

Councilmembers

Position No.

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



REVISED

Mayor Joshua Penner, Chair

Orting City Council

Regular Business Meeting Agenda

Virtual Meeting

Orting, WA

August 26, 2020, 7:00pm

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, 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/hearing is however, available for the public by a computer link and call in number: To join the meeting/hearing on a computer or mobile phone use the following link or phone number: <https://bluejeans.com/826646223?src=calendarLink> -Phone Dial-in- +1.408.419.1715 -Meeting ID: 826 646 223

REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.

2. PUBLIC COMMENTS: Comments may be sent to the City Clerk at: jmontgomery@cityoforting.org by 3pm on August 26th, 2020, and will be read in to the record at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee.

3. AB20-68-APPOINTMENT OF PLANNING COMMISSIONER

✚ Mayor Penner

Motion: To Confirm the Mayor's appointment of Lloyd Hartman to the position of Planning Commissioner.

4. PUBLIC HEARING- Any person may speak at the public hearing but if unable to attend, written comments may be submitted to the Clerk's office at jmontgomery@cityoforting.org no later than 3:00pm on August 26th, 2020.

A. Revenue Sources 2020.

✚ Scott Larson

5. CONSENT AGENDA – Any Requests for Consent Agenda Items to Be Pulled For Discussion?

A. Regular Meeting Minutes of August 12th, 2020.

B. Payroll and Claims Warrants.

C. **AB20-58**–To Approve the Inter Local Agreement for School Resource Officer Services with the Orting School District as Prepared.

D. **AB20-67**- 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. **AND** To Approve Resolution No 2020-21, A Resolution Of The City Of Orting, Washington, Adopting Duties And Qualifications Of Appointive Officers.

Motion: To approve Consent Agenda as prepared, OR- To approve Consent Agenda with the exception of agenda item(s) # _____.

6. OLD BUSINESS

A. AB20-64- CARES Fund Allocations.

✚ Scott Larson/ CM Drennen/ CM Williams/CM Gunther

Motion: To Approve Resolution 2020-23 Establishing The Orting Cares Act Small Business Grant Program, Declaring A Public Purpose And Authorizing A City Grant Of Funds To Orting Businesses For Covid-19 Relief.

Motion: To Approve Resolution 2020-24 Establishing The Orting Cares Act Non-Profit Grant Program, Declaring A Public Purpose And Authorizing City Grants Of Funds To Non-Profit Organizations For Covid-19 Relief.

7. EXECUTIVE SESSION

8. ADJOURNMENT- Motion: To Adjourn.



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Appointment of Planning Commissioner.	AB20-68			
		N/A	N/A	8.26.20
	Department:	Executive		
	Date Submitted:	8.18.20		
Cost of Item:	<u>\$</u>			
Amount Budgeted:	<u>\$</u>			
Unexpended Balance:	<u>\$</u>			
Bars #:				
Timeline:				
Submitted By:	City Clerk/ Mayor Penner			
Fiscal Note:				
Attachments: Application and Letter of Interest				
SUMMARY STATEMENT:				
<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>				
RECOMMENDED ACTION: MOTION: To Confirm the Mayor’s appointment of Lloyd Hartman to the position of Planning Commissioner.				

PUBLIC HEARING

REVENUE SOURCES FOR 2021

City of Orting 2021 Revenue

SCOTT LARSON, CITY TREASURER



Revenue Sources Overview

- ▶ Beginning Cash & Investments (fund balance/reserves):
- ▶ Taxes: Including property taxes, Utility Taxes for power, cable and telecom, sales & use, gambling taxes, Liquor Excise Tax
- ▶ Licenses and Permits: Building Permits, Business Licenses, and Franchise Fees.

Revenue Sources Overview (Continued)

- ▶ Intergovernmental: Grants, State Assistance, Criminal Justice Special Programs Grant, School Resource Officer, Liquor Profits
- ▶ Charges for Goods & Services: Court Costs, Building Plan Review and Inspection Fees, Engineering Plan Review Fees, Utility Fees (Water, Sewer, and Storm Rates), Cemetery Fees
- ▶ Fines & Forfeits: Convictions for Crimes, Civil Penalties, Traffic Infractions, DUI Penalties, Utility Late Fees and Shut Off Fees, NSF Checks
- ▶ Miscellaneous Revenue: Investment Interest, Rentals & Leases, Donations, Special Events

Beginning Fund Balance

All Funds: Beginning Fund Balance		2019	2020	2021	2022	Change from 2021	
		Actual	Actual	Estimated	Estimated	\$	%
General Fund	001	3,783,305	932,659	1,100,000	1,102,700	2,700	18.2%
City Streets	101	291,572	114,620	300,000	300,500	500	162.2%
Cemetery	104	45	11,715	-	-	-	-100.0%
Parks Department	105	780,998	604,381	650,000	650,390	390	7.6%
Tourism Fund	107	6,283	7,037	7,300	7,259	(41)	3.2%
TBD	108	220,239	281,105	320,000	325,999	5,999	16.0%
Police Department Drug	120	3,844	3,933	3,950	3,950	-	0.4%
Emergency Evacuation Bridge Fund	303	-	-	-	-	-	0.0%
City Hall Construction	304	446,091	4,300,540	-	-	-	-100.0%
Transportation Impact	320	519,360	616,208	310,000	310,000	-	-49.7%
Water	401	1,552,126	1,277,876	1,780,000	1,777,000	(3,000)	39.1%
Wastewater	408	7,571,441	7,109,681	7,850,000	7,850,500	500	10.4%
Stormwater	410	2,381,694	2,062,099	2,400,000	2,400,000	-	16.4%
Utility Land Acquisition	412	768,821	84,340	60,000	-	(60,000)	-100.0%
Cemetery Perpetual Fund	701	510,217	518,992	514,000	514,000	-	-1.0%
Skinner Estate Fund	704	472,754	480,884	476,000	476,000	-	-1.0%
Total		19,308,791	18,406,072	15,771,250	15,718,299	(52,951)	-13.9%

Total Revenue (All Funds)

All Funds	2018	2019		2020		2021	Change from 2020	
	Actual	Actual	Budget	Actual	Budget	Budget	\$	%
Revenues								
New Request	-	-	-	-	-	-	-	0.0%
Taxes	3,576,660.92	3,578,154.50	3,380,811.16	1,804,451.94	3,343,940.61	3,356,060.00	12,119.39	0.4%
Licenses and Permits	388,832.18	254,830.15	436,500.00	74,893.33	248,500.00	219,200.00	(29,300.00)	-6.7%
Intergovernmental	850,863.57	855,237.93	2,278,900.00	1,158,466.98	2,371,900.00	1,783,600.00	(588,300.00)	-25.8%
Goods and Services	5,963,948.26	5,544,452.70	5,934,567.50	2,959,695.00	5,169,932.50	5,866,832.50	696,900.00	11.7%
Fines and Penalties	109,953.05	108,236.77	94,100.00	41,204.15	86,500.00	86,500.00	-	0.0%
Miscellaneous	317,140.78	457,981.73	122,042.00	160,145.89	154,010.00	154,010.00	-	0.0%
Nonrevenues	157,806.38	152,410.80	136,200.00	4,202.33	200.00	200.00	-	0.0%
Transfers	291,284.55	6,829,678.95	1,346,342.33	885,120.40	745,042.33	745,042.33	-	0.0%
Other	2,198,424.64	53,452.92	-	209,375.28	-	-	-	0.0%
Total Revenue	13,563,629.78	11,004,757.50	12,383,120.66	6,412,434.90	11,374,983.11	11,466,402.50	91,419.39	0.7%

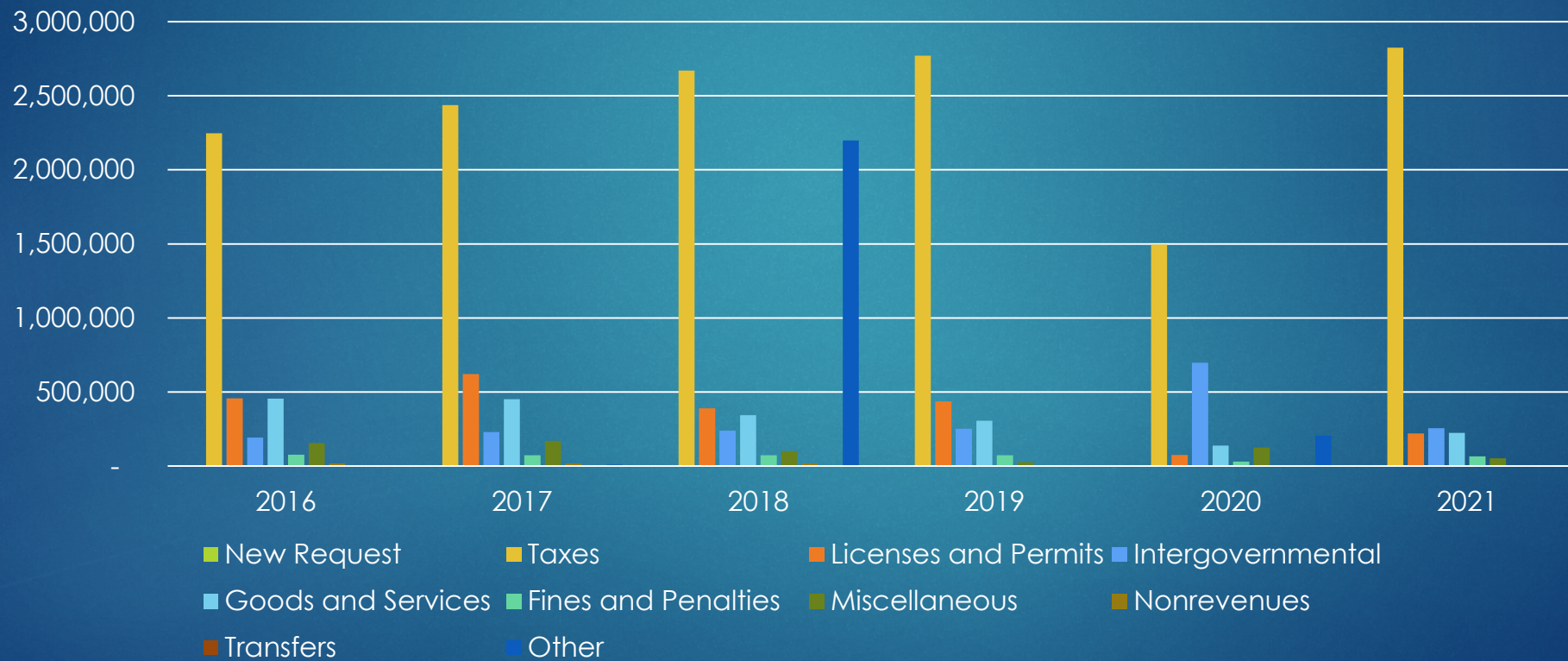
Transfers are subtracted out of Total Revenue to avoid the effect of double counting

General Fund Revenue Overview

General Fund	2018	2019		2020		2021	Change from 2020	
	Actual	Actual	Budget	Actual	Budget	Budget	\$	%
Revenues								
New Request	-	-	-	-	-	-	-	
Taxes	2,670,228	2,911,232	2,770,751	1,495,404	2,813,881	2,826,000	12,119	0.4%
Licenses and Permits	388,832	254,830	436,500	74,893	248,500	219,200	(29,300)	-6.7%
Intergovernmental	239,043	256,819	250,900	697,749	843,900	255,600	(588,300)	-234.5%
Goods and Services	343,810	269,050	305,690	137,189	227,040	223,940	(3,100)	-1.0%
Fines and Penalties	72,088	63,102	72,100	29,254	64,500	64,500	-	0.0%
Miscellaneous	101,329	99,634	26,500	124,569	51,500	51,500	-	0.0%
Nonrevenues	16,981	13,085	-	4,404	-	-	-	0.0%
Transfers	-	-	4,000	-	4,000	4,000	-	0.0%
Other	2,198,425	51,120	-	204,723	-	-	-	0.0%
Total Revenue	6,030,736	3,918,872	3,866,441	2,768,186	4,253,321	3,644,740	(608,581)	-15.7%

General Fund Revenue

Revenue by Source

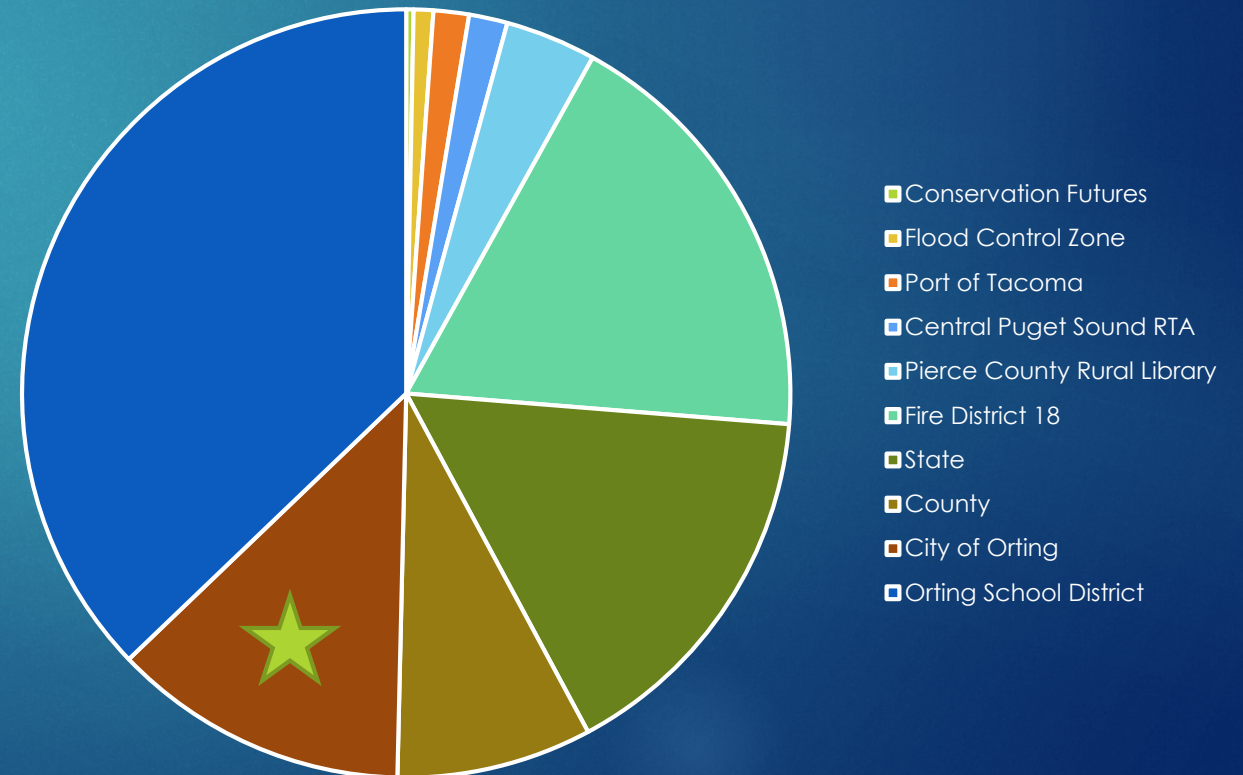


General Fund Taxes - Property

- ▶ Property Taxes are based on the assessed valuation that the County Assessor assigns to your property. The City's levies \$1.54 per \$1,000 of assessed valuation in property taxes. We will have more discussion on Property Taxes, and a public hearing in the fall when we consider the 2021 Property Tax levy. The Following table breaks out what jurisdictions are collecting Property Taxes within the City of Orting:

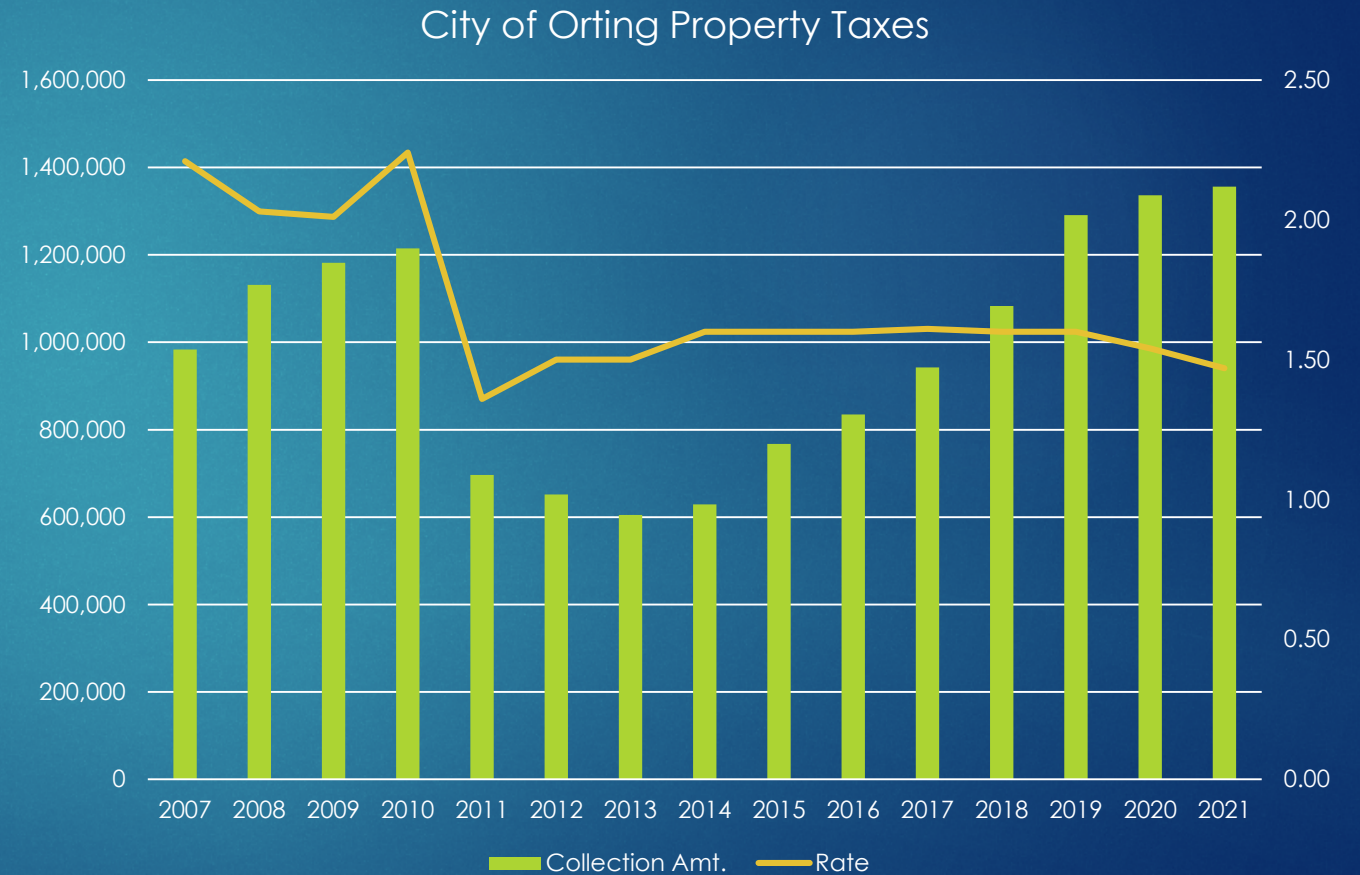
2020 Property Tax Breakout

Conservation Futures	\$0.04	0.31%
Flood Control Zone	\$0.10	0.83%
Port of Tacoma	\$0.18	1.49%
Central Puget Sound RTA	\$0.20	1.62%
Pierce County Rural Library	\$0.47	3.82%
Fire District 18	\$2.24	18.21%
State	\$1.96	15.88%
County	\$1.01	8.22%
City of Orting	\$1.54	12.48%
<u>Orting School District</u>	\$4.58	37.16%
<u>Total:</u>	\$12.33	100.00%



City of Orting Property Taxes

<u>Year</u>	<u>Assessed Value</u>	<u>Collection Amt.</u>	<u>Rate</u>
2007	445,896,318	983,513 \$	2.2057
2008	558,253,887	1,131,375 \$	2.0258
2009	577,187,234	1,182,007 \$	2.0090
2010	539,525,876	1,214,365 \$	2.2444
2011	435,048,557	696,078 \$	1.3613
2012	435,048,557	652,000 \$	1.4987
2013	378,099,092	604,959 \$	1.4987
2014	393,369,675	629,391 \$	1.6000
2015	479,430,424	767,089 \$	1.6000
2016	521,947,708	835,116 \$	1.6000
2017	585,603,519	942,618 \$	1.6097
2018	675,107,252	1,082,557 \$	1.6035
2019	806,719,473	1,290,751 \$	1.6000
2020	868,926,540	1,335,880 \$	1.54
2021	920,000,000	1,355,918 \$	1.47

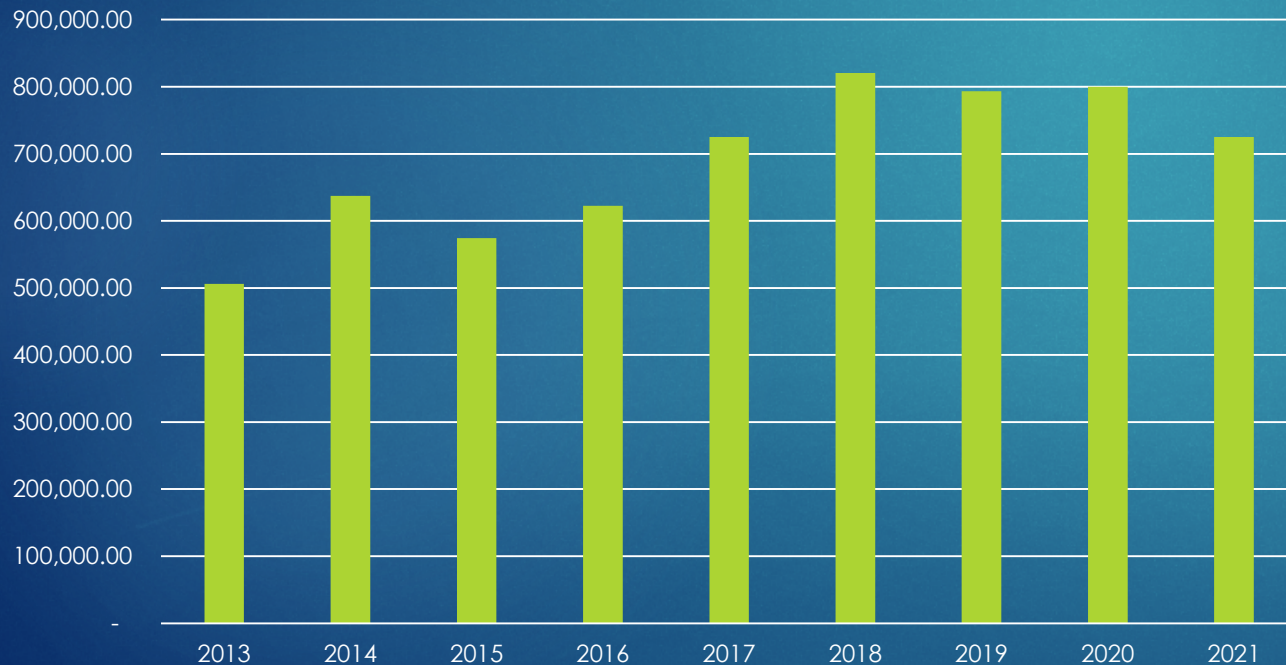


2021 Assessed Value is estimated

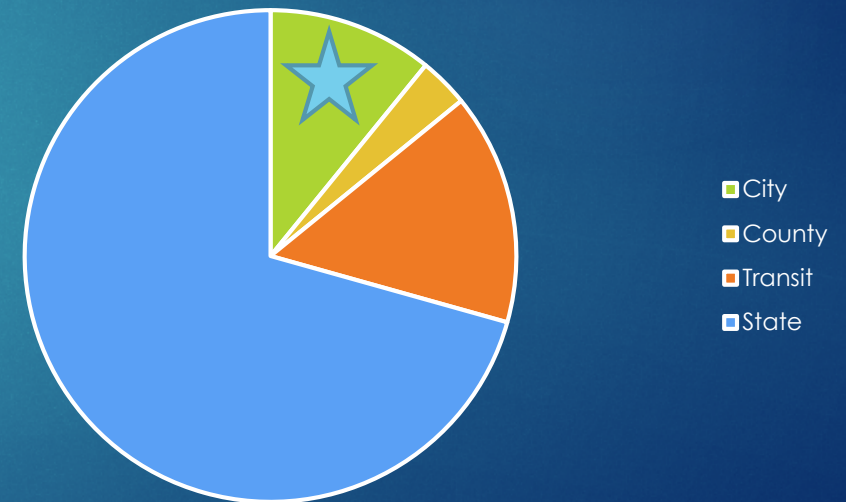
City of Orting Sales Tax

- ▶ Sales tax is imposed on every taxable transaction occurring within the City, and it applies to the same transactions which the state sales tax applies. The total sales tax rate within the city is 9.2%, and the city's rate is 1%

Sales Tax



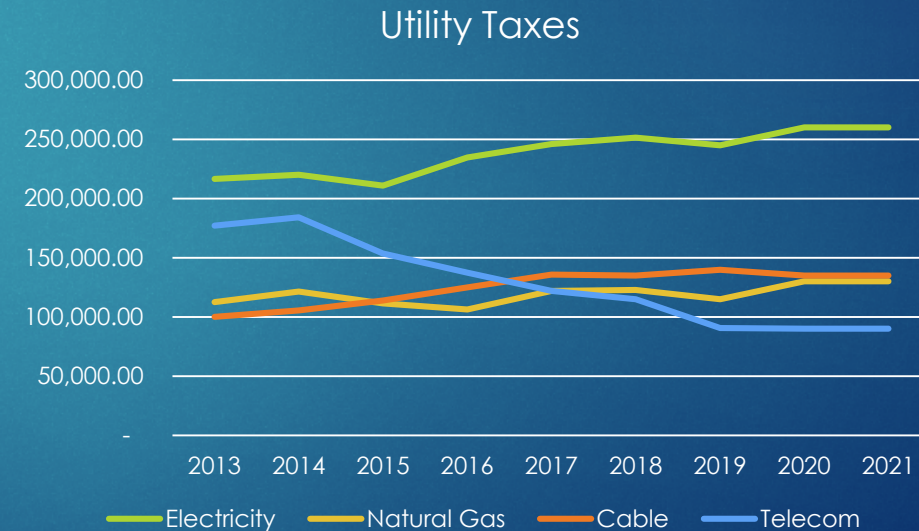
Sales Tax Breakout By Jurisdiction



City of Orting Utility Taxes

- ▶ Utility taxes in the city are only levied on telecommunications, gas and electricity at 6% of gross revenues. The city has the authority to impose further utility taxes on garbage and public utilities including water, sewer, and stormwater, but is not proposing such a tax at this time.

<u>Year</u>	<u>Electricity</u>	<u>Natural Gas</u>	<u>Cable</u>	<u>Telecom</u>
2013	216,401.52	112,354.87	99,892.00	177,004.11
2014	220,170.24	121,436.92	105,479.32	183,969.50
2015	210,800.44	111,452.79	113,868.12	153,462.44
2016	234,758.29	106,131.68	124,776.65	137,368.34
2017	245,865.62	122,029.66	135,575.81	122,026.77
2018	251,507.00	122,612.00	135,000.00	115,000.00
2019	244,843.24	114,788.55	139,878.08	90,524.85
2020	260,000.00	130,000.00	135,000.00	90,000.00
2021	260,000.00	130,000.00	135,000.00	90,000.00



Streets & Parks Revenue

- Streets and Parks are both facing similar challenges over the next few years. The City relies on revenue from Impact fees and the development of new property has been slow. Also, the City has not yet seen a pull back in the sales of houses during the current recession. If the pace of house sales falls off our REET revenue will decrease. Both issues will contribute to uncertainty in the revenue of these funds over the coming years.

Streets	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Budget</u>	2021 <u>Budget</u>
Grants	32,656.86	28,188.75	-	2,346.67	346,000.00	200,000.00
REET	187,229.04	277,924.94	342,009.89	217,103.15	160,000.00	160,000.00
Gas Tax	157,345.08	163,186.46	171,522.95	170,874.92	155,000.00	155,000.00
Other	<u>8,938.51</u>	<u>15,620.41</u>	<u>19,316.14</u>	<u>38,844.42</u>	<u>25,200.00</u>	<u>25,200.00</u>
Total	386,169.49	484,920.56	532,848.98	429,169.16	686,200.00	540,200.00

Trans. Impact	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Estimated</u>	2020 <u>Budget</u>	2021 <u>Budget</u>
Impact Fee	189,112.00	300,860.00	186,963.00	100,000.00	44,000.00	44,000.00
Grant	-	643,660.97	400,189.03	-	-	-
Other	<u>2,693.69</u>	<u>3,992.87</u>	<u>4,799.12</u>	<u>6,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
Total	191,805.69	948,513.84	591,951.15	106,000.00	45,000.00	45,000.00

Parks	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Budget</u>	2021 <u>Budget</u>
Parks Impact Fees	53,120.00	34,030.00	29,880.00	4,814.00	16,250.00	16,250.00
Sales Tax	68,394.82	75,050.85	76,087.03	91,215.82	70,000.00	70,000.00
REET	187,229.03	277,924.93	349,441.29	217,103.13	160,000.00	160,000.00
Grants	-	-	-	-	194,000.00	194,000.00
Other	<u>5,392.27</u>	<u>10,477.10</u>	<u>13,437.84</u>	<u>23,230.68</u>	<u>4,600.00</u>	<u>4,600.00</u>
Total	314,136.12	397,482.88	468,846.16	336,363.63	444,850.00	444,850.00

Cemetery Revenue

- ▶ We expect the Cemetery to continue to struggle for revenue in 2021 as end of life preferences have changed. The biggest source of budgeted revenue for the Cemetery will continue to be transfers from the General Fund.

Cemetery	2018	2019		2020		2021	Change from 2020	
	Actual	Actual	Budget	Actual	Budget	Budget	\$	%
Revenues								
New Request	-		-	-	-	-	-	
Goods and Services	23,457	24,602	18,500	12,414.64	14,700.00	14,700.00	-	0.0%
Miscellaneous	-	1,050	-	-	-	-	-	0.0%
Nonrevenues	326	326	200	232.50	200.00	200.00	-	0.0%
Transfers	17,716	22,014	15,300	3,788	26,000	26,000	-	0.0%
Total Revenue	41,498	47,992	34,000	16,435	40,900	40,900	-	0.0%

Transportation Benefit District (TBD) Revenue

TBD	2018	2019		2020		2021	Change from 2020	
	Actual	Actual	Budget	Actual	Budget	Budget	\$	%
Revenues								
New Request	-	-	-	-	-	-	-	
Taxes	138,493	140,898	140,000	40,758.30	140,000.00	140,000.00	-	0.0%
Miscellaneous	3,093	6,554	1,000	1,160.48	1,000.00	1,000.00	-	0.0%
Total Revenue	141,585	147,453	141,000	41,919	141,000	141,000	-	0.0%

Utilities

- ▶ Utility Rates – In 2019 the City hired a consultant to evaluate our utility rates to make recommendations how to keep rates as fair as possible over the coming years and be able to reinvest into our infrastructure. The consultant recommended a rate structure that covered 2020 to 2024 and allows us to meet our goals as laid out the respective utilities Capital Improvement Plan.

Water



Water	2018	2019		2020		2021	Change from 2020	
	Actual	Actual	Budget	Actual	Budget	Budget	\$	%
Revenues								
New Request	-	-	-	-	-	-	-	
Goods and Services	2,037,090	1,947,073	1,973,000	993,585	1,792,400	2,039,400	247,000	13%
Fines and Penalties	37,865	45,135	22,000	11,950	22,000	22,000	-	0%
Miscellaneous	28,067	45,030	11,000	3,730	8,000	8,000	-	0%
Nonrevenues	1,500	-	-	(434)	-	-	-	0%
Transfers	-	-	-	-	-	-	-	0%
Other	-	-	-	884	-	-	-	0%
Total Revenue	2,104,522	2,037,238	2,006,000	1,009,715	1,822,400	2,069,400	247,000	12%

Sewer

Sewer	2018	2019		2020		2021	Change from 2020	
	Actual	Actual	Budget	Actual	Budget	Budget	\$	%
Revenues								
New Request	-	-	-	-	-	-	-	
Goods and Services	2,464,439	2,325,268	2,568,300	1,289,611	2,226,100	2,576,100	350,000	14%
Miscellaneous	106,767	153,237	55,732	4,067	50,700	50,700	-	0%
Nonrevenues	139,000	139,000	136,000	-	-	-	-	0%
Transfers	-	-	-	-	-	-	-	0%
Other	-	-	-	2,372	-	-	-	0%
Total Revenue	2,710,205	2,617,505	2,760,032	1,296,050	2,276,800	2,626,800	350,000	13%

Stormwater

Stormwater	2018	2019		2020		2021	Change from 2020	
	Actual	Actual	Budget	Actual	Budget	Budget	\$	%
Revenues								
New Request	-	-	-	-	-	-	-	
Intergovernmental	29,083	77,145	325,000	31,267	325,000	325,000	-	0%
Goods and Services	878,309	881,669	888,328	524,969	849,443	952,443	103,000	12%
Miscellaneous	24,210	39,140	10,500	4,180	10,500	10,500	-	0%
Transfers	-	-	-	-	-	-	-	0%
Other	-	2,332	-	244	-	-	-	0%
Total Revenue	931,603	1,000,286	1,223,828	560,660	1,184,943	1,287,943	103,000	8%

Questions?

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 Minutes
Virtual Meeting, Orting, WA
August 12th, 2020
7 p.m.

Mayor Joshua Penner, Chair

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

**The City utilized remote attendance for Councilmembers and City employees. Please note: OPMA rules regarding provision for the public in a space was suspended by proclamation of the Governor. The meeting was however, available for the public, by a call in number.*

Mayor Penner called the meeting to order at 7:00pm, and Councilmember Bradshaw led the pledge of allegiance.

Councilmembers Present: Deputy Mayor Greg Hogan, Councilmembers Tod Gunther, John Kelly, John Williams, Scott Drennen, Tony Belot and Gregg Bradshaw.

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer/Assistant City Administrator, Charlotte Archer, City Attorney, JC Hungerford, Engineer, Chris Gard, Chief of Police, Emily Adams, City Planner.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

Councilmember Gunther made a motion to Add AB20-64, Cares Funds allocation discussion, under Old business 5B. Second by Councilmember Williams. Motion passed (7 -0)

2. PUBLIC COMMENTS

None.

3. HEARING

A. AB20-63- An Ordinance of The City of Orting, Washington, Relating to Lot Coverage Requirements; Amending Orting Municipal Code Sections 9-5a-4, 13-5-1, And 13-2.

Mayor Penner opened the hearing on lot coverage code amendments, at 7:05pm read the rules for the Public hearing, and then asked Emily Adams to give her staff report.

2020 LID code amendments included an update of the coverage definition in OMC 13-2 relating to hard surface and impervious surface definitions which created issues for citizens regarding the maximum coverage allowed in zones. Previously only structures were counted towards maximum coverage, now all structures, impervious, and hard surfaces are counted towards a lot's maximum coverage. The proposed regulation amendments are consistent with the comprehensive plan by ensuring citizens are not unduly limited in how they wish to develop their land. A public hearing was held by the Planning Commission on July 6, 2020. Two written comments were received prior to the hearing and read into the record, both were in support of the amendments. At the hearing, seven citizens spoke in support of increasing the coverage maximums. Ms. Adams recommended approval of the ordinance and amendments as presented. Mayor Penner asked for any public comments.

Public Comments Cheryl White

Ms. White lives in Majestic View Estates, and is in favor of the proposed amendments. She stated that currently the code does not allow her to add a deck or beautify her yard. She stressed that the passage of these amendments is very important to her personally and many residents in the City.

Mayor Penner asked for council comments or questions. Council discussion followed with most of the Councilmembers indicating that they felt the current code was unnecessarily restrictive. The proposed amendments bring the City back to where it was plus gives a little extra to accommodate eaves.

Mayor Penner closed the hearing at 7:20pm and asked if there would be a motion entertained.

Deputy Mayor Hogan made a motion to approve ordinance No. 2020-1063 An Ordinance of The City of Orting, Washington, Relating to Lot Coverage Requirements; Amending Orting Municipal Code Sections 9-5a-4,13-5-1, And 13-2; Providing Severability; And Establishing An Effective Date. Second by Councilmember Belot.

Discussion followed and Councilmember Kelly stated that he wished to have more time to analyze the amendments at a study session. He took issue with the maximum hard surface development standards that were listed in Section 3- OMC 13.5.1 Table 1. He felt the percentages should be increased by an additional 10% for the RC, RU, and RMF zones. This would change RC zone to 50%, RU zone to 65%, and RMF zone to 75%. Both Engineer Hungerford and Attorney Archer were asked if this would create any conflicts and neither felt it would be an issue.

Councilmember Kelly made an amendment to the motion to increase the proposed maximum hard surface coverage in the RC, RU, and RMF zones by an additional 10% in each residential zone. Second by Councilmember Bradshaw. Amended Motion passed by Roll call vote (6-1). Nay vote- Councilmember Williams. Motion as amended passed by a roll call vote (6-1). Nay vote- Councilmember Williams.

4. CONSENT AGENDA- (Any Consent items pulled for discussion?)

- A.** Study Session Meeting Minutes of July 15th, 2020.
- B.** Regular Meeting Minutes of July 29th, 2020.
- C.** Payroll and Claims Warrants.

Councilmember Kelly made a Motion to approve Consent Agenda as prepared. Second by Deputy Mayor Hogan. Motion passed (7-0).

5. OLD BUSINESS

A. AB20-61- Gambling Tax Penalty Relief And Due Date Extension.

Assistant City Administrator/Treasurer Larson briefed on the proposed ordinance. He explained that the City received a request from a business that pays gambling taxes, asking to extend the due date to make the payment. The request was made because the Governor's Stay Home Proclamation caused the business not to be able to operate normally, or perform regular duties in the same way. The State extended the deadline to pay first quarter gambling taxes and there was some confusion with the business as to whether or not that extended their obligation to the city. Based on these factors and feedback from Council the proposed Ordinance was drafted extending the deadline to pay both first and second quarter gambling taxes until August 28th.

Deputy Mayor Hogan made a Motion: To Adopt Ordinance No. 2020-1064, An Ordinance of the City of Orting, Washington, Providing Temporary Relief From OMC 4-5-3, Relating To The Quarterly Computation And Remittance Of Gambling Taxes, Extending The Payment Due Date until August 28th, 2020, Providing For Severability; And Establishing An Effective Date. Second by Councilmember Belot. Motion passed (7-0).

B. AB20-64- CARES Funds Allocation Discussion

Councilmember Gunther briefed that the ADHOC Committee met and recommended the following:

- \$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.

Action: Councilmembers will think about the specifics of dispersing the funds and bring ideas back to the study session meeting on the 19th.

6. COVID19 DISCUSSION

No updates as there have not been any policy changes.

7. EXECUTIVE SESSION

No session.

8. ADJOURNMENT

*Councilmember Belot made a motion to adjourn. Second by Deputy Mayor Hogan.
Motion passed (7 -0)*

Mayor Penner recessed the meeting at 8:24pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joshua Penner, Mayor

VOUCHER/WARRANT REGISTER
FOR AUGUST 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.

AUGUST 2nd COUNCIL

CLAIMS WARRANTS #48904 THRU #48943
IN THE AMOUNT OF \$ 145,876.57
EFT MASTERCARD = \$ 12100.54
WARRANT 48906 VOIDED

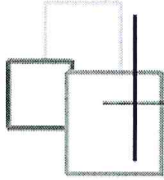
PAYROLL WARRANTS # 23687 THRU #23689 = \$ 15125.49
EFT \$ 108830.50
IN THE AMOUNT OF \$ 123,955.99
Carry Over \$ 24,096.19

ARE APPROVED FOR PAYMENT ON AUGUST 26, 2020

COUNCILPERSON _____

COUNCILPERSON _____

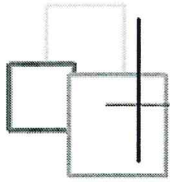
CITY CLERK _____



Fund Transaction Summary

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

Fund Number	Description	Amount
001	Current Expense	\$92,294.42
101	City Streets	\$7,581.42
104	Cemetery	\$611.02
105	Parks Department	\$1,393.51
304	City Hall Construction	\$21,637.79
401	Water	\$12,345.77
408	Wastewater	\$14,480.99
410	Stormwater	\$1,424.15
412	Utility Land Acquisition	\$6,208.04
	Count: 9	\$157,977.11

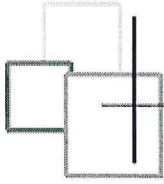


Register

Fiscal: 2020
 Deposit Period: 2020 - August 2020
 Check Period: 2020 - August 2020 - 2nd Coucil

Number	Name	Print Date	Clearing Date	Amount
Key Bank	0032707010			
Check				
<u>EFT-MasterCard July 2020</u>	Keybank-MasterCard	8/12/2020		\$12,100.54
		Total	Check	\$12,100.54
		Total	0032707010	\$12,100.54
Key Bank	2000073			
Check				
<u>48904</u>	Opportunity Center Of Orting	8/11/2020		\$2,500.00
<u>48905</u>	Aon Rick Insurance Services West Inc- Aon Risk Services Inc	8/11/2020	8/17/2020	\$100.00
<u>48906</u>	Vision Forms LLC	8/12/2020		Void
<u>48907</u>	Popular Networks, Llc	8/12/2020	8/13/2020	\$14,863.32
<u>48908</u>	Deffit, Luis	8/19/2020		\$316.25
<u>48909</u>	Taylor, Phil	8/19/2020		\$316.25
<u>48910</u>	dB Audio Northwest	8/19/2020		\$1,459.16
<u>48911</u>	AHBL, INC	8/26/2020		\$1,390.00
<u>48912</u>	Alpine Products Inc.	8/26/2020		\$775.94
<u>48913</u>	Business Solutions Center	8/26/2020		\$114.73
<u>48914</u>	Cintas Corporation #461	8/26/2020		\$220.08
<u>48915</u>	Columbia Ford-Lincoln Hyundau	8/26/2020		\$53,879.14
<u>48916</u>	Core & Main	8/26/2020		\$705.09
<u>48917</u>	Cornerstone Electric, Inc	8/26/2020		\$1,113.22
<u>48918</u>	Culligan Seattle WA	8/26/2020		\$27.72
<u>48919</u>	Drain-Pro INC	8/26/2020		\$1,106.80
<u>48920</u>	Employment Security Dept	8/26/2020		\$25.00
<u>48921</u>	Enumclaw, City of	8/26/2020		\$1,755.00
<u>48922</u>	Ford Motor Credit Company LLC	8/26/2020		\$1,103.78
<u>48923</u>	H D Fowler Company	8/26/2020		\$1,072.20
<u>48924</u>	Helix Design Group	8/26/2020		\$7,007.43
<u>48925</u>	Konica Minolta Business-Usa Inc	8/26/2020		\$166.84
<u>48926</u>	Law Offices of Matthew J Rusnak	8/26/2020		\$2,041.67
<u>48927</u>	Lincoln, Tim	8/26/2020		\$375.00
<u>48928</u>	LN Curtis & Son	8/26/2020		\$1,544.08
<u>48929</u>	Office of State Auditor	8/26/2020		\$84.00
<u>48930</u>	Orca Pacific, Inc	8/26/2020		\$934.52
<u>48931</u>	P.c. Budget & Finance	8/26/2020		\$412.03
<u>48932</u>	Popular Networks, Llc	8/26/2020		\$19,801.44
<u>48933</u>	Puget Sound Energy	8/26/2020		\$23,261.61

Number	Name	Print Date	Clearing Date	Amount
<u>48934</u>	Randy Means & Associates LLC	8/26/2020		\$1,190.00
<u>48935</u>	Scientific Supply & Equip	8/26/2020		\$297.77
<u>48936</u>	UniFirst Corporation	8/26/2020		\$183.82
<u>48937</u>	US Bank Equipment Finance	8/26/2020		\$327.83
<u>48938</u>	UW Medicine	8/26/2020		\$860.00
<u>48939</u>	Vision Forms LLC	8/26/2020		\$669.58
<u>48940</u>	Washington Tractor	8/26/2020		\$2,171.61
<u>48941</u>	Water Management Lab Inc.	8/26/2020		\$24.00
<u>48942</u>	Wex Bank	8/26/2020		\$1,308.04
<u>48943</u>	Whitworth Pest Solutions, INC	8/26/2020		\$371.62
		Total	Check	\$145,876.57
		Total	2000073	\$145,876.57
		Grand Total		\$157,977.11



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
AHL, INC	48911	2190800.34	001-558-60-41-02	Planning Consultant-Carbon River RV Park	\$536.25
		2190800.35	001-558-60-41-02	Planning Consultant-Gibson Coffee Stand	\$445.00
		2190800.38	001-558-60-41-02	Planning Consultant-Belfair Estates Land Use	\$408.75
				Total	\$1,390.00
Alpine Products Inc.	48912	TM-169277	101-542-64-49-01	Paint for Streets Striping	\$184.69
		TM-196269	101-542-64-49-01	Paint for Streets	\$591.25
				Total	\$775.94
Aon Rick Insurance Services West Inc-Aon Risk Services Inc	48905	760000070907 - 570000071257	101-519-00-46-00	Bond & Insurance	\$100.00
					Total
Business Solutions Center	48913	108738	401-534-10-31-00	Business Cards-Reed	\$12.75
			408-535-10-31-00	Business Cards-Reed	\$12.74
			410-531-38-31-00	Business Cards-Reed	\$12.75
		108741	001-513-10-31-00	Business Cards-Penner-Montgomery	\$76.49
				Total	\$114.73
Cintas Corporation #461	48914	4056322987	408-535-60-48-04	Cleaning of City Park Restrooms	\$220.08
				Total	\$220.08
Columbia Ford-Lincoln Hyundai	48915	3-L-1999 J687	001-594-21-64-01	2020 Ford Fusion SE-264343	\$26,939.57
		3-L-2000 J688	001-594-21-64-01	2020 Ford Fusion SE-264346	\$26,939.57
					Total
Core & Main	48916	M706994	401-534-50-48-02	Stock of Brass Nipples	\$157.92
		M768049	401-534-50-48-02	Parts for Double Check Valve	\$547.17
				Total	\$705.09
Cornerstone Electric, Inc	48917	AUG2020-400	408-535-50-48-04	Replace Overload Relay & Cord For Winch	\$744.33

Vendor	Number	Invoice	Account Number	Notes	Amount
Cornerstone Electric, Inc	48917	AUG2020-401	408-535-50-48-04	Troubleshoot Headworks Solid Separator Controls	\$368.89
				Total	\$1,113.22
Culligan Seattle WA	48918	0567077	001-521-20-31-03	Water for Police	\$27.72
				Total	\$27.72
dB Audio Northwest	48910	2020-26	304-594-18-60-01	POE AVB/USB Expander-Bluetooth-Mounting Bracket-AVB Switch	\$875.50
			304-594-31-60-01	POE AVB/USB Expander-Bluetooth-Mounting Bracket-AVB Switch	\$131.32
			304-594-34-60-01	POE AVB/USB Expander-Bluetooth-Mounting Bracket-AVB Switch	\$131.32
			304-594-35-60-01	POE AVB/USB Expander-Bluetooth-Mounting Bracket-AVB Switch	\$262.65
			304-594-44-60-01	POE AVB/USB Expander-Bluetooth-Mounting Bracket-AVB Switch	\$29.19
			304-594-76-60-01	POE AVB/USB Expander-Bluetooth-Mounting Bracket-AVB Switch	\$29.18
				Total	\$1,459.16
Deffit, Luis	48908	AUG2020-410	001-521-40-49-00	FTO Training in Wenatchee-Meals Travel 8/23/2020-8/28/2020	\$316.25
				Total	\$316.25
Drain-Pro INC	48919	71383	408-535-60-48-04	Honey Bucket Service- Van	\$55.90
		71384	408-535-60-48-04	Scoyoc Sw & Train Honey Bucket Rental-North Park	\$356.36
		71666	408-535-60-48-04	Honey Bucket Service -Cemetery	\$96.57
		71667	408-535-60-48-04	Honey Bucket Service- Van	\$97.82
		71668	408-535-60-48-04	Scoyoc Sw & Train Honey Bucket Rental-North Park	\$195.65
		71669	408-535-60-48-04	Honey Bucket Rental-401 Whitehawk Park	\$304.50
				Total	\$1,106.80

Vendor	Number	Invoice	Account Number	Notes	Amount
Employment Security Dept	48920	000-945079-10-1 026	274-000-001-517-78-20-00	Processing Fee	\$25.00
				Total	\$25.00
Enumclaw, City of	48921	05936	001-523-60-41-00	Jail Fees-July 2020	\$1,755.00
				Total	\$1,755.00
Ford Motor Credit Company LLC	48922	1759434 - Lease Payment #22 - 2018 Ford F-150-8487902	001-591-21-70-03	1759434 - Lease Payment #22 - 2018 Ford F-150-8487902	\$902.81
			001-592-21-80-02	1759434 - Lease Payment #22 - 2018 Ford F-150-8487902	\$200.97
				Total	\$1,103.78
H D Fowler Company	48923	I5544091	401-534-50-48-02	3" Fire Hydrant Water Meter	\$946.37
		I5546516	401-534-50-48-02	Water Nozzles-Check Valve	\$125.83
				Total	\$1,072.20
Helix Design Group	48924	0000001-A18-021-23	304-594-18-60-01	New City Hall Facilities	\$4,204.46
			304-594-31-60-01	New City Hall Facilities	\$630.67
			304-594-34-60-01	New City Hall Facilities	\$630.66
			304-594-35-60-01	New City Hall Facilities	\$1,261.34
			304-594-44-60-01	New City Hall Facilities	\$140.15
			304-594-76-60-01	New City Hall Facilities	\$140.15
				Total	\$7,007.43
Keybank-MasterCard	EFT-MasterCard July 2020	0408--Police-July 2020	001-521-20-31-01	Blue Gun Holster	\$91.90
			001-521-20-31-01	Sig Sauer Stream Light	\$197.98
			001-521-20-31-01	Tactical Holster	\$221.33
			001-521-20-31-01	Radio Pouch-Magna Pouch	\$307.13
			001-521-50-49-01	Amazon Fee	\$14.20
			001-521-50-49-01	International Association Chiefs of Police	\$190.00
		0408-Police 2-July 2020	001-521-20-31-01	Gloves for Covid-19	\$92.99
			001-521-20-31-03	Copy Paper-Pens	\$63.70
			001-521-20-31-03	Office Supplies	\$86.53
			001-521-21-31-01	Shipping of Evidence	\$38.29
			001-521-40-49-00	Accelerate Conference-Gard	\$599.00
			001-521-50-48-02	Car Wash	\$16.00
			001-521-50-48-02	Car Wash-Taylor	\$16.00

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank- MasterCard	EFT- MasterCard July 2020	0408-Police 2-July 2020	001-521-50-49-01	National Tactical Association Membership	\$50.00	
		1397-Turner July 2020	001-521-50-48-02	Car Wash	\$12.00	
		1668-Finance July 2020	001-514-23-31-02	Credit for Office Supplies	(\$6.15)	
			001-514-23-31-02	Office Suipplies	\$59.07	
			001-514-23-31-02	Microwave for New City Hall-Will Credit Back	\$68.60	
			001-514-23-31-02	Microwave for New City Hall-Will Credit Back	\$68.60	
			304-594-18-60-01	Microwave for New City Hall	\$58.69	
			304-594-18-60-01	Stove-Dishwasher-Frig-New City Hall	\$1,358.80	
			304-594-31-60-01	Microwave for New City Hall	\$8.80	
			304-594-31-60-01	Stove-Dishwasher-Frig-New City Hall	\$203.83	
			304-594-34-60-01	Microwave for New City Hall	\$8.80	
			304-594-34-60-01	Stove-Dishwasher-Frig-New City Hall	\$203.82	
			304-594-35-60-01	Microwave for New City Hall	\$17.61	
			304-594-35-60-01	Stove-Dishwasher-Frig-New City Hall	\$407.64	
			304-594-44-60-01	Microwave for New City Hall	\$1.96	
			304-594-44-60-01	Stove-Dishwasher-Frig-New City Hall	\$45.29	
			304-594-76-60-01	Microwave for New City Hall	\$1.95	
			304-594-76-60-01	Stove-Dishwasher-Frig-New City Hall	\$45.29	
			1920-Gabreluk-July 2020	001-521-20-31-01	Uniform Items-Connor	\$227.33
				001-521-40-49-00	Accelerate Conference-Gabreluk	\$599.00
			5423-Public Works July 2020	001-575-50-48-00	First Aid Kit	\$21.11
				401-534-10-31-00	I Phone Case	\$17.49
				401-534-10-31-00	Neck Face Mask	\$27.17
				401-534-50-48-02	Power Supply for Harman Springs	\$442.13
				401-534-50-48-02	Explosion Proof Limit Switch-Well 3	\$971.50
				401-534-50-48-04	Tires for FA1112	\$159.84
				408-535-10-31-00	Neck Face Mask	\$27.16
				408-535-10-31-00	Dog Waste Bags	\$140.45
				408-535-10-31-05	Tetnus Shot	\$190.00
				408-535-50-48-03	Service Call Locking Doors at Main Park	\$258.97
				408-535-50-48-04	Tires for FA1112	\$159.83
				410-531-38-31-00	Neck Face Mask	\$27.16
				410-531-38-31-00	Dog Waste Bags	\$140.45
				410-531-38-48-01	Tires for FA1112	\$159.84
			7765-Montgomery-July 2020	001-511-60-31-01	Monthly Drop Box	\$13.18
			8424-Bethune July 2020	304-594-18-60-01	Chairs for New City Hall	\$550.26

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank- MasterCard	EFT- MasterCard July 2020	8424-Bethune July 2020	304-594-31-60-01	Chairs for New City Hall	\$18.35
			304-594-34-60-01	Chairs for New City Hall	\$165.08
			304-594-35-60-01	Chairs for New City Hall	\$18.34
			304-594-44-60-01	Chairs for New City Hall	\$82.53
			304-594-76-60-01	Chairs for New City Hall	\$82.54
		9853-Laraon-July 2020	001-521-30-31-04	PD Fire Wall	\$244.12
			001-521-30-31-04	PD Fire Wall	\$2,624.72
			304-594-18-60-01	Chairs for New City Hall	\$110.09
			304-594-31-60-01	Chairs for New City Hall	\$15.49
			304-594-34-60-01	Chairs for New City Hall	\$15.48
			304-594-35-60-01	Chairs for New City Hall	\$34.40
			304-594-44-60-01	Chairs for New City Hall	\$3.44
			304-594-76-60-01	Chairs for New City Hall	\$3.44
			Total		\$12,100.54
		Konica Minolta Business-Usa Inc	48925	267655136	001-521-10-40-06
Total					\$166.84
Law Offices of Matthew J Rusnak	48926	300-Court Appointed Attorney-Aug 2020	001-512-50-49-01	Court Appointed Attorney-Aug 2020	\$2,041.67
			Total		\$2,041.67
Lincoln, Tim	48927	AUG2020-413	304-594-18-60-01	Desk-Book Shelf- Cabinet New City Hall Building Dept	\$375.00
			Total		\$375.00
LN Curtis & Son	48928	INV385796	001-521-50-48-04	Mask for Covid 19	\$131.11
		INV391992	001-521-20-31-01	Mask for Covid 19	\$208.15
		INV393750	001-521-20-31-01	Mask for Covid 19	\$60.91
		INV397187	001-521-20-31-01	Uniform Items- Holsters	\$1,143.91
		Total		\$1,544.08	
Office of State Auditor	48929	L137918	001-575-21-40-00	Investigation	\$84.00
			Total		\$84.00
Opportunity Center Of Orting	48904	3504-Orting Opportunity Center Grant-May 2020	001-571-20-31-14	Orting Opportunity Center Grant-May 2020	\$625.00
		3505-Orting Opportunity Center Grant-June 2020	001-571-20-31-14	Orting Opportunity Center Grant-June 2020	\$625.00
		3506-Orting Opportunity Center Grant-July 2020	001-571-20-31-14	Orting Opportunity Center Grant-July 2020	\$625.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Opportunity Center Of Orting	48904	3507-Orting Opportunity Center Grant-Aug 2020	001-571-20-31-14	Orting Opportunity Center Grant-Aug 2020	\$625.00
				Total	\$2,500.00
Orca Pacific, Inc	48930	43231	401-534-10-31-01	Sodium Hypochlorite	\$934.52
				Total	\$934.52
P.c. Budget & Finance	48931	C-291491 C-104188	001-523-60-41-00	Jail Fees -July 2020	\$412.03
				Total	\$412.03
Popular Networks, Llc	48932	35602	001-512-50-41-01	Computer Maintenance	\$177.07
			001-521-50-41-01	Computer Maintenance-PD	\$1,266.79
			001-525-60-41-03	PSB Disaster Recovery	\$620.82
	48907	35959	304-594-18-60-01	Backup-Server Meraki Ethernet	\$3,748.25
			304-594-31-60-01	Switch	\$527.10
			304-594-34-60-01	Meraki Ethernet Switch	\$527.10
			304-594-35-60-01	Meraki Ethernet Switch	\$1,171.33
			304-594-44-60-01	Meraki Ethernet Switch	\$117.13
			304-594-76-60-01	Meraki Ethernet Switch	\$117.12
			412-594-38-62-01	Meraki Ethernet Switch	\$6,208.04
		35983	304-594-18-60-01	CISCO 10G Base Sr Multi Line	\$1,477.58
			304-594-31-60-01	CISCO 10G Base Sr Multi Line	\$207.79
			304-594-34-60-01	CISCO 10G Base Sr Multi Line	\$207.79
			304-594-35-60-01	CISCO 10G Base Sr Multi Line	\$461.75
			304-594-44-60-01	CISCO 10G Base Sr Multi Line	\$46.17
			304-594-76-60-01	CISCO 10G Base Sr Multi Line	\$46.17
	48932	35595	001-513-23-41-01	Computer Maintenance	\$82.77
			001-514-23-41-04	Computer Maintenance	\$231.75
			001-524-20-41-01	Computer Maintenance	\$165.53
			001-525-60-41-03	Disaster Recovery Backup-Server	\$1,009.39
			001-575-50-41-03	Computer Maintenance	\$148.98
			101-542-30-41-04	Computer Maintenance	\$82.77
			104-536-20-41-01	Computer Maintenance	\$33.12
			401-534-10-41-05	Computer Maintenance	\$347.62

Vendor	Number	Invoice	Account Number	Notes	Amount
Popular Networks, Llc	48932	35595	408-535-10-41-05	Computer Maintenance	\$347.61
			410-531-38-41-04	Computer Maintenance	\$215.19
	35679	35679	001-513-23-41-01	Computer Maintenance	\$82.77
			001-514-23-41-04	Computer Maintenance	\$231.75
			001-524-20-41-01	Computer Maintenance	\$165.53
			001-525-60-41-03	Disaster Recovery Backup-Server	\$1,010.48
			001-575-50-41-03	Computer Maintenance	\$148.98
			101-542-30-41-04	Computer Maintenance	\$82.77
			104-536-20-41-01	Computer Maintenance	\$33.12
			401-534-10-41-05	Computer Maintenance	\$347.62
			408-535-10-41-05	Computer Maintenance	\$347.62
			410-531-38-41-04	Computer Maintenance	\$215.19
	35686	35686	001-512-50-41-01	Computer Maintenance	\$177.06
			001-521-50-41-01	Computer Maintenance-PD PSB	\$1,266.79
			001-525-60-41-03	Disaster Recovery Backup-Server	\$622.46
	35705	35705	001-513-23-41-01	Computer Maintenance	\$82.77
			001-514-23-41-04	Computer Maintenance	\$231.75
			001-524-20-41-01	Computer Maintenance	\$165.53
			001-525-60-41-03	Disaster Recovery Backup-Server	\$1,013.76
			001-575-50-41-03	Computer Maintenance	\$148.98
			101-542-30-41-04	Computer Maintenance	\$82.77
			104-536-20-41-01	Computer Maintenance	\$33.12
			401-534-10-41-05	Computer Maintenance	\$347.62
			408-535-10-41-05	Computer Maintenance	\$347.62
			410-531-38-41-04	Computer Maintenance	\$215.19
	35712	35712	001-512-50-41-01	Computer Maintenance	\$177.07
			001-521-50-41-01	Computer Maintenance-PD PSB	\$1,266.78
			001-525-60-41-03	Disaster Recovery Backup-Server	\$1,483.86
	35913	35913	001-513-23-41-01	Computer Maintenance	\$82.77
			001-514-23-41-04	Computer Maintenance	\$231.75
			001-524-20-41-01	Computer Maintenance	\$165.53
			001-525-60-41-03	Disaster Recovery Backup-Server	\$1,015.94

Vendor	Number	Invoice	Account Number	Notes	Amount		
Popular Networks, Llc	48932	35913	001-575-50-41-03	Computer Maintenance	\$148.98		
			101-542-30-41-04	Computer Maintenance	\$82.77		
			104-536-20-41-01	Computer Maintenance	\$33.12		
			401-534-10-41-05	Computer Maintenance	\$347.62		
			408-535-10-41-05	Computer Maintenance	\$347.62		
			410-531-38-41-04	Computer Maintenance	\$215.19		
			35920	001-512-50-41-01	Computer Maintenance	\$177.06	
				001-521-50-41-01	Computer Maintenance-PD	\$1,266.79	
				001-525-60-41-03	Disaster Recovery Backup-Server	\$627.93	
							Total
Puget Sound Energy	48933	200001247663-AUG2020	408-535-50-47-07	VC Lift Station	\$170.36		
		200001247812-AUG2020	101-542-63-47-03	SR162 Signal	\$26.81		
		200001248034-AUG2020	401-534-50-47-02	Harman Springs-Chlorinator	\$50.75		
		200001248190-AUG2020	105-576-80-47-01	North Park	\$10.41		
		200001248372-AUG2020	401-534-50-47-08	Well 3	\$3,692.13		
		200001248539-AUG2020	001-525-50-47-01	Lahar Siren	\$10.41		
		200001532189-AUG2020	105-576-80-47-02	Main Park-Bell Tower	\$145.80		
				Main Park-Bell Tower	\$62.49		
				VG Lift Station	\$232.54		
		200002708986-AUG2020	408-535-50-47-05	City Hall-City Shop	\$55.47		
		200003766280-AUG2020	001-514-21-32-01	001-514-21-47-01	City Hall-City Shop	\$55.47	
				001-524-20-32-05	City Hall-City Shop	\$36.97	
				401-534-50-47-01	City Hall-City Shop	\$55.47	
				401-534-50-47-09	City Hall-City Shop	\$55.46	
				408-535-50-47-01	City Hall-City Shop	\$55.47	
				408-535-50-47-08	City Hall-City Shop	\$55.46	
				200009717931-AUG2020	401-534-50-47-04	Well 2	\$61.41
				200010396543-AUG2020	105-576-80-47-01	North Park	\$89.00
				200010396733-AUG2020	401-534-50-47-11	Well 4 Pump Station	\$2,331.49
				200010629349-AUG2020	101-542-63-47-01	City Shop	\$11.06
		104-536-50-47-01	City Shop			\$8.85	
		401-534-50-47-01	City Shop			\$11.06	
		408-535-50-47-01	City Shop			\$13.28	
		200013874264-AUG2020	408-535-50-47-04	WWTP	\$8,194.20		
		200019613294-AUG2020	104-536-50-47-02	Cemetery Shop	\$469.69		
		200021421298-AUG2020	408-535-50-47-06	Rainier Meadows	\$31.95		
		200022934653-AUG2020	001-575-50-47-01	MPC	\$411.95		
		200024404523-AUG2020	408-535-50-47-02	Lift Station	\$78.93		
		200041994137-AUG2020	408-535-50-47-05	VG Lift Station	\$45.53		
		220011476581-AUG2020	408-535-50-47-03	High Cedars Lift Station	\$97.26		
				Street Lights	\$51.49		
		220015220399-AUG2020	101-542-63-47-03	New PW Shop	\$28.15		
		220020534461-AUG2020	101-542-63-47-01	401-534-50-47-01	New PW Shop	\$39.40	
408-535-50-47-01	New PW Shop			\$45.04			

Vendor	Number	Invoice	Account Number	Notes	Amount	
Puget Sound Energy	48933	220022116432-AUG2020	001-512-50-47-01	New City Hall	\$24.81	
			001-514-21-47-01	New City Hall	\$124.06	
			001-521-50-47-00	New City Hall	\$248.12	
			001-524-20-32-05	New City Hall	\$18.62	
			401-534-50-47-01	New City Hall	\$68.23	
			408-535-50-47-01	New City Hall	\$68.23	
			408-535-50-47-01	New City Hall	\$68.24	
			300000002406-AUG2020	101-542-63-47-03	Street Lights	\$5,171.09
			400002573246-AUG2020	304-594-18-60-01	Charge for Disconnect & Reconnect	\$407.40
			304-594-31-60-01	Charge for Disconnect & Reconnect	\$61.11	
			304-594-34-60-01	Charge for Disconnect & Reconnect	\$61.11	
			304-594-35-60-01	Charge for Disconnect & Reconnect	\$122.22	
			304-594-44-60-01	Charge for Disconnect & Reconnect	\$13.58	
			304-594-76-60-01	Charge for Disconnect & Reconnect	\$13.58	
			Total			
Randy Means & Associates LLC	48934	20207345338-6356809	001-521-40-49-00	Advanced Internal Affairs Training-LT Gabreluk & Turner	\$1,190.00	
Total				\$1,190.00		
Scientific Supply & Equip	48935	31445590	408-535-10-31-00	Lab Supplies	\$297.77	
Total				\$297.77		
Taylor, Phil	48909	AUG2020-411	001-521-40-49-00	FTO Training in Wenatchee-Meals Travel 8/23/2020-8/28/2020	\$316.25	
Total				\$316.25		
UniFirst Corporation	48936	330 1660477	408-535-10-31-03	Uniform Item-Protective Services	\$183.82	
Total				\$183.82		
US Bank Equipment Finance	48937	420349276	001-594-14-41-04	City Hall Copier Lease	\$327.83	
Total				\$327.83		
UW Medicine	48938	783980	001-521-20-41-00	Physical Examination-Moutaftsis	\$365.00	
		786235	001-521-20-41-00	Physical Examination-Palombi	\$435.00	

Vendor	Number	Invoice	Account Number	Notes	Amount
UW Medicine	48938	786791	001-521-20-41-00	Chest Exam-Palombi	\$60.00
				Total	\$860.00
Vision Forms LLC	48939	6093	401-534-10-31-00	Utility Bill Forms	\$108.87
			408-535-10-31-00	Utility Bill Forms	\$108.86
			410-531-38-31-00	Utility Bill Forms	\$108.86
		6096	401-534-10-31-00	Utility Bill	\$47.49
				Processing & Mailing	
			401-534-10-42-00	Utility Bill	\$66.84
				Processing & Mailing	
			408-535-10-31-00	Utility Bill	\$47.49
				Processing & Mailing	
			408-535-10-42-00	Utility Bill	\$66.84
				Processing & Mailing	
			410-531-38-31-00	Utility Bill	\$47.49
				Processing & Mailing	
			410-531-38-42-00	Utility Bill	\$66.84
				Processing & Mailing	
				Total	\$669.58
Washington Tractor	48940	2169217	101-542-30-48-04	Replaced Muffler-Left Front Fender-Changed Coolant - Replaced Parking Brake Cable-FA1049	\$1,085.80
			105-576-80-48-01	Replaced Muffler-Left Front Fender-Changed Coolant - Replaced Parking Brake Cable-FA1049	\$1,085.81
				Total	\$2,171.61
Water Management Lab Inc.	48941	187061	401-534-10-41-03	Lab Testing	\$24.00
				Total	\$24.00
Wex Bank	48942	67036632	001-521-20-32-00	Fuel-PD	\$1,308.04
				Total	\$1,308.04
Whitworth Pest Solutions, INC	48943	516559	001-514-21-48-01	Rodent Control	\$371.62
				Total	\$371.62
				Grand Total	\$157,977.11



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: School Resource Officer Inter Local Agreement (SRO ILA) Renewal	AB20-58			
		7/10/20	7.15.20	8.12.20 8.26.20
	Department:	Police/Finance		
	Date Submitted:	August 1, 2020		
Cost of Item:	N/A Revenue Item			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	001-342-10-00-00			
Timeline:	By Sept. 1			
Submitted By:	Chris Gard/Scott Larson			
Fiscal Note: The School District will pay the City \$97,500 for the 2020-2021 school year and \$100,000 for the 2021 – 2022 school year.				
Attachments: ILA and Attachments				
SUMMARY STATEMENT:				
<p>The School District and the City have negotiated a new ILA for School Resource Officer Services. We have agreed to prorate the fee by week in the event that in person school is prohibited. We have also increased the annual fee and the cost of overtime.</p>				
<p>RECOMMENDED ACTION: MOTION: <i>To Approve The Inter- Local Agreement For School Resource Officer Services With The Orting School District As Prepared.</i></p>				

**INTERLOCAL AGREEMENT BETWEEN THE ORTING SCHOOL DISTRICT
AND CITY OF ORTING
FOR THE SCHOOL RESOURCE OFFICER PROGRAM**

THIS AGREEMENT, made and entered into this 26th , day of August, 2020, by and between the Orting School District (“District”) and the City of Orting (“City”).

WHEREAS, the City is a municipal corporation of the State of Washington, organized and operating under the Optional Municipal Code, Title 35A RCW; and

WHEREAS, the District is a municipal corporation organized pursuant to Title 28A of the Revised Code of Washington, RCW 28A; and

WHEREAS, the City and the District have the power, authority and responsibility to provide public safety services within their respective jurisdictions and facilities; and

WHEREAS, the District has expressed a desire to execute an agreement with the City for the services of one full-time police officer, known as a School Resource Officer ("SRO") to be stationed at Orting High School and serving the District's schools located within the City's corporate boundaries; and

WHEREAS, both parties desire to enter into an agreement for the purpose of utilizing the City’s capabilities to provide the District with SRO services; and

WHEREAS, the District and the City believe the services rendered by an SRO will enhance school security and benefit public safety; and

WHEREAS, the City is willing to assign a police officer to serve as an SRO as set forth herein, subject to the District's commitment to reimburse the City its proportional share of the costs of maintaining such position, as specified in this Agreement; and

WHEREAS, the City and the District agree to fund an SRO position in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, this Agreement is specifically authorized by the Interlocal Cooperation Act set forth in Chapter 39.34 of the Revised Code of Washington,

NOW, THEREFORE, IN CONSIDERATION OF THE PROMISES AND AGREEMENTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. Scope of Services. The City will assign one regularly employed Orting police officer to serve as a School Resource Officer (“SRO”). This SRO will provide a uniformed presence on campus to promote safety and serve as a positive resource to the schools and surrounding neighborhoods. The SRO will patrol Orting schools and surrounding areas, focusing primarily on Orting High School and the District’s secondary schools, in order to identify, investigate, deter, and prevent crime, especially those incidents involving weapons, youth violence, harassment,

gang involvement, drugs, or other similar activities. In addition, the SRO will provide students, parents, teachers, administrators and neighborhood residents with information, support, and problem-solving mediation and facilitation. The SRO shall perform the duties set forth on Appendix B to this agreement, adopted herein by this reference, which contains a comprehensive School Resource Officer Scope of Work.

While school is in session, the SRO will be assigned to the District on a full-time, forty (40) hours work week, minus any scheduled vacation time, sick time, training time, court time, or any other unavoidable police-related activity, including any emergencies such as civil disasters.

Except as provided herein, scheduling for the SRO while school is in session will be determined by mutual agreement of the District and the SRO's police supervisor. The SRO will not take vacation while school is in session unless approved by his/her police supervisor. On scheduled work days when school is not in session (summer vacation, school breaks, holidays, etc.), the SRO will work on assignments as determined by their police supervisor.

The SRO will attend a weekly meeting with the District's Superintendent to review and discuss timely school safety issues. The City shall have the sole discretion as to the staffing, but will accept input from the District. The City shall have the sole discretion for equipment, uniform, and supplies used by the SRO and shall be the sole judge as to the most appropriate, efficient and effective manner of handling and responding to calls for Services or the rendering thereof. The SRO will remain an employee of the City. The delivery of services, the standards of performance, the discipline of officer, the supervision of the SRO and any other City personnel, and other matters incidental to the performance of the Services, shall remain under the control of the City.

2. Salary, Retirement and Overtime. The District shall not assume any liability for the direct payment of any salaries, wages, or other compensation to an SRO performing the Services provided hereunder, except as provided herein. The District shall be responsible for the cost of overtime necessitated by the performance of this Agreement, and will be periodically billed for overtime incurred. The District shall be responsible for any off-duty employment costs. Off-duty employment agreements shall be between the District and the City using the City's standard agreement. Except as otherwise specified herein, the District shall not be liable for compensation for wages for any City employee for injury or sickness arising out of his/her employment pursuant to this Agreement, except for any injury or sickness that occurs as a result of the District's negligent or intentional acts.

3. Term. This Agreement shall be effective for a term from September 1, 2020 through June 30, 2022. Following expiration of the initial term, this Agreement may be extended, by mutual agreement, for an additional year thereafter upon the same terms and conditions, provided that the Parties may modify the reimbursement amount set forth in paragraph 4 below.

4. Payment for Services. The District will reimburse the City for the services of one (1) SRO, as provided by this Agreement as outlined in Appendix A, for the initial term of this Agreement. Charges will be billed in two (2) installments in October and April. The District shall remit payment to the City within thirty (30) days after receipt of invoice. The Finance Directors for each party are authorized to modify this payment schedule and process by subsequent mutual

agreement, provided such understandings or modifications shall be in writing.

In the event that school buildings are closed to students by proclamation of the Governor, State Superintendent, Orting School District Superintendent, or health official, the District will only be responsible for payment for services rendered for any week(s) during which schools buildings are partially or fully open to students. The Parties will prorate the remaining portion of this Agreement by week based on 41 weeks of service for any weeks the District's buildings are fully closed.

5. Emergency Situations. During days when school is in session, the SRO will not be assigned by the City to duties other than those set forth herein, except for required Departmental training or in response to emergency situations, as determined by the sole discretion of the Chief of Police or his designee, necessitating the response of additional police personnel.

6. Indemnification. The District agrees to defend at its own expense, indemnify and hold harmless the City, its hired, appointed and elected officers, officials, employees, agents, and volunteers from and against any and all liabilities, judgments, liens, losses, costs, damages and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits of any kind that allege injury or death to a person, or damage, injury or destruction to property or the enjoyment of property caused or allegedly caused or occasioned in whole or in part by or arising out of the performance or carrying out the terms of this Agreement and/or amendments to this Agreement except to the extent that such injury or death to a person, or damage, injury, or destruction of property or the enjoyment of property is caused by the negligent or intentional tortuous acts of the City and/or its hired, appointed and elected officers, officials, employees, agents, and volunteers. The City agrees to defend at its own expense, indemnify and hold harmless the District, its hired, appointed and elected officers, officials, employees, agents, and volunteers from and against any and all liabilities, judgments, liens, losses, costs, damages and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits of any kind that allege injury or death to a person, or damage, injury or destruction to property or the enjoyment of property caused or allegedly caused or occasioned in whole or in part by or arising out of the performance or carrying out the terms of this Agreement and/or amendments to this Agreement except to the extent that such injury or death to a person, or damage, injury, or destruction of property or the enjoyment of property is caused by the negligent or intentional tortuous acts of the District and/or its hired, appointed and elected officers, officials, employees, agents, and volunteers.

7. Compliance with Laws. In exercise of its rights to provide the City with input on the selection of an assigned SRO, the District acknowledges, in addition to compliance by the City with all applicable laws and regulations relating to employee hiring, the City's Civil Service rules prohibit discrimination on the basis of non-merit factors. Additionally, the District acknowledges and agrees the Services rendered hereunder may be affected by provisions of the collective bargaining agreement between the City and the union representing the SRO. Furthermore, this Agreement shall be subject to all laws, rules, and regulations of the United States of America, State of Washington, and the City of Orting. Should any such authority effectively prevent the performance of the obligations set forth herein or otherwise materially interfere with the achievement of the purposes of this Agreement, either party may terminate this Agreement upon thirty (30) days written notice to the other.

8. Termination. If either party fails to comply with the terms and conditions of this Agreement, the other party, upon thirty (30) days prior written notice to the breaching party, may terminate this Agreement.

9. Modification. Either party may, in writing, request changes in the Agreement. Except as otherwise provided herein, any and all agreed modifications shall be in writing, signed by each of the parties and affixed to this Agreement.

10. Venue and Governing Law. In the event of litigation arising out of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington, County of Pierce. This Agreement shall be governed by the law of the State of Washington.

11. Mediation / Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under Judicial Dispute Resolution LLC ("JDR") service rules or policies before resorting to arbitration. If the parties are unable to agree on the selection of a mediator or are unable to resolve the dispute by mediation pursuant to this section, or the parties waive mediation by written agreement, then the parties agree to submit their dispute to binding arbitration by delivering written demand for arbitration to the other party. The parties shall agree upon one arbitrator within ten (10) days of the arbitration demand. The arbitrator must be a JDR panelist. If the parties do not mutually agree on the identity of the arbitrator within such period, the arbitrator shall be selected by the administrator of the JDR, according to the arbitration rules of the JDR, without further input by the parties. All statutes of limitations which would otherwise be applicable shall apply to any arbitration proceeding hereunder. The arbitration will be conducted in Orting, Washington under the procedures of the Arbitration Rules of Judicial Dispute Resolution LLC in effect on the date hereof as modified by this Section. Any issue about whether a claim must be arbitrated pursuant to this provision shall be determined by the arbitrator.

12. Confidentiality. Laws involving confidentiality govern both the District and the City. Both the District and the City agree their employees, subcontractors, and others shall maintain the confidentiality of all information provided by the other to the extent required by the laws governing each. The federal Family Educational Rights and Privacy Act governs the District and the City understands this act and other state and federal laws will restrict the dissemination of certain information to the City. The District likewise understands that certain intelligence and law enforcement information is to remain confidential and in the sole control of the City. Each party agrees to respect the requirement imposed on the other and, in the event of any judicial action, to promptly notify the other of any attempt to seek disclosure of information.

13. Notices. Any notices required to be given by the Parties shall be delivered at the addresses set forth below. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth below. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

14. No Joint Venture or Separate Entity Created. No joint venture or partnership is formed as

a result of this Agreement, and no separate legal entity is formed hereby. The employees or agents of each Party who are engaged in the performance of this Agreement shall continue to be employees or agents of that Party subject to the policies, procedures and control of that Party, and shall not be considered for any purpose to be employees or agents of the other Party.

15. Severability. If any term or condition of this Agreement or the application thereof to any persons(s) or circumstances is held to be unconstitutional or invalid, such invalidity shall not affect the validity of the remaining portion of this Agreement and the remainder shall remain in full force and effect. The terms and conditions of this Agreement are declared severable.

16. Captions. The captions used herein are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions hereof

17. No Waiver. Waiver of any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Agreement shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

18. Entire Agreement. This written Agreement represents the entire agreement between the parties and supersedes any prior oral statements, discussions, or understanding between the parties.

19. Counterpart Originals. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties below have executed this Agreement, and by doing so, acknowledge that they have read this Agreement, understand its terms, and enter this Agreement in a knowing, intelligent, and voluntary manner.

ORTING SCHOOL DISTRICT

CITY OF ORTING

By: _____

By: _____

Date: _____

Date: _____

Appendix A: Payment for Services Schedule

Payments to the City shall be based on the following schedule:

2020 – 2021 School Year	\$97,500.00
2021 – 2022 School Year	\$100,000.00

Additional hours that are requested by the District shall be based on the following schedule:

2020 – 2021 School Year	\$77.00 / hour
2021 – 2022 School Year	\$79.00 / hour

Appendix B– School Resource Officer Scope of Work

The School Resource Officer (SRO) is a fully-commissioned, uniformed police officer assigned to maintain a safe and secure environment for students and faculty at schools located in the Orting School District. The SRO position is funded through an inter-local agreement between the City of Orting and the Orting School District.

Goal and Program Benefits:

The SRO program should help reduce crime in the schools and community. It will do so by intervening earlier in the delinquency pattern as well as offering students a positive role model. The physical security of the schools will be improved. This will result in a safer environment for students and faculty. The SRO will improve the liaison between students and faculty and the City of Orting Police Department. Overall, the relationship between the schools, staff, students, the City of Orting Police Department, and the community will improve.

SRO Duties:

1. Patrol all four district schools and surrounding areas to identify, investigate, deter and prevent crimes, especially incidents involving drugs, gang involvement, weapons, youth violence, harassment or similar activities. Patrol other district facilities within the city on an “as needed” basis.
2. Provide specialized training to school staff and students designed to improve security in the school. Topics, for example, can include drug and gang identification, stranger awareness, sexual predators, crime prevention, and safety presentations, etc.
3. Provide advice to school district personnel on law enforcement issues. SRO will assist in suggesting solutions to security problems that arise in the school district.
4. Provides a positive atmosphere when interacting with students. Will be available during student lunch periods, recess, before school, and assemblies when schedule permits.
5. Handle traffic complaints involving students on district properties and immediately adjoining areas.
6. Work with school district security personnel on matters of mutual concern and provide them with training to enhance school safety.
7. Assist school district personnel in the identification of/and behavior modification of behaviors not conducive to a positive school environment and assist in law enforcement and security-related problem solutions.

8. Work flexible or adjusted shifts when necessary and permissible by labor agreement (CBA) to accommodate evening meetings, presentations or other activities involving the SRO.
9. Attend City of Orting Police Department training and meetings as required.
10. SROs generally will strive to limit vacations during periods in which school is in session. If this should occur, the City agrees to make reasonable efforts to assign other officers to provide SRO services in the regular officer's absence.
11. The SRO shall comply with and be subject to the City of Orting Police Department's operating policies and personnel policies.
12. The SRO shall not be responsible for the administration of student discipline. The administration of student discipline shall be the duty of the District.
13. The Assistant Superintendent of Business, Operations and Safety will be the main point of contact for the SRO and will meet on a regular basis to provide oversight of district needs and discussion of impacting issues.
14. The SRO and Assistant Superintendent will oversee a working schedule that meets the needs of the district.



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: City Administrator Vacancy, Ordinance Amending OMC 1-7-1, 1-7-2, and 1-7-3 Officer Level Job Descriptions	AB20-67			
		N/A	8.19.2020	8.26.20
	Department:	Mayor		
	Date Submitted:	August 13, 2020		
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	August 28, 2020 to start search process			
Submitted By:	Mayor Penner			
Fiscal Note: None.				
Attachments: Ord 2020-1065, Res 2020-21, Officer Level Job Descriptions				
<p>SUMMARY STATEMENT: 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>RECOMMENDED ACTION: Motion:</p> <p>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.</p> <p>AND</p> <p>2. To Approve Resolution No 2020-21, A Resolution Of The City Of Orting, Washington, Adopting Duties And Qualifications Of Appointive Officers</p>				

**CITY OF ORTING
WASHINGTON
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**

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

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 TreasurerFinance Director:~~

~~1. City TreasurerFinance 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:

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.**

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 26TH, DAY OF AUGUST, 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

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

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

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

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



**City Of Orting
Council Agenda Summary Sheet**

Subject: CARES Funds Allocation, Resolution No. 2020-24 Related to Non-profit Grant Programs and Resolution No. 2020-23 Related to Small Business Relief Grants	Recommending Committee:	AB#	Study Session	Regular Meeting
	AD HOC	AB20-64	8.19.20	8.12.20 8.26.20
	Department:	Administration		
	Date Submitted:	August 11, 2020		
Cost of Item:	<u>\$150,000</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	TBD			
Timeline:	August 31, 2020			
Submitted By:	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: Resolution 2020-23 and Resolution 2020-24

SUMMARY STATEMENT:

Based on comments staff received from council we have prepared two resolutions related to the granting of our CARES funds:

1. Grant to Non-profit Organizations who are adept at helping mitigate the socioeconomic problems that have been brought on by the pandemic. These include:
 - a. Orting Senior Center - \$10,000
 - b. St. Vincent De Paul Tacoma - \$10,000
 - c. Orting Valley Recovery Café - \$20,000
 - d. Orting Teen Center - \$10,000
2. Small Business Relief Grants to businesses within Orting. These grants would be up to \$5,000 per business and up to \$100,000 total. The eligibility criteria are as follows:
 - a. Must have been in operation and licensed within the City of Orting before March 1, 2020
 - b. Must Have a current City of Orting Business license.
 - c. Been in business for at least one year prior to the date of the application
 - d. Have a physical location in the City of Orting on or before March 1, 2020

- e. Have no more than 10 full-time equivalent employees as of March 1, 2020
- f. A for-profit business engaged in a type of business eligible to receive funding by the US Small Business Administration
- g. The business is not owned, partially owned, by employees or public officials associated with the City of Orting
- h. Demonstrate a financial loss due COVID-19 in the 2nd quarter of 2020 of 20% or more when compared to the 2nd quarter of 2019. The City retains its rights to audit the businesses books and records at a later date to verify this.
- i. Business has reopened prior to the date of the application

RECOMMENDED ACTION:

MOTION: To Approve Resolution 2020-23- ESTABLISHING THE ORTING CARES ACT SMALL BUSINESS GRANT PROGRAM, DECLARING A PUBLIC PURPOSE AND AUTHORIZING A CITY GRANT OF FUNDS TO ORTING BUSINESSES FOR COVID-19 RELIEF.

MOTION: To Approve Resolution 2020-24 ESTABLISHING THE ORTING CARES ACT NON-PROFIT GRANT PROGRAM, DECLARING A PUBLIC PURPOSE AND AUTHORIZING CITY GRANTS OF FUNDS TO NON-PROFIT ORGANIZATIONS FOR COVID-19 RELIEF.

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2020-24

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, ESTABLISHING THE ORTING CARES
ACT NON-PROFIT GRANT PROGRAM, DECLARING A
PUBLIC PURPOSE AND AUTHORIZING CITY GRANTS
OF FUNDS TO NON-PROFIT ORGANIZATIONS FOR
COVID-19 RELIEF.**

WHEREAS, on March 27, 2020, the United States Congress adopted the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) which, among other things, amended Section 601(a) of the Social Security Act and established the Coronavirus Relief Fund into which Congress appropriated \$150 billion to make payments for specified uses to States and certain local governments; and

WHEREAS, the Coronavirus Relief Fund is available to reimburse government recipients for necessary expenditures incurred due to the COVID-19 public health emergency that were not accounted for in the government recipient’s most-recently appropriated budget and that were incurred during the period between March 1, 2020 and December 30, 2020; and

WHEREAS, guidance issued by the U.S. Treasury Department and Washington State Department of Commerce indicates that necessary expenditures incurred due to the COVID-19 public health emergency include using the funds to provide various resources to support individuals and households that have been impacted by COVID-19, including shelter assistance, food assistance, and utilities assistance; and

WHEREAS, the City of Orting desires to establish a COVID-19 / CARES Act Non-Profit Grant Program to provide grant funding to non-profit organizations which the City Council determines bring a significant value to the residents of Orting in response to the COVID-19 pandemic thereby serving a valid municipal purpose; and

WHEREAS, the City has been allocated funding from the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), and that funding may be used for this type of grant relief to provide relief to Orting’s residents from the public health, safety and economic crises resulting from the COVID-19 pandemic; and

WHEREAS, the City Council desires to partner with local nonprofit corporations registered with the State of Washington, to disseminate the funding to the poor and infirmed and those individuals and households that have been negatively impacted by COVID-19; and

WHEREAS, the City Council finds that funding these organizations serves the valid municipal purpose of promoting the health, safety and welfare of the City’s residents who are struggling due to the COVID-19 pandemic and the economic impact thereof;

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

Section 1. Program Establishment and Declaration of Public Purpose. The City Council establishes the Orting CARES Act Non-Profit Grant Program, to award cash grants from the City’s allocated CARES Act funding to non-profit organizations serving the residents of the City of Orting by providing relief to Orting’s residents from the public health, safety and economic crises resulting from the COVID-19 pandemic. The City declares that funding the organizations identified in Section 2 will serve the valid municipal purposes described herein, and that the organizations meet those purposes and are equipped to respond to the COVID-19 pandemic and related economic crisis.

Section 2. Authorization of Funding. The City Council authorizes the City’s grant awards to the following organizations, pursuant to the aforementioned policy, in the amount specified below. The Mayor is authorized to enter into contracts with the organizations to memorialize the grant funding authorized herein and ensure that the beneficiary organizations utilize the funds for the necessary and permitted purposes described herein in conformance with the federal and state requirements for the use of these funds. The City Council authorizes payment of this grant from the City’s general fund, and requests the Mayor or designee seek reimbursement for these amounts from the CARES Act funding allocated to the City.

<u>Organization</u>	<u>Amount Granted</u>	<u>Municipal Purpose for Funding</u>
Orting Senior Center	\$10,000	Provide aid to senior residents of Orting to facilitate compliance with COVID-19 related public health measures
St. Vincent De Paul Tacoma (for relief to Orting residents only)	\$10,000	Provide aid to vulnerable residents of Orting for housing and utility relief in response to COVID-19 public health emergency
Orting Valley Recovery Café	\$20,000	Provide aid to vulnerable residents of Orting in response to COVID-19 public health emergency
Orting Teen Center	\$10,000	Provide aid to vulnerable residents of Orting in response to COVID-19 public health emergency

Section 3. Effective Date. This Resolution shall take effect and be in full force immediately upon its passage.

Section 4. Corrections Authorized. The City Clerk is authorized to make necessary corrections to this Resolution, including but not limited to correction of clerical errors.

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

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk

Approved as to form:

Charlotte A. Archer
Inslee Best
City Attorney



Grant Application-CARES FUNDS

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext.133 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:

Name of Organization: _____ UBI #: _____

Contact Person's Name and Title: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Amount Requested: \$ _____

How the grant will be used to support pandemic relief within Orting's community? (This information can be provided in a letter, attached to this application):

This grant is required to serve those within the political boundaries of Orting. How will you verify that the funds are being used in conformance with this requirement? (This information can be provided in a letter, attached to this application):

All groups seeking grants from the City of Orting must:

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

Signature of Authorized Representative of Applicant _____
Date

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

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2020-23

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, ESTABLISHING THE ORTING CARES
ACT SMALL BUSINESS GRANT PROGRAM, DECLARING
A PUBLIC PURPOSE AND AUTHORIZING A CITY GRANT
OF FUNDS TO ORTING BUSINESSES FOR COVID-19
RELIEF.**

WHEREAS, on March 27, 2020, the United States Congress adopted the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) which, among other things, amended Section 601(a) of the Social Security Act and established the Coronavirus Relief Fund into which Congress appropriated \$150 billion to make payments for specified uses to States and certain local governments; and

WHEREAS, the Coronavirus Relief Fund is available to reimburse government recipients for necessary expenditures incurred due to the COVID-19 public health emergency that were not accounted for in the government recipient’s most-recently appropriated budget and that were incurred during the period between March 1, 2020 and December 30, 2020; and

WHEREAS, Guidance issued by the U.S. Treasury Department indicates that necessary expenditures incurred due to the COVID-19 public health emergency include costs incurred to support local businesses that suffered losses due to COVID-19 business interruptions, or incurred costs for personal protective equipment or other materials, supplies and equipment needed to safely operate following a COVID-19-related closure; and

WHEREAS, the City Council believes a functioning local economy is critical to protect the health and wellbeing of Orting residents, as the failure of small businesses due to the pandemic will create a serious hardship on owners and individuals employed by those businesses, and create additional financial burdens on government services by increasing demand for government support to individuals who are unemployed coupled with a substantial decrease in sales tax revenue for the City due to the pandemic; and

WHEREAS, the City of Orting desires to establish adopted a COVID-19 / CARES Act Small Business Grant Program to provide grant funding to businesses within the City of Orting who have been negatively impacted by the COVID-19 pandemic; and

WHEREAS, the City has been allocated funding from the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), and the City Council desires to use a portion of the funding for grant relief to provide relief to Orting’s businesses from the public health, safety and economic crises resulting from the COVID-19 pandemic; and

WHEREAS, the City Council finds that this program will serve a governmental purpose by wherein in exchange for cash allocations, qualified small businesses will be able to re-open and provide the City's residents with jobs, services and/or goods, and public services via tax revenue; and

WHEREAS, the City Council finds that the grant program is necessary and the eligibility requirements are compliant with the requirements for use of funds established by the Washington Department of Commerce, the administrator for the CARES Act funding allocated to the City, and the federal government; and

WHEREAS, the City Council finds that funding the business grants serves the valid municipal purpose of promoting the health, safety and welfare of the City's businesses who are struggling due to the COVID-19 pandemic and the economic impact thereof;

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

Section 1. Program Establishment and Declaration of Public Purpose. The City Council establishes the Orting CARES Act Small Business Grant Program to award cash grants to eligible small businesses serving residents of Orting with jobs, services and goods during the public health, safety and economic crises resulting from the COVID-19 pandemic. The City Council declares that this program serves the valid municipal purposes described herein and is necessary to ensure that the Orting businesses are equipped to respond to the COVID-19 pandemic and related economic crisis.

Section 2. Authorization of Funding. The City Council allocates \$100,000 for economic recovery response to the impacts resulting from the COVID-19 pandemic through the Orting CARES Act Small Business Grant Program. The City Council directs staff to disseminate the funding pursuant to the program criteria in Exhibit A, and to solicit eligible grant recipients using Exhibit B, Grant Application - CARES BUSINESS RELIEF GRANT. Grant recipients shall execute a contract with the City prior to receipt of the funds in a form acceptable to the City Attorney, an illustrative example is attached hereto as Exhibit C. The City Council authorizes payment of this grant from the City's general fund, and requests the Mayor or designee seek reimbursement from the CARES Act funding allocated to the City.

Section 3. Program Implementation. The City Council requests the Mayor adopt any necessary administrative processes to implement this resolution and attached policy, and in compliance with the provisions of state and federal law.

Section 4. Effective Date. This Resolution shall take effect and be in full force immediately upon its passage.

Section 5. Corrections Authorized. The City Clerk is authorized to make necessary corrections to this Resolution, including but not limited to correction of clerical errors.

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

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk

Approved as to form:

Charlotte A. Archer
Inslee Best
City Attorney

EXHIBIT A

City of Orting CARES Act Small Business Grant Program

The City of Orting Small Business Grant Program is intended to ensure the economic health of the City of Orting, and thereby improve the public health and welfare for Orting's residents. The grant funded allocated hereunder is designed to help small businesses keep their doors open, protect local jobs threatened by the COVID-19 pandemic, support community recovery, and increase the resiliency of local businesses in our community. The City anticipates awarding eligible small businesses with a one-time cash grant of up to \$5,000.

Eligible Business Criteria:

- Must have been in operation and licensed within the City of Orting before March 1, 2020
- Must Have a current City of Orting Business license.
- Been in business for at least one year prior to the date of the application
- Have a physical location in the City of Orting on or before March 1, 2020
- Have no more than 10 full-time equivalent employees as of March 1, 2020
- A for-profit business engaged in a type of business eligible to receive funding by the US Small Business Administration
- The business is not owned, partially owned, by employees or public officials associated with the City of Orting
- Demonstrate a financial loss due COVID-19 in the 2nd quarter of 2020 of 20% or more when compared to the 2nd quarter of 2019. The City retains its rights to audit the businesses books and records at a later date to verify this.
- Business has reopened prior to the date of the application

Examples of Eligible Uses of Program Award Funds:

- Payment of rent or required monthly loan payments.
- Payments of regular wages, employee benefits and taxes; provided such expenses have not been and, to the best knowledge of the Recipient, will not be reimbursed under any federal, state or regional program, including any grant or loan programs.
- Expenditures involved in typical operating costs, including those set forth on an income statement as a regular, ongoing cost of operating the business.
- Typical draws or wages paid on a regular interval to the owner; provided such draws or wages are consistent with those paid to the owner in previous corresponding quarters, years or other appropriate time intervals.
- Expenses for compliance with COVID-19-related public health measures, including personal protective equipment and supplies, plexiglass barriers or other similar equipment and expenses reasonably necessary for the protection of public health and the health of Recipient owners and employees.

Examples of Ineligible Uses of Program Award Funds:

- Political campaign contributions or donations.
- Charitable contributions or gifts.
- Bonus payments to Recipient owners, officers or employees.
- Payment of wages to any member of the Recipient owner’s family who is not a bona fide employee.
- Draws or salary to Recipient owner that exceeds the amount paid over a corresponding interval, quarter, or year in 2019.
- Paydown or payoff of debt by more than the monthly amount required by the underlying debt instrument.
- Payroll and other employee- or business-associated costs for which the Recipient has received or expects to receive reimbursement from other federal, state or regional funds (e.g. Payroll Protection Program or unemployment insurance).
- Damages covered by insurance.
- Reimbursement to donors for donated items or services.
- Severance pay.
- Legal settlements.
- Any expenses not considered an eligible business expenses by the Department of the Treasury Internal Revenue Service.

Terms and Conditions for Receiving and Grant:

- 1) Businesses must meet all of the criteria laid out above under “Eligible Business Criteria.”
- 2) All representations made by a business receiving a Grant from the City are subject to verification by the city in a manner acceptable to the City. The City may also audit how the funds were spent to verify they conform with Eligible Expenses. If it is determined that a business made an intentional misrepresentation on this application the business may be required to repay all amounts granted to the business.
- 3) You must complete this application and sign and return it by September 21, 2020
- 4) Eligible Expenses for the funds are limited to the following:
 - a) Retaining and/or supporting employees, payroll and benefits
 - b) Restoring financial resiliency
 - c) Business rent or mortgage payments
 - d) Addressing temporary COVID-19 related restrictions on business activity
 - e) Increasing technology capacity to enable alternative work forms or service delivery
 - f) Creating new marketing campaigns
 - g) Revising business plans
 - h) Paying vendor invoices
 - i) Facility cleaning/restoration
- 5) Grant amounts will not exceed \$5,000 per business or common business owner.
- 6) The City has allocated \$100,000 to Business Relief Grants. If the applications exceed \$100,000 all businesses who applied will be placed in a lottery and will be drawn in front of City Hall on September 25, 2020 at 2:00 pm. Businesses who are not selected will not receive a grant.
- 7) The City will mail checks to the selected businesses the week of September 28, 2020.

Required Documentation from Eligible Businesses

- Completed Application Form
- Financial documentation to evidence business loss due to COVID-19
- Executed agreement with City



Grant Application-CARES BUSINESS RELIEF GRANT

City of Orting - Office of the City Clerk
PO Box 489-110 Train St., Orting, WA 98360
Phone: (360) 893-2219 ext.133 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:

Name of Organization: _____ UBI #: _____

Contact Person's Name and Title: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Email Address: _____

Number of Employees: _____ Amount Requested: \$ _____

Eligible Business Criteria:

1. Physical "brick and mortar" location within the City of Orting's political boundaries.
2. Been in operation and licensed within the City of Orting before March 1, 2020.
3. Have a current City of Orting Business license.
4. Be a for-profit business.
5. The business must have 10 or fewer full-time equivalent employees as of March 1, 2020.
6. The business is not owned, partially owned, by employees or public officials associated with the City of Orting
7. Demonstrate a financial loss due COVID-19 in the 2nd quarter of 2020 of 20% or more when compared to the 2nd quarter of 2019. The City retains its rights to audit the businesses books and records at a later date to verify this.
8. Must have reopened prior to the date of the application

How has your business been impacted by the pandemic? (This information can be provided in a letter, attached to this application):

Terms and Conditions for Receiving and Grant:

- 1) You must meet all of the "Eligible Business Criteria."
- 2) All representations made by a business receiving a Grant from the City are subject to verification by the city in a manner acceptable to the City. The City may also audit how the funds were spent to verify they conform with Eligible Expenses. If it is determined that a business made an intentional misrepresentation on this application the business may be required to repay all amounts granted to the business.
- 3) You must complete this application and sign and return it by September 21, 2020
- 4) Eligible Expenses for the funds are limited to the following:
 - a) Retaining and/or supporting employees, payroll and benefits
 - b) Restoring financial resiliency
 - c) Business rent or mortgage payments

- d) Addressing temporary COVID-19 related restrictions on business activity
 - e) Increasing technology capacity to enable alternative work forms or service delivery
 - f) Creating new marketing campaigns
 - g) Revising business plans
 - h) Paying vendor invoices
 - i) Facility cleaning/restoration
- 5) Ineligible Expenses include the following:
- a) Political campaign contributions or donations.
 - b) Charitable contributions or gifts.
 - c) Bonus payments to Recipient owners, officers or employees.
 - d) Payment of wages to any member of the Recipient owner's family who is not a bona fide employee.
 - e) Draws or salary to Recipient owner that exceeds the amount paid over a corresponding interval, quarter, or year in 2019.
 - f) Paydown or payoff of debt by more than the monthly amount required by the underlying debt instrument.
 - g) Payroll and other employee- or business-associated costs for which the Recipient has received or expects to receive reimbursement from other federal, state or regional funds (e.g. Payroll Protection Program or unemployment insurance).
 - h) Damages covered by insurance.
 - i) Reimbursement to donors for donated items or services.
 - j) Severance pay.
 - k) Legal settlements.
 - l) Any expenses not considered an eligible business expenses by the Department of the Treasury Internal Revenue Service.
- 6) Grant amounts will not exceed \$5,000 per business or common business owner.
- 7) The City has allocated \$100,000 to Business Relief Grants. If the applications exceed \$100,000 all businesses who applied will be placed in a lottery and will be drawn in front of City Hall on September 25, 2020 at 2:00 pm. Businesses who are not selected will not receive a grant.
- 8) The City will mail checks to the selected businesses the week of September 28, 2020.

I certify that I have read and understand the terms and conditions of this application and any statements and representations I have made are true and correct.

_____/_____/_____
Signature of Authorized Representative 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.

**AGREEMENT FOR THE RECEIPT OF FUNDS
FROM THE ORTING SMALL BUSINESS RELIEF GRANT PROGRAM**

THIS AGREEMENT is entered into on this _____ day of August, 2020, by and between the City of Orting, a Washington municipal corporation (“City”) and _____, a Washington _____ and a recipient of a grant award under the Orting Small Business Relief Grant Program (the “Recipient”).

RECITALS

A. On March 27, 2020, the United States Congress adopted the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) which, among other things, amended Section 601(a) of the Social Security Act and established the Coronavirus Relief Fund into which Congress appropriated \$150 billion to make payments for specified uses to States and certain local governments.

B. The Coronavirus Relief Fund is available to reimburse government recipients for necessary expenditures incurred due to the COVID-19 public health emergency that were not accounted for in the government recipient’s most-recently appropriated budget and that were incurred during the period between March 1, 2020 and December 30, 2020.

C. Guidance issued by the U.S. Treasury Department indicates that necessary expenditures incurred due to the COVID-19 public health emergency include costs incurred to support local businesses that suffered losses due to COVID-19 business interruptions, or incurred costs for personal protective equipment or other materials, supplies and equipment needed to safely operate following a COVID-19-related closure.

D. The State of Washington determined to distribute a certain portion of its share of the CARES Act funds to Washington cities, including the City of Orting, with such funds being administered through the Washington State Department of Commerce.

E. The City has entered into an Interagency Agreement with the Washington State Department of Commerce, which governs the City’s receipt of the CARES Act funds allocated to the City, through the City’s request for reimbursement of eligible expenditures (the “Interagency Agreement”). Under the Interagency Agreement, the City’s reimbursable expenditures must be incurred during the period between March 1, 2020 and October 31, 2020 in order for the State of Washington to close out its contracts in time to meet the United States Treasury’s December 30, 2020 end date.

F. To address the COVID-19 public health crisis, on March 23, 2020, Governor Inslee issued Proclamation 20-25, “Stay Home -- Stay Healthy,” which prohibited all people in Washington State from leaving their homes with certain exceptions, and generally prohibited all nonessential businesses from conducting business. On May 31, 2020, after extending Proclamation 20-25 several times, Governor Inslee issued Proclamation 20-25.4, which recreates a transition from “Stay Home -- Stay Healthy” to Safe Start – Stay Healthy” on a County by County basis, and in accordance with a four phase re-opening plan.

G. Currently, Pierce County is in Phase 2 of the re-opening plan. Many businesses in Orting have not yet re-opened, or are only open in a limited capacity. Without financial assistance, many businesses will not have the resources to re-open in the future, or if they have attempted to re-open, may have to cease operating or operate in limited capacity. Disruptions to workers and businesses are serious, as small businesses are the backbone of our economy, and provide the foundation of employment, services for the community, and revenue for cities and other public agencies to continue to provide essential services for the public welfare and benefit.

H. The City recognizes that one of its essential functions is to secure the health and welfare of the community. Resources are necessary to help small businesses survive this unexpected economic downturn caused by the unprecedented COVID-19 crises. Therefore, the City established the Orting Small Business Relief Grant Program (“Program”), the purpose of which is to provide short-term economic stability via monetary grants to qualifying businesses located within City limits.

I. The City has determined that the Recipient is eligible for assistance under the Program; provided, that the Recipient agrees to and complies with the terms of this Agreement.

NOW, THEREFORE, the Parties mutually agree as follows:

AGREEMENT

1. Award Amount. The total amount to be awarded to Recipient under the Program is \$ _____ (“Program Award Funds”).

2. Use of Award for Eligible Expenses. Recipient shall use the Program Award Funds only to pay or reimburse Recipient for Eligible Expenses incurred during the time period set forth in Section 3. Eligible Expenses are limited to expenditures for costs of business interruption caused by closures and limited re-openings due to COVID, and must be specifically for COVID-related impacts. A list of examples of Eligible and Ineligible Expenses is attached as **Exhibit A**.

a. **No Use of Program Award Funds for Expenses Covered by Other Programs.** The Recipient shall not use Program Award Funds to cover payroll or other employee-related or business-associated costs for which the Recipient has received other federal, state or regional funds, including without limitation funds made available under the Payroll Protection Program (“PPP”) or unemployment insurance compensation.

b. The Recipient understands that any expenses incurred in excess of Program Award Funds are the Recipient’s sole responsibility and will not be paid by the City. Further, the Recipient understands that the funding for the grant under this Agreement comes solely as reimbursement of payments made by the City, from the State of Washington. The City has no independent obligation to provide the Recipient with funds from any other source.

c. If the Recipient expends or otherwise uses Program Award Funds on Ineligible Expenses, the amount expended or used on the Ineligible Expenses shall be subject to recapture at the discretion of the City. The Recipient agrees to repay to the City, within ten (10) days or such

other the time period specified by the City, all Program Award Funds determined by the City to have been spent or otherwise used on an Ineligible Expense. In the alternative, the City may recapture such funds from payments due under this Agreement.

3. Time Period. All Eligible Expenses must be incurred by the Recipient between March 1, 2020 and October 31, 2020. Any expenses incurred before or after this period are not Eligible Expenses for Program Award Funds.

4. Recipient's Documentation of Eligible Expenses. On or before _____, 2020, the Recipient shall submit proof to the City of the Recipient's Eligible Expenses, establishing that the Recipient's Eligible Expenses are equal to or exceed the Program Award Funds, together with such forms as the City may reasonably require ("Documentation"). The submittals may include but are not limited to invoices, sales receipts, payroll information, contracts, or other evidence and documentation establishing the Recipient's payment of Eligible Expenses. If after review of the Recipient's Documentation, the City determines that the Recipient's Eligible Expenses do not equal or exceed the Program Award Funds, the City shall provide written notice to Recipient to return to the City the portion of the Program Award Funds that exceeds the Recipient's Eligible Expenses, within ten (10) calendar days of the date of the notice. Upon receipt of the notice, Recipient shall return the funds to the City as stated in the notice.

5. Compliance with Federal, State and Local Laws; City's Right to Recapture. The Recipient shall comply with and obey all applicable federal, state and local laws, regulations, and ordinances. Should the Recipient's spending of the Program Award Funds be inconsistent with applicable laws, provisions of this Agreement, or otherwise inappropriate, the City shall have the right to the return of any portion of the Funds that are later determined to have been spent in violation of applicable laws. In the alternative, the City may recapture such funds from payments due under this Agreement. The City shall not exercise this right until it has given written notice of noncompliance with applicable laws or this Agreement to Recipient, and allowed Recipient a period of ten (10) calendar days from the date of notice for Recipient to cure the noncompliance. The right of recapture provided in this section is in addition to and not in lieu of any right which Washington law provides for breach of contract.

a. Requirement to Provide Accurate Information. The Recipient understands and acknowledges that providing false information on any documents submitted to the City or its designees as part of the Recipient's participation in the Program may constitute fraud, and may be subject to civil and/or criminal penalties and/or sanctions.

b. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction. Recipient certifies, by signing this Agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

6. Maintenance of Records. The Recipient shall maintain accurate written records, including accounting records such as invoices, sales receipts, and proof of payment, books, documents, data and other evidence that reflects all of Recipient's direct and indirect expenditures

of Program Award Funds. These records must be sufficient to demonstrate that the funds have been used in accordance with Section 601(d) of the Social Security Act. The City may at any time review the documentation to determine the Recipient's conformance with the requirements of the Program, and the Recipient shall make available to the City, upon request, all of the Recipient's records and documents with respect to all matters covered by this Agreement.

a. The City may require the Recipient to provide additional documentation if the existing documentation is deemed incomplete.

b. The Recipient shall retain all records related to this Agreement for a period of six (6) years following the receipt of Program Award Funds. These records, including materials generated under the contract, shall be subject at all reasonable times to inspection and review by the City, and to an audit by the Washington State Department of Commerce, personnel duly authorized by Commerce, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

c. If any litigation, claim or audit is started before the expiration of the six (6) year period provided in Section 4(b) above, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

7. Termination.

a. If the Recipient fails to fulfil its obligations under this Agreement, the City may terminate this Agreement upon written notice to Recipient specifying the reason for termination and the date of termination, and may seek to recover any Program Award Funds paid to Recipient.

b. Notwithstanding the provision of Section 7.a above, if the Recipient fails to comply with its obligations under Sections 2 and 4 above, the Recipient shall be obligated to return any Program Award Funds received from the City.

8. No Employee Relationship. The Recipient understands and acknowledges that neither the Recipient nor any officer, employee or agent of the Recipient shall be considered to be an employee of the City, nor entitled to any benefits accorded City employees, by virtue of the services provided under this Agreement. The City shall not be responsible for assuming the duties of an employer with respect to the Recipient or any employee of the Recipient.

9. Indemnification. The Recipient shall indemnify and hold the City harmless against any claim or liability of any nature in connection with or arising in any manner out of this Agreement or the Recipient's receipt or use of Program Award Funds. In the event of any dispute between the Recipient and its employees, contractors, subcontractors or any third party with a claim to some or all of the Recipient's Program Award Funds, the Recipient shall be responsible for resolution of any such claim and the City shall have no responsibility or obligation in the resolution process or outcome. The Recipient shall ensure that any sub-recipient of any Program Award Funds shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Recipient.

10. Non-discrimination. The Recipient shall conduct its business and use funds in a manner which assures fair, equal and non-discriminatory treatment of all persons, including maintaining open hiring and employment practices, and compliance with all requirements of applicable federal, state or local laws or regulations related to hiring and employment practices and providing services to all persons, without discrimination as to any person's race, color, religion, sex, sexual orientation, disabled veteran condition, physical or mental handicap or national origin.

11. Complete Agreement. This Agreement sets forth the complete expression of the agreement between the Parties, and any oral representations or understandings not incorporated herein are excluded.

12. Waiver. Any waiver by the Recipient or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

13. Modification. This Agreement may only be amended by written agreement signed by both Parties.

14. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.

15. Notices. All notices or other communications required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, in which case the notice or communication shall be deemed given on the date of receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, in which case the notice or communication shall be deemed given three (3) business days after the date of deposit in the United States mail; or (c) sent by overnight delivery using a nationally recognized overnight courier service, in which case the notice or communication shall be deemed given one business day after the date of deposit with such courier. Notices shall be sent to the following addresses:

a. Notices to the City of Orting shall be sent to the following address:

City of Orting
Attn: _____

110 Train Street SE Orting,
WA 98360

b. Notices to the Recipient shall be sent to the following address:

16. Assignment of Contract. The Recipient shall not assign this Agreement without the prior written consent of the City.

17. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in Pierce County.

18. Interagency Agreement Amendments. Notwithstanding Sections 11 and 13 above, the Parties acknowledge that Washington State may require or request changes to the Interagency Agreement or its requirements or provisions. Any changes or alterations to the Interagency Agreement terms and conditions that are applicable or relevant to this Agreement shall be incorporated into this Agreement by amendment of this Agreement, upon notice by the City to the Recipient.

19. Public Disclosure. All Recipient documents and records comprising the Agreement, and all other documents and records provided to the City by the Recipient, are deemed public records under the Washington Public Records Act, Ch. 42.56 RCW, and may be subject to disclosure by the City. The City may be required, upon request, to disclose the Agreement, and the documents and records submitted to the City by Recipient, unless an exemption under the Public Records Act applies.

20. Disclaimer of Liability. Washington State Department of Commerce and the State of Washington are not liable for claims or damages arising from the Recipient's performance of this Agreement.

IN WITNESS WHEREOF, the City and the Recipient have executed this Agreement as of the date first above written.

CITY OF ORTING, WASHINGTON By: _____ Joshua Penner, Mayor Date: _____	[Recipient's Complete Legal Name] By: _____ Typed/Printed Name: _____ Its: _____ Date: _____
APPROVED AS TO FORM: By: _____ Charlotte A. Archer, City Attorney Date: _____	

Exhibit A

ORTING SMALL BUSINESS RELIEF GRANT PROGRAM

A. Examples of Eligible Uses of Program Award Funds:

- a. Payment of rent or required monthly loan payments.
- b. Payments of regular wages, employee benefits and taxes; provided such expenses have not been and, to the best knowledge of the Recipient, will not be reimbursed under any federal, state or regional program, including any grant or loan programs.
- c. Expenditures involved in typical operating costs, including those set forth on an income statement as a regular, ongoing cost of operating the business.
- d. Typical draws or wages paid on a regular interval to the owner; provided such draws or wages are consistent with those paid to the owner in previous corresponding quarters, years or other appropriate time intervals.
- e. Expenses for compliance with COVID-19-related public health measures, including personal protective equipment and supplies, plexiglass barriers or other similar equipment and expenses reasonably necessary for the protection of public health and the health of Recipient owners and employees.

B. Examples of Ineligible Uses of Program Award Funds:

- a. Political campaign contributions or donations.
- b. Charitable contributions or gifts.
- c. Bonus payments to Recipient owners, officers or employees.
- d. Payment of wages to any member of the Recipient owner's family who is not a bona fide employee.
- e. Draws or salary to Recipient owner that exceeds the amount paid over a corresponding interval, quarter, or year in 2019.
- f. Paydown or payoff of debt by more than the monthly amount required by the underlying debt instrument.
- g. Payroll and other employee- or business-associated costs for which the Recipient has received or expects to receive reimbursement from other federal, state or regional funds (*e.g.* Payroll Protection Program or unemployment insurance).
- h. Damages covered by insurance.
- i. Reimbursement to donors for donated items or services.
- j. Severance pay.
- k. Legal settlements.
- l. Any expenses not considered an eligible business expenses by the Department of the Treasury Internal Revenue Service.