

Committee Members

Councilmember Chris Moore
Councilmember John Williams
City Administrator Scott Larson
City Clerk Kim Agfalvi
Executive Asst. Danielle Charchenko
Public Works Director Marshall Maurer
PW Admin Asst. Laura Hinds
Finance Director Gretchen Russo
Capital Projects Manager John Bielka
Building Official Tim Lincoln
Records Organizer Alison Williams
Engineer JC Hungerford

City of Orting Public Works Committee
AGENDA



Wednesday, January 3, 2024 – 2:30 p.m.
Public Works Operations Facility, Conference Rm, 900 Rocky Rd NE

- Call Meeting to Order, Roll Call
- Approval of Minutes
- Public Comment & Presentations

DEPARTMENT REPORTS

Est. Time Action

<p>1. ENGINEERING UPDATES – JC Hungerford 1.1 Kansas Street Reconstruction 1.2 Whitehawk Blvd bypass 1.3 WSDOT Fish Passage 1.4 Village Green Outfall 1.5 Water System Plan - 1.6 CIPP Project</p>	Min 15	
<p>2. PROJECT MANAGEMENT UPDATES – Bielka/Larson 2.1 WRRF Design 2.2 SR 162 Pedestrian Bridge</p> <p>NEW BUSINESS 2.3 Kansas St ROW</p>	Min 15	
<p>3. ADMINISTRATION – Scott Larson 3.1 TBD Ordinance & Policy Proposal</p>	Min 10	
<p>4. PUBLIC WORKS – Marshall Maurer 4.1 Side Sewer Policy & Procedure</p> <p>UPDATES: 4.2 Wingate and Lower Harman Analyzer install 4.3 Wingate Springs – New Valves – staff obtaining bids 4.4 Water meter installs – steady progress</p>	Min 15	

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AGENDA



5. FINANCE – Gretchen Russo 5.1	Min 5	
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6. COUNCIL – CM Williams & CM Moore 6.1 Public Records Act & City Public Records Request Policy	Min	
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REQUEST FOR NEW BUSINESS

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ROUND TABLE

- Building Department Activity

MEETING SUMMARY

ADJOURN

SCOPE OF WORK

City of Orting Kansas Street SW Design and Permitting

This Scope of Work and Budget amends the anticipated effort to complete a final design of Kansas Street SW (Project). The Project has been taken to an approximate 90 percent design level for the design plans and construction estimate, and NEPA documentation is nearly complete. This Amendment will provide additional budget to prepare a bid set for the plans and estimate, prepare contract specifications, perform utility coordination, conduct minor outreach support, and provide right-of-way acquisition services.

Below is a detailed breakdown of the work effort required to complete the items listed above. The work described in the original scope of work is considered complete.

TASK 1 – FINAL DESIGN

Subtask 1 – Project Management and QA/QC

Work under this task includes a 12-month extension of time to administer and coordinate the various Project elements and will be ongoing throughout all phases of the Project. Work includes the following:

- Coordination, correspondence, and review meetings with City of Orting staff.
- Coordination with private utilities regarding the proposed locations of utility poles that require relocation.
- In-house Project administration, scheduling, and direction of Project staff.
- Preparation of monthly progress reports.

Deliverable(s)

- Monthly invoices and progress reports.
- Miscellaneous correspondence and letters.
- In-house monthly Project meetings.

Assumption(s)

- This phase will last 12 additional months.

Subtask 5 – Final Design

The purpose of this task will be to take the 90 percent set of plans and estimate to final bid documents, and to create project specifications necessary for bidding and construction.

This task also includes one field walk with City staff to verify design elements, and participation in one Open House, to be held at City Hall.

Deliverable(s)

- Opinion of probable construction cost.
- One full-size (22 by 34) and five half-size (11 by 17) sets of camera-ready reproducible plans.
- One set of contract specifications (hard copy) and PDF.

Assumption(s)

- The 90 percent design layout will be carried forward into Final Bid Documents (i.e., the design is not anticipated to change.)
- The Open House will be held at City Hall.
- The City will be responsible for advertisement, concessions, and setup.
- Parametrix will provide two roll plots with the project design, one on aerial and one without aerial, to obtain citizen comment.
- Two Parametrix staff will attend the Open House.
- Refer to PH Consulting (DBE subconsultant) proposal for finalization of the illumination and channelization elements.

Subtask 6 – Geotechnical Report

HWA Geosciences (DBE Subconsultant) has completed their field assessment and prepared a draft technical report as part of the original contract. Their remaining budget was transferred to Parametrix in 2023 to revise the project design per City direction. Therefore, approximately \$5,000 has been included in the budget for HWA to submit a final technical report and respond to geotechnical questions as the Project nears the bid submittal.

Subtask 7 – Right-of-Way Acquisition Support

Universal Field Services (Subconsultant) will assist Parametrix with this task. A separate scope to provide assistance to secure up to 57 parcels for temporary construction easements and/or right of way fee take was prepared by Universal Field Services and is attached.

	Cindy Clark	April Whittaker	Jo Johnson	Dmitri Suslikov	Darren Sandeno	Sarah Crackenberger	Amanda Lucas
	Senior Consultant/Project Manager	Sr Project Controls Specialist	Engineer III	Sr Engineer	Sr Planner	Project Accountant	Sr Publications Specialist
Cost Rates:	\$115.50	\$49.48	\$53.77	\$71.09	\$81.63	\$40.76	\$45.35
Burdened Rates:	\$313.63	\$134.36	\$146.01	\$193.04	\$221.66	\$110.68	\$123.14

Task	SubTask	Description	Labor and Overhead	Labor Hours								
01		Final Design	\$68,006.22	363.00	\$25,044.64	54	12	116	148	0	9	24
	01	Project Management/QA&QC	\$30,717.91	149	\$ 11,312.48	36	12	20	72	0	9	0
		Progress Letters and Invoices	\$6,371.96	33		12	12				9	
		Utility Coordination	\$10,814.57	52		8		4	40			
		Coordination w/ WSDOT	\$0.00	0								
		Meetings	\$10,442.78	48		16		16	16			
		QA/QC	\$3,088.60	16					16			
	05	Final Design	\$37,288.31	214	\$ 13,732.16	18	0	96	76	0	0	24
		Preparation of the bid set	\$18,677.06	104		4		40	60			
		Site walk	\$3,966.87	20		4		8	8			
		Specifications	\$10,050.24	68		4		40				24
			\$0.00	0								
		Open House	\$4,594.13	22		6		8	8			
			\$0.00	0								

Labor Totals:		\$68,006.21	363			54	12	116	148	0	9	24
Totals:		\$68,006.21				\$16,935.95	\$1,612.30	\$16,936.82	\$28,569.59	\$0.00	\$996.12	\$2,955.44

Fee of 30% on Direct Salary	\$7,513.39
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Subconsultants		
HWA Geosciences Inc.	Finalize Geotechnial Report	\$5,000.00
PH Consulting LLC	Illumination/Channelization Bid Set	\$15,700.00
UFS	ROW Acquisition Services	\$335,000.00
Willamette Cultural Resources		
1 Alliance Geometrics		
Subconsultants Total:		\$355,700.00

Other Direct Expenses		
Mileage - \$0.58/mile		
Other Direct Expenses Total:		\$0.00

Project Total **\$431,219.60**

SCOPE OF WORK

Project Name: Kansas St Sidewalk Reconstruction – Amendment 2
Client: City of Orting, Parametrix as Prime
Date: December 22, 2023

Introduction

PH Consulting (“PH”) will provide professional engineering services for Parametrix in support of the Kansas St Sidewalk Reconstruction project. The anticipated scope of work will consist of project management, coordination with client, and finalizing the PS&E package.

Scope of Work

PH’s scope of work for the project is outlined as follows.

Task 001 Project Management

This task is for general project coordination, monthly invoicing, and meetings on the project, including plan review/discussion meetings, in-house quality assurance, and coordination with Transit agencies. PH assumes a four (4) month active duration for this project.

Task 002 Draft Bid Documents

The Consultant shall prepare the Bid Set PS&E documents, advancing the 90% design to draft Bid Set PS&E documents.

Deliverables:

- Draft Bid Set PS&E
 - 4 sheets Channelization & Signing Plans
 - 3 sheets Illumination Plan

Assumptions for development of Bid Documents:

- PH will update the plans and specifications per current standards
- PH will update proposed equipment to current models
- PH will update cost estimate to reflect most recent bid tabulations
- Between submittal of the Draft Bid Set and Final Bid set, PH will attend a field walk through with the City. PH will revise the Draft Bid Set plans per comments received during the field walk through.

- Level of effort assumes minor comments and changes to plans, specifications.
- The following items are not included in this scope of work:
 - Permitting Services
 - Community Outreach
 - ROW services
- PH will not pay any agency or easement fees on behalf of the City.
- Fees incurred due to reimbursable expenses such as large format copies (larger than legal size), mileage, and plots will be billed from the budget allocated to expenses.
- Time and expense items are based on our Team's current hourly rates.
- If Client requests Team's assistance in complying with any public records request, including without limitation providing copies of documents and communications, Client will pay Team's hourly fees and costs incurred in providing such assistance at then-current rates. Such fees and costs will be billed as a separate task.

Task 003 Final Bid Documents

The Consultant shall prepare the Final Bid Set PS&E documents.

Deliverables:

- Final Bid Set Plans PS&E
 - 4 sheets Channelization & Signing Plans
 - 3 sheets Illumination Plan

Expenses

This task provides for reimbursement associated with mileage.

PH Consulting Staff Category	Hours	Rate	Cost
Principal	8	\$ 100.00	\$ 800.00
Senior Traffic Engineer	37	\$ 80.00	\$ 2,960.00
Project Engineer	8	\$ 65.00	\$ 520.00
CAD Designer III	32	\$ 55.00	\$ 1,760.00
Office Administrator	4	\$ 45.00	\$ 180.00
Total Hours	89		\$ 6,220.00
Direct Labor Cost			\$ 6,220.00
Overhead Rate @ 120.25% of Direct Labor			\$ 7,479.55
Fee @30% of Direct Labor			\$ 1,866.00
Direct Salary Cost			\$ 15,565.55
Direct Expenses	Unit	Cost	Total
2024 Mileage Rates	1	\$0.67/Mi	\$ 134.45
Sub-Total Direct Expenses			\$ 134.45
Total Fee			\$ 15,700.00

Task No.	Task Description	Principal	Senior Traffic Engineer	Project Engineer	CAD Designer III	Office Administrator	Sub-consultants	Total
	Direct Rate	\$ 100.00	\$ 80.00	\$ 65.00	\$ 55.00	\$ 45.00		
	OH Rate 120.25%	\$ 120.25	\$ 96.20	\$ 78.16	\$ 66.14	\$ 54.11		
	Fixed Fee	\$ 30.00	\$ 24.00	\$ 19.50	\$ 16.50	\$ 13.50		
	Hourly Rate	\$ 250.25	\$ 200.20	\$ 162.66	\$ 137.64	\$ 112.61		
1.0	PROJECT Coordination, Monitoring & Reporting							
	Project Coordination	2	3					5
	Project Monitoring, Progress Reporting, & Invoicing		4			4		8
	Task 1.0 Total Hours	2	7	0	0	4		13
	Subtotal Task 1.0	\$ 500.50	\$ 1,401.40	\$ -	\$ -	\$ 450.45	\$ -	\$ 2,352.35
6.0	DRAFT BID DOCS							
	Agency Coordination		4					4
	Revise Plans per comments and updated standards	2	12		24			38
	Update Cost estimate	1	2	4				
	Update Specs to current standards	1	4	4				9
	Task 6.0 Total Hours	4	22	8	24	0		51
	Subtotal Task 6.0	\$ 1,001.00	\$ 4,404.40	\$ 1,301.30	\$ 3,303.30	\$ -	\$ -	\$ 10,010.00
7.0	FINAL BID DOCS							
	Field Walk Through		4					4
	Minor Revisions	2	4		8			
	Task 7.0 Total Hours	2	8	0	8	0		4
	Subtotal Task 7.0	\$ 500.50	\$ 1,601.60	\$ -	\$ 1,101.10	\$ -	\$ -	\$ 3,203.20
	PH TOTAL HOURS	8	37	8	32	4		68
	TOTAL ALL TASKS	\$ 2,002.00	\$ 7,407.40	\$ 1,301.30	\$ 4,404.40	\$ 450.45	\$ -	\$ 15,565.55

PH Consulting LLC
Summary of Direct Labor Costs
Effective January 1, 2024-December 31, 2024

Job Classifications	Maximum Billing Rate
Principal	\$ 285.00
Sr Project Manager	\$ 270.00
Project Manager	\$ 245.00
Senior Traffic Engineer	\$ 220.00
Project Engineer	\$ 195.00
Associate Engineer	\$ 170.00
Engineering Design Technician	\$ 145.00
Engineering Intern	\$ 105.00
CAD Manager	\$ 180.00
CAD Designer III	\$ 155.00
CAD Designer II	\$ 135.00
CAD Designer I	\$ 125.00
Office Administrator	\$ 130.00
Office Assistant	\$ 105.00

Direct non-salary costs will be billed at actual costs.
Subconsultants will be marked up at 10%
Direct Mileage will be billed at current approved IRS mileage rate.



RIGHT OF WAY SCOPE OF WORK (UFS) Kansas Street, City of Orting

Consultant shall provide labor, equipment and materials to acquire real property and easements to facilitate project construction. Legal Descriptions, property owner lists, maps, and acquisition exhibits will be developed and provided by Parametrix.

Right of Way Acquisition activities will conform to the standards contained in the Uniform Act of 1970 and amendments, the laws of the State of Washington and City Policies and Procedures. Federal funds are part of the project.

Right of Way Project Management and Document Support (PE Phase)

- Track and manage all budgetary-related aspects of UFS's Scope of Work.
- Confer weekly with City and Parametrix verbally and/or in writing, as needed, on general status, problem areas and individual negotiations progress. Participate in up to (2) Project Development Team Meetings.
- The consultant will obtain preliminary title reports for each property acquisition. The consultant will review each preliminary title report for encumbrances, liens, or defects.

Deliverables

- 57 Preliminary Title Reports

Appraisal and Appraisal Review

- If the estimated acquisition value is \$10,000 or less, an Administrative Offer Summary (AOS) will be completed by qualified Right of Way staff.
- If the estimated acquisition value is over \$10,000, an appraisal will be completed by a WSDOT approved appraiser.
- Appraiser will provide written notice to owners of a planned appraisal inspection and will provide the property owner or designated representative, if any, an invitation to accompany the appraiser on any inspection of the property for appraisal purposes.
- Appraisal will conform to the Uniform Standards of Professional Appraisal Practice (USPAP).
- The Consultant will provide an appraisal review for each appraisal. The appraisal review will be conducted by another WSDOT approved appraiser.

Assumptions

- 2 Property Appraisals will be required and completed
- 55 AOS's will be completed
- 2 Appraisal Reviews will be required and completed

Deliverables

- 2 Appraisals and 2 Appraisal Reviews
- 55 AOS's

Acquisition

- Establish and maintain a complete and current record file of all ownerships in a form acceptable to the client.
- Receive and analyze title information, approved AOS reports and legal descriptions in sufficient detail to negotiate with property owners and other parties.
- Prepare all offer letters, summary statements, on City-provided forms in accordance with state or federal regulations and approval of client.
- Present written purchase offers to owners or their representatives in person, when possible. Secure receipt of delivery of offer as practical and present and secure tenant information statements, as applicable.
- Follow-up and negotiate with each property owner, as necessary; prepare and submit recommended settlement justifications to client for review and approval; review any independent appraisal secured by property owner and coordinate reimbursement of appraisal fees (up to \$750) with client. Ongoing negotiations and settlement discussions will continue until settlement or impasse is determined.
- Prepare and assemble acquisition contracts, deeds, and related acquisition documents, per City-provided templates, required for the acquisition of necessary property interests.
- Maintain a diary report of all contacts made with property owners or representatives and a summary of the status of negotiations indicating attitude of owners, problem areas, and other pertinent information. Copies of all applicable written correspondence will be maintained in files.
- Prepare justification memorandum to escalate negotiations to City management where property owner negotiations are not amenable.
- Transmit executed acquisition documents to client. Each transmittal package shall include a fully executed and properly notarized deed(s), easement(s), or permit, fully executed acquisition contract with attachments, and a brief settlement memorandum which summarizes the pertinent data relative to the transaction.

Assumptions

- 57 properties
- Offer letter to be on Universal letterhead and signed by Universal project manager
- City to provide deed and easement templates.
- No relocation required for any of these properties.

Deliverables

- 57 completed negotiation packets with document for recording and payment.

Closeout

- Universal will provide City with signed conveyance documents for signatures, payment, and recording including documentation showing signatory authority.
- In the event of condemnation, Consultant to support City in any condemnation processes including document preparation and consultation.

Assumptions

- City to coordinate City signatures, payment, and recording whether through escrow company or not.



- Any files requiring title clearing to be closed and interests cleared at a title company.
- All title and escrow fees to be paid by the City.
- City to provide copies of recorded documents and proof of payment to consultant.
- The expense of condemnation will be paid by the City.

Deliverables

- 57 completed acquisition files



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: TBD Ordinance	AB23-XX	Public Works		
		1.3.24		
	Department:	Administration		
	Date Submitted:	12.22.23		
Cost of Item:	TBD			
Amount Budgeted:	TBD			
Unexpended Balance:	N/A			
Bars #:	Fund 108			
Timeline:	None			
Submitted By:	Scott Larson			
Fiscal Note: Adoption of this ordinance would impose a \$20 annual fee on vehicles registered in the City of Orting. Total collections are estimated to be \$140,000 per year.				
Attachments: Policy Memorandum, Ordinance No. 2024-XXXX				
SUMMARY STATEMENT:				
<p>Attached is a policy memorandum outlining the background on the City’s Transportation Benefit District, financial information, recommended goals of an updated program as well as a potential schedule on how the funds could be spent over a 10-year period to address the recommendations of our recent street condition assessment.</p> <p>The Ordinance attached would add aa \$20 fee to car tabs for street maintenance, adopt goals and policies for how these funds should be used, direct implementation of the ordinance, and provides for a sunset of the fee on January 1, 2030 unless council decides to extend the program.</p>				
RECOMMENDED ACTION: Move to Study Session.				
FUTURE MOTION: To Adopt Ordinance No. 2024-XXXX, an ordinance of the City of Orting, Washington, relating to annual vehicle license fee; setting the annual vehicle fee at \$20 (twenty dollars); providing for severability, setting program goals, establishing a mechanism to spend funds; and establishing an effective date.				



Memo

To: CM Williams & CM Moore

From: Scott Larson, City Administrator

cc: Marshall Maurer, John Bielka

Date: December 6, 2023

Re: TBD Policy

Background

1. In 2011 the council adopted Ordinance No. 920, establishing a Transportation Benefit District (TBD) for the purpose of a stable funding source to maintain existing motorized transportation facilities, as existing resources were found to be inadequate for this purpose, by assessing a \$20 per vehicle tax paid at the time of vehicle license renewal.
2. In 2015 the council adopted Ordinance No. 2015-972 which dissolved the District and absorbed it under the "City" government continuing with established plan and goals of street preservation and maintenance.
3. In 2016 council adopted Resolution No. 2016-29 modifying permissible uses of TBD funding to include non-motorized transportation facilities.
4. For the last 10 years, the TBD has been the primary revenue source for chip seal/grind & overlay maintenance of our streets. Revenue in the streets fund covers custodial maintenance (potholes, sweeping), staff costs associated with the same as well as street lights.
5. In 2020 Council adopted Ordinance No. 2020-1058 which reduced the TBD fee to \$0.00 following passage of I-976.
6. In October of 2020 the Washington State Supreme Court found I-976 unconstitutional, allowing cities to continue assessing transportation benefit district fees.
7. In 2022, the council adopted a goal of completing a street assessment and coming up with a plan to pay for said maintenance.
8. In 2022, the council commissioned an ADA transition plan which assessed city facilities (both vertical and infrastructure) based on current accessibility standards, and the plan made a number of recommendations for improvements.

Financials:

The TBD historically collected \$20 per registered vehicle per year since 2012 and has spent an average of \$85,000 per year between 2013 and 2019. Here is a table showing summarizing revenues and expenses.

	Revenue	Expense	Population
2013	88,874.54	71,775.13	7,058
2014	118,384.96	93,976.79	7,235
2015	127,941.69	65,680.09	7,501
2016	132,580.80	165,995.76	7,785
2017	135,991.35	103,738.40	8,126
2018	138,512.55	19,219.75	8,415
2019	140,898.45	79,040.88	8,735
2020	42,995.70	3,783.49	9,041
2021	178.20	42,152.79	9,010
2022	43.04	36,468.75	9,055
2023	-	14,375.50	9,110

Goals

The goals of the Transportation Benefit District are as follows:

1. Preserve our existing street transportation network in a way that minimizes complete street replacement due to deterioration.
2. Provide matching funds for street preservation grants.
3. Maintain an inventory of street conditions so that we are timing our maintenance investments to get the maximum life out of existing streets.
4. For streets that have deteriorated past the point of preservation, the TBD should provide matching funds for street replacement grants.
5. When required to implement street preservation, provide necessary modifications to adjacent pedestrian infrastructure.
6. Manage project timing in a manner to maintain the \$20 per vehicle charge as adequate to cover the program needs.

Project Proposals

Based on the Street Assessment report and the ADA transition plan, here is a set of assumptions as well as annual costs and fund balances. Here are the assumptions:

1. Staff will pursue grants to cover the following:
 - a. Overlay – 50% grant funded
 - b. Chip seal 25% grant funded
 - c. Reconstruction – 80% grant funded
 - d. Curb ramps – 80% grant funded

2. Construction costs are based on a 2022 estimate.
 - a. Actual costs have been increased to account for permitting, design, right-of-way cost. For Chip seal, overlay and curb ramps this is estimated at 25% of construction; for reconstruction this cost is estimated at 50% of construction.
 - b. All total costs have been inflated 3% per annum based on the assumed year of construction.

Here is an annual estimate of the program costs. Please note that revenue has not been inflated and is assumed to remain at \$140,000 per year:

Year	Cost	Balance
2024	119,780.00	220,220.00
2025	152,940.63	207,279.38
2026	224,700.00	122,579.38
2027	176,841.25	85,738.13
2028	163,725.00	62,013.13
2029	147,090.63	54,922.50
2030	166,780.00	28,142.50
2031	111,760.00	56,382.50
2032	134,875.00	61,507.50
2033	124,687.50	76,820.00
2034	128,350.00	88,470.00

The following page contains a list of the projects, organized by year to accomplish all the identified street maintenance as well as a portion of the curb ramps and sidewalks over the next 10 years.

Project	Cost (2022)	Cost ±	City Share	Grant	City Cost + Inf	Ft. of Lanes	Year	Type
Boatman Avenue/Cloud Street/Nunnally Avenue Crack Seal (Lane Boulevard to Colorossi Cir.)	\$9,000	\$9,000	\$9,000		\$9,540	3,871	2024	crack seal
Icay Street Crack Seal (East of Grinnell Avenue)	\$4,000	\$4,000	\$4,000		\$4,240	1,729	2024	crack seal
Grinnell Avenue Crack Seal (South of Balmer Street)	\$4,000	\$4,000	\$4,000		\$4,240	1,642	2024	crack seal
Williams Boulevard/Avenue/Court Crack Seal (West of Headley Avenue)	\$8,000	\$8,000	\$8,000		\$8,480	3,356	2024	crack seal
Williams Street Crack Seal (Ozie Street to Williams Avenue)	\$7,000	\$7,000	\$7,000		\$7,420	2,845	2024	crack seal
Mellinger Avenue Crack Seal (Williams Street to Williams Boulevard)	\$4,000	\$4,000	\$4,000		\$4,240	1,685	2024	crack seal
Nunnally Avenue Crack Seal (Cloud Street to Williams Boulevard)	\$5,000	\$5,000	\$5,000		\$5,300	1,960	2024	crack seal
Lane Boulevard Crack Seal (Nunnally Avenue to Washington Avenue)	\$5,000	\$5,000	\$5,000		\$5,300	2,086	2024	crack seal
Thompson Avenue Crack Seal (Callendar Street to Groff Avenue)	\$4,000	\$4,000	\$4,000		\$4,240	1,688	2024	crack seal
Calistoga Street Crack Seal (Ammons Lane to River Avenue)	\$5,000	\$5,000	\$5,000		\$5,300	1,831	2024	crack seal
Callendar Street Crack Seal (Thompson Avenue to Groff Avenue)	\$4,000	\$4,000	\$4,000		\$4,240	1,676	2024	crack seal
Train Street Reconstruction (Eldredge Avenue to Ammons Lane)**	\$7,000	\$7,000	\$7,000		\$7,420	2,917	2024	crack seal
Skinner Way Reconstruction (Calistoga Street to Belfair Avenue)**	\$5,000	\$5,000	\$5,000		\$5,300	1,915	2024	crack seal
Bowlin Avenue Reconstruction (Parker Lane to Leber Street)**	\$5,000	\$5,000	\$5,000		\$5,300	1,828	2024	crack seal
Old Pioneer Way Reconstruction (North of Chief Emmons Lane)**	\$7,000	\$7,000	\$7,000		\$7,420	2,842	2024	crack seal
Corrin Avenue Overlay (South of Harman Way)**	\$5,000	\$5,000	\$5,000		\$5,300	2,060	2024	crack seal
Brown Street and Brown Way Overlay**	\$7,000	\$7,000	\$7,000		\$7,420	2,983	2024	crack seal
Washington Avenue Overlay (South of Bridge Street)**	\$8,000	\$8,000	\$8,000		\$8,480	3,330	2024	crack seal
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$10,600		2024	Pedestrian
Olive Street Chip Seal	\$10,000	\$12,500	\$9,375	\$3,125	\$10,219	749	2025	chip seal
Whitehawk Boulevard Chip Seal (Washington Avenue to Orting Avenue)	\$74,000	\$92,500	\$69,375	\$23,125	\$75,619	5,617	2025	chip seal
Calistoga Street Chip Seal (Kansas Street to Corrin Avenue)	\$55,000	\$68,750	\$51,563	\$17,188	\$56,203	4,222	2025	chip seal
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$10,900		2025	Pedestrian
Eldredge Avenue Overlay (Whitesell Street to Calistoga Street)	\$90,000	\$112,500	\$56,250	\$56,250	\$63,000	1,99	2026	overlay
Tacoma Avenue Chip Seal	\$24,000	\$30,000	\$22,500	\$7,500	\$25,200	1,770	2026	chip seal
Corrin Avenue Overlay (Whitesell Street to Bridge Street)	\$179,000	\$223,750	\$111,875	\$111,875	\$125,300	3,986	2026	overlay
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$11,200		2026	Pedestrian
Skinner Way Reconstruction (Calistoga Street to Belfair Avenue)**	\$273,000	\$409,500	\$81,900	\$327,600	\$94,185	1,915	2027	Reconstruction
Anderson Street Overlay (Williams Street to Boatman Avenue)	\$99,000	\$123,750	\$61,875	\$61,875	\$71,156	2,203	2027	overlay
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$11,500		2027	Pedestrian
Deeded Lane (Calistoga Street to Eldredge Avenue)	\$145,000	\$181,250	\$90,625	\$90,625	\$106,938	3,216	2028	overlay
Orting Avenue (Callendar Street to Whitehawk Boulevard)	\$61,000	\$76,250	\$38,125	\$38,125	\$44,988	1,358	2028	overlay
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$11,800		2028	Pedestrian
Corrin Avenue Overlay (South of Harman Way)**	\$93,000	\$116,250	\$58,125	\$58,125	\$70,331	2,060	2029	overlay
Stone Street Chip Seal (Headley Avenue to Mellinger Avenue)	\$13,000	\$16,250	\$12,188	\$4,063	\$14,747	982	2029	chip seal
Eldredge Avenue Chip Seal (Calistoga Street to Kansas Street)	\$44,000	\$55,000	\$41,250	\$13,750	\$49,913	3,313	2029	chip seal
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$12,100		2029	Pedestrian
Train Street Reconstruction (Eldredge Avenue to Ammons Lane)**	\$415,000	\$622,500	\$124,500	\$498,000	\$154,380	2,917	2030	Reconstruction
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$12,400		2030	Pedestrian
Bowlin Avenue Reconstruction (Parker Lane to Leber Street)**	\$260,000	\$390,000	\$78,000	\$312,000	\$99,060	1,828	2031	Reconstruction
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$12,700		2031	Pedestrian
Washington Avenue (South of Bridge Street)**	\$150,000	\$187,500	\$93,750	\$93,750	\$121,875	3,330	2032	overlay
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$13,000		2032	Pedestrian
Brown Street and Brown Way**	\$134,000	\$167,500	\$83,750	\$83,750	\$111,388	2,983	2033	overlay
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$13,300		2033	Pedestrian
Ammons Lane (Leber Street to River Avenue)	\$135,000	\$168,750	\$84,375	\$84,375	\$114,750	2,994	2034	overlay
Curb Ramps	\$40,000	\$50,000	\$10,000	\$40,000	\$13,600		2034	Pedestrian
Old Pioneer Way Reconstruction (North of Chief Emmons Lane)**	\$404,000	\$606,000	\$121,200	\$484,800	\$168,468	2,842	2035	Reconstruction

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2024-xxxx

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, RELATING TO ANNUAL VEHICLE LICENSE FEE; SETTING THE ANNUAL VEHICLE FEE AT \$20 (TWENTY DOLLARS); PROVIDING FOR SEVERABILITY, SETTING PROGRAM GOALS, ESTABLISHING A MECHANISM TO SPEND FUNDS; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Orting Transportation Benefit District was established, pursuant to RCW 35.21.225 and Chapter 36.73 RCW by the City Council of Orting by Ordinance No. 976 in November 2011; and

WHEREAS, consistent with RCW 36.73.065, the District established an annual vehicle license fee in the amount of twenty dollars (\$20), to be collected by the Washington Department of Licensing on qualifying vehicles, set forth in RCW 82.80.140 and Chapters 36.73 and 46.16 RCW; and

WHEREAS, by Ordinance No. 2015-972, the City of Orting assumed the rights, powers, immunities, functions, and obligations of the Orting Transportation Benefit District, pursuant to Second Engrossed Substitute Senate Bill 5987 (2015), which amending Chapter 36.73 RCW to allow for said assumption; and

WHEREAS, following assumption of the functions of the Orting Transportation Benefit District (TBD), the City continued to collect the annual vehicle license fee in the amount of twenty dollars (\$20), as reflected in the City's annual budget ordinances; and

WHEREAS, the City Council may elect to amend the rate to \$0 (zero dollars) in February of 2020 through Ordinance No. 2020-1058 after a public hearing and in response to Initiative No. 976, the initiative was later declared invalid by the State Supreme Court; and

WHEREAS, in 2022 Council set a goal of completing a street assessment and coming up with a plan to address street maintenance, including study of the TBD program;

WHEREAS, in 2023 the Public Works committee studied various options for street maintenance and found the TBD fee to be the most efficient source of funding, and recommended limiting expenditures to only street expenses and necessary pedestrian improvements; and

WHEREAS, on [Month], XX, 2024, the City Council held a duly noticed public hearing at its regularly schedule meeting to hear public comment on this Ordinance; and

WHEREAS, the City Council finds that it is in the best interests of the City to set the annual vehicle fee in the amount of \$20 (twenty dollars), consistent with Chapter 36.73 RCW;

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

Section 1. Incorporation of Recitals. The above stated recitals are incorporated as though fully set forth herein.

Section 2. Amendment of Annual Vehicle Fee. The annual vehicle fee established for the City of Orting and collected by the Washington Department of Licensing on qualifying vehicles, consistent with Ch. 36.73 RCW, is hereby amended to a charge in the amount of \$20 (twenty dollars).

Section 3. Notice to Department of Licensing. The Clerk is instructed to submit this Ordinance to the Washington Department of Licensing (DOL), and to direct DOL to take all steps necessary to immediately implement this Ordinance.

Section 4. Goals and Policy of Transportation Benefit District Program. The council adopts the following goals and policy statements to guide project selection and development for the Transportation Benefit District:

1. Preserve our existing street transportation network in a way that minimizes complete street replacement due to deterioration.
2. Provide matching funds for street preservation grants.
3. Maintain an inventory of street conditions so that we are timing our maintenance investments to get the maximum life out of existing streets.
4. For streets that have deteriorated past the point of preservation, the TBD should provide matching funds for street replacement grants.
5. When required to implement street preservation, provide necessary modifications to adjacent pedestrian infrastructure.
6. Manage project timing in a manner to maintain the \$20 per vehicle charge as adequate to cover the program needs.

Section 5. Implementation. The city will identify projects eligible for TBD funding as part of its 6-year Transportation Improvement Plan which is adopted annually around June.

Section 6. Termination of Fee. The annual vehicle fee authorized will revert to \$0 (zero dollars) annually on January 1, 2030 unless re-authorized by the City Council.

Section 7. Ratification. All acts taken pursuant to the authority of this ordinance but prior to its effective date are hereby ratified.

Section 8 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 9. Corrections. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this ordinance, including but not limited to the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or section/subsection numbering.

Section 10. 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
XX DAY OF _____, 2024**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kim Agfalvi, City Clerk, CMC

Approved as to form:

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

Filed with the City Clerk:
Passed by the City Council:
Ordinance No. 20XX-XXXX

Date of Publication:
Effective Date:



City of Orting
Policy No. 2017-3
Public Records Requests – Receipt, Processing and Fees

I. PURPOSE

To provide direction regarding the processes and procedures for public records requests.

RCW 42.56, the Public Records Act (the "Act"), requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public how access to public records will be accomplished. The purpose of the Act is to provide the public full and timely access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of efficient administration of the City of Orting. The City of Orting is committed to providing full access to public records in accordance with the Act.

Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply and interpret this policy as it sees fit, and to revise or change the policy at any time. Failure to comply with any provision of this Policy shall not result in any liability imposed upon the City other than as set forth in the Act.

II. REFERENCES

RCW 42.56 - Public Records Act
WAC 44-14 - Public Records Act - Model Rules
RCW 40.14 - Preservation and Destruction of Public Records
Administrative Policy - 400-04, Records Management, Retention and Archives
Local Government Common Records Retention Schedule (CORE), Version 4.0 (May 2017)

III. DEFINITIONS

- a. *The City of Orting.* "The City of Orting" and "the City" includes any office, department, division, bureau, board, commission or agency of the City of Orting.

- b. *Identifiable record.* An identifiable record is one in existence at the time the public records request is made and that City staff can reasonably locate.
- c. *Public record.* A writing, regardless of physical form, containing information relating to the conduct of government or the performance of any governmental or proprietary function, prepared, owned, used or retained by the City.
- d. *Writing.* Broadly defined, a writing means handwriting, typewriting, printing, photostating, photographing, and any other means of recording any form of communication, including, but not limited to, letters, words, pictures, sounds or symbols or their combinations; papers; maps; magnetic or paper tapes; photographic films and prints; motion picture, film and video recordings; magnetic or punched cards; discs, drums, and diskettes; sound recordings; and other documents including data compilations from which information may be obtained or translated. An e-mail is a "writing."
- e. *E-mail.* Electronic mail is an informational transfer system that uses computers for sending and receiving messages. Classification of e-mails as public records is dependent on the content of the message. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official actions.
- f. *Public Records Officer.* The City Clerk is the Public Records Officer for the City of Orting. The Public Records Officer will coordinate responses to public records requests with the departments, and oversee compliance with the Public Records Act, but may designate other City staff members to process requests for public records.
- g. *Exempt record.* Exempt record includes all agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes.

IV. PROCEDURES

A. Making a Request.

1. Public Records Officer. Any person requesting access to public records or seeking assistance in making such a request must contact the Public Records Officer at:

City Clerk/Public Records Officer
 Orting City Hall
 110 Train St SE
 Mailing Address:
 PO Box 489
 Orting, WA 98360
 Phone: (360) 893-2219 Ext. 133
 Email: jmontgomery@cityoforting.org
 Hours: 9am – 5pm Monday - Friday

2. Request Format. While there is no specific required format for a public records request, a requestor must provide the City with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requestor should point out the public records request by labeling the front page of the document as containing a public records request, or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.

The City encourages that all requests for public records be made in writing on a Public Records Request Form, which is available at City Hall and on the City of Orting's website <http://cityoforting.org/wp-content/uploads/2012/02/Request-for-Public-Records-FormREVISED-071515.pdf>. Requests may be submitted in person, by mail, fax, e-mail, or orally (see section regarding "Oral Requests"). Mail, e-mail and faxes will be considered received on the date the form is stamped "received," not on the date sent.

Requests should include the following information to facilitate processing:

- A. The requestor's name, e-mail and/or mailing address, and/or contact phone number;
- B. The date of the request;
- C. The nature of the request, including a detailed description of the public record(s) adequate for the city personnel to be able to identify and locate the records;
- D. A statement regarding whether the records are being requested for a commercial purpose (RCW 42.56.070 (9)); and
- E. Whether the requestor desires copies, or to inspect the requested records and preferred method of receiving responsive records.

3. Oral Requests. An oral request does not memorialize the exact records sought and therefore prevents a requestor or the City from later proving what was included in the request. Furthermore, as described in WAC 44-14-04002(1), a requestor must provide the City with reasonable notice that the request is for the disclosure of public records; oral requests, especially to City staff other than the public records officer or designee, may not provide the City with the required reasonable notice. Therefore, requestors are strongly encouraged to make written requests. If the City receives an oral request, the City staff person receiving it should immediately reduce it to writing and then verify in writing with the requestor that it correctly memorializes the request.

B. Processing Requests.

1. Response to Requests. The City will process requests in the most efficient manner as the Public Records Officer deems appropriate. In an effort to better understand the request and provide all responsive records, the Public Records Officer can inquire about the purpose for the request but the requestor is not required to answer, except to establish whether inspection and copying would violate RCW 42.56.070(9) or other statute which exempts or prohibits production of specific information or records to certain persons.

a. Acknowledging receipt of request, pursuant to RCW 42.56.520. Within five business days of receipt of the request, not including the day the request was received as provided by RCW 42.56.520, the Public Records Officer will do one or more of the following:

1. Make the records available for inspection or copying;

2. Acknowledge the request and provide a reasonable estimate of the time needed to respond to the request and a date by which the records will be produced in whole or in part depending on whether the records are being provided in installments. Additional time to respond may be necessary under the following circumstances:

a. to request clarification from the requester if the request is unclear or does not sufficiently identify the requested records (see --Requesting Clarification-- section);

b. to locate and assemble the records requested;

c. to notify third persons or agencies affected by the request in the event the requested records contain information that may affect rights of others and may be exempt from production pursuant to RCW 42.56.540.

i. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy or summary of the request (WAC 44.14.040);

ii. Nothing in this policy is intended to, nor does it create, any right to such notice.

d. to determine whether any of the information requested is exempt from production and to redact such information and prepare an exemption log. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.

3. Deny the request. Any denials of requests, in whole or in part, for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. RCW 42.56.210(3)

2. Identifiable Record. A requestor must request an “identifiable record” or “class of records” before the City must respond. The Act does not allow a requestor to search through City files for records which cannot be reasonably identified or described to the City.

3. Requesting Clarification. In acknowledging receipt of a public record request that is unclear, the City may ask the requestor to clarify what information the requestor is seeking. Additionally, clarification may be sought in the following, non-exhaustive, circumstances:

a. To determine the specific date or date range of records sought, if known.

b. To ask a requestor to prioritize the records he or she is requesting so that the City is able to provide the most important records first. The City is not required to ask for prioritization, and a requestor is not required to provide it.

c. To clarify requests for identified in vague terms such as “any and all documents related to;” “all records relating to;” or similar language. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City’s response and/or reduce the volume of potentially responsive documents, the Public Records Officer may err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the Act does not allow a requestor to search through the City’s files for records which cannot be identified or described to the City.

Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

If the requestor fails to clarify the request within 30 days, the City may consider the request abandoned. RCW 42.56.520; WAC 44-14-04003(7). If the City considers the request abandoned, it should send a closing letter to the requester. WAC 44-14-04003(7).

5. Providing Records in Installments. When the request is for a large number of records, the City may provide access for inspection and copying in partial installments if reasonably determined that it would be practical to provide the records in that way. If the requestor does not contact the Public Records Officer within thirty (30) working days to arrange for the review of the first installment, the City may deem the request abandoned and may stop fulfilling the remainder of the request. The City is not required to process all requests to completion in the order that they are received. Rather, the City may prioritize requests in order to provide for the most expeditious processing of all requests. RCW 42.56.120. If the requestor has found the records he or she is seeking and no longer desires to receive any remaining installments

yet to be produced, the requestor should advise the Public Records Officer that the requested records have been provided and the remainder of the request may be cancelled.

6. Electronic records. The process for requesting electronic public records is the same as the process for requesting paper public records. When a requestor requests records in an electronic format, if technically feasible, the Public Records Officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the City and is generally commercially available, or will provide the records in a format that is reasonably translatable from the format in which the agency keeps the record. For records in which the City only has a paper copy of the record, the City may scan the record into an Adobe Acrobat PDF file at the requestor's request and expense as outlined in the City's Fee Schedule.

7. Records Delivery. The City offers the following four methods for obtaining responsive records.

a. Inspection.

b. Paper copies.

c. E-mail. For requests or installments which have a very low volume of responsive electronic records, the records may be sent by e-mail as an attachment. Responsive records, including complete or partial installments, will not be e-mailed if determined, in the City's sole discretion, that doing so will excessively interfere with other essential City functions or unreasonably disrupt the operations of the City.

d. CD/DVD. Requests/installments which have a large volume of responsive records will be delivered in one or more installments will be copied onto a CD/DVD. CDs/DVDs can be either picked up in person or sent by United States mail and will be provided at the cost as stated in the City's Fee Schedule.

8. No Duty to Create Record. This policy does not require the City to answer written questions, summarize data or information, create new public records, or provide information in a format that is different from original public records; however, the City may in its discretion, create such a new record to fulfill the request where it may be easier for the City to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. WAC 44-14-04003(5).

9. No Duty to Provide Information. This policy does not require the City to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this policy.

10. No Duty to Supplement Responses. The City is not obligated to hold current records requests open to respond to requests for records that may be created in the future. A new request must be made to obtain later-created public records.

C. Charges for Providing Copies of Public Records.

Per state law, the City is not allowed to charge for locating a public record or for making records available for review or inspection. The City may charge for the costs of copying/scanning and transmitting public records, including the staff time spent making the copies/scans.

1. Fee Schedule.

Paper records: The charge for standard size (8 ½ x 11) black and white photocopies is \$0.15 per single-sided page and \$0.30 per double-sided page. Actual costs of reproduction of off-size or color copies and non-standard formats such as photographs or blueprints will be billed directly to the requestor.

2. Electronic Records.

Default fees per the Public Record Act: The City shall follow the default fee structure outlined in the Public Records Act as it has determined the calculating the actual costs of producing electronic records would be unduly burdensome when considering the various classification levels, including benefits and wages, of staff throughout the City involved in fulfilling public records requests, and the diverse nature of requests received.

The City may \$0.05 for each four electronic files or attachments uploaded for electronic delivery, and \$0.10 per gigabyte for the transmission of records in an electronic format or for the use of City equipment to send the records electronically.

Alternatively, the City may charge a flat fee of up to \$2.00 for the entire request as long as the cost of uploading and transmitting the electronic-records is reasonably estimated to equal or exceed that amount. Only one \$2.00 flat fee per request is authorized for electronic records produced in installments.

When records are provided electronically on a CD, DVD, thumb drive, flash drive, or other electronic device, the requestor will be charged for the cost of the electronic storage device.

The City may charge an actual-cost service charge for requests that require use of IT expertise to prepare data compilations or provide customized electronic access services when not used by the City for other purposes. A cost estimate and explanation will be provided to the requestor before incurring the costs.

3. Scanning Paper Documents. If a requestor asks for responsive paper records to be converted to an electronic format, such as PDF, the cost of \$0.10 per page will be assessed to scan the paper records, in addition to delivery costs.

4. Option to Waive Charges. The City may waive charges associated with fulfilling a request. The decision will be based on various factors, including the volume and format of the responsive documents. The decision to assess fees for fulfilling a public records request

shall be made on a consistent and equitable basis, dependent primarily upon the amount of staff time required for copying, scanning, shipping, uploading, and/or transmitting the records associated with fulfilling a request.

5. Certified Copies. If the requestor is seeking a certified copy of the City record, an additional charge of \$1.00 per each complete document may be applied to cover the additional expense and time required for certification.

6. Mailing Charges. The City will charge actual costs, to include the mailing container and postage associated with the mailing of packages to the requestor.

7. Deposit. The City may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying any records for a requestor. The City shall also require payment of the remainder of the cost before providing all of the records, or the payment of the costs of copying an installment before providing that installment. RCW 42.56.120

V. Additional Provisions.

1. Preservation of Public Records. No member of the public may remove a public record from City Hall without the City's permission. No member of the public may remove a public record from a viewing area, disassemble, or alter, fold, mark, deface, tear, damage or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff. Copies of public records may be copied only on copying machines of the City unless other arrangements are made by the Public Records Officer. No food or drink will be permitted during the inspection of public records. Access to file cabinets, shelves, vaults and other City storage areas is restricted to authorized City staff.

2. Loss of Right to Inspect. Inspection shall be denied and the records withdrawn by the Public Records Officer if the requestor, when reviewing the records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the City.

3. Organization of Public Records. The City finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations, and types of public records received, generated and otherwise acquired by the City. RCW 42.56.070(4). Notwithstanding the foregoing, the City will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

4. Closing Abandoned or Unpaid Requests. If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of notice that the records are available for inspection, or fails to pay the deposit, installment payment or final

payment for the requested copies, City personnel will close the request. City personnel will document closure of the request and the conditions that led to closure. RCW 42.56.120.

5. Records Exempt from Public Disclosure. The City is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The City is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(9)

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. RCW 42.56.230 through 42.56.480 contains a large number of exemptions from public inspection and copying. Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information. *See* RCW 42.56.070(1).

If a record is wholly or partially exempt from production and should be withheld or redacted, the Public Records Officer will state the specific exemption and provide a brief explanation of how the exemption applies to the record being withheld or redacted on an exemption log. This explanation should be sufficient to enable the requestor to make a threshold determination of whether the claimed exemption is proper

6. Mechanism for Review of Denial. Any person who objects to the denial of a public records request may petition in writing to the Public Records Officer for a review of that decision within five business days of the date of the denial. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request and the basis for the requester's challenge to the denial. The Public Records Officer shall perform a review of the denial as promptly as possible. Pursuant to state law, the review shall be deemed concluded at the end of the second business day following the denial to represent final action for the purposes of judicial review. RCW 42.56.530. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

7. Retention of Records. The City follows RCW Ch. 40.14, Preservation and Destruction of Public Records, in the retention and destruction of public records. The Secretary of State, State Archives Committee approves a general retention schedule for local agency records (including cities) common to most agencies. The retention schedule for local agencies is available at www.secstate.wa.gov/archives. Retention schedules for documents vary based on the content of the record. WAC 4414-03005.

The City Clerk will index and maintain the following general administrative records in the City Clerk's Office to make them available for public inspection and copying:

- Ordinances
- Resolutions
- Minutes of the City Council

- City Council Agenda Packets
- Active Contracts and Agreements
- Active Interlocal Agreements

Records that relate to the specific function or responsibility of a specific department shall be maintained in the offices of that department.

8. Time Allocated to Processing Public Records Requests. In an effort to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency, the City allocates 12 hours per month of combined Public Records Officer and other City staff time for the handling and processing of public records requests. Additional time may be allocated from time to time depending on staffing and funding availability.

9. Disclaimer of Liability. Neither the City nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy. This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as “shall,” nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

TITLE: Public Records Request Policy, Policy No. 2017-03

Effective Date: _____

Passed By City Council: _____

2023 Permits Issued and Received	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	Monthly Average	2023 Permits Issued and Received
Mech-Residential	7	3	9	6	9	7	5	8	3	2	6	4	69	5.8	Commercial New Const
Remodel-Residential	2	3	3	2	0	1	1	7	2	4	1	4	30	2.5	Comm- Accessory Bldg
Street Right away Permits	2	1	2	4	4	0	0	1	2	1	2	0	19	1.6	Decks
Remodel-Comm	0	0	4	8	1	1	0	0	0	1	1	1	17	1.4	Demolition
Reroof	2	0	2	0	0	3	1	4	0	1	1	0	14	1.2	Duplex (1 = 2 permits)
Sidewalk / Fence / Other	0	2	4	1	1	2	0	1	0	17	2	0	30	2.5	Commercial Fence
Plumbing-Residential	0	0	0	0	2	0	1	2	2	4	1	0	12	1.0	Fill & Grade
Garage/Sheds	0	0	1	1	0	0	2	2	0	0	0	0	6	0.5	Fire Alarm or Marshall
Carports	0	0	0	1	0	0	1	1	2	0	1	0	6	0.5	Carports
Fire Alarm or Marshall	0	0	1	0	0	3	0	1	0	0	0	0	5	0.4	Garage/Sheds
Fire Sprinklers	1	4	0	0	0	0	0	0	0	0	1	0	6	0.5	Mech-Comm
Fill & Grade	0	0	0	0	0	2	0	0	1	0	0	0	3	0.3	Mech-Residential
Mech-Comm	0	1	1	0	0	1	0	0	0	0	0	1	4	0.3	Mobile Home/MFR
Inspection Only	0	0	0	0	1	2	0	0	0	0	0	0	3	0.3	Plumbing-Comm
Decks	0	0	0	0	1	0	0	0	1	0	0	0	2	0.2	Plumbing-Residential
Demolition	0	0	0	0	0	0	2	0	0	0	1	0	3	0.3	Remodel-Comm
Plumbing-Comm	1	0	0	1	0	0	0	0	0	0	0	0	2	0.2	Remodel-Residential
HyDrant	0	0	0	0	1	0	0	1	0	0	0	0	2	0.2	Reroof
Multi-plex 3-6	0	1	0	0	0	0	0	0	0	0	0	0	1	0.1	Sidewalk / Fence / Other
Commercial New Const	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Signs
Comm- Accessory Bldg	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Single Family Home
Duplex (1 = 2 permits)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Fire Sprinklers
Commercial Fence	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Tank Removal
Mobile Home/MFR	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Multi-plex 3-6
Signs	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Side Sewer
Single Family Home	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Title Elimination-MFH
Tank Removal	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Backflow
Side Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	HyDrant
Title Elimination-MFH	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Inspection Only
Backflow	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Street Right away Permits
Total Permits 2023	15	15	27	24	20	22	13	28	13	30	17	10	234		
Total Permits:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL		
Permit Type Key:															
STOP-Reviews	2	1	2	4	4	1	0	1	2	1	2		20		
Commercial Plan reviews		4	4	8	1	3		1		1	2	0	24		
Residential Plan reviews	3	4	3	3	1	1	4	8	5	4	2	2	40		
Total Reviews	5	9	9	15	6	5	4	10	7	6	4		80		



PUBLIC WORKS AGENDA REPORT REQUEST

Old Business

DEPARTMENT: Building Dept

Topic	Summary	Time Needed
New Building Permit Program that will be replacing the Current Vision permitting software.	<p>Cloud Permit</p> <p>Online building permitting software gives local government agencies a fast and efficient development approval process and on-site mobile inspections. Users can log into Cloud permit 24/7 to issue building permits, schedule building inspections, and talk with applicants.</p> <p>Building Permit Program will:</p> <p>Accept complete building permit applications and issue building permits as soon as payment is processed with a few clicks.</p> <ul style="list-style-type: none"> • Requires citizens to complete applications before they can click 'submit' with mandatory input fields • Update and send automatic building permit status updates to applicants and all involved parties • Filter and organize by property, property owner, property identification number, parcel identifying number, etc. • Determine and set exact application requirements • Collect secure applications 	2:00

Topic	Summary	Time Needed
		2:00

Topic	Summary	Time Needed

New Business:

City of Orting Public Works Committee Agenda Request
For the Meeting of Jan 3, 2024



Topic	Summary	Time Needed
		2:00min.

Topic	Summary	Time Needed
Veterans Village		2:00min.

Topic	Summary	Time Needed