

COUNCILMEMBERS

Position No.

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



ORTING CITY COUNCIL
Regular Business Meeting Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
August 30th, 2023
7:00 p.m.

Mayor Joshua Penner, Chair

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

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

<https://us06web.zoom.us/j/89993309399?pwd=d3d1SEJ3dDBCTzIStEFZZklzY2dEdz09>
Telephone: 1-253-215-8782 - Meeting ID: 899 9330 9399 and the passcode 465885.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

2. PUBLIC COMMENTS.

Comments may be sent to the City Clerk at clerk@cityoforting.org by 3pm on August 30th, 2023 and will be read in to the record at the meeting. In person attendees may provide public comment at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee. Written comments that come in after the 3pm deadline will be read in to the record at the next Council meeting.

3. PUBLIC HEARING.

A. AB23-83 – Revenue Sources 2024.

4. CONSENT AGENDA.

- A.** Payroll Claims and Warrants.
- B.** Meeting Minutes of August 9th, 2023 and August 16th, 2023.
- C. AB23-64** – Deputy Mayor Selection Process.
- D. AB23-72** – Facility Rental Policy.
- E. AB23-73** – Field Usage Policy.
- F. AB23-74** – Parks Advisory Board.
- G. AB23-76** – Utility Fee Waiver.

Motion: To approve the consent agenda as prepared.

5. NEW BUSINESS.

A. AB23-84 – Appointment of Public Works Director.
Mayor Penner.

Motion: To approve the Mayor's appointment of Marshall Mauer to Public Works Director.

- B. AB23-77 – Bridgewater Preliminary Plat Extension.**
Scott Larson.

Motion: *To adopt Ordinance No. 2023-1112, authorizing an extension for final plat submittal for the Bridgewater project.*

- C. AB23-81 – Water Resource Recovery Facility Scope and Budget.**
CM Williams and CM Moore.

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 \$1,647,487.00.*

- D. AB23-79 – General Facilities Charge (GFC) Update.**
CM Williams and CM Moore.

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.*

- E. AB23-82 – Burn Ban Resolution.**
Scott Larson.

Motion: *To adopt Resolution no. 2023-22, a resolution of the City of Orting, Washington, ratifying proclamation of burn ban pursuant to Orting Municipal Code 1-8-4 and Chapter 38.52 Revised Code of Washington.*

6. EXECUTIVE SESSION.

7. ADJOURNMENT.

Motion: *To Adjourn.*

City of Orting 2024 Revenue

Gretchen Russo, Finance Director



August 30, 2023

Types of Revenue

- Taxes
 - Excise and Property Taxes
- Licenses and Permits:
 - Building Permits, Business Licenses, and Franchise Fees.
- Intergovernmental:
 - Grants, State Assistance, Criminal Justice Special Programs Grant, School Resource Officer, Liquor Profits
- Charges for Goods & Services:
 - Court Costs, Building Plan Review and Inspection Fees, Engineering Plan Review Fees, Utility Fees (Water, Water Resource Recovery, and Storm Rates), Cemetery Fees
- Fines & Forfeits:
 - Convictions for Crimes, Civil Penalties, Traffic Infractions, DUI Penalties, Utility Late Fees and Shut Off Fees, NSF Checks
- Miscellaneous Revenue:
 - Investment Interest, Rentals & Leases, Donations, Special Events

Tax Revenue

There are two major categories of taxes - Excise Tax and Property Tax

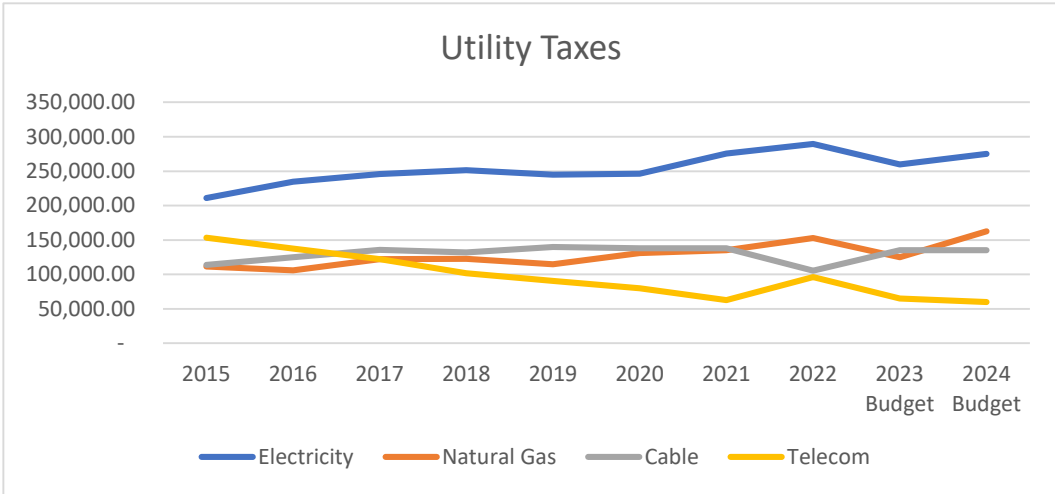
- These taxes are imposed differently.
 - Excise tax rates remain in effect once adopted. Some of the excise taxes the City receives includes the following:
 - Local Sales Tax - 1.0 % (9.4% total)
 - B & O Utility tax – Electricity, Natural Gas, Cable, and Telephone – 6% of gross revenues
 - The city has the authority to impose further utility taxes on garbage and public utilities including water, sewer, and stormwater, but is not proposing such a tax at this time.
 - Local Gambling Tax – Non-profit: 10% of net receipts, Profit: 4% of gross receipts
 - Local Real Estate Tax or REET (from home sales) - .5%

*More sales, more tax revenue

Excise - Utility Taxes

- Utility taxes in the city are levied on electricity, gas, cable and telecommunications at 6% of gross revenues.

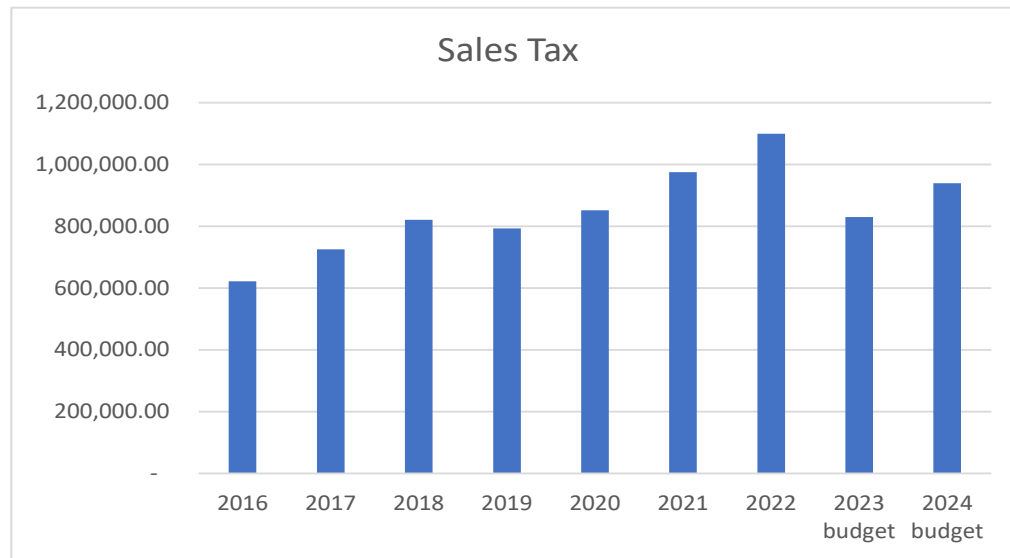
Year	Electricity	Natural Gas	Cable	Telecom
2015	210,800.44	111,452.79	113,868.12	153,462.44
2016	234,758.29	106,131.68	124,776.65	137,368.34
2017	245,865.62	122,029.66	135,575.81	122,026.77
2018	251,507.90	122,612.85	131,937.72	101,574.35
2019	244,843.24	114,788.55	139,878.08	90,524.85
2020	246,101.66	130,833.26	138,097.36	79,808.05
2021	275,452.52	135,389.34	137,968.14	62,600.83
2022	289,716.50	152,934.04	105,670.71	96,137.53
2023 Budget	260,000.00	125,000.00	135,000.00	65,000.00
2024 Budget	275,000.00	162,500.00	135,000.00	60,000.00



Sales Tax

- Applies to the sales of tangible property but excludes most groceries and prescription medicine

<u>Year</u>	<u>Sales Tax</u>
2016	622,342
2017	725,202
2018	820,743
2019	793,072
2020	851,625
2021	974,969
2022	1,099,743
2023 Budget	830,000
2024 Budget	940,000



Property Taxes

Unlike most states, Washington is “budget-based.”

- The City establishes an amount they need for operations that doesn't exceed the legal limits, then the tax rate is calculated.
- Property owners pay a portion of that total authorized amount based upon property values. Everyone pays a portion of the total amount to the City based upon the cost of their home.
- Normally cities claim up to their legal limit.

Property Taxes

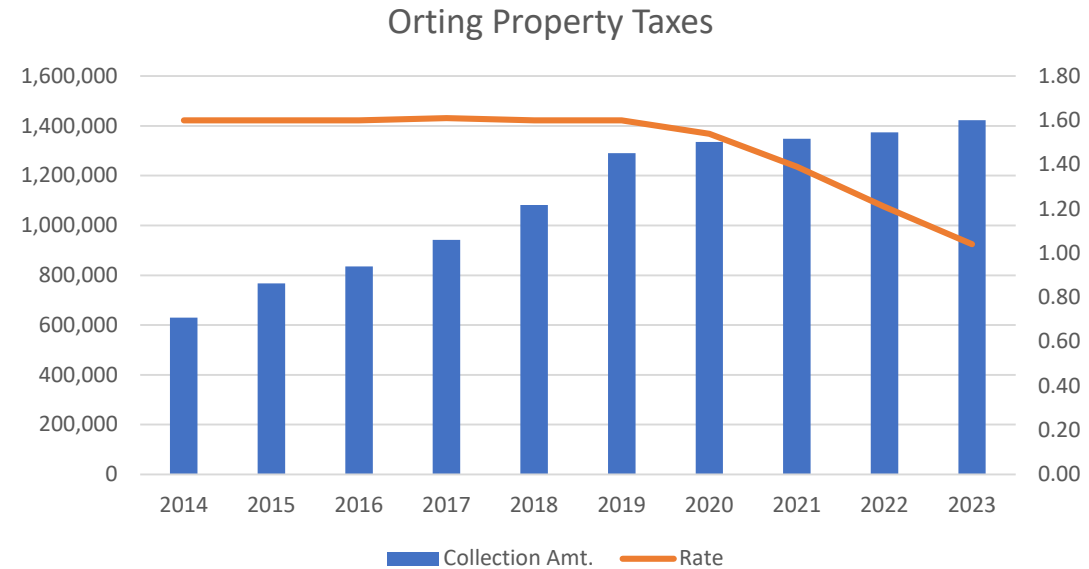
Property Taxes revenues are evaluated every year based upon two limitations – 1. last year's levy amount and the City's assessed valuation.

After this has been completed, the City is limited to the lesser amount.

1. We can only request up to 1% of last year's levy amount (plus the assessed value of new construction & improvements.)
 - In 2023 our levy amount was \$1,426,143 so we can request $\$1,426,143 * 1.01$ which would be \$1,440,405 plus new construction. Our new construction totals will be sent to us in September.
 2. We can only request up to \$2.10 per thousand of the City's total assessed valuation (if the Library and the Fire District are able to claim their full share).
 - In 2023 our City's assessed valuation is estimated at \$1,328,114,400 which is divided by 1000 then multiplied by 210% ($1,328,114/1000 * 2.1$) These means that our upper limit for 2024 would be \$2,789,040.
- The lesser amount - \$1,440,405 (plus new construction) is the highest we can request from our citizens.

History of the City's Property Tax Rates

Year	Collection Amt.	Rate
2014	629,391	1.60
2015	767,089	1.60
2016	835,116	1.60
2017	942,618	1.61
2018	1,082,557	1.60
2019	1,290,751	1.60
2020	1,335,881	1.54
2021	1,347,915	1.39
2022	1,373,837	1.21
2023	1,423,426	1.04



Since the total revenue is limited to 1%, the rate per \$1,000 goes down when house values increase more than 1%. If home values decrease, the rate per thousand would go up.

2023 Tax Rates

Conservation Futures	0.03%	\$	0.03
Flood Control Zone	1.30%	\$	0.10
Port of Tacoma	1.70%	\$	0.13
Central Puget Sound RTA	2.00%	\$	0.16
Pierce County Rural Library	4.20%	\$	0.33
Pierce County	9.10%	\$	0.73
★ City of Orting	13.10%	\$	1.04
Fire District 18	17.60%	\$	1.40
Orting School District	21.60%	\$	1.72
State	29.10%	\$	2.31
<hr/>			
Per \$ 1,000		\$	7.95

13.% of the property tax paid is remitted to the City of Orting for its operations.

City of Orting Property Tax

In 2023 homeowners paid \$1.04 per \$1000
 In 2022 homeowners paid \$1.21 per \$1000
 In 2021 homeowners paid \$1.39 per \$1000
 In 2020 homeowners paid \$1.54 per \$1000
 In 2019 homeowners paid \$1.60 per \$1000

26.65% Voter Approved

For example: A house in Orting that is valued at \$450,00 would pay \$468.00 (450 X \$1.04) in property taxes for city services which include police, court and the maintenance of our streets and parks.

How does this impact homeowners?

While the taxpayer's home value increases, the rate (how much they pay per their house value) is lowered. Below is a breakout of taxes for an actual Orting homeowner.

Tax Year	House Value	Rate Per Thousand	City Share	City's Total Property Tax
2023 (2022 House Value)	\$ 375,300	7.95	\$1.04 (19.2%)	<u>\$390.31</u> of \$2,983.64
2022 (2021 House Value)	\$ 389,800	8.97	\$1.21 (13.5%)	<u>\$471.66</u> of \$3,496.51
2021 (2020 House Value)	\$ 331,500	12.07	\$1.39 (11.5%)	<u>\$460.70</u> of \$4,001.21
2020 (2019 House Value)	\$ 272,900	13.59	\$1.54 (11.3%)	<u>\$420.27</u> of \$3,708.71

City of Orting Property Tax Collections

Year	Collection Amount	Total Increase	% Increase
2020	1,335,881	45,130	3%
2021	1,347,915	12,034	1%
2022	1,378,885	30,970	2%
2023 Budget	1,426,143	47,258	3%
2024 Budget	1,440,405	14,262	1%

Listed under the See **Collection Amt** column is the total amount the City received in Property Tax Revenue.

In 2024 our property tax is 45% of the total tax revenue we expect to receive for General Fund (GF) expenditures.

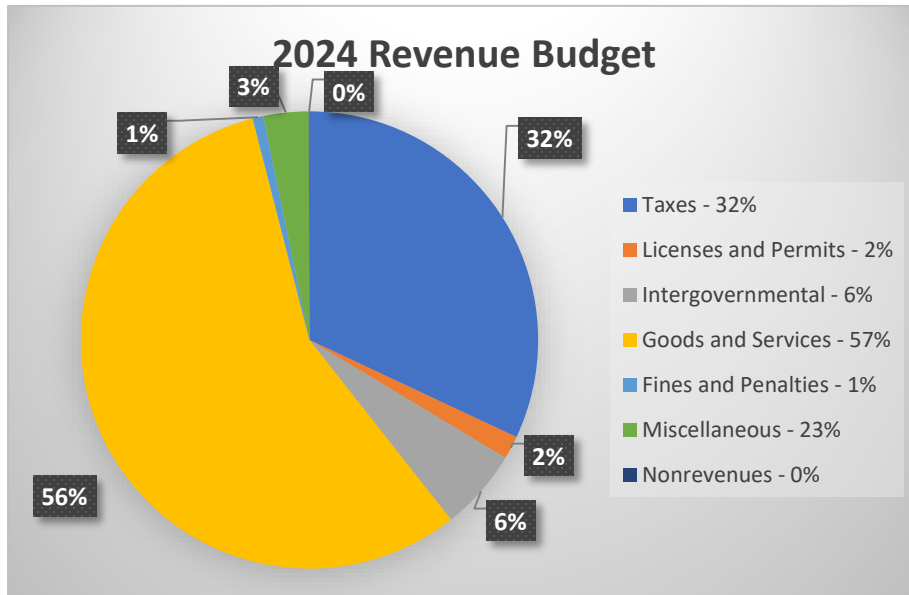
We are forecasting that we will receive \$14,262 more in 2024 property tax revenue this year than in 2023.

Yet the GF expenditures are increasing at a much higher rate.

Total Revenue (All Funds)

All Funds	2022 Actual	2022 Budget	2023 as of 6.30.23	2023 Budget	2024 Budget	Change from 2023	
						\$	%
Revenues							
New Request	-		-	-		-	0.0%
Taxes	4,313,913	3,398,048	1,925,976	3,480,636	3,625,345	144,709	4.3%
Licenses and Permits	291,756	207,050	87,756	256,988	185,600	(71,388)	-34.5%
Intergovernmental	2,047,921	2,232,344	347,785	1,120,100	652,100	(468,000)	-21.0%
Goods and Services	6,424,037	5,798,513	3,068,910	6,181,899	6,417,900	236,001	4.1%
Fines and Penalties	100,910	97,500	54,960	84,100	86,200	2,100	2.2%
Miscellaneous	508,093	96,260	478,787	186,860	361,270	174,410	181.2%
Nonrevenues	850	-	6,150	-	6,000	6,000	0.0%
Transfers	-	33,800	13,000	29,000	30,000	1,000	3.0%
Other (includes WRR Loan)	7,853	10,000,000	107,411	10,000,000	5,000,000	(5,000,000)	-50.0%
Total Revenue	13,695,333	21,829,714	6,077,735	21,310,583	16,334,415	(4,976,168)	-22.8%

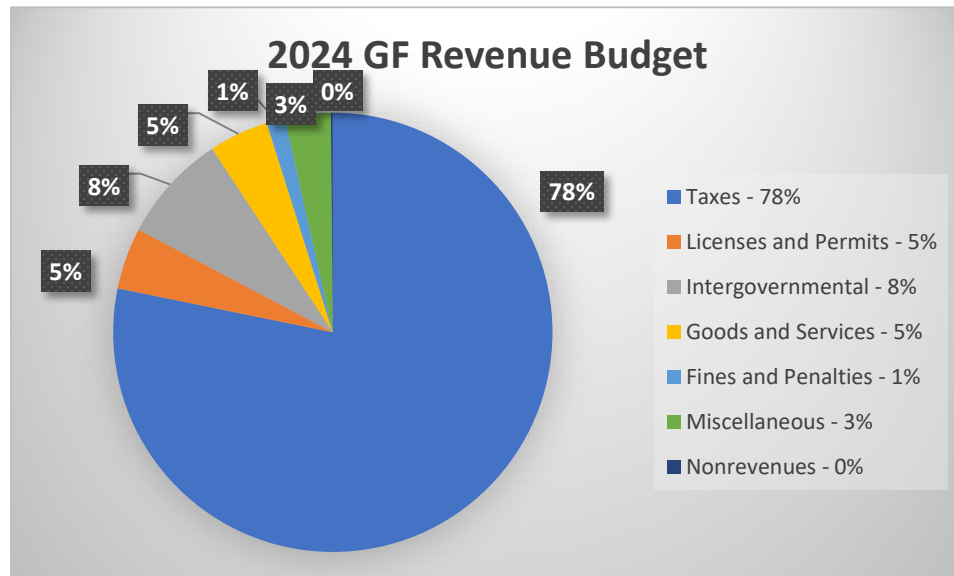
Transfers are subtracted out of Total Revenue to avoid the effect of double counting.



*Excludes \$5,000,000 budget in "Other" for Biosolid facility.

General Fund Revenue Overview

General Fund	2022 Actual	2022 Budget	2023 as of 6.30.23	2023 Budget	2024 Budget	Change from 2023	
						\$	%
Revenues							
New Request		-		-		-	0.0%
Taxes	3,359,845	2,947,838	1,738,685	3,000,426	3,204,905	204,479	6.9%
Licenses and Permits	291,756	207,050	87,756	256,988	185,600	(71,388)	-34.5%
Intergovernmental	299,871	242,600	139,692	334,100	328,100	(6,000)	-2.5%
Goods and Services	271,862	271,890	66,383	272,260	179,500	(92,760)	-34.1%
Fines and Penalties	52,160	75,500	27,160	62,100	56,200	(5,900)	-7.8%
Miscellaneous	193,430	43,950	120,368	94,450	137,500	43,050	98.0%
Nonrevenues	850	-	6,150	-	6,000	6,000	0.0%
Transfers	-	4,000	-	2,000	-	(2,000)	-50.0%
Other	7,853	-	107,411	-	-	-	0.0%
Total Revenue	4,477,626	3,792,828	2,293,606	4,022,324	4,097,805	75,481	2.0%



- The *Taxes* budget is increasing primarily because of an anticipated increase of \$110,000 in sales tax revenue from 2023 Budget.
- The *Licenses & Permits* budget was reduced to reflect the 2023 reduction in revenue.
- The *Goods and Services* budget was reduced: grant reduction \$30k and plan review reimbursements \$40k
- The *Miscellaneous* budget is anticipated to be higher because of interest revenue.

*Intergovernmental revenue is revenue we received from other governmental entities (primarily the State.) Exp: Liquor tax, City Assistance etc.

Streets & Parks Revenue

- ▶ The primary source of our Streets and Park funds is Real Estate and Excise Tax (REET.) The City receives .5% of the sale of a home within the city limits. Half of these funds can be used for maintenance, the other half must be used for capital projects (new equipment, parks etc.) See the next page for the balance as of June 30, 2023 of these restricted funds.
- ▶ The Parks fund also receives impact fees which can be used for “system improvements.” Impact fees are received when new development has occurred. As development slows down so will this funding source.
- ▶ These revenues fluctuate as they are based upon the economy and the development of new homes. Both issues will contribute to uncertainty in the revenue of these funds over the coming years.

Streets & Parks Revenue – REET Balance

Parks Fund				Streets Fund			
2021 Carryover (REET 2)	\$26,202.91	Carryover (REET 1)	(\$466,713.07)	Carryover (REET 2)	(\$50,802.96)	Carryover (REET 1)	(\$500,940.01)
2022 PARKS				2022 STREETS			
REET 2 PARKS REV	\$315,698.64	REET 1 PARKS REV	\$100,000.00	REET 2 STREET REV	\$315,698.50	REET 1 STREET REV	\$100,000.00
	\$0.00	*Park Impact Fees	\$19,928.71				
Gratzer Park	\$ 9,608.78	Maint Exp	\$ 267,941.11	Capital Exp	\$ 348,067.97	Maint Exp	\$ 229,090.71
				*Whitehawk & Kansas & Bridge			
2022 Carryover (REET 2)	\$332,292.77	Carryover (REET 1)	(\$614,725.47)	Carryover (REET 2)	(\$83,172.43)	Carryover (REET 1)	(\$630,030.72)
2023 PARKS (as of 6.30.23)				2023 STREETS (as of 6.30.23)			
REET 2 PARKS REV	\$31,408.85	REET 1 PARKS	\$31,408.81	REET 2 STREET	\$31,408.85	REET 1 STREET	\$31,408.81
		*Park Impact Fees	\$0.00				
Parks Plan	\$ 12,130.21	Maint Exp	\$ 191,539.72	Capital Exp	\$ 91,740.66	Maint Exp	\$ 79,924.37
				*Kansas & ADA Plan			
2022 Carryover (REET 2)	\$351,571.41	Carryover (REET 1)	(\$774,856.38)	Carryover (REET 2)	(\$143,504.24)	Carryover (REET 1)	(\$678,546.28)



Other than the Parks Capital or (REET 2) the City has spent more than was received from the sale of homes.

Cemetery Revenue

Cemetery	2022	2022	2023	2023	2024	Change from 2023	
	Actual	Budget	Actual	Budget	Budget	\$	%
Revenues							
New Request	-	-	-	-	-	-	0.0%
Goods and Services	59,253	28,000	19,468	46,300	33,700	(12,600)	-45.0%
Miscellaneous	1,198	-	1,493	-	750	750	0.0%
Nonrevenues	-	-	-	-	-	-	0.0%
Transfers	-	27,800	13,000	27,000	30,000	3,000	10.8%
Total Revenue	60,451	55,800	33,960	73,300	64,450	(8,850)	-15.9%

- We expect the Cemetery to continue to struggle for revenue in 2024.
- A large portion of the Cemetery's revenue will continue to be a transfer from the General Fund.

Transportation Benefit District (TBD) Revenue

TBD	2022 Actual	2022 Budget	2023 Actual	2023 Budget	2024 Budget	Change from 2023	
						\$	%
Revenues							
Taxes	20	-	-	-	-	-	0.0%
Miscellaneous	4,634	400	5,897	400	2,950	2,550	637.5%
Total Revenue	4,654	400	5,897	400	2,950	2,550	637.5%

Transportation benefit district revenue is revenue which can be raised for specific transportation projects, usually through vehicle license fees or sales taxes.

This revenue may be used for construction, maintenance and operational costs for roads, sidewalks and transit services.

The City Council voted to reduce the license fees to zero in May 2020. The tax revenue received since this date is revenue from past due tabs.

Utilities

- In 2019 the City hired a consultant to evaluate our utility rates to make recommendations how to keep rates as fair as possible over the coming years and be able to reinvest into our infrastructure.
- The consultant recommended a rate structure that covered 2020 to 2024 and allows the City to meet our goals as laid out the respective utilities Capital Improvement Plan (CIP).

Water Revenue

Water	2022 Actual	2022 Budget	2023 Actual	2023 Budget	2024 Budget	Change from 2023	
						\$	%
Revenues							
Goods and Services	2,284,008	2,006,581	1,028,152	2,049,466	2,120,591	71,125	3.5%
Fines and Penalties	48,750	22,000	27,800	22,000	30,000	8,000	36.4%
Miscellaneous	37,675	8,000	54,157	11,000	27,500	16,500	206.3%
Other	-	-	-	-	-	-	0.0%
Total Revenue	2,370,434	2,036,581	1,110,108	2,082,466	2,178,091	95,625	4.7%

	2024 Budget	Percentage
Goods and Services	2,120,591	97%
Fines and Penalties	30,000	1%
Miscellaneous	27,500	1%
Other	-	0%
Total	2,178,091	100%

The Water fund is an enterprise fund which means that it provides a service which must cover all of its operational costs.

Stormwater Revenue

Stormwater	2022 Actual	2022 Budget	2023 Actual	2023 Budget	2024 Budget	Change from 2023	
						\$	%
Revenues							
Intergovernmental	91,466	325,000	-	322,000	150,000	(172,000)	-52.9%
Goods and Services	1,035,531	944,504	537,563	953,707	1,112,379	158,672	16.8%
Miscellaneous	31,877	5,100	48,649	5,100	25,000	19,900	390.2%
Other	-	-	-	-	-	-	0.0%
Total Revenue	1,158,874	1,274,604	586,212	1,280,807	1,287,379	6,572	0.5%

	2024 Budget	Percentage
Intergovernmental	150,000.00	12%
Goods and Services	1,112,378.83	86%
Miscellaneous	25,000.00	2%
Other	-	0%
Total	1,287,378.83	100%

The Stormwater enterprise fund is an enterprise fund which means that it provides a service which must cover all of its operational costs.

The intergovernmental revenue includes three separate grants.

- NPDES, Pierce County Flood District Levee Grant & Flood Control Zone District Opportunity

Water Resource Recovery Revenue

Water Resource Recovery	2022 Actual	2022 Budget	2023 Actual	2023 Budget	2024 Budget	Change from 2023	
						\$	%
Revenues							
Goods and Services	2,705,665	2,517,648	1,417,345	2,825,167	2,961,730	136,563	5.4%
Miscellaneous	136,821	17,500	194,751	17,100	98,000	80,900	462.3%
Nonrevenues	-	-	-	-	-	-	0.0%
Other	-	10,000,000	-	10,000,000	5,000,000	(5,000,000)	-50.0%
Total Revenue	2,842,486	12,535,148	1,612,096	12,842,267	8,059,730	(4,782,537)	-38.2%

	2024 Budget	Percentage
Goods and Services	2,961,730	97%
Miscellaneous	98,000	3%
Nonrevenues	-	0%
	<u>3,059,730</u>	<u>100%</u>

The Water Resource Recovery Fund is an enterprise fund which means that it provides a service which must cover all of its operational costs.

The *Other* budget refers to a Public Works Board Construction Loan. The City was approved for a \$10 million dollar 20 year loan at 1.39% but we do not anticipate the completion of this facility in 2024.

Questions?

NOTICE OF ORTING CITY COUNCIL PUBLIC HEARING

Wednesday, August 30 2023 – 7:00 pm

NOTICE IS HEREBY GIVEN; that the City Council of the City of Orting has fixed Wednesday, August 30th, 2023, at 7:00 p.m. at a regular meeting of the City Council, as the time and place for a public hearing to consider revenue sources for the 2024 budget year. The meeting will be held in person at the Orting City Hall located at 104 Bridge St. S. Orting, WA 98360 and on the platform Zoom.

The City is utilizing in person and remote attendance for the hearing. Comments can be made by the public attending the meeting in person in City Council Chambers at **104 Bridge St South** or by a log in or call in number and then entering the following: Meeting ID: 899 9330 9399 and passcode: 465885.

To join the meeting/hearing on a **computer or mobile phone**:

<https://us06web.zoom.us/j/89993309399?>

[pwd=d3d1SEJ3dDBCTzlSTEfZZkIzY2dEdz09](https://us06web.zoom.us/j/89993309399?pwd=d3d1SEJ3dDBCTzlSTEfZZkIzY2dEdz09)

Phone Dial-in: +1 253-215-8782

Any person may speak at the public hearing, but if you are unable to attend, written comments may be submitted to City Clerk Kim Agfalvi electronically, no later than 3:00pm on Wednesday, August 30th, 2023 at clerk@cityoforting.org.



**VOUCHER/WARRANT REGISTER
FOR AUGUST 30, 2023 COUNCIL
CLAIMS/PAYROLL VOUCHER APPROVAL**

CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

AUGUST 30 2023 2nd COUNCIL

**CLAIMS WARRANTS # 52754 THRU # 52801
IN THE AMOUNT OF \$ 259,949.72
MASTERCARD EFT \$ 15,354.98
WARRANT 52762 Voided**

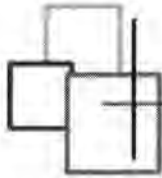
**PAYROLL WARRANTS #24014 THRU #24015 = \$ 14,452.76
EFT IN THE AMOUNT OF \$ 153,691.48
Carry Over \$ 28,054.90**

ARE APPROVED FOR PAYMENT AUGUST 30, 2023

COUNCILPERSON _____

COUNCILPERSON _____

CITY CLERK _____

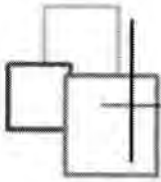


Register

Fiscal: 2023
 Deposit Period: 2023 - 2023-August
 Check Period: 2023 - 2023-August - August 2nd Council 8/30/2023

Number	Name	Print Date	Clearing Date	Amount
Key Bank	0032707010			
Check				
<u>EFT-KeyBank MasterCard-July 2023-PD In</u>	Keybank-MasterCard	8/16/2023		\$15,354.98
<u>August</u>				
		Total	Check	\$15,354.98
		Total	0032707010	\$15,354.98
Key Bank	2000073			
Check				
<u>52754</u>	Arrow Lumber	8/8/2023		\$877.31
<u>52755</u>	AT&T Mobility	8/8/2023		\$3,207.19
<u>52756</u>	Ford Motor Credit Company LLC	8/8/2023		\$2,981.03
<u>52757</u>	Moss Commercial Cleaning LLP	8/8/2023		\$1,325.00
<u>52758</u>	NextRequest LLC	8/8/2023		\$1,639.22
<u>52759</u>	Springbrook Holding Company LLC	8/8/2023		\$21,250.90
<u>52760</u>	Angel Armor	8/17/2023		\$1,447.19
<u>52761</u>	AT&T Mobility	8/17/2023		\$3,047.55
<u>52762</u>	Bud Clary Ford	8/17/2023		\$51,521.23
<u>52763</u>	Budget Blinds Of Bonney Lake	8/17/2023		\$554.50
<u>52764</u>	Capital One Trade Credit	8/17/2023		\$119.95
<u>52765</u>	CBS Reporting INC	8/17/2023		\$304.00
<u>52766</u>	CenturyLink	8/17/2023		\$275.46
<u>52767</u>	Centurylink	8/17/2023		\$1,869.91
<u>52768</u>	CenturyLink-Lumen	8/17/2023		\$1,985.84
<u>52769</u>	Cloudperit INC	8/17/2023		\$10,000.00
<u>52770</u>	Community Water Systems LLC	8/17/2023		\$5,000.00
<u>52771</u>	Core & Main LP	8/17/2023		\$751.00
<u>52772</u>	Criminal Justice Training Commission	8/17/2023		\$4,947.00
<u>52773</u>	D.M Recycling	8/17/2023		\$156.20
<u>52774</u>	Drain-Pro INC	8/17/2023		\$723.37
<u>52775</u>	E-Squared Systems,LLC	8/17/2023		\$196.92
<u>52776</u>	Galls LLC	8/17/2023		\$147.04
<u>52777</u>	GMP Consultants LLC	8/17/2023		\$3,250.00
<u>52778</u>	GreatAmerica Financial Svcs	8/17/2023		\$1,132.82
<u>52779</u>	H D Fowler Company	8/17/2023		\$249.05
<u>52780</u>	Hach Company	8/17/2023		\$730.14
<u>52781</u>	Harrington's Janitorial	8/17/2023		\$441.00
<u>52782</u>	Kyocera Document Solutions Wes	8/17/2023		\$249.87
<u>52783</u>	Law Office of Holmes Weddle & Barcott	8/17/2023		\$1,112.50

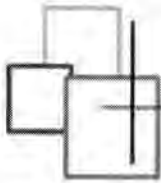
Number	Name	Print Date	Clearing Date	Amount
52784	Law Offices of Matthew J Rusnak	8/17/2023		\$2,207.00
52785	Orca Pacific, Inc	8/17/2023		\$3,333.29
52786	Owen Equipment Company	8/17/2023		\$2,117.68
52787	P.C. Budget & Finance	8/17/2023		\$7,128.33
52788	Parametrix	8/17/2023		\$77,011.62
52789	Puget Sound Energy	8/17/2023		\$77.91
52790	Randles Sand & Gravel	8/17/2023		\$262.21
52791	Rodarte Construction INC	8/17/2023		\$12,156.37
52792	Rogers Machinery Co, Inc	8/17/2023		\$20,395.21
52793	Schwab-Ellison Co, Inc	8/17/2023		\$49.53
52794	Sonsray Machinery LLC	8/17/2023		\$3,935.65
52795	The Walls Law Firm	8/17/2023		\$2,142.70
52796	UniFirst Corporation	8/17/2023		\$478.29
52797	Water Management Lab Inc.	8/17/2023		\$267.45
52798	Wells Fargo Vendor Financial Services LLC	8/17/2023		\$212.19
52799	Wex Bank	8/17/2023		\$2,159.95
52800	Zumar Industries Inc	8/17/2023		\$4,521.15
52801	Bud Clary Ford	8/18/2023		\$51,521.23
V-52762	Bud Clary Ford	8/18/2023		(\$51,521.23)
		Total	Check	\$259,949.72
		Total	2000073	\$259,949.72
		Grand Total		\$275,304.70



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2023 - 2023-August - August 2nd Council 8/30/2023

Fund Number	Description	Amount
001	Current Expense	\$113,897.65
101	City Streets	\$60,701.16
104	Cemetery	\$19.70
105	Parks Department	\$2,431.13
401	Water	\$53,579.06
408	Wastewater	\$35,948.33
410	Stormwater	\$8,727.67
	Count: 7	\$275,304.70



Custom Council Report

Vendor	Number	Invoce	Account Number	Notes	Amount
Angel Armor	52760	INV7071-NAS	001-521-20-31-01	Ballistic Vest-Mitchels	\$1,447.19
				Total	\$1,447.19
Arrow Lumber	52754	600186-AUG2023	001-514-21-48-01	Brush-Rust Remover-Key	\$19.90
			101-542-30-31-05	Black Paint- WO 10012	\$41.13
			101-542-30-48-02	Paint Mixer-Inter Tape-WO 10012	\$71.65
			104-536-50-48-00	Garden Hose-Cemetery	\$19.70
			105-576-80-35-00	Rubber Mallet-Park Inspections WO 3390	\$13.12
			105-576-80-48-00	Hillman Fasteners Rock Festival-WO 10471	\$3.46
			105-576-80-48-00	Nozzle-Baseball Fields -WO10156	\$6.01
			105-576-80-48-00	Prof Spray-Banners	\$8.19
			105-576-80-48-00	Steel Blade	\$15.83
			105-576-80-48-00	Simple Green-Banners	\$22.96
			105-576-80-48-00	Clips for Baseball Field Dragging-WO 10156	\$31.44
			401-534-10-31-00	Hillman Fasteners Well #1- WO 10612	\$14.06
			401-534-10-31-00	WOod-Well #1 WO 10612	\$39.40
			401-534-50-48-02	Hillman Fasteners-Well #1 WO 10612	\$14.44
			401-534-50-48-02	Pin Zipp-Well #1 WO 10612	\$19.69
			401-534-50-48-02	Hillman Fasteners-Hex Bite Set-WO 10501	\$29.51
			401-534-50-48-02	Wood- Well 1-WO 10612	\$41.57
			401-534-50-48-02	Casters -Well 1 WO 16012	\$67.85
			401-534-50-48-02	Chain-Eye Hook-Spring Snap-Hitch Ring-Well #1 Wo 10612	\$137.51
			408-535-10-31-00	Keys-Gator	\$5.55
			408-535-50-48-02	Rubber Strap-Hillman Fasteners-Rainier Meadows-Wo 10537	\$6.60
			408-535-50-48-02	Mounting Tape-VG Lift Station WO-10688	\$10.28

Vendor	Number	Invoice	Account Number	Notes	Amount	
Arrow Lumber	52754	600186-AUG2023	408-535-50-48-02	Buckets-WO 10673	\$13.12	
			408-535-50-48-02	Red Coupling-Hose Fitting WO 10673	\$26.26	
			408-535-50-48-03	Black Primer-Bathrooms	\$10.28	
			408-535-50-48-04	Hot Blue Glue-PVC-WO 10724	\$20.32	
			410-531-38-35-00	Sledge Hammer-FA 1072	\$67.88	
			410-531-38-35-00	Rake-Fork Stine-Leaf Rake-Shovel WO 10706	\$99.60	
				Total	\$877.31	
AT&T Mobilty	52755	287300949706X07042023	001-512-51-42-00	Court-Police Cell Phones & Data	\$45.75	
			001-521-50-42-00	Court-Police Cell Phones & Data	\$1,053.15	
	52761	287300949706X08042023	001-512-51-42-00	Court Cell Phones	\$45.73	
			001-521-50-42-00	Police Cell Phones & Data	\$1,162.15	
	52755	287309454338X07042023	001-514-23-42-00	City Hall-Public Works Cell Phones & Data	\$193.08	
			001-524-20-42-00	City Hall-Public Works Cell Phones & Data	\$45.75	
			001-524-60-40-01	City Hall-Public Works Cell Phones & Data	\$46.17	
			001-575-50-42-01	City Hall-Public Works Cell Phones & Data	\$50.79	
	52761	287309454338X08042023	401-534-10-42-01	City Hall-Public Works Cell Phones & Data	\$886.25	
			408-535-10-42-01	City Hall-Public Works Cell Phones & Data	\$886.25	
			001-514-23-42-00	City Cell Phones & Data	\$193.05	
			001-524-20-42-00	City Cell Phones & Data	\$45.75	
			001-524-20-42-00	City Cell Phones & Data	\$46.15	
			001-575-50-42-01	City Cell Phones & Data	\$50.79	
			401-534-10-42-01	City Cell Phones & Data	\$751.97	
	408-535-10-42-01	City Cell Phones & Data	\$751.96			
		Total	\$6,254.74			
	Bud Clary Ford	52762	3PW344	001-594-21-64-01	2023 F150 Electric Truck-18148	\$51,521.23
		52801	3PW344-Police Truck	001-594-21-64-01	2023 F150 Electric Truck 18148-Police	\$51,521.23
V-52762		V-52762 3PW344	001-594-21-64-01	Voided Can't See Amount-2023 F150 Electric Truck 18148	(\$51,521.23)	
		Total	\$51,521.23			

Vendor	Number	Invoice	Account Number	Notes	Amount	
Budget Blinds Of Bonney Lake	52763	4826	401-534-10-31-00	Solar & Roller Shades-Public Works Building	\$184.83	
			408-535-10-31-00	Solar & Roller Shades-Public Works Building	\$184.83	
			410-531-38-31-00	Solar & Roller Shades-Public Works Building	\$184.84	
			Total		\$554.50	
Capital One Trade Credit	52764	G06451/5	408-535-50-48-02	Carry tote-Storage Tote-WO10760	\$119.95	
			Total		\$119.95	
CBS Reporting INC	52765	23798	001-518-10-41-01	Backgrounds Checks-Parks & Rec	\$304.00	
			Total		\$304.00	
Centurylink	52767	300549640-AUG2023 300549818-AUG2023	408-535-10-42-01	Phones	\$88.78	
			001-514-23-42-00	Phnes	\$356.43	
			401-534-10-42-01	Phnes	\$311.32	
			408-535-10-42-01	Phnes	\$351.16	
		300549906-AUG2023 300550216-AUG2023 409178327-AUG2023	410-531-38-42-01	Phnes	\$68.50	
			401-594-34-42-03	Phones	\$145.17	
			408-535-10-42-01	Phones	\$406.65	
			001-521-50-42-00	Phones	\$141.90	
		52766	464B-AUG2023	001-521-50-42-00	Phones	\$117.03
			465B-AUG2023	001-521-50-42-00	Phones	\$82.02
			492B-AUG2023	001-521-50-42-00	Phones	\$76.41
			Total		\$2,145.37	
CenturyLink-Lumen	52768	652131682	001-512-51-42-00	City Hall Internet	\$158.87	
			001-514-23-42-00	City Hall Internet	\$417.03	
			001-521-50-42-00	City Hall Internet	\$595.75	
			001-524-20-42-00	City Hall Internet	\$99.29	
			101-542-30-42-00	City Hall Internet	\$39.72	
			105-576-80-41-16	City Hall Internet	\$39.72	
			401-534-10-42-01	City Hall Internet	\$218.44	
			408-535-10-42-01	City Hall Internet	\$218.44	
			410-531-38-42-01	City Hall Internet	\$198.58	
			Total		\$1,985.84	
Cloudpernit INC	52769	1295	001-524-20-49-07	Permitting Software	\$10,000.00	
			Total		\$10,000.00	
Community Water Systems LLC	52770	00762	401-534-10-41-07	Monthly Contracted Services-Water Department	\$5,000.00	
			Total		\$5,000.00	
Core & Main LP	52771	T294757	410-531-38-48-00	Manhole Cover Hook-Magnetic Valve Cover Lifter	\$751.00	
			Total		\$751.00	

Vendor	Number	Invoice	Account Number	Notes	Amount
Criminal Justice Training Commission	52772	201138402	001-521-40-41-06	BLEA Training for Mitchels	\$4,947.00
				Total	\$4,947.00
D.M Recycling	52773	11531348S11	408-535-60-47-00	Public Works-Garbage Service	\$124.60
		11532759S111	408-535-60-47-00	City Hall-Garbage Service	\$31.60
				Total	\$156.20
Drain-Pro INC	52774	116635	408-535-60-48-04	Honey Bucket Service-Cemetery	\$96.66
		116636	408-535-60-48-04		\$217.71
		116637	408-535-60-48-04	Honey Bucket Rental-Main Park	\$304.50
		116638	408-535-60-48-04	Honey Bucket Rental-Whitehawk Park	\$104.50
				Total	\$723.37
E-Squared Systems,LLC	52775	2228	408-535-10-41-07	Fire Alarm-Burglar-Publice Works	\$196.92
				Total	\$196.92
Ford Motor Credit Company LLC	52756	1775268-Lease Payment #58 - 3-2018 Ford Interceptor 8487901	001-591-21-70-03	1775268-Lease Payment #58 - 3-2018 Ford Interceptor 8487901	\$2,938.96
			001-592-21-80-02	1775268-Lease Payment #58 - 3-2018 Ford Interceptor 8487901	\$42.07
				Total	\$2,981.03
Galls LLC	52776	025119953	001-521-20-31-01	Tactical Pants-Mitchels	\$82.42
		025235774	001-524-20-31-01	Badge Wallet	\$49.21
		025305589	001-521-20-31-01	Handcuff key-Gibbs	\$15.41
				Total	\$147.04
GMP Consultants LLC	52777	23-240	101-542-90-40-07	Public Works Director Recruitment	\$325.00
			105-576-80-41-06	Public Works Director Recruitment	\$325.00
			401-534-10-41-07	Public Works Director Recruitment	\$975.00
			408-535-10-41-15	Public Works Director Recruitment	\$1,300.00
			410-531-10-41-02	Public Works Director Recruitment	\$325.00
				Total	\$3,250.00

Vendor	Number	Invoice	Account Number	Notes	Amount
GreatAmerica Financial Svcs	52778	34667146	001-594-12-41-02	Phone Lease	\$90.63
			001-594-14-41-03	Phone Lease	\$237.89
			001-594-21-64-53	Phone Lease	\$339.85
			001-594-24-41-02	Phone Lease	\$56.64
			101-594-42-41-02	Phone Lease	\$22.66
			105-594-76-41-03	Phone Lease	\$22.66
			401-594-34-42-03	Phone Lease	\$124.61
			408-594-35-64-55	Phone Lease	\$124.61
			410-594-31-41-42	Phone Lease	\$113.27
H D Fowler Company	52779	16473433	401-534-50-48-02	Brass Tee-Direct Buruak Wire Connector	\$249.05
				Total	\$249.05
Hach Company	52780	13686072	408-535-10-31-04	Chemical Purchase	\$730.14
				Total	\$730.14
Harrington's Janitorial	52781	4224-AUG2023	401-534-10-41-43	Janitorial-City Shop-Rocky RD- Aug 2023	\$147.00
			408-535-10-41-44	Janitorial-City Shop-Rocky RD- Aug 2023	\$147.00
			410-531-31-41-04	Janitorial-City Shop-Rocky RD- Aug 2023	\$147.00
				Total	\$441.00
Keybank- MasterCard	EFT-KeyBank MasterCard- July 2023-PD In August	0525-AGFALVI-JULY2023	001-511-60-31-01	2023-2024 Planner	\$5.46
			001-511-60-31-01	Design Software	\$12.99
			001-511-60-31-01	A Tale Of Madness Book for Fall Conference	\$30.24
			001-511-60-31-01	Adobe Pro	\$64.83
			001-511-60-31-01	Zoom for Council Meetings	\$70.04
			001-513-10-49-00	Fall Conference Conference-Kim Agfalvi-9/21/2023- 922/2023	\$206.50
			001-514-23-31-02	Thumb Drives	\$22.89
			001-514-23-31-02	Notary Stamp for Danielle	\$64.82
			001-524-20-41-05	Fall Conference Conference-Kim Agfalvi-9/21/2023- 922/2023	\$3.50
			101-542-30-41-17	Fall Conference Conference-Kim Agfalvi-9/21/2023- 922/2023	\$10.50
			101-594-42-64-40	Registration Fees & Tittle Service Fees for Dump Truck	\$15.80

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank- MasterCard	EFT-KeyBank MasterCard- July 2023-PD In August	0525-AGFALVI-JULY2023	105-594-76-63-90	Registration Fees & Tittle Service Fees for Dump Truck	\$15.80
			401-534-10-31-00	2023-2024 Planner	\$5.46
			401-534-10-31-00	Adobe Pro	\$64.84
			401-534-90-49-00	Fall Conference Conference-Kim Agfalvi-9/21/2023- 922/2023	\$42.00
			401-594-34-63-64	Registration Fees & Tittle Service Fees for Dump Truck	\$15.80
			408-535-10-41-14	2023-2024 Planner	\$5.47
			408-535-90-49-00	Fall Conference Conference-Kim Agfalvi-9/21/2023- 922/2023	\$45.50
			408-594-35-64-78	Registration Fees & Tittle Service Fees for Dump Truck	\$15.80
			410-531-31-40-06	Fall Conference Conference-Kim Agfalvi-9/21/2023- 922/2023	\$42.00
			410-531-38-31-00	2023-2024 Planner	\$5.47
			410-594-31-67-18	Registration Fees & Tittle Service Fees for Dump Truck	\$15.80
		1397-Turner-JULY2023	001-521-50-48-02	Car Wash	\$15.00
		1513-KAINOA-JULY2023	001-512-51-31-00	Binder-Encelopes- Toner-Batteries- Disinfecting Wipes- Tabs-CORrection Tape	\$174.29
		1668-FINANCE-JULY2023	001-511-60-31-01	Tape-Paper-Binders Clips-Printer Cartridge-Dividers Stamps	\$86.00
			001-512-51-31-00	Stamps	\$24.07
			001-512-51-31-01	Postage- Court	\$157.50
			001-514-23-31-01	Postage-Finance	\$65.49
			001-514-23-31-02	Febreze Spray	\$14.64
			001-514-23-31-02	Stanps.Com Monthly Charge	\$21.87
			001-514-23-31-02	Stamps	\$24.07
			001-514-23-31-02	Adobe Acrobat	\$24.85
			001-514-23-31-02	Tape-Paper-Binders Clips-Printer Cartridge-Dividers Office Chair- Jennifer	\$28.67
			001-514-23-31-02	Office Chair- Jennifer	\$52.01
			001-521-20-31-03	Toner & Scissors	\$22.17
			001-521-20-31-03	Tape-Paper-Binders Clips-Printer Cartridge-Dividers	\$28.66
			001-524-20-31-00	Toner & Scissors	\$7.39
			001-524-20-31-00	Magnetic Tempered Glass Dry Erase Board	\$404.77
			001-524-20-31-02	Postage Code Enforcement	\$0.60

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank- MasterCard	EFT-KeyBank MasterCard- July 2023-PD In August	1668-FINANCE-JULY2023	105-576-80-41-14	Pesticide Resources & Education-Simth, Trevor	\$125.00	
			401-534-10-31-00	Stamps	\$24.07	
			401-534-10-31-00	Toner & Scissors	\$44.34	
			401-534-10-31-00	Office Chair- Jennifer	\$52.01	
			401-534-10-31-00	Tape-Paper-Binders Clips-Printer Cartridge-Dividers	\$57.34	
			401-534-10-42-00	Postage-Water	\$20.25	
			401-534-10-42-00	Postage-Water	\$139.50	
			408-535-10-41-14	Stamps	\$24.07	
			408-535-10-41-14	Toner & Scissors	\$44.33	
			408-535-10-41-14	Office Chair- Jennifer	\$52.01	
			408-535-10-41-14	Tape-Paper-Binders Clips-Printer Cartridge-Dividers	\$57.33	
			408-535-10-42-00	Postage- Wastewater	\$20.25	
			410-531-31-40-06	Pesticide Resources & Education-Nolan, Dominique	\$125.00	
			410-531-31-40-06	Pesticide Resources & Education- Miller,Johnny	\$125.00	
			410-531-31-41-05	Stamps	\$24.06	
			410-531-38-31-00	Tape-Paper-Binders Clips-Printer Cartridge-Dividers	\$28.68	
			410-531-38-31-00	Toner & Scissors	\$29.56	
			410-531-38-31-00	Office Chair- Jennifer	\$52.01	
			410-531-38-42-00	Postage- Stormwater	\$20.25	
			1920-GABRELUK-JULY2023	001-521-20-31-01	Ear Plugs	\$15.20
				001-521-20-31-03	Creative Cloud Apps	\$32.42
				001-521-20-31-03	Video Streaming	\$42.75
				001-521-20-31-10	Portable SSD-HDMI Rncoder-LIVEU 2 Modem Starter Kit	\$1,001.91
			3589-ALFIERE-JULY2023	001-521-21-31-01	Breath Alcohol Testing Supplies	\$583.11
				001-521-50-48-02	Car Wash	\$18.00
				001-571-20-31-30	Paper Plates- Ballons-Bubbles- Summer Fun	\$8.25
					001-571-20-31-40	Hanging Wood Lanterns-Mini Figs- Fairy Garden
				001-571-20-31-40	Fairy Garden Accessories-Fairy Fun Kit-Kids Craft Class	\$18.37
				001-571-20-31-40	Supplies for Fairy Gardens	\$75.00
				001-571-20-31-42	Sun Squad Returned-Day Camo	(\$11.00)

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank- MasterCard	EFT-KeyBank MasterCard- July 2023-PD In August	3589-ALFIERE-JULY2023	001-571-20-31-42	Ad for Day Camp	\$7.55
			001-571-20-31-42	Dish Pan-Day Camp	\$8.22
			001-571-20-31-42	Transfer Pipettes- Day Camp	\$9.18
			001-571-20-31-42	Game Pieces- Colored Dice-Day Camp	\$13.17
			001-571-20-31-42	Sensory Bottle Project	\$13.99
			001-571-20-31-42	Paint-Paint	\$14.94
			001-571-20-31-42	Brushes-Day Camp Sun Squad-Office	\$17.55
			001-571-20-31-42	Supplies-Day Camp Reusable Water	\$39.79
			001-571-20-31-42	Bomb Balloons-Day Camp	
			001-571-20-31-42	Mica Powder-Paint- Day Camp	\$57.03
			001-571-20-31-42	Art Supplies for Day Camp	\$153.84
			001-571-20-31-42	Art Supplies for Day Camp	\$194.40
		4225-DASKAM-JULY2023	408-535-10-31-00	Adobe Software- Annual Plan	\$262.67
			408-535-10-31-00	Membership Dues- NACAWA	\$750.00
			408-535-50-48-02	Never Kink 100' Hose	\$350.31
			408-535-50-48-02	Flanges-Elbows- Counpling-Caps	\$555.43
			408-535-90-49-00	Booklet for UEI Water Program	\$25.00
			408-535-90-49-00	WWTP Exam Prep Grade 1	\$179.99
			408-535-90-49-00	Conference PWO	\$895.00
			408-535-90-49-00	WEFTEC Conference	\$1,335.00
			410-531-38-35-00	Milwaukee Impact Wrench	\$384.25
		4499-BIELKA-JULY2023	401-534-90-49-00	Water Treatment - Water Distribution Guide	\$191.99
			401-534-90-49-00	Pacific NW Clean Water Associaiton- Conference	\$309.00
			408-535-10-31-00	Microsoft Word 365 Renewal	\$7.56
			408-535-10-31-00	Lunch Meeting- SCADA	\$58.58
			408-535-90-49-00	Water Treatment - Water Distribution Guide	\$191.99
			408-535-90-49-00	Pacific NW Clean Water Associaiton- Conference	\$309.00
		5423-PUBLIC WORKS- JULY2023	101-542-30-31-00	Asset Numbers- Accordion File- USB-Mouse	\$18.13
			101-542-30-31-00	Tag Wire-Key Cabinet-Key Tags- Rags	\$50.17
			101-542-30-31-02	Mesh Vests	\$106.11

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank- MasterCard	EFT-KeyBank MasterCard- July 2023-PD In August	5423-PUBLIC WORKS- JULY2023	105-576-80-31-00	Asset Numbers- Accordion File- USB-Mouse	\$18.13
			105-576-80-31-00	Tage Wire-Key Cabinet-Key Tags- Rags	\$50.16
			105-576-80-48-00	Top Soil Dog Park	\$74.39
			105-576-80-48-00	Top Soil	\$77.67
			105-576-80-48-00	Tabs for Fountain	\$98.90
			401-534-10-31-00	Asset Numbers- Accordion File- USB-Mouse	\$18.13
			401-534-10-31-00	Dymo Lables	\$32.55
			401-534-10-31-00	Tage Wire-Key Cabinet-Key Tags- Rags	\$50.17
			401-534-10-31-00	Suggestion Box- Sunscreen-Flash Light-Desk Bell	\$139.03
			401-534-10-31-00	Key Cabinet-Binder Clips-Dividers-Lable Tape PO 5423	\$182.80
			401-534-10-31-04	Mesh Vests	\$106.11
			401-534-10-42-00	Postage Stamps- LCPR-Lead Pipe Mailer	\$411.00
			401-534-50-48-02	Birch Hardwood- Work Table- PO 3970	\$33.01
			401-534-50-48-02	Birch Hardwood- Work Table- PO 3971	\$33.01
			408-535-10-31-00	Mouse Pads	\$16.39
			408-535-10-31-00	Asset Numbers- Accordion File- USB-Mouse	\$18.13
			408-535-10-31-05	Mesh Vests	\$106.10
			408-535-50-48-02	WWTP Supplies	\$91.93
			408-535-50-48-02	Flang-90 E11	\$180.52
			410-531-38-31-00	Asset Numbers- Accordion File- USB-Mouse	\$18.13
			410-531-38-31-00	Tage Wire-Key Cabinet-Key Tags- Rags	\$50.17
			410-531-38-31-00	Rapid Set Concrete-PO 3972	\$237.34
			410-531-38-31-02	Mesh Vests	\$10.67
			410-531-38-31-02	Chest Waders	\$100.73
		6503-MARTINEZ-JULY2023	001-524-20-31-00	Laminating Charges	\$39.47
			001-524-20-31-01	Uniform Patches	\$30.80
			001-524-20-31-01	Yard Stick & Markers	\$31.79
			001-524-20-31-02	Certified Mailing	\$8.13
			001-524-20-31-02	Certified Mailing	\$8.56
			001-524-20-48-01	Car Wash	\$15.00
			001-524-40-49-02	IPMC Virtual Crash Course	\$25.00
			001-524-40-49-02	IZC Virtual Crash Course 2023	\$25.00

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank- MasterCard	EFT-KeyBank MasterCard- July 2023-PD In August	6503-MARTINEZ-JULY2023	001-524-40-49-02	Membership of American Association of Code Enforcement	\$75.00	
			001-524-40-49-02	Membership-ICC & Code Books	\$220.05	
		6744-HATTAWAY-JULY2023	001-521-20-31-03	Adobe Acropro	\$259.31	
		7369-LARSON-JULY2023	001-513-10-49-00	2023 WCMA Summer Conference	\$122.50	
			001-514-40-49-02	WCMA	\$315.00	
			001-524-20-41-05	Membership-Larson 2023 WCMA Summer Conference	\$3.50	
			101-542-30-41-17	2023 WCMA Summer Conference	\$14.00	
			105-576-80-41-14	2023 WCMA Summer Conference	\$3.50	
			401-534-90-49-00	2023 WCMA Summer Conference	\$70.00	
			408-535-90-49-00	2023 WCMA Summer Conference	\$70.00	
			410-531-31-40-06	2023 WCMA Summer Conference	\$66.50	
			7626-WETZEL-JULY2023	001-521-20-31-03	Sticky Notes-File Folders-Batteries	\$55.19
			8502-POLICE-JULY2023	001-521-20-31-01	Headset-SRO Boone	\$80.00
				001-521-20-31-01	Holsters-SRO Boone	\$190.53
				001-521-20-31-03	NoteBooks-Pens- Tape-Markers- Car Wash	\$152.30
				001-521-50-48-02		\$18.00
					Total	\$15,354.98
Kyocera Document Solutions Wes	52782	5025914953	105-576-80-41-15	Public Works Copier Lease	\$37.48	
			401-534-10-42-03	Public Works Copier Lease	\$124.94	
			408-535-10-42-03	Public Works Copier Lease	\$49.97	
			410-531-10-42-03	Public Works Copier Lease	\$37.48	
				Total	\$249.87	
Law Office of Holmes Weddle & Barcott	52783	826912	001-515-41-41-05	Legal Services-PD	\$962.50	
			826913	001-515-41-41-05	Legal Services-PD	\$150.00
				Total	\$1,112.50	
Law Offices of Matthew J Rusnak	52784	436-Court Appointed Attorney- July 2023	001-512-51-49-01	Court Appointed Attorney-July 2023	\$2,207.00	
				Total	\$2,207.00	
Moss Commercial Cleaning LLP	52757	000115-2	001-512-51-41-08	Janitorial-City Hall	\$92.75	
			001-514-21-41-01	Janitorial-City Hall	\$238.50	

Vendor	Number	Invoice	Account Number	Notes	Amount	
Moss Commercial Cleaning LLP	52757	000115-2	001-521-50-41-04	Janitorial-City Hall	\$397.50	
			001-524-20-49-02	Janitorial-City Hall	\$39.75	
			101-542-30-44-01	Janitorial-City Hall	\$53.00	
			401-534-10-41-43	Janitorial-City Hall	\$159.00	
			408-535-10-41-44	Janitorial-City Hall	\$185.50	
			410-531-31-41-04	Janitorial-City Hall	\$159.00	
Total					\$1,325.00	
NextRequest LLC	52758	30132	001-512-51-31-00	Public Records Request Software Program	\$131.15	
			001-514-23-31-02	Public Records Request Software Program	\$344.24	
			001-521-20-31-03	Public Records Request Software Program	\$491.77	
			001-524-20-31-00	Public Records Request Software Program	\$81.96	
			101-542-30-31-00	Public Records Request Software Program	\$32.78	
			105-576-80-31-00	Public Records Request Software Program	\$32.78	
			401-534-10-31-00	Public Records Request Software Program	\$180.31	
			408-535-10-41-14	Public Records Request Software Program	\$180.31	
			410-531-38-31-00	Public Records Request Software Program	\$163.92	
			Total			
Orca Pacific, Inc	52785	#INV 0605569	401-534-10-31-01	Sodium Hypochlorite	\$1,887.02	
			#INV0605631	401-534-10-31-01	Sodium Hypochlorite	\$1,446.27
			Total			
Owen Equipment Company	52786	00111673	401-534-50-48-02	Supernova 32" Expansion-For Lead Pipe Project	\$2,117.68	
Total					\$2,117.68	
P.C. Budget & Finance	52787	CI-337192 C-104188	001-522-20-48-04	Fire Investigation Services	\$1,642.28	
		CI-337975 C-104188	001-566-00-40-00	2nd QRT 2023 Liquor Profit Tax	\$682.33	
		CI-338294 C-104188	001-554-30-40-00	Animal Control Services July 2023	\$4,803.72	
Total					\$7,128.33	
Parametrix	52788	46761	101-595-10-64-34	Whitehawk BLVD Extension-Enviro Doc & Permit Subconsultants	\$70.45	

Vendor	Number	Invoice	Account Number	Notes	Amount	
Parametrix	52788	46761	101-595-10-64-34	Whitehawk BLVD Extension-Fixed Fees	\$122.41	
			101-595-10-64-34	Whitehawk BLVD Extension-Enviro Doc Updates	\$422.96	
			101-595-10-64-34	Whitehawk BLVD Extension-Final Design	\$700.39	
			46915	410-594-31-41-46	SMAP Project Management-Meeting QA & QC	\$131.25
			46918	001-558-60-41-01	General Consulting	\$1,887.50
				001-558-60-41-01	General Development	\$6,958.86
				101-542-30-41-01	General Consulting- Streets	\$2,342.50
				401-534-10-41-01	General Consulting- Water	\$8,252.50
				401-534-10-41-44	General Consulting- Water SCADA	\$18.34
				408-535-10-41-01	General Consulting- Sewer	\$550.00
				408-594-35-63-44	ENG I&I Design CIPP	\$5,100.65
				410-531-39-41-01	General Consulting- Storm	\$220.00
			46921	101-595-10-40-04	Kansas Street SW Preliminary Design-Stormwater Report	\$425.05
				101-595-10-40-04	Kansas Street SW Preliminary Design	\$945.97
				101-595-10-40-04	Kansas Street -SW Final Design Project Management	\$3,157.81
				101-595-10-40-04	Kansas Street - NEPA	\$4,442.15
				101-595-10-40-04	Documentation Kansas Street -SW Final Design Fixed Fees	\$4,936.01
				101-595-10-40-04	Kansas Street - Biological Adessment	\$6,789.83
				101-595-10-40-04	Kansas Street -SW Final Design	\$29,536.99
						Total
Puget Sound Energy	52789	200019646914-AUG2023	101-542-63-47-03	Street Lights	\$64.45	
		220028112518-AUG2023	101-542-63-47-03	Street Lights	\$13.46	
				Total	\$77.91	
Randles Sand & Gravel	52790	429789	401-534-50-48-02	Dirt For Lead Pipe Protect	\$262.21	
				Total	\$262.21	
Rodarte Construction INC	52791	2308-001	408-535-50-48-02	Asphalt Repair-SR162 E & Whitesell ST NW	\$12,156.37	
				Total	\$12,156.37	

Vendor	Number	Invoice	Account Number	Notes	Amount
Rogers Machinery Co, Inc	52792	1380712	401-534-50-48-04	Quincy Air Compressor-Well 3	\$20,395.21
				Total	\$20,395.21
Schwab-Ellison Co, Inc	52793	40300604330	410-531-38-48-01	Flat Repair-Street Sweeper	\$49.53
				Total	\$49.53
Sonsray Machinery LLC	52794	SWO007948-1	101-542-30-48-04	Service on Backhoe-FA1112	\$660.74
			105-576-80-48-01	Service on Backhoe-FA1112	\$660.74
			401-534-50-48-04	Service on Backhoe-FA1112	\$1,321.49
		SWO013230-1	101-542-30-48-04	Repalce Plugs-FA1112	\$323.17
			105-576-80-48-01	Repalce Plugs-FA1112	\$323.17
			401-534-50-48-04	Repalce Plugs-FA1112	\$646.34
				Total	\$3,935.65
Springbrook Holding Company LLC	52759	TM INV-0002738	001-512-51-41-05	Springbrook-New Accounting Software	\$1,700.07
			001-514-23-41-18	Springbrook-New Accounting Software	\$1,700.07
			001-521-50-41-09	Springbrook-New Accounting Software	\$1,062.55
			001-524-10-41-05	Springbrook-New Accounting Software	\$1,062.54
			101-542-90-40-13	Springbrook-New Accounting Software	\$425.02
			105-576-80-49-04	Springbrook-New Accounting Software	\$425.02
			401-534-10-40-06	Springbrook-New Accounting Software	\$5,100.22
			408-535-10-42-05	Springbrook-New Accounting Software	\$5,100.21
			410-531-38-48-13	Springbrook-New Accounting Software	\$4,675.20
				Total	\$21,250.90
The Walls Law Firm	52795	216	001-515-41-41-03	Prosecuting Attorney-July 2023	\$2,142.70
				Total	\$2,142.70
UniFirst Corporation	52796	2220012073	408-535-10-31-03	Uniform Item-Protective Services	\$233.67

Vendor	Number	Invoice	Account Number	Notes	Amount
UniFirst Corporation	52796	2220014563	408-535-10-31-03	Uniform Item- Protective Services	\$244.62
				Total	\$478.29
Water Management Lab Inc.	52797	213695	401-534-10-41-03	Lab Testing	\$267.45
				Total	\$267.45
Wells Fargo Vendor Financial Services LLC	52798	5025955804	001-521-10-40-06	PD Copier Lease	\$212.19
				Total	\$212.19
Wex Bank	52799	91133114	001-521-20-32-00	Fuel-PD	\$2,159.95
				Total	\$2,159.95
Zumar Industries Inc	52800	44108	101-542-30-31-04	Tube-Anchor Tube- Cap-Hex Jam Nut	\$4,521.15
				Total	\$4,521.15
				Grand Total	\$275,304.70

COUNCILMEMBERS

Position No.

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



ORTING CITY COUNCIL
Regular Business Meeting Minutes
104 Bridge Street S, Orting, WA
Zoom – Virtual
August 9th, 2023
7:00 p.m.

Mayor Joshua Penner, Chair

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

Deputy Mayor Bradshaw called the meeting to order at 7:00pm. Councilmember Williams led the Pledge of Allegiance.

Councilmembers present: Councilmembers Tod Gunther, John Williams, Greg Hogan, and Deputy Mayor Bradshaw.

Virtual: Councilmembers Chris Moore, Don Tracy and Melodi Koenig.

Absent: Councilmember Gunther (unexcused).

Staff present: City Administrator Scott Larson, Finance Director Gretchen Russo, Capital Projects Manager John Bielka, City Clerk Kim Agfalvi, City Attorney Charlotte Archer.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

No requests were made.

2. PUBLIC COMMENTS.

No public comments were made.

3. PRESENTATION.

A. Mayor Cup Trophy Presentation – Rainier to Ruston Relay.

Sasquach from the Rainier to Ruston Relay attended and presented the City of Orting with the 2023 Mayor's Cup Award. He stated the City of Orting team, #willrunforcarbs beat Fife in the race and took 30th overall. #willrunforcarbs team members are Scott Larson, Shawna Punzalan, Kristen Barton, Mike Barton, Austin Wendfeldt and Paul Kaufman.

B. Karen Lentz, Prosecutor.

Ms. Karen Lentz, a prosecutor contracted with the City of Orting introduced herself to the Council and briefed on her work with Orting Municipal Court. Council discussion followed.

4. CONSENT AGENDA.

A. Payroll Claims and Warrants.

B. Meeting Minutes of July 12th, July 19th, and July 26th.

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

Motion passed (6-0)

5. NEW BUSINESS.

A. AB23-77 – Bridgewater Preliminary Plat Extension.

City Administrator Scott Larson briefed on an extension request for the Bridgewater Plat and stated the request and attached ordinance includes an extension to December 31, 2024, which also provides a provision that states the expiration may be extended to December 31, 2025, if the applicant applies for and completes all necessary filling and grading work necessary for the final plat by December 31, 2024. Council discussion followed.

Councilmember Hogan made a motion to adopt Ordinance No. 2023-1112, authorizing an extension for final plat submittal for the Bridgewater project. No second was made.

Motion failed for lack of a second.

Council discussion continued. No action was taken. Item will be brought to study session on August 16th, 2023 for consideration.

6. EXECUTIVE SESSION.

City Attorney Charlotte Archer briefed that the meeting would be recessed to executive session pursuant to RCW 42.30.110(1)(i), to discuss the legal risks of a proposed action when public discussion could have adverse legal or financial consequences for 10 minutes with no action to follow.

8:05pm executive session began.
Executive session ended at 8:15pm.

Deputy Mayor Bradshaw reconvened the meeting to regular session at 8:15pm.

7. ADJOURNMENT.

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

Motion passed (7-0).

Deputy Mayor Bradshaw adjourned the meeting at 8:16pm.

ATTEST:

Joshua Penner, Mayor

Kimberly Agfalvi, City Clerk

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 Minutes
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.

Deputy Mayor Bradshaw called the meeting to order at 6:00pm. Councilmember Koenig led the pledge of allegiance, and then roll call was taken.

Councilmembers present: Councilmembers Tod Gunther, Chris Moore, Don Tracy, John Williams, Melodi Koenig, and Deputy Mayor Bradshaw.

Virtual: Councilmember Hogan, entered in person at 6:20pm.

Staff present: Mayor Joshua Penner, Finance Director Gretchen Russo, City Clerk Kim Agfalvi, Executive Assistant Danielle Charchenko, Acting Public Works Director/Capital Projects Manager John Bielka, Engineer JC Hungerford, Police Chief Devon Gabreluk.

2. PRESENTATION.

A. Orting Municipal Court Update – Judge Curry.

This item was moved to the Study Session to be held on September 20th, 2023.

B. AHBL Comprehensive Plan Periodic Update – Joshua Kubitz.

Joshua Kubitz from AHBL presented a power point presentation on the City of Orting Comprehensive Plan Periodic Update. He briefed on what a comprehensive plan is and stated that cities present a “periodic update” to local comprehensive plans every 10 years. Mr. Kubitz briefed on the intent of the update, intent of the update GMA goals, the elements of the plan, maps and other plans, who decides what the plan says, initial work production and public input. Council discussion followed.

3. COMMITTEE REPORTS.

A. Public Works - CM Williams & CM Moore.

- SCADA water system potential upgrades and purchase of new equipment.
- Various projects including Kansas Street Design and Whitehawk Boulevard bypass.

B. Public Safety - CM Gunther & CM Tracy.

- 2022 WASPC statewide crime report update.
- Capital items requests for 2024 budget.
- Speed trailer schedule.
- Monthly crime statistics for the City of Orting.

C. Community and Government Affairs - CM Hogan & CM Koenig.

- No update. All items discussed are on the agenda.

4. STAFF REPORTS.

Public Works/Capital Projects.

Acting Public Works Director/Capital Project Manager John Bielka briefed on the following

- Grant filings and funds received update.
- SCADA update.
- Kansas Street outfall construction has started and should be completed in approximately 3 weeks.

Engineering

Engineer JC Hungerford briefed on the following:

- Kansas Street Outfall update.
- CIPP relining project update.

City Clerk

City Clerk Kim Agfalvi briefed on the following:

- Fall conference in Wenatchee.
- Records Requests software.
- Contract management update.

Activities & Events

Executive Assistant Danielle Charchenko briefed on the following:

- Parking passes for start of fishing season.
- Fall recreation programs update.
- Touch a Truck event.

Finance

Finance Director Gretchen Russo briefed on the following:

- Tabletop Emergency Management exercise on August 29th, 2023
- Emergency Management outreach at Touch a Truck event.
- Emergency Management communications software.
- Implementation of new accounting software.

Police

Police Chief Devon Gabreluk briefed on the following:

- Hiring update.
- New electric police vehicle update.

Executive

Mayor Penner briefed on the following:

- New businesses that opened in Orting.
- Mayor for a Day job shadow.
- Public Works Director update.
- 2024 budget process update.

5. AGENDA ITEMS.

A. AB23-81 – Water Resource Recovery Facility Scope and Budget.

Councilmember John Williams briefed the Council on design bids received for the Water Resource Recovery Facility upgrades and stated that Wilson Engineering were deemed qualified based on experience and expertise with similar projects. Scott Wilson from Wilson Engineering presented a power point presentation of the Water Resource Recovery Facility Biosolids and Headworks Improvements. He briefed on previous projects that the firm has worked on and potential phases for the City of Orting project. He stated Wilson Engineering has familiarity with cost effective designs and briefed on examples completed that include systems pump stations, headworks upgrades, potential buildings needed to house new equipment, reuse and reclaimed water systems, and projects completed in other local municipalities that are similar to the proposed City of Orting project. Mr. Wilson discussed project elements, general approach, design considerations, schedule, potential project costs, and the conceptual layout of the project. Council discussion followed.

Action: Move forward to regular business meeting on August 30th as a standalone item.

B. AB23-80 – Pedestrian Bridge RFP.

Councilmember Williams briefed that the pedestrian bridge design has been completed and the project is now ready to go out to bid.

Action: Informational only.

C. AB23-79 – General Facilities Charge (GFC) Update.

Councilmember Moore briefed on the proposed 11.6% increase in general facility charges for all customers seeking to connect to or that will increase demand on the city's utilities system. He stated the proposed rate increase is based on the Engineers News Record Construction Cost Index for the same period of time. Council discussion followed.

Action: Move forward to regular business meeting on August 30th as a standalone item.

D. AB23-64 – Deputy Mayor Selection Process.

Councilmember Koenig briefed on proposed changes to the Council Rules of Procedure in the event of a planned or unplanned vacancy of the Deputy Mayor. Council discussion followed.

Action: Move forward to regular business meeting on August 30th as a consent agenda item.

E. AB23-67 – Banners and Advertising.

Councilmember Koenig briefed that the proposed item would limit advertising in the City to City sponsored events and events that serve a valid municipal purpose. (City sponsored events or other possibly Council approved banners).

Action: Bring back to CGA Committee meeting in September for some additional verbiage.

F. AB23-72 – Facility Rental Policy.

Councilmember Koenig briefed on the proposed facility rental policy and stated that it is in line with other city's policies.

Action: Move forward to regular business meeting on August 30th as a consent agenda item.

G. AB23-73 – Field Usage Policy.

Councilmember Koenig briefed on the proposed facility rental policy and outlined items in the policy to help streamline the rental process. Council discussion followed.

Action: Move forward to regular business meeting on August 30th as a consent agenda item.

H. AB23-74 – Parks Advisory Board.

Councilmember Koenig briefed on the Parks Advisory Board and stated that the recommendation is to transition the Parks Advisory Board to an ad hoc committee that will be recruited to meet and advise on specific projects.

Action: Move forward to regular business meeting on August 30th as a consent agenda item.

I. AB23-76 – Utility Fee Waiver.

Finance Director Gretchen Russo briefed on a potential utility fee waiver as the City integrates to a new accounting system. The waiver would allow for fees to be waived as the transition is implemented from September 15th – November 15th, 2023.

Action: Move forward to regular business meeting on August 30th as a consent agenda item.

6. EXECUTIVE SESSION.

7. ADJOURNMENT.

Deputy Mayor Bradshaw adjourned the meeting at 8:29pm.

ATTEST:

Joshua Penner, Mayor

Kimberly Agfalvi, CMC, City Clerk



**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	8.30.2023
	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 MOTION: <u>Motion</u>:				
Motion to approve the amended Council Rules of Procedure as presented.				



City of Orting

City Council Rules of Procedure

TABLE OF CONTENTS

1. General Rules

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

2. Types of Meetings

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

3. Chairs and Duties

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

- 4. Order of Business and Agenda**
 - 4.1 Order of Business
 - 4.2 Council Agenda
 - 4.3 Ordinances
 - 4.4 Resolutions
 - 4.5 Council Packets
 - 4.6 Council Confirmation of Mayoral Appointments

- 5. Consensus, Motions and Decorum**
 - 5.1 Consensus Votes
 - 5.2 Motions
 - 5.3 Council Relations with City Staff
 - 5.4 Council Representation to the Media

- 6. Public Hearing Procedures**
 - 6.1 Definition of Public Hearing
 - 6.2 Speaker Sign-In
 - 6.3 Conflict of Interest/Appearance of Fairness
 - 6.4 The Public Hearing Process

- 7. Duties and Privileges of the Media and Citizens**
 - 7.1 Media Representation
 - 7.2 Meeting Participation
 - 7.3 Subjects Not on the Current Agenda
 - 7.4 Comments and Suggestions to the Council
 - 7.5 Personal and Slanderous Remarks
 - 7.6 Written Communications

- 8. Filling Council Vacancies and Selecting Deputy Mayor**
 - 8.1 Notice of Vacancy
 - 8.2 Application Procedure
 - 8.3 Interview Process
 - 8.4 Selection of Councilmember
 - 8.5 Selecting Deputy Mayor

- 9. Creation of Committees, Boards and Commissions**
 - 9.1 Citizen Committees, Boards and Commissions
 - 9.2 Types of Committees
 - 9.3 Membership and Selection
 - 9.4 Committee Meetings
 - 9.5 Committee Records
 - 9.6 Open Public Meetings Act
 - 9.7 Removal of Members of Boards and Commissions

- 10. Public Records**

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

11. Council Travel Expenses

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

12. Suspension and Amendment of These Rules

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

1. General Rules

1.1 Meetings to be Public:

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

1.2 Quorum:

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

1.3 Attendance, Excused Absences:

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

1.4 Remote Participation

Councilmembers are encouraged to attend meetings in person as often as possible. In the event that you are not able to attend meetings in person remote attendance 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 to complete the term.

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 to complete the term.

- (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**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Facility Rental Policy.	AB23-72	CGA		
		8.2.2023	8.16.2023	8.30.2023
	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 MOTION: <u>Motion:</u>				
<p>Motion to approve the Facility Rental Policy as prepared.</p>				



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	8.16.2023	8.30.2023
	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 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. Gratzer 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	8.30.2023
	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 MOTION: Motion:				
<p>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.</p>				

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	8.30.2023
	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 MOTION: <u>Motion:</u>				
<p>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.</p>				

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



**City of Orting
Council Agenda Summary Sheet**

Subject: Appointment of Public Works Director.		Committee	Study Session	Council
	Agenda Item #: AB23-84	N/A		8.30.2023
	Department:	Executive		
	Date Submitted:	8.25.2023		
Cost of Item:		N/A		
Amount Budgeted:		N/A		
Unexpended Balance:		N/A		
Bars #:		N/A		
Timeline:		N/A		
Submitted By:		Mayor Penner		
Fiscal Note: N/A				
Attachments: Cover Letter and Resume				
SUMMARY STATEMENT: Councilmember Hogan, staff and I interviewed several candidates for the Public Works Director Position in the month of August. Marshall Mauer distinguished himself as the most well-rounded qualified person for the job.				
RECOMMENDED MOTION: <u>Motion:</u> To Confirm the Mayor’s Appointment of Marshall Mauer to the position of Public Works Director.				

July 10, 2023

Subject: Expression of Interest – City of Orting Director of Public Works

To: Mr. Prothman and the City of Orting Hiring Team,

From what I know of the City of Ortings's mission and commitment to sustainable city services, I could not pass up an opportunity to throw my hat in the ring for your Director of Public Works position. I believe we'd make an excellent team, and I'm excited about the opportunity to join a well-grounded organization, taking care of the 9,000 people who call Orting home.

From the Air Force to Union Pacific, TriMet in Portland to Sound Transit in Seattle, and most recently in the tech startup world, I've built my career into a challenging but very rewarding one. I see this position as one for which I am uniquely qualified to execute successfully by virtue of my varied career. Masters degrees in Public Administration and Marketing and Communication equip me with a strong business, messaging, and operations sense that will provide the City immediate added value in this role. Cutting my teeth in railroad, transit, product and customer experience refined my approach to lean and agile methodologies, strategic planning, and data-led decisions. On top of that, I've honed my approach as a hardworking, collaborative, communicative, and relationship-minded leader.

And early in my career, flying over Afghanistan on 108 combat flights shaped my emergent, empathetic, and ever-calm leadership approach, regardless of pressure.

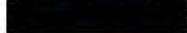
I embody Orting's core values and add the nuanced understanding necessary to shepherd and consult development and maintenance of city infrastructure for the residents of Orting. I interface successfully with engineers and subject matter experts and understand my own strengths and limitations on cross-functional teams.

Thank you for your consideration. I would be delighted to discuss this opportunity with you and the City of Orting hiring team at your earliest opportunity.

Respectfully,



Director of Product Growth
Yesler Solutions
marshall@govesler.com



Marshall Maurer

Profile Ethical leader and USAF veteran with operations, communications, and transit experience brings analytical creativity and eagerness to translate 15-year career into challenging new career chapter.

Key Skills *Bus, Light Rail Certified* *Marketing & Comms.* *Rules and Contract Compliance*
Maint. & Safety Coordination *Project/Product Mgmt.* *Pre-Revenue Service & Startup*
Technical Writing & Journalism *Strategic Planning* *Transit Operations and Training*

Education *Villanova University, Philadelphia, Master of Public Administration, 2019*
University of Nebraska, Lincoln, Master of Arts, Marketing & Communications, 2015
Bellevue University, Bellevue, NE, B.S., Int'l Relations & Strategic Studies, 2012
College of the Air Force, Maxwell AFB, AL, A.S., Computer Technology, 2010
Defense Language Institute, Monterey, CA, A.A., Foreign Languages, 2010

Experience **Director of Operations, Yesler Solutions (2023), Seattle, WA**
Leads Operations pre-revenue planning and product growth for lumber trading toolkit.
Develops product knowledge, strategy and tactics, and product roadmaps to satisfy clients.
Integrates Engineering resources with Ops initiatives with eye for validated learning.

Director of Transportation, Sound Transit (5/19-12/22), Seattle, WA
Liaised and led expansion planning, development, testing & commissioning. Cultivated strong partnerships, shepherded daily rail oversight via focus on operating plans, contract administration, safety, customer success, operator wellbeing. Chaired Pre-Revenue Service Committee. Championed procedural, operational, and safety continuous improvement.

Asst. Mgr., Bus & Rail Ops Command Center, TriMet (7/17-5/19), Portland, OR
Guided support for and emergency responses, of 50 bus/rail controllers delivering 75k transit rides a day. Guaranteed compliance w/ agency, state, federal regulations; spearheaded accurate & timely incident notification to stakeholders, led fast recoveries of system disruptions. Audited rail and bus training programs, certified bus, light rail operator.

Rail Systems Specialist, Union Pacific Railroad (7/15-4/17), Omaha, NE
Certified train dispatcher. Safeguarded train, passenger movement across West Coast, Midwest, including UPS, Amtrak trains. Authorized train crews; planned yard operations and crew movements. Managed, coordinated 20+ train crews and 50+ maintenance personnel across 500 miles of track in typical day.

Critical Call Dispatcher, Union Pacific Railroad (6/13-7/15), Omaha, NE
Slashed liability and kept public safe by overseeing emergency railroad responses start to finish. Nurtured better community relationships through top-notch customer service.

Communications Specialist, Union Pacific Railroad (6/12-6/13), Omaha, NE
Streamlined Fortune 200 company's digital library and studio, contributed to multi-media projects for nationwide internal employee campaigns.

Public Affairs Specialist, Air National Guard (8/14-12/16), Lincoln, NE
Wrote, edited, and photographed compelling news, features, and local interest Air National Guard stories to capture audience attention. Drove contact creating by unique content.

Personal Former USAF Airborne Linguist with 100+ combat flights—led 15-airman enlisted team. 2023 LBM Journal 40 Under 40; 2015 National Guard Bureau Feature Article of the Year. Volunteer for Habitat for Humanity, Big Brothers Big Sisters of the Midlands.

Experience with Advancing a New Vision and Managing Change:

In March 2022, I took on the challenge of advancing a new vision called "Future Ready" in Sound Transit, where I chaired a cross-functional tiger team to address the impending disruptions caused by the aging rail system. The challenges I encountered included inactivity and passiveness from some team members when faced with compressed schedules. To overcome these obstacles, I developed a decision-making model that allowed us to schedule and complete necessary repairs on time and under our budget.

One of the key lessons I learned from this experience is that sometimes action must precede systemization. In public administration, we often seek structure before evidence of a hypothesis, but in urgent situations like this, we must act and build structures and models as we go, based on validated learning and constant experimentation.

Furthermore, I realized the importance of collaboration in building velocity. By working with the Customer Experience Manager, we created an intake system for special events that involved all necessary functional teams, leading to better decision-making and eliminating bottlenecks.

Most Significant Success:

My most significant success in the last two years was leading the "Future Ready" series at Sound Transit in October 2022. Working with a small team, we successfully delivered a series of maintenance projects on time and even ahead of schedule. We implemented an innovative bus bridge system, replacing light rail vehicles with charter buses during weekday work hours. This approach ensured minimal disruptions to service while allowing essential maintenance to take place.

During this period, I learned the power of situational and reflective leadership. Adapting my leadership style to meet the specific needs of the situation allowed for more effective decision-making and team collaboration. I also practiced reflection after each meeting or decision, seeking feedback from those closest to me. This commitment to self-improvement and growth as a leader was instrumental in my success, and I consider personal growth the greatest career achievement.

Most Significant Shortcoming:

My most significant shortcoming occurred in December 2022 when I decided to leave my position as Director of Transportation for a director role at a promising tech startup in Seattle. Despite reservations and a sense of dread, I took the risk enticed by the hiring package with substantial equity and promises of a transition period of 1-2 years.

However, the product line underperformed, and our work turned out to be a failure. This led to layoffs, including my position, leaving me disappointed in not having listened to my instincts. Over the years, I had been building a career in the public sector and found happiness and contentment in that field, especially after my time in the military.

Lessons Learned:

From these experiences, I learned several valuable lessons. Firstly, it is crucial to trust one's instincts and remain true to one's passions. My shortcoming taught me the importance of staying committed to what truly brings fulfillment and happiness in one's career.

Secondly, the failure at the tech startup taught me the significance of validated learning and systems-thinking. Applying these principles can lead to more informed decision-making and mitigate risks

Lastly, the experience enriched my skill set, including leaner project management, media, and marketing skills, which can be valuable assets as I return to the public sector. Additionally, considering expanding my career into Public Works aligns with my long-term aspirations.

Overall, these successes and shortcomings have contributed to my growth and will shape my future endeavors in the public sector with a stronger focus on personal development, informed decision-making, and pursuing my true passion.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Ord. 2023-1112, Extending Deadline for Final Plat Submittal per OMC 12-6-3	AB23-77			8.09.2023
				8.30.2023
	Department:	Administration/Planning		
	Date Submitted:	08/03/2023		
Cost of Item:		<u>\$ N/A</u>		
Amount Budgeted:		<u>\$ N/A</u>		
Unexpended Balance:		<u>\$ N/A</u>		
Bars #:				
Timeline:		Preliminary Plat expires in October 2023		
Submitted By:		Applicant		
Fiscal Note:				
Attachments: Ordinance No. 2023-1112A, Ordinance No. 2023-1112B; Preliminary Plat Record; Approved Civil Plans				
<p>SUMMARY STATEMENT: The City Council approved the preliminary plat for the Bridgewater project, Application #PP2016-01, located on 7.5 acres within the City on July 13, 2016. The Project is designed as 35 single family lots with other tracts serving the future owners of the lots. At the request of the applicant, the City then granted extensions of the preliminary plat to July 13, 2023, due, in part, to COVID related issues.</p> <p>The applicant has submitted a request for an additional extension of the deadline to submit final plat, currently set for July 13, 2023. OMC 12-3-6 sets the deadline for expiration of the preliminary plat and governs extensions of that deadline, provided:</p> <p align="center"><i>Nothing contained in this section shall act to prevent the City from adopting by ordinance procedures which would allow extensions of time that may or may not contain additional or altered conditions and requirements. When deemed reasonable and appropriate, the City Administrator may grant an extension of one year for such submittal. If at the date of expiration of the time period provided herein, a final development plan has not been filed for approval, the preliminary planned unit developments approval shall expire and the applicant shall be required to resubmit an application for preliminary approval to reinstate the project.</i></p> <p>The preliminary plat approval vests the applicant to development regulations in place at the time of preliminary plat approval, which in this case was in 2016. Since that date the City has modified the following development regulations, among others:</p>				

- Lot coverage: In the RMF zone: max building coverage increased from 40% to 50%. Max hard surface coverage was added and is capped at a max of 75%.
- Flood Insurance/CRS: Electrical, heating, ventilation, plumbing, and A/C must be located at least 1' above base flood elevation.
- Landscaping and Trees: Added a list of types of trees allowed to be used as street trees; revised a few requirements for buffer plantings to require vegetation along 50% of fencing when fencing is used as a visual screen along lot lines.
- Porches/Decks setbacks: Uncovered porches and decks 30" and less in height must be no closer than 5' to a side lot line.

Earlier this year, the applicant sought a three-year extension of the deadline to submit for final plat approval, citing the COVID-19 pandemic that “resulted in delays in the Owner’s ability to either complete the design of the plat, construct the plat improvements or arrange a sale of the property so that others could complete the work, with the result that the work could not be completed in a time of strong residential development and favorable market conditions.” The applicant also stated that the current “period of very high interest rates, and those high rates, together with the additional cost of constructing the redesigned plat make the project infeasible at the present time.”

When evaluating a request for plat extension, the City reviews whether there have been any changes in the law governing the development of the plat, with which lack of compliance would be contrary to the public health, safety and welfare. The City further considers whether the applicant has pursued final platting diligently, as evidenced by progress on final surveying, engineering, construction or the financial security of improvements. Finally, the City considers whether there have been substantial changes in economic and market forces that have substantively limited the ability of the applicant to pursue final platting.

The submission was received without sufficient time to adequately prepare a staff recommendation to the City Council in advance of the preliminary plat expiration date of July 13, 2023. Upon the recommendation of staff, the City Council authorized a ninety (90) day extension to allow staff to meet with the applicant and discuss the terms of a recommended course of action. Staff and the applicant met to discuss a potential extension. The Applicant has submitted a revised request to allow for an extension as follows:

- Extension to December 31, 2024, provided the expiration may be extended to December 31, 2025, if the applicant applies for and completes all necessary filling and grading work necessary for the final plat by December 31, 2024.

Staff have also prepared Ordinance No. 2023-1112B that removes the language force majeure language while maintaining specific performance goals for completion of the plat by December 31, 2025.

Staff makes no recommendation on the requested submission.

RECOMMENDED MOTION: Motion: There are two alternative ordinances that council could choose to adopt:

To adopt Ordinance No. 2023-1112A, authorizing an extension for final plat submittal for the Bridgewater project.

To adopt Ordinance No. 2023-1112B, authorizing an extension for final plat submittal for the Bridgewater project.



**City Of Orting
Council Agenda Summary Sheet**

AB16-64 1. SUBJECT: No. 2016-64- Preliminary Plat for the Bridgewater Subdivision	Agenda Item #:	AB16-64
	For Agenda of:	7/13/2016
	Department:	Public Works
	Date Submitted:	7/8/2016

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u> \$0 </u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u> \$0 </u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u> \$0 </u>
City Clerk, Jane Montgomery		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford	X		
BHC Consultants, Roger Wagoner	X		
Agenda Placement: <input type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input checked="" type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator			

Attachments: Planning Commission Recommendation to City Council
SUMMARY STATEMENT: The proposed subdivision would create 35 lots for the construction of detached single family residences. The average lot size would be 6,619 square feet. Two tracts totaling 21,256 square feet in area would be private parks for homeowner use. One flag lot would be created. Access to the lots would be via a 50 foot wide public street looping and connecting to Calistoga Avenue. The street would feature sidewalks and all utilities. A Shoreline Variance is required to comply with the Orting Shoreline Master Program. The existing barn on the property is proposed to be demolished.
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Planning Commission Recommends Approval
RECOMMENDED ACTION: MOTION to approve the Preliminary Plat for the Bridgewater Subdivision

CITY OF ORTING
PLANNING COMMISSION RECOMMENDATION TO CITY COUNCIL
Bridgewater Preliminary Subdivision (PP2016-01)

Applicant/owner: American Concrete, Inc.
3106 A Sumner-Tapps Hwy. E
Lake Tapps, Washington 98391
ATTN: Eric Corliss, (253) 826-5003

Applicant Engineer: Apex Engineering, PLLC
2601 South 35th, Suite 200
Tacoma, Washington 98409
ATTN: Geoff Sherwin, P.E. (253) 473-4494

Property Location:

The subject property is located on the north side of Calistoga Avenue West, adjacent to the Puyallup River Calistoga Setback Levee at 801 Calistoga Avenue West. The tax parcel number is 0519311093. It is a portion of the NE ¼ of Section 31, Township 19N, Range 5E of the W.M.

Parcel Size:

The subject parcel size is 7.5 Acres.

Description of Proposal:

The proposed subdivision would create 35 lots for the construction of detached single family residences. The average lot size would be 6,619 square feet. Two tracts totaling 21,256 square feet in area would be private parks for homeowner use. One flag lot would be created. Access to the lots would be via a 50 foot wide public street looping and connecting to Calistoga Avenue. The street would feature sidewalks and all utilities. A Shoreline Variance is required to comply with the Orting Shoreline Master Program. The existing barn on the property is proposed to be demolished.

Zoning:

Residential Multi-Family (RMF)

Existing Use:

Vacant

Environmental Determination:

A SEPA Determination of Non-Significance (DNS) was issued on March 17th, 2016 and mailed to affected agencies based on the revised SEPA checklist and supporting documents submitted by the applicant February 26, 2016. A Notice of the DNS was published in the Puyallup Herald on March 19th, 2016.

Preliminary Plat Approval Criteria:

The application shall be reviewed in accordance with Orting Municipal Code (OMC) Title 12, Chapter 4 (Preliminary Subdivisions - Plats), Chapter 8 (General Requirements for Subdivision Approval) and Title 15 (Development Code Administration).

OMC 12-5-3(A) Conformity:

The proposed subdivision must conform to OMC 12-8 “General Requirements for Subdivision Approval”, and OMC Title 15 “Consolidated Application Process”.

OMC 12-8-1:

A. Land Use Controls:

The proposed subdivision conforms to applicable zoning ordinances and existing land use controls. Proposed lot sizes and setbacks meet the minimum requirement for the Residential Multi-Family (RMF) Zone and the Shoreline Master Program. An administrative approval of the Shoreline Variance will be made. The subdivision may be in conflict with the Comprehensive Plan POL T4: “Develop the local street system to ensure connectivity between adjacent developments, and provide connections to arterials from neighborhood collectors. The subdivision proposes one entrance/exit on Calistoga St. W but no east side connection with the future vacant property.

B. “Dedications; Generally”:

To be completed with final plat.

C. “Dedication of potential street access tract

At Final Plat approval.

D. “Release From Damages”:

Preliminary plat complies with this provision.

E. “Flood, Inundation Or Swamp Conditions”:

No portion of the project lies within the floodway. A portion of the project lies within the 100 year flood plain, and construction and infrastructure elevations shall be mitigated per City, state, and federal guidelines, and requirements in accordance with the Shoreline Variance approval to be completed. The City has consulted with the Washington State Department of Ecology regarding the existing conditions as modified by the recent construction of the Calistoga Set Back Levee. Ground disturbances, building setbacks and vegetation shall be in accordance with the Shoreline Master Program. Correspondence pertaining to that consultation is attached to this report.

F. *"Bonds"*:

To be completed prior to recording of final plat.

OMC 12-8-2: "Certificate to Accompany Final Plat":

To be completed with final plat.

OMC 12-8-3: "General Requirements for Filing Plat":

To be completed with final plat.

OMC 12-8-4: "Compliance with Public Works Standards":

Complies, or will be addressed during the review of construction plans for infrastructure improvements.

OMC 15-4-1 "Procedures for Processing Permit Applications":

The proposal is a Type 4 process requiring a Planning Commission open record hearing and recommendation to the City Council, which will hold a closed record hearing prior to any approval action.

OMC 15-5-1 "Application"

Preliminary plat application complies with this provision.

OMC 15-5-2 "Pre-application Meetings":

Preliminary plat application complies with this provision. A Pre-application meeting was held on October 1, 2015, with follow up meetings on March 8, 2016, and April 21, 2016.

OMC 15-5-3 "Contents of Application":

Preliminary plat application complies with this provision. In addition to the SEPA checklist, the application included a Traffic Impact Analysis prepared by Heath & Associates, Inc. dated September 2015, and Geotechnical Engineering Report by South Sound Geotechnical Consulting, dated October 8, 2015.

OMC 15-5-4 "Letter of Completeness":

Preliminary plat application complies with this provision. Letter of Completeness was issued on March 15, 2016.

OMC 15-5-5 "Technical Review Committee":

Preliminary plat application complies with this provision. Technical review meeting was held on January 5, 2016. Attendees were: Mark Bethune, City Administrator; Rachel Pitzel, City Clerk; Dean Kaelin, Public Works Director; JC Hungerford, City Engineer; Roger Wagoner and Abby Webber, City Planners; Marci Shepard, Orting School District Superintendent; and Brian Harmon, Puget Sound Energy.

OMC 15-5-6 "Environmental Review":

Preliminary plat application complies with this provision. A DNS was issued on March 17, 2016.

OMC 15-6 "Impact Fees":

Traffic, School, and Park impact fees will be levied per City ordinance.

OMC 15-7-1 "Development Application":

Preliminary plat application complies with this provision. A Notice of Development Application was published in the The News Tribune on 6/16/16 and 6/23/16, and posted on the subject property and at City Hall. The notice was mailed to property owners within 500 feet of the parcel on 6/14/16. The notice complied with all provisions of OMC 15-7-1.

OMC 15-7-2 "Administrative Approval":

Administrative approval of the shoreline variance permit will be made in accordance with this section of the OMC.

OMC 15-7-3 "Public Hearing":

A Notice of Public Hearing will be published in the The News Tribune on 6/16/16 and posted on the subject property and at City Hall. Copies of the notice will be mailed to all property owners of record within 500 feet of the subject property on 6/14/16. The Planning Commission held the public hearing on July 7, 2016. Staff responded to Commission questions on the report. Updated design plans were submitted for the record. The applicant presented the proposal and engaged in a discussion with Commissioners regarding the staff report and Commissioners questions. A number of public comments were made regarding traffic and access, stormwater and flooding, the Whitehawk Southwest Extension, and shoreline management. Following the hearing, the Commission voted to recommend approval of the preliminary subdivision with the added recommendation that a "stub" road be extended to the north property line. Minutes of hearing are provided separately.

OMC 15-7-4 and 15-7-5:

Not applicable.

Conclusions and Recommendations:

A. Whitehawk Boulevard Extension

The subject site has been identified for the eventual extension of Whitehawk Boulevard from its current ending at Calistoga Avenue, in order to divert through-traffic from SR 162 (Washington Avenue) away from the downtown area. The alignment was selected after an extensive engineering analysis and information process in 2007 and 2008. Six alternatives were studied and the City Council selected the preferred alignment after a public hearing on November 25, 2008. Engineering design plans have been completed at the 90% level. The Whitehawk Extension is included in the Orting Transportation Plan, the Comprehensive Plan Transportation Element, and the Six-Year Transportation Improvement Plan (TIP). However, funding for the project has not been allocated. In response to this Bridgewater preliminary plat proposal, the City Council held a public hearing on the Whitehawk Extension on March 30, 2016, to obtain further public comments. Following that hearing, no further Council action was taken regarding the Whitehawk Extension and its current alignment. Consequently, approval of the Bridgewater Preliminary Subdivision application will result in City action to either change the Whitehawk Extension alignment away from this application site, or to initiate proceedings to acquire the necessary right-of-way for the Whitehawk Extension prior to construction of the Bridgewater subdivision, which would require the applicant to redesign the subdivision.

B. Planning Commission Recommendations

The following recommendations are made in conformance with existing federal and state laws, the Orting Municipal Code and other applicable codes, the City of Orting Comprehensive Plan and Shoreline Master Program, Pierce County Planning Policies, and technical input from consulting professionals and the City of Orting Staff. The staff has concluded that the proposed development meets the approval criteria for Preliminary Subdivisions (OMC 12-5-3) and recommends approval with the following conditions:

1. The applicant shall provide easements for conveyance of water and stormwater through the site as approved by the City Engineer.
2. The applicant shall provide stormwater management analysis and plans consistent with City and State standards during the design phase.
3. All erosion control, grading, street improvements, water, sanitary and storm sewer, and other public infrastructure designs shall be reviewed and approved by the City Engineer prior to the start of construction.
4. Streets dedicated to the city shall be a minimum 50' right-of-way with curb, gutter and sidewalks as specified by the City of Orting development standards.
5. The applicant shall provide traffic signs and street signs per City direction.
6. The applicant shall purchase and install street lights as approved by the City and enter into a service and maintenance agreement with Puget Sound Energy. The terms of this agreement shall be transferred to the City of Orting upon approval of the final plat documents and acceptance of the streets and utilities by bill of sale.
7. The applicant shall enter into a Developer Extension Agreement for water, sewer, and stormwater utilities subject to approval by the City attorney upon approval of the Preliminary Plat and prior to any review or construction activity associated thereof.
8. The applicant shall provide mailboxes or receptacles as specified by the Orting branch of the U.S. Post Office prior to final plat approval.
9. The applicant shall coordinate with all private utilities such as gas, power, phone, cable, etc. and shall complete underground installation thereof prior to final plat approval.
10. The applicant shall construct a six-foot wood fence along all perimeter property lines. Once the final plat is recorded, ownership and maintenance of said fence(s) shall become the responsibility of the respective lot owner(s).

11. The applicant shall pay all fees, General Facility Charges (GFCs), and any other appropriate charges prior to final plat approval.
12. School impact fees shall be paid to the Orting School District prior to issuance of any building permits.
13. Park impact fees shall be paid to the City of Orting prior to issuance of any building permits.
14. A stub road should be extended to the north property line.

OMC 12-5-3(C) Public Interest:

The proposed development will serve the public interest in the following ways:

1. "Bridgewater" will provide a natural extension of Orting's residential areas. The design of the project is consistent with existing development and amenities located in the City
2. The project is consistent with provisions of the City of Orting Comprehensive Plan except for the lack of connectivity to other future neighborhoods.
3. The stormwater management system will provide for surface water to be conveyed to an outfall into the Puyallup River through the Calistoga Levee.
4. The proposed lots and setbacks meet the minimum requirements of the Residential Multi-Family Zone, and are consistent with the goals and policies of the Comprehensive Plan.
5. The project will create no significant environmental impact beyond the temporary impacts associated with construction.

Exhibits:

1. Preliminary Plat Application
2. SEPA Environmental Checklist and Determination
3. Technical Review Committee meeting notes
4. Written public comments
5. Preliminary Plat Map with elevation and street cross sections

Planning Commission Co-Chair: _____

Date: 8 July 2016



CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2023-1112A

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, EXTENDING THE DEADLINE FOR THE
PLAT OF BRIDGEWATER TO SUBMIT FOR FINAL PLAT
APPROVAL; AND SETTING 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 maintains regulations for subdivisions at Title 12 of the Orting Municipal Code (“OMC”); and

WHEREAS, pursuant to OMC 12-6-3, the City Council has the authority to extend the time for submittal of a final plat; and

WHEREAS, the plat of Bridgewater, owned by 801 Calistoga, LLC (“Owner”), was set to expire on July 13, 2023, and owner requested on April 3, 2023 an extension based upon the factors listed below; and

WHEREAS, the City Council did consider Ordinance 2023-1107 and did determine that a short extension of the plat was in the best interest of the citizens of the City to provide time to evaluate a request for a longer extension that balances economic growth and the City’s updated development regulations, authorizing a short-term extension to October 13, 2023, to allow applicant to present a request for a longer extension and associated findings; and

WHEREAS, the COVID-19 pandemic resulted in additional delays in the Owner’s ability to either complete the design of the plat, construct the plat improvements or arrange a sale of the property so that others could complete the work, with the result that the work could not be completed in a time of strong residential development and favorable market conditions; and

WHEREAS, other jurisdictions allowed for extensions based exclusively on the pandemic and other jurisdictions make provisions for further extensions of plat approvals based on recessionary conditions and other extraordinary factors; and

WHEREAS, the City Council finds that an extension conditioned on evidence that applicant has pursued final platting in good faith is warranted; and

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

Section 1. Second Extension. The preliminary plat of Bridgewater is hereby extended so that a final plat submittal that meets final plat conditions is required by December 31, 2024, provided

this deadline shall automatically be extended to December 31, 2025, if the applicants have applied for and received all necessary permits for grading/filling of land associated with the plat prior to July 1, 2024, and have completed all fill and grading work attendant to that permit by December 31, 2024. If the applicant completes the fill and grading work by December 31, 2024, the deadline for completing the remainder of the plat work and meeting the remaining plat conditions will be extended to December 31, 2025.

Notwithstanding the aforementioned condition, the plat shall be extended to December 31, 2025 in the event applicants are unable to meet the condition set forth herein due to causes beyond its reasonable control, including strikes, lockouts, pandemics, acts of God, accidents, technical failure governmental restrictions, insurrections, riots, enemy act, war, civil commotion, fire, explosion, flood, windstorm, earthquake, natural disaster or other casualty (“Force Majeure”).

Section 2. 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 3. Corrections. The City Council authorizes the City Clerk to correct any non-substantive errors herein.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 30TH OF AUGUST 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

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

City Attorney

Filed with the City Clerk:

Passed by the City Council:

Date of Publication:

Effective Date:

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2023-1112B

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, EXTENDING THE DEADLINE FOR THE
PLAT OF BRIDGEWATER TO SUBMIT FOR FINAL PLAT
APPROVAL; AND SETTING 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 maintains regulations for subdivisions at Title 12 of the Orting Municipal Code (“OMC”); and

WHEREAS, pursuant to OMC 12-6-3, the City Council has the authority to extend the time for submittal of a final plat; and

WHEREAS, the plat of Bridgewater, owned by 801 Calistoga, LLC (“Owner”), was set to expire on July 13, 2023, and owner requested on April 3, 2023 an extension based upon the factors listed below; and

WHEREAS, the City Council did consider Ordinance 2023-1107 and did determine that a short extension of the plat was in the best interest of the citizens of the City to provide time to evaluate a request for a longer extension that balances economic growth and the City’s updated development regulations, authorizing a short-term extension to October 13, 2023, to allow applicant to present a request for a longer extension and associated findings; and

WHEREAS, the City Council finds that an extension conditioned on evidence that applicant has pursued final platting in good faith is warranted; and

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

Section 1. Second Extension. The preliminary plat of Bridgewater is hereby extended so that a final plat submittal that meets final plat conditions is required by December 31, 2024, provided this deadline shall automatically be extended to December 31, 2025, if the applicants have applied for and received all necessary permits for grading/filling of land associated with the plat prior to July 1, 2024, and have completed all fill and grading work attendant to that permit by December 31, 2024. If the applicant completes the fill and grading work by December 31, 2024, the deadline for completing the remainder of the plat work and meeting the remaining plat conditions will be extended to December 31, 2025.

Section 2. 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 3. Corrections. The City Council authorizes the City Clerk to correct any non-substantive errors herein.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 30TH OF AUGUST 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

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

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



**City 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	8.30.2023
	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 MOTION: <u>Motion:</u>				
<p>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 \$1,647,487.00.</p>				

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				\$ 1,264		\$ 58,810
Subtask 6.2 - Conceptual Design		90	170	118	160	66	0												\$ 100,914				\$ 6,739		\$ 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				\$ 1,264		\$ 11,908
Subtask 7.3 - 60% Specifications		79	120	134	87														\$ 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			\$ 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			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: Resolution No. 2023-21, Relating to General Facility Charges and Setting Charges for 2024	AB23-79	Public Works		
		8.2.23	8.16.2023	8.30.2023
	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 MOTION: <u>Motion:</u>				
<p>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.</p>				

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
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



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Burn Ban Proclamation – Ratification Resolution	AB23-82			
		N/A	N/A	8.30.2023
	Department: Executive			
	Date Submitted: 8.22.2023			
	Cost of Item: N/A			
Amount Budgeted: N/A				
Unexpended Balance: N/A				
Bars #: N/A				
Timeline: None				
Submitted By: Scott Larson				
Fiscal Note: None				
Attachments: Resolution No. 2023-22, August 18, 2023 Burn Ban Proclamation				
SUMMARY STATEMENT:				
<p>On August 22, 2023 due to increasing fire danger in Orting and the surrounding area, the Mayor signed an emergency proclamation declaring a burn ban except in limited cases, and the proclamation will be in effect until modified, rescinded or repealed by the Council or Mayor. City code requires the Mayor to bring emergency proclamations to the council at the next regular meeting for ratification, repeal or modification. Included in the packet is a resolution that ratifies the Mayor’s proclamation for the council to review. Other than enforcement of the burn ban which to date has included friendly reminders to the public, no other actions have been taken in furtherance of the emergency proclamation.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
<p>To adopt Resolution No. 2023-22, a Resolution of the City Council of the City of Orting, Washington, ratifying proclamation of burn ban pursuant to Orting Municipal Code 1-8-4 and Chapter 38.52 Revised Code of Washington.</p>				

City of Orting

Proclamation

WHEREAS, the City of Orting is a non-charter municipal code city under Title 35A RCW, and as such has broad authority to take action to protect the public health, safety and general welfare of persons and property within the City; and

WHEREAS, the City of Orting has the Mayor-Council plan of government under Chapter 35A.12 RCW; and

WHEREAS, pursuant to Chapter 38.52 RCW – Emergency Management, local governments, via the chief executive officer of the organization, such as the City of Orting’s Mayor, are vested with the power during exigent emergency situations to protect the health and safety of persons and property within the local government’s jurisdiction; and

WHEREAS, the City desires to protect its citizens from the dangers of exigent emergencies and disasters caused by the various forces of nature, including but not limited to wildfire, when emergency situations exist; and

WHEREAS, in accordance with Chapter 38.52 RCW, the City Council of the City of Orting has confirmed that the Mayor has certain emergency powers in Section 1-8-4 of the Orting Municipal Code, and the City Council recently amended Section 1-8-4 specifically to provide that the Mayor is authorized to impose a prohibition on the use of open fires within the City to limit potential adverse impacts to human life and property in response to emergency conditions due to unusual fire danger within the City; and

WHEREAS, summer weather conditions provide for high fire conditions in the City of Orting and within Pierce County generally, and the potential for large and catastrophic fires exists that may be a threat to life and cause damage or destruction to homes, businesses, farmland, natural resources, and other property; and

WHEREAS, the National Interagency Fire Center shows there is a potential for significant wildfires to occur throughout Washington in August of 2023; contributing factors are above-normal temperatures, below-normal seasonal precipitation, and a buildup of potential fuels (grasses, etc.); and burn bans are already in place in many counties across the State, including Pierce, Skagit, Thurston, Jefferson, and King Counties (MRSC Article “State-Based Efforts, Legislation Boost Local Risk Reduction, Resiliency to Wildfires” (August 8, 2023)); and

WHEREAS, the Pierce County Fire Marshal and county fire chiefs have determined that due to the very dry conditions within Pierce County and the numerous grass fires and urban fires that have occurred recently in Pierce County, a Stage 2 Burn Ban will


go into effect for unincorporated Pierce County, starting on August 18, 2023 and continuing until the Fire Marshal and fire chiefs determine that based on data and conditions, it is safe to resume outdoor burning; and

WHEREAS, pursuant to Orting Municipal Code Chapter 1-8, the Mayor of the City of Orting desires to proclaim and declare the existence of an emergency regarding the potential for wildfires and other fire-related disasters, and to prohibit the use of open fires within the City, consistent with the Fire Marshal's Burn Ban in effect in unincorporated Pierce County;

NOW, THEREFORE, PURSUANT TO SECTION 1-8-4 OF THE ORTING MUNICIPAL CODE, AND CHAPTER 38.52 RCW, IT IS PROCLAIMED AND DECLARED BY THE MAYOR OF THE CITY OF ORTING THAT:

- A. A LOCAL EMERGENCY NOW EXISTS DUE TO THE POTENTIAL FOR WILDFIRES AND OTHER FIRE-RELATED DISASTERS WITHIN THE CITY. THIS EVENT CONSTITUTES AN EMERGENCY NECESSITATING THE UTILIZATION OF EMERGENCY POWERS GRANTED UNDER RCW 38.52.070 AND CHAPTER 1-8 OF THE ORTING MUNICIPAL CODE.
- B. A Stage 2 Burn Ban is in effect within the City of Orting. Pursuant to Orting Municipal Code Section 1-8-4(C), the use of open fires within the City of Orting is prohibited, as follows:
 - 1. Except as stated in Paragraph B.3 below, all outdoor burning is prohibited, including but not limited to (a) the use of recreational fire pits in any outdoor location, including but not limited to parks, beaches, backyards, and camping areas, (b) the use of backyard fireplaces, and (c) the use of any other outdoor burn pits, pellet fire pits, cooking fires, and ceremonial fires.
 - 2. Burn permits are suspended within the City.
 - 3. The use of charcoal in grills and gas grills/heaters on a non-combustible surface, such as concrete, is allowed.
- C. This Proclamation shall take effect immediately, and shall remain in effect until modified, rescinded or repealed by the City Council or by the Mayor.

Dated this 18th day of August, 2023.


Joshua Penner (Aug 18, 2023 14:36 PDT)
Joshua Penner, Mayor

Attested:


Kim Agfalvi (Aug 18, 2023 14:40 PDT)

City Clerk










Orting Proclamation Burn Ban(10724348.1)

Final Audit Report

2023-08-18

Created:	2023-08-18
By:	City Clerk (clerk@cityoforting.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAa3rvfucRWuN9fRkEoW4OcQkEzogDPxq3

"Orting Proclamation Burn Ban(10724348.1)" History

-  Document created by City Clerk (clerk@cityoforting.org)
2023-08-18 - 9:34:54 PM GMT
-  Document emailed to penner@cityoforting.org for signature
2023-08-18 - 9:35:23 PM GMT
-  Email viewed by penner@cityoforting.org
2023-08-18 - 9:35:53 PM GMT
-  Signer penner@cityoforting.org entered name at signing as Joshua Penner
2023-08-18 - 9:36:52 PM GMT
-  Document e-signed by Joshua Penner (penner@cityoforting.org)
Signature Date: 2023-08-18 - 9:36:54 PM GMT - Time Source: server
-  Document emailed to Kim Agfalvi (kagfalvi@cityoforting.org) for signature
2023-08-18 - 9:36:55 PM GMT
-  Email viewed by Kim Agfalvi (kagfalvi@cityoforting.org)
2023-08-18 - 9:40:47 PM GMT
-  Document e-signed by Kim Agfalvi (kagfalvi@cityoforting.org)
Signature Date: 2023-08-18 - 9:40:59 PM GMT - Time Source: server
-  Agreement completed.
2023-08-18 - 9:40:59 PM GMT

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ORTING, WASHINGTON, RATIFYING PROCLAMATION OF
BURN BAN PURSUANT TO ORTING MUNICIPAL CODE 1-8-4 AND
CHAPTER 38.52 REVISED CODE OF WASHINGTON**

WHEREAS, pursuant to Chapter 38.52 RCW – Emergency Management, local governments, via the chief executive officer of the organization, such as the City of Orting’s Mayor, are vested with the power during exigent emergency situations to protect the health and safety of persons and property within the local government’s jurisdiction; and

WHEREAS, the City has adopted emergency response procedures to protect its citizens from the dangers of exigent emergencies and disasters caused by the various forces of nature, including but not limited to wildfire, when emergency situations exist; and

WHEREAS, in accordance with Chapter 38.52 RCW, the City Council of the City of Orting has confirmed that the Mayor has certain emergency powers in Section 1-8-4 of the Orting Municipal Code, and the City Council recently amended Section 1-8-4 specifically to provide that the Mayor is authorized to impose a prohibition on the use of open fires within the City to limit potential adverse impacts to human life and property in response to emergency conditions due to unusual fire danger within the City; and

WHEREAS, summer weather conditions provide for high fire conditions in the City of Orting and within Pierce County generally, and the potential for large and catastrophic fires exists that may be a threat to life and cause damage or destruction to homes, businesses, farmland, natural resources, and other property; and

WHEREAS, in the exercise of such authority the Mayor executed a Proclamation of Emergency related to a Burn Ban on August 18, 2023; and

WHEREAS, the City Council wishes to ratify the above referenced Declaration of Emergency and the acts of the Mayor and staff that have been and will be taken in connection with such emergency;

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

Section 1. Ratification. Pursuant to Orting Municipal Code Section 1-8-4, the City Council ratifies the Proclamation of Emergency issued by the Mayor for a Burn Ban on August 18, 2023, attached as Exhibit A, as well as any and all acts undertaken by the Mayor and staff consistent with the Declaration of Emergency referenced herein occurring prior to the effective date of that Declaration are hereby ratified and confirmed by the City Council of Orting.

Section 2. Effective Date. This Resolution shall be effective upon passage.

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.

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, CMC, City Clerk

Approved as to form:

Charlotte A. Archer
Inslee Best, City Attorney