

COUNCIL MEMBERS

Position No.

1. Tod Gunther
2. John Kelly
3. Michelle Gehring
4. Dave Harman
5. Nicola McDonald
6. Greg Hogan
7. Scott Drennen



ORTING CITY COUNCIL
Special Meeting & Study Session Agendas
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
September 19th, 2018
6pm

CHAIR, DEPUTY MAYOR DAVE HARMAN
SPECIAL MEETING STARTS AT 6PM FOLLOWED BY STUDY SESSION.

SPECIAL MEETING

1. CALL MEETING TO ORDER PLEDGE AND ROLL CALL.

A. GEO TECH STUDY FOR FUTURE CITY HALL PROPERTY- RESOLUTION NO 2018-13.

- *Mark Bethune*

Motion: *To Approve Resolution No. 2018-13, Authorizing Deviation From The Purchasing Policy For Professional Service Of Geotechnical Engineering Services.*

Motion: *To Authorize The Mayor To Enter Into A Contract With _____ For GEO Tech Services In An Amount Up To \$_____.*

2. ADJOURNMENT

Motion: *To Adjourn*

STUDY SESSION

1. CALL MEETING TO ORDER

2. COMMITTEE REPORTS

Public Works

- *CM Drennen & CM Gehring*

Public Safety

- *CM Kelly & CM Hogan*

Community and Government Affairs

- *CM McDonald & CM Gunther*

3. STAFF REPORTS

4. AGENDA ITEMS

A. AB18-78- Red Hat Days- Sponsorship Application

- *CM McDonald/CM Gunther*

B. AB18-79-Grant Requests.

- *CM Gunther/CM McDonald/ Scott Larson*
- **Chamber of Commerce/Orting Community Float**
- **Farmers Market**
- **Food Bank**
- **Opportunity Center, DBA The Haven**

- **Orting Historical Society**
- **Senior Center**
- **Tacoma/Orting Recovery Café**

C. AB18-80- Business Licensing

- *Scott Larson*

D. AB18-81-Approve Sole Source Vender Bay Valve.

- *Scott Larson*

E. AB18-82-Gratzer Ballfield- Engineering Design Scope and Budget

- *Mark Bethune/ JC Hungerford*

F. City Facilities

- *Mark Bethune*

5. ADJOURNMENT

Motion: To Adjourn.

Upcoming Meeting: Next Regular Meeting: September 26th, 2018, 7pm, (MPC)



**City Of Orting
Council Agenda Summary Sheet**

Subject: Scope and budget for Phase II Environmental Site Assessment in the amount of \$9,575.00.		Committee	Study Session	Council
	Agenda Item #:	N/A		
	For Agenda of:		9/19/18	TBD
	Department:	Public Works		
	Date Submitted:	9/12/18		
Cost of Item:	<u>\$ 9,575.00</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	Various			
Timeline:				
Submitted By:	JC Hungerford, PE			
Fiscal Note:				
Attachments: Scope and Budget for professional services, Resolution No 2018-13				
<p>SUMMARY STATEMENT: Contaminated soil may be present at the future site of City Hall. When a geotechnical analysis was done for the building foundation and stormwater design, the scent of petroleum was present. It is believed to be gas or diesel, but further testing is needed to determine what may be present and what levels. Historic records show that there are two existing fuel tanks on the property that were closed in place per Washington Department of Ecology records. The City received 3 proposals and the attached proposal from PBS Engineering & Environmental Inc. meets the needs of the City. This assessment will assess soil and groundwater conditions in the vicinity of the removed structure. In addition, a geophysical survey using GPR techniques will be performed to assist with determining the location of any USTs that have been reportedly closed-in-place. A report will be provided to the City explaining the findings, evaluation of the findings and conclusions.</p>				
<p>RECOMMENDED ACTION:</p> <p>Motion #1: To Approve Resolution No. 2018-13, A Resolution of the City of Orting, Authorizing Deviation From The Purchasing Policy For Professional Service Of Geotechnical Engineering Services.</p> <p>Motion #2- To Authorize The Mayor To Enter Into A Contract With PBS Engineering & Environmental Inc., For Phase II Environmental Site Assessment contract In The Amount Of \$9, 575.00</p>				

City Facilities Environmental phase 2 Geo-technical Review		
Engineering Firms Responding	Price	Start Date
ENCO	\$29,500	27-Sep
Sound Earth	\$19,995	
PBS	\$9,575	21-Sep



September 17, 2018

Mark Bethune, City Administrator
City of Orting
PO Box 489
Orting, WA 98360

Via email: mbethune@cityoforting.org

Regarding: Proposal to Provide a Phase II Environmental Site Assessment
Proposed City Hall/Police Station/Court
102 Bridge Street South
Orting, WA 98360
PBS Proposal WA28872

Dear Mr. Bethune:

PBS Engineering and Environmental Inc. (PBS) is pleased to submit this proposal to provide Phase II environmental site assessment (ESA) services for the property located at 102 Bridge Street South in Orting, Washington (subject property).

This proposal outlines our project approach, scope of work, schedule, and budget for PBS services based on our understanding of the project, information provided to us to date, and experience with similar projects.

PROJECT UNDERSTANDING AND APPROACH

PBS understands that the 0.54-acre property (Pierce County parcel 051932-6010) is currently occupied by two one-level structures, a parking lot, and an unimproved grassy area. A geotechnical report completed for the subject property in August 2018 by PanGEO, Inc. identified a slight petroleum odor in one boring location, at depths of 5 feet and 7.5 feet. PanGEO encountered groundwater at 14.75 feet within this boring, which was advanced in the current gravel parking area in the center of the property. One observation well was installed at this location for water level data used for the geotechnical study.

A 1990 aerial photograph of the subject property indicates a structure existed where the gravel parking lot now sits. A 2002 aerial photograph of the subject property shows the footings of the structure still in place following the removal of the structure. According to Pierce County Assessor records the property changed ownership in 2001 and was in use as law offices until the City of Orting purchased the property in 2017. There are reported to be one to two underground storage tanks on the property that were decommissioned in place.

PBS proposes to complete a Phase II ESA to assess soil and groundwater conditions in the vicinity of the removed structure.

SCOPE OF SERVICES

Task 1: Geophysical Survey

A geophysical survey will be performed to help determine the location of USTs that have reportedly been closed-in-place. The geophysical survey will employ magnetometer and ground-penetrating radar (GPR) techniques.

PBS will be on-site during the survey and will provide project coordination and oversight. An accurate and thorough survey is contingent on full access to the site with no vehicles or other equipment present. PBS will notify the client immediately of the field findings.

At the time of the geophysical survey PBS will mark final boring locations in white paint to comply with public utility notification requirements prior to drilling.

Task 2: Subsurface Investigation

Preparation for field work will include scheduling and submitting task order agreements to PBS subcontractors. PBS on-site staff will follow PBS' general procedures for project health and safety, and the on-site field manager will discuss potential health and safety issues with the drilling subcontractor. All work will be completed or supervised by a PBS Washington Licensed Geologist.

1. A public utility locate will be requested, and a private locator will be scheduled to verify utility clearance at all final drilling locations. PBS assumes that the client will arrange for full access to the site during normal business days and hours. Prior to beginning work, a public utility clearance request will be filed.
2. Five (5) soil borings will be advanced using a direct-push probe rig to a maximum 20 feet bgs or until groundwater has been reached. As soil cores are removed from the borehole, soil will be field-screened for evidence of contamination by visual observation and photoionization detector (PID) measurements. One (1) soil sample and one (1) groundwater sample will be collected from each boring for laboratory analysis. Two soil samples will be collected from each boring if groundwater is unable to be sampled.
3. Groundwater samples will be collected by installing a temporary well screen and low flow groundwater sampling methodology. All sampling equipment will be decontaminated prior to use and between samples. At each groundwater sampling point, new disposable polyethylene tubing will be used. The PBS field representative will don clean nitrile gloves prior to and during collection of each sample to prevent cross contamination.
4. One groundwater sample will be collected from one existing on-site monitoring well, which was installed during the PanGEO geotechnical study in August 2018. PBS will gauge the water level and collect one sample after purging one well volume (approximately one gallon). The sample will be collected by use of a peristaltic pump and clean tubing.
5. If there are field indications of contamination, all soil and water wastes will be containerized and stored in 30-gallon drums on-site pending laboratory analysis and appropriate disposal. At the completion of sampling, the borings will be backfilled with bentonite and patched to match surrounding surfaces. Costs of drum disposal is not included in the proposal.
6. Samples retained for analysis will be packed into laboratory-provided containers, sealed and labeled and put on ice in a cooler with chain of custody documentation initiated.

Laboratory Analysis

Five (5) soil and six (6) groundwater samples will be submitted to the project laboratory and will be analyzed for the following:



- Total petroleum hydrocarbons (TPH) as diesel/heavy oil by EPA Method NWTPH-Dx
- TPH as gasoline and Benzene, Toluene, Ethylbenzene and Xylenes (BTEX) by EPA Method NWTPH-Gx

All analysis will be conducted by a Department of Ecology certified lab, under regular turnaround time (7 to 10 business days). Upon receipt of the laboratory report, PBS will review the results of the labs' data quality control/quality assurance testing, discuss any discrepancies with the laboratory, and determine if follow-up analytical is warranted.

Task 3: Reporting

An electronic submitted report will be prepared that presents PBS' findings, evaluation of the findings with respect to applicable state screening levels, and conclusions as to whether additional assessment and/or remedial action is warranted. Field activities will be described, a site plan will show the approximate sample locations, and laboratory results will be tabulated. The report will include copies of laboratory reports and chain of custody documentation. One electronic draft copy will be provided for review.

COMPENSATION

Task 1: Geophysical Survey

Sr. Project Management.....	\$150
Field Geologist	\$550
Geophysical Survey subcontractor.....	\$770
Field Supplies, equipment, mileage, etc.	\$60
Sub-total	\$1,530

Task 2 – Subsurface Investigation

Sr. Project Management.....	\$300
Field Geologist	\$700
Administrative Support.....	\$65
Field Supplies, equipment, mileage, etc.	\$175
Contract Services:	
Private Utility Locator.....	\$460
Drilling Services (5 push-probe borings)	\$2,935
Laboratory Analysis Fees (11 samples for select analysis)	\$1,585
Sub-total	\$6,220

Task 3: Reporting

Sr. Project Management.....	\$300
Project Geologist.....	\$1,100
AutoCad/Drafting/gINT	\$425
Sub-total	\$1,825

TOTAL.....\$9,575.00

Costs for this project will be based on actual accrued time and expenses. PBS will not exceed proposal stated cost limits without client authorization. You will be notified of any conditions that would require an increase in the



services and/or associated costs. Additional project management services would be charged at the hourly rate of \$115.

Laboratory Unit Rates:

Soil and Groundwater Analysis	Method	Unit Rate
Diesel/Heavy Oil	EPA Method TPH-Dx	\$69
Gasoline/BTEX	EPA Method TPH-Gx/8260C	\$75

Notes:

- Laboratories fees will be based on the number of samples analyzed
- Laboratory rates reflect standard turnaround time (~7-days). Quicker turnaround may be provided at additional cost.

ASSUMPTIONS

The proposed scope of work and cost estimate is based on these assumptions:

- Field work will be conducted during normal business hours Monday through Friday. Field work conducted outside of normal business hours will be subject to overtime premium.
- The driller will obtain necessary Department of Ecology permits (i.e., Start Cards) for the drilling.
- Unforeseen subsurface conditions such as impenetrable geologic formations or coarse fill material may prevent the completion of the proposed soil probe investigation. In this event, the work will stop, and the client will be notified immediately.
- Proposed drilling locations will be free of obstructions to allow for drill rig access.

SCHEDULE

Drilling field work is estimated one day. The laboratory analyses will be available within about 7 days after sample collection, and the results will be communicated verbally to the client upon receipt from the lab. The report will be completed within one week of receiving the final lab report.

Please feel free to contact me at 206.233.9639 or kyle.johnson@pbsusa.com with any questions.

Sincerely,

ACCEPTED BY:

Kyle Johnson, GIT
 Staff Geologist
 PBS Engineering and Environmental Inc.

 Signature of Authorized Representative

 Name (Please Print)

 Title

 Date

Attachments: General Terms and Conditions for Professional Services (Rev. 01/2017)

Review By: Tom Mergy, LHG, Senior Hydrogeologist





GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

These General Terms and Conditions for Professional Services ("Terms and Conditions") are attached to and made part of the letter proposal from PBS Engineering and Environmental Inc. (PBS) outlining PBS' specific scope of work ("PBS Proposal"). This Agreement represents the entire and integrated agreement between the Client and PBS and supersedes all prior negotiations, representations, or agreements, either written or oral. Hereafter the PBS Proposal once signed by both PBS and Client (together the "Parties") and these Terms and Conditions shall be read and interpreted together and referred to together as the "Agreement" between the Parties. If there are any inconsistencies between language in the PBS Proposal and in these Terms and Conditions, the language of these Terms and Conditions shall prevail.

The purpose of these Terms and Conditions is to identify basic contractual obligations of PBS and Client under the Agreement for various professional consulting services, whereby PBS would be acting in the role of Consultant/Owner Representative for Client. Individual projects may require additional detailed descriptions of services and associated Terms and Conditions, to be provided in a subsequent PBS Proposal or as a supplement to the Agreement.

- 1. RIGHT OF ENTRY:** Unless otherwise agreed, the Client will furnish PBS right-of-entry on real property and be responsible for the propriety of the time, place, and manner of PBS entry upon the real property and any buildings or structures where PBS is to perform its services ("Property"). PBS will take reasonable precautions to minimize damage to the Property from use of equipment, but PBS has not included in the fee the cost of restoration of the Property, unless specifically included in the Proposal. If the Client desires PBS to restore the Property to its approximate former condition, PBS will accomplish this and add the cost plus 15 percent (15%) to its fee.
- 2. BURIED UTILITIES:** PBS field personnel are trained to initiate field testing, drilling, and/or sampling within a reasonable distance of each designated utility location. PBS field personnel will avoid hazards or utilities that are observed by them at the site. If PBS is advised in writing of the presence or potential presence of underground or aboveground obstructions, such as utilities, PBS will give special instructions to its field personnel. PBS is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions owned by client or third parties. The client will hold PBS and PBS subcontractors harmless from any loss resulting from inaccuracy of markings, of plans, or lack of plans, relating to the location of utilities. Note: Utility locates typically require two full working days' advance notice.
- 3. WORKER'S COMPENSATION INSURANCE AND LIABILITY INSURANCE:** PBS will provide Worker's Compensation insurance (and/or Employer's Liability insurance) as required by state statutes. PBS carries Comprehensive General Liability insurance which, subject to its terms and limits, may provide protection against liability relating to bodily injury or property damage arising out of PBS operations. PBS makes no representations or warranties concerning the effect, applicability, or scope of such insurance. Upon request in writing by Client to PBS, PBS will request its insurer to name Client as an additional insured on such policies and to issue certificates to Client to that effect. PBS makes no representations or warranties regarding any act by its insurer(s) and shall not be responsible for performing any act with respect to such insurance not specifically called for by this paragraph.
- 4. PROFESSIONAL LIABILITY AND LIMITATION THEREOF:** This paragraph relates only to Professional Liability and not General Liability. In performing its professional services, PBS will use that standard of care and skill ordinarily recognized under similar circumstances by members of its profession in the state and region at the time the services are performed. No other warranty, either expressed or implied, is made in connection with its rendering of professional services.
- 5. CONTRACTED WORK:** PBS, including its subconsultants and subcontractors, is retained hereunder for the limited purpose of performing certain services, providing the results of such work to Client, and making recommendations with respect to the data produced by the work. PBS is not responsible for the health and safety of Client's personnel or other persons present on the Property to be investigated or constructed. PBS is not responsible (a) for the overall status of Client's project; (b) for the property Client owns or leases or may be interested in purchasing or leasing; (c) for the interpretation of the PBS report, design drawings, or results by others; (d) for any use of PBS reports by Client or others except as specifically set forth herein; or (e) for any other matter not encompassed in the specific scope of work in this Agreement agreed to by PBS and Client. Any unauthorized use or distribution of PBS work shall be at the Client and recipient's sole risk. If Client desires to release, or for PBS to provide, PBS report(s) to a third party not a party to this Agreement for that party's reliance, PBS will agree to such a release provided PBS receives written acceptance from such third party to be bound by terms and conditions similar to those set forth in this Agreement, in addition to a fee for providing PBS reports to a new party. The Client shall indemnify, defend, and hold harmless PBS and its subconsultants and subcontractors from any claims, damages, costs, losses, and expenses, including but not limited to attorney fees and costs of arbitrations, mediations, trials, or appeals arising out of unauthorized or third party use of PBS reports.
- 6. RETENTION OF RECORDS AND SAMPLES:** PBS has a Records Retention policy (available upon request). All samples will be discarded 30 days after submission of PBS' final report unless other arrangements are made.
- 7. PAYMENTS TO CONSULTANT:** Invoices will be submitted periodically for prior services. An account will become delinquent 30 days after date of billing. It is agreed that a late charge will be added to delinquent accounts at the rate of one-and-one-half percent (1½%) for each 30 days delinquent (provided the rate of such late charge shall not exceed the maximum allowable by the laws of the state in which the PBS office submitting the invoice is located).
- 8. RATE SCHEDULE:** Fees for services are based on the number of hours expended on the project, including travel, by PBS personnel plus any reimbursable expenses. PBS hourly rates will be billed as stated in its proposal or at its current hourly rates (available upon request). Invoices will include sales tax when required.
- 9. REIMBURSABLE EXPENSES:**
 - A. Outside Services.** Subcontracted services such as those subconsultants and subcontractors, labor, and technical services will be invoiced at cost plus 15 percent (15%). Examples of services that may be subcontracted include other professional disciplines, soil boring, well installation, heavy and specialty equipment operators, geophysical surveys, commercial data base search providers, and computer programming.

- B. Supplies and Equipment.** Charges for items not ordinarily furnished by PBS such as expendable equipment, rental equipment, subsistence, travel expenses, tolls, special fees, reproduction, permits, licenses, priority mail fees, and long distance and wireless telephone calls will be invoiced at cost plus 10 percent (10%). Certain PBS-owned equipment (for sampling, testing, personal protective equipment, vehicle mileage, photocopying, etc.) may be required to complete the project. These will be invoiced at PBS standard rates without markup (rates available upon request).
- C. Laboratory.** PBS utilizes both in-house and outside laboratories for sample analysis. PBS maintains a list of standard rates for sample analyses commonly utilized in conjunction with PBS services (available upon request).
- 10. STANDARD OF CARE:** PBS services will be provided consistent with and limited to the standard of care applicable to such services, which is that PBS will provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances. Such standard of care is not a warranty or guarantee and PBS shall have no such obligation. Accordingly, Client should prepare and plan for clarifications and modifications which may impact both the cost and schedule of the Project.
- 11. RIGHT TO SUSPEND:** If Client fails to make payments to PBS in accordance with this Agreement, such failures shall be considered substantial nonperformance and cause for termination or, at PBS' option, cause for suspension of performance of services under this agreement. If PBS elects to suspend services, PBS shall give seven days' written notice to Client before suspending services. In the event of a suspension of services, PBS shall have no liability to the Client because of such suspension of services and Client shall indemnify and hold harmless PBS for any claims associated with such suspension.
- 12. EMPLOYEE AND SERVICES SOLICITATION:** Client shall not solicit nor tender any employment offer to any PBS employee, or consulting services offer to any PBS subcontractor assigned to perform work for Client under this agreement within six (6) months of completion of their part of the work without prior written approval by PBS. Any breach of this provision resulting in the Client hiring for employment or consulting services any PBS employee or subcontractor will obligate the Client to compensate PBS for recruitment and service fees.
- 13. OTHER PROVISIONS:** Neither party shall hold the other responsible for delay in performance caused by acts of God, strikes, lockouts, weather, accidents, or other events beyond the control of the other or the other's employees and agents.

Waiver by one party of any provision, term, condition, or covenant owed to it by the other party is to be made only by providing written notice to the other party and such waiver shall not be construed by the first party as a waiver of a subsequent breach of the same provision, term, condition, or covenant by the other party. This Agreement supersedes any contract language which may be issued by Client as a matter of standard purchasing protocol without regard to the unique nature of professional services to be rendered by PBS.

An opinion of construction, remediation, and restoration costs prepared by PBS represents its judgment as a professional. Since PBS has no control over the cost of labor and material, or over competitive bidding or market conditions, PBS does not guarantee the accuracy of its opinion as compared to contractor bids of actual cost to the Client.

It is understood and agreed by both parties that PBS, in performing professional services for the Client with respect to hazardous or microbial substances, will make recommendations to the Client but does not have the authority or responsibility to decide where disposal or treatment of such substances takes place, nor to designate how or by whom the hazardous or microbial substances are to be transported for disposal or treatment. It is understood that PBS is not the generator or site operator and does not own nor is it the arranger for disposal of the hazardous waste or other materials discovered, handled, or removed from the Property. To the extent required by law, Client agrees to provide timely disclosure to appropriate public agencies of any information regarding the Property (obtained from PBS or from other sources) where such disclosure may be necessary to prevent damage to human health, safety, or the environment.

Client agrees that PBS and its subconsultants and subcontractors are not responsible for the creation of the condition(s) PBS is being asked to investigate and that it would be unfair for PBS to be exposed to claims of injury or damage as a result of the conditions. In addition, Client understands that it is possible that exploration and investigation may fail to reveal the presence, location, or source of the condition(s) being investigated even when the condition(s) is assumed or expected to exist. Client understands that PBS' failure to discover and/or locate the condition(s) or the spread of the condition(s) through appropriate techniques does not guarantee that the condition(s) does or does not exist. Client agrees that it would be unfair to hold PBS liable for creating the condition(s) or the spread of the condition(s) providing PBS meets a reasonable standard of care in completing the work set out in the PBS Proposal.

Accordingly, Client waives any claims against PBS and its subconsultants and subcontractors, and agrees to defend, indemnify, and hold harmless PBS and its subconsultants and subcontractors from any and all claims or liability for injury to person or property or loss arising from the creation of the condition(s) or the unintentional exacerbation of the condition(s) by PBS, the exacerbation of hazardous conditions by others, the discovery of any condition, location of any condition, and/or allowing any condition to exist. Client also agrees to fairly compensate PBS and its subconsultants and subcontractors for any time spent and expenses incurred in the defense of any such claim. Notwithstanding any provisions in the Agreement to the contrary, PBS' liability for all acts and omissions related to its provision of services to Client under the terms of this Agreement shall be limited to the amount of PBS' insurance and in no circumstances shall such liability of PBS include special or consequential damages.

PBS does not provide legal opinions, and recommends client seek legal counsel for advice on issues such as the appropriateness of a particular scope of work to minimize legal liability, reportability of a condition to a public agency, potential cost recovery from responsible parties, and to assess the value of maintaining attorney/client privilege for work conducted under this Agreement.

In the event there is a dispute between PBS and the Client concerning the performance of any provision in this Agreement, the losing party shall pay the prevailing party reasonable attorney's fees and costs in mediation, arbitration, trial, or appeal. In addition, Client agrees to pay PBS for all employee time, costs, and witness costs incurred for collection activity. This Agreement can be terminated at any time by either party. If terminated prior to the completion of a scope of work, PBS shall be entitled to its portion of fees for any work performed in accordance with its current rate schedule.

CITY OF ORTING
WASHINGTON

RESOLUTION NO. 2018-13

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, AUTHORIZING DEVIATION FROM THE
PURCHASING POLICY FOR PROFESSIONAL SERVICE
OF GEOTECHNICAL ENGINEERING SERVICES;
SETTING AN EFFECTIVE DATE.**

WHEREAS, the City of Orting Purchasing Policy, at Part IIX, Section 3, directs staff to engage in formal bidding (such as a Request for Proposal) for the contracting of professional services; and

WHEREAS, the City of Orting is engaged in a design process for a new public facility at the parcel commonly known as 102 Bridge Street South in Orting; and

WHEREAS, the aforementioned project necessitates the procurement of additional, unanticipated geotechnical services; and

WHEREAS, the time it takes to complete a Request for Proposal for said services would create an undue burden on the project when time is of the essence, and a delay would likely lead to increased costs for the project; and

WHEREAS, the Council believes that acquiring three written quotations for Geotechnical Engineering Services would meet the spirit of the Purchasing Policy and State Law which is to maximize fairness and value in the expenditure of public funds; and

WHEREAS, the City Council has carefully considered its purchasing policy, Washington state bidding requirements, and has knowingly determined that the Purchasing Policy as it exists does not meet the City's needs when it comes to purchasing Geotechnical Engineering Services; and

WHEREAS, in light of the City Council's desire to move the public facility design process forward, the City Council has determined that the proposed action addresses concerns for the public health, safety, or general welfare; and are in the best interest of the citizens of the City; and

NOW, THEREFORE, the City Council of the City of Orting, Washington, do resolve as follows:

Section 1. Authorization to Deviate from Purchasing Policy. Owing to the issues identified herein, the City Council authorizes a one-time deviation from the procurement requirements set out in the City of Orting Purchasing Policy for professional services. In lieu of

formal procurement procedures, the Council authorizes the Mayor and his staff to obtain at least three quotations for the necessary Geotechnical Engineering Services related to a new public facility at the parcel commonly known as 102 Bridge Street South in Orting, and to select the lowest responsive and responsible professional services firm.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

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

**PASSED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON
THE _____ DAY OF SEPTEMBER, 2018.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney



**City Of Orting
Council Agenda Summary Sheet**

Subject: Orting Red Hat Days- Sponsorship Application		Committee	Study Session	Council
	Agenda Item #:		AB18-78	
	For Agenda of:	9.11.18	9.19.18	9.26.18
	Department:	City Clerk /CGA Committee		
	Date Submitted:	9.13.18		

Cost of Item: \$

Amount Budgeted: \$

Unexpended Balance: \$

Bars #:

Timeline: Red Hat Days is on **October 6th**

Submitted By: CGA Committee

Fiscal Note:

Attachments: Application

SUMMARY STATEMENT: The City received an application for sponsorship for Orting Red Hat Days. The Sponsorship Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies. (After review and approval of the application by the Community & Government Affairs Committee).

- To qualify for sponsorship, an approved event must:
1. Be one where all citizens can reasonably participate.
 2. Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating a City's history.
 3. Provide through increased customers, additional revenues for Orting businesses and subsequently improved tax revenues for the City.

The CGA Committee reviewed the application and recommended approval and moved this agenda item forward to be reviewed by the full Council.

RECOMMENDED ACTION: Review For Approval And Move Forward To The Consent Agenda Of September 26th, 2018.



PO Box 489 * Orting, WA 98360
 360.893.2219 Ext. 120
 Website: www.cityoforting.org
 Email: recreation@cityoforting.org

APPLICATION FOR SPECIAL EVENT PERMIT AND CITY SPONSORSHIP FOR SPECIAL EVENT

SECTION I: INSTRUCTIONS TO APPLICANT: A Special Event Permit issued by the City of Orting is required for any Special Event that occurs within the City of Orting, and meets the following definition of "Special Event":

A Special Event is an activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of City services. This includes, but not limited to; fairs, festivals, carnivals, circus, sporting events, foot runs, bike-a-thon, block parties, markets, parades, exhibitions, auctions, dances, riding galleries, theatrical or musical entertainments and motion picture filming.

Special Event Permit: To qualify for a Special Event Permit, the Applicant shall submit the following to the City sixty (60) days prior to the event: (1) a completed Special Event Permit Application; (2) a Certificate of Insurance, naming the City of Orting as an additional insured for this event in the amount of \$1,000,000.00; and (3) a map that shows the area in which the event will take place and affected areas of the City. Applicants are encouraged to submit their requests as far in advance as possible (60 days minimum) for events that may require more significant City services in order to ensure the best coordination with City personnel, such as events that involve blocking roads or traffic revisions or events which may block emergency access to areas.

Permit Application Rates: For Rates see Resolution 2011-12

Special Event City Sponsorship: All Special Events require a Permit; some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy (Policy). To qualify for City Sponsorship the event must abide by all requirements of the Policy, including: (1) hosted by a Non-Profit Organization registered with the Washington Secretary of State; (2) be open to all Orting residents; and (3) serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's History. Applicants seeking City Sponsorship must meet these baseline criteria, and shall submit to the City Clerk the following at least 60 days prior to the month in which the Event is scheduled to occur: (1) all items required for a Special Event Permit (described above); (2) a brief letter defining the purpose of the event and the tier of sponsorship requested (see Section III of this Application for more information); and (3) proof of liability insurance that complies with the terms of Section IV of the City Special Event Sponsorship Policy. All requests for City Sponsorship are reviewed by the City Council's Community and Government Affairs (CGA) Committee, and Applicants will be required to have a representative attend a CGA Committee meeting in order to answer any questions regarding the request. Applicants are advised to review the City's Policy before requesting City Sponsorship for a Special Event. All City Sponsored Events shall comply with all applicable local, state and federal regulations.

SECTION II: SPECIAL EVENT PERMIT APPLICATION [TO BE COMPLETED BY APPLICANT]

NAME OF EVENT: Red Hat Days
 SPONSORING ORGANIZATION (Non-Profit): _____
 NAME AND TITLE OF PERSON APPLYING ON BEHALF OF SPONSORING ORGANIZATION:
ELISA wells-Henderson - Treasurer
 APPLICANT'S ADDRESS: 20411 190th Ave E
 CITY/STATE/ZIP: Orting WA 98360
 PHONE: (253) 232-5629
 EMAIL ADDRESS: Ortingredhatdays@gmail.com

TYPE OF EVENT (CIRCLE ALL THAT APPLY):

- Festival
- Walk Procession/Organized Rally
- Demonstration
- Parade 2 PM
- March
- Other (Please Describe: _____)
- Run/Race
- Block Party

DATE OF EVENT: Oct 6, 2018
TIME OF EVENT: Set Up 8am Start of Event 10am End of Event 4pm End Time 4pm
CONTACT PERSON FOR EVENT (day of): Elisa Wells-Henderson
PHONE OF CONTACT PERSON: (253) 232-5629

Certificate of Insurance showing the City of Orting as an Additional Insured (please attach).
• Name of Insurance Company: Farmers Jerome Dickson
• Policy Number: _____

A City Map that shows the area in which the event will take place (please attach). Please show on the map the streets that will be closed, the location of barricades/signs, where you will be using electricity, where police services or any other staffing by the City of Orting will be necessary, where garbage receptacles will be placed, where restroom facilities are provided, and indicate other streets that may be affected by event as well as the flow of traffic will be routed.

What arrangements have been made to provide for additional garbage service and where is the plan for placement (Show on Map)?
City provide

What arrangements have been made to provide adequate restroom facilities and where (Show on Map)?
City provide 2 regular

Will there be any open flame, cooking facilities, or gas cylinders (Show on Map)?
yes in the BBQ pit

Will there be any vendors? (Circle one) YES NO If YES, vendors are required to purchase a City of Orting Business License prior to the event (City Code 4-1-1).

Will City services be requested?

- ◇ Barricades: How Many/Where (Show on Map) YES / NO
@ train st & need for parade Bridge to Calisoga w/
directional signs for traffic flow
- ◇ Signage: What Signs/Where (Show on Map) YES / NO
directional Corrin/Bridge, Cal./Corrin, WA./Calisoga
train/WA Bridge/WA
- ◇ Police Officers YES / NO How Many/For what service/What Hours (must arrange with the police department)
on duty 1pm road shutdown
- ◇ City Crew: YES / NO How Many/For what service/What Hours (must arrange with the utility department)
get 1 w/ sponsor or pay Tim
- ◇ Street Sweeper: YES / NO Date of Request _____
- ◇ Electricity: YES / NO Basic Electrical Outlets/Spider Boxes (Show on Map)
Sound system, spider boxes
- ◇ Other: _____

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? NO

What methods do you propose for notifying adjacent homeowners/businesses?

Signage notify homeowners

Additional Comments that the City of Orting needs to know about your event?

We will be adding a 5K fun run down the Orting trail towards Patterson Rd and back to the park!

SECTION III: ADDITIONAL INFORMATION FOR CITY SPONSORSHIP

Applicants for City Sponsorship for a Special Event shall comply with the City's Special Event Sponsorship Policy. There is no additional fee to apply for City Sponsorship, and Applicants may request sponsorship for a specific "tier." The City offers two "tiers" of sponsorship, with differing levels of support offered by the City depending upon the City's determination of the value added by the event to the community:

Tier #1:

The following are examples of Tier #1 type events and available locations, and any special requirements therefor:

Gazebo or BBQ Area or North Park – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements.
North Park- For Event more than 1 day usage, open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit.

Tier #1~Sponsorship May Include:

- City Logo on Event (all City-Sponsored Events shall place the City Logo on all materials advertising the Event)
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- City to display banner over Washington Avenue at no fee.

Tier #2:

The following are examples of Tier #2 type events and available locations, and any special requirements therefor:

Block Train Street/Calistoga/Parking Lots with MPC/Gazebo/North Park- Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Must purchase a City Business License Blanket Permit.

Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebo/North Park-Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification. Must purchase a City Business License Blanket Permit.

Tier #2~Sponsorship May Include:

- City Logo on Event
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- Spider Box Usage
- 1 Maintenance Staff 8 hours

- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones but not stay for event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to display banner over Washington Avenue at no fee

If City Sponsorship is authorized by the City Council, the Sponsored Organization will be required to execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification.

SECTION IV: SIGNATURE OF APPLICANT FOR SPECIAL EVENT PERMIT

THE UNDERSIGNED APPLICANT HEREBY warrants that he/she is the authorized representative of the Sponsoring Organization identified in Section II of this Application, and further AGREES to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City's property or from any activity, work or thing done, permitted, or suffered by APPLICANT or public in or about the City's property as a result of the APPLICANT'S use of the City's property.

I declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

APPLICANT SIGNATURE: [Signature] Date: 5/18/18
 PRINTED NAME: Elisa Wells Henderson
 TITLE/ROLE IN SPONSORING ORGANIZATION: Treasurer

You can either mail or bring in the application and fee to:

<u>Mail to:</u>	Or	<u>Stop by:</u>
City of Orting		City Hall
Attention: Event Permit		110 Train St SE
PO Box 489		Orting, WA 98360
Orting, WA 98360		

If you have questions regarding the application please call (360) 893-2219 ext. 120
 A receipt by the City is NOT approval of the event

			For Office Use Only	
Detailed Map Enclosed	<u>YES</u> / NO			
Sponsorship Requested	<u>YES</u> / NO	Tier #1 _____	Tier #2 <u>X</u>	
Fee Paid \$ _____	Check / Cash / Debit / Credit	Receipt # _____		



**City Of Orting
Council Agenda Summary Sheet**

Subject: 2019 Community Grant Recipients		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-79	
	For Agenda of:	09/11/18	09/19/18	TBD
	Department:	Administration/ CGA Committee		
	Date Submitted:	09/13/18		
Cost of Item:	<u>\$47,000 (total requests of all proposals)</u>			
Amount Budgeted:	<u>\$40,000 (proposed in Mayor's Draft Budget)</u>			
Unexpended Balance:	<u>(\$7,000)</u>			
Bars #:	N/A			
Timeline:	This will be approved as part of the 2019 budget			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments: 2019 Budget Page re: Community Grants; Community Grant Requests				
SUMMARY STATEMENT:				
<p>For the 2019 Budget, the Mayor is proposing that we allocate 1% of revenue, or \$40,000 to community grants. The appropriation listed in the draft budget is not for any particular organization, rather the Mayor is requesting that the Council review all grant applications and determine how to best allocate the proposed grant funding. Attached is the page from the draft budget that outlines our Community Grants program, and provides a summary of the grant recipients since 2016. The CGA Committee reviewed and approved the grant applications at their September 11th meeting, and moved the grants forward for discussion.</p> <p>Grant Applications were submitted By: Chamber of Commerce/Orting Community Float, Tacoma/Orting Recovery Café, Senior Center, Farmers Market, Orting Historical Society, Food Bank and the Opportunity Center (The Haven).</p>				
RECOMMENDED ACTION: Provide A Breakout Of How To Allocate Grant Funding To The City Treasurer For The 2019 Draft Budget.				

Community Grants

Community grants provide the City an opportunity to help fund valuable community organizations that improve the welfare of our citizens. For 2019 the Mayor is requesting that 1% of the expected revenue, or \$40,000 be dedicated to community grants. The Community and Government Affairs (CGA) committee will be reviewing applications and making recommendations to council on how the money should be allocated. The following table represents the allocations since 2019:

Organization	2016	2017	2018 YTD	2018 Budget	2019 Budget
Orting Valley Senior Center	13,000.00	13,000.00	7,583.31	13,000.00	
Daffodil Festival - Float	1,000.00	1,000.00	1,000.00	1,000.00	
Daffodilians	826.40	-	-	-	
Orting Historical Society	500.00	500.00	500.00	500.00	
Food Bank	2,000.00	2,000.00	3,000.00	3,000.00	
Opportunity Center	2,500.00	2,500.00	4,375.00	7,500.00	
Farmers Market	2,000.00	2,000.00	3,000.00	3,000.00	
Recovery Café	-	-	7,500.00	7,500.00	
Total:	21,826	21,000	26,958	35,500	40,000



FLOAT DECORATING EXPENSE: (2018 actuals)

Total expenditures: \$5,193.21

Total fundraising: \$5,404.70

ANTICIPATED FLOAT BUILD EXPENSES: \$5,000 (with donated chassis)

Total 2019 Budget: \$10,500.00

Orting Community Daffodil Float Bank Account

Date	Description	Amount
1/30/2018	Beginning Balance from 2017	\$ 2,402.01
2/14/2018	Chocolate Stroll	\$ 2,977.64
2/14/2018	Deposit -- cash donations from OCC mtg	\$ 29.00
2/20/2018	Cash donations	\$ 37.79
2/22/2018	Cash donations -- Lions \$225, Eagles \$48	\$ 273.00
2/23/2018	City of Orting donation	\$ 1,000.00
3/2/2018	Cash donations Eagles	\$ 19.00
4/2/2018	Cash donations	\$ 250.00
4/5/2018	Cash donations -- jars and checks	\$ 535.00
4/6/2018	Cash donation -- Wilkins for Dody Stanifer	\$ 100.00
4/11/2018	Jar donations	\$ 183.27
		\$ 7,806.71
	Assets	\$ 7,806.71
	Disbursements	\$ 5,193.21
	Remaining in account (less service charges)	\$ 2,613.50
1/31/2018	Service charge	\$ 5.00
2/28/2018	Service charge	\$ 5.00
3/31/2018	Service charge	\$ 5.00
		\$ 15.00
4/12/2018	Balance on float account	\$ 2,588.50



Grant Application

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: **Orting Chamber of Commerce**

EIN #: **20-8140176**

Contact Person's name and title: **Dr. Troy Munson - President**

Mailing Address: **P.O. Box 1418 Orting, WA 98360**

Phone: **(253) 988-8769** Email Address: **chiroman@dr.com**

Amount Requested: **\$ 3,000**

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

It is time to acquire a new daffodil float chassis. The current float has deteriorated to the point of needing a complete rebuild (floor, brakes, engine) or to the purchasing of a new float. Without a float there will be no parade in Orting, which also includes not being a part of the princess program. The Orting float has been an award-winning float for many years. Currently, the Orting float has not been able to participate in other parades, even though asked, because of the inability of the float. At the conclusion of the parade, the flowers that have been purchased have been donated to other programs like Orting's Project Graduation, the PTA, residents of the Soldiers' Home and to businesses that have donated to the float, among other organizations. If we lose the float and the ability to have a parade in 2019, it will be very difficult to get back into the parade cycle; if ever. Orting continues to have one of the largest draws for parade attendance.

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

Orting School District, City of Orting, Greater Orting Valley, Orting businesses and Orting Community.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, (for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - 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

08 / 30 / 2018

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.
(Approved 10.11.17 by City Council)



TO: Members, Orting City Council

Date: August 31, 2018

FROM: Orting Community Daffodil Float Project and
Orting Chamber of Commerce

It's amazing how much of an investment our community has by entering our float in the annual Daffodil Parade!

First, without a community float, the parade will not come to Orting anymore, which would be an economic development loss to the city. Second, students at Orting High School would not be eligible to participate in the Princess program; which provides scholarships and mentoring opportunities. Third, having a float builds tremendous community rapport.

Traditionally, the Orting Chamber of Commerce has spearheaded this effort by providing the insurance for the float. The Chamber works closely with the chair of the float committee in various fundraising capacities; such as encouraging businesses to assist by selling paper daffodils or hosting collection jars.

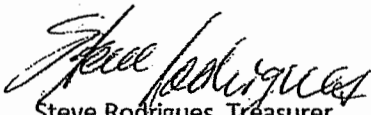
This year, the Daffodil Float Committee has the additional challenge of replacing the chassis of the float, a project which will require an additional \$5,000 to last year's expenses. In 2018, with the help of the City of Orting's \$1,000 grant, the Daffodil Float committee raised and used \$5,000 to decorate the float and participate in the parade. This year, the committee will need to double that amount to rebuild the float platform. This additional cost nearly doubles the Float Committee's budget in 2019 to \$10,000.

With this in mind, we come before you in hopes you will continue supporting and sponsoring this worthy project. We are also requesting you consider raising this year's investment to \$3,000 to assist in the necessary rebuild for the Orting Community Daffodil Float.

Other sources of revenue anticipated for 2019 include The Orting Lions Club, the Orting Eagles, Community and Private Donor support. In addition, the float committee plans to host a formal fundraising event and make corporate appeals for support; both funneled to the building project.

Thank you for your support in the past, and we humbly request your continuing support this year.

Sincerely,


Steve Rodrigues, Treasurer
Orting Chamber of Commerce

2018 Expenditures

Date	Purpose/Vendor	Amount	chk #
2/12/2018	Battery for float	\$ 65.89	4480
2/14/2018	Jar decorations for donations	\$ 8.79	
2/14/2018	Envelopes for paper daffodil sales	\$ 10.99	
2/14/2018	Copies for Jars -- Paper Daffodil sales	\$ 15.58	4481
2/19/2018	Gas can	\$ 12.01	4483
2/19/2018	Gas	\$ 6.00	
2/19/2018	Oil, oil pan, funnel	\$ 20.52	4482
2/22/2018	Visquine	\$ 55.13	
2/23/2018	Visquine	\$ 55.13	
3/1/2018	Puyallup Valley Flower -- 20,000 Daffodils	\$ 2,200.00	
3/13/2018	Paradefloatstuff.com -- decore for float	\$ 1,383.11	
3/19/2018	Foam sealant for mountain	\$ 78.86	
3/19/2018	Fit clip for music	\$ 16.35	
3/23/2018	Plastic Flowers for under mtn	\$ 106.24	2503
3/24/2018	Gas	\$ 7.18	
3/28/2018	Gas	\$ 7.83	
3/31/2018	Gas	\$ 6.52	
4/3/2018	Large print of Marin Sasaki for float decore	\$ 73.78	
4/3/2018	Spray paint for letters on float	\$ 6.59	
4/3/2018	Arrow account -- supplies for building	\$ 376.41	
4/4/2018	Gas	\$ 7.60	
4/4/2018	Parade number cards/laminating	\$ 9.80	
4/4/2018	Garbage bags for flowers at float barn	\$ 41.51	
4/4/2018	Spray adhesive for float	\$ 35.38	
4/5/2018	Tie down straps, handles, cushions for riders	\$ 70.95	
4/5/2018	Tail pipe extenders, tire gauge	\$ 14.72	
4/5/2018	Gas	\$ 7.37	
4/5/2018	Food for riders/walkers/stuffers barn/parade	\$ 60.72	
4/5/2018	Supplies for keeping daffs at float barn	\$ 31.65	
4/5/2018	Tow chain	\$ 36.57	
4/5/2018	Staples for staple guns	\$ 8.07	
4/6/2018	Scissors for snipping daffs at float barn	\$ 5.50	
4/6/2018	Handles for cover to generator	\$ 4.05	
4/9/2018	Photos for Thank yous printing and cutting	\$ 19.86	
4/9/2018	Staples for staple guns	\$ 4.58	
4/10/2018	Thank you picture frames	\$ 26.98	
4/10/2018	stamps, photo mailers for Thank yous	\$ 20.43	
4/11/2018	mailing fee	\$ 0.92	
4/7/2018	Hot Off the Press -- T-shirts	\$ 258.95	2501
4/7/2018	Garrin Pies -- Spark plugs	\$ 14.69	2502
	Total disbursements	\$ 5,193.21	

STATE OF WASHINGTON



SECRETARY OF STATE

PORTING CHAMBER OF COMMERCE

SUSAN RIGLEY
202 WASHINGTON AVE S
PORTING WA 98360

AMENDMENT

I, Sam Reed, Secretary of State of the State of Washington and custodian of its seal, hereby certify that documents meeting Washington statutory requirements have been filed and processed with the Secretary of State on behalf of:

PORTING CHAMBER OF COMMERCE

A Washington Non-Profit Corporation
UBI: 601 591 604
Filing Date: December 29, 2006
Effective Date: December 29, 2006

Previous Name:

PORTING BUSINESS & CIVIC ASSOCIATION



Given under my hand and the seal of the State of Washington at Olympia, the State Capital.

Sam Reed, Secretary of State

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 25 2007**

PORTING CHAMBER OF COMMERCE
PO BOX 1418 214 WASHINGTON AVE S
PORTING, WA 98360-1418

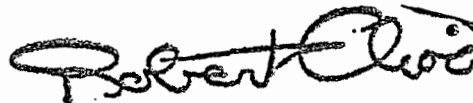
Employer Identification Number:
20-8140176
DLN:
17053052005037
Contact Person:
PAULA J MOLL-MALONE ID# 31262
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
December 29, 2006
Contribution Deductibility:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)

Letter 948 (DO/CG)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/23/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

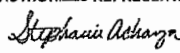
PRODUCER METLIFE AUTO & HOME INSURANCE AGENCY, IN PO BOX 2248 GRAND RAPIDS MI 49501	CONTACT NAME: CUSTOMER SERVICE CENTER PHONE (A/C, No, Ext): (888) 972-7378 E-MAIL ADDRESS: BUSINESS.CUSTOMERSERVICE@FARMERSINSURANCE.COM	FAX (A/C, No): (800) 455-9611
	INSURER(S) AFFORDING COVERAGE INSURER A: FOREMOST SIGNATURE INSURANCE COM NAIC# 41513	
INSURED ORTING CHAMBER OF COMMERCE PO BOX 1418 ORTING WA 98360	(360) 893-7513	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: Cert ID 169348 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	N	PAS002246389	03/16/2018	03/16/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS / COMPIOP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	N	PAS002246389	03/16/2018	03/16/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 CHAMBERS OF COMMERCE - OFFICE ONLY / CERTIFICATE HOLDER IS DESIGNATED AS AN ADDITIONAL INSURED FOR GENERAL LIABILITY PER FORM CG2010 IN THE PERFORMANCE OF THE NAMED INSUREDS ONGOING OPERATIONS. SUBJECT TO THE POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER THE CITY OF ORTING PO BOX 489 ORTING WA 98360-0489	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Grant Application

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:

RECEIVED

SEP 06 2018

CITY OF ORTING

Name of Organization: ORTING VALLEY FARMERS MARKET EIN #: 47-1671216

Contact Person's name and title: DOUG GRAVES - BOARD PRESIDENT

Mailing Address: 19511 112TH AVE E. GRAHAM WA. 98338

Phone: 253-509-3609 Email Address: douggraves1@hotmail.com

Amount Requested: \$ 3500⁰⁰

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

FUNDS WILL BE USED FOR OPERATING AND PROGRAM EXPENSES
IN 2019 TO INCLUDE SUPPLIES, ACTIVITIES, PROGRAMS AND
MARKETING. SEE ADDITIONAL INFORMATION IN INCLUDED
LETTER

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

ALL MEMBERS OF THE ORTING COMMUNITY WILL BE SERVED, INCLUDING
CHILDREN, LOW INCOME HOUSEHOLDS, LOCAL FARMS AND FARMERS,
SMALL LOCAL BUSINESSES IN AND AROUND ORTING.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Doug Graves

Signature of Authorized Representative of Applicant

9/5/18

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.
(Approved 10.11.17 by City Council)

Request for Funding for Orting Valley Farmers' Market



To: Orting City Administrator, City Council Members, and Mayor

On behalf of the Orting Valley Farmers Market, this Grant Application is being submitted for funding in 2019.

The total dollar amount requested for 2019 is \$3,500. Funds will be used to operate the Orting Valley Farmers Market in 2019. Included in this package, is a good faith budget projection for 2019 for the Farmers Market. This projection has not yet gone through the 2019 budget adoption process with the Board of Directors, as this Grant Application is being submitted prior to the Board's annual retreat where the 2019 Budget is approved.

The Orting Valley Farmers Market has been good for the City of Orting. The continued promotion of this market, throughout the state, strengthens not only the market, but the entire area, with both the Ag-Tourism brochure and Map in the annual farm guide. Many new individuals now come to visit the Farmers Market, Local Farms, and Events in town and throughout Pierce County because of this.

- As in previous years, the Farmers Market has grown. And, due to a new look, new programs and new Vendors, overall sales figures are substantially more than ever before. It is estimated that Vendor total sales will reach \$150,000 once the market season closes. That is an estimated gain of approximately 30% over 2018. This resulted in increased foot traffic in the downtown core, also supporting other local small business.
- In 2018, the Orting Valley Farmers Market again offered a matching dollar program for SNAP beneficiaries (formerly food stamp program), which increased the consumption of and improved access to fresh local foods. This program resulted in continued growth of EBT benefits use at the market. For 2018, \$122 in matching funds were made possible by grant monies from Multicare held over from 2017. Once those were exhausted, a new Donor was found to finish out 2018 and carry funds into 2019 to keep the matching EBT Bucks Program alive. While the market doesn't gain financially from the Matching EBT Bucks Program, the benefits to the community are substantial- including benefits to our local farmers and producers. It is our goal to continue this program well into the future.
- In 2018, the Market provided educational opportunities for children and adults. This included Children's story and activity times, games, entertainment, art instruction and the KERNEL Program. KERNEL stands for: Kids Eating Right - Nutrition and Exercise for Life. All programs were made available to the public at no cost. In addition, two separate sessions were hosted by the Farmers Market for children vendors in a "Kids Day" environment. Here kids of all ages sold various hand-crafted items and farmers type offerings. This developed financial responsibility, product development, and social skills to our young entrepreneurs.

While it has been a task to replace the previous Orting Valley Farmers Market Manager who stepped down at the end of 2017, this Market was fortunate in obtaining a Husband and Wife team to step in as Managers for 2018. New Management has brought a very new look and program which has resulted in more Vendors, larger total revenues, and a much larger customer population. The Orting Valley Farmers Market is now on a fast track to unprecedented success and growth. Throughout the region, folks are talking about the Orting Farmers Market is becoming something to experience.

Our sincere appreciation goes out to the City of Orting for allowing this Farmers Market to exist and for the support of the City of Orting into the future.

Please feel free to contact me if you have questions or concerns.

Doug Graves,
Orting Valley Farmers Market – Board President
(253) 509-3609

Orting Valley Farmers Market- Projected 2019 Budget

Projected Income

Vendor Fees	\$8,750
Fundraiser (TBD)	\$1,200
Donations	\$ 800
Pierce County Grant	\$1,000
City of Orting grant	\$3,500
*Other Grants/Sponsorships	<u>\$2,500</u>
Total	\$17,750

Projected Expenses

Permits & Fees- County/State	\$ 600
WSFMA membership&seminar	\$ 500
Supplies/Storage	\$1,400
Promotion/Marketing	\$2,200
EBT (SNAP) program exp.	\$ 350
Webpage expenses	\$ 180
Activities & Entertainment	\$1,200
Manager Stipend	\$9,500
Insurance	\$ 500
Telephone & Hot Spot service	\$ 320
Mileage reimbursement	<u>\$ 1,000</u>
Total	\$17,750

In addition to the support from the City of Orting, other grants, donations and sponsorships are sought after to cover annual Farmers Market expenses.

Projected Income from vendor fees is based on 2018 vendor statistics and reflects the customary annual vendor fee increase of \$25.

Orting Valley Farmers Market- Projected 2018 Budget year end

Projected Income

Vendor Fees	\$6,000
Fundraiser (TBD)	\$1,000
Donations	\$ 400
Pierce County Grant	\$1,000
City of Orting grant	\$3,000
*Other Grants/Sponsorships	<u>\$2,225</u>
Total	\$13,625

Projected Expenses

Permits & Fees- County/State	\$ 500
WSFMA membership&seminar	\$ 250
Supplies/Storage	\$ 875
Promotion/Marketing	\$1,800
EBT (SNAP) program exp.	\$ 200
Webpage expenses	\$ 100
Activities & Entertainment	\$ 875
Manager Stipend	\$7,450
Insurance	\$ 275
Telephone & Hot Spot service	\$ 300
Mileage reimbursement	<u>\$ 1,000</u>
Total	\$13,625

The above data reflects 2018 year end projections and may vary due to actual conditions.

Orting Valley Farmers Market**Projected 2017 Budget**Projected Income

Vendor Fees	\$5,175
Fundraiser (TBD)	\$1,500
Pierce County Grant	\$1,000
City of Orting grant	\$2,000
*Other Grants/Sponsorships	<u>\$1,700</u>
Total	\$11,375

Projected Expenses

Permits & Fees- County/State	\$ 500
Permits & Fees-Orting	\$ 900
WSFMA membership&seminar	\$ 500
Supplies/Storage	\$ 800
Promotion/Marketing	\$2,000
EBT (SNAP) program exp.	\$ 325
Webpage expenses	\$ 100
Activities & Entertainment	\$ 750
Manager Stipend	\$4,000
Insurance	\$ 500
Mileage reimbursement	<u>\$ 1,000</u>
Total	\$11,375

Orting Valley Farmers Market**Actual 2017 Income & Expenses**Actual Income

Vendor Fees	\$5,420
Fundraiser (TBD)	\$1,250
Pierce County Grant	\$1,000
City of Orting grant	\$2,000
Sponsorships	\$1,400
Donations	<u>\$ 500</u>
Total	\$11,570

Actual Expenses

Permits & Fees- County/State	\$ 850
Permits & Fees-Orting	\$ 0
WSFMA membership&seminar	\$ 500
Supplies/Storage	\$1,350
Promotion/Marketing	\$2,100
EBT (SNAP) program exp.	\$ 290
Webpage expenses	\$ 130
Activities & Entertainment	\$1,450
Manager Stipend	\$4,000
Insurance	\$ 325
Mileage reimbursement	<u>\$ 1,000</u>
Total	\$11,995

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 26 2015

ORTING VALLEY FARMERS MARKET
19220 196 ST E
ORTING, WA 98360-0000

Employer Identification Number:
47-1671216
DLN:
26053482003435
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 28, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



ORTIN-1 OP ID: LS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pro Insur, Inc. dba Campbell Risk Management 9595 Whitley Drive, Suite 204 Indianapolis, IN 46240 Larry Spilker ext 203	CONTACT NAME: Larry Spilker ext 203 PHONE (A/C No, Ext): 317-848-9075 FAX (A/C No): 317-848-9093 E-MAIL ADDRESS: lspilker@campbellrisk.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Capitol Indemnity Corporation</td> <td>10472</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Capitol Indemnity Corporation	10472	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :														
INSURER E :														
INSURER F :														
INSURED Orting Valley Farmers Market PO Box 1665 Orting, WA 98360														

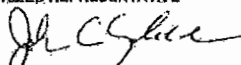
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED, OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOG OTHER:	Y	CP02629706	03/01/2018	03/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's operation. Blanket additional Insured applies per coverage form CGL 421.

CERTIFICATE HOLDER		CANCELLATION	
EVIDENC Evidence of Insurance		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
		AUTHORIZED REPRESENTATIVE 	

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Orting Food Bank
224 Washington Ave S
PO Box 1877
Orting, WA 98360-1877

August 21, 2018

We are requesting a grant of \$3000.00 from the City of Orting for the 2019 fiscal year.

This grant is divided into two parts. Up to \$1,500 will be used to provide assistance with paying utility bills to restore water service to customers of the City of Orting. What is not used of this \$1,500 can be used by the food bank to pay for day to day expenses. The remaining \$1,500 will be used for day to day expenses. The following is the policy for utility assistance payments:

- Customers will be referred by the Orting Food Bank to the City of Orting. The City of Orting will make the determination to accept or deny referrals.
- When a referral is accepted for grant assistance, the Orting Food Bank will pay the customer's outstanding bill with the City of Orting, up to the amount approved by the City.
- Customers can receive grant assistance once per year.
- The Orting Food Bank will maintain records of customers whose bills have been paid out of this grant.

The Orting Food Bank serves over 400 families a month in our community with emergency food assistance. We offer help to anyone in the community that needs assistance. We also provide referral services to other agencies to assist community members with receiving needed services.

Respectfully submitted,

Stephanie Lathrop
President, Orting Food Bank

"Putting an end to hunger in Orting!"
The Orting Food Bank is a registered 501(c)3 charity.



Grant Application

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: Orting Food Bank

EIN #: 20-8562623

Contact Person's name and title: Stephanie Lathrop, President, Board of Directors

Mailing Address: PO Box 1877, Orting, WA 98360

Phone: 360-893-0095 Email Address: ortingfoodbank@yahoo.com, stephanielathrop@msn.com

Amount Requested: \$3000.00

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

Please see attached letter.

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

Please see attached letter.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - 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

08/21/2018

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.
(Approved 10.11.17 by City Council)



Financial Statements

December 31, 2017 and 2016

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BATTERSHELL & NICHOLS
A PROFESSIONAL SERVICE CORPORATION

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors of
Orting Food Bank
Orting, Washington

Management is responsible for the accompanying financial statements of Orting Food Bank (the Organization) which are comprised of the statements of financial position as of December 31, 2017 and 2016, the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The accompanying supplementary information contained in Schedules 1 and 2 (Schedules of Functional Expenses) is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary information.

Battershell & Nichols

Puyallup, Washington
May 23, 2018

Orting Food Bank
Statements of Financial Position
December 31, 2017 and 2016

	2017	2016
Assets		
Current Assets		
Cash	\$ 98,477	\$ 102,666
Cash restricted by donors	<u>0</u>	<u>3,897</u>
Total Cash	98,477	106,563
Food inventory	<u>104,582</u>	<u>94,074</u>
Total Current Assets	<u>203,059</u>	<u>200,637</u>
Property and Equipment		
Furniture and equipment	110,492	110,492
Buildings	388,890	388,890
Land	<u>68,378</u>	<u>68,378</u>
	567,760	567,760
Accumulated depreciation	<u>(97,687)</u>	<u>(69,793)</u>
Total Property and Equipment	<u>470,073</u>	<u>497,967</u>
Total Assets	<u>\$ 673,132</u>	<u>\$ 698,604</u>
Liabilities and Net Assets		
Current Liabilities		
Accrued payroll and taxes	\$ 2,411	\$ 1,513
Amounts held on behalf of others	<u>1,214</u>	<u>0</u>
Total Current Liabilities	<u>3,625</u>	<u>1,513</u>
Net Assets		
Unrestricted Net Assets:		
Undesignated	<u>669,507</u>	<u>693,194</u>
Temporarily Restricted Net Assets Restricted for:		
Program purposes	0	3,489
Equipment	<u>0</u>	<u>408</u>
Total Temporarily Restricted Net Assets	<u>0</u>	<u>3,897</u>
Total Net Assets	<u>669,507</u>	<u>697,091</u>
Total Liabilities and Net Assets	<u>\$ 673,132</u>	<u>\$ 698,604</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statements of Activities
For the Years Ended December 31, 2017 and 2016

	2017	2016
Change in Unrestricted Net Assets		
Revenue and Support		
General contributions	\$ 45,489	\$ 87,677
Noncash contributions of food	949,881	805,483
Fundraising income	47,149	4,400
Interest income	41	41
Other income	<u>0</u>	<u>386</u>
Total Revenue and Support	1,042,560	897,987
Net assets released from restrictions	<u>21,043</u>	<u>52,007</u>
Total Unrestricted Revenue, Support, and Net Assets Released from Restrictions	<u>1,063,603</u>	<u>949,994</u>
Expenses		
Program	1,029,970	891,556
General and Administration	23,228	20,793
Facilities	20,537	22,818
Fundraising	<u>13,555</u>	<u>2,876</u>
Total Expenses	<u>1,087,290</u>	<u>938,043</u>
(Decrease) Increase in Unrestricted Net Assets	<u>(23,687)</u>	<u>11,951</u>
Change in Temporarily Restricted Net Assets		
Temporarily restricted contributions	17,146	55,903
Net assets released from restrictions	<u>(21,043)</u>	<u>(52,007)</u>
(Decrease) Increase in Temporarily Restricted Net Assets	<u>(3,897)</u>	<u>3,896</u>
(Decrease) Increase in Net Assets	(27,584)	15,847
Net Assets, Beginning of Year	<u>697,091</u>	<u>681,244</u>
Net Assets, End of Year	<u>\$ 669,507</u>	<u>\$ 697,091</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statements of Cash Flows
For the Years Ended December 31, 2017 and 2016

	2017	2016
Cash Flows Provided (Used) by Operating Activities:		
Cash received from general contributions	\$ 45,489	\$ 87,677
Cash received from restricted contributions	17,146	55,903
Cash received from fundraising income	47,149	4,400
Cash received from interest and other income	41	427
Cash disbursed for program expenses	(64,593)	(66,920)
Cash disbursed for general supporting expenses	(20,439)	(18,492)
Cash disbursed for facility expenses	(20,537)	(22,818)
Cash disbursed for fundraising expenses	(13,555)	(2,876)
Net Cash Flows (Used) Provided by Operating Activities	<u>(9,299)</u>	<u>37,301</u>
Cash Flows Provided (Used) by Investing Activities		
Expenditures for equipment	0	(35,274)
Increase in amounts held on behalf of others	1,213	0
Net Cash Flows Provided (Used) by Investing Activities	<u>1,213</u>	<u>(35,274)</u>
Net (Decrease) Increase in Cash	(8,086)	2,027
Cash - January 1, 2017 and 2016	<u>106,563</u>	<u>104,536</u>
Cash - December 31, 2017 and 2016	<u>\$ 98,477</u>	<u>\$ 106,563</u>

Reconciliation of Changes in Net Assets to Net Cash Provided by Operating Activities

Cash Flows Provided (Used) by Operating Activities:		
(Decrease) Increase in Total Net Assets	\$ (27,584)	\$ 15,847
Adjustments to Reconcile (Decrease) Increase in Total Net Assets to Cash Provided by Operating Activities:		
Depreciation	27,894	23,006
Changes in Assets and Liabilities:		
(Increase) in Food inventory	(10,508)	(2,059)
Increase in Accrued payroll and taxes	899	507
Total Adjustments	<u>18,285</u>	<u>21,454</u>
Net Cash Flows (Used) Provided by Operating Activities	<u>\$ (9,299)</u>	<u>\$ 37,301</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2017 and 2016

Note 1 - Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

Orting Food Bank is located in Orting, Washington and is organized for the purposes of collecting food donations and distributing them to those in need. The Organization also provides referral services as available to help people. The Organization was incorporated as a non-profit corporation under the laws of the State of Washington in 2007 as a 501(c)(3) charity.

Basis of Accounting

The Organization presents financial statements in accordance with accounting principles generally accepted in the United States of America. This basis of accounting involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or the passage of time.

Permanently restricted net assets - Permanently restricted net assets must be maintained by the Organization in perpetuity, the income of which is expendable for operations. Permanently restricted net assets increase when the Organization receives contributions for which donor-imposed restrictions limiting the Organization's use of an asset for its economic benefits neither expire with the passage of time nor can be removed by the Organization meeting certain requirements. The Organization had no permanently restricted net assets at December 31, 2017 and 2016.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Significant estimates include useful lives of property and equipment and allocation of expenses to programs.

Cash

For purposes of the statements of cash flows, cash includes time deposits, certificates of deposit, and all highly liquid debt instruments with original maturities of three months or less which are not restricted by donors for capital or long-term purposes.

Buildings, Equipment, Improvements, and Depreciation

Buildings, equipment, and improvements purchased are stated at cost. Donated assets are stated at fair market value at date of receipt. Donated services that enhance non-financial assets are

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2017 and 2016

capitalized at fair market value at the date the services are provided. Depreciation is provided by use of the straight-line method over the estimated useful lives of the related assets ranging from three to fifteen years for equipment and thirty nine years for buildings and improvements. All acquisitions of property and equipment in excess of \$5,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Depreciation expense for the years ended December 31, 2017 and 2016 was \$27,894 and \$23,006, respectively.

Food Inventory

Inventory consists of donated food and is stated at \$1.67 per pound and \$1.73 per pound as of December 31, 2017 and 2016, respectively, as determined by the Washington Food Coalition. The price per pound is determined by the average price of food listed in the consumer price index and is revalued every two years.

Restricted Contributions

Restricted contributions are expendable only for the purposes specified by the donor and are accounted for as restricted until specified conditions are met.

Federal Income Tax

The Organization is exempt from federal income tax under Internal Revenue Code Section 501(c)(3) except to the extent of unrelated business taxable income, if any.

Contributions Received

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Gifts received of long-lived assets, in the absence of donor-imposed use restrictions, are reported as unrestricted support.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Donated Services and Materials

The Organization recognizes donated services that create or enhance nonfinancial assets. Donated services that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation are also recognized.

A large number of people have contributed significant amounts of time to the activities of the Organization without compensation. The financial statements do not reflect the value of those contributed services because, although clearly substantial, the services do not meet the recognition criteria required by generally accepted accounting principles and no reliable basis exists for determining an appropriate value for those services. Donated materials are included in

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2017 and 2016

the financial statements at their estimated fair market values as of the date of their receipt.

Note 2 - Concentration of Credit Risk

The Organization maintains cash balances at financial institutions located in Washington. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000 per institution. The organization did not have any balances on deposit in excess of insurance limits as of the years ended December 31, 2017 and 2016.

Note 3 - Line of Credit

The Organization has a line of credit for \$10,000 with a bank which is due on demand. As of December 31, 2017 and 2016, the balance was \$0 and \$0, respectively. The line of credit bears interest at an adjustable rate of the Wall Street Journal Prime Rate (4.50% per annum as of December 31, 2017) plus 2% and is secured by equipment and fixtures.

Note 4 - Contingency

On May 5, 2015 the Organization entered into an agreement with Pierce County, Washington, through its Department of Community Connections to renovate and expand the property, which currently houses the food bank facility, for \$120,450. The Organization gave a promissory note to Pierce County for the full amount and is not required to make payments on this note provided that it complies with the following terms: the property must be used as a food bank for the benefit of low income individuals, households, or areas of Pierce County, it will maintain safe and sanitary facilities and will comply with all state and local building codes, licensing requirements, and other requirements regarding the condition of the structure and the operation of the project in the jurisdiction in which the facility is located, and it will keep any records and make any reports relating to compliance with this covenant that the County may reasonably require. If the covenant agreement is followed, the amount owed will be forgiven in full on June 30, 2045. As security for the note, the Organization granted Pierce County a deed of trust on its building, including improvements, and land, located in Orting, Washington. The deed of trust and secured promissory note are subject to the restrictions previously described for a period of thirty years, beginning June 30, 2015. If the real property is sold, transferred, or otherwise conveyed or disposed of without Pierce County's prior written consent, the County may declare the principal amount of the note due immediately. After the improvements were completed in 2015, the land and building improvements have a book value of \$457,268 and are recorded on the Statement of Financial Position.

Note 5 - Subsequent Events

Management considered and found no subsequent events requiring disclosure in the financial statements occurring after the balance sheet date until May 23, 2018, the date the financials were available to be issued.

See accountants' compilation report.

Orting Food Bank
Schedule 1
Schedule of Functional Expenses
For the Year Ended December 31, 2017

	Program Services		Support Services			Total Support Services
	TOTAL	Program	General and Administration	Facilities	Fundraising	
Food	\$ 964,268	\$ 964,268				
Personnel	48,748	38,998	9,750			9,750
General expenses	35,604	930	9,759	11,699	13,216	34,674
Depreciation	27,894	25,105	2,789			2,789
Repairs and maintenance	7,121			7,121		7,121
Equipment, technology, and communication costs	1,717			1,717		1,717
Printing, promotion, copying, and postage	1,294	179	776		339	1,115
Supplies	644	490	154			154
	<u>\$ 1,087,290</u>	<u>\$ 1,029,970</u>	<u>\$ 23,228</u>	<u>\$ 20,537</u>	<u>\$ 13,555</u>	<u>\$ 57,320</u>

See accountants' compilation report.

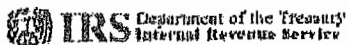
Orting Food Bank
Schedule 2
Schedule of Functional Expenses
For the Year Ended December 31, 2016

	TOTAL	Program Services	Support Services			Total Support Services
		Program	General and Administration	Facilities	Fundraising	
Food	\$ 836,364	\$ 836,364				
Personnel	30,101	23,943	6,158			6,158
General expenses	27,478	3,093	11,804	9,705	2,876	24,385
Depreciation	23,006	20,705	2,301			2,301
Repairs and maintenance	17,161	5,314		11,847		11,847
Equipment, technology, and communication costs	1,266			1,266		1,266
Printing, promotion, copying, and postage	69	6	63			63
Supplies	2,598	2,131	467			467
	<u>\$ 938,043</u>	<u>\$ 891,556</u>	<u>\$ 20,793</u>	<u>\$ 22,818</u>	<u>\$ 2,876</u>	<u>\$ 46,487</u>

See accountants' compilation report.

Food Bank Budget

Description	Budget
	2018
Revenues	
Beginning Net Cash & Investments	
Individual Donations	\$90,000
Corporate/Agency Donations/Grants	
Non-Cash Food Contributions	\$850,000
Total Fund Raising Income	\$35,000
Interest Income	\$50
Milgard Grant (non-budgeted item)	\$0
County Grant Income - Building Addition	\$0
Total Income	\$975,050
Total Cash Income	\$125,050
Expenses	
Ending Fund Balance	
Food Taken In and Delivered	\$850,000
Liability Insurance	\$6,000
Facility Repair and Maintenance	\$7,000
Fund Raisers	\$12,000
Dues/Licenses	\$10
Office Expenses	\$2,000
Non-Food Supplies	\$500
Fuel (Van)	\$1,600
Van Maing & Repairs	\$500
Volunteer Recognition	\$1,400
Director Salary	\$52,800
Payroll Taxes	\$3,500
Youth Food Programming (backpacks/Lunches)	\$12,000
Travel & Meetings	\$1,000
Utilities	\$11,000
Accounting Expense	\$4,000
Miscellaneous	\$300
City of Orting Utility Assistance	\$1,500
Building Addition	\$0
Milgard Grant Expenses (VAN)	\$0
Total Expense	\$967,110
Total Cash Expense	\$117,110
Cash Surplus/(Deficit)	\$7,940



P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248351232
Mar. 13, 2013 LTR 4168C E6
20-8562623 000000 00

00034233
BODG: TE

ORTING FOOD BANK
% PAT C WILSON
PO BOX 1877
ORTING WA 98360-1877



836172

Employer Identification Number: 20-8562623
Person to Contact: Mr. Kelley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 04, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in July 2007.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Richard McKee

Richard McKee, Department Manager
Accounts Management Operations

UNITED STATES OF AMERICA

The State of  Washington

Secretary of State

I, **SAM REED**, Secretary of State of the State of Washington and custodian of its seal,
hereby issue this

CERTIFICATE OF INCORPORATION

to

PORTING FOOD BANK

a/an WA Non-Profit Corporation. Charter documents are effective on the date indicated
below.

Date: 2/27/2007

UBI Number: 602-701-449

APPID: 789582

Given under my hand and the Seal of the State
of Washington at Olympia, the State Capital



Sam Reed, Secretary of State

Non Profit Insurance Program
CERTIFICATE OF COVERAGE

THIS CERTIFICATE OF COVERAGE IS FOR INFORMATION ONLY AND CONVEYS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	COMPANIES AFFORDING COVERAGE
Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823	GENERAL LIABILITY American Alternative Insurance Corporation, et al.
	AUTOMOBILE LIABILITY American Alternative Insurance Corporation, et al.
INSURED	PROPERTY American Alternative Insurance Corporation, et al.
Orting Food Bank PO Box 1877 Orting, WA 98360	MISCELLANEOUS PROFESSIONAL LIABILITY Princeton Excess and Surplus Lines Insurance Company

COVERAGES


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	DESCRIPTION	LIMITS
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM INCLUDES STOP GAP	N1-A2-RL-0000013-09	06/01/2018	06/01/2020	PER OCCURRENCE PER MEMBER AGGREGATE PRODUCT-COMP/OP PERSONAL & ADV. INJURY ANNUAL POOL AGGREGATE	\$5,000,000 \$10,000,000 \$5,000,000 \$5,000,000 \$50,000,000
(LIABILITY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
AUTOMOBILE LIABILITY					
ANY AUTO	N1-A2-RL-0000013-09	06/01/2018	06/01/2020	COMBINED SINGLE LIMIT ANNUAL POOL AGGREGATE	\$5,000,000 NONE
(LIABILITY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
PROPERTY					
	N1-A2-RL-0000013-09	06/01/2018	06/01/2020	ALL RISK PER OCC EXCL EQ & FL EARTHQUAKE PER OCC FLOOD PER OCC ANNUAL POOL AGGREGATE	\$75,000,000 \$1,000,000 \$1,000,000 NONE
(PROPERTY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
MISCELLANEOUS PROFESSIONAL LIABILITY					
	N1-A3-RL-0000060-09	06/01/2018	06/01/2020	PER CLAIM ANNUAL POOL AGGREGATE	\$40,000,000
(LIABILITY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS

Evidence of Coverage.

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE
Orting Food Bank PO Box 1877 Orting, WA 98360	

BUSINESS INFORMATION

Business Name:

ORTING FOOD BANK

UBI Number:

602 701 449

Business Type:

WA NONPROFIT CORPORATION

Business Status:

ACTIVE

Principal Office Street Address:

224 WASHINGTON AVE S, ORTING, WA, 98360, UNITED STATES

Principal Office Mailing Address:

PO BOX 1877, ORTING, WA, 98360-1877, UNITED STATES

Expiration Date:

02/28/2019

Jurisdiction:

UNITED STATES, WASHINGTON

Formation/ Registration Date:

02/27/2007

Period of Duration:

PERPETUAL

Inactive Date:

Nature of Business:

CHARITABLE

REGISTERED AGENT INFORMATION

Registered Agent Name:

ORTING FOOD BANK

Street Address:

224 WASHINGTON AVE S, ORTING, WA, 98360-0000, UNITED STATES

Mailing Address:

PO BOX 1877, ORTING, WA, 98360-0000, UNITED STATES

GOVERNORS

Title	Governors Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		SCOTT	LARSON
GOVERNOR	INDIVIDUAL		DEBORAH	TAYLOR
GOVERNOR	INDIVIDUAL		STEPHANIE	LATHROP



Grant Application

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: Opportunity Center of Orting EIN #: 91-2113333
Contact Person's name and title: Jennifer Slaughter - Executive Director
Mailing Address: PO Box 1423, Orting WA 98360
Phone: 253-740-6078 Email Address: Orting.Haven@gmail.com
Amount Requested: \$15,000.00

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

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

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st** at 3:00pm, "for grants to be issued in the following year).
- The attachments that shall be included with the application include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
- if selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Jennifer Slaughter _____ 8/28/18
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.
(Approved 10.11.17 by City Council)



How the City Grant will be used:

100% Wages: We currently have one paid position which is our Program Director. The Program Director's wage is paid for by the Pierce County Violence Prevention Grant coupled with the grant we get from The City of Orting. After talking with Dan Roach about his 2019 budget, he let us know that his budget has been reduced and we may see a reduction in what we are awarded. So, we are asking that the City of Orting help to supplement that reduction from the County. Also, we need to hire an Activities Assistant at minimum wage for just the teen hours to help with the safety of our teens. During the school year we can get from 40-70 teens at a time. This position will also help facilitate more activities for the diverse group of teens that we service.

Program Director Annual Wage: \$23,200.00

Activities Assistant Annual Wage: \$10,000.00

Who does the grant serve:

Here at The Haven we serve our communities youth from 6th grade – 12th grade. In addition, we have launched this school year the Y.L.T.C – Youth Leadership and Teen Counsel. This counsel is made up of teens 6th-12th grade but also then includes young adults that want to stay involved and have graduated high school.

Unduplicated Q1 & Q2 2018: 301 students

We also serve The Orting Food Bank with our garden. In just a short month and a half we have donated 192 lbs of fresh produce. Food that is going to be harvested throughout the fall will be corn, peppers, pumpkins, snap peas, green beans, carrots and so much more.

Opportunity Center of Orting, Inc

Balance Sheet

As of December 31, 2017

Dec 31, 17

ASSETS

Current Assets

Checking/Savings

10000 · Keybank Checking 17,053.49

Total Checking/Savings 17,053.49

Accounts Receivable

11000 · Accounts Receivable -49.00

Total Accounts Receivable -49.00

Other Current Assets

12000 · Undeposited Funds 170.00

Total Other Current Assets 170.00

Total Current Assets 17,174.49

Fixed Assets

15000 · Furniture and Equipment 1,244.66

Total Fixed Assets 1,244.66

Other Assets

18100 · In-Kind Donated (Asset) 3,469.52

Total Other Assets 3,469.52

TOTAL ASSETS 21,888.67

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

22000 · Key Bank Credit Card (6296) 550.11

Total Credit Cards 550.11

Total Current Liabilities 550.11

Total Liabilities 550.11

Equity

32000 · Retained Earnings 3,909.24

Net Income 17,429.32

Total Equity 21,338.56

TOTAL LIABILITIES & EQUITY 21,888.67

Opportunity Center of Orting, Inc
Profit & Loss
January 2017 through July 2018

	Jan - Dec 17	Jan - Dec 18	2019
Ordinary Income/Expense			
Income			
43400 · Direct Public Support			
43410 · Corporate Contributions	12,582.23	3,160.00	4,200.00
43420 · Fundraising	5,317.09	2,220.69	3,500.00
43440 · In-Kind Donated (Income)	3,469.52	0.00	0.00
43450 · Individual Donations	6,199.50	2,504.08	3,000.00
43460 · Christmas Giving	-39.20	0.00	0.00
Total 43400 · Direct Public Support	27,529.14	7,884.77	10,700.00
47200 · Program / Event / Rental Income			
47250 · Rental Income	26,135.95	22,977.50	25,000.00
47251 · Rental Deposits	150.00	0.00	0.00
47252 · Snack Bar Donations	1,343.00	703.52	800.00
Total 47200 · Program / Event / Rental Income	27,628.95	23,681.02	25,800.00
47300 · Grants			
47310 · Healthy Youth Grant	2,896.87	1,688.10	0.00
47330 · Puget Sound Energy	0.00	0.00	2,000.00
47320 · Violence Provention Grant	17,567.16	19,137.09	15,000.00
47340 · Marijuana Prevention Grant	4,999.00	0.00	0.00
47350 · City of Orting Grant	2,500.00	7,500.00	15,000.00
47360 · Medina Foundation	0.00	7,500.00	7,500.00
47370 · Korum Foundation	0.00	5,815.00	2,000.00
47375 · Amazon Smile	0.00	5.00	15.00
Total 47300 · Grants	27,963.03	41,645.19	41,515.00
Total Income	83,121.12	73,210.98	78,015.00
Cost of Goods Sold			
19000 · Card Service Fees	159.13	190.80	200.00
Total COGS	159.13	190.80	200.00
Gross Profit	82,961.99	73,020.18	77,815.00
Expense			
60900 · Business Expenses			
60910 · Licenses & Permits	52.00	193.00	200.00
60925 · Dues & Subscriptions	0.00	79.26	80.00
60930 · Software	0.00	375.42	375.00
Total 60900 · Business Expenses	52.00	647.68	655.00
62800 · Facilities and Equipment			
62850 · Facilities Maintenance	533.24	315.88	330.00
62851 · Building Improvements	678.30	5,748.75	0.00
62870 · Property Insurance	2,167.06	1,798.30	1,800.00
62875 · Rent	26,711.36	22,000.00	24,000.00
62880 · Garbage	1,444.41	1,280.40	1,300.00
62885 · Internet / Phone	1,816.95	2,950.68	3,000.00
62890 · Utilities	2,324.07	2,351.68	2,600.00
62895 · Water	1,504.15	2,051.70	2,400.00

Opportunity Center of Orting, Inc
Profit & Loss
January 2017 through July 2018

	Jan - Dec 17	Jan - Dec 18	2019
Total 62800 · Facilities and Equipment	37,179.54	38,497.39	35,430.00
64000 · Program / Event Expenses			
64010 · Prizes/ Souvenir / Favors	45.59	0.00	240.00
64020 · Snack Bar	2,248.40	738.53	700.00
64030 · Prog/Event Staff	655.00	0.00	800.00
64040 · Prog/Event Supplies	162.45	1,089.66	2,500.00
64045 · Youth Garden Program	0.00	5,815.00	2,000.00
Total 64000 · Program / Event Expenses	3,111.44	7,643.19	6,240.00
65000 · Operations			
65005 · Facility Staff Wages	23,280.50	23,192.73	33,200.00
65020 · Postage, Mailing Service	39.20	0.00	50.00
65040 · Supplies	1,397.74	1,321.04	1,500.00
65060 · Marketing & Advertising	569.20	516.42	800.00
65065 · Auto Expenses	0.00	10.00	0.00
65070 · Equipment	46.90	0.00	500.00
65075 · Equipment Maintenance	49.07	165.00	200.00
Total 65000 · Operations	25,382.61	25,205.19	36,250.00
65100 · Other Types of Expenses			
65125 · Business License/ Fees	10.00	40.00	40.00
65130 · Bank Charges	-96.07	3.00	10.00
65140 · Sales Tax	0.00	30.33	0.00
Total 65100 · Other Types of Expenses	-86.07	73.33	50.00
66000 · Payroll Expenses	0.00	2,054.72	2,324.00
66900 · Reconciliation Discrepancies	-0.40	-0.02	0.00
Total Expense	65,639.12	74,121.48	80,949.00
Net Ordinary Income	17,322.87	-1,101.30	-3,134.00
Other Income/Expense			
Other Expense			
80001 · Settlement Refund D&B Lawsuit	-106.45	0.00	0.00
Total Other Expense	-106.45	0.00	0.00
Net Other Income	106.45	0.00	0.00
Net Income	17,429.32	-1,101.30	-3,134.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 28 2005

OPPORTUNITY CENTER OF ORTING INC
PO BOX 1423
ORTING, WA 98360-1423

Employer Identification Number:
91-2112227
DLN:
17053071719025
Contact Person: TERRY KAYE ID# 31038
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170 (b) (1) (A) (vi)

Dear Applicant:

Our letter dated August 7, 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

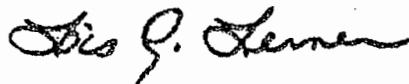
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



Haven Garden

Donated 192 lbs to
The Orting Food Bank
in 2 months





Table Top Games



Video Games/ Social



Group Games



Gaga Pit



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/25/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER W Insurance Group 1007 Pacific Ave Tacoma WA 98402		CONTACT NAME: Ryan Wiita PHONE (A/C, No, Ext): (800)362-5220 FAX (A/C, No): (800)496-6054 E-MAIL ADDRESS: ryan@w-ins.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Insurance Co	NAIC # 18058
INSURED The Opportunity Center of Orting PO Box 1423 Orting WA 98360		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

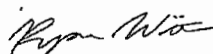
COVERAGES CERTIFICATE NUMBER: 20170911RW REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL ISBR INSD	WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PHPK1711588	09/11/2017	09/11/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/ AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Orting 110 Train St SE PO Box 489 Orting WA 98360	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 28 2005

OPPORTUNITY CENTER OF ORTING INC
PO BOX 1423
ORTING, WA 98360-1423

Employer Identification Number:
91-2112227
DLN:
17053071719025
Contact Person:
TERRY KAYE ID# 31038
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 7, 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

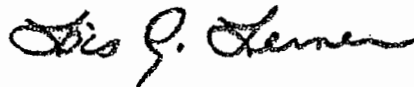
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

BUSINESS INFORMATION

Business Name:

OPPORTUNITY CENTER OF ORTING

UBI Number:

602 069 623

Business Type:

WA NONPROFIT CORPORATION

Business Status:

ACTIVE

Principal Office Street Address:

112 TRAIN ST SW, ORTING, WA, 98360, UNITED STATES

Principal Office Mailing Address:

Expiration Date:

10/31/2018

Jurisdiction:

UNITED STATES, WASHINGTON

Formation/ Registration Date:

10/04/2000

Period of Duration:

PERPETUAL

Inactive Date:

Nature of Business:

REGISTERED AGENT INFORMATION

Registered Agent Name:

OPPORTUNITY CENTER OF ORTING

Street Address:

112 TRAIN ST SW, ORTING, WA, 98360, UNITED STATES

Mailing Address:

PO BOX 1423, ORTING, WA, 98360-1423, UNITED STATES

GOVERNORS

Title	Governors Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		RICK	SLAUGHTER
GOVERNOR	INDIVIDUAL		JOSIE	CONZEMIUS
GOVERNOR	INDIVIDUAL		SARAH	HAYTER
GOVERNOR	INDIVIDUAL		JENNIFER	SLAUGHTER

Orting Historical Society



Grant Request

September 06, 2018



Grant Application-2019

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: Orting Historical Society UBI #: 26-0155124

Contact Person's Name and Title: Sam Colorossi - Secretary/Treasurer

Mailing Address: P.O. Box 970 - Orting, WA 98360-0970

Phone: 360-893-2334 Email Address: 6COLOROSI@CENTURYTEL.NET

Amount Requested: \$ 500.00

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

The Society is in the process of restoring the "Orting School Era 1883-1930" mural located on the Orting School District Transportation building at 120 Washington and N. Preliminary bid was estimated to be \$500.00 due to the high cost of paint & supplies we are looking at \$600.00.

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

The whole community.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
2. Current year's budget
3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
4. Copy of Liability Insurance with rider for the City.

- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.

- If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Sam Colorossi

Signature of Authorized Representative of Applicant

09/10/2018
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.
(Approved 10.11.17 by City Council)

January 17, 2018	<i>Orting Historical Society</i>					
	Budget - 2018					
Expenses				InKind	2018	2018
					Budget	Actual
Projects						
* Mural Frame work - Saw dust burner					250.00	
* Orting School Mural restoration					6000.00	
* Brochure up date					250.00	
* Railroad Art Work					2500.00	
Daffodil Float donation					50.00	
Heritage League of Pierce County					20.00	
Secy of State Annual Fee					10.00	
KeyBank Paper Statement expenses					36.00	
Postage Expenses					25.00	
Supplies:						
Note Books/binders					30.00	
Insert tabs/dividers					10.00	
Paper					50.00	
Printer toner					150.00	
Sales tax on supplies					20.00	
Miscellaneous					942.60	
InKind Services						
Total					10343.60	0.00

December 31, 2017	<i>Orting Historical Society</i>					
	Budget - 2017					
Expenses				InKind	2017	2017
					Budget	Actual
Projects						
* Mural Brackets - Saw dust burner					500.00	148.75
* North Station Trim paint job - labor					1000.00	1000.00
* North Station Trim paint job - Supplies					0.00	373.26
Daffodil Float donation					50.00	0.00
Heritage League of Pierce County					20.00	20.00
Secy of State Annual Fee					10.00	10.00
KeyBank Paper Statement expenses					36.00	36.00
Postage Expenses for calendars mailed					85.00	82.26
Supplies:						
Envelopes					50.00	17.91
Note Books/binders					25.00	14.31
Insert tabs/dividers					10.00	5.57
Paper					50.00	30.05
Printer toner					100.00	78.64
Sales tax on supplies					15.00	11.31
Miscellaneous					8360.09	
* Calendar publication						1639.50
InKind Services						
Total					10311.09	3467.56
Budget carry over to 2018						9478.60



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** ORTING HISTORCIAL SOCIETY
- **EIN:** 260155124
- **Tax Year:** 2017
- **Tax Year Start Date:** 01-01-2017
- **Tax Year End Date:** 12-31-2017
- **Submission ID:** 10065520180991889541
- **Filing Status Date:** 04-09-2018
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 07 2007**

ORTING HISTORICAL SOCIETY
PO BOX 24 220 BRIDGE ST SW
ORTING, WA 98360-0024

Employer Identification Number:
26-0155124
DLN:
17053150001027
Contact Person:
PAULA J MOLL-MALONE ID# 31262
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 22, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2011

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

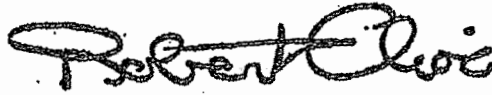
Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

ORTING HISTORICAL SOCIETY

Sincerely,

A handwritten signature in cursive script that reads "Robert Choi". The signature is written in dark ink and is positioned above the typed name.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)
Statute Extension

UNITED STATES OF AMERICA

The State of  Washington

Secretary of State

I, **SAM REED**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

ORTING HISTORICAL SOCIETY

a/an WA Non-Profit Corporation. Charter documents are effective on the date indicated below.

Date: 12/30/2004

UBI Number: 602-461-096

APPID: 207064



Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Sam Reed, Secretary of State

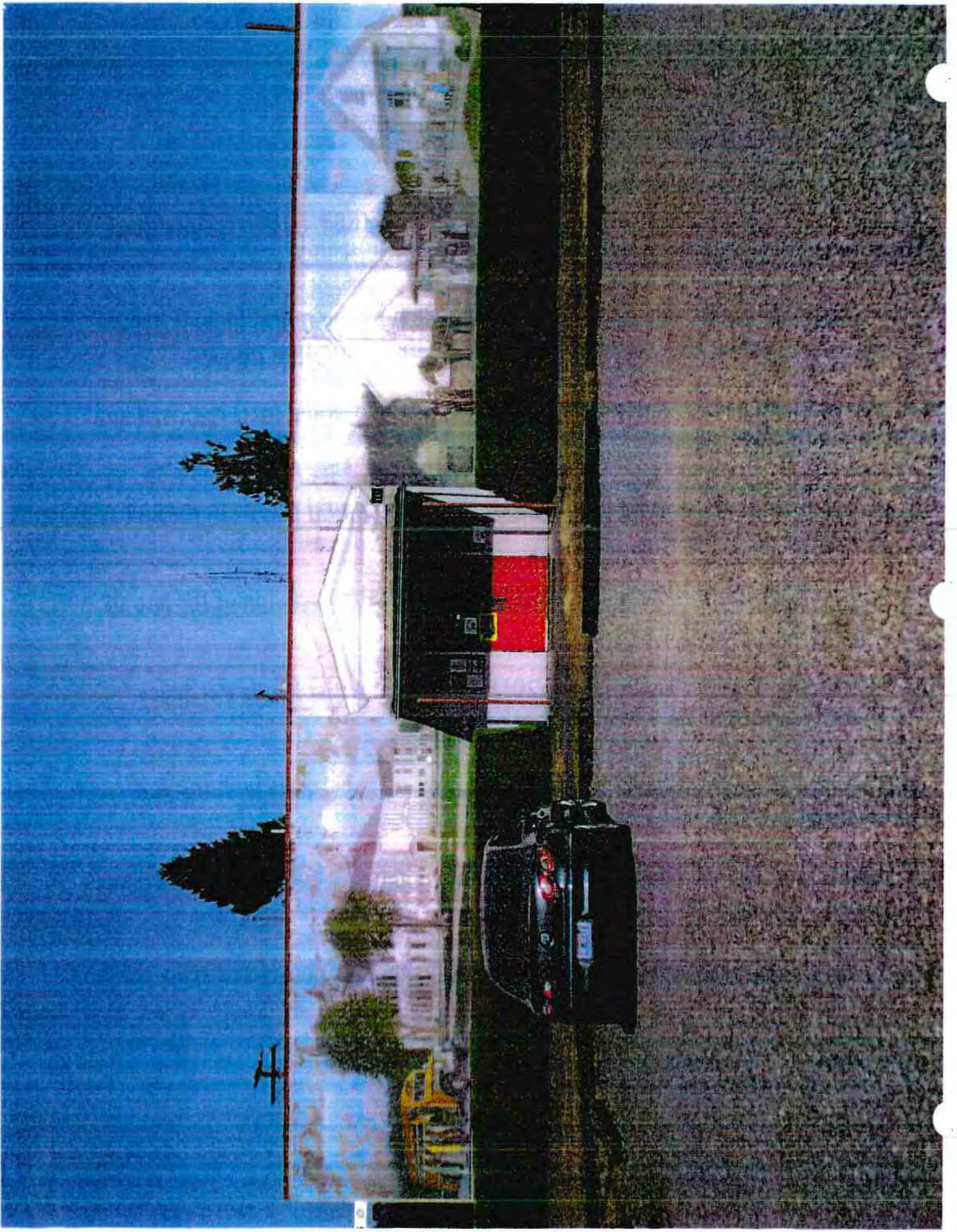
Subject: Brief chronological order of the mural restoration project

Hi Jane,

Here are a series of pictures of the Orting School Era 1883 – 1930 restoration project.

1. Picture IMG0040 – dated 01/11/2017 shows how the mural looked prior to the panels being removed and prepared for the restoration process.
2. Picture IMG2473 – dated 06/28/2018 shows the mural panels removed and the wall being restored.
3. Picture IMG2481 – dated 06/30/2018 shows the mural panels in the hall way waiting to be restored.
4. Picture IMG2523 – dated 07/21/2018 shows all the backside of the murals primed, not once, but twice.
5. Picture IMG2579 – dated 08/06/2018 shows the Artist Linda Petchnick putting down the very first touches of paint.
6. Picture IMG2591 – dated 08/07/2018 shows all the panels with the sky painted.
7. Picture IMG2749 – dated 09/03/2018 shows the first four of fourteen panels nearly complete.
8. Picture IMG2764 – dated 09/05/2018 shows the bus complete except for the license plate. Then, the students will be added.

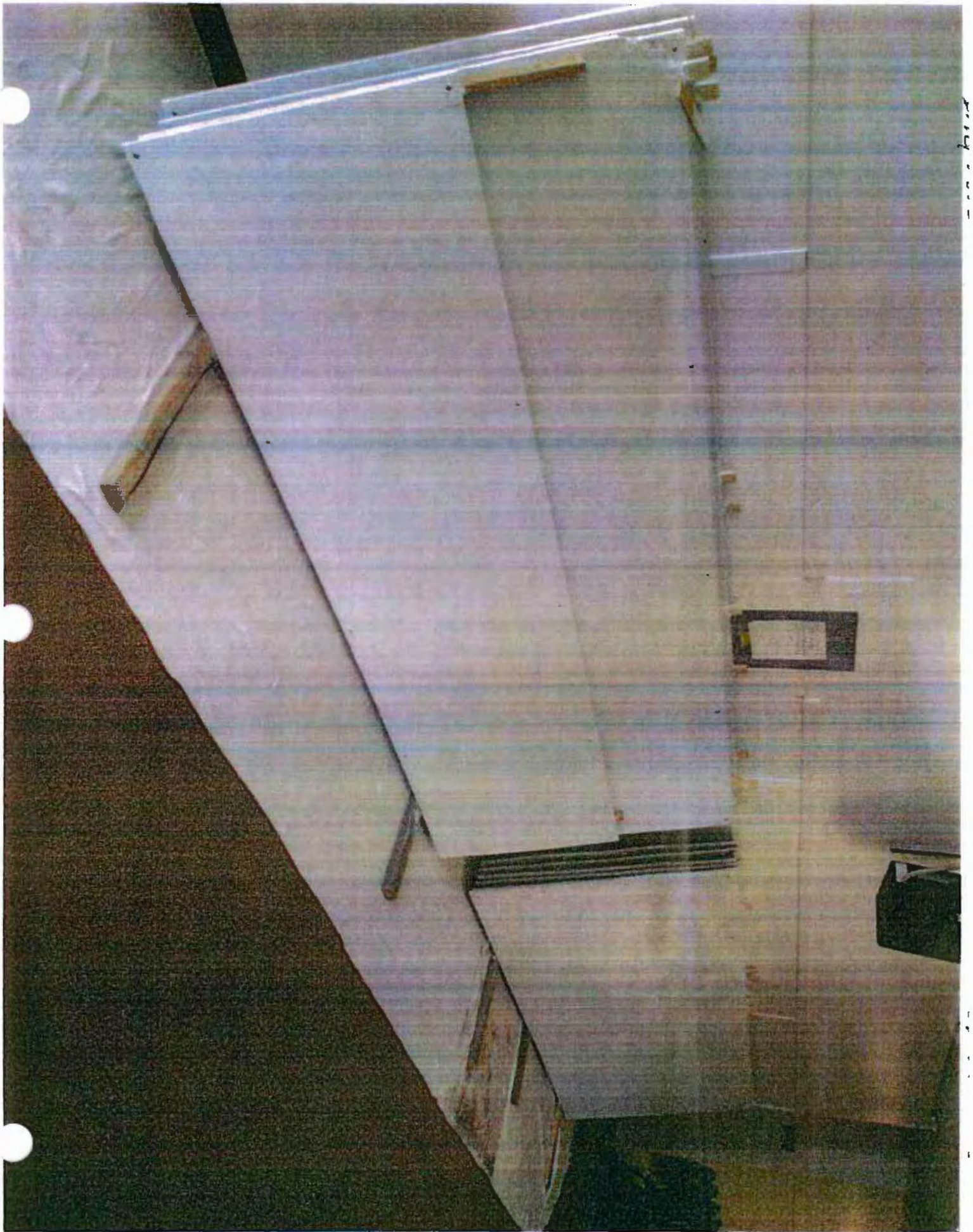
Sam

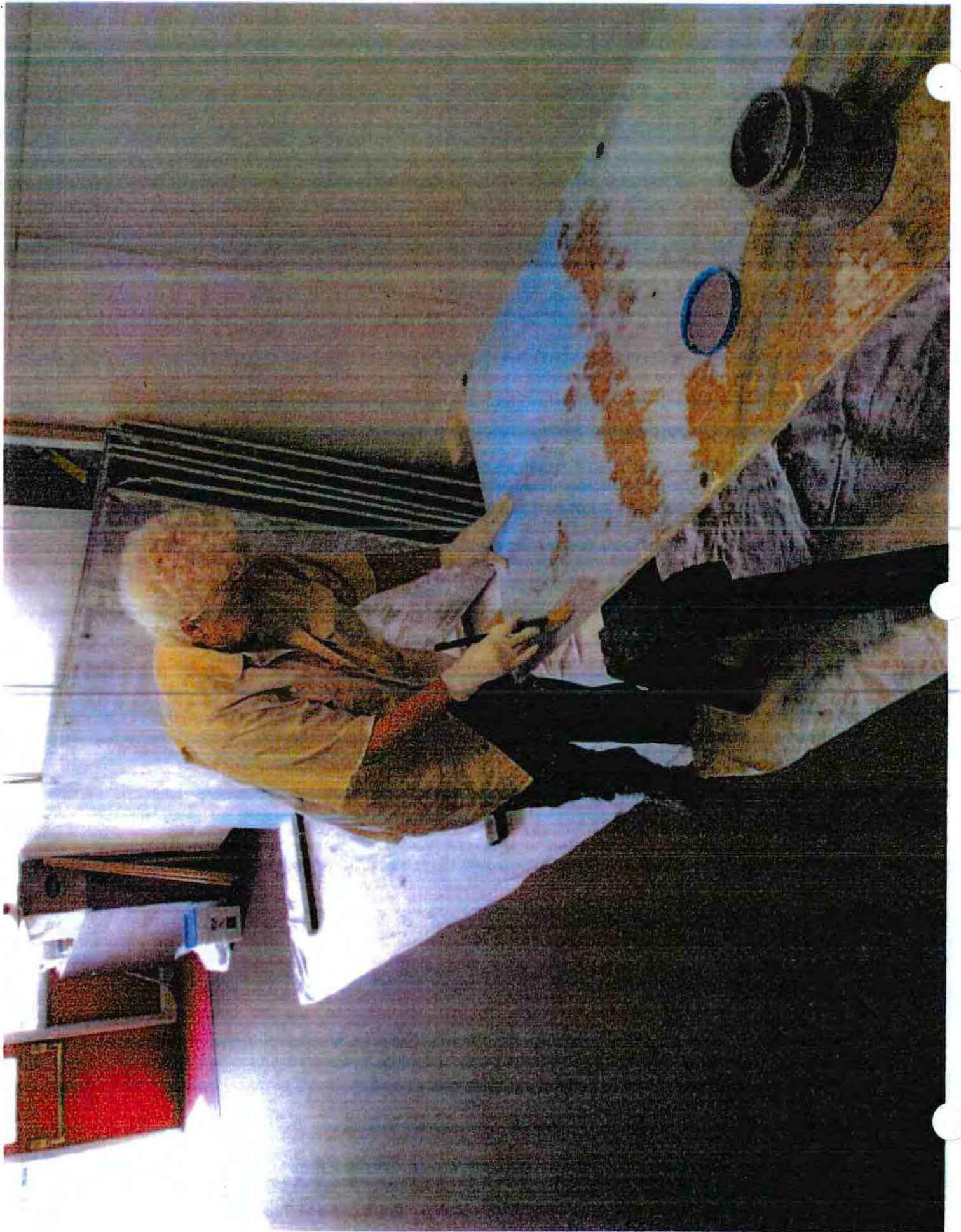


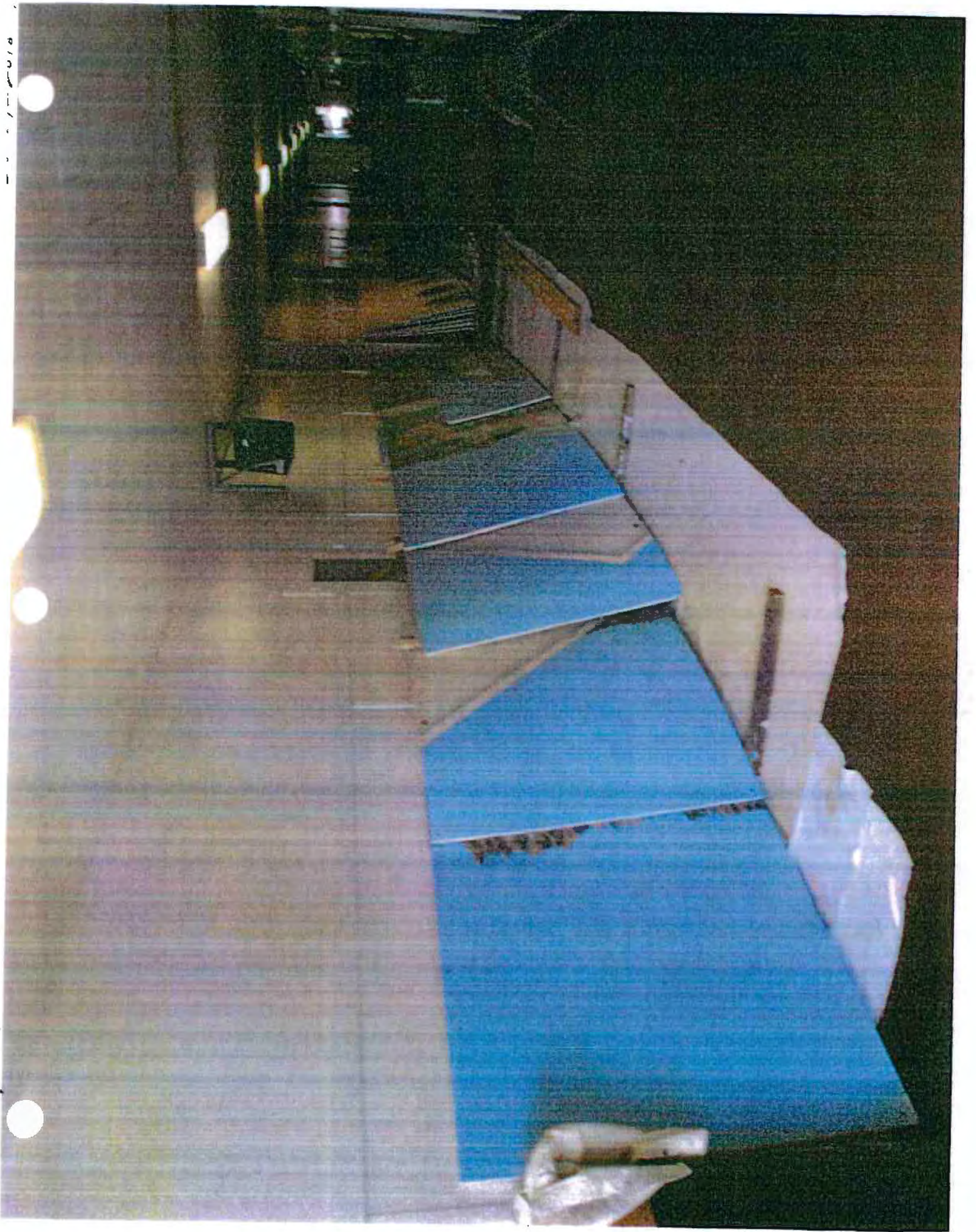
10/1/02

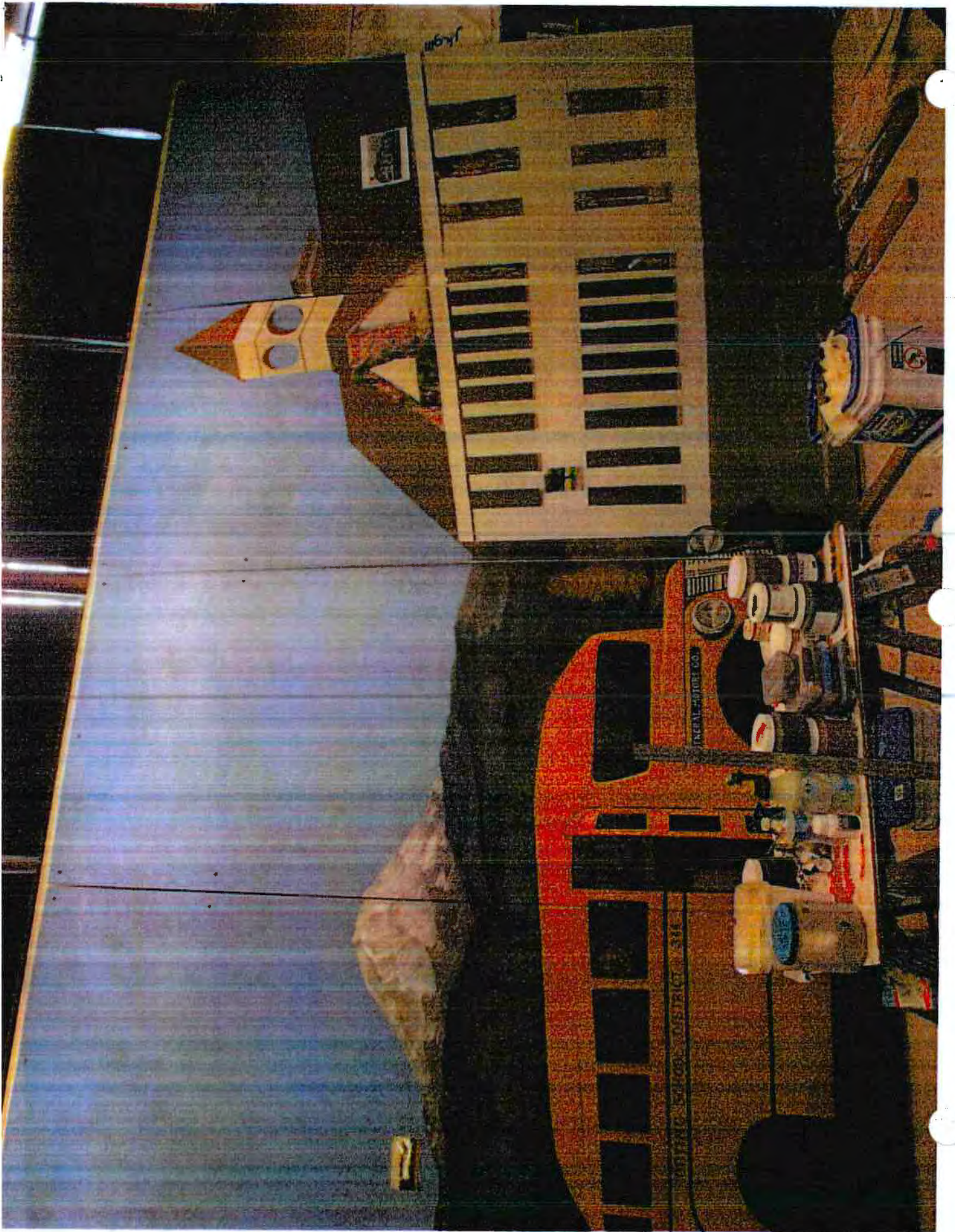


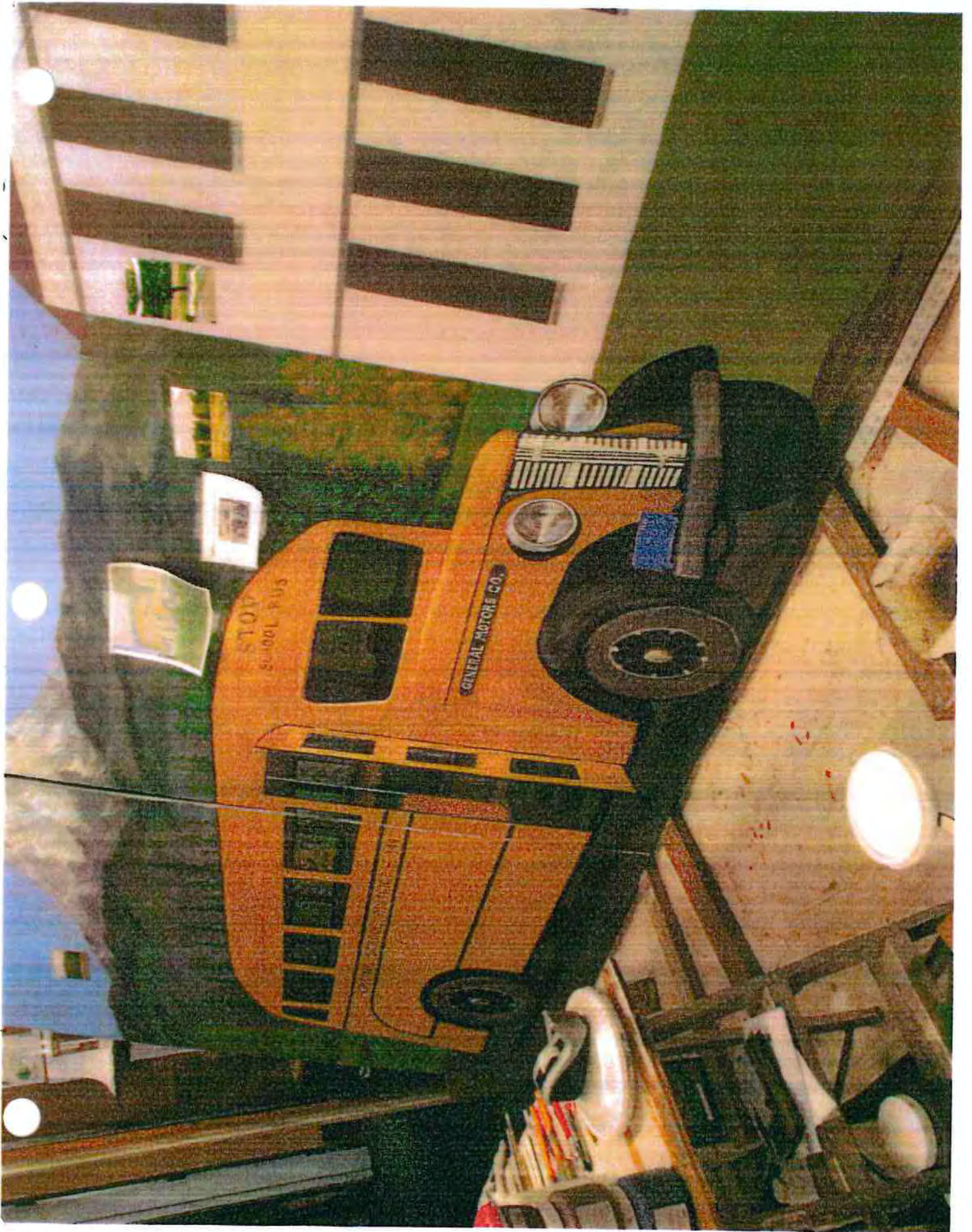














Grant Application-2019

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: ORTING SENIOR CENTER ORGANIZATION EIN#: 94-3101716

Contact Person's Name and Title: JENNY L. WATKINS

Mailing Address: P.O. BOX 104, ORTING WA 98360

Phone: 360-893-5827 Email Address: seniorcenter@orting.wednet.edu

Amount Requested: \$ 13,000.00

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

OSC offers an exercise program to our senior community called SAIL (Stay Active and Independent for Life).
The SAIL instructor is an independent contractor with a dozen enrolled participants. Our SAIL instructor has been paid by awarded grant dollars in the past by Pierce County, which has since did away with that program grant.
OSC is asking for salary help in the amount of \$5800 for our SAIL program. The remaining \$7200 OSC is requesting assistance with our Meal Program to compensate for the difference that Pierce County grant doesn't cover, and the incoming donated meal contributions from senior members.

Who does the grant serve (This information can be provided in a letter, attached to this application):
The Orting Senior Center is a facility, with it's primary responsibility being to enhance the quality of life for our seniors providing meals, social, health, & recreation services. The senior center also provides an opportunity for the elderly and disabled to maintain an independent lifestyle. This is accomplished through service agencies, volunteers & center staff.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, (for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Jenny Watkins
Signature of Authorized Representative of Applicant

8,29,18
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.
(Approved 10.11.17 by City Council)

Orting Senior Center
Profit & Loss
 January through December 2017

Jan - Dec 17

Ordinary Income/Expense	
Income	
Donations	
HCPC	800.00
AmazonSmile	20.26
Giving Tree	20.00
Holiday Bazaar	45.00
Thanksgiving Feast	0.00
Holiday Feast	20.00
Food Bank	106.00
AA	805.00
mens coffee group	1,511.00
Coffee	448.95
Ctr. Use-Donations	590.00
Donations to Center	1,427.50
United Way	465.40
Total Donations	6,259.11
Fundraisers	
EventBright.com	870.00
Thanksgiving Raffle	114.00
Fall Dinner Raffle	1,146.00
Ladies Tea Raffle	90.00
Spring Bazaar Raffle	227.00
Spring Bazaar Plants	1,954.00
Spring Bazaar Sales	85.00
Spring Bazaar Kitchen	165.00
Spring Bazaar Vendor	480.00
Christmas Santa Photos	133.00
Christmas Bazaar Raffle	551.00
Christmas Kitchen	110.00
Christmas Bazaar Sales	508.00
Christmas Vendor	400.00
pumpkinfest	270.00
Sponsorships for Fall Dinner En	1,175.00
Honey	663.00
License Plates	140.00
Christmas Bazaar	102.00
Dinner Tickets	2,060.00
Monthly Raffle	461.00
Total Fundraisers	11,704.00
Grants	
KORUM FORD FOUNDATION	2,500.00
Tulalip Tribe	2,000.00
Puyallup Tribe	6,600.00
Muckleshoot Tribe	5,000.00
City of Orting	13,050.00
Pierce County ALT	43,141.33
Total Grants	72,291.33
Other Activities	
INTUIT	0.86
Refunds	26.89
Lunches	18,785.50
Member Dues	3,015.00
Other Activities - Other	-57.48
Total Other Activities	21,770.77
Total Income	112,025.21
Gross Profit	112,025.21
Expense	

Income 2018

**Orting Senior Center
Profit & Loss
January through December 2017**

Jan - Dec 17

Fundraiser Expense	
Christmas Bazaar	91.96
Honey	480.00
Fall Dinner	888.52
Plant Sale/Spring Bazaar	10.00
Total Fundraiser Expense	1,470.48
Operating Expenses	
Party Supplies	48.02
Postage	199.64
Repair & Maintenance	1,401.37
Equipment	6,493.53
Fall Dinner	819.99
Background Checks	60.00
Food Card	3,011.90
Advertising & Promotion	103.19
Donations	135.50
Bank Charges	5.95
Bookkeeper	1,840.00
Center Ins. 1 yr.	972.68
Fed. Payroll Tax Qtr.	16,039.40
Food Expense	
Food	284.19
Food Expense - Other	7,163.42
Total Food Expense	7,447.61
Hall Rental	71.00
Ind. Contractor	6,750.00
Misc. Center	56.10
Non-Profit License	72.96
Office Expense	719.18
Plant/Craft Sale	17.46
Salaries & Wages	53,754.28
Supplies	1,441.89
Telephone	776.25
Thanksgiving/Christmas Dinner	269.51
Rent	4,080.00
Total Operating Expenses	106,587.41
Total Expense	108,057.89
Net Ordinary Income	3,967.32
Other Income/Expense	
Other Income	
Interest income	8.70
Total Other Income	8.70
Other Expense	
Voided checks	0.00
Total Other Expense	0.00
Net Other Income	8.70
Net Income	3,976.02

Jan
\$1 raise

Jan
\$2 raise

Jan
\$2 raise

018
Total Salaries

}

Orting Senior Center 2018 Projected Budget:

INCOME:

Pierce County	\$60,000.00
City of Orting	\$13,000.00
United Way	\$500.00
AmazonSmiles	\$100.00
Health Care Providers Council	\$800.00
Men's Coffee Group	\$1500.00
AA Group	\$800.00
Coffee	\$450.00
Fundraisers	\$12,000.00
Meal Donations	\$19,000.00
Member Dues	\$3,000.00
Other Donations	\$2,500.00
Muckleshoot Indians	\$5,000.00
Korum Ford Foundation	\$2,500.00
Tulalip Tribe	\$2,000.00
Puyallup Tribe	\$6,600.00

TOTAL PROJECTED INCOME: \$129,750.00

EXPENSES:

Rent	\$4,080.00
Phone	\$775.00
Salaries	\$69,800.00
Fundraisers	\$1,500.00
Food	\$10,550.00
Supplies	\$4,200.00
Repair & Maintenance	\$2,000.00
Pierce Transit Van Lease	\$6,500.00
Misc. Office Expense	\$1,200.00
Insurance	\$1,000.00
Bookkeeper	\$1,900.00
Nutritionist	\$1,200.00
Licenses/Registrations	\$250.00
SAIL Instructor	\$6,500.00
Payroll Taxes	\$16,000.00
Advertising / Communication	\$500.00
Special Events / Speakers	\$1,000.00

TOTAL PROJECTED EXPENSE: \$128,955.00

PROJECTED NET \$795.00

Orting Senior Center
Profit & Loss
 January 1 through August 24, 2018

Jan 1 - Aug 24, 18

Ordinary Income/Expense		
Income		
Donations		
FredMeyerRewards	20.05	
BakeSale	108.71	
Van Rider Fee	108.50	
AmazonSmile	10.17	
Holiday Feast	15.00	
Food Bank	89.16	
AA	510.00	
mens coffee group	801.00	
Coffee	224.00	
Ctr. Use-Donations	2,100.00	
Donations to Center	1,237.18	
United Way	156.00	
Donations - Other	32.00	
Total Donations		5,411.77
Fundraisers		
Easter Raffle	31.00	
Valentine Raffle	281.00	
ValentineHearts	427.00	
Spring Bazaar Raffle	266.00	
Spring Bazaar Plants	2,200.00	
Spring Bazaar Kitchen	789.00	
Sponsorships for Fall Dinner En	1,001.00	
Honey	726.00	
License Plates	15.00	
Dinner Tickets	1,000.00	
Monthly Raffle	321.00	
Total Fundraisers		7,057.00
Grants		
City of Orting	8,666.64	
Fred Meyer	37.59	
Pierce County ALT	37,898.60	
Total Grants		46,602.83
Other Activities		
Hall Rental Income	50.00	
Lunches	14,330.00	
Member Dues	2,817.00	
Total Other Activities		17,197.00
Total Income		76,268.60
Gross Profit		76,268.60
Expense		
Fundraiser Expense		
Honey	344.00	
Fall Dinner	500.00	
Plant Sale/Spring Bazaar	10.00	
Total Fundraiser Expense		854.00
Operating Expenses		
BakeSale	100.00	
Transportation	3,462.00	
Food Bank	84.08	
Party Supplies	183.04	
Postage	188.20	
Repair & Maintenance	560.19	
Equipment	11,734.64	
Fall Dinner	217.43	

3:35 PM

08/24/18

Cash Basis

Orting Senior Center
Profit & Loss
January 1 through August 24, 2018

	Jan 1 - Aug 24, 18
Background Checks	84.00
Chocolate Stroll	79.81
Food Card	2,533.80
Advertising & Promotion	302.05
Donations	28.50
Bookkeeper	1,052.00
Center Ins. 1 yr.	365.32
Fed. Payroll Tax Qtr.	9,321.98
Food Expense	
Food	-49.60
Food Expense - Other	5,165.07
Total Food Expense	5,115.47
Hall Rental	70.00
Ind. Contractor	4,065.00
Misc. Center	95.17
Non-Profit License	10.00
Office Expense	1,048.61
Salaries & Wages	37,794.51
Supplies	1,160.04
Telephone	1,150.03
Rent	2,720.00
Total Operating Expenses	83,525.87
Total Expense	84,379.87
Net Ordinary Income	-8,111.27
Other Income/Expense	
Other Income	
Interest Income	5.76
Total Other Income	5.76
Other Expense	
Voided checks	0.00
Total Other Expense	0.00
Net Other Income	5.76
Net Income	-8,105.51



STATE of WASHINGTON SECRETARY of STATE

I, Ralph Munro, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

PORTING SENIOR CENTER ORGANIZATION

a Washington NonProfit corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

U. B. I. Number: 601 178 872

Date: May 5, 1989



Given under my hand and the seal of the State of Washington, at Olympia, the State Capitol.

Ralph Munro, Secretary of State

2-412923-1

OGDEN UT 84201-0029

In reply refer to: 4077967774
Sep. 06, 2017 LTR 4168C 0
94-3101716 000000 00

00022388
BODC: TE

ORTING SENIOR CENTER ORGANIZATION
SENIOR CENTER
PO BOX 104
ORTING WA 98360-0104

Employer ID Number: 94-3101716
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Aug. 07, 2017, regarding your tax-exempt status.

We issued you a determination letter in June 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cross Insurance Agency 8031 Pacific Ave Tacoma, WA 98408	CONTACT NAME: Eloise Patton	FAX (A/C, No): 263-473-0713	
	PHONE (A/C, No, Ext): 253-475-5313	E-MAIL ADDRESS: eloise@crossinsuranceagency.com	
INSURED Orting Senior Center Organization PO Box 104 Orting, WA 98360	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Liberty Mutual Insurance	24074	
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER: 00000000-0

REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			BLO57775485	05/24/2018	05/24/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$
		<input type="checkbox"/> CLAIMS-MADE						\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Orting 110 Train St SW Orting, WA 98360	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Eloise M. Patton</i> (EMP)

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Liberty Mutual Surety

National Bond Ctr
350 E. 96th Street
Indianapolis, IN 46240
888-844-2663 Fax: 866-547-4883

Cross Insurance Agency
8031 Pacific Ave
Tacoma, Washington 98408-5826

Agent Telephone: 253-475-5313

Bond Number: 32S203018

Cross Reference: 60365780000

ORTING VALLEY SENIOR CENTER
Attn: Orting Senior Center Organizat
PO BOX 104
ORTING, Washington 98360

We appreciate having you as a Liberty Mutual customer and we would like to thank you for allowing us to serve your bonding needs. This letter is to confirm Liberty Mutual Surety has received payment for your renewing bond.

The effective date of your renewing bond begins: January 1, 2018

Please review the enclosed documents for accuracy. You must remit the original of the
Renew By Certificate and any supporting documents

required to your obligee.

If you have any questions regarding this bond or would like to discuss your future bond needs, please contact your Liberty Mutual agent.

Again, thank you for entrusting us with your bonding needs.

Sincerely,
National Bond Center

For additional information regarding Liberty Mutual insurance products, please visit www.libertymutual.com



National Bond Center
350 E. 96th Street
Indianapolis, Indiana 46240
+1 (888) 8442663 Fax: +1 (866) 5474883

CONTINUATION CERTIFICATE

To be attached to and form a part of surety bond number 32S203018 (the "Bond"), cross reference bond number 60365780000, for BLOCK GRANT BOND

dated the 1st day of January, 2000, in the penal sum of \$ 3,549.00 issued by American States Insurance Company as surety (the "Surety"), on behalf of ORTING VALLEY SENIOR CENTER as principal (the "Principal"), in favor of Pierce County Community Connections, as obligee (the "Obligee").

The Surety hereby certifies that this Bond is continued in full force and effect until the 1st day of January, 2019, subject to all covenants and conditions of said Bond.

Said Bond has been continued in force upon the express condition that the full extent of the Surety's liability under said Bond, and this and all continuations thereof, for any loss or series of losses occurring during the entire time the Surety remains on said Bond, shall in no event, either individually or in the aggregate, exceed the penal sum of the Bond.

IN WITNESS WHEREOF, the Surety has set its hand and seal this 3rd day of October, 2017

American States Insurance Company

(Surety)

By:

Timothy A. Mikolajewski

Timothy A. Mikolajewski
Assistant Secretary - Liberty Mutual Surety



Cross Insurance Agency
8031 Pacific Ave
Tacoma, Washington 98408-5826
253-475-5313



Liberty Mutual Surety

National Bond Ctr
350 E. 96th Street
Indianapolis, IN 46240
888-844-2663 Fax: 866-547-4883

Cross Insurance Agency
8031 Pacific Ave
Tacoma, Washington 98408-5826

Agent Telephone: 253-475-5313

Bond Number: 32S203026

Cross Reference: 60488550000

ORTING VALLEY SENIOR CENTER
Attn: ORTING VALLEY SENIOR CENTER
PO BOX 104
ORTING, Washington 98360

We appreciate having you as a Liberty Mutual customer and we would like to thank you for allowing us to serve your bonding needs. This letter is to confirm Liberty Mutual Surety has received payment for your renewing bond.

The effective date of your renewing bond begins: January 1, 2018

Please review the enclosed documents for accuracy. You must remit the original of the
Renew By Certificate and any supporting documents

required to your obligee.

If you have any questions regarding this bond or would like to discuss your future bond needs, please contact your Liberty Mutual agent.

Again, thank you for entrusting us with your bonding needs.

Sincerely,
National Bond Center

For additional information regarding Liberty Mutual insurance products, please visit www.libertymutual.com



National Bond Center
350 E. 96th Street
Indianapolis, Indiana 46240
+1 (888) 8442663 Fax: +1 (866) 5474883

CONTINUATION CERTIFICATE

To be attached to and form a part of surety bond number 32S203026 (the "Bond"), cross reference bond number 60488550000, for BLOCK GRANT BOND

dated the 1st day of January, 2000, in the penal sum of \$ 5,000.00 issued by American States Insurance Company as surety (the "Surety"), on behalf of ORTING VALLEY SENIOR CENTER as principal (the "Principal"), in favor of Pierce County Community Connections, as obligee (the "Obligee").

The Surety hereby certifies that this Bond is continued in full force and effect until the 1st day of January, 2019, subject to all covenants and conditions of said Bond.

Said Bond has been continued in force upon the express condition that the full extent of the Surety's liability under said Bond, and this and all continuations thereof, for any loss or series of losses occurring during the entire time the Surety remains on said Bond, shall in no event, either individually or in the aggregate, exceed the penal sum of the Bond.

IN WITNESS WHEREOF, the Surety has set its hand and seal this 3rd day of October, 2017

American States Insurance Company
(Surety)

By: Timothy A. Mikolajewski

Timothy A. Mikolajewski
Assistant Secretary - Liberty Mutual Surety



Cross Insurance Agency
8031 Pacific Ave
Tacoma, Washington 98408-5826
253-475-5313

BUSINESS INFORMATION

Business Name:

ORTING SENIOR CENTER ORGANIZATION

UBI Number:

601 178 872

Business Type:

WA NONPROFIT CORPORATION

Business Status:

ACTIVE

Principal Office Street Address:

120 WASHINGTON AVE NORTH, ORTING, WA, 98360, UNITED STATES

Principal Office Mailing Address:

PO BOX 104, ORTING, WA, 98360-0104, UNITED STATES

Expiration Date:

05/31/2019

Jurisdiction:

UNITED STATES, WASHINGTON

Formation/ Registration Date:

05/05/1989

Period of Duration:

PERPETUAL

Inactive Date:

Nature of Business:

SOCIAL, NONPROFIT 501C3 ORGANIZATION SENIOR CENTER MEAL AND ACTIVITY SITE

REGISTERED AGENT INFORMATION

Registered Agent Name:

ORTING SENIOR CENTER ORGANIZATION

Street Address:

120 WASHINGTON AVE N, ORTING, WA, 98360-0000, UNITED STATES

Mailing Address:

PO BOX 104, ORTING, WA, 98360-0000, UNITED STATES

GOVERNORS

Title	Governors Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		JENNY	WATKINS
GOVERNOR	INDIVIDUAL		RAYMOND	SNEESBY
GOVERNOR	INDIVIDUAL		GAYLE	SNEESBY

Corporations and Charities Filing System

ORGANIZATION SUMMARY



ORGANIZATION INFORMATION

Organization Name:

ORTING SENIOR CENTER ORGANIZATION

Registration Number:

1134758

Purpose/Mission of the Organization:

THE CENTER IS A FACILITY, WITH IT'S PRIMARY RESPONSIBILITY BEING TO ENHANCE THE QUALITY OF LIFE FOR SENIORS OF THE COMMUNITY PROVIDING SOCIAL, RECREATIONAL AND EDUCATIONAL SERVICES. THE CENTER ALSO PROVIDES OPPORTUNITY FOR THE ELDERLY TO MAINTAIN AN INDEPENDENT LIFESTYLE AND IS ACCOMPLISHED THROUGH SERVICE AGENCIES & CENTER STAFF.

FEIN Number:

943101716

Federal Tax Exempt Status:

Yes

Federal Status Type:

501(c)(3)

UBI Number:

601 178 872

Is this Charitable Organization associated with any Corporation or LLC?

Yes

Jurisdiction:

WASHINGTON

Status:

Active

Renewal Date:

11/30/2018

CONTACT INFORMATION

Organization Email:

seniorcenter@orting.wednet.edu

Is Foreign Contact:

No

Country Code:

Mailing Address:

PO Box 104, ORTING, WA, 98360, UNITED STATES

Street Address:

120 Washington Ave N, Pierce County, ORTING, WA, 98360, UNITED STATES

Do you use any other addresses for Solicitation:

No

Organization Website:

FACEBOOK.COM/ORTINGVALLEYSSENIORCENTER

Phone Number:

3608935827

Ext:

FINANCIAL INFORMATIONHas Organization completed a full accounting year?- **Yes**

Accounting Year Beginning Date:

01/01/2016

Accounting Year Ending Date:

12/31/2016

Beginning Gross Assets :

\$32,151.00

REVENUE

Gross Contributions from Solicitations :

\$0.00

Gross Revenue from All Other sources :

\$107,051.00

Total Dollar Value of Gross Receipts :

\$107,051.00

EXPENSES

Gross Expenditures from Program Services :

\$17,530.00

Total Gross from All Expenditures :

\$95,933.00

ASSETS

Ending Gross Assets :

\$41,818.00

SOLICITATION COMMENTS

Comments:

PERCENT TO PROGRAM SERVICES

Percent to Program Services :

18%

FINANCIAL HISTORY

Fiscal Begin Date	Fiscal End Date	Begin Assets	Revenue	Program Services	Expenses	End Assets	9 Progr Serv
01/01/2016	12/31/2016	\$32,151.00	\$107,051.00	\$17,530.00	\$95,933.00	\$41,818.00	
01/01/2015	12/31/2015	\$37,758.00	\$87,966.00	\$87,676.00	\$93,573.00	\$32,151.00	
01/01/2014	12/31/2014	\$43,517.00	\$91,382.00	\$88,020.00	\$95,338.00	\$37,758.00	
01/01/2013	12/31/2013	\$20,356.00	\$108,625.00	\$69,379.00	\$81,661.00	\$43,517.00	

DID THE ORGANIZATION SOLICIT OR COLLECT CONTRIBUTIONS IN WA DURING**THE ACCOUNTING YEAR REPORTED?**

Solicit or collect contributions:

No

Contributions in WA:

IS THE ORGANIZATION REGISTERED TO FUNDRAISE OUTSIDE OF WA?

Is the organization registered to fundraise outside of WA:

No

Fundraise outside of WA:

EMPLOYEES RECEIVING THE GREATEST COMPENSATIONDoes the Organization pay any of its officers or employees?- **Yes****First Name****Last Name**

JENNY L.

WATKINS

First Name**Last Name**

STACI

GUIRSCH

Geraldine

Williams

PERSONS ACCEPTING RESPONSIBILITY**Current Officers or Persons Accepting Responsibility for the Organization**

First Name	Last Name	Title	Phone #	Address
Ray	Sneesby	Officer		
RICHARD	WILLIAMS	Officer		

FINANCIAL PREPARER

Full Name:

STRAND ALAN

Title:

Mailing Address:

PO BOX 442, TACOMA, WA, 98401**LEGAL INFORMATION**Do you have any Legal Actions? - **No****COMMERCIAL FUNDRAISER**

Is Commercial Fundraiser:

No

Back



Grant Application

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: Recovery Café Orting Valley Parcel# 6565000290 EIN: #:81-3942835

Contact Person's name and title: Dennis Paschke, Executive Director

Mailing Address: PO Box 537, Orting, WA, 98360

Phone: 253 455-0408 Email Address: dpasch01@gmail.com

Amount Requested: \$7,500.00 - \$12,500.00

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

In our first full year of Operation the support from the City will be used to fund our programs and support. At the Recovery Café members are valued and appreciated exactly where they are on their recovery. One way we create that space is with open coffee and lunch. We also will use the money for a computer printer and Some software to automate our accounting including QuickBooks, and a license fee for our website and AGENCY software (member management software)

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

The grant serves the addicted in the Orting Valley, the City of Orting first. There are at least 1638 people living on the rivers from Puyallup to Eatonville, most are addicted. In Orting there are 7700 people or over 600 addicted living in residences.

All groups seeking grants from the City of Orting must:

- Submit one (1) original and one (1) electronic copy of this application, along with the following attachments, to the City no later than **August 31st at 3:00pm**, (for grants to be issued in the following year).

The attachments that shall be included with the application include:

1. Previous year's annual financial statement
 2. Current year's budget
 3. 501 (c) 3 number documentation (certificate)
 4. Copy of Liability Insurance.
- A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
 - 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

8 / 28 / 2018

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)893-2210



CERTIFICATE OF INSURANCE

February 14, 2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

insurer providing coverage: **The United Methodist Insurance Company**

PRODUCER:

The United Methodist Insurance Company

P O Box 5000

Bennington, Vermont 05201-5000

INSURED:

Orting United Methodist Church

And Recovery Café Orting Valley

PO Box 937

Orting, WA 98360

CERTIFICATE HOLDER:

PIERCE COUNTY HUMAN SERVICES

1305 TACOMA AVE S STE 104

TACOMA WA 98402 ADDITIONAL INSURED,

The policies of insurance listed below have been issued for the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies, aggregate limits shown may have been reduced by paid claims.

POLICY NUMBER: UM10013294 CERTIFICATE EFFECTIVE DATE: 1/1/2018 EXPIRATION DATE: 1/1/2019

Commercial General Liability

Occurrence Form

General Aggregate applies per policy: Limits

EACH OCCURRENCE, AGGREGATE \$1,000,000 Occ/3,000,000 Agg

FIRE DAMAGE (ANY ONE FIRE) \$1,000,000

MEDICAL EXPENSE (ANY ONE PERSON) \$ 30,000

Directors' & Officers' Liability \$1,000,000

Employment Practices Liability \$1,000,000

Commercial Property

LOCATION: 109 N Train St Orting, WA 98360

COVERAGE INFORMATION: BLANKET BUILDING AND CONTENTS, REPLACEMENT COST, SPECIAL FORM, THEFT INCLUDED

BLANKET BUILDING & CONTENTS LIMIT: \$ 825,600

PROPERTY DEDUCTIBLE: \$5,000

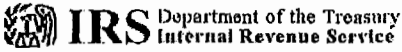
OTHER REMARKS: *All operations of the named insured including Recovery Café Orting Valley is a ministry of the Orting United Methodist church operations. Pierce County Human Services is included as Additional Insured as respects grant funding in connection with which the certificate holder is named as an additional insured but only in connection with the actions of the named insured.*

DISCLAIMER: The Certificate of Insurance does not constitute a contract between the issuing insurer, authorized representative, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policy listed thereon.

CANCELLATION: THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL ENDEAVOR TO GIVE THE ADDITIONAL INTEREST IDENTIFIED 30 DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD EFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR REQUIRED BY LAW.

AUTHORIZED REPRESENTATIVE

STEVE FOLLOS



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752431434
Dec. 13, 2017 LTR 4168C 0
81-3942835 000000 00
Input Op: 0752431434 00014335
BODC: NOBOD

TACOMA RECOVERY CAFE
TACOMA RECOVERY CAFE - CORA ROSE FD
813 MLK JR WAY
TACOMA WA 98405

031508

Employer ID Number: 81-3942835
Form 990 required: Yes

Dear TACOMA RECOVERY CAFE: _____

This is in response to your request dated Dec. 04, 2017, regarding your tax-exempt status.

We issued you a determination letter in October 2016, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) (03).


Our records also indicate you're a private non-operating foundation as defined under IRC 509(a).


Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

031508.813586.425310.18488 1 SP 0.500 530



TACOMA RECOVERY CAFE
TACOMA RECOVERY CAFE - CORA ROSE FD
813 MLK JR WAY
TACOMA WA 98405

1508

CUT OUT AND RETURN THE VOUCHER IMMEDIATELY BELOW IF YOU ONLY HAVE AN INQUIRY.
DO NOT USE IF YOU ARE MAKING A PAYMENT.

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.

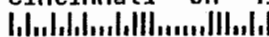
 The IRS address must appear in the window.

Use for inquiries only

BODCD-NOBOD

0752431434

Letter Number: LTR4168C
Letter Date : 2017-12-13
Tax Period : 000000


INTERNAL REVENUE SERVICE
P.O. Box 2508
Cincinnati OH 45201




813942835

TACOMA RECOVERY CAFE
TACOMA RECOVERY CAFE - CORA ROSE FD
813 MLK JR WAY
TACOMA WA 98405

813942835 ZU TACO 00 2 000000 670 000000000000

 The IRS address must appear in the window.

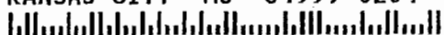
Use for payments

BODCD-NOBOD

0752431434

Letter Number: LTR4168C
Letter Date : 2017-12-13
Tax Period : 000000

INTERNAL REVENUE SERVICE

KANSAS CITY MO 64999-0204




813942835

TACOMA RECOVERY CAFE
TACOMA RECOVERY CAFE - CORA ROSE FD
813 MLK JR WAY
TACOMA WA 98405

813942835 ZU TACO 00 2 000000 670 000000000000

**Ordinary Income/Expense
Income**

	2018	2019	2020	Total
Direct Public Grants				
Corporate and Business Grants (Molina)	\$ 4,275.00	\$ 4,275.00	\$ 4,275.00	\$ 12,825.00
Foundation and Trust Grants (City, County, Tulalip, Korum, RCN)	\$ 65,500.00	\$ 90,500.00	\$ 90,500.00	\$ 246,500.00
Total Direct Public Grants	\$ 69,775.00	\$ 94,775.00	\$ 94,775.00	\$ 259,325.00
Direct Public Support				
Corporate Contributions	\$ -	\$ -	\$ -	\$ -
Individual, Business Contributions	\$ -	\$ -	\$ -	\$ -
Individuals	\$ 4,130.00	\$ 6,575.00	\$ 6,575.00	\$ 17,280.00
Board Member Contribution	\$ 3,225.00	\$ 7,500.00	\$ 10,000.00	\$ 20,725.00
Individ, Business Contributions - Other	\$ -	\$ -	\$ -	\$ -
Total Individ, Business Contributions	\$ 7,355.00	\$ 14,075.00	\$ 16,575.00	\$ 38,005.00
Total Direct Public Support	\$ 7,355.00	\$ 14,075.00	\$ 16,575.00	\$ 38,005.00
Program Income				
Fees for Service	\$ -	\$ -	\$ -	\$ -
Other Program Income	\$ -	\$ -	\$ -	\$ -
Total Program Income	\$ -	\$ -	\$ -	\$ -

Total Income **\$ 77,130.00** **\$ 108,850.00** **\$ 111,350.00** **\$ 297,330.00**

Expense

Board Expense	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00
RCN Fee				
Community Outreach	\$ 2,400.00	\$ 3,600.00	\$ 5,000.00	\$ 11,000.00
Contract Services				
Accounting Fees	\$ 400.00	\$ 7,800.00	\$ 7,800.00	\$ 15,600.00
Technology Consultant	\$ 600.00	\$ 3,600.00	\$ 3,600.00	\$ 7,600.00
Contract Services - Other	\$ -	\$ -	\$ -	\$ -
Total Contract Services	\$ 1,000.00	\$ 11,200.00	\$ 11,200.00	\$ 23,400.00
Facilities and Equipment				
Rent	\$ 2,400.00	\$ 3,000.00	\$ 6,000.00	\$ 11,400.00
Depr and Amort - Allowable	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 3,600.00
Total Facilities and Equipment	\$ 3,600.00	\$ 4,200.00	\$ 7,200.00	\$ 15,000.00
Operations				
Postage, Mailing Service	\$ 200.00	\$ 500.00	\$ 500.00	\$ 1,200.00
Social Media	\$ 250.00	\$ 250.00	\$ 250.00	\$ 750.00
Software	\$ 1,750.00	\$ 500.00	\$ 750.00	\$ 3,000.00
Supplies	\$ 800.00	\$ 1,200.00	\$ 2,000.00	\$ 4,000.00
Telephone, Telecommunications	\$ 250.00	\$ 250.00	\$ 250.00	\$ 750.00
Total Operations	\$ 3,250.00	\$ 2,700.00	\$ 3,750.00	\$ 9,700.00
Other Types of Expenses				
Bank Fees	\$ 75.00	\$ 500.00	\$ 500.00	\$ 1,075.00
Professional Dues	\$ -	\$ -	\$ -	\$ -
Business Licensing Fees (WA \$19, local varies)	\$ 25.00	\$ 25.00	\$ 25.00	\$ 75.00
WA State Incorporation Fee (\$30-50)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 150.00
WA State Annual Report Fee (\$10)	\$ 10.00	\$ 10.00	\$ 10.00	\$ 30.00
Charity Act Registration/Renewal (\$60 initial \$45/yr)	\$ 60.00	\$ 45.00	\$ 45.00	\$ 150.00
Human Resources Expenses	\$ -	\$ -	\$ -	\$ -
Insurance - Liability, D and O	\$ 600.00	\$ 3,600.00	\$ 3,600.00	\$ 7,800.00
Memberships and Dues	\$ -	\$ -	\$ -	\$ -
Total Other Types of Expenses	\$ 820.00	\$ 4,230.00	\$ 4,230.00	\$ 9,280.00
Payroll Expenses				
Employee Wages	\$ 17,833.00	\$ 45,000.00	\$ 45,000.00	\$ 107,833.00
Payroll Taxes	\$ 4,458.25	\$ 11,250.00	\$ 11,250.00	\$ 26,958.25
Payroll Expenses - Other	\$ 1,250.00	\$ 3,150.00	\$ 3,150.00	\$ 7,550.00
Total Payroll Expenses	\$ 23,541.25	\$ 59,400.00	\$ 59,400.00	\$ 142,341.25
Program Expenses				
Food for meetings	\$ 800.00	\$ 2,400.00	\$ 2,400.00	\$ 5,400.00
Travel costs	\$ 1,500.00	\$ 2,000.00	\$ 2,400.00	\$ 5,900.00
Grants, Contributions, etc.	\$ 1,000.00	\$ 3,000.00	\$ 5,000.00	\$ 9,000.00
Documentation (Photographer and Videographer)	\$ 800.00	\$ 1,800.00	\$ 2,400.00	\$ 5,000.00
Other Program Expense	\$ 780.00	\$ 780.00	\$ 780.00	\$ 2,340.00
Pass thru, food gaps, website				
Total Program Expenses	\$ 4,680.00	\$ 9,980.00	\$ 12,980.00	\$ 27,640.00
Taxes				
State of WA Taxes	\$ -	\$ -	\$ -	\$ -
Taxes - Other	\$ -	\$ -	\$ -	\$ -
Total Taxes	\$ -	\$ -	\$ -	\$ -
Travel and Meetings				
Conference, Convention, Meeting	\$ 600.00	\$ 1,200.00	\$ 2,000.00	\$ 3,800.00
Travel	\$ 150.00	\$ 2,400.00	\$ 3,600.00	\$ 6,150.00
Total Travel and Meetings	\$ 750.00	\$ 3,600.00	\$ 5,600.00	\$ 9,950.00

Total Expense **\$ 42,541.25** **\$ 101,410.00** **\$ 111,860.00** **\$ 255,811.25**

Net Ordinary Income **\$ 34,588.75** **\$ 7,440.00** **\$ (510.00)** **\$ 41,518.75**



**City Of Orting
Council Agenda Summary Sheet**

Subject: Business Licensing Ordinance		Committee	Study Session	Council
	Agenda Item #:	CGA	AB18-80	
	For Agenda of:	09/11/2018	09/19/2018	TBD
	Department:	Finance/ Reviewed by CGA Committee		
Date Submitted:	08/02/2018			
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	By Oct. 1, 2018			
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments:	Draft ordinance			
SUMMARY STATEMENT:				
<p>The State is requiring that cities move the processing of their business licenses to either their online system or go through a private vendor. City staff engaged the State to start the process last year, but was not able to onboard due to the State's backlog of cities wanting to join. The City is slated to join around January 1, 2019. This will require a change to our business licensing code, per the State's requirements; which will be completed through a forthcoming ordinance from the City Attorney.</p> <p>The second item that the Council will be asked to consider is the price we charge for a business license. The Mayor and staff are recommending that we move to a two tiered business license structure of \$50 per year for business that have revenue of more than \$10,000 per year, and all businesses with revenue of less than \$10,000 per year. Businesses with less than \$10,000 per year in revenue will still need to register, but there will be no fee for them. This would have a minimal impact on business license revenue as \$50 is about the average we receive per business currently. We expect overall revenue to go up as it will be easier to register for a City business license.</p>				
RECOMMENDED ACTION: Review / Discuss With The Full Council At The Study Session Meeting.				

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2018-___

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, AMENDING ORTING MUNICIPAL CODE
SECTIONS 3-2-4 AND 3-2-7 PERTAINING TO BUSINESS
LICENSES, IN RESPONSE TO WASHINGTON STATE
ENHANCED HOUSE BILL 2005; PROVIDING FOR
SEVERABILITY; AND SETTING AN EFFECTIVE DATE**

WHEREAS, the City of Orting, at Orting Municipal Code (OMC) Title 3, Chapter 2, regulates the licensing of businesses for the privilege of engaging in business in the City and to regulate such businesses to protect the public health, safety and welfare; and

WHEREAS, in 2017, the Washington state legislature adopted Engrossed House Bill 2005, which directed cities in Washington to adopt model business license language including a uniform definition of “engaging in business” and related issues; and

WHEREAS, in June 2018, at the direction of the legislature, the Association of Washington Cities released the draft model language, and staff prepared the requisite amendments to Orting Municipal Code (OMC) Chapter 3-2; and

WHEREAS, the City Council finds that in the interest of compliance with the state law, to improve current practice for the public and City Staff, the City should adopt the proposed amendments to its business licensure regulations; and

WHEREAS, the City Council has considered this Ordinance, together with all public comment, and has determined that the proposed amendments are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City; and

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

Section 1. OMC Title 3, Chapter 2, Section 4, Amended. Orting Municipal Code Title 3, Chapter 2, Section 4, is hereby amended in part to read as follows:

~~ENGAGE IN BUSINESS OR ENGAGING IN BUSINESS: Commencing, carrying on, conducting or continuing in business within the corporate limits of the city, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof~~

~~hold themselves out to the public as conducting such business.~~

This definition sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to register and obtain a business license. The activities listed in this definition are illustrative only and are not intended to narrow this definition of "engaging in business". If an activity is not listed, the city shall determine whether it constitutes "engaging in business" by considering all the facts and circumstances and applicable law. The city expressly intends that "engaging in business" includes any activity sufficient to establish nexus for purposes of applying tax under the law and the constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

~~A. Without being all inclusive, any one of the following activities that meets the definition of "business", is not exempt from the business license requirements, and is conducted within the corporate limits of the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes "engaging in business" and requires a person to obtain a business license:~~

- ~~1. Owning, renting, leasing, maintaining or having the right to use, or using, tangible personal property, intangible personal property or real property permanently or temporarily located in the city;~~
- ~~2. Owning, renting, leasing, using or maintaining an office, place of business or other establishment in the city;~~
- ~~3. Soliciting sales;~~
- ~~4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance;~~
- ~~5. Providing technical assistance or service, including quality control, product inspections, warranty work or similar services on or in connection with tangible personal property sold by the person or on its behalf;~~
- ~~6. Installing, constructing or supervising installation or construction of real or tangible personal property;~~
- ~~7. Soliciting, negotiating or approving franchise, license or other similar agreements;~~
- ~~8. Collecting current or delinquent accounts;~~
- ~~9. Picking up and transporting tangible personal property, solid waste, construction debris or excavated materials;~~
- ~~10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraisal services, landscape architectural services, security~~

~~system services, and surveying and real estate services, including the listing of homes and managing of real property;~~

~~11. Rendering professional services, including, but not limited to, such services as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, and veterinarians;~~

~~12. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on their behalf or for customers or potential customers;~~

~~13. Investigating, resolving or otherwise assisting in resolving customer complaints;~~

~~14. In-store stocking or manipulating products or goods sold to and owned by a customer, regardless of where sale and delivery of the goods took place;~~

~~15. Delivering goods in vehicles owned, rented, leased, used or maintained by the person or by acting on behalf of such person; or~~

~~16. Accepting or executing a contract with the city, irrespective of whether goods or services are delivered within or without the city, or whether the person's office or place of business is within or without the city.~~

"Engaging in business"

(1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(h) Collecting current or delinquent accounts.

(i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

(j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

(k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

(n) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.

(a) Meeting with suppliers of goods and services as a customer.

(b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(d) Renting tangible or intangible property as a customer when the property is not used in the City.

(e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the City.

(5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

Section 2. OMC Title 3, Chapter 2, Section 7, Amended. Orting Municipal Code Title 3, Chapter 2, Section 7, is hereby amended to read as follows:

3-2-7: APPLICATION AND ISSUANCE:

A. Any person desiring to obtain a general business license under this chapter shall apply to the city administrator for such license upon such forms as the city prepares and provides, and shall give such information as the city administrator deems reasonably necessary to administer and enforce this chapter. Such person shall pay the city administrator the sum or sums required to be paid therefor pursuant to section 3-2-9 of this chapter. Any person desiring to obtain a special business license under this chapter shall be subject to the application requirements as set forth herein for a general business license and any additional application requirements set forth in this chapter for such special business license.

B. For purposes of the license by this chapter, any person or business whose value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$10,000 and who does not maintain a place of business within the city, shall file a business license registration, declare no fee due, and submit the registration to the Director or designee. The threshold applies to general business licenses, not regulatory licenses or activities that require a specialized permit.

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

Section 4. Codification of Amendments. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the amendments, 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 _____, 2018.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk

APPROVED AS TO FORM:

Charlotte A. Archer, City Attorney



**City Of Orting
Council Agenda Summary Sheet**

Subject: Approval of Sole Source Vender- Bay Valve		Committee	Study Session	Council
	Agenda Item #:	N/A	AB18-81	
	For Agenda of:		09.19.18	
	Department:	Wastewater		
	Date Submitted:			
Cost of Item:	<u>\$ \$9,724.00</u>			
Amount Budgeted:	<u>\$\$75,000.00</u>			
Unexpended Balance:	<u>\$</u>			
Bars #:	408-535-50-48-02			
Timeline:				
Submitted By:	Scott Larson			
Fiscal Note: This is being paid for out of an O&M line item.				
Attachments: Letters from Bay Valve, Draft Resolution				
<p>SUMMARY STATEMENT: As part of our new Purchasing Policy, we are having to approve sole source vendors as their services are procured throughout the year. This request would approve BayValve as the sole source provider of Limitorque Blue Ribbon Services, to complete repair and maintenance work on the gear boxes that drive a number of the valves at our wastewater treatment plant. The Limitorque Blue Ribbon Service is provided by technicians that have certain training to allow our valves to continue to be warrantied, and remain in compliance with our Wastewater Treatment Plant Operations Manual.</p>				
<p>RECOMMENDED ACTION: Move Forward To The Consent Agenda Of September 26th, 2018, To Approve Bayvalve As The Sole Source Provider Of Limitorque Blue Ribbon Services For Maintenance At Our Wastewater Treatment Plant.</p>				



To whom it may concern,

Bay Valve Service is the sole provider for Limitorque Blue Ribbon Certified Service through out the Pacific Northwest.

Regards,

Mikey Young

Bay Valve Service

A handwritten signature in black ink that reads 'Michael Young'. The signature is written in a cursive style with a large, sweeping 'M' and 'Y'.

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2018-XX**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, APPROVING A SOLE SOURCE SERVICE
PROVIDER OF LIMITORQUE BLUE RIBBON CERTIFIED
SERVICE; SETTING AN EFFECTIVE DATE.**

WHEREAS, the City of Orting Purchasing Policy Part IX, Section 2 requires Council to approve sole source suppliers by Resolution; and

WHEREAS, the City of Orting Wastewater Treatment Plant Operations Manual requires Limatorque Blue Ribbon Certified Service to perform maintenance on various components of our Wastewater Treatment Plant; and

WHEREAS, BayValve Service is the sole source provider of the required service; and

WHEREAS, the City's Purchasing Policy, previously approved by the City Council, allows the City Council to waive the bidding requirements for purchases by resolution where the purchase is clearly and legitimately limited to a single source; and

WHEREAS, pursuant to RCW 39.04.280(1)(a), the City Council finds that the purchase is clearly and legitimately limited to a single source;

NOW, THEREFORE, the City Council of the City of Orting, Washington, do resolve as follows:

Section 1. Sole Source Supplier, Adopted. The City Council waives the bidding requirements set out in the City's Purchasing Policy, and approves BayValve Service as the sole source service provider of Limatorque Blue Ribbon Certified Service as required by the Wastewater Treatment Plant Operations Manual. The Mayor is hereby authorized to effectuate this purchase.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE _____ DAY OF _____, 2018.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney