

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
November 28, 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. AB18-92- Adopting the 2019 Budget- Ordinance No. 2018-1037, An Ordinance of the City Of Orting, Washington Relating to the Annual Budget for Fiscal Year 2019; Adopting the City of Orting 2019 Budget; Adopting The Job Classification And Pay Range For Employees.

- *Scott Larson*

Open the Hearing and Announce the Title, Read the Rules. Briefing by Staff, Public Comments Taken, Council Comments or Questions, Close Hearing. Consider a Motion.

***Motion:** To Adopt Ordinance No. 2018-1037, An Ordinance of the City Of Orting, Washington Relating to the Annual Budget for Fiscal Year 2019; Adopting the City of Orting 2019 Budget; Adopting The Job Classification And Pay Range For Employees.*

B. AB18-109-Resolution No. 2018-20- Relating To General Facility Charges and Setting Charges for 2019.

- *Scott Larson*

Open the Hearing and Announce the Title, Read the Rules. Briefing by Staff, Public Comments Taken, Council Comments or Questions, Close Hearing. Consider a Motion.

***Motion:** To Approve Resolution No. 2018-20, Relating To General Facility Charges and Setting Charges for 2019.*

Any Requests for items to be pulled from consent?

4. CONSENT AGENDA

- A. Special Meeting Minutes of November 14th, 2018.
- C. Special Study Session Meeting Minutes of November 14th, 2018
- D. Payroll and Claims Warrants.
- E. **AB18-107-** To Approve the Utility Billing Policy as presented.
- F. **AB18-110-**To approve 2019 Grants by Resolution No's 2018-21, 22, 23, 24, 25, 26, and 27, to Grant applicants as prepared, for a total of \$43,000.

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219

Upcoming Meeting: Next Regular Meeting: December 12th, 2018, 7:00pm, (MPC)

1. **Chamber of Commerce/Orting Community Float-Resolution No. 2018-21**, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing A City Grant Of Funds For Orting Chamber Of Commerce In The Amount Of **\$2,500**.
2. **Farmers Market-Resolution No. 2018-22**, A Resolution of the City of Orting, Washington, Declaring a Public Purpose and Authorizing City Grant of Funds to the Orting Valley Farmer's Market in the Amount Of **\$3,500**.
3. **Food Bank-Resolution No. 2018-23**, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing A City Grant To Orting Food Bank In The Amount Of **\$3,500**.
4. **Orting Historical Society-Resolution No. 2018-24**, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing A City Grant To Orting Historical Society In The Amount Of **\$500**.
5. **Opportunity Center, DBA The Haven-Resolution No. 2018-25**, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing A City Grant Of Funds For Opportunity Center Of Orting In The Amount Of **\$10,000**.
6. **Orting Senior Center-Resolution No. 2018-26**, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing A City Grant For Orting Senior Center Organization In The Amount Of **\$13,000**.
7. **Orting Valley Recovery Café -Resolution No. 2018-27**, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing City Grant Funds To Orting Valley, Recovery Café In The Amount Of **\$10,000**.

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

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

5. OLD BUSINESS

A. AB18-103-Council Committee Assignments.

- **DM Harman/ CM Hogan/ Mayor Penner**

Motion: To approve the Committee assignments as recommended, CGA – CM McDonald, Chair, CM Gehring, Vice-Chair, PW- CM Drennen, Chair, and CM Gunther, Vice-Chair, PS-CM Kelly, Chair, and Position #4, Vice –Chair.

6. NEW BUSINESS

A. AB18-118-Property Management Selection.

- **Mark Bethune**

Motion: To Authorize the Mayor to enter into a contract with _____ for Property Management Services for City Property Located at 703 Kansas Street SW, Orting, WA.

B. Discussion/Process –Recruitment for Council Position #4.

- **Charlotte Archer**

7. EXECUTIVE SESSION/CLOSED SESSION.

8. ADJOURNMENT- ***Motion:*** Move to Adjourn.



**City Of Orting
Council Agenda Summary Sheet**

Subject: 2019 Budget Hearing- Ordinance No. 2018-1037, An Ordinance Of The City Of Orting, Washington Relating To The Annual Budget For Fiscal Year 2019; Adopting The City Of Orting 2019 Budget; Adopting The Job Classification And Pay Range For Employees.		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-92	AB18-92
	For Agenda of:	N/A	10/17/18	11.14.18,11.28.18
	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 #:	<u>N/A</u>			
Timeline:	<u>N/A</u>			
Submitted By:	Scott Larson			
Fiscal Note: N/A				
Attachments: Ordinance No. 2018-1037, Exhibit A, Exhibit B , Budget				
SUMMARY STATEMENT: There was a budget hearing and a review of The Draft Budget Ordinance at the November 14 th meeting of the City Council. The Ordinance presented incorporates the changes that the City Council reviewed at the study session on the 14 th of November.				
RECOMMENDED ACTION: MOTION: To Approve Ordinance No. 2018-1037, An Ordinance Of The City Of Orting, Washington Relating To The Annual Budget For Fiscal Year 2019; Adopting The City Of Orting 2019 Budget; Adopting The Job Classification And Pay Range For Employees; Establishing An Effective Date.				

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2018-1037**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON RELATING TO THE ANNUAL BUDGET
FOR FISCAL YEAR 2019; ADOPTING THE CITY OF
ORTING 2019 BUDGET; ADOPTING THE JOB
CLASSIFICATION AND PAY RANGE FOR EMPLOYEES;
ESTABLISHING AN EFFECTIVE DATE; AND,
PROVIDING FOR SEVERABILITY**

WHEREAS, State law, Chapter 35A.33 RCW requires the City to adopt an annual budget and provides procedures for the filing of estimates, a preliminary budget, deliberations, public hearings, and final fixing of the budget; and

WHEREAS, the Mayor of the City of Orting, Washington, completed and placed on file with the City Clerk a preliminary budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of said city for the fiscal year ending December 31, 2019; and

WHEREAS, a notice was published that the council of said city would meet on the 14th day of November 2017, and the 28th day of November 2017 at the hour of 6:00 pm and 7:00 p.m., respectively, in the council chambers in the Orting Multi-Purpose Center of said City for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said preliminary budget and has made adjustments and changes deemed necessary; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Orting for the purposes set forth in said budget, and the estimated expenditures set forth in said proposed budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of said city for said period; and

WHEREAS, the City Council after hearing and after duly considering all relevant evidence and testimony presented, and have made all adjustments to the preliminary budget as deemed necessary and prudent by the City Council, has determined that adoption of the proposed budget is in the best interest of the City;

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

SECTION 1. Adoption of 2109 Budget. The budget for the City of Orting, Washington, for the fiscal year 2018 covering the period from January 1, 2019 through December 31, 2019, with regular revenues and expenditures and ending fund balances as set forth in Section 2 of this ordinance, is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Orting 2018 Budget", three copies of which are on file in the Office of the City Clerk.

SECTION 2. Fund Reserves. The following funds have reserve accounts. These reserve moneys will be expensed as identified in the 2019 budget. Impact Fee amounts include projected additions from new construction during 2018.

Street Impact Fee Reserve: \$550,000

SECTION 3. Summary of Revenues and Appropriations. Estimated resources, including fund balances or working capital for each separate fund of the City of Orting, and aggregate totals for all such funds combined, for the year 2019 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the fiscal year 2019 as set forth in Exhibit A.

SECTION 4. Job Classifications and Pay Ranges. The job classifications and pay ranges for employees of the City as set forth in the schedule in Exhibit B are hereby adopted as part of the budget for 2019 and shall constitute the job classifications and pay ranges for such employees except as to those employees who are members of a bargaining unit wherein the applicable bargaining agreement may establish a different job classification and/or pay range.

SECTION 4. Transmittal by City Clerk. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Association of Washington Cities.

SECTION 5. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

SECTION 6. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**FIRST READING BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 14TH OF NOVEMBER, 2018**

**SECOND READING BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 28TH OF NOVEMBER, 2018**

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 28TH DAY OF NOVEMBER, 2018.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend PLLC
City Attorney

Filed with the City Clerk: 11.14.18
Passed by the City Council: 11.28.18
Ordinance No. 2018-1037
Date of Publication: 11.30.18
Effective Date: 12.05.18

2019 Job Classifications and Pay Ranges

<u>Position</u>	<u>AWC Job</u>		<u>Approved FTE</u>		<u>Salary (Low & High)</u>	
	<u>Code</u>	<u>Range</u>	<u>Positions</u>	<u>Department</u>	<u>Low</u>	<u>High</u>
General Gov						
City Administrator	105	44	1	GG	106,611.38	131,118.55
Building Official	580/624	27	1	GG	64,501.64	79,328.88
City Treasurer	125/635	36	1	GG	84,160.01	103,506.19
City Clerk	120	27	1	GG	64,501.64	79,328.88
Senior Accountant	250	20	1	GG	52,445.73	64,501.64
Parks & Rec Director	205/615	15	1	GG	45,240.15	55,639.68
Building Clerk	580	13	1	GG	42,643.18	52,445.73
Clerical II	210	15	1	GG	45,240.15	55,639.68
Accounting Clerk Entry	245	13	2	GG	42,643.18	52,445.73
Cashier	200	8	0	GG	36,784.38	45,240.15
Clerk Intern			1	GG	12.00	12.00
Court						
Court Administrator	680	27	1	Court	64,501.64	79,328.88
Court Clerk	215	13	1	Court	42,643.18	52,445.73
Police						
Police Chief	655	38	1	Police	89,285.35	109,809.72
Police Lieutenant	320	P28	2	Police	76,387.02	88,553.49
Police Officer	310	P24	8	Police	66,618.64	77,229.26
Code Enforcement Officer	310	22	1	Police	59,028.13	68,429.79
Police Records Clerk	302	11	1	Police	40,195.29	49,435.13
Reserve Officer (Hourly Rate)				Police	12.00	12.00
Public Works						
Public Works Director	645	36	1	PW	84,160.01	103,506.19
City Engineer	540	36	1	PW	81,452.80	103,506.19
Public Works Supervisor	605/620	26	1	PW	62,622.95	77,018.33
Waste Water Plant Supervisor	623	26	1	PW	62,622.95	77,018.33
Water Plant Operator	623	24	1	PW	59,028.13	72,597.16
Water Wastewater Operator II	497	18	3	PW	49,435.13	60,798.98
Water Wastewater Operator I	400/495	16	1	PW	46,597.35	57,308.87
Maintenance Worker II Lead	420	16	1	PW	46,597.35	57,308.87
Administrative Assistant, Public Wk.	210	18	1	PW	49,435.13	60,798.98
Stormwater Maintenance Worker II	420	15	1	PW	45,240.15	55,639.68
Maintenance Worker II	420	15	2	PW	45,240.15	55,639.68
Maintenance Worker I	400	13	2	PW	42,643.18	52,445.73

2019 Budget, Exhibit A
Summary of Expenses

<u>Fund</u>	<u>2019 Budget</u>
General Fund	\$6,963,472.48
City Streets	\$1,037,163.95
Cemetery	\$35,898.03
Parks Department	\$1,206,311.85
Tourism Fund	\$5,720.00
TBD	\$199,200.00
Police Department Drug	\$3,829.60
LOCAL Vehicle Purchase 2016	\$101,046.05
LOCAL Backhoe Purchase 2017	\$23,355.00
Emergency Evacuation Bridge	\$790,720.20
Transportation Impact	\$450,000.00
Water	\$2,602,265.03
Wastewater	\$5,412,190.41
Stormwater	\$2,795,732.10
Utility Land Acquisition	\$1,200,000.00
Cemetery Perpetual Fund	\$0.00
<u>Skinner Estate Fund</u>	<u>\$2,000.00</u>
Total Appropriations	\$22,828,904.72



**City Of Orting
Council Agenda Summary Sheet**

Subject: Resolution No. 2018-20, Relating To General Facility Charges And Setting Charges For 2019		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-109	AB18-109
	For Agenda of:	N/A	11/14/2018	11/28/2018
	Department:	Finance/Public Works		
	Date Submitted:	November 8, 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:	GFC Resolution No 2018-20			
SUMMARY STATEMENT:	<p>Pursuant to OMC 9-1B-3, the City levies general facilities connection (“GFC”) charges on all property owners seek to connect to, or increase the demand on, the City’s utilities system. By this Resolution, the City Council will be setting the GFC charges for 2019. The rate increase over the 2018 rate proposed by staff is 7.1% and was calculated using the June 2017 to June 2018 Seattle Construction Cost Index as published by Engineering News-Record.</p>			
RECOMMENDED ACTION: MOTION:	To Approve Resolution No. 2018-20, Relating To General Facility Charges And Setting Charges For 2019.			

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-20

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, RELATING TO GENERAL FACILITY
CHARGES AND SETTING CHARGES FOR 2019.**

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

WHEREAS, the City of Orting levies general facility connection charges to maintain financially stable utilities and to promote a fair and equitable allocation of water, sewer, and storm-water system costs to its customers; and

WHEREAS, the City strives to ensure that general facility connection charges are set so that property owners shall bear their equitable share of the cost of the utilities system, including facilities planned for future construction contained in an adopted comprehensive plan; and

WHEREAS, City staff and/or consultants periodically review the applicable general facility connection charges to determine whether any adjustments should be made to the existing connection charges; and

WHEREAS, the City desires to update and amend its current general facility charges, taking into consideration the cost of its existing general facilities, and the facilities that are planned for construction which are contained in the adopted comprehensive plan; and

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

Section 1. Revised and Updated General Facility Charges. Effective January 1, 2019, the general facility connection charges and surcharges therefor identified in **Exhibit A**, attached hereto and incorporated herein, shall be paid and/or applied when property owners seek to connect to, or increase the demand on, the City's utilities system, in accordance with Orting Municipal Code 9-1B-3.

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

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 28th DAY OF NOVEMBER, 2018.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney

Exhibit A- Resolution No. 2018-20
City of Orting
General Facility Charges (GFC)

Water GFC's per OMC 9-1B-3(A)

<u>Fee Type</u>	<u>Effective Date</u>	<u>Fee</u>
GFC	January 1, 2019	\$4,264.97
1% Surcharge	January 1, 2019	\$42.65

Sewer GFC's Per OMC 9-2B-2(D)

<u>Fee Type</u>	<u>Effective Date</u>	<u>Fee</u>
GFC	January 1, 2019	\$9,168.73
1% Surcharge	January 1, 2019	\$91.69

Stormwater GFC's per OMC 9-5C-9

<u>Fee Type</u>	<u>Effective Date</u>	<u>Fee</u>
GFC	January 1, 2019	\$1,022.56
1% Surcharge	January 1, 2019	\$10.23

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
Special Meeting Minutes.
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
November 14th, 2018
6p.m.

Mayor Joshua Penner, Chair – Special Meeting

**The Special Meeting Starts at 6:00pm, followed by the Special Study Session Meeting.*

SPECIAL MEETING

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

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

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

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, Greg Reed, Public Works Director.

Absent: Scott Drennen

Councilmember Hogan made a motion to excuse Councilmember Drennen. Second by Councilmember McDonald.

Councilmember Hogan noted that Councilmember Drennen was on assignment in Mongolia. This is the first Council meeting he has missed in the past 330 meetings.

2. PUBLIC COMMENTS

Jenny McKinney

Ms. McKinney spoke about the proposed roundabouts that are proposed by the Tehaleh development on SR 162 and 128th. She is opposed to them and wanted to know if the City had any information on this plan.

Edward Higgins

Mr. Higgins stated that he is an Engineer. He was pleased to see the City is promoting the use of van pools in the City but would like to see bus service out to Orting. He stated the ST3 tax included this area yet the City of Orting is not serviced.

3. PUBLIC HEARING

A. AB18-92-2019 Budget -Ordinance No. 2018-1037, An Ordinance Of The City Of Orting, Washington Relating To The Annual Budget For Fiscal Year 2019; Adopting The City Of Orting 2019 Budget; Adopting The Job Classification And Pay Range For Employees.

Mayor Penner announced the title of the hearing and read the rules for public comments.

Mayor Penner opened the hearing at 6:09pm. Treasurer Larson gave a staff report.

There were no public or Council comments or questions.

Mayor Penner closed the hearing at 6:25pm.

Requests for Consent Agenda Items to Be Pulled For Discussion. None

4. CONSENT AGENDA

A. Study Session Minutes of October 17th, 2018.

B. Special Meeting Minutes of October 30, 2018.

C. Payroll and Claims Warrants.

Councilmember Kelly made a motion to approve Consent Agenda as prepared. Second by Councilmember Gehring. Motion passed (6-0).

5. COMMISSION REPORTS

- Planning Commission- No report was made.

6. BUSINESS

A. AB18-103- Council Committee Assignments.

Deputy Mayor Harman briefed on his meeting with Councilmember Hogan and the Mayor. They will bring a recommendation forward on November 28th.

B. AB18-104-Helix- Scope and Budget.

Mark Bethune briefed. Helix presented the City with anticipated expenses and services to complete all design and engineering work for the new civic center. These costs are in line with the most recent cost estimates of architectural, engineering and soft costs associated with the project. The amount is \$445,738, and this scope included three additional services that are optional to the city. Council approved the additional cost for as built, at a cost of \$3,850.

Councilmember McDonald made a motion to authorize the Mayor to enter into a contract and execute all related documents for the services outlined in the scope and budget for architectural services for the new public facilities in the amount of \$449,588.00 which includes "as built" drawings. Second by Councilmember Hogan. Motion passed (6-0).

C. AB18-105- Civil Service Attorney Selection.

Treasurer Larson briefed that the City has started a Civil Service promotion process to hire two Lieutenants. Sometimes an appeal is made from a candidate. The appeals that the Civil Service Commission hears are handled by an attorney appointed that has specific civil service expertise. Staff is recommending that this attorney be appointed in advance to be standing by in the event that an appeal is made. Staff reached out to three law firms (per the City of Orting Purchasing Policy) that have expertise in civil service matters, two responded, and we are recommending that Council proceed with appointing W. Scott Snyder of Ogden Murphy Wallace PLLC as the attorney representing the Orting Civil Service Commission.

Councilmember McDonald made a motion to appoint W. Scott Snyder of Ogden Murphy Wallace PLLC as the attorney representing the Civil Service Commission, and authorize the Mayor to negotiate a contract with Mr. Snyder. Second by Councilmember Gunther. Motion passed (6-0).

D. AB18-106- Council Legislative Priorities for 2019.

Administrator Bethune briefed that each year the City Council establishes Legislative priorities before the legislative session begins in January. The City Administrator drew the prepared priorities up and they were reviewed by the Community and Government Affairs Committee. AWC's legislative priorities were also taken into consideration.

Councilmember Gehring made a motion to adopt the Council Legislative Priorities for 2019 as prepared. Second by Councilmember Hogan. Motion passed (6-0)

7. EXECUTIVE SESSION

No Executive session occurred.

8. ADJOURNMENT

Deputy Mayor Harman made a motion to Adjourn. Second by Councilmember Hogan. Motion passed (6-0)

Mayor Penner adjourned the meeting at 6:50pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

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 Special Study Session Meeting Minutes.

Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
November 14th, 2018
Following special meeting

Deputy Mayor Dave Harman- Chair –Special Study Session Meeting

**The Special Meeting Starts at 6:00pm, followed by the Special Study Session Meeting.*

SPECIAL STUDY SESSION MEETING

1. CALL MEETING TO ORDER

Deputy Mayor Harman called the meeting to order at 6:55pm.

2. AGENDA ITEMS

A. AB18-107-Utility Billing Policy.

Treasurer Larson briefed on the policy. The policy document formalizes current practices during the utility billing process. Staff recommended formalizing these practices and documenting to better inform customers when they have questions.

Action: Move to the consent agenda of the November 28th meeting.

B. AB18-108-Side Sewer Ownership Discussion.

Greg Reed, Public Works Director briefed. The current side sewer practice has not been formalized and there are different options that can be taken. There is nothing in the current code. Director Reed would like to codify the policy to make things clear to both staff and the public. He would like to see consistency. He will be researching this and plans to bring different options forward for their consideration.

No action at this time, this will go back to the Public Works Committee.

C. AB18-109- Resolution No. 2018-20, Relating To General Facility Charges and Setting Charges for 2019.

Treasurer Larson briefed that this is the annual look at general facilities connection ("GFC") charges on all property owners seek to connect to, or increase the demand on, the City's utilities system. If the proposed Resolution is approved the City Council will be setting the GFC charges for 2019. The rate increase over the 2018 rate proposed by staff is 7.1% and was calculated using the June 2017 to June 2018 Seattle Construction Cost Index as published by Engineering News-Record. Rates were raised 2 years ago to get in line with utility rates. Discussion followed.

Action: Move to the meeting of November 28th for a public hearing and possible vote.

D. BUDGET – 2019 Budget Discussions

Treasurer Larson compiled a list of 23 items that Council had sent to him. Council went thru each of the items and advised Treasurer Larson as to how they wished to proceed on each item, either striking them or including them in the final budget. Council also chose to leave the grant requests in according to the original recommendation of the Community and Government Affairs Committee.

3. ADJOURNMENT

Councilmember Hogan made a motion to Adjourn. Second by Councilmember Gehring. Motion passed (6-0).

Deputy Mayor Harman adjourned the meeting at 8:56pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

CITY OF ORTING
VOUCHER/WARRANT REGISTER
FOR NOVEMBER 28, 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 #46667 THRU #46698
IN THE AMOUNT OF \$ 162,700.52

PAYROLL WARRANTS # 23424 THRU #23434
IN THE AMOUNT OF \$149,146.39

WARRANT 23423 VOIDED SOFTWARE ISSUES
ARE APPROVED FOR PAYMENT ON NOVEMBER 28, 2018

COUNCILPERSON _____

COUNCILPERSON _____

CITY CLERK _____



Fund Transaction Summary

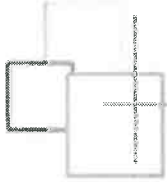
Transaction Type: Invoice
Fiscal: 2018 - November 2018 - 2nd Council

Fund Number	Description	Amount
001	Current Expense	\$47,521.27
101	City Streets	\$16,785.24
104	Cemetery	\$96.63
105	Parks Department	\$2,037.91
303	Emergency Evacuation Bridge Fund	\$4,235.00
401	Water	\$17,151.20
408	Wastewater	\$61,315.27
410	Stormwater	\$9,348.00
412	Utility Land Acquisition	\$4,210.00
	Count: 9	\$162,700.52

Register

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

Number	Name	Print Date	Clearing Date	Amount
Key Bank				
Check				
46667	Lewis, Jennifer	11/15/2018		\$1,008.00
46668	Nale, Justin	11/20/2018		\$108.21
46669	Barfield, Mark	11/28/2018		\$100.00
46670	Bay Valve Service, LLC	11/28/2018		\$18,057.18
46671	Bhc Consultants	11/28/2018		\$5,463.08
46672	Bingham, Freda	11/28/2018		\$147.60
46673	Canonica, Steven	11/28/2018		\$42.00
46674	City of Gig Harbor	11/28/2018		\$480.79
46675	Comcast	11/28/2018		\$21.22
46676	Cressy Door Company INC	11/28/2018		\$1,937.89
46677	Day Wireless Systems	11/28/2018		\$1,399.04
46678	Drain-Pro INC	11/28/2018		\$711.96
46679	Fastenal Company	11/28/2018		\$202.19
46680	Federal Eastern International	11/28/2018		\$1,511.04
46681	Grainger	11/28/2018		\$169.75
46682	Hach Company	11/28/2018		\$1,585.37
46683	Helix Design Group	11/28/2018		\$1,714.50
46684	Instrument Technology Corp	11/28/2018		\$3,284.42
46685	Milo's Locksmith Company	11/28/2018		\$26.10
46686	Mitel Leasing	11/28/2018		\$549.36
46687	North Central Laboratorie	11/28/2018		\$2,352.22
46688	Office of State Auditor	11/28/2018		\$8,627.46
46689	P.c. Budget & Finance	11/28/2018		\$5,991.44
46690	Parametrx	11/28/2018		\$80,461.06
46691	Popular Networks, Lic	11/28/2018		\$4,829.97
46692	Puget Sound Energy	11/28/2018		\$20,643.20
46693	Scientific Supply & Equip	11/28/2018		\$270.75
46694	Vision Forms LLC	11/28/2018		\$344.62
46695	Wa. State Dept. of Ecolog	11/28/2018		\$150.00
46696	Water Management Lab Inc.	11/28/2018		\$160.00
46697	Whitworth Pest Solutions, INC	11/28/2018		\$295.06
46698	Woods, Kaaren	11/28/2018		\$55.04
	Total		Check	\$162,700.52
	Total		2000073	\$162,700.52
	Grand Total			\$162,700.52



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Barfield, Mark	46669	Barfield-Cross Connection Control Specialist Exam-4084465	401-534-50-49-15	Barfield-Cross Connection Control Specialist Exam-4084465	\$50.00
			408-535-50-49-15	Barfield-Cross Connection Control Specialist Exam-4084465	\$50.00
		Total			
Bay Valve Service, LLC	46670	73522	408-535-50-48-04	Gear Box & Valve Repair & WWTP	\$9,768.69
		73532	408-535-50-48-04	Gear Box & Valve Repair & WWTP	\$8,288.49
		Total			
Bhc Consultants	46671	0010358	001-558-60-41-02	Planning Consultants-On Call Services	\$2,472.92
		0010396	001-558-60-41-05		\$2,990.16
		Total			
Bingham, Freda	46672	2018-104	105-594-76-63-52	Lunch for Whitehawk Playground Build	\$147.60
				Total	
Canonica, Steven	46673	Canonica-2019 Waterworks Renewal-GRCCGR1000013915	401-534-50-49-15	Canonica-2019 Waterworks Renewal-GRCCGR1000013915	\$42.00
				Total	
City of Gig Harbor	46674	0007260	001-521-20-31-01	Reimbursement to Gig Harbor for Bulletproof Vest for Officer Boone	\$480.79
				Total	
Comcast	46675	5839-NOV2018	001-514-23-42-00	City Hall Cable	\$7.08
			401-534-10-42-01	City Hall Cable	\$7.07
			408-535-10-42-01	City Hall Cable	\$7.07
			Total		
Cressy Door Company INC	46676	134119	401-534-50-48-03	New Door for Harman Springs Chlorinator	\$1,937.89
				Total	

Vendor	Number	Invoice	Account Number	Notes	Amount
Day Wireless Sytems	46677	21113	001-521-50-48-04	SMD Calibrations	\$1,399.04
				Total	\$1,399.04
Drain-Pro INC	46678	49697	408-535-60-48-04	Honey Bucket Rental-Fishermans Parking	\$89.50
		49693	408-535-60-48-04	Honey Bucket ADA Rental-Whitehawk Park	\$150.00
		49694	408-535-60-48-04	Honey Bucket Service -Main Park	\$97.82
		49695	408-535-60-48-04	Honey Bucket Service -Whitehawk Park	\$97.82
		49696	408-535-60-48-04	Honey Bucket Service 101 Wasinginton	\$97.82
		49698	408-535-60-48-04	Honey Bucket Rental-Skate Park	\$89.50
		49699	408-535-60-48-04	Honey Bucket Rental-Fishermans Parking	\$89.50
				Total	\$711.96
Fastenal Company	46679	WASUM49591	401-534-50-48-02	Nuts-Bolts Stock Parts	\$84.01
		WASUM52800	401-534-50-48-02	Hex Nuts	\$118.18
				Total	\$202.19
Federal Eastern International	46680	507112	001-521-20-31-01	Bulletproof Vest-Defit	\$1,511.04
				Total	\$1,511.04
Grainger	46681	9951374819	401-534-50-48-02	Drum Dolly-55 Gal	\$169.75
				Total	\$169.75
Hach Company	46682	11210280	408-535-10-31-00	Supplies	\$670.52
		11212252	408-535-10-31-00	LDO Probe Rugged Cable	\$914.85
				Total	\$1,585.37
Helix Design Group	46683	0000002-A18-021.04	001-518-20-40-02	City Hall Facilities	\$13.75
			001-521-50-46-07	City Hall Facilities	\$27.50
			401-534-10-40-01	City Hall Facilities	\$5.50
			408-535-10-40-01	City Hall Facilities	\$5.50
			410-531-31-40-01	City Hall Facilities	\$2.75
		0000003-A18-021.01	001-518-20-40-02	City Hall Facilities	\$4.42
			001-521-50-46-07	City Hall Facilities	\$8.83
			401-534-10-40-01	City Hall Facilities	\$1.77
			408-535-10-40-01	City Hall Facilities	\$1.76
			410-531-31-40-01	City Hall Facilities	\$0.88
		0000008-A18-021.02	001-518-20-40-02	City Hall Facilities	\$410.46
			001-521-50-46-07	City Hall Facilities	\$820.92
			401-534-10-40-01	City Hall Facilities	\$164.18
			408-535-10-40-01	City Hall Facilities	\$164.19

Vendor	Contract	Invoice	Account	Item	Amount
Helix Design Group	46683	0000008-A18-021.02	410-531-31-40-01	City Hall Facilities	\$82.09
				Total	\$1,714.50
Instrument Technology Corp	46684	15734	408-535-50-48-04	GenEye GL SL Color Camera	\$1,149.55
			410-531-38-48-00	GenEye GL SL Color Camera	\$2,134.87
				Total	\$3,284.42
Lewis, Jennifer	46667	NOV2018-300	001-571-20-31-34	Dog Training Classes-Oct 2018	\$1,008.00
				Total	\$1,008.00
Milo's Locksmith Company	46685	73777	001-514-23-31-02	Keys for City Hall	\$26.10
				Total	\$26.10
Mitel Leasing	46686	901649236	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
		901649237	001-594-12-41-02	PSB Phone Lease	\$23.17
			001-594-21-41-03	PSB Phone Lease	\$123.70
			001-594-22-41-01	PSB Phone Lease	\$104.29
				Total	\$549.36
Nale, Justin	46668	2333	410-531-38-35-00	Reimbursement for Standard Duty 18V Drill	\$108.21
				Total	\$108.21
North Central Laboratorie	46687	414941	408-535-10-31-00	Lab Supplies	\$2,352.22
				Total	\$2,352.22
Office of State Auditor	46688	L127924	001-512-50-41-03	2017 Accountability Audit	\$345.10
			001-514-23-41-14	2017 Accountability Audit	\$949.03
			001-521-20-50-01	2017 Accountability Audit	\$1,035.29
			001-524-20-50-01	2017 Accountability Audit	\$603.92
			001-575-21-50-01	2017 Accountability Audit	\$517.65
			101-542-30-41-02	2017 Accountability Audit	\$949.02
			105-576-90-40-00	2017 Accountability Audit	\$517.64

Vendor	Number	Invoice	Account Number	Notes	Amount	
Office of State Auditor	46688	L127924	401-534-10-41-02	2017 Accountability Audit	\$1,380.39	
			408-535-10-41-02	2017 Accountability Audit	\$1,639.22	
			410-531-10-41-01	2017 Accountability Audit	\$690.20	
				Total	\$3,627.46	
P.c. Budget & Finance	46689	CI-253526 C-104188	001-525-10-51-00	Fire Investigation Services	\$1,455.56	
			CI-259813 C-104188	001-566-00-51-00	3rd QRT Liquor Profit Tax	\$444.94
			CI-259842 C-104188	001-525-10-51-00	Fire Investigation Services	\$1,455.58
			CI-259869 C-104188	001-511-20-49-01	4th QRT Regional Council Dues	\$2,635.36
				Total	\$5,991.44	
Parametrix	46690	05251	001-524-20-41-02	Orting Village-Design Review	\$400.00	
			001-524-20-41-02	Belfair Estaes-Design Review	\$1,338.75	
			05252	303-595-10-40-01	Emergency Evacuation-Preliminary Design	\$3,232.50
				303-595-90-40-01	Emergency Evacuation-Project Management	\$1,002.50
			05411	001-518-20-40-02	MaMahon Property Survey-Project Management	\$37.50
				001-518-20-40-02	Geotec Study-McMahons	\$3,829.26
				001-521-50-46-07	MaMahon Property Survey-Project Management	\$75.00
				001-521-50-46-07	Geotec Study-McMahons	\$7,658.53
				001-558-60-41-01	General Development-Wilson Short Plat	\$600.00
				001-558-60-41-01	General Development	\$1,038.75
				001-558-60-41-01	General Development-Jones Short Plat	\$2,585.00
				001-558-60-41-01	General Consulting	\$4,040.00
				101-542-30-41-01	General Consulting	\$880.00
				101-542-30-41-13	Transportation Plan-Update	\$280.00
				101-542-30-41-13	Transportation Mater Plan-Project Management	\$822.50
				101-542-30-41-15	Utility Mapping & GIS Planning	\$235.63
				101-542-30-41-15	Utility Mapping Update & Production	\$742.50
				101-595-10-40-04	Kansas ST SW Preliminary Design-Project Management	\$120.00

Agency	Number	Project	Project Description	Amount
Parametrix	46690	05411	101-595-10-40-04 Kansas ST SW Preliminary Design- Preliminary Engineering Plan Development	\$7,482.56
			105-594-76-41-02	\$740.00
			401-534-10-40-01 MaMahon Property Survey-Project Management	\$15.00
			401-534-10-40-01 Geotec Study- McMahons	\$1,531.71
			401-534-10-41-01 General Consulting	\$780.00
			401-534-10-41-16 SEPA Checklist	\$120.00
			401-534-10-41-16 WSP Project Mgt	\$390.00
			401-534-10-41-19 General Consulting	\$4,590.00
			401-534-10-41-37 Utility Mapping & GIS Planning	\$235.63
			401-534-10-41-37 Utility Mapping Update & Production	\$742.50
			401-594-34-63-49 Office Support- Orville Rd Construction Project	\$85.00
			401-594-34-63-49 Management- Orville Rd Construction	\$180.00
			408-535-10-40-01 MaMahon Property Survey-Project Management	\$15.00
			408-535-10-40-01 Geotec Study- McMahons	\$1,531.71
			408-535-10-41-01 General Consulting	\$340.00
			408-535-10-41-39 Utility Mapping & GIS Planning	\$235.63
			408-535-10-41-39 Utility Mapping Update & Production	\$742.50
			408-594-35-41-12 Project Management- WWTP Solids Field Condition Assessments	\$805.00
			408-594-35-41-12 Conclusions	\$3,080.00
			408-594-35-41-12 Project Management	\$16,163.75
			408-594-35-41-15 Lift Station Rehab	\$172.50
			408-594-35-41-15 Topographic Survey	\$190.00
			408-594-35-63-03 WWTP Biosolids Removal-Project Management	\$1,195.17
			410-531-31-40-01 MaMahon Property Survey-Project Management	\$60.00
			410-531-31-40-01 Geotec Study- McMahons	\$7.50
			410-531-38-41-08 Utility Mapping & GIS Planning	\$765.85
			410-531-38-41-08 Utility Mapping Update & Production	\$235.63
			410-531-39-41-01 General Consulting	\$742.50
			410-594-31-41-30 VG Outfall Replacement- Project Management	\$4,037.50
				\$120.00

Vendor	Supplier	Invoice	Account Number	Notes	Amount
Parametrix	46690	05411	412-594-38-41-02	Public Works Shop	\$4,210.00
				Total	\$89,461.06
Popular Networks, Llc	46691	21445-NOV2018	001-512-50-41-01	Computer Maintenance	\$16.55
			001-513-23-41-01	Computer Maintenance	\$82.76
			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	\$939.43
			001-575-50-41-03	Computer Maintenance	\$148.98
			101-542-30-41-04	Computer Maintenance	\$82.76
			104-536-20-41-01	Computer Maintenance	\$33.12
			401-534-10-41-05	Computer Maintenance	\$347.62
			408-535-10-41-05	Computer Maintenance	\$347.62
			410-531-38-41-04	Computer Maintenance	\$215.20
		21452-NOV2018	001-521-50-41-01	Computer Maintenance-PD PSB	\$1,679.95
			001-524-20-41-01	Computer Maintenance	\$555.24
				Total	\$4,829.97
Puget Sound Energy	46692	200001247663-NOV2018	408-535-50-47-07	VC Lift Station	\$195.31
		200001247812-NOV2018	101-542-63-47-03	SR162 Signal	\$25.99
		200001248190-NOV2018	105-576-80-47-01	North Park	\$10.93
		200001248372-NOV2018	401-534-50-47-08	Well 3	\$333.75
		200001248539-NOV2018	001-525-50-47-01	Lahar Siren	\$10.41
		200001532189-NOV2018	105-576-80-47-02	Main Park	\$349.09
			105-576-80-47-03	Bell Tower	\$149.61
		200002708986-NOV2018	408-535-50-47-05	VG Lift Station	\$237.28
		200003766280-NOV2018	001-514-21-32-01	City Hall-City Shop	\$25.62
			001-514-21-47-01	City Hall-City Shop	\$150.12
			001-524-20-32-05	City Hall-City Shop	\$50.00
			401-534-50-47-01	City Hall-City Shop	\$150.11
			401-534-50-47-09	City Hall-City Shop	\$25.62
			408-535-50-47-07	City Hall-City Shop	\$150.12
			408-535-50-47-08	City Hall-City Shop	\$25.63
		200009717931-NOV2018	401-534-50-47-04	Well 2	\$61.53
		200010396543-NOV2018	105-576-80-47-01	North Park	\$123.04
		200010396733-NOV2018	401-534-50-47-11	Well 4 & Pump Station	\$2,547.56
		200010629349-NOV2018	101-542-63-47-01	City Shop	\$24.14
			104-536-50-47-02	City Shop	\$19.31
			401-534-50-47-01	City Shop	\$24.15
			408-535-50-47-01		\$28.97
		200013874264-NOV2018	408-535-50-47-04	WWTP	\$9,206.14
		200014994137-NOV2018	410-531-38-47-00	VG Lift Station	\$75.04
		200019613294-NOV2018	104-536-50-47-02	Cemetery Shop	\$44.20
		200021119249-NOV2018	401-534-50-47-02	Chlorinator	\$33.44

Vendor	Number	Invoice	Account Number	Desc	Amount
Puget Sound Energy	46692	200021421298-NOV2018	408-535-50-47-06	Rainier Meadows	\$29.09
		200022934653-NOV2018	001-575-50-47-01	MPC	\$549.61
		200024404523-NOV2018	408-535-50-47-02	Lift Station 1	\$119.66
		20021064239-NOV2018	401-534-50-47-03	Well 1	\$638.46
		220011476581-NOV2018	408-535-50-47-03	High Cedars Lift Station	\$104.04
		220015220399-NOV2018	101-542-63-47-03	Street Lights	\$50.66
		220015548930-NOV2018	101-542-63-47-03	Street Lights	\$57.60
		300000002406-NOV2018	101-542-63-47-03	Street Lights	\$5,016.97
			Total	\$20,643.20	
Scientific Supply & Equip	46693	31436420	408-535-10-31-00	Lab Supplies	\$194.61
		31436527	408-535-10-31-00	Gloves	\$76.14
				Total	\$270.75
Vision Forms LLC	46694	5061	401-534-10-31-00	Utility Bill Processing & Mailing	\$33.45
			401-534-10-42-00	Utility Bill Processing & Mailing	\$81.43
			408-535-10-31-00	Utility Bill Processing & Mailing	\$33.44
			408-535-10-42-00	Utility Bill Processing & Mailing	\$81.43
			410-531-38-31-00	Utility Bill Processing & Mailing	\$33.45
			410-531-38-42-00	Utility Bill Processing & Mailing	\$81.42
				Total	\$344.62
Wa. State Dept. of Ecolog	46695	Canonica-6118	408-535-50-51-01		\$30.00
		Ewing-7068	408-535-50-51-01	Ewing 7068-Wastewater Operator Cert-2019	\$30.00
		Harter-3800	408-535-50-51-01	Harter 3800Wastewater Operator Cert-2019	\$30.00
		Huffman-7415	408-535-50-51-01	Huffman 7415-Wastewater Operator Cert-2019	\$30.00
		Rundle-6644	408-535-50-51-01	Rundle 6644-Wastewater Operator Cert-2019	\$30.00
			Total	\$150.00	
Water Management Lab Inc.	46696	171901	401-534-10-41-03	Lab Testing	\$160.00
				Total	\$160.00
Whitworth Pest Solutions, INC	46697	387409	001-575-50-48-00	Pest Control-MPC	\$185.76

Vendor	Item ID	Item Description	Account #	Item Name	Amount
Whitworth Pest Solutions, INC	46697	409982	001-514-21-48-01	Pest Control-City Hall	\$109.30
				Total	\$295.06
Woods, Kaaren	46698	NOV2018-400	001-512-50-49-03	Mileage for Training-PC Adm Meeting-CODE Smart Training	\$55.04
				Total	\$55.04
				Grand Total	\$162,700.52



**City Of Orting
Council Agenda Summary Sheet**

Subject: Utility Billing Policy		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-107	AB18-107
	For Agenda of:	11/7/2018	11/14/2018	11/28/2018
	Department:	Finance/Utility Billing		
	Date Submitted:	November 1, 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: Utility Billing Policy.

SUMMARY STATEMENT:

This policy document would formalize our practices for how we work with customers during the utility billing process. The Utility Billing Policies document reflects our current practices while working with customers, however staff wanted to formalize our practices and document them so that we would have something to give customers when they request a copy of various policies.

RECOMMENDED ACTION: CONSENT AGENDA ITEM: MOTION: To Approve the Utility Billing Policy as presented.



City Council of the City of Orting, Washington

Policy No. 2018-02

Utility Billing Policy

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Rates & Fees

City fees are established by the City Council and published on the City of Orting's *Fee Schedule*.

Governing Laws:

- OMC 9-1D-3

Senior/Disabled Utility Rates

It is the policy of the City of Orting to provide the opportunity for customers to apply for senior or disabled utility rates on owner occupied property.

The city will recognize a customer's provided proof of the senior/disable rate through the Pierce County Assessor Treasurers Office for the land taxes of their property. Once the customer is no longer living on the property, the senior/disabled rate will discontinue, following the same guidelines from the Pierce County Assessor Treasurers Office.

The Senior/Disabled rate is set by the council when annual utility rates are adopted.

Governing Laws:

- OMC 9-1D-3

Snow Bird Utility Rates

It is the policy of the City of Orting to offer a Snow Bird rate for customers that reside inside the city limits, who relocate during the winter months. Customers requesting the Snow Bird rate will have their water meters locked off for the duration of their absence from the property and will have a discounted sewer rate for that period, but will continue to pay the base rates on water and stormwater management.

The Snow Bird sewer rate is set by the council when utility rates are adopted.

Governing Laws:

- OMC 9-1D-3

Rental Property - Utility Accounts

It is the policy of the City of Orting to allow property owners approve the utility account in the renter's name.

The property owner is ultimately responsible for the billing if the renter vacates the property and does not settle the final billing.

If a property owner fails to pay the utility bill for a tenant, the tenant has the right to assume the billing for the account. A statement will continue to be sent to the owner.

Property owners do not have the right to discontinue services on an account when a tenant remains on the property.

Governing Laws:

- RCW 59.18.300
- RCW 35.21.217

Billing Dates and Due Dates

The City of Orting mails out utility bills on approximately the first business day of the month.

Utility bills are due by 8 am on the 26th of the month, or the next business day if the 26th falls on a weekend or holiday. Customers who do not pay their by this date and time are assessed a penalty as set by resolution.

Utility service will be discontinued starting at 8 am on the fifteenth calendar day following the bill due date and assessed an administrative fee as set by resolution.

Governing Laws:

- OMC 9-1D-1

Unlocking Water Meter for Property Inspections and Water Turn-off for Leaks

It is the policy of the City of Orting to unlock water meters at the request of the customer and/or real estate personnel if the property is for sale. The water meter will be unlocked only for the day of the inspection. If the inspection is on a weekend, the Utility Billing Department will approve or disapprove the request based on Public Works availability. Upon the second request for the same property a fee may be charged. That fee is established by the City Council and published on the City of Orting's *Fee Schedule*.

It is also a policy of the City of Orting to provide emergency shut-off of water in the case of a water leak. If the request is made after regular business hours, a fee may be charged. Upon the second request for the same property a fee may be charged.

Utility Payment Arrangement Requests

It is the policy of the City of Orting to allow utility customers to make payment arrangements for payments, given the following:

- Arrangements may be made two (2) business days prior to the 25th of each month. Although the due date/time is the 26th of each month at 8:00am, the city does not open its doors for business until 9:00am, payment is already late at that time.

- Arrangements may also be made two (2) business days prior to the shutoff due date; this date fluctuates month to month based on the 15 additional days allowed to pay when a payment due by the 26th of the month has not been met.
- Utility billing staff will review the customer's account prior to approval of the arrangement.
- Accounts that have a history of six (6) late payments within a 12 month period not be granted an arrangement.
- Arrangements are not allowed each month.
- Arrangements are not allowed for both the 26th deadline and the shutoff deadline for the same billing period.
- Arrangements are limited to three (3) in any 12 month period.
- If the arrangement is not met, the penalty will be charged to the account.
- If the arrangement is made prior to the shutoff and if the arrangement is not met, the shut-off penalty will be charged to the account and the water meter will be locked off within 24 hours after the previously agreed due date without further notice.
- Appeals for denial of an arrangement may be made in writing to the City Treasurer.

Utility Service Interruption and Removal/Cut Meter Fee

It is the policy of the City of Orting to lock off water meters when a utility account has been unpaid by the second due date (8am, 15 days after the 26th of each month) of the billing period.

The city mails a late notice on or about the 27th of each month, notifying a customer of their pending water termination for nonpayment of their utility bill. Paperless customers will receive the delinquency notice through the mail as well. That delinquency notice shall provide the amount currently past due, the specific due date of 8am on the 15th day after the 26th of the month, and when their water service will be interrupted. Lock-off of the meter will occur normally within two (2) days of this second due date however, per WAC 480-100-128(G)(C), the city does have up to ten (10) days to lock-off the water service. Customers who pay after the shutoff due date, but before the service is terminated, will still be charged a penalty, as if their water was were shut off.

Water meters for unpaid accounts will be locked off by Public Works (PW) staff. The PW staff will leave a yellow notice on the front door of the house informing the customer that their water service has been interrupted for a past due bill.

Payments must be made by 4:45pm on shut off day to have service re-instated that day. Once payment has been received, The PW staff will remove the lock and reinstate water service.

For payments made after 4:45pm, water service will be re-instated the next morning.

PW staff do not collect payments and do not reinstate service after the normal business hours for PW Staff (8am-4pm).

Any customer that has either moved in or moved out, with notification to Utility billing, during the month of the utility bill being considered for shut-off, will not incur that \$50 penalty, nor have service interrupted.

If a PW staff member finds that upon their return to the property to unlock the meter that the lock has been remove and/or cut, there will be a fee for destruction of city property (the lock). The meter will be re-locked and the Shut off fee will be charged.

Governing Law:

- RCW 35.21.300
- WAC 480-110-355
- OMC 9-1D-2

Rejected Payment

It is the policy of the City of Orting that any rejected payment from either a financial institute or through Invoice Cloud will incur a service fee. If the rejection is an error made by either the financial institute or Invoice Cloud that service fee may be waived, given the following procedure is followed. If the rejection from Invoice Cloud labels the rejection as “unable to locate”, which represents a customer has made an error in entering personal account numbers, the service fee will not be charged.

Repayment of a rejection must be made in cash or if paying through Invoice Cloud payments made be made with a debit or credit card.

Upon two (2) rejected payments, within a twelve (12) month period, the utility account may become a “Cash Only” account. If there are three (3) rejections for the “unable to locate” through Invoice Cloud, the city may charge the service fee.

If the rejected payments are all through the Invoice Cloud electronic payment option, the utility account, upon approval of the City Treasurer, will be blocked from the Invoice Cloud payment option.

The city may at its discretion refuse payments made by personal or business checks.

Governing Law:

- WAC 480-110-355
- OMC 9-1D-1(D)

Waiving Penalties and Rejected Payment Fee

It is the policy of the City of Orting to review customer requests to waive penalties and other fees after the customer has submitted a written request. All requests must be approved of the City Treasurer.

The City will waive one late fee per rolling 12 month period.

Water Leak Adjustments

It is the policy of the City of Orting to offer an adjustment to a customer utility bill after a water leak has been repaired.

The customer will be required to submit a *Utility Adjustment Request* to the Utility Billing Department, with proof of repair.

If the adjustment is approved, the affected water billing will be adjustment based on the average use for the past 12 month. Adjustment request must be within 30 days from the invoice date for the month the customer is seeking an adjustment for.

Adjustments for water leaks are limited to one during an 18 month period.

The request will be forwarded to the City Treasurer for review and approval.

Governing Law:

- OMC 9-1D-4

Collections & Liens

It is the policy of the City of Orting to forward customer's unpaid billings to an external collection agency or process a lien against the property. Any additional cost to file a lien that is charged will be the responsibility of the customer to pay.

Although the city utility accounts do follow the property, there are times when said accounts may require transfer to a collection agency. In addition there may be an unpaid invoice from another city department that may require the submittal to a collection agency.

Governing Law:

- RCW 4.16.040
- RCW 19.16.500
- RCW 19.16.500

Closed Utility Account Balances

It is the policy of the City of Orting to refund any credit balances on the customer's utility account. If the credit is \$2.00 or less the refund will not occur, without a request from the customer. If the account is a renter's account the credit will remain on the account.

If a customer's account has a balance due, the final billing will be sent to the customer's forwarding address. However, if the balance is \$5.00 or less, the amount due will be waived and not collected from the customer.

If the utility account holder is a renter, and the remaining balance is not paid, it will be the responsibility of the property owner (landlord) to settle the unpaid balance.

If the property has been sold, vacated or foreclosed and the remaining balance has not been paid, it will be the responsibility of the new owner to settle the unpaid balance unless the city is prohibited from collecting by law.



**City Of Orting
Council Agenda Summary Sheet**

Subject: 2019 Grant Requests		Committee	Study Session	Council
	Agenda Item #:	N/A		AB18-110
	For Agenda of:			11.28.18
	Department:	Administration		
Date Submitted:	11.19.18			
Cost of Item:	<u>\$43,000</u>			
Amount Budgeted:	<u>\$</u>			
Unexpended Balance:	<u>\$</u>			
Bars #:	001.571.20.31.09			
Timeline:				
Submitted By:	City Clerk			
Fiscal Note:				
Attachments: Resolution No's. 2018-21- 22, 23, 24, 24, 26, and 27.				
SUMMARY STATEMENT:				
<p>The City received applications for grants from the Orting Chamber of Commerce, Orting Farmers Market, Orting food bank, Orting Historical Society, Opportunity Center, (DBA the Haven), Orting Senior Center, and the Orting Valley Recovery Café. All have either non-profit corporation or 501C3 status. City Policy requires that the City Council review and approve all applications for a grants, and determine whether an applicant qualifies for a grant (after review and approval of the application by the Community & Government Affairs Committee). The enclosed proposed Resolution No.'s 2018-21 thru 2018-27, reflect findings by the CGA Committee that the proposed applicants qualify for grants, and authorizes the issuance of a grants, pursuant to a contract entered into between the Mayor and each of the applicants. The City Council reviewed the recommendations of the CGA Committee and moved the approval of the grant requests forward to the consent agenda for approval in the amounts indicated individually on each Resolution, for a total of \$43,000 to be dispersed in 2019.</p>				
RECOMMENDED ACTION: MOTION: To approve Resolution No's 2018-21, 22, 23, 24, 25, 26, and 27, to Grant applicants as prepared, for a total of \$43,000.				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-21

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING A CITY GRANT OF FUNDS TO THE
ORTING CHAMBER OF COMMERCE.**

WHEREAS, the City of Orting has adopted a Grant Policy (the “Policy”) to provide grant funding to organizations which the City Council determines bring significant value to the citizens of Orting and which serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, grant funding is provided to organizations upon application, evaluated by the City Council pursuant to the Policy on a case-by-case basis and at various levels of support depending on the value the applicant provides to the community; and

WHEREAS, the City received an application for grant funding from the Orting Chamber of Commerce, a nonprofit corporation registered with the State of Washington; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on September 11th, 2018, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Chamber of Commerce sponsors the Orting Community Float which is a volunteer community group that puts together an Orting Daffodil Float for the Daffodil Festival every year; and

WHEREAS, the applicant has represented that this grant shall be used by the applicant to help purchase a new float chassis, and a contract between the City and the applicant shall be executed to that effect prior to the applicant’s receipt of the grant funding described herein; and

WHEREAS, the City Council finds that funding the aforementioned organization/activity serves the valid municipal purposes of promoting community participation and providing an opportunity for strengthening the City’s sense of community; and

WHEREAS, the City Council finds that the Orting Chamber of Commerce’s application meets the requirements of the City’s Policy, and qualifies for grant funding as an organization serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Chamber of Commerce serves the valid municipal purposes described herein, and that the

described intent for the requested funding is instrumental in ensuring that the organization meets those purposes.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City's grant funding Orting Chamber of Commerce, pursuant to the City's Policy, in the amount of \$2,500. The Mayor is authorized to enter into a contract with the Orting Chamber of Commerce to memorialize the City's grant funding described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28th DAY OF NOVEMBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



Grant Application

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext.133 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:

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Name of Organization: **Orting Chamber of Commerce**

EIN #: **20-8140176**

Contact Person's name and title: **Dr. Troy Munson - President**

Mailing Address: **P.O. Box 1418 Orting, WA 98360**

Phone: **(253) 988-8769** Email Address: **chiroman@dr.com**

Amount Requested: **\$ 3,000**

How the City Grant will be used (This information can be provided in a letter, attached to this application):

It is time to acquire a new daffodil float chassis. The current float has deteriorated to the point of needing a complete rebuild (floor, brakes, engine) or to the purchasing of a new float. Without a float there will be no parade in Orting, which also includes not being a part of the princess program. The Orting float has been an award-winning float for many years. Currently, the Orting float has not been able to participate in other parades, even though asked, because of the inability of the float. At the conclusion of the parade, the flowers that have been purchased have been donated to other programs like Orting's Project Graduation, the PTA, residents of the Soldiers' Home and to businesses that have donated to the float, among other organizations. If we lose the float and the ability to have a parade in 2019, it will be very difficult to get back into the parade circle; if ever. Orting continues to have one of the largest draws for parade attendance.

Who does the grant serve (This information can be provided in a letter, attached to this application):

Orting School District, City of Orting, Greater Orting Valley, Orting businesses and Orting Community.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, (for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Signature of Authorized Representative of Applicant

08 / 30 / 2018
Date

Please return completed form and any additional information to:
City of Orting – Attn: City Clerk, 110 Train St. SE, PO Box 489, Orting, WA 98360
For more information, please call (360)893-2219.
(Approved 10.11.17 by City Council)

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-22

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING A CITY GRANT OF FUNDS TO ORTING
VALLEY FARMERS MARKET.**

WHEREAS, the City of Orting has adopted a Grant Policy (the “Policy”) to provide grant funding to organizations which the City Council determines bring significant value to the citizens of Orting and which serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, grant funding is provided to organizations upon application, evaluated by the City Council pursuant to the Policy on a case-by-case basis and at various levels of support depending on the value the applicant provides to the community; and

WHEREAS, the City received an application for grant funding from the Orting Valley Famers Market, a nonprofit corporation registered with the State of Washington; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on September 11th, 2018, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Valley Farmers Market operates the Orting Famers Market in Orting, which provide an annual, every Friday Event for farmers and crafters to be able to share their goods, produce and wares with the Orting Community and visiting tourists; and

WHEREAS, the applicant has represented that this grant shall be used by the applicant for the running of these events, and a contract between the City and the applicant shall be executed to that effect prior to the applicant’s receipt of the grant funding described herein; and

WHEREAS, the City Council finds that funding the aforementioned organization/activity promotes community participation and the health, safety and welfare of the community’s citizens and their families, and serves the valid municipal purposes of attracting business to the community, promoting volunteerism, and community participation; and

WHEREAS, the City Council finds that the Orting Valley Famers Market’s application meets the requirements of the City’s Policy, and qualifies for grant funding as an organization serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Valley Famers Market serves the valid municipal purposes described herein, and that the described intent for the requested funding is instrumental in ensuring that the organization meets those purposes.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City's grant funding Orting Valley Famers Market, pursuant to the City's Policy, in the amount of \$ 3,500. The Mayor is authorized to enter into a contract with the Orting Valley Famers Market to memorialize the City's grant funding described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28th DAY OF NOVEMBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



Grant Application

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext.133 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:
22 RECEIVED
SEP 06 2018
CITY OF ORTING

Name of Organization: ORTING VALLEY FARMERS MARKET EIN #: 47-1671216

Contact Person's name and title: DOUG GRAVES - BOARD PRESIDENT

Mailing Address: 19511 112TH AVE E. GRAHAM WA. 98338

Phone: 253-509-3609 Email Address: douggraves1@hotmail.com

Amount Requested: \$ 3,500⁰⁰

How the City Grant will be used (This information can be provided in a letter, attached to this application):

FUNDS WILL BE USED FOR OPERATING AND PROGRAM EXPENSES
IN 2019 TO INCLUDE SUPPLIES, ACTIVITIES, PROGRAMS AND
MARKETING. SEE ADDITIONAL INFORMATION IN INCLUDED
LETTER

Who does the grant serve (This information can be provided in a letter, attached to this application):

ALL MEMBERS OF THE ORTING COMMUNITY WILL BE SERVED, INCLUDING
CHILDREN, LOW INCOME HOUSEHOLDS, LOCAL FARMS AND FARMERS,
SMALL LOCAL BUSINESSES IN AND AROUND ORTING.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Doug Graves
Signature of Authorized Representative of Applicant

9/5/18
Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk, 110 Train St. SE, PO Box 489, Orting, WA 98360
For more information, please call (360)893-2219.
(Approved 10.11.17 by City Council)

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-23

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING A CITY GRANT OF FUNDS TO ORTING
FOOD BANK.**

WHEREAS, the City of Orting has adopted a Grant Policy (the “Policy”) to provide grant funding to organizations which the City Council determines bring significant value to the citizens of Orting and which serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, grant funding is provided to organizations upon application, evaluated by the City Council pursuant to the Policy on a case-by-case basis and at various levels of support depending on the value the applicant provides to the community; and

WHEREAS, the City received an application for grant funding from the Orting Food Bank, a nonprofit corporation registered with the State of Washington; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on September 11th, 2018, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Food Bank operates the Orting Food Bank in Orting, which provides food, necessities and funds to help out low-income members of the Orting Community at their hardest time of need; and

WHEREAS, the applicant has represented that this grant shall be used by the applicant as follows: (1) \$1500.00 to provide assistance with paying utility bills to restore water service with the City of Orting and; (2) \$1500.00 will be used for day to day operations of the Food Bank, and a contract between the City and the applicant shall be executed to that effect prior to the applicant’s receipt of the grant funding described herein; and

WHEREAS, the City Council finds that funding the aforementioned organization/activity serves the valid municipal purposes of promoting community participation and the health, safety and welfare of the community’s most vulnerable citizens and their families; and

WHEREAS, the City Council finds that the Orting Food Bank’s application meets the requirements of the City’s Policy, and qualifies for grant funding as an organization serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Food Bank serves the valid municipal purposes described herein, and that the described intent for the requested funding is instrumental in ensuring that the organization meets those purposes.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City's grant funding Orting Food Bank, pursuant to the City's Policy, in the amount of \$ 3,500. The Mayor is authorized to enter into a contract with the Orting Food Bank to memorialize the City's grant funding described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28th DAY OF NOVEMBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



Grant Application

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext.133 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:

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Name of Organization: Orting Food Bank

EIN #: 20-8562623

Contact Person's name and title: Stephanie Lathrop, President, Board of Directors

Mailing Address: PO Box 1877, Orting, WA 98360

Phone: 360-893-0095 Email Address: ortingfoodbank@yahoo.com, stephanielathrop@msn.com

Amount Requested: \$3000.00

How the City Grant will be used (This information can be provided in a letter, attached to this application):

Please see attached letter.

Who does the grant serve (This information can be provided in a letter, attached to this application):

Please see attached letter.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Signature of Authorized Representative of Applicant

08/21/2018

Date

Please return completed form and any additional information to:
City of Orting – Attn: City Clerk, 110 Train St. SE, PO Box 489, Orting, WA 98360
For more information, please call (360)893-2219.
(Approved 10.11.17 by City Council)

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-24

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING A CITY GRANT OF FUNDS TO ORTING
HISTORICAL SOCIETY.**

WHEREAS, the City of Orting has adopted a Grant Policy (the “Policy”) to provide grant funding to organizations which the City Council determines bring significant value to the citizens of Orting and which serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, grant funding is provided to organizations upon application, evaluated by the City Council pursuant to the Policy on a case-by-case basis and at various levels of support depending on the value the applicant provides to the community; and

WHEREAS, the City received an application for grant funding from the Orting Historical Society, a nonprofit corporation registered with the State of Washington; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on September 11th, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Historical Society offers information to the Orting community and making history stay in Orting; and

WHEREAS, the applicant has represented that this grant shall be used by the applicant for a new historical mural and updating other historical murals within the City, and a contract between the City and the applicant shall be executed to that effect prior to the applicant’s receipt of the grant funding described herein; and

WHEREAS, the City Council finds that funding the aforementioned organization/activity promotes community participation and the welfare of the community’s citizens and their families, and serves the valid municipal purposes of attracting tourists to the community, and promoting community participation; and

WHEREAS, the City Council finds that the Orting Historical Society’s application meets the requirements of the City’s Policy, and qualifies for grant funding as an organization serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Historical Society serves the valid municipal purposes described herein, and that the described intent for the requested funding is instrumental in ensuring that the organization meets those purposes.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City's grant funding Orting Historical Society, pursuant to the City's Policy, in the amount of \$500.00. The Mayor is authorized to enter into a contract with the Orting Historical Society to memorialize the City's grant funding described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28th DAY OF NOVEMBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



Grant Application-2019

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext.133 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:

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Name of Organization: Orting Historical Society UBI #: 26-0155124

Contact Person's Name and Title: Sam Colrossi - Secretary / Treasurer

Mailing Address: P.O. Box 970 - Orting, WA 98360-0970

Phone: 360-893-2334 Email Address: SCOLOROSI@CENTURYTEL.NET

Amount Requested: \$ 500.⁰⁰

How the City Grant will be used (This information can be provided in a letter, attached to this application):

The Society is in the process of restoring the "Orting School Era 1883-1930" mural located on the Orting School District Transportation building at 120 Washington and N. Preliminary bid was estimated to be \$5000.⁰⁰ due to the high cost of paint & supplies we are looking at \$6000.⁰⁰

Who does the grant serve (This information can be provided in a letter, attached to this application):

The whole community.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
2. Current year's budget
3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
4. Copy of Liability Insurance with rider for the City.

- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.

- If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Sam S. Colrossi

Signature of Authorized Representative of Applicant

09 10 05 2018

Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk, 110 Train St. SE, PO Box 489, Orting, WA 98360
For more information, please call (360)893-2219.
(Approved 10.11.17 by City Council)

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-25

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING A CITY GRANT OF FUNDS TO
OPPORTUNITY CENTER OF ORTING.**

WHEREAS, the City of Orting has adopted a Grant Policy (the “Policy”) to provide grant funding to organizations which the City Council determines bring significant value to the citizens of Orting and which serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, grant funding is provided to organizations upon application, evaluated by the City Council pursuant to the Policy on a case-by-case basis and at various levels of support depending on the value the applicant provides to the community; and

WHEREAS, the City received an application for grant funding from Opportunity Center of Orting, a nonprofit corporation registered with the State of Washington; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on November 11th, 2018, and recommended approval of the application; and

WHEREAS, the City Council finds that the Opportunity Center of Orting operates the Haven Teen Center in Orting, whose mission is “[t]o empower Orting’s to become independent, successful, contributing members of the community,” and who offers teens in the community a variety of activities and events, free classes and volunteer opportunities; and

WHEREAS, applicant has represented that this grant shall be used by the applicant for the salary of a program director at the Haven Teen Center, and a contract between the City and the applicant shall be executed to that effect prior to the applicant’s receipt of the grant funding described herein; and

WHEREAS, the City Council finds that funding the aforementioned organization/activity promotes community participation and the health, safety and welfare of the community’s teens and their families, and serves the valid municipal purposes of providing an opportunity to strengthen the City’s commitment to teens and their families, and the applicant seeks to engage the entire community by promoting volunteerism, charity, and community participation; and

WHEREAS, the City Council finds that the Opportunity Center of Orting’s application meets the requirements of the City’s Policy, and qualifies for grant funding as an organization serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Opportunity Center of Orting's Haven Teen Center serves the valid municipal purposes described herein, and a program director is instrumental in ensuring that the organization meets those purposes.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City's grant funding Opportunity Center of Orting, pursuant to the City's Policy, in the amount of \$ 10,000. The Mayor is authorized to enter into a contract with the Opportunity Center of Orting to memorialize the City's grant funding described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28TH DAY OF NOVEMBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



Grant Application

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext 133 - Fax: (360) 893-6809
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FOR CITY CLERK USE ONLY:
25

Name of Organization: Opportunity Center of Orting EIN #: 91-2112237

Contact Person's name and title: Jennifer Slaughter - Executive Director

Mailing Address: PO Box 1433, Orting WA 98360

Phone: 253-740-6098 Email Address: OrtingHaven@gmail.com

Amount Requested: \$15,000.00

How the City Grant will be used (This information can be provided in a letter, attached to this application):
see letter attached

Who does the grant serve (This information can be provided in a letter, attached to this application):
see letter attached

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, for grants to be issued in the following year).
The attachments that shall be included with the application include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
- If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Jennifer Slaughter
Signature of **Authorized Representative** of Applicant

8.28.18
Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk, 110 Train St. SE, PO Box 489, Orting, WA 98360
For more information, please call (360)893-2219.
(Approved 10.11.17 by City Council)

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-26

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING A CITY GRANT OF FUNDS TO ORTING
SENIOR CENTER ORGANIZATION.**

WHEREAS, the City of Orting has adopted a Grant Policy (the “Policy”) to provide grant funding to organizations which the City Council determines bring significant value to the citizens of Orting and which serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, grant funding is provided to organizations upon application, evaluated by the City Council pursuant to the Policy on a case-by-case basis and at various levels of support depending on the value the applicant provides to the community; and

WHEREAS, the City received an application for grant funding from the Orting Senior Center Organization, a nonprofit corporation registered with the State of Washington; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on November 11th, 2018, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Senior Center Organization operates the Orting Senior Center in Orting, which offers events, activities, luncheons, and other services for the Orting Senior Citizens in the Orting Community; and

WHEREAS, applicant has represented that this grant shall be used by the applicant for the maintenance and updating of programs and services so as to ensure they run smoothly and efficiently, and a contract between the City and the applicant shall be executed to that effect prior to the applicant’s receipt of the grant funding described herein; and

WHEREAS, the City Council finds that funding the aforementioned organization/activity promotes community participation and the health, safety and welfare of the community’s senior citizens and their families, and serves the valid municipal purposes of providing an opportunity to strengthen the City’s commitment to seniors and their families, and the applicant seeks to engage the entire community by promoting volunteerism, charity, and community participation; and

WHEREAS, the City Council finds that the Orting Senior Center Organization’s application meets the requirements of the City’s Policy, and qualifies for grant funding as an organization serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Senior Center Organization and its Orting Senior Center serve the valid municipal purposes described herein, and that the described intent for the requested funding is instrumental in ensuring that the organization meets those purposes.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City's grant funding Orting Senior Center Organization, pursuant to the City's Policy, in the amount of \$ 13,000. The Mayor is authorized to enter into a contract with the Orting Senior Center Organization to memorialize the City's grant funding described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28th DAY OF NOVEMBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



Grant Application-2019

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext.133 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:
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Name of Organization: ORTING SENIOR CENTER ORGANIZATION # 94-3101716

Contact Person's Name and Title: JENNY L. WATKINS

Mailing Address: P.O. BOX 104, ORTING WA 98360

Phone: 360-893-5827 Email Address: seniorcenter@orting.wednet.edu

Amount Requested: \$ 13,000.00

How the City Grant will be used (This information can be provided in a letter, attached to this application):

OSC offers an exercise program to our senior community called SAIL (Stay Active and Independent for Life).
The SAIL instructor is an independent contractor with a dozen enrolled participants. Our SAIL instructor has
been paid by awarded grant dollars in the past by Pierce County, which has since did away with that program grant.
OSC is asking for salary help in the amount of \$5800 for our SAIL program. The remaining \$7200 OSC is requesting
assistance with our Meal Program to compensate for the difference that Pierce County grant doesn't cover, and the
incoming donated meal contributions from senior members.

Who does the grant serve (This information can be provided in a letter, attached to this application):

The Orting Senior Center is a facility, with it's primary responsibility being to enhance the quality of life for our seniors providing meals,
social, health, & recreation services. The senior center also provides an opportunity for the elderly and disabled
to maintain an independent lifestyle. This is accomplished through service agencies, volunteers & center staff.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, (for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

8,29,18

Signature of Authorized Representative of Applicant

Date

Please return completed form and any additional information to:
City of Orting – Attn: City Clerk, 110 Train St. SE, PO Box 489, Orting, WA 98360
For more information, please call (360)893-2219.
(Approved 10.11.17 by City Council)

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-27**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING A CITY GRANT OF FUNDS TO ORTING
VALLEY RECOVERY CAFE.**

WHEREAS, the City of Orting has adopted a Grant Policy (the “Policy”) to provide grant funding to organizations which the City Council determines bring significant value to the citizens of Orting and which serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, grant funding is provided to organizations upon application, evaluated by the City Council pursuant to the Policy on a case-by-case basis and at various levels of support depending on the value the applicant provides to the community; and

WHEREAS, the City received an application for grant funding from the Recovery Café, Orting Valley, a nonprofit corporation registered with the State of Washington; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on November 11th, 2018, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Valley, Recovery Café opened its doors on November 17th, 2018, to operate a Recovery Café in Orting, which provides a safe caring environment where folks who truly want to break the lifestyle of addiction can find the support the Orting Valley Community needs; and

WHEREAS, the applicant has represented that this grant shall be used by the applicant to fund programs and for purchases of office equipment, website start up fees, and a contract between the City and the applicant shall be executed to that effect prior to the applicant’s receipt of the grant funding described herein; and

WHEREAS, the City Council finds that funding the aforementioned organization/activity serves the valid municipal purposes of promoting community participation and the health, safety and welfare of the community’s citizens and their families; and

WHEREAS, the City Council finds that the Orting Valley Recovery Café’s application meets the requirements of the City’s Policy, and qualifies for grant funding as an organization serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Valley Recovery Café serves the valid municipal purposes described herein, and that the described intent for the requested funding is instrumental in ensuring that the organization meets those purposes.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City's grant funding Tacoma Recovery Café, pursuant to the City's Policy, in the amount of \$ 10,000. The Mayor is authorized to enter into a contract with the Tacoma Recovery Café to memorialize the City's grant funding described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28TH DAY OF NOVEMBER, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



Grant Application

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext.133 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:

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Name of Organization: ___Recovery Café Orting Valley Parcel# 6565000290 EIN: #:81-3942835

Contact Person's name and title: Dennis Paschke, Executive Director

Mailing Address: PO Box 537, Orting, WA, 98360

Phone: 253 455-0408 Email Address: dpasch01@gmail.com

Amount Requested: \$7,500.00 - \$12,500.00

How the City Grant will be used (This information can be provided in a letter, attached to this application):

In our first full year of Operation the support from the City will be used to fund our programs and support. At the Recovery Café members are valued and appreciated exactly where they are on their recovery. One way we create that space is with open coffee and lunch. We also will use the money for a computer printer and Some software to automate our accounting including QuickBooks, and a license fee for our website and AGENCY software (member management software)

Who does the grant serve (This information can be provided in a letter, attached to this application):

The grant serves the addicted in the Orting Valley, the City of Orting first. There are at least 1638 people living on the rivers from Puyallup to Eatonville, most are addicted. In Orting there are 7700 people or over 600 addicted living in residences.

All groups seeking grants from the City of Orting must:

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 - If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Signature of Authorized Representative of Applicant

8 / 28 / 2018

Date



**City Of Orting
Council Agenda Summary Sheet**

Subject: Council Committee selection for the year 2019		Committee	Study Session	Council
	Agenda Item #:	N/A		AB18-103
	For Agenda of:			11.14.18 11.28.18
	Department:			
	Department:	Clerk/Deputy Mayor		
Date Submitted:				

Cost of Item:	<u>\$0</u>
Amount Budgeted:	<u>\$0</u>
Unexpended Balance:	<u>\$0</u>
Bars #:	
Timeline:	Last Meeting in November
Submitted By:	Deputy Mayor Harman

Fiscal Note:

Attachments: Recommended Council Assignments

SUMMARY STATEMENT: The process for assigning Committees is outlined in the Council Rules.

3.9.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.
- 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.

Recommended Council Committee assignments are attached.

RECOMMENDED ACTION: Motion: To approve the Committee assignments, CGA – CM McDonald, Chair, CM Gehring, Vice-Chair. PW- CM Drennen, Chair, and CM Gunther, Vice-Chair. PS- CM Kelly, Chair, and Position #4, Vice –Chair.

2019 Recommended Council Committee Assignments

Public Works: Scott Drennen Chair, & Tod Gunther, Vice Chair- **First Wednesday of the month at 9:30 at City Hall.**

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

Attendance: 2-3 council, PW staff, admin.

- Utilities, Technology, Streets/Transportation, Emergency Bridge.
* Facilities related to Public Works.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Public Safety: John Kelly, Chair & Vice Chair, (Person who Fills Position #4) - **First Friday of each month at 9:30am at PSB**

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

Attendance: 2-3 council, PS staff, admin

- Public Safety, Emergency Preparedness.
*Facilities related to Public Safety

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Community and Governmental Affairs: Nicola McDonald, Chair, & Michelle Gehring, Vice- Chair- **First Thursday of each month at 3:00pm at City Hall.**

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

Attendance: 2-3 council, Parks staff, admin

- Economic Development, Grants, Sponsorship, Lodging Tax, Cemetery, Parks Advisory Board.
*Facilities related to Administration.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Study Session: Greg Hogan, Chair, & Scott Drennen-Backup- **Third Wednesday of each month at 6:00pm at the MPC.**

Goal: Introduction & first pass at ordinances and resolutions. Deep dive into committee matters. Legal review and staff discussion.

Attendance: Full Council, as necessary (admin, legal, and others)

- General, Finance, Leg Priorities, Government relations.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Regular Meeting/Consent Agenda.

Council Meeting #1 & 2- **2nd and last Wednesday of each month at 7:00pm at the MPC.**

Goal: Business of the council (appointments, public hearings, public input, presentations, proclamations, etc.), assignment of topics to committees. Passing/debating consent agenda from study session.



**City Of Orting
Council Agenda Summary Sheet**

Subject: Property Manager Selection		Committee	Study Session	Council
	Agenda Item #:	N/A		AB18-112
	For Agenda of:			11.28.18
	Department:	Administration		
	Date Submitted:	11.19.18		
Cost of Item:	_ \$			
Amount Budgeted:	_ \$			
Unexpended Balance:	_ \$			
Bars #:				
Timeline:				
Submitted By:	Mark Bethune			
Fiscal Note:				
Attachments:	Scoring sheet			
SUMMARY STATEMENT:				
<p>The City closed on its purchase of a home on Kansas Street SW on 11/27/18. The home will be destroyed to make way for a realignment of Kansas Street in the future. Until that time the City will rent the home. The City Administrator went out for proposals from about 7 property managers in the area. Three returned proposals. Those are evaluated in the attached file.</p>				
<p>RECOMMENDED ACTION: MOTION: To Authorize The Mayor To Enter Into A Contract With _____ For Property Management Services For City Property Located At 703 Kansas Street SW, Orting, WA.</p>				

Property Management Selection Criteria/Scoring

Bidders	Employees	Score	Years in business	Score	# of Properties	Score	Price Start Up	Price Score	Price Annual	Price Score	Services* Score	Total Score
Clockwise	2	2	13 - 2	3	120	4	\$1,239	3	\$2,215	3	5	20
Main Street	6	3	3	3	124	4	\$420	5	\$1,440	5	5	25
Vista	15	5	28	5	453	5	\$1,150	4	\$1,800	4	5	28

Scoring 1-5

- 5 = Excellent
- 4 = Very Good
- 3 = Average
- 2 = Doesn't meet City Standard
- 1 = Poor

Services

- Marketing Photos
- Advertising
- Showing Coordination
- Tenant Application/screening
- Pet Screening
- Deposit Collection
- Move-in Condition Documentation
- Utility Management
- Rent Collection
- Online Payment Option
- Monthly statements & Receipt mailed
- ACH Direct Deposit To City
- 24/7 Repair line
- Maintenance Coordination
- Regular Inspections
- Owner Portal Access
- Annual Review of rental pricing



**City Of Orting
Council Agenda Summary Sheet**

Subject: Upcoming Council Vacancy, Position #4		Committee	Study Session	Council
	Agenda Item #:	N/A		AB18-113
	For Agenda of:			11.28.18
	Department:	Clerk/Council		
Date Submitted:	11.19.28			
Cost of Item:	_ \$			
Amount Budgeted:	_ \$			
Unexpended Balance:	_ \$			
Bars #:				
Timeline:	Interview and Selection the First meeting in January			
Submitted By:	City Clerk/DM Harman			
Fiscal Note:				
Attachments: Council Rule 8				
SUMMARY STATEMENT: Deputy Mayor Harman submitted his resignation as City Councilmember, to be effective December 13th, 2018.				
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.				
RECOMMENDED ACTION: Work with the City Clerk to start the process of recruitment to fill the unexpired term of Council position #4.				

Jane Montgomery

From: Dave Harman
Sent: Wednesday, November 21, 2018 8:20 AM
To: joshpenner@cityoforting.org
Cc: Jane Montgomery
Subject: Resignation

It is with regret that I tender my resignation from the Orting City Council effective Dec 13th, 2018. I am completing a move out of the area and no longer qualify to serve. I commend the Mayor and council on the hard work accomplished over the past several years and am especially proud that the council has worked to control costs, keep citizens needs in mind and present and ratify a balanced budget. Sincerely Dave Harman

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.