



CGA Committee Agenda
June 5th, 2024
9:00am

Greg Hogan, Councilmember, Chair

Jeff Sproul, Councilmember

Kim Agfalvi, City Clerk

Scott Larson, City Administrator

Gretchen Russo, Finance Director

Danielle Charchenko, Executive Assistant/Records Clerk

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 link: <https://us06web.zoom.us/j/86008708546?pwd=eWfe7BCFz8a5C3bacl3sbFReT8xnVe.1>

Meeting ID: 860 0870 8546

Password: 236511

1. Call to Order

2. Public Comments

3. Agenda Items

- A. **AB24-17** – Safe Parking.
- B. **AB23-30** – Murrey's Franchise Agreement.
- C. **AB24-50** – Compensation Study.
- D. **AB24-54** – Budget Amendment – Summer Recreation Staffing.
- E. **AB24-55** – Grant Policy Review.
- F. **AB24-56** – RCO Grant Application Resolution.
- G. **AB24-42** – Council Goals.

4. Meeting Minutes of May 1st, 2024.

5. Action Items/Round table review.

Final comments.

Identify Items that are ready to move forward, establish next meeting's agenda.

July Meeting Date – Currently scheduled for July 3rd.

6. Adjournment



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Safe Parking Policy/Code Amendments.	AB24-23	CGA		
		4.3.2024	4.17.2024	
		6.5.2024	6.12.2024	
	Department:	CGA Committee		
	Date Submitted:	3.29.2024, 5.30.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments: Planner Memorandum				
SUMMARY STATEMENT:				
Legislative History:				
<ul style="list-style-type: none"> - Based on Council’s discussion at the March 20th Study Session, staff have split RV code amendments from Safe Parking code amendments. - CGA considered this item at their April 3rd meeting and is making the following recommendations: <ol style="list-style-type: none"> 1. Limit safe parking to religious organizations. 2. Limit the total number of safe parking spots at religious organizations to 10% of their total spaces. 3. Require bathrooms and other sanitation facilities. 4. Require the religious organization enter into a memorandum of understanding outlining limitations and obligations. 5. Committee members are going to dialogue with religious organizations to get a sense as to how much interest they have in hosting a safe parking site on their property. - For discussion at June 5th CGA Committee are CM Sproul’s “Recommendations for Safe Parking” as well as a continuation of the planner’s memorandum. 				
RECOMMENDED ACTION: <u>Action:</u>				
TBD				
FUTURE MOTION: <u>Motion:</u>				
TBD.				

Recommendations for implementing Safe Parking for the City of Orting

1. It shall be applicable for religious organizations and for any non-profit managing organization.
2. The maximum Safe Parking spaces should be limited to 10%, with an exemption process for OMC 13-5-3 Loading area and off street parking requirements, or if an exemption to exceed the 10% maximum requirement is needed.
3. A Memorandum of Understanding (MOU) shall be entered into between the organization and the City of Orting. The MOU should include at least the following:
 - a) The right of a resident of the facility to seek public health and safety assistance.
 - b) How the residents will be able to access social services on-site.
 - c) Ensure the residents have the ability to directly interact with the religious organization, including how residents can express concerns regarding the managing agency to the religious organization (if applicable).
 - d) A written code of conduct agreed to by the managing agency (if applicable), the religious organization, and all volunteers working with the residents of the facility.
 - e) If the managing agency is publicly funded, that the religious organization has the ability to interact with residents of the facility using a release of information.
 - f) An agreement that the adult residents of the facility shall be subject to a sex offender check by local law enforcement, with only religious organization retaining the authority to allow such an offender to remain on the property.
 - g) A requirement that the host religious organization or its managing agency shall inform vehicle residents of how to comply with laws regarding the legal status of vehicles and drivers, and provide relevant requirements in the code of conduct consistent with area standards.
 - h) A requirement to work with the local agencies administering the homeless client management information system if the religious organization works with a publicly funded managing agency, or, if the religious organization does not work with a publicly funded managing agency, an encouragement to work with the local agencies administering the homeless client management information system.

(This is not a requirement or recommendation for temporary overnight extreme weather shelters operated out of religious organization buildings.)

- i) That the religious organization and managing agency (if applicable) will not refuse to host any resident or prospective resident because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, as those terms are defined in RCW 49.60.040, if the religious organization and/or managing agency receive funding from any government agency.
- j) A site plan of the Safe Parking facility, including, but not limited to, ingress and egress, emergency access, location of sanitary facilities and number of facilities, location of utilities, temporary fencing locations, and the layout of the locations of the individual parking spaces to be used, and any other Safe Parking facilities and services.

4. A City of Orting permit should be required to operate a Safe Parking facility.
 - a. After the initial first year of operation of any such Safe Parking facility, operator should provide the City with a report that demonstrates ongoing compliance with the original terms of the MOU as defined and agreed upon at the time of approval.
 - b. Every two years, the permit holder should provide a report that demonstrates ongoing compliance to the City for review, and the permit and MOU be renewed, if in compliance.
5. A City of Orting application process should be established and utilized for all organizations.
6. All applications should be reviewed for completeness by City staff and submitted for final approval by the City Administrator &/or Mayor.
7. An appeal process to the Hearing Examiner should be available if the application is denied.
8. An operating without a valid permit penalty should be established.



TO:	Scott Larson, City Administrator	DATE:	April 3, 2023
FROM:	MillieAnne VanDevender, AICP and Wayne Carlson, FAICP Contract City Planners	PROJECT TYPE:	Municipal Code Amendment
		SUBJECT:	Safe Parking

It is our understanding that the City Council is considering whether to allow the overnight, temporary occupation of vehicles in the city, and how to manage these activities. This memo provides goals for the discussion and questions to help determine how to regulate Safe Parking.

Goals:

1. Decide what rules apply to religious organizations hosting Safe Parking.
2. Decide if secular organizations should be allowed to host Safe Parking, and if so, what rules apply to them.

What rules should apply to religious organizations hosting Safe Parking?

The City must allow a religious organization to host safe parking in an on-site parking lot per RCW 35A.21.360 and the City Codes should reflect this allowance but must not impose conditions other than those necessary to protect public health and safety. The following statements and questions will help determine what rules should apply to religious organizations hosting Safe Parking:

- The City must not require a religious organization to obtain insurance pertaining to the liability of a municipality with respect to homeless persons housed on property owned by a religious organization or otherwise requires the religious organization to indemnify the municipality against such liability.
- The RCW says that a city may not limit the number of parking spaces to less than 10 percent of the on-site parking spaces of a religious entity. **Should Orting’s code allow 10%, or more?**
- The RCW supports regulations pertaining to restrooms and says a city can make a rule that access must be provided to either restrooms within buildings on the property or through the use of portable facilities. **Are there any other rules regarding restroom access that Council would like to see? For instance, should the code state that restroom access must be provided 24 hours a day and 7 days a week?**
- The RCW says a city can make a rule that religious organizations must provide the minimum number of required parking spaces for the use in addition to the Safe Parking spaces. It also says the City can reduce the minimum number of required on-site parking spaces by entering into a memorandum of understanding (MOU) with the religious organization. **Should the Orting code require a religious organization to provide the minimum number of parking spaces required by**

OMC 13-5-3 plus those allowed for Safe Parking or should the code allow for an MOU to reduce the requirement?

- The City’s regulations must include a requirement that the religious organization must host a public meeting to hear neighborhood concerns and questions. The RCWs specify how the meeting must be publicized.

Should secular organizations be allowed to host Safe Parking?

If Council decides secular organizations are allowed to host Safe Parking, the following questions will guide how to regulate the use:

- **Should the organizations be required to have a demonstrated ability to offer comprehensive supportive services to support the vehicle residents?**
- **Should all the same rules apply to secular hosts that apply to religious hosts (ie, limit the number of parking spaces, provide access to restrooms, requirement that parking required by code must be provided first and Safe Parking may only be allowed if there are additional spaces)?**
- **Should Safe Parking only be allowed in the MUTC zone?**
- **Should the Safe Parking spaces be screened by landscaping?**
- **Should other conditions of approval be included?**



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Murrey's Franchise Agreement – Second Amendment.	AB24-30	CGA		
		4.3.2024		
		5.1.2024		
		6.5.2024		
	Department:	Administration		
Date Submitted:	3.29.2024, 5.30.2024			
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	None			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments:	Original Franchise and Murrey's Proposed Changes			
SUMMARY STATEMENT:				
<p>May 30, 2024 Update. CM Sproul and CA Larson met with Murrey's on May 8th to go over our proposed language updates, and our proposal to adopt a new franchise rather than extend the existing agreement. At that meeting, Murray's seemed agreeable to the proposed changes. As of the date of this agreement, Murrey's confirmed that they are still working through the proposed language we send to them.</p> <p>Murrey's has made a proposal to amend the current contract. Following, is a summary of the original and proposed changes:</p> <p>1. Term Extension: Original: The initial term was set to expire on April 30, 2019, with automatic one-year extensions for three additional years. Amended: Extends the Agreement Term for an additional ten years through December 31, 2032, with automatic renewal for an additional three years unless the City decides otherwise based on performance.</p> <p>2. Exclusive Rights and Obligations: Original: Provided the Franchisee the exclusive right to collect and dispose of residential and commercial solid waste, recyclables, and yard debris within the franchise area.</p>				

Amended: Clarifies the Contractor's exclusive rights and obligations regarding the collection of all solid waste, recyclables, and yard waste within the City limits, including enforcement cooperation and exclusion for certain types of waste.

3. Collection Services:

Original: Detailed the Franchisee's responsibilities for collecting various types of waste and set specific requirements for collection methods, frequencies, and customer service.

Amended: Specifies changes to residential collection services, introduces compliance requirements for recyclable material preparation, and establishes liability provisions for damages and performance under contingencies beyond reasonable control.

4. Rate Adjustments:

Original: Allowed for adjustments based on changes to the Consumer Price Index (CPI) and disposal fees, with specific provisions for senior discounts and adjustments for significant increases in fuel costs.

Amended: Revises the rate adjustment process to include an annual CPI adjustment starting March 1, 2025, and introduces a new section for adjustments based on Carbon Fees as part of Washington State's cap and trade program.

5. Billing and Customer Service:

Original: Required the Franchisee to maintain a business phone for customer service, respond to complaints, and specified billing cycles for different types of customers.

Amended: Overhauls billing and customer service procedures, detailing billing frequencies, contents of bills, late notices, and procedures for service termination due to non-payment.

6. Liability and Indemnification:

Original: Included provisions for the Franchisee to indemnify the City against certain claims and specified the responsibility for damage to public and private facilities.

Amended: Updates sections related to the Franchisee's duty to defend, indemnify, and hold the City harmless against certain claims, removes an entire section, and updates notice provisions.

7. Exhibits and Appendices:

Original: Included specific exhibits detailing rates, service specifications, and other appendices.

Amended: Involves replacing Exhibit A entirely and adding Exhibit A-1 to the Agreement, reflecting the updated terms and conditions.

RECOMMENDED ACTION: Action:

None

FUTURE MOTION: Motion:

TBD.

**SECOND AMENDMENT TO FRANCHISE AGREEMENT BETWEEN THE CITY OF ORTING
AND D.M. DISPOSAL CO., INC.**

This Second Amendment to Franchise Agreement Between the City of Orting and D.M. Disposal Co., Inc. (this "Amendment"), is made and entered into by and between the City of Orting, a Washington municipal corporation (the "City"), and D.M. Disposal Co., Inc., a Washington corporation ("Franchisee"). The City and Franchisee may be collectively referred to herein as the "Parties" and individually as a "Party," unless specifically identified otherwise. This Amendment shall be effective upon the Effective Date as defined below. All capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement (as defined below).

RECITALS

WHEREAS, on April 1, 2012, the Parties entered into that certain *Franchise Agreement Between the City of Orting and D.M Disposal Co., Inc.*, as subsequently modified, amended, and/or extended (the "Agreement"), for the collection, transportation, and disposal of all residential Solid Waste, Recyclable Materials, Yard Debris, and Bulky Goods, and all Commercial Solid Waste generated, deposited, accumulated, or otherwise coming to exist in the Franchise Area within the City; and

WHEREAS, on August 1, 2015, the City and DM Disposal entered into that certain First Amendment to Agreement for the Collection and Disposal of all residential Solid Waste, Recyclable Materials, Yard Debris, and Bulky Goods, and all Commercial Solid Waste generated, deposited, accumulated, or otherwise coming to exist in the Franchise Area within the City; and

WHEREAS, the Agreement is set to expire on or about December 31, 2024 and the Parties wish to amend the Agreement to extend the term as well as modify certain other provisions as more particularly set forth herein.

TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties mutually agree as follows:

1. **Amendment to Section 2.1 of the Agreement.** Section 2.1 of the Agreement is hereby deleted in its entirety and replaced with the following:

2.1 Exclusive Right.

“The contractor shall have the exclusive right and the obligation to collect all solid waste, recyclables, and yard waste within the City limits as of the date of this Agreement, with

the exception of solid waste, recyclable materials or yard waste self-hauled by the generator; or yard waste generated and self-hauled by private landscaping services from landscaping projects on which they are working. The parties agree to cooperate in the enforcement of the provisions of this Agreement and the City's authority to regulate a system of solid waste handling. The Contractor's rights under this Agreement are subject to the rights of third parties in annexed areas and those rights shall not be abridged by this Agreement. Solid waste" as such term is used herein shall be defined as set forth in RCW 70A.205.015 and shall exclude material which is or contains, or which Service Provider reasonably believes to be or contain, radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, toxic or hazardous material as defined by applicable federal, state or local laws or regulations ("Excluded Waste"); (b) if Service Provider finds what reasonably appears to be discarded Excluded Waste, Service Provider shall promptly notify the City and the producer of the Excluded Waste, if the producer can be readily identified; and (c) title to and liability for any Excluded Waste shall remain with the producer of the Excluded Waste, even if Service Provider inadvertently collects or disposes of such Excluded Waste"

2. **Amendment to Section 3 of the Agreement.** Section 3 of the Agreement is hereby deleted in its entirety and replaced with the following:

3. **TERM OF FRANCHISE.**

"Section 3 of the Agreement is hereby amended to extend the Agreement Term for an additional ten (10) year period by mutual agreement of the parties. The Agreement Term shall now run through December 31, 2032. Upon expiration of the Term, the Agreement shall automatically renew for an additional three (3) year period under the same terms and conditions, unless the City determines, in its sole discretion, that Contractor is providing inadequate or insufficient service to customers in breach of the Agreement; provided that Contractor shall have thirty (30) days to cure said inadequacy or insufficiency after receiving notice from the City."

3. **Amendment to Section 5.1 of the Agreement.** Section 5.1 of the Agreement is hereby deleted in its entirety and replaced with the following:

5.1 Residential Collection Services. Franchisee shall furnish all labor, supervision, materials, supplies, equipment, and all other items required to collect and dispose of all solid waste, recyclables, and yard waste within the City limits. The work to be done by Franchisee as set forth in this Franchise shall be accomplished in a professional manner so that the residents within the Franchise Area are provided reliable, courteous, and high-quality collection of Solid Waste.

4. **Amendment to Section 5.2 of the Agreement.** Section 5.2 of the Agreement (Collection from Multi-Family Residences and Commercial Premises.) shall be revised to delete the language "Collection of Recyclable Material and Yard Debris from these Multi-Family and Commercial Customers is outside the scope of this Franchise and is open to competition."

5. **Amendment to Section 5.16.** A new Section 5.16 of the Agreement shall be added to state the following:

Customers must comply with any description of and/or procedures with respect to removal of contaminants or preparation of recyclable materials as reasonably provided by Contractor. If any customer fails to do so, Contractor may decline to collect such materials without being in breach of the Agreement. Contractor shall not be responsible for and has not made any representation regarding the ultimate recycling of such recyclable materials by any third-party facilities.

6. **Amendment to Section 5.17.** A new Section 5.17 of the Agreement shall be added to state the following:

"Except in the case of Contractor's negligence or willful misconduct, Contractor shall not be liable for any damages to pavement, curbing, or other driving surface resulting from the weight of its trucks and equipment."

7. **Amendment to Section 5.18.** A new Section 5.18 of the Agreement shall be added to state the following:

"Except for the payment of amounts owed hereunder, neither party hereto shall be liable for its failure to perform or delay in its performance hereunder due to contingencies beyond its reasonable control including, but not limited to, strikes, riots, compliance with laws or governmental orders, epidemics, pandemics, inability to access a container, fires, inclement weather and acts of God, and such failure shall not constitute a breach under this Agreement."

8. **Amendment to Section 8.2 of the Agreement.** Section 8.2 of the Agreement is hereby deleted in its entirety and replaced with the following:

"The rates for Contractor's services as set forth in Exhibit "A" attached hereto shall remain the same until March 1, 2025.

8.2.1 Rate Increase. Revision of Rates. Annual CPI Adjustment: Beginning March 1, 2025 and for every year thereafter through the end of the Agreement Term or any extension, rates set forth in Exhibit "A" and Exhibit "A-1" shall be adjusted by one hundred percent (100%) of the change in the Consumer Price Index as maintained by the U.S. Department of Labor, for all Urban Consumers Water and Sewer and Trash Collection Services (excluding any CPI adjustment to the City utility tax and /or other municipal fee or tax amounts in Exhibit "A" and Exhibit "A-1") ("CPI"), for the immediately preceding twelve (12) month period derived from the most currently published index available. At least sixty (60) days prior to the Adjustment Date,

Franchisee shall notify City of the CPI adjustment to take effect on the Adjustment Date and shall provide City with its computations, therefore. No less than 45 days prior to implementation of any rate increase, Franchisee shall give notice of such rate adjustment to all Customers within the Franchise Area. Adjustments to the Franchisee's collection service charge shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) shall not be considered when making adjustments.

9. **Amendment to Section 8.4 of the Agreement.** (Billing and Customer Service). Section 8.4 shall be deleted in its entirety and replaced with the following:

8.4 All hauling for residential solid waste collection and recycling services within the City limits shall be performed by the Contractor every other month in accordance with the rates established in this contract. Billing for all other customers for solid waste collection and recycling services within the City limits shall be performed by the Contractor every month in accordance with the rates established in this Agreement.

8.4.1 The time period covered by the bill provided by the Contractor will be the present and prior month based on the date the bill is received by the customer. The time period covered will be stated in the bill. The charge for any special services not covered in this contract will be determined by mutual agreement of the parties hereto.

8.4.2 The Contractor shall bill customers directly for solid waste and recyclables which exceed the customer's current subscribed level of service.

8.4.3 The Contractor shall provide billing services for solid waste and recyclables without proration for partial months. The minimum proration shall be one month.

8.4.4 The types of services for which the customer is being charged will be clearly stated on the face of the bill provided by the Contractor.

8.4.5 The bills provided by the Contractor shall be due in accordance with guidelines established by the Contractor. If a bill remains unpaid after forty-five (45) calendar days from the bill date, a late notice shall be mailed to the customer and shall include a 1.5% penalty (minimum \$1.00). If the bill remains unpaid after sixty (60) calendar days from the date of the invoice, service will be terminated. Provide a summary list to the City of customers terminated for non-payment on a quarterly

basis upon request.

8.4.6 A fee in accordance with Exhibit A will apply to all customers stopped for non-payment to re-establish service, plus applicable taxes, if any.

8.4.7 A fee in accordance with Exhibit A will be assessed on all checks returned by a financial institution for insufficient funds plus applicable taxes, if any.

8.4.8 A fee in accordance with Exhibit A shall be assessed for redelivery of carts/receptacles where the customers had requested suspension or termination of service or where the service was suspended for non-payment by customer.

8.4.9 Customers whose service is terminated and restarted within one year after the termination of their prior service shall be assessed a service restart fee in accordance with Exhibit A. upon restart of service, customers shall have the choice of paying a Receptacle redelivery fee in accordance with Exhibit A, or customers may pick up their Receptacle(s) directly from the Contractor at no charge.

8.4.10 All costs related to billing and bill collection incurred by Contractor will be paid by the Contractor.

10. Amendment to Section 8.5 of the Agreement. A new Section 8.5 entitled Carbon Fee Adjustment shall be added after 8.4 of the Agreement and shall read as follows:

“On an annual basis, Franchisee shall have the right adjust rates hereunder to account for Carbon Fees paid by Franchisee as part of the Washington State Climate Commitment Act’s cap and trade program. Such adjustments shall be calculated based on the average carbon fee actually paid by Franchisee during the immediately prior twelve (12) month period from October 1-September 30 of the then applicable year. Franchisee shall use its fuel invoices for purposes of calculating such average. Upon request, Franchisee shall provide such fuel invoices to the City for City’s audit and review.”

11. Amendment to Section 9.1 of the Agreement. A new Section 9.1 of the Agreement shall be added to state the following:

“9.1 Reports. Franchisee shall make available to City for review monthly and annual reports regarding the number of Customers for each class and level of service upon request.”

12. Amendment to Section 12.1 of the Agreement. Section 12.1 of the Agreement

shall be deleted and replaced in its entirety with the following:

“The Franchisee shall promptly defend, indemnify and hold harmless the City and its affiliates, and its respective employees, agents, representatives and contractors, from and against any and all claims, suits, actions, liabilities, losses, expenses or damages (including costs of defense, settlement, court costs, reasonable attorneys’ fees and expert witness and consulting fees) which the City may incur, to the extent caused by or resulting from: (i) any negligent act or omission or intentional misconduct of the Franchisee, its agents or employees in connection with this Agreement, (ii) any violation of any applicable law, rule, regulation, ordinance, or court order by the Franchisee, its agents or employees in connection with this Agreement, or (iii) any breach by the Franchisee, its agents or employees of any of the covenants, agreements, representations or warranties of the Franchisee set forth in this Agreement; provided however that if such claims are caused by or result from the concurrent negligence or willful misconduct of, breach this Franchise by, or violation of any applicable laws, rules or regulations, by the City, its agents, employees and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence or conduct of the Franchisee, and provided further that nothing herein shall require the Franchisee to hold harmless or defend the City, its agents, employees and/or officials for damages or loss caused by the City’s sole negligence, willful misconduct, breach of this Agreement, or violation of any applicable laws, rules, or regulations. The provisions of this Section shall survive the expiration or termination of this Franchise.

13. Amendment to Section 12.5 of the Agreement. Section 12.5 of the Agreement shall be deleted in its entirety.

14. Amendment to Section 25 of the Agreement. Franchisee's notice provisions are updated as follows:

Franchisee’s address: D.M. Disposal Co., Inc.
4822 70th Avenue East
Fife, WA 98424
Attention: District Manager

With a copy to: Waste Connections, Inc.
3 Waterway Square Place, Suite 110
The Woodlands, TX 77380
Attention: Legal Department

15. Amendment to Exhibit A of the Agreement. Exhibit A of the Agreement is hereby deleted in its entirety and replaced with the attached Exhibit A.

16. Amendment to Exhibit A-1 of the Agreement. Exhibit A-1 will be added to the Agreement and will be referred to as “Exhibit A-1” attached hereto and made a part hereof.

17. Counterparts. This Amendment may be executed in one or more electronic or original counterparts, each of which shall be deemed an original and both of which together shall constitute one and the same instrument.

18. **Ratification.** All terms and provisions of the Agreement not amended hereby, either expressly or by necessary implication, shall remain in full force and effect. From and after the date of this Amendment, all references to the term "Agreement" in this Amendment and/or in the Agreement shall include the terms contained in this Amendment.

19. **Conflicting Provisions.** In the event of any conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall prevail.

20. **Authorization.** Each party executing this Amendment represents and warrants that it is duly authorized to cause this Amendment to be executed and delivered.

21. **Effective Date.** The Effective Date of this Amendment shall be _____, 2024.

[signature page to follow]

IN WITNESS WHEREOF, the Parties enter into this Second Amendment as of the Effective Date. Each person signing this Second Amendment represents and warrants that he or she has been duly authorized to enter into this Amendment by the Party on whose behalf it is indicated that the person is signing.

CITY OF ORTING

By: _____

Name:

Title:

ATTEST:

Name:

Title:

D.M. DISPOSAL CO., INC.

By: _____

Name:

Title:

ATTEST:

Name:

Title:



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Compensation Study Draft.	AB24-50	CGA		
		6.5.2024	5.15.2024 6.19.2024	
	Department: Executive			
	Date Submitted: 5.8.2024			
	Cost of Item:		N/A	
Amount Budgeted:		N/A		
Unexpended Balance:		N/A		
Bars #:		N/A		
Timeline:		N/A		
Submitted By:		Scott Larson		
Fiscal Note: See below.				
Attachments: Draft Compensation Study				
SUMMARY STATEMENT:				
<p>As part of the 2024 Budget process, the council commissioned a compensation study for non-represented staff. The consultant selected comparable cities to benchmark our positions and compensation packages. The initial findings reveal that Orting's salaries are slightly lower than those in comparable cities, although our generous leave benefits compensate for this difference. When including leave benefits in the analysis, Orting's overall compensation is similar to that of other cities of comparable size, except for a few positions. Specifically, our building official and city clerk earn less than their counterparts, whereas our Capital Projects Manager and Police Chief are paid more.</p> <p>At the study session on May 15, council requested staff to bring back a compensation policy and salary recommendations for the CGA committee to consider.</p> <p>Fiscal Note: through the budget process, 2024 salaries were increased by 3% for non-represented staff on aggregate compared to what the Mayor recommended in his draft budget. However, salary expenses were not changed in the budget, and the expense budget is based off the Mayor's original recommendation. The budget that was passed was balanced, and adopting the recommended salaries would not increase the expense budget.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Discussion item.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				

Position	FTE	2023				
		Step	Range		Step	
City Administrator	1	51	\$ 160,163.33	\$ 180,275.25	C	\$ 169,873.68
Finance Director	1	40	\$ 115,699.50	\$ 130,220.80	C	\$ 122,719.92
Community Develoment Director	1	38	\$ 105,881.43	\$ 119,170.48		
City Clerk	1	30	\$ 86,091.29	\$ 96,896.51	C	\$ 91,312.08
Admin Assistant	1	18	\$ 60,382.70	\$ 67,961.26	B	\$ 62,192.00
Events & Activites Coordinator	0.65	17	\$ 38,099.36	\$ 42,888.18	B	\$ 39,248.56
HR Clerk	1	21	\$ 65,981.81	\$ 74,263.10	B	\$ 67,953.60
Court Administrator	1	29	\$ 83,583.78	\$ 94,074.28		\$ 91,312.08
Court Clerk	0.5	16	\$ 28,454.40	\$ 32,021.60	C	\$ 30,191.20
Police Chief	1	48	\$ 146,564.66	\$ 164,959.82		\$ 150,945.60
Police Commander	1	38	\$ 109,057.87	\$ 122,745.60		
Capital Projects Manager	1	40	\$ 115,699.50	130.220.80	C	\$ 122,719.92
Public Works Director	1	42	\$ 122,745.60	\$ 138,151.25	E	\$ 138,132.72
Deputy Public Works Director	1	36	\$ 102,797.50	\$ 115,699.50		
Building Official	1	27	\$ 78,785.73	\$ 88,674.03	E	\$ 88,649.52
Term Limited GIS Technician	1	18	\$ 30,191.35	\$ 33,980.63	A	\$ 60,382.40

2024 - proposed					
range			Step		% over 2023
51	\$ 164,964.80	\$ 185,660.80	D	\$ 180,252.80	6%
43	\$ 130,228.80	\$ 146,577.60	D	\$ 142,292.80	16%
40	\$ 119,184.00	\$ 134,139.20			
36	\$ 105,892.80	\$ 119,184.00	A	\$ 105,892.80	16%
18	\$ 62,192.00	\$ 70,012.80	C	\$ 65,977.60	6%
17	\$ 39,248.56	\$ 44,169.84	D	\$ 42,885.44	9%
24	\$ 74,256.00	\$ 83,595.20	A	\$ 74,256.00	9%
31	\$ 91,332.80	\$ 102,793.60	C	\$ 96,907.20	6%
16	\$ 29,317.60	\$ 32,988.80	D	\$ 32,032.00	6%
48	\$ 150,966.40	\$ 169,915.20	B	\$ 155,500.80	3% ??
41	\$ 122,740.80	\$ 138,153.60			
42	\$ 126,422.40	\$ 142,292.80	D	\$ 138,153.60	13%
45	\$ 138,153.60	\$ 155,500.80	B	\$ 142,292.80	3%
36	\$ 105,892.80	\$ 119,184.00	E	\$ 119,184.00	
33	\$ 96,907.20	\$ 109,054.40	C	\$ 102,793.60	
18	\$ 62,192.00	\$ 70,012.80	B	\$ 64,064.00	6%

2024 - actual					
range			Step	Actual	
51	\$ 164,964.80	\$ 185,660.80	X	\$ 169,873.68	
40	\$ 119,184.00	\$ 134,139.20	B	\$ 122,740.80	
39	\$ 115,710.40	\$ 130,228.80	C	\$ 122,740.80	
30	\$ 88,670.40	\$ 99,798.40	X	\$ 96,334.24	
18	\$ 62,192.00	\$ 70,012.80	X	\$ 65,612.26	
17	\$ 39,248.56	\$ 44,169.84	C	\$ 41,641.60	
23	\$ 72,092.80	\$ 81,161.60	X	\$ 73,841.56	
30	\$ 88,670.40	\$ 99,798.40	X	\$ 96,334.24	
16	\$ 29,317.60	\$ 32,988.80	D	\$ 32,032.00	
48	\$ 150,966.40	\$ 169,915.20	X	\$ 159,247.61	
38	\$ 112,340.80	\$ 126,422.40			
40	\$ 119,184.00	\$ 134,139.20	X	\$ 129,469.52	
43	\$ 130,228.80	\$ 146,577.60	X	\$ 142,967.37	
36	\$ 105,892.80	\$ 119,184.00	B	\$ 109,054.40	
28	\$ 83,595.20	\$ 94,078.40	X	\$ 91,309.01	
18	\$ 62,192.00	\$ 70,012.80	A	\$ 62,192.00	

% over 2023	Comp Study					New +/- Market %
	Median High	% +/- Market	closest equivalent range			
0%	\$ 183,804.00	1.0%	51	\$ 164,964.80	\$ 185,660.80	1.00%
0%	\$ 146,509.00	-8.4%	43	\$ 130,228.80	\$ 146,577.60	0.05%
	\$ 135,034.00	-3.6%	40	\$ 119,184.00	\$ 134,139.20	-0.67%
5%	\$ 111,430.00	-10.4%	34	\$ 99,798.40	\$ 112,340.80	0.81%
5%	\$ 76,649.00	-8.7%	21	\$ 67,953.60	\$ 76,502.40	-0.19%
6%	\$ 48,886.00	-9.6%	20	\$ 42,885.44	\$ 48,266.40	-1.28%
8%	\$ 91,810.00 *	-11.6%	27	\$ 81,161.60	\$ 91,332.80	-0.52%
5%	\$ 105,556.00	-5.5%	32	\$ 94,078.40	\$ 105,892.80	0.32%
6%	\$ 33,990.00	-2.9%	17	\$ 30,191.20	\$ 33,976.80	-0.04%
5%	\$ 159,183.00	6.7%	46	\$ 142,292.80	\$ 160,160.00	0.61%
5%	\$ 113,641.00	18.0%	35	\$ 102,793.60	\$ 115,710.40	1.79%
3%	\$ 148,693.00	-1.4%	43	\$ 130,228.80	\$ 146,577.60	-1.44%
	\$ 113,028.00	5.4%	34	\$ 99,798.40	\$ 112,340.80	-0.61%
	\$ 108,204.00	-13.1%	33	\$ 96,907.20	\$ 109,054.40	0.78%
3%						

Reccommended					
range	step		% over 2023	% over '24 actuals	2025 increase
51	C	\$ 175,011.20	3%	3%	D Step (3%) + Cola to mirror AFSCME Local 120
43	A	\$ 130,228.80	6%	6%	B Step (3%) + Cola to mirror AFSCME Local 120
40	B	\$ 122,740.80		0%	C Step (3%) + Cola to mirror AFSCME Local 120
34	B	\$ 102,793.60	13%	7%	C Step (3%) + Cola to mirror AFSCME Local 120
21	A	\$ 67,953.60	9%	4%	B Step (3%) + Cola to mirror AFSCME Local 120
20	A	\$ 42,885.44	9%	3%	B Step (3%) + Cola to mirror AFSCME Local 120
27	A	\$ 81,161.60	19%	10%	B Step (3%) + Cola to mirror AFSCME Local 120
32	C	\$ 99,798.40	9%	4%	C Step (3%) + Cola to mirror AFSCME Local 120
17	C	\$ 32,032.00	6%	0%	D Step (3%) + Cola to mirror AFSCME Local 120
48	X	\$ 159,247.61	6%	0%	D <i>bring to Step C + Cola to mirror AFSCME Local 120</i>
38	X	\$ 129,469.52	6%	0%	E <i>Freeze until cola catches up to wages?</i>
43	X	\$ 142,967.37	4%	0%	E <i>bring to Step E + Cola to mirror AFSCME Local 120</i>
36	B	\$ 109,054.40		0%	C Step (3%) + Cola to mirror AFSCME Local 120
33	A	\$ 96,907.20	9%	6%	B Step (3%) + Cola to mirror AFSCME Local 120
18	B	\$ 64,064.00	6%	3%	C Step (3%) + Cola to mirror AFSCME Local 120

Data Year	RPP %	Organization	Population Benchmark position
2024	1	City of Orting	9110 Payroll Clerk
2023	1	City of Yelm	10770 Personnel Analyst
2023	1.09	City of La Center	3890 Personnel Analyst
2023	1.12	City of Kelso	12750 Personnel Analyst
2023	1	City of DuPont	10180 Personnel Analyst
2023	1.09	City of Ridgefield	15180 Personnel Analyst
2023	1.12	City of Sequim	8350 Personnel Analyst
2023	1.12	City of Shelton*	10420 Personnel Analyst
2023		City of Sequim	8350 Payroll Clerk

*2nd Sequim position and Shelton not included in average

Your job title	Number of Hours per wee	Column2	FTE Min	Column3
HR / Payroll	1	40		\$6,007
Human Resource Specialist	1	40		\$5,556
Strategic Specialist	1	40		\$5,290
Administrative Programs Manager/Human Resou	1	40		\$5,903
HR Analyst / SR HR Analyst	2	40		\$6,120.16
HR Coordinator	1	40		\$5,812.29
HR Analyst	1	40		\$5,262
Senior Human Resource Analyst	1	40		\$5,552
Payroll/HR Administrator	1	40		\$ 5,262.00

or median calculations.

Orting % +/-

Average	-6.53%	Average
Median	-5.28%	Median
Average	-11.83%	
Median**	-17.14%	

**Cabot Dow used Media

-11.60%

FTE Max	Max RPP	Exempt status	Job match
\$6,763	\$6,763.00	Non-exempt	Substantially greater duties and responsibilities than the survey job
\$6,667	\$6,667.00	Exempt	Essentially comparable duties and responsibilities to the survey job
\$6,587	\$7,179.83	Exempt	Essentially comparable duties and responsibilities to the survey job
\$7,182	\$8,043.84	Exempt	Substantially greater duties and responsibilities than the survey job
\$8,279.67	\$8,279.67	Exempt	Essentially comparable duties and responsibilities to the survey job
\$7,653.68	\$8,342.51	Non-exempt	Essentially comparable duties and responsibilities to the survey job
\$7,517	\$8,419.04	Non-exempt	Essentially comparable duties and responsibilities to the survey job
\$7,595	\$8,506.40	Exempt	Essentially comparable duties and responsibilities to the survey job
\$ 7,517.00		Exempt	Substantially greater duties and responsibilities than the survey job
\$7,235.62		without RPP	
\$7,140.00			\$85,680.00
	\$7,670.70	with RPP	
	\$8,161.76		\$97,941.06
Min Max (with RPP) for Comp Study	\$7,650.88		\$91,810.53 Average between RPP and Straight comparator

\$8,043.84

City of Orting, Washington
2024 Non-Represented Compensation Study

Cabot Dow Associates
April 18, 2024

Contents

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Background

The City of Orting is located in Pierce County, in the foothills of Mount Rainer between the Puyallup and Carbon Rivers, along State Route 162 about 20 miles southeast of Tacoma. Incorporated in 1889, the city of 9,110 is characterized by its proximity to Mount Rainier, historical preservation, and primarily residential land use.

Orting has a mayor-council form of government and is governed by a mayor, who presides over a seven-member City Council. City departments are managed by department heads and report to a City Administrator. Orting provides water and sewer utility services, police, a municipal court, and various other key municipal responsibilities. Fire protection is provided by Pierce County Fire District 18.

The City employs 45 regular and part-time employees. 31 employees are represented by labor unions, and the remaining 14 employees are non-represented management positions.

Scope of Study

The objective of the 2024 Non-Represented Compensation Study was to perform a total compensation analysis of all non-represented positions, which includes management and exempt employees. The City had not conducted a study for several years and was interested in its standing in terms of total compensation (ie salaries and selected benefits such as health benefits and paid leave) amongst a selected sample of cities in Washington State.

Market Sample

Selection of comparable agencies for compensation study purposes is often grounded in the interest arbitration statute for uniformed personnel (including public safety personnel). While not applicable to non-commissioned employees of cities, RCW 41.56.465 outlines a statutory proxy for selecting comparison cities when it comes to salary survey processes, including using a comparison of “*the wages, hours, and conditions of employment of personnel involved in the proceedings with the wages, hours, and conditions of employment of like personnel of like employers of similar size on the west coast of the United States.*”

The City last used a list of comparables for police bargaining in 2021, following the applicable RCW. Including like employers (i.e. cities) by similarity in size of resident population and then by total city budget as a measure of similar size, using a parameter of 50% below and 50% above Orting’s demographics, is an acceptable and recommended practice for compensation studies. Similarities in service provision were also considered.

While proximity is often a factor in determining similar agencies for comparison, it is reasonable to consider objective measures of size (ie population, budget) and similar employers (ie services provided) for jurisdictions in the greater Pacific Northwest, including Washington and Oregon. Casting the net more broadly yields more data that guides employer salaries in aiming for fair outcomes and fiscal responsibility. In order to normalize compensation comparisons, regional price parity information from the Federal Bureau of Economic Analysis was factored in to adjust for cost-of-living differences between cities where necessary.

The recommended list of agencies used for the study are listed below and shown with more detail in Attachment A.

Recommended City	Population	2024 Budget
<i>Orting</i>	9,110	\$28,562,000
Black Diamond	6,880	\$33,306,000
Buckley	5,555	\$36,919,000
Chehalis	7,400	\$38,612,000
Cheney	13,160	\$35,286,000
Fircrest	7,235	\$34,214,000
Lake Forest Park	13,660	\$24,224,000
Ocean Shores	7,380	\$41,585,500
Omak	4,980	\$23,190,000
Othello	9,005	\$31,409,000

The recommended comparison agencies are those shown that fall between 50% below and 50% above Orting’s population and 2024 total budget and that provide similar services as Orting, including municipal court and utility services. While FTEs are shown for information purposes, this factor has not been a primary determinant in selecting or rejecting a potential comparable city due to considerable variation

in the relationship between respective cities' population, budgets and FTE numbers. Three of the proposed comparable cities have larger staff sizes than Orting but fall within the population and budget parameters.

Several of the recommended comparable cities were previously included by both labor and management in bargaining, providing some historical continuity for the current non-represented position compensation study. While two Oregon cities were included in the recommended list of cities, no response was received from either city, so no out-of-state data was ultimately used in the study results.

Report Methodology

CDA made every effort to obtain as much pertinent data as possible from comparable cities; oftentimes, apples-to-apples comparisons are difficult to make, and data from other agencies is sometimes not forthcoming. CDA reviewed Orting's job descriptions and compared them with similar job descriptions in each of the comparable agencies. Job matches were considered appropriate when approximately 80% of the job position content was similar to the City's corresponding position. In addition to job descriptions, CDA used other available documents, such as collective bargaining agreements, organizational charts, payroll data, and established surveys such as those published by the Associates of Washington Cities, to supplement the study.

Total compensation reports for 10-year employees are provided in the Appendices. *Total compensation* is shown from the employer cost perspective and includes the position salary for the respective tenure; applicable longevity premiums; employer deferred compensation contributions; medical, dental, and vision premium contributions; and paid holiday and vacation leave.¹ These compensable items were summed into a net hourly rate to use as a basis of comparison of total compensation between Orting and the selected market.

Total Compensation Analysis Results

Appendix B summarizes the comparisons between Orting's salaries at the salary range high and that of the market and the total compensation net hourly amount separately. The summary highlights positions that are more than 10% below the market median; positions less than 10% above or below the market median are considered to be "within market," in accordance with common compensation practice.

When considering salaries alone, one position was more than 10% above the market, and two positions were more than 10% below the market (shown in the table below).² However, when factoring in additional compensation items such as medical insurance, deferred compensation, and paid leave, all positions were within the market, and two positions were more than 10% above the market. One factor that might explain this is Orting's higher than median vacation leave. Of note, the City of Black Diamond's management positions are largely represented, and 2024 salaries have not yet been settled.

¹ Composite insurance premium rates were adjusted by a factor of 1.33 for comparability purposes.

² One position, HR/Payroll, was not able to be benchmarked due to a lack of matches.

Over/Under Market Positions	Salary Range Market Difference
Capital Projects Manager	18%
Building Official	-13.1%
City Clerk	-10.4%

Recommendation

Because these management positions are fairly unique and highly individual to the organization, consideration should be made for the needs of the organization prior to making any compensation changes. It is recommended that the City review the job descriptions of those positions that were significantly above or below the market median. Often, significant differences appearing in compensation studies indicate classification differences amongst comparable agencies that are not captured in the City's job descriptions.

Further, the City may discuss how these results fit within the broader context of a stated compensation philosophy/policy after input by the City's executive and legislative leadership. While the City's salaries may be low, on average, compared to similar agencies, the City's total compensation package makes up this difference considerably, particularly in terms of paid leave. Whether acknowledged or not, these results communicate values that the City holds with regard to compensation of employees, and it is recommended that the City confirm whether or not these results are reflective of its actual compensation goals.

Validation

This Report on the total compensation analysis of the City of Orting's non-represented positions was prepared by Cabot Dow, the president and principal human resources management consultant at Cabot Dow Associates, Inc. This Report is intended to be fully responsive to the City's contract for professional services and reflects the consultant's independent professional methodology, tables, judgments and findings.

Compensation Report Appendices

- A. Comparable Agency Analysis
- B. Summary of Position Comparisons
- C. Individual Position Comparisons

County	Jurisdiction	RPP Adjustment Factor	2023 Pop. Est.	Total 2024 Budget	FTEs	Utilities	Municipal Court
Pierce	Orting		9,110	\$ 28,562,000	45	Y	Y
	50% below		4,555	\$ 14,281,000	23		
	50% above		13,665	\$ 42,843,000	68		
<i>Proposed Comparable Cities - 50% below/50% above population/budget</i>							
King	Black Diamond	100%	6,880	\$ 33,306,000	51	Y	Y
Pierce	Buckley	100%	5,555	\$ 36,919,000	49	Y	Y
Lewis	Chehalis	112%	7,400	\$ 38,612,000	109	Y	Y
Spokane	Cheney	111%	13,160	\$ 35,286,000	93	Y	Y
Pierce	Fircrest	100%	7,235	\$ 34,214,000	39	Y	Y
King	Lake Forest Park	100%	13,660	\$ 24,224,000	50	Sewer only	Y
Grays Harbor	Ocean Shores	112%	7,380	\$ 41,585,500	105	Y	Y
Okanogan	Omak	112%	4,980	\$ 23,190,000	43	Y	Y
Adams	Othello	112%	9,005	\$ 31,409,000	56	Y	Y
Marion (OR)	Stayton	108%	8,295	\$ 24,580,000	53	Y	Y
Jackson (Or)	Eagle Point	108%	9,955	\$ 32,625,000	33	Y	Y

For Review

Average Difference, High Salary:

-2.5%

Average Difference, High Total Comp:

4.7%

Orting Position	High Salary			High Total Comp-Net Hrly			Rank
	Orting	Median	% Diff	Orting	Median	% Diff	High Total
Activities & Events Coord (.65 FTE)	\$ 44,170	\$ 48,886	-9.6%	\$ 54.88	\$ 55.46	-1.0%	3
Building Official	\$ 94,078	\$ 108,204	-13.1%	\$ 69.66	\$ 73.71	-5.5%	5
Capital Projects Manager	\$ 134,139	\$ 113,641	18.0%	\$ 92.32	\$ 76.61	20.5%	1
City Administrator	\$ 185,661	\$ 183,804	1.0%	\$ 121.46	\$ 111.97	8.5%	3
City Clerk	\$ 99,798	\$ 111,430	-10.4%	\$ 72.89	\$ 74.59	-2.3%	5
Community Development Director	\$ 130,229	\$ 135,034	-3.6%	\$ 90.10	\$ 88.79	1.5%	4
Court Administrator	\$ 99,798	\$ 105,556	-5.5%	\$ 72.89	\$ 73.51	-0.8%	5
Court Clerk (.5 FTE)	\$ 32,989	\$ 33,990	-2.9%	\$ 65.28	\$ 60.65	7.6%	2
Executive Administrative Assistant	\$ 70,013	\$ 76,649	-8.7%	\$ 56.05	\$ 56.06	0.0%	4
Finance Director	\$ 134,139	\$ 146,509	-8.4%	\$ 92.32	\$ 93.80	-1.6%	6
HR & Payroll	<i>Insufficient Matches</i>						
Police Chief	\$ 169,915	\$ 159,183	6.7%	\$ 112.55	\$ 97.13	15.9%	4
Public Works Director	\$ 146,578	\$ 148,693	-1.4%	\$ 99.35	\$ 90.91	9.3%	3
Public Works Superintendent	\$ 119,184	\$ 113,028	5.4%	\$ 83.86	\$ 77.32	8.5%	1

Activities & Events Coord (.65 FTE)		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Retirement & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Activities & Events Coord (.65 FTE)</i>	39,249	44,170	44,170	100%	39,249	44,170	44,170		1,575	63,069	1,352	130	73	1,149	54.88	2	4	4	3
Black Diamond	No match				100%															
Buckley	Recreation Coordinator	32,448	40,560	40,560	100%	32,448	40,560	40,560		1,635	60,182	1,352	94	57	1,201	50.10	5	5	5	5
Chehalis	No match				112%															
Cheney	Recreation Coordinator	34,453	45,880	45,880	111%	38,147	50,800	50,800	1,905	1,555	66,450	1,352	99	68	1,186	56.05	3	2	2	2
Fircrest	Recreation Program Coordinator	36,800	46,972	46,972	100%	36,800	46,972	46,972		1,661	66,908	1,352	104	62	1,186	56.43	4	3	3	1
Lake Forest Park	No match				100%															
Ocean Shores	No match				112%															
Omak	No match				112%															
Othello	Parks & Recreation Coordinator	46,580	46,580	46,580	112%	52,378	52,378	52,378	1,048	1,351	63,842	1,352	116	73	1,164	54.87	1	1	1	4
MEDIAN		\$35,627	\$46,230	\$46,230		\$37,474	\$48,886	\$48,886			\$65,146		101	65	1186	\$55.46				
ORTING % ABOVE/(BELOW) MEDIAN		10.2%	-4.5%	-4.5%		4.7%	-9.6%	-9.6%			-3.2%		28.2%	12.0%		-1.0%				

Building Official		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirement & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Building Official</i>	83,595	94,078	94,078	100%	83,595	94,078	94,078		2,423	123,154	2,080	200	112	1,768	69.66	6	6	6	5
Black Diamond	Building Official (Rep, 2023)	91,992	113,220	113,220	100%	91,992	113,220	113,220	300	2,396	142,272	2,080	144	96	1,840	77.32	3	3	3	3
Buckley	No match				100%															
Chehalis	Building Official (Rep)	67,584	82,152	82,152	112%	75,694	92,010	92,010	480	2,679	114,780	2,080	152	88	1,840	62.38	7	7	7	7
Cheney	Building Official/PW Project Mgr	87,288	108,264	108,264	111%	96,648	119,874	119,874	3,596	2,393	140,576	2,080	152	112	1,816	77.41	2	2	2	2
Fircrest	No match				100%															
Lake Forest Park	Building Official	98,448	131,268	131,268	100%	98,448	131,268	131,268		2,489	161,136	2,080	136	96	1,848	87.19	1	1	1	1
Ocean Shores	Building Official (Rep)	74,568	91,764	91,764	112%	83,851	103,187	103,187	4,127	2,267	123,095	2,080	236	88	1,756	70.10	5	4	4	4
Omak	Building Official	75,712	86,037	86,037	112%	85,137	96,747	96,747	1,200	2,248	114,213	2,080	168	96	1,816	62.89	4	5	5	6
Othello	No match				112%															
MEDIAN		\$81,500	\$100,014	\$100,014		\$88,565	\$108,204	\$108,204			\$131,836		152	96	1828	\$73.71				
ORTING % ABOVE/(BELOW) MEDIAN		2.6%	-5.9%	-5.9%		-5.6%	-13.1%	-13.1%			-6.6%		31.6%	16.7%		-5.5%				

Capital Projects Manager		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirement & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Capital Projects Manager</i>	119,184	134,139	134,139	100%	119,184	134,139	134,139		2,423	163,215	2,080	200	112	1,768	92.32	1	1	1	1
Black Diamond	Cap Projects Prog Mgr (Rep, 2023)	88,524	107,604	107,604	100%	88,524	107,604	107,604	4,604	2,396	140,960	2,080	144	96	1,840	76.61				
Buckley	No match				100%															
Chehalis	Capital Project Manager	73,440	89,268	89,268	112%	82,253	99,980	99,980	240	2,679	121,656	2,080	152	88	1,840	66.12	6	6	6	6
Cheney	PW Capital Projects Manager	86,832	110,412	110,412	111%	96,144	122,252	122,252	4,584	2,393	143,712	2,080	152	112	1,816	79.14	4	3	3	3
Fircrest	No match				100%															
Lake Forest Park	Senior Project Manager	98,544	129,960	129,960	100%	98,544	129,960	129,960		2,489	159,828	2,080	136	96	1,848	86.49	3	2	2	2
Ocean Shores	Project Manager	101,060	101,060	101,060	112%	113,641	113,641	113,641	4,546	2,267	132,810	2,080	236	88	1,756	75.63	2	4	4	5
Omak	No match				112%															
Othello	No match				112%															
MEDIAN		\$88,524	\$107,604	\$107,604		\$96,144	\$113,641	\$113,641			\$140,960		152	96	1840	\$76.61				
ORTING % ABOVE/(BELOW) MEDIAN		34.6%	24.7%	24.7%		24.0%	18.0%	18.0%			15.8%		31.6%	16.7%		20.5%				

City Administrator		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>City Administrator</i>	164,965	185,661	185,661	100%	164,965	185,661	185,661		2,423	214,737	2,080	200	112	1,768	121.46	4	3	3	3
Black Diamond	City Administrator	151,224	183,804	183,804	100%	151,224	183,804	183,804	11,328	2,396	223,884	2,080	144	96	1,840	121.68	5	4	4	2
Buckley	City Administrator	153,936	184,356	184,356	100%	153,936	184,356	184,356		2,516	214,544	2,080	144	88	1,848	116.09	5	4	4	4
Chehalis	No match				112%															
Cheney	City Administrator	133,536	159,624	159,624	111%	147,856	176,742	176,742	8,395	2,393	196,735	2,080	184	104	1,792	109.79	7	6	6	6
Fircrest	No match				100%															
Lake Forest Park	City Administrator	208,128	208,128	208,128	100%	208,128	208,128	208,128		2,489	237,996	2,080	136	96	1,848	128.79	1	1	1	1
Ocean Shores	City Administrator/PW Director	150,122	150,122	150,122	112%	168,810	168,810	168,810	6,752	2,267	184,078	2,080	236	88	1,756	104.83	3	7	7	7
Omak	City Administrator	111,986	127,257	127,257	112%	125,927	143,099	143,099		2,248	154,233	2,080	168	96	1,816	84.93	8	8	8	8
Othello	City Administrator	171,613	171,613	171,613	112%	192,977	192,977	192,977	3,860	2,079	200,418	2,080	178	112	1,790	111.97	2	2	2	5
MEDIAN		\$151,224	\$171,613	\$171,613		\$153,936	\$183,804	\$183,804			\$200,418		168	96	1816	\$111.97				
ORTING % ABOVE/(BELOW) MEDIAN		9.1%	8.2%	8.2%		7.2%	1.0%	1.0%			7.1%		19.0%	16.7%		8.5%				

City Clerk		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>City Clerk</i>	88,670	99,798	99,798	100%	88,670	99,798	99,798		2,423	128,874	2,080	200	112	1,768	72.89	3	7	7	5
Black Diamond	No match				100%															
Buckley	City Clerk	86,832	110,412	110,412	100%	86,832	110,412	110,412		2,516	140,604	2,080	144	88	1,848	76.08	4	4	4	3
Chehalis	City Clerk	73,440	89,268	89,268	112%	82,253	99,980	99,980	240	2,679	121,656	2,080	152	88	1,840	66.12	6	6	6	7
Cheney	No match				111%															
Fircrest	City Clerk	80,436	102,660	102,660	100%	80,436	102,660	102,660		2,556	133,332	2,080	160	96	1,824	73.10	7	5	5	4
Lake Forest Park	City Clerk	86,628	115,500	115,500	100%	86,628	115,500	115,500		2,489	145,368	2,080	136	96	1,848	78.66	5	1	1	1
Ocean Shores	City Clerk	102,342	102,342	102,342	112%	115,082	115,082	115,082	4,603	2,267	134,149	2,080	236	88	1,756	76.39	1	2	2	2
Omak	No match				112%															
Othello	City Clerk	100,000	100,000	100,000	112%	112,449	112,449	112,449	2,249	2,079	127,194	2,080	178	112	1,790	71.06	2	3	3	6
MEDIAN		\$86,730	\$102,501	\$102,501		\$86,730	\$111,430	\$111,430			\$133,741		156	92	1832	\$74.59				
ORTING % ABOVE/(BELOW) MEDIAN		2.2%	-2.6%	-2.6%		2.2%	-10.4%	-10.4%			-3.6%		28.2%	21.7%		-2.3%				

Community Development Director		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Community Development Director</i>	115,710	130,229	130,229	100%	115,710	130,229	130,229		2,423	159,305	2,080	200	112	1,768	90.10	4	6	6	4
Black Diamond	Comm Dev Director (Rep, 2023)	106,728	129,732	129,732	100%	106,728	129,732	129,732	8,084	2,396	166,568	2,080	144	96	1,840	90.53	7	7	7	3
Buckley	Planning and Building Director	107,208	130,692	130,692	100%	107,208	130,692	130,692		2,516	160,884	2,080	144	88	1,848	87.06	6	5	5	5
Chehalis	Community Development Director	97,596	118,644	118,644	112%	109,308	132,881	132,881	240	2,679	151,032	2,080	152	88	1,840	82.08	5	4	4	7
Cheney	No match				111%															
Fircrest	Community Development Director	118,212	150,876	150,876	100%	118,212	150,876	150,876		2,556	181,548	2,080	160	96	1,824	99.53	3	2	2	2
Lake Forest Park	Community Development Director	128,688	171,588	171,588	100%	128,688	171,588	171,588		2,489	201,456	2,080	136	96	1,848	109.01	2	1	1	1
Ocean Shores	No match				112%															
Omak	No match				112%															
Othello	Community Development Director	122,000	122,000	122,000	112%	137,187	137,187	137,187	2,744	2,079	149,689	2,080	178	112	1,790	83.63	1	3	3	6
MEDIAN		\$112,710	\$130,212	\$130,212		\$113,760	\$135,034	\$135,034			\$163,726		148	96	1840	\$88.79				
ORTING % ABOVE/(BELOW) MEDIAN		2.7%	0.0%	0.0%		1.7%	-3.6%	-3.6%			-2.7%		35.1%	16.7%		1.5%				

Court Administrator		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Court Administrator</i>	88,670	99,798	99,798	100%	88,670	99,798	99,798		2,423	128,874	2,080	200	112	1,768	72.89	4	6	6	5
Black Diamond	Court Administrator (Rep, 2023)	77,832	94,620	94,620	100%	77,832	94,620	94,620	4,085	2,396	127,457	2,080	144	96	1,840	69.27	9	8	8	6
Buckley	Court Administrator	93,228	113,652	113,652	100%	93,228	113,652	113,652		2,516	143,844	2,080	144	88	1,848	77.84	3	3	3	3
Chehalis	Court Administrator	73,440	89,268	89,268	112%	82,253	99,980	99,980	240	2,679	121,656	2,080	152	88	1,840	66.12	8	5	5	7
Cheney	Court Administrator	86,832	110,412	110,412	111%	96,144	122,252	122,252	5,807	2,393	144,935	2,080	184	104	1,792	80.88	1	1	1	1
Fircrest	Court Administrator	87,072	111,132	111,132	100%	87,072	111,132	111,132		2,556	141,804	2,080	160	96	1,824	77.74	5	4	4	4
Lake Forest Park	Court Administrator	85,992	114,660	114,660	100%	85,992	114,660	114,660		2,489	144,528	2,080	136	96	1,848	78.21	6	2	2	2
Ocean Shores	Court Administrator	75,337	75,337	75,337	112%	84,715	84,715	84,715	3,389	2,267	105,930	2,080	236	88	1,756	60.32	7	9	9	9
Omak	No match				112%															
Othello	Court Clerk/Administrator	84,400	84,400	84,400	112%	94,907	94,907	94,907	1,898	2,079	111,244	2,080	178	112	1,790	62.15	2	7	7	8
MEDIAN		\$85,196	\$102,516	\$102,516		\$86,532	\$105,556	\$105,556			\$134,630		156	96	1832	\$73.51				
ORTING % ABOVE/(BELOW) MEDIAN		4.1%	-2.7%	-2.7%		2.5%	-5.5%	-5.5%			-4.3%		28.2%	16.7%		-0.8%				

Court Clerk (.5 FTE)		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Court Clerk (.5 FTE)</i>	29,318	32,989	32,989	100%	29,318	32,989	32,989		1,212	47,527	1,040	200	112	728	65.28	2	5	5	2
Black Diamond	Judicial Specialist II (Rep, 2023)	25,488	33,990	33,990	100%	25,488	33,990	33,990	150	1,198	48,516	1,040	144	96	800	60.65	8	4	4	5
Buckley	Court Clerk I	28,506	32,146	32,146	100%	28,506	32,146	32,146		1,258	47,242	1,040	144	88	808	58.47	3	7	7	6
Chehalis	Court Clerk I-II	22,878	29,196	29,196	112%	25,623	32,700	32,700	120	1,340	45,390	1,040	152	88	800	56.74	7	6	6	7
Cheney	Deputy Court Clerk	25,188	34,283	34,283	111%	27,889	37,959	37,959	1,803	1,197	50,444	1,040	152	112	776	65.01	4	1	1	3
Fircrest	Court Clerk I-II	26,208	37,458	37,458	100%	26,208	37,458	37,458		1,278	52,794	1,040	160	96	784	67.34	6	2	2	1
Lake Forest Park	Court Clerk	27,054	36,066	36,066	100%	27,054	36,066	36,066		1,245	51,000	1,040	136	96	808	63.12	5	3	3	4
Ocean Shores	Court Administrative Assistant	34,082	17,041	17,041	112%	38,325	19,162	19,162		1,134	30,643	1,040	236	88	716	42.80	1	8	8	8
Omak	No match				112%															
Othello	No match				112%															
MEDIAN		\$26,208	\$33,990	\$33,990		\$27,054	\$33,990	\$33,990			\$48,516		152	96	800	\$60.65				
ORTING % ABOVE/(BELOW) MEDIAN		11.9%	-2.9%	-2.9%		8.4%	-2.9%	-2.9%			-2.0%		31.6%	16.7%		7.6%				

Executive Administrative Assistant		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Executive Administrative Assistant</i>	62,192	70,013	70,013	100%	62,192	70,013	70,013		2,423	99,089	2,080	200	112	1,768	56.05	3	4	4	4
Black Diamond	No match				100%															
Buckley	No match				100%															
Chehalis	Administrative Assistant	48,024	58,392	58,392	112%	53,787	65,399	65,399	240	2,679	90,780	2,080	152	88	1,840	49.34	6	6	6	5
Cheney	Senior Admin Assistant	53,004	72,312	72,312	111%	58,688	80,067	80,067	3,002	2,393	104,030	2,080	152	112	1,816	57.29	5	2	2	2
Fircrest	No match				100%															
Lake Forest Park	Deputy City Clerk	68,196	90,936	90,936	100%	68,196	90,936	90,936		2,489	120,804	2,080	136	96	1,848	65.37	2	1	1	1
Ocean Shores	Administrative Assistant	68,164	68,164	68,164	112%	76,649	76,649	76,649	3,066	2,267	98,434	2,080	236	88	1,756	56.06	1	3	3	3
Omak	No match				112%															
Othello	Assistant to the Mayor	53,040	60,000	60,000	112%	59,643	67,469	67,469	1,349	2,079	86,295	2,080	178	112	1,790	48.21	4	5	5	6
MEDIAN		\$53,040	\$68,164	\$68,164		\$59,643	\$76,649	\$76,649			\$98,434		152	96	1816	\$56.06				
ORTING % ABOVE/(BELOW) MEDIAN		17.3%	2.7%	2.7%		4.3%	-8.7%	-8.7%			0.7%		31.6%	16.7%		0.0%				

Finance Director		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Finance Director</i>	119,184	134,139	134,139	100%	119,184	134,139	134,139		2,423	163,215	2,080	200	112	1,768	92.32	5	7	7	6
Black Diamond	Finance Director (Rep, 2023)	108,204	131,520	131,520	100%	108,204	131,520	131,520	5,561	2,396	165,833	2,080	144	96	1,840	90.13	8	8	8	7
Buckley	Finance Director	115,272	140,532	140,532	100%	115,272	140,532	140,532		2,516	170,724	2,080	144	88	1,848	92.38	6	5	5	5
Chehalis	Finance Director	107,592	130,812	130,812	112%	120,503	146,509	146,509	240	2,679	163,200	2,080	152	88	1,840	88.70	4	4	4	8
Cheney	No match				111%															
Fircrest	Finance Director	110,040	140,424	140,424	100%	110,040	140,424	140,424		2,556	171,096	2,080	160	96	1,824	93.80	7	6	6	4
Lake Forest Park	Finance Director	131,268	175,020	175,020	100%	131,268	175,020	175,020		2,489	204,888	2,080	136	96	1,848	110.87	3	1	1	1
Ocean Shores	Finance Director	135,718	135,718	135,718	112%	152,613	152,613	152,613	6,105	2,267	169,027	2,080	236	88	1,756	96.26	2	3	3	3
Omak	No match				112%															
Othello	Finance Officer	152,000	152,000	152,000	112%	170,922	170,922	170,922	3,418	2,079	180,364	2,080	178	112	1,790	100.76	1	2	2	2
MEDIAN		\$115,272	\$140,424	\$140,424		\$120,503	\$146,509	\$146,509			\$170,724		152	96	1840	\$93.80				
ORTING % ABOVE/(BELOW) MEDIAN		3.4%	-4.5%	-4.5%		-1.1%	-8.4%	-8.4%			-4.4%		31.6%	16.7%		-1.6%				

HR & Payroll		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>HR & Payroll</i>	72,093	81,162	81,162	100%	72,093	81,162	81,162		2,423	110,238	2,080	200	112	1,768	62.35	1	1	1	1
Black Diamond	No match				100%															
Buckley	No match				100%															
Chehalis	No match				112%															
Cheney	No match				111%															
Fircrest	No match				100%															
Lake Forest Park	No match				100%															
Ocean Shores	No match				112%															
Omak	Deputy City Clerk	61,085	69,414	69,414	112%	68,689	78,055	78,055	1,200	2,248	97,590	2,080	168	96	1,816	53.74	2	2	2	2
Othello	No match				112%						-									
MEDIAN		<i>Insufficient Matches</i>																		
ORTING % ABOVE/(BELOW) MEDIAN																				

Police Chief		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Police Chief</i>	150,966	169,915	169,915	100%	150,966	169,915	169,915		2,423	198,991	2,080	200	112	1,768	112.55	4	4	4	4
Black Diamond	Police Chief	155,892	178,056	178,056	100%	155,892	178,056	178,056	7,422	2,396	214,230	2,080	144	96	1,840	116.43	2	2	2	2
Buckley	Police Chief	143,196	174,540	174,540	100%	143,196	174,540	174,540		2,880	209,100	2,080	144	88	1,848	113.15	6	3	3	3
Chehalis	Police Chief	116,928	142,128	142,128	112%	130,959	159,183	159,183	240	2,679	174,516	2,080	152	88	1,840	94.85	8	6	6	7
Cheney	Police Chief	111,144	138,084	138,084	111%	123,063	152,892	152,892	7,262	2,393	174,062	2,080	184	104	1,792	97.13	9	7	7	6
Fircrest	Police Chief	131,004	167,208	167,208	100%	131,004	167,208	167,208		2,556	197,880	2,080	160	96	1,824	108.49	7	5	5	5
Lake Forest Park	Police Chief	190,740	190,740	190,740	100%	190,740	190,740	190,740		2,489	220,608	2,080	136	96	1,848	119.38	1	1	1	1
Ocean Shores	Police Chief	135,718	135,718	135,718	112%	152,613	152,613	152,613		2,267	162,922	2,080	236	88	1,756	92.78	3	8	8	8
Omak	Police Chief	103,330	117,421	117,421	112%	116,193	132,038	132,038		2,248	144,397	2,080	168	96	1,816	79.51	10	10	10	10
Othello	Police Chief	128,710	128,710	128,710	112%	144,733	144,733	144,733	2,895	2,079	156,550	2,080	178	112	1,790	87.46	5	9	9	9
MEDIAN		\$131,004	\$142,128	\$142,128		\$143,196	\$159,183	\$159,183			\$174,516		160	96	1824	\$97.13				
ORTING % ABOVE/(BELOW) MEDIAN		15.2%	19.6%	19.6%		5.4%	6.7%	6.7%			14.0%		25.0%	16.7%		15.9%				

Public Works Director		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Public Works Director</i>	130,229	146,578	146,578	100%	130,229	146,578	146,578	-	2,423	175,654	2,080	200	112	1,768	99.35	3	5	5	3
Black Diamond	Public Works Director (Rep, 2023)	106,728	129,804	129,804	100%	106,728	129,804	129,804	5,492	2,396	164,048	2,080	144	96	1,840	89.16	8	8	8	6
Buckley	Public Works Director	107,208	130,692	130,692	100%	107,208	130,692	130,692		2,516	160,884	2,080	144	88	1,848	87.06	7	7	7	8
Chehalis	Public Works Director	107,592	130,812	130,812	112%	120,503	146,509	146,509	240	2,679	163,200	2,080	152	88	1,840	88.70	5	6	6	7
Cheney	Public Works Director	111,144	138,084	138,084	111%	123,063	152,892	152,892	7,262	2,393	174,062	2,080	184	104	1,792	97.13	4	3	3	4
Fircrest	Public Works Director	118,212	150,876	150,876	100%	118,212	150,876	150,876		2,556	181,548	2,080	160	96	1,824	99.53	6	4	4	2
Lake Forest Park	Public Works Director	141,288	181,908	181,908	100%	141,288	181,908	181,908		2,489	211,776	2,080	136	96	1,848	114.60	2	1	1	1
Ocean Shores	No match				112%															
Omak	Public Works Director	92,212	104,782	104,782	112%	103,691	117,826	117,826		2,248	131,758	2,080	168	96	1,816	72.55	9	9	9	9
Othello	Public Works Director	137,809	137,809	137,809	112%	154,964	154,964	154,964	3,099	2,079	165,854	2,080	178	112	1,790	92.66	1	2	2	5
MEDIAN		\$109,368	\$134,311	\$134,311		\$119,358	\$148,693	\$148,693			\$164,951		156	96	1832	\$90.91				
ORTING % ABOVE/(BELOW) MEDIAN		19.1%	9.1%	9.1%		9.1%	-1.4%	-1.4%			6.5%		28.2%	16.7%		9.3%				

Public Works Superintendent		2024 Formal Salary Range				2024 Formal Salary Range (Adj)			Supp. Retirmt & Premiums	Monthly Med/D/V ER Contrib.	Total Annual Cash	Working Hours	Vacation Hours	Holiday Hours	Net Hours	Net Hourly Pay	Rank			
Comparable	Title	Low	High	10-yr	RPP Adj.	Low	High	10-yr									Low	High	10-yr	10-yr Total
<i>Orting</i>	<i>Public Works Superintendent</i>	105,892	119,184	119,184	100%	105,892	119,184	119,184		2,423	148,260	2,080	200	112	1,768	83.86	1	2	2	1
Black Diamond	O & M Superintendent (Rep, 2023)	91,992	113,220	113,220	100%	91,992	113,220	113,220	300	2,396	142,272	2,080	144	96	1,840	77.32	3	3	3	4
Buckley	PWD Supervisor	83,544	99,720	99,720	100%	83,544	99,720	99,720		2,516	129,912	2,080	144	88	1,848	70.30	5	5	5	5
Chehalis	No match				112%															
Cheney	Public Works Manager	87,288	108,264	108,264	111%	96,648	119,874	119,874	4,495	2,393	141,475	2,080	184	104	1,792	78.95	2	1	1	2
Fircrest	No match				100%															
Lake Forest Park	Public Works Superintendent	78,492	113,028	113,028	100%	78,492	113,028	113,028		2,489	142,896	2,080	136	96	1,848	77.32	6	4	4	3
Ocean Shores	No match				112%															
Omak	Assistant Public Works Director	76,870	87,352	87,352	112%	86,439	98,226	98,226	1,200	2,248	115,528	2,080	168	96	1,816	63.62	4	6	6	6
Othello	No match				112%															
MEDIAN		\$83,544	\$108,264	\$108,264		\$86,439	\$113,028	\$113,028			\$141,475		144	96	1840	\$77.32				
ORTING % ABOVE/(BELOW) MEDIAN		26.7%	10.1%	10.1%		22.5%	5.4%	5.4%			4.8%		38.9%	16.7%		8.5%				

Notes

- Ocean Shores observes PTO for both vacation and sick leave. Normalized for comparability by subtracting 52 hours per State paid sick leave minimum. Health premium information not available; average health premium costs of all comparables shown.
- Black Diamond management positions are represented by Teamsters 117; not settled for 2024. Educational premiums for AA (2%), BA (4%), MA (6%) included depending on job position requirements.

2024 City of Orting Compensation Study

Compensation Policy Guidelines and Recommendations

Cabot Dow Associates
May 20, 2024

Introduction: What is a compensation philosophy/policy?

A compensation philosophy identifies the values by which an organization approaches and carries out compensation. It guides a compensation program to facilitate recruiting, retention, morale, development and productivity of employees in the context of the organization's mission and fiscal resources.

The philosophy is based on many factors, including the organization's financial position, the size of the organization, market salary information, and employee recruitment and turnover. A public sector organization also presents a unique set of characteristics that must be considered. Cities are often natural monopoly service providers: utility ratepayers, for example, must use water and generally have no choice of a provider from which they may purchase water. As such, the organization's business is not based on free market transactions but on the decisions of elected representatives. Also, there is a greater impact from errors and lack of response in an emergency. The City needs to balance fiscal responsibility with the responsibility to provide reliable municipal services.

What is included in a compensation philosophy/policy?

There are several elements to include in the compensation philosophy document, such as:

1. Compensation program objectives

These are the guiding principles of the compensation philosophy. For example, *"Our compensation program is designed to fairly compensate employees consistently, transparently, and in keeping with fiscal responsibility to the City's residents and taxpayers."*

2. Internal vs. external pay parity

Compensation philosophies should recognize the roles of both internal and external parity. Internal compensation parity between positions is determined based on a job evaluation system that uses job qualities such complexity of duties, level of decision-making, supervisory responsibilities, and prior education and experience. Job evaluations for internal parity are used to benchmark unique positions that are not commonly found in the market, and to monitor compression issues within the organization. External parity refers to position salaries as compared to the market.

3. Comparable organizations

Organizations can use comparable organizations as one of the factors when deciding the base salary, across the board increases, and benefits.

4. Pay positioning strategy

A pay positioning strategy conveys specifics of the compensation philosophy and program and typically consists of a percentile ranking of components of pay vs. market. Most organizations target the median (50th percentile) for setting total compensation, with variations for each element.

5. Communication

An effective compensation philosophy is clear, easy to understand by all employees, and manages employee expectations when it comes to salary and other compensation changes.

One example of a specific compensation philosophy is the City of Tukwila's Compensation Policy, Resolution No. 1796, which is attached for reference.

City of Orting Compensation Philosophy/Policy – Draft Recommendations

*PREFACE: Terms in **bold** reflect the consultant's professional recommendations based on experience in the public sector compensation field. These items are ultimately determined by Board policy. Explanations for these recommendations are provided in text boxes inserted into the text.*

The City of Orting values our employees as a vital resource in meeting our organizational mission and providing service to our community. Within the fiscal resources available and in compliance with all applicable rules and laws, the City seeks to facilitate recruitment, retention, development, and productivity of employees through a total compensation philosophy which is driven by the following principles:

1. Consistency

1.1. To establish up-to-date classification specifications and nomenclature that are standardized across the organization.

1.2. To establish compensation levels for positions based on internal parity (utilizing a job evaluation system) and external parity (comparing jobs within relevant labor markets). When examining the market, the City will aim to place position salary range maximums within **10% above or below the median (50th percentile)** of the determined sample market peer salary range maximums.

► Why is the median (aka 50th percentile) recommended?

Using the median is the most common practice for setting compensation levels across the board, in both the private and public sectors. As a natural monopoly providing non-discretionary services to residents, the City is held to a higher standard of providing fairly priced services than other types of organizations. Using anything more than the median distorts market salary comparisons and unreasonably burdens taxpayers with more costly services.

► Why allow for 10% variation from the median?

A typical compensation study practice is to match jobs in comparable agencies at an 80% level; in other words, 80% of the job content is matched with comparable jobs in other organizations. Due to variations in jobs and organizational structures, it is difficult or impossible to match jobs perfectly. Matching jobs at a 100% level would mean that there are no variations between job duties. Since this isn't the case, 10% variation above and below the median is adequate to account for the 20% difference that can exist between jobs.

1.3. To use a representative sample of comparator agencies that are similar to the City in relevant demographics, including **population and total budget**. The market sample is consistent through multiple years and applies to all classes of positions. Comparison agencies should include both organizations within geographic proximity and **outside of the regional market**, using price parity adjustments when necessary.

► **Why use the population and the total budget as a measure of comparability?**

A common practice in public sector compensation studies is to compare wages, hours, and conditions of employment with like personnel of like employers. For cities, the resident population and the total budget are appropriate to measure the size and activity of an organization. In addition to operational costs, capital costs are included in these comparisons because personnel are necessary to oversee and complete system improvement work.

► **Why use comparable agencies outside of the region?**

Most compensation studies use a limited geographical area of proximity when selecting comparable agencies, due to the perception that the surveying agencies are “competing” for employees with other similar organizations. This kind of rationale is appropriate in the private sector where there is a free exchange of goods and services. In the public sector, the concept of “fairness” is more fitting than “competitiveness” when it comes to compensating employees for a body of work that is comparable in any similarly sized agency. The goal of a study is to determine an objective measure of both the internal and external relative value of a position. Casting the net more broadly yields more data that guides employer salaries in aiming for fair outcomes and fiscal responsibility. Using comparables from a limited geographic area hampers data diversity and can result in unintended collusion. We suggest factoring regional price parity information from the federal Bureau of Economic Analysis to adjust for cost-of-living differences between regions where necessary.

1.4. To maintain a system that provides for uniform increases and to administer the compensation program fairly and consistently.

1.4.1. To apply the compensation program equally among all classes of employee positions and throughout the employment life cycle, except where precluded by collective bargaining agreements or other contractual documents.

1.5. To maintain high expectations of performance and reward employees that exceed expectations with annual step increases identified within the pay plan which recognize an employee’s knowledge, skills, longevity and performance. Conversely, employees who perform below established expectations will participate in a performance improvement plan before receiving an annual step increase.

2. Transparency

2.1. City compensation decisions and information are clearly communicated to the public, elected officials, and employees.

2.2. Compensation decisions, including comparable agencies used in market studies and inflation adjustments, are based on up-to-date information, and objective and reasonable criteria.

2.3. Regularly-updated market studies are the primary data points for setting City salary ranges; variations from market data should be clearly and logically explained and brought to the City Council for approval.

3. Fiscal Responsibility

3.1. Compensation decisions are cognizant of both the market and the City's available resources to compensate employees.

3.2. Compensation decisions are made within the context of total compensation, including salaries, benefits, paid leave, retirement, etc. Each component is evaluated in relation to the defined market and its individual needs so that the total compensation package is fair for its employees.

3.3. Decisions are made in conjunction with the regular budget process.

3.3.1. Compensation studies should be conducted every 3-5 years in order to maintain currency with market conditions. Variations in the scope of the study are acceptable (i.e., every other study may include salaries only, not total compensation).

3.3.2. Cost-of-living adjustments to the salary schedule shall be made on a **four-year rolling average of the June Seattle-Tacoma-Bellevue CPI-W.**

► **Why use a 4-year rolling average CPI-W?**

Utilizing a four-year average smooths variations and unpredictability of fluctuating inflation measures that have been seen in recent years. Public organizations that use a rolling average typically see minimal differences over time between using the average CPI-W and using the CPI-W annually. This ensures that employee salaries remain within the median of comparable jurisdictions' salaries over time and do not adversely impact the City's budget.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Summer Rec Positions - Budget Amendment	AB24-54	CGA		
		6.5.2024	6.12.2024	6.26.2024
	Committee:	CGA Committee – CM Hogan and CM Sproul		
	Date Submitted:	5.30.2024		
Cost of Item:	N/A			
Amount Budgeted:	\$10,000			
Unexpended Balance:	\$10,000			
Bars #:	001-571-10-XX-XXX			
Timeline:	End of Month			
Submitted By:	Gretchen Russo, Scott Larson			
Fiscal Note: Funds for this program were part of the 2024 budget.				
Attachments: Budget Amendment Ordinance No. 2024-1130, 2 nd Budget Amendment - Parks and Recreation Positions				
SUMMARY STATEMENT:				
<p>The 2024 Budget provided funding for contracting staff for the Summer Recreation program. After reviewing current legal guidelines which define contracted versus employee duties, the City has determined that providing a two-week term-limited employment, rather than contracted services, is the most appropriate path forward.</p> <p>Since the City will be directing the employees’ work schedules, location and providing resources, four Daycamp Counselors and a Daycamp Lead need to be added to the staffing matrix. To address this, an updating staffing matrix has been prepared, proposing at wage range of \$17.49 to \$23.06 per hour through a budget amendment.</p> <p>The overall budget allocated for this summer program is \$10,000 which will cover the cost of salaries and supplies for this program.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to Study Session on June 12 th , 2024 for Council consideration.				
FUTURE MOTION: <u>Motion:</u>				
To adopt Ordinance No. 2024-1130, amending Ordinance No 2023-1119 City of Orting 2024 Budget and Ordinance No 2024-1124 Budget Amendment and, providing for appropriation and expenditure of funds received in excess of estimated revenues; adopting various transfers; and providing for severability; and establishing an effective date.				

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2024-1130

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, AMENDING ORDINANCE NO. 2023-1119, AMENDING THE CITY OF ORTING 2024 BUDGET, PROVIDING FOR APPROPRIATION AND EXPENDITURE OF FUNDS RECEIVED IN EXCESS OF ESTIMATED REVENUES; ADOPTING VARIOUS TRANSFERS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

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

WHEREAS, the City Council adopted the 2024 budget pursuant to Ordinance No. 2023-1119 and Budget amendment pursuant to Ordinance No. 2024- 1124; and

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

WHEREAS, the City has received funds that are in excess of the estimated revenues for the 2024 budget year and desires to amend the 2024 budget to provide for the appropriation and expenditure of said funds; and

WHEREAS, this amendment to the 2024 budget could not have been reasonably foreseen during budget development; and

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

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

Section 1. Amending Section 4. The job classifications and pay ranges for employees of the City of Orting is hereby amended as shown in Exhibit A.

Section 2. Corrections. The City Clerk is authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

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

Section 4. 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 26th DAY OF JUNE, 2024.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, CMC, City Clerk

Approved as to form:

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

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

Appendix B

2024 Job Classifications and Pay Ranges

Salary (Low & High)

<u>Position</u>	<u>Range</u>	<u>Approved FTE</u>		<u>Department</u>	<u>Low</u>	<u>High</u>	<u>*2024 Salaries</u>
		<u>Positions</u>					
Unrepresented Employees							
City Administrator	51	1		GG	164,964.80	185,660.80	\$ 169,873.68
Finance Director	40	1		GG	119,184.00	134,139.20	\$ 122,719.92
Community Development Director/Planner	39	1		GG	115,710.40	130,228.80	
City Clerk	30	1		GG	88,670.40	99,798.40	\$ 96,334.24
Administrative Assistant	18	1		GG	62,192.00	70,012.80	\$ 65,612.26
Events & Activities Coordinator	17	0.65		GG	39,248.56	44,169.84	\$ 41,839.67
HR Clerk	23	1		GG	72,092.80	81,161.60	\$ 73,841.56
Court Administrator	30	1		Court	88,670.40	99,798.40	\$ 96,334.24
Police Chief	48	1		Police	150,966.40	169,915.20	\$ 159,247.61
Police Commander	38	1		Police	112,340.80	126,422.40	
Emergency Management Coordinator	23	1		Police	72,092.80	81,161.60	
Capital Projects Manager	40	1		PW	119,184.00	134,139.20	\$ 129,469.52
City Engineer (PE)	43			PW	130,228.80	146,577.60	
Public Works Director	43	1		PW	130,228.80	146,577.60	\$ 142,967.37
Deputy Public Works Director	36	1		PW	105,892.80	119,184.00	
Building Official	28	1		GG	83,595.20	94,078.40	\$ 91,309.01
Term Limited GIS Technician	18	1		PW	62,192.00	70,012.80	\$ 62,193.87
Term Limited Landscape Maintenance	1	1		PW	37,633.98	42,357.38	
			five positions @				
Term Limited Recreational Staff	1	81 hours each		Parks & Rec	\$ 1,416.69	\$ 1,870.29	
Supported Employment	1	0.2		PW	7,526.80	8,471.48	
Police Wages (Per CBA)							
Officer	P24	7		Police	83,916.14	97,285.03	
Detective	P26	1		Police	91,709.28	100,212.84	
Lieutenant	P28	2		Police	111,881.02	111,881.02	
Public Works and Administrative Staff (Per CBA)							
Sr. Accountant	21	1		GG	67,953.60	76,502.40	
Accountant I	17	1		GG	60,382.40	67,953.60	
Permit & PW Support	17	1		GG	60,382.40	67,953.60	
Court Clerk	16	0.5		GG	58,635.20	65,977.60	
Admin Asst. PW	21	1		PW	67,953.60	76,502.40	
Wastewater Plant Supervisor	35	1		PW	102,793.60	115,710.40	
Water Plant Supervisor	27	1		PW	81,161.60	91,332.80	
Maintenance Worker Lead	22	1		PW	70,012.80	78,790.40	
Wastewater OIT	15			PW	56,908.80	64,064.00	
Wastewater I	18	3		PW	62,192.00	70,012.80	
Wastewater II	22			PW	70,012.80	78,790.40	
Wastewater III	27			PW	81,161.60	91,332.80	
Water OIT	15			PW	56,908.80	64,064.00	
Water I	17	3		PW	60,382.40	67,953.60	
Water II	21			PW	67,953.60	76,502.40	
Water III	25			PW	76,502.40	86,091.20	
Maintenance Worker I	15	5		PW	56,908.80	64,064.00	
Maintenance Worker II	20			PW	65,977.60	74,256.00	
Stormwater Worker I	16	2		PW	58,635.20	65,977.60	
Stormwater Worker II	21			PW	67,953.60	76,502.40	
Code Enforcement	24	1		GG	74,256.00	83,595.20	
Police Records Clerk I	15	1		GG	56,908.80	64,064.00	

~Positions with a box around their "FTE" represent a series of positions that can be hired, with the maximum number of employees employed for that series limited to the FTE approved in the budget.

*Current non-represented staff will be paid no more than shown.

Job Title: Day Camp Lead

Department: Parks & Rec

Reports to: Activities & Events Coordinator

Opening Date:

05/02/2024

Wage: \$23.06/hr - Ten (10) 8-hour shifts + one (1) 1-hour training

Must be 18+ years old

**employee is expected to be present for entire term of temporary employment.*

SUMMARY DESCRIPTION

The Day Camp Lead is a term-limited position for the following dates: Monday through Friday August 5th-9th, 2024 and August 12th-16th, 2024 plus an additional one-hour training held approximately two weeks prior to the first date of camp. Working hours are 8:00 am to 4:30 pm with 30-minute unpaid meal break. **By submitting your application, you are confirming availability for all dates of the camp.**

Under supervision of the Activities and Events Coordinator, the Day Camp Director will oversee the camp counselors and assist in supervising groups of 4-8 children from approximately 8am-4:30pm each day of the camp, for a total of ten (10) days. This position requires the applicant to be on their feet most of the day. Applicant should be able to lift up to twenty-five (25) pounds if necessary.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

- First-line supervisor for 2-4 camp counselors
- Oversee drop-off and pick-up sign-in/sign-out process for campers
- Answer questions for parents
- Set up craft and activity stations
- Escort and supervise children.
- Lead recreational and educational activities (such as games, sports, and crafting).
- Set up, take down, and maintain equipment daily.
- Ensure all safety rules are followed.
- Resolve occasional conflicts between children.
- Keep accurate incident logs.

QUALIFICATIONS

The following generally describes the expectations required of the incumbent to enter the job and to successfully perform the assigned duties:

- Experience as Camp Counselor or similar role working with children (*preferred*).
- Patient and reliable.
- Excellent organizational and communication skills.
- A passion for working with children.
- Energetic and positive personality.
- Ability to meet physical demands of the job (strength and stamina to follow strenuous activities like hiking, running, crouching or carrying equipment).

- Present a professional, well-groomed, and positive appearance at all times.
- First-aid and CPR certified (*preferred*).
- Pass a background check conducted by the City of Orting.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training: The ability to read, write, and comprehend at a level necessary for successful job performance.

Experience: Previous experience working with children is encouraged, but not required.

License or Certificate: Valid Washington State Driver’s License or Identification, Current CPR/First-Aid Certification (*preferred*).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily in an outdoor setting in a variety of weather conditions. The work environment can be noisy and strenuous at times.

Physical: Sufficient physical ability to work in an outdoor youth setting; walk, stand, or sit for prolonged periods of time; lifting and carrying up to 25 pounds; bending, stooping, kneeling and operating playground and sports equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

Job Title: Day Camp Counselor

Department: Parks & Rec

Reports to: Activities & Events Coordinator

Opening Date:

05/02/2024

Wage: \$17.49/hr - Ten (10) 8-hour shifts + one (1) 1-hour training

Must be 16+ years old

**employee is expected to be present for entire term of temporary employment.*

First Review:

05/23/2024

SUMMARY DESCRIPTION

The Day Camp Counselor is a term-limited position for the following dates: Monday through Friday August 5th-9th, 2024 and August 12th-16th, 2024 plus an additional one-hour training held approximately two weeks prior to the first date of camp. Working hours are 8:00 am to 4:30 pm with 30-minute unpaid meal break. **By submitting your application, you are confirming availability for all dates of the camp.**

Under supervision of the Activities and Events Coordinator, the Day Camp Counselor will supervise a group of 4-8 children from approximately 8am-4pm each day of the camp, for a total of ten (10) days. This position requires the applicant to be on their feet most of the day. Applicant should be able to lift up to twenty-five (25) pounds if necessary.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

- Escort and supervise children.
- Lead recreational and educational activities (such as games, sports, and crafting).
- Set up, take down, and maintain equipment daily.
- Ensure all safety rules are followed.
- Resolve occasional conflicts between children.
- Keep accurate incident logs.

QUALIFICATIONS

The following generally describes the expectations required of the incumbent to enter the job and to successfully perform the assigned duties:

- Experience as Camp Counselor or similar role working with children (*preferred*).
- Patient and reliable.
- Excellent organizational and communication skills.
- A passion for working with children.
- Energetic and positive personality.
- Ability to meet physical demands of the job (strength and stamina to follow strenuous activities like hiking, running, crouching or carrying equipment).
- Present a professional, well-groomed, and positive appearance at all times.
- First-aid and CPR certified (*preferred*).
- Pass a background check conducted by the City of Orting.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training: The ability to read, write, and comprehend at a level necessary for successful job performance.

Experience: Previous experience working with children is encouraged, but not required.

License or Certificate: Valid Washington State Driver's License or Identification, Current CPR/First-Aid Certification (*preferred*).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily in an outdoor setting in a variety of weather conditions. The work environment can be noisy and strenuous at times.

Physical: Sufficient physical ability to work in an outdoor youth setting; walk, stand, or sit for prolonged periods of time; lifting and carrying up to 25 pounds; bending, stooping, kneeling and operating playground and sports equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Grant Policy Review.	AB24-55	CGA		
		6.5.2024		
	Department:	Administration		
	Date Submitted:	5.23.2024		
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>Attached is a copy of the grant policy for review. Staff will start advertising grants in early July via the City of Orting website and social media. Grant applications will be due on Friday, August 23rd, 2024 at 3:00pm.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
TBD.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				



Grant Application-2025

City of Orting - Office of the City Clerk
PO Box 489 - 104 Bridge St S. Orting, WA 98360
Phone: (360) 893-9008 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:

Name of Organization: _____ UBI #: _____

Contact Person's Name and Title: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Amount Requested: \$ _____

How the grant will be used (This information can be provided in a letter, attached to this application):

Who does the grant serve (This information can be provided in a letter, attached to this application):

What city facilities will you be requesting for usage with this grant (May not use facilities for fundraising):

All groups seeking grants from the City of Orting must:

1. Submit one (1) original and one (1) electronic copy of this application, along with the requested attachments to the City no later than August 23rd, 2024 at 3:00pm (for grants to be issued the following year). Grants will be approved and distributed at the City's discretion. The application must include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 4. Copy of Liability Insurance with rider for the City (rider may be provided after approval).
2. A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
3. If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Signature of Authorized Representative of Applicant _____
Date

**Please return completed form and any additional information to:
City of Orting – Attn: City Clerk 104 Bridge St. S. PO Box 489, Orting, WA 98360. For more information, please call (360) 893-9008.**



CITY OF ORTING

Grant Policy

Mission Statement: The City of Orting supports the development of services and organizations which bring significant value to its citizens and which serve a public purpose.

Section I. Baseline Criteria for receiving grant funding.

Selected grant recipients may receive direct cash contributions from the City of Orting, pursuant to the following procedures and conditions. Grant funding is defined as direct cash donations to non-profit and/or section 501(c)(3) organizations which bring significant value to the citizens of Orting and which serve a public purpose, and organizations that benefit vulnerable and needy populations are given priority. Grant requests are considered on an annual basis and receiving a grant is not guaranteed year to year. Grant requests are dependent on limited city funds and the council reserves the right to allocate funds as it deems appropriate.

All organizations requesting grant funding must comply with the following eligibility standards:

- A. Organizations must be legally tax exempt as defined by IRS section 501(c) (3), or non-profit status, and shall provide proof of the same to the City upon request.
- B. Pursuant to the terms of Section III herein, Organizations must carry their own insurance, and shall execute an agreement wherein the Organization agrees to use the grant funds for the public purpose identified in the Organization's application materials, and further agrees to indemnify the City and hold the City harmless (*see* Attachment A, hereto).
- C. Organizations must serve the residents within the City of Orting and/or the Orting School District.
- D. When approved, all materials distributed by the Organization as a result of the City's grant must contain the City of Orting logo.

The City will prioritize requests received from groups and activities by those groups that serve seniors, youth, the infirm or disabled and people in need within the City. Certain cohort groups

are assumed to meet these criteria, including groups that serve senior citizens age 65 and older; people with disabilities who qualify for the Pierce County Property Tax exemption/reductions; and food bank recipients.

Section II. Process for seeking Grant:

1. All groups seeking grants from the City of Orting must submit a formal request in writing by August 21st of each calendar year for the following year. The request must include a cover letter specifying the dollar amount sought and how it will be used. The letter must include the following attachments:
 - A. Grant Application;
 - B. Previous year's financial statement;
 - C. Current year's budget documents;
 - D. Signed Contract Agreement
 - E. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 - F. Proof of liability insurance.
2. Grant seekers must submit one electronic copy and one original copy of their application and a cover letter and any attachments to the City Clerk or designee by August 21st. The copies of these materials will be reviewed by the Community and Government Affairs Committee in September, who will bring their recommendation to the full Council at a study session in September. Those recommendations will be discussed during budget workshops. Members of the public may view the file copy at City Hall during business hours or make a Public Records Request to the City Clerk to obtain a copy.
3. A representative of the group must attend the Community and Government Affairs ("CGA") Committee meeting in order to present the organizations request and answer any questions. The City shall provide the organization notice of the CGA Committee meeting at which the organization's application will be reviewed.
4. The CGA Committee will review applications and make a recommendation to the City Council. The City Council will make a final determination by Resolution during budget season.
5. Grant recipients shall execute a contract with City in substantially the same form as is depicted at Exhibit A hereto. The contract shall be executed prior to the receipt of grant funds.
6. Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract and by the date set therein.

Failure to report shall compromise the grant recipient’s ability to receive future grant funding.

Section III. Funding Levels.

The intent of the Council with setting funding thresholds is to encourage organizations to fundraise. The City does not typically want to be a long-term major grantor of any particular organization, and believes that fundraising is the primary purpose of a non-profit board. All current grant recipients will be reset to year one of the table below. The following table lays out the Council’s intended funding structure.

<u>Year</u>	<u>Maximum Percent of Recipient’s Prior Year’s Revenue, or Maximum Funding Amount</u>
1 st	At Council’s Discretion or \$10,000
2 nd	20% or \$8,000
3 rd	15% or \$6,000
4 th	10% or \$4,000
5 th	5% or \$2,000
6+	No more than 5% of recipient’s prior year’s revenue or \$2,000

Section IV. Grants of Facilities

Grant requests may request in their application use of a city facility without cost for a purpose that is the same as the stated mission of the grantor’s organization. Fundraising at City facilities is not permitted unless the grantee has paid a rental fee for the city facility.

Section V. Insurance & Indemnity Requirements for City Grant.

All organizations selected to receive a grant pursuant to this policy shall execute an agreement with the City prior to the dispersal of funds, and said agreement shall include (but is not limited to) the following requirements pertaining to indemnification and insurance:

1. Indemnification / Hold Harmless

User shall defend, indemnify and hold harmless the City of Orting, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Orting.

2. Insurance

A. Insurance Term

The User shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the User and his or her guests, representatives, volunteers and employees.

B. No Limitation

User's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City of Orting's recourse to any remedy available at law or in equity.

C. Required Insurance

User's required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The City of Orting shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City of Orting. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Orting shall be excess of the User's insurance and shall not contribute with it.

D. City of Orting Full Availability of User Limits

If the User maintains higher insurance limits than the minimums shown above, the City of Orting shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this contract or whether any certificate of

insurance furnished to the City of Orting evidences limits of liability lower than those maintained by the User.

E. Certificate of Insurance and Acceptability of Insurers

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Recreation and Conservation Office (RCO) Grant Authorization Resolution.	AB24-56	CGA		
		6.5.2024		
	Department:	Administration		
Date Submitted:	5.29.2024			
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:				
Fiscal Note:				
Attachments: Resolution No. 2024-12 and Applicant Authorization Resolution Application				
SUMMARY STATEMENT:				
<p>The City is in the process of applying for grant funding from the Washington State Recreation and Conservation Office (RCO) for the construction of pickleball courts, tennis courts, and a basketball court at Charter Park. The application process requires completion of an Applicant Resolution/Authorization document. This resolution/authorization authorizes city staff to act as authorized representatives on behalf of the City of Orting and to legally bind the City of Orting with respect to the project for which the City seeks grant funding assistance managed through the Recreation and Conservation Office.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to Study Session on June 12 th , 2024 for Council consideration.				
FUTURE MOTION: <u>Motion:</u>				
To approve Resolution No. 2024-12, a resolution of the City of Orting, Washington, authorizing the City Administrator and Activities and Events Coordinator to act at the authorized representative/agent on behalf of the City of Orting with respect to project 24-1574D, Charter Park Pickleball, Tennis, and Basketball Court for which the City seeks grant funding assistance through the Recreation and Conservation (RCO) office.				

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2024-12**

A RESOLUTION OF THE CITY OF ORTING, WASHINGTON, AUTHORIZING THE CITY ADMINISTRATOR AND ACTIVITIES AND EVENTS COORDINATOR TO ACT AS THE AUTHORIZED REPRESENTATIVE/AGENT ON BEHALF OF THE CITY OF ORTING WITH RESPECT TO PROJECT 24-1574D, CHARTER PARK PICKLEBALL, TENNIS, AND BASKETBALL COURT FOR WHICH THE CITY SEEKS GRANT FUNDING ASSISTANCE MANAGED THROUGH THE RECREATION AND CONSERVATION OFFICE.

IT IS HEREBY RESOLVED by the Council of the City of Orting, Washington as follows: This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above; NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above “Project(s).”
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:
 - Grant application (submission thereof) – Michell Alfieri, Activities and Events
 - Project Contact (day-to-day administering of the grant and communication with the RCO) – Michell Alfieri, Activities and Events.
 - RCO Grant Agreement (agreement) – Scott Larson, City Administrator
 - Agreement Amendments – Scott Larson, City Administrator
 - Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typically recorded on the property with the County – Scott Larson, City Administrator.

The above persons are considered an “authorized representative(s)/agent(s)” for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard

versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOESNOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
1. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
2. This resolution/authorization is deemed to be part of the formal grant application to the Office.
3. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s)

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26th day of June, 2024.

Washington State Attorney General’s Office

City of Orting

Assistant Attorney General

Mayor Joshua Penner

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, CMC, City Clerk

Approved as to form:

Charlotte Archer, City Attorney
Inslee Best, PLLC



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form *Bruce Tallen* 2/13/2020
Assistant Attorney General *Date*

You may reproduce the above language in your own format; however, text may not change.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: CGA Goals	AB24-42	CGA		
		5.1.2024		
		6.5.2024		
	Department:	Council		
	Date Submitted:	4.25.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	None			
Submitted By:	Scott Larson			
Fiscal Note: None				
Attachments: Goals Sheet from Goals Meeting				
SUMMARY STATEMENT: Goals Identified for CGA				
<p>4. New Council Packet - Compile a new councilmember orientation packet that will give newly elected Councilmembers a tool to use to familiarize themselves with how the City of Orting functions.</p> <p>5. Development Permit Process – Review, clarify, and align the city’s development permitting process and appeal process for titles related to land use. Updates to this code will require Planning Commission public hearing and recommendation.</p> <p>6. Whitehawk/Gratzer Park Master Plan – Similar to the Main Park Master Plan. Plan will need to incorporate Whitehawk Boulevard project into alternatives.</p> <p>7. Youth Advisory Board – The City of Orting aims to establish a youth advisory board of high school students to advise on city events and activities. Participants will work with the Parks and Recreation Department, volunteering for and planning major events, and suggesting classes for community engagement.</p> <p>9. Council professional development – Establish goals for ongoing training and development opportunities for council members.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Clarify Goals Assigned to CGA for Study Session.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				

1. Criminal Code Update – Conduct an administrative review of Orting Municipal Code Title 6— Police Regulations to purge repealed statutes, update recently modified statutes, and add or adopt newly enacted criminal laws by reference to ensure consistency between municipal code and state statutes so Officers and prosecutors have the needed jurisdiction and enforcement authority via Orting Municipal Court. **(PS)**
2. PD Staffing – There has been council discussion regarding staffing levels. What is council’s goal regarding public safety staffing? **(PS)**

Task for this item may include:

- a. Conduct a review of operations, staffing, and current call volume. Benchmark the city against other similarly situated cities in Washington. Identify any current gaps in service delivery.
 - b. Establish metrics to determine staffing needs including officers, support staff, and command staff.
 - c. If there is a desire to change staffing, establish long term mechanisms to pay for staffing.
 - d. Establish supply side resources to bring additional staffing into the department.
3. SCADA and Telemetry Master Plan – Over the last year there has been a desire on the part of staff and council to address the city’s aging SCADA and Telemetry infrastructure. **(PW)**

Tasks for this item may include:

- a. Establish a set of project outcomes and goals.
 - b. Come up with a mechanism to prioritize system needs.
 - c. Allocate additional budgetary resources, if needed, to carry out policy goals.
4. New Council Packet - Compile a new councilmember orientation packet that will give newly elected Councilmembers a tool to use to familiarize themselves with how the City of Orting functions. **(CGA)**

Topics of this resource may include:

- a. Duties of Council, Deputy Mayor, staff, and administration.
- b. Staff structure and responsibilities.
- c. Council committees.
- d. Council rules.
- e. Regular Meetings, Special Meetings, and Study Sessions.
- f. Ordinances and Resolutions.

- g. Resources for elected officials and information regarding conferences and peer engagement.
- 5. Development Permit Process – Review, clarify, and align the city’s development permitting process and appeal process for titles related to land use. Updates to this code will require Planning Commission public hearing and recommendation. **(CGA)**
- 6. Whitehawk/Gratzer Park Master Plan – Similar to the Main Park Master Plan. Plan will need to incorporate Whitehawk Boulevard project into alternatives. **(CGA)**

Tasks for this item may include:

- a. Having CGA and Council establish a vision and broad project outcomes for Whitehawk/Gratzer Park.
 - b. Hire a consultant based on council’s vision and project outcomes.
 - c. Work through alternatives and seek public engagement.
 - d. Adopt a final plan
- 7. Youth Advisory Board – The City of Orting aims to establish a youth advisory board of high school students to advise on city events and activities. Participants will work with the Parks and Recreation Department, volunteering for and planning major events, and suggesting classes for community engagement. **(CGA)**
 - 8. Downtown Revitalization and Economic Development – The city’s downtown core is constrained by existing development. The purpose of this goal would be to examine strategies to continue the work completed in the Main Park Master Plan to the other side of the street, provide cohesive development and create incentives for new businesses and redevelopment of existing structures.

(ad hoc)

Tasks for this item may include:

- a. Establish a vision of what we want our downtown to look like through evaluation of existing zoning, ADR’s, Main Park Master Plan, parking, and current business and property owners.
- b. Engage the public through a survey and outreach process to determine what types of small-scale businesses the city should focus on recruiting.
- c. Evaluate existing commercial structures and determine adequacy for commercial goals.
- d. Investigate different financing options like tax increment financing and LID’s to provide desired and needed improvements.

9. Council professional development – Establish goals for ongoing training and development opportunities for council members. **(CGA)**
10. WWTP Process & Procedure Audit **(PW)**
11. Integrated dashboard/nexus software **(ad hoc)**



CGA Committee Minutes
May 1st, 2024
9:00am

Greg Hogan, Councilmember, Chair

Jeff Sproul, Councilmember

Kim Agfalvi, City Clerk

Scott Larson, City Administrator

Gretchen Russo, Finance Director

Danielle Charchenko, Executive Assistant/Records Clerk

1. Call to Order

Councilmember Greg Hogan called the meeting to order at 9:00am. In attendance at the meeting was Councilmember Greg Hogan, Councilmember Jeff Sproul, City Administrator Scott Larson, City Clerk Kim Agfalvi, Finance Director Gretchen Russo, Activities and Events Coordinator Michell Alfiere, Public Works Director Marshall Maurer, Public Works Superintendent Ryan McBee.

2. Public Comments.

No public Comments.

3. Agenda Items

A. AB24-29 – Old City Hall Sale.

City Administrator Larson briefed that the City had received an appraisal of the old City Hall building and is working on discussing environmental items that may need to be addressed.

Action: Informational item only.

B. AB23-30 – Murrey’s Franchise Agreement.

City Administrator Larson briefed on the proposed franchise agreement, gave a brief overview of the current agreement, and stated the current franchise agreement expires at the end of the year. Items discussion were term extension, exclusive rights and obligations, collection services, rate adjustments, billing and customer service, liability and indemnification, and exhibits and appendices to the agreement. Committee discussion followed.

Action: Bring back to June 5th, 2024 CGA Committee meeting.

C. AB24-39 – Red Hat Days Sponsorship.

Alina Hibbs from the Red Hat Days Committee attended and briefed on Red Hat Days Scholarships and youth gun safety courses and discussed the Red Hat Days Event. Committee discussion followed.

Action: Move forward to study session on May 15th, 2024 for Council consideration.

D. AB24-40 – Orting Rock Festival Sponsorship.

Chris Hopfauf, organizer of the Orting Rock Festival briefed on the event that will be held on July 20th, 2024. He stated there will be 8 band performing from 12:00pm – 9:00pm. Committee discussion followed.
Action: Move forward to study session on May 15th, 2024 for Council consideration.

E. AB24-41 – Orting Summerfest.

Karie Franks, organizer of Orting Summerfest briefed on the history of the event and provided details on the current event. She stated there would be hot dogs, chips, and soda provided for those that attend along with free activities for all. Committee discussion followed.

Action: Move forward to study session on May 15th, 2024 for Council consideration.

F. AB24-42 – Council Goals – CGA Committee.

City Administrator Scott Larson briefed on Council goals identified by the Council including a New Council Orientation Packet, Development Permit Process, Whitehawk/Gratzer Master Park Plan, and Youth Advisory Board, and Council Professional Development. Committee discussion followed.

Action: Move forward to study session on May 15th, 2024 for Council consideration.

G. AB24-43 – Written Public Comments.

City Clerk Kim Agfalvi briefed on written public comments and stated staff have proposed guidelines to address written public comments. Committee discussion followed:

Action: Move forward to study session on May 15th, 2024 for Council consideration.

4. Meeting Minutes of April 3rd, 2024.

The meeting minutes of April 3rd, 2024 were approved.

5. Action Items/Round table review.

Final comments.

Identify Items that are ready to move forward, establish next meeting's agenda.

6. Adjournment

Councilmember Hogan adjourned the meeting at 10:11am.

ATTEST:

Kimberly Agfalvi, City Clerk, CMC