

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
July 25, 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. CONFIRMATION OF MAYOR'S APPOINTMENT OF CHRIS GARD TO THE
POSITION OF CHIEF OF POLICE.**

- *Mayor Penner*

Motion: *To confirm the Mayor's appointment of Chris Gard to the position of Chief of Police*

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

5. CONSENT AGENDA

- A. Study Session Minutes of June 20, 2018.
- B. Regular Meeting Minutes of July 11, 2018.
- C. Payroll and Claims Warrants.
- D. AB18-57- To Authorize the expenditure of \$5,000 to Parametrix to work with the State for development of design and scope of work for SR 162 and 178th Water Crossing and Service Upgrades.
- E. AB18-58- To Approve the Purchasing Policy as presented.
- F. AB18-59- To Approve the Scope and Budget from Parametrix In The Amount Of \$73,870 for the Puyallup River Lift Station Upgrades.
- G. AB18-60- To Approve the Extension to the Comp Plan Docket to August 15th, 2018.

Motion: *To approve Consent Agenda as prepared. OR*

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

6. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

7. NEW BUSINESS

AB18-50-Police Vehicle Purchase.

- *Scott Larson*

Motion: 1. *To adopt Resolution No. 2018-07, waiving the competitive bidding requirements under the City's Purchasing Policy for the selection of financing services for the purchase of Police Department motor vehicles.*

Motion: 2. To authorize the Mayor to enter into a contract with Columbia Ford Lincoln Hyundai pursuant to the existing contract that has been negotiated by the State of Washington Department of Enterprise Services for the purchase of Police vehicles.

Motion: 3. To Authorize the Mayor to negotiate and enter into a lease agreement with Ford Motor Company to finance the acquisition of Police vehicles.

8. EXECUTIVE SESSION

- Acquisition of Real estate per RCW 42.30.110 (1) (b)
- Collective bargaining negotiations per RCW 42.30.140 (4)

9. ADJOURNMENT

Motion: Move to Adjourn.

***Upcoming Meeting:* Next Regular Meeting: August 8th, 2018, 7:00pm, (MPC)**

COUNCILMEMBERS

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ORTING CITY COUNCIL

Study Session Meeting Minutes
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
June 20, 2018
6PM.

CHAIR, DEPUTY MAYOR DAVE HARMAN

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

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

Councilmembers Present: Deputy Mayor Dave Harman, Councilmembers John Kelly, Nicola McDonald, Michelle Gehring and Greg Hogan.

Present after roll call. Councilmember Tod Gunther- (6:10pm), Councilmember Scott Drennen- (6:05pm)

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, April Whittaker, Parametrix, Beckie Meek, Parks and Rec Director, and City Attorney Charlotte Archer.

2. COMMITTEE REPORTS

Public Works

Councilmember Gehring briefed on the following topics from Committee:

- Master use permit on the agenda later on agenda]
- Rainer view lift station
- Puyallup River lift station (scope and budget)
- Stormwater issues on the Calistoga Setback levy- LAMP process
- FOG went well
- On call contracts in the works;
- Capital facilities- Design build of PW facility awarded to Patriot;
- Aakavs chosen for asset management software.

Public Safety

Councilmember Hogan briefed that they discussed the following:

- Abandoned Property Registration Program
- Recreational Vehicle Ordinance
- Ham radio purchase
- Bikes and trail rules
- Replacement vehicles for the Police Department.

Community and Government Affairs

Councilmember McDonald stated that everything is on the agenda so no additional report was given.

STAFF REPORTS

Administrator Bethune briefed that the City's Building Official Ken Wolfe, passed away last week in the office. He briefed that a memorial service will be on July 7th. A procession will go to the Levy for a service, followed by a gathering at the Lions Club property.

City Treasurer Scott Larson discussed the Building department and the transition that has taken place since the death of Ken Wolfe. He, the Mayor and Administrator Bethune are having conversations on what to do moving forward. Tim Lincoln has been appointed as acting building official. The City is in the process of reorganizing the Building Department to report to Greg Reed the Public Works Director. Treasurer Larson informed the Council that the City needs to purchase additional AEDS for key locations. This expense will come thru the claims process. He also briefed on Utility Rates and passed out projections of the water fund until 2022, and on how rates are determined. There will be a public hearing the first or second meeting in July, with approval of rates in August.

Jane Montgomery, City Clerk briefed that on the 26th of June there will be a dedication of the Betsy Ross facility at 10:00am at the Washington Soldiers Home and she encouraged other Councilmembers and staff to attend.

Mayor Penner briefed on the following:

- Volunteer policy will go to CGA;
- Mayor signed agreement to receive 550K- for the Orting Emergency Evacuation Bridge- Goal is to get to 90%;
- July 1st the Police Department will be fully staffed PD, Officer Boone has come back to the Department;
- Pierce County Regional Council want the Council to vote on the City's Representative. Council would like the Mayor to be the representative, Deputy Mayor Harman will be the backup;
- Meeting with Tehaleh- They will be putting a roundabout at 128th and 162, widening the road. Some representatives are requesting that they pay \$22 to \$31 million dollars in traffic mitigation funds to be coordinated with WSDOT;
- V150 will return next Tuesday.

Deputy Mayor Harman asked to move agenda item J up to the first agenda item in case Chief Gard gets a call and needs to leave.

AGENDA ITEMS

J. AB18-50-Police Vehicles- (Moved up in the agenda)

Treasurer Larson briefed. He was waiting for final figures on the cost of vehicles, and they came back high, so he plans on holding off on the purchases. Treasurer Larson briefed on the vehicles that the PD has and the plan to replace them. He will bring forward a recommendation detailing the replacement plan in the next couple of months. There were questions about keeping records of vehicle maintenance as well. Councilmember Gunther had questions about a special vehicle purchase that was discussed last year at budget time. He had concerns that this plan may not take that purchase in to account. He wants the Police to be out on the trail more, out of their cars, and patrolling the levy. He would like a Polaris like the one the City of Buckley has. Chief Gard supports community policing thru a more active bike program. Councilmember Gehring stated that this should be discussed in the public safety committee.

Action: Not ready to move forward yet. Will go to Committee and will be brought back in August.

A. AB18-44- Ordinance No. 2018-1031, Relating to Telecommunications Master Use Permits, Adding New Chapter 8-8 to the Orting Municipal Code.

City Attorney Charlotte Archer briefed. She passed out the RCW 35.21.860 which pertains to franchises. The City of Orting currently has limited regulations pertaining to the deployment of small cells, microcells, distributed antenna systems, and other telecommunication systems within the City. In order to accommodate the growing need and demand for telecommunications services while protecting the character of the City of Orting and its neighborhoods, the City desires to establish standards for permitting, location, aesthetics and compatibility for telecommunication systems including small cell, microcell, and distributed antenna systems communication structures, facilities, and uses. This Ordinance, if adopted, would adopt procedures and an application for and approval of a master use permit for future installations of a telecommunication system within the City's right of way. The Architectural design has been considered and they will have to conform to City design. A Public hearing will take place in July. A representative from Verizon was present to answer questions.

Action: Move forward to Council Meeting for public hearing on July 11th.

B. AB18-44A- Ordinance No. 2018-1032, Granting a Nonexclusive Master Use Permit to Seattle SMSA Limited Partnership D/B/A Verizon Wireless.

City Attorney Charlotte briefed. Verizon Wireless, approached the City with a request to install a telecommunications system (including small-cell technology) within the City's right of way. They will need to negotiate a Master Use Permit, which sets the general terms. If a Master Use Permit is granted, Verizon would then be required to apply for project-specific permits (including but not limited to Building Permits, Right of Way Permits, etc.) for each proposed installation, which would be subject to the Architectural Design Review process. By this Ordinance, if adopted, the City Council would grant a Master Use Permit to Verizon for its future installation of a telecommunications system within the City's right of way (on existing infrastructure and/or new infrastructure).

Action: Move forward to Council Meeting may need a hearing on July 11th

C. AB18-45-Sponsorship Application- Orting Summerfest by Resolution No. 2018-06.

Councilmember McDonald briefed on the application that was presented to the CGA Committee on June 7th. The Committee reviewed the application and found it to be in compliance with City Policy. The CGA Committee recommends approval of the application from Orting Summerfest for City sponsorship.

Action: Move forward to the next Council Meeting, and place on the consent agenda.

D. AB18-46-Deputy Mayor Process- Council Rules.

Councilmember Gunther stated he would like to defer this agenda item to the next study session.

E. AB18-47-Parks Capital Budget.

City Administrator briefed. He went thru the entire history of items E F and G.

And briefed on the budget. A \$200,000 grant will be lost if not used in a timely manner. Discussion was on setting \$150,000 for Calistoga, and \$50,000 for White hawk Park. The following proposed budget was handed out:

Current Fund Balance	\$765,000
2018 expected Impact Fees/REET	\$100,000
Total Funds Available	\$865,000
Expenses	
Gratzer Ballfield	\$390,000
Capital projects 2018	\$60,000
City Hall and PW facility	\$200,000
Asset Reserve	\$75,000
Fund Reserve	\$60,000
Left for new Park spending	\$200,000
Recommend Calistoga Park	\$150,000
Recommend Whitehawk Park	\$50,000

The attached document provides a potential budget that would provide \$200,000 in total for the two park plans in 2018 with the rest of the planned equipment and toys being funded in later years as phases.

Action: Back to CGA and then forward to Council Meeting.

F. AB18-47A- Calistoga Park.

Councilmember McDonald briefed. The Parks Advisory Board has been working with Parametrix to put together a Parks Plan for Calistoga (scope and budget approved by council.)The Parks Advisory Board held a public hearing on June 6th, 2018, and presented a recommendation to the CGA Committee on May 10th and on June 7th. On June 12th, the Board held a special meeting open to the public and a representative from a playground company was in attendance to answer questions relating to Option 3 for Calistoga Park which is the option that the Board recommend to CGA. Below is a recap of possible options. Councilmember Gunther did not put his recommendation behind option 3. He wanted to propose option 4. Council stated that the option had not been vetted by the Committee or the Park Board. There was further discussion about the bid process in relation to the state. Advisory Board member Jason Linkem briefed the Council that the board is recommending option #3.

Action: Move to CGA Committee.

G. AB18-47B- White Hawk Play Equipment.

Councilmember McDonald briefed. In April 2018 Staff was notified of the White hawk play structure was unstable and needed to be roped off. This was in the 3 year plan to replace by the PAB. At the Parks Advisory Board Meeting of May 2, 2018, the condition of the play structure was brought to the board's attention. The board worked on a recommendation to bring to CGA Committee. The PAB recommended removing pea gravel and putting in a big toy Option C (ages 2-5 & 5-12), and purchasing new ground cover (EWF Chips). They recommended that this be done as soon as possible. White hawk Park is a high use Park and is used by residents as well as Parks and Recreation Programs.

Action: Move forward to CGA Committee.

Administrator Bethune asked to move item L up in the agenda 7:51pm before H.

L. AB18-52-Asset Management Software implementation-AAKAVS.

Administrator Bethune encouraged Councilmembers to ask questions about the Asset Management software. Councilmember Drennen briefed on the process followed in Choosing AaKavs as the winner of the Request for Proposals. Arnatt from AaKavs briefed on the following:

- integration;
- Timeline;
- The 5 year plan.

Action: Move forward to Council Meeting to the consent agenda.

H. AB18-48-Civil Service Job Description

Treasurer Larson briefed that the City Council approved Ordinance No. 2018-1021 at the May 30, 2018 Council Meeting. This Ordinance made an amendment to OMC 2-2-3, to match state law which allows for the appointment of either a city employee or a citizen to the position of secretary and chief examiner, at the discretion of the Commission. The Job description was modified to reflect the change to the OMC and is being recommended for approval by City staff.

Action: Move forward to Council Meeting to consent agenda.

I. AB18-49- Ordinance No. 2018-33, Pertaining To Recreational Vehicles, Amending OMC Title 10, Chapter 14, Sections 1 Through 4; Title 13, Chapter 2, Sections 14 And 19; Title 13, Chapter 5, Section 6; Title 13, Chapter 6, Section 4; And Title 14, Chapter 1, Section 5.

City Attorney briefed the Council. Code Enforcement Officer Larry Isenhardt came to the City and wished to have additional power and regulatory tools to police and regulate RV occupation within the City. This Ordinance would allow the use and occupation of an RV: (1) as a permanent residence within a legally-established RV-park and/or a mobile home/manufactured home park; and/or (2) on the premises of any occupied dwelling with the permission of the occupant thereof for a period not to exceed two weeks within a six month period, provided: the occupant obtain a permit from the City and pay a fee; and the RV shall not be connected to utilities (including sewer, water or electricity), among other requirements. If adopted, this Ordinance would allow the City Council to extend the two-week period for occupation on private property upon written request, but such extension shall not exceed thirty (30) days. Discussion followed in regard to extending the time period to 90 days, making provision and for people building homes and regulations about RV's in RV parks and HOA rules versus the code. This Ordinance was reviewed by Council Committee on June 1st, 2018, and passed along for full Council review.

Action: Send back to the Public Safety Committee.

K. AB18-51- Gratzer Property- RFP for Commercial Appraisal.

Administrator Bethune briefed that the Emergency Pedestrian Evacuation Bridge System requires an easement on the Gratzer property for the landing and evacuation path of the cross highway bridge. It is time to get a commercial appraisal of the required land to begin negotiations for purchase of the easement. The City must go out for RFP to select an appraiser.

Action: Move forward with an RFP for an appraiser put on the consent agenda.

M. AB18-53- Emergency Evacuation Bridge System- Scope & Budget for 90% of Phase I Crossing of SR162.

This goal of this scope of work is to outline the tasks to complete the design of the SR162 pedestrian bridge from preliminary design through 90% plans specifications and estimate. This scope does not include any improvements to Rocky Road between the SR 162

pedestrian bridge or the route over the Carbon River. The design for this bridge will follow the preferred alternative based on preliminary drawings developed by Berger Abam. The design includes a single cast-in-place tub span across SR162 with stairways and ramp approaches at each end. Treasurer Larson stated that they have not budgeted for this expense, so he will include this in a budget amendment which will require a hearing.

Action: Move forward to Council Meeting with a hearing.

N. AB18-54- Water Operator in Training- Budget Amendment Ordinance No. 2018-1030.

Treasurer Larson briefed the council on this agenda item.

Action: Move forward to Council Meeting may need a hearing or wrap in with other budget items

O. AB18-55- Rainier Meadows Lift Station Construction.

Councilmember Gehring briefed. The City Engineer advised Council to reject all bids and go out again in the winter.

3. ADJOURNMENT

Councilmember Gehring made a motion to Adjourn.

Deputy Mayor Harman adjourned the meeting at 8:48pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

COUNCILMEMBERS

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ORTING CITY COUNCIL
Regular Business Meeting Minutes
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
July 11th, 2018
7 p.m.

Deputy Mayor Dave Harman, Chair

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

Deputy Mayor Dave Harman called the meeting to order at 7:00pm. Councilmember Gunther led the pledge of allegiance.

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

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer, Parks and Recreation Director, Beckie Meek, Charlotte Archer, City Attorney.

REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.

Administrator Bethune asked to add a discussion about Incident Command Training for Council as agenda item #9D.

2. PUBLIC COMMENTS.

Deputy Mayor Harman read the rules for public comments.

June Shattuck

Ms. Shattuck would like to see changes in fireworks regulations in Orting. She expressed concerns about the thick smoke in the air due to all the fireworks and that effect on animals, those with PTSD issues, and those with COPD. She proposed a town Festival that ends with a fireworks display at the Lions field.

Joe Stanifer

Mr. Stanifer stated that camps are being built at the end of Bridge Street. He thanked the crew for maintaining the cemetery but took issue with the fact that little angels that were on his wife's headstone were found by his daughter in a wheelbarrow. He asked the City to not remove articles on headstones.

Chris Hopfauf

Mr. Hopfauf spoke of the Council Code of Conduct and his belief that there are no consequences for breaking the code. He cited the following as examples:

1. Councilmember Kelly and his wife were opposed to the traffic calming measures on Eldredge Ave SW and started a petition to stop the measures from going thru.
2. Councilmember Kelly asked Councilmember Gunther to not sit at the table with the Committee Chairs at a Public Safety Committee meeting.
3. The resignation and retirement of Chief Drake in relation to Councilmember Kelly's request to access restricted police files.

Mr. Hopfauf called for the resignation of Councilmember Kelly. He stated that if he did not do so he would contact the press and move forward to remove him from his seat.

During Comments Deputy Mayor Harman gaveled Mr. Hopfauf and asked Mr. Hopfauf to refrain from further comments of that nature. Other Councilmembers commented that Mr. Hopfauf was in violation of Council rules, and believed he should be removed from the meeting.

3. PUBLIC RECOGNITION OF STUDENTS- ORTING SCHOOL WORK PROGRAM- Randy Riley and Preston Gregg.

Action: This agenda item was postponed as the students were not present.

4. PUBLIC HEARINGS.

A. AB18-44- Ordinance No. 2018-1031, Relating To Telecommunications Master Use Permits, Adding New Chapter 8-8 to the Orting Municipal Code.

Deputy Mayor Harman read the title and rules for public hearings and asked for a staff briefing.

Kendra Comeau, Acting City Attorney briefed the Council.

Deputy Mayor Harman opened the hearing at 7:13pm

Public Comments

Doug Bishop

Mr. Bishop wanted to know if this meant there would be a lot of cell towers all over the City.

City Engineer JC Hungerford advised that this is a broad contract but individual applications will determine where individual cell towers are placed.

Council Comments or Questions

The building permit process will govern placement;

This Ordinance allows the City to give structure to the review and permitting process.

Deputy Mayor Harmon closed the public hearing at 7:18pm.

Councilmember Hogan made a motion to adopt Ordinance No 2018, Relating To Telecommunications Master Use Permits, Adding New Chapter 8-8 to the Orting Municipal Code. Second by Councilmember Drennen. Motion passed (7-0).

B. AB18-44A- Ordinance No. 2018-1032, Granting A Nonexclusive Master Use Permit To Seattle SMSA Limited Partnership D/B/A Verizon Wireless.

Deputy Mayor Harman opened the hearing at 7:20pm.

Kendra Comeau, Acting City Attorney briefed the Council. Verizon Wireless, approached the City with a request to install a telecommunications system (including small-cell technology) within the City's right of way. Pursuant to the City's code and regulations, the first step in the process is the negotiation of a Master Use Permit, which City Council just passed.

If adopted, this Ordinance would grant a Master Use Permit to Verizon for its future installation of a telecommunications system within the City's right of way (on existing infrastructure and/or new infrastructure).

Public Comments

No comments were made.

Council Comments or Questions

No comments or questions were made.

Deputy Mayor Harman closed the hearing at 7:21pm.

Councilmember Drennen made a motion to Adopt Ordinance No. 2018-1032, granting a Nonexclusive Master Use Permit to Seattle SMSA Limited Partnership D/B/A Verizon Wireless. Second by Councilmember Gehring. Motion passed (7-0).

C. AB18-54- Amending the Budget relating to the Parks, Water, and Street Fund. - Ordinance No. 2018-1030.

(Hearing Only, Ordinance will be voted on later in the agenda.)

Deputy Mayor Harman opened the Hearing at 7:21pm.

Treasurer Larson briefed on changes to the following funds:

- 1) AB18-47- Parks Capital Budget
- 2) AB18-56 -Water Operator in Training- (Consent Agenda)
- 3) AB18-53- SR 162 Pedestrian Bridge Crossing- (Consent Agenda)

The hearing allows the public to comment prior to Council action. The budget amendments will give the Mayor the legal authority to spend funds and hire personnel.

Council Comments or Questions

The possibility of adding Water/Wastewater Operator in Training.

Public Comments

No comments were made.

Deputy Mayor Harman closed the hearing at 7:25pm.

5. ANY REQUESTS FOR CONSENT AGENDA ITEMS TO BE PULLED FOR DISCUSSION.

No requests were made.

6. CONSENT AGENDA

1. Regular Meeting Minutes of June 13th, 2018.
2. Payroll and Claims Warrants June 27, 2018.
3. Payroll and Claims Warrants July 11, 2018.
4. AB18-45- To Approve City Sponsorship of Summerfest by Resolution No. 2018-06.
5. AB18-48-To Approve the Job Description for Civil Service Secretary.
6. AB18-51- To approve an RFP for a Commercial Appraisal of the Gratzer Property.
7. AB18-52-To approve Aakavs as the choice of vendor from the RFP for Asset Management Software implementation, & authorize the Mayor to negotiate a contract with Aakavs.
8. AB18-53- To Approve The Scope And Budget From Parametrix For The Emergency Evacuation Bridge System- Scope and Budget for 90% Phase I Crossing of SR 162 in the Amount Of \$790,720.20.
9. AB18-56- To Approve the Job Description and Pay Range for the Water Operator in Training.
10. To appoint Mayor Joshua Penner as City representative to the Pierce County Regional Council, and Deputy Mayor Dave Harman as alternate.

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

7. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION.

No items were pulled.

8. COMMISSION REPORTS

Planning Commission

No report was given.

9. NEW BUSINESS

A. AB18-47-Parks Capital Budget.

Administrator Bethune briefed. The Parks fund has had additional unexpected revenues in 2017 and the first half of 2018. The Calistoga and White hawk parks are eligible for the \$100,000 in the current budget which was reserved for asset replacement. Current capital improvement plans recommended by the Parks Advisory Board total between \$300,000 to \$400,000 for both the Calistoga and White hawk Parks. The attached document provided Council a potential budget that would provide \$200,000 in total for the two park plans in 2018 with the rest of the planned equipment and toys being funded in later years as phases.

Councilmember McDonald made a motion to approve the Parks Capital Budget as presented. Councilmember Hogan second the motion. Motion passed (7-0).

B. AB18-47A- Calistoga & White Hawk Park.

The Parks Advisory Board has been working with Parametrix to put together a Parks Plan for Calistoga (scope and budget approved by council.) The Parks Advisory Board held a public hearing on June 6th, 2018, and June 12th. They presented their recommendation for Option #3 to the CGA Committee on May 10th, June 7th, and July 5th. The CGA Committee Chairs do not agree on how to move forward. Councilmember McDonald is in favor of Option 3 which was recommended by the Parks Board and, designed by Parametrix, and presented to CGA Committee by the Parks Board. Councilmember Gunther is not in favor of Option #3 and would like Council to consider Option #4. Administrator Bethune is asking for a decision by Council on which option they would like and a vote authorizing the \$200,000 maximum limit of spending to be split between the two parks.

Discussion followed about process, estimates versus quotes, Option #4, whether or not the public should decide the issue rather than the Council, the purchasing of equipment, the purchase process.

No Citizen comments were made

Councilmember McDonald made a motion to approve Option #3 for the Calistoga Park Plan, and the purchase of new equipment for Phase I of Calistoga Park & White Hawk Park not to exceed \$200,000, split between both Parks. Councilmember Gehring second the motion.

A roll call vote was taken.

Deputy Mayor Dave Harman- Yes. Councilmembers Tod Gunther- No, John Kelly-Yes, Scott Drennen-No, Greg Hogan-Yes, Nicola McDonald-Yes and Michelle Gehring-Yes. Motion passed (5-2).

Councilmember Gunther wanted to create a reserve fund to make sure Phase II is funded. Treasurer Larson stated this would be something that can be brought up at budget time in the fall.

C. AB18-54.A- Ordinance No. 2018-1030, Amending the Budget relating to the Parks, Water and Street Fund.

D. Scott Larson briefed. This budget ordinance will give the mayor the legal authority to spend funds and hire personnel as described in the agenda bills attached to the following items that appear on this agenda:

- 1) Parks Budget
- 2) Water Operator in Training
- 3) SR 162 Pedestrian Bridge Crossing

Citizen Comments

No Comments were made.

Council Comments or Questions

No Comments were made.

Councilmember Kelly made a motion to adopt Ordinance No. 2018-1030, amending the 2018 Budget. Councilmember Gehring second the motion. Motion passed (7-0).

E. Administrator Bethune informed Council that there is an opportunity for the City Council to take training in their role in an emergency. He asked if they could attend on August 22nd at 6:00pm. Other Councils from local City's will be invited to attend as well. He asked Council to check their calendars and respond back by email.

10. EXECUTIVE SESSION

No Executive session.

11. ADJOURNMENT

Councilmember Gehring made a motion to adjourn. Councilmember Gunther second the motion. Motion passed (7-0).

Deputy Mayor Dave Harman adjourned the meeting at 8:00pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

CITY OF ORTING
VOUCHER/WARRANT REGISTER
FOR JULY 25, 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 #46246 THRU #46300
IN THE AMOUNT OF \$ 315,748.35
EFT \$ 8,974.57

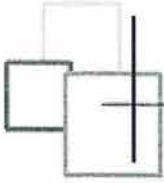
PAYROLL WARRANTS # 23313 THRU #23324
IN THE AMOUNT OF \$139,835.50

ARE APPROVED FOR PAYMENT ON JULY 25, 2018

COUNCILPERSON _____

COUNCILPERSON _____

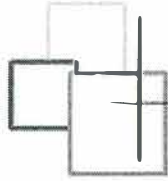
CITY CLERK _____



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2018 - July 2018 - 2nd Council

Fund Number	Description	Amount
001	Current Expense	\$86,553.76
101	City Streets	\$22,136.87
104	Cemetery	\$292.50
105	Parks Department	\$11,981.93
108	TBD	\$8,521.15
320	Transportation Impact	\$142,157.21
401	Water	\$11,160.25
408	Wastewater	\$23,843.82
410	Stormwater	\$4,939.61
412	Utility Land Acquisition	\$4,161.25
	Count: 10	\$315,748.35

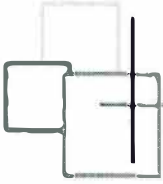


Register

Fiscal: 2018
Deposit Period: 2018 - July 2018
Check Period: 2018 - July 2018 - 2nd Council

Number	Name	Print Date	Clearing Date	Amount
Key Bank Check	2000073			
<u>46246</u>	Airgas-USA LLC	7/12/2018		\$79.79
<u>46247</u>	Arrow Lumber	7/12/2018		\$285.95
<u>46248</u>	CenturyLink/Qwest	7/12/2018		\$76.27
<u>46249</u>	Core & Main	7/12/2018		\$251.09
<u>46250</u>	Department of Retirement Systems	7/12/2018		\$671.37
<u>46251</u>	Drain-Pro INC	7/12/2018		\$136.32
<u>46252</u>	Frost Landscape	7/12/2018		\$8,039.17
<u>46253</u>	Keybank	7/12/2018		\$194.09
<u>46254</u>	Law Offices of Matthew J Rusnak	7/12/2018		\$1,833.33
<u>46255</u>	Lewis, Jennifer	7/12/2018		\$560.00
<u>46256</u>	O'Reilly Auto Parts	7/12/2018		\$89.85
<u>46257</u>	Puget Sound Energy	7/12/2018		\$5,013.70
<u>46258</u>	Scientific Supply & Equip	7/12/2018		\$787.34
<u>46259</u>	Secure Pacific Corp/Mountain Alarm	7/12/2018		\$260.85
<u>46260</u>	Spectral Laboratories	7/12/2018		\$336.00
<u>46261</u>	UniFirst Corporation	7/12/2018		\$407.40
<u>46262</u>	US BankNA Custody Treasury Div-Mony Cntr	7/12/2018		\$184.00
<u>46263</u>	Utilities Underground Location Center	7/12/2018		\$220.22
<u>46264</u>	Wa. State Dept. of Ecology	7/12/2018		\$52.00
<u>46265</u>	Washington Rock Quarries,	7/12/2018		\$391.67
<u>46266</u>	Water Management Lab Inc.	7/12/2018		\$189.00
<u>46267</u>	Active Construction, INC	7/25/2018		\$140,839.71
<u>46268</u>	Alpine Products Inc.	7/25/2018		\$730.18
<u>46269</u>	Bethune, Mark	7/25/2018		\$173.31
<u>46270</u>	Bhc Consultants	7/25/2018		\$3,595.57
<u>46271</u>	Cintas Corporation #461	7/25/2018		\$220.08
<u>46272</u>	Comcast	7/25/2018		\$21.22
<u>46273</u>	Core & Main	7/25/2018		\$1,588.83
<u>46274</u>	DM Disposal Co., Inc	7/25/2018		\$1,143.25
<u>46275</u>	Ferguson Waterworks #3011	7/25/2018		\$214.53
<u>46276</u>	Galls, LLC- Blumenthal Uniforms	7/25/2018		\$13.41
<u>46277</u>	Hach Company	7/25/2018		\$967.81
<u>46278</u>	Hogan, Greg	7/25/2018		\$523.07
<u>46279</u>	Konica Minolta Business-Usa Inc	7/25/2018		\$181.20
<u>46280</u>	Lake Tapps Construction Unlimited	7/25/2018		\$38,998.24

Number	Name	Print Date	Clearing Date	Amount
<u>46281</u>	Larson, Scott	7/25/2018		\$252.77
<u>46282</u>	Nisqually Indian Tribe	7/25/2018		\$90.00
<u>46283</u>	Orca Pacific, Inc	7/25/2018		\$756.25
<u>46284</u>	P.c. Budget & Finance	7/25/2018		\$330.70
<u>46285</u>	Parametrix	7/25/2018		\$36,954.84
<u>46286</u>	Pioneer Pack & Ship	7/25/2018		\$16.30
<u>46287</u>	Pitney Bowes Globel	7/25/2018		\$218.43
<u>46288</u>	Potts, Samuel	7/25/2018		\$360.00
<u>46289</u>	Precision Concrete Cutting	7/25/2018		\$19,121.15
<u>46290</u>	Public Safety Testing	7/25/2018		\$131.00
<u>46291</u>	Puget Sound Energy	7/25/2018		\$13,581.88
<u>46292</u>	Scientific Supply & Equip	7/25/2018		\$121.42
<u>46293</u>	South Sound 911	7/25/2018		\$21,482.50
<u>46294</u>	Tacoma Pierce County Health Dept	7/25/2018		\$175.00
<u>46295</u>	The News Tribune	7/25/2018		\$512.39
<u>46296</u>	United Laboratories	7/25/2018		\$813.69
<u>46297</u>	Vermeer Northwest	7/25/2018		\$16.98
<u>46298</u>	Vision Forms LLC	7/25/2018		\$323.22
<u>46299</u>	Wex Bank	7/25/2018		\$2,162.46
<u>46300</u>	Zumar Industries Inc	7/25/2018		\$82.98
<u>EFT-June2018 MasterCard</u>	Keybank-MasterCard	7/25/2018	7/13/2018	\$8,974.57
	Total	Check		\$315,748.35
	Total	2000073		\$315,748.35
	Grand Total			\$315,748.35



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Active Construction, INC	46267	Pay Request #5 SR162 Left Turn Lane	320-595-30-63-04	Pay Request #5 SR162 Left Turn Lane	\$140,839.71
				Total	\$140,839.71
Airgas-USA LLC	46246	9077329031	408-535-10-31-00	Calibration Machine	\$79.79
				Total	\$79.79
Alpine Products Inc.	46268	TM-177450	401-534-50-48-02	Paint	\$197.75
			408-535-50-48-02	Paint	\$197.74
			410-531-38-48-00	Paint	\$197.74
		TM-177464	401-534-50-48-02	Paint-Tape	\$45.65
			408-535-50-48-02	Paint-Tape	\$45.65
			410-531-38-48-00	Paint-Tape	\$45.65
				Total	\$730.18
Arrow Lumber	46247	600186-July2018	001-514-21-48-01	Hillman Fasteners	\$2.40
			001-514-23-31-02	Power Surge Outlet	\$15.29
			001-521-50-48-03	Phone Jacks for BAC	\$1.96
			001-521-50-48-04	Mini Hacksaw	\$6.00
			001-521-50-48-06	Hillman Fasteners	\$0.87
			001-524-20-31-00	Marker & Crayon	\$15.65
			001-524-20-31-00	Spray Paint	\$32.19
			001-571-20-31-21	Tape for Dance Class	\$11.12
			001-575-50-48-00	Mpo Head & Trash Bags	\$43.69
			104-536-50-48-00	Hose Fitting & Hose Mender	\$19.09
			104-536-50-48-00	Hose & Wrench	\$25.65
			105-576-80-31-00	Caution Tape	\$12.00
			105-576-80-48-00	Credit on 181578 Invoice	(\$8.95)
			105-576-80-48-00	Coupling Slip & Blue Glue	\$8.95
			105-576-80-48-00	Spreader	\$14.20
			105-576-80-48-00	Grass Seed	\$17.91
			408-535-50-48-02		\$16.57
			408-535-50-48-02	Hose	\$51.36
				Total	\$285.95
Bethune, Mark	46269	July2018-402	001-513-10-49-00	Milage Reimbursement for AWC Conference	\$173.31
				Total	\$173.31

Vendor	Number	Invoice	Account Number	Notes	Amount
Bhc Consultants	46270	0010001-I - 0010001-II	001-558-60-41-02	Planning Consultants Monthly Billing Total	\$3,595.57 \$3,595.57
CenturyLink/Qwest	46248	492B-July2018	001-521-20-45-02	Cell Connection Total	\$76.27 \$76.27
Cintas Corporation #461	46271	461421325	408-535-60-48-04	Park Restroom Cleaning Total	\$220.08 \$220.08
Comcast	46272	5839-July2018	001-514-23-42-00 401-534-10-42-01 408-535-10-42-01	City Hall Cable City Hall Cable City Hall Cable Total	\$7.07 \$7.07 \$7.08 \$21.22
Core & Main	46273 46249 46273	I771409 J01980 J035082 J135059 J137805	401-534-50-48-02 401-534-50-48-02 401-534-50-48-02 401-534-50-48-02 401-534-50-35-00	Meters-& Backflow for 178th & Stock Pilot Bit-Arbot Drill Bit-Holesaw CLPG Fittings Stock Parts Shutoff Tool Total	\$1,050.89 \$251.09 \$444.37 \$80.42 \$13.15 \$1,839.92
Department of Retirement Systems	46250	B026(LEOFF)July2018	001-524-20-20-05	Non Employer Compensation- April-May-June 2018 Total	\$671.37 \$671.37
DM Disposal Co., Inc	46274	7916547	408-535-60-47-00	WWTP-Garbage Service Total	\$1,143.25 \$1,143.25
Drain-Pro INC	46251	45438 45453	408-535-60-48-04 408-535-60-48-04	Honey Bucket Service-North Park Honey Bucket Service-North Park Total	\$81.98 \$54.34 \$136.32
Ferguson Waterworks #3011	46275	067-1041	408-535-50-48-04	Check Valves Total	\$214.53 \$214.53
Frost Landscape	46252	11535	105-576-80-48-08	Landscape Services-June 2018 Total	\$8,039.17 \$8,039.17
Galls, LLC- Blumenthal Uniforms	46276	009474743	001-521-20-31-01	Badge Holder Total	\$13.41 \$13.41
Hach Company	46277	11022148	408-535-10-31-00	Supplies	\$658.88

Vendor	Number	Invoice	Account Number	Notes	Amount	
Hach Company	46277	11029146	408-535-10-31-00	Supplies	\$45.53	
		11031208	408-535-10-31-00	Supplies	\$89.18	
		11035101	408-535-10-31-00	Supplies	\$104.49	
		11035151	408-535-10-31-00	Supplies	\$69.73	
		Total				\$967.81
Hogan, Greg	46278	July2018-400	001-511-60-41-01	AWC Conference- Hotel Reimbursement	\$523.07	
				Total	\$523.07	
Keybank	46253	4461-July2018	001-513-10-31-00	Yearly Adobe Reader Software	\$194.09	
				Total	\$194.09	
Keybank- MasterCard	EFT-June2018 1668-MasterCard City MasterCard		001-513-10-31-00	Office Supplies	\$25.96	
			001-514-23-31-02	Office Supplies	\$103.84	
			001-524-20-35-01	Building Code Updates	\$531.09	
			001-524-20-35-01	Building Code Updates	\$1,541.51	
			401-534-10-31-00	Office Supplies	\$25.96	
			401-534-10-31-00	Office Supplies	\$46.18	
			408-535-10-31-00	Office Supplies	\$25.95	
			408-535-10-31-00	Office Supplies	\$46.18	
			410-531-38-31-00	Office Supplies	\$25.96	
			410-531-38-31-00	Office Supplies	\$46.18	
			1823-MasterCard Finac	001-514-23-31-02	File Folders	\$52.22
			2933-MasterCard Admin	001-511-60-31-01	Meal for Training	\$17.60
			4050-MasterCard PD	001-521-20-31-01	Gloves	\$54.32
				001-521-20-31-03	Paper for Laptops	\$54.25
				001-521-20-31-03	NEO/Access Audit	\$59.02
				001-521-20-31-03	Blade Teck Glock Holster	\$60.54
				001-521-21-31-01	Evidence Folders	\$52.02
				001-521-40-49-00	Meal while at Training	\$10.29
				001-521-40-49-00	Meal while at Training	\$22.55
				001-521-50-48-02	Tow for 08 Charger 94488	\$115.00
				001-521-50-48-04	Item for moving Offices	\$35.06
				001-521-50-48-05	Locking Bar	\$50.22
			5423-MasterCard PW	001-514-23-31-02	LifePak AED Replacement Pads	\$23.96
				001-514-23-31-02	LifePac AED for City	\$872.80
				001-524-20-31-00	Office Supplies	\$135.47
				101-542-30-31-02	Uniform Item Reed- Barfield	\$25.96
				105-576-80-31-00	LifePak AED Replacement Pads	\$23.96
		105-576-80-31-00	Fertilizer	\$24.02		
		105-576-80-31-00	Uniform Item Reed- Barfield	\$25.96		
		105-576-80-31-00	LifePac AED for City	\$872.80		
		105-576-80-48-00	Straw	\$10.78		
		401-534-10-31-00	Office Supplies	\$7.92		

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank-MasterCard	EFT-June2018	5423-MasterCard PW MasterCard	401-534-10-31-00	Office Supplies	\$20.04	
			401-534-10-31-00	LifePak AED Replacement Pads	\$23.96	
			401-534-10-31-00	Office Supplies	\$28.95	
			401-534-10-31-00	LifePac AED for City	\$872.80	
			401-534-10-31-04	Uniform Item Reed-Barfield	\$259.62	
			408-535-10-31-00	1.5V Button Cell Battery	\$6.78	
			408-535-10-31-00	Office Supplies	\$17.51	
			408-535-10-31-00	Office Supplies	\$20.04	
			408-535-10-31-00	LifePak AED Replacement Pads	\$23.96	
			408-535-10-31-00	Office Supplies	\$44.90	
			408-535-10-31-00	LifePac AED for City	\$872.80	
			408-535-10-31-05	Uniform Item Reed-Barfield	\$103.86	
			410-531-38-31-00	LifePak AED Replacement Pads	\$23.96	
			410-531-38-31-00	Uniform Item Reed-Barfield	\$103.84	
			410-531-38-31-00	LifePac AED for City	\$872.80	
			5725-MasterCard Admin	001-513-10-31-00	Supplies	\$49.00
			6144-MasterCard Parks	104-536-20-31-00	Flag for Cemetery	\$169.32
				105-576-80-31-01	Poster Board	\$24.12
				105-576-80-48-00	Blu-Ray DVD Player-For Movie in the Parks	\$110.33
			7765-MasterCard Admin	001-513-10-31-00	Monthly Fee Drop Box	\$10.98
001-513-10-31-00	Office Supplies	\$54.74				
001-514-23-31-02	Office Supplies	\$14.86				
001-571-20-44-00	Office Supplies	\$55.08				
401-534-10-31-00	Office Supplies	\$14.85				
408-535-10-31-00	Office Supplies	\$14.86				
410-531-38-31-00	Office Supplies	\$14.86				
8794-MasterCard Court	001-512-50-31-00	Chair for Kim		\$120.22		
Total					\$8,974.57	
Konica Minolta Business-Usa Inc	46279	252720567	001-521-10-40-06	Copier Lease PD	\$181.20	
				Total	\$181.20	
Lake Tapps Construction Unlimited	46280	2806	001-594-75-64-14	HVAC Replacement at MPC-Library	\$38,998.24	
				Total	\$38,998.24	
Larson, Scott	46281	July2018-401	001-524-20-48-01	Car Detail for Tahoe-Reimbursement	\$252.77	
				Total	\$252.77	
Law Offices of Matthew J Rusnak	46254	174	001-512-50-49-01	Court Appointed Attorney-June 2018	\$1,833.33	
				Total	\$1,833.33	

Vendor	Number	Invoice	Account Number	Notes	Amount
Lewis, Jennifer	46255	July2018-300	001-571-20-31-34	Dog Training Classes-June 2018 Total	\$560.00 \$560.00
Nisqually Indian Tribe	46282	15121	001-523-60-41-00	Jail Services-June 2018 Total	\$90.00 \$90.00
O'Reilly Auto Parts	46256	1265583-July2018	001-521-50-48-02 101-542-30-48-04 101-542-30-48-04 105-576-80-31-00 105-576-80-48-00 105-576-80-48-00 408-535-50-48-02	Car Washing Supplies V-Belt Grader FA1010 Ignition Switch & Ring Grader FA 1010 Assessory Plug- Gator FA1036 5 Amp Fuse FA1036 Fuse for Gater FA1036 Adapter Total	\$37.13 \$13.44 \$15.28 \$7.64 \$4.36 \$4.36 \$7.64 \$89.85
Orca Pacific, Inc	46283	34601	401-534-10-31-01	Sodium Hypochlorite Total	\$756.25 \$756.25
P.c. Budget & Finance	46284	CI-244177 C-104188	001-511-20-49-04	Pierce County Reginal Council- Dues Total	\$330.70 \$330.70
Parametrix	46285	2490-July	001-525-60-41-00 001-558-60-41-01 001-558-60-41-01 101-542-30-41-01 101-542-30-41-13 105-594-76-41-02 105-594-76-41-02 105-594-76-41-02 320-542-30-41-05 320-542-30-41-05 401-534-10-41-01 401-594-34-63-49 401-594-34-63-49	OEEB Hazard Mitigation Planning General Consulting General Development General Consulting Transportation Plan Update Ph 2 Project Management Project Management Preliminary Planning TWLTL CM Project Management-Office Support TWLTL CM Project Management General Consulting Orville Road Final Design-Project Management Orville Road Construction- Project Management	\$120.00 \$302.50 \$1,245.00 \$4,456.25 \$1,650.00 \$340.00 \$942.50 \$1,200.00 \$495.00 \$822.50 \$765.00 \$340.00 \$590.00

Vendor	Number	Invoice	Account Number	Notes	Amount			
Parametrix	46285	2490-July	408-535-10-41-01	General Consulting	\$170.00			
			408-535-10-41-21	General Consulting-Telemetry O&M	\$2,290.00			
			408-594-35-41-12	WWTP Solids Update-Project Management	\$810.00			
			408-594-35-41-12	WWTP Solids Update-Project Management	\$1,790.00			
			408-594-35-41-12	WWTP Solids Update-Project Management	\$3,691.25			
			408-594-35-63-03	WWTP Solids Update-Project Management	\$120.00			
			410-531-39-41-01	General Consulting	\$1,445.00			
			412-594-38-41-02	Public Works Shop	\$4,161.25			
			2503-July	001-524-20-41-02	Belfair Estates-Project Expenses	\$47.50		
				001-524-20-41-02	Village Crest North 18 (Rivers Edge)-Design Review	\$57.50		
		001-524-20-41-02		Orting Village-Design Review	\$135.00			
		001-524-20-41-02		The Meadows Div 3 -Design Review	\$680.00			
		001-524-20-41-02		Belfair Estates-Design Review	\$2,696.25			
		001-524-20-41-02		Bridgewater Plat-Design Review	\$3,805.00			
		2586-July		410-594-31-63-24	Additional Services-PC Coordination	\$624.00		
				410-594-31-63-24	Construction Admin Assistance-Project Mang	\$1,163.34		
						Total	\$36,954.84	
		Pioneer Pack & Ship		46286	781490635584	401-534-10-31-00	Shipping of Part for Harman Spring	\$16.30
			Total				\$16.30	
		Pitney Bowes Global	46287	3306570929	001-514-23-45-00	Postage Machine Lease	\$218.43	
Total	\$218.43							
Potts, Samuel	46288	2018-6	001-512-50-49-05	Interpreter Service-6/5 & 6/19/2018 Courts	\$240.00			
				2018-7	001-512-50-49-05	Interpreter Service-7/17/2018 Court	\$120.00	
						Total	\$360.00	
Precision Concrete Cutting	46289	WA23997KE	101-542-30-48-07	Sidewalk Repairs	\$8,500.00			
			101-542-30-48-08	Sidewalk Repairs	\$1,000.00			
			101-594-42-63-03	Sidewalk Repairs	\$1,100.00			
			108-595-30-63-02	Sidewalk Repairs	\$8,521.15			
							Total	\$19,121.15

Vendor	Number	Invoice	Account Number	Notes	Amount
Public Safety Testing	46290	2018-8449	001-521-20-31-05	2nd QRT Fees	\$131.00
				Total	\$131.00
Puget Sound Energy	46291	200001247663-July2018	408-535-50-47-07	VC Lift Staion	\$168.14
		200001247812-July2018	101-542-63-47-03	SR162 Signal	\$25.49
		200001248190-July2018	105-576-80-47-01	North Park	\$15.74
		200001248372-July2018	401-534-50-47-08	Well 3	\$2,906.04
		200001248539-July2018	001-525-50-47-01	Lahar Siren	\$10.41
		200001532189-July2018	105-576-80-47-02	Main Park	\$143.86
			105-576-80-47-03	Bell Tower	\$61.66
		200002708986-July2018	408-535-50-47-05	VG Lift Staion	\$221.36
		200003766280-July2018	001-514-21-32-01	City Hall-City Shop	\$15.08
			001-514-21-47-01	City Hall-City Shop	\$115.26
			001-524-20-32-05	City Hall-City Shop	\$43.40
			401-534-50-47-01	City Hall-City Shop	\$115.25
			401-534-50-47-09	City Hall-City Shop	\$15.08
			408-535-50-47-01	City Hall-City Shop	\$115.25
			408-535-50-47-08	City Hall-City Shop	\$15.08
		200009717931-July2018	401-534-50-47-04	Well 3	\$61.82
		200010396543-July2018	105-576-80-47-01	North Park	\$77.36
		200010396733-July2018	401-534-50-47-11	Well 4	\$1,621.25
		200010629349-July2018	101-542-63-47-01	City Shop	\$14.66
			104-536-50-47-02	City Shop	\$11.73
			401-534-50-47-01	City Shop	\$17.59
			408-535-50-47-01	City Shop	\$14.66
		200013874264-July2018	408-535-50-47-04	WWTP	\$6,874.55
		200014994137-July2018	410-531-38-47-00	VG Lift Staion	\$48.96
		200019613294-July2018	104-536-50-47-02	Cemetery Shop	\$66.71
	46257	200019646914-July2018	101-542-63-47-03	Street Lights	\$48.55
	46291	200021421298-July2018	408-535-50-47-06	Rainier Meadows	\$26.49
		200022934653-July2018	001-575-50-47-01	MPC	\$476.53
		200024404523-July2018	408-535-50-47-02	Lift Station 1	\$83.52
		220011476581-July2018	408-535-50-47-03	High Cedars Lift Staion	\$99.60
		220015220399-July2018	101-542-63-47-03		\$50.79
		220015548930-July2018	101-542-63-47-03	Street Lights	\$48.56
	46257	300000002406-July2018	101-542-63-47-03	Street Lights	\$4,965.15
				Total	\$18,595.58
Scientific Supply & Equip	46258	31432461	408-535-10-31-00	Lab Supplies	\$173.72
		31432646	408-535-10-31-00	Lab Supplies	\$196.36
		31434347	408-535-10-31-00	Lab Supplies	\$417.26
	46292	31434460	408-535-10-31-00	Lab Supplies	\$121.42
				Total	\$908.76
Secure Pacific Corp/Mountain Alarm	46259	177888	001-514-23-31-02	City Hall Alarm	\$83.85
			408-535-10-41-07	WWTP Alarm	\$177.00
				Total	\$260.85

Vendor	Number	Invoice	Account Number	Notes	Amount
South Sound 911	46293	02873	001-521-50-51-00	3rd QRT Police Dispatch	\$21,482.50
				Total	\$21,482.50
Spectral Laboratories	46260	131465	408-535-10-41-03	Lab Testing	\$336.00
				Total	\$336.00
Tacoma Pierce County Health Dept	46294	IN0167324-July2018	410-531-10-49-01	Street Waster Handling Facility Permit	\$175.00
				Total	\$175.00
The News Tribune	46295	257635-July2018	001-558-60-31-03	Meeting Publications-Sidewalk Bids-Electrician	\$512.39
				Total	\$512.39
UniFirst Corporation	46261	3301420962-3301422965-3301424967-3301426975	408-535-10-31-03	Supplies-Clothing & Protective Supplies	\$407.40
				Total	\$407.40
United Laboratories	46296	INV228197	408-535-10-31-00	Liberator Bacterial Treatment	\$813.69
				Total	\$813.69
US BankNA Custody Treasury Div-Mony Cntr	46262	122-Orting	001-514-23-49-06	Fees for Safekeeping	\$64.40
			101-542-90-40-01	Fees for Safekeeping	\$9.20
			105-576-80-41-09	Fees for Safekeeping	\$9.20
			401-534-90-40-02	Fees for Safekeeping	\$27.60
			408-535-90-40-02	Fees for Safekeeping	\$46.00
			410-531-90-40-02	Fees for Safekeeping	\$27.60
				Total	\$184.00
Utilities Underground Location Center	46263	8060187	401-534-60-41-00	Locates-June 2018	\$110.11
			408-535-60-41-00	Locates-June 2018	\$110.11
				Total	\$220.22
Vermeer Northwest	46297	S55182	410-531-38-48-01	Door Hinge-Fuel Filinger-FA1078	\$16.98
				Total	\$16.98
Vision Forms LLC	46298	4879	401-534-10-31-00	Utility Bill Processing & Mailing	\$32.03
			401-534-10-42-00	Utility Bill Processing & Mailing	\$75.71

Vendor	Number	Invoice	Account Number	Notes	Amount
Vision Forms LLC	46298	4879	408-535-10-31-00	Utility Bill	\$32.04
			408-535-10-42-00	Processing & Mailing Utility Bill	\$75.70
			410-531-38-31-00	Processing & Mailing Utility Bill	\$32.04
			410-531-38-42-00	Processing & Mailing Utility Bill	\$75.70
				Total	\$323.22
Wa. State Dept. of Ecology	46264	274000026-2018	408-535-50-51-05	Hazardous Waste Generation Fee	\$52.00
				Total	\$52.00
Washington Rock Quarries,	46265	35446	101-542-30-48-02	Crushed Rock	\$130.56
			401-534-50-48-02	Crushed Rock	\$130.55
			408-535-50-48-02	Crushed Rock	\$130.56
				Total	\$391.67
Water Management Lab Inc.	46266	168/132	401-534-10-41-03	Lab Testing	\$189.00
				Total	\$189.00
Wex Bank	46299	55133629	001-521-20-32-00	Fuel-PD	\$2,162.46
				Total	\$2,162.46
Zumar Industries Inc	46300	23467	101-542-64-49-00	Overlay Stickers	\$82.98
				Total	\$82.98
Grand Total					\$315,748.35



**City Of Orting
Council Agenda Summary Sheet**

Subject: AB18-57 SR 162 & 178th 6" Water Crossing And Service Upgrades		Committee	Study Session	Council
	Agenda Item #:		AB18-57	AB18-57
	For Agenda of:	PW 6.6.18	7.18.18	7.25.18
	Department:	Public Works Operations, Water Department		
	Date Submitted:	6-27-18		
Cost of Item:	<u>\$5,000.00 Design and Scope of Work</u>			
Amount Budgeted:	<u>\$40,000.00 per State Franchise Agreement</u>			
Unexpended Balance:	<u>\$ N/A</u>			
Bars #:	401-594-34-63-30			
Timeline:				
Submitted By:	Greg Reed, Public Works Director			
Fiscal Note: \$40,000.00 budgeted for 2018 to lower infrastructure within the State's right-of way.				
Attachments: N/A				
<p>SUMMARY STATEMENT: The City currently has a number of one inch lines running just outside 178th right-of –way with some of the meters being at the end of the one inch lines. The existing 2" crossing (SR162) is old and does not meet the States minimum bury depth within their right-of-way. By installing a 6" ductile iron water pipe across the State Highway we'll meet the State's depth requirement per our Franchise Agreement. It will also allow the City to install a bank of meters just beyond the state right-of-way and reconnect the individual services, beyond the meters is the responsibility of the home owners.</p> <p>Seeking authorization for Parametrix to work with the State and design the construction drawing and scope of work. Estimated cost \$5,000.00 for development of design and scope of work.</p>				
<p>RECOMMENDED ACTION: PUT ON CONSENT AGENDA MOTION: To Authorize the expenditure of \$5,000 to Parametrix to work with the State for development of design and scope of work for SR 162 and 178th Water Crossing and Service Upgrades.</p>				



**City Of Orting
Council Agenda Summary Sheet**

Subject:AB18-58 Purchasing Policy Update		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-58	AB18-58
	For Agenda of:	N/A	07/18/2018	07/25/2018
	Department:	Finance		
	Date Submitted:	7.12.18		
Cost of Item:		<u>N/A</u>		
Amount Budgeted:		<u>N/A</u>		
Unexpended Balance:		<u>N/A</u>		
Bars #:		N/A		
Timeline:		N/A		
Submitted By:		Scott Larson		
Fiscal Note: N/A				
Attachments: Purchasing Policy				
SUMMARY STATEMENT: The enclosed purchasing policy includes the addition of an allowance to purchase off of the Washington State Department of Enterprise Services Master Use Contracts. Part V is the updated part of the policy and the remainder has been renumbered.				
RECOMMENDED ACTION: PUT ON THE CONSENT AGENDA MOTION: To Approve the Purchasing Policy as presented.				



City Council of the City of Orting, Washington

Policy No. 2017-05

Purchasing Policy

Approved by Council: _____

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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 Poulsbo. 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.
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.

“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: Washington State Department of Enterprise Services Master Use Contracts

Section 1: Overview

Per the prior authorization of the City Council and per Ch. 39.26 RCW and Ch. 43.19 RCW, the City of Orting is authorized to use the existing contracts for goods and services available through the Washington Department

of Enterprise Services. State Master Use Contracts leverage the state's collective buying power and are established for most frequently purchased products, making for the best use of resources for all types of Washington agencies. As a Washington state municipal government, the city is able and encouraged to purchase items off the master contracts to save staff time and cost in the bidding process. These master contracts were procured by the State in accordance with the applicable bidding laws and regulations.

Section 2: Use of State Master Use Contracts Permitted

Staff is permitted to use the State Master Use Contracts to complete approved purchases, subject to the requirements of the Washington Department of Enterprise Services. Staff shall review the State contract website for the applicable vendor(s), contact the selected vendor(s) to confirm the vendor(s) will honor the state contracting pricing and terms, and prepare contract. All contracts shall be awarded in accordance with Part XI of this Policy.

Section 3: Best Use Practices

For Public Works purchases or projects, the use of State Master Use Contracts shall be limited to purchases and projects with a maximum price of \$50,000. For Public Works purchases and projects above \$50,000, staff are encouraged to follow the applicable bidding sections of this Policy. This limitation shall not apply to purchases unconnected with a Public Works project.

Part VI: 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 VII: 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.

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

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

Part IX: 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 X: 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 XI 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
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 XII: 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**

Subject:AB18- 59 Puyallup River Lift Station Upgrades – Scope and Budget		Committee	Study Session	Council
	Agenda Item #:	PW	AB18-59	AB18-59
	For Agenda of:	7.11.18	7/18/18	7.25.18
	Department:	Public Works		
	Date Submitted:	7/11/18		
Cost of Item:	_ \$ 73,870			
Amount Budgeted:	_ \$75,000			
Unexpended Balance:	_ \$1,130			
Bars #:	408-594-35-41-15			
Timeline:				
Submitted By:	JC Hungerford, PE			
Fiscal Note:				
Attachments: Scope and Budget for professional services				
<p>SUMMARY STATEMENT: At this time, the Puyallup River Lift Station is in need of upgrades. The lift station and existing electrical panel were originally installed around 1994. The current sanitary sewer lift station is approaching its 25 year design life per EPA standards. The existing pumps motors have had breakdowns over the last few years and PumpTech has been onsite numerous times to provide service. The Puyallup River lift station currently has two controls panels, one above grade and one located in the pump station dry well. The above grade control panel houses the SCADA telemetry system that communicates pump station status information back to the Waste Water Treatment plant. The dry well pump control panel houses the motor controls for the stations two dry well pumps. This control panel has been modified several times over the years and is in need of updating and brought up to current city and electrical standards. Upgrades to the pump motor control panel should take into account additional information or control options currently not utilized by the city's SCADA system. Due to the age of the station, PumpTech has recommended that the entire station be rehabilitated, noting that the pumps are at a state that it is no longer economically feasible to rebuild the pumps.</p> <p>Due to rejection of bids on the Rainier Meadows Lift Station Upgrades project, this scope will combine both lift stations into one contract.</p>				
<p>RECOMMENDED ACTION: MOVE TO THE CONSENT AGENDA MOTION: To Approve The Scope And Budget From Parametrix In The Amount Of \$73,870 For The Puyallup River Lift Station Upgrades.</p>				

SCOPE OF WORK

City of Orting Puyallup River Lift Station Upgrades

SCOPE SUMMARY

At this time, the Puyallup River Lift Station is failing. The lift station and existing electrical panel were originally installed around 1994. The current sanitary sewer lift station is approaching its 25 year design life per EPA standards. The existing pumps motors have been failing over the last few years and PumpTech has been onsite numerous times to provide service. The Puyallup River lift station currently has two controls panels, one above grade and one located in the pump station dry well. The above grade control panel houses the SCADA telemetry system that communicates pump station status information back to the Waste Water Treatment plant. The dry well pump control panel houses the motor controls for the stations two dry well pumps. This control panel has been modified several times over the years and is in dire need of updating and brought up to current city and electrical standards. Upgrades to the pump motor control panel should take into account additional information or control options currently not utilized by the city's SCADA system. Due to the age of the station, PumpTech has recommended that the entire station be rehabilitated, noting that the pumps are at a state that it is no longer economically feasible to rebuild the pumps. This project is budgeted for in the 2018 City of Orting budget.

It is assumed that the pumps in the pump station will be replaced, all electrical equipment will be replaced, and that the current wet well will be rehabilitated as needed. The electrical and control panels will be installed in a weather tight enclosure. This station will be modeled after both High Cedars and Rainier Meadows Lift Stations.

TASK 1 – PROJECT MANAGEMENT

Objectives

The project management task will include the following:

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

Deliverables

There are no deliverables for this task.

Assumptions

There are no assumptions for this task.

TASK 2 – TOPOGRAPHIC SURVEYING

Objectives

The purpose of this task will be to perform an existing conditions field survey of the existing lift station site and prepare a basemap for design of new facilities. The surveyed area will be the pump station site, near the Calistoga Bridge, with limits extending approximately 100 feet around the lift station. Horizontal and vertical control will be established throughout the site. Mapping will be performed within the above-described limits and include but not be limited to curb gutter and sidewalks, edge of pavement, signs, structures abutting the right-of-way, visible utilities including services, and sufficient ground shots to generate 1-foot contours. Storm and sanitary structures will be opened and measurements taken to identify size, type, and invert elevation of all visible pipes.

The following subtasks will be performed under this task work:

- The existing force main is not expected to be “locatable” due to its material, and therefore every effort will be made to map the original location, using either existing easements or other means of surface location by the City.
- Right-of-way and parcel lines will be based upon available City and County records including assessor maps, plats, and survey monumentation found during the course of the field survey.
- Office CAD staff will process survey data and complete a base map for use during design.

Deliverables

- Topographic base map in AutoCAD Civil 3D Release 2013 format.
- Four legal descriptions and easement exhibits in hardcopy and electronic format.

Assumptions

- Horizontal control will be NAD 83/2011 per GPS observations and the WSRN network.
- Vertical control will be NAVD 88 per GPS observations and the WSRN network.
- The City will locate all City-owned utilities prior to the topographic survey. Should potholing be required, the City will provide this service by contracting with a potholing company.

TASK 3 – LIFT STATION REHAB

Objectives

The purpose of this task will be to provide electrical, mechanical and structural design for the sewer lift station improvements. The existing wet wells will be utilized in place and new pumps installed. Electrical and controls panels will be installed in a weather tight enclosure. A new control panel, similar to the control panel at the city’s Carbon River Pump Station and High Cedars, will be designed to provide pump station control and SCADA communications to the city’s Wastewater Treatment Plant. The new control panel will be designed and installed to meet current NEC regulations. The following subtasks will be performed under this task of work:

- Mechanical design of lift station including pump selection.
- Steady state hydraulic design.

SCOPE OF WORK (continued)

- Electrical design of SCADA compliant components to provide a communication link the Orting Wastewater Treatment Plant
- Electrical design to upgrade all components to be NEC compliant.
- Design sheets and P&ID will be provided.
- Technical specifications will be provided for the above tasks.
- A 60-percent design meeting will be held with the City Public Works Director to discuss the design and recommended improvements on or before August 15, 2018.

Deliverables

- Drawing and specifications for the lift station improvements. Up to 1 general sheet, 1 demolition sheets, 2 P&ID sheets, 1 civil sheets, 1 structural sheets, 5 mechanical sheets, and 8 electrical sheets will be included.

Schedule Assumption

- Complete the design of the sanitary lift station on or before October 31, 2018.

Assumptions

- Pump Control System will be “fill and draw” with lead pump alternation as the present pump station is designed.
- Control system and SCADA will duplicate the design at High Cedars lift station.
- The proposed sewage pumps will match the existing sewage pumps.
- The sewage pump motors will be the same voltage and horsepower as the present motors so that no changes to the existing PSE transformer will be required.
- A new pump station flow meter, installed in a separate vault, will be added to the lift station discharge line.

TASK 4 – BIDDING ASSISTANCE

Objectives

This task will cover services related to producing necessary documents. The following activities demonstrate the scope of these services:

- Reproduction of 8 sets of plans and specifications for Parametrix files, contractor purchase, and plan center use.
- Creating and placing project advertisement. One advertisement will be placed in the Tacoma News Tribune and one advertisement will be placed in the Daily Journal of Commerce.
- Addressing bidder questions.
- One contract addendum.
- Distributing plans and plan holders list.

SCOPE OF WORK (continued)

- Attending bid opening, assembling bid tab, and reviewing submittals to determine contractor responsiveness.
- Recommendation of award letter.

Deliverables

- Eight sets of plans and specifications.
- One contract addendum.
- Recommendation of award letter with certified bid tabulation.

Assumptions

There are no assumptions for this task.

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

Scott D. Spees	Denise D. Peterson	Steven Wagner	John M. Betzvog	Clifford M. West	April D. Whittaker	Joel S. Linke	Randolph S. Raymond	Steven N. Sharpe	John C. Hungerford	Jared M. Kernitz	Jeffrey W. Reinmuth	Robert W. Rohler	Lori A. Gilbertson		
Surveyor III	Electrical Designer II	Sr Engineer	Designer IV	Sr Designer	Sr Project Control Specialist	Sr Engineer	Sr Consultant	Technical Lead	Water Solutions Div Mgr	Survey Supervisor	Electrical Designer III	Sr Electrical Engineer	Sr Project Accountant	Publications Specialist II-9	
Burdened Rates:	\$100.00	\$110.00	\$180.00	\$145.00	\$160.00	\$120.00	\$155.00	\$190.00	\$125.00	\$200.00	\$160.00	\$115.00	\$180.00	\$105.00	\$95.00

Task	SubTask	Description	Labor Dollars	Labor Hours															
2015		Puyallup River Lift Station Upgrade	\$72,670.00	522	8	80	8	24	60	24	84	8	8	44	8	100	40	2	24
	01	Project Management	\$7,250.00	46						20		16		8					2
	02	Topographic Survey	\$3,080.00	24	8							8		8					
	03	Lift Station Rehab	\$59,360.00	428		80	8	24	60		80	16				100	40		20
	04	Bidding Assistance	\$2,980.00	22						8	8			2					4

Labor Totals:	\$72,670.00	520	8	80	8	24	60	28	88	32	8	10	8	100	40	2	24
Totals:	\$72,670.00		\$800.00	\$8,800.00	\$1,440.00	\$3,480.00	\$9,600.00	\$3,360.00	\$13,640.00	\$6,080.00	\$1,000.00	\$2,000.00	\$1,280.00	\$11,500.00	\$7,200.00	\$210.00	\$2,280.00

Subconsultants

APS Locates	\$ 1,000.00
Subconsultants Total:	\$1,000.00

Direct Expenses

Mileage	\$ 60.00
Survey Equipment	\$ 140.00
Subconsultants Total:	\$200.00

Other Direct Expenses

Project Total \$73,870.00



**City Of Orting
Council Agenda Summary Sheet**

Subject:AB18- 60 Comprehensive Plan amendment docket extension		Committee	Study Session	Council
	Agenda Item #:	PW	AB18-60	AB18-60
	For Agenda of:		7/18/18	7.25.18
	Department:	Public Works		
	Date Submitted:	7/16/18		
Cost of Item:				
Amount Budgeted:				
Unexpended Balance:				
Bars #:				
Timeline:				
Submitted By:		Mark Bethune		
Fiscal Note:				
Attachments: Docket Extension Document				
<p>SUMMARY STATEMENT: The City updates its Comprehensive Plan annually. Usually the docket for amendments ends April 30th. Frequently the city has extended that deadline given circumstances. The request before council is to extend the docket to July 31st.</p> <p>There are currently two items that require comp plan amendments. First the City must amend the zone where the new public safety building is being planned (the old McMahon property) from Mixed Use Town Center to Public Facilitates.</p> <p>The second item will be a request from a private developer to amend the Mixed Use Town Center North property (the old Gratzer property) to allow for a greater amount of multifamily housing and less commercial development at the front of the plat. Both of these amendments will require Planning Commission public hearings that will produce recommendations to the City Council for review in October/November.</p>				
<p>RECOMMENDED ACTION: PUT ON CONSENT AGENDA</p> <p>MOTION: To Approve The Extension To The Comprehensive Plan Docket To August 15th, 2018.</p>				

**PUBLIC NOTICE
2018 AMENDMENT DOCKET
CITY OF ORTING COMPREHENSIVE PLAN
AND DEVELOPMENT REGULATIONS UPDATE**

2018 Docket

The City has not yet established a firm schedule for the amendment process cycle, although completion by October or November, 2018 is anticipated. The schedule will depend upon the number and nature of individual proposals. The docket for proposals will remain open until August **15th, 2018**. In order to be placed on the docket, applicants should write a letter to the City Administrator briefly describing their proposal(s). The letter should indicate whether the proposal is for a change in policy, mapping, the UGA, or any other aspect of the plan such as the population forecast or the capital facilities plan. If a map change is involved the letter should contain the location and nature of the change. The interest of the applicant(s) should also be clearly stated (property owner, City Council, Planning Commission, state agency, etc.). The Administrator will respond to the letters as received providing further information about the application requirements.

Information

The current adopted Orting Comprehensive Plan can be viewed at http://cityoforting.org/wp-content/uploads/2016/09/2015-Comprehensive-Plan_FINAL.pdf, or at City Hall. Citizens wishing to participate in, or be informed of, the 2018 Orting Comprehensive Plan and Development Regulations update process should contact Mark Bethune, City Administrator at City Hall, 110 Train Street S.E. or call (360) 893-2219.



**City Of Orting
Council Agenda Summary Sheet**

Subject: AB18-50 Police Vehicle Purchase		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-50	AB18-50
	For Agenda of:	7/6/2018	7/18/2018	7/25/2018
	Department: Police/Finance			
	Date Submitted: 7/6/2018			

Cost of Item:	<u>\$212,000</u>
Amount Budgeted:	<u>\$21,000</u>
Unexpended Balance:	N/A
Bars #:	001-591-21-70-03, 001-591-21-70-02
Timeline:	August 1, 2018
Submitted By:	Chief Chris Gard/Scott Larson

Fiscal Note: The City would utilize a Ford municipal lease (a capital lease) to acquire the proposed vehicles with a term of five years and interest rate of 5.7%. Payments would be \$4,047.86 per month. Total 2018 cost would be \$20,239.30, or \$760.70 under budget. The cost to the 2019, 2020, and 2021 Budgets would be approximately \$48,547.32 per year, and approximately \$28,335.02 in 2022.

Attachments: List of Current Police Vehicles, Cost Break Out, Resolution No. 2018-07

SUMMARY STATEMENT:

The City’s police vehicle fleet currently consists of a 2004 Ford Crown Victoria, four 2008 Dodge Chargers, a 2008 Chevrolet Tahoe, two mid 2000 Ford Explorers and four 2015/16 Ford Police Interceptor SUV’s (See Attached table of current police vehicles). While the fleet has a number of cars that have reached the end of their policy life of 10 years or 100,000 miles, the Dodge Chargers have been especially expensive with maintenance over the last few years. Since 2015 the Dodge Chargers have cost the City \$41,379 in repair and maintenance expense verses the other vehicles costing the City \$6,802 in repair and maintenance expense. Orting’s experience with the Charger’s is comparable to other agencies.

The Police Chief is proposing that the City purchase four new vehicles including three Police Interceptor SUV’s, and one Police Pickup Truck, pursuant to an existing contract between the State of Washington Department of Enterprise Services and Columbia Ford Lincoln Hyundai (the City would be piggybacking on that existing contract, pursuant to RCW 39.34.030, so that this purchase would meet the state’s competitive bidding requirements).

The Pickup would be four wheel drive and allow the Police to respond in some of our geographically difficult areas. Included in the total transaction amount is an extended warranty, covering the vehicle up to 8 years or 60,000 miles as well as a maintenance plan that has the same term as the extended warranty. We drive our vehicles an average of 8,000 miles per year, so this term should work well for us. These maintenance and warranty plans would allow the City to have predictable costs of ownership for these four vehicles over the next 8 years.

The proposed lease would allow the city to pay for the vehicles over a number of years, spreading out the impact of the purchase. Financing, such as a municipal lease, is considered a personal service which is not subject to competitive bidding requirements under state law. However, the City’s Purchasing Policy requires competitive bidding for personal services of this proposed amount. Staff is requesting a waiver

of this requirement from the City Council in order to expedite the purchase and best serve the public service needs of the community.

RECOMMENDED ACTION: Council is requested to take all three of the following actions -

MOTION: 1. To adopt Resolution No. 2018-07, waiving the competitive bidding requirements under the City's Purchasing Policy for the selection of financing services for the purchase of Police Department motor vehicles.

MOTION: 2. To authorize the Mayor to enter into a contract with Columbia Ford Lincoln Hyundai pursuant to the existing contract that has been negotiated by the State of Washington Department of Enterprise Services for the purchase of Police vehicles.

MOTION: 3. To Authorize the Mayor to negotiate and enter into a lease agreement with Ford Motor Company to finance the acquisition of Police vehicles.

YEAR	MAKE	OFFICER	PLATE	VIN	MILES	MILES/YR	ACQ	R/M	R/M \$/MILE	per yr avg
2004	Ford Crown Vic*	Lakewood/Hat/Deffitt	55519D	161897	148,911	10,637	2013	\$4,386.82	Unknown	\$877.36
2008	Dodge Charger	Turner/ Burson	47140D	294469	66,096	6,610	2008	\$19,713.04	\$0.30	\$1,971.30
2008	Dodge Charger	Martineau/ Cassatt	47139D	294497	79,306	7,931	2008	\$15,607.14	\$0.20	\$1,560.71
2008	Dodge Charger	Gabreluk/Deffitt	47141D	294468	66,096	6,610	2008	\$4,382.79	\$0.07	\$438.28
2008	Dodge Charger	Cassatt	48801D	294496	90,689	9,069	2008	\$17,443.15	\$0.19	\$1,744.32
2007	Chevy Tahoe	Gard	50388D	290423	80,161	7,287	2010	\$4,449.01	\$0.06	\$404.46
2006	Ford Explorer	Boone/Isenhart	41422D	A01217	78,900	6,575	2007	\$10,371.73	\$0.13	\$864.31
2005	Ford Explorer	Old 101	24605D	A67181	81,778	6,291	2007	\$5,349.85	\$0.07	\$411.53
2015	Ford Explorer	Taylor	61086D	B81375	43,811	14,604	2015	\$2,710.95	\$0.06	\$903.65
2016	Ford Explorer	Hattaway	60990D	A17743	13,377	6,689	2016	\$149.22	\$0.01	\$74.61
2016	Ford Explorer	Scott	60991D	A17744	14,358	7,179	2016	\$99.48	\$0.01	\$49.74
2016	Ford Explorer	Turner	60992D	GA1774	12,550	6,275	2016	\$252.54	\$0.02	\$126.27
								\$84,915.72		\$8,272.27

*Acquired in 2013

<u>Police Vehicles Cost Breakout</u>		
	<u>F150 SSV</u>	<u>K8A SUV</u>
Vehicle Cost	32,124.00	34,349.00
Ext. Warranty	1,935.00	1,840.00
Maintenance	1,495.00	1,495.00
Upfit	13,464.15	9,756.97
Livery	950.00	950.00
Sub-Total	49,968.15	48,390.97
Tax Vehicle (8.4%)	2,698.42	2,885.32
Tax (8.1%)	1,445.38	1,137.40
Quantity	1	3
Total Price	54,111.94	157,241.06
Underwriting Fee	545.00	
Total	211,898.00	
<u>Pmt's Per Year</u>	<u>12</u>	
Term (years)	5	
Interest	5.70%	
Payment	\$4,047.86	
Total Cost Over Term	242,871.65	
2018 Cost	\$20,239.30	
2018 Budget	\$21,000.00	
Budget Under/(Over)	\$760.70	

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-07**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, APPROVING DEVIATION FROM THE
PURCHASING POLICY FOR PERSONAL SERVICE OF
FINANCING PURCHASE OF POLICE MOTOR
VEHICLES; SETTING AN EFFECTIVE DATE.**

WHEREAS, the City of Orting Purchasing Policy, at Part IIX, Section 3, directs staff to engage in formal bidding (such as a Request for Proposal) for the contracting of professional services; and

WHEREAS, the City Police Department currently has an emergent need for operable motor vehicles, as multiple vehicles are currently inoperable; and

WHEREAS, cost estimates for necessary repairs outpace the cost of leasing new vehicles to fulfill the Police Department's needs; and

WHEREAS, the City requires financing to lease these vehicles, and such financing for said lease constitutes professional services; and

WHEREAS, in accordance with the aforementioned need, the City desires to lease several new vehicles for Police Department use, and to finance them through a municipal lease; and

WHEREAS, the City Council has carefully considered its purchasing policy, Washington state bidding requirements, and has knowingly determined that the Purchasing Policy as it exists does not meet the City's needs when it comes to purchasing financial products; and

WHEREAS, in light of the urgent need for Police Department vehicles, the City Council has determined that the proposed action addresses concerns for the public health, safety, or general welfare, and are in the best interest of the citizens of the City; and

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

Section 1. Authorization to Lease Vehicles. The City Council finds there is critical need to lease new Police Department vehicles, and hereby authorizes the Mayor to contract with a financial services vendor for a municipal lease that will meet the City's needs for the purchase of vehicles. The City Council waives the competitive bidding requirements set out in the City of Orting Purchasing Policy as it relates to this Resolution.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution 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 Resolution or its application to other persons or circumstances.

Section 3. Effective Date. This Resolution shall take effect and be in full force immediately upon its passage.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 25th DAY OF JULY, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney