

## **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  
May 10th, 2023  
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/89605132740?pwd=Q3RwajRTZG9WcXZFVHdsUWJabFIFdz09>

Telephone: 1-253-215-8782 - Meeting ID: 896 0513 2740 and the passcode 903164.

### **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 May 10th, 2023 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. PRESENTATION.**

Orting High School and Orting Middle School Drumlines.

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

**A.** Payroll Claims and Warrants.

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

#### **5. NEW BUSINESS.**

**A. AB23-48** – Generator Maintenance Bid.

John Bielka

***Motion:*** To authorize the Mayor to sign a three-year contract for generator maintenance services with Tacoma Diesel in an amount to not exceed \$67,609.20.

**B. AB23-49** – Backflow Assembly Services 3-year contract.

John Bielka

***Motion:*** To authorize the Mayor to enter into a three-year contract with American Backflow & Plumbing Service for Backflow Assembly Services for an amount to not exceed \$55,966.91.

**C. AB23-50** – AC Water Main Replacement.

John Bielka

**Motion:** *To authorize the Mayor to sign a contract with Parametrix for design of the replacement and abandonment of asbestos cement (AC) water mains for an amount to not exceed \$61,231.50.*

**D. AB23-47** – Mother Rucker Bigfoot Ruck.

Kim Agfalvi

**Motion:** *To approve Resolution No. 2023-10, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of the Mother Rucker Bigfoot Ruck.*

**E. AB23-46** – Personnel Policy.

Scott Larson

**Motion:** *To approve Resolution No. 2023-09, a resolution of the City of Orting, Washington, amending the City of Orting personnel policy and setting an effective date.*

**F. AB23-28** – Fire Investigation Services Interlocal Agreement.

Devon Gabreluk

**Motion:** *To authorize the Mayor to sign the updated interlocal agreement for fire investigation services provided by County Fire Marshall.*

**G. AB23-44** – SWAT Team Interlocal Agreement.

Devon Gabreluk

**Motion:** *To authorize the Mayor to sign Resolution No. 2023-08 requiring notification to council upon certain changes to the SWAT ILA with an immediate effective date.*

**H. AB23-51** – 2022 Annual Report.

Gretchen Russo

**6. EXECUTIVE SESSION.**

**7. ADJOURNMENT.**

**Motion:** *To Adjourn.*

VOUCHER/WARRANT REGISTER  
FOR **MAY 10, 2023** 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.

**MAY 10 2023 1st COUNCIL**

CLAIMS WARRANTS # **52361 THRU # 52412**  
IN THE AMOUNT OF \$ **201,722.71**  
MASTERCARD EFT \$ **0**

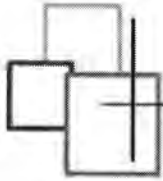
PAYROLL WARRANTS #**23985 THRU #23989 = \$ 40,002.77**  
EFT IN THE AMOUNT OF \$ **191,469.07**  
Carry Over \$ **3,879.89**

**ARE APPROVED FOR PAYMENT MAY 10, 2023**

COUNCILPERSON \_\_\_\_\_

COUNCILPERSON \_\_\_\_\_

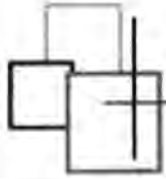
CITY CLERK \_\_\_\_\_



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2023 - 2023-May - 1st Council 5/10/2023

Fund Number	Description	Amount
001	Current Expense	\$21,202.31
101	City Streets	\$3,747.55
104	Cemetery	\$188.63
105	Parks Department	\$1,105.04
401	Water	\$12,633.33
408	Wastewater	\$74,837.32
410	Stormwater	\$88,008.53
	<b>Count: 7</b>	<b>\$201,722.71</b>

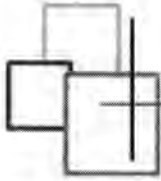


# Register

Fiscal: 2023  
Deposit Period: 2023 - 2023-May  
Check Period: 2023 - 2023-May - 1st Council 5/10/2023

Number	Name	Print Date	Clearing Date	Amount
<b>Key Bank</b>	<b>2000073</b>			
<b>Check</b>				
<u>52361</u>	Kainoa, Kim	5/4/2023		\$412.78
<u>52362</u>	Advanced Safety & Fire SE	5/10/2023		\$1,474.75
<u>52363</u>	Apitz, Jennifer F	5/10/2023		\$150.00
<u>52364</u>	Arrow Lumber	5/10/2023		\$929.04
<u>52365</u>	Associated Petroleum Products INC	5/10/2023		\$2,750.39
<u>52366</u>	Brouillette, Ken	5/10/2023		\$100.00
<u>52367</u>	Business Solutions Center	5/10/2023		\$1,376.13
<u>52368</u>	CenturyLink	5/10/2023		\$76.35
<u>52369</u>	Centurylink	5/10/2023		\$1,483.77
<u>52370</u>	Culligan Seattle WA	5/10/2023		\$81.67
<u>52371</u>	Curry & Williams, P.I.I.c	5/10/2023		\$2,210.00
<u>52372</u>	Department of Retirement Systems	5/10/2023		\$214.44
<u>52373</u>	Fastenal Company	5/10/2023		\$815.77
<u>52374</u>	Hach Company	5/10/2023		\$2,024.42
<u>52375</u>	Harrington's Janitorial	5/10/2023		\$2,341.00
<u>52376</u>	Holden Polygraph, LLC	5/10/2023		\$350.00
<u>52377</u>	Intercom Language Services	5/10/2023		\$450.00
<u>52378</u>	International Institute of Municipal Clerks	5/10/2023		\$210.00
<u>52379</u>	Javelina Trading Company	5/10/2023		\$388.79
<u>52380</u>	Jennings Equipment Inc	5/10/2023		\$14.64
<u>52381</u>	Kuston Signals Inc	5/10/2023		\$478.48
<u>52382</u>	Kyocera Document Solutions Northwest INC	5/10/2023		\$33.69
<u>52383</u>	Kyocera Document Solutions Wes	5/10/2023		\$206.77
<u>52384</u>	Law Offices of Matthew J Rusnak	5/10/2023		\$2,207.00
<u>52385</u>	Lawson Electric	5/10/2023		\$4,659.35
<u>52386</u>	MacLeod Reckord, PLLC	5/10/2023		\$1,617.50
<u>52387</u>	Moss Commercial Cleaning LLP	5/10/2023		\$986.24
<u>52388</u>	Murphy-Brown, Mary	5/10/2023		\$1,190.00
<u>52389</u>	PBS Engineering And Environmental INC	5/10/2023		\$1,900.00
<u>52390</u>	Pcrd (landfill)	5/10/2023		\$1,535.54
<u>52391</u>	Popular Networks, Llc	5/10/2023		\$6,186.79
<u>52392</u>	Puget Sound Energy	5/10/2023		\$3,812.54
<u>52393</u>	PumpTech, LLC	5/10/2023		\$289.92
<u>52394</u>	Purcor Pest Solutions	5/10/2023		\$359.83
<u>52395</u>	Puyallup, City of	5/10/2023		\$715.11
<u>52396</u>	Rogers Machinery Co, Inc	5/10/2023		\$1,198.58

Number	Name	Print Date	Clearing Date	Amount
52397	S&S Tire Service INC	5/10/2023		\$802.71
52398	Sarco Supply	5/10/2023		\$168.09
52399	SCJ Alliance	5/10/2023		\$12,103.00
52400	SCORE	5/10/2023		\$448.00
52401	SHRED-IT, C/O Stericycle INC	5/10/2023		\$128.47
52402	Sound Pacific Construction LLC	5/10/2023		\$82,662.54
52403	Sumner Lawn'n Saw	5/10/2023		\$151.76
52404	Systems For Public Safety Inc	5/10/2023		\$926.55
52405	UniFirst Corporation	5/10/2023		\$706.29
52406	Usabluebook	5/10/2023		\$375.95
52407	UW Valley Medical Center - OHS-Renton	5/10/2023		\$60.00
52408	Vision Municipal Solutions LLC	5/10/2023		\$1,828.54
52409	Water Management Lab Inc.	5/10/2023		\$27.00
52410	Wells Fargo Vendor Financial Services LLC	5/10/2023		\$212.00
52411	Whitney Equipment Company Inc	5/10/2023		\$54,404.86
52412	Zumar Industries Inc	5/10/2023		\$1,485.67
		<b>Total</b>	<b>Check</b>	<b>\$201,722.71</b>
		<b>Total</b>	<b>2000073</b>	<b>\$201,722.71</b>
		<b>Grand Total</b>		<b>\$201,722.71</b>



# Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount			
Advanced Safety & Fire SE	52362	41059	101-542-30-48-02	Annual Extinguisher Services	\$136.84			
			104-536-50-48-00	Annual Extinguisher Services	\$136.84			
			105-576-80-48-00	Annual Extinguisher Services	\$136.84			
			401-534-50-48-02	Annual Extinguisher Services	\$136.84			
			408-535-50-48-02	Annual Extinguisher Services	\$136.84			
			410-531-38-48-00	Annual Extinguisher Services	\$136.85			
			41061	401-534-10-31-04	Hydro Test	\$203.91		
			408-535-10-31-05	Hydro Test	\$203.91			
			Invoice - 5/2/2023 12:54:09 PM	001-514-23-42-02	Annual Extinguisher Services	\$71.30		
				001-521-50-42-05	Annual Extinguisher Services	\$73.76		
				001-524-20-42-01	Annual Extinguisher Services	\$12.30		
				101-542-30-42-01	Annual Extinguisher Services	\$4.92		
				105-576-80-41-17	Annual Extinguisher Services	\$4.91		
				401-534-10-42-04	Annual Extinguisher Services	\$27.06		
				408-535-10-42-04	Annual Extinguisher Services	\$27.04		
				410-531-38-42-02	Annual Extinguisher Services	\$24.59		
				<b>Total</b>		<b>\$1,474.75</b>		
				Apitz, Jennifer F	52363	MAY2023-200	001-512-51-49-08	Conflict Defender-2A0256458
			<b>Total</b>					<b>\$150.00</b>
Arrow Lumber	52364	600186-APRIL2023	001-524-20-31-00	Keys	\$3.70			
			104-536-50-35-00	Hand Shovel-WO9971	\$9.06			
			105-576-80-31-00	Hose Clamp	\$5.02			
			105-576-80-31-00	Staples	\$5.24			
			105-576-80-31-00	Keys Parks-WO10081	\$9.24			
			105-576-80-31-00	Black Marker - Painters Tape	\$19.01			
			105-576-80-48-00	White Spray Paint-Ball Fields WO9968	\$52.46			
			105-576-80-48-00	Traffic Marker-Grabber-Key-WO9872	\$152.73			
			105-576-80-48-00	Traffic Marker-Soccer Feilds-WO10037	\$419.83			
			105-576-80-48-02	Drain Plunger FA9872	\$20.76			

Vendor	Number	Invoice	Account Number	Notes	Amount
Arrow Lumber	52364	600186-APRIL2023	401-534-50-48-02	Power Paint Well 1-WO9947	\$10.71
			401-534-50-48-02	Rubber Straps-Well #1 WO9947	\$23.88
			401-534-50-48-02	Paint Supplies-Well 1 Media-WO9947	\$83.47
			401-534-50-48-06	Hillman Fasteners-WO 1199	\$3.28
			408-535-10-31-00	Power Outlet	\$22.96
			408-535-50-48-02	Shut Off Coupling-WO9740	\$4.79
			408-535-60-48-04	Spray Paint-Park Restrooms WO9469	\$20.55
			410-531-38-31-00	Sewer Cap-FA1033	\$5.46
			410-531-38-31-00	Hillman Fasteners-Keys FA1033	\$7.67
			410-531-38-48-00	Gallon Sprayer	\$49.22
Associated Petroleum Products INC	52365	23-802890	101-542-30-32-00	Fuel	\$274.77
			401-534-80-32-00	Fuel	\$1,100.16
			408-535-80-32-00	Fuel	\$1,100.16
			410-531-38-32-01	Fuel	\$275.30
			<b>Total</b>	<b>\$2,750.39</b>	
Brouillette, Ken	52366	2023-4	001-524-20-49-00	Fire Sprinkler Plan Review-215 Corrin	\$100.00
				<b>Total</b>	<b>\$100.00</b>
Business Solutions Center	52367	112215	001-524-20-31-00	Business Cards-Lincoln	\$65.63
		112231	001-571-20-31-23	Shirts for Soccer	\$1,310.50
			<b>Total</b>	<b>\$1,376.13</b>	
Centurylink	52369	300549640-MAY2023	408-535-10-42-01	Sewer Phones	\$44.36
		300549818-MAY2023	001-514-23-42-00	City Phones	\$362.12
			401-534-10-42-01	City Phones	\$311.32
			408-535-10-42-01	City Phones	\$351.16
			410-531-38-42-01	City Phones	\$68.50
			401-534-10-42-01	Harman Ssprings	\$72.55
	52368	300549906-MAY2023	408-535-10-42-01	Sewer Phones	\$202.81
		300550216-MAY2023	001-521-50-42-00	Police Phones	\$70.95
		409178327-MAY2023	001-521-50-42-00	Phones	\$76.35
		492B-MAR2023		<b>Total</b>	<b>\$1,560.12</b>
Culligan Seattle WA	52370	0735910	001-521-50-49-01	Office Water	\$81.67
				<b>Total</b>	<b>\$81.67</b>
Curry & Williams, P.I.I.c.	52371	Court Judge-April 2023	001-512-51-10-02	Court Judge-April 2023	\$2,210.00
				<b>Total</b>	<b>\$2,210.00</b>



Vendor	Number	Invoice	Account Number	Notes	Amount
Department of Retirement Systems	52372	B026-LEOFF Boone	001-521-20-20-05	Non-Leoff Employer Compensation-April 2023-Boone	\$214.44
				<b>Total</b>	<b>\$214.44</b>
Fastenal Company	52373	WASUm86864	101-542-30-48-02	Stock	\$81.57
			105-576-80-48-00	Stock	\$81.58
			401-534-50-48-02	Stock	\$285.52
			408-535-50-48-02	Stock	\$81.58
			410-531-38-48-00	Stock	\$285.52
				<b>Total</b>	<b>\$815.77</b>
Hach Company	52374	13544591	408-535-10-31-04	Sensor Cap Replacement	\$204.58
		13546818	408-535-10-31-04	PH Storage	\$357.43
		13547897	408-535-10-31-04	Sensor Cap Replacement	\$1,462.41
				<b>Total</b>	<b>\$2,024.42</b>
Harrington's Janitorial	52375	Janitorial-City Shop-Rocky RD-May 2023	401-534-10-41-43	Janitorial & Carpet-Window-Flooring Cleaning-City Shop-Rocky RD-May 2023	\$780.33
			408-535-10-41-44	Janitorial & Carpet-Window-Flooring Cleaning-City Shop-Rocky RD-May 2023	\$780.33
			410-531-31-41-04	Janitorial & Carpet-Window-Flooring Cleaning-City Shop-Rocky RD-May 2023	\$780.34
				<b>Total</b>	<b>\$2,341.00</b>
Holden Polygraph, LLC	52376	116-April2023	001-521-20-41-00	Poylgraph-Halahuni	\$350.00
				<b>Total</b>	<b>\$350.00</b>
Intercom Language Services	52377	02-101	001-512-51-49-05	Court Appointed Interpreter-2A0476175 CT-Review	\$150.00
		23-141	001-512-51-49-05	Court Appointed Interpreter-2A0476175 CT	\$150.00
		23-183	001-512-51-49-05	Court Interpreter-2A0476175 CT	\$150.00
				<b>Total</b>	<b>\$450.00</b>
International Institute of Municipal Clerks	52378	ID# 43773-2023	001-514-40-49-02	International Institute Of Municipal Clerks	\$210.00
				<b>Total</b>	<b>\$210.00</b>

Vendor	Number	Invoice	Account Number	Notes	Amount
Javelina Trading Company	52379	2303016	408-535-10-31-00	Gloves-Blue Nitrile-Power Cord	\$388.79
				<b>Total</b>	<b>\$388.79</b>
Jennings Equipment Inc	52380	42019P	105-576-80-48-01	Switch	\$14.64
				<b>Total</b>	<b>\$14.64</b>
Kainoa, Kim	52361	MAY2023-201	001-512-51-49-03	Academy Conference-Mileage & Meals	\$412.78
				<b>Total</b>	<b>\$412.78</b>
Kuston Signals Inc	52381	602459	001-521-50-48-04	Batteries-Police	\$478.48
				<b>Total</b>	<b>\$478.48</b>
Kyocera Document Solutions Northwest INC	52382	55T1129524	001-514-23-31-02	City Hall Copier Lease	\$33.69
				<b>Total</b>	<b>\$33.69</b>
Kyocera Document Solutions Wes	52383	5024721497	105-576-80-41-15	Public Works Copier Lease	\$31.02
			401-534-10-42-03	Public Works Copier Lease	\$103.38
			408-535-10-42-03	Public Works Copier Lease	\$41.35
			410-531-10-42-03	Public Works Copier Lease	\$31.02
				<b>Total</b>	<b>\$206.77</b>
Law Offices of Matthew J Rusnak	52384	431-Court Appointed Attorney-April 2023	001-512-51-49-01	Court Appointed Attorney-April 2023	\$2,207.00
				<b>Total</b>	<b>\$2,207.00</b>
Lawson Electric	52385	1444-April	408-535-50-48-03	Change Rotation - Headworks Unit	\$393.84
		1448-April	401-534-50-48-03	Well #1 Grounded Wire	\$328.20
		1474-May	401-534-50-48-03	Well #1 Replace Lighting-WO9956	\$3,172.60
		1475-May	401-534-50-48-03	Well #1 Vault Push Buttons & Contact Blocks on Control Station	\$764.71
				<b>Total</b>	<b>\$4,659.35</b>
MacLeod Reckord, PLLC	52386	INV-9060	101-542-30-41-20	Master Park Plan-April 2023	\$1,617.50
				<b>Total</b>	<b>\$1,617.50</b>
Moss Commercial Cleaning LLP	52387	0000109-April 2023	001-512-51-41-08	Janitorial-City Hall	\$69.04
			001-514-21-41-01	Janitorial-City Hall	\$177.52
			001-521-50-41-04	Janitorial-City Hall	\$295.87
			001-524-20-49-02	Janitorial-City Hall	\$29.59
			101-542-30-44-01	Janitorial-City Hall	\$39.45

Vendor	Number	Invoice	Account Number	Notes	Amount
Moss Commercial Cleaning LLP	52387	0000109-April 2023	401-534-10-41-43	Janitorial-City Hall	\$118.35
			408-535-10-41-44	Janitorial-City Hall	\$138.07
			410-531-31-41-04	Janitorial-City Hall	\$118.35
			<b>Total</b>		<b>\$986.24</b>
Murphy-Brown, Mary	52388	April 2023-Dance & Art Class	001-571-20-31-21	Dance Class	\$1,050.00
			001-571-20-31-27	Painting Class	\$140.00
			<b>Total</b>		<b>\$1,190.00</b>
PBS Engineering And Environmental INC	52389	0041548.003-2	001-512-51-48-00	City Hall Bridge St- Remedial Investigation	\$190.00
			001-513-10-48-01	City Hall Bridge St- Remedial Investigation	\$190.00
			001-514-23-31-02	City Hall Bridge St- Remedial Investigation	\$475.00
			001-521-20-31-03	City Hall Bridge St- Remedial Investigation	\$475.00
			001-524-20-31-00	City Hall Bridge St- Remedial Investigation	\$95.00
			401-534-10-31-00	City Hall Bridge St- Remedial Investigation	\$190.00
			408-535-10-41-14	City Hall Bridge St- Remedial Investigation	\$190.00
			410-531-38-31-00	City Hall Bridge St- Remedial Investigation	\$95.00
			<b>Total</b>		<b>\$1,900.00</b>
			Pcrod (landfill)	52390	38945
410-531-38-48-05	Dump Fees- WO10022	\$187.10			
410-531-38-48-05	Dump Fees- WO10022	\$190.73			
410-531-38-48-05	Dump Fees- WO10022	\$194.35			
410-531-38-48-05	Dump Fees-WO 9961	\$203.06			
410-531-38-48-05	Dump Fees- WO10022	\$207.41			
410-531-38-48-05	Dump Fees-WO 9961	\$208.86			
410-531-38-48-05	Dump Fees-WO 9961	\$290.81			
<b>Total</b>		<b>\$1,535.54</b>			
Popular Networks, Llc	52391	38645	001-513-23-41-01	Computer Maintenance	\$128.19
			001-514-23-41-04	Computer Maintenance-22	\$277.76
			001-524-20-41-01	Computer Maintenance-6	\$213.66
			001-525-60-41-03	Disaster Recovery Backup-Server	\$1,068.95
			001-575-50-41-03	Computer Maintenance-2	\$192.29

Vendor	Number	Invoice	Account Number	Notes	Amount			
Popular Networks, Llc	52391	38645	101-542-30-41-04	Computer Maintenance-2	\$106.83			
			104-536-20-41-01	Computer Maintenance	\$42.73			
			401-534-10-41-05	Computer Maintenance-23	\$448.68			
			408-535-10-41-05	Coumputer Mainerance-23	\$448.68			
			410-531-38-41-04	Computer Maintenance-22	\$277.76			
			38647	001-512-51-41-01	Computer Maintenance	\$99.88		
				001-521-50-41-01	Computer Maintenance-PD	\$1,897.76		
				001-525-60-41-03	PSB			
					Disaster Recovery Backup-Server	\$983.62		
							<b>Total</b>	<b>\$6,186.79</b>
Puget Sound Energy	52392	200005438367-MAY2023	401-534-50-47-03	Well 1	\$670.18			
			200015669910-MAY2023	401-534-50-47-02	Chlorinator	\$275.08		
			200021064239-MAY2023	401-534-50-47-05	Wingate	\$748.91		
			200021119249-MAY2023	401-534-50-47-02	Chlorinator	\$29.31		
			220022116432-MAY2023	001-512-51-47-01	City Hall-Bridge Street	\$83.56		
				001-514-21-47-01	City Hall-Bridge Street	\$417.81		
			001-521-50-42-06	City Hall-Bridge Street	\$835.62			
			001-524-20-32-05	City Hall-Bridge Street	\$62.67			
			401-534-50-47-13	City Hall-Bridge Street	\$229.80			
			408-535-50-47-01	City Hall-Bridge Street	\$229.80			
			410-531-38-47-04	City Hall-Bridge Street	\$229.80			
							<b>Total</b>	<b>\$3,812.54</b>
			PumpTech, LLC	52393	0192980-IN	401-534-50-48-02	Aurora Support & Aurora Support Bent	\$289.92
						<b>Total</b>	<b>\$289.92</b>	
Purcor Pest Solutions	52394	10356879	001-518-20-40-03	Old City Hall Pest Control	\$142.67			
			10356880	001-575-50-48-00	Pest Control-MPC	\$217.16		
								<b>Total</b>
Puyallup, City of	52395	1135-Dues PC Emergency Management-April 2023	001-525-10-40-00	Dues PC Emergency Management-April 2023	\$715.11			
							<b>Total</b>	<b>\$715.11</b>
Rogers Machinery Co, Inc	52396	1365222-1364559	401-534-50-48-04	Wikerson Regulator-Quincy Air Master	\$1,198.58			
				<b>Total</b>	<b>\$1,198.58</b>			

Vendor	Number	Invoice	Account Number	Notes	Amount
S&S Tire Service INC	52397	1-142356	410-531-38-48-01	Tires for 2016 F250 FA1067	\$802.71
				<b>Total</b>	<b>\$802.71</b>
Sarco Supply	52398	1149328	408-535-10-31-00	Bathroom & Cleaning Supplies	\$168.09
				<b>Total</b>	<b>\$168.09</b>
SCJ Alliance	52399	71242	408-594-35-41-12	Class A Solids Handling Design	\$3,250.00
			408-594-35-41-12	Class A Solids Handling Design	\$3,488.75
		71635	408-594-35-41-12	Class A Solids Handling Design	\$2,364.25
			408-594-35-41-12	Class A Solids Handling Design	\$3,000.00
				<b>Total</b>	<b>\$12,103.00</b>
SCORE	52400	6848-Jail Fees-March 2023	001-523-60-41-00	Jail Fees-March 2023	\$448.00
				<b>Total</b>	<b>\$448.00</b>
SHRED-IT, C/O Stericycle INC	52401	8003739465	001-512-51-31-00	Shredding	\$10.28
			001-514-23-31-02	Shredding	\$32.12
			001-521-20-31-03	Shredding	\$38.54
			001-524-20-31-00	Shredding	\$6.42
			401-534-10-31-00	Shredding	\$14.13
			408-535-10-41-14	Shredding	\$14.13
			410-531-38-31-00	Shredding	\$12.85
				<b>Total</b>	<b>\$128.47</b>
Sound Pacific Construction LLC	52402	Pay Request #1-Kansas Street SW Outfall Replacement	410-594-31-63-40	Kansas Street SW Outfall Replacement-Pay Request #1	\$82,662.54
				<b>Total</b>	<b>\$82,662.54</b>
Sumner Lawn'n Saw	52403	112754	105-576-80-48-01	Autocul-X Line	\$151.76
				<b>Total</b>	<b>\$151.76</b>
Systems For Public Safety Inc	52404	43991	001-521-50-48-02	Stobe Preemption Installed-44443	\$926.55
				<b>Total</b>	<b>\$926.55</b>
UniFirst Corporation	52405	330 1965076	408-535-10-31-03	Uniform Item- Protective Services	\$282.21
		330 19672515	408-535-10-31-03	Uniform Item- Protective Services	\$212.04
		330 1969348	408-535-10-31-03	Uniform Item- Protective Services	\$212.04
				<b>Total</b>	<b>\$706.29</b>
Usabluebook	52406	341122	401-534-50-48-02	Tube & Male Elbow	\$238.38

Vendor	Number	Invoice	Account Number	Notes	Amount
Usabluebook	52406	351160	401-534-50-48-02	Tube & Male Connector	\$137.57
				<b>Total</b>	<b>\$375.95</b>
UW Valley Medical Center - OHS-Renton	52407	700003548-Michells	001-521-20-41-00	Medical Exam-Mitchells	\$60.00
				<b>Total</b>	<b>\$60.00</b>
Vision Municipal Solutions LLC	52408	09-12586	401-534-10-31-00	Utility Bill Processing & Mailing	\$186.71
			401-534-10-42-00	Utility Bill Processing & Mailing	\$422.81
			408-535-10-31-00	Utility Bill Processing & Mailing	\$186.71
			408-535-10-42-00	Utility Bill Processing & Mailing	\$422.80
			410-531-38-31-00	Utility Bill Processing & Mailing	\$186.71
			410-531-38-42-00	Utility Bill Processing & Mailing	\$422.80
				<b>Total</b>	<b>\$1,828.54</b>
Water Management Lab Inc.	52409	210815	401-534-10-41-03	Lab Testing	\$27.00
				<b>Total</b>	<b>\$27.00</b>
Wells Fargo Vendor Financial Services LLC	52410	5024746593	001-521-10-40-06	Police Copier Lease	\$212.00
				<b>Total</b>	<b>\$212.00</b>
Whitney Equipment Company Inc	52411	PS-INV104317	408-535-50-48-04	3HP Sub Pump	\$54,404.86
				<b>Total</b>	<b>\$54,404.86</b>
Zumar Industries Inc	52412	42892	101-542-64-48-00	Street Signs-3 Way & 4 Way Stop & Clamp	\$1,485.67
				<b>Total</b>	<b>\$1,485.67</b>
				<b>Grand Total</b>	<b>\$201,722.71</b>



**City of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b>  Generator Maintenance Services 3-year Contract 2023-2025 Bid Results.		<b>Committee</b>	<b>Study Session</b>	<b>Council</b>	
	<b>Agenda Item #:</b> <b>AB23-58</b>	Public Works			
	<b>For Agenda of:</b>	<b>5.3.2023</b>		<b>5.10.2023</b>	
	<b>Department:</b>	Public Works			
	<b>Date Submitted:</b>	<b>4.28.2023</b>			
<b>Cost of Item:</b>	<table border="1"> <tr> <td>\$ 67,609.20 (3-year contract)</td> </tr> </table>				\$ 67,609.20 (3-year contract)
\$ 67,609.20 (3-year contract)					
<b>Amount Budgeted:</b>	<table border="1"> <tr> <td>\$ 22,500 (2023 Budget)</td> </tr> </table>				\$ 22,500 (2023 Budget)
\$ 22,500 (2023 Budget)					
<b>Unexpended Balance:</b>	<table border="1"> <tr> <td>\$ 36.40 (2023 Budget)</td> </tr> </table>				\$ 36.40 (2023 Budget)
\$ 36.40 (2023 Budget)					
<b>Bars #:</b>	<table border="1"> <tr> <td>401.534.60.48.02 / 408.535.50.48.07/410.531.38.48.01 /</td> </tr> </table>				401.534.60.48.02 / 408.535.50.48.07/410.531.38.48.01 /
401.534.60.48.02 / 408.535.50.48.07/410.531.38.48.01 /					
<b>Timeline:</b>					
<b>Submitted By:</b>	<b>Laura Hinds</b>				
<b>Fiscal Note:</b> The Cost of Item is the total cost over the three years of the contract					
<b>Attachments:</b> Contract and Bid sheet					
<b>SUMMARY STATEMENT:</b>					
<p>This item allows us to maintain annual maintenance for standby generators for City water sources, lift stations, facilities and WRRF. An RFP process was completed to secure written proposals for annual Generator Maintenance utilizing MRSC Rosters and advertising in the local newspaper. We received two proposals through our advertising process.</p> <p>Tacoma Diesel, was the lowest out of the two bidders that met our specifications.</p>					
<b>RECOMMENDED MOTION: Motion:</b>					
<p>To authorize the Mayor to sign a three-year contract for generator maintenance services with Tacoma Diesel in an amount to not exceed \$67,609.20.</p>					







**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>  Backflow Assembly Services 3-Year Contract.	<b>AB23-49</b>	<b>Public Works</b>		
		<b>5.3.2023</b>		<b>5.10.2023</b>
	<b>Department:</b>	Public Works		
	<b>Date Submitted:</b>	<b>4.20.2023</b>		
<b>Cost of Item:</b>	\$ 55,966.91 (3-year)			
<b>Amount Budgeted:</b>	\$ 18,000 annually			
<b>Unexpended Balance:</b>	\$ -1,966.91			
<b>Bars #:</b>	401.534.60.48.00			
<b>Timeline:</b>				
<b>Submitted By:</b>	Laura Hinds			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Bid Tab Summary				
<b>SUMMARY STATEMENT:</b>				
<p>It is a requirement of the State &amp; Local Health Departments for backflow assemblies to be tested annually. An RFP process was completed to secure written proposals for Backflow Assembly Services. Utilizing MRSC Rosters and advertising in the local newspaper, several contractors received requests to send in a proposal. One proposal was received, and American Backflow &amp; Plumbing Service is the lowest responsible bidder. The contract term would be for 3-years.</p>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
<p>To authorize the Mayor to enter into a three-year contract with American Backflow &amp; Plumbing Service for Backflow Assembly Services for an amount to not exceed \$55,966.91.</p>				

# CITY OF ORTING

104 Bridge St S  
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**SCOPE OF WORK  
PART 2**

**Technical Specification Checklist**

Item No.	Specification	Yes	No	Comments
<b>A</b>	<b>General</b>			
<b>A1</b>	It is mandatory that all work shall be done in compliance with the current Washington State Department of Health and Cross Connection Control Manual.	✓		
<b>A2</b>	The Contractor shall be responsible to maintain a clean and safe worksite at all times. All work provided under this Contract are to be performed safely & in accordance with all applicable federal, state, & local laws & regulations.	✓		
<b>A3</b>	Manufacturer's instructions: All materials & equipment shall be applied, installed, connected, erected, used, cleaned, & conditioned in accordance with the instructions of the applicable manufacturer, fabricator, supplier, or distributor, except as otherwise specifically provided in the contract documents.	✓		
<b>A4</b>	The Contractor will conduct operations as to offer the least possible obstruction & inconvenience to employees and the public, & shall have under construction no greater length or amount of work than can be performed with due regard to employees and the rights of the public.	✓		
<b>A5</b>	Execute all operations and provide a safe work environment in accordance to OSHA and Labor & Industries standards and regulations. The requirement applies to all Contractor personnel, associated subcontractors, working in other trades, jobsite visitors and City staff working at the site. Contractor shall obey all applicable and current OSHA/WISHA, Labor and Industries Construction, General Health and Safety and General Occupational Health Standards (WAC 296-24, 296-62 and 296-155).	✓		

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<b>A6</b>	Owner/Operators: While it is understood that owner/operators are not required to follow the same safety rules administered by the Department of Labor & Industries, by submission of a bid, it shall be expressly understood that due care shall be exercised at all times to maintain a safe environment. Anytime an owner/operator hires an employee, the employee shall be required to follow all pertinent safety rules. Owner/operators are still required to maintain the proper certificates of insurance in full force & effect & the City shall be held harmless of any liability whatsoever that could result from injuries, property damage, etc.	✓		
<b>A9</b>	The Contractor shall call/notify the City of Orting regarding any conflict or concern with existing site improvements. The Contractor is to proceed with the intent of maintaining existing structures, fences, curbs, and other improvements. Any damage to existing improvements must be replaced to original condition and per standards as part of this project and shall be the responsibility of the Contractor.	✓		
<b>B</b>	<b>Contractor's Use of Premises</b>			
	This section applies to situations in which the Contractor or his representatives including, but not limited to. Suppliers, subcontractor's, employees & field engineers, enter upon the Owner's property			
<b>B1</b>	Vehicle & equipment access: Provide adequate protection for curbs & sidewalks over which vehicles & equipment pass to reach the job site.	✓		
<b>B3</b>	The Contractor and its staff shall follow all established safety procedures and shall take special care not to endanger the public in any way.	✓		
<b>C</b>	<b>Equipment &amp; Labor</b>			
	Contractor shall provide all labor, equipment, materials, & other supplies necessary to safely & effectively accomplish all services required under this Agreement.			

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## Testing Requirements:

Item No.	Specification	Yes	No	Comments
<b>D1</b>	All backflow testing prevention assemblies must be tested by a State of Washington Certified Backflow Assembly Tester and follow the rules and regulations set forth by the Washington State Department of Health and Cross Connection Control Manual	✓		
<b>D2</b>	Experience in dealing with the testing of residential, commercial, and fire line backflow assemblies	✓		
<b>D3</b>	For assemblies failing the initial backflow assembly test, tester shall make minor repairs (such as cleaning, flushing, replacing plugs, flipping discs, etc.) and retest the assembly. The initial test, minor repairs, and retesting are included in the base testing fee. For assemblies that fail the retest, Tester shall make detailed notations on the test report including recommendations for potential repair or replacement for follow up by City of Orting. Customer will be notified and responsible for making repair and retest arrangements.	✓		
<b>D4</b>	Tests must be completed between 7:30 a.m. and 4 p.m. Monday through Friday; unless arrangements are made in advance with the customer/owner of the backflow assembly device.	✓		
<b>D5</b>	Tester is responsible to record and tag each backflow assembly after testing. Tester shall replace tags as necessary.	✓		
<b>D6</b>	Tester is responsible for fully restoring Owner's property to its original pre-test condition. Tester may note landscaping nuisances on test report.	✓		
<b>D7</b>	Tester shall refer all complaints and /or issues to City of Orting Public Works Department.	✓		
<b>D8</b>	For all backflow tests where assembly is not located near the street, Tester shall attempt to notify resident of his/her intent to test when arriving at a property by knocking on the door. If there is no response, Tester may proceed with	✓		

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	testing. For testing of assemblies requiring special access such as in crawl space, garage, or behind locked fence, Tester will need to coordinate access with Owner.			
<b>D9</b>	Contractor is responsible for notifying any and all testers in their employ of these requirements prior to Tester attempting any tests.	✓		

### DELIVERABLES (required for either schedule)

Item No.	Specification	Yes	No	Comments
<b>E1</b>	Provide Owner with completed / written BAT report within 15 days of scheduled maintenance date	✓		
<b>E2</b>	Provide Owner with recommended corrective action (as required) on each BAT report.	✓		
<b>E3</b>	Tester shall utilize test reports provided by the City. Each blank test report will include property address and owner information, backflow assembly location and backflow assembly information for tester's reference.	✓		

**Qualifications:** Participants must have the following qualifications and submit evidence of such qualifications with their proposal (failure to submit data will be reason for rejection of proposal).

1. Must submit a copy of your WSDOH Certified Backflow Tester Certification.
2. Must submit a copy of all certified test kits information and calibration reports.
3. Submit a list of all certificated staff employed or existing agreements with subcontractors.

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## PART 3 CONTRACTOR INFORMATION

The undersigned hereby agrees that all material furnished and all work performed shall be strictly in accordance with the specifications herein and/or as directed by the City and the City shall determine the amount of work and materials to be paid for under the contract for which this proposal is made.

The Undersigned Washington State Department of Labor and Industries Workman's Compensation Account Number is:

203 201-01

Contractor's License Registration Number is:

AMERTIBS803J4 - General  
AMERTIBS 780QN - Plumbing

Contractor's State Revenue Tax Number is:

602 270 278

Contractor's UBI Number is:

602-270-278

The undersigned acknowledges receipt of the following addendum(s) no(s) \_\_\_\_\_ through \_\_\_\_\_. (If any)

Contracting Firm American Backflow and Plumbing Services  
Phone # 877-950-2468  
Email Kyle.H@Backflow-Plumbing.com

The signing of the proposal will be considered as implicitly denoting that the Bidder has a thorough comprehension of the full intent and scope of the specifications and/or drawings.

By  / Kyle Hasms Date 4-18-2023  
Signature and Printed Name

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## COMPLIANCE

Within the previous five years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations enforced or administered by a governmental entity? This does not include owners of stock if your firm is a publicly traded corporation.

YES: \_\_\_\_\_ NO:  X

If YES, Please explain: \_\_\_\_\_

License(s) are required to perform the services sought by this solicitation. Within the previous five years, has your firm had a license suspended by a licensing agency or been found to have violated licensing laws?

YES: \_\_\_\_\_ NO:  X

If YES, Please explain: \_\_\_\_\_

The Bidder as a contractor has never failed to satisfactorily perform a contract awarded to him expect as follows: (Name of any and all exceptions and reason thereof)

YES: \_\_\_\_\_ NO:  X

Please explain: \_\_\_\_\_

## EXPERIENCE

Contractor must have at least five (5) years' experience as a contractor in this field or work and have satisfactorily completed three (3) projects of this nature in the last five (5) years:

1. Location and for whom performed:

Clark Public Utilities  
Phone: 360-992-8589 Contact Person: Gary St John

2. Location and for whom performed:

Tualatin Valley Water  
Phone: 503 848-3013 Contact Person: David Nakamura

3. Location and for whom performed:

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

4. Technician(s) must have at least two (2) years' experience in this field of work. Please provide experience details for technician (2) to work on this contract:

Ryan Hatchekis - Testing Since 2008  
Kyle Harms - Testing Since 2005

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## SECTION 3 PRICE SHEET Backflow Assembly Testing Services – 3 Year Contract

Customer Type	#Assemblies	Estimate 2023	Estimate 2024	Estimate 2025
Residential-Inside City Limits (irrigation)	364	12,376	12,722.53	13,078.76
Residential-Outside City Limits (irrigation)	5	170	174.76	179.65
Orting School Dist. (OSD)				
Administration Bldg.	3			
Orting Primary School	3			
Orting High School	19			
Ptarmigan Ridge Elem. (Intermediate)	6			
Orting Middle School	6			
<b>Total School</b>	<b>32</b>	<b>1088</b>	<b>1118.46</b>	<b>1149.78</b>
City of Orting	33	1122	1153.42	1185.71
HOAs (irrigation)	7	238	244.66	251.51
Commercial	15	510	524.28	538.96
<b>Total</b>	<b>456</b>	<del>11120</del>	<del>11124</del>	<del>11123</del>
Confined Space	9	1080	1110.24	1141.33
Sub Total		16,584	17,448.35	17,525.71
9.4% Tax		1558.90	1602.45	1647.47
<b>TOTAL ESTIMATE</b>		<b>18142.90</b>	<b>18650.89</b>	<b>19173.12</b>

Orting City Limits is 2.5 sq. mi.  
All confined space is within OSD. All schools are within ¼ mi. of each other.

NOTE: PRICES ARE AS ESTIMATED PER THIS CONTRACT. UNIT PRICES SHALL REMAIN FIRM FOR THE CONTRACT PERIOD.

ALL ESTIMATES SHALL INCLUDE CURRENT SALES TAX; SALES TAX ADJUSTMENTS MAY BE NECESSARY DURING CONTRACT PERIOD.



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## SECTION 4 CONTRACT

### Backflow Assembly Testing Services – 3 Year Contract

Contractor/Vendor Name: American Backflow and Plumbing Project No.: PW2023-205-02  
Address: 5623 SE Center St, Portland, OR 97206 Budget Item: 401-534-60-48-02; 405-535-50-48-07  
Telephone: 877-950-2468 Project Name: Backflow Assembly Testing Services – 3 Year contract

#### 1. SCOPE OF WORK.

The Contractor shall perform those services described in the Specifications/Scope of Work included in the big package, hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith.

#### 2. TIME OF COMPLETION.

The work shall be commenced following 15-days mutual execution of this Contract or by agreement between owner and contractor, and be completed no later than October 31, 2023 and each subsequent year of the contract period.

#### 3. CONTRACT SUM.

2023-The City shall pay the Contractor for the performance of the work the sum of \$ 16,584, plus applicable Washington state sales tax.

2024-The City shall pay the Contractor for the performance of the work the sum of \$ 17,048.35, plus applicable Washington state sales tax.

2025-The City shall pay the Contractor for the performance of the work the sum of \$ 17,525.71, plus applicable Washington state sales tax.

#### 4. PAYMENTS.

The City shall make payment to the contractor within 30-days of completion.

#### 5. ACCEPTANCE AND FINAL PAYMENT.

Final 5% retainage payment shall be paid once all state required documents have been approved for release of payment, provided the contract is fully performed and accepted according to bid laws and prevailing wage laws in conformance with RCW 39.12.040



BACKFLOW ASSEMBLY TESTER  
VALIDATION CARD  
FOR CERTIFICATE OF COMPETENCY

CERTIFICATE NUMBER

VALID FOR YEAR

**B5869**

**2023**

BE IT KNOWN THAT THE WASHINGTON STATE DEPARTMENT OF HEALTH HAS RECOGNIZED:

**Ryan W Hotchkiss**

AS A CERTIFIED BACKFLOW ASSEMBLY TESTER



BACKFLOW ASSEMBLY TESTER  
VALIDATION CARD  
FOR CERTIFICATE OF COMPETENCY

CERTIFICATE NUMBER

VALID FOR YEAR

**B5506**

**2023**

BE IT KNOWN THAT THE WASHINGTON STATE DEPARTMENT OF HEALTH HAS RECOGNIZED:

**Kyle D. Harms**

AS A CERTIFIED BACKFLOW ASSEMBLY TESTER



**Gauge Accuracy Verification Form**

NAME: Kyle Harms  
COMPANY: American Backflow Services  
ADDRESS: 5623 SE Center St  
Portland, OR 97206  
PHONE: (503) 289-1745

**GAUGE SERIAL # 02AC19050024**      **TYPE:** Diff. Press.     

**ALTERNATE SERIAL #**

**MAKE: Arbiter**      **MODEL #: MK5**

**CALIBRATION ADJUSTMENT REQUIRED**

REPAIRS  
OR PARTS:

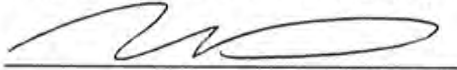
COMMENTS: Gauge verified for accuracy, no adjustments necessary.

All necessary adjustments have been made: **Yes**

**DATE OF CALIBRATION: 11/23/2022**

**NEXT CALIBRATION DATE: 11/23/2023**

CALIBRATORS NAME: McKaylah Kuhns, Backflow Management Inc.

CALIBRATORS SIGNATURE: 

CUSTOMER COPY

BMI verified the accuracy of above field test kit, at an ambient temperature using air, against our digital pressure gauge reference source that has a calibration traceable to NIST.

*“BMI is dedicated to the pursuit of clean, safe drinking water through education”*

17752 NE San Rafael Street • Portland, OR 97230  
503-255-1619 • 800-841-7689 • Fax: 503-255-1220  
Email: [bmi@bmibackflow.com](mailto:bmi@bmibackflow.com) • Website: [www.bmi-backflow.com](http://www.bmi-backflow.com)



Branom Instrument Company  
5610 4th Ave S.  
Seattle WA 98108  
United States

Certificate of Calibration #: BIC07543

Customer Name: American Backflow Services  
Address: 5623 SE Center St Portland Oregon (US) 97206  
P O #: Credit Card  
Instrument Description: Mako MK5  
Serial Number: 02AC19060026  
Customer ID: N/A  
Condition Found: In Tolerance  
Condition Left: In Tolerance  
Test Procedure Used: Mako MK2/MK3/MK5  
Temperature (°F): 74.2  
Humidity (%): 45.0

Calibration Date: 08/26/2022  
Calibration Due: 08/26/2023  
Branom Order #: SO-38472

Issued By: Uriel Vidales

Branom Standards Used:

Model	Serial Number	Cal Due Date
-------	---------------	--------------

Instrument Accuracy:

+/- 0.2 psid

Calibration Results:

Applied Value	Measured Value	Lower Limit	Higher Limit	Unit of Measure	Measure / Source	Pass / Fail
14.00	14.0	13.8	14.2	psid	Measure	Pass
7.00	7.0	6.8	7.2	psid	Measure	Pass
5.00	5.0	4.8	5.2	psid	Measure	Pass
2.00	2.0	1.8	2.2	psid	Measure	Pass
1.00	1.0	0.8	1.2	psid	Measure	Pass
0.00	0.0	-0.2	0.2	psid	Measure	Pass

Notes:

Branom Instrument Company certifies that the following instrument meets or exceeds all published specifications and has been calibrated using standards whose accuracies are traceable to the National Institute of Standards and Technology. This certificate applies only to the instrument listed below. This certificate shall not be reproduced except in full without written approval of Branom Instrument Company. Certificate Revised 05/01/2020.



**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>AB23-50</b>	<b>Public Works</b>		<b>5.10.2023</b>
AC Water Main Replacement.				
	<b>Department:</b>	Public Works		
	<b>Date Submitted:</b>	<b>5.4.2023</b>		
<b>Cost of Item:</b>	\$61,231.50			
<b>Amount Budgeted:</b>	\$100,000			
<b>Unexpended Balance:</b>	\$38,768.50			
<b>Bars #:</b>	401-594-34-63-29			
<b>Timeline:</b>	Summer 2023			
<b>Submitted By:</b>	John Bielka			

**Fiscal Note:** None.

**Attachments:** AC Water Main Replacement from Parametrix

**SUMMARY STATEMENT:** Design of the Replacement and Abandonment of Asbestos Cement (AC) Water Mains with New 8" Ductile Iron (DI) Water Mains

**Recommendation:**

Approve the initiation of the design phase for the replacement and abandonment of existing asbestos cement (AC) pipes in the water main system and authorize the development of design plans for new 8" ductile iron (DI) water mains along the proposed alignment to accommodate future demand.

**Discussion:**

Parts of the City of Orting's water main system are reaching the end of their service life, and the city needs to plan for future demand by upsizing the water mains. At this time, the City of Orting will focus on the design phase of the project to replace and abandon the existing AC water mains. The design phase will include the development of plans for new 8" ductile iron (DI) water mains along the following proposed alignment:

**Schedule A:** River Ave NE & Calistoga St E to Bridge St SE & River Ave SE (~1,030 LF)

**Schedule B:** Train St SE from River Ave SE to Mill Ave SE (~460 LF eastbound from the tee at River Ave SE).

**Schedule C:** Corrin Ave SE from Harman Way S and southeasterly to the dead end of Corrin Ave SE (~1,050 LF).

The new 8" DI water mains will provide several benefits, including:

- Improved water quality
- Increased capacity and efficiency to accommodate future demand and development.
- Enhanced reliability and reduced maintenance costs due to the durability and longevity of DI pipes.

**Fiscal Impact:**

The estimated cost for the design phase of the project is \$61,231.50. Funding for this project is available through our water fund.

**RECOMMENDED MOTION: Motion:**

To authorize the Mayor to sign a contract with Parametrix for design of the Replacement and Abandonment of Asbestos Cement (AC) Water Mains for an amount to not exceed \$61,231.50.

# SCOPE OF WORK

## City of Orting 2023 Asbestos Cement (AC) Water Main Replacement

### PROJECT OVERVIEW

The City of Orting (City) will be abandoning and replacing existing asbestos cement (AC) pipe in the water main system and upsizing existing AC water mains to accommodate future demand. New 8" ductile iron (DI) water mains will be designed along the following alignment:

- Schedule A: River Ave NE & Calistoga St E to Bridge St SE & River Ave SE (~1,030 LF)

### SCHEDULE

The bid documents will be complete by June 2023, and public bids are anticipated to be opened by August 2023. A 2-week bid duration is assumed.

### PHASE 1 – WATER MAIN DESIGN

#### Task 1 – Project Management and QA/QC

##### Goal

To provide continuous tracking of the Project schedule and budget, Project quality assurance and control, and to provide status of deliverables to ensure that the Project is executed as expected by the City.

##### Assumptions

Following are the assumptions for Task 1:

- A 3-month Project schedule is assumed.
- Two meetings at the City of Orting Public Works Center are included in the budget. These meetings may be virtual if agreed upon.
- No construction management or construction observation will be provided in this scope. An additional scope and budget will be provided if the City deems construction assistance necessary.

##### Deliverables

Following are the deliverables for Task 1:

- Miscellaneous correspondence to document Project management issues.
- Monthly progress reports and invoices.
- Meeting agendas.



- Meeting notes, if applicable.

## Task 2 – Survey

### Goal

To prepare a topographic survey base map of existing conditions and improvements within the above-described Project limits for use in preparing detailed design plans.

### Approach

Using record information and existing monuments, Parametrix surveyors will establish horizontal and vertical control throughout the proposed corridors. Mapping will consist of locating existing improvements and ground conditions within the above-described right-of-way. Parcel lines and right-of-way limits will be based upon the applicable public records. Ground features including tops and toes, breaks, edge of pavement, and ditches will be mapped at sufficient detail to create 1-foot contours. Structures such as fences, driveways, overhead utilities, and other physical visible improvements will be mapped. An underground utility locate firm will be hired to mark buried utilities such as gas, water, power, telephone, and TV cable, if such utilities have a conductible source or tracer lines attached. Sanitary and storm structures will be opened and measurements will be made identifying size, type, and invert elevation of incoming and outgoing pipes. Once the field work has been completed, a survey technician will process the data and prepare a base map using AutoCAD Civil 3D, Release 2020.

Survey limits will be the following segments:

- Schedule A: River Ave NE & Calistoga St E to Bridge St SE & River Ave SE (~1,030 LF)
- Schedule B: Train St SE from River Ave SE to Mill Ave SE (~460 LF eastbound from the tee at River Ave SE)
- Schedule C: Corrin Ave SE from Harman Way S and southeasterly to the dead end of Corrin Ave SE (~1,050 LF)

### Assumptions

Following are the assumptions for Task 2:

- Title reports will not be ordered for this work; boundary information will be based upon recorded information researched by the Thurston County Auditor.
- Property corners will not be set nor will a Record of Survey be prepared.
- The Project limits will be contained within existing public rights-of-way.
- Horizontal Datum: NAD 83/11 Washington State Plane Coordinate System, South Zone adjusted to WSRN network.
- Vertical Datum: NAVD 1988 per WSRN network.

### Deliverable

Following are the deliverables for Task 2:

- Topographic base map prepared in AutoCAD Civil 3D format.

## Task 3 – 30 Percent Design

### Goal

To prepare plans to approximately a 30 percent completion level and prepare an associated opinion of probable cost.

### Approach

Parametrix will complete a preliminary design based on the field survey and the applicable design guidelines. The City will review the submitted documents and provide comments and direction for incorporation into the Final Plans, Specifications, and Estimate.

30 Percent Plans: The Plans are assumed to include three (1) roll plot at 20-inch scale to show the water main replacement limits.

Opinion of Probable Cost: Parametrix will prepare an opinion of cost based on estimate quantities and costs for lump-sum items as determined by the 30 Percent Plans. The opinion of probable cost will have three bid schedules defined by limits stated in the Project Overview.

Utility Coordination: Parametrix staff will meet once either on-site or at City Hall to review the utility conflicts with the utility companies that provide service in the Project limits. The coordination meeting may be virtual if deemed sufficient.

### Assumptions

Following are the assumptions for Task 3:

- All plans will be prepared in AutoCAD 2020 Civil 3D format.
- All design elements will be in accordance with the current *City of Orting Development Standards* and the *Department of Ecology 2019 Stormwater Management and Site Development Manual*.
- This project is categorically exempt from SEPA.

### Deliverables

Following are the deliverables for Task 3:

- Digital copy of 20-inch scale roll plot plans and engineer's estimate of probable cost.

## Task 4 – 90 Percent Design

### Goal

To prepare a contract form and proposal, contract supplemental and general provisions, technical provisions, and contract plans to approximately a 90 percent completion level and an associated opinion of probable cost.

### Approach

Parametrix will incorporate the City's comments from the 30 percent review into a 90 percent submittal for review by the City.

Review Meetings and Coordination: Parametrix will meet with the City to review the 30 Percent Submittal. At this meeting, the City will provide comments to incorporate into the 90 percent design.

The 90 Percent Plans are assumed to include:

- Cover Sheet, Legend and Notes 2 Sheets
- Typical Sections 1 Sheet
- Horizontal Control Plan 1 Sheet
- Water Plan and Profile 3 Sheets
- Water Details 2 Sheets
- **Total: 9 Sheets**

### Assumptions

Following are the assumptions for Task 4:

- The contract and technical specifications will be prepared using the City's template and will follow the 2023 WSDOT Standard Specifications format.
- Parametrix will include three bid schedules for the three water main alignments, their construction and all associated restoration work.
- The City will prepare all supporting documentation and conduct all public outreach efforts to the affected property owners.

### Deliverables

Following are the deliverables for Task 4:

- Three copies of half-size (11-inch by 17-inch) 90 Percent Plans, Contract Documents, and Engineer's estimate of probable cost.

### Task 5 – Final PS&E

#### Goal

To prepare final contract bidding documents for advertisement by the City including a contract form and proposal, contract supplemental and general provisions, technical provisions, and contract plans. Parametrix will also prepare a final opinion of cost that may be used by the City for bid tabulation.

#### Approach

Parametrix will complete final plans, specifications, and an opinion of cost based on the City's comments following review of the preliminary design deliverables and applicable design guidelines.

Review Meetings and Coordination: Parametrix will meet with the City Project Manager assigned to the Project to review the intent of the plans and contract documents to ensure that the City's Project Manager is informed of the work to be completed and how the work is to be measured and paid. During this meeting, the City will also provide the 90 percent review comments (Plans and Contract Documents) for incorporation into the final design.

## Assumptions

Following are the assumptions for Task 5:

- The City will be responsible for the administration of the bidding process.
- The City will complete all environmental documentation and coordination, as appropriate, with outside agencies such as Department of Archeology and Historic Preservation and Department of Ecology.

## Deliverables

Following are the deliverables for Task 5:

- Three copies of half-size (11-inch by 17-inch) final Plans, Contract Documents, and Engineer's estimate of probable cost.
- Final engineer's estimate of probable cost with three bid schedules in MS Excel format.
- Two copies of full-size (22-inch by 34-inch) final plans.
- Electronic copy of all final deliverables in respective native format(s).
- CAD files of Final Design

Surveying													
	Justin Emery	Steven N. Sharpe	Joshua M. Kelly	Jordan Ford	Lauretha L. Ruffin	Whitney Printz	JC Hungerford	Michael Dang	M. Younis Mahmoodi	John Betzvog	April D. Whittaker	Amanda B. Lucas	Jessica M. Pickner
	Survey Supervisor	Technical Lead	Surveyor III	Surveyor I	Sr. Project Controls Specialist	Project Coordinator	Sr Consultant	Sr Engineer	Engineer III	Designer IV	Sr Project Control Specialist	Publications Supervisor	Sr Project Accountant
Rates:	\$195.00	\$145.00	\$140.00	\$120.00	\$150.00	\$120.00	\$220.00	\$215.00	\$150.00	\$185.00	\$150.00	\$145.00	\$135.00

Task	Description	Labor Dollars													
01	Project Management & QA/QC	\$2,770.00						10			2		2		
02	Survey	\$32,420.00	24	80	60	60	2	2							
03	30% Design	\$4,860.00							8	16	4				
04	90% Design	\$10,180.00							12	32	12		4		
05	Final PS&E	\$4,130.00							4	6	8		4		
<b>Labor Totals:</b>		<b>\$54,360.00</b>	<b>24</b>	<b>80</b>	<b>60</b>	<b>60</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>24</b>	<b>54</b>	<b>24</b>	<b>6</b>	<b>6</b>	<b>2</b>
<b>Totals:</b>		<b>\$54,360.00</b>	<b>\$4,680.00</b>	<b>\$11,600.00</b>	<b>\$8,400.00</b>	<b>\$7,200.00</b>	<b>\$300.00</b>	<b>\$240.00</b>	<b>\$2,200.00</b>	<b>\$5,160.00</b>	<b>\$8,100.00</b>	<b>\$4,440.00</b>	<b>\$900.00</b>	<b>\$870.00</b>	<b>\$270.00</b>

**Subconsultants**

Utilities Locating Subconsultant	APS	\$6,006.00
<b>Subconsultants Total:</b>		<b>\$6,006.00</b>

**Other Direct Expenses**

Mileage - \$0.655/mile	\$65.50
Survey Equipment (\$160/Use)	\$800.00
<b>Other Direct Expenses Total:</b>	<b>\$865.50</b>

**Project Total** **\$61,231.50**



**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>  Mother Rucker Bigfoot Ruck Sponsorship.	<b>AB23-47</b>	<b>CGA</b>		
		<b>5.3.2023</b>		<b>5.10.2023</b>
	<b>Department:</b>	Clerk		
	<b>Date Submitted:</b>	<b>4.25.2023</b>		
<b>Cost of Item:</b>	N/A			
<b>Amount Budgeted:</b>	N/A			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	Approval as soon as possible.			
<b>Submitted By:</b>	Kim Agfalvi			
<b>Fiscal Note:</b>				
<b>Attachments:</b>	Resolution No. 2023-10, Event Application and certificate of insurance.			
<b>SUMMARY STATEMENT:</b>				
<p>The City received an application for sponsorship from the Mother Rucker Bigfoot Ruck. 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>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
To approve Resolution No. 2023-10, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of the Mother Rucker Bigfoot Ruck.				

**CITY OF ORTING**  
**WASHINGTON**  
**RESOLUTION NO. 2023-10**

**A RESOLUTION OF THE CITY OF ORTING,  
WASHINGTON, DECLARING A PUBLIC PURPOSE AND  
AUTHORIZING CITY SPONSORSHIP OF THE MOTHER  
RUCKER BIGFOOT RUCK.**

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**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 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 Mother Rucker Bigfoot Ruck; and

**WHEREAS**, the City Council’s Community & Government Affairs Committee reviewed the application on May 3rd, 2023, and recommended approval of the application; and

**WHEREAS**, the City Council finds that the Mother Rucker Bigfoot Ruck 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 Mother Rucker Bigfoot Ruck’s application meets the requirements of the City’s Policy, and qualifies for 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 Mother Rucker Bigfoot Ruck 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 mother Rucker Bigfoot Ruck pursuant to the City’s Policy, at the Tier # 2 level. This authorization extends to the event identified on the Mother Rucker Bigfoot Ruck’s

application for sponsorship, on Sunday, October 1<sup>st</sup>, 2023 from 9:00am – 5:00pm. The Mayor is authorized to enter into a contract with the Mother Rucker Bigfoot Ruck 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 10<sup>th</sup> DAY OF MAY, 2023.**

CITY OF ORTING

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Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

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Kimberly Agfalvi, City Clerk

Approved as to form:

---

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





City of Orting  
 104 Bridge St S • PO Box 489 • Orting, WA 98360  
 Phone: 360-893-9017 or 253-262-7842  
 Fax: 360.893.6809  
 Email: recreation@cityoforting.org  
 Web: www.cityoforting.org

## 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:** CB

NAME OF APPLICANT: Cassie Glaspey

NAME OF ORGANIZATION: Mother Rucker

ARE YOU NON-PROFIT:  Yes  No IF YES, UBI#: 603-377-659

MAILING ADDRESS: 903 West Stewart  
Puyallup WA 98371

EMAIL ADDRESS: motherruckerusa39@gmail.com

NAME OF EVENT: Mother Rucker Bigfoot Ruck

TYPE OF EVENT (parade, festival, etc.): walk 10K

DATE(S) OF EVENT: October 1st 2023

TIME(S) OF EVENT: Set-Up 9am Start of Event 11am

End of Event 4pm Exit Time 5pm

PRIMARY CONTACT NAME: Cassie Glaspy PHONE: 253-331-8594

PRIMARY CONTACT EMAIL: motherruckerusa39@gmail.com

DAY OF CONTACT NAME: Cassie Glaspy PHONE: 253-331-8594

DAY OF CONTACT EMAIL: Same as above

ALTERNATE CONTACT: Cassie Glaspy PHONE: 253-331-8594

**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):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> BBQ Area                   | <input type="checkbox"/> Gazebo                        | <i>Charter Park/<br/>Skate Park<br/>requested</i> |
| <input type="checkbox"/> Basketball Court           | <input type="checkbox"/> City Park grass areas (south) |   |
| <input type="checkbox"/> Multi-Purpose Center (MPC) | <input type="checkbox"/> Orting Station                |   |
| <input type="checkbox"/> Fountain Pavilion          | <input type="checkbox"/> 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 can use the ones on site and my own.

Will you have adequate restroom facilities and where will they be placed (show on Map)?  
I will need on at the beginning of the Run (at the skate park)

Will there be any open flame, cooking facilities or gas cylinders (show on Map)?  
NO

**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

<u>City Services</u>	<i>(please mark all that apply)</i>	<u>Price</u>	<u>Total Price</u>
<input type="checkbox"/>	1 Public Work staff	\$75/hr x ___ hrs	\$ _____
<input type="checkbox"/>	1 Police Officer	\$85/hr x ___ hrs	\$ _____
<input type="checkbox"/>	1 Dumpster	\$20/event	\$ _____
<input checked="" type="checkbox"/>	2 Standard Portable Restrooms (Delivery/Pick Up/Cleaning)	\$150/event	\$ _____
<input type="checkbox"/>	Electricity (2 Spider Boxes)	\$50/event	\$ _____
<input type="checkbox"/>	Audio/PA system (Does not include a DJ)	\$75/event	\$ _____
<input type="checkbox"/>	Barricades (Must provide placement on map)	\$50/event	\$ _____
<input type="checkbox"/>	Street Sweeper (man power/vehicle)	\$150/hr x ___ hrs	\$ _____
<input type="checkbox"/>	Portable Trailer Sign	\$50/day x ___ days	\$ _____
<input checked="" type="checkbox"/>	Banner (Banner request required)	\$195 (up for 2 weeks only)	\$ _____
<input type="checkbox"/>	Facility Rental Fees & Deposits	\$ Varies	\$ _____
	*See Appendix A for rental rates**		
<input type="checkbox"/>	Blanket Vendor Permit	\$100/event	\$ _____
	Total For Special Event Services		\$ _____
	Special Event Fee		\$200
	<b>TOTAL TO BE PAID</b>		\$ <u>200</u>

**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 message is limited to name, date, and event sponsor. Commercial advertising is not allowed.**

**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: 9/25/23 through 10/1/23  
**\*The banner may only be across SR 162 for 2 weeks\***

Material Type: Plastic 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 [X] 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? \_\_\_\_\_

**\*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

**OTHER:**

ARE YOU PLANNING TO CLOSE SR 162 (WASHINGTON AVE.) TO TRAFFIC? [ ] Yes [X] 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 [X] 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)

It's on the Trail head so no one will be bothered.

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

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: CG

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: CG

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: CE

**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: Assured Partners of Washington, LLC

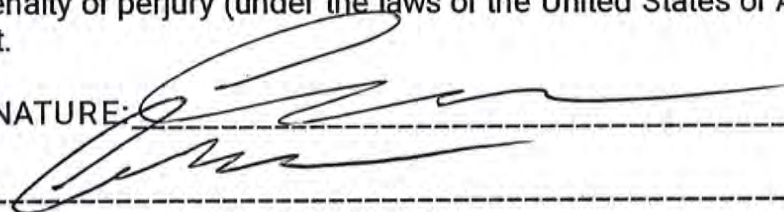
Policy Number: 45838

**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: CE

**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: CE

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

APPLICANT SIGNATURE:  DATE: 1/20/23

PRINT NAME: \_\_\_\_\_

Title/Role with Organization: Organizer/owner of Mother Rucker

**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:  
City of Orting  
Attention: Special Events  
PO Box 489  
Orting, WA 98360

Or

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 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.

**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.
- ☺ 1002 Port-a-Potty's @ Charter Park please!

**[ ] 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. Must purchase a City Business License Blanket Permit if vendors are participating in the event.

**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. 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.

## APPENIX A

### 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.

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

	Resident	Non-Resident	Non-Profit Organization
Full day (any day)	\$100.00	\$200.00	\$50.00
Half day (5 hours)	\$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.

	Resident	Non-Resident	Non-Profit Organization
Half day (5 hours)	\$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.

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



Date Application Received: 3/10/23 Dept. Meeting Date: 4/5/23 CGA

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

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

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

Total Fee Amt \$ 200 Date Paid: 3/17/23 Receipt # 26355

NOTES:

~\* Grateful ~\*~

March 2023  
2146

First I would like to start this off by saying... THANK YOU! Thank you for taking the time to read this letter. For many years I have worked on creating "Mother Rucker." "Mother Rucker" is me. As a Vet, a mother, and a passionate soul that wants to help others I created this non-profit to bring awareness to Veteran Suicide, PTSD, ANXIETY, and DEPRESSION. Also to help Vets and their families in any way I can. As an Army Vet I have suffered from my own and along the way I have been able to find peace at times by utilizing exercise, Nature, healing modalities, having a strong support system and really just taking it one day at a time. I believe Orting is a beautiful platform to bring everyone together. The Nature elements are so cleansing, relaxing, fun. It will help others find peace even just for

that moment. My goal is to  
be the best battle buddy to  
all. I vowed to protect and  
serve and I will until my last  
breath. Together we can  
bring joy, learning, nature,  
exercise, wellness to all. So I  
would be extremely honored to  
have the City of Orting on my  
side to support these efforts.  
I will never leave a battle  
buddy behind. Together we are  
stronger.

All my light  
Cassie

Mother

RUCKER

2023



BIGFOOT Ruck

October 1st @

425 Washington Ave SE, 11am  
Orting, WA 98360





## National Alliance to End Veteran Suicide

PO Box 1564, Buckley, WA 98321

Phone: 253-256-2015

Web: [www.NA2EVS.org](http://www.NA2EVS.org)

Email: [Rod.Wittmier@na2evs.org](mailto:Rod.Wittmier@na2evs.org)

RE: Mother Rucker and Cassie Glaspey

To Whom It May Concern,

Mother Rucker is a program of the National Alliance To End Veteran Suicide and is part of our Race 2 Save Veteran Lives initiative. Mother Rucker embodies several of our focus areas: Education, Resources, and Community and inspires Service Members, Veterans, their families, and our communities into motion and wellness.

We are delighted to report that Cassie Glaspey is our Program Director and the inventor of Mother Rucker. We firmly believe that her passion for helping Veterans is an extreme asset to any organization that works with us.

In addition to the leadership skills that Cassie has she also demonstrates many other abilities like; vision, creativity, integrity, active listening, and a most critical skill; compassion for our Veterans.

Thank you for your collaboration with NA2EVS by supporting Cassie and the Mother Rucker program!

Please email me or call if you have any questions.

My Best Always,

*Rod Wittmier*

Founder / National Director

National Alliance To End Veteran Suicide

The National Alliance To End Veteran Suicide is a nation-wide, non-profit organization working to End Veteran Suicide through Education, Research, Resource provision, and Community collaborations. I am one of a nationwide network of professional volunteer champions who are actively engaged in addressing the alarming concern of suicide deaths among Veterans. You can find out more at [NA2EVS.org](http://NA2EVS.org). #EndVeteranSuicide

UNITED STATES OF AMERICA

The State of  Washington

Secretary of State

I, **KIM WYMAN**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

**CERTIFICATE OF INCORPORATION**

to

**NATIONAL ALLIANCE TO END VETERAN SUICIDE**

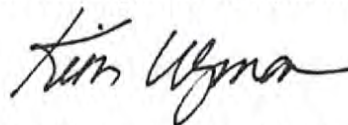
a/an WA Non-Profit Corporation. Charter documents are effective on the date indicated below.

Date: 2/16/2014

UBI Number: 603-377-659



Given under my hand and the Seal of the State of Washington at Olympia, the State Capital



Kim Wyman, Secretary of State

Date Issued: 2/20/2014

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 31 2014**

NATIONAL ALLIANCE TO END VETERAN  
SUICIDE  
PO BOX 1564  
BUCKLEY, WA 98321-0000

Employer Identification Number:  
46-4921338  
DLN:  
26053693002514  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
February 16, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



NATIAL-02

R1DHALVERSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/7/2023

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.

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.

PRODUCER: AssuredPartners of Washington, LLC. CONTACT NAME: Darci Halverson. PHONE: (800) 429-4144. FAX: (425) 336-7081. E-MAIL ADDRESS: Darci.Halverson@AssuredPartners.com. INSURER(S) AFFORDING COVERAGE: Alliance Of Nonprofits For Insurance.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
2023 Race 2 Save Vets - October 1, 2023
City of Orting, its officers, officials, employees and volunteers are additional insured per contract with the named insured.

CERTIFICATE HOLDER: City of Orting Special Event. CANCELLATION: 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: [Signature]



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

<b>Designation Of Premises (Part Leased To You):</b>
<b>Name Of Person(s) Or Organization(s) (Additional Insured):</b>  Any person or organization acting as a manager or lessor of a covered premises that you are required to name as an additional insured on this policy, under a written contract, lease or agreement currently in effect, or becoming effective during the term of this policy.
<b>Additional Premium:</b> <b>Included</b>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED  
PRIMARY AND NON-CONTRIBUTORY  
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

---

**SCHEDULE**

Name of Person or Organization:

**A. Section II – WHO IS AN INSURED** is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
- a. Your negligent acts or omissions; or
  - b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

**B. Section III – LIMITS OF INSURANCE** is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

**C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

**4. Other Insurance**

**a. Primary Insurance**

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

**b. Excess Insurance**

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
  - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
  - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
  - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
  - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
  - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
  - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
  - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

**c. Methods of Sharing**

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

# Permit



Pierce County Parks  
 9850 64th St. W.  
 University Place, WA 98467

PHONE:(253) 798-4177  
 EMAIL:PCParks@PierceCountyWA.gov

**Permit # R25530**  
 Status Approved  
 Date Jan 25, 2023 2:49 PM

<b>Customer Name</b>	Cassie Glaspey - 110468	<b>Home Phone Number</b>	(253) 331-8594
<b>Customer Type</b>	General	<b>Email Address</b>	cassie.p.eggs@gmail.com
<b>Mailing Address</b>	903 West Stewart ST Puyallup, WA 98371		
<b>System User</b>	Meredith Smith		

Rental Fee	\$100.00
Discounts	\$0.00
Subtotal	\$100.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$100.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$100.00

<b>Mother Rucker 10 K</b>	1 resource(s)	1 booking(s)	Subtotal: \$100.00
Booking Summary			
Foothills Trail (Walking/Biking Trails Reservations)			Center: Foothills Trail
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Oct 1, 2023 11:00 AM	Oct 1, 2023 4:00 PM	50	\$0.00
Resource level fees			\$100.00

Custom Questions	
QUESTION	ANSWER
Do you have any special setup requests?	flags will be along course
Food	na
Is this a fundraising event?	Yes
<ul style="list-style-type: none"> <li>Please explain:</li> </ul>	raising money for Vets and St. Jude
What type of event are you planning?	fun run. Starting at Orting Skate Park and heading 5 miles out and coming back to Orting Skate Park
Will there be any music or amplified sound at your event?	PA Systems


Will there be sales of food, merchandise or services planned? \*Pierce County will collect a percentage of total sales. Percentage is negotiable. No

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
General Waiver	Oct 1, 2023	Cassie Glaspey	Unsigned
Pierce County Parks and Recreation Registration Waiver			
<p>For and in consideration of permission to participate in the recreation activity, I the undersigned participant (if over age 18) or parent or guardian (if participant is under 18) completely release and agree to indemnify and hold Pierce County and its employees, its hired or contracted instructors and any other person, volunteers or organizations affiliated with Pierce County in connection with this recreation activity harmless from and against any and all liability for any injury or damage from negligence or otherwise which may be suffered by the participant arising out of or in any way connected with this recreation activity. I realize that recreation activities have an inherent risk of physical injury. If the participant has any physical ailments or conditions which might affect his/her health by participating in the activity, I have consulted a physician or other medical authority and received permission to participate. I understand that photographs/videos taken of Parks and Recreation Programs may be used by the Department of Parks and Recreation for promoting our programs, classes, events, in print, tv, or on the website.</p>			
Signature _____			

Payment Schedules		Original Balance: \$100.00		Current Balance: \$100.00	
DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE	
Jan 31, 2023	\$100.00	\$0.00	\$0.00	\$100.00	

X: \_\_\_\_\_

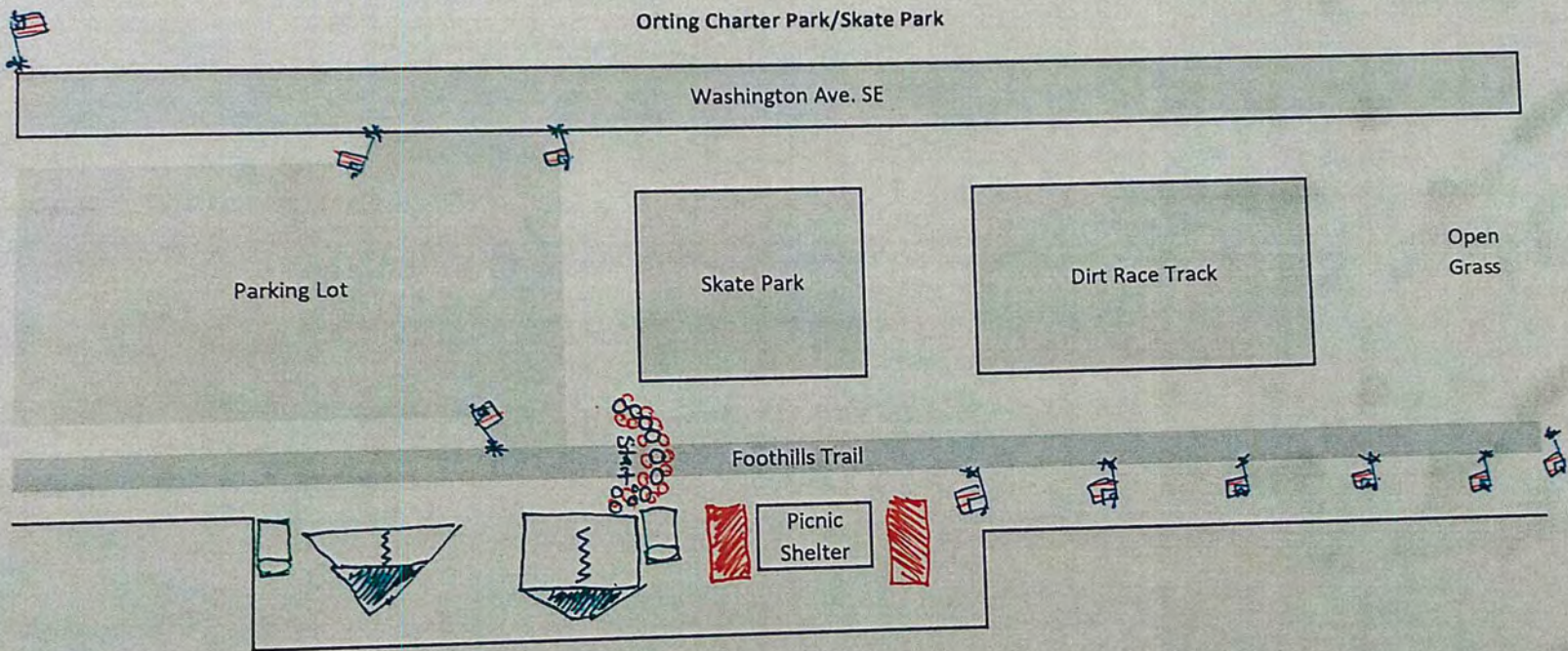
X:  \_\_\_\_\_

Date: \_\_\_\_\_

Date: 2/22/23 \_\_\_\_\_

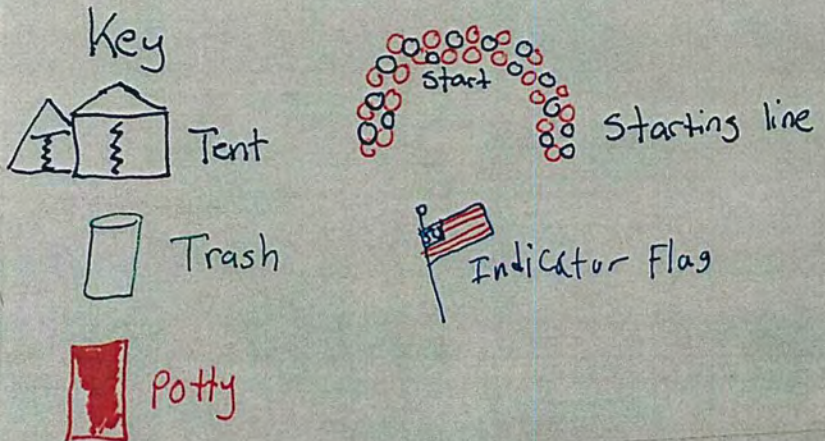
Pierce County Parks  
Mailing Address: 9850 64th St. W., University Place, WA 98467  
Phone Number: (253) 798-4177  
Email Address: PCParks@PierceCountyWA.gov

Cassie Glaspey  
Customer ID: 110468  
Home Phone Number: (253) 331-8594  
Email Address: cassie.p.eggs@gmail.com



\*Please describe location of race start/finish line if unable to indicate on map.  
 \*Please indicate placement of portable restrooms, dumpster/trash, and other equipment.

Notes:





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

Receipt Number: **26355**

Two Hundred One and 0/100's Dollars  
Received From:  
Cassie Sha Glaspey

Date	Receipt Number	Amount
3/17/2023	26355	\$201.00

Printed By jcorona	Debit	4	\$201.00
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001.362.40.04.00 - Mother Rucker Special Event Fee + Debit Fee for October 1, 2023

DEPARTMENT COPY



**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>  Personnel Policy Update Resolution No. 2023-09.	<b>AB23-46</b>	<b>CGA</b>		
		<b>5.3.2023</b>		<b>5.10.2023</b>
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	<b>4.25.2023</b>		
<b>Cost of Item:</b>				
<b>Amount Budgeted:</b>				
<b>Unexpended Balance:</b>				
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	None			
<b>Submitted By:</b>	Scott Larson			
<b>Fiscal Note:</b> None				
<b>Attachments:</b> Personnel Policy, Resolution No. 2023-09				
<b>SUMMARY STATEMENT:</b>				
<p>The City’s periodically reviews the personnel policy based on experience and changes to employment law. The following items have been revised in the attached personnel policy:</p> <ul style="list-style-type: none"> <li>- Revised language around per-diem when traveling.</li> <li>- Revised accrued leave payouts when an employee separates, and conditions those payouts on returning all city property including records, messages and devices.</li> <li>- Added Juneteenth as city holiday which brings the personnel policy inline with Collective Bargaining Agreements.</li> </ul>				
<b>RECOMMENDED MOTION: <u>Motion:</u></b>				
<p>To approve Resolution No. 2023-09, a resolution of the City of Orting, Washington, amending the City of Orting personnel policy and setting an effective date.</p>				



**CITY OF ORTING**  
**WASHINGTON**  
**RESOLUTION NO. 2023-09**

**A RESOLUTION OF THE CITY OF ORTING, WASHINGTON, AMENDING THE CITY OF ORTING PERSONNEL POLICY, AND SETTING AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Orting maintains a Personnel Policy, which governs conduct of Employees, generally, and the policy adopted by the Council through Resolution 2020-10; and

**WHEREAS**, the City Council desires to amend its Personnel Policy, and provide updates where best practices and law has changed; and

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

**Section 1. City Council Rules of Procedure, Amended.** The City Personnel Policy, as last amended in 2020, is hereby amended to read as attached hereto as Exhibit A.

**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 ORTING CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 10th DAY OF MAY 2023.**

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.



## CITY OF ORTING

# PERSONNEL POLICIES & PROCEDURES MANUAL

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**CITY OF ORTING  
PERSONNEL POLICIES & PROCEDURES MANUAL**

**1. INTRODUCTION**

**1.01 Purpose.**

The City of Orting places the highest value on its employees. We wish to see satisfied workers, with the support necessary to achieve the objectives of each position. The City believes that clear, consistent personnel policies contribute to greater job satisfaction. All employees and new hires are required to be familiar with these policies.

These personnel policies serve as a guide to the City of Orting's current employment practices and procedures. The City of Orting retains the right to repeal, suspend, revoke, terminate, revise or modify these policies and every effort will be made to promptly inform employees of any changes to these policies.

If an employee has any questions about the policies herein or would like to seek clarification, the employee must promptly contact his/her supervisor or the City Personnel Director.

**1.02 Intent of Policies.**

These policies, and this handbook, are not a contract, express or implied, or any type of promise or guarantee of specific treatment upon which an employee may rely, or a guarantee of employment for any specific duration. Although the City desires long-term employment relationships, it is recognized this may not always occur and either the employer or employee may decide to terminate employment. Unless specific rights are granted in written employment contracts, civil service rules, or collective bargaining agreements, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice. No supervisor, Department Manager or representative of the City, other than the Mayor or their designee, has authority to enter into any agreement with an employee for employment for any specified period or duration, or to make any written commitments to the contrary.

These personnel policies apply to all City of Orting employees. In cases where these policies conflict with any Civil Service rules and regulations, provisions of a collective bargaining agreement, City ordinance or state or federal law, the terms of that law, rule or agreement prevail. In all other cases, these policies apply. In the event of the amendment of any ordinance, rule, or law incorporated in this document or upon which these provisions rely, these personnel policies shall be deemed amended in conformance with those changes.

As the need arises, the City Council may modify these policies and, by ordinance or resolution, may enact changes to compensation or benefit levels. The City Administrator may deviate from these policies in particular situations, especially in an emergency, to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their Department Manager or the City Administrator or City Personnel Director.

The City retains the right to administer or implement these policies appropriate to the particular situation or occurrence. The City also retains the right to revise, supplement or rescind these policies without prior notice to employees. However, union representatives for the respective bargaining units representing City

employees will be given a copy of any proposed changes to these policies for a 14-day (two (2) weeks) comment period prior to implementation.

**1.03 Equal Employment Opportunity Policy.<sup>1</sup>**

The City of Orting is an Equal Opportunity Employer. All employees have the right to work in a discrimination-free environment. The City will not permit or condone any unlawful discrimination in the workplace. All employment decisions will be made without regard to race, color, sex, sexual orientation/gender identity, sexual identity, creed, religion, age, marital status, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, genetic information, military or honorably discharged veteran status, or any other basis prohibited by state, local or federal laws.

If you experience or witness conduct that you feel is discriminatory, please promptly raise the matter for discussion and review so that the City can investigate and take appropriate action. You are encouraged to approach and report observations and experiences to your supervisor or the City Administrator or the City Personnel Director, as you feel is appropriate.

Retaliation against an employee who brings a complaint of discrimination, reports allegations of discrimination, or participates in an investigation of a complaint is prohibited and shall not be tolerated.

**1.04 Reasonable Accommodation of Disabilities.**

The City complies with the Americans with Disabilities Act (ADA) and all applicable state and local fair employment practice laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide a reasonable accommodation to qualified employees with a disability requesting the reasonable accommodation if such an accommodation will allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship or a direct threat to the health or safety of others.

If you would like to request reasonable accommodation, please contact the City Administrator or the City Personnel Director who will work with you and your health care provider to evaluate the need for reasonable accommodation.

**1.05 Reasonable Accommodation of Religious Beliefs.**

The City respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship for the City's business or operations. If you would like to request reasonable accommodation, please contact the City Administrator or the City Personnel Director.

**1.06 Workplace Anti-Harassment Policy.**

It is the City of Orting's policy to foster and maintain a work environment free from discrimination, harassment, and intimidation. The City will not tolerate unlawful harassment of any employee, whether from a co-worker, member of the public, or other third party.

Employees are expected to show respect for each other and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or member of the public due to that individual's race, color, sex, sexual orientation/gender identity, sexual identity, creed, religion, age, marital status, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, genetic information, military or honorably discharged veteran status. Examples of unlawful harassment include, but are not limited to, slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation (including gender identity), age, disability, marital status, military status or any other legally protected status.

Any conduct implicating a protected status that has the effect of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment may be considered harassment. Any harassment of a fellow employee or member of the public will be cause for disciplinary action, up to and including termination of employment.

Examples of behaviors which are inappropriate and/or illegal on the job referring to (but not limited to) gender, ethnic background, race or any other protected status include negative or offensive comments; jokes; slang names or labels; talking about or calling attention to another employee's physical or mental capacity in a derogatory or offensive manner; displaying nude or sexual pictures, cartoons or calendars on City property.

Retaliation against an employee who brings a complaint of discrimination or harassment, reports allegations of discrimination or harassment, or participates in an investigation of a complaint is prohibited and shall not be tolerated. "Retaliation" means an adverse job action(s) taken against an employee because he or she has complained about discrimination or harassment, given a statement about a discrimination or harassment investigation, participated in an investigation, or supported a complainant.

See Discrimination/Harassment Complaint Procedure for reporting guidance.

### **1.07 Sexual Harassment Prohibited.**

Sexual harassment is a form of discrimination and it is illegal and violates federal and state law and the City's policies. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City of Orting. The City considers sexual harassment a serious offense, and an employee who harasses other employees or members of the public will be disciplined as in any other case of serious employee misconduct.

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment position or compensation;
- b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the member; or
- c. Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.



Sexual harassment is not welcome and is personally offensive, interfering with the effectiveness or creating discomfort on the job.

Written examples of sexual harassment include suggestive or obscene letters, emails, notes and invitations. Verbal examples include derogatory comments, slurs, unwanted sexual comments, suggestions, jokes or pressure for sexual favors. Physical examples include assault, pats or squeezes, repeated brushing against someone's body, touching, impeding or blocking movements. Visual examples include leering, sexually-oriented gestures, or display of sexually suggestive or derogatory objects, pictures, cartoons, or posters. Other examples include the threat or insinuation that lack of sexual favors will result in reprisal, such as: withholding support for job appointment, promotion or transfer; rejection on trial period; punitive actions; change of assignments; or a poor performance report.

It is the policy of the City of Orting to prevent and/or eliminate sexual harassment in the workplace, as well as to alleviate any effects sexual harassment may have on the working conditions, or work environment, of an employee. In response to reports of sexual harassment, the City will seek to protect all parties involved from retaliation, false accusations, or future harassment and, where appropriate, will take prompt and adequate remedial measures.

Employees engaging in sexual harassment are subject to discipline, up to and including termination. Retaliation against an employee who brings a complaint of harassment, reports allegations of harassment, or participates in an investigation of a complaint is prohibited and shall not be tolerated. "Retaliation" means an adverse job action(s) taken against an employee because he or she has complained about harassment, given a statement about a harassment investigation, participated in a harassment investigation, or supported a harassment complainant.

See Discrimination/Harassment Complaint Procedure for reporting guidance.

#### **1.08 Discrimination/Harassment Complaint Procedure.**

Each employee is responsible for creating an atmosphere free of discrimination and unlawful harassment in any form. Each employee is responsible for respecting the rights of co-workers and others, including the public.

**The procedure an employee is to follow:** The following procedure outlines the steps an employee should follow if the employee believes he/she is experiencing harassment or discrimination on the job:

- (1) If comfortable doing so, identify the offensive behavior to the harasser and request that the offensive behavior stop. If such informal, direct communication is impractical or uncomfortable, or if the offensive behavior does not immediately cease, then proceed to Step (2); and
- (2) Report the incident(s) to the immediate non-involved supervisor within the department, the Department Manager, City Personnel Director, and/or the City Administrator.

When possible, reports should include specific allegations, date(s) of the occurrence(s), the individuals involved, and the names of any witness(es). A non-involved supervisor is defined as the first supervisor in an employee's department who is not the object of the complaint and is not otherwise involved in the

harassing behavior. In the event that there is no non-involved supervisor, and the behavior involves the Department Manager, the City Personnel Director, and the City Administrator, the employee should report the incident to the City Attorney.

Any employee involved in reporting a concern, or who participates in an investigation, may request that his /her identity be kept confidential. City officials and those involved in the investigation will honor this request to the extent possible under law, business necessity, and the needs of the investigation. Confidentiality, however, cannot be guaranteed.

The City prohibits retaliation against those who have reported a concern in good faith or participated in the investigation. Violations of the City's prohibition on retaliation will result in disciplinary action, up to and including termination

Employees are encouraged to take all action necessary to correct a workplace problem or harassment, so problems can be identified and corrected. They should not refrain from taking these steps due to a fear of retaliation. If retaliation occurs, promptly report such conduct in the same manner as outlined in this section. With a prompt complaint from employees, the City will take all appropriate steps to correct a problem of harassment, discrimination or retaliation in the workplace and will assist the employee affected if further problems arise. Thus, employees are encouraged to utilize these procedures to resolve concerns about workplace discrimination before they allow such conduct to interfere with their performance or such conduct affects their satisfaction with the workplace.

**The procedure a supervisor is to follow:** Supervisors who are aware of situations involving discrimination, harassment or retaliation must respond to such situations regardless of whether or not a complaint is received. Supervisors who receive complaints or become aware of such incidents must:

- (1) Take prompt action to insure the behavior is not repeated; and
- (2) Promptly notify the appropriate director and the City Personnel Director or the City Administrator of the allegations, including all information known to or received by the supervisor.

Supervisors shall be required to take the above steps and are assigned responsibility for implementing this policy, ensuring compliance with and knowledge of its terms, and for taking immediate and appropriate corrective action if they witness inappropriate behavior or receive a complaint.

Supervisors must maintain open channels of communication to permit employees to raise concerns of sexual or other workplace harassment or discrimination without fear of retaliation, promptly stop any observed harassment or discrimination, and treat harassment and discrimination matters with sensitivity, confidentiality, and objectivity.

A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including termination.

**The investigation process:** Employees are prohibited from interfering in any investigation or retaliating against anyone who in good faith has filed a complaint or participated in an investigation of such a complaint. The City requests full, good faith cooperation during the investigation process.

It is the policy of the City that all complaints of discrimination or harassment shall be promptly and thoroughly investigated. The investigation may include interviews with the directly involved parties, and

where necessary, with employees who may have observed the alleged harassment or who may be similarly situated with the complaining employee, and who may be able to testify to similar experiences with the accused employee.

The individual assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any employees involved. No influence will be used to suppress any complaint and no employee will be subject to retaliation or reprisal for filing a complaint in good faith, encouraging others to file a good faith complaint or for offering testimony or evidence in any investigation. Retaliation is prohibited. Employees participating in an investigation shall refrain from discussing the investigation process, interviews, or issues under investigation with other potential witnesses to prevent harmful gossip and to prevent the possibility of tainting the investigation, to the extent permitted by law.

All complaints will be kept confidential to the fullest extent possible during the investigation, and will be disclosed only as necessary to allow an investigation and respond to the complaint and as consistent with the law. Confidentiality, however, cannot be guaranteed. The Public Records Act may require disclosure of an investigation report after an investigation has concluded.

The results of each investigation shall be written and a finding made regardless of whether or not there is a basis for disciplinary action. Disciplinary action, if necessary, may range from a verbal warning to termination, depending on the seriousness of the harassment. If an investigation determines the accused employee engaged in harassment, discrimination or retaliation, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file, or an employee transfer, demotion, suspension or termination. An employee may at his/her request have a statement of rebuttal or correction placed in his/her personnel file.

Retaliation is prohibited against an employee who brings a complaint of discrimination, reports allegations of discrimination, or participates in an investigation of a complaint and shall not be tolerated.

### **1.09 Employment of Relatives.**

Business necessity requires the establishment of policies regarding the employment of immediate family and members of the same household in order to avoid conflicts of interest or the perception of favoritism and to assure and maintain accountability.

The immediate family or any member of the same household of current City employees will not be employed by the City under any of the following circumstances:

- (1) When one of the parties would have authority or practical power to supervise, appoint, remove, influence salary or compensation decisions or discipline the other;
- (2) When one party would handle confidential material that creates improper or inappropriate access to that material by the other;
- (3) When one party would be responsible for auditing the work of the other; or
- (4) When other circumstances exist that might lead to potential conflict or appearance of a conflict among the parties or conflict between the interest of one or both parties and the best interests of the City.



**1.10 Change in Circumstances/ Notification Requirement for Consensual Romantic Relationship.**

Employees who become romantically involved with each other, begin sharing living quarters with one another, or become related by marriage must notify their manager and the City Personnel Director of the relationship and confirm in writing that it is consensual. Employees involved in a consensual relationship must conduct themselves in a professional manner at all times (both during and following the termination of the relationship, as applicable) and the relationship should not affect city business. If the relationship ends, the employees must conduct themselves professionally, and notify the City Personnel Director immediately should one party become hostile toward the other while at work. If employees involved in a consensual relationship are unable to work together in a professional, respectful and/or courteous manner as a result of the relationship and or a break-up, one or both of the employees may be required to terminate employment with the City. Employees involved in a consensual relationship may not supervise each other or otherwise create an actual or apparent conflict of interest. If employees involved in a consensual relationship occupy positions in which one directly or indirectly supervises the other or an actual or apparent conflict otherwise exists, the City will consider a transfer the least tenured employee, to the extent that such a transfer is available and/or feasible. However, if a transfer is not possible or practical, one of the employees will be required to terminate their employment relationship with the City. If the employees are unable to agree which employee is to terminate their employment relationship, the City will make the determination based on the needs and operations of the City.

**1.11 Contact with News Media.**

The Mayor or his/her designee or the City Administrator or his/her designee shall be responsible for all official contacts with the news media, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects. City employees will refrain at all times from disclosing confidential City information to the media. A violation of this provision may subject an employee to discipline, including termination.

## 2. EMPLOYMENT AND CLASSIFICATION

At the City of Orting, we want you to understand how your wages, benefits and job duties are affected by your employee classification and your job description or title. The City has a classification system that groups positions for compensation purposes based on knowledge, complexity, accountability and working conditions. More information about the classification system is available from the City Personnel Director.

The following are the main job classifications which are used throughout this Handbook.

**Regular Full-Time Employee:** Any employee who is regularly scheduled to work forty (40) hours per work week on a continuing basis.

**Regular Part-time Employee:** An employee who is regularly scheduled to work less than forty (40) hours per work week, on a continuing basis.

**Temporary Employee:** An Employee working a full or part-time schedule for a specified project or period of less than one (1) year (i.e. on-call, seasonal, Provisional Police Officer, emergency staff appointment, etc.).

**Reserve Police Officer:** A Police Officer who receives no compensation for volunteer police work performed but is entitled to paid sick leave benefits.

**Non-exempt Employee:** An employee who is not exempt from the minimum wage, overtime or timecard provisions of the wage and hour laws. Such employees may receive an hourly wage or a salary and are eligible for overtime pay at the rate of one and one-half times the regular rate of pay for all hours worked in excess of eight (8) hours per work day.

**Exempt Employee:** An employee who is exempt from the minimum wage or overtime. Exempt employees generally include supervisory, administrative, and professional employees who are paid on a salary basis. When employees are hired, they will be informed of whether their position is exempt or non-exempt. Exempt employees are not entitled to overtime but may be eligible for additional time off pursuant to the City's Overtime and Compensatory Time off Exempt Employee Policy within this handbook.

### 2.01 Employee Position Classifications.

A position classification plan will be maintained by the City based on investigation and analysis of the duties and responsibilities of each position. The completed plan will consist of a classification specification for each position, including appropriate title, description of duties and responsibilities, and minimum requirements and/or desirable training, experience or other qualifications.

The Mayor or his/her designee is responsible to assure the preparation of a plan which includes a specification for each classification. Specifications will be prepared after consultation with supervisors and other persons technically familiar with the duties and responsibilities of the job to be performed. Each position will be assigned by the Mayor to one of the classifications of the approved classification plan. Employees will be notified of the classification of their position. The title, as it appears on the specification, will be used to designate the position on official records and payroll.

The classification specifications are hereby declared to have the following definition and scope:

- a) They are explanatory only and not restrictive.
- b) In determining a position classification, the specification will be considered as a whole, comparing general duties, responsibilities, minimum qualifications and relationship to other positions in order to obtain an inclusive picture of the position and place it in the appropriate classification.
- c) The outline of principal duties of work performed applies to general duties or tasks and is not intended to prescribe the specific duties of a given position, nor to limit the alteration or modification of detailed tasks involved in the duties of any position, so long as they remain within the general definition of the classification.
- d) The classification specification may include additional requirements which are determined to be necessary for the best interests of the City. These requirements may include possession of a valid motor vehicle operator's license, physical ability, or any other bona fide occupational qualifications pertinent to the positions covered.
- e) Nothing in the classification specification is to be interpreted as restricting a supervisor from assigning an employee of one classification to perform some of the duties of a higher or lower classification for a limited period of time.

A classification may be reclassified at the request of the Department Manager, employee, or City Administrator when it appears that the duties and responsibilities of an existing classification are changed. Reasons for the reclassification request are to be stated in writing and the Mayor will determine whether the present classification is correct or whether a reclassification is necessary. New or revised classification specifications will be prepared as provided in these policies and will become a part of the classification plan.

When reclassification occurs, an employee occupying the position may be retained in the position provided that the Mayor determines that the reclassification results from an official recognition of a change in duties and responsibilities which has already occurred and is a long-term inequity of classification. If the reclassification results in a higher maximum salary, such reclassification may constitute a promotion and the rules governing promotion with regard to salary apply. If the reclassification results in a lower maximum salary, such reclassification may constitute a demotion and the rules governing demotion with regard to salary apply.

## **2.02 Recruitment, Applications, and Selection.**

This policy outlines the procedures for completing a job notice, posting a job vacancy, and extending an offer of employment. Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence without regard to any individual's sex, race, color, religion, national origin, sexual orientation, pregnancy, age, marital status, military status, genetic information, disability or any other characteristic protected by law.

Available positions are publicized for a reasonable period by announcements posted on city department bulletin boards and by such other means as deemed appropriate. Announcements may specify the title, rate of pay, duties to be performed and required minimum qualifications. All current employees are encouraged to apply for available positions if they so desire. The City of Orting is an equal opportunity employer and selection for any position will be based solely on merit, efficiency and fitness for that position.

### ***Job Posting***

An internal job posting will be placed in appropriate locations to allow current employees, who are qualified, an opportunity to apply for a vacant position. Notices will be posted for five (5) days. If it is determined that consideration of outside applicants is in the City's best interests, staff will begin the process of outside recruitment following the five (5) day internal posting period. If the City Administrator determines that there are unlikely to be any qualified internal candidates, for instance entry-level positions, outside recruitment can happen concurrently with the internal job posting. Current City employees are encouraged to apply for job openings.

### ***Application for Employment***

Each applicant shall complete and sign a City of Orting application form prior to being considered for any position. Resumes may supplement, but not replace, the City of Orting official application. The City "Application for Employment" form shall continue to be in conformance with all State and Federal laws pertaining to pre-employment inquiries. All application forms must be fully completed, signed and dated by the applicant to be valid. Applications will be accepted for open positions and will be considered only for that position. All applications must be received no later than 4:30 p.m. on the published closing date for filing. A closing date may be extended by the City Administrator. Applications, whether accepted or rejected, will not be returned. All statements submitted on the employment application or attached resume shall be subject to investigation and verification prior to appointment. Falsification of employment information may be grounds for rejection of an applicant or subsequent dismissal.

### ***Confirmation Employment***

The City may require the City Council's confirmation of employment for certain positions as provided by City Ordinance.

### **2.03 Promotions.**

The City encourages promotion from within the organization whenever possible. The Mayor shall determine whether the promotional process for a position will be competitive or appointive. Before advertising a position to the general public, the City Administrator may choose to circulate a promotional opportunity within the City. Promotional opportunities may be posted on the City bulletin board. The City reserves the right to seek qualified applicants outside of the organization at the Mayor's sole discretion.

A promotion is an appointment to a position in a classification which has a higher maximum salary rate than the employee's present classification. The Mayor will determine the salary step of the promoted employee in the new salary range on the date of the promotion. The salary step of the promoted employee will be set so that the promoted employee's pay level is no more than two (2) salary steps higher than the employee's step prior to the promotion. If step one of the salary range to which the employee has been promoted is a pay level more than two (2) steps higher than the promoted employee's previous salary step, then the employee shall be assigned to step one of the higher salary range. When the date of promotion and the merit/step increase date coincide, the merit/step increase is paid prior to the promotional increase.

New Trial Period: After promotion to a new position, a new trial period of six (6) months must be completed. Successful completion of the trial period does not alter the employee's at-will employment. The Mayor may authorize or require an extension of a trial period for up to an additional six months. In the



case of unsatisfactory performance, the employee may be transferred back to the previous position held by the employee, if vacant, or to another position fitting the employee's skills and qualifications, within the limits of vacant authorized positions, or if no such vacant position is available in the Mayor's sole discretion, the employee may be terminated.

#### ***Temporary Promotions***

A temporary appointment may be made to any position in the City of Orting. Temporary appointments are for a limited period of time and employees are not entitled to city benefits unless authorized by the Mayor as special conditions. All conditions of a temporary appointment will be specified in the letter of appointment or contract. Seasonal employment is considered temporary appointment status. Temporary employees do not attain regular status in the classification and may be terminated at will.

#### ***Acting Promotions***

When the need arises to fill a position due to approved leave of absence, disciplinary actions or when a vacancy exists, a current regular status employee may be appointed "acting" to a position of higher pay grade or to a position of differing classification. Such appointments are for a limited time to fill a temporary vacancy and should not create a job expectancy. Employees will not attain regular status in the higher position from an acting appointment.

#### **2.04 Hours of Work.**

Everyone benefits from clarity regarding hours of work and scheduling. The following information may be helpful:

**Work Week:** For payroll and accounting purposes, the City of Orting's work week begins at 12:01 a.m. Monday and ends at midnight on Sunday.

**Work Day:** The normal work day for employees other than police department commissioned personnel consists of eight hours plus an unpaid meal period. Some employees or positions may have different work days determined by the needs of the City.

**Scheduling:** Work schedules are established by management. Unless otherwise scheduled, all employees are expected to work Monday through Friday. Requests for changes in schedules or for particular days off should be made in writing in a timely fashion and approved in advance by your supervisor. Some variation in schedule may be granted by mutual agreement between you and the City, so long as the needs of the department are met.

**Rest Periods:** All non-exempt employees receive one 10-minute break for each four (4) hours of working time. The break should occur near the mid-point of each four (4) hour work period, but scheduling will be done by your supervisor. Break periods are paid and may be used to extend a lunch period or to leave early provided that the total amount of time taken does not exceed the break and lunch periods and approved by your Department Manager.

**Meal Periods:** If you are non-exempt and you work more than five (5) hours in a day, you will have a meal break after two (2) to five (5) hours into your shift. The minimal meal break is a thirty (30) minute unpaid period. The exact time and duration of your meal break will be scheduled by your supervisor to ensure appropriate coverage.

***Rest/Meal Periods for Police Department Employees:*** While at lunch or on a rest/relief period, all Police Department commissioned personnel will be subject to call.

***Breaks for Nursing Mothers:*** Non-exempt employees who are nursing mothers are entitled to unpaid breaks during the workday for the purpose of expressing breast milk. Absent undue hardship, this entitlement shall continue for one year following childbirth. The City will provide a clean, suitable, and private location for these breaks.

***Overtime:*** Overtime is time worked in excess of eight (8) hours of work in a work day. Holidays, Vacation and Sick leave are not considered time worked. The regular work week is forty (40) working hours for most employees, but on certain occasions, some overtime may be required. Any overtime work must be authorized by a supervisor in advance.

## **2.05 Attendance.**

You are a member of a team and each member has an important contribution to make. Timely performance of your job is essential to maintaining the high quality service our City government provides. It also shows your respect for your fellow employees who must assume your duties in your absence. You must report to work regularly and on time, in proper attire, with proper equipment, and ready to work at the starting time. If you will be unable to report for work, will be late, or need to leave early, notify the City Administrator, City Personnel Director, and/or your supervisor as far in advance as possible. Failure to notify the City in a timely and appropriate manner may result in discipline. You may be requested to present a physician's statement verifying the need for sick leave after being absent for more than three (3) days.

An employee who is absent without notification for three (3) consecutive days or shifts will be considered to have abandoned his/her position and may be terminated, subject to the provisions of the Washington Paid Sick Leave Act.

## **2.06 Personnel Records & Files.**

Generally speaking, without specific written authorization from the employee, only the following will be released to anyone outside the employ of the City: job title, department, hire date, separation date and base salary. Generally, only the employee, the City Clerk, the City Treasurer/City Personnel Director and the City Administrator will have access to your personnel file internally.

Personnel records will show the employee's name, title of position held, the department assigned, salary, change in appointment status, training received (with the exception of Police in-service training maintained in Departmental files), performance evaluations, fringe benefits administration, including vacation and sick leave rates of accumulation and use, notes regarding disciplinary action or other counseling sessions, and such other information as may be considered pertinent.

When you move, change your telephone number or experience other changes in your personal information, please make sure you inform the City Clerk's Office and/or the City Treasurer's Office of such changes. In this way, your personnel records will remain accurate and up-to-date.

You may review your personnel records at any mutually convenient time during normal business hours. Should you wish to do so, please make an appointment with the City Treasurer. The City Clerk or City Treasurer will be present during any such review. While a City employee, you may include a personal memorandum in your file if you feel it is necessary to clarify or rebut file information.

Personnel records that are not confidential will be maintained and destroyed in accordance with established policy regarding retention of public records.

### **2.07 Performance Reviews.**

Regular performance reviews conducted at appropriate intervals benefit you and the City by providing a written record of your performance and giving you the opportunity to discuss with your supervisor how well you are meeting the City's expectations, to clarify your job responsibilities, to set mutually agreed-upon goals and to explore your possibilities for advancement within the City of Orting.

Performance reviews are generally conducted annually and are part of your personnel records. You will be given an opportunity for written comment on your performance review. You will be asked to sign your performance review to document that you have read it and that you have had an opportunity to comment. Your signature does not imply agreement or disagreement with the evaluation. You will receive a copy of your review for your own records. Because your performance on the job affects your compensation and employment, your performance review deserves your active and constructive participation. Seasonal and temporary employees do not receive formal performance reviews, however, they are to be coached about work expectations and performance.

#### ***New Employees and New Positions***

New employees and employees assigned to a new position will be evaluated by their supervisors during appropriate intervals. Successful completion of the six-month evaluation period does not modify the employee's at will employment.

If an employee's performance is not satisfactory during the probationary period, the supervisor may recommend termination of employment at any time during the probation or, in special circumstances, request that the Mayor to extend the probationary period up to an established period of time, specified in writing to the employee. In the event the employee's performance is still unsatisfactory, the employee may be terminated at any time within the extended probationary period.

#### ***Managerial Procedures***

All employees who are promoted to a higher classified position or who assume the duties of a higher classified position will be evaluated by their supervisors during appropriate intervals.

The anniversary date will change to reflect the first date worked in the new position. Successful completion of an evaluation period does not modify the employee's at will employment.

### **2.08 Supervisor's Approach to Performance Reviews.**

The performance review is a critical management tool for the City of Orting. It is an opportunity for managers to recognize employees' contributions to the City, to identify areas for growth and/or improvement, and to set forth goals and action plans for the coming year. The performance review is vital to City employees as well. The score the employee receives determines his/her compensation, and how the performance review conference is conducted affects the tone of the employee-supervisor relationship. Supervisors are expected to review employees' performance with care, consideration, and candor.

### **2.09 Inadequate Job Performance – Corrective Action Plan.**

Poor performance is a serious issue for the City and the employee. Any supervisor who concludes that an employee's performance is unacceptable in one or more categories should consult with the City Personnel Director to determine whether the City should proceed with disciplinary action or implement a Corrective Action Plan (CAP).

If the employee's performance does not sufficiently improve under the CAP or if the employee continues to violate one or more City policies, the employee shall be subject to additional discipline up to and including termination.

A CAP is discretionary and an employee is not entitled to a CAP if employment issues arise.

### **2.10 Reduction-In-Force.**

Fluctuating revenue and budget conditions may from time to time force the city to reduce personnel in one or more departments or programs. This reduction may be accomplished by either of the following methods:

- Lateral Transfer. This is a method of employee transfer from one classification to another classification with the same pay grade or within the same classification or pay grade from one department to another. When done for budgeting purposes, such transfer would normally be for the duration of the financial problem only. A lateral transfer must be approved by the Mayor.
- Layoff. A layoff is a method of permanent termination of the employee due to financial circumstances or a change in the need for which the position or positions was created. A layoff must be approved by the Mayor. No regular employee shall be laid off while another person in the same classification is employed on a probationary, temporary, acting or part-time basis. In determining which employees in any classification are to be laid off, consideration is to be given to individual performance and then to seniority in the positions to be affected.

### **2.11 Resignation.**

An employee wishing to leave City service in good standing will file with the City Personnel Director and/or City Administrator a written resignation, including a statement of the reasons for resigning and the effective date of resignation. The written resignation notice must be completed at least two (2) weeks prior to the effective date of resignation.

The City Administrator and Department Managers shall be required to give at least four (4) weeks' notice to the Mayor.

A copy of the resignation notice shall be placed in the personnel file of the employee.

### **2.12 Identification of Employees.**

It is the policy of the City that when on duty, all employees be visible and identifiable to the public to the maximum extent compatible with assigned work duties. All City furnished uniforms or work clothing are to be maintained in a presentable manner by the employee.

City-furnished uniforms remain the property of the City at all times and must be returned immediately upon separation from employment. Uniforms will be worn only on duty or during additional approved volunteer

activities that are identical to those performed while on duty. Wearing of uniform items while commuting between a home and the work location may be permitted providing that the wearer does not participate in any interim activity where the image and good name of the city might be negatively affected.

The outer garment of each uniform furnished by the City will bear the official insignia of the city and other such markings or emblems as each Department Manager may specify, except that rain gear may be identified otherwise.

All employees who come in direct contact with the public outside the City-owned buildings may be required to carry an identification card issued by the City. The card will contain the name, title, department, address and telephone number of work location; and a head and shoulders photograph and certification that said person is an employee of the City of Orting.

All City-issued identification, uniforms and other City-owned materials or property in the employee's possession must be surrendered to the City immediately upon employment separation and no later than twenty-four hours after the employee's last day of employment with the City.



### **3. COMPENSATION**

#### **3.01 Your Paycheck.**

Pay periods are from the first through the fifteenth (15<sup>th</sup>) day of the month, and the sixteenth (16<sup>th</sup>) day through the last day of the month. You will receive your paycheck by the fifth (5<sup>th</sup>) day following each pay period. You shall sign up for automatic deposit of your paycheck by contacting the City Treasurer.

All employees must complete an individual time record showing daily hours worked in order to be paid properly. In the case of exempt employees, this timesheet will account for daily attendance.

Deductions from your paycheck are those required by law (*e.g.*, Medicare, workers' compensation premiums, court-ordered garnishments) and those approved by you in writing (*e.g.*, Union dues as applicable, insurance premiums, etc.).

#### **3.02 Complaints or Concerns.**

If you believe there are any errors in your pay, including that you have been overpaid or underpaid, that improper deductions have been taken from your pay or that your pay does not accurately reflect all hours worked, including overtime, report your concerns to the City Treasurer immediately. The City will promptly investigate all reported complaints and, if appropriate, take corrective action.

The City prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this policy. Specifically, no one will be disciplined, intimidated or otherwise retaliated against because that person exercised rights under this policy or applicable law.

#### **3.03 Employee Salary and Wage Plan.**

The City of Orting strives to pay its employees' salaries and wages that are internally equitable and comparable to the pay scales of similar cities. While the City cannot pay City employees the same wages as larger cities, the City does consider the pay scales of other comparable cities for those job positions that are comparable to jobs at the City of Orting. The City maintains an Employee Salary and Wage Plan. The Mayor is responsible for recommendation to the City Council of adoption of a Salary Plan for the City of Orting. The Plan will include salaries for non-bargaining unit personnel as well as salary grades negotiated by employee representatives. Changes to employee salaries and wages are approved by the City Council as part of the budget process.

When you begin your employment with the City, you will be paid a wage or salary consistent with the Employee Salary and Wage Plan and appropriate to the experience, educational background, training, and skills you bring to your position. Thereafter, you will only receive salary and wage adjustments based upon your job performance and the discretion of the City Administrator and/or City Personnel Director. Depending upon the quality of your performance, you may receive an upward adjustment. All performance salary and wage increases shall remain within the range for that position as approved by the City Council. Your eligibility for a pay increase may occur at the end of your first six (6) months of City employment.

#### ***Qualified Payroll Period***

When an employee has been in pay status fifteen or more calendar days, including holidays in any given calendar month, the payroll period will be considered qualified to accrue benefits, serve out probation, and for computation of merit increase dates. A new employee may be credited with the first payroll period if

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employed prior to the 16th of the month.

### ***Payment of Salaries***

All employees are paid at an hourly or monthly rate, as specified in the City's annual budget document. Hourly employees are paid on the basis of actual number of hours worked, including authorized absences with pay and allowed holidays. Salary rates for temporary or part-time employees will be based on the pay for full-time positions in the same classification.

#### **Beginning Salary**

Each employee will be appointed at the first step of the range established for the classification, with the exception of management classification, which shall be negotiated within the assigned range. If it is determined that appointment of non-management employees above the first step may be warranted, the following procedures will apply:

- a) The factors to be reviewed in approving appointment beyond the first step are: availability of applicants meeting the qualifications for the vacant position, relationship to other similar classifications, prior experience of a candidate in a comparable position, time available to continue the recruitment process, and budget considerations.
- b) The Department Manager will submit a request for appointment at a higher step to the Mayor, stating justification for the request. The Mayor will make a decision based upon the Department Manager's justification.

#### **Merit/Step Increases - Regular Status Employees**

- a) When a regular status employee has performed satisfactorily, as determined through the Performance Evaluation process, a merit/step increase may be granted at the completion of six (6) qualified payroll periods from the employee's anniversary date, but not before the satisfactory completion of the employee's initial six-month probationary period. In the case of an employee placed at the time of hire above Step One of the pay range, the initial in-class merit/step raise will be considered upon the completion of twelve months in class and at twelve (12) month intervals thereafter until the employee reaches the top step of the range.
- b) The annual merit/step increase date for an employee will change only if: 1) the employee is promoted or otherwise moved to a position assigned to another job class and is required to serve a trial performance period; and 2) the employee receives a merit/step adjustment as authorized by the Mayor.

#### **Promotion**

A promotion is an appointment to a position in a classification which has a higher maximum salary rate than the employee's present classification. The Mayor will determine the salary step of the promoted employee in the new salary range on the date of the promotion. The salary step of the promoted employee will be set so that the promoted employee's pay level is no more than two (2) salary steps higher than the employee's step prior to the promotion. If step one of the salary range to which the employee has been promoted is a pay level more than two (2) steps higher than the promoted employee's previous salary step,



then the employee shall be assigned to step one of the higher salary range. When the date of promotion and the merit/step increase date coincide, the merit/step increase is paid prior to the promotional increase.

#### Demotions

A demotion is an appointment to a position in a classification which has a lower maximum salary rate than the employee's present classification. When a demotion occurs, the Department Manager will recommend to the Mayor and/or City Administrator a salary for the demoted employee within the salary range of the lower classification which is less than or equal to the employee's present salary. The employee will retain the same anniversary date.

#### Transfer

- a) A position transfer is an appointment to a position in the same or different classification of the same pay grade.
- b) When an employee is transferred to a position in a different classification with the same pay grade, or is transferred to another department with the same classification, the employee's pay remains the same. The employee will retain the same anniversary date for leave and length of service purposes.

#### Temporary Change of Classification

- a) A current employee assigned to a classification with a differing rate of pay in an "acting" appointment status will be compensated at the next higher step in the new range according to the policy on promotion.
- b) If the employee is promoted to the higher class with regular appointment status, all policies apply from the date of promotion.

#### Exemptions

The Mayor may recommend positions to be exempt from overtime provisions to the City Council on the basis of the nature of work, conditions of employment or by definition of administrative, supervisory and professional classifications as provided by State and Federal laws. Such exemption is based upon special conditions to work or assignment, in accordance with the Fair Labor Standards Act.

### **3.04 Overtime and Compensatory Time Off.**

At the City of Orting, we want our employees to work a reasonable number of hours. The regular work week is no more than forty (40) working hours in a week, except in the case of non-standard work schedules. On certain occasions some overtime may be required. You may request not to work overtime, but you may not refuse to work assigned overtime. Any overtime work must be authorized in advance by your supervisor or the City Administrator. If overtime is authorized or required, regular, full-time, nonexempt employees will be paid at one and one-half times the regular rate of pay for all hours worked in excess of eight (8) hours in a work day. Holiday, Vacation and Sick leave time are not considered hours worked. If overtime is authorized or required for temporary or part-time employees, they will be paid at one and one-half times the regular rate of pay for all hours worked in excess of eight (8) hours in one work day. Public safety

employees (police) may be subject to alternative work periods and overtime standards, as set forth in an applicable labor agreement.

Nonexempt employees who work overtime have the option to choose compensatory time off that will be accrued at one and a half hours for every hour worked in lieu of overtime pay. You may accrue up to forty (40) hours of compensatory time off. Employees covered by a collective bargaining agreement may have different accrual limits. Compensatory time can be used at times mutually agreed to by you and your supervisor. Any compensatory time not used may be carried over to the next year (up to 40 hours). Upon separation of employment any compensatory time will be paid at your current rate of pay.

#### 4. EXPENSE REIMBURSEMENT: TRAVEL, MEALS, AND LODGING

##### 4.01 Purpose and Administration.

The purpose of this travel policy is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which an employee may qualify for payment or reimbursement.

##### 4.02 City Employees and City Officials.

###### Meals

All City employees and officials claiming reimbursement for meals consumed while on City business shall be entitled to ~~reimbursement based on the following~~ per diem based on the schedule listed in the most Current Per Diem Travel Map produced by OFM at: <http://www.ofm.wa.gov/resources/travel.asp>.

Mileage reimbursement for use of a personal vehicle shall follow the most recent IRS schedule for standard mileage rates for business and medical and moving expenses.

Meals for which the costs are included in a City-paid registration fee cannot be claimed by an employee for reimbursement. All claims for meal reimbursements for conferences shall include a copy of the conference schedule for determining meals provided by such conferences.

###### Travel

No personal automobile use is permitted by City employees without prior express written consent by the City Administrator or his/her designee. City-owned vehicles should not be used for business travel when the destination is less than a half a mile away from the employee's normal area of work.

Reimbursement for reasonable costs of business travel is authorized. If available, the use of a City vehicle is **required**. If a personal car is used, the employee must maintain proper insurance and agree that his/her insurance will serve as primary insurance. All travel costs are subject to approval by the City Administrator and/or the Mayor. General guidelines are as follows:

###### City Vehicle

Out-of-area costs of vehicle operations are authorized for fuel, oil, tires, and necessary repairs.

###### Vehicle

Expenses shall be reimbursed for travel within a three hundred (300) mile radius of the City at such rate per mile as established by the United States Internal Revenue Service for deductions. Trips beyond this limit will be reimbursed at the lower of (a) the established rate per mile, or (b) the lowest available (other than nonrefundable) airfare obtainable by the City, plus mileage reimbursement at the then-current City rate, based upon the estimated distance between the airport and the destination.

###### Rental Vehicle

The cost of vehicle rental when out of town on business is an exception to this policy and must be submitted in writing to the Department Manager and approved by the City Administrator, prior to travel.

### Air Travel

Whenever feasible, air travel arrangements should be purchased at least five (5) weeks in advance of departure date. The authorized procurer will arrange for air travel based on the lowest available airfare. A travel agency may be used. If personal travel is combined with business travel, the traveling employee is responsible for paying the increase in airfare if necessary to accommodate the personal part of the flight.

### Miscellaneous Travel Expenses

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry and the like are authorized. Whenever possible an original, itemized vendor's receipt will be required. If a receipt is not available log the time, date, facility or company, expense and reason a receipt could not be provided on the *Affidavit of Lost Receipt*, available from the Accounts Payable Department.

### Out of State or Overnight Travel

To be eligible for any City reimbursement for overnight travel expense, the one-way travel distance must be greater than fifty (50) miles from the City or home. Approval for all overnight or out of state travel must be in writing by the Department Manager or City Administrator.

### Accommodations

Reasonable hotel/motel accommodations for employees and officials are acceptable and will be reimbursed for the single room rate. Exceptions may be requested in writing to the Department Manager and approved by the City Administrator should a single room rate not be available. An original, itemized vendor's receipt is required for all claims.

### Non-Allowable Expenses Include But Are Not Limited To:

Liquor, expenses of a spouse or other persons not authorized to receive reimbursement, beauty parlor or barber services, personal entertainment (movie rentals, etc.), theft, loss, or damage to personal property, damage costs caused by employee/officer actions, airline or other trip insurance, personal postage, reading materials, non-business related telephone calls, laundry/dry cleaning, and personal toiletry articles.

### Non-Travel Food and Beverage Reimbursement Policy

Reasonable expenses for refreshments including food and beverage that are associated with meetings, ceremonies or dedications whether attended solely by city employees or the public or some combination are considered legitimate City expenditures.

### **4.03 Advance Travel Funds.**

The use of advance travel funds is authorized by the City. These are the guidelines for requests:

- Advance travel funds may be used for expenses incurred during the authorized overnight travel of a City employee or officer/elected official while on City business.
- Requests for advance travel funds shall be submitted to the ~~City Treasurer~~ **Finance Director** on forms established by the ~~City Treasurer~~ **Finance Director**. Requests will be based on "per diem" rates for meals and a reasonable estimates for those costs not directly billable to the City.

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- The Advance Travel Request form will be submitted at least five (5) working days prior to departure, together with a copy of the agenda or conference/workshop application as verification of the purpose of the trip. Requests must be signed by the applicant and the individual's Department Manager. Meal allowances will not be paid for meals that are included in the registration fee, whether or not the employee partakes of the meal. A continental breakfast is not considered a meal, and therefore if a registration includes a continental breakfast, the City will reimburse the employee for the cost of a regular breakfast, if claimed. Advances will be based on "maximum per diem allowances" for the locality to which the individual is traveling.
- Air transportation and hotel/motel accommodations will be billed directly to the City by the Vendor.
- ~~Settlements of the Advanced Travel will be made on or before the tenth (10<sup>th</sup>) day following the close of the travel period by submitting to the City Treasurer a Travel and Personal Reimbursement Settlement Form. Any default in accounting for, or in repaying a travel advance shall render the "full unpaid" amount immediately due and payable with interest added at the rate of ten percent (10%) per annum, from the date of default until the advance is repaid. The City shall have the right to withhold any and all funds payable to such officer or employee to whom such advance has been made.~~
- No advance of any amount may be made to any officer or employee at any time when he/she is delinquent in accounting for or in repaying a prior cash advance.

#### **4.04 Claims and Approval Process.**

Travel and subsistence expenses will not be paid from Petty Cash

- Special approvals required by this policy shall be obtained by employees in advance. Such approvals shall be in advance of the event and by separate memo and the reasons for the exception.
- All claims by City Council members shall be approved by the Mayor.
- Claims that are rejected shall be reviewed by the Mayor for final disposition.

#### **4.05 Use of City Charge Cards.**

In its discretion, the City may issue charge cards to employees, elected officials, or appointed officials to cover authorized travel expenses and other purchases or acquisitions. The charge card users must submit fully itemized expense vouchers using the City of Orting Credit Card Expense Voucher form. Any charge not properly identified or not allowed following an audit must be repaid by the official or employee. If the amount owed is not repaid, the municipality may withhold all funds that would be payable to the officer or employee who used the charge card up to the amount of the disallowed charges. The card may not be used by any official or employee who has such charges outstanding, and it shall be surrendered upon demand of the City Clerk or City Treasurer.

The City's charge card may only be used for travel, training, local business meetings, meals, or authorized City purchases and acquisitions. All State and City purchasing requirements must be followed when using credit cards for purchases and acquisitions. Personal expenses (i.e., telephone calls, purchases of items to be kept by the employee, etc.) are not allowed to be purchased on a City charge card, and cash advances

are prohibited. Employees and elected or appointed officials using City credit cards are responsible for promptly reporting lost or stolen credit cards to the credit card company and to the City Clerk or City Treasurer.

Please return the City's charge card to the City Clerk's office within two (2) business days after you return from conducting City business. Within ten days of the return of the charge card to the City Clerk's office, the official or employee of the City who used the card must submit a fully itemized "Credit Card Expense Voucher." All employee expenditures require approval by the appropriate Department Manager (or his/her designee) or by the City Administrator.

If a receipt is not available log the time, date, facility or company, expense and reason a receipt could not be provided, on the *Affidavit of Lost Receipt*, available from the Accounts Payable Department.

## 5. TIME OFF AND BENEFITS

### 5.01 Legal Holidays.

All regular status employees are entitled to an eight (8) hour paid holiday on the following days, observed in accordance with the official state calendar:

New Year's Day	Labor Day
<del>Veteran's Day</del>	
Martin Luther King Day	<del>Veteran's Day</del> Thanksgiving Day
President's Day	Thanksgiving Day Day after Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Day before Christmas
Fourth of July	Christmas Day
<del>Labor Day</del>	

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For employees on a Monday through Friday work schedule, holidays will be observed in the following manner:

- a) When a holiday falls on a Saturday, the preceding Friday will be considered the holiday.
- b) When a holiday falls on a Sunday, the following Monday will be considered the holiday.

Any employee on vacation or sick leave during a holiday will not be charged vacation or sick leave for that day.

An employee who would otherwise be entitled to a holiday but is on leave without pay will receive compensation for the holiday, provided the employee has satisfied all of the qualifying payroll period provisions.

An employee on the payroll for less than a full month is eligible for a paid holiday provided the employee is in pay status a minimum of one working day immediately preceding and immediately following the holiday.

#### Floating Holiday

In addition to the above-listed holidays, two (2) eight (8) hour "floating" holidays, for all regular status employees who have completed at least six months of employment with the city, may be taken at the request of the employee and with the advance written approval of the Department Manager each calendar year.

The floating holidays must be taken during the calendar year or entitlement to the day will lapse, except when an employee has requested a personal holiday and the request has been denied, by the Department Manager, due to workload or scheduling.

### 5.02 Insurance Benefits.

The City endeavors to provide competitive benefits to its employees and their dependents. Information regarding current benefits as well as coverage and eligibility, is available from the City Personnel Director. The City of Orting will offer to regular-status employees, their spouse (defined as the wife or husband of

an employee, not legally separated from the employee), and eligible dependents (defined as son, daughter, or stepchild), working at least forty (40) hours per week, insurance plans for medical, Long-Term Disability, Employee Assistance Plan (EAP), vision, and dental benefits, to be used at the option of the employee, subject to the carrier's underwriting rules. For those employees not subject to a collective bargaining agreement, the City will contribute to the costs of such plans at least an equal amount to that of the Collective Bargaining Agreement for the Public Works and Office Workers. If insurance plan costs exceed the City benefit contribution, the remainder of costs incurred is the responsibility of the employee. All insurance premiums will be subject to applicable payroll taxes as required by the Internal Revenue Service.

The City of Orting will offer to regular Part-Time employees who regularly work at least twenty-four (24) hours and less than forty (40) hours per week employee only insurance plan for medical, long-term disability and Employee Assistance Plan (EAP) benefits to be used at the option of the employee, subject to the carrier's underwriting rules.

Employees may waive the medical insurance benefit for themselves or dependents that are already covered under other medical insurance. Employees must provide proof of medical insurance coverage for themselves or their dependents and dependent verification documentation for any waived dependents. If waived, the City will increase the employee's compensation by fifty percent (50%) of the City's expense for the employee and/or dependent's premium. All applications for the waiver must be in writing and submitted to the City Treasurer. If the City's insurance broker requires a minimum participation, then waivers will be granted on a first come, first served basis.

### **5.03 Sick Leave.**

Reserve Police Officers will accrue one hour of paid sick leave for every forty (40) hours worked, including overtime (hour for hour). All other full-time employees will accrue eight (8) hours of paid sick leave per month or as specified in an applicable collective bargaining agreement. Regular part-time employees shall accrue sick leave pro-rata based on the number of hours worked to be no less than one (1) hour per forty (40) hours worked.

Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave). Employees are eligible to use accrued paid sick leave ninety (90) days after starting employment. The accrual year is January 1 - December 31.

#### Rate of Pay

Employees shall receive their hourly rate of pay in effect during the time ~~employees use~~ paid sick leave is used.

~~Non-represented employees who separate from City service due to retirement or death shall be compensated for their total unused sick leave accumulation at the rate of twenty five (25%) percent. Employees who are choosing to retire and wish to receive a sick leave payment, must provide a resignation letter and appropriate documentation of their decision to retire to the City's Personnel Director. Employees who are terminated or fired shall not be eligible for compensation for unused sick leave.~~

~~Compensation shall be based upon the employee's rate of pay at the time of separation and shall be subject to applicable withholdings under state and federal law.~~

#### Carryover



Non-represented employees may carry over up to 960 hours of sick leave from one year to the next year as the accruals begin again every January 1<sup>st</sup>.

Reserve police officers may carry over up to 100 hours from one year to the next year.

#### Authorized Use

Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member for:

- Mental or physical illnesses, injuries, or health conditions;
- Seeking medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
- Preventive medical care.

Sick leave is also authorized for health-related work site closures and for employee's child's school/daycare health-related closures. An employee may also use authorized sick leave if the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking including seeking legal or law enforcement assistance under the Domestic Violence Leave Act.

Family member is defined as:

- Child regardless of age or dependence
  - Includes: biological, adopted, foster, step, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent
- Parent, including spouse's parent(s)
  - Includes: biological, adoptive, de facto, foster, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
- Spouse & registered domestic partner
- Grandparent
- Grandchild
- Sibling

Incremental use of sick leave is allowed for all of the aforementioned reasons and may be taken in one hour or less increments.

#### Notification of Use of Leave

The City of Orting requires reasonable notice of anticipated absences. If the requested leave is foreseeable, the expectation is that an employee will provide ten (10) days advance notice to the employee's supervisor or provide as much advance notice as practicable. If the need for use of leave is unforeseeable, employees must provide notice as soon as possible to their supervisor prior to the start of their shift unless it is not practicable to do so. In the event it is impracticable for the employee to provide notice to their supervisor prior to the start of their shift, a person on the employee's behalf may provide notice to the employee's supervisor.

#### Verification

Absences extending longer than three (3) consecutive work days may require a doctor's note and are required within at least ten (10) calendar days following the first day of leave. There is no required verification if the leave is protected under the Domestic Violence Leave Act.

Employers may not require that the verification information provided explain the nature of the condition warranting sick leave. However, sick leave used for a purpose authorized under federal, state, or local law (e.g., FMLA, worker’s compensation) permits an employer to request verification that complies with certification requirements.

If an employee believes that verification will result in an unreasonable burden or expense, he or she must provide a verbal or written statement that (i) the leave was for an authorized purpose and (ii) the verification requirement would cause an unreasonable burden or expense.

Retaliation

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is prohibited. Employees will not be disciplined for the lawful use of paid sick leave. If an employee believes he or she is being discriminated or retaliated against, promptly contact Scott Larson at: [slarson@cityoforting.org](mailto:slarson@cityoforting.org).

If the employee is not satisfied with the response, the employee may contact the Washington State Department of Labor & Industries online at: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)

Call: 1-866-219-7321, toll-free

Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

Separation & Reinstatement

Non-represented, exempt, employees who separate from City service due to retirement or death shall be compensated for their total unused sick leave accumulation at the rate of twenty-five (25%) percent. Employees who are choosing to retire and wish to receive a sick leave accrual payout, must provide a resignation letter and appropriate documentation of their decision to retire to the City’s Personnel Director.

<u>Length of Service</u>	<u>Monthly Accrual</u>
0 to 12 months (1 year)	6.67 hours
13 months through 48 months (2-4 years)	8.00 hours
49 months through 84 months (5-7 years)	10.00 hours
85 months through 120 months (8-10 years)	12.00 hours
121 months through 156 months (11-13 years)	12.67 hours
157 months through 192 months (14-16 years)	13.33 hours
193 months through 228 months (17-19 years)	14.00 hours
229 months through 288 months (20-24 years)	14.67 hours
289 months + (25 years +)	16.67 hours

Employees who are terminated or fired shall not be eligible for compensation for unused sick leave.

Compensation shall be based upon the employee’s rate of pay at the time of retirement and shall be subject to applicable withholdings under state and federal law.

In the event a non-exempt employee, with less than 20 years of service, separates from the City of Orting, there will not be financial reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation. If the employee separates and is rehired within twelve (12) months, the ninety (90) day waiting period prior to use of paid sick leave is not imposed, and the City will reinstate the employees accrued, unused paid sick leave up to forty (40)-hours. In the event that an employee is otherwise eligible for a sick leave payout upon separation, such employee will not receive their sick leave payout if their separation is in lieu of a threatened termination.

**5.04 Vacation Time.**

Vacation time is accrued from the day you start working for the City, and it may be used after successful completion of your first six (6) months of actual service to the City. Vacation must be scheduled with the

<b>Length of Service</b>	<b>Monthly Accrual</b>
0 to 12 months (1 year)	6.67 hours
13 months through 48 months (2-4 years)	8.00 hours
49 months through 84 months (5-7 years)	10.00 hours
85 months through 120 months (8-10 years)	12.00 hours
121 months through 156 months (11-13 years)	12.67 hours
157 months through 192 months (14-16 years)	13.33 hours
193 months through 228 months (17-19 years)	14.00 hours
229 months through 288 months (20-24 years)	14.67 hours
289 months + (25 years +)	16.67 hours

advance approval from your Department Manager or from the City Administrator to limit interference with the operations of the City. Requests for vacation are to be submitted at least two (2) weeks in advance unless waived by the Department Manager. Vacation time may be taken in one-half hour increments.

Vacation accrues according to the above schedule for regular Full Time Employees and will be prorated for Regular Part Time Employees who regularly work 24 hours or more per week based on their Full-Time Equivalent (FTE). Temporary employee shall NOT be entitled to vacation time.

The Mayor may authorize the City Administrator to credit employees with a lump sum of vacation accrual for purposes of recruitment or retention. The amount of the lump sum will be at the sole discretion of the Mayor.

All vacations must be approved by the appropriate Department Manager. Department Manager vacations are approved by the City Administrator. City Administrator vacations are approved by the Mayor.

Vacation time may be accrued only to a maximum of 240 hours (30 days), except under unusual circumstances and with approval of the Department Manager and the City Administrator. Unapproved accrual beyond the 240 hours limit will be forfeited by the employee. Non-represented employees may be credited with up to 120 excess vacation hours beyond the 240 maximum accrual limit. While not accrued

for payout upon separation from employment, these excess vacation hours will be held on account for use by the employee subject to the provisions of this section governing use of vacation leave.

Upon separation from City employment, any regular status employee with more than the equivalent of six (6) months of service shall be paid for up to a maximum of 240 hours of accrued vacation. Compensation shall be based upon the employee's salary at the time of separation and shall be subject to applicable withholding under state and federal law. To be eligible for a vacation payout upon separation, an employee must return all city property including records, messages, devices, and passwords.

Any holiday occurring during an approved vacation is not counted as a day of vacation taken.

#### Vacation Leave Sharing

- 1) Employees who are suffering from an illness, injury, impairment or physical or mental condition, which is of an extraordinary or severe nature and which has caused, or is likely to cause the employee to either be in a leave without pay status or to terminate employment with the city, may, subject to the provisions of this section or, for represented employees, subject to collective bargaining agreements addressing this issue, be permitted to receive donations of vacation leave from other employees.
- 2) Requests for Vacation Leave Donations: Employees who wish to receive donations of vacation leave must submit a request to the City Administrator. The request must include an explanation of the circumstances that make the donations necessary and must be supported by the opinion of a qualified medical professional.
- 3) Determination of Eligibility for Vacation Leave Donations: The City Administrator may authorize vacation leave donations if the employee has depleted or is about to deplete his/her annual leave and sick leave accruals.
- 4) Amount of Vacation Leave to be Donated: The total amount of vacation leave that can be donated to an employee will be determined by the City Administrator.
- 5) Eligibility for Donations: Any employee with more than eighty (80) hours of vacation leave accrued may authorize a donation of vacation leave to another employee who has been authorized by the City Administrator to receive vacation leave donations. In no event will an employee be allowed to donate more than twenty five percent (25%) of his/her accrued vacation leave.
- 6) Procedures:
  - a) While an employee is on leave donated under this section, he or she shall continue to be classified as a City employee and shall receive the same treatment in terms of salary, wages, and employee benefits as the employee would normally receive if using accrued annual leave.
  - b) Donated leave will be used on a 1<sup>st</sup> donated, 1<sup>st</sup> used process.
  - c) If any leave donated under this section is not used, it will be returned to the donating employee(s) provided that there is no reasonable expectation that the leave will be needed in the near future in connection with the illness or condition for the which the donation was permitted.

#### **5.05 Bereavement Leave.**

The City affords regular full-time and regular part-time employees time off with pay in the event of a death in the employee's immediate family. The employee's immediate family is defined as the employee's

spouse, domestic partner, parents, step-parents, children, step-children, grandchildren, great-grandchildren, brothers, sisters, step-brothers, step-sisters, son in-law, daughter in-law and grandparents. The term also includes a spouse's parents, step-parents, brothers and sisters. Unusual circumstances shall receive individual consideration. In the event of a death in an eligible employee's immediate family, the employee may receive up to three (3) days of Bereavement Leave with pay.

Employees on Bereavement Leave shall continue to accrue Sick Leave and Vacation benefits. Bereavement Leave is not cumulative nor payable upon termination of employment. The period of Bereavement Leave may be extended by the use of accrued Vacation time, or if warranted, Sick leave for a maximum five (5) additional days.

**5.06 Jury Duty Leave.**

Serving on a jury is a fundamental responsibility of citizenship, and the City supports this important role in our society. However, to ensure that we can provide proper service to the public, if you receive a notice for jury duty service, please contact your Department Manager or City Administrator as soon as possible so that appropriate scheduling needs can be met. If your absence would pose a significant hardship for the City, you may be asked to request a postponement of jury duty from the court. Jury duty leave is paid at your regular rate for the time you are required to serve up to eighty (80) hours, less juror's fee received (excluding juror expense payments). You are expected to report to work on any day that you are released from service with four (4) or more hours left in your regular shift.

**5.07 Military Leave.**

We recognize the importance of enabling employees to serve in the military. An Employee who is a member of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps reserve of the United States are entitled to a paid military leave of absence for a period not to exceed twenty one (21) working days during each year beginning October 1 and ending the following September 30. Military leave shall be charged only for days that he or she is scheduled to work for the City. Military leave may be used for required military duty, training, or drills including those in the National Guard under Title 10 U.S.C., Title 32 U.S.C., or state active status. During the period of military leave, the officer or employee shall receive his/her normal pay. Military leave in excess of the Twenty one (21) days of paid time off will be unpaid, unless the employee elects to use accrued leave. All benefits continue to accrue during military leave of less than thirty (30) days.

An employee who enters the state or federal armed services for an extended tour of duty is eligible for an extended, unpaid military leave of absence, which may continue up to five (5) years, unless otherwise provided under federal law. Employees may use all accrued but unused vacation benefits as soon as their extended military leave begins. All insurance benefits will end on the last day of the month in which the extended military leave begins but the employee may extend medical coverage under COBRA if desired. Employees who leave work to serve in military duty are entitled to reemployment and benefit resumption consistent with relevant state and federal laws.

Employees should notify their Department Manager as soon as they receive notice of the need to report for military duty or training, and should provide the Department Manager with a copy of military orders.

**5.08 Leave for Spouses/Domestic Partners of Military Personnel.**

The Washington State Military Family Leave Act (MFLA) allows an employee whose spouse is a member of the United States armed forces, National Guard or reserves to take fifteen (15) days of leave when the spouse is notified of an impending call to active duty or when the spouse is on leave from an active duty deployment.

The purpose of MFLA leave is for families of military personnel serving in military conflicts to spend time together. This leave may be used prior to deployment or during the spouse's leave from deployment, but may not be used at the end of the deployment. An employee must work for an average of twenty (20) or more hours per week to qualify for MFLA.

An employee who seeks to take family military leave should provide the City with notice of his/her intent to take leave within five (5) business days of receiving official notice that the employee's spouse/domestic partner will be on leave or of an impending call to active duty. An employee may elect to use the employee's accrued paid leave in connection with such leave.

#### **5.09 Pregnancy/Childbirth Disability Leave.**

An employee will be granted leave for the period of time that she is temporarily disabled because of pregnancy or childbirth. Medical certification may be required to confirm the need for leave. Pregnancy/Childbirth Disability leave is unpaid, provided that an employee must use her accrued paid leaves before the unpaid portion of the leave begins.

#### **5.10 Leave Due To Domestic Violence or Sexual Assault.**

This leave is available to an employee who is a victim of domestic violence, sexual assault, or stalking. It is also available to employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. A reasonable amount of leave may be taken, and is available in blocks, intermittently, or on a reduced leave schedule. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use the employee's accrued paid leave in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- To seek treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

When possible, employees should give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designee) should give notice of the need for this leave no later than the end of the first day the employee takes the leave. The City may require verification to support the need for the leave. Except where disclosure is authorized or required by law, the City will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

#### **5.11 Disability Leave.**

An unpaid medical leave of absence may be granted to employees who are unable to perform the essential functions of their position due to a disability as a reasonable accommodation unless the City concludes the additional leave would impose an undue hardship on the City's business. A written request for a medical leave of absence must be provided to the City Administrator along with a doctor's certification indicating the nature of the disability, its impact on the employee's ability to perform the essential functions, the need for leave as a reasonable accommodation and the anticipated length of absence.

An employee on leave of absence status shall continue to accrue continuous service but does not accrue Vacation or Sick Leave, and is not paid for Holidays. Health and life insurance coverage will cease unless the employee pays the applicable premiums; details regarding COBRA coverage would be provided at that time. The City will discontinue health insurance and other insurance coverage for employees and their dependents if the employee does not return to work after the agreed upon end of the leave of absence or after a reasonable amount of time as determined by the City (again, subject to COBRA rights).

#### **5.12 Leave Due to Inclement Weather.**

Absence due to an employee's inability to report for scheduled work because of severe inclement weather, conditions caused by severe inclement weather, or other significant disruptions of the transportation system shall be charged to the following in the order listed:

- Accrued vacation leave, annual leave (floating holiday) or compensatory time;
- Accrued sick leave up to a maximum of twenty four (24) hours in any calendar year.

#### **5.13 Unauthorized Absence.**

An unauthorized absence will be charged to available leave in the following order:

- Accrued vacation leave, annual leave (floating holiday), compensatory time;
- Accrued sick leave, if applicable.

If the unauthorized absence is not related to protected leave, the City may treat the unauthorized absence as grounds for disciplinary action. Upon return from unauthorized absence, the employee is required to provide a written statement to the Department Manager explaining the reason for the absence. An unauthorized absence for a period of three (3) days may be considered as a resignation from employment of the City.

#### **5.14 Retirement.**

In accordance with State law, all employees in a qualifying position, regardless of appointment status, will become members of the City's retirement system. Payroll deduction for employee contributions is required,

regardless of anticipated length of service. Employer contributions will be made in accordance with applicable State law.

Uniformed personnel shall be members of the Washington Law Enforcement Officers and Fire Fighters Retirement System with employer contributions made in accordance with applicable State law.

#### **5.15 Wellness Program.**

In accordance with City of Orting's commitment to health and safety, we have established a Wellness Program for the following purposes:

- 1) To maintain and enhance employee interest in health and safety issues.
- 2) To ensure that managers, supervisors and employees are aware through training activities that they are responsible for the prevention of workplace accidents.
- 3) To help make health and safety activities an integral part of the organization's operating procedures, culture and programs.
- 4) To provide an opportunity for discussion of health and safety problems and possible solutions.
- 5) To inform and educate employees and supervisors about health and safety issues and research findings, etc.
- 6) To help reduce the risk of workplace injuries and illnesses.
- 7) To help ensure compliance with federal and state health and safety standards.

The Wellness Committee is comprised of a cross-section of the organization employee roster. Employees interested in participating on the Committee should contact the Wellness Program Director.

To accomplish the above objectives, the Wellness Committee will:

- Develop a written mission statement in accordance with the organization's overall requirements.
- Define duties and responsibilities of committee members.
- Identify and prioritize goals and establish action plans to achieve each goal.
- Include representation from different levels and areas of the organization element.
- Meet at least monthly.
- Record and disseminate minutes of meetings, documenting attendance, problems, and issues, as well as corrective action proposed and actions taken to address each issue.
- Develop methods to increase and maintain safety awareness.
- Organize special subcommittees to address specific issues, projects or programs.
- Distribute wellness information and pamphlets to employees.
- Develop methods for employee ideas and suggestions submittals.



## **6. EMPLOYEE RESPONSIBILITIES**

Here is a summary of what the City expects from you.

### **6.01 Personal Appearance.**

Employees with a neat, clean appearance are important to our operation, especially when those employees are dealing with the public. How you look is the image the public has of the City of Orting. Employees should wear clothing appropriate to their job, and present an appropriately professional image.

Some employees may be required to wear specific types of clothing due to the nature of the job or safety requirements. When in doubt, ask your supervisor for assistance in determining what is appropriate.

### **6.02 Computer Usage.**

As a City employee, you may use computers extensively in your job. A few rules are necessary so that everyone can get the maximum benefit from the City's investment in technology.

#### ***Software***

In order to protect the City of Orting's computer system from viruses and ensure that the software used is compatible with City computers, only software purchased or approved by the City may be installed on City computers. Before installing any software not purchased by the City, you must check with the City Administrator. Software purchased by the City is for legitimate City business use only. It may not be copied or taken home.

#### ***Copyright Compliance***

Software is protected from unauthorized duplication by law. The City of Orting respects the legal rights of software developers and expects employees to do the same. No employee may duplicate software, or otherwise use software other than in accordance with the terms of its license. Software that has been duplicated without authorization may not be installed on City computers.

#### ***Electronic Media and Internet Usage***

The City provides communication resources including computing resources, electronic mail (email), internet access, mobile devices, and other electronic communications equipment (collectively referred to as City Technology Resources) to employees to assist in and facilitate City business and communications. The primary purpose of the City's network and systems is to provide service to the public as part of the City's business, in a manner that is consistent with the City's vision and values. De Minimis, incidental personal use of the City's Technology Resources by employees is permitted if accomplished in compliance with the provisions of this policy, as set forth below. This policy does not address all required, allowed, or prohibited behaviors by employees, but covers common examples. In general, the City relies on the good judgment of its employees to ensure that City Technology Resources are used in the public's best interest.

#### **No Expectation of Privacy**

By using the City's technology employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the systems, including any data created, stored or transmitted during an employee's incidental personal use

of the technology as permitted under this policy. Employees further agree that they are aware of, understand and will comply with the provisions of this policy, and that their use of the technology can and will be monitored and any data that they create store, or transmit on or over City systems may be inspected by City management at any time. Employees should understand that certain email messages, other electronic communications, and documents created on City computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

#### Ownership and Confidentiality

All software, programs, applications, templates, data, data files and web pages residing on City computer systems or storage media or developed on City computer systems are the property of the City. The City retains the right to access, copy, modify, destroy or delete this property. Data files containing confidential or sensitive data must be treated accordingly and must not be removed from the workplace without proper authorization.

#### Acceptable Uses of City's Technology Resources

The City's technology may be used by employees or volunteers for City business. De Minimis, incidental personal use may be permitted where, in the judgment of the employee's manager, such use does not interfere with employee or department productivity, nor distract/take time away from the worker or co-workers assigned work. De Minimis, incidental personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to City; (5) it does not solicit for or promote commercial ventures; (6) it does not utilize excessive network resources; and (7) it does not constitute any prohibited use, as discussed below.

#### Prohibited Uses of the City's Technology Resources

Use of the City's technology to engage in any communication that violates federal, state, or local laws or regulations, or any City policy, is strictly prohibited at all times. In addition, the following uses of City's technology are inappropriate and are prohibited at all times, unless specifically exempted below:

1. Personal business or commercial use (meaning use that benefits an employee's outside employment or commercial business);
2. Accessing, receiving or sending pornographic, sexually explicit or indecent materials, including materials of an offensive nature;
3. Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability or other protected status;
4. Gambling;
5. Usage for recreational purposes including the loading of computer games or playing online games;
6. Usage that precludes or hampers City network performance; such as viewing or listening to streaming audio and/or video unless for City business, such as for online training;
7. Unauthorized copying or downloading of copyrighted material;

8. Usage that violates software license agreements;
9. Downloading of software programs unless specifically approved by applicable Manager and coordinated with the IT Manager;
10. Usage for political purposes, including partisan campaigning;
11. Sending anonymous messages and/or misrepresenting an employee's name, position, or job description;
12. Deliberately propagating any virus, worm, Trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's networks or systems, or those of any other individual or entity;
13. Releasing misleading, distorted, untrue or confidential materials regarding City business, views or actions;
14. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
15. Use of technology resources for personal use beyond a De Minimis amount or in any manner so as to deprive others of system use or resources, including, but not limited to, the sending of bulk email for other than official business or forwarding "chain letter" emails of any kind;
16. Connecting to the City's network, or any specific software package, utilizing somebody else's security identification login information to gain alternate security permissions;
17. Any personal use, even if incidental, that results in expense to the City; and
18. Usage that violates the guidelines set forth in the Standards of Conduct described in this Handbook.

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred as a result of copyright and licensing requirements.

#### Downloading Files from the Internet or Opening E-mail Attachments

Downloading files from the internet or opening e-mail attachments from sources outside the City can lead to spyware and/or virus attacks that can severely damage, or degrade the City's network and/or data. Anti-virus and anti-spyware software does not guarantee that all spyware is blocked, or that all viruses are caught. If you are downloading a file and receive a message that a virus or spyware has been detected, you must contact the IT Manager immediately for assistance. Similarly if you receive an e-mail with a suspicious attachment, or from an unusual source, you should notify the IT Manager before opening it. If you notice that your computer is behaving strangely or you suspect spyware or a virus, notify the IT Manager.

Finally, employees are expected to not use personal cell phones, personal data devices, smartphones, tablets or similar devices during working time for personal business or commercial use.

#### **Security**

You are responsible for the Internet access and the messages sent from your account. Please log off before leaving your computer unattended. Also bear in mind that the use of aliases while using e-mail or accessing the Internet is prohibited. It is also inappropriate to misrepresent an employee's job title, job description, or position. To prevent unauthorized use of your computer, do not give out your password to anyone and change your password on a regular basis.

### **6.03 Computer Usage Supplement: Email & Internet Etiquette Tips.**

The following tips are intended to provide you with a tool when using e-mail and/or the Internet. These tips supplement the City of Orting's Computer Usage Policy.

Always be yourself. Through the use of electronic communications, we are able to embrace a new "spirit of community" within our City, as well as build and enhance relationships directly with our customers. Therefore, be as courteous, friendly and thoughtful as you would be in person. Always represent yourself as yourself - never someone else.

Use of the Internet wisely. The Internet should only be used as follows:

- Research on work related topics/issues
- Investigating City-related topics or practices of other cities
- Sending/receiving documents outside the City
- City-related purchasing
- Communicating with vendors, media, council members, residents, and other external constituencies
- Other work-related activities and information gathering

Consider your audience. Send e-mail messages only to those who need the information. This is particularly important when sending a broadcast announcement to a large group of people. Simply sending a message to City server group names without understanding the people affected potentially results in many individuals receiving and processing useless information.

Keep it brief. Learn to compose messages like a journalist writing an article. Focus on the facts, placing the most important information at the front of the memo. Attach additional information (spreadsheets, word processing documents, and graphics) via files, but pay attention to size. File attachments which are too large can be difficult or impossible to retrieve.

Remember that e-mail and the Internet are public, not private. Any message sent via e-mail can be reviewed by a third party. Therefore, do not send anything that you would be uncomfortable to communicate in public.

Be responsive. If you receive a message which requires your attention and response, reply back to the sender within a reasonable time frame. Even if you can't provide the answer to a question, let the individual know that you are working on it.

#### **6.04 Cellular Telephones.**

The City may require you to use a cellular telephone in the performance of your job or in emergency situations. In either case, the City shall pay the expenses related to the purchase, lease or rental of a cellular phone. Please see your Department Manager about the procedures for purchasing the cellular telephone and related equipment and maintaining it in the City's inventory. You are responsible for taking reasonable precautions to prevent equipment theft and vandalism, including securing the equipment in a proper manner at all times.

##### ***Use of City-Owned Cellular Telephones***

The City provides cellular telephones to certain employees to improve both the services provided to the community and the communications with other City employees for City business. Therefore, City-owned cellular phones shall only be used for City purposes and/or in the event of an emergency. If personal calls have been made on the cellular phone, you must reimburse the City immediately following receipt of an invoice and prior to the time payment is due to the cellular telephone service provider. Payment shall be made to the City on a City Treasurer's receipt for permanent record keeping.

Remember that cellular telephones are not a secure method of transmitting information. You are therefore expected to use discretion in relaying confidential information. The City reserves the right to monitor the use of all City-owned telephones. If it is determined that there is an abuse of City-owned cellular telephones, then appropriate disciplinary actions will be taken.

##### ***Use of Your Personal Cellular Telephone to Conduct City Business***

Personal cellular telephone usage for City business must be authorized in advance in writing by the Department Manager and the City Administrator. Generally, you will not be reimbursed for any business-related calls unless you have received such prior written approval. All requests for reimbursement shall additionally be subject to approval by the Department Manager or City Treasurer. By using your personal cellular telephone, you assume full responsibility for any and all personal costs associated with the use of your cellular telephone service unless other arrangements are approved by the Department Manager and the City Administrator.

The records you create (i.e. text messages, voicemail messages, picture messages, etc.) by using your personal cellular phone for City business will result in the creation of public records on your personal cellular phone. By using your personal cellular phone for City business, you agree to maintain and retain all records consistent with the Public Records Act and the State retention schedule and to provide those records to the City upon request. The City may also require, and you agree, to sign an affidavit related to your search of your personal cell phone upon request should records stored on your personal cellular phone become subject to a public records request. Upon separation you shall not wipe the records from your city phone. If you do not return your city phone with the records that you created on it along with directions to unlock the phone, you shall forfeit any vacation accruals you may have been entitled to.

##### ***Managerial Procedures***

When determining whether an employee should be **required** to use a cellular telephone in the course of a job, the following factors should be considered: 1) usage costs for a cellular telephone versus alternative communication choices like pagers, voicemail, etc., and 2) the level of employee need; i.e. determine what the phone will be used for, how often will the telephone be used, the ramifications of not having a cellular

phone, etc.

Cellular telephone acquisition and usage must be budgeted annually in the City's operating budget and reviewed periodically for a more cost effective service provider or a better method of communication. In the event that a less costly, safer or more convenient alternative is made available, the cellular telephone usage will be discontinued.

#### **6.05 Use of City Property.**

City supplies and equipment must be conserved for the authorized conduct of official business and for such services as are available to the public generally. By state law, they are not for personal use. City stationery, supplies and postage may not be used for personal mail.

If you are entrusted with City equipment, materials or property to use in your job, you are responsible for its proper use and maintenance. If you need to borrow or take home City property for City business, you must have authorization from your supervisor.

All communications technology is the property of the City and should be used only for official business. Please limit incoming and outgoing personal phone calls to necessary calls and keep them to a minimum. When personal, long distance use is unavoidable, you should call collect or charge the call to a home telephone or personal credit card, if possible, or log the user charges and reimburse the City for them. You are responsible for all charges incurred and are required to reimburse the City for long distance charges in the following billing cycle. Other City equipment, including vehicles, should be used by employees for City business only. An employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

The City may provide a locker, cabinet, or desk for your personal belongings. Only City-provided locks may be used on these facilities. The City reserves the right to inspect City-owned property with or without notice, for legitimate business reasons. The City is not responsible for employee valuables, vehicles, or personal possessions brought onto City property. Please also refer to the Travel Policy.

## 7. STANDARD OF CONDUCT AND DISCIPLINE

We all succeed at the City when we respect the needs and interests of the public, the City, and our co-workers. While the City management generally believes in progressive discipline, which calls for appropriate discipline in appropriate circumstances, the City reserves the right to review each situation independently and to make a decision on what it deems to be appropriate discipline in all cases, up to and including discharge. The City may use “coaching” or counseling initially, to be followed by more serious discipline (such as written reprimands, disciplinary probation, suspension or discharge), if the City determines that the situation is not improved or becomes more flagrant. However, in each situation, the City reserves the right to skip one or more of the steps described below. The decision to use progressive discipline in a given case is an attempt to improve the performance or behavior, but does not change the at-will nature of the employment relationship. For represented employees, the City adheres to procedures set forth in the applicable labor agreement.

Some examples of conduct that may lead to discipline or discharge include:

- Insubordination;
- Unauthorized release of City, customer or co-worker information;
- Swearing or verbal abuse while on City premises or representing the City;
- Falsification of any work, personnel, or other City records;
- Unauthorized taking or removal of City funds or property;
- Dishonesty;
- Discrimination against or harassment or retaliation of co-workers, vendors, or members of the public;
- Possession, consumption, or being under the influence of alcohol or a controlled substance at work, on City premises or while representing the City;
- Deliberate damage to or misuse of City property;
- Bringing a weapon into city facilities or vehicles unless authorized to do so as part of your employment (i.e. police);
- Fighting or threatening to fight with another employee;
- Serious misconduct of any kind;
- Poor performance;
- Excessive absenteeism or tardiness or failure to report in when absent or tardy;
- Failure to comply with safety or security rules and procedures;
- Violation of City policy;
- Improper handling of cash or other financial transactions;
- Sleeping on the job;
- Failure to report immediately to your Supervisor any accident or injury which occurs on the job;
- Failure to report to work for three (3) consecutive workdays without prior notification to the City in the absence of a bona fide reason will be considered job abandonment; and
- Smoking in non-smoking areas or in City vehicles.

These examples are not all-inclusive; other behavior may also be grounds for discipline or discharge.

## ***Managerial Procedures***

### Verbal Counseling

Supervisors should generally notify employees verbally at least once if the employee commits a less serious offense or the supervisor sees an unacceptable trend in performance or conduct. A memorandum covering the conversation should be prepared by the supervisor for inclusion in the Employee's personnel file, and a copy of the prepared memorandum should be provided to the employee.

If the employee's performance or conduct improves, and no further verbal counseling or other disciplinary action on any issue is required for twelve months of actual service to the City thereafter, the memorandum shall be removed from the Employee's personnel file.

### Written Warning

If an employee's inadequate performance or conduct does not improve following verbal counseling, or if an employee commits a serious offense, the supervisor, after consultation with and approval from the City Administrator, should issue a formal written warning to the employee. The employee should receive the original Written Warning, and a copy should be placed in the employee's personnel file.

If the employee's performance or conduct improves, and no further verbal counseling or other disciplinary action on any issue is required for twelve (12) months of actual service to the City thereafter, the Department Manager may request that the Written Warning be removed from the Employee's personnel file. The final decision rests with the City Administrator.

### Suspension

There may be times when a suspension is appropriate. All suspensions require the advance approval of the City Administrator. Suspensions for non-exempt employees should be issued by the Department Manager or his/her designee. Only the City Administrator may suspend an exempt employee. A non-exempt employee may be suspended without pay for a period normally not to exceed five (5) work shifts. An exempt employee may be suspended without pay in increments of full workweeks. Circumstances warranting a suspension include, but are not limited to, the following:

- When the City determines the situation or violation poses an imminent danger to persons or City property or disruption to City operations.
- When the City believes that effecting a suspension may resolve a situation short of termination.

### Termination

If an employee fails to respond to verbal counseling and/or a written warning of inadequate performance or conduct, or if an employee commits a serious offense, the Employee may be terminated. All proposed termination actions must be reviewed by the City Administrator, City Personnel Director and receive endorsement by the Mayor.

### Administrative Leave

The City may place an employee on administrative leave with pay for an indefinite period of time, as determined by the City Administrator to be in the best interest of the City during the period of an



investigation or other administrative proceedings. The City may require the employee to be available during their regular work shift while on administrative leave.

#### **7.01 Employee Suggestions and Concerns.**

We all benefit when employees have an opportunity to share both suggestions for improving our operations, and concerns about problems they may be having.

If you have an idea for improving the way we do things here at the City of Orting, please share it. It is always appropriate to share such ideas informally with your co-workers and/or supervisor. We also encourage you to write your suggestion down and submit it to the Department Manager or City Administrator.

It is our intent here at the City of Orting to try to do what is fair and reasonable at all times in our day-to-day relations with our employees. To that end, all employees, including supervisors, are urged to use the City of Orting Employee Concern System to address work related concerns. A "concern" is any question or dispute regarding the interpretation or application of the City's personnel policies and procedures, or other work-related situation. We encourage you to raise any and all work-related concerns. You will not be retaliated against for raising concerns through this process. Concerns regarding discrimination, harassment and retaliation should be raised through the complaint procedure specific to those concerns. Represented employees should use the grievance procedures in their labor agreements.

City of Orting Employee Concern System for all other concerns is set forth below. Steps must be taken in succession.

##### ***Step One: Your Supervisor***

Each employee is encouraged to take up his/her own employee concern with his/her immediate supervisor. To be sure that we are dealing with current information, please try to raise any concerns within two (2) working days of the occurrence or date that you become aware of it. If the concern is resolved at this step, your supervisor should place a memo in your personnel file regarding the resolution. If your concern involves your immediate supervisor in a way that you are reluctant to discuss it with him/her, please go directly to Step Two. If your supervisor does not respond or his/her response seems unreasonable or not satisfactory, you may go on to Step Two.

**Note:** The multi-level supervisory command structure of the Police Department shall apply for all uniformed and non-uniformed police employees as Step 1.

##### ***Step Two: City Administrator***

If the concern cannot be resolved at Step One, you, your supervisor, or your Department Manager may refer it to the City Administrator. After your matter has been studied, and the City Administrator takes whatever steps he/she deems appropriate, he/she will then issue a written response to you, generally within twenty (20) working days of receipt of your concern at Step Two. The decision of the City Administrator will be final and binding. The final resolution will be noted in your file.

## **8. CODE OF ETHICS AND POLICY FOR REPORTING IMPROPER GOVERNMENTAL ACTION AND PROTECTING EMPLOYEES AGAINST RETALIATION**

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, the City of Orting encourages employees to disclose any improper governmental action taken by City officials or employees without fear of retaliation. The policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.

### **Key Definitions – RCW 42.41.020:**

**Improper Governmental Action:** Any action by a municipal official or employee that is:

1. Undertaken in the performance of the official's or employee's official City duties, whether or not the action is within the scope of the employee's employment, and
2. Is in violation of any federal, state or local law or rule; an abuse of authority, of substantial and specific danger to the public health or safety; or a gross waste of public funds, and
3. "Improper governmental action" does not include personnel actions including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, and reductions in pay, dismissals, suspensions, demotions, and violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands. In addition, employees are not free to disclose matters which would affect a person's right to legally-protected confidential communications, such as attorney-client privilege or executive session communications.

"**Retaliatory action**" means: (a) Any adverse change in a [City] employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or (b) hostile actions by another employee towards a [City] employee that were encouraged by a supervisor or senior manager or official. RCW 42.41.020(3).

**Emergency:** A circumstance that if not immediately changed may cause damage to persons or property.

### **8.01 Prohibited Conduct.**

No current city employee shall engage in the following:

Disqualification from Acting on City Business.

- 1) Engage in any transaction or activity which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify himself/herself from official action in those instances where conflict occurs;
- 2) Have a financial or other private interest, direct or indirect, personally or through a member of his/her immediate family, in any matter upon which the employee is required to act in the discharge of his/her official duties, and fail to disqualify himself/herself from acting or participating;

- 3) Fail to disqualify himself/herself from acting on any transaction which involves the City and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his/hers, or of his/her firm or partnership;
- 4) Have a financial or other private interest, direct or indirect, personally or through a member of his/her immediate family, in any contract or transaction to which the city or any city agency may be a party, and fails to disclose such interest to the appropriate city authority prior to the formation of the contract or the time the city or city agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

**Improper Use of Official Position:**

- 1) Use his/her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of the city; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
- 2) Use or permit the use of any person, funds, or property under his/her official control, direction, or custody, or of any city funds or city property, for a purpose which is, or to a reasonable person would appear to be, for other than a city purpose; provided, that nothing shall prevent the private use of city property which is available on equal terms to the public generally (such as the use of library books or tennis courts), the use of City property in accordance with City policy for the conduct of official city business (such as the use of a city automobile), if in fact the property is used appropriately; or the use of city property for participation of the City in activities of associations of governments or governmental officials;
- 3) Except in the course of official duties, assist any person in any City transaction where such City employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the city; provided that this subsection shall not apply to: any employee appearing on his/her own behalf or representing himself/herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by law;
- 4) Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his/her immediate family, in a business entity doing or seeking to do business with the city, and influence or attempt to influence the selection of, or the conduct of business with, such business entity by the city.

**Accept Gifts or Loans:**

- 1) Solicit or receive any retainer, gift, loan, entertainment, favor, or other thing of monetary value from any person or entity where the retainer, gift, loan, entertainment, favor, or other thing of monetary value has been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given with intent to give or obtain special consideration or influence as to any action by such employee in his/her official capacity.

**Disclose Privileged Information:**

- 1) Disclose or use any privileged or proprietary information gained by reason of his/her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

**Hold Financial or Beneficial Interest in City Transaction:**

- 1) Regardless of prior disclosure thereof hold or acquire a beneficial interest, direct or indirect, personally or through a member of his/her immediate family, in any contract which, in whole or in part, is, or which may be, made by, through, or under the supervision of such employee; or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person or entity beneficially interested therein.

### **8.02 Prohibited Conduct After Leaving City.**

No former employee shall after leaving City office or employment:

- 1) Disclose or use any privileged, confidential, or proprietary information gained by reason of his/her city employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
- 2) Assist any person in proceedings involving the agency of the City with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted in the course of duty for a period of one (1) year after leaving employment and subject to subsection 1 above;
- 3) Represent any person as an advocate in any matter in which the former employee was officially involved while a City employee for a period of one (1) year after leaving employment and subject to subsection 1 above;
- 4) Participate as a competitor in any competitive selection process for a City contract in which he or she assisted the City in determining the project or work to be done or the process to be used for a period of one (1) year after leaving employment and subject to subsection 1 above.

### **8.03 Procedure for Reporting Improper Government Action.**

City employees who become aware of Improper Governmental Action should follow this procedure:

1. Bring the matter to the attention of his/her supervisor, if the supervisor is not involved in the matter, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
2. Where the employee believes the improper action involves the supervisor, the employee may raise the issue directly with the City Administrator, City Personnel Director, or the Mayor. The complaint should be in writing, stating in detail the basis for the employee's belief that an improper action has occurred.
3. After an investigation is completed, the employee will normally be advised of the results of the investigation; however, personnel actions taken as a result of the investigation may be kept as confidential as possible, however, records related to such investigation may still be subject to disclosure under a public records request.

In the case of an emergency, where the employee believes that damage to persons or property may be imminent if action is not taken immediately, the employee may report information about Improper Governmental Action directly to the appropriate government agency with responsibility for investigating the improper action.

*City employees who fail to make a good-faith attempt to follow the City's procedures in reporting improper*

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*governmental conduct shall not receive the protection against discipline provided by the City in these procedures.*

#### Complaints, Investigations, Review and Enforcement

Any person may file a complaint alleging a violation of this policy.

The complaint shall be in writing stating the nature of the alleged violation(s), the date(s), time and place of each occurrence, and name of the person(s) charged with the violation(s). The complaint shall be presented to the City Administrator, City Personnel Director, or the Mayor who shall provide a copy to the person charged with a violation. The complainant shall provide the City with all available documentation or other evidence to demonstrate a reason for believing that a violation has occurred.

This policy is intended to protect employees who choose to come forward in good faith with complaints about governmental actions and conduct of City of Orting employees. Anonymous complaints have the potential to subject the person who is the subject of the complaint to an investigation that may, at the least, cause stress and embarrassment, and may, at most, result in discipline or termination of employment. The City is reluctant to begin an investigation based on an anonymous complaint due to the fact that evidence will be difficult to obtain and verify, and it will be impossible to assess the complainant's credibility. Complainants and whistleblowers have protection from retaliation under City policy, and a thorough investigation of such complaints is the City's goal. It is difficult, if not impossible, to conduct a thorough investigation when a complainant remains anonymous. Therefore, the City reserves the right to decline to investigate any complaint that is provided anonymously. If a complaint is received anonymously it shall be referred to the City Attorney for a recommendation on the processing of the complaint. Upon review of the complaint, the City Attorney will recommend to the City Administrator either that the complaint has no merit or that it should be investigated.

Within a reasonable time after receipt of a complaint, the City Administrator or another person appointed by the City Administrator shall conduct a preliminary investigation. If the City Administrator or City Attorney are implicated in the complaint, the Mayor will determine who will conduct the City's investigation. Criminal allegations will be referred to the proper law enforcement agency.

If the City Administrator determines, after preliminary investigation, that there are no reasonable grounds to believe that a violation has occurred, the City Administrator shall dismiss the complaint. If the City Administrator does so dismiss the complaint, he or she shall do so in writing, setting forth the facts and provisions of law upon which the dismissal is based, and shall provide a copy of the written dismissal to the complainant and to the person charged with the violation.

Within a reasonable time after a complaint is received, the City Administrator shall issue a written determination stating whether the policy has been violated and setting forth the facts and the provisions of law upon which this determination is based. A copy of said determination shall be delivered to the complainant and to the person charged with the violation.

If the City Administrator determines that an employee has violated the provisions of this policy, the City Administrator may subject the employee to disciplinary action. In addition to any other penalty herein or otherwise provided by law, a violation shall be cause for suspension, discharge, or removal from employment, or such other disciplinary action as may, by the appropriate city authority, be deemed necessary and proper, and consistent with personnel ordinances and rules; provided, that this section shall

not derogate from employee rights under any collective bargaining agreement or city personnel ordinance, or rules promulgated thereunto.

#### Protection Against Retaliatory Actions

City of Orting officials, Department Managers and employees are prohibited from taking retaliatory action against an employee because he/she has in good faith reported an improper governmental action in accordance with these policies and procedures. Employees who believe that they have been retaliated against for reporting an improper governmental action should advise in writing their supervisor, the City Administrator or his/her designee. City of Orting officials, Department Managers and supervisors shall take appropriate action to investigate and address complaints of retaliation.

If the employee's supervisor, the City Administrator, or his/her designee, as the case may be, does not satisfactorily resolve an employee's complaint that he/she has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice to the City of Orting's City Council that:

- a) Specifies the alleged retaliatory action and
- b) Specifies the relief requested.

City of Orting employees shall promptly provide a copy of their written charge to their Department Manager. The City of Orting shall timely respond to the written charge of retaliatory action. After receiving either the response of the City of Orting or thirty (30) days after the delivery of the charge to the City of Orting, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City Administrator within the earlier of either fifteen (15) days of delivery of the City of Orting's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to the City of Orting for response. Upon receipt of request for hearing, the City of Orting shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings  
PO Box 42488, 4224 Sixth S.E.  
Rowe Six, Building 1  
Lacey, WA 98504-2488  
(206) 459-6353

The City of Orting will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

#### **8.04 Conflict of Interest and Outside Employment.**

Employees shall not, directly or indirectly, engage in any outside employment or possess a financial interest which may conflict, in the City Administrator's opinion, with the best interests of the City of Orting or interfere with the employee's ability to perform his/her assigned City job. Examples include, but are not limited to, outside employment which:

1. Prevents the employee from being available for work beyond normal working hours, such as during emergencies or peak work periods, when such availability is a regular part of the employee's job;
2. Is conducted during the employee's work hours;
3. Utilizes City telephones, cellular telephones, computers, supplies or any other City resource, facilities or equipment;
4. Involves employment with a firm which has contracts with or does business with the City; or
5. May reasonably be perceived by members of the public as creating a conflict of interest or one which otherwise discredits public service.

This policy shall be interpreted in accordance with, Chapter 42.23 RCW, the Washington State Code of Ethics for Municipal Officers.

#### **8.05 Confidentiality.**

During your employment with the City, you will have access to confidential or proprietary information about the City, its employees and possibly its citizens. It is a violation of City policy to misappropriate such information for your personal use or the use of another third party. Employees must exercise the highest degree of care in safeguarding confidential or proprietary information, and may not use or disclose such information except as necessary to perform their job duties or as required by law such as in response to a Public Records Request. Violation of this confidentiality policy will be grounds for discipline up to and including termination.

#### **8.06 Contact with News Media.**

The Mayor, City Administrator or City Attorney shall be responsible for all official contacts with the news media, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects. City employees will refrain at all times from disclosing confidential City information to the media. A violation of this provision may subject an employee to discipline, including termination.

## **9. HEALTH, SAFETY AND SECURITY**

### **9.01 Workplace Health & Safety.**

The City of Orting wants to provide you with a safe and healthy work environment, and we need your help to do that. The following is basic safety information. Consult with the City Personnel Director if you need more information.

- If you are injured on the job, no matter how minor, you must let the City Personnel Director know on the same day, and fill out an accident report as soon as possible.
- Learn and follow all safety procedures promulgated by the City's Safety Committee.
- Report any unsafe condition or damage to property on the same day observed to the City Personnel Director.
- Become familiar with any Material Safety Data Sheets applicable to your job.
- Learn proper procedures for heavy lifting and adhere to them.
- Keep your individual work area clean and orderly. Untidiness and clutter invite accidents.
- Know and follow the safety rules established for your job. When in doubt, ask before proceeding.
- Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- If you are assigned to a job requiring protective clothing or equipment, use it without fail. Always dress in a way that will not invite job-related injuries.
- Store all materials and equipment in their proper areas.

### **9.02 Safety & Health Program.**

As required by Washington law, anyone operating or riding in City vehicles must wear a seat belt at all times.

Safety is the responsibility of every City employee. Each employee must be alert to any condition which poses a potential threat to a safe and healthful working environment, and must take appropriate action to eliminate these conditions where they exist. Supervisors and other members of the City's management team have the following safety-related responsibilities

- Maintain a safe and healthful working environment.
- Conduct an ongoing accident prevention program.
- Investigate, record and report work-related injuries and illnesses.
- Develop proper attitudes toward safety and health in themselves and in those they supervise.
- Ensure that all work processes and procedures are performed with the utmost regard for safety and health.
- Ensure that all employees are oriented and properly trained in the safe performance of their job.
- Communicate and comply with City safety regulations and legal requirements.

### **9.03 Smoke-Free Workplace.**

For health and safety considerations, the City prohibits smoking by employees in all City vehicles and facilities, including City-owned buildings and offices or other facilities rented or leased by the City, including individual employee offices. A smoke-free environment helps create a safe and healthy



workplace. This policy covers the smoking of any tobacco, smoke, or marijuana product and the use of such products including but not limited to cigarettes, cigars, snuff, smoking tobacco, "spit" tobacco, vape products, electronic smoking devices, e-cigarettes, and marijuana.

Outdoor Smoking Restrictions: Chapter 70.160 RCW significantly restricts the outdoor areas where individuals may smoke in relation to the location of City buildings, work areas and public places. Smoking is prohibited within twenty five (25) feet of any entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. The law also applies to any "place of employment," which the law defines, in part, as "work areas" and any area which employees are required to pass through during the course of employment. The following direction identifies where and when City employees may and may not smoke.

1. Because the law prohibits any person from smoking at a place of employment, members of work crews are prohibited by law from smoking at any worksite locations. While at a worksite, an employee may only smoke while on his/her break, and the employee must be at least twenty five (25) feet from other working City employees. An employee who is on a break must be at least twenty five (25) feet from all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area in order to smoke
2. Smoking on City Property is prohibited.

#### **9.04 Drug-Free Workplace.**

This policy is intended to comply with the federal Drug Free Workplace Act of 1988 and with federal Department of Transportation regulations governing commercial drivers. The City is committed to maintaining a drug and alcohol free work environment for the safety of all employees and citizens. This policy applies to all City of Orting employees except that employees included in bargaining units are subject to drug testing only if:

- 1) The labor contract covering them specifically allows for such testing; or
- 2) The issue of drug testing has been legally bargained to final impasse; or
- 3) A written agreement between management and the employee's bargaining agent has been signed and executed to provide for drug testing.

All other provisions of this policy, apart from the limits to drug testing as specified above, shall apply to all City employees.

Employees are strictly prohibited from possessing, selling, consuming, or being under the influence of any controlled substance or alcohol while on City property, in City vehicles, or engaged in City work. If an employee is taking prescription drugs or under prescribed medical treatment that makes the employee drowsy or impairs the employee's mental functioning in any way, the employee must inform the City Personnel Director in advance of reporting to work. Any violation of this policy may result in discipline, up to and including termination.

When there are reasonable grounds to believe that the employee is under the influence of alcohol or drugs, the supervisor may direct the employee to submit to drug screening and blood alcohol tests. Refusal to submit to such tests can subject the employee to disciplinary action up to and including termination of employment. Under no circumstances will an employee be allowed to operate City equipment or motor vehicle after a supervisor has reasonable grounds to believe that the employee is impaired.

It is the responsibility of employees who are called out to work after regular hours to comply with the provisions of this policy. If the employee called out to work has been involved in activities that may have left him/her in an impaired or intoxicated condition, the employee must inform the person making the call out. An on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty.

An employee who is on-call and who becomes impaired during the on-call time will not receive compensation for such on-call time. An employee who is on-call and who becomes impaired during the on-call time may be subject to discipline up to and including termination. An employee should conduct themselves during on-call time as they would during at-work hours (i.e. refrain from consuming alcohol or drugs).

#### **9.05 Assistance Program / Voluntary Referral.**

The City of Orting supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily and to utilize the Employee Assistance Program (EAP). Any employee who comes forth and notifies the City Orting of alcohol or drug abuse problems will be given the assistance extended to employees with any other illness. Any such program, however, may not interfere with the tests required by these rules. For example, a driver may not identify himself/herself as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences for a positive test or a refusal to test. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other policies of the city. Sick leave, vacation leave or leave of absence without pay will be granted for treatment and rehabilitation as in other illnesses subject to City of Orting policy and/or contract language governing use of leave. Insurance coverage for treatment will be provided to the extent of individual coverage. Confidentiality of information will be maintained as much as possible at all times.

#### **9.06 Compliance with Drug Free Workplace Act.**

It is the policy of the City of Orting to comply with the Federal Drug Free Workplace Act of 1988. Toward that end, the following provisions and procedures shall be in effect:

- a) In the event that an employee is convicted of any criminal drug statutory violation for a violation occurring in the workplace, the employee must notify his/her supervisor within five (5) working days. The supervisor must inform his/her Department Manager within twenty four (24) hours of the notification. The Department Manager will notify the City Administrator immediately. If the employee is directly involved in the performance of a contract for which the City receives federal funding, the contracting agency must be informed of the incident in writing within ten (10) days of the employer's notice. A copy of the notification shall be sent to the City Administrator. The City of Orting is responsible to take appropriate disciplinary action and/or to require the employee to seek approved drug abuse treatment or rehabilitation within thirty (30) days of receiving notice of the employee's conviction.
- b) All employees shall receive a copy of this policy. All employees will be required to sign a statement acknowledging that they have received a copy of this policy.
- c) The City will make information and education on the prevention of alcohol and drug abuse available to its employees.

## **9.07 Compliance with Federal Regulations Applicable to Commercial Drivers.**

It is the policy of the City of Orting to comply with the Federal Department of Transportation regulations (Title 49, CFR subtitle B, chapter 382) which mandate prohibited behaviors and employer responsibilities for employee's holding safety sensitive positions which require the possession of a valid commercial driver's license.

Prohibited Behaviors - In addition to any other prohibitions on the use of alcohol or controlled substances established through City policy or by contract, the following behaviors by employees whose positions require the possession of a valid commercial driver's license are prohibited and will be subject to discipline:

- a) Alcohol Concentration: Reporting to duty and performing safety-sensitive functions while having an alcohol concentration of 0.01 or greater.
- b) Alcohol Possession: Unauthorized possession of alcohol while on duty or operating a commercial motor vehicle unless the alcohol is an insignificant ingredient in a medication that is either prescribed or a commonly recognized over-the-counter remedy and notice has been given to the employee's Department Manager in advance.
- c) Alcohol Use Following an Accident: Use of alcohol within eight (8) hours following an accident or before undergoing a post-accident alcohol test, whichever occurs first.
- d) Alcohol Use on Duty: Use of Alcohol while performing safety-sensitive functions including alcohol which may be in medications.
- e) Alcohol Use Prior to Duty: Performing safety sensitive functions within four (4) hours after having used alcohol. An on-call employee who consumes alcohol within four (4) hours of being called in must acknowledge the use of alcohol and may not report for duty.
- f) Controlled Substance (Drug) Use: Reporting for duty or remaining on duty performing safety-sensitive functions after having used any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. The proper and lawful use of drugs is permitted provided their use does not interfere with the individual's ability to perform the essential functions of his/her job. Any employee taking prescribed medication that may impair his/her ability to work safely and productively must notify his/her Department Manager prior to commencing to work. The Department Manager, in consultation with the employee's physician, if necessary, will make the determination regarding the employee's qualifications to work. Information provided to the Department Manager will be treated as confidential. Disclosure by the City will only be required by law or in the event of a proceeding initiated on behalf of the employee. Failure to notify the Department Manager in advance of commencing to work will be cause for disciplinary action up to and including discharge.
- g) Positive Drug Test: Reporting for duty, remaining on duty, or performing safety sensitive functions after having tested positive for a controlled substance.
- h) Refusal to Submit to a Required Test: Refusing to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance test as directed pursuant to this policy.
- i) Tampering with a Required Test: An employee may not tamper with, adulterate, alter, substitute or otherwise obstruct any testing process required under this policy.

Mandatory Training for Commercial Drivers - The City shall provide all affected employees with copies of this policy and any other information as required by the federal regulations. Each driver shall sign a receipt upon having been provided the above referenced information including a copy of this manual and

accompanying procedures for drug testing. Department Managers and supervisors designated to determine whether reasonable suspicion exists to require a commercial driver to undergo alcohol or drug testing will receive at least sixty (60) minutes of training on alcohol and sixty (60) additional minutes of training on substance abuse. The training will convey the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

**9.08 Drug and Alcohol Testing Program for CDL Drivers.**

- a) Pre-employment Drug Testing: All individuals who are covered by this policy must pass a drug test as a post-offer condition of employment.
- b) Reasonable Suspicion Testing: Employees subject to this policy shall submit to a drug and/or alcohol test when the employee's supervisor, City Personnel Director, or City Administrator reasonably suspects that this policy (except the prohibitions against unauthorized possession, transfer or sale of alcohol) may have been or is presently being violated. A referral for testing will be based on contemporaneous, articulable observations. Such referrals will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use. Alcohol testing for reasonable suspicion may be conducted at any time during working hours. If removed from duty based on reasonable suspicion of alcohol use and an alcohol test is not administered within eight hours, the employee will not be allowed to perform or continue to perform covered functions until:
  - 1) An alcohol test is administered (normally within two (2) hours of the determination of reasonable suspicion) and the driver's breath alcohol concentration measures less than .01; or
  - 2) Twenty four (24) hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated this policy concerning the use of alcohol.
- c) Post-Accident Testing: Following an accident (as defined above) involving a commercial vehicle, the driver is required to submit to alcohol and drug tests when the driver receives a citation under state or local law for a moving traffic violation, or where a fatality occurs as a result of the accident. Testing should occur as soon as possible, but may not exceed eight (8) hours after the accident for alcohol testing and thirty two (32) hours after the accident for drug testing. A driver who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or the results of testing. Drivers who do not comply with post-accident testing requirements will be considered to have refused to submit to testing and will be subject to sanctions for refusal to test as provided in this policy. While awaiting a post-accident test, the driver will be in a paid status.
- d) Random Testing: Employees covered by this policy will be subject to random, unannounced alcohol and drug testing.
- e) Return to Duty Testing: Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who under the discipline policy are allowed to return to work, must test negative prior to being released for duty.
- f) Follow-up Testing: An employee who is referred for assistance related to alcohol misuse and/or use of drugs is subject to unannounced follow-up testing for a period as directed by a substance abuse professional. The number and frequency of follow-up testing will be based on the recommendation of the substance abuse professional, but will not be less than six tests in the first twelve (12) months following the employee's return to duty.

- g) Re-Tests: Employees who test positive for drugs may request a second test of the untested portion of the split sample within seventy two (72) hours of notification of a positive test result by the Medical Review Officer (MRO).
- h) Test Results: Test results will be expressed as positive or negative based on detection of levels of alcohol or controlled substances as established by Federal Department of Transportation standards.
- i) Challenges to Test Results: An employee who wishes to challenge a positive drug test must do so within seventy two (72) hours of notification of the positive result. The employee must notify the MRO that he/she wishes to challenge the test and must pay for the retest. The retest must be processed at a DHHS-NIDA-certified laboratory. If the MRO certifies that the second drug test is negative, an employee will be reimbursed for the cost incurred including any lost compensation.

**9.09 Refusal by a Commercial Driver to Submit to an Alcohol or Drug Test.**

Refusal to submit to a directed test is a prohibited behavior shall subject the employee to appropriate discipline. A refusal to submit shall include:

- a) Failure to provide adequate breath for testing without a valid medical explanation after an employee has received notice of the requirement for breath testing in accordance with established procedures;
- b) Failure to provide adequate urine for controlled substances testing without a valid medical explanation after an employee has received notice of the requirement for urine testing in accordance with the procedures manual; and/or
- c) Engaging in conduct that obstructs the testing process.

**9.10 Securing Information from Previous Employers.**

If a person is to be hired into a position subject to this policy and during the previous two (2) years has worked as a driver of a commercial vehicle, that person must authorize a request of all employers of the driver within the past two (2) years of information on the following: a) positive alcohol or drug tests; or b) refusal to be tested. The City of Orting will make a good faith effort to obtain and review the information from prior employers within 14 days of the person performing safety sensitive duties for the first time. If the information obtained from previous employer indicates either a positive test or that a refusal to be tested occurred within the past two (2) years, that person will not be permitted to drive commercial vehicles unless subsequent information indicates that an evaluation by a substance abuse professional was made and return to duty testing was administered.

**9.11 Consequences for CDL Drivers of Engaging in Prohibited Behaviors and/or of Positive Drug or Alcohol Test Results.**

Employees found to have engaged in prohibited behavior or to have tested positive for drugs shall be subject to discipline up to and including termination from employment. The following provisions apply to those employees who are not terminated for their policy violations:

- a) If an employee tests positive for drugs or has an alcohol test that indicates a breath alcohol level of .04 or greater or any amount of THC or other drugs not prescribed by a doctor from a random, reasonable suspicion or post-accident test, or engages in prohibited conduct, the employee will

be immediately removed from duties requiring the driving of a commercial vehicle. The employee will not be permitted to return to work unless he/she:

- 1) Has been evaluated by a qualified substance abuse professional; and,
  - 2) If recommended by a substance abuse professional, has properly followed any rehabilitation prescribed; and,
  - 3) Has a verified negative result on a return-to-duty alcohol and/or drug test. Upon completion of a recommended rehabilitation program and successful return to work, an employee will be subject to follow-up random testing as recommended by the substance abuse professional, with a minimum of six (6) such unscheduled tests within the first twelve (12) months of returning to duty.
- b) Employees with a positive breath alcohol concentration shall be removed from the duty requiring the driving of a commercial vehicle for at least twenty four (24) hours. The time away from work shall be charged to vacation, sick leave, or leave without pay at the employee's option, and will be considered an unscheduled absence.

### **9.12 Workplace Privacy/Searches.**

The City cannot assume responsibility for any theft or damage to the personal belongings of City employees. Therefore, the City requests that employees avoid bringing valuable personal articles to work. Employees are solely responsible for ensuring that their personal belongings are secure while at work. Employees are further advised that work-related searches of an employee's work area, workspace, computer and/or electronic files on City property may be conducted without notice. Employees should have no expectation of privacy as to such items or locations.

### **9.13 Accident, Incident, & Claims Reporting Procedures.**

It is essential that all accidents and incidents are reported promptly and accurately. The City is *continuously* committed to maintaining a safe environment for their residents, users of city facilities and employees.

#### ***Incident Reporting***

Make accurate notes and record all details of any incident observed or brought to your attention. Report incidents on the same day. Be observant and accurate. Take pictures if possible.

Serious incidents shall be phoned in to the Department Manager, City Personnel Director or City Administrator's office immediately. A few examples of incidents that are required to be reported immediately are: any serious injury involving City property or personnel, auto or pedestrian injury, downed stop sign accident, police shootings, and large property loss. ***Do not admit liability or state that the City will take care of the damages.***

#### ***Communicating With the Public about Incidents***

An individual may come into City Hall wanting the "employee's opinion" as to what to do regarding an incident involving City liability. It is the policy of the City to respond in the following manner: If a member of the public feels the City is responsible for damages, then that individual has the right to file a claim. The City Administrator's office must be notified immediately of any inquiry being made so that a brief interview with the individual can be conducted. ***Do not admit liability or state that the City will take care of the damages. Refer all questions to the City Administrator's office.*** Do not discuss the incident with anyone other than your supervisor or other authorized personnel. Citizens that inquire about damages are to be

given the insurance *Tort Form*.

#### **9.14 Inclement Weather.**

The public's need for our services may be especially great during inclement weather. Therefore, it is particularly important for employees to report to work in a safe manner during inclement weather if the City does not declare an emergency closure. We do not want you to jeopardize your safety, however, if you cannot get to work or are delayed and you should try to reach your Department Manager as soon as possible to let him/her know. Non-exempt employees who are unable to get to work because of inclement weather conditions will be granted an authorized unpaid absence or may use vacation time. Non-exempt employees who arrive less than two (2) hours late because of inclement weather will be paid for their normal time. If you are more than two (2) hours late, you will be given a chance to make up the time if schedules and conditions permit. If you are released early by authorization of the Mayor or City Administrator due to weather conditions, you will be paid for the unworked time.

#### ***Managerial Procedures***

"Inclement weather" is defined as weather such as high winds, heavy rain, heavy snow, etc. Any employee unable to report to work, with prior approval of the supervisor, will be given the opportunity to make up the time during the same workweek, or may charge the time as they choose to accrued compensatory time; accrued vacation leave; or leave without pay. You should follow the same practice for emergencies. An "emergency" is defined as any condition which is beyond the control of the City as declared by the City Mayor, or his/her designee, such as earthquakes, explosions, major fires and an airplane crash. (This is only an illustrative list.) Employees who have reported to work and are released from work during an emergency situation shall be given the opportunity to make up the time during the same work week, or shall charge the time of such absence as listed above.

#### **9.15 Emergencies and Disaster Preparedness.**

Knowing what to do in an emergency increases the chances that you and everyone else will come through safely. Meanwhile, please keep the following in mind.

If you are advised to evacuate the building, either for a drill or in an actual emergency, do so calmly but swiftly and stay out of the building until you are advised that you may return.

In case of an earthquake, drop to the ground, seek protective cover under or near desks, tables or chairs in a kneeling or sitting position with hands holding onto table or chair legs. Stay there until movement ends.

In case of fire, turn on the alarm and leave the building through the closest available door. Do not try to put out the fire unless you are professionally trained.

In the case of an emergency, such as an earthquake, flood, winter storm and power outage, an employee may be required to report to the Emergency Operations Center (EOC).





## **10. CHANGES IN EMPLOYMENT**

Here at the City of Orting, we want change to be a positive experience.

### **10.01 Promotion, Demotion, and Transfer.**

It benefits both you and the City for you to be doing the job for which you are best suited. Accordingly, the City looks for opportunities for employees to move within the organization.

#### ***Promotion***

The City may fill vacancies above the entry level from within. Current employees receive first consideration for openings for which they have the knowledge, skills, and abilities, unless outside recruitment seems advisable. Vacant jobs are normally posted in the applicable Department and in City Hall. You may apply for a vacant position through the Human Resources office. If you apply for an open position, you generally will go through the City's normal recruitment and selection process. A promotion normally entails a wage increase.

#### ***Demotion***

Occasionally, it may be necessary for an employee to move to a lower paying job. This normally occurs when the employee is not satisfactorily performing the essential functions of the current job. It may also occur in lieu of layoff, when there is a lower paying position available. An employee is eligible for a demotion only if he or she possesses the minimum qualifications for the position. Demotion to a position in a lower classification is normally accompanied by a salary reduction to a level commensurate with the new position.

#### ***Transfer***

Vacant positions may also be filled through lateral transfer of qualified employees. A voluntary transfer request will be considered if the employee meets the requirements of the new position, has held the current position for at least six (6) months, has a satisfactory performance record and has had no disciplinary actions during the six (6) month period. If you are interested in a transfer, submit a written request for a transfer to your Department Manager, including the reason for the request, and the department and specific position desired. Your request will be forwarded to the Human Resource Office with a recommendation. Normal recruitment and selection procedures generally will be followed as with a promotion.

### **10.02 Layoff and Recall.**

Unfortunately, there may be times when the City must reduce employment because of lack of work, lack of funds, considerations of efficiency or other business reasons. Such reductions may result in layoffs. Layoffs may be temporary or permanent. Layoffs for represented employees will be handled in accordance with their labor agreements.

In making layoff selections for non-represented personnel, the City will generally lay off temporary employees, part-time employees and those with less than six (6) months of actual service in the affected job classification before laying off regular full-time personnel with more than six (6) months of service in the affected job classification. In making layoff decisions affecting full-time, non-represented employees with more than six (6) months of service to the City, the City may consider a number of factors, including seniority, job performance, and the extent to which each employee has the skills and abilities necessary to

do the remaining work as determined solely by the City in its discretion.

While Collective Bargaining Agreements may generally require layoff by seniority, it is usually in the employer's interest to maximize its ability to retain the "best" employees - sometimes that's those with the most seniority and sometimes it's not. The City may deviate from this selection order if the best interests of the City so dictate. Employees who have actually worked for the City for more than six (6) months and who have been selected for layoff will be given thirty (30) days' notice when possible. Employees with less than six (6) months of actual service to the City who have been selected for layoff will be give one (1) weeks' notice when possible. The City, in its discretion, may provide employees selected for layoff with payment in lieu of notice.

Laid off employees will be maintained on a recall list for one (1) year or until management determines the layoff is permanent, whichever occurs first. While laid off, an employee should make sure Human Resources has a current address, and let them know if you are unavailable for recall to the same position. Employees have seven (7) days after notice of recall to respond to the notice, or their names will be removed from the list. Further information about benefits, seniority and recall rights will be shared with you if you are chosen for layoff.

### **10.03 Separation from Employment.**

The employment relationship between the City and its employees is voluntary. All employees have the right to end the employment relationship if they deem it appropriate. Likewise, for all employees except those covered by a written agreement that modifies at-will status, the City can end the relationship at any time for any reason it deems appropriate.

#### ***Resignation***

If you decide to leave the employ of the City, please give written notice to your supervisor. Employees failing to give appropriate written notice may be ineligible for rehire. Supervisory and managerial employees should give four (4) weeks' written notice. All other employees should give at least two (2) weeks' written notice.

### **10.04 Separation Procedures.**

Separating and laid off employees will be asked to participate in an exit interview with a member of the City management staff on or before their last day of work to explore such issues as the reasons for the separation, the employee's suggestions for improving working conditions, any benefits issues, and to collect City property. Separating employees who desire the City to provide references on their employment will be asked to sign an authorization and release form for that purpose. References other than job title and dates of employment will not be given without such a release. Final pay checks are paid the next regular pay day.

### **CONCLUSION**

Again, we welcome you to your employment here at the City of Orting. We are pleased to have you on our team. We hope that this Personnel Policies and Procedures Manual has answered questions that you may have about our workplace. Please feel free at any time to present any questions to your supervisor. We look forward to working with you.

**CITY OF ORTING ACKNOWLEDGMENT OF RECEIPT**

I have received the City of Orting Personnel Policies and Procedures Manual (“Manual”) and understand that it is my responsibility to read these policies and ask questions about anything I do not understand.

I acknowledge that these policies are general guidelines only. They do not promise specific treatment in specific circumstances, they do not create an employment contract, and they do not guarantee employment for any length of time with the City. I understand, however, that the Manual contains policies that are very important to the City’s ability to provide a lawful and respectful work environment. I have reviewed the policies in the Manual, including but not limited to the Anti-Discrimination and Anti-Harassment policies, and I agree to comply with those policies. I understand that violation of City policies may result in discipline, up to and including discharge, subject to legal and collective bargaining agreement requirements.

I acknowledge that the City must be flexible in responding to the needs of the public or changes in the law, and that the City has therefore reserved the right to revise, supplement, clarify, deviate from or rescind any policy or portion of a policy when deemed appropriate by the City and in accordance with any applicable collective bargaining obligations.

The City does not have the authority to modify at-will employment status until that modification is in writing and signed by the City Administrator and/or City Council.

I understand that if I am covered by a collective bargaining agreement, then that contract will control in the event of any conflict with the policies in this Manual and that the agreement is the exclusive source of information regarding my benefits with the City.

Date: \_\_\_\_\_ Employee: \_\_\_\_\_  
(Print name)

Signature: \_\_\_\_\_



**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> Fire Investigation Services Agreement	<b>AB 2023-28</b>	Public Safety		
	<b>Department:</b>	Police		
	<b>Date Submitted:</b>	May 4, 2023		
<b>Cost of Item:</b>	<u>\$ 0</u>			
<b>Amount Budgeted:</b>	<u>\$ 0</u>			
<b>Unexpended Balance:</b>	<u>\$ 0</u>			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	ASAP			
<b>Submitted By:</b>	Devon Gabreluk			
<b>Fiscal Note:</b> No change in funding				
<b>Attachments:</b> Fire Investigations Services Agreement				
<b>SUMMARY STATEMENT:</b>				
<p>The city has an existing ILA with the Pierce County Fire Marshall for fire investigation services. Fire investigators look at the origin, cause, and circumstances that give rise to fire which is a highly technical and specialized skill that generally falls outside of the scope of training provided to law enforcement agencies and their personnel. The responsibility for investigating the origin, cause, circumstances, and extent of loss of all fires that occur within the boundaries of a city falls upon the Fire Chief of city Fire Department. In unincorporated areas of the County, this responsibility falls upon the county fire marshal. In cases where no city Fire Chief exists due to a municipality contracting with a county fire district to provide for fire protection services, the municipality may enter into an agreement for fire investigation services with the county fire marshal directly. While in all cases, the Chief of Police has concurrent investigative authority, it does not have staff capable of adequately investigating the cause of suspicious fires.</p> <p>This agreement would be a successor agreement to our existing ILA, and would be in place until 2027. The cost is based on a 5-year rolling average of our previous investigation experience. For 2023 the fee is \$3,284.55 based on a 1.8 fires per year experience.</p>				
<b>RECOMMENDED ACTION:</b> Move Forward to The Consent Agenda for The May , 2023 Meeting.				
<b>FUTURE MOTION:</b> <i>To Authorize the Mayor to Sign the updated Interlocal agreement for fire investigation services provided by County Fire Marshall.</i>				

## AGREEMENT FOR FIRE INVESTIGATION SERVICES

THIS AGREEMENT is made and entered into by and between PIERCE COUNTY, a political subdivision of the State of Washington, (hereinafter referred to as "County") and the City of ORTING, a municipal corporation of the State of Washington, (hereinafter referred to as "City")

WHEREAS, RCW 43.44.050(1)(a) provides that within a city or town, the chief of a fire department has the responsibility for investigating the origin, cause, circumstances, and extent of loss of all fires within the city or town limits of the city or town; and

WHEREAS, RCW 43.44.050(1)(b) provides that within the unincorporated areas of the county, the county fire marshal or other fire official so designated by the county legislative authority has the responsibility for investigating the origin, cause, circumstances, and extent of loss of all fires within the unincorporated areas of the county; and

WHEREAS, RCW 43.44.050(3) provides that cities, towns, agencies and counties may enter into agreements pursuant to Chapter 39.34 RCW to meet the responsibility required by RCW 43.44.050; and

WHEREAS, County and City believe it to be in the best interests of their citizens that County provide fire investigation services within the City jurisdiction in the event of a fire or explosion or related occurrence; NOW THEREFORE,

### IT IS HEREBY AGREED AS FOLLOWS:

1. Purpose. It is the purpose of this agreement to provide an economical mechanism to provide for the determination of origin and cause of fires, explosions or related occurrences and to conduct such investigations in a competent manner and to pursue such fire investigations to a reasonable conclusion.
2. Duration. The duration of this agreement shall be that period commencing on the 1st day of January 2023 and terminating at midnight on the 31st day of December 2027, unless this agreement is extended or terminated in accordance with the terms hereof.
3. Definitions. As used in this agreement, the following definitions will apply.
  - A. "Fire Investigation" means the process of determining the origin, cause, development and circumstances of a fire or explosion and following the facts to a reasonable conclusion.
  - B. "Fire Investigator" means an employee of the Pierce County Fire Prevention Bureau fully trained and equipped to conduct competent, complete and accurate fire investigations.
  - C. "On-Call" means a Fire Investigator immediately available for response

(or consultation) to a Fire Investigation or related incident 24 hours per day, 7 days per week, 365 days per year.

4. Services. County shall provide fire investigation services in compliance with Chapter 43.44.050 RCW in a professional manner and fashion utilizing recognized techniques, practices and skills as associated with fire investigation throughout the United States. County shall perform all services as specified in Attachment “A”.

5. Records Management. County shall provide copies of all complete fire investigation reports prepared by County to City, or all records prepared, owned, used or retained by Pierce County related to performance of these services shall be made available to the City upon request. City shall be the custodian of such complete fire investigation reports pursuant to State law, and the County agrees to assist the City with its obligations under the Washington Public Records Act, RCW 42.56 as requested by the City. County shall release no reports or information concerning any fire investigation performed for City without written authorization by City, and the County shall notify the City of any public disclosure requests the County receives related to the performance of the services under the Agreement including copies of all responses thereto.

6. Compensation. City shall pay County upon execution of this agreement the sum of \$1,824.75, per year for all services rendered under the terms of this agreement. The number of fire investigations billed for the year is based upon a five-year rolling average of response history in the City. The first year (2023) compensation shall be \$3,284.55 based upon 1.8 fire investigations per year average. Payment is due and payable on March 31, 2023, and on January 31 for subsequent years of the contract. The County may request an increase to the \$1,824.75 annual rate for subsequent years, provided the increase shall be limited to the greater of the previous year’s January to December Consumer Price Index for the Seattle urban area or the rolling average fire investigation response history for the past five years in the City, not taking into account the most recent year. Additionally, the parties may negotiate a new annual rate concurrent with an amendment to the scope of services (set out in Attachment “A”) as agreed upon by the parties.

7. Termination. Either party may terminate this agreement upon ninety (90) days written notice to the other party. Notices and other communications shall be transmitted in writing by U.S. Mail, postage prepaid, addressed to the parties as follows:

If to Pierce County, to: Pierce County, DEM Director  
2501 S 35<sup>th</sup> St, Suite D  
Tacoma, WA 98409

If to City of Orting: City of Orting, Office of the City Mayor  
PO BOX 489  
Orting, WA 98360

Upon termination, the City shall be refunded the prorated amount of its annual payment that has been paid for any portion remaining in the annual term.

8. Renewal. This agreement may be renewed for agreed upon terms upon the mutual agreement of the parties as signified by a Memorandum of Renewal signed by the duly authorized representatives of each of the parties.

9. Hold Harmless and Indemnification. Each party shall defend, indemnify and hold harmless the other from liability or any claim, demand or suit arising because of said party's negligence or intentional acts. Each party shall promptly notify the other of any such claim.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of City, its officers, officials, employees and agents, and County, its officers, officials, employees and agents, each party's liability hereunder shall be only to the extent of that party's negligence.

The foregoing indemnity is specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them. Each party's duty to indemnify shall survive the termination or expiration of the Agreement.

The parties agree to either self-insure or purchase policies of insurance covering the matters contained in this Agreement with coverage's of not less than \$1,000,000 per occurrence with \$2,000,000 aggregate limits including professional liability and auto liability coverages.

10. General. Neither party may assign or transfer this contract or any rights or obligations hereunder without the prior written consent of the other party. This contract constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this contract requested by either party may only be affected if mutually agreed upon in writing by duly authorized representatives of the parties hereto.

11. Breach of Contract. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this contract shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

12. Third Party Beneficiaries. This Agreement is made and entered into for the sole protection and benefit of the parties hereto. No other person or entity shall have any right of action or interest in this Agreement based upon any provision set forth herein.

13. Independent Contractor. The Parties intend that an independent contractor relationship will be created by this Agreement. Pierce County shall be an independent contractor and not the agent or employee of the City, that the City is interested only in the results to be achieved and that the right to control the particular manner, method and means in which the services are performed is solely within the discretion of Pierce County. Any and all employees who provide services to the City under this Agreement shall be deemed employees solely of

Pierce County, and Pierce County shall be solely responsible for the conduct and actions of all its employees under this Agreement and any liability that may attach thereto. Likewise, no agent, employee, servant or representative of the City shall be deemed to be an employee, agent, servant or representative of Pierce County for any purpose.

14. No Joint Entity; Property and Equipment. The parties do not intend by this agreement to create a separate legal or administrative entity. The parties agree that ownership of all property and equipment utilized in conjunction with providing the services shall remain with the original owner, unless otherwise specifically and mutually agreed to by the parties to this Agreement.

15. Posting or Filing. This Agreement shall be filed or posted by the City with such offices or agencies as required by chapter 39.34 RCW.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed, such parties acting by their representatives being thereunto duly authorized.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**PIERCE COUNTY**

**CITY OF ORTING**

Recommended:

By \_\_\_\_\_ Date \_\_\_\_\_  
Ken Rice  
Fire Marshal

By \_\_\_\_\_ Date \_\_\_\_\_  
Josh Penner  
City of Orting Mayor

Approved as to legal form only:

Attest:

By \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Prosecuting Attorney

By \_\_\_\_\_ Date \_\_\_\_\_  
Scott Larson  
City Administrator

Recommended:

By \_\_\_\_\_ Date \_\_\_\_\_  
Finance

Approved:

By \_\_\_\_\_ Date \_\_\_\_\_  
Jody Ferguson  
Director



ATTACHMENT “A”

**City of Orting**

2023 – 2027 Fire Investigation Services Work Plan

1. Provide an On-Call Fire Investigator(s) available to respond to Fire Investigation incidents 24 hours per day, 365 days per year.
2. Provide all necessary training, equipment and supplies required to respond to and conduct complete, quality Fire Investigations.
3. Provide appropriate supervision of Fire Investigation Services program and assigned personnel.
4. Provide necessary assistance to City law enforcement and prosecution personnel as it relates to Fire Investigations.
5. Provide additional support and resources (staffing and material) as necessary to conduct complete, quality Fire Investigations.
6. Provide copies of all reports completed by Fire Investigators related to Fire Investigations within City.
7. Provide Expert testimony in court relative to Fire Investigations conducted in City.
8. Provide training for City’s fire department personnel in Fire Investigation and Arson recognition.



## 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>AB 2023-44</b>	Public Safety		<b>5.10.2023</b>
Resolution No. 2023-08 - Notification to Council upon certain changes to SWAT ILA				
	<b>Department:</b>	Police		
	<b>Date Submitted:</b>	<b>5.4.2023</b>		
<b>Cost of Item:</b>	\$ 0			
<b>Amount Budgeted:</b>	\$ 0			
<b>Unexpended Balance:</b>	\$ 0			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	ASAP			
<b>Submitted By:</b>	Devon Gabreluk			
<b>Fiscal Note:</b> No change in funding				
<b>Attachments:</b> Resolution NO. 2023-08				
<b>SUMMARY STATEMENT:</b>				
A proposed resolution requiring notifications that must be made by the Police Chief upon changes to the number of signatory agencies comprising the SWAT ILA.				
<b>RECOMMENDED MOTION:</b>				
To Authorize the Mayor to Sign Resolution No. 2023-08 requiring notification to council upon certain changes to the SWAT ILA with an immediate effective date.				

**CITY OF ORTING  
WASHINGTON**

**RESOLUTION NO. 2023-08**

**A RESOLUTION OF THE CITY OF ORTING, WASHINGTON, IMPOSING A REQUIREMENT THAT CERTAIN NOTIFICATIONS BE MADE UPON CHANGES TO MEMBER AGENCY PARTICIPANTS THAT COMPRISE THE SOUTH SOUND SWAT TEAM, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS** the City of Orting has entered into a multi-jurisdictional mutual aid agreement created under the Interlocal Cooperation Act (Chapter 39.34 RCW) and the Mutual Aid Peace Officers Powers Act (chapter 10.93 RCW) between the Cities of Bonney Lake, Fife, Milton, Orting, Puyallup, Sumner, and DuPont (the "Signatory Agencies") to provide mutual aid and support for a multi-jurisdictional SWAT Team (the "Agreement"); and

**WHEREAS**, oversight and management of the SWAT Team is governed by an Executive Board, known as the Oversight Committee ("OC") comprised of the Chief Law Enforcement Officer (or his/her designee) from each Signatory Agency; and

**WHEREAS**, additional agencies may become parties to Agreement if approved by a majority vote of the OC; and

**WHEREAS**, the Orting City Council wants to be kept apprised of any changes made to the number of signatory agencies that make up the Agreement;

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

**Section 1. Required notification to Public Safety Committee or City Council :**

- A. When the City of Orting Police Chief becomes aware of changes made to the number of Signatory Agencies participating in Agreement, he or she must make notice to the Orting City Council via the Public Safety Committee at the next regularly scheduled Public Safety Committee meeting.
- B. In the event that the next regularly scheduled Public Safety Committee meeting is to occur on a date that is more than 30 days in the future, the City of Orting Police Chief shall notify the Orting City Council in writing, within 15 days of becoming aware of changes. Notification to Council shall be made via the City Administrator and the Orting City Clerk.

**Section 2. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this Resolution.

**Section 3. Effective Date.** This Resolution shall take effect immediately upon its passage.

**Section 4. Corrections Authorized.** The City Clerk is authorized to make necessary corrections to this Resolution, including but not limited to correction of clerical errors.

**PASSED BY THE CITY COUNCIL AT THE CITY COUNCIL MEETING THEREOF ON THE 10th DAY OF MAY 2023.**

CITY OF ORTING

ATTEST/AUTHENTICATED:

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

\_\_\_\_\_  
Kimberly Agfalvi, City Clerk

Approved as to form:

\_\_\_\_\_  
Charlotte Archer, City Attorney  
Inslee Best, PLLC



**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>  2022 Annual Financial Report.	<b>AB23-51</b>			<b>5.10.2023</b>
	<b>Department:</b>	Finance		
	<b>Date Submitted:</b>	<b>5.4.2023</b>		
<b>Cost of Item:</b>	N/A			
<b>Amount Budgeted:</b>	N/A			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	<b>Council Review</b>			
<b>Submitted By:</b>	<b>Gretchen Russo</b>			
<b>Fiscal Note: None</b>				
<b>Attachments:</b> 2022 Annual Financial Report				
<b>SUMMARY STATEMENT:</b>				
<p>City staff complete an annual report that is due to the State Auditor at the end of May. The attached fiscal year 2022 report is complete and ready for submission to the State Auditor. This report will be audited by Washington State Auditor’s Office sometime this year based on their availability. When this audit is complete, staff will bring back an audited report.</p>				
<b>RECOMMENDED ACTION:</b>				
Review only.				

**City of Orting**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2022**

		Total for All Funds (Memo Only)	001 Current Expense	101 City Streets	104 Cemetery
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	19,563,282	1,657,641	486,297	90,872
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	4,313,915	3,359,846	415,699	-
320	Licenses and Permits	300,134	300,134	-	-
330	Intergovernmental Revenues	2,081,461	333,411	260,864	-
340	Charges for Goods and Services	6,429,466	277,288	-	59,253
350	Fines and Penalties	100,928	52,178	-	-
360	Miscellaneous Revenues	519,198	204,534	39,882	1,198
Total Revenues:		<u>13,745,102</u>	<u>4,527,391</u>	<u>716,445</u>	<u>60,451</u>
<b>Expenditures</b>					
510	General Government	1,094,304	1,094,304	-	-
520	Public Safety	2,349,718	2,349,592	-	-
530	Utilities	3,555,235	-	-	90,845
540	Transportation	361,778	11,981	349,797	-
550	Natural/Economic Environment	164,245	164,245	-	-
560	Social Services	3,354	3,354	-	-
570	Culture and Recreation	492,089	194,267	-	-
Total Expenditures:		<u>8,020,723</u>	<u>3,817,743</u>	<u>349,797</u>	<u>90,845</u>
Excess (Deficiency) Revenues over Expenditures:		<u>5,724,379</u>	<u>709,648</u>	<u>366,648</u>	<u>(30,394)</u>
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	2,472,645	2,442,789	-	29,856
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	8,703	8,703	-	-
Total Other Increases in Fund Resources:		<u>2,481,348</u>	<u>2,451,492</u>	<u>-</u>	<u>29,856</u>
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	2,557,062	70,632	381,702	10,172
591-593, 599	Debt Service	232,498	49,017	-	-
597	Transfers-Out	2,472,645	29,856	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	200	200	-	-
Total Other Decreases in Fund Resources:		<u>5,262,405</u>	<u>149,705</u>	<u>381,702</u>	<u>10,172</u>
<b>Increase (Decrease) in Cash and Investments:</b>		<b><u>2,943,322</u></b>	<b><u>3,011,435</u></b>	<b><u>(15,054)</u></b>	<b><u>(10,710)</u></b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	980,717	-	-	-
50831	Restricted	365,035	-	-	-
50841	Committed	21,160,846	4,669,067	471,242	80,161
50851	Assigned	-	-	-	-
50891	Unassigned	-	-	-	-
<b>Total Ending Cash and Investments</b>		<b><u>22,506,598</u></b>	<b><u>4,669,067</u></b>	<b><u>471,242</u></b>	<b><u>80,161</u></b>

**City of Orting**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2022**

		105 Parks Department	107 Tourism Fund	108 TBD
<b>Beginning Cash and Investments</b>				
308	Beginning Cash and Investments	342,115	5,085	280,434
388 / 588	Net Adjustments	-	-	-
<b>Revenues</b>				
310	Taxes	536,411	753	20
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	194,000	-	-
340	Charges for Goods and Services	18,269	-	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	15,142	93	4,634
Total Revenues:		763,822	846	4,654
<b>Expenditures</b>				
510	General Government	-	-	-
520	Public Safety	-	-	-
530	Utilities	-	-	-
540	Transportation	-	-	-
550	Natural/Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	297,822	-	-
Total Expenditures:		297,822	-	-
Excess (Deficiency) Revenues over Expenditures:		466,000	846	4,654
<b>Other Increases in Fund Resources</b>				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	-	-	-
385	Special or Extraordinary Items	-	-	-
381, 382, 389, 395, 398	Other Resources	-	-	-
Total Other Increases in Fund Resources:		-	-	-
<b>Other Decreases in Fund Resources</b>				
594-595	Capital Expenditures	12,837	-	36,616
591-593, 599	Debt Service	-	-	-
597	Transfers-Out	-	-	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		12,837	-	36,616
<b>Increase (Decrease) in Cash and Investments:</b>		<b>453,163</b>	<b>846</b>	<b>(31,962)</b>
<b>Ending Cash and Investments</b>				
50821	Nonspendable	-	-	-
50831	Restricted	332,293	-	-
50841	Committed	462,988	5,931	248,472
50851	Assigned	-	-	-
50891	Unassigned	-	-	-
<b>Total Ending Cash and Investments</b>		<b>795,281</b>	<b>5,931</b>	<b>248,472</b>

**City of Orting**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2022**

		109 ARPA - Coronavirus	120 Police Department Drug	320 Transportation Impact	401 Water
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	1,203,529	127	349,548	2,475,399
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	1,202,906	-	-	-
340	Charges for Goods and Services	-	-	49,450	2,284,009
350	Fines and Penalties	-	-	-	48,750
360	Miscellaneous Revenues	36,354	-	3,856	37,676
Total Revenues:		1,239,260	-	53,306	2,370,435
<b>Expenditures</b>					
510	General Government	-	-	-	-
520	Public Safety	-	126	-	-
530	Utilities	-	-	-	1,356,684
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		-	126	-	1,356,684
Excess (Deficiency) Revenues over Expenditures:		1,239,260	(126)	53,306	1,013,751
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	-	-	-	-
Total Other Increases in Fund Resources:		-	-	-	-
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	-	-	-	111,279
591-593, 599	Debt Service	-	-	-	183,481
597	Transfers-Out	2,442,789	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		2,442,789	-	-	294,760
<b>Increase (Decrease) in Cash and Investments:</b>		<b>(1,203,529)</b>	<b>(126)</b>	<b>53,306</b>	<b>718,991</b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	-	-	-
50841	Committed	-	1	402,853	3,194,393
50851	Assigned	-	-	-	-
50891	Unassigned	-	-	-	-
<b>Total Ending Cash and Investments</b>		<b>-</b>	<b>1</b>	<b>402,853</b>	<b>3,194,393</b>



**City of Orting**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2022**

	<u>408 Wastewater</u>	<u>410 Stormwater</u>	<u>701 Cemetery Perpetual Fund</u>
<b>Beginning Cash and Investments</b>			
308	Beginning Cash and Investments	9,168,661	2,497,246
388 / 588	Net Adjustments	-	-
<b>Revenues</b>			
310	Taxes	-	1,186
320	Licenses and Permits	-	-
330	Intergovernmental Revenues	-	90,280
340	Charges for Goods and Services	2,705,665	1,035,532
350	Fines and Penalties	-	-
360	Miscellaneous Revenues	136,821	31,877
	<b>Total Revenues:</b>	<u>2,842,486</u>	<u>1,158,875</u>
<b>Expenditures</b>			
510	General Government	-	-
520	Public Safety	-	-
530	Utilities	1,411,607	696,099
540	Transportation	-	-
550	Natural/Economic Environment	-	-
560	Social Services	-	-
570	Culture and Recreation	-	-
	<b>Total Expenditures:</b>	<u>1,411,607</u>	<u>696,099</u>
	<b>Excess (Deficiency) Revenues over Expenditures:</b>	<u>1,430,879</u>	<u>462,776</u>
<b>Other Increases in Fund Resources</b>			
391-393, 596	Debt Proceeds	-	-
397	Transfers-In	-	-
385	Special or Extraordinary Items	-	-
381, 382, 389, 395, 398	Other Resources	-	-
	<b>Total Other Increases in Fund Resources:</b>	<u>-</u>	<u>-</u>
<b>Other Decreases in Fund Resources</b>			
594-595	Capital Expenditures	1,765,408	168,416
591-593, 599	Debt Service	-	-
597	Transfers-Out	-	-
585	Special or Extraordinary Items	-	-
581, 582, 589	Other Uses	-	-
	<b>Total Other Decreases in Fund Resources:</b>	<u>1,765,408</u>	<u>168,416</u>
	<b>Increase (Decrease) in Cash and Investments:</b>	<u>(334,529)</u>	<u>294,360</u>
<b>Ending Cash and Investments</b>			
50821	Nonspendable	-	523,380
50831	Restricted	-	5,866
50841	Committed	8,834,136	2,791,602
50851	Assigned	-	-
50891	Unassigned	-	-
	<b>Total Ending Cash and Investments</b>	<u>8,834,136</u>	<u>2,791,602</u>
			<u>529,246</u>

**City of Orting**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2022**

		<u>704 Skinner Estate Fund</u>
<b>Beginning Cash and Investments</b>		
308	Beginning Cash and Investments	480,813
388 / 588	Net Adjustments	-
<b>Revenues</b>		
310	Taxes	-
320	Licenses and Permits	-
330	Intergovernmental Revenues	-
340	Charges for Goods and Services	-
350	Fines and Penalties	-
360	Miscellaneous Revenues	3,400
Total Revenues:		<u>3,400</u>
<b>Expenditures</b>		
510	General Government	-
520	Public Safety	-
530	Utilities	-
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	-
Total Expenditures:		<u>-</u>
Excess (Deficiency) Revenues over Expenditures:		3,400
<b>Other Increases in Fund Resources</b>		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		<u>-</u>
<b>Other Decreases in Fund Resources</b>		
594-595	Capital Expenditures	-
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		<u>-</u>
<b>Increase (Decrease) in Cash and Investments:</b>		<b>3,400</b>
<b>Ending Cash and Investments</b>		
50821	Nonspendable	457,337
50831	Restricted	26,876
50841	Committed	-
50851	Assigned	-
50891	Unassigned	-
<b>Total Ending Cash and Investments</b>		<u><b>484,213</b></u>

**City of Orting**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2022**

Federal Agency (Pass-Through Agency)	Federal Program	ALN Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
<b>Economic Development Cluster</b>								
ECONOMIC DEVELOPMENT ADMINISTRATION, COMMERCE, DEPARTMENT OF	Economic Adjustment Assistance	11.307		-	6,900	6,900	-	1, 2, 3
<b>Total Economic Development Cluster:</b>				<b>-</b>	<b>6,900</b>	<b>6,900</b>	<b>-</b>	
OFFICE OF JUSTICE PROGRAMS, JUSTICE, DEPARTMENT OF (via Attorney General of WA)	National Sexual Assault Kit Initiative	16.833	RU-22-27	3,875	-	3,875	-	1, 2, 3
<b>Highway Planning and Construction Cluster</b>								
FEDERAL HIGHWAY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via WSDOT)	Highway Planning and Construction	20.205	STUPL 3284 LA 9906	121,756	-	121,756	-	1, 2, 3
<b>Total Highway Planning and Construction Cluster:</b>				<b>121,756</b>	<b>-</b>	<b>121,756</b>	<b>-</b>	
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE	CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS	21.027		-	2,408,812	2,408,812	-	1, 2, 3
<b>Total Federal Awards Expended:</b>				<b>125,631</b>	<b>2,415,712</b>	<b>2,541,343</b>	<b>-</b>	

*The accompanying notes are an integral part of this schedule.*

City of Orting  
**MCAG NO. 0594**

**Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2022**

Note 1 – Basis of Accounting

This schedule is prepared on the same basis of accounting as the city's financial statements. The city uses the cash basis of accounting as prescribed in the BARS Manual for Washington State.

Note 2 – Federal De Minimis Indirect Cost Rate

The city has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance

Note 3 - Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the city's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**City of Orting**  
**Schedule of Expenditures of State Financial Assistance**  
**For the Year Ended December 31, 2022**

State Agency Name	Program Title	Identification Number	Total
State Grant from Department of Commerce	162 Pedestrian Bridge	18-96616-128	604
		<b>Sub-Total:</b>	<b>604</b>
		<b>Total State Grants Expended:</b>	<b>604</b>

**City of Orting**  
**Schedule of Liabilities**  
**For the Year Ended December 31, 2022**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
<b>General Obligation Debt/Liabilities</b>						
263.51	2018 Police Vehicle	11/7/2023	86,010	-	45,192	40,818
	<b>Total General Obligation Debt/Liabilities:</b>		<b>86,010</b>	<b>-</b>	<b>45,192</b>	<b>40,818</b>
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>						
259.12	Compensated Absences		301,394	106,846	-	408,240
264.30	Pension Liabilities		140,527	205,960	-	346,487
263.82	North End Reservoir	10/1/2029	1,310,574	-	163,821	1,146,753
	<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>		<b>1,752,495</b>	<b>312,806</b>	<b>163,821</b>	<b>1,901,480</b>
	<b>Total Liabilities:</b>		<b>1,838,505</b>	<b>312,806</b>	<b>209,013</b>	<b>1,942,298</b>

**Summary of Bank Reconciliations  
For the Fiscal Year ended December 31, 2022**

Cash BARS Schedule 06 Instructions Link

Bank & Investment Account Name  (1)	From Bank Statements					Ending Bank Balance  (7)
	Beginning Bank Balance  (2)	Deposits		Withdrawals		
		Receipts  (3)	Inter-bank transfers In  (4)	Disbursements  (5)	Inter-bank transfers out  (6)	
KeyBank General	\$ 2,947,916	\$ 12,566,778		\$ 6,590,890	\$ 6,732,980	\$ 2,190,824
Interbank Transfers from GF to ZBA	\$ -		\$ 6,732,980	\$ 6,732,980		\$ -
US Bank Investments	\$ 3,534,837	\$ 1,986,679		\$ 2,034,771		\$ 3,486,745
LGIP	\$ 14,469,767	\$ 3,294,501				\$ 17,764,267
KeyBank Court	\$ 17,127		\$ 136,499		\$ 139,696	\$ 13,930
	\$ -					\$ -
<b>Bank Totals</b>	<b>\$ 20,969,647</b>	<b>\$ 17,847,957</b>	<b>\$ 6,869,479</b>	<b>\$ 15,358,641</b>	<b>\$ 6,872,676</b>	<b>\$ 23,455,765</b>

Reconciling Items						
Beginning deposits in transit (8)	\$ 32,131	\$ (32,131)				
Year-end deposits in transit (9)		\$ 37,167				\$ 37,167
Beginning outstanding & open period items (10)	\$ (1,383,879)			\$ (1,383,879)		
Year-end outstanding & open period items (11)				\$ 965,419		\$ (965,419)
NSF checks (12)		\$ (10,961)		\$ (10,961)		
Cancellation of unredeemed checks/warrants (13)		\$ 29,654				
Interfund transactions (14)		\$ (1,197,131)		\$ (1,197,131)		
Netted transactions (15)		\$ (59,538)		\$ (59,538)		
Authorized balance of revolving, petty cash and change funds (16)	\$ 350					\$ 350
Other reconciling items, net (17) (633 )	\$ (17,127)	\$ (49,273)		\$ (48,683)		\$ (2,010)
Reinvested Interest		\$ (280,842)		\$ (280,842)		
Bank Adjustments				\$ (2,180)		
Bond postings	\$ (31,137)					\$ 59
<b>Reconciling Items Totals</b>	<b>\$ (1,399,662)</b>	<b>\$ (1,563,054)</b>		<b>\$ (2,017,795)</b>		<b>\$ (929,853)</b>

	From General Ledger				
	Beginning Cash & Investment Balance  (19)	Revenues & Other Increases  (20)		Expenditures & Other Decreases  (21)	Ending Cash & Investment Balance  (22)
	C4/C5 or Trial Balance Totals (18)	\$ 19,569,984	\$ 16,287,744		\$ 13,331,811
<b>Unreconciled Variance (23)</b>	<b>\$ 1</b>	<b>\$ (2,841)</b>		<b>\$ 9,035</b>	<b>\$ (0)</b>

**City of Orting**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2022**

**Note 1 - Summary of Significant Accounting Policies**

The City of Orting was incorporated on April 22, 1889 and operates under the laws of the state of Washington applicable to an optional code city with a Mayor-Council form of government. The City of Orting is a general purpose local government and provides public safety, street improvement, parks and recreation, and general administrative services. In addition, the City owns and operates a water, sewer and stormwater system.

The City of Orting reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements. (see note to the financial statements)
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:



## GOVERNMENTAL FUND TYPES:

### General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

### Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

### Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

### Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

### Permanent Funds

These funds account for financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support programs for the benefit of the government or its citizenry.

## PROPRIETARY FUND TYPES:

### Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

## FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

### Private-Purpose Trust Funds

These funds report all trust arrangements under which principal and income benefit individuals, private organizations or other governments.

#### Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

#### B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the City of Orting also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

#### C. Cash and Investments

See Note 4, *Deposits and Investments*.

#### D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 5 years. Capital assets and inventory are recorded as capital expenditures when purchased.

#### E. Compensated Absences

Vacation leave may be accumulated up to thirty days and is payable upon separation or retirement. Sick leave may be accumulated up to 960 hours. Upon separation or retirement non-management employees receive payment for unused sick leave depending on their tenure. Upon separation or retirement managers receive 25% of a maximum accumulation of 960 hours of sick leave. Payments are recognized as expenditures when paid.

#### F. Long-Term Debt

See Note 5, *Long-term Debt*

#### G. Reserved Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as committed when it is subject to restrictions on use imposed by the budget established by the city's legislative body. Beginning and Ending Cash Investments are reported as restricted or nonspendable when restrictions on use are imposed by external parties. When expenditures that meet restrictions are incurred, the city intends to use reserved resources first before using unreserved amounts.

Reservations of Ending Cash and Investments consist of:

Fund	Ending Cash & Investments	Reserved Type
Current Expense	\$4,669,067.21	Committed
City Streets	\$471,241.69	Committed
Cemetery	\$80,161.35	Committed
Parks Department	\$332,292.77	Restricted
Parks Department	\$462,987.58	Committed
Tourism Fund	\$5,931.26	Committed
TBD	\$248,472.03	Committed
Police Department Drug	\$.72	Committed
Transportation Impact	\$402,853.03	Committed
Water	\$3,194,393.19	Committed
Wastewater	\$8,834,135.84	Committed
Stormwater	\$2,791,602.29	Committed
Treasurer's Trust	\$2,009.51	Nonspendable
Evidence/Property	\$5,384.11	Nonspendable
Cemetery Perpetual Fund	\$5,866.15	Restricted
Cemetery Perpetual Fund	\$523,380.40	Nonspendable
Skinner Estate Fund	\$26,876.27	Assigned
Skinner Estate Fund	\$457,337.02	Nonspendable

**Note 2 – Budget Compliance**

A. Budgets

The City of Orting adopts annual appropriated budgets. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund	Final Appropriated Amounts	Actual Expenditures	Variance
Current Expense	6,219,508.00	3,967,455.54	2,252,052.46
City Streets	2,242,824.13	733,499.86	1,511,324.27
Cemetery	101,024.00	101,017.42	6.58
Parks Department	348,183.00	310,655.50	35,527.50
Tourism Fund	5,000.00	0.00	5,000.00
TBD	280,834.00	36,616.25	244,217.75
ARPA - Coronavirus	2,442,790	2,442,789.41	.59
Police Department Drug	126.00	126.00	0.00
Transportation Impact	371,138.00	0	371,138.00
Water	2,011,498.98	1,651,439.78	360,059.20
Wastewater	14,804,210.24	3,177,011.46	11,627,198.78
Stormwater	3,543,232.43	864,517.13	2,678,715.30
Cemetery Perpetual Fund	0.00	0.00	0.00
Skinner Estate Fund	2,000.00	0.00	2,000.00

Budgeted amounts are authorized to be transferred between departments within any fund/object classes within departments, however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the city's legislative body.

**Note 3 – Deposits and Investments**

Investments are reported at original cost. Investments by type at December 31, 2022 are as follows:

<u>Type Deposit or Investment</u>	<u>City's own investments</u>	<u>Investments held by city as an agent for other local governments, individuals or private organizations.</u>	<u>Total</u>
Bank deposits	\$ 2,204,753.20	\$0.00	\$ 2,204,753.20
L.G.I.P.	\$ 17,764,267.10	\$0.00	\$17,764,267.10
U.S. Government & Agency Securities	\$ 3,486,745.00	\$0.00	\$ 3,486,745.00
Total	\$23,455,765.30	\$0.00	\$23,455,765.30

It is the city's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

### Investments in the State Local Government Investment Pool (LGIP)

The city is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at [www.tre.wa.gov](http://www.tre.wa.gov).

### Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the city would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The city's deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the city or its agent in the government's name.

### Note 4 – Long Term Debt

#### Debt Service

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the city and summarizes the city's debt transactions for year ended December 31, 2022.

The debt service requirements for general obligation bonds, revenue bonds and loans are as follows:

	Interest	Principal	Total
2022	\$23,484.89	\$209,013.26	\$232,498.15
2023	\$18,335.02	\$204,639.96	\$222,974.98
2024	\$14,743.96	\$163,821.81	\$178,565.77
2025	\$12,286.64	\$163,821.81	\$176,108.45
2026	\$9,829.31	\$163,821.81	\$173,651.12
2027-2029	14,743.96	\$491,465.47	\$506,209.43
TOTALS	\$93,423.78	\$1,396,584.12	\$1,490,007.90

**Note 5 -Other Disclosures**

The City has recorded in its financial statements all material liabilities, including an estimate for situations which are not yet resolved but where, based on available information, management believes it is probable that the City will have to make payment. In the opinion of management, the City’s insurance policies are adequate to pay all known or pending claims. The City is a party to various legal proceedings which normally occur in the course of governmental operations. The City has received a tort claim form for an employment matter that involves claims for significant damages against the City. Currently, the City is unable to provide an opinion as to the ultimate outcome of the case or the amount of damages that may be found. While the outcome of this proceeding cannot be predicted with certainty, the City feels that any settlement or judgment not covered by insurance would not have a materially adverse effect on the financial condition of the City.

**Note 6 -Pension Plans**

A. State Sponsored Pension Plans

Substantially all city’s full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems  
Communications Unit  
P.O. Box 48380  
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

At June 30, 2022 (the measurement date of the plans), the city’s proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$76,267	.012444%	\$346,487

## LEOFF Plan 2

The city also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

## **Note 7 - Property Tax**

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the city. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The city's regular levy for the year 2022 was \$1.212545 per \$1,000 on an assessed valuation of \$1,134,141,423 for a total regular levy of \$1,375,197.81.

## **Note 8 – Risk Management**

City of Orting is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, with a deductible of \$1,000 for vehicles and a \$25,000 deductible for property. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

All Members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security & privacy, event management, and cyber extortion, with limits up to \$1 million and subject to member deductibles, sublimits, and a \$5 million pool aggregate. Premises pollution liability provides Members with a \$2 million incident limit and \$10 million pool aggregate subject to a \$100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property

coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

#### **Note 8 – Health & Welfare**

The City of Orting is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance, or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2022, 262 cities/towns/non-city entities participate and have enrollment in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members.

In April 2020, the Board of Trustees adopted a large employer policy, requiring newly enrolling groups with 600 or more employees to submit medical claims experience data in order to receive a quote for medical coverage. Outside of this, the AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members.



The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, Willamette Dental Group, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-city entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2022, the AWC Trust HCP purchased medical stop loss insurance for Regence/Asuris and Kaiser plans at an Individual Stop Loss (ISL) of \$1.5 million through United States Fire Insurance Company. The aggregate policy is for 200% of expected medical claims.

Participating employers contract to remain in the AWC Trust HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the AWC Trust HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the AWC Trust HCP. Similarly, the terminating member forfeits all rights and interest to the AWC Trust HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the AWC Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The AWC Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in the report for the fiscal year ending December 31, 2018. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.