

Councilmembers

Position No.

1. Tod Gunther
2. John Kelly
3. Michelle Gehring
4. Dave Harman
5. Nicola McDonald
6. Vacant
7. Scott Drennen



ORTING CITY COUNCIL

Regular Business Meeting Agenda

Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA

January 10th, 2018
7 p.m.

Mayor Joshua Penner, Chair

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

2. INTRODUCE NEW EMPLOYEE- BRITTAN JONES

- *Dean Kaelin*

3. PUBLIC COMMENTS

4. AB18-01- Interviews for Councilmember Position #6

- *Deputy Mayor Harman*

1. **Interviews-** Order of interview will be drawn at meeting.
2. **Executive Session-** Recess To Executive Session To Evaluate The Qualifications of a Candidate For Appointment To Elective Office As Authorized By RCW 42.30.110(H).
3. **Reconvene the Council Meeting.**
4. **Appointment of Councilmember.**

Motion: *To Appoint (Candidate Name) To Council Position #6.*

5. CONSENT AGENDA

- Minutes of December 13th, 2017
- Payroll and Claims Warrants

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

6. COMMITTEE AND COUNCIL STANDING REPORTS

- Finance – *CM Gehring*
- Community & Government Affairs- *CM Drennen/CM McDonald*
- Public Works- *CM Harman*
- Emergency Evacuation Bridge System- *CM Drennen*
- Miscellaneous Activity Reports.

7. COMMISSION REPORTS

- Planning Commission

8. OLD BUSINESS

A. AB18-02- Comprehensive Plan Update- Second Reading and Approval of Ordinance No. 2017-1019, An Ordinance Of The City Of Orting, Washington, Relating To Land Use And Zoning; Adopting Amendments To The Comprehensive Plan; Providing For Severability; And Establishing An Effective Date.

- **Mark Bethune**

Motion: To adopt Ordinance No. 2017-1019, An Ordinance Of The City Of Orting, Washington, Relating To Land Use And Zoning; Adopting Amendments To The Comprehensive Plan

B. AB18-03- Adoption of Resolution No. 2018-01, A Resolution Of The City Of Orting, Washington, Relating To Utility Rates; Adopting Adjustments To Water, Sewer And Storm Water Utility Rates 2018 Utility Rates.

- **Scott Larson**

Motion: To Adopt Resolution No. 2017-12, Amending Resolution No. 2018-01, Correcting A Calculation Error On Exhibit A Thereto For The Water, Sewer And Storm Water Utility Rates.

9. NEW BUSINESS

A. AB18-04- Rate Increase for D.M. Disposal Waste Removal Services

- **Mark Bethune**

Motion: To approve D.M. Disposal Company proposed rate increase effective March 1, 2018.

B. AB18-05- Purchasing Policy

- **Scott Larson**

Motion: To adopt the Purchasing Policy as presented.

C. AB18-06- Amend Council Rules

- **CM Drennen/CM McDonald**

Motion: To approve the amendment of Council Rules by removing Section 4.5

D. AB18-07-Proposed Meeting/Committee Structure

- **CM Drennen/CM McDonald**

Motion: To approve the Meeting/Committee alignment as presented.

10. EXECUTIVE SESSION

11. ADJOURNMENT

Motion: Move to Adjourn.

Upcoming Meeting: Next Regular Meeting: January 31st, 2018 (MPC)

Brittan S. Jones

P.O. Box 1032, Orting WA 98360

Objective:

To effectively utilize the skills I've developed as a Golf Course Superintendant and translate them into being a Maintenance Worker 1 for the City of Orting. I know that my past positions have given me a great foundation for the skills that I will use to be an effective member of this team. I am passionate about being able to maintain public areas and upkeep the aesthetics of our community.

Work Experience:

Set up / Trainer

Washington Tractor - Sumner, WA

2012-Current

- Process a high volume of work orders.
- Researched and rendered timely resolution for customers with mechanical issues on their machines.
- Provide our customer with prompt, informed and courtesy service regarding the service of their machines.
- Train new team members on procedure and process of setting up new equipment.
- Perform research and trouble shoot problem jobs that are in need of urgent repair
- Skilled in performing welding on steel and aluminum materials
- Strong mechanical aptitude and dexterity

Superintendent/ Grounds Maintenance/ Mechanic

High Cedars Golf Course – Orting, WA

2003 - 2011

- Trained and supervised new employees
- Create fertilizing and mowing schedule
- Maintained sprinkler systems
- Construction based repairs to club house, driving range, outside bathrooms and other utility buildings
- Maintain and organize tournaments schedules, set up, and operational procedures
- Measure and fit customers for custom golf clubs and grips
- Retail merchandising for Pro Shop – pricing new items and floor set

Additional Skills:

- | | |
|--|---|
| • Proficient in Microsoft Office Suite | • Detail oriented, multi-tasker |
| • Outstanding Customer Service | • Technology savvy |
| • Excellent communicator | • Quickly learns new process and protocol's |
| • Outgoing and energetic | • Dependable and dedicated self start |



City Of Orting Council Agenda Summary Sheet

AB18-01 SUBJECT: Selection of Candidate to fill the unexpired term of Council Position #6.	Agenda Item #:	AB 18-01
	For Agenda of:	01/10/18
	Department:	Council
	Date Submitted:	01/05/18

Orting Staff & Professional Representatives			
Mayor, Joshua Penner	X	Cost of Item:	<u> \$0 </u>
City Administrator, Mark Bethune	x	Amount Budgeted:	<u> \$0 </u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u> \$0 </u>
City Clerk, Jane Montgomery	X	Timeline: <i>90 days from resignation of Councilmember</i>	
City Treasurer, Scott Larson			
Police Chief, Bill Drake		BARS:	
Public Works, Dean Kaelin		Fiscal Note: <i>N/A</i>	
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input checked="" type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

<p>Attachments:</p> <p>SUMMARY STATEMENT: Councilmember Joshua Penner submitted his resignation to the City Clerk on December 7, 2017 to assume his new duties as Mayor.</p> <p><i>Per the City Council Rules of Procedure:</i></p> <p>8.1 Notice of Vacancy: If a Council vacancy occurs, the Deputy Mayor will take the lead with the assistances of two councilmembers and guide the Council through the procedures as outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available, until an election is held, the Council will widely distribute and publish a notice of the vacancy, procedure, deadline for applying for the position and the date of the interview.</p> <p>Deputy Mayor Harman is leading the process for the appointment to this position. Deputy Mayor Harman provided Councilmember's the applicant's information after the meeting on December 13th, 2017. Each Applicant after drawing their order to be interviewed will be asked to do an introduction followed by 6 questions. When the candidates have all been interviewed the Council will recess to an Executive Session to discuss the qualifications of each applicant. When the Executive session is over Council is expected to return to open session where the opportunity to appoint a Councilmember will be provided.</p> <p>COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: <i>N/A</i></p> <p>ACTION: IF DESIRED /MOTION: <i>To Appoint (Candidate Name) To Council Position #6</i></p>

8. Filling Council Vacancies and Selecting Deputy Mayor

8.1 Notice of Vacancy: If a Council vacancy occurs, the Deputy Mayor will take the lead with the assistance of two councilmembers and guide the Council through the procedures as outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available, until an election is held, the Council will widely distribute and publish a notice of the vacancy, procedure, deadline for applying for the position and the date of the interview.

8.2 Application Procedure: Each applicant will submit a written request to the City Clerk prior to the posted deadline.

8.3 Interview Process: All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting. The order of the interviews will be determined by a drawing of names. Applicants will be asked to answer questions posed by each Councilmember during the interview process. Each candidate will be allowed two minutes for opening and closing comments. Candidates may not make comments or responses about other applicants.

8.4 Selection of Councilmember: The Council may recess into executive session to discuss the qualifications of all candidates. Nominations via a motion, voting and selection of a person to fill the vacancy will be conducted during an open public meeting. If no motion is made, none of the candidates shall be selected.

The City Clerk will prepare the Oath of Office and the Mayor, The City Administrator or the City Clerk may swear in any newly-appointed Councilmember. The new Councilmember will immediately take his/her seat with the Council.

**Notice published: December 18th. Posted December 14th.
Must be a Registered Voter
Lived in the City of Orting for 1 year
Applications submitted by January 3rd at 4:00pm**

- 1.** Names will be drawn for the interview order.
- 2.** Each Candidate will have 2 minutes for opening and 2 minutes for closing comments.
- 3.** Candidates will be allowed 2 minutes per question.
- 4.** Council will recess to executive session to discuss qualifications of candidates.
- 5.** Council will return to Open Session.
- 6.** Opportunity for a Nomination via a motion by any Councilmember, followed by a second.
- 7.** If motion and second are made and a roll call vote results in the appointment of a candidate, then the candidate will be sworn in by the Mayor and take their seat immediately.

RCW 42.12.070**Filling nonpartisan vacancies.**

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

(1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.

(2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.

(3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.

(4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.

(5) If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.

(6) As provided in chapter 29A.24 RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

[2013 c 11 § 89; 2011 c 349 § 28; 1994 c 223 § 1.]

From: [Josh Penner](#)
To: [Jane Montgomery](#)
Cc: [Charlotte Archer](#)
Subject: Re: Resignation Letter
Date: Thursday, December 7, 2017 8:48:10 AM

I'm resigning my council seat effective Jan 1 2018

Signed,
Josh Penner (electronically)

Joshua Penner

Councilmember
City of Orting
253-987-6655
<http://www.cityoforting.org>

On Dec 6, 2017, at 3:46 PM, Jane Montgomery
<JMontgomery@cityoforting.org> wrote:


Hi Josh,

The City Attorney has recommended that you write a letter of resignation that has an effective date of January 1st prior to the December 13th meeting as we plan on swearing you and the other Councilmembers in at that meeting which is the last meeting in 2017. Please Contact Charlotte with any questions or concerns you may have.

Thanks so much,
Jane

Jane Montgomery – City Clerk, CMC

City of Orting | PO Box 489 | Orting, WA 98360

 T: (360) 893.2219 Ext. 133 | F: (360) 893.6809

jmontgomery@cityoforting.org

NOTICE OF PUBLIC DISCLOSURE: This e-mail is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

THE CITY OF ORTING
NOTICE OF COUNCIL POSITION # 6 OPENING

The City of Orting is seeking candidates to fill the unexpired term of office for Council Position 6. The position will be filled by appointment of the Orting City Council until the next regular municipal election. To be eligible for appointment a candidate must be a registered voter, and have resided in the City of Orting for at least one year. Letters of interest and a resume should be submitted to Jane Montgomery, City Clerk, by 4:00 pm on January 3rd, 2018.

NOTICE OF CITY COUNCIL POSITION #6 OPENING

Posted on December 14, 2017 by [Jane Montgomery](#) • 0 Comments

THE CITY OF ORTING

NOTICE OF COUNCIL POSITION # 6 OPENING

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Interviews will be held at the January 10th, regular meeting of the City Council at 7:00pm at the MPC, 202 Washington Avenue S.

Filed Under: [News](#)

RECEIVED
JAN 02 2018
CITY OF ORTING

Erika Bartholomew
1205 Sigafos Ave NW
Orting, WA 98360

December 30, 2017

City of Orting
110 Train St
Orting, WA 98360

Dear Sir or Madam,

I would like to express my interest in applying for the open position on the Orting City Council. I have been a resident of Orting for the past ten years. Many of those years have been spent volunteering to serve the Orting community, including time spent at Orting Primary School. I am a classroom helper, I assist during the annual lahar drill, and I am a member of the Orting Combined PTA. My candidacy also includes volunteer work for neighborhood events for Village Green Home Owner's Association.

For the past 12 years, I have been employed at Northwest Neurology and Electrodiagnostic Center. My role as clinic manager has played a valuable part in patient care and coordination as well as overall clinic efficiency.

I believe that each of my volunteer experiences and my employment will allow me to offer excellent service on the board of Orting City Council; where it will benefit both the city administration and the community. I look forward to speaking with you further about how I can be of service to the people of Orting.

Sincerely,



Erika Bartholomew

Erika M. Bartholomew

Objective To obtain Orting city council position number six.

Experience 2005 – Present Northwest Neurology and Electrodiagnostic Center Auburn, WA

Clinic manager, EEG technician

- Medical billing and AR maintenance
- Patient and employee schedule management
- Physician credentialing
- Employee training
- Clinic marketing and business management

2002 – 2005 Dollarwise Bonney Lake, WA

Assistant manager, teller

- Business opening and closing responsibilities
- Vault management
- Check cashing and small loans

Education 2003 – 2005 Green River Community College Auburn, WA

AAS Computer Applications Specialist

- High Honors, diploma, and three certificates for office support, data entry, and file clerk.
- Classes focused on computer software, administrative tasks, typing, creating spreadsheets and charts, internet and web design (HTML), troubleshooting, and business correspondence.

1998 – 2002 Sumner High School Sumner, WA

High school diploma

- High Honors

Community Service
Member of Orting Combined PTA
Volunteer at Orting Primary School
Village Green HOA event volunteer

Awards
2005, GRCC business education division student of the year
2004, Dollarwise employee of the month and customer service of the year

RECEIVED
JAN 03 2018
CITY OF ORTING
3:52 pm

To: Orting City Council Members

Fr: Douglas B. Bishop
702 Kansas St SW
Orting, Wa 98360

Re: Letter of Interest Vacant Council Seat


Greeting Council Members,

I would like to be considered to fill the vacant council seat. As you are all aware I have been in regular attendance at council meetings for the last three years. I believe this gives me a edge over other applicants because I am current on all the issues. I previously served a four year term as a council member. Thus I am familiar with the governing process of Orting. I believe my connections with the great citizens of Orting would be a valuable asset to the council. The last election I garnered nearly fifty percent of the vote for the position that I ran for. This shows that nearly 50% of our citizens have faith that I would represent them well.

Thank You for your consideration in my filling the vacant seat on the Orting City Council.


Douglas B. Bishop

Douglas B. Bishop
702 Kansas St SW
Orting, Wa 98360



Work History:

1985-1988 United States Army Military Police Officer

1989-1990 Renton School District Security

1990-1994 Buckley Police Department. Corrections Officer and Provisional Police Officer

1994-1995 Grays Harbor County Sheriff Deputy

1995-1998 Shepard Ambulance EMT

1998-2006 Pierce County Transit

2006-2014 JTS Inc Project Management and Estimator

Volunteer/Community Service:

1990-1994 Buckley Fire Department Volunteer Firefighter/EMT

1994-2005 Orting/Fire District 18 Volunteer FireFirefighter/EMT

2004-2008 Orting City Council Member

2014-Present Vice-President Bridge for Kids

Letter of Interest for
Orting City Council Position #6

RECEIVED BY
CITY CLERK
JAN 03 2017
CITY OF ORTING

3 January 2018

To the Honorable Mayor and Members of the Orting City Council,

I would like to express my interest in and make myself available for consideration for filling the unexpired term of Orting City Council Position #6.

I believe in being involved in my community and giving back to both my community and the residents therein. I have been active in the past in two homeowner's associations, in numerous civic/fraternal organizations and as a youth leader with the Boy Scouts of America, to further these aims.

As I am planning my retirement, projected for this coming May, I have discussed with my Wife the possibility of getting more involved in the local Orting community in a manner that will do as much as possible to return to this community the joys and benefits we have gotten from it. A position on the City Council seems to be a perfect fit.

I believe in transparency in government, and that our governments are intended to manage the public trust in ways that promote good stewardship, long range planning, and with an eye on getting the best bang for the public buck. I attended the election debates sponsored by the League of Women Voters, a very excellent event by the way, thanks to all, and was distressed to hear of divisions and divisiveness having occurred in our City Government. I believe that we need to have many view points and be open to all sorts of ideas, and that everyone has a right to be heard and respected. We may agree to disagree, but we must all work together for the common good of OUR Community.

If I am chosen to fill this vacancy, I pledge to bring an ethic of honesty, hard work and dedication to the people of Orting and the City Government which I would have been selected to serve.

Thank you for this opportunity.

Sincerely,




Jeff (Edward Jeffrey) Craig
315 Orting Ave NW
Orting, WA 98360



Resume: Edward Jeffrey Craig (Jeff)

315 Orting Ave NW
Orting, WA 98360



Mailing Address: 1420 NW Gilman Blvd #2285, Issaquah, WA 98027

Born: Spokane, WA, USA, 14 April 1953

Married: Natalie Craig, 21 June 2013; widowed in 2009, 8 Adult Children, 14 Grandchildren, 1 Great Grandchild

Resident of Orting since June 2015, Orting homeowner since September 2005

Education:

Graduate of Issaquah High School, 1971

Bachelor of Science from Washington State University in Police Science and Administration, 1975

Employment History:

USAF Commissioned Officer, Security Police Shift Commander, 1976-1980

Chief Seattle Council, Boy Scouts of America, District Executive, 1981-1982

Northwest Protective Service, Supervisor, 1982-1984

King County Metro Transit:

Bus Driver, 1984-1989

1st Line Supervisor, 1989-Present

Communications Coordinator, 1999-Present

Activities and Interests:

Member and Committee Chairman, Klahanie Homeowners Association, 1984-1986

President, Merewood Homeowners Association, 1988-1989

Boy Scout, Cub Scout, and Sea Scout leader of several different youth units, 1975-Present

King County Search and Rescue, 4X4 Unit, member, 2000-2012

PTA President, Briarwood Elementary & Maywood Middle Schools, Golden Acorn

Recipient

HAM Radio operator since 1992

Statewide leader of 3 Masonic Fraternal groups

Member of Seattle Chapter, Harley Owners Group

Avid boater, having owned both power and sail boats, now owning 2 kayaks

Member Scottish American Military Society

National President, Clan Craig Association of America

RECEIVED BY
CITY CLERK

JAN 03 2017

January 3, 2018

Greg Hogan
210 Burr St NE
Orting, WA 98360

CITY OF ORTING

Dear Orting City Council,

I am writing to express my interest in the Open Council Posting #6 with the City of Orting. I believe that my combination of experience, education and leadership expertise will add value to your city council.

I currently serve on the Orting Planning Commission and on the Orting Civil Service Commission.

I served on the Orting School Board for thirteen years, nine of those as Chairman of the Board, while my five children attended Orting Public Schools. I have also enjoyed volunteer coaching my children's soccer and baseball teams, managing the municipal soccer program for fifteen years and my experience as the three time president of the Orting Athletic Associations (now known as Orting Parks and Recreation).

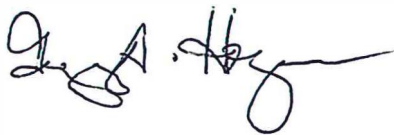
I will strive to work as a collaborative council member who listens to community members & local business owners as well as fellow council members as we make decision that impact Orting. As I council member I believe it is important to continue moving Orting forward as we maintain our small town community values

As a council member it will be my goal adopt policy that benefits all groups. I believe that the council needs input from the community, advisory committees and council staff. I wish to ensure that Orting Public Servants and the Orting Police Department are provided with the resources they need to serve and protect our community.

I will advocate to improve the current traffic congestion in Orting and help address the ever increasing drug and homeless epidemic. We have an amazing police department which I feel needs the continued support of our council and our community and needs to be provided with the best tools to continue helping address problems in our town.

I know that I have the experience, education and passion to best serve your City Council. I am looking forward to an opportunity to continue serving the city of Orting. I am requesting the opportunity to prove to you who I am, what I know and the many ways I can serve and support our city council, our programs, and our community.

Sincerely,



Gregory Hogan

References available upon request

Greg Hogan

210 Burr Street NE Orting, WA 98360



Objective: *To serve the community of Orting as a City Council Member.*

Experience:

2016-Present	Orting Civil Service Commissioner
2013-Present	Orting City Planning Commissioner
2012-Present	Operating Engineers Regional Training Program Satellite Instructor for Mobile and Tower Cranes, Rigging and Signaling NCCCO Practical Examiner
1991-2004	Orting Schoolboard Elected Member Orting Schoolboard Chairman of the Board (9 years)
1987-2012	Ness Crane: Seattle, WA October 2007-2012: Crane and Rigging Superintendent September 1987-October 2007: Crane Operator
1980-1990	Orting Athletic Association Volunteer Orting Municipal Soccer Program Director Orting Athletic Association President (3 years)
1975-1987	Sunnen Cranes: Tacoma, WA Mechanic, Oiler, Operator

Training / Certifications:

- NCCCO Examiner: LBT, LBC, TSS, TLL, SGP, RIG-I, Overhead, Tower, ABC Training/Certification
- Associated General Contractors of WA Education Foundation STP H.H: Highway Construction Supervisor Training
- Disaster Worker Site Trained
- T.W.I.C Training Card
- N.C.C.C.O. # 050215810R
- Rigger, Signal Person, LBT, LBC, TSS, TLL, SGP, RIG-I
- N.C.C.C.O. Practical Examiner #846 Exp.
- Pathways to Excellence Leadership Training Washington State School Directors Association
- AMH Hydraulics School U.S. Naval Selected Air Reserve NATTC Memphis, Tennessee
- Renton Technical College: Welding

RECEIVED BY
CITY CLERK

JAN 03 2017

CITY OF ORTING

RECEIVED

JAN 03 2018

CITY OF ORTING

Letter of Interest

Chris Hopfauf
201 Eldredge Av Sw
P.O. Box 1702
Orting WA. 98360



To whom it may concern,

As former Councilmember Joshua Penner takes over his new job as Mayor of Orting, his #6 seat has been vacated. At this time, I am submitting this letter of interest as it pertains to being appointed to the vacancy.

I have been involved with and managed many community activities, programs and events in my years of residency in the City of Orting and feel that my dedication to the citizens of Orting and the betterment of our city make me a good fit to serve as an Orting City Councilmember.

Attached is my resume which includes further job and education related information concerning my qualifications to obtain a seat on *our* council.

Sincerely,

Chris Hopfauf

Chris Hopfauf

P.O. Box 1702, Orting, WA 98360 | [REDACTED]

Objective

Seeking employment in the LEED/Green/Sustainable Construction industry. Interested in utilizing experience and formal education in Safety and Quality Management to keep up with the growing demand in the industry.

Education

1.5 YEARS FORMAL EDUCATION/CONSTRUCTION MANAGEMENT | 2011-2013 | PIERCE COLLEGE

- One and a half years of formal education in Construction Management.
- Related coursework: English Composition & Technical Writing, Accounting, Math, Public Speaking, Human Relations in the Workplace and Economics. Construction specific classes include: Blueprint Reading, Materials & Methods, Construction Safety and Accident Prevention, Sustainability, Project Management, Scheduling, Business and Construction Codes.

HIGH SCHOOL DIPLOMA | 1982 | ORTING HIGH SCHOOL

Skills & Abilities

MANAGEMENT/LEADERSHIP

- Maintained quality control for construction projects. Achieved certificate from the Association of General Contractors and Army Corps of Engineers. Trained/mentored and managed small teams of construction workers. Coordinating traffic control plans with various cities and job sites. Assisted in managing safety programs and concerns.

COMPUTER SKILLS

- Familiar with Microsoft Word, Excel, Outlook and PowerPoint.

HEAVY EQUIPMENT OPERATION

- Proficient in the operation of variety of construction equipment including: excavator, bulldozer, onsite dump truck, roller, backhoe, loader, boom truck, crane, etc.

PERSONAL ATTRIBUTES

- Communication skills, ability to work with a diverse population and motivate a team mentality through positive reinforcement. Coordinate organization, safety and planning tasks. Successfully maintain budget and scheduling without incident.

Experience

LABORER/HEAVY EQUIPMENT OPERATOR | DSE EXCAVATING | 2014-2015

- Laborer for residential construction. Analyze and interpret blueprints. Prepare construction site, dig foundation and install underground utilities. Backfill construction site.

LABORER/HEAVY EQUIPMENT OPERATOR | RODARTE CONSTRUCTION | 2011

- Responsible for driving trucks on site, underground utilities, blueprint analyzing, running grades. Minor concrete work including sidewalks and curbs/gutters.

LABORER/HEAVY EQUIPMENT OPERATOR/SAFETY OFFICER/QUALITY CONTROL ASSISTANT | WHH CONSTRUCTION | 2008-2010

- Acted as pipelayer for underground utilities, prepare site for beginning construction through finalized landscape. Operated all heavy equipment on job site. Managed quality control in partnership with Army Corps of Engineers. Managed safety plan for weekly tasks. Run safety meetings and patrol job site for potential safety issues.

LABORER/HEAVY EQUIPMENT OPERATOR | ELCON ELECTRICIAL | 2004-2007

- Underground utility work for state DOT highways, fiberoptic and traffic control, freeway signage installation and heavy equipment operation. Installation of electrical streetlights. Managing product and inventory for projects.

PREVIOUSLY CERTIFIED IN:

- U.S Army Corps of Engineers Construction Quality Management for Association of General Contractors
- Lead in Construction Safety Training, O.S.H.A. 30-hour Safety Training
- Flagger Certification
- Forklift Certification
- Boom Truck Certification

References Available Upon Request



**City Of Orting
Council Agenda Summary Sheet**

AB18-02 SUBJECT: 2017 Comprehensive Plan Amendments	Agenda Item #:	AB18-02
	For Agenda of:	01/10/18
	Department:	Administration
	Date Submitted:	12/06/2017

Orting Staff & Professional Representatives			
Mayor, Joshua Penner		Cost of Item:	<u>\$NA</u>
City Administrator, Mark Bethune	x	Amount Budgeted:	<u>\$NA</u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u>\$NA</u>
City Clerk, Jane Montgomery		Timeline:	
City Treasurer, Scott Larson			
Police Chief, Bill Drake		BARS:	
Public Works, Dean Kaelin		Fiscal Note:	
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner	x		
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Ordinance 2017-1019, Planning Commission Recommendation, Amendments
SUMMARY STATEMENT: The 2017 amendments were initiated by the need to update the Transportation Element adding a Non-Motorized Transportation Plan to achieve full certification from the Puget Sound Regional Council. Other amendments involved updating population data, minor mapping changes, and an update of the Capital Facilities forecast of planned investments. A hearing was held on December 13 th to provide the public an opportunity to make comments.
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:
RECOMMENDED ACTION: MOTION: To adopt Ordinance No. 2017-1019, An Ordinance Of The City Of Orting, Washington, Relating To Land Use And Zoning; Adopting Amendments To The Comprehensive Plan.

CITY OF ORTING WASHINGTON

ORDINANCE NO. 2017-1019

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO LAND USE AND ZONING;
ADOPTING AMENDMENTS TO THE COMPREHENSIVE
PLAN; 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 on July 8, 2015, adopted Ordinance No.2015-967 including amendments to the Comprehensive Plan and development regulations pursuant to state of Washington periodic review requirements; and

WHEREAS, on September 24, 2015, the Puget Sound Regional Council (the “PSRC”) notified the City that the Comprehensive Plan would be conditionally certified until the City adopted additional amendments to the Transportation Element including provisions for pedestrian and bicycle uses; and

WHEREAS, on June 28, 2017, the City Council passed Resolution No. 2017-07, which committed the City to address the PSRC requirements in 2017 to achieve full certification of the Comprehensive Plan; and

WHEREAS, in February 2017, the City initiated a review of the Comprehensive Plan to address plan elements that require updating, and requested amendment proposals from citizens; and

WHEREAS, as part of that process, the City prepared a detailed Non-Motorized Transportation Plan that addresses the Puget Sound Regional Council comments, and which is a component of the proposed amended Comprehensive Plan; and

WHEREAS, in accordance with WAC 365-196-630, a notice of intent to adopt the proposed Comprehensive Plan amendments was sent to the State of Washington Department of

Commerce and to other state agencies with acknowledgement by the Department on October 5, 2017, to allow for a 60-day review and comment period; and

WHEREAS, an environmental review of the proposed Comprehensive Plan amendments has been conducted in accordance with the requirements of the State Environmental Policy Act (“SEPA”), and a SEPA threshold determination of non-significance was issued on October 25, 2017; and

WHEREAS, the City has undertaken a public involvement process and provided for early and continuous public participation opportunities including multiple Planning Commission workshops from February 2017 to October 2017, and a public hearing on November 6, 2017 before the Planning Commission; and

WHEREAS, the full text of the amendments was provided to the Planning Commission, posted on the City website, and described at the aforementioned public workshops; and

WHEREAS, on November 6, 2017 the Planning Commission, after considering the public comments received and other information presented at the aforementioned public hearings and public meetings, voted to recommend the adoption of the proposed amendments to the Comprehensive Plan summarized in Exhibit A to this Ordinance to the City Council; and

WHEREAS, on December 13, 2017, the City Council held a second public hearing to take public testimony regarding the proposed amendments to the Comprehensive Plan; and

WHEREAS, having considered, among other things, the public testimony, the minutes of the Planning Commission meetings, the preliminary and final staff reports, and the Planning Commission recommendations, the City Council finds that the proposed amendments to the Comprehensive Plan 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 Comprehensive Plan. The City Council adopts the proposed 2017 amendments to the Comprehensive Plan, summarized in “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. 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.

FIRST READING BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13TH DAY OF DECEMBER, 2017.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 10th DAY OF JANUARY, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Approved as to form:

Charlotte A. Archer, City Attorney

Filed with the City Clerk: 12.05.17
Passed by the City Council: 01.10.18
Ordinance No.2017-1019
Date of Publication: 01.12.18
Effective Date: 01.17.18

Exhibit A

2017 Comprehensive Plan Amendments

Comprehensive Plan Chapter	Summary of Proposed Amendments
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Land Use Element	Alignment of Policy LU 3.2 to reflect Pierce County Urban Growth Area policies and procedures; Change of Policy LU 3.3 to “encourage” infill development; Elimination of Policy LU 5.3 to eliminate the Residential Suburban (RS) Zone, which was changed to Residential Conservation (RC) in 2015; Added “day cares” as an allowed use in the Mixed Use – Town Center Zone in Policy LU 7.2; Changed Goal LU 6 and LU 8 to add “higher density residential” opportunities to the mixed use zones;
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Transportation Element	Added reference to the new Nonmotorized Transportation Plan that is incorporated into the Appendix; Changed Policy T 4 to “encourage” connectivity “where feasible”; Changed Policy T 15 to “Implement a program to improve pedestrian and bicycle use of existing streets; Clarification of transportation Level of Service Standards; Changed Policy T 38 to add “school bus routes” and delete “multifamily housing and commercial areas” as priorities; Changed Policy T 43 “Work to implement related non-motorized transportation recommendations in the Orting Parks, Trails and Open Space Plan and the Shoreline Master Program; Changed Policy T 47 to “Engage in joint planning for regional trail improvements with Pierce County, WSDOT, and adjacent communities;
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Capital Facilities Element	Added reference to addition of School and Library plan updates in the Appendix; Changed Policy CF 1.2 (d) to “Reducing the potential for drastic rate Increases through effective fiscal management that reflect the LOS and CIPs; Changed Policy CF 2.2 to add the provision for “emergency warrants” funding when required for funding; Changed Policy CF 3.9 to include water quality maintenance of the Puyallup River; Changed Policy CF 6.4 to “Improve” the network of parks, open space and trails for pedestrians, bicycles and equestrians. ., and (b) maintaining and improving the accessibility, usability, and safety of Orting’s sidewalks, parks, and trails;
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Land Use Appendix

Updated population, land use and land capacity information and forecasts;
Increased information on natural hazards mitigation and mapping;
Added more specific description of the adopted Center of Local Importance;

Housing Appendix

Updated current housing characteristics, forecasts, growth rates, and an assessment of affordable housing conditions

Transportation Appendix

Added reference to the new Non-Motorized Transportation Plan and included portions of the analysis, conclusions, and recommendations for improvements including cost estimates and identification of funding sources ;
Updated conclusions of recent WSDOT study of SR162;
Updated Collision Records information;
Updated reference to the 6-year Transportation Improvement Plan and the 2030 Improvement Program project list;

Capital Facilities Appendix

Minor updating to the Appendix to reflect the recent improvements and anticipated future projects.
Updates to current inventories, functional plan consistency for water, sanitary sewer, and storm water;
Updated the facility plans for Schools & Libraries; ,
Updated Police & Fire information;
Updated the 20-Year Capital Facility Needs project listing with reference to the sale of the Public Safety Building to the Fire District, subsequent relocation of the Police Department, development of a new Public Works Building, and potential renovation of City Hall and Multi-purpose Center



Date: November 6, 2017

Planning Commission Public Hearing

2018 COMPREHENSIVE PLAN

Testimony Record

7:23pm – 7:24pm

Testimony given by:

None.

Testimony Summary:

- Support
- Conditional Support
- Against

Comments:

City of Orting
PLANNING COMMISSION MINUTES
November 6, 2017

Chair Jennifer Sargent called the meeting to order with the flag salute at 7:00 pm at the Multi-Purpose Center.

Roll call found Commissioners Kelly Cochran, Karen Wilson, Tyler Daniels, Greg Hogan and Dennis Paschke in attendance.

Secretary Buttz announced the resignation of Commission Luke Smith, who has moved away from Orting. Commissioner Paschke moved to accept Commissioner Smith resignation with regret. Commissioner Wilson seconded the motion and it carried.

ATTENDANCE:

City	City Administrator Mark Bethune, Secretary Margaret O’Harra Buttz
Professional Representatives	City Planner Roger Wagoner
Guests	None.

AGENDA APPROVAL:

Agenda Approval	Commissioner Daniels moved to approve the agenda with the addition of ADR steel materials review. Commissioner Hogan seconded the motion and it carried.
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AUDIENCE PARTICIPATION:

None.

MINUTES:

Minutes of October 2, 2017	Commissioner Daniels moved to approve the agenda as corrected: <ul style="list-style-type: none">• Old Business: Comprehensive Plan – First paragraph add “z” to Secretary Butt. Commissioner Cochran seconded the motion and it carried.
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ARCHITECTURAL DESIGN REVIEW:

ADR Design Review: Steel Material Samples	City Administrator Bethune shared samples of the steel material that may meet the city’s ADR design code. After review and discussion it was determined that the samples do not give the same look that the pictures did and that more research was needed.
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NEW BUSINESS:

None.

OLD BUSINESS:

Comprehensive Plan: City Planner Wagoner thanked the commissioners for attending the Open House and expressed disappointment in the lack of public attendance.
Open House
Update Review
Public Hearing

The City Planner reviewed with the commissioners the current updated plan. Discussion ensued regarding the Land Use Policy LU 5.2, dealing with the large lots within "old town" that could be divided into two or more lots.

The Public Hearing was opened at 7:23pm and was closed at 7:34pm with no public testimony offered.

Commissioner Cochran moved to recommend to council approval of the 2018 Comprehensive Plan without using the updated Land Use Policy LU 5.2 language but the current plan approved language.

Commissioner Daniels seconded the motion and it carried (6/1).

GOOD OF THE ORDER:

Council October Meeting Report: Commissioner Wilson gave a brief report.

Representation at Council Meeting: November 8, 2017 Commissioner Hogan and Wilson will attend.

Agenda Setting: Monday, December 4, 2017

- OMC: ADR Signage
- ADR: Steel Building Materials
- Commission Rules
- Land Use Policy LU 5.2 review/update

ADJOURNMENT:

Meeting Adjournment Commissioner Daniels moved to adjourn at 8:45pm. Commissioner Wilson seconded the motion and it carried.

ATTEST:

Jennifer Sargent, Commission Chair

Margaret O'Harra Buttz, Secretary

**CITY OF ORTING
DETERMINATION OF NON-SIGNIFICANCE**

ORIGINAL

Application Number: Not Applicable
Applicant Name: City of Orting, Washington
Address of Proposal: 110 Train Street S.E. (P.O. Box 489)
Orting, Washington 98360

SUMMARY OF PROPOSED ACTION

The City of Orting intends to adopt amendments to the development regulations to support and implement the policy direction of the 2017 Comprehensive Plan. The Comprehensive Plan is used to guide actions related to growth and development within Orting City limits. The Orting Planning Commission will hold a public hearing on the amendments, deliberate and make recommendations for adoption to the City Council. That action is anticipated to occur in December, 2017 and January, 2018 following review by Commerce. The proposed draft amendments will be available at City Hall for public review.

The City has made this SEPA Determination in accordance with the State Environmental Policy Act (SEPA), WAC 197-11, and Chapter 14 Title 15, Orting Municipal Code: SEPA - Environmental Determination.

SEPA DETERMINATION:

This decision was made after review by the responsible official on behalf of the lead agency of the prior environmental review and other information submitted with this application and on file with the responsible department. This constitutes the Threshold Determination and form. The intent of this declaration is to satisfy the requirement of the State Environmental Policy Act (RCW 43.21.C), including the requirement to inform the public of agency decisions pursuant to SEPA.

Determination of Non-Significance. This proposal has been determined to not have a significant adverse impact upon the environment. An EIS is not required under RCW 43.21.030(2) (c).

BACKGROUND DATA

Site Location: The proposed amendments will apply within the city limits.
Proposal Description: Adoption of amendments to the Orting development regulations to implement the policy direction of the 2017 Comprehensive Plan.
Public Comment: Comments may be submitted in writing within fourteen days of the date of issuance of the DNS, written below.

Signature  Date 10/25/17
Joachim Pestinger, Mayor and Responsible Official

**CITY OF ORTING
ENVIRONMENTAL CHECKLIST
WAC 197-11-060**

A. BACKGROUND

1. Name of proposed project, if applicable:

City of Orting Comprehensive Plan, 2017 Amendments

2. Name of applicant:

City of Orting

3. Address and phone number of applicant and contact person:

**P.O. Box 489, Orting, WA. 98360
Mark Bethune, City Administrator
(360) 893-2219**

4. Date checklist prepared:

March 17, 2015

5. Agency requesting checklist:

City of Orting

6. Proposed timing or schedule (including phasing, if applicable) of your proposal:

The subject amendments will be adopted by the City Council in December or January following public hearings

7. Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain.

Yes, the City amends the Comprehensive Plan regularly. The last major update was completed in June, 2015.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

The Comprehensive Plan adopted in January, 1996 contains environmental information and policies. A SEPA review was conducted prior to the adoption of the Plan and is conducted at the time of each update. The City has also adopted a Critical Areas Ordinance, a Shoreline Master Program, a Comprehensive Flood Hazard Management Plan, and a Transportation Plan, in addition to other functional plans.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

The mapping amendments could result in subsequent applications for development approvals. Additional SEPA project level review will be conducted at the time such proposals are submitted and subjected to threshold determinations.

10. List any governmental approvals or permits that will be needed for your proposal, if known.

This update is being done to achieve full certification by the Puget Sound Regional Council. The PSRC has granted partial certification of the 2015 update subject to completion of a more complete adoption of non-motorized transportation provisions.

11. Give brief, complete description of your proposal, including the proposed uses and the site of the project. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The adoption of Comprehensive Plan amendments follows the policy direction of the 1996 Comprehensive Plan pursuant to the Growth Management Act. The Comprehensive Plan is used to guide actions related to growth and development within the Orting City Limits. This update addresses some minor land use policy changes and updates the land use, housing, transportation, and capital facilities appendices.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonable available. While you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The Urban Growth Area is the Orting city limits (Portions of Sections 19,29,30,31,31 of Township 19N/Range 4E; Sections 5 and 6 of Township 18N/Range 5E; and Sections 24 and 24 of Township 19N/Range 5E.

B. ENVIRONMENTAL ELEMENTS

1. EARTH

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other:

Generally flat.

- b. What is the steepest slope on the site (approximate percent slope)?

A small portion of the southern area of the City has slopes in excess of 30%.

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, mulch)? If you know the classification of agricultural soils, specify them and note any prime farmland.

Orting Loam, silt, silty sand with gravel, and gravel.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Certain areas are susceptible to settlement and/or liquification.

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

No filling or grading is expected as a direct result of this action. Project level development proposals will be evaluated on an individual basis.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Yes, each project application will be evaluated and will subject to city conditions of approval.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

N/A

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

See f. above

2. AIR

- a. What types of emissions to the air would result from the proposal (i.e. dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

N/A

- b. Are there any off-site sources of emission or odor that may affect your proposal? If so, generally describe.

N/A

- c. Proposed measures to reduce or control emissions or other impacts to the air, if any:

The Comprehensive Plan contains policies intended to mitigate air quality impacts.

3. WATER

- a. Surface:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Carbon and Puyallup Rivers and associated wetlands. Drainage flows to Puget Sound.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

The Orting Shoreline Master Program is used to regulate development within the shorelands.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

N/A

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

N/A

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Yes, a portion of the City is within the floodplain as documented by recent (unadopted) FEMA maps.

- 6) Does the proposal involve any discharges of waste materials to the surface waters? If so, describe the type of waste and anticipated volume of discharge.

N/A

b. Ground

- 1) Will ground water be withdrawn, or will water be discharged to ground water: Give general description, purpose, and approximate quantities if known.

N/A

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage, industrial, containing the following chemicals; agricultural, etc.). Describe the systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

N/A

c. Water Runoff (including storm water):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Project-level review will condition approvals to mitigate impacts.

2) Could waste materials enter ground or surface waters? If so, generally describe.

N/A

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

Related policies and regulations (Critical Areas Ordinance, Shoreline Master Program, Zoning and Subdivision regulations) will be used in this capacity. A City standard design manual will also support this mitigation program.

4. PLANTS

a. Check types of vegetation found on the site:

- deciduous tree: alder, maple, aspen. other
- evergreen tree: fir, cedar, pine, other
- shrubs: many varieties
- grass: many varieties
- pasture
- crop or grain: corn, potatoes, lettuce, berries, Christmas trees
- wet soil plants: cattail, buttercup, bulrush, skunk cabbage
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation: ornamental plants used in landscaping

b. What kind and amount of vegetation will be removed or altered?

To be determined at project-level review.

c. List threatened or endangered species known to be on or near the site.

N/A

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

N/A

5. ANIMALS

a. Birds and animals which have been observed on or near the site or are known to be on or near the site:

BIRDS: hawk, heron, eagle, songbirds, other: geese and ducks

MAMMALS: deer, small rodents

FISH: salmon

- b. List any threatened or endangered species known to be on or near the site.

Chinook Salmon.

- c. Is the site part of a migration route? If so, explain.

Unknown.

- d. Proposed measures to preserve or enhance wildlife, if any:

The City Critical Areas Ordinance and Shoreline Master Program will be used to support project level review and approval. Two setback levees have been completed on the Puyallup River that have created many acres of new riparian habitat.

6. ENERGY AND NATURAL RESOURCES

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

N/A

- b. Would your project effect the potential use of solar energy by adjacent properties? If so, generally describe.

To be determined at project level review.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Higher development densities and intensities, transportation demand management strategies, and other Comprehensive Plan policies will be utilized in project level review.

7. ENVIRONMENTAL HEALTH

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

N/A

- 1) Describe special emergency services that might be required.

N/A

2) Proposed measures to reduce or control environmental health hazards, if any:

N/A

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

N/A

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

N/A

3) Proposed measures to reduce or control noise impacts, if any:

To be determined during project level review and approval.

8. LAND AND SHORELINE USE

a. What is the current use of the site and adjacent properties?

Public, residential, and commercial.

b. Has the site been used for agriculture? If so, describe.

Yes, prior to incorporation.

c. Describe any structures on the site.

Buildings associated with the land uses described in a. above.

d. Will any structures be demolished? If so, what?

No.

e. What is the current zoning classification of the site?

Residential Conservation (RC); Residential-Urban (RU); Multi-Family (RMF); Mixed Use-Town Center (MUTC); Mixed Use-Town Center North (MUTCN); Light Manufacturing (LM); Open Space and Recreation (OS); and Public Facilities (PF).

f. What is the current comprehensive plan designation of the site?

The same as above.

g. If applicable, what is the current shoreline master program designation of the site?

Urban Conservation.

h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.

Yes, the Comprehensive Plan designates areas subject to erosion, landslides, and seismic events, as well as wetlands, floodplains, aquifer recharge and habitat areas.

i. Approximately how many people would reside or work in the completed project?

The US 2010 Census population was 6,746. The estimated April, 2017 population was 7,835. The 2030 population target is 8,000.

j. Approximately how many people would the completed project displace?

N/A

k. Proposed measures to avoid or reduce displacement impacts, if any:

N/A

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The subject amendments have been developed to be consistent with the Comprehensive Plan, Pierce Countywide Planning Policies, PSRC Vision 2040, and the state Growth Management Act and related laws.

9. HOUSING

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

At buildout, it is estimated that the current City area will contain about 2,500 units of various types.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

N/A

c. Proposed measures to reduce or control housing impacts, if any:

Periodic monitoring is conducted as part of the updating of the Comprehensive Plan and the Buildable Lands Program.

10. AESTHETICS

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

The zoning regulations contain height limits for the zoning districts. Building materials are not regulated except for projects in the Mixed Use-Town Center, Mixed Use-Town Center North and commercial development elsewhere subject of architectural design review.

- b. What views in the immediate vicinity would be altered or obstructed?

N/A

- c. Proposed measures to reduce or control aesthetic impacts, if any:

N/A

11. LIGHT AND GLARE

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

N/A

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

N/A

- c. What existing off-site sources of light or glare may affect your proposal?

N/A

- d. Proposed measures to reduce or control light and glare impacts, if any:

To be determined as part of project level review and approval.

12. RECREATION

- a. What designated and informal recreational opportunities are in the immediate vicinity?

City parks, school facilities, golf courses, river shorelines, trails.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

No.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

N/A

13. HISTORIC AND CULTURAL PRESERVATION

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

N/A

- b. Generally describe any landmarks or evidence of historic, archeological, scientific, or cultural importance known to be on or next to the site.

N/A

- c. Proposed measures to reduce or control impacts, if any:

N/A

14. TRANSPORTATION

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

SR 162 is the primary arterial serving the City.

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop.

Sumner, Washington

- c. How many parking spaces would the completed project have? How many would the project eliminate?

N/A.

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

Development or improvement of roads and streets will be regulated during project level review and approval as defined in the regulations.

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

N/A

g. Proposed measures to reduce or control transportation impacts, if any:

To be determined during project-level review and approval in accordance with the concurrency testing process contained in the development regulations.

15. PUBLIC SERVICES

a. Would the project result in an increased need for public services (for example: schools, fire protection, police protection, health care, schools, other)? If so, generally describe.

Development allowed in areas covered by some amendments will increase demand for public services based on the City's level of service guidelines.

b. Proposed measures to reduce or control direct impacts on public services, if any:

Project approvals will be conditioned with mitigation measures to maintain concurrency of service and facility availability.

16. UTILITIES

a. Utilities currently available at the site:

- Electricity
- Natural gas
- Water
- Refuse service
- Telephone
- Sanitary sewer
- Septic system
- Other: Cable TV

b. Describe the utilities the are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

N/A

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

A handwritten signature in black ink, appearing to read "Ryan H. [unclear]".

Signature:

Date Submitted: October 24, 2017

D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

These impacts could result from increased urban levels of development density or intensity. The Comprehensive Plan established a land use pattern similar to the pattern which existed prior to 1996 although the Plan also calls for increased levels of development in certain areas of the City to take advantage of existing infrastructure and to minimize sprawl. The purpose of the subject amendments in conjunction with other City code provisions (Critical Areas Ordinance, Shoreline Master Program, etc.) is to enable this desired level of development to occur with mitigation of environmental impacts as part of the development review and approval process.

Proposed measures to avoid or reduce such increases are:

Project level approval will be conditioned in accordance with City review and appropriate additional environmental analysis to be determined at the time of application. Certain mitigation standards are contained in the regulations and other City codes and regulations. Other mitigation measures will be identified and applied during the project review based on information provided by the applicants and/or City-mandated analyses.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

All development permitted under these amendments could have the potential of impacting plants, animals, fish or marine life. Usually, this involves changes to habitats or loss of species. Due to the intensive use of most land within the City, there are few areas which remain undisturbed at this time.

Proposed measures to protect or conserve plants, animals, fish or marine life are:

Existing natural habitats are protected by the Critical Areas Ordinance and Shoreline Master Program which will be used in project review along with these regulations.

3. How would the proposal be likely to deplete energy or natural resources?

Demands for energy and natural resources will increase along with population growth and associated development irrespective of the subject amendments.

Proposed measures to protect or conserve energy and natural resources are:

Concentration of development under these Comprehensive Plan policies will enable existing infrastructure to be more intensely and efficiently utilized. Public transportation and non-motorized modes of movement will also be promoted by higher densities. Development within the urban area of the City will reduce pressure for conversion of rural resource lands to urban uses.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposed amendments are consistent with the goals and policies of the Comprehensive Plan.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Project review will be initiated with more thorough application procedures and requirements including preapplication meetings. This will enable the City and applicants to identify potential issue areas and site design considerations early in the project formulation stage so that appropriate mitigation or avoidance measures can be built into the applications.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The intent of these proposed amendments is to update the plan and reflect land use changes and development which have occurred since the plan was first adopted in 1996.

Proposed measures to avoid or reduce shoreline and land use impacts are:

These measures are embodied in the policies and development regulations.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposed amendments are intended to facilitate development which is consistent with the Comprehensive Plan policies. As such, demands on transportation and public services and utilities will increase are set forth in the Plan. This system provides for orderly, coordinated growth utilizing existing infrastructure and new facilities and services to be added concurrent with the demands of new growth.

Proposed measures to reduce or respond to such demand(s) are:

The proposed amendments include provisions for managing the provision of needed transportation facilities and public services and utilities to assure concurrency.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposed amendments are not known to conflict with any other laws or requirements.

**CITY OF ORTING
ENVIRONMENTAL CHECKLIST
WAC 197-11-060**

A. BACKGROUND

1. Name of proposed project, if applicable:

City of Orting Comprehensive Plan, 2017 Amendments

2. Name of applicant:

City of Orting

3. Address and phone number of applicant and contact person:

**P.O. Box 489, Orting, WA. 98360
Mark Bethune, City Administrator
(360) 893-2219**

4. Date checklist prepared:

March 17, 2015

5. Agency requesting checklist:

City of Orting

6. Proposed timing or schedule (including phasing, if applicable) of your proposal:

The subject amendments will be adopted by the City Council in December or January following public hearings

7. Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain.

Yes, the City amends the Comprehensive Plan regularly. The last major update was completed in June, 2015.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

The Comprehensive Plan adopted in January, 1996 contains environmental information and policies. A SEPA review was conducted prior to the adoption of the Plan and is conducted at the time of each update. The City has also adopted a Critical Areas Ordinance, a Shoreline Master Program, a Comprehensive Flood Hazard Management Plan, and a Transportation Plan, in addition to other functional plans.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

The mapping amendments could result in subsequent applications for development approvals. Additional SEPA project level review will be conducted at the time such proposals are submitted and subjected to threshold determinations.

10. List any governmental approvals or permits that will be needed for your proposal, if known.

This update is being done to achieve full certification by the Puget Sound Regional Council. The PSRC has granted partial certification of the 2015 update subject to completion of a more complete adoption of non-motorized transportation provisions.

11. Give brief, complete description of your proposal, including the proposed uses and the site of the project. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The adoption of Comprehensive Plan amendments follows the policy direction of the 1996 Comprehensive Plan pursuant to the Growth Management Act. The Comprehensive Plan is used to guide actions related to growth and development within the Orting City Limits. This update addresses some minor land use policy changes and updates the land use, housing, transportation, and capital facilities appendices.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonable available. While you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The Urban Growth Area is the Orting city limits (Portions of Sections 19,29,30,31.31 of Township 19N/Range 4E; Sections 5 and 6 of Township 18N/Range 5E; and Sections 24 and 24 of Township 19N/Range 5E.

B. ENVIRONMENTAL ELEMENTS

1. EARTH

- a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other:

Generally flat.

- b. What is the steepest slope on the site (approximate percent slope)?

A small portion of the southern area of the City has slopes in excess of 30%.

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, mulch)? If you know the classification of agricultural soils, specify them and note any prime farmland.

Orting Loam, silt, silty sand with gravel, and gravel.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Certain areas are susceptible to settlement and/or liquification.

- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

No filling or grading is expected as a direct result of this action. Project level development proposals will be evaluated on an individual basis.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Yes, each project application will be evaluated and will subject to city conditions of approval.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

N/A

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

See f. above

2. AIR

- a. What types of emissions to the air would result from the proposal (i.e. dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

N/A

- b. Are there any off-site sources of emission or odor that may affect your proposal? If so, generally describe.

N/A

- c. Proposed measures to reduce or control emissions or other impacts to the air, if any:

The Comprehensive Plan contains policies intended to mitigate air quality impacts.

3. WATER

- a. Surface:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Carbon and Puyallup Rivers and associated wetlands. Drainage flows to Puget Sound.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

The Orting Shoreline Master Program is used to regulate development within the shorelands.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

N/A

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

N/A

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Yes, a portion of the City is within the floodplain as documented by recent (unadopted) FEMA maps.

6) Does the proposal involve any discharges of waste materials to the surface waters? If so, describe the type of waste and anticipated volume of discharge.

N/A

b. Ground

1) Will ground water be withdrawn, or will water be discharged to ground water: Give general description, purpose, and approximate quantities if known.

N/A

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage, industrial , containing the following chemicals; agricultural, etc.). Describe the systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

N/A

c. Water Runoff (including storm water):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Project-level review will condition approvals to mitigate impacts.

2) Could waste materials enter ground or surface waters? If so, generally describe.

N/A

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

Related policies and regulations (Critical Areas Ordinance, Shoreline Master Program, Zoning and Subdivision regulations) will be used in this capacity. A City standard design manual will also support this mitigation program.

4. PLANTS

a. Check types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs: many varieties
- grass: many varieties
- pasture
- crop or grain: corn, potatoes, lettuce, berries, Christmas trees
- wet soil plants: cattail, buttercup, bulrush, skunk cabbage
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation: ornamental plants used in landscaping

b. What kind and amount of vegetation will be removed or altered?

To be determined at project-level review.

c. List threatened or endangered species known to be on or near the site.

N/A

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

N/A

5. ANIMALS

a. Birds and animals which have been observed on or near the site or are known to be on or near the site:

BIRDS: hawk, heron, eagle, songbirds, other: geese and ducks

MAMMALS: deer, small rodents

FISH: salmon

b. List any threatened or endangered species known to be on or near the site.

Chinook Salmon.

c. Is the site part of a migration route? If so, explain.

Unknown.

d. Proposed measures to preserve or enhance wildlife, if any:

The City Critical Areas Ordinance and Shoreline Master Program will be used to support project level review and approval. Two setback levees have been completed on the Puyallup River that have created many acres of new riparian habitat.

6. ENERGY AND NATURAL RESOURCES

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

N/A

b. Would your project effect the potential use of solar energy by adjacent properties? If so, generally describe.

To be determined at project level review.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Higher development densities and intensities, transportation demand management strategies, and other Comprehensive Plan policies will be utilized in project level review.

7. ENVIRONMENTAL HEALTH

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

N/A

1) Describe special emergency services that might be required.

N/A

2) Proposed measures to reduce or control environmental health hazards, if any:

N/A

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

N/A

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)?
Indicate what hours noise would come from the site.

N/A

3) Proposed measures to reduce or control noise impacts, if any:

To be determined during project level review and approval.

8. LAND AND SHORELINE USE

a. What is the current use of the site and adjacent properties?

Public, residential, and commercial.

b. Has the site been used for agriculture? If so, describe.

Yes, prior to incorporation.

c. Describe any structures on the site.

Buildings associated with the land uses described in a. above.

d. Will any structures be demolished? If so, what?

No.

e. What is the current zoning classification of the site?

Residential Conservation (RC); Residential-Urban (RU); Multi-Family (RMF); Mixed Use-Town Center (MUTC); Mixed Use-Town Center North (MUTCN); Light Manufacturing (LM); Open Space and Recreation (OS); and Public Facilities (PF).

f. What is the current comprehensive plan designation of the site?

The same as above.

g. If applicable, what is the current shoreline master program designation of the site?

Urban Conservation.

h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.

Yes, the Comprehensive Plan designates areas subject to erosion, landslides, and seismic events, as well as wetlands, floodplains, aquifer recharge and habitat areas.

i. Approximately how many people would reside or work in the completed project?

The US 2010 Census population was 6,746. The estimated April, 2017 population was 7,835. The 2030 population target is 8,000.

j. Approximately how many people would the completed project displace?

N/A

k. Proposed measures to avoid or reduce displacement impacts, if any:

N/A

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The subject amendments have been developed to be consistent with the Comprehensive Plan, Pierce Countywide Planning Policies, PSRC Vision 2040, and the state Growth Management Act and related laws.

9. HOUSING

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

At buildout, it is estimated that the current City area will contain about 2,500 units of various types.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

N/A

- c. Proposed measures to reduce or control housing impacts, if any:

Periodic monitoring is conducted as part of the updating of the Comprehensive Plan and the Buildable Lands Program.

10. AESTHETICS

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

The zoning regulations contain height limits for the zoning districts. Building materials are not regulated except for projects in the Mixed Use-Town Center, Mixed Use-Town Center North and commercial development elsewhere subject of architectural design review.

- b. What views in the immediate vicinity would be altered or obstructed?

N/A

- c. Proposed measures to reduce or control aesthetic impacts, if any:

N/A

11. LIGHT AND GLARE

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

N/A

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

N/A

- c. What existing off-site sources of light or glare may affect your proposal?

N/A

- d. Proposed measures to reduce or control light and glare impacts, if any:

To be determined as part of project level review and approval.

12. RECREATION

- a. What designated and informal recreational opportunities are in the immediate vicinity?

City parks, school facilities, golf courses, river shorelines, trails.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

No.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

N/A

13. HISTORIC AND CULTURAL PRESERVATION

- a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

N/A

- b. Generally describe any landmarks or evidence of historic, archeological, scientific, or cultural importance known to be on or next to the site.

N/A

- c. Proposed measures to reduce or control impacts, if any:

N/A

14. TRANSPORTATION

- a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

SR 162 is the primary arterial serving the City.

- b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop.

Sumner, Washington

- c. How many parking spaces would the completed project have? How many would the project eliminate?

N/A.

- d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

Development or improvement of roads and streets will be regulated during project level review and approval as defined in the regulations.

- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

N/A

- g. Proposed measures to reduce or control transportation impacts, if any:

To be determined during project-level review and approval in accordance with the concurrency testing process contained in the development regulations.

15. PUBLIC SERVICES

- a. Would the project result in an increased need for public services (for example: schools, fire protection, police protection, health care, schools, other)? If so, generally describe.

Development allowed in areas covered by some amendments will increase demand for public services based on the City's level of service guidelines.

- b. Proposed measures to reduce or control direct impacts on public services, if any:

Project approvals will be conditioned with mitigation measures to maintain concurrency of service and facility availability.

16. UTILITIES

a. Utilities currently available at the site:

- Electricity
- Natural gas
- Water
- Refuse service
- Telephone
- Sanitary sewer
- Septic system
- Other: Cable TV

b. Describe the utilities the are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

N/A

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.



Signature:

Date Submitted: October 24, 2017

D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

These impacts could result from increased urban levels of development density or intensity. The Comprehensive Plan established a land use pattern similar to the pattern which existed prior to 1996 although the Plan also calls for increased levels of development in certain areas of the City to take advantage of existing infrastructure and to minimize sprawl. The purpose of the subject amendments in conjunction with other City code provisions (Critical Areas Ordinance, Shoreline Master Program, etc.) is to enable this desired level of development to occur with mitigation of environmental impacts as part of the development review and approval process.

Proposed measures to avoid or reduce such increases are:

Project level approval will be conditioned in accordance with City review and appropriate additional environmental analysis to be determined at the time of application. Certain mitigation standards are contained in the regulations and other City codes and regulations. Other mitigation measures will be identified and applied during the project review based on information provided by the applicants and/or City-mandated analyses.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

All development permitted under these amendments could have the potential of impacting plants, animals, fish or marine life. Usually, this involves changes to habitats or loss of species. Due to the intensive use of most land within the City, there are few areas which remain undisturbed at this time.

Proposed measures to protect or conserve plants, animals, fish or marine life are:

Existing natural habitats are protected by the Critical Areas Ordinance and Shoreline Master Program which will be used in project review along with these regulations.

3. How would the proposal be likely to deplete energy or natural resources?

Demands for energy and natural resources will increase along with population growth and associated development irrespective of the subject amendments.

Proposed measures to protect or conserve energy and natural resources are:

Concentration of development under these Comprehensive Plan policies will enable existing infrastructure to be more intensely and efficiently utilized. Public transportation and non-motorized modes of movement will also be promoted by higher densities. Development within the urban area of the City will reduce pressure for conversion of rural resource lands to urban uses.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposed amendments are consistent with the goals and policies of the Comprehensive Plan.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Project review will be initiated with more thorough application procedures and requirements including preapplication meetings. This will enable the City and applicants to identify potential issue areas and site design considerations early in the project formulation stage so that appropriate mitigation or avoidance measures can be built into the applications.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The intent of these proposed amendments is to update the plan and reflect land use changes and development which have occurred since the plan was first adopted in 1996.

Proposed measures to avoid or reduce shoreline and land use impacts are:

These measures are embodied in the policies and development regulations.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposed amendments are intended to facilitate development which is consistent with the Comprehensive Plan policies. As such, demands on transportation and public services and utilities will increase are set forth in the Plan. This system provides for orderly, coordinated growth utilizing existing infrastructure and new facilities and services to be added concurrent with the demands of new growth.

Proposed measures to reduce or respond to such demand(s) are:

The proposed amendments include provisions for managing the provision of needed transportation facilities and public services and utilities to assure concurrency.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposed amendments are not known to conflict with any other laws or requirements.



**City Of Orting
Council Agenda Summary Sheet**

AB18-03 SUBJECT: 2018 Utility Rates	Agenda Item #:	AB18--03
	For Agenda of:	01/10/18
	Department:	Utilities
	Date Submitted:	12/4/2018

Orting Staff & Professional Representatives			
Mayor, Joshua Penner	X	Cost of Item:	<u> \$0 </u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u> \$0 </u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u> \$0 </u>
City Clerk, Jane Montgomery		Timeline: <i>Urgent</i>	
City Treasurer, Scott Larson	X		
Police Chief, Bill Drake		BARS:	
Public Works, Dean Kaelin		Fiscal Note:	
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input checked="" type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Resolution No. 2018-01 and Exhibit A
SUMMARY STATEMENT:
<p>On November 8, 2018, the City of Orting City Council voted to adopt Resolution No. 2017-12, which established Water, Sewer and Stormwater rates to go into effect January 1, 2018. Since the adoption of Resolution No. 2017-12, a calculation error in the "Single Block Rates" for Qualified Low Income customers was identified on the attached "Exhibit A", resulting in a stated water block rate that was higher than intended. This resolution would correct the error. No erroneous billing has been processed as the city bills water in arrears.</p>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: The Public Works Committee reviewed the rates at their meeting on January 3, 2018 and is recommending approval.
RECOMMENDED ACTION: Motion: To Adopt Resolution No. 2017-12, Amending Resolution No. 2018-01, Correcting A Calculation Error On Exhibit A Thereto For The Water, Sewer And Storm Water Utility Rates.

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-01**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, RELATING TO UTILITY RATES;
REPEALING RESOLUTION NO. 2017-12; ADOPTING
ADJUSTMENTS TO WATER, SEWER AND STORM
WATER UTILITY RATES; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, on November 8, 2018, the City of Orting City Council voted to adopt Resolution No. 2017-12, which established Water, Sewer and Stormwater rates to go into effect January 1, 2018; and

WHEREAS, since the adoption of Resolution No. 2017-12, City Staff has identified a calculation error in the “Single Block Rates” for Qualified Low Income customers on Exhibit A thereto, resulting in a stated water, sewer and storm water rate that was higher than intended; and

WHEREAS, the City Council finds the rates reflected in Resolution No. 2017-12 did not accurately reflect the Council’s intent; and

WHEREAS, the City Council finds that it is in the public interest to correct the calculation error, and 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; and

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

Section 1. Amend Resolution No. 2017-12, Established Water, Sewer and Storm Water Utility Rates. Exhibit A to Resolution No. 2017-12 is hereby amended in accordance with the attached Exhibit A.

Section 2. Effective Date. This Resolution shall be effective beginning on January 16, 2018.

Section 3. Corrections Authorized. The City Clerk is authorized to make necessary corrections to this Resolution, including but not limited to correction of clerical errors.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 10th DAY OF JANUARY, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk

Approved as to form:

Charlotte A. Archer
Kenyon Disend PLLC
City Attorney

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

2018 Monthly Utility Rates, REVISED

WATER				
Monthly Base Charges				
Meter Size	2017		2018	
	Residential	COM	Residential	COM
0.75	\$21.10	\$21.10	\$23.00	\$23.00
1-1.5	\$34.45	\$34.45	\$37.55	\$37.55
2.0-4.0	\$48.92	\$48.92	\$53.33	\$53.33
Qualified Low Income	\$16.17		\$17.25	
Single Block Rates				
Rate Class	2017		2018	
	Residential	COM	Residential	COM
Single Block rate (per ccf)		\$3.18		\$3.47
Block 1: 1 to 6 CCF (per ccf)	\$2.29		\$2.50	
Block 2: 6 to 17 CCF (per ccf)	\$3.07		\$3.35	
Block 3: 17+ CCF (per ccf)	\$4.62		\$5.04	
Block 1: 0 to 6 CCF - Qualified Low Inc.	\$1.69		\$1.87	
Block 2: 6 to 17 CCF - Qualified Low Inc.	\$2.33		\$2.51	
Block 3: 17+ CCF - Qualified Low Inc.	\$3.27		\$3.78	

Increase: **9.0%**
 Qualified Low Income, portion of Residential: **75.0%**
 Out of Town Premium: **10.0%**

Sewer						
Customer Class	2017			2018		
	Base (per unit)	Allowance (ccf)	Flow (per ccf)	Base (per unit)	Allowance (ccf)	Flow (per ccf)
Residential	\$44.93			\$47.18		
Residential - Snowbird	\$32.68			\$34.31		
Residential - Qualified Low Income	\$34.97			\$35.38		
Commercial - Domestic ¹	\$44.93	0	\$4.63	\$47.18	0	\$4.86
Commercial - High Strength ²	\$44.93	0	\$8.20	\$47.18	0	\$8.61
High Cedars						
Residential	\$57.06			\$59.91		
Business	\$57.06	0	\$5.89	\$59.91	0	\$6.18
Restaurant	\$57.06	0	\$10.42	\$59.91	0	\$10.94

Increase: **5.0%**
 Qualified Low Income, portion of Residential: **75.0%**

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

²Restaurant, Grocery with Deli, Other Food Related Business

Storm	
2017	2018
\$23.21	\$20.00

Decrease: **13.8%**



**City Of Orting
Council Agenda Summary Sheet**

AB18-04 SUBJECT: D.M. Disposal Company Proposed Rate Increase	Agenda Item #:	AB18-04
	For Agenda of:	1/10/18
	Department:	Finance
	Date Submitted:	01/02/18

Orting Staff & Professional Representatives			
Mayor, Joshua Penner	X	Cost of Item:	<u> \$0 </u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u> \$0 </u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u> \$0 </u>
City Clerk, Jane Montgomery		Timeline: <i>effective March 1, 2018</i>	
City Treasurer, Scott Larson	X		
Police Chief, Bill Drake		BARS:	
Public Works, Dean Kaelin		Fiscal Note:	
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: DM Disposal Rate Increase
<p>SUMMARY STATEMENT:</p> <p><i>Pierce County has increased their fees to D.M. Disposal Company; thus D.M. Disposal is passing that increase on to the customers of Orting. The Dump fee increase is from \$153.48 per ton to \$157.38 per ton. Pursuant to Section 8.2.1 of the contract it provides for an annual Consumer Price Index (CPI) adjustment equal to 80% of the change - Eighty percent of the CPI change for this period is 2.38%</i></p> <p><i>Attached Exhibit A which reflects the dump fee and CPI increase by type of service.</i></p> <p><i>D.M. Disposal Company must notify the city 60 days before the increase which is effective March 1, 2018. D.M. Disposal Company must notify their customers 45 days before the increase, D.M. Disposal is in compliance with the City, but must notify their customers by January 15, 2018 for an increase that would go into effect March 1, 2018.</i></p>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A
RECOMMENDED ACTION: MOTION: To approve D.M. Disposal Company proposed rate increase effective March 1, 2018.



D.M. DISPOSAL CO., INC.

POST OFFICE BOX 532
PUYALLUP, WASHINGTON 98371
(253) 414-0347

December 1, 2017

City of Orting
Mark Bethune, City Administrator
110 Train St. SE
Orting, WA 98360

Re: Contract between D.M. Disposal Company and the City of Orting

Dear Mr. Bethune:

We have been notified that on March 1, 2018 the landfill rate in Pierce County will increase from \$153.48 per ton to \$157.38 per ton. It is our understanding that the full Pierce County Council has reviewed and approved the increase.

Section 8.2.1 of the contract provides for an annual CPI adjustment equal to 80% of the change in the 1st half semi-annual percentage change in the Consumer Price Index for All Urban Consumers, U.S. Department of Labor, U.S. City Average. Eighty percent of the CPI change for this period is 2.38%.

Attached is the exhibit, which reflects the dump fee and CPI increase by type of service.

We appreciate the opportunity to provide you comprehensive waste collection, disposal and recycling services. If I can answer any questions, please contact me by telephone at (253) 896-3293 or by email at MarkGi@wasteconnections.com.

Sincerely,
D.M. Disposal Company

A handwritten signature in blue ink, appearing to read "Mark Gingrich", written over a diagonal line.

Mark Gingrich
District Manager

cc: Ryan Guild, D.M. Disposal Company
Patrick Sayan, D.M. Disposal Company
Ed Tedtaotao, D.M. Disposal Company
Adam Balogh, D.M. Disposal Company

City of Orting
 PO Box 489
 Orting WA 98360

EXHIBIT - A - 3/1/2017

	Published on	Proposed				Services without
	3/1/2017	3/1/2018		% Change	Rate Change	Subscribers
Can Service:						
Micro Can - 10gallon Cart	13.45	13.87	per month	3.12%	0.42	
Mini Can - 20gallon Cart	18.19	18.79	per month	3.30%	0.60	
One Can - 32gallon Cart	22.23	23.01	per month	3.51%	0.78	
Two Can - 64gallon Cart	34.82	36.16	per month	3.85%	1.34	
Three Can - 96gallon Cart	47.34	49.23	per month	3.99%	1.89	
Packou/Drive-in	9.47	9.70	per month	2.43%	0.23	
Occasional extra	5.97	6.17	per unit	3.35%	0.20	
Return trip	7.25	7.42	per trip	2.34%	0.17	
Container Service:						
1 yard once a week	97.34	101.05	per month	3.81%	3.71	
1 yard twice a week	187.28	194.52	per month	3.87%	7.24	*
1.5 yard once a week	132.68	137.94	per month	3.96%	5.26	
1.5 yard twice a week	262.33	272.78	per month	3.98%	10.45	
2 yard once a week	171.30	178.00	per month	3.91%	6.70	
2 yard twice a week	336.84	350.10	per month	3.94%	13.26	*
2 yard three times a week	508.13	528.09	per month	3.93%	19.96	*
4 yard once a week	322.83	335.59	per month	3.95%	12.76	
4 yard twice a week	645.65	671.16	per month	3.95%	25.51	
4 yard three times a week	957.56	995.57	per month	3.97%	38.01	*
6 yard once a week	458.57	476.42	per month	3.89%	17.85	
6 yard twice a week	917.13	952.83	per month	3.89%	35.70	
6 yard three times a week	1,375.71	1,429.26	per month	3.89%	53.55	*
6 yard Five times a week	2,247.05	2,335.21	per month	3.92%	88.16	*
4 yard compactor once a week 5:1	1,367.73	1,425.65	per month	4.23%	57.92	*
1 yard extra on regular route	22.97	23.84	per pickup	3.79%	0.87	
1.5 yard extra on regular route	30.79	32.00	per pickup	3.93%	1.21	
2 yard extra on regular route	40.03	41.58	per pickup	3.87%	1.55	
4 yard extra on regular route	75.32	78.28	per pickup	3.93%	2.96	
6 yard extra on regular route	106.90	111.05	per pickup	3.88%	4.15	
4 yard compactor extra regular route !	316.18	329.56	per pickup	4.23%	13.38	
Connect/Reconnect	11.52	11.79	per unit	2.34%	0.27	
Yard Waste 90-gal toter	5.24	5.36	per month	2.29%	0.12	
Occasional extra yard waste	2.51	2.57	per pickup	2.39%	0.06	
MF-Recycling	4.38	4.48	per month	2.28%	0.10	
Redeliver Cart	15.64	16.01	per delivery	2.37%	0.37	
Additional Recycling Cart	6.67	6.83	per month	2.40%	0.16	
restart fee	25.44	26.05	per unit	2.40%	0.61	

**City of Orting
Public Notification**

DM Disposal Rate Increase

NOTICE IS HEREBY GIVEN that DM Disposal Co., Inc. will have a rate increase effective March 1, 2018. For more information contact DM Disposal at 253-414-0347.
DATED this 6th day of December, 2017, Jane Montgomery, City Clerk



**City Of Orting
Council Agenda Summary Sheet**

AB18-05 SUBJECT: Purchasing Policy	Agenda Item #:	AB18-05
	For Agenda of:	01/10/18
	Department:	Finance
	Date Submitted:	01/05/18

Orting Staff & Professional Representatives			
Mayor, Joshua Penner	X	Cost of Item:	\$ _____
City Administrator, Mark Bethune	X	Amount Budgeted:	\$ _____
City Attorney, Charlotte Archer		Unexpended Balance:	_____
City Clerk, Jane Montgomery		Timeline:	
City Treasurer, Scott Larson	X		
Police Chief, Bill Drake		BARS:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Policy
SUMMARY STATEMENT: <p>The current purchasing policy is contained within the council rules and is limited in scope and authority. A new standalone purchasing policy was desired in order to have a larger scope and more detail to effectively manage the day to day purchases that the City makes. The new purchasing policy pertains to the purchase of budgeted verses non budgeted items, along with policy surrounding general purchases, public works, waivers, exemptions, credit card limits, and emergency purchases.</p> <p>If approved the Council rules will be amended in Section 4.5 removing that portion which will be covered in the more detailed policy</p>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Reviewed by Finance and CGA
RECOMMENDED ACTION: MOTION: To approve the purchasing policy as presented.



City Council of the City of Orting, Washington

Policy No. 2017-05

Purchasing Policy

City of Orting Purchasing Policy

Part I: Purpose

By adopting these procedures, the City Council intends to ensure that the city conduct all purchasing and public works contracting activities in full compliance with Washington law and locally adopted procedures. The intent of this chapter is to provide maximum assurances to the public and to all contractors, consultants and vendors, that Orting's purchasing and contracting practices provide maximum fairness and value in the expenditure of public funds.

These procedures are adopted to:

- Implement the requirements of state laws, local ordinances and administrative procedures thereby assuring the legality of the purchasing process;
- Ensure buying competitively and wisely to obtain maximum value for the public dollars spent.
- Commit that procurement will be impartial and provide the City with the best quality for the best value; and
- Ensure that purchases will be within budget limits and meet goals and objectives approved in the City's Operating and Capital budget.

Part II Code of Ethics

Code of Ethics (RCW 42.23) "Public employment is a public trust." The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to give guidance to all employees and elected officials so that they may conduct themselves in a manner which will be compatible with the best interest of themselves and the City of Orting. It is essential that those doing business with the City observe the following guiding ethical standards:

1. Actions of City employees shall be impartial and fair.
2. The City will not accept donations of materials or services in return for a commitment to continue to initiate a purchasing relationship.

Passed by the City Council on _____

3. City employees may not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions must be made impartially. The following are examples of items not considered gratuities: Discounts or concessions realistically available to the general population; Items received that do not result in personal gain; Samples to the City used for general City use.

Part III Conflict of Interest

No City staff or council member may undertake consulting, professional practice or other assignments which would result in a conflict of interest. Any employee of the City who recommends or approves a purchase and who has any financial interest in the firm involved in the purchase shall disclose his or her interest in the firm prior to recommending or approving the purchase.

Part IV Definitions

Unless the context requires otherwise, the terms as used in this Policy shall have the following meaning:

“Adequate appropriation balance” means sufficient fund balance existing in the appropriation item against which the purchase order is to be charged.

“Bid” means an offer, submitted by a bidder to furnish supplies, materials, equipment and other property in conformity with the specifications, delivery terms and conditions, and other requirements included in the invitation for bids or otherwise required by the city.

“Bidding” means a procedure used to solicit quotations on price and delivery from various prospective suppliers of supplies, materials, equipment, and other city property.

“Capital equipment” means any equipment of the city having an initial value of \$1,000 or more and an estimated useful life of three or more years.

“City administrator” means the City of Orting City Administrator or his/her duly appointed designee. The City Administrator is authorized to delegate any functions and responsibilities set forth in this chapter to administrative staff.

“Contractual services” means professional and nonprofessional service contracts including but not limited to engineering, animal control, janitorial and other contracts entered into for the accomplishments of a particular project or limited period of time.

“Department Heads” means the Mayor, City Administrator, City Treasurer, City Clerk, Police Chief, Court Administrator, Building Official, Public Works Director, and the Parks and Recreation Director.

“Emergency” means, for the purpose of enabling the city to suspend compliance with public bidding and purchasing policies and requirements, an event or set of circumstances which demands immediate action to preserve public health, protect life, protect public property, or to provide relief to the community overtaken by such occurrences.

“Life cycle cost” means the total cost of an item to the city over its estimated useful life, including cost of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably be determined, minus the salvage value at the end of its estimated useful life.

Passed by the City Council on _____

“Local bidder” means a firm or individual who regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, and is licensed by the city of Orting.

“Phone bids” means a non-written quotation for a product, or service as outlined in Part VII.

“Public property” means any item of real or personal property owned by the city.

“Public work” shall have the meaning set forth in RCW 39.04.010, as now adopted and hereafter amended.

“Purchase order” means an official document used in authorizing the encumbrance of city funds toward the purchase of supplies, materials, equipment and other property.

“Purchasing agent” means the City Administrator or city employee designated by the City Administrator to serve as a purchasing agent. For routine departmental purchases of supplies, in accordance with the City Administrator’s administrative policy, each department director may designate one or more departmental purchasing agent(s).

“Request for Proposal” (RFP) is a method of soliciting competitive bid proposals for a defined scope of work. The proposals would normally include factors to measure qualifications, delivery, and service reputation as well as price. Stated another way, an RFP is a formal invitation from the city to a company to submit an offer. The offer is to provide a solution (or proposal) to a problem or need the city has identified. An RFP is a solicitation process whereby the judgment of the supplier’s experience, qualifications, and solution may take precedence over their cost proposal to the City. The elements of an RFP are:

1. Project Background and Scope of Service
2. Definitions
3. Minimum Qualifications
4. Technical Requirements (if any)
5. Schedule
6. Cost Proposal
7. Submittal Requirements
8. Evaluation Process and Criteria
9. Insurance Requirements
10. Funding Sources (if applicable)

“Request for Qualifications” (RFQ) is a method of soliciting competitive proposals that considers and evaluates companies on the basis of demonstrated competency and qualifications rather than price. This process is typically used for architecture and engineering services where price is not a consideration. An RFQ will generally result in negotiations. The elements of an RFQ are:

1. Project Background and Scope of Services
2. Project Budget and Source of Funding
3. Schedule
4. Minimum Qualifications
5. Submittal Requirements
6. Selection Process/Evaluation Criteria

“Requisition” means a standard form providing detailed information as to quantity, description, estimated price, possible vendors, fund account, signature and other information necessary to make purchasing decisions.

“Responsible bidder” means a bidder who has proven by experience or information furnished to the satisfaction of the City Administrator that current financial resources, production or service facilities, service reputation and experience are adequate to make satisfactory delivery of supplies of acceptable quality, equipment, or contractual services on which he/she bids. A “responsible bidder” has not violated or attempted to violate any provisions of this chapter.

“Responsive bidder” means a bidder who has complied with all requirements contained in the invitation to bid, including the bid packet and specifications, and who has submitted all required documentation, information and bid bond by the deadline for acceptance of bids.

Part V: Purchases

Section 1. Purchase of supplies, equipment, and materials (unconnected with a Public Works Project)

Items under this category include furniture, computer hardware, office equipment, and operating and maintenance supplies.

Purchases by the city of supplies, equipment, and materials shall be made as provided herein; provided nothing herein shall be construed to prohibit City participation in cooperative purchasing agreements with other municipalities. Department heads are encouraged to obtain on-call and long term service contracts for up to three years for services that are regularly used.

Section 2. Purchases of \$1,000 or less

Supplies, materials, and equipment with a reasonably expected cost of \$1,000 or less may be purchased without formal or informal bidding; provided that City staff will strive to obtain the lowest practical price for such goods or services.

Section 3. Purchases between \$1,000 and \$5,000

Supplies, materials, and equipment with a reasonably expected cost of between \$1,000 and \$5,000 may be purchased without formal bidding but staff are required to get at least three soft “phone bids” before moving forward with the purchase.

Section 4. Purchases between \$5,000 and \$15,000

Informal Bidding. Supplies, materials, and equipment with a reasonably expected to cost more than \$5,000 but less than \$15,000, may be purchased without a formal call for bids as provided in this subsection.

1. The city partners with the Municipal Research Service Center (MRSC) that forms vendor lists for the award of contracts for the purchase of materials, equipment, and supplies with an estimated cost of more than \$5,000 and less than \$15,000.

2. The department director or their designee shall secure written quotations from at least three different vendors whenever possible. The purchase contracts shall be awarded to the lowest responsible bidder.
3. Immediately after the award of the purchase contract is made, the bid quotations obtained shall be recorded and open to public inspection and shall be available by telephone inquiry.
4. The City Administrator or his/her designee shall post at city hall a list of the contracts awarded using the MRSC at least once a year. The list shall contain the names of vendors awarded contracts, the amount of the contracts, a brief description of the items purchased under the contracts, the dates that the contracts were awarded, and the location where the bid quotations for the contracts are available for public inspection.

Section 5. Purchases over \$15,000

Supplies, material, equipment, or services with a reasonably expected to cost more than \$15,000.00 shall be purchased through a formal call for bids as follows:

1. Staff will prepare bid specifications for the goods or services to be purchased, which shall include an invitation to bid notice, instructions to bidders, general conditions, special bid conditions (if any), terms and conditions, and a bid proposal form indicating the type of response desired from a bidder.
2. A call for sealed bids ("Call for Bid") or request for proposals will be published in a newspaper of general circulation throughout the city not less than one week prior to the date fixed for opening.
3. The Call for Bid or request for proposals will be posted in the same manner as ordinances. The notice shall include a description of the goods or services desired.
4. Bid proposals will be opened on the date and time, and at the place as specified in the specifications or public notices.
5. Staff will prepare tabulation sheets based on the criteria laid out in the Call for Bid and either recommend an award to the lowest responsible bidder, who meets the terms of the specifications, conditions and qualifications or recommend the rejection of any or all bids.
6. The city council shall review the bid proposals, related materials and the recommendation of the staff, and shall award the contract to the lowest responsible bidder.
7. The city administrator may upon review of the materials and recommendations of staff reject any or all bids and make a further call for bids.
8. If bids are not received on the first call, the city may choose either to make a second call for bids or to negotiate directly with any prospective service or supply provider, per RCW 35.23.352(1).

Part VI Public Works

Contracts for public works as defined in RCW 39.04.010 shall be awarded by competitive bid unless, in appropriate cases, the city elects to proceed according to either the informal bid or small works roster processes provided for herein.

In determining the cost of a public works project, all amounts paid for materials, supplies, equipment, and labor, as well as retail sales and use tax (where required by law) on the construction of that project must be included.

Passed by the City Council on _____

Section 1. Public Works – Informal Bid, \$30,000 or less

1. The city may construct public works by contract, without calling for bids, whenever the estimated cost of the work or improvement, including cost of materials, supplies and equipment will not exceed the sum of: (1) \$30,000 if more than one craft or trade is involved with the public works, or (2) \$20,000 if a single craft or trade is involved with the public works. The term "public works project" means a complete project. Division of the project into units of work or classes of work to avoid the restriction on work that may be performed by day labor on a single project is not permitted.
2. A contract shall be awarded under this section according to the following procedure:
 - A. Staff shall obtain from three or more contractors written quotations of the estimated cost of the public works and maintain those quotes in the records, together with specifications or plans.
 - B. If less than three quotes are obtained because of factors beyond the control of the city, an explanation of those factors, the quotes and the specifications and/or plans for public works shall be maintained in city records.
 - C. Quotes shall be presented to the Public Works Committee for evaluation and determination of the lowest responsible bidder.
 - D. After evaluation and recommendation by the Public Works Committee, the city council may accept the bid submitted by the lowest responsible bidder.
 - E. In addition, the city may use its own public works force to complete the public works necessary without the necessity of informal bidding.

Section 2. Public Works – Small works roster, \$100,000 or less

1. The city contracts with MRSC for maintenance of a small works roster, consisting of all responsible, licensed contractors requesting to be included for award of public works contracts not to exceed \$100,000.
2. The city may award a contract for \$100,000 or less off of the small works roster using the following procedure:
 - A. The director of public services shall obtain written quotations, from the small works roster. Whenever possible, the city shall invite at least five contractors to submit quotations, including, whenever possible, at least one otherwise qualified woman or minority contractor. The city may invite all appropriate contractors on the roster to submit quotations. Once a contractor has been afforded an opportunity to submit a quotation, that contractor shall not be offered another opportunity until all other appropriate contractors on the roster have been afforded an opportunity to submit a quotation on a contract.
 - B. The city's invitation for quotations shall include an estimate of the scope and nature of the work to be performed, and the materials and equipment to be furnished.
 - C. The city shall award the contract to the lowest responsible bidder.
 - D. Immediately after awarding a contract, the director of public services shall record the bid quotations obtained for the contract. The bid quotations shall be open to public inspection.

Section 3. Public Works – Formal bidding, \$100,000 or more

Passed by the City Council on _____

Public works with a reasonably expected cost of \$100,000 or more shall be let by formal bid as provided herein:

1. Formal bidding procedure:
 - A. Staff will prepare bid specifications for completion of the public works project upon prior authorization by the city council.
 - B. A call for sealed bids ("Call for Bids") will be published in the official newspaper, or a newspaper of general circulation most likely to bring responsive bids, once a week for two consecutive weeks prior to the date fixed for the opening of bids.
 - C. The Call for Bids will be posted in the same manner as ordinances.
 - D. The Call for Bids shall contain the following:
 1. Description of the nature of work;
 2. State where the plans and specifications are on file;
 3. State that the bids must be sealed and filed with the city before a specific date;
 4. State what criteria will be used to score the bids
 5. State that bids must be accompanied by bid proposal deposit which will be at least five percent of the bid in the form of a cashier's check or postal money order or surety bond made out to the city and specify that no bids will be considered without this deposit.
2. Bids will be opened on the date and time and at the place as specified in the bid specifications, requests for proposals, advertisements and public notices.
3. Staff will prepare bid tabulation sheets based on the criteria laid out in the Call for Bids, and either recommend an award to the lowest responsible bidder who meets the terms of the specifications, conditions and qualifications, or recommend the rejection of all bids received.
4. The City Council shall review the bids, specifications and related materials and the recommendations of staff and shall award the contract to the lowest responsible bidder.
5. The city council may, upon review of the materials and recommendations of staff, reject all bids if it is determined that a bidder is non-responsive or not-responsible, and may make a further call for bids.
6. If bids are not received on the first call, the city may choose either to make a second call for bids or to negotiate directly with any prospective public works contractor.

Part VII Service Contracts

Contracts for services that are not for: (1) public works or (2) a qualifying professional service set out in RCW 39.80.020, do not require a competitive bidding process, per state law. However, the city would like to utilize a competitive process to ensure that taxpayer dollars are being put to their highest and best use. To that end, this city will follow the following processes:

1. For service contracts estimated to be less than \$5,000 no competitive process is required but staff should be able to show that the price is reasonable and the provider is qualified.
2. For service contracts estimated to be more than \$5,000 but less than \$20,000 staff should obtain three written quotes from qualified providers, or alternatively they may use a more formal RFP/RFQ process as described herein.

Passed by the City Council on _____

3. For service contracts estimated to be more than \$20,000 staff should use a formally advertised RFP/RFQ process as described herein.

Part VIII Architect and Engineer Services (A&E)

The City must follow chapter 39.80 RCW for procuring A&E professional services, as defined at RCW 39.80.020. Architectural and Engineering consultants are initially selected based upon their qualifications through a Request for Qualifications (RFQ) process, rather than price (see RCW 39.80.050). After selecting a consultant of this type via the RFQ process, the city will negotiate a contract with the most qualified firm at a price which the City determines fair and reasonable. In so negotiating, the city shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature. If the city is unable to negotiate a satisfactory contract with the firm selected at a price the city determines to be fair and reasonable, negotiations shall be terminated and the city shall begin negotiations with the next highly qualified firm.

Part IX Waivers and Exemptions

Section 1 Emergency Purchases

It is the intent as adopted by the City Council of Orting that the Mayor, or his designee, be authorized to waive the requirements of competitive bidding in the event of an emergency as defined by RCW 39.04.280. The Mayor or his designee shall comply with all portions of RCW 39.04.280 in the event of an emergency. The City Council through resolution may also waive competitive bidding requirements in circumstances defined within RCW 39.04.280. In any waiver of competitive bidding requirements, public disclosure and review shall be produced per the requirements as defined in RCW 39.04.280.

Section 2 Sole Source Supply

These requirements for purchasing or public works also may be waived by resolution of the City Council declaring that the purchase or public work is either clearly and legitimately limited to a single source or supply, or the materials, supplies, equipment, or services are subject to special market conditions, and recites why this situation exists.

Part VI Purchasing Authority

Purchasing authority as described below is based on a complete contract price. Contracts that last multiple years shall have each years' cost aggregated to determine the entire contract value. Purchasing authority is also project-limited. If the project requires purchases from multiple vendors, costs from each vendor shall be aggregated to determine how a purchase is approved.

Section 1. Authorities for Budgeted Items:

1. Purchases of \$3,000 or less may be approved by Department Directors
2. Purchases between \$3,001 and \$10,000 may be approved by the City Administrator
3. Purchases between \$10,001 and \$25,000 may be approved by the Mayor

Passed by the City Council on _____

4. Purchases above \$25,001 are required to be approved by the City Council

Section 2. Authorities for non-Budgeted Items:

1. Purchases of \$1,000 or less may be approved by Department Directors
2. Purchases between \$1,001 and \$2,500 may be approved by the City Administrator
3. Purchases between \$2,501 and \$10,000 may be approved by the Mayor
4. Purchases above \$10,001 are required to be approved by the City Council

Section 3. Emergency Authority

This section applies only when the mayor has declared an emergency and must comply with part 4.1 above.

1. The Incident commander and the mayor, their designee or successor as defined by the Continuity of Operations plan, in the event of a declared emergency are authorized to spend or commit any needed resources to preserve life and property.

Part X Credit Cards

The City shall provide the Mayor and department heads (or their designees, as approved by the Finance Committee) with a City credit card for traveling or purchasing budgeted items. It is the policy of the City that purchases on credit cards be minimized as much as possible. It is the responsibility of each card holder to save their receipts and provide them to the accounts payable clerk. The finance director may require a reconciliation from the card holder if they have more than ten transactions per month.

Section 1. Credit Limits

The following limits shall apply:

1. The Mayor, the City Administrator, and the City Treasurer shall have full access to the city's credit limit.
2. The Police Chief shall have a limit of \$15,000.
3. The Public Works Director shall have a limit of \$5,000.
4. All other directors shall have a limit of \$1,500.
5. The Public Works Administrative Assistant shall have a limit of \$3,000.
6. All others who have credit cards shall have limits of \$500.
7. In the case of a declared emergency, the Incident commander and all city directors shall have full access to the credit limit of the City.



**City Of Orting
Council Agenda Summary Sheet**

AB18-06 SUBJECT: Rule Changes	Agenda Item #:	AB18-06
	For Agenda of:	01/10/18
	Department:	Finance
	Date Submitted:	01/05/18

Orting Staff & Professional Representatives			
Mayor, Joshua Penner	X	Cost of Item:	\$ _____
City Administrator, Mark Bethune	X	Amount Budgeted:	\$ _____
City Attorney, Charlotte Archer		Unexpended Balance:	_____
City Clerk, Jane Montgomery		Timeline:	
City Treasurer, Scott Larson	X	BARS:	
Police Chief, Bill Drake			
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Portion to be removed Section 4.5 of Rules
<p>SUMMARY STATEMENT: If the purchasing Policy is approved the Council rules need to be modified by removing Section 4.5.</p> <p>Current purchasing guidelines are in the Council rules in section 4.5, and these guidelines are limited in scope and authority. The new standalone purchasing policy will take the place of section 4.5 in the form of a policy which has a larger scope and more detail; to effectively manage the day to day purchases that the City makes and provide clear processes for the Mayor, Staff and Council.</p>
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Reviewed and recommended by Finance and CGA
RECOMMENDED ACTION: MOTION: To approve the amendment of Council Rules by removing Section 4.5

This section proposed to be removed if the Purchasing policy is approved.

4.5 Contracts: All contracts shall be approved using the following criteria:

- (A) If a contract is within a budgeted line item; the Mayor has the authority to sign it.
- (B) If a contract is over the budgeted line item; it shall be referred to the Finance Committee. The Finance Committee will make a recommendation to the City Council.
- (C) If a contract does not exceed \$5,000 for daily operating expenses, and is not budgeted; the Mayor has the authority to sign it. If a non-emergency contract is in the amount over \$5,000 the city will seek out a fair competitive process; Request for Proposal, Request for Qualifications, Request for Bid, Sole Source, and Small Works Roster, all of which would require council approval.
- (D) If a contract is a lease commitment longer than 90 days or a conveyance of real property; it shall be referred to the Finance Committee. The Finance Committee will make a recommendation to the City Council.
- (E) If a contract does not involve an expenditure of public funds, a lease commitment longer than 90 days, a conveyance of real property, or is not otherwise required by law to be approved by the City Council, the Mayor has the authority to sign it.



**City Of Orting
Council Agenda Summary Sheet**

AB18-07 SUBJECT: Council Meeting/Committee Alignment Proposal.	Agenda Item #:	AB18-07
	For Agenda of:	01/10/2018
	Department:	Council/Admin
	Date Submitted:	01/05/18

Orting Staff & Professional Representatives			
Mayor, Joshua Penner		Cost of Item:	<u>\$0</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$0</u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u>\$0</u>
City Clerk, Jane Montgomery		Timeline:	
City Treasurer, Scott Larson			
Police Chief, Bill Drake		BARS:	
Public Works, Dean Kaelin		Fiscal Note:	
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

<p>Attachments: Proposed Committee Alignments</p> <p>SUMMARY STATEMENT: The City hired a consultant, Matrix, to provide an Organizational Assessment of municipal structure and operations. This assessment used multiple analytical tools to understand how the City was organized, how it performed, prioritized work, and how well it executed its goals. In regard to Council Committees and meeting structure. Matrix recommended the following:</p> <p><i>“The City Council should implement a monthly Council Work Session in lieu of the current committee structure. Alternatively, if the Council decides to maintain a committee structure, the City should reduce the number of Standing committees from eight to a maximum of three or four committees.”</i></p> <p>The proposal coming from CGA is a hybrid of the two: Two regular meetings and one study session a month, and the reduction of Council Committees to 3 super Committees. (see attached)</p> <p>COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Recommended by the CGA Committee</p> <p>RECOMMENDED ACTION: MOTION: To Approve the Meeting/Committee Alignment as presented.</p>
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2018 Proposed Council/Meeting Committee Structure

Public Works:

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

Attendance: 2-3 council, PW staff, admin

- Utilities
- Technology
- Facilities
- Streets/Transportation

Public Safety:

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

Attendance: 2-3 council, PS staff, admin

- Public Safety
- Emergency
- Emergency Bridge

Community and Governmental Affairs:

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 (& Figure out role of Advisory Board)

Study Session:

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

Council Meeting #1 & 2

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.

Example Monthly Schedule:

1st Week: PW, PS, CGA

2nd Wed: Council

3rd Wed: Study Session

Last Wed: Council