

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
October 30, 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. **HEARING**
 - A. **AB18-84- PROPERTY TAX LEVY**
 - *Scott Larson*
Motion: *To Approve Resolution No. 2018-15, a Resolution of the City of Orting, Washington, Requesting the Highest Lawful Levy.*
 - B. **AB18-85 - DECLARING SURPLUS PROPERTY AND AUTHORIZING DISPOSAL BY RESOLUTION NO. 2018-16.**
 - *Scott Larson*
Motion: *To Approve Resolution No. 2018-16, A Resolution Of The City Of Orting, Washington, Declaring The Property Described In Exhibit "A" As Surplus Property And Authorizing Disposal.*

Request For Consent Agenda Items To Be Pulled For Discussion.

4. **CONSENT AGENDA**
 - A. Regular Meeting Minutes of October 10th, 2018.
 - B. Special Meeting Minutes of October 13th, 2018.
 - C. Special Meeting Minutes of October 17th, 2018.
 - D. Payroll and Claims Warrants.
 - E. AB18-89- To approve Policy No. 2018-01, Vehicle & Equipment Maintenance and Equipment Replacement Policy.
 - F. SB18-90- To Approve The Scope And Budget From Parametrix For Engineering Services For Calistoga Street West Stormwater Improvements In The Amount Of \$126,830.00.
 - G. AB18-96- To Approve Resolution No. 2018-18, Adopting Proposed Amendments to the City Council Rules of Procedure, as prepared.
 - H. AB18-99- To Approve D&D Construction as the Low Bidder for Re-Roofing the MPC In The Amount Of \$52,332.86.

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. AB18-100-KANSAS ST PROJECT- SCOPE AND BUDGET.

- *CM Drennen/ CM Gehring/ JC Hungerford*

Motion: To Amend the Original Scope and Budget for Preliminary Design, Adding #13,200.00 To The Sub consultant Budget, To Acquire Property Required For The Project.

B. AB18-101- Comprehensive Plan Amendment Docket Extension.

- *Mark Bethune/ Emily Terrell*

Motion: To extend the Comprehensive Plan Docket to November 16TH, 2018.

C. AB18-102-PURCHASE OF REAL PROPERTY

- *Mark Bethune*

Motion: To Authorize the Mayor to execute a Purchase and Sale Agreement and related documents in a form approved by the City Attorney, to effectuate the purchase of Tax Parcel No. 051931-1068 for \$265,000.00.

D. AB18-92-DISCUSSION- 2019 BUDGET

- *Scott Larson*

6. EXECUTIVE SESSION

7. ADJOURNMENT

Motion: Move to Adjourn.



**City Of Orting
Council Agenda Summary Sheet**

Subject: - Hearing-2019 Property Tax Levy. - Resolution No. 2018-15, A Resolution of the City of Orting, Requesting the Highest Lawful Levy.		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-84	AB18-84
	For Agenda of:	N/A	10/17/18	10/10/18 & 10/31/18
	Department:	Finance		
	Date Submitted:	9/27/18		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	By November 30, 2018			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments: Property Tax Resolution, County Assessor Documents				
SUMMARY STATEMENT:				
This resolution will raise our property tax cap by \$206,412.96 to \$1,288,969.50, which is an increase of 19.07% over the prior years' levy which was \$1,082,556.54.				
<ul style="list-style-type: none"> • The increase in the total amount of property tax collections is driven by \$42.88 million in new construction, and an increase in assessed valuation of \$94.26 million or 14%. • Assessed valuation for 2018 and 2019 are \$669.58 million and \$806.72 million respectively. • The rate that would be paid by citizens would remain at \$1.60 per \$1,000 of assessed valuation. • The Council also has the statutory authority to collect an excess levy of \$68,753.28 or \$0.085 per \$1,000 of assessed valuation without a vote of the people due to the Library District's levy being less than \$0.50 per \$1,000 of assessed valuation. 				
RECOMMENDED ACTION: MOTION: To Approve Resolution No. 2018-15, A Resolution Of The City Of Orting, Washington, Requesting The Highest Lawful Levy.				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-15**

**A RESOLUTION OF THE CITY OF
ORTING, WASHINGTON, REQUESTING
THE HIGHEST LAWFUL LEVY**

WHEREAS, the City Council of the City of Orting, Washington (hereinafter, the "District") has met and considered its budget for the calendar year 2019; and

WHEREAS, the District's actual levy amount from the previous year was \$1,082,556.54; and

WHEREAS, the population of this District is less than 10,000; and

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

Section 1. Declaration of Highest Lawful Levy. Be it resolved by the governing body of the taxing District that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$206,412.96 which is a percentage increase of nineteen and sixty-seven thousandths percent (19.067176%) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in value of state assessed property, any annexation that have occurred and refunds made.

Section 2. Effective Date. This Resolution shall be effective immediately upon passage, and shall be implemented for the 2019 tax year, as stated above.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 30TH DAY OF OCTOBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte Archer, City Attorney
Kenyon Disend, PLLC



2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(253) 798-6111 • FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

MEMORANDUM

DATE: September 14, 2018
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: **Preliminary Certification of Assessed Values/Levy Limit Factor**

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values.

For budget preparation assistance to applicable districts, Levy limit factor worksheets, court ordered refund information, and sample ordinance/resolutions are included. The amount of the prior year's additional revenue from increase in state assessed property listed on the preliminary values memo may be added to the levy limit calculation for estimating budget purposes.

Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 30th:

Pierce County Council
Attention: Clerk, Rm. 1046
County City Building
930 Tacoma Ave. S
Tacoma, WA 98402

And a copy to:
Pierce County Assessor-Treasurer
Attention: Levy Dept.
2401 S. 35th St. Rm. 142
Tacoma, WA 98409

(Failure to submit a budget request & the district's Resolution/Ordinance may adversely affect next year's Levy collection)

Preliminary Values Are Subject to Change.

Districts will receive **Final** values in December.

Amended Levy Certifications may be submitted to the Pierce County Council & Pierce County Assessor-Treasurer after final values have been calculated.

The district's Ordinance/Resolution **must** identify these three components.

- The **dollar amount of the previous year's levy**. The actual levy received, including refunds.
- The **dollar amount of increase** reflects the difference between the previous year's actual levy and the 1% growth of the highest lawful levy, or a lesser amount if banking levy capacity.
- The **percent of increase** equals the change over the prior year's actual levy plus the dollar amount of increase equal to the district's highest lawful levy for this year, or a lesser amount if banking levy capacity.

The sample Ordinance/Resolution enclosed provides the amounts for districts wishing to request their highest lawful levy.

See reverse for answers to frequently asked questions.



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 14, 2018

OFFICIAL NOTIFICATION TO: **ORTING**

RE: 2018 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value (includes prior yrs. State assessed utility value)	806,719,473
Highest lawful regular levy amount since 1985	1,276,207.43
Last year's actual levy amount (including refunds)	1,082,556.54
Additional revenue from current year's NC&I	68,753.27
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	1,688.30
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Last year's additional revenue from increase in state-assessed property	188.37

FOR EXCESS LEVY

Taxable Value (includes prior yrs. State assessed utility value)	801,618,373
Timber Assessed Value	-
Total Taxable Excess Value	801,618,373

2018 New Construction and Improvement Value 42,876,128

*If you need assistance or have any questions regarding this information, please contact Kim Fleshman
253.798.7114 kfleshm@co.pierce.wa.us.*



Pierce County

Mike Lonergan, Assessor-Treasurer

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Tacoma, WA 98409-7498
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TAX LEVY LIMIT 2018 FOR 2019

**ORTING
< 10,000**

REGULAR TAX LEVY LIMIT:

2017

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005). 1,276,207.43
1.01
1,288,969.50

B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred). 42,876,128
1.603532678390
68,753.27

C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied). 9,664,964
9,664,964
0.00
1.603532678390
0.00

D. REGULAR PROPERTY TAX LIMIT (A + B + C) 1,357,722.78

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area. 1,357,722.78
806,719,473
1.683017234754

F. Annexed area's current assessed value including new construction and improvements times rate found in E above. 0.00
1.683017234754
0.00

G. NEW LEVY LIMIT FOR ANNEXATION (D + F) 1,357,722.78

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any) 1,357,722.78
1,688.30
1,359,411.08

I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H) 1,359,411.08

J. Amount of levy under statutory rate limitation. 806,719,473
1.600000000000
1,290,751.16

K. LESSER OF I OR J 1,290,751.16

1.685110031639

**EXAMPLE OF ORDINANCE/RESOLUTION
REQUESTING HIGHEST LAWFUL LEVY**

Ordinance/Resolution No. _____
RCW 84.55.120

WHEREAS, the _____ of _____ **ORTING** has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2019 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,082,556.54 and,
(Previous Year's Levy Amount)

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check One)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2019 tax year.
(Year of Collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 206,412.96
which is a percentage increase of 19.067176% from the previous year. This increase is exclusive of
(Percentage Increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this _____ day of _____, _____.

SAMPLE

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax. This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCrtf.doc>.

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, _____,
(Name)

_____, for _____, do hereby certify to
(Title) (District Name)

the _____ County legislative authority that the _____
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in _____ as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on _____:
(Date of Public Hearing)

Regular Levy: _____
(State the total dollar amount to be levied)

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: _____
(State the total dollar amount to be levied)

Signature: _____

Date: _____

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.



NOTICE OF ORTING CITY COUNCIL PUBLIC HEARING

Notice is hereby given that the Orting City Council public hearing which was previously scheduled on October 31st, 2018 to consider the 2019 Property Tax Levy has been rescheduled to take place at the City Council Meeting on October 30th, 2018, at 7:00pm, or as soon thereafter as possible to consider the following:

- 1) Proposed 2019 Property Tax Levy

All members of the public may provide testimony during the public hearing or they may submit written comments prior to the public hearing. The City Council meets at Orting Multi-Purpose Center, 202 Washington Ave. S, Orting WA 98360.

Any person may submit written or oral comments at the public hearing. Written comments may be submitted to the Clerk's office at 110 Train St. SE, PO Box 489, Orting, WA, 98360 no later than 1:00 p.m. on October 30th, 2018; otherwise, comments must be submitted at the hearing. Jane Montgomery, City Clerk, at jmontgomery@cityoforting.org, 360-893-2219 Ext. 133

Posted October 18th, 2018 - Re- Published: October 22nd, 2018.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Hearing- Resolution No. 2018-16, Declaring Surplus Property And Authorizing Its Disposal.		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-85	AB18-85
	For Agenda of:	10/3/18	10/17/18	10/30/18
	Department:	Finance		
	Date Submitted:	9/25/18		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments: Resolution No 2018-16, and Exhibit A: Vehicles to surplus				
SUMMARY STATEMENT:				
<p>Exhibit A lists several vehicles originally acquired for public purposes including utility purposes. The City has decided that due to the increasing cost of maintaining the vehicles, the City’s policy of replacing vehicles after 15 years or 150,000 miles, and having already purchased their replacements; these vehicles are no longer required to provide continued public service. RCW 35.94.040 also requires that the legislative authority hold a public hearing before any resolution to surplus these vehicles can be passed.</p> <p>To dispose of these vehicles, the City Administrator will advertise these vehicles are for sale, and that the City is accepting sealed bids for a period to be determined by the City Administrator. If no bids are received, or no bids meet the minimum price of half of estimated fair market value, as indicated in Exhibit A, the City Administrator may dispose of the items in any legal way that maximizes the benefit the City receives for the disposal of the vehicles.</p>				
RECOMMENDED ACTION: MOTION: To Approve Resolution No. 2018-16, A Resolution Of The City Of Orting, Washington, Declaring The Property Described In Exhibit "A" As Surplus Property And Authorizing Disposal.				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-16**

**A RESOLUTION OF THE CITY OF ORTING, WASHINGTON,
DECLARING THE PROPERTY DESCRIBED IN EXHIBIT "A"
AS SURPLUS PROPERTY AND AUTHORIZING DISPOSAL**

WHEREAS, it has been determined that the City has no further use of certain item(s) listed in attached Exhibit "A"; and that such items are surplus to the needs of the City; and

WHEREAS, the fair market value of the surplus property, if any, shall be determined and its sale or disposal will be for the common benefit; and

WHEREAS, at time of sale or disposal of the surplus item(s), any monies derived from the same will be allocated back to the appropriate department; and

WHEREAS, the City Administrator will oversee the sale of these item(s), or other method of disposal, including destruction, in the event the City Administrator determines that the surplus property has no fair market value or the cost of disposal will exceed the fair market value;

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

Section 1. The items described in Exhibit "A" attached hereto and incorporated herein by this reference are surplus to the needs of the City and the City Administrator is hereby authorized to dispose of such items at auction or a public sale through a sealed bid process that complies with applicable law; provided that, those items that have been determined to have no market value or the value of which will exceed the cost of disposal may be donated for charitable purposes or otherwise lawfully disposed of.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 30TH DAY OF OCTOBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte Archer, City Attorney

EXHIBIT A- Resolution
No. 2018-16

(List of Surplus Items)

The following vehicles are listed for surplus:

Type	Year	Vehicle Description	VIN#	Dept.	Fair Market Value
Backhoe	1993	Case 580 Super K Loader Backhoe	JJCU172048	PW	\$3,500
Light Truck	2003	Chevrolet Tahoe	1GNEK13Z13J269002	Administration	\$2,500
Police Vehicle	2006	Ford Crown Victoria	2FAFP71W6X164477	Police	\$1,000
Police Vehicle	2006	Ford Crown Victoria	2FAFP71W9X164476	Police	\$1,000
Police Vehicle	2008	Dodge Charger	2B3KA43H58H294468	Police	\$800
Police Vehicle	2008	Dodge Charger	2B3KA43H18H294497	Police	\$1,500

NOTICE OF CITY OF ORTING

PUBLIC HEARING

Tuesday, October 30, 2018, 7:00 pm

Orting Multipurpose Center

202 Washington Ave. S.

Notice is hereby given that the Orting City Council will be conducting a public hearing regarding the intent to surplus Vehicles.

The following vehicles are listed for surplus:

Type	Year	Vehicle Description	VIN#	Dept.	Fair Market Value
Backhoe	1993	Case 580 Super K Loader Backhoe	JJCU172048	PW	\$3,500
Light Truck	2003	Chevrolet Tahoe	1GNEK13Z13J269002	Administration	\$2,500
Police Vehicle	2006	Ford Crown Victoria	2FAFP71W6X164477	Police	\$1,000
Police Vehicle	2006	Ford Crown Victoria	2FAFP71W9X164476	Police	\$1,000
Police Vehicle	2008	Dodge Charger	2B3KA43H58H294468	Police	\$800
Police Vehicle	2008	Dodge Charger	2B3KA43H18H294497	Police	\$1,500

Any person may submit written or oral comments at the public hearing. Written comments may be submitted to the Clerk's office at 110 Train St. SE, PO Box 489, Orting, WA, 98360 no later than 11:00am on October 30, 2018, otherwise, comments must be submitted at the hearing.



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
October 10th, 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. Deputy Mayor Harman 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, Charlotte Archer, City Attorney.

REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.

Mayor Penner asked to add a closed session to discuss a collective bargaining issue.

Councilmember McDonald made a motion to add a closed session. Second by Councilmember Hogan. Motion Passed (7-0).

2. PUBLIC COMMENTS

Chris Hopfauf

Mr. Hopfauf made comments about past Mayor's and a Chief of Police who he said illegally did background checks on citizens. He stated that Councilmember Kelly was a disgrace. Mr. Hopfauf was asked by the Council, per Council Rule 7.5, to refrain from his remarks which were seen as a violation of section 7.5- Personal and Slandorous remarks to a Councilmember.

3. PRESENTATION

A. Andrew Barkis- Legislative Topics.

Andrew Barkis gave the Council a brief report on what is going on in the House of Representatives. He serves the 2nd Legislative District. He stated he has gotten to know the City of Orting quite well and stated that officials have been great at bringing local issues in Orting up to the State Level. He addressed issues specific to Orting such as: Education, Transportation issues, the Evacuation Bridge, and subsidizing a new City Hall/Public Safety Building.

B. Smize Foundation.

Lilly Boyd gave a presentation on the Smize Foundation. They are a non-profit organization that promotes High School student volunteers to make a difference in the Community. They are committed high school students who work to strengthen communities. They are united by a vision to make a difference in our community, by volunteering, serving kids during the summer, linking high school students with local food banks, and spreading awareness of community outreach and fundraising. They are recognized by the Secretary of Washington State as a non-profit corporation. Their mission is to bring light on child hunger and making sure no kid is without food. Volunteers that were present were Lilly, Ashley, Abbey, Carson,

Noelle and Amy, who each gave a testimony of their personal experiences on the Smize Team. They are seeking donations from the City and its Council members.

4. PROCLAMATIONS

A. Domestic Violence Awareness

Mayor Penner read the Proclamation declaring October Domestic Violence Awareness month. Marie Saplan from Exodus Housing was present and accepted the proclamation from the Mayor. Ms. Saplan briefed on their program which helps victims of Domestic Violence. Their goal is to assist in securing housing for those in need.

5. PUBLIC HEARING

A. AB18-84-Property Tax Levy- Resolution No. 2018-15, a Resolution of the City of Orting, Washington.

Mayor Penner opened the Hearing at 7:55pm. He announced the title and read the rules. Treasurer Larson gave a staff report. This resolution will raise the City's property tax cap by \$206,412.96 to \$1,288,969.50, which is an increase of 19.07% over the prior years' levy. The rate that would be paid by citizens would remain at \$1.60 per \$1,000 of assessed valuation.

Mayor Penner asked for any public comments. There were no public comments made. Councilmember Drennen stated that compared to 2008, this is what one would want to see, you would want to see the community and the economy doing this well, and that a cost element to the citizens is better than the alternative.

Mayor Penner closed the hearing at 8:07pm.

No action is required at this time. This will be discussed next at the study session on October 17th, 2018.

6. CONSENT AGENDA

- A.** Study Session Minutes of September 19, 2018.
- B.** Regular Meeting Minutes of September 26, 2018.
- C.** Payroll and Claims Warrants.

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

7. COMMISSION REPORTS

- Planning Commission- No report was made.

8. BUSINESS

A. AB18-83-Selection of Deputy Mayor for 2019.

Deputy Mayor Harman stated that the committee met and decided that they would like to pull this off the agenda and move it to the next study session. They are working on rule changes to memorialize the current practice as it relates to Deputy Mayor and Council Committees.

B. AB18-85-Comprehensive Plan Amendment Docket Extension.

City Administrator Bethune briefed The City Council that the City needs to re-open the Planning Commission Comprehensive Plan Amendment Docket for 2019 Comprehensive Plan Amendments. The extended deadline should be November 1, 2018 to allow for private

submittals as well as the City's submittals of the amended Official Zoning Map and the Rezone of City Hall. The City has two other private submittals that should be considered in 2018 for 2019 amendments.

Councilmember Drennen made a motion to extend the Comprehensive Plan Docket to November 1st, 2018. Second by Councilmember McDonald. Motion passed (7-0)

C. AB18-86-Council Review of Ethics Investigation Report.

City Attorney Archer briefed on the Hearing Examiner's Report Regarding a complaint received by Chris Hopfauf On Aug. 1, 2018, alleging violation of the City Council's Code of Ethics. The summary from the Hearing Examiner was as follows:

The evidence supports the conclusion that Councilmember John Kelly did not employ or use a person under his official control or direction, in violation of the City Council Code of Ethics, for personal benefit, gain, or profit. Accordingly, Councilmember Kelly has not violated Rule B.8 of the City Council Code of Ethics.

City Attorney Archer briefed that the Council may take action, as provided in the Council's Ethics Policy No. 2017-04, including but not limited to:

(1) a motion to dismiss of the complaint on the basis that no violation of the Code of Ethics has occurred; or (2) a motion to remand to the Hearing Examiner to obtain additional information; or (3) a motion to render a determination that a violation of the Code of Ethics has occurred, by a preponderance of the evidence, and to adopt sanctions.

Councilmember McDonald made a motion to dismiss the complaint. Second by Councilmember Gehring. Motion passed (7-0)

D. AB18-87- Public Works Shop Maximum Price.

Administrator Bethune briefed that the City Council approved purchase of the pole barn building on September 12th and put a lid price of \$2,200,000 on the project. The current item being proposed was the "Guaranteed Maximum Price" (GMP) which the contractor cannot exceed. That amount is \$2,258,984.42 which is \$58,984.42 over the previous price limit. The price increase is due to the City making additional requests to the project including a wash station, connection to the water plant generator, security equipment installation, and other smaller items which were included in the Council's packet. The project can still end up below \$2.2 million but cannot go above the \$2.258, 984.42 mark; unless the City makes change orders or there are unforeseen conditions during construction. Administrator Bethune urged the Council to approve the increased budget because the contractor is moving to establish maximum price lids on all of its subcontractors.

Councilmember Drennen made a motion to approve a greatest maximum price of \$2,258,984.42. Second by Deputy Mayor Harman. Motion passed (7-0)

****Agenda Item 8E was scheduled to continue after the Executive session***

9. 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 Council would recess for 10 minutes, and action would be anticipated upon return to open session.

The City Clerk also announced that after the Executive Session that the Council would recess to a closed session per RCW 42.30.140 (4), For Collective Bargaining, no action is anticipated after the closed session, and the closed session is expected to last 10 minutes.

Mayor Penner recessed to Executive session at 8:25pm
8:25pm- Recessed for 10 minutes
8:35pm- Mayor Penner called the meeting back to order.

8. BUSINESS (CON'T)

E. AB18-88-City Property Geo-Technical Site Characterization.

City Administrator Bethune had briefed the Council that the McMahon property phase 2 geo-tech review revealed site contamination. The next step is to complete a "site characterization" which will show the boundaries of contamination and begin to look at solutions. The city requested bids from three geo-tech vendors. The low bid was from PBS in the amount of \$9,960.00.

Councilmember McDonald made a motion to approve PBS Engineering as the low bidder for the site characterization geo technical review for the amount of \$9,660.00. Second by Councilmember Gehring. Motion passed (7-0)

Mayor Penner recessed to a closed session at 8:36pm, per RCW 42.30.140 (4), For Collective Bargaining. No action after, anticipated to be out for (10) minutes.

Recessed to closed session at 8:36pm for 10 minutes.
8:46pm Extended for 5 minutes.
8:51pm Extended for 5 minutes.

Mayor Penner resumed to open session at 8:56pm.

10. ADJOURNMENT

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

Mayor Penner adjourned the meeting at 8:58pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

Councilmembers

Position No.

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



Orting City Council

Special Meeting Summary
 Budget Workshop
 Orting Public Safety Building
 401 Washington Ave. SE, Orting, WA
October 13th, 2018, 9:00am

Mayor Joshua Penner, Chair

1. CALL MEETING TO ORDER

Mayor Penner called the meeting to order at 9:00 Am., in the Public Safety Building.

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, Greg Reed PW Director, Kaaren Woods, Court Administrator, Chris Gard, Chief of Police.

2. BUDGET WORKSHOP

A. Discussions – 2019 Preliminary Budget.

Administrator Bethune briefed on three alternatives for the proposed new facility's-City Hall/Police/Court Chambers. They were:

Orting City Facilities	Alternative 1	Alternative 2	Alternative 3
City Hall, Police, Chambers	Complete Project	Harden Police Bldg	Police - Old City Hall
Helix Estimates + \$100K	\$6,755,000	\$7,355,000	\$5,470,800
City Expenses	\$150,000	\$150,000	\$150,000
New Total	\$6,905,000	\$7,505,000	\$5,620,800
Take out Land already purchased	-\$418,000	-\$418,000	-\$418,000
Sell Old City Hall	-\$300,000	-\$300,000	\$0
New Total	\$6,187,000	\$6,787,000	\$5,202,800
Cash Available	-\$5,300,000	-\$5,300,000	-\$5,300,000
(Debt) New Total	\$887,000	\$1,487,000	-\$97,200
Annual Debt 4% 30 years	\$50,800	\$85,200	\$0
Monthly Debt	\$4,200	\$7,100	\$0
Monthly Household Expense	\$1.41	\$2.36	\$0

Mayor Penner stressed the importance of direction from Council as the budget hinges on what Council chooses to do. Discussion followed.

Councilmembers Harman, Kelly, Gehring, McDonald, Hogan, and Drennen wanted Alternative 1 as primary. Councilmember Gunther chose Alternative 3 as primary and 1 as secondary.

Mayor Penner recessed the meeting for a 10 minute break at 10:25am.

Mayor Penner resumed the meeting at 10:35am.

Treasurer Larson briefed on the following:

Fund Balances

		2016	2017	2018	2019	\$ %
General Fund	001	2,128,902	1,590,588	4,200,000	1,078,838	(3,121,162) -74.3%
City Streets	101	364,957	478,878	610,000	773,710	163,710 26.8%
Cemetery	104	14,224	-	-	1,044	1,044 0.0%
Parks Department	105	449,188	644,012	550,000	(88,366)	(638,366) -116.1%
Tourism Fund	107	5,464	5,767	6,100	450	(5,650) -92.6%
TBD	108	65,771	99,068	210,000	151,800	(58,200) -27.7%
Police Department Drug	120	5,118	3,822	3,900	3,900	- 0.0%
Public Safety Bldg Ltgo Debt	201	1,649	-	-	-	- 0.0%
LOCAL Vehicle Purchase 2016	202	181,490	-	-	-	- 0.0%
LOCAL Backhoe Purchase 2017	203	-	-	-	-	- 0.0%
Transportation Impact	320	739,916	530,969	550,000	233,000	(317,000) -57.6%
Water	401	2,023,601	1,340,333	2,000,000	1,398,793	(601,207) -30.1%
Wastewater	408	6,579,329	7,073,549	7,700,000	5,419,574	(2,280,426) -29.6%
Stormwater	410	1,337,574	1,924,454	2,400,000	914,983	(1,485,017) -61.9%
Utility Land Acquisition	412	1,168,506	1,232,642	-	-	- 0.0%
Customer Deposits	634	153,559	158,684	-	-	- 0.0%
Cemetery Perpetual Fund	701	499,927	506,150	509,000	521,000	12,000 2.4%
Skinner Estate Fund	704	464,451	469,294	475,000	487,000	12,000 2.5%
Total		16,183,626	16,058,212	19,214,000	10,895,725	(8,318,275) -43.3%

Estimated Revenues and Expenses

All Funds	Actual		2018		2019	Change from 2018	
	2016	2017	Actual	Budget		Budget	\$ %
Revenues							
New Request	-	-	-	-	850,500.00	850,500.00	0.0%
Taxes	2,821,616.84	3,203,588.50	2,438,677.91	3,072,160.00	3,380,911.16	308,751.16	10.0%
Licenses and Permits	457,019.91	621,810.05	322,118.88	375,200.00	436,500.00	61,300.00	16.3%
Intergovernmental	742,921.85	1,183,143.52	735,683.34	897,300.00	917,900.00	20,600.00	2.3%
Goods and Services	6,445,450.97	6,133,072.16	4,674,820.12	5,148,250.00	5,930,067.50	781,817.50	15.2%
Fines and Penalties	102,215.17	110,260.75	77,868.82	98,900.00	94,100.00	(4,800.00)	-4.9%
Miscellaneous	226,519.88	311,625.82	215,048.28	50,642.00	122,042.00	71,400.00	141.0%
Non revenues	155,363.67	155,433.34	13,029.90	136,200.00	136,200.00	-	0.0%
Transfers	101,457.99	180,553.38	207,420.43	238,842.33	1,346,342.33	1,107,500.00	463.7%
Other	494,963.56	154,080.56	2,198,347.59	-	-	-	0.0%
Total Revenue	11,446,071.85	11,873,014.70	10,675,594.84	9,778,652.00	11,868,220.66	2,089,568.66	21.4%
Expenditures							
New Request	-	-	-	-	6,918,575.00	6,918,575.00	0.0%
Salaries and Wages	2,559,714.99	2,624,796.99	1,922,880.01	2,972,064.56	2,996,139.28	24,074.72	0.8%
Personnel Benefits	954,799.33	972,131.99	726,080.06	1,253,307.89	1,284,419.88	31,111.99	2.5%
Supplies	212,182.79	266,942.43	223,425.10	318,375.00	282,775.00	(35,600.00)	-11.2%
Services	1,912,861.81	2,142,270.37	1,597,114.48	3,284,231.55	3,169,201.55	(115,030.00)	-3.5%
Intergovernmental	242,552.18	304,487.63	241,235.20	301,600.00	307,450.00	5,850.00	1.9%

CAPEX	2,241,902.37	3,946,430.21	1,844,485.53	5,702,700.00	4,413,100.00	(1,289,600.00)	-22.6%
Debt Principal	521,391.26	1,461,944.49	370,884.54	600,796.15	624,796.15	24,000.00	4.0%
Debt Interest	130,440.00	122,550.90	16,536.82	55,949.79	55,949.79	-	0.0%
Transfers	189,339.64	1,155,715.74	207,420.43	233,789.63	1,351,289.63	1,117,500.00	478.0%
Other	145,959.44	152,065.98	7,192.34	139,500.00	139,500.00	-	0.0%
Total Expenses	9,111,143.81	13,149,336.73	7,157,254.51	14,862,314.57	21,543,196.27	6,680,881.70	45.0%

Treasurer Larson followed by briefing the Council on new or ongoing Major requests for 2019 that either council or staff had put forward. New requests included capital items, additional staff, new programs and ongoing projects. A schedule of the projects and a summary of each of the individual requests was provided to Council. The Council went thru the budget and also each of the individual requests made to the Treasurer from staff and Council.

Court Administrator Woods briefed on Code Smart, Document Management Software, which is a case processing system that efficiently manages court hearing schedules, updates JIS from the Hearings Manager, and maintains a library of dynamic court forms. The Cost is \$7,200. The vendor will be at the study session on the 17th to give a presentation to Council on the merits of the program.

Public Works Director Reed briefed on the items that he had requested. A hillside mower, a stormwater maintenance worker, and various Public works projects,

City Clerk Montgomery briefed on the request for an intern for 12 hours a week to continue records retention and destruction efforts throughout the City departments.

Councilmember Gunther wanted to start a reserve fund for Phase II of Calistoga Park because Phase II is not in the budget for 2019.

Treasurer Larson asked Council to review all the requests that were made and provide him feedback on which items they want to keep/delete. Any requested changes that were made at the meeting as well as any they email him, will be brought back to them in the next budget document at the study session on the 17th of October.

3. ADJOURNMENT

Councilmember Gunther Made A Motion To Adjourn. Second by Councilmember McDonald. Motion passed (7-0)

Mayor Penner recessed the budget meeting at 2:55pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

Councilmembers

Position No.

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



Orting City Council

Special Meeting Minutes

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

October 17, 2018
6:00pm

Chair, Deputy Mayor Dave Harman

***Special Meeting starts at 6:00pm, followed directly by the Study Session**

1. CALL MEETING TO ORDER

Deputy Mayor Harman called the special meeting to order at 6:02pm. Councilmember Kelly led the pledge of allegiance.

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

Absent: Scott Drennen

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer, Charlotte Archer, City Attorney.

Councilmember Kelly made a motion to excuse Councilmember Drennen. Second by Councilmember McDonald. Motion passed (6-0)

2. RESCHEDULE COUNCIL MEETING OF OCTOBER 31ST, 2018.

Deputy Mayor Harman briefed that the City would like to reschedule the Council Meeting of October 31st to October 30th.

Councilmember McDonald made a motion to reschedule the October 31st, 2018 regular Council Meeting to October 30th, 2018. Second by Councilmember Kelly. Motion passed (6-0)

3. ADJOURNMENT

Councilmember McDonald made a motion to adjourn. Second by Councilmember Kelly. Motion passed (6-0).

Deputy Mayor Harman recessed the special meeting at 6:06pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

CITY OF ORTING
VOUCHER/WARRANT REGISTER
FOR OCTOBER 31, 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 #46550 THRU #46606
IN THE AMOUNT OF \$ 252,028.41
EFT 6132.60

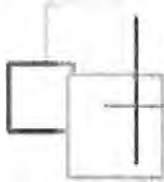
PAYROLL WARRANTS # 23397 THRU #23407
IN THE AMOUNT OF \$139,708.12

ARE APPROVED FOR PAYMENT ON OCTOBER 31, 2018

COUNCILPERSON _____

COUNCILPERSON _____

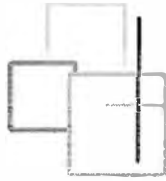
CITY CLERK _____



Fund Transaction Summary

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

Fund Number	Description	Amount
001	Current Expense	\$81,072.30
101	City Streets	\$31,108.00
104	Cemetery	\$183.14
105	Parks Department	\$514.67
320	Transportation Impact	\$382.50
401	Water	\$13,381.82
408	Wastewater	\$30,494.49
410	Stormwater	\$4,681.76
412	Utility Land Acquisition	\$90,209.73
	Count: 9	\$252,028.41

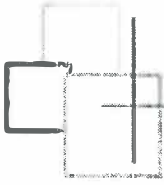


Register

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

Number	Name	Print Date	Clearing Date	Amount
Key Bank	2000073			
Check				
<u>46550</u>	SH&H Valuation & Consulting	10/16/2018	10/19/2018	\$8,075.00
<u>46551</u>	Anytime Fitness	10/19/2018		\$200.00
<u>46552</u>	Associated Petroleum Products INC	10/19/2018	10/22/2018	\$1,911.98
<u>46553</u>	Association of Wash. Citi	10/19/2018	10/23/2018	\$50.00
<u>46554</u>	Bhc Consultants	10/19/2018	10/24/2018	\$2,800.62
<u>46555</u>	Big J'S Outdoor Store	10/19/2018		\$1,020.97
<u>46556</u>	Comcast	10/19/2018	10/24/2018	\$21.22
<u>46557</u>	Cornerstone Electric, Inc	10/19/2018		\$642.68
<u>46558</u>	Curry & Williams, P.I.I.c	10/19/2018		\$1,958.34
<u>46559</u>	Drain-Pro INC	10/19/2018		\$111.8C
<u>46560</u>	Ferguson Waterworks #3011	10/19/2018	10/22/2018	\$646.01
<u>46561</u>	Hot Off The Press	10/19/2018		\$703.90
<u>46562</u>	Keybank	10/19/2018	10/22/2018	\$130.07
<u>46563</u>	Konica Minolta Business Solutions	10/19/2018		\$327.36
<u>46564</u>	Law Offices of Matthew J Rusnak	10/19/2018	10/22/2018	\$1,833.33
<u>46565</u>	Nisqually Indian Tribe	10/19/2018	10/24/2018	\$1,260.00
<u>46566</u>	O'Reilly Auto Parts	10/19/2018	10/23/2018	\$51.85
<u>46567</u>	Pitney Bowes	10/19/2018		\$260.11
<u>46568</u>	Pitney Bowes Globel	10/19/2018		\$218.43
<u>46569</u>	Puget Sound Energy	10/19/2018	10/24/2018	\$14,246.41
<u>46570</u>	Rexel USA Inc-Platt	10/19/2018	10/23/2018	\$88.36
<u>46571</u>	SCORE	10/19/2018		\$1,750.00
<u>46572</u>	South Sound 911	10/19/2018	10/23/2018	\$21,482.50
<u>46573</u>	UniFirst Corporation	10/19/2018		\$501.09
<u>46574</u>	US Bank Equipment Finance	10/19/2018		\$327.83
<u>46575</u>	Vision Forms LLC	10/19/2018		\$3,883.93
<u>46576</u>	BlueTarp Credit Services	10/31/2018		\$4.62
<u>46577</u>	Centurylink	10/31/2018		\$2,469.90
<u>46578</u>	Cintas Corporation #461	10/31/2018		\$220.08
<u>46579</u>	City of Orting	10/31/2018		\$25.00
<u>46580</u>	Cornerstone Electric, Inc	10/31/2018		\$2,586.37
<u>46581</u>	Crystal & Sierra Springs	10/31/2018		\$149.04
<u>46582</u>	Curry & Williams, P.I.I.c	10/31/2018		\$1,958.34
<u>46583</u>	Department of Enterprise Services-Financial Office	10/31/2018		\$100.00
<u>46584</u>	Drain-Pro INC	10/31/2018		\$711.96

Number	Name	Print Date	Clearing Date	Amount
<u>46585</u>	Galls, LLC- Blumenthal Uniforms	10/31/2018		\$27.33
<u>46586</u>	Kenyon Disend PLLC	10/31/2018		\$11,902.81
<u>46587</u>	Larson, Scott	10/31/2018		\$165.68
<u>46588</u>	Law Offices of Matthew J Rusnak	10/31/2018		\$1,833.33
<u>46589</u>	Mitel Leasing	10/31/2018		\$549.36
<u>46590</u>	Nelson, Mark	10/31/2018		\$192.50
<u>46591</u>	Orca Pacific, Inc	10/31/2018		\$971.90
<u>46592</u>	P.c. Budget & Finance	10/31/2018		\$2,635.36
<u>46593</u>	Parametrix	10/31/2018		\$50,192.05
<u>46594</u>	Popular Networks, Llc	10/31/2018		\$4,808.66
<u>46595</u>	Puget Sound Energy	10/31/2018		\$1,101.83
<u>46596</u>	Real Estate Appraisers & Consultants	10/31/2018		\$1,800.00
<u>46597</u>	SHRED-IT USA	10/31/2018		\$17.11
<u>46598</u>	Sonsray Machinery LLC	10/31/2018		\$609.42
<u>46599</u>	Sumner Lawn'n Saw	10/31/2018		\$448.39
<u>46600</u>	US BankNA Custody Treasury Div-Mony Cntr	10/31/2018		\$108.00
<u>46601</u>	Verizon Wireless	10/31/2018		\$2,810.67
<u>46602</u>	Vision Forms LLC	10/31/2018		\$349.75
<u>46603</u>	Washington Patriot Construction LLC	10/31/2018		\$89,092.23
<u>46604</u>	Water Management Lab Inc.	10/31/2018		\$789.53
<u>46605</u>	Wex Bank	10/31/2018		\$2,465.74
<u>46606</u>	Whitworth Pest Solutions, INC	10/31/2018		\$295.06
<u>EFT OCT2018</u>	Keybank-MasterCard	10/12/2018	10/15/2018	\$6,132.60
		Total	Check	\$252,028.41
		Total	2000073	\$252,028.41
		Grand Total		\$252,028.41



Custom Council Report

Vendor	Vendor Number	Invoice	Account Number	Notes	Amount
Anytime Fitness	46551	OCT2018-300	001-521-20-21-01	Gym Membership- Oct 2018 PD	\$200.00
				Total	\$200.00
Associated Petroleum Products INC	46552	1313309-IN	101-542-30-32-00	Fuel	\$191.19
			401-534-80-32-00	Fuel	\$764.79
			408-535-80-32-00	Fuel	\$764.79
			410-531-38-32-01	Fuel	\$191.21
Total	\$1,911.98				
Association of Wash. Citi	46553	65776	001-513-10-49-00	AWC Regional Meeting	\$50.00
				Total	\$50.00
Bhc Consultants	46554	0010302	001-558-60-41-02	Planning Consultants	\$2,800.62
				Total	\$2,800.62
Big J'S Outdoor Store	46555	Oct2018-306	001-521-20-31-01	Ammunition & Eye Protection-Taylor	\$27.52
			001-521-20-31-01	Ammunition for Range Training-Boone	\$96.14
			001-521-20-31-01	Ammunition	\$519.18
			101-542-30-31-00	Safety Vests-Barfield	\$39.33
			408-535-10-31-05	Danner Boots-Harter	\$245.91
			410-531-38-31-00	Georgia Boots-Elder	\$92.89
Total	\$1,020.97				
BlueTarp Credit Services	46576	106220-OCT2018	401-534-50-48-02	Tubing For Well 1	\$4.62
				Total	\$4.62
Centurylink	46577	300549640OCT2018	408-535-10-42-01	Sewer Phones	\$49.62
		300549818OCT2018	001-514-23-42-00	City Phones	\$539.36
			001-524-20-42-00	City Phones	\$26.44
			101-542-63-47-03	City Phones	\$58.92
			401-534-10-42-01	City Phones	\$179.81
			408-535-10-42-01	City Phones	\$292.01
		300549906OCT2018	401-534-10-42-01	Harman Springs	\$62.32
		300550216OCT2018	408-535-10-42-01	Sewer Phones	\$197.25
		300550553OCT2018	001-521-50-42-00	PD Phones	\$884.34
300550592OCT2018	001-512-50-42-00	Court Phones	\$108.94		

Vendor	Number	Invoice	Account Number	Notes	Amount
Centurylink	46577	409178327OCT2018	001-521-50-42-01	PD Repeater	\$70.89
				Total	\$2,469.90
Cintas Corporation #461	46578	461481079	408-535-60-48-04	Cleaning of the Park Restrooms	\$220.08
				Total	\$220.08
City of Orting	46579	NC 18-0002	105-594-76-63-52	Permit Fees for Play Equipment-Whitehawk Park	\$25.00
				Total	\$25.00
Comcast	46556	5839-Oct2018	001-514-23-42-00 401-534-10-42-01 408-535-10-42-01	City Hall Cable City Hall Cable City Hall Cable	\$7.08 \$7.07 \$7.07
				Total	\$21.22
Cornerstone Electric, Inc	46557	OCT2018-301	001-521-50-48-03	Install of Category 6 Cable-two Additional Phones	\$642.68
	46580	OCT2018-400	408-535-50-48-02	WWTP-Replace Breaker for Valvemotor-Contactor for Mixer Pump	\$2,586.37
				Total	\$3,229.05
Crystal & Sierra Springs	46581	16789927 101318 5225720 101318	001-514-23-31-02 401-534-10-31-00 408-535-10-31-00	Water for City Hall Water for Public Works Water for Public Works	\$52.25 \$36.17 \$60.62
				Total	\$149.04
Curry & Williams, P.I.I.c	46558	OCT2018-303	001-512-50-10-02	Court Judge-Sept 2018	\$1,958.34
	46582	OCT2018-401	001-512-50-10-02	Court Judge-Oct 2018	\$1,958.34
				Total	\$3,916.68
Department of Enterprise Services-Financial Office	46583	15118024	001-521-20-31-02		\$13.75
			001-571-20-31-01		\$13.75
			105-576-80-31-01		\$13.75
			401-534-10-31-00		\$13.75
		16144089	001-521-20-31-02	File Cabinets	\$11.25
			001-571-20-31-01	File Cabinets	\$11.25
			105-576-80-31-01	File Cabinets	\$11.25
			401-534-10-31-00	File Cabinets	\$11.25
				Total	\$100.00
Drain-Pro INC	46559	48426	408-535-60-48-04	Honey Bucket Service-401 Whitehawk	\$55.90

Vendor	Invoice Number	Invoice Date	Account Number	Notes	Amount
Drain-Pro INC	46559	48427	408-535-60-48-04	Honey Bucket Service-101 Washington Ace N	\$55.90
	46584	48752	408-535-60-48-04	Honey Bucket Rental-Gratzer Park ADA	\$150.00
		48753	408-535-60-48-04	Honey Bucket Service-Main Park	\$97.82
		48754	408-535-60-48-04	Honey Bucket Service-Gratzer Park	\$97.82
		48755	408-535-60-48-04	Honey Bucket Service-North Park	\$97.82
		48756	408-535-60-48-04	Honey Bucket Rental-Fisherman Parking	\$89.50
		48757	408-535-60-48-04	Honey Bucket Service-Skate Park	\$89.50
		48758	408-535-60-48-04	Honey Bucket Rental-Fisherman Parking	\$89.50
				Total	\$823.76
	Ferguson Waterworks #3011	46560	0696443	408-535-50-48-02	Check Valves for Wasting Pump
				Total	\$646.01
Galls, LLC-Blumenthal Uniforms	46585	010939467	001-521-20-31-01	Zipper Application	\$27.33
				Total	\$27.33
Hot Off The Press	46561	10009	001-571-20-31-32	Shirts for Volleyball 6-8 Grade	\$253.58
		10232	001-571-20-31-32	Shirts for Volleyball 3-5 Grade	\$450.32
				Total	\$703.90
Kenyon Disend PLLC	46586	187661-187662-187664-187665-187666-187667	001-515-30-41-01	Monthly Attorney-Retainer	\$2,500.00
			001-515-30-41-02	Monthly Attorney-Records Request	\$1,688.76
			001-515-30-41-02	Monthly Attorney-PD CBA	\$2,156.31
			001-515-30-41-02	Monthly Attorney-Services	\$2,798.43
			001-515-30-41-04	Monthly Attorney-Chronic Nuisance	\$320.00
			001-515-30-41-05	Monthly Attorney-HR	\$202.07
			001-515-30-41-06	Monthly Attorney-Code Enforcement	\$216.51
			001-515-30-41-07	Monthly Attorney-Development	\$620.65
			001-521-20-41-02	Monthly Attorney-Civil Service	\$692.82
			001-558-60-41-04	Monthly Attorney-Puget Sound Veterans Hopo Center	\$490.75
			410-531-39-41-04	Monthly Attorney-Stormwater Legal	\$216.51
				Total	\$11,902.81

Vendor	Account Number	Invoice Date	Account Number	Description	Amount
Keybank	46562	4412-Oct2018	001-521-20-45-03	PD Amazon Membership Fees	\$130.07
				Total	\$130.07
Keybank-MasterCard	EFT OCT2018	1668-Oct2018	001-521-20-31-04	Meals for Civil Service Training-Corona	\$26.65
			001-521-20-31-04	Hotel for Civil Service Training-Corona	\$268.66
		1731-Oct2018	401-534-10-31-00	Pizza For Crew	\$9.64
			408-535-10-31-00	Pizza For Crew	\$9.65
			410-531-38-31-00	Pizza For Crew	\$9.64
		4050-Oct2018	001-521-20-31-01	Disposable Gloves	\$121.86
			001-521-20-31-03	Sector Paper	\$67.76
			001-521-21-31-01	Blood Evidence Packaging	\$22.78
			001-521-30-49-00	Items for Pumpkin Fest	\$744.55
			001-521-40-49-00	Hotel for Code Enforcement Conference-Isenhart	\$310.80
		5423-Oct2018	001-514-23-31-02	Earthquake Bags	\$214.47
			001-514-23-31-02	Earthquake Bags	\$509.74
			001-521-50-48-04	Earthquake Bags	\$321.69
			001-521-50-48-04	Earthquake Bags	\$764.61
			001-524-20-48-01	Tires for 08 Escape	\$471.70
			101-542-30-41-15	GIS Consulting	\$23.57
			401-534-10-31-00	Amazon Prime Credit	(\$7.10)
			401-534-10-31-00	Vinegar	\$29.94
			401-534-10-41-37	GIS Consulting	\$23.57
			401-534-90-49-00	Water Exam Review-Jones	\$400.00
			401-594-34-64-58	Laptop	\$743.24
			408-535-10-31-00	Amazon Prime Credit	(\$7.10)
			408-535-10-31-00	Bleach-Soap	\$10.58
			408-535-10-41-39	GIS Consulting	\$23.57
			408-535-90-49-00	Aerobic Granular Sludge Seminar	\$20.00
			410-531-38-41-08	GIS Consulting	\$23.57
		5725-Oct2018	001-513-10-31-01	Postage for SW Connector	\$24.70
			001-513-10-49-00	Hotel for Training Brown Fields	\$26.25
			401-534-90-49-00	Hotel for Training Brown Fields	\$26.25
			408-535-90-49-00	Hotel for Training Brown Fields	\$26.25
			410-531-31-40-06	Hotel for Training Brown Fields	\$26.25
		6144-Oct2018	001-571-20-31-01	Storage for Park & Rec	\$175.00
			001-571-20-31-32	Volleyballs	\$211.40
		7599-Oct2018	001-521-20-31-01	Boots for Gard	\$169.42
			001-521-30-49-00	Wristbands for Outreach	\$117.89
		7765-Oct2018	001-511-60-31-01	Supplies	\$19.88

Vendor	Invoice	Invoice	Account Number	Notes	Amount		
Keybank- MasterCard	EFT OCT2018	7765-Oct2018	001-511-60-31-01	Supplies	\$21.21		
			001-511-60-31-01	Supplies	\$24.05		
			001-511-60-31-01	Name Plates	\$37.80		
			001-513-10-31-00	Drop Box	\$10.98		
			001-513-10-31-00	Office Supplies	\$12.23		
			001-513-10-49-00	Online Training for Creative Land Recycling-Bethune	\$20.00		
			001-513-10-49-00	Membership	\$25.00		
			Total	\$6,132.60			
Konica Minolta Business Solutions	46563	254374447	001-521-10-40-06	PD Copier Lease	\$327.36		
				Total	\$327.36		
Larson, Scott	46587	OCT2018-403	001-514-23-43-00	Milage for Vision Conference	\$41.42		
			401-534-80-43-00	Milage for Vision Conference	\$41.42		
			408-535-80-43-00	Milage for Vision Conference	\$41.42		
			410-531-38-31-00	Milage for Vision Conference	\$41.42		
				Total	\$165.68		
Law Offices of Matthew J Rusnak	46564	189	001-512-50-49-01	Court Appointed Attorney-Sept 2018	\$1,833.33		
			46588	192-OCT2018	001-512-50-49-01	Court Appointed Attorney-Oct 2018	\$1,833.33
				Total	\$3,666.66		
Mitel Leasing	46589	901603420	001-594-14-41-03	City Hall Phone Lease	\$74.55		
			001-594-24-41-02	City Hall Phone Lease	\$14.91		
			001-594-76-41-02	City Hall Phone Lease	\$14.91		
			101-594-42-41-02	City Hall Phone Lease	\$14.91		
			401-594-34-42-03	City Hall Phone Lease	\$83.50		
			408-594-35-64-55	City Hall Phone Lease	\$80.51		
			410-594-31-41-42	City Hall Phone Lease	\$14.91		
			901603421	001-594-12-41-02	PSB Phone Lease	\$23.17	
			001-594-21-41-03	PSB Phone Lease	\$227.99		
			Total	\$549.36			
Nelson, Mark	46590	OCT2018-402	001-524-20-49-01	Inspections for Oct 8-12	\$192.50		
				Total	\$192.50		
Nisqually Indian Tribe	46565	15712	001-523-60-41-00	Jail Services-Sept 2018	\$1,260.00		
				Total	\$1,260.00		

Vendor	Invoice	Account Number	Notes	Amount	
O'Reilly Auto Parts	46566	1265583-Oct2018	401-534-50-48-06	Wiper Blades-FA-1067	\$51.85
				Total	\$51.85
Orca Pacific, Inc	46591	36232	401-534-10-31-01	Sodium Hypochlorite	\$971.90
				Total	\$971.90
P.c. Budget & Finance	46592	CI-258476 C-104188	001-511-20-49-04	3rd QRT Regional Council	\$2,635.36
				Total	\$2,635.36
Parametrix	46593	04689	001-518-20-40-02	McMahon Property Survey-Project Management	\$60.00
			001-521-50-46-07	McMahon Property Survey-Project Management	\$120.00
			001-558-60-41-01	General Consulting	\$629.61
			001-558-60-41-01	General Development	\$5,967.50
			101-542-30-41-01	General Consulting	\$12,535.00
			101-542-30-41-13	Project Management	\$340.00
			101-542-30-41-13	Transporation Plan Update	\$1,260.00
			101-542-30-41-15	GIS Planning & Delivery	\$738.43
			101-595-10-40-04	Kansas Street Design Work-Survey	\$10.90
			101-595-10-40-04	Kansas Street Design Work-Prelimiary Design Survey	\$10,150.00
			320-542-30-41-05	Project Management	\$382.50
			401-534-10-40-01	McMahon Property Survey-Project Management	\$24.00
			401-534-10-41-01	General Consulting	\$1,091.25
			401-534-10-41-16	WSP Project Management	\$60.00
			401-534-10-41-19	General Consulting-Telemetry O&M	\$850.00
			401-534-10-41-37	GIS Planning & Delivery	\$738.44
			408-535-10-40-01	McMahon Property Survey-Project Management	\$24.00
			408-535-10-41-01	General Consulting	\$506.54
			408-535-10-41-21	General Consulting-Telemetry O&M	\$1,275.00
			408-535-10-41-39	GIS Planning & Delivery	\$738.44
			408-594-35-41-12	Data Col & Field Assmnt Prep	\$77.50
			408-594-35-41-12	Project Management	\$340.00
			408-594-35-41-12	Field Condition Assmnt	\$2,063.75

Vendor	Invoice #	Invoice Date	Account Number	Notes	Amount			
Parametrix	46593	04689	408-594-35-41-12	Conclisions	\$5,278.75			
			408-594-35-41-15	Project Management	\$60.00			
			408-594-35-41-15	Topographic Survey	\$1,575.00			
			410-531-31-40-01	McMahon Property Survey-Project Management	\$12.00			
			410-531-38-41-08	GIS Planning & Delivery	\$738.44			
			410-531-39-41-01	General Consulting	\$1,105.00			
			410-594-31-63-40	Kansas St Outfall-Project Management	\$30.00			
			412-594-38-41-02	Public Works Shop	\$1,117.50			
			04690	001-524-20-41-02	Orting Village-Design Review	\$120.00		
			001-524-20-41-02	Majestic View Estates-Design Review	\$172.50			
				Total	\$50,192.05			
			Pitney Bowes	46567	1009557625	001-514-23-45-00	Postage Machine Supplies	\$260.11
						Total	\$260.11	
			Pitney Bowes Globe	46568	3307238254	001-514-23-45-00	Postage Machine Lease-City Hall	\$218.43
Total	\$218.43							
Popular Networks, Llc	46594	21420-OCT 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	\$931.79			
			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	\$33.11			
			401-534-10-41-05	Computer Maintenance	\$347.62			
			408-535-10-41-05	Computer Maintenance	\$347.61			
			410-531-38-41-04	Computer Maintenance	\$215.20			
			21427-OCT2018	001-521-50-41-01	Computer Maintenance-PD PSB	\$1,679.94		
			001-525-60-41-03	Disaster Recovery Backup-Server	\$541.58			
				Total	\$4,808.66			
			Puget Sound Energy	46569	200001247663-Oct2018	408-535-50-47-07	VC Lift Station	\$178.33
					200001247812-Oct2018	101-542-63-47-03	SR162 Signal	\$25.66
200001248034-Oct2018	401-534-50-47-07	Harman Springs			\$214.18			
200001248190-Oct2018	105-576-80-47-01	North Park			\$10.41			

Vendor	Invoice #	Invoice Date	Account Number	Notes	Amount
Puget Sound Energy	46569	200001248372-Oct2018	401-534-50-47-08	Well 3	\$212.15
		200001248539-Oct2018	001-525-50-47-01	Lahar Siren	\$10.41
		200001532189-Oct2018	105-576-80-47-02	Main Park	\$180.49
	46595	2000021119249-OCT2018	401-534-50-47-03	Bell Tower	\$77.35
			401-534-50-47-02	Chlorinator	\$19.43
			408-535-50-47-05	VG Lift Station	\$220.65
	46569	200002708986-Oct2018	001-514-21-32-01	City Hall-City Shop	\$20.96
			001-514-21-47-01	City Hall-City Shop	\$121.40
	46569	200003766280-Oct2018	001-524-20-32-05	City Hall-City Shop	\$40.48
			401-534-50-47-01	City Hall-City Shop	\$121.40
	46569	200003766280-Oct2018	401-534-50-47-09	City Hall-City Shop	\$20.96
			408-535-50-47-01	City Hall-City Shop	\$121.40
	46595	200005438367-OCT2018	408-535-50-47-08	City Hall-City Shop	\$20.96
			401-534-50-47-05	Wingate Pump	\$539.06
	46569	200009717931-Oct2018	401-534-50-47-04	Well 2	\$60.80
			200010396543-Oct2018	105-576-80-47-01	North Park
	46569	200010396733-Oct2018	401-534-50-47-11	Well 4 & Pump Station	\$2,398.12
			200010629349-Oct2018	101-542-63-47-01	City Shop
	46569	200010629349-Oct2018	104-536-50-47-02	City Shop	\$15.09
			401-534-50-47-01	City Shop	\$18.86
	46569	200010629349-Oct2018	408-535-50-47-01	City Shop	\$22.64
			200013874264-Oct2018	408-535-50-47-04	WWTP
	46595	200014994137-Oct2018	410-531-38-47-00	VG Lift Station	\$49.31
			200015669910-OCT2018	401-534-50-47-06	Wingate Chlorinator
	46569	200019613294-Oct2018	104-536-50-47-02	Cemetery Shop	\$134.94
			200019646914-Oct2018	101-542-63-47-03	Street Lights
	46569	200021421298-Oct2018	408-535-50-47-06	Rainier Meadows	\$27.71
			200022934653-Oct2018	001-575-50-47-01	MPC
	46595	200024404523-Oct2018	408-535-50-47-02	Lift Station 1	\$90.88
			20021064239-OCT2018	401-534-50-47-03	Well 1
	46569	220011476581-Oct2018	408-535-50-47-03	High Cedars Lift Station	\$98.54
			220015220399-Oct2018	101-542-63-47-03	Street Lights
	46569	220015548930-Oct2018	101-542-63-47-03	Street Lights	\$48.81
				Total	\$15,348.24
Real Estate Appraisers & Consultants	46596	3237	101-595-20-41-01	Appraisal for 703 Kansas St SW	\$1,800.00
				Total	\$1,800.00
Rexel USA Inc-Platt	46570	T412391	001-524-20-31-00	Light for Building Dept for Plan Reviews	\$24.93
			401-534-50-48-03	Lighting for Well 4	\$109.56
			408-535-50-48-03	Credit On Account	(\$46.13)
				Total	\$88.36
SCORE	46571	3298	001-523-60-41-00	Jail Fees-July 2018	\$1,750.00
				Total	\$1,750.00
SH&H Valuation & Consulting	46550	14386-18	101-595-20-41-01	Appraisal Report for 503 Calistoga St West-Wangs	\$3,500.00

Vendor	Number	P-Value	Account Number	Notes	Amount
SH&H Valuation & Consulting	46550	14458-18	001-536-00-40-01	Appraisal Report for 197th St East-City Cemetery	\$4,575.00
				Total	\$8,075.00
SHRED-IT USA	46597	8125802205	001-521-20-31-03	PD Shredding	\$17.11
				Total	\$17.11
Sonsray Machinery LLC	46598	W05438-08	101-542-30-48-04	Service on FA112	\$152.35
			105-576-80-48-01	Service on FA112	\$91.41
			401-534-50-48-04		\$91.41
			408-535-50-48-04	Service on FA112	\$182.84
			410-531-38-48-01	Service on FA112	\$91.41
				Total	\$609.42
South Sound 911	46572	02927	001-521-50-51-00	4th QRT Police Dispatch-10/1/18-12/31/18	\$21,482.50
				Total	\$21,482.50
Sumner Lawn'n Saw	46599	16907	410-531-38-48-01	Parts for Chainsaws	\$104.26
		17018	410-531-38-48-01	Chainsaw Repair FA12	\$221.04
		17021	410-531-38-48-01	Bar Oil for Chainsaw	\$123.09
				Total	\$448.39
UniFirst Corporation	46573	1447642	408-535-10-31-03	Park Restroom Cleaning	\$158.11
		1449713	408-535-10-31-03	Park Restroom Cleaning	\$67.70
		1451802	408-535-10-31-03	Park Restroom Cleaning	\$89.94
		1453859	408-535-10-31-03	Park Restroom Cleaning	\$92.67
		1455924	408-535-10-31-03	Park Restroom Cleaning	\$92.67
				Total	\$501.09
US Bank Equipment Finance	46574	367626819	001-594-14-41-04	City Hall Copier Lease	\$327.83
				Total	\$327.83
US BankNA Custody Treasury Div-Mony Cntr	46600	122-OCT 2018	001-514-23-49-06	Fees for Safekeeping	\$18.00
			101-542-90-40-01	Fees for Safekeeping	\$18.00
			105-576-80-41-09	Fees for Safekeeping	\$18.00
			401-534-90-40-02	Fees for Safekeeping	\$18.00
			408-535-90-40-02	Fees for Safekeeping	\$18.00

Vendor	Account Number	Invoice Date	Account Number	Invoice Description	Amount
US BankNA Custody Treasury Div-Mony Cntr	46600	122-OCT 2018	410-531-90-40-02	Fees for Safekeeping	\$18.00
				Total	\$108.00
Verizon Wireless	46601	9816578091	001-512-50-42-00	Cell Phones	\$55.92
			001-514-23-42-00	Cell Phones	\$324.54
			001-524-20-42-00	Cell Phones	\$131.32
			001-575-50-42-01	Cell Phones	\$55.92
			401-534-10-42-01	Cell Phones	\$302.13
			408-535-10-42-01	Cell Phones	\$302.12
		Invoice - 10/25/2018 11:31:34 AM	001-512-50-42-00	Cell Phones-Court	\$122.80
			001-521-20-45-01	Cell Phones-PD	\$795.76
			001-521-20-45-02	Cell Connection Data-PD	\$720.16
				Total	\$2,810.67
Vision Forms LLC	46575	5007	401-534-10-31-00	Utility Bill Processing & Mailing	\$34.86
			401-534-10-42-00	Utility Bill Processing & Mailing	\$81.28
			408-535-10-31-00	Utility Bill Processing & Mailing	\$34.86
			408-535-10-42-00	Utility Bill Processing & Mailing	\$81.28
			410-531-38-31-00	Utility Bill Processing & Mailing	\$34.85
			410-531-38-42-00	Utility Bill Processing & Mailing	\$81.29
		5012	401-534-10-31-00	Utility Bill Processing & Mailing	\$173.38
			401-534-10-42-00	Utility Bill Processing & Mailing	\$414.06
			408-535-10-31-00	Utility Bill Processing & Mailing	\$173.38
			408-535-10-42-00	Utility Bill Processing & Mailing	\$414.07
			410-531-38-31-00	Utility Bill Processing & Mailing	\$173.39
			410-531-38-42-00	Utility Bill Processing & Mailing	\$414.06
		5018	401-534-10-31-00	Utility Bill Processing & Mailing	\$174.31
			401-534-10-42-00	Utility Bill Processing & Mailing	\$416.75

Vendor	Number	Invoice	Account Number	Notes	Amount
Vision Forms LLC	46575	5018	408-535-10-31-00	Utility Bill Processing & Mailing	\$174.30
			408-535-10-42-00	Utility Bill Processing & Mailing	\$416.75
			410-531-38-31-00	Utility Bill Processing & Mailing	\$174.31
			410-531-38-42-00	Utility Bill Processing & Mailing	\$416.75
	46602	5055	001-511-60-31-01	Payroll Warrants	\$17.49
			001-513-10-31-00	Payroll Warrants	\$17.49
			001-514-23-31-02	Payroll Warrants	\$62.96
			001-521-20-31-03	Payroll Warrants	\$62.95
			401-534-10-31-00	Payroll Warrants	\$62.95
			408-535-10-31-00	Payroll Warrants	\$62.95
			410-531-38-31-00	Payroll Warrants	\$62.96
	Total				\$4,233.68
	Washington Patriot Construction LLC	46603	Pay Request #3 Public Works Building Design	412-594-38-62-01	Pay Request #3 Public Works Building Design
Total				\$89,092.23	
Water Management Lab Inc.	46604	170606	401-534-10-41-03	Lab Testing	\$160.00
		170813	401-534-10-41-03	Lab Testing	\$474.00
		171008	401-534-10-41-03	Lab Testing	\$160.00
		PMT135125	401-534-10-41-03	Lab Testing-CR	(\$4.47)
		Total			
Wex Bank	46605	56294934	001-521-20-32-00	Fuel-PD	\$2,465.74
			Total		
Whitworth Pest Solutions, INC	46606	380419	001-575-50-48-00	Pest Control-MPC	\$185.76
		409981	001-514-21-48-01	Pest Control-City Hall	\$109.30
	Total				\$295.06
Grand Total					\$252,028.41



**City Of Orting
Council Agenda Summary Sheet**

Subject: Vehicle and Equipment Maintenance and Replacement Policy		Committee	Study Session	Council
	Agenda Item #:		AB18-89	AB18-89
	For Agenda of:	10/3/18 PW	10/17/18	10.30.18
	Department:	Various		
	Date Submitted:	September 25, 2018		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments: Vehicle Replacement Policy				
SUMMARY STATEMENT:				
<p>Staff would like to advance a Vehicle Maintenance and Replacement Policy to control the overall cost of operating and maintaining the municipal fleet of vehicles and equipment, and maintain vehicles and equipment in a manner that extends their useful life, to control the growth of the fleet and standardize the composition of the fleet and to accurately budget for maintenance and replacement costs. This policy will also bring additional accountability to managers within the City for how they procure, maintain and dispose of their vehicles and equipment.</p>				
<p>RECOMMENDED ACTION: CONSENT AGENDA ITEM. MOTION: To Approve Policy No. 2018-01 Vehicle Maintenance and Equipment Replacement Policy</p>				



City of Orting, Washington

Policy No. 2018-01

Vehicle Maintenance and Equipment Replacement Policy

Vehicle Maintenance and Replacement Policy

Contents

Program Overview:.....	2
Mission Statement:	2
Objectives:.....	2
We Will:.....	2
Key Customers:.....	2
Vehicle and Equipment Replacement Program	2
Development of Guidelines/Procedures.....	2
Purchasing	3
Maintenance:	3
Evaluation of Non Routine Repairs and Maintenance	4
Replacement:	4
Reassignment and Disposal of Vehicles and Equipment:	4
Financing Vehicle Replacement	5
Appendix A: Vehicle Replacement Schedule.....	5
Appendix A: Current List of Vehicles.....	6
Appendix B: Vehicle Evaluation Form	7

Program Overview:

Mission Statement:

To establish efficient and effective delivery of municipal services by providing customer departments with safe, reliable, economical and environmentally sound transportation and related support services that are responsive to their needs and that preserve vehicle value and equipment investment.

Objectives:

Our primary objective is to control the overall cost of operating and maintaining the Municipal fleet of vehicles and equipment, to maintain vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet, to standardize the composition of the fleet and to accurately budget for maintenance and replacement costs. All new purchases for vehicles and equipment are part of the budget cycle and are coordinated through Fleet Management team for recommendation.

We Will:

- Provide vehicles that are safe, reliable, and environmentally-sound, at competitive prices.
- Provide honest, responsive, effective and efficient fleet services to our customers.
- Maximize the return on investment (ROI), and the long-term value of the fleet investment.
- Maintain high quality internal and external services.

Key Customers:

- Police
- Public Works
- Inspections
- Administration

Vehicle and Equipment Replacement Program

The objective of the vehicle replacement program is to promote an orderly system of purchasing and funding a standardized fleet and heavy equipment replacement process and to plan future departmental transportation requirements.

All vehicles acquired and maintained by the Municipality are recommended for replacement in accordance with adopted guidelines/procedures and all departments are responsible for complying with these guidelines/procedures.

Development of Guidelines/Procedures

The Police Chief, Public Works Director, and City Treasurer (Fleet Management Team) have inventoried existing vehicles and equipment and have prepared a replacement schedule for all public works, police and fire vehicles and equipment. The schedule will be updated annually and will be used as the basis for planning for the replacement of vehicles and equipment through the operating and capital budgets. The vehicle and equipment replacement schedule will include the following information for each vehicle or unit of capital equipment:

- a. Age in years also known as life.
- b. Usage in hours or miles.
- c. Useful life (based on commonly used standards for municipal vehicles and equipment)
- d. Cost of Maintenance.
- e. Overall condition: mechanical, operating, safety, or appearance.
- f. Downtime
- g. Availability of replacement parts
- h. Depreciation per Mile
- i. Funding

The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/hour/or mileage criteria. Additional consideration is given to functionality and overall condition of the vehicle.

As vehicles reach the threshold miles or age of replacement criteria, a vehicle maintenance evaluation is performed by the Fleet Management Team or their designee. If the evaluation proves the vehicle would be economical to retain for an additional year, the vehicle will be targeted for retention or reassignment. In some cases, it may be reassigned to other departments with "low usage" requirements. The Fleet Management Team will jointly review and approve all specifications for new purchases of Municipal vehicles and motorized equipment. Depending on the availability of funds, vehicles and equipment will be replaced when they are at the end of their economic life, no longer safe to operate, not reliable enough to perform their intended function, or there is a demonstrated cost saving to Orting.

Purchasing

The goal of the city's acquisition practices is to obtain the lowest possible price and the highest possible quality. Currently the city purchases through State and Council of Government Contracts to achieve the lowest price possible to acquire the highest possible quality. When a specific vehicle is not available through a state contract, the purchase of vehicles and equipment will follow the city's purchasing policy and any applicable state purchasing codes. Annually before the preparation of the Operating and Capital Budgets the fleet management team will review the vehicle replacement schedule and plan for the acquisition of replacement vehicles and equipment. Any request for new equipment that would increase the size of the fleet must be cost justified to the City Administrator and Mayor. The recommendation to lease or purchase equipment and vehicles is made by the Finance Director.

When purchasing new vehicles and equipment, the city should also purchase extended warranties and service contracts to keep the costs of maintaining the vehicles and equipment as predictable as possible.

Maintenance:

The goal of the city's maintenance practices is to keep vehicles and equipment in sound operating condition. Preventive maintenance routines and intervals are followed by our contracted mechanics and are based on local driving conditions and manufacturer's recommendations, for each type of vehicle or equipment and each type of maintenance service. Maintenance costs represent a significant portion of

the total cost to own and operate a vehicle or piece of heavy equipment and tend to increase as a vehicle or equipment ages. Escalating maintenance costs are a key factor in determining when to replace a fleet vehicle. In addition to the added cost of maintenance as a vehicle ages, there is an additional cost to the municipality when a vehicle is in the garage receiving maintenance and not available for use. Preventive maintenance is the key to avoiding the repair or replacement of costly major vehicle components such as engines, transmissions and drive trains. We may make adjustments to the manufacturer's recommendations based on the specific vehicle's use. For example, a police vehicle may idle for an extended period of time while an officer is on patrol. When an engine idles, it incurs wear and tear that will require future maintenance. The maintenance schedule for a vehicle that runs idle 50 percent of the time may be as frequent as that of a comparable one that drives more miles.

Accurate and complete vehicle maintenance records are a key tool for making fleet management decisions. Vehicle maintenance costs are variable and distinct to each vehicle. Pertinent records maintained for each vehicle are:

- Vehicle maintenance logs
- Fuel usage logs
- Cumulative costs of parts, labor and overhead by a vehicle over its life

Evaluation of Non Routine Repairs and Maintenance

If a vehicle is in need of a repair that will exceed 10% of the vehicle's original purchase price, the fleet management team shall consider whether or not it is in the city's best interest to make the repair, and evaluate alternatives. This recommendation shall be forwarded onto the mayor for approval and onto the council if it is determined that a vehicle may need to be replaced out of our regular replacement cycle.

Replacement:

As with other aspects of fleet management, replacing a vehicle too soon or too late wastes money. The goal is to analyze the costs associated with a vehicle and identifying the point when, on average, a vehicle is reasonably depreciated but not yet incurring significant maintenance costs. By replacing vehicles at this point, we can avoid escalating maintenance costs and optimize vehicle resale value. The three criteria that we considered when establishing the vehicle replacement schedule were vehicle mileage, age and use. Because each municipality's fleet and usage is unique, a universal management guide does not exist that can be applied to all types of fleets for every locality. For example, a police vehicle has a different maintenance demand and useful life than a pickup truck.

Reassignment and Disposal of Vehicles and Equipment:

The vehicle and equipment fleet is sized to meet the current needs of the Municipality. Fleet vehicles and heavy equipment will not be reassigned unless it is used to replace unit currently assigned to other departments. In those instances the older units will be disposed. Annually before Operating and Capital Budgets are prepared, the Fleet Management Team will review the vehicle and equipment replacement schedule, and plan for the reassignment or disposal of vehicles and equipment that have reached their age, and mileage thresholds and will be replaced in the next budget cycle. Vehicles that are still in good shape will be reassigned to departments as needed. The majority of vehicles selected for replacement

will be sent to the public auction. Sealed bids, internet auctions, trade journal advertisements, and public auctions will be utilized for the disposal of public works heavy equipment.

Financing Vehicle Replacement

To finance vehicle replacement and repairs, the Fleet Management Team will assign new vehicles a cost per mile or hour that will be inclusive of maintenance repairs and replacement, and that amount will be transferred to a vehicle maintenance and replacement fund on an annual basis depending on how much each of the vehicles were driven during the prior year.

Appendix A: Vehicle Replacement Schedule

Vehicle Type	Typical Mileage	Typical Age	Cost/Mile or Hour
Police Patrol Vehicle	80,000	7 Years	\$1.00
Police Admin/Detective Vehicle	100,000	10 Years	\$0.55
City Administrative Vehicles/Building Dept. Vehicle	120,000	15 Years	\$0.55
Public Works Pickup	120,000	15 Years	\$0.55
Vactor Trailer	3,000 Hours	10 Years	\$60 per hour
Dump Trucks	80,000	15 Years	\$4.00
Backhoe	4,000 Hours	15 Years	\$45 per hour
Trailers	-	15 Years	Varies
Landscape Equipment	2,500 Hours	15 Years	varies

Appendix A: Current List of Vehicles

Appendix A: Current List of Vehicles						
Vehicle Review as of August 15, 2018						
Asset #	Department	Description	Year	Mileage	Hours	Useful Life
1028	PW	F150 Truck	2005	51,044.9	N/A	15
1029	PW	Bucket Truck	1993	118,714.2	N/A	15
1030	PW	F650 Dump Truck	2006	13,582.0	N/A	15
1031	PW	F450 Crane Truck	2007	25,650.8	N/A	15
1051	PW	F150 Truck	2009	64,119.3	N/A	15
1064	PW	F150 Truck	2013	20,354.4	N/A	15
1067	PW	F250 Truck	2015	27,616.3	N/A	15
1068	PW	F350 Flatbed	2015	10,305.5	N/A	15
1069	PW	F250 Truck	2016	5,884.5	N/A	15
1071	PW	F250 Truck	2016	6,957.4	N/A	15
1072	PW	F350 Truck	2016	13,523.7	N/A	15
1073	Admin	Tahoe	2003	159,199.0	N/A	15
1074	PW	F350 Water Service	2016	2,267.9	N/A	15
1080	Admin	Escape	2008	34,836.0	N/A	15
1088	PW	F450 Dump Truck	2017	1,830.0	N/A	15
1004	PW	Tiger Brush Cutter	1984	N/A	2,243.8	15
1010	PW	Huber Grader	1970	N/A	2,569.0	15
1014	PW	John Deere F725 Mower	2002	N/A	1,649.0	15
1016	PW	John Deere F930 Mower	2003	N/A	2,225.6	15
1017	PW	Kubota ZD18F Mower	2004	N/A	3,026.0	15
1018	PW	Kubota ZD321 Mower	2008	N/A	2,431.9	15
1033	PW	Swartz Street Sweeper	2012	N/A	208.9	15
1034	PW	Case Backhoe	1993	N/A	6,041.0	15
1036	PW	John Deere Gator	2005	N/A	2,592.3	15
1046	PW	Kubota ZD331 Mower	2012	N/A	1,079.8	15
1060	PW	Asphalt Roller	2001	N/A		15
1078	PW	Vactron Vac-Trailer	2016	N/A	85.7	10
1049	PW	John Deere Gator	2013	N/A		15
1050	PW	John Deere Gator	2015	N/A		15
1001	PW	Vermeer Chipper	1993	N/A		15
1112	PW	Case Backhoe	2017	N/A		15
1079	PW	New Holland Tractor	2017	N/A		15
55519D	Police	Ford Crown Vic*	2004	148,911.0	N/A	7
47140D	Police	Dodge Charger	2008	66,096.0	N/A	7
47139D	Police	Dodge Charger	2008	79,306.0	N/A	7
47141D	Police	Dodge Charger	2008	66,096.0	N/A	7
48801D	Police	Dodge Charger	2008	90,689.0	N/A	7
50388D	Police	Chevy Tahoe	2007	80,161.0	N/A	7
41422D	Police	Ford Explorer	2006	78,900.0	N/A	7
24605D	Police	Ford Explorer	2005	81,778.0	N/A	7
61086D	Police	Ford Explorer	2015	43,811.0	N/A	7
60990D	Police	Ford Explorer	2016	13,377.0	N/A	7
60991D	Police	Ford Explorer	2016	14,358.0	N/A	7
60992D	Police	Ford Explorer	2016	12,550.0	N/A	7

<u>Rep. Hours</u>	<u>Rep. Mileage</u>	<u>Rep. Year</u>	<u>Miles Left</u>	<u>Hours Left</u>	<u>Cost of Maintenance</u>	<u>Condition</u>
N/A	120,000	2020	68,955.1	N/A		
N/A	120,000	2008	1,285.8	N/A		
N/A	80,000	2021	66,418.0	N/A		
N/A	120,000	2022	94,349.2	N/A		
N/A	120,000	2024	55,880.7	N/A		
N/A	120,000	2028	99,645.6	N/A		
N/A	120,000	2030	92,383.7	N/A		
N/A	120,000	2030	109,694.5	N/A		
N/A	120,000	2031	114,115.5	N/A		
N/A	120,000	2031	113,042.6	N/A		
N/A	120,000	2031	106,476.3	N/A		
N/A	120,000	2018	(39,199.0)	N/A		
N/A	120,000	2031	117,732.1	N/A		
N/A	120,000	2023	85,164.0	N/A		
N/A	80,000	2032	78,170.0	N/A		
2500	N/A	1999	-	256.2		
2500	N/A	1985	-	(69.0)		
2500	N/A	2017	-	851.0		Broken
2500	N/A	2018	-	274.4		
2500	N/A	2019	-	(526.0)		
2500	N/A	2023	-	68.1		
4000	N/A	2027	-	3,791.1		
4000	N/A	2008	-	(2,041.0)		
2500	N/A	2020	-	(92.3)		
2500	N/A	2027	-	1,420.2		
2500	N/A	2016	-	2,500.0		
3000	N/A	2026	-	2,914.3		
2500	N/A	2028	-	2,500.0		
2500	N/A	2030	-	2,500.0		
2500	N/A	2008	-	2,500.0		
4000	N/A	2032	-	4,000.0		
4000	N/A	2032	-	4,000.0		
N/A	80,000	2011	(68,911.0)	N/A		
N/A	80,000	2015	13,904.0	N/A		
N/A	80,000	2015	694.0	N/A		
N/A	80,000	2015	13,904.0	N/A		
N/A	80,000	2015	(10,689.0)	N/A		
N/A	80,000	2014	(161.0)	N/A		
N/A	80,000	2013	1,100.0	N/A		
N/A	80,000	2012	(1,778.0)	N/A		
N/A	80,000	2022	36,189.0	N/A		
N/A	80,000	2023	66,623.0	N/A		
N/A	80,000	2023	65,642.0	N/A		
N/A	80,000	2023	67,450.0	N/A		

<u>Downtime</u>	<u>Replacement Parts</u>	<u>Notes</u>
		Going to Surplus in 2018
		Consider replacing in 2020
		Going to Surplus in 2018
		Going to Surplus in 2018
		Going to Surplus in 2018
		Going to Surplus in 2018
		Going to Surplus in 2018

Appendix B: Vehicle Evaluation Form

Vehicle or Equipment VIN or Serial#		
Vehicle or Equipment #:	Department Assigned:	
Make:	Model:	Year:
Mileage:	Hours:	
Evaluator:	Date of Evaluation:	

System	Diagnosis	Estimated Repair Cost
Engine		
Transmission		
Drive Line		
Differential(s)		
Exhaust		
Plumbing System		
Hydraulic System		
Electrical System		
Brakes		
Tires		
Body		
Interior/Exterior		
Front End/Suspension		
Air Conditioning		
Other		
Total Estimated Repair Cost:		\$

Diagnosis Code	Code Description
3 – Good	System is functioning well, and no repairs expected at this time
2 – Fair	Minor Repairs Required
1 – Poor	Major repairs need as soon as possible – consider replacing

Comments:

Vehicle/Equipment Evaluation Summary Report

Vehicle or Equipment #:		
Department Assigned to:		
Make:	Model:	Year:
Description of Use:		

Summary of Values

Years of Service:	Useful Life:	Years over or under:
Current Mileage:	Mileage Threshold:	Miles over or under:
Current Hours:	Threshold Hours:	Hours over or under:
Maintenance/repair costs to date: (attached)		
Purchase Cost:	Repair Cost:	
Replacement Cost:	Current Market Value:	

Comments and other considerations:

Recommendations:



**City Of Orting
Council Agenda Summary Sheet**

Subject: Calistoga Street West Stormwater Improvements - Scope and Budget		Committee	Study Session	Council
	Agenda Item #:	PW Committee	AB18-90	AB18-90
	For Agenda of:	10.3.18	10.17.18	10.30.18
	Department:	Public Works		
	Date Submitted:	9/19/18		
Cost of Item:		<u>\$126,830</u>		
Amount Budgeted:		<u>\$75,000 (2018), 100,000 (2019 Draft Budget)</u>		
Unexpended Balance:		<u>\$ 48,170</u>		
Bars #:		410-594-31-41-43		
Timeline:				
Submitted By:		JC Hungerford, PE		
Fiscal Note:				
Attachments: Scope and Budget for professional services				
SUMMARY STATEMENT: The City of Orting has several Capital Improvement Projects (CIPs) that will update the existing, inadequate storm drainage system. This project includes conveyance system and outfall modifications to increase capacity to convey flow rates based on land cover at the time the models were prepared. The Calistoga Street W Improvements Project (Project), CIP No. 14, will replace part of the existing storm drainage system due to inadequate capacity for existing land use and change in FEMA FIS 100-year flood elevation. Much of this existing storm system is crushed, providing very little conveyance capacity. This project will start in 2018 and carry over into the 2019 budget.				
RECOMMENDED ACTION: CONSENT AGENDA ITEM: MOTION: To Approve The Scope And Budget From Parametrix For Engineering Services For Calistoga Street West Stormwater Improvements In The Amount Of \$126,830.00.				

SCOPE OF WORK

City of Orting Calistoga Street W Improvements

PROJECT OVERVIEW

The City of Orting has several Capital Improvement Projects (CIPs) that will update the existing, inadequate storm drainage system. This project includes conveyance system and outfall modifications to increase capacity to convey flow rates based on land cover at the time the models were prepared. The Calistoga Street W Improvements Project (Project), CIP No. 14, will replace part of the existing storm drainage system due to inadequate capacity for existing land use and change in FEMA FIS 100-year flood elevation.

The Project is assumed to include the following elements:

- Determination of feasibility of upsizing the existing storm drainage system include modelling and a Stormwater Report
- Design and contract documents for the replacement of the existing storm drainage system along Calistoga Street W.

SCHEDULE

The project is anticipated to take four (4) months to complete.

Task 1 – Project Management and QA/QC

Goal: To provide the tools for continuous tracking of the project schedule and budget, project quality assurance and control, and status of deliverables to ensure that the project is executed as expected by the City.

Assumption(s)

- A 4-month project schedule is assumed.

Deliverable(s)

- Project Work Plan.
- Project Schedule, with monthly updates.
- Miscellaneous correspondence to document project management issues.
- Monthly Progress Reports and invoices.
- QA/QC Plan.
- Project meeting agendas and notes.

Task 2 – Mapping and Boundary Survey

Goal: To prepare a base map including topography, storm drainage system Rims and IEs, and property boundary.

Approach

2.1 Utilities and Mapping

Parametrix will utilize One-Call Utility Underground Location Center to notify the governing utility purveyors within the project site to mark their underground utilities for incorporation into the base map.

2.2 Topography

Parametrix will perform mapping as follows:

- Parametrix surveyors will map that portion of Calistoga Street W from Corrin Avenue E to Kansas Street SW. All existing utilities will be surveyed, including the rim and invert elevations of the storm drainage system. Also included in the mapping will be trees 12 inches (diameter) or larger, measured at breast height.
- Boundary lines will be graphically shown based upon record information. Property corners will not be set as part of this scope. Encroachments or intrusions will be mapped and made part of the base map.
- A base map will be prepared of the existing conditions; ground shots will be gathered at significant intervals to generate 1-foot contours.

2.3 Base Map Preparation

Parametrix will process survey field data and generate an AutoCAD drawing file of existing conditions with 2-foot contours and generate a Triangular Irregular Network (TIN) for engineering use.

Deliverable(s)

- AutoCAD drawing in 2018 format, or later, at 1 inch = 20 feet with 2-foot contours, topographic information, and right-of-way along the mapping corridor.
- TIN surface in LDT format.

Task 3 – Stormwater Report and 30% Design

Goal: To prepare a Stormwater Report and 30% Design Plans in accordance with the City's design standards.

Approach: Parametrix will assess, model, calculate, and document in a report format the impacts of increasing stormwater capacity along Calistoga Street W. 30% Preliminary Design will be completed alongside the completion of the Stormwater Report. 30% Design Plans will be prepared and include the following plan sheets:

- Cover Sheet and Legend (2 Sheets).
- Demo and TESC Plans (6 Sheets).
- Storm Drain Sheets (6 Sheets).
- Details (2 Sheets).

The following work is included in this task:

3.1 Collect Background Data and Prepare Drainage Area Mapping

Parametrix will collect necessary background data and prepare drainage area maps for both existing and post-construction design scenarios for use in determining the impact of increasing pipe capacity along Calistoga Street W. The project site will be based on the Orting West Sub-basin.

3.2 Stormwater System Modelling

Parametrix will complete stormwater modelling using PCSWMM to model existing and future conditions and determine the extents of increasing the storm drainage capacity along Calistoga Street W and the Orting West Sub-basin.

3.4 Stormwater Report

Parametrix will prepare a Stormwater Report based on the calculations and results of the analyses described above. The format of the report will be as documented in the *2015 Pierce County Stormwater Management and Site Development Manual*.

Assumption(s)

- Parametrix will provide any GIS mapping layers available within the project limits.
- The report will be prepared in accordance with the *2015 Pierce County Stormwater Management and Site Development Manual*.
- Plans will be prepared in AutoCAD 2018 format or later version, and will be designed in accordance with the *2013 City of Orting Development Standards*

Deliverable(s)

- Three copies of the Stormwater Report for the City's files.
- Three sets of full-size or half-size 30% plans, for the City's review.

Task 4 – 90% Design

Goal: To address the City's 30% design comments and update 30% construction plans to 90% design.

Approach: Upon receipt of the 30% Design comments, 90% construction plans will be prepared and shall include the same plan sheets as listed in Task 3 above.

Assumption(s)

- Plans will be prepared in AutoCAD 2018 format or later version and will be designed in accordance with the *2013 City of Orting Development Standards*.

The City's Review will take two weeks.

Deliverable(s)

- Three sets of full-size or half-size 90% plans, for the City's review.

Task 5 – Final Plans and Contract Documents

Goal: To address the City's 90% design comments, and prepare construction plans, contract bid documents, and an engineer's opinion of probable cost.

Approach: Upon receipt of the 90% Design comments, contract documents and an engineer's opinion of probable cost will be prepared, to include the same plan sheets as listed in Task 3 above.

Assumption(s)

- Contract documents will include preparation of the special provisions and bid form, and assembly of City-provided contract documents.
- Plans will be prepared in AutoCAD 2018 format or later version and will be designed in accordance with the *2013 City of Orting Development Standards*.
- Contract documents will be prepared in accordance with the *WSDOT Standard Specifications for Road, Bridge and Municipal Construction*.

Deliverable(s)

- Three sets of full-size final plans, 15 sets of half-size final plans, and 15 copies of the contract documents.
- An electronic copy of the Engineer's Opinion of Probable Cost in Microsoft Excel format.

Task 6 – Geotechnical Analysis and Report (Sub-Consultant)

Goal: To provide recommendations for pipe replacement design and other construction activities.

The City's West Sub-basin generally has poor soils for infiltration. A geotechnical analysis including but not limited to subsurface exploration, field testing, laboratory testing, geotechnical analyses, and report preparation is recommended. All tests will generally conform to Washington State Department of Ecology procedures for the Pilot Infiltration Test (PIT) and will be conducted by an independent excavation company working under subcontract to a to be determined sub-consultant. For soil characterization purposes, up to three grain size tests on representative samples of on-site soil will be performed. A geotechnical report summarizing observations, findings, and conclusions regarding infiltration conditions at the site will be completed. The report may also include a recommended infiltration rate for design purposes.

Assumption(s)

- The City will arrange to locate and mark all underground utilities within the study area. Also, the City acknowledges that there is some risk of damage to unlocated or mislocated underground utilities as a result of our subsurface exploration and agrees that the sub-consultant will not be held responsible for damage to such utilities. Additionally, the sub-consultant will not be held responsible for damage to the site property, or adjacent properties, in the event that an unlocated or mislocated underground utility is struck during subsurface exploration.
- The City will provide fire hydrant access, a water truck, or other convenient potable water source for use during the field infiltration testing.
- The proposed scope of services does not include characterization of regulated environmental contaminants that may be present on-site, nor will staff research historical data regarding the site and vicinity regarding potential environmental impairment.

SCOPE OF WORK (continued)

- Field personnel and subcontractors will exercise due care while working at the site, but some disturbance to the ground surface and vegetation should be expected.
- If adverse conditions are encountered during fieldwork, the client will be informed as soon as possible, and no work will be performed beyond the authorized scope of services without the client's approval.

Deliverable(s)

- Three copies of the final geotechnical report.

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

Task	SubTask	Description	Labor Dollars	Rates:									
				Scott D. Spees Surveyor III \$100.00	John M. Betzvog Designer IV \$145.00	April D. Whittaker Sr Project Control Specialist \$120.00	John L. Wright Sr Engineer \$155.00	John C. Hungerford Water Solutions Div Mgr \$170.00	Jared M. Kennitz Survey Supervisor \$160.00	Jay M. Munro Surveyor III \$110.00	Joshua M. Kelly Surveyor I \$85.00	Clara F. Olson Engineer II \$110.00	Publications Specialist II-9 \$95.00
4007		Callstoga Street W Improvements	\$113,420.00	30	212	34	130	56	12	52	30	280	52
	01	Project Management & Qa/QC	\$9,850.00			18	18	24				4	4
	02	Mapping and Boundary Survey	\$13,190.00	30					12	52	30		
	03	Stormwater Report and 30% Design	\$39,750.00		94	4	36	12				150	16
	04	90% Design	\$19,310.00		62		16	6				62	
	05	Final Plans and Contract Documents	\$30,220.00		56	8	56	14				64	32
	06	Geotechnical Analysis and Report	\$1,100.00			4	4						

Labor Totals:	\$113,420.00	30	212	34	130	56	12	52	30	280	52
Totals:	\$113,420.00	\$3,000.00	\$30,740.00	\$4,080.00	\$20,150.00	\$9,520.00	\$1,920.00	\$5,720.00	\$2,550.00	\$30,800.00	\$4,940.00

Subconsultants	
Geotech Sub	\$12,650.00
Subconsultants Total:	\$12,650.00

Other Direct Expenses	
Mileage	\$60.00
Survey Equipment (\$140/Use)	\$700.00
Other Direct Expenses Total:	\$760.00

Project Total **\$126,830.00**



**City Of Orting
Council Agenda Summary Sheet**

Subject: Resolution Adopting Proposed Amendments to City Council's Rules of Procedure		Committee	Study Session	Council
	Agenda Item #:		AB18-96	AB18-96
	For Agenda of:		10/17/18	10.30.18
	Department:	Council/Deputy Mayor Harmon		
	Date Submitted:	September 28, 2018		
Cost of Item:	<u> </u> \$			
Amount Budgeted:	<u> </u> \$			
Unexpended Balance:	<u> </u> \$			
Bars #:				
Timeline:				
Submitted By:	Deputy Mayor Harman			
Fiscal Note:				
Attachments: Resolution; Exhibit A to Resolution – Amended City Council Rules of Procedure				
<p>SUMMARY STATEMENT: Deputy Mayor Harmon proposed amendments to the City Council's Rules of Procedure in an effort to: (1) Memorialize the process by which legislation flows from Council Committee, to Council Study Session, and finally to regular Council Meetings; (2) Memorialize the job duties of the Deputy Mayor as Chair of the Council Study Session and related duties; and (3) Establish Chair and Vice-Chair positions for each Council Committee, and clarify the procedures for selection of those positions.</p> <p>At the City Council's Study Session on October 17, 2018, the Council discussed the proposed amendments, and requested a modification thereto to allow City Councilmembers to place legislation directly on a Study Session Agenda, so long as said legislation is timely submitted to the Clerk.</p> <p>Attached is a Resolution and Exhibit A thereto, which reflects the amendments to the City Council's Rules of Procedure to effectuate the goals stated by Deputy Mayor Harman and the requested amendment proposed at the Study Session. These amendments are shown on Exhibit A with the new language double underlined. Removed provisions are not shown on Exhibit A. These amendments were discussed at the study session on October 17th and were moved forward to the consent agenda of October 30th.</p>				
<p>RECOMMENDED ACTION: CONSENT AGENDA ITEM: MOTION: To Approve Resolution No. 2018-18, Adopting Proposed Amendments to the City Council Rules of Procedure, as prepared.</p>				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-18**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, AMENDING THE CITY COUNCIL RULES
OF PROCEDURE, SETTING EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Orting maintains Rules of Procedure, which govern conduct of City Council members, generally, and were last updated on April 25, 2018; and

WHEREAS, the City Council desires to amend its Rules of Procedure, to codify its practices pertaining to Council Committee meetings, Council Study Sessions, and the duties of the Deputy Mayor; and

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

Section 1. City Council Rules of Procedure, Amended. The City Council Rules of Procedure, last amended on April 25, 2018, are hereby amended to read as attached hereto as Exhibit A.

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 ORTING CITY COUNCIL AT A REGULAR MEETING
THEREOF ON THE 30TH DAY OF OCTOBER, 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

City Council Rules of Procedure

TABLE OF CONTENTS

1. General Rules

- 1.1 Meetings to be Public
- 1.2 Quorum
- 1.3 Attendance, Excused Absences
- 1.4 Council Meeting Staffing
- 1.5 Journal of Proceedings
- 1.6 Right of Floor
- 1.7 Rules of Order
- 1.8 Councilmember Seating

2. Types of Meetings

- 2.1 Regular Council Meetings
- 2.2 Special Meetings and Workshops
- 2.3 Council Committee Meetings
- 2.4 Emergency Meetings
- 2.5 Executive Sessions
- 2.6 Council Contact Outside an Official Meeting

3. Chairs and Duties

- 3.1 Chair
- 3.2 Call to Order
- 3.3 Preservation of Order
- 3.4 Points of Order
- 3.5 Questions to be Stated
- 3.6 Mayor – Powers
- 3.7 Mayor – Duties
- 3.8 Deputy Mayor – Powers
- 3.9 Deputy Mayor – Duties
- 3.10 Councilmembers – Powers

3.11 Councilmembers – Duties

4. Order of Business and Agenda

- 4.1 Order of Business
- 4.2 Council Agenda
- 4.3 Ordinances
- 4.4 Resolutions
- 4.5 Council Packets
- 4.6 Council Confirmation of Mayoral Appointments

5. Consensus, Motions and Decorum

- 5.1 Consensus Votes
- 5.2 Motions
- 5.3 Council Relations with City Staff
- 5.4 Council Representation to the Media

6. Public Hearing Procedures

- 6.1 Definition of Public Hearing
- 6.2 Speaker Sign-In
- 6.3 Conflict of Interest/Appearance of Fairness
- 6.4 The Public Hearing Process

7. Duties and Privileges of the Media and Citizens

- 7.1 Media Representation
- 7.2 Meeting Participation
- 7.3 Subjects Not on the Current Agenda
- 7.4 Comments and Suggestions to the Council
- 7.5 Personal and Slanderous Remarks
- 7.6 Written Communications

8. Filling Council Vacancies and Selecting Deputy Mayor

- 8.1 Notice of Vacancy
- 8.2 Application Procedure
- 8.3 Interview Process
- 8.4 Selection of Councilmember
- 8.5 Selecting Deputy Mayor

9. Creation of Committees, Boards and Commissions

- 9.1 Citizen Committees, Boards and Commissions
- 9.2 Types of Committees
- 9.3 Membership and Selection
- 9.4 Committee Meetings
- 9.5 Committee Records
- 9.6 Open Public Meetings Act
- 9.7 Removal of Members of Boards and Commissions

10. Public Records

- 10.1 Public Records
- 10.2 Electronic Mail
- 10.3 Open Public Meetings Act Regarding Electronic Mail

11. Council Travel Expenses

- 11.1 Applications
- 11.2 Administration
- 11.3 Documentation
- 11.4 Council Retreats
- 11.5 Service Award Ceremonies
- 11.6 Transportation Expenses
- 11.7 Meals
- 11.8 Local Business Meals
- 11.9 Meeting through Mealtimes
- 11.10 Business Meals between City Employees and Non-City Employees
- 11.11 Meals While on Authorized Travel Status
- 11.12 Non-Reimbursable Expenditures
- 11.13 Lodging
- 11.14 Non-Allowable Expenses

12. Suspension and Amendment of These Rules

- 12.1 Suspension of These Rules
- 12.2 Amendment of These Rules
- 12.3 Conflict

1. General Rules

1.1 Meetings to be Public:

The meetings of the City Council shall be open to the public with the exception of executive sessions for certain limited topics (as defined in RCW Chapter 42.30). After minutes have been approved, the City Clerk will post the minutes on the website and retain the minutes in a fire proof safe or file, and retain them in accordance with Washington State Retention schedules.

1.2 Quorum:

A simple majority of Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.

1.3 Attendance, Excused Absences:

RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. The member shall contact the Mayor or the City Clerk prior to the meeting and state the reason for his/her inability to attend the meeting. The Mayor shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes. If the motion is not passed, the City Clerk will note in the minutes that the absence is unexcused.

1.4 Council Meeting Staffing:

The City Administrator, City Clerk, City Treasurer, City Engineer and City Attorney shall attend all meetings of the Council unless excused. The staff may make recommendations to the Council and may take part in the discussions of the Council, but shall have no vote. The City Attorney shall give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.

Other City staff may be asked to attend if their expertise is required to answer questions or make a report on a specific agenda item.

1.5 Journal of Proceedings:

The City Clerk will keep an account of all proceedings of the Council, in accordance with statutory requirements, all proceedings will be either audio or video recorded and then written minutes will be prepared by the City Clerk, as the official record of the Council meeting. All Planning Commission and Civil Service Commission meetings will be audio recorded and written minutes shall be retained according to Washington State Record Retention schedules Committee meetings may be audio and written recorded and retained according to Washington State Record Retention schedules.

1.6 Right of Floor:

Any Councilmember desiring to speak shall be recognized by the Chair and shall confine his/her remarks to one subject under consideration or to be considered. Councilmembers may speak about the subject under consideration for a reasonable length of time.

1.7 Rule of Order:

Except as otherwise provided herein, *Robert's Rules of Order* shall be the guideline procedures for the proceedings of the Council.

1.8 Councilmember Seating:

A Councilmember's seat at the dais will be determined as follows or as mutually agreed upon by Council:

- (A) The Mayor shall sit in the center seat, and the Deputy Mayor shall sit to the Mayor's right.

2. Types of Meetings:

2.1 Regular Council Meetings:

The Council shall meet on the second, and last Wednesday of each month at 7:00 pm, at the Multipurpose Center (202 Washington Avenue South, or at another location the City Council may deem appropriate and noticed). The Council may reschedule regular meetings to a different date or time by a motion and majority vote of the Council. All meetings shall be open to the public.

2.1.1 Regular Study Sessions:

The Council shall hold, as regular meetings, study sessions at the Orting Multi-Purpose Center on the third Wednesday of each month, at 6:00 pm., unless otherwise noticed. Study sessions may be used by the city council to receive reports and presentations, review and evaluate complex

matters, and/or engage in preliminary analysis of city issues or city council business.

2.2 Special Meetings and Workshops:

Special meetings may be called by the Mayor or any three members of the Council in conformance with Chapter 35A.12 RCW. The City Clerk shall prepare a notice of the special meeting stating the time, place and business to be transacted. The City Clerk shall notify each member of the Council, as required by law, of the special meeting. The City Clerk shall give at least 24 hours' notice of the special meeting and post that notice to the City's website, to the News Tribune, and to the information box at City Hall and at the location of the City Council meeting. No subjects other than those specified in the notice shall be considered during the meeting. The Council may not make final disposition on any matter not mentioned in the notice. All special meetings shall be open to the public. The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or of any three or more members of the Council. Discussions and conclusions shall be informal and do not constitute official actions of the Council.

2.3 Council Committee Meetings:

There shall be three standing council committees: Public Works; Public Safety; and Community and Government Affairs. Committee assignments shall be made in accordance with Rule 3.9. There shall be two councilmembers on each committee, with one serving as Chairperson and one serving as Vice Chairperson. The Chairperson shall chair the Committee meeting. A Councilmember may attend a Council Committee meeting for a Committee to which he or she is not assigned, however the non-committee member attends the Committee meeting as an observer and the Chair or presiding officer of the Committee determines the extent of the Councilmember's participation in the meeting.

Council Committees shall establish a regular time, date location for their meetings, and the City Clerk will maintain a list of committee meeting times, dates and locations. All meetings shall be publicly noticed and open to the public.

Agenda items for Council Committee Meetings may be submitted by any of the following: (1) the Mayor; (2) the City Administrator or his or her designee; and (3) a Department Director, with consent of the City Administrator; and/or (3) a City Councilmember.

Unless otherwise stated in these rules, the Council Committee may make recommendations on agenda items to the Council for consideration at a

study session. In the event of a dispute between the Chairperson and Vice Chairperson on a particular agenda item, where no consensus can be reached, both recommendations may be submitted to the full council to debate at a study session.

2.4 Emergency Meetings:

An emergency meeting is a Special Council meeting called without 24-hour notice. An emergency meeting deals with injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice is impractical and would likely increase such injury or damage. Emergency meetings may be called by the City Administrator or the Mayor or two Councilmembers. The minutes will indicate the reason for the emergency.

2.5 Executive Sessions:

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

2.6 Council Contact outside an Official Meeting:

Generally Councilmembers have the same freedoms of association as any other citizen. Councilmembers must take great care when present at the same social, unofficial functions, or in any public setting to refrain from

engaging in any activity which could be interpreted as de facto deliberation or action on a matter of city business.

3. Chairs and Duties

3.1 Chair:

The Mayor shall preside as Chair at all meetings of the Council, except as otherwise stated in these rules. In the absence of the Mayor, the Deputy Mayor shall preside. In the absence of both the Mayor and Deputy Mayor, the Council shall elect a Chair for that meeting.

3.2 Call to Order:

The meetings of the Council shall be called to order by the Chair.

3.3 Preservation of Order:

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

3.4 Points of Order:

The City Attorney who is the parliamentarian, shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the parliamentarian be sustained?"

3.5 Questions to be stated:

The Chair shall state all motions submitted for a vote and announce the result. A roll call vote may be taken by the City Clerk on any question at the request of the Mayor or any member of the City Council.

3.6 Mayor – Powers:

The Mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the Mayor wishes to participate vigorously in the debate of an issue, the Mayor shall turn over chairing of that portion of the meeting to the Deputy Mayor, or to another Councilmember if the Deputy Mayor is absent. The Mayor's voting rights and veto power are as specified in RCW 35A.12.100.

3.7 Duties:

The Mayor or designee shall:

- (A) Be the official spokesperson for the City.
- (B) Act as the official head of the City for all ceremonial purposes.
- (C) Sign contracts and other documents as appropriate on behalf of the Council.
- (D) Observe and enforce all policies and procedures adopted by the Council.
- (E) Act as presiding officer at all meetings of the Council.
- (F) Preserve order and decorum in the Council Chambers.
- (G) Recognize Councilmembers in the order in which they request the floor.
- (H) Endeavor to keep the discussion moving and within a reasonable timeframe.
- (I) Share information with Councilmembers on meetings, issues, etc., that the Mayor has received as part of his/her official status as Mayor.

3.8 Deputy Mayor – Powers:

- (A) In the event of the temporary disability or illness of the mayor the Deputy Mayor will assume the Mayor's powers.

3.9 Deputy Mayor -- Duties:

- (A) Term of the Deputy Mayor shall be one year. (January 01 through December 31st).
- (B) 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.
- (C) The Deputy Mayor shall chair the study session. If the Mayor is absent from a regular or special council meeting the Deputy Mayor shall be the presiding officer during the meeting.

- (D) When filling Council vacancies, see section 8.
- (E) An appointment committee consisting of the Deputy Mayor one councilmember and the mayor shall recommend assignments for the Council Committee Chair and Vice-Chair positions in accordance with the following procedure:
 - a) The appointment committee shall provide recommendations for Council Committee assignments to the full Council for its approval no later than the first regular meeting in January.
 - b) Each Council member shall be assigned to at least one (1) Council Committee, with the exception of the Deputy Mayor who shall chair the study session and shall not be assigned a role in a Council Committee.
 - c) Chairperson selection shall be based on seniority, balance of experience, knowledge and interest prior to assignment.
 - d) The appointment committee shall give weighted consideration for those working on long range project.

3.10 Councilmember - Powers:

Any Councilmember may bring forth an item, resolution or ordinance by submitting a timely request to the City Clerk for inclusion on a Council Committee's Agenda or Study Session Agenda. At the request of the Councilmember(s) sponsoring the proposed legislation, their name(s) shall appear on the agenda indicating such sponsorship.

3.11 Councilmember – Duties:

Councilmembers are individually responsible for gathering additional information on issues, calling staff with questions or requesting information to be included in Council Meeting Packets. Councilmembers who attend meetings of another jurisdiction or regional meetings should provide a report.

4. Order of Business and Agenda

4.1 Order of Business:

The order of business for all regular meetings shall be transacted as follows unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

1. **Call to Order:** The Mayor calls the meeting to order.
2. **Pledge of Allegiance**
3. **Roll Call:** The Mayor requests a roll call of Councilmembers and indicates whether an absent Councilmember has requested an excused absence. Excused absences will be handled as stated in Section 1.3 of this document. After roll call any additions or deletions to the agenda should be addressed.
4. **Public Comments:** Members of the audience may comment on items relating to any matter not on the agenda. Comments are limited to three minutes, or for a person speaking on behalf of a group or organization, comments are limited to five minutes. No speaker may convey or donate his or her time for speaking to another speaker. Persons addressing the Council will be requested to step to the podium and give their name and address for the record.
5. **Awards, Confirmations & Presentations:** The Mayor makes announcements of upcoming meetings and events. Other special presentations may also be scheduled at this time.
6. **Public Hearings:** See Section 6.
7. **Consent Agenda:** The Consent Agenda contains items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, and claims. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember.
- ~~8. **Committee Reports**~~
9. **Commission Reports**
10. **Old Business**
11. **New Business**
12. **Executive Session**
13. **Adjournment**

4.2 Council Agenda:

4.2.1 Regular Council Meetings. The Mayor, City Administrator and the City Clerk shall prepare the agenda for Council meetings. Subject to the Council's right to amend the agenda, no legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety or welfare). An item may be placed on a Council regular meeting agenda by any of the following:

- (A) The Deputy Mayor or a majority of the Council (after consideration of the item at a study session);
- (B) The Mayor
- (C) The City Administrator or a Department Director, with the approval of the City Administrator.

Agenda items shall be submitted in final form to the City Clerk no later than 12:00 pm on the Thursday prior to the meeting.

4.2.2 Regular Study Sessions. An item may be placed on a Council study session agenda by any of the following:

- (A) A Councilmember;
- (B) A Council Committee, per Rule 2.3;
- (B) The Mayor; or
- (D) The City Administrator, or a Department Director with the approval of the City Administrator.

Agenda items shall be submitted in final form to the City Clerk no later than 12:00 pm on the Thursday prior to the meeting.

Items reviewed by Committee will be scheduled for Council review at a study session, per committee recommendation (see Rule 2.3). Committee Chairs will notify the City Clerk of any upcoming Council agenda items or hearings, so that proper notification may be made.

An item may be delayed if the Mayor and/or City Administrator know it is of particular importance to an absent Councilmember.

4.3 Ordinances:

Ordinances are legislative acts or local laws. They are the most permanent and binding form of Council action and may be changed or repealed only by a subsequent ordinance. Ordinances normally become effective five days after publication in the City's official newspaper. Ordinances may be passed under any of the agenda sections.

The City Clerk shall assign a permanent ordinance number prior to placing the ordinance on the agenda. The City Attorney shall review the ordinance prior to placing it before the City Council for their consideration.

Upon enactment of the ordinance, the City Clerk shall obtain the signature of the City Attorney and the Mayor. The City Clerk is responsible for notifying Sterling Publisher of new ordinances, so that they will be codified, and Ordinance titles or summaries shall be published in the official newspaper as a legal publication in the first publication following enactment.

4.4 Resolutions:

Resolutions are adopted to express Council policy or to direct certain types of administrative action by the Mayor. A resolution may be changed by adoption of a subsequent resolution. Resolutions may be passed under any of the agenda sections.

The City Clerk shall assign a permanent resolution number prior to placing the resolution on the agenda. The City Attorney shall review the resolution prior to placing it before the City Council for their consideration.

Upon enactment of the resolution, the City Clerk shall obtain the signature of the City Attorney and the Mayor. After the Mayor's signature, the City Clerk shall sign the resolution.

4.5 Council Packets:

Agendas and packets will be provided to the City Council by 5 pm the Friday prior to the meeting. The City Clerk will post the Agenda Packet on the City's Website. Agendas and packet materials will be available at the Council meeting and may be requested at City Hall from the City Clerk by the public.

4.6 Council Confirmation of Mayoral Appointments:

In addition to select Councilmember participation in any Mayoral-defined hiring process, the Council will, per Ordinance 961, confirm the appointment of certain mayoral appointments prior to final hiring actions.

Currently the appointment of the City Administrator, City Treasurer, City Clerk, Police Chief, City Attorney, Public Works Director, Building Inspector/Official, and Parks and Recreation Director are subject to Council confirmation. The confirmation of the Municipal Judge is provided pursuant to OMC Chapter 1-10.

The confirmation process, if circumstances allow, should be scheduled for televised meetings. These meetings should be broadly advertised via the official publication, reader boards, City website, social media pages, etc. to allow maximum public notification. The Mayor may request a Special Meeting if pressing and extenuating hiring circumstances exist.

The confirmation process is as follows:

- (A) Prior to the meeting, the Council will be provided a copy of the Employment Application and/or resume (with personal information redacted) for review in the Council Packet. Staff may provide other pertinent information as appropriate.
- (B) During the Confirmation agenda item of the Council meeting the:
 - 1. Mayor or City Administrator will introduce the nominated applicant and briefly recap the process that resulted in the nominee being selected for the position,
 - 2. The applicant (if available to attend) will provide a brief background and description of their qualifications to the Council.
 - 3. Council will have a question and answer opportunity with the applicant and/or staff to last up to 30 minutes (time may be extended upon majority Council consent), and
 - 4. Public Testimony will be taken with each speaker given a maximum of three minutes to provide comments. All comments must be directed toward the Chair and limited to the confirmation discussion. Two-way discussions are discouraged.
- (C) An executive session in accordance with RCW 42.30.110(g) may be requested by any Councilmember to “evaluate the qualifications of an applicant for public employment or to review the performance of a public employee” if questions or concerns arise that should not be discussed in a public forum. Final actions must take place in an open meeting.

- (D) After the question and answer session, upon resumption of the regular meeting after an Executive Session (if requested), and upon a motion, the Council will vote to confirm the hire/ nomination on a simple majority vote of the present Council quorum.

5. Consensus, Motions and Decorum

5.1 Consensus Votes:

When a formal motion is not required on a Council action or opinion, a consensus voice vote may be taken. The Chair will state the action or opinion. The Council as a group will indicate concurrence or non-concurrence. When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.

5.2 Motions:

- (A) **Making a Motion.** Motions shall be clear and concise and not include arguments for or against the motion within the motion. No motion shall be entertained or debated until duly seconded and announced by the Chair. A motion that does not receive a second dies. After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second. After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- (B) **Audience Comment.** Audience comment on a motion may be taken after the briefing on the motion occurs and before the motion is voted on by the Council.
- (C) **Restatement of Motions.** The City Council votes on motion as restated by the Chair if the motion is amended. \
- (D) **Votes on Motions.** Each member present shall vote on all questions put to the Council except on matters in which he or she has a conflict of interest. If a conflict of interest exists, such member shall disqualify himself or herself prior to any discussion of the matter. If a majority of Council arrives at a consensus to put up an issue for vote and a Councilmember is not there when the vote takes place, the Councilmember cannot bring the item back.

- (E) **Failure to Vote on a Motion.** Any Councilmember present who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.
- (F) **Unanimous Vote.** If the vote is unanimous, the Mayor shall state that the motion has passed unanimously according to the number of Councilmembers present such as “7-0” or “6-0”.
- (G) **Roll Call Vote.** If a vote is not unanimous, and the Mayor or a Councilmember requests it, each Councilmember shall state his/her vote and the City Clerk shall record it. The City Clerk then restates the outcome of the vote. For example, the outcome may be restated as, “Councilmembers A, B, C and D vote ‘yes’. Councilmembers E, F and G vote ‘no’. The vote is 4-3 to adopt Ordinance No_____. The motion carries.”
- (H) **Tie Vote.** A motion that receives a tie vote is deemed to have failed.
- (I) **Topic Closed.** Once a vote on a motion has been taken, the topic of motion is closed for the remainder of that meeting.
- (J) **Withdrawal of Motion.** A motion may be withdrawn by the maker of the motion at any time before a vote is taken without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- (K) **Motions to Reconsider.** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.
- (L) **Motion to Lay on the Table.** A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, and requires a majority vote. The purpose of the motion to lay on the table is to temporarily set aside the motion in order to conduct other more urgent business. A motion not taken from the table by the close of that meeting or the next regular meeting dies on the table. If the motion to table prevails, the matter may be “taken from the table” by motion which requires a second, is not

debatable and requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.

- (M) Motion to Postpone to Date Certain.** A motion to postpone to a time certain requires a second, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.
- (N) Motion to Postpone Indefinitely.** A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.
- (O) Motion to Call for the Question.** A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- (P) Motion to Amend.** A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include a motion to adjourn, to amend the agenda order, lay on the table, for a roll call vote, for a point of order, for reconsideration and take from the table. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (Q) Interpretation.** The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature that may arise at a Council meeting.
- (R) Order of Precedence.** All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict between Robert's Rules of Order and these Council rules, these Council rules shall prevail.

5.3 Council Relations with City Staff:

The following guidelines should be adhered to:

- (A) There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- (B) City staff shall acknowledge the Council as policy makers, and the Councilmembers shall acknowledge the City staff as administering the Council's policies.
- (C) Councilmembers with particular interest in an item or topic should be given a courtesy call if that item is rescheduled.
- (D) Councilmembers shall not attempt to direct City staff in performing their regular daily functions.
- (E) No Councilmember shall direct the City staff to initiate any action or prepare any report, or initiate any project or study without the consent of the Mayor. New initiatives having policy implementation shall be directed to a Council Committee for consideration.
- (F) Individual requests for information can be made directly to any staff member. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator.
- (G) To provide staff the necessary preparation time, Councilmembers will provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting, if possible.

5.4 Council Representation to any Media and other Organizations:

Councilmembers shall use the following guidelines when speaking with the media:

- (A) If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position.

- (B) Councilmembers need to have other Councilmembers' concurrence before representing: (1) another Councilmember's view or position, or (2) the majority of Council's view or position with the media, another governmental agency or community organization.
- (C) As a matter of courtesy, letters to the editor, interviews or other communication by a Councilmember of a controversial nature, which do not express the majority opinion of the Council, should be presented to the full Council and Mayor prior to publication so that the Councilmembers may be made aware of the pending publication.

6. Public Hearing Procedures

6.1 Definition of Public Hearing:

There are two types of public hearings: legislative and quasi-judicial. Legislative hearings focus on broad policy with general application. Quasi-judicial hearings focus on the rights of specific parties and decisions must be based on a formal record. The Mayor will state the public hearing procedures before each public hearing, staff and/or consultants will introduce the topic. Citizens may comment on public hearing items.

6.2 Speaker Sign-In:

Prior to the start of a public hearing the Mayor may require that all persons wishing to be heard sign in with the City Clerk, giving their name and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Mayor will establish time limits and otherwise control presentations. (The speaking time limit is three minutes per speaker or five minutes when presenting the official position of an organization or group). The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, etc.).

6.3 Conflict of Interest/Appearance of Fairness:

Prior to the start of a public hearing, the Chair will ask if any Councilmember has or may have an interest or may have engaged in an ex-parte communication which could, pursuant to Ch. 42.23 RCW or Ch. 42.36 RCW, prohibit or disqualify the Councilmember from participating in the public hearing process.

A Councilmember who refuses to step down after challenge and the advice of the City Attorney, a ruling by the Mayor or Chair and/or a request

by the majority of the remaining members of the Council to step down, is subject to censure. The Councilmember who has stepped down shall not participate in the Council decision nor vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration, provided, however, that nothing herein shall be interpreted to prohibit a Councilmember from stepping down in order to participate in a hearing in which the Councilmember has a direct financial or other personal interest. The appearance of fairness doctrine applies only during quasi-judicial hearings. The conflict of interest provisions, however, apply anytime there will be a vote by the council on a contract. Normally, an announcement would not be required for a vote in which a conflict would occur and it is up to the elected official to bring up the conflict. The City Attorney may prompt the Councilmember to remove him or herself or not participate in the vote. However, if there is a conflict, this must be announced on the record before the vote. The Councilmember is not required to leave during the vote or discussion, but may not participate in the vote.

6.4 The Public Hearing Process:

The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right to free speech.

- (A) All comments by proponents, opponents or other members of the public shall be made from the podium; individuals making comments shall first give their name and address.
- (B) No comments shall be made from any other location, unless it is impractical to make comment from the podium. Anyone making "out of order" comments shall be subject to removal from the meeting. If a citizen is disabled and requires accommodation, the citizen is required to advise the City Clerk.
- (C) There will be no demonstrations during or at the conclusion of a public hearing.
- (D) The order for a public hearing shall be as follows:
 - 1. The Chair calls upon City Staff to describe the matter under consideration.
 - 2. The Chair calls upon proponents, opponents and all other individuals who wish to speak regarding the matter under consideration.

3. The Chair inquires as to whether any Council-member has questions to ask the proponents, opponents, speakers or staff. If any Council-member has questions, the appropriate individual will be recalled to the podium.
4. The Chair continues the public hearing to a specific time or closes the public hearing.

7. Duties and Privileges of Media and Citizens

7.1 Media Representation:

Seating space shall be provided for the media at each public meeting. The media shall also be provided with a packet containing the background information provided to the Council.

7.2 Meeting Participation:

Citizens are welcome at and encouraged to attend all Council meetings. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Cell phones will be silenced and not used for phone calls during council meetings.

7.3 Subjects Not on the Current Agenda:

Under agenda item "Comments from Citizens" citizens may address any item not already on the agenda. They shall first obtain recognition by the Chair, stand at the podium, state their name, address and subject of their comments. The Chair shall then allow the comments, subject to a three-minute limitation per speaker and five-minute limitation per speaker representing a group or organization, or other limitations as the Chair may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Council committee for action or investigation and report at a future meeting.

7.4 Public Comments and Suggestions to Council:

When citizen comments or suggestions unrelated to the agenda are brought before the City Council, the Chair shall first determine whether the issue is legislative or administrative in nature and then:

- (A) If the issue is legislative, and comments on the letter or intent of a legislative act or is a suggestion for changes to such an act, and if any Councilmember suggests a change to an ordinance or resolution of the City, the Council may refer the matter to a committee, City Administration, City Attorney or the Council as a whole for study and recommendation.
- (B) If the issue is administrative and comments on administrative staff performance, administrative execution of legislative policy or administrative policy within the authority of the City Administrator, the Chair should then refer the complaint directly to the City Administrator for his/her review if the complaint has not yet been reviewed. The City Council may direct that the City Administrator report to the Council his/her response and resolution.

7.5 Personal and Slandorous Remarks:

Any person making personal, offensive, impertinent or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience participation before the Council during that Council meeting by the Mayor.

Any councilmember making personal, offensive, impertinent or slanderous remarks to a member of the audience, city staff member or another councilmember will be asked to refrain. If the remarks continue he/she may be asked to leave the meeting.

7.6 Written Communications:

Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council had control at any time. The written communication may be submitted by direct mail, e-mail, text message or by addressing the communication to the City Clerk who will distribute copies to the Mayor and Councilmembers. The communication will be entered into the record without the necessity for reading as long as sufficient copies are available to members of the audience/public.

7.7 Video Recording of Public Meetings:

All public meetings of the City of Orting, including but not limited to regular and special meetings of the City Council, committee meetings and commission and board meetings may be recorded by members of the public, including members of the media. The City reserves its right to place restrictions on the location of all recording equipment, so as to ensure the recording equipment does not pose a safety hazard, and that the recording does not hinder the public's attendance or disrupt the decorum of the meeting. Failure to comply with the City's request to move recording equipment may result in expulsion from the meeting.

In order to preserve the decorum of the regular and special meetings of the City Council, all recording equipment shall be placed south of the kitchen door at the Multipurpose Center, in a location that does not pose a safety hazard or otherwise interfere with the public's access to attend and view the meeting.

At Committee meetings located at the Public Safety Building, all recording equipment shall be placed at the end of the first row on the west side of the meeting space in a location that does not pose a safety hazard or otherwise interfere with the public's access to attend and view the meeting, and shall be placed at the northwest corner of the room at the Multipurpose Center Conference Room. The Committee Chair (or his or her designee) may proscribe an alternative location for placement of recording equipment, so long as the location does not pose a safety hazard, does not hinder the public's attendance and does not disrupt the decorum of the meeting.

8. Filling Council Vacancies and Selecting Deputy Mayor

8.1 Notice of Vacancy:

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

8.2 Application Procedure:

Each applicant will submit a written request to the City Clerk prior to the posted deadline.

8.3 Interview Process:

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

8.4 Selection of Councilmember:

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

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

8.5 Selecting Deputy Mayor:

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 3.9 B.

9. Committees and Commissions

9.1 Citizen Committees, Boards and Commissions:

The Council will create committees and commissions to assist in the conduct and operation of city government with such duties as are consistent with the Orting Municipal Code.

9.2 Types of Committees:

There shall be four types of committees in the City of Orting.

- (A) Standing Committees. Such committees will be established to conduct business by the Deputy Mayor plus one council member and the mayor when delegated to the legislative body and approved by the council.

- (B) Ad Hoc Committees. Such Council Advisory Committees are to investigate a specific subject and report back to the City Council. Such a group may be chaired by a council-member. Typically such a Committee would focus on a policy issue or legislative matter.
- (C) Citizen Advisory Commissions. Such groups are formed to promote citizen participation on a particular subject and provide guidance on community views on a subject to the Council, for example Parks and Planning Commissions.
- (D) Mayor's Committee. Such Committees are formed to investigate a specific operational issue and report back to the Mayor and City Council. It may be chaired by a councilmember or the Mayor.

9.3 Membership and Selection:

Membership and selection of members shall be as provided by the Mayor or designee and confirmed by the Council. Any committee or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. Committees so appointed shall have advisory powers to the Council except as otherwise specified in the Orting Municipal Code (OMC).

9.4 Committee Meetings:

Committees shall establish a regular time, date location for their meetings. The City Clerk will maintain a list of committee meeting times, dates and locations. Committees may make recommendations for action to the Council as a whole. Councilmembers who do not serve on a committee with questions or concerns about an agenda item, are responsible to contact staff or a committee member prior to the meeting to express their concern or need for additional information.

9.5 Committee Records:

Draft summaries of each meeting will be prepared by a committee member or the staff assigned to the committee by the City Administrator and distributed to each Councilmember. Verbal reports may be given at Regular and Special Council meetings as requested by a committee member, the committee chair, the Mayor or any member of the Council.

9.6 Open Public Meetings Act:

The City Council Committees shall comply with the state's "Open Public Meetings Act."

9.7 Removal of Members of Boards and Commissions:

The Mayor may remove any member of any commission based upon the following criteria.

- (1) Parks Advisory Board: Three consecutive unexcused absences will result in automatic removal. (OMC 2-5-2)
- (2) Planning Commission: The mayor may remove after a public hearing and with approval by the council. (OMC 2-1-3)
- (3) Civil Service Commission: Any member of the commission may be removed from office for incompetency, incompatibility or dereliction of duty, or malfeasance in office, or other good cause. (RCW 41.12.030)

10. Public Records

10.1 Public Records:

Records created or received by the Mayor or any Councilmember should be transferred to the City Clerk for retention by the City in accordance with the Public Records Act, Chapter 42.56 RCW. Public records that are duplicates of those received by, or in the possession of the city, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained; should be referred to the City Attorney.

10.2 Electronic Mail:

Electronic communications that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, do not constitute a public record. All other messages that relate to the functional responsibility of the recipient or sender as a public official constitute public records.

10.3 Open Public Meetings Act Regarding Electronic Mail:

E-mails between elected officials of a governing body can implicate the Open Public Meetings Act. If discussing city business with a fellow Councilmember via e-mail, it can constitute a meeting and all the

requirements for a public meeting would have to be met or a violation of the Act could occur.

11. Council Travel Policy

11.1 Applications:

The provisions of Chapter 42.24 RCW and the Budgeting, Accounting, and Reporting Systems (BARS) manual prescribed by the Washington State Auditor's Office apply. The City of Orting reimburses its elected or appointed officials for reasonable travel, subsistence and related expenses incurred conducting City business provided the expenses are prudent and directly related to the individual's service on behalf of the City.

11.2 Administration:

The City Treasure administers the travel and expense reimbursement program, designs and distributes forms and instruction and carries responsibility for review of claims. Claims will not be allowed without a detailed account of monies spent certified by the individual making the claim as required by the Division of Municipal Corporations in the Office of the State Auditor.

11.3 Documentation:

Claims for personal reimbursement must be made on official forms, be accompanied by the vendor's original receipt or bankcard charge slip showing the date, vendor imprinted name, amount paid and the items/services received, and must be certified correct and signed by the individual seeking reimbursement.

In addition to the documentation above, claims for business related meals require the following documentation:

- (A) The names of the individuals participating.
- (B) Their official title or capacity as it relates to city business.
- (C) The nature of the topics discussed, nature of the occasion, what public purpose or policy was being served (and/or copy of agenda).

11.4 Council Retreats/Executive Team Retreats:

The reasonable cost of necessary food and beverages while conducting a City retreat is authorized for reimbursement.

11.5 Service Awards Ceremonies:

Expenditures for reasonable refreshments served and awards given are eligible for reimbursement.

11.6. Transportation Expenses:

Public officials are to exercise prudent judgment in incurring travel expenses on official City business. Excessive or unnecessary expenses will not be reimbursed or paid for by the City.

Authorization of travel is to be exercised through the use of the current budget. Reasonable transportation expenses for approved travel will be reimbursed. The most direct and cost effective mode of transportation will be the basis for the reimbursement. Out-of-state travel must be approved by the City Council. In-state travel means travel within the state of Washington. In special or unusual circumstances, arrangements will be made to accommodate unique transportation requirements.

11.7 Meals:

Based on recommendations from the State Auditor's Office, the City uses the following guidelines in determining the use of public funds for expenditures for food and beverages:

- (A) Name of the consumer.
- (B) Nature of the occasion for the consumption.
- (C) Public purpose or policy objective was served.
- (D) The expenses are consistent with the policy authorizing reimbursement.

11.8 Local Business Meals:

Meals (including snacks) between City public officials/employees will not normally be reimbursed. It is expected that City business between City public officials/employees can, for the most part, be conducted on City premises during normal work hours.

11.9 Meetings through Mealtimes:

The City recognizes that there are occasions when it may be necessary for a group of public officials and/or employees to work through a meal in order to meet a deadline or to keep a group convened in order to accomplish the task. To be considered for reimbursement as a working

meal, the meeting must span over a three-hour period, which includes the group's normal mealtime.

11.10 Business Meals between City Employees and Non-City Employees:

The practice of the City providing meals to non-city employees is discouraged. However, for directors and above, the City recognizes that there are situations where non-city employees provide an unpaid service to the City during a mealtime. The costs of meals while conducting City business with persons other than City employees either locally or out of town are authorized for reimbursement subject to the limitations described in this document.

11.11 Meals While On Authorized Travel Status:

Per Diem shall be used for meals while out of town on city business. Out of town means the one-way travel distance is greater than 40 miles from the city and overnight stay is required. Per Diem for meals shall be at the rate in effect at the time of travel for the specific area or locality. The maximum allowable rate shall be those in effect by the State of Washington, Office of Financial Management.

11.12 Non-Reimbursable Expenditures:

Unauthorized expenditures include, but are not limited to, liquor, expenses of spouse, guests or other persons not authorized to receive reimbursement under this policy or state regulations. Situations not specifically addressed above will be reviewed by the City Administrator for propriety.

11.13 Lodging:

Hotel/motel accommodations for public officials/ employees attending out-of-town functions on city business are acceptable. Lodging expenses shall be reimbursed at actual costs, as evidenced by a receipt, up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality. The maximum allowable lodging rates shall be those in effect by the State of Washington, Office of Financial Management.

The cost of accommodations should be requested by purchase order and billed directly to the City by the vendor whenever possible. If advance payment is required, a purchase order will be prepared and the lodging registration will serve as supporting documentation for the claims check issued to the vendor. A vendor's receipt for these expenditures is required in all cases. In some situations, the maximum allowable lodging amount

may not be adequate and the City Administrator may approve payment of lodging not to exceed 150% of the applicable maximum per diem amount.

11.14 Non-Allowable Expenses:

Certain travel expenses are considered personal and not essential to the transaction of official city business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to: Baggage checking, valet services, laundry services, entertainment expenses, radio or television rental, transportation to or from places of entertainment, costs of personal trip insurance, medical and hospital services, personal toiletry articles, barber or hairdresser, personal postage or reading materials, expenses of a spouse or other family member, mileage allowance for commuting to regular, special, and committee meetings of the City Council, expenses on a personal car, meal expenses for formal meetings of City Council committees, fines for violation of motor vehicle laws.

12. Suspension and Amendment of These Rules

12.1 Suspension of These Rules:

Any provision of these rules not governed by state law or the Orting Municipal Code may be temporarily suspended by a vote of a majority of the Council.

12.2 Amendment of These Rules:

These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

12.3 Conflict:

In the event of a conflict between the City Council Rules of Procedure and other rules adopted by resolution of the Council, these City Council Rules of Procedure shall prevail to the extent of the conflict. In the event of a conflict between these City Council Rules and state law, state law shall prevail to the extent of the conflict.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Orting Library & MPC Re-Roof And R & R Of Siding		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-99	AB18-99
	For Agenda of:		10.17.18	10.30.18
	Department:			
	Date Submitted:			
Cost of Item:	<u>\$52,332.86</u>			
Amount Budgeted:	<u>\$20,000.00</u>			
Unexpended Balance:	<u>\$32,332.86</u>			
Bars #:				
Timeline:				
Submitted By:	Mark Bethune			
Fiscal Note: The city expects the library to pay for half of the re-roofing.				
Attachments: Bid document and low bidder response				
SUMMARY STATEMENT:				
<p>The library/MPC roof is at life end. The City and Pierce County Library are in a partnership to share the cost of a re-roof. The city went out for bids to 14 roofing contractors but only received one bid from D&D Construction of Orting. The overall cost for a 50 year heavy laminated shingle and Hardiplank shingle siding is \$52,332.86. Orting’s share is \$26,166.53.</p> <p>The city budgeted for HVAC and roof replacement for 2018 at an overall cost of \$40,000. The city’s share of the HVAC was about \$19,500. This leaves about \$20,500 for the re-roof. Staff is recommending we go ahead and get the roof replaced in 2018 and expend and additional \$5,666.</p>				
<p>RECOMMENDED ACTION: CONSENT AGENDA ITEM. Motion: To Approve D&D Construction As The Low Bidder For Re-Roofing The MPC In The Amount Of \$52,332.86.</p>				



**City Of Orting
Council Agenda Summary Sheet**

Subject: Kansas Street SW Preliminary Design – Scope and Budget		Committee	Study Session	Council
	Agenda Item #:	N/A		AB18-100
	For Agenda of:	N/A	10.17.18	10.30.18
	Department: Public Works			
	Date Submitted: 10/25/18			

Cost of Item:	<u>\$ 13,200</u>
Amount Budgeted:	<u>\$ 0</u>
Unexpended Balance:	<u>\$ 0</u>
Bars #:	
Timeline:	
Submitted By:	JC Hungerford, PE
Fiscal Note: \$13,200 from the Streets Fund (101).	

Attachments: Scope and Budget for professional services

SUMMARY STATEMENT: This project will completely reconstruct Kansas Street SW between Calistoga Street W and Harman Way S. Improvements will include a new subgrade, roadway, curb and gutter, and stormwater improvements. The existing roadway is failing due to poor subgrade and heavy truck traffic.

This first phase of the project (Preliminary Engineering) will focus on refining the footprint of the project, including alignment and right-of-way needs (if any), and defining the scope of pedestrian and stormwater improvements for the project. **This request is to amend the original scope and budget to add \$13,200 in subconsultant budget to acquire property required for the project.**

RECOMMENDED ACTION: MOTION: To Amend The Original Scope And Budget For Preliminary Design, Adding #13,200 To The Sub consultant Budget, To Acquire Property Required For The Project.

SCOPE OF WORK

City of Orting Kansas Street SW Preliminary Design

INTRODUCTION

This project will completely reconstruct Kansas Street SW between Calistoga Street W and Harman Way S. Improvements will include a new subgrade, roadway, curb and gutter, and stormwater improvements. The existing roadway is failing due to poor subgrade and heavy truck traffic.

This first phase of the project (Preliminary Engineering) will focus on refining the footprint of the project, including alignment and right-of-way needs (if any), and defining the scope of pedestrian and stormwater improvements for the project.

PHASE 01 – PRELIMINARY ENGINEERING

Task 01 – Project Management

Measurable Task Objectives

Parametrix will provide continuous tracking of the project schedule and budget, project quality assurance and control, and status of deliverables to ensure that the project is executed as expected by the City. Parametrix will also assist the City in obligating and monitoring federal grant funding through Pierce County.

Approach

The project manager will set up internal processes, files and documents to establish, track and manage the project schedule, budget, personnel and subconsultants. Written correspondence will be generated as needed to document project management issues.

Monthly invoices and progress reports will be developed, in addition to an earned value report, summarizing the work performed in the previous month.

Parametrix will provide necessary documentation to the City for obligation of federal grant funding, progress reporting and grant reimbursement through Pierce County Regional Council.

Assumptions

- A 3-month schedule is assumed for this phase of the project (May 2018 through July 2018).
- Environmental, public coordination and final design activities will require additional phases and are not included here. Additional project management tasks will be included in these phases as appropriate.

Deliverables

- Miscellaneous correspondence to document project management issues.

- Monthly progress reports and invoices.

Task 02 – Survey

Measurable Task Objectives

Parametrix will provide topographic mapping and prepare AutoCAD Civil 3D format base map identifying existing conditions and improvements to support design efforts.

Approach

Limits and Extents

The mapping area is defined by the right-of-way of Kansas Street SW (SR162) from Calistoga Street West to Harman Way S. Each intersection (Calistoga Street SW, Coe Ln SW, Ford Ln SW, Hays Ave SW, Grinnell Ave SW, Eldredge Ave SW and Harman Way S) will be mapped 50' north and south of the intersection.

Mapping will consist of identifying physical improvements including but not limited to crown of road, traffic channelization, curb and gutter, wheel chair ramps, sidewalks, driveways, visible or marked private and public utilities whether overhead or underground, signage, landscape limits and irrigation equipment, and all trees. All manholes and catch basins will be dipped for invert elevations. Existing ground conditions will be mapped at necessary intervals to generate 1-foot contours.

Utility Locates

Applied Professional Services will be contracted to obtain schematics of private utilities and mark underground utilities within the survey limits. Parametrix will survey underground utilities based on surface evidence and paint marks. Inverts will be obtained for water valves and storm/sewer structures and pipes. No inverts will be obtained for private utilities. Surveyed utility marks will be verified against record drawings provided by private utilities. No further coordination with private utilities will be accomplished with this task.

Project Research

Parametrix will use public records available on-line to establish the rights-of-way for this corridor, while parcel lines will be based upon available GIS records.

Control Survey

Horizontal and vertical control will be established throughout the site using GPS and conventional survey equipment. Intersection monuments and property corners will be analyzed and if found to be reliable, used to control the alignment. Vertical datum will be NAVD 88. Horizontal datum will be NAD 83/2011 as provided by Washington State Reference Network (WSRN), also known as Washington State Plane Coordinate System, South Zone.

Assumptions

- City of Orting staff will suction out sediment and water from water valve lids and storm structures prior to survey.
- Parametrix will notify and request permission to access Orting School District property prior to survey.

SCOPE OF WORK (continued)

- Potholing of utilities, if required, will be performed in future phases of the project.

Deliverables

Field gathered data will be reviewed, processed and entered into an AutoCAD Civil 3D drawing. From this information, planimetric features will be drawn and symbols shown to reflect existing improvements, ground conditions, right-of-way and property lines. A digital terrain model will be prepared, and contours generated.

Task 03 – Preliminary Engineering

Measurable Task Objectives

The purpose of this task is to define the project footprint and scope of impacts to utilities, private property, and other stakeholders. Outcomes include identification of the following: a proposed roadway alignment with channelization, including widths of lanes, shoulders and sidewalks; location of revised pedestrian routes; impacts to property owners (i.e. changes to property access or parking, relocation/removal of signage or vegetation, etc); scope of improvements to any utilities; revisions to lighting through the project area; and determination of stormwater mitigation requirements. Based on work in this task, an opinion of cost for the improvements will be developed.

Approach

Parametrix will review the existing illumination system as inventoried during survey activities. A photometric light level analysis using AGi32 software will be conducted to identify necessary system modifications or upgrades to meet light level requirements. A short illumination technical memorandum will be developed to document the analysis.

Parametrix will prepare a 3D model using AutoCAD Civil 3D for the project improvements and deliver it to the City for review. The DRAFT preliminary plan will include:

- A plan view (roll plot at 1 inch = 20 feet) of the proposed improvements overlaid upon the base map depicting curb, gutter, sidewalk, new roadway pavement sections, and channelization.
- Locations, sizes and types of stormwater structures, pipes or other facilities.
- Profile view at flow line of new curb and gutter, and where tying into existing curb and gutter.
- Locations of new, relocated or modified lighting facilities.
- Locations of impacts to property owners (if any), including description of impact.
- Intersection sight triangles.

Parametrix will meet with the City to review the DRAFT preliminary plan and then will incorporate requested changes. A FINAL preliminary plan will be delivered to the City for approval and acceptance. An opinion of cost will be developed for the project at this time and delivered with the FINAL preliminary plan.

Formal QA/QC review will be performed to all Task 03 deliverables. The project manager will task an internal senior engineer to review deliverables for accuracy, clarity and thoroughness.

SCOPE OF WORK (continued)

Assumptions

- Water and sewer improvements will not be made during this project.
- Stormwater design will be done in accordance with the Stormwater Management Manual for Western Washington, current edition.

Deliverables

- Technical Memorandum documenting:
 - Design criteria
 - Stormwater requirements
 - Illumination standards and modifications to existing illumination system
- DRAFT Preliminary Plan, roll plot 1" = 20'
- FINAL Preliminary Plan, roll plot 1" = 20'
- Opinion of Cost
- QA/QC review and documentation of the Task 3 deliverables (internal only).

Task 04 - Subconsultant

Measurable Task Objective

Parametrix will obtain Contract Land Staff to assist with the necessary legal documents for potential property acquisition. Acquisition will be done consistent with Federal guidelines.

Assumptions

- None

Deliverables

- All appropriate documentation necessary to complete the Purchase and Sale of potential property for the use of completing this design.

Client: City of Orling
 Project: City of Orling On-call 2014-2017
 Project No: 216171020

John C. Mangertford	April D. Whitaker	Sharif Morgan	Pupallip Publications (WP)	Steven N. Sharpe	Scott D. Speem	John M. Betzrog	Jennifer L. Dvorak	Lazaretha L. Ruffin	John L. Wright	Edward P. Soto	Clara F. Olson	Marc E. Kennelall	Jared M. Kennelall	Joshua M. Kelly
Engineer	Project Control Specialist	Project Accountant	Publications (WP)	Technical Lead	Surveyor III	Designer III	Engineer	Project Coordinator	Engineer	Engineer IV	Engineer III	Engineer IV	Survey Supervisor	Surveyor I

Rates:			\$170.00	\$110.00	\$105.00	\$95.00	\$135.00	\$100.00	\$140.00	\$180.00	\$100.00	\$155.00	\$145.00	\$110.00	\$145.00	\$160.00	\$85.00	
Phase	Task	Description	Labor Dollars															
4005		Kansas Street SW Prelim Design	\$71,050.00	26	20	2	4	54	70	100	8	2	36	90	20	22	28	70
4005	01	PM	\$6,760.00	16	20	2	2				8							
		Project Setup	\$840.00		8													
		Project Management	\$2,240.00	8	8													
		Monthly Invoices	\$840.00		8		2	2										
		QA/QC	\$2,800.00	8	4					8								
4005	02	Survey	\$24,380.00					54	70			2					28	70
		Setup/Colls	\$1,910.00					6				2					6	
		Field Work	\$15,850.00					40	50								10	50
		R/W, GIS parcel lines	\$6,620.00					8	20								12	20
4005	03	Prelim Engineering	\$39,910.00	10			2			100			36	90	20	22		
		Illumination Analysis	\$3,810.00									4	2			20		
		Draft Preliminary Plan	\$21,640.00	6					80			12	40	16				
		Meetings	\$1,260.00	4									4					
		Technical Memorandum	\$8,760.00				2					16	40			2		
		Final Preliminary Plan	\$4,440.00						20			4	4					
Labor Totals:			\$71,050.00	26	20	2	4	54	70	100	8	2	36	90	20	22	28	70
				\$4,420.00	\$2,200.00	\$210.00	\$380.00	\$6,750.00	\$7,000.00	\$14,000.00	\$1,440.00	\$200.00	\$5,580.00	\$13,050.00	\$2,200.00	\$3,190.00	\$4,480.00	\$5,950.00

DIRECT EXPENSES:

Description	Amount
Mileage	\$ 209.83
Survey Equipment public	\$ 1,078.00
Expense Total:	\$ 1,287.83

SUBCONSULTANTS

Subconsultant Name	Amount
Contract Land Staff	\$ 13,200.00
Applied Professional Services Inc	\$ 2,376.00
Subconsultant Total:	\$ 15,576.00

PREVIOUSLY APPROVED BUDGET \$74,713.83
 TOTAL AMENDMENT \$ 13,200.00



**City of Orting
Council Agenda Summary Sheet**

Subject: Comprehensive Plan Amendment Docket Extension.		Committee	Study Session	Council
	Agenda Item #:	N/A	N/A	AB18-101
	For Agenda of:			10/30/2018
	Department:	Planning/Administration		
	Date Submitted:	10/04/2018		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	Emily Terrell			
Fiscal Note:				
Attachments:	N/A			

SUMMARY STATEMENT:

The request to the City Council is to re-open the Planning Commission Comprehensive Plan Amendment Docket for 2019 Comprehensive Plan Amendments. The extended deadline was November 1, 2018 to allow for private submittals as well as the City's submittals of the amended Official Zoning Map and the Rezone of City Hall.

The request is to extend the docket to November 16th, to allow extended time for research and preparation.

RECOMMENDED ACTION: MOTION: To Re-Open And Extend The Planning Commission Comprehensive Plan Amendment Docket Until November 16th, 2018 For Consideration Of Any Comprehensive Plan Amendments In The 2019 Amendment Cycle.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Purchase of Real Property		Committee	Study Session	Council
	Agenda Item #:			AB18-102
	For Agenda of:		10/17/18	10.30.18
	Department:	Mayor/City Administrator		
	Date Submitted:	October 17, 2018		
Cost of Item:	<u> </u> \$			
Amount Budgeted:	<u> </u> \$			
Unexpended Balance:	<u> </u> \$			
Bars #:				
Timeline:				
Submitted By:	City Administrator Bethune			
Fiscal Note:				
Attachments:	Purchase and Sale Agreement (To be provided prior to 10/30/18 Meeting)			
<p>SUMMARY STATEMENT: The City’s Transportation Improvement Plan, previously adopted by the City Council, calls for improvements to Kansas Street SW. The City has the opportunity to purchase real property for right of way to effectuate those improvements. By this motion, the City Council would authorize the Mayor to enter into a Purchase and Sale Agreement to purchase said right of way.</p>				
<p>RECOMMENDED ACTION: CONSENT AGENDA ITEM: MOTION: To Authorize the Mayor to execute a Purchase and Sale Agreement and related documents in a form approved by the City Attorney, to effectuate the purchase of Tax Parcel No. 051931-1068 for \$265,000.00.</p>				



October 24, 2018

Mr. Thomas W. Wiles, III
Ms. Amanda L. Wiles
703 Kansas St SW
Orting, WA 98360

Subject: **City of Orting, Kansas Street SW Improvement Project**
Parcel Number: **051931-1068**

Dear Mr. and Mrs. Wiles:

The City of Orting plans to proceed with the above-titled public project as part of its updated planning. With these goals in mind, the City is reviewing properties to acquire for public works projects. The City's plan includes the acquisition of your property. The City has authorized Contract Land Staff, LLC to provide information during the offer process and to conduct discussions on the City's behalf.

Your property has been identified as one that is necessary for public use and the City will authorize approval to purchase it at a scheduled Council meeting, contingent on your acceptance of the offer. The City is prepared to close as soon as possible, subject to the attached agreement.

Your property has been or will be examined by qualified appraisers and appraisal reviewers who have carefully considered all the elements which contribute to the market value of your property. By law, they must disregard any general increase or decrease in value caused by the project itself.

Based upon the market value estimated for your property, the City's offer is **Two Hundred Sixty-Five Thousand and no/100 (\$265,000.00)**, extended under threat of condemnation so as to exempt this transaction from real estate excise tax (REET), per WAC 458-61A-206. This offer consists of:

- Fee simple interest in property located at and known as 703 Kansas St. SW., Orting, WA, Assessor's Parcel No. **051931-1068**.

The City's offer is contingent upon approval by the Orting City Council at a scheduled City Council meeting.

The City of Orting will have possession of the property on the "payment date or closing date" as defined in the Purchase and Sale Agreement and agreed to by you and the City. On the "payment date" the City becomes the owner of the property purchased and responsible for its control and management.

We have attempted by this letter to provide a concise statement of the City's offer and we would appreciate your timely review and consideration. We hope the information will assist you in reaching a decision. If you have any questions about this offer letter or the enclosed documents please contact Ted Parry at Contract Land Staff, LLC by phone or email. His office phone is 425-358-2122, his cell phone is 206-963-1830 and his email is ted.parry@contractlandstaff.com.

With much appreciation,

Project Manager, Public Sector
Northwest Regional Office

Cc: City of Orting

PURCHASE AND SALE AGREEMENT

This Agreement is made as of the date this instrument is fully executed by and between **Thomas W. Wiles III and Amanda L. Wiles**, Husband and Wife ("Seller"), and the **City of Orting**, a Washington municipal corporation ("Buyer"), for purchase and sale of that certain real property situated in King County, Washington, described on Exhibit "A", hereinafter referred to as the "Property".

RECITALS

- A. Seller is the owner of a parcel of land located in Pierce County, Washington, commonly described as 703 Kansas St. SW., Orting, WA, Pierce County Tax Parcel No. **051931-1068**, in the City of Orting, and the legal description of which is attached hereto as Exhibit A.
- B. Buyer wishes to purchase the Property for its use for a municipal purpose.
- C. Seller wishes to sell the Property.

AGREEMENT

NOW, THEREFORE, in consideration of the terms and conditions of this Agreement, and the mutual covenants herein contained, Buyer and Seller agree as follows:

1. **PURCHASE PRICE:** Seller shall sell and convey to Buyer and Buyer shall purchase and acquire from Seller, upon and subject to the terms and conditions set forth in this Agreement, all of Seller's interest in the Property. The total purchase price is **Two Hundred Sixty Five Thousand AND No/100 Dollars (\$265,000.00)** ("Purchase Price"). The Purchase Price is payable at closing in cash.

2. **TITLE:**

2.1 **Deed:** At closing, Seller will execute and deliver to Buyer a Statutory Warranty Deed conveying and warranting good and marketable title to the Property free and clear of all defects or encumbrances except for the lien of real estate taxes and drainage service charges not yet due and payable and those defects and/or encumbrances (if any) identified on Exhibit "B" (collectively, "Permitted Exceptions").

2.2 **Title Insurance:** At closing, Buyer shall receive (at Buyer's expense) an owner's Standard ALTA policy of title insurance, dated as of the closing date and insuring Buyer in the amount of the Purchase Price against loss or damage by reason of defect in Buyer's title to the Property subject only to the printed exclusions appearing in the policy form and any Permitted Exceptions.

3. **CONTINGENCIES:**

3.1 **Approval:** Closing is subject to approval by the Orting City Council at an open public meeting.

3.2 **Appraisal Review:** Closing is subject to Appraisal Review by a Review Appraiser approved by the Washington State Department of Transportation.

3.3 **Form 17:** Closing is subject Buyer's review Seller's Disclosure Statement-Form 17 within three days of mutual acceptance.

3.4 **Removal of Contingencies:** Buyer shall have a period of 60 days from the date that the last party signed this Agreement to remove all contingencies. Buyer may remove such contingencies by sending written notice thereof to Seller pursuant to Paragraph 7 herein. If the contingencies are not removed within this period, this Agreement shall be null and void.

4. **RISK OF LOSS:** Seller will bear the risk of loss of or damage to the Property prior to closing. In the event of such loss or damage to the Property, Seller shall promptly notify Buyer thereof and Buyer may, in its sole discretion, terminate this Agreement by giving notice of termination to the Seller.

5. **SELLER'S REPRESENTATIONS, WARRANTIES AND COVENANTS:** Seller represents, warrants, and covenants to the Buyer at the date of execution of this Agreement and the date of closing that:

5.1 **Authority:** Seller, and the person(s) signing on behalf of Seller, has full power and authority to execute this Agreement and perform Seller's obligations, and if Seller is a corporation, all necessary corporate action to authorize this transaction has been taken;

5.2 **No Leases:** The Property is not subject to any leases, tenancies or rights of persons in possession, of record.

5.3 **No Material Defect:** Seller is unaware of any material defect in the Property. The Property is being sold in its present, "as is" condition and Seller shall remove any debris presently located on the Property and/or that may be deposited on the Property by some third party prior to closing.

5.4 **Debris and Personal Property:** Seller will remove all debris and personal property, prior to each closing, at Seller's cost and expense. If such debris and personal property remain on the Property as of the Closing described in Section 6.1, Buyer may remove the debris and personal property and Seller will indemnify and hold Buyer harmless from all claims and expenses arising from such removal.

5.5 **Hazardous Substances:** To the best of Seller's knowledge, the Property is not in violation of any law, ordinance, rule, or regulation relating to the environmental conditions

on the Property. To the best of Seller's knowledge, there is no hazardous waste or other substance, including but not limited to, those that would be a hazardous waste, material or substance, toxic substance or pollutant, as defined under the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. Section 9601 *et. seq.*; the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801 *et. seq.*; the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 *et. seq.*; the Clean Water Act, 42 U.S.C. Section 1251 *et. seq.*; the Washington Environmental Policy Act, RCW Ch. 43.21; the Washington Water Pollution Control Act, RCW Section 90.48.010 *et. seq.*; the Washington Hazardous Waste Management Act, Ch. 70.105 RCW; the Washington Model Toxics Control Act, Ch. 70.105D RCW; and the regulations promulgated thereunder or under any applicable local or state environmental ordinance, statute, law, or rule on the Property. Further, to the best of Seller's knowledge: (i) there has been no release, spill, leak, discharge, emission, leak, or disposal of hazardous substances on the property, (ii) there are no substances or conditions, in or on the Property or any other parcels of land which may affect the Property or use thereof which may support a claim or cause of action under any federal, state, or local environmental statute, regulation, ordinance, or other environmental regulatory requirements and (iii) there is no asbestos, PCBs, or underground storage tank located on the Property or which have been removed therefrom.

Seller represents and warrants that he/she/it has not caused or allowed the generation, treatment, storage, or disposal of hazardous substances on the property, nor caused or allowed the release of any hazardous substance onto, at, or near the Property. Seller is in compliance with all applicable laws, rules, and regulations regarding the handling of hazardous substances, has secured all necessary permits, licenses and approvals necessary to its operation on the Property, and is in compliance with such permits. Seller has not received notice of any proceedings, claims, or lawsuits arising out of its operations on the Property and, to the Seller's knowledge, the property is not, nor has it ever been subject to the release of hazardous substances.

5.6 Fees and Commissions: Seller shall pay for any broker's or other commissions or fees incurred by the Seller in connection with the sale of the Property and Seller shall indemnify and hold Buyer harmless from all such claims for commission and/or fees.

5.7 Indemnification: Seller agrees to indemnify, defend, and hold harmless Buyer, its employees, agents, heirs and assigns, from and against any and all damage, claim, liability, or loss, including reasonable attorney's and other expert witness fees, arising out of or in any way connected to the breach of any representation or warranty contained herein. Such duties of defense and indemnification shall include, but not be limited to damage, liability, or loss pursuant to all federal environmental laws, Washington State environmental laws, strict liability and common law.

5.8 Ownership; Non-Foreign Status. Seller owns the Property and has the right to sell the Property, and is not a foreign person as defined by the Foreign Investment in Real Property Tax Act, IRS Section 1445(b)(2), as amended.

6. **CLOSING:**

6.1 **Time for Closing:** The sale will be closed in the office of the Closing Agent not later than twenty one (21) days from the date all contingencies set forth in Paragraph 3 herein have been removed, or as soon thereafter as practicable.

Buyer and Seller shall deposit in escrow with the Closing Agent all instruments, documents and moneys necessary to complete the sale in accordance with this Agreement. As used in this Agreement, "closing" and "date of closing" means the date on which all appropriate documents are recorded and proceeds of the sale are available for disbursement to Seller. The Closing Agent shall be:

Fidelity National Title Company of Washington, Inc.
5006 Center Street, Suite J
Tacoma, WA 98409

6.2 **Prorations:** Closing Costs: Seller will pay real property taxes prorated through the date of closing. Buyer will pay the real estate excise tax, if any, premium for its owner's title insurance policy, the cost of recording the Deed from the Seller, and the Closing Agent's escrow fees.

6.3 **Possession:** Buyer shall be entitled to possession of the Property at Closing.

6.4 **Closing Obligations of Buyer:** On or before Closing the Buyer shall deliver to the Closing Agent the following:

6.4.1 All funds required to be paid by Buyer under this Agreement, in cash.

6.4.2 A Closing Statement in form and content reasonably satisfactory to the parties.

6.4.3 A Real Estate Excise Tax Affidavit executed by the Buyer in the form required by law.

6.4.4 Any other documents necessary to effect the transaction contemplated in this Agreement.

6.5 **Closing Obligations of Seller.** At Closing, Seller shall deliver to the Escrow Agent the following duly executed and acknowledged documents (where appropriate):

6.5.1 The Statutory Warranty Deed required under Section 2.1 of this Agreement.

6.5.2 A Closing Statement in form and content reasonably satisfactory to the parties.

6.5.3 A FIRPTA certification.

6.5.4 A Real Estate Excise Tax Affidavit executed by Seller in the form required by law.

6.5.5 Any other documents necessary to effect the transaction contemplated in this Agreement.

7. **NOTICES:** Any notices required herein shall be given to the parties at the addresses listed below:

TO SELLER:
Thomas W. Wiles III
Amanda L. Wiles
703 Kansas Street SW
Orting, WA 98360
Phone:

TO BUYER:
City of Orting
Attn: Mark Bethune, City Administrator
110 Train Street SE - PO Box 489
Orting, WA 98360
Email: mbethune@cityoforting.org


8. **GENERAL:** This is the entire agreement of the Buyer and Seller with respect to the Property and supersedes all prior or contemporaneous agreements between them, written or oral. This Agreement may be modified only in writing, signed by Buyer and Seller. Any waivers under this agreement must be in writing. A waiver of any right or remedy in the event of a default will not constitute a waiver of such right or remedy in the event of any subsequent default. This Agreement is for the benefit of, and binding upon, Buyer and Seller and their heirs, personal representatives, successors and assigns. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision. Time is of the essence in this agreement. This Agreement shall, in all respects, be governed by the laws of the State of Washington.

9. **WASTE; ALTERATION OF PROPERTY:** Seller shall not commit waste on the Property, nor shall Seller remove trees or other vegetation, coal, minerals or other valuable materials nor shall Seller substantially alter the surface or subsurface of the Property without the express written consent of Buyer.

10. **SURVIVAL OF WARRANTIES:** The terms, covenants, representations and warranties shall not merge in the deed of conveyance, but shall survive closing.

11. **TERMINATION OF OFFER:** This offer shall terminate if not accepted by Seller on or before November 1, 2018.

BUYER: City of Orting, a Washington municipal corporation.

By  Jositua Penrose
MAYOR, CITY OF ORTING

Its _____

Date 10/25/18

SELLERS: Thomas W. Wiles III and Amanda L. Wiles, Husband and Wife

By

Thomas W. Wiles III

By

Amanda L. Wiles

Date

**EXHIBITS: Exhibit A, Property Legal Description
Exhibit B, Permitted Exception/Title Report**

STATE OF WASHINGTON }
COUNTY OF PIERCE } ss.

I certify that I know or have satisfactory evidence that Josh Penner is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that they were authorized to execute the instrument and acknowledged it as the Mayor of the City of Orting, a Washington municipal corporation, to be their free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this 25th day of October, 2018



Jane Helgelien
Notary Public

Jane Helgelien
Printed Name

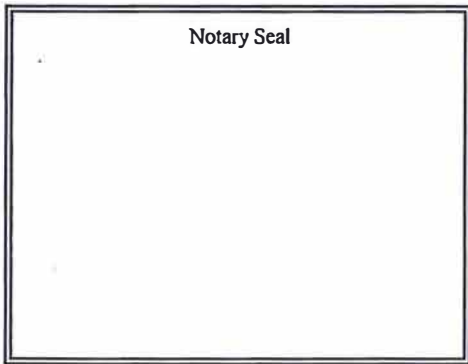
Residing at Orting WA

My appointment expires 6/20/2020

STATE OF WASHINGTON }
COUNTY OF PIERCE } ss.

I certify that I know or have satisfactory evidence that Thomas W. Wiles III and Amanda L. Wiles, husband and wife, are the person(s) who appeared before me, and said person(s) acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act of such party for the uses and purposes mentioned in this instrument.

DATED this _____ day of _____, 2018



Notary Public

Printed Name

Residing at _____

My appointment expires _____

EXHIBIT "A"

PROPERTY LEGAL DESCRIPTION

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 31, TOWNSHIP 19 NORTH, RANGE 5 EAST OF THE W.M.;

THENCE NORTH 0°29'38" EAST ALONG THE EAST LINE OF SAID SUBDIVISION 30 FEET TO THE NORTH LINE OF KANSAS AVENUE;

THENCE NORTH 89°00' WEST ALONG THE NORTH LINE OF KANSAS AVENUE, 270 FEET TO THE TRUE POINT OF BEGINNING;

THENCE NORTH 0°29'38" EAST PARALLEL WITH THE EAST LINE OF THE ABOVE DESCRIBED SUBDIVISION, 120 FEET;

THENCE NORTH 89°00' WEST PARALLEL WITH THE NORTH LINE OF KANSAS AVENUE, 21 FEET, MORE OR LESS, TO THE EASTERLY LINE OF CALISTOGA AVENUE;

THENCE SOUTH 42°50' WEST ALONG THE EASTERLY LINE OF CALISTOGA AVENUE, 162 FEET,

MORE OR LESS TO THE NORTH LINE OF KANSAS AVENUE;

THENCE SOUTH 89°00' EAST ALONG THE NORTH LINE OF KANSAS AVENUE 128.82 FEET TO THE POINT OF BEGINNING.

SITUATE IN THE CITY OF ORTING, COUNTY OF PIERCE, STATE OF WASHINGTON.

EXHIBIT "B"

PERMITTED EXCEPTIONS/TITLE REPORT

Those special exceptions listed on Fidelity National Title Company of Washington, Inc. Report # 611193049 dated August 8, 2018, and any supplements thereto (which Title Report and Supplements are incorporated into this Agreement by this reference) numbered 1, 2.



**City Of Orting
Council Agenda Summary Sheet**

Subject: 2019 Budget		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-92	AB18-92
	For Agenda of:	N/A	10/17/18	10.30.18
	Department:	Finance		
Date Submitted:	October 11, 2018			
Cost of Item:	<u>Approximately \$21 million</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments:				
SUMMARY STATEMENT:				
This item will consist of a general discussion on the 2019 budget as well as updates from the City Council since the budget retreat and the study session meeting on the 17 th .				
RECOMMENDED ACTION: None				