

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Regular Business Meeting Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
March 30th, 2022
7:00 p.m.

Mayor Joshua Penner, Chair

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

You may attend this meeting virtually via the platform Zoom by clicking the following link: <https://zoom.us/j/97133043541?pwd=M3BCVzVvNFdwQkZkN0ViVmhySGRVdz09>, by telephone by dialing 1-253-215-8782 and entering Meeting ID: 971 3304 3541 and the passcode 200384, or in person at the Orting City Hall. If you log in at zoom.com, you will need to enter the meeting ID: 971 3304 3541 the passcode 200384, and your name.

2. PUBLIC HEARING.

All members of the public may provide testimony during the public hearing via the call-in number and meeting ID listed on the agenda, in person at the meeting located at Orting City Hall, or they may submit written comments prior to the public hearing regarding the minimal impacts to the City's parks (4(f) *De minimis*) from the Whitehawk Boulevard Project and Supportive and Transitional Housing Interim Code Extension no later than 3:00pm on March 30th, 2022; to Kim Agfalvi, City Clerk, at clerk@cityoforting.org

A. AB22-20 - Minimal Impacts to the City's Parks from the Whitehawk Boulevard Project (4(f) *De minimis*).

Motion: To authorize the Mayor to execute a letter from the park/site manager supporting the project and stating the (4f) use is beneficial in nature and the project will not adversely affect the features, attributes, or activities qualifying the property for protection under 4(f).

B. AB22-24 – Supportive and Transitional Housing (E2SHB 1220).

Motion: To adopt ordinance no. 2022-1093, an ordinance of the City of Orting, Washington, relating to interim zoning controls pertaining to permanent supportive housing and transitional housing for a period of six months in response to E2SHB 1220; providing for severability, and establishing an effective date.

3. PRESENTATION.

Partnership with Recovery Café of Orting Valley.

4. CONSENT AGENDA.

- A. Payroll Claims and Warrants.
- B. Meeting Minutes of February 23rd, 2022 and March 9th, 2022.

- C. **AB22-23** – Park Impact Fees.
- D. **AB22-22** – 2020 Lift Station Improvements Construction Management Supplement 1.
- E. **AB22-21** – SMAP Phase 2 Supplement 1.
- F. **AB22-25** – ARPA Fund Allocation.
- G. Separation Agreement.

Motion: To approve consent agenda as prepared.

5. AGENDA ITEMS.

- A. **AB22-26** – Appointment of Dan Swanson to the Planning Commission.
Mayor Penner

Motion: To confirm the Mayor's appointment of Dan Swanson to the Planning Commission.

- B. **AB22-17** – Council Rules – Remote Attendance DRAFT Language.
Scott Larson.

Motion: To approve the changes to the Council Rules of Procedure to allow for remote attendance at City Council meetings.

6. EXECUTIVE SESSION.

7. ADJOURNMENT.

Motion: To Adjourn.

Whitehawk Boulevard Extension Project Impacts Section 4(f) Outreach



March 30, 2022

Presented by:
JC Hungerford



What is Section 4(f)



- Per the Department of Transportation Act of 1966, Federal Aid Transportation Projects shall not approve the impact of publicly owned parks, recreation areas, wildlife or waterfowl refuge, or historic site unless:
 - There isn't a feasible and prudent alternative
 - The proposed project includes all possible planning to minimize impacts to the project.

“De minimis” Definition and Process



- De Minimis – minimal impacts that do not adversely affect the property
- Process for De Minimis determination:
 - Concurrence from WSDOT Environmental Engineer
 - Letter from park/site manager stating project is beneficial and will not adversely affect
 - Public outreach

Project Impacts



VICINITY MAP
0 100 200 FT



LEGEND

PARK PROPERTY
UNDER CONSTRUCTION AS OF FIGURE DATE



PERMANENT IMPACT
TEMPORARY IMPACT

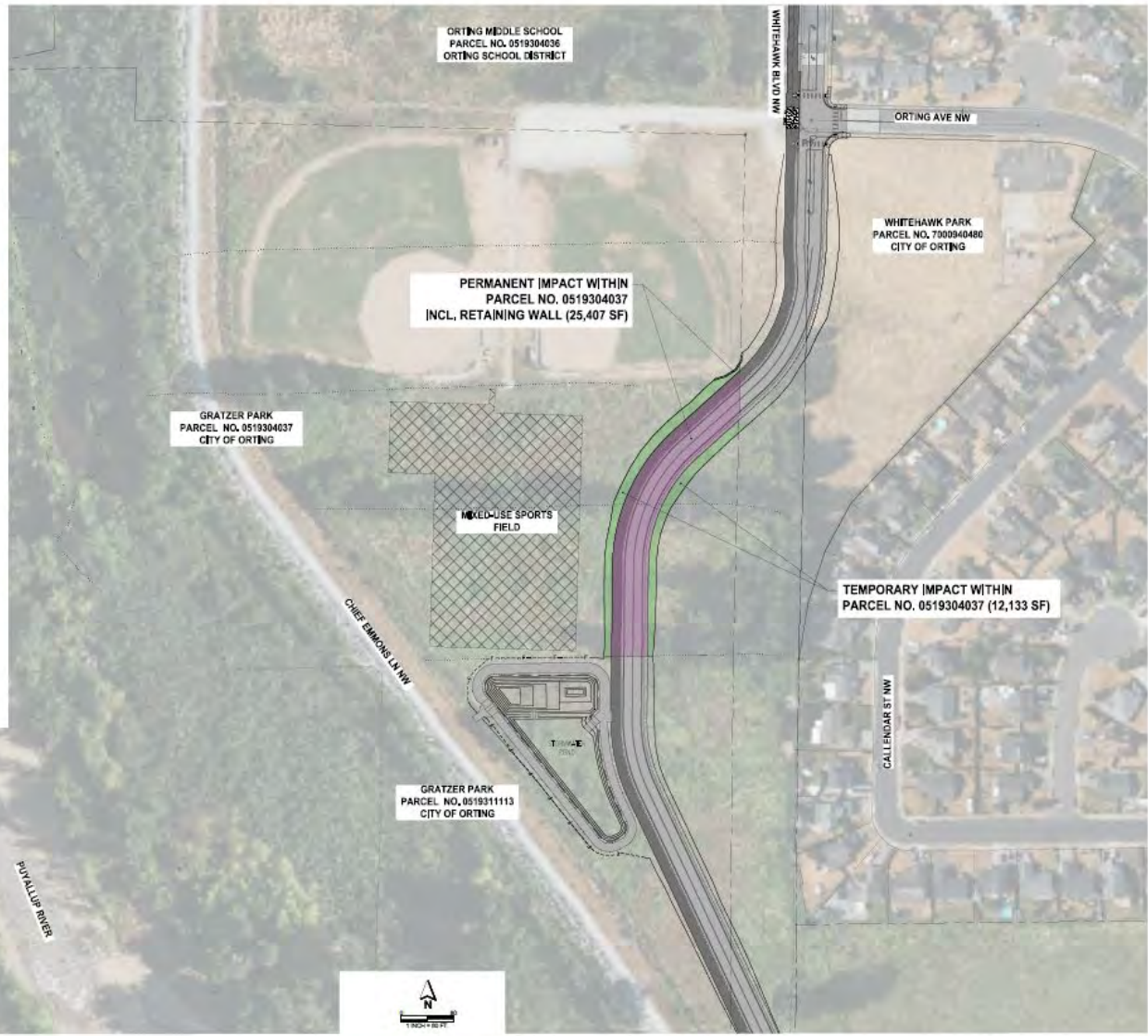


Figure 1
City of Orting
Whitehawk Boulevard Improvements
Whitehawk Park

Project Impacts



VICINITY MAP
0 40 80
Feet



LEGEND

UNDER CONSTRUCTION AS OF FIGURE DATE



PERMANENT IMPACT



TEMPORARY IMPACT



Figure 2
City of Orting
Whitehawk Boulevard Improvements
Gratz Park Northside

Project Impacts



LEGEND

UNDER CONSTRUCTION AS OF FIGURE DATE



PERMANENT IMPACT



TEMPORARY IMPACT



Figure 3
City of Orting
Whitehawk Boulevard Improvements
Gratz Park Southside

Project Impacts



LEGEND
UNDER CONSTRUCTION AS OF FIGURE DATE



PERMANENT IMPACT



Figure 4
City of Orting
Whitehawk Boulevard Improvements
Orting Middle School

Project Impact Summary



- Gratzer Park North: 25,407 SF (0.6 acres) of permanent impacts
 - Design modified to minimize impacts to fields and stormwater infrastructure
 - Impacts are minimal to existing and planned activities for the park.
- Gratzer Park South: 68,306 SF (1.6 acres) of permanent impacts
 - No impact to fields, fencing or other existing or planned activities.
- Whitehawk Park: 7,426 SF of permanent impacts
 - Limited to pedestrian facilities to/from park and unused strip of property.

Project Impact Summary (Cont.)



- School District: 4,418 SF of permanent impacts
 - No impacts to existing facilities and limited to small strip of undeveloped property for trail extension.

Project Impacts

- Alignment was selected to avoid Wetland A



Parametrix

Source: Pierce County, City of Orting
Aerial: GeoN Content Program (2019)



- Study Area
- Gratzler Park Project
- Parcels
- Wetland Area
- Wetland Buffer

- Direct Impacts**
- Roadway
- Stormwater Pond
- Wetland Compensatory Storage
- Buffer Compensatory Storage

- Indirect Impacts**
- Gratzler Ballfield Mitigation Areas**
- Wetland Buffer Enhancement
- Wetland Enhancement

Figure 2
Project Impact Areas
Whitehawk Blvd Extension

Next Steps



- Authorize the Mayor to execute a letter supporting the “de minimis” impacts and submission to WSDOT/FHWA for review.

Questions?





**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: E2SHB 1220 – Supportive and Transitional Housing Interim Code Extension	AB22-24			
		CGA	3.16.2022	3.30.2022
	Department:	Planning		
	Date Submitted:	3.18.2022		
Cost of Item:	<u>\$NA</u>			
Amount Budgeted:	<u>\$NA</u>			
Unexpended Balance:	<u>\$NA</u>			
Bars #:				
Timeline:				
Submitted By:	Emily Adams (Planner)			
Fiscal Note:				
Attachments:	Staff report, ordinance no. 2022-1093			
SUMMARY STATEMENT:				
<p>E2SHB 1220 was signed into law, it states: “A city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed” and “a city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed.” The bill does allow for reasonable occupancy, spacing and intensity of use requirements to be imposed.</p> <p>When the bill was signed, the City’s current code had no regulations related to the development and operation of transitional housing or permanent supportive housing or shelters; and hotels/motels were permitted in the MUTC and MUTCN zones. Without changes under the new law, emergency shelters, emergency housing, transitional housing, and permanent supportive housing would have been required to be permitted in the MUTC and MTUCN zones.</p> <p>Interim regulations, which were set expire after 6 months, addressing the new law were adopted on September 29, 2021, going into effect on October 4, 2021. Interim regulations were done as city staff did not had sufficient time to evaluate the needs to transitional housing or permanent supportive housing and develop regulations between the time that E2SHB 1220 was signed by the Governor and became law. Permanent regulations of other cities have been in review by staff and brought forth for planning commission review, however more time is necessary to meet process requirements.</p> <p>Staff is requesting Council approve a 6-month extension on the interim regulations, as allowed per the adopted ordinance, as permanent regulations are currently under review with the planning commission and will not be adopted before the interim regulations expire. A public hearing before City Council will be required.</p>				

RECOMMENDED MOTION: Motion:

To adopt ordinance no. 2022-1093, an ordinance of the City of Orting, Washington, relating to interim zoning controls pertaining to permanent supportive housing and transitional housing for a period of six months in response to E2SHB 1220; providing for severability; and establishing an effective date.

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2022-1093**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO INTERIM ZONING
CONTROLS PERTAINING TO PERMANENT
SUPPORTIVE HOUSING AND TRANSITIONAL HOUSING
FOR A PERIOD OF SIX MONTHS IN RESPONSE TO E2SHB
1220; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, under the authority of RCW 35A.63.220 and RCW 36.70A.390, the City may impose interim regulations to be effective for a period of up to six months, and for six-month intervals thereafter; and

WHEREAS, in 2021 the state legislature enacted Engrossed Second Substitute House Bill (E2SHB) 1220 signed by Governor Inslee on May 12, 2021, became Chapter 254, Laws of 2021 and will take effect on partially on July 25, 2021 and partially on September 30, 2021; and

WHEREAS, Section 3 of E2SHB 1220 contains the following preemption of local zoning authority:

A code city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed. Effective September 30, 2021, a code city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, except in such cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within a one-mile proximity to transit.; and

WHEREAS, the City of Orting had no regulations related to the development and operation of transitional housing or permanent supportive housing needed to protect the community and residents of these units; and

WHEREAS, the City had not had sufficient time to evaluate the needs associated with transitional housing or permanent supportive housing and develop regulations between the time that E2SHB 1220 was signed by the Governor and became law; and

WHEREAS, in accordance with the requirement set forth in RCW 36.70A.106, the City provided the Washington State Department of Commerce notice of the City's intent to adopt the proposed ordinance for its expediated review and comment period; and

WHEREAS, the City’s Planning Commission held a public hearing on the proposed interim amendments on September 9, 2021 and proposed a recommendation and forwarded it to the City Council to adopt the proposed OMC amendments; and

WHEREAS, the City Council, on September 29, 2021, considered the proposed code amendments and the entire record, including recommendations from the Planning Commission and had a closed record final decision; and

WHEREAS, in response to E2SHB 1220 the Orting City Council would like to make certain changes to its development regulations on an interim basis to give City staff and the Planning Commission time to make a recommendation to the City Council with respect to recommendations that will keep the City compliant with E2SHB 1220 on a permanent basis;

WHEREAS on October 4, 2021 the interim regulations went into effect for an initial period of six months per Ordinance 2021-1083;

WHEREAS following review and discussion on March 16, 2022 and March 30, 2022 the City Council has decided to extend the interim regulations by six months as the permanent regulations are being developed and going through the public process;

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

Section 1. Recitals. The Recitals set forth above are hereby adopted and incorporated as Findings of Fact and/or Conclusion of Law of the City Council. The City Council bases its findings and conclusions on the entire record of testimony and exhibits, including all written and oral testimony before the Planning Commission and the City Council.

Section 2. OMC Section 13-3-3, Amended. Orting Municipal Code Section 13-3-3 is hereby amended as follows:

13-3-3: USES

**TABLE 1
CITY OF ORTING LAND USE**

	Zones							
	RC	RU	RMF	MUTC	MUTCN ²	LM	OS	PF
Residential Uses ¹ :								
Cottage	P	P	P		P			
Cottage development		P ^{3,4}	P ^{3,4}		P			
Duplex		P ¹⁰	P	P	P ²⁵			
Group residences:		C	C ³	C ³				C ²²
Adult family homes	P	P	P	P	P			
Attached ground related residences					P			

<u>Permanent Supportive Housing</u>	C ²⁶	C ²⁶	C ²⁶	C ^{3,26}	C ^{3,26}			
Single room occupancy sleeping units								C
<u>Transitional Housing</u>	C ²⁶	C ²⁶	C ²⁶	C ^{3,26}	C ^{3,26}			
Other ⁶		C	P	C				
Manufactured home park	C	C	C					
Mobile/ manufactured home	P ⁷	P ⁷	P ⁷					
Multiple-family			P	P ³	P			
Single-family detached	P	P	P		P ²⁵			
Temporary Lodging								
Bed and breakfast	C	C	C	P ³				
Hotel/motel				P ³	P			
Rooming house			C	C ³				

Notes:

1. Residential planned unit developments (PUD) may allow increases in underlying density except in the MUTCN.
2. All development subject to Master Development Plan and MUTCN Bulk and Dimensional Requirements. See sections 13-3-2 E2 and E5 of this code.
3. Subject to architectural design review.
4. As a binding site plan.
5. Not located along retail street frontages.
6. Housing more than 12 unrelated individuals.
7. On a legal lot with permanent foundation.
8. On upper floors above ground floor commercial only.
9. On upper floors above ground floor commercial, or in freestanding residential buildings.
10. Duplexes and townhouses are not allowed on flag lots in the RU zone.
11. In planned retail centers when building area is less than 10,000 square feet.
12. See section 13-5-4 of this title.
13. On site sales of agricultural products allowed.
14. Food stores only.
15. On upper floors above ground floor retail.
16. Including outdoor display or sales yards.
17. Not including overnight kennels or treatment facilities.
18. Machine shops, incinerators, wrecking yards, and feedlots may be permitted subject to appropriate mitigation of impacts on surrounding nonindustrial areas. Significant adverse noise, air quality, or other impacts caused by manufacturing processes shall be contained within buildings.
19. When entirely located in a building, not producing adverse noise or air quality impacts, and not located along retail street frontage. Ground floor area limited to 10,000 square feet maximum.
20. Private facilities.
21. Subject to all other City regulations regarding livestock.
22. Redevelopment of the Orting Soldiers' Home subject to site plan and architectural design review approval.
23. Three or more units per building.

24. May not have frontage along SR 162/Washington Avenue N. Must be screened from all adjacent residences with sight obscuring landscaping, 6-foot tall solid fencing.
25. For Senior Housing (aged 55+) only.
26. The number of permanent supportive housing units and transitional housing units allowed on any given property shall be no more than the number of standard dwelling units that would be allowed under the applicable zoning of the property. No permanent supportive housing or transitional housing may be located within one mile of another property than contains permanent supportive housing or transitional housing or a quarter mile of any school or park.

Section 3. OMC Section 13-2, Amended. Orting Municipal Code Section 13-2 is hereby amended as follows:

13-2: DEFINITIONS

13-2-6: E

EMERGENCY HOUSING: Temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.

EMERGENCY SHELTER: a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.

13-2-17: P

PERMANENT SUPPORTIVE HOUSING: One or more subsidized, leased dwelling units with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in the Residential Landlord Tenant Act, chapter 59.18 RCW.

13-2-21: T

TRANSITIONAL HOUSING: A facility that is owner, operated, or managed by a nonprofit organization or governmental entity that provides housing and supportive services to homeless individuals or families for up to two years and whose primary purpose is to enable homeless individuals or families to move into independent living and permanent housing.

Section 4. Duration. The interim zoning regulations adopted herein shall be in effect for six months, beginning upon the effective date of this Ordinance and ending six months thereafter, unless an ordinance is adopted prior thereto rescinding the interim zoning regulations adopted herein.

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. Codification. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the above, and publish the amended code.

Section 7. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 30th DAY OF March, 2022.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

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

Filed with the City Clerk:
Passed by the City Council:

Date of Publication:
Effective Date:



Staff Report

Project Name:	Supportive and Transitional Housing Code Amendments (E2SHB 1220)
Applicant:	City of Orting
Date of Staff Report:	February 18, 2022
Date of Meeting:	March 16, 2022 & March 30, 2022
Staff Recommendation:	Approval
City Staff Contact:	Emily Adams, AICP Contract City Planner
Public Comment Period:	March 18 – March 30, 2022 following notice of public hearing.
Public Notice:	Type 5 applications do not require notice of application per OMC 15-4-1. Notice of a public hearing will be published and posted online 10 days prior to the hearing per OMC 15-7-3.

Exhibits:

1. Staff Report
2. Notice of Public Hearing – Newspaper
3. Notice of Public Hearing – City Hall
4. Proposed Ordinance

Findings of Fact

E2SHB 1220 was signed into law in May 2021. Its purpose is to encourage cities to take active steps to accommodate transitional housing, emergency shelters, and similar homelessness-related facilities through local planning and changes to local development regulations. This signed bill contains new requirements related to:

- Comprehensive plan housing element updates;
- Adoption of moratoria or interim zoning controls; and
- Zoning and development regulations regarding indoor shelters, permanent supportive housing, and transitional housing.

The bill states: “A city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed” and “a city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed.” The bill does allow for reasonable occupancy, spacing and intensity of use requirements to be imposed on the uses.

When the bill was signed, the City's current code had no regulations related to the development and operation of transitional housing or permanent supportive housing or shelters; and hotels/motels were permitted in the MUTC and MUTCN zones. Without changes under the new law, emergency shelters, emergency housing, transitional housing, and permanent supportive housing would have been required to be permitted in the MUTC and MTUCN zones.

Interim regulations, which were set to expire after 6 months, addressing the new law were adopted on September 29, 2021, going into effect on October 4, 2021. Interim regulations were done as city staff did not have sufficient time to evaluate the needs for transitional housing or permanent supportive housing and develop regulations between the time that E2SHB 1220 was signed by the Governor and became law. Permanent regulations of other cities have been in review by staff and brought forth for planning commission review, however more time is necessary to meet process requirements.

Staff is requesting Council approve a 6-month extension on the interim regulations, as allowed per the adopted ordinance, as permanent regulations are currently under review with the planning commission and will not be adopted before the interim regulations expire.

Public Hearing

A public hearing will be held by City Council on March 30, 2022 followed by action.

Staff Recommendation

Staff recommends approval of the ordinance extending the interim regulations by six months.

Reconsideration and Appeal

A party to a public hearing may seek reconsideration only of a final decision by filing a written request for reconsideration with the administrator within five (5) days of the oral announcement of the final decision. The request shall comply with OMC 15-10-4B.

THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

ORDER DETAILS**Order Number:**

IPL0065348

Order Status:

Submitted

Classification:

Legals & Public Notices

Package:

TAC - Legal Ads

Final Cost:

310.43

Payment Type:

Account Billed

User ID:

IPL0019818

ACCOUNT INFORMATION

CITY OF ORTING IP

PO BOX 489

ORTING, WA 98360-0489

360-893-2219

fbingham@cityoforting.org

CITY OF ORTING

TRANSACTION REPORT**Date**

March 17, 2022 1:11:09 PM EDT

Amount:

310.43

SCHEDULE FOR AD NUMBER IPL00653480

March 18, 2022

The News Tribune (Tacoma)

PREVIEW FOR AD NUMBER IPL00653480

**CITY OF ORTING
NOTICE OF CITY COUNCIL
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council will be holding a Public Hearing.

The purpose of this hearing is to receive public testimony regarding a proposal to extend the previously adopted interim (6 months) zoning regulations in compliance with the requirements of ESSHB 1220 while the permanent regulations are being created. The proposal maintains the previous amendments to Orting Municipal Code Title 13-3-3: Uses which added transitional and permanent supportive housing as conditional uses with stipulations about number and location, and removed hotel and motel as permitted uses and amended 13-2: Definitions to include definitions of emergency shelter, emergency housing, permanent supportive housing, and transitional housing. **The hearing will be held at a regular City Council Meeting on March 30, 2022 at 7:00pm.** The City is utilizing **both in-person and remote** attendance for the hearing. The public is invited to join the meeting/hearing at 104 Bridge St S in the City Council chambers, or on a computer or mobile phone via this link: <https://zoom.us/j/97133043541?pwd=M3BCVzVvNFdwQkZkN0VlMmhySGRVdz09> by telephone by

dialing 1-253-215-8782 and for both methods you will need to enter Meeting ID: 971 3304 3541 and the passcode 200384

If you are unable to join the hearing, written comments may be submitted by 1PM on March 30th to Emily Adams, City Planner, at eadams@cityoforting.org. Written comments will be sent to the Council prior to the hearing and will become a part of the record.

QUESTIONS: Questions may be directed to Emily Adams, City Planner at eadams@cityoforting.org or by phone at 253-284-0263.

W00000000

Publication Dates

[<< Click here to print a printer friendly version >>](#)

NOTICE OF ORTING CITY COUNCIL PUBLIC HEARING

Wednesday, March 30th, 2022 – 7:00 pm

NOTICE IS HEREBY GIVEN that the City Council will be holding a Public Hearing. The purpose of this hearing is to receive public testimony regarding a proposal to extend the previously adopted interim (6 months) zoning regulations in compliance with the requirements of ESSHB 1220 while the permanent regulations are being created. The proposal maintains the previous amendments to Orting Municipal Code Title 13-3-3: Uses which added transitional and permanent supportive housing as conditional uses with stipulations about number and location, and removed hotel and motel as permitted uses and amended 13-2: Definitions to include definitions of emergency shelter, emergency housing, permanent supportive housing, and transitional housing.

The City is utilizing **both in-person and remote** attendance for the hearing. The public is invited to join the meeting/hearing at 104 Bridge St S in the City Council chambers, or on a computer or mobile phone via this link: <https://zoom.us/j/97133043541?pwd=M3BCVzVvNFdwQkZkN0ViVmhySGRVdz09> by telephone by dialing 1-253-215-8782, for both methods you will need to enter Meeting ID: 971 3304 3541 and the passcode 200384

If you are unable to join the hearing, written comments may be submitted by 1PM on March 30th to Emily Adams, City Planner, at eadams@cityoforting.org. Written comments will be sent to the Council prior to the hearing and will become a part of the record. The full drafts are available for review via request from eadams@cityoforting.org. Interested citizens are encouraged to comment on the proposal and to attend the public hearing.



VOUCHER/WARRANT REGISTER
FOR March 2nd, 2022 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.

March 2nd COUNCIL

CLAIMS WARRANTS #50894 THRU #50968
IN THE AMOUNT OF \$456,325.10
MASTERCARD EFT \$7,213.79
50893-Voided

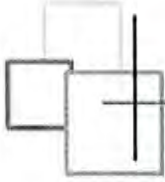
PAYROLL WARRANTS #23865 THRU #23866 = \$11,709.74
EFT \$ IN THE AMOUNT OF \$ 142,007.42
Carry Over \$ 25,264.00

ARE APPROVED FOR PAYMENT ON March 30, 2022

COUNCILPERSON _____

COUNCILPERSON _____

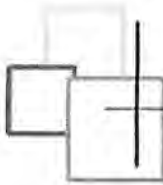
CITY CLERK _____



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2022 - 2022-March - 2nd Council -3/30/2022

Fund Number	Description	Amount
001	Current Expense	\$43,412.89
101	City Streets	\$21,934.48
104	Cemetery	\$244.15
105	Parks Department	\$5,732.54
401	Water	\$25,407.19
408	Wastewater	\$344,971.06
410	Stormwater	\$21,836.58
	Count: 7	\$463,538.89



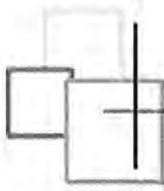
Register

Fiscal: 2022
 Deposit Period: 2022 - 2022-March
 Check Period: 2022 - 2022-March - 2nd Council -3/30/2022

Number	Name	Print Date	Clearing Date	Amount
Key Bank	0032707010			
Check				
<u>EFT-MasterCard FEB 2022</u>	Keybank-MasterCard	3/11/2022	3/10/2022	\$7,213.79
		Total	Check	\$7,213.79
		Total	0032707010	\$7,213.79
Key Bank	2000073			
Check				
<u>50894</u>	All Purpose Door Repair	3/15/2022		\$334.76
<u>50895</u>	Big J'S Outdoor Store	3/15/2022		\$452.84
<u>50896</u>	Branom Instrument Co.	3/15/2022		\$1,543.09
<u>50897</u>	Brisco Inc.	3/15/2022		\$688.49
<u>50898</u>	Business Solutions Center	3/15/2022		\$880.67
<u>50899</u>	Carstar Cornforth Campbell	3/15/2022		\$3,847.63
<u>50900</u>	CenturyLink/Qwest	3/15/2022		\$316.60
<u>50901</u>	CenturyLink-Lumen	3/15/2022		\$2,003.14
<u>50902</u>	Cintas Corporation #461	3/15/2022		\$294.68
<u>50903</u>	Consolidated Supply	3/15/2022		\$576.45
<u>50904</u>	Core & Main LP	3/15/2022		\$10,646.36
<u>50905</u>	DM Disposal Co., Inc	3/15/2022		\$1,705.44
<u>50906</u>	Drain-Pro INC	3/15/2022		\$50.00
<u>50907</u>	Ford Motor Credit Company LLC	3/15/2022		\$2,981.03
<u>50908</u>	Grainger	3/15/2022		\$28.60
<u>50909</u>	Hot Off The Press	3/15/2022		\$89.98
<u>50910</u>	Jan-Pro Cleaning Systems Of Puget Sound	3/15/2022		\$547.00
<u>50911</u>	KCDA Purchasing Cooperative	3/15/2022		\$416.41
<u>50912</u>	Law Offices of Matthew J Rusnak	3/15/2022		\$2,070.25
<u>50913</u>	Lemay Mobile Shredding	3/15/2022		\$63.60
<u>50914</u>	NAPA Auto Parts of Sumner	3/15/2022		\$28.75
<u>50915</u>	Northern Environmental	3/15/2022		\$4,608.05
<u>50916</u>	O'Reilly Auto Parts	3/15/2022		\$103.81
<u>50917</u>	PAPE Machinery INC	3/15/2022		\$2,290.71
<u>50918</u>	Pierce County Budget & Finance	3/15/2022		\$6,084.01
<u>50919</u>	Proper AVS Inc.	3/15/2022		\$1,383.91
<u>50920</u>	Puget Sound Energy	3/15/2022		\$61.93
<u>50921</u>	Sarco Supply	3/15/2022		\$302.86
<u>50922</u>	Sumner Lawn'n Saw	3/15/2022		\$40.10
<u>50923</u>	Terex USA LLC	3/15/2022		\$1,077.82
<u>50924</u>	The Walls Law Firm	3/15/2022		\$2,070.25

Number	Name	Print Date	Posting Date	Amount
50925	UniFirst Corporation	3/15/2022		\$236.52
50926	Utilities Underground Location Center	3/15/2022		\$134.16
50927	Water Management Lab Inc.	3/15/2022		\$241.12
50928	Winfield	3/15/2022		\$1,567.60
50929	Palombi, Gina	3/22/2022		\$238.00
50930	Palombi, Joe	3/22/2022		\$238.00
50931	Agfalvi, Kim	3/23/2022		\$269.22
50932	Puget Sound Regional Coun	3/24/2022		\$2,468.00
50933	AHBL, INC	3/30/2022		\$9,087.50
50934	Associated Petroleum Products INC	3/30/2022		\$2,498.25
50935	Centurylink	3/30/2022		\$1,585.74
50936	Curry & Williams, P.I.I.c	3/30/2022		\$2,080.09
50937	Department of Enterprise Services-	3/30/2022		\$400.00
50938	Drain-Pro INC	3/30/2022		\$471.41
50939	Firestone Complete Auto Care	3/30/2022		\$16.49
50940	Ford Motor Credit Company LLC	3/30/2022		\$1,103.78
50941	GreatAmerica Financial Svcs	3/30/2022		\$1,131.79
50942	Harrington's Janitorial	3/30/2022		\$411.00
50943	Hydroseeding & Barkblowing INC	3/30/2022		\$918.12
50944	Jan-Pro Cleaning Systems Of Puget Sound	3/30/2022		\$439.00
50945	Jennings Equipment Inc	3/30/2022		\$34.17
50946	Kyocera Document Solutions Wes	3/30/2022		\$58.83
50947	Nelson Truck Equipment Co. Inc	3/30/2022		\$1,226.06
50948	Nisqually Indian Tribe	3/30/2022		\$1,252.50
50949	Orca Pacific, Inc	3/30/2022		\$1,849.95
50950	Pape & Sons Construction INC	3/30/2022		\$246,894.01
50951	Parametrix	3/30/2022		\$93,439.40
50952	Pollard Water-Ferguson Enterprises INC #3326	3/30/2022		\$940.62
50953	PRO-VAC	3/30/2022		\$1,606.83
50954	Puget Sound Energy	3/30/2022		\$24,084.90
50955	Purcor Pest Solutions	3/30/2022		\$327.47
50956	Puyallup, City of	3/30/2022		\$20.63
50957	Rons Stump Removal & Tree Service	3/30/2022		\$422.50
50958	SCJ Alliance	3/30/2022		\$990.50
50959	SCORE	3/30/2022		\$1,431.64
50960	Spectral Laboratories	3/30/2022		\$202.00
50961	Sumner Lawn'n Saw	3/30/2022		\$17.03
50962	Traffic Count Consultants INC	3/30/2022		\$1,325.00
50963	UniFirst Corporation	3/30/2022		\$512.85
50964	Valley Landscape Supply	3/30/2022		\$461.61
50965	Vision Forms LLC	3/30/2022		\$2,316.38
50966	Washington Rock Quarries,	3/30/2022		\$1,451.90
50967	Water Management Lab Inc.	3/30/2022		\$208.50
50968	Wex Bank	3/30/2022		\$2,124.81

Number	Name	Print Date	Clearing Date	Amount
		Total	Check	\$456,325.10
		Total	2000073	\$456,325.10
		Grand Total		\$463,538.89



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount	
Agfalvi, Kim	50931	Agfalvi-Milage for Washington Municipal Clerks Association Training-3/15/2022 - 3/18/2022	001-511-60-41-01	Milage for Washington Municipal Clerks Association Training-3/15/2022 - 3/18/2022	\$53.84	
			001-514-40-41-19	Milage for Washington Municipal Clerks Association Training-3/15/2022 - 3/18/2022	\$53.84	
			401-534-90-49-00	Milage for Washington Municipal Clerks Association Training-3/15/2022 - 3/18/2022	\$53.85	
			408-535-90-49-00	Milage for Washington Municipal Clerks Association Training-3/15/2022 - 3/18/2022	\$53.85	
			410-531-31-40-06	Milage for Washington Municipal Clerks Association Training-3/15/2022 - 3/18/2022	\$53.84	
Total					\$269.22	
AHBL, INC	50933	130336 2190800.64	001-558-60-41-02	Planning Consultant-City of Orting Parks Plan	\$520.00	
			130337 2190800.66	001-558-60-41-02	Planning Consultant-Tahoma Meadows	\$97.50
			130338 2190800.73	001-558-60-41-02	Planning Consultant-Kansas Street Outfall	\$455.00
			130516 2190800.33	001-558-60-41-02	Planning Consultant-Pre-Application Meeting	\$422.50
			130517 2190800.34	001-558-60-41-02	Planning Consultant-Carbon River RV Park (Permit No. CUP2019-01-SPR2019-01 SD2019-01 Permit Filed 10/29/2019)	\$97.50
			130518 2190800.36	001-558-60-41-02	Planning Consultant-Orting Code Amendments	\$1,300.00

Vendor	Number	Invoice	Account Number	Notes	Amount
AHBL, INC	50933	130519 2190800.37	001-558-60-41-02	Planning Consultant-Comp Plan	\$195.00
		130520 2190800.30	001-558-60-41-02	Planning Consultant-Orting On-Call Planning	\$5,935.00
		130525 2190800.65	001-558-60-41-02	Planning Consultant-Old Pioneer Way Short Plat-Permit # SP 2020-02 Filed 10/29/2020	\$65.00
				Total	\$9,087.50
All Purpose Door Repair	50894	27831	001-521-50-48-03	Repair to Holding Cell Door-Damaged by an in Custody	\$334.76
				Total	\$334.76
Associated Petroleum Products INC	50934	0448768-IN	101-542-30-32-00	Fuel	\$249.82
			401-534-80-32-00	Fuel	\$999.30
			408-535-80-32-00	Fuel	\$999.30
			410-531-38-32-01	Fuel	\$249.83
				Total	\$2,498.25
Big J'S Outdoor Store	50895	MAR2022-301	101-542-30-31-00	Rain Gear-Boots-Shirts-Spears	\$65.63
			105-576-80-31-00	Rain Gear-Boots-Shirts-Spears	\$65.62
			401-534-10-31-04	Boots-Ewing	\$167.37
			410-531-38-31-00	Rain Gear-Boots-Shirts-Spears	\$65.62
			410-531-38-31-00	Rain Gear-Miller	\$88.60
				Total	\$452.84
Branom Instrument Co.	50896	INV/2022/0614	401-534-50-48-02	Ultrasonic Level Transducer Cable & Programming	\$1,543.09
				Total	\$1,543.09
Brisco Inc.	50897	MAR2022-302	408-535-80-32-01	Fuel	\$300.00
			410-531-38-32-02	Fuel	\$48.64
			410-531-38-32-02	Fuel	\$58.00
			410-531-38-32-02	Fuel	\$60.92
			410-531-38-32-02	Fuel	\$81.27
			410-531-38-32-02	Fuel	\$139.66
				Total	\$688.49
Business Solutions Center	50898	110930	105-576-80-48-01	Substrate for Signs	\$289.91
		111014	001-571-20-44-00	Banner for Daffodil Festival	\$590.76
				Total	\$880.67

Vendor	Number	Invoice	Account Number	Notes	Amount
Carstar Cornforth Campbell	50899	5028	001-521-50-48-02	Repair 2017 Ford Interceptor Door & Quarter Panel-17744	\$3,847.63
				Total	\$3,847.63
Centurylink	50935	300549640-MAR2022	408-535-10-42-01	Sewer Phones	\$43.08
		300549818-MAR2022	001-514-23-42-00	City Phones	\$327.25
			401-534-10-42-01	City Phones	\$311.32
			408-535-10-42-01	City Phones	\$353.16
			410-531-38-42-01	City Phones	\$68.50
		300549906-MAR2022	401-534-10-42-01	Harman Springs	\$68.11
		300550216-MAR2022	408-535-10-42-01	Sewer Phones	\$195.11
		300550553-MAR2022	001-521-50-42-00	PD Phones	\$148.26
		409178327-MAR2022	001-521-50-42-00		\$70.95
				Total	\$1,585.74
CenturyLink-Lumen 50901		284238744	001-512-50-42-00	City Hall Internet	\$140.22
			001-514-23-42-00	City Hall Internet	\$240.38
			001-521-50-42-00	City Hall Internet	\$600.94
			001-524-20-42-00	City Hall Internet	\$60.09
			101-542-30-42-00	City Hall Internet	\$80.13
			105-576-80-41-16	City Hall Internet	\$120.19
			401-534-10-42-01	City Hall Internet	\$240.38
			408-535-10-42-01	City Hall Internet	\$280.44
			410-531-38-42-01	City Hall Internet	\$240.37
				Total	\$2,003.14
CenturyLink/Qwest 50900		465B-MAR2022	001-521-20-45-02	PD Phone	\$163.90
		492B-MAR2022	001-521-20-45-02	PD Phone	\$152.70
				Total	\$316.60
Cintas Corporation #461	50902	4111967071	408-535-60-48-04	Cleaning of City Park Restrooms	\$294.68
				Total	\$294.68
Consolidated Supply	50903	S010525600.01	401-534-50-48-02	Meter Setter & BRS Coupling-WO6722	\$576.45
				Total	\$576.45
Core & Main LP	50904	P583864	401-534-50-48-02	Double Check Backflow-Meter	\$896.93
		Q284024	401-534-50-48-02	Touch Read Lid Water Parts for Stock	\$9,749.43
				Total	\$10,646.36
Curry & Williams, P.L.L.C	50936	Court Judge-March 2022	001-512-50-10-02	Court Judge-March 2022	\$2,080.09
				Total	\$2,080.09

Vendor	Number	Invoice	Account Number	Notes	Amount
Department of Enterprise Services-	50937	16145873	001-521-50-49-02	Federal Surplus Membership Total	\$400.00 \$400.00
DM Disposal Co., Inc	50905	10425783S111	408-535-60-47-00	WWTP-Garbage Service	\$1,289.78
		10442388s111	408-535-60-47-00	PW Shop-Garbage Service Total	\$415.66 \$1,705.44
Drain-Pro INC	50938	92920	408-535-60-48-04	Honey Bucket Service-Main Park	\$120.34
	50906	95929	408-535-60-48-04	Honey Bucket Service-Main Park	\$50.00
	50938	96394	408-535-60-48-04	Honey Bucket Service-Orting Cemetery	\$96.57
		96395	408-535-60-48-04	Honey Bucket Rental-Main Park Total	\$254.50 \$521.41
Firestone Complete Auto Care	50939	BI15407776	001-521-50-48-02	Flat Repair-2018 Interceptor C4447 Total	\$16.49 \$16.49
Ford Motor Credit Company LLC	50907	1769850-Lease Payment #41 - 3-2018 Ford Interceptor-8487901	001-591-21-70-03	1769850-Lease Payment #41 - 3-2018 Ford Interceptor-P 8487901	\$2,253.95
			001-592-21-80-02	1769850Lease Payment #41 - 3-2018 Ford Interceptor-I 8487901	\$727.08
	50940	1769986-Lease Payment #41 - 2018 Ford F-150- 8487902	001-591-21-70-03	Lease Payment #41 - 2018 Ford F-150-P 8487902-	\$814.40
			001-592-21-80-02	1769986 Lease Payment #41 - 2018 Ford F-150-I 8487902-1769986 Total	\$289.38 \$4,084.81
Grainger	50908	9221130173	408-535-10-31-00	Warning Sign-WWTP Total	\$28.60 \$28.60
GreatAmerica Financial Svcs	50941	31249482	001-594-12-41-02	Phone Lease	\$79.23
			001-594-14-41-03	Phone Lease	\$147.13
			001-594-14-41-07	Phone Lease	\$22.64
			001-594-21-41-03	Phone Lease	\$339.54
			001-594-24-41-02	Phone Lease	\$33.95
			101-594-42-41-02	Phone Lease	\$45.27
			105-594-76-41-03	Phone Lease	\$33.95
			401-594-34-42-03	Phone Lease	\$135.81
			408-594-35-64-55	Phone Lease	\$158.45

Vendor	Number	Invoice	Account Number	Notes	Amount
GreatAmerica Financial Svcs	50941	31249482	410-594-31-41-42	Phone Lease	\$135.82
				Total	\$1,131.79
Harrington's Janitorial	50942	3941-March2022	401-534-10-41-43	Janitorial-City Shop-Rocky RD-Mar 2022	\$137.00
			408-535-10-41-44	Janitorial-City Shop-Rocky RD-Mar 2022	\$137.00
			410-531-31-41-04	Janitorial-City Shop-Rocky RD-Mar 2022	\$137.00
				Total	\$411.00
Hot Off The Press	50909	10795	001-571-20-31-01	Shirts for Events	\$89.98
				Total	\$89.98
Hydroseeding & Barkblowing INC	50943	77-Bark	105-594-76-63-54	Bark for Parks	\$918.12
				Total	\$918.12
Jan-Pro Cleaning Systems Of Puget Sound	50944	21-26276	001-512-50-41-08	Janitorial Service-City Hall	\$30.73
			001-514-21-41-01	Janitorial Service-City Hall	\$79.02
			001-521-50-41-04	Janitorial Service-City Hall	\$131.70
			001-524-20-49-02	Janitorial Service-City Hall	\$13.17
			101-542-30-44-01	Janitorial Service-City Hall	\$17.56
			401-534-10-41-43	Janitorial Service-City Hall	\$52.68
			408-535-10-41-44	Janitorial Service-City Hall	\$61.46
			410-531-31-41-04	Janitorial Service-City Hall	\$52.68
	50910	21-30610	001-512-50-41-08	Janitorial Service-City Hall	\$38.29
			001-514-21-41-01	Janitorial Service-City Hall	\$98.46
			001-521-50-41-04	Janitorial Service-City Hall	\$164.10
			001-524-20-49-02	Janitorial Service-City Hall	\$16.41
			101-542-30-44-01	Janitorial Service-City Hall	\$21.88
			401-534-10-41-43	Janitorial Service-City Hall	\$65.64
			408-535-10-41-44	Janitorial Service-City Hall	\$76.58
			410-531-31-41-04	Janitorial Service-City Hall	\$65.64
				Total	\$986.00

Vendor	Number	Invoice	Account Number	Name	Amount
Jennings Equipment Inc	50945	29778P	105-576-80-31-00	Key Start-WO7569	\$34.17
				Total	\$34.17
KCDA Purchasing Cooperative	50911	300618698	408-535-10-31-00	Trash Bags	\$416.41
				Total	\$416.41
Keybank- MasterCard	EFT- MasterCard FEB 2022	0370-Gard-FEB2022	001-521-40-49-00	Flight & Insurance- Gards IACP Policy Council	\$269.64
		0525-Agfalvi-FEB2022	001-347-60-01-08	Painting Canvas	\$87.53
			001-511-60-31-01	Zoom For Coucil Meetings	\$65.60
			001-571-20-31-01	Chocolate Stroll	\$13.03
			001-571-20-31-27	Table Cloths	\$10.93
			001-571-20-31-40	Table Cloths	\$10.93
			001-571-20-31-40	Stickers-Confetti	\$23.17
			001-571-20-31-40	Supplies for Kids Art Classes	\$102.82
			001-575-50-48-00	Pine Sol-MPC Floors	\$3.27
		1181-Lincoln-FEB2022	001-524-20-41-05	Training-Rethinking Public Engagement in Polarized Times	\$35.00
		1513-Kainoa-FEB 2022	001-512-50-31-00	Office Supplies	\$146.46
			001-512-50-42-00	Yearly Court Fax Services	\$169.50
		1920-Gabreluk-FEB2022	001-521-20-31-01	Sig Magazines	\$230.25
			001-521-30-31-04	Adobe Records Redaction	\$17.27
			001-521-40-49-00	Hotel-ARIDE Training Powers- Hubbard	\$220.66
			001-521-50-48-02	Car Wash	\$17.00
			001-521-50-48-04	Scuba Adapter to Fill Pepperball Tank	\$109.35
		1968-Finance-FEB2022	001-512-50-31-00	Trash Bags-City Hall	\$7.88
			001-512-50-31-00	Supplies-Bathroom- Kitchen-Cleaning	\$45.89
			001-514-23-31-02	Trash Bags-City Hall	\$7.88
			001-514-23-31-02	Door Stops	\$17.89
			001-514-23-31-02	Stamps.Com	\$19.68
			001-514-23-31-02	Supplies-Larson	\$34.52
			001-514-23-31-02	Supplies-Bathroom- Kitchen-Cleaning	\$45.90
			001-514-23-31-02	Stamps	\$67.27
			001-521-20-31-03	Trash Bags-City Hall	\$7.88
			001-521-20-31-03	Supplies-Bathroom- Kitchen-Cleaning	\$45.89
			401-534-10-31-00	Pens	\$2.98
			401-534-10-31-00	Bank Stamp	\$5.23
			401-534-10-31-00	Trash Bags-City Hall	\$7.88
			401-534-10-31-00	Adobe Acrobat	\$24.83
			401-534-10-31-00	Supplies-Larson	\$34.52

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank- MasterCard	EFT- MasterCard FEB 2022	1968-Finance-FEB2022	401-534-10-31-00	Supplies-Bathroom- Kitchen-Cleaning	\$45.90	
			408-535-10-31-00	Pens	\$2.98	
			408-535-10-31-00	Bank Stamp	\$5.24	
			408-535-10-31-00	Trash Bags-City Hall	\$7.88	
			408-535-10-31-00	Supplies-Larson	\$34.51	
			408-535-10-31-00	Supplies-Bathroom- Kitchen-Cleaning	\$45.89	
			410-531-38-31-00	Pens	\$2.97	
			410-531-38-31-00	Bank Stamp	\$5.23	
			410-531-38-31-00	Trash Bags-City Hall	\$7.88	
			410-531-38-31-00	Supplies-Bathroom- Kitchen-Cleaning	\$45.89	
			2224-Zukowski-FEB2022	410-594-31-41-30	Application/Permit 981485-VG Outfall Replacement	\$2,150.00
			5423-Public Works-FEB2022	105-576-80-48-00	Feit 6W LED Flood Light-WO7402	\$57.07
				105-576-80-48-01	Capu/Seals-Valve Kit WO1968	\$81.98
				401-534-50-48-04	Capu/Seals-Valve Kit WO1968	\$163.96
				401-534-50-48-04	Diffuser Screen- Filter Element-Seal Kit with Desicant Dryspell-WO7434	\$427.89
				408-535-10-31-00	Desk-Office	\$805.87
				410-531-38-48-01	Supplies-WO7473 Capu/Seals-Valve Kit WO1968	\$81.98
			6744-Hattaway-FEB2022	001-521-50-48-04	Car Mic Converter	\$50.06
			8222-Russo-FEB2022	001-514-40-41-19	Annual Financial Webinar	\$140.00
				001-571-20-31-40	Suuplies For Kids Art Class	\$71.89
			8502-PD-FEB2022	001-521-20-31-01	Boots for Turner	\$196.92
				001-521-40-49-00	Tactical Training for SRO Boone & Officer Kenyon	\$650.00
				001-521-50-48-02	Car Wash	\$14.00
				001-521-50-48-02	Car Wash	\$15.00
			9853-Larson-FEB2022	001-511-60-31-01	Adobe-Finance Director	\$27.75
				001-512-50-31-00	Adobe-Finance Director	\$27.76
				001-514-23-31-02	Adobe-Finance Director	\$27.75
		001-521-20-31-03	Adobe-Finance Director	\$27.75		
		401-534-10-31-00	Adobe-Finance Director	\$27.76		
		408-535-10-31-00	Adobe-Finance Director	\$27.75		
		410-531-38-31-00	Adobe-Finance Director	\$27.75		
			Total	\$7,213.79		
Kyocera Document Solutions Wes	50946	5019369159	105-576-80-41-15	Public Works Copier Lease	\$8.82	
			401-534-10-42-03	Public Works Copier Lease	\$29.42	

Vendor	Number	Invoice	Account Number	Material	Amount
Kyocera Document Solutions Wes	50946	5019369159	408-535-10-42-03	Public Works Copier Lease	\$11.77
			410-531-10-42-03	Public Works Copier Lease	\$8.82
				Total	\$58.83
Law Offices of Matthew J Rusnak	50912	396	001-512-50-49-01	Court Appointed Attorney-March 2022	\$2,070.25
				Total	\$2,070.25
Lemay Mobile Shredding	50913	4738476S165	401-534-10-31-00	PW Shredding	\$21.20
			408-535-10-31-00	PW Shredding	\$21.20
			410-531-38-31-00	PW Shredding	\$21.20
				Total	\$63.60
NAPA Auto Parts of Sumner	50914	228854590	401-534-50-48-02	Tubing WO7450	\$3.25
			401-534-50-48-02	Oil-WO7435	\$25.50
				Total	\$28.75
Nelson Truck Equipment Co. Inc	50947	730164	101-594-44-61-13	LED Minibar 15"-Labor-Material-FA1028 WO3399	\$102.17
			401-594-34-64-74	LED Minibar 15"-Labor-Material-FA1028 WO3399	\$919.54
			408-594-35-64-77	LED Minibar 15"-Labor-Material-FA1028 WO3399	\$102.17
			410-594-31-64-48	LED Minibar 15"-Labor-Material-FA1028 WO3399	\$102.18
				Total	\$1,226.06
Nisqually Indian Tribe	50948	30270	001-523-60-41-00	Jail Services-FEB 2022	\$1,252.50
				Total	\$1,252.50
Northern Environmental	50915	70405	410-531-38-48-02	Vac Truck Emergency Call out for Cooking Oil Spill-Rainier Lane SW WO-7581	\$4,608.05
				Total	\$4,608.05
O'Reilly Auto Parts	50916	1265583-MAR2022	001-521-50-48-02	Motor Oil	\$38.28
			105-576-80-48-02	Fuel Cap-FA7933	\$16.43
			105-576-80-48-02	Screwdriver Set FA1198	\$16.50
			408-535-50-48-04	Vac Tubing-FA 019 WO7450	\$6.09
			408-535-50-48-04	Coolant Cap-FA019 WO 7450	\$18.58
			410-531-38-31-00	Mini Bulb	\$7.93
				Total	\$103.81
Orca Pacific, Inc	50949	054662	401-534-10-31-01	Sodium Hypochlorite	\$875.20

Vendor	Number	Invoice	Account Number	Notes	Amount
Orca Pacific, Inc	50949	054801	401-534-10-31-01	Sodium Hypochlorite Total	\$974.75 \$1,849.95
Palombi, Gina	50929	MAR2021-351-G. Palombi	001-521-40-49-00	Meals for CISM Training 3/22/2022-3/25/2022 Total	\$238.00 \$238.00
Palombi, Joe	50930	MAR2022-350 J. Palombi	001-521-40-49-00	Meals for CISM Training 3/22/2022-3/25/2022 Total	\$238.00 \$238.00
Pape & Sons Construction INC	50950	Pay Request #5-2020 Lift Station Upgrades Project-Pay Request #5	408-594-35-63-33	2020 Lift Station Upgrades Project-Pay Request #5 Total	\$246,894.01 \$246,894.01
PAPE Machinery INC	50917	666856	105-576-80-48-01	Service on Mower-Replaced Blades-Driveline- Belt-FA1014	\$1,030.82
			408-535-50-48-04	Service on Mower-Replaced Blades-Driveline- Belt-FA1014	\$229.07
			410-531-38-48-01	Service on Mower-Replaced Blades-Driveline- Belt-FA1014	\$1,030.82
			Total	\$2,290.71	
Parametrix	50951	32648	408-594-35-41-12	WWTP Phase II Expansion-Design Immediate Needs Improvement	\$850.00
			408-594-35-41-12	WWTP Phase II Expansion-Project Management	\$3,601.25
			408-594-35-41-12	WWTP Phase II Expansion-Design Process Improvement	\$4,950.00
			408-594-35-41-12	WWTP Phase II Expansion-Design Plans	\$50,139.08
		32649	101-595-10-40-04	Kansas Street SW Preliminary Design-Fixed Fees	\$102.59
			101-595-10-40-04	Kansas Street SW Preliminary Design-Subconsultants	\$254.10
			101-595-10-40-04	Kansas Street SW Preliminary Design-Project Management	\$941.42

Vendor	Number	Invoice	Account Number	Notes	Amount
Parametrix	50951	32853	410-594-31-41-37	Calistoga Levee-Agency-Construction Admin Assistance Expenses	\$29.12
			410-594-31-41-37	Calistoga Levee-Agency Add Services Post High Water Evaluation	\$170.00
			410-594-31-41-37	Calistoga Levee-Agency Coord/Project Management	\$338.04
			410-594-31-41-37	Calistoga Levee-Agency-Add Services Mitigation Plan Revisions	\$3,758.75
		33382	408-594-35-41-12	WWTP Phase II Expansion-Design Immediate Needs Improvement	\$57.50
			408-594-35-41-12	WWTP Phase II Expansion-Design Process Improvemrnts	\$90.00
			408-594-35-41-12	WWTP Phase II Biosolids Permit Assistance	\$427.50
			408-594-35-41-12	WWTP Phase II Expansion-Project Management	\$1,688.75
			408-594-35-41-12	WWTP Phase II Expansion-Design Plans	\$9,422.50
		33435	410-594-31-41-37	Calistoga Levee-Agency-Construction Admin Assistance Expenses	\$303.56
			410-594-31-41-37	Calistoga Levee-Agency Add Services Post High Water Evaluation	\$402.50
		33436	001-524-20-41-02	Bridgewater Plat-Review	\$170.00
			001-524-20-41-02	Belfair Estates-Construction Services	\$368.75
		33438	410-594-31-41-46	SMAP Project Mangaement Meetings QA & AC	\$695.80
			410-594-31-41-46	SMAP Project Initiation & Needs Assessment	\$4,494.96
		33581	101-595-10-64-34	Whitehawk BLVD Extension-Project Management QA & QC	\$458.53
			101-595-10-64-34	Whitehawk BLVD Extension-Fixed Fees	\$721.91
			101-595-10-64-34	Whitehawk BLVD Extension-Enviro Doc & Permit-Subconsultants	\$2,836.37

Vendor	Number	Invoice	Account Number	Notes	Amount
Parametrix	50951	33581	101-595-10-64-34	Whitehawk BLVD Extension-Enviro Doc Updates	\$6,166.42
				Total	\$93,439.40
Pierce County Budget & Finance	50918	0418011001-19716 Orting Kapowsin HWY E-2022	104-536-50-40-00	0418011001-19716 Orting Kapowsin HWY E-2022	\$3.30
			104-536-50-40-01	0418011001-19716 Orting Kapowsin HWY E-2022	\$9.65
			104-536-50-40-02	0418011001-19716 Orting Kapowsin HWY E-2022	\$147.51
		0419251024-Williams CT NW-2022	410-531-20-40-00	0419251024- Williams CT NW- 2022-Noxious Weeds	\$8.78
			410-531-20-40-01	0419251024- Williams CT NW- 2022-Pierce Conservation	\$8.20
			410-531-20-40-02	0419251024- Williams CT NW- 2022-State Forest Protection	\$23.50
		0518062003-156th Ave E- Dump	001-514-24-40-00	0518062003-156th Ave E-Dump	\$23.51
			001-514-24-40-01	0518062003-156th Ave E-Dump	\$9.65
			001-514-24-40-02	0518062003-156th Ave E-Dump	\$4.91
		0518084002-22322 Fisk RD E-Hanrman Springs-2022	401-534-10-40-05	0518084002-22322 Fisk RD E-Hanrman Springs-2022	\$3.39
			401-534-20-40-00	0518084002-22322 Fisk RD E-Hanrman Springs-2022	\$147.51
			401-534-20-40-01	0518084002-22322 Fisk RD E-Hanrman Springs-2022	\$8.78
		0519192009-Riparian Area Behind Daffodill-2022	410-531-20-40-00	0519192009- Riparian Area Behind Daffodill- 2022	\$3.56
			410-531-20-40-01	0519192009- Riparian Area Behind Daffodill- 2022	\$8.78
			410-531-20-40-02	0519192009- Riparian Area Behind Daffodill- 2022	\$23.50
		0519194015-Riparian Area- Behind Daffodil-2022	410-531-20-40-00	Noxious Weeds- 0519194015- Riparian Area- Behind Daffodil- 2022	\$1.79
			410-531-20-40-01	Pierce Conservation District-0519194015 -Riparian Area- Behind Daffodil- 2022	\$8.78

Vendor	Number	Invoice	Account Number	Notes	Amount
Pierce County Budget & Finance	50918	0519293126-101 & 102 Train ST SW-2022	105-576-80-40-09	0519293126-101 & 102 Train ST SW- 2022	\$8.78
			105-576-80-40-11	0519293126-101 & 102 Train ST SW- 2022	\$2.94
		0519293131-Whitesell St NW-001-514-24-40-00 ROW-2022	0519293131- Whitesell St NW- ROW-2022	\$1.79	
			001-514-24-40-01	0519293131- Whitesell St NW- ROW-2022	\$8.78
		0519293133-101 WA Ave North-2022	105-576-80-40-09	0519293133-101 WA Ave North-2022	\$8.78
			105-576-80-40-11	0519293133-101 WA Ave North-2022	\$2.01
			105-576-80-40-12	0519293133-101 WA Ave North-2022	\$226.22
		0519301021-811 Old Pioneer Way NW-2022	105-576-80-40-09	0519301021-811 Old Pioneer Way NW-2022	\$9.65
			105-576-80-40-11	0519301021-811 Old Pioneer Way NW-2022	\$1.79
		0519301022-WA Ave E-Rails to Trails-2022	105-576-80-40-09	0519301022-WA Ave E-Rails to Trails-2022	\$8.78
			105-576-80-40-11	0519301022-WA Ave E-Rails to Trails-2022	\$1.79
		0519301023-Washington Ave E-Rails to Trails Parks-2022	105-576-80-40-09	0519301023- Washington Ave E- Rails to Trails Parks-2022	\$8.78
			105-576-80-40-11	0519301023- Washington Ave E- Rails to Trails Parks-2022	\$1.79
				0519301024- Washington AVE E- Rails to Trails-2022	\$8.78
		0519301024-Washington AVE E-Rails to Trails-2022	105-576-80-40-11	0519301024- Washington AVE E- Rails to Trails-2022	\$1.79
				0519301024- Washington AVE E- Rails to Trails-2022	\$8.78
			105-576-80-40-11	0519301025-WA Ave E-Rails to Trail- 2022	\$2.09
		0519301025-WA Ave E-Rails to Trail-2022	105-576-80-40-09	0519301025-WA Ave E-Rails to Trail- 2022	\$8.78
			105-576-80-40-11	0519301025-WA Ave E-Rails to Trail- 2022	\$3.95
				0519301034-901-902 Rocky RD NE-2022	\$9.65
		0519301034-901-902 Rocky RD NE-2022	408-535-20-40-00	0519301034-901- 902 Rocky RD NE- 2022	\$913.33
			408-535-20-40-01	0519301034-901- 902 Rocky RD NE- 2022	\$4.36
			408-535-20-40-03	0519301034-901- 902 Rocky RD NE- 2022	\$8.78
		0519301035-901 Rocky RD NE-Riparian-2022	410-531-20-40-00	0519301035-901 Rocky RD NE- Riparian-2022	\$4.36
			410-531-20-40-01	0519301035-901 Rocky RD NE- Riparian-2022	\$8.78

Vendor	Number	Invoice	Account Number	Notes	Amount
Pierce County Budget & Finance	50918	0519301035-901 Rocky RD NE-Riparian-2022	410-531-20-40-02	0519301035-901 Rocky RD NE- Riparian-2022	\$23.50
		0519302018-WA Ave E-Rails to Trails-2022	105-576-80-40-09	0519302018-WA Ave E-Rails to Trails-2022	\$8.78
			105-576-80-40-11	0519302018-WA Ave E-Rails to Trails-2022	\$1.79
		0519302023-Old Pioneer Way NW-Rails to Trails-2022	105-576-80-40-09	0519302023-Old Pioneer Way NW- Rails to Trails-2022	\$9.65
			105-576-80-40-11	0519302023-Old Pioneer Way NW- Rails to Trails-2022	\$1.79
		0519304037-401 Whitehawk BLVD NW-2022	410-531-20-40-00	0519304037-401 Whitehawk BLVD NW-2022	\$7.97
			410-531-20-40-01	0519304037-401 Whitehawk BLVD NW-2022	\$8.77
			410-531-20-40-02	0519304037-401 Whitehawk BLVD NW-2022	\$23.50
		0519311022-601 Calistoga ST W-2022	001-514-24-40-00	0519311022-601 Calistoga ST W- 2022	\$1.79
			001-514-24-40-01	0519311022-601 Calistoga ST W- 2022	\$9.65
			001-514-24-40-03	0519311022-601 Calistoga ST W- 2022	\$193.59
		0519311068-703 Kansas ST SW-2022	101-542-90-40-09	0519311068-703 Kansas ST SW- 2022	\$10.00
			101-542-90-40-11	0519311068-703 Kansas ST SW- 2022	\$1.79
			101-542-90-40-12	0519311068-703 Kansas ST SW- 2022	\$441.00
		0519311092-801 Calistoga ST W-Levee-2022	410-531-20-40-00	0519311092-801 Calistoga ST W- Levee-2022	\$3.34
			410-531-20-40-01	0519311092-801 Calistoga ST W- Levee-2022	\$8.77
			410-531-20-40-02	0519311092-801 Calistoga ST W- Levee-2022	\$23.50
		0519311094-Green Belt @ Puyallup River-2022	410-531-20-40-00	0519311094-Green Belt @ Puyallup River-2022	\$1.79
			410-531-20-40-01	0519311094-Green Belt @ Puyallup River-2022	\$8.77
		0519311110-18210 Leach RD E Levee-2022	410-531-20-40-00	Noxious Weeds- 0519311110-18210 Leach RD E Levee	\$2.57
			410-531-20-40-01	Pierce Conservation District-0519311110 -18210 Leach RD E Levee	\$8.78
		0519311113-Leach RD E Storm-2022	410-531-20-40-00	0519311113-Leach RD E Storm-2022	\$5.23

Vendor	Number	Invoice	Account Number	Notes	Amount
Pierce County Budget & Finance	50918	0519311113-Leach RD E Storm-2022	410-531-20-40-01	0519311113-Leach RD E Storm-2022	\$8.77
			410-531-20-40-02	0519311113-Leach RD E Storm-2022	\$23.50
		0519311114-Leach RD E- Storm-2022	410-531-20-40-00	0519311114-Leach RD E-Storm-2022	\$2.27
			410-531-20-40-01	0519311114-Leach RD E-Storm-2022	\$9.65
		0519321017-425 Washington Ave SE-Charter Park-2022	410-531-20-40-02	0519311114-Leach RD E-Storm-2022	\$23.50
			105-576-80-40-09	0519321017-425 Washington Ave SE-Charter Park- 2022	\$8.78
		0519322014-Eldredge Ave SW-2022	105-576-80-40-11	0519321017-425 Washington Ave SE-Charter Park- 2022	\$3.00
			101-542-90-40-09	0519322014- Eldredge Ave SW- 2022	\$8.78
		0519322095-Eldredge Ave SE-Streets ROW-2022	101-542-90-40-11	0519322014- Eldredge Ave SW- 2022	\$1.79
			101-542-90-40-09	0519322095- Eldredge Ave SE- Streets ROW-2022	\$8.78
		0519322115-310 Icey ST SW- 2022	101-542-90-40-11	0519322095- Eldredge Ave SE- Streets ROW-2022	\$1.79
			401-534-10-40-05	0519322115-310 Icey ST SW-2022	\$1.97
		0519324018-18711 SR162 E Well #1-2022	401-534-20-40-01	0519322115-310 Icey ST SW-2022	\$8.78
			401-534-20-40-03	0519322115-310 Icey ST SW-2022	\$108.90
		0519326010-104 Bridge ST S-2022	401-534-10-40-05	0519324018-18711 SR162 E Well #1	\$1.95
			401-534-20-40-00	0519324018-18711 SR162 E Well #1	\$147.51
		0519326012-Corrin Ave SE- Rails to Trails-2022	401-534-20-40-01	0519324018-18711 SR162 E Well #1	\$9.65
			401-534-20-40-03	0519324018-18711 SR162 E Well #1	\$211.77
		0519326013-Corrin Ave SE- Rails to Trails-2022	001-514-24-40-00	0519326010-104 SR162 E Well #1	\$1.79
			001-514-24-40-01	0519326010-104 Bridge ST S-2022	\$9.65
		0519362005-23128 177th ST E -Wingate Springs-2022	001-514-24-40-03	0519326010-104 Bridge ST S-2022	\$852.54
			105-576-80-40-09	0519326012-Corrin Ave SE-Rails to Trails-2022	\$8.78
		0519326013-Corrin Ave SE- Rails to Trails-2022	105-576-80-40-11	0519326012-Corrin Ave SE-Rails to Trails-2022	\$1.79
			105-576-80-40-09	0519326013-Corrin Ave SE-Rails to Trails-2022	\$8.78
		0519362005-23128 177th ST E -Wingate Springs-2022	105-576-80-40-11	0519326013-Corrin Ave SE-Rails to Trails-2022	\$1.79
			401-534-10-40-05	0519362005-23128 177th ST E - Wingate Springs- 2022	\$23.51

Vendor	Number	Invoice	Account Number	Notes	Amount	
Pierce County Budget & Finance	50918	0519362005-23128 177th ST E -Wingate Springs-2022	401-534-20-40-00	0519362005-23128 177th ST E - Wingate Springs- 2022	\$8.77	
			401-534-20-40-01	0519362005-23128 177th ST E - Wingate Springs- 2022	\$7.03	
				401-534-20-40-02	0519362005-23128 177th ST E - Wingate Springs- 2022	\$23.50
			3670000512-201 Calistoga ST W Row-2022	101-542-90-40-09	3670000512-201 Calistoga ST W Row-2022	\$8.77
				101-542-90-40-11	3670000512-201 Calistoga ST W Row-2022	\$1.79
			3670200100- Park-Street ROW-2022	101-542-90-40-11	3670200100- Traingel Park-Street ROW-2022	\$1.79
				401-534-20-40-03	3670200100- Traingel Park-Street ROW-2022	\$8.78
			4685000064-Harrison LN SE- ROW-2022	101-542-90-40-09	4685000064- Harrison LN SE- ROW-2022	\$8.78
				101-542-90-40-11	4685000064- Harrison LN SE- ROW-2022	\$1.79
			5019293132-104 Whitesell ST NW-Rails to Trails-2022	105-576-80-40-09	5019293132-104 Whitesell ST NW- Rails to Trails-2022	\$8.78
				105-576-80-40-11	5019293132-104 Whitesell ST NW- Rails to Trails-2022	\$2.57
			5925000360-Street ROW- 2022	101-542-90-40-09	5925000360-Street ROW-2022	\$8.78
				101-542-90-40-11	5925000360-Street ROW-2022	\$1.79
			5925000440-Part of Deeded Lane SW-Row-2022	101-542-90-40-09	5925000440-Part of Deeded Lane SW- Row-2022	\$8.78
				101-542-90-40-11	5925000440-Part of Deeded Lane SW- Row-2022	\$1.79
			5925200050-Part of Deeded Ln SE-ROW 2022	101-542-90-40-09	5925200050-Part of Deeded Ln SE- ROW 2022	\$8.78
				101-542-90-40-11	5925200050-Part of Deeded Ln SE- ROW 2022	\$1.79
			5925200110-Part of Deeded Ln SE-ROW 2022	101-542-90-40-09	5925200110-Part of Deeded Ln SE- ROW 2022	\$8.78
				101-542-90-40-11	5925200110-Part of Deeded Ln SE- ROW 2022	\$1.79
			5925200180-Deeded LN SW- Street ROW-2022	101-542-90-40-09	5925200180- Deeded LN SW- Street ROW-2022	\$8.78
		101-542-90-40-11	5925200180- Deeded LN SW- Street ROW-2022	\$1.79		
	5925200190-Deeded Ln SW- 2022	101-542-90-40-09	5925200190- Deeded Ln SW- 2022	\$8.78		

Vendor	Number	Invoice	Account Number	Notes	Amount
Pierce County Budget & Finance	50918	5925200190-Deeded Ln SW-2022	101-542-90-40-11	5925200190-Deeded Ln SW-2022	\$1.79
		6565000070-202 Washington AVE S-2022	001-514-24-40-00	6565000070-202 Washington AVE S-2022	\$1.79
			001-514-24-40-01	6565000070-202 Washington AVE S-2022	\$9.65
			001-514-24-40-03	6565000070-202 Washington AVE S-2022	\$608.57
		6565000080-202 Washington Ave S-MPC/Library 2022	001-514-24-40-00	6565000080-202 Washington Ave S-MPC/Library 2022	\$1.79
			001-514-24-40-01	6565000080-202 Washington Ave S-MPC/Library 2022	\$9.65
		6565000090-110 Train ST SW-2022	001-514-24-40-00	6565000090-110 Train ST SW-2022	\$1.79
			001-514-24-40-01	6565000090-110 Train ST SW-2022	\$9.65
			001-514-24-40-03	6565000090-110 Train ST SW-2022	\$608.57
		6565000420-Ammons LN NE-2022	101-542-90-40-09	6565000420-Ammons LN NE-2022	\$8.78
			101-542-90-40-11	6565000420-Ammons LN NE-2022	\$1.79
		6565000440-Ammons LN NE-2022	101-542-90-40-09	6565000440-Ammons LN NE-2022	\$8.78
			101-542-90-40-11	6565000440-Ammons LN NE-2022	\$1.79
		6830000030-515 Calistoga ST W-2022	101-542-90-40-09	6830000030-515 Calistoga ST W-2022	\$10.00
			101-542-90-40-11	6830000030-515 Calistoga ST W-2022	\$1.79
			101-542-90-40-12	6830000030-515 Calistoga ST W-2022	\$401.80
		7000400990-Icey ST SW-Green Belt-2022	401-534-20-40-01	7000400990-Icey ST SW-Green Belt-2022	\$8.78
		7000540610-511 Brown Way ST SE-Park Storm-2022	410-531-20-40-00	7000540610-511 Brown Way ST SE-Park Storm-2022	\$2.45
			410-531-20-40-01	7000540610-511 Brown Way ST SE-Park Storm-2022	\$8.78
		7000570610-Undetermined Status-Rails to Trails -Parks-2022	105-576-80-40-09	7000570610-Undetermined Status-Rails to Trail -Parks-2022	\$1.79
			105-576-80-40-11	7000570610-Undetermined Status-Rails to Trail -Parks-2022	\$8.78
		7000940480-409 Orting AVE NW-2022	105-576-80-40-09	7000940480-409 Orting AVE NW-2022	\$8.78

Vendor	Number	Invoice	Account Number	Notes	Amount
Pierce County Budget & Finance	50918	7000940480-409 Orting AVE NW-2022	105-576-80-40-11	7000940480-409 Orting AVE NW- 2022	\$2.43
		7000980080-802 Calistoga ST W-Calistoga Place Dog Park-2022	105-576-80-40-09	7000980080-802 Calistoga ST W- Calistoga Place Dog Park-2022	\$8.78
			105-576-80-40-11	7000980080-802 Calistoga ST W- Calistoga Place Dog Park-2022	\$2.80
		7001320210-Icey ST SW Storm Pond-2022	410-531-20-40-00	7001320210-Icey ST SW Storm Pond-2022	\$1.79
			410-531-20-40-01	7001320210-Icey ST SW Storm Pond-2022	\$8.78
		7001470860-1203 Old Pioneer Way NW-2022	410-531-20-40-00	7001470860-1203 Old Pioneer Way NW-2022	\$1.79
			410-531-20-40-01	7001470860-1203 Old Pioneer Way NW-2022	\$8.78
		7001610940-Green Belt-Area & Trail VG-2022	105-576-80-40-09	7001610940-Green Belt-Area & Trail VG-2022	\$8.78
			105-576-80-40-11	7001610940-Green Belt-Area & Trail VG-2022	\$1.79
		7001770850-101 Williams BLVD NE Well #3-2022	401-534-10-40-05	7001770850-101 Williams BLVD NE Well #3-2022	\$8.78
			401-534-20-40-01	7001770850-101 Williams BLVD NE Well #3-2022	\$2.14
		7001770860-Storm Pound Rivers Edge -2022	410-531-20-40-00	Noxious Weed- 7001770860- 7001770860-Storm Pound Rivers Edge -2022	\$2.14
			410-531-20-40-01	Conservation District-7001770860 -7001770860-Storm Pound Rivers Edge -2022	\$8.78
		7001861130-Sewer Lift Station-Rivers Edge-2022	408-535-20-40-00	7001861130-Sewer Lift Station-Rivers Edge-2022	\$1.79
			408-535-20-40-00		\$9.65
		7001972550-ROW-2022	101-542-90-40-09	7001972550-ROW- 2022	\$8.78
			101-542-90-40-11	7001972550-ROW- 2022	\$1.79
		7001972560-Storm Pond- Daffodill-Rocky Road-2022	410-531-20-40-00	7001972560-Storm Pond-Daffodill- Rocky Road-	\$8.78
			410-531-20-40-01	7001972560-Storm Pond-Daffodill- Rocky Road-	\$1.79
		7001972570-ROW-2022	101-542-90-40-09	7001972570-Row- 2022	\$8.78
			101-542-90-40-11	7001972570-Row- 2022	\$1.79
		7001972580-ROW-2022	101-542-90-40-09	7001972580- ROW2022	\$8.78
			101-542-90-40-11	7001972580- ROW2022	\$1.79

Vendor	Number	Invoice	Account Number	Notes	Amount
Pierce County Budget & Finance	50918	7002121840-ROW Trail to Riparian Area-2022	101-542-90-40-09	7002121840-ROW Trail to Riparian Area-2022	\$8.78
			101-542-90-40-11	7002121840-ROW Trail to Riparian Area-2022	\$1.79
		7002130730-1116 A Ross AVe NW-Williams Park-2022	105-576-80-40-09	7002130730-1116 A Ross AVe NW- Williams Park-2022	\$8.78
			105-576-80-40-11	7002130730-1116 A Ross AVe NW- Williams Park-2022	\$1.79
		7002130750-VG Sewer Main- 2022	408-535-20-40-00	7002130750-VG Sewer Main-2022	\$1.79
			408-535-20-40-03	7002130750-VG Sewer Main-2022	\$9.65
		7002130760-Street ROW- 2022	101-542-90-40-09	7002130760-Street ROW-2022	\$8.78
			101-542-90-40-11	7002130760-Street ROW-2022	\$1.79
		7002150390-Strom Pond The Meadows-2022	410-531-20-40-00	7002150390-Strom Pond The Meadows-2022	\$1.79
			410-531-20-40-01	7002150390-Strom Pond The Meadows-2022	\$8.78
			410-531-20-40-00	7002150400-Strom Pond The Meadows-2022	\$2.41
		7002150400-Strom Pond The Meadows-2022	410-531-20-40-01	7002150400-Strom Pond The Meadows-2022	\$8.78
			105-576-80-40-09	7002750840-Green Belt Area-Trail-2022	\$8.78
		7002750840-Green Belt Area- Trail-2022	105-576-80-40-11	7002750840-Green Belt Area-Trail-2022	\$1.79
			410-531-20-40-00	0519194015- Riparian Area- Behind Daffodil- 2022-2022-Noxious Weeds	\$2.57
		7003010220-Riparian Area- 2022	410-531-20-40-01	0519194015- Riparian Area- Behind Daffodil- 2022-2022- Conservation District	\$8.78
	Total		\$6,084.01		
Pollard Water- Ferguson Enterprises INC #3326	50952	WP025755	401-534-50-48-02	Fire Hoses	\$940.62
				Total	\$940.62
PRO-VAC	50953	138809	408-535-50-48-02	Vac Truck Power Line Locating	\$1,606.83
				Total	\$1,606.83
Proper AVS Inc.	50919	1385-WWTP Internet	408-535-10-41-05	Install Radio & Wire for WWTP Internet Connection	\$1,383.91
				Total	\$1,383.91

Vendor	Number	Invoice	Account Number	Notes	Amount	
Puget Sound Energy	50954	200001247663-MAR2022	408-535-50-47-07	VC Lift Station	\$244.47	
		200001247812-MAR2022	101-542-63-47-03	Traffic Signal	\$31.26	
		200001248190-MAR2022	105-576-80-47-01	North Park	\$10.85	
		200001248372-MAR2022	401-534-50-47-08	Well #3	\$605.85	
		200001248539-MAR2022	001-525-50-47-01	Lahar Siren	\$12.38	
		200001532189-MAR2022	105-576-80-47-02	Main Park	\$420.71	
			105-576-80-47-03	Bell Tower	\$180.31	
		200002708986-MAR2022	408-535-50-47-05	VG Lift Station	\$416.93	
		20000376280-MAR2022	001-518-20-40-03	City Hall Train ST	\$340.58	
		200009717931-MAR2022	401-534-50-47-04	Well 2	\$68.40	
		200010396543-MAR2022	105-576-80-47-01	North Park	\$113.32	
		200010396733-MAR2022	401-534-50-47-11	Well 4 Pump Station	\$2,732.43	
		200010629349-MAR2022	101-542-63-47-03	PW Shop-Calistoga	\$21.44	
			104-536-50-47-01	PW Shop-Calistoga	\$21.45	
			401-534-50-47-01	PW Shop-Calistoga	\$21.44	
			408-535-50-47-01	PW Shop-Calistoga	\$21.44	
		200013874264-MAR2022	408-535-50-47-04	WWTP	\$11,697.22	
		200014994137-MAR2022	408-535-50-47-05	VG Lift Station	\$204.79	
		200019613294-MAR2022	104-536-50-47-02	Cemetery Shop	\$62.24	
		50920	200019646914-MAR2022	101-542-63-47-03	Street Lights	\$49.20
		50954	200021421298-MAR2022	408-535-50-47-06	Rainier Meadows	\$37.41
			200022934653-MAR2022	001-575-50-47-01	MPC	\$792.13
			200024404523-MAR2022	408-535-50-47-02	Lift Station #1	\$158.28
			220011476581-MAR2022	408-535-50-47-03	High Cedars Lift Station	\$134.53
			220015220399-MAR2022	101-542-63-47-03	Street Lights	\$78.41
			220020534461-MAR2022	101-542-63-47-01	Public Works Shop-Rocky RD	\$231.00
				408-535-50-47-01	Public Works Shop-Rocky RD	\$231.00
				408-535-50-47-01	Public Works Shop-Rocky RD	\$231.01
	50920	220028112518-MAR2022	101-542-63-47-03	Street Lights	\$12.73	
	50954	300000002406-MAR2022	101-542-63-47-03	Street Lights	\$4,963.62	
				Total	\$24,146.83	
	Puget Sound Regional Coun	50932	2022058	001-511-20-49-01	2022 Membership Dues	\$2,468.00
					Total	\$2,468.00
Purcor Pest Solutions	50955	8794744	001-514-21-48-01	Pest Control City Hall	\$135.87	
		8794745	001-575-50-48-00	Pest Control MPC	\$191.60	
		Total	\$327.47			
Puyallup, City of	50956	ar114612	001-525-10-40-00	PC Emergency Management Agreement	\$20.63	
				Total	\$20.63	
Rons Stump Removal & Tree Service	50957	10655	410-531-38-48-00	Retainage-Cottonwood Tree Removal-Daffodil	\$422.50	
				Total	\$422.50	

Vendor	Number	Invoice	Account Number	Notes	Amount
Sarco Supply	50921	1141503	001-512-50-31-00	Court-Bathroom & Cleaning Supplies-40%	\$244.88
		1142255	001-514-23-31-02	Hand Soap	\$14.50
			401-534-10-31-00	Hand Soap	\$14.49
			408-535-10-31-00	Hand Soap	\$14.50
			410-531-38-31-00	Hand Soap	\$14.49
			Total	\$302.86	
SCJ Alliance	50958	66921 21-000383	101-542-30-41-11	On Call Services-Pedestrian Evax Bridge	\$990.50
				Total	\$990.50
SCORE	50959	5859-FEB2022	001-523-60-41-00	Jail Fees-FEB-2022	\$1,431.64
				Total	\$1,431.64
Spectral Laboratories	50960	3000443	408-535-10-31-06	Lab Testing	\$202.00
				Total	\$202.00
Sumner Lawn'n Saw	50922	89804	105-576-80-48-01	Screw Tap-Nut Flange-Filter	\$40.10
	50961	89959	105-576-80-48-01	Coupler & Plug	\$17.03
				Total	\$57.13
Terex USA LLC	50923	7198873	101-542-30-48-04	Repair of Solenoid & Annual Inspection-Bucket Truck-FA1029	\$538.91
			105-576-80-48-01	Repair of Solenoid & Annual Inspection-Bucket Truck-FA1029	\$538.91
				Total	\$1,077.82
The Walls Law Firm	50924	149-Prosecuting Attorney-Feb 2022	001-515-41-41-03	Prosecuting Attorney-Feb 2022	\$2,070.25
				Total	\$2,070.25
Traffic Count Consultants INC	50962	1807-MAR2022	101-595-10-64-34	7-Day Axle Classification & Volume in Orting-Whitehawk BLVD Extension PSRC Grant	\$1,325.00
				Total	\$1,325.00
UniFirst Corporation	50925	330 1835471	408-535-10-31-03	Uniform Item-Protective Services	\$236.52
	50963	330 1837685	408-535-10-31-03	Uniform Item-Protective Services	\$220.86
		330 1839908	408-535-10-31-03	Uniform Item-Protective Services	\$291.99
				Total	\$749.37
Utilities Underground Location Center	50926	2020203	401-534-60-41-00	Locates-Feb 2022	\$67.08

Vendor	Number	Invoice	Account Number	Notes	Amount
Utilities Underground Location Center	50926	2020203	408-535-60-41-00	Locates-Feb 2022	\$67.08
				Total	\$134.16
Valley Landscape Supply	50964	WO-7569	105-576-80-48-00	Red Bark	\$461.61
				Total	\$461.61
Vision Forms LLC	50965	09-10428	401-534-10-31-00	Utility Bill Processing & Mailing	\$140.39
			401-534-10-42-00	Utility Bill Processing & Mailing	\$527.85
			408-535-10-31-00	Utility Bill Processing & Mailing	\$140.38
			408-535-10-42-00	Utility Bill Processing & Mailing	\$527.85
			410-531-38-31-00	Utility Bill Processing & Mailing	\$140.39
			410-531-38-42-00	Utility Bill Processing & Mailing	\$527.84
		91-10311	401-534-10-31-00	Utility Bill Processing & Mailing	\$12.41
			401-534-10-42-00	Utility Bill Processing & Mailing	\$91.48
			408-535-10-31-00	Utility Bill Processing & Mailing	\$12.41
			408-535-10-42-00	Utility Bill Processing & Mailing	\$91.48
			410-531-38-31-00	Utility Bill Processing & Mailing	\$12.42
			410-531-38-42-00	Utility Bill Processing & Mailing	\$91.48
				Total	\$2,316.38
Washington Rock Quarries,	50966	48805	101-542-30-48-02	Crushed Rock	\$580.76
			105-576-80-48-00	Crushed Rock	\$580.76
			401-534-50-48-02	Crushed Rock	\$145.19
			410-531-38-48-00	Crushed Rock	\$145.19
				Total	\$1,451.90
Water Management Lab Inc.	50927	200997	401-534-10-41-03	Lab Testing	\$241.12
	50967	201351	401-534-10-41-03	Lab Testing	\$208.50
				Total	\$449.62
Wex Bank	50968	79417824-PD-Fuel	001-521-20-32-00	Fuel-PD	\$1,683.99

Vendor	Number	Invoice	Account Number	Notes	Amount
Wex Bank	50968	79451734-PD Fuel	001-521-20-32-00	Fuel-PD	\$440.82
				Total	\$2,124.81
Winfield	50928	64896477 RI	105-576-80-48-00	Crossbow Weed Killer & Pitcher	\$261.26
			401-534-50-48-02	Crossbow Weed Killer & Pitcher	\$261.27
			408-535-50-48-02	Crossbow Weed Killer & Pitcher	\$783.80
			410-531-38-48-00	Crossbow Weed Killer & Pitcher	\$261.27
				Total	\$1,567.60
				Grand Total	\$463,538.89

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Regular Business Meeting Agenda
104 Bridge St S. Orting, WA 98360
Virtual – Zoom
February 23rd, 2022
7:00 p.m.

Mayor Joshua Penner, Chair

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

Mayor Penner called the meeting to order at 7:01pm. Deputy Mayor Hogan led the Pledge of Allegiance.

Councilmembers present: Councilmembers Chris Moore, Don Tracy, John Williams, Gregg Bradshaw, Melodi Koenig.

Virtual: Deputy Mayor Hogan.

Absent - unexcused: Councilmember Gunther

Staff present: City Administrator Scott Larson, Finance Director Gretchen Russo, City Clerk Kim Agfalvi, City Attorney Curtis Chambers.

Mayor Penner read the following announcements:

The City Council, Staff, and the public are attending this meeting in person and virtually, pursuant to Governor Inslee's Order 20-28 dated March 24, 2020. The public may attend via the platform Zoom by clicking the link for zoom on the City of Orting website, by telephone by dialing 1.253.215.8782, Meeting ID 997 1696 5985 passcode 177086, or in person. If you log in at zoom.com you will need to enter the meeting ID 997 1696 5985, the passcode 177086, and your name.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

2. PUBLIC COMMENTS - Comments may be sent to the City Clerk at clerk@cityoforting.org by 3pm on February 23rd, 2022, and will be read in to the record at the meeting. In person attendees may provide public comment at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee. Written comments that come in after the 3pm deadline will be read in to the record at the next Council meeting.

Councilmember Dave Morell, County Councilmember for District 1, briefed the Council and welcomed new Councilmembers to their positions. He stated he represents the town of Orting, and that he values the relationship he has had with the City of Orting. He stated that City Administrator Scott Larson brought to his attention the outfall challenges that the City is having with the County, and also that he is would be able to help Orting Valley Fire and Rescue with urban wildfire interface in some of the areas that surround Orting and other issues that come up.

3. CONSENT AGENDA- (Any request for items to be pulled for discussion?).

- A. Payroll Claims and Warrants.
- B. Regular Meeting Minutes of February 9th, 2022 and Study Session Minutes of February 16th, 2022.
- C. **AB22-08** – Daffodil Festival Sponsorship.
- D. **AB22-13** – Summer Experiences and Enrichment (SEEK) Grant.

Councilmember Bradshaw made a motion to approve consent agenda as prepared. Seconded by Councilmember Moore.

Motion passed (6-0).

4. EXECUTIVE SESSION.

No executive session.

Councilmember Bradshaw asked about hybrid meetings and whether the City has amended the Council rules of procedure to continue to allow for hybrid meetings.

Mayor Penner stated the Council Rules of Procedure will need to be amended, and that staff will work with the City attorney and the Community and Government Affairs Committee to amend the rules to allow for the hybrid meetings to continue.

Councilmember Williams stated that when emergency orders are lifted, the Council will need to have a plan in place and that he would like to be proactive.

5. ADJOURNMENT.

Deputy Mayor Hogan made a motion to adjourn. Seconded by Councilmember Williams.

Motion passed (6-0).

Mayor Penner adjourned the meeting at 7:13pm.

ATTEST:

Kimberly Agfalvi, City Clerk

Joshua Penner, Mayor

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL

Regular Business Meeting Agenda
104 Bridge St S. Orting, WA 98360

Virtual – Zoom
March 9th, 2022
7:00 p.m.

Mayor Joshua Penner, Chair

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

Mayor Penner called the meeting to order at 7:00pm. Councilmember Koenig led the Pledge of Allegiance.

Councilmembers present: Councilmembers Tod Gunther, Chris Moore, John Williams, Gregg Bradshaw, Melodi Koenig.

Virtual: Deputy Mayor Hogan, Councilmember Don Tracy.

Staff present: City Administrator Scott Larson, Finance Director Gretchen Russo, City Clerk Kim Agfalvi, City Attorney Charlotte Archer, Public Works Director Greg Reed, Police Lieutenant Devon Gabreluk.

Mayor Penner read the following announcements:

The City Council, Staff, and the public are attending this meeting in person and virtually, pursuant to Governor Inslee's Order 20-28 dated March 24, 2020. The public may attend via the platform Zoom by clicking the link for zoom on the City of Orting website, by telephone by dialing 1.253.215.8782, Meeting ID 972 2793 1668 passcode 729531, or in person. If you log in at zoom.com you will need to enter the meeting ID 972 2793 1668, the passcode 729531, and your name.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

2. PUBLIC COMMENTS.

Comments may be sent to the City Clerk at clerk@cityoforting.org by 3pm on March 9th, 2022, and will be read in to the record at the meeting. In person attendees may provide public comment at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee. Written comments that come in after the 3pm deadline will be read in to the record at the next Council meeting.

No comments were made.

3. RECOGNITION.

Orting High School Boys and Lady Cardinals Wrestling Teams.

The Orting City Council and Mayor Penner recognized the Orting High School Boys 2A Washington State Championship Wrestling Team and the Orting High School Lady Cardinals 2A Washington State Wrestling Academic Champions for their athletic and academic achievements. He stated the wrestling teams have represented the City very well, and these achievements would be something that they would remember for the rest of their lives.

Mayor Penner read a proclamation that was signed by the City of Orting Council and the Mayor.

4. STAFF RECOGNITION.

Administration – Jennifer Corona

Public Works – Johnny Miller

Mayor Penner briefed that it is his honor to present recognition to staff. He stated it is incredibly important to highlight the great work being done by staff each day. Director Gretchen Russo and Public Works Director Greg Reed also made statements about their respective employees.

5. PRESENTATION.

Chief Zane Gibson briefed on Orting Valley Fire and Rescue and the masking mandate that will be updated by the Governor on March 12th, 2022. He stated that the fire department will continue to wear masks on every EMS call from now on. He stated that mandate with the Department of Health does not change with the changes happening on March 12th.

Chief Gibson briefed that Orting Valley Fire and Rescue swore in four off probation firefighters, which was the largest class hired in over twenty years, and there are six more people at the Regional Fire Academy training to become firefighters. He stated Central Pierce County is working on establishing a regional training center, which allows the participating departments to train in the same way and will also allow the fire department to help cover surrounding areas. Chief Gibson stated Orting Valley Fire and Rescue applied for a grant for pre-deployment of wildland resources, which would fund the program for 5 days. He also stated that they are working with FEMA to continue to get reimbursements for EMS and supplies bought during the COVID-19 pandemic.

Chief Gibson stated that Orting Valley Fire and Rescue received delivery of a brand-new ambulance, which was the last chassis on the factory floor, and they are excited to have it in service soon. He stated that Station 43 is only part time staffed for C shift, and they are hopeful that it will be fully operational by September. He also briefed that they are looking for a wildland interface engine, which would make them one of the first agencies to have one.

Chief Gibson briefed that the cardiac arrest initiative is continuing and the City of Orting is one of the regional leaders across Washington State..

6. CONSENT AGENDA- (Any request for items to be pulled for discussion?).

A. Payroll Claims and Warrants.

Councilmember Koenig made a motion to approve consent agenda as prepared. Seconded by Councilmember Moore.

Motion passed (7-0).

7. NEW BUSINESS.

A. AB22-18 – 2022 Council Discretionary Grant Request.

Councilmember John Williams stated he would like to use his discretionary funds to help fund the Daffodil Parade float. He stated daffodil prices are up 50% over the previous parade year of 2019, and these funds would be greatly appreciated.

Deputy Mayor Hogan made a motion to adopt resolution no. 2022-04, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing a City grant of funds to Orting Chamber of Commerce. Seconded by Councilmember Gunther.

Motion passed (7-0).

8. EXECUTIVE SESSION.

9. ADJOURNMENT.

Deputy Mayor Hogan made a motion to adjourn. Seconded by Councilmember Williams.

Motion passed (7-0).

Mayor Penner adjourned the meeting at 7:27pm.

ATTEST:

Kim Agfalvi, City Clerk

Joshua Penner, Mayor



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Park Impact Fee Code Amendments	AB22-23			
		CGA	3.16.2022	3.30.2022
	Department:	Planning		
	Date Submitted:	3.18.2022		
Cost of Item:	<u>\$NA</u>			
Amount Budgeted:	<u>\$NA</u>			
Unexpended Balance:	<u>\$NA</u>			
Bars #:				
Timeline:				
Submitted By:	Emily Adams (Planner)			
Fiscal Note:				
Attachments:	Staff report and ordinance no. 2022-1092			
<p>SUMMARY STATEMENT: The park impact fee was updated as part of the 2021 budget and fee schedule update by resolution.</p> <p>The park impact fee is also codified in the Orting Municipal Code, to update the code Council must adopt an ordinance doing so. The proposed ordinance therefore updates the formula and park impact fee to provide consistency with the adopted fee schedule and adopted Parks, Recreation, and Opens Space plan. This does not require a public hearing.</p>				
<p>Recommended Motion: <u>Motion:</u></p> <p>To adopt ordinance No. 2022-1092, an ordinance of the City of Orting, Washington, relating to the park impact fee; providing for severability; and establishing an effective date.</p>				

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2022-1092**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO THE PARK IMPACT FEE;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE**

WHEREAS, the City of Orting is authorized under RCW 35A.11.020, 35A.63.100(2) and RCW 19.27.040 to require licenses for the conduct of business, permits for the construction of structures and improvements, and to impose fees to recoup the costs of processing and/or providing services; and

WHEREAS, the Orting Municipal Code (OMC), at various places, establishes the bases for the assessment and/or collection of such license, permit fees and service charges; and

WHEREAS, the City Council adopted Resolution 2021-14 adopting an amended fee schedule which included an updated park impact fee; and

WHEREAS, the City Council adopted the 2022 update of the Parks, Trails and Open Space plan which included the updated park impact fee;

WHEREAS, the City Council has determined that the proposed regulations are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City;

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

Section 1. Recitals. The Recitals set forth above are hereby adopted and incorporated as Findings of Fact and/or Conclusion of Law of the City Council. The City Council bases its findings and conclusions on the entire record of testimony and exhibits.

Section 2. OMC Section 15-6-7 Amended. Orting Municipal Code Section 15-6-7-B is hereby amended as follows:

PARKS LAND DEDICATION FORMULA, TABLE 15-6-2

Park land area per household: ~~9 X 43,560/400 = 980 square feet/HH (rounded)~~ 8*43,560/322.58 = 1,080 square feet/ household (rounded)

Given the following variables:

- a) Comprehensive plan park land-to-population ratio = ~~nine-eight (98)~~ nine-eight (98) acres per thousand (1,000)

- b) Average household size = ~~two and one half~~three and one-tenth (2.53.1) persons per household
 - c) Households per thousand (1,000) = 1,000/~~2.53.1~~ = 400322.58
3. The fee value of land to be dedicated may be determined by either of the following methods:
 - a. The applicant may provide a fair market appraisal of the improved property value. The appraisal shall be prepared by a member of the Appraisal Institute (MAI).
 - b. The city may calculate the average improved land value using Pierce County assessor's data for all new dwelling units constructed in the previous calendar year.
 4. Park impact fee (PIF) assessments in lieu of land dedication shall be collected based on table 15-6-3 of this section and specified by city council resolution:

**TABLE 15-6-3
PARKS IMPACT FEE FORMULA**

Given the following variables:

- A = Adjustment in accordance with Revised Code of Washington 82.02.050 and 060 to provide a balance between impact fees and other sources of public funds to meet capital facilities needs. For park improvements this adjustment is fifty (50) percent, so that A = 0.5.
- HS = Average household size of ~~two and one half~~three and one-tenth (2.53.1) persons.
- PLOS = Adopted park land level of service standard of ~~nine-eight~~ (98) acres per thousand (1,000) population.
- PLR = Proportionate land requirement per new household of two-one-hundredths (0.0248) acre calculated as PLOS ÷ 1,000 x HS.
- PV = Park land value of ~~ten-fifteen~~ thousand dollars (~~\$10,000~~15,000) per acre and park improvement value of ~~seventy-one hundred and four~~ thousand dollars (~~\$70,000~~104,000).
- TLOS = Adopted trails level of service standard of one-~~fourth~~ mile per thousand (1,000) population.
- TV = Trails land and improvement value of ~~thirty-forty-four~~ thousand dollars (~~\$30,000~~44,000) per mile.
- PTR = Proportionate trail requirement per new household of ~~two-one-thousandths~~ (0.002000775) calculated as TLOS ÷ 1,000 x HS.

Therefore: $PIF = A \times [PLR \times PV + PTR \times TV]$
 $PIF = 0.5 \times [0.0248 \times \$~~80,000~~119,000 + 0.~~002-000775~~ \times \$~~30,000~~44,000] = \$~~830~~
1,492 per new household (unless amended by city council resolution)$

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or

federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 30th DAY OF March, 2022.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

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

Filed with the City Clerk:
Passed by the City Council:
Date of Publication:
Effective Date:



Staff Report

Project Name: Park Impact Fee

Applicant: City of Orting

Date of Staff Report: March 2, 2022

Date of Meeting: March 16, 2022 and March 30, 2022

Staff Recommendation: Approval

City Staff Contact: Emily Adams, AICP
Contract City Planner

Exhibits:

1. Staff Report
2. Proposed Ordinance

Findings of Fact

The park impact fee was updated as part of the 2021 budget and fee schedule update. Resolution 2021-14 was adopted by Council on November 17, 2021 updating a number of fees to bring them in line with peers. This included increasing the park impact fee from \$830.00 to \$1,492.00. This increase was due to inflation and is in line with similar jurisdictions.

The park impact fee is also codified in the Orting Municipal Code through the adopted impact fee formula. To update the code Council must adopt an ordinance doing so. The proposed ordinance therefore updates the formula and park impact fee to provide consistency with the adopted fee schedule and adopted Parks, Recreation, and Opens Space plan. The code revisions shown below were included in the Council packet for the fee schedule, however they amendments need to be formally adopted with an ordinance.

Impact Fee Code Revisions

OMC 15-6-7.B: Calculation of Impact Fees

PARKS LAND DEDICATION FORMULA, TABLE 15-6-2

Park land area per household: ~~9 X 43,560/400 = 980 square feet/HH (rounded)~~ $8 * 43,560 / 322.58 = 1,080 \text{ square feet/ household (rounded)}$

Given the following variables:

- a) Comprehensive plan park land-to-population ratio = ~~nine-eight (98)~~ 98 acres per thousand (1,000)
 - b) Average household size = ~~two and one-half~~ $2.53.1$ ~~three and one-tenth (2.53.1)~~ persons per household
 - c) Households per thousand (1,000) = $1,000 / 2.53.1 = 400322.58$
3. The fee value of land to be dedicated may be determined by either of the following methods:

- a. The applicant may provide a fair market appraisal of the improved property value. The appraisal shall be prepared by a member of the Appraisal Institute (MAI).
 - b. The city may calculate the average improved land value using Pierce County assessor's data for all new dwelling units constructed in the previous calendar year.
4. Park impact fee (PIF) assessments in lieu of land dedication shall be collected based on table 15-6-3 of this section and specified by city council resolution:

A = Adjustment in accordance with Revised Code of Washington 82.02.050 and 060 to provide a balance between impact fees and other sources of public funds to meet capital facilities needs. For park improvements this adjustment is fifty (50) percent, so that A = 0.5.

HS = Average household size of ~~two and one half~~ three and one-tenth (2.53.1) persons.

PLOS = Adopted park land level of service standard of ~~nine-eight~~ (98) acres per thousand (1,000) population.

PLR = Proportionate land requirement per new household of two-one-hundredths (0.0248) acre calculated as PLOS ÷ 1,000 x HS.

PV = Park land value of ~~ten-fifteen~~ thousand dollars (~~\$10,000~~15,000) per acre and park improvement value of ~~seventy-one hundred and four~~ thousand dollars (~~\$70,000~~104,000).

TLOS = Adopted trails level of service standard of one-~~fourth~~ mile per thousand (1,000) population.

TV = Trails land and improvement value of thirty thousand dollars (~~\$30,000~~44,000) per mile.

PTR = Proportionate trail requirement per new household of ~~two-one-thousandths~~ (~~0.002000~~0.002775) calculated as TLOS ÷ 1,000 x HS.

Therefore: PIF = A x [PLR x PV + PTR x TV]

PIF = 0.5 x [0.0248 x ~~\$80,000~~119,000 + 0.~~002-000~~775 x ~~\$30,000~~44,000] = ~~\$830~~
1,492 per new household (unless amended by city council resolution)

Staff Recommendation

Staff recommends approval of the ordinance and amendments as proposed.

Reconsideration and Appeal

Appeals from the final decision of the city council and for which all other appeals specifically authorized have been timely exhausted, shall be made to Pierce County superior court within twenty one (21) days of the date the decision or action became final, unless another time period is established by state law or local ordinance.

*The average household size in Orting from 2015-2019 according to census.gov was 3.07, rounded to 3.1



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: 2020 Lift Station Improvements Construction Management Supplement 1	AB22-22	Public Works 03.02.2022	03.16.2022	03.30.2022
	Department:	Engineering		
	Date Submitted:	02.16.2022		
Cost of Item:	79,960.00			
Amount Budgeted:	\$1,287,000 (2022)			
Unexpended Balance:	\$1,287,000 (2022)			
Bars #:	408-594-35-63-33			
Timeline:	ASAP			
Submitted By:	Administration			
Fiscal Note: The total project budget crosses 2021 and 2022 Budgets (see table)				
Attachments: Scope and Fee Task: 2020 Lift Station Improvements Construction Management Supplement 1				

SUMMARY STATEMENT

Purpose:

Construction delays and material procurement problems has created additional construction management costs for the 2020 Lift Station Improvements project. This will require and increase to the consultant's budget.

Background:

The 2022 Capital Budget was approved in November of 2021 and included \$1,775,496 for the lift station program.

History:

- The project bid in 2020 and bids were rejected since they came in substantially higher than expected.
- There was no construction award in 2020.
- The project was rebid in 2021.
- The project was awarded in summer of 2021.
- Construction did not actively start until September 2021.
- The late start was due to procurement delays.
- Current schedule projects construction completion in June 2022.

Construction Issues:

- Procurement delays have caused additional construction management time and labor. This is due to the contractor’s frequent schedule changes.
- The contract requires an increase to add consultant costs for start up and telemetry programming at both lift stations.
- There are increases to costs and added materials testing.

The Financial Summary:

2020 Lift Station Improvements Fiscal Snapshot				
	Current Contract	2021 budget	2021 Exp	2022 Budget
Construction Contract	\$ 1,449,914.75	\$ 1,400,000.00	\$ 349,051.13	\$ 1,140,000.00
Construction Management	\$ 187,457.00	\$ 200,000.00	\$ 75,043.74	\$ 147,000.00
	\$ 1,637,371.75	\$ 1,600,000.00	\$ 424,094.87	\$ 1,287,000.00
*Increase to Construction Mgt Contract	\$ 79,960.00			
Increase for PSE Costs Pending Estimate	\$ 30,000.00			
Total Project Cost	\$ 1,747,331.75			
2021 EXP and 2022 BUDGET	\$ 1,711,094.87			
Project Cost Increase	\$ 36,236.88			

The increase in construction management and PSE costs will exceed the expected original overall budget by approximately \$36,000.

Construction Management Increase Documentation Justification:

- There was a change in working day assumptions. Contract working days were increased from the estimated 125 working days during construction management budgeting to 160 working days during construction advertisement.
- This moved an extension of contractor’s estimated project schedule from finishing in March 2022 to finishing in at least May 2022. As of today, the estimated construction completion is June 2022 due to procurement delays.
- Construction management coordination for Notices of Noncompliance were issued early in project to address contractor’s work deficiencies.
- Construction management labor increased for coordination of the revised tie-in location to existing Sanitary Sewer Force Main (SSFM) at Puyallup River Lift (PR LS) site due to differing site conditions.
- Construction management labor increases for coordination of PSE Service applications during construction.
- City staff added Materials Testing & Consulting (MTC) to construction management’s subconsultant services which added additional scope.
- Construction management and design costs were added for coordination and costs for the extra Stainless Steel (SST) mooring post in each wet well.
- Construction management increases were added as a result of coordination for consideration of extra items such as additional equipment enclosure at PR LS.

RECOMMENDED MOTION: Motion:

To authorize the Mayor to sign a contract with Parametrix for 2020 Lift Station Improvements Construction Management Supplement 1 in an amount to not exceed of \$79,960.00.

SCOPE OF WORK

City of Orting 2020 Lift Station Improvements Construction Services – Supplement 1

SCOPE SUMMARY

The City of Orting (City) has requested that Parametrix, Inc. (Parametrix) provide a budget supplement to complete the ongoing construction administration and add programming and system integration services for both the Puyallup River and Rainier Meadows lift station sites. The purpose of this scope and fee supplement is to identify the remaining effort and anticipated costs to complete the work, as described below.

TASK 6 - OFFICE ENGINEERING AND DOCUMENTATION

6.1 Construction Meetings

Lead routine construction progress meetings and prepare the agendas and minutes.

Assumptions

- 15 remaining weekly meetings.
- 2 remaining on-site meetings.

6.2 Construction Documentation

Provide all required documentation for the project, including pay estimates, submittal review, RFI responses, field directives, notices of non-compliance, and change orders.

Assumptions

- 4 remaining pay estimate reviews.
- 6 remaining submittal reviews.
- 2 remaining RFI responses.
- 4 remaining field directives/notices of non-compliance.
- 1 remaining change order.

6.3 Project Close-Out Documents

Coordinate and attend final walk-through and acceptance of the project, including documentation of any outstanding issues and follow-up to resolution. Assist with execution of all project and contract close-out documentation, including verification of prevailing wages paid, notice of substantial completion, documentation of project punch list and completion, notice of final completion, and final payments and release of retainage.

Assumptions

- Project Close-Out activities will be the same as initially scoped.

TASK 8 - PROGRAMMING & SYSTEMS INTEGRATION

8.1 Puyallup River & Rainier Meadows Lift Stations

Parametrix will provide PLC and SCADA programming integration for both Puyallup River and Rainier Meadows sanitary sewer lift stations.

Assumptions

- No separate specifications will be written for programming or systems integration; programming will be based on the control strategy in the design documents.
- On-site installation of PLC and SCADA programming will not begin until after the electrical and controls system is fully installed and tested by the Contractor.
- The Contractor will provide qualified testing assistance, tools, and clean water to operate the pump station and simulate alarms during the programming and integration process.
- The Contractor will be responsible for furnishing and installing the PLC, HMI, and all associated software and equipment.
- The City will provide access to their SCADA system as necessary for systems integration.
- All programming will be provided with open architecture to facilitate future programming changes and operational adjustments.
- Training of Owner's operations staff will be limited to one trip not exceeding 4 hours and will be conducted on the pump station site after proper operation of the pump station is confirmed.
- SCADA programming is limited to the following:
 - Five Screens: System Overview, Grinder Controls, Pump Controls, Set Points, Alarms.
 - No Trends.
 - No Reports.
- This scope of work covers effort through commissioning only. Ongoing SCADA system support after commissioning, if desired by the City, will be provided under separate contract.

Deliverables

- Programming of both pump stations' PLC and SCADA.
- One copy each of the final programming in electronic format on CD or Thumb Drive.

BUDGET

A fee estimate supplement is included as an exhibit on the next page.

CONSTRUCTION SERVICES - SUPPLEMENT 1 BUDGET

LABOR				Rates:																
Phase	Task	Description	Labor Dollars	Labor Hours	John Hungerford	April Whittaker	Kyle Burtis	Lenaya Grabowski	Sarah Cracikenberger	Glen Barcus	Robert Rohler	Joel Linke	Randy Raymond	Steven Wagner	Jay Munro	Steven Sharpe	Scott Spees	Joshua Kelly	Adam Merrill	Denise Peterson
					\$170.00	\$120.00	\$145.00	\$110.00	\$95.00	\$170.00	\$180.00	\$155.00	\$190.00	\$180.00	\$125.00	\$125.00	\$115.00	\$90.00	\$135.00	\$110.00
					Division Manager	Project Controls Specialist	Engineer IV	Engineer II	Project Accountant	Sr Designer	Sr Electrical Engineer	Sr Engineer	Sr Consultant	Sr Engineer	Sr Surveyor	CADD Tech Lead	Surveyor III	Surveyor I	Scientist/Biologist IV	Designer II
		2020 Lift Stations Improvements	\$79,960.00	516	8	32	168	40	0	188	24	24	24	8	0	0	0	0	0	0
	06	Office Engineering and Doc.	\$49,360.00	336	8	32	168	40		8	24	24	24	8						
	08	Programming & Systems Integ.	\$30,600.00	180						180										
Labor Total:					8	32	168	40	0	188	24	24	24	8	0	0	0	0	0	0
					\$1,360.00	\$3,840.00	\$24,360.00	\$4,400.00	\$0.00	\$31,960.00	\$4,320.00	\$3,720.00	\$4,560.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

EXPENSES

Survey Equipment	\$	-
Survey Mileage	\$	-
Observation Mileage	\$	-
Expenses Total:	\$	-

NOTES:
 Construction start date: 9/27/2021
 Current construction end date: 6/10/2022

SUBCONSULTANTS

Materials Testing & Consulting Inc (MTC)	\$	-
Subconsultant Total:	\$	-

PROJECT TOTAL \$ 79,960.00

City Notes: Total Construction Management Costs \$267,417.00 Percent of Construction Contract 18% Total with Programming. 16% without Programming.

SCOPE OF WORK

City of Orting 2020 Lift Station Improvements

SCOPE SUMMARY

The City of Orting desires to upgrade the existing Puyallup River and Rainier Meadows sanitary sewer lift stations. The purpose of this scope of work is to outline the pre-bidding services, bidding support, construction administration, construction staking and inspection services that Parametrix will provide for the 2020 Lift Station Improvements Project for the City of Orting.

TASK 1 – PROJECT MANAGEMENT

The objective of this task is to provide overall project management of the consultant contract with the City of Orting.

Objectives

This task includes general management functions that include the following:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Budget and Schedule Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Monthly Progress Reports – Prepare a monthly invoice for services performed by Parametrix.
- Correspondence – Prepare written correspondence as needed to document project management issues and/or concerns.

Deliverables

- Miscellaneous correspondence to document project management issues.
- Monthly progress reports enclosed with invoices.

Assumptions

- Project management services will begin during preconstruction preparation in March 2020 and end with construction closeout by October 2020.
- Total construction time will not exceed 125 working days.

TASK 2 – BIDDING ASSISTANCE

Objectives

This task will cover services related to producing necessary documents. The following activities demonstrate the scope of these services:

- Reproduction of 6 sets of plans and specifications for Parametrix files, contractor purchase, and plan center use.
- Creating and placing project advertisement. One advertisement will be placed in the Tacoma News Tribune and one advertisement will be placed in the Daily Journal of Commerce.
- Addressing bidder questions.
- One contract addendum.
- Distributing plans and plan holders list.
- Attending bid opening, assembling bid tab, and reviewing submittals to determine contractor responsiveness.
- Recommendation of award letter.

Deliverables

- Six sets of plans and specifications.
- One contract addendum.
- Recommendation of award letter with certified bid tabulation.

TASK 3 – PERMITTING SUPPORT

Objectives

This project lies within the jurisdiction of Pierce County. Therefore, a Pierce County Class B ROW Permit and a Shoreline Permit are required. Parametrix has applied for the permits and Pierce County has decided that a Shoreline Determination is required, resulting in the list of deliverables below. Due to this, ongoing support in addition to the original budget has been required. The permits are submitted, and the City is awaiting a Shoreline and SEPA Determination from Pierce County.

Deliverables

- Pierce County Shoreline and SEPA Determinations.
- Wetland delineation for nearby wetlands
- Critical Areas Report
- Associated plan revisions

Assumptions

- Parametrix will provide coordination with Pierce County up to the hours budgeted. Should additional be required, a budget amendment may be required.
- The project is allowed in a shoreline area by Pierce County.

TASK 4 – PROJECT STARTUP

Objectives

The objective of this task is to provide project startup of the 2020 Lift Station Improvements Project.

This task includes general management functions that include the following:

- Establish lines of communication for project between City, Contractor and Parametrix.
- Review of the file structure and prepare structure consistent with audit standards.
- Create Record of Materials (ROM) and review with the City.
- Set up submittal log for reviews to be completed by Parametrix.

Deliverables

- Submittal review log (ROM)

Assumptions

- Total construction time will not exceed 125 working days.

TASK 5 – CONSTRUCTION STAKING

Objectives

The objective of this task is to provide construction survey, as required by the contract documents, and restoration of monuments disturbed by the construction.

Parametrix staff will perform construction survey, as described in the contract documents:

- Sanitary Sewer: Surveyors will double offset to center of manhole for sanitary sewer structures. Grades will be marked on the stakes to invert of pipe and rim of structure. Cut-sheets will be provided.
- Pump Station: Surveyors will provide offset stakes for the pump station and associated structures. Cut-sheets will be provided.
- Roadway: Surveyors will provide staking of saw cut limits within the roadway.
- Staking will be provided once. Should the contractor demolish stakes, they will be provided at a cost to the contractor.

Assumptions

- Total construction time will not exceed 125 calendar days.
- Any change orders that require additional contract time may require additional time or costs associated with this task.

TASK 6 - OFFICE ENGINEERING AND DOCUMENTATION

Objectives

The objective of Task 6 is to provide construction administration and documentation services for the 2020 Lift Station Improvements Project. This task includes administering construction; monitoring construction costs and schedule; providing documentation of materials, submittals, and requests for information; preparing progress payments; and completing final construction contract documentation.

6.1 Construction Meetings

Prepare for and facilitate the preconstruction meeting. Parametrix will prepare the agenda and project documentation package for the meeting. Minutes will be prepared and distributed to all applicable parties. Up to 25 weekly meetings and six field meetings during construction will also be conducted. The purpose of the meetings is to observe, document, and facilitate resolution of any problems encountered during the course of construction.

6.2 Construction Documentation

Parametrix will provide all required documentation for the project. Parametrix will maintain an accurate, up to date project file that will be copied to the City of Orting at the end of the project. Documentation in the project files will include the following items:

- Monitoring and calculating material quantities on a daily basis.
- Preparing monthly pay estimates (7 total).
- Reviewing and approving submittals (up to 60 total).
- Responding to requests for information (up to five total).
- Documenting contractor conformance with contract documents.
- Preparing one change order for the City's signature and approval.

6.3 Project Close-Out Documents

Parametrix staff will coordinate the final walk-through and acceptance of the project. This will include documentation of any outstanding issues and follow-up to resolution. Parametrix will provide and/or assist with the execution of all project and contract close-out documentation including:

- Verification of prevailing wages paid.
- Notice of substantial completion.
- Documentation of project punch list and completion thereof.
- Notice of final completion.
- Final payments and release of retainage.

TASK 7 – CONSTRUCTION OBSERVATION

Objectives

Construction observation will be provided on a part time basis in coordination with City Staff. A Parametrix construction observer will be onsite for 4 hours per day for 125 working days.

7.1 Construction Observation

The part construction observer will monitor the contractor during construction activities. Services provided under this task include, but are not limited to the following:

- Attendance at Preconstruction Meeting and weekly meetings.
- Review of daily on-site project progress. This will be documented in the inspector's daily reports (IDRs) and field note records (FNRs).
- Documentation of pay quantities using Field Note Records.
- Verification of the contractor's work for compliance with the contract and City standards.
- Coordination of sampling and testing for asphalt and concrete bid items. Review of subsequent test results and reports for correctness and compliance with the contract documents.
- Documentation of construction progress, potential problems, and identified problems with photos and/or videos.
- Inspection of contractor-implemented traffic control on a daily basis.
- Inspection of contractor-implemented temporary erosion and sediment control.
- Upon substantial completion of the project, Parametrix staff along with appropriate City staff will perform a punch list walk-through of the entire project. The purpose is to itemize all miscellaneous uncompleted work items and/or faulty workmanship items that would need to be addressed before final acceptance of the project. Parametrix will document the list of outstanding items and coordinate with the contractor to expedite the completion.

Deliverables

- Daily observation reports.
- Field note records.
- Project photos.
- Testing results of asphalt and subgrade.

Assumptions

- Total construction time will not exceed 125 working days.
- Any change orders that require additional contract time may require additional time or costs associated with this task.
- Workdays will not exceed 8 hrs. per day or 40 hours per week. Observation will be provided for 4 hours per day with 1 hour of travel time. Weekend observation beyond 40 hours per week is not included in this scope of work.

TASK 8 – PROGRAMMING & SYSTEMS INTEGRATION (FUTURE PHASE – NOT IN BUDGET)

John C. Hungerford	April D. Whittaker	Sarah Crackenberger	Marcus Vassey	Jeff Reinmuth	Joel S. Linke	Jared Kemnitz	Adam Merrill	Brandon Moss	Lauretha L. Ruffin	Lenaya Grabowski	Shane Phelps	Scott Spees	Art Stokes
Division Manager	Project Controls Specialist	Project Accountant	Engineer III	Electrical Designer IV	Sr Engineer	Sr Surveyor	Scientist/Biologist IV	Engineer II	Project Constrols Specialist	Engineer I	EP&C Division Manager	Surveyor III	Sr Electrical Engineer

Rates: \$170.00 \$120.00 \$95.00 \$125.00 \$145.00 \$160.00 \$150.00 \$140.00 \$110.00 \$110.00 \$100.00 \$195.00 \$115.00 \$200.00

Phase	Task	Description	Labor Dollars	Labor Hours														
		HC FM & LS Const. Svcs	\$182,460.00	1,452	138	120	6	760	10	8	8	80	68	2	44	80	40	8
01		PM	\$15,570.00	106	60	40	6											
02		Bidding Assistance	\$3,210.00	26	4	8			2				8		4			
03		Permitting Support	\$27,480.00	244	4							80				80		
04		Project Startup	\$1,780.00	14	2	12												
05		Construction Staking	\$6,020.00	50						8				2				40
06		Office Engineering and Doc.	\$30,700.00	252	8	60		60	8	8			60		40			8
07		Construction Observation	\$97,700.00	760	60			700										
08		Programming & Systems Integ.		0														

NOT INCLUDED IN THIS SCOPE OF WORK

Labor Totals: \$182,460.00 1,353 138 120 6 760 10 8 8 80 68 2 44 80 40 8

\$23,460.00 \$14,400.00 \$570.00 \$95,000.00 \$1,450.00 \$1,280.00 \$1,200.00 \$11,200.00 \$7,480.00 \$220.00 \$4,400.00 \$15,600.00 \$4,600.00 \$1,600.00

SUBCONSULTANTS

Subconsultant Name	Amount
Materials Testing & Consulting Inc	\$ 5,000.00
Subconsultant Total:	\$ 5,000.00

PROJECT TOTAL \$ 187,460.00

Phase	Task	Description	Labor Dollars	Labor Hours	Rates:																	
					Division Manager	Project Controls Specialist	Engineer III	Engineer II	Project Accountant	Sr Designer	Sr Electrical Engineer	Sr Engineer	Sr Consultant	Sr Engineer	Sr Surveyor	CADD Tech Lead	Surveyor III	Surveyor I	Scientist/Biologist IV	Designer II		
					\$170.00	\$120.00	\$145.00	\$110.00	\$95.00	\$170.00	\$180.00	\$155.00	\$190.00	\$180.00	\$125.00	\$125.00	\$115.00	\$90.00	\$135.00	\$110.00		
					28	100	260	476	8	20	100	20	20	10	6	18	4	20	38	20		
	01	2020 Lift Stations Upgrades CM	\$177,805.00	1,148																		
		PM	\$16,670.00	130	12	40	12		8										38	20		
	02	Bidding Assistance*	\$16,855.00	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	03	Permitting Support*	\$9,030.00	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	04	Project Startup*	\$1,650.00	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	05	Construction Staking	\$5,260.00	48											6	18	4	20				
	06	Office Engineering and Doc.	\$76,260.00	506	8	60	232	36		20	100	20	20	10								
	07	Construction Observation**	\$52,080.00	464	8		16	440														
	08	Programming & Systems Integ.	N/A	0						NOT INCLUDED IN THIS SCOPE OF WORK												
			\$177,805.00	1,148	28	100	260	476	8	20	100	20	20	10	6	18	4	20	38	20		
Labor Total:					\$4,760.00	\$12,000.00	\$37,700.00	\$52,360.00	\$760.00	\$3,400.00	\$18,000.00	\$3,100.00	\$3,800.00	\$1,800.00	\$750.00	\$2,250.00	\$460.00	\$1,800.00	\$5,130.00	\$2,200.00		

EXPENSES

Survey Equipment	\$	350.00
Survey Mileage	\$	40.00
Observation Mileage***	\$	970.00
Expenses Total:	\$	1,360.00

SUBCONSULTANTS

Materials Testing & Consulting Inc (MTC)	\$	8,292.00
Subconsultant Total:	\$	8,292.00

PROJECT TOTAL \$ 187,457.00

NOTES:
 *Assumes completed task (cost shown is actual spent)
 **Lenaya: Assumes 1 visit per day for 4 hours, 5 days per week, 33 weeks total (-7 holidays) SUBTRACT 6 weeks for suspension & 4 weeks for early completion, rounded up
 **Kyle: Assumes 2 visits per month, 1 hours each, 8 months total
 **JC: Assumes 1 visit per month, 1 hour each, 8 months total
 ***Lenaya's mileage only: assumes 108 trips x 16 miles/trip = 1,728 miles x \$0.56/mile = \$968, rounded up

Contract start date: 9/27/2021
 Current contract end date: 5/17/2022 (assuming no suspension)
 Current total working days: 160



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: SMAP Phase 2 Supplement 1	AB22-21	Public Works 03.02.2022	03.16.2022	03.30.2022
	Department:	Engineering		
	Date Submitted:	02.16.2022		
Cost of Item:	\$40,765			
Amount Budgeted:	\$90,000			
Unexpended Balance:	\$90,000 less \$ 25,000 for Phase 1			
Bars #:	410 000 000 594 31 41 46			
Timeline:	3/31 to 6/30/2022			
Submitted By:	Administration			
Fiscal Note:				
Attachments: Scope and Fee Task: SMAP Phase 2 Supplement 1 Contract Package.				
SUMMARY STATEMENT				
<u>Background:</u> Stormwater Management Action Plan (SMAP) is a compliance requirement of our NPDES Permit. We are currently completing Phase 1.				
PHASE 2 RECEIVING WATER PRIORITIZATION (PHASE 2)				
Phase 2 analyzes a “receiving water” which is a body of water that our stormwater is discharged into and was identified in Phase 1. These receiving waters identified are both small unnamed tributaries of the carbon river. Phase two analyzes the condition of these receiving waters and conditions impacting them including development, roads, zoning, population and etc. This assessment will be submitted to the Department of Ecology by June 30, 2022.				
RECOMMENDED MOTION: <u>Motion:</u>				
To authorize the Mayor to sign a contract with Parametrix for SMAP Phase 2 Supplement 1 in an amount to not exceed of \$40,765.				

**AMENDMENT NO. 01
TO AGREEMENT FOR PROFESSIONAL SERVICES**

Between

City of Orting
PO Box 489/104 Bridge Street S.
Orting, WA 98360

and

Parametrix, Inc.
1019 39th Ave SE, Ste. 100
Puyallup, WA 98374

The terms and provisions of the Agreement for Professional Services apply herein unless otherwise specifically revised.	
Date: 2/18/2022	Project No.: 216-1711-024
Project Name: Stormwater Management Action Plan – Phase 2	

Contract Price:

Original Contract:	\$	<u>24,985.00</u>
Prior Amendments:	\$	<u>N/A</u>
This Amendment:	\$	<u>40,765.00</u>
Revised Total:	\$	<u>65,750.00</u>

Time of Completion:

Original Contract:	<u>March 31, 2022</u>
Prior Amendments:	<u>N/A</u>
This Amendment:	<u>June 30, 2022</u>

Description of Amendment:

This amendment is for Phase 2 of the SMAP for preparing the receiving water prioritization as described in the attached Scope of Work, Supplement 1.

Reason for Amendment:

Phase 2 receiving water prioritization is needed to complete the Stormwater Management Action Plan.

Approved By:

City of Orting

By: _____

Title: _____

Date: _____

Accepted For:

Parametrix, Inc.

By: _____

Title: _____

Date: _____

Execution Date is the date of the latest signature by both Parties.

SCOPE OF WORK

City of Orting
Stormwater Management Action Plan (SMAP)
Receiving Water Conditions Assessment
Phase 2
Supplement 1

INTRODUCTION

Section S5.C.1.d of the Washington State Department of Ecology's (Ecology's) Western Washington Phase II Municipal Stormwater Permit (Phase II Permit) effective August 1, 2019, requires that permittees prepare a Stormwater Management Action Plan (SMAP) to support planning and decisions in an effort to improve water quality in a prioritized receiving waterbody. Section S5.C.1.d.i of the Phase II Permit requires permittees to complete a receiving water assessment by March 31, 2022. The receiving water assessment, referred to as Phase 1, is in process under a separate scope of work (SOW).

The Phase 1 SOW identified Phase 2 (the receiving water prioritization) as a future, separate scope item. This SOW is for Phase 2 of the SMAP for preparing the receiving water prioritization. Phase 3 of the SMAP process is to prepare the final overall SMAP document and will be addressed through a supplemental SOW.

The receiving water prioritization will be based on the two receiving waters identified in SMAP Phase 1, referred to as the Carbon River North Unnamed Tributary and the Carbon River South Unnamed Tributary. SMAP Phase 1 is to be completed by March 31, 2022, in accordance with the Phase II Permit.

The schedule for this SOW will be as follows:

- Notice to Proceed: March 31, 2022.
- SMAP Phase 2, Step 1: Identify retrofits and land management actions for the two receiving waters and submit to the City of Orting (City) no later than April 22, 2022. Retrofits and land management action considerations include:
 - Conservation, protection or restoration of receiving waters through stormwater and land management strategies that acts as water quality management tools.
 - Reduction of pollutant loading.
 - Addressing hydrologic impacts from existing and proposed future development.
- SMAP Phase 2, Step 2: Develop a ranking process and submit to the City no later than May 4, 2022.
- SMAP Phase 2, Step 3: Develop a draft and final technical report summarizing the receiving water prioritization process:
 - Submit draft report to City Public Works Committee no later than June 1, 2022.
 - Draft report available for City Council meeting on June 8, 2022.
 - Submit final report to the City no later than June 29, 2022.

Selection of the receiving water by the City for inclusion in Phase 3 of the SMAP will occur after Phase 2 is completed.

Based on Appendix 2 of the Phase II Permit, there are no total maximum daily loads (TMDLs) applicable to the City. Based on Ecology's online Water Quality Atlas, there are no 303(d)-listed waterbodies in the City.

TASK 01 – PROJECT MANAGEMENT, MEETINGS, AND QC/QA

Objective

The objective of this task is to provide overall project management, project coordination, and quality control/quality assurance (QC/QA) for the deliverables associated with this scope of work.

Approach

Parametrix will track and monitor project progress, including preparing monthly invoices and project status reports. The Parametrix project manager will have phone and email contact with the City's project manager as needed. Parametrix will have internal coordination meetings as needed. Parametrix will perform QC reviews in accordance with Parametrix QC standards.

Deliverables

Deliverables for this task include:

- Monthly invoices and progress reports.
- Miscellaneous correspondence to document project management issues.

Assumptions

Assumptions for this task include:

- Project management will extend throughout project duration from March 1, 2022, through June 30, 2022 (4 months).
- Budget includes up to 24 hours for coordination with the City, which includes phone and email correspondence, online web-based meetings, in-person meetings with City staff, and attendance at up to one City Council meeting.
- Budget includes up to 24 hours for Parametrix team internal coordination meetings.
- QC reviews will be performed for the following documents:
 - Draft Receiving Water Prioritization technical memorandum.
 - Final Receiving Water Prioritization technical memorandum.

QA/QC review documentation will be provided upon request.

TASK 02 – RECEIVING WATER CONDITIONS ASSESSMENT

Objective

To evaluate existing and planned future conditions for the two identified receiving waters for future selection of a prioritized receiving water. The evaluation will be based on National Pollutant Discharge Elimination System (NPDES) Phase II Permit Section S5.C.1.d.ii (excerpt attached) and in consideration of the Stormwater Management Action Planning Guidance (excerpt attached)¹.

Approach

This task will include the following activities:

- Prepare a summary table that strategizes the prioritization process to be used. The summary table will be similar to Table 1.

Table 1. Receiving Water Prioritization Strategy

Consideration	Carbon River North Unnamed Tributary	Carbon River South Unnamed Tributary
What retrofits or new facilities have been identified in previous stormwater plans?		
What retrofits or new facilities may be appropriate for consideration?		
What future best management practices (BMPs) might be applicable for future development or redevelopment?		
What land management strategies, such as Low Impact Development, may be applicable as water quality management tools to conserve, protect, or restore the receiving water?		
What elements in the Stormwater Management Plan (SWMP) are applicable in the receiving water tributary area, and are those elements adequately addressing stormwater quality?		
What factors make this receiving water considered a “high quality” receiving water?		
What are the applicable regional plans?		
From Phase 1, are there health-risk-related considerations that can be addressed through stormwater management?		
What new or redeveloped areas could potentially accommodate a higher level of treatment?		

¹ Washington State Department of Ecology. 2019. Stormwater Management Action Planning Guidance: Phase I and Western Washington Phase II Municipal Stormwater Permits, Publication 19-10-010. Olympia, Washington. August 2019.

- Perform pollutant loading calculations for the following scenarios based on the Washington State Department of Transportation Quantitative Procedures for Surface Water Impact Assessments (April 2009):
 - New City-owned facilities to treat existing development that is not treated.
 - If an existing City-owned facility can be retrofitted for a higher level of treatment.
 - New or redevelopment privately-owned projects with currently required best management practices (BMPs) for basic or enhanced treatment based on proposed land use.
 - Use of enhanced treatment BMPs in lieu of basic treatment BMPs for new or redevelopment land uses if enhanced treatment is practicable
- Identify capital improvement projects (CIPs) from the June 2010 Stormwater Comprehensive Plan that are within the receiving water tributary areas that have been constructed or are still being planned. Identify any CIPs for the receiving water tributary areas that have been identified subsequent to the June 2010 Stormwater Comprehensive Plan.
- Identify future private developments or redevelopments being planned and stormwater requirements.
- Identify potential future land use changes or future stormwater requirements that go above and beyond for improving water quality.
- The City will provide notification to the public regarding when the receiving water prioritization will be discussed at a City Council meeting. The City Clerk will provide notification on the City’s website when the receiving water prioritization will be discussed. The City’s reader board at the south entrance to the City is also available for the City to provide notification on when the receiving water prioritization will be discussed at a City Council meeting.

The results will be summarized in a table similar to Table 2.

Table 2. Summary of Receiving Water Prioritization Analyses

	Unit	Carbon River North Unnamed Tributary	Carbon River South Unnamed Tributary
Existing area routed to existing basic treatment best management practices (BMPs)	Acres		
Existing developed area not treated	Acres		
Existing undeveloped area	Acres		
Total suspended solids annual loading	Pounds		
Total zinc annual loading	Pound		
Total copper annual loading	Pounds		
Existing area routed to existing basic treatment BMPs	Acres		
Existing area routed to facilities retrofitted for enhanced treatment	Acres		
Existing developed area not treated	Acres		
Future development/redevelopment routed to basic treatment BMPs	Acres		

SCOPE OF WORK (continued)

	Unit	Carbon River North Unnamed Tributary	Carbon River South Unnamed Tributary
Future development/redevelopment routed to enhanced treatment BMPs	Acres		
Undeveloped area	Acres		
Total suspended solids annual loading	Pounds		
Total zinc annual loading	Pounds		
Total copper annual loading	Pounds		
Change in total suspended solids	Pounds		
Change in total zinc	Pounds		
Change in total copper	Pounds		

Assumptions

City staff will submit the Final Receiving Waters Prioritization technical memorandum to Ecology. The technical memorandum will be included as an appendix in the SMAP Phase 3 document.

The Puyallup River and the Carbon River will not be included in the receiving water prioritization due to the size difference between the City’s tributary area and the overall basin size.

Enhanced treatment for stormwater discharges into the Carbon River are currently required by the Stormwater Management Manual for Western Washington for site uses triggering enhanced treatment. Treatment levels beyond enhanced treatment for sites triggering enhanced treatment will not be practicable and not considered further.

Parametrix will use basins and areas delineated for SMAP Phase 1. Basin or area redelineation is not included.

Deliverables

- Draft Receiving Water Prioritization technical memorandum with summary tables and exhibits.
- Final Receiving Water Prioritization technical memorandum with summary tables and exhibits.

PHASE 3 – STORMWATER MANAGEMENT ACTION PLAN (SMAP) (FUTURE PHASE)

Phase 3 is a future phase of the project that will support the City for NPDES Phase II Permit Section S5.C.1.d.iii. Tasks and budget for Phase 3 will be determined in the future.

ATTACHMENTS

- A NPDES Phase II Permit Section S5.C.1.d
- B Excerpts from Stormwater Management Action Planning Guidance

Client: City of Orting
 Project: SMAP Phase 2 - Receiving Water Prioritization
 Project No: P1711_SMAPP2_jlc

	Jeffrey L. Coop	April D. Whittaker	John L. Wright	Amanda B. Lucas	John C. Hungerford	Sarah A. Crackenberger	Clara F. Olson	Kyle Bretherton
	Sr Engineer	Sr Project Control Specialist	Sr Engineer	Publications Supervisor	Water Division Manager	Project Accountant	Engineer III	GIS Technician
Rates:	\$215.00	\$150.00	\$235.00	\$145.00	\$220.00	\$120.00	\$150.00	\$120.00

Task	Description	Labor Dollars								
01	Project Management & QA/QC	\$14,510.00	22	13	6	4	17	4	6	6
02	Receiving Water Conditions Assessment	\$26,255.00	22	1		7	5		106	28
Labor Totals:		\$40,765.00	44	14	6	11	22	4	112	34
Totals:		\$40,765.00	\$9,460.00	\$2,100.00	\$1,410.00	\$1,595.00	\$4,840.00	\$480.00	\$16,800.00	\$4,080.00

Project Total **\$40,765.00**



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: ARPA Fund Allocation	AB22-25	ARPA ad hoc		
		3.3.2022	3.16.2022	3.30.2022
	Department:	Administration		
	Date Submitted:	3.9.2022		
Cost of Item:	<u>\$560,000</u>			
Amount Budgeted:	<u>\$2,400,000</u>			
Unexpended Balance:	<u>\$1,840,000</u>			
Bars #:	TBD			
Timeline:	End of April			
Submitted By:	Scott Larson			
Fiscal Note: These are funds that were granted to the city as part of the American Rescue Act				
Attachments: Resolution 2022-05				
SUMMARY STATEMENT:				
<p>The ARPA ad hoc committee has met twice and identified a number of projects that they would like to approve. Additional projects will be forthcoming as the committee works through a solicitation and project identification process. Projects included in this round of funding approval are:</p> <ul style="list-style-type: none"> - Recovery Café Affordable Housing Proposal (\$30,000) - City Events Funding (\$20,000) - Water Chlorinator Plant (\$85,000) - Electronic Reader Board (\$80,000) - Additional Lobby Barriers (\$15,000) - Premium Pay for Police Officers (\$30,000) - 2022 Stormwater Project Assistance (\$300,000) <p>Advertisements to the public for project solicitation will be going out by the end of March and reviewed in May. This will give the community an opportunity to propose projects or apply for projects they are interested in seeing funded.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
To adopt Resolution No. 2022-05, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing use of American Rescue Plan Act funds.				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2022-05

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING USE OF AMERICAN RESCUE PLAN ACT
FUNDS.**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

WHEREAS, \$2,403,464 has been allocated to the City of Orting (“City”) pursuant to the ARPA (“Allocation”); and

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds; and

WHEREAS, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance; and

WHEREAS, the City of Orting adopted its 2022 Budget which authorized for the expenditure of ARPA funds; and

WHEREAS, this resolution allocates the use of some of the ARPA funds based on the Council’s goals and desires; and

WHEREAS, the City Council determines that the use of these funds bring significant value to the citizens of Orting and serve 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 allocation of ARPA funds in Exhibit A (Grants) and Exhibit B (Purchases and Transfers) serves the valid municipal purposes described herein.

Section 2. Authorization for Funding Grants. The City Council authorizes the City’s grant funding of the grants described in Exhibit A, for the municipal purposes described herein. The Mayor is authorized to enter into a contract to memorialize the City’s grant funding described herein.

Section 3. Authorization of Purchases. The City Council authorizes the purchases and transfers described in Exhibit B. The Mayor is authorized to effectuate the purchase to the extent the City's Purchasing Policy allows and bring items exceeding the Mayor's Purchasing Policy authorization back to the Council for final approval.

Section 4. 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 30th DAY OF MARCH, 2022.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

Charlotte Archer, City Attorney
Inslee, Best, Doezie & Ryder, P.S.

Exhibit B – Purchases and Transfers

<u>Purpose</u>	<u>Brief Description</u>	<u>Amount</u>
Drinking Water Treatment	Water Chlorinator Plant	\$85,000
Public Health Exp. Communication	Electronic Reader Board	\$80,000
Capital Investment Physical Changes	City Hall Lobby Barriers	\$15,000
Premium Pay for Public Sector Employees	Police Premium Pay	\$30,000
Clean Water: Stormwater	2022 Stormwater Project Assistance	\$300,000

Exhibit A – Grants

<u>Purpose</u>	<u>Organization</u>	<u>Amount</u>
Affordable Housing	Recovery Café Orting Valley	\$30,000
Aid to Tourism & Travel	Event Funding Community Grants	\$20,000

SEPARATION AGREEMENT

This separation agreement (“Agreement”) is entered into by and between the City of Orting (the “City”) and Maryanne Zukowski (“Zukowski”).

I. RECITALS

Zukowski was employed by the City as City Engineer, beginning her employment on August 16, 2021.

Zukowski was employed under the terms of the City of Orting Professional Services Agreement for City Engineer (the “Employment Contract”). The terms of the Employment Contract classified Zukowski as an “at-will” employee. Paragraph 3(b) of the Employment Contract states as follows: “In consideration for Employee’s agreement to the characterization of her employment as at-will, Employer [the City] agrees to pay Employee [Zukowski] three (3) months of Employee’s then-base salary (“severance”), subject to City Council approval, if Employer terminates Employee without cause. Such severance shall be payable within thirty (30) days following termination, provided that Employee first executes a full and complete waiver and release of claims in a form acceptable to the City.”

The City and Zukowski have mutually agreed to part ways “without cause” pursuant to the terms from Paragraph 3(b) of the Employment Contract.

II. AGREEMENT

In consideration of the foregoing recitals, the parties agree as follows:

1. Separation from Employment. Zukowski’s last date of employment with the City shall be March 15, 2022 (the “Separation Date”). Zukowski will be paid her regular compensation through the Separation Date.

2. Separation Benefits.

a. Severance Pay. The City shall pay Zukowski severance pay in an amount equal to three (3) months of pay at her current base salary as of the Separation Date. Such severance pay shall be subject to standard payroll withholdings required by law, and shall be paid by check in a lump sum payment within thirty (30) calendar days after the later of: (a) the City’s receipt from Zukowski of the original signed Agreement; or (b) expiration of the Revocation Period specified in Paragraph 8 below.

b. Health Insurance. In accordance with federal law (COBRA), Zukowski may elect continuing medical, dental, and vision benefits under the City’s current health insurance policies for 18 months following the Separation Date (“COBRA benefits”); COBRA continuation coverage is at Zukowski’s sole expense. Zukowski will receive detailed information regarding her COBRA entitlements separate from this Agreement, as those entitlements are as provided by law and are in no way dependent on this

Agreement. Zukowski will also have the opportunity to review healthcare options in the marketplace.

The parties agree the Separation Benefits described in Paragraph 2(a) are designed to aid Zukowski's transition from the City in accordance with the terms of her Employment Contract, and that the specified benefits do not constitute benefits to which she would otherwise be entitled through any other City policies or benefits programs.

3. Unemployment Insurance. The City will not contest Zukowski's application for unemployment insurance benefits as a result of this Agreement, subject to its obligation to provide truthful information to the State of Washington. The parties acknowledge that eligibility for unemployment insurance benefits is determined by the State of Washington, and that the City can make no guarantees regarding an award of benefits. If the City is contacted by the State of Washington regarding Zukowski's application for benefits, the City will explain Zukowski's Employment Contract was terminated by the City "without cause" and that the City supports an award of unemployment insurance benefits.

4. Eligibility for Cash-Out of Accrued Paid Leave. The cash-out eligibility of any accrued, unused paid leave (vacation, holiday, and sick leave) is governed by the City's personnel policies and procedures applicable to non-represented City employees. If Zukowski is eligible for the cash-out of any accrued, unused paid leave under these policies and procedures, then the cash-out will be included in Zukowski's final paycheck.

5. Release. Zukowski accepts the benefits contained in this Agreement in full satisfaction of all her rights and interests relating to Zukowski's employment with and separation from the City and, in consideration therefore, Zukowski hereby releases the City, its affiliates, successors, predecessors, parent, subsidiaries, past and present officials, directors, managers, agents, representatives, and employees (collectively, the "Released Parties") from all claims (other than claims for the payments provided for under this Agreement), causes of action or liabilities, suspected or unsuspected, and irrespective of any present lack of knowledge of any possible claim or of any fact or circumstance pertaining thereto, which Zukowski may have or claim to have against any of the Released Parties arising from or during her employment with the City or as a result of her separation from employment. This release specifically covers, but is not limited to, any claims of discrimination based on race, color, national origin, sex, gender, marital status, age (including claims under the Age Discrimination in Employment Act) or physical or mental disability under any federal, state, or local law, rule, or regulation; any contract, public policy and/or tort claims arising under federal, state, or local law; any claims arising under federal, state or local law based on promises made or allegedly made by the City to Zukowski; any claims for compensation or benefits under City policies or wage laws; any contract or tort claims arising under federal, state, or local law; and any claims under any express or implied contract or legal restrictions on the City's right to terminate its employees. Zukowski hereby covenants not to assert any such claims or causes of action in the future (the only exceptions being a suit filed solely to challenge the validity of this release under the ADEA, a claim for

workers compensation benefits under state law, or a suit based on acts or omissions occurring after the parties sign this Agreement). This release is intended to be all encompassing, and to fully resolve all matters and relations between the parties up to the date Zukowski signs this Agreement.

6. Continuing Rights. Nothing in this Agreement shall be construed to prohibit Zukowski from filing a charge with, reporting potential violations of law to, or participating in any investigation or proceeding conducted by the Equal Employment Opportunity Commission or a comparable state or local agency, or to any other federal or state agency responsible for enforcement of the law; provided, however, that Zukowski hereby waives and releases her right to recover any form of personal relief from the City, including but not limited to monetary damages or reinstatement, in connection with any such charge, complaint, investigation or other proceeding, whether initiated by Zukowski or any other person or entity.

7. No Admission. Nothing in this Agreement shall be construed as any indication that the City or any of the Released Parties has acted wrongfully towards Zukowski or any other person.

8. Review and Revocation. Zukowski acknowledges that pursuant to applicable law, she has been offered the opportunity to review a copy of this Agreement for a period of twenty-one (21) calendar days (the "Review Period"), and the parties have agreed that changes or edits to this Agreement during the Review Period, whether material or immaterial, shall not restart the running of the 21-day Review Period. Zukowski further acknowledges that the City encouraged Zukowski at the beginning of the Review Period to consult with an attorney concerning the terms and conditions of this Agreement, including without limitation the release set forth in this Agreement. The City and Zukowski agree that Zukowski shall have seven (7) calendar days (the "Revocation Period") following the date on which Zukowski signs this Agreement to revoke her acceptance of the Agreement and the release set forth in this Agreement, and this Agreement, including the offer of Separation Benefits, shall not become effective until the Revocation Period has expired.

9. Voluntary Execution. Zukowski acknowledges that she has read, considered, and fully understands this Agreement and all its terms, and executes it freely and voluntarily.

10. Construction of Agreement; Governing Law. Each party has had a full and complete opportunity to review this Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Agreement. Interpretation of this Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to receive reasonable attorneys' fees and costs.

11. No Representations. Zukowski represents that in entering into this Agreement, she does not rely and has not relied upon any representation or statement made by the City or any of its employees or agents concerning this Agreement.

12. Mutual Nondisparagement. The City and Zukowski agree that from the date each signs this Agreement neither will make any derogatory or disparaging statements about the other party including, without limitation, in any discussion with third parties, in a press release, online or via social media, or in any other similar forum or manner. This prohibition encompasses any statements about Zukowski if made by the City through its officers, directors, or senior management, and any statements made about the City, its officers, directors and/or senior management, if made by Zukowski. This paragraph shall not in any way prohibit either party from making truthful statements in a legal or administrative proceeding, or as otherwise required by law or legal process

13. Complete Agreement. This Agreement constitutes a full and final resolution of all matters in any way related to Zukowski's employment with and separation from the City. This Agreement supersedes any and all other agreements between the parties, and the parties agree that no modification, change or amendment of this Agreement or any of its provisions shall be valid, unless in writing and signed by the party against whom such claimed modification, change, or amendment is sought to be enforced.

14. Severability. If any provision of this Agreement, or portion thereof, shall be held invalid or unenforceable by a court of competent jurisdiction or in any arbitration proceeding, such invalidity or unenforceability shall attach only to such provision or portion thereof, and shall not in any way affect or render invalid or unenforceable any other provision of this Agreement or portion thereof, and this Agreement shall be carried out as if any such invalid or unenforceable provision or portion thereof were not contained herein. In addition, any such invalid or unenforceable provision shall be deemed, without further action on the part of the parties, modified, amended or limited to the extent necessary to render the same valid and enforceable.

15. Titles. The titles of the paragraphs of this Agreement are inserted merely for convenience and ease of reference and shall not affect or modify the meaning of any of the terms, covenants or conditions of the Agreement.

(see next page)

16. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as their free and voluntary act on the dates set forth below:

Maryanne Zukowski

Employee's Name

Date: _____

The City of Orting

By _____

Date: _____

Its _____



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Appointment of Dan Swanson to Planning Commission.	AB22-26			
				3.30.2022
	Department:	Administration		
	Date Submitted:	3.22.2022		
Cost of Item:	\$			
Amount Budgeted:	\$			
Unexpended Balance:	\$			
Bars #:				
Timeline:				
Submitted By:	Clerk/Mayor			
Fiscal Note:				
Attachments: Dan Swanson Commission Application				
SUMMARY STATEMENT:				
<p>There is currently one vacant position on the Planning Commission, term ending December 31, 2022.</p> <p>Per the City Code:</p> <p>There is hereby created, in accordance with Revised Code of Washington 35A.63, a planning commission for the city which will consist of seven (7) members, two (2) of whom may be nonresident owners of real property within the city, to be appointed by the mayor with the consent of the council. (Ord. 783, 1-8-2004).</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
To confirm the Mayor’s appointment of Dan Swanson to the Planning Commission.				



Commission Application

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

FOR CITY CLERK USE ONLY:

Name: Dan Swanson Date: 7/23/2021

Mailing Address: [REDACTED] Orting, WA 98360

Phone: [REDACTED] Alt. Phone: _____

Best time to contact you: Any time Email Address: 1swan.dan@gmail.com

How long at Residence: 4-1/2 years

Commission desired: 1.) Planning
2.) _____

Reason you are interested in serving: I love our community and small town feel. This is one of the reasons we chose Orting to live and hopefully retire in some day. Being a NW native; I understand the sentiment of wanting to keep Orting small, but growth is inevitable. More homes will be built, fields will be gone, roads will be widened, and we cannot be close minded and try to stop growth. We need manage the change effectively balancing our cities and citizens best interests for now and the future and manage it responsibly. I have been blessed with a lot of things in my life and giving back to my community with my time is part of how I can leave my mark and pay some of that forward.

Previous community activities: CTE Advisory Council – Kent Meridian School District (past 3 years), CTE Advisory Council – Orting School District (past 1-1/2 year), Advisory Board – Tomolo Institute for Bellevue College, Design Thinking Program (Business School), CFAC – Citizens Facility Advisory Committee – Orting School District (Current), Village Green HOA President (former) 2 year term

Applicable education, occupational, and specialized experience: 30 Years construction industry related & business background. Designer by trade. Currently Product and Education Director for Belmont Cabinet Company in Sumner, WA responsible for product, training, and capital improvement projects in 3 states, and previous 16 years as National Director of Sales & Design for a national \$3B building material distributor. Built residential and commercial projects in 10 states and 4 Countries.

Commissions make recommendations regarding monetary expenditures an/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: None
- 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? No current conflicts – Periodic CFAC meetings on Tuesdays through Sept – the other CTE and board meetings are 3x a year.

[Signature]
Signature of Applicant

7/23/21
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



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Council Rules – Remote Attendance DRAFT Language	AB22-17	CGA		
		3.2.2022	3.16.2022	3.30.2022
	Department: Council/Admin			
	Date Submitted: 2.24.2022			
Cost of Item:		<u>N/A</u>		
Amount Budgeted:		<u>N/A</u>		
Unexpended Balance:		<u>N/A</u>		
Bars #:		N/A		
Timeline:		None		
Submitted By:		Scott Larson		
Fiscal Note: N/A				
Attachments: Draft Rules				
SUMMARY STATEMENT:				
<p>Council requested at the February 23, 2022 council meeting that the CGA committee review updated language to address remote attendance. The attached DRAFT rules contain language to permit remote attendance. Council members may still wish to consider additional language providing for parameters around remote attendance depending on their goals for the new rules.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
<p>To approve changes to the Council Rules of Procedure to allow for remote attendance at City Council meetings.</p>				



City of Orting

City Council Rules of Procedure

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- 1.1 Meetings to be Public
- 1.2 Quorum
- ~~1.3~~ Attendance, Excused Absences
- ~~1.3~~~~1.4~~ Remote Participation
- ~~1.4~~~~1.5~~ Council Meeting Staffing
- ~~1.5~~~~1.6~~ Journal of Proceedings
- ~~1.6~~~~1.7~~ Right of Floor
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1. General Rules

1.1 Meetings to be Public:

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

1.2 Quorum:

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

1.3 Attendance, Excused Absences:

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

1.4 Remote Participation

Councilmembers are encouraged to attend meetings in person as often as possible. In the event that you are not able to attend meetings in person remote attendance audibly (~~visually and audibly~~) will be permitted. [The council may consider adding additional parameters]

1.45 Council Meeting Staffing:

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

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

1.56 Journal of Proceedings:

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

1.67 Right of Floor:

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

1.78 Rule of Order:

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

1.89 Councilmember Seating:

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

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

2. Types of Meetings:

2.1 Regular Council Meetings:

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

2.1.1 Regular Study Sessions:

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

2.2 Special Meetings and Workshops:

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

2.3 Council Committee Meetings:

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

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

Agenda items for Council Committee Meetings may be submitted by any of the following: (1) the Mayor; (2) the City Administrator or his or her designee; and (3) a Department Director, with consent of the City Administrator; and/or (4) a City Councilmember.

Unless otherwise stated in these rules, the Council Committee may make recommendations on agenda items to the Council for consideration at a study session. In the event of a dispute between the Chairperson and Vice Chairperson on a particular agenda item, where no consensus can be reached, both recommendations may be submitted to the full council to debate at a study session.

2.4 Emergency Meetings:

An emergency meeting is a Special Council meeting called without 24-hour notice. An emergency meeting deals with injury or damage to persons or property or the

likelihood of such injury or damage, when time requirements of a 24-hour notice is impractical and would likely increase such injury or damage. Emergency meetings may be called by the City Administrator or the Mayor or two Councilmembers. The minutes will indicate the reason for the emergency.

2.5 Executive Sessions:

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

2.6 Council Contact outside an Official Meeting:

Generally Councilmembers have the same freedoms of association as any other citizen. Councilmembers must take great care when present at the same social, unofficial functions, or in any public setting to refrain from engaging in any activity which could be interpreted as de facto deliberation or action on a matter of city business.

3. Chairs and Duties

3.1 Chair:

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

3.2 Call to Order:

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

3.3 Preservation of Order:

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

3.4 Points of Order:

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

3.5 Questions to be stated:

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

3.6 Mayor – Powers:

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

3.7 Duties:

The Mayor or designee shall:

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

- (I) Share information with Councilmembers on meetings, issues, etc., that the Mayor has received as part of his/her official status as Mayor.

3.8 Deputy Mayor – Powers:

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

3.9 Deputy Mayor -- Duties:

- (A) Term of the Deputy Mayor shall be one year. (February 1st, to January 31st.)
- (B) Election of Deputy Mayor. At the first meeting of January, the Council shall elect a Deputy Mayor (DM) for a term of one year, beginning Febraury 1st, and ending the last day of January.
- (C) The election process shall be as follows:
 1. The Deputy Mayor shall serve as the Chair for the nomination process for the position of DM, unless they are a nominee in the process, at which time it will be turned over to the Mayor as Chair. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary.
 2. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Second nominations will then be accepted.
 3. Nominations may be made by another Councilmember, or by self.
 4. Nominations may include brief supporting comments by the Councilmember.
 5. A Councilmember may withdraw their nomination from consideration.
 6. Nominations do not require a second.
 7. After nominations have been closed (see #2 above for second nominations), each nominee will have an opportunity to speak, either at their seat or at the podium. If the nominee chooses to speak, it may not be for longer than three minutes, with a fifteen second wrap-up period. Then voting for DM will precede:

- a. Voting will be according to alphabetic order, A-Z of nominations made. Any second vote will be by reverse order, Z-A; continuing to reverse as necessary for subsequent votes. This is done to be as fair as possible to all nominees.
- b. If there is **only one nominee** for the position, the Chair will open the floor for a motion and appointment.
- c. If there are **two nominees**, the following scenario will be followed:

Scenario #1: 2 Nominees, 7 standing councilmembers

- 1. Clerk does a roll call for Councilmembers on their preferred candidates
 - 2. Nominee A receives 3 votes
 - 3. Nominee B receives 4 votes
 - 4. Deputy Mayor is chosen (Nominee/Candidate B) by majority consensus, no further motion of appointment necessary.
- d. If there are **three or more nominees**, the following scenarios will be followed:

Scenario #1: 3 or more Nominees, 7 standing Councilmembers

- 1. Clerk does a roll call for Council-members on their preferred candidates
- 2. Nominee A gets 3 votes
- 3. Nominee B gets 2 votes
- 4. Nominee C gets 2 votes
- 5. Nominee A is chosen as Candidate A. Chair sets a second ballot for Nominees B & C to determine second candidate.
- 6. Clerk does a roll call for Councilmembers on their preferred candidate
- 7. Nominee B gets 3 votes
- 8. Nominee C gets 4 votes
- 9. Nominee C is chosen as Candidate B.
- 10. Clerk does a roll call for Councilmembers on the two final candidates
- 11. Candidate A gets 2 votes
- 12. Candidate B gets 5 votes
- 13. Deputy Mayor is chosen (Candidate B) by majority consensus, no further motion of appointment necessary.

Scenario #2: 3 or more Nominees, 7 standing Councilmembers

1. Clerk does a roll call for Councilmembers on their preferred candidates
2. Nominee A gets 3 votes
3. Nominee B gets 3 votes
4. Nominee C gets 1 vote
5. Chair need not set a second ballot as there is a top-two
6. Clerk does a roll call for Councilmembers on their preferred candidate from A & B
7. Candidate A gets 5 votes
8. Candidate B gets 2 votes
9. Deputy Mayor is chosen (Candidate A) by majority consensus, no further motion of appointment necessary.

Scenario #3: 3 or more Nominees, 7 standing Councilmembers

1. Clerk does a roll call for Councilmembers on their preferred candidates.
2. Nominee A gets 4 votes
3. Nominee B gets 2 votes
4. Nominee C gets 1 vote
5. Deputy Mayor is chosen (Nominee/Candidate A) by majority consensus, no further motion of appointment necessary.

8. The goals of this procedure are, above all: public transparency, consensus, respect, and fairness.

(D) When filling Council vacancies, see section 8.

(E) 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.
- b) Each Council member shall be assigned to at least one (1) Council Committee, with the exception of the Deputy Mayor who shall chair the study session and shall not be assigned a role in a Council Committee.
- c) Chairperson selection shall be based on seniority, balance of experience, knowledge and interest prior to assignment.

- d) The appointment committee shall give weighted consideration for those working on long range project.

3.10 Councilmember - Powers:

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

3.11 Councilmember – Duties:

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

4. Order of Business and Agenda

4.1 Order of Business:

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

- 1. Call to Order:** The Mayor calls the meeting to order.
- 2. Pledge of Allegiance**
- 3. Roll Call:** The Mayor requests a roll call of Councilmembers and indicates whether an absent Councilmember has requested an excused absence. Excused absences will be handled as stated in Section 1.3 of this document. After roll call any additions or deletions to the agenda should be addressed.
- 4. Public Comments:** Members of the audience may comment on items relating to any matter not on the agenda. Comments are limited to three minutes, or for a person speaking on behalf of a group or organization, comments are limited to five minutes. No speaker may convey or donate his or her time for speaking to another speaker. Persons addressing the Council will be requested to step to the podium and give their name and address for the record.
- 5. Awards, Confirmations & Presentations:** The Mayor makes announcements of upcoming meetings and events. Other special presentations may also be scheduled at this time.
- 6. Public Hearings:** See Section 6.

7. **Consent Agenda:** The Consent Agenda contains items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, and claims. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember.
8. **Commission Reports & Committee Reports on Titles of Agenda Bills Moving To Study Session From Committee.**
9. **Old Business**
10. **New Business**
11. **Executive Session**
12. **Adjournment**

4.2 **Council Agenda:**

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

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

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

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

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

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

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

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

4.3 Ordinances:

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

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

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

4.4 Resolutions:

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

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

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

4.5 Council Packets:

Agendas and packets will be provided to the City Council by 5 pm the Friday prior to the meeting. The City Clerk will post the Agenda Packet on the City's Website.

Agendas and packet materials will be available at the Council meeting and may be requested at City Hall from the City Clerk by the public.

4.6 Council Confirmation of Mayoral Appointments:

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

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

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

The confirmation process is as follows:

- (A) Prior to the meeting, the Council will be provided a copy of the Employment Application and/or resume (with personal information redacted) for review in the Council Packet. Staff may provide other pertinent information as appropriate.
- (B) During the Confirmation agenda item of the Council meeting the:
 - 1. Mayor or City Administrator will introduce the nominated applicant and briefly recap the process that resulted in the nominee being selected for the position,
 - 2. The applicant (if available to attend) will provide a brief background and description of their qualifications to the Council.
 - 3. Council will have a question and answer opportunity with the applicant and/or staff to last up to 30 minutes (time may be extended upon majority Council consent), and
 - 4. Public Testimony will be taken with each speaker given a maximum of three minutes to provide comments. All comments must be directed toward the Chair and limited to the confirmation discussion. Two-way discussions are discouraged.
- (C) An executive session in accordance with RCW 42.30.110(g) may be requested by any Councilmember to “evaluate the qualifications of an

applicant for public employment or to review the performance of a public employee” if questions or concerns arise that should not be discussed in a public forum. Final actions must take place in an open meeting.

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

5. Consensus, Motions and Decorum

5.1 Consensus Votes:

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

5.2 Motions:

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

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

vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.

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

5.3 Council Relations with City Staff:

The following guidelines should be adhered to:

- (A)** There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- (B)** City staff shall acknowledge the Council as policy makers, and the Councilmembers shall acknowledge the City staff as administering the Council's policies.

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

5.4 Council Representation to any Media and other Organizations:

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

- (A) If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position.
- (B) Councilmembers need to have other Councilmembers' concurrence before representing: (1) another Councilmember's view or position, or (2) the majority of Council's view or position with the media, another governmental agency or community organization.
- (C) As a matter of courtesy, letters to the editor, interviews or other communication by a Councilmember of a controversial nature, which do not express the majority opinion of the Council, should be presented to the full Council and Mayor prior to publication so that the Councilmembers may be made aware of the pending publication.

6. Public Hearing Procedures

6.1 Definition of Public Hearing:

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

6.2 Speaker Sign-In:

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

6.3 Conflict of Interest/Appearance of Fairness:

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

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

6.4 The Public Hearing Process:

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

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

7. Duties and Privileges of Media and Citizens

7.1 Media Representation:

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

7.2 Meeting Participation:

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

7.3 Subjects Not on the Current Agenda:

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

7.4 Public Comments and Suggestions to Council:

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

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

7.5 Personal and Slanderous Remarks:

Any person making personal, offensive, impertinent or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the

meeting and may be barred from further audience participation before the Council during that Council meeting by the Mayor.

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

7.6 Written Communications:

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

7.7 Video Recording of Public Meetings:

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

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

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

8. Filling Council Vacancies and Selecting Deputy Mayor

8.1 Notice of Vacancy:

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

8.2 Application Procedure:

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

8.3 Interview Process:

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

8.4 Selection of Councilmember:

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

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

8.5 Selecting Deputy Mayor:

The Deputy Mayor will be selected by a majority of the Councilmembers annually at the first Council meeting in January.

9. Committees and Commissions

9.1 Citizen Committees, Boards and Commissions:

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

9.2 Types of Committees:

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

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

9.3 Membership and Selection:

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

9.4 Committee Meetings:

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

9.5 Committee Records:

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

9.6 Open Public Meetings Act:

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

9.7 Removal of Members of Boards and Commissions:

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

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

10. Public Records

10.1 Public Records:

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

10.2 Electronic Mail:

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

10.3 Open Public Meetings Act Regarding Electronic Mail:

E-mails between elected officials of a governing body can implicate the Open Public Meetings Act. If discussing city business with a fellow Councilmember via e-mail, it can constitute a meeting and all the requirements for a public meeting would have to be met or a violation of the Act could occur.

11. Council Travel Policy

11.1 Applications:

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

11.2 Administration:

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

11.3 Documentation:

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

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

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

11.4 Council Retreats/Executive Team Retreats:

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

11.5 Service Awards Ceremonies:

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

11.6. Transportation Expenses:

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

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

11.7 Meals:

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

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

11.8 Local Business Meals:

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

11.9 Meetings through Mealtimes:

The City recognizes that there are occasions when it may be necessary for a group of public officials and/or employees to work through a meal in order to meet a deadline or to keep a group convened in order to accomplish the task. To be considered for reimbursement as a working meal, the meeting must span over a three-hour period, which includes the group's normal mealtime.

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

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

11.11 Meals While On Authorized Travel Status:

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

11.12 Non-Reimbursable Expenditures:

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

11.13 Lodging:

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

The cost of accommodations should be requested by purchase order and billed directly to the City by the vendor whenever possible. If advance payment is required, a purchase order will be prepared and the lodging registration will serve as supporting documentation for the claims check issued to the vendor. A vendor's receipt for these expenditures is required in all cases. In some situations, the maximum allowable lodging amount may not be adequate and the City Administrator may approve payment of lodging not to exceed 150% of the applicable maximum per diem amount.

11.14 Non-Allowable Expenses:

Certain travel expenses are considered personal and not essential to the transaction of official city business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to: Baggage checking, valet services, laundry

services, entertainment expenses, radio or television rental, transportation to or from places of entertainment, costs of personal trip insurance, medical and hospital services, personal toiletry articles, barber or hairdresser, personal postage or reading materials, expenses of a spouse or other family member, mileage allowance for commuting to regular, special, and committee meetings of the City Council, expenses on a personal car, meal expenses for formal meetings of City Council committees, fines for violation of motor vehicle laws.

12. Suspension and Amendment of These Rules

12.1 Suspension of These Rules:

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

12.2 Amendment of These Rules:

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

12.3 Conflict:

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