration.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Study Session: Deputy Mayor _____, Chair, & _____ - Third Wednesday of each month at 6:00pm at the MPC.

Goal: Introduction & first pass at ordinances and resolutions. Deep dive into committee matters. Legal review and staff discussion.

Attendance: Full Council, as necessary (admin, legal, and others)

- General, Finance, Leg Priorities, Government relations.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Regular Meeting/Consent Agenda.

Council Meeting #1 & 2- 2nd and last Wednesday of each month at 7:00pm at the MPC.

Goal: Business of the council (appointments, public hearings, public input, presentations, proclamations, etc.), assignment of topics to committees. Passing/debating consent agenda from study session.

2020 Council Standing Committees

Scopes of Authorities

(Please note some descriptions are absent)

1. **COMMUNITY AND GOVERNMENT AFFAIRS COMMITTEE:**

The CGA Committee, considers matters related to **Council training, procedures and communication** and makes **recommendations designed to improve and expedite the business and procedure of Council, and its committees**, proposes to Council any **amendments to the rules** deemed necessary regarding the organization of the Council, **including parliamentary procedure**, it may consider **any matter of a general nature**.

The CGA also considers the following:

- A. **Social issues**
- B. **Economic development**
- C. **Grants-** Reviews grant applications and makes recommendations to Council.
- D. **Sponsorship-** Review's applications and makes recommendations to Council
- E. **Parks-** In conjunction with City Staff, considers matters related to Parks, Parks Board and Orting Recreation programs.
- F. **Cemetery** - In conjunction with City Staff, review the policies, procedures as well as financial health of the cemetery.
- G. **Lodging** -Lodging tax is discussed on a quarterly basis with a community business owner.

*** Facility Issues directly related to Administrative staff**

2. **PUBLIC SAFETY COMMITTEE:**

Public Safety Committee, in conjunction with City Staff, may consider issues related to the **public health, safety and welfare of the citizens** of Orting including but not limited to, **law enforcement, fire safety, court, animal control, and emergency services**.

The Public Safety Committee also considers issues relating to the following:

- A. **Emergency Preparedness-** In conjunction with City Staff, considers matters related to Emergency Management, and will continuously analyze all risks which expose the city to potential disruption and oversee the development of emergency preparedness and response and evacuation plans.

***Facility Issues related to Public Safety**

3. PUBLIC WORKS COMMITTEE:

The Public Works Committee, in conjunction with City Staff, considers matters related to **water, sewer, solid waste, recycling, utility franchises, and storm water management**. The Committee **tracks capital projects and makes recommendations to the Council for capital improvements**. They also address matters relating to the following:

- A. **Transportation matters**
- B. **Capital improvement programs**
- C. **Transit**
- D. **Streets, street lighting**
- E. **Signalization**
- F. **Pedestrian safety.**
- G. **Annual chip seal program making recommendations to Council for street and sidewalk improvements.**
- H. **Technology**
- I. **Emergency Evacuation Bridge**

***Facility Issues Related to Public Works**

4. STUDY SESSION

Finance -Considers matters related to the financial issues of the City including the budget, general fiscal and financial health, rates and fees, and the state financial audit. The Treasurer compiles periodic budget and financial reports and shares them with the Council.

Goal: Introduction & first pass at ordinances and resolutions. Deep dive into committee matters. Legal review and staff discussion. Attendance: Full Council, as necessary (admin, legal, and others)



**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|---|---------------------------------|-------------------------------|----------------------------|-----------------------------|
| Subject: Term Limits- Ordinance No. 2019-1054, An Ordinance Of The City Of Orting, Washington, Relating To Qualifications For Elected Officials; Adopting New OMC 1-6-4 And 1-6-5, Establishing Term Limits For City Council Members And the Mayor. | AB19-80 | CGA | | |
| | | 11.07.19 | 9.18.19 11.20.19 | 11.25.19 |
| | Department: City Council | | | |
| | Date Submitted: | | | |
| | Cost of Item: \$ | | | |
| Amount Budgeted: \$ | | | | |
| Unexpended Balance: \$ | | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | | | | |
| Fiscal Note: | | | | |
| Attachments: Ordinance No. 2019-1054 | | | | |
| <p>SUMMARY STATEMENT: Term limits help ensure that citizens have greater opportunity to serve on the City Council and bring new ideas and perspectives to the City, along with ensuring more equal opportunity of representation for all residents of the City of Orting.</p> <p>The City Council is empowered to enact additional qualifications for candidates to hold elective office in the City where those qualifications do not contravene state statute and the state Constitution. The CGA committee recommends adopting Term Limits for City Councilmembers and the Mayor.</p> | | | | |
| <p>RECOMMENDED ACTION: Move forward to the next meeting.</p> <p>FUTURE MOTION: To Adopt Ordinance No. 2019-1054 An Ordinance Of The City Of Orting, Washington, Relating To Qualifications For Elected Officials; Adopting New OMC 1-6-4 And 1-6-5, Establishing Term Limits For City Council Members And Mayor; Providing For Severability; And Establishing An Effective Date</p> | | | | |

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2019-1054**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO QUALIFICIATIONS
FOR ELECTED OFFICIALS; ADOPTING NEW OMC 1-
6-4 AND 1-6-5, ESTABLISHING TERM LIMITS FOR
CITY COUNCIL MEMBERS AND MAYOR;
PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

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

WHEREAS, the City Council of the City of Orting is empowered to enact additional qualifications for candidates to hold elective office in the City where those qualifications do not contravene state statute and the state Constitution; and

WHEREAS, City Council has determined that the adoption of term limits for City Council members and the Mayor are warranted, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City;

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

Section 1. New OMC Title 1, Chapter 6, Section 4, Adopted. Orting Municipal Code Title 1, Chapter 6, Section 4, is hereby adopted to read as follows:

1-6-4 Term Limit for Councilmembers

No person shall be allowed to serve on the city council for more than two four-year terms; provided, that:

A. This limitation on terms shall not apply to any unexpired term to which a person is appointed to fill a vacancy in this office, if the remainder of the term is less than one-half of the full term of office; and

B. This prohibition shall not disqualify any person now serving on the city council from completing the term of office that he or she has been elected to serve as of the effective date of the ordinance codified herein.

Section 2. New OMC Title 1, Chapter 6, Section 5, Adopted. Orting Municipal Code Title 1, Chapter 6, Section 5, is hereby adopted to read as follows:

1-6-5 Term Limit for Mayor

No person shall be allowed to serve as Mayor for more than two four-year terms; provided that:

A. This limitation on terms shall not apply to any unexpired term to which a person is appointed to fill a vacancy in this office, if the remainder of the term is less than one-half of the full term of office; and

B. This prohibition shall not disqualify any person now serving as Mayor from completing the term of office that he or she has been elected to serve as of the effective date of the ordinance codified herein.

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

Section 4. Codification. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the above, and publish the amended code.

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

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

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATE

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer, City Attorney
Inslee Best, PS

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



**City Of Orting
Council Agenda Summary Sheet**

| | | | | |
|--|---|-------------------|---|--|
| Subject: - Ordinance No. 2019-1052, An Ordinance Of The City Of Orting, Washington Relating To The Annual Budget For Fiscal Year 2020; Adopting The City Of Orting 2020 Budget; Adopting The Job Classification And Pay Range For Employees | Recommending Committee: | AB#- 19-72 | Study Session | Regular & Special Meeting Dates |
| | N/A | | 10.16.19 10.19.19 11.20.19 | 10.30.19 11.13.19 11.25.19 |
| | Department: Finance | | | |
| | Date Submitted: October 9, 2020 | | | |
| | Cost of Item: <u>TBD</u> | | | |
| Amount Budgeted: <u>NA</u> | | | | |
| Unexpended Balance: <u>N/A</u> | | | | |
| Bars #: TBD | | | | |
| Timeline: Complete in 2019 | | | | |
| Submitted By: Scott Larson | | | | |
| Fiscal Note: N/A | | | | |
| Attachments: 2020 Budget Ordinance No. 2019-1052, Exhibit A & B, Memo | | | | |
| SUMMARY STATEMENT: This item will consist of a briefing by staff and general discussion on the 2020 Budget. *See Memo for additional information | | | | |
| RECOMMENDED ACTION: Move to the next meeting for adoption. | | | | |
| FUTURE MOTION: To Adopt Ordinance No. 2019-1052, An Ordinance Of The City Of Orting, Washington Relating To The Annual Budget For Fiscal Year 2020; Adopting The City Of Orting 2020 Budget; Adopting The Job Classification And Pay Range For Employees; Establishing An Effective Date; And, Providing For Severability | | | | |



Memo

To: City Council

From: Scott Larson, City Treasurer

cc: Mayor Penner; Mr. Bethune, City Administrator

Date: October 28, 2019

Re: 2020 Draft Budget

Updates

- 1) Requests have been ranked based on priority. See Appendix C for more information.
- 2) Knuckle Boom: I reviewed the use of the existing bucket truck with the Public Works Director and the Public Works Supervisor. Year to date the bucket truck has been used 40 times by city staff including but not limited to changing out banners and flags in the downtown area, moving hanging baskets, trimming trees in parks, gutter cleaning, building maintenance, pressure washing decanters, cleaning reservoirs, tree risk assessments and changing lightbulbs and utility facility maintenance. Further anticipated use of the bucket truck for 2019 includes putting up holiday decorations, installing the Christmas tree in the bell tower and tree trimming.

Some of the work can be scheduled to coincide with a periodic rental, but tasks like hanging banners during the spring and summer would require the repeated renting of a lift every few weeks to be able to hang banners for city events. According to the Star Rentals website, a 40 foot lift costs \$300 per day and their delivery and pickup fee is \$200. If we were to consolidate work to two days per quarter the annual cost of a rental would be \$3,200. Without taking inflation into account, over the 15 year expected minimum life of this piece of equipment, the City can expect to spend approximately \$48,000 in rental fees.

The cost of the knuckle boom is approximately \$42,000, and due to the emergent nature and frequency of the work that is completed by this piece of equipment, staff continue to believe that it is best to replace the existing bucket truck. The only current need the existing bucket truck does not meet is when staff has to replace lightbulbs in the MPC. The knuckle boom will match or exceed the versatility of the existing bucket truck.

- 3) Chipper: The public works director is recommending that this request be pushed to a future year to get a better understanding of our use of the chipper and evaluate a hauling option. The new asset management program will allow us to better track use of this asset.
- 4) Commercial Mower: Staff will continue to monitor the existing mower and its use during 2020.
- 5) Water fund pressure valve: After reviewing this request further with the City Engineer we are striking this request from the budget. The City Engineer would like to complete the upgrade of the pumps in Well 1 and evaluate the system further to determine if this valve is still needed.
- 6) Engineer costs have been updated throughout the budget to reflect our continued use of a consultant. Management will continue to evaluate our ability to bring an engineer onto the staff.
- 7) Wages and benefits estimated in the budget are reflective of the finalized AFSCME CBA.

Ongoing

- 1) The Mayor has committed 1% of general fund revenue or \$35,000 to community grants. There were \$59,500 of grant requests from community grants for 2020. The Mayor would like the council to determine what level the City should fund these organizations at. This was discussed at the budget retreat but not settled. CGA recommended the following allocations:

| <u>Organization</u> | <u>Amount</u> |
|---------------------|-----------------|
| Chamber of Commerce | \$1,500 |
| Farmers Market | \$3,000 |
| Food Bank | \$3,000 |
| Opportunity Center | \$7,500 |
| Senior Center | \$15,000 |
| Recovery Café | <u>\$10,000</u> |
| Total | \$40,000 |

- 2) The parks fund, after considering regular operating expenses and minimum fund balances has about \$25,000 left over to spend. Options include Calistoga Park Phase II, requests from the parks board including picnic tables and requests from the public works department for equipment that the Parks Fund will use including a knuckle boom and chipper. Alternatively, if council were to choose, they could choose to eliminate the Gratezer Field construction that the city has received a \$200,000 grant from the state to complete. A list of the menu of options follows:

| <u>Item</u> | <u>Cost</u> |
|----------------------------|-----------------|
| Picnic Tables/Benches | \$5,000 |
| Knuckle Boom | \$12,600 |
| City Shop Outfitting | \$3,750 |
| Calistoga Tall Tower Slide | \$93,500 |
| Calistoga Zip Line | <u>\$25,000</u> |
| Total | \$139,850 |

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2019-1052**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON RELATING TO THE ANNUAL BUDGET
FOR FISCAL YEAR 2020; ADOPTING THE CITY OF
ORTING 2020 BUDGET; ADOPTING THE JOB
CLASSIFICATION AND PAY RANGE FOR EMPLOYEES;
ESTABLISHING AN EFFECTIVE DATE; AND,
PROVIDING FOR SEVERABILITY**

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

WHEREAS, the Mayor of the City of Orting, Washington, completed and placed on file with the City Clerk a preliminary budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of said city for the fiscal year ending December 31, 2020; and

WHEREAS, a notice was published that the council of said City would meet on the 13th day of November 2019, and the 27th day of November 2019 at the hour of 7:00 pm and 7:00 pm., respectively, in the council chambers in the Orting Multi-Purpose Center of said City for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

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

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

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

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

SECTION 1. Adoption of 2020 Budget. The budget for the City of Orting, Washington, for the fiscal year 2018 covering the period from January 1, 2020 through December 31, 2020, with regular revenues and expenditures and ending fund balances as set forth in Section 2 of this ordinance, is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Orting 2020 Budget", three copies of which are on file in the Office of the City Clerk.

SECTION 2. Fund Reserves. The following funds have reserve accounts. These reserve moneys will be expensed as identified in the 2020 budget. Impact Fee amounts include projected additions from new construction during 2020.

Street Impact Fee Reserve: \$ _____

SECTION 3. Summary of Revenues and Appropriations. Estimated resources, including fund balances or working capital for each separate fund of the City of Orting, and aggregate totals for all such funds combined, for the year 2020 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the fiscal year 2020 as set forth in Exhibit A.

SECTION 4. Job Classifications and Pay Ranges. The job classifications and pay ranges for employees of the City as set forth in the schedule in Exhibit B are hereby adopted as part of the budget for 2020 and shall constitute the job classifications and pay ranges for such employees except as to those employees who are members of a bargaining unit wherein the applicable bargaining agreement may establish a different job classification and/or pay range.

SECTION 4. Transmittal by City Clerk. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Association of Washington Cities.

SECTION 5. 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 6. 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 _____ DAY OF _____, 2019.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee, Best, Doezie & Ryder, P.S.
City Attorney

Filed with the City Clerk: 10.9.19

Passed by the City Council:

Ordinance No. 2019-1052

Date of Publication:

Effective Date:

City of Orting 2020 Budget

| Exhibit A Ord. 2019-1052 | | Beginning Balance | Revenue | Expense | Ending Balance |
|----------------------------------|-----|----------------------|-------------------|-------------------|-------------------|
| General Fund | 001 | 1,200,000 | 3,665,321 | 3,661,904 | 1,203,417 |
| City Streets | 101 | 296,000 | 686,200 | 781,163 | 201,037 |
| Cemetery | 104 | - | 40,900 | 40,900 | - |
| Parks Department | 105 | 559,000 | 444,850 | 919,582 | 84,268 |
| Tourism Fund | 107 | 7,000 | 70 | 5,720 | 1,350 |
| TBD | 108 | 270,000 | 141,000 | 241,200 | 169,800 |
| Police Department Drug | 120 | 3,900 | - | 3,830 | 70 |
| LOCAL Vehicle Purchase 2016 | 202 | - | 101,046 | 101,046 | - |
| LOCAL Backhoe Purchase 2017 | 203 | - | 23,996 | 23,996 | - |
| Emergency Evacuation Bridge Fund | 303 | - | 500,000 | 500,000 | - |
| City Hall Construction | 304 | 4,500,000 | 588,000 | 5,088,000 | - |
| Transportation Impact | 320 | 620,000 | 45,000 | 450,000 | 215,000 |
| Water | 401 | 1,118,000 | 1,822,400 | 1,999,033 | 941,367 |
| Wastewater | 408 | 7,059,000 | 2,276,800 | 3,868,265 | 5,467,535 |
| Stormwater | 410 | 2,129,000 | 1,184,943 | 2,694,498 | 619,444 |
| Utility Land Acquisition | 412 | - | - | - | - |
| Customer Deposits | 634 | - | - | - | - |
| Cemetery Perpetual Fund | 701 | 516,000 | 7,000 | - | 523,000 |
| Skinner Estate Fund | 704 | 478,000 | 4,500 | 2,000 | 480,500 |
| Total | | 18,755,900 | 11,532,025 | 20,381,137 | 9,906,789 |

2020 Budget, Exhibit B- Ordinance No. 2019-1052

2020 Job Classifications and Pay Ranges

| <u>Position</u> | <u>Range</u> | <u>Approved FTE</u> | | <u>Salary (Low & High)</u> | |
|--|--------------|---------------------|-------------------|--------------------------------|-------------|
| | | <u>Positions</u> | <u>Department</u> | <u>Low</u> | <u>High</u> |
| Unrepresented Employees | | | | | |
| City Administrator | 45 | 1 | GG | 112,230.53 | 138,029.39 |
| Building Official | 26 | 1 | GG | 64,003.50 | 78,716.23 |
| City Treasurer | 36 | 1 | GG | 86,015.35 | 105,788.04 |
| City Clerk | 29 | 1 | GG | 69,938.35 | 86,015.35 |
| Parks & Rec Director | 19 | 1 | GG | 52,040.70 | 64,003.50 |
| Assistant Clerk | 4 | 1 | GG | 33,402.95 | 41,081.41 |
| Court Administrator | 27 | 1 | Court | 65,923.61 | 81,077.72 |
| Police Chief | 42 | 1 | Police | 102,706.83 | 126,316.45 |
| Reserve Officer (Hourly Rate) | | 2 | Police | 12.00 | 12.00 |
| Public Works Director | 40 | 1 | PW | 96,811.04 | 119,065.37 |
| City Engineer | 36 | 1 | PW | 81,452.80 | 105,788.04 |
| Landscape Maintenance -Supported Employment | | 0.5 | PW | 15,600.00 | 15,600.00 |
| Police Wages (Per CBA) | | | | | |
| Officer | P24 | 7 | Police | 67,794.69 | 78,592.62 |
| Detective | P26 | 1 | Police | 74,067.97 | 80,936.07 |
| Lieutenant | P28 | 2 | Police | 80,925.31 | 88,450.72 |
| Public Works and Administrative Staff (Per CBA) | | | | | |
| Sr. Accountant | 20 | 1 | GG | 58,620.64 | 65,978.05 |
| Accountant I | 15 | 2 | GG | 50,566.68 | 56,913.25 |
| HR Clerk | 17 | 1 | GG | 53,646.19 | 60,379.26 |
| Building Inspector/Permits | 20 | 0 | GG | 58,620.64 | 65,978.05 |
| Building Permits Tech | 15 | 0 | GG | 50,566.68 | 56,913.25 |
| Court Clerk | 15 | 1 | GG | 50,566.68 | 56,913.25 |
| Admin Asst. PW | 20 | 1 | PW | 58,620.64 | 65,978.05 |
| PW Supervisor | 26 | 1 | PW | 69,996.11 | 78,781.24 |
| Wastewater Plant Supervisor | 26 | 1 | PW | 69,996.11 | 78,781.24 |
| Water Plant Supervisor | 24 | 1 | PW | 65,978.05 | 74,258.88 |
| Wastewater OIT | 14 | 2 | PW | 49,093.87 | 55,255.58 |
| Wastewater I | 16 | | PW | 52,083.68 | 58,620.64 |
| Wastewater II | 19 | | PW | 56,913.25 | 64,056.36 |
| Wastewater III | 22 | 2 | PW | 62,190.64 | 69,996.11 |
| Water OIT | 14 | | PW | 49,093.87 | 55,255.58 |
| Water I | 16 | | PW | 52,083.68 | 58,620.64 |
| Water II | 19 | 4 | PW | 56,913.25 | 64,056.36 |
| Water III | 21 | | PW | 60,379.26 | 67,957.39 |
| Maintenance Worker I | 13 | | PW | 47,663.95 | 53,646.19 |
| Maintenance Worker II | 15 | 1 | PW | 50,566.68 | 56,913.25 |
| Stormwater Worker I | 14 | | PW | 49,093.87 | 55,255.58 |
| Stormwater Worker II | 18 | | PW | 55,255.58 | 62,190.64 |
| Code Enforcement | 22 | 1 | GG | 62,190.64 | 69,996.11 |
| Police Records Clerk I | 13 | 1 | GG | 47,663.95 | 53,646.19 |



**City Of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Special Meeting Date |
|---|--|-------------------------------|----------------------------|-----------------------------|
| Subject: Comprehensive Plan Amendment Docketing plan | AB19-84 | N/A | | |
| | | | 11.20.19 | 11.25.19 |
| | | | | |
| | Department: | Admin; Planning | | |
| | Date Submitted: | 11/13/19 | | |
| Cost of Item: | <u>\$NA</u> | | | |
| Amount Budgeted: | <u>\$NA</u> | | | |
| Unexpended Balance: | <u>\$NA</u> | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | Mark Bethune, Emily Adams (Planner), Charlotte Archer (Legal) | | | |
| Fiscal Note: | | | | |
| Attachments: Ordinance No. 2019-1055 | | | | |
| <p>SUMMARY STATEMENT: The City, as a non-charter code city planning pursuant to the Growth Management Act, the City of Orting may (but is not required to) amend its Comprehensive Plan no more than once per year. Orting Municipal Code 15-12-5 sets out a procedure for submission, review and action on proposed amendments to the City’s Comprehensive Plan. By Ordinance No. 2019-1055, the Council would amend OMC 15-12-5 to streamline the first phase of the process; requests for amendment received by the City would be reviewed by staff and submitted to the City Council for selection for inclusion on the docket of amendments for that year’s review. Selected amendments would then be submitted to the Planning Commission for a public hearing and review, and the Planning Commission’s recommendations would then be submitted to the City Council for a final decision.</p> <p>Staff is working to develop one timeline/process for 2021 and for all years thereafter, that would begin in late 2020 (likely September/October 2020). This proposal will be submitted to the Council in early 2020.</p> | | | | |
| RECOMMENDED ACTION: Move forward to consent agenda /November 25th, 2019. | | | | |
| FUTURE MOTION: To adopt Ordinance No. 2019-1055, Amending OMC 15-12-5, pertaining to Comprehensive Plan Amendment process | | | | |

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2019-1055

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO PROCEDURE;
AMENDING ORTING MUNICIPAL CODE 15-12-5
SETTING PROCEDURE FOR COMPREHENSIVE PLAN
AMENDMENT; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, as required by the Growth Management Act (Chapter 36.70A RCW), the City adopted a comprehensive plan for the community on November 29, 2004, (the “Comprehensive Plan”), which is updated frequently; and

WHEREAS, in accordance with RCW 36.70A.130, an adopted Comprehensive Plan shall be subject to continuing evaluation and review, and amendments to the Comprehensive Plan shall be considered no more frequently than once every year; and

WHEREAS, the City Council codified a process for requests received for annual amendments to the Comprehensive Plan at Orting Municipal Code 15-12-5; and

WHEREAS, the City Council has determined that amendments to OMC 15-12-5 are warranted to ensure all requests are expediently addressed; and

WHEREAS, the City Council finds that the proposed amendments to the Orting Municipal Code adopted herein are consistent with and would serve to further implement the planning goals of the adopted Comprehensive Plan and the Growth Management Act, bear a substantial relation to the public health, safety or welfare, and promote the best long term interests of the Orting community;

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

Section 1. Incorporation of Recitals. The above stated recitals are incorporated as though fully set forth herein.

Section 2. Adoption of Amendments to the Orting Municipal Code Section 15-12-5. The City Council adopts the amendments to the Orting Municipal Code Section 15-12-5, attached hereto as “Exhibit A”, which is incorporated by reference herein.

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

Section 4. Corrections and Codification. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the above, and publish the amended code.

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

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

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk

Approved as to form:

Charlotte A. Archer
Inslee, Best, Doezie & Ryder, P.S.
City Attorney

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

Exhibit A to Ord. 2019-1055

15-12-5: COMPREHENSIVE PLAN:

This section is intended to provide the method for adopting amendments to the text and official map of the city's comprehensive plan. Comprehensive plan amendments may include, but are not limited to, policy changes; land use designation changes; level of service standard changes; addition of new analyses; addition of new elements; or other changes that are mandated by state law or determined to be in the interest of the city. Chapter 13 of this title describes the adopted comprehensive plan.

A. Initiation Of Amendment: An amendment to the comprehensive plan may be initiated by:

1. The city council requesting the planning commission to set the matter for hearing and recommendations.
2. The planning commission.
3. One or more property owners or residents by petition to the city.
4. Citizen advisory committees or organizations through a petition to the city.

B. Docketing Process: The comprehensive plan shall be amended no more frequently than annually, except that subarea plans may be adopted as amendments at any time. Amendment proposals shall be processed as follows:

1. The city shall advertise the comprehensive plan amendment docketing process, inviting the public to propose amendments. Docketing proposals shall be in the form of a letter simply stating the proposed changes. The notice shall specify the deadline for submitting proposals. The notice shall also state that the city council shall decide which proposed amendments will be carried forward during the current cycle.
2. At the close of the proposal period, the submittals shall be reviewed by staff and the ~~planning commission and the proposals recommended for further processing~~ sent to the city council. This list will include proposals submitted by city departments, and boards and commissions as well as private parties.
3. The city council shall adopt a resolution directing the administrator to proceed with the selected amendments for the current cycle. Proposed amendments that are eliminated from further consideration may be resubmitted in the next cycle.

C. Fees: As may be established by resolution of the city council.

D. Staff Report: The administrator or his or her designee shall prepare a written report on each amendment pending before the planning commission. The report shall be transmitted to the planning commission and to the applicant before the public hearing. Each report shall contain:

1. Any factual findings pertaining to the amendment.
2. Any comments from city departments or other agencies with jurisdiction.
3. The environmental assessment, SEPA determination and/or final environmental impact statement.
4. The staff's recommendation.

E. Public Hearing By Planning Commission: The planning commission shall hold a public hearing prior to the recommendation for adoption or amendment of any comprehensive plan amendment to the city council. See chapter 9 of this title for hearing procedures and rules.

F. Adoption By City Council: Amendments to the comprehensive plan shall be adopted by the city council by ordinance after a public hearing on the planning commission's recommendation.(Ord. 778, 10-30-2003, eff. 11-11-2003)

Lindsay Breske

From: Greg Reed
Sent: Friday, November 22, 2019 8:38 AM
To: Lindsay Breske
Subject: FW:
Attachments: 20191119_153616.jpg; 20191119_153820.jpg; 20191119_153849.jpg

This tree is by the skate park and will be removed by City staff.

Greg

From: Matthew Bingham
Sent: Tuesday, November 19, 2019 3:59 PM
To: Greg Reed
Subject:





Recycling Station
This is the best place to recycle
your household items.
Please do not put in:
Flammable liquids, aerosols, or
other hazardous materials.
For more information, call
360-885-3333 or visit
www.wa.gov/recycling



Lindsay Breske

From: Greg Reed
Sent: Friday, November 22, 2019 8:39 AM
To: Lindsay Breske
Subject: FW: 5th Tree in from BBQ Pit
Attachments: 20191016_135903.jpg; 20191017_131218.jpg; 20191016_135925.jpg; 20191016_135943.jpg; 20191016_140006.jpg

This is one of the firs that need to come down it's the 5th tree out from the barbeque pit.

Greg

From: Matthew Bingham
Sent: Thursday, October 17, 2019 1:15 PM
To: Greg Reed
Subject: 5th Tree in from BBQ Pit





D.M. RECYCLING
253-414-0361

D.M. RECYCLING
253-414-0361
www.dmmrecycling.com

CARDBOARD
SERVICE REQUIRED ACCESS
DO NOT BLOCK
RETURN TRUCKS CHARGE APPLICABLE

1 30 05 15

PHARMACY





Lindsay Breske

From: Greg Reed
Sent: Friday, November 22, 2019 8:41 AM
To: Lindsay Breske
Subject: FW: Trees by new shop
Attachments: 20191016_152224.jpg; 20191016_152300.jpg; 20191016_152403.jpg

Trees in the riparian area behind the homes that line daffodil.

From: Matthew Bingham
Sent: Wednesday, October 16, 2019 3:26 PM
To: Greg Reed
Subject: Trees by new shop







Lindsay Breske

From: Greg Reed
Sent: Friday, November 22, 2019 8:42 AM
To: Lindsay Breske
Subject: FW: Cemetery trees
Attachments: 20191016_142952.jpg; 20191016_143018.jpg

Th8is are two trees in the cemetery and we'll be removing those using in-house staff.

Greg

From: Matthew Bingham
Sent: Wednesday, October 16, 2019 3:22 PM
To: Greg Reed
Subject: Cemetery trees





Lindsay Breske

From: Greg Reed
Sent: Friday, November 22, 2019 8:43 AM
To: Lindsay Breske
Subject: FW:
Attachments: 20190927_125158.jpg; 20190927_125216.jpg; 20190927_125218.jpg; 20190927_125220.jpg

Hi Lindsay,

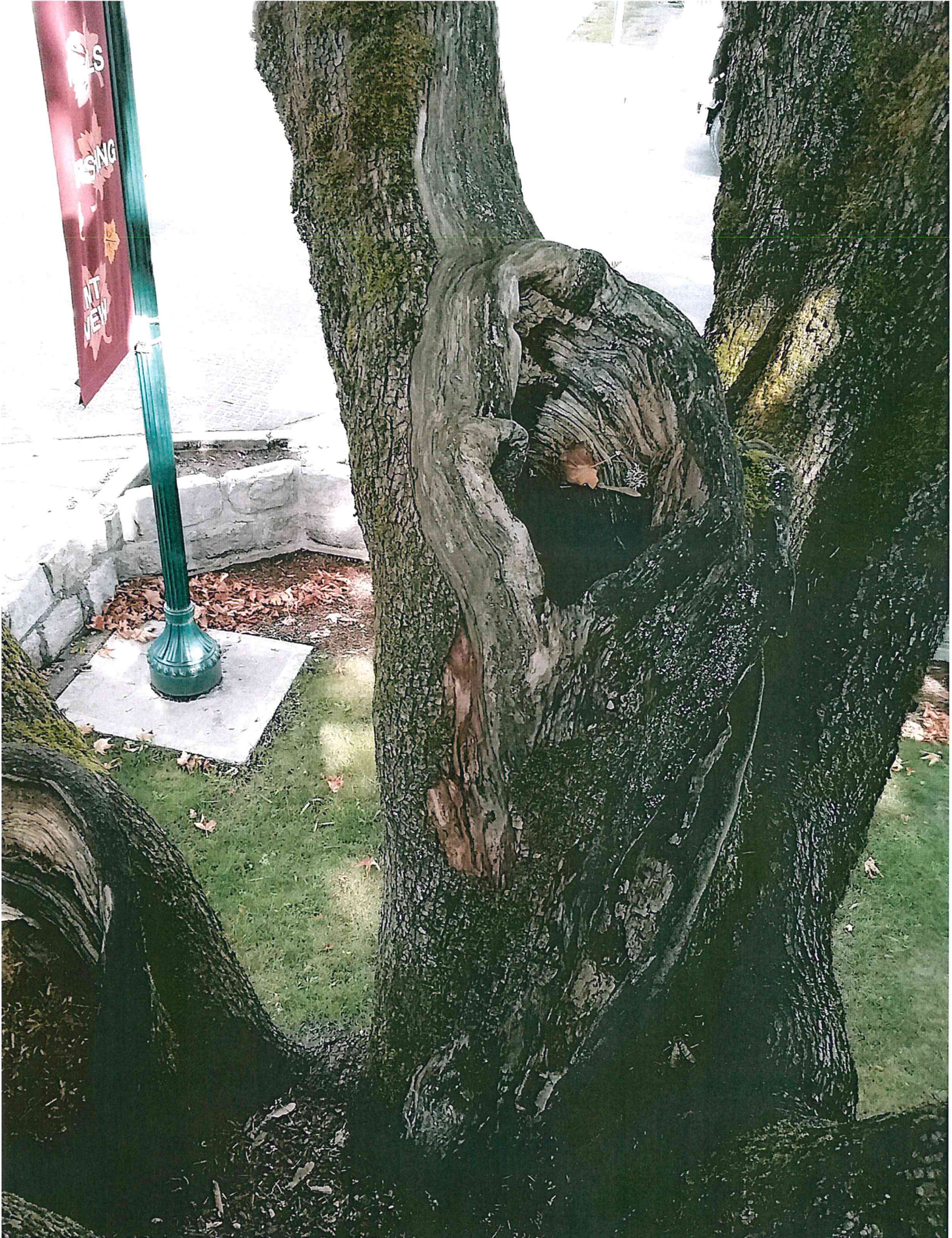
This is the large maple on the corner of Washington and Calistoga.

Greg

From: Matthew Bingham
Sent: Thursday, October 3, 2019 7:28 AM
To: Greg Reed
Subject:







LS
SING
AT
VIEW



Lindsay Breske

From: Greg Reed
Sent: Friday, November 22, 2019 8:44 AM
To: Lindsay Breske
Subject: FW: Trees in main park
Attachments: Blank 3.pages.pdf; ATT00001.txt

Report from Issac our arborist.

Greg

From: Greg Reed
Sent: Tuesday, October 1, 2019 9:39 AM
To: Issac Lolohea; Mark Barfield
Subject: FW: Trees in main park

Hello Issac,

Do you feel these trees should come down?

Greg

From: Mark Barfield
Sent: Friday, September 27, 2019 10:20 AM
To: Greg Reed
Subject: FW: Trees in main park

Good morning,

Issac has brought to my attention a couple of trees in our park that have issues. Good job on his part for looking out for issues and letting us know.

Something to bring to the Public Works Committee for discussion since it is in the main park downtown?

Sincerely,

Mark Barfield
Public Works Supervisor
City of Orting
Office (360) 893-2219 X 137
Cell (253) 405-8100
Fax (360) 893-6809
MBarfield@cityoforting.org

From: Issac Lolohea [<mailto:imlolohea@icloud.com>]
Sent: Thursday, September 26, 2019 3:48 PM
To: Mark Barfield
Subject: Trees in main park

Both these trees I noticed when I was doing park maintenance.







Douglas Fir tree with height over 80' tall, located in the main park. Tree is located next to bbq pit and it is the fifth tree on the right side when standing from Washington Avenue and facing the bbq pit. At about 15' from grade is the first of several conks (fungi) known as *Porodaedalea pini* that goes up the trunk. This type of conk causes pockets of decay behind itself.

60' Maple tree located in the corner of the main park behind the restrooms at its base on the opposite side of restrooms is an area of conks possibly *Ganoderma applanatum*. The tree has been topped in the past and does have visible areas of decay on the limbs that were topped.

