

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

Special Meeting Agenda
Virtual Meeting
104 Bridge Street S, Orting, WA
March 23rd, 2021
6 p.m.

Mayor Joshua Penner, Chair

***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/148854005?src=calendarLink&flow=joinmeeting>

Phone Dial-in -+1.408.419.1715 Or +1.408.915.6290- Then Key In Meeting ID: 148 854 005

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. GOAL MAKING PROCESS

- 2019 Goals
👤 Mayor Penner/CA Larson

3. GOALS

A. Council Goals/Timelines/Enabling Steps By Committee

- Community and Government Affairs
👤 CM Kelly /CM Williams

- Public Works
👤 CM Drennen / CM Bradshaw

- Public Safety
👤 CM Belot /CM Gunther

B. Staff Goals/Timelines/Enabling Steps

- Public Works- Greg Reed
- Finance/Administration- Scott Larson/ Gretchen Russo
- Police- Chris Gard

4. ADJOURNMENT

Motion: Move to Adjourn.

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219
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Upcoming Meeting: Next Regular Meeting: March 31st, 2021, 7:00pm (Virtual)

2019 Goals – Highlighted Indicates Completion

- Economic Development – Part of this goal was related to the 2020 Comp Plan Amendment which was completed and Part of this was to bring in a consultant to evaluate uses of Gratzer/Engfer
- Health & Safety Policy for PW Projects – Stalled
- Emergency Preparedness – Signed ILA with other cities to take a regional approach to emergency preparedness
- Communications Plan – Completed, working on implementation and adjustment
- OPD Accreditation – Ongoing, working through enabling steps
- 5 Year Water Rate Plan – Completed, approved by Council
- ADA Plan Update – City Hall & PW Building now meet ADA Compliance, approved ADA play requirement for parks
- Advisory Vote on Fireworks – Completed in fall 2019
- Vehicle Replacement Plan - Council approved Vehicle Maintenance & Replacement plan and staff are carrying out the plan
- Develop Budgets to Incorporate Goals – Complete
- City-wide WiFi – Put on hold
- RFP City Attorney Services – Completed
- Update Development Standards & Specifications – Ongoing, expected completion by Fall of 2021
- Side Sewer Ordinance update – Ongoing, expected completion Spring 2021
- WWTP Condition Assessment – Ongoing, waiting on Department of Ecology
- GIS Mapping – Completed
- Development inspections by PW W/WW Operators - Completed
- Community Calendar – Completed
- Online Registrations/Facility Rentals – Completed for Programs, ongoing for facilities
- Increasing Parks & Rec Programing – stalled due to pandemic
- Community Outreach – unclear goal, champions are no longer with city
- Sign Code Update – Completed
- School District Transportation Choke Points – stalled due to pandemic
- New City Hall and Police Station – Completed
- Digitalizing of Court Records – ongoing
- SW Connector – received grant for design, project is ongoing
- SR 162 Bridge – Design is nearly complete, looking for funding
- Recreation Bridges from Tehaleh – Stalled
- Independent Engineering review of safety of evacuation bridge system – unclear goal
- 5 Year General Fund Budget Forecast – Completed

2021 Goals

	Goal	Committee	Responsible Staff		Staff Action		Commission		Council		Public		Completion	
			Staff	Date	Date	Action	Date	Action	Date	Action	Date	Action	Date	Measurement
1	Professional Development & Training	Council	Larson & all Directors	Spring 2021	Survey staff and compile proposed professional development and training	N/A	N/A	July 2021	Review at a high level proposed professional development and training	N/A	N/A	Dec. 2021	Training plans are complete and training costs are incorporated in 2022 Budget	
2	Public Engagement	Council	Larson	May 2021	Compile and create relevant materials	N/A	N/A	June 2021	Council committees will be presented with materials relevant to their areas of oversight.	Summer 2021	Staff will engage public at summer events including Farmer's Market	End of Year	Staff will have attended at least 5 Farmer's Market's and at least 1 Fall event	
3	Transportation Funding (TBD)	Council	Larson/Russo	Summer 2021	Staff will provide proposals and support to council committee	N/A	N/A	Summer 2021	Committee will review proposals/ideas and make recommendation to whole council on how to proceed.	TBD	TBD	Sept. 2021	Council will decide if they desire to move forward a transportation funding package	
4	Cemetery Improvements	Council	Larson/Reed	Summer 2021	Staff will provide proposals and support to council committee	N/A	N/A	Spring/Summer 2021	Committee will review proposals/ideas and make recommendation to whole council on how to proceed.	TBD	TBD	Aug. 2021	Committee will propose any desired improvements for incorporation into 2022 Budget	
5	Conditional Use Permit (CUP) Update	CGA	Adams	Spring 2021	Contract staff will review and provide policy recommendations with regard to the CUP code.	Summer 2021	Planning Commission will review and provide a policy recommendation to council	TBD	Council will review Staff recommendations and Planning Commission recommendations for any desired code updates.	N/A	N/A	Oct. 2021	Council will deliberate policy directions related to CUP	

2021 Goals

	<u>Goal</u>	<u>Committee</u>	<u>Responsible Staff</u>	<u>Staff Date</u>	<u>Staff Action</u>	<u>Commission Date</u>	<u>Commission Action</u>	<u>Council Date</u>	<u>Council Action</u>	<u>Public Date</u>	<u>Public Action</u>	<u>Completion Date</u>	<u>Completion Measurement</u>
6	Electronic Council Packet Management	CGA	Montgomery	Summer 2021	Research and get vender proposals	N/A	N/A	Fall 2021	Funding for this may be proposed in the 2022 Budget	N/A	N/A	Aug. 2021	Committee will create 2022 Budget request
7	Park Plan Update	CGA	Larson/ Adams	Summer 2021	Staff will complete an update of the parks plan to allow the City to maintain its eligibility for grants	Fall 2021	Staff will engage Parks Board with proposed updates to parks Plan	Ongoing - Winter 2021/ 2022	Council will be provided periodic updates on Parks Plan and approve plan next winter	Summer 2021	Staff will solicit input and feedback from public regarding Parks Plan Update	Jan. 2022	Council will deliberate on proposed Park Plan updates
8	Sign Code Update	CGA	Adams	Spring 2021	Contract staff will review and provide policy recommendations with regard to the sign code.	Summer 2021	Planning Commission will review and provide a policy recommendation to council	TBD	Council will review Staff recommendations and Planning Commission recommendations for any desired code updates.	TBD	Staff will solicit input and feedback from businesses and public regarding proposed changes to sign code.	Oct. 2021	Council will deliberate on proposed Sign Code amendments
9	Body Camera Investigation/ Policy	Public Safety	Gard	Summer 2021	Research applicability and policy implications	N/A	N/A	Fall 2021	Funding for this may be proposed in the 2022 Budget	Summer 2021	Staff will engage the public for feedback over the summer	Aug. 2021	Public Safety will create 2022 Budget Request or reject Body Cameras for 2022
10	PD Accreditation	Public Safety	Gard	Spring/ Summer 2021	Staff will engage in LEMAP process	N/A	N/A	?	When LEMAP is complete council will evaluate results and recommendations before moving on to next steps of Accreditation	Summer 2021	PD Will engage the public with information related to the value of moving through the process of accreditation.	TBD	Council will deliberate on any policy recommendations that come from LEMAP process

2021 Goals

	<u>Goal</u>	<u>Committee</u>	<u>Responsible</u>		<u>Staff</u>		<u>Commission</u>		<u>Council</u>		<u>Public</u>		<u>Completion</u>	
			<u>Staff</u>	<u>Date</u>	<u>Action</u>	<u>Date</u>	<u>Action</u>	<u>Date</u>	<u>Action</u>	<u>Date</u>	<u>Action</u>	<u>Date</u>	<u>Measurement</u>	
11	Asset Management Implementation	Public Works	Reed	Ongoing	Staff will provide quarterly updates to Public Works Committee on implementation	N/A	N/A	Ongoing	Committee Members can provide periodic updates to Council on progress	N/A	N/A	Dec. 2021	Staff will have identified and cataloged approximately 50% of our plant assets, staff will be utilizing Asset Management to break out Proactive, Reactive and Task work to get a baseline for 2022	
12	Dump truck /Snowplow/ Trailer	Public Works	Reed	Summer 2021	Staff will research various dump truck options	N/A	N/A	Fall 2021	Funding for this should be proposed in the 2022 Budget	N/A	N/A	Aug. 2021	Committee will propose responsive dump truck budget request for incorporation into 2022 Budget	
13	Rebranding Wet Utilities	Public Works	Larson	Summer 2021	Staff will provide support to council policy direction	N/A	N/A	Summer 2021	Public Works Committee will investigate rebranding the wet utilities and make proposal to council	TBD	Staff will update outreach materials to reflect any policy changes	Aug. 2021	Council will adopt rebranding of Wet Utilities or will drop proposal	
14	Sidewalk Policy Review	Public Works	Reed	Summer 2021	Staff will provide support to council policy direction	N/A	N/A	Summer 2021	Public Works will review Sidewalk Policy and make recommendations to council if necessary	TBD	Staff will engage public with any changes to sidewalk policy.	October 2021	Council will deliberate proposed changes to Sidewalk Policy	

2021 Goals

	<u>Goal</u>	<u>Committee</u>	<u>Responsible Staff</u>	<u>Date</u>	<u>Staff Action</u>	<u>Date</u>	<u>Commission Action</u>	<u>Date</u>	<u>Council Action</u>	<u>Date</u>	<u>Public Action</u>	<u>Date</u>	<u>Completion Measurement</u>
15	WWTP Upgrade	Public Works	Hungerford	Summer 2021	Engineering will start design phase of WWTP upgrade	N/A	N/A	Ongoing	Public Works Committee will provide council oversight of the project and policy direction	Summer 2021	Staff will engage public with the city's plans to upgrade WWTP and the benefits of the proposed solids handling	Mar. 2022	WWTP will be shovel ready and ready for bid

2021 Goal Descriptions:

1. Professional Development & Training: Directors will survey staff regarding training interests in the spring and lay out required and desired training and the associated costs to include in the budget for the following years. Department Directors will ensure that adequate time is scheduled to allow employees to fully engage in training. Staff should attend a minimum of one external professional development training per year and directors should attend at least one professional conference per year. Directors are encouraged to participate in leadership roles in the relevant professional development organizations that they belong to. Council is also encouraged to engage in Professional Development training related to their role as councilmembers.
2. Public Engagement: Staff will develop public engagement materials related to Public Works, Parks, Police and Emergency Management. Committees will review materials in June. Staff will setup a booth at the Farmer's Market over the Summer and Council and Mayor are encouraged to participate in outreach as well.
3. Transportation Funding: Two Options:
 - a. Ad-hoc committee: Council will appoint an ad-hoc committee with staff support to evaluate transportation funding options. Ad-hoc committee will make a recommendation to whole council.
 - b. CGA: Same as ad-hoc except Public Works will be committee taking lead.
4. Cemetery Improvements: Two Options:
 - a. Ad-hoc committee: Council will appoint an ad-hoc committee with staff support to evaluate the needs of the cemetery. Staff will prepare plans, RFP's or other needed documents to prepare pricing for various improvement options.
 - b. CGA: Same as ad-hoc except CGA will be committee taking lead.
5. Conditional Use Permit (CUP) Code Update: Staff will review and provide policy recommendations to council. Council will provide policy direction to staff on any desired updates. Planning Commission will review staff policy recommendations and provide recommendation to council. Council will review Planning Commission recommendations for any desired code changes.
6. Electronic Council Packet Management: The Clerk will research and get vendor proposals to review with CGA. If council and staff decide to move this forward funding will be included in the 2022 Budget.
7. Park Plan Update: Staff will update the City's Parks Plan to allow for continued grant funding. The Parks Board and Council will provide feedback and oversight of the process. Staff will engage the public over the summer and solicit input and feedback for the direction of the Parks Plan. Council will approve update plan in Winter of 2021/2022.
8. Sign Code Update: Staff will review and provide policy recommendations to council. Council will provide policy direction to staff on any desired updates. Planning Commission will review staff policy recommendations and provide recommendation to council. Council will review Planning Commission recommendations for any desired code changes.
9. Body Camera Investigation & Policy: Staff and Public Safety Committee will investigate the applicability of Body Cameras in Orting. If council and community desire to move forward with body cameras, staff and Public Safety Committee will develop policy and budget proposals for the fall.

10. Accreditation: PD Staff will engage in the LEMAP process. Council will evaluate results and recommendations of process before moving onto Accreditation phase. PD Staff will engage with public about Accreditation process and the value it will bring to our community.
11. Asset Management Implementation: Staff will provide quarterly updates to the Public Works Committee on the implementation of the Asset Management System. 2021 implementation goals include identifying and numbering assets and distinguishing between planned, corrective and task work. The Public Works Committee will provide periodic updates to council.
12. Dump truck/Snowplow/Trailer: Staff will research various options to replace our large dump truck that has reached its end of life. The new dump truck should be capable of hauling our existing Case backhoe on a trailer that will be purchased concurrently with the dump truck. The dump truck should also have the capability to have a snowplow attached. Public Works Committee will review options and make a recommendation to include new dump truck in 2022 budget.
13. Rebranding Wet Utilities: The Public Works Committee will investigate rebranding the city's wet utilities to something more descriptive of the entire water cycle that the city manages including drinking water, stormwater and the cleaning of used water. Staff will update outreach materials consistent with council policy direction.
14. Sidewalk Policy Review: The Public Works Committee will review the current policy and make any desired updates and make a recommendation to the whole council in the late summer. Staff will provide coordination and support drafting the updates and the City Attorney will review and provide feedback.
15. WWTP Upgrade: Contracted Engineering Staff will start design on WWTP upgrades. Engineering will provide council with periodic design updates. Staff will engage public over the summer regarding WWTP upgrades.