

COUNCILMEMBERS

- Position No.
- 1. Tod Gunther
- 2. John Kelly
- 3. Tony Belot
- 4. John Williams
- 5. Gregg Bradshaw
- 6. Greg Hogan
- 7. Scott Drennen



MAYOR JOSHUA PENNER, CHAIR

ORTING CITY COUNCIL
Regular Business Meeting Agenda
 Virtual Meeting, Orting, WA
 February 10th, 2021
 7p.m.

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL. REQUESTS FOR MODIFICATIONS/ADDITIONS TO THE AGENDA.

***The City is utilizing remote attendance for Councilmembers and City employees. Please note: OPMA rules regarding provision for the public in a space have been suspended by proclamation of the Governor. The meeting is however, available for the public. To join the meeting on a computer or mobile phone: <https://bluejeans.com/587430202?src=calendarLink> Phone Dial-in +1.408.419.1715 OR +1.408.915.6290 - Meeting ID: 587 430 202**

2. PUBLIC COMMENTS- *Public Comments may be sent to the City Clerk at: jmontgomery@cityoforting.org by 3pm on February 10th, 2021, and will be read in to the record at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee.*

3. SWEARING IN CEREMONY OF POLICE OFFICER- Connor Powers-Hubbard

✚ Mayor Penner/ Chief Gard

4. CONSENT AGENDA

- Study Session Minutes of January 20th, 2021.
- Regular Meeting Minutes of January 27th, 2021.
- Payroll and Claims Warrants

Motion: To approve Consent Agenda as prepared OR

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

5. NEW BUSINESS

A. AB21-15- Park Board Appointment

✚ Mayor Penner

Motion: To Appoint Trudee Barfield to the position of Parks Board member.

B. AB21-16-Open Public Meeting Act Training- (OPMA)

✚ Charlotte Archer

C. AB21-17- Council Committee selection for the year 2021.

✚ Mayor Penner / Deputy Mayor Hogan / CM Bradshaw

Motion: To approve Committee assignments,

Community and Government Affairs – CM _____, Chair, CM _____, Vice-Chair.

Public Works, - CM _____, Chair, and CM _____, Vice-Chair.

Public Safety - CM _____, Chair, and _____, Vice –Chair.

6.. EXECUTIVE SESSION

7. ADJOURNMENT- Motion: Move to Adjourn.

SWEARING IN CEREMONY FOR PROMOTING POLICE OFFICER

} ss.

OATH OF OFFICE

County of Pierce

I, _____, residing in Pierce
(Name)

County, Washington, do solemnly swear I am a Citizen of the United States and of the State of Washington; that I will support the Constitution and the Laws of the United States and the Constitution and the Laws of the State of Washington, and will to the best of ability, faithfully, and impartially, perform the duties of the office of Police Officer, in the City of Orting, in and for Pierce County, Washington, as such duties are prescribed by law, so help me God.

Signature

Subscribed and sworn to before me this 10TH, day of February, 2021.

Joshua Penner, Mayor

CONSENT AGENDA

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. John Kelly
3. Tony Belot
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Scott Drennen



ORTING CITY COUNCIL

Study Session Meeting Minutes
Virtual Meeting
Orting, WA
January 20th, 2021
6PM.

Deputy Mayor Greg Hogan, Chair

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

Deputy Mayor Hogan made the following statement:

"The City utilized remote attendance for Councilmembers and City employees. OPMA rules regarding provision for the public in a space were suspended by proclamation of the Governor. The meeting was available for the public to hear by a call-in number."

Deputy Mayor Hogan called the meeting to order at 6:00pm. Councilmember Kelly led the Pledge of Allegiance.

Councilmembers Present: Deputy Mayor Greg Hogan, Councilmembers Tod Gunther, John Kelly, Tony Belot, John Williams, Gregg Bradshaw, and Scott Drennen.

Elected Official: Mayor Penner.

Staff Present: Scott Larson, City Administrator, Jane Montgomery, City Clerk, Gretchen Russo, Finance Director, JC Hungerford, Engineer, Greg Reed, Public Works Director, Chris Gard, Chief of Police.

Administrator Larson asked to remove agenda item# 5B.

PRESENTATION

A. AB21-03- Murrey's Disposal Rates 2021.

Josh Metcalf from Murrey's briefed on the new rates for 2021. Eighty percent of the CPI change for this period is 1.46%. He also briefed on the increased landfill rate in Pierce County. The Pierce County Council has reviewed and approved the increases. The franchise agreement allows Murrey's to request a collection rate adjustment for changes in changes in law, including taxes. Rates reflecting the disposal fee increase, changes in the CPI, and B&O Taxes were provided to the Council. Mr. Metcalf further noted that this year's adjustment is minor compared to other years. They have been able to maintain service during COVID. Councilmembers were provided the opportunity to ask questions. **Action:** Move forward to the next meeting of January 27th, 2021, as a stand-alone item.

2. **COMMITTEE REPORTS**

Public Works

Councilmember Drennan reported on the topics from the last committee meeting:

- White Hawk- SW Connector;
- Waste Water Treatment Plant upgrade;
- ADA Porta Potty caught fire;
- Park Signage at Calistoga;
- Knuckle Boom purchase;
- New Hire at Treatment Plan;
- Ordinance's coming related to gas furnaces and flood plain;
- Green House gas related furnaces.

Public Safety

Councilmember Kelly reported on the topics from the last committee meeting:

- Surplus of firearms to Big J's- the bid winner;
- Second Police Officer will graduate in February;
- Reserve Officer doing a great job.

Community and Government Affairs

Councilmember Gunther briefed on the following from the last committee meeting:

- Refurbish -Basketball Court;
- Drone Course;
- Heroes Among us award.

3. STAFF REPORTS

JC Hungerford, City Engineer

- Waste Water Treatment Plant upgrades- Getting Engineer report approved;
- Provided Specs for compressor at well #3;
- White Hawk- working through NEPA, wetlands and critical areas.
- Well #1 Upgrade on agenda.

Emily Adams, City Planner

- Carbon River RV Park- Notices sent out

Greg Reed, Public Works Director

- Survey of water sites- repairs completed;
- Water main break at 177th
- No water out on 162nd- Found a leak and repaired quickly.

Chris Gard, Chief of Police

- Status of COVID shots for Police Department
- Evidence audit;
- Deployment of officer for National Guard;
- Major upgrade to CAD system;
- Use of WCIA- On line training;
- Officer Rose in field with FTO;
- Applications out for entry level and lateral candidates;
- Firearms simulator installed;
- Collecting drone bids;
- Decommission of old patrol cars

Jane Montgomery, City Clerk

- E- sign policy
- Records shelving
- Contracts
- Training on new website

Gretchen Russo, Finance

- Working on Period 13 bills;
- Starting Annual Report;
- Working with Auditor on City audit';
- Took training on permits/utilities.

Scott Larson, City Administrator

- Meeting with directors regarding the budget
- Lahar Drill
- Employment ads were posted, Maintenance worker, sewer plant operator, entry and lateral police officer, City Engineer, City Planner
- Met with PCTV Board
- New Comcast Franchise agreement coming
- Deadline Friday the 22nd, to order 4 new vehicles

Joshua Penner, Mayor

- PCRC has been informed that Councilmember Drennen is the alternate
- Met with Rep Barkis, Wilcox, Hackney and Senator McCune
- Goals center around transportation- footbridge and SR162 SW Connector
- Rep Hackney wants to champion SR162 project
- Meeting with Rep Robertson to address SR162
- Wind storm occurred but Orting did not lose power
- Verizon added extra battery capacity
- Soldiers Home- COVID deaths at 8 as of last week
- PCRC- discussions ongoing on adopting a resolution related to global warming, transportation funding recommendations and allocations, and county wide planning policies.

Emily Adams stated that Orting's Comprehensive Plan is due to be adopted in 2024, with work starting in 2023.

4. AGENDA ITEMS

A. AB21-04- HB 1923 Grant Code Amendments.

Emily Adams briefed the Council on the Housing Grant. The City Council elected to prepare Code Amendments that address five selected actions. Those selected amendments included Accessory Dwelling Units, Lot size averaging, Short Plats, Corner Lot duplexes, and Duplexes in Single-Family Zones. Ms. Adams went through a PowerPoint presentation detailing the five selected actions. These code amendments have previously had two Public Open Houses, two Planning Commission public hearings, two City Council reviews and a Public hearing. City Council action is now recommended by March 31st of 2021. Council discussion followed. Mayor Penner spoke about the Vision 2050 plan which requires cities to increase housing choices and affordability. The Mayor indicated that entry level houses are very hard to come by. He stated that ADU's provide a revenue source which create opportunity to meet the goals of choices and affordability. He stated that policy should meet their vision.

Action: Public Hearing before Council on February 10th, then back to a study session on February 17th, then action no later than March 31st, 2021.

B. AB21-05- South Correctional Entity- Inmate Housing -2021 Contract Amendment. *(Removed from the agenda)*

C. AB21-06- Discussion-Old City Hall Property.

Administrator Larson briefed on the old City Hall property. A memo was provided to Council. There are two options, hold and lease or sell the facility. He laid out the pros and cons of each choice. The City reached out to various property management companies but none of them expressed interest in managing the facility for the City. He pointed out that leasing the facility would put the City in a position to do perform maintenance to the building to get it ready for

occupancy, the building will need a new roof and new windows. He recommended that the City surplus the building and then put it on the market. Council discussion followed.

Councilmember Williams made a motion to amend the agenda and add an executive session. Second by Councilmember Gunther. Motion passed (7-0)

An Executive session was called for per RCW 42.30.110 (1) (I), to consider the minimum price at which real estate will be offered for sale or lease, for ten minutes with possible action after.

Deputy Mayor Hogan recessed the meeting for a 2-minute break at 8:35pm, to be followed by an Executive session for 10 minutes.

8:35pm- Recessed to break
8:37pm- Executive session began
8:47pm- Extended for 10 minutes
8:57pm –Ended

Deputy Mayor Hogan called the meeting back to order at 8:57pm.

After returning to open session, the Council discussed whether or not to lease or sell the building. The majority consensus was to lease the building out, but Council would like more information from staff before making any final decision. **Action:** Come back to Council with more information after further study on costs to lease versus selling.

D. AB21-07- SR 162 Corridor Discussion.

Mayor Penner added this agenda item to keep Council abreast of dialog going on with the surrounding communities, related to improvements along SR 162; inclusive of the HWY 410/SR 162 interchange through Orting and to Graham. The Mayor and staff have been working on a plan to increase City engagement with partners along the length of the corridor. The SR 162 corridor projects should be looked at as a package of interconnected improvements, The Mayor worked to get the Pierce County Regional Council to identify 162 as a corridor, and he would like to take that conversation out to the surrounding towns. The Mayor hopes for a joint letter and a stronger voice to push for improvements for all users of SR 162. **Action:** No Action needed. Joe DePinto will be invited to come to the next study session to brief Council on Legislative activity.

E. AB21-08- Council Discretionary Fund Policy.

Councilmember Gunther briefed that the Mayor recommended adding a discretionary fund for Councilmembers in order to meet local needs and fill gaps in City services. The City budget for 2021 allocates \$3,000 per Council member for this purpose. CGA created the proposed policy and recommended approval of the policy and the form, which provide structure and guidance for the use of funds. Council discussion followed. After a review some of the items were determined to need re-working. Of note was sentence #1 and sentence #2. It was said that the language appeared to be too restrictive and contradictory. **Action:** Back to CGA Committee

F. AB21-09- Electronic Signature Policy-. Resolution No. 2021-01, A Resolution of The City of Orting, Authorizing the Use of Electronic Records and Signatures, And Adopting A Policy for The Use of Electronic Signature Technology.

Administrator Larson briefed that the proposed Resolution authorizes the City, to use an electronic document signature to sign internal documents. Specifically, the Mayor, and his/her

designees would be authorized to choose a provider or use a pdf signature. A proposed policy was also reviewed. State law allows Washington cities to determine by ordinance, resolution, policy, or rule whether, and to what extent, it will use electronic records and electronic signatures. **Action:** Move forward to the consent agenda for the January 27th, 2020 Meeting.

G. AB21-10- Council Committee Assignments.

Deputy Mayor Hogan briefed on the process to appoint Councilmembers. The rules state:

- (A) An appointment committee consisting of the Deputy Mayor, one (1) 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 February.

Mayor Penner stated that the action needed is to appoint a volunteer to the Committee. Council by consensus agreed that Councilmember Bradshaw would join the committee. **Action:** Bring recommendations to the first meeting in February.

H. AB21-11- Well 1 Control Improvements.

Councilmember Drennen stated that this is a budgeted item, the scope expanded slightly, to include some isolation valves which needed to be replaced. The bid that came in is below the budgeted amount. There was only one bid submitted, which is believed to be because of the size of the project. The contractor is reputable. The Committee recommends approval quickly as Well #1 is an important source in the City, has to be taken off line, and winter is a good time to do this due to water demands being lower. **Action:** Move to the consent agenda for the January 27th, 2021 meeting.

I. AB 21-12 – Orting Municipal Code Updates for Compliance with NFIP Community Rating System (CRS), Ordinance No 2021-1072, An Ordinance of The City Of Orting, Washington, Relating To National Flood Insurance Program Community Rating System; Amending Orting Municipal Code 14-1-8 And 14-1-9 Pertaining For Flood Planning Management And Flood Damage Prevention.

JC Hungerford briefed that the proposed ordinance would update the Orting Municipal Code related to the placement of electrical, heating, ventilation, plumbing, and air conditioning equipment in relation to the flood plain. Orting is a Class 6 rated community which gives homeowners a discount in premiums. There have been updates in the 2021 manual and the proposed changes would allow Orting to maintain a class 6 rating. There are also a couple of housekeeping clean ups in the proposed ordinance. The Washington Department of Ecology has reviewed and approved these changes. **Action:** Move to the consent agenda for the January 27th, 2021 meeting.

J. AB21-13- Setting Meeting dates for 2021.

Administrator Larson briefed that back in the fall during budget meetings they had discussed setting meetings ahead of time especially for budget retreats, and goal setting. He would also like to change potential meeting dates that conflict with holidays in 2021. The proposed resolution would approve the dates. Being proactive with the meeting dates will give Councilmembers and staff time to make adjustments to their schedules.

Proposed dates were discussed. Council by consensus chose March 23rd as the date for goal setting at 6:00pm. Council committee goals from 2019 can be sent out to Councilmembers. Council by consensus chose September 25th, at 9:00am for the first budget meeting. They

also moved the November 24th regular meeting to November 23rd, 2021. **Action:** Move to the consent agenda for the January 27th, 2020 meeting.

6. ADJOURNMENT

Deputy Mayor Hogan adjourned the meeting at 10:01pm

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

Councilmembers

Position No.

1. Tod Gunther
2. John Kelly
3. Tony Belot
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Scott Drennen



Mayor Joshua Penner, Chair

Orting City Council

Regular Business Meeting Minutes
Virtual Meeting, Orting, WA
January 27th, 2021
7 p.m.

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

Mayor Penner called the meeting to order at 7:00pm, Councilmember Belot led the pledge of allegiance and roll call was taken.

Councilmembers Present: Deputy Mayor Greg Hogan, Councilmembers John Kelly, Tod Gunther, John Williams, Scott Drennen, Tony Belot, and Gregg Bradshaw.

Staff Present: Jane Montgomery, City Clerk, Gretchen Russo, Finance Director, Charlotte Archer, City Attorney, JC Hungerford, Engineer, Chris Gard, Chief of Police, Greg Reed Public Works Director.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

No Requests were made.

Mayor Penner read the following announcement:

***The City utilized remote attendance for Councilmembers and City employees. Please note: OPMA rules regarding provision for the public in a space were suspended by proclamation of the Governor. The meeting was however, available for the public by a computer link or by phone.**

2. PUBLIC COMMENTS:

No Comments were made.

3. CONSENT AGENDA

- A. Regular Meeting Minutes of January 13th, 2021.
- B. Payroll and Claims Warrants
- C. Payroll and Claims- Period 13
- D. AB21-09- Adopting Resolution No. 2021-01, A Resolution Of The City Of Orting, Authorizing The Use Of Electronic Records And Signatures, And Adopting A Policy For The Use Of Electronic Signature Technology.
- E. AB21-11- Approving Northeast Electric, LLC as the lowest responsive bidder for the Well 1 Control Improvements Project in the amount of \$191,275.
- F. AB21-12 – Adopting Ordinance No 2021-1072, An Ordinance Of The City Of Orting, Washington, Relating To National Flood Insurance Program Community Rating System; Amending Orting Municipal Code 14-1-8 And 14-1-9 Pertaining For Flood Planning Management And Flood Damage Prevention.
- G. AB21-13- Adopting Resolution No. 2021-02, Setting The Regular And Special Council Meeting Dates For The Year 2021.

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

4. OLD BUSINESS

A. AB21-03- Murrey's Disposal Rates 2021.

Mayor Penner briefed that the City has a contractual agreement with Murrey's for waste disposal. The terms are set in the contract for the fees. Council was briefed on this at the last study session. The rates were provided to the Council. This year's rates are the lowest in the past three years. The landfill rates are also lower. Council discussion followed.

Deputy Mayor Hogan made a motion to Approve Murrey's Rates as Illustrated in Exhibit A, Effective March 1st, 2021. Second By Councilmember Drennen. Motion passed (7-0)

5. NEW BUSINESS

A. AB21-14-Appointment of Planning Commissioners.

Mayor Penner stated that four Planning Commission seats termed out in 2020. The Four Planning Commissioners expressed an interest in being confirmed again. Mayor Penner stated that he has faith in each of them and values their historical knowledge.

Councilmember Drennen made a motion to Confirm Kelly Cochran To the Position of Planning Commissioner. Second by Deputy Mayor Hogan. Motion passed (7-0)

Councilmember Kelly made a Motion to Confirm Jeff Craig To the Position of Planning Commissioner. Second by Councilmember Drennen. Motion passed (7-0)

Deputy Mayor Hogan made a Motion to Confirm Chris Rule, To the Position of Planning Commissioner. Second by Councilmember Gunther. Motion passed (7-0)

Councilmember Belot made a Motion to Confirm Erica Bartholomew, To the Position of Planning Commissioner. Second by Councilmember Drennen. Motion passed (7-0)

6. EXECUTIVE SESSION

Not called for.

7. ADJOURNMENT - Motion: Move to Adjourn.

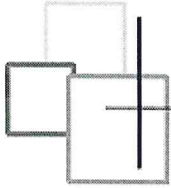
Deputy Mayor Hogan Made e A Motion to Adjourn. Second by Councilmember Belot. Motion Passed (7-0).

Mayor Penner recessed the meeting at 7:13pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

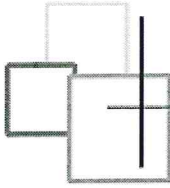
Joshua Penner, Mayor



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2021 - February 2021 - 1st Council -2/10/2021

Fund Number	Description	Amount
001	Current Expense	\$69,420.46
101	City Streets	\$23,029.76
104	Cemetery	\$18.79
105	Parks Department	\$363.45
401	Water	\$12,595.82
408	Wastewater	\$18,214.89
410	Stormwater	\$5,202.87
	Count: 7	\$128,846.04

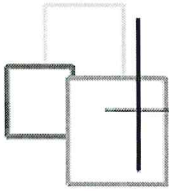


Register

Fiscal: 2021
 Deposit Period: 2021 - February 2021
 Check Period: 2021 - February 2021 - 1st Council -2/10/2021

Number	Name	Print Date	Clearing Date	Amount
Key Bank	2000073			
Check				
<u>49573</u>	Actual Assistant	2/10/2021		\$900.00
<u>49574</u>	AHBL, INC	2/10/2021		\$8,358.75
<u>49575</u>	Aktivov LLC	2/10/2021		\$8,197.50
<u>49576</u>	Anytime Fitness	2/10/2021		\$2,400.00
<u>49577</u>	Arrow Lumber	2/10/2021		\$699.77
<u>49578</u>	BlueTarp Credit Services	2/10/2021		\$473.61
<u>49579</u>	Brisco Inc.	2/10/2021		\$831.36
<u>49580</u>	Business Solutions Center	2/10/2021		\$272.16
<u>49581</u>	Centurylink	2/10/2021		\$1,381.53
<u>49582</u>	CenturyLink/Qwest	2/10/2021		\$274.99
<u>49583</u>	Cintas Corporation #461	2/10/2021		\$220.08
<u>49584</u>	Cole Parmer	2/10/2021		\$156.76
<u>49585</u>	Consolidated Supply	2/10/2021		\$98.58
<u>49586</u>	Corona, Jennifer	2/10/2021		\$44.60
<u>49587</u>	Crystal & Sierra Springs	2/10/2021		\$202.00
<u>49588</u>	Curry & Williams, P.I.I.c	2/10/2021		\$16.62
<u>49589</u>	Department of Health	2/10/2021		\$3,953.70
<u>49590</u>	Employment Security Dept	2/10/2021		\$4,278.88
<u>49591</u>	Enviro-Clean Equipment, Inc.	2/10/2021		\$236.09
<u>49592</u>	Fastenal Company	2/10/2021		\$845.73
<u>49593</u>	Fife Police Department	2/10/2021		\$50.00
<u>49594</u>	Galls LLC	2/10/2021		\$339.70
<u>49595</u>	GreatAmerica Financial Svcs	2/10/2021		\$2,482.20
<u>49596</u>	Harrington's Janitorial	2/10/2021		\$411.00
<u>49597</u>	Inslee, Best, Doezie & Ryder, P.S	2/10/2021		\$7,400.40
<u>49598</u>	Korum Automotive Group	2/10/2021		\$1,636.55
<u>49599</u>	Kyocera Document Solutions Wes	2/10/2021		\$206.57
<u>49600</u>	Leads Online LLC	2/10/2021		\$6,950.00
<u>49601</u>	Mitel Leasing	2/10/2021		\$251.16
<u>49602</u>	Motorola	2/10/2021		\$1,495.00
<u>49603</u>	Opportunity Center Of Orting	2/10/2021		\$1,500.00
<u>49604</u>	O'Reilly Auto Parts	2/10/2021		\$184.29
<u>49605</u>	Orting Valley Senior Cent	2/10/2021		\$833.33
<u>49606</u>	P.C. Budget & Finance	2/10/2021		\$16,936.74
<u>49607</u>	Parametrix	2/10/2021		\$22,361.18
<u>49608</u>	Pitney Bowes Global	2/10/2021		\$215.63

Number	Name	Print Date	Clearing Date	Amount
<u>49609</u>	Puget Sound Clean Air Agency	2/10/2021		\$5,063.00
<u>49610</u>	Puget Sound Energy	2/10/2021		\$3,651.00
<u>49611</u>	Rundle, Denis	2/10/2021		\$47.96
<u>49612</u>	Schwab, Erica	2/10/2021		\$300.00
<u>49613</u>	Secure Pacific Corp/Mountain Alarm	2/10/2021		\$341.85
<u>49614</u>	Sfe Global Northwest Llc	2/10/2021		\$1,885.00
<u>49615</u>	SHRED-IT, C/O Stericycle INC	2/10/2021		\$198.28
<u>49616</u>	The Walls Law Firm	2/10/2021		\$2,070.25
<u>49617</u>	UniFirst Corporation	2/10/2021		\$644.95
<u>49618</u>	Verizon Wireless	2/10/2021		\$2,325.50
<u>49619</u>	Vision Forms LLC	2/10/2021		\$561.80
<u>49620</u>	Vision Municipal Solutions LLC	2/10/2021		\$13,029.00
<u>49621</u>	W.a.b.o	2/10/2021		\$1,313.96
<u>49622</u>	Whitworth Pest Solutions, INC	2/10/2021		\$317.03
		Total	Check	\$128,846.04
		Total	2000073	\$128,846.04
		Grand Total		\$128,846.04



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Actual Assistant	49573	788	001-514-23-41-12	Website Maintenance/Hosting	\$396.00
			105-576-80-41-05	Website Maintenance/Hosting	\$27.00
			401-534-10-41-34	Website Maintenance/Hosting	\$135.00
			408-535-10-41-36	Website Maintenance/Hosting	\$234.00
			410-531-38-41-05	Website Maintenance/Hosting	\$108.00
				Total	\$900.00
AHBL, INC	49574	122867 2190800.60	001-558-60-41-02	HB 1923 Grant	\$1,147.50
		123201 2190800.30	001-558-60-41-02	Planning Consultant-On-Call	\$4,113.75
		123202 2190800.34	001-558-60-41-02	Planning Consultant-Cardon River RV Park	\$1,077.50
		123203 2190800.36	001-558-60-41-02	Planning Consultant-Code Ad	\$345.00
		123204 2190800.37	001-558-60-41-02	Planning Consultant-Comp Plan Updates	\$172.50
		123205 2190800.60	001-558-60-41-02	Planning Consultant-HB 1923 Grant	\$422.50
		123206 2190800.61	001-558-60-41-02	Planning Consultant-Abundant Life Church	\$1,080.00
			Total	\$8,358.75	
Aktivov LLC	49575	COORT/2020/03-2	408-535-10-41-39	WWTP GIS Module	\$8,197.50
				Total	\$8,197.50
Anytime Fitness	49576	FEB2021-200	001-521-20-21-01	Gym Membership-2021 Police Department	\$2,400.00
				Total	\$2,400.00
Arrow Lumber	49577	600186-FEB2021	001-514-21-48-01	Loctite-Utility Knife	\$17.90
			001-521-50-48-03	Nails	\$2.94
			001-521-50-48-03	Fasteners to Secure Wall Table	\$115.50
			104-536-50-48-00	Hillman Fasteners	\$2.19
			104-536-50-48-00	Heat Lamp	\$4.58
			401-534-10-31-00	Blast Gloves	\$10.91

Vendor	Number	Invoice	Account Number	Notes	Amount		
Arrow Lumber	49577	600186-FEB2021	401-534-50-48-02	PVC Cap-Irrigation Repair-Main Park	\$1.29		
			401-534-50-48-02	PVC Pipe-Irrigation Repair-Main Park	\$21.84		
			401-534-50-48-02	PVC Pipe-Irrigation Repair-Main Park	\$21.84		
			401-534-50-48-02	Pruning Fast Wood-177th Water Leak	\$32.76		
			401-534-50-48-02	Main Park-Irrigation Repair-Main Park	\$50.35		
			401-534-50-48-02	Sprayer-Hand Saw Water Leak	\$120.18		
			401-534-50-48-03	Keys	\$5.54		
			401-534-50-48-03	Spray Paint-Stripping Pad-Hillman Fasteners	\$20.79		
			401-534-50-48-03	Wingate-Gutter Screws Insert Bit	\$25.27		
			401-534-50-48-03	Rat Killer	\$40.43		
			401-534-50-48-03	Wingate-Saw Blade-Nut Setter-Hillman Fasteners	\$66.31		
			401-534-50-48-04	Steel Pipe Nipple-Treatment Plant	\$1.95		
			408-535-10-31-00	Foam Latex Gloves-Metal Finishing Pad	\$11.45		
			408-535-50-48-02	PVC Sew Adapter-Coupling	\$20.94		
			408-535-50-48-03	Refund-Light Bulbs -198227	\$0.00		
			408-535-50-48-03	Light Bulbs	\$26.21		
			408-535-60-48-04	Flange Repair Kit-Wax Ring-Park Restroom	\$43.77		
			410-531-38-48-00	Rubber Straps-Wire Brush	\$34.83		
						Total	\$699.77
			BlueTarp Credit Services	49578	H21765/5	408-535-60-48-04	Parts for Park Restroom
	Total	\$473.61					
Brisco Inc.	49579	FEB2021-203	001-521-20-32-00	Fuel PD	\$406.18		
			001-524-20-32-01	Fuel Building	\$44.00		
			401-534-80-32-01	Fuel Water	\$260.00		
			410-531-38-32-02	Fuel Storm	\$121.18		
				Total	\$831.36		
Business Solutions Center	49580	109309-109308	001-512-50-31-00	Envelopes-Infraction Forms	\$272.16		
				Total	\$272.16		
Centurylink	49581	300549640-FEB2021	408-535-10-42-01	Sewer Phones	\$44.31		
		300549818-FEB2021	001-514-23-42-00	City Phones	(\$187.20)		
			001-514-23-42-00	City Phones	\$241.96		
			001-524-20-42-00	City Phones	\$26.69		
			101-542-63-47-03	City Phones	\$56.69		
			401-534-10-42-01	City Phones	\$306.99		
			408-535-10-42-01	City Phones	\$349.79		
			410-531-38-42-01	City Phones	\$68.18		

Vendor	Number	Invoice	Account Number	Notes	Amount
Centurylink	49581	300549906-FEB2021	401-534-10-42-01	Harman Springs	\$61.82
		300550216-FEB2021	408-535-10-42-01	Sewer Phones	\$187.79
		300550553-FEB2021	001-521-50-42-00	PD Phones	\$153.62
		409178327-FEB2021	001-521-50-42-00	PD Repeater	\$70.89
		Total			
CenturyLink/Qwest	49582	464B-FEB2021	001-521-20-45-02	Cell Connection	\$116.86
		465B-FEB2021	001-521-20-45-02	Cell Connection	\$81.86
		492B-FEB2021	001-521-20-45-02	Cell Connection	\$76.27
		Total			
Cintas Corporation #461	49583	40746177293	408-535-60-48-04	Cleaning of City Park Restrooms	\$220.08
				Total	\$220.08
Cole Parmer	49584	2501790	408-535-10-31-01	Star T900 Electrode Holder	\$156.76
				Total	\$156.76
Consolidated Supply	49585	S010126421.001	401-534-50-48-02	Soild Plug-Gland Pack	\$61.07
		S010126436-001	401-534-50-35-00	Measuring Tapes	\$37.51
		Total			
Corona, Jennifer	49586	FEB2021-201	001-514-23-31-02	Printing Reimbursement	\$44.60
				Total	\$44.60
Crystal & Sierra Springs	49587	5225720 013021	401-534-10-31-00	Water for Public Works	\$57.74
			408-535-10-31-00	Water for Public Works	\$144.26
			Total		
Curry & Williams, P.I.I.c	49588	Court Judge-Jan 2021	001-512-50-10-02	Court Judge-Jan 2021	\$16.62
				Total	\$16.62
Department of Health	49589	64500 3 - 004299	401-534-90-49-16	Water System Permit	\$3,953.70
				Total	\$3,953.70
Employment Security Dept	49590	000-945079-10-1 274-000-026 91-6001481-4th QRT	001-517-78-20-00	Unemployment Compensation-4th QRT 2020	\$4,278.88
				Total	\$4,278.88
Enviro-Clean Equipment, Inc.	49591	21-53539R	410-531-38-48-01	Hydraulic Check-Sweeper	\$236.09
				Total	\$236.09
Fastenal Company	49592	WASUM71894	401-534-10-31-00	Face Mask	\$44.15
			408-535-10-31-00	Face Mask	\$44.15
			410-531-38-31-00	Face Mask	\$44.15
		WASUM72058	401-534-50-48-02	Parts for Water	\$713.28
		Total			

Vendor	Number	Invoice	Account Number	Notes	Amount
Fife Police Department	49593	Gard	001-521-50-49-02	Police Chiefs Association 2021 Dues	\$50.00
				Total	\$50.00
Galls LLC	49594	017342124	001-524-20-31-01	Uniform Item Gard	\$89.48
		017342130	001-521-20-31-01	Uniform Item Gard	\$60.10
		017365802	001-521-20-31-01	Uniform Item Gard	\$190.12
				Total	\$339.70
GreatAmerica Financial Svcs	49595	28566310-2	001-594-12-41-02	Phone Lease	\$173.75
			001-594-14-41-03	Phone Lease	\$297.86
			001-594-21-41-03	Phone Lease	\$744.66
			001-594-24-41-02	Phone Lease	\$74.47
			001-594-76-41-02	Phone Lease	\$74.47
			101-594-42-41-02	Phone Lease	\$99.29
			105-594-76-41-03	Phone Lease	\$74.47
			401-594-34-42-03	Phone Lease	\$297.86
			408-594-35-64-55	Phone Lease	\$347.51
			410-594-31-41-42	Phone Lease	\$297.86
				Total	\$2,482.20
Harrington's Janitorial	49596	3756	401-534-10-31-00	Janitorial-City Shop-Rocky RD	\$137.00
			408-535-10-31-00	Janitorial-City Shop-Rocky RD	\$137.00
			410-531-38-31-00	Janitorial-City Shop-Rocky RD	\$137.00
				Total	\$411.00
Inslee, Best, Doezie & Ryder, P.S	49597	264712	001-515-41-41-01	City Attorney Retainer	\$2,225.00
			001-515-41-41-02	City Attorney Services-Public Records Request	\$803.29
			001-515-41-41-02	City Attorney Services	\$988.16
			001-515-41-41-04	City Attorney Services-Chronic Nuisance	\$1,225.10
			001-515-41-41-05	City Attorney Services-HR	\$778.20
			001-515-41-41-06	City Attorney Services-Code Enforcement	\$25.10
			001-515-41-41-07	City Attorney Services-Development	\$1,355.55
				Total	\$7,400.40
Korum Automotive Group	49598	187238-FEB2020	101-542-30-48-04	Oil Change- Replaced Fuse for Turn Signals- FA1029	\$186.88
			105-576-80-48-01	Oil Change- Replaced Fuse for Turn Signals- FA1029	\$186.88

Vendor	Number	Invoice	Account Number	Notes	Amount			
Korum Automotive Group	49598	187238-FEB2020	105-576-80-48-02	Oil Change FA1022	\$22.31			
			401-534-50-48-06	Oil Change FA1022	\$22.30			
			401-534-50-48-06	30,000 Mile Service-New Battery FA1064	\$31.16			
			401-534-50-48-06	30,000 Mile Service-New Battery FA1031	\$50.24			
			401-534-50-48-06	Oil Change-FA1028	\$70.20			
			408-535-50-48-08	30,000 Mile Service-New Battery FA1064	\$31.16			
			408-535-50-48-08	30,000 Mile Service-New Battery FA1031	\$401.92			
			410-531-38-48-01	Oil Change FA1022	\$22.30			
			410-531-38-48-01	30,000 Mile Service-New Battery FA1031	\$50.24			
			410-531-38-48-01	30,000 Mile Service-New Battery FA1064	\$560.96			
			Total				\$1,636.55	
			Kyocera Document Solutions Wes	49599	5013505418	001-308-00-00-00	Public Works Copier Lease	\$30.99
						001-308-00-00-00	Public Works Copier Lease	\$41.31
						001-308-00-00-00	Public Works Copier Lease	\$103.28
105-576-80-31-00	Public Works Copier Lease	\$30.99						
Total						\$206.57		
Leads Online LLC	49600	Invoice - 2/3/2021 3:52:43 PM	001-521-30-31-04	Online Real Time Crime Investigation System	\$6,950.00			
Total				\$6,950.00				
Mitel Leasing	49601	903011361	001-594-12-41-02	PSB Phone Lease	\$15.07			
			001-594-21-41-03	PSB Phone Lease	\$236.09			
			Total				\$251.16	
Motorola	49602	8281097051	001-521-50-48-04	Lithium Batteries-Radar	\$1,495.00			
Total				\$1,495.00				
O'Reilly Auto Parts	49604	1265583-FEB2021	001-521-50-48-02	Keys	\$8.73			
			001-575-50-48-00	Hi Powered Belt MPC	\$10.08			
			104-536-50-48-01	Towing Kit-FA1069	\$12.02			
			105-576-80-48-02	Wiper Blades FA1022	\$9.78			
			105-576-80-48-02	Towing Kit-FA1069	\$12.02			
			401-534-50-48-04	Blue Def-FA1112	\$28.40			
			401-534-50-48-06	Grease FA1030	\$3.91			
			401-534-50-48-06	Wiper Blades FA1022	\$9.78			
			401-534-50-48-06	MTG Bracket	\$12.01			
			410-531-38-35-00	Socket Set	\$27.31			

Vendor	Number	Invoice	Account Number	Notes	Amount
O'Reilly Auto Parts	49604	1265583-FEB2021	410-531-38-35-00	Motor Oil & Funnel	\$38.23
			410-531-38-48-02	Towing Kit-FA1069	\$12.02
				Total	\$184.29
Opportunity Center Of Orting	49603	3734-JAN2021	001-571-20-31-14	Orting Opportunity Center Grant-Jan 2021	\$750.00
		3735-FEB2021	001-571-20-31-14	Orting Opportunity Center Grant- Feb2021	\$750.00
				Total	\$1,500.00
Orting Valley Senior Cent	49605	1001 FEB 2021	001-571-20-31-06	Monthly Support FEB 2021	\$833.33
				Total	\$833.33
P.C. Budget & Finance	49606	CI-297739 C-104188	001-554-30-40-00	Animal Control- DEC 2020	\$2,433.85
		CI-298499 C-104188	001-566-00-40-00	Liquor Profit & Excise Tax 4th QRT	\$612.89
		CI297757 C-104188	001-514-40-41-20	Voter Maintenance Cost	\$13,890.00
				Total	\$16,936.74
Parametrix	49607	21933	101-595-10-64-34	Environmental Documentation & Permitting	\$10,223.02
			101-595-10-64-34	Final Design	\$12,138.16
				Total	\$22,361.18
Pitney Bowes Gobel	49608	3312719837	001-514-23-45-00	Postage Machine Lease	\$215.63
				Total	\$215.63
Puget Sound Clean Air Agency	49609	2021 -Orting	001-511-20-49-07	Puget Sound Clean Air	\$5,063.00
				Total	\$5,063.00
Puget Sound Energy	49610	200021064239-FEB2021	401-534-50-47-03	Well #1	\$1,666.56
		200021119249-FEB2021	401-534-50-47-02	Chlorinator	\$28.18
		220022116432-FEB2021	001-512-50-47-01	City Hall-104 Bridge St S	\$78.25
			001-514-21-47-01	City Hall-104 Bridge St S	\$391.25
			001-521-50-47-00	City Hall-104 Bridge St S	\$782.50
			001-524-20-32-05	City Hall-104 Bridge St S	\$58.69
			401-534-50-47-01	City Hall-104 Bridge St S	\$215.19
			408-535-50-47-01	City Hall-104 Bridge St S	\$215.19
			408-535-50-47-01	City Hall-104 Bridge St S	\$215.19
				Total	\$3,651.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Rundle, Denis	49611	20-Jan-21	401-534-10-31-00	Food & Water for Pioneer Water Leak	\$47.96
				Total	\$47.96
Schwab, Erica	49612	100-JAN2021	001-521-10-10-04	Civil Service-Consultant-Jan 2021	\$300.00
				Total	\$300.00
Secure Pacific Corp/Mountain Alarm	49613	285064	001-514-23-31-02	City Hall Alarm	\$83.85
			408-535-10-41-07	WWTP Alarm	\$258.00
				Total	\$341.85
Sfe Global Northwest Llc	49614	10289	408-535-10-41-09	2021 Annual Flow Calibration-Soldiers Home	\$1,885.00
				Total	\$1,885.00
SHRED-IT, C/O Stericycle INC	49615	8181268256	001-521-20-31-03	PD Shredding	\$104.36
		8181268287	001-514-23-31-02	City Hall Shredding	\$93.92
				Total	\$198.28
The Walls Law Firm	49616	86-Jan2021	001-515-41-41-03	Prosecuting Attorney-Jan 2021	\$2,070.25
				Total	\$2,070.25
UniFirst Corporation	49617	330 1706380	408-535-10-31-03	Uniform Item-Protective Services	\$287.93
		330 1710576	408-535-10-31-03	Uniform Item-Protective Services	\$171.95
		330 1712673	408-535-10-31-03	Uniform Item-Protective Services	\$185.07
				Total	\$644.95
Verizon Wireless	49618	9871337814	001-512-50-42-00	Cell Phones	\$41.71
			001-514-23-42-00	Cell Phones	\$266.32
			001-524-20-42-00	Cell Phones	\$41.99
			401-534-10-42-01	Cell Phones	\$459.83
			408-535-10-42-01	Cell Phones	\$459.83
		9871337815	001-512-50-42-00	Cell Phones-Court	\$44.55
			001-521-20-45-01	Cell Phones-PD	\$530.71
			001-521-20-45-02	Cell Connection Data-PD	\$440.55
			401-534-10-42-01	Cell Phones	\$20.01
			408-535-10-42-01	Cell Phones	\$20.00
				Total	\$2,325.50
Vision Forms LLC	49619	6339	401-534-10-31-00	Utility Bill Processing & Mailing	\$110.37
			401-534-10-42-00	Utility Bill Processing & Mailing	\$76.89

Vendor	Number	Invoice	Account Number	Notes	Amount
Vision Forms LLC	49619	6339	408-535-10-31-00	Utility Bill Processing & Mailing	\$110.37
			408-535-10-42-00	Utility Bill Processing & Mailing	\$76.90
			410-531-38-31-00	Utility Bill Processing & Mailing	\$110.37
			410-531-38-42-00	Utility Bill Processing & Mailing	\$76.90
				Total	\$561.80
Vision Municipal Solutions LLC	49620	09-8749	001-514-23-41-04	2021-Vision Software Assurance	\$1,302.90
			001-524-20-41-01	2021-Vision Software Assurance	\$1,302.90
			001-575-50-41-03	2021-Vision Software Assurance	\$325.73
			101-542-30-41-04	2021-Vision Software Assurance	\$325.72
			401-534-10-41-05	2021-Vision Software Assurance	\$3,257.25
			408-535-10-41-05	2021-Vision Software Assurance	\$3,257.25
			410-531-38-41-04	2021-Vision Software Assurance	\$3,257.25
				Total	\$13,029.00
W.a.b.o	49621	40536	001-524-20-35-01	International Building Code Updates	\$813.96
			001-524-20-49-05	Code Compliance 2021	\$500.00
				Total	\$1,313.96
Whitworth Pest Solutions, INC	49622	536204	001-575-50-48-00	Pest Control	\$191.33
		536835	001-514-21-48-01	Pest Control	\$125.70
			Total	\$317.03	
				Grand Total	\$128,846.04



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Appointment of Park Board Member	AB21-15			2.10.21
	Department:	Executive		
	Date Submitted:			
Cost of Item:	_ \$			
Amount Budgeted:	_ \$			
Unexpended Balance:	_ \$			
Bars #:				
Timeline:				
Submitted By:	Mayor Penner			
Fiscal Note:				
Attachments:	Applications			
<p>SUMMARY STATEMENT: The Parks Advisory Board promotes citizen participation and provides the City Council with citizen guidance on community views regarding policies relating to parks, playgrounds or other recreational facilities within the City.</p> <p>The Parks Advisory Board assists the Mayor and the City Council in reviewing policies relating to parks, playgrounds or other recreational facilities, and makes recommendations to the Mayor and Council on the following topics: recreation programs; facility use requests; facility use fees and procedures; park, playfield and facility design, budget and capital improvement program planning; concessions; contracts; inter-local and lease agreements, and other matters as requested by the City Council or Mayor.</p> <p>The board consistx of a minimum of five (5) citizens, one of whom may be a nonresident of the City, who shall be appointed by the Mayor and confirmed by the City Council.</p> <p>There is currently 1 vacancy on the Park Board.</p>				
<p>RECOMMENDED ACTION: <i>Motion#1: To confirm the Mayors appointment of Trudee Barfield to the Parks Advisory Board.</i></p>				



FOR CITY CLERK USE ONLY:
RECEIVED
FEB 05 2021
CITY OF ORTING

Name: Trudee Barfield Date: 2/3/21

Mailing Address: Po Box 925
[Redacted Address]

Phone: [Redacted]

Best time to contact you: you can try anytime Email Address: Trudee.jane@yahoo.com

How long at Residence: house 2 months / orting 19 yrs

Commission/Board desired: 1.) Parks
2.) _____

Reason you are interested in serving: _____

I love orting, I have many children + grandchildren and want to be a part of the Parks + REC

Previous community activities: _____

Christmas Drive
multiple Drives for the Orting High School
Summerfest, young adult + special needs

Applicable education, occupational, and specialized experience: fun night
mom, child advocate in oregon

Commissions/Boards make recommendations regarding monetary expenditures and/or benefits to certain areas of the Community.

1.) Can you foresee possible conflicts of interest with any of your current employment or civic positions: no

2.) When making these recommendations do you feel you could be impartial and base your decision on the overall need and benefit of the Community:

yes

Are there any days or evenings you are unavailable to meet?:

Saturday nights

Signature of Applicant



Date

2/3/2021

Please return completed form and any additional information to:
City of Orting – Attn: City Clerk, 102 Bridge Street South, PO Box 489, Orting, WA 98360
For more information, please call (360)893-2219

Open Government Training: OPMA and PRA

Charlotte A. Archer, City Attorney
Inslee, Best, Doezie & Ryder



Open Government Trainings

In 2014, the Legislature enacted a law requiring elected officials (and public records officers) to receive training in:

- Open Public Meetings Act (Ch. 42.30 RCW)
- The Public Records Act (Ch. 42.56 RCW)
- Public Records Retention (Ch. 40.14 RCW)

Open Government Trainings Act

- Must complete training no later than **90 days** after taking oath of office or assuming duties as a public official.
- “**Refresher training**” must be completed at intervals of no more than **4 years**.
- Training must be consistent with the Attorney General’s Model Rules for compliance with the PRA. Ch. 44-14 WAC
- Training may be completed remotely with technology including but not limited to internet-based training.
- <https://www.atg.wa.gov/opengovernmenttraining.aspx>

Open Public Meetings Act

Ch. 42.30 RCW

Open Public Meetings Act

Ch. 42.30 RCW

Purpose of Open Public Meetings Act (OPMA).

- All **meetings** of the **governing body** of a **public agency** shall be open and public. RCW 42.30.030.
- Citizens of the state have not given their public servants the right to decide what is good for the people to know and what is not good for them to know. RCW 42.30.010.

Open Public Meetings Act

Ch. 42.30 RCW

Definitions in the OPMA

- **Meeting** means meetings at which action is taken.
- **Action** means the transaction of the official business of the governing body and includes deliberations and discussions, as well as final actions.
- **Governing body** means the multi member governing body or other policy or rule-making body of a public agency.
- **Public agency** includes special purpose public agencies.

RCW 42.30.020

What Not to Say or Do



Rules for Setting and Giving Notice of Regular and Special Meetings.

Notice of regular meetings:

- Established by law – Regular meetings must be fixed by resolution.
- No special notice required.
- Agenda of each regular meeting must be available online no later than 24 hours in advance of the meeting start time. Exceptions: (a) agency does not have a web site or (b) agency employs fewer than 10 employees.

RCW 42.30.070

Rules for Setting and Giving Notice of regular and special meetings.

New Bill Introduced - HB 2331 was just introduced in January 2020 (would apply to both regular and special meetings).

- Requires agenda to be posted 72 hours in advance (except for emergencies)
- Modifications to agenda to be posted 48 hours in advance
- Actions taken not on the agenda will be null and void
- Attorney fee provision for violations

Conduct of Meeting

- No registration requirement. RCW 42.30.040
- Speaking may be prohibited or limited.
- Recording of meeting.
- Removal of audience member. RCW 42.30.050
- Minutes – promptly recorded / open to public inspection. RCW 42.30.030
- No secret ballots. RCW 42.30.035

Meetings by Telephone or by E-Mail

- Telephonic Meetings are Allowed (speaker phone).
- E-mail Exchanges May Be Subject to the Act.

Wood v. Battle Ground School Board

- ❖ Mere use or passive receipt of email; receipt of information only regarding upcoming issues involving quorum not subject to OPMA.
- ❖ Active exchange of information and opinions, exchange of emails regarding issues that may or will come before governing body involving quorum subject to OPMA.

Meetings by Social Media

- Websites
- Blogs (on-line journals)
- Texting
- Twitter
- Facebook
- Instagram

Meetings Occur When Action is Taken.

- The term “action” is the transaction of the official business of the governing body and includes, among other things, **deliberations**, **discussions** and **reviews**, as well as final actions (collective decision or vote). RCW 42.30.020(3).
- A meeting does not automatically occur when a majority of governing body members gather together. It is **not** a violation of the Act for:
 - A majority of the members of a governing body to **travel** together or **gather** for purposes other than a regular meeting or a special meeting as these terms are used in this chapter; provided, that they take no action as defined in this chapter.

RCW 42.30.070

Decisions and Discussions in Executive Session - Exceptions.

Executive Sessions

- Purposes for Holding Executive Sessions.
 - ❖ Specifically authorized in statute
- Taking Final Action in Executive Sessions.
- Attendance at Executive Session.

RCW 42.30.110

Exemptions to the OPMA.

OPMA does not apply to:

- Quasi-judicial matters (e.g. LID appeals)
- Collective bargaining sessions, strategy sessions
- Grievance or mediation proceedings

RCW 42.30.140

Sanctions for Violation of the OPMA.

- Action taken are null and void.
- Personal liability if knowledge of violation – Civil penalty (\$500 for 1st violation / \$1,000).
- Mandamus or injunctive action.
- Attorney's fees and costs.
- Recall (Malfeasance).

Public Records Act

Ch. 42.56 RCW

Public Records Act

Ch. 42.56 RCW

Purpose of Public Records Act (PRA).

- Relates to the public disclosure of “**public records.**”

Legislative Statement

- The people do not yield their sovereignty to the agencies that serve them.
- The people do not give their public servants the right to decide what is good for the people to know.
- The people insist on remaining informed so that they may maintain control over the instruments that they have created.

RCW 42.56.030

Public Records Act

Ch. 42.56 RCW

Disclosure of Public Records is Mandated

- Courts have reiterated that the Act's primary purpose is to promote broad disclosure of public records.
- The PRA specifies that courts must construe the Act liberally in favor of disclosure.

RCW 42.56.030

Public Records Act

Ch. 42.56 RCW

Definitions in the PRA

- **Agency** includes all state agencies and all local agencies; a “local agency” includes every county, city, town, municipal corporation or special purpose district.
- **Public record** includes any writing containing information relating to the conduct of government or the performance of any governmental or propriety function prepared, owned, used or retained by the agency regardless of physical form . . .
- **Writing** means handwriting, typewriting, printing, photostating, photographing and every other means of recording any form of communication and representation . . .

RCW 42.56.010

Public Records Act

Ch. 42.56 RCW

What is a Public Record?

3-Part Test

1. A **writing** (regardless of form or characteristic)
 - ❖ Includes email, texts, social media posts, photos
2. Relating to the **conduct of government**
 - ❖ almost all records held by an agency relate to the conduct of government; however, some do not.
 - ❖ Example – Purely personal email sent on agency computer
3. Prepared, owned, used or retained (POUR)

RCW 42.56.010
WAC 44-14-03001

Public Records Act

Ch. 42.56 RCW

PRA Requirements

- All public records must be made available for inspection and copying, unless exempt. RCW 42.56.070
- Agencies must adopt and enforce reasonable disclosure rules and regulations. RCW 42.56.070 and .100
 - ❖ Fullest assistance possible and timely responses required.
- Public records officer must be appointed. RCW 42.56.580
- Public records index, unless duly burdensome. RCW 42.56.070(4)

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Process for Responding to Records Requests

- **5-Day Letter.** Must respond within 5 business days. RCW 42.56.520
- **Response Time.** Must be reasonable. RCW 42.56.520
- **Inspection of Records.** Must make facilities available for copying, unless disruptive to the operations. RCW 42.56.080
- **Form of Requests.** Must honor requests by mail or email. RCW 42.56.080 and .100
- **Office Hours.** Public records to be available for inspection during regular office hours. RCW 42.56.090
- **Installments Allowed.** If an installment is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request. RCW 42.56.080 and .120

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Reasonable Search Required

- Agency must perform an adequate search for responsive records.
- An adequate search is judged by a reasonableness standard. Search **must be reasonably calculated to uncover relevant documents.**
- Agencies are required to make more than a perfunctory search, and must follow up on obvious leads as they are discovered.
- A search should not be limited to one or more places if there are additional sources for the information requested.
- An agency does not need to search in every possible place a record may conceivably be stored, but those places where it is reasonably likely to be found.
- No duty to create records.

Public Records Act

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Charges for Processing Records Requests

- **No Fee to Inspect.** No fee may be charged for inspection; no fee shall be charged for locating public documents. RCW 42.56.120
- **Charging for Records.** RCW 42.56.070(7) and .120
 - ❖ Actual costs - Agencies can charge the actual cost incurred for providing copies by adopting a statement of costs (after holding a public hearing).
 - ❖ Statutory charges.
 - 5 cents/page for photocopies or printed electronic copies
 - 10 cents/page for records scanned into electronic format
 - The actual cost of digital media device, container used to mail the copies, and the actual postage or delivery charge.
- **Deposit Requirement.** An agency may require a deposit not to exceed ten percent of the estimated cost to provide copies of the requested records. RCW 42.56.120

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Exemptions to Disclosure

The PRA sets forth a long list of potential exemptions. **Commonly used exemptions** include the following:

- **Personal information.** Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate their right to privacy. Release of records would be (1) highly offensive and (2) is not of legitimate concern to the public. RCW 42.56.230(3)
- **Financial information.** Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers, except when disclosure is expressly required by or governed by other law RCW 42.56.230(5)
- **Commercial list.** The PRA does not allow an agency to provide a list of individuals for commercial purposes. RCW 42.56.070(8)

Public Records Act

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Denied Requests – Exemption Log Required

- If an agency refuses, in whole or in part, inspection of any public record, it must include:
 - ❖ A statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld. The explanation is mandatory.
 - ❖ Preparation of Exemption Log.

RCW 42.56.210(3).

- Redaction of exempt information.

Sanctions for Violation of the PRA.

An Agency that violates the PRA could be subject to the following sanctions:

- Attorney's fees and costs in connection with the legal action. RCW 42.56.550(4).
- Penalty from \$0 to \$100 for each day that a record was wrongfully withheld. RCW 42.56.550(4).

Note: A public agency, public official and public employee shall not be liable for any loss or damage due to release of a public record if acted in good faith. RCW 42.56.060.

Significant 2019 WA Sup. Court Cases Under the PRA.

- Assoc. Press v. State of Washington (Dec. 19, 2019) – State lawmakers are subject to PRA.
- Kilduff v. San Juan County (Dec. 12, 2019) – Agency cannot adopt rule requiring administrative review of records request denial before a lawsuit can be filed.
- Wash. Public Employees Ass’n v. Center for Childhood Deafness & Hearing Loss (Oct. 24, 2019) – Names and birthdates were not exempt.

Questions?



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Meeting Date
Subject: Council Committee selection for the year 2021	AB21-10	N/A	1.20.21	2.10.21
	Department:	Executive/Deputy Mayor		
	Date Submitted:			
Cost of Item:	_ \$			
Amount Budgeted:	_ \$			
Unexpended Balance:	_ \$			
Bars #:				
Timeline:	By the 1st Meeting in February			
Submitted By:	City Clerk			
Fiscal Note:				
Attachments: Current Council Assignments – Committee Scopes & Flow Chart of order of agenda items				
SUMMARY STATEMENT: Council Rule 3.9 (E) Deputy Mayor -- Duties:				
<p>(A) An appointment committee consisting of the Deputy Mayor, one (1) Councilmember, and the Mayor shall recommend assignments for the Council Committee Chair and Vice-Chair positions in accordance with the following procedure:</p> <p>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 February.</p> <p>b) Each Council member shall be assigned to at least one (1) Council Committee, with the exception of the Deputy Mayor who shall chair the study session and shall not be assigned a role in a Council Committee.</p> <p>c) Chairperson selection shall be based on seniority, balance of experience, knowledge and interest prior to assignment.</p> <p>d) The appointment committee shall give weighted consideration for those working on long range project.</p>				
RECOMMENDED ACTION: MOTION: <u>Motion:</u> To approve Committee assignments, Community and Government Affairs – CM _____, Chair, CM _____, Vice-Chair. Public Works, - CM _____, Chair, and CM _____, Vice-Chair. Public Safety - CM _____, Chair, and _____, Vice –Chair.				

2021 Recommended Council Committee Assignments

Public Works: Scott Drennen Chair, & Gregg Bradshaw, Vice Chair- **First Wednesday of the month at 2:30 – (Virtual)**

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 PW Director/ City Engineer & Chairs- **Identify/prepare/provide items to City Clerk for Council Study Sessions.**

Public Safety: Tony Belot, Chair & Tod Gunther Vice Chair - **First Friday of each month at 8:00am. (Virtual)**

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 Chief Of Police /Public Safety Chairs- **Identify/prepare/provide items to City Clerk for Council Study Sessions.**

Community and Governmental Affairs: John Williams Chair, & John Kelly, Vice- Chair- **First _____ of each month at _____ .**

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 Executive Staff/Chairs- **Identify/prepare/provide items to City Clerk for Council Study Sessions.**

Study Session: Deputy Mayor Hogan , Chair, & Councilmember _____ Backup- **Third Wednesday of each month at 6:00pm- (Virtual)**

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)*

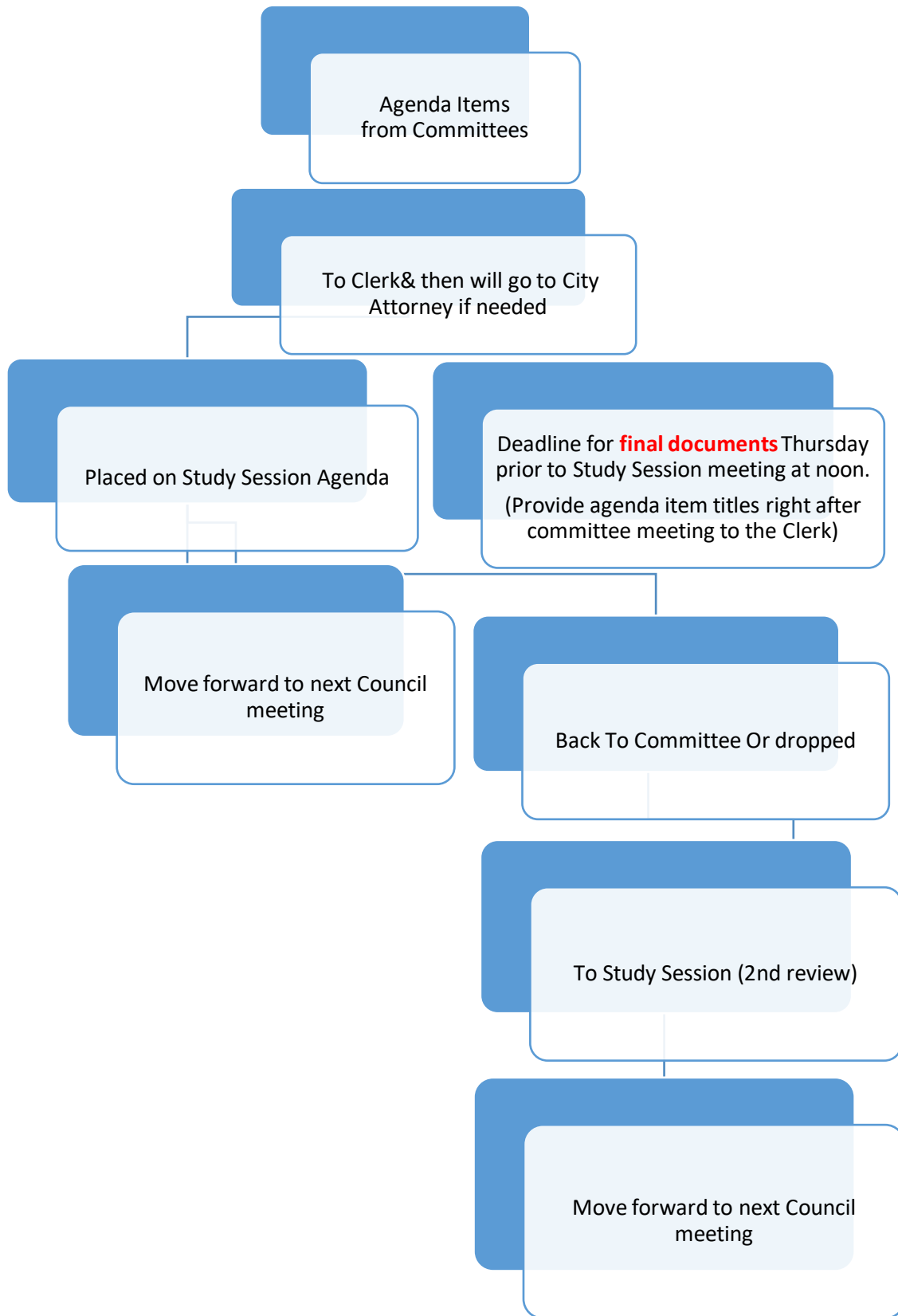
- General, Finance, Leg Priorities, Government relations.

Items are moved on or removed by the Whole Council to either the consent agenda or as a stand-alone item.

Regular Council Meeting #1 & 2- 1st and last Wednesday of each month at 7:00pm.

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.*

PATH FOR AGENDA ITEMS FROM COMMITTEE TO PASSAGE.



2021 Council Standing Committees

Scopes of Authorities

(Please note some descriptions are absent)

1. COMMUNITY AND GOVERNMENT AFFAIRS COMMITTEE:

The CGA Committee, considers matters related to **Council training, procedures and communication** and makes **recommendations designed to improve and expedite the business and procedure of Council, and its committees**, proposes to Council any **amendments to the rules** deemed necessary regarding the organization of the Council, **including parliamentary procedure**, it may consider **any matter of a general nature**.

The CGA also considers the following:

A. Social issues

B. Economic development

C. Grants- Reviews grant applications and makes recommendations to Council.

D. Sponsorship- Review's applications and makes recommendations to Council

E. Parks- In conjunction with City Staff, considers matters related to Parks, Parks Board and Orting Recreation programs.

F. Cemetery - In conjunction with City Staff, review the policies, procedures as well as financial health of the cemetery.

G. Lodging -Lodging tax is discussed on a quarterly basis with a community business owner.

*** Facility Issues directly related to Administrative staff**

2. PUBLIC SAFETY COMMITTEE:

Public Safety Committee, in conjunction with City Staff, may consider issues related to the **public health, safety and welfare of the citizens** of Orting including but not limited to, **law enforcement, fire safety, court, animal control, and emergency services**.

The Public Safety Committee also considers issues relating to the following:

A. Emergency Preparedness- In conjunction with City Staff, considers matters related to Emergency Management, and will continuously analyze all risks which expose the city to potential disruption and oversee the development of emergency preparedness and response and evacuation plans.

***Facility Issues related to Public Safety**

3. PUBLIC WORKS COMMITTEE:

The Public Works Committee, in conjunction with City Staff, considers matters related to **water, sewer, solid waste, recycling, utility franchises, and storm water management**. The Committee **tracks capital projects** and **makes recommendations to the Council for capital improvements**. They also address matters relating to the following:

- A. Transportation matters**
- B. Capital improvement programs**
- C. Transit**
- D. Streets, street lighting**
- E. Signalization**
- F. Pedestrian safety.**
- G. Annual chip seal program making recommendations to Council for street and sidewalk improvements.**
- H. Technology**
- I. Emergency Evacuation Bridge**

***Facility Issues Related to Public Works**

4. STUDY SESSION

Finance -Considers matters related to the financial issues of the City including the budget, general fiscal and financial health, rates and fees, and the state financial audit. The Treasurer compiles periodic budget and financial reports and shares them with the Council.

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)