

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
Study Session Meeting Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
August 16th, 2023
6:00 p.m.

Deputy Mayor Gregg Bradshaw, 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.

Zoom: <https://us06web.zoom.us/j/84211304096?pwd=bHJtc1JPeWdUTTNTFUjVvYnRiL3U0UT09>

Meeting ID: 842 1130 4096

Passcode: 392457

2. PRESENTATION.

- A. Orting Municipal Court Update – Judge Curry.
- B. AHBL Comprehensive Plan Periodic Update.

3. COMMITTEE REPORTS.

A. Public Works.

CM Williams & CM Moore.

B. Public Safety.

CM Gunther & CM Tracy.

C. Community and Government Affairs.

CM Hogan & CM Koenig.

4. STAFF REPORTS.

5. AGENDA ITEMS.

- A. **AB23-81** – Water Resource Recovery Facility Scope and Budget.
CM Williams & CM Moore.
- B. **AB23-80** – Pedestrian Bridge RFP.
CM Williams & CM Moore.
- C. **AB23-79** – GFC Update.
CM Williams & CM Moore.
- D. **AB23-64** – Deputy Mayor Selection Process.
CM Hogan & CM Koenig.
- E. **AB23-67** – Banners and Advertising.
CM Hogan & CM Koenig.
- F. **AB23-72** – Facility Rental Policy.
CM Hogan & CM Koenig.

- G. AB23-73 – Field Usage Policy.
CM Hogan & CM Koenig.**
- H. AB23-74 – Parks Advisory Board.
CM Hogan & CM Koenig.**
- I. AB23-76 – Utility Fee Waiver.
CM Williams & CM Moore.**

6. EXECUTIVE SESSION.

7. ADJOURNMENT.



**City of Orting
Council Agenda Summary Sheet**

Subject: Design of Class A biosolids facility for WRRF Scope and Budget.		Committee	Study Session	Council
	Agenda Item #:	Public Works		
	AB23-81	8.2.2023	8.16.2023	
	Department:	Finance/Public Works		
Date Submitted:	7.30.2023			
Cost of Item:	<u>\$1,497,716</u>			
Amount Budgeted + design contingency:	\$1,647,487			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	John Bielka			
Fiscal Note:				
Attachments: Scope and Budget				
SUMMARY STATEMENT:				
<p>The City solicited qualifications from engineering firms for improvements to our Water Resource Recovery Facility (WRRF) solids handling process, headworks, and other components of our treatment plant. One firm submitted qualifications, Wilson Engineering (Wilson), and they were deemed qualified based on their expertise and experience with similar projects. Staff requested a scope and budget from Wilson for the proposed body of work which is attached to this agenda bill. The Public Works committee has reviewed the proposed scope and budget and are recommending council approval.</p>				
RECOMMENDED ACTION: <u>Action:</u> Move to Council Meeting on August 30, 2023.				
RECOMMENDED MOTION: <u>Motion:</u> Motion to authorize the Mayor to sign a professional services agreement with Wilson Engineering to complete the attached Scope and Budget for the Water Resource Recovery Facility Biosolids and Headworks Improvements in an amount not to exceed \$1,647,487.				

CITY OF ORTING WWRF IMPROVEMENTS

SCOPE OF SERVICES

Our proposed Scope of Services for the City of Orting WWRF Improvements includes the following tasks:

- Task 1 - Project Management
- Task 2 - Topographic Surveying and Basemapping
- Task 3 - Geotechnical Engineering
- Task 4 - Permitting and Other Support
- Task 5 - Storm Drainage Analysis
- Task 6 - Preliminary 30% Design
- Task 7 - 60% PS&E
- Task 8 - 90% PS&E
- Task 9 - 100% PS&E
- Task 10 - Bid Phase Support
- Task 11 - Ecology Report Amendment
- Exhibit A – Topographic Survey Extents
- Exhibit B – Preliminary Drawing List

The significant tasks of prime and sub-consultants including milestones associated with each task are described below.

Project Understanding

Below is a general summary of the planned improvements.

- The City desires to upgrade its Water Resource Recovery Facility with biosolids improvements to meet Class A biosolids per WAC 173-308-170 and headworks improvements to accommodate projected flows, add redundancy, and meet Ecology regulations.
- Biosolids improvements will be located just southwest of the existing SBR basins and will include the following planned improvements if budget allows.
 - Aerobic Digester – The aerobic digester will have approximately 15 days hydraulic retention time, fine bubble aeration, and mixing.
 - Thickener
 - Screw Press
 - Paddle Dryer
 - Biosolids Tote Bagger System
 - New Plant Drain Pump Station to replace the In Plant Pump Station
 - Pump station will include a valve vault and flow meter.
 - WAS pumping system from existing SBRs to Aerobic Digester
 - Pump station will include a valve vault and flow meter.
 - Sludge Feed Pump Station feeding sludge from Aerobic Digester to Thickener / Screw Press
 - Pump station will include a valve vault and flow meter.
 - Polymer system
 - 2W plant water supply for the polymer system and yard hydrants. The plant water system will consist of an air gap and one 6-pump pump station, 4 bladder tanks, and flow meter.
 - 3W plant water supply for the 3W water will be used for the thickener (approx. 100 gpm), screw press (approx. 100 gpm), and paddle dryer (approx.. 250 gpm). The 3W plant

- water system will consist of one 6-pump pump station, 4 bladder tanks, and flow meter. The 3W system will use the existing post-equalization basin for flow attenuation.
- Flow attenuating 2W water storage tank. If a 2W system is determined necessary for biosolids equipment, a flow attenuating water storage tank with approximately 20,000 gallons will be included.
 - Compressed air supply system for biosolids equipment.
 - Cake / biosolids conveyor system
- The Thickener, Screw Press, Paddle Dryer, and Tote Bagger System will be located in a metal building to the southwest of the existing SBR. The building will house the equipment listed above and may include a mechanical/blower room, restroom, office, storage bay, electrical room, and heater room if space allows. The paddle dryer will include an odor control system.
 - Headworks improvements will be located in the location of the existing headworks and will include the addition of a second influent channel with one coarse manual bar screen and one fine manual bar screen, freeze protection for the existing mechanical screen, and a new davit crane for the lifting of the existing mechanical screen.
 - Lagoon modifications will include the addition of a solids intercept vault to accept solids from the lagoon via a portable submersible pump.
 - The project will also include a metal building biosolids storage shelter with up to three walls.
 - A filtrate tank and pump station will be included to regulate the filtrate flow back to the plant.
 - Miscellaneous plant improvements will include the following in the location of the improvements listed above:
 - Plant water hydrants
 - Walkways, stairs, and platforms
 - Site lighting
 - Paving and grading
 - Bollards
 - Basin and vault drainage
 - Water supply improvements to new biosolids building

General Assumptions

1. No biosolids distribution plan will be developed.
2. No updates to any previously completed General Sewer Plans will be developed.
3. The project will be funded with a combination of City funds and Public Works Board loan.
4. **This scope does not include any budget for funding assistance, stakeholder coordination, or construction admin services.**

Task 1 - Project Management

This task covers the effort necessary to organize, lead, communicate with and coordinate all consultant team members (in-house and sub-consultants) and City staff needed to accomplish the work required by the Project. This task includes tracking time and budget, work elements accomplished, work items planned for the next period, manpower, scope changes, time and budget needed to complete this Scope of Services. This task includes general expenses for travel, reproduction, and misc. items. Task 1 includes the following subtasks:

Subtask 1.1 – Coordination with City

- Meet and communicate regularly with the City to keep the City's project manager informed about project progress, issues and schedule. This task includes an average of 0.5 hours of weekly general coordination plus additional task specific coordination.

Subtask 1.2 – Project Schedule / Team Management / QA/QC

- Quality assurance / quality control (QA/QC) of all final documents.
 - Manage and execute quality control procedures for all deliverables.
 - Perform quality assurance review of all work products. Review will be by a senior project manager who will review calculations, plans, specifications, and contract documents for content, consistency, accuracy, and technical issues.
- Project schedule tracking.
- Coordinate the work of team members for project roles, schedules, budgets, and production.

Subtask 1.3 – Progress Reports, Invoices, and Budget Management

- Prepare and submit to the City's Project Manager, monthly invoices and progress reports with schedule and budget status.
 - Progress reports will describe the work items and percentage of work items that were accomplished, independent of budget expended.
 - Progress report will include a status of budget spent and remaining for each individual task.
 - Progress reports will identify any other issues or problems that may occur.
 - Document expenditures on a task basis, and show hours by project personnel and other direct expenses related to work.
 - Reports and invoicing will be formatted in a manner that is acceptable to the City.
- Manage subconsultant budgets and invoices.
- Manage budget tracking using the City provided budget tracking spreadsheet.

Subtask 1.4 – Project Meetings and Site Visits

This task includes Project meetings and site visits: Prepare for, conduct, and document decisions and action items arising from meetings associated with the project.

1. **Kickoff Meeting and Site Visit:** Key members of the Consultant's team will attend this meeting. Review scope, schedule, budget, and interim milestones. Establish City preferred project communications and special invoicing requests. Attend site visit with City operations staff to review/discuss existing facilities and equipment. An allowance of up to one (1) kickoff / site visit is included. This meeting is assumed to be in-person.
2. **City Council / Public Meeting:** This meeting will be attended by the Project Manager or Principal Engineer and will include preparation and presentation on the project. An allowance of up to one (1) City Council / Public meeting is included. This meeting is assumed to be in-person.
3. **Post-Value Engineering, Final Design Meetings:** These provisional meetings are set aside for either post-value engineering, design milestone submittal review, when needed, or impromptu situations where consultant input is urgent and required to promote project schedule or other requirements. An allowance of up to four (4) meetings is included. These meetings are assumed to be virtual.
4. **Coordination Meetings:** Conduct coordination conversations on a weekly basis through the project completion with key City staff to discuss project status, action items, and potential areas of concern. An allowance of up to forty (40) meetings is included. These meetings are assumed to be virtual or via phone.
5. **Additional Meetings are included in the tasks below.**

Assumptions:

1. Total project duration is eighteen (18) months.
2. For project meetings, Consultant will develop an agenda and produce minutes afterward.
3. In-person meetings will be held at the project site or City offices in Orting, WA.
4. No public involvement will be required for this project.

City Deliverables:

1. None

Deliverables:

1. Meetings minutes.
2. Monthly invoices and progress reports for up to eighteen (18) months.

Task 2 - Topographic Surveying and Basemapping

Subtask 2.1 - Topographic Surveying / Basemapping

This task includes the setup, control reconnaissance, acquisition of topographic data, data reduction, and drafting suitable for use in engineering-design efforts. Using a mix of conventional survey practices, terrestrial 3D scanning, and UAV-based methodologies conforming to NSPS "Model Standards for Topographic Surveys", perform an engineering-design topographic survey of utilities and specific features will be performed within the depicted extents of the area shown on Exhibit "A". Specific tasks include:

- Establish Control within the Survey Extents Area tied to the Pierce County Geometric Framework (or the WSDOT Framework, if practicable) and the NAVD88 elevation datum. Control will be durable 1/2" rebar with red plastic caps suitable for use during the construction phase of the project.
- Recover section monuments, roadway monuments, and property corners sufficient to establish the location of the City parcel perimeter. (No boundary perimeter monuments will be set.)
- Research utilities above and below ground. Contact utility providers via the ONE-CALL service and request maps of as-builts or schematic locations of utilities within the Rocky Road right-of-way. Wilson will submit Design Locate Requests for the area and, if the ONE-CALL service refuses to provide marks, or if the marks are incomplete, Wilson will also order underground utility locates from a private utility locate firm, with City approval.
- Topographic survey of the depicted area. Topographic survey will include all immovable features that define or limit the area. Survey will include any specimen trees having a dbh of 24" or greater, standing southwest of the river levee and/or access road.
- Perform a 3D terrestrial laser scan survey of the existing process building and structures.
- Perform a UAV survey of the subject area, extending NE to encompass the near shore of the proximate Puyallup River.
- Parcel boundaries will be depicted, but no corners will be set and the topographic survey will not also constitute a boundary survey.
- Data integration and drafting of base map for use in design in AutoCad Civil 3D format.
- Deliverables will be hard copy (.pdf) format of the Topographic Survey stamped and sealed by a professional surveyor licensed in the State of Washington and electronic .dwg files for the design of the project. Deliverables are valid for this use only.

Subtask 2.2 - Supplemental Topographic Surveying

- Provide up to two (2) days of field work to pick up additional topographic information after reviewing the survey with the City and Engineer.
- Update drawing files.

Assumptions:

1. The City will provide utility-marking within that portion of the topographic survey area lying outside of the Rockey Road right-of-way.
2. No unverified third-party or record data will be included in Wilson's signed/stamped survey deliverables.
3. No easements or legal descriptions will be required.

Meetings:

1. None

City Deliverables:

1. Existing easements and other parcel documents encumbering the project parcel.
2. Existing utility as-built drawings within the project area.

Deliverables:

1. Electronic basemap and updates.
2. Hard copy (.pdf) format of the Topographic Survey stamped and sealed by a professional surveyor licensed in the State of Washington and electronic .dwg files for the design of the project. Deliverables are valid for this use only.

Task 3 - Geotechnical Engineering

The purpose of this subtask is to characterize soil and groundwater conditions at the site as a basis for providing geotechnical engineering and hydrogeological recommendations to support design and construction of the proposed lift station and gravity sewer.

Subtask 3.1 – Field Investigation

- Review readily available in-house files, geologic maps and information provided, including the AMEC Report, for existing subsurface information in the project area. We assume the City will provide any additional available information from their files for review.
- Visit the site to mark potential exploration locations and coordinate clearance of existing utilities. While on site, we will also perform a reconnaissance to observe and plan for site access. We will contact the "One-Call Underground Utility Locate Service" prior to beginning explorations. We will also subcontract a private utility locator to check for utilities not identified by the One-Call locate service.
- Complete up to two subcontracted borings in the proposed improvement area to depths between about 30 and 80 feet below surrounding grade. We have budgeted to complete about 110 lineal feet of drilling, or as much can be completed in one, 10-hour working day. We have budgeted to complete the shallower boring as a 20-foot monitoring well.
Soil samples will be taken during drilling at 2½- to 5-foot intervals with split spoon sampling methods. Drill cuttings will be placed in steel drums and hauled off site for disposal.
- Install a pressure transducer in the well to monitor and record groundwater levels. We have included budget to return to the site on two occasions to download groundwater data from the pressure transducer. Groundwater measurements will be incorporated into our final report, or, depending on project schedule, will be documented in a separate report addendum.
- Submit selected soils samples from the borings to our laboratory for geotechnical testing. We anticipate the testing will consist of sieve analyses, percent finer than the U.S. No. 200 sieve tests, moisture content determinations and organic content determinations. We will also arrange for completion of cation exchange capacity (CEC) testing for stormwater treatment by a subcontracted laboratory.

Subtask 3.2 - Geotechnical Engineering Analysis and Reporting

- Describe site conditions including our interpretation of subsurface soil and groundwater conditions based on results of our review, field explorations and geotechnical laboratory analysis.
- Comment on seismic hazards and provide seismic design parameters in accordance with the current edition of the International Building Code (IBC).
- Provide geotechnical related design and construction recommendations including:
 - Foundation design for the proposed structures. We will work with the design team to determine the preferred technique for foundation support. We will provide associated axial resistance (piles) or bearing resistance (shallow foundations), lateral resistances, and estimates of expected foundation settlement for the preferred foundation type.
 - Seismic performance and mitigation. We will include an evaluation of potential for soil liquefaction, liquefaction-induced settlement and lateral spreading, as applicable. If liquefiable soils are present at the site, we will provide a brief discussion on potential mitigation techniques that could be incorporated into the improvements (i.e., deep foundations or ground improvement). Additional explorations and analyses could be required for final design, depending on site conditions and mitigation approach.
 - Recommendations for slab-on-grade support.
 - Below-grade wall design earth pressures including active, at-rest, and passive soil pressures, and hydrostatic and seismic loading for design.
 - Soil coefficient of friction for resistance to lateral forces.
 - Conclusions regarding temporary slopes to construct below-grade walls and temporary shoring recommendations, if required.
 - Typical drainage considerations and discussion of construction dewatering based on the groundwater conditions encountered or expected for proposed structure excavations.
 - Provide geotechnical parameters to evaluate buoyancy uplift resistance, as applicable.
 - Recommendations for pipe trenching, support, and bedding.
 - Recommendations for earthwork including stripping depth, site preparation, use of on-site soils for structural fill, imported soils and compaction criteria.
 - Provide a discussion on feasibility of stormwater infiltration at the site and, if feasible, provide recommended design infiltration rates based on the Soil Grain Size Analysis method described in the SWMMWW. This proposal does not include in-situ infiltration testing such as a Pilot Infiltration Test (PIT). Per the SWMMWW, we understand that Soil Grain Size Analysis method is acceptable for sites underlain by soils that are not glacially consolidated and, therefore, should be acceptable for this project. Potential shallow groundwater may also require mounding analysis for certain types of stormwater infiltration systems. If a PIT or mounding analysis is required, we can provide a separate proposal for those services.
- Incorporate the results of the geotechnical and hydrogeological services and analysis into a draft and final Geotechnical Report. The report will include the summary exploration logs, a site plan showing the locations of the explorations, laboratory testing results, and engineering figures as appropriate. The final Report will incorporate comments from the project team.

Assumptions:

1. Drilling/well installation can be completed in one 10 hour day.
2. A City representative will mark the boring locations in the field.
3. An in-situ infiltration test such as a PIT is not included in the scope at this time but can be added later if determined necessary.
4. A groundwater mounding analysis is not included in the scope at this time but can be added later if determined necessary.

Meetings:

1. None.

City Deliverables:

1. Existing subsurface information in the project area, if available. (Not required)

Deliverables:

1. Draft and final Geotechnical Report.

Task 4 - Permitting and Other Support

The purpose of this task is to complete permitting required for the project, and to provide other support as indicated.

This task includes the following subtasks:

Subtask 4.1 – SEPA Checklist Update

This subtask provides environmental documentation consistent with the State Environmental Policy Act (SEPA) and assists with environmental permit acquisition:

- **SEPA Documentation:** Following selection of the preferred alternative, update the existing SEPA Environmental Checklist for the City in accordance with WAC 197-11. The document will be prepared by utilizing the existing documentation prepared for the project and amending the previous SEPA.

Subtask 4.2 – Other Environmental Permitting

- **Shoreline Substantial Development Permit:** Prepare the application for submittal to the City for the Shoreline Substantial Development permit (required because portions of the project lie within 200 feet of the Carbon River.
- **Investment Grade Efficiency Audit (IGEA)**
 - Perform an IGEA, a requirement for projects that are funded by Ecology through an SRF loan or grant.
 - Based on power use of electrical equipment, spreadsheet-based energy calculations will be derived at the 60 percent completion stage to identify possible conservation measures. It is assumed that limited energy savings opportunities will be available through the recommended pump station and force main improvements.
 - Prepare and submit a draft letter to the City and Ecology that summarizes the conclusions of the energy calculations and potential savings measures. Implementation of any energy conservation measures, if appreciable savings might be achieved, will be recommended for design integration (it is assumed that none will be). Design calculations will be attached.
 - Respond to any Ecology review comments and integrate into final design documents, as appropriate.
- **Site Reconnaissance:** Consultant's permit specialist will visit the site to verify site conditions and gather information for preparation of all the environmental documents and permit applications.
- **Cultural Resources Report:** Prepare documentation for compliance with Section 106 of the National Historic Preservation Act. Assist with the initiation of Tribal consultation by preparing the Area of Potential Effect (APE) definition and graphic. After incorporation comments, send the documentation to the City. The City will forward the letter and graphic to Ecology to send on to the consulting parties. Prepare the cultural resource assessment required for Section 106

compliance. Work will include conducting a background literature review, monitoring of geotechnical borings, and providing recommendations regarding the need for additional archaeological monitoring during construction based upon the assessment. The report will meet the requirements of the Washington State Department of Archaeology and Historic Preservation (DAHP). Develop an Inadvertent Discovery Plan (IDP) for discovery of archaeological or historic resources, or human remains during construction and include as an appendix to the Contract Documents.

Assumptions:

1. The project will be funded with City funds and Public Works Board funding.
2. The City will be responsible for notification, publication, and distribution of the SEPA checklist.
3. The City will pay all permit fees.
4. No new or updated NEPA will be required for this project.
5. No new or updated JARPA/HPA permit will be required for this project.
6. No new or updated Construction Quality Assurance Plan will be required for this project.
7. No new or updated SERP / Federal Cross Cutter will be required for this project.
8. No new or updated Plan of Interim Operations will be required for this project.
9. No air quality permitting will be required.
10. No Critical Areas Report will be required.

Meetings:

1. Ecology meeting

City Deliverables:

1. Public notification, printing, and distribution of the SEPA checklist
2. Permitting document review comments as appropriate.

Deliverables:

1. Draft and final SEPA Checklist
2. Draft and final IGEA
3. Draft and final Shoreline Permit
4. Draft and final Cultural Resources Report.

Subtask 4.3 – Development Permitting

This subtask provides documentation and assists with developmental permit acquisition:

- Assist with City permitting and Ecology approval required for the project.
- Prepare and submit City permitting and Ecology review design submittals (plans and specifications) after 90 percent design completion.
- Prepare required permit materials and fill out applications for the following City permits anticipated to be required for the project:
 - Building permits (1 for Aerobic Digester structure, 1 for Biosolids Building, 1 for Biosolids Storage Shelter = 3 total)
 - Land-clearing permit.
 - Right-of-way permit.
 - Utilities permit.
 - Site plan review
 - Stormwater report permit.

Assumptions:

1. The City will pay all permit fees and submit final permit materials to the City and Ecology for approval.
2. Since the site disturbance is anticipated to be less than 1-acre, a Construction Stormwater General permit is not included.

Meetings:

1. **City Pre-Application Meeting:** Attend pre-application meeting with the City to identify required permits and timelines for submission and review.
 - a. This meeting is assumed to be in-person.

City Deliverables:

1. Approved permits.

Deliverables:

1. All permits and materials in a format required for final submission by the City.

Task 5 - Storm Drainage Analysis

The purpose of this task is to develop a stormwater drainage design based on the Department of Ecology (Ecology) – 2019 – Stormwater Management Manual for Western Washington (SWMMWW) and the Orting Municipal Code.

The NRCS Soil Survey indicates that stormwater in the development area likely infiltrates in the soil. Any runoff that occurs appears to drain into the sewage lagoons. No change in the drainage patterns with the proposed project is anticipated.

This task includes the following subtasks:

Subtask 5.1 - Stormwater Site Plan

- Prepare a Stormwater Site Plan containing the following items as described in Chapter 3, Volume 1 of the SWMMWW:
 - Site analysis: Collect and analyze information on existing conditions
 - Determine applicable minimum requirements (flow chart from Section 2.4 SWMMWW)
 - Prepare grading, drainage, and BMP layout
 - Perform upstream and downstream analysis
 - Stormwater modeling to size and design stormwater BMPs
 - Prepare Stormwater Exhibits
 - Prepare Operations and Maintenance Manual for selected BMPs
- Coordination with Geotechnical Engineer
 - Infiltration testing and evaluation
 - Groundwater Mounding analysis

Assumptions:

1. Consultant will use the 2019 version of SWMMWW adopted by the City (unless otherwise directed by the City).
2. Minimum Requirements #1-9 are anticipated to be required for this site.
3. No design of structural source control BMPs is anticipated.
4. No separate basis of design report planned.

Meetings:

1. Discussion of Draft Site Plan comments
2. Discuss plan comments on stormwater BMPs, grading, and drainage plans

City Deliverables:

1. City will provide all applicable adjacent and on-site development as-built plans and reports to the Consultant.
2. City will provide all available GIS, or other information available regarding the existing storm

- drainage system, utilities, and critical area information to the Consultant.
3. City will provide one set of consolidated review comments for draft stormwater site plan
 4. The stormwater site plan will be submitted up to 2 times and incorporate 1 round of comments from the City.

Deliverables:

1. Draft Stormwater Site Plan
2. Final Stormwater Site Plan

Task 6 - Preliminary 30% Design

The purpose of this task is to establish the project design criteria and anticipated construction conditions. This task will develop construction bidding drawings to the 30 percent completion level. This task includes the following subtasks:

Subtask 6.1 – Design Criteria

- Conduct a site assessment to determine layout and configuration for proposed facilities.
- Update flow and loading data, projections, and design criteria.
- Prepare updated flow schematic and hydraulic profile.
- Research and communications with vendors and suppliers.

Assumptions:

1. None

City Deliverables:

1. None

Deliverables:

1. None

Subtask 6.2 – Conceptual Design

- Develop a conceptual design with respect to feasibility, capital costs, and other factors including permitting requirements, easement requirements, project schedule, constructability, operations and maintenance, future expansion capability, life cycle cost, health and safety, and public impacts.
- Conceptual Design of Headworks improvements.
- Conceptual Design of Biosolids Improvements including:
 - Aerobic Digester
 - Thickener
 - Screw Press
 - Paddle Dryer
 - Tote Bagging System
 - WAS Pump Station
 - Sludge Pump Station
 - Plant Drain Pump Station
 - Solids Intercept Vault
- Conceptual Design of biosolids building.
- Conceptual Design of biosolids storage shelter.
- Prepare calculations for each unit process.

- Structural analysis and calculations for structures, slabs, and supports.
- Electrical analysis of new electrical and control systems.
- Review and discuss alternatives analysis technical memo with City

Subtask 6.3 – Preliminary Design (30% Plans and Estimate)

- Create plans for 30% preliminary design.
- Develop preliminary opinions of probable construction cost for the project.
- Perform internal QA/QC of 30% design.
- Summarize these tasks efforts in a tech memo including 30 percent design level plans, opinions of probable construction cost, project schedule, specifications table of contents, and easement requirements.

Assumptions:

1. Budget for 30 percent design level plans is based on the Preliminary Drawing List included as Exhibit B.

Meetings:

1. **30% Design Review Meeting:** Present analyses and review tech memo with City. Confirm the selected alternatives and review the City's preferences on alignments, equipment, electrical, and control system standardization, location of facilities, and other design criteria needed to proceed into final design.
 - a. This meeting is assumed to be virtual.

City Deliverables:

1. Technical Memo review comments

Deliverables:

1. Draft and final Technical Memo

Task 7 - 60% PS&E

The purpose of this task is to develop 60% plans, specifications, and opinions of probable construction cost for bidding and construction of the recommended improvements. Specific tasks include:

- Prepare 60 percent design package including technical specifications, plans and opinions of probable construction cost for City review.
- Update the design criteria that were established during the preliminary design phase.

Subtask 7.1 – 60% Plans

- Prepare 60 percent plans including details for the construction of the proposed improvements. Plans will be prepared in accordance with accepted industry practices. Plans will be prepared and provided in AutoCAD 2022-2024 (2018 format).
- See Exhibit B for sheets included in the 60% plan set.

Subtask 7.2 – 60% Opinion of Costs

- Estimate 60% level quantities and opinion of construction costs based upon the 60% construction plans and current unit bid prices. Estimate will include a contingency to accommodate additional construction costs not yet specifically identified and account for yearly inflation if project exceeds one year.

Subtask 7.3 – 60% Specifications

- Prepare Contract Provisions (“Specifications”) for the 60% submittal. Specifications will include Project specific technical specifications for the items of work and City of Orting General Standard Provisions (GSP).

Assumptions:

1. The City will provide the Consultant with any Orting General Special Provisions and Requirements to be used on the project.
2. Bid forms will not be included in the 60% submittal - the Opinion of Costs will reflect the bid items at this submittal level.
3. City will provide existing available as-built information.
4. City review will take a maximum of 3 weeks
5. Technical specifications will be the Consultant’s standard, CSI formatted specifications.

Deliverables:

1. Electronic copy of the 60% plan set in PDF format
2. Electronic copy of the 60% opinion of cost summary submitted in PDF format
3. Electronic copy of the 60% Specifications in PDF format

City Deliverables:

1. City to consolidate all review comments

Task 8 - 90% PS&E

The purpose of this task is to develop 90% plans, specifications, and opinions of probable construction cost for bidding and construction of the recommended improvements. Specific subtasks include:

Subtask 8.1 – Response to 60% Comments

- Respond to and incorporate 60 percent deliverable City review comments.

Subtask 8.2 – 90% Plans

- Prepare 90 percent plans including details for the construction of the proposed improvements. Plans will be prepared in accordance with accepted industry practices. Plans will be prepared and provided in AutoCAD 2022-2024 (2018 format).
- See Exhibit B for sheets included in the 90% plan set.

Subtask 8.3 – 90% Opinion of Costs

- Estimate 90% level quantities and opinion of construction costs based upon the 90% construction plans and current unit bid prices. Estimate will include a contingency to accommodate additional construction costs not yet specifically identified and account for yearly inflation if project exceeds one year.

Subtask 8.4 – 90% Specifications

- Prepare Contract Provisions (“Specifications”) for the 90% submittal. Specifications will include Project specific technical specifications for the items of work and City of Orting General Standard Provisions (GSP).

Assumptions:

1. All comments will either be responded to or incorporated in the 90% submittal for all reviews and meetings that have occurred.
2. City review will take maximum of 3 weeks

Meetings:

1. None

Deliverables:

1. Electronic copy of the 90% plan set in PDF format
2. Electronic copy of the 90% opinion of cost summary submitted in PDF format
3. Electronic copy of the 90% Specifications in PDF format

City Deliverables:

1. City to consolidate all review comments

Task 9 - 100% PS&E

The purpose of this task is to develop final ad-ready 100% plans, specifications, and opinions of probable construction cost for bidding and construction of the recommended improvements and posting bid documents at www.wilsonengineering.com Specific subtasks include:

Subtask 9.1 – Response to 90% Comments

- Respond to and incorporate 90 percent deliverable City review comments.

Subtask 9.2 – 100% Plans

- Prepare 100 percent plans including details for the construction of the proposed improvements. Plans will be prepared in accordance with accepted industry practices. Plans will be prepared and provided in AutoCAD 2022-2024 (2018 format).
- See Exhibit B for sheets included in the 100% plan set.

Subtask 9.3 – 100% Opinion of Costs

- Estimate 100% level quantities and opinion of construction costs based upon the 100% construction plans and current unit bid prices. Estimate will include a contingency to accommodate additional construction costs not yet specifically identified and account for yearly inflation if project exceeds one year.

Subtask 9.4 - 100% Specifications

- Prepare Contract Provisions (“Specifications”) for the 90% submittal. Specifications will include Project specific technical specifications for the items of work and City of Orting General Standard Provisions (GSP). Bid forms, including the bid schedule, will be filled out with the project quantities with this submittal.

Assumptions:

1. The City will provide one set of City review comments to the Consultant, reflective of all City staff comments, for the 90% plans and opinion of costs.
2. Any major changes post 100% submittal initiated by the City may be considered out of scope work.

Meetings:

1. None

Deliverables:

1. Electronic copy of the 100% plan set in PDF format
2. Electronic copy of the 100% opinion of cost summary submitted in PDF format
3. Electronic copy of the 100% Specifications in PDF format

City Deliverables:

1. City to consolidate all review comments

Task 10 - Bid Phase Support

The purpose of this task is to assist the City during bidding and award process on an as needed basis, including:

- Respond to Contractor questions during the bidding process.
- Provide clarifications, which may include Plan sheet revisions, Special Provision language, or information clarifications for review and approval by the City.
- Prepare and post Addenda
- Attend the pre-bid walkthrough.
- Provide evaluation on apparent low bidder (i.e. check references, review bid tab, etc.)

Subtask 10.1 – Pre-bid Meeting and Contractor Questions

- Attend pre-bid meeting.
- Take meeting minutes and provide a copy of the meeting minutes to the City.
- Log questions received by Contractors for the purposes of issuing an informational addendum.

Subtask 10.2 – Contract Addenda

- Provide assistance with clarifying or updating contract plans and project manual through addendum process. Consultant to post addenda to the bid page of www.wilsonengineering.com.

Subtask 10.3 – Preparation of Contract Documents

- Prepare a Conformed Set of Contract Documents that reflect the changes made through addenda, if any, following outline of final Project Manual provided by the City.
- All applicable permits and reports will be included as appendices in the conformed Project Manual.
- The final conformed set will have all addenda pages replace the original pages that were altered by addenda.

Assumptions:

1. None

Meetings:

1. Attend pre-bid meeting in person.

Deliverables:

1. Meeting minutes and notes from pre-bid meeting.
2. Electronic copies of addenda, including an informational addendum.
3. Bid tabulation spreadsheet with engineer's estimate and bid item portion completed.
4. Conformed plan set, two (2) full size, four (4) half size bound hard copies and electronic copy
5. Conformed Project Manual, three (3) bound hard copies and electronic copy.

City Deliverables:

1. None

Task 11 - Ecology Report Amendment

Subtask 11.1– Department of Ecology Predesign Report Amendment

- **Prepare Report Amendment to previously approved Predesign Report. The amendment may include minor updates to all sections but will primarily consist of updates to Chapter 3: Biosolids Improvement.**
- Respond to any Ecology review comments and integrate into final documents, as appropriate.

Assumptions:

1. No additional condition assessment of wastewater treatment components will be performed.
2. No changes or updates will be made to previously approved General Sewer Plan or Sewer Comp Plans.
3. The report amendment will be submitted up to 3 times and incorporate 2 rounds of comments from the Ecology.

Meetings:

1. None.

City Deliverables:

1. None.

Deliverables:

1. Draft and Final Report Amendment

Exhibit A – Topographic Survey Extents



Exhibit B

Preliminary Drawing List

Section	Sheet #	Title	30%	60%	90%
General	1	Cover Sheet	x	x	x
	2	Index to Drawings	x	x	x
	3	Legend		x	x
	4	Abbreviations		x	x
	5	General Notes		x	x
	6	Process Design Data	x	x	x
	7	Process Flow Schematic	x	x	x
	8	Hydraulic Profile	x	x	x
	9	Process Area Designations			x
	10	Construction Sequencing Plan		x	x
Civil	11	W.A.C. Compliance Sheet		x	x
	12	Existing Conditions	x	x	x
	13	Existing Conditions	x	x	x
	14	Existing Conditions Structure Table	x	x	x
	15	Temporary Erosion & Sediment Control Plan Notes		x	x
	16	Temporary Erosion & Sediment Control Details		x	x
	17	Temporary Erosion & Sediment Control Details		x	x
	18	Temporary Erosion & Sediment Control Plan Details		x	x
	19	Temporary Erosion & Sediment Control Plan Details		x	x
	20	Demolition Plan 1	x	x	x
	21	Demolition Plan 2		x	x
	22	Demolition Plan 3		x	x
	23	Demolition Plan 4		x	x
	24	Demolition Plan 5		x	x
	25	Demolition Plan 6		x	x
	26	Overall Site Plan	x	x	x
	27	Biosolids Improvement Site Plan	x	x	x
	28	Biosolids Improvement Site Plan		x	x
	29	Headworks Site Plan	x	x	x
	30	Proposed Utility Plan		x	x
	31	Landscaping Plan		x	x
	32	Piping Plan		x	x
	33	Piping Plan		x	x
	34	Piping Plan		x	x
	35	Piping Plan		x	x
	36	Piping Profiles		x	x
	37	Piping Profiles		x	x
	38	Piping Profiles		x	x
	39	Piping Profiles		x	x
	40	Drain Piping Plan	x	x	x
	41	Drain Piping Plan		x	x
	42	Drain Piping Plan		x	x
	43	Drain Piping Profiles		x	x
	44	Drain Piping Profiles		x	x
	45	Drain Piping Profiles		x	x
	46	Plant Water Improvements Plan	x	x	x
	47	Plant Water Improvements Plan		x	x
	48	Aeration Piping Plan	x	x	x
	49	Aeration Piping Plan		x	x
	50	Civil Details 1		x	x

	51	Civil Details 2		X	X
	52	Civil Details 3		X	X
	53	Civil Details 4		X	X
	54	Civil Details 5		X	X
	55	Civil Details 6			X
	56	Civil Details 7			X
	57	Civil Details 8			X
	58	Grading, Drainage, and Restoration Plans	X	X	X
	59	Grading, Drainage, and Restoration Plans		X	X
	60	Grading, Drainage, and Restoration Plans		X	X
	61	Grading, Drainage, and Restoration Plans			X
	62	Grading, Drainage, and Restoration Plans			X
	63	Plan and Profile		X	X
	64	Plan and Profile		X	X
	65	Storm Drainage Details		X	X
	66	Storm Drainage Details			X
	67	Walkway, Grating, and Platform Plan	X	X	X
	68	Walkway, Grating, and Platform Plan		X	X
	69	Walkway, Grating, and Platform Details		X	X
	70	Walkway, Grating, and Platform Details			X
	71	Vault Details		X	X
	72	Vault Details			X
Mechanical	73	Aerobic Digester Plan	X	X	X
	74	Aerobic Digester Sections		X	X
	75	Aerobic Digester Sections		X	X
	76	Plant Drain PS Plan	X	X	X
	77	Plant Drain PS Section		X	X
	78	WAS Pumping System Plan	X	X	X
	79	WAS Pumping System Section		X	X
	80	Sludge Feed Pump Station Plan		X	X
	81	Sludge Feed Pump Station Section		X	X
	82	Thickener / Screw Press Plan	X	X	X
	83	Thickener / Screw Press Section		X	X
	84	Thickener / Screw Press Section		X	X
	85	Thickener / Screw Press Details			X
	86	Paddle Dryer Plan	X	X	X
	87	Paddle Dryer Section		X	X
	88	Paddle Dryer Section		X	X
	89	Paddle Dryer Details			X
	90	Tote Cake Bagger System Plan	X	X	X
	91	Tote Cake Bagger System Section		X	X
	92	Polymer System Plan		X	X
	93	Polymer System Section		X	X
	94	Cake Conveyor Plan	X	X	X
	95	Cake Conveyor Section		X	X
	96	Compressed Air System		X	X
	97	Compressed Air System			X
	98	Odor Control System		X	X
	99	Odor Control System		X	X
	100	Odor Control System			X
	101	Biosolids Storage Plan	X	X	X
	102	Headworks Improvements Plan	X	X	X
	103	Headworks Improvements Sections		X	X
	104	Headworks Improvements Sections		X	X
	105	Headworks Improvements Details		X	X
	106	Headworks Improvements Details			X

	107	Headworks Improvements Details			X
	108	Blower Details		X	X
	109	Blower Details			X
	110	Solids Intercept Vault Details		X	X
	111	Solids Intercept Vault Details			X
	112	2W Pump Station Plan	X	X	X
	113	2W Pump Station Sections		X	X
	114	2W Pump Station Details			X
	115	Mechanical Details		X	X
	116	Mechanical Details		X	X
	117	Mechanical Details			X
	118	Valve Schedule		X	X
	119	Gate Schedule and Details		X	X
Architectural	120	Biosolids Building Plan	X	X	X
	121	Biosolids Building Sections		X	X
	122	Biosolids Building Sections		X	X
	123	Biosolids Building Details		X	X
	124	Biosolids Storage Building Plan	X	X	X
	125	Biosolids Storage Building Sections		X	X
	126	Biosolids Storage Building Sections		X	X
Structural	127	Biosolids Storage Building Details			X
	128	Foundation Plans		X	X
	129	Roof Plans		X	X
	130	Structural Sections 1		X	X
	131	Structural Sections 2		X	X
	132	Structural Sections 3		X	X
	133	Structural Sections 4			X
	134	Structural Sections 5			X
	135	Structural Details 1		X	X
	136	Structural Details 2		X	X
	137	Structural Details 3			X
	138	Structural Details 4			X
Plumbing and HVAC	139	Plumbing and HVAC Plan	X	X	X
	140	Plumbing and HVAC Elevations		X	X
	141	Plumbing and HVAC Details		X	X
	142	Fire Suppression System Plan		X	X
	143	Fire Suppression System Details			X
	144	Odor Control System Plan		X	X
	145	Odor Control System Details			X
	146	Odor Control System Sections		X	X
	147	Natural Gas Connection Details		X	X
	148	Compressed Air System Details			X
Electrical	149	Electrical Legend		X	X
	150	One-Line Diagram	X	X	X
	151	Electrical Site Plan	X	X	X
	152	Power Distribution and Signal Plan		X	X
	153	Lighting and Receptacle Plan		X	X
	154	Motor Control Center Details		X	X
	155	Control Logic Diagrams 1		X	X
	156	Control Logic Diagrams 2		X	X
	157	Generator Details		X	X
	158	Electrical Details 1		X	X
	159	Electrical Details 2			X
	160	Conduit Schedules		X	X
	161	Electrical Schedules		X	X
	162	Telemetry Panel Layout		X	X

163	Power and Communications Diagram	x	x
164	Telemetry Panel - Input and Output Wiring 1	x	x
165	Telemetry Panel - Input and Output Wiring 2	x	x
166	Telemetry Panel - Input and Output Wiring 3	x	x
167	Telemetry Panel - Input and Output Wiring 4	x	x

City of Orting

WRRF Biosolids and Headworks Improvements

Prepared by: Scott Wilson, PE, Wilson Engineering LLC

Prepared for: City of Orting, John Bielka

Proposal No.: P-7921

July 27, 2023

Task Description	Direct Expenses	Principal Engineer	Senior Engineer	Engineer III	Engineer I	Senior CAD Design Technician	Inspector	Clerical	Senior Professional Land Surveyor	Hydrographer	Professional Land Surveyor	Senior Survey Technician	Survey Technician	1-Person Survey Crew	2-Person Survey Crew	3-Person Survey Crew	3-D Scanning Survey Crew	UAV Crew	WILSON SUBTOTAL	Drayton Archaeology	GeoEngineers, Inc.	Fsi Engineers	Z Tek, LLC	Kingworks Engineers	TOTAL
Rate (\$/hr) =	L.S.	\$198	\$190	\$164	\$140	\$137	\$126	\$88	\$184	\$200	\$176	\$134	\$110	\$90	\$240	\$296	\$312	\$160							
Task 1: Project Management																									\$ -
Subtask 1.1 - Coordination with City			66	42															\$ 19,428				\$ 3,370		\$ 22,798
Subtask 1.2 - Project Schedule / Team Management / QA/QC	\$ 12,000.00	16	140	24		22					4								\$ 49,422				\$ 1,685		\$ 51,107
Subtask 1.3 - Progress Reports, Invoices, and Budget Management		8	64					2			2								\$ 14,272				\$ 3,370		\$ 17,642
Subtask 1.4 - Project Meetings and Site Visits	\$ 9,000.00	40	75	64							8								\$ 43,074				\$ 12,690		\$ 55,764
Sub-Total	\$ 21,000.00	64	345	130	0	22	0	2	0	0	14	0	0	0	0	0	0	0	\$ 126,196						\$ 147,310
Task 2: Topographic Surveying, Basemapping, Legal Descriptions																									\$ -
Subtask 2.1 - Topographical Surveying / Basemapping	\$ 6,000.00	4	12	8		24					25	48		12	75		12	12	\$ 49,448						\$ 49,448
Subtask 2.2 - Supplemental Topographic Surveying			8			8					12	20			18				\$ 11,824						\$ 11,824
Sub-Total	\$ 6,000.00	4	20	8	0	32	0	0	37	0	0	68	0	12	93	0	12	12	\$ 61,272						\$ 61,272
Task 3: Geotechnical Investigations																									\$ -
Subtask 3.1 - Subsurface Explorations and Field Investigation		4	16	8		1													\$ 5,281		\$ 21,816				\$ 27,097
Subtask 3.2 - Geotechnical Engineering Analysis and Reporting		2	8	4															\$ 2,572		\$ 15,012				\$ 17,584
Sub-Total	\$ -	6	24	12	0	1	0	0	0	0	0	0	0	0	0	0	0	0	\$ 7,853						\$ 44,681
Task 4: Permitting and Other Support																									\$ -
Subtask 4.1 - SEPA Checklist		4	8	18	12														\$ 6,944						\$ 6,944
Subtask 4.2 - Other Environmental Permitting	\$ 3,000.00	2	12	24	12	4													\$ 11,840	\$ 4,161	\$ 18,250				\$ 34,251
Subtask 4.3 - Development Permitting		8	48	56	36	8		2											\$ 26,200						\$ 26,200
Sub-Total	\$ 3,000.00	14	68	98	60	12	0	2	0	0	0	0	0	0	0	0	0	0	\$ 44,984						\$ 67,395
Task 5: Storm Drainage Analysis																									\$ -
Subtask 5.1 - Stormwater Site Plan		4	80	40		33		1											\$ 27,161						\$ 27,161
Sub-Total	\$ -	4	80	40	0	33	0	1	0	0	0	0	0	0	0	0	0	0	\$ 27,161						\$ 27,161
Task 6: Preliminary Design																									\$ -
Subtask 6.1 - Design Criteria		56	123	87	63														\$ 57,546						\$ 58,810
Subtask 6.2 - Conceptual Design		90	170	118	160	66	0												\$ 100,914						\$ 107,653
Subtask 6.3 - Preliminary Design (30% Plans and Estimate)		58	118	120	107	117	0	4											\$ 84,945		\$ 21,125	\$ 13,716	\$ 9,072		\$ 128,858
Sub-Total	\$ -	204	411	325	330	183	0	4	0	0	0	0	0	0	0	0	0	0	\$ 243,405						\$ 295,321
Task 7 - 60% PS&E																									\$ -
Subtask 7.1 - 60% Plans		86	170	172	136	173	0												\$ 120,277		\$ 42,250	\$ 16,243			\$ 178,770
Subtask 7.2 - 60% Opinion of Costs		12	12	22	17														\$ 10,644						\$ 11,908
Subtask 7.3 - 60% Specifications		79	120	134	87		0												\$ 72,598				\$ 2,527	\$ 10,152	\$ 85,277
Sub-Total	\$ -	177	302	328	240	173	0	0	0	0	0	0	0	0	0	0	0	0	\$ 203,519						\$ 275,955
Task 8 - 90% PS&E																									\$ -
Subtask 8.1 - Response to 60% Comments		10	45	24	20														\$ 17,266				\$ 1,264		\$ 18,530
Subtask 8.2 - 90% Plans		79	112	90	91	142	0												\$ 83,876		\$ 31,687	\$ 17,086			\$ 132,649
Subtask 8.3 - 90% Opinion of Costs		9	21	25	18														\$ 12,392				\$ 1,264		\$ 13,656
Subtask 8.4 - 90% Specifications		78	120	136	92		0									0			\$ 73,428				\$ 2,527	\$ 10,908	\$ 86,863
Sub-Total	\$ -	176	298	275	221	142	0	0	0	0	0	0	0	0	0	0	0	0	\$ 186,962						\$ 251,697
Task 9 - 100% PS&E																									\$ -
Subtask 9.1 - Response to 90% Comments		10	34	18	10														\$ 12,792				\$ 1,264		\$ 14,056
Subtask 9.2 - 100% Plans		54	112	74	42	88	0												\$ 62,044		\$ 10,562	\$ 15,822	\$ 5,400		\$ 93,828
Subtask 9.3 - 100% Opinion of Costs		9	21	20	18														\$ 11,572				\$ 842		\$ 12,414
Subtask 9.4 - 100% Specifications		50	72	74	36		0	14											\$ 41,988				\$ 2,106		\$ 44,094
Sub-Total	\$ -	123	239	186	106	88	0	14	0	0	0	0	0	0	0	0	0	0	\$ 128,396						\$ 164,392
Task 10 - Bid Phase Support																									\$ -
Subtask 10.1 - Pre-bid Meeting and Contractor Questions		22	35	35															\$ 16,746		\$ 4,586	\$ 4,450			\$ 25,781
Subtask 10.2 - Contract Addenda		34	55	66	32	34													\$ 37,144				\$ 842	\$ 1,728	\$ 39,714
Subtask 10.3 - Preparation of Contract Documents		22	34	55	34	46		8											\$ 31,602				\$ 2,527		\$ 34,129
Sub-Total	\$ -	78	124	156	66	80	0	8	0	0	0	0	0	0	0	0	0	0	\$ 85,492						\$ 99,625
Task 11 - Engineering Report Amendment																									\$ -
Subtask 11.1 - Engineering Report Amendment		62	120	95	72	12		6											\$ 62,908						\$ 62,908
Sub-Total	\$ -	62	120	95	72	12	0	6	0	0	0	0	0	0	0	0	0	0	\$ 62,908						\$ 62,908
Project Total	\$ 30,000	912	2,031	1,653	1,095	778	-	37	37	-	14	68	-	12	93	-	12	12	\$ 1,178,148	\$ 4,161	\$ 55,078	\$ 110,210	\$ 112,860	\$ 37,260	\$ 1,497,717

ORTING WRRF BIOSOLIDS / HEADWORKS PROJECT COST SUMMARY

ENGINEERING DESIGN	\$ 1,497,716.77
ENGINEERING DESIGN CONTINGENCY @ 10%	\$ 149,771.68
ENGINEERING CONSTRUCTION ADMIN (ASSUME 12% OF CONST.)	\$ 1,945,495.92
ENGINEERING CONST. ADMIN CONTINGENCY @ 10%	\$ 194,549.59
AVAILABLE CONSTRUCTION BID BUDGET	\$ 15,440,443.85
CONSTRUCTION CONTINGENCY @ 5%	\$ 772,022.19
TOTAL CONSTRUCTION	\$ 16,212,466.04
ESTIMATED TOTAL PROJECT COSTS	\$ 20,000,000.00



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: SR 162 Pedestrian Bridge RFP	AB23-80	Public Works		
		8.10.2023	8.16.2023	
	Department:	Public Works		
	Date Submitted:	8.10.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	Fall 2023			
Submitted By:	Scott Larson			
Fiscal Note: None				
Attachments: RFP, Bridge Drawings				
SUMMARY STATEMENT:				
<p>The HWY 162 Pedestrian Bridge design and permitting has been completed. Attached is the RFP language along with the final set of drawings. This information was provided to the Public Works Committee to review, and that committee recommended forwarding this information on to council for final review before advertisement.</p>				
RECOMMENDED ACTION: Action:				
Review and advisement.				
FUTURE MOTION: Motion:				
None.				

**INVITATION TO BID
CITY OF ORTING
ORTING EMERGENCY EVACUATION BRIDGE
SR 162 PEDESTRIAN CROSSING PROJECT
PROJECT NO. XXXX-XX**

Notice is hereby given that sealed Bids will be received at the City of Orting City Hall, 104 Bridge St S, Orting, Washington, until **2:00 p.m., XX, 202X**, for the **ORTING EMERGENCY EVACUATION BRIDGE SR 162 PEDESTRIAN CROSSING PROJECT**. Bids will thereafter be opened and publicly read aloud. The bids will be tabulated by City staff and posted to the City's website and provided to every bidder via E-mail. The Contractors shall clearly identify project name on all submitted bid packages. Proposals received after the time fixed for opening will not be considered.

The improvements for which bids will be received are described as follows:

The ORTING EMERGENCY EVACUATION BRIDGE SR 162 PEDESTRIAN CROSSING PROJECT:

The work to be performed under these plans and specifications consists of furnishing all labor, tools, materials, and equipment necessary for Construction of the **ORTING EMERGENCY EVACUATION BRIDGE SR 162 PEDESTRIAN CROSSING PROJECT**.

The Orting Emergency Evacuation Bridge project will construct a new elevated pedestrian bridge across SR 162. The bridge provides a single 112-foot main span across SR 162. The main span consists of two rectangular precast prestressed concrete girders with a 16-foot wide cast-in-place concrete deck between girders. The main span is supported on enclosed concrete walled piers which provide a 16-foot square landing for approach stairs and ramps. The west approaches include concrete stairs extending north and south of the west pier landing (Pier 1) parallel to SR 162. A 275-foot 5-foot wide ramp extends north from the Pier 1 landing. The ramp consists of a 145-foot elevated portion on concrete columns, with the remaining section transitioning to a walled section as the ramp profile descends to match existing grade. The east pier landing (Pier 2) includes concrete stairs extending along the main span alignments. Pier 2 also includes a 290-foot 5-foot wide ramp extending north from the Pier 2 landing. The ramp consists of a 143-foot elevated portion on concrete columns, with the remaining section transition to walled section as the ramp profile descends to match existing grade. Each main pier is supported on a shaft cap with four 5-foot diameter drilled shafts (8 total). All ramps and stairs are supported on 4-foot diameter drilled shafts (17 total). All drilled shafts are approximately 90 feet long.

Other improvements include forcemain relocation prior to construction of the bridge, demolition of existing pedestrian pathways and construction of new pedestrian walkways.

All work shall be done in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

The estimated cost for the Project is in the range of \$7.75 million to \$8.5 million.

The State Washington and Davis Bacon and Related Acts prevailing wage requirements are applicable for this public works project.

Bid Proposals will be received only at the office of the City Clerk in the Orting City Hall, 104 Bridge St S, Orting, Washington, 98360. Bids received after 2:00 p.m. will not be considered.

This contract involves "public work". Workers performing work in conjunction with the project shall receive the prevailing rate of wage pursuant to the Prevailing Wages on Public Works Act (Chapter 39.12 RCW)

Free-of-charge access to project bid documents (plans, specifications, addenda, and Bidders List) is provided to Prime Bidders, Subcontractors, and Vendors by going to www.bxwa.com click on "Posted Projects", "Public Works", "City of Orting", and "Projects Bidding". Bidders are encouraged to "Register as a Bidder" to ensure that you will receive automatic e-mail notification of future addenda and to be placed on the Bidder's List.

Bid Bond Required: Each bid shall be accompanied by a bid bond in the form of certified check, cashier's check or surety bond in an amount equal to at least 5% of the amount of such bid. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid bond shall be forfeited to the City of Orting.

The City of Orting reserves the right to reject any and all bids and to waive informalities and minor irregularities in the bidding documents. The City of Orting is an equal opportunity employer and invites responsive bids from all qualified responsible bidders.

The City of Orting hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, age, marital status, disability, sexual orientation, or national origin in consideration for an award.

The City of Orting in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d- 4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Questions regarding this project shall be submitted in writing to JC Hungerford, PE at the Parametrix. email (jhungerford@parametrix.com) with the subject line heading **QUESTIONS: ORTING EMERGENCY EVACUATION BRIDGE SR 162 PEDESTRIAN CROSSING PROJECT.** Questions via phone will not be accepted. Bidders shall submit questions no later than 5 days prior to bid opening.

No bidder may withdraw his proposal after the hours set for opening thereof, or before Award of Contract, unless said award is delayed for a period exceeding 60 days.

Scott Larson, City Administrator

City of Orting

Published: Tacoma News Tribune, XXX, 2023, and XXX, 2023



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Resolution No. 2023-21, Relating to General Facility Charges and Setting Charges for 2024	AB23-XX	Public Works		
		8.2.23		
	Department:	Public Works		
	Date Submitted:	8.10.23		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	Multiple			
Timeline:	None			
Submitted By:	John Bielka			
Fiscal Note: None				
Attachments: Resolution No. 2023-21 Setting GFC Rates				
SUMMARY STATEMENT:				
<p>Pursuant to OMC 9-1B-3, OMC 9-2B-2, and 9-5C-9, the City levies general facilities connection (“GFC”) charges on all property owners seeking to connect to, or increase the demand on, the City’s utilities system. By this Resolution, the City Council will be setting the GFC charges for 2024. The rate increase over the 2022 rate proposed is 11.6%. This proposed rate increase is based on the Engineers News Record Construction Cost Index for the same period of time.</p>				
RECOMMENDED ACTION: Move to regular council meeting for approval.				
FUTURE MOTION: Motion to adopt Resolution no. 2023-21, a resolution of the City of Orting, Washington, relating to the general facility charges and setting charges for 2024.				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-21

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, RELATING TO GENERAL FACILITY
CHARGES AND SETTING CHARGES FOR 2024.**

WHEREAS, the City of Orting is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, the City of Orting levies general facility connection charges to maintain financially stable utilities and to promote a fair and equitable allocation of water, sewer, and storm-water system costs to its customers; and

WHEREAS, the City strives to ensure that general facility connection charges are set so that property owners shall bear their equitable share of the cost of the utilities system, including facilities planned for future construction contained in an adopted comprehensive plan; and

WHEREAS, City staff and/or consultants periodically review the applicable general facility connection charges to determine whether any adjustments should be made to the existing connection charges; and

WHEREAS, the City desires to update and amend its current general facility charges, taking into consideration the cost of its existing general facilities, and the facilities that are planned for construction which are contained in the adopted comprehensive plan; and

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

Section 1. Revised and Updated General Facility Charges. Effective January 1, 2024, the general facility connection charges and surcharges therefor identified in **Exhibit A**, attached hereto and incorporated herein, shall be paid and/or applied when property owners seek to connect to, or increase the demand on, the City's utilities system, in accordance with Orting Municipal Code 9-1B-3, Orting Municipal Code 9-2B-2 and Orting Municipal Code 9-5C-9.

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

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 30th DAY OF AUGUST, 2023.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee Best
City Attorney

Exhibit A- Resolution No. 2023-XX

City of Orting
General Facility Charges (GFC)

Water GFC's per OMC 9-1B-3(A)

<u>Fee Type</u>	<u>Effective Date</u>	<u>Fee</u>
GFC	January 1, 2022	\$5,140.48
1% Surcharge*	January 1, 2022	\$51.40

Sewer GFC's Per OMC 9-2B-2(D)

<u>Fee Type</u>	<u>Effective Date</u>	<u>Fee</u>
GFC	January 1, 2022	\$11,050.89
1% Surcharge*	January 1, 2022	\$110.51

Stormwater GFC's per OMC 9-5C-9

<u>Fee Type</u>	<u>Effective Date</u>	<u>Fee</u>
GFC	January 1, 2022	\$1,232.47
1% Surcharge*	January 1, 2022	\$12.32

*The Surcharge is to be used for the beautification of City owned utility facilities.

YEAR	MONTH	BCI	%CHG	CCI	%CHG
2023	July	8591.26	4.4	15174.36	3
2023	June	8658.43	6.2	15241.71	4
2023	May	8447.67	4.1	15030.95	2.8
2023	April	8448.04	6.5	15031.28	3.7
2023	March	8523.53	8	15106.78	4.5
2023	February	8504.28	11.2	15087.53	4.9
2023	January	8548.84	11.8	15132.08	10.3
2022	December	8532.09	10.5	15115.33	10.5
2022	November	8619.44	14.6	15202.68	11.8
2022	October	8614.69	14.9	15197.93	12
2022	September	8619.17	15.7	15202.41	12.4
2022	August	8366.51	13.2	14873.27	10.4
2022	July	8231.9	14.7	14738.6	11.2
2022	June	8154.49	15	14661.19	11.4
2022	May	8116.99	17.3	14623.69	12.5
2022	April	7932.84	15.5	14493.29	12
2022	March	7890.59	16.2	14451.04	14.1
2022	February	7648.51	13.3	14425.33	12.5
2022	January	7648.51	13	13722.83	6.8
2021	December	7608.39	12.4	13682.71	6.6
2021	November	7521.26	13	13595.58	6.2
2021	October	7499.63	14.00%	13573.94	6.20%
2021	September	7451.38	13.4	13525.69	5.9
2021	August	7392.63	13.2	13466.93	8.3
2021	July	7174.02	9.8	13248.3	9.1
2021	June	7090.73	10.5	13165.01	8.4
2021	May	6920.15	7.8	12994.43	7
2021	April	6870.9	7.1	12945.18	6.6
2021	March	6790.81	8.4	12865.08	7.3
2021	Feb	6751.8	5.7	12826.05	5.9
2021	Jan	6771.14	5.9	12845.38	6
2020	Dec	6766.15	6	12840.41	6
2020	Nov	6653.06	4.50%	12796.59	5.80%
2020	Oct	6575.76	3.3	12776.24	5.6
2020	Sept	6571.23	3.3	12771.7	5.6
2020	Aug	6529.5	2.6	12430.98	2.8
2020	July	6534	3	12140.48	1.2
2020	June	6415.06	0.7	12141.83	0.9
2020	May	6418.9	0.8	12145.67	1
2020	April	6414.78	0.9	12141.53	1
2020	March	6264.91	-1.1	11991.29	0

2020	Feb	6390.4	0.3	12117.14	0.8
2020	Jan	6395.71	0.7	12122.45	0.9
2019	Dec	6384.96	2.2	12111.7	5
2019	Nov	6366.86	3.2	12093.59	4.9
2019	Oct	6368.36	3.3	12095.09	8.1
2019	Sept	6363.42	3.3	12090.15	4.9
2019	Aug	6365.92	3.5	12092.65	5
2019	July	6342.31	3.9	11999.04	4.5
2019	June	6372.29	4.4	12029.02	4.8
2019	May	6369.97	4.5	12026.7	4.8
2019	April	6358.72	4.2	12015.45	4.7
2019	Mar	6331.97	4.3	11988.7	4.7
2019	Feb	6369.72	4.9	12026.45	5.1
2019	Jan	6351.66	4.7	12008.39	4.9
2018	Dec	6248.72	3	11537.66	0.8
2018	Nov	6168.03	2.3	11532.16	0.8
2018	Oct	6164.8	2.4	11186.78	4.4
2018	Sept	6160.57	2.2	11524.68	7.4
2018	Aug	6151.14	2.1	11515.25	7.4
2018	July	6104.74	1.4	11480.25	7.1
2018	June	6103.26	2.6	11478.76	7.1
2018	May	6096.76	2.7	11472.26	7.2
2018	Apr	6099.84	2.8	11475.35	7.4
2018	Mar	6071.2	3.3	11446.71	8.4
2018	Feb	6071.2	3.4	11446.71	7.6
2018	Jan	6068.61	3.5	11444.11	7.7
2017	Dec	6067.46	3.5	11442.97	7.7
2017	Nov	6026.45	2.9	11442.97	7.7
2017	Oct	6020.38	2.8	10719.9	0.9
2017	Sept	6027.38	3.1	10726.9	1.1
2017	Aug	6025.44	4.2	10724.95	1.2
2017	Jul	6021.69	4.3	10721.2	-0.0
2017	Jun	5950.2	3.3	10717.83	1.4
2017	May	5934.92	3	10702.54	1.2
2017	Apr	5931.1	2.8	10698.72	1.1
2017	Mar	5875.83	1.9	10564.44	-0.2
2017	Feb	5872.57	1.9	10561.18	-0.1
2017	Jan	5865.05	2.2	10622.66	2.2
2016	Dec	5865.05	2.1	10622.73	2.2
2016	Nov	5855.12	1.9	10622.73	2.2
2016	Oct	5854.12	2.5	10621.73	2.1
2016	Sep	5848	2.4	10615.62	2

2016	Aug	5782.82	3.3	10596.01	1.9
2016	Jul	5772.74	3.1	10585.93	1.8
2016	Jun	5758.22	2.9	10571.41	1.7
2016	May	5760.22	2.7	10573.41	1.6
2016	Apr	5769.2	3.1	10582.4	1.8
2016	Mar	5767.95	2.9	10581.15	1.7
2016	Feb	5761.59	3.1	10574.79	1.8
2016	Jan	5740.93	2.7	10396.13	0.1
2015	Dec	5742.93	2.8	10398.13	0.1
2015	Nov	5745.91	3.6	10399.07	0.1
2015	Oct	5746.05	3.9	10399.21	0.2
2015	Sep	5713.8	3.7	10405.71	0.5
2015	Aug	5598.52	2.1	10398.24	2.3
2015	Jul	5598.52	0	10398.24	0
2015	Jun	5598.52	-0.17	10398.24	-0.09
2015	May	5607.99	0.2	10407.71	0.11
2015	Apr	5589.95	2.2	10389.67	2.4
2015	Mar	5587.11	2.6	10403.58	2.6
2015	Feb	5587.11	2.6	10386.83	2.5
2015	Jan	5588.61	2.6	10388.33	2.5
2014	Dec	5584.86	3.1	10384.58	2.4
2014	Nov	5546.08	2.1	10392.3	2.3
2014	Oct	5528.64	2.1	10374.86	2.3
2014	Sep	5512.2	1.7	10358.43	2.1
2014	Aug	5484.1	1.2	10161.68	0.2
2014	Jul	5484.1	1.5	10161.68	0.2
2014	Jun	5486.1	2.1	10163.68	3.4
2014	May	5482.35	2.1	10159.93	7.6
2014	Apr	5467.65	2	10145.22	7.6
2014	Mar	5458.08	2	10135.65	7.5
2014	Feb	5444.65	1.7	10138.4	7.6
2014	Jan	5446.4	2.3	10140.15	7.7
2013	Dec	5415.85	1.8	10142.65	7.8
2013	Nov	5408.65	1.5	10135.46	7.6
2013	Oct	5416.65	1.7	10143.46	7.7
2013	Sep	5421.15	1.9	10147.96	12.1
2013	Aug	5419.9	1.7	10146.71	12
2013	Jul	5403.3	1.2	10146.52	11.9
2013	Jun	5371.69	0.5	9826.27	8.3
2013	May	5367.94	0.4	9440.52	4
2013	Apr	5358.19	0.6	9430.77	4.1
2013	Mar	5352.94	0.5	9425.52	4.1

2013	Feb	5353.94	0.7	9426.52	4.2
2013	Jan	5324.27	-0.1	9418.27	4
2012	Dec	5318.52	0	9412.52	3.9
2012	Nov	5329.77	0.2	9423.77	4.1
2012	Oct	5324.24	0	9418.23	3.9
2012	Sep	5321.24	0.1	9051.23	-0.1
2012	Aug	5331.74	0.3	9061.73	3.3
2012	Jul	5340.95	0.5	9070.95	3.4
2012	Jun	5344.95	0.9	9074.95	3.6
2012	May	5345.45	1.1	9075.45	3.7
2012	May	5345.45	1.1	9075.45	3.7
2012	Apr	5326.15	0.9	9056.15	3.6
2012	Mar	5324.4	1.1	9054.4	3.6
2012	Feb	5314.65	0.9	9044.65	3.5
2012	Feb	5314.65	0.9	9044.65	3.5
2012	Jan	5329.78	1.8	9059.77	4.1
2011	Dec	5320.44	1.5	9059.55	4
2011	Nov	5317.49	1.4	9056.6	3.9
2011	Oct	5323.99	1.8	9063.1	4.1
2011	Sep	5317.49	1.8	9056.6	4.1
2011	Aug	5316.24	4	8775.35	0.9
2011	Jul	5313.82	4	8772.94	0.9
2011	Jun	5298.76	3.8	8757.87	0.8
2011	May	5285.03	3.8	8752.12	0.9
2011	Apr	5278.63	3.9	8745.72	0.9
2011	Mar	5269.13	4.1	8736.22	1
2011	Feb	5268.17	4.1	8735.26	1
2011	Jan	5236.42	3.5	8703.51	0.7
2010	Dec	5243.65	3.6	8710.74	0.7
2010	Nov	5246.9	8.4	8713.99	0.8
2010	Oct	5229.96	8.1	8705.49	0.7
2010	Sep	5222.29	7.8	8697.82	0.5
2010	Aug	5114.02	5.5	8697.82	0.5
2010	Jul	5110.7	5.4	8694.49	0.5
2010	Jun	5104.2	5	8687.99	0.2
2010	May	5093.42	4.5	8677.21	-0.1
2010	Apr	5081.67	5.9	8665.46	-0.5
2010	Mar	5063.3	5.3	8647.1	-0.8
2010	Feb	5063.3	5.3	8647.1	-0.8
2010	Jan	5061.55	5	8645.35	-0.9
2009	Dec	5063.3	4.8	8647.1	-1
2009	Nov	4839.29	-1	8645.09	-1.7

2009	Oct	4839.04	-1.4	8644.84	-1.9
2009	Sep	4845.83	-1.3	8651.63	-1.9
2009	Aug	4846.58	2.2	8652.38	-1.3
2009	Jul	4848.72	2.3	8654.52	-1.2
2009	Jun	4863	4.2	8668.8	0.2
2009	May	4875.75	5.4	8681.55	0.5
2009	Apr	4799.55	4.1	8704.5	0.9
2009	Mar	4808.54	4.4	8713.49	1.1
2009	Feb	4807.89	4.8	8712.84	1.2
2009	Jan	4820.93	5	8725.88	1.4
2008	Dec	4833.05	5	8738	1.4
2008	Nov	4888.51	6.3	8793.47	2.1
2008	Oct	4907.26	6.8	8812.22	2.3
2008	Sep	4910.19	6.5	8815.14	2.2
2008	Aug	4744.5	2.9	8761.59	1.6
2008	Jul	4737.75	2.8	8754.84	1.5
2008	Jun	4668	1.3	8685.09	0.7
2008	May	4625.12	0.4	8642.21	0.2
2008	Apr	4609.37	3.6	8626.47	0
2008	Mar	4604.37	3.5	8621.47	-0.1
2008	Feb	4589.55	3.2	8606.64	0.2
2008	Jan	4589.55	3.2	8606.64	0.2
2007	Dec	4601.4	3.1	8618.49	-0.3
2007	Nov	4598.9	2.7	8615.99	-0.5
2007	Oct	4595.66	3.3	8612.75	0.2
2007	Sep	4608.82	4	8625.91	0.2
2007	Aug	4609.98	5.3	8627.08	1.8
2007	Jul	4607.98	5.2	8625.08	1.8
2007	Jun	4608.58	5.6	8625.67	2
2007	May	4607.58	5.8	8624.67	2.1
2007	Apr	4450.33	2.2	8629.48	2.1
2007	Mar	4447.58	2.1	8626.73	2.1
2007	Feb	4446.36	1.9	8625.51	2
2007	Jan	4446.86	1.7	8626.01	1.9
2006	Dec	4461.42	2.2	8640.58	2.2
2006	Nov	4476.67	3.2	8655.83	2.7
2006	Oct	4450.88	3.1	8630.03	2.6
2006	Sep	4432.61	3.2	8611.76	2.7
2006	Aug	4386.82	3.6	8479.51	3.5
2006	Jul	4379.82	3.2	8472.51	3.3
2006	Jun	4362.62	2.6	8455.31	3
2006	May	4354.87	2.8	8447.56	3.1

2006	Apr	4356.62	2.8	8449.31	3.1
2006	Mar	4356.24	3.6	8448.93	3.5
2006	Feb	4362.24	3.7	8454.93	3.6
2006	Jan	4371.86	3.9	8464.55	3.7
2005	Dec	4365.86	3.8	8458.55	3.6
2005	Nov	4338.61	2.9	8431.3	3.1
2005	Oct	4316.29	2.9	8408.98	3.2
2005	Sep	4296.85	3.3	8389.54	3.4
2005	Aug	4235.55	5.1	8193.29	2.3
2005	Jul	4245.79	5.7	8203.64	2.6
2005	Jun	4250.6	5.8	8208.45	2.7
2005	May	4236.26	5.9	8194.11	2.7
2005	Apr	4236.26	6.6	8194.11	3.1
2005	Mar	4205.01	6.9	8162.86	3.2
2005	Feb	4207.01	8.2	8164.86	3.8
2005	Jan	4207.51	8.3	8165.36	3.8
2004	Dec	4207.51	8.2	8165.36	3.8
2003	Dec	3889.37	4	7866.58	4
2002	Dec	3740.69	0.9	7561.98	3.1
2001	Dec	3708.67	0.9	7335.24	-0.5
2000	Dec	3676.95	2.4	7368.25	3.2
1999	Dec	3590.88	3.1	7137.17	2.6
1998	Dec	3481.95	3.4	6957.81	4.8
1997	Dec	3368.54	6.8	6639.85	9.1
1996	Dec	3154.16	3.5	6086.77	2.8
1995	Dec	3046.5	0.7	5924.09	1.8
1994	Dec	3024.48	1.5	5818.49	3.3
1993	Dec	2980.82	6.9	5630.25	5.8
1992	Dec	2804.06	2.8	5320.37	3.9
1991	Dec	2715.04	6.4	5120.63	3.8
1990	Dec	2552.58	-0.6	4933.39	0.7
1989	Dec	2566.6	1.7	4898.01	3.4
1988	Dec	2523	2.9	4738.35	1.2
1987	Dec	2450.79	2.7	4684.28	2.2
1986	Dec	2386.19	1.5	4585.4	0.5
1985	Dec	2350.21	1.4	4563.1	0.4
1984	Dec	2317.67	-0.8	4546.01	-0.3
1983	Dec	2335.79	1.3	4559.55	1.5
1982	Dec	2306.5	4.8	4490.38	6.2
1981	Dec	2201.32	6.2	4230.36	8.2
1980	Dec	2073.29	9.4	3909.16	11.8
1979	Dec	1895.43	7.4	3497.64	9.4

1978

Dec

1765.16

13.9

3197

11.6



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Deputy Mayor Selection Process.	AB23-64	CGA		
		7.5.2023 8.2.2023	7.19.2023	
	Department:	Administration		
	Date Submitted:	6.28.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi, City Clerk			
Fiscal Note:				
Attachments: City of Orting City Council Rules of Procedure				
SUMMARY STATEMENT:				
<p>The City of Orting City Council Rules of Procedure require the Deputy Mayor to be selected by a majority of the Councilmembers annually at the first Council meeting in January. The term of the Deputy Mayor starts on February 1st and ends January 31st of the following year.</p> <p>Deputy Mayor Bradshaw’s term on council will end on December 31st, 2023, which will leave the Council without a Deputy Mayor for January until a new Deputy Mayor can be selected and their term starts.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to regular business meeting on August 30 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
Motion to approve the amended Council Rules of Procedure as presented.				



City of Orting

City Council Rules of Procedure

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1. General Rules

1.1 Meetings to be Public:

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

1.2 Quorum:

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

1.3 Attendance, Excused Absences:

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

1.4 Remote Participation

Councilmembers are encouraged to attend meetings in person as often as possible. In the event that you are not able to attend meetings in person remote attendance preferably visually, and audibly will be permitted.

1.5 Council Meeting Staffing:

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

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

1.6 Journal of Proceedings:

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

1.7 Right of Floor:

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

1.8 Rule of Order:

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

1.9 Councilmember Seating:

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

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

2. Types of Meetings:

2.1 Regular Council Meetings:

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

2.1.1 Regular Study Sessions:

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

2.2 Special Meetings and Workshops:

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

2.3 Council Committee Meetings:

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

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

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

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

2.4 Emergency Meetings:

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

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

2.5 Executive Sessions:

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

2.6 Council Contact outside an Official Meeting:

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

3. Chairs and Duties

3.1 Chair:

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

3.2 Call to Order:

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

3.3 Preservation of Order:

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

3.4 Points of Order:

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

3.5 Questions to be stated:

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

3.6 Mayor – Powers:

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

3.7 Duties:

The Mayor or designee shall:

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

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

3.8 Deputy Mayor – Powers:

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

3.9 Deputy Mayor -- Duties:

- (A) Term of the Deputy Mayor shall be one year. (February 1st, to January 31st.)

(B) Vacancy of Deputy Mayor

1. Planned Vacancy. In the event the Deputy Mayor plans to vacate the office of Deputy Mayor prior to the end of their term, Council shall appoint a new Deputy Mayor based on the Deputy Mayor selection process at the last regular Council meeting the current Deputy Mayor will attend.

2. Unplanned Vacancy. In the event the Deputy Mayor vacates the office of Deputy Mayor without prior notice before the end of their term, Council shall appoint a new Deputy Mayor based on the Deputy Mayor selection process at the next regular Council Meeting.

- (A)(C) Election of Deputy Mayor. At the first meeting of January, the Council shall elect a Deputy Mayor (DM) for a term of one year, beginning February 1st, and ending the last day of January.

- (B)(D) The election process shall be as follows:

1. The Deputy Mayor shall serve as the Chair for the nomination process for the position of DM, unless they are a nominee in the process, at which time it will be turned over to the Mayor as Chair. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary.
2. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Second nominations will then be accepted.
3. Nominations may be made by another Councilmember, or by self.

4. Nominations may include brief supporting comments by the Councilmember.
5. A Councilmember may withdraw their nomination from consideration.
6. Nominations do not require a second.
7. After nominations have been closed (see #2 above for second nominations), each nominee will have an opportunity to speak, either at their seat or at the podium. If the nominee chooses to speak, it may not be for longer than three minutes, with a fifteen second wrap-up period. Then voting for DM will precede:
 - a. Voting will be according to alphabetic order, A-Z of nominations made. Any second vote will be by reverse order, Z-A; continuing to reverse as necessary for subsequent votes. This is done to be as fair as possible to all nominees.
 - b. If there is **only one nominee** for the position, the Chair will open the floor for a motion and appointment.
 - c. If there are **two nominees**, the following scenario will be followed:

Scenario #1: 2 Nominees, 7 standing councilmembers

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

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

1. Clerk does a roll call for Council-members on their preferred candidates
2. Nominee A gets 3 votes
3. Nominee B gets 2 votes
4. Nominee C gets 2 votes
5. Nominee A is chosen as Candidate A. Chair sets a second ballot for Nominees B & C to determine second candidate.

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

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

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

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

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

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

~~(C)~~(E) When filling Council vacancies, see section 8.

~~(D)~~(F) An appointment committee consisting of the Deputy Mayor, one (1) Councilmember, and the Mayor shall recommend assignments for the

Council Committee Chair and Vice-Chair positions in accordance with the following procedure:

- a) The appointment committee shall provide recommendations for Council Committee assignments to the full Council for its approval no later than the first regular meeting in February.
- b) Each Council member shall be assigned to at least one (1) Council Committee, with the exception of the Deputy Mayor who shall chair the study session and shall not be assigned a role in a Council Committee.
- c) Chairperson selection shall be based on seniority, balance of experience, knowledge and interest prior to assignment.
- d) The appointment committee shall give weighted consideration for those working on long range project.

3.10 Councilmember - Powers:

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

3.11 Councilmember – Duties:

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

4. Order of Business and Agenda

4.1 Order of Business:

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

- 1. Call to Order:** The Mayor calls the meeting to order.
- 2. Pledge of Allegiance**
- 3. Roll Call:** The Mayor requests a roll call of Councilmembers and indicates whether an absent Councilmember has requested an excused absence.

Excused absences will be handled as stated in Section 1.3 of this document. After roll call any additions or deletions to the agenda should be addressed.

4. **Public Comments:** Members of the audience may comment on items relating to any matter not on the agenda. Comments are limited to three minutes, or for a person speaking on behalf of a group or organization, comments are limited to five minutes. No speaker may convey or donate his or her time for speaking to another speaker. Persons addressing the Council will be requested to step to the podium and give their name and address for the record.
 5. **Awards, Confirmations & Presentations:** The Mayor makes announcements of upcoming meetings and events. Other special presentations may also be scheduled at this time.
 6. **Public Hearings:** See Section 6.
 7. **Consent Agenda:** The Consent Agenda contains items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, and claims. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember.
 8. **Commission Reports & Committee Reports on Titles of Agenda Bills Moving To Study Session From Committee.**
 9. **Old Business**
 10. **New Business**
 11. **Executive Session**
 12. **Adjournment**
- 4.2 **Council Agenda:**
- 4.2.1 Regular Council Meetings.** The Mayor, City Administrator and the City Clerk shall prepare the agenda for Council meetings. Subject to the Council's right to amend the agenda, no legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety or welfare). An item may be placed on a Council regular meeting agenda by any of the following:
- (A) The Deputy Mayor or a majority of the Council (after consideration of the item at a study session);
 - (B) The Mayor

- (C) The City Administrator or a Department Director, with the approval of the City Administrator.

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

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

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

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

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

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

4.3 Ordinances:

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

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

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

4.4 Resolutions:

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

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

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

4.5 Council Packets:

Agendas and packets will be provided to the City Council by 5 pm the Friday prior to the meeting. The City Clerk will post the Agenda Packet on the City's Website. Agendas and packet materials will be available at the Council meeting and may be requested at City Hall from the City Clerk by the public.

4.6 Council Confirmation of Mayoral Appointments:

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

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

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

The confirmation process is as follows:

- (A) Prior to the meeting, the Council will be provided a copy of the Employment Application and/or resume (with personal information redacted) for review in the Council Packet. Staff may provide other pertinent information as appropriate.
- (B) During the Confirmation agenda item of the Council meeting the:

1. Mayor or City Administrator will introduce the nominated applicant and briefly recap the process that resulted in the nominee being selected for the position,
 2. The applicant (if available to attend) will provide a brief background and description of their qualifications to the Council.
 3. Council will have a question and answer opportunity with the applicant and/or staff to last up to 30 minutes (time may be extended upon majority Council consent), and
 4. Public Testimony will be taken with each speaker given a maximum of three minutes to provide comments. All comments must be directed toward the Chair and limited to the confirmation discussion. Two-way discussions are discouraged.
- (C) An executive session in accordance with RCW 42.30.110(g) may be requested by any Councilmember to “evaluate the qualifications of an applicant for public employment or to review the performance of a public employee” if questions or concerns arise that should not be discussed in a public forum. Final actions must take place in an open meeting.
- (D) After the question and answer session, upon resumption of the regular meeting after an Executive Session (if requested), and upon a motion, the Council will vote to confirm the hire/ nomination on a simple majority vote of the present Council quorum.

5. Consensus, Motions and Decorum

5.1 Consensus Votes:

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

5.2 Motions:

- (A) Making a Motion.** Motions shall be clear and concise and not include arguments for or against the motion within the motion. No motion shall be entertained or debated until duly seconded and announced by the Chair. A motion that does not receive a second dies. After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second. After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote. Motions that do not

need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.

- (B) Audience Comment.** Audience comment on a motion may be taken after the briefing on the motion occurs and before the motion is voted on by the Council.
- (C) Restatement of Motions.** The City Council votes on motion as restated by the Chair if the motion is amended.
- (D) Votes on Motions.** Each member present shall vote on all questions put to the Council except on matters in which he or she has a conflict of interest. If a conflict of interest exists, such member shall disqualify himself or herself prior to any discussion of the matter. If a majority of Council arrives at a consensus to put up an issue for vote and a Councilmember is not there when the vote takes place, the Councilmember cannot bring the item back.
- (E) Failure to Vote on a Motion.** Any Councilmember present who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.
- (F) Unanimous Vote.** If the vote is unanimous, the Mayor shall state that the motion has passed unanimously according to the number of Councilmembers present such as “7-0” or “6-0”.
- (G) Roll Call Vote.** If a vote is not unanimous, and the Mayor or a Councilmember requests it, each Councilmember shall state his/her vote and the City Clerk shall record it. The City Clerk then restates the outcome of the vote. For example, the outcome may be restated as, “Councilmembers A, B, C and D vote ‘yes’. Councilmembers E, F and G vote ‘no’. The vote is 4-3 to adopt Ordinance No _____. The motion carries.”
- (H) Tie Vote.** A motion that receives a tie vote is deemed to have failed.
- (I) Topic Closed.** Once a vote on a motion has been taken, the topic of motion is closed for the remainder of that meeting.
- (J) Withdrawal of Motion.** A motion may be withdrawn by the maker of the motion at any time before a vote is taken without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- (K) Motions to Reconsider.** A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an

adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.

- (L) Motion to Lay on the Table.** A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, and requires a majority vote. The purpose of the motion to lay on the table is to temporarily set aside the motion in order to conduct other more urgent business. A motion not taken from the table by the close of that meeting or the next regular meeting dies on the table. If the motion to table prevails, the matter may be “taken from the table” by motion which requires a second, is not debatable and requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.
- (M) Motion to Postpone to Date Certain.** A motion to postpone to a time certain requires a second, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.
- (N) Motion to Postpone Indefinitely.** A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.
- (O) Motion to Call for the Question.** A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- (P) Motion to Amend.** A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include a motion to adjourn, to amend the agenda order, lay on the table, for a roll call vote, for a point of order, for reconsideration and take from the table. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (Q) Interpretation.** The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature that may arise at a Council meeting.

- (R) Order of Precedence.** All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict between Robert's Rules of Order and these Council rules, these Council rules shall prevail.

5.3 Council Relations with City Staff:

The following guidelines should be adhered to:

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

5.4 Council Representation to any Media and other Organizations:

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

- (A) If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be

expressed if the Councilmember clarifies that these statements do not represent the Council's position.

(B) Councilmembers need to have other Councilmembers' concurrence before representing: (1) another Councilmember's view or position, or (2) the majority of Council's view or position with the media, another governmental agency or community organization.

(C) As a matter of courtesy, letters to the editor, interviews or other communication by a Councilmember of a controversial nature, which do not express the majority opinion of the Council, should be presented to the full Council and Mayor prior to publication so that the Councilmembers may be made aware of the pending publication.

6. Public Hearing Procedures

6.1 Definition of Public Hearing:

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

6.2 Speaker Sign-In:

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

6.3 Conflict of Interest/Appearance of Fairness:

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

A Councilmember who refuses to step down after challenge and the advice of the City Attorney, a ruling by the Mayor or Chair and/or a request by the majority of the remaining members of the Council to step down, is subject to censure. The Councilmember who has stepped down shall not participate in the Council decision

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

6.4 The Public Hearing Process:

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

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

4. The Chair continues the public hearing to a specific time or closes the public hearing.

7. Duties and Privileges of Media and Citizens

7.1 Media Representation:

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

7.2 Meeting Participation:

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

7.3 Subjects Not on the Current Agenda:

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

7.4 Public Comments and Suggestions to Council:

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

- (A) If the issue is legislative, and comments on the letter or intent of a legislative act or is a suggestion for changes to such an act, and if any Councilmember suggests a change to an ordinance or resolution of the City, the Council may refer the matter to a committee, City Administration, City Attorney or the Council as a whole for study and recommendation.

- (B) If the issue is administrative and comments on administrative staff performance, administrative execution of legislative policy or administrative policy within the authority of the City Administrator, the Chair should then refer the complaint directly to the City Administrator for his/her review if the complaint has not yet been reviewed. The City Council may direct that the City Administrator report to the Council his/her response and resolution.

7.5 Personal and Slanderous Remarks:

Any person making personal, offensive, impertinent or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience participation before the Council during that Council meeting by the Mayor.

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

7.6 Written Communications:

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

7.7 Video Recording of Public Meetings:

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

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

At Committee meetings located at the Public Safety Building, all recording equipment shall be placed at the end of the first row on the west side of the meeting space in a location that does not pose a safety hazard or otherwise interfere with the public's

access to attend and view the meeting, and shall be placed at the northwest corner of the room at the Multipurpose Center Conference Room. The Committee Chair (or his or her designee) may proscribe an alternative location for placement of recording equipment, so long as the location does not pose a safety hazard, does not hinder the public's attendance and does not disrupt the decorum of the meeting.

8. Filling Council Vacancies and Selecting Deputy Mayor

8.1 Notice of Vacancy:

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

8.2 Application Procedure:

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

8.3 Interview Process:

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

8.4 Selection of Councilmember:

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

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

8.5 Selecting Deputy Mayor:

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

9. Committees and Commissions

9.1 Citizen Committees, Boards and Commissions:

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

9.2 Types of Committees:

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

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

9.3 Membership and Selection:

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

9.4 Committee Meetings:

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

9.5 Committee Records:

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

9.6 Open Public Meetings Act:

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

9.7 Removal of Members of Boards and Commissions:

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

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

10. Public Records

10.1 Public Records:

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

10.2 Electronic Mail:

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

10.3 Open Public Meetings Act Regarding Electronic Mail:

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

11. Council Travel Policy

11.1 Applications:

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

11.2 Administration:

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

11.3 Documentation:

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

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

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

11.4 Council Retreats/Executive Team Retreats:

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

11.5 Service Awards Ceremonies:

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

11.6. Transportation Expenses:

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

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

11.7 Meals:

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

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

11.8 Local Business Meals:

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

11.9 Meetings through Mealtimes:

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

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

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

11.11 Meals While On Authorized Travel Status:

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

11.12 Non-Reimbursable Expenditures:

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

11.13 Lodging:

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

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

11.14 Non-Allowable Expenses:

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

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

12. Suspension and Amendment of These Rules

12.1 Suspension of These Rules:

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

12.2 Amendment of These Rules:

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

12.3 Conflict:

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



**City of Orting
Council Agenda Summary Sheet**

Subject: Banners & Advertising		Committee	Study Session	Council
	AB23-67	CGA		
	For Agenda of:	8.2.2023	8.16.2023	
	Department:	CGA/Administration		
	Date Submitted:	6.29.2023		
Cost of Item:		<u>N/A</u>		
Amount Budgeted:		<u>N/A</u>		
Unexpended Balance:		<u>N/A</u>		
Bars #:		N/A		
Timeline:		Discussion Item		
Submitted By:		Scott Larson		
Fiscal Note: None				
Attachments: Banner and Advertising Policy Memo, HWY 162 Banner Application				
SUMMARY STATEMENT:				
<p>The attached Banners and Advertising application has been amended to state:</p> <p>The permit application allows the City and WSDOT to keep track of banners placed across SR 162. City Council sponsorship and a valid municipal purpose is required for banner approval. The application and payment must be submitted 90 days before the proposed date the banner will be placed. Before the installation the City of Orting will contact ASDOT as part of the permitting process. When the banner is approved by WSDOT the City of Orting will notify you. Please allow up to 3 weeks for approval.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to regular business meeting on August 30 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To approve the amended Banners and Advertising application as presented.				



Memo

To: CGA Committee

From: Scott Larson, City Administrator

cc: Mayor Penner

Date: May 24, 2023

Re: Banners and Advertisements on Public Property

The City has an existing practice of allowing banners to be placed over HWY 162 between Cardinal Ln. and Bridge Street. Typically, these banners are associated with a City event like the Daffodil Festival or City Sponsored event like the Farmers Market. In other instances, we have allowed this forum to be utilized for other non-government speech such as promoting a school bond or advertising a local football league. For these non-governmental speech instances, the city charges approximately \$200 for placing the banner for a two-week period.

In 2022 there was a Supreme Court case, *Shurtleff v. Boston*, where the City of Boston had a practice of allowing private groups to raise a flag on the city's flagpole. When a group wanted to raise a religious flag, the City denied the request as the city feared allowing a religious symbol was the city endorsing a particular religious position. The court however, unanimously ruled that if the city allows the flagpole to be used for any non-governmental speech it can't differentiate types of non-governmental speech. The court further stated that if Boston wants to change its policy and only utilize the flagpole for government speech, that would be permissible.

This memo serves primarily to inform the council of the current policy so that council can make an informed policy decision to either allow all non-governmental speech "banners" over the highway, or only allow government speech to be placed in this forum.

Further, the city has had a request from a business regarding "sponsoring" the baseball field. This would involve in individual, business, or organization paying a fee to place an advertisement (likely some sort of banner) on the fence at the City's baseball field. The intent of this funding would be to help fund field maintenance. Again, the same public forum analysis as outlined above would apply. If council would like to entertain a policy regarding placing banners in other forums like baseball fields, or other locations; staff can work on putting together a policy that would regulate how this would happen.



104 Bridge St S., PO Box 489, Orting, WA 98360
 Phone: 360.893.2219 Fax: 360.893.6809
 Website: www.cityoforting.org
 Email: malfiere@cityoforting.org

BANNER PERMIT APPLICATION

This Permit Application allows the City and WSDOT to keep track of banners placed across SR 162. City Council sponsorship and/or a valid municipal purpose is required for banner approval. The application and payment (if applicable) must be submitted 90 days before the proposed date the banner will be placed. Before installation, the City of Orting will contact WSDOT as part of the permitting process. When the banner is approved by WSDOT the City of Orting will notify you. Please allow up to 3 weeks for approval.

This form must be competed IN FULL each time a banner is to be installed.

****Name, Date and Event Sponsors are ONLY allowed on the banner for it to be approved by WSDOT****

Applicant Name: _____ Representing: _____

Event Name: _____ Event Date: ___/___/___

Mailing Address: _____

Phone: _____ Email: _____

Non-Profit: Yes No UBI #: _____

Location of Banner: SR 162 & Leber St. NE Cost: \$195.00

Requested period for the banner to be across SR 162: ___/___/___ through ___/___/___
The banner may only be across SR 162 for 2 weeks

Specifications of Banner

Material Type: _____ Size: ___ x ___ Thickness: ___

How many ___ cuts are on the banner: ___ One sided or Two Sided: One Two

Drawing of the Banner (Must be drawn each time of application or a photo of the banner attached):

Manufacturer of the banner: _____

Is this a new banner or one that has been used previously in Orting? New Previously-used

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.

Hold Harmless Agreement: Permittee agrees to indemnify, defend, and hold the City, its officers, employees, and volunteers, harmless from and against any and all claims, actions, or damages of any type asserted against or incurred by the City in connection with any acts or omissions of the permittee, its agents, employees, contractors, or any person in connection with the permit, provided this obligation shall not include such claims which may be caused by the sole negligence of the City or its officers or employees.

Signature: _____ Date ____/____/____

****RETURN COMPLETED FORM ALONG WITH PAYMENT (if applicable) BY MAIL OR IN PERSON AT CITY HALL AT LEAST 90 DAYS PRIOR TO HANGING OF BANNER****

Official Use Only:

Application Received: ____/____/____	Amount Paid: _____	Receipt #: _____
Date Application Emailed to WSDOT: Date ____/____/____		
WSDOT Contact: _____		
Confirmation from WSDOT: Date ____/____/____ (Attach Authorization document)		
Notification to Applicant: Date ____/____/____ Email or Phone: [] Email [] Phone		
Date Received Banner: ____/____/____ Received by: _____		
Date Banner Installed: ____/____/____ Date Banner Removed: ____/____/____		
Date Banner Picked-up: ____/____/____ Picked-up by: _____		



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Facility Rental Policy.	AB23-72	CGA		
		8.2.2023	8.16.2023	
	Department:	Administration		
	Date Submitted:	7.26.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi, City Clerk			
Fiscal Note:				
Attachments: Facility Rental Policy				
SUMMARY STATEMENT:				
<p>The proposed City of Orting Facility Rental Policy outlines facility availability, hours, uses, rental procedures, expectations for set up and clean up, safety, insurance requirements, and rules regarding inflatables such as bounce houses. The policy also sets guidelines for rentals that have alcohol at their events.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to regular business meeting on August 30 th , 2023 as a consent agenda item.				
FUTURE MOTION: <u>Motion:</u>				
Motion to approve the Facility Rental Policy as prepared.				



CITY OF ORTING

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

City of Orting Facility Rental Policy

Facility Availability:

The City of Orting facilities are available for rental seven (7) days a week. It is the aim of the city of Orting to make the facilities available for the widest possible community use. Applicant understands that the tenant sponsored programs and activities by the City of Orting for the general public have priority over private groups in the scheduling of the facility.

Facility Hours:

Multipurpose Center (MPC): Sunday – Thursday - 8:00am – 12:00am. Friday and Saturday – 8:00am – 2:00am.

BBQ Pit and Gazebo: Park hours – 4:00am – 10:00pm

Orting Station: Park hours – 4:00am – 10:00pm

Facility Uses:

1. Facilities can be rented for private and non-profit uses.
2. Facilities used shall be limited to those specified on the application. When renting the MPC, the applicant does not have use of the foyer area.
3. The City of Orting shall not be liable for injuries or loss of property resulting in the use of the premises.
4. Facility rentals for commercial purposes and/or renters who charge a fee will not be eligible to rent at the non-profit rate.
5. Facilities are rented by the hour, with a two hour minimum.

Rental Procedures:

1. Facility rental requests may be submitted online through www.teamsideline.com/cityoforting or may be made in person at Orting City Hall.
2. Facility rental requests made online will be reviewed and approved by a staff member for conflicts and then a payment must be made online at www.teamsideline.com/cityoforting for the rental request to be complete.
3. Rental fees, deposits, and required documents are due at the time the application is submitted.
4. A \$300.00 deposit is required for events at the MPC where alcohol is served. Please include a copy of your State Liquor Board License or Banquet Permit with your application, rental fee and deposit

for verification to the City of Orting. In addition, a \$1,000,000 Insurance Certificate is required with the City of Orting as additional insured no later than two weeks prior to your rental date.

5. Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, caterers, depending on the type of event proposed.
6. If you are expecting more than 50 people at your event, a Special Event Permit is required by the City of Orting. Contact the Activities & Events Coordinator at (360) 893-9017 or by emailing recreation@cityoforting.org for more information.
7. Prioritization is first come, first served. Reservations may be made up to twelve months in advance. If applicant is requesting more than one date per month, all requests must be approved by the Parks and Recreation Supervisor and may take additional processing time to complete. A new application must be filed for each time of usage. All rental rates including damage/reservation deposit must be paid at the time of reservation.
8. Applicants must be 18 year of age or older to rent a facility.
9. Applicants must provide Federal or State approved picture identification.
10. Facility reservations are not transferrable.
11. The applicant is responsible for all aspects of use including payment of fees and deposits, as well as any damage to equipment or property above and beyond the deposit.
12. Any organization damaging or destroying City property will be held responsible for the cost of repair or replacement. In the event of damages or unacceptable cleaning, applicant shall accept the City of Orting's estimate of the amount of cost; and it shall be deducted from the deposit, and if inadequate, the additional amount is immediately payable.
13. The damage deposit will be refunded to the name and address provided on the facility rental application within 45 days by mail following your event provided there are no damages to the equipment or building as a result of use. If City of Orting staff determines there has been any damage of clean up issues, the renter will be contacted within two working days to discuss the issue and part or all of the deposit may be withheld.
14. Cancellations must be made at least one week prior to the rental reservation. If cancellation is less than one week prior to the rental reservation or a no show occurs, refund of the rental fee will not be issued. Cancellation can be emailed to Danielle Charchenko at dcharchenko@cityoforting.org or by telephone at 360-893-9002 (leaving a voicemail is acceptable).
15. A walk through of the facility may be arranged by emailing Danielle Charchenko at dcharchenko@cityoforting.org or calling 360-893-9002.

Set Up and Clean Up:

1. Set up and clean up are to be conducted during your rental time.
2. Renter is responsible for clean up at the end of the event.
3. The facility must be left in satisfactory condition by all groups using it. The use of open flames, candles, sparklers, confetti, rice (e.g. weddings) and boughs of coniferous trees are prohibited. No one is allowed to affix anything to ceilings or walls.

4. Any organization damaging or destroying City property will be held responsible for the cost of repair or replacement. In the event of damages or unacceptable cleaning, applicant shall accept the City of Orting's estimate of the amount of cost; and it shall be deducted from the deposit, and if inadequate, the additional amount is immediately payable. Chairs and tables are to be handled with care at the MPC; the Orting Station does not have tables and chairs available. There are 6 tables and 60 chairs available at the venue.
5. Applicants are required to remove, at their own expense, all materials, equipment, furnishings and/or garbage left after use of the facility. Damage deposit will be retained until all items are removed.
6. Applicant is to supply own cleaning supplies, dish towels, paper towels, plastic refuse bags, and all other items as needed.
7. If there are any problems with blown fuses go to the electrical box and reset breaker. Make sure that you do not have more than one appliance on the same outlet. Please do not manually turn off the lights at Orting Station, they are on a timer and will shut off automatically.
8. Do not tamper with audio/visual equipment, HVAC, light plugs or restroom fixtures.
9. Exits may not be blocked by tables, chairs, staging, decoration, etc.
10. City of Orting cleaning and security checklist must be initialed as completed by the individual signing the application or designated representative and returned to the City of Orting in the drop box outside of City Hall located at 104 Bridge St S. Orting, WA 98360 upon completion of the rental. Any facility keys must also be dropped off at this time. Failure to do so will result in retention of the deposit regardless of the condition the building is left in. If you have any questions please contact the Facility Coordinator at (360) 893-9002 prior to usage.

Safety:

1. The building should not at any time be left unattended or unlocked.
2. Under no circumstances may chairs and tables be removed from the interior of the building.
3. Climbing on any piece of furniture or equipment is prohibited.
4. The City accepts no responsibility for the safety of foods prepared or stored on site.
5. The use of lighted candles is prohibited at all times.
6. Smoking is not permitted inside any City of Orting facilities and all applicable Washington State Laws must be followed.
7. All sound amplification must end at 10:00 pm. Music and any sound amplification must be kept at levels which do not disturb the reasonable peace and quiet of any citizen at all times.
8. There are a limited number of electrical outlets in the City of Orting facilities. Over-loading of circuits may cause the electricity to fail. If City of Orting staff is called out to address the issue, a call out fee of \$100 each time a staff member is called out will be deducted from your deposit amount.

Alcohol use:

1. If alcohol will be present at a function, the renter must meet all obligations of the Washington State Liquor Control Board. Renter must obtain a banquet permit two

weeks prior to the event. A copy of the permit must be provided to the City of Orting before the event and another copy must be posted in the building during the event.

2. Alcohol is only permitted at the MPC facility. It is not permitted at the Orting station or any other outdoor facilities or City of Orting parks.
3. Law enforcement or City personnel will have the right to check and monitor the facilities; the City reserves the right to require city approved security at the applicant's expense.
4. Consumption of alcohol by minors is illegal and forbidden; the event will be closed down for any violation. There will be no refund of any fees and your deposit will be forfeited. Legal responsibility for any guest's consumption of alcohol will rest solely with the individual signing the MPC application.
5. Last call for alcohol shall be 30 minutes prior to the scheduled event end time.

Insurance Requirements:

1. Satisfactory commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence may be required for events and rentals held at City of Orting facilities. The commercial general liability insurance must name the City of Orting as an additional insured.
2. If alcohol is being served the liability insurance shall include coverage for "liquor liability" with limits of not less than \$1,000,000 per occurrence.
3. At the discretion of the City of Orting, a private event may be required to purchase additional insurance. To obtain a special event insurance policy, you can purchase a single event policy through the approved TULIP program by the city's insurance provider Washington Cities Insurance Authority at: <http://www.gatherguard.com>.
4. If inflatables (i.e. bouncy houses, human hamster ball, etc.) will be used, general liability insurance in the amount of \$1,000,000 per occurrence is required and an insurance certificate citing the City of Orting as additional insured must be provided. In addition, a certificate of insurance citing the City of Orting as additional insured must be provided by the inflatable vendor.
5. Corporations and registered organization (profit and non-profit) can supply a copy of their group's existing policy which must include:
 - Commercial Liability Insurance Certificate with City of Orting as additional insured.
 - Coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - Liquor liability included and indicated on the policy.

Inflatables:

1. Inflatables such as bouncy houses are only allowed outdoors at Orting Station in the grass north of the building. Applicant will be provided with a map indicating where the vendor can set up any inflatables.
2. An additional refundable damage deposit of \$100 is required if inflatables will be used.
3. Insurance in the amount of \$1,000,000 per occurrence is required as well as insurance certificates provided by the applicant and vendor naming the City of Orting as additional insured (see Insurance Requirements section).



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Orting Recreation Athletic Facility Rental Policy and Guidelines.	AB23-73	CGA		
		8.2.2023		
	Department:	Administration		
	Date Submitted:	7.26.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi			
Fiscal Note:				
Attachments: Orting Recreation Athletic Facility Rental Policy and Guidelines				
SUMMARY STATEMENT:				
<p>The Orting Recreation Athletic Facility Rental Policy and Guidelines includes general policy, priority of groups, application process and guidelines and rules for tournaments for its athletic facilities.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to the regular business meeting on August 30 th , 2023 as a consent agenda item.				
FUTURE MOTION: <u>Motion:</u>				
To approve the Orting Recreation Athletic Facility Rental Policy and Guidelines as prepared.				



ORTING RECREATION **ATHLETIC FACILITY RENTAL** **POLICY AND GUIDELINES**

The following policies and guidelines have been presented and adopted by the City of Orting to govern the use and users for renting athletic facilities within the city limits.

1. GENERAL POLICY

- A. The primary use of municipal recreation areas and facilities are for public recreation activities.
- B. The City or any third party that uses city property or facilities, is required to obtain a permit, license or other form of approval from the City for a community athletics program, or participates in a community athletics program shall not discriminate against any person on the basis of sex or any other basis protected by federal or state law, including race, color, creed, religion, national origin, disability, use of a guide dog or service animal by a person with a disability, HIV/AIDS or hepatitis C status, sexual orientation, gender identity, or honorably discharged veteran and military status in the operation, conduct, or administration of community athletics programs for youth or adults.
- C. City and Parks and Recreation Department sponsored activities have priority use of the facilities. Facility use permits may be cancelled by the City of Orting. If a cancellation is made by the department, every effort will be made to either reschedule or locate alternate facilities within the city. Fees and deposits will be returned if permit has to be cancelled.
- D. Licensee is expected to leave the premises in the same condition which they were found or better. It is unlawful for any person to use threatening, abusive, insulting or indecent language in the public parks of the city or to create any nuisance or offense, or to scratch, cut, injure or deface any of the buildings, fences, structures, trees or shrubbery, or destroy any other improvements. It is unlawful to drive any vehicle over any portion of any public park. The licensee will be responsible for all damages to the buildings and appurtenances thereto, and shall be responsible for reimbursement to the city.
- E. It is unlawful for any person to bring into any park or consume by mouth, inhalation, or injection, while in any park, any intoxicating liquor, narcotic, or dangerous drugs.
- F. The facility must be vacated by the designated closing time of 11:00 p.m.
- G. The granting of this license does not give the licensee authority to sell souvenirs, food or drink upon the property so licensed. The authority to operate a concession shall be the sole privilege of the city.
- H. Groups using city facilities are subject to the rental rates for fields, field preparation and mounds.
- I. Preparation of the fields will be provided by the City of Orting Parks Maintenance staff. City of Orting staff and officials will make the final determination as to the playability of the fields. The renter will take responsibility of playing on wet fields.

- J. If your facility rental needs cancelled or postponed, a cancellation notice must be emailed to recreation@cityoforting.org or left via phone message by calling (360) 893-9002 at least ten (10) days prior to your scheduled event. If cancellation is less than ten (10) days or no show occurs, refund of the rental fee will NOT be issued.

2. PRIORITY OF GROUPS

- A. For the purpose of determining the priority use of recreational facilities, the following Priorities of groups are established. Reservation determination will be made by Orting Parks & Recreation Department or designee.

1. City of Orting Programs
2. Orting School District programs
3. Nonprofit Organizations (50% or more Orting residents)
4. Non-profit organizations within the City limits of Orting and/or the Orting School District boundaries.
5. Commercial Agency (located within the city limits of Orting)
6. Nonprofit Organizations (less than 50% Orting residents)
7. Non-Orting Residents (less than 50% Orting residents)
8. Commercial Agency (located outside the city limits of Orting)

- B. Definition of Users

1. City of Orting Program - Official city sponsored and/or funded programs and events.
2. Orting School District - Official district sponsored and/or funded programs and events.
3. Nonprofit Organization - Organizations that are registered as nonprofit through the Office of Secretary of State and are in good standing. (Must provide UBI# and a 501(c)3 form).
4. City of Orting Residents - Individuals that live within the city limits of Orting.
5. Commercial Agency - Profit oriented business.
6. Non-Orting Residents - Individuals that live outside the city limits of Orting.

3. APPLICATION PROCESS

- A. Applications for field rentals which include Field Prep shall be submitted to the city 30 days before the proposed usage date to accommodate resource scheduling. Applications for field rentals which do not include Field Prep shall be submitted to the city 5-business days before the proposed usage date.
- B. Applications will be considered based upon their priority ranking. The city reserves the right to limit requests per applicant. The city also reserves the right to approve field use but deny Field Prep based on resource availability. Requests will be determined on a first come, first serve basis.

- C. A security deposit of \$100 is required at the time of application. This is separate and above the cost of renting the facility. This deposit will be refunded after the scheduled use following an inspection of the grounds and buildings. In the event there is damage beyond regular wear and tear and it exceeds the deposit amount, the City shall invoice the applicant for damages to the facility. ***The field reservation must be cancelled a minimum of 10 business days prior to the reservation date(s) or the renter will forfeit their security deposit.***
- D. Applications for league scheduling may be submitted based on “A” above and shall include a list of dates and times the applicant is proposing to utilize the field. A security deposit as outlined in “C” above is required to be paid at time of application.
- E. Organizations who rent fields shall obtain and maintain liability insurance with a company authorized to do business within the State of Washington on which policy the City of Orting is named as co-insured. Liability limits required for such insurance coverage shall be \$1,000,000. Proof of insurance is required to have a complete application. All groups should require that all participants have their own health or accident insurance plans.
- F. Full rental payment is due 5 business days after an application is approved, or at time of application if the proposed usage date is within 5 business days. If the city denies the request, all deposits and fees will be returned without penalty.
- G. If renter is renting athletic facility for one or more dates within the same month, they must provide a written schedule of games and practices. An additional fee for porta potty rentals may be required based on proposed usage.
- H. If a renter is requesting Field Prep, the renter is responsible for identifying field dimensions at time of application. If no dimensions are provided, no field prep will be completed and this portion of the fee will be returned.

4. TOURNAMENTS

- A. Tournament scheduling requests are required to pay a \$100 security deposit at the time of application. Applications shall be submitted to the city thirty (30) days before the first proposed usage date. The application fee is separate and above the cost of renting the facilities.
- B. Full Tournament Rental Payment is due 5-days after the Tournament Application is approved. Failure to pay the rental fees will result in a cancelled application, and the security deposit will not be refunded. If the city denies the request, all deposits and fees will be returned without penalty.
- C. Preparation of the fields will be provided by Orting Parks Maintenance Staff.
- D. Tournaments shall be held between the hours of 9:00am and dusk. Tentative written schedules of games for tournaments, including the number of teams, shall be provided to the city thirty (30) days prior to the date of the tournament to accommodate resource scheduling. Final tournament schedules shall be submitted to the City no less than ten (10) days before the first day of the tournament. Schedules must allow 45 minutes of preparation services per field at separate intervals during the tournament. This must be specified in your tournament schedule, i.e. Field #1 @ 1:45; Field #2 @ 2:30; Field #3 @ 3:15, etc. These times must be concurrent.
- E. Department staff and officials will make the final determination as to the playability of ball fields. The renter will take responsibility of damages caused by playing on wet fields.

- F. The authority to operate any concessions shall be the sole privilege of the City.
- G. Orting Parks and Recreation Department programs take precedence over other users.
- H. The applicant will be required to pay for portable toilets based on anticipated attendance.

5. FIELD PREPARATION SERVICES

- A. Drag infield.
- B. Lay lines for base path and batters' boxes.
- C. Install bases.
- D. Installation of portable pitching mounds. Gratzner Park Fields are the only facility that allows portable mounds. If mounds are requested there will be an additional charge assessed to the renter. (10-day advance notice is required for mound requests.) Mounds shall be installed and removed by City of Orting staff.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Parks Advisory Board.	AB23-74	CGA		
		8.2.2023	8.16.2023	
	Department:	Administration		
	Date Submitted:	7.26.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi, City Clerk			
Fiscal Note:				
Attachments:	Ordinance No. 2023-1111			
SUMMARY STATEMENT:				
<p>In the past few years interest in participating on commissions and committees within the city has dropped off, and it has been difficult to keep them full. Further, the amount of work being sent to and completed by the Parks Advisory Board has been limited. To make sure that we are utilizing community member’s time and expertise efficiently, staff are recommending an alternative Parks Advisory Board structure that would be stood up to study a specific piece of parks policy such as a Parks Trails and Open Space plan or a Master Plan for a specific park. This would allow us to clearly communicate expectations for specific policies including what we are looking for in terms of public engagement and meeting attendance. This structure would further allow us to be able to evaluate qualifications of potential members based on what is being studied.</p> <p>Staff have drafted an ordinance which amends the existing structure for CGA to review and amend.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to regular business meeting on August 30 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To approve Resolution No. 2023-1111, a resolution of the City of Orting, Washington, amending Orting Municipal Code Title 2, Chapter 5, re-establishing a project specific citizens Parks Advisory Board; providing for the membership and appointment thereof; establishing the terms, powers and duties of the Orting Parks Advisory Board; providing for severability; and establishing an effective date.				

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2023-1111

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON
~~REPEALING—AND—REPLACING~~ AMENDING ORTING
MUNICIPAL CODE TITLE 2, CHAPTER 5, RE-
ESTABLISHING A PROJECT SPECIFIC CITIZENS PARKS
ADVISORY BOARD; PROVIDING FOR THE MEMBERSHIP
AND APPOINTMENT THEREOF; ESTABLISHING THE
TERMS, POWERS AND DUTIES OF THE ORTING PARKS
ADVISORY BOARD; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Orting is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, the City of Orting recently established a Parks Advisory Board comprised of Councilmembers and citizen volunteers to make recommendations to the City Council about the improvement, maintenance and creation of the City's parks; and

WHEREAS, the City Council desires to streamline and clarify the process by which they receive recommendations from citizens for the improvement, maintenance and creation of the City's parks; and

WHEREAS, the City Council has determined that these goals can be better served by a Parks Advisory Board that is solely comprised of citizen volunteers, who report to the City Council with recommendations; and

WHEREAS, the City Council has considered this Ordinance, and has determined that the proposed action will not adversely affect the public health, safety, or general welfare, and is in the best interest of the citizens of the City; and

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

Section 1. OMC Title 2, Chapter 5 (Parks Advisory Board); Repealed. ~~Orting Municipal Code Title 2, Chapter 5, is hereby repealed in its entirety.~~

Section 2. OMC Title 2, Chapter 5 (Parks Advisory Board); ~~Enacted-Amended~~ Orting Municipal Code Title 2, Chapter 5, is hereby ~~enacted-amended~~ in the following form:

Chapter 5 PARKS ADVISORY BOARD

2-5-1: CREATION

2-5-2: POWERS AND DUTIES

2-5-3: TERMS, VACANCY FILLING, REMOVAL

2-5-4: MEETINGS

2-5-1 Creation.

There is hereby created a project specific Parks Advisory Board to promote citizen participation and provide the City Council with citizen guidance on community views regarding policies relating to parks, playgrounds or other recreational facilities within the City. The council may establish project specific Parks Advisory Board by Resolution which outlines the specific scope of work that the Board will be advising on.

The Board shall consist of a minimum of five (5) citizens, one (1) of whom may be nonresident of the city, who shall be appointed by the mayor and confirmed by the City Council. No Board member shall receive any compensation for his/her services.

2-5-2 Powers and Duties.

The Parks Advisory Board shall assist the Mayor and the City Council in reviewing specific policies relating to parks, playgrounds or other recreational facilities, and shall make recommendations to the Mayor and Council ~~on the following topics: recreation programs; facility use requests; facility use fees and procedures; park, playfield and facility design, budget and capital improvement program planning; concessions; contracts; inter-local and lease agreements, and~~ based on the specific policy matter other matters as outlined in the enabling Resolution requested approved by the City Council ~~or Mayor.~~

2-5-3 Terms, Vacancy Filling, Removal.

The members on the Parks Advisory Board shall be appointed ~~for staggered terms of four (4) years, which shall expire on December 31 of the last year of the term. Initially, three (3) members shall be appointed to four (4) year terms and two (2) members to two (2) year terms. Thereafter, all members shall serve for four (4) year terms.~~ by the Mayor and confirmed by the Council.

~~A position shall become vacant upon expiration of the term.~~ A position shall become vacant within the period of appointment of term upon the death, resignation, removal, or change of residence outside the geographic area of appointment, if any, of a member of the Board. Any vacancies shall be filled by appointment in the same manner as the appointment of the preceding members, ~~and any appointee to fill a vacancy, other than for expiration of term, shall serve only for the balance of the full term of his predecessor.~~

Three (3) consecutive non-excused absences from regular meetings shall constitute an automatic resignation. A member may request that an absence be excused either before or after the absence occurs. Any member of the Board may be removed by the council for neglect of duty or malfeasance in office, and pursuant to general removal provisions enacted for boards and commissions.

2-5-4 Meetings.

~~The Parks Advisory Board shall meet as an ad hoc advisory board based on the enabling Resolution on an as needed basis, and all meetings shall be properly noticed and open to the public in accordance with the Washington State Open Public Meetings Act. The Activities and Events Coordinator city staff shall notify all Parks Advisory Board Members of any meeting called to conduct business. The Parks Advisory Board shall meet at least once a month, on such date and at a location as shall be fixed by the Board, unless there is no pending business requiring Board action. Special meetings may be held as the Board deems necessary.~~ The members shall organize by the election of officers and the adoption of bylaws, as they deem necessary.

Draft summaries of each meeting shall be prepared by ~~the Parks and Recreation Director Activities and Events Coordinator staff~~ after each meeting, and transmitted to the City Clerk for submission to the Community and Government Affairs Committee. A representative of the Board, selected by the Board, shall provide an oral report to the Community and Government Affairs Committee of the City Council at its regular monthly meeting, ~~unless there is no pending business necessitating a report as needed or requested. A representative of the Board, selected by the Board, shall attend regular or special meetings of the City Council, upon the request of the Community and Government Affairs Committee, the Mayor, or the City Council.~~

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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

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

ADOPTED BY THE CITY COUNCIL AT A GENERAL MEETING THEREOF ON THE 30th DAY OF August, 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee Best, PLLC
City Attorney

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



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Suspension of Utility Late Fee and Shutoff Fee During System Conversion	AB23-76	CGA		
		8.2.2023	8.16.2023	
	Department:	Finance		
	Date Submitted:	7.28.2023		
Cost of Item:	Approximately \$20,000			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	No later than September 14, 2023			
Submitted By:	Gretchen Russo			
Fiscal Note: This would reduce the amount of late fees and shutoff fees we collect for 2023				
Attachments: Resolution No. 2023-20				
SUMMARY STATEMENT:				
<p>The City is converting its financial system and online utility billing system between now and November 1, 2023. The existing system and the new system will be open for a period, but starting mid-September, the old payment system will go offline. To ease the conversion process, staff are proposing suspension of the late fee and shutoff fee during this period of time. Customers will continue to receive late notices, and customer’s that don’t pay by the shutoff date will still be shutoff, but no penalty will be assessed. Further, staff will work on reaching out to customers that do not pay and working with them on setting up new accounts or arranging alternative payment methods.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to regular business meeting on August 30 th , 2023 as a consent agenda item.				
FUTURE MOTION: <u>Motion:</u>				
To approve Resolution No. 2023-20, a resolution of the City of Orting, Washington, suspending utility late fees and shut off fees in resolution 2022-09 2021 fee schedule amendment for certain period of time; and establishing an effective date.				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-20**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, SUSPENDING UTILITY LATE FEES AND
SHUT OFF FEES IN RESOLUTION 2022-09 2021 FEE
SCHEDULE AMENDMENT FOR A CERTAIN PERIOD OF
TIME; AND ESTABLISHING AN EFFECTIVE DATE**

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

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

WHEREAS, the City Council adopted Resolution 2022-09 adopting an amending the fee schedule for 2021; and

WHEREAS, the City is transitioning its online utility billing system over the next several months; and

WHEREAS, the Council finds that suspending late fees and shutoff fees through the transition period is reasonable and necessary; and

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

Section 1. Adoption of Fee Schedule. The City of Orting hereby suspends the assessment of the utility late fee and shutoff fee provided for in Resolution 2022-09 between September 15, 2023 and November 15, 2023.

Section 2. Severability. If any section, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. Corrections Authorized. The City Clerk is authorized to make necessary corrections to this resolution, including but not limited to correction of clerical errors.

Section 4. Effective Date. The fee schedule adopted by this resolution shall be effective upon its passage. An act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

**RESOLVED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 30th DAY OF AUGUST, 2023.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk, CMC

Approved as to form:

Charlotte A. Archer, City Attorney
Inslee Best, PLLC