

## **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**  
Study Session Meeting Agenda  
Virtual Meeting  
Orting, WA  
August 19, 2020  
**6PM.**

### **DEPUTY MAYOR GREG HOGAN, CHAIR**

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

**The City is utilizing remote attendance for Councilmembers and City employees. Please note: OPMA rules regarding provision for the public in a space have been suspended by proclamation of the Governor. The meeting is however, available for the public. To join the meeting/hearings use the information below: To join the meeting on a computer or mobile phone: <https://bluejeans.com/542527797?src=calendarLink>  
Phone Dial-in-+1.408.419.1715 -Meeting ID: 542 527 797**

#### **2. PRESENTATION**

**A. Presentation- Pierce County -Carbon River near Bridge St Setback Levee Feasibility Study.**  
🚩 **Randy Brake**

#### **3. COMMITTEE REPORTS**

**Public Works- CM Drennen & CM Bradshaw**  
**Public Safety- CM Kelly & CM Belot**  
**Community and Government Affairs-CM Gunther & CM Williams**

#### **4. STAFF REPORTS**

- **Engineering**
- **Planning**
- **Public Works**
- **City Clerk**
- **Court**
- **Police**
- **Assistant City Administrator/Treasurer**
- **City Administrator**

#### **5. AGENDA ITEMS**

- A. AB20-64- CARES Fund Allocations.**  
🚩 **Scott Larson/ CM Drennen/ CM Williams/CM Gunther**
- B. AB20-65- Challenge Coins.**  
🚩 **CM Gunther/CM Williams**
- C. AB20-66-Discussion- Utility Rates.**  
🚩 **Scott Larson**
- D. AB20-67- City Administrator Vacancy.**  
🚩 **Mayor Penner**

#### **6. ADJOURNMENT- Motion: To Adjourn.**

# CARBON RIVER Near BRIDGE ST SETBACK LEVEE FEASIBILITY STUDY



Pierce County Planning and Public Works

GeoEngineers - Consultant

WA State Salmon Recovery Funding Board

# Study Overview

- Goals: Improve Flood Protection, Fish Habitat, Water Quality, Reconnect Floodplain, Improve Flood Storage
- What is at Risk?
  - Existing Levee
  - Foothills Trail
  - Flooding Impacts to Improved Property
  - Fish Habitat



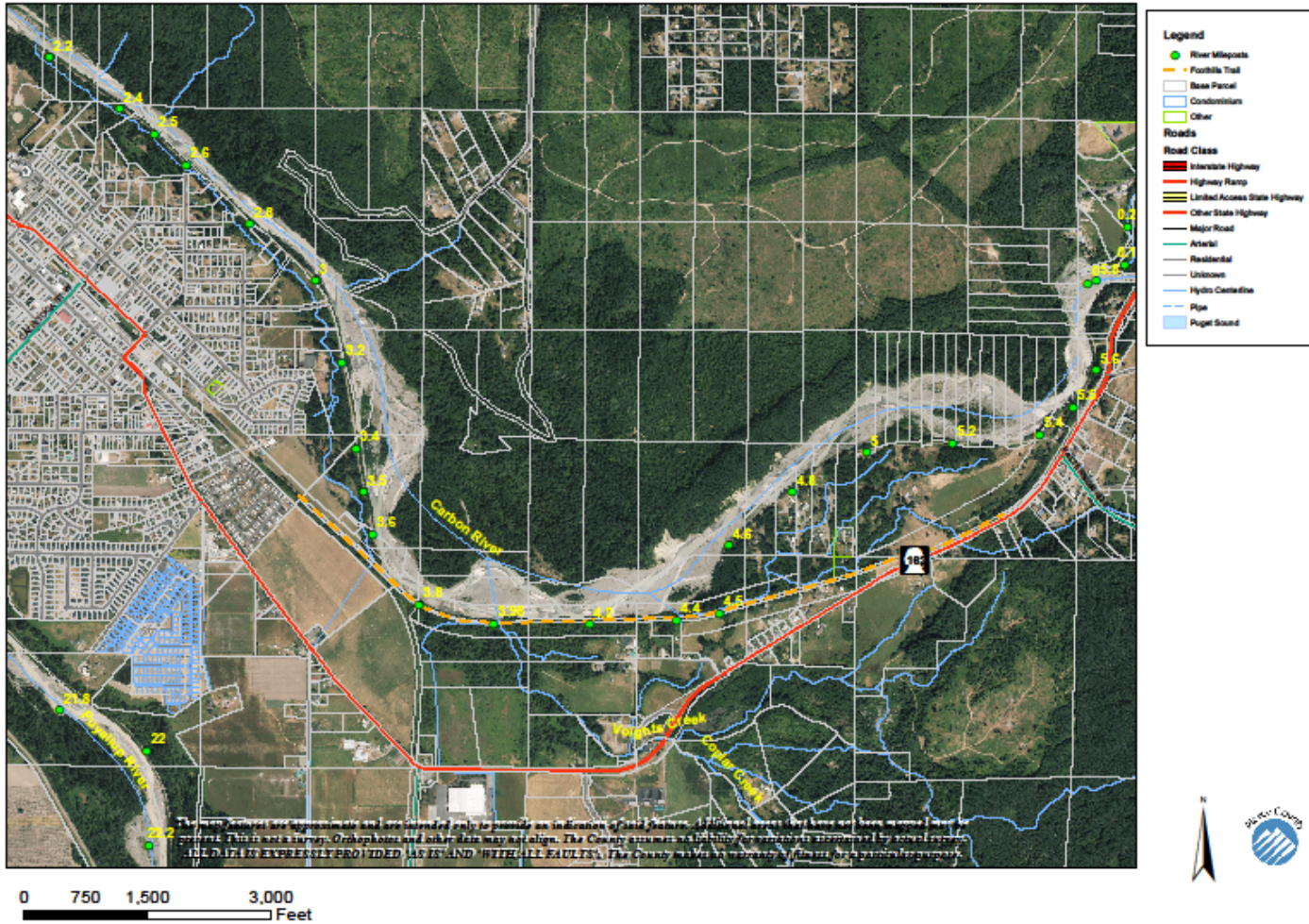
# Study Area (River Mile 3.0 – 4.4)

## Carbon River Levee Setback Study Area



## Carbon River Near Bridge Street Setback Levee Feasibility Study

The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos and other data may not align. The County assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS IS' AND 'WITH ALL FAULTS'. The County makes no warranty of fitness for a particular purpose.



# Flood Photo

## January 2009 Flood Event



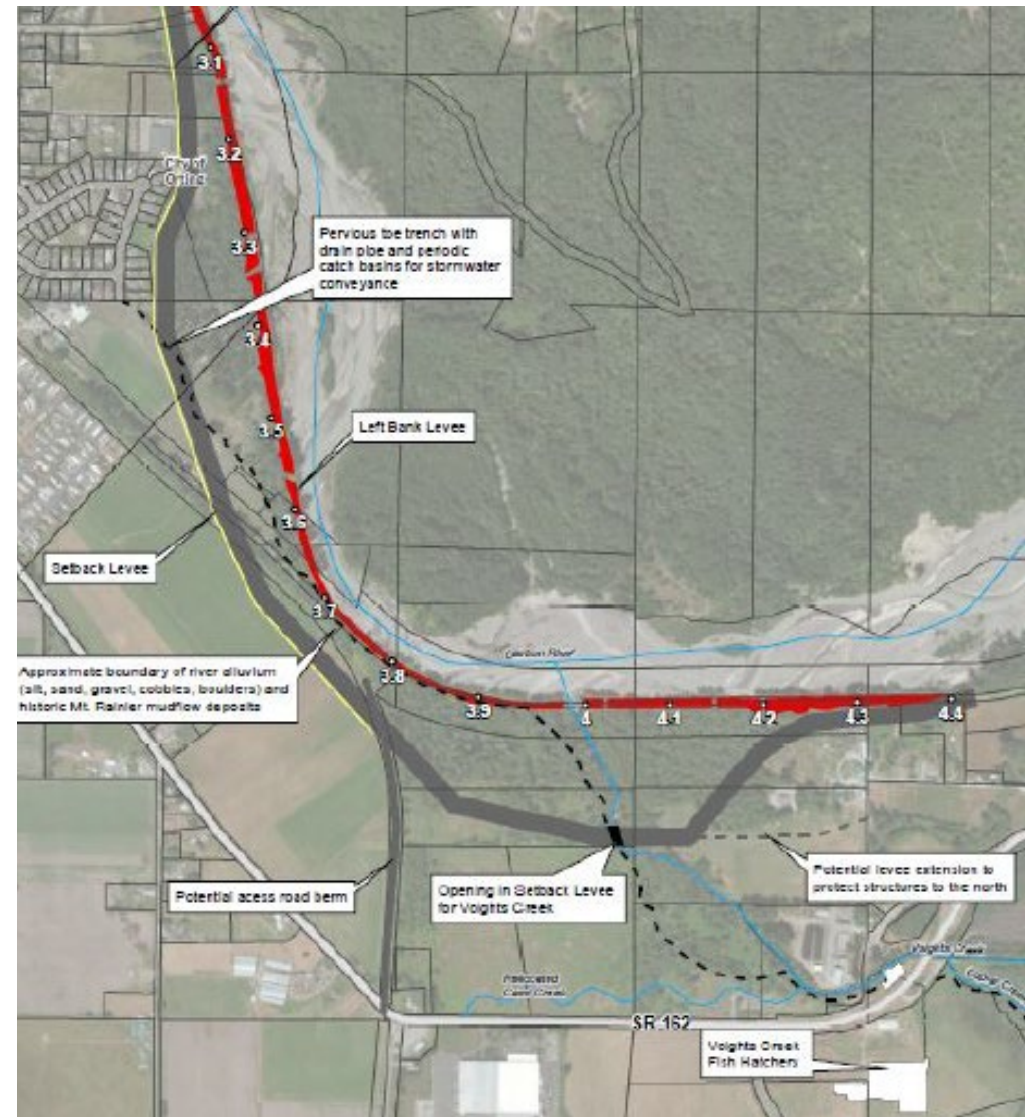
# Flood Photo

## January 2009 Flood Event



# Alternative 1 Overview

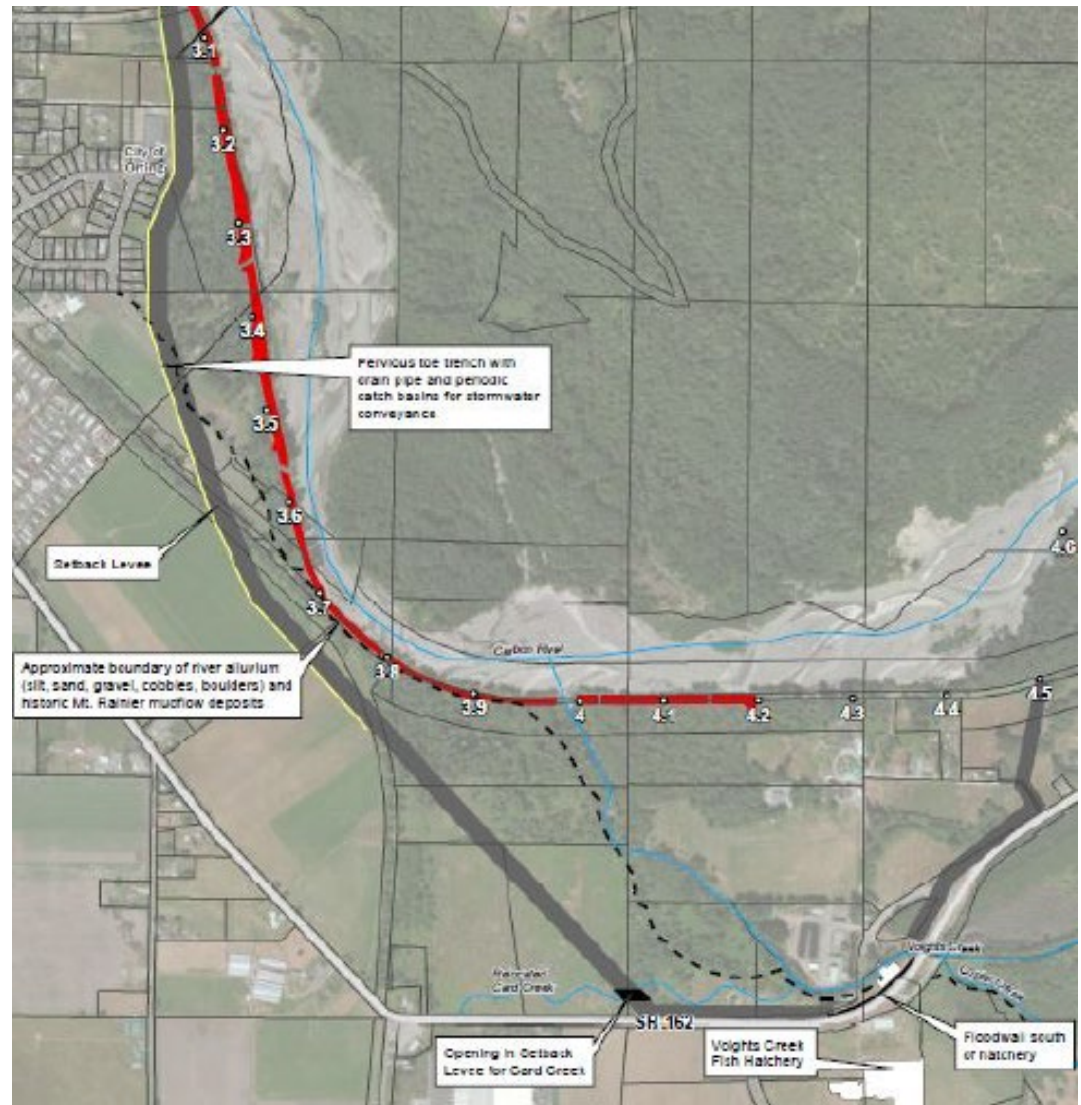
- Between River Mile 3.0 - 4.5
- Partial Setback
- Length = 8,500 Ft
- Setback Area = 60 Acres
- Alternative 1 seeks to retain existing private residential parcels between RM 4.0 and 4.4.
- The Foothills Trail would be moved to the new setback levee. The new trail would be a paved path similar to the existing trail.





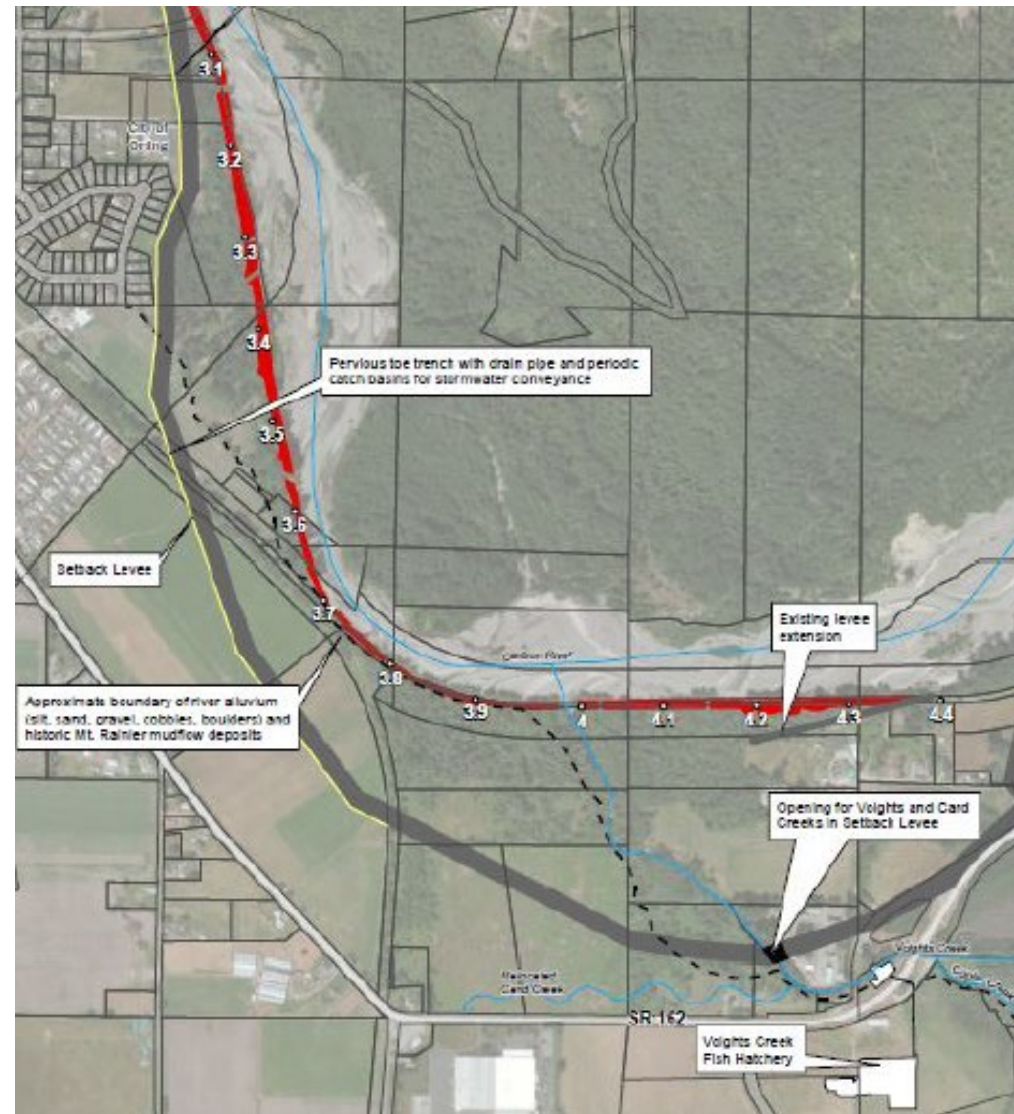
# Alternative 2 Overview

- Between River Mile 3.0 - 4.5
- Setback To SR 162
- Length = 8,900 Ft
- Setback Area = 122 Acres
- Alternative 2 widens the available floodplain connection area for channel migration and historic channel occupation.
- The Foothills Trail would be moved to the new setback levee. The new trail would be a paved path similar to the existing trail. The new trail segment would be 1.4 vs. 0.8 miles-long for the existing trail



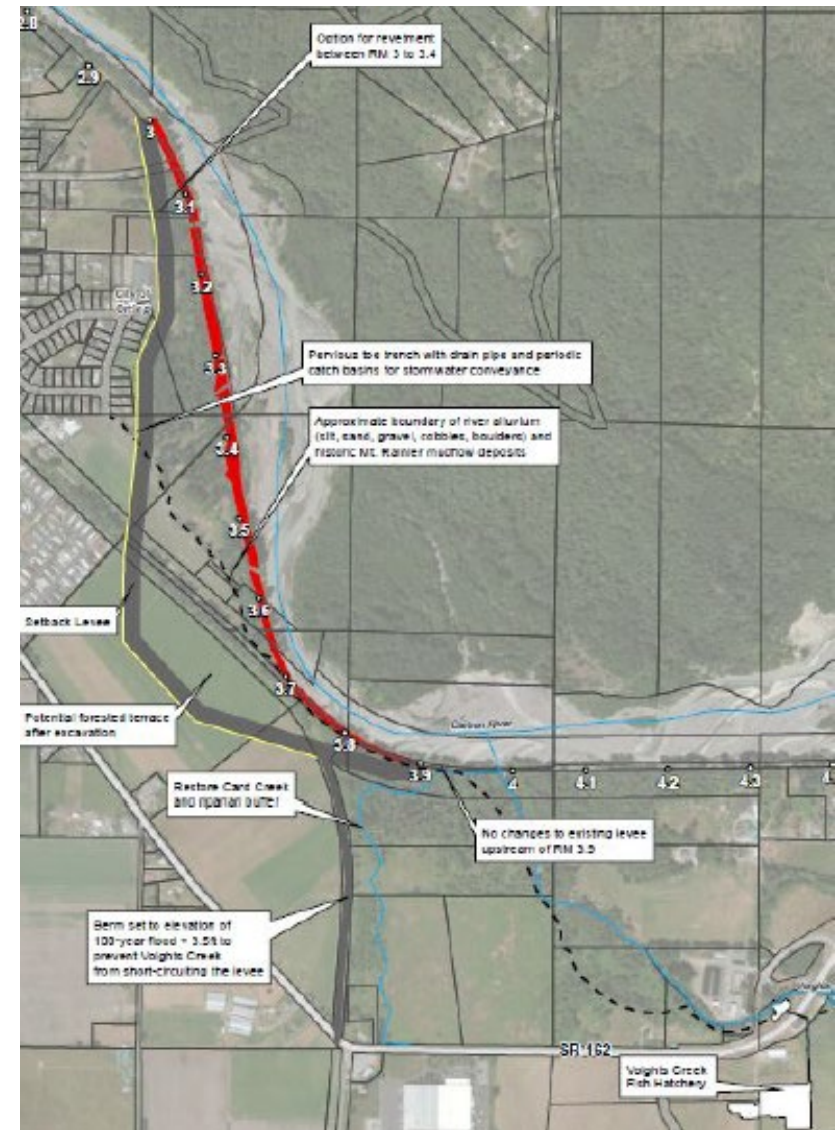
# Alternative 3 Overview

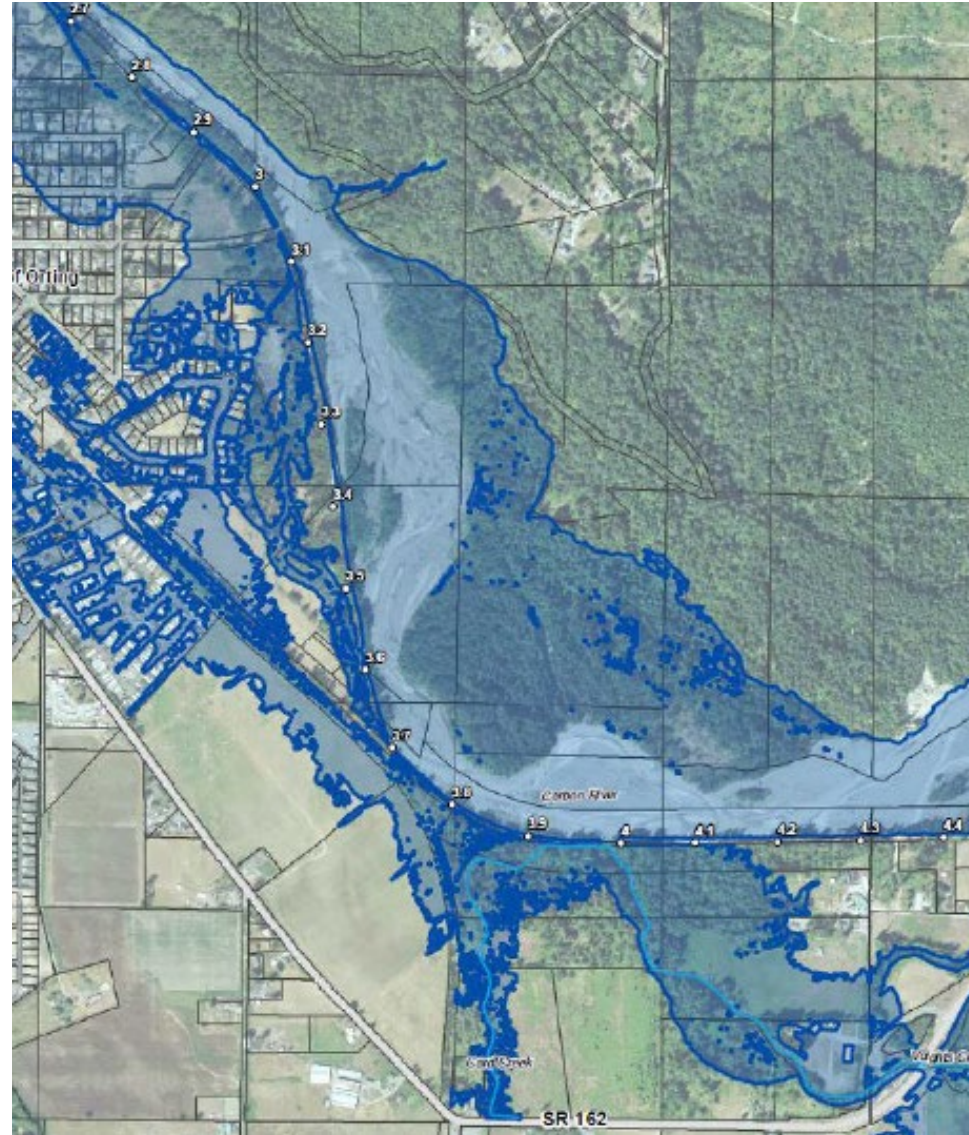
- River Mile 3.0 - 4.5
- Setback Between Alt. 1 & Alt. 2
- Length = 9,400 Ft
- Setback Area = 124 Acres
- Widens available floodplain connection area for historic channel occupation.
- Provides largest increase in floodplain connection width at RM 3.8 as compared to the other alternatives
- The Foothills Trail would be moved to the new setback levee. The new trail would be a paved path similar to the existing trail. The new trail segment would be 1.4 vs. 0.8-mile-long for the existing trail.



# Alternative 4 Overview

- River Mile 3.0 - 3.9
- Setback In Downstream Reach Only
- Length = 7,500 Ft
- Setback Area = 43 Ac
- Widens the available area for floodplain connection between RM 3.0 to 3.6, while minimizing potential impacts to the local community.
- Includes a flood protection berm that connects from RM 3.9 to SR 162. The berm directs water to discharge through the Voights Creek opening in the levee.
- The Foothills Trail would be moved to the new setback levee. The new trail would be a paved path similar to the existing trail. The new trail segment would be 0.55 vs. 0.45-mile-long for the existing trail





## 100-Year Event

The 100-year inundation shows a simulation from a hydraulic model without proposed changes.

- The left bank levee overtops at several locations causing flooding in the City of Orting.
- Flood waters from Voights Creek and its tributary travel west and northwest landward of the Left Bank Levee into the City of Orting.
- The highest velocities in the project reach are seen along the left bank levee at RM 4.1 and in the main channel just downstream of RM 3.6

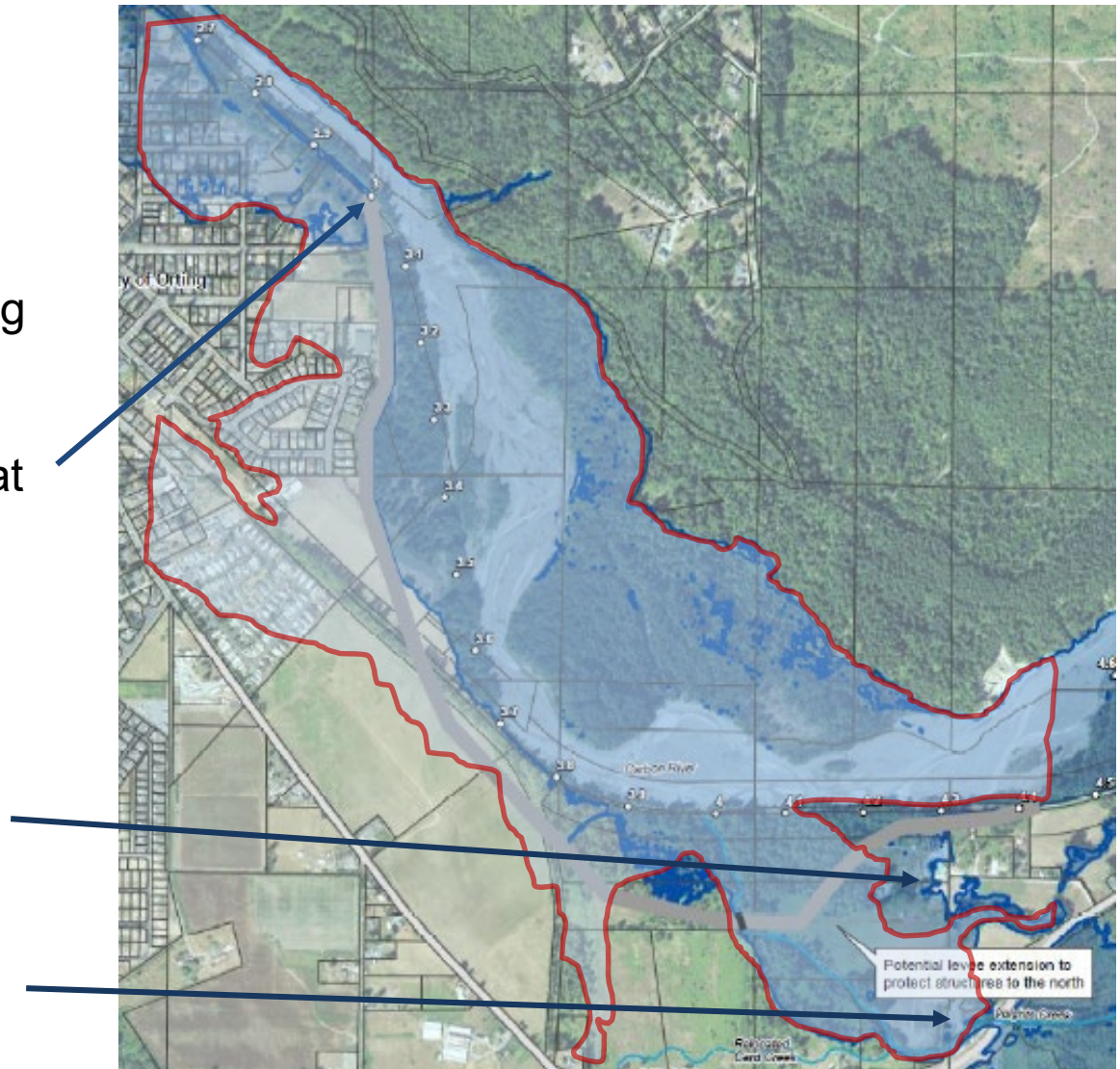
# 100-Yr Event Floodplain Modeling Results With Projects Condition

- **All Alternatives (1- 4)**

- Minimal downstream change from Existing Condition
- Reduced flooding in Orting (not modeled)
- WSE Rise = 0.6 to 0.8 ft at River Mile 3.0
- Dissipates below RM 2.5

- **Alternatives 1 and 3**

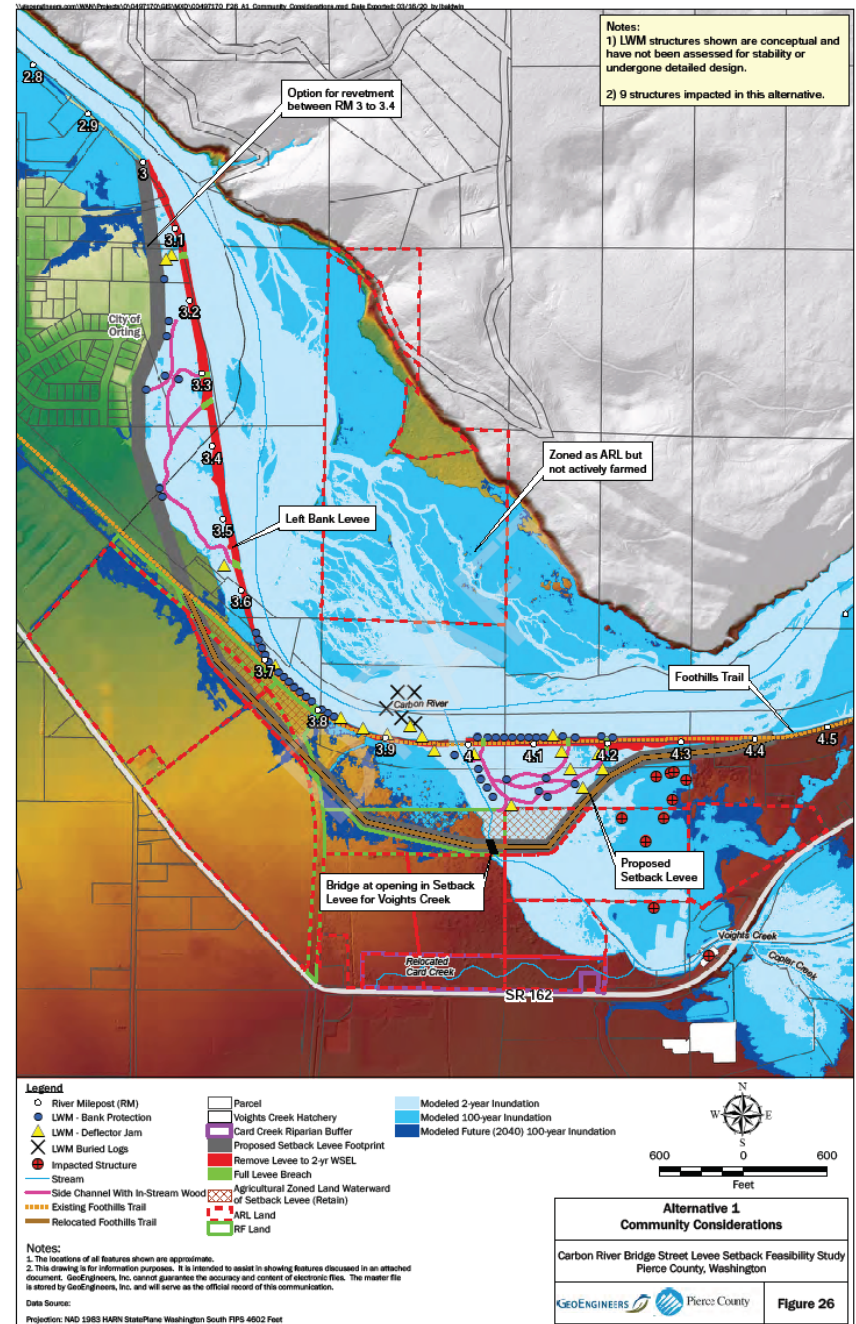
- Increased Inundation of Voights Creek Floodplain
- Increased Flood Depth at Hatchery Intake ~ 0.5 ft



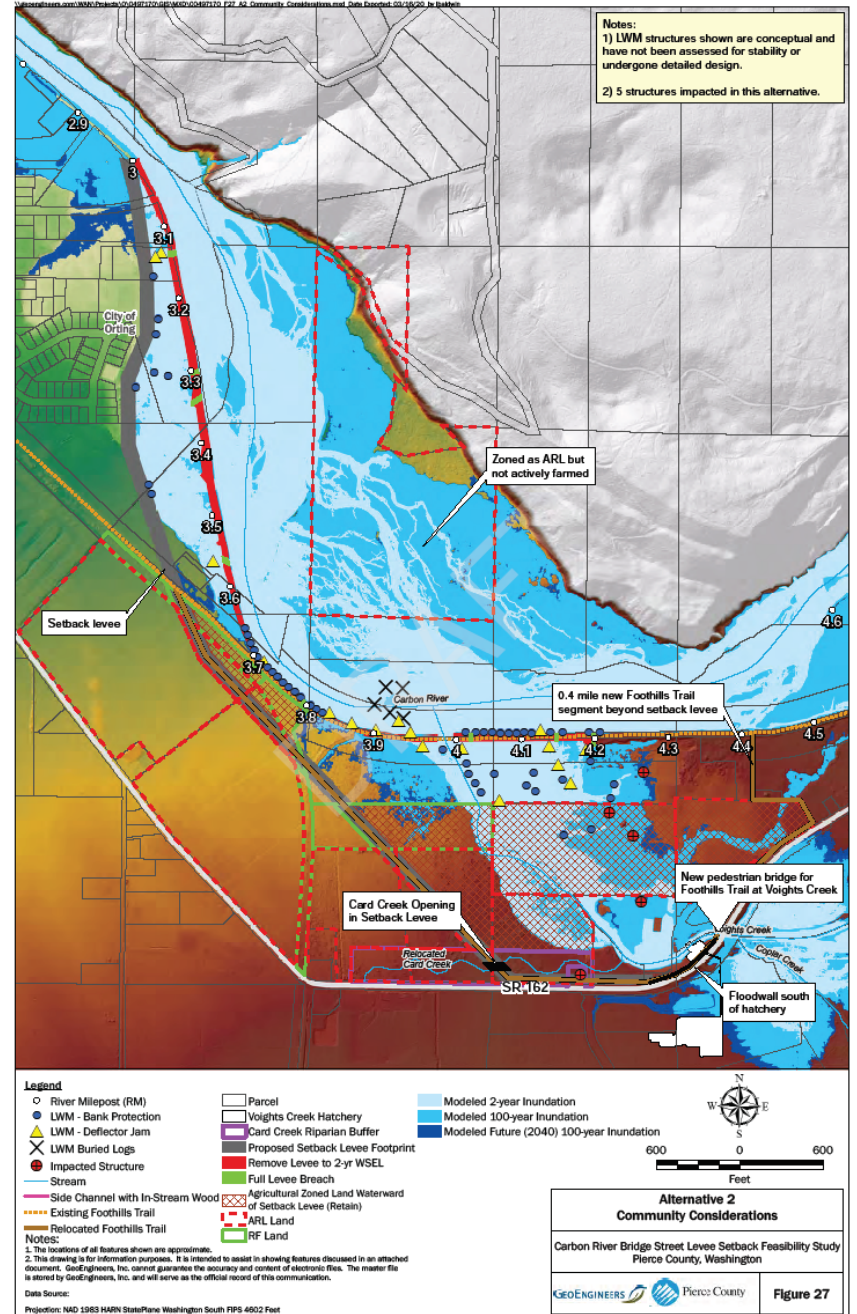
## Overview of Community Metrics

Metric	Existing	A1	A2	A3	A4
		RM 3.0-4.5, Partial Setback	RM 3.0-4.5, Setback to SR162	RM 3.0-4.5, Setback Between A1 and A2	RM 3.0-3.9, Larger Setback, Downstream Only
New Foothills Trail on Setback Levee	Varies	1.0 miles (replaces 0.9 miles)	1.4 including 0.4 mile upstream connector (replaces 0.8 miles)	1.4 including 0.4 mile upstream connector (replaces 0.8 miles)	0.55 miles (replaces 0.45 miles)
Major Structures (homes, large garages, etc.) Impacted by WSE Rise and Levee Footprint	N/A	10	6	5	1
Homes to be acquired by County	N/A	3 homes, RM 4.1-4.3, landward of setback levee, by increased inundation from Voights Crk	4 homes, RM 4.1 to 4.3, shift into the new floodplain	4 homes, RM 4.1 to 4.3, shift into the new floodplain	0
Ag Land Shifted to Reconnected FP (riverward of SBL) (Acres)	0.0	8.8	45.0	51.5	12.3
Ag Land Covered by Levee Footprint (Acres)	0.0	8.0	7.9	9.2	4.4
Ag land impact by Card Creek Relocation (assume 100-foot stream corridor) (Acres)	0.0	4.8	2.6	4.8	0
Net Loss of Ag Land (not all appears to be actively farmed)	0.0	12.8	10.5	14.0	4.4
Stormwater and/or Creek Flow on Landward Side of Levee at City of Orting limit	280	47	47	47	47
Predicted 100-year WSE Rise at RM 3.0	N/A	0.6 to 0.8	0.6 to 0.8	0.6 to 0.8	0.6 to 0.8
Predicted 100-year WSE Rise at RM 2.6	N/A	0.1 to 0.2	0.1 to 0.2	0.1 to 0.2	0.1 to 0.2
Predicted 100-year WSE Rise at RM 0.0	N/A	0.0	0.0	0.0	0.0

# Community Metrics Alternative 1

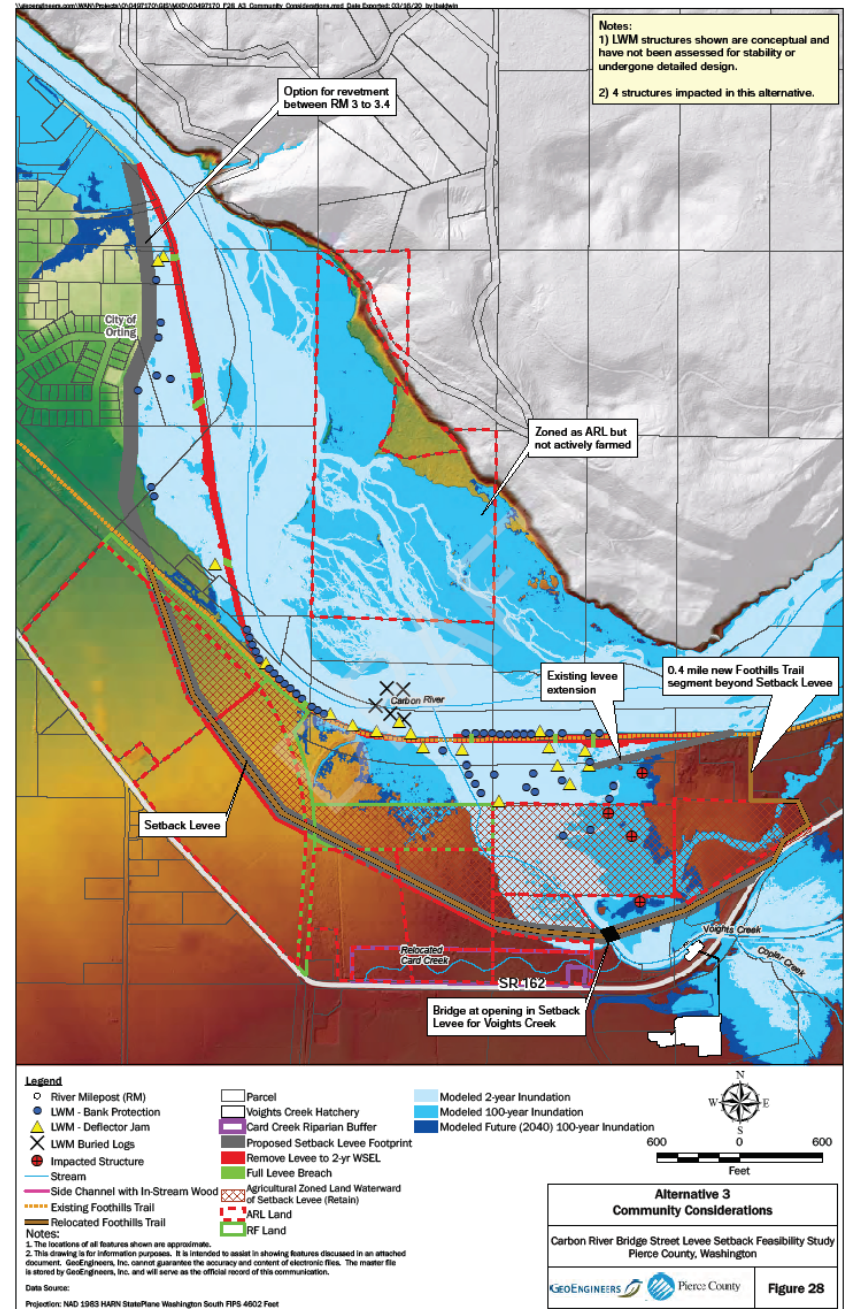


# Community Metrics Alternative 2

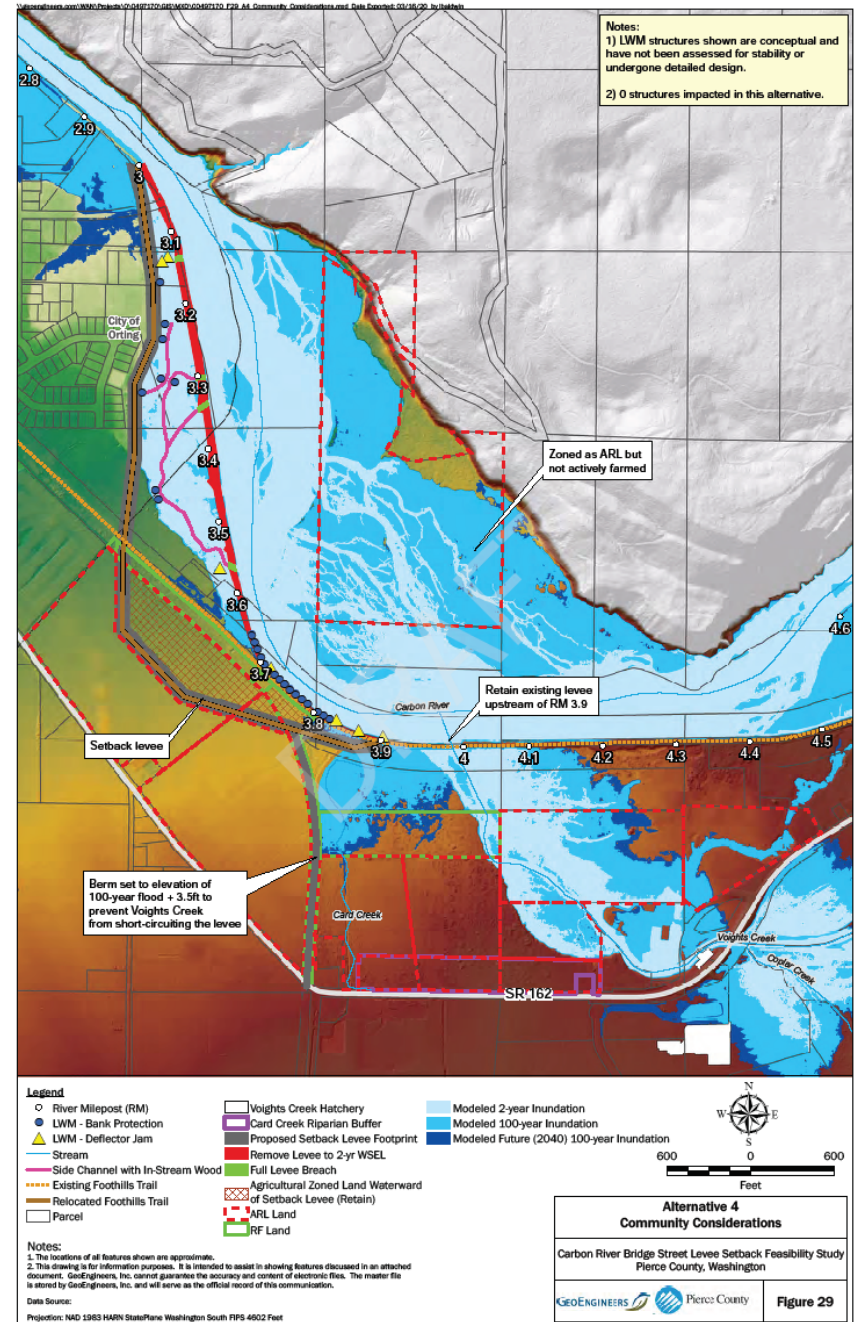




# Community Metrics Alternative 3



# Community Metrics Alternative 4



# Evaluation and Scoring Matrix

Scoring and Evaluation For Community Concerns Category Are Preliminary.

Evaluation Matrix (Preliminary)	Weighting Factor	Alt. 1	Alt. 2	Alt. 3	Alt. 4
		RM 3.0-4.5, Partial Setback	RM 3.0-4.5, Setback to SR162	RM 3.0-4.5, Setback Between A1 and A2	RM 3.0-3.9, Larger Setback, Downstream Only
<b>1. Habitat Diversity and Use</b>	<b>3</b>	2.7	3.0	3.2	1.9
1.1. Aquatic habitat quality (Rearing and Spawning Score)		4	4	4	2
1.2. Riparian Quality		3	4	4	1
1.3. Avoid/Minimize Wetland Impacts		1	3	3	0
1.4. Maximize Area of 2-year flood		3	1	2	4
<b>2. Floodplain Risk</b>	<b>3</b>	1.8	3	2.6	2.2
2.1. Maximize flood storage (25 - 100-year floods)		1	2	2	0
2.2. Adaptability of Levee Due to Climate Change		1	4	3	3
2.3. Flood Risks to Community including interior drainage		4	4	4	2
2.4. Long-Term Flood Control Maintenance Costs		3	4	4	2
2.5. Impacts to existing infrastructure		0	1	0	4
<b>3. Geomorphic Processes</b>	<b>1</b>	2.0	3.7	4.0	1.7
3.1. Natural Function and Processes.		1	3	4	2
3.2. Reconnected floodplain features (wetlands, side channels, forested terrace, etc.)		3	4	4	2
3.3. Integrate with restoration upstream & downstream		2	4	4	1
<b>4. Community Concerns</b>	<b>1</b>	2.8	2.5	2.3	3.8
4.1. Foothills Trail		3	2	2	4
4.2. Residences and property		1	2	2	4
4.3 Agricultural land		3	2	1	3
4.4. Social Justice		4	4	4	4
<b>5. Permitting/Implementability</b>	<b>1</b>	2.3	1.7	2.3	2.7
5.1. Zero-Rise Compliance		1	1	1	1
5.2 PL84-99 Infrastructure and Compliance		3	3	3	3
5.3. Construction Complexity		3	1	3	4
<b>6. Cost</b>	<b>1</b>	3.0	1.0	2.0	4.0
6.1. Estimated Total Project Cost		3	1	2	4
<b>TOTAL COMPOSITE SCORE</b>	<b>10</b>	2.35	2.69	2.81	2.42

# Moving Forward

- Continued Communications and Coordination with Stakeholders and Community
- Identify a Recommended Alternative
- Complete Feasibility Study and Final Report

# Questions & Comments

## Project Team:

Randy Brake, Project Manager ([randy.brake@piercecounitywa.gov](mailto:randy.brake@piercecounitywa.gov))

Todd Essman, Capital Improvement Program Manager ([todd.essman@piercecounitywa.gov](mailto:todd.essman@piercecounitywa.gov))

Rob Wenman, Senior Planner ([rob.wenman@piercecounitywa.gov](mailto:rob.wenman@piercecounitywa.gov))

Hiu Ng, Design Engineer ([hiu.ng@piercecounitywa.gov](mailto:hiu.ng@piercecounitywa.gov))

Josh Benton, Fish Biologist ([joshua.benton@piercecounitywa.gov](mailto:joshua.benton@piercecounitywa.gov))



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject: CARES Funds Allocation Discussion</b>	<b>Recommending Committee:</b>	<b>AB#</b>	<b>Study Session</b>	<b>Regular Meeting</b>
	<b>AD HOC</b>	<b>AB20-64</b>	<b>8.19.20</b>	8.12.20 8.26.20
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	August 11, 2020		

<b>Cost of Item:</b>	<u>\$150,000</u>
<b>Amount Budgeted:</b>	<u>N/A</u>
<b>Unexpended Balance:</b>	<u>N/A</u>
<b>Bars #:</b>	TBD
<b>Timeline:</b>	August 31, 2020
<b>Submitted By:</b>	Scott Larson

**Fiscal Note:** These grants will be refunded from the City’s CARES funds allocation. The expenses will initially be paid for out of our working capital. Council will have to approve a budget amendment to before the end of the year to account for these funds.

**Attachments:** None

**SUMMARY STATEMENT:**

The ad-hoc committee of the council met to discuss how to allocate CARES funding for community assistance. The ad-hoc committee is recommending the following allocations:

- \$60k to be allocated to small business grants and PPE reimbursement.
- \$30k allocated to restaurant vouchers which will be distributed to clients of the Food Bank and the Senior Center
- \$20k allocated to youth assistance. This could include assistance with childcare or some sort of educational assistance.
- \$20k for low income assistance.
- \$20k for organizations in our community that provide food assistance
- \$5k for behavioral health services. This could be money allocated to an organization that provides these services or working with an organization that can provide behavioral health services.

**RECOMMENDED ACTION: Move to the August 26<sup>th</sup>, 2020 Meeting.**

**FUTURE MOTION: *To be determined.***



**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: Challenge coins</b>	<b>AB20-65</b>	<b>CGA</b>		
		<b>8.4.20</b>	8.19.20	
	<b>Department:</b>			
<b>Date Submitted:</b>	<b>8.14.20</b>			
<b>Cost of Item:</b>	<u>\$2,700</u>			
<b>Amount Budgeted:</b>	<u>\$</u>			
<b>Unexpended Balance:</b>	<u>\$ N/A</u>			
<b>Bars #:</b>				
<b>Timeline:</b>				
<b>Submitted By:</b>	<b>Councilmember Gunther</b>			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Quotes, Coin Pictures				
<b>SUMMARY STATEMENT:</b>				
<p>A new “challenge coin” for the City is proposed by CGA. These coins have a long tradition in America and have been used by fire chiefs, government officials, police, and the military going back to WWI. These coins are used to recognize special achievement and are highly valued by their recipients.</p> <p>Prices depend on the metal used, type of plating and enamel, and other options. Their initial order often involves a design fee and molding charge. Coins generally run about \$5 apiece. Eatonville’s first purchase of 200 coins was \$2,549 and they report wide appreciation of them in the community.</p> <p>A design has been chosen by CGA using the city’s seal, along with an inscription on its back. Contained in the packet are some coins with different fronts, and a list of quotes/words in which to think about for its back.</p>				
<b>RECOMMENDED ACTION: To be determined.</b>				
<b>FUTURE MOTION:</b> To accept the new city coin with the front title of _____ and the back inscription of _____ at an initial cost not to exceed \$2,700.				





# Challenge Coin Quotes

**The following are quotes for the backside of the proposed city coin. They were gathered from other challenge coins, and memorable sayings of others. Please read through them and consider which would best represent our city. Feel free, also, to bring your own words or ideas to discuss. Thank you.**

1. *[Preliminary design]* This coin has been awarded due to a meritorious action, or life example, that reflects the values and honor of Orting, WA.
2. Only a man's character is the real criterion of worth —Eleanor Roosevelt
3. Goodness is the only investment that never fails —Henry David Thoreau
4. Human greatness does not lie in wealth or power, but in character and goodness —Anne Frank
5. We must learn to be three people in one: heroes, servants, and sacrificers for others —Unknown
6. It often requires more courage to dare to do right than to fear to do wrong --Abraham Lincoln
7. The noblest search is the search for excellence —Lyndon B. Johnston
8. Character, in the long run, is the decisive factor in the life of an individual and of nations alike —Theodore Roosevelt
9. For standing ready to help your fellow man with compassion and character in our city
10. Our community is better and more proud because you are in it, and the example you've shown for others
11. It is a grand mistake to think of being great without goodness, and I pronounce it as certain that there was never a truly great man that was not at the same time truly virtuous —Benjamin Franklin

12. All the gold which is under or upon the earth is not enough to give in exchange for virtue —Plato

13. I hope I shall possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man —George Washington

14. Character is the coin upon which heroes, great nations, and history are built on. First by honor, second by courage, and last by the shoulders of others.

15. I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live by the light that I have. I must stand with anybody that stands right ... and part with him when he goes wrong —Abraham Lincoln

16. In honoring the difference and change you've helped bring to our city

17. Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired, and success achieved —Helen Keller

18. Perhaps a man's character was like a tree, and his reputation like a shadow; the shadow is what we think of it, the tree is like the real thing —Abraham Lincoln

19. Some people wonder all their lives if they've made a difference. Your example has done that in Orting

20. This coin is awarded those who have shown the abiding kindness or character for which Orting is known for and honors. Thank you.

21. I do the very best I know how, the very best I can, and I mean to keep on doing so until the end — Abraham Lincoln

22. Excellence is not a singular act; it's a habit. You are what you repeatedly do. —Aristotle

23. The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor. —Vince Lombardi



**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: 2021 Utility Rate Discussion</b>	<b>AB20-66</b>	<b>Utilities</b>		
		<b>8.5.2020</b>	8.19.2020	
	<b>Department:</b>	Finance		
	<b>Date Submitted:</b>	August 13, 2020		
<b>Cost of Item:</b>	<u>N/A</u>			
<b>Amount Budgeted:</b>	<u>N/A</u>			
<b>Unexpended Balance:</b>	<u>N/A</u>			
<b>Bars #:</b>	<u>N/A</u>			
<b>Timeline:</b>	Discussion Item			
<b>Submitted By:</b>	Scott Larson			
<b>Fiscal Note:</b> N/A				
<b>Attachments:</b> Adopted Utility Rates, Utility Revenue Table				
<b>SUMMARY STATEMENT:</b>				
<p>In 2019 the City engaged Baker Tilly, a consultant to review the city’s utility rates and structure. The consultant reviewed operating and capital expenses, adopted Capital Improvement Plans and incorporated in put from staff and made recommendations on required revenue and recommended rates for the next several years. In December 2020 after a public hearing the Council adopted the utility rates that the consultant recommended for 2020, 2021, 2022, 2023 and 2024.</p> <p>Sewer and Stormwater revenue have been in line with our expectations for 2020. Water revenue is ahead by about \$100k from where we would have expected based on historic revenue seasonality. The increased water revenue is likely due to families staying home over the past several months due to the ongoing pandemic.</p>				
<b>RECOMMENDED ACTION:</b> Discussion Item.				

**Exhibit A: Monthly Utility Rates (2020 - 2024)**

<b>WATER</b>												
<b>Monthly Base Charges</b>												
Meter Size	2019		2020		2021		2022		2023		2024	
	Residential	COM	Residential	COM	Residential	COM	Residential	COM	Residential	COM	Residential	COM
0.75	\$24.38	\$24.38	\$25.84	\$25.84	\$27.40	\$27.40	\$29.04	\$29.04	\$30.78	\$30.78	\$32.63	\$32.63
1-1.5	\$39.81	\$39.81	\$42.20	\$42.20	\$44.73	\$44.73	\$47.41	\$47.41	\$50.26	\$50.26	\$53.27	\$53.27
2.0-4.0	\$56.53	\$56.53	\$59.92	\$59.92	\$63.51	\$63.51	\$67.32	\$67.32	\$71.36	\$71.36	\$75.64	\$75.64
Qualified Low Income	\$18.29		\$19.38		\$20.55		\$21.78		\$23.09		\$24.47	

<b>Single Block Rates</b>												
Rate Class	2019		2020		2021		2022		2023		2024	
	Residential	COM	Residential	COM	Residential	COM	Residential	COM	Residential	COM	Residential	COM
Single Block rate (per ccf)		\$3.68		\$3.90		\$4.13		\$4.38		\$4.64		\$4.92
Block 1: 1 to 6 CCF (per ccf)	\$2.65		\$2.80		\$2.97		\$3.15		\$3.34		\$3.54	
Block 2: 6 to 17 CCF (per ccf)	\$3.55		\$3.77		\$3.99		\$4.23		\$4.48		\$4.75	
Block 3: 17+ CCF (per ccf)	\$5.34		\$5.66		\$6.00		\$6.36		\$6.74		\$7.15	
Block 1: 0 to 6 CCF - Qualified Low Inc.	\$1.98		\$2.10		\$2.23		\$2.36		\$2.50		\$2.66	
Block 2: 6 to 17 CCF - Qualified Low Inc.	\$2.66		\$2.82		\$2.99		\$3.17		\$3.36		\$3.57	
Block 3: 17+ CCF - Qualified Low Inc.	\$4.01		\$4.25		\$4.50		\$4.77		\$5.06		\$5.36	

Annual Increase: 6%  
 Qualified Low Income, portion of Residential: 75%  
 Out of Town Premium: 10%

<b>Sewer</b>												
Customer Class	2019		2020		2021		2022		2023		2024	
	Base (per unit)	Flow (per ccf)	Base (per unit)	Flow (per ccf)	Base (per unit)	Flow (per ccf)	Base (per unit)	Flow (per ccf)	Base (per unit)	Flow (per ccf)	Base (per unit)	Flow (per ccf)
Residential	\$49.49		\$52.96		\$56.66		\$60.63		\$64.87		\$69.41	
Residential -Qualified Low Income	\$37.12		\$39.72		\$42.50		\$45.47		\$48.65		\$52.06	
Commercial - Domestic <sup>1</sup>	\$49.49	\$5.10	\$52.96	\$5.46	\$56.66	\$5.84	\$60.63	\$6.25	\$64.87	\$6.68	\$69.41	\$7.15
Commercial - High Strength <sup>2</sup>	\$49.49	\$9.04	\$52.96	\$9.67	\$56.66	\$10.35	\$60.63	\$11.07	\$64.87	\$11.85	\$69.41	\$12.67
High Cedars												
Residential	\$62.85		\$67.25		\$71.96		\$76.99		\$82.38		\$88.15	
Business	\$62.85	\$6.49	\$67.25	\$6.94	\$71.96	\$7.43	\$76.99	\$7.95	\$82.38	\$8.50	\$88.15	\$9.10
Restaurant	\$62.85	\$11.48	\$67.25	\$12.28	\$71.96	\$13.14	\$76.99	\$14.06	\$82.38	\$15.05	\$88.15	\$16.10

<sup>1</sup>Churches, Lodges, Businesses, Library, Commercial Residence, Daycare, Schools

<sup>2</sup>Restaurant, Grocery with Deli, Other Food Related Business

Annual Increase: 7.0%  
 Qualified Low Income, portion of Residential: 75.0%

<b>Storm</b>						
Customer Class	2019	2020	2021	2022	2023	2024
Per Equivalent Residential Unit	\$20.60	\$21.63	\$22.71	\$23.85	\$25.04	\$26.29

Annual Increase: 5%

**2019 Out of Monthly Water Rates (information only)**

<b>WATER</b>										
<b>Monthly Base Charges</b>										
<b>Meter Size</b>	<b>2019</b>		<b>2020</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>	
	<b>Residential</b>	<b>COM</b>	<b>Residential</b>	<b>COM</b>	<b>Residential</b>	<b>COM</b>	<b>Residential</b>	<b>COM</b>	<b>Residential</b>	<b>COM</b>
0.75	\$26.82	\$26.82	\$28.43	\$28.43	\$30.13	\$30.13	\$31.94	\$31.94	\$33.86	\$33.86
1-1.5	\$43.79	\$43.79	\$46.42	\$46.42	\$49.20	\$49.20	\$52.15	\$52.15	\$55.28	\$55.28
2.0-4.0	\$62.18	\$62.18	\$65.91	\$65.91	\$69.86	\$69.86	\$74.06	\$74.06	\$78.50	\$78.50
Qualified Low Income	\$20.11		\$21.32		\$22.60		\$23.96		\$25.39	
<b>Single Block Rates</b>										
<b>Rate Class</b>	<b>2019</b>		<b>2020</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>	
	<b>Residential</b>	<b>COM</b>	<b>Residential</b>	<b>COM</b>	<b>Residential</b>	<b>COM</b>	<b>Residential</b>	<b>COM</b>	<b>Residential</b>	<b>COM</b>
Single Block rate (per ccf)		\$4.04		\$4.29		\$4.54		\$4.82		\$5.11
Block 1: 1 to 6 CCF (per ccf)	\$2.91		\$3.08		\$3.27		\$3.47		\$3.67	
Block 2: 6 to 17 CCF (per ccf)	\$3.91		\$4.14		\$4.39		\$4.65		\$4.93	
Block 3: 17+ CCF (per ccf)	\$5.87		\$6.23		\$6.60		\$7.00		\$7.42	
Block 1: 0 to 6 CCF - Qualified Low Inc.	\$2.18		\$2.31		\$2.45		\$2.60		\$2.76	
Block 2: 6 to 17 CCF - Qualified Low Inc.	\$2.93		\$3.11		\$3.29		\$3.49		\$3.70	
Block 3: 17+ CCF - Qualified Low Inc.	\$4.41		\$4.67		\$4.95		\$5.25		\$5.56	

Increase: **6.0%**  
 Qualified Low Income, portion of Residential: **75.0%**  
 Out of Town Premium: **10.0%**

Average Bill (information only)

<b>Based on usage of 7.3 CCF of Water</b>						
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Water:	\$42.23	\$44.76	\$47.45	\$50.29	\$53.31	\$56.51
Sewer:	\$49.49	\$52.96	\$56.66	\$60.63	\$64.87	\$69.41
Storm:	\$20.60	\$21.63	\$22.71	\$23.85	\$25.04	\$26.29
<b>Total:</b>	<b>\$112.32</b>	<b>\$119.35</b>	<b>\$126.82</b>	<b>\$134.77</b>	<b>\$143.22</b>	<b>\$152.22</b>
<b>Total Increase:</b>		<b>\$7.03</b>	<b>\$7.47</b>	<b>\$7.95</b>	<b>\$8.45</b>	<b>\$8.99</b>

**Utility Revenue**

Water													
Revenue	January	February	March	April	May	June	July	August	September	October	November	December	Total
2017	94,738.68	109,978.47	101,893.45	106,850.61	106,018.33	112,903.70	138,728.81	176,153.07	211,294.86	144,704.27	114,924.36	114,595.50	1,532,784.11
2018	100,143.31	115,323.70	123,084.15	106,946.64	119,144.80	136,508.43	178,520.17	220,639.34	230,102.80	147,995.52	126,347.35	127,647.31	1,732,403.52
2019	110,489.18	131,256.61	124,231.67	126,477.02	129,418.30	156,427.14	188,789.47	201,251.65	213,478.08	160,427.70	133,173.60	123,115.60	1,798,536.02
Projected 2020	99,575.89	116,214.50	113,628.92	110,971.00	115,444.46	131,687.09	164,188.10	194,799.73	214,152.79	147,968.19	122,075.20	119,294.13	1,650,000.00
2020	129,141.03	133,555.66	125,394.53	135,193.30	148,132.35	142,358.95	168,579.40						982,355.22

Sewer													
Revenue	January	February	March	April	May	June	July	August	September	October	November	December	Total
2017	130,337.75	139,295.96	143,220.45	136,163.21	139,184.22	132,754.82	149,233.74	134,107.28	146,828.17	140,914.84	139,320.58	140,366.25	1,671,727.27
2018	152,166.20	146,800.92	156,705.26	144,916.92	151,131.76	150,911.53	152,189.70	152,736.22	150,896.35	155,618.56	157,242.74	158,677.37	1,829,993.53
2019	154,667.14	165,384.52	163,429.42	153,639.61	168,861.33	160,907.48	165,311.39	166,063.68	155,028.26	170,036.62	173,148.08	164,044.51	1,960,522.04
Projected 2020	164,405.43	169,812.41	174,444.76	163,719.90	172,602.52	167,106.55	175,876.04	170,145.30	170,813.33	175,401.79	176,443.62	174,228.34	2,055,000.00
2020	171,097.88	175,233.38	168,910.80	170,453.15	171,227.59	169,998.74	175,603.29						1,202,524.83

Stormwater													
Revenue	January	February	March	April	May	June	July	August	September	October	November	December	Total
2017	72,846.26	78,243.43	77,707.14	77,367.51	78,776.61	74,793.75	84,542.40	71,611.10	76,552.18	78,485.32	77,193.37	80,099.11	928,218.18
2018	67,692.54	67,175.56	71,568.53	71,913.30	63,745.48	66,954.60	71,172.68	68,820.97	66,468.37	74,386.50	69,975.15	77,984.14	837,857.82
2019	67,476.42	70,849.45	73,252.06	71,116.33	73,763.56	71,961.51	71,546.85	76,244.49	71,760.62	74,255.28	75,660.77	72,139.92	870,027.26
Projected 2020	69,486.74	72,149.23	74,328.31	73,621.44	72,099.34	71,356.45	75,775.22	72,448.38	71,674.26	75,899.42	74,420.23	76,955.99	880,215.00
2020	77,139.96	77,057.25	71,754.86	75,654.36	77,562.76	73,207.96	77,269.48						529,646.63



**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: City Administrator Vacancy, Ordinance Amending OMC 1-7-1, 1-7-2, and 1-7-3 Officer Level Job Descriptions</b>	<b>AB20-67</b>			
		<b>N/A</b>	<b>8.19.2020</b>	
	<b>Department:</b>	Mayor		
	<b>Date Submitted:</b>	August 13, 2020		
<b>Cost of Item:</b>	<u>N/A</u>			
<b>Amount Budgeted:</b>	<u>N/A</u>			
<b>Unexpended Balance:</b>	<u>N/A</u>			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	August 28, 2020 to start search process			
<b>Submitted By:</b>	Mayor Penner			
<b>Fiscal Note:</b> None.				
<b>Attachments:</b> Ord 2020-1065, Res 2020-21, Officer Level Job Descriptions				
<p><b>SUMMARY STATEMENT:</b> Our current City Administrator has announced his retirement effective October 31, 2020. I am recommending that we start a competitive process to identify a new City Administrator with the goal of having them start before the end of 2020. The current City Administrator has indicated that he may be willing to push his retirement date to help with orientation of a new City Administrator if needed.</p> <p>The Job Descriptions for the City Administrator, City Treasurer and City Clerk are currently enshrined in the Orting Municipal Code 1-7-3. Due to the fluid nature of Job Descriptions I would recommend to the council that we amend this section of our code to have all Officer level job descriptions approved by resolution. Further, as we update this section staff are also recommending that we update the “City Treasurer” title to Finance Director which is the standard title for code cities. City Treasurer is a term that is typically used with “Towns.”</p>				
<p><b>RECOMMENDED ACTION:</b> Move forward to the meeting of August 26<sup>th</sup>, 2020.</p> <p><b>Future Motions:</b></p> <p><b>1. To Adopt Ordinance No. 2020-1065, An Ordinance Of The City Of Orting, Washington, Relating To Appointive Officers; Amending Orting Municipal Code Sections 1-7-1, 1-7-2, And 1- 7-3; Providing For Severability; And Establishing An Effective Date.</b></p> <p><b>2. To Approve Resolution No 2020-21, A Resolution Of The City Of Orting, Washington, Adopting Duties And Qualifications Of Appointive Officers</b></p>				



**CITY OF ORTING  
WASHINGTON  
ORDINANCE NO. 2020-1065**

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**AN ORDINANCE OF THE CITY OF ORTING,  
WASHINGTON, RELATING TO APPOINTIVE OFFICERS;  
AMENDING ORTING MUNICIPAL CODE SECTIONS 1-7-1,  
1-7-2, AND 1-7-3; PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE**

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**WHEREAS**, the City of Orting is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

**WHEREAS**, pursuant to RCW 35A.11.020 and 35A.12.020, the City Council has the authority define the authority, duties, and qualifications of the City’s appointive officers; and

**WHEREAS**, at Orting Municipal Code Chapter 1-7, the City Council established the appointive officer positions of clerk, treasurer, and city administrator, among others; and

**WHEREAS**, the detailed qualifications and duties of the City Administrator, City Clerk and City Treasurer are currently in the Orting Municipal Code, requiring a full code amendment process for any modifications thereto; and

**WHEREAS**, for added flexibility, the City Council desires to approve clerk, treasurer, and city administrator duties and qualifications by resolution; and

**WHEREAS**, in addition, the City Council wishes to update position titles typically found in other cities organized as code cities;

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

**Section 1. OMC Section 1-7-1, Amended.** Orting Municipal Code Section 1-7-1 is hereby amended as follows:

The government of the city shall be vested in a mayor and a council consisting of seven (7) members all elective with such powers as provided by law. The mayor shall appoint a clerk, ~~treasurer~~finance director, police chief and a municipal judge; and may appoint a city attorney, city administrator, public works director, and such police and other subordinate officers as may be provided for by ordinance, with such powers as authorized by law. All of the above described appointive officers shall hold office at the pleasure of the mayor and shall be subject to confirmation by majority vote of the city council, except that a municipal judge shall be appointed and confirmed as provided pursuant to chapter 10 of this title and may be removed only upon conviction of misconduct or malfeasance in office, or because of physical or mental disability rendering him incapable of performing the duties of his office.

**Section 2. OMC Section 1-7-2, Amended.** Orting Municipal Code Section 1-7-2 is hereby amended as follows:

Every officer of the city, before entering upon the duties of his office, shall take and file with the clerk his/her oath of office. The clerk, ~~treasurer~~finance director, and police chief, before entering upon the respective duties, shall also each execute a bond approved by the council in the following amounts, provided if more than one position is held by one person, then the bonding requirements for that person shall be satisfied by bonding for the one position with the highest bond:

Clerk	\$5,000.00
<del>Treasurer</del> <u>Finance Director</u>	\$5,000.00
Police chief	\$2,000.00

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**Section 3. OMC Section 1-7-3, Amended.** Orting Municipal Code Section 1-7-3 is hereby amended as follows:

~~A. No Employment Rights Created: This section is not intended to create any employment right or benefit for an individual employee or appointive officer.~~

A. The authority, duties and qualifications for appointive officers established in OMC 1-7-1 may be set by resolution of the City Council.

B. City Clerk:

—1. City Clerk: There is hereby created the non-classified, at will, management position and office of city clerk to perform the duties and functions as set forth herein by the City Council via resolution for such office under the direction and supervision of the city administrator, or in the absence of the city administrator, the mayor or other designee.

~~—2. Minimum Qualifications: The city clerk shall possess one or more of the following qualifications:~~

~~—a. A certified municipal clerk designation;~~

~~—b. Experience in information science, archives and records management, business/public administration;~~

~~—c. Actual managerial or operational experiences in entity wide records and information management field;~~

~~—d. Appointment as the city administrator; or~~

~~—e. Such other qualifications as the mayor determines demonstrate the requisite knowledge, experience, skills and competency to perform the duties of the office.~~

~~— 3. Duties; Authority: The city clerk, under the supervision of the city administrator, and subject to applicable general laws and ordinances, shall have, perform, keep and maintain the following duties and authority:~~

~~— a. Keep a full and true record (journal) of every act and proceeding of the city council and keep such books, accounts and make such reports as may be required by the state auditor;~~

~~— b. Record all ordinances, annexing thereto his or her certificate giving the number and title of the ordinance, stating that the ordinance was published and posted according to law and that the record is a true and correct copy thereof. The record copy with the clerk's certificate shall, in accordance with Revised Code Of Washington 5.44.080, be prima facie evidence of the contents of the ordinance and of its passage and publication and shall be admissible as such evidence in any court or proceeding;~~

~~— c. Be custodian of the seal of the city and official city records, including, but not limited to, contracts, deeds, titles, and other evidences of city ownerships or responsibilities, and shall have authority to acknowledge the execution of all instruments by the city which require acknowledgment;~~

~~— d. Publish all legal notices unless otherwise provided by general law or ordinance;~~

~~— e. Prepare and distribute the council agenda and packet for each council meeting;~~

~~— f. Perform such duties as required by Revised Code Of Washington 35A.42.040 (city clerks and controllers);~~

~~— g. Perform the duties of public records officer in accordance with Revised Code Of Washington 42.56.580;~~

~~— h. Keep and maintain, for use and examination by the public, copies of any statute, ordinance, code, regulations, standard code of technical regulations, or any portion thereof, with amendments or additions, that has by ordinance been adopted by reference under authority of Revised Code Of Washington 35A.12.140 or 35.21.180;~~

~~— i. Provide copies of regulatory ordinances to state agencies in accordance with Revised Code Of Washington 35.21.185 and other similar statutes requiring distribution of regulatory ordinances to state agencies;~~

~~— j. Receive service of process on behalf of the city of Orting pursuant to Revised Code Of Washington 4.28.080(2);~~

~~— k. Receive assessment rolls for filing;~~

~~— l. Attend all regular and special meetings of the city council; provided that, in the absence of the city clerk or other qualified person appointed by the city clerk, the mayor or the city council may perform the duties of the office of the city clerk at such meeting 1;~~

~~— m. Be the agent on behalf of the city appointed to receive any claim for damages filed pursuant to Revised Code Of Washington chapter 4.96 and shall keep and maintain such claim forms as are~~

required pursuant to Revised Code Of Washington chapter 4.96 to be maintained by the city and filed with the state, and make such forms and instructions available to the public;

— n. Perform such duties as required pursuant to the applicable budget statutes 2 ; and

— o. Perform such other duties and possess such authority as assigned to the office of city clerk pursuant to law or ordinance, or as assigned by the city administrator or mayor.

—C. ~~City Treasurer~~Finance Director:

1. ~~City Treasurer~~Finance Director: There is hereby created the non-classified, at will, management position and office of city treasurer to perform the duties and functions as set forth by the City Council via resolution herein for such office under the direction and supervision of the city administrator, or in the absence of the city administrator, the mayor or other designee.

— 2. ~~Minimum Qualifications: The city treasurer shall possess one or more of the following qualifications:~~

— a. ~~Two (2) year degree or certificate of completion in accounting;~~

— b. ~~Four (4) year degree in accounting, or related field preferred;~~

— c. ~~Seven (7) years of experience in governmental accounting;~~

— d. ~~Five (5) years of progressively responsible work experience in a governmental supervisory and/or administrative capacity; or~~

— e. ~~Such other qualifications as the mayor determines demonstrate the requisite knowledge, experience, skills and competency to perform the duties of the office.~~

— 3. ~~Duties; Authority: The city treasurer, under the supervision of the city administrator, and subject to applicable general laws and ordinances, shall have, perform, keep and maintain the following duties and authority:~~

— a. ~~Maintain revenue, expenditure and general accounting ledgers;~~

— b. ~~Keep separate and distinct accounts for each fund as required by law;~~

— c. ~~Be responsible for the receipt, custody, and disbursement of all city funds and all local improvement district funds and other trust funds;~~

— d. ~~Monitor all cash handling procedures;~~

— e. ~~Coordinate the development of the annual budget and monitor revenues and expenditures;~~

— f. ~~Prepare and maintain financial records of county, state and federal grants;~~

— g. ~~Oversee accounts receivable and monthly age analysis reports and provide daily closeout function;~~

- ~~— h. Investment management in accordance with Washington state guidelines;~~
- ~~— i. Prepare annual financial report in accordance with Washington state budgeting, accounting and reporting system (BARS);~~
- ~~— j. Prepare revenue and expenditure monthly reports for review by the city administrator;~~
- ~~— k. Receive all demands and accounts against the city and with the necessary evidence in support thereof, submit the same to the city council who shall by a vote direct whether the same shall be paid in whole or in part;~~
- ~~— l. When the city council orders any account or demand to be paid, draw a warrant for the amount ordered paid, which warrant must be signed by the mayor and attested by the city clerk;~~
- ~~— m. Redeem claims and payroll warrants;~~
- ~~— n. Make all deposits of city funds in banks in the manner prescribed by law;~~
- ~~— o. Sign all checks and warrants of the city or, in case of his/her absence or inability to act, by his/her representative designated by him/her in writing; provided that, the mayor may require that all such checks and warrants be countersigned;~~
- ~~— p. Build and provide the excise tax reports;~~
- ~~— q. Process passports in accordance with applicable federal regulations;~~
- ~~— r. Administer and enforce title 3, "Revenue And Finances", and title 4, "Business And License Regulations", of this code including, by way of example and not limitation, processing business license applications, billing, receipt and collection of occupation tax, utility tax, gambling tax, lodging tax, and business license payments, auditing taxpayer returns, books and accounts to determine the correct tax owing, conducting investigations to determine whether a person or firm should be registered and paying their fair share of tax; preparing and sending out delinquent penalty and additional assessment notices, and adopting, publishing and enforcing rules and regulations for the proper administration of titles 3 and 4 of this code;~~
- ~~— s. Keep an accurate and detailed account of all collections and disbursements;~~
- ~~— t. Post receivables;~~
- ~~— u. Establish utility billing, accounts payable and payroll procedures;~~
- ~~— v. Supervise accounts payable, utility billing, audit, and collection procedures;~~
- ~~— w. Communicate with customers or others in person or via telephone;~~
- ~~— x. Assist with problems, complaints, and customer concerns;~~
- ~~— y. Provide A/P billing of city debt;~~

~~— z. Comply with the requirements of Revised Code Of Washington 35A.42.010 (city treasurer miscellaneous authority and duties);~~

~~— aa. Perform routine office tasks as required; and~~

~~— bb. Perform such other duties and possess such authority as assigned to the office pursuant to law or ordinance, or as assigned by the city administrator or mayor.~~

~~— 4. Additional Duties; Human Resources: The city treasurer, under the supervision of the city administrator, and subject to applicable general laws and ordinances, shall have, perform, keep and maintain the following additional duties and authority:~~

~~— a. Serve as personnel officer for the city;~~

~~— b. Direct and administer uniform human resources policies, procedures and programs including citywide recruitment, classification, compensation, benefits, labor relations, training and professional development; provide advice, problem mitigation/resolution, and counsel to city officials and staff regarding human resource issues;~~

~~— c. Keep and maintain personnel files for city employees; provided that, personnel files for commissioned law enforcement officers shall be kept and maintained by the chief of police;~~

~~— d. Provide payroll functions including necessary reports;~~

~~— e. Investigate whistleblower and other complaints of employee/public official misconduct; provided that, a complaint involving the treasurer shall be directed to the city administrator for investigation and complaints involving commissioned law enforcement officers and volunteers, other than the chief of police, shall be investigated by the chief of police;~~

~~— f. Make recommendations and/or provide guidance to the mayor regarding disciplinary actions; and~~

~~— g. Perform such other duties related to human resources as assigned by the city administrator or mayor, or as may be otherwise provided by law or ordinance.~~

#### D. City Administrator:

1. City Administrator: There is hereby created the non-classified, at will, management position and office of city administrator to perform the duties and functions as set forth [by the City Council via resolution herein for such office](#) under the direction and supervision of the mayor, or in the absence of the mayor, the deputy mayor.

The city administrator assists in supervising the city's department heads and all subordinate personnel and assists in managing the city government on behalf of the mayor to implement city council policies and goals and the duly enacted ordinances of the city. The individual serving in this position provides advice and counsel to the mayor and department heads concerning fiscal and administrative alternatives and options.

Nothing herein is intended to abrogate or diminish the authority granted to the mayor pursuant to Revised Code Of Washington 35A.12.100 as chief executive and administrative officer of the city.

~~— 2. Minimum Qualifications: The city administrator shall possess one or more of the following qualifications:~~

~~— a. A graduate of a recognized college or university;~~

~~— b. Experience in public administration;~~

~~— c. Experience in financial administration, accounting and/or personnel management or similar fields as deemed appropriate by the mayor; or~~

~~— d. Such other qualifications as the mayor determines demonstrate the requisite knowledge, experience, skills and competency to perform the duties of the office.~~

~~— 3. Duties; Authority: The city administrator, under the direction and supervision of the mayor, or in the absence of the mayor, the deputy mayor, and subject to applicable general laws and ordinances, shall have, perform, keep and maintain the following duties and authority:~~

~~— a. Provide a preliminary budget proposal to the mayor and city council each fiscal year;~~

~~— b. Keep the mayor fully informed of the financial condition of the city, to include anticipated future needs;~~

~~— c. Utilize financial and administrative expertise to perform analysis and provide special reports to the mayor to facilitate decision making;~~

~~— d. Provide advice and guidance with respect to any issue affecting the business or the well being of the city;~~

~~— e. Participate in related committee work or prepare special projects to accomplish same;~~

~~— f. Prepare administrative or financial reports for the mayor;~~

~~— g. Make recommendations to the mayor regarding adoption of such financial measures as may be deemed appropriate or expedient;~~

~~— h. Assist in supervising duties of the department heads;~~

~~— i. Participate as a member of the city's bargaining committee in all labor negotiations;~~

~~— j. Attend meetings of the city council and such other meetings as may be suggested or required by the mayor;~~

~~— k. Supervise the activities of the city clerk and city treasurer;~~

~~— l. General supervision of all city employees;~~

~~— m. — Coordinate the activities and functions of the various city offices, departments, commissions, and boards in carrying out the required mandates of city ordinances and the policies of the mayor and the city council;~~

~~— n. — Administer and supervise the carrying out of decisions, regulations, and policies of the various city departments, commissions, and boards; provided, that nothing herein shall be construed to abridge or to limit the responsibilities or authority of a civil service commission relative to uniformed personnel;~~

~~— o. — Report regularly to the mayor and the city council concerning the status of all assignments, duties, projects, and functions of the various city offices, departments, commissions, and boards;~~

~~— p. — Supervise all purchasing by the various city officers, departments, commissions, and boards, for the purpose of keeping the same within the limitation of the adopted budget and any long range planning projected for the city;~~

~~— q. — Maintain a current capital improvements program based on long range plans and policies developed by the city;~~

~~— r. — Analyze all facets of proposed capital expenditures in order to facilitate the decisions of the mayor and the city council;~~

~~— s. — Assist each department in ascertaining whether or not all city departments are adequately and properly manned and organized in order to carry out their functions;~~

~~— t. — Represent the city at meetings with other governmental units, agencies, commissions, and associations as directed by the mayor;~~

~~— u. — Be informed about and remain cognizant of federal and state grant and loan opportunities that could be of pecuniary value to the city, and to alert the proper city officials to any opportunities for taking advantage of federal and state grants which could benefit the city;~~

~~— v. — Coordinate and work with all other municipal corporations;~~

~~— w. — Conduct the city's business with the public (i.e., answer questions, provide information);~~

~~— x. — Seek funding sources and prepare and process grants and furtherance of municipal planning goals;~~

~~— y. — Plan and prepare grants and monitor resultant program activity;~~

~~— z. — Administer, enforce and implement the city development code (titles 13 and 15 of this code) and the flood control code (title 14 of this code); the critical areas and shoreline code (title 11 of this code); and, the subdivision regulations (title 12 of this code);~~

~~— aa. — Be the SEPA responsible official in accordance with section 15-14-2-4 of this code;~~



~~—bb. Lead, develop, and execute an economic development program or programs designed to foster economic vitality;~~

~~—cc. Research, plan, and implement development projects;~~

~~—dd. Lead development efforts for neighborhoods and business districts;~~

~~—ee. Advise other departments, the mayor, and the city council on issues and opportunities relating to economic development; and~~

~~—ff. Perform such other duties and possess such authority as assigned to the office pursuant to law or ordinance, or as assigned by the mayor.~~

~~—4. Combination Of Position: The mayor may combine the office and position of city administrator with any other appointive position in the city; provided that, when combined, the compensation shall be fixed by the city council for the combined office and shall not necessarily be the total of the compensation fixed for each office individually.~~

~~—5. Exclusive Employment: The city administrator shall work exclusively for the city and shall not be allowed to work for any other municipality during his/her term as city administrator.~~

~~—6. Council Member Ineligible: No person elected to membership on the city council shall, subsequent to such election, be eligible for the appointment of city administrator until one year has elapsed following the expiration of the last term for which he/she was elected.~~

~~—7. Mayoral Vacancy/Absence: In the event a vacancy occurs in the office of mayor, or the mayor is absent from office, the city administrator shall report directly to the deputy mayor. (Ord. 958, 7-9-2014)~~

Appointive officers' duties and qualifications shall be approved by resolution of the City Council.

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

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

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

CITY OF ORTING

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

ATTEST/AUTHENTICATED:

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

Approved as to form:

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

Filed with the City Clerk: 8.13.20

Passed by the City Council:

Date of Publication:

Effective Date:

**CITY OF ORTING  
WASHINGTON  
RESOLUTION NO. 2020-21**

**A RESOLUTION OF THE CITY OF ORTING, WASHINGTON, ADOPTING  
DUTIES AND QUALIFICATIONS OF APPOINTIVE OFFICERS.**

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**WHEREAS**, pursuant to RCW 35A.11.020 and 35A.12.020, the City Council has the authority define the authority, duties, and qualifications of the City's appointive officers; and

WHEREAS, the Orting Municipal Code (OMC) 1-7-1 establishes appointive offices of the City, and by OMC 1-7-3, the duties and qualifications of appointive officers of the city may be adopted by resolution of the City Council; and

**WHEREAS**, the City Council desires to establish authority, duties and qualifications for appointive officers of the City, as set forth in Job Descriptions of the City Administrator, Finance Director, and City Clerk and finds that the Job Descriptions represent the duties required to carry out the functions of the City.

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

**Section 1. Adoption.** The City Council hereby adopts the Job Descriptions in the following exhibits:

Exhibit 1- City Administrator, Exhibit 2- Finance Director, Exhibit 3-City Clerk

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

**Section 3. Effective Date.** This Resolution shall take effect and be in full force upon passage and signatures hereon.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_\_\_, DAY OF \_\_\_\_\_, 2020.**

CITY OF ORTING

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

ATTEST/AUTHENTICATED:

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

Approved as to form:

\_\_\_\_\_  
Charlotte A. Archer, City Attorney  
Inslee Best

# Exhibit 1

## CITY OF ORTING

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### JOB DESCRIPTION

Job Title: City Administrator

Department: Administration

Reports to: Mayor

Effective Date: TBD

Annual Salary:

Closing Date: N/A

### SUMMARY DESCRIPTION

This position is a full-time, FLSA exempt non-civil service position. Under the general supervision of the Mayor and policy direction the City Administrator plans, directs, manages and oversees the activities and operations of the City of Orting including Law Enforcement, Public Works, Finance, Code Enforcement, Planning, Human Resources and City Clerk's and City Attorney's Office; implements policy decisions made by the City Council; facilitates the development and implementation of City goals and objectives; and provides highly complex administrative support to the Mayor and City Council.

### REPRESENTATIVE DUTIES

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

1. Assume full management and supervisory responsibility for all City operations and personnel; assess ongoing operational needs through department heads and determine the best organizational structure to meet goals and objectives; develop, recommend and administer policies and procedures.
2. Manage the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, with City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Select, motivate and evaluate personnel; resolve personnel concerns and issues; maintain the City's labor relations program.
6. Oversee the development and administration of the City budget; approve the forecasts; implement budgetary adjustments as appropriate and necessary.
7. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
8. Represent the City to all departments and outside agencies; coordinate City activities with those

- of other cities, counties and outside agencies and organizations.
9. Provide staff assistance to the Mayor; attend City Council meetings; prepare and present staff reports and other necessary correspondence.
  10. Lead, develop, and execute the City's economic development program.
  11. Supervises and oversees the work of contracted staff and vendors.
  12. Provide staff assistance and attend various boards and commissions.
  13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
  14. Respond to media inquiries, City Council concerns and issues and community needs.
  15. Respond to and resolve sensitive citizen inquiries and complaints.
  16. Perform related duties as required.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

#### **Knowledge of:**

- Operations, services and activities of a City organization.
- Principles and practices of public administration.
- Government, council and legislative processes.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Methods of analyzing, evaluating and modifying administrative procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

#### **Ability to:**

- Manage and direct the operations, services and activities of a municipality.
- Plan, organize and direct the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Identify and respond to community issues, concerns and needs.
- Deal effectively with sensitive and complex issues.
- Develop and administer city-wide goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal state and local policies, laws and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of

work.

### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable.

#### **Experience:**

Five (5) years of increasingly responsible experience in municipal government, including three years of administrative and supervisory responsibility.

#### **License(s) or Certificate(s):**

- Valid Washington State Driver's License

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Standard office setting.

**Physical:** Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

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

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

### **REASONABLE ACCOMMODATIONS**

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

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

*The City of Orting provides equal employment opportunities to all employees and*

*applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*

\_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Exhibit 2

## CITY OF ORTING

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### JOB DESCRIPTION

Job Title: Finance Director

Department: Finance

Reports to: City Administrator

Effective date:

Wage Range:

Closing Date:

### **SUMMARY DESCRIPTION**

The Finance Director is a full-time Federal Labor Standard Act exempt, non-Civil Service management position. Under the general supervision of the City Administrator the Finance Director directs, manages, supervises and coordinates the activities and operations of the Finance Department within; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator.

### **REPRESENTATIVE DUTIES**

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

1. Assume management responsibility for assigned services and activities of the Fiscal Services division including accounting and reporting the City's financial transactions.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for fiscal services staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Manage the City's fiscal functions including accounts payable, accounts receivable, general ledger, grants, debt, investments, payroll, bank accounts, and audits; negotiate draft and edit/implement auditor's findings.
6. Oversee staff responsible for accounts payable, accounts receivable, travel, purchasing, business licenses and payroll.
7. Assume management responsibility for all compliance reporting including grant compliance reporting, payroll taxes, sales and excise tax.
8. Select, train, motivate and evaluate finance personnel; provide or coordinate staff training;
9. facilitate teambuilding; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the City's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
11. Complete the City's annual report in accordance with the Washington State Auditor's BARS manual.
12. Serve as staff on the City Council and a variety of boards, commissions and committees; prepare and present staff reports, answer questions and complete other necessary correspondence.



13. Provide responsible staff assistance to the City Administrator and Mayor.
14. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to fiscal services programs, policies and procedures as appropriate.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance; implement GASB pronouncements.
16. Act as the City's Personnel Director.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

### **Knowledge of:**

- The principles and practices of public finance, accounting, and auditing
- Fixed income portfolio management
- Application Software Products accounting, payroll, utility billing and cash receipting software programs
- Office practices and equipment
- Word processing, spreadsheets, databases and presentation software

### **Ability to:**

- Oversee and participate in the management of the fiscal services program.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Formulate and implement long range strategic plans.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting or a related field.

#### **Experience:**

Five years of increasingly responsible fiscal services experience including two years of administrative and supervisory responsibility.

**License or Certification:**

Valid Washington State Driver's License  
CPA Preferred

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Standard office setting.

**Physical:** Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

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

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

**REASONABLE ACCOMMODATIONS**

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

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

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

\_\_\_\_\_  
Finance Director Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Exhibit 3

## CITY OF ORTING

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### JOB DESCRIPTION

**Job Title:** City Clerk

**Department:** Administration

**Reports to:** Mayor/City Administrator

**Effective Date:** TBD

**Annual Salary:**

**Closing Date:** N/A

#### SUMMARY DESCRIPTION

This is a full-time FLSA exempt, non-Civil Service management position. Under the general supervision of the Mayor and City Administrator and policy direction the City Clerk performs a variety of professional support work including management and preparation of City Council meetings, agendas, council packets, meeting notices, and legal requirement to facilitate Council activities. Maintains custody of official records and archives of the City, including: ordinances, resolutions, contracts and minutes. The City Clerk is the official records officer for the City. The City Clerk may supervise a Records Clerk or Administrative Assistant.

#### REPRESENTATIVE DUTIES

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

1. Responsible for the preparation of the agenda and information packet for City Council and other public meetings; attending City Council and other public meetings;
2. Recording and producing official minutes of meetings, distributing notices of action and maintaining agenda bill, city ordinance, resolution, and city code records.
3. Coordinates with other staff to notice hearings, meetings, and other legal notices according to related laws, regulations and policies.
4. Manage contracts, Request for Quotes and Request for Proposals.
5. Responsible for codification of ordinances.
6. Responsible for developing, implementing and maintaining a records management process for ordinances, resolutions, policies, agreements and other documents; involves work with other City Departments to coordinate records storage and retrieval processes in accordance with the State records retention schedule;
7. Serves as the official City Records Officer.
8. Serves as keeper of the city seal; and notary public.
9. Assists City Administrator and Mayor in conducting their administrative duties as needed. Acts as the staff liaison to the City Council, as directed by the Administration.
10. Coordinates and monitors public disclosure requests pursuant to the city policy and RCW.
11. Manage communication with the elections of City Council and Mayoral positions, by implementing processes and procedures necessary in accordance with all applicable State and Federal requirements.
12. Serve as City Website Focal, maintains and updates the City website, including but not limited to meetings, minutes, agendas and the calendar for the City.

13. Serves as the point of general first contact for the public with regard to directing inquires, releasing City communications, postings, and ensuring continuity of communication.
14. Perform other assigned tasks as directed by the City Administrator or Mayor.
15. Maintain impeccable standards of confidentiality.
16. Implements and applies adopted policies and procedures as directed by Administration.
17. Perform customer service functions by interacting with and supplying information to elected officials, department heads, external agencies and the public both in person and via technology.
18. Manage requests for public records by ensuring legal time lines are met and consultation with the City Attorney regarding legal procedures occurs as needed.
19. Attend and record meetings of the City Council and prepare meeting minutes.
20. Liaison with the City's IT and website contractor.
21. Communicate with customers or others in person or via telephone
22. Assist with problems, complaints, and customer concerns.
23. Perform routine office tasks as required
24. Coordinate Hearing Examiner cases

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

#### **Knowledge, Skills and Abilities:**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Legal requirements pertaining to the recording and preservation of municipal actions including modern records management techniques for recording, retention and disclosure.
- Understanding and interpreting RCW regulations for Washington cities pertaining to recording requirements and the Open Public Meetings Act.
- Municipal Code provisions that are related to the operations of the City Clerk's function and matters which come before the Council.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Web site and community communication management and best practices.
- Operation of a personal computer and associated (Microsoft & Web) software.
- Interpersonal skills using tact, patience and courtesy.
- Municipal organization, operation, programs, policies and objectives.
- Ability to work on multiple projects simultaneously in a fast-paced and challenging environment.

#### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

- Equivalent to a Bachelor’s degree from an accredited college or university is desirable

**Experience:**

- A minimum of five years of office/business management, with a preference for municipal experience, of which two years should include supervisory experience.

**License(s) or Certificate(s):**

- Valid Washington State driver’s license
- Certified Municipal Clerk (CMC) Certification or obtain within three (3) years of hire date
- Notary Public License or ability to obtain within three (3) months of hire

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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**Environment:** Standard office setting.

**Physical:** Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

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**REASONABLE ACCOMMODATIONS**

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

\_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date