

REVISED

**Councilmembers**

Position No.

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



**Orting City Council**

Regular Business Meeting Agenda  
Orting Multi-Purpose Center  
202 Washington Ave. S, Orting, WA  
June 13, 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. **PUBLIC COMMENTS:** *Persons wishing to address the City Council regarding items that are not on the agenda are encouraged to do so at this time. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee.*
3. **PRESENTATION**
  - A. **AB18-42- RFP -ASSET MANAGEMENT- AAKAVS CONSULTING.**
    - *Mark Bethune*
  - B. **PSE- COMMUNITY OUTREACH-UPCOMING HOME ENERGY ASSESSMENTS IN ORTING**
    - *Mayor Penner*
4. **INTRODUCTION - CITY PLANNER- Emily Terrell, Sound Municipal Solutions.**
  - *Mark Bethune*
5. **EMPLOYEE RECOGNITION**
  - *Mayor Penner*

**April-** Court- Kim Kainoa  
**May-**Public Works- Matt Bingham  
**June-** Administration/Finance- Margaret O'Hara
6. **CONSENT AGENDA**
  1. Regular Meeting Minutes of May 30<sup>th</sup> , 2018
  2. Payroll and Claims Warrants

**Motion:** *Move to approve Consent Agenda as prepared.*
7. **COMMISSION REPORTS**
  - *Planning Commission*

## REVISED

### 8. NEW BUSINESS

#### A. AB18-43- Leach Road Property Easement

- *Mark Bethune*

*Motion: To authorize the Mayor to sign an easement agreement on the portion of Parcel # 0519311110 that is on the Leach Road Puyallup River Levee per the documents presented.*

#### B. Discussion- Council Meeting of June 27, 2018.

- *Mark Bethune*

### 9. EXECUTIVE SESSION

### 10. ADJOURNMENT

*Motion:* *Move to Adjourn.*



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b> Presentation- RFP/ Asset Management Aakavs Consulting.		<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>Agenda Item #:</b>			<b>AB18-42</b>
	<b>For Agenda of:</b>	6.6.18		6.13.18
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	6.8.18		
<b>Cost of Item:</b>	<u>\$12000</u>			
<b>Amount Budgeted:</b>	<u>\$12,000</u>			
<b>Unexpended Balance:</b>	<u>\$ 0</u>			
<b>Bars #:</b>	All Utilities			
<b>Timeline: July 2018</b>	June 2018			
<b>Submitted By:</b>	Mark Bethune			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Vendor Cover Letter.				
<p><b>SUMMARY STATEMENT:</b> The City went out with an RFP for Asset/Work Management software and support earlier this year and received 4 applications. Through a points system two vendors were chosen to proceed to a second step which included an interview by the Public Works Committee. Aakavs Consulting was chosen as the best Asset Management software and support vendor.</p>				
<p><b>RECOMMENDED ACTION: MOVE FORWARD TO STUDY SESSION AFTER VENDOR PRESENTATION.</b></p>				



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CITY CLERK  
APR 13 2018  
CITY OF ORTING



## Proposal for AKTIVOV Asset Management System

# City of Orting, WA



# 1.0 Cover Letter

**Mark Bethune,**  
The Proposal Coordinator,  
110 Train St SE,  
Orting, Washington 98360

## Sub: Response to the RFP for Asset/ Work Management Software

Dear Mark,

Aakavs Consulting (Aakavs) is pleased to submit this proposal to provide **AKTIVOV** asset management system and associated implementation services to the City of Orting, WA (City). Our overall services will include, but not limited to, workshops facilitation, data/ databases/ geodatabases and business process review and adjustments, required integrations as scoped, data migration as scoped, specifications and documentation for implementation, training, various dashboard and report items, artifacts development, full system rollout in office and field mobile devices. Following are some strategic advantages that the City could leverage by using Aktivov software and our team.

- Several WA cities and other local govt. entities e.g. water and wastewater districts, ports, PUDs are using Aktivov for many years now. These organizations perform asset management and maintenance management on Aktivov for all types of Public Works functions and asset types including fixed (e.g. facilities, water, sewer, storm, streets, lights, solid waste), rolling assets (e.g. fleet, transportation), vertical (e.g. buildings and structures), horizontal assets (e.g. pipelines, road inventory). These assets can be GIS based or even non-GIS tabular hierarchy based.
- Some of our customers migrated from other asset management systems they were using before or paper/ Excel/ Access based home grown systems. We are very familiar with legacy, home-grown, and many other systems' data structures and databases; we will work with your staff and provide assistance/ guidance to migrate your existing data (excel files, access, paper etc.) in various forms and shape to Aktivov with ease. We will perform migration ourselves, while ensuring knowledge transfer to your staff.
- We are very familiar with the municipal asset management/ work management requirements, infrastructure needs including GIS asset layers and types. Aktivov meets or exceeds all requirements mentioned in this RFP to deliver a robust asset/ work management platform in the office and field.
- We have a robust understanding of the principles of asset management and are invested in the business of Public Works. Our team members worked in local government, districts, and cities over the past few decades, and were responsible for implementing many other asset management products before Aktivov. We understand the pros and cons of many other systems available in the market, and designed Aktivov to solve those exiting problems in the market.



- Aktivov is web and mobile GIS based cloud hosted software that provides real time management and coordination between the office and the field. Particularly, Aktivov provides extensive functionalities on asset management, work and maintenance management, conditions analysis, reports and dashboards, harvesting data for CIP/ comp plans/ master plans/ rate studies, content management for lawsuits/ litigations, special projects like FEMA, public record requests, infrastructure assets for water, sewer, storm, roads, electrical, signs, signals, etc. for cities, counties, districts, and ports. We understand the best practices and industry standards as we have multiple customers like you.
- Mr. Arnab Bhowmick, the project manager proposed for this project has extensive ESRI GIS and enterprise asset management experience. He has worked for ESRI for several years implementing ESRI cutting-edge technologies and many ESRI-based asset management systems. Previously, he also worked for various engineering and consulting organizations implementing other asset management products available in the market, and understands the pros and cons of such systems. hence, Aktivov was built to solve problems that other products do not address.
- Integrating other critical business systems with asset management is key to an enterprise's long term success. Hence, Aktivov was built on SOA based principles with available APIs and web services to integrate with any 3rd party systems seamlessly. Unlike other vendors, our APIs and web services are included in the base package at no additional cost to promote enterprise integration.
- Our consultants identified and developed the overall business processes, configurations, customizations etc. for several local government entities while implementing Aktivov or other asset management systems. We are veterans in the asset management domain, have extensive asset management implementation experience on various platforms including Aktivov, possess in-depth knowledge of the latest and greatest ESRI technologies, enterprise asset management principles, enterprise architectures, and integration techniques with other systems at various levels of government. We understand the issues of many such products available in the market, and have solved many such problems in Aktivov while making the platform more robust and affordable.
- We have observed that the success of any project largely depends on the people involved in the project and not just technology itself. Over the years, we have successfully built invaluable relationships with multiple levels of stakeholders within various local government entities. This demonstrates a real, common understanding of team chemistry, organizational dynamics and politics, personality compatibilities to work as a team, solve conflicts, and develop consensus – a few important factors for delivering such projects on time and within budget.
- We believe that asset management is not rocket science, and should not cost a fortune. Our pricing on all of our projects have been very competitive and affordable, with high quality work and multiple cutting edge features and functions being delivered. We strive to live up to our already established good reputation, and keep delivering good quality deliverables at a very affordable price.



- We have always worked as our client's agent with their best interests in our mind. We consider ourselves as strategic partner on this project rather than just a vendor. We are not proposing any other third party (e.g. consulting company, VARs, systems integrators, software suppliers, implementation partners) to implement our software, and in the process increase the total project cost unnecessarily. We know our product best; we have enough bandwidth and experience to implement our product directly while avoiding third party costs and the risks of information/ time loss due to translations and coordination with third parties. Third party involvements typically raises the total cost of ownership over time (e.g. over the next 5-10 years) as both software and third party costs may go upwards while dependencies on multiple points may unnecessarily increase coordination, communication, and implementation complexities. We have always walked the extra mile to ensure success of our clients. We will keep doing the same in future as we believe in building long term partnerships and be vested in your long terms goals and success. This type of trustworthy partnership is critical to the success of large and complex endeavors such as the one to be completed under this contract.
- We have been re-hired by several of our clients for continued engagements beyond the initial implementation. This demonstrates our successful project delivery history, quality of work, and IT capabilities. We do not take this lightly. We intend to deliver similar success in the current solicitation keeping up with our history and trend of successful projects.

We are a minority owned local Washington based firm dedicated to developing long term partnerships with local govt. We have been looking forward to this opportunity and we fully appreciate the effort the City has made in writing this RFP. Our proposal seeks to complement the City's commitment to this important project by providing knowledgeable, high-value product and professional services at an affordable price and in a manner that meets or exceeds all of the project's critical needs and milestones.

I will be the assigned point of contact for this project. Please feel free to contact me for any information. Looking forward to work with you,

Best Regards,



**Arnab Bhowmick**  
24919 SE 41st Dr,  
Issaquah, WA 98029.  
arnab@aakavs.com  
425.245.3569



# SOUND MUNICIPAL CONSULTANTS

906 Wood Avenue, Sumner, WA 98390 • 253.709.6044 • Emily@soundmunicipal.com

March 23, 2018

Mr. Mark Bethune  
City Administrator  
City of Orting, WA  
P.O. Box 489  
Orting, WA 98360

Re: City of Orting Planning Consultant

Mark,

This letter is in response to the City's RFP for Planning Services. I appreciate the opportunity to respond. Thank you very much for taking the time to speak with me regarding the City's needs earlier this month. I enjoyed meeting you again and appreciate the insight and welcome from your team. I believe I am a good fit for the town's needs.

## **Statement of Qualifications**

I am an independent planning consultant and am currently the on-call planner for the Towns of Carbonado, Wilkeson and South Prairie, WA. I am also the Land Use Hearing Examiner for Pacific County and the pro tem examiner for Olbrechts and Associates with another 16 cities and counties and a school district. My practice is centered on small and rural Washington municipalities. I love the challenge of working with a small staff on a limited budget in the highly regulated environment of Washington State. I appreciate how hard small town staff works to keep up with an endless flow of difficult work while managing to provide friendly, helpful customer service. I keep my overhead low so I can provide small towns with a fair price for senior level service and experience. I am committed to helping small towns thrive.

I am a former planning director with many years of experience in both planning and public works departments. From 2004-2008, I was the Director of Planning and Community Development at Milton, WA. In that capacity, I was the director for the Planning Division and the Building Division. I was also the SEPA Responsible Official. Our major efforts during that period were Comprehensive Plan updates, a completely re-written development code, a new best available science/critical areas ordinance and compliance with regulatory reform.

Milton is also a small town. This means I handled most aspects of planning personally including working the counter, meeting with developers, writing grants, issuing SEPA determinations, and presenting to the Planning Commission, Hearing Examiner and Council. I also represented Milton at the Pierce County Growth Management Coordinating Committee for buildable lands and to the Puget Sound Regional Council.

I have been an independent consultant since 2008. Currently, I am the on-call planner for Carbonado, Wilkeson and South Prairie. I handle current planning (development applications and review), am the SEPA Responsible



Official and Land Use Administrator, write new codes, draft ordinances and resolutions, and other work as needed. I am the primary customer contact for all land use issues and function as an extension of staff.

I perform long range planning work including drafting Comprehensive Plans, Critical Areas Ordinances and other long-range plans and studies. I've also been working with my towns to create new customer service procedures and handouts to help the Clerk-Treasurer with customer assistance on a range of planning, utility and other issues.

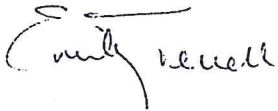
### **Capacity to Meet the Work**

I regularly work with other consultants to meet the needs of my clients and provide timely services. My subconsultants and partners are all planning directors or former planning directors. We create dynamic, nimble, on-call teams that form as the need arises. I propose to augment my work when needed with members of my team. All work would be reviewed by me and the cost to the City would reflect only the rates stated below. I would be the public face and the person who interfaces with the City, the public and the development community. All subconsultants would be vetted by the City prior to performing any work for the City.

I believe SMC is an excellent fit for Orting's needs. We are local and able to meet with City Staff, the public and the development community as needed, often within the same day as the need arises.

Thank you for considering me for this position.

Thank you,

A handwritten signature in black ink that reads "Emily Terrell". The signature is fluid and cursive, with a long horizontal line extending from the top of the "E".

Emily Terrell, AICP  
Principal

### **Assurances**

Sound Municipal Consultants is fully licensed and insured to WCIA contracting standards and insurance liability limits. SMC will obtain a City of Orting Business License prior to performing work in the city.

## Scope of Services and Proposed Compensation

### Scope of Services

1. SMC will perform all current planning services for land use applications of all types (subdivision, variance, SEPA review, etc.) including:
  - Providing a direct phone number for the firm Principal. All calls will be returned within one business day and on the same business day whenever feasible. This is a common practice for me as I provide the same services for South Prairie, Wilkeson and Carbonado.
  - Meet with the public at City Hall to answer land use questions when posed.
  - Coordinate and meet with land use applicants at City Hall for both general questions and formal and informal pre-application meetings, including coordinating with on-site staff and consultants, as necessary. Provide a written record of all meetings to the City Administrator, the project team and the applicant.
  - Coordinate with on-site staff and consultants for project review meetings and ensure timely permit processing in accordance with City and State law. Meetings will be via email, on the phone, or in person at City Hall, as best fits the need.
  - Provide written project review documents including Notices of Complete or Incomplete Application, Project Review Documents, SEPA determinations and notices, Notices of Public Hearing and Staff Reports to the Planning Commission and Hearing Examiner, as appropriate. Notices will be prepared for dissemination to all affected parties and to the newspaper of record.
  - Provide regular and efficient correspondence with the City Clerk and Administrator regarding current and upcoming land use applications, the status of those applications, potential issues and the timing of public hearings.
  - Provide an electronic means of project tracking for City use and scheduling on a shared cloud site such as SharePoint or Box or another FTP site.
  - Create and maintain a public communications strategy for citizen involvement and work with the City to publish that information in the most widely available and cost-effective venues.
2. I will also attend at least one Council meeting, one Planning Commission meeting and one managers meeting per month, with additional meetings as necessary.
3. I will provide you with a list of proposed projects as I see a need. These may include updating code sections to conform to current law or court decisions, providing customer assistance materials, or other items and process improvements that will improve the efficiency of the planning function for the City and help to reduce liability.

4. I am open to negotiate on a case by case basis for more involved projects. From time to time, I may seek additional consulting help. All sub-consultants will be subject to your review and all work performed will approved in advance by the City.

**Proposed Fees**

The following fee schedule is listed by type of work. SMC anticipates that the Land Use Applications will be directly reimbursed by developers as is listed in Orting’s current fee schedule for Shoreline, SEPA and Subdivision review. SMC will also work with the Finance Department to update the fee schedule to allow pass through of application review fees for Conditional Use Permits, Special Use Permits, Variances and Environmental Impact Statements, as these types of permits are often the most time intensive.

Description of Work	Hourly Fee
<p><b>Administrative</b></p> <p>All non-land use application (current planning) related work for City including attending at least once Council meeting, one Planning Commission meeting and one managers meeting per month, or as needed. This rate also includes all potential work related to drafting code enforcement letters and citations.</p>	\$110
<p><b>Long Range Plans and Studies and Code Writing</b></p> <p>The present RFP does not list long range planning services (drafting long range planning documents such as the Comprehensive Plan), code writing or other legislatively approved actions. However, this rate is included herein in the event during the course of the contract the City determines these services are needed.</p>	\$125
<p><b>Land Use Applications (Current Planning)</b></p> <p>Developer Reimbursed Fees (all project related work including pre-applications, project review, drafting notices, SEPA reviews, staff reports and presentations to hearing examiner). Developers will be asked to provide all postage and mailing materials necessary for public notice.</p>	\$130
<p>Travel and Mileage</p>	No Fee
<p>Standard Office Materials and Equipment</p>	No Fee

# SOUND MUNICIPAL CONSULTANTS

906 Wood Avenue, Sumner, WA 98390 • 253.709.6044 • Emily@soundmunicipal.com

## Statement of Qualifications

Sound Municipal Consultants is a planning and administration consulting firm and certified Washington Women's Business Enterprise (WBE). We provide:

project management,  
on-call planning,  
comprehensive planning,  
parks planning,  
transportation planning,  
housing planning,

hearing examiner services,  
code drafting,  
land use consulting and due diligence,  
grant research and applications, and  
research and administrative services.

Our principal, Emily Terrell, AICP, is a hearing examiner and has been a municipal planning director, transportation planner, and grants administrator. She has experience working in both planning and public works departments for cities and counties. Ms. Terrell has been a hearing examiner since 2006 and a consultant since 2008.

Sound Municipal Consultants has the ability to expand by collaborating with other consulting firms, large and small, and in related fields as the need arises. Our work is efficient, effective, in conformance with all applicable local, state and federal laws, and designed to fit the unique needs of each of our clients.

### Recent Consulting Projects

#### Enumclaw, Washington

- Sign Code Update, March 2018

#### Monroe, Washington with BHC Consultants

- Unified Development Code including several new Chapters, September 2018
- Design Standards, March 2018

#### Gig Harbor, Washington

- Customer Service Handouts (12 handouts), January – June 2016
- *Parks, Recreation and Open Space Plan*, March 2016

### Contract Hearing Examiner Services

**Pacific County, Washington** – from 2016

**Kenmore, WA** – co-examiner with Olbrechts and Associates, from 2016

## **Contract Planning Services**

**Carbonado, WA Town Planner and Land Use Administrator** – from 2015

**South Prairie, WA Town Planner** – from 2016

**Wilkeson Town, WA Planner** – from 2016

### *Administrative Services*

- Administrative Flow Charts for all Major City Functions
- Code Enforcement Letters and Citywide Program
- Code Drafting (Transportation Benefit District, Fireworks, ADU, etc.)
- Codification of Ordinances
- Fee Schedule Updates
- Regional Representation

### *Current Planning Review*

- Function as Land Use Administrator and staff reviewer
- Function as SEPA Responsible Official
- Developer/Town interface
- Prepare all notifications, SEPA determinations and staff reports

### *Recently Completed Long Range Projects*

- Carbonado - Codification of Ordinances from 2005-2015 (Ord. 330 to Ord. 430), August 2015
- *Carbonado Best Available Science and Critical Areas Ordinance*, June 2015.
- *Carbonado Economic Development Plan*, June 2015.
- Town of Carbonado Municipal Code Update, June 2015
  - Complete updates to four full Titles (Title 14 Development Code, Title 16 Environment, Title 17 Subdivisions, and Title 18 Zoning) and chapters within five other Titles. The new Municipal Code complies with the WA Regulatory Reform Act, the Land Use Petition Act, the latest ICC standards, the GMA, and the 2014 Department of Ecology Standards. In total, the project included updates to 64 chapters in 9 Titles
- *2015 Carbonado Comprehensive Plan Update*, June 2015 with Adamson and Associates.

## **Recent Work with Partner Firms**

### **Code Drafting with BHC Consultants**

BHC Consultants specializes in planning, engineering and permit review. SMC was brought on board to revitalize and complete the work effort for the Unified Development Code Project in Monroe, WA. SMC deliverables included a Code Cross Referencing document, a Gaps Analysis document, several individual code section updates and project planning and management services. Final deliverables are due December 2018.

### **Code Drafting with Olbrechts and Associates**

Olbrechts and Associates, PLLC provides land use law and hearing examiner services to cities and counties throughout Western Washington. SMC's role as hearing examiner pro tem is to conduct hearings and draft land use decisions on plats, site plans, conditional use permits, rezones, SEPA appeals, etc. We also conduct technical research and draft codes for cities/counties in which Olbrechts and Associates is the contract land use attorney. O&A is currently the municipal attorney for Index, Buckley and Mukilteo. Recent work includes updates to various ordinances in Buckley and Index.

### **Hearing Examiner Services with Olbrechts and Associates**

In her capacity as pro-tem hearing examiner for Olbrechts and Associates, Ms. Terrell acts as the hearing examiner and issue decisions or assists Mr. Olbrechts by drafting decisions under his name. In the last few years, Ms. Terrell has conducted dozens of hearings and written over 150 decisions for cities and counties all over Western Washington. Ms. Terrell was on the team that wrote the EIS appeal decision in Black Diamond, WA for the King County's largest ever subdivision application. Present O&A clients include the Cities of Auburn, Black Diamond, DuPont, Edmonds, Federal Way, Fife, Kenmore, Lakewood, Mill Creek, Monroe, Mount Lake Terrace, Port Townsend, Renton, and Woodinville, Mason and Snohomish Counties and the Seattle School District.

### **Land Use Consulting with Terra Property Analytics**

Terra Property Analytics is a Seattle-based real estate appraisal and land services firm specializing in public projects such as right of way acquisition, parks acquisition, affordable housing projects and similar public uses. Terra's primary clients are the Washington Attorney General's Office, WSDOT, cities and counties. We provide Terra with regional market analysis, neighborhood and site descriptions for individual appraisal projects as well as real estate due diligence, land use analysis services, and analysis of code regulations and other government related trends. Ms. Terrell has completed nearly 200 land use consulting, due diligence and appraisal assignments in 13 Washington counties and 45 Washington cities in the last five years.

### **Planning Consultant with PMC**

PMC provides a wide range of municipal services to public agencies. PMC stopped performing services outside of California in 2010. PMC was acquired by Michael Baker International in 2015.

### **Lead Consultant**

- *City of Sultan, WA Parks, Recreation and Open Space Plan, November 2010*
- *2010-2015 Pierce County Consolidated Plan, July 2010*
- *2010 Pierce County Analysis of Impediments to Fair Market Housing, July 2010*
- *Gig Harbor Housing Needs Assessment, January 2009*
- *Campbell County, WY Zoning Code Update, 2010*

### **Project Advisor**

- *2010-2015 City of Bremerton and Kitsap County Consolidated Plan, 2010*
- *Owner Occupied Residential Rehabilitation Program Guidelines and implementation forms, 2009*

## Municipal Project Experience

### As Director of Planning and Community Development for City of Milton, Washington, 2004-2008

- Co-authored a comprehensive overhaul of the City's development codes to comply with the Washington State Regulatory Reform Act,
- Contracted and supervised consultants for major code updates including the City's first design standards and a new critical areas ordinance,
- Responsible for the development of the Comprehensive Plan and amendments to the municipal code, and
- Negotiated the purchase of property, memorandums of understanding and other contracts on behalf of the City.

### As Transportation Planning/Grants Manager for City of Auburn, Washington, 2003

- *City of Auburn 2000-2020 Comprehensive Transportation Plan*, 2003.
- *City of Auburn 2005-2010 Transportation Improvement Program (TIP)*, 2004.

### As Principal Researcher for the Center for Community Growth and Change, Clemson University, SC, 2001-2003

- *Meeting Air Quality Conformity Standards through Alternative Scenarios in Transportation Modeling*, South Carolina Department of Transportation, 2003.
- *Upstate Early Action Plan for the South Carolina State Improvement Plan*, South Carolina Department of Transportation, 2001. The *Upstate Early Action Plan* was recognized by the US EPA in 2000 as an innovative approach to early planning and public participation in response to the US Congestion Mitigation and Air Quality Act. Ms. Terrell was a principle author of this plan.

## Recent Speaking Engagements

- *Preparing and Effective and Legally Defensible Staff Report*, Municipal Research Services Corporation, Webinar, March 2018, with Steve Butler, Rick Sepler, Mark Kulaas and Oskar Rey
- *Planning Ethics at the Permit Counter*, Planning Association of Washington, Winter Boot Camp, December 2017
- *Planning Ethics and Dealing with Natural Disasters*, Municipal Research Services Corporation, Webinar, December 2017 with Steve Butler
- *The Perfect Staff Report*, Planning Association of Washington, Fall Conference, October 2015 & Spring Conference, May 2017
- *Land Use Policy Affects on Valuation*, Western Puget Sound Chapter of the International Association of Assessment Officials, Spring Conference, May 2016
- *Telling Stories: How to Write Effective Ordinances, Resolutions, Memorandums of Understanding and Grant Applications*, Planning Association of Washington, Spring Conference, April 2016
- *Preparing Effective and Defensible Staff Reports*, Municipal Research Services Corporation, Webinar, March 2016 with Steve Butler, Rick Sepler and Curtis Lillquist
- *How to be a Star Witness*, Planning Association of Washington, Fall Conference, October 2015 with Andy Lane and Evan Maxim

## **Emily Terrell, AICP**

### **Employment**

- Consultant (2008-Present) and Hearing Examiner (2006-Present)
- Director of Planning and Community Development, City of Milton, WA 2004-2008
- Transportation Planner/Grants Manager, City of Auburn, WA 2003-2004
- Principal Researcher, Center for Community Growth and Change, City and Regional Planning Program, Clemson University 2001-2003
- Transportation Planner, City of Anderson, SC 2000-2001

### **Education**

- Certificate, Project Management, University of Washington, 2018
- Master of City and Regional Planning, Concentration in Real Estate Development, Clemson University, Clemson, SC, 2000
- B.S., Environmental Studies, Concentration in Policy, Eckerd College, St. Petersburg, FL, 1995

### **Professional Affiliations**

- Planning Association of Washington Vice President (2018-Present)
- Planning Association of Washington Education Committee Chair (2014-Present)
- Planning Association of Washington Board (2010-Present)
- Washington Association of City and County Planning Directors (2017-Present)
- American Institute of Certified Planners (AICP) (2002-Present)
- American Planning Association (APA) (1998-Present)
- Washington Chapter of the American Planning Association (WCAPA) (2003-Present)
- Pierce County Representative to the Puget Sound Section Board of the American Planning Association (2008-2015)
- Hearing Examiner Association of Washington (2013-Present)
- Municipal Research Services Corporation Professional Services Roster (2016 to Present)



## Professional References

### Partner Firms and Clients

Kathy Spoor  
County Administrative Officer  
Pacific County  
360.875.9334  
[kspoor@co.pacific.wa.us](mailto:kspoor@co.pacific.wa.us)  
Association: Hearing Examiner Services

Phil Olbrechts  
Principal  
Olbrechts and Associates, PLLC  
206.650.7268  
[olbrechtslaw@gmail.com](mailto:olbrechtslaw@gmail.com)  
Association: Pro Tem Hearing Examiner services  
for Olbrechts and Associates, PLLC

Dailene Argo  
Clerk-Treasurer  
Town of Carbonado  
360.829.0125  
[clerk@carbonado.org](mailto:clerk@carbonado.org)  
Association: Contract Planning Work

Trisha Summers  
Clerk-Treasurer  
Town of Wilkeson  
360.829.0790  
[clerk@townofwilkeson.com](mailto:clerk@townofwilkeson.com)  
Association: Contract Planning Work

Marla Powers  
Clerk-Treasurer  
Town of South Prairie  
360.897.8878  
[South\\_prairie@yahoo.com](mailto:South_prairie@yahoo.com)  
Association: Contract Planning Work

Chris Pasinetti  
Community Development Director  
City of Enumclaw  
360.615.5726  
[cpasinetti@ci.enumclaw.wa.us](mailto:cpasinetti@ci.enumclaw.wa.us)  
Association: Enumclaw Sign Code Update

Jennifer Kester  
Planning Director  
City of Gig Harbor  
253.853.7631  
[kesterj@cityofgigharbor.net](mailto:kesterj@cityofgigharbor.net)  
Association: Planning Customer Assistance  
Memos

Jeff Langhelm  
Public Works Director  
City of Gig Harbor  
253.853.7630  
[langhelmi@cityofgigharbor.net](mailto:langhelmi@cityofgigharbor.net)  
Association: Parks, Recreation and Open Space  
Plan

Barbara Kincaid  
Senior Planner  
BHC Consultants  
206.357.9910  
[Barbara.Kincaid@bhccconsultants.com](mailto:Barbara.Kincaid@bhccconsultants.com)  
Association: Monroe UDC and Design Standards

Steve Price  
Principal  
Terra Property Analytics, LLC  
206.661.3963  
[sprice@reresources.com](mailto:sprice@reresources.com)  
Association: Appraisal and Land Use Consulting



# CERTIFICATE OF APPRECIATION

THE CITY & STAFF OF THE CITY OF ORTING WISH TO RECOGNIZE

**KIM KAINOA**

**The Following Statements Are Comments from Your Peers & Supervisors:**

*Kim Kainoa Is A Dedicated, Honest, Trusting And Caring Court Clerk For Orting Municipal Court. As You All Know, Kim and I Share a Very Small Office Space, and We Spend Many Hours Together each day. Kim Has Gone Above And Beyond Her Responsibilities In Her Job Description As She Is The Employee Always Asking What She Can Do To Help. Speaking From Experience, Not All Employees Feel The Same When It Comes Time To "Chip In" When There Is A Task That Has Deadlines That We Cannot Ignore.*

**Thank You for Your Dedication to Making Orting a Great Place to  
Live, Work, Play, & Do Business!**

AWARDED AT THE MANAGEMENT MEETING ON THE 30TH OF APRIL, 2018

HONORED AT THE CITY COUNCIL MEETING ON THE 13<sup>TH</sup> OF JUNE, 2018

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Joshua Penner, Mayor

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Kaaren Woods, Court Administrator



# CERTIFICATE OF APPRECIATION

THE CITY & STAFF OF THE CITY OF ORTING WISH TO RECOGNIZE

**MATT BINGHAM**

**The Following Statements Are Comments from Your Peers & Supervisors:**

*"Matt takes pride in his work and has developed good relationships with his co-workers."*

*"Matt looks for ways to improve our processes and tasks, thinking outside the box and not taking the, "that's the way we've always done it" approach."*

*"I believe Matt will be instrumental in helping move the department forward to a more proactive approach of performing our work."*

*"Matt's foresight with projects has helped us to do things correctly the first time, which saves the City from wasting time and money."*

*"When I send Matt out to work that he will meet or exceed the expectations of the City."*

*"Public works operations and maintenance is a stronger department because of Matt Bingham."*

**Thank You for Your Dedication to Making Orting a Great Place to  
Live, Work, Play, & Do Business!**

AWARDED AT THE MANAGEMENT MEETING ON THE 22<sup>ND</sup> DAY OF MAY, 2018

HONORED AT THE CITY COUNCIL MEETING ON THE 13<sup>TH</sup> OF JUNE, 2018

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Joshua Penner, Mayor

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Greg Reed, Public Works Director



## **CERTIFICATE OF APPRECIATION**

**THE CITY & STAFF OF THE CITY OF ORTING WISH TO RECOGNIZE**

**MARGARET O'HARRA BUTTZ**

**The Following Statements Are Comments from Your Peers & Supervisors:**

*I want to recognize Margaret for her hard work and dedication to the City. Margaret is my go to person whenever I need something done. She is always willing and excited to take on new tasks and learn new things. Margaret has been immensely helpful in putting together fee documents for the City, organizing old finance records, disposing of records that have reached their destruction date, and working with the State on converting our business license system. Margaret recently accepted a new role at the City as Payroll Clerk, and she also supports me in my role as HR Manager. Margaret concurrently trained her replacement, and took on her new duties.*

**Thank You for Your Dedication to Making Orting a Great Place to  
Live, Work, Play, & Do Business!**

AWARDED AT THE MANAGEMENT MEETING ON THE 12<sup>TH</sup> DAY OF JUNE, 2018

HONORED AT THE CITY COUNCIL MEETING ON THE 13<sup>TH</sup> OF JUNE, 2018

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Joshua Penner, Mayor

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Scott Larson, Treasurer

## Councilmembers

### Position No.

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



## Orting City Council

Regular Business Meeting Minutes  
Orting Multi-Purpose Center  
202 Washington Ave. S,  
Orting, WA  
May 30, 2018  
7 p.m.

### **Mayor Joshua Penner, Chair**

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

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

**Councilmembers Present:** Deputy Mayor Dave Harman, Councilmembers Tod Gunther, John Kelly, Scott Drennen, and Greg Hogan and Michelle Gehring.

**Absent:** Councilmember Nicola McDonald.

**Staff Present:** Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer, Greg Reed, Public Works Director, Charlotte Archer, City Attorney.

#### **REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.**

No requests were made.

#### **2. PUBLIC COMMENTS**

No Public Comments were made.

#### **3. PUBLIC HEARING**

##### **TRANSPORTATION BENEFIT DISTRICT PROGRAM**

Mayor Penner opened the public hearing at 7:03pm and read the hearing rules. Councilmember Drennen briefed on the Transportation Benefit District Program (TBD). He gave a history of how the TBD was implemented by the City in 2010. At that time a 10 year plan was put in place for streets. The State now requires that City's look at pedestrian transportation routes as well. He explained that the City plans on using TBD funds for sidewalk repair and maintenance. There were no citizen or Council comments.

Mayor Penner closed the hearing at 7:08pm.

#### **4. REQUEST FOR CONSENT AGENDA ITEMS TO BE PULLED FOR DISCUSSION.**

None were requested to be pulled.

#### **5. CONSENT AGENDA**

- A. Regular Meeting Minutes of May 9th, 2018.
- B. Study Session Meeting Minutes of May 16<sup>th</sup>, 2018.
- C. Payroll and Claims Warrants.
- D. AB18-29-To Approve Resolution No. 2018-05, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing City Sponsorship Of The Orting Valley Farmer's Market.
- E. AB18-32-To Approve the Scope and Budget from Parametrix for a Boundary & Topographic Survey in the amount of \$9,900.
- F. AB18-33- To Approve The Proposal/Bid And Project Design Submitted By Patriot Construction And Authorize The Mayor To Negotiate A Contract For Completion Of Design And Construction Of The Public Works Shop.

- G. AB18-35- To Authorize the Mayor to Enter Into a Contract with Sound Municipal Solutions, For Planning Services.
- H. AB18-36- To Authorize the Mayor to Enter Into a Contract with Popular Networks for IT Services.
- I. AB18-37- To Approve the Job Description for City Engineer.
- J. AB18-41- To Authorize The Chief Of Police Or His Designee To Destroy the Forfeited Firearms Currently Held By The Police Department.

*Councilmember McDonald made a motion to approve Consent Agenda as prepared. Councilmember Gunther second the motion. Motion passed (7-0).*

## **6. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION**

None.

## **7. NEW BUSINESS**

### **A. AB18-30- TRANSPORTATION BENEFIT DISTRICT PROJECTS**

- *CM Drennen/CM Gehring/ JC Hungerford*

#### **1. Sidewalk Trip Hazard & Sidewalk Maintenance.**

Councilmember Drennen briefed. A bid process was completed to get proposals for removal of sidewalk trip hazards. Utilizing MRSC Rosters, several contractors received requests to send in a proposal. There are 175 locations of City sidewalks with 1" or greater trip hazards. Fixing the hazards will reduce risk to the City for pedestrian trip hazards. The bid is for \$19,121.16 from Precision Concrete. City Council was briefed at the May 16<sup>th</sup>, Study Session.

*Councilmember Drennen made a motion: To authorize the Mayor to enter into a contract with Precision Concrete Cutting in The amount of \$19,121.16 for Sidewalk Trip Hazard & Sidewalk Maintenance. Councilmember McDonald second the motion. Motion passed (7-0).*

#### **2. Corrin Avenue- Chip Seal.**

Councilmember Drennen briefed. Public Works staff recommended that Corrin Avenue East be chip sealed from Calistoga Street West to Bridge Street South at an estimated cost of \$34,800.00. This was discussed at the May 16, 2018 Study Session. The Bid opening for the chip seal /micro coat project was on May 23, 2018. The City received one bid which was submitted by Sierra Santa Fe Corporation in the amount of \$54,208.08. The increase in cost is due to the small scope of the project which is under 3,000 square yards. The recommendation was to hold off on the chip seal of Corrin Avenue East this year, and roll the money over into next year so we can do a larger scope (additional Square yards) and get a better price per square yard.

No motion was made by Council. This will come back next year.

#### **3. AB18-31- AB18-31- Kansas Street – Preliminary Design- Scope and Budget.**

- *CM Drennen/CM Gehring*

Councilmember Drennen briefed. This project will completely reconstruct Kansas Street SW between Calistoga Street W and Harman Way S. Improvements will include a new subgrade, roadway, curb and gutter, and stormwater improvements. The existing roadway is failing due to poor subgrade and heavy truck traffic. This first phase of the project (Preliminary Engineering) will focus on refining the footprint of the project, including alignment and right-of-way needs (if any), and defining the scope of pedestrian and stormwater improvements for the project. Parametrix submitted a grant application to PSRC for final design and construction of the project on Monday 4/30/18. If awarded, this funding would be for 2021. Council reviewed the scope and budget at the May 16<sup>th</sup>, 2018 Study Session.

*Councilmember Drennen made a motion To Approve the Scope and Budget from Parametrix in the Amount Of 74,713.88 for the Preliminary Design of Kansas St. SW. Councilmember Gehring second the motion. Motion passed (7-0).*

## **8. ADJOURNMENT**

*Councilmember Gehring made a motion Move to Adjourn. Councilmember McDonald second the motion. Motion passed (7-0).*

Mayor Penner adjourned the meeting at 7:18pm.

### **ATTEST:**

\_\_\_\_\_  
*Jane Montgomery, City Clerk, CMC*

\_\_\_\_\_  
*Joshua Penner, Mayor*

CITY OF ORTING  
VOUCHER/WARRANT REGISTER  
FOR JUNE 13, 2018 COUNCIL

CLAIMS/PAYROLL VOUCHER APPROVAL

CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

CLAIMS WARRANTS #46116 THRU #46180  
IN THE AMOUNT OF \$73,219.86

PAYROLL WARRANTS # 23270 THRU #23284  
IN THE AMOUNT OF \$176,413.61

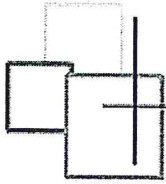
ARE APPROVED FOR PAYMENT ON JUNE 13, 2018

COUNCILPERSON \_\_\_\_\_

COUNCILPERSON \_\_\_\_\_

CITY CLERK \_\_\_\_\_



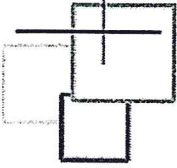


# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2018 - June 2018 - 1st Council

Fund Number	Description	Amount
001	Current Expense	\$41,607.44
101	City Streets	\$534.04
104	Cemetery	\$38.26
105	Parks Department	\$8,703.88
401	Water	\$6,257.48
408	Wastewater	\$9,657.43
410	Stormwater	\$1,421.33
412	Utility Land Acquisition	\$5,000.00
	<b>Count: 8</b>	<b>\$73,219.86</b>

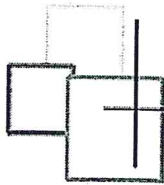
# Register



Fiscal: 2018  
 Deposit Period: 2018 - June 2018  
 Check Period: 2018 - June 2018 - 1st Council

Number	Name	Print Date	Clearing Date	Amount
<b>Key Bank</b>				
<b>Check</b>				
46116	Centurylink	6/7/2018		\$1,946.38
46117	Puget Sound Energy	6/7/2018		\$556.06
46118	The News Tribune	6/7/2018		\$1,195.17
46119	Verizon Wireless	6/7/2018		\$2,723.83
46120	ACRnet CBS Branch	6/13/2018		\$43.00
46121	Airgas-USA LLC	6/13/2018		\$676.82
46122	Anytime Fitness	6/13/2018		\$200.00
46123	Arrow Lumber	6/13/2018		\$352.64
46124	Associated Petroleum Products INC	6/13/2018		\$2,217.59
46125	Bratwear-Sound Uniform Solutions	6/13/2018		\$683.71
46126	Brisco Inc.	6/13/2018		\$165.04
46127	BSN Sports INC	6/13/2018		\$595.91
46128	Bucky's of Orting Inc	6/13/2018		\$147.68
46129	Business Solutions Center	6/13/2018		\$114.73
46130	Cassatt, Mike	6/13/2018		\$6.00
46131	CenturyLink/Qwest	6/13/2018		\$473.71
46132	Cintas Corporation #461	6/13/2018		\$174.71
46133	City of Lakewood	6/13/2018		\$199.05
46134	Comcast	6/13/2018		\$482.48
46135	Core & Main	6/13/2018		\$305.85
46136	Cornerstone Electric, Inc	6/13/2018		\$1,505.06
46137	Curry & Williams, P.I.I.c	6/13/2018		\$1,958.34
46138	Defft, Luis	6/13/2018		\$83.24
46139	Dell Financial Services Payment Processing Services	6/13/2018		\$1,235.41
46140	Drain-Pro INC	6/13/2018		\$247.82
46141	Frost Landscape	6/13/2018		\$8,039.17
46142	Galls, LLC- Blumenthal Uniforms	6/13/2018		\$622.58
46143	H D Fowler Company	6/13/2018		\$666.76
46144	Hernandez, Johnny	6/13/2018		\$1,321.65
46145	Korum Automotive Group	6/13/2018		\$105.79
46146	Kyocera Document Solutions Northwest INC	6/13/2018		\$1,924.81
46147	Law Offices of Matthew J Rusnak	6/13/2018		\$1,833.33
46148	Lewis, Jennifer	6/13/2018		\$1,568.00
46149	Lexipol Lic	6/13/2018		\$1,125.00
46150	Logan Enterprises INC	6/13/2018		\$1,195.00

Number	Name	Print Date	Posting Date	Amount
46151	Murphy-Brown, Mary	6/13/2018		\$1,125.00
46152	North Central Laboratorie	6/13/2018		\$147.69
46153	Office Depot	6/13/2018		\$200.03
46154	Opportunity Center Of Orting	6/13/2018		\$625.00
46155	Orca Pacific, Inc	6/13/2018		\$1,468.91
46156	O'Reilly Auto Parts	6/13/2018		\$204.94
46157	Orting Valley Fire & Rescue	6/13/2018		\$2,979.17
46158	Orting Valley Senior Cent	6/13/2018		\$1,083.33
46159	P.c. Budget & Finance	6/13/2018		\$7,027.82
46160	Pease Construction INC	6/13/2018		\$5,000.00
46161	Popular Networks, Lic	6/13/2018		\$5,522.94
46162	Public Agency Training Council	6/13/2018		\$350.00
46163	Pumptech Inc	6/13/2018		\$792.43
46164	Sarco Supply	6/13/2018		\$1,307.50
46165	Scientific Supply & Equip	6/13/2018		\$28.42
46166	SHRED-IT USA	6/13/2018		\$158.69
46167	Spectral Laboratories	6/13/2018		\$183.00
46168	Sterling Codifiers	6/13/2018		\$1,329.00
46169	Sumner Lawr'n Saw	6/13/2018		\$941.19
46170	The Walls Law Firm	6/13/2018		\$1,875.00
46171	UniFirst Corporation	6/13/2018		\$378.89
46172	US Bank Equipment Finance	6/13/2018		\$327.83
46173	Utilities Underground Location Center	6/13/2018		\$287.98
46174	Vision Forms LLC	6/13/2018		\$2,109.06
46175	WA Assoc of Sheriffs & Police Chief	6/13/2018		\$300.00
46176	Water Management Lab Inc.	6/13/2018		\$160.00
46177	Wells Fargo Financial Leasing	6/13/2018		\$92.91
46178	Whitworth Pest Solutions, INC	6/13/2018		\$185.76
46179	Woods, Kaaren	6/13/2018		\$212.54
46180	Zumar Industries Inc	6/13/2018		\$122.51
			<b>Total</b>	<b>\$73,219.86</b>
			<b>Total</b>	<b>\$73,219.86</b>
			<b>Grand Total</b>	<b>\$73,219.86</b>
			<b>Check</b>	
			<b>2000073</b>	



# Custom Council Report

Vendor	Number	Invoices	Account Number	Notes	Amount
ACRnet CBS Branch	46120	7197	001-518-10-41-01	Background Check-Corona	\$43.00
				<b>Total</b>	<b>\$43.00</b>
Airgas-USA LLC	46121	9076159302 9076307520	408-535-50-48-02 408-535-10-31-00	Gloves-Earplugs Confined Space Equipment	\$267.14 \$409.68
				<b>Total</b>	<b>\$676.82</b>
Anytime Fitness	46122	June2018-209	001-521-20-21-01	Gym Membership-June 2018	\$200.00
				<b>Total</b>	<b>\$200.00</b>
Arrow Lumber	46123	600186-June 2018	101-542-30-48-02 104-536-50-48-00 105-576-80-31-00 105-576-80-48-00 105-576-80-48-00 105-576-80-48-00 401-534-50-48-02 401-534-50-48-02 401-534-50-48-02 408-535-50-48-05 408-535-50-48-05 408-535-50-48-05 408-535-60-48-04	Redimix-Street Signs Ceiling Hooks-Flag Pole Key for North Park Hillman Fasteners-Bell Tower Park Irrigation Paint-Parks Well 3 Plumbing Valve Needle-Well 3 Step Tank Repair-Parts Step Tank Repair-Parts-Becket Lane Step Tank Repair-Parts Hillman Fasteners-Honey Buckets	\$7.63 \$5.16 \$3.69 \$1.30 \$29.58 \$225.33 \$15.28 \$21.84 \$8.44 \$9.28 \$17.46 \$7.65
				<b>Total</b>	<b>\$352.64</b>
Associated Petroleum Products INC	46124	1252526-IN	101-542-30-32-00 401-534-80-32-00 401-534-80-32-01 408-535-80-32-00 408-535-80-32-01 410-531-38-32-01 410-531-38-32-02	Fuel Fuel Fuel Fuel Fuel Fuel	\$202.70 \$817.32 \$79.73 \$817.32 \$79.73 \$202.70 \$18.09
				<b>Total</b>	<b>\$2,217.59</b>
Bratwear-Sound Uniform Solutions	46125	201805B206 201805B216	001-521-20-31-01 001-521-20-31-01	Uniform Item for Officer Burson Uniform Item for Officer Burson	\$575.82 \$22.01

Vendor	Number	Invoice	Account Number	Notes	Amount
Bratwear-Sound Uniform Solutions	46125	201805B296	001-521-20-31-01	Uniform Item for Officer Cassatt	\$85.88
				<b>Total</b>	<b>\$683.71</b>
Brisco Inc.	46126	June2018-210	001-524-20-32-01	Fuel Buiding	\$115.04
			401-534-80-32-00	Fuel Water	\$25.00
			408-535-80-32-01	Fuel Sewer	\$25.00
				<b>Total</b>	<b>\$165.04</b>
BSN Sports INC	46127	902163735	001-571-20-31-25	Shirts for Youth Baseball	\$34.06
		902172370	001-571-20-31-25	Shirts for Youth Baseball	\$141.71
		902175665	001-571-20-31-25	Shirts for Youth Baseball	\$21.70
		902191589	001-571-20-31-17	Shirts for Adult Softball	\$398.44
				<b>Total</b>	<b>\$595.91</b>
Bucky's of Orting Inc	46128	033113	001-521-50-48-02	Battery for Crown Vic 43235D	\$147.68
				<b>Total</b>	<b>\$147.68</b>
Business Solutions Center	46129	352-June2018	401-534-10-31-00	Business Card-Corona	\$12.75
			401-534-10-31-00	Business Cards-Huffman & Reed	\$38.24
			408-535-10-31-00	Business Card-Corona	\$12.74
			408-535-10-31-00	Business Cards-Huffman & Reed	\$38.25
			410-531-38-31-00	Business Card-Corona	\$12.75
				<b>Total</b>	<b>\$114.73</b>
Cassatt, Mike	46130	02486726	001-521-21-31-01	Toll Paid-Investigations	\$6.00
				<b>Total</b>	<b>\$6.00</b>
Centurylink	46116	300549640-June2018	408-535-10-42-01	Sewer Phones	\$41.83
		300549818-June2018	001-514-23-42-00	City Phones	\$500.72
			001-522-20-42-01	City Phones	\$41.87
			001-524-20-42-00	City Phones	\$26.37
			101-542-63-47-03	SR162 Signal	\$58.31
			401-534-10-42-01	City Phones	\$178.84
			408-535-10-42-01	City Phones	\$287.62
		300549906-June2018	401-534-10-42-01	Harman Springs	\$54.31
		300550216-June2018	408-535-10-42-01	Sewer Phones	\$179.07
		300550553-June2018	001-521-50-42-00	PD Phones	\$403.37
		300550592-June2018	001-512-50-42-00	Court Phones	\$103.18
		409178327-June2018	001-521-50-42-01	PD Repeater	\$70.89
				<b>Total</b>	<b>\$1,946.38</b>
CenturyLink/Qwest	46131	464B-June2018	001-521-20-45-02	Cell Connection	\$233.72
		465B-June2018	001-521-20-45-02	Cell Connection	\$163.72

Vendor	Number	Invoice	Account Number	Notes	Amount
CenturyLink/Qwest	46131	492B-June2018	001-521-20-45-02	Cell Connection	\$76.27
				<b>Total</b>	<b>\$473.71</b>
Cintas Corporation #461	46132	461406925	408-535-50-48-04	Restroom Cleaning	\$174.71
				<b>Total</b>	<b>\$174.71</b>
City of Lakewood	46133	PD-00983	001-521-40-49-00	EVAC Track-Taylor-Turner-Isenhart-Luis-Burson	\$199.05
				<b>Total</b>	<b>\$199.05</b>
Comcast	46134	0221105-June2018	001-514-23-42-00	City Hall Internet	\$60.31
			001-524-20-31-00	City Hall Internet	\$60.31
			401-534-10-42-01	City Hall Internet	\$60.31
			408-535-10-42-01	City Hall Internet	\$60.31
		0221113-June2018	001-521-50-42-00	PSB Internet	\$241.24
				<b>Total</b>	<b>\$482.48</b>
Core & Main	46135	1877084	105-576-80-48-00	Gratzer Ball Field Irrigation	\$305.85
				<b>Total</b>	<b>\$305.85</b>
Cornerstone Electric, Inc	46136	June2018-207	408-535-50-48-05	Step Tank Wiring 101 Beckett	\$912.11
		June2018-208	408-535-50-48-02	Replace Cord for Mixer Pump-WWTP	\$592.95
				<b>Total</b>	<b>\$1,505.06</b>
Curry & Williams, P.L.L.C	46137	June2018-206	001-512-50-10-02	Court Judge-May 2018	\$1,958.34
				<b>Total</b>	<b>\$1,958.34</b>
Deffit, Luis	46138	5-29-18	001-521-20-31-01	Reimbursement for Uniform Items-Bike Patrol Training	\$83.24
				<b>Total</b>	<b>\$83.24</b>
Dell Financial Services Payment Processing Services	46139	79515544	001-594-12-41-01	PSB Server	\$25.00
			001-594-14-41-02	City Hall Server	\$50.00
			001-594-21-41-01	PSB Server	\$753.41
			001-594-24-41-01	City Hall Server	\$37.00
			001-594-76-41-01	City Hall Server	\$12.00
			101-594-42-41-01	City Hall Server	\$12.00
			105-594-76-41-01	City Hall Server	\$12.00
			401-594-34-42-02	City Hall Server	\$111.00
			408-594-35-64-44	City Hall Server	\$149.00
			410-594-31-41-41	City Hall Server	\$74.00
				<b>Total</b>	<b>\$1,235.41</b>
Drain-Pro INC	46140	43955	408-535-60-48-04	Honey Bucket Service-Main Park	\$97.82

Vendor	Number	Invoice	Account Number	Notes	Amount
Drain-Pro INC	46140	53954	408-535-60-48-04	Honey Bucket Rental-ADA Gratzner Park <b>Total</b>	\$150.00  <b>\$247.82</b>
Frost Landscape	46141	11402	105-576-80-48-08	Landscape Services-May 2018 <b>Total</b>	\$8,039.17  <b>\$8,039.17</b>
Galls, LLC- Blumenthal Uniforms	46142	009991107	001-521-40-49-00	Uniform Item for Gard <b>Total</b>	\$622.58  <b>\$622.58</b>
H D Fowler Company	46143	I4826393 I4831711	408-535-50-48-05 408-535-50-48-05	Repair Clamps- Brass Nipples-Tape Motor Lead-PVC Pipe <b>Total</b>	\$484.75 \$182.01  <b>\$666.76</b>
Hernandez, Johnny	46144	June2018-203	001-521-23-41-01	Property Evidence 3/30-6/01/2018 <b>Total</b>	\$1,321.65  <b>\$1,321.65</b>
Korum Automotive Group	46145	6647179-6649198	001-521-50-48-02 001-521-50-48-02	Oil Change 2017 Interceptor-17743 Oil Change 2006 Employer-1217 <b>Total</b>	\$49.37 \$56.42  <b>\$105.79</b>
Kyocera Document Solutions Northwest INC	46146	55T1039492	001-514-23-31-02 401-534-10-31-00 408-535-10-31-00 410-531-38-31-00	City Hall Copier Lease PW Copier Lease PW Copier Lease PW Copier Lease <b>Total</b>	\$1,576.42  \$116.13 \$116.13 \$116.13 <b>\$1,924.81</b>
Law Offices of Matthew J Rusnak	46147	169	001-512-50-49-01	Court Appointed Attorney-May 2018 <b>Total</b>	\$1,833.33  <b>\$1,833.33</b>
Lewis, Jennifer	46148	June2018-202	001-571-20-31-34	Dog Training Classes-May 2018 <b>Total</b>	\$1,568.00  <b>\$1,568.00</b>
Lexipol Llc	46149	24113	001-521-50-49-01	LE Upgrade Mgmt Services-LE DTB Mgmt Services <b>Total</b>	\$1,125.00  <b>\$1,125.00</b>
Logan Enterprises INC	46150	16865	001-514-21-41-01 001-524-20-49-02 001-575-50-41-01 001-575-50-41-02	Monthly Janitorial Monthly Janitorial Monthly Janitorial MPC Floor CLEaning	\$98.75 \$19.75 \$79.00 \$800.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Logan Enterprises INC	46150	16865	401-534-10-31-00	Monthly Janitorial	\$79.00
			408-535-10-31-00	Monthly Janitorial	\$79.00
			410-531-38-31-00	Monthly Janitorial	\$39.50
			<b>Total</b>		<b>\$1,195.00</b>
Murphy-Brown, Mary	46151	June2018-201	001-571-20-31-21	Dance Class-May 2018 & Recital	\$1,125.00
			<b>Total</b>		<b>\$1,125.00</b>
North Central Laboratorie	46152	407482	408-535-10-31-00	Lab Supplies	\$147.69
			<b>Total</b>		<b>\$147.69</b>
O'Reilly Auto Parts	46156	1265583-June2018	001-521-50-48-02	Core Credit for Old Battery	(\$19.67)
			001-521-50-48-02	Tire Cleaner	\$28.37
			001-521-50-48-02	Motor Oil for Chargers	\$31.64
			001-521-50-48-02	Motor Oil for Chargers	\$32.74
			001-521-50-48-02	Battery for Crown Vic-64478	\$118.84
			410-531-38-48-01	Spark Plug-Belts Lawn Edger	\$13.02
			<b>Total</b>		<b>\$204.94</b>
Office Depot	46153	141071824001- 141071825001 142827444001- 142827445001- 142827446001	001-512-50-49-03	Office Supplies	\$52.00
			001-521-20-31-03	Office Supplies- Toner	\$148.03
			<b>Total</b>		<b>\$200.03</b>
Opportunity Center Of Orting	46154	June2018-205	001-571-20-31-14	Orting Opportunity Center Grant-June 2018	\$625.00
			<b>Total</b>		<b>\$625.00</b>
Orca Pacific, Inc	46155	33554 33605	401-534-10-31-01	Orcachlor	\$863.91
			401-534-10-31-01	Sodium Hypochlorite	\$605.00
			<b>Total</b>		<b>\$1,468.91</b>
Orting Valley Fire & Rescue	46157	Payment #6 Lease for PSB	001-512-50-41-04	Payment #6 Lease for PSB-Court	\$297.92
			001-521-50-41-07	Payment #6 Lease for PSB-Police	\$2,681.25
			<b>Total</b>		<b>\$2,979.17</b>
Orting Valley Senior Cent	46158	June2018-204	001-571-20-31-06	Monthly Support- June 2018	\$1,083.33
			<b>Total</b>		<b>\$1,083.33</b>
P.c. Budget & Finance	46159	CI-250677 C-104188  CI-250925 C-104188	001-589-30-03-00	1st QRT 2018 Peg Fees	\$1,204.47
			001-589-30-04-00	1st QRT 2018 Peg Fees	\$1,204.47
			001-554-30-50-01	PC Animal Control- April 2018	\$1,983.52



Vendor	Number	Invoice	Account Number	Notes	Amount
P.c. Budget & Finance	46159	CI-251747 C-104188	001-514-23-41-11	2nd QRT-Rainier Cable Commission	\$2,635.36
				<b>Total</b>	<b>\$7,027.82</b>
Pease Construction INC	46160	PW Building Stipend	412-594-38-41-01	Stipend for Desing & Planning of Public Works Building	\$5,000.00
				<b>Total</b>	<b>\$5,000.00</b>
Popular Networks, Llc	46161	21226	001-512-50-41-01	Computer Maintenance	\$16.55
			001-513-23-41-01	Computer Maintenance	\$82.78
			001-514-23-41-04	Computer Maintenance	\$215.20
			001-524-20-41-01	Computer Maintenance	\$165.54
			001-525-60-41-03	Disaster Recovery Backup-Server	\$912.11
			001-575-50-41-03	Computer Maintenance	\$148.98
			101-542-30-41-04	Computer Maintenance	\$82.77
			104-536-20-41-01	Computer Maintenance	\$33.10
			401-534-10-41-05	Computer Maintenance	\$347.62
			408-535-10-41-05	Computer Maintenance	\$347.62
			410-531-38-41-04	Computer Maintenance	\$215.19
		21233	001-521-50-41-01	Computer Maintenance-PD PSB	\$1,679.94
			001-525-60-41-03	Disaster Recovery Backup-Server	\$526.83
		21251	001-514-23-41-04	Computer for Finance Department	\$336.92
			001-521-30-31-04	Computer for Finance Department	\$74.87
			401-534-10-41-05	Computer for Finance Department	\$149.74
			408-535-10-41-05	Computer for Finance Department	\$149.74
			410-531-38-41-04	Computer for Finance Department	\$37.44
				<b>Total</b>	<b>\$5,522.94</b>
Public Agency Training Council	46162	221328	001-521-40-49-00	Court Security Seminar-Isenhart	\$350.00
				<b>Total</b>	<b>\$350.00</b>
Puget Sound Energy	46117	200019646914-June2018	101-542-63-47-03	Street Lights	\$48.12
		200021064239-June2018	401-534-50-47-03	Well 1	\$487.75

Vendor	Number	Invoice	Account Number	Notes	Amount
Puget Sound Energy	46117	200021119249-June2018	401-534-50-47-05	Chlorinator	\$20.19
				<b>Total</b>	<b>\$556.06</b>
Pumpstech Inc	46163	0129816-IN	408-535-50-48-02	Labor to Inspector Singer Valve	\$792.43
				<b>Total</b>	<b>\$792.43</b>
Sarco Supply	46164	1112697	001-512-50-31-00	Bathroom & Cleaning Supplies-40%	\$35.79
			001-513-10-31-00	Bathroom & Cleaning Supplies-40%	\$17.89
			001-521-20-31-03	Bathroom & Cleaning Supplies-40%	\$35.79
		1119844	001-575-50-31-01	MPC-Bathrrrom Supplies	\$179.81
		1119846	408-535-10-31-00	Bathroom Supplies	\$1,038.22
				<b>Total</b>	<b>\$1,307.50</b>
Scientific Supply & Equip	46165	31433671	408-535-10-31-00	Lab Supplies	\$28.42
				<b>Total</b>	<b>\$28.42</b>
SHRED-IT USA	46166	8124772220	001-521-20-31-03	PD Shredding	\$83.52
		8124772268	001-514-23-31-02	City Hall Shredding	\$75.17
				<b>Total</b>	<b>\$158.69</b>
Spectral Laboratories	46167	130630	408-535-10-41-03	Lab Testing	\$183.00
				<b>Total</b>	<b>\$183.00</b>
Sterling Codifers	46168	20491	001-514-23-41-10	Supplement #44	\$881.00
		20700	001-514-23-41-10	Supplement #45	\$448.00
				<b>Total</b>	<b>\$1,329.00</b>
Sumner Lawn'n Saw	46169	8735	105-576-80-48-00	Fuel Filter-Goggles-Harness	\$73.02
		9416	401-534-50-35-00	Cut Off Saw	\$520.90
			408-535-50-35-00	Cut Off Saw	\$260.45
			410-531-38-35-00	Cut Off Saw	\$86.82
				<b>Total</b>	<b>\$941.19</b>
The News Tribune	46118	257635-June 2018	001-511-60-49-03	Meeting Notice	\$92.98
			001-511-60-49-03	Meeting Notice	\$149.43
			001-511-60-49-03	Official Publications-Ord-1027-1028-1029	\$266.92
			001-511-60-49-03	Irrigation RFP	\$307.88

Vendor	Number	Invoice	Account Number	Notes	Amount
The News Tribune	46118	257635-June 2018	001-511-60-49-03	Official Publications-Ord- 1023-1024-1025- 1026	\$377.96
				<b>Total</b>	<b>\$1,195.17</b>
The Walls Law Firm	46170	7	001-515-30-41-03	Prosecuting Attorney-May 2018	\$1,875.00
				<b>Total</b>	<b>\$1,875.00</b>
UniFirst Corporation	46171	3301410761-3301412811- 3301414857-3301416899- 3301418935	408-535-10-31-03	Supplies-Protective Supplies	\$378.89
				<b>Total</b>	<b>\$378.89</b>
US Bank Equipment Finance	46172	358662526	001-594-14-41-04	City Hall Copier Lease	\$327.83
				<b>Total</b>	<b>\$327.83</b>
Utilities Underground Location Center	46173	8050186	401-534-60-41-00	Locates-May 2018	\$143.99
			408-535-60-41-00	Locates-May 2018	\$143.99
				<b>Total</b>	<b>\$287.98</b>
Verizon Wireless	46119	9807295955	001-512-50-42-00	Cell Phones	\$55.82
			001-514-23-42-00	Cell Phones	\$323.88
			001-524-20-42-00	Cell Phones	\$31.03
			001-575-50-42-01	Cell Phones	\$55.82
			401-534-10-42-01	Cell Phones	\$327.46
			408-535-10-42-01	Cell Phones	\$327.47
		9807295956	001-512-50-42-00	Cell Phones-Court	\$61.27
			001-521-20-45-01	Cell Phones-PD	\$842.59
			001-521-20-45-02	Cell Connection Data-PD	\$600.15
		9807299520	401-534-10-31-00	Cell Phones	\$49.17
			408-535-10-31-00	Cell Phones	\$49.17
				<b>Total</b>	<b>\$2,723.83</b>
Vision Forms LLC	46174	4809	401-534-10-31-00	Utility Bill Processing & Mailing	\$176.54
			401-534-10-31-00	Water Report	\$333.77
			401-534-10-42-00	Utility Bill Processing & Mailing	\$415.23
			408-535-10-31-00	Utility Bill Processing & Mailing	\$176.54
			408-535-10-42-00	Utility Bill Processing & Mailing	\$415.22
			410-531-38-31-00	Utility Bill Processing & Mailing	\$176.53

Vendor	Number	Invoice	Account Number	Notes	Amount
Vision Forms LLC	46174	4809	410-531-38-42-00	Utility Bill Processing & Mailing	\$415.23
				<b>Total</b>	<b>\$2,109.06</b>
WA Assoc of Sheriffs & Police Chief	46175	INV028244	001-521-40-49-00	WASPC 2018 Conference-Gard	\$300.00
				<b>Total</b>	<b>\$300.00</b>
Water Management Lab Inc.	46176	167372	401-534-10-41-03	Lab Testing	\$160.00
				<b>Total</b>	<b>\$160.00</b>
Wells Fargo Financial Leasing	46177	5004843545	105-576-80-31-00	Public Works Copier	\$13.94
			401-534-10-31-00	Public Works Copier	\$46.46
			408-535-10-31-00	Public Works Copier	\$18.58
			410-531-38-31-00	Public Works Copier	\$13.93
				<b>Total</b>	<b>\$92.91</b>
Whitworth Pest Solutions, INC	46178	362638	001-514-21-48-01	Pest Control Ants- City Hall	\$185.76
				<b>Total</b>	<b>\$185.76</b>
Woods, Kaaren	46179	June2018-200	001-512-50-49-03	Mileage for DMCMA Conference	\$212.54
				<b>Total</b>	<b>\$212.54</b>
Zumar Industries Inc	46180	22586	101-542-30-48-02	Sign Poles	\$122.51
				<b>Total</b>	<b>\$122.51</b>
				<b>Grand Total</b>	<b>\$73,219.86</b>



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject: Leach Road</b>		<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>Agenda Item #:</b>			<b>AB18-43</b>
	<b>For Agenda of:</b>	6.6.18		6.13.18
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	6.8.18		
<b>Cost of Item:</b>	0			
<b>Amount Budgeted:</b>	0			
<b>Unexpended Balance:</b>	0			
<b>Bars #:</b>				
<b>Timeline:</b>	June 13 <sup>th</sup> , 2018, very urgent			
<b>Submitted By:</b>	Mark Bethune			
<b>Fiscal Note:</b>				
<b>Attachments:</b>	Easement paperwork and map			
<p><b>SUMMARY STATEMENT:</b> Pierce County received a federal grant to make repairs to 400' of severely damaged Puyallup levee on the Leach rd. side. The Corp of Engineers is ready to do the work but requires an easement for land owned by the City. The City of Orting purchased property through the Salmon Recovery Fund Board (SRFB) for the Calistoga setback levee. That land extends across the river into the Leach Rd. levee. SRFB funded land cannot have an easement without what is called a Conversion. A Conversion gives the board new land without easements to make up for the land given an easement. Pierce County will provide that land to the SRFB. It is very important the easement be approved by the Council tonight. The Corp of Engineers is threatening to abandon the project if they do not receive an easement by June 15<sup>th</sup> (an extension from the 11<sup>th</sup>).</p>				
<p><b>RECOMMENDED ACTION: Motion:</b> To authorize the Mayor sign an easement agreement on the portion of parcel #0519311110 that is on the Leach Road Puyallup River levee, per documents presented.</p>				



WHEN RECORDED RETURN TO:

Pierce County Surface Water Management  
2702 S. 42<sup>nd</sup> St #201  
Tacoma WA 98409-7322  
Attn: Jessica Stokesberry, Right-of-Way Agent  
Parcel No. 051931-1110

## Easement

The Grantor, *City of Orting, a municipal corporation*, for and in consideration of mutual benefits, hereby grants and conveys to Grantee, *Pierce County*, a municipal corporation and political subdivision of the State of Washington, a perpetual non-exclusive easement over, under, across, and along a portion of real property owned by Grantor and located in the City of Orting, in Pierce County, Washington, legally described in Exhibit "A" attached hereto (Pierce County Tax Parcel No. 0519311110) (the "Property").

Use of Easement. The portion of the Property subject to this easement (the "Easement Area"), legally described in Exhibit "B" attached hereto and depicted in Exhibit "C", shall be used for the purposes set forth hereinafter: for all personnel, materials and equipment to construct, maintain, repair, operate, patrol, and replace a flood protection levee, including all appurtenances thereto, for the purposes of protecting the left bank, the flood carrying capacity, and the orderly flow of the Puyallup River.

Right of Entry. Grantor hereby grants and conveys to Grantee a right of entry to enter onto the Property for the purpose of ingress and egress to the Easement Area and to perform all work necessary to construct, install, maintain, operate, inspect, repair, and replace the drainage improvements in the Easement Area. The right of entry granted herein shall apply to the agents, representatives and employees of the Grantee.

Reservation of Rights. Grantors, its heirs and/or assigns, shall retain all such rights and privileges in the land as may be used without interfering with or abridging the rights and easement hereby acquired.

Performance. All work in the Easement Area shall be performed in a careful, workmanlike manner. All costs incurred in performing such work shall be the sole responsibility of Grantee.

Notices. Any notice required to be given or otherwise provided for in this Easement Agreement shall be effective upon personal delivery, or three (3) days after mailing by registered or certified mail, return receipt requested. The addresses to be used in connection with such correspondence are the following, or such other address as a party shall from time to time specify:

If to the Grantor: City of Orting  
110 Train St.  
Orting, WA 98360

If to Grantee: Pierce County Surface Water Management  
2702 S. 42nd St #201  
Tacoma WA 98409-7322

Entire Agreement. This Easement Agreement constitutes the entire agreement between the parties, and supersedes all prior discussions, negotiations, and all agreements whatsoever whether oral or written.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF ORTING, GRANTOR

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Joshua Penner, Mayor of Orting



STATE OF WASHINGTON )  
 )  
County of Pierce )

I certify that I know or have satisfactory evidence that Joshua Penner, Mayor of Orting, is the person who appeared before me, and that said person acknowledged that he signed this instrument and acknowledge it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2018

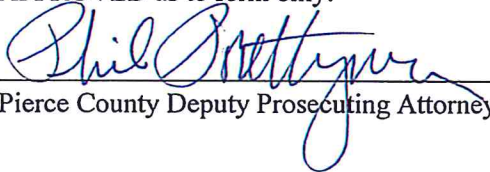
\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Notary Public in and for the State of Washington

Residing at: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

APPROVED as to form only:

  
\_\_\_\_\_  
Pierce County Deputy Prosecuting Attorney

Accepted By:

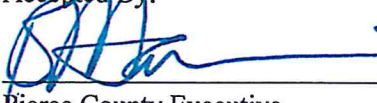
 6/9/18  
\_\_\_\_\_  
Pierce County Executive Date

EXHIBIT A  
Legal Description of the Property

Pierce County Tax Parcel No. 0519311110, legally described as follows:

That portion of the following described property lying Northeasterly of the Northeasterly line of Leach Extension County Road;

The East half of the West half of the East half of the Southwest quarter of the Northeast quarter; and the West half of the East half of the East half of the Southwest quarter of the Northeast quarter of Section 31, Township 19 North, Range 5, East of the Willamette Meridian; Except: the South 400 feet thereof, situate in the County of Pierce, State of Washington.

EXHIBIT B

Legal Description of the Easement Area

The Southwesterly 23 feet lying Northeasterly of the Northeasterly Margin of Leach Extension County Road in the Southwest quarter of the Northeast quarter of Section 31, Township 19 North, Range 5 East of the Willamette Meridian  
Except the East half of the East half of the East half of said Southwest Quarter.



would likely increase such injury or damage. Emergency meetings may be called by the City Administrator or the Mayor or two Councilmembers. The minutes will indicate the reason for the emergency.

**2.4 Executive Sessions:** An executive session is a Council meeting that is closed except to the Council, City Administrator and staff members and/or consultants authorized by the Mayor. The public is restricted from

attendance and all matters discussed during an executive session are confidential. Executive sessions may be held during regular or special Council meetings or at separate meetings and will be announced by the Mayor. Executive session subjects are limited to considering matters authorized by state law, as set forth in RCW 42.30.110, including considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, pending litigation, public employment applications and public employee evaluation, and elective office appointments. Before convening in executive session the Mayor shall publicly announce the purpose for excluding the public from the meeting place, the time when the executive session will be concluded and the potential for action by Council when it reconvenes. Should the session require more time, a public announcement shall be made by the City Clerk, extending the meeting to a specific time. At the end of that time, if the discussion has not concluded, the meeting shall, by public announcement, again be extended to a specific time. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session.

**2.5 Council Contact outside an Official Meeting:** Generally Councilmembers have the same freedoms of association as any other citizen. Councilmembers must take great care when present at the same social, unofficial functions, or in any public setting to refrain from engaging in any activity which could be interpreted as de facto deliberation or action on a matter of city business.

### 3. Chairs and Duties

**3.1 Chair:** The Mayor shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Deputy Mayor shall preside. In the absence of both the Mayor and Deputy Mayor, the Council shall elect a Chair for that meeting.

**3.2 Call to Order:** The meetings of the Council shall be called to order by the Chair.

**3.3 Preservation of Order:** The Chair shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives and confine members in debate to the question under discussion.