

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
 September 26th, 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. REPORT- CHIEF OF POLICE

Request For Consent Agenda Items To Be Pulled For Discussion.

4. CONSENT AGENDA

- A. Regular Meeting Minutes of September 12, 2018.
- B. Payroll and Claims Warrants.
- C. AB18-78- To Approve the Sponsorship Application from Orting Red Hat Days.
- D. AB18-80- To Adopt Ordinance No. 2018-1036, An Ordinance Of The City Of Orting, Washington, Amending Orting Municipal Code Sections 3-2-4 And 3-2-7 Pertaining To Business Licenses, In Response To Washington State Enhanced House Bill 2005.
- E. AB18-81- To Approve Resolution No. 2018-14, A Resolution Of The City Of Orting, Washington, Approving Bay Valve as A Sole Source Service Provider, Of Litorque Blue Ribbon Certified Service.
- F. AB18-82- To Approve The Scope And Budget For Gratzner Park Phase 2 From Parametrix In The Amount Of \$52,681.

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

Consent Agenda Items Pulled For Discussion

5. BUSINESS

- A. **AB18-70- Foreclosed Property Registration** – Ordinance No. 2018-1034, An Ordinance Of The City Of Orting, Washington, Relating To The Registration Of Foreclosed Properties, Adopting New Orting Municipal Code Chapter 5-11., Establishing Registration Procedures For Properties Subject To Foreclosure Located Within The City Of Orting.
 - **CM Kelly /CM Hogan**

Motion: *To Adopt Ordinance No. 2018-1034, An Ordinance Of The City Of Orting, Washington, Relating To The Registration Of Foreclosed Properties, Adopting New Orting Municipal Code Chapter 5-11, Et Seq., Establishing Registration Procedures For Properties Subject To Foreclosure Located Within The City Of Orting.*

B. AB18-83- Deputy Mayor Selection Process for 2019

• *Deputy Mayor Dave Harman*

6. EXECUTIVE SESSION

7. ADJOURNMENT

Motion: *Move to Adjourn.*

Upcoming Meeting: Next Regular Meeting: October 10th, 2018, 7:00pm, (MPC)

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Orting City Council

Regular Business Meeting Summary
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
September 12th, 2018
7 p.m.

Mayor Joshua Penner, Chair

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

Mayor Penner called the meeting to order at 7:00pm. Councilmember Drennen 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, Greg Reed, Public Works Director, Charlotte Archer, City Attorney.

REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.

No Requests.

2. OATH OF OFFICE – POLICE CHIEF CHRIS GARD

Mayor Penner stated that Chief Gard had been confirmed by the City Council on July 25th, 2018 but had not been sworn in at that time. The Mayor swore Chief Gard in to office. Comments were also made by Former Chief William Drake in support of the Mayor's appointment.

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

Mayor Penner briefed that in March he had met with Chris Willis and Kimberly Wagner in support of the Orting School District to discuss their community based Vocational Training Program which provides real world opportunities for students with disabilities. Two students were recognized. Randy Riley was present and was presented a certificate of appreciation. Preston Gregg was not able to attend but Chris Willis stood in for Preston and spoke to the Council regarding the program and the collaboration and partnership with the City of Orting.

4. PROCLAMATION- Childhood Cancer Awareness Month

Mayor Penner asked that Olivia Gonzales and her son Antonio come forward. Ms. Gonzales informed the City Council that her son Antonio received a cancer diagnosis when he was 2 years old and is now a 14 year cancer survivor. Ms. Gonzales works to raise awareness of childhood cancer and raise money for childhood cancer research. Ms. Gonzales had contacted the Mayor and asked if he would make a proclamation to further childhood cancer awareness in the City of Orting. Mayor Penner read the proclamation and presented it to Antonio Gonzales declaring September as childhood awareness month. He encouraged all citizens to join in the observance.

5. INTRODUCTION OF NEW EMPLOYEE- Jennifer Corona- Finance Clerk

Treasurer Larson introduced Jennifer Corona as the new cashier and point of contact for the City of Orting. He stated that Jennifer is a quick learner and has been a great addition to the team. Jennifer has also agreed to take over the duties of Civil Service Secretary.

6. CITY EMPLOYEE RECOGNITION

Mayor Penner established a City employee recognition program this year. Each month one employee is recognized by Management at a management meeting and quarterly those same employees are brought before the City Council to be recognized. The following employees were recognized: July-Police-Larry Isenhardt, August –Public Works- Laura Hinds, September-Administration-Freda Bingham.

7. PUBLIC COMMENTS

Doug Bishop

Mr. Bishop spoke about sidewalk safety. He informed Council that his twelve year old son Mikey and a neighbor were almost hit by a vehicle while they were in the crossing on Kansas Street. Fortunately they were able to jump back in time but the neighbors glasses were run over by the vehicle. He would like the crosswalk to be moved to Coe Lane. He feels if this is not moved that one day there will likely be a serious injury at that location.

Michael Hardie

Mr. Hardie a resident of Puyallup was present to support Recovery Café in Orting.

8. PUBLIC HEARINGS

A. AB18-72- Resolution No. 2018-12, Renaming the Calistoga Levee in Honor of Former City Employee Ken Wolfe.

Mayor Penner opened the hearing at 7:30pm, announced the title and read the rules for the hearing. Administrator Bethune briefed. He recognized Ken Wolfe's sons Preston and Curtis who were present in the audience. He spoke of the history of flooding in the City of Orting and stated that if it had not been for the efforts of Ken Wolfe that the Levy would not have been possible. Ken Wolfe worked for the City for thirteen years. The City Council would like to consider renaming the Calistoga Levee the "Ken Wolfe Memorial Levee." This act would be in recognition of Ken's service to the City, as well as his role in funding, planning and construction of the Calistoga Levee. The name change was also recommended by the Community and Government Affairs Committee and reviewed by the whole Council at the study session meeting on August 15th, 2018.

Public Comments.

JC Hungerford

JC Hungerford addressed the City Council and stated that this would be a tremendous honor for Ken. He worked hand in hand with Ken. The greatest day was when he and Ken stood on the Levy during flood season and the news agencies were calling to see how badly Orting had flooded. Their response was, "There is no flooding in Orting". He stated that this was the highlight of his career. He supports the name change to honor his friend and colleague.

Council Comments.

Councilmember Drennen stated that the Levy is also a salmon recovery facility which has now created a salmon habitat for salmon. The Levy has been recognized as an engineering achievement and was a huge accomplishment. He would like to add that they refer to it as a setback for salmon recovery in the motion. Mayor Penner closed the hearing at 7:35pm

Councilmember Drennen made a motion to approve Resolution No. 2018-12, changing the name of the Calistoga Levee to the “Ken Wolfe Memorial Setback Levee”. Second by Deputy Mayor Harman. Motion passed (7-0)

B. AB18-70- Foreclosed Property Registration – Ordinance No. 2018-1034, An Ordinance Of The City Of Orting, Washington, Relating To The Registration Of Foreclosed Properties, Adopting New Orting Municipal Code Chapter 5-11, Et Seq., Establishing Registration Procedures For Properties Subject To Foreclosure Located Within The City Of Orting.

Mayor Penner opened the hearing at 7:35pm.

Staff briefing

City Attorney Charlotte Archer briefed the Council. The proposed Ordinance will provide Code Enforcement with additional tools to combat negative impacts caused by some properties in various stages of the foreclosure process. The ordinance is modeled after programs adopted by the cities of Spokane and Bremerton. The Ordinance would establish a requirement that the lender or other responsible party (ies) of properties that are in the foreclosure process register those properties with the City, regularly inspect the properties, to ensure that they are secured against unlawful entry, and maintain the exterior of the property free from nuisance conditions. If adopted, the City would charge a “registration fee,” to be set by Resolution of the Council; as well as a civil monetary penalty for non-compliance. This was reviewed by the full Council on August 15th, 2018.

Public Comments

No comments were made.

Council Comments

No comments were made.

Mayor Penner closed the hearing at 7:38pm The Ordinance will come back to the Council on September 26th, 2018.

C. AB18-77- Related To Interim Ordinance No. 2018-1033, Adopted July 25, 2018, Related To The RU-L Zone.

Mayor Penner opened the hearing at 7:38pm.

Staff briefing

Charlotte Archer, City Attorney gave a staff report. City staff discovered an error in the adopted Official Zoning Map and Comprehensive Plan Land Use Designations, pertaining to the Residential Urban – Low zone (“RU-L zone”). When the City adopted the Comprehensive Plan in 2015, the Plan inadvertently included an incorrect Future Land Use and Zoning Map (Figure LU-1). This map referenced the Residential Urban – Low zoning designation. The City Council adopted an interim ordinance to temporarily correct the error, Ordinance No. 2018-1033. That Ordinance expires six months from passage, and the City is required to hold a public hearing on the Ordinance. The permanent solution will be for staff to include the corrected map in the proposed amendments to the Comprehensive Plan, which are scheduled for adoption in January 2019.

Public Comments

No Comments were made.

Council Comments

No Comments were made.

Mayor Penner closed the hearing at 7:40pm.

9. REPORTS FROM 2018 GRANT RECIPIENTS

The following Grant Recipients gave an oral report to the City Council regarding the grant money they received from the City in 2018:

Recovery Café, Orting Historical Society, Opportunity Center/Haven, Senior Center, Food Bank, Farmers Market, Chamber of Commerce- Daffodil Float.

Any Requests for Consent Agenda Items to Be Pulled For Discussion.

No Requests were made.

10. CONSENT AGENDA

A. Regular Meeting Minutes of August 29, 2018

B. Payroll and Claims Warrants

Councilmember Kelly made a motion to approve Consent Agenda as prepared. Second by Councilmember Gehring. Motion passed (7-0).

11. COMMISSION REPORTS

No report was made.

12. BUSINESS

A. AB18-75- ORDINANCE NO. 2018-1035, Amending Ordinance No. 2018-1032, Granting a Nonexclusive Master Use Permit to Seattle SMSA Limited Partnership D/B/A Verizon Wireless.

City Attorney briefed. On July 11, 2018, the City Council passed Ordinance No. 2018-1032, Granting a Master Use Permit to Seattle SMSA Limited Partnership, doing business as Verizon Wireless (hereinafter, "Verizon"), for the installation of a telecommunications system within the City's right of way. That Ordinance included "Exhibit A", which was intended to be a representation of the proposed "Master Use Permit Area". After passage of that Ordinance, Verizon notified the City that the incorrect Exhibit A had been included with the Ordinance, and requested the City issue an amended Master Use Permit. By this Ordinance, the City Council would amend Ordinance No. 2018-1032 to replace Exhibit A with the more accurate map submitted by Verizon. There are no other changes to the Master Use Permit proposed.

Deputy Mayor Harman made a Motion to Adopt Ordinance No 2018-1035, Amending 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)

B. AB18-76- WHITEHAWK PARK

The City Council authorized the expenditure of \$50,000 to purchase playground equipment for White hawk Park. The State bid process was used, and two bids came in. The two bidders reported at the Parks Advisory Board meeting on September 5th. Public Input was also solicited. Northwest Playground was the vendor chosen and recommended by the Parks and Recreation Board at a cost of \$46, 995.23. The Parks and Recreation Board reported to the Community and Government Affairs Committee on September 11th to share their

recommendation. Citizens chose Option A. The remaining amount of funds will be spent on additional items needed to complete Whitehawk Park.

Councilmember Gunther made a motion to authorize the total expenditure of \$50,000 for Whitehawk Park, with \$46,995.23 to be allocated to Northwest Playground for the Playground Equipment. Second by Councilmember McDonald. Motion passed (7-0)

13. EXECUTIVE SESSION

The City Clerk announced that there would be an Executive Session per RCW 42.30.110 (i) (3), relating to Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. The session will last 30 minutes and no action is anticipated after return to open session.

Following the Executive session there will be a closed session to discuss collective bargaining per RCW 42.30.140. (4) (b), for 10 minutes with no action anticipated after the return to open session.

Mayor Penner adjourned the meeting at 8:23pm to go to Executive session.

8:23pm Adjourned to Executive session for 30 minutes.

8:53pm The Executive Session was recessed.

8:53pm recessed to closed session for 10 minutes.

9:03pm closed session ended and Mayor Penner resumed the meeting.

14. ADJOURNMENT

Councilmember Hogan made a motion to Adjourn. Second by Councilmember McDonald. Motion passed (7-0)

Mayor Penner adjourned the meeting at 9:04pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

CITY OF ORTING
VOUCHER/WARRANT REGISTER
FOR SEPTEMBER 26, 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 #46474 THRU #46508
IN THE AMOUNT OF \$ 441,755.88
EFT 6929.63

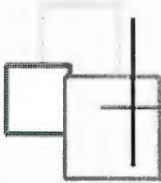
PAYROLL WARRANTS # 23369 THRU #23381
IN THE AMOUNT OF \$134,256.91

ARE APPROVED FOR PAYMENT ON SEPTEMBER 26, 2018

COUNCILPERSON _____

COUNCILPERSON _____

CITY CLERK _____



Fund Transaction Summary

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

Fund Number	Description	Amount
001	Current Expense	\$42,452.66
101	City Streets	\$30,215.04
104	Cemetery	\$714.53
105	Parks Department	\$480.21
320	Transportation Impact	\$1,615.00
401	Water	\$9,657.82
408	Wastewater	\$110,615.63
410	Stormwater	\$4,032.60
412	Utility Land Acquisition	\$241,972.39
	Count: 9	\$441,755.88



Register

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

Number	Name	Print Date	Clearing Date	Amount
Key Bank	2000073			
Check				
<u>46474</u>	Washington Patriot Construction LLC	9/14/2018		\$98,991.37
<u>46475</u>	O'Reilly Auto Parts	9/19/2018		\$1,467.47
<u>46476</u>	All Purpose Door Repair	9/26/2018		\$284.16
<u>46477</u>	Applied Concepts, Inc	9/26/2018		\$114.24
<u>46478</u>	Bethune, Mark	9/26/2018		\$86.65
<u>46479</u>	Bhc Consultants	9/26/2018		\$2,672.08
<u>46480</u>	Bratwear-Sound Uniform Solutions	9/26/2018		\$542.79
<u>46481</u>	Cintas Corporation #461	9/26/2018		\$220.08
<u>46482</u>	Comcast	9/26/2018		\$21.22
<u>46483</u>	Core & Main	9/26/2018		\$578.59
<u>46484</u>	Cummins Northwest	9/26/2018		\$2,032.45
<u>46485</u>	DM Disposal Co., Inc	9/26/2018		\$1,143.25
<u>46486</u>	Drain-Pro INC	9/26/2018		\$821.63
<u>46487</u>	Firestone Complete Auto Care	9/26/2018		\$539.82
<u>46488</u>	Hach Company	9/26/2018		\$333.60
<u>46489</u>	Kenyon Disend PLLC	9/26/2018		\$16,081.20
<u>46490</u>	North Central Laboratorie	9/26/2018		\$327.54
<u>46491</u>	Orca Pacific, Inc	9/26/2018		\$605.00
<u>46492</u>	Orting Lions Community Park	9/26/2018		\$2,805.00
<u>46493</u>	Parametrix	9/26/2018		\$38,978.08
<u>46494</u>	Popular Networks, Llc	9/26/2018		\$4,792.80
<u>46495</u>	PRO-VAC	9/26/2018		\$83,312.23
<u>46496</u>	Puget Sound Energy	9/26/2018		\$26,421.28
<u>46497</u>	Sarco Supply	9/26/2018		\$153.51
<u>46498</u>	Spectral Laboratories	9/26/2018		\$336.00
<u>46499</u>	Sumner Lawn'n Saw	9/26/2018		\$141.74
<u>46500</u>	Tacoma News INC	9/26/2018		\$285.19
<u>46501</u>	Vision Forms LLC	9/26/2018		\$2,084.68
<u>46502</u>	Wa. State Dept. of Ecolog	9/26/2018		\$680.00
<u>46503</u>	Wash Assoc of Bldg Officials	9/26/2018		\$300.00
<u>46504</u>	Washington Patriot Construction LLC	9/26/2018		\$142,883.52
<u>46505</u>	Washington Recreation & Park Assoc	9/26/2018		\$137.00
<u>46506</u>	Western Exterminator Company	9/26/2018		\$2,104.03
<u>46507</u>	Wex Bank	9/26/2018		\$1,861.79
<u>46508</u>	Zumar Industries Inc	9/26/2018		\$686.26

EFT-Sept2018 MasterCard

Keybank-MasterCard

9/14/2018

9/17/2018

\$6,929.63

Total Check

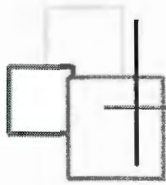
\$441,755.88

Total 2000073

\$441,755.88

Grand Total

\$441,755.88



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
All Purpose Door Repair	46476	24967	001-575-50-48-00	MPC ADA Door Repair	\$284.16
				Total	\$284.16
Applied Concepts, Inc	46477	334688	001-521-50-48-04	Radar-Diagnostic Testing	\$114.24
				Total	\$114.24
Bethune, Mark	46478	Sept2018-401	001-513-10-43-00	Mileage for Training-Brownfield Training	\$43.33
			401-534-80-43-00	Mileage for Training-Brownfield Training	\$13.00
			408-535-80-43-00	Mileage for Training-Brownfield Training	\$21.66
			410-531-31-40-06	Mileage for Training-Brownfield Training	\$8.66
				Total	\$86.65
Bhc Consultants	46479	0010212	001-558-60-41-02	Planning Consultants-Professional Services	\$2,672.08
				Total	\$2,672.08
Bratwear-Sound Uniform Solutions	46480	201809B009	001-521-20-31-01	Uniform Items for Officer Scott	\$542.79
				Total	\$542.79
Cintas Corporation #461	46481	461466044	408-535-60-48-04	Park Restroom Cleaning	\$220.08
				Total	\$220.08
Comcast	46482	5839-Sept2018	001-514-23-42-00	City Hall Cable	\$7.08
			401-534-10-42-01	City Hall Cable	\$7.07
			408-535-10-42-01	City Hall Cable	\$7.07
				Total	\$21.22
Core & Main	46483	J137907	401-534-50-48-02	Clamps	\$402.12
		J486641	401-534-50-48-02	Tubing	\$131.88
		J492152	408-535-50-48-02	Adpt-PVC Cement	\$44.59
				Total	\$578.59

Vendor	Number	Invoice	Account Number	Notes	Amount
Cummins Northwest	46484	01-3218	408-535-50-48-07	Generator Maint- Puyallup River Lift Station	\$2,032.45
				Total	\$2,032.45
DM Disposal Co., Inc	46485	8022310	408-535-60-47-00	WWTP-Garbage Service	\$1,143.25
				Total	\$1,143.25
Drain-Pro INC	46486	47552	408-535-60-48-04	Honey Bucket Rental-Cail & River ST NE	\$68.77
		47553	408-535-60-48-04	Honey Bucket Service-Fisherman Parking-PSB	\$28.77
		47554	408-535-60-48-04	Honey Bucket Service-Fisherman Parking-WWTP	\$28.77
		47784	408-535-60-48-04	Honey Bucket Rental-ADA White Hawk	\$150.00
		47785	408-535-60-48-04	Honey Bucket Service-Park	\$97.82
		47786	408-535-60-48-04	Honey Bucket Service-101 Washington S	\$179.00
		47787	408-535-60-48-04	Honey Bucket Rental-Cali & River ST NE	\$89.50
		47788	408-535-60-48-04	Honey Bucket Service-Fishseman Parking-PSB	\$89.50
		47789	408-535-60-48-04	Honey Bucket Service-Fisherman Parking-WWTP	\$89.50
				Total	\$821.63
Firestone Complete Auto Care	46487	BI14061646	001-521-50-48-02	New Tires-04 Crown Vic 168197	\$539.82
				Total	\$539.82
Hach Company	46488	11123652	408-535-10-31-00	Lab Supplies	\$333.60
				Total	\$333.60
Kenyon Disend PLLC	46489	187531-187532-187533- 187534-187535- 187536187537	001-515-30-41-01	Retainer	\$2,500.00
			001-515-30-41-02	Attorney Services- Parks	\$92.80
			001-515-30-41-02	Public Records Request	\$1,445.02
			001-515-30-41-02	Attorney Services	\$4,118.81
			001-515-30-41-02	Attorney Services- CBA	\$4,762.20
			001-515-30-41-04	Attorney Services- Nuisance	\$100.00
			001-515-30-41-05	Attorney Services- HR	\$1,166.62
			001-515-30-41-06	Attorney Services- Code Enforcement	\$1,047.30

Vendor	Number	Invoice	Account Number	Notes	Amount		
Kenyon Disend PLLC	46489	187531-187532-187533- 187534-187535- 187536187537	001-521-50-41-02	Attorney Services- PD	\$39.77		
			001-558-60-41-04	Veterans Hope Center	\$159.08		
			101-542-30-41-05	Attorney Services- Streets	\$79.54		
			401-534-10-41-04	Attorney Services- Water	\$384.46		
			408-535-10-41-04	Attorney Services- Wastewater	\$119.31		
			410-531-39-41-04	Attorney Services- Strom	\$66.29		
			Total				\$16,081.20
Keybank- MasterCard	EFT-Sept2018 MasterCard	1513-Sept2018	001-512-50-49-03	Hotel for DMCMA Training-Kainoa	\$123.20		
		1668-Sept2018	001-514-23-31-02	Paper-Supplies	\$61.89		
			001-514-23-41-12	GoDaddy for City Website-Operation	\$89.73		
	1823-Sept2018	1668-Sept2018	001-571-20-31-01	Office Chair-Beckie	\$142.08		
			101-542-30-41-10	GoDaddy for City Website-Operation	\$89.73		
			105-576-80-41-05	GoDaddy for City Website-Operation	\$89.73		
			401-534-10-31-00	Paper-Supplies	\$61.89		
			401-534-10-41-34	GoDaddy for City Website-Operation	\$89.73		
			408-535-10-31-00	Paper-Supplies	\$61.89		
			408-535-10-41-36	GoDaddy for City Website-Operation	\$89.73		
			410-531-38-31-00	Paper-Supplies	\$61.89		
			410-531-38-41-05	GoDaddy for City Website-Operation	\$89.74		
			001-513-23-41-01	Monitor-Keyboard & Mouse-Mayor	\$267.14		
			4050-Sept2018	1668-Sept2018	001-521-20-31-03	Good to Go	\$5.00
					001-521-20-31-03	Sector Paper	\$57.95
					001-521-20-31-07	Shipping for Radar Units Repair	\$13.65
					001-521-30-31-04	YudiKey NEO-Per ACCESS Audit	\$546.50
					001-521-30-49-00	Ink for Kids ID Kits	\$18.57
	001-521-50-41-03	Carpet Cleaning			\$56.81		
	5423-Sept2018	1668-Sept2018	001-524-20-31-00	Task Chair	\$109.29		
			101-542-64-49-01	Safe Ride Bicycle Lane Coating	\$1,235.09		
			104-536-20-31-00	Battery for Cemetery Camra	\$80.17		
			401-534-10-31-00	Amazon Prime	\$7.10		
			401-534-10-31-00	Dry Erase Markers	\$13.11		
			401-534-10-31-00	Office Supplies	\$46.21		
			401-534-10-31-00	Vinegar	\$54.51		
			401-534-50-48-02	Battery for Handheld	\$18.67		
			401-534-50-48-02	EUCO Repair for Wingate	\$172.32		
			401-534-50-48-02	Stabilocs	\$511.30		
			401-534-50-48-03	Window for PW Office	\$355.23		
	401-534-90-49-00	IACC Conference- Reed	\$61.67				
	408-535-10-31-00	Amazon Prime	\$7.10				

Vendor	Number	Invoice	Account Number	Notes	Amount		
Keybank- MasterCard	EFT-Sept2018	5423-Sept2018	408-535-10-31-00	Dry Erase Markers	\$13.11		
			408-535-10-31-00	Wet/Dry Vac Filter	\$31.96		
				408-535-50-35-00	36 Piece Steel Stamps	\$25.27	
				408-535-50-48-03	Window for PW Office	\$355.22	
				408-535-90-49-00	IACC Conference-Reed	\$61.67	
				410-531-31-40-06	IACC Conference-Reed	\$61.66	
		6144-Sept2018		001-571-20-31-01	August Storage	\$175.00	
		7599-Sept2018		001-521-20-31-01	Boots for Burson	\$180.35	
				001-521-20-31-01	Tactical Pants-Gard	\$229.50	
				001-521-30-31-04	AuthLite Domain Bundle-Per ACCESS Audit	\$740.00	
				001-521-50-49-01	Chiefs of Police Membership-Gard	\$150.00	
		7765-Sept2018		001-511-60-31-01	Water for Council	\$4.14	
				001-513-10-31-00	Monthly Drop Box	\$10.98	
				001-513-10-31-00	Plastic Envelopes	\$12.23	
				001-513-10-31-00	Blank Awards	\$15.28	
				001-513-10-31-00	Office Supplies	\$40.56	
				001-513-10-31-00	Office Supplies	\$59.08	
				001-514-40-49-02	Washington Clerks Association Dues	\$75.00	
					Total	\$6,929.63	
	North Central Laboratorie	46490	411910	408-535-10-31-00	Lab Supplies	\$187.57	
412146				408-535-10-31-00	Lab Supplies	\$139.97	
					Total	\$327.54	
O'Reilly Auto Parts	46475	1265583-Sept2018	001-521-50-48-02	Core for Batteries for V150	(\$48.09)		
			001-521-50-48-02	Battery	\$146.06		
			001-521-50-48-02	Batteries for V150	\$448.57		
			001-521-50-48-04	Headlights for Charger	\$43.70		
			105-576-80-48-00	Air Coupler	\$2.93		
			105-576-80-48-00	Air Hose	\$28.47		
			401-534-50-48-04	Blue Def FA1112	\$14.74		
			408-535-50-48-02	Air Filters-Belts for Blowers	\$105.65		
			408-535-50-48-04	Blue Def FA1112	\$14.75		
			408-535-50-48-04	Belts-Air Filters for Blowers	\$650.68		
			410-531-38-48-01	Grease for Backhoe	\$60.01		
						Total	\$1,467.47
			Orca Pacific, Inc	46491	35814	401-534-10-31-01	Sodium Hypochlorite
Total	\$605.00						
Orting Lions Community Park	46492	Sept2018-400	001-571-20-31-17	Adult Softball-Field Use	\$825.00		

Vendor	Number	Invoice	Account Number	Description	Amount
Orting Lions Community Park	46492	Sept2018-402	001-571-20-31-25	T-Ball & Coach Pitch-Field Use	\$1,980.00
				Total	\$2,805.00
Parametrix	46493	4015	001-518-20-40-02	McMahon Property Survey-Project Management	\$30.00
			001-521-50-46-07	McMahon Property Survey-Project Management	\$60.00
			001-558-60-41-01	General Development	\$697.50
			001-558-60-41-01	General Consulting	\$3,713.98
			101-542-30-41-01	General Consulting	\$3,275.00
			101-542-30-41-13	Project Management	\$805.00
			101-542-30-41-13	Transportation Plan Update	\$843.75
			101-542-30-41-15	Utility Mapping Update & Production	\$188.75
			101-595-10-40-04	Kansas Street SW Preliminary Design- Survey	\$12,735.09
			320-542-30-41-05	TWLT-Office Support	\$645.00
			320-542-30-41-05	TWLT-Project Management	\$970.00
			401-534-10-40-01	McMahon Property Survey-Project Management	\$12.00
			401-534-10-41-01	General Consulting	\$170.00
			401-534-10-41-37	Utility Mapping Update & Production	\$188.75
			408-535-10-41-01	McMahon Property Survey-Project Management	\$12.00
			408-535-10-41-01	General Consulting	\$597.63
			408-535-10-41-21	Telemetry O&M	\$590.00
			408-535-10-41-39	Utility Mapping Update & Production	\$188.75
			408-594-35-41-12	WWTP Solids Upgrade Presign- Project Management	\$815.00
			408-594-35-41-12	WWTP Solids Upgrade Presign- Conclisions	\$887.50
			408-594-35-41-12	WWTP Solids Upgrade Presign- Data Col & Fird Assmnt Prep	\$1,142.50
			408-594-35-41-12	WWTP Solids Upgrade Presign- Field Assessments	\$5,233.88
			408-594-35-63-03	Office Support	\$120.00
			410-531-31-40-01	McMahon Property Survey-Project Management	\$6.00

Vendor	Number	Invoice	Account Number	Units	Amount			
Parametrix	46493	4015	410-531-38-41-08	Utility Mapping Update & Production Project Management	\$188.75			
			410-594-31-41-30	LAMP Support	\$120.00			
			410-594-31-41-37	Public Works Building	\$170.00			
			412-594-38-41-02	Majastic View Estates-Design Review	\$97.50			
			4018	001-524-20-41-02	The Meadows-Design Review	\$55.00		
			001-524-20-41-02	The Meadows-Design Review	\$67.50			
			001-524-20-41-02	The Meadows-Design Review	\$393.75			
			001-524-20-41-02	Orting Village-Design Review	\$3,957.50			
			Total				\$38,978.08	
			Popular Networks, Llc	46494	12362-Sept 2018	001-521-50-41-01	Computer Maintenance-PD PSB	\$1,679.94
001-525-60-41-03	Disaster Recovery Backup-Server	\$535.02						
21369-Sept 2018	001-512-50-41-01	Computer Maintenance				\$16.55		
	001-513-23-41-01	Computer Maintenance				\$82.77		
	001-514-23-41-04	Computer Maintenance				\$215.20		
	001-524-20-41-01	Computer Maintenance				\$165.54		
	001-525-60-41-03	Disaster Recovery Backup-Server				\$922.49		
	001-575-50-41-03	Computer Maintenance				\$148.98		
	101-542-30-41-04	Computer Maintenance				\$82.77		
	104-536-20-41-01	Computer Maintenance				\$33.10		
	401-534-10-41-05	Computer Maintenance				\$347.62		
	408-535-10-41-05	Computer Maintenance				\$347.62		
	410-531-38-41-04	Computer Maintenance				\$215.20		
	Total					\$4,792.80		
	PRO-VAC	46495				180615-021	408-594-35-63-16	CCTV Inspection & Cleaning of Sanitary Sewers
			180821-003	408-594-35-63-16	CCTV Inspection & Cleaning of Sanitary Sewers		\$3,105.80	
			Total				\$83,312.23	
Puget Sound Energy	46496	200001247663-Sept2018	408-535-50-47-07	VC Lift Station	\$181.08			
		200001247812-Sept2018	101-542-63-47-03	SR162 Signal	\$27.51			
		200001248190-Sept2018	105-576-80-47-01	North Park	\$10.41			
		200001248372-Sept2018	401-534-50-47-08	Well 3	\$2,935.54			
		200001248539-Sept2018	001-525-50-47-01	Lahar Siren	\$10.41			
		200001532189-Sept2018	105-576-80-47-02	Main Park	\$180.57			
			105-576-80-47-03	Bell Tower	\$77.39			

Vendor	Number	Invoice	Account Number	Notes	Amount
Puget Sound Energy	46496	200002708986-Sept2018	408-535-50-47-05	VG Lift Staiton	\$240.00
		200003766280-Sept2018	001-514-21-32-01		\$17.30
			001-514-21-47-01		\$142.98
			001-524-20-32-05		\$47.66
			401-534-50-47-01		\$142.98
			401-534-50-47-09		\$17.30
			408-535-50-47-01		\$142.97
			408-535-50-47-08		\$17.30
		200009717931-Sept2018	401-534-50-47-04	Well 2	\$66.05
		200010396543-Sept2018	105-576-80-47-01	North Park Building	\$90.71
		200010396733-Sept2018	401-534-50-47-11	VG Lift Staiton	\$2,115.76
		200010629349-Sept2018	101-542-63-47-01	City Shop	\$16.92
			104-536-50-47-02	City Shop	\$13.54
			401-534-50-47-01	City Shop	\$16.92
			408-535-50-47-01	City Shop	\$20.30
		200013874264-Sept2018	408-535-50-47-04	WWTP	\$8,342.26
		200014994137-Sept2018	410-531-38-47-00	VG Lift Station	\$43.73
		200019613294-Sept2018	104-536-50-47-02	Cemetery Shop	\$587.72
		200021421298-Sept2018	408-535-50-47-06	Rainier Meadows	\$28.50
		200022934653-Sept2018	001-575-50-47-01	MPC	\$540.83
		200024404523-Sept2018	408-535-50-47-02	Lift Station 1	\$90.14
		220011476581-Sept2018	408-535-50-47-03	High Cedars Lift Station	\$106.22
		220015220399-Sept2018	101-542-63-47-03	Street Lights	\$50.79
		220015548930-Sept2018	101-542-63-47-03	Street Lights	\$50.58
		300000002406-Sept2018	101-542-63-47-03	Street Lights	\$10,048.26
				Total	\$26,421.28
		Sarco Supply	46497	1114666	001-512-50-31-00
001-513-10-31-00	Police-Bathroom & Cleaning Supplies				\$30.70
001-521-20-31-03	Police-Bathroom & Cleaning Supplies				\$61.41
	Total				\$153.51
Spectral Laboratories	46498	133354	408-535-10-41-03	Lab Testing	\$336.00
				Total	\$336.00
Sumner Lawn'n Saw	46499	16219	410-531-38-48-01	Clamping Collar Kit-Weedeater	\$5.53
		16316	410-531-38-48-01	Oil-File Box-Line	\$136.21
				Total	\$141.74
Tacoma News INC	46500	257635-Sept2018	001-511-60-49-03	Publications-Meeting	\$118.04
			001-558-60-31-03	Publications-Affidavit	\$167.15
				Total	\$285.19
Vision Forms LLC	46501	4959	401-534-10-31-00	Utility Bill Processing & Mailing	\$175.11
			401-534-10-42-00	Utility Bill Processing & Mailing	\$418.17

Vendor	Number	Invoice	Account Number	Description	Amount		
Vision Forms LLC	46501	4959	408-535-10-31-00	Utility Bill	\$175.12		
			408-535-10-42-00	Processing & Mailing			
				Utility Bill	\$418.17		
				Processing & Mailing			
			410-531-38-31-00	Utility Bill	\$175.11		
				Processing & Mailing			
			410-531-38-42-00	Utility Bill	\$418.18		
				Processing & Mailing			
			401-534-10-31-00	Utility Bill	\$29.62		
				Processing & Mailing			
			401-534-10-42-00	Utility Bill	\$71.99		
				Processing & Mailing			
			408-535-10-31-00	Utility Bill	\$29.62		
	Processing & Mailing						
408-535-10-42-00	Utility Bill	\$71.98					
	Processing & Mailing						
410-531-38-31-00	Utility Bill	\$29.62					
	Processing & Mailing						
410-531-38-42-00	Utility Bill	\$71.99					
	Processing & Mailing						
			Total	\$2,084.68			
Wa. State Dept. of Ecolog	46502	WA-W484-18	408-535-50-51-01	Orting Wastewater Laboratory Renewal	\$680.00		
				Total	\$680.00		
Wash Assoc of Bldg Officials	46503	36246	001-524-20-41-05	Training Seminar-Lincoln	\$300.00		
				Total	\$300.00		
Washington Patriot Construction LLC	46474	Pay Request #1-Public Works Building Design	412-594-38-62-01	Pay Request #1-Public Works Building Design	\$98,991.37		
			46504	Pay Request #2-Public Works Building Design	412-594-38-62-01	Pay Request #2-Public Works Building Design	\$142,883.52
						Total	\$241,874.89
Washington Recreation & Park Assoc	46505	3696	001-575-50-49-02	Membership Renewal	\$137.00		
				Total	\$137.00		
Western Exterminator Company	46506	Invoice - 9/19/2018 12:43:16 PM	410-531-38-48-03	Storm Pond Monitoring & Treatment	\$2,104.03		
				Total	\$2,104.03		
Wex Bank	46507	55917326	001-521-20-32-00	Fuel-PD	\$1,861.79		
				Total	\$1,861.79		

Vendor	Number	Invoice	Account Number	Notes	Amount
Zumar Industries Inc	46508	24458	101-542-64-49-00	Markers-Signs	\$686.26
				Total	\$686.26
				Grand Total	\$441,755.88



**City Of Orting
Council Agenda Summary Sheet**

Subject: Orting Red Hat Days- Sponsorship Application		Committee	Study Session	Council
	Agenda Item #:		AB18-78	
	For Agenda of:	9.11.18	9.19.18	9.26.18
	Department:	City Clerk /CGA Committee		
	Date Submitted:	9.13.18		
Cost of Item:	<u>\$</u>			
Amount Budgeted:	<u>\$</u>			
Unexpended Balance:	<u>\$</u>			
Bars #:				
Timeline:	Red Hat Days is on October 6th			
Submitted By:	CGA Committee			
Fiscal Note:				
Attachments: Application				
<p>SUMMARY STATEMENT: The City received an application for sponsorship for Orting Red Hat Days. The Sponsorship Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies. (After review and approval of the application by the Community & Government Affairs Committee).</p> <p>To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> 1. Be one where all citizens can reasonably participate. 2. Serve a valid municipal purpose, such as strengthening the City’s sense of community or celebrating a City’s history. 3. Provide through increased customers, additional revenues for Orting businesses and subsequently improved tax revenues for the City. <p>The CGA Committee reviewed the application and recommended approval and moved this agenda item forward to be reviewed by the full Council at the study session meeting on September 19, 2018. Council reviewed the application and moved this forward to the consent agenda for the September 26, 2018, Council Meeting.</p>				
RECOMMENDED ACTION: MOTION: To Approve the Sponsorship application of Orting Red Hat Days.				



PO Box 489 * Orting, WA 98360
 360.893.2219 Ext. 120
 Website: www.cityoforting.org
 Email: recreation@cityoforting.org

APPLICATION FOR SPECIAL EVENT PERMIT AND CITY SPONSORSHIP FOR SPECIAL EVENT

SECTION I: INSTRUCTIONS TO APPLICANT: A Special Event Permit issued by the City of Orting is required for any Special Event that occurs within the City of Orting, and meets the following definition of "Special Event":

A Special Event is an activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of City services. This includes, but not limited to; fairs, festivals, carnivals, circus, sporting events, foot runs, bike-a-thon, block parties, markets, parades, exhibitions, auctions, dances, riding galleries, theatrical or musical entertainments and motion picture filming.

Special Event Permit: To qualify for a Special Event Permit, the Applicant shall submit the following to the City sixty (60) days prior to the event: (1) a completed Special Event Permit Application; (2) a Certificate of Insurance, naming the City of Orting as an additional insured for this event in the amount of \$1,000,000.00; and (3) a map that shows the area in which the event will take place and affected areas of the City. Applicants are encouraged to submit their requests as far in advance as possible (60 days minimum) for events that may require more significant City services in order to ensure the best coordination with City personnel, such as events that involve blocking roads or traffic revisions or events which may block emergency access to areas.

Permit Application Rates: For Rates see Resolution 2011-12 :

Special Event City Sponsorship: All Special Events require a Permit; some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy (Policy). To qualify for City Sponsorship the event must abide by all requirements of the Policy, including: (1) hosted by a Non-Profit Organization registered with the Washington Secretary of State; (2) be open to all Orting residents; and (3) serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's History. Applicants seeking City Sponsorship must meet these baseline criteria, and shall submit to the City Clerk the following at least 60 days prior to the month in which the Event is scheduled to occur: (1) all items required for a Special Event Permit (described above); (2) a brief letter defining the purpose of the event and the tier of sponsorship requested (see Section III of this Application for more information); and (3) proof of liability insurance that complies with the terms of Section IV of the City Special Event Sponsorship Policy. All requests for City Sponsorship are reviewed by the City Council's Community and Government Affairs (CGA) Committee, and Applicants will be required to have a representative attend a CGA Committee meeting in order to answer any questions regarding the request. Applicants are advised to review the City's Policy before requesting City Sponsorship for a Special Event. All City Sponsored Events shall comply with all applicable local, state and federal regulations.

SECTION II: SPECIAL EVENT PERMIT APPLICATION [TO BE COMPLETED BY APPLICANT]

NAME OF EVENT: Red Hat Days
 SPONSORING ORGANIZATION (Non-Profit): _____
 NAME AND TITLE OF PERSON APPLYING ON BEHALF OF SPONSORING ORGANIZATION:
ELISA Wells-Henderson - Treasurer
 APPLICANT'S ADDRESS: 20411 190th Ave E
 CITY/STATE/ZIP: Orting / WA 98360 /
 PHONE: (253) 232-5629
 EMAIL ADDRESS: Ortingredhatdays@gmail.com

TYPE OF EVENT (CIRCLE ALL THAT APPLY):

- Festival
- Walk Procession/Organized Rally
- Demonstration
- Parade 2pm
- March
- Other (Please Describe: _____)
- Run/Race
- Block Party

DATE OF EVENT: Oct 6, 2018
TIME OF EVENT: Set Up 8am Start of Event 10am End of Event 4pm End Time 4pm

CONTACT PERSON FOR EVENT (day of): Elisa Wells-Henderson
PHONE OF CONTACT PERSON: (253) 932-5629

Certificate of Insurance showing the City of Orting as an Additional Insured (please attach).
• Name of Insurance Company: Farmers Jerome Dickson
• Policy Number: _____

A City Map that shows the area in which the event will take place (please attach). Please show on the map the streets that will be closed, the location of barricades/signs, where you will be using electricity, where police services or any other staffing by the City of Orting will be necessary, where garbage receptacles will be placed, where restroom facilities are provided, and indicate other streets that may be affected by event as well as the flow of traffic will be routed.

What arrangements have been made to provide for additional garbage service and where is the plan for placement (Show on Map)?
City provide

What arrangements have been made to provide adequate restroom facilities and where (Show on Map)?
City provide 2 regular

Will there be any open flame, cooking facilities, or gas cylinders (Show on Map)?
yes in the BBQ pit.

Will there be any vendors? (Circle one) YES NO If YES, vendors are required to purchase a City of Orting Business License prior to the event (City Code 4-1-1).

- Will City services be requested?
- ◇ Barricades: How Many/Where (Show on Map) YES / NO
@ train st & need for parade Bridge to Calisoga w/
directional signs for traffic flow
 - ◇ Signage: What Signs/Where (Show on Map) YES / NO
directional Corrin/Bridge, Cal./Corrin, WA./Calisoga
train/wa Bridge/wa
 - ◇ Police Officers YES / NO How Many/For what service/What Hours (must arrange with the police department)
on duty from road shutdown
 - ◇ City Crew: YES / NO How Many/For what service/What Hours (must arrange with the utility department)
get 1 w/ sponsor or pay Taxi
 - ◇ Street Sweeper: YES / NO Date of Request
 - ◇ Electricity: YES / NO Basic Electrical Outlets/Spider Boxes (Show on Map)
Sound system, spider boxes
 - ◇ Other: _____

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? no

What methods do you propose for notifying adjacent homeowners/businesses?

Signage notify homeowners

Additional Comments that the City of Orting needs to know about your event?

we will be adding a 5K fun run down the Orting trail towards Patterson Rd and back to the park!

SECTION III: ADDITIONAL INFORMATION FOR CITY SPONSORSHIP

Applicants for City Sponsorship for a Special Event shall comply with the City's Special Event Sponsorship Policy. There is no additional fee to apply for City Sponsorship, and Applicants may request sponsorship for a specific "tier." The City offers two "tiers" of sponsorship, with differing levels of support offered by the City depending upon the City's determination of the value added by the event to the community:

Tier #1:

The following are examples of Tier #1 type events and available locations, and any special requirements therefor:

Gazebo or BBQ Area or North Park – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements.
North Park- For Event more than 1 day usage, open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit.

Tier #1-Sponsorship May Include:

- City Logo on Event (all City-Sponsored Events shall place the City Logo on all materials advertising the Event)
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- City to display banner over Washington Avenue at no fee.

Tier #2:

The following are examples of Tier #2 type events and available locations, and any special requirements therefor:

Block Train Street/Calistoga/Parking Lots with MPC/Gazebo/North Park- Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Must purchase a City Business License Blanket Permit.

Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebo/North Park-Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification. Must purchase a City Business License Blanket Permit.

Tier #2-Sponsorship May Include:

- City Logo on Event
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- Spider Box Usage
- 1 Maintenance Staff 8 hours

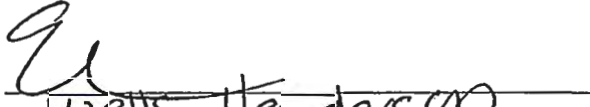
- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones but not stay for event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to display banner over Washington Avenue at no fee

If City Sponsorship is authorized by the City Council, the Sponsored Organization will be required to execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification.

SECTION IV: SIGNATURE OF APPLICANT FOR SPECIAL EVENT PERMIT

THE UNDERSIGNED APPLICANT HEREBY warrants that he/she is the authorized representative of the Sponsoring Organization identified in Section II of this Application, and further AGREES to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City's property or from any activity, work or thing done, permitted, or suffered by APPLICANT or public in or about the City's property as a result of the APPLICANT'S use of the City's property.

I declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

APPLICANT SIGNATURE:  Date: 5/23/18
 PRINTED NAME: Elisa Wells Henderson
 TITLE/ROLE IN SPONSORING ORGANIZATION: Treasurer

You can either mail or bring in the application and fee to:

<u>Mail to:</u>	Or	<u>Stop by:</u>
City of Orting		City Hall
Attention: Event Permit		110 Train St SE
PO Box 489		Orting, WA 98360
Orting, WA 98360		

If you have questions regarding the application please call (360) 893-2219 ext. 120
 A receipt by the City is NOT approval of the event

For Office Use Only			
Detailed Map Enclosed: <u>YES</u> / NO			
Sponsorship Requested: <u>YES</u> / NO	Tier #1 _____	Tier #2 <u>X</u>	
Fee Paid \$ _____	Check / Cash / Debit / Credit	Receipt # _____	



**City Of Orting
Council Agenda Summary Sheet**

Subject: Business Licensing Ordinance No. 2018-1036		Committee	Study Session	Council
	Agenda Item #:	CGA	AB18-80	AB18-80
	For Agenda of:	09/11/2018	09/19/2018	09/26/18
	Department:	Finance/ Reviewed by CGA Committee		
Date Submitted:	08/02/2018			
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	By Oct. 1, 2018			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments: Ordinance No 2018-1036				
SUMMARY STATEMENT:				
<p>The State is requiring that cities move the processing of their business licenses to either their online system or that they go through a private vendor. City staff engaged the State to start the process last year, but was not able to onboard due to the State’s backlog of cities wanting to join. The City is slated to join around January 1, 2019. This will require a change to our business licensing code, per the State’s requirements; which will be completed through attached Ordinance No. 2018-1036.</p> <p>The second item that the Council discussed was the price we charge for a business licenses. The Mayor and staff recommended that we move to a two tiered business license scheme of \$50 per year for business that have revenue of more than \$10,000 per year, and all businesses with revenue of less than \$10,000 per year would not have a fee. Businesses with less than \$10,000 per year in revenue will still need to register, but there will be no fee for them. This would have a minimal impact on business license revenue as \$50 is about the average we receive per business currently. We expect overall revenue to go up as it will be easier to register for a City business license. The City Council discussed this at the study session on September 19th, 2018 and asked to move this forward to the consent agenda for the September 26th meeting, with the two tiered model proposed by the Mayor and staff.</p>				
<p>RECOMMENDED ACTION: MOTION: To Adopt Ordinance No. 2018-1036, An Ordinance Of The City Of Orting, Washington, Amending Orting Municipal Code Sections 3-2-4 And 3-2-7 Pertaining To Business Licenses, In Response To Washington State Enhanced House Bill 2005.</p>				

CITY OF ORTING

WASHINGTON

ORDINANCE NO. 2018-1036

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, AMENDING ORTING MUNICIPAL CODE SECTIONS 3-2-4 AND 3-2-7 PERTAINING TO BUSINESS LICENSES, IN RESPONSE TO WASHINGTON STATE ENHANCED HOUSE BILL 2005; PROVIDING FOR SEVERABILITY; AND SETTING AN EFFECTIVE DATE

WHEREAS, the City of Orting, at Orting Municipal Code (OMC) Title 3, Chapter 2, regulates the licensing of businesses for the privilege of engaging in business in the City and to regulate such businesses to protect the public health, safety and welfare; and

WHEREAS, in 2017, the Washington state legislature adopted Engrossed House Bill 2005, which directed cities in Washington to adopt model business license language including a uniform definition of “engaging in business” and related issues; and

WHEREAS, in June 2018, at the direction of the legislature, the Association of Washington Cities released the draft model language, and staff prepared the requisite amendments to Orting Municipal Code (OMC) Chapter 3-2; and

WHEREAS, the City Council finds that in the interest of compliance with the state law, to improve current practice for the public and City Staff, the City should adopt the proposed amendments to its business licensure regulations; and

WHEREAS, the City Council has considered this Ordinance, together with all public comment, and has determined that the proposed amendments are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City; and

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

Section 1. OMC Title 3, Chapter 2, Section 4, Amended. Orting Municipal Code Title 3, Chapter 2, Section 4, is hereby amended in part to read as follows:

~~ENGAGE IN BUSINESS OR ENGAGING IN BUSINESS: Commencing, carrying on, conducting or continuing in business within the corporate limits of the city, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof~~

~~hold themselves out to the public as conducting such business.~~

~~This definition sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to register and obtain a business license. The activities listed in this definition are illustrative only and are not intended to narrow this definition of "engaging in business". If an activity is not listed, the city shall determine whether it constitutes "engaging in business" by considering all the facts and circumstances and applicable law. The city expressly intends that "engaging in business" includes any activity sufficient to establish nexus for purposes of applying tax under the law and the constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.~~

~~A. Without being all inclusive, any one of the following activities that meets the definition of "business", is not exempt from the business license requirements, and is conducted within the corporate limits of the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes "engaging in business" and requires a person to obtain a business license:~~

~~1. Owning, renting, leasing, maintaining or having the right to use, or using, tangible personal property, intangible personal property or real property permanently or temporarily located in the city;~~

~~2. Owning, renting, leasing, using or maintaining an office, place of business or other establishment in the city;~~

~~3. Soliciting sales;~~

~~4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance;~~

~~5. Providing technical assistance or service, including quality control, product inspections, warranty work or similar services on or in connection with tangible personal property sold by the person or on its behalf;~~

~~6. Installing, constructing or supervising installation or construction of real or tangible personal property;~~

~~7. Soliciting, negotiating or approving franchise, license or other similar agreements;~~

~~8. Collecting current or delinquent accounts;~~

~~9. Picking up and transporting tangible personal property, solid waste, construction debris or excavated materials;~~

~~10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraisal services, landscape architectural services, security~~

~~system services, and surveying and real estate services, including the listing of homes and managing of real property;~~

~~11. Rendering professional services, including, but not limited to, such services as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, and veterinarians;~~

~~12. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on their behalf or for customers or potential customers;~~

~~13. Investigating, resolving or otherwise assisting in resolving customer complaints;~~

~~14. In store stocking or manipulating products or goods sold to and owned by a customer, regardless of where sale and delivery of the goods took place;~~

~~15. Delivering goods in vehicles owned, rented, leased, used or maintained by the person or by acting on behalf of such person; or~~

~~16. Accepting or executing a contract with the city, irrespective of whether goods or services are delivered within or without the city, or whether the person's office or place of business is within or without the city.~~

"Engaging in business"

(1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(h) Collecting current or delinquent accounts.

(i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

(j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

(k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

(n) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.

(a) Meeting with suppliers of goods and services as a customer.

(b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(d) Renting tangible or intangible property as a customer when the property is not used in the City.

(e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the City.

(5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

Section 2. OMC Title 3, Chapter 2, Section 7, Amended. Orting Municipal Code Title 3, Chapter 2, Section 7, is hereby amended to read as follows:

3-2-7: APPLICATION AND ISSUANCE:

A. Any person desiring to obtain a general business license under this chapter shall apply to the city administrator or his or her designee for such license upon such forms as the city prepares and provides, and shall give such information as the city administrator or his or her designee deems reasonably necessary to administer and enforce this chapter. Such person shall pay the city administrator or his or her designee the sum or sums required to be paid therefor pursuant to section 3-2-9 of this chapter. Any person desiring to obtain a special business license under this chapter shall be subject to the application requirements as set forth herein for a general business license and any additional application requirements set forth in this chapter for such special business license.

B. For purposes of the license by this chapter, any person or business whose value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$10,000 and who does not maintain a place of business within the city, shall file a business license registration, declare no fee due, and submit the registration to the Director or designee. The threshold applies to general business licenses, not regulatory licenses or activities that require a specialized permit.

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

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26th DAY OF SEPTEMBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

APPROVED AS TO FORM:

Charlotte A. Archer, City Attorney

Filed with the City Clerk: 09.14.18
Passed by the City Council: 09.26.18
Date of Publication: 9.28.18
Effective Date:10.03.18



**City Of Orting
Council Agenda Summary Sheet**

		Committee	Study Session	Council
Subject: Resolution No. 2018-14, Approval of Sole Source Vender- Bay Valve	Agenda Item #:	N/A	AB18-81	AB18-81
	For Agenda of:		09.19.18	09.26.18
	Department:	Wastewater		
	Date Submitted:			
	Cost of Item:	<u>\$ 9,724.00</u>		
Amount Budgeted:	<u>\$75,000.00</u>			
Unexpended Balance:	<u>\$</u>			
Bars #:	408-535-50-48-02			
Timeline:				
Submitted By:	Scott Larson			
Fiscal Note: This is being paid for out of an O&M line item.				
Attachments: Letters from Bay Valve, Resolution No. 2018-14				
<p>SUMMARY STATEMENT: As part of our new Purchasing Policy, we need to approve sole source vendors as their services are procured throughout the year. This request would approve BayValve as the sole source provider of Limatorque Blue Ribbon Services, to complete repair and maintenance work on the gear boxes that drive a number of the valves at our wastewater treatment plant.</p> <p>The Limatorque Blue Ribbon Service is provided by technicians that have certain training to allow our valves to continue to be warrantied, and remain in compliance with our Wastewater Treatment Plant Operations Manual.</p> <p>The City Council reviewed this at their study session meeting on September 19, 2018 and by consensus moved it forward to the consent agenda of September 26, 2018.</p>				
<p>RECOMMENDED ACTION: Motion: To Approve Resolution No. 2018-14, A Resolution Of The City Of Orting, Washington, Approving Bay Valve as A Sole Source Service Provider Of Limatorque Blue Ribbon Certified Service.</p>				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-14**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, APPROVING BAY VALVE AS THE SOLE
SOURCE SERVICE PROVIDER OF LIMITORQUE BLUE
RIBBON CERTIFIED SERVICE; SETTING AN
EFFECTIVE DATE.**

WHEREAS, the City of Orting Purchasing Policy Part IX, Section 2 requires Council to approve sole source suppliers by Resolution; and

WHEREAS, the City of Orting Wastewater Treatment Plant Operations Manual requires Limatorque Blue Ribbon Certified Service to perform maintenance on various components of our Wastewater Treatment Plant; and

WHEREAS, BayValve Service is the sole source provider of the required service; and

WHEREAS, the City's Purchasing Policy, previously approved by the City Council, allows the City Council to waive the bidding requirements for purchases by resolution where the purchase is clearly and legitimately limited to a single source; and

WHEREAS, pursuant to RCW 39.04.280(1)(a), the City Council finds that the purchase is clearly and legitimately limited to a single source;

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

Section 1. Sole Source Supplier, Adopted. The City Council waives the bidding requirements set out in the City's Purchasing Policy, and approves BayValve Service as the sole source service provider of Limatorque Blue Ribbon Certified Service as required by the Wastewater Treatment Plant Operations Manual. The Mayor is hereby authorized to effectuate this purchase.

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 26th, DAY OF SEPTEMBER, 2018.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



**City Of Orting
Council Agenda Summary Sheet**

Subject: Gratzer Ballfield- Scope and Budget		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-82	AB18-82
	For Agenda of:		9.19.18	9.26.18
	Department:	Parks Department		
	Date Submitted:	9/19/18		
Cost of Item:	<u>\$52,681.00</u>			
Amount Budgeted:	<u>\$N/A</u>			
Unexpended Balance:	<u>\$ N/A</u>			
Bars #:				
Timeline:				
Submitted By:	JC Hungerford, PE			
Fiscal Note:				
Attachments:	Scope and Budget for professional services			

SUMMARY STATEMENT:

The City is proposing to construct Phase 2 at its Gratzer Park Facility. Phase 2 will add a multipurpose field for soccer, lacrosse and football along with walking paths and a playground. Benches will be provided for teams and viewing and pathways will be extended. Underdrain and an irrigation system will be constructed for the new field as well.

RECOMMENDED ACTION: Motion: To Approve The Scope And Budget From Parametrix For Gratzer Park Phase 2, In The Amount Of \$52,681.

SCOPE OF WORK

City of Orting Gratzer Park Phase 2

SCOPE SUMMARY

The City of Orting is proposing to construct Phase 2 at its Gratzer Park facility. Phase 2 will add a multipurpose field for soccer, lacrosse and football along with walking paths and a playground. Benches will be provided for teams and viewing. The pathways will extend off the existing pathways from the Phase 1. An underdrain and irrigation system will be constructed for the new field as well. This scope and budget is to provide permitting and bid ready construction documents for this project.

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.
- Grant coordination/progress reports.
- 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 – DESIGN PLANS AND SPECIFICATIONS

Objectives

The purpose of this task will be to provide design plans and specifications for the park. Design elements will include the following:

- Field grading and turf section design.
- Turf underdrain and associated collection system design.
- Irrigation design and connection details.

SCOPE OF WORK (continued)

- Temporary erosion and sediment control plans.
- A 60-percent design meeting will be held with the City Public Works Director to discuss the design and recommended improvements on or before October 31, 2018.

Deliverables

- 60% drawing set and specification list – October 31, 2018
- 100% drawing set and specification list (permit set) – December 15, 2018

Schedule Assumption

- The 100% drawing will be produced per the schedule above. Once all permits have been obtained, a construction ready set of plans and specifications will be produced within 3 weeks of issuance of the last permit.

Assumptions

- The City will provide comments on 60% design within 2 weeks.
- The field location and design will be consistent with prior phasing and grant application documents.
- Purple pipe may be installed for future use of reclaimed water.

TASK 3 – PERMITTING

Approach

Parametrix will prepare permit documentation to obtain Nationwide Permit from the U.S. Army Corps for wetland impacts and prepare a SWPP and NOI for coverage under Ecology's General Construction Stormwater Permit. Parametrix will also complete a State Environmental Permit Policy Act (SEPA) checklist to satisfy SEPA requirements. This estimate includes preparation of a critical areas study and conceptual wetland mitigation report/plan. The mitigation plan will be prepared in accordance with Title 11 (Critical Areas and Shoreline Management) of the Orting Municipal Code and relevant state and federal requirements. Estimated agency permit coordination time is included in this estimate.

Deliverables

- JARPA for Section 404 permit from U.S. Army Corps of Engineers (Nationwide Permit #42 Recreational Facilities) and Section 401 Water Quality Certificate from the Washington State Department of Ecology.
- Critical Areas Study.
- Coastal Zone Management Certification from the Washington State Department of Ecology.
- Completed SEPA Checklist.
- ESA draft and final BE, anticipated to result in determination of "no effect" (NE).
- Draft Wetland Mitigation Report/Plan, including impact analysis.
- Final Wetland Mitigation Report/Plan.
- SWPPP and Stormwater General Construction Permit.

Schedule Assumption

- The U.S. Army Corps will review take no longer than 3 months for review of all submitted documents.

Assumptions

This project will impact jurisdictional wetlands, which will require a permit from the U.S. Army Corps. This estimate assumes that less than one half (0.50) acre of jurisdictional wetlands will be impacted for the project. If more than one half acre of jurisdictional wetlands are impacted, additional effort and budget will be necessary.

Because a federal permit will be necessary for this project, compliance with the National Environmental Policy Act (NEPA) is required. This estimate assumes that the U.S. Army Corps will be the lead federal agency for NEPA purposes. Because NEPA compliance is required, preparation of a BE will be necessary for this project. It is anticipated the BE will result in a determination of no effect (NE) to federally listed species or critical habitat. If the Federal Services (USFWS and NMFS) do not agree with the determination of “no effect” and determine that the project will be characterized as “may affect, not likely to adversely affect” (NLTA), additional effort and budget will be necessary. Tribal coordination will also be required as a result of the federal nexus. This budget does not include time for tribal coordination.

Effort involved in the critical areas study (CAS) for this project is limited to adapting toe CAS completed for the Southwest Connector Project and the Phase 1 of Gratzler Park to fit this project. Field work for both projects and the CAS for the Southwest Connector Project were completed under a separate scope of work. This estimate assumes that minimal field work is necessary, and the revision to the existing conditions, project description, and impact sand mitigation sections of the report will be sufficient for permitting purposes.

Development of the mitigation plan assumes that the field has been sited in a location to avoid and minimize wetland impacts.

The existing design assumes that mitigation for buffer and wetland impacts (if they occur) can be accommodated on-site, or contiguous to the site on City-owned property.

This estimate does not include construction oversight or implementation or post-construction monitoring.

Beyond the BE, this estimate assumes that no additional special studies excepting the wetland report and cultural resources assessment will be necessary for NEPA purposes. This estimate also assumes that no additional supporting studies will be necessary for completion of the SEPA checklist. This estimate assumes there are no new stormwater outfalls to the Puyallup River associated with this project, or any other in-water work in the Puyallup River associated with this project. This estimate does not include efforts associated with applying for obtaining local permits (City of Orting), including a Shoreline Substantial Development Permit, or other required permits in compliance with the City’s Shoreline Master Program, as the project lies outside of the shoreline buffer.

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 up to eight sets of plans and specifications for Parametrix files, contractor purchase, and plan center use.

SCOPE OF WORK (continued)

- 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.
- Preparing one contract addendum.
- Distributing plans and plan holders list.
- Attending bid opening, assembling bid tab, and reviewing submittals to determine Contractor responsiveness.
- Preparing 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

	Shari Morgan	Michael L. Hall	John M. Betzvog	April D. Whittaker	Randolph S. Raymond	Michael S. Phelps	John C. Hungerford	Joshua R. Ahmann	Clara F. Olson
	Sr Project Accountant	Scientist/Biologist IV	Designer IV	Sr Project Control Specialist	Sr Consultant	Sr Planner	Water Solutions Div Mgr	Pigher III	Engineer II
Rates:	\$105.00	\$135.00	\$145.00	\$120.00	\$190.00	\$155.00	\$170.00	\$120.00	\$110.00

Task	SubTask	Description	Labor Dollars									
1004		Grassroots Park Design	\$52,553.00	2	36	88	40	8	80	40		
	01	Project Management	\$3,890.00	2			8		16			
	02	Design Plans and Specifications	\$19,840.00			80	8	8	8	40		
	03	Permitting	\$24,380.00		36		8		80	40		
	04	Bidding Assistance	\$4,440.00			8	16		8			
Labor Totals:			\$52,550.00	2	36	88	40	8	80	40		
Totals:			\$52,550.00	\$210.00	\$4,860.00	\$12,760.00	\$4,800.00	\$1,870.00	\$12,480.00	\$6,800.00	\$4,800.00	\$4,400.00

Other Direct Expenses _____
 Mileage \$131.00
 Other Direct Expenses Total: \$131.00

Project Total \$52,681.00



**City Of Orting
Council Agenda Summary Sheet**

Subject: Ordinance No. 2018-1034, Adopting New Orting Municipal Code Chapter 5-11, et seq., Establishing Registration Procedures For Properties Subject To Foreclosure Located Within The City Of Orting		Committee	Study Session	Council
	Agenda Item #:		AB18-70	AB18-70
	For Agenda of:		8.15.18 9.19.18	9.12.18 9.26.18
	Department:	Public Safety		
	Date Submitted:	4/9/18 (first read); 9/20/18 (final revised draft)		
Cost of Item:	_ \$			
Amount Budgeted:	_ \$			
Unexpended Balance:	_ \$			
Bars #:				
Timeline:				
Submitted By:	City Attorney			
Fiscal Note:				
Attachments: Ordinance No. 2018-1034				
SUMMARY STATEMENT:				
<p>In an effort to provide Code Enforcement with additional tools to combat negative impacts caused by some properties in various stages of the foreclosure process (i.e., bank-owned), some cities in Washington (and throughout the country) have created abandoned property registries that require lenders to report and take maintenance actions with respect to said properties. Modeled after programs adopted by the cities of Spokane and Bremerton, this Ordinance would establish a requirement that the lender or other responsible party (ies) of properties that are in the foreclosure process register those properties with the City, regularly inspect said properties, ensure that they are secured against unlawful entry, and maintain the exterior of the property free from nuisance conditions. If adopted, the City would charge a "registration fee," to be set by Resolution of the Council; as well as a civil monetary penalty for non-compliance. This was reviewed by the full Council on August 15th, 2018.</p>				
<p>NOTE: Since the Ordinance appeared before the Council on September 12th, 2018 for a public hearing, staff added a definition for the term "Vacant," per the Council's request. No other changes were made to the Ordinance.</p>				
<p>RECOMMENDED ACTION: Motion: To Adopt Ordinance No. 2018-1034 An Ordinance Of The City Of Orting, Washington, Relating To The Registration Of Foreclosed Properties, Adopting New Orting Municipal Code Chapter 5-11, Et Seq., Establishing Registration Procedures For Properties Subject To Foreclosure Located Within The City Of Orting.</p>				

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2018-1034**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO THE REGISTRATION OF
FORECLOSED PROPERTIES, ADOPTING NEW ORTING
MUNICIPAL CODE CHAPTER 5-11, ET SEQ.,
ESTABLISHING REGISTRATION PROCEDURES FOR
PROPERTIES SUBJECT TO FORECLOSURE LOCATED
WITHIN THE CITY OF ORTING; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE**

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

WHEREAS, pursuant to the powers conferred to it in the Chapter 35.80 RCW, the City seeks to reduce the number of vacant, abandoned or foreclosed buildings, homes or properties within the City; and

WHEREAS, the City Council believes properties which are, or are soon to be, vacant, foreclosed, or subject to foreclosure proceeding, have an adverse and deleterious impact on the vitality and livability of the areas in which they are located, and on the general well-being of the City and its residents; and

WHEREAS, the City Council believes the presence of vacant residential property in foreclosure pose endangerments to the public health or safety as a result of unsanitary or unsafe conditions, disruption of nearby public activities and expectations, degradation of community standards, and depreciation of property values; and

WHEREAS, in many instances, the owners, lenders and lienholders fail to adequately maintain and secure these vacant or abandoned properties, and code enforcement officials are hampered in their efforts to enforce various building and nuisance codes without information regarding the current status of ownership of vacant and abandoned foreclosed properties; and

WHEREAS, the City Council believes it necessary that certain registration and maintenance requirements be imposed on the owners of these properties in order to minimize, if not eliminate, some of the adverse effects those properties have on the City and its residents; and

WHEREAS, the City Council believes consistent monitoring of these properties would act as a deterrent to vandalism, and provide timely notice of decay, thereby protecting the value of the property and the area in which it is located; and

WHEREAS, it is in the best interests of the city of Orting to ensure sufficient information is made available to code enforcement officials to assure effective maintenance and preservation to vacant or abandoned foreclosed properties; and

WHEREAS, OMC Title 5 is inadequate and to address the needs of the Mayor and City Staff in controlling and abating vacant or abandoned foreclosed properties; and

WHEREAS, the City Council intends by this ordinance to protect the public health, safety, and welfare by adding to the City's nuisance abatement code for vacant or abandoned foreclosed property to establish registration procedures; and

WHEREAS, the City Council has considered this Ordinance, together with all public comment, and has determined that the proposed amendments are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City; and

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

Section 1. OMC Title 5, Chapter 11, Adopted. Orting Municipal Code Title 5, Chapter 11 is hereby enacted to read as follows:

Chapter 11
ABANDONED PROPERTY REGISTRATION PROGRAM

5-11-1: PURPOSE

5-11-2: DEFINITIONS

5-11-3: REGISTRY ESTABLISHED; PROCEDURES

5-11-4: MAINTENANCE AND MONITORING OF REGISTERED PROPERTIES

5-11-5: PENALTY

5-11-1: PURPOSE

It is the purpose and intent of the City of Orting, through the adoption of this chapter, to establish a Foreclosure Property Registration Program in order to protect the community from the deterioration, crime, and decline in value in neighborhoods caused by properties in various stages of the foreclosure process, and to identify, regulate, limit, and reduce the number of those properties within the City of Orting. It is the policy and intent of the City to establish a requirement that the lender or other responsible party(ies) of properties that are in the foreclosure process register those properties with the City, as set forth in this chapter, in order to protect the neighborhoods from the negative impacts of absentee ownership and lack of adequate maintenance and security for properties in the foreclosure process.

5-11-2: DEFINITIONS

As used in this chapter, the following terms have the meanings indicated unless the context clearly indicates otherwise:

“Enforcement Officer” or “Code Enforcement Officers” refers to the City’s Code Enforcement Officer (defined at OMC 1-13-2) or his or her designee, the City Administrator or his or her designee, or the Building Official or his or her designee.

“Evidence of Foreclosure Status” means any condition that on its own or combined with other conditions present would lead a reasonable person to believe that the property is a Foreclosure Property. Such conditions include, but are not limited to, overgrown and/or dead vegetation; accumulation of newspapers, circulars, flyers and/or mail; past due utility notices and/or disconnected utilities; accumulation of trash, junk, and/or debris; statements by neighbors, passersby, delivery agents, or government employees that the property is in foreclosure; the presence of boards over doors, windows or other openings in violation of applicable building code; and for residential properties, the absence of window coverings such as curtains, blinds, and/or shutters; the absence of furnishings and/or personal items consistent with residential habitation.

“Foreclosure” means the legal processes described in Title 61, Revised Code of Washington, in which a mortgagee or other lien holder terminates a property owner’s equitable right of redemption to obtain legal and equitable title to the real property pledged as security for a debt or the real property subject to the lien. For purposes of this section, the foreclosure process is not concluded until the property obtained by the mortgagee, lien holder, or their designee, by certificate of title or other means, is sold to a non-related, bona fide purchaser in an arms’-length transaction to satisfy the debt or lien.

“Foreclosure Property” means a property that is (1) under a current notice of default and/or notice of trustee’s sale; (2) the subject of a pending tax assessor’s lien sale; (3) the subject of a foreclosure sale where the title was retained by the beneficiary of a deed of trust involved in the foreclosure; (4) a property title to which has been transferred under a deed in lieu of foreclosure/sale, or (5) subject to a contract forfeiture. Property acquired by a government agency at a tax foreclosure sale under chapter 84.64 RCW is not "Foreclosure Property" within the meaning of this section. For purposes of this section, a property remains a Foreclosure Property until it is sold at an arms’-length transaction to a non-related bona fide purchaser or until the foreclosure action has been dismissed and any default has been cured.

“Lender” means any person who makes, extends, holds, or services a real estate loan agreement and includes, but is not limited to, mortgagees; beneficiaries under deeds of trust; underwriters under deeds of trust; vendors under conditional land sales contracts; trustees and a successor in interest to any mortgagee, beneficiary, vendor or trustee and any other lien holder on the property. The term also includes any mortgagee, beneficiary or trustee that accepts a deed in lieu of foreclosure.

“Owner” means any individual or group of natural persons, partnership, association, corporation or other entity having legal or beneficial title in real property including any borrower.

“Property” means any unimproved or improved, residential or commercial real property, or portion thereof, situated in the City, and includes the buildings or structures located on the property regardless of condition.

“Responsible Party” means any person, partnership, association, corporation, or fiduciary having legal or equitable title to or any interest in any real property, including but not limited to an Owner, and Lender, as defined in this chapter, as well as individual property manager, property management company, or similar person or entity, responsible for and having the authority to make decisions and required expenditures concerning, the maintenance and security of a Foreclosure Property and the abatement of nuisance conditions at the property.

“Vacant” means a subject property that is not legally occupied.

5-11-3: REGISTRY ESTABLISHED; PROCEDURES

The City shall establish and maintain a Foreclosure Property Registry to implement the terms of this chapter. The Registry shall be maintained by the Building Department, in conjunction with the Code Enforcement Department, who shall develop procedures to implement this section which are consistent with and do not conflict with this chapter, the Orting Municipal Code, or Washington law.

A. Registration of Foreclosure Properties.

1. **Inspection Required.** Any Lender who holds a security interest on a property located within the City of Orting which is under a current notice of default, is under a current notice of trustee’s sale, is the subject of a pending tax assessor’s lien sale, has been the subject of a foreclosure where the title was retained by the beneficiary of the deed of trust involved in the foreclosure, or was transferred under a deed in lieu of foreclosure/sale must perform an inspection of the property to determine whether the property is vacant within 14 days of the notice of default or other applicable proceedings to begin the foreclosure process. The Enforcement Officer can also inspect the property and trigger the registration process. If the property is found to be vacant or shows evidence of vacancy, it is deemed abandoned and shall be registered with the City in accordance with this chapter.
2. **Registration Required.** Any Lender(s) or other Responsible Party(ies) of a Foreclosure Property as defined in this chapter shall register that property with the City of Orting within ten (10) days of the property becoming a Foreclosure Property within the meaning of this chapter by submitting an application pursuant to this chapter. All registrations are valid for one year. Once registered, the Lender(s) or other Responsible Party(ies) shall renew the registration of the Foreclosure Property with the City every twelve (12) months, until the property is no longer a Foreclosure Property within the meaning of this chapter. A separate registration is required for each property.
3. **Application for Registry.** The content of the registration application shall include:
 - a. Proof of ownership, or financial interest, such as a lien or loan,
 - b. The name, address, phone number, and email address for the Owner, Lender, and Responsible Party and twenty-four hour contact phone number of the respective entity; and

- c. Documentation which adequately demonstrates the property is foreclosed, pending foreclosure, or subject to foreclosure, trustee's sale, tax assessor's lien sale or other legal proceedings. The adequacy of the documentation provided shall be at the City's discretion.
 4. The Lender, Owner, or Responsible Party shall notify the City within ten (10) days of the date of any change in the information contained in the registration. Lenders, Owners, or Responsible Parties who have existing Foreclosure Properties upon enactment of this chapter shall have 30 calendar days from the effective date to register the property with City. A separate registration is required for each property.
 5. Upon application for the registry, the Lender, Owner, or Responsible Party shall remit an initial registration fee to the City, the amount of which shall be set by resolution of the City Council.
- B. **Removal from Registry.** A property may only be removed from the Foreclosure Property registry upon the Lender's, Owner's, or Responsible Party's written certification that (1) the mortgage or lien on the property has been satisfied or legally discharged, (2) the property is no longer in mortgage default, or (3) the Foreclosure Property has been sold to a non-related party in a bona-fide, arms' length transaction. The following shall not be a valid basis for removal from the registry: a Lender's statement that it no longer desires to pursue foreclosure; evidence of dismissal of lis pendens and/or summary of final judgment and/or certificate of title, or similar documentation, such as deed in lieu of foreclosure.
- C. **Transfer of Ownership.** If the mortgage on a registered Foreclosure Property is transferred, the transferee shall be subject to the requirements of this section and shall, within five (5) days of the transfer of the mortgage, register the property as a new registration in accordance with this section. Any previously unpaid registration fees are the responsibility of the transferee and are due and payable upon the new registration.
- D. **Sale of Foreclosure Property.** If the mortgagee sells a Foreclosure Property in an arms'-length transaction to a non-related person or entity, the transferee is subject to the terms of this section and shall register the property as a new registration under this section within five (5) days of the sale. Any previously unpaid registration fees shall be the responsibility of the new owner. For purposes of this chapter, a transfer to another entity which is under common ownership with the Lender, as determined in the sole discretion of the City, is not an arms' length transaction.

5-11-4: MAINTENANCE AND MONITORING OF REGISTERED PROPERTIES

- A. **Minimum Property Inspection and Maintenance Requirements.** While a Foreclosure Property is registered, the Lender or Responsible Party shall be required to inspect the Foreclosure Property monthly, or more frequently as necessary to prevent the creation of a nuisance, and shall:
 1. Maintain and keep Foreclosure Property free of conditions including, but not limited to: weeds, dry brush, dead vegetation, trash, junk, debris, building materials and junk

vehicles, accumulation of newspapers, circulars, flyers, notices (except those required by federal, state, or local law), and discarded personal items including, but not limited to, furniture, clothing, or large and small appliances;

2. Graffiti, tagging, or similar markings shall be removed or painted over with an exterior grade paint that matches and/or coordinates with the color of the exterior of the structure;
3. Secure ponds, pools and hot tubs and ensure that they do not become a public nuisance;
4. Secure the Foreclosure Property to prevent access by unauthorized persons, including, but not limited to, the following: the closure and locking of windows, doors (walk-through, sliding and garage), gates, and any other opening of such size that it may allow a child or any other person to access the interior of the property and or structure(s). Securing also includes boarding as applicable. Preferred material for boarding shall be painted with an exterior grade paint that matches and/or coordinates with the color of the exterior of the structure, or is of a material that mimics glazed windows and intact doors;
5. Post the property with no trespassing signs and current emergency contact information for the agent; and
6. Take any other action necessary to prevent giving the appearance that the property is abandoned.

- B. City Monitoring of Registered Properties. Upon registration, the City will provide regular monitoring of Foreclosure Properties including, but not limited to, periodic site visitation. The City's monitoring of Foreclosure Properties does not relieve the Lender or other Responsible Party from monitoring and maintaining the property as required by this chapter. As part of the Foreclosure Property registration, the Owner, Lender, or Responsible Party, or other person having legal authority for the property shall authorize the City to enter onto the property for monitoring purposes.

5-11-5: PENALTY AND APPEAL

Any violation of this chapter shall be subject to enforcement under the procedures set out in Ch. 1-13 OMC, and the person(s) responsible for the violation(s) shall incur a civil monetary penalty of \$100 for each day of continued non-compliance. Payment of a monetary penalty pursuant to this chapter does not relieve the person(s) responsible(s) for the violation of the duty to correct the violation. Enforcement action taken by this City in accordance with this chapter may be appealed in accordance with the procedures set out in Ch. 1-13 OMC and Ch. 1-12 OMC.

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

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26TH, DAY OF SEPTEMBER, 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

Filed with the City Clerk: 9.20.18
Passed by the City Council: 9.26.18
Date of Publication: 9.28.18
Effective Date: 10.03.18



**City Of Orting
Council Agenda Summary Sheet**

Subject: Deputy Mayor Selection Process for 2019		Committee	Study Session	Council
	Agenda Item #:	N/A		AB18-83
	For Agenda of:			09.26.18
	Department:	City Clerk/Council		
	Date Submitted:	09.20.18		
Cost of Item:		₹		
Amount Budgeted:		₹		
Unexpended Balance:		₹		
Bars #:				
Timeline:		To be completed in October. Term starts January 1, 2019		
Submitted By:		Jane Montgomery		
Fiscal Note:				
Attachments:				
<p>SUMMARY STATEMENT: <i>Per the City Council Rules of Procedure:</i> Chapter 8 section 5 - <u>Selecting Deputy Mayor:</u> <i>The Deputy Mayor will be selected by a majority of the Councilmembers annually beginning in September and concluding in October. Outgoing Deputy Mayor will solicit two other councilmembers to nominate a candidate for his/her replacement for a full Council vote. (see 3.9B)</i></p> <p>Chapter 3 section 9 (B) - <u>Deputy Mayor--Duties:</u> <i>Annually, in September, the outgoing Deputy Mayor, with the help of two councilmembers, will solicit and recommend a candidate for Deputy Mayor with confirmation from the entire council for his/her replacement in January.</i></p>				
<p>RECOMMENDED ACTION: The Deputy Mayor Will Solicit Two Councilmembers To Recommend A Candidate For Deputy Mayor For The Year 2019 And Bring Forward A Recommendation And Vote To the October 10, 2018 Council Meeting.</p>				