

## Councilmembers

### Position No.

1. Tod Gunther
2. John Kelly
3. Tony Belot
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Scott Drennen



## Orting City Council

Regular Business Meeting Agenda  
Orting Multi-Purpose Center  
202 Washington Ave. S,  
Orting, WA  
February 26<sup>th</sup>, 2020  
p.m.

### MAYOR JOSHUA PENNER, CHAIR

#### 1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL. REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.

2. **PUBLIC COMMENTS:** *Persons wishing to address the City Council regarding items that are not on the agenda are encouraged to do so at this time. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee.*

Request For Any Consent Agenda Items To Be Pulled For Discussion.

#### 3. CONSENT AGENDA

- A. Regular Meeting Minutes of February 12<sup>th</sup>, 2020.
- B. Payroll and Claims Warrants
- C. **AB20-16** - To authorize the Mayor to enter into a contract with Columbia Ford Lincoln Hyundai in the amount of \$95,423.95 pursuant to the existing contract that has been negotiated by the State of Washington Department of Enterprise Services for the purchase of vehicles.
- D. **AB20-17**- To approve Cummins, Inc. as the responsible low bidder and authorize the Mayor to sign a purchase agreement with them for \$ 58,897.40 to purchase a Cummins Generator for the New Municipal Center as presented.
- E. **AB20-19**-To authorize the Mayor to enter a contract with Forerunner for a 3-year term at a cost of \$5,000 per year with a \$1,000 one-time setup fee.
- F. **AB20-20**- To Approve The Scope And Budget For Professional Services from Parametrix, As Described In The Attached 2020 Lift Station Improvements Scope Of Work For Construction Services In The Amount Of \$187,460.00.
- G. **AB20-21**-To Adopt The NPDES Phase II Municipal Stormwater Management Program Plan As Prepared By Parametrix.
- H. **AB20-22**- To Authorize the Mayor to enter into a three year contract with Frost Landscaping Services for the amount of \$182,045.52.
- I. **AB20-25**- To Adopt Resolution No. 2020-06, Of The City Of Orting Declaring Real Property To Be Surplus, And Authorizing The Mayor To Dispose Of It In Accordance With Orting Municipal Code And State Law.

**Motion:** *Move to approve Consent Agenda as prepared OR Motion: To approve Consent Agenda with the exception of agenda item(s) #\_\_\_\_\_.*

#### 4. NEW BUSINESS

- A. **AB20-27- Appointment of Planning Commissioner.**

✚ Mayor Penner

**Motion:** *To confirm the Mayor's appointment of Jenny McKinney to the position of Planning Commissioner.*

- B. **AB20-23**-Goals.

✚ Mayor Penner/Mark Bethune

#### 5. EXECUTIVE SESSION

6. **ADJOURNMENT-** **Motion:** *Move to Adjourn.*

## COUNCILMEMBERS

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**MAYOR JOSHUA PENNER, CHAIR**

**ORTING CITY COUNCIL**  
Regular Business Meeting Minutes  
Orting Multi-Purpose Center  
202 Washington Ave. S, Orting, WA  
February 12<sup>th</sup>, 2020  
7 p.m.

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

Mayor Penner called the meeting to order at 7:00pm. Councilmember Bradshaw led the pledge of allegiance. **Councilmembers Present:** Deputy Mayor Greg Hogan, Councilmembers Tod Gunther, John Kelly, Tony Belot, John Williams, Gregg Bradshaw, and Scott Drennen.

**Staff Present:** Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, Charlotte Archer, City Attorney, JC Hungerford, Engineer.

### **2. PUBLIC COMMENTS**

Mayor Penner read the rules for Public Comment time. (*Verbatim Comments are on the City website*).

#### **Kim Newberry**

Ms. Newberry informed Council that she opposed the application for the Carbon River Recreational Vehicle Park, and stated the reasons why.

#### **Sam Webster**

Mr. Webster informed Council that he opposed the application for the Carbon River Recreational Vehicle Park, and stated the reasons why.

### **3. HEARING- AB20-12 – Ordinance No. 2020-1058, An Ordinance Of The City Of Orting, Washington, Relating To Annual Vehicle License Fee; Setting The Annual Vehicle Fee At \$0 (Zero Dollars); Providing For Severability; And Establishing An Effective Date.**

Mayor Penner opened the hearing at 7:12pm, announced the title and read the rules for the public hearing. He briefed the Council on Ordinance No. 2020-1058. The voters of Orting voted by a majority of 66 % in favor of Initiative Measure No. 976, which repealed the authority vested in the Orting (by RCW 82.80.140) to collect the annual vehicle license fee. The proposed ordinance reflects the Mayor and City Council's desire to honor the direction from the majority of voters by refraining from collecting this fee. This ordinance would set the vehicle license fee for the City at \$0, and instruct DOL to immediately cease collecting fees from qualifying vehicles in Orting.

#### **Public Comments**

No Comments made.

Council Comments followed.

Mayor Penner closed the hearing at 7:18pm.

*Councilmember Drennen made a motion to Adopt Ordinance No. 2020-1058, An Ordinance Of The City Of Orting, Washington, Relating To Annual Vehicle License Fee; Setting The Annual Vehicle Fee At \$0 (Zero Dollars). Second by Councilmember Kelly. Motion passed (7-0).*

### **4. TRAINING- Open Public Meetings Act. / Public (OPMA)**

City Attorney, Charlotte Archer provided the mandatory trainings that Councilmembers are required to take. Open Public Meetings Act, and Public Records Act.

### **5. CONSENT AGENDA**

- Study Session Minutes of January 15<sup>th</sup>, 2020.
- Special Meeting Minutes of January 27<sup>th</sup>, 2020.
- Regular Meeting Minutes of January 29<sup>th</sup>, 2020.
- Payroll and Claims Warrants

Deputy Mayor Hogan asked to pull the special meeting minutes of January 27<sup>th</sup> from the agenda.

***Deputy Mayor Hogan made a motion to approve Consent Agenda with the exception of the January 27<sup>th</sup>, 2020 minutes. Second by Councilmember Williams. Motion passed (7-0).***

Mayor Penner explained that roll call was not taken at the January 27<sup>th</sup>, 2020 special meeting, and in order to excuse Deputy Mayor Hogan from that meeting the Council would need to make a motion to do so now.

***Councilmember Drennen made a motion to excuse Deputy Mayor Hogan from the January 27<sup>th</sup>, 2020 special meeting. Second by Councilmember Bradshaw. Motion passed (6-0), 1 abstain- DM Hogan.***

***Councilmember Kelly made a motion to approve the January 27<sup>th</sup>, 2020 Special Meeting Minutes. Second by Councilmember Bradshaw. Motion passed (7-0)***

## **6. OLD BUSINESS**

### **A. AB20-13-Revised- Purchase of Real Property- Resolution No. 2020-05.**

Treasurer Larson briefed that at the council meeting on January 29, 2020 the council authorized the purchase of 515 Calistoga St. E for less than the agreed on purchase price due to an error. It appears that the City Treasurer provided the Council with a price that was net of the earnest money deposit of \$3,000. Due to this error staff request that the Council reapprove the purchase of the property for a revised amount.

***Deputy Mayor Hogan made a motion to Approve Resolution No. 2020-05, A Resolution Of The City Of Orting, Washington, Authorizing A Purchase And Sale Agreement For Real Property Identified As Pierce County Tax Parcel No. 683000-0030 in the amount not to exceed \$ 310,000.00; and Authorizing The Mayor or his designee, To Execute A Purchase And Sale Agreement And Related Documents In A Form Approved By the City Attorney; necessary to effectuate the purchase. Second by Councilmember Belot. Motion passed (7-0).***

## **7. NEW BUSINESS**

### **A. AB20-15- Authorization of Memorandum of Understanding between the City and the Fraternal Order of Police (the Guild).**

Mayor Penner briefed that the City is currently experiencing a difficult staffing situation in the Police Department due to the hiring environment, attrition due to retirement and injuries. The Mayor recommended that the City offer a temporary pay increase of 5% to the guild, while the City works on staffing the Police department so that they have nine officers. Treasurer Larson stated that the City was concerned about the possibility of Officers leaving the department due to the increased workloads and having to work alone on shifts. The City wants to send a message to the Officers that they are appreciated, and that the City understands the pressure they are under.

Council discussion followed. Councilmember Gunther indicated that he intended to offer a counter negotiation strategy, and because of that the City Attorney stated that since the agreement has been negotiated with the Guild, she recommended that this be discussed in a closed session.

***Councilmember Gunther made a motion to suspend the rules and amend the agenda to add a closed session per RCW 42.30.140. Second by Councilmember Williams. Motion passed 6-1. Deputy Mayor Hogan was the Nay vote.***

City Attorney Archer stated that there would be a closed session per RCW 42.30.140, for approximately five minutes, with possible action to follow.

Mayor Penner recessed to closed session at 8:12pm for 5 minutes.

8:17pm- Extended for 5 minutes

8:22pm- Session over.

Mayor Penner called the meeting back to order at 8:22pm.

*Councilmember Kelly made a motion to authorize the Mayor to Execute the Memorandum of Understanding between the City and the Guild Regarding Staffing and Pay as presented. Second By Councilmember Belot.*

*Councilmember Drennen made a motion to amend the main motion to change the language in the MOU to say The City shall pay a productivity stipend equivalent to 5% of each Officers' Base Rate of Pay. Second by Councilmember Williams. Amended Motion passed (4-3) Nay votes by CM Kelly, Belot, and DM Hogan. The vote on the amended motion passed (7-0)*

## **8. EXECUTIVE SESSION**

The City Attorney announced that there would be two topics for executive session, per RCW 42.30.110. (i)(c) (To consider the minimum price at which real estate will be offered for sale, and RCW 42.30.110 (1) (i) (ii) to discuss potential litigation, for 20 minutes, action is anticipated upon return to open session.

Mayor Penner recessed for a break at 8:51 for 5 minutes, to be followed by the executive session.

Executive session started at 8:56pm for 20 minutes with action anticipated to follow.

8:56pm- recessed

9:16pm –session over.

Mayor Penner called the meeting back to order at 9:16pm.

## **9. ADJOURNMENT**

*Councilmember Gunther made a motion to Adjourn. Second by Councilmember Kelly. Motion passed (7-0).*

Mayor Penner adjourned the meeting at 9:17pm.

ATTEST:

\_\_\_\_\_  
*Jane Montgomery, City Clerk, CMC*

\_\_\_\_\_  
*Joshua Penner, Mayor*

VOUCHER/WARRANT REGISTER  
FOR FEBRUARY 26, 2020 COUNCIL  
CLAIMS/PAYROLL VOUCHER APPROVAL

CITY OF ORTING

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

**FEBRUARY 2nd COUNCIL**  
CLAIMS WARRANTS #48300 THRU #48343  
IN THE AMOUNT OF \$ 462,747.92  
EFT \$14,786.77

PAYROLL WARRANTS # 23625 THRU #23628 = \$ 15,900.10  
EFT \$ 107,931.89  
IN THE AMOUNT OF \$ 123,831.99  
Carry Over \$ 24,598.58

ARE APPROVED FOR PAYMENT ON FEBRUARY 26, 2020

COUNCILPERSON \_\_\_\_\_

COUNCILPERSON \_\_\_\_\_

CITY CLERK \_\_\_\_\_



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2020 - February 2020 - 2nd Council

Fund Number	Description	Amount
001	Current Expense	\$25,433.81
101	City Streets	\$7,038.73
104	Cemetery	\$158.17
105	Parks Department	\$1,665.82
108	TBD	\$3,783.49
304	City Hall Construction	\$402,995.58
401	Water	\$10,368.91
408	Wastewater	\$21,472.46
410	Stormwater	\$3,449.19
412	Utility Land Acquisition	\$1,168.53
	<b>Count: 10</b>	<b>\$477,534.69</b>



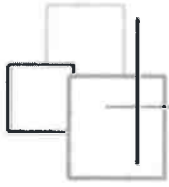
# Register

Fiscal: 2020  
 Deposit Period: 2020 - February 2020  
 Check Period: 2020 - February 2020 - 2nd Council

Number	Name	Print Date	Clearing Date	Amount
<b>Key Bank</b>	<b>0032707010</b>			
<b>Check</b>				
<u>EFT-JAN 2020 MasterCard</u>	Keybank-MasterCard	2/14/2020	2/18/2020	\$14,786.77
		<b>Total</b>	<b>Check</b>	<b>\$14,786.77</b>
		<b>Total</b>	<b>0032707010</b>	<b>\$14,786.77</b>
<b>Key Bank</b>	<b>2000073</b>			
<b>Check</b>				
<u>48300</u>	Aqua-Aerobic Systems, Inc	2/26/2020		\$374.42
<u>48301</u>	Arrow Lumber	2/26/2020		\$1,942.14
<u>48302</u>	ASCAP	2/26/2020		\$363.00
<u>48303</u>	Associated Petroleum Products INC	2/26/2020		\$1,766.95
<u>48304</u>	Bethune, Mark	2/26/2020		\$85.10
<u>48305</u>	Big J'S Outdoor Store	2/26/2020		\$633.28
<u>48306</u>	BlueTarp Credit Services	2/26/2020		\$95.06
<u>48307</u>	Cintas Corporation #461	2/26/2020		\$220.08
<u>48308</u>	Comcast	2/26/2020		\$21.30
<u>48309</u>	Core & Main	2/26/2020		\$525.83
<u>48310</u>	Culligan Seattle WA	2/26/2020		\$71.02
<u>48311</u>	Enumclaw, City of	2/26/2020		\$2,275.00
<u>48312</u>	Flags A' Flying	2/26/2020		\$431.10
<u>48313</u>	Ford Motor Credit Company LLC	2/26/2020		\$1,103.78
<u>48314</u>	Galls LLC	2/26/2020		\$900.52
<u>48315</u>	Hach Company	2/26/2020		\$773.54
<u>48316</u>	Helix Design Group	2/26/2020		\$12,336.95
<u>48317</u>	Jennings Equipment Inc	2/26/2020		\$1,625.16
<u>48318</u>	Konica Minolta Business Solutions	2/26/2020		\$397.88
<u>48319</u>	Lewis, Jennifer	2/26/2020		\$1,120.00
<u>48320</u>	Orca Pacific, Inc	2/26/2020		\$487.88
<u>48321</u>	P.c. Budget & Finance	2/26/2020		\$552.64
<u>48322</u>	PBS Engineering And Environmental INC	2/26/2020		\$7,251.21
<u>48323</u>	Pcrd (landfill)	2/26/2020		\$125.99
<u>48324</u>	Pease Construction INC	2/26/2020		\$390,658.63
<u>48325</u>	Pitney Bowes Purchase Power	2/26/2020		\$277.00
<u>48326</u>	Puget Sound Energy	2/26/2020		\$21,447.81
<u>48327</u>	Schwab-Ellison Co, Inc	2/26/2020		\$188.81
<u>48328</u>	Scientific Supply & Equip	2/26/2020		\$387.05
<u>48329</u>	Serpanok Construction INC	2/26/2020		\$3,783.49
<u>48330</u>	Sunnyside, City Of	2/26/2020		\$376.00

Number	Name	Print Date	Clearing Date	Amount
<u>48331</u>	T M G Services Inc	2/26/2020		\$807.77
<u>48332</u>	Tacoma News INC	2/26/2020		\$1,906.89
<u>48333</u>	The Walls Law Firm	2/26/2020		\$1,875.00
<u>48334</u>	Thomas C. Peter, Ph.D	2/26/2020		\$300.00
<u>48335</u>	UniFirst Corporation	2/26/2020		\$440.30
<u>48336</u>	US Bank Equipment Finance	2/26/2020		\$327.83
<u>48337</u>	Utilities Underground Location Center	2/26/2020		\$33.88
<u>48338</u>	UW Medicine	2/26/2020		\$80.00
<u>48339</u>	Vision Forms LLC	2/26/2020		\$2,603.77
<u>48340</u>	Washington Rock Quarries,	2/26/2020		\$35.61
<u>48341</u>	Water Management Lab Inc.	2/26/2020		\$163.00
<u>48342</u>	Wex Bank	2/26/2020		\$1,388.13
<u>48343</u>	Zumar Industries Inc	2/26/2020		\$187.12
		<b>Total</b>	<b>Check</b>	<b>\$462,747.92</b>
		<b>Total</b>	<b>2000073</b>	<b>\$462,747.92</b>
		<b>Grand Total</b>		<b>\$477,534.69</b>





# Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Aqua-Aerobic Systems, Inc	48300	1023331	408-535-10-31-01	Membrane Sleeve F/B Diffuser	\$374.42
				<b>Total</b>	<b>\$374.42</b>
Arrow Lumber	48301	600186-JAN2020	001-514-21-48-01	LED Light Bulb	\$7.64
			001-575-50-48-00	Outlet With Power Surge-MPC	\$32.77
			101-542-30-35-00	Hammer Handle FA1068	\$29.50
			104-536-20-31-00	Hillman Fasteners- Cemetery Door	\$5.77
			105-576-80-31-04	Shrink Wrap	\$24.04
			105-576-80-35-00	Titanium Drill Bit- FA1069	\$8.19
			105-576-80-35-00	Broom-FA1069	\$14.75
			105-576-80-48-00	PVC Cap-Bushing Slip-Horseshoe Pit	\$12.10
			105-576-80-48-00	Hot Glue-PVC Bushing-Horseshoe Pit	\$12.21
			105-576-80-48-01	Supplies for Trailer- Wood	\$112.85
			105-576-80-48-03	Glass Cleaner- Rags-North Park	\$20.53
			105-576-80-48-03	Glass Cleaner-Rags	\$24.45
			401-534-10-31-00	Batteries	\$5.45
			401-534-10-31-00	Blue Glue-Zip Ties FA1067	\$24.89
			401-534-50-35-00	Saw Blade	\$10.92
			401-534-50-35-00	Dewalt Batteries	\$221.84
			401-534-50-48-02	Wood Bit-Work Bench	\$4.36
			401-534-50-48-03	Wood for Work Bench	\$178.81
			401-534-50-48-04	Supplies for Trailer- Wood	\$112.86
			408-535-10-31-00	Batteries	\$5.46
			408-535-10-31-00	Spray Paint for Sewer	\$16.59
			408-535-50-48-02	Adapter-Hose Fitting-Hose Clamp	\$12.20
			408-535-50-48-02	Digger Bar With Tamper-Head Works	\$49.17
			408-535-50-48-04	Quick Connect Nozzle Fa1134	\$30.59
			410-531-38-31-00	Tape Measure	\$21.84
			410-531-38-31-00	Rags & Paper Towels	\$28.71
			410-531-38-31-00	Flashlight & Batteries	\$34.95
			410-531-38-35-00	Titanium Drill Bit- FA1069	\$8.19

Vendor	Number	Invoice	Account Number	Notes	Amount			
Arrow Lumber	48301	600186-JAN2020	410-531-38-35-00	Broom-FA1069	\$14.75			
			410-531-38-48-01	Wood Returned for Trailer	(\$24.36)			
			410-531-38-48-01	Titanium Bit-Trailer	\$5.24			
			410-531-38-48-01	Wrench-Cut Off Wheel-Trailer	\$34.83			
			410-531-38-48-01	Supplies for Trailer-Wood	\$112.86			
			412-594-38-62-01	PVC Pipe	\$6.56			
			412-594-38-62-01	Bronze Star for Weed Eater 1144	\$10.81			
			412-594-38-62-01	Bronze Star for Weed Eater 1144	\$12.22			
			412-594-38-62-01	Plywood for Work Bench-New Shop	\$96.05			
			412-594-38-62-01	Ladders for New Shop	\$118.85			
			412-594-38-62-01	Work Bench for New Shop	\$482.70			
				<b>Total</b>	<b>\$1,942.14</b>			
			ASCAP	48302	500716897-2020	001-571-20-31-21	License Fee for Playing Music-2020	\$363.00
							<b>Total</b>	<b>\$363.00</b>
Associated Petroleum Products INC	48303	0166472-IN	101-542-30-32-00	Fuel	\$169.92			
				401-534-80-32-00	Fuel	\$679.70		
				401-534-80-32-01	Fuel	\$30.45		
				408-535-80-32-00	Fuel	\$679.70		
				408-535-80-32-01	Fuel	\$6.78		
				410-531-38-32-01	Fuel	\$169.95		
				410-531-38-32-02	Fuel	\$30.45		
	<b>Total</b>	<b>\$1,766.95</b>						
Bethune, Mark	48304	Invoice - 2/20/2020 2:26:52 PM	001-513-10-43-00	Mileage for Lobbying	\$85.10			
				<b>Total</b>	<b>\$85.10</b>			
Big J'S Outdoor Store	48305	FEB2020-401	001-521-20-31-06	Ammunition	\$54.63			
				001-521-20-31-06	Ammunition	\$81.94		
				101-542-30-31-02	Rain Jacket-Nale	\$39.35		
				101-542-30-31-02	Rain Gear-Lolohea	\$118.02		
				101-542-30-31-02	Boots-Bingham	\$150.00		
				410-531-38-31-00	Rain Jacket-Nale	\$39.34		
				410-531-38-31-00	Boots-Bingham	\$150.00		
	<b>Total</b>	<b>\$633.28</b>						
BlueTarp Credit Services	48306	H14490/3	104-536-50-35-00	Tamper Handle-Trenching Shovel	\$77.59			
				401-534-50-48-02	LED Bulb	\$17.47		
	<b>Total</b>	<b>\$95.06</b>						
Cintas Corporation #461	48307	4041634145	408-535-60-48-04	Cleaning of City Park Restrooms	\$220.08			
				<b>Total</b>	<b>\$220.08</b>			

Vendor	Number	Invoice	Account Number	Notes	Amount
Comcast	48308	5839-JAN 2020	001-514-23-42-00	City Hall Cable	\$21.30
				<b>Total</b>	<b>\$21.30</b>
Core & Main	48309	L824224	401-534-10-31-00	Paint	\$100.99
		L830601	408-535-10-31-00	Paint	\$34.84
		L875453	401-534-50-48-02	1/2 Flp Insert-Gaskets	\$67.56
			401-534-50-35-00	Pump Stick	\$322.44
				<b>Total</b>	<b>\$525.83</b>
Culligan Seattle WA	48310	0531705	001-521-20-31-03		\$71.02
				<b>Total</b>	<b>\$71.02</b>
Enumclaw, City of	48311	05832-Jail Fees-Jan 2020	001-523-60-41-00	Jail Fees-Jan 2020	\$2,275.00
				<b>Total</b>	<b>\$2,275.00</b>
Flags A' Flying	48312	88129	105-576-80-48-01	Flags for Main Park	\$431.10
				<b>Total</b>	<b>\$431.10</b>
Ford Motor Credit Company LLC	48313	1723613-Lease Payment #13 - 2018 Ford F-150- 8487902	001-591-21-70-03	1723613-Lease Payment #13 - 2018 Ford F-150- 8487902	\$875.32
			001-592-21-80-02	1723613-Lease Payment #13 - 2018 Ford F-150- 8487902	\$228.46
				<b>Total</b>	<b>\$1,103.78</b>
Galls LLC	48314	014803422	001-521-20-31-01	Refund on Boots-Rose	(\$175.95)
			001-521-20-31-01	Boots-Shirts-511 Tactical-Rose	\$687.38
		014803438	001-521-20-31-01	Uniform Items-LOGO	\$19.34
		014815682	001-521-20-31-01	Long Sleeve Shirt-Rose	\$120.98
		014815719	001-521-20-31-01	511 Tactical Ripstop-Rose	\$54.99
		014826913	001-521-20-31-01	Name Plate Drop-Rose	\$19.79
		014865225	001-521-20-31-01	Duty Belt- Lima Rose	\$166.08
		014877329	001-521-20-31-01	Uniform Items-Rose	\$7.91
				<b>Total</b>	<b>\$900.52</b>
Hach Company	48315	11825732	408-535-10-31-01	Lab Supplies	\$455.25
		11827270	408-535-10-31-01	Ammonia	\$199.20
		11830686	408-535-10-31-01	Lab Supplies	\$119.09
				<b>Total</b>	<b>\$773.54</b>
Helix Design Group	48316	A18-021 Credit	304-594-18-60-01	New City Hall Facilities-Credit	(\$573.33)
			304-594-31-60-01	New City Hall Facilities-Credit	(\$86.00)
			304-594-34-60-01	New City Hall Facilities-Credit	(\$86.00)

Vendor	Number	Invoice	Account Number	Notes	Amount				
Helix Design Group	48316	A18-021 Credit	304-594-35-60-01	New City Hall Facilities-Credit	(\$172.00)				
			304-594-44-60-01	New City Hall Facilities-Credit	(\$19.11)				
			304-594-76-60-01	New City Hall Facilities-Credit	(\$19.11)				
	A18-021.10	0000004		304-594-18-60-01	New City Hall Facilities	\$7,216.50			
				304-594-31-60-01	New City Hall Facilities	\$1,082.48			
				304-594-34-60-01	New City Hall Facilities	\$1,082.48			
				304-594-35-60-01	New City Hall Facilities	\$2,164.94			
				304-594-44-60-01	New City Hall Facilities	\$240.55			
				304-594-76-60-01	New City Hall Facilities	\$240.55			
				A18-021.16	0000004		304-594-18-60-01	New City Hall Facilities	\$594.00
							304-594-31-60-01	New City Hall Facilities	\$89.10
							304-594-34-60-01	New City Hall Facilities	\$89.10
							304-594-35-60-01	New City Hall Facilities	\$178.20
	A18-021.17	0000004		304-594-44-60-01	New City Hall Facilities	\$19.80			
				304-594-76-60-01	New City Hall Facilities	\$19.80			
				304-594-18-60-01	New City Hall Facilities	\$165.00			
				304-594-31-60-01	New City Hall Facilities	\$24.75			
				304-594-34-60-01	New City Hall Facilities	\$24.75			
				304-594-35-60-01	New City Hall Facilities	\$49.50			
					<b>Total</b>	<b>\$12,336.95</b>			
Jennings Equipment Inc	48317	3622	408-535-50-48-04	Stihl Gas Powered Pressure Washer	\$834.36				
		47299R	105-576-80-48-01	Parts & Repair for Tractor-FA1046	\$158.16				
			401-534-50-48-04	Parts & Repair for Tractor-FA1046	\$79.08				
			410-531-38-48-01	Parts & Repair for Tractor-FA1046	\$553.56				
						<b>Total</b>	<b>\$1,625.16</b>		
Keybank- MasterCard	EFT-JAN 2020 1181-Lincoln-JAN2020 MasterCard		001-524-20-49-05	Membership Fees- ICC	\$21.00				
			001-524-20-49-05	Cert Renewal-ICC Safe	\$90.00				
			410-531-31-20-06	Certified Erosion & Sediment Control- New Cert	\$450.00				
	1513-Kainos-JAN2020		001-512-50-31-00	Office Supplies	\$320.95				
			001-521-50-48-06	Hanging Data Binder	\$37.08				
	1668-Finance-JAN2020		001-511-60-31-01	Office Supplies	\$32.75				

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank- MasterCard	EFT-JAN 2020 MasterCard	1668-Finance-JAN2020	001-514-23-31-02	2019 1099-Misc Forms	\$32.75
			001-514-23-31-02	Office Supplies	\$46.40
			001-521-20-31-03	2019 1099-Misc Forms	\$19.10
			001-571-20-31-27	Paint Bruches	\$52.29
			001-571-20-31-27	Canvas Packs for Art Class	\$74.29
			401-534-10-31-00	2019 1099-Misc Forms	\$19.11
			401-534-10-31-00	Office Supplies	\$46.40
			408-535-10-41-14	2019 1099-Misc Forms	\$19.11
			408-535-10-41-14	Office Supplies	\$46.41
			410-531-38-31-00	Office Supplies	\$46.40
		1731-Reed-JAN2020	401-534-10-31-04	Boots for Caonica	\$150.00
			401-534-10-31-04	Boots for Jones	\$150.00
			408-535-10-31-05	Boots for Caonica	\$150.00
			408-535-10-31-05	Boots for Jones	\$150.00
			412-594-38-62-01	Batt Insulation- Nails-Flex Squeeze- Lite Cable-OSB	\$441.34
		1823-Larson-JAN2020	001-513-23-41-01	Docking Station for Jane M	\$38.41
			001-514-23-41-04	Docking Station for Jane M	\$58.64
			101-594-44-61-11	Docking Station for Jane M	\$16.17
			105-576-80-41-12	Docking Station for Jane M	\$16.17
			401-594-34-64-58	Docking Station for Jane M	\$24.27
			408-594-35-64-30	Docking Station for Jane M	\$24.26
			410-594-31-64-44	Docking Station for Jane M	\$24.26
		5423-Public Works-JAN2020	001-514-21-48-01	Light Bulbs	\$96.52
			101-542-30-48-02	Cement Mix-Shoe Handle	\$798.45
			101-542-30-48-04	4'x8' Flat Expanded	\$59.36
			401-534-10-31-00	Jan-Dec Index Tabs	\$7.10
			401-534-10-31-00	White Index Tabs	\$20.52
			401-534-10-31-00	Calendars & Message Books	\$21.55
			401-534-10-31-00	Pens	\$21.78
			401-534-10-31-00	White Vinegar	\$62.43
			401-534-10-31-00	Thermal Binding Glue Strips- Thermobind TB & Sheets	\$200.30
			401-534-50-48-04	4'x8' Flat Expanded	\$59.36
			401-534-90-49-00	AWWA-Lets Talk Safety	\$26.83
			401-534-90-49-00	Leadership Conference	\$66.33
			401-534-90-49-00	Barfield-Bingham W/WW Operator Workshop-WOW Conference-	\$175.00
			401-534-90-49-00	Kennewick-Ewing W/WW Operator Workshop-WOW Conference- Kennewick-Dunn	\$175.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank- MasterCard	EFT-JAN 2020	5423-Public Works-JAN2020	401-534-90-49-00	WWW Operator Workshop-WOW Conference- Kennewick-Jones	\$175.00
			401-534-90-49-00	WOW Conference	\$225.00
			408-535-10-31-00	Jan-Dec Index Tabs	\$7.09
			408-535-10-31-00	White Index Tabs	\$20.52
			408-535-10-31-00	Calendars & Message Books	\$21.55
			408-535-10-31-00	Pens	\$21.79
			408-535-10-31-00	Thermal Binding Glue Strips- Thermobind TB & Sheets	\$200.30
			408-535-10-31-04	Cellulose-Proweih TSS 47MM	\$115.14
			408-535-10-31-05	Tetnus Shot & Physical-Dunn	\$190.00
			408-535-10-31-05	Boots-Dunn	\$262.60
			408-535-50-48-04	4'x8' Flat Expanded	\$39.54
			408-535-90-49-00	AWWA-Lets Talk Safety	\$26.83
			408-535-90-49-00	Leadership Conference	\$66.33
			408-535-90-49-00	Barfield-Bingham WWW Operator Workshop-WOW Conference- Kennewick-Ewing	\$175.00
			408-535-90-49-00	WWW Operator Workshop-WOW Conference- Kennewick-Jones	\$175.00
			408-535-90-49-00	WWW Operator Workshop-WOW Conference- Kennewick-Dunn	\$175.00
			408-535-90-49-00	WOW Conference	\$225.00
			408-594-35-63-33	Shoreline DEV. Permit Fees- Puyallup River Lift Station	\$3,830.00
			410-531-31-20-06	Leadership Conference	\$265.34
			410-531-38-31-00	Barfield-Bingham Calendars & Message Books	\$21.54
			410-531-38-31-00	AWWA-Lets Talk Safety	\$26.84
	7073-Orting PD 2-JAN2020		001-521-20-31-01	Academy Items- Rose	\$109.30
			001-521-20-31-01	Academy Items- Rose	\$186.81
			001-521-20-31-03	Fraud Amount	\$0.01
			001-521-20-31-03	Office Supplies- Pens-Copy Paper- Thumb Drives-USB	\$182.50
			001-521-20-31-03	Item Required for Academy-Rose	\$197.71
			001-521-21-31-01	Shipping of Evidence	\$10.32
			001-521-40-49-00	Hotel-Hattaway & Turner-FTO Training	\$346.20

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank- MasterCard	EFT-JAN 2020 7073-Orting PD 2-JAN2020 MasterCard		001-521-40-49-00	Hotel-Deffit & Boone FTO Training	\$624.35	
			001-521-50-48-02	Car Wash-Deffit	\$15.00	
			001-521-50-48-04	Firearm	\$262.27	
			001-521-50-49-01	Maintenance Tools 2020 WACE	\$55.00	
			7599-Orting Police-Jan2020	001-521-20-31-01	Membership-Scott Discount on Chief Gards Boots	(\$28.50)
				001-521-20-31-01	Tactical Pouch-Turner	\$19.64
				001-521-20-31-01	Steel Bottle-Turner	\$24.04
				001-521-20-31-01	Uniform Items for Rose-Duty Belt Kit	\$55.46
				001-521-20-31-01	Academy Shoes for Rose	\$156.26
				001-521-20-31-01	Uniform Items for Rose-Sidebreak	\$164.11
				001-521-20-31-01	Snap Lock	
					Uniform Items for Rose-Handcuff Strap- Key Holder-Flashliht	\$207.61
				001-521-20-31-01	Unifrom Items for Rose Universal CLips-Radio Holder-Handcuff Molle-	\$246.61
				001-521-20-31-01	Uniform Pants - Chief Gard	\$278.68
				001-521-20-31-01	Boots for Chief Gard	\$285.00
				001-521-20-31-01	PC IMT Uniforms for Chief Gard-Jacket-Polos-Vest	\$404.71
			7765-Montgomery-JAN2020	001-521-20-31-03	Amazon Prime	\$14.20
				001-511-60-31-01	Water for Council Meeting	\$10.93
				001-513-10-31-00	Drop Box	\$13.18
			9358-Bethune-JAN2020	001-513-10-31-00	Keys for City Hall-MPC	\$45.33
				001-513-10-31-00	Office Supplies-	\$86.67
				001-513-10-31-00	Lunch for Meeting in Buckley	\$14.87
				001-513-10-31-00	Chocolates for Chocolate Stroll	\$64.50
		001-513-10-31-00	Chocolates for Chocolate Stroll	\$80.50		
			<b>Total</b>	<b>\$14,786.77</b>		
Konica Minolta Business Solutions	48318	264030171	001-521-10-40-06	PD Copier Lease	\$397.88	
				<b>Total</b>	<b>\$397.88</b>	
Lewis, Jennifer	48319	Dog Training Classes-Feb 4 2020	001-571-20-31-34	Dog Training Classes-Feb 4 2020	\$1,120.00	
				<b>Total</b>	<b>\$1,120.00</b>	
Orca Pacific, Inc	48320	41695	401-534-10-31-01	Sodium Hypochlorite	\$487.88	
				<b>Total</b>	<b>\$487.88</b>	

Vendor	Number	Invoice	Account Number	Notes	Amount
P.c. Budget & Finance	48321	CI-283536 C-104118	001-566-00-40-00	4th QRT Liquor Tax	\$552.64
				<b>Total</b>	<b>\$552.64</b>
PBS Engineering And Environmental INC	48322	0041548.002-5	001-518-20-40-02	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Departmen- 25%	\$1,812.80
			001-521-50-46-07	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department-50%	\$3,625.60
			401-534-10-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department-10%	\$725.12
			408-535-10-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department-10%	\$725.12
			410-531-31-40-01	Engineering & Environmental Study on 102 Bridge St S New City Hall Poilce Department-5%	\$362.57
				<b>Total</b>	<b>\$7,251.21</b>
Pcrod (landfill)	48323	31868	105-576-80-48-05	Whitehawk Park-Wood Frame Disposal	\$125.99
				<b>Total</b>	<b>\$125.99</b>
Pease Construction INC	48324	Pay Request #5-New City Hall Facilities-60	304-594-18-60-01	Pay Request #5-New City Hall Facilities-60	\$234,395.18
			304-594-31-60-01	Pay Request #5-New City Hall Facilities-60	\$35,159.28
			304-594-34-60-01	Pay Request #5-New City Hall Facilities-60	\$35,159.27
			304-594-35-60-01	Pay Request #5-New City Hall Facilities-60	\$70,318.56
			304-594-44-60-01	Pay Request #5-New City Hall Facilities-60	\$7,813.17
			304-594-76-60-01	Pay Request #5-New City Hall Facilities-60	\$7,813.17
				<b>Total</b>	<b>\$390,658.63</b>



Vendor	Number	Invoice	Account Number	Notes	Amount	
Pitney Bowes Purchase Power	48325	8000-9090-0050-3685-FEB	001-512-50-31-01	Monthly Postage	\$96.00	
			001-513-10-31-01	Monthly Postage	\$18.05	
			001-514-23-31-01	Monthly Postage	\$7.65	
			001-514-23-31-01	Monthly Postage	\$87.65	
			001-521-20-31-07	Monthly Postage	\$9.60	
			001-524-20-31-02	Monthly Postage	\$1.00	
			001-575-50-31-02	Monthly Postage	\$0.50	
			001-575-50-31-02	Monthly Postage	\$1.50	
			104-536-20-31-01	Monthly Postage	\$0.50	
			401-534-10-42-00	Monthly Postage	\$8.00	
			401-534-10-42-00	Monthly Postage	\$15.18	
			408-535-10-42-00	Monthly Postage	\$1.00	
			408-535-10-42-00	Monthly Postage	\$15.18	
			410-531-38-42-00	Monthly Postage	\$15.19	
						<b>Total</b>
Puget Sound Energy	48326	200001247663- JAN2020	408-535-50-47-07	VC Lift Station	\$222.79	
			200001247812- JAN2020	101-542-63-47-03	SR162 Signal	\$26.84
			200001248034- JAN2020	401-534-50-47-02	Harman Springs	\$109.22
			200001248190- JAN2020	105-576-80-47-01	North Park	\$10.41
			200001248372- JAN2020	401-534-50-47-08	Well 3	\$584.45
			200001248539- JAN2020	001-525-50-47-01	Lahar Siren	\$10.41
			200001532189- JAN2020	105-576-80-47-02	Main Park	\$389.10
				105-576-80-47-03	Bell Tower	\$166.75
			200002708986- JAN2020	408-535-50-47-05	VG Lift Station	\$351.67
			200003766280- JAN2020	001-514-21-32-01	City Hall	\$66.71
				001-514-21-47-01	City Hall	\$134.48
				001-524-20-32-05	City Hall	\$67.06
				401-534-50-47-01	City Hall	\$134.47
				401-534-50-47-09	City Hall	\$66.71
				408-535-50-47-01	City Hall	\$134.48
				408-535-50-47-08	City Hall	\$66.71
			200009717931- JAN2020	401-534-50-47-04	Well 2	\$63.64
			200010396543- JAN2020	105-576-80-47-01	North Park	\$139.02
			200010396733- JAN2020	401-534-50-47-11	Well 4 Pump Station	\$2,413.60
			200010629349- JAN2020	101-542-63-47-01	City Shop	\$33.16
				104-536-50-47-01	City Shop	\$26.53
				401-534-50-47-01	City Shop	\$33.16
				408-535-50-47-01	City Shop	\$39.78
			200013874264- JAN2020	408-535-50-47-04		\$8,110.69
			200014994137- JAN2020	408-535-50-47-05	VG Lift Station	\$289.16
			200019613294- JAN2020	104-536-50-47-02	Cemetery Shop	\$47.78
			200021421298- JAN2020	408-535-50-47-06	Rainier Meadows	\$48.41
			200022934653- JAN2020	001-575-50-47-01	MPC	\$856.25
			200024404523- JAN2020	408-535-50-47-02	Lift Station 1	\$154.39
			220011476581- JAN2020	408-535-50-47-03	High Cedars Lift Station	\$139.90
			220015220399- JAN2020	101-542-63-47-03	Street Lights	\$50.80
			220020534461- JAN2020	101-542-63-47-01	City Shop-New	\$246.93
				401-534-50-47-01	City Shop-New	\$345.70
				408-535-50-47-01	City Shop-New	\$395.07
			220022116432- JAN2020	001-512-50-47-01	New City Hall	\$15.76
				001-514-21-47-01	New City Hall	\$78.82
				001-521-50-47-00	New City Hall	\$157.63

Vendor	Number	Invoice	Account Number	Notes	Amount	
Puget Sound Energy	48326	220022116432- JAN2020	001-524-20-32-05	New City Hall	\$11.82	
			401-534-50-47-01	New City Hall	\$43.35	
			408-535-50-47-01	New City Hall	\$43.35	
			408-535-50-47-01	New City Hall	\$43.35	
			300000002406- JAN2020	101-542-63-47-03	Street Lights	\$5,077.50
<b>Total</b>					<b>\$21,447.81</b>	
Schwab-Ellison Co, Inc	48327	82200439713	410-531-38-48-01	Tire Tubes-FA1064	\$188.81	
				<b>Total</b>		
Scientific Supply & Equip	48328	31442832	408-535-10-31-00	Lab Supplies	\$300.17	
			31442869	408-535-10-31-00	Lab Supplies	\$86.88
			<b>Total</b>			
Serpanok Construction INC	48329	2689-Retainage-Sidewalk Removal & Replacement-TBD Project	108-595-30-63-02	Retainage-Sidewalk Removal & Replacement-TBD Project	\$3,783.49	
				<b>Total</b>		
Sunnyside, City Of	48330	9129-Jail Fees -Jan 2020	001-523-60-41-00	Jail Fees -Jan 2020	\$376.00	
				<b>Total</b>		
T M G Services Inc	48331	Invoice - 2/19/2020 4:32:42 PM	401-534-50-48-02	Well 3 & 4 Analyzer Rebuilt Kit	\$807.77	
				<b>Total</b>		
Tacoma News INC	48332	257635-JAN 2020	001-511-60-49-03	Publication for Council Hearing-Vehicle License	\$111.91	
				001-511-60-49-03	Publication for City Hall Generator Re-Bid	\$117.27
				001-511-60-49-03	Publication for ORD 2019-1057	\$122.63
				001-511-60-49-03	Publication for Council Meeting	\$890.75
				001-558-60-31-03	Publication for Planning Commission	\$208.39
				001-558-60-31-03	Vacancy	
				001-558-60-31-03	Publication for RV Park	\$226.11
				001-558-60-31-03	Publication for COMP Plan	\$229.83
<b>Total</b>					<b>\$1,906.89</b>	
The Walls Law Firm	48333	27-	001-515-41-41-03		\$1,875.00	
				<b>Total</b>		
Thomas C. Peter, Ph.D	48334	10744	001-521-20-41-00	Psychological Evaluation-Hubbard	\$300.00	
				<b>Total</b>		
UniFirst Corporation	48335	330 1605470	408-535-10-31-03	Uniform Item-Protective Services	\$242.11	

Vendor	Number	Invoice	Account Number	Notes	Amount
UniFirst Corporation	48335	330 1607582	408-535-10-31-03	Uniform Item- Protective Services	\$198.19
				<b>Total</b>	<b>\$440.30</b>
US Bank Equipment Finance	48336	405901125	001-594-14-41-04		\$327.83
				<b>Total</b>	<b>\$327.83</b>
Utilities Underground Location Center	48337	0010203	401-534-60-41-00	Locates-Jan 2020	\$16.94
			408-535-60-41-00	Locates-Jan 2020	\$16.94
				<b>Total</b>	<b>\$33.88</b>
UW Medicine	48338	70003548-Hubbard	001-521-90-40-12	Exam-Chest- Hubbard	\$80.00
				<b>Total</b>	<b>\$80.00</b>
Vision Forms LLC	48339	5537	401-534-10-31-00	Utility Bill Processing & Mailing	\$34.19
			401-534-10-42-00	Utility Bill Processing & Mailing	\$80.11
			408-535-10-31-00	Utility Bill Processing & Mailing	\$34.19
			408-535-10-42-00	Utility Bill Processing & Mailing	\$80.11
			410-531-38-31-00	Utility Bill Processing & Mailing	\$34.19
			410-531-38-42-00	Utility Bill Processing & Mailing	\$80.11
		5811	401-534-10-31-00	Utility Bill Processing & Mailing	\$30.47
			401-534-10-42-00	Utility Bill Processing & Mailing	\$64.30
			408-535-10-31-00	Utility Bill Processing & Mailing	\$30.48
			408-535-10-42-00	Utility Bill Processing & Mailing	\$64.30
			410-531-38-31-00	Utility Bill Processing & Mailing	\$30.47
			410-531-38-42-00	Utility Bill Processing & Mailing	\$64.30
		5837	401-534-10-31-00	Utility Bill Processing & Mailing	\$218.40
			401-534-10-42-00	Utility Bill Processing & Mailing	\$440.45

Vendor	Number	Invoice	Account Number	Notes	Amount
Vision Forms LLC	48339	5837	408-535-10-31-00	Utility Bill	\$218.39
			408-535-10-42-00	Processing & Mailing	
				Utility Bill	\$440.45
				Processing & Mailing	
				Utility Bill	\$218.40
410-531-38-31-00	Processing & Mailing				
	Utility Bill	\$440.46			
	Processing & Mailing				
	Utility Bill	\$218.40			
410-531-38-42-00	Processing & Mailing				
	Utility Bill	\$440.46			
	Processing & Mailing				
	Utility Bill	\$218.40			
				<b>Total</b>	<b>\$2,603.77</b>
Washington Rock Quarries,	48340	108801	101-542-30-48-06	Concrete Dump Fee @ Pit	\$35.61
				<b>Total</b>	<b>\$35.61</b>
Water Management Lab Inc.	48341	182616	401-534-10-41-03	Lab Testing	\$163.00
				<b>Total</b>	<b>\$163.00</b>
Wex Bank	48342	63916614	001-521-20-32-00	Fuel-PD	\$1,388.13
				<b>Total</b>	<b>\$1,388.13</b>
Zumar Industries Inc	48343	31626	101-542-64-49-00	No Trespassing Sign	\$187.12
				<b>Total</b>	<b>\$187.12</b>
				<b>Grand Total</b>	<b>\$477,534.69</b>



**City Of Orting  
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
<b>Subject: Police/Code Enforcement Vehicle Purchases</b>	<b>AB20-16</b>			
		Public Safety	2.19.20	<b>2.26.20</b>
	<b>Department:</b>	Police		
	<b>Date Submitted:</b>	<b>February 11, 2020</b>		
<b>Cost of Item:</b>	<u>\$ 95,423.95</u>			
<b>Amount Budgeted:</b>	<u>\$ 85,500</u>			
<b>Unexpended Balance:</b>	<u>\$</u>			
<b>Bars #:</b>	Various			
<b>Timeline:</b>				
<b>Submitted By:</b>	Chris Gard			
<b>Fiscal Note:</b> The over budget amount will be made up for with the recent surplus of the motorcycle which we received \$11,500 for. The two police sedan's cost \$66,266.34 and the code enforcement vehicle costs \$26,157.61.				
<b>Attachments:</b>				
<p><b>SUMMARY STATEMENT:</b> After reviewing our current fleet and the expected needs of the Police Department, staff are requesting to purchases two Ford Fusion Hybrid sedan vehicles in lieu of the police interceptor SUV's that we have purchased in the past. The department's intent with the sedans is to use them as detective and administrative cars. Due to extended driving by both administration and investigators, these cars are expected to provide the city with a savings in fuel compared to the SUV's that are currently driven for these purposes.</p> <p>The 2020 budget also includes funds for a code enforcement vehicle which we are requesting to purchase at this time. The Code Enforcement Officer currently drives a Police Interceptor which will be put back into police rotation. The replacement vehicle for the Code Enforcement Officer will be a Ford Escape Hybrid.</p>				
<p><b>RECOMMENDED ACTION: MOTION:</b> <i>To authorize the Mayor to enter into a contract with Columbia Ford Lincoln Hyundai in the amount of \$95,423.95 pursuant to the existing contract that has been negotiated by the State of Washington Department of Enterprise Services for the purchase of vehicles.</i></p>				

2020 Ford Fusion Hybrids	\$66,266.34	Budgeted \$60,000	\$6,266.34 over budget	
2020 Ford Escape Hybrid	\$29,157.61	Budgeted \$25,500	\$3,657.61 over budget	
			\$9,923.95 combined over budget	
Police Fleet Auction Results 2019 and 2020		\$23,485		
Net		\$13,561.05		



**City Of Orting  
Council Agenda Summary**

<b>Subject: -Bids- Generator Purchase &amp; Installation/ New Municipal Center.</b>	<b>AB20-17</b>	<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>For Agenda of:</b>	<b>Public Works</b>	<b>2.19.20</b>	2.26.20
	<b>Department:</b>	Public Works		
	<b>Date Submitted:</b>	<b>1.14.2020</b>		

<b>Cost of Item:</b>	<u>TBD</u>
<b>Amount Budgeted:</b>	<u>\$0</u>
<b>Unexpended Balance:</b>	<u>\$0</u>
<b>Bars #:</b>	
<b>Timeline:</b>	
<b>Submitted By:</b>	<b>JC Hungerford, PE</b>
<b>Fiscal Note:</b>	

**Attachments:** Bid Tabulation

**SUMMARY STATEMENT:** The bid documents for the City Hall construction required the City to procure their own generator during construction. Upon review of initial bidders, all bids were rejected for not meeting the specifications.

- Parametrix has revised the specifications with the following:
- Minimum paint thickness on enclosure (Section 2.09)
  - Bid alternates for two levels of sound enclosure (Section 2.07.D)
    - Level 1 – 78 decibels at 23 feet (heavy traffic or noisy restaurant)
    - Level 2 – 72 decibels at 23 feet (vacuum cleaner)
  - Expanded spare parts list (Section 2.11)
  - Pre-Approved Distributers based off of current City inventory (Section 2.01.A)
    - Cummins
    - Caterpillar
    - Kohler

The request was that Council review these edits prior to issuance of another request for bids, which they did at the 1.15.20 study session. The request for bids was advertised with a deadline of 2.14.20 for bids to be submitted. Parametrix has reviewed the submitted bids. Both Kohler submittals did not meet the minimum specifications. Council may elect to award the bid to Cummins, Inc. for either the 78dB enclosure or the 72dB enclosure.

**RECOMMENDED ACTION: MOTION: To approve Cummins, Inc. as the responsible low bidder and authorize the Mayor to sign a purchase agreement with them for \$ 58,897.40 to purchase a Cummins Generator for the New Municipal Center.**

# Cummins, Inc

## PROPOSAL

### BASE BID:

Item	Description	Unit	Quantity	Unit Price	Total Amount
1	150 KW Packaged Engine Generator System consistent with Section 2.07.D.1. "Base Bid"	EA	1	\$53,356.00	\$53,356.00
				Subtotal:	\$53,356.00
				Sales Tax (9.3%):	\$4,962.11
				Grand Base Bid Total:	\$58,318.11

### BID ALTERNATE:

Item	Description	Unit	Quantity	Unit Price	Total Amount
1	150 KW Packaged Engine Generator System consistent with Section 2.07.D.1. "Alternate Bid"	EA	1	\$53,886.00	\$53,886.00
				Subtotal:	\$53,886.00
				Sales Tax (9.3%):	\$5,011.40
				Grand Base Bid Total:	\$58,897.40

Basis of award: The City will make an award of the lowest responsive bidder on either the Base Bid or the Bid Alternate at their discretion.





**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject: Forerunner Community Rating System (CRS) Software</b>		<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>AB# 20-19</b>	<b>PW</b>		
	<b>For Agenda of:</b>	2.5.20	2.19.20	<b>2.26.20</b>
	<b>Department:</b>	Public Works		
	<b>Date Submitted:</b>	<b>2.7.2020</b>		

**Cost of Item:** \$6000 (2020)

**Amount Budgeted:** \$0

**Unexpended Balance:** \$0

**Bars #:**

**Timeline:** **3-year contract**

**Submitted By:** **JC Hungerford, PE**

**Fiscal Note:** **\$5,000 annually for 3 years with \$1,000 one-time setup fee.**

**Attachments:** Forerunner proposal

**SUMMARY STATEMENT:** Each year the City of Orting must submit documents for the CRS Annual Recertification process. Additionally, a verification visit is conducted by the CRS Coordinator every 5 years. This is required to maintain the flood insurance premium discounts the Citizens of Orting receive from Orting’s participation in the program. Forerunner is a software platform developed to manage the CRS documentation for the City. This documentation process requires a lot of effort from City staff and consultants on an annual basis. The cloud-based application manages Elevation Certificates and creates a GIS map showing at-risk properties. Residents can access the application to view information about their property regarding flood risk.

**RECOMMENDED ACTION: MOTION:** To Authorize the Mayor to enter a contract with Forerunner for a 3-year term at a cost of \$5,000 per year with a \$1,000 one-time setup fee.

# Forerunner Executive Summary

Prepared for the City of Orting, WA

FORERUNNER



## Forerunner's Floodplain Platform

Forerunner is software designed to help with Floodplain Management. Our Government Application simplifies workflows and creates unique insight into flood-risk, while our Resident Application provides a turn-key Flood Information Center for your residents. All of our software is cloud-based, so users always have the newest version, and is available for immediate deployment.

### Forerunner's core value proposition:

- 1. Elevation Certificates.** The Elevation Certificate is a foundational floodplain management tool containing crucial data about individual building risk, but this data can be difficult to aggregate and accuracy is a challenge for most NFIP communities. Forerunner offers end-to-end EC processing: we extract community EC data at scale, map it, and check it for compliance issues.
- 2. Mapping Insights.** Forerunner's maps create insight on properties at-risk by leveraging your community's existing datasets and layering on additional FEMA data. It was built to be simple so that there is no need to invest in time-consuming training.
- 3. Resident Engagement.** Making ECs available to residents saves money on redundant surveys and helps them advocate for lower insurance premiums. Forerunner's Flood Information Center couples our automated EC pipeline with a risk education package — a one-stop-shop for all things flood. We strive for full ADA compliance so that all of your residents can have access to up-to-date information.
- 4. Dedicated Account Manager.** Every Forerunner community receives access to an Account Manager. Our Account Managers are Certified Floodplain Managers (CFM) and can provide technical assistance for any software, floodplain management, and CRS questions.

### We've built a modern software platform

All of our software is delivered via the cloud through a web-based model — users receive access to their account and can log in using the browser of their choice. A single license provides access to your entire municipality. And you don't have to worry about downloading, updating, or managing any software. We're an agile software organization and constantly ship new features — as a Forerunner user you'll always have access to the most recent version.

JT White  
CEO, Forerunner

jt@withforerunner.com  
(917) 397-2912

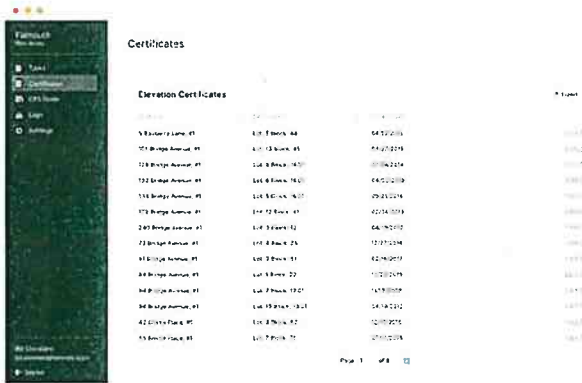
# Government Application

Our Government Application was designed to make Floodplain Management easy for resource-constrained communities.

## Our Municipal features include

- Elevation Certificate data extraction
- Data integration into preferred GIS/database
- Elevation Certificate file management
- Elevation Certificate compliance assistance\*
- FIRM Map, EC locations, zone determination
- Flood Assistance request notifications & logs

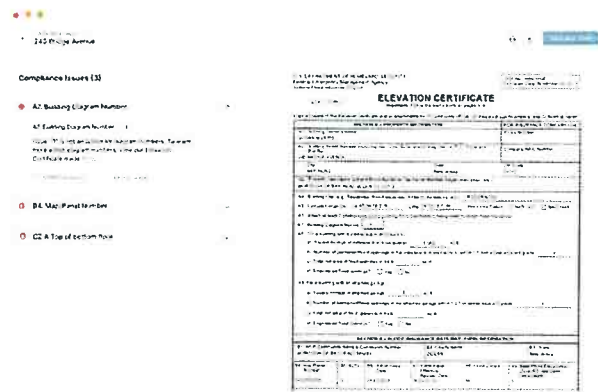
\*Coming Q1, 2020



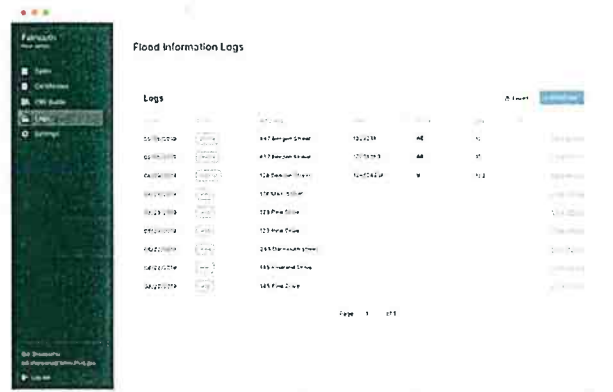
Elevation Certificate file management



Maps showing ECs, flood zones, and additional data



Elevation Certificate compliance assistance



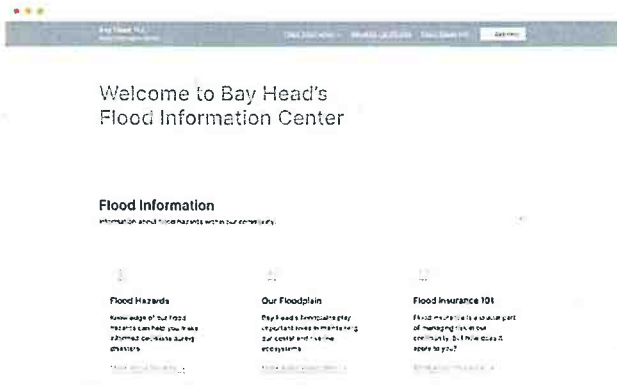
Flood assistance request logs

# Resident Application

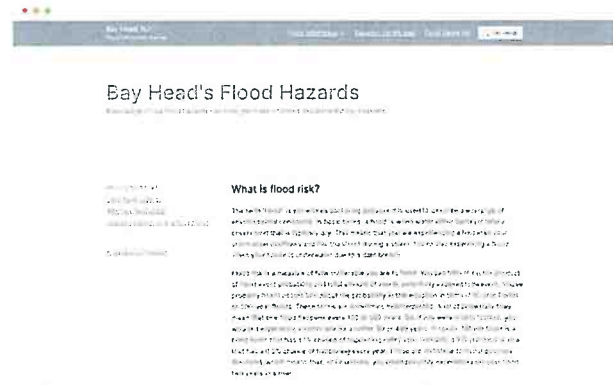
Our Resident Application enables communities to connect directly with residents and educate them on their flood risks. Also, by making Elevation Certificates available to the greater public, municipalities save their residents significant costs by reducing unnecessary EC surveys.

### Our Resident features include

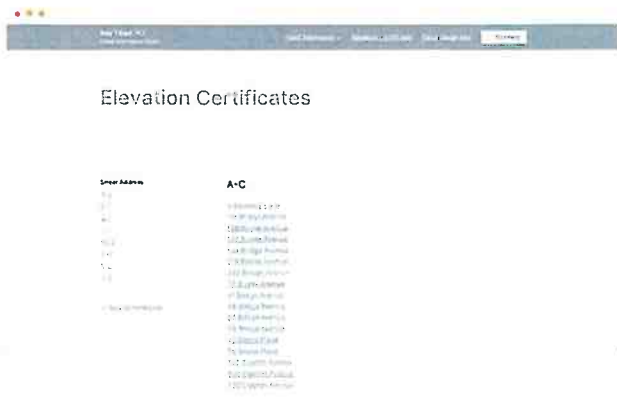
- White-labeled Flood Protection Website using your communities colors
- Fast, user-friendly, and mobile-responsive
- Customized Flood Protection information based on your local hazards
- Flood and tide gauge link
- Automatically synced Elevation Certificates
- Flood Assistance request form



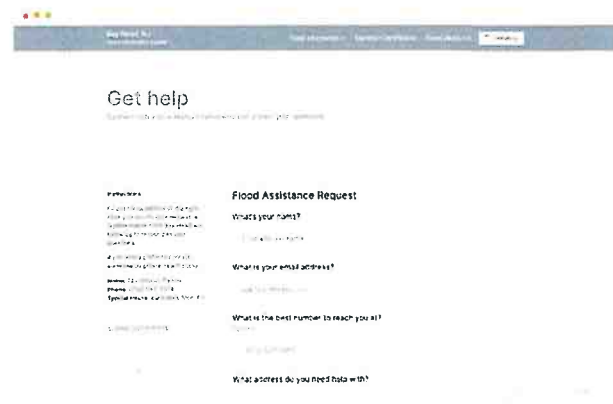
White-labeled Flood Protection Website



Flood protection information topics



Resident access to Elevation Certificates



Flood Assistance request form

# FORERUNNER

887 Bergen Street  
Brooklyn, NY 11238

www.withforerunner.com  
jt@withforerunner.com

## Community Rating System

Below are several CRS activities that Forerunner facilitates.

CRS Activity	Credit	Forerunner Features
322.a.-g. Map Information Services	90 pts	Forerunner Resident Platform's flood assistance request and mapping. <sup>2</sup>
352.c. Flood protection website WEB1	47 pts (75 pts w. PPI program)	Forerunner Resident Platform's flood protection information.
352.c. Flood protection website WEB2	10 pts	Forerunner Resident Platform's water/tide gauge information.
352.c. Flood protection website WEB3	20 pts	Elevation Certificate document management and Resident Platform hosting. <sup>1</sup>
362.a. Property protection advice	25 pts (40 pts w. PPI program)	Forerunner Resident Platform's flood assistance request and mapping. <sup>2</sup>
362.b. Protection advice provided after a site visit	30 pts (45 pts w. PPI program)	Forerunner Resident Platform's flood assistance request and mapping. <sup>2</sup>
362.c. Financial assistance advice	10 pts (15 pts w. PPI program)	Forerunner Resident Platform's flood assistance request. <sup>2</sup>
442.a Additional map data (AMD1, AMD3, AMD4, AMD5, AMD6, AMD8a, AMD13)	86 pts	Forerunner mapping featureset. <sup>3</sup>

[1] Assumes that all Elevation Certificates the municipality possesses have been provided to be uploaded.

[2] Assumes that the municipality has necessary documentation for Map Information Services and Flood Protection Assistance, responds to all incoming inquiries and logs requests that originate outside of Forerunner's Resident Platform.

[3] Assumes that the municipality has a digital FIRM map layer, usable parcel data, and provides Elevation Certificates.

[4] Accreditive credit may vary depending on the municipality's existing CRS activities and ISO rating.

# FORERUNNER

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Brooklyn, NY 11238

www.withforerunner.com  
jt@withforerunner.com

## 1 Year pricing summary & agreement for City of Orting, WA

Pricing offer expires on March 31st, 2020.

<b>Offer Date</b>	December 17th, 2019
<b>Commitment Term</b>	1 year
<b>Forerunner license</b>	<b>\$6,500 USD per year, based on a NFIP Policy County of 367</b> <ul style="list-style-type: none"><li>• Forerunner licenses for an unlimited number of users within organization.</li><li>• Software as a Service (SaaS): fully hosted, cloud-based web platform.</li><li>• Dedicated Account Manager.</li></ul>
<b>One-time setup</b>	\$1,000 USD
<b>Marketing Terms</b>	Willingness to work with Forerunner to develop a case study, mutually agreeable press release, ability to use Customer as a reference.

# FORERUNNER

887 Bergen Street  
Brooklyn, NY 11238

[www.withforerunner.com](http://www.withforerunner.com)  
[jt@withforerunner.com](mailto:jt@withforerunner.com)

## 3 Year pricing summary & agreement for City of Orting, WA

Pricing offer expires on March 31st, 2020.

<b>Offer Date</b>	December 17th, 2019
<b>Commitment Term</b>	3 year
<b>Forerunner license</b>	<p><b>\$5000 USD per year, based on a NFIP Policy County of 367</b></p> <ul style="list-style-type: none"><li>• Forerunner licenses for an unlimited number of users within organization.</li><li>• Software as a Service (SaaS): fully hosted, cloud-based web platform.</li><li>• Dedicated Account Manager.</li></ul>
<b>One-time setup</b>	<b>\$1,000 USD</b>
<b>Marketing Terms</b>	Willingness to work with Forerunner to develop a case study, mutually agreeable press release, ability to use Customer as a reference.





**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject: -2020 Lift Station Improvements Construction Services</b>	<b>AB20-20</b>	<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
		Public Works		
	<b>For Agenda of:</b>		2.19.20	<b>2.26.20</b>
	<b>Department:</b>	Public Works		
	<b>Date Submitted:</b>	<b>2.13.2020</b>		

<b>Cost of Item:</b>	<u>\$187,460</u>
<b>Amount Budgeted:</b>	<u>\$200,000</u>
<b>Unexpended Balance:</b>	<u>\$12,540</u>
<b>Bars #:</b>	408.594.35.96.37
<b>Timeline:</b>	
<b>Submitted By:</b>	<b>JC Hungerford, PE</b>

**Fiscal Note:**

**Attachments:** Scope and Budget for Professional Services

**SUMMARY STATEMENT:** The attached scope of work will provide, permit support, bidding services, construction administration and construction observation services that Parametrix will provide for the 2020 Lift Station Improvements Project for the City of Orting.

The City is awaiting final permit comments from Pierce County on the Puyallup River Lift Station. As soon as these comments are finalized, the project plans will be updated as needed and the project will be advertised for bids.

**RECOMMENDED ACTION: MOTION: *To Approve The Scope And Budget For Professional Services from Parametrix, As Described In The Attached 2020 Lift Station Improvements Scope Of Work For Construction Services In The Amount Of \$187,460.00.***



February 13, 2020

Parametrix, Inc  
Attn: JC Hungerford  
1019 39<sup>th</sup> Avenue SE Suite 100  
Puyallup, WA 98374

**RE: Shoreline Substantial Development / Environmental Review: Puyallup River Lift Station  
920363, 922873**

Dear Mr. Hungerford:

Enclosed/attached you will find a Determination of Nonsignificance (DNS) issued by Pierce County on the above referenced proposal.

The DNS is also being sent to agencies other than Pierce County Departments that may be requiring permits for this proposal, in accordance with WAC 197-11-340.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Van Gordon".

Andrew Van Gordon  
Associate Planner

AVG:sw  
2 Puyallup River Lift Station DNS-AVG.docx

Enclosure/Attachment

c: Mark Bethune, City of Orting, 110 Train Street SE, Orting, WA 98360,  
[mbethune@cityoforting.org](mailto:mbethune@cityoforting.org)  
Reviewing agencies that received Environmental Checklist/site plan on November 18, 2019



## Determination of Nonsignificance (DNS)

**Environmental Application Number:** 920363

**Project ID Number:** 559352

**Family Application Number(s):** 922873

**Parcel Number(s):** The proposal is located within Pierce County Public Right-of-Way and does not have a tax parcel number. Adjacent tax parcel numbers are 0519314023 and 0519314003.

**Action:** Shoreline Substantial Development Permit

**Proposal:** The applicant proposes to replace the existing Puyallup River Lift Station with a new updated lift station in approximately the same location as the existing lift station. The proposal is located within Pierce County Public Right-of-Way next to the Orting-Kapowsin Highway East Bridge on the west side of the Puyallup River.

**Location:** The proposal is located within Pierce County Public Right-of-way, within Section 31, T19N, R5E, W.M. in Council District #1.

**Proponent(s):** City of Orting

Pierce County, the lead agency for this proposal, has determined that it will not have a probable significant adverse **impact** on the environment. An **environmental impact statement** (EIS) will not be required under RCW 43.21C.030 (2)(c). This decision was made after review of a completed **environmental** checklist and other information on file with the lead agency. This information is available to the public on request.


Pierce County has determined that the requirements for environmental analysis, protection, and mitigation measures have been adequately addressed in the development regulations and comprehensive plan adopted under Chapter 36.70A RCW, and in other applicable local, state, or federal laws or rules, as provided by RCW 43.21C.240 and WAC 197-11-158. Pierce County will not require any additional mitigation measures under SEPA.

- There is no comment period for this DNS. Appeals must be filed within 14 days of the issue date.
- This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS. Appeals must be filed within 14 days of the issue date.
- This DNS is issued under WAC 197-11-340; the lead agency will not act on this proposal for 14 days from issue date. Comments must be submitted within 14 days of the issue date. Appeals must be filed within 14 days of the end of the comment period.

**Responsible Official:** Dennis Hanberg  
**Position/Title:** Director  
**Address:** 2401 South 35th Street, Suite 2, Tacoma, WA 98409

**Staff Contact:** Andrew Van Gordon, Associate Planner  
[andrew.vangordon@piercecountywa.gov](mailto:andrew.vangordon@piercecountywa.gov) | (253) 798-7113

**Issue Date:** February 13, 2020

  
\_\_\_\_\_  
for Dennis Hanberg, Responsible Official

**Appeal:**

Pursuant to RCW 43.21C.075, Section 18D.10.080 of Title 18D, Pierce County Development Regulations - Environmental and Chapter 1.22 of Title 1, General Provisions, decisions of the Responsible Official may be appealed. Appeals are filed with appropriate fees and Notice of Appeal at the Planning and Public Works Department, located at the Development Center in the Public Services Building, 2401 South 35<sup>th</sup> Street, Tacoma, WA 98409. You should be prepared to make specific factual objections.

Note: The issuance of this Determination of Nonsignificance does not constitute project approval. The applicant must comply with all other applicable requirements of Pierce County, federal, and state agencies, and/or the Hearing Examiner prior to receiving construction permits.

**Pierce County Online Permit Information:**

<https://pals.piercecountywa.gov/palsonline/#/permitSearch/permit/departementStatus?applPermitId=920363>



## SCOPE OF WORK

### City of Orting 2020 Lift Station Improvements

#### SCOPE SUMMARY

The City of Orting desires to upgrade the existing Puyallup River and Rainier Meadows sanitary sewer lift stations. The purpose of this scope of work is to outline the pre-bidding services, bidding support, construction administration, construction staking and inspection services that Parametrix will provide for the 2020 Lift Station Improvements Project for the City of Orting.

#### TASK 1 – PROJECT MANAGEMENT

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

##### Objectives

This task includes general management functions that include the following:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Budget and Schedule Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Monthly Progress Reports – Prepare a monthly invoice for services performed by Parametrix.
- Correspondence – Prepare written correspondence as needed to document project management issues and/or concerns.

##### Deliverables

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

##### Assumptions

- Project management services will begin during preconstruction preparation in March 2020 and end with construction closeout by October 2020.
- Total construction time will not exceed 125 working days.

## TASK 2 – BIDDING ASSISTANCE

### Objectives

This task will cover services related to producing necessary documents. The following activities demonstrate the scope of these services:

- Reproduction of 6 sets of plans and specifications for Parametrix files, contractor purchase, and plan center use.
- Creating and placing project advertisement. One advertisement will be placed in the Tacoma News Tribune and one advertisement will be placed in the Daily Journal of Commerce.
- Addressing bidder questions.
- One contract addendum.
- Distributing plans and plan holders list.
- Attending bid opening, assembling bid tab, and reviewing submittals to determine contractor responsiveness.
- Recommendation of award letter.

### Deliverables

- Six sets of plans and specifications.
- One contract addendum.
- Recommendation of award letter with certified bid tabulation.

## TASK 3 – PERMITTING SUPPORT

### Objectives

This project lies within the jurisdiction of Pierce County. Therefore, a Pierce County Class B ROW Permit and a Shoreline Permit are required. Parametrix has applied for the permits and Pierce County has decided that a Shoreline Determination is required, resulting in the list of deliverables below. Due to this, ongoing support in addition to the original budget has been required. The permits are submitted, and the City is awaiting a Shoreline and SEPA Determination from Pierce County.

### Deliverables

- Pierce County Shoreline and SEPA Determinations.
- Wetland delineation for nearby wetlands
- Critical Areas Report
- Associated plan revisions

### Assumptions

- Parametrix will provide coordination with Pierce County up to the hours budgeted. Should additional be required, a budget amendment may be required.
- The project is allowed in a shoreline area by Pierce County.

## TASK 4 – PROJECT STARTUP

### Objectives

The objective of this task is to provide project startup of the 2020 Lift Station Improvements Project.

This task includes general management functions that include the following:

- Establish lines of communication for project between City, Contractor and Parametrix.
- Review of the file structure and prepare structure consistent with audit standards.
- Create Record of Materials (ROM) and review with the City.
- Set up submittal log for reviews to be completed by Parametrix.

### Deliverables

- Submittal review log (ROM)

### Assumptions

- Total construction time will not exceed 125 working days.

## TASK 5 – CONSTRUCTION STAKING

### Objectives

The objective of this task is to provide construction survey, as required by the contract documents, and restoration of monuments disturbed by the construction.

Parametrix staff will perform construction survey, as described in the contract documents:

- Sanitary Sewer: Surveyors will double offset to center of manhole for sanitary sewer structures. Grades will be marked on the stakes to invert of pipe and rim of structure. Cut-sheets will be provided.
- Pump Station: Surveyors will provide offset stakes for the pump station and associated structures. Cut-sheets will be provided.
- Roadway: Surveyors will provide staking of saw cut limits within the roadway.
- Staking will be provided once. Should the contractor demolish stakes, they will be provided at a cost to the contractor.

## Assumptions

- Total construction time will not exceed 125 calendar days.
- Any change orders that require additional contract time may require additional time or costs associated with this task.

## TASK 6 - OFFICE ENGINEERING AND DOCUMENTATION

### Objectives

The objective of Task 6 is to provide construction administration and documentation services for the 2020 Lift Station Improvements Project. This task includes administering construction; monitoring construction costs and schedule; providing documentation of materials, submittals, and requests for information; preparing progress payments; and completing final construction contract documentation.

#### 6.1 Construction Meetings

Prepare for and facilitate the preconstruction meeting. Parametrix will prepare the agenda and project documentation package for the meeting. Minutes will be prepared and distributed to all applicable parties. Up to 25 weekly meetings and six field meetings during construction will also be conducted. The purpose of the meetings is to observe, document, and facilitate resolution of any problems encountered during the course of construction.

#### 6.2 Construction Documentation

Parametrix will provide all required documentation for the project. Parametrix will maintain an accurate, up to date project file that will be copied to the City of Orting at the end of the project. Documentation in the project files will include the following items:

- Monitoring and calculating material quantities on a daily basis.
- Preparing monthly pay estimates (7 total).
- Reviewing and approving submittals (up to 60 total).
- Responding to requests for information (up to five total).
- Documenting contractor conformance with contract documents.
- Preparing one change order for the City's signature and approval.

#### 6.3 Project Close-Out Documents

Parametrix staff will coordinate the final walk-through and acceptance of the project. This will include documentation of any outstanding issues and follow-up to resolution. Parametrix will provide and/or assist with the execution of all project and contract close-out documentation including:

- Verification of prevailing wages paid.
- Notice of substantial completion.
- Documentation of project punch list and completion thereof.
- Notice of final completion.
- Final payments and release of retainage.



## TASK 7 – CONSTRUCTION OBSERVATION

### Objectives

Construction observation will be provided on a part time basis in coordination with City Staff. A Parametrix construction observer will be onsite for 4 hours per day for 125 working days.

### 7.1 Construction Observation

The part construction observer will monitor the contractor during construction activities. Services provided under this task include, but are not limited to the following:

- Attendance at Preconstruction Meeting and weekly meetings.
- Review of daily on-site project progress. This will be documented in the inspector's daily reports (IDRs) and field note records (FNRs).
- Documentation of pay quantities using Field Note Records.
- Verification of the contractor's work for compliance with the contract and City standards.
- Coordination of sampling and testing for asphalt and concrete bid items. Review of subsequent test results and reports for correctness and compliance with the contract documents.
- Documentation of construction progress, potential problems, and identified problems with photos and/or videos.
- Inspection of contractor-implemented traffic control on a daily basis.
- Inspection of contractor-implemented temporary erosion and sediment control.
- Upon substantial completion of the project, Parametrix staff along with appropriate City staff will perform a punch list walk-through of the entire project. The purpose is to itemize all miscellaneous uncompleted work items and/or faulty workmanship items that would need to be addressed before final acceptance of the project. Parametrix will document the list of outstanding items and coordinate with the contractor to expedite the completion.

### Deliverables

- Daily observation reports.
- Field note records.
- Project photos.
- Testing results of asphalt and subgrade.

### Assumptions

- Total construction time will not exceed 125 working days.
- Any change orders that require additional contract time may require additional time or costs associated with this task.
- Workdays will not exceed 8 hrs. per day or 40 hours per week. Observation will be provided for 4 hours per day with 1 hour of travel time. Weekend observation beyond 40 hours per week is not included in this scope of work.

TASK 8 – PROGRAMMING & SYSTEMS INTEGRATION (FUTURE PHASE – NOT IN BUDGET)

Client: City of Orting  
 Project: City of Orting On-call 2014-2017  
 Project No: 2161711020

John C. Hungerford	April D. Whitaker	Sarah Crackenberger	Marcus Vassey	Jeff Reinmuth	Joel S. Linke	Jared Kemnitz	Adam Merrill	Brandon Moss	Lauretha L. Ruffin	Lenaya Grabowski	Shane Phelps	Scott Speers	Art Stokes
Division Manager	Project Controls Specialist	Project Accountant	Engineer III	Electrical Designer IV	Sr Engineer	Sr Surveyor	Scientists/Biologist IV	Engineer II	Project Controls Specialist	Engineer I	P&C Division Manager	Surveyor III	Sr Electrical Engineer

Phase	Task	Description	Rates:																	
			Labor Dollars	Labor Hours	\$170.00	\$120.00	\$95.00	\$125.00	\$145.00	\$160.00	\$150.00	\$140.00	\$110.00	\$110.00	\$100.00	\$195.00	\$115.00	\$200.00		
		HC FM & LS Const. Svcs	\$182,460.00	1,452	138	120	6	760	10	8	8	80	68	2	44	80	40	8		
	01	PM	\$15,570.00	106	60	40	6													
	02	Bidding Assistance	\$3,210.00	26	4	8			2											
	03	Permitting Support	\$27,480.00	244	4							80	8	4						
	04	Project Startup	\$1,780.00	14	2	12														
	05	Construction Staking	\$6,020.00	50							8							40		
	06	Office Engineering and Doc.	\$30,700.00	252	8	60		60	8	8			60		40			8		
	07	Construction Observation	\$97,700.00	760	60			700												
	08	Programming & Systems integ.		0					NOT INCLUDED IN THIS SCOPE OF WORK											
<b>Labor Totals:</b>			<b>\$182,460.00</b>	<b>1,353</b>	<b>138</b>	<b>120</b>	<b>6</b>	<b>760</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>80</b>	<b>68</b>	<b>2</b>	<b>44</b>	<b>80</b>	<b>40</b>	<b>8</b>		
					<b>\$23,460.00</b>	<b>\$14,400.00</b>	<b>\$570.00</b>	<b>\$95,000.00</b>	<b>\$1,450.00</b>	<b>\$1,280.00</b>	<b>\$1,200.00</b>	<b>\$11,200.00</b>	<b>\$7,480.00</b>	<b>\$220.00</b>	<b>\$4,400.00</b>	<b>\$15,600.00</b>	<b>\$4,600.00</b>	<b>\$1,600.00</b>		

SUBCONSULTANTS		Amount
Subconsultant Name		
Materials Testing & Consulting Inc	\$	5,000.00
<b>Subconsultant Total:</b>	<b>\$</b>	<b>5,000.00</b>

PROJECT TOTAL \$ 187,460.00



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject: Orting Phase II Stormwater Management Program Plan Adoption</b>		<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>AB#20-21</b>	Public Works		
	<b>For Agenda of:</b>		2.19.20	<b>2.26.20</b>
	<b>Department:</b>	Public Works		
	<b>Date Submitted:</b>	<b>2.13.2020</b>		

<b>Cost of Item:</b>	<u>\$0</u>
<b>Amount Budgeted:</b>	<u>\$0</u>
<b>Unexpended Balance:</b>	<u>\$0</u>
<b>Bars #:</b>	N/A
<b>Timeline:</b>	
<b>Submitted By:</b>	JC Hungerford, PE

**Fiscal Note:**  
**Attachments:** NPDES Phase II Municipal Stormwater Management Program Plan

**SUMMARY STATEMENT:**

As a Phase II community under the Western Washington Municipal Stormwater Permit issued by the Washington Department of Ecology, Orting is required to review, revise and adopt updates to their Stormwater Management Program Plan to be in compliance with the Western Washington Phase II Municipal Stormwater Permit.

**RECOMMENDED ACTION: MOTION:** To Adopt The NPDES Phase II Municipal Stormwater Management Program Plan As Prepared By Parametrix.

# NPDES Phase II Municipal Stormwater Management Program Plan

Prepared for



January 2020

Prepared by  
**Parametrix**

# NPDES Phase II Municipal Stormwater Management Program Plan – Final

*Prepared for*

**City of Orting**  
110 Train Street SE  
P.O. Box 489  
Orting, WA 98360

*Prepared by*

**Parametrix**  
1019 39th Avenue SE, Suite 100  
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## CITATION

Parametrix. 2020. NPDES Phase II Municipal Stormwater Management Program Plan – Final. Prepared by Parametrix, Puyallup, WA. January 2020.

# CERTIFICATION

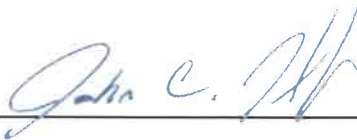
The technical material and data contained in this document were prepared under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.



Prepared by Clara Olson, E.I.T.



Checked by Jeffrey L. Coop, P.E.



Approved by John Carl Hungerford, P.E.



01/22/2020



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## KEY TERMS

AKART	all known, available and reasonable methods of treatment
Basin Plan	Mid-Puyallup Basin Plan
BMPs	best management practices
CESCL	Certified Erosion and Sediment Control Lead
City	City of Orting
Ecology Manual	Stormwater Management Manual for Western Washington
Ecology	Washington State Department of Ecology
Group	Orting Stormwater Public Input Group
IDDE	Illicit Discharge Detection and Elimination
LID	Low Impact Development
MEP	maximum extent practicable
NOI	Notice of Intent
PCD	Pierce Conservation District
Permit	2014 Western Washington Phase II Municipal Stormwater Permit
SWMP	Stormwater Management Program
SWPPPs	Stormwater Pollution Prevention Plans
USGS	U.S. Geological Survey
WAC	Washington Administrative Code
WWTP	wastewater treatment plant

# 1. INTRODUCTION

## 1.1 Overview and Background

This document is an update to the previous version of the City of Orting (City) 2010 Stormwater Management Program (SWMP) Plan. This document reflects requirements from the 2014 Western Washington Phase II Municipal Stormwater Permit (Permit). The elements required for the SWMP Plan based on Section S5 of the Permit include the following components:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Controlling Runoff from New Development, Redevelopment, and Construction Sites
5. Municipal Operations and Maintenance

The Permit requires the City to report annually (March 31 of each year) on progress in Program implementation for the prior year. The Permit also requires submittal of documentation that describes proposed Program activities for the coming year. Implementation of various Permit conditions was phased throughout the 5-year Permit term from August 1, 2013, through July 31, 2018.

This report updates the City's 2010 SWMP Plan through July 31, 2019, to comply with Section 5 of the 2014 Western Washington Phase II Municipal Stormwater Permit. This 2019 SWMP Plan update describes actions Orting is taking to maintain permit compliance.

## 1.2 Phased Implementation of Permit Requirements

The Washington State Department of Ecology (Ecology) began work on the Phase II Municipal Stormwater Permit for Western Washington in the fall of 2004. Ecology issued the final Permit on January 17, 2007. The 2007 Permit issued by Ecology became effective on February 16, 2007; and expired on February 15, 2012. The most recent Western Washington Phase II Municipal Stormwater Permit was issued on August 1, 2012, with modifications made in 2014. The 2012 Permit issued by Ecology became effective on August 1, 2013; and expired on July 31, 2018. Ecology extended the current (2013-2018) Western Washington Permits for one year. The permits will reissue on July 1, 2019; and be effective from August 1, 2019 to July 31, 2024.

Ecology is phasing in many of the Permit requirements over the 5-year Permit term. On March 31 of each year, beginning in 2015, the City must:

1. Submit an annual report documenting Permit compliance activities for the previous calendar year.
2. Keep all records related to the Permit and the SWMP Plan for at least 5 years.
3. Make all records related to the Permit and the SWMP Plan available to the public.

Additional Permit information is located on Ecology’s website:

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits/Western-Washington-Phase-II-Municipal-Stormwater>

## 1.3 Document Organization

The content in this document is based upon Permit requirements and Ecology’s *Draft Guidance for City and County Annual Reports for Western Washington Phase II Municipal Stormwater Permits*. The remainder of the SWMP Plan is organized similarly to the Permit:

- Section 2.0 addresses Permit requirements for Public Education and Outreach for 2014.
- Section 3.0 addresses Permit requirements for Public Involvement and Participation for 2014.
- Section 4.0 addresses Permit requirements for Illicit Discharge Detection and Elimination for 2014.
- Section 5.0 addresses Permit requirements for Controlling Runoff from New Development, Redevelopment, and Construction Sites for 2014.
- Section 6.0 addresses Permit requirements for Municipal Operations and Maintenance for 2014.

Each section includes a summary of the relevant Permit requirements and a description of current and planned compliance activities.

## 2. PUBLIC EDUCATION AND OUTREACH

The Western Washington Phase II NPDES Permit required that the City develop a public education and outreach program by February 15, 2009. Per the Permit, the public education and outreach program must target the general public, businesses, homeowners and property managers, engineers, contractors, developers, review staff, and land use planners. Additionally, the City is required to track and maintain records of public education and outreach activities. This chapter summarizes the activities that the City is undertaking to meet the requirements of this portion of the NPDES Phase II Permit.

The City developed a public education and outreach program in conjunction with the 2010 SWMP Plan. The design of the education and outreach program is to reduce or eliminate behaviors that contribute to adverse stormwater impacts. It should also encourage the public to participate in stewardship programs. The subsections below include the 2010 public education and outreach program with 2019 updates to be in conformance with the 2014 Western Washington Phase II Municipal Stormwater Permit.

### 2.1 Current Public Education and Outreach Program

*(Permit Requirement S5.C.1.a)*

The City has an ongoing public education and outreach program. This program is comprised of a variety of approaches, which includes providing educational literature, staffing outreach kiosks at community events, conducting talks and training, as well as partnerships with groups such as The Puyallup River Watershed Council. With regards to literature, the City has drafted outreach materials to educate both the general public and businesses. These materials deal with general best management practices (BMPs) for stormwater runoff and preventing illicit discharges into the stormwater system. The City maintains literature related to stormwater at the City's library that is available for check out by the general public.

The City regularly performs outreach at community events including fairs and festivals. City staff members work at information booths to provide public education regarding environmental matters including stormwater. The City regularly provides outreach at the following Orting events: Daffodil Parade, Summer Fest, Pumpkin Fest, the Emergency Preparedness Fair, and the Western Washington Fair. The City is a member of the Pierce Conservation District (PCD) and regularly participates with the PCD at the Western Washington Fair. The PCD booth informs people about work the PCD does including Farm Planning and Agricultural Assistance, Water Quality Improvement and Monitoring, Habitat Improvement and Environmental Education, and Harvest Pierce County. At events in August and October of 2008, the City used the information booth approach as a venue to issue its first stormwater management survey. The survey will be discussed in greater detail in the following section.

City staff members provide training and education to the Orting community via both the telephone and on-site visits. City staff provide stormwater education during visits to homes, businesses, and construction sites. At construction sites, City staff instruct workers on proper erosion control and best management practices. Additionally, to further educate the general public and to prevent illicit discharges to storm drains, the City now requires that all new storm drains be stenciled "Dump No Waste, Drains to Stream."

The City is committed to community stormwater education at the student level as well. City staff give talks to students regarding erosion and other stormwater-related issues.

## 2.2 Creating Stewardship Opportunities

*(Permit Requirement S5.c.1.b)*

The City provides a means for the community to be involved in volunteer programs. This is important in fostering a sense of ownership so that the community actively participates in improving and maintaining the quality of Orting’s stormwater.

### 2.2.1 Volunteer Programs

*(Permit Requirement S5.C.2.a)*

*Catch Basin/Curb Marking Program* – Orting has a catch basin/curb marking program in which volunteer groups mark catch basins and storm drains with signage indicating that the structure drains to a nearby surface water body. This program improves public awareness regarding stormwater pollution and its impact on surface waters and supplements the City’s ongoing program of marking storm drains with “Dump No Waste, Drains to Stream.”

*Stream Clean-Ups* – City staff members organize an annual Spring River Clean-Up. This event utilizes volunteers to clean up near-stream areas. Flyers are distributed to businesses and the high school, event details are published on the City website, and information is displayed on the reader-board to promote interest in the event. The river cleanup event not only improves the water quality and aquatic habitats of the Puyallup and Carbon Rivers, it also serves as a useful tool in demonstrating to the community the connection between pollution and surface water quality. In 2018, a fisherman organization arranged their own river cleanup, so the City did not sponsor one.

*Car Wash Program* – The City has purchased an environmentally friendly carwash kit, which it provides to groups performing car washing events. The carwash kits have brochures about fish-friendly car washes. The kit includes a catch-basin insert to prevent wash water from entering storm drains. It also includes a pump to transport wash water to either nearby grassy areas or the sanitary sewer. The City also requires the use of non-toxic, biodegradable, or phosphate-free soaps.

### 2.2.2 Future Volunteer Programs

*Rainfall Monitoring Program* – Currently, the City’s wastewater treatment plant (WWTP) has rainfall monitoring equipment. Additionally, the U.S. Geological Survey (USGS) has a rain gauge on the Carbon River. In the future, volunteers could be utilized to collect rainfall data at various locations within the city. By combining data from across the city, Orting rainfall patterns could be analyzed and used to identify areas susceptible to erosion, as well as for flooding prediction and modelling.

*Noxious Weed Control* – The City is a member of the Pierce Conservation District, with the citizens of Orting being assessed yearly property taxes. With this program, the citizens can participate in volunteer events to remove noxious/invasive vegetation from riparian areas. Removal of noxious vegetation improves riparian and aquatic habitat and improves overall water quality. Additionally, it teaches participants the benefits of healthy, native riparian vegetation in improving water quality.

## 2.3 Measuring Program Effectiveness

*(Permit Requirement S5.C.1.c)*

The Phase II NPDES Permit requires that a permittee must assess the effectiveness of its public education and outreach program. In August of 2008, the City developed a survey to measure the baseline understanding of stormwater-related issues by various groups within the city of Orting. The

survey collected demographic information and asked survey respondents a series of twelve questions related to stormwater issues. The survey was administered to a group of business owners at a Chamber of Commerce meeting in August 2008, to the general public at community events in August and October 2008, and via the City’s annual Stormwater Letter in October 2008. Surveys were collected and scored using a rating system. Data from scored surveys was entered into an Excel spreadsheet for analysis and report generation. The City used the results to direct education and outreach sources most effectively and evaluate changes in adoption of the targeted behaviors.

### 2.3.1 Survey Results

Results from the 2008 stormwater survey are summarized in Table 2-1. The survey identified existing levels of knowledge for many stormwater-related matters. The findings of the survey have been used to identify current and future needs for stormwater education and outreach.

**Table 2-1. 2008 City of Orting Stormwater Survey Results**

<b>Q1. Do you know if there is a river, creek or other waterbody near your home or business?</b>				
<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>No Response</b>	
87%	7%	4%	2%	
<b>Q2. If you have a river, creek or other waterbody near your home or business, what term(s) best describe your opinion of its water quality?</b>				
<b>Very Good</b>	<b>Somewhat Good</b>	<b>Bad</b>	<b>Not Sure</b>	<b>No Response</b>
26%	37%	9%	17%	11%
<b>Q3. Have you used a pesticide or weed-killer in the last year at your home or business?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
56%	43%	2%		
<b>Q4. If you did use a pesticide or weed-killer within the last year, how did you dispose of the remainder of it?</b>				
<b>None Left</b>	<b>Remainder Stored</b>	<b>Taken to Hazwaste</b>	<b>Other</b>	<b>No Response</b>
58%	23%	0%	7%	10%
<b>Q5. Do you have a pet at home that you take for regular walks outside?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
43%	54%	4%		
<b>Q6. If you do have a pet at home you take for regular walks, how do you dispose of pet waste?</b>				
<b>Bagged</b>	<b>Left in Place</b>	<b>No Response</b>		
60%	32%	8%		
<b>Q7. Do you change your own vehicle oil at home?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
22%	76%	2%		
<b>Q8. If you do you change your own vehicle oil at home, how do you dispose of your used oil?</b>				
<b>Household Waste Collection</b>	<b>Garbage</b>	<b>Ground</b>	<b>Other</b>	<b>No Response</b>
31%	0%	0%	69%	8%

(Table Continues)



**Table 2-1. 2008 City of Orting Stormwater Survey Results (Continued)**

<b>Q9. Do our community's storm drains and sewer system share the same underground pipe system?</b>			
<b>Yes</b>	<b>No</b>	<b>No Response</b>	
6%	78%	17%	
<b>Q10. Do water and other substances that flow through storm drains go to a treatment plant to be processed to remove pollutants?</b>			
<b>Yes</b>	<b>No</b>	<b>No Response</b>	
33%	50%	17%	
<b>Q11. Do you know of any stormwater detention ponds near your home or business?</b>			
<b>Yes</b>	<b>No</b>	<b>No Response</b>	
43%	52%	6%	
<b>Q12. What type of treatment do you believe that stormwater receives after it leaves a stormwater detention pond?</b>			
<b>Treatment Plant</b>	<b>Direct Discharge</b>	<b>Natural Filtration</b>	<b>No Response</b>
20%	11%	48%	19%

### 2.3.2 Future Program Measurement

(Permit Requirement S5.C.1.c)

In order to measure the effectiveness of the stormwater public education and stormwater program, the City issued its questionnaire again in the fall of 2009. Since 2009, the survey has been set out at many Orting events, but there is a lack of interest to take the time to complete it. The results of the 2009/2010 stormwater survey are summarized in Table 2-2. The results were compared to the 2008 results to identify if audience behaviors and/or understanding of stormwater-related issues have measurably improved since issuance of the 2008 survey. The results of this comparison are used to direct needs for future public education and outreach activities.

**Table 2-2. 2009/2010 City of Orting Stormwater Survey Results**

<b>Q1. Do you know if there is a river, creek or other waterbody near your home or business?</b>				
<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>No Response</b>	
79%	11%	11%	0%	
<b>Q2. If you have a river, creek or other waterbody near your home or business, what term(s) best describe your opinion of its water quality?</b>				
<b>Very Good</b>	<b>Somewhat Good</b>	<b>Bad</b>	<b>Not Sure</b>	<b>No Response</b>
42%	21%	0%	32%	5%
<b>Q3. Have you used a pesticide or weed-killer in the last year at your home or business?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
58%	42%	0%		

(Table Continues)

**Table 2-2. 2009/2010 City of Orting Stormwater Survey Results (Continued)**

<b>Q4. If you did use a pesticide or weed-killer within the last year, how did you dispose of the remainder of it?</b>				
<b>None Left</b>	<b>Remainder Stored</b>	<b>Taken to Hazwaste</b>	<b>Other</b>	<b>No Response</b>
21%	26%	21%	5%	26%
<b>Q5. Do you have a pet at home that you take for regular walks outside?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
58%	42%	0%		
<b>Q6. If you do have a pet at home you take for regular walks, how do you dispose of pet waste?</b>				
<b>Bagged</b>	<b>Left in Place</b>	<b>No Response</b>		
53%	16%	32%		
<b>Q7. Do you change your own vehicle oil at home?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
47%	53%	0%		
<b>Q8. If you do you change your own vehicle oil at home, how do you dispose of your used oil?</b>				
<b>Household Waste Collection</b>	<b>Garbage</b>	<b>Ground</b>	<b>Other</b>	<b>No Response</b>
11%	11%	11%	21%	47%
<b>Q9. Do our community's storm drains and sewer system share the same underground pipe system?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
21%	88%	21%		
<b>Q10. Do water and other substances that flow through storm drains go to a treatment plant to be processed to remove pollutants?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
42%	32%	26%		
<b>Q11. Do you know of any stormwater detention ponds near your home or business?</b>				
<b>Yes</b>	<b>No</b>	<b>No Response</b>		
53%	42%	5%		
<b>Q12. What type of treatment do you believe that stormwater receives after it leaves a stormwater detention pond?</b>				
<b>Treatment Plant</b>	<b>Direct Discharge</b>	<b>Natural Filtration</b>	<b>No Response</b>	
26%	11%	53%	11%	

### 2.3.3 Future Public Education and Outreach

*(Permit Requirement S5.C.1.c)*

Based on the survey results shown in Tables 2-1 and 2-2, the majority of Orting citizens understand how storm drain systems in their area operate. However, the people may benefit from education on proper disposal of waste that can be detrimental to the local waterways. Approximately one third of people that walk their pets in their neighborhood leave the pet waste in place. This waste can easily be transported into the storm drain collection system via surface runoff and eventually end up in one of the two local rivers. Additionally, many people do not know where their stormwater goes and what sort of treatment it receives. The City adapts education materials to meet the needs of the public.

The public involvement section of this document lists several options that Orting has used previously, and some that Orting continues to implement to involve the public in stormwater-related matters. Most of these public involvement options include a public education component. Public involvement in stormwater-related activities is an effective tool for educating the public regarding stormwater issues. The City attempts to conduct these types of education activities whenever practicable.

## 2.4 Recordkeeping

The City began to track and maintain records of public education and outreach activities in 2011 and continues to track these activities on an annual basis. A spreadsheet was developed for tracking and maintaining these records. Records of public education and outreach activities are maintained at the City's public works building.

## 3. PUBLIC INVOLVEMENT AND PARTICIPATION

The Western Washington Phase II NPDES Permit requires the City to provide ongoing opportunities for public involvement using methods such as advisory councils, watershed committees, participation in developing rate structures, and other similar activities. The following section details the City's current and future efforts to involve the public in stormwater-related issues.

### 3.1 Current Public Involvement Activities

The City currently involves the public through participation in the development of the Stormwater Management Program and other stormwater related policies. This method is important in fostering a sense of ownership so that the community actively participates in improving and maintaining the quality of Orting's stormwater.

#### 3.1.1 Stormwater Policy Development

*(Permit Requirements S5.C.2.a & b)*

*City Web Page* – The City posted the 2010 SWMP Plan and Annual Report on its website and collected input from Orting residents in the form of written and email feedback. This input was reviewed and responded to with regards to incorporation into the City's 2010 SWMP Plan. The Western Washington Phase II NPDES Permit requires the City to post their SWMP Plan and annual report no later than May 31 of each year. The City may choose to submit the updated SWMP Plan to Ecology to be posted on Ecology's website.

*Orting Stormwater Public Input Group* – In February 2008, the City had a public meeting and formed the Orting Stormwater Public Input Group (Group). The Group was comprised of City Council Members and members of the general public who have an interest in surface water issues. The Group reviewed and provided comments on the development and implementation of the City's Stormwater Management Program. The Group was consulted regarding the development and implementation of stormwater-related issues. After completion of the 2010 SWMP Plan, the Group was no longer needed.

*Orting Council Meetings* – Residents are invited to the second and last Wednesday Council meetings each month. Those that attend can voice public comments at the Council meetings. Public hearings are also advertised. When the SWMP Plan was on the agenda for adoption by City Council, an advertisement was sent to residents prior to the meeting. The advertisement encouraged community members to voice their opinions and comments.

## 4. ILLICIT DISCHARGE DETECTION AND ELIMINATION

The Western Washington NPDES Phase II Permit requires that the City has a program that addresses the prevention, detection, characterization, tracing, and elimination of illicit connections and discharges into its municipal separate storm sewer system (MS4). To that end, the City is required to meet several minimum performance measures related to Illicit Discharge Detection and Elimination (IDDE). The following section details the City's current and future efforts to comply with the IDDE portion of the Permit. The minimum performance measures for IDDE are summarized below:

- Current municipal storm sewer system maps.
- An ordinance or other regulatory mechanism that prohibits non-stormwater, illicit discharges to the City's storm sewer system.
- An ongoing IDDE program designed to detect and identify non-stormwater discharges and illicit connections to the City's storm sewer system.
- An ongoing program designed to address illicit discharges, including spills and illicit connections, to the City's storm sewer system.
- Training of City staff on IDDE-related subjects including identification, investigation, termination, cleanup, and reporting and responding of illicit discharges.
- Recordkeeping by the City to track and maintain records of the activities conducted to meet the IDDE requirements of this section.

### 4.1 Municipal Storm Sewer System Mapping

*(Permit Requirement S5.C.3.a)*

Per the Phase II Permit, the City is required to have a storm sewer map that details the location of outfalls, discharge points, tributary conveyances, connections, geographic areas, land use, receiving waters, and structural BMPs by February 2, 2018. The Stormwater Comprehensive Plan prepared for the City in May 2002 has a detailed stormwater system inventory for eight sub-basins delineated within the city, and a mapping system that accurately depicts the stormwater system inventory as it existed at that time.

The storm sewer system map has been updated to include detailed information regarding all stormwater infrastructure that has been added since 2002. Updates to the map include the location and labeling of all catch basins, stormwater treatment facilities, stormwater outfalls, and structural BMPs. Additionally, the City has updated the map to include information regarding the location of stormwater piping and what different type of pipe material is present. The City's mapping system also includes the location of its two receiving waters, as well as land use information. The City continues to update its stormwater map on a routine basis to ensure that it accurately depicts all known stormwater system infrastructure owned, operated, or maintained by the City. Recently, the City updated its stormwater map and implemented a GIS based mapping system.

## 4.2 IDDE Ordinance

*(Permit Requirement S5.C.3.b)*

As required by the Phase II Permit, the City was required no later than August 16, 2009, to develop and implement an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illegal discharges, and/or dumping into the City's municipal separate storm sewer system to the maximum extent allowable under State and Federal law. The City has existing ordinances that prohibits illicit discharges to the City's storm sewer. Illicit discharges are defined in Title 9-5A-4 of the City's code, while Titles 9-5A-9.F and -9.G prohibit illicit discharges. Inspection, enforcement, and penalties are currently regulated based on Titles 9-5B-011, -12, and -13 of the City's code.

## 4.3 IDDE Program Implementation

*(Permit Requirements S5.C.3.c & d)*

The Phase II NPDES Permit requires that the City develop and fully implement an ongoing program to detect, identify, and address non-stormwater discharges and illicit connections into the City's storm sewer system. The requirements for the program are multifaceted and have a range of deadlines. The following subsections detail the City's current and future efforts for complying with the IDDE program implementation portion of the Phase II Permit.

### 4.3.1 Field Screening Methodology

*(Permit Requirement S5.C.3.c.i)*

In accordance with the Permit, the City is required to implement a field screening methodology appropriate to the characteristics of the MS4. The City has developed a draft methodology for screening for illicit connections in accordance with the *Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments, Center for Watershed Protection, October 2004*. This methodology is detailed in the City's IDDE Inspection Field Manual.

The City's methodology includes completing site inspections, report writing, conducting containment and cleanup measures, and sending the report to Ecology. Public Works staff are trained and re-trained annually. Blank inspection records with Ecology contact information is kept in each public works vehicle in the event there is an IDDE to report.

Historically, the City has had an inspection program that included identification of, and response to, complaints of illicit discharges. The City has now expanded and formalized this program to include location of priority areas where potential illicit discharges may occur. Priority areas for consideration include fueling stations, auto repair facilities, restaurants, and other commercial facilities that have potential for spills and related stormwater impacts. The City has identified the area of the Orting-zoned mixed-use town center and the three outfalls (Outfalls 4, 5, and 6) that convey stormwater from the town center as priority areas for illicit discharge investigation. Outfall 4 discharges to the Puyallup River and is located at the Kansas Street Extension. Outfalls 5 and 6 discharge to the Carbon River. Outfall 5 is located near River Avenue NE and Outfall 6 is located near the Orting High School.

As specified in the Permit, the City was required to prioritize receiving waters for visual inspection by February 16, 2010; and perform visual inspections of three high priority waterbodies by February 16, 2011. The City has only two receiving water bodies, the Puyallup River and the Carbon River. These receiving waters are currently, and will continue to be, inspected visually at least annually. Additionally,

while the City has only two receiving water bodies, the City will perform annual visual inspections at the three outfall locations along the Carbon River and the four outfall locations along the Puyallup River, for a total of at least seven visual inspections annually.

Note that although six additional outfall locations are present within the city limits along the Puyallup River near the Soldiers Home location. These outfalls are owned, operated, and maintained by Pierce County and will continue to be the County's responsibility with regards to Phase II NPDES Permit requirements.

Field screening for at least 40 percent of the MS4 had to be completed by December 31, 2017; and 12 percent each year thereafter. As of March 31, 2018, 100 percent of the MS4 coverage area has been screened.

#### 4.3.2 Public Hotline

*(Permit Requirement S5.C.3.c.ii)*

The City of Orting maintains a hotline for reporting illicit discharges and spills. The City's public telephone number is (360) 893-2219 x133. The hotline is connected to a City voice mailbox, which records complaints 24 hours per day, 7 days per week. The hotline is responded to during normal business hours Monday through Friday, excluding holidays. Messages left on weekends or holidays are answered on the following business day. The City maintains records of all calls received and the associated follow-up actions performed. The City will include a summary of these records in its annual report.

#### 4.3.3 Training Program

*(Permit Requirement S5.C.3.c.iii)*

The Permit requires the City to have a training program for all municipal field staff who might come in to contact with an illicit discharge or connection to the MS4 during normal job activities. Public Works staff are trained on an annual basis.

#### 4.3.4 Public Education

*(Permit Requirement S5.C.3.c.iv)*

The NPDES Phase II Permit requires that the City inform public employees, businesses, and the general public of the hazards associated with illicit discharges and improper disposal of waste to the City's storm sewer system. This requirement includes distribution of appropriate information to target audiences, as well as the creation and maintenance of a public hotline for reporting spills and illicit discharges.

As discussed in Section 1, Orting has an ongoing public education and outreach program. This program includes education regarding the hazards associated with illicit discharges and improper disposal of waste. The City issues its annual stormwater letter, which includes various stormwater educational topics such as illicit discharges and disposal of waste to the storm sewer system. Additionally, the City has created public education materials in a poster format regarding polluted stormwater runoff hazards, which is distributed to targeted audiences. The City will continue to create materials related to illicit discharges as a part of its public education and outreach program and distribute the materials as needed. The City annually attends several events in the community to promote BMPs. The City discusses the importance of maintaining the MS4s. Promotional items, such as coloring books that describe IDDES

to children, and flyers are handed out to the public. Flyers are also mailed out with utility statements. As described in the public outreach section of this plan, the City will document all public education and outreach activities.

#### 4.3.5 Illicit Discharge Characterization

*(Permit Requirement S5.C.3.d.i)*

The City has an ongoing program of characterizing illicit discharges. This includes characterizing the potential public or environmental threat posed by any illicit discharge found by the City. The City's procedure to address the evaluation of whether the illicit discharge should be immediately contained, and steps taken for containment, are included below.

The City has an ongoing program of responding to illicit discharges which includes both complaint-based and City staff-initiated investigations. To ensure full compliance with the Phase II Permit, the City will respond within 7 days, on average, to any complaints, reports, or monitoring information that indicates a potential illicit discharge, spill, or illegal dumping to its storm sewer system. Additionally, the City will respond immediately to problems or violations that are determined to be emergencies, or otherwise characterized as urgent or severe.

#### 4.3.6 Tracing Illicit Discharges

*(Permit Requirement S5.C.3.d.ii)*

The City's current program of illicit discharge investigation includes determination of illicit discharge sources. The City's program is being expanded to include the ability of camera investigation of storm sewer lines and collecting and analyzing water samples when necessary. The City will ensure that staff is trained in the usage of any new investigation and monitoring equipment that is implemented. Additionally, protocols for the usage of any new techniques will be summarized and included in the City's IDDE Inspection Field Manual.

#### 4.3.7 Illicit Discharge Source Removal

*(Permit Requirement S5.C.3.d.iii)*

The City currently has procedures for removing illicit discharge sources. These procedures include notifying the responsible party and/or property owner, notification of any other authorities including Ecology, technical assistance for discharge elimination, performing follow-up inspections, and a process of escalating enforcement and legal actions if the discharge is not eliminated.

As discussed in the IDDE ordinance section above, the draft revisions to the City's ordinances give Orting the legal authority to escalate enforcement actions against responsible parties. In the future, the City will initiate investigations no later than 21 days after a report or discovery of suspected illicit connections to the storm sewer system. The City will use its enforcement authority to ensure that any illicit connections are terminated within 6 months of an illicit connection being confirmed.



## 4.4 IDDE Training for Municipal Field Staff

*(Permit Requirement S5.C.3.e)*

By August 16, 2009, the City was required by the Phase II Permit to ensure that all field personnel responsible for identification, investigation, termination, cleanup, and reporting of IDDE-related incidents are properly trained to perform those duties. In addition, by February 16, 2010, the Phase II Permit required that the City develop and implement an ongoing training program for all municipal field staff that might come in to contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system. Follow-up training must be provided to address any changes in procedures, techniques, or requirements.

The City has conducted training for its field staff regarding its IDDE program and how to properly identify and address illicit discharges. The City will continue this training program for its new field personnel and continue to address updates to procedures, techniques, and requirements. The City documents and maintains records of the training provided and staff trained.

## 4.5 Recordkeeping

*(Permit Requirement S5.C.3.f)*

The City tracks and maintains records of the activities included in this section.

## 5. CONTROLLING RUNOFF FROM NEW DEVELOPMENT, REDEVELOPMENT, AND CONSTRUCTION SITES

The Western Washington Phase II NPDES Permit has several requirements to address controlling runoff and reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities. These requirements are listed below. The following sections within this chapter detail the City's current and planned activities to comply fully with the Phase II Permit.

Requirements for controlling runoff from new development, redevelopment, and construction sites include:

- An ordinance that addresses the minimum requirements, technical thresholds, and definitions in Appendix 1 of the Phase II Permit; a site planning process and BMP selection, design, and infeasibility criteria that will protect water quality and reduce the discharge of pollutants to the maximum extent practicable (MEP) using all known, available and reasonable methods of treatment (AKART) and prevention and control; Low Impact Development (LID) competing needs criteria, BMP limitations; and the legal authority to inspect and enforce maintenance standards for private stormwater facilities.
- A permitting process with plan review, inspection, and enforcement capability to meet the standards required by the Permit.
- Provisions to verify adequate long-term operation and maintenance of stormwater treatment and flow control BMPs and facilities.
- Make available all copies of the Notice of Intent (NOI) for both construction and industrial activities to representatives of proposed new development and redevelopment. The City will continue to enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology.
- Verify that all staff responsible for implementing the program to control stormwater runoff from new development, redevelopment, and construction sites, including permitting, plan review, construction site inspections, and enforcement, are trained to conduct those activities. Training shall be documented, and records of training maintained for staff trained.
- Incorporate and require LID principles and LID BMPs to meet LID code-related requirements.
- Identify a stormwater management strategy to result in hydrologic and water quality conditions that fully support "existing uses" and "designated uses" throughout the stream system, as defined in WAC 173-201A-020.

### 5.1 Stormwater Ordinances

*(Permit Requirement S5.C.4.a)*

The City has finalized revisions of its ordinances to incorporate requirements under the Phase II Permit with regards to controlling runoff. Title 9-5A-9 in Orting's City Code addresses runoff from new development, redevelopment, and construction sites. Ordinance revisions have been completed for the following:

- Maintenance responsibility.
- Maintenance schedule.

- Enforcement.
- Adopting a manual equivalent to the Washington State Department of Ecology *2014 Stormwater Management Manual for Western Washington* (Ecology Manual). The 2014 Ecology Manual is currently in the process of being reviewed for adoption. Orting’s City Code is being updated to reflect LID implementation.
- Thresholds for stormwater management and stormwater site plan preparation and review.

## 5.2 Stormwater Permitting Process

*(Permit Requirement S5.C.4.b)*

The City’s stormwater program contains a permitting process that includes plan review, inspection, and enforcement capability.

Plan review of stormwater site plans for proposed development activities is performed by the City’s engineers. The City inspects all development and construction sites for compliance with BMPs, Stormwater Pollution Prevention Plans (SWPPPs), and stormwater rules.

Permitted development sites are inspected prior to, during, and after construction. All permitted development sites with a high potential for sediment transport are inspected prior to clearing and construction. All permitted development sites are inspected during construction to ensure proper installation and maintenance of required erosion and sediment controls. Additionally, permitted sites are inspected upon completion of construction to ensure that stormwater facilities and BMPs are in place. Any noncompliance discovered during inspections is addressed through enforcement activities as needed. Site inspection conditions are documented on a Site Inspection Checklist. Hard copies of inspection reports are maintained by the City. Notices of Intent (NOIs) are submitted by the applicant to Ecology, and copies of these NOIs are maintained by the City.

## 5.3 Verification of Long-Term Operation and Maintenance of Post-Construction Stormwater Facilities and BMPs

*(Permit Requirement S5.C.4.c)*

As mentioned in Section 3.1, the City has adopted ordinances which include maintenance responsibility, maintenance schedules, and enforcement procedures related to post-construction stormwater facilities and BMPs. The City has adopted maintenance standards for stormwater facilities as specified in the Ecology Manual. Annual inspections are performed on all stormwater treatment and flow control facilities unless maintenance records are available that justify alternative inspection frequencies. Additionally, new flow control and water quality treatment facilities are conducted every 6 months during the period of heaviest house construction to determine maintenance needs and to enforce maintenance standards.

Per the requirements in the Permit, maintenance is performed after an inspection identifies an exceedance of the maintenance standard with the following timeframes: within 1 year for typical maintenance facilities, within 6 months for catch basins, and within 2 years for maintenance that requires capital construction of less than \$25,000.

City staff performs inspections at new development, redevelopment, and construction sites. Site inspection conditions are documented on a Site Inspection Checklist. Hard copies of inspection reports

are maintained by the City. A sample Ecology Construction Stormwater Site Inspection Form is attached as Appendix A.

## 5.4 Notices for Stormwater-Related Activities

*(Permit Requirement S5.C.4.d)*

The City maintains copies of the “Notice of Intent for Construction Activities” and “Notice of Intent for Industrial Activities.” The City provides copies of NOIs to representatives of proposed new development and redevelopment activities.

## 5.5 Staff Training

*(Permit Requirement S5.C.4.e)*

The City maintains a Certified Erosion and Sediment Control Lead (CESCL) for conducting inspections of stormwater control facilities at new development, redevelopment, and construction sites. The City also employs trained contract construction observers during construction activities, who work under the oversight of City staff. All staff responsible for stormwater runoff control activities, including permitting, plan review, construction site inspections, and enforcement, are trained to conduct these activities. The City documents and maintains records of the training provided and the staff trained.

## 5.6 Low Impact Development

*(Permit Requirement S5.C.4.f)*

The Permit requires the City to review, revise, and make effective local development codes to incorporate and require LID principles and LID BMPs. LID principles and LID BMPs are included in Title 9-5A-9C of the Orting Code. Constructed and proposed LID practices are included in the Code. The LID practices are designed to minimize impervious surfaces, native vegetation loss, and stormwater runoff in all new development.

## 5.7 Watershed-Scale Stormwater Planning

*(Permit Requirement S5.C.4.g)*

The Permit requires the City to identify a stormwater management strategy that results in hydrologic and water quality conditions that fully support existing and designated uses throughout the stream system. Existing and designated uses are as defined in Washington Administrative Code (WAC) 173-201A-020.

The City of Orting is included in the Mid-Puyallup Basin, which is part of the Puyallup-White River Basin. Pierce County leads the watershed planning for the Mid-Puyallup Basin. The Mid-Puyallup Basin Plan (Basin Plan) was adopted in 2005 and acts as a comprehensive guide to surface water management in areas in the Mid-Puyallup Basin. The City is an identified stakeholder in the Basin Plan.

## 6. POLLUTION PREVENTION AND OPERATION AND MAINTENANCE FOR MUNICIPAL OPERATIONS

The Western Washington Phase II Municipal Stormwater Permit requires the following to address pollution prevention and operation and maintenance for its municipal operations:

- Establish maintenance standards that are as protective, or more protective, of facility function than those specified in Chapter 4 of Volume V of the *2014 Stormwater Management Manual for Western Washington*. Maintenance shall be performed within the timelines as described in S5.C.5.a.ii of the Permit.
- Annually inspect all municipally owned or operated permanent stormwater treatment and flow control facilities, other than catch basins.
- Conduct spot checks of potentially damaged permanent treatment and flow control facilities after major storm events (greater than 24-hour, 10-year recurrence interval rainfall). If spot checks reveal widespread damage/maintenance needs, inspect all stormwater treatment and flow control facilities that may be affected.
- Inspect all catch basins and inlets owned or operated by the City every 2 years. Clean the catch basins, if needed, based on inspection to comply with the Ecology Manual maintenance standards.
- Inspect at least 95 percent of all sites where inspection is required (according to the above) either cyclically or storm event related as described above.
- Establish and implement practices to reduce stormwater impacts associated with runoff from all lands owned or maintained by the City and road maintenance activities conducted by the City. This includes streets, parking lots, roads, highways, buildings, parks, open space, road rights-of-way, maintenance yards, and stormwater treatment and flow control BMPs and facilities.
- Develop and implement an ongoing training program for employees of the City whose construction, operations, or maintenance job functions may impact stormwater quality. Follow-up training shall be provided as needed to address changes in procedures, techniques, or requirements.
- Develop and implement a SWPPP for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the City in areas that are not required to have coverage under another authorizing NPDES permit.
- Records of inspections and maintenance or repair activities conducted by the City shall be documented.

The City has a proactive maintenance program, which involves periodic, routine maintenance of all stormwater treatment and conveyance structures including storm drains, catch basins, stormwater ponds, stormwater pipe, and outfalls. The following information details the City's current pollution prevention and operations and maintenance activities, as well as future actions that the City may implement to ensure continuance of effective stormwater treatment.

## 6.1 Maintenance Standards

*(Permit Requirement S5.C.5.a)*

The City has adopted maintenance standards for stormwater treatment facilities through adoption and implementation of Volume V, Chapter 4 of the 2005 Ecology Manual. These standards are followed for all routine operation and maintenance activities performed at City stormwater treatment facilities. Maintenance is performed per Permit requirements within 1 year for typical maintenance facilities, within 6 months for catch basins, and within 2 years for maintenance that requires less than \$25,000 in capital construction. The maintenance standards will be reviewed and updated as required as the City reviews the 2014 Ecology Manual or equivalent for adoption.

## 6.2 Annual Inspections

*(Permit Requirement S5.C.5.b)*

All 23 City owned or operated stormwater treatment facilities, excluding catch basins, are inspected at least annually. All stormwater retention/detention ponds are inspected and maintained at least twice during the summer. Stormwater outfalls are inspected annually in the fall before the start of the wet season, and during and after major storm events. Photographs of the outfalls are taken on a regular basis. Site investigations at all stormwater facilities are documented on inspection forms and maintained at the public works building. The City has implemented an electronic database of inspection and maintenance or repair activities at City owned or maintained stormwater facilities. The use of a database aids in tracking past operation and maintenance activities, as well as helping to dictate future facility inspection schedules.

## 6.3 Treatment Spot Checks

*(Permit Requirement S5.C.5.c)*

The City performs spot checks on treatment and flow facilities after major storm events. Any problems noted with facilities after these events are addressed as quickly as possible. If the spot checks indicate widespread damage or maintenance needs, all the potentially affected facilities are inspected.

## 6.4 Catch Basin Inspections

*(Permit Requirement S5.C.5.d)*

The City inspected all 1,147 catch basins prior to the August 1, 2017, deadline and will continue to monitor every 2 years thereafter. The City has updated its stormwater facilities map, which includes all catch basin locations. The updated map categorizes stormwater facilities by basin and the City is now performing inspections by drainage basin.

## 6.5 Inspection Requirement Compliance

*(Permit Requirement S5.C.5.e)*

The City currently inspects at least 95 percent of its stormwater facilities annually. As mentioned in the previous subsection, the City now performs inspections by drainage basin, which improves inspection efficiency and further ensures that the 95-percent inspection goal is met annually.

## 6.6 Stormwater Impact Reduction Practices

*(Permit Requirement S5.C.5.f)*

The City has methods in place to reduce stormwater impacts associated with runoff from lands owned or maintained by the City including streets, parking lots, roads, and highways. These practices include periodic street cleaning, pipe cleaning, ditch maintenance, dust control, and cleaning of culverts that convey stormwater in ditch systems. Records of these types of activities are tracked and maintained at the public works building. In order to ensure full compliance with the Phase II Permit, the City will continue to assess the need for further stormwater impact reduction practices including, but not limited to, road repair and resurfacing, snow and ice control, utility installation, pavement striping maintenance, and roadside area maintenance.

## 6.7 Ongoing Training Program Development and Implementation

*(Permit Requirement S5.C.5.g)*

City staff currently receives training regarding stormwater control via on-the-job training. The City has developed a formalized training program to educate workers who perform job functions that may impact stormwater quality and has conducted training for its staff. Additionally, the City will perform training as needed to address changes in procedures, techniques, or requirements. The City documents and maintains records of staff training.

## 6.8 Stormwater Pollution Prevention Plans (SWPPPs)

*(Permit Requirement S5.C.5.h)*

The City has developed and implemented SWPPPs for the City's maintenance yard, WWTP, City Shop, and City Hall. The SWPPPs will be followed by the City to ensure that activities conducted in these areas do not adversely impact stormwater quality.

## 6.9 Inspections and Maintenance/Repair Recordkeeping

*(Permit Requirement S5.C.5.i)*

The City maintains logs for all inspection and maintenance actions performed at City owned and operated stormwater facilities. The City maintains an electronic database of these activities. The use of the database aids in tracking past operation and maintenance activities, as well as helps dictate future facility inspection schedules.

Appendix A  
Department of Ecology  
Stormwater Site Inspection Form





# Construction Stormwater Site Inspection Form

Project Name \_\_\_\_\_ Permit # \_\_\_\_\_ Inspection Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Certified Erosion Sediment Control Lead (CESCL) or qualified inspector if *less than one acre*  
 Print Name: \_\_\_\_\_

Approximate rainfall amount since the last inspection (in inches): \_\_\_\_\_

Approximate rainfall amount in the last 24 hours (in inches): \_\_\_\_\_

Current Weather Clear  Cloudy  Mist  Rain  Wind  Fog

A. Type of inspection: Weekly  Post Storm Event  Other

**B. Phase of Active Construction (check all that apply):**

Pre Construction/installation of erosion/sediment controls	<input type="checkbox"/>	Clearing/Demo/Grading	<input type="checkbox"/>	Infrastructure/storm/roads	<input type="checkbox"/>
Concrete pours	<input type="checkbox"/>	Vertical Construction/buildings	<input type="checkbox"/>	Utilities	<input type="checkbox"/>
Offsite improvements	<input type="checkbox"/>	Site temporary stabilized	<input type="checkbox"/>	Final stabilization	<input type="checkbox"/>

**C. Questions:**

- |  |                |
|--|----------------|
| 1. Were all areas of construction and discharge points inspected?  | Yes ___ No ___ |
| 2. Did you observe the presence of suspended sediment, turbidity, discoloration, or oil sheen            | Yes ___ No ___ |
| 3. Was a water quality sample taken during inspection? ( <i>refer to permit conditions S4 &amp; S5</i> ) | Yes ___ No ___ |
| 4. Was there a turbid discharge 250 NTU or greater, or Transparency 6 cm or less?*                       | Yes ___ No ___ |
| 5. If yes to #4 was it reported to Ecology?  | Yes ___ No ___ |
| 6. Is pH sampling required? pH range required is 6.5 to 8.5.   | Yes ___ No ___ |

If answering yes to a discharge, describe the event. Include when, where, and why it happened; what action was taken, and when.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If answering yes to # 4 record NTU/Transparency with continual sampling daily until turbidity is 25 NTU or less/ transparency is 33 cm or greater.

Sampling Results: \_\_\_\_\_ Date: \_\_\_\_\_

Parameter	Method (circle one)	Result			Other/Note
		NTU	cm	pH	
Turbidity	tube, meter, laboratory				
pH	Paper, kit, meter				

# Construction Stormwater Site Inspection Form

D. Check the observed status of all items. Provide "Action Required" details and dates.

Element #	Inspection	BMPs Inspected			BMP needs maintenance	BMP failed	Action required (describe in section F)
		yes	no	n/a			
1 Clearing Limits	Before beginning land disturbing activities are all clearing limits, natural resource areas (streams, wetlands, buffers, trees) protected with barriers or similar BMPs? (high visibility recommended)						
2 Construction Access	Construction access is stabilized with quarry spalls or equivalent BMP to prevent sediment from being tracked onto roads?						
	Sediment tracked onto the road way was cleaned thoroughly at the end of the day or more frequent as necessary.						
3 Control Flow Rates	Are flow control measures installed to control stormwater volumes and velocity during construction and do they protect downstream properties and waterways from erosion?						
	If permanent infiltration ponds are used for flow control during construction, are they protected from siltation?						
4 Sediment Controls	All perimeter sediment controls (e.g. silt fence, wattles, compost socks, berms, etc.) installed, and maintained in accordance with the Stormwater Pollution Prevention Plan (SWPPP).						
	Sediment control BMPs (sediment ponds, traps, filters etc.) have been constructed and functional as the first step of grading.						
	Stormwater runoff from disturbed areas is directed to sediment removal BMP.						
5 Stabilize Soils	Have exposed un-worked soils been stabilized with effective BMP to prevent erosion and sediment deposition?						

## Construction Stormwater Site Inspection Form

Element #	Inspection	BMPs Inspected			BMP needs maintenance	BMP failed	Action required (describe in section F)
		yes	no	n/a			
5 Stabilize Soils Cont.	Are stockpiles stabilized from erosion, protected with sediment trapping measures and located away from drain inlet, waterways, and drainage channels?						
	Have soils been stabilized at the end of the shift, before a holiday or weekend if needed based on the weather forecast?						
6 Protect Slopes	Has stormwater and ground water been diverted away from slopes and disturbed areas with interceptor dikes, pipes and or swales?						
	Is off-site storm water managed separately from stormwater generated on the site?						
	Is excavated material placed on uphill side of trenches consistent with safety and space considerations?						
	Have check dams been placed at regular intervals within constructed channels that are cut down a slope?						
7 Drain Inlets	Storm drain inlets made operable during construction are protected.						
	Are existing storm drains within the influence of the project protected?						
8 Stabilize Channel and Outlets	Have all on-site conveyance channels been designed, constructed and stabilized to prevent erosion from expected peak flows?						
	Is stabilization, including armoring material, adequate to prevent erosion of outlets, adjacent stream banks, slopes and downstream conveyance systems?						
9 Control Pollutants	Are waste materials and demolition debris handled and disposed of to prevent contamination of stormwater?						
	Has cover been provided for all chemicals, liquid products, petroleum products, and other material?						
	Has secondary containment been provided capable of containing 110% of the volume?						
	Were contaminated surfaces cleaned immediately after a spill incident?						
	Were BMPs used to prevent contamination of stormwater by a pH modifying sources?						

## Construction Stormwater Site Inspection Form

Element #	Inspection	BMPs Inspected			BMP needs maintenance	BMP failed	Action required (describe in section F)
		yes	no	n/a			
9 Cont.	Wheel wash wastewater is handled and disposed of properly.						
10 Control Dewatering	Concrete washout in designated areas. No washout or excess concrete on the ground.						
	Dewatering has been done to an approved source and in compliance with the SWPPP.						
	Were there any clean non turbid dewatering discharges?						
11 Maintain BMP	Are all temporary and permanent erosion and sediment control BMPs maintained to perform as intended?						
12 Manage the Project	Has the project been phased to the maximum degree practicable?						
	Has regular inspection, monitoring and maintenance been performed as required by the permit?						
	Has the SWPPP been updated, implemented and records maintained?						
13 Protect LID	Is all Bioretention and Rain Garden Facilities protected from sedimentation with appropriate BMPs?						
	Is the Bioretention and Rain Garden protected against over compaction of construction equipment and foot traffic to retain its infiltration capabilities?						
	Permeable pavements are clean and free of sediment and sediment laden-water runoff. Muddy construction equipment has not been on the base material or pavement.						
	Have soiled permeable pavements been cleaned of sediments and pass infiltration test as required by stormwater manual methodology?						
	Heavy equipment has been kept off existing soils under LID facilities to retain infiltration rate.						

**E. Check all areas that have been inspected. ✓**

All in place BMPs  All disturbed soils  All concrete wash out area  All material storage areas   
 All discharge locations  All equipment storage areas  All construction entrances/exits

## Construction Stormwater Site Inspection Form

---

F. Elements checked "Action Required" (section D) describe corrective action to be taken. List the element number; be specific on location and work needed. Document, initial, and date when the corrective action has been completed and inspected.

Element #	Description and Location	Action Required	Completion Date	Initials

*Attach additional page if needed*

**Sign the following certification:**

"I certify that this report is true, accurate, and complete, to the best of my knowledge and belief"

Inspected by: (print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date: \_\_\_\_\_  
 Title/Qualification of Inspector: \_\_\_\_\_



**City Of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject: Landscape Grounds Maintenance Three Year Contract</b>	<b>AB20-22</b>	Public Works		
			2.19.20	<b>2.26.20</b>
	<b>Department:</b> Public Works			
	<b>Date Submitted:</b> <b>02/05/2020</b>			
	<b>Cost of Item:</b> <u>\$ 68,400 for 2020</u>			
<b>Amount Budgeted:</b>		<u>\$ 51,500</u>		
<b>Unexpended Balance:</b>		<u>\$ 16,900</u>		
<b>Bars #:</b>				
<b>Timeline:</b>		<b>2020-2022</b>		
<b>Submitted By:</b>		<b>Greg Reed</b>		
<b>Fiscal Note:</b> The total amount of this three year contract is \$182,045.52				
<b>Attachments:</b> Contract, Bid Summary				
<b>SUMMARY STATEMENT:</b>				
<p>For the last four years the City has contracted for landscape services of the City's parks. The three year contract for 2020-2022 would provide additional services for Cemetery grounds and vegetation maintenance of three rain gardens. Continuing with park landscape services and the additional grounds maintenance services will afford City employees the time needed to remain focused on capital improvement projects and other annual maintenance activities.</p>				
<p><b>RECOMMENDED ACTION: MOTION: <i>To Authorize the Mayor to enter into a three year contract with Frost Landscaping Services for the amount of \$182,045.52.</i></b></p>				

## 2020-2022 Park Maintenance Bids With 3-Year Pricing options

Contractor	2020 Schedule A (Parks & Trails)	2020 Schedule B (Cemetery)	2020 Schedule C (Rain Gardens/storm)	Total
Frost Landscape	\$37,697.55	\$20,603.05	\$819.75	\$59,120.35

Contractor	2021 Schedule A (Parks & Trails)	2021 Schedule B (Cemetery)	2021 Schedule C (Rain Gardens/storm)	Total
Frost Landscape	\$38,640.00	\$21,072.22	\$956.40	\$60,668.62

Contractor	2022 Schedule A (Parks & Trails)	2022 Schedule B (Cemetery)	2022 Schedule C (Rain Gardens/storm)	Total
Frost Landscape	\$39,606.00	\$21,557.55	\$1,093.00	\$62,256.55

BID INCLUDES SALES TAX  
 NOTE THIS IS FOR 3 SEPARATE FUNDS, PARKS, CEMETERY AND STORM  
 BID WAS ADVERTISED THROUGH MRSC AND TNT





# CITY OF ORTING

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110 Train St SE  
Orting, WA 98360

lhinds@cityoforting.org  
(360) 893-2219 x139

## **REQUEST FOR BIDS SMALL PUBLIC WORKS PROJECT RFP # PW2020-2022-03 City of Orting Landscape Maintenance Services**

### **Table of Contents**

<b>Invitation to Bid</b>	
<b>Bidders Checklist</b>	
<b>Section 1</b>	<b>Instructions to Bidders</b>
<b>Section 2</b>	<b>Specifications / Scope of Work</b>
<b>Section 3</b>	<b>Bid Price Sheet</b>
<b>Section 4</b>	<b>Template Contract</b>

# CITY OF ORTING

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## INVITATION TO BID

Notice is hereby given that the City of Orting will receive bids for the public works project described herein.

### **General Project Description:**

This project includes Landscape Maintenance Services for calendar years, 2020, 2021 & 2022 to the City of Orting's Parks & Foothills Trail system, Orting Cemetery and Rain Gardens, pursuant to the Scope of Work in this bid packet.

### **Proposal Submittal Deadline & Location:**

October 25, 2019, 11:00 a.m.  
City of Orting  
110 Train St SE  
Orting, WA 98360

### **Email Questions or call to:**

[lhinds@cityoforting.org](mailto:lhinds@cityoforting.org) / (360) 893-2219 x139

### **Mail Proposals To:**

City of Orting  
PO Box 489  
Orting, WA 98360

### **Hand Carry Proposals To:**

City of Orting  
110 Train St SE  
Orting, WA 98360

### **Mark Envelope:**

RFP # 2020-2022-03 City of Orting Landscape Maintenance Services  
Attn: Laura Hinds

# CITY OF ORTING

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## BIDDER RESPONSIBILITY CHECKLIST

The following checklist is used in documenting that a bidder meets the mandatory Bidder Responsibility Criteria. Please print a copy of documentation from the appropriate website to be included with the submittal.

### GENERAL INFORMATION

Project Name: <i>City of Orting Parks &amp; Cemetery</i>	Project Number:
Bidder's Business Name: <i>Frost Landscape</i>	Bid Submittal Deadline: <i>10/25/19 11 Am</i>

### CONTRACTOR REGISTRATION

License Number: <i>Frost LD 911 KD</i>	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline): <i>5-4-2009</i>	Expiration Date: <i>7-10-2021</i>

### CONTRACTOR INFRACTION LIST

Is Bidder on Infraction List:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
-------------------------------	------------------------------	--

### CURRENT UBI NUMBER

UBI Number: <i>602-901-197</i>	Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
-----------------------------------	---

### INDUSTRIAL INSURANCE COVERAGE

Account Number: <i>BK558696250</i>	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---------------------------------------	---

### EMPLOYMENT SECURITY DEPARTMENT NUMBER

Employment Security Department Number: <i>000 450 436 008</i>
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Please Provide a copy of your latest correspondence, containing your account number, with Employment Security Department. Please do not provide document containing personal information such as social security numbers.

### STATE EXCISE TAX REGISTRATION NUMBER

Tax Registration Number: <i>45-4759583</i>	Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
---	---

### NOT DISQUALIFIED FROM BIDDING

Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
--	------------------------------	--

### INFORMATION SUPPLIED BY:

Print Name of Bidder Representative: <i>Erick Frost</i>	Date: <i>10-22-19</i>
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### VERIFIED BY:

Signature of District Employee <i>Erick Frost</i>	Date: <i>10-22-19</i>
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# CITY OF ORTING

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**SECTION 1  
BID INSTRUCTIONS  
SMALL PUBLIC WORKS PROJECT  
RFP # PW2020-2022-03 City of Orting Landscape Maintenance Services**

The City of Orting invites your firm to bid on the following project referenced below. Please examine the enclosed contract documents and contract specifications carefully so that you will be familiar with the requirements of the Small Public Works Contract.

The following project will be accomplished as a **SMALL WORKS PROJECT** and will be subject to prevailing wage laws. The City of Orting is an equal rights employer. **All quotations must be submitted on this form. This is not an order.** Please read all information given before preparing quotation. All bidders must meet the requirements of the Small Works Roster prior to quotation due date. To obtain Small Works information, please visit the MRSC Website at [www.mrscrosters.org](http://www.mrscrosters.org) or contact MRSC Rosters at (206) 625-1300.

**PROJECT TITLE: City of Orting Landscape Maintenance Services**

**Bid Submittal**

Bids may be submitted via email to: [lhinds@cityoforting.org](mailto:lhinds@cityoforting.org), USPS, or hand deliver to City Hall. Completed bids shall include sales tax of 9.3%.

Bids must be received no later than 11 a.m., October 25, 2019, Hand-deliver or mail to:  
City Hall  
110 Train St. SE (mailing: PO Box 489)  
Orting, WA 98360  
Fax: 360.893.6809

A formal bid opening will not be held. Upon selection of a contractor, a summary of all bids received for this project will be available for review and can be obtained by email: [lhinds@cityoforting.org](mailto:lhinds@cityoforting.org)

# CITY OF ORTING

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## **Prevailing Wages**

This project is subject to all provisions of RCW 39.12. A copy of the applicable prevailing wage schedule can be obtained at Labor and Industries website at:

[www.lni.wa.gov/TradesLicensing/PrevailingWage/RateDatabase/RatesTrade/default.asp](http://www.lni.wa.gov/TradesLicensing/PrevailingWage/RateDatabase/RatesTrade/default.asp).

**No payment shall be issued until the City receives a “Statement of Intent to Pay Prevailing Wages” form, approved by the State Department of Labor and Industries from the Contractor and each and every Subcontractor. No final payment or release of any retainage will be made until the City receives an “Affidavit of Wages Paid” form, approved by the State Department of Labor and Industries from the Contractor and each and every Subcontractor.**

## **Industrial Insurance (Workers Comp)**

All Contractors and Subcontractors are required to pay industrial insurance for all employees involved in the performance of the work described herein. Failure to pay will be a breach and justify a demand on the contract bond. This obligation survives final acceptance. Industrial Insurance rates may be found on the web at [www.lni.wa.gov/ClaimsInsurance/RatePremium/About/Rates/default.asp](http://www.lni.wa.gov/ClaimsInsurance/RatePremium/About/Rates/default.asp).

## **Insurance**

Contractor shall procure and keep in force during the term of this contract Commercial General Liability insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to premises/operations (including off-site operations), blanket contractual liability and broad form property damage. Prior to the Contractor performing any work under this contract, Contractor shall provide the City with a Certificate of Insurance evidencing the insurance required and, by endorsement to Contractor’s liability policy(ies), naming the City of Orting, its officers, employees and agents as Additional Insureds.

The Contractor agrees to repair and replace all property of the City and all property of others damaged by itself, its employees, and subcontractors, and agents.

It is understood that the whole of the work under this contract is to be done at the Contractor’s risk and that he has familiarized itself with the conditions of the work site, and other contingencies likely to affect the work and has made its bid accordingly; and that he is to assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

## **City of Orting Business License**

A current Orting Business License is required prior to performing work in the City of Orting. Visit Department of Revenue website for endorsement. <https://dor.wa.gov/city-license-endorsements/orting>

# CITY OF ORTING

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## Bid Award

The contract for this project will be awarded to the lowest responsible bidder.

The City of Orting shall issue a contract to the successful bidder. **Work may proceed when the following conditions have been met:**

- The contract has been fully executed by both parties
- A Statement of Intent to Pay Prevailing Wages, approved by the State Department of Labor and Industries has been received from the Contractor and each and every Subcontractor
- A copy of Commercial General Liability insurance and all required endorsements have been received by the City

The City of Orting reserves the right to reject any or all bids, waive technicalities or irregularities and to accept any bid if such action is believed to be in the best interest of the City. The City of Orting reserves the right to select the Schedule that will meet the City's budget. Schedule A, B or C may be selected or rejected.

## Payment Schedule

Payment shall be made net 15-days after city receives invoice for work completed and approved by Public Works Director.

## Time of Completion

Work shall start twenty (20) calendar days after execution of the contract and **the issuance of a notice to proceed**; or as directed by Public Works Director.

## Contact Person

Public Works Assistant Laura Hinds: Office (360) 893-2219, ext. 139 or by email at [lhinds@cityoforting.org](mailto:lhinds@cityoforting.org).

## Contractor Information

Email: Erick@FrostLandscape.com

Contractor Name: Frost Landscape Contact: Erick Frost

Contractor Address PO Box 335 Orting, WA, Zip 98360

Authorized Signature:  Date: 10-22-19

Print Name of Signature: Erick Frost

# CITY OF ORTING

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## SECTION 2 BID SPECIFICATIONS RFP # PW2020-2022-03 City of Orting Landscape Maintenance Services

### Scope:

The purpose of this Bid is to secure a contractor for providing general landscape maintenance services for Schedule A at designated parks and the Foothills trail system, Schedule B Orting Cemetery, and Schedule C Rain Gardens located within the City of Orting.

This Bid will begin with Schedule A, the general landscaped maintenance services of the 10 parks and the foothills trail. Locations and name of the parks are on the map included with this bid sheet. Schedule B for Cemetery Maintenance and Schedule C for Rain Garden Maintenance are include with this bid sheet.

General landscape maintenance services of all neighborhood parks & Cemetery will be maintained at the standard as identified in this Bid and as set forth by the City of Orting Public Works Director. The Quality Control manager as identified by the City of Orting will monitor the standard and approve or disapprove payment.

### SCHEDULE A - PARKS AND FOOTHILLS TRAIL LOCATIONS: WEEKLY SERVICES

#### **Williams Park--** SR 162 E - 0.23 ACRES

IN VILLAGE GREEN. FROM SR 162 E, ACCESS LANE BLVD NW, TURN ONTO SIGAFOOS AVE NW, RIGHT TO ROSS ST NW

Williams Park - 0.23 Acres

**Foothills Trail--** STARTS NORTH OF WILLIAMS BLVD NW AT CITY LIMIT SIGN (ABOUT 315' NORTH OF WILLIAMS BLVD NW) ON WEST SIDE OF SR 162 E, ENDS AT MEADOW LANE SE - SEE ADDITIONAL TRAIL AREAS FOR MORE ACREAGE

Foothills Bike Trail - 10 Acres

**Whitehawk Park--** ACCESS FROM SR 162 E, ONTO WHITEHAWK BLVE NW, TO END AT ORTING AVE NW

Whitehawk Park - 4 Acres

**Memorial Park--** WHITESELL ST SW (BETWEEN CORRIN AVE NW & SR 162 E)  
SMALL SITTING AREA, REQUIRES WEEDING ONLY

Memorial Park 0.017 Acre

# CITY OF ORTING

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**North Park**—WEST SIDE OF SR 162 E AND CALISTOGA ST W  
North Park - 1.3 Acres

**MAIN PARK**--INCLUDES 2 SECTIONS FROM CALISTOGA ST W TO BRIDGE ST SW  
ALSO INCLUDES WEEDING OF PLANTER STIPS ALONG VAN SCOYOC AVE SW, WEEDING  
AROUND GAZEBO, WEEDING AROUND TARPOT NEAR COVERED BBQ AREA  
Main City Park - 7.17 Acres

**TRIANGLE PARK**--CORNER OF VARNER AVE SE & BRIDGE ST SE  
Triangle Park - 0.19 Acres

**THREE CORNER PARK**--HARMAN WAY S (SR 162 E) AND CORRIN AVE SE  
Three Corners Park - 0.06 Acres

**CHARTER PARK/SKATEBOARD PARK**--WASHINGTON AVE S (NEXT TO FIRE/POLICE  
DEPT) TO MEADOW LN SE AND WEST SIDE OF THE BIKE TRAIL FROM BRIDGE ST S (SR 162  
E) TO MEADOW LN SE  
Charter Park - 13.44 Acres

**RAINIER MEADOWS PARK**--BROWN WAY SE--ACCESS FROM WASHINGTON AVES, ONTO  
BROWN ST SE  
Rainer Meadows - 3.2 Acres

**CALISTOGA PARK & DOG PARK**--CALISTOGA ST W & SKINNER WAY SW  
Calistoga Park - 6.29 Acres

**MPC/LIBRARY** 202 WASHINGTON AVE S – 1 SMALL GRASS STRIP FACING WASHINGTON  
AVE S, 1 SMALL GRASS STRIP FACING TRAIN ST SE AND WEEDING AROUND BUILDING

**CITY HALL** – 110 TRAIN ST SE – WEEDING OF PLANTER STRIPS

***FIRE/POLICE DEPARTMENT LANDSCAPE BEDS AND GRASS AREA HAVE BEEN REMOVED FROM THE BID.  
SEE MAP OR CONTACT PUBLIC WORKS FOR CLEAR DESCRIPTION OF AREA TO MAINTAIN***



# CITY OF ORTING

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## **SCHEDULE B - ORTING CEMETERY – 19716 Orting Kapowsin Hwy E WEEKLY SERVICES**

Orting Cemetery – 9.46 Acres

Services to include weekly general landscape maintenance services, includes mowing, and power weeding between headstones where riding equipment cannot reach, not to damage headstones.

Two additional services: one beginning of April and second near end of contract in late August to include trimming of all hedges, & bushes.

## **SCHEDULE C - RAIN GARDENS MONTHLY SERVICES**

3 Locations – 0.10 Acres

1. PLANTER STRIP ALONG MAIN PARK STONE WALL, STREET SIDE OF WALL, ON WEST SIDE OF SR 162 E AT CORNER OF CALISTOGA ST W (NEAR PLAY EQUIPMENT AND PARK RESTROOM)
2. PLANTER STRIP ALONG SIDEWALK ON EAST SIDE OF SR 162 E NEAR CORNER OF WHITESELL ST NE (ACROSS FROM ORTING DEPOT)
3. PLANTER STIP ALONG WEST SIDE OF SR 162 E (BETWEEN FOOTHILLS TRAIL AND HWY) AT CORNER OF WHITESELL ST NW (IN FRONT OF PIONEER VILLAGE/SAFEWAY GAS STATION)

Services to include 1 time monthly general ground weeding and trimming of vegetation.

### **Public Safety:**

The successful Contractor's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. Contractor will contact City of Orting maintenance manager if conducting general maintenance activities will cause possible public safety issues within said City of Orting parks.

### **Google Maps Link:**

<https://drive.google.com/open?id=17yOife1YUwYvLVZxWlvOuRHpiOk&usp=sharing>

### **Term of Contract:**

A contract awarded as a result of this Bid will start at first full week of April through last full week August (5 months) for contract years, 2020, 2021 & 2022.

# CITY OF ORTING

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## SECTION 3 PROPOSAL FORM: RFP # PW2020-2022-03 City of Orting Landscape Maintenance Services

Attention:

Having carefully examined the Invitation to Bid, Instructions to Bidders, General Conditions of the Contract, Supplementary General Conditions, Drawings, and the Specifications as well as the premises and conditions affecting the work, the undersigned proposes to furnish all plant, labor and material called for by the documents for The City of Orting – Parks and Foothills Trail Maintenance, AND or Orting Cemetery Maintenance, AND or Rain Garden Maintenance.

### SCHEDULE A – PARKS AND FOOTHILLS TRAIL WEEKLY SERVICES

For Work Completed in 2020:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
April	May 1 <sup>st</sup>	\$ 6,898	\$ 641.51	\$ 7,539.51
May	June 1 <sup>st</sup>	\$ 6,898	\$ 641.51	\$ 7,539.51
June	July 1 <sup>st</sup>	\$ 6,898	\$ 641.51	\$ 7,539.51
July	August 1 <sup>st</sup>	\$ 6,898	\$ 641.51	\$ 7,539.51
August	September 1 <sup>st</sup>	\$ 6,898	\$ 641.51	\$ 7,539.51

For Work Completed in 2021:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
April	May 1 <sup>st</sup>	\$ 7,070.45	\$ 657.55	\$ 7,728
May	June 1 <sup>st</sup>	\$ 7,070.45	\$ 657.55	\$ 7,728
June	July 1 <sup>st</sup>	\$ 7,070.45	\$ 657.55	\$ 7,728
July	August 1 <sup>st</sup>	\$ 7,070.45	\$ 657.55	\$ 7,728
August	September 1 <sup>st</sup>	\$ 7,070.45	\$ 657.55	\$ 7,728

For Work Completed in 2022:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
April	May 1 <sup>st</sup>	\$ 7,247.21	\$ 673.99	\$ 7,921.20
May	June 1 <sup>st</sup>	\$ 7,247.21	\$ 673.99	\$ 7,921.20
June	July 1 <sup>st</sup>	\$ 7,247.21	\$ 673.99	\$ 7,921.20
July	August 1 <sup>st</sup>	\$ 7,247.21	\$ 673.99	\$ 7,921.20
August	September 1 <sup>st</sup>	\$ 7,247.21	\$ 673.99	\$ 7,921.20

\*Tax amount is subject to change per state/county increase, contract shall be adjusted and signed by all parties if this should occur.

# CITY OF ORTING

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## SCHEDULE B – ORTING CEMETERY WEEKLY SERVICES

For Work Completed in 2020:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
** April	May 1 <sup>st</sup>	\$ 4,250	\$ 395.25	\$ 4,645.25
May	June 1 <sup>st</sup>	\$ 3,450	\$ 320.85	\$ 3,770.85
June	July 1 <sup>st</sup>	\$ 3,450	\$ 320.85	\$ 3,770.85
July	August 1 <sup>st</sup>	\$ 3,450	\$ 320.85	\$ 3,770.85
** August	September 1 <sup>st</sup>	\$ 4,250	\$ 395.25	\$ 4,645.25

For Work Completed in 2021:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
** April	May 1 <sup>st</sup>	\$ 4,335.25	\$ 403.18	\$ 4,738.43
May	June 1 <sup>st</sup>	\$ 3,536.25	\$ 328.87	\$ 3,865.12
June	July 1 <sup>st</sup>	\$ 3,536.25	\$ 328.87	\$ 3,865.12
July	August 1 <sup>st</sup>	\$ 3,536.25	\$ 328.87	\$ 3,865.12
** August	September 1 <sup>st</sup>	\$ 4,335.25	\$ 403.18	\$ 4,738.43

For Work Completed in 2022:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
** April	May 1 <sup>st</sup>	\$ 4,424.66	\$ 411.49	\$ 4,836.15
May	June 1 <sup>st</sup>	\$ 3,624.66	\$ 337.09	\$ 3,961.75
June	July 1 <sup>st</sup>	\$ 3,624.66	\$ 337.09	\$ 3,961.75
July	August 1 <sup>st</sup>	\$ 3,624.66	\$ 337.09	\$ 3,961.75
** August	September 1 <sup>st</sup>	\$ 4,424.66	\$ 411.49	\$ 4,836.15

\*Tax amount is subject to change per state/county increase, contract shall be adjusted and signed by all parties if this should occur.

\*\*Additional cost for April and August for trimming of all hedges and bushes.

# CITY OF ORTING

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## SCHEDULE C – RAIN GARDENS MONTHLY SERVICES

For Work Completed in 2020:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
April	May 1 <sup>st</sup>	\$ 150	\$ 13.95	\$ 163.95
May	June 1 <sup>st</sup>	\$ 150	\$ 13.95	\$ 163.95
June	July 1 <sup>st</sup>	\$ 150	\$ 13.95	\$ 163.95
July	August 1 <sup>st</sup>	\$ 150	\$ 13.95	\$ 163.95
August	September 1 <sup>st</sup>	\$ 150	\$ 13.95	\$ 163.95

For Work Completed in 2021:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
April	May 1 <sup>st</sup>	\$ 175	\$ 16.28	\$ 191.28
May	June 1 <sup>st</sup>	\$ 175	\$ 16.28	\$ 191.28
June	July 1 <sup>st</sup>	\$ 175	\$ 16.28	\$ 191.28
July	August 1 <sup>st</sup>	\$ 175	\$ 16.28	\$ 191.28
August	September 1 <sup>st</sup>	\$ 175	\$ 16.28	\$ 191.28

For Work Completed in 2022:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.3%	Total
April	May 1 <sup>st</sup>	\$ 200	\$ 18.60	\$ 218.60
May	June 1 <sup>st</sup>	\$ 200	\$ 18.60	\$ 218.60
June	July 1 <sup>st</sup>	\$ 200	\$ 18.60	\$ 218.60
July	August 1 <sup>st</sup>	\$ 200	\$ 18.60	\$ 218.60
August	September 1 <sup>st</sup>	\$ 200	\$ 18.60	\$ 218.60

\*Tax amount is subject to change per state/county increase, contract shall be adjusted and signed by all parties if this should occur.

# CITY OF ORTING

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## SECTION 4 CONTRACT

### RFP # PW2020-2022-03 City of Orting Landscape Maintenance Services

Contractor/Vendor Name: Frost Landscape Project No.: PW2020-2022-01  
Address: PO Box 335 Orting WA 98360 Budget Item: 401, 405, 410, 104  
Telephone: 253-226-8635 Project Name: City of Orting Landscape  
Maintenance Services – 3 Year contract

#### SCOPE OF WORK.

The Contractor shall perform those services described in the Specifications/Scope of Work included in the big package, hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith.

#### Scope:

The purpose of this Bid is to secure a contractor for providing general landscape maintenance services for Schedule A at designated parks and the Foothills trail system, Schedule B Orting Cemetery, and Schedule C Rain Gardens located within the City of Orting.

This Bid will begin with Schedule A, the general landscaped maintenance services of the 10 parks and the foothills trail. Locations and name of the parks are on the map included with this bid sheet. Schedule B for Cemetery Maintenance and Schedule C for Rain Garden Maintenance included with this bid sheet.

General maintenance activity of all neighborhood parks and Cemetery will be maintained at the standard as identified in this Bid and as set forth by the City of Orting Public Works Director. The Quality Control manager as identified by the City of Orting will monitor the standard and approve or disapprove payment.

# CITY OF ORTING

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## **SCHEDULE A - PARKS AND FOOTHILLS TRAIL LOCATIONS: WEEKLY SERVICES**

### **Williams Park-- SR 162 E - 0.23 ACRES**

IN VILLAGE GREEN. FROM SR 162 E, ACCESS LANE BLVD NW, TURN ONTO SIGAFOOS AVE  
NW, RIGHT TO ROSS ST NW

Williams Park - 0.23 Acres

**Foothills Trail--** STARTS NORTH OF WILLIAMS BLVD NW AT CITY LIMIT SIGN (ABOUT 315'  
NORTH OF WILLIAMS BLVD NW) ON WEST SIDE OF SR 162 E, ENDS AT MEADOW LANE SE -  
SEE ADDITIONAL TRAIL AREAS FOR MORE ACREAGE

Foothills Bike Trail - 10 Acres

**Whitehawk Park--** ACCESS FROM SR 162 E, ONTO WHITEHAWK BLVE NW, TO END AT  
ORTING AVE NW

Whitehawk Park - 4 Acres

**Memorial Park--** WHITESSELL ST SW (BETWEEN CORRIN AVE NW & SR 162 E)  
SMALL SITTING AREA, REQUIRES WEEDING ONLY

Memorial Park 0.017 Acre

**North Park--**WEST SIDE OF SR 162 E AND CALISTOGA ST W

North Park - 1.3 Acres

**MAIN PARK--**INCLUDES 2 SECTIONS FROM CALISTOGA ST W TO BRIDGE ST SW  
ALSO INCLUDES WEEDING OF PLANTER STIPS ALONG VAN SCOYOC AVE SW, WEEDING  
AROUND GAZEBO, WEEDING AROUND TARPOT NEAR COVERED BBQ AREA

Main City Park - 7.17 Acres

**TRIANGLE PARK--**CORNER OF VARNER AVE SE & BRIDGE ST SE

Triangle Park - 0.19 Acres

**THREE CORNER PARK--**HARMAN WAY S (SR 162 E) AND CORRIN AVE SE

Three Corners Park - 0.06 Acres

**CHARTER PARK/SKATEBOARD PARK--**WASHINGTON AVE S (NEXT TO FIRE/POLICE  
DEPT) TO MEADOW LN SE AND WEST SIDE OF THE BIKE TRAIL FROM BRIDGE ST S (SR 162  
E) TO MEADOW LN SE

Charter Park - 13.44 Acres

**RAINIER MEADOWS PARK--**BROWN WAY SE--ACCESS FROM WASHINGTON AVE S, ONTO  
BROWN ST SE

Rainer Meadows - 3.2 Acres

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**CALISTOGA PARK & DOG PARK--CALISTOGA ST W & SKINNER WAY SW**  
Calistoga Park - 6.29 Acres

**MPC/LIBRARY 202 WASHINGTON AVE S – 1 SMALL GRASS STRIP FACING WASHINGTON AVE S, 1 SMALL GRASS STRIP FACING TRAIN ST SE AND WEEDING AROUND BUILDING**

**CITY HALL – 110 TRAIN ST SE – WEEDING OF PLANTER STRIPS**

*FIRE/POLICE DEPARTMENT LANDSCAPE BEDS AND GRASS AREA HAVE BEEN REMOVED FROM THE BID. SEE MAP OR CONTACT PUBLIC WORKS FOR CLEAR DESCRIPTION OF AREA TO MAINTAIN*

## **SCHEDULE B - ORTING CEMETERY – 19716 Orting Kapowsin Hwy E** **WEEKLY SERVICES**

Orting Cemetery – 9.46 Acres

Services to include weekly general landscape maintenance services, includes mowing, and power weeding between headstones where riding equipment cannot reach, not to damage headstones.

Two additional services: one beginning of April and second near end of contract in late August to include trimming of all hedges, & bushes.

## **SCHEDULE C - RAIN GARDENS** **MONTHLY SERVICES**

3 Locations – 0.10 Acres

1. PLANTER STRIP ALONG MAIN PARK STONE WALL, STREET SIDE OF WALL, ON WEST SIDE OF SR 162 E AT CORNER OF CALISTOGA ST W (NEAR PLAY EQUIPMENT AND PARK RESTROOM)
2. PLANTER STRIP ALONG SIDEWALK ON EAST SIDE OF SR 162 E NEAR CORNER OF WHITESELL ST NE (ACROSS FROM ORTING DEPOT)
3. PLANTER STIP ALONG WEST SIDE OF SR 162 E (BETWEEN FOOTHILLS TRAIL AND HWY) AT CORNER OF WHITESELL ST NW (IN FRONT OF PIONEER VILLAGE/SAFEWAY GAS STATION)

Services to include 1 time monthly general ground weeding and trimming of vegetation.

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## Work Requirements/ Required Services

### General Maintenance Activity Requirements

#### 1. Mowing

- a. **Typical Duties:** Inspect area for debris and pick up as necessary. Mow turf to appropriate height, approximately two and a half (2.5) to three (3) inches. Identify work for other crews to perform.
- b. **Frequency:** This equates to mowing each park, in the list above and the Foothills Trail, within the city limits, one (1) time per week for five (5) months (April-August).
- c. **Quality & Performance Requirement:** When the work is done, turf is well manicured and aesthetically pleasing. Turf is maintained at height of two and a half (2.5) to three (3) inches at all times.

#### 2. Rough Area Mowing and Weed Eating –

- a. **Description of Work:** All work associated with mowing of undeveloped areas. Weed eating areas missed or un-reachable by regular mowing. Weed eating or trimming around tree bases, signs, along wall or landscape borders. Work is done to reduce fire hazard, control noxious weeds, reduce rodent populations and enhance appearance.
- b. **Typical Duties:** Inspect area for debris & litter, pick up as necessary. Mow or weed eat upon completion of inspection.
- c. **Frequency: Quality & Performance Requirement:** When work is done, field shall be evenly mowed with no skipping and is aesthetically pleasing. Mowing is typically performed with a tractor and flail type pull behind mower attachment or hand held weed eater. The finished cut height will not exceed (3) inches.

#### 3. Turf Edging –

- a. **Description of Work:** All work associated with edging of walkways, curbs, cement pads, shrub beds, and other areas requiring a well-defined and manicured edge. Work is performed to promote aesthetics and define edges in the areas specified.
- b. **Typical Duties:** Inspect work areas for hazards and other work needs. Edge sidewalks and flower beds, clean up edgings and haul off site. Blow off hard surface areas. Avoid damaging irrigation heads. Do not engage power blower or edger if public is nearby.
- c. **Frequency & Time of Year:** Work is generally completed once (1) every month during the turf growing season.
- d. **Quality & Performance Requirement:** Turf edges shall be sharply defined, straight and free of debris. Turf will be maintained to within two (2) inches of asphalt edge and to within (1/4) one quarter inch of concrete edge.



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## 4. Turf Debris Removal –

- a. **Description of Work:** All work associated with cleaning turf and grounds with backpack or tractor mounted blowers, mechanical sweepers and manual raking. Remove leaves, storm debris and excess grass clippings.
- b. **Typical Duties:** Remove debris from turf and load into container, haul debris from site for disposal.
- c. **Frequency & Time of Year—**As needed
- d. **Quality & Performance Requirement:** Turf and grounds will be free of debris, well-manicured and aesthetically pleasing.

## 5. Raking and Weeding Shrub Beds

- a. **Description of Work:** All work associated with the raking and weeding of shrub beds using mainly manual methods. Work is performed to promote health of the plant materials and the aesthetics of the area.
- b. **Typical Duties:** Remove weeds and debris from shrub beds. Remove all weed roots to prevent weed to reestablish. Haul debris from site.
- c. **Quality & Performance Requirement:** Shrub beds are free of weeds and debris.

## 6. Pavement Maintenance –

- a. **Description of Work:** All work associated with cleaning of hard surface areas. Work is typically performed on walkways, parking lots, street fronts and concrete surfaces using backpack and tractor mounted blowers and mechanical sweepers.
- b. **Typical Duties:** Clear surfaces of debris.
- c. **Frequency :** Hard surfaces will be blown off or swept after each mowing
- d. **Quality & Performance Requirement:** Hard surfaces will be clean and free of debris.

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**7. TIME OF COMPLETION.**

The work shall be commenced as stated in **SECTION 2, Terms of Contract**, be completed no later than \_\_\_\_\_.

**8. CONTRACT SUM.**

The City shall pay the Contractor for the performance of the work the sum of \$ \_\_\_\_\_, plus applicable Washington state sales tax.

**9. PROGRESS PAYMENTS.**

Contractor shall submit monthly progress estimates subject to City approval and verification. The City shall make payment to the contractor for acceptable work within 30-days of completion.

**10. ACCEPTANCE AND FINAL PAYMENT.**

Final 5% retainage payment shall be paid once all state required documents have been approved for release of payment, provided the contract is fully performed and accepted according to bid laws and prevailing wage laws in conformance with RCW 39.12.040

**11. GENERAL CONTRACT TERMS**

**A. Materials, Appliances, and Employees.**

Except as otherwise noted, the Contractor shall provide and pay for all materials, labor, tools, water, power, and other items necessary to complete the work.

Contractor warrants that all workmen and subcontractors shall be skilled and certified in their trades.

**B. Surveys, Permits, and Regulations.**

*Where applicable*, the City shall furnish all surveys unless otherwise specified. Permits and licenses necessary for the prosecution of the work shall be secured and paid for by the Contractor. Easements for permanent structures or permanent changes in existing facilities shall be secured and paid for by the City unless otherwise specified. The Contractor shall comply with all laws and regulations bearing on the conduct of the work and shall notify the City in writing if the drawings and specifications are at variance therewith.

**C. Protection of Work, Property, and Persons.**

The Contractor shall adequately protect the work, adjacent property, and the public, and shall be responsible for any damage or injury due to its act or neglect.

**D. Access to Work.**

The Contractor shall permit and facilitate observation of the work by the City and its agents and public authorities at all times.

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**E. City's Right to Terminate Contract.**

Should the Contractor neglect to prosecute the work with sufficient manpower or resources to complete the work in a timely manner, violate applicable regulations or statutes, refuse or neglect to follow the directives of the City's authorized representative, or otherwise materially breach the Contract, the City, after seven (7) days' written notice to the Contractor, and its surety, if any, may without prejudice to any other remedy the City may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor and at the City's option, may terminate the contract and take possession of all materials, tools, appliances, and finish work by such means as the City sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the City. These remedies are in addition to all other remedies available to the City including assessment of liquidated damages if applicable.

**F. Contractor's Liability Insurance.**

The CONTRACTOR shall provide insurance coverage at the contractor's cost that shall be maintained in full force and effect during the term of this contract, as follows:

The insurance required shall be issued by an insurance company(s) authorized to do business within the State of Washington, and shall name the City of Orting, it's agents and employees, as additional insureds by endorsement under the insurance policy(s). All policies shall be primary to any other valid and collectable insurance. The city of Orting does not waive its right to subrogation against the contractor, and the policy shall be so endorsed. CONTRACTOR shall instruct the insurers to give the City of Orting, at least 30-days advance notice of any insurance cancellation.

1. The CONTRACTOR shall submit to the City of Orting, within 15-days of the contract effective date, a Certificate of Insurance, which outlines the coverage and limits defined in the Insurance section. CONTRACTOR shall submit renewal certificates as appropriate during the term of the contract.
2. The contractor shall obtain at the contractor's cost, and maintain in full force and effect during the term of the contract, insurance to meet the following minimum amounts from an insurance carrier licensed to conduct business in the State of Washington. All carriers (except Workers compensation) shall have a minimum A.M. Best rating of 'A' VII or better.
3. **SUBCONTRACTORS:** Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.
4. **No Limitation.** Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's resource to any remedy available at law or in equity.

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5. **Minimum Scope of Insurance** CONTRACTOR shall obtain insurance of the types described below:
  - a. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. In necessary, the policy shall be endorsed to provide contractual liability coverage.
  - b. **Commercial General Liability** insurance shall be written on ISO occurrence, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall endorsed to insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.
  - c. **Workers Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.
  
6. **Minimum Amounts of Insurance.** Contractor shall maintain the following insurance limits:
  - a. **Automobile Liability** insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  - b. **Commercial General Liability** insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per project aggregate and a \$2,000,000 products – completed operations aggregate limit.
  - c. **Industrial Insurance Coverage:** The coverage shall provide or purchase industrial insurance coverage prior to performing work under this contract. The City of Orting will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any subcontractor or employee of the contractor which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City of Orting and guarantee payment of such amounts.
  - d. **Workers Compensation** with a minimum of \$1,000,000 each accident, \$1,000,000 disease each employee, and \$1,000,000 disease policy limit.

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- 7. Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Commercial General Liability and Builders Risk insurance:
- a. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
  - b. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice be certified mail, return receipt requested, has been given to the City.
- 8. Contractor's Insurance for Other Losses.** The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or contractors as well as to any temporary structures, scaffolding and protective fences.

**G. Performance Bond.**

The Contractor shall furnish to the City prior to start of construction a statutory contract bond in an amount of one hundred percent (100%) of the contract in a form acceptable to the City guaranteeing performance of all contract provisions and obligations and payment of all those supplying labor, materials, and supplies to the project in accord with RCW 39.08. In lieu of supplying a contract bond as otherwise required under this paragraph and RCW 39.08, for contracts less than \$25,000, the City may, at the Contractor's option, hold five percent (5%) of the contract amount as retainage for a period of thirty (30) days after final acceptance or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens, whichever is later.

**H. Separate Contracts.**

The City has the right to let other contracts in connection with the work, and the Contractor shall properly cooperate with any such other contracts.

**I. Changes And Unknown Conditions.**

(1) If the Contractor encounters any circumstances, actions by the Owner or Owner's authorized representative, differing site conditions, or other events or occurrences during the performance of the Work that the Contractor contends creates any entitlement to a change in the time for completion of the Contract, the Contract amount, or other relief or remedy at law or equity, the Contractor shall immediately (and in any case within 7 calendar days) provide a written notice ("Claim Notice") to the Owner stating that the Contractor intends to make a claim for such relief and describing the circumstances and relief sought. Within 10 calendar days after providing a Claim Notice, the Contractor shall also provide a written request to the Owner for a change to the time for completion, the amount of the contract, and any other relief sought by the Contractor related to the Claim Notice and provide detailed information supporting the Claim Notice.

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(2) No claim by the Contractor for a change in the time for completion of the Contract, the Contract amount, or other relief or remedy at law or equity (i.e. an equitable adjustment) shall be allowed if the terms of this Section are not strictly followed. In the event of any non-compliance, the Contractor shall be conclusively determined to have waived any claim or entitlement to such change or adjustment.

**J. Cleaning Up.**

The Contractor shall keep the premises free from accumulation of waste material and rubbish, and at the completion of the work, shall remove from the premises all rubbish, implements, and surplus materials and leave the building broom-clean and private properties clear.

**K. Indemnification.**

The Contractor shall protect, indemnify, and save the City of Orting harmless from and against any damage, cost or liability including reasonable attorney fees, for injuries to person or property arising from acts or omissions of Contractor, his employees, agents or subcontractors, howsoever caused. The Contractor will be responsible for any damages sustained by his employees to City of Orting equipment and/or fixtures and shall provide all repairs/replacements, as appropriate, at no cost to the City of Orting.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**L. Independent Status of Contractor:** The parties to this contract, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

**M. Prevailing Wages.**

The Contractor shall pay all laborers, workmen, and mechanics the prevailing wage and shall file the required "Statement of Intent to Pay Prevailing Wages" in conformance with RCW 39.12.040 and related statutes and regulations.

**N. Discrimination Prohibited.**

The Contractor shall comply with all Equal Employment Opportunity regulations and shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor on the basis of race, color, religion, creed, sex, age, national origin, marital status, or the presence of any sensory, mental, or physical handicap.

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IN WITNESS WHEREOF, the parties hereto executed this Agreement the day and year first above written.

CONTRACTOR

CITY OF ORTING

By: Erick Frost 

By: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Date: 10-22-19

Date: \_\_\_\_\_

ATTEST/AUTHENTICATED:

\_\_\_\_\_, City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

\_\_\_\_\_

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## Work Requirements/ Required Services

### General Maintenance Activity Requirements

#### 1. Mowing

- a. **Typical Duties:** Inspect area for debris and pick up as necessary. Mow turf to appropriate height, approximately two and a half (2.5) to three (3) inches. Identify work for other crews to perform.
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**Quality & Performance Requirement:** When the work is done, turf is well manicured and aesthetically pleasing. Turf is maintained at height of two and a half (2.5) to three (3) inches at all times.

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- a. **Description of Work:** All work associated with mowing of undeveloped areas. Weed eating areas missed or un-reachable by regular mowing. Weed eating or trimming around tree bases, signs, along wall or landscape borders. Work is done to reduce fire hazard, control noxious weeds, reduce rodent populations and enhance appearance.
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- a. **Description of Work:** All work associated with edging of walkways, curbs, cement pads, shrub beds, and other areas requiring a well-defined and manicured edge. Work is performed to promote aesthetics and define edges in the areas specified.
- b. **Typical Duties:** Inspect work areas for hazards and other work needs. Edge sidewalks and flower beds, clean up edgings and haul off site. Blow off hard surface areas. Avoid damaging irrigation heads. Do not engage power blower or edger if public is nearby.
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## 4. Turf Debris Removal –

- a. **Description of Work:** All work associated with cleaning turf and grounds with backpack or tractor mounted blowers, mechanical sweepers and manual raking. Remove leaves, storm debris and excess grass clippings.
- b. **Typical Duties:** Remove debris from turf and load into container, haul debris from site for disposal.
- c. **Frequency & Time of Year—**As needed
- d. **Quality & Performance Requirement:** Turf and grounds will be free of debris, well-manicured and aesthetically pleasing.

## 5. Raking and Weeding Shrub Beds

- a. **Description of Work:** All work associated with the raking and weeding of shrub beds using mainly manual methods. Work is performed to promote health of the plant materials and the aesthetics of the area.
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## 7. Pavement Maintenance –

- a. **Description of Work:** All work associated with cleaning of hard surface areas. Work is typically performed on walkways, parking lots, street fronts and concrete surfaces using backpack and tractor mounted blowers and mechanical sweepers.
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## All-encompassing issues pertaining to this Bid:

1. **Washington State Patrol Criminal Background Check Requirement (RCW 35.61.130):** All employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the City of Orting, have unsupervised access to children or vulnerable adults, shall go through a records check through the Washington State Patrol criminal identification system under RCW 43.43.830 through 43.43.834, 10.97.030, and 10.97.050 and through the federal bureau of investigation, including a finger print check using a complete Washington state criminal identification fingerprint card. The City of Orting shall provide a copy of the record report to the employee, volunteer, or independent contractor. When necessary as determined by the City of Orting, prospective employees, volunteer, or independent contractors may be employed on a conditional basis pending completion of the investigation. If the prospective employee, volunteer, or independent contractor has had a record check within the previous twelve months, the City of Orting may waive the requirement upon receiving a copy of the record. The City of Orting at its discretion requires that the prospective employee, volunteer or independent contractor pay the costs associated with the background and records check.
2. **Contractor Identification Requirement:** The contractor is required to have the company name and/or logo with a contact phone number clearly marked on any vehicle or vehicles that is used in the course of doing any work at each park site.
3. **Methods and procedures for completing General Maintenance Activities:** The contractor is responsible for determining the required labor, materials, equipment and supervision necessary to accomplish the tasks outlined in this solicitation. Contractor is responsible for adherence to all local codes, ordinances, rules, regulations and application requirements.
4. **Work Hours & Scheduling:** Scheduling of any contract inspection and contract work hours must be approved by the City of Orting City Administrator in advance of before commencing any work. The contractor shall submit for approval, a schedule showing anticipated work hours and work days prior to commencing any work. Work hours are between 7:30 am and 5:00 pm Monday through Sunday. With the exception of emergencies, only minimal work duties such as litter collection, garbage collection, and blowing walks will be allowed on weekends and legal holidays.
5. **Equipment:** Equipment to be used in performance of this contract shall be subject to inspection by the City at any time, prior to use in performance of any work. Inspection will ascertain the type and condition of the equipment, the state of repair, the ability of the equipment to perform the required work, compliance with all licensing laws (i.e. Washington State Dept. of Licensing, and safety laws as per OSHA and WISHA). Vehicles found to be lacking in licenses or in poor condition or repair (i.e. leaking, unclean, unpainted, lights, gauges etc.) or incapable of performing the required work may be rejected for use on this contract. This inspection may take place at any time at the election of the City maintenance manager and/or the Quality Control & Quality Assurance manager. Each contractor may undergo this inspection prior to the awarding of the contract. The contractor that is

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awarded the contract will not undergo this inspection more often than once a month, unless there is evidence that the equipment is not properly functioning or in good repair. If after inspection, equipment is not fixed or in good repair, City of Orting reserves the right to conduct this inspection as often as desired. The equipment shall be kept clean and in good repair at all times. Rejection of any equipment by City of Orting does not relieve the contractor of responsibility to perform required work. Failure to provide acceptable equipment is cause for City of Orting to cancel contract, nonpayment for general maintenance activities or seek monetary penalty for relief of damages rendered, or any combination thereof, as provided in this contract.

6. **Materials:** All materials, parts, repairs, and support services required to properly perform and complete the functions of this contract will be the sole responsibility of the contractor. No overhead costs will be added to any invoices.
  
7. **Material Spills & Environmental:** All material spills (fertilizers, herbicides, vehicle fluids, etc.) must be contained and cleaned up immediately to reduce or eliminate public, employee, and environmental hazards.  
Any spills that cannot be immediately contained must be quarantined to prevent public or worker exposure.  
The contractor will be responsible for any cleanup costs and landscape repairs associated with material spills. City of Orting Maintenance manager will be informed of any spills immediately via cellular phone.
  
8. **Request for Work:** All work must be authorized by the City of Orting maintenance manager prior to performance. Contractor is required to develop a weekly work execution plan and submit to the City of Orting Public Works Director or designee for approval, the week preceding the planned performance date
  
9. **Non Performance of Work:** A general maintenance activity deemed “non-performing” will not be authorized for payment. Through Quality Assurance Random Sampling, Non-performance may be determined by the Quality Control Manager. Each determination of non-performance will be allowed one (1) opportunity for correction and re-inspection. Subsequent re-inspections will be charged for City of Orting staff time and those charges withheld from monthly payments to the contractor.

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(360) 893-2219 x139

## VENDOR QUESTIONNAIRE

**INSTRUCTIONS:** Provide the requested information, sign and date. If the Owner requires further description, the Owner may request Bidder to provide such information within a mandatory due date. You must submit this completed form to the Owner with your Bid proposal. **Failure to submit this form fully complete, may result in disqualification of your Bid Proposal.**

## VENDOR INFORMATION

Bidder's Legal Name: Frost Landscape & Design LLC  
Company's dba: (if applicable) Frost Landscape  
CEO/President Name: Erick Frost

Federal EIN No. 45-4759583 Phone: (253) 226-8635

Fax: ( ) E-Mail Address: Erick@FrostLandscape.com

Mailing Address: Po Box 335

City Orting State WA Zip 98360

Physical Address: 2918 90th Ave E

City: Edgewood State WA Zip 98371

## COMPLIANCE

Within the previous five years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations enforced or administered by a governmental entity? This does not include owners of stock if your firm is a publicly traded corporation.

YES: \_\_\_\_\_ NO: ✓

If YES, Please explain: \_\_\_\_\_

License(s) are required to perform the services sought by this solicitation. Within the previous five years, has your firm had a license suspended by a licensing agency or been found to have violated licensing laws?

YES: \_\_\_\_\_ NO: ✓

If YES, Please explain: \_\_\_\_\_

The Bidder as a contractor has never failed to satisfactorily perform a contract awarded to him expect as follows: (Name of any and all exceptions and reason thereof)

YES: \_\_\_\_\_ NO: ✓

Please explain: \_\_\_\_\_

# CITY OF ORTING

110 Train St SE  
Orting, WA 98360

lhinds@cityoforting.org  
(360) 893-2219 x139

## EXPERIENCE

Contractor must have at least five (5) years' experience as a contractor in this field or work and have satisfactorily completed three (3) projects of this nature in the last five (5) years:

1. Location and for whom performed:

City of Orting  
Phone: 360-893-2225 Contact Person: Laura Hinds

2. Location and for whom performed:

S & M Property Management  
Phone: 253-848-1947 Contact Person: Kirsten Bowie

3. Location and for whom performed:

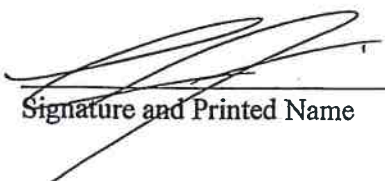
Rivers Edge Hot  
Phone: 253-640-3376 Contact Person: Arlene Danat

4. Technician(s) must have at least two (2) years' experience in this field of work. Please provide experience details for technician (2) to work on this contract:

Kevin Valverde - lead  
Jeremy Hanson - lead supervisor

## BIDDER CERTIFICATION OF INFORMATION AND BID PROPOSAL:

The undersigned certifies and ATTESTS UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON that within the three-year period immediately preceding the date of bid solicitation bidder has not been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapters 49.46, 49.48, or 49.52 RCW; and in executing and submitting its Bid Proposal and Questionnaire that bidder certifies it meets or exceeds all mandatory requirements of RCW 39.04.350 and that all information provided related to its Bid and this project is true and correct and that its bid has been arrived by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition.

By  Erick Frost Date 10-22-19  
Signature and Printed Name

## Login Information

Username:	frostlandscape
Password:	*****

To change your username or password, a reset link will be sent to the primary email address.

[RESET USERNAME](#)

[RESET PASSWORD](#)

## Membership Information

Account Status:	Registered
Date Account Created:	06/28/2017 12:50 PM
Expiration Date:	06/24/2020
Primary Contact Name:	erick frost
Primary Contact Email:	erick@frostlandscape.com
Roster Type(s):	Small Works
Business Type:	Corporation
Number of Employees:	1 - 30
Application Option:	Basic

## Payment History

Description	Invoice Number	Payment Date	Amount
Membership Renewal	Invoice #48713	06/24/2019	\$10
Membership Registration	Invoice #39249	06/28/2017	\$10



**City Of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject: Cemetery Land Surplus</b>	<b>AB20-25</b>	CGA		
		9.5.19	9.18.19	11.27.19
		10.10.19	10.16.19	<b>2.26.20</b>
		11.07.19	11.20.19	
			2.19.20	
	<b>Department:</b>	Admin.		
	<b>Date Submitted:</b>	<b>10.9.19</b>		
<b>Cost of Item:</b>		<u>\$</u>		
<b>Amount Budgeted:</b>		<u>\$0</u>		
<b>Unexpended Balance:</b>		<u>\$</u>		
<b>Bars #:</b>				
<b>Timeline:</b>				
<b>Submitted By:</b>		<b>Mark Bethune</b>		
<b>Fiscal Note:</b>				
<b>Attachments:</b>				
<p><b>SUMMARY STATEMENT:</b> An audit of the City’s real property identified real property that was likely surplus to the City’s needs. Staff, with support of Council, identified the need to sell the 9.5 acres of City-owned land adjacent to the city cemetery, in part, to fund capital improvements to the cemetery and reduce labor costs. Cemetery revenue has dropped precipitously in recent years as cultural standards have changed.</p> <p>Pursuant to RCW 35A.11.010, the City may declare real property as surplus to its needs and dispose of it in a commercially reasonable manner.</p>				
<p><b>RECOMMENDED ACTION: MOTION:</b> To Adopt Resolution No. 2020-06, Of The City Of Orting Declaring Real Property To Be Surplus, And Authorizing The Mayor To Dispose Of It In Accordance With Orting Municipal Code And State Law.</p>				

**CITY OF ORTING  
WASHINGTON  
RESOLUTION NO. 2020-06**

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**A RESOLUTION OF THE CITY OF ORTING,  
WASHINGTON, DECLARING REAL PROPERTY TO BE  
SURPLUS, AND AUTHORIZING THE MAYOR TO  
DISPOSE OF IT IN ACCORDANCE WITH ORTING  
MUNICIPAL CODE AND STATE LAW; ESTABLISHING  
AN EFFECTIVE DATE**

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**WHEREAS**, the City of Orting is the owner of a parcel of real property located at XXX 197<sup>th</sup> Street East, Orting, Washington, identified as Pierce County Tax Parcel No. 0418011003, which is vacant land adjacent to the cemetery (hereinafter, the “Property”); and

**WHEREAS**, the City is authorized under RCW 35A.11.010 to dispose of real property for the common benefit; and

**WHEREAS**, the City Council having been in all matters fully advised, finds that said property is surplus to the City’s needs, and that it is in the public interest to dispose of said property;

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

**Section 1. Declaration of Surplus.** The City Council of the City of Orting, Washington, does hereby declare that the Property legally described herein is surplus to the City’s current needs:

THE NORTHEAST QUARTER OF THE NORTHEAST  
QUARTER OF THE NORTHEAST QUARTER, IN SECTION 1,  
TOWNSHIP 18 NORTH, RANGE 4 EAST, W.M., RECORDS  
OF PIERCE COUNTY;

SITUATE IN THE COUNTY OF PIERCE, STATE OF  
WASHINGTON.

PIERCE COUNTY TAX PARCEL NO. 041801-100-3.

**Section 2. Authorization to Dispose of Surplus Property.** The Mayor is authorized to dispose of the Property in a commercially reasonable manner including, but not limited to, by public auction, private negotiation, or the use of a real estate professional. The City



Administrator, or his designee, shall be delegated the responsibility for overseeing the sale of the Property.

**Section 3. Effective Date.** This Resolution shall be effective immediately upon passage.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26<sup>th</sup>, DAY OF FEBRUARY 2020.**

CITY OF ORTING

\_\_\_\_\_  
Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Jane Montgomery, City Clerk, CMC

Approved as to form:

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



**City Of Orting  
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
<b>Subject: Appointment of Planning Commissioner.</b>	AB20-27			
		N/A	N/A	2.26.20
	<b>Department:</b>	Executive		
	<b>Date Submitted:</b>	2..13.20		
<b>Cost of Item:</b>	_ \$			
<b>Amount Budgeted:</b>	_ \$			
<b>Unexpended Balance:</b>	_ \$			
<b>Bars #:</b>				
<b>Timeline:</b>				
<b>Submitted By:</b>	City Clerk/ Mayor Penner			
<b>Fiscal Note:</b>				
<b>Attachments:</b>	Application and Letter of Interest			
<b>SUMMARY STATEMENT:</b>				
<p>There is currently a vacancy on the Planning Commission that the Mayor is seeking to fill.</p> <p>Per the City Code:</p> <p>There is hereby created, in accordance with Revised Code of Washington 35A.63, a planning commission for the city which will consist of seven (7) members, two (2) of whom may be nonresident owners of real property within the city, to be appointed by the mayor with the consent of the council. (Ord. 783, 1-8-2004)</p>				
<b>RECOMMENDED ACTION: MOTION: To Confirm the Mayor's appointment of Jenny McKinney to the position of Planning Commissioner.</b>				

02/17/2020

Orting City Hall  
110 Train St SE  
Orting, WA 98360

To Mayor Josh Penner,

I am interested in the open position on the Planning Commission. I look forward to helping guide the growth of the city in the future and bring a new point of view to the commission. I have wanted to stay involved with the community since moving here and look forward to being more involved with our town and community. I believe I have an interesting point of view with my background in accessibility and having working in the construction field.

Thank you for reaching out and allowing me to know about this position.

Jenny McKinney

420 Varner Ave SE  
Orting, WA 98360  
[Niffer1223@msn.com](mailto:Niffer1223@msn.com)  
206-310-4832



# Commission Application

City of Orting - Office of the City Clerk  
PO Box 489-110 Train St., Orting, WA 98360  
Phone: (360) 893-2219 - Fax: (360) 893-6809  
www.cityoforting.org

FOR CITY CLERK USE ONLY:

Name: Jenny McKinney Date: 2/17/2020

Mailing Address: P.O. Box 563 Orting WA 98360

Phone: [REDACTED] Alt. Phone: \_\_\_\_\_

Best time to contact you: mid day or after 5pm Email Address: [REDACTED]

How long at Residence: 1.5 years

Commission desired: 1.) Planning Commission  
2.) \_\_\_\_\_

Reason you are interested in serving: I look forward to raising my children here alongside my parents.

I want to see our town grow while keeping it's character, charm and sense of community.

I have an interesting point of view with my background in accessibility and my years in construction

Previous community activities: \_\_\_\_\_

Volunteer at Senior center, ran for school board, Worked with SR162 community group to  
bring our traffic issues to Olympia and the county

Applicable education, occupational, and specialized experience: \_\_\_\_\_

Commissions make recommendations regarding monetary expenditures an/or benefits to certain areas of the Community.

1.) Can you foresee possible conflicts of interest with any of your current employment or civic positions: I do not

2.) When making these recommendations do you feel you could be impartial and base your decision on the overall need and benefit of the Community: Yes

Are there any days or evenings you are unavailable to meet? : Only periodically for work travel

Jennifer McKinney 02/17/2020  
Signature of Applicant Date

Please return completed form and any additional information to:  
City of Orting – Attn: City Clerk, 110 Train St. SE, PO Box 489, Orting, WA 98360  
For more information, please call (360)893-2219

# Jenny McKinney

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Orting, WA 98360  
[REDACTED]

## ■ *Personal Mission Statement*

I am a loyal, confident, detail oriented individual with a passion for efficiency & accuracy. I am a team player with excellent communication skills. I am a passionate advocate for my vision community. I thrive in fast paced & pressure situations & am comfortable in diverse environments. My goal is to work within the city to bring greater value to community, my family & this city.

## ■ *Professional Certifications & Recognitions*

- Project Management Certification Completion
- Certificate of Sustainable Business Best Practices
- Create & manage SR162 Traffic Community Group; leadership & webpage design
- Volunteer at Orting Senior Center on a weekly basis
- Volunteer time to coordinate & develop Non-Profit leaders to support single parents

## ■ *Career Strengths*

- Excellent Situation Analysis & Problem-Solving Skills
- Proficient in MS Office Applications & web design; PowerPoint presentations have been used at global conferences for keynotes by executives
- Fundraising, public speaking & some lobbying
- Passion for empowering everyone on my team at all levels
- Self-starter & team player
- Excellent Communication Skills

### ***Visual Interpreter:***

***6/2014 - Present***

#### ***Contract at Microsoft***

Responsibility for supporting 10+ visually impaired employees & interns at Microsoft while supporting & training new visual interpreters & volunteers

- Duties include but not limited to
  - Mentoring new Visual Interpreters in both Microsoft & Blind/Low vision culture
  - Translating inaccessible materials; documents, images, videos, website, internal tools, ect to an accessible format
  - Setting up devices, VM & AV for testing, usage & presentations
  - Juggling two busy FT employees' schedules while running an ad hoc email alias for all FT Microsoft employees with visual impairments
  - Analysis data to determine most important for quick translation with ability to drill down deeper quickly
  - Create PowerPoints & audio descriptions for mass distribution and use by executives for keynotes
  - Assist at conferences, presentation, ect by adding visual information, reading, & physical guiding
  - Creating an environment to increase efficiency & effectiveness to allow Microsoft employees who are blind or low vision to thrive in the very competitive workplace

# Jenny McKinney

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## **Agent:**

**5/2018 - Present**

### **Aira**

Answer remote calls from Explorers all over the world to provide them with instant visual information to make their lives more efficient.

- Duties include but not limited to
  - Empowering Explorers to do more
  - Providing a high level of customer service & respect for all Explorers
  - Having a passion for the work & mission of Aira
  - Volunteering at state conference with sales director to inform & bring on new explorers & guests
  - Worked the "Meet an Agent" event & actively creating more opportunities in the PNW
  - Take calls from all over the world doing all sorts of tasks including;
    - Describing Picasso paintings in France, Small World ride at Disneyland, & sunsets
    - Assisting in plumbing bidets, hanging pictures, & navigation new areas

## **Leadership Team & Web Page Designer**

**8/2018 - Present**

### **SR162 Traffic Community Group**

Organize local efforts to fix traffic and road conditions on rural highway

- Organizing & informing community
  - Create social media campaign, Sway, & webpage [sr162traffic.org](http://sr162traffic.org)
  - Increase community participation thru outreach & education
  - Share & promote letter writing campaign
- Meet with local, county, and state government officials
  - Present to county council, city officials, & Washington State Department of Transportation
  - Lobby state senators, representatives, & committee chairs/members
  - Continue to work with stakeholders to propose context sensitive design & community involvement in new road design and improvement

## **Volunteer & Resource Coordinator**

**6/2011 - 12/2015**

### **Coordinator ABOA Northwest – Anti Burn Out Association**

- Fund Raising, Community Outreach, Resource Coordinator & Small Group Leader
  - Developing & executing fundraising events
  - Identifying, meeting with, & collaborating with monetary sponsors, meal sponsors, & childcare sponsors.
  - Creating standards, excel workbooks & keeping numerous meetings & fundraisers on track

## ■ *Education & Community Outreach*

- **Founding Member of SR162 Community Group – 9/2018 - Present**  
SR162 Community Group is an action group of concerned citizens opposed to the WDOT vision for our rural highway. <https://sr162traffic.org/>  
**Community outreach & engagement, Lobbying, Stakeholder meeting, & Website design**
- **ABOA Northwest – Anti Burn Out Association - 6/2011 – 12/2016**  
ABOA Northwest is a charitable association that promotes authentic community among single mothers.  
**Volunteer Coordinator & Resource Coordinator**  
**Fund Raising, Community Outreach, Resource Coordinator & Small Group Leader**

# GOALS

## Study Session

### Enabling Steps:

**Staff Champion:** Mayor/Administrator/Finance

**Council Committee:** Study Session (finance)

**Timeline :**

Proposed by:

## Community & Government Affairs

CGA 1

### Council Policies Review for Better Government

#### Enabling Steps:

- *Coordinate with appropriate council committee.*
- *Deliver "to-do" for 2019 goals (per plan)*

**Staff Champion:**

**Council Committee:** Community & Government Affairs

**Timeline:**

Proposed by: Councilmember Gunther

## CGA2

### Tree Care/Replacement Policy

#### Enabling Steps:

- *Coordinate with appropriate council committee.*

**Staff Champion:**

**Council Committee :**? Community & Government Affairs

**Timeline:**

Proposed by: Councilmember Gunther



## Staff Proposed Goals for Council Consideration (By Committee)

### CGA3

#### Disability Park Equipment Policy

##### Enabling Steps:

- *Coordinate with appropriate council committee.*

##### Staff Champion:

**Council Committee: Community & Government Affairs**

##### Timeline:

Proposed by: Councilmember Gunther

### CGA4

#### City Sign Improvement/Replacement

##### Enabling Steps:

*Coordinate with appropriate council committee.*

##### Staff Champion:

**Council Committee: Community & Government Affairs**

##### Timeline:

Proposed by: Councilmember Gunther

### CGA5

#### Neighborhood ADU's

##### Enabling Steps:

*Coordinate with appropriate council committee.*

##### Staff Champion:

**Council Committee: Community & Government Affairs**

##### Timeline:

Proposed by: Councilmember Gunther

### CGA6

#### Bidding Process Review

##### Enabling Steps:

*Coordinate with appropriate council committee.*

##### Staff Champion:

**Council Committee: Community & Government Affairs**

##### Timeline:

Proposed by: Councilmember Gunther

## CGA7

### Equity Advancements

#### Enabling Steps:

*Coordinate with appropriate council committee.*

Staff Champion:

Council Committee: **Community & Government Affairs**

#### Timeline:

Proposed by: Councilmember Gunther

## Public Works

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#### Enabling Steps:

Staff Champion:

Council Committee: **Public Works**

Timeline: End of Year

Proposed by:

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#### Enabling Steps:

Staff Champion:

Council Committee: **Public Works**

Timeline:

Proposed by:

## Public Safety

### PS1

#### Emergency Preparedness

**Details:** the primary goal is to make the city better prepared for hazards/catastrophes.

**Details:** the primary goal is to make the city better prepared for hazards/catastrophes.

#### Timeline/Enabling Steps:

- **March:** CERT Team leader attends train the trainer event at PCEM
- **March:** PS Committee determines if city will move forward with all city evacuation.
  - If yes, forms ad hoc committee.
  - Promotion plan completed
- **April:** Table top exercise for EOC. Lahar in process, school in session.
- **March:** Invitations made to state and federal elected and officials to attend school evacuation in May.
- **May:** School Evacuation Drill.
- **October:** The City staff will participate in an earthquake table top exercise in 2020. Part of the exercise will focus on Continuity of Operations.
- **December:** All Staff will have written roles and will know standard operating procedures in the event of flooding, winter storm, large earthquake and Lahar.

**Staff Champion:** Chief of Police, City Administrator

**Council Committee:** Public Safety

**Proposed By:** Mayor/City Administrator/PS Committee

### PS2

**Goal:** Improve School District transportation choke points

**Details:** There are traffic choke points in the morning and afternoon rush hours caused by school traffic. City and School district have met and determined that the city will have Parametrix provide a scope and budget to study the choke points and make recommendations to mitigate.

#### Enabling Steps:

- **March:** Parametrix will present scope and budget
- **May:** The City Council will determine if they will fund a portion of scope and budget for study. School District Board of Supervisors will determine if School district will pay portion of scope and budget. Both jurisdictions will determine if funds can come from 2020 budgets or wait till 2021 to pay for study.
- **September:** If study is funded PMX will have completed study and will be recommending solutions and expected costs.

**Staff Champion:** City Administrator

**Council Committee:** Public Works and Public Safety

**Proposed By:** Public Safety Committee

## PS3

Goal: Digitalizing of Court Records:

**Details:** The Court desires to reduce the amount of physical records through digitalizing them. The court also will be looking for vendor software that can assist in creating electronic records rather than physical records.

### Timeline/Enabling Steps:

**March:** *The Court will also seek an opportunity to find a vendor to digitalize current hard copies of records.*

- **June:** *After the state has completed its own RFP process for digitalizing most court documents and record the city court will seek a collaboration/agreement to use state contracts.*
- **June:** *the city court will look at potentially going out for RFP to find a vendor to provide software to increase the courts ability to create electronic records rather than physical records*
- **August:** *The Court will be ready to make a budget request for 2021 if necessary*
- **December:** *Court records and documents will be digitalized based on 2020 funding limits, and the court will have software that creates electronic documents/records*

**Staff Champion:** Court Administrator

**Council Committee:** Public Safety

**Proposed By:** Court Administrator, Judge Curry

## 2020 Council Committee Meetings

**Public Works:** Scott Drennen & Greg Bradshaw- First Wednesday of the month at 2:30 at the MPC.

**Goal:** Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

**Attendance:** 2-3 council, PW staff, admin.

- Utilities, Technology, Streets/Transportation, Emergency Bridge.  
\* Facilities related to Public Works.

**Responsibility of Chairs-** Identify/prepare/provide items to City Clerk for Council Study Sessions.

\*\*\*\*\*

**Public Safety:** John Kelly, & Tony Belot- First Friday of each month at 9:30am at PSB

**Goal:** Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

**Attendance:** 2-3 council, PS staff, admin

- Public Safety, Emergency Preparedness.  
\*Facilities related to Public Safety

**Responsibility of Chairs-** Identify/prepare/provide items to City Clerk for Council Study Sessions.

\*\*\*\*\*

**Community and Governmental Affairs:** Tod Gunther & John Williams- First Tuesday of each month at 3:45pm at the MPC.

**Goal:** Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

**Attendance:** 2-3 council, Parks staff, admin

- Economic Development, Grants, Sponsorship, Lodging Tax, Cemetery, Parks Advisory Board.  
\*Facilities related to Administration.

**Responsibility of Chairs-** Identify/prepare/provide items to City Clerk for Council Study Sessions.

\*\*\*\*\*

**Study Session:** Greg Hogan--Chair- Third Wednesday of each month at 6:00pm at the MPC.

**Goal:** Introduction & first pass at ordinances and resolutions. Deep dive into committee matters. Legal review and staff discussion.

**Attendance:** Full Council, as necessary (admin, legal, and others)

- General, Finance, Leg Priorities, Government relations.

**Responsibility of Chairs-** Identify/prepare/provide items to City Clerk for Regular Meeting/Consent Agenda.

\*\*\*\*\*

**Council Meeting #1 & 2-** 2<sup>nd</sup> and last Wednesday of each month at 7:00pm at the MPC.

**Goal:** Business of the council (appointments, public hearings, public input, presentations, proclamations, etc.), assignment of topics to committees. Passing/debating consent agenda from study session.

# 2018 Council Standing Committees

## Scopes of Authorities

(Please note some descriptions are absent)

### **1. COMMUNITY AND GOVERNMENT AFFAIRS COMMITTEE:**

The CGA Committee, considers matters related to Council training, procedures and communication and makes recommendations designed to improve and expedite the business and procedure of Council, and its committees, proposes to Council any amendments to the rules deemed necessary regarding the organization of the Council, including parliamentary procedure, it may consider any matter of a general nature.

The CGA also considers the following:

**A. Social issues-**

**B. Economic development-**

**C. Grants-** Reviews grant applications and makes recommendations to Council.

**D. Sponsorship-** Review's applications and makes recommendations to Council

**E. Parks-** In conjunction with City Staff, considers matters related to Parks, Parks Board and Orting Recreation programs.

**F. Cemetery -** In conjunction with City Staff, review the policies, procedures as well as financial health of the cemetery.

**G. Lodging -**Lodging tax is discussed on a quarterly basis with a community business owner.

**\* Facility Issues directly related to Administrative staff**

### **2. PUBLIC SAFETY COMMITTEE:**

Public Safety Committee, in conjunction with City Staff, may consider issues related to the public health, safety and welfare of the citizens of Orting including but not limited to, law enforcement, fire safety, court, animal control, and emergency services.

**The Public Safety Committee also considers issues relating to the following:**

**Emergency Preparedness-** In conjunction with City Staff, considers matters related to Emergency Management, and will continuously analyze all risks which expose the city to potential disruption and oversee the development of emergency preparedness and response and evacuation plans.

**\*Facility Issues related to Public Safety**

**3. PUBLIC WORKS COMMITTEE:**

The Public Works Committee, in conjunction with City Staff, considers matters related to water, sewer, solid waste, recycling, utility franchises, and storm water management. The Committee tracks capital projects and makes recommendations to the Council for capital improvements. They also address matters relating to the following:

**The Public Works Committee also considers issues relating to the following:**

**A. Transportation** - Transportation, in conjunction with City Staff, considers matters related to transportation, capital improvement programs, transit, streets, street lighting, signalization, and pedestrian safety. The Committee reviews the annual chip seal program making recommendations to Council for street and sidewalk improvements.

**B. Technology-**

**C. Emergency Evacuation Bridge-**

**\*Facility Issues Related to Public Works**

**4. Study Session**

**Finance** -In conjunction with City Staff, considers matters related to the financial issues of the City including the budget, general fiscal and financial health, rates and fees, and the state financial audit. The Committee reviews periodic budget and financial reports and shares them with the Council.

**A. General-**

**B. Leg Priorities-**

**C. Government relations-**

*Goal: Introduction & first pass at ordinances and resolutions. Deep dive into committee matters. Legal review and staff discussion.*

**Attendance: Full Council, as necessary (admin, legal, and others)**