

COUNCILMEMBERS

Position No.

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



ORTING CITY COUNCIL
Study Session Meeting Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
September 20th, 2023
6:00 p.m.

Deputy Mayor Gregg Bradshaw, Chair

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

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

Zoom: <https://us06web.zoom.us/j/83607103259?pwd=Qkw4YVVo4STIzNUp0bTBkZnNUT0EwUT09>

Meeting ID: 836 0710 3259

Passcode: 009402

2. COMMITTEE REPORTS.

A. Public Works.

CM Williams & CM Moore.

B. Public Safety.

CM Gunther & CM Tracy.

C. Community and Government Affairs.

CM Hogan & CM Koenig.

3. STAFF REPORTS.

4. AGENDA ITEMS.

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

CM Williams & CM Moore.

B. AB23-94 – Sidewalk Removal and Replacement Bids.

CM Williams & CM Moore.

C. AB23-96 – SCADA Scope and Budget.

CM Williams & CM Moore.

D. AB23-95 – Complete Streets Ordinance.

CM Williams & CM Moore.

E. AB23-97 – 2023 Budget Amendment.

CM Williams & CM Moore.

F. AB23-85 – Closing for Lunch.

CM Hogan & CM Koenig.

G. AB23-86 – Compensation Policy.

CM Hogan & CM Koenig.

H. AB23-87 – Fee Schedule.

CM Hogan & CM Koenig.

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219

Next Regular Meeting: September 27th, 2023 7:00pm

I. AB23-75 – Orting Pumpkin Festival Sponsorship.

CM Hogan & CM Koenig.

J. AB23-90 – Suspending August Meetings.

CM Hogan & CM Koenig.

K. AB23-92 – Legislative Priorities.

Scott Larson.

L. AB23-98 – Pierce Conservation District

John Bielka.

5. EXECUTIVE SESSION.

6. ADJOURNMENT.



**City of Orting
Council Agenda Summary Sheet**

Subject: Design of Class A biosolids facility for WRRF Scope and Budget.		Committee	Study Session	Council
	Agenda Item #:	Public Works		
	AB23-81	8.2.2023 9.6.2023	8.16.2023 9.20.2023	9.27.2023
	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> <p>On the August 30, 2023 council requested that this item be returned to the Public Works committee to compare the Wilson Proposal with the previous Parametrix Scope and Budget. The Public Works Committee requested the Parametrix Scope and Budget to be forwarded to the next study session as well.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to City Council regular business meeting on September 27 th , 2023 as a standalone item.				
RECOMMENDED MOTION: <u>Motion:</u>				
Motion to authorize the Mayor to sign a professional services agreement with Wilson Engineering to complete the attached Scope and Budget for the Water Resource Recovery Facility Biosolids and Headworks Improvements in an amount not to exceed \$1,647,487.				

CITY OF ORTING WWRF IMPROVEMENTS

SCOPE OF SERVICES

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

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

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

Project Understanding

Below is a general summary of the planned improvements.

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

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

General Assumptions

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

Task 1 - Project Management

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

Subtask 1.1 – Coordination with City

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

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

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

Subtask 1.3 – Progress Reports, Invoices, and Budget Management

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

Subtask 1.4 – Project Meetings and Site Visits

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

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

Assumptions:

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

City Deliverables:

1. None

Deliverables:

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

Task 2 - Topographic Surveying and Basemapping

Subtask 2.1 - Topographic Surveying / Basemapping

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

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

Subtask 2.2 - Supplemental Topographic Surveying

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

Assumptions:

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

Meetings:

1. None

City Deliverables:

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

Deliverables:

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

Task 3 - Geotechnical Engineering

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

Subtask 3.1 – Field Investigation

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

Subtask 3.2 - Geotechnical Engineering Analysis and Reporting

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

Assumptions:

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

Meetings:

1. None.

City Deliverables:

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

Deliverables:

1. Draft and final Geotechnical Report.

Task 4 - Permitting and Other Support

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

This task includes the following subtasks:

Subtask 4.1 – SEPA Checklist Update

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

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

Subtask 4.2 – Other Environmental Permitting

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

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

Assumptions:

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

Meetings:

1. Ecology meeting

City Deliverables:

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

Deliverables:

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

Subtask 4.3 – Development Permitting

This subtask provides documentation and assists with developmental permit acquisition:

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

Assumptions:

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

Meetings:

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

City Deliverables:

1. Approved permits.

Deliverables:

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

Task 5 - Storm Drainage Analysis

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

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

This task includes the following subtasks:

Subtask 5.1 - Stormwater Site Plan

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

Assumptions:

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

Meetings:

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

City Deliverables:

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

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

Deliverables:

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

Task 6 - Preliminary 30% Design

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

Subtask 6.1 – Design Criteria

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

Assumptions:

1. None

City Deliverables:

1. None

Deliverables:

1. None

Subtask 6.2 – Conceptual Design

- Develop a conceptual design with respect to feasibility, capital costs, and other factors including permitting requirements, easement requirements, project schedule, constructability, operations and maintenance, future expansion capability, life cycle cost, health and safety, and public impacts.
- Conceptual Design of Headworks improvements.
- Conceptual Design of Biosolids Improvements including:
 - Aerobic Digestor
 - 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
	127	Biosolids Storage Building Details			X
Structural	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

DRAFT SCOPE OF WORK

City of Orting Wastewater Treatment Plant Upgrade

BACKGROUND

The City of Orting's (City) wastewater treatment plant (WWTP) originally treated wastewater using a facultative lagoon system. In 1999, this treatment facility was upgraded to a Sequencing Batch Reactor (SBR) WWTP with two SBR basins. In conjunction with this upgrade, the first lagoon in the system was filled with structural backfill to facilitate construction of the WWTP, and the remaining lagoon was retained for solids storage and overflow control. The WWTP was further upgraded in 2006 with the addition of a third SBR basin. The City intends as part of this work to complete another upgrade of the WWTP, including construction of a Solids Treatment and Dewatering Facility and Process Improvements as described in the October 2016 Biosolids Engineering Report.

Parametrix completed an electrical consumption assessment of the WWTP in 2014. This assessment found that many electrical and mechanical components of the plant were nearing or exceeding the recommended service life of the respective components. Based in part on the findings of the 2014 Electrical Consumption Assessment, the City requested a comprehensive assessment of the WWTP facilities and equipment. This assessment was completed in 2018, and it defines a number of upgrades and immediate fixes that will be included in this scope of work.

To assist the City with the various elements of this scope, it will be broken down into the following areas:

- Solids Improvements
- Immediate Need Improvements
- Process Improvements

Phase I of the original scope has been completed and upon approval of the project elements by the City, Phase II will begin which will focus on the design and preparation of final plans, specifications, and estimates.

TASK 1 – PROJECT MANAGEMENT – Phase II (Phase I Complete)

Objectives

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

This task includes general management functions that include the following:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Budget and Schedule Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.

- Weekly Design Team Meetings – Conduct team meetings with an issues list to document project design decisions.
- Monthly Progress Reports – Prepare a monthly invoice for services performed by Parametrix.
- Correspondence – Prepare written correspondence as needed to document project management issues and/or concerns.

Deliverables

Deliverables for this task include:

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

Assumptions

Project management services will begin in August 2021 and end with bidding services concluding by June 2022 for Phase II.

TASK 2 – 30% Design – Phase II

Objectives/Goals

This task will bring the project to a preliminary design level (30%) to allow review by the City. This task will confirm layout and equipment to be used prior to starting the next task.

Approach

For the purposes of budgeting, this task will be broken down into the following subtasks:

- Subtask 2.1 – Solids Improvements
 - Solids Storage and Centrifuge Feed Pump Station
 - Solids Dewatering (Centrifuge)
 - Solids Treatment (Biodryer)
 - Associated equipment.
- Subtask 2.2 – Immediate Need Improvements (Repairs and Replacements per Pre-Design Report, December 2019)
- Subtask 2.3 – Process Improvements (Repairs and Replacements per Pre-Design Report, December 2019)

All subtasks shall include the following items:

- Address comments and input from the pre-design submittal.
- Develop project specifications and general conditions (CSI Format).
- Develop Draft EOPCC.
- Develop 30% plan drawings for review.

Based on the preliminary scope, it anticipated that the following sheets will be provided for this project:

- Cover Sheet
- General Notes and Legend
- Structural Notes and Requirements
- Hydraulic Profile and Design Criteria
- Updated P&ID
- Updated P&ID
- Updated P&ID
- Site Plan
- Site Piping
- Site Grading Plan
- Schedule A: Solids Improvements:
 - Demolition Plan – Solids Holding Pond
 - Civil – Lagoon Modifications
 - Civil – Lagoon Modification Details
 - Civil – Site Preparation and Modifications
 - Civil – Schedule A Grading
 - Civil – TESC
 - Civil – Site piping modifications
 - Civil Details
 - Civil Details
 - Solids Handling Facility Architectural - Plan
 - Solids Handling Facility Architectural – Sections
 - Solids Handling Facility Architectural - Details
 - Solids Handling Facility Structural – Plans
 - Solids Handling Facility Structural – Plans
 - Solids Handling Facility Structural – Plans
 - Solids Handling Facility Structural – Sections
 - Solids Handling Facility Structural – Sections
 - Solids Handling Facility Structural – Details
 - Solids Handling Facility Structural – Details
 - Solids Storage and Pumping Facility Structural – Plans

- Solids Storage and Pumping Facility Structural – Sections/Details
- Biosolids Public Access Structural – Plan/details
- Solids Handling Facility Mechanical – Plan
- Solids Handling Facility Mechanical - Sections
- Solids Handling Facility Mechanical - Sections
- Solids Handling Facility Mechanical – Centrifuge Details
- Solids Handling Facility Mechanical – BIODRYER Details
- Solids Handling Facility Mechanical – Boiler
- Solids Handling Facility Mechanical – Odor Control
- Solids Handling Facility Mechanical – Solids related modifications
- Solids Storage and Pumping Mechanical – Plan
- Solids Storage and Pumping Mechanical – Details
- Solids Handling Facility Mechanical – Details
- Solids Handling Facility Mechanical – Details
- Solids Handling Facility Mechanical – Details
- Solids Handling Facility Electrical/Control – Site Plan
- Solids Handling Facility Electrical/Control – Building Plan
- Solids Storage and Pumping Electrical/Control – Plan
- Solids Storage and Pumping Electrical/Control – Details
- Solids Handling Facility Electrical/Control – One-Line
- Solids Handling Facility Electrical/Control – One-Line
- Solids Handling Facility Electrical/Control – Lighting
- Solids Handling Facility Electrical/Control – Details
- Solids Handling Facility Electrical/Control – Details
- Solids Handling Facility Electrical/Control – Details
- Schedule B: Immediate Need Improvements:
 - Structural Plan & Details
 - Electrical Plan and Details – Headworks
 - Electrical Plan and Details – SBR
 - Electrical Plan and Details – Auxiliary (i.e., Generator)
 - Schedule B Details
- Schedule C: Process Improvements:
 - Civil/Mechanical – SBR Modifications/Details

- Civil/Mechanical – SBR Modifications/Details
- Civil/Mechanical – Headworks Modifications/Details
- Civil/Mechanical – Headworks Modifications/Details
- Structural – Miscellaneous Upgrades
- Electrical – SBR Modifications
- Electrical – Site Modifications
- Electrical Details
- Miscellaneous Civil/Mechanical Details
- Photograph Details

Note: Plans that are not listed as part of a schedule shall define which schedule is associated with each portion of the work to enable the City to have separate bids for each schedule.

Assumptions

- Outline of specifications will be created under this task
- One in-person meeting will be held during this subtask to confirm layout and equipment
- Base maps will be developed from existing plans and information – gathering of missing information will be completed under remaining budget of Phase I

Deliverables

- Preliminary Design and Specification Outline (three hard copies and electronic copy in PDF format).

TASK 3– Draft Design (90%) – Phase II

Objectives/Goals

This task will bring the project to a 90% (Draft) level to allow the project to go out to bid. This task is subject to change based on the outcome of Task 2.

Approach

For the purposes of budgeting, this task will be broken down into the following subtasks:

- Subtask 3.1 – Solids Improvements
- Subtask 3.2 – Immediate Need Improvements
- Subtask 3.3 – Process Improvements

All subtasks shall include the following items:

- Address comments and input from the Preliminary Design Meeting.
- Finalize project plans, specifications, and general conditions.
- Develop Final EOPCC.

Assumptions

- One draft design meeting will be held at the City's request.
- Draft Design will be acceptable for initial Permit Review (i.e., Building Permit).

Deliverables

- Draft Design and Specifications (one hard copy for City; electronic copies for City in PDF format) and one hard copy of EOPCC.

TASK 4 – Final Design – Phase II

Objectives/Goals

This task will bring the project to a Final Design level to allow the project to obtain permits and Ecology Review.

Approach

For the purposes of budgeting, this task will be broken down into the following subtasks:

- Subtask 4.1 – Solids Improvements
- Subtask 4.2 – Immediate Need Improvements
- Subtask 4.3 – Process Improvements

All subtasks shall include the following items:

- Address comments and input from the Draft Design Meeting.
- Submit Plans for building permit and Ecology Review
- Finalize project plans, specifications, and general conditions.
- Develop Final EOPCC.

Assumptions

- One final design meeting will be held at the City's request.

Deliverables

- Final Design and Specifications (one hard copy for City; electronic copies for City and Plan Centers in PDF format) and one hard copy of EOPCC.

TASK 5 – PUBLIC OUTREACH – Phase II

Objectives/Goals

Assist the City with public outreach focused on educating public on the City's ability to provide exceptional quality Class A Biosolids that can be used by the public and local businesses.

Approach

This task shall include the following items:

- Prepare a flyer that the City can use to send to residents
- Develop a web page with information and links so that citizens can learn about the process that Orting will use to make Class A Biosolids, and other information related to exceptional quality biosolids.
- Assist the City with an open house where citizens and local area businesses can attend and learn more about how Orting will be developing a program to produce exceptional quality Class A Biosolids.

Assumptions

- Open house location will be coordinated by the City.
- Open House would satisfy Ecology Requirement for a biosolids public notice as listed in WAC 173-308-310

Deliverables

- Flyer (electronic copy); Web page(s) and links; graphics for open house.

TASK 6 – LANDSCAPE DESIGN – Phase II

Objectives/Goals

Provide landscape architect that will work with the City on developing a landscape design for the wastewater treatment and public works facility.

Approach

This task shall include the following items:

- Up to 3 meetings with the City to review potential ideas, concepts, and alternatives for landscaping.
- Landscape Plan document that will define the final outcome and decisions by the City.
- Plans and specifications for landscaping
 - Landscaping Plan
 - Landscaping Plan
 - Landscaping Plan
 - Landscaping Details
 - Landscaping Details

Assumptions

- Irrigation will not be included in the landscaping plan.

Deliverables

- Plans and specifications that will be incorporated into the design described above.

TASK 7 – BIOSOLIDS PERMIT ASSISTANCE – Phase II

Objectives/Goals

Provide assistance to the City in preparation of necessary documents related to Biosolids Permit.

Approach

This task shall include the following items:

- Preparation of a Biosolids Sampling and Analysis Plan
- Preparation of a Biosolids Contingency Plan

Assumptions

- Any market analysis required by Ecology will be conducted and prepared by the City

Deliverables

- Draft and Final plans as listed above (Electronic only)

TASK 8 – UPGRADE INCOMING POWER – Phase II

Objectives/Goals

Current incoming power to the City’s wastewater treatment facility is at maximum capacity, this task will define and include in the design the necessary steps to upgrade the incoming power to serve the existing facility and the new solids handling facility.

Approach

This task shall include the following items:

- Meeting with Puget Sound Energy to discuss upgrade needs and options
- Preparation of an Incoming Power Upgrade Technical Memorandum
- Preparation plans and specifications required for the incoming power upgrade

Assumptions

- City will provide background on existing power consumption

Deliverables

- Power Upgrade Technical Memorandum, Draft and Final; plans and specifications to be included in design package (Electronic only)

TASK 9 – Bid Documents and Services during Bidding and Award – Phase II

Objectives/Goals

Preparation of final bidding documents and assisting the City during the bidding and award process.

Approach

This task shall include the following items:

- Update the plans and specifications based on comments from Task 5 and prepare Bid Documents.
- Provide electronic copies of the plans/specifications to the appropriate plan centers for distribution.
- Provide two hard copies to the City.
- Answer questions during bidding and issue addenda as needed.
- Prepare a bid tabulation sheet, review the bids for errors and inconsistencies, and provide a recommendation for award to the City.

Assumptions

- For this budget, it is assumed that there will be no more than five addenda necessary for this project.

Deliverables

- Bid Documents (one hard copy for City; electronic copies for City and Plan Centers in PDF format); Addenda, Certified Bid Tabulation, and Recommendation for Award.

Task	SubTask	Description	Labor Dollars	Labor Hours	Burdened Rates:																				
					\$170.00	\$120.00	\$115.00	\$95.00	\$190.00	\$180.00	\$110.00	\$180.00	\$115.00	\$155.00	\$170.00	\$180.00	\$170.00	\$160.00	\$125.00	\$125.00	\$190.00	\$160.00	\$170.00	\$100.00	\$180.00
					Project Manager	Sr Project Control Specialist	Senior Publication Specialist	Project Accountant	Design Manager	Sr Engineer	Engineer I	Sr Electrical Engineer	Sr Designer	Senior I&C Engineer	Senior I&C Engineer	Senior Engineer	Sr Engineer	Sr Designer	Electrical Designer II	Electrical Designer II	Sr Planner	Electrical QC Review	I&C QC Review	Designer I	Senior Engineer
					JC Hungerford	April Whitaker	Amanda Lucas	Sarah Crackenberger	Doug Berschauer	Steven Wagner	Elizabeth Goltsko	Robert Rohler	Jeff Riemuth	Marvin Cassanova	Glen Barcus	Lyle Roscoe	Matthew P. Austin	Clifford M. West	Denise Peterson	Jim Van Landingham	Darren Sandeno	Connor Wittman	Glen Barcus	Andrew Peterson	Allan Mass
01		Project Management - Phase II (Phase 1 Complete)																							
01		PM/DM & Progress Reports	\$83,730.00		185	100		54	185																
03		30% - Phase II																							
01		Solids Improvements	\$185,825.00	1,271		60		16	140	140	40	117	149	40	10	140	220	54	41			8	10	80	6
02		Immediate Need Improvements	\$26,620.00	181		8		4	20			16	37	16	10		30	27	8			2	1		2
03		Process Improvements	\$41,320.00	291		8		4	20	40	17	41	33	23	4		35	35	25			2	2		2
04		90% Design - Phase II																				0	0		
01		Solids Improvements	\$186,055.00	1,275		80		8	120	130	28	97	151	80	10	140	220	50	57			8	10	80	6
02		Immediate Need Improvements	\$21,770.00	150		16		2	20			6	26	15	12		20	15	14			1	1		2
03		Process Improvements	\$43,435.00	303		16		2	20	40	27	40	33	31	4		30	29	23			3	3		2
05		Final Design - Phase II																				0	0		
01		Solids Improvements	\$137,535.00	932		80		4	120	120	30	87	52	16	10	120	220	25	15			6	3	20	4
02		Immediate Need Improvements	\$11,645.00	79		16		1	20			3	10	5	2		10	7	3			0	0		2
03		Process Improvements	\$38,330.00	269		16		1	20	40	15	30	44	24	4		24	22	22			2	3		2
06		Public Outreach																							
01		Public Outreach	\$8,840.00		24	4	24		8																
07		Landscape Design																							
01		Landscape Design	\$17,100.00																			90			
08		Biosolids Permit Assistance																							
01		Required Documents	\$9,200.00		4	8			40																
09		Upgrade Incoming Power																							
01		TM, Plans, Specifications	\$14,770.00									57	24						14						
10		Services During Bid/Award - Phase II																							
01		Bid Docs, Addenda, Bid Opening, Award	\$72,300.00	500	4	32	24	24	20	48	48	30	40	40	16	2	48	64	20	20	2			16	2
		Labor Totals:	\$898,475.00	5,251																					
		Totals:			217	136	356	78	295	548	558	269	549	538	254	44	448	873	298	228	92	32	33	196	30

Other Direct Expenses \$1,000.00
 Other Direct Expenses Total: \$1,000.00

 Project Total \$899,475.00

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**

Subject: Sidewalk Removal and Replacement Bids- PW Project 2023-10		Committee	Study Session	Council
	Agenda Item #:	Public Works		
	AB23-94			
	For Agenda of:	9.6.2023	9.20.2023	9.27.2023
	Department:	Public Works		
	Date Submitted:	9.6.2023		
Cost of Item:	<u>\$ 50,317.55</u>			
Amount Budgeted:	<u>\$</u>			
Unexpended Balance:	<u>\$</u>			
Bars #:	101.542.30.48.07- 101.594.42.63.03- 108.508.10.00.02			
Timeline:	2023			
Submitted By:	Marshall Maurer, PW Director			
Fiscal Note:				
Attachments:	Bid Tab			
SUMMARY STATEMENT:				
This project includes the removal and replacement of sidewalk sections in various areas of the City that are heaved (trip hazards) or complete concrete failure due to age.				
A contract or contracts, if awarded, will be based upon the lowest responsive and responsible bid or bids per RCW 39.04.350, based on unit prices per estimated quantities as defined in more detail in the bid documents. The City reserves the right to reject any and all bids, to delete portions or all of the work, to substitute alternative bid item prices for base bid item prices, to waive any informality in bidding, and to make the award deemed to be in the best interest of the City.				
The low bidder is Asphalt Patch Systems.				
RECOMMENDED ACTION: Action:				
Move forward to City Council regular business meeting on September 27 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: Motion:				
To approve Asphalt Patch Systems as the low bidder of the sidewalk removal and replacement bid- PW Project 2023-10 and authorize the Mayor to sign the contract in an amount to not exceed \$50,317.55.				



**City of Orting
Council Agenda Summary Sheet**

Subject: SCADA Upgrade.		Committee	Study Session	Council							
	Agenda Item #: AB23-96	Public Works									
	For Agenda of:	9.6.2023	9.20.2023	9.27.2023							
	Department:	Public Works									
Date Submitted:	9.4.2023										
Cost of Item:	<table border="1"> <tr> <td>\$49,200</td> </tr> </table>			\$49,200							
\$49,200											
Amount Budgeted + design contingency:											
Unexpended Balance:	N/A										
Bars #:	N/A										
Timeline:	N/A										
Submitted By:	John Bielka										
Fiscal Note:											
Attachments: TSI Due Diligence and Assessment Report											
SUMMARY STATEMENT:											
<p>The objective of this Agenda Bill is to focus on updating and enhancing the SCADA system responsible for managing the water and wastewater facilities. The upgrade involves migrating from the current Wonderware InTouch Version to the latest Aveva InTouch iteration to ensure optimized performance, enhanced security, and future scalability.</p> <table border="0"> <tr> <td>SCADA System Upgrade:</td> <td align="right">\$24,400.00</td> </tr> <tr> <td>SCADA training (40 hours onsite)</td> <td align="right">\$9,800.00</td> </tr> <tr> <td>T&M Budget for system cleanup and requested changes:</td> <td align="right"><u>\$15,000.00</u></td> </tr> <tr> <td>Total Budgetary Price:</td> <td align="right">\$49,200.00</td> </tr> </table>				SCADA System Upgrade:	\$24,400.00	SCADA training (40 hours onsite)	\$9,800.00	T&M Budget for system cleanup and requested changes:	<u>\$15,000.00</u>	Total Budgetary Price:	\$49,200.00
SCADA System Upgrade:	\$24,400.00										
SCADA training (40 hours onsite)	\$9,800.00										
T&M Budget for system cleanup and requested changes:	<u>\$15,000.00</u>										
Total Budgetary Price:	\$49,200.00										
RECOMMENDED ACTION: <u>Action:</u>											
Move forward to City Council regular business meeting on September 27 th , 2023 as a consent agenda item.											
RECOMMENDED MOTION: <u>Motion:</u>											
To authorize the Mayor to enter into a contract with TSI for SCADA system upgrades and training in an amount not to exceed \$49,2000.00.											

City of Orting

PLC and SCADA System

Due Diligence and Assessment Report



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Summary

The purpose of this document is to have a complete list of the PLC and SCADA system for the City of Orting. Below will be a list of all the sites and recommendations.

All budgetary pricing is based on TSIs understanding of the current system.

Areas of concern

Automation Hardware

The City's existing automation hardware is a mix of modern products and a majority of discontinued equipment. Several locations are utilizing Allen Bradley MicroLogix 1000, MicroLogix 1100, MicroLogix 1500 and SLC PLCs. These PLC products are discontinued and are no longer supported. Replacement components are available only through surplus suppliers as used inventory.

SCADA Software and Hardware

The current SCADA system is installed on Windows 7 computers which is no longer supported by Microsoft. This leaves your system open to cybersecurity threats and viruses.

Radio Communication

The existing telemetry system utilizes 450 MHz licensed, 900 MHz spread spectrum and leased line communication. This is all serial-based communication and the radio paths or phone lines travel between multiple sites before reaching the SCADA system. This introduces numerous single points of failure throughout the system. If one site goes down due to hardware issues, you lose access to multiple other sites until it is repaired.

Proposed Standard PLC Components

To standardize the PLC components being used throughout the system, TSI recommends that the city uses the Allen Bradley CompactLogix 5069 series PLC. This is the most up to date PLC for the size of the city facilities and will be supported by Allen Bradley for many years to come.

- CompactLogix 5380 Controller sized based on the site.
- 5069-Serial for any legacy serial communication.
- 5069-IA16 for 120 VAC Digital Inputs.
- 5069-IB16 for 24 VDC Digital Inputs.
- 5069-OW16 for all Digital Outputs.
- 5069-IF8 for Analog Inputs.
- 5069-OF8 for Analog Outputs.

In the pricing below, TSI includes 2 options for each site. The first will be to go with a MicroLogix 1400 replacement and the second will be to convert over to the newer version. The MicroLogix 1400 is currently Active Mature which means it will be supported in the immediate future but will eventually be discontinued.

Site by site upgrade recommendations

The following recommendations are provided for each site based on the previously discussed upgrade objectives:

- Improve reliability.
- Replace obsolete hardware.
- Standardize equipment.

Part of the recommendation is what the current lifecycle status of each PLC is. Below is a list of what these are called and their meaning.

- Active: Most current offering within a product category.
- Active Mature: Product is fully supported, but a newer product or family exists. Gain value by migrating.
- End of Life: Discontinued date announced - actively execute migrations and last time buys. Products are generally orderable until the discontinued date.
- Discontinued: New product no longer manufactured or procured. Repair/exchange services may be available.

SCADA

Aveva (Wonderware)

The current system being used is Aveva System Platform 2014 R2SP1. The City of Orting is currently in support with Aveva so the software updates are free. TSI recommends that the version gets updated when doing the SCADA system update. Below is a list of the issues TSI found during the review.

Licensing

- The licensing currently running on all four SCADA Computers is a Demo/Consignment license assigned to Parametrix. If nothing is changed, the system will stop working when this temporary development license expires on 12/6/23. During the SCADA upgrade, each computer will need to have the correct license installed on it to eliminate the expiration date.
- The licenses currently owned by the city don't quite line up with what software installed. Specifically, the InTouch 60k with IO license may need to be migrated to a Supervisory Client / InTouch for System Platform license and a separate OI server license. TSI will work with the AVEVA vendor to get the correct licenses in place.

Minor issues

- Some of the buttons and buttons seem to have been abandoned in place. TSI recommends that these get cleaned up and deleted during the upgrade process.
- Some of the functionality only works on 1 workstation due to files being saved locally instead of the server. TSI recommends these files get stored on the server and shared to all workstations.
- The objects in the database use very old base templates (pre 2014 R2) that use field attributes and have excessive scripting in place instead of using the built in features available for IO device mapping. TSI recommends these be migrated or replaced to clean up the database, improve performance and simplify the system.
- During the TSI review, it was mentioned that the operators do not have the ability to shelve alarms. TSI recommends this ability be added to the system. This will allow operators to shelve alarms for up to 24 hours to allow for replacement time and mitigate overnight calls.

Alarm and Event History

- The alarm and event history were frozen during our review. The reason is that the installed version of SQL (SQL Server Express) has a size limit for files. The alarm and even database exceeded that limit, mostly because there is 6+ events being logged every second that have to do with system time at one of the sites. TSI recommends these to be deleted and to set the size limit on the file size.

Alarm Notification (WIN-911)

The current alarm notification software is WIN-911 v7.

- WIN-911 is currently using an old TAPI modem that is not compatible with modern operating systems. This will need to be replaced during the upgrade process.
- WIN-911 v7 is no longer patched or updated. TSI recommends it be migrated to the latest version. The current license is in support so will be upgraded at no software cost.

SCADA Room Network

The current setup in the SCADA room consists of 3 managed network switches, 1 firewall and 1 router. TSI recommends that at least 1 network switch be removed and the remaining equipment be installed in a wall mount network rack.

SCADA recommendations and budgetary cost

TSI recommends that the SCADA system be updated per the previously sent quote. This quote was under the assumption that the system would be converted directly over with no changes. After reviewing the system, TSI recommends adding a T&M budget to address any issues that are outside of scope or operator requests during the conversion process.

- SCADA System Upgrade
 - \$24,400.00
- Adder for SCADA training (40 hours onsite)
 - \$9,800.00
- T&M Budget for system cleanup and requested changes.
 - \$15,000.00
- **Total Budgetary Price: \$49,200.00**

WWTP PLC System

Lab RTU Control Panel

Current PLC Type:

- PLC Processor Family: Allen Bradley MicroLogix 1100
- PLC Part Number: 1763-L16BWA
- IP Address: 100.100.100.25
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and recommendation

- The Lab RTU PLC is the current hub for numerous communication paths to the SCADA system. The control panel also has numerous cables not secured within the cabinet. TSI recommends that the control panel be cleaned up to mitigate issues with wires potentially falling out.

Due Diligence and Assessment Report

- The Lab RTU PLC has ethernet capabilities but is no longer available from Allen Bradley. This PLC will work in the interim but if it fails, the city will need to go to a used parts warehouse for replacement. TSI recommends that this PLC be replaced.

MicroLogix 1400 Budgetary Price: \$10,000.00

CompactLogix Budgetary Price: \$21,000.00

Equalization Basin Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley SLC 5/05
- PLC Part Number: 1747-L553
- IP Address: 100.100.100.102
- Product Lifecycle Status: End of life March 31, 2024
- OIT: EXOR EL-25T-0045 – Not functioning.

Status and Recommendations:

- The EB PLC has the controls for the Equalization Basin as well as the remainder of the Telemetry site data. The current PLC type has reached the end of life and will be discontinued in March of 2024. While still available for purchase from Allen Bradley, the cost is 3 times the equivalent PLC part.
- An OIT is currently installed but not functioning. TSI recommends that this OIT is abandoned and covered if the operators do not use it.
- This PLC is currently at its maximum memory capacity and will need to be replaced. TSI recommends this PLC be replaced with a new style of PLC.

CompactLogix Budgetary Price: \$55,000.00

SBR Control Panel

Current PLC Type

- PLC Processor Family: Automation Direct D4
- PLC Part Number: D4-450 CPU
- IP Address: N/A
- Product Lifecycle Status: Discontinued
- OIT: EXOR CP04F-04-0045

Status and Recommendations:

- The Automation Direct PLC is out of date and no longer supported. Utilizing an Automation Direct PLC while the remainder of the system is Allen Bradley creates an extra amount of complexity in the system.
- The OIT is currently functional but TSI was informed it was not being used. Switching to a new PLC will require this screen to be reprogrammed or replaced if the city would like it usable.
- TSI recommends this PLC be replaced with a new style of PLC.

CompactLogix Budgetary Price: \$100,000.00

Radio System

The existing telemetry system utilizes 450 MHz licensed, 900 MHz spread spectrum and leased line communication. TSI recommends that the radio system is upgraded to a more up to date version to help with communication issues. There are two options available to the city.

Option 1 – Convert to Ethernet Radios

This option will require replacing all the PLCs that are not Ethernet capable with a newer PLC and replacing all the existing radios and leased line modems. The communication paths will remain the same but the system will communicate via Ethernet instead of Serial.

Pros

- The system will utilize all the existing communication paths.
- There are no additional monthly costs.

Cons

- The radio system will continue to have multiple single points of failure.
- Physical obstacles will continue to be an issue such as trees or new buildings.
- Ethernet radios are more expensive than cellular radios.

Option 1 Budgetary Price: \$71,000.00

Option 2 – Convert to Cellular Radios

This option will require replacing all the PLCs that are not Ethernet capable with a newer PLC and replacing all the existing radios and leased line modems. The system will then utilize a wireless carrier for all communications.

Pros

- The system will no longer be reliant on the existing communications path. Every PLC will communicate directly with the SCADA server to eliminate complexity of the system.
- If any issues arise, a programmer can reach any site remotely without driving to the site, reducing service call costs.
- System operation delays are significantly decreased.

Cons

- A monthly cost will be incurred by the city. The average for this has been roughly \$25 per site.

Option 2 Budgetary Price: \$58,000.00

Telemetry Site PLC System

Carbon River Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1500
- PLC Part Number: 1764-28BXB
- IP Address: N/A
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and Recommendations:

- The Carbon River PLC utilizes a MicroLogix 1500 PLC. These are no longer available and do not support ethernet communication.
- TSI recommends this PLC be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$11,000.00

CompactLogix Budgetary Price: \$21,000.00

Harmon Reservoir – CL2 Building Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1100
- PLC Part Number: 1763-L16BWA
- IP Address: 100.100.100.10
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and Recommendations:

- The Harmon Reservoir CL2 PLC has ethernet capabilities but is no longer available from Allen Bradley. This PLC will work in the interim but if it fails, the city will need to go to a used parts warehouse for replacement.
- TSI recommends that this PLC be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$10,000.00

CompactLogix Budgetary Price: \$21,000.00

Harmon Reservoir – Well Pump Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1100
- PLC Part Number: 1763-L16BWA
- IP Address: 100.100.100.200
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and Recommendations:

- The Harmon Reservoir Pump PLC has ethernet capabilities but is no longer available from Allen Bradley. This PLC will work in the interim but if it fails, the city will need to go to a used parts warehouse for replacement.
- TSI recommends that this PLC be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$10,000.00

CompactLogix Budgetary Price: \$21,000.00

Puyallup River Lift Station Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1400
- PLC Part Number: 1763-L32BXB
- IP Address: 100.100.100.11
- Product Lifecycle Status: Active Mature
- OIT: N/A

Status and Recommendations:

Due Diligence and Assessment Report

- The current PLC at Puyallup River Lift Station is a MicroLogix 1400 which is set at Active Mature according to Allen Bradley. This indicates that this PLC will remain available as a replacement in the immediate future.
- TSI recommends that this PLC is not required to be replaced. Below is a price to bring the PLC up to the newest version.

CompactLogix Budgetary Price: \$27,000.00

Rainier Meadows Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1400
- PLC Part Number: 1766-L32BXB
- IP Address: 100.100.100.1
- Product Lifecycle Status: Active Mature
- OIT: N/A

Status and Recommendations:

- The current PLC at Rainier Meadows is a MicroLogix 1400 which is set at Active Mature according to Allen Bradley. This indicates that this PLC will remain available as a replacement in the immediate future.
- TSI recommends that this PLC is not required to be replaced. Below is a price to bring the PLC up to the newest version.

CompactLogix Budgetary Price: \$26,000.00

Soldiers Home Control Panel

Current PLC Type

- PLC Processor Family: N/A
- PLC Part Number: N/A
- IP Address: N/A
- Product Lifecycle Status: N/A
- OIT: N/A

Recommendations:

- Soldiers Home is a remote IO system communicating with Well 1. There are no recommended changes currently.

Village Green Lift Station Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1100
- PLC Part Number: 1763-L16BWA
- IP Address: 100.100.100.1
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and Recommendations:

- The Village Green Lift Station PLC has ethernet capabilities but is no longer available from Allen Bradley. This PLC will work in the interim but if it fails, the city will need to go to a used parts warehouse for replacement.

Due Diligence and Assessment Report

- TSI recommends that this PLC be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$10,000.00

CompactLogix Budgetary Price: \$21,000.00

Village Green Storm Pump Station Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1100
- PLC Part Number: 1763-L16BWA
- IP Address: 100.100.100.1
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and Recommendations:

- The Village Green Storm Pump Station PLC has ethernet capabilities but is no longer available from Allen Bradley. This PLC will work in the interim but if it fails, the city will need to go to a used parts warehouse for replacement.
- TSI recommends that this PLC be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$10,000.00

CompactLogix Budgetary Price: \$21,000.00

Well 1 Filter Building Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley SLC 5/03
- PLC Part Number: 1747-L533
- IP Address: N/A
- Product Lifecycle Status: End of life March 21, 2024
- OIT: Allen Bradley Panelview Plus 10"

Status and Recommendations:

- The Well 1 Filter Building PLC has reached the end of life and will be discontinued in March of 2024. While still available for purchase from Allen Bradley, the cost is 3 times the equivalent PLC part.
- The OIT is using a legacy communication style that is no longer available to use. TSI recommends replacing it with a newer version and convert the application.
- This PLC has more IO than a MicroLogix System can operate. TSI recommends this PLC be replaced with a new style of PLC.

CompactLogix Budgetary Price: \$35,000.00

Well 1 Fire Flow Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1000
- PLC Part Number: Bul 1761 MicroLogix 1000 DH-485
- IP Address: N/A
- Product Lifecycle Status: Discontinued
- OIT: Allen Bradley DTAM

Status and Recommendations:

- The Well 1 Fire Flow PLC uses a MicroLogix 1000 which has been discontinued for 10+ years.
- The OIT is a DTAM series which has been discontinued for 10+ years.
- TSI recommends that the PLC and OIT be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$14,000.00

CompactLogix Budgetary Price: \$27,000.00

Well 1 Pump Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1400
- PLC Part Number: 1766-L32AWAA
- IP Address: N/A
- Product Lifecycle Status: Active Mature
- OIT: N/A

Status and Recommendations:

- The current PLC in the Well 1 Pump Panel is a MicroLogix 1400 which is set at Active Mature according to Allen Bradley. This indicates that this PLC will remain available as a replacement in the immediate future.
- TSI recommends that this PLC is not required to be replaced. Below is a price to bring the PLC up to the newest version.

CompactLogix Budgetary Price: \$25,000.00

Well 1 Telemetry Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1100
- PLC Part Number: Bul 1763 MicroLogix 1100
- IP Address: N/A
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and Recommendations:

- The Well 1 Telemetry PLC has ethernet capabilities but is no longer available from Allen Bradley. This PLC will work in the interim but if it fails, the city will need to go to a used parts warehouse for replacement.
- TSI recommends that this PLC be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$11,000.00

CompactLogix Budgetary Price: \$21,000.00

Well 3 Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1500
- PLC Part Number: 1764-24AWA
- IP Address: N/A
- Product Lifecycle Status: Discontinued

Due Diligence and Assessment Report

- OIT: Panelview Plus 700 (No configuration present)

Status and Recommendations:

- The Well 3 PLC utilizes a MicroLogix 1500 PLC. These are no longer available and do not support ethernet communication. This system includes a Devicenet link over to a Remote IO Panel in the Filter room.
- The OIT has no configuration preset within it. TSI recommends if this is not required to abandon the OIT and cover it if the operators do not use it.
- TSI recommends this PLC be replaced with a new style of PLC and the Remote IO be converted over to an ethernet system.

MicroLogix 1400 Budgetary Price: \$27,000.00

CompactLogix Budgetary Price: \$36,000.00

Well 4 Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley CompactLogix L3
- PLC Part Number: 1769-L35E
- IP Address: 100.100.100.50
- Product Lifecycle Status: Discontinued

Status and Recommendations:

- The CompactLogix PLC at Well 4 is currently utilizing Ethernet but is a discontinued model. The 1769-L35E has been replaced with the 1769-L36ERM. This utilizes the same IO cards as the previous model.
- TSI recommends that the Processor is replaced with a newer model. The basic price below is for changing the processor only. The CompactLogix price is for converting over to the newer version which will require replacing all the IO cards.

Basic CompactLogix Budgetary Price: \$16,000.00

CompactLogix Budgetary Price: \$45,000.00

Wingate – CL2 Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1100
- PLC Part Number: 1763-L16BWA
- IP Address: 100.100.100.201
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and Recommendations:

- The Wingate CL2 PLC has ethernet capabilities but is no longer available from Allen Bradley. This PLC will work in the interim but if it fails, the city will need to go to a used parts warehouse for replacement.
- TSI recommends that this PLC be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$10,000.00

CompactLogix Budgetary Price: \$21,000.00

Wingate – Pump Control Panel

Current PLC Type

- PLC Processor Family: Allen Bradley MicroLogix 1100
- PLC Part Number: 1763-L16BWA
- IP Address: 100.100.100.201
- Product Lifecycle Status: Discontinued
- OIT: N/A

Status and Recommendations:

- The Wingate Pump PLC has ethernet capabilities but is no longer available from Allen Bradley. This PLC will work in the interim but if it fails, the city will need to go to a used parts warehouse for replacement.
- TSI recommends that this PLC be replaced with a new style of PLC.

MicroLogix 1400 Budgetary Price: \$10,000.00

CompactLogix Budgetary Price: \$22,000.00

Overall Budgetary Prices

Year 1 – SCADA System Upgrade

- SCADA System Upgrade
 - \$24,400.00
- Adder for SCADA training (40 hours onsite)
 - \$9,800.00
- T&M Budget for system cleanup and operator requested changes.
 - \$15,000.00

Year 2 – Telemetry Upgrade

- Radio System Upgrade Option 1 – Ethernet Radios
 - \$71,000.00
- Radio System Upgrade Option 2 – Cell Radios
 - \$62,000.00
- MicroLogix Based PLC Upgrade Option 1
 - \$139,000.00
- CompactLogix Based PLC Upgrade Option 2
 - \$390,000.00

Year 3 – WWTP Upgrade

- CompactLogix Based PLC Upgrade
 - \$172,000.00



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Complete Streets Ordinance.	AB23-95	Public Works		
		9.6.2023	9.20.2023	9.27.2023
	Department:	Public Works		
	Date Submitted:	8.24.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	None			
Submitted By:	John Bielka			
Fiscal Note: None				
Attachments: Ordinance No. 2023-1117				
SUMMARY STATEMENT:				
<p>The state legislature passed the Complete Streets Act in 2011 (codified in RCW 47.04.320-.340), encouraging local governments to adopt their own complete streets ordinances that would provide safe access to all “including bicyclists, pedestrians, motorists, and public transportation users.”</p> <p>Over the past several years we have found granting agencies, especially the Transportation Improvement Board, regularly ask about our cities “Complete Streets” policy, and encourage agencies to adopt a policy as they receive credit on funding applications for having the same.</p> <p>Staff have drafted a Complete Streets Ordinance modeled on other cities in the state, to be codified in our Public Ways and Property title. Most of the elements of the Ordinance are already incorporated into street design activities that the city conducts, and this ordinance codifies our current practice.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to City Council regular business meeting on September 27 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To adopt Ordinance No. 2023-1117, an Ordinance of the City of Orting, Washington, adding 8-10, complete streets program, to the City of Orting municipal code Title 8, Public Ways and Property, thereby encouraging walking, biking, and transit use along with the safe operation of cars and trucks; providing for severability; and establishing an effective date.				

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2023-1117**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, ADOPTING NEW CHAPTER 8-10 OF THE
ORTING MUNICIPAL CODE, COMPLETE STREETS
PROGRAM, TO THE CITY OF ORTING MUNICIPAL
CODE TITLE 8, PUBLIC WAYS AND PROPERTY,
THEREBY ENCOURAGING WALKING, BIKING, AND
TRANSIT USE ALONG WITH THE SAFE OPERATION OF
CARS AND TRUCKS; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the term "Complete Streets" describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel for all users, including pedestrians, bicyclists, motor vehicle drivers, transit users, emergency service providers and freight, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities; and

WHEREAS, more than 110,000 pedestrians and bicyclists are injured each year on roads in the United States with children and older adults at greatest risk and disproportionately affected; and

WHEREAS, the occurrence and severity of pedestrian and bicyclists injuries could readily be decreased by implementing Complete Streets practices; and

WHEREAS, the one-third of Americans that do not drive, disproportionately presented by older adults, low-income people, people with disabilities, and children would greatly benefit from the equitable distribution of safe, alternative means of travel that will result from Complete Streets practices; and

WHEREAS, the City of Orting wants to create convenient, enjoyable, and safe streets to improve walking and bicycling while connecting the neighborhoods and key destinations; and

WHEREAS, the Orting City Council intends to improve the safety of city streets, enhance the quality of life of residents, encourage active living, and reduce traffic congestion and fossil fuel use by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation.

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

Section 1. OMC Chapter 8-10, Added. A new chapter entitled “8-10 Complete Streets Program” is hereby added to the Orting Municipal Code to read as follows:

Chapter 8-10

COMPLETE STREETS PROGRAM

8-10-1 Purpose and Vision

8-10-2 Definitions

8-10-3 Exceptions

8-10-4 Complete Streets Infrastructure

8-10-5 Goals to Foster Partnerships

8-10-6 Best Practices Criteria

8-10-1 Purpose and Vision.

The City of Orting shall, to the extent practical, scope, plan, design, construct, operate and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities in all new construction, retrofit or reconstruction projects. Through ongoing operations and maintenance, the City of Orting shall identify cost effective opportunities to include Complete Streets practices.

8-10-2 Definitions.

"Complete Street" means a road that is designed to be safe for drivers, bicyclists, transit vehicles and riders, and pedestrians of all ages and abilities.

"Street Project" means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any street, and includes the planning, design, approval, and implementation processes.

"Users" means individuals or vehicles that use streets, including pedestrians, bicyclists, freight, automobiles, public transportation vehicles and riders, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

"Complete Streets Infrastructure" means design features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to features such as: sidewalks; shared use paths; bicycle lanes; automobile lanes; paved shoulders; street trees and landscaping; planting strips; curbs; accessible curb ramps; bulb outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; traffic

calming devices such as rotary circles, traffic humps, and surface treatments such as paving blocks, textured asphalt, and concrete, narrow vehicle lanes; and raised medians.

8-10-3 Exceptions.

Facilities for pedestrians, bicyclists, transit users and/ or people of all abilities are not required to be provided under the following circumstances:

- A. When elements of this policy would require the accommodation of street uses prohibited by law;
- B. For routine maintenance activities such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filing;
- C. Paving projects which involve widening pavement may exclude elements of this policy when the accommodation of a specific use is expected to require more space than is physically available, located where both current and future demand is proven absent or drastically increase project costs and equivalent alternatives exists within close proximity;
- D. Adverse impacts on environmental resources such as streams, wetlands, floodplains, or on historic structures or sites above and beyond the impacts of currently existing infrastructure;
- E. Cost would be disproportionate to the current need or probable future use;
- F. Development of sidewalks in areas falling outside those identified as appropriate for sidewalks on the basis of an adopted sidewalk policy;
- G. In instances where a documented exception is granted by the City Engineer.

8-10-4 Complete Streets Infrastructure.

As feasible, Orting shall incorporate "Complete Streets Infrastructure" into existing public streets to create a comprehensive, integrated, connected transportation network for Orting that balances access, mobility, health and safety needs of pedestrians (American with Disabilities Act and Title VI compliance), bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities, ensuring a fully connected, integrated network that provides transportation options.

8-10-5 Goals to Foster Partnerships.

It is a goal of the City of Orting to foster partnerships with all Washington State transportation funding agencies including the Washington State Department of Transportation (WSDOT), the Transportation Improvement Board (TIB), the Federal Highway Administration, Pierce County, Orting School District, citizens, businesses, interested groups, neighborhoods, and any funding agency assisting in the City's implementation of the Complete Streets ordinance.

8-10-6 Best Practice Criteria.

The City Council or designee shall modify, develop and adopt policies, design criteria, standards and guidelines based upon recognized best practices in street design, construction,

and operations including but not limited to the latest relevant editions of the America Association of State Highway Transportation Officials (AASHTO) and the Institute of Transportation Engineers (ITE) manuals while reflecting the context and character of the surrounding built and natural environments and enhance the appearance of such.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance shall 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.

Section 3. Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's errors, references, numbering, section/subsection numbers and any references thereto.

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27TH DAY OF SEPTEMBER, 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kim Agfalvi, CMC, City Clerk

Approved as to form:

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

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:	AB23-97	9.6.2023	9.20.2023	9.27.2023
2023 Budget Amendment	Department:	Public Works		
	Date Submitted:	8.8.2023		
Cost of Item:		<u>Total Budget increase: \$55,000</u>		
Amount Budgeted:		<u>N/A</u>		
Unexpended Balance:		<u>N/A</u>		
Bars #:		Various		
Timeline:				
Submitted By:		Gretchen Russo		
Fiscal Note: See Exhibit A & B				
Attachments: Ordinance 2023-1116, Exhibit A				
SUMMARY STATEMENT:				
<p><u>Water Fund:</u> Request to increase the 2023 Water Fund by \$55,000 for additional staff and vector rental costs to complete the city-wide inspection of water lines for lead.</p> <p><u>Public Works Funds:</u> Add a Public Works Deputy Director to provide the director flexibility to create support team. If the director decided to fill this role, it would be in lieu of the Public Works Supervisor position.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to City Council regular business meeting on September 27 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To Adopt Ordinance No. 2023-1116 an ordinance of the City of Orting, Washington, amending Ordinance No. 2022-1099, adopting the city of Orting 2023 budget; providing for appropriation and expenditure of funds received in excess of estimated revenues; adopting various transfers; providing for severability; and establishing an effective date.				

Exhibit A: Explanation of Amendments to 2023 Budget

Water Fund

The city is required to meet a federal statute to test all city water pipes for lead. In order to meet this deadline requirement, the City needs to increase the Vactor Truck Rental budget line.

Once the testing has been completed, this information needs to be added to the City's Activov program which tracks the City's assets.

Water Fund

<i>Beginning Fund Balance</i>	<i>\$3,194,393</i>
<i>Revenue Budget</i>	<i>\$2,082,466</i>
<i>Actual Revenue (as of 8.8.23)</i>	<i>\$1,420,674</i>
<i>Expenditure Budget</i>	<i>\$2,548,318</i>
<i>Actual Expenditures (as of 8.8.23)</i>	<i>\$1,107,965</i>
<i>Original Expenditure Budget</i>	<i>\$2,548,318</i>
<i>Vactor Truck Rental</i>	<i>\$19,000</i>
<i>Term Limited GIS Technician Position</i>	<i><u>\$36,000</u></i>
<i>Amended Budget</i>	<i>\$2,626,318</i>

Appendix B

2023 Job Classifications and Pay Ranges

<u>Position</u>	<u>Range</u>	<u>Approved FTE</u>		<u>Salary (Low & High)</u>	
		<u>Positions</u>	<u>Department</u>	<u>Low</u>	<u>High</u>
Unrepresented Employees					
City Administrator	51	1	GG	160,163.33	180,275.25
Finance Director	40	1	GG	115,699.50	130,220.80
City Planner	37	1	GG	105,881.43	119,170.48
City Clerk	30	1	GG	86,091.29	96,896.51
Building Official	27	1	GG	78,785.73	88,674.03
Administrative Assistant	18	1	GG	60,382.70	67,961.26
Events & Activities Coordinator	17	1	GG	58,623.98	65,981.81
HR Clerk	21	1	GG	65,981.81	74,263.10
Court Administrator	29	1	Court	83,583.78	94,074.28
Police Chief	48	1	Police	146,564.66	164,959.82
Police Commander	38	1	Police	109,057.87	122,745.60
Capital Projects Manager	40	1	PW	115,699.50	130,220.80
City Engineer	45	1	PW	134,127.43	150,961.60
Public Works Director	42	1	PW	122,745.60	138,151.25
Term Limited Landscape Maintenance	1	1	PW	36,532.53	41,117.68
Supported Employment	1	0.2	PW	7,306.51	8,223.54
<i>*Public Works Deputy Director</i>	<i>36</i>	<i>1</i>	<i>PW</i>	<i>102,797.50</i>	<i>115,699.50</i>
<i>Term Limited GIS Technician</i>	<i>18</i>	<i>0.5</i>	<i>PW</i>	<i>30,191.35</i>	<i>33,980.63</i>
<i>*PW Operations Manager</i>	<i>36</i>	<i>1</i>	<i>PW</i>	<i>102,797.50</i>	<i>115,699.50</i>
Police Wages (Per CBA)					
Officer	P24	7	Police	80,321.90	93,119.10
Detective	P26	1	Police	87,777.66	95,923.36
Lieutenant	P28	2	Police	107,095.87	107,095.87
Public Works and Administrative Staff (Per CBA)					
Sr. Accountant	21	1	GG	65,981.81	74,263.10
Accountant I	17	1	GG	58,623.98	65,981.81
Permit & PW Support	17	1	GG	58,623.98	65,981.81
Court Clerk	16	0.5	GG	56,916.49	64,060.01
Admin Asst. PW	21	1	PW	65,981.81	74,263.10
<i>*PW Supervisor</i>	<i>29</i>	<i>1</i>	<i>PW</i>	<i>83,583.78</i>	<i>94,074.28</i>
Wastewater Plant Supervisor	35	1	PW	99,803.40	112,329.61
Water Plant Supervisor	30	1	PW	86,091.29	96,896.51
Wastewater OIT	15	3	PW	55,258.72	62,194.18
Wastewater I	18	3	PW	60,382.70	67,961.26
Wastewater II	22	3	PW	67,961.26	76,491.00
Wastewater III	27	3	PW	78,785.73	88,674.03
Water OIT	15	3	PW	55,258.72	62,194.18
Water I	17	3	PW	58,623.98	65,981.81
Water II	21	3	PW	65,981.81	74,263.10
Water III	25	3	PW	74,263.10	83,583.78
Maintenance Worker I	15	6	PW	55,258.72	62,194.18
Maintenance Worker II	20	6	PW	64,060.01	72,100.10
Maintenance Worker Lead	22	6	PW	67,961.26	76,491.00
Stormwater Worker I	16	2	PW	56,916.49	64,060.01
Stormwater Worker II	21	2	PW	65,981.81	74,263.10
Code Enforcement	24	1	GG	72,100.10	81,149.30
Police Records Clerk I	15	1	GG	55,258.72	62,194.18

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2023-1116

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, AMENDING ORDINANCE NO. 2022-1099, ADOPTING THE CITY OF ORTING 2023 BUDGET PROVIDING FOR APPROPRIATION AND EXPENDITURE OF FUNDS RECEIVED IN EXCESS OF ESTIMATED REVENUES; ADOPTING VARIOUS TRANSFERS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Washington State law, Chapter 35A.33 RCW provides for the annual adoption of the City’s budget and provides procedures for filing of the proposed budget, deliberations, public hearings, final fixing, and any subsequent adjustments to the budget; and

WHEREAS, the City Council adopted the 2023 budget pursuant to Ordinance No. 2022-1099; and

WHEREAS, the expenditures as classified and itemized in the adopted budget as amended constitute the City's appropriations for the ensuing fiscal year provided that the budget Ordinance may be amended by ordinance to provide for appropriation and expenditure of funds received in excess of the estimated revenues during the calendar year; and

WHEREAS, the City has received funds that are in excess of the estimated revenues for the 2023 budget year and desires to amend the 2023 budget to provide for the appropriation and expenditure of said funds; and

WHEREAS, this amendment to the 2023 budget could not have been reasonably foreseen during budget development; and

WHEREAS, the Council finds that the amendments authorized by this Ordinance are consistent with applicable laws and financial policies, and further the public’s health, safety and welfare;

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

Section 1. Amending Section 3. The 2023 Adopted Budget for the City of Orting for the period January 1, 2023 through December 31, 2023, is hereby amended as shown in Exhibit A.

Section 2. Amending Section 4. The job classifications and pay ranges for employees of the City of Orting is hereby amended as shown in Exhibit B.

Section 3. Corrections. The City Clerk is authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. 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 27th DAY OF SEPTEMBER, 2023.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, CMC, City Clerk

Approved as to form:

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

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



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Closing the lobby for lunch.	AB23-85	CGA		
		9.6.2023	9.20.2023	9.27.2023
	Department:	Administration		
	Date Submitted:			
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:				
Fiscal Note:				
Attachments:	Ordinance No. 2023-1113, traffic count			
SUMMARY STATEMENT:				
<p>City staff tracked the number of customers during the slowest week of the month and the busiest week of the month and have determined that customers are not regularly visiting the lobby during the lunch hour. To alleviate coverage issues and staggered lunch hours for employees, staff is recommending closing the lobby of City Hall for lunch.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
<p>Move forward to City Council regular business meeting on September 27th, 2023 as a consent agenda item.</p>				
FUTURE MOTION: <u>Motion:</u>				
<p>To approve Ordinance No. 2023-1113, an ordinance of the City of Orting, Washington, relating to administration, amending section 1-6-15 of the Orting Municipal Code to establish City hours of business; providing for severability; and establishing an effective date.</p>				

Kim Agfalvi

From: Jennifer Corona
Sent: Tuesday, July 25, 2023 4:22 PM
To: Kim Agfalvi
Subject: FW: Customer Lobby Traffic Report

Jennifer Corona | Utility Billing | Accounts Receivable

City of Orting | PO Box 489 | 104 Bridge St S | Orting, WA 98360

P: 360.893.9005 | F: 360.893.6809

jcorona@cityoforting.org

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From: Jennifer Corona
Sent: Monday, February 27, 2023 9:21 AM
To: Scott Larson <SLarson@cityoforting.org>
Cc: Gretchen Russo <GRusso@cityoforting.org>
Subject: Customer Lobby Traffic Report

Here are the numbers I tallied over (2) weeks:

Slowest week of the month – Monday, January 30 – Friday, February 3rd.

Monday – 6 water customers (0 visited at lunch)

Tuesday – 3 water customers (0 visited at lunch)

Wednesday – 4 water customers (0 visited at lunch)

Thursday – 5 water customers (1 visited at lunch)

Friday – 2 water customers (0 visited at lunch)

AVERAGE DAILY VISITORS: 4 per day – Just (1) visited during the lunch hour of 1pm-2pm

Busiest week of the month – Tuesday, February 21st – Friday, February 24th

Tuesday – 12 water customers (1 visited at lunch)

Wednesday – 9 water customers (0 visited at lunch)

Thursday – 8 water customers (1 visited at lunch)

Friday – 21 water customers (4 visited at lunch) LAST DAY TO PAY IN OFFICE

AVERAGE DAILY VISITORS: 12 per day – (6) visited during the lunch hour of 1pm-2pm

Thank you!

Jennifer Corona | Utility Billing | Accounts Receivable

City of Orting | PO Box 489 | 104 Bridge St S | Orting, WA 98360

P: 360.893.9005 | F: 360.893.6809

jcorona@cityoforting.org

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CITY OF ORTING
WASHINGTON
ORDINANCE NO. 202~~30-1059~~—1113

AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO ADMINISTRATION,
~~ADOPTING NEW~~AMENDING SECTION 1-6-15 OF THE
ORTING MUNICIPAL CODE TO ESTABLISH CITY
HOURS OF BUSINESS; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, RCW 35A.21.070 states that all code city offices shall be kept open for the transaction of business during such days and hours as the legislative body of such city shall by ordinance prescribe; and

WHEREAS, the City Council, as the City’s legislative body, may delegate its authority under RCW 35A.21.070, in whole or in part, to the Mayor; and

WHEREAS, the City Council finds that adoption of new OMC 1-6-15 as set out herein is appropriate and necessary;

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

Section 1. OMC 1-6-15, “City Hours of Business”, Adopted. Orting Municipal Code 1-6-15 is hereby adopted to read as follows:

1-6-15 City hours of business. All City facilities at which the public is served shall be open for the transaction of business from the hours of 9:00 a.m. to 12:00pm and 1:00pm to 5:00 p.m., except Saturdays, Sundays, and legal holidays, and except as otherwise provided by City Policy or upon the proclamation of an emergency by the Mayor.

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

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 ~~11th-27th~~ DAY OF ~~MARCH~~SEPTEMBER, 20230.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

~~Jane Montgomery~~Kimberly Agfalvi, CMC, City Clerk, ~~CMC~~

Approved as to form:

Charlotte A. Archer, City Attorney
Inslee Best, PS

Filed with the City Clerk: ~~3-11-20~~
Passed by the City Council: ~~3-11-20~~
Date of Publication: ~~3-13-20~~
Effective Date: ~~3-18-20~~



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Compensation Policy – Personnel Policy Update.	AB23-86	CGA		
		9.6.2023	9.20.2023	9.27.2023
	Department:	Executive		
	Date Submitted:	8.28.2023		
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: Compensation Policy, Resolution No. 2023-23				
SUMMARY STATEMENT:				
<p>Over the prior several years I have received questions from both internal and external stakeholders related to compensation for non-represented employees, and why wages are set where they are. Further, wages and expectations around work have shifted over the last several years. Last year during the budget process there were a number of questions around how wages are calculated, and instead of leaving that question unanswered going into the 2024 budget, it seems prudent to formulaically lay out what our internal process is and create a policy for setting and presenting wages in the budget.</p> <p>The goal of the policy is to transparently set competitive wages for non-represented staff by periodically evaluating wages of comparable cities and setting budgeted wages to an average of those comparable positions. A small amount of this policy lives in the personnel policy manual, which is where I am proposing this policy continues to live.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to City Council regular business meeting on September 27 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To adopt Resolution No. 2023-23, amending the City of Orting Personnel Policy, and setting an effective date.				

3.03 Employee Salary and Wage Plan.

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

Qualified Payroll Period

When an employee has been in pay status fifteen or more calendar days, including holidays in any given calendar month, the payroll period will be considered qualified to accrue benefits, serve out probation, and for computation of merit increase dates. A new employee may be credited with the first payroll period if employed prior to the 16th of the month.

An employee will become eligible for Health and Medical benefits the first (1st) of the month following fifteen (15) calendar days of employment, including holidays.

Exempt and Non-Exempt Positions

All City positions are governed by the Federal Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act and are classified as either "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay; exempt employees are not. Most positions covered by the FLSA are non-exempt; thus, entitled to overtime. Anytime a position changes from non-exempt to exempt status, the incumbent shall be cashed out for any compensatory time that they have accrued up to the time of the change.

Exempt Employee

An employee who does not receive overtime pay for hours worked in excess of forty (40) hours per week as provided in the FLSA because the employee works in a bona fide executive, administrative, professional, or other exempt capacity covered by the FLSA and Washington Minimum Wage Act.

Non-Exempt Employee

An employee who receives overtime pay for hours worked beyond forty (40) hours in a standard work week in accordance with the FLSA and Washington Minimum Wage Act. The amount of overtime pay is one and one-half (1.5) times the regular rate of pay for actual hours worked.

NON-REPRESENTED EMPLOYEE SALARY AND WAGE PLAN

It is the policy of the City of Orting to provide a compensation program which enables the City to employ staff who possess the necessary skills and abilities to effectively:

- a) Manage the delivery of existing City services and the provision of essential municipal government support functions;
- b) Evaluate and plan future service needs;
- c) Advise and support the policy-making activities of the City's elected officials; and
- d) Implement policy changes enacted by the elected representatives of the citizens of Orting.

It is also the policy of the City of Orting to structure the classification and compensation program for management and professional staff in a manner which assures that:

- a) The actual duties assigned to a classification are appropriate to the assigned level of responsibility.
- b) Compensation levels are consistent with the level of responsibilities assumed by staff and appropriate to the city's financial circumstances.;
- c) Individual salary rates appropriately reflect each person's performance and experience at the responsibility level assumed with the City of Orting.

Applicability

The provisions of the program adopted by this chapter shall only apply to non-represented appointive positions designated as such and authorized in the City's annual budget.

Salary Plan

A salary plan for management and professional staff shall be established and salaries set for covered employees as follows:

- a) Each position included in the City's Job Classification and Pay Range document shall be assigned to a salary range. Assignment of positions to ranges shall be based upon general salary levels paid by municipal governments of comparable size, demography and financial resources for similar responsibilities. A list of comparable cities shall be adopted by Resolution of the Council, and it should be as similar to the comparable cities that are negotiated periodically with the collective bargaining units in the city. Assigned salary ranges shall not be changed or established without conducting a salary survey of comparable cities for the position being changed. All changes must be approved by the Mayor and City Council.
- b) Salary Comparison Surveys will be conducted annually for all non-represented positions or as requested by the Mayor or his designee for a specified position(s).

c) The salary ranges shall be structured as follows:

- (1) Range Differential. The percentage differential between the maximum rates of salary ranges shall be approximately three (3) percent.
- (2) Ranges Steps for non-represented professional employees. Salary rates of a range shall have five (5) steps A, B, C, D, E. Step A through Step E in the range shall each be spread by approximately three (3) percent. The spread between the minimum and maximum steps shall be approximately twelve (12) percent.

Adjustment of Salary Range Levels

The City Council shall provide for adjustments to salary range levels as are consistent with the Council's CPI-U for the Seattle area salary adjustment policy each year.

Actual Salary Rate

Initial Rate

Management Director Level

The salary rate of an employee upon appointment to a management position at the Director level (as identified by the City's Budget Job Classification and Pay Range document) shall be set within the range assigned to the titled position. Increases in wages will be based off the calculated COLA increase of the budget year and the annual Salary Comparison Survey. Increases will be approved by the Mayor and City Council via an approved City Budget.

Professional Level Employees

The salary rate of an employee upon appointment shall be set no lower than Step A of the salary range to which an employee's position is assigned. When it is in the best interest of the City, the department heads (with the Mayor's approval) may authorize an initial salary of a newly hired person at a rate which exceeds Step A.

Merit/Step Increases

- a) Salary Step Advancement. Each person shall be eligible for a salary step advancement upon completion of twelve (12) full months of regular (as opposed to interim) service at each step in the salary range. To receive a salary step advancement, the employee must be evaluated as "meets expectations" (or equivalent) on his or her work performance evaluation. Salary step advancements shall be an increase of one (1) step in the same salary band, if available.
- b) Additional Advancement. Those employees who receive a rating that exceeds the rating "meets expectations" (or equivalent) may be eligible to receive an additional salary step advancement for an increase of one (1) additional step in the same salary range, if available, above the initial step advancement provided in subsection (b)(1) of this section.

This additional advancement shall require the recommendation of the department head, or equivalent, and approval of the Mayor and City Council.

- c) A step advancement that was denied may be granted following a minimum sixty (60) day review period of the employee's performance.
- d) Notwithstanding the above, when it is in the best interest of the City, City Administrator may authorize an in-range adjustment to provide additional salary in instances of promotion, to provide for internal equity corrections, or for another reason deemed appropriate by the City Council.

Changes to Employee Classifications

- a) Downgrading an Employee's Classification. Upon the City Council's approval of downgrading a person's classification to a lower salary range, the person's initial salary step will be set at the same rate in the new band that was in effect in the former salary range. In the event a person's salary rate exceeds the maximum step of the salary range to which his or her position is assigned on the date of downgrading, his or her actual salary rate shall be frozen until such time as the maximum step rate of the new band is equal to or greater than his or her actual salary and, at such time, the employee's salary step shall be set at the maximum step of the salary range to which his or her position is assigned.
- b) Upgrading an Employee's Classification. If an employee's classification is moved from one salary range to a higher range (excluding promotions), the employee's salary rate at the higher range shall be set at the next step which is higher than the salary the employee was receiving at the former range. The employee's salary step advancement date does not change.
- c) Promotions. In the event an employee is promoted from one classification to a higher classification (one (1) salary range to a higher salary range), the employee's salary rate at the higher range shall be set at the next step which is higher than the salary the employee was receiving at the former range. Promoted employees shall be eligible for a salary step advancement upon completion of twelve (12) full months of regular (as opposed to interim) service at each step in the new salary range, which shall be the employee's new salary step advancement date.

Initial Benefits for Department Heads

When it is in the best interest of the City, the City Council may authorize increased or additional benefits in hiring a department head beyond those specified in this chapter or sections 5.03 Sick Leave or 5.04 Vacation Time. Any extraordinary benefits must be included in the department head's employment contract and approved by the City Council.

REPRESENTED EMPLOYEE SALARY AND WAGE PLAN

When you begin your employment with the City, you will be paid a wage or salary consistent with the governing Collective Bargaining Agreement, the City's Employee Salary and Wage Plan and appropriate to the experience, educational background, training, and skills you bring to your position. Thereafter, you will only receive salary and wage adjustments based upon **your job performance** ~~and the discretion of the City Administrator and/or City Personnel Director.~~

~~Depending upon the quality of your performance, you may receive an upward adjustment. All performance the CBA or promotions to higher classification. All~~ salary and wage increases shall remain within the range for that position as approved by the City Council. Your eligibility for a pay increase may occur at the end of your first six (6) months of City employment.

~~*Qualified Payroll Period*~~

~~When an employee has been in pay status fifteen or more calendar days, including holidays in any given calendar month, the payroll period will be considered qualified to accrue benefits, serve out probation, and for computation of merit increase dates. A new employee may be credited with the first payroll period if employed prior to the 16th of the month.~~

Payment of Salaries

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

Beginning Salary

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

- a) ~~a)~~ The factors to be reviewed in approving appointment beyond the first step are: availability of applicants meeting the qualifications for the vacant position, relationship to other similar classifications, prior experience of a candidate in a comparable position, time available to continue the recruitment process, and budget considerations.

- b) ~~b)~~ The Department Manager will submit a request for appointment at a higher step to the Mayor, or his designee, stating justification for the request. The Mayor will make a decision based upon the Department Manager's justification.

Merit/Step Increases -- Represented Regular Status Employees

Wage increases for represented employees is directed by the applicable Collective Bargaining Unit for each employee. Typical wage or step increase schedule is:

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

Promotion

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

Demotions

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

the salary range of the lower classification which is less than or equal to the employee's present salary. The employee will retain the same anniversary date.

Transfer

~~a)~~ A position transfer is an appointment to a position in the same or different classification of the

a) same pay grade.

~~b)~~ When an employee is transferred to a position in a different classification with the same pay

b) grade, or is transferred to another department with the same classification, the ~~employee's pay remains the same.~~ The employee will retain the same anniversary date for leave and length of service purposes.

Temporary Change of Classification

~~a)~~ A current employee assigned to a classification with a differing rate of pay in an "acting" appointment status will be compensated at the next higher step in the new range according to the

a) policy on promotion.

~~b)~~ If the employee is promoted to the higher class with regular appointment status, all policies

b) apply from the date of promotion.

Exemptions

The Mayor may recommend positions to be exempt from overtime provisions to the City Council on the basis of the nature of work, conditions of employment or by definition of administrative,

supervisory and professional classifications as provided by State and Federal laws. Such exemption is based upon special conditions to work or assignment, in accordance with the Fair Labor Standards Act.

3.04 Overtime and Compensatory Time Off.

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

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

5.04 Vacation Time

Non-Represented Management Director Level Employees:

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Per Pay-Period</u>
0 to 48 months (thru 4 years)	160	6.67
49 + months (beyond 4 years)	200	8.34

Non-Represented Professional Employees:

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Per Pay-Period</u>
0 to 48 months (thru 4 years)	120	5

<u>49 to 84 months (thru 7 years)</u>	<u>160</u>	<u>6.67</u>
<u>85 + months (beyond 7 years)</u>	<u>200</u>	<u>8.33</u>

Acceleration of the accrual schedule may be allowable by authorization of the City Council and as specified in hiring letter and/or employee contract.

COMPARABLE CITIES

Municipal governments of comparable size, demography and financial resources for similar responsibilities to be used in salary comparisons and negotiations of collective bargaining units in the city.

Black Diamond

Buckley

DuPont

Milton

Pacific

Steilacoom

Yelm

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-23

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

WHEREAS, the City of Orting maintains a Personnel Policy, which governs conduct of Employees, generally, and the policy adopted by the Council through Resolution 2020-10 and amended most recently by Resolution No. 2023-09; and

WHEREAS, the City Council desires to amend its Personnel Policy, and adopt additional policies related to wages and compensation of non-represented employees; and

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

Section 1. City Council Rules of Procedure, Amended. The City Personnel Policy, as last amended in 2023, is hereby amended to read as attached hereto as Exhibit A.

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

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

**PASSED BY THE ORTING CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 27th DAY OF SEPTEMBER 2023.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

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



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: 2024 Fee Schedule	AB23-87	CGA		
		9.6.2023	9.20.2023	9.27.2023
	Department:	Finance		
	Date Submitted:	8.29.2023		
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	None			
Submitted By:	Gretchen Russo			
Fiscal Note: None				
Attachments: Draft 2024 Fee Schedule				
SUMMARY STATEMENT:				
<p>This is an annual update to the City’s fee schedule that is posted on the City’s website for customer’s access.</p> <p>Changes include a different methodology for Parks and Recreation facility rentals to facilitate a weekday/weekend differentiation. Police Officer and Event Coordinator Staff charges were also added to the 2024 Draft Fee Schedule.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to City Council regular business meeting on September 27 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To adopt the 2024 fee schedule as presented.				

Facility Comparisons

MPC	2022 Rate	Proposed Rate
<u>Monday - Thursday</u>	<u>Mon - Fri - full day, half day</u>	<u>Per Hour</u>
Resident	Full day - \$150, 5 hr - \$100	\$30
Non- Resident	Full Day - \$200, 5 hr - \$150	\$50
Non-Profit	Full Day - \$20, 5 hr - \$20	\$15
<u>Friday-Sunday</u>	<u>Weekend - full day, half day</u>	<u>Per Hour</u>
Resident	Full day - \$200, 5 hr - \$150	\$50
Non- Resident	Full day - \$250, 5hr - \$200	\$70
Non-Profit	Full Day - \$100, 5hr - \$50	\$20
Refundable Deposit		\$150
Refundable Alcohol Deposit		\$300

Orting Station	2022 Rate	Proposed Rate
<u>Monday - Thursday</u>	<u>Sunday - Saturday Rates</u>	<u>Per Hour</u>
Resident	Full day - \$100, 5 hr - \$50	\$20
Non- Resident	Full Day - \$200, 5 hr \$100	\$30
Non-Profit	Full Day - \$50, 5 hr - \$25	\$10
<u>Friday-Sunday</u>		<u>Per Hour</u>
Resident	Full day - \$100, 5 hr - \$50	\$40
Non- Resident	Full Day - \$200, 5 hr \$100	\$50
Non-Profit	Full Day - \$50, 5 hr - \$25	\$10
Refundable Deposit	\$50	\$100
Refundable Inflatable Deposit	-	\$200

BBQ & Gazebo (5hr max)	2022 Rate	Proposed Rate
<u>Monday - Thursday</u>	<u>Sunday - Saturday Rates</u>	<u>Per Hour</u>
Resident	5 hr - \$30	\$10
Non- Resident	5 hr - \$60	\$20
Non-Profit	5 hr - \$20	\$5
<u>Friday-Sunday</u>		<u>Per Hour</u>
Resident	5 hr - \$30	\$20
Non- Resident	5 hr - \$60	\$30
Non-Profit	5 hr - \$20	\$10
Refundable Deposit		\$50

Changes

- *Increase rates to match surrounding municipalities
- *Change to Monday - Thursday (weekday) & Friday - Sunday (weekend) Rates
- *Switch from full day/half day rates to Hourly rates
- *2 hour minimum for rentals
- *BBQ & Gazebo have a 5 hour maximum rental
- *Inflatables only allowed at Orting Station with increased deposit (\$200)

Comparison

Hourly Rates *2hr minimum*	2022 Rate	Proposed Rate
Youth - Resident	\$20/hr	-
Youth - Non-Resident	\$24/hr	-
Youth - Non-Profit	\$10/hr	-
Adult - Resident	\$28/hr	-
Adult - Non-Resident	\$34/hr	-
Adult - Non-Profit	\$14/hr	-
Resident	-	\$25/hr
Non-Resident	-	\$30/hr
Non-Profit	-	\$15/hr
Tournament Rates		
1 Day - Resident	\$300	\$550
1 Day - Non-Resident	\$375	\$650
1 Day - Non-Profit	\$200	\$400
2 Day - Resident	\$600	\$900
2 Day - Non-Resident	\$720	\$1,100
2 Day - Non-Profit	\$300	\$600
1 Day Holiday - Resident	\$500	\$700
1 Day Holiday - Non-Resident	\$585	\$800
1 Day Holiday - Non-Profit	\$250	\$550
2 Day Holiday - Resident	\$725	\$1,200
2 Day Holiday - Non-Resident	\$875	\$1,400
2 Day Holiday - Non-Profit	\$375	\$900
Additional Charges		
Game Prep (dragging, lining, bases)	\$35	\$40
Portable Mounds (per day)	\$25	\$50
Deposit	\$100	\$100

Changes

*Price increase to match surrounding municipalities

*Switch from Youth/Adult rates to Standard Rates

2024 ADMINISTRATIVE & PERSONNEL FEES		Title Updated
Category	Fees	
Annual Business License		
Business Licenses are obtained from the State of Washington through their licensing program. Business Licenses are required for all businesses (for profit and not for profit) located within City limits, including home business and any business that provides services within city limits,- including solicitors. See Orting Municipal Code Title 3, Chapter 2		
	No Fee	
Businesses with over \$10K revenue	\$ 50.00	
Itinerant Food Vendor	\$ 250.00	
Special Events	See Park & Facility Rentals	
Public Records Request/Duplication		
Single Sided (8.5 x 11 & 8.5 X 17)	\$.15/page	
Double Sided (8.5 x 11 & 8.5 X 17)	\$.30/page	
Document Scan - Single sided (8.5 x 11 & 8.5 X 17)	\$.10/page	
Document Scan - Double sided (8.5 x 11 & 8.5 X 17)	\$0.20/page	
Sizes beyond 8.5 x 17	Cost + 15% Administration fee	
Deposit for large jobs	10% of estimated cost	
IT Expertise Required (quoted)	Cost + 15% Administrative fee	
Postage (letter or manila envelope)	Cost	
Postage & Mailing Container	Cost + 15% Administrative fee	
Verbatim Transcript (vendor service)	Cost + 15% Administrative fee	
Electronic Record: email, cloud storage, or other electronic delivery system	\$.05/ every 4 electronic files & \$.10/gigabyte	
Electronic Storage Device: thumb drive, flash drive, DVD, CD, or other electronic device	Cost + 15% Administrative fee	
Police body camera or dash camera video redactions (redacting, altering, distorting, pixelating, suppressing or otherwise obscuring) per RCW 42.56.240(14)**	\$55.00 per hour	
Certified Copy (per document)	\$ 1.00	
Card Usage Fees (\$300 max sale w/ exception to Utility Bills)		
Debit Card	\$ 1.00	
Credit Card	\$ 2.00	
Passport Processing Fee	\$ 35.00	
Bank Fees		
Rejected/Returned Payment Fee	\$ 40.00	
Stop Payment Fee	\$ 40.00	
Seasonal Parking Fee for Fishing Sep-Nov	\$ 10.00	
Seasonal Parking (Fisherman parking Sep-Nov)	\$ 10.00	
Gravel - Delivered (per yard- 2 yards maximum annually)	\$ 15.00	

Staff Hourly Rates	Per Hour Rates	
City Administrator	\$ 95.00	\$ 120.00
City Engineer	\$ 95.00	\$ 110.00
Capital Projects Manager	\$95.00	\$ 100.00
Finance Director	\$ 75.00	\$ 100.00
City Clerk	\$ 70.00	\$ 90.00
Finance Staff	\$ 60.00	\$ 70.00
Public Works Director	\$ 80.00	\$ 100.00
Public Works Maintenance Staff	\$ 50.00	\$ 65.00
Public Works Utility Staff	\$ 60.00	\$ 70.00
Event Coordinator	\$ 65.00	\$ 65.00
Police Chief	\$ 95.00	\$ 120.00
Police Clerk	\$ 50.00	\$ 55.00
Police Officer	\$ 115.00	Added
Court Administrator	\$ 65.00	\$ 75.00
Court Staff	\$ 55.00	\$ 70.00
Building Official	\$ 80.00	\$ 80.00
Building Staff	\$ 55.00	\$ 60.00
Third Party Reviewers	Cost + 15% Administrative fee	
Fees		
Lien Fees	Cost + 15% Administrative fee	
Telephone Utility Tax	6% of Gross Sales	
Franchise Fee	Per Contract	
Peg Fee	Per Contract	
Gambling Tax - Nonprofit	10% of Net	
Gambling Tax - For Profit	4% of Gross Sales	

2024 BUILDING PLAN REVIEW AND FEES		
Category	Fees	Title Updated
Architectural Design Review - Commercial & Multi-Family		
Exterior Paint Color	\$ 50.00	
Exterior Lighting Fixtures	\$ 50.00	
Exterior Remodel of Building	\$ 250.00	
Exterior Signage - Permanent, Sandwich Boards	\$ 50.00	
Commercial Fencing	\$ 25.00	
New Construction Design	\$ 250.00	
Work Performed Prior to Permit Approval	Double Permit Fee	
Residential (and Accessory) Building Valuation		
New construction, and remodels are valued per the most current version of the International Code Council's (ICC) Building Valuation Data for the specified occupancy.		
Private garages, storage buildings, green houses and similar structure shall be valued as Utility, Miscellaneous.		
Remodels are based in the table value from the ICC Building Valuation for the occupancy specified.		
Note: all footnotes from the Building Valuation Data as published by the ICC shall apply.		
Commercial Structures and Improvements Valuation		
New construction, and remodels, of all occupancies, are valued per the most current version of the (ICC) International Code Council's Building Valuation Data for the specified occupancy.		
Written Contractor's Bid or Engineer's Estimate of cost if not specified in the published Building Valuation Data.		
Remodels permit and plan review fees shall be based upon the valuation for the occupancy group listed in the Building Valuation Data as published by the ICC.		

Buildings Permit Fees - per 2018 International Code Council (ICC)		
*Building Permits & Fees are due at the time of building permit issuance. Includes Manufactured Buildings.		
If Valuation is Between:		Fees
\$1 to \$500		Base Fee of \$100
\$501 to \$2,000		\$100 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$40,000		\$200 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000.
\$40,001 to \$100,000		\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof up to and including \$100,000.
\$100,001 to \$500,000		\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000.
\$500,001 to \$1,000,000		\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000.
\$1,000,001 top \$5,000,000		\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000.
\$5,000,001 and up		\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof.
Miscellaneous Valuations		
Covered Decks/Carport	(per square foot)	\$ 35.00
Decks	(per square foot)	\$ 20.00
Retaining Walls		Valuation
**Retaining walls that are 4ft or less do not required a permit		
Single Family and Duplex Combination Building Permit Fees		
Combination Building Fees are required for each new single-family residential structure and duplex, and are payable prior to the issuance of a building permit.		
Plumbing up to 3,000sf		15% of building permit
Plumbing over 3,000sf		15% of building permit
Mechanical up to 3,000sf		15% of building permit
Mechanical over 3,000sf		15% of building permit

Building Plan Review Deposit & Fees	
New Single-Family Homes	\$500 Deposit toward 65% of the Permit Fee
Detached Garage	\$100 Deposit toward 65% of the Permit Fee
Multi-family Project	\$1,000 Deposit toward the Permit Fee (formula below)
New Commercial Project	\$1,000 Deposit toward 65% of the Permit Fee
Expedited Plan Review Fee	Deposit (above) plus \$200.00
Plan Review Revisions (<i>per Hour</i>)	\$100
Plan review fees for compliance to the Non-Residential Energy Code. (per Hour with one (1) hour minimum charge)	\$100
For Multi-Family construction; the plan review fee will equal to 65% of the permit fee or a rate of \$100/hour with a one-hour minimum, as determined by the Building Official. Multi-Family Plan Review Fees are payable upon Building Official notification. Includes up to two (2) review cycles.	
The Plan Review Deposit for Single-Family Residences, Multi-Family Projects and Detached Garages are due upon submittal of application. Includes up to two (2) review cycles.	
Manufactured Buildings	
Manufactured Building Title Elimination	\$100
Manufactured Building Runners/Tie downs	\$ 200.00
State Building Code Fee	
Residential Single Family Residence (SFR) Fee	\$ 6.50
Multi-family Fee - per unit	\$ 6.50
Commercial Fee	\$ 25.00
Flood Elevation Certificate Review	\$ 250.00
FEMA Letter of Map Amendment (SFR/1 Unit)	\$ 250.00

Miscellaneous Permit Fees	
Backflow/Irrigation Permit	\$ 100.00
Foundation Only	Valuation
Commercial Roofing- based upon the Contractor's Bid or Engineer's Estimate, or by valuation of the project, whichever is greater. Additionally, IFC and IBC plan check fees may apply.	Valuation
Addressing Fee	\$ 175.00
Large Scale Copies (Plans- DRE 24x36)	Cost + 15% Administrative fee
Structures or work requiring permits for which no fee is specifically indicated, signs, pools, etc., will be valued utilizing submitted written contractor's bid or engineer's cost information, or closest related item for which a fee is determined. A minimum fee of \$100.00 will be assessed, or adjusted fee assigned at the discretion of the Building Official.	
Below Ground Tank installation, or removal, permit fees will be valued per the written Contractor's Bid or Engineer's Estimate, or will be a minimum base fee of \$225.00 , whichever is greater. Additionally, International Fire Code (IFC) and International Building Code (IBC) plan check fees may apply.	
Change in Commercial Tenant Applications - Additionally, IFC and IBC plan check fees may apply.	Valuation
Mobil Commercial Vendors. A separate plan review fee and building permit fee will be charged for additional structures, such as landings, ramps, etc.	\$ 500.00
Modular structures placed on permanent foundation system. A separate plan review fee and building permit fee will be charged for additional structures, such as landings, ramps, etc.	Valuation
Fence Permit - Commercial	\$.50 per linear foot - with \$0 minimum
International Fire Code/Associated Fees	
Plan review for fire code compliance of building plan review shall be established at 50% of the IBC plan review fee or a rate of \$100/hour with a one hour minimum (whichever is greater)	Valuation
Fire related reviews and site visits for large lot short plat/subdivisions are based on the cost.	Cost + 15% Administrative Fee
Automatic Fire Alarms - Fees assessed based upon submitted Contractor Bid and the Building Valuation schedule.	Cost + 15% Administrative Fee
Fixed Fire Suppression - Fees assessed based upon submitted Contractor Bid and the Building Valuation schedule.	Cost + 15% Administrative Fee
Automatic Sprinklers - Fees assessed based upon Building Permit Valuation schedule or upon submitted Contractor Bid at the discretion of the Fire Marshal.	Cost + 15% Administrative Fee
Fire Apparatus Road Review	Cost + 15% Administrative Fee
Fireworks Related Fees - Local Permit and License Fees (Limits pursuant to RCW 70.77.555.)	
Retail Fireworks Stand Permit: \$200.00 for one retail sales permit per fireworks stand in a year. Cost includes processing, permit and Inspections.	
Public Fireworks Display Permit: \$250.00 minimum permit fee and minimum 1/2 hour plan review or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include an hourly cost plus a 15% overhead fee for administrative costs. In no case shall total costs total more than \$5,000 for any one display permit.	

Inspections Beyond Review Cycles (per trip)				
Site Inspection/Investigation	\$	100.00		
Final Inspection/Expired Permit	\$	100.00		
Re-inspect Fee on 3rd Re-Inspection	\$	100.00		
Third Party Review				
Geotechnical/Stormwater Review	Cost + 15% Administrative Fee			
Appeals of Administrative Decisions	Cost + 15% Administrative Fee			
Land Use Prosecutor/Deputy Prosecutor and or Legal Consultation Fee	Cost + 15% Administrative Fee			
Any other Expedited or Third Party Review Fees	Cost + 15% Administrative Fee			
Mechanical Permits & Fees - Multi-Family (3 or more units) and Commercial				
Basic permit fee plus itemized fees below:	\$	75.00	\$	100.00
Heating and AC System or Air Handling Unit including ducts and vents	\$	75.00	\$	100.00
Boiler or Compressor - Residential	\$	75.00	\$	100.00
Boiler or Compressor - Commercial	\$	75.00	\$	100.00
Commercial Refrigeration	\$	75.00	\$	100.00
Ventilation/Exhaust Fan - Residential	\$	75.00	\$	100.00
Ventilation/Exhaust Fan - Commercial, except as covered above in Heating or AC System above	\$	75.00	\$	100.00
Commercial Hood, per mechanical exhaust and including ducts	\$	75.00	\$	100.00
Incinerator - installation or relocation	\$	75.00	\$	100.00
Appliance not otherwise covered	\$	75.00	\$	100.00
Fuel Gas Piping - Each system of 1-4 outlets	\$	75.00	\$	100.00
Fuel Gas Piping - Each additional outlet over 4 outlets	\$	75.00	\$	100.00
Plumbing Permits & Fees - Multi-Family (3 or more units) and Commercial				
Basic permit fee plus itemized fees below:	\$	75.00	\$	100.00
Per plumbing fixture or set of fixtures on one trap	\$	75.00	\$	100.00
For meter to house service	\$	75.00	\$	100.00
Fuel Gas Piping - Each system of 1-4 outlets	\$	75.00	\$	100.00
Fuel Gas Piping - Each additional outlet over 4 outlets	\$	75.00	\$	100.00
Per Drain for rainwater systems	\$	75.00	\$	100.00
Per Lawn Sprinkler System, includes backflow prevention	\$	75.00	\$	100.00
Per fixture for repair or alteration of drainage vent or piping	\$	75.00	\$	100.00
Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$	75.00	\$	100.00
Per interceptor for industrial waste pretreatment	\$	75.00	\$	100.00
Medical Gas Piping - Each gas piping system of 1-5 outlets	\$	75.00	\$	100.00
Medical Gas Piping - Each additional outlet over 5 outlets	\$	10.00		
Demolition Permit				
Demolition Permit - Single Family Residential and Duplex	\$	300.00		
Demolition Permit - Commercial and Multi-family	\$	500.00		

Stormwater Management and Erosion Control Fees		
Grade & Fill Plan Review: In addition to the license fees, a grading/drainage plan review fee is charged for all grading licenses requiring plan review. Before accepting a set of plans and specifications for checking, the Building Official or City Engineer shall collect a plan checking fee.		
50 cubic yards or less	\$	125.00
51-100 cubic yards	\$	240.00
101-1,000 cubic yards	\$	500.00
1,001-10,000 cubic yards	\$	750.00
10,001-100,000 cubic yards	\$	1,000.00
1001,000 cubic yards and up	\$	1,200.00
Disturbed Area for erosion control (per Square yard) - No import/export	\$	0.10
<i>Grade and Fill Permit: Fees shall be based on the volume of the excavation and fill.</i>		
50 cubic yards or less	\$	125.00
51-100 cubic yards	\$	150.00
101-1,000 cubic yards	\$	175.00
1,001-10,000 cubic yards	\$	225.00
10,001-100,000 cubic yards	\$	300.00
100,001 or more cubic yards	\$	600.00
Disturbed Area Permit for erosion control (per square yard)	\$	0.25

2024 ORTING CEMETERY		Title UPDATED
Category	Fees	
Lots		
Full Sized Resident	\$ 1,700.00	
Full Sized Non-Resident	\$ 2,000.00	
Remains Resident	\$ 650.00	
Remains Non-Resident	\$ 950.00	
Child Sized Lot	\$ 300.00	
Columbaria		
Resident	\$ 800.00	
Non-Resident	\$ 1,000.00	
Concrete Liners (plus current state tax rate)		
Adult Grave Liner	\$ 650.00	
Child Grave Liner	\$ 400.00	
Remains Grave Liner	\$ 400.00	
Opening & Closing Fees		
Adult Liner	\$ 850.00	
Adult Vault	\$ 1,000.00	
Remains	\$ 500.00	
Child Liner	\$ 300.00	
Child Vault	\$ 300.00	
Disinterment Fees		
Adult	\$ 3,500.00	
Child	\$ 1,232.00	
Marker Setting Fees		
Flat Marker	\$ 350.00	
Resetting Fee	\$ 250.00	
Other Fees		
Set Up Fee	\$ 150.00	
Saturday Service	\$ 600.00	
Vase Setting	\$ 95.00	
Weekday Overtime (per hour)	\$ 150.00	

Category	Fees	
General Facility Charges (GFC) (per *ERU)		
Water - General Facility Charges - Inside/ Outside City Limits	\$ 4,606.17	\$ 5,140.48
1% Water Facility Enhancement Surcharge	\$ 46.06	\$ 51.40
Sewer - General Facility Charges - Inside/ Outside City Limits	\$ 9,902.23	\$ 11,050.89
1% Wastewater/Sewer Facility Enhancement Surcharge	\$ 99.02	\$ 110.51
Storm - General Facility Charges - Inside City Limits Only	\$ 1,104.36	\$ 1,232.47
1% Stormwater Surcharge	\$ 11.04	\$ 12.32
Impact Fees		
Park Impact Fee	\$ 1,492.00	
Transportation Impact Fee (per PM Peak Hour Trip)	\$ 2,149.00	
*ERU - Equivalent Residential Unit		

2024 LAND USE

The City may charge and collect fees from any applicant to cover costs incurred by the City in the review of plans, studies, monitoring reports and other documents to ensure code compliance, to mitigate impacts to critical areas and for all code-required monitoring.

The applicant shall pay the following Land Use Review Deposit to cover third party review and administrative expenses. These fees are billed at cost for time and materials from third party reviewers plus a 15% administrative fee.

Fees and deposits are charged per category and are cumulative.

If the initial deposit is expended prior to the completion of project approval, the City will collect either an additional deposit in the amounts below, or an amount as estimated by the staff as needed to complete project review. Any fees not expended will be returned to the applicant.

Category	Deposit
Annexation, Comprehensive Plan Amendments & Rezones	
Annexation	\$ 2,000.00
Code Text Amendment	\$300.00/deposit plus Time & Materials
Comprehensive Plan Map or Text Amendment - including rezones (each)	\$ 2,500.00
Conditional Use Permits, Development Agreements, Site Plans & Special Use Permits	
Conditional Use Permit	\$ 1,500.00
Development Agreement	\$ 1,500.00
Site Plan Review	\$ 500.00
Site Plan Review - Minor Change	\$ 500.00
Site Plan Review - Major Change	\$ 1,500.00
Inhouse Engineer Review	\$ 125.00 per hour
Special Use Permit	\$ 1,200.00
Hearings and Appeals	
Appeal of Hearing Examiner's Decision, Administrative Decision or Environmental Decision	\$ 750.00
Hearing Examiner Review	\$ 1,000.00

Environmental Review		
Critical Areas Review - for those projects that propose impacts to critical areas, billed at the cost of contract biologist's review	\$	750.00
SEPA Environmental Checklist Review and Determination	\$	1,000.00
Environmental Impact Statement - includes coordination, review and appeal of draft and final EIS	\$2500.00/deposit plus Time & Materials	
Pre-Application Meeting		
Short Plat and Boundary Line Adjustments	\$	250.00
All Others	\$	500.00
Cottage Housing, Developers Agreements and Planned Unit Developments		
Binding Site Plan	\$1500.00 plus Time & Materials	
Boundary Line Adjustment	\$	500.00
Short Plat	\$	1,400.00
Preliminary Plat	\$	4,000.00
Final Plat, PUD or Binding Site Plan	\$	1,500.00
Cottage Housing Development	\$	1,500.00
Plat Alteration - Minor Change	\$	500.00
Plat Alteration - Major Change	\$	1,500.00
Plat Vacation	\$	300.00
Planned Unit Development	\$	4,000.00
Flood Plain Development Permit	\$	1,500.00
Shorelines		
Shoreline Substantial Development Permit	\$	2,500.00
Shoreline Conditional Use Permit	\$	1,500.00
Shoreline Variance	\$	1,500.00
Variances (except Shoreline)		
Variances (Subdivision, Environmental, Zoning, Flood)	\$	1,200.00
Variances Noise	\$	100.00
Variances Sign Code	\$	250.00
Zoning Compliance Letter	\$	400.00
Home Occupation Permits	\$	250.00

2024 PARKS/RECREATION & FACILITY RENTALS		
Category	Fees	
Recreation Programs	Cost + 15% Administrative Fee	Delete
On-Line Registration Fee	\$ 5.00	Delete
Late Registration Fee	\$ 10.00	Delete
Gazebo and/or Barbeque Pit - Hourly Rental Fees - 5 Hour Max		
Resident: Monday - Thursday	\$ 10.00	Added
Resident: Friday - Sunday	\$ 20.00	Added
Non-Resident: Monday - Thursday	\$ 20.00	Added
Non-Resident: Friday - Sunday	\$ 30.00	Added
Non-Profit: Monday - Thursday	\$ 5.00	Added
Non-Profit: Friday - Saturday	\$ 10.00	Added
North Park w/o Orting Station		
Resident - 5 Hour Block		Delete
Non-Resident - 5 Hour Block		Delete
Non-Profit - Weekend 5 Hour Block		Delete
Merchandise & Refreshment Sales - Park Permit	\$	Delete
Multipurpose P Center (MPC) - Hourly Rental Fees		
Resident: Monday - Thursday	\$ 30.00	Added
Resident: Friday - Sunday	\$ 50.00	Added
Non-Resident: Monday - Thursday	\$ 50.00	Added
Non-Resident: Friday - Sunday	\$ 70.00	Added
Non-Profit: Monday - Thursday	\$ 15.00	Added
Non-Profit: Friday - Sunday	\$ 20.00	Added
Orting Station - Hourly Rental Fees		
Resident: Monday - Thursday	\$ 20.00	Added
Resident: Friday - Sunday	\$ 40.00	Added
Non-Resident: Monday - Thursday	\$ 30.00	Added
Non-Resident: Friday - Sunday	\$ 50.00	Added
Non-Profit: Monday - Thursday	\$ 10.00	Added
Non-Profit: Friday - Sunday	\$ 10.00	Added
Event Fees		
Special Event	\$ 200.00	
Blanket Vendor Permit	\$ 100.00	
Deposits		
Gazebo, BBQ, Orting Station	\$ 50.00	Edited
MPC w/ Alcohol Served: Banquet Permit & Liability Insurance Required	\$ 300.00	Edited
MPC	\$ 150.00	

Orting Station	\$	100.00	Added
Orting Station w/ Inflatables	\$	200.00	Added
Per Hour Rates - Minimum 2 hour charge for all rentals			
Gratzer & Calistoga Parks - Rental Fees (prepped Fields)			
Youth Resident	\$	20.00	Delete
Youth Non-Resident	\$	24.00	Delete
Youth Non-Profit	\$	10.00	Delete
Adult Resident	\$	28.00	Delete
Adult Non-Resident	\$	34.00	Delete
Adult Non-Profit	\$	14.00	Delete
Resident	\$	25.00	Added
Non-Resident	\$	30.00	Added
Non-Profit	\$	15.00	Added
Gratzer & Calistoga Parks - Rental Fees w/ Field Prep for Tournaments			
1-Day Resident	\$	300.00	\$ 550.00
1-Day Non-Resident	\$	375.00	\$ 650.00
1-Day Non-Profit	\$	200.00	\$ 400.00
1-Day Holiday Resident	\$	500.00	\$ 900.00
1-Day Holiday Non-Resident	\$	585.00	\$ 1,100.00
1-Day Holiday Non-Profit	\$	250.00	\$ 600.00
2-Day Resident	\$	600.00	\$ 700.00
2-Day Non-Resident	\$	720.00	\$ 800.00
2-Day Non-Profit	\$	300.00	\$ 550.00
2-Day Holiday Resident	\$	725.00	\$ 1,200.00
2-Day Holiday Non-Resident	\$	875.00	\$ 1,400.00
2-Day Holiday Non-Profit	\$	375.00	\$ 900.00
Gratzer & Calistoga Parks - Additional Fees			
Game Prep: Dragging, Lining & Bases (per Prep)	\$	35.00	\$ 40.00
Portable Mounds (per Day)	\$	25.00	\$ 50.00
Special Events & Additional Fees			
Special Event Permit	\$	200.00	
Vendor Blanket Permit	\$	100.00	
Vendor 1-Day Event Permit	\$	25.00	
City Service: 1 Public Works Employee (per Hour)	\$	75.00	
City Service: 1 Police Officer (per Hour)	\$	100.00	Added
City Service: 1 Dumpster		City Cost	
City Service: 1 Porta Potties	\$	100.00	Edited
City Service: Elec/Spider Boxes	\$	50.00	
City Service: Barricades/Cones/Signs	\$	50.00	

City Service: Street Sweep (per Hour)	\$ 150.00	Deleted
City Service: Portable Trailer Sign (per Trailer, per Day)	\$ 50.00	
City Service: Banner Across Hwy 162	\$ 195.00	
2023 UTILITIES & STREETS		Updated
Category	Fees	
Water Disconnect/Meter Removal Fees	\$ 200.00	
Sewer Connect Fees		
Residential - Inside City Limits	\$ 200.00	
Residential - Outside City Limits	\$ 300.00	
Commercial - Inside City Limits	\$ 300.00	
Commercial - Outside City Limits	\$ 400.00	
Sewer Disconnect Fees		
Residential - Inside City Limits	\$ 100.00	
Residential - Outside City Limits	\$ 200.00	
Commercial - Inside City Limits	\$ 200.00	
Commercial - Outside City Limits	\$ 300.00	
Bulk Water Usage Fees		
Hydrant Permit	\$ 100.00	
Hydrant Damage Deposit	\$ 1,500.00	
Fee for Opening Hydrant (without permit)	\$200 + cost of water	
Water Hookup Fees (includes meter)		
Inside City Limits	\$ 475.00	
Outside City Limits	\$ 515.00	
Wastewater Hookup Fees		
Inside City Limits	\$ 460.00	
Outside City Limits	\$ 506.00	
Backflow/Irrigation Inspection	\$ 30.00	
Late Payment Fees		
Late Payment Fee - 1st Due Date	\$ 10.00	
Late Payment Fee - 2nd Due Date before Shut Off	\$ 50.00	
Other Fees		
Meter Padlock Removal Penalty	\$ 100.00	
Side Sewer on 3rd Re-Inspection	\$ 100.00	
Final Sewer on 3rd Re-Inspection	\$ 100.00	
Water Availability Letter	\$ 50.00	
Water Meter Drop 3rd Re-Inspection	\$ 100.00	
After Hours Emergency Water Shut Off (2hr Call Out)	\$ 150.00	
Property Inspection (water on/off) - Beyond 1st request for same property	\$ 50.00	
Commercial Right of Way Use Permit (Sidewalk)	Annual \$20.00	Added
Onsite RV Resident Permit (Private property with single family home)	Monthly \$20.00	Added
Streets Fees		
Street Opening Permit	\$50 + 5% project cost	
Street Sweeping (per Hour)	\$ 150.00	
Water, Sewer & Storm Water Monthly Rates: See Utility Rates on website www.cityoforting.org		

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-24

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, AMENDING RESOLUTION 2022-09 FEE
SCHEDULE FOR 2023; 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 amended fee schedule for 2022 and wishes to amend that fee schedule; and

WHEREAS, the City Council finds that the fee schedule attached hereto as Exhibit A sets forth fees and charges that are 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 adopts the “2023 Amended Fee Schedule” as attached hereto, identified as Exhibit A and hereby incorporated in full by this reference, for fees associated with the various licenses, permit processes, and other business activities of the City.

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 January 1, 2024. 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 27th DAY OF SEPTEMBER, 2023.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, CMC, City Clerk

Approved as to form:

Charlotte A. Archer, City Attorney
Inslee Best, PLLC



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Orting Pumpkin Festival Sponsorship.	AB23-75	CGA		
		8.2.2023 9.6.2023	9.20.2023	9.27.2023
	Department: Clerk			
	Date Submitted: 7.26.2023			
	Cost of Item: <u>\$N/A</u>			
Amount Budgeted: <u>\$N/A</u>				
Unexpended Balance: <u>\$ N/A</u>				
Bars #: N/A				
Timeline: Approval as soon as possible				
Submitted By: Kim Agfalvi				
Fiscal Note: None				
Attachments: Application				
SUMMARY STATEMENT:				
<p>The City received an application for sponsorship from the Orting Pumpkin Festival. Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies for sponsorship (after review and approval of the application by the Community & Government Affairs Committee). To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> 1. Allow all citizens to reasonably participate; 2. Serve a valid municipal purpose, such as strengthening the City’s sense of community or celebrating a City’s history and; 3. May provide, through increased customers, additional revenues for Orting businesses and subsequent improved tax revenues for the City. 				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to City Council regular business meeting on September 27 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To approve Resolution No. 2023-19, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of the Orting Pumpkin Festival.				



104 Bridge St S., PO Box 489, Orting, WA 98360

Phone: (360) 893-9017 Fax (360) 893-6809

Email: recreation@cityoforting.org

July 26th, 2023

This memo is regarding the Special Event Application for the Pumpkin Fest Event, organized by the Tacoma Events Commission taking place on October 14, 2023. As of now the Special Event Application and Sponsorship Application are complete excluding the following:

- Letter requesting sponsorship of event.
- Current insurance certificate citing City of Orting as additional insured.

I am proposing that the Special Event Application and Sponsorship Application be considered for conditional approval by the Community and Government Affairs (CGA) committee, pending that these items are received by the City as soon as possible. The Pumpkin Fest has proven to be a successful event in years past and it would be beneficial to the City to continue this event in 2023. The primary organizer of this event has faced health issues for the past year, making it difficult to meet the required deadlines by the City.

For your reference, I have included a copy of the Pumpkin Fest sponsorship letter from 2022 as well as the certificate of insurance from 2022.

Thank you,

Michell Alfieri
Activities & Events Coordinator
City of Orting



Special Event City Sponsorship Cost Estimate

Event Name: Pumpkin Fest

Event Date & Time: October 14, 2023, 8am-6pm

Applicant/Organization: Gary Grape, Tacoma Events Commission

City Services Requested	# of hours	Estimated Cost
Use of Main City Park (includes Gazebo & BBQ area)		\$150.00
Use of North Park (includes Orting Station)		\$100.00
Close Train St. around Bell Tower		\$75.00
Close Calistoga St. from Van Scoyoc Ave. to Washington Ave.		\$100.00
2 Portable Restrooms (in addition to existing at Main Park)		\$360.00
1 Dumpster		\$50.00
Electricity (includes 2 spider boxes)		\$75.00
Barricades/Cones/Traffic Signs		\$75.00
Hang Event Banner over Washington Ave.		\$150.00
Event Advertisement (reader board & social media)		\$75.00
1 Public Works staff (estimated \$75/hr)		\$0.00
2 Public Works staff (estimated \$75/hr each)	10	\$1,500.00
Police support (estimated \$85/hr each)	2	\$170.00
Total Estimated Cost of Sponsorship*		\$2,880.00

*This is strictly an estimate of proposed costs. Actual cost of sponsorship will vary.

Revised 1/5/22 by M.Alfiere 1

City of Orting

104 Bridge St S • PO Box 489 • Orting, WA 98360

Phone: 360-893-9017 or 253-262-7842

Fax: 360.893.6809

Email: recreation@cityoforting.org

Web: www.cityoforting.org

Website: www.cityoforting.org

SPECIAL EVENT APPLICATION

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

Application: This completed application, a detailed event map showing where the event will take place, a certificate of insurance naming the City of Orting as an additional insurer for this event in the amount of \$1,000,000.00, and any other pertinent information, along with the Special Event fee (\$200) must be submitted to the City of Orting at least ninety (90) days prior to event. Upon receipt, a meeting with City Department Heads will be scheduled. It is required that the applicant meet with Department Heads in a scheduled meeting to go over the Special Event Application to assure

guidelines and preparation prior to the event. After this meeting, you will be notified if your event has been approved. Failure to meet any deadlines required by the City of Orting may result in cancelation of the event. **Applicant initials:** _____

NAME OF APPLICANT:

GARY W. GRAPE

NAME OF ORGANIZATION:

TACOMA Events Commission

ARE YOU NON-PROFIT: Yes No IF YES,
UBI#: _____

MAILING ADDRESS:

4109 E-7 BRIDGEPORT Way. W., UNIVERSITY Place,
WA 98466

EMAIL ADDRESS:

GWGRAPE47@COMCAST.NET

NAME OF EVENT:

ORTING PUMPKIN FEST

TYPE OF EVENT (parade, festival,
etc.): Festival

DATE(S) OF EVENT:

OCTOBER 14, 2023

TIME(S) OF EVENT: Set-Up 8:00 AM. Start of
Event 10:00 AM

End of Event 5:00 PM Exit Time 6:00 PM Revised
1/5/22 by M.Alfiere 2

PRIMARY CONTACT

NAME: GARY W. GRAPE PHONE: 253-230-6851

PRIMARY CONTACT

EMAIL: GWGRAPE47@COMCAST.NET

DAY OF CONTACT

NAME: SAME AS ABOVE PHONE: SAME AS ABOVE

DAY OF CONTACT EMAIL:

SAME AS ABOVE

ALTERNATE CONTACT:

JO ANN HOLBROOK PHONE: 206-300-8650

joann.holbrook@comcast.net

FOR ALL SPECIAL EVENTS:

TYPE OF EVENT:

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

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

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

Fountain Pavilion North Park grass area

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

Will you have additional garbage service and where will they be placed (show on Map)?

when map is complete a copy
will be given to City of OMBURG STAFF

Will you have adequate restroom facilities and where will they be placed (show on Map)?

Same as ABOVE

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

Same as ABOVE

cf **ADDITIONAL SERVICES:** Will you need additional services for a Non-Sponsored event, or from the City that are not covered under Tier 1 or Tier 2 for a Sponsored Event? Yes No Revised 1/5/22 by M.Alfiere 3

No

City Services (please mark all that apply) Price Total Price

- 1 Public Work staff \$75/hr x ___ hrs \$ sponsored
 - 1 Police Officer \$85/hr x ___ hrs \$ _____
 - 1 Dumpster \$20/event \$ sponsored
 - 2 Standard Portable Restrooms (Delivery/Pick Up/Cleaning) \$150/event \$ sponsored
 - Electricity (2 Spider Boxes) \$50/event \$ sponsored
 - Audio/PA system (Does not include a DJ) \$75/event \$ _____
 - Barricades (Must provide placement on map) \$50/event \$ sponsored
 - Street Sweeper (man power/vehicle) \$150/hr x ___ hrs \$ _____
 - Portable Trailer Sign \$50/day x ___ days \$ _____
 - Banner (Banner request required) \$195 (up for 2 weeks only) \$ sponsored
 - Facility Rental Fees & Deposits \$ Varies \$ sponsored
- *See Appendix A for rental rates**
- Blanket Vendor Permit \$100/event \$ 100
- Total For Special Event Services \$ 300
- Special Event Fee \$200
- TOTAL TO BE PAID \$ 300**

* Requesting
Tier 2
Sponsorship

BANNER REQUEST: Please complete the following if you would like a banner in place across Washington Ave./SR 162 before and/or during your event. **Banner message is limited to name, date, and event sponsor. Commercial advertising is not allowed.**

Banner must meet the following requirements: Banner shall not be larger than 24 feet wide and 36 inches high. Banner shall maintain minimal vertical clearance to overhead utility lines set forth by PSE. Banners shall have wind load relief flaps eighteen (18) inches wide and ten (10) inches

high spaced at a density of one flap for each ten (10) square feet of surface area. Relief flaps shall be spaced uniformly to provide uniform wind load reduction. Banners shall have two (2) inch high vinyl coated nylon strip (13oz) securely sewn along top and bottom.

Requested period for the banner to be displayed:

Sept 130 / 2023 through Oct 14 / 2023

The banner may only be across SR 162 for 2 weeks

* Material Type: See Below Size: _____
X _____ Thickness: _____

How many cuts are on banner? _____ One sided or two-sided? [] One [X] Two

VENDORS: Will there be any vendors? [] Yes [] No

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

It will be the responsibility of the Event Coordinator to ensure vendor parking does not block Orting Businesses on Washington Ave., Van Scoyoc Ave. or customer parking areas next to the parks or businesses with exceptions determined by the City of Orting. Revised 1/5/22 by M.Alfiere

4

* We are presently having a NEW BANNER MADE at Promo up Now in GRAHAM. I will contact them on Monday (6/13/23) and get that info for you.

PARADE INFORMATION: Will a parade be part of this event? Yes No

If yes, please answer the following:

PARADE START TIME: NOON START LOCATION

(show on map): When map is complete a copy will be given to STAFF

STAGING AREA – WHERE/WHAT TIME (show on map):

TRAIN ST. by LIGHT TOWER

PARADE ROUTE (show on

map): When map is complete a copy will be given to STAFF

WILL HORSES OR OTHER ANIMALS BE IN PARADE?

Yes No

If yes, approximately how many

animals? Dogs, Approx 25

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

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

Yes No

OTHER:

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

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

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

If yes, which streets (show on map)?

Yes. Train Street & Callistoqa

When map is complete a copy will be given to City STAFF

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

No

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

Personal Contact

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

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

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

1/5/22 by M.Alfiere 5

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

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

Name of Insurance Company:

We will have the insurance required by July 1, 2023

Policy Number:

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

Initials: _____

THE UNDERSIGNED APPLICANT HEREBY warrants that he/she is the authorized representative of the Sponsoring Organization, and further AGREES to defend, indemnify and

hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City's property or from any activity, work or thing done, permitted, or suffered by APPLICANT or public in or about the City's property as a result of the APPLICANT'S use of the City's property.

Initials: [Signature]

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

APPLICANT

SIGNATURE: [Signature]

DATE: June 17, 2023

PRINT

NAME: Gary W. Grape

Title/Role with
Organization: _____

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

Mail to: Or Stop by:

City of Orting City Hall

Attention: Special Events 104 Bridge St S

PO Box 489 Orting, WA 98360

Orting, WA 98360

If you have questions regarding the application please call (253) 262-7842

****A receipt showing payment is NOT approval of the event**** Revised 1/5/22 by M.Alfiere 6

- o Hosted by a Non-Profit Organization registered with the Washington Secretary
- o Be open to all Orting residents;
- o Serve a valid municipal purpose, such as strengthening the City's sense of
- o All items of the application are completed in full and received by the
- o A brief letter defining the purpose of the event and the tier of sponsorship
- o Proof of liability insurance that compiles with the terms of Section IV of the City

City of Orting Sponsorship Application

Are you requesting City sponsorship? Yes No

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

CITY SPONSORSHIP OF A SPECIAL EVENT:

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

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

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

community or celebrating the City's history.
City 90 days prior to the date of the event;
requested (Review the Special Event Sponsorship Policy for
more information);

Special Event Sponsorship Policy (you may request a copy
of the Special Event Sponsorship policy by emailing
recreation@cityoforting.org).

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

Which Tier level of sponsorship are you asking for?

Tier 1:

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

Gazebo, BBQ Area, or North Park – Open to nonprofit
organizations registered Active with Secretary of State, and
must comply with City's insurance and indemnification
requirements. Organization must also purchase a City
Business License Blanket Permit if vendors are participating
in the event. Revised 1/5/22 by M.Alfiere 7

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

Tier 1~ Sponsorship includes:

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

~~[]~~ **Tier 2:**

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

Block Train Street/Calistoga/Parking Lots with

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

Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebo/North Park-

Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification. Must purchase a City Business License Blanket Permit if vendors are participating in the event.

Tier 2 ~ Sponsorship Includes:

- • City Logo on Event
- • City has a booth at No Charge
- • Posting of the Event on the City Reader Board
- • Posting of the Event on the City Website and Facebook
- • Usage of above noted Facilities at No Fee
- • Spider Box (2) Usage
- • 1 Maintenance Staff for eight (8) hours
- • Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or

Police to set up/take down Barricades/Traffic Signs/Cones, but will not stay for the event

- • 2 Port-A-Potties
- • 1 Dumpster
- • Barricades/Cones/Traffic Signs
- • City to hang the banner, provided by the event, over Washington Avenue at no fee

If City Sponsorship is authorized by the City Council, the Sponsored Organization will be required to execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification. Revised 1/5/22 by M.Alfiere 8

**APPENIX A
FACILITY RENTAL RATES
MULTI-PURPOSE CENTER (MPC)**

<p>The multi-purpose center is located at 202 Washington Ave. S in the same building as the library. This rental includes a large room with a stage (occupancy of 148), a kitchen with 2 stoves, a refrigerator, a freezer, and counter space. This facility also includes tables and chairs. A refundable deposit of \$150 is required to secure this space. If you will be serving alcohol, a \$300 banquet permit will be required. Resident</p>	<p>Non-Resident</p>		<p>Non-Profit Organization</p>
<p>Full day M-F</p>	<p>\$150.00</p>	<p>\$200.00</p>	<p>\$20.00</p>
<p>Half day (5 hours) M-F</p>	<p>\$100.00</p>	<p>\$150.00</p>	<p>\$20.00</p>
<p>Full day Sat/Sun</p>	<p>\$200.00</p>	<p>\$250.00</p>	<p>\$100.00</p>
<p>Half day (5 hours) Sat/Sun</p>	<p>\$150.00</p>	<p>\$200.00</p>	<p>\$50.00</p>



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

Receipt Number: **26886**

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

Tacoma Events Commission
4109 Bridgeport Way W Ste E7
University Place, WA 98466

Date	Receipt Number	Amount
6/23/2023	26886	\$200.00

Printed By jcorona	Check	4000	\$200.00
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001.362.40.04.00 - Special Event Fee - PumpkinFest 2023

DEPARTMENT COPY



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

Receipt Number: **27308**

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

Tacoma Events Commission
4109 Bridgeport Way W, Ste E7
University Place, WA 98466

Date	Receipt Number	Amount
8/17/2023	27308	\$100.00

Printed By ?
jcorona

Check 4005

\$100.00

001.362.40.04.00 - Pumpkinfest Blanket Vendor Fee Payment

DEPARTMENT COPY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/29/2023

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

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

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com FAX (A/C, No):													
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width:20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Evanston Insurance Company	35378	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A : Evanston Insurance Company	35378													
INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
INSURED Tacoma Events Commission c/o Tony LaStella 4107 E-7 Bridgeport Way University Place WA 98466														

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	3DS5474-M3237310	10/14/2023 12:01 AM	10/15/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 1500, Event Type: Festival & Cultural Event - Indoor and/or Outdoor.

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



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City Of Orting
104 Bridge St S
Orting, WA 98360

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section II – Who Is An Insured:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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

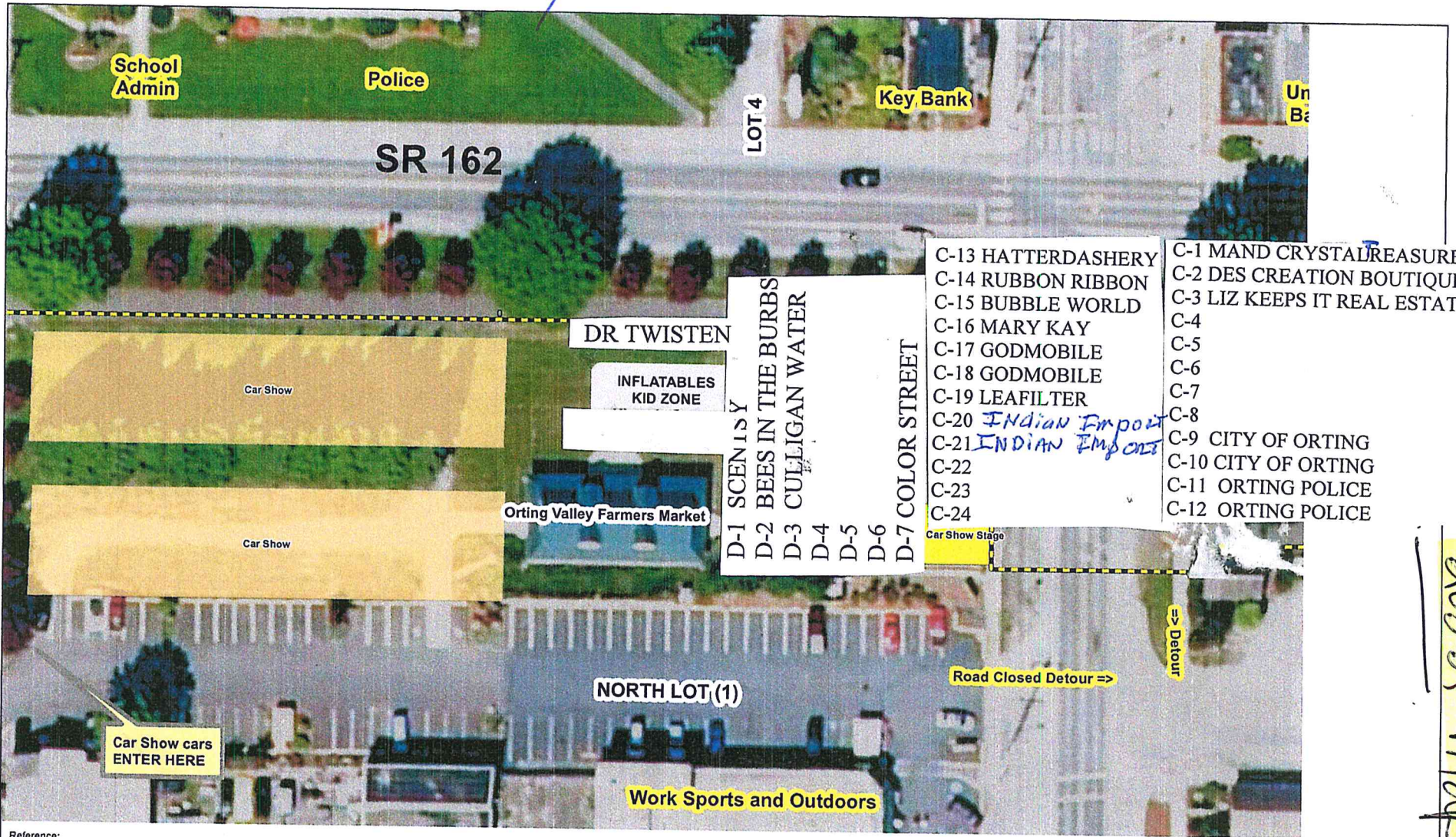
If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

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

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

All other terms and conditions remain unchanged.

DRAFT / Final by Oct. 5^h



2022 Map

Reference:

Notes:

1. This map is the property of Tacoma Events Commission (TEC). Only TEC and permitted users are authorized to use and reproduce this document
2. The locations of all features shown are approximate.
3. Tacoma Event Commission can not guarantee the accuracy and content of electronic files.

Map Revised: Sept 28, 2015



Maps by DataGuide Solutions, LLC

SITE LAYOUT

PUMPKIN FEST 2019
NORTH ZONE



- A-1 SMITH BROS.
- A-2 NORTHWEST SPICES
- A-3 PREFERRED BENEFIT
- A-4 VIMEM MADYA
- A-5 STUNGUN RODNEY
- A-6 FULL MOON RISING
- A-7 A LIVING CANVAS
- A-8 ART GLASS CREATIONS
- A-9
- A-10 NORTHERN DIXIE DESIGN
- A-11
- A-12 KRAFTY KATT COLLECTIONS
- A-13
- A-14 JS NOVELTIES
- A-15 T'S HAPPY GOLFER
- A-16
- A-17
- A-18 OUT OF AFRICA
- A-19
- A-20 BANDANA BUDDIES
- A-21
- A-22 *WESLY COAST LAZER*
- A-23 BEACH GIRL DESIGNS
- A-24
- A-25 POW WOW CRAFTS
- A-26 POW WOW CRAFTS
- A-27 DRAGONS KARATE
- F-13 TNT ESPRESSO/MINI
- F-14 UNCLE GIZMOS
- F-15
- F-16
- F-17
- F-18
- F-19
- F-1 EGG ROLL HUT
- F-2 EGG ROLL HUT
- F-3
- F-4
- F-5
- F-6
- F-7

F-25 SIMPLY KETTECORN

JOHN THE MAGIC GUY

A-28 CRAFTS BY CHERRIE
 A-29 WIND AND RAI SOAP
 A-30
 A-31 SUZIE TOYS

ROAD CLOSED

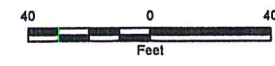
Little Pumkin
 Parade Check-in
 Parade Start

PET

Reference:

- Notes:
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Map Revised: Sept 28, 2015



Maps by DataGude Solutions, LLC

SITE LAYOUT

PUMPKIN FEST 2019
 CENTRAL ZONE



August 20, 2023

Michell Alfieri
104 Bridge Street South
Orting, WA 98360

Dear Michell,

We are all excited about bringing the 15th Annual Orting Pumpkin Fest back to the City of Orting this year. Thank you for giving us the opportunity to apply for assistance with your Tier 2 Sponsorship. In the past years, the City has graciously helped us through this sponsorship and we were granted each year the help from this sponsorship. These are some of the items that the City has provided our non-profit at no-charge:

1. Block Train Station
2. Block Calistoga
3. City Logo on Event
4. Post Event on Reader Board
5. Post Event on City Website and Facebook
6. Usage of Available Electrical Spider Boxes
7. One Maintenance Staff Employee
8. Police Staff to set up barricades, cones, Traffic Signs
9. Two Port A Potties
10. One Garbage Dumpster
11. Barricade/Cones/Traffic Signs
12. City to hang the Orting Pumpkin Fest Banner over Washington Ave (State Highway at no fee)

Looking forward to hearing from you,

Respectfully

Jo Ann Holbrook
Event Manager
Orting Pumpkin Fest

4109 E-7 Bridgeport Way W
University Place, WA 98466
Cell 206.300.8650



Special Event City Sponsorship Cost Estimate

Event Name: Pumpkin Fest

Event Date & Time: October 14, 2023, 8am-6pm

Applicant/Organization: Gary Grape, Tacoma Events Commission

City Services Requested	# of hours	Estimated Cost
Use of Main City Park (includes Gazebo & BBQ area)		\$150.00
Use of North Park (includes Orting Station)		\$100.00
Close Train St. around Bell Tower		\$75.00
Close Calistoga St. from Van Scoyoc Ave. to Washington Ave.		\$100.00
2 Portable Restrooms (in addition to existing at Main Park)		\$360.00
1 Dumpster		\$50.00
Electricity (includes 2 spider boxes)		\$75.00
Barricades/Cones/Traffic Signs		\$75.00
Hang Event Banner over Washington Ave.		\$150.00
Event Advertisement (reader board & social media)		\$75.00
1 Public Works staff (estimated \$75/hr)		\$0.00
2 Public Works staff (estimated \$75/hr each)	10	\$1,500.00
Police support (estimated \$85/hr each)	2	\$170.00
Total Estimated Cost of Sponsorship*		\$2,880.00

*This is strictly an estimate of proposed costs. Actual cost of sponsorship will vary.



104 Bridge St S., PO Box 489, Orting, WA 98360

Phone: (360) 893-9017 Fax (360) 893-6809

Email: recreation@cityoforting.org

July 26th, 2023

This memo is regarding the Special Event Application for the Pumpkin Fest Event, organized by the Tacoma Events Commission taking place on October 14, 2023. As of now the Special Event Application and Sponsorship Application are complete excluding the following:

- Letter requesting sponsorship of event.
- Current insurance certificate citing City of Orting as additional insured.

I am proposing that the Special Event Application and Sponsorship Application be considered for conditional approval by the Community and Government Affairs (CGA) committee, pending that these items are received by the City as soon as possible. The Pumpkin Fest has proven to be a successful event in years past and it would be beneficial to the City to continue this event in 2023. The primary organizer of this event has faced health issues for the past year, making it difficult to meet the required deadlines by the City.

For your reference, I have included a copy of the Pumpkin Fest sponsorship letter from 2022 as well as the certificate of insurance from 2022.

Thank you,

Michell Alfieri
Activities & Events Coordinator
City of Orting

* New organizer to attend 9/6/23
CGA meeting.

Tony La Stella <lastella1@gmail.com>

7/27/2023 2:34 PM

Plan for Orting 2023

To JoAnn Holbrook <joann.holbrook@comcast.net>

Dear JoAnn:

It was great speaking with you this morning and glad to hear you are moving forward with the Orting Pumpkin Fest. As discussed, at this point we are not anticipating Gary Grape will be returning in the foreseeable future, but if that changes we will deal with it at that time. Since the Farmer's Market wants to know what's going on, you may share this email with them as an outline to our plan for this year's event.

2023 PLAN FOR ORTING PUMPKIN FEST

At this time the event is still fiscally under the TEC. In the absence of Gary Grape, Tony La Stella (me) as President & CEO of the TEC has made JoAnn Holbrook the 2023 Event Manager in regards to handling all the logistics of the event. Me and Jeff Brennan (TEC Treasurer) will work with JoAnn providing the financial support required for the event. This entails the following. ALL monies collected for the event MUST be turned into the TEC for processing and deposit. This would include donors, vendors, grants, sponsors, car show revenue and all other money generated or related to the event. **Checks need to be payable to: Tacoma Events Commission (TEC)...NOT to Orting Pumpkin Fest. Payments and applicaitons need to be sent to the TEC office in UNioversity Place for processing. Tony can run credit card payments associated with donors or fees for vendor booths or sponsors; which are automatically deposited into our bank acct.** If there are "In Kind" donations we can discuss how to handle them. Over the next week I will share the event budget with JoAnn online so we can manage everything together. Within the budget there is a place where we list sponsors, donors, vendors and grants so that we can track each one and make sure everyone gets the booth space and/or fulfilment promised. The budget will also enable us to track expenditures which will need to be paid by TEC (either myself or Jeff Brennan will write the checks). Before incurring any expenditures please be sure to get them pre-approved by me so that we can keep the budget updated and make sure we are in agreement on the items; which will in turn enable me to get them paid ASAP. Other than that, once we have the budget online and can review it with JoAnn, I will have some questions (listed in the budget) on who is doing various tasks and how things have been traditionally handled so that we can keep continuity. Nothing overwhelming but important to know what needs to be done and how is doing it so that everything runs smoothly. I also understand JoAnn will be working with the Worthy's on music for the event and will decide on whether we need a stage and/or other performers. Apart from that JoAnn and I can review promo with David Maestas (VP and Marketing Director of TEC), who has assisted Gary in the past in promoting the event. I understand there is a new poster/banner being printed and JoAnn was going to look into that to get me the size and other info, including the price. I also understand she will be meeting with the City/County to let me know what permits are needed and the cost (and how to apply for them), as well as how the fire, police and health departments are involved so as to make sure we follow past procedures associated with the event.

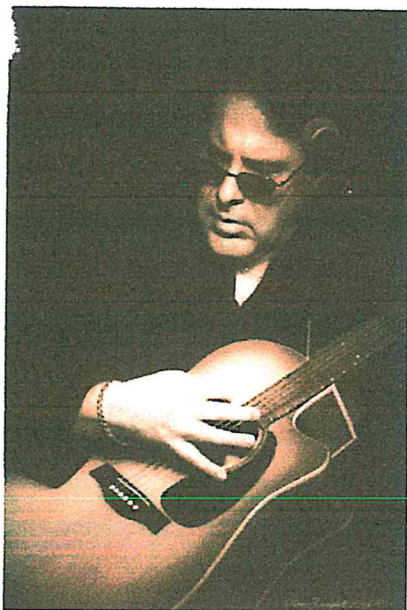
Once we have concluded the 2023 event, we will explore the possibility of whether or not to retain it as a TEC annual event or transfer it to another non-profit (501(c)(3)) who may wish to continue it. This is something the TEC board will need to decide upon at our year end meeting as I cannot make that decision myself. However between now and then JoAnn and I, along with other interested parties, can discuss the options so that we will have info to provide the board for that meeting.

Last, but not least, over the next couple of weeks I will need to **make sure ALL the materials for Orting are for the 2023 year and that we are not using past forms.** I can make these updates quickly as I created the forms for Gary. We also need to remove his name and contact info from the forms and use our TEC office address and my email for inquiries; which will then be forwarded to JoAnn by my office.

I think that pretty much covers it.

Tony

Tony La Stella
International Concert & Recording Artist



"Changing Lives through the Magic of Music"

Producer & Host of "The Italian Radio Show" (West Coast Italian Radio)



425-743-5010 Office & Fax
206-391-9538 Cell
www.LaStella1.org
www.ICA-Records.com
www.TonyLaStella.com
www.WCIR.biz

Executive Producer "Armed Forces Icon" TV Show
President & CEO of Freedom Fair
Advisory Board Member for Music Aid Northwest (Music Matters)
Founder & Managing Director, La Stella Foundation
ICA Records ~ ICA Management
Grand Knight, Knights of Columbus (Council 5816)
Amarone Ristorante & Bar (Issaquah, WA)

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Michell Alfieri

From: Michell Alfieri
Sent: Wednesday, August 30, 2023 10:09 AM
To: 'Tony La Stella'
Cc: DAVID MAESTAS; 'joann.holbrook@comcast.net'
Subject: RE: Orting Pumpkin Fest (Certificate of Insurance and Letter of Introduction)

Hi Tony,

Thank you for the update and contact information. I have received the insurance certificate (thank you!) and Joann is planning to attend the required Community and Government Affairs meeting on September 6th to discuss your event sponsorship. To be clear, your sponsorship must first be approved by this committee, then officially approved at the following council meeting on September 13th. I will inform David and Joann after the 13th if the sponsorship has been approved. The City can then move forward with helping promote your event and clarify what services the City will be providing as part of your sponsorship. If you are planning to hang a banner over SR-162/Washington Ave., please confirm with me ASAP and get the banner to City Hall no later than September 25th.

Looking forward to a great event!

Thank you,

Michell Alfieri, Activities & Events Coordinator
City of Orting

t: 360-893-9017 | c: 253-262-7842 | www.cityoforting.org
malfiere@cityoforting.org | 104 Bridge St S. Orting, WA 98360



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[Orting Recreation | Facebook](#)
[Recreation | City of Orting](#)

From: Tony La Stella <lastella1@gmail.com>
Sent: Tuesday, August 29, 2023 4:01 PM
To: Michell Alfieri <MAlfieri@cityoforting.org>
Cc: DAVID MAESTAS <info@davemaestas.com>
Subject: Orting Pumpkin Fest (Certificate of Insurance and Letter of Introduction)

External Sender - From: (Tony La Stella <lastella1@gmail.com>)

This message came from outside your organization.

Hello Michelle:

Jo Ann Holbrook forwarded your contact info to me along with the original Event Application and other documents related to the 2023 Orting Pumpkin Fest which will take place on Oct 14, 2023. As you may know, Gary Grape, our former event director, has become very ill with cancer and is unable to continue at this time. Gary was contracted directly by me to run this event in behalf of the Tacoma Events Commission (TEC), being we are the trademark holder and domain owner of the event. Since the TEC is a non-profit WA State corporation and 501(c)(3), we are required to have either an officer or director contracted by TEC as our event director. So please let me take this opportunity to introduce you to our new Event Direct for the Orting Pumpkin Fest, David Maestas; who is also the TEC Vice President and our Director of Marketing. As such, David has worked closely with Gary on this event over the years and is familiar with it. He has also worked on additional veteran projects related with the City of Orting; so has a great affinity with your community. David's involvement will help us insure continuity for the event so that it will be the same great festival enjoyed by your community this year and years to come.

Assisting David as our on location Event Manager will be Jo Ann Holbrook, with whom you are already familiar. Jo Ann and her team of volunteers will be active in much of the day-to-day activities related to putting together the festival. I have forwarded a copy of all event documentation provided me by Jo Ann to David so that the two of them working together can make sure all required items are taken care of in a timely fashion. I will assist David & Jo Ann with behind the scenes financial matters related to the event.

Please also see attached herewith a copy of our Event Insurance, as I was notified by Jo Ann you needed it in force by the end of August. As you see it is in force at this time and the City of Orting is named as additional insured. I basically just had the insurance company issue for us the same coverage as we used last year so that all requirements would be met.

Here is the telephone info for each of you and of course you are both CC'd on this communication so as to have one another's email addresses.

David Maestas
Vie President & Director of Marketing
Tacoma Events Commission
(239) 940-3391

Michell Alfieri
Activities & Events Coordinator
City of Orting
t: 360-893-9017 | c: 253-262-7842

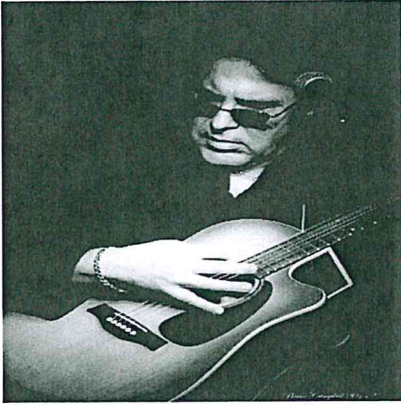
Thank you so much for your time and please let me know if there are any other items with which I should coordinate with you personally for this event.

Warm Regards,

Tony

Tony La Stella
President & CEO of Tacoma Events Commission

International Concert & Recording Artist



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Amarone Ristorante & Bar (Issaquah, WA)

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On Fri, Aug 25, 2023 at 12:04 PM Jo Holbrook <joann.holbrook@comcast.net> wrote:

Event Name: Orting Pumpkin Fest Event Date: 10/14/23
Primary Contact: Joann Holbrook Phone: 206-300-8650

Checklist/Timeline:

90+ Days Prior

- Completed Application Received *not complete, still need map + insurance* Date: 6/23/23 Initials: MA
- Payment of Fees (Amount: \$ 200) Date: 6/23/23 Initials: MA Receipt# 26886
- Event Map & Timeline Date: _____ Initials: _____
- Proof of Insurance Date: 8/30/23 Initials: MA
- Department Heads Meeting Date: _____
- Sponsorship Letter (if applicable) Date: 8/20/23 Initials: MA
- Approved by CGA (if sponsored) Date: 9/6/23
- Approved by City Council (if sponsored) Date: _____

6 Weeks Prior (Date: 9/1)

- Check-in w/Event Organizer Date: _____ Initials: _____
- Post Event to City Website (if sponsored) Date: 8/23 Initials: MA
- Order dumpster (if applicable) Date: 8/25 Initials: MA
- Payment of Remaining Fees Date: 8/17 Initials: MA
Receipt# 27308 Amount: \$ 100

4 Weeks Prior (Date: 9/15)

- Meeting with Dept. Heads (PW, Police, City) Date: _____
- Send Work Order details to Public Works Date: _____ Initials: _____ WO# _____
- Confirm details with Police (if applicable) Date: _____ Initials: _____
- Permit received from WSDOT (if applicable) Date: _____ Initials: _____
- Insurance Certificate Received Date: _____ Initials: _____

2 Weeks Prior (Date: 9/29)

- Hang Event Banner Date: _____ Initials: _____
- Confirm PW Staff working event Date: _____ Initials: _____
- Event posted on Social Media
And Reader Board Date: _____ Initials: _____

1 Week Prior (Date: 10/6)

- Final Check-in w/Event Organizer Date: _____ Initials: _____
- Signage posted if closing roads Date: _____ Initials: _____

Day Before Event

- Place NO PARKING or other signage required Date: 10/13 Initials: _____

NOTES:

-Joann to attend 9/6/23 CGA meeting.
-insurance certificat received 8/30/23.

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-19

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING CITY SPONSORSHIP OF THE ORTING
PUMPKIN FESTIVAL**

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

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

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

WHEREAS, the City received an application for sponsorship from the Orting Pumpkin Festival; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on August 2, 2023, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Pumpkin Festival has been an institution of public service for many years, is open to the public, and serves the valid municipal purposes of providing an opportunity for strengthening the City’s sense of community and celebrating the agricultural assets that are fundamental to the City; and

WHEREAS, the City Council finds that the Orting Pumpkin Festival’s application meets the requirements of the City’s Policy, and qualifies for City-sponsorship as an event serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Pumpkin Festival is an event open to the public, which serves the valid municipal purposes described herein.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City’s sponsorship of the Orting Pumpkin Festival, pursuant to the City’s Policy, at the Tier # 2 level. This authorization extends to the event identified on the Orting Pumpkin Festival’s

application for sponsorship, on Saturday, October 14, 2022 from 8:00am– 7:00pm. The Mayor is authorized to enter into a contract with the Orting Pumpkin Festival to memorialize the City’s sponsorship described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27th DAY OF SEPTEMBER, 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

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



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Suspending August Meetings.	AB23-90	CGA		
		9.6.2023	9.20.2023	9.27.2023
	Department:	Administration		
	Date Submitted:	8.29.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:				
Fiscal Note:				
Attachments:				
SUMMARY STATEMENT:				
<p>A number of legislative bodies cancel meetings in August to take a summer recess, as it tends to be the time of year when there are the most conflicts with Council and staff attending meetings. This agenda bill serves as a discussion piece for cancelling August meetings and whether to move the item forward to study session for further discussion.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
TBD.				



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Legislative Priorities 2024.	AB23-92	CGA		
		9.6.2023	9.20.2023	9.27.2023
	Department:	Administration		
	Date Submitted:	8.29.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments:				
SUMMARY STATEMENT:				
Attached are the 2024 state legislative priorities that were identified and reviewed by the public safety and public works committees. CGA had no specific priorities.				
RECOMMENDED ACTION: Discussion and identify any further policy development.				
RECOMMENDED MOTION: TBD.				



City of Orting Legislative Priorities 2024

1. Allowing additional felonies to be eligible for pursuits. We have received concern from our law enforcement teams that people who have committed crimes know that they can not be pursued and elude law enforcement when traffic stops are attempted, which creates a dangerous situation on our streets of creating an incentive to drive extremely hazardously by suspected criminals. Increasing the ability of our law enforcement to pursue will help mitigate some of this behavior by alleged criminals.
2. Addressing property crime and vehicle theft. Property crimes and vehicle thefts have increased over the last several years substantially. Part of this problem is related to changes in pursuit law, and other causes are related to the ability to prosecute and jail suspected criminals. More resources are needed to manage this problem.
3. Providing additional resources for CJTC academies. Since the pandemic, many law enforcement officers have retired or left the profession necessitating more individuals requiring training to become officers. The current resources devoted to the CJTC academy is inadequate to address the current need. The legislature needs to devote more resources to training new officers to bring onto our law enforcement teams.
4. Requesting funding from our legislators to assist with the design and relocation of two water utility facilities impacted by WSDOT fish passage projects on HWY 162
5. WSDOT transportation policy: the current WSDOT policy about expanding facilities is in conflict with the growth management act. WSDOT needs to provide revised guidance to recognize that transportation facilities are needed to accommodate planned growth especially in areas that are not dense enough for public transit or other multimodal options.

Advocacy

Published on Aug 09, 2023

2024 AWC legislative agenda in the works

Contact: [Candice Bock](#)

The Legislative Priorities Committee began its work in June and recently met at the end of July to continue their consideration and deliberations of the many issues under discussion. In July, the Committee considered input from both the Small and Large City Advisory Committees.

Among the many issues they have discussed as potential priorities are:

- Legislative help to address challenges with police officer recruitment and retention including increased funding options and expanding BLEA training academies to help get officers on the street faster.
- Additional resources for responding to the new drug possession laws as well as potential technical revisions to address prosecutors' concerns with implementing the new law.
- Revising the 1% property tax cap to provide more funding flexibility to meet basic community needs like more resources for public safety efforts.
- Expanding funding options for affordable housing including additional local and state REET authority.
- Addressing public safety concerns around auto theft and property crime including further revisions to pursuit restricts and more funding for local and regional response to these public safety challenges.
- Increasing behavioral health services in our communities including additional resources for co-responder programs and crisis response.
- Support further funding for operations and maintenance of critical infrastructure including traditional, transportation, and broadband.

The Committee will meet again on September 12 to make recommendations for the AWC Board of Directors consideration. The AWC Board will review and

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**City of Orting
Council Agenda Summary Sheet**

Subject: Partnership with Pierce Conservation District for Invasive Species/Noxious Weed Management at Calistoga/Wolfe Setback Levee.		Committee	Study Session	Council
	Agenda Item #: AB23-98			
	For Agenda of:		9.20.2023	9.27.2023
	Department:	Public Works		
	Date Submitted:	9.15.2023		
Cost of Item:	\$28,245			
Amount Budgeted + design contingency:	\$30,000			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	John Bielka, Capital Projects Manager			
Fiscal Note:				
Attachments: Pierce Conservation District Agreement				
SUMMARY STATEMENT: As described in the Calistoga Levee Setback Mitigation Monitoring Report, conducted by Parametrix, the Calistoga/Wolfe Setback Levee has been identified as an area infested with invasive species and noxious weeds. The City of Orting is required to remove these invasive species and weeds as part of the Calistoga Levee Setback Project. The city of Orting has previously contracted with pierce Conservation District for invasive species and noxious weed removal. Recommendation by staff that the City of Orting approve the contract with Pierce Conservation District (PCD) for 20 days of crew time in the 2023-2024 crew year to manage and remove the invasive species and noxious weeds at the Calistoga/Wolfe Setback Levee. The work will be paid from an existing grant. Proposal Details: <ul style="list-style-type: none"> • Project Duration: 20 days • Project Year: 2023-2024 • Service Provider: Pierce Conservation District (PCD) • Site: Calistoga/Wolfe Setback Levee 				
RECOMMENDED ACTION: <u>Action:</u> Move forward to regular business meeting on September 27 th , 2023 as a consent agenda item. RECOMMENDED MOTION: <u>Motion:</u> To authorize the Mayor to enter into an interlocal agreement with Pierce Conservation for services described therein for an amount not to exceed \$28,245.				

**INTERLOCAL AGREEMENT
BETWEEN
PIERCE CONSERVATION DISTRICT
AND
CITY OF ORTING**

THIS AGREEMENT is made and entered into by Pierce Conservation District (District) and the City of Orting (City).

THE PURPOSE OF THIS AGREEMENT IS TO ESTABLISH AND MANAGE a Washington Conservation Corps (WCC) crew for the purpose of natural resource and ecological conservation projects, including activities such as restoration of salmon and related stream-side habitats, rain gardens and green stormwater infrastructure, trail building, tree and shrub planting, urban forestry, implementation of biological monitoring projects, and urban agriculture activities (collectively, the "Project").

THEREFORE IT IS MUTUALLY AGREED THAT:

WHEREAS the City has a number of goals and initiatives to improve the quality of the city's open spaces and ecosystems.

WHEREAS the Pierce Conservation District is a sub-division of state government created to promote the conservation of renewable natural resources in Pierce County.

WHEREAS the City and District are unable to address the full scope of natural resource and conservation needs with existing staff and budget.

WHEREAS the opportunity to share in the cost of a WCC crew to accomplish natural resource and conservation projects allows for each entity to further its mission.

WHEREAS the City has conveyed its interest in partnering with the District to obtain a WCC crew, it is mutually agreed that the District will manage, administer and coordinate a WCC crew with the City and other partner entities.

1. SCOPE OF SERVICES – The Pierce Conservation District shall manage and administer the Project's work crews including, without limitation, scheduling, financial tracking, financial oversight, and compliance with reporting requirements. Of the estimated 164 available crew days, the City shall receive, perform, and pay for a minimum of 20 working crew days. Under the terms of this agreement, the City may purchase additional days of crew time (either unclaimed days or from other willing partners) but will be financially responsible for a minimum of 20 crew days.
2. BUDGET – The daily rate for the WCC crew is \$1,412.25; this includes 5% overhead payable to the District for the services of coordinating, scheduling, and sponsoring the WCC crew.
3. PERIOD OF PERFORMANCE – This agreement shall commence on October 2, 2023, and conclude no later than September 30, 2024, or until terminated by one of the two parties with written notification as described in Section 8.

4. SCHEDULING – The District will work with the City and all other project partners to coordinate scheduling requests for WCC crew time.

Efforts will be made to honor all parties' requests for WCC crew time. However, in the event that one partner may need more/less crew time, need to change their dates with the crew, or have a conflicting request for crew time, all parties are asked to be flexible to the greatest extent possible so as to accommodate any potential scheduling conflicts with other entities in this partnership.

All parties understand that WCC may require reassignment of the crew for things such as disaster and emergency response efforts at any point in the contract period. In such instances, WCC will try to fulfill partner program needs whenever possible.

5. INVOICING – The District will submit one invoice at the end of each quarter if charges are accrued. Payment shall be submitted to the District within 30 days of receipt by the City.

Invoices will be sent to the attention of:

John Bielka
Acting Public Works Director
P.O. Box 489
900 Rocky Road
City of Orting, 98360
JBielka@cityoforting.org
360 706 7206

6. INDEPENDENT CAPACITY – The employees of each party who are engaged in the performance of this agreement shall continue to be employees of that party and shall not be considered for any purpose to be employees of the other party.
7. AMENDMENTS – This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by the parties' signatory to this agreement.
8. TERMINATION – Any of the parties may terminate their part of this agreement upon 30 days prior written notification to the other parties.
9. INDEMNIFICATION – To the fullest extent permitted by law, the District and City shall indemnify, defend, and hold harmless each other, their Boards of Supervisors, elected officials, agents and employees, as well as the State of Washington, its officials, agents and employees from and against all claims for injuries or death, losses or suites including attorney fees arising out of or resulting from the indemnifying party's performance of this agreement.
10. DISPUTES – In the event that a dispute arises under this agreement, the District and City will promptly give the other notice of problems or concerns arising in connection with carrying out the scope of work under this Agreement and will meet as needed, but no later than fifteen (15) days after receipt of a written request for a meeting to minimize the same. If the dispute is not resolved through such preventative discussions, the District and City may by mutual agreement submit the matters to mediation or arbitration upon such rules of mediation or arbitration as the City and the

District may agree.

11. GOVERNANCE – This agreement is entered into pursuant to and under the authority granted Conservation Districts by RCW 89.08.220(9) (the Conservation Districts law) and by RCW Chapter 39.34 (the Interlocal Cooperation Act). The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules; and
- b. Any other provisions of the agreement, including material incorporated by reference.

12. ALL WRITINGS CONTAINED HEREIN - This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed the agreement.

Pierce Conservation District

Dana Coggon, Executive Director

Date

City of Orting

John Bielka, Acting Public Works Director

Date