

## **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  
June 29th, 2022  
7:00 p.m.

**Mayor Joshua Penner, Chair**

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

This meeting is being held in person and through the platform zoom. A link for virtual participation can be found on the agenda or on the City's website.

<https://us06web.zoom.us/j/84148133266?pwd=N0J0SUJMMkhPREVXM3FvUWNvZFdVUT09>

Telephone: 1-253-215-8782 - Meeting ID: 841 4813 3266 and the passcode 941695.

### **REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.**

#### **2. PUBLIC COMMENTS.**

Comments may be sent to the City Clerk at [clerk@cityoforting.org](mailto:clerk@cityoforting.org) by 3pm on June 29th, 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.

#### **3. 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 on Emergency Ordinance 2022-1096 – Amending OMC 9-5A-9 regarding stormwater regulations no later than 3:00 pm on June 29<sup>th</sup>, 2022 to Kim Agfalvi, City Clerk, at [clerk@cityoforting.org](mailto:clerk@cityoforting.org).*

**A. AB22-58** – Emergency Ordinance 2022-1096 -Amending OMC 9-5A-9 Regarding Stormwater Regulations.

#### **4. CONSENT AGENDA.**

- A. Payroll Claims and Warrants.
- B. AB22-56 - Sole Source Designation.
- C. AB22-46 - Chief Hiring Process.
- D. AB22-45 - Reader Board.
- E. AB22-47 - Low Income Home Water Assistance Program.
- F. AB22-49 - Seek Grant Additional Funds.
- G. AB22-38 - Tunnels to Towers Sponsorship.
- H. AB22-53 - Surplus of Equipment.
- I. AB22-51 - Vehicle Surplus.
- J. AB22-52 - Vehicle Purchase.

**Motion: To approve consent agenda as prepared.**

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219  
**Next Regular Meeting: July 13th, 2022 7:00pm**

## 5. NEW BUSINESS.

### A. AB22-14 – Manufactured Home Code Amendments.

**Motion:** *To adopt Ordinance No. 2022-1097, an ordinance of the City of Orting, Washington, relating to zoning controls pertaining to manufactured homes; amending Orting Municipal Code section 13-3-3; providing for severability, and establishing an effective date.*

### B. AB22-57 – Shorten Study Session Meetings.

**Motion:** *To amend the City of Orting Council Rules of Procedure, removing item 4.1(7), commission reports and committee reports on titles of agenda bills moving to study session.*

### C. AB22-60 – Main Parks Master Plan RFQ.

**Motion:** *To authorize the Mayor to sign a contract with MacLeod Reckord for Main Parks Master Planning services in an amount not to exceed \$45,000.*

## 6. EXECUTIVE SESSION.

## 7. ADJOURNMENT.

**Motion:** *To Adjourn.*

VOUCHER/WARRANT REGISTER  
FOR **JUNE 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.

**JUNE 2nd COUNCIL**

CLAIMS WARRANTS #51215 THRU # 51269  
IN THE AMOUNT OF \$ 88,776.92  
MASTERCARD EFT \$ 14,724.14

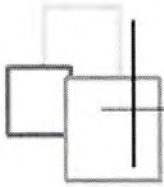
PAYROLL WARRANTS #23891 THRU #23892 = \$12,539.88  
EFT IN THE AMOUNT OF \$126,349.65  
Carry Over \$ 24,449.85

**ARE APPROVED FOR PAYMENT ON JUNE 29, 2022**

COUNCILPERSON \_\_\_\_\_

COUNCILPERSON \_\_\_\_\_

CITY CLERK \_\_\_\_\_



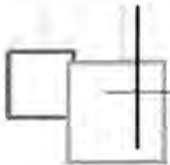
# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2022 - 2022-June - 2nd Council -6/29/202

Fund Number	Description	Amount
001	Current Expense	\$47,161.80
101	City Streets	\$7,720.39
104	Cemetery	\$391.70
105	Parks Department	\$1,223.30
401	Water	\$11,134.70
408	Wastewater	\$30,114.49
410	Stormwater	\$5,754.68
	<b>Count: 7</b>	<b>\$103,501.06</b>



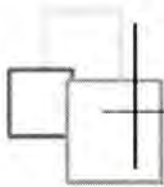
# Register



Fiscal: 2022  
 Deposit Period: 2022 - 2022-June  
 Check Period: 2022 - 2022-June - 2nd Council -6/29/202

Account	Name	6/13/2022	6/14/2022	6/14/2022
<b>Key Bank</b>	<b>0032707010</b>			
<b>Check</b>				
<u>EFT-MaterCard May 2022</u>	Keybank-MasterCard			\$14,724.14
		<b>Total</b>	<b>Check</b>	<b>\$14,724.14</b>
		<b>Total</b>	<b>0032707010</b>	<b>\$14,724.14</b>
<b>Key Bank</b>	<b>2000073</b>			
<b>Check</b>				
<u>51215</u>	Puget Sound Energy	6/7/2022	6/14/2022	\$17,017.70
<u>51216</u>	Wex Bank	6/10/2022		\$1,687.16
<u>51217</u>	Alpine Products Inc.	6/16/2022		\$131.02
<u>51218</u>	Art N Stitches	6/16/2022		\$67.52
<u>51219</u>	Associated Petroleum Products INC	6/16/2022		\$5,936.65
<u>51220</u>	AT&T Mobilty	6/16/2022		\$2,546.92
<u>51221</u>	Big J'S Outdoor Store	6/16/2022		\$275.68
<u>51222</u>	Brisco Inc.	6/16/2022		\$807.92
<u>51223</u>	Business Solutions Center	6/16/2022		\$82.05
<u>51224</u>	Canonica, Steven	6/16/2022		\$121.00
<u>51225</u>	Cintas Corporation #461	6/16/2022		\$294.68
<u>51226</u>	Criminal Justice Training Commission	6/16/2022		\$4,431.00
<u>51227</u>	Department of Retirement Systems	6/16/2022		\$202.44
<u>51228</u>	Drain-Pro INC	6/16/2022		\$794.17
<u>51229</u>	EcoLube Recovery LLC	6/16/2022		\$139.00
<u>51230</u>	Fisher Scientific	6/16/2022		\$203.51
<u>51231</u>	Ford Motor Credit Company LLC	6/16/2022		\$2,981.03
<u>51232</u>	Galls LLC	6/16/2022		\$3,275.53
<u>51233</u>	Grainger	6/16/2022		\$41.75
<u>51234</u>	GreatAmerica Financial Svcs	6/16/2022		\$1,131.79
<u>51235</u>	Hach Company	6/16/2022		\$1,040.60
<u>51236</u>	Harrington's Janitorial	6/16/2022		\$411.00
<u>51237</u>	Jennings Equipment Inc	6/16/2022		\$142.73
<u>51238</u>	Korum Automotive Group	6/16/2022		\$1,322.10
<u>51239</u>	Kyocera Document Solutions Northwest INC	6/16/2022		\$381.20
<u>51240</u>	Larsen Sign Co	6/16/2022		\$577.50
<u>51241</u>	Law Offices of Matthew J Rusnak	6/16/2022		\$2,132.36
<u>51242</u>	Lemay Mobile Shredding	6/16/2022		\$65.60
<u>51243</u>	McClatchy Company LLC	6/16/2022		\$481.10
<u>51244</u>	Orca Pacific, Inc	6/16/2022		\$875.20
<u>51245</u>	O'Reilly Auto Parts	6/16/2022		\$225.56

<u>51246</u>	P.C. Budget & Finance	6/16/2022	\$3,067.74
<u>51247</u>	Petek & Associates	6/16/2022	\$770.00
<u>51248</u>	Popular Networks, Llc	6/16/2022	\$6,186.79
<u>51249</u>	Puget Sound Energy	6/16/2022	\$6,321.60
<u>51250</u>	Puget Sound Instrument CO	6/16/2022	\$415.72
<u>51251</u>	PumpTech, LLC	6/16/2022	\$3,108.15
<u>51252</u>	S&S Tire Service INC	6/16/2022	\$1,536.99
<u>51253</u>	Spectral Laboratories	6/16/2022	\$177.00
<u>51254</u>	Sumner Lawn'n Saw	6/16/2022	\$117.69
<u>51255</u>	The Walls Law Firm	6/16/2022	\$2,070.25
<u>51256</u>	UniFirst Corporation	6/16/2022	\$409.10
<u>51257</u>	UniFirst First Aid + Safety	6/16/2022	\$82.59
<u>51258</u>	Utilities Underground Location Center	6/16/2022	\$170.28
<u>51259</u>	Verizon Wireless	6/16/2022	\$74.29
<u>51260</u>	Vision Municipal Solutions LLC	6/16/2022	\$2,499.46
<u>51261</u>	Water Management Lab Inc.	6/16/2022	\$220.45
<u>51262</u>	Western Equipment	6/16/2022	\$1,161.19
<u>51263</u>	Zumar Industries Inc	6/16/2022	\$167.15
<u>51264</u>	Agfalvi, Kim	6/20/2022	\$164.91
<u>51265</u>	Ford Motor Credit Company LLC	6/29/2022	\$1,103.78
<u>51266</u>	Murphy-Brown, Mary	6/29/2022	\$840.00
<u>51267</u>	Palombi, Gina	6/29/2022	\$533.13
<u>51268</u>	Sarco Supply	6/29/2022	\$223.91
<u>51269</u>	SCORE	6/29/2022	\$7,531.28
		<b>Total</b>	<b>Check</b>
		<b>Total</b>	<b>2000073</b>
		<b>Grand Total</b>	<b>\$88,776.92</b>
			<b>\$88,776.92</b>
			<b>\$103,501.06</b>



# Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount	
Agfalvi, Kim	51264	Agfalvi-JUNE404	001-513-10-43-00	Mileage for Clerk College	\$31.33	
			001-514-23-43-00	Mileage for Clerk College	\$31.33	
			001-521-40-49-00	Mileage for Clerk College	\$31.33	
			001-524-20-32-02	Mileage for Clerk College	\$8.26	
			401-534-80-43-00	Mileage for Clerk College	\$31.33	
			408-535-80-43-00	Mileage for Clerk College	\$31.33	
			<b>Total</b>		<b>\$164.91</b>	
Alpine Products Inc.	51217	TM-209399	101-542-30-48-02	Bolt Down Base Post	\$131.02	
				<b>Total</b>	<b>\$131.02</b>	
Art N Stitches	51218	12378-Gibbs	001-521-20-31-01	Richardson Hat-Beanie Logo Stitching-Gibbs	\$67.52	
				<b>Total</b>	<b>\$67.52</b>	
Associated Petroleum Products INC	51219	22-547634	101-542-30-32-00	Fuel	\$245.83	
				401-534-80-32-00	Fuel	\$983.32
				408-535-80-32-00	Fuel	\$983.32
		22-553789	101-542-30-32-00	410-531-38-32-01	Fuel	\$245.83
				401-534-80-32-00	Fuel	\$232.36
				408-535-80-32-00	Fuel	\$929.48
				410-531-38-32-01	Fuel	\$464.74
		22-554140	401-534-80-32-01	410-531-38-32-01	Fuel	\$697.11
				408-535-80-32-01	Diesel	\$519.60
				408-535-80-32-01	Diesel	\$115.46
				410-531-38-32-02	Diesel	\$519.60
<b>Total</b>		<b>\$5,936.65</b>				
AT&T Mobilty	51220	287300949706X06042000	001-512-50-42-00	Cell Phone-Court	\$45.46	
			001-524-20-42-00	Cell Phone & Internet-PD	\$1,041.21	
		287309454338X06042022	001-514-23-42-00	Cell Phones	\$192.58	
			001-524-20-42-00	Cell Phones	\$45.46	
			001-575-50-42-01	Cell Phones	\$50.53	
			401-534-10-42-01	Data	\$585.84	
			408-535-10-42-01	Data	\$585.84	
			<b>Total</b>		<b>\$2,546.92</b>	

Vendor	Month	Invoice #	Account Number	Notes	Amount
Big J'S Outdoor Store	51221	JUNE2022-401	401-534-10-31-04	Danner Boots- Cononica	\$275.68
				<b>Total</b>	<b>\$275.68</b>
Brisco Inc.	51222	JUNE2022-402	001-524-20-32-01 410-531-38-32-02 410-531-38-32-02 410-531-38-32-02	Fuel Buiding Fuel Storm Fuel Sewer Fuel Water	\$69.00 \$138.92 \$300.00 \$300.00
				<b>Total</b>	<b>\$807.92</b>
Business Solutions Center	51223	111314	001-571-20-44-00	Banner for Festival in the Park	\$82.05
				<b>Total</b>	<b>\$82.05</b>
Canonica, Steven	51224	Canonica-DOT Recertification	401-534-10-31-00 408-535-10-31-00	Canonica-DOT Physical Recertification Canonica-DOT Physical Recertification	\$60.50 \$60.50
				<b>Total</b>	<b>\$121.00</b>
Cintas Corporation #461	51225	4120180856	408-535-60-48-04	Cleaning of City Park Restrooms	\$294.68
				<b>Total</b>	<b>\$294.68</b>
Criminal Justice Training Commission	51226	201136547	001-521-40-49-00	BLEA 941 Training for Gibbs	\$4,431.00
				<b>Total</b>	<b>\$4,431.00</b>
Department of Retirement Systems	51227	B026-Leoff Non-Leodd Employer Compensation	001-521-20-20-05	B026-Leoff Non- Leodd Employer Compensation	\$202.44
				<b>Total</b>	<b>\$202.44</b>
Drain-Pro INC	51228	100350 100585 100586 100588 100857	408-535-60-48-04 408-535-60-48-04 408-535-60-48-04 408-535-60-48-04 408-535-60-48-04	Honey Bucket Service-Farmers Market Honey Bucket Service-Cemetery Honey Bucket Service-Whitehawk Park Honey Bucket Rental-Main Park Honey Bucket Service-Farmers Market	\$77.68 \$96.57 \$97.91 \$304.50 \$217.51
				<b>Total</b>	<b>\$794.17</b>
EcoLube Recovery LLC	51229	11993051222	408-535-50-47-18	Waste Removal Used Oil	\$139.00
				<b>Total</b>	<b>\$139.00</b>



Vendor	Number	Invoice	Account Number	Notes	Amount
Fisher Scientific	51230	2833109	408-535-10-31-04	Chemical Supplies	\$203.51
				<b>Total</b>	<b>\$203.51</b>
Ford Motor Credit Company LLC	51231	1770918-Lease Payment #44 - 3-2018 Ford Interceptor-8487901	001-591-21-70-03	Lease Payment #44 - 3-2018 Ford Interceptor-P 8487901	\$2,750.31
			001-592-21-80-02	Lease Payment #44 - 3-2018 Ford Interceptor-I 8487901	\$230.72
	51265	1771029-Lease Payment #44 - 2018 Ford F-150-8487902	001-591-21-70-03	Lease Payment #44 - 2018 Ford F-150-P 8487902	\$1,011.20
			001-592-21-80-02	Lease Payment #44 - 2018 Ford F-150-I 8487902	\$92.58
				<b>Total</b>	<b>\$4,084.81</b>
Galls LLC	51232	020953038	001-521-20-31-01	Tactical Ear Mold	\$6.94
		020964144	001-521-20-31-01	Name Heat Press-Gibbs	\$8.21
		020983287	001-521-20-31-01	Wool Trouser-G Palombi	\$107.16
		021079369	001-521-20-31-01	Flying Cross Shirt-G Palombi	\$126.57
		021191524	001-521-20-31-01	Jacket-Gibbs	\$263.18
		021281349	001-521-20-31-01	Point Blank Carrier-Guardain -Gibbs	\$1,464.87
		021284585	001-521-20-31-01	Jumpsuit-G Palombi	\$701.41
		021344331	001-521-20-31-01	Jumpsuit-SRO Boone	\$597.19
				<b>Total</b>	<b>\$3,275.53</b>
Grainger	51233	9320211239	408-535-50-35-00	Cap 8" White Socket	\$41.75
				<b>Total</b>	<b>\$41.75</b>
GreatAmerica Financial Svcs	51234	31835826	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
			001-594-21-64-53	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
			410-594-31-41-42	Phone Lease	\$135.82
				<b>Total</b>	<b>\$1,131.79</b>
Hach Company	51235	13063914	408-535-10-31-04		\$539.66
		13068163	408-535-10-31-04	Chemical Purchase	\$149.48
		13070255	408-535-10-31-04	Chemical Purchase	\$351.46
				<b>Total</b>	<b>\$1,040.60</b>

Vendor	Number	Info	Account Number	Notes	Amount	
Harrington's Janitorial	51236	3982-June 2022	401-534-10-41-43	Janitorial-City Shop-Rocky RD- June 2022	\$137.00	
			408-535-10-41-44	Janitorial-City Shop-Rocky RD- June 2022	\$137.00	
			410-531-31-41-04	Janitorial-City Shop-Rocky RD- June 2022	\$137.00	
			<b>Total</b>		<b>\$411.00</b>	
Jennings Equipment Inc	51237	32749P	105-576-80-48-01	Chutes for Mowers	\$142.73	
			<b>Total</b>		<b>\$142.73</b>	
Keybank- MasterCard	EFT- MaterCard May 2022	0525-Agafalvi-May 2022	001-513-10-31-00	Zoom	\$65.60	
			001-514-23-31-02	Adobe AcroPro	\$29.30	
			001-521-20-31-03	Gift for Chief Gard Retirement	\$23.13	
			001-521-20-31-03	Flowers-Cupcakes- Gift for Chief Gard Retirement	\$72.74	
			401-534-10-31-00	Adobe AcroPro	\$29.30	
			1181-Lincoln-May 2022	001-524-20-31-00	MasterCard-Lincoln	\$108.31
			1397-Turner-May 2022	001-521-20-31-03	Business Cards-G Palmobi	\$30.07
				001-521-20-31-03	Business Cards- Turner	\$76.01
				001-521-50-48-02	Car Wash	\$14.00
				001-521-50-48-02	Fuel	\$74.77
				001-521-50-48-04	USB SSD Enclosure-Display Port	\$55.75
			1513-Kainoa-May 2022	001-512-50-31-00	File Organizer- Envelopes-Table- Keyboard-Room Divider	\$314.27
			1668-Finance-May 2022	001-514-23-31-01	Certified Mail IRS	\$7.58
				001-514-23-31-01	Postage Fee	\$19.68
				001-514-23-31-01	Stamp-Label Tape	\$23.01
				001-514-23-31-02	Adobe Reader	\$24.83
				001-514-23-31-02	Appreciation for PW & Police	\$42.53
				001-514-23-31-02	Kitchen Supplies	\$47.32
				001-514-23-31-02	Coffee	\$54.37
				001-571-20-31-01	Paper Cutter	\$105.80
				401-534-10-31-00	Kitchen Supplies	\$23.66
				401-534-10-31-00	Kitchen Supplies	\$23.66
				401-534-10-31-00	Office Supplies- Paper Goods	\$35.88
				408-535-10-31-00	Kitchen Supplies	\$23.66
				408-535-10-31-00	Office Supplies- Paper Goods	\$35.88
				410-531-38-31-00	Office Supplies- Paper Goods	\$35.88
			1731-Reed-May 2022	101-542-30-31-00	Lunch for Interview & Testing	\$27.38
101-542-30-31-00	Water for Public Works	\$161.47				

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank-MasterCard	EFT-MaterCard May 2022	1731-Reed-May 2022	101-542-30-48-02	Materials for Dead End @ Daffodil Ave NE	\$57.54	
			104-536-20-31-00	Lunch for Practicle Testing	\$27.39	
			105-576-80-31-00	Lunch for Practicle Testing	\$27.38	
			105-576-80-48-02	Trailer Safety Chains-Hitch Hammer Lock	\$47.04	
			401-534-10-31-00	Membership-Recognition	\$26.26	
			401-534-10-31-00	Water for Public Works	\$161.47	
			401-534-50-48-06	Trailer Safety Chains-Hitch Hammer Lock	\$47.04	
			408-535-10-31-00	Water for Public Works	\$161.47	
			410-531-38-31-00	Water for Public Works	\$161.47	
			1920-Gabreluk-May2022	001-521-20-31-01	Pants-Gibbs	\$71.11
		001-521-20-31-01		Combat Pants-Kenyon	\$241.50	
		001-521-30-31-04		Adobe Records Redaction Program	\$17.27	
		001-521-50-48-04		Shipping of Firearms to Military	\$78.65	
		3589-Alfiere-May2022	001-571-20-31-21	Tights for Dance Class	\$63.35	
			001-571-20-31-27	Cups for Painting Class	\$7.69	
			001-571-20-31-27	Painting Class Supplies-Paint-Canvas	\$106.54	
			001-571-20-31-38	Youth Outdoor Adventure Permit R12383	\$350.00	
			001-571-20-31-40	Wiggle Eyes-for Class	\$6.47	
			001-571-20-31-40	Craft Items for Kids Art Class	\$35.15	
			001-571-20-31-40	Juice Bottles for Kids Art Class	\$38.87	
			001-571-20-31-42	Jumbo Craft Sticks-Summer Camp	\$18.35	
			4225-Daskam-May 2022	408-535-50-48-03	Fence Staples	\$6.58
				408-535-50-48-03	Materials for WWTP Improvements	\$55.40
		408-535-50-48-03		Materials for WWTP Improvements	\$333.63	
		5423-Public Works-May 2022	001-524-20-31-00	Copy Paper	\$44.26	
			001-524-20-41-05	Flagger Certification Course	\$33.50	
			001-525-60-41-00	Lunch for PC Employes for Lahar Drill	\$25.14	
			101-542-30-48-02	Concrete Mix- Streets	\$176.33	
			101-542-30-48-04	Compressor Service & Parts	\$280.25	
			105-576-80-48-01	Compressor Service & Parts	\$280.26	
			401-534-10-31-00	Office Supplies	\$31.45	
			401-534-50-48-02	Vinegar	\$129.44	

Vendor	Number	Invoice	Account Number	Notes	Amount		
Keybank- MasterCard	EFT- MaterCard May 2022	5423-Public Works-May 2022	401-534-50-48-04	Compressor Service & Parts	\$280.26		
			401-534-90-49-00	Flagger Certification Course	\$33.50		
			408-535-50-48-02	Return of Rubber Mulch	(\$122.59)		
			408-535-50-48-02	Valley Soil Mix	\$85.33		
			408-535-50-48-02	Rubber Mulch- WWTP	\$171.62		
			408-535-50-48-02	Repair & Weld Sewer Strainer	\$3,152.65		
			408-535-50-48-03	Mekita Drill-Mekita Circular saw-Items for Fence	\$872.51		
			408-535-50-48-04	Compressor Service & Parts	\$280.26		
			408-535-90-49-00	Flagger Certification Course	\$33.50		
			410-531-31-20-06	Flagger Certification Course	\$33.50		
			410-531-38-31-00	Cerified Letters to Stormwater Customers(rention pound maint)	\$53.06		
			410-531-38-48-01	Compressor Service & Parts	\$280.26		
			6744-Hattaway-May 2022	001-521-50-48-02	Fuel	\$68.45	
			8222-Russo-May2022	001-511-60-41-01	AWC Annual Conference 2022- Council	\$2,250.00	
				001-513-10-49-00	AWC Annual Conference 2022- Larson	\$375.00	
				001-514-23-31-02	SemRush	\$251.57	
				001-514-40-41-19	Hotel for AWC Labor Relations Insitute May 2022	\$66.16	
				001-521-40-49-00	Hotel for AWC Labor Relations Insitute May 2022	\$66.16	
				401-534-90-49-00	Hotel for AWC Labor Relations Insitute May 2022	\$66.16	
				408-535-90-49-00	Hotel for AWC Labor Relations Insitute May 2022	\$66.15	
				410-531-31-40-06	Hotel for AWC Labor Relations Insitute May 2022	\$66.15	
				8502-Orting Police-May 2022	001-521-20-41-00	Medical Exam- Gibbs	\$142.00
					001-521-50-48-02	Windshield Replacement 2021 Explorer-Vin 14669	\$921.32
		001-521-50-48-04	Sector Paper for Police Tickets	\$397.07			
	9853-Larson-May 2022	001-558-60-31-00	Job Posting- Planner	\$100.00			
				<b>Total</b>	<b>\$14,724.14</b>		
Korum Automotive Group	51238	6757854-2	001-521-50-48-02	Oil Change-2020 Escape-83352	\$111.23		
		6758384-2	101-542-30-48-04	Oil Change-60,000 Mile Service-2016 F350 FA1067	\$60.53		



Vendor	Month	Invoice #	Account Number	Item #	Amount	
Korum Automotive Group	51238	6758384-2	105-576-80-48-02	Oil Change-60,000 Mile Service-2016 F350 FA1067	\$121.09	
			401-534-50-48-06	Oil Change-60,000 Mile Service-2016 F350 FA1067	\$605.44	
			408-535-50-48-08	Oil Change-60,000 Mile Service-2016 F350 FA1067	\$181.63	
			410-531-38-48-01	Oil Change-60,000 Mile Service-2016 F350 FA1067	\$242.18	
			<b>Total</b>	<b>\$1,322.10</b>		
Kyocera Document Solutions Northwest INC	51239	55T1111643	001-521-20-31-03	Base Rate for Loaner Copier-Police	\$33.70	
			55T1111644	001-521-20-31-03	Base Rate for Loaner Copier-Police	\$33.70
			55T1111645	001-521-20-31-03	Base Rate for Loaner Copier-Police	\$33.70
			55T1111646	001-521-20-31-03	Base Rate for Loaner Copier + Usage Police	\$280.10
			<b>Total</b>	<b>\$381.20</b>		
Larsen Sign Co	51240	29867	001-521-50-48-02	Police Car Graphics Repair Due to Accident	\$269.50	
			30184	001-521-50-48-02	Police Car Graphics Repair Due to Accident	\$308.00
			<b>Total</b>	<b>\$577.50</b>		
Law Offices of Matthew J Rusnak	51241	407-June 2022	001-512-50-49-01	Court Appointed Attorney-June 2022	\$2,132.36	
			<b>Total</b>	<b>\$2,132.36</b>		
Lemay Mobile Shredding	51242	4750299D185	401-534-10-31-00	Public Works Shredding	\$32.80	
			408-535-10-31-00	Public Works Shredding	\$32.80	
			<b>Total</b>	<b>\$65.60</b>		
McClatchy Company LLC	51243	123332	001-558-60-31-03	Planning Commission Meeting Publications	\$251.27	
			001-571-20-44-00	Master Plan-Orting Parks	\$229.83	
			<b>Total</b>	<b>\$481.10</b>		
Murphy-Brown, Mary	51266	JUNE2022-405	001-571-20-31-21	Dance Class-6/3/2022-6/13/2022 & Painting Class	\$665.00	
			001-571-20-31-27	Art Class 6/5/2022	\$175.00	
			<b>Total</b>	<b>\$840.00</b>		

Vendor	Number	Invoice	Account Number	Note	Amount
O'Reilly Auto Parts	51245	1265583-MAY2022	104-536-50-48-01	Hitch for Truck FA1198	\$225.56
				<b>Total</b>	<b>\$225.56</b>
Orca Pacific, Inc	51244	055836	401-534-10-31-01	Sodium Hypochlorite	\$875.20
				<b>Total</b>	<b>\$875.20</b>
P.C. Budget & Finance	51246	CI-317193 C-104188	001-554-30-40-00	PC-Animal Control	\$3,067.74
				<b>Total</b>	<b>\$3,067.74</b>
Palombi, Gina	51267	JUNE2022-403	001-521-40-49-00	Hotel for WSHNA Training May2-4 2022	\$533.13
				<b>Total</b>	<b>\$533.13</b>
Petek & Associates	51247	1067-1227	001-521-20-41-00	Psychological Evaluation-Gibbs & Kenyon	\$770.00
				<b>Total</b>	<b>\$770.00</b>
Popular Networks, Llc	51248	37678	001-513-23-41-01		\$128.19
			001-514-23-41-04	Computer Maintenance	\$277.76
			001-524-20-41-01	Computer Maintenance	\$213.66
			001-525-60-41-03	Disaster Recovery Backup-Server	\$1,068.95
			001-575-50-41-03	Computer Maintenance	\$192.29
			101-542-30-41-04	Computer Maintenance	\$106.83
			104-536-20-41-01	Computer Maintenance	\$42.73
			401-534-10-41-05	Computer Maintenance	\$448.68
			408-535-10-41-05	Computer Maintenance	\$448.68
			410-531-38-41-04	Computer Maintenance	\$277.76
		37680	001-512-50-41-01	Computer Maintenance	\$99.88
			001-521-50-41-01	Computer Maintenance-PD PSB	\$1,897.76
			001-525-60-41-03	Disaster Recovery Backup-Server	\$983.62
				<b>Total</b>	<b>\$6,186.79</b>
Puget Sound Energy	51249	200003766280- JUNE2022	001-518-20-40-03	City Hall-Train ST	\$711.81
		200019646914- JUNE2022	101-542-63-47-03	Street Lights	\$49.44
		220028112518- JUNE2022	101-542-63-47-03	Street Lights	\$12.71
		300000002406- June2022	101-542-63-47-03	Street Lights	\$4,970.64
	51215	400003360502-Puyallup Lift Station	408-594-35-63-33	903 Orting Kapowsin HWY- Puyallup Lift Station Upgrade	\$17,017.70

Vendor	Number	Invoice	Item Number	Notes	Amount
Puget Sound Energy	51249	400003391945- JUNE2022	408-594-35-63-34	Rainier Meadows Sewer Lift Station- Electric Modified Service	\$577.00
				<b>Total</b>	<b>\$23,339.30</b>
Puget Sound Instrument CO	51250	184610	101-542-90-40-05	Radio Rental for Lahar Drill	\$415.72
				<b>Total</b>	<b>\$415.72</b>
PumpTech, LLC	51251	0181144-IN	401-534-50-48-04	4" Victaulic Check Valve-Couplings-Grove Nipple	\$3,108.15
				<b>Total</b>	<b>\$3,108.15</b>
S&S Tire Service INC	51252	1-131763	101-542-30-48-04	New Tires for FA1068	\$230.22
			104-536-50-48-01	New Tires for FA1068	\$38.38
			105-576-80-48-02	New Tires for FA1068	\$115.13
			401-534-50-48-06	New Tires for FA1068	\$76.75
			408-535-50-48-08	New Tires for FA1068	\$38.38
			410-531-38-48-01	New Tires for FA1068	\$268.62
		1-131765	101-542-30-48-04	New Tires for FA1029	\$270.04
			104-536-50-48-01	New Tires for FA1029	\$19.27
			105-576-80-48-02	New Tires for FA1029	\$48.23
			410-531-38-48-01	New Tires for FA1029	\$48.23
		1-131780	101-542-30-48-04	New Tires for FA1072	\$38.37
			104-536-50-48-01	New Tires for FA1072	\$38.37
			105-576-80-48-02	New Tires for FA1072	\$57.57
			401-534-50-48-06	New Tires for FA1072	\$191.87
			408-535-50-48-08	New Tires for FA1072	\$38.37
			410-531-38-48-01	New Tires for FA1072	\$19.19
				<b>Total</b>	<b>\$1,536.99</b>
Sarco Supply	51268	1143934	001-512-50-31-00	Bathroom & Cleaning Supplies-City Hall	\$31.99
			001-513-10-31-00	Bathroom & Cleaning Supplies-City Hall	\$31.99
			001-514-23-31-02	Bathroom & Cleaning Supplies-City Hall	\$31.98
			001-521-20-31-03	Bathroom & Cleaning Supplies-City Hall	\$31.99

Vendor	Number	Invoice	Account Number	Notes	Amount
Sarco Supply	51268	1143934	401-534-10-31-00	Bathroom & Cleaning Supplies-City Hall	\$31.98
			408-535-10-41-14	Bathroom & Cleaning Supplies-City Hall	\$31.99
			410-531-38-31-00	Bathroom & Cleaning Supplies-City Hall	\$31.99
			<b>Total</b>		<b>\$223.91</b>
SCORE	51269	6021-Jail Fees-May 2022	001-523-60-41-00	Jail Fees-May 2022	\$7,531.28
			<b>Total</b>		<b>\$7,531.28</b>
Spectral Laboratories	51253	5001487	408-535-10-31-06	Lab Testing	\$177.00
			<b>Total</b>		<b>\$177.00</b>
Sumner Lawn'n Saw	51254	96239	105-576-80-35-00	Hand Loppers-WO96239	\$117.69
			<b>Total</b>		<b>\$117.69</b>
The Walls Law Firm	51255	161-Prosecuting Attorney-May 2022	001-515-41-41-03	Prosecuting Attorney-May 2022	\$2,070.25
			<b>Total</b>		<b>\$2,070.25</b>
UniFirst Corporation	51256	330 1864285	408-535-10-31-03	Uniform Item-Protective Services	\$204.55
		330 1866505	408-535-10-31-03	Uniform Item-Protective Services	\$204.55
		<b>Total</b>		<b>\$409.10</b>	
UniFirst First Aid + Safety	51257	A426876	101-542-30-31-02	Items for First Aid Cabinet	\$41.29
			401-534-10-31-04	Items for First Aid Cabinet	\$41.30
			<b>Total</b>		<b>\$82.59</b>
Utilities Underground Location Center	51258	2050203	401-534-60-41-00	Locates-May 2022	\$85.14
			408-535-60-41-00	Locates-May 2022	\$85.14
			<b>Total</b>		<b>\$170.28</b>
Verizon Wireless	51259	9906589227	401-534-10-42-01	Cell Phones-Data	\$37.15
			408-535-10-42-01	Cell Phones-Data	\$37.14
			<b>Total</b>		<b>\$74.29</b>
Vision Municipal Solutions LLC	51260	09-10817	401-534-10-31-00	Utility Bill Processing & Mailing	\$16.71
			401-534-10-42-00	Utility Bill Processing & Mailing	\$88.83
			408-535-10-31-00	Utility Bill Processing & Mailing	\$16.72
			408-535-10-42-00	Utility Bill Processing & Mailing	\$88.83



Vendor	Number	Invoice	Account Number	Notes	Amount	
Vision Municipal Solutions LLC	51260	09-10817	410-531-38-31-00	Utility Bill Processing & Mailing	\$16.72	
			410-531-38-42-00	Utility Bill Processing & Mailing	\$88.84	
	09-10827	401-534-10-31-00	401-534-10-31-00	Utility Bill Processing & Mailing	\$82.95	
			401-534-10-42-00	Utility Bill Processing & Mailing	\$534.17	
		408-535-10-31-00	408-535-10-31-00	Utility Bill Processing & Mailing	\$82.95	
			408-535-10-42-00	Utility Bill Processing & Mailing	\$534.17	
		09-10836	410-531-38-31-00	410-531-38-31-00	Utility Bill Processing & Mailing	\$82.94
				410-531-38-42-00	Utility Bill Processing & Mailing	\$534.17
			401-534-10-31-00	401-534-10-31-00	Utility Bill Processing & Mailing	\$17.45
				401-534-10-42-00	Utility Bill Processing & Mailing	\$93.04
			408-535-10-31-00	408-535-10-31-00	Utility Bill Processing & Mailing	\$17.45
				408-535-10-42-00	Utility Bill Processing & Mailing	\$93.04
					<b>Total</b>	<b>\$2,499.46</b>
	Water Management Lab Inc.	51261	203144	401-534-10-41-03	Lab Testing	\$220.45
	Western Equipment	51262	7228118-00	105-576-80-48-01	Blade Kits for Deewee Mower	\$232.23
				410-531-38-48-01	Blade Kits for Deewee Mower	\$928.96
				<b>Total</b>	<b>\$1,161.19</b>	
Wex Bank	51216	80839335	001-521-20-32-00	Fuel-PD	\$1,687.16	
Zumar Industries Inc	51263	40031	101-542-64-49-00	Left Turn Lane Symbol-15 MHP Sign-WO8295	\$167.15	
<b>Grand Total</b>					<b>\$103,501.06</b>	



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>	<b>AB22-58</b>		<b>6.15.2022</b>	<b>6.29.2022</b>
Emergency Ordinance No. 2022-1096, Amending Orting Municipal Code 9-5A-9 regarding stormwater regulations.				
	<b>Department:</b>	PW/Engineering/Planning		
	<b>Date Submitted:</b>	<b>6.9.2022</b>		
<b>Cost of Item:</b>	<u>\$ N/A</u>			
<b>Amount Budgeted:</b>	<u>\$ N/A</u>			
<b>Unexpended Balance:</b>	<u>\$</u>			
<b>Bars #:</b>				
<b>Timeline:</b>	<b>Must be adopted and effective by 6.30.2022</b>			
<b>Submitted By:</b>	<b>Stefanie Hindmarch/JC Hungerford</b>			
<b>Fiscal Note:</b>				
<b>Attachments:</b>	Ordinance No. 2022-1096			
<b>SUMMARY STATEMENT:</b>	<p>The National Pollutant Discharge Elimination System (NPDES) is a federal permit program that regulates the discharge of stormwater and wastewater to waters of the State. The Western Washington Phase II Municipal Stormwater Permit was re-issued on August 1, 2019 and will be in effect until July 31, 2024. This permit authorizes the City of Orting to discharge stormwater from its municipally owned system. The City of Orting is required to update its stormwater regulations in response to the terms of the Permit, including the adoption of the most current 2019 Washington Department of Ecology’s Stormwater Management Manual for Western Washington. The full manual is available at: <a href="https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/Content/Resources/DocsForDownload/2019SWMMWW.pdf">https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMWW/Content/Resources/DocsForDownload/2019SWMMWW.pdf</a>. The Manual “provides guidance on the measures necessary to control the quantity and quality of stormwater. Local municipalities use this manual to set stormwater requirements for new development and redevelopment projects. Land developers and development engineers use this manual to design permanent stormwater control plans, create construction stormwater pollution prevention plans, and determine stormwater infrastructure. Businesses use this manual to help design their stormwater pollution prevention plans.”</p> <p>By this ordinance the City Council would adopt this version of the Manual, in compliance with the City’s NPDES Permit. Note: adoption must occur prior to June 30, 2022, thus the request is for emergency adoption at the meeting on 6/29.</p>			

**RECOMMENDED MOTION: Motion:**

To adopt Ordinance No. 2022-1096, an emergency ordinance amending OMC 9-5A-9, regarding stormwater regulation.

# CITY OF ORTING WASHINGTON

ORDINANCE NO. 2022-1096

---

**AN ORDINANCE OF THE CITY OF ORTING,  
WASHINGTON, RELATING TO STORMWATER  
MAINTENANCE AND MANAGEMENT;  
AMENDING ORTING MUNICIPAL CODE  
SECTIONS 9-5A-9; PROVIDING FOR  
SEVERABILITY; DECLARING AN EMERGENCY;  
AND ESTABLISHING AN IMMEDIATE  
EFFECTIVE DATE**

---

**WHEREAS**, the City has adopted certain provisions codified at Chapter 5A of Title 9 of the Orting Municipal Code (“OMC”) that provide for surface water management within the City of Orting; and

**WHEREAS**, in January of 2007, the State Department of Ecology issued the first National Pollution Discharge Elimination System (“NPDES”) permit for Phase II communities in Western Washington which permit is intended to implement the Clean Water Act; and

**WHEREAS**, although the City already has certain regulations in place that comply with many of the requirements of the Phase II NPDES permit, certain amendments are necessary in order to ensure that the City is in compliance with provisions of the permit that must be implemented by the City by June 30, 2022; and

**WHEREAS**, the proposed amendments to Chapter 5A of Title 9 of the Orting Municipal Code are consistent in scope and subject matter with the surface water management programs of other jurisdictions; and

**WHEREAS**, this Ordinance is enacted as an exercise of the police power authority of the City of Orting to protect and preserve the public health and welfare; and

**WHEREAS**, on June 9, 2022, the City’s SEPA official issued a determination of non-significance for the proposed code amendments and there have been no appeals; and

**WHEREAS**, on June 29, 2022, the City Council held a public hearing on the proposed code amendments; and

**WHEREAS**, RCW 35A.13.190 provides that an ordinance may be made effective upon adoption if passed by a majority plus one of the whole membership of the council, and if



designated as a public emergency ordinance necessary for the protection of the public health, public safety, public property or public peace; and

**WHEREAS**, pursuant to RCW 35A.13.190, the City Council finds that this ordinance is a public emergency ordinance necessary for the protection of public health, public safety, public property, or public peace for the reasons set forth herein;

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

Section 1. Findings. The City Council adopts the recitals set forth above, which are incorporated by reference, as findings in support of a declaration of this ordinance as a public emergency ordinance.

Section 2. OMC 9-5A-9, Amended. Orting Municipal Code 9-5A-9 is hereby amended to read as follows:

9-5A-9: GENERAL REQUIREMENTS:

A. Stormwater Management Manual Adopted: The Department of Ecology 2019 ~~2012~~ "Stormwater Management Manual for Western Washington" ~~as amended in 2014~~, together with the 2019 City of Orting Stormwater Management Manual Amendment, ~~are~~ is hereby adopted by reference, as though fully set forth herein, as the Stormwater Management Manual for the City of Orting and is hereinafter referred to as the "manual" or the "Stormwater Management Manual".

B. Low Impact Development Manual Adopted: The ~~December 2012~~ Volume 5 of the Ecology 2019 "Stormwater Management Manual for Western Washington" "Low Impact Development Technical Guidance Manual for Puget Sound" ~~as published by the Puget Sound Partnership~~, is hereby adopted by reference as though fully set forth herein as the Low Impact Development Manual for the City of Orting and is hereinafter referred to as the "LID Manual".

C. Rain Garden Handbook: The June 2013 "Rain Garden Handbook for Western Washington" as published by the Washington State Department of Ecology is hereby adopted by reference as though fully set forth herein as the Rain Garden Handbook for the City of Orting and is hereinafter referred to as the "Rain Garden Handbook".

D. The following hierarchy shall be used in the order listed to determine applicable requirements:

1. The 2019 City of Orting Stormwater Management Manual Amendment;
2. The 2019 ~~2012~~ "Stormwater Management Manual for Western Washington" ~~as amended in 2014~~;

\*\*\*

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 4. 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 5. Designation of Emergency Ordinance; Immediate Effective Date. Pursuant to RCW 35A.13.190, the City Council declares and designates this ordinance as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or the public peace. Upon adoption of this ordinance by a majority plus one of the whole membership of the council, this ordinance shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals set forth above, which are adopted by reference.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF  
ON THE 29th DAY OF JUNE 2022.**

CITY OF ORTING

---

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

---

Kimberly Agfalvi, City Clerk

Approved as to form:

---

Charlotte A. Archer  
Inslee Best  
City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Ordinance No.  
Date of Publication:  
Effective Date:



## CITY OF ORTING

---

104 BRIDGE ST S, PO BOX 489, ORTING WA 98360  
Phone: (360) 893-2219 FAX: (360) 893-6809  
www.cityoforting.org

### SEPA Determination of Non-Significance (DNS)

**Name of Proposal:** Adoption of 2019 Ecology Stormwater Manual for Western Washington

**Proponent:** City of Orting

**Description:** Amendments are proposed to Orting Municipal Code 9-5A-9 to adopt the 2019 Ecology Stormwater Manual for Western Washington. This change is required in order for the City of Orting to remain in compliance with the Western Washington Phase II Municipal Stormwater Permit.

**Location:** The City of Orting is located between the Puyallup and Carbon Rivers in Pierce County, generally within Township 18N and 19N, Range 5E. This is a non-project action that would affect multiple parcels in the City of Orting.

**Lead Agency:** City of Orting.

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030. This decision was made after review of a completed environmental checklist and other information on file with the lead agency. The information is available to the public on request.

**Responsible Official:** City Administrator or his authorized designee  
Scott Larson, City Administrator  
City of Orting  
Orting City Hall, 104 Bridge St. S, Orting, WA 98360

Please submit written comments to Scott Larson at the address above, or by email to Stefanie Hindmarch, City Planner at [shindmarch@cityoforting.org](mailto:shindmarch@cityoforting.org)  
*This Determination of Nonsignificance (DNS) is issued under WAC 197-11-340(2). The Lead Agency will not act on this proposal for 14 days from the issue date (issue date: June 10, 2022. Comments must be submitted by 5:00 pm on June 24, 2022.)*

  
\_\_\_\_\_  
Scott Larson, City Administrator

\_\_\_\_\_  
June 10, 2022  
Date

# SEPA ENVIRONMENTAL CHECKLIST

## ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## ***Instructions for applicants:***

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## ***Use of checklist for nonproject proposals:***

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

## ***A. Background*** [\[HELP\]](#)

1. Name of proposed project, if applicable:

**Amendments to Chapter 5A of Title 9 of the Orting Municipal Code to adopt The 2019 Ecology Stormwater Manual for Western Washington.**

2. Name of applicant:

**City of Orting**

3. Address and phone number of applicant and contact person:

**Applicant: City of Orting  
Scott Larson  
104 Bridge St S  
Orting, WA 98360  
(360) 893-2219, Ext. 115**

**Contact: JC Hungerford, PE  
Parametrix, Inc.  
1019 39th Ave SE, Suite 100  
Puyallup, WA 98374  
(253) 604-6630**

4. Date checklist prepared:

**June 2022**

5. Agency requesting checklist:

**City of Orting**

6. Proposed timing or schedule (including phasing, if applicable):

**Adoption June 29, 2022**

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

**None.**

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

**None known.**

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

**None known.**

10. List any government approvals or permits that will be needed for your proposal, if known.

**City Council Adoption of Ordinance 2022-1096.**

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

**To remain in compliance with the Western Washington Phase II Municipal Stormwater Permit, the City of Orting will be adopting the 2019 Stormwater Manual for Western Washington.**

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

**Non-project application, ordinance covers all of Orting City Limits.**

## **B. Environmental Elements** [\[HELP\]](#)

### 1. **Earth** [\[help\]](#)

a. General description of the site:

(circle one):  Flat, rolling, hilly, steep slopes, mountainous, other \_\_\_\_\_

b. What is the steepest slope on the site (approximate percent slope)?

**Not applicable – this is a non-project action.**

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

**Soils in the project area are labeled as Orting Loam by the Natural Resources Conservation Service (NRCS) Soil Survey. Orting Loam is classified as somewhat poorly drained.**

**The project work will have no impacts to land of commercial significance.**

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

**None.**

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

**Not applicable – this is a non-project action.**

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

**Not applicable – this is a non-project action.**

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

**Not applicable – this is a non-project action.**

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

**Not applicable – this is a non-project action.**



## 2. Air [\[help\]](#)

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

**Not applicable – this is a non-project action.**

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

**Not applicable – this is a non-project action.**

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

**Not applicable – this is a non-project action.**

## 3. Water [\[help\]](#)

### a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

**Orting is located between the Puyallup and Carbon Rivers.**

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

**Not applicable – this is a non-project action.**

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

**Not applicable – this is a non-project action.**

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

**Not applicable – this is a non-project action.**

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

**Not applicable – this is a non-project action.**

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

**Not applicable – this is a non-project action.**

b. Ground Water: [\[help\]](#)

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

**Not applicable – this is a non-project action.**

3) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

**Not applicable – this is a non-project action.**

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

**Not applicable – this is a non-project action.**

2) Could waste materials enter ground or surface waters? If so, generally describe.

**Not applicable – this is a non-project action.**

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

**Not applicable – this is a non-project action.**

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

**Not applicable – this is a non-project action.**

#### 4. **Plants** [\[help\]](#)

a. Check the types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs
- grass
- pasture
- crop or grain
- Orchards, vineyards or other permanent crops.
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

**Not applicable – this is a non-project action.**

c. List threatened and endangered species known to be on or near the site.

**Not applicable – this is a non-project action.**

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

**Not applicable – this is a non-project action.**

e. List all noxious weeds and invasive species known to be on or near the site.

**Not applicable – this is a non-project action.**

#### 5. **Animals** [\[help\]](#)

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

Examples include:

- birds: hawk, heron, eagle, songbirds, other:
- mammals: deer, bear, elk, beaver, other:
- fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

**Animals likely to be present within Orting include hawk, heron, eagle, songbirds, deer, elk, beaver, salmon, and trout.**

b. List any threatened and endangered species known to be on or near the site.

- **Oregon spotted frog**
- **Streaked horned lark**
- **Marbled murrelet**
- **Fisher**
- **Mash sandwort**
- **Golden paintbrush**
- **Bull trout**
- **Chinook salmon**
- **Steelhead**

c. Is the site part of a migration route? If so, explain.

**Like most of Western Washington, the site is within the Pacific Flyway, a migratory bird route that extends from Alaska to South America. The proposed Project is not anticipated to have any measurable effects to migratory birds.**

d. Proposed measures to preserve or enhance wildlife, if any:

**Not applicable – this is a non-project action.**

e. List any invasive animal species known to be on or near the site.

**Not applicable – this is a non-project action.**

## **6. Energy and Natural Resources** [\[help\]](#)

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

**Not applicable – this is a non-project action.**

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

**Not applicable – this is a non-project action.**

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**Not applicable – this is a non-project action.**

## 7. **Environmental Health** [\[help\]](#)

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

**Not applicable – this is a non-project action.**

- 1) Describe any known or possible contamination at the site from present or past uses.

**Not applicable – this is a non-project action.**

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

**Not applicable – this is a non-project action.**

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

**Not applicable – this is a non-project action.**

- 4) Describe special emergency services that might be required.

**Not applicable – this is a non-project action.**

- 5) Proposed measures to reduce or control environmental health hazards, if any:

**Not applicable – this is a non-project action.**

### *b. Noise*

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

**Not applicable – this is a non-project action.**

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)?  
Indicate what hours noise would come from the site.

**Not applicable – this is a non-project action.**

- 3) Proposed measures to reduce or control noise impacts, if any:

**Not applicable – this is a non-project action.**

**8. Land and Shoreline Use** [\[help\]](#)

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

**Not applicable – this is a non-project action.**

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

**Not applicable – this is a non-project action.**

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

**Not applicable – this is a non-project action.**

- c. Describe any structures on the site.

**Not applicable – this is a non-project action.**

- d. Will any structures be demolished? If so, what?

**Not applicable – this is a non-project action.**

- e. What is the current zoning classification of the site?

**Not applicable – this is a non-project action.**

- f. What is the current comprehensive plan designation of the site?

**Not applicable – this is a non-project action.**

- g. If applicable, what is the current shoreline master program designation of the site?

**Not applicable – this is a non-project action.**

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

**Not applicable – this is a non-project action.**

- i. Approximately how many people would reside or work in the completed project?

**Not applicable – this is a non-project action.**

j. Approximately how many people would the completed project displace?

**Not applicable – this is a non-project action.**

k. Proposed measures to avoid or reduce displacement impacts, if any:

**Not applicable – this is a non-project action.**

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

**Not applicable – this is a non-project action.**

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

**Not applicable – this is a non-project action.**

## **9. Housing** [\[help\]](#)

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

**Not applicable – this is a non-project action.**

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

**Not applicable – this is a non-project action.**

c. Proposed measures to reduce or control housing impacts, if any:

**Not applicable – this is a non-project action.**

## **10. Aesthetics** [\[help\]](#)

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

**Not applicable – this is a non-project action.**

b. What views in the immediate vicinity would be altered or obstructed?

**Not applicable – this is a non-project action.**

c. Proposed measures to reduce or control aesthetic impacts, if any:

**Not applicable – this is a non-project action.**

### **11. Light and Glare** [\[help\]](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

**Not applicable – this is a non-project action.**

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

**Not applicable – this is a non-project action.**

- c. What existing off-site sources of light or glare may affect your proposal?

**Not applicable – this is a non-project action.**

- d. Proposed measures to reduce or control light and glare impacts, if any:

**Not applicable – this is a non-project action.**

### **12. Recreation** [\[help\]](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity?

**Not applicable – this is a non-project action.**

- b. Would the proposed project displace any existing recreational uses? If so, describe.

**Not applicable – this is a non-project action.**

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

**Not applicable – this is a non-project action.**

### **13. Historic and cultural preservation** [\[help\]](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

**Not applicable – this is a non-project action.**

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

**Not applicable – this is a non-project action.**



- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

**Not applicable – this is a non-project action.**

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

**Not applicable – this is a non-project action.**

#### **14. Transportation** [\[help\]](#)

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

**Not applicable – this is a non-project action.**

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

**Not applicable – this is a non-project action.**

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

**Not applicable – this is a non-project action.**

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

**Not applicable – this is a non-project action.**

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

**Not applicable – this is a non-project action.**

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

**Not applicable – this is a non-project action.**

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

**Not applicable – this is a non-project action.**

h. Proposed measures to reduce or control transportation impacts, if any:

**Not applicable – this is a non-project action.**

**15. Public Services** [\[help\]](#)

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

**No.**

b. Proposed measures to reduce or control direct impacts on public services, if any.

**Not applicable – this is a non-project action.**

**16. Utilities** [\[help\]](#)

a. Circle utilities currently available at the site:

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
other \_\_\_\_\_

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**Not applicable – this is a non-project action.**

**C. Signature** [\[HELP\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: John C. Hungerford

Name of signee JC Hungerford, PE

Position and Agency/Organization Engineer, Parametrix

Date Submitted: 6/9/22

## **D. Supplemental sheet for nonproject actions** [\[HELP\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

**This proposal will not increase discharge to water, water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise. The 2019 Stormwater Manual for Western Washington, to be adopted, provides guidance on the measures necessary to control the quantity and quality of stormwater. Local municipalities use this manual to set stormwater requirements for new development and redevelopment projects. Land developers and development engineers use this manual to design permanent stormwater control plans, create construction stormwater pollution prevention plans, and determine stormwater infrastructure. Businesses use this manual to help design their stormwater pollution prevention plans.**

Proposed measures to avoid or reduce such increases are:

**None proposed.**

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

**The adoption of the 2019 Stormwater Manual for Western Washington will likely have a benefit to plants, animals, fish and marine life. The Manual provides guidance on the measures necessary to control the quantity and quality of stormwater. Local municipalities use this manual to set stormwater requirements for new development and redevelopment projects. Land developers and development engineers use this manual to design permanent stormwater control plans, create construction stormwater pollution prevention plans, and determine stormwater infrastructure. Businesses use this manual to help design their stormwater pollution prevention plans.**

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

**None proposed.**

3. How would the proposal be likely to deplete energy or natural resources?

**Not applicable. The proposal will not deplete energy or natural resources.**

Proposed measures to protect or conserve energy and natural resources are:

**None proposed.**

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

**The adoption of the 2019 Stormwater Manual for Western Washington will likely have a benefit to environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection. The Manual provides guidance on the measures necessary to control the quantity and quality of stormwater. Local municipalities use this manual to set stormwater requirements for new development and redevelopment projects. Land developers and development engineers use this manual to design permanent stormwater control plans, create construction stormwater pollution prevention plans, and determine stormwater infrastructure. Businesses use this manual to help design their stormwater pollution prevention plans.**

Proposed measures to protect such resources or to avoid or reduce impacts are:

**None proposed.**

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

**The adoption of the 2019 Stormwater Manual for Western Washington is not likely to have a major impact on land and shoreline use.**

Proposed measures to avoid or reduce shoreline and land use impacts are:

**None proposed.**

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

**The proposal will not have an impact on the demands on transportation or public services and utilities.**

Proposed measures to reduce or respond to such demand(s) are:

**None proposed.**

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

**The Ordinance will not conflict with local, state or federal laws for the protection of the environment.**



**City of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b>  Approval of Sole Source Vendor	<b>Agenda Item #:</b>	<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	AB22-56	Public Works		
		6.1.2022	6.15.2022	6.29.2022
	<b>Department:</b> Water			
	<b>Date Submitted:</b> 5.27.2022			
<b>Cost of Item:</b>		\$22,251 (plus tax)		
<b>Amount Budgeted:</b>		\$0		
<b>Unexpended Balance:</b>		N/A		
<b>Bars #:</b>		408-534-10-31-00 and 408-534-10-31-01		
<b>Timeline:</b>				
<b>Submitted By:</b>		Gretchen Russo/Greg Reed		
<b>Fiscal Note:</b> This specific item was not budgeted but can be covered by current year revenue.				
<b>Attachments:</b> Draft Resolution				
<b>SUMMARY STATEMENT:</b>				
<p>As part of our new Purchasing Policy, the Council through a resolution may waive competitive bidding requirements through a sole source process. This request would approve TMG Services, Inc. as the sole source provider for the purchase of parts and repair of the chlorine analyzers of the City of Orting’s Municipal Water System.</p> <p>Replacement of the chlorine analyzers at Well One, Harman and Wingate is required. Replacement parts for these analyzers are no longer being manufactured and the parts are no longer available.</p> <p>The City currently uses the Evoqua Depolkox 400M monitors at Well 3 and Well 4. This purchase would standardize all sites to this newer model facilitating the staff’s ability to repair and maintain one set of parts, rather than multiple sets of parts.</p> <p>A Sole Source declaration is needed for this purchase for the following reasons:</p> <ul style="list-style-type: none"> <li>• Purchases exceeding \$15,000 require a sole source or formal bid process</li> <li>• Establishing a standard analyzer</li> <li>• A formal bid process would delay ordering – if the current analyzers fail, it could create a water health issue.</li> </ul>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
To Approve TMG Services Inc as the sole source provider of the Evoqua Deplox 400M Series Chlorine Residual Analyzer.				

**CITY OF ORTING**  
**WASHINGTON**  
**RESOLUTION NO. 2022-17**

**A RESOLUTION OF THE CITY OF ORTING,  
WASHINGTON, APPROVING TMG SERVICES INC. AS  
THE SOLE SOURCE SUPPLIER OF EVOQUA DEPOLOX  
400M SERIES CHLORINE RESIDUAL ANALYZERS;  
SETTING AN EFFECTIVE DATE.**

---

**WHEREAS**, the City of Orting Purchasing Policy Part IX, Section 2 requires Council to approve sole source suppliers by Resolution; and

**WHEREAS**, the City of Orting Municipal Water System Operations requires the City to disinfect our supply systems with Chlorine. The Evoqua Depolox 400M monitors and adjusts the injection of chlorine to insure proper chlorine levels; and

**WHEREAS**, TMG Services, Inc. is a sole source Supplier of the Evoqua Depolox 400M series Chlorine Residual Analyzers; and

**WHEREAS**, the City's Purchasing Policy, previously approved by the City Council, allows the City Council to waive the bidding requirements for purchases by resolution where the purchase is clearly and legitimately limited to a single source; and

**WHEREAS**, pursuant to RCW 39.04.280(1)(a), the City Council finds that the purchase is clearly and legitimately limited to a single source;

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

**Section 1. Sole Source Supplier, Adopted.** The City Council waives the bidding requirements set out in the City's Purchasing Policy, and approves TMG Services, Inc. as the sole source supplier of the Evoqua Depolox 400M series Chlorine Residual Analyzers as required by the Municipal Water Systems Operation Manuals requirement to disinfect the City's Water sources. The Mayor is hereby authorized to effectuate this purchase.

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

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 29<sup>TH</sup> DAY OF JUNE 2022.**

CITY OF ORTING

---

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

---

Kimberly Agfalvi, City Clerk

Approved as to form:

---

Charlotte A. Archer  
City Attorney



3216 E. Portland Avenue  
Tacoma, WA 98404  
253-779-4160  
tmginc@tmgservices.net

May 25<sup>th</sup>, 2022  
QUOTATION rev. 3

Greg Reed  
City of Orting  
PO Box 489  
Orting, WA 98360

Reference: Residual Chlorine Analyzer Upgrade for Harmon Springs/Wingate/Well 1

**3 Evoqua/W&T Depolox 400M Series Residual Analyzers:**

- Electronic Module: 100-240vAC Power – optional 24vDC
- Flow Cell Module: Depolox 5 Bare Electrode
  - Measurement 1: Bare Electrode Free Chlorine Sensor, Self-Cleaning
  - Measurement 2: pH Sensor
- Ethernet Port
- Color Touchscreen, 4.3"
- Integral LED Light Status Indicator
- Integral Temperature Sensor, PT1000
- Flow Switch
- Data Logging
- Panel Mounted on Blue Polypropylene Material

**PRICE EACH: \$6,550**

**PRICE TOTAL: \$19,650 (Freight Included)**

**OPTIONAL ADDER**

3 Analyzer Panel Accessories for a complete turn-key Analyzer Panel

*\*This includes a Y-Strainer, Ball Valve, Pressure Gauge & Pressure Reducing Valve*

**PRICE EACH: \$867**

**PRICE TOTAL: \$2,601 (Add to above Analyzer Price)**

**TOTAL IF OPTIONAL ADDER INCLUDED: \$22,251 (Freight Included)**

Terms & Conditions of Sale:

-F.O.B.: Orting, WA

-Payment Terms: Net 30 Days – Our terms of payment are 100% payable 30 days after shipment. Since this is an agreement between Buyer and Seller, and Seller has no relationship with the third party owner, this agreement must be independent of any third party action or inaction. Payment will be due as indicated above without a dependency on the buyer being paid by the owner, with no further restriction or impediments, and regardless of any payment arrangement that may exist between contractor and owner.

-This price is in effect for 60 days.

-Submittals, if required, will be provided 2 weeks after receipt of all technical data at T M G Services.

-Delivery will be made in approximately 6-8 weeks after receipt of order and/or approvals and resolution of all necessary technical data at T M G Services.

-Quotation prices do not include any sales taxes or any other taxes that may apply.

-This quotation is limited to the products and/or services as listed and excludes any item or service not specifically listed.

Thank you,

Brittany Apodaca  
TMG Services, Inc.





April 11, 2022

To Whom It May Concern,

This letter is to advise that TMG Services Inc. is an authorized Sales Representative and Distributor for Evoqua Water Technologies, LLC. The following shows the products and markets in which TMG Services, Inc. is authorized for the sale of equipment, instruments and products manufactured by us.

Authorized to represent the following Evoqua Products:

- Millennium III ClO2 Generators Products
- Wallace & Tiernan Products
  - OSEC
  - Chemical Feed Analyzers / Process Controllers
  - Gas Feed
  - Water Champ

Authorized Markets within Alaska, Washington, Idaho, and Montana.

TMG Services, Inc. is located at:

3216 E Portland Ave  
Tacoma, WA 98404

Evoqua Water Technologies, LLC utilizes Distributors and Sales Representatives to promote and support our equipment on a regional basis.

Contract#: TMG\_2020\_0420

Letter Expiration Date: December 31, 2022

With regards,

DocuSigned by:  
*Tim Schneller*  
AAD8055D88AD4B7...

Tim Schneller

Global Channel Leader

Cc: Erika Boswell (via email erika@tmgservices.net)



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Chief Hiring Process	<b>AB22-46</b>			
			<b>5.18.2022, 6.15.2022</b>	<b>6.29.2022</b>
	<b>Department:</b>	Executive		
	<b>Date Submitted:</b>	<b>6.8.2022</b>		
<b>Cost of Item:</b>	<u>\$10,000 (not to exceed)</u>			
<b>Amount Budgeted:</b>	\$			
<b>Unexpended Balance:</b>	\$			
<b>Bars #:</b>				
<b>Timeline:</b>	Discussion Item			
<b>Submitted By:</b>	Scott Larson			
<b>Fiscal Note:</b> This will be paid for out of executive professional services and general fund balance.				
<b>Attachments:</b> Draft WASPC Professional Services Agreement				
<b>SUMMARY STATEMENT:</b>				
<p>Based on the feedback we received from council in May staff are engaging WASPC to assist with recruiting a new Chief of Police. Staff have started to build the announcement and profile for the position and expect to get materials completed in June for advertisement starting in July.</p> <p>Attached is a draft professional services agreement including a scope of services with WASPC, the initial fee is \$2,000 and then we are billed \$75 per hour based on the amount of effort WASPC provides the city.</p>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
To authorize the Mayor to sign a contract with WASPC for executive search services for an amount not to exceed \$10,000.				



Washington Association of  
**SHERIFFS &  
POLICE CHIEFS**

3060 Willamette Drive NE  
Lacey, WA 98516  
360-486-2380 (Phone)  
360-486-2381 (Fax)  
www.waspc.org

**President**

Sheriff Rick Scott  
Grays Harbor County

**President-Elect**

Chief Steve Crown  
City of Wenatchee

**Vice President**

Sheriff Tom Jones  
Grant County

**Past President**

Chief Craig Meidl  
City of Spokane

**Treasurer**

Chief Brett Vance  
City of Montesano

**Executive Board**

Chief John Batiste  
Washington State Patrol

Chief Cherie Harris  
City of Kirkland

Sheriff Mitzi Johanknecht  
King County

Chief Darrell Lowe  
City of Redmond

Sheriff Kevin Morris  
Douglas County

Chief Rafael Padilla  
City of Kent

Sheriff James Raymond  
Franklin County

Don Voiret, SAC  
FBI—Seattle

Chief Sam White  
Lower Elwha Klallam  
Police Department

Steven D. Strachan  
Executive Director

## Police Executive Search Agreement

The **Washington Association of Sheriffs and Police Chiefs (WASPC)** and the **City of Orting (City)** enter into this agreement for the purpose of selecting a Police Chief.

The selection process may include any of the following dimensions:

1. Assistance with development of the assistant police chief position profile
2. Advertisement and recruitment of candidates
3. Review of applications
4. Identification of finalists
5. Interview of finalists
6. Final interview

WASPC agrees to provide personnel to facilitate any of the foregoing dimensions as requested by the **City**. The **City** agrees to pay WASPC \$2,000, plus staff time and expenses. Staff time is billable at \$75 per hour and is estimated at approximately 40 hours. The **City** also agrees to comply with the terms and conditions of **RCW 43.101.095, Peace Officer Certification**.

AGREED:

\_\_\_\_\_  
Name/title  
City of Orting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve Strachan, Executive Director  
Washington Association of Sheriffs and Police Chiefs

\_\_\_\_\_  
Date



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Reader Board	<b>AB22-45</b>	<b>PW</b>		
		<b>6.1.2022</b>	<b>6.15.2022</b>	<b>6.29.2022</b>
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	<b>5.31.2022</b>		
<b>Cost of Item:</b>	<u>\$51,870.92</u>			
<b>Amount Budgeted:</b>	<u>\$85,000.00</u>			
<b>Unexpended Balance:</b>	<u>\$ 33,129.08</u>			
<b>Bars #:</b>	<b>TBD</b>			
<b>Timeline:</b>	<b>Summer</b>			
<b>Submitted By:</b>	<b>Scott Larson</b>			
<b>Fiscal Note: These funds are part of our ARPA allotment.</b>				
<b>Attachments:</b> Reader Board Invoice				
<b>SUMMARY STATEMENT:</b>				
<p>In 2021 the city issued an RFP for a digital reader board to replace the current analogue reader board and did not receive any responses. Per our purchasing policy and state bidding requirements we can contract directly with a vendor for these services.</p> <p>Valley Sign has provided a quote for a digital reader board and has brought out a demo which CM Williams was able to see. Staff are recommending that we move forward with the purchase of the led panels from valley sign as they are long-lead items. In the meantime, staff is working on getting necessary permits from the county and state to be able to install the reader board.</p>				

**RECOMMENDED MOTION: Motion:**

To authorize the Mayor to sign a contract with Valley Sign for purchase and installation of a new digital reader board at the north entrance to Orting in the amount of \$51,870.92.



# INVOICE

City of Orting (360) 893-2219  
PO Box 489  
ORTING WA 98360

**Invoice Date**  
May 4, 2022

**Invoice Number**  
3325

**Reference**  
LED Reader board sign  
project

Valley Sign  
14504 134th St. Ct. E.  
ORTING WA 98360  
(253) 841-1003  
info@valley-sign.com

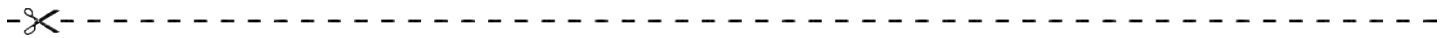
Description	Quantity	Unit Price	Tax	Amount USD
New LED reader board signs for entrance to city of Orting. This project encompasses various components and at this time, the exact scope of installation has not yet been finalized due to easement issues with the current sign location that is being replaced. This invoice is based on the proposal submitted to install the new LED signs where the current signs are located near the intersection of State Route 162 and Williams Blvd. If for some reason the location of the sign needs to be moved and the scope of work adjusted, any funds paid towards portions of the project that need to be changed will be allocated to the new scope of work. - As currently proposed, the scope of work is as follows: * \$550 towards the removal of the existing reader boards and signage * \$43,974 covers the cost of 2 new GT6x LED reader board signs, delivery and installation/hook up of the panels * \$900 towards the fabrication and installation of 1/4" thick plexiglass panels that will get mounted over top the displays in order to prevent impact damage from things being thrown at the displays * \$1,990 towards the cost and installation of new sandblast carved and painted Welcome to Orting signs that would get mounted over top the new LED reader board signs	1.00	47,414.00	9.4%	47,414.00
			Subtotal	47,414.00
			TOTAL SALES TAX 9.4%	4,456.92
			<b>TOTAL USD</b>	<b>51,870.92</b>

**Due Date: May 31, 2022**

For payment, you can click on the PAY NOW link in the email to pay instantly with a debit/credit card. You can pay with a check. We ask that you bring it in or mail it so the check arrives on or before the due date. Thank you.



[View and pay online now](#)



## PAYMENT ADVICE

To: Valley Sign  
14504 134th St. Ct. E.  
ORTING WA 98360  
(253) 841-1003  
info@valley-sign.com

<b>Customer</b>	City of Orting (360) 893-2219
<b>Invoice Number</b>	3325
<b>Amount Due</b>	<b>51,870.92</b>
<b>Due Date</b>	May 31, 2022
<b>Amount Enclosed</b>	<hr/>
	Enter the amount you are paying above



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>	<b>AB22-48</b>	<b>Public Works</b>	<b>6.15.2022</b>	<b>6.29.2022</b>
Low Income Home Water Assistance Program Interlocal Agreement. (LIHWAP).				
	<b>Department:</b>	Finance/Utility Billing		
	<b>Finance</b>	<b>5.19.2022</b>		
<b>Cost of Item:</b>	<u>N/A</u>			
<b>Amount Budgeted:</b>	<u>N/A</u>			
<b>Unexpended Balance:</b>	<u>N/A</u>			
<b>Bars #:</b>				
<b>Timeline:</b>				
<b>Submitted By:</b>	Gretchen Russo, Finance Director			
<b>Fiscal Note:</b>				
<b>Attachments:</b>	Draft Interlocal Agreement			
<b>SUMMARY STATEMENT:</b>				
<p>By signing the attached interlocal agreement with Pierce County will make payments to the City of Orting on behalf of customers who have been determined eligible for the Low Income Home Water Assistance Program (LIHWAP).</p> <p>Public Law No: 116-260 signed on December 27, 2020, included funding with instructions for the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS) to carry out grants to assist low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of, and rates charged to, such households for such services.</p>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
<p>To authorize the Mayor to enter into an interlocal agreement with Pierce County for the purpose of participating in the Low-Income Home Water Assistance Program (LIHWAP).</p>				

**PIERCE COUNTY HUMAN SERVICES  
LOW INCOME HOME WATER ASSISTANCE PROGRAM  
(LIHWAP) VENDOR AGREEMENT**

This Agreement, effective as of October 1, 2021, is entered into by and between PIERCE COUNTY HUMAN SERVICES (hereinafter, referred to as the "County" or "Agency") and **City of Orting**, a supplier of home water and/or waste water, (hereinafter, referred to as the "Water Vendor" or "Vendor") of the Low-Income Home Water Assistance Program (LIHWAP).

**1. PURPOSE**

Public Law No: 116-260 signed on December 27, 2020, included funding with instructions for the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS) to carry out grants to assist low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of, and rates charged to, such households for such services. This act requires that certain assurances be satisfied before assistance payments are made, on behalf of eligible individuals, to suppliers of drinking water and wastewater. This agreement defines the conditions that the Vendor must agree to so that the Agency can make assistance payments to the Vendor on behalf of eligible households.

**2. DEFINITIONS**

For purposes of this Agreement, the following definitions shall apply:

- a. "County" shall mean the Pierce County through its Department of Human Services;
- b. "Supplier of home water" shall mean the Water Vendor receiving LIHWAP payments from the County for eligible households; and
- c. "Eligible household" or "eligible customer" shall mean a customer who qualifies for water assistance as determined by the County under LIHWAP.



### **3. TERM OF THE AGREEMENT**

This Agreement is effective October 1, 2021 and shall end on September 30, 2022.

### **4. COMPENSATION**

The maximum consideration of this Agreement shall not exceed the maximum LIHWAP direct service funds allowed, per the Contract between the Washington State Department of Commerce and Pierce County Human Services. (See Section 5 below.)

### **5. PERIOD OF PAYMENT**

The County will make payments to the Vendor on behalf of customers who have been determined eligible by the County for the term of the Agreement (LIHWAP payments). All payments are contingent upon appropriation and allocation of funds in accordance with federal, state, and local law.

### **6. COUNTY RESPONSIBILITIES**

The County shall:

- a. Accept and review client applications and determine eligibility of households for payments.
- b. Follow procedures that minimize the time elapsing between the receipt of funds and their disbursement to vendor.
- c. Make payments in a timely manner to the vendor on behalf of eligible households for the term of this agreement.
- d. Follow sound fiscal management policies, including, but not limited to segregation of funds from other operating funds of the agency.
- e. Notify customer and/or vendor of the customer's eligibility and total benefit amount.
- f. Incorporate policies that assure the confidentiality of eligible household's usage, balance, and payments.
- g. Upon request from vendor, provide a statement verifying income of an eligible household for the sole purpose of determining moratorium eligibility, within the statutory guidelines of confidentiality.

### **7. CLIENT ELIGIBILITY REQUIREMENTS AND BENEFIT LIMITS**

- a. Households must be at or below 150% of the Federal Poverty Level.

- b. Households must have delinquent charges, have service disconnected, and/or be facing legal action for nonpayment.
- c. The benefit level will depend on what is needed to reconnect service or bring the account to a zero-dollar balance, not to exceed \$2,500 per household. As illustrative, but not exclusive, examples:
  - i. If a household owes \$700, the County will pay \$700.
  - ii. If another household owes \$2,800, the County will pay \$2,500, and the utility provider and the household will enter into a payment arrangement for the \$300 balance.

## **8. WATER VENDOR RESPONSIBILITIES**

The Water Vendor shall:

- a. Notify the County if the Vendor receives more than one water assistance payment for a customer between October 1, 2021, and September 30, 2022;
- b. Immediately apply the benefit to customer's current/past due bill, deposit/reconnect requirements, or arrearages to eliminate the amount owed by the customer and agree to maintain service to customer for a period of 30-days;
- c. Notify the customer of the amount of benefit payment applied to the customer's billing.
- d. Keep customer records confidential.
- e. Maintain records for four (4) years from the date of this agreement, or longer if the vendor is notified that a fiscal audit for a specific program year is unresolved.
- f. Not treat adversely, or discriminate against, any household that receives assistance payments; either in the cost of the goods supplied or the services provided.
- g. Upon request of the agency, provide eligible customer's consumption history and account balance for the sole purpose of determining customer benefit.
- h. Comply with the provisions of the state law regarding disconnects and pertinent provisions of the Washington Administrative Code related to moratoria, if governed by that ruling.

- i. Make records available for review by authorized staff of the agency and Washington State Department of Commerce and the U.S. Department of Health and Human Services.

## **9. DATA COLLECTION**

The Water Vendor shall keep records showing the following:

- a. Name and address of households who received LIHWAP payments;
- b. Amount of assistance accrued to each household;
- c. Source of payment; and
- d. Amount of the household's credit balance when the LIHWAP payment establishes a line of credit. This credit balance also needs to show on all customer billing documents.

## **10. INSURANCE REQUIREMENTS**

The Vendor shall, at the Vendor's own expense, maintain, with an insurance carrier licensed or eligible under RCW Chapter 48.15 to do business in the State of Washington, with minimum coverage as outlined below, commercial automobile liability insurance, and commercial general liability insurance:

### Commercial General Liability

Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000.00 each occurrence OR combined single limit coverage of \$2,000,000.00, with no greater than a \$1,000.00 deductible.

### Employee Dishonesty Coverage

The Vendor shall obtain, at Vendor's expense, and maintain through the life of this Agreement, Employee Dishonesty coverage in the minimum amount of \$100,000. The insurance shall be conditioned upon the Vendor faithfully accounting for all funds received by the Vendor under this Agreement, including subsequent amendments, and further assuring that such funds are used solely for the purposes of this Agreement. The County shall request in writing any increases in the amount of insurance coverage and the Vendor shall comply within fifteen (15) calendar days of receipt of the written notice.

Pierce County shall be named as an additional insured on all required policies, and such insurance carried by the Vendor shall be primary over any insurance carried by Pierce County. The Vendor shall provide a certificate of insurance to be approved by the County Risk Manager prior to contract execution, which shall be attached to the contract.

Pierce County shall have no obligation to report occurrences unless a claim is filed with the Pierce County Auditor; nor shall Pierce County have an obligation to pay premiums.

In the event of nonrenewal or cancellation of, or material change in the coverage required, thirty (30) days written notice will be furnished by the County prior to the date of cancellation, change or nonrenewal, and such notice is to be sent to Pierce County Human Services, 3602 Pacific Avenue, Suite 200, Tacoma, WA 98418.

## **11. INDEMNIFICATION, BIND AND CONVEY**

- a. The Vendor and its officers, agents, employees, subcontractors and/or consultants agree to defend, Indemnify, and save harmless Pierce County and Washington State Department of Commerce (DOC) and their appointed and elective officers and employees, from and against all loss or expense including, but not limited to, judgments, settlements, attorney's fees, and costs by reason of any and all claims and demands upon the County and DOC, and their elected or appointed officials or employees, for damages because of personal or bodily injury, including death, at any time resulting there from, sustained by any person or persons, or on account of damage to property, including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Vendor, its officers, agents, employees, subcontractors, and/or consultants, successor or assigns, or the County and DOC, or their appointed or elected officers, employees or agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County or DOC, or their appointed or elected officials or employees. The Vendor's obligation to indemnify, defend, and hold harmless shall not be eliminated by any actual or alleged concurrent negligence of the County or DOC, or their agents, agencies, employees, and officers, except as provided below.
- b. The following paragraph applies to all work in connection with or collateral to, a contract or agreement relative to construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in

connection therewith, or to a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract:

- i. If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraph is caused by or results from the concurrent negligence of the County or DOC the County's or DOC's agents or employees, and the Vendor or its officers, agents, or employees, the indemnity provisions provided for in this Agreement shall be valid and enforceable only to the extent of the Vendor's negligence.
- c. The Vendor agrees that the obligation "to indemnify, defend, and hold the County and DOC harmless as provided above extends to any claim brought on behalf of any employee of the Vendor and its subcontractors or consultants." The Vendor specifically and expressly waives any immunity under Insurance Title 51, RCW, and acknowledges that this waiver was mutually negotiated and agreed to by the parties herein.
- d. The Vendor agrees to be bound by the General Terms and Conditions of the Washington State Department of Commerce Low-Income Home Water Assistance Program (LIHWAP) contract, which is available upon request.

## **12. INDEPENDENT CONTRACTORS**

In the performance of this Agreement the Water Vendor, its agents and employees, is acting as an independent contractor and not as an agent or employee of the County, Department of Commerce, the State of Washington, or the United States Government.

## **13. DEBARMENT**

The Water Vendor shall assure that its officers, agents, subcontractors, and consultants shall not fund, contract with, or engage the services of any consultant, subcontractor, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive funds.

The Water Vendor certifies that the Water Vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the Agreement by any federal department or agency. If requested by the County, the Water Vendor shall complete a Certification Debarment, Suspension, Ineligibility, and Voluntary Exclusion form.

#### **14. TERMINATION**

This agreement may be terminated by either party with a thirty (30) day written notice to the other party. Termination shall not extinguish authorized obligations incurred during the term of the agreement. If funding is withdrawn, reduced, or eliminated by Commerce, the agency has the right to terminate this agreement immediately.

#### **15. ASSIGNMENT OF AGREEMENT**

Neither party may assign the agreement or any of the rights, benefits and remedies conferred upon it by this agreement to a third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

#### **16. REGULATIONS AND REQUIREMENTS**

This Agreement shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington, and to any other provisions set forth in this Agreement.

#### **17. VENUE AND CHOICE OF LAW**

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the County of Pierce. This Agreement shall be governed by the law of the State of Washington.

#### **18. DISPUTES**

Differences between the Vendor and the County, arising under and by virtue of the Agreement shall be brought to the attention of the County Director at the earliest possible time in order that such matters may be settled, or other appropriate action promptly taken.

#### **19. ENTIRE AGREEMENT**

This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the days indicated below:

**AGENCY:**

**PIERCE COUNTY:**

Reviewed By:

Signature of Corporate Officer

Date

Print Signer's Name and Title

Deputy Prosecuting Attorney (*As to form Only*)

Date

City of Orting

Agency Name

PO Box 489

Orting, WA 98360

Mailing Address

Finance

Date

Approved By:

Contact Name: Jennifer Corona

Heather Moss

Date

Contact Phone Number: 2532004365

Director, Human Services

DUNS No.:

UBI No.:

County Executive (*\$250,000 or more*)

Date



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Summer Experiences & Enrichment for Kids (SEEK) Grant	<b>AB22-49</b>	<b>CGA Committee</b>		
		<b>2.2.2022</b> <b>6.1.2022</b>	<b>2.16.2022</b> <b>6.15.2022</b>	<b>2.23.2022</b> <b>6.29.2022</b>
	<b>Department:</b>	Parks and Recreation		
	<b>Date Submitted:</b>	<b>1.31.2022, 5.27.2022</b>		
<b>Cost of Item:</b>	\$			
<b>Amount Budgeted:</b>	\$			
<b>Unexpended Balance:</b>	\$			
<b>Bars #:</b>				
<b>Timeline:</b>	Summer 2022			
<b>Submitted By:</b>	Kim Agfalvi, City Clerk			
<b>Fiscal Note:</b>				
<b>Attachments:</b> SEEK Grant award email and contract.				
<b>SUMMARY STATEMENT:</b>				
<p>In November of 2021, the City applied to the Summer Experiences and Enrichment for Kids (SEEK) Grant program proposing two summer enrichment programs that would be ran through a partnership between the City of Orting and the Orting School District. The Association of Washington Cities (AWC) is the granting organization and the city is required to sign a contract with AWC to utilize the grant funds. Below is a brief description of each program:</p>				
<p><b>Program #1: The City of Orting’s Youth Outdoor Adventure Program (YOAP)</b>            Every Wednesday over a series of 5 weeks, a group of up to 50 students will visit a state or regional park for a day of hiking and outdoor education. Transportation would be provided to the state or regional park, with pick-up and drop-off occurring at the student’s regular school bus stop or at a central location in Orting such as City Hall or Orting Primary School. Upon reaching the park, groups of students will be chaperoned by a City of Orting or Orting School District employee throughout the day. Activities will include hiking and exploring, taking tours led by park rangers, and engaging in educational activities about geology, plants, wildlife, and local history. Students will have a sack lunch provided, along with a snack and water.</p>				
<p><b>Program #2: The City of Orting’s Summer Day Camp Program</b>            The City of Orting is proposing an outdoor enrichment program in the form of a summer day camp for up to 30 elementary aged students. The camp would take place Monday, Tuesday, Thursday, and Friday for two weeks in the month of July (most likely the week of the 18<sup>th</sup> and 25<sup>th</sup>). The city of Orting’s downtown park as well as the city’s Multipurpose center would be used to host the day camp. The Foothills trail which runs through Orting would also be utilized. From approximately 9am</p>				



to 5pm each day, students would engage in a variety of activities that encourage social interaction, physical activity, and outdoor education. Lunch, snacks and water would be provided to students. On Wednesday's students would have the option to participate in the Youth Outdoor Adventure Program in addition to the day camp.

The City was awarded grants in the amount of:

Youth Outdoor Program: \$21,000.00

Summer Day Camp Program: \$17,000.00

In May 2022, the City applied for and was awarded additional funds as follows:

Summer Day Camp Program - \$500.00 – new scholarship funds.

Summer Day Camp Program - \$5000.00 – additional funds to offset unexpected program costs.

Youth Outdoor Adventure Program - \$7500.00 – additional funds to offset unexpected program costs.

**RECOMMENDED MOTION: Motion:**

To authorize the Mayor to enter into an amended reimbursement contract with the Association of Washington Cities to include additional funds received from SEEK grant funds.

**SEEK Funding Opportunity Subcontractor Funding Agreement**

**Amendment A**

**Redistribution of SEEK Funds**

**Amendment Effective Date:**

The subcontract agreement, Subcontract Number: 22-40 (SUBCONTRACT), made on April 15, 2022, by and between the Association of Washington Cities (AWC), a private nonprofit corporation, and City of Orting (Subcontractor) is amended as follows:

The Subcontract Amount for this agreement is increased from \$38000 to \$51000. AWC shall pay an amount not to exceed \$51000 for the performance of all things necessary for or incidental to the performance of work as set forth in the SEEK Application and described in Attachment A.

**The Budget & Project Costs Worksheet (Attachment B) is hereby amended to read as follows:**

Project: Youth Outdoor Adventure Program

<b>Project Costs</b>	<b>Original Estimated Summer 2022</b>	<b>Updated Estimated Summer 2022</b>	<b>Difference</b>
Staff	\$8000	\$14000	\$6000
Equipment & Supplies	\$1000	\$1000	\$0
Scholarships	\$0	\$0	\$0
Transportation	\$7000	\$8000	\$1000
Facilities	\$0	\$0	\$0
Professional Services	\$1000	\$1000	\$0
Fees	\$1000	\$1500	\$500
Meals	\$3000	\$3000	\$0
Other	\$0	\$0	\$0
<b>Total</b>	<b>\$21000</b>	<b>\$28500</b>	<b>\$7500</b>

Project: Summer Day Camp Program

<b>Project Costs</b>	<b>Original Estimated Summer 2022</b>	<b>Updated Estimated Summer 2022</b>	<b>Difference</b>
Staff	\$7000	\$10000	\$3000
Equipment & Supplies	\$2000	\$3000	\$1000
Scholarships	\$1000	\$1500	\$500

Transportation	\$2000	\$2000	\$0
Facilities	\$500	\$500	\$0
Professional Services	\$1000	\$1000	\$0
Fees	\$1000	\$1000	\$0
Meals	\$2500	\$3500	\$1000
Other	\$0	\$0	\$0
<b>Total</b>	<b>\$17000</b>	<b>\$22500</b>	<b>\$5500</b>

The Subcontractor, as defined in the SUBCONTRACT, affirms that the updated category amounts in the Budget & Project Costs Worksheet will be fully used to carry out the programs as described in “Attachment A – SEEK Application & Scope of Work” of the Funding Agreement, as well as the mission and goals of the SEEK Fund.

All other terms and conditions of the SUBCONTRACT shall remain in full force and effect.

By their execution below, the parties hereto have agreed to all of the terms and conditions of this Amendment effective as of the Amendment Effective Date listed above, and each signatory represents it has the full authority to accept this Amendment, and to bind their respective party to all of the terms and conditions herein.

**For Subcontractor**

Date

**For Association of Washington Cities**

Alicia Seegers Martinelli, Interim CEO

Date

## Kim Agfalvi

---

**From:** Jacob Ewing <jacobe@awcnet.org>  
**Sent:** Wednesday, May 25, 2022 4:36 PM  
**To:** Michell Alfieri  
**Cc:** Kim Agfalvi; Scott Larson; 'David Slagle'  
**Subject:** RE: Additional SEEK Funds

Thank you for confirming, Michell!

### Jacob Ewing

Legislative & Policy Analyst  
Association of Washington Cities  
1076 Franklin St SE Olympia, Washington 98501-1346  
360.753.4137 (office)  
800.562.8981 (toll free)  
[jacobe@awcnet.org](mailto:jacobe@awcnet.org)

Check out AWC's [upcoming events!](#)

*Disclaimer: Documents and correspondence are available under RCW 42.56. This e-mail may be disclosable to a third-party requestor.*

---

**From:** Michell Alfieri <MAlfieri@cityoforting.org>  
**Sent:** Wednesday, May 25, 2022 8:51 AM  
**To:** Jacob Ewing <jacobe@awcnet.org>  
**Cc:** Kim Agfalvi <KAgfalvi@cityoforting.org>; Scott Larson <SLarson@cityoforting.org>; 'David Slagle' <slagled@orting.wednet.edu>  
**Subject:** RE: Additional SEEK Funds

**EXTERNAL EMAIL: Do not click links or open attachments unless you expected this email.**

Hi Jacob,  
Thank you! Yes, we do plan on accepting these additional funds.

Thanks,

Michell Alfieri  
Activities & Events Coordinator  
City of Orting | PO Box 489 | 104 Bridge St S | Orting, WA 98360  
(360) 893-9017 direct line  
(253) 262-7842 work cell  
[malfiere@cityoforting.org](mailto:malfiere@cityoforting.org)  
[Orting Recreation | Facebook](#)  
[Recreation | City of Orting](#)

**From:** Jacob Ewing <[jacobe@awcnet.org](mailto:jacobe@awcnet.org)>  
**Sent:** Tuesday, May 24, 2022 5:14 PM  
**To:** Michell Alfieri <[MAlfieri@cityoforting.org](mailto:MAlfieri@cityoforting.org)>  
**Subject:** Additional SEEK Funds

Michell,

Thank you for your application for additional SEEK funds. In total, we received 35 requests for close to \$400,000 in additional funds.

We are pleased to let you know that OSPI approved your organization to receive an additional \$13,000 to provide additional scholarships and offset unexpected program costs. Below is a breakdown of the award for your programs:

Program Name	Original Scholarship Budget	New Scholarship Funds	Total Scholarship Funding
Summer Day Camp Program	\$1,000	\$500	\$1,500

Program Name	Original Budget	Additional Funds	New Total
Summer Day Camp Program	\$17,000	\$5,000	\$22,000
Youth Outdoor Adventure	\$21,000	\$7,500	\$28,500

In the next week, I will follow up with you with a contract amendment that will need to be signed. Please take a moment to respond to this email letting me know that your organization plans to accept these additional funds.

If you have any questions or concerns, please let me know!

**Jacob Ewing**

Legislative & Policy Analyst  
Association of Washington Cities  
1076 Franklin St SE Olympia, Washington 98501-1346  
360.753.4137 (office)  
800.562.8981 (toll free)  
[jacobe@awcnet.org](mailto:jacobe@awcnet.org)

Check out AWC's [upcoming events!](#)

*Disclaimer: Documents and correspondence are available under RCW 42.56. This e-mail may be disclosable to a third-party requestor.*

**Total Control Panel**

[Login](#)

To: [kagfalvi@cityoforting.org](mailto:kagfalvi@cityoforting.org)  
From: [jacobe@awcnet.org](mailto:jacobe@awcnet.org)

Message Score: 50  
My Spam Blocking Level: High

High (60): **Pass**  
Medium (75): **Pass**  
Low (90): **Pass**

[Block](#) this sender  
[Block](#) awcnet.org

*This message was delivered because the content filter score did not exceed your filter level.*





**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Tunnels to Towers 5k Sponsorship	<b>AB22-38</b>	<b>CGA</b>		
		<b>4.6.2022</b> <b>5.4.2022</b> <b>6.1.2022</b>	<b>6.15.2022</b>	<b>6.29.2022</b>
	<b>Department:</b>	Clerk		
	<b>Date Submitted:</b>	<b>4.29.2022</b>		
<b>Cost of Item:</b>	<u>\$N/A</u>			
<b>Amount Budgeted:</b>	<u>\$N/A</u>			
<b>Unexpended Balance:</b>	<u>\$ N/A</u>			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	Approval as soon as possible			
<b>Submitted By:</b>	Kim Agfalvi			
<b>Fiscal Note:</b> None				
<b>Attachments:</b> Application and emails, Resolution No. 2022-15				
<b>SUMMARY STATEMENT:</b>				
<p>The City received an application for sponsorship from the Tunnels to Towers Foundation. Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies for sponsorship (after review and approval of the application by the Community &amp; Government Affairs Committee). To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> <li>1. Allow all citizens to reasonably participate;</li> <li>2. Serve a valid municipal purpose, such as strengthening the City’s sense of community or celebrating a City’s history and;</li> <li>3. May provide, through increased customers, additional revenues for Orting businesses and subsequent improved tax revenues for the City.</li> </ol> <p>CGA reviewed the application on April 6<sup>th</sup>, May 4<sup>th</sup>, and June 1<sup>st</sup>, 2022.</p> <p>The recommendation from CGA is to offer the following items for sponsorship for the Tunnels to Towers 5k race being held on September 17<sup>th</sup>, 2022:</p> <ul style="list-style-type: none"> <li>• One port a potty.</li> <li>• Reservation of the gazebo area for packet pick up.</li> <li>• One dumpster.</li> </ul>				

The requestor is asking that Train Street between Washington Ave. and Van Scoyoc be closed to traffic for their event and they will need to pay \$50.00 for barricade usage for the street closing. The requestor will be using power for a small sound system and will be able to plug their system into the gazebo.

**RECOMMENDED MOTION: Motion:**

To approve Resolution No. 2022-15, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing a partial City sponsorship of the Tunnels to Towers 5K Run and Walk.



**CITY OF ORTING**  
**WASHINGTON**  
**RESOLUTION NO. 2022-15**

**A RESOLUTION OF THE CITY OF ORTING,  
WASHINGTON, DECLARING A PUBLIC PURPOSE AND  
AUTHORIZING PARTIAL CITY SPONSORSHIP OF THE  
TUNNELS TO TOWERS 5K RUN AND WALK**

---

**WHEREAS**, the City of Orting has adopted a Special Event Sponsorship Policy (the “Policy”) to extend City-sponsorship to events that the City Council determines serve valid municipal purposes; and

**WHEREAS**, in accordance with the Policy, sponsorship is extended to events upon application, on a case-by-case basis and at various levels of support depending on the value the event has for the community; and

**WHEREAS**, upon a declaration by the City Council that a particular event qualifies for partial sponsorship, the event may be entitled to use of city facilities and services without charge; and

**WHEREAS**, the City received an application for sponsorship from the Tunnels to Towers 5k Run and Walk; and

**WHEREAS**, the City Council’s Community & Government Affairs Committee reviewed the application on June 1st, 2022, and recommended approval of the application for partial sponsorship; and

**WHEREAS**, the City Council finds that the Tunnels to Towers 5k Run and Walk has been an institution of public service for many years, is open to the public, and serves the valid municipal purposes of providing an opportunity for strengthening the City’s sense of community and celebrating the agricultural assets that are fundamental to the City; and

**WHEREAS**, the City Council finds that the Tunnels to Towers 5k Run and Walk application meets the requirements of the City’s Policy, and qualifies for partial City-sponsorship as an event serving valid municipal purposes; and

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

**Section 1. Declaration of Public Purpose.** The City Council declares that the Tunnels to Towers 5k Run and Walk is an event open to the public, which serves the valid municipal purposes described herein.

**Section 2. Authorization for Sponsorship of Event.** The City Council authorizes the City's sponsorship of the Tunnels to Towers 5k Run and Walk, pursuant to the City's Policy, at the following level: partial sponsorship to include one port a potty, one dumpster, and use of the gazebo area. This authorization extends to the event identified on the Tunnels to Towers 5k Run and Walk application for sponsorship, on Saturday, September 17th, 2022 from 5:00am–5:00pm. The Mayor is authorized to enter into a contract with the Tunnels to Towers 5k Run and Walk to memorialize the City's sponsorship described herein.

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 29<sup>th</sup> DAY OF JUNE, 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.



RUN WALK HONOR ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

# TUNNEL TO TOWERS 5K RUN & WALK PUGET SOUND

FOLLOW THE FOOTSTEPS OF 9/11 HERO, NEW YORK CITY FIREFIGHTER  
STEPHEN SILLER, TO ENSURE THAT WE NEVER FORGET AND HONOR THE  
SACRIFICES OF OUR NATION'S FIRST RESPONDERS AND MILITARY HEROES.



★ ★ ★ ★ ★ ★ ★ ★ ★ ★

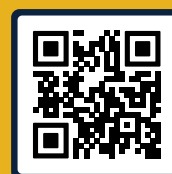
STAY INFORMED!

f i t #T2TRUN

SATURDAY  
SEPT 17, 2022 8:15AM

THE ORTING TRAIL  
SOUTH MAIN PARK  
ORTING, WA 98360

FOR MORE INFO & REGISTRATION,  
VISIT US AT T2T.ORG  
PUGETSOUND@T2T.ORG



SCAN ME





## SPECIAL EVENT APPLICATION

**Definition:** A Special Event is an activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, sidewalks, parks/facilities and/or which requires extraordinary levels of City Services. This includes, but is not limited to; fairs, festivals, carnivals, circus, sporting events, foot runs/walks that utilize City parks and facilities, cycling events, block parties, markets, parades, exhibitions, auctions, dances, riding galleries, theatrical, musical entertainments, motion picture filming, etc.

**Application:** This completed application, a detailed event map showing where the event will take place, a certificate of insurance naming the City of Orting as an additional insurer for this event in the amount of \$1,000,000.00, and any other pertinent information, along with the Special Event fee (\$200) must be submitted to the City of Orting at least ninety (90) days prior to event. Upon receipt, a meeting with City Department Heads will be scheduled. It is required that the applicant meet with Department Heads in a scheduled meeting to go over the Special Event Application to assure guidelines and preparation prior to the event. After this meeting, you will be notified if your event has been approved. Failure to meet any deadlines required by the City of Orting may result in cancelation of the event. **Applicant initials:** JO

NAME OF APPLICANT: Jolin Lowry

NAME OF ORGANIZATION: Tunnel to Towers Foundation

ARE YOU NON-PROFIT:  Yes [ ] No IF YES, UBI#: EIN# 02-0554654

MAILING ADDRESS: 2361 Hylan Blvd Staten Island, NY  
10306

EMAIL ADDRESS: jolinlowry@gmail.com

NAME OF EVENT: Tunnel to Towers Puget Sound

TYPE OF EVENT (parade, festival, etc.): 5K run/walk

DATE(S) OF EVENT: September 17, 2022

TIME(S) OF EVENT: Set-Up 0500 Start of Event 0900  
 End of Event 1500 Exit Time 1700



PRIMARY CONTACT NAME: John Howry  
 PRIMARY CONTACT EMAIL: johnl@6t@gmail.com 253 312 6002  
 DAY OF CONTACT NAME: (Same as above) PHONE: \_\_\_\_\_  
 DAY OF CONTACT EMAIL: \_\_\_\_\_  
 ALTERNATE CONTACT: Tara Simmelink PHONE: 253 312 1320  
email for Tara: lovely.copper@hotmail.com

**FOR ALL SPECIAL EVENTS:**

**TYPE OF EVENT:**

- Festival/Carnival/Fair
- Parade
- Run/Race (If you do not require the use of City parks or facilities, you do not need to complete this application. You will need to submit a separate trail use application.)
- Walk Procession/Organized Rally
- March
- Block Party
- Demonstration
- Other (Specify) \_\_\_\_\_

**FACILITIES & PARKS USAGE REQUESTED (See Appendix A for rental rates):**

- BBQ Area
- Basketball Court
- Multi-Purpose Center (MPC)
- Fountain Pavilion
- Gazebo
- City Park grass areas (south)
- Orting Station
- North Park grass area

**If the Event is providing for the following, what arrangements will be in place?**

Will you have additional garbage service and where will they be placed (show on Map)?  
I am applying for Tier 2 Sponsorship - if awarded I will leave this to the experts, if not awarded I will supply a map.

Will you have adequate restroom facilities and where will they be placed (show on Map)?  
I believe the ones that are already in place should be adequate

Will there be any open flame, cooking facilities or gas cylinders (show on Map)?  
N/A

**ADDITIONAL SERVICES:** Will you need additional services for a Non-Sponsored event, or from the City that are not covered under Tier 1 or Tier 2 for a Sponsored Event?  Yes  No



**City Services (please mark all that apply)**

	<u>Price</u>	<u>Total Price</u>
<input type="checkbox"/> 1 Public Work staff	\$75/hr x ___ hrs	\$ <u>yes, if no sponsorship</u>
<input type="checkbox"/> 1 Police Officer	\$85/hr x ___ hrs	\$ <u>yes, if no sponsorship</u>
<input type="checkbox"/> 1 Dumpster	\$20/event	\$ <u>''</u>
<input type="checkbox"/> 2 Standard Portable Restrooms (Delivery/Pick Up/Cleaning)	\$150/event	\$ <u>''</u>
<input type="checkbox"/> Electricity (2 Spider Boxes)	\$50/event	\$ <u>''</u>
<input type="checkbox"/> Audio/PA system (Does not include a DJ)	\$75/event	\$ <u>?</u>
<input type="checkbox"/> Barricades (Must provide placement on map)	\$50/event	\$ <u>N/A</u>
<input type="checkbox"/> Street Sweeper (man power/vehicle)	\$150/hr x ___ hrs	\$ <u>N/A</u>
<input type="checkbox"/> Portable Trailer Sign	\$50/day x ___ days	\$ <u>''</u>
<input type="checkbox"/> Banner (Banner request required)	\$195 (up for 2 weeks only)	\$ <u>N/A</u>
<input type="checkbox"/> Facility Rental Fees & Deposits	\$ Varies	\$ <u>N/A</u>
*See Appendix A for rental rates**		
<input type="checkbox"/> Blanket Vendor Permit	\$100/event	\$ <u>N/A</u>

Total For Special Event Services \$ \_\_\_\_\_  
 Special Event Fee \$200

TOTAL TO BE PAID \$ 200.00

**BANNER REQUEST:** Please complete the following if you would like a banner in place across Washington Ave./SR 162 before and/or during your event.

**Banner must meet the following requirements:** Banner shall not be larger than 24 feet wide and 36 inches high. Banner shall maintain minimal vertical clearance to overhead utility lines set forth by PSE. Banners shall have wind load relief flaps eighteen (18) inches wide and ten (10) inches high spaced at a density of one flap for each ten (10) square feet of surface area. Relief flaps shall be spaced uniformly to provide uniform wind load reduction. Banners shall have two (2) inch high vinyl coated nylon strip (13oz) securely sewn along top and bottom.

Requested period for the banner to be displayed: N/A through \_\_\_\_\_  
 \*The banner may only be across SR 162 for 2 weeks\*

Material Type: \_\_\_\_\_ Size: \_\_\_\_\_ X \_\_\_\_\_ Thickness: \_\_\_\_\_

How many cuts are on banner? \_\_\_\_\_ One sided or two-sided?  One  Two

**VENDORS:** Will there be any vendors?  Yes  No

If yes, vendors are required to purchase a City of Orting Business License through the State of Washington prior to the event or the Applicant (Event) must purchase a Blanket License to cover all vendors. (Resolution 2011-12)

It will be the responsibility of the Event Coordinator to ensure vendor parking does not block Orting Businesses on Washington Ave., Van Scoyoc Ave. or customer parking areas next to the parks or businesses with exceptions determined by the City of Orting.



**PARADE INFORMATION:** Will a parade be part of this event?  Yes  No  
If yes, please answer the following:

PARADE START TIME: \_\_\_\_\_ START LOCATION (show on map): \_\_\_\_\_

STAGING AREA - WHERE/WHAT TIME (show on map): \_\_\_\_\_

PARADE ROUTE (show on map): \_\_\_\_\_

WILL HORSES OR OTHER ANIMALS BE IN PARADE?  Yes  No

If yes, approximately how many animals? \_\_\_\_\_

N/A

**\*You will be responsible for cleaning up after animals participating in the parade\***

WOULD YOU LIKE THE POLICE OR FIRE DEPARTMENT TO PARTICIPATE IN THE PARADE?

Yes  No *Due to the fact the event is to Remember and Honor*

*1st Responders and Military Personnel I will invite them to attend.*

OTHER: \_\_\_\_\_

ARE YOU PLANNING TO CLOSE SR 162 (WASHINGTON AVE.) TO TRAFFIC?  Yes  No

If Yes, you will need to coordinate with WSDOT to approve the road closure. Visit <https://wsdot.wa.gov/about/contacts> for more information.

ARE YOU PLANNING TO CLOSE ANY OTHER LOCAL STREETS?  Yes  No

If yes, which streets (show on map)? \_\_\_\_\_

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? (Please explain)

*No*

What methods will you be using to notify adjacent homeowners/businesses? (Please explain)

*There will be a flyer handed out to affected businesses. The information will invite & explain why the Tunnel to Towers 5K run/walk is honoring & remembering the Fallen from September 11, 2001.*

I understand that if deadlines are not met, our event may not be considered for Sponsorship and/or the event may not occur. Initials:           

~~If roads are to be closed for any time at all the Applicant/Sponsoring Unit must contact Washington State Department of Transportation (WSDOT) to obtain a permit for the event and provide a copy for the City at least 2 weeks prior to the event. Initials:~~

I understand that in the planning of activity I must allow for ~~a 20ft~~ access for emergency vehicles and also notify adjacent homeowners and businesses. Initials:



Permittee agrees to defend, indemnify and save harmless the City of Orting, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City of Orting, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of therefrom, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City of Orting, its appointed or elected officers or employees. I also am aware that I must provide \$1,000,000 liability insurance and name the City of Orting as an additional insurer. Initials: \_\_\_\_\_

**Certificate of Insurance in the amount of \$1,000,000 showing the City of Orting as an additional insurer (please attach).**

Name of Insurance Company: Lambros Insurance Services

Policy Number: PHPK2354297, ~~PHPK2354297~~ PHUB794736,  
7178148, 82A3FF0003349-00

**HOLD HARMLESS STIPULATION:** Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, liability, cost and expense. Permittee understands that the Community Event will include the Covered Facilities, Orting Station and the Multi-Purpose Center facilities which are all owned by the City of Orting. Initials: JD

**THE UNDERSIGNED APPLICANT HEREBY** warrants that he/she is the authorized representative of the Sponsoring Organization, and further AGREES to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City's property or from any activity, work or thing done, permitted, or suffered by APPLICANT or public in or about the City's property as a result of the APPLICANT'S use of the City's property. Initials: JD

I declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

APPLICANT SIGNATURE: Jeanne DellaRegione DATE: 2/1/2022

PRINT NAME: Jeanne DellaRegione

Title/Role with Organization: Executive Vice President/Board Council

**Facilities are based on a first come, first serve basis. Events do not have special privileges. Applications and all required documents may be mailed or brought in to the following to be added to the yearly calendar:**

Mail to: \_\_\_\_\_ Or \_\_\_\_\_  
City of Orting  
Attention: Special Events  
PO Box 489  
Orting, WA 98360

Stop by:  
City Hall  
104 Bridge St S  
Orting, WA 98360

**\*If you have questions regarding the application please call (253) 262-7842\***  
**\*\*A receipt showing payment is NOT approval of the event\*\***



## City of Orting Sponsorship Application

Are you requesting City sponsorship?  Yes  No

If no, please skip to the *FOR ALL SPECIAL EVENTS*

### CITY SPONSORSHIP OF A SPECIAL EVENT:

Some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy. Applicants for City Sponsorship for a Special Event shall comply with the City's Special Event Sponsorship Policy. Applicants are advised to review the City's Policy before requesting City Sponsorship for a Special Event. All City Sponsored Events shall comply with all applicable local, state and federal regulations.

All requests for City Sponsorship are reviewed by the City Council's Community and Government Affairs (CGA) Committee, and Applicants will be required to have a representative attend a CGA Committee meeting to answer any questions regarding the request.

Applicants seeking City Sponsorship must meet these baseline criteria, and to qualify for City Sponsorship the event must abide by all requirements of the Policy, including:

- Hosted by a Non-Profit Organization registered with the Washington Secretary of State, and provide proof of active status;
- Be open to all Orting residents;
- Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's history.
- All items of the application are completed in full and received by the City 90 days prior to the date of the event;
- A brief letter defining the purpose of the event and the tier of sponsorship requested (Review the Special Event Sponsorship Policy for more information);
- Proof of liability insurance that compiles with the terms of Section IV of the City Special Event Sponsorship Policy (you may request a copy of the Special Event Sponsorship policy by emailing [recreation@cityoforting.org](mailto:recreation@cityoforting.org)).

There is no additional fee to apply for City Sponsorship, and Applicants may request sponsorship for a specific "Tier." The City offers two "Tiers" of sponsorship, with differing levels of support offered by the City depending upon the City's determination of the value added by the event to the community:

### Which Tier level of sponsorship are you asking for?

#### Tier 1:

The following are examples of Tier #1 type events and available locations, and any special requirements therefor:

**Gazebo, BBQ Area, or North Park** – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit if vendors are participating in the event.



**North Park-** For Events more than 1-day usage, open to nonprofit organizations registered with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit if vendors are participating in the event.

**Tier 1~ Sponsorship includes:**

- City Logo on Event (all City-Sponsored Events shall place the City Logo on all materials advertising the Event)
- City has a Booth at No Charge
- Posting of the Event on the City Reader Board
- Posting of the Event on the City Website and Facebook
- Usage of the above noted facilities at No Fee
- 1 Maintenance Staff for eight (8) hours
- City to hang the banner, provided by the event, over Washington Avenue at no fee.

**X1 Tier 2:**

The following are examples of Tier #2 type events and available locations, and any special requirements therefor:

**Block Train Street/Calistoga/Parking Lots with MPC/Gazebos/North Park-** Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Must purchase a City Business License Blanket Permit if vendors are participating in the event.

**Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebos/North Park-**Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification. Must purchase a City Business License Blanket Permit if vendors are participating in the event.

**Tier 2 ~ Sponsorship Includes:**

- City Logo on Event
- City has a booth at No Charge
- Posting of the Event on the City Reader Board
- Posting of the Event on the City Website and Facebook
- Usage of above noted Facilities at No Fee
- Spider Box (2) Usage
- 1 Maintenance Staff for eight (8) hours
- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones, but will not stay for the event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to hang the banner, provided by the event, over Washington Avenue at no fee

If City Sponsorship is authorized by the City Council, the Sponsored Organization will be required to execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification.



**FACILITY RENTAL RATES**

**MULTI-PURPOSE CENTER (MPC)**

The multi-purpose center is located at 202 Washington Ave. S in the same building as the library. This rental includes a large room with a stage (occupancy of 148), a kitchen with 2 stoves, a refrigerator, a freezer, and counter space. This facility also includes tables and chairs. A refundable deposit of \$150 is required to secure this space. If you will be serving alcohol, a \$300 banquet permit will be required.

	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit Organization</b>
<b>Full day M-F</b>	\$150.00	\$200.00	\$20.00
<b>Half day (5 hours) M-F</b>	\$100.00	\$150.00	\$20.00
<b>Full day Sat/Sun</b>	\$200.00	\$250.00	\$100.00
<b>Half day (5 hours) Sat/Sun</b>	\$150.00	\$200.00	\$50.00

**ORTING STATION**

The Orting station located at 101 Washington Ave. NW is an open building that includes a large open area, a restroom, some counter space and a sink. This facility does NOT include tables and chairs. A refundable deposit of \$50 is required to secure this space.

	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit Organization</b>
<b>Full day (any day)</b>	\$100.00	\$200.00	\$50.00
<b>Half day (5 hours)</b>	\$50.00	\$100.00	\$25.00

**COVERED BBQ AREA**

The covered BBQ area is located in the Main Park at 101 Train St. SW near the Bell Tower. This facility is also near the playground, horse shoe pits and park restrooms. Contact the Lions Club for BBQ racks. Up to 5 picnic tables can be placed under the covered area upon request. A refundable deposit of \$50 is required to secure this space.

	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit Organization</b>
<b>Half day (5 hours)</b>	\$30.00	\$60.00	\$20.00

**\* GAZEBO**

The Gazebo is located in the South Main Park at 102 Train St. SW near the Bell Tower. This facility is also near the basketball court. A refundable deposit of \$50 is required to secure this space.

	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit Organization</b>
<b>Half day (5 hours)</b>	\$30.00	\$60.00	\$20.00

Date Application Received: 2/10/22 Dept. Meeting Date: \_\_\_\_\_

Event Application Completed: [ ] Yes [ ] No Certificate of Insurance: [X] Yes [ ] No

Detailed Event Map: [ ] Yes [ ] No WSDOT Street Closure Permit: [ ] Yes [ ] No [ ] N/A

Application Approved: [ ] Yes [ ] No Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Total Fee Amt \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

**NOTES:**

\$200 App fee paid 2/10/22 receipt # 24045



## Board

Jennifer Brekke  
*CEO, SCOUT Marketing*

Anthony J. Buffalano III  
*COO & CFO, Southpoint Capital Advisors LP*

Pete Capel  
*VP, Home Depot*

John Carroll  
*Battalion Chief, FDNY (Ret.)*

Jerry Chan

Jay S. Feldman  
*Chairman & CEO, Feldman Automotive Group*

Kathy Cunningham  
*9/11 Family Member*

Joseph D. Davidson  
*Colonel, USA (Retired)*

Charlie Dilks  
*CPO, CCA Global Partners*

Peter Dunn  
*President, CBS Television Stations*

Steven L. Elkin  
*CEO, DanABlis*

Theresa Fisher  
*SVP, CCA Global Partners*

Bill Gadulis  
*VP Sales, AlohaVik Industries, Inc.*

Joel Goldberg  
*SVP of Operations, WCBG*

Steve Hill  
*VP, US Sales & Service, General Motors*

John P. Huvane  
*Detective, NYPD (Ret.)*

Jack Kielty  
*Lieutenant, FDNY*

Rich Latek  
*Director of Marketing, GMC*

Tony Lemma  
*Regional Vice President, Home Depot*

Michael Lentini  
*President Champion Windows/Citiquiet Windows*

Jack Oehm  
*Battalion Commander, FDNY (Ret.)*

Jean R. Ringhoff  
*VP, Northfield Bank*

John Turturro  
*Actor/Writer/Director*



2361 Hylan Boulevard  
Staten Island, New York, 10306  
Office: 718.987.1931  
Fax: 718.987.3909

January 25, 2022

## To Whom It May Concern,

This letter is to certify that Jolin Lowry is working with the Tunnel to Towers Foundation in the capacity of a Volunteer Race Director in Puget Sound, WA. We are proud to have Jennifer working with our Foundation and the entire Stephen's Squad volunteer committee in Puget Sound, WA. Every event planned by volunteers across the country serves as the Foundation's opportunity to raise funds and honor first responders and veterans.

The Foundation was born out of one of the many tragic stories on 9/11. Stephen Siller was a NYC firefighter that sacrificed his life in order to save others on 9/11. He was heading out to golf with his brothers on that fateful day when he received a call about a plane crashing into the World Trade Center. He didn't even have time to think before he went back to his firehouse to assist his squad. They had already left to respond, so he strapped 60 pounds of gear on his back and raced, ultimately to his death, through the Brooklyn Battery Tunnel to the World Trade Center. The Foundation was created by Stephen's siblings with the hope that "doing good" would put things back into perspective after such a tragic loss. Their mission is to honor the sacrifice of their brother and all those military and first responders who continue the supreme sacrifice of life and limb for these United States.

To honor the lives lost on September 11, 2001, the Tunnel to Towers Foundation, a non-profit organization, developed the **In the Line of Duty Program**, which provides mortgage free homes to our nation's catastrophically injured veterans and first responders, and Gold Star and fallen first responder families with young children. At the end of 2020, the Foundation had delivered 250 homes.

Through the **Smart Home Program**, the Foundation builds specially adapted mortgage-free **smart homes** that help our

## EXECUTIVE BOARD

Sarah Siller <i>President</i>	Frank Siller <i>Chairman/ CEO</i>	Regina Siller Vogt <i>Secretary</i>	Janis Siller Hannan <i>Vice Chair</i>	Mary Siller Scullin <i>Treasurer / Chief Admin Officer</i>	George Siller <i>Vice Chair</i>	Russell Siller <i>Founding Member 01-'19'</i>	Salvatore Cassano <i>Commissioner FDNY (Ret.)</i>	John V. LaBarbera <i>Battalion Commander, FDNY (Ret.)</i>
----------------------------------	--	--	--	---	------------------------------------	--	--	--



## Board

**Jennifer Brøkke**  
*CEO, SCOUT Marketing*

**Anthony J. Buffalano III**  
*COO & CFO, Southpoint Capital Advisors LP*

**Pete Capel**  
*VP, Home Depot*

**John Carroll**  
*Battalion Chief, FDNY (Ret.)*

**Jerry Chan**

**Jay S. Feldman**  
*Chairman & CEO, Feldman Automotive Group*

**Kathy Cunningham**  
*9/11 Family Member*

**Joseph D. Davidson**  
*Colonel, USA (Retired)*

**Charlie Dilks**  
*CFO, CCA Global Partners*

**Peter Dunn**  
*President, CBS Television Stations*

**Steven L. Elkin**  
*CEO, DuraBlis*

**Theresa Fisher**  
*SVP, CCA Global Partners*

**Bill Gaddis**  
*VP Sales, Mohawk Industrials, Inc.*

**Joel Goldberg**  
*SVP of Operations, WCBS*

**Steve Hill**  
*VP, US Sales & Service, General Motors*

**John P. Huvane**  
*Detective, NYPD (Ret.)*

**Jack Kiefty**  
*Lieutenant, FDNY*

**Rich Latek**  
*Director of Marketing, GMC*

**Tony Lemma**  
*Regional Vice President, Home Depot*

**Michael Lentini**  
*President Champion Windows/Cilliquiet Windows*

**Jack Oehm**  
*Battalion Commander, FDNY (Ret.)*

**Jean R. Ringhoff**  
*VP, Northfield Bank*

**John Turturro**  
*Actor/Writer/Director*



**2361 Hylan Boulevard**  
Staten Island, New York, 10306  
Office: 718.987.1931  
Fax: 718.987.3909

most catastrophically injured veterans and first responders reclaim their day-to-day independence. Through the **Fallen First Responder Program**, the Foundation pays off the mortgages for the families of law enforcement officers and firefighters who are killed in the line of duty with young children. Through the **Gold Star Family Home Program**, the Foundation honors the legacy of those who have made the ultimate sacrifice while serving our country by providing the surviving spouses and young children with mortgage-free homes.

Lastly, we at the Foundation are extremely proud of our high ranking of four stars with Charity Navigator, a third party watchdog for non-profit organizations. We can only do this because of our generous donors and our grassroots volunteer supporters.

If you have any questions about our events, our volunteer race directors or the Foundation, please do not hesitate to contact me at the number below.

Sincerely,  
*Jennifer McGurk*  
**Jennifer McGurk**  
**347-708-9391**  
[Jennifer.McGurk@tunnel2towers.org](mailto:Jennifer.McGurk@tunnel2towers.org)  
**Coordinator, National Run & Climb Series**

## EXECUTIVE BOARD

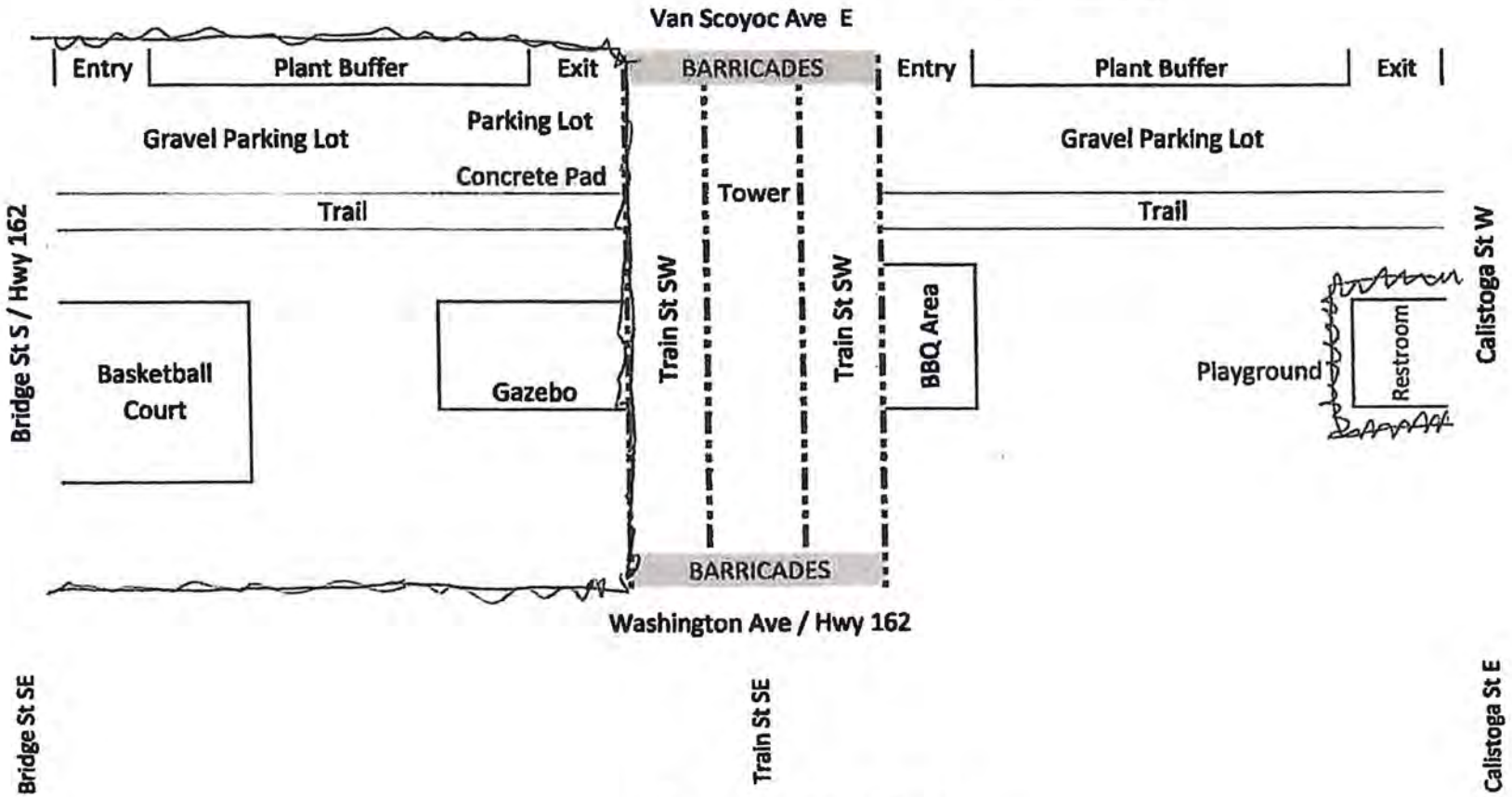
<b>Sarah Siller</b> <i>President</i>	<b>Frank Siller</b> <i>Chairman/CEO</i>	<b>Regina Siller Vogt</b> <i>Secretary</i>	<b>Janis Siller Hannan</b> <i>Vice Chair</i>	<b>Mary Siller Scullin</b> <i>Treasurer / Chief Admin Officer</i>	<b>George Siller</b> <i>Vice Chair</i>	<b>Russell Siller</b> <i>Founding Member 01-'19'</i>	<b>Salvatore Cassano</b> <i>Commissioner FDNY (Ret.)</i>	<b>John V. LaBarbera</b> <i>Battalion Commander, FDNY (Ret.)</i>
---	--	---	---	--	---	---	---	---

← Harman Way S

Corrin Ave E

Post Office

Eagles



Washington Ave / Hwy 162

Orting City Park

← are the areas requesting to use



**Distances**

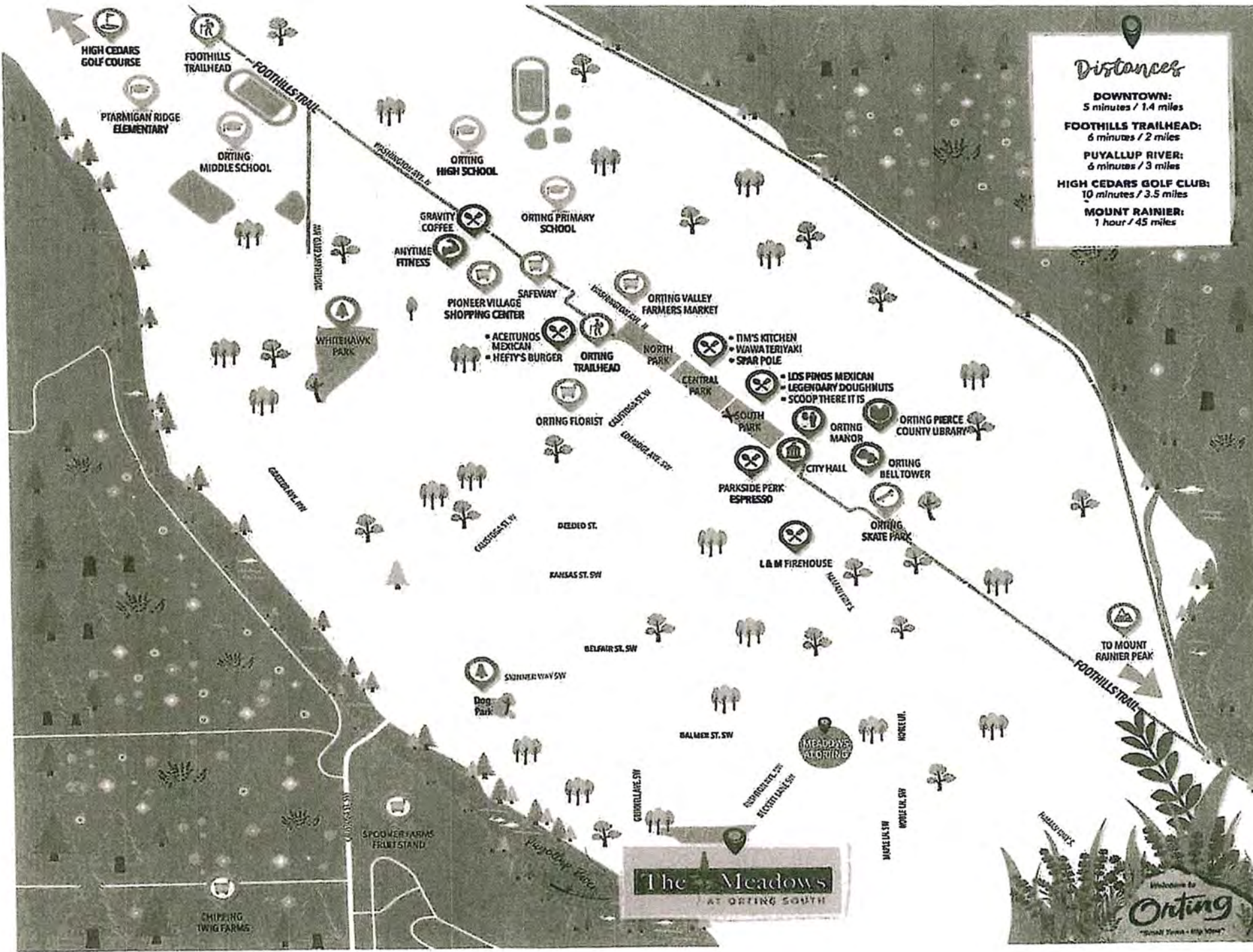
**DOWNTOWN:**  
5 minutes / 1.4 miles

**FOOTHILLS TRAILHEAD:**  
6 minutes / 2 miles

**PUYALLUP RIVER:**  
6 minutes / 3 miles

**HIGH CEDARS GOLF CLUB:**  
10 minutes / 3.5 miles

**MOUNT RAINIER:**  
1 hour / 45 miles



**The Meadows**  
AT ORTING SOUTH

Welcome to  
**Orting**  
"Small Town • Big View"





**CITY OF ORTING**  
**Policy No. 2017-1**

**Special Event Sponsorship Policy**

**Mission Statement: The City of Orting supports the development of events and activities that are vibrant and active and bring significant value to its citizens.**

**Section 1. Baseline Criteria for all Sponsored Events**

Sponsorship is extended to events that serve valid municipal purposes for which the City Council approves use of city facilities and services by a non-profit group without charge. Sponsorship is extended to events upon application, on a case-by-case basis and at various levels of support depending on the value the event has for the community.

To qualify for sponsorship, an approved event must:

1. Be one where all citizens can reasonably participate;
2. Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating a City's history and;
3. May provide, through increased customers, additional revenues for Orting businesses and subsequently improved tax revenues for the City.

All groups proposing events which seek sponsorship by the City of Orting must meet these baseline criteria:

1. Organizations must be a non-profit that is actively registered with the Secretary of State.
2. Organizations must fill out the Special Event Application and carry their own liability insurance that complies with the terms of Section IV of this policy.

Approved 4.26.17. 2

## **Section II. What Sponsorship May Include for Sponsored Events:**

The City offers two “tiers” of sponsorship, with differing levels of support offered by the City depending upon the City’s determination of the value added by the event to the community.

### **Tier #1:**

**The following are examples of Tier #1 type events and available locations, and any special requirements therefor:**

**Gazebo or BBQ Area or North Park** – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City’s insurance and indemnification requirements (see Section IV of this Policy).

**North Park-** For Event more than 1 day usage, open to nonprofit organizations registered Active with Secretary of State, and must comply with City’s insurance and indemnification requirements (see Section IV of this Policy). Organization must also purchase a City Business License Blanket Permit.

### **Tier #1~Sponsorship May Include:**

- City Logo on Event
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- City to display banner over Washington Avenue at no fee.

### **Tier #2:**

**The following are examples of Tier #2 type events and available locations, and any special requirements therefor:**

**Block Train Street/Calistoga/Parking Lots with MPC/Gazebo/North Park-** Open to nonprofit organizations registered Active with Secretary of State, and must comply with City’s insurance and indemnification requirements (see Section IV of this Policy). Must purchase a City Business License Blanket Permit.

**Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebo/North Park-** Open to nonprofit organizations registered Active with Secretary of State, and must comply with City’s insurance and indemnification requirements (see Section IV of this Policy). Must purchase a City Business License Blanket Permit.

Approved 4.26.17. 2



### **Tier #2~Sponsorship May Include:**

- City Logo on Event
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- Spider Box Usage
- 1 Maintenance Staff 8 hours
- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones but not stay for event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to display banner over Washington Avenue at no fee

### **Section III. Process for seeking Sponsorship:**

All groups seeking sponsorship must submit a written request to the Council's Community and Governmental Affairs Committee (CGA), at least 60 days prior to the month in which they are seeking services and/or facilities. The group shall provide ten (10) copies of the written submission to the City Administrator by the aforementioned deadline, and the written submission shall comply with the following

1. The written submission can be simple, such as a brief letter along with the Special Event Application, but it must clearly define the purpose of the event, including reference to a valid municipal purpose, and who it serves. All requested services/facility use must be specified in the letter of request.
2. Any deviation at the time of the event from the use proposed in the written submission may result in the immediate termination of the City's sponsorship of the event.
3. A representative of the group must attend the CGA Committee meeting in order to answer any questions.
4. The CGA Committee will review applications prior to recommendation to the City Council for final determination by Resolution.

Approved 4.26.17. 2

5. When approved, all materials distributed by the Organization pertaining to the City Sponsored event must contain the City of Orting logo.
6. An authorized representative of the group shall execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification (described in Section IV).
7. Within sixty (60) days of the City-Sponsored Event, the Group shall provide a written report and may give an additional oral report at a City Council Meeting to the City Council about the event, including but not limited to the following topics:
  - Summarize the event.
  - Were the event's objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
  - Reference the event's budget. Provide an analysis of actual expenses and income in relation to the projected budget.
  - Provide a good faith best-estimate of actual attendance at the event.
  - Describe the methodologies used to arrive at the good faith estimate of actual attendance numbers described above.

## **Section IV.**

### **Insurance & Indemnity Requirements for City-Sponsored Events**

All organizations selected to host City-Sponsored events pursuant to this policy shall execute an agreement with the City prior to the event, and said agreement shall include the following requirements pertaining to indemnification and insurance:

#### **1. Indemnification / Hold Harmless**

User shall defend, indemnify and hold harmless the City of Orting, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Orting.

#### **2. Insurance**

##### **A. Insurance Term**

The User shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with

Approved 4.26.17. 2



the use of the facilities and the activities of the User and his or her guests, representatives, volunteers and employees.

**B. No Limitation**

User's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City of Orting's recourse to any remedy available at law or in equity.

**C. Required Insurance**

User's required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The City of Orting shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City of Orting. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Orting shall be excess of the User's insurance and shall not contribute with it.

**D. City of Orting Full Availability of User Limits**

If the User maintains higher insurance limits than the minimums shown above, the City of Orting shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this contract or whether any certificate of insurance furnished to the City of Orting evidences limits of liability lower than those maintained by the User.

**E. Certificate of Insurance and Acceptability of Insurers**

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

Jolin Lowry  
7407 53<sup>rd</sup> St. W.  
University Place, WA 98467  
253 312 6002  
[jolinl061@gmail.com](mailto:jolinl061@gmail.com)

January 31, 2022

Don Tracy  
City of Orting  
PO Box 489  
Orting, WA 98360

Dear Mr. Tracy,

My name is Jolin Lowry, and I am the Volunteer Director with Tunnel to Towers Foundation 5k run/walk for the Puget Sound area.

I am contacting you regarding the Special Event Sponsorship application for the Tunnel to Towers 5k run/walk scheduled on the Orting Trail on September 17, 2022.

The Tunnel to Towers Foundation honors the lives lost on September 11, 2001. It is a non-profit organization that has created programs such as; the Line of Duty Program, which provides mortgage-free homes, and the Smart Home Program that builds specially adapted mortgage-free homes to both catastrophically injured veterans and Fallen First Responders. There is a recipient from our area that has benefited from this program.

The Tunnel to Towers Foundation's vision is to Honor and Remember the Fallen and injured Veterans and First Responders and educate our youth. Every student attending K – 12<sup>th</sup> grades had not been born when 9/11 occurred. My goal is to involve the schools in Orting and the surrounding areas in the 5k run/walk event. Also, to involve First Responders, Military personnel, and Wreath across America organization since the Washington Old Soldiers Home Cemetery is part of Orting.

I am applying for the Tier 2 Sponsorship with the City. A few items that will not be needed are; dealing with any train blockage, hanging and removing a banner, barricades, cones, and traffic signs. Regarding the Police Department, I will not need the barricades, cones, traffic signs involving them, but I would appreciate their presence for the safety of all participants, volunteers, and citizens. Since this event is to honor

First Responders, I would like to include the Police and Fire Departments so that I may recognize and thank them for their service.

I look forward to attending the CGA meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Jolin Lowry". The signature is stylized with a large initial "J" and a long, sweeping underline.

**Tunnel to Towers Volunteer Director**



Jolin Lowry  
7407 53<sup>rd</sup> St. W.  
University Place, WA 98467  
253 312 6002  
[jolinl061@gmail.com](mailto:jolinl061@gmail.com)

January 31, 2022

Tod Gunther  
City of Orting  
PO Box 489  
Orting, WA 98360

Dear Mr. Gunther,

My name is Jolin Lowry, and I am the Volunteer Director with Tunnel to Towers Foundation 5k run/walk for the Puget Sound area.

I am contacting you regarding the Special Event Sponsorship application for the Tunnel to Towers 5k run/walk scheduled on the Orting Trail on September 17, 2022.

The Tunnel to Towers Foundation honors the lives lost on September 11, 2001. It is a non-profit organization that has created programs such as; the Line of Duty Program, which provides mortgage-free homes, and the Smart Home Program that builds specially adapted mortgage-free homes to both catastrophically injured veterans and Fallen First Responders. There is a recipient from our area that has benefited from this program.

The Tunnel to Towers Foundation's vision is to Honor and Remember the Fallen and injured Veterans and First Responders and educate our youth. Every student attending K – 12<sup>th</sup> grades had not been born when 9/11 occurred. My goal is to involve the schools in Orting and the surrounding areas in the 5k run/walk event. Also, to involve First Responders, Military personnel, and Wreath across America organization since the Washington Old Soldiers Home Cemetery is part of Orting.

I am applying for the Tier 2 Sponsorship with the City. A few items that will not be needed are; dealing with any train blockage, hanging and removing a banner, barricades, cones, and traffic signs. Regarding the Police Department, I will not need the barricades, cones, traffic signs involving them, but I would appreciate their presence for the safety of all participants, volunteers, and citizens. Since this event is to honor



First Responders, I would like to include the Police and Fire Departments so that I may recognize and thank them for their service.

I look forward to attending the CGA meeting.

Sincerely,



Colin Lowry

Tunnel to Towers Volunteer Director



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lambros Insurance Services Inc 4 West Red Oak Lane White Plains, NY 10604	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(914) 686-0100</b> FAX (A/C, No): <b>(914) 686-0544</b> E-MAIL ADDRESS: _____ <b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A: <b>Philadelphia Insurance Co</b> <b>23850</b> INSURER B: <b>Chubb Indemnity Insurance Company</b> <b>12777</b> INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
<b>INSURED</b>  Stephen Siller Tunnel To Towers Foundation 2361 Hylan Boulevard Staten Island, NY 10306	

**COVERAGES**      **CERTIFICATE NUMBER:** \_\_\_\_\_      **REVISION NUMBER:** \_\_\_\_\_

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			PHPK2354297	12/11/2021	12/11/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 _____ \$ _____
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2354297	12/11/2021	12/11/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ _____ \$ _____
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB794736	12/11/2021	12/11/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 _____ \$ _____
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)   Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	71781008	11/10/2021	11/10/2022	PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	<input type="checkbox"/> Excess Liability			82A3FF0003349-00	12/11/2021	12/11/2022	OCC/AGG \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: T2T Run/Walk Puget Sound, WA 9/17/22

<b>CERTIFICATE HOLDER</b>  City of Orting 104 Bridge St S PO Box 489 Orting, WA 98360	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--



**CITY OF ORTING**  
110 TRAIN ST. SE • P.O. BOX 489  
ORTING, WA 98360-0489  
(360) 893-2219  
Small Town Big View

Receipt Number: **24045**

Two Hundred and 0/100's Dollars  
Received From:

Tunnel to Towers Foundation 5k Series  
2361 Hylan Blvd.  
Staten Island, NY 10306

Date	Receipt Number	Amount
2/10/2022	24045	\$200.00

Printed By DCharchenko	Check	7002	\$200.00
---------------------------	-------	------	----------

001.362.40.04.00 - Special Event - 5k Run - Siller - 09/17/22

DEPARTMENT COPY



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b>  Resolution No. 2022-16 - Declaring Surplus Property and Authorizing Its Disposal.	<b>Agenda Item #:</b>	<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>AB22-53</b>	N/A		
	<b>For Agenda of:</b>	<b>6.2.2022</b>	<b>6.15.2022</b>	<b>6.29.2022</b>
	<b>Department:</b>	Finance		
	<b>Date Submitted:</b>	<b>5.25.2022</b>		
<b>Cost of Item:</b>	<u>N/A</u>			
<b>Amount Budgeted:</b>	<u>N/A</u>			
<b>Unexpended Balance:</b>	<u>N/A</u>			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	N/A			
<b>Submitted By:</b>	Gretchen Russo			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Resolution and Exhibit A: Police Department Equipment Surplus List				
<b>SUMMARY STATEMENT:</b>				
<p>Exhibit A lists computers, body cameras, car cameras and firearms which are outdated or are no longer needed by the Police Department.</p> <p>Staff are requesting that these items be declared surplus and sold to benefit the City.</p> <p>The City Administrator will determine the best method of the sale of these assets which could include an auction, sealed bid or through a broker/agent. If no bids are received, the City Administrator may dispose of the items in any legal way that maximizes the benefit the City receives for the disposal of the vehicles.</p>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
To Adopt Resolution No. 2022-16, A resolution of the City of Orting, Washington, declaring the property in Exhibit as surplus property and Authorizing Its Disposal.				



**CITY OF ORTING  
WASHINGTON  
RESOLUTION NO. 2022-16**

---

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

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

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

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

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

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

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE  
29<sup>th</sup> DAY OF JUNE 2022.**

**CITY OF ORTING**

\_\_\_\_\_  
Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

---

Kim Agfalvi, City Clerk

Approved as to form:

---

Charlotte Archer  
City Attorney  
Inslee Best, PLLC

## EXHIBIT A- Resolution No. 2022-XX

### Police Department Computers

ITEM DESCRIPTION	MAKE	MODEL	SERIAL
Rugged Laptop Computer	Panasonic	CF-31JAGAX1M	1ITYA17624
Rugged Laptop Computer	Panasonic	CF-30LAPDZ2m	9JKSA91110
Rugged Laptop Computer	Panasonic	CF-30KBPAX2B	0CKYA24241
Rugged Laptop Computer	Panasonic	CF30KBPAX1B	0CKYA24241
Rugged Laptop Computer	Panasonic	CF-30K5P752B	0EKYA33760
Rugged Laptop Computer	Panasonic	CF-31GT2AX1M	0K1CYA33863
Rugged Laptop Computer	Panasonic	CF-30CQQAX1M	6LKYA03874
Rugged Laptop Computer	Panasonic	CF-30CQQAXBN	6LK5A03874
Rugged Laptop Computer	Panasonic	CF-316T2AX1M	1CKYA58474
Rugged Laptop Computer	Panasonic	CF-30CCSANBM	7LLYA83166
Rugged Laptop Computer	Panasonic	CF30CASAXBM	7LKYB94621
Rugged Laptop Computer	Panasonic	CF-30CCSANBM	7KKYA83962
Rugged Laptop Computer	Panasonic	CF-31JEGAX1m	2CTSA58532
Rugged Laptop Computer	Panasonic	CF-31JEGAX2M	2CTSA58732

### Police Department Body Cameras

ITEM DESCRIPTION	MAKE	MODEL	SERIAL
Body worn Camera	VieVU	PVRLE2	LE2-000066
Body worn Camera	VieVU	PVRLE2	LE2-000072
Body worn Camera	VieVU	PVRLE2	LE2-000063
Body worn Camera	VieVU	PVRLE2	LE2-000073
Body worn Camera	VieVU	PVRLE2	LE2-000062
Body worn Camera	VieVU	PVRLE2	LE2-005506
Body worn Camera	VieVU	PVRLE2	LE2-000061
Body worn Camera	VieVU	PVRLE2	LE2-000069
Body worn Camera	VieVU	PVRLE2	LE2-011748
Body worn Camera	VieVU	PVRLE2	LE2-011620
Body worn Camera	VieVU	PVRLE2	LE2-010023
Body worn Camera	VieVU	PVRLE3	LE3-006688
Body worn Camera	VieVU	PVRLE3	LE3-006675
Body worn Camera	VieVU	PVRLE3	LE3-006671

### Police Department Car Cameras

ITEM DESCRIPTION	MAKE	MODEL	SERIAL
in-car cameras	Digital Alley	DVM-500 PLUS	N/A
in-car cameras	Digital Alley	DVM-500 PLUS	N/A

### Police Department Firearms

ITEM DESCRIPTION/MAKE	CALIBER	MODEL	SERIAL
-----------------------	---------	-------	--------

Beretta	40	96	A25053M
Beretta	40	96	A25054M
Beretta	40	96	A00791M
Gen Precision Corp	22	20 .22 LR	37838
Glock	40	22	H00228HD
Glock	40	22g4	BCDS735
Glock	40	22	GET845
Glock	40	22	GET844
Glock	40	22	M01427HP
Glock	45	21	DCS885
Glock	40	22	GET839
Glock	45	21g4	ABNN386
Glock	40	22	GET800
Glock	40	22	GET834
Glock	40	22	GET842
HK	40	USP	22-083560
HK	40	USP	22-090736
HK	40	USP	22-083561
HK	40	USP	22-096238
Sig	9	P229	AD26087
Star Interarms	40	Ultrastar 40	09987-95-
Star Interarms	40	Ultrastar 40	09992-95-
Glock	9	19g4	BCWK545
Bryco	380	380 Auto	266588
Glock	9	17	BDTR709
Remington	Shotgun	Shotgun	RS47195M





**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b>  Resolution No. 2022-14, Declaring Surplus Property and Authorizing Its Disposal.	<b>Agenda Item #:</b>	<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>AB22-51</b>			
	<b>For Agenda of:</b>	<b>6.2.2022</b>	<b>6.15.2022</b>	<b>6.29.2022</b>
	<b>Department:</b>	Finance		
	<b>Date Submitted:</b>	<b>5.25.2022</b>		
<b>Cost of Item:</b>	<u>N/A</u>			
<b>Amount Budgeted:</b>	<u>N/A</u>			
<b>Unexpended Balance:</b>	<u>N/A</u>			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	N/A			
<b>Submitted By:</b>	Gretchen Russo			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Resolution and Exhibit A: Surplus Vehicles				
<b>SUMMARY STATEMENT:</b>				
<p>Exhibit A lists several vehicles originally acquired for police use. The City has a policy of replacing police vehicles after 7 years or 80,000 miles. These vehicles listed on Exhibit A are no longer needed to provide police service and it would benefit the City to sell these vehicles.</p> <p>The City Administrator will determine the best method of the sale of these assets which could include an auction, sealed bid or through a broker/agent. If no bids are received, the City Administrator may dispose of the items in any legal way that maximizes the benefit the City receives for the disposal of the vehicles.</p>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
To Adopt Resolution No. 2022-14, Declaring Surplus Property as presented in Exhibit A, and Authorizing Its Disposal.				

**CITY OF ORTING  
WASHINGTON  
RESOLUTION NO. 2022-14**

---

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

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

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

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

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

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

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE  
29th DAY OF JUNE 2022.**

**CITY OF ORTING**

\_\_\_\_\_  
Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

---

Kim Agfalvi, City Clerk

Approved as to form:

---

Charlotte Archer, City Attorney  
Inslee Best, PLLC

**EXHIBIT A- Resolution  
No. 2022-XX**

*(List of Surplus Items)*

The following vehicles are listed for surplus:

Type	Year	Vehicle Description	VIN#	Dept.	Fair Market Value
Police Vehicle	2007	Chevrolet Tahoe	1GNFK030X7R290423	Police	\$5,000
Police Vehicle	2006	Ford Explorer	1FMEU72E56UA01217	Police	\$3,000
Police Vehicle	2005	Ford Explorer	1FMZU72K35UA37476	Police	\$3,000



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b>  Dump Truck and Police Vehicle Purchase.	<b>Agenda Item #:</b>	<b>Committee</b>	<b>Study Session</b>	<b>Council</b>		
	<b>AB22-52</b>	N/A				
	<b>For Agenda of:</b>	<b>6.1.2022</b>	<b>6.15.2022</b>	<b>6.29.2022</b>		
	<b>Department:</b> Public Works					
	<b>Date Submitted:</b> <b>5.26.2022</b>					
<b>Cost of Item:</b>		See below				
<b>Amount Budgeted:</b>		See below				
<b>Unexpended Balance:</b>		See below				
<b>Bars #:</b>		Multiple				
<b>Timeline:</b>		N/A				
<b>Submitted By:</b>		Gretchen Russo				
<b>Fiscal Note:</b>						
<b>Attachments:</b> Gas Engine PIU Quote						
<b>SUMMARY STATEMENT:</b>						
<p>As part of our budget process Council approved the purchase of one police car and one dump truck. The dump truck will be purchased through the state vehicle contract and the police car will be purchased through the Arizona State Purchasing Cooperative Agreement. The items will be paid in full, no debt will be incurred.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <u>Dump Truck</u>            Budget: \$125,000            Truck: \$72,251            Remaining Balance: to be used for dump box,            sander and plow after delivery         </td> <td style="vertical-align: top; padding-left: 20px;"> <u>Police Vehicle</u>            Budget: \$60,000            Vehicle: \$42,335            Remaining Balance: to be used for            installation of radios, lights, cages etc.         </td> </tr> </table>					<u>Dump Truck</u> Budget: \$125,000 Truck: \$72,251 Remaining Balance: to be used for dump box, sander and plow after delivery	<u>Police Vehicle</u> Budget: \$60,000 Vehicle: \$42,335 Remaining Balance: to be used for installation of radios, lights, cages etc.
<u>Dump Truck</u> Budget: \$125,000 Truck: \$72,251 Remaining Balance: to be used for dump box, sander and plow after delivery	<u>Police Vehicle</u> Budget: \$60,000 Vehicle: \$42,335 Remaining Balance: to be used for installation of radios, lights, cages etc.					
<b>RECOMMENDED MOTION: <u>Motion:</u></b>						
To authorize the Mayor to proceed with the purchase of a dump truck in the amount of \$72,251.00 and a police vehicle in the amount of \$42,335.00.						





**PFVT MOTORS, INC.**

QUOTE DATE: 5/12/2022

CUSTOMER: ORTING PD  
 CONTACT: EDWRD TURNER  
 E-MAIL: [ETurner@cityoforting.org](mailto:ETurner@cityoforting.org)

**SANDRA GONZALEZ**  
 9130 West Bell Road  
 Peoria, Arizona 85382  
 Direct: 480-696-5930  
 Cell: 505-850-5504  
 Fax: 480-393-5536

REFERENCE: GAS PIU QUOTE

Email: [sgonzalez@peoriaford.com](mailto:sgonzalez@peoriaford.com)

LEAD TIME: IN STOCK

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	K8A	2022 FORD POLICE INTERCEPTOR UTILITY - 3.3L BASE ENGINE	\$ 35,225.00
2	86T	TAIL LAMP HOUSING	\$ 55.00
3	63B	SIDE MARKER LED	\$ 280.00
4	60A	PREWIRE FOR GRILL LIGHTS AND SIREN	\$ 50.00
5	60R	NOISE SUPPRESSION BONDS	\$ 95.00
6	17T	CARGO LAMP RED/WHITE	\$ 50.00
7	43D	DARK CAR FEATURE	\$ 20.00
8	47A	ENGINE IDLE FEATURE	\$ 255.00
9	52P	HIDDEN DOOR LOCK/REAR INOPER	\$ 155.00
10	76R	REVERSE SENSING SYSTEM	\$ 270.00
11	68B	POLICE PERIMETER ALERT	\$ 660.00
12	76P	PRE-COLLISION ASSIST	\$ 140.00
13	55F	KEYLESS ENTRY	\$ 330.00
14	85R	REAR CONSOLE PLATE	\$ 40.00
15	51T	SPOTLAMP WHELEN DRIVER	\$ 400.00
16	76D	UNDERBODY DEFLECTOR PLATE	\$ 335.00
17	85S	REAR CENTER SEAT DELETE	\$ -
18	52T	RECEIVER - CLASS IV	\$ -
19	19K	H8 AGM BATTERY UPGRADE	\$ 105.00
20	61B	OBD SPLITTER	\$ 50.00
21	UM	AGATE BLACK	\$ -
<b>TAXABLE TOTAL</b>			<b>\$ 38,515.00</b>
<b>SALES TAX</b>			
<b>WARRANTY</b>			
<b>TIRE TAX</b>			<b>\$ 5.00</b>
<b>FREIGHT</b>			<b>NO CHARGE</b>
<b>TOTAL PER UNIT</b>			<b>\$ 38,520.00</b>
<b>QUANTITY OF UNITS</b>			<b>1</b>
<b>PO TOTAL</b>			<b>\$ 38,520.00</b>

**THANK YOU FOR YOUR BUSINESS!**



**City Of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Manufactured Home Code Amendments	<b>AB22-14</b>			
			<b>2.16.2022</b> <b>6.15.2022</b>	<b>6.29.2022</b>
	<b>Department:</b>	Planning		
	<b>Date Submitted:</b>	<b>6.9.2022</b>		
<b>Cost of Item:</b>	<u>\$NA</u>			
<b>Amount Budgeted:</b>	<u>\$NA</u>			
<b>Unexpended Balance:</b>	<u>\$NA</u>			
<b>Bars #:</b>				
<b>Timeline:</b>				
<b>Submitted By:</b>	<b>Stefanie Hindmarch (Planner)</b>			
<b>Fiscal Note:</b>				
<b>Attachments:</b>	Staff Memo, Ordinance No. 2022-1097			
<b>SUMMARY STATEMENT:</b>				
Code amendments are proposed restricting the age of a manufactured home placed on an individual lot to three years old.				
These code amendments were written following Council discussion at the February Study Session meeting and a planning commission public hearing, and comply with RCW 35A.21.312.				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
To adopt Ordinance No. 2022-1097, an ordinance of the City of Orting, Washington, relating to zoning controls pertaining to manufactured homes; amending Orting Municipal Code section 13-3-3; providing for severability, and establishing an effective date.				

**CITY OF ORTING  
WASHINGTON  
ORDINANCE NO. 2022-1097**

---

**AN ORDINANCE OF THE CITY OF ORTING,  
WASHINGTON, RELATING TO ZONING CONTROLS  
PERTAINING TO MANUFACTURED HOMES; AMENDING  
ORTING MUNICIPAL CODE SECTION 13-3-3;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING  
AN EFFECTIVE DATE**

---

**WHEREAS**, in the City of Orting, under Orting Municipal Code 13-3-3, manufactured homes are allowed in the Residential-Conservation, Residential-Urban, and Residential-Multi-Family zones when on a legal lot with a permanent foundation; and

**WHEREAS**, the City of Orting had no regulations related to the age of manufactured homes when placed on a lot; and

**WHEREAS**, the City of Orting wishes to ensure that manufactured homes are up to current building codes; and

**WHEREAS**, in accordance with the requirement set forth in RCW 36.0A.106, the City provided the Washington State Department of Commerce notice of the City's intent to adopt the proposed ordinance for its review on June 20<sup>th</sup>, 2022 and

**WHEREAS**, the City's Planning Commission considered the amendments on May 2, 2022 and held a public hearing on the proposed amendments on June 6, 2022 and forwarded a recommendation to the City Council to adopt the proposed OMC amendments; and

**WHEREAS**, the City Council, on June 15, 2022 and June 29<sup>th</sup>, 2022 considered the proposed code amendments and the entire record, including recommendations from the Planning Commission and, on June 29<sup>th</sup>, 2022 had a closed record final decision; and

**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, including all written and oral testimony before the Planning Commission and the City Council.

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

**13-3-3: USES:**

**TABLE 1  
CITY OF ORTING LAND USE**

	Zones							
	RC	RU	RMF	MUTC	MUTCN	LM	OS	PF
Manufactured home park	C	C	C					
Mobile/manufactured home	P <sup>7</sup>	P <sup>7</sup>	P <sup>7</sup>					
Multiple-family			P	P <sup>3</sup>	P			

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 and no older than three years old on the date the home is placed on the lot.
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.

**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 29<sup>th</sup> DAY OF JUNE, 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:





## City Council Staff Report

**Project Name:** Manufactured Homes Code Amendments

**Applicant:** City of Orting

**Date of Staff Report:** June 9, 2022

**Date of Meeting:** June 15, 2022

**Staff Recommendation:** Approval

**City Staff Contact:** Stefanie Hindmarch Contract City Planner      Tim Lincoln Building Official

**Public Notice:** Type 5 applications do not require notice of application per OMC 15-4-1. Notice of a public hearing was published in the newspaper and posted online on May 27, 2022 in accordance with OMC 15-7-3.

**Exhibits:**

1. Proposed Ordinance

**Background**

In the City of Orting regulations are in place specifically for both mobile and manufactured homes . Per OMC 10-14-3 parking or occupying a mobile home outside an approved manufactured home park is not allowed, with a few exceptions. Exceptions include an unoccupied one in a private grange, a sale lot, or temporary parking per OMC 10-14-3.C.

Manufactured homes and mobiles homes are different uses. Per RCW 43.22A.010:

*"Manufactured home" means a single-family dwelling built in accordance with the department of housing and urban development manufactured home construction and safety standards act, which is a national, preemptive building code.*

*"Mobile home" means a factory-built dwelling built prior to June 15, 1976, to standards other than the HUD code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since introduction of the HUD manufactured home construction and safety standards act.*

In Orting, manufactured homes are permitted on legal lots in the Residential Conservation (RC), residential Urban (RU) and Residential Multi-Family (RMF) zones. They must be on a permanent foundation and meet the following definition: "A dwelling unit manufactured off-site in a factory, transported to the site and placed on a permanent foundation and bearing an insignia by a state or federal regulatory agency indicating that the building complies with all applicable construction standards of the U.S. Department of housing and urban development's definition of a manufactured

home.” They must also meet all applicable development/zoning regulations (setbacks, coverage etc.) as well.

The City’s Building Official requested that the City’s code be looked at to potentially be amended to require manufactured homes placed on individual lots to be new (in compliance with item (1), below). This will mainly ensure the homes are up to current Codes and conform to the surrounding residential atmosphere.

In initial Council discussions, some Councilmembers expressed a desire to see any manufactured home that was placed on an individual lot in the City to be brought up to current code rather than be “new” and not used, or perhaps put an age requirement on them rather than requiring they be new.

A question was also posed about if typical stick-built housing could be moved into the City. This housing can be moved into the City, the foundation would be required to meet current adopted code, but the whole building would not be required to be brought up to current building code standards. The building must just be safe for human occupancy as determined by the International Fire Code and the International Property Maintenance Code. Any repair, alteration or change of occupancy undertaken within the moved structure shall comply with the requirements of the building code applicable to the work being performed and can be inspected to ensure that structural damage did not occur during the move.

Based on Commission discussion at the May 2, 2022 Planning Commission Meeting, staff propose that manufactured homes be limited to an age of no more than three years old when the home is placed on the lot. On June 6, 2022 the Planning Commission recommended approval of the amendments as proposed.

### **Findings of Fact**

State law allows manufactured homes to be further regulated, though the state legislature since 2004 has required cities and counties to regulate manufactured homes built to federal manufactured housing construction standards no differently than they regulate other types of homes.<sup>1</sup> However, under those regulations, cities may require that manufactured homes<sup>2</sup>:

- (1) be new manufactured homes<sup>3</sup>;
- (2) be set on a permanent foundation;
- (3) comply with any local design standards that may apply to all other homes in the neighborhood in which the manufactured home is to be located;
- (4) be thermally equivalent to the state energy code; and/or
- (5) otherwise meet requirements for a "designated manufactured home" in RCW 35.63.160.

Labor and Industries (L&I) permits manufactured homes and remodeling of manufactured homes. L&I was contacted to provide information regarding these code amendments. The L&I representative stated: *“Manufactured homes are built to 24 CFR MHCSS 3280 Federal HUD requirements. This code is*

---

<sup>1</sup> <https://mrsc.org/Home/Explore-Topics/Planning/Housing/Local-Land-Use-Regulation-of-Manufactured-Housing.aspx>

<sup>2</sup> RCW 35A.21.312

<sup>3</sup> Per RCW 35.63.160(2) "New manufactured home" means any manufactured home required to be titled under Title 46 RCW, which has not been previously titled to a retail purchaser, and is not a "used mobile home" as defined in RCW 82.45.032(2).

unique for HUD built homes and you cannot establish they be brought up to the IRC requirements. The state of Washington nor the Building Code Council has adopted the section in the IRC outlining requirements for the installation of manufactured homes. Most of these requirements do match the manufacturer’s installation manuals and the Federal Manufactured Home Model Code 24 CFR 3285.”

Therefore, City code cannot mandate that manufactured homes placed on individual lots be brought up to current code that same as other single-family homes as they are controlled by L&I and any remodeling is permitted and controlled by L&I. The City can however put an age limitation on the manufactured homes, such as three years old, or require they be new, per the RCW above.

**Proposal**

13-2-14: M:

MANUFACTURED HOME: A dwelling unit manufactured off site in a factory, transported to the site and placed on a permanent foundation and bearing an insignia by a state or federal regulatory agency indicating that the building complies with all applicable construction standards of the U.S. department of housing and urban development's definition of a manufactured home.

13-3-3: USES:

Table 1: City of Orting Land Use

	Zones							
	RC	RU	RMF	MUTC	MUTCN	LM	OS	PF
Manufactured home park	C	C	C					
Mobile/manufactured home	p <sup>7</sup>	p <sup>7</sup>	p <sup>7</sup>					
Multiple-family			P	p <sup>3</sup>	P			

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 and no older than three years old on the date the home is placed on the lot.

**Public Hearing**

A public hearing was held by the planning commission on June 6, 2022.

**Staff Recommendation**

Staff recommends approval the ordinance as proposed.

**Appeal**

Recommendations of the planning commission may be appealed, by applicants or parties of record, from the planning commission hearing, to the city council per OMC 15-10-2.



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Shortening Study Session Meetings.	<b>AB22-57</b>			
			<b>6.15.2022</b>	<b>6.29.2022</b>
	<b>Department:</b>			
	<b>Date Submitted:</b>	<b>6.8.2022</b>		
<b>Cost of Item:</b>	<u>\$</u>			
<b>Amount Budgeted:</b>	<u>\$</u>			
<b>Unexpended Balance:</b>	<u>\$</u>			
<b>Bars #:</b>				
<b>Timeline:</b>				
<b>Submitted By:</b>	<b>CM Bradshaw</b>			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Council Rules of Procedure DRAFT June 2022				
<b>SUMMARY STATEMENT:</b>				
<p>The proposed City Council Rules of Procedure amendment would remove item 4.1 (7) - Commission Reports &amp; Committee Reports on titles of agenda bills moving to study session from committee from the Council Rules of Procedure, resulting in shortening study session meetings by removing the committee reporting requirement.</p>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
<p>To amend the City of Orting Council Rules of Procedure, removing item 4.1(7), commission reports and committee reports on titles of agenda bills moving to study session.</p>				



# **City of Orting**

## **City Council Rules of Procedure**

### **TABLE OF CONTENTS**

#### **1. General Rules**

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

#### **2. Types of Meetings**

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

#### **3. Chairs and Duties**

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



- 4. Order of Business and Agenda**
  - 4.1 Order of Business
  - 4.2 Council Agenda
  - 4.3 Ordinances
  - 4.4 Resolutions
  - 4.5 Council Packets
  - 4.6 Council Confirmation of Mayoral Appointments
  
- 5. Consensus, Motions and Decorum**
  - 5.1 Consensus Votes
  - 5.2 Motions
  - 5.3 Council Relations with City Staff
  - 5.4 Council Representation to the Media
  
- 6. Public Hearing Procedures**
  - 6.1 Definition of Public Hearing
  - 6.2 Speaker Sign-In
  - 6.3 Conflict of Interest/Appearance of Fairness
  - 6.4 The Public Hearing Process
  
- 7. Duties and Privileges of the Media and Citizens**
  - 7.1 Media Representation
  - 7.2 Meeting Participation
  - 7.3 Subjects Not on the Current Agenda
  - 7.4 Comments and Suggestions to the Council
  - 7.5 Personal and Slanderous Remarks
  - 7.6 Written Communications
  
- 8. Filling Council Vacancies and Selecting Deputy Mayor**
  - 8.1 Notice of Vacancy
  - 8.2 Application Procedure
  - 8.3 Interview Process
  - 8.4 Selection of Councilmember
  - 8.5 Selecting Deputy Mayor
  
- 9. Creation of Committees, Boards and Commissions**
  - 9.1 Citizen Committees, Boards and Commissions
  - 9.2 Types of Committees
  - 9.3 Membership and Selection
  - 9.4 Committee Meetings
  - 9.5 Committee Records
  - 9.6 Open Public Meetings Act
  - 9.7 Removal of Members of Boards and Commissions
  
- 10. Public Records**

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

**11. Council Travel Expenses**

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

**12. Suspension and Amendment of These Rules**

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

## **1. General Rules**

### **1.1 Meetings to be Public:**

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

### **1.2 Quorum:**

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

### **1.3 Attendance, Excused Absences:**

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

### **1.4 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 (visually and audibly) will be permitted. [The council may consider adding additional parameters]

### **1.5 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.

## **1.6 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.

## **1.7 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.

## **1.8 Rule of Order:**

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

## **1.9 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 1<sup>st</sup>, to January 31<sup>st</sup>. )
- (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 1<sup>st</sup>, 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.**~~

~~**9.8. Old Business**~~

~~**10.9. New Business**~~

~~**11.10. Executive Session**~~

~~**12.11. 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.



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Main Parks Master Plan RFQ	<b>AB22-60</b>			
		<b>Parks Advisory Board</b>	<b>6.15.2022</b>	<b>6.29.2022</b>
	<b>Department:</b> Admin.			
	<b>Date Submitted:</b> <b>6.15.2022</b>			
	<b>Cost of Item:</b>		<u>\$45,000</u>	
<b>Amount Budgeted:</b>		<u>\$50,000</u>		
<b>Unexpended Balance:</b>		<u>\$ 5,000</u>		
<b>Bars #:</b>		TBD		
<b>Timeline:</b>		Proposed project start date of 7/1/22		
<b>Submitted By:</b>		Scott Larson		
<b>Fiscal Note:</b> None				
<b>Attachments:</b> MacLeod Reckord Qualifications Proposal				
<b>SUMMARY STATEMENT:</b>				
<p>The Council authorized funds, as part of the budget and in line with our Parks, Trails and Open Space Plan, to go through a main park master planning exercise. The intent of the exercise is to create a level of planning and design that would allow the city to be eligible for various grant and funding opportunities, especially RCO grants. Staff advertised for qualified firms in May and received submissions in early June. Staff and Parks Advisory Board members decided to invite four firms to interview. Mr. Shane Fairbanks of the Parks Advisory Board participated with staff in the interview process.</p> <p>From that interview process the panel is recommending that we move forward with MacLeod Reckord to complete the master plan. MacLeod Reckord has a demonstrated history of working on parks that have multi-use trails that run through them and spent a lot of time identifying in their proposal a number of challenges and opportunities. More specifically, for the main city park, MacLeod identified a lack of cohesion between the sections of the main parks, as well as the impacts from the highway adjacent to the parks, and had initial ideas on how to create improvements.</p> <p>The full master planning process will involve a large amount of community outreach and engagement, and MacLeod has the experience to assist the city with garnering as much public input as possible. Further, MacLeod will be working with the Parks Advisory Board and Counsel along the way so that the outcome of the process is something that the counsel will adopt.</p>				

**RECOMMENDED MOTION: Motion:**

To authorize the Mayor to sign a contract with MacLeod Reckord for Main Parks Master Planning services in an amount not to exceed \$45,000.



Statement of Qualifications | City of Orting

# MAIN PARKS MASTER PLAN

Submitted by  
MacLeod Reckord



MACLE  
OD·RE  
CKORD

# MacLeod Reckord PLLC

Landscape Architecture ■ Planning ■ Urban Design

110 Prefontaine Place South, Suite 600

Seattle, Washington 98104

P 206-323-7919, C 206-226-6210 connier@macleodreckord.com

May 27, 2022

Scott Larson, City Administrator

City of Orting

104 Bridge Street South

Orting, WA 98360

## RE: REQUEST FOR QUALIFICATIONS FOR MAIN PARKS MASTER PLAN

**MacLeod Reckord** is pleased to submit our qualifications for the Orting Main Parks Master Plan. The Main Parks blocks, including City Hall and the Public Safety Building, have the potential to become an elegant, iconic, and connected civic space where the community comes to celebrate, recreate, mingle, picnic, play, relax, listen to music, and do business at City Hall. Supporting these activities and community values is paramount to our public recreation and civic work.

MacLeod Reckord is a well-established Northwest landscape architecture firm with over fifty years of experience in planning and design exclusively for public spaces, parks, and trails. We bring to this project a unique combination of expertise in both park planning and design, and regional trail design.

MacLeod Reckord has worked on numerous park projects similar in scale and importance including Downtown Bellevue Park, Covington Community Park, Millennium Park Plaza, and many others. Each of these projects gracefully balanced competing program elements into a single vibrant, coherent, and connected space.

MacLeod Reckord is also responsible for many of the iconic regional trails in the region including the original section of the Burke Gilman Trail in Seattle, the Centennial Trail in Snohomish County, and the Interurban Trail through multiple jurisdictions. We are currently working on the Pipeline Trail in Pierce County which ultimately will connect to the Foothills Trail. These trail projects included design of trailheads with parking, restrooms, information kiosks, and wayfinding signs, as well as integration with surrounding parks and open space.

We have extensive experience as a prime design consultant, leading full-service teams, on many similar local and community park and civic design projects throughout Washington and Oregon.

Given the scope and conceptual nature of the Main Parks Master Plan, MacLeod Reckord will perform most of the work, however we will have the following expertise available on an as-needed basis:

**PACE Engineers, Inc.** providing civil and structural engineering and environmental and land-use permitting as required. PACE has been a longtime partner with MacLeod Reckord providing these same services for parks and trails in the region for over 20 years.

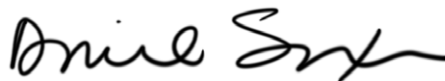
As the program requires, we can also call upon other team members to provide master plan level services for architectural evaluation, design, and cost estimating, geotechnical evaluation and engineering, traffic study, and cultural resource evaluation.

The Main Parks blocks are a tremendous asset for the Orting community. We would welcome the opportunity to work with the City of Orting's staff and citizens to develop a plan that celebrates the vision and importance of Orting's Main Parks.

Sincerely,



Connie Reckord  
Principal



David Saxen  
Associate



Arielle Farina Williams  
Associate



# □ EXPERIENCE

Design excellence in the public realm has been a hallmark of MacLeod Reckord's work for over 50 years. We have worked in a great variety of circumstances in the Northwest and have a sense of the appropriate balance between innovation and pragmatism. We have worked on many notable regional and local landscape architecture projects and are confident in our ability to meet client needs. Thoughtful and experienced planning and design, combined with proven managerial and technical skills, ensures success in all our projects.

**MACLEOD RECKORD PLLC** is a recognized Northwest design firm, established in 1968, and founded with the purpose of specializing in planning and design of public spaces. Our expertise spans an extraordinary range of landscapes including recreational parks, conservation lands, urban centers, campuses, and multi-modal corridors of all size and scale. Our success in public space design is a result of meeting changing needs of the public while maintaining our core values of design excellence, balance between innovation and pragmatism, and professional service. Based in Seattle, we have successfully completed several hundred projects in Washington, Oregon, Idaho, California, Alaska, and British Columbia. Our firm maintains a comfortable and responsive principal-staff ratio allowing all principals direct involvement in project design, evolution and management.

Over the past two years our firm has successfully transitioned to a hybrid model and expanded to include team members not only in Seattle, but also Eastern Washington and the Olympic Peninsula, giving us greater access to projects and clients we've had in these regions for years.

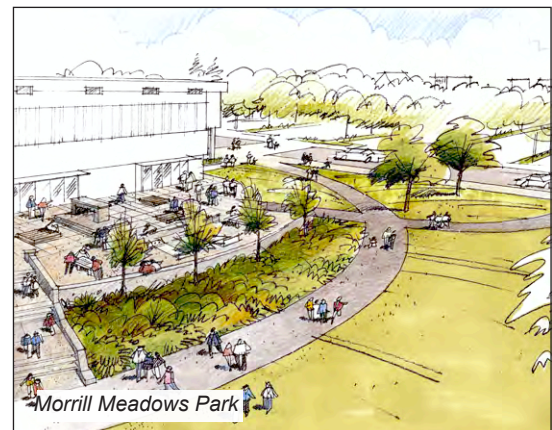
MacLeod Reckord is a state certified Women's Business Enterprise (WBE) and Disadvantaged Business Enterprise (DBE), a Small Business Enterprise (SBE), and a certified SCS firm recognized by King County, Port of Seattle, Sound Transit and others. For applicable contracts, we have an approved audited FAR overhead rate.

## LANDSCAPE ARCHITECTURE PLANNING AND DESIGN

The firm provides full project design services including project programming, feasibility and alternatives analysis, master planning, preliminary and final design and documentation, cost opinion, phasing analysis, and construction support. Past and current work ranges in scale and scope and includes: large multi-use parks as well as regional, community, and small neighborhood parks; regional and local trail systems; urban parks, plazas and downtown redevelopment projects; and campus planning that includes academic, business, civic, and community facilities.

## PARK PLANNING

MacLeod Reckord has a long history of successful park planning that includes integrating an array of program elements in a manner that is well defined, safe, legible, and informative. We have been fortunate to design several parks on lakefronts or along riverfront shorelines that include protection and enhancement of critical areas, including streams, shorelines, and wetlands such as Deception Pass State Park, Everett Riverfront Development, and Lake Goodwin Park. Many have included integrating park program elements with surrounding mixed uses such as single and multi-family residential, community centers, regional trails, commercial and active recreation facilities such as Angle Lake Park, YMCA at Morrill Meadows Park, and Sammamish City Hall. Park program elements have included trails, picnic areas, play areas, splash parks, interpretive loops and viewpoints, and more. We understand the challenges and see the opportunities of resolving a park program that meets overarching goals while satisfying the interests of a range of individual users.



## COMPLETE STREETS, TRAIL, AND NON-MOTORIZED PLANNING AND DESIGN

MacLeod Reckord has been at the forefront of Smart Mobility Design, a practice and strategy of implementing smart and sustainable solutions that transform communities into more livable, walkable, and secure environments. We are leaders in local and regional multimodal corridor planning, with unmatched experience in the planning and design of trail and greenway projects such as the Kitsap Trail and Greenway Master Plan, the Centennial Trail, Green Lake Path, Seattle's and King County's Burke Gilman Trail, the Snoqualmie Valley Trail Master Plan, the Iron Horse Trail Master Plan, and Interurban Trail components throughout several jurisdictions. The firm authored the chapter "Bicycle Facility Design" in Time Saver Standards for Landscape Architecture. We have developed non-motorized plans, implementing the principles of Smart Mobility Design and developing policy and design standards for Complete Streets, for Island County and the cities of Mercer Island, Renton, Lake Forest Park, Maple Valley, Kingston, and Twisp.



Lake Goodwin Park



Centennial Trail



Port Townsend Streetscapes

## URBAN DESIGN

Integrating our interest and expertise in park and transportation planning, MacLeod Reckord has notable achievements in the design and implementation of a variety of major urban design projects. We have lead design efforts for such iconic urban venues as Bellevue's Downtown Park, Port Townsend Urban Design, Millennium Plaza Park, Sammamish Commons, and the Lake Oswego Downtown Redevelopment. We have provided urban design support for Seattle's Freeway Park and Seattle's Mercer West Corridor. Many of the firm's urban design projects have involved challenging programming conflicts and extreme physical constraints in historic downtown cores, waterfront communities, and evolving retail or mixed-use developments. MacLeod Reckord brings a creative approach and extensive project construction experience to these challenging and important civic projects.

## PUBLIC INVOLVEMENT

Planning and design of public spaces requires an open and collaborative exchange with the local community and involved agencies. MacLeod Reckord recognizes the importance of bringing key stakeholders into the decision-making process at critical times as well as providing project information to a wider community audience in a meaningful way. We have experience guiding the public through the process of visioning, goal setting, understanding the site, exploring alternatives, and resolving a final preferred plan, and are prepared to support clients through these steps and into final design and construction.

## COST ESTIMATING

MacLeod Reckord has established a reputation with clients over the years for providing accurate project cost estimating. Working primarily in the public sector, MacLeod Reckord has an understanding of, and appreciation for, the critical issues that affect construction costs, and we strive to design and detail our projects with these issues top of mind. Quantity take-offs and pricing are prepared in-house for all MacLeod Reckord projects. A database is used to track costing trends and is continually updated to reflect recent bidding history, unit pricing, and changes to methods and materials within the construction industry.



## GRANT APPLICATION SUPPORT

MacLeod Reckord can provide clients with a wide range of services supporting grant application. We can identify grant opportunities for trail and park improvements and provide technical reports and project descriptions that focus on specific criteria for a particular grant. We can provide both engineered and illustrative plans, sketches, and sections to more completely define a project and support formal presentation, and we are available to complete the necessary forms, cost estimates, and schedules that agencies request in various formats, whether AutoCAD, GIS, Excel, Microsoft Project, PRISM, or other. We have been successful in obtaining multiple grants from RCO for park and trail construction; Stormwater Quality Implementation grants from WSDOE for shoreline trail projects; and FAST Act federal grants for on- and off-road trail development.

## GRAPHICS/PRESENTATIONS

MacLeod Reckord has developed, in the course of planning and design work in the public arena, the graphic skills to present proposed design solutions and alternatives to the public in a way that advances the public understanding and expedites the process. These skills include both the more traditional concept “rendering” and sketching techniques as well as the ability to use a range of software programs to create imagery that informs the public and energizes the process of design and discovery.

**PACE ENGINEERS, INC.** (PACE) is an employee-owned company providing professional civil and structural engineering, planning, surveying, geographic information system (GIS), and construction management services with offices in Kirkland and Wenatchee, Washington, and Lake Oswego, Oregon.

## CIVIL ENGINEERING

PACE's site civil engineers specialize in consulting and design services for projects involving all civil aspects of park master planning, including sports fields, playgrounds, park facilities, trails, pedestrian bridges, parking lots, and ADA accessibility. PACE offers a variety of project capabilities, specializing in erosion and sediment control, Stormwater Pollution Prevention Plans (NPDES permitting), grading, drainage, water, sewer, and road improvement design. PACE uses low impact development design techniques and has LEED accredited and LID certified staff.

## STRUCTURAL ENGINEERING

PACE's structural services include preliminary planning, final design, and construction phase services for park and recreational structures, buildings, building components, pedestrian bridges, and other site structures. PACE offers feasibility studies, seismic evaluations, and seismic upgrade designs for existing building and non-building structures.

## ENVIRONMENTAL

PACE offers permitting and environmental compliance services in coordination with support from other team members and as required by the City. PACE is familiar with all facets of current federal, state, and local permitting requirements. They routinely design and implement projects to comply with the myriad of environmental regulations facing land improvement projects under today's agency regulations. PACE is available to provide support with SEPA and with identification of the permitting and regulatory requirements associated with park and frontage improvements.



*Island County NMTP Open House*



*Lake Goodwin Park*



*Mukilteo Lighthouse Park*

# KEY PERSONNEL



## Connie Reckord, pla, leed ap Principal, Landscape Architect MacLeod Reckord PLLC

Connie has 40 years of experience in landscape architecture with an emphasis on civic planning, park planning and design, and local and regional trail design. She has managed a range of project types from planning through design and construction administration, giving her a pragmatic understanding of how early planning decisions affect the success of later project implementation. Connie assists clients and communities in finding effective solutions to challenging problems through an understanding and balance of agency mandates, physical constraints and opportunities, and user demands.

### Education

Bachelor of Science  
Landscape Architecture  
University of Virginia

### Registration

Landscape Architect  
Washington, Oregon  
CLARB Certified  
LEED Accredited

### Professional Affiliations

American Society of  
Landscape Architects  
CLARB  
US Green Building Council  
Greenroads

### Project Role: Project Manager

Connie's responsibilities will include contracting, client correspondence, staffing and schedule management, involvement in project programming and alternatives development, supporting public outreach effort, and QA/QC.

### Project Specific Capabilities

- Accomplished project manager and designer of parks, Complete Streets, and non-motorized facilities for multiple public agencies
- Collaborative leadership style ensures all project/community issues considered
- Engaging public outreach facilitator with a range of strategies to achieve consensus
- Flexibility in project approach and deliverables to meet challenging deadlines and budgets

## Representative Projects

### Morrill Meadows / East Hill Park and YMCA City of Kent / YMCA of Greater Seattle

Project Manager for the City of Kent's first YMCA activity center at the Morrill Meadows/East Hill Park site overseeing master planning, design documentation, and construction. The master plan included the new building, parking, and outdoor sport courts, an expanded play area, including separate age-appropriate areas, integration of selected play elements into the wooded surroundings, drainage improvements, and parking lot expansion. A range of low-impact development measures are incorporated into the plan to address the site's significant location in the watershed.

### Covington Community Park City of Covington

Principal in Charge for master planning and Project Manager for site design of this 30-acre community park in Covington. The master plan incorporates an expansive program of state of the art active recreation facilities, passive amenities, regional trail connections, and wetland protection and mitigation, all with multiple layers of protective easements and environmental constraints. Recreational improvements include lighted, multi-purpose fields for baseball, softball and soccer, community buildings to support those facilities, an educational shelter, performing arts stage, picnic facilities, trails for both pedestrians and bicyclists, and a destination multi-aged children's play area.

### Riverfront Development City of Everett

As Project Manager for the master plan of the public amenities portion of a planned mixed-use commercial and residential development on a 200-acre brownfield site along the Snohomish River, Connie guided the master planning and implementation of multiple phases of this project. Program included extension of the regional Snohomish Riverfront Trail, street improvements to link with a new transit facility, expansive wetland creation and enhancement, and creation of a signature park that serves as a destination and focal point for the new community.

### Ebey Waterfront Park Expansion City of Marysville

Connie was Project manager for this updated and expanded Master Plan. The project includes development of a major new urban waterfront park on Ebey Slough with a watercraft center and hand carry boat launch facilities, large venue performing stage, flexible open green space, connection to the regional Qwuloolt Trail, and street frontage plaza designed for multiple uses including fairs, festivals, and other community gatherings. The park is the first newly redesigned facility as part of a comprehensive City plan to redevelop and revitalize the historic downtown core of Marysville. The park design creates opportunity for urban connections to the park and waterfront from the downtown.

### Centennial Trail and Trailheads Snohomish

Over a 20-year period Connie was Project Manager and trail designer for 20 miles of this award-winning regional trail in Snohomish County. As part of the design and construction, MacLeod Reckord provided concept design for 8 trailheads ranging in size from ½ acre to over 100-acres, and final design for initial phases of each. Trailheads included parking for standard vehicles and horse trailers, restroom facilities, campground areas dedicated for non-motorized and equestrian visitors, ADA-only access and parking for remote access to lakefront, viewpoints and boardwalks, equestrian hitching and gathering areas, interpretive signage, historic orchard restoration, and extensive wetland and critical area enhancement and mitigation.



## David Saxen, pla

### Associate, Landscape Architect

#### MacLeod Reckord PLLC

David is a landscape architect and urban designer with over 20 years of experience working on trail and streetscape projects in Washington, California and Idaho. He has worked with a broad range of stakeholders in developing trail, urban design, and non-motorized facility plans, and has authored many master plans and feasibility studies. David takes a pragmatic approach to design of the public realm, striving to balance the competing needs of residents, visitors, business and property owners, transit agencies and utility companies. He employs a relaxed and unbiased approach to community involvement that honors the perspective of each stakeholder.

#### Education

Master of Landscape Architecture,  
Certificate of Urban Design  
*University of Washington*

Bachelor of Arts,  
Art History and Visual Arts  
*Princeton University*

#### Registration

Landscape Architect  
*Washington*

#### Professional Affiliations

Association of Pedestrian and Bicycle Professionals  
League of American Bicyclists  
Cycling Instructor

#### Project Role: Urban Designer and Non-Motorized Planner

David's responsibilities will include urban and non-motorized trail planning and design, streetscape planning and design, public engagement questionnaire development and implementation, base mapping, and writing the master plan report.

#### Project Specific Capabilities

- Expertise in non-motorized trail planning and design
- Accomplished technical writer and editor for design reports and master plans
- Accomplished planner and knowledgeable in GIS mapping, data evaluation, and public survey software
- Expertise in developing public opinion survey questions and summarizing data

## Representative Projects

### Second Street Corridor Plan, *City of Snohomish*

Project Manager and Lead Designer for a transformative plan to redesign and revitalize the Second Street Corridor, a 15-block long primary corridor through historic Downtown Snohomish. The planning and design effort explores a range of Complete Street concepts to shift the balance among autos, bicycles and pedestrians, enhance cross-corridor connections between historic business and residential districts and suggest a range of urban design. Project development included full PS&E documentation through 90% at which point the City began to implement utility upgrades throughout the corridor that are necessary prior to the final streetscape improvements.

### Kingston Complete Streets Plan, *Kitsap County*

Project Planner and report author for the initial phase of this study which provided assessment and conceptual project design for Complete Streets in the Kingston community. The plan makes recommendations for policy, site specific improvements, destination connectivity, and design standards. The initial phase of work was completed while with another firm but provided preliminary information for MacLeod Reckord's final Plan and Report.

### Discovery Road Bikeway and Sidewalk Project, *City of Port Townsend / SCJ Alliance*

Project Manager supporting the larger team for the Discovery Road improvement project in Port Townsend. Tasks include assisting with community involvement and providing conceptual plans, final design and construction documents for new sidewalks, bicycle facilities, pocket parks and green stormwater facilities. The project included an alternatives analysis of potential bicycle facilities that will support cyclists of all ages and abilities. The alternatives analysis reinforced community consensus and helped the city secure a \$2.6 million grant from the State Transportation Improvement Board. The project will complete a critical gap in the city's bicycle network and provide safe and comfortable access to a new elementary school for families biking and walking.

### Bayview Trail Connector, *Cities of Marysville and Lake Stevens*

Project Manager for the Marysville to Lake Stevens Connector Trail and providing site inventory and analysis, alternatives evaluation, conceptual design of preferred plan, trail design, bike lane and sidewalk design, confirmation of ADA compliance, public outreach lead, and final documentation.

### Eastrail Trail Crossings, *City of Woodinville / KPFF Consulting Engineers*

Project Planner supporting the team lead and responsible for assessing alternative crossing and mixing zone designs for this intersection of three major regional trails at WSDOT SR 202. David also developed conceptual design for trail and wayfinding signage that will reflect the importance of accommodating growing tourism in this winery and brewery district.

### Mercer Island Parks, Recreation and Open Space Plan, *City of Mercer Island / Conservation Technix*

Project Planner for assessment of Mercer Island's developed and undeveloped parks, open spaces, and trail system throughout the city. The scope included evaluating existing conditions, identifying potential improvements, and developing planning level cost opinions. The evaluation provided information and data supporting park level of service assessments, informed a needs assessment and a prioritization strategy for development, and provided information for the Capital Improvement Program.





## **Arielle Farina-Williams, pla, leed ap** **Associate, Landscape Architect** **MacLeod Reckord PLLC**

With 15 years of experience in park and trail planning, design, and construction, Arielle has focused on civic facility design with site-specific, community centered, urban design solutions on projects varying from neighborhood to community scale. She is able to effectively develop a range of compelling and creative design alternatives based on variable program components. Her adaptable design process balances site constraints, ADA access, stakeholder needs, design intent and thoughtful detailing. She efficiently collaborates with team members on integrated design of structures in the landscape and contributes a valuable perspective on ways to achieve more sustainable and context-sensitive solutions. She has been lead designer for numerous successful park, plaza, trail, streetscape improvement, educational campus, and restoration projects.

### **Education**

Master of Landscape  
Architecture  
*University of Washington*

Career Discovery Program in  
Landscape Architecture  
*Harvard University*

Bachelor of Arts Sustainable  
Agriculture  
*University of Massachusetts*

### **Registration**

Landscape Architect  
*Washington*

### **Professional Affiliations**

American Society of  
Landscape Architects  
LEED Accredited Professional

### **Project Role: Project Landscape Architect**

Arielle's responsibilities will include leading the park planning and design effort, integration of the trail and frontage improvement interface with the park, park program development, graphics production and management, cost estimating and SEPA checklist completion.

### **Project Specific Capabilities**

- Park, civic, and non-motorized facility project management and lead design expertise from early planning through final design and construction
- Adept in managing project budget, team resources, and project schedule
- Provides comprehensive research, analysis, and evaluation for a wide range of project types
- Extensive experience developing thorough final reports that guide future decision making and construction documentation

## **Representative Projects**

### **Veterans Park Master Plan, City of Mountlake Terrace**

Project Manager and Lead Designer responsible for alternatives analysis, supporting public outreach with graphics and on-line narrative, technical memoranda, and final report. As part of the Recreation, Parks and Open Space Plan update, MacLeod Reckord developed a master plan for the City's Veterans Park that will guide future decision-making and development in the park. This treasured park features old-growth natural areas, a children's play area, gazebo, veterans' memorial, picnic areas, and an extensive trail system. Planned improvements include an asphalt ADA-accessible trail with lighting, connecting the Town Center with the future Link light rail station.

### **Ober Park, Vashon Park District**

Project Manager and Lead Designer for a new multi-generational 'Playground for All' at an existing downtown park on Vashon Island. The design provides new play and fitness equipment suited for all age and demographic groups, in particular, youth and seniors which are underrepresented within the community. The project design focused on assessing existing equipment for accessibility and retention, integrating new equipment with pieces to be retained, providing ADA access to all equipment and path systems and minimizing impact to critical areas.

### **Ebey Waterfront Park Expansion, City of Marysville**

Project Landscape Architect responsible for developing alternatives and Project Manager for preliminary and final design, documentation, construction administration, and cost estimating for the first phase. The project includes development of a major new urban waterfront park on Ebey Slough with a connection to the regional Qwuloolt Trail, flexible open green space, a street frontage plaza designed for multiple uses including fairs and festivals, a children's play area, storm water treatment facility, watercraft center with hand carry boat launch facilities, large venue performing stage, and ADA access throughout. The park design creates a central gathering space downtown, celebrates the connection to the waterfront, and is the first newly redesigned facility as part of a comprehensive City plan to redevelop and revitalize the historic downtown core.

### **Mountlake Terrace Civic Campus, City of Mountlake Terrace**

Project Manager and Project Designer providing conceptual design alternatives through preliminary and final design and construction support. The project included a new public gathering space, pedestrian-oriented frontage improvements, new city hall, police station expansion, and parking lot expansion. The civic campus is located adjacent to Mountlake Terrace's planned Town Center and contributes to the City's the goal of providing vibrant, walkable destinations.

### **Pipeline Trail, Pierce County Parks & Recreation**

Project Designer for the early planning phases and Project Manager for the final design and construction phases of this 5-mile trail segment that extends from the existing Tacoma Water Pipeline Trail to Puyallup and large trailhead development at the 160-acre Orangegate Park. Arielle was responsible for developing alternatives, advancing the preferred concept, generating cost estimates and preparing final graphics for public outreach and grant application.





**Phil Cheesman, pe**  
**Vice President, Civil Engineer**  
**PACE Engineers, Inc.**

Phil has over 36 years of experience in all aspects of land development, including commercial, municipal, street, park, and trail projects. Phil typically designs and manages a broad spectrum of projects, including those with parking, roadway, grading, drainage, and utility improvement requirements depending on specific site needs. Phil has successfully managed PACE's civil design team on a number of park and trail projects, including Covington Park, Angle Lake Park, Cape Disappointment State Park, Martha Lake Airport Community Park, Sand Hill Park, Lake Goodwin Park, Shoreline Interurban Trail, Centennial Trail, Cedar River Trail, North Creek and Nickel Creek Trails. Throughout his diverse project experience, Phil has effectively coordinated complex site issues and addressed regulatory agency concerns leading to expedient project permit approvals on-schedule and within budget.

**Education**

B.S., Civil Engineering  
University of Washington

**Registration**

PE, Civil Engineer, Wash-  
ington, #26901  
LID Certification, Post Gradu-  
ate Studies, Washington State  
University Extension

**Professional Affiliations**

American Society of  
Landscape Architects  
LEED Accredited Professional

**Project Role: Lead Civil Engineer**

Phil's responsibilities will include supporting the preliminary planning with input on stormwater facility design for parking and access road areas, frontage improvements, utility/infrastructure improvements, cost estimating, and SEPA support.

**Project Specific Capabilities**

- Senior Principal Engineer with time-tested strategies for on-time project delivery to ensure quality control
- Knowledgeable in stormwater facility design and LID park and trail strategies as applicable to design and construction
- Collaborates effectively with surveyors, landscape architects, and environmental scientists from concept level through construction of park, trail, and trailhead related work
- Extensive park and trail design, utility and roadway design, and construction engineering experience

**Representative Projects**

**Covington Community Park, City of Covington / MacLeod Reckord PLLC**

Principal Engineer for providing surveying and engineering design for design of this 30-acre park. Improvements included a natural grass soccer field, two parking lots, spectator seating area, street frontage improvements, multiple storm drainage detention ponds, biofiltration swales, all utilities for structures, trails, and pedestrian bridges. PACE provided structural calculations and design review of the pedestrian bridges and prepared final civil engineering plans, specifications, and cost estimates, and provided bidding and construction support.

**Angle Lake Park, City of SeaTac / MacLeod Reckord PLLC**

Principal Engineer for providing civil design for approximately 8 acres along the shores of Angle Lake. Improvements included a new spray play facility, expanded restroom facilities, new shelters, beach area improvements, and reconfigured parking areas. PACE provided design plans for temporary erosion-sedimentation control (TESC), storm drainage, water, and sanitary sewer services. PACE also provided bidding and construction support and the Notice of Intent and Surface Water Pollution and Prevention Plan for the NPDES permit.

**Hickman Park, City of Edmonds / MacLeod Reckord PLLC**

Principal Engineer for providing survey, engineering design concepts, design development, and final civil engineering construction documents for developing 5.6 acres of this 11.2-acre park site. Work elements included demolition, TESC, storm drainage, and road frontage improvements. PACE also incorporated a City-designed regional storm drainage flow control system that was constructed as part of this project. Existing conditions presented challenges as an existing water line and gas line were found to be located directly under the proposed gutter line alignment of the 104th Avenue W frontage improvements, thus conflicting with new storm facilities. PACE provided a design for the stormwater conveyance line to be placed behind the sidewalk to avoid the existing utilities and keep storm structure lids out of the bicycle lane.

**Reiter Foothills Offroad Parking Lot, Washington State Dept. of Natural Resources / Gold Bar, WA**

PACE prepared final plans, specifications and cost estimates for 3-acre paved recreational parking lot, perimeter ditches, storm water detention pond and pad for a prefabricated restroom building. This project area is located on a 191-acre parcel outside of the Urban Growth Area owned by the Department of Natural Resources, located northeast of Reiter Road and southwest of the Austin Creek/Reiter Road culvert crossing. Design consisted of site geometric layout, temporary erosion-sedimentation control, grading, and storm water management. Siting of improvements respected adjacent steep slope, wetland and stream critical area setbacks. As Senior Principal Engineer, Phil was responsible for overall project operations and quality assurance on design elements.

# PROJECT APPROACH

Our Project Approach is divided into three parts: Design Issues, Work Plan, and Timeline. In developing a successful project approach, first we identify the **Design Issues**, the key physical challenges posed by the site and program. With this information, a **Work Plan** (with Deliverables identified) and **Timeline** can be developed. The City has outlined a Preliminary Scope of Work in the RFQ which will guide the initial scoping process, but this overall Project Approach serves as a starting point to be refined after more in-depth discussion with the City.

## Design Issues

### CONTINUITY

The publicly owned parcels ranging from North Park to Charter Park, including City Hall and the Public Safety Building, are a terrific asset and organizing feature for the City of Orting. These parcels form a linear “Civic Square” with a strong community identity and sense of place. However, the continuity of these blocks is disrupted by the wide cross streets, low granite walls, mature trees, and park structures. The channelization, parking configuration, surfacing materials, planting, and lighting along the adjacent streets could be redesigned to provide better continuity between the park blocks while maintaining smooth traffic flow and parking capacity.

The interface between the park blocks and Washington Avenue/SR 162 and Van Scoyoc Avenue could also be more integrated and inviting. Some strategies might include pedestrian improvements along Washington Avenue that provide visual and physical connections to park amenities and the adjacent retail; and traffic calming improvements such as curb extensions or planting that is acceptable to WSDOT throughout the corridor.

The gravel parking lots on the south edge of the Main Park blocks could be redesigned to be more efficient, less visually obtrusive on the park, and ADA compliant. The park’s planting could be modified to visually break up parking, expand the park, and better integrate it with the surrounding city.

*MacLeod Reckord’s Second Street project in the City of Snohomish improved the continuity of several disparate downtown blocks by modifying channelization, providing curb extensions, and adding planting and historically appropriate lighting.*

### HIERARCHY OF SPACES

Since the Main Parks comprise several different blocks in the downtown, defining spatial hierarchy throughout the parks and creating an identifiable center will be an important component of the master plan. The community and stakeholders can help identify such spaces in the design alternatives. For example, the Bell Tower is an important community landmark that the park design could embrace and celebrate. As was mentioned at the informational site visit, one alternative could include vacating Train Avenue at the Bell Tower and developing a multi-purpose plaza and splash pad or another central feature.

*MacLeod Reckord has designed splash pads that are incorporated into the urban design of a park, such as at Millennium Plaza Park and Foothills Park in Lake Oswego, Oregon, or can be stand-alone destination features such as the expansive facility at Angle Lake Park in SeaTac.*

### COHERENCE

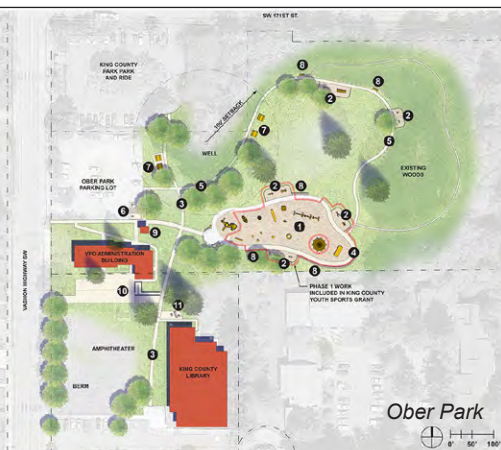
The Main Park blocks and Charter Park offer myriad well-used and loved features that have been added over time, but they lack coherence. For example, although the play structure, jungle gym, swings, and merry-go-rounds are in proximity to each other, they are separate playground elements each enclosed by concrete headers that preclude children with limited mobility from easily exploring all areas. Reorganizing these disparate playground elements into a



Hickman Park



Millennium Plaza Park



Ober Park



more coherent play area with an accessible surface will make the space more compelling and accessible to all.

*Ober Park Playground for All was a project that re-imagined an existing play area to provide ADA-compliant play and fitness equipment within the footprint of an existing playground. New surfacing and ADA ramps, along with transfer platforms ensured the entire area was accessible to all.*

A key objective of the master plan will be to work with the community to better define districts or activity zones within the park that each have a unique character and feeling within the overall framework of the park. There is a broad range of program elements identified in the Parks, Trails, and Open Space Plan including a splash pad, pickleball courts, an enhanced pump track, additional parking, a performance space, plaza at Orting Station. Our team is prepared to work with staff and the community to evaluate, rank, and configure which program elements are most appropriate for this site.

*Our Morrill Meadows project successfully integrated several different program elements into the site of a new YMCA facility.*

### LEVERAGE THE FOOTHILLS TRAIL

The park serves as a trailhead for the Foothills Trail, an important recreational and economic asset for the city, but there may be opportunities to enhance and visually celebrate the trail through the park. The visibility and safety of the trail street crossings, especially at Calistoga Street and Bridge Street/SR 162, could be improved in a variety of ways. In conjunction with reconfiguration of the gravel parking lots, the trail could be realigned to create a wider and more useable green space or provide an adjacent but dedicated path for people on foot to reduce conflicts between people biking and walking on busy days. If enhanced and emphasized, the Foothills Trail can serve as the common thread between the park's different activity zones improving the coherence of the park blocks.

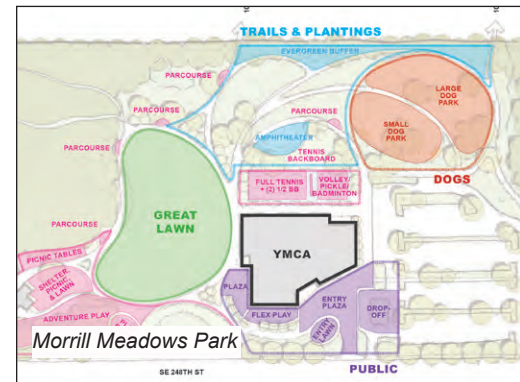
*MacLeod Reckord has designed numerous regional trails, including trailheads, trail amenities and branding, and safe trail crossings, such as the Burke Gilman Trail, Centennial Trail, Pipeline Trail, and Eastrail.*

### BALANCE OF TREES

The park has an abundance of relatively mature trees that provides character and identity but also creates some challenges. In particular, the row of fir trees in Main Park and the row of cedar trees in North Park trees bifurcate the park into two linear spaces. This row of evergreen trees also blocks views into and across the park creating a visual barrier between the respective blocks in the downtown. While the combination of evergreen and deciduous trees provides needed shade in the summer, the solid row of evergreens shades the north side of the park for much of the year making it less inviting in winter months.

The master planning process should weigh the benefits and disadvantages of these trees and explore alternatives that might improve visibility, open views to Mount Rainier, improve microclimate of some park programs, and define space that might more readily reflect a "town green." Selective tree thinning is also an important strategy to improve the health of dense tree stands to create space for the healthiest trees to mature and expand.

*Strategic forest management and selective tree thinning was an important part of MacLeod Reckord's plan for Veteran's Memorial Park in Mountlake Terrace. The trees within the park are a valued part of the landscape but their high density resulted in tall trees with excessive lower branch die off. Selective thinning was proposed to improve the health of the overall tree stand and allow the remaining trees to flourish while creating openings for gathering areas.*



# Work Plan

The following Work Plan for the Orting Main Parks Master Plan responds to the design issues noted previously and defines tasks and deliverables outlined in the preliminary scope of work in the RFQ.



## PHASE 1

**1 PROJECT INITIATION:** Initiate the scoping and contracting process, establish the schedule, identify project milestones, confirm master plan goals, and confirm City staff, committees, and other agency review process and procedures. Review and synthesize previous planning efforts and recommendations.

*Deliverables include Final Scope and Contract, Project Schedule, Summary of Relevant Master Plan Issues, and Goal Statement.*

**2 SITE ANALYSIS AND REPORTING:** Develop a base map from existing surveys and maps, GIS data, aerial photos, and site visits. Complete a site analysis including current uses, views, access, environmental issues, utility assessment, and traffic and parking. Develop Opportunities and Constraints graphic from analysis of inventory.

*Deliverables include Opportunities and Constraints Map, Graphics and photographs as needed to convey information.*

## PHASE 2

**3 PUBLIC OUTREACH PLAN:** Develop and implement a comprehensive public outreach plan and incorporate a methodology for receiving and presenting feedback.

*Deliverables include Public Outreach Plan, Public Outreach Delivery and Summary Materials for the life of the project.*

**4 PROGRAM ALTERNATIVES AND EVALUATION:** Identify an appropriate range of program elements for consideration based on the 2022 Parks, Trails, and Open Space Plan, current public and staff input, and current and relevant park design strategies.

*Deliverables include Program Alternatives, Summary of Land Use Analysis, and Recommended Program Statement.*



# PHASE 3

**5 ALTERNATIVE CONCEPTUAL PLANS AND ILLUSTRATIVES:** Explore and express three design alternatives for the park based on varying combinations of selected program options. Components likely include existing structures, park amenities, circulation, access and parking, potential phasing, and other elements as appropriate to the program.

*Deliverables include Conceptual Design Alternatives, Planning Level Cost Estimates, Evaluation Criteria Matrix, Feasibility Evaluation Matrix, and Illustrative Exhibits for Public Review.*

**6 DRAFT PREFERRED PLAN:** With input from the City and public, refine preferred alternative, provide draft for review by City, then final for public review and input. Identify potential grant/funding opportunities, timelines for grant application, and/or strategies for funding partnerships.

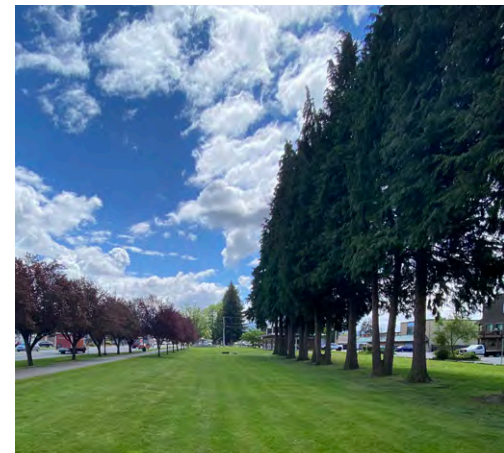
*Deliverables include Draft Preferred Plan Graphics and Draft Report, Cost Estimate, and Phasing Plan.*

**7 FINAL MASTER PLAN:** Finalize preferred alternative plan and all graphics, develop draft and final master plan report and define phased development. Support the City with presentation to public and/or Council. Finalize master plan for adoption.

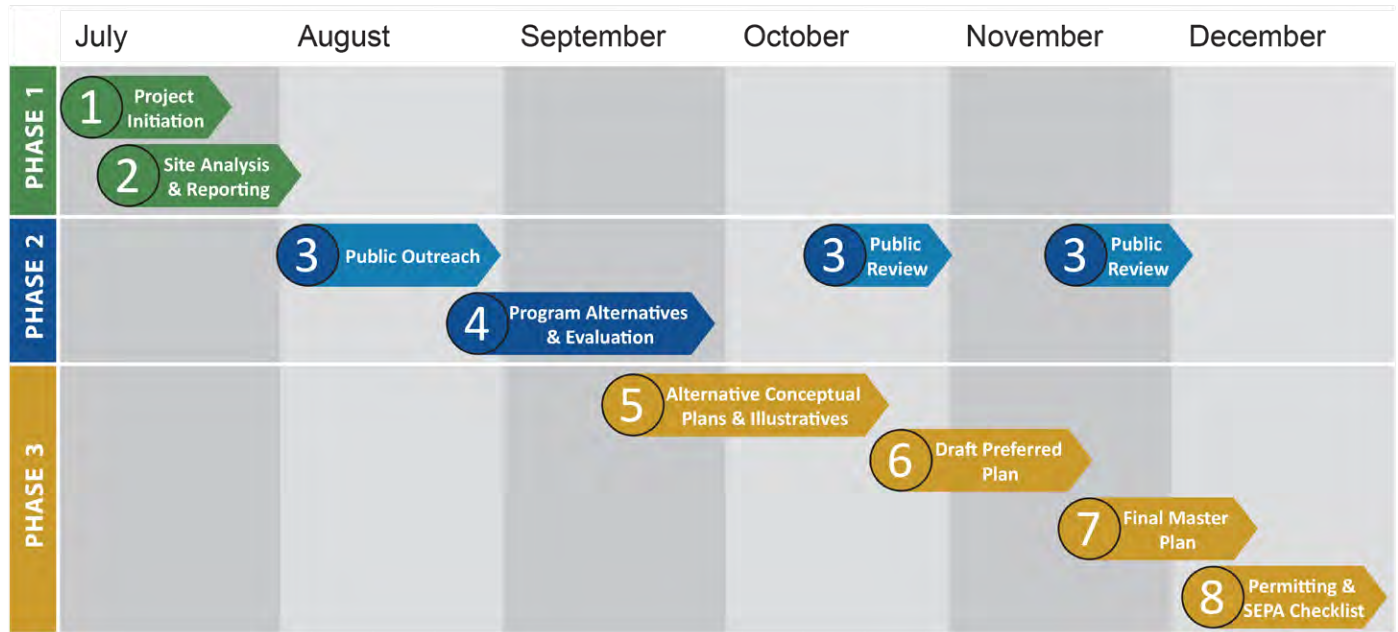
*Deliverables include draft and final Master Plan Graphics and Report, Cost Estimate, and Phasing Plan.*

**8 PERMITTING AND SEPA CHECKLIST:** Identify permitting and regulatory requirements and deadlines. Develop the draft and final Programmatic SEPA Checklist for the Final Master Plan.

*Deliverables include draft and final SEPA Checklist.*



# □ TIMELINE



# □ PROPOSED BUDGET

	Personnel	Connie Reckord, Principal	David Saxen, Associate	Arielle Farina-Williams, Associate	James Day, Landscape Designer	Charlene Bujacich, Administration		
	Role	Project Manager	Planner	Landscape Architect	Landscape Designer	Document Support		
	Rate	\$210	\$160	\$160	\$125	\$125	Total Hours	Total Task Fee
<b>PHASE 1</b>	Site Investigation and Analysis	5	24	8	12	3	52	\$8,000
<b>PHASE 2</b>	Park Program	9	34	16	0	1	60	\$10,000
<b>PHASE 3</b>	Master Plan Development	8	64	38	38	10	158	\$24,000
<b>Civil &amp; Environmental</b>								\$3,000
<b>Total</b>								<b>\$45,000</b>



# □ REFERENCES

**Brian Levenhagen, Deputy Parks Director**  
City of Kent  
(253) 856-5100, BJLevenhagen@kentwa.gov

- Morrill Meadows Park / YMCA
- Lower Russell Road Levee
- Milwaukee II

**Jeff Laycock, City Engineer**  
City of Marysville Engineering Department  
(360) 363-8274, jlaycock@marysvillewa.gov

- Ebey Waterfront Park Expansion

**Mark Epstein, Engineering Project Manager**  
City of Bainbridge Island  
(206) 780-3721, mepstein@bainbridgewa.gov

- Sound to Olympics Trail

**Brianne Blackburn, Trails Coordinator**  
Pierce County  
(253) 798-4261,  
brianne.blackburn@piercecounitywa.gov

- Pipeline Trail

**Ethan Newton, Director**  
City of Covington Parks and Recreation  
(253) 480-2481, enewton@covingtonwa.gov,

- Covington Community Park

**Tom Hood, Senior Engineer**  
City of Everett Engineering & Public Services  
(425) 257-8809, thood@everettwa.gov

- Riverfront Development



*Mukilteo Lighthouse Park*



*Burke Gilman Trail*



*Covington Community Park*



*Morrill Meadows Park*



# □ RELEVANT WORK



## Covington Community Park

Covington, Washington

### REFERENCE

*Ethan Newton, Parks & Recreation Director, Covington Parks & Recreation  
253-480-2481,  
enewton@covingtonwa.gov*

### CONSTRUCTION COST

*\$10.7M - Master Plan  
\$1.4M - Phase 1;  
\$7.22M - Phase 2*

This 30-acre community park in Covington exemplifies the full range of challenges and the inherent complexity of park planning in today's growing communities. MacLeod Reckord developed a master plan that incorporates an expansive program of state of the art active recreation facilities, passive amenities, regional trail connections, and wetland protection and mitigation, all with multiple layers of protective easements and environmental constraints. Recreational improvements include lighted, multi-purpose fields for baseball, softball and soccer, community buildings to support those facilities, an educational shelter, performing arts stage, picnic facilities, trails for both pedestrians and bicyclists, and a children's play area. Fully half the site, with sensitive areas and mature woodland, is constrained from development with a conservation easement held by Forterra. The master plan successfully provides a transition between active, structured play areas and protected lands with a hierarchy of trails, transitional planting, and appropriate siting of buildings and amenities. The master plan identifies a phased development strategy, and the second phase is complete.

MacLeod Reckord was prime design consultant and PACE Engineers provided survey and civil engineering. Connie Reckord was Principal in Charge for the master plan and Project Manager for design phases; Arielle Farina Williams was Project Designer during final design and supported the Construction Administration effort. Phil Cheesman was Engineer of Record providing all civil engineering for the park and road frontages, and PACE survey provided survey of the park site.





## Morrill Meadows Park / YMCA

*Kent, Washington*

### REFERENCE

*Brian Levenhagan,  
Deputy Parks Director,  
253-856-5116bjlevenhagen@  
kentwa.gov*

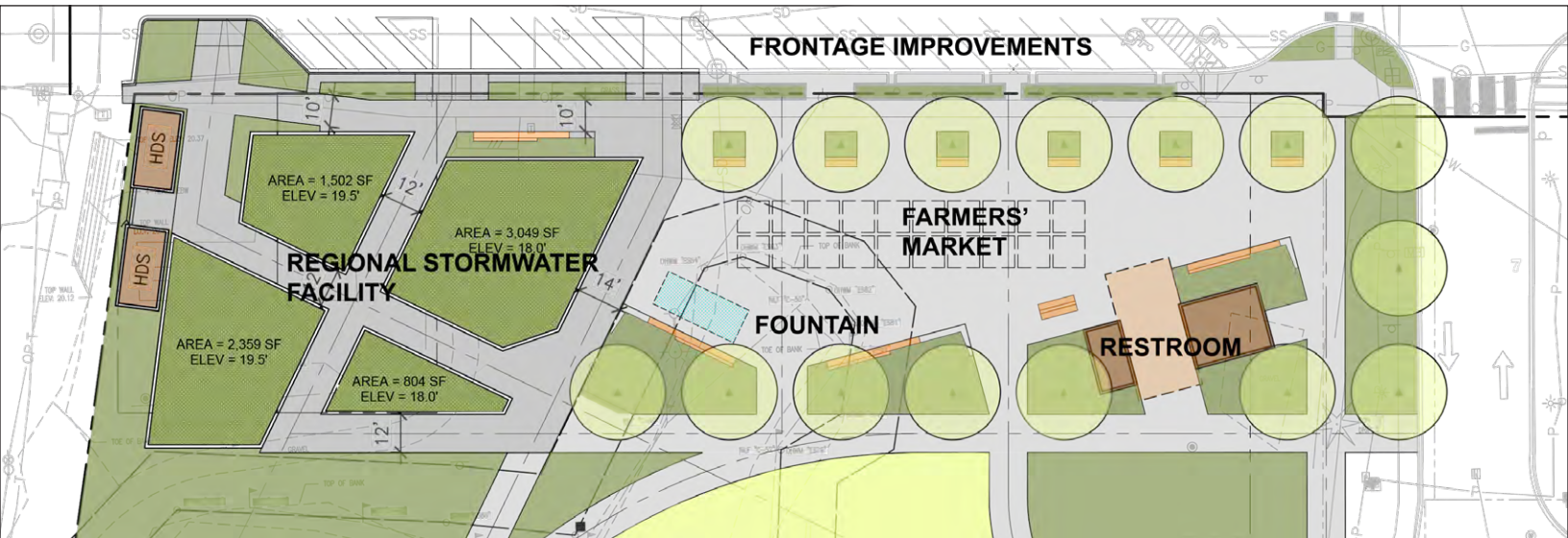
### CONSTRUCTION COST

*\$7.3M - Master Plan  
\$33M - incl bldg  
\$6.6M - Site Work*

The City of Kent worked with the YMCA of Greater Seattle to include the community's first activity center at the Morrill Meadows / East Hill Park site. MacLeod Reckord provided the master plan, design documents, and construction administration services. The master plan included programming, evaluation of a range of alternatives, and a final comprehensive plan for fully integrating the two park sites. The final development plan included the new YMCA building, planned in collaboration with the architect and contractor; a multi-generational game and event plaza with an outdoor fireplace, multi-use sport courts, an off-leash dog park, and open space for festival and market venues. A range of low-impact development measures are incorporated into the plan to address the site's significant location in the watershed and to manage increased stormwater from parking and building development. The greatest challenge, and at the center of the plan's success, is the integration of public with private (membership only) uses of the exterior courtyards, mixed-use plazas, Great Lawn, and sport court facilities. The master planning process included extensive public outreach to ensure the multi-generational and diverse local residential community, as well as the entire Kent community, was involved throughout the process. The project successfully received LEED Silver certification and was opened in Summer 2019 to enthusiastic community support.

MacLeod Reckord was prime design consultant and PACE engineers provided survey and civil engineering. Connie Reckord was Project Manager and Phil Cheesman was Engineer of Record for the project.





# Ebey Waterfront Park Expansion

Marysville, Washington

## REFERENCE

Jeff Laycock, City Engineer,  
City of Marysville,  
360-363-8274,  
jlaycock@maryvillewa.gov

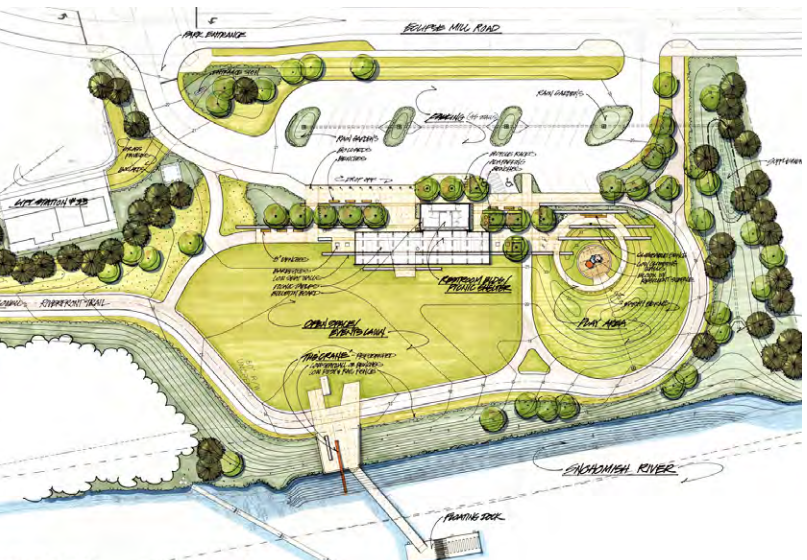
## CONSTRUCTION COST

\$22.5M - Master Plan  
\$455,000 - Ph 1, Landscape  
component only

MacLeod Reckord provided conceptual design alternatives, preliminary design, and permit documentation for an expansion of Ebey Waterfront Park. The project includes development of a major new urban waterfront park on Ebey Slough with a watercraft center and hand carry boat launch facilities, large venue performing stage, flexible open green space, connection to the regional Qwuloolt Trail, and street frontage plaza designed for multiple uses including fairs, festivals, and other community gatherings. The park is the first newly redesigned facility as part of a comprehensive City plan to redevelop and revitalize the historic downtown core of Marysville. The park design creates opportunity for urban connections to the park and waterfront from the downtown. Additional program elements include an expansive regional stormwater facility, increased and reconfigured parking, an expanded waterfront dock and float system, children's play area and waterfront viewing areas.

MacLeod Reckord was prime consultant for the master plan phase as well as a follow up concept alternatives evaluation for an adjacent property that was later added to the project. Connie Reckord was Project Manager and Arielle Farina-Williams was Project Landscape Architect for the master plan. In development of phase 1, Connie was Principal in Charge and Arielle was Project Manager for the final design and construction administration.





# Riverfront Development

Everett, Washington

**REFERENCE**  
*Tom Hood, Principal Engineer. Everett Engineering & Public Services, 425-257-8809  
 thood@everettwa.gov*

**CONSTRUCTION COST**  
 \$35M - Master Plan;  
 \$4M - Phases 1 - 3

The City of Everett, in a joint development agreement with a private developer, selected MacLeod Reckord to develop the master plan and phased development plans for the public amenities portion of a planned mixed-use commercial and residential development on a 200-acre brownfield site along the Snohomish River. Project elements included an extension of the regional Snohomish Riverfront Trail, local trail connections, boardwalks and viewpoints, picnic areas, existing park renovation, major wetland enhancement and riverbank stabilization work and street improvements to provide connection with the transit facility. The project included creation of a new signature park that serves as a destination and focal point for the new community with restroom, play area, open space, and a river access dock and float. All improvements integrate with adjacent commercial and residential development.

MacLeod Reckord was prime design consultant; Connie Reckord was Project Manager for the master plan and all phases of development. Arielle Farina-Williams was Project Designer for the play area associated with the signature park.





## Bayview Trail Connector

*Marysville and Lake Stevens, Washington*

### REFERENCE

*Steven Miller, Senior Project Manager, City of Marysville Public Works, 360-363-8285  
smiller@marysvillewa.gov*

MacLeod Reckord is working with the City of Marysville, in collaboration with the City of Lake Stevens, to develop a 4.7-mile trail extension of the Bayview Trail within Marysville, extending south through Lake Stevens to connect to the Lake Stevens Westside / Powerline Trail. This important segment will complete broader connections to the regional Centennial Trail as well as numerous on-street connections in the Lake Stevens Center and beyond. The project traverses challenging terrain and critical areas with expansive wetlands and fish-bearing streams through multiple power-line corridors with on-street connections. Other challenges include the multifaceted ownership and operation of utility franchises along the corridor. The project will include segments of separated shared use path, on road bike lanes and sidewalks, a range of crossing treatments of major arterials and minor collectors, and selected trailhead improvements as space and budget allow, all designed to accommodate access for the utility providers.

MacLeod Reckord is prime design consultant. Connie Reckord is Principal in Charge and David Saxen is Project Manager.

### WEBSITE

<https://www.marysvillewa.gov/1220/Bayview-Trail-Connector>

Community questionnaire site created by MacLeod Reckord  
<http://mpt.link/BayviewTrailConnector>