

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
November 15th, 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/84575218962?pwd=JqwLKWBCeywFPhAQScFQaaaHsaOstN.1>
Meeting ID: 845 7521 8962. Passcode: 440302

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. AB23-112 – Safe Parking – Recovery Café.

CM Hogan & CM Koenig.

B. AB23-115 – Property Taxes.

Finance Director Gretchen Russo.

C. AB23-102 – Old City Hall Appraisal.

CM Hogan & CM Koenig.

D. AB23-111 – Outside Committee Reports.

CM Hogan & CM Koenig.

E. AB23-114 – Fish Passage Scope and Budget.

CM Williams & CM Moore.

F. AB23-113 - 2024 Budget Discussion.

Scott Larson.

5. EXECUTIVE SESSION.

6. ADJOURNMENT.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Safe Parking – Recovery Café of Orting Valley.	AB23-112	CGA		
		11.1.2023	11.15.2023	
	Department:	Administration		
	Date Submitted:	10.5.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:				
Fiscal Note:				
Attachments: Power point Presentation.				
SUMMARY STATEMENT:				
<p>The Recovery Café of Orting Valley is proposing a transitional/emergency parking initiative that would allow them to create a few safe parking spaces for people experiencing homelessness. Qualifying individuals would be persons who are residing on an operational vehicle (RV's, campers, tents, and other recreational living units would be subject to approval) and all persons utilizing the spaces must agree to and pass a criminal background check and be subject to a personal reference check along with agreeing to and abiding by all transitional and emergency parking rules and regulations.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
TBD.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				



Recovery Café
Orting Valley

Recovery Café Orting Valley

**Transitional / Emergency Parking
Safe Parking Network**

Introduction to Transitional / Emergency Parking Initiative

This initiative is a direct response to the abundant need for a safe space to seek refuge. Some examples:

- High rates of individuals and families fleeing domestic violence
- Unaffordable housing
- Fire and water damages
- Eviction
- Mental health
- Assist with freeing local parks, recreational walking / biking paths free of loitering vehicles

This initiative will work with individuals and families to address their specific needs to overcome their housing deficiencies. All participants will have wrap-around support and services and will work alongside assigned case managers and peer support specialists. Our goal will be to address root causes and gain skills to be successful with long term permanent housing.

Ordinance No. 202280s

https://online.co.pierce.wa.us/cfapps/council/iview/proposal.cfm?proposal_num=2022-80s

Council staff contact:

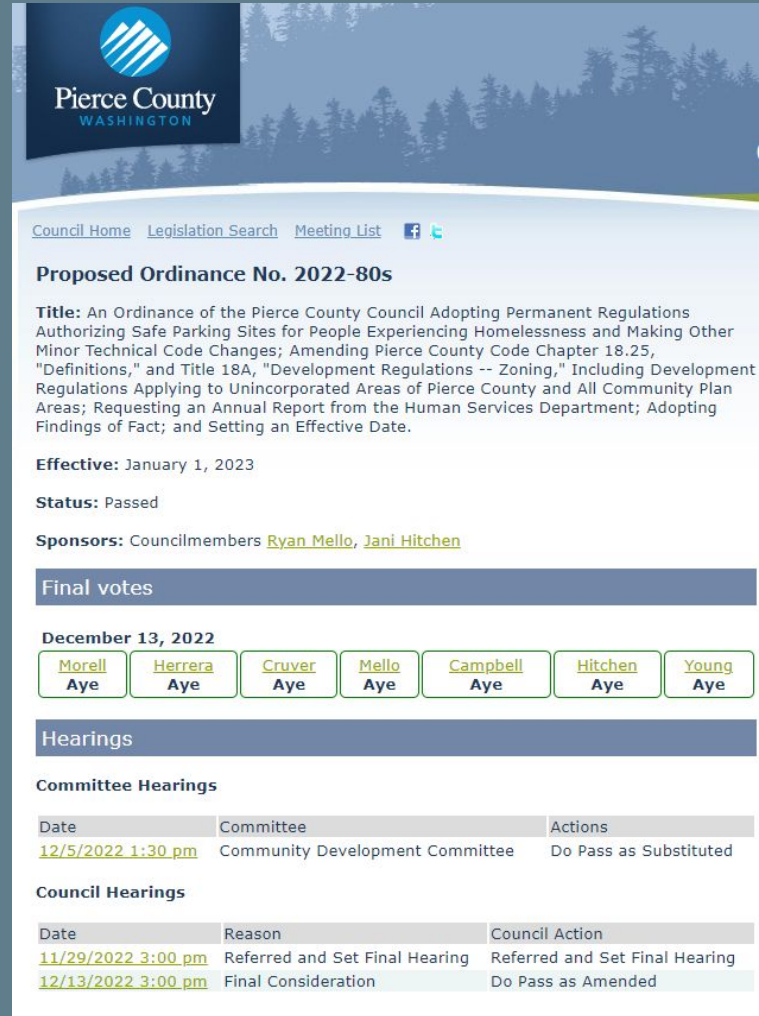
Mike Kruger, 253-798-6067

mike.kruger@piercecountywa.gov

Department staff contact:

John Barbee, 253-691-3074

john.barbee@piercecountywa.gov



The screenshot shows the Pierce County Washington website page for Proposed Ordinance No. 2022-80s. The page includes navigation links for Council Home, Legislation Search, and Meeting List, along with social media icons for Facebook and Twitter. The title of the ordinance is "Proposed Ordinance No. 2022-80s". The title text describes the ordinance as authorizing safe parking sites, amending technical code changes, and requesting an annual report. The effective date is January 1, 2023, and the status is "Passed". The sponsors are Councilmembers Ryan Mello and Jani Hitchen. The "Final votes" section shows a vote on December 13, 2022, with six councilmembers voting "Aye": Morell, Herrera, Cruver, Mello, Campbell, and Hitchen, and Young voting "Aye". The "Hearings" section is divided into "Committee Hearings" and "Council Hearings". The Committee Hearings table shows a hearing on 12/5/2022 at 1:30 pm by the Community Development Committee, with the action being "Do Pass as Substituted". The Council Hearings table shows two hearings: one on 11/29/2022 at 3:00 pm where the ordinance was referred and set for final hearing, and another on 12/13/2022 at 3:00 pm for final consideration, resulting in "Do Pass as Amended".

Pierce County
WASHINGTON

[Council Home](#) [Legislation Search](#) [Meeting List](#) [f](#) [t](#)

Proposed Ordinance No. 2022-80s

Title: An Ordinance of the Pierce County Council Adopting Permanent Regulations Authorizing Safe Parking Sites for People Experiencing Homelessness and Making Other Minor Technical Code Changes; Amending Pierce County Code Chapter 18.25, "Definitions," and Title 18A, "Development Regulations -- Zoning," Including Development Regulations Applying to Unincorporated Areas of Pierce County and All Community Plan Areas; Requesting an Annual Report from the Human Services Department; Adopting Findings of Fact; and Setting an Effective Date.

Effective: January 1, 2023

Status: Passed

Sponsors: Councilmembers [Ryan Mello](#), [Jani Hitchen](#)

Final votes

December 13, 2022

Morell Aye	Herrera Aye	Cruver Aye	Mello Aye	Campbell Aye	Hitchen Aye	Young Aye
---------------	----------------	---------------	--------------	-----------------	----------------	--------------

Hearings

Committee Hearings

Date	Committee	Actions
12/5/2022 1:30 pm	Community Development Committee	Do Pass as Substituted

Council Hearings

Date	Reason	Council Action
11/29/2022 3:00 pm	Referred and Set Final Hearing	Referred and Set Final Hearing
12/13/2022 3:00 pm	Final Consideration	Do Pass as Amended

What Safe Parking Looks Like

— — — — —
This is an example of Safe Parking



This is not an example of safe parking



Qualifying Individual(s)

- **Person(s) who are residing in an operational vehicle - RV, Camper, Tent & other recreational living unit subject to approval**
- **All person(s) must agree to, and pass a criminal background check and subject to a personal reference check**
- **All individuals must agree to, and abide by all Transitional / Emergency Parking rules and regulations**

Transitional / Emergency Parking Rules & Regulations

- **Completely and accurately fill out required documentation**
 - **Vehicle registration**
 - **Transitional Emergency Parking Agreement**
 - **Dependent Verification**
 - **Criminal Background Check**
 - **Reference check**
- **Vehicle must be operation**
- **Be law abiding while in and around the Recovery Cafe and Transitional Emergency Parking**
- **Required to attend weekly “HOA” meeting**
- **Must work alongside Case Manager and other Peer Service Staff to work on goals such as, but not limited to, success with long term permanent housing**
- **Basic needs assistance provided by Recovery Navigator Program**
- **No predatory behavior will be tolerated**
- **No drugs, alcohol or other illicit substances or the misuse of said substances**
- **All personal belongings must be kept within the vehicle unless otherwise authorized**

Transitional / Emergency Parking Rules & Regulations Cont'd

- Vehicle must be parked in designated and assigned spot
- No guests are authorized in the assigned and designated parking areas
- No weapons
- You will give privacy to other transitional housing tenants
- All trash will be disposed of in designated trash receptacles
- It is required that designated spaces are kept clean and free of debris
- Eligibility is determined at time of application and reviewed frequently
- No stay may last longer than 30 days at a time
- Smoking or vaping to happen at designated locations
- Curfew 9pm
- Youth tenants are accepted on a case by case basis
 - Children must be with their parents or guardians at all times

Our Site Vision:

Hospitality:

- Access to exterior kitchenette (fridge, dish washing station, microwave)
- Complimentary biodegradable dishes and silverware
- Guest internet access
- Use of P.O. Box
- Day use of Recovery Cafe during regular business hours

Our Site Vision:

Case Management and Peer Support Services:

- **Scheduled Case management and peer support services available and a minimum mandated amount required**
- **Occasional unscheduled case management and peer support services available**

Our Site Vision:

Financial, Basic Needs and Tangible Support: *At case manager and peer support specialist discretion*

- **Gas and grocery gift cards**
- **Clothing and shoes**
- **Hygiene products**
- **Seasonal clothing and products**
- **Other basic needs and hygiene necessities**

Safety & Security

- **Close proximity to Orting Police Station**
- **Gated area for safe parking tenants**
- **Surveillance cameras to monitor the entrance and exit of safe parking**
- **Follow up procedures for safety concerns**
- **Criminal background checks and reference checks**
- **24 hour connection to case managers**
- **On call staff available for urgent matters**



Addressing Community and Business concerns

How will this initiative positively impact the community and business owners?

Reduced homelessness & loitering in community settings

Reduce the need for car camping at businesses, parks and parking designated for walking and biking

Reduced littering and vandalism and other crimes of poverty

Increased safety measures to benefit the safety of the participants and surrounding neighbors

Community and businesses in support of this initiative.

Orting United Methodist Church

2022 Point-in-Time Count

- This homeless “point-in-time-count” is a single day snapshot that captures the statistical data of people living in Pierce county without a home.

Visit www.piercecountywa.gov/pit

2022 Point-in-Time Count

2022 Homeless Point-in-Time Count Results

Each January, Pierce County surveys people experiencing homelessness. This homeless "point-in-time count" is a one-day snapshot that captures the characteristics and situations of people living here without a home. We counted 1,851 people, but the official estimate for homelessness in Pierce County is much larger - 4,300 individuals. The lower Point-in-Time count number reflects the challenge of counting a large, geographically distributed unsheltered population over a 24-hour period.

1,851

People counted during the homeless Point-in-Time count

4,300

Official estimate of people experiencing homelessness in Pierce County



23%
Chronically homeless



38%
Female



7%
Households with children



7%
Veterans



20%
Adult survivors of domestic violence



11%
Unaccompanied youth & young adults



52%
People of color*

*People of color make up only 34% of the Pierce County population. (ACS estimate 2019)



2023 Point-in-Time Count

2023 Homeless Point-In-Time Count Results

Each January, Pierce County surveys people experiencing homelessness. This homeless "point-in-time count" is a one-day snapshot that captures the characteristics and situations of people living here without a home. We counted 2,148 people on our streets and in our shelters, but roughly 6,500 were connected to our homeless crisis response system during the same time. The lower Point-in-Time count number reflects the challenge of counting a large, geographically distributed unsheltered population over a 24-hour period. Like all surveys, the Homeless PIT Count has limitations. Results from the count are influenced by the weather, availability of overflow shelter beds, the number of volunteers, and the level of engagement of the people volunteers interview.

2,148

People counted during the homeless Point-in-Time count

6,500

People connected to our homeless crisis response system



36%
Female



8%
Veterans



22%
55+ Years Old



25%
Chronically homeless



41%
Black, Indigenous, or People of Color



7%
Households with children

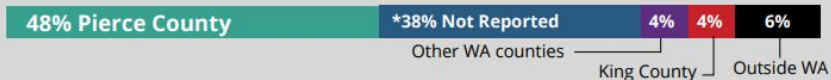


8%
Adult survivors of domestic violence

Not all people experiencing homelessness sleep outside



Most told us they lived in Pierce County before they became homeless

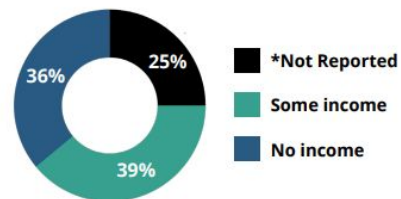


There are often many causes for experiencing homelessness

The top three most commonly reported answers are:

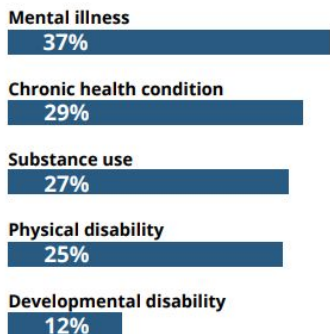
1. Family crisis
2. No affordable housing
3. Eviction and mortgage foreclosure

Some people experiencing homelessness have an income



Mental illness is the most commonly reported disability

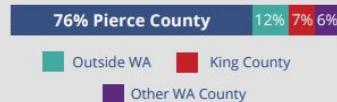
Here is the breakdown of the most commonly reported disabilities. Some people reported having multiple disabilities.



Not all people experiencing homelessness sleep outside



Most told us they lived in Pierce County before experiencing homelessness



Most told us they slept in Tacoma the night of the Point-in-Time Count

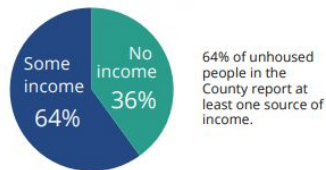


The main causes of homelessness are economic and housing-related

There are often many causes for becoming homeless. These are the top three most common:

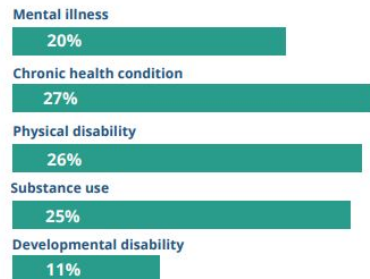
1. Family crisis/breakup
2. No affordable housing
3. Loss of job

Many unhoused people have an income



A chronic health condition is the most commonly reported disability

Here is the breakdown of the most commonly reported disabilities. Some reported having multiple disabilities.



Point-in-Time Count overview

- 198 - number of volunteers
- 343 - total number of individuals interviewed

For the full data set:

Visit www.piercecounitywa.gov/PIT

YOUTH HOMELESSNESS

in Pierce County, Washington

2022 Youth Point-In-Time Count Results

The Homeless Youth Point-In-Time Count (YPIT) is a one-day snapshot that captures the characteristics and situations of youth aged 13-24 living in the County without permanent housing. The YPIT includes sheltered individuals (those sleeping in emergency shelters or transitional housing), unsheltered individuals (those sleeping outside or living in places that are not meant for human habitation) and at-risk homeless youth (youth who may be temporarily housed or at risk of losing their housing).

Like all surveys, the YPIT Count has limitations. Results are influenced by the weather, availability of overflow shelter beds, number of volunteers, and level of engagement of the people volunteers' interview. This survey was conducted for the first time in October 2022.

332

Homeless youth and young adults counted



“Where did you stay last night?”



332

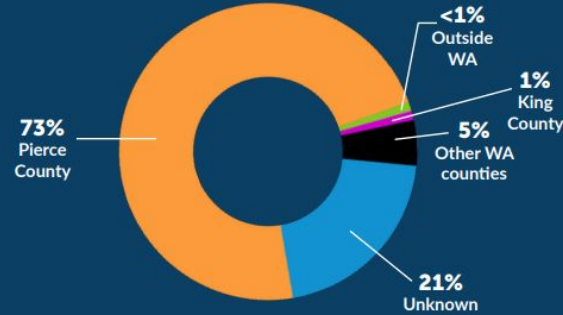
Homeless youth and young adults counted



“Where did you stay last night?”



Most told us they lived in Pierce County before they became homeless.



Households with children



Identify as Black or multiracial



Identify as transgender or gender non-conforming



Currently employed



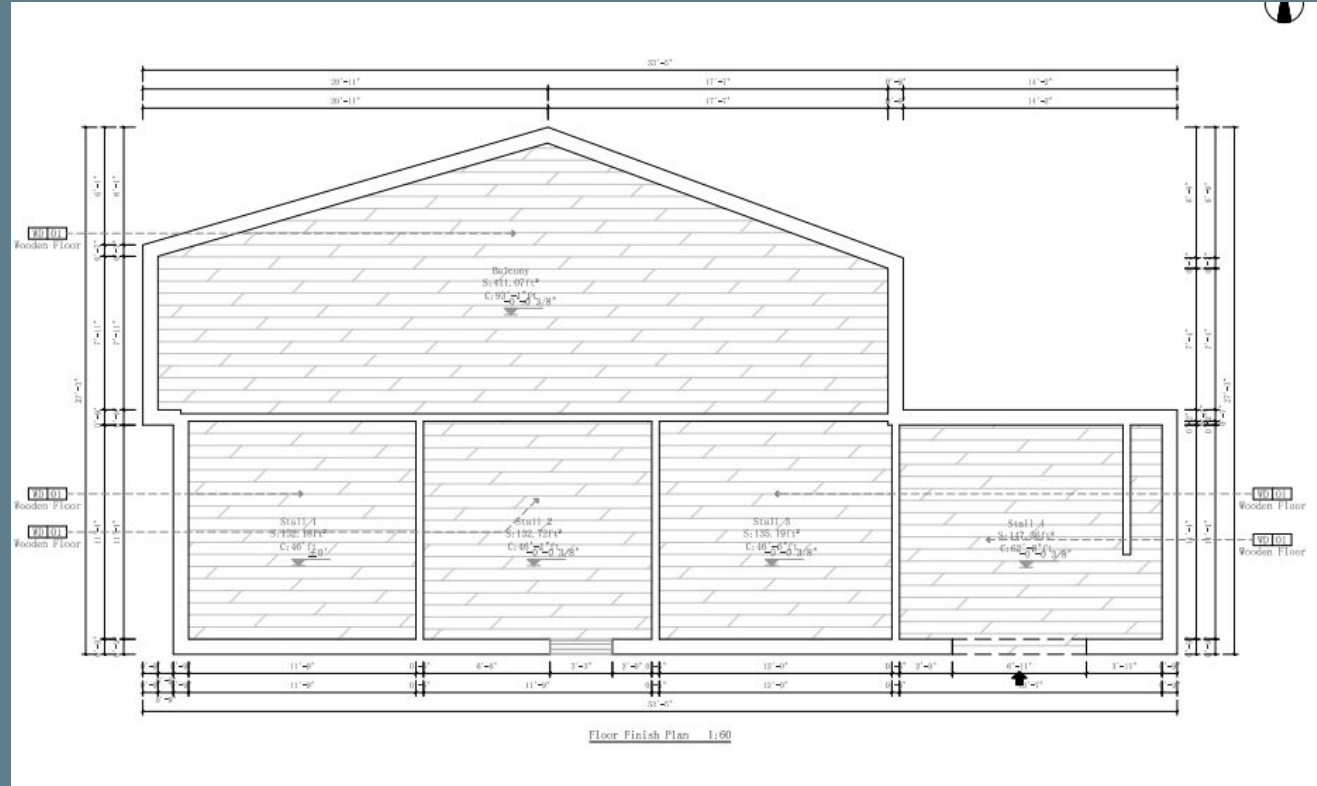
A family crisis or break up is the most commonly reported cause of homelessness. The second is lack of affordable housing.



Mental illness is the most commonly reported disability.

Our Site

- Stall 1: Compact or tent
- Stall 2: Standard vehicle
- Stall 3: standard vehicle
- Stall 4: Alternate emergency parking / Tent
- Portable Restroom: To be placed just outside of stall 1
- Mini Kitchenette on the interior of stall 1 & 2





View of the Transitional Emergency Parking Space

Committed Funding

- Safe daily / weekly / monthly fee for safe parking
- Monthly rent and utilities
- Security deposit
- Rental application fees
- Lot rent for RV or Manufactured home up to 6 months
- Cost of parking in connection with a unit
- Storage fees
- Hotel or Motel fees up to 60 days for unsheltered individuals
- Absence - pay for rent if a participant is on temporary confinement or long term hospitalization

Seeking / Requesting Funding

- Removal of hazardous material:
- Renovations:
- Portable Toilet: \$100 delivery fee plus \$165.50 every 28 days. Serviced every 28 days. Add'l \$25 for sanitizer.
- Kitchenette: \$500 not including plumbing
- Gravel:
- Picnic Tables: \$700
- Painting:
- Washer & Dryer plus hookups:

In Conclusion

The Recovery Cafe Orting Valley Safe Parking initiative is more than just a project; it's a commitment to creating a safe haven for those in need and a promise to uphold the best interests of our community. We are dedicated to fostering a safe and supportive environment for all, working closely with our neighbors and community leaders to ensure a harmonious coexistence. We invite your support and partnership in making this vision a reality. Together, we can truly make a difference. Thank you for your time and consideration, and let's take this step forward together.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: 2024 Property Tax Discussion	AB23-115		11.15.23	11.29.2023
	Department:	Finance		
	Date Submitted:	10.17.2023		
	Cost of Item:	N/A		
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	No later than November 30, 2023			
Submitted By:	Gretchen Russo			
Fiscal Note:				
Attachments: Pierce County Highest Lawful Levy Limit, Resolution 2023-32 – Property Tax Resolution.				
SUMMARY STATEMENT:				
<p>The current 2024 draft budget is based upon raising the City’s property tax by \$21,386.13 to \$1,447,529.37, an increase of 1.5% over the prior years’ levy which was \$1,426,143.24. \$7,124.69 of this increase is due to construction.</p> <ul style="list-style-type: none"> • The increase in the total property tax collections is driven by \$2.7 million in new construction, and • Assessed valuation for 2022 and 2023 are \$1,369 million and \$1,349 million, a decrease of \$20 million • The rate that would be paid by citizens would decrease to approximately \$1.08 per \$1,000 of assess valuation. The rate in 2023 was \$1.04. • Estimated impact to citizens – net decrease to average homeowner of \$12.36 for 2024 				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to regular business meeting on November 29 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To approve Resolution No 2023-32, a resolution of the City of Orting, Washington, requesting the highest lawful levy.				



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 8, 2023

OFFICIAL NOTIFICATION TO: ORTING

RE: 2023 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	1,349,967,520
Highest lawful regular levy amount since 1985	1,440,404.68
Additional revenue from current year's NC&I	2,834.18
Additional revenue from annexations (RCW 84.55)	0.00
Additional revenue from administrative refunds (RCW 84.69)	1,573.55
<i>Additional revenue from administrative refunds not allowed if limited by statutory rate limit</i>	
Court Order Refunds	0.00
Prior Year's Additional revenue from increase in state-assessed property	2,716.96
Total Allowable Levy (as controlled by the limit calculation)	1,447,529.37
Last year's certified levy amount (including refunds)	1,426,143.24

FOR EXCESS LEVY

Taxable Value	1,339,078,720
Timber Assessed Value	-
Total Taxable Excess Value	1,339,078,720
New Construction and Improvement Value	2,721,000

*If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 kim.alflen@piercecountywa.gov*



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

PRELIMINARY LAWFUL LEVY LIMIT 2023 FOR 2024

**ORTING
< 10,000**

REGULAR TAX LEVY LIMIT:

2022

A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).</u>	1,426,143.25
	1.01
	1,440,404.68
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	2,721,000
	1.041596223107
	2,834.18
C. State assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	11,980,327
	11,980,327
	0.00
	1.041596223107
LAST YEAR'S ADDITIONAL REVENUE FROM INCREASE IN STATE ASSESSED VALUE	2,716.96
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	1,445,955.82

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	1,445,955.82
	1,349,967,520
	1.071104155158
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00
	1.071104155158
	0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	1,445,955.82

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	1,445,955.82
	1,573.55
	1,447,529.37
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	1,447,529.37
J. Amount of levy under statutory rate limitation.	1,349,967,520
	2.266600000000
	3,059,836.38
K. LESSER OF I OR J	1,447,529.37

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-32**

**A RESOLUTION OF THE CITY OF
ORTING, WASHINGTON, REQUESTING
THE HIGHEST LAWFUL LEVY**

WHEREAS, the City Council of the City of Orting, Washington (hereinafter, the “City”) has met and considered its budget for the calendar year 2024; and

WHEREAS, the City’s actual levy amount from the previous year was \$1,426,143.24; and

WHEREAS, the population of this City is less than 10,000; and

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

Section 1. Declaration of Highest Lawful Levy. Be it resolved by the governing body of the taxing City that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$14,261.44 which is a percentage increase of 1.0 percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in value of state assessed property, any annexation that have occurred and refunds made.

Section 2. Effective Date. This Resolution shall be effective immediately upon passage, and shall be implemented for the 2024 tax year, as stated above.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 29th DAY OF NOVEMBER 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kim Agfalvi, CMC, City Clerk

Approved as to form:

Charlotte Archer, City Attorney
Inslee Best, PLLC



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Sale of old City Hall building.	AB23-102	CGA		
		10.4.2023 11.1.2023	11.15.2023	
	Department:	Administration		
	Date Submitted:	9.29.2023		
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:				
<p>The Recovery Café reached out to the City Administrator to inquire about selling the Old City Hall building. The Recovery Café indicate that they are exploring grants to be able to complete this transaction. Staff would like an indication from CGA and council about their interest in negotiating a sale of the facility to the Recovery Café before any staff time or resources are used on price exploration and contract negotiation.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Provide interest in exploring sale of building.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Outside Committee Reports.	AB23-111	CGA		
		11.1.2023	11.15.2023	
	Department:	Administration.		
	Date Submitted:	10.17.2023		
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>The Mayor suggested we add outside committee reports like the Flood Control Zone District, Growth Management Coordinating Committee, or Sound Transit meetings that council members attend or participate in.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
TBD.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: SR 162 Temporary Waterline Project.	AB23-114	PW		
		11.1.2023	11.15.2023	
	Department:	JC Hungerford, Engineer		
	Date Submitted:	11.7.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:				
Fiscal Note:				
Attachments: Parametrix Scope of Work				
SUMMARY STATEMENT:				
<p>The Washington State Department of Transportation led SR162 Fish Passage Project includes modifications to Pioneer Avenue to address the existing fish barrier. The project includes constructing a three-sided culvert lifting the grade of the existing roadway. The new culvert will be in place of the existing roadway leaving the alignment unchanged. The design phase and construction management of the Project is being led by the WSDOT.</p> <p>The City of Orting (City) owns, operates and maintains an existing 8-inch-diameter asbestos cement water transmission main (water main) within the Project area. During design of the new culvert, it was determined that the existing City of Orting water main would be impacted by construction of the new culvert foundations. The SR162 Temporary Waterline Project (Project) will be to design and permit the temporary waterline in preparation for WSDOT construction of the fish passage improvements.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to regular business meeting on November 29 th , 2023 as a consent agenda item.				
FUTURE MOTION: <u>Motion:</u>				
To authorize the Mayor to enter into an agreement with Parametrix for construction of a three-sided culvert for the SR162 Fish Passage Project in an amount to not exceed \$12,270.00.				

City of Orting SR 162 Temporary Waterline Project

Introduction

The Washington State Department of Transportation led SR162 Fish Passage Project includes modifications to Pioneer Avenue to address the existing fish barrier. The project includes constructing a three sided culvert lifting the grade of the existing roadway. The new culvert will be in place of the existing roadway leaving the alignment unchanged. The design phase and construction management of the Project is being led by the WSDOT.

The City of Orting (City) owns, operates and maintains an existing 8-inch-diameter asbestos cement water transmission main (water main) within the Project area. During design of the new culvert, it was determined that the existing City of Orting water main would be impacted by construction of the new culvert foundations. The SR162 Temporary Waterline Project (Project) will be to design and permit the temporary waterline in preparation for WSDOT construction of the fish passage improvements.

Task 01 – Project Management

Objectives

Parametrix will:

- Attend up to two meetings with the City at City offices with two participants from Parametrix.
- Coordinate via e-mail and telephone with the City and WSDOT to obtain information needed to prepare the Phase 1 deliverables.
- Prepare monthly progress reports with monthly invoices for submittal to the City.
- Perform independent senior review of all technical deliverables prior to submittal.

Deliverables

Deliverables for this task include:

- Monthly status/progress reports and monthly invoice (up to three).

Assumptions

Assumptions for this task include:

- Phase 1 project duration of 3 months.



Task 02 – Alternatives Analysis (10%)

Parametrix will prepare a technical memorandum that summarizes the impacts to the existing water transmission main, summarizes up to two alternatives that have been identified to mitigate the impacts. The memorandum will include the following sections:

- Introduction and summary of project goals
- Alternatives Analysis – two alternatives will be presented for City consideration
 - Description of each alternative
 - Figure of each alternative
 - Planning level Engineer’s Opinion of Probable Construction Cost
 - Property acquisition/easement needs (temporary and permanent)
 - Permit matrix
- Conclusion and recommendation

Parametrix will submit the technical memorandum electronically to WSDOT and the City for review. Parametrix will participate in a follow up review meeting with the City. During the meeting the City will select a preferred alternative. Parametrix will then update the memorandum to address comments and the recommendation.

The final memorandum will be submitted to WSDOT and Parametrix will schedule a meeting with the City of Orting and WSDOT to discuss the preferred alternative and work restriction such as:

- Traffic control
- Work hours
- Coordination with future project(s)

Parametrix will prepare and distribute draft and final meeting notes for all meetings.

Deliverables

- Alternatives Technical Memorandum – one PDF will be submitted electronically via e-mail.
- Meeting notes for two (2) meetings
- Alternatives Selection Technical memorandum – one PDF will be submitted electronically via e-mail.

Assumptions

- The existing water main has been shown in the base map based on record drawings, field locating, potholing, and field survey. No additional survey, field verification, or geotechnical exploration is included in Phase 1.
- Hydraulic analyses will not be required.
- Detailed design or permitting services can be provided in Phase 2 as noted below.
- Design will be based on City of Orting Engineering and Construction Standards.
- Electronic drawings for Phase 1 will be prepared in AutoCAD.
- Each technical memorandum will be submitted once. Updates to the selected alternative will be addressed in Phase 2.
- The pipe material will be 12-inch-diameter ductile iron pipe or high-density polyethylene pipe (HDPE). The pressure or special thickness class will be based on pressures provided

by the City of Orting and/or minimum wall thickness required for flanged joints or restrained joints.

- Alternative to be reflected in the technical memorandum include:
 - Temporary daylight pipe alignment south of existing roadway alignment
 - Direction drill under the proposed Card Creek alignment

Task 3 – Final Design

The scope and budget for Phase 2, Final Design, will be determined after completion of Phase 1 and selection of the preferred alternative. Depending on the outcome of Phase 1, the design in Phase 2 may provide a package that can be constructed prior to and independently of the fish culvert project or a package that is to be constructed during the fish culvert project either by the WSDOT selected contractor or a contractor to the City of Orting.

The proposed fee for the Phase 1 services is \$12,270 as detailed in the attached Exhibit A.

Client: City of Orting
 Project: Pioneer Way Fish Passage Temporary Water Line
 Project No: 216-1711-026

	Jack Wright	April D. Whittaker	John C. Hungerford	Marcus Vasse	Kyle E. Hale	Amanda B. Lucas
	Sr Consultant	Sr Project Control Specialist	Water Solutions Div Mgr	Engineer IV	Sr Project Accountant	Publications Specialist II-9
Rates:	\$210.00	\$150.00	\$220.00	\$140.00	\$120.00	\$130.00

Task	SubTask	Description	Labor Dollars						
01		Project Management & QA/QC	\$3,190.00	2	3	5	6	1	2
	01	General City Correspondance	\$440.00			2			
	02	Coordination with City, WSDOT	\$1,000.00			2	4		
	03	Monthly Progress Reporting	\$960.00		2		2	1	2
	04	Quality Assurance/Quality Control	\$790.00	2	1	1			
02		Alternative Anaylsis (10%)	\$9,020.00	6	0	10	36	0	4
	01	Alternatives Tech Memo, Cost Opinion, Figures	\$5,340.00	4		4	24		2
	02	Meeting with City, Meeting Notes	\$860.00			2	3		
	03	Meeting with City and WSDOT	\$860.00			2	3		
	04	Final Alternatives Selection Tech Memo, Cost Opion, Figures	\$1,960.00	2		2	6		2
		Labor Totals:	\$12,210.00	8	3	15	42	1	6
		Totals:	\$12,210.00	\$1,680.00	\$450.00	\$3,300.00	\$5,880.00	\$120.00	\$780.00

Other Direct Expenses	
Mileage (.545/mile)	\$60.00
Other Direct Expenses Total:	\$60.00

Project Total **\$12,270.00**