



CGA Committee Agenda
September 2, 2021
9:00am
Revised

John Kelly, Councilmember, Chair,
John Williams, Councilmember, Vice-Chair
Kim Agfalvi, City Clerk
Scott Larson, City Administrator
Gretchen Russo, Finance Director

- 1. Call to Order**
- 2. Parks Report**
- 3. Public Comments**
- 4. Agenda Items**
 - A. Parks Level of Service**
 - B. Orting Historical Society- Clock Tower**
 - C. Cemetery Improvements– Update**
 - D. Land Acquisition- Pierce County**
 - E. Storage of Daffodil Float**
 - F. Fee Schedule**
 - G. Interlocal Agreements**
 - H. Reader Board RFP**
 - I. Grant Applications**
 - J. Sponsorship Resolution**
 - K. Swing Set**
- 5. Meeting Minutes of August 5, 2021.**
- 6. Action Items/Round table review.**
 - Final comments
 - Identify Items that are ready to move forward, establish next meeting’s agenda.
- 7. Adjournment**



TO:	Parks Board Mayor and City Councilmembers	DATE:	September 1, 2021
FROM:	Emily Adams, AICP Contract City Planner	PROJECT TYPE:	Parks Plan Update
		SUBJECT:	Level-of-service Standard

Summary

The City of Orting has outdoor facilities in comparable quantities to other nearby cities. The City falls a bit short when compared to other cities in park acreage per 1,000 residents. However, with the City mostly built out and little room to acquire any more parkland, it makes sense to focus on facilities rather than acreage. Staff recommends amending the adopted level-of-service standards (LOS) to reflect that.

Parks Level-of-service Standards

A “level-of-service” refers to the amount and quality of recreation facilities that are necessary to meet current and future needs. The level-of-service tool may be used when developing a demand and need analysis to address quantity, quality, distribution, and access criteria.

In order to be eligible to apply for recreation and conservation grant programs offered by the Washington State Recreation and Conservation Office (RCO) cities must complete a comprehensive parks and recreation or habitat conservation plan. The plan is required to include an element addressing ‘Demand and Need Analysis’. The RCO does not require, but it is strongly recommended, a determination of a level-of-service for park and recreation planning is used as a measure to indicate strengths and weaknesses of parks and trail systems, suggesting where additional resources may be needed.

Current Orting Level-of-service Standard

The City’s level-of-service (LOS) standards were established in the initial 2003 plan, and have been modified as necessary over the course of the previous updates. Currently the LOS standards are:

- Total Park Land – 8 acres per 1,000 population
 - Mini-Parks – 1 acre per 1,000 population
 - Neighborhood Parks – 2 acres per 1,000 population
 - Community Parks – 5 acres per 1,000 population
- Fields and Courts – 1 per 1,000 population (located in parks)
- Trails – 1 mile per 1,000 population
- Natural Resource Areas – 14 acres per 1,000 population

Existing Demand and Level-of-service

The following numbers are based solely on public parks in the 2015 PROS plan. Private facilities and schools are not included. Calculations were done using the adopted LOS (above) and the City’s current population per the OFM estimate of 8,635 people.

Type of Park	Total Acreage/ Amount	Adopted LOS	Amount Required	Surplus/ Deficit
Mini-Park	2.13 acres	1 acre per 1,000 population	8.635	-6.505
Neighborhood Park	26.4 acres	2 acres per 1,000 population	17.27	9.13
Community Park	17.5 acres	5 acres per 1,000 population	43.175	-25.675
<i>Total Parks</i>	46.03 acres	8 per 1,000 population	69.08	-23.05
Natural Resource Area	126.6 acres	14 acres per 1,000 population	120.89	5.71
Fields and Courts	5.5	1 per 1,000 population	8.635	-3.135
Trails	2.3 miles	1 mile per 1,000 population	8.635	-6.335

Level-of-service Standard Options

With this update, a key part is making sure the level-of-service standards for land and facilities meet the community’s needs and preferences for parks and recreation. The 2015 plan indicated that the community was satisfied with the quantity of available parks and open space but wanted to see overall enhancements to the park system in the form of added features and improvements to existing facilities. Through feedback such as this, the 2015 plan added a LOS for natural resource areas of 14 acres per 1,000 population. A similar trend has been seen with the 2021 survey responses. Current results (with 180 responses) indicate citizens most want to see the current parks upgraded (most popular response) and maintained (second most popular response).

In addition to documenting feedback from the community, we have also analyzed the City’s parks and service offerings against the performance metrics published in the National Recreation and Park Association 2021 Agency Performance Review. This publication allows a city like Orting to compare its parks with similar sized communities. Finally, we also have compared Orting to other nearby cities.

The National Recreation and Park Association Benchmarks

The National Recreation and Park Association (NRPA) provides a nationwide bench marking tool for parks and recreation. The NRPA Agency Performance Review is an annual report that summarizes the benchmarking data contributed by nearly 1,100 park and recreation agencies to the Park Metrics database. The report presents the median nationwide benchmarking numbers for metrics including residents per park, acres of parkland per 1,000 residents, population per outdoor park and recreation facility, and miles of trail. The data is categorized by jurisdiction size, with the City of Orting being in the category of less than 20,000 residents. The following Park Metrics were published in the 2021 Report and serves as a benchmark for the City of Orting’s own level-of-service. It is important to note each individual jurisdiction has individual needs for parks and recreation spaces and while NRPA data can serve as a benchmark the needs for the City of Orting may differ from this. It should also be noted that what is considered to be included in the City’s parkland acreage and recreation facilities may differ between jurisdictions that contributed to the NRPA metrics.

Analysis of the park metrics data when compared to Orting (including public and private parks) shows the following:

Table 1: NRPA Park Metrics and the City of Orting’s Current Level-of-service

Park Metric	Orting	NRPA: All Agencies	NRPA: Less than 20,000 Residents
Residents Per Park	411	2,277	1,235
Acres of Parkland per 1,000 Residents	6.54	9.9	12.4
Miles of Trail	2.3	12	3

The community has indicated residents would like to see overall enhancements to the park system in the form of added features and improvements to existing facilities. The NRPA 2021 Agency Performance Review shows the five most common types of outdoor parks facilities and the median number of residents per facility are as follows. For Orting, the numbers are calculated using the City’s current population per the OFM estimate of 8,635 people and includes public and private parks and school facilities and accounts for the current Grazer park Phase 2 construction happening now.

Table 2: NRPA and Orting: Outdoor Park and Recreation Facilities – Population per Facility

Type of Facility	Orting	NRPA: All Agencies	NRPA: Less than 20,000 Residents
Playgrounds	1,079	3,607	2,132
Basketball Courts	1,727	7,187	4,051
Tennis Courts	NA	5,089	2,748
Diamond fields: baseball and softball	1,233	6,763	3,000
Rectangular fields: multipurpose	2,878	8,750	3,895

Community Benchmarks

Review of similar sized communities in close proximity to Orting can serve as a benchmark for the City to compare how the City’s level-of-service metrics compares to similar communities in the region. Most communities publish level-of-service metrics for both neighborhood parks and community parks. A summary of the adopted level-of-service metrics and the actual level-of-service provided at time of the community’s most recent plan publication is presented in the table below.

Table 3: Neighborhood and Community Parks Level-of-service

Jurisdiction	Neighborhood Park (acres per 1,000 residents)		Community Park (acres per 1,000 residents)	
	Adopted	Current	Adopted	Current
Orting	2	3.06	5	2.03
Bonney Lake	NA	NA	6.5	3.69
Buckley	1.0	0.21	5.0	1.96
Eatonville	2.0	2.07	NA	NA
Enumclaw	2.62	1.81	3.59	7.68
Milton	1-2	0.69	5.8	6.6
Sumner	NA	NA	1.0	0.94

Some communities also publish level-of-service standards for outdoor park and recreation facilities. A summary of the most common facilities and associated adopted and current levels of services is shown in the table below.

Table 4: Outdoor Park and Recreation Facilities – Population per Facility (adopted level-of-service)

Jurisdiction	Type of Facility (facilities/population)							
	Baseball/Softball Field		Soccer Fields		Tennis Courts		Basketball Courts	
	Adopted	Current	Adopted	Current	Adopted	Current	Adopted	Current
Bonney Lake (City + School facilities*)	1/1,500	0.81/1,500	1/3,000	0.56/3,000	1/3,000	0.97/3,000	1/3,000	2.5/3,000
Buckley (City + School facilities)	1 /2,000 (softball)	0.43/2,000 (softball)	1/3,500	NA (0)	1/4,000	NA (0)	1/3,500	0.75/3,500
	1 /2,000 (baseball)	1.73/2,000 (baseball)						
Eatonville (City + School facilities)	1 /4,000	6.9/4,000	1/3,000	2.07/3,000	1/ 1,700	2.9/1,700	NA	NA
Sumner (City + School facilities)	1 /2,000 (softball)	1.46/2,000 (softball)	1/3,000	0.62/3,000	1/3,000	2.5/3000	1/1,000	1.36/1,000
	1 /5,000 (baseball)	2.62/5000 (baseball)						

*Bonney Lake school facilities are divided in half to determine the deficit or surplus to account for the fact that they are not always available to the general community.

The City of Orting currently categories levels of service for outdoor park and recreation facilities more broadly. Fields and courts are combined, and the adopted level-of-service is 1 per 1,000 population (located in parks). There are 15 fields and courts meaning the current level-of-service is 1.74 per 1,000 population.

Discussion and Recommendation

When comparing with similar sized communities in the region Orting had the highest number of acres of Neighborhood Parks per 1,000 residents at 3.06 acres. Orting’s adopted level-of-service for Community Parks (5 acres per 1,000 residents) is similar to the adopted standards of nearby communities however current levels of service (2.03 acres per 1,00 residents) fall short of this.

As the City has limited space for additional parks it may be appropriate to focus on metrics associated with outdoor facilities rather than park acreage per 1,000 population. This does not require adding park acreage and reflects the needs of the community shown in the responses to the community survey.

When comparing the City’s outdoor recreational facilities to data from the NRPA Orting has more playgrounds, basketball courts, and diamond-fields per capita than the median for all agencies. When comparing this type of level-of-service to similar communities the data is less comparable as Orting combines fields and courts in its adopted level-of-service of 1 per 1,000 residents. Moving forward the City may choose to adopt more specific levels of service for outdoor recreation facilities and use the

benchmarks in the NRPA data and similar communities, as well as community feedback from previous surveys to establish appropriate standards in the upcoming plan update.

Evaluating a park system’s level-of-service according to park classification (e.g., mini, neighborhood, regional, etc.) is based on an NRPA document¹ that was last published in 1996. The approach is simple but has inherent flaws. This approach does not necessarily reflect how parks are used. Sometimes smaller parks are regional draws and function more a community or regional parks rather than the mini-park or neighborhood park classification that would be applied based on acreage alone. In Orting, City Park would be categorized as a neighborhood park even though it functions as a community park.

Staff’s recommendation is to consider evaluating the park system in the aggregate with particular focus on facilities and other improvements within parks. Because the City is largely built out with no urban growth area, there are limited opportunities for acquisition of additional park land. Notwithstanding this, there are opportunities to improve existing resources and craft service metrics that reflect local preferences.

The NRPA has published performance metrics that allow cities such as Orting to evaluate park service offerings and improvements with similarly sized communities. Based on our review of the 2021 NPRA Agency Performance Review report and our evaluation of the parks and recreation resources of other nearby cities under 20,000 population, we are recommending the following standards be used by the City to evaluate level-of-service for parks and recreation facilities:

:

Type of Facility	Recommended LOS (facilities/population)
Baseball/Softball Field	1/2,000 (softball) 1/2,000 (baseball)
Multi-Use Rectangular Field (e.g. soccer, football, lacrosse)	1/3,500
Basketball Courts¹	1/3,500
Tennis/ Pickle/ Racquetball Courts	1/4,000
Playground/ Big Toy	1/1,000
Special Facilities (e.g. skate park, splash park, BMX park)	2/10,000
Trails	.25 miles/1,000
Parkland	8.5 acres/1,000

¹ Two half courts is equivalent to one court

¹ Park, Recreation, Open Space and Greenway Guidelines. NRPA. 1996.

From: [Guy Colorossi](#)
To: [John Kelly](#); [Scott Larson](#)
Cc: [Josh Penner](#); [Scott Drennen](#); [Tod Gunther](#); [Tony Belot](#); [Gregg Bradshaw](#); [Greg Hogan](#); [John Williams](#); [Kim Agfalvi](#); [Greg Reed](#); [Gretchen Russo](#); [Laura Hinds](#); [Mark Barfield](#); [Freda Bingham](#); [Margaret O'Harra](#); [Jennifer Corona](#); [Danielle Charchenko](#); [madeline.jonesart@yahoo.com](#); "Leland Meitzler"; [stephenkmeitzler@gmail.com](#); [patbus344@aol.com](#); [skcochran53@comcast.net](#); [patjmartinez22@gmail.com](#); "MIKE MCMAHON"; [JC Hungerford](#); [Tim Lincoln](#)
Subject: City Hall Clock project - Update 08/19/2021
Date: Thursday, August 19, 2021 5:40:20 PM

Good Evening Councilmember Kelly and City Administrator Larson,

Ever since the Historical Society has taken on the project of having two clocks installed in the tower at city hall, I have tried to keep you posted each step of the way. This e-mail is a continuation of that process.

First: Today, August 19th, I dropped off the information packet that I presented to the historical society committee yesterday. It documents all the communications and actions taken with Electric Time and Pease Construction regarding this project since last month. For you this is information only, your committee needs to take no action. City Clerk Kim Agfalvi, will put this information in your packet for next month's CGA meeting, for review.

Second: Yesterday, August 18th, JC Hungerford, from Parametrix, attended the Orting Historical Society meeting. He announced that Parametrix, on behalf of their co-founder George Capestany, would like to finance the purchase of the two exterior clocks for city hall as a way of commemorating George for the many years of service that he and Parametrix has provided the City of Orting. The committee whole heartily accepted this offer. The committee will work, as a team, with Parametrix to make this happen.

What this means is, Parametrix will be financing the clocks and all the options along with the sales tax and shipping costs. The second part of this equation is that the historical society will be picking up all the expenses for installation, the plaques, brochures, stationary costs, postage and other unknown costs. It is expected to be in the neighborhood of \$20,000. We are going to try to find as many volunteers as we can find to cut these costs. We are still in the mode of accepting donations for this project.

Somehow word got out that we didn't need donation since Parametrix was picking up the costs for the clocks. This couldn't be further from the truth. What I just shared with you is what the historical society and Parametrix agreed to yesterday. We are on a path of jointly financing this project. So, join in with us and even invite your friends and neighbor to participate in this great project. To date, we have received over \$2500.00 in donations.

If there are any questions, please feel free to contact me. You may use this e-mail address or call me: 360-893-2334

Sam Colorossi

Foot note: for those of you with "g-mail" just know that I am being censored if you try to respond. Because I send to large group of people "g-mail" assumes that I am sending spam. You can reach me by creating a new e-mail in responding.



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To: kagfalvi@cityoforting.org [Remove](#) this sender from my allow list

From:
gcolorossi@centurytel.net

You received this message because the sender is on your allow list.

City Hall Clock Project

Electric Time Communications

Index

1. E-mail from Tina Galvin – August 06th, 2021
 - Subject is canister clock design
 - Page 1 - example of edge light series
 - Page 2 – another example of edge light series
 - Page 3 – LED backlighting example
 - Page 4 – flat bezel example
 - Request from contractor as to which design will fit opening.

2. Letter dated August 06th, 2021 as an attachment to the above e-mail.
 - Cost of the two options.
 - Option A – 60A00 Series Edge-Lit Canister Clocks and charges.
 - Option B - 6600 Series Backlit Canisters Clocks and charges.

3. E-mail dated August 09th, 2021.
 - Page 1 – Need to know opening size information in the wall.
 - Page 2 - Drawing of clock dimensions

Guy Colorossi

Subject: FW: Budget Overview Letter - Orting City Hall - Orting, WA
Attachments: Orting City Hall - Orting, WA - Budget Estimate Overview Letter 60A30-SF & 6630-SF 08062021 with attachments.pdf

From: Martina S. Galvin [<mailto:msg@electrictime.com>]
Sent: Friday, August 6, 2021 8:11 AM
To: gcolorossi@centurytel.net
Subject: Budget Overview Letter - Orting City Hall - Orting, WA

Dear Sam:

Attached please find our pricing overview and information for the two canister clock designs (60A00 series = edge-lit, and 6600 series = backlit).

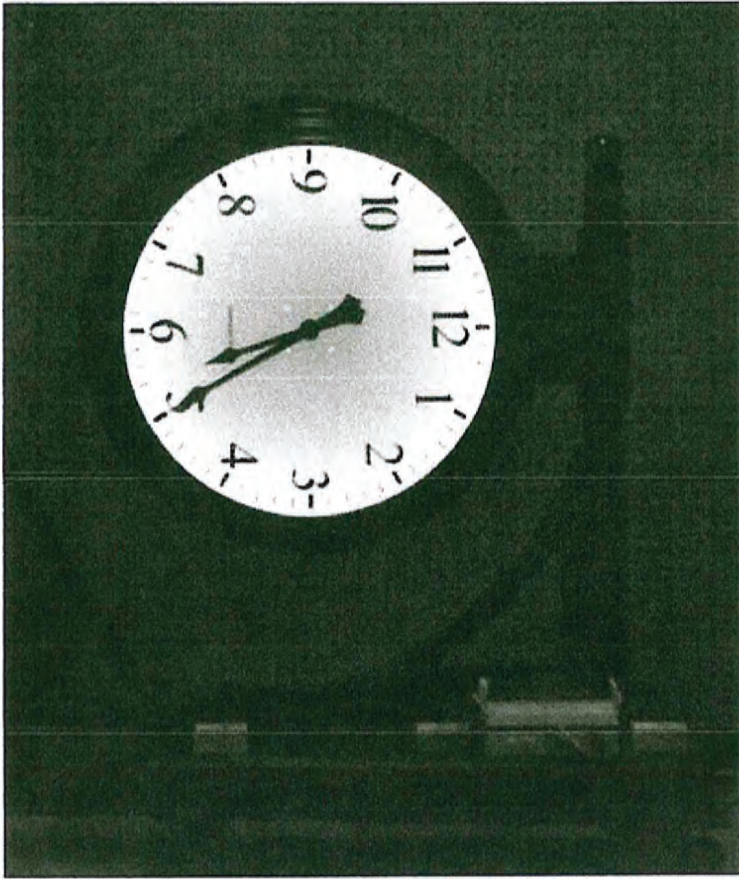
The outside diameter of the canister varies by clock style. Drawings included in the attached letter show the required wall opening size for the canister.

The 60A00 series clocks are edge-lit, i.e. there is a white ring of LEDs concealed underneath the bezel which throws a nice glow onto the clock face at night from the edge. The lighting is brighter around the edge, and dimmer towards the center of the clock face. The bezel is a stepped design (to hide the lighting ring). See some example photos below. On special order, for an additional cost, we could provide the 60A00 series clocks in a backlit version, i.e. they would have a translucent milky-white acrylic dial with white LED backlighting. On a backlit clock the entire clock face lights up evenly at night (like a "full moon").

Example below: 61A00 series clocks (edge-lit, this example has no rear canister) in our shop, with the lights on (project: "Bel Air South Station")



Shown below: Edge-lit clock, project "Assumption High School", in our shop



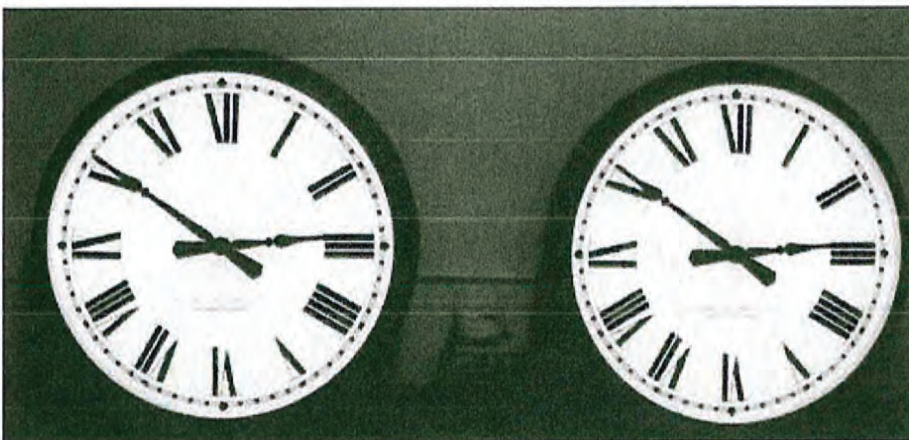
Example below: 60A42 clock (project "Pflugerville ES")

60A00 Series Clock - Stepped Bezel



The 6600 series canister clocks have a translucent milky-white acrylic dial with white LED backlighting. The entire clock face lights up evenly at night (like a "full moon"). The bezel is a simple, turn bezel design. See some example photos below.

Shown Below: Backlit Clock (O Bar Grill & Restaurant) 6600 Series with lights on



Example below: 6636 Clock (project "Garden City Pool")



I would recommend forwarding Drawings A-4668 and B-4311 to the contractor to verify if one of these designs would fit into the openings, and advise what the reduced o.d. of the semi-flush mounting ring should be. They could also contact our engineer to determine the best mounting/attachment method for the clocks.

Sincerely,



Martina ("Tina") Galvin

Customer Service

o: 508-359-4396 x 1020

f: 508-359-4482

a: 97 West Street, Medfield, MA 02052 USA

e: msg@electrictime.com

w: www.electrictime.com





August 6, 2021

Sam Colorossi
 Orting City Clock Committee
 P.O. Box 373
 Orting, WA 98360
 Via E-Mail: gcolorossi@centurytel.net

Subject: Orting City Hall - Orting, WA

Dear Sam:

Below please find information and budget estimates for the two canister clock options we had discussed earlier this week.

Option A – 60A00 Series Edge-Lit Canister Clocks with Thin Semi-Flush Mounting Ring
 Ref. Data Sheet 74 and page 9 of our latest tower clock brochure “Designing Time”

The 60A00 series canister clocks are weather proof from the front and the back. They are typically edge-lit with white LEDs (on special order they can be backlit, for an additional cost). For the nominal 30” diameter size (=Style 60A30) you would need a 35-1/4” clear opening through the metal window frame after the glass has been removed. Ref. Drawing A-4668 (attached). Note that we would provide a special (thin) semi-flush mounting ring – you would advise the o.d. that would fit on top of your metal frame. The clock canisters would be attached to supports behind the canister (or on the sides of the canister – details tbd). We could provide a small rear access panel for movement servicing if desired.

	Qty. 1 Clock	Qty. 2 Clocks	Comments
Style WP-60A30-MI-SF-LED-EDGE – requires a 35-1/4” clear opening with Style "T3" dial markings	\$4,000.00	\$7,200.00	Includes (1) 99B-MI clock controller, for use with either (1) or (2) clocks
Style WP-60A30-MI-SF-LED-EDGE – requires a 35-1/4” clear opening with Style "G1" dial markings	Same price as with Style "T3"	Same price as with Style "T3"	Includes (1) 99B-MI clock controller, for use with either (1) or (2) clocks
Style "ES" clock hands	Included	Included	
“Glass face”	Included	Included	A protective clear, flat,

ELECTRIC TIME COMPANY, INC. 45 WEST STREET - MEDFIELD, MA USA 02052
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 HTTP://WWW.ELECTRICTIME.COM

			tempered glass crystal is included
Option backlighting instead of edge-lighting	\$500.00 adder	\$1,000.00 adder	On special order the 60A00 series clocks can be backlit instead of edge-lit
E1002-Kit Chime system adder, standard package		\$3,000.00	The chimes require our 99B-MI clock controller to operate (included in clock budgets)
E2000-Kit chime system adder, standard package		\$5,700.00	The chimes require our 99B-MI clock controller as a time base (included in clock budgets)
Shipping and handling for (2) clocks only, as described above		Approx. \$1,000.00	
Shipping and handling for (2) clocks as described above and (1) standard chime system		Approx. \$1,500.00	
Sales Tax	n/a	n/a	We only collect the MA state sales tax. Any local taxes would need to be reported and paid directly to your state.
Insurance	Included	Included	We insure the shipment
GPS satellite receiver	\$425.00	\$425.00	You would need (1) GPS receiver to connect to your (1) 99B-MI clock controller
Any unlisted options			Our clocks are custom built to order. Please advise regarding any additional options you may want to consider

Option B – 6600 Series Backlit Canister Clocks with Thin Semi-Flush Mounting Ring

Ref. Data Sheet 455 and page 15 of our latest tower clock brochure “Designing Time”

The 6600 series canister clocks are weather proof from the front and the back. They are backlit with white LEDs. For the nominal 30” diameter size (=Style 6630) you would need a 33-1/8” clear opening through the metal window frame after the glass has been removed. Ref. Drawing B-4311 (attached). Note that we would provide a special (thin) semi-flush mounting ring – you would advise the o.d. that would fit on top of your metal frame. The clock canisters would be attached to supports behind the canister (or on the sides of the canister – details tbd). We could provide a small rear access panel for movement servicing if desired.

	Qty. 1 Clock	Qty. 2 Clocks	Comments
Style WP-6630-MI-SF – requires a 33-1/8 clear opening with Style "T3" dial markings	\$4,100.00	\$7,400.00	Includes (1) 99B-MI clock controller, for use with either (1) or (2) clocks
Style WP-6630-MI-SF – requires a 33-1/8 clear opening with Style "G1" dial markings	Same price as with Style "T3"	Same price as with Style "T3"	Includes (1) 99B-MI clock controller, for use with either (1) or (2) clocks
Style "ES" clock hands	Included	Included	
"Glass face"	Included	Included	A protective clear, flat, tempered glass crystal is included
E1002-Kit Chime system adder, standard package		\$3,000.00	The chimes require our 99B-MI clock controller to operate (included in clock budgets)
E2000-Kit chime system adder, standard package		\$5,700.00	The chimes require our 99B-MI clock controller as a time base (included in clock budgets)
Shipping and handling for (2) clocks only, as described above		Approx. \$900.00	
Shipping and handling for (2) clocks as described above and (1) standard chime system		Approx. \$1,400.00	
Sales Tax	n/a	n/a	We only collect the MA state sales tax. Any local taxes would need to be reported and paid directly to your state.
Insurance	Included	Included	We insure the shipment
GPS satellite receiver	\$425.00	\$425.00	You would need (1) GPS receiver to connect to your (1) 99B-MI clock controller
Any unlisted options			Our clocks are custom built to order. Please advise regarding any additional options you may want to consider

Sincerely,

Martina Galvin

Martina "Tina" Galvin

msg@electrictime.com

Guy Colorossi

To: Martina S. Galvin
Subject: RE: Clock Dimensions Style 6630 with SF Ring - Orting City Hall - Orting, WA

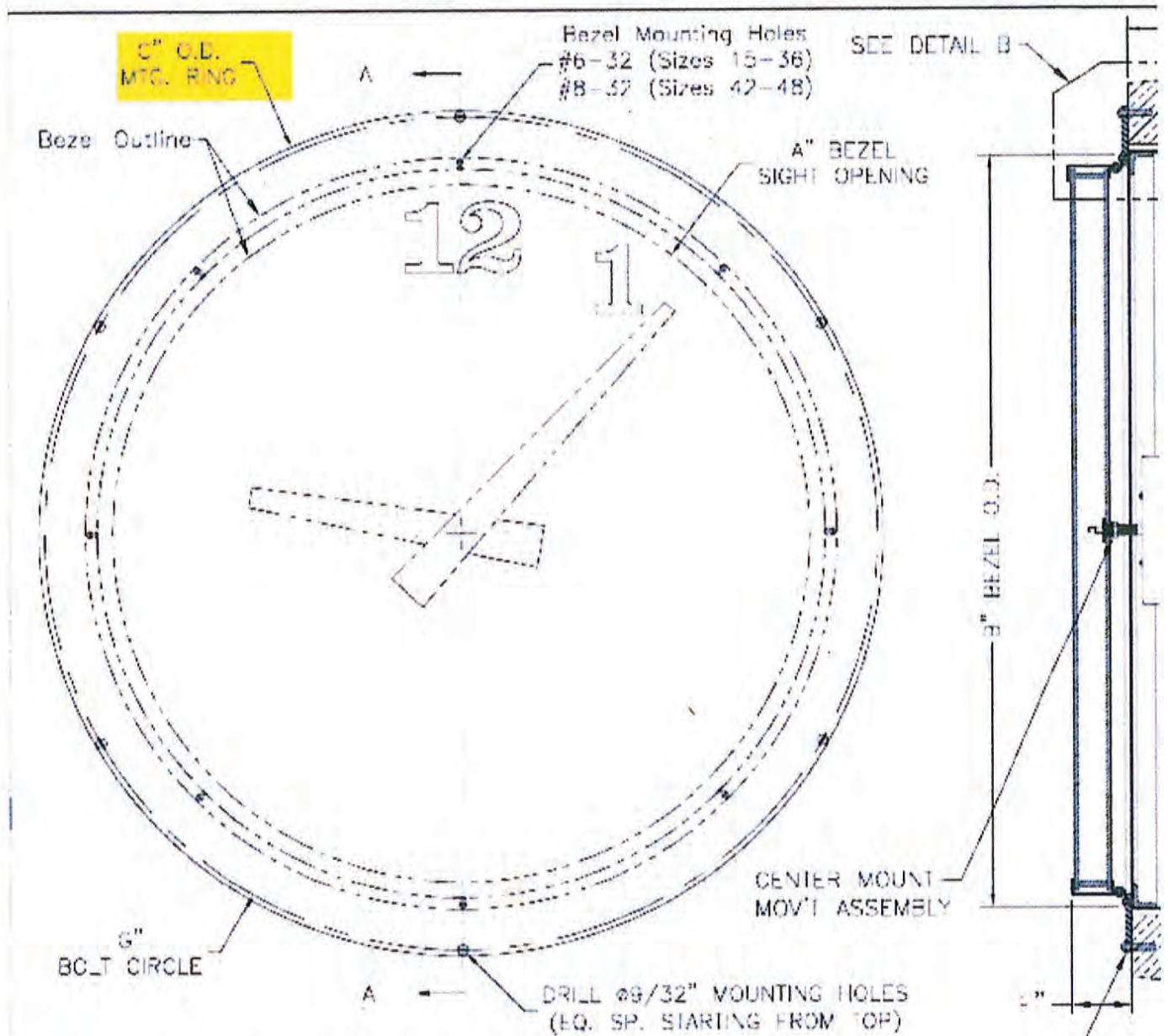
From: Martina S. Galvin [<mailto:msg@electrictime.com>]
Sent: Monday, August 9, 2021 11:21 AM
To: gcolorossi@centurytel.net
Subject: Clock Dimensions Style 6630 with SF Ring - Orting City Hall - Orting, WA

Dear Sam:

Attached please find another copy of Drawing B-4311 for our 6600 series clocks with semi-flush mounting ring.

We need to know what the clear opening in the wall will be once the glass is removed. You need a 33-1/8" clear opening to fit the canister of the Style 6630 clock through it. The o.d. of the canister is 32-5/8".

We also need to know what the o.d. of the semi-flush mounting ring should be. The standard o.d. is dimension "C", so 36-3/8". For your project we likely need to trim down the semi-flush mounting ring somewhat so it can sit on your round metal frame from the front.



48"	47"	49-1/8"	53-1/8"	50-1/8"	50-5/8"	3-1/2"	53-3/8"	10			
42"	41"	43-7/8"	47-7/8"	44-1/8"	44-5/8"	3-1/2"	47-3/8"	10			
36"	36"	38-3/8"	42-3/8"	38-5/8"	39-1/8"	3-1/2"	41-1/8"	8			
30"	30"	32-3/8"	36-3/8"	32-5/8"	33-1/8"	2-5/8"	35-7/8"	8	SF351 SF160	SF305	
24"	24"	26-3/8"	30-3/8"	26-5/8"	27-1/8"	2-3/8"	29-7/8"	6	SF241 SF240	SF245	
15"	15"	17-3/8"	20-3/8"	17-5/8"	18-1/8"	2-3/8"	19-7/8"	4	SF151 SF150	SF155	
SIZE	A	B	C	D	E	F	G		# OF MTC HOLES	COUNTDOWN PRGM (1/4)	SPOT PRGM

electric time
company, inc.
tower & street clocks since 1928

Martina ("Tina") Galvin

Customer Service
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 f: 508-359-4482
 a: 97 West Street, Medfield, MA 02052 USA
 e: msg@electrictime.com

City Hall Clock Project

Pease Construction Inc.

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1. E-mail to Gareth Keehnel, of Pease Construction on July 29th, 2021.
 - Subject: who I am and the Clock project.
2. E-mail from Gareth Keehnel acknowledging my e-mail on August 02nd.
3. E-mail to Gareth Keehnel responding to his comments.
4. E-mail from Gareth Keehnel sharing a breakdown of costs August 11th, 2021.
 - Page 1 is the cover letter
 - Page 2 is potential cost breakdown for clocks installation.
 - Page 3 was the planned cost for the clocks in 2019.

FROM: Guy Colorossi
SENT: Thursday, July 29, 2021 - 9:33 AM

To: Gareth Keefnel <Garet@peaseinc.com>

Cc: jkelly@cityoforting.org; slarson@cityoforting.org; jpenner@cityoforting.org; Martina S. Galvin <msg@electrictime.com>; jwilliams@cityoforting.org

Subject: Orting City Hall Clock Project

Good Morning Gareth,

First, let me introduce myself, to you. My name is Sam Colorossi and I am currently wearing the hat as the Orting Historical Society's secretary/treasurer. I am also, the chairperson for the Orting City Hall Clock project. I have worn many others hats in town, one, namely the mayor of Orting for nearly twenty years.

Next, let me say that I obtained your name from the Orting City Administrator, Scott Larson as the person to contact for a project that the Orting Historical Society has embarked upon. I'm not quite sure what your role is within Pease Construction, however you are my contact to get the ball rolling, so to speak.

I am well aware that your construction company built the new city hall and it is a beautiful structure. However, in a conservative cost savings measure, to build this structure, the city council opted not to complete the clocks within the tower that was built to house them.

Noticing the missing clocks, the Orting Historical Society, approached the city council and inquired as to whether or not we would be approved to take on this project. Working with Councilmember John Kelly, chair of the Community Governmental Affairs, we laid out a plan for financing through donations and volunteer efforts to locate two clocks in the tower. We are attempting to put a good budget plan in order however we are still gathering the costs involved before laying out the final budget.

Currently, we are in discussion, with Electric Time, located in Medfield, MA for the clocks needed to fill the opening in the tower. They are the same company we purchased our street clock from in 2003. That is why we elected to stay with them. Electric Time's customer service representative is Martina ("Tina") Galvin.

The purpose of this e-mail is: we need your help. Whether it is volunteer help or for services to be compensated for. The clock company is asking for detailed information of how the openings are currently sized and what it will take to fit their clocks into those openings. This is where your expertise is needed. Somehow, I've got to get all the players on the same page to make this work.

What we need is a detail plan of how the current glass? Plexiglas? is installed in the opening. Scott Larson and I took what we thought were detailed measurement and pictures to assist the clock company. I'm not so sure we have done what they has asked for and that is why we are involving you.


Please consider this lengthy e-mail as an introduction of what is happening, who's in charge, and the names of those involved, one way or another.

This e-mail is going to several people. Some for more information and some just for the information.

Hope to hear back from you as to whether or not you can assist us.

Thank you.

Sam Colorossi
Secretary/Treasurer

 Virus-free. www.avg.com

Guy Colorossi

To: Gareth Keehnel
Subject: RE: Orting City Hall Clock Project

From: Gareth Keehnel [<mailto:Garet@peaseinc.com>]

Sent: Monday, August 2, 2021 3:40 PM

To: Guy Colorossi

Cc: jkelly@cityoforting.org; slarson@cityoforting.org; jpenner@cityoforting.org; Martina S. Galvin; jwilliams@cityoforting.org; Jeremy Timm

Subject: RE: Orting City Hall Clock Project

Hey Sam,

Sorry to get back to you so late. Thank you for the introduction. I was the project manager for this project. Jeremy was the on-site superintendent for the project, cc'd. I have included the window details, see attached. Let me know if you have any questions. Electric Time originally quoted the project before we bid the city hall however the clocks were 60" and some point the windows were changed to 30".

Garet Keehnel
(253) 820-9877 Cell
www.peaseinc.com

Guy Colorossi

To: Gareth Keehnel
Subject: RE: Orting City Hall Clock Project

From: Guy Colorossi <gcolorossi@centurytel.net>
Sent: Tuesday, August 3, 2021 8:39 AM
To: Gareth Keehnel <Garet@peaseinc.com>
Subject: RE: Orting City Hall Clock Project

Good Morning Gareth,

Thank you for getting back with me. I'm going to respond within your text as I have more information to share with you and I don't want to miss anything.

Please scroll on down to your reply.

Sam

From: Gareth Keehnel [<mailto:Garet@peaseinc.com>]
Sent: Monday, August 2, 2021 3:40 PM
To: Guy Colorossi
Cc: jkelly@cityoforting.org; slarson@cityoforting.org; jpenner@cityoforting.org; Martina S. Galvin; jwilliams@cityoforting.org; Jeremy Timm
Subject: RE: Orting City Hall Clock Project

Hey Sam,

Sorry to get back to you so late.

- That is perfectly ok.

Thank you for the introduction.

- I tend to get chatty only because I want people to know and understand where I am coming from on any project I am involved with.

I was the project manager for this project.

- From start to finish?

Jeremy was the on-site superintendent for the project, cc'd.

- Is he still with Pease Construction?

I have included the window details, see attached.

- Thank you. I have forwarded them on to Electric Time.

Electric Time originally quoted the project before we bid the city hall however the clocks were 60" and some point the windows were changed to 30".

- WOW - I have been working with Electric Time, namely Tina Galvin, since the month of May and not once did they ever mention receiving a bid request for the clocks to be installed in the new city hall.
- The Orting Historical Society's goal was to use the current openings in the building for the new clocks, however Electric Time recommended that we go to a

60 inch diameter clock. We explored that rabbit hole, and the story line in long and convoluted. With the help of my team, we agreed to stick to the original plan of filling the existing openings.

Let me know if you have any questions.

- Once we receive the clocks would your company be willing to work with us in the installation of the clocks?
- This is the Historical Society's project and we are working to raise the funds to pay for this project. The City does not have a line item in their budget for this project.
- If you are able to help what would the approximate cost be for your services?
- I am still gathering cost and expenses in which to put a total budget together.

That is it for now. Hope you have time to respond back. Have a great day. ☺

Sam

Garet Keehnel
(253) 820-9877 Cell
www.peaseinc.com

Guy Colorossi

To: Gareth Keehnel
Subject: RE: Orting City Hall Clock Project

From: Gareth Keehnel [<mailto:Garet@peaseinc.com>]
Sent: Wednesday, August 11, 2021 11:07 AM
To: Guy Colorossi
Subject: RE: Orting City Hall Clock Project

Sam,

Here is the attached quote we originally received when bidding the Orting City Hall back in 2019. Since this would be a very small project, we would not be the contractor option for you. Our typical projects range from 1million to 30million. That said I did put together a very quick breakdown of what I think it would take/cost. Again, very rough estimate and would need tweaking but it's a ball park. I hope that helps.

Garet Keehnel
(253) 820-9877 Cell
www.peaseinc.com

PEASE CONSTRUCTION, INC

P.O. BOX 98046, LAKEWOOD, WA 98496
 PH: 253-584-6606 / FX: 253-581-7855

PROJECT: CSTC-CLIP Expansion
 CONTRACT NO.:
 PCI PROJECT #:

OWNER REFERENCE #: 0
 PEASE PCO #: 000
 DATE SUBMITTED: 8/11/2021

DESCRIPTION OF CHANGES:

Rough Ball Park Estimate For (2) Clock Install at City Of Orting

BREAKDOWN OF DIRECT COSTS

DESCRIPTION / ITEM OF WORK:	QUANT.	UNITS	UNITS/ HOUR	HOURS	LABOR		MATERIAL / EQUIP.	
					RATE	TOTAL	UNIT COST	TOTAL
DIRECT LABOR & MATERIAL COSTS:								
Demolition of Existing Windows & Stone	1	LS	N/A	32	\$75.00	\$2,400.00	\$0.00	\$0.00
Stone Repair	1	LS	N/A	32	\$75.00	\$2,400.00	\$300.00	\$300.00
Clock Installation	1	LS	N/A	32	\$94.87	\$3,035.84	\$0.00	\$0.00
Electrician Hookup	1	LS	N/A	24	\$110.00	\$2,640.00	\$500.00	\$500.00
Snorkel Lift For 1 Month Rental	1	LS	N/A	0	\$94.87	\$0.00	\$2,500.00	\$2,500.00
Supervision	1	LS	N/A	72	\$94.87	\$6,830.64	\$0.00	\$0.00
Misc Material Costs	1				\$94.87	\$0.00	\$500.00	\$500.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
TOTAL HOURS & SUBTOTAL LABOR COST:				192		\$17,306.48		
0% SUPERVISION						\$0.00		
0% SMALL TOOLS						\$0.00		
SUBTOTAL LABOR:						\$17,306.48		
SUBTOTAL MATERIAL / EQUIPMENT COST:								\$3,800.00
BALANCE: MATERIAL / EQUIPMENT + LABOR (OVER \$50,000):								\$21,106.48
12% OVERHEAD & PROFIT ON DIRECT COSTS:								\$2,532.78
GRAND TOTAL: LABOR / MATERIAL / EQUIPMENT ADDED TO SUMMARY SHEET:								\$23,639.26

PROJECT: Fife Admin Relocation
 CONTRACT NO.:
 PCI PROJECT #: Orting City Hall Clock Install

OWNER REFERENCE #:
 PEASE PCO #:
 DATE SUBMITTED: 8/11/2021

DESCRIPTION OF CHANGES:

Rough Ball Park Estimate For (2) Clock Install at City Of Orting

CHANGE ORDER PROPOSAL SUMMARY SHEET

GENERAL CONTRACTOR'S WORK:	
1. TOTAL FROM BREAKDOWN OF DIRECT COSTS, ATTACHED:	\$23,639.26

SUBCONTRACTOR'S WORK:	
2. Electric Time (2019 Proposal + 7% for Inflation)	\$5,265.47
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	
11. _____	
SUBTOTAL OF SUBCONTRACTOR'S COSTS:	\$5,265.47

14. 7% OVERHEAD ON SUBCONTRACTOR'S COSTS:	\$368.58
16. SUBTOTAL: PCI & SUBCONTRACTOR COSTS WITH OVERHEAD & PROFIT	\$29,273.31
17. 2% BOND & INSURANCE:	\$585.47
18. SUBTOTAL OF ALL COSTS FOR THIS CHANGE ORDER PROPOSAL:	\$29,858.78
19. TOTAL COST FOR THIS CHANGE ORDER PROPOSAL (NIC WSST) ROUNDED:	\$29,859.00

This is the final cost for this change to the contract and any associated time barring any unforeseen changes in the sequence of work, delays, disruptions and/or impact costs that may occur as a result, and the right is expressly reserved to make claims for any and all of these related costs or time.

PEASE CONSTRUCTION, INC.	Garet Keehnel	Project Manager	8/11/2021
GENERAL CONTRACTOR	NAME	TITLE	DATE

WE have checked this proposal and recommend approval:

A/E FIRM	NAME	TITLE	DATE
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Late attachment

From: Guy Colorossi <gcolorossi@centurytel.net>
Sent: Thursday, August 12, 2021 8:39 AM
To: Gareth Keehnel <Garet@peaseinc.com>
Subject: RE: Orting City Hall Clock Project

Good Morning Gareth,

You knocked the breath completely out of me with your summary cost sheet for installing two clocks. With this information, I certainly have my job cut out for me.

I have one more question. Why would there be a need for any stone repair? If we remove the existing frame holding the lens in place, what repairs would be needed? Why can't the clocks just be slipped in place and mounted with modifications to the existing wood framework? As naïve as it may sound, that was the plan.

In any event, thank you very much for your efforts in getting me the breakdown cost factor for this project. It helps me to take the next step.

Sam

From: Gareth Keehnel [mailto:Garet@peaseinc.com]

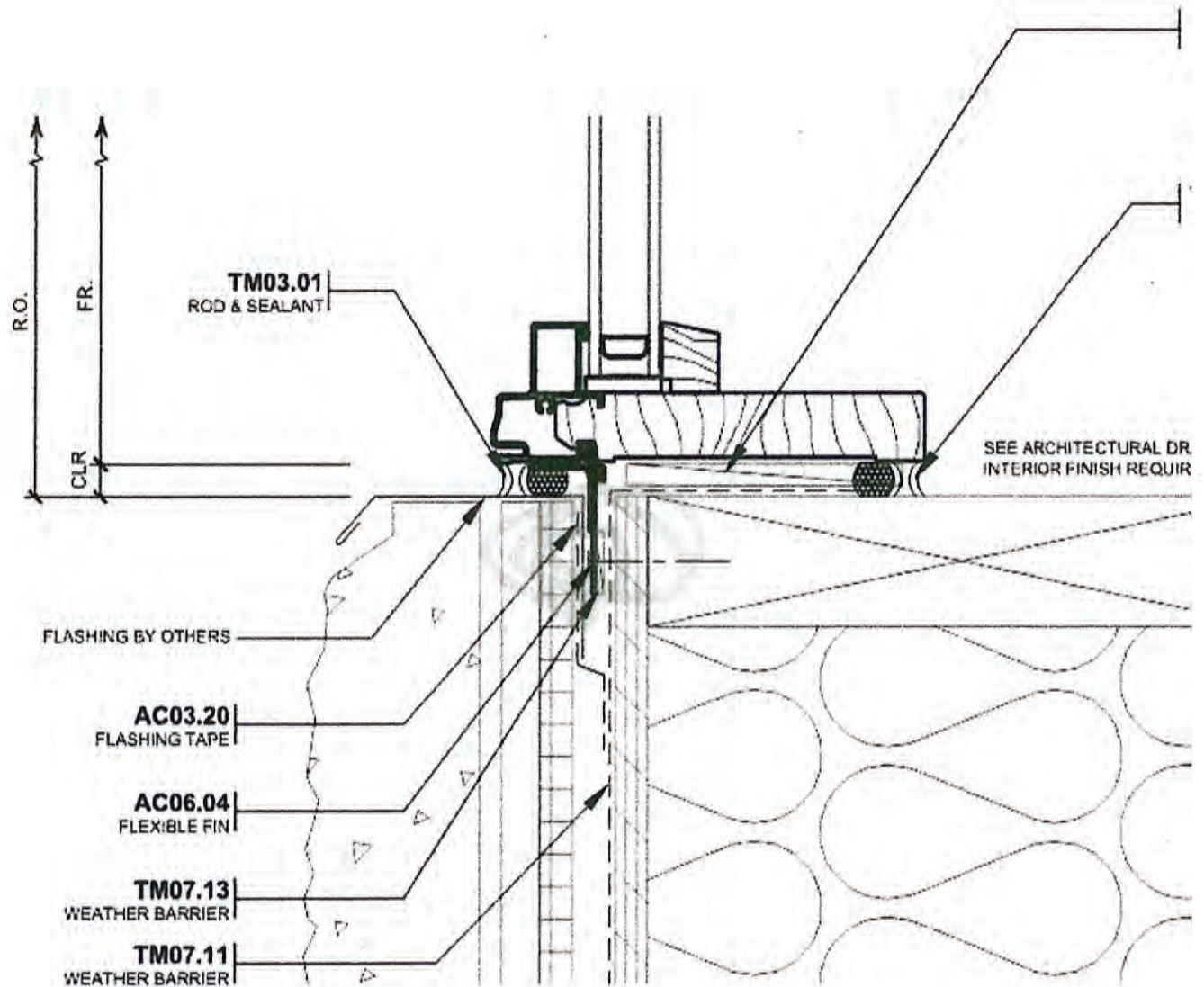
Sent: Monday, August 16, 2021 9:32 AM

To: Guy Colorossi

Subject: RE: Orting City Hall Clock Project

Sam,

You may be able to do what you mentioned below if you are very careful when cutting. As you can see in the photo below the stone was installed over the existing frame. If you leave that flange in place and cut the rest of it out all you would need to worry about is weather proofing the openings.



2022 ADMINISTRATIVE & PERSONNEL FEES		
Category	Fees	
Annual Business License		
Business Licenses are obtained from the State of Washington through their licensing program. Business Licenses are required for all businesses (for profit and not for profit) located within City limits, including home business and any business that provides services that perform work within city limits, and including solicitors. See Orting Municipal Code Title 3, Chapter 2		
	No Fee	
Businesses with over \$10K revenue	\$ 50.00	
Itinerant Food Vendor	\$ 250.00	
Special Events	See Park & Facility Rentals	
Public Records Request/Duplication		
Single Sided (8.5 x 11 & 8.5 X 17)	\$.15/page	
Double Sided (8.5 x 11 & 8.5 X 17)	\$.30/page	
Document Scan - Single sided (8.5 x 11 & 8.5 X 17)	\$.10/page	
Document Scan - Double sided (8.5 x 11 & 8.5 X 17)	\$0.20/page	
Sizes beyond 8.5 x 17	Cost + 15% Administration fee	
Deposit for large jobs	10% of estimated cost	
IT Expertise Required (quoted)	Cost + 15% Administrative fee	
Postage (letter or manila envelope)	Cost	
Postage & Mailing Container	Cost + 15% Administrative fee	
Verbatim Transcript (vendor service)	Cost + 15% Administrative fee	
Electronic Record: email, cloud storage, or other electronic delivery system	\$.05/ every 4 electronic files & \$.10/gigabyte	
Electronic Storage Device: thumb drive, flash drive, DVD, CD, or other electronic device	Cost + 15% Administrative fee	
Certified Copy (per document)	\$ 1.00	
Card Usage Fees (\$300 max sale w/ exception to Utility Bills)		
Debit Card	\$ 1.00	
Credit Card	\$ 2.00	
Passport Processing Fee	\$ 35.00	
Passport Processing	\$ 35.00	
Electric Golf Carts Annual Registration Fee	\$ 15.00	
Golf Carts - Annual Fee	\$ 15.00	
Rejected/Returned Payments - Bank Fees		
Utilities Rejected/Returned Payment Fee	\$ 40.00	
Parks & Rec Stop Payment Fee	\$ 40.00	\$40
Municipal Court	\$ 40.00	
Seasonal Parking Fee for Fishing Sep-Nov	\$ 10.00	

Seasonal Parking (Fisherman parking Sep-Nov)	\$ 10.00	
Gravel - Delivered (per yard- 2 yards maximum annually)	\$ 15.00	\$20.00
Gravel (per yard)	\$ 15.00	

2022 BUILDING PLAN REVIEW AND FEES	
Category	Fees
Architectural Design Review - Commercial & Multi-Family	
Exterior Paint Color	\$ 50.00
Exterior Lighting Fixtures	\$ 50.00
Exterior Remodel of Building	\$ 250.00
Exterior Signage - Permanent, Sandwich Boards	\$ 50.00
Commercial Fencing	\$ 25.00
New Construction Design	\$ 250.00
Work Performed Prior to Permit Approval	Double Permit Fee
Residential (and Accessory) Building Valuation	
New construction, and remodels are valued per the most current version of the (ICC) International Code Council's (ICC) Building Valuation Data for the specified occupancy.	
Private garages, storage buildings, green houses and similar structure shall be valued as Utility, Miscellaneous.	
Remodels are based in the table value from the ICC Building Valuation for the occupancy specified.	
Note: all footnotes from the Building Valuation Data as published by the ICC shall apply.	
Commercial Structures and Improvements Valuation	
New construction, and remodels, of all occupancies, are valued per the most current version of the (ICC) International Code Council's Building Valuation Data for the specified occupancy.	
Written Contractor's Bid or Engineer's Estimate of cost if not specified in the published Building Valuation Data.	
Remodels permit and plan review fees shall be based upon the valuation for the occupancy group listed in the Building Valuation Data as published by the ICC.	
Buildings Permit Fees - per I.C.C. 2018 International Code Council (ICC)	

*Building Permits & Fees are due at the time of building permit issuance. Includes		
Manufactured Buildings.		
<i>If Valuation is Between:</i>	<i>Fees</i>	
\$1 to \$500	Base Fee of \$75.00 \$100	
\$501 to \$2,000	\$75.00 \$100 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000	
\$2,001 to \$40,000	\$75.00 \$200 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000.	
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof up to and including \$100,000.	
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000.	
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000.	
\$1,000,001 top \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000.	
\$5,000,001 and up	\$16,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof	
Miscellaneous Valuations		
Covered Decks/Carport <i>(per square foot)</i>	\$ 30.00	\$35
Decks <i>(per square foot)</i>	\$ 15.00	\$20
Retaining Walls	Valuation	
**Retaining walls that are 4ft or less do not required a permit		
Single Family and Duplex Combination Building Permit Fees		

Combination Building Fees are required for each new single-family residential structure and duplex, and are payable prior to the issuance of a building permit.		
Plumbing up to 3,000sf	15% of building permit	
Plumbing over 3,000sf	15% of building permit	
Mechanical up to 3,000sf	15% of building permit	
Mechanical over 3,000sf	15% of building permit	
Building Plan Review Deposit & Fees		
New Single-Family Homes	\$500 Deposit toward 65% of the Permit Fee	
Detached Garage	\$100 Deposit toward 65% of the Permit Fee	
Multi-family Project	\$1,000 Deposit toward the Permit Fee (formula below)	
New Commercial Project	\$1,000 Deposit toward 65% of the Permit Fee	
Expedited Plan Review Fee	Deposit (above) plus \$150	\$200
Plan Review Revisions (per Hour)	\$ 75.00	\$100
Plan review fees for compliance to the Non-Residential Energy Code. (per Hour with one (1) hour minimum charge) (per Hour)	\$ 75.00	\$100
For Multi-Family construction; the plan review fee will equal to 65% of the permit fee or a rate of \$75 \$100/hour with a one-hour minimum, as determined by the Building Official. Multi-Family Plan Review Fees are payable upon Building Official notification. Includes up to two (2) review cycles.		
The Plan Review Deposit for Single-Family Residences, Multi-Family Projects and Detached Garages are due upon submittal of application. Includes up to two (2) review cycles.		
Manufactured Buildings Housing		
Manufactured Homes (without perimeter "concrete" foundation system)	\$ 600.00	Included in Building Permit Fees
Modular Home or Manufactured Home (with perimeter "concrete" foundation system)	\$ 700.00	
Manufactured Building H Title Elimination	\$ 100.00	\$200
Manufactured Building H Runners/Tie downs	\$ 200.00	
State Building Code Fee		
Residential Single Family Residence (SFR) Fee	\$ 6.50	
Multi-family Fee - per unit	\$ 6.50	
Commercial Fee	\$ 25.00	

Flood Elevation Certificate Review	\$	250.00	
FEMA Letter of Map Amendment (SFR/1 Unit)	\$	250.00	
Miscellaneous Permit Fees			
Backflow/Irrigation Permit	\$	75.00	\$100
Foundation Only		Valuation	
Residential Roofing - Tear Off and Re-roof		Valuation	
Commercial Roofing- based upon the Contractor's Bid or Engineer's Estimate, or by valuation of the project, whichever is greater. Additionally, IFC and IBC plan check fees may apply.		Valuation	
Below Ground Tank Removal/Abandonment	\$	150.00	
Addressing Fee	\$	175.00	
Large Scale Copies (Plans- DRE 24x36)		Cost + 15% Administrative fee	
Structures or work requiring permits for which no fee is specifically indicated, signs, pools, etc., will be valued utilizing submitted written contractor's bid or engineer's cost information, or closest related item for which a fee is determined. A minimum fee of \$75.00 100.00 will be assessed, or adjusted fee assigned at the discretion of the Building Official.			
Below Ground Fuel Tank installation, or removal, permit fees will be valued per the written Contractor's Bid or Engineer's Estimate, or will be a minimum base fee of \$225.00 , whichever is greater. Additionally, International Fire Code (IFC) and International Building Code (IBC) plan check fees may apply.			
Change in Commercial Tenant Applications - Additionally, IFC and IBC plan check fees may apply.		Valuation	
Mobil Commercial Vendors. A separate plan review fee and building permit fee will be charged for additional structures, such as landings, ramps, etc.	\$	500.00	
Modular structures placed on permanent foundation system. A separate plan review fee and building permit fee will be charged for additional structures, such as landings, ramps, etc.		Valuation	
Fence Permit - Commercial		\$.50 per linear foot - with \$75 minimum	\$100
International Fire Code/Associated Fees			
Plan review for fire code compliance of building plan review shall be established at 50% of the IBC plan review fee or a rate of \$75 \$100 /hour with a one hour minimum (whichever is greater)		Valuation	
Fire related reviews and site visits for large lot short plat/subdivisions are based on the cost.		Cost + 15% Administrative Fee	
Automatic Fire Alarms - Fees assessed based upon submitted Contractor Bid and the Building Valuation schedule.		Cost + 15% Administrative Fee	

Fixed Fire Suppression - Fees assessed based upon submitted Contractor Bid and the Building Valuation schedule.	Cost + 15% Administrative Fee	
Automatic Sprinklers - Fees assessed based upon Building Permit Valuation schedule or upon submitted Contractor Bid at the discretion of the Fire Marshal.	Cost + 15% Administrative Fee	
Fire Apparatus Road Review	Cost + 15% Administrative Fee	

Fireworks Related Fees - Local Permit and License Fees (Limits pursuant to RCW		
Retail Fireworks Stand Permit: \$100.00 200.00 for one retail sales permit per fireworks stand in a year. Cost includes processing, permit and Inspections.		
Public Fireworks Display Permit: \$250.00 minimum permit fee and minimum 1/2 hour plan review or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include an hourly cost plus a 15% overhead fee for administrative costs. In no case shall total costs total more than \$5,000 for any one display permit.		
Inspections Beyond Review Cycles (per Trip)		
Site Inspection/Investigation	\$ 75.00	\$100
Final Inspection/Expired Permit	\$ 75.00	\$100
Re-inspect Fee on 2nd 2nd 3rd Re-Inspection	\$ 75.00	\$100
Third Party Review		
Geotechnical/Stormwater Review	Cost + 15% Administrative Fee	
Appeals of Administrative Decisions	Cost + 15% Administrative Fee	
Land Use Prosecutor/Deputy Prosecutor and or Legal Consultation Fee	Cost + 15% Administrative Fee	
Any other Expedited or Third Party Review Fees	Cost + 15% Administrative Fee	
Mechanical Permits & Fees - Multi-Family (3 or more units) and Commercial		
Basic permit fee plus itemized fees below:	\$ 75.00	\$100
Heating and AC System or Air Handling Unit including ducts and vents	\$ 75.00	\$100
Boiler or Compressor - Residential	\$ 75.00	\$100
Boiler or Compressor - Commercial	\$ 75.00	\$100
Commercial Refrigeration	\$ 75.00	\$100
Ventilation/Exhaust Fan - Residential	\$ 75.00	\$100
Ventilation/Exhaust Fan - Commercial, except as covered above in Heating or AC System above	\$ 75.00	\$100
Commercial Hood, per mechanical exhaust and including ducts	\$ 75.00	\$100
Incinerator - installation or relocation	\$ 75.00	\$100
Appliance not otherwise covered	\$ 75.00	\$100
Fuel Gas Piping - Each system of 1-4 outlets	\$ 75.00	\$100
Fuel Gas Piping - Each additional outlet over 4 outlets	\$ 75.00	\$100
Plumbing Permits & Fees - Multi-Family (3 or more units) and Commercial		
Basic permit fee plus itemized fees below:	\$ 75.00	\$100
Per plumbing fixture or set of fixtures on one trap	\$ 75.00	\$100
For meter to house service	\$ 75.00	\$100
Fuel Gas Piping - Each system of 1-4 outlets	\$ 75.00	\$100

Fuel Gas Piping - Each additional outlet over 4 outlets	\$ 75.00	\$100
Per Drain for rainwater systems	\$ 75.00	\$100
Per Lawn Sprinkler System, includes backflow prevention	\$ 75.00	\$100
Per fixture for repair or alteration of drainage vent or piping	\$ 75.00	\$100
Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$ 75.00	\$100
Per interceptor for industrial waste pretreatment	\$ 75.00	\$100
Medical Gas Piping - Each gas piping system of 1-5 outlets	\$ 75.00	\$100
Medical Gas Piping - Each additional outlet over 5 outlets	\$ 75.00	\$100

Demolition Permit		
Demolition Permit - Single Family Residential and Duplex	\$	300.00
Demolition Permit - Commercial and Multi-family	\$	500.00
Stormwater Management and Erosion Control Fees		
<i>Grade & Fill Plan Review: In addition to the license fees, a grading/drainage plan review fee is charged for all grading licenses requiring plan review. Before accepting a set of plans and specifications for checking, the Building Official or City Engineer shall collect a plan checking fee.</i>		
50 cubic yards or less	\$	125.00
51-100 cubic yards	\$	240.00
101-1,000 cubic yards	\$	500.00
1,001-10,000 cubic yards	\$	750.00
10,001-100,000 cubic yards	\$	1,000.00
1001,000 cubic yards and up	\$	1,200.00
Disturbed Area for erosion control (per Square yard) - No import/export	\$	0.10
<i>Grade and Fill Permit: Fees shall be based on the volume of the excavation and fill.</i>		
50 cubic yards or less	\$	125.00
51-100 cubic yards	\$	150.00
101-1,000 cubic yards	\$	175.00
1,001-10,000 cubic yards	\$	225.00
10,001-100,000 cubic yards	\$	300.00
100,001 or more cubic yards	\$	600.00
Disturbed Area Permit for erosion control (per square yard)	\$	0.25

Category		Fees	
General Facility Charges (GFC) (per *ERU)			
Water - General Facility Charges - Inside/ Outside City Limits	\$	4,264.97	From 2020 do not know what current is
1% Water Facility Enhancement Surcharge	\$	42.65	
Sewer - General Facility Charges - Inside/ Outside City Limits	\$	9,168.73	
1% Wastewater/Sewer Facility Enhancement Surcharge	\$	91.69	
Storm - General Facility Charges - Inside City Limits Only	\$	1,022.56	
1% Stormwater Surcharge	\$	10.23	
Impact Fees			
Park Impact Fee	\$	830.00	
Transportation Impact Fee (per PM Peak Hour Trip)	\$	2,149.00	
School District Impact Fees Set by and paid to the Orting School District			
Single Family Residence (per Unit)	\$	3,770.00	Changes x2 yr. - not our fee
Multi Family Residence (per Unit)	\$	2,000.00	
*ERU - Equivalent Residential Unit			

2022 LAND USE		
The City may charge and collect fees from any applicant to cover costs incurred by the City in the review of plans, studies, monitoring reports and other documents to ensure code compliance, to mitigate impacts to critical areas and for all code-required monitoring.		
The applicant shall pay the following Land Use Review Deposit to cover third party review and administrative expenses. These fees are billed at cost for time and materials from third party reviewers plus a 15% administrative fee.		
Fees and deposits are charged per permit type category and are cumulative.		
If the initial deposit is expended prior to the completion of project approval, the City will collect either an additional deposit in the amounts below, or an amount as estimated by the staff as needed to complete project review. Any fees not expended will be returned to the applicant.		
Category	Deposit	Fees
Annexation, Comprehensive Plan Amendments & Rezones		
Annexation	\$ 2,000.00	
Code Text Amendment	\$ 300.00	\$300/deposit plus Time & Materials
Comprehensive Plan Map or Text Amendment - including rezones (each)	\$ 2,000.00	\$2,500
Conditional Use Permits, Development Agreements, Site Plans & Special Use Permits		
Conditional Use Permit	\$ 1,500.00	
Development Agreement	\$ 1,500.00	
Site Plan Review	\$ 500.00	
Site Plan Review - Minor Change	\$ 500.00	\$750
Site Plan Review - Major Change	\$ 1,500.00	
Inhouse Engineer Review	\$ 125.00 per hour	
Special Use Permit	\$ 2,000.00	\$1,200
Hearings and Appeals		
Appeal of Hearing Examiner's Decision, Administrative Decision or Environmental Decision	\$ 750.00	
Hearing Examiner Review	\$ 1,000.00	

Environmental Review		
Critical Areas Review - for those projects that propose impacts to critical areas, billed at the cost of contract biologist's review	\$ 500.00	\$750
SEPA Environmental Checklist Review and Determination	\$ 1,000.00	
Environmental Impact Statement - includes coordination, review and appeal of draft and final EIS	\$ 3,000.00	\$2500/ deposit plus Time & Materials
Pre-Application Meeting		
Short Plat and Boundary Line Adjustments	\$ 250.00	
All Others	\$ 500.00	
Developer's Extension Agreement for all Binding Site Plans, Short Plats, Preliminary		
Binding Site Plan	\$ 1,800.00	\$1500 plus Time & Materials
Boundary Line Adjustment	\$ 500.00	
Short Plat	\$ 1,400.00	
Preliminary Plat	\$ 4,000.00	
Final Plat, PUD or Binding Site Plan	\$ 500.00	\$1,500
Cottage Housing Development	\$ 1,500.00	
Plat Alteration - Minor Change	\$ 500.00	
Plat Alteration - Major Change	\$ 1,000.00	\$1,500
Plat Vacation	\$ 300.00	
Planned Unit Development	\$ 4,000.00	
Flood Plain Development Permit	\$ 1,500.00	
Shorelines		
Shoreline Substantial Development Permit	\$ 1,000.00	\$2,500
Shoreline Conditional Use Permit	\$ 1,500.00	
Shoreline Variance	\$ 1,500.00	
Variances (except Shoreline)		
Variances (Subdivision, Environmental, Zoning, Flood)	\$ 1,200.00	
Variances Noise	\$ 100.00	
Variances Sign Code	\$ 250.00	
Zoning Compliance Letter	\$ 400.00	
Home Occupation Permits	\$ 250.00	

2022 PARKS/RECREATION & FACILITY RENTALS		
Category	Fees	
Recreation Programs	Cost + 15 % Administrative Fee	
On-Line Registration Fee	\$ 5.00	
Late Registration Fee	\$ 10.00	
Gazebo and/or Barbeque Pit Rental - 5 Hour Block		
Resident - 5 Hour Block	\$ 30.00	
Non-Resident - 5 Hour Block	\$ 60.00	
Non-Profit - Weekend 5 Hour Block	\$ 20.00	
North Park w/o Orting Station		
Resident - 5 Hour Block		
Non-Resident - 5 Hour Block		
Non-Profit - Weekend 5 Hour Block		
Merchandise & Refreshment Sales - Park Permit	\$	(Vendor Park Permit)
Multipurpose P Center (MPC) Facility - Rental Fees		
Resident: M-F - 5 Hour Block	\$ 150.00	\$100
Resident: Weekend - 5 Hour Block	\$ 200.00	\$150
Resident M-F - All Day	\$ 150.00	
Resident Weekend - All Day	\$ 200.00	
Non-Resident M-F - 5 Hour Block	\$ 200.00	\$150
Non-Resident Weekend - 5 Hour Block	\$ 250.00	\$200
Non-Resident M-F - All Day	\$ 200.00	
Non-Resident Weekend - All Day	\$ 250.00	
Non-Profit M-F - 5 Hour Block	\$ 20.00	
Non-Profit Weekend - 5 Hour Block	\$ 100.00	\$50
Non-Profit M-F - All Day	\$ 20.00	
Non-Profit Weekend - All Day	\$ 100.00	
Orting Station - Rental Fees		
Resident - 5 Hour Block	\$ 100.00	\$50
Resident - All Day	\$ 100.00	
Non-Resident - 5 Hour Block	\$ 200.00	\$100
Non-Resident - All Day	\$ 200.00	
Non-Profit - 5 Hour Block	\$ 50.00	\$25
Non-Profit - All Day	\$ 50.00	
Deposits		
Special Event	\$ 200.00	
Gazebo, BBQ, Orting Station	\$ 50.00	

MPC w/ Alcohol Served: Banquet Permit Required	\$	300.00	
MPC Resident	\$	150.00	
MPC Non-Resident	\$	150.00	
MPC Non-Profit	\$	150.00	

Gratzer & Calistoga Parks - Rental Fees (prepped Fields)		Per Hour Rates - Minimum 2 hour charge for all rentals	
Youth Resident	\$	20.00	
Youth Non-Resident	\$	24.00	
Youth Non-Profit	\$	10.00	
Adult Resident	\$	28.00	
Adult Non-Resident	\$	34.00	
Adult Non-Profit	\$	14.00	
Gratzer & Calistoga Parks - Rental Fees w/ Field Prep for Tournaments Rates			
1-Day Resident	\$	300.00	
1-Day Non-Resident	\$	375.00	
1-Day Non-Profit	\$	200.00	
1-Day Holiday Resident	\$	500.00	
1-Day Holiday Non-Resident	\$	585.00	
1-Day Holiday Non-Profit	\$	250.00	
2-Day Resident	\$	600.00	
2-Day Non-Resident	\$	720.00	
2-Day Non-Profit	\$	300.00	
2-Day Holiday Resident	\$	725.00	
2-Day Holiday Non-Resident	\$	875.00	
2-Day Holiday Non-Profit	\$	375.00	
Gratzer & Calistoga Parks - Additional Fees Items			
Game Prep: Dragging, Lining & Bases (per Prep)	\$	25.00	\$35
Portable Mounds (per Day)	\$	25.00	
Deposits Special Events & Additional Fees			
Special Event Permit	\$	200.00	
Vendor Blanket Permit	\$	100.00	
Vendor 1-Day Event Permit	\$	25.00	
City Service: 1 Public Works Employee (per Hour)	\$	50.00	\$75
City Service: 1 Police Officer (per Hour)	\$	75.00	\$85
City Service: 1 Dumpster	\$	20.00	City Cost
City Service: 2 Porta Potties	\$	150.00	City Cost
City Service: Elec/Spider Boxes	\$	50.00	
City Service: Barricades/Cones/Signs	\$	50.00	
City Service: Street Sweep (per Hour)	\$	150.00	
City Service: Portable Trailer Sign (per Trailer, per Day)	\$	50.00	
City Service: Banner at Leber Across Hwy 162	\$	35.00	\$195

City Service: Banner at Key Bank Sign	\$	35.00	
2022 UTILITIES & STREETS			
Category		Fees	
Water Disconnect/Meter Removal Fees			
Residential - Inside City Limits	\$	100.00	
Residential - Outside City Limits	\$	200.00	
Commercial - Inside City Limits	\$	200.00	
Commercial - Outside City Limits	\$	300.00	
Sewer Connect Fees			
Residential - Inside City Limits	\$	100.00	\$200
Residential - Outside City Limits	\$	200.00	\$300
Commercial - Inside City Limits	\$	200.00	\$300
Commercial - Outside City Limits	\$	300.00	\$400
Sewer Disconnect Fees			
Residential - Inside City Limits	\$	100.00	
Residential - Outside City Limits	\$	200.00	
Commercial - Inside City Limits	\$	200.00	
Commercial - Outside City Limits	\$	300.00	
Bulk Water Usage Fees			
Hydrant Permit	\$	100.00	
Hydrant Damage Deposit	\$	1,500.00	
Fee for Opening Hydrant (<i>without permit</i>)		\$200 + cost of water	
Water Hookup Fees (includes meter)			
Inside City Limits	\$	475.00	
Outside City Limits	\$	515.00	
Wastewater Hookup Fees			
Inside City Limits	\$	460.00	
Outside City Limits	\$	506.00	

Backflow/Irrigation Inspection	\$	25.00	
Backflow Inspection	\$	15.00	\$ 30.00
Penalties Late Payment Fees			
Late Payment Fee - 1st Due Date	\$	10.00	
Late Payment Fee - 2nd Due Date before Shut Off	\$	50.00	
Misc. Other Fees			
Meter Padlock Removal Penalty	\$	35.00	
Side Sewer on 2nd 3rd Re-Inspection	\$	75.00	\$100
Final Sewer on 2nd 3rd Re-Inspection	\$	75.00	\$100
Water Availability Letter	\$	50.00	
Water Meter Drop 2nd 3rd Re-Inspection	\$	75.00	\$100
Water Meter Removal	\$	200.00	
After Hours Emergency Water Shut Off (2hr Call Out)	\$	150.00	
Property Inspection (water on/off) - Beyond 1st request for same property	\$	50.00	
Streets Fees			
Street Opening Permit		\$50 + 5% project cost	
Street Sweeping (per Hour)	\$	150.00	
<p align="center">Water, Sewer & Storm Water Monthly Rates: See Utility Rates on website www.cityoforting.org</p>			

**INTERLOCAL AGREEMENT OF
THE ASSOCIATION OF WASHINGTON CITIES
RISK MANAGEMENT SERVICE AGENCY
(AWC-RMSA)**

Effective January 1, 2017

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**INTERLOCAL AGREEMENT:
OF THE ASSOCIATION OF WASHINGTON CITIES
RISK MANAGEMENT SERVICE AGENCY**

PREAMBLE

State law authorizes the formation of pooling organizations to provide insurance, to reduce the amount and frequency of the Members' losses, and to decrease the cost incurred by the Members in the handling and litigation of claims. This Agreement provides for self-insurance pooling and/or the economical purchase of Insurance coverage for Local Governmental Entities. This Agreement is made and entered into in the State of Washington by and among the Members organized and existing under the Constitution or laws of the State of Washington, hereinafter collectively referred to as "Members", and individually as "Member", which are parties signatory to this Agreement.

RECITALS

WHEREAS, Chapter 48.62 RCW provides that two or more local governmental agencies may, by Interlocal Agreement, provide insurance for any purpose by one or more of certain specified methods;

WHEREAS, the Association of Washington Cities, the sponsoring entity, of the Risk Management Service Agency ("Agency"), would like to maintain the long-standing relationship that has been achieved over the years because of the mutual goals of both entities, which is to support all cities and towns in Washington State;

WHEREAS, the Association of Washington Cities as sponsor of the Agency desires to provide its Members, as well as other Local Governmental Entities, the opportunity to jointly self-insure or pool their primary risks to enhance their ability to control their insurance programs and coverages;

WHEREAS, each of the parties to this Agreement desires to join together with the other parties for the purpose of pooling their self-insured losses and jointly purchasing excess insurance and administrative services in connection with a Joint Self-Insurance program for said parties; and

WHEREAS, it appears economically feasible and practical for the parties to this Agreement to do so;

NOW, THEREFORE, in consideration of all of the mutual benefits, covenants and agreements contained herein the parties hereto agree as follows:

**ARTICLE 1
Definitions**

The following definitions shall apply to the provisions of this Agreement:

- 1.1 **"Administrative Agent,"** shall mean the Association of Washington Cities that provides the contracted administrative services for the Agency.
- 1.2 **"Agency"** shall mean the Association of Washington Cities Risk Management Service Agency (RMSA).
- 1.3 **"Agreement"** shall mean the Interlocal Agreement, however amended, among and between the Agency and the Members.

- 1.4 **“Assessment”** shall mean the monies paid by the Members to the Agency.
- 1.5 **“Association”** shall mean the Association of Washington Cities.
- 1.6 **“Board of Directors”** or **“Board”** shall mean the governing body of the Risk Management Service Agency (RMSA) as duly elected by the members of the Agency.
- 1.7 **“Bylaws”** shall mean the document(s) that provides for the governance and operation of the Agency. “Bylaws” mean the Bylaws adopted by the Board of Directors of the Agency and all duly adopted amendments and revisions thereto, however amended.
- 1.8 **“Claim(s)”** means a demand for payment for damages against the Agency arising out of occurrences within the Coverage Agreement; or policy benefit because of the occurrence of an event that includes, but is not limited to, the destruction or damage of property or reputation, bodily injury or death and alleged civil rights violations.
- 1.9 **“Coverage Agreement”** shall mean the coverage document(s) established by the Board of Directors and intended to address the general claim operations of the Agency.
- 1.10 **“Excess insurance”** shall mean that insurance purchased or other financing arrangements made on behalf of the Agency to protect the funds of the Agency against catastrophes or against an unusual frequency of losses during a single year.
- 1.11 **“Fiscal Year”** shall mean that period of 12 months, from January 1 to December 31, which is established as the fiscal year of the Agency.
- 1.12 **“Insurance”** shall mean and include self-insurance through a funded program and/or commercial insurance contract.
- 1.13 **“Interlocal Agreement”** means an Agreement established under the Interlocal Cooperation Act defined in Chapter 39.34 RCW which permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and therefore, to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities.
- 1.14 **“Joint Self-Insurance Program”** means two or more Local Government Entities which have entered into a cooperative risk sharing Agreement subject to regulation under Chapter 48.62 RCW.
- 1.15 **“Local Governmental Entity”** shall mean every unit of local government, both general purpose and special purpose, and shall include, but not be limited to, counties, cities, towns, port districts, public utility districts, water districts, sewer districts, fire protection districts, irrigation districts, metropolitan municipal corporations, conservation districts, and other political subdivisions, governmental subdivisions, municipal corporations, and quasi municipal corporations.
- 1.16 **“Member”** – shall mean any eligible entity which participates in the Agency, pays the annual Assessment and is signatory to the Agency’s Interlocal Agreement.
- 1.17 **“Member Standards”** shall mean the required and advisory standards adopted by the Board of Directors in an effort to provide consistent administrative practices for members, with the goal of reducing property and liability losses.
- 1.18 **“Operating Committee”** shall mean the standing advisory committee to the Board.

- 1.19 **“Reassessment”** shall mean additional monies paid by the Members to the Joint Self-Insurance Program if claims shall exceed assets.
- 1.20 **“Risk Sharing”** means a decision by the Members of a Joint Self Insurance program to jointly absorb certain or specific financial exposures to risks of loss through the creation of a formal program of advance funding of actuarially determined anticipated losses; and/or joint purchase of Insurance or reinsurance as a Member of a Joint Self-Insurance program formed under Chapter 48.62 RCW.
- 1.21 **“Signatory”** or **“Signatories”** shall mean those parties who sign this Agreement, including execution by counterpart, thereby becoming a Member of the Agency bound by the terms of this Agreement.
- 1.22 **“Special Committee”** – shall mean committees of the Agency created by the Board of Directors.

ARTICLE 2
Risk Sharing

- 2.1 This Agreement is entered into by the Members to provide for Joint Self-Insurance pooling and/or the economical purchase of Insurance coverage, risk management services, and property and liability claims administration. Furthermore, the purpose of the Agreement is to reduce the amount and frequency of the Members' losses and to decrease the cost incurred by the Members in the handling and litigation of claims. This purpose shall be accomplished through the exercise of the powers of the Members jointly in the creation of a separate public Agency, the Association of Washington Cities Risk Management Service Agency, to direct and administer a Joint Self-Insurance Program wherein the Members will engage in certain activities, including but not limited to the following:
 - 2.1.1 Risk Sharing
 - 2.1.2 Joint purchase of insurance which may include, but is not limited to Excess and or reinsurance; and
 - 2.1.3 Joint purchase of administrative and other services including:
 - 2.1.3.1 Claims adjusting;
 - 2.1.3.2 Data processing;
 - 2.1.3.3 Risk management consulting;
 - 2.1.3.4 Loss prevention;
 - 2.1.3.5 Legal; and
 - 2.1.3.6 Miscellaneous related services.
- 2.2 It is also the purpose of the Agreement to provide, to the extent permitted by law, for the inclusion at a subsequent date of such additional Local Government Entities organized and existing under the Constitution or laws of the State of Washington as may desire to become parties to this Agreement and Members of the Agency, subject to approval by the Board of Directors.

- 2.3 This Agreement may but is not required to provide, to the extent permitted by law, that the Agency may, at the discretion of its directors, contract with non-member Local Government Entities in the State of Washington.

**Article 3
Agency Offices**

- 3.1 **Principal Executive Office**
The principal executive office for the transaction of business of the Agency shall be located at 1076 Franklin St. SE, Olympia, WA 98501. The Administrative Agent in cooperation with the Board of Directors of the Agency shall have the authority to change the location of the principal executive office from time to time.
- 3.2 **Other Offices**
Other business offices may be at any time be established by the Administrative Agent in cooperation with the Board of Directors of the Agency at any place or places where the Agency is qualified to do business.

**ARTICLE 4
Parties to Agreement**

Each party to this Agreement certifies that it intends to and does contract with all other parties who are Signatories of this Agreement and, in addition, with such other parties as may later be added to and Signatories of this Agreement pursuant to Article 14. Each party to this Agreement also certifies that the deletion of any party from this Agreement, pursuant to Articles 16 and 17, shall not affect this Agreement nor such party's intent to contract as described above with the other parties to the Agreement then remaining.

**ARTICLE 5
Term of Agreement**

This Agreement shall become effective on January 1, 2017, and shall be of unlimited duration, but not less than one year, and will continue unless terminated as hereinafter provided in Article 19.

**ARTICLE 6
Financial Obligations of Agency**

Pursuant to Chapter 48.62 RCW, of the State of Washington, the debts, liabilities, and obligations of the Agency shall not constitute debts, liabilities, or obligations of any Member to this Agreement.

**ARTICLE 7
Powers of the Agency**

- 7.1 Agency shall have the powers provided for by law and is hereby authorized to do all acts necessary for the exercise of said powers, including, but not limited to, any or all of the following:
- 7.1.1 Contract or otherwise provide for risk management, claims administration and loss prevention services;
 - 7.1.2 Contract or otherwise provide legal counsel for the defense of Claims and/or other legal services;
 - 7.1.3 Consult with the Washington State Risk Manager and State Auditor;
 - 7.1.4 Jointly purchase Insurance coverage in such form and amount as the organization's participants may by contract agree;
 - 7.1.5 Incur debts, liabilities, or obligations;

- 7.1.6 Acquire, receive, hold, or dispose of property, funds, services, and other forms of assistance from persons, firms, corporations, and governmental entities;
 - 7.1.7 Sue and be sued in its own name;
 - 7.1.8 Hire employees and agents; and
 - 7.1.9 Exercise all powers necessary and proper to carry out the terms and provisions of this Agreement, or otherwise authorized by law.
- 7.2 Said powers shall be exercised to the terms hereof and in the manner provided by law.

ARTICLE 8

The Board of Directors and their Powers and Responsibilities

- 8.1 The Agency, its funds and service programs shall be administered by a Board of Directors.
- 8.2 **Number of directors**
There shall be seven (7) directors of the Agency, who shall be elected officials representing members of the Agency.
- 8.3 **Acceptance of Appointment by directors**
Each director shall sign a document accepting their appointment as director and agreeing to abide by the terms and provisions of this Agreement and the Bylaws.
- 8.4 **Powers and Responsibilities of the Board of Directors**
The Board of Directors of the Agency shall have the following powers and functions:
 - 8.4.1 The Board shall have the power to review, amend, modify, adopt, override, or reject the Operating Committee's recommendations.
 - 8.4.2 The Board shall review, modify if necessary, and approve the annual operating budget of the Agency.
 - 8.4.3 The Board shall receive and review periodic accountings of all funds of the Agency.
 - 8.4.4 Annually the Board shall review, amend, adopt, or reject the Operating Committee's recommendation of the Assessment, or Reassessment rate to be charged to the Members of the Agency.
 - 8.4.5 The Board may review, modify if necessary, and approve the Coverage Agreement, the Agency's Bylaws, policies and Member Standards.
 - 8.4.6 The Board shall have the power to conduct all business on behalf of the Agency, which the Agency may conduct under the provisions hereof and pursuant to law.
 - 8.4.7 The Board shall determine and select Insurance, necessary to carry out the Joint Self-Insurance Program for the Agency.
 - 8.4.8 The Board shall have authority to contract for or develop various services for the Agency, including, but not limited to, an Administrative Agent, claims adjusting, loss prevention, risk management consulting services, independent actuary services, insurance brokerage services, independent claims auditing services, and legal counsel.

- 8.4.9 The Board shall have such other powers and functions as are provided for in this Agreement, and the Bylaws, which are necessary to implement the purposes of this Agreement, including, but not limited to, the power to authorize contracts.

ARTICLE 9
Operating Committee

The Operating Committee shall consist of nine (9) representatives from Members. All members of the Operating Committee shall be non-elected officials. It is the Board's intent that the Operating Committee is advisory to the Board and/or the Administrative Agent, regarding the operations of the Agency.

ARTICLE 10
Coverage

- 10.1 The type and limits of the Insurance coverage provided for Members by the Agency shall be established by the Board of Directors.
- 10.2 The Board may approve purchase of additional types or limits of coverage for Members interested in obtaining additional types or limits of coverage at additional cost to those Members. Such additional cost may include an administrative fee for the Agency's services.
- 10.3 The Board may arrange for the purchase of any other Insurance or services deemed necessary to protect the Agency or funds held by the Agency against catastrophe.

ARTICLE 11
Bond Requirements

The Board may require that the Administrative Agent authorized to disburse funds of the Agency, provide a fidelity bond in the amount as set by the Board, and provide that such bond be paid by the Agency.

ARTICLE 12
Responsibility of the Agency

The Agency shall perform the following functions in discharging its responsibilities under this Agreement:

- 12.1 Provide Insurance coverage as deemed necessary, including but not limited to a self-insurance fund and commercial insurance, as well as excess coverage or reinsurance, and other insurance. Such insurance, to be arranged by negotiation or bid, and/or purchase, as necessary;
- 12.2 Assist each Member's designated risk manager with the implementation of the risk management functions within the Member entity;
- 12.3 Provide loss prevention consulting services to Members as required;
- 12.4 Provide Claim adjusting and subrogation services for Claims covered by the Agency's Coverage Agreement;
- 12.5 Provide loss analysis by the use of statistical studies, data processing, and record and file-keeping services, to identify high exposure operations and to evaluate proper levels of self-retention and deductibles;
- 12.6 Assist Members, as requested, with review of their contracts to determine sufficiency of indemnity and insurance provisions;

- 12.7 Conduct risk management audits to review the participation of each Member in the program. The audit shall be performed by appointed Agency staff or, at the discretion of the Administrative Agent, and/or an independent auditor may be retained by contract to conduct the audits;
- 12.8 Provide for the defense of any civil action or proceeding brought against any officer, employee, Board member, or other agent of the Agency, in their official or individual capacity or both, on account of an act or omission within the scope of their agency as an agent of the Agency;
- 12.9 Abide by the rules and regulations as stated or hereinafter amended of RCW Chapter 48.62 and WAC 200-100; and
- 12.10 The Agency shall have such other responsibilities as deemed necessary by the Board of Directors in order to carry out the purposes of the Agreement.

ARTICLE 13
Responsibilities of Members

Members shall have the following responsibilities:

- 13.1 All Members must maintain membership in the Association of Washington Cities.
- 13.2 Each Member shall appoint an employee of the member entity to be responsible for the risk management function within that member entity and to serve as a liaison between the Member and the Agency.
- 13.3 Each Member shall implement a risk management policy which shall include implementing loss prevention recommendations, and complying with the Member Standards.
- 13.4 Each Member shall be responsible for payment of any Member-elected deductible, and/or appropriate deductible associated with the Member Standards.
- 13.5 Each Member shall promptly pay its Assessment, Reassessment, and any readjusted amount promptly to the Agency when due. After withdrawal or termination, each Member shall pay promptly to the Agency its share of any Reassessment and accrued interest at a rate determined by the Board, when and if required of it by the Board.
- 13.6 Each Member shall provide the Agency with such other information or assistance as may be necessary for the Agency to carry out the provisions of this Agreement.
- 13.7 Each Member shall in any and all ways cooperate with and assist the Agency, and any insurer of the Agency, in all matters relating to this Agreement and covered losses, and will comply with all Bylaws, policies, procedures and Member Standards as adopted or amended by the Board of Directors.
- 13.8 All members shall cooperate with the Agency and assist with any investigations, settlement discussions, defense or prosecution of suits, and cooperate and assist the Agency in enforcing any right of contribution, indemnity, or subrogation in which the Agency may have an interest by virtue of a payment made pursuant to the Bylaws, this Agreement, or the Coverage Agreement. Members shall also assist the Agency and attend hearings and trials as well as secure and give evidence and obtain the attendance of witnesses. Further, the members shall undertake appropriate due diligence and concur in exercising all things reasonably practicable to avoid or diminish any loss of or damage to the property insured under this agreement.

ARTICLE 14
New Members

- 14.1 Additional Members shall be permitted to become Signatories to this Agreement. All potential members to the Agency must be members of the Association of Washington Cities or become members prior to acceptance into the Agency. The Agency shall allow entry into the program of new members approved by the Board of Directors at such time during the year as the Board deems appropriate.
- 14.2 Members entering under this Article may be required to pay their share of expenses as determined by the Board, including those necessary to analyze their loss data and determine their Assessment.

ARTICLE 15
Defense of Agents

- 15.1 For purposes of this article, "agent" means any person who is or was: a director, an Operating Committee member, a Special Committee member, an officer, or an agent acting on behalf of the Agency or Administrative Agent.
- 15.2 The Agency shall provide for the defense of any agents and paying of any valid judgments and claims brought against any such agent arising from their actions or conduct in their official or individual capacity or both, on account of an act or omission within the scope of their responsibility; provided, however, this section shall not apply to those occurrences covered by an Agency policy of liability insurance or if the claim or judgment results from the intentional misconduct of said agent.

ARTICLE 16
Withdrawal

- 16.1 A Member signing this Agreement may not withdraw as a party to this Agreement and as a Member of the Agency for a one-year period commencing on the date said Member signs the Agreement.
- 16.1.1 After the initial one-year non-cancellable commitment provided pursuant to this Agreement, a Member may withdraw only at the end of the Agency's Fiscal Year, provided the Member has given the Agency a minimum of 12-month written notice of its intent to withdraw from this Agency.
- 16.2 A Member shall be entitled to withdraw from the Agency where the Member presents to the Board of Directors evidence demonstrating a material breach of contract by the Agency as regards its obligations to the Member. The Member shall be allowed to withdraw from the agency within ninety (90) days of any finding by the Board of Directors that a material breach of contract by the Agency has occurred. The withdrawal of any Member under the conditions identified here shall not however free it from any and all requirements made of any withdrawing Member.
- 16.3 No Member withdrawing from the agency shall be entitled to payment or return of any Assessment, Reassessment, contributions or monies contributed to the Agency or to the distribution of any assets of the Agency.

ARTICLE 17
Termination by Agency

- 17.1 The Agency shall have the right to terminate any Member's participation in the Agreement upon a motion approved by a vote of 66% or more of the entire Board of Directors. Prior to taking action on such a motion, the Board may, but is not required to, request that the Operating Committee review and make recommendations to the Board on any allegation giving rise to the request to

terminate, including but not limited to failure to: comply with a written condition, disregard of risk management recommendations or Member Standards, noncompliance with any provision of this Agreement, and/or the Bylaws of the Agency.

- 17.2 Any Member so terminated from the Agency, shall be given at least one hundred eighty (180) days notice prior to the effective date of the termination. Any Member so terminated shall have a period of up to six (6) months coverage under the terms of this Agreement, or may affect alternate insurance or self-insurance arrangements if it so desires. Upon written receipt of confirmation from the terminating Member that the terminating Member has in force valid insurance or membership in another risk sharing pool, the effective date of the termination may be adjusted by the Agency. Any Member so terminated shall be treated as if it had voluntarily withdrawn.
- 17.3 Upon termination from this Agreement, a Member shall not be entitled to payment or return of any Assessment, Reassessment, contributions or monies contributed to the Agency or to the distribution of any assets of the Agency.

ARTICLE 18

Effect of Withdrawal or Termination

- 18.1 The withdrawal of any Member from this Agreement shall not terminate the same for purposes of continuing to comply with all conditions and requirements of the Agreement, and survives the withdrawal or termination of any Member.
- 18.2 No Member by withdrawing or terminating from the Agreement shall be entitled to payment or return of any Assessment, Reassessment, consideration of property paid, or donated by the Member to the Agency, or to any distribution of assets.
- 18.3 The withdrawal or termination of any Member shall not cease its responsibility to contribute its share or Assessment, Reassessment, or funds to any fund or Joint Self-Insurance program created by the Agency until all Claims, or other unpaid liabilities, covering the period the Member was Signatory hereto have been finally resolved and a determination of the final amount of payments due by the Member or credits to the Member for the period of its membership has been made by the Board of Directors. In connection with this determination, the Board may exercise similar powers to those provided for in Article 17, *Termination by Agency*, of this Agreement.
- 18.4 The withdrawn or terminated Member shall be responsible for any applicable deductible that would have been applied related to a claim the same as if the Member was still in good standing with the Agency.
- 18.5 Any withdrawn or terminated Member may not be permitted to rejoin the Agency, or allowed to submit an application to rejoin the Agency for a period of three (3) years after the effective date of the Member's withdrawal or termination without Board approval.

ARTICLE 19

Termination and Distribution

- 19.1 This Agreement may be terminated at any time by the written consent of three-fourths (75%) of the Members, provided, however, that this Agreement and Agency shall continue to exist for the purpose of paying all debts and liabilities, disposing of all Claims, distributing net assets, and otherwise liquidating the affairs of the Agency. The Board of Directors is vested with all powers of the Agency during such liquidation, including the power to require Members, including those who were Members at the time the claim arose or at the time the loss was incurred, to pay their share of any additional amount of Reassessment deemed necessary by the Board for final disposition

of all Claims, losses, and liabilities covered by this Agreement. Such additional Reassessment shall be determined and thereafter adjusted, if necessary.

- 19.2 Upon termination of this Agreement, all assets of the Agency shall be distributed only among the parties that are Members in good standing of the Agency on the date of termination of this Agreement. The assets shall be distributed in accordance with and proportionate to their Assessment, Reassessment and property contributions made during the term of this Agreement. The Board shall determine such distribution within six (6) months after the last pending claim or loss covered by this Agreement has been finally disposed of.
- 19.3 The Board is vested with all powers of the Agency for the purpose of liquidating and dissolving the business affairs of the Agency. These powers shall include the power to require Members, including those which were Members at the time the claim arose or at the time the loss was incurred, to pay their share of any additional amount of assessment deemed necessary by the Board for final disposition of all Claims and losses covered by this Agreement. A Member's share of such additional assessment shall be determined on the same basis as that provided for annual assessments, and shall be treated as if it were the next year's annual assessment for that Member.

ARTICLE 20

Bylaws, Policy, Procedures and Member Standards

The Board may adopt Agency Bylaws, policies, procedures, and Member Standards or other documents that govern the day-to-day operations of the Agency. Each Member shall have access in electronic or written format.

ARTICLE 21

Notices

Notices to Members hereunder shall be sufficient if mailed to the last address, or electronic mail, provided to the Agency by the respective Member. Postal mail will be deemed received three (3) days after mailing.

ARTICLE 22

Amendment

This Agreement may be amended at any time by the written approval of the majority of all Members of the Agency. Amendments to the Agreement shall be adopted by ordinance or resolution of the governing board or council of each Member, signed by an authorized representative of each member, and a copy returned to the Agency

ARTICLE 23

Enforcement

The Agency is hereby granted the authority to enforce this Agreement. In the event action is instituted to enforce any term of this Agreement or any term of the Bylaws against any City Member which signed this Agreement, the substantially prevailing party in such dispute shall be entitled to its costs and reasonable attorney's fees.

ARTICLE 24

Prohibition Against Assignment

No Member may assign any right, claim, or interest it may have under this Agreement, except to a successor entity following reorganization. No creditor, assignee, or third-party beneficiary of any Member shall have any right, claim, or title to any part, share, interest, fund, assessment, or asset of the Agency. Should any participating Member reorganize in accordance with the statutes of the State of Washington, the successor in interest, or successors in interest, may be substituted as a Member upon approval by the Board.

**ARTICLE 25
Severability**

In the event that any article, provision, clause, or other part of this Agreement should be held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability with respect to other articles, clauses applications, or occurrences, and this Agreement is expressly declared to be severable.

**ARTICLE 26
Agreement Complete**

The foregoing constitutes the full and complete Agreement of the parties. There are no oral understandings or agreements not set forth in writing herein.

**ARTICLE 27
Conflicts**

In the event of a conflict between this Agreement and the adopted Bylaws, policies, procedures, or the Member Standards, this Agreement shall take precedence."

**Article 28
Supersession**

This Agreement supersedes and replaces all prior Interlocal Agreements and amendments thereto pertaining to the Agency."

**Article 29
Signature in Counterparts**

This Agreement may be executed in any number of Counterparts and each of such Counterparts shall for all purposes constitute one Agreement, binding on all Members, notwithstanding that all Members are not Signatories to the same Counterpart. All references herein to this Agreement are deemed to refer to all such Counterparts.

**Article 30
Section Headings**

The section headings in this Agreement are inserted for convenience only and are not intended to be used in the interpretation of the contents of the sections they identify and introduce.

**Article 31
Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**Article 32
Time**

Time is of the essence in this Agreement and each and every provision hereof.

**ARTICLE 33
Authorization of Signature**

Each Member signing this Agreement has passed the required Ordinance or Resolution authorizing and approving this Agreement, a copy of which Ordinance or Resolution is attached hereto.

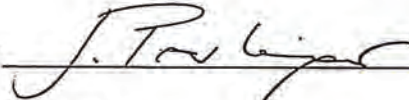
IN WITNESS WHEREOF, the parties hereto have executed this Agreement by authorized officials thereof.

Association of Washington Cities (AWC)
Risk Management Service Agency (RMSA)

By 
Peter King, AWC CEO

Date 9/14/16

THE CITY OF ORTING
(Member Name)

By 

J. PESTINGER, Mayor
(Printed name)

Date 10/13/16

RESOLUTION NO. 2429

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PUYALLUP, WASHINGTON, authorizing the City Manager to sign an interlocal agreement between the cities/town of Bonney Lake, Buckley, Carbonado, Orting, ~~South Prairie~~, Sumner and Wilkeson for the provision of emergency management services by the City of Puyallup

WHEREAS, the Cities and Towns of Bonney Lake, Buckley, Carbonado, Orting, Puyallup, ~~South Prairie~~, Sumner and Wilkeson have the power, authority and responsibility under Washington law to provide emergency management services within their respective boundaries; and

WHEREAS, the City of Puyallup has a fully functional Emergency Management program and trained personnel capable to conduct a full range of emergency management services; and

WHEREAS, Bonney Lake, Buckley, Carbonado, Orting, Puyallup, ~~South Prairie~~, Sumner and Wilkeson wish to fully cooperate and coordinate emergency management activities that will avoid unnecessary duplication in exchange for the agreed upon compensation; and

WHEREAS, upon adoption of this Interlocal Agreement, the City of Puyallup will provide the identifies services in exchange for the agreed upon compensation; and

WHEREAS, such agreements are specifically authorized by the Interlocal Cooperation Act of Chapter 39.34 of the Revised Code of Washington.

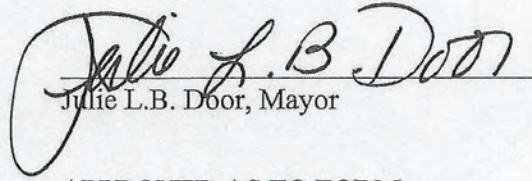
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PUYALLUP, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Authorization. The City Manager is hereby authorized to sign an Interlocal Agreement with the participating cities and towns in substantially the same form as attached in Exhibit A.

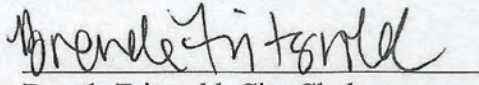
Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

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

PASSED BY THE CITY COUNCIL this 26th day of January 2021.


Julie L.B. Door, Mayor

ATTEST/AUTHENTICATED:


Brenda Fritsvold, City Clerk

APPROVED AS TO FORM:

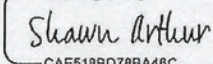
DocuSigned by:

CAE518BD78BA48C...
Shawn Arthur, Deputy City Attorney

Exhibit A

INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BONNEY LAKE, BUCKLEY, ORTING, SUMNER, AND PUYALLUP AND THE TOWNS OF CARBONADO, SOUTH PRAIRIE AND WILKESON.

THIS AGREEMENT is made and entered into by and between the City of Bonney Lake, City of Buckley, Town of Carbonado, City of Orting, ~~Town of South Prairie~~, City of Sumner, Town of Wilkeson and the City of Puyallup. Each of the entities are municipal corporations, and authorized by the Interlocal Cooperation Act of Chapter 39.34 of the Revised Code of Washington to enter into such agreement.

WHEREAS, the enumerated cities and towns have power, authority and responsibility to provide emergency management services within their respective boundaries; and

WHEREAS, the City of Puyallup has a fully functional Emergency Management program and trained personnel capable of conducting a full range of emergency management functions; and

WHEREAS, the enumerated cities and towns wish to cooperate and coordinate activities that will avoid unnecessary duplication of efforts and expenditures for emergency management services.

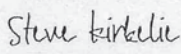
NOW, THEREFORE, in consideration of the terms and provisions herein, IT IS AGREED by and between enumerated cities and towns as follows:

1. Emergency Management Personnel.
 - a. The City of Puyallup shall retain and manage a consultant who will collaborate with the other parties to the agreement (hereinafter "Parties"), pursuant to a schedule that is mutually agreeable between the parties, to provide the emergency management services outlined in this agreement.
 - b. The City of Puyallup may hire or provide additional staff to assist in providing the identified emergency management services, if unanimously agreed to by all Parties.
2. The City of Puyallup shall provide, within the capacity of the consultant to provide the services, emergency management services to the Parties as follows:
 - a. Update and present to the State Emergency Management Division (EMD) the City of Puyallup's and the Parties Comprehensive Emergency Management Plan (CEMP) as a coordinated document combining Emergency Support Functions (ESF) where applicable to all of the Parties, and augmenting ESFs for individual cities based on specific identified hazards.
 - b. Coordinate and assist the Parties with the operational planning for emergency operations centers (EOC), evacuation, mass care and sheltering and such other operational plans as agreed to by a majority of the Joint Board (See 4 below).
 - c. Coordinate and arrange for joint emergency management training for the Parties including but not limited to EOC operations with section specific training such as planning, operations, logistics and finance, as well as, mass care and sheltering, evacuation management and operations; the combined and such other

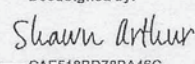
5. Duration and Termination. This agreement shall renew annually. Individual parties who wish to withdraw from the agreement must provide written notice of the intent to withdraw no later than October 30 of the current calendar year. Notice must be provided to each of the Joint Board representatives of the other parties. Upon withdrawal of any party except the City of Puyallup, the other parties may elect to continue this Agreement without the withdrawing party. Withdrawal by the City of Puyallup shall terminate this Agreement.
6. Cooperation. The participating cities and towns shall cooperate to implement and carry out the terms and provisions of this agreement.
7. No discrimination. Each of the cities and towns, for itself, its heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree that it will comply with pertinent statutes, executive orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or presence of any sensory, mental or physical handicap be discriminated against or receive discriminatory treatment by reason thereof.
8. Payment. The following provisions for payment of the participating cities and towns shall apply:
 - a. The reasonable costs associated with the management and oversight of this Interlocal Agreement, plus all necessary office space and provision of equipment, vehicles, insurance, etc. necessary to support the provisions of the agreement shall be paid by the City of Puyallup.
 - b. The reasonable costs of the consultant, shall be paid by the Parties, excluding the City of Puyallup, proportionately on the basis of population as determined by the April 2020 estimate of population by the WA State Office of Financial Management (OFM), and as adjusted by OFM annually hereafter.
 - c. The Parties agree to reimburse the City of Puyallup for unanticipated and reasonable expenses not identified above that the Joint Board agrees are necessary to execute the provisions of the agreement. Reimbursement shall be on a monthly basis upon receipt of invoice and payable to the City of Puyallup. The Parties shall share the cost on the same basis as provided above in paragraph 8b.
 - d. Should any Party withdraw from this Agreement, the percentage reimbursement shares of the other Parties shall be adjusted on the basis of 8b above so long as the Interlocal Agreement is in effect.
9. Miscellaneous Terms.
 - a. This Agreement shall be deemed to be made and construed in accordance with the laws of the State of Washington; jurisdiction and venue for any action arising out of this Agreement shall be in Pierce County, Washington.

- b. No separate legal entity is created hereby, as each of the parties is contracting in its capacity as a municipal corporation of the State of Washington. The identity of the parties hereto are as set forth hereinabove.
- c. The performances of the parties provided hereby shall be done in accordance with standard operating procedures and customary practices of the parties.
- d. For purposes of the Public Records Act, the public records generated with this agreement shall be the responsibility of the individual cities and towns generating them. No entity has a responsibility to maintain records on behalf of another participating city or town as the result of being a signatory to this Interlocal Agreement.
- e. Unless otherwise specifically provided herein, personal property and any real property to be held in connection herewith, if applicable, shall be held as the separate property of the party or parties in whose name(s) the property is/was acquired.
- f. No provision of this Agreement shall relieve any party of its public agency obligations and/or responsibilities imposed by law.
- g. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held to be invalid or unenforceable by a final decision of any court having jurisdiction on the matter, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect, unless such court determines that such invalidity or unenforceability materially interferes with or defeats the purposes hereof, at which time any party shall have the right to terminate the Agreement.
- h. This Agreement constitutes the entire agreement between the parties. There are no terms, obligations, covenant or conditions other than those contained herein. No modifications or amendments of this Agreement shall be valid or effective unless evidenced by an agreement in writing signed by both parties.

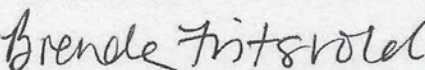
IN WITNESS THEREOF, the parties acting in their official capacities have hereby executed this Agreement by affixing thereto the signatures of the proper officers on the date indicated.

DocuSigned by:

 3E28419FE1D84A5...

Steve Kirkelie
City Manager
City of Puyallup

Approved as to form: 
 CAE518BD78BA48C...
 Shawn Arthur, Deputy City Attorney

For: City of Bonney Lake

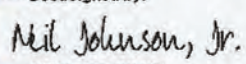
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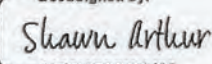
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- h. This Agreement constitutes the entire agreement between the parties. There are no terms, obligations, covenant or conditions other than those contained herein. No modifications or amendments of this Agreement shall be valid or effective unless evidenced by an agreement in writing signed by both parties.

IN WITNESS THEREOF, the parties acting in their official capacities have hereby executed this Agreement by affixing thereto the signatures of the proper officers on the date indicated.

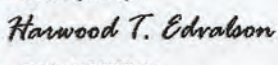
DocuSigned by:

 3E28419FE1D84A5...
 Steve Kirkelie
 City Manager
 City of Puyallup

DocuSigned by:

 20583FB9C281400...
 Neil Johnson
 Mayor
 For: City of Bonney Lake

Approved as to form: 
 CAE518BD78BA46C...
 Shawn Arthur, Deputy City Attorney

Attest: 

DocuSigned by:

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ILA - Emergency Management

Patricia Johnson
For: City of Buckley
Mayor

Kevin Vesey
For: Carbonado
Mayor

Attest: *Breeze Perreault*
For: City of Orting

Attest: *Sandi Carlson*
For: Town of South Prairie

Attest:

Attest:

For: City of Sumner

For: Town of Wilkeson

Attest:

Jeff Sellers
Attest: *Jeff W Sellers*
Mayor

For: City of Buckley

For: Carbonado

Attest:

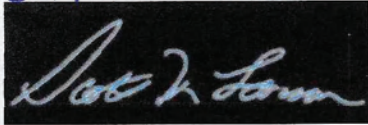
Attest:

For: City of Orting

For: Town of South Prairie

Scott Larson
City Administrator

Attest:



Attest:

For: City of Sumner

For: Town of Wilkeson

Attest:

Attest:

ILA – Emergency Management

For: City of Buckley

For: Carbonado

Attest:

Attest:

For: City of Orting

For: Town of South Prairie

Attest:

Attest:

For: City of Sumner

DocuSigned by:
William L. Pugh
85C9B3CE54AB46F...

For: Town of Wilkeson

DocuSigned by:
Michelle Converse
98A22DE678404D1...

Attest:

Jurisdiction	OFM Population Estimates (as of April 1, 2020)	% of Total Population w/o Puyallup	New Position Cost	Share of New Position Cost	Share of approx. \$25K EMPG Funds	Annual Cost of New Position with EMPG Funds Considered
Bonney Lake	21,390	45.9%	\$80,300	\$36,823.18	\$11,464.25	\$25,358.92
Buckley	5080	10.89%	\$80,300	\$8,745.29	\$2,722.69	\$6,022.60
Carbonado	685	1.47%	\$80,300	\$1,179.24	\$367.13	\$812.10
Orting	8635	18.51%	\$80,300	\$14,865.27	\$4,628.04	\$10,237.23
Puyallup	42,700	N/A	N/A	N/A	N/A	N/A
Sumner	10,360	22.21%	\$80,300	\$17,834.88	\$5,552.58	\$12,282.30
Wilkeson	495	1.06%	\$80,300	\$852.15	\$265.30	\$586.85
Total Population	89,345	100%		\$80,300	\$25,000.00	\$55,300.00
Total Population without Puyallup	46,645					

CITY OF ORTING

REQUEST FOR PROPOSALS Digital Message Display Signs

PROJECT SCOPE: The City of Orting is accepting proposals from qualified sign manufacturers for a double sided Digital Message Display Signs to be located near the intersection of WA HWY 162 and Williams Boulevard. There is an existing analog double sided reader board with a foundation and the City of Orting will be responsible for providing power to the location. The sign vender will be responsible for manufacturing and final installation of the sign into a case that meets the City's architectural design requirements and the testing of the Digital Message Display.

BACKGROUND ON THE CITY OF ORTING: The City of Orting, Washington is located east of Tacoma near Mt. Rainier. It has a population of approximately 9,000. The City of Orting employs 40 full-time employees and additional seasonal staff.

BACKGROUND ON THIS PROJECT: The City of Orting is seeking an encased type digital message display signs to be installed near the north entrance to the city. These signs will be used for communicating messages about a variety of events and are also intended for providing communications to the public during emergency situations. Operation of the signs is to be web based.

MINIMUM SPECIFICATIONS:

- Each display shall be approximately 4 by 8 foot landscape arrangement.
- Each sign will be capable of displaying an off white background with dark block lettering
- Communication to signs should be through both WIFI and cellular data.
- The signs shall not produce glare to adjacent properties and shall automatically dim the intensity of lights during hours of darkness
- Each sign will have the ability to adjust for ambient lighting
- Each sign will have the capability to have independent messages
- The electronic reader board does not change text and/or images at a rate less than one every seven seconds and shall be readily legible given the text size and speed limit of the adjacent right-of-way
- Submit as built of the sign specifications and design drawings shall be submitted to Orting upon completion of the project.
- Training of city staff is to be included in the proposal schedule and pricing.

TENTATIVE SCHEDULE OF EVENTS:

RFP issued	May 3, 2010
Pre-Proposal Meeting	May 6
End of question period	May 12
Proposals due	May 17
Proposals evaluated	May 17-21
Decision to Award	May 24
Contract awarded	June 1

QUESTIONS REGARDING THIS RFP: ALL questions must be submitted in writing (Email will suffice) to the City Administrator. Questions and answers will be forwarded to all proposing suppliers who provide contact information. In order to make information available to all proposing suppliers, no questions will be entertained after **May 12**.

CITY ADMINISTRATOR:

Scott Larson
City of Orting
Phone: (360) 893-9006
E-mail: slarson@cityoforting.org

DISTRIBUTION OF RFP DOCUMENT AND ADDENDA: This RFP can be downloaded directly from the City of Orting's website at www.cityoforting.org. Those who wish to automatically receive any addenda or a notice of cancellation should provide contact information by emailing Scott Larson, City Administrator, at slarson@cityoforting.org. Those who choose not to submit contact information will be solely responsible for monitoring the City's website for any addenda or a notice of cancellation.

PROPOSAL PREPARATION: Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

SUBMISSION OF PROPOSALS: A sealed proposal package must be submitted no later than **4:00 pm on May 17, 2010**. The City will accept both mailed and hand delivered proposals:

If Hand Delivered:	If Mailed:
City of Orting Attn: Scott Larson Reader Board RFP 104 Bridge St. S Orting, WA 98360	City of Orting Attn: Scott Larson Reader Board RFP PO Box 1863 Orting, WA 98360

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 4:00 pm** on the due date. Proposals received after the deadline will be returned to the supplier unopened.

CONTENT OF PROPOSALS: At a minimum, all proposals should contain:

- Pricing to include delivery, installation, communications, testing, permitting and training.
- Delivery time after acceptance of proposal.

- Proposed schedule (permitting process, installation and testing).
- Proposed design.
- **Checklist of RFP Minimum Specifications**
- Completed Statement of Supplier's Qualifications with references. (All references should be for work done on the supplier's most recent projects with a similar scope of work.)
- Completed Noncollusion Affidavit.

EVALUATION PROCEDURES: Proposals will be evaluated by a panel of City personnel consisting of City Administrator, Finance Director and Council Member(s). After an initial review of the proposals, the City's evaluators may select finalists to meet with the panel to discuss their proposals.

It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluators will consider how well the supplier's proposed solutions meet the needs of the City.

The City of Orting reserves the right to reject any or all proposals and to waive informalities or irregularities with respect thereto.

CONTRACT: The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted proposal, **the purchase order issued by the City** and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

COMPLIANCE WITH LAWS: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

NONCOLLUSION: The supplier must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Request for Proposals. Supplier is to complete the attached Noncollusion affidavit and submit it with the proposal.

PAYMENT TERMS: Net 30 days after delivery and receipt of invoice. In the event that the manufacturer requires a deposit, the City will require a performance and payment bond.

PREVAILING WAGES: Prevailing wages apply to all aspects of this proposal (design, artwork and installation).

FREIGHT TERMS: Quoted price is to include delivery to each specific sign destination and includes in-site installation and testing of message displays.

**CITY OF ORTING REQUEST FOR PROPOSAL
DIGITAL MESSAGE DISPLAY SIGNS
STATEMENT OF SUPPLIER'S QUALIFICATIONS**

Each supplier shall prepare and submit the following data along with their proposal.

1. Company: _____
2. Business Address:

3. Business Phone: _____ Fax: _____
4. How many years have you been engaged in business under the present firm name? _____
5. List recent projects completed by your company, including contracting agency type of work and approximate cost: (Provide at least three contract references with phone numbers.)
 - (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
 - (5) _____
6. Bank references: _____
7. State of Washington Registration No.: _____
8. Federal IRS Identification No.: _____
9. I certify that other contracts now in progress or hereafter obtained will not interfere with timely performance of services to the City of Orting should I become the successful bidder.

Authorized Signature: _____

Print Name: _____

Title: _____ Date: _____

Return this form with your proposal by 4:00 pm on March 19, 2010

**NONCOLLUSION AFFIDAVIT
RFP FOR DIGITAL MESSAGE DISPLAY SIGNS**

STATE OF WASHINGTON)
) SS
COUNTY OF Pierce)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Owner for consideration in the award of a contract on the improvements described as follows for the City of Orting:

Primary supplier of monument digital display signs

FIRM NAME

AUTHORIZED SIGNATURE

Sworn to before me, this _____ day of _____, 2021.

Notary Public
in and for the State of Washington
Residing at _____

My Commission Expires

2022 Grant Requests	2021 Grant Awarded	2020 Revenue	*15% of Revenue	2022 request
Orting Food Bank	\$3,000.00	\$1,341,782.00	\$201,267.30	\$3,000.00
Opportunity Center of Orting	\$9,000.00	\$64,673.77	\$9,701.07	\$12,300.00
Orting Chamber of Commerce	\$5,000.00	\$7,455.45	\$1,118.32	\$10,000.00
Orting Valley Farmers Market	\$3,000.00	No Income Stmt	No Income Stmt	\$6,000.00
Recovery Café Orting	\$10,000.00	\$327,868.46	\$49,180.27	\$15,000.00
Orting Senior Center	\$10,000.00	\$227,455.96	\$34,118.40	\$15,000.00
	\$40,000.00			\$61,300.00
* Maximum grant amount based on approved grant policy				



CITY OF ORTING

Grant Policy

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

Section I. Baseline Criteria for receiving grant funding.

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

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

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

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

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

Section II. Process for seeking Grant:

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

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

Section III. Funding Levels.

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

<u>Year</u>	Maximum Percent of Recipient's Prior Year's Revenue
1 st	At Council's Discretion
2 nd	20%
3 rd	15%
4 th	10%
5 th	5%
6+	No more than 5% of recipient's prior year's revenue

Section IV. Grants of Facilities

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

Section V. Insurance & Indemnity Requirements for City Grant.

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

1. Indemnification / Hold Harmless

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

2. Insurance

A. Insurance Term

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

B. No Limitation

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

C. Required Insurance

User's required insurance shall be as follows:

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

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

D. City of Orting Full Availability of User Limits

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

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

E. Certificate of Insurance and Acceptability of Insurers

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

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



Grant Application-2021

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

FOR CITY CLERK USE ONLY:

Name of Organization: Orting Food Bank UBI #: 602-701-449
Contact Person's Name and Title: Stephanie Lathrop, President
Mailing Address: PO Box 1877, Orting, WA 98360-1877
Phone: 360-561-0062 Email Address: stephanie.lathrop@emsh.com
360-893-0095 orting food bank@yahoo.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 21st, 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. (may be provided after approval)
- 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, and approved by the City Council, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Stephanie Lathrop 8/19/21
Signature of Authorized Representative of Applicant Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk 104 Bridge St S., PO Box 489, Orting, WA 98360
clerk@cityoforting.org - (360) 893-9008



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

August 19, 2021

We are requesting a grant of \$3000.00 from the City of Orting for the 2022 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 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.
- Orting Food Bank will maintain records of customers whose bills have been paid out of this grant.

Orting Food Bank serves over 400 families a month in our community with emergency food assistance. We accept 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,

A handwritten signature in black ink that reads "Stephanie Lathrop".

Stephanie Lathrop
President, Orting Food Bank

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



Financial Statements

December 31, 2020 and 2019

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BATTERSHELL & NICHOLS
A PROFESSIONAL SERVICE CORPORATION

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

Management is responsible for the accompanying financial statements of Orting Food Bank (the Organization) which comprise the statements of financial position as of December 31, 2020 and 2019, the related statements of activities, functional expenses, 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. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

Battershell & Nichols

Puyallup, Washington
March 16, 2021

Orting Food Bank
Statements of Financial Position
December 31, 2020 and 2019

	2020	2019
Assets		
Current Assets		
Cash	\$ 232,899	\$ 76,779
Food inventory	<u>75,357</u>	<u>90,617</u>
Total Current Assets	<u>308,256</u>	<u>167,396</u>
Property and Equipment		
Furniture and equipment	145,923	110,492
Buildings	388,890	388,890
Land	<u>68,378</u>	<u>68,378</u>
	603,191	567,760
Accumulated depreciation	<u>(180,579)</u>	<u>(152,905)</u>
Total Property and Equipment	<u>422,612</u>	<u>414,855</u>
Total Assets	<u>\$ 730,868</u>	<u>\$ 582,251</u>
Liabilities and Net Assets		
Current Liabilities		
Accrued payroll and taxes	<u>\$ 1,419</u>	<u>\$ 657</u>
Total Current Liabilities	<u>1,419</u>	<u>657</u>
Net Assets		
Without Donor Restrictions:		
Undesignated	<u>729,449</u>	<u>581,594</u>
Total Net Assets	<u>729,449</u>	<u>581,594</u>
Total Liabilities and Net Assets	<u>\$ 730,868</u>	<u>\$ 582,251</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statements of Activities
For the Years Ended December 31, 2020 and 2019

	2020	2019
Changes in Net Assets Without Donor Restrictions		
Revenue and Support		
General contributions	\$ 306,674	\$ 45,856
Noncash contributions of food	979,360	880,390
Fundraising income	5,908	47,583
Interest income	396	835
Other income	9,765	0
Total Revenue and Support	<u>1,302,103</u>	<u>974,664</u>
Net assets released from restrictions	<u>39,679</u>	<u>15,255</u>
Total Revenue, Gains, and Other Support Without Donor Restrictions	<u>1,341,782</u>	<u>989,919</u>
Expenses		
Program	1,102,521	946,382
General and Administration	27,407	30,324
Facilities	60,763	14,793
Fundraising	3,236	12,448
Total Expenses	<u>1,193,927</u>	<u>1,003,947</u>
Increase (Decrease) in Net Assets Without Donor Restrictions	<u>147,855</u>	<u>(14,028)</u>
Changes in Net Assets With Donor Restrictions		
Temporarily restricted contributions	39,679	15,255
Net assets released from restrictions	<u>(39,679)</u>	<u>(15,255)</u>
Increase in Net Assets With Donor Restrictions	<u>0</u>	<u>0</u>
Increase (Decrease) in Net Assets	147,855	(14,028)
Net Assets, Beginning of Year	<u>581,594</u>	<u>595,622</u>
Net Assets, End of Year	<u>\$ 729,449</u>	<u>\$ 581,594</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statement of Functional Expenses

For the Year Ended December 31, 2020

	TOTAL	Program Services	Support Services			Total Support Services
		Total Program Services	General and Administration	Facilities	Fundraising	
Food	\$ 1,036,887	\$ 1,036,887	\$	\$	\$	\$
General expenses	71,194	1,659	15,267	51,032	3,236	69,535
Personnel	45,013	36,010	9,003			9,003
Depreciation	27,674	24,906	2,768			2,768
Repairs and maintenance	8,229			8,229		8,229
Supplies	3,428	3,059	369			369
Equipment, technology, and communication costs	1,502			1,502		1,502
	<u>\$ 1,193,927</u>	<u>\$ 1,102,521</u>	<u>\$ 27,407</u>	<u>\$ 60,763</u>	<u>\$ 3,236</u>	<u>\$ 91,406</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statement of Functional Expenses
For the Year Ended December 31, 2019

	TOTAL	Program Services	Support Services			Total Support Services
		Total Program Services	General and Administration	Facilities	Fundraising	
Food	\$ 878,789	\$ 878,789				
General expenses	42,399	1,644	16,905	11,402	12,448	40,755
Personnel	51,051	40,841	10,210			10,210
Depreciation	27,378	24,640	2,738			2,738
Repairs and maintenance	1,951			1,951		1,951
Supplies	939	468	471			471
Equipment, technology, and communication costs	1,440			1,440		1,440
	<u>\$ 1,003,947</u>	<u>\$ 946,382</u>	<u>\$ 30,324</u>	<u>\$ 14,793</u>	<u>\$ 12,448</u>	<u>\$ 57,565</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statements of Cash Flows
For the Years Ended December 31, 2020 and 2019

	2020	2019
Cash Flows Provided (Used) by Operating Activities:		
Cash received from general contributions	\$ 306,674	\$ 45,856
Cash received from restricted contributions	39,679	15,255
Cash received from fundraising income	5,908	47,583
Cash received from interest and other income	396	835
Cash received from paycheck protection program	9,765	0
Cash disbursed for program expenses	(82,232)	(61,762)
Cash disbursed for general supporting expenses	(24,638)	(27,586)
Cash disbursed for facility expenses	(60,763)	(14,793)
Cash disbursed for fundraising expenses	(3,236)	(12,448)
Net Cash Flows Provided (Used) by Operating Activities	<u>191,553</u>	<u>(7,060)</u>
Cash Flows Provided (Used) by Investing Activities		
Expenditures for equipment	(35,433)	0
(Decrease) in amounts held on behalf of others	0	(131)
Net Cash Flows (Used) by Investing Activities	<u>(35,433)</u>	<u>(131)</u>
Net Increase (Decrease) in Cash not restricted by donors	156,120	(7,191)
Cash not restricted by donors - January 1, 2020 and 2019	<u>76,779</u>	<u>83,970</u>
Cash not restricted by donors - December 31, 2020 and 2019	<u>\$ 232,899</u>	<u>\$ 76,779</u>

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

Cash Flows Provided (Used) by Operating Activities:		
Increase (Decrease) in Total Net Assets	\$ 147,855	\$ (14,028)
Adjustments to Reconcile Increase (Decrease) in Total Net Assets to Cash Provided by Operating Activities:		
Depreciation	27,674	27,378
Changes in Assets and Liabilities:		
Decrease (Increase) in Food inventory	15,260	(18,610)
Increase (Decrease) in Accrued payroll and taxes	764	(1,800)
Total Adjustments	<u>43,698</u>	<u>6,968</u>
Net Cash Flows Provided (Used) by Operating Activities	<u>\$ 191,553</u>	<u>\$ (7,060)</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2020 and 2019

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 two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are resources available to support operations. The only limits on the use of this type of assets are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. It is the policy of the Board of Directors of the Organization to review its plans for future property improvements and acquisitions from time to time and to designate appropriate sums of net assets without donor restrictions to assure adequate financing of such improvements and acquisitions.

Net assets with donor restrictions are resources that are restricted by a donor for use for a particular purpose or in a particular future period. The Organization's unspent contributions are reported in this class if the donor limited their use.

Contributions of property and equipment or cash restricted to acquisition of property and equipment are reported as net assets with donor restrictions if the donor has restricted the use of the property or equipment to a particular program. If donors specify a length of time over which the property or equipment must be used, the restrictions expire evenly over the required period. Absent that type of restriction for use, the Organization considers the restriction met when the assets are placed in service.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets with donor restrictions to net assets without donor restrictions.

Net assets with permanent donor restrictions that do not expire are resources whose use is limited

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2020 and 2019

by donor-imposed restrictions that neither expire by being used in accordance with a donor's restriction nor by the passage of time.

The Organization had no net assets with permanent donor restrictions at December 31, 2020 and 2019.

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.

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 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, 2020 and 2019 was \$27,674 and \$27,378, respectively.

Food Inventory

Inventory consists of donated food and is stated at \$1.75 per pound as of December 31, 2020 and 2019, as determined by the Washington State Department of Agriculture. The price per pound is determined by the average price of food listed in the consumer price index and is revalued every two years.

Allocation of Costs to Programs and Supporting Activities

The Organization allocates personnel and facilities costs including depreciation to programs based upon time spent directly on program activities as well as the square footage of facilities used for program activities.

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.

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2020 and 2019

Contributions Received

Contributions received are recorded as without donor restrictions or with donor restrictions 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 without donor restrictions.

Contributions and donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions 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 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, 2020 and 2019.

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2020 and 2019

Note 3 - Liquidity and Funds Available

The following reflects Orting Food Bank's financial assets as of the statement of financial position date. The balance would be reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date, if such restrictions were in place. Examples of amounts not available include amounts set aside for long-term purposes that could be drawn upon if the governing board approved that action. As of the date of the financial statements, no funds were designated by the board as not available for current operating purposes.

Financial assets:	2020	2019
Cash	\$ 232,899	\$ 76,779
Financial assets, at year end	\$ 232,899	\$ 76,779
Less those unavailable for general expenditures within one year, due to:		
Contractual or donor-imposed restrictions:		
None	0	0
Board designations:		
None	0	0
Financial assets available to meet cash needs for general expenditures within one year	\$ 232,899	\$ 76,779

The Organization is partially supported by restricted contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, the Organization must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, the Organization may invest cash in excess of daily requirements in short-term investments. Occasionally, the board may designate a portion of any operating surplus to a liquidity reserve, which was \$0 as of December 31, 2020. In the event of an unanticipated liquidity need, the Organization could draw upon \$10,000 of its available line of credit (as further discussed in Note 4).

Note 4 - 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, 2020 and 2019, the balance was \$0 and \$0, respectively. The line of credit bears interest at an adjustable rate of the Wall Street Journal Prime Rate (3.25% and 4.75% per annum as of December 31, 2020 and 2019, respectively) plus 2% and is secured by equipment and fixtures.

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2020 and 2019

Note 5 - Paycheck Protection Program

In April 2020, the organization applied for and received a Paycheck Protection Program loan through the SBA in the amount of \$9,765. The program is part of the government's CARES Act relief effort. The proceeds of the loan were required to be used for paying payroll and certain other limited operating costs. In accordance with the terms of the program, the organization applied for forgiveness of the loan and was subsequently granted forgiveness in December 2020. The income from the loan is reflected in the Statement of Activities.

Note 6 - 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 7 - Subsequent Events

Management considered and found no subsequent events other than the matter discussed below, requiring disclosure in the financial statements occurring after the balance sheet date until March 16, 2021, the date the financials were available to be issued.

In early 2020, a global pandemic was declared due to a widespread outbreak of the disease known as COVID-19, named for a new strain of coronavirus. The events surrounding the pandemic continue to unfold and therefore it is not possible to reasonably estimate the effects on the financial position and operating results of the Organization for future periods.

See accountants' compilation report.

2021 Budget

Description	Budget 2018	Budget 2019	Budget 2020	Actual 2020	Budget 2021	Change From 2019
Revenues						
Beginning Net Cash & Investments						
Individual Donations	\$90,000	\$80,000	\$80,000	\$343,087	\$80,000	0.0%
Corporate/Agency Donations/Grants						
Non-Cash Food Contributions	\$850,000	\$850,000	\$850,000	\$964,351	\$850,000	0.00%
Total Fund Raising Income	\$35,000	\$40,000	\$40,000	\$5,174	\$40,000	0.00%
Interest Income	\$50	\$50	\$800	\$396	\$100	-87.50%
Total Income	\$975,050	\$970,050	\$970,800	\$1,313,008	\$970,100	-0.07%
Total Cash Income	\$125,050	\$120,050	\$120,800	\$348,657	\$120,100	-0.58%
Expenses						
Ending Fund Balance						
Food Taken In and Delivered	\$850,000	\$850,000	\$850,000	\$1,029,680	\$850,000	0.00%
Liability Insurance	\$6,000	\$6,000	\$6,000	\$6,732	\$6,000	0.00%
Facility Repair and Maintenance	\$7,000	\$5,000	\$3,500	\$6,797	\$3,500	0.00%
Fund Raisers	\$12,000	\$14,000	\$12,000	\$3,311	\$12,000	0.00%
Dues/Licenses	\$10	\$20	\$20	\$180	\$20	0.00%
Office Expenses	\$2,000	\$2,000	\$2,000	\$3,107	\$2,000	0.00%
Non-Food Supplies	\$500	\$700	\$500	\$1,107	\$500	0.00%
Fuel (Van)	\$1,600	\$1,700	\$1,700	\$1,102	\$1,700	0.00%
Van Maint & Repairs	\$500	\$1,000	\$700	\$1,432	\$1,000	42.86%
Volunteer Recognition	\$1,400	\$1,400	\$1,400	\$1,480	\$1,400	0.00%
Director Salary	\$52,800	\$49,600	\$49,600	\$41,512	\$49,600	0.00%
Payroll Taxes	\$3,500	\$3,472	\$3,472	\$3,644	\$3,472	0.00%
Youth Food Programming (backpacks/Lunches)	\$12,000	\$13,000	\$13,000	\$7,371	\$13,000	0.00%
Travel & Meetings	\$1,000	\$1,000	\$1,000	\$0	\$1,000	0.00%
Utilities	\$11,000	\$12,600	\$12,000	\$12,935	\$13,200	10.00%
Accounting Expense	\$4,000	\$6,000	\$4,000	\$7,056	\$7,000	75.00%
Miscellaneous	\$300	\$0	\$0	\$150	\$0	0.00%
City of Orting Utility Assistance	\$1,500	\$1,500	\$1,500	\$400	\$1,500	0.00%
Total Expense	\$967,110	\$968,992	\$962,392	\$1,127,997	\$966,892	0.47%
Total Cash Expense	\$117,110	\$118,992	\$112,392	\$98,316	\$116,892	4.00%
Cash Surplus/(Deficit)	\$7,940	\$1,058	\$8,408	\$250,341	\$3,208	

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



030272

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/ee 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



Coverage Confirmation

The terms, conditions, and exclusions shown here are brief overviews included in, but not limited to, the coverages provided by the Non Profit Insurance Program. The terms and conditions offered may differ from your prior policy and from what you requested in your submission. This document is not intended to be used as a direct reflection of all coverages or to replace or alter the policies in any way. Information represented in this Coverage Confirmation is subject to the exclusions, terms, limitations, and conditions of the policy insuring the Non Profit Insurance Program. All specific coverage, exclusion, and limitation questions should be referred directly to the policies and all attached endorsements. In the event of differences, the policy will prevail. Participating companies are non-admitted, unless otherwise stated. Non-admitted companies are not regulated by the Washington State Insurance Commissioner and are not protected by the Washington State Guaranty Fund. Clear Risk Solutions will process all surplus lines filings on any excess and surplus lines policies, if applicable, on behalf of NPIP. The Policy is subject to audit. Defense costs are outside the limits for nonprofit members and inside the limits for independent schools. For claims made coverages, Extended Reporting Periods are available upon request (information regarding basic ERPs is available in the policy).

Please note the limits shown here represent the combined full limits provided by multiple policies from various carriers. It is the responsibility of the broker to review this document to confirm its accuracy.

Notice of Cancellation for Non-Payment

We may cancel this policy within 10 days in the event of non-payment of premium. Notice of cancellation will be emailed to the Named Insured's last known email address and will indicate the date on which coverage is terminated. A copy will be emailed to the broker of record on file.

Member/Insured:

Orting Food Bank
PO Box 1877
Orting, Washington 98360

Producer:

Propel Insurance - Tacoma
Lawrence, Kris
1201 Pacific Avenue, Suite 1000
Tacoma, Washington 98402

Policy Term: 06/01/2021 to 06/01/2022

Issue Date: 5/28/2021

Coverage Confirmation Expiration Date: 08/30/2021, at 12:01 a.m.

Member Coverage Number: NPIP212254003

Member Since: 9/11/2012

Authorized Signature:

Coverage Confirmation

PROPERTY COVERAGE PART

- Item 1. **NPIP Retained Limit:**
 Real and Personal Property Coverage Part Each Occurrence \$150,000
- Item 2. **Limit of Insurance:**
 Real and Personal Property Coverage Part Each Occurrence \$75,000,000 Per all Members of the Group Combined
- Item 3. **Sublimit of Insurance:**

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for the Real and Personal Property Coverage Part. These sublimits apply excess of the Real and Personal Property Coverage Part Retained Limit shown above. Sublimits applicable in excess of the American Alternative Insurance Corporation policy are per occurrence.

Accounts Receivable	\$100,000 Per Member
Additions, Alterations and Repairs	N/A
Business Income and Extra Expense	\$250,000 + scheduled per Member
Computer Systems	\$1,000,000 Each Occurrence, Per Member
Electronic Data and Media	\$250,000 Each Occurrence, Per Member
Computer Systems and Electronic Data and Media	\$10,000,000 Annual Group Aggregate
Contractors' Equipment	\$100,000 Per Member
Debris Removal	Lesser of 20% or \$500,000 Per Member
Fine Arts	\$100,000 Per Member
Newly Acquired or Constructed Property, Real and Personal Property	\$1,000,000 Per Member
Ordinance or Law	
Undamaged Portion of Building	100% of value of damaged building Per Property Schedule
Increased Costs of Construction	Lesser of 25% of value of damaged building or \$500,000 Per Member
Costs of Demolition	Lesser of 25% of value of damaged building or \$500,000 Per Member
Personal Property in Transit	\$100,000 Per Member
Pollutant Clean Up and Removal	\$100,000 Annual Group Aggregate
Property Off-Premises	\$250,000 Per Member
Valuable Papers and Records including cost of research	\$100,000 Per Member
Personal Property Owned by Employees – Per Employee	\$5,000
Personal Property Owned by Employees – Each Occurrence	\$50,000
Personal Property Owned by Employees – Annual Group Aggregate	\$250,000
Personal Property of Others – Per Person	\$5,000
Personal Property of Others – Each Occurrence	\$50,000
Personal Property of Others – Annual Group Aggregate	\$50,000
Fire Department Service Charge	\$25,000 Per Member
Business Income and Extra Expense for Utility Service Interruption	\$250,000 Per Member
Unnamed Locations	\$250,000 Per Member
Artificial/Paved Surfaces	\$200,000 Per Member
Sewer, Drain or Sump Back-up or Over Flow	\$25,000

Item 4. Additional Coverages/Endorsements:

Flood - Each Occurrence and Annual Aggregate Per Member	\$1,000,000 Property located at the time of loss in any flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE and V; or hold a similar high risk FEMA rating are excluded.
Flood – Group Annual Aggregate	\$25,000,000
Earthquake – Each Occurrence and Annual Aggregate Per Member	\$1,000,000
Earthquake – Group Annual Aggregate	\$25,000,000
Auto Physical Damage (except while in transit)	\$2,000,000
Auto Physical Damage (while in transit)	\$300,000
Margin Clause	The most we will pay for Ultimate Net Loss in any one occurrence at a premises described in the Property Schedule on file with the Insurer is 125% of the values shown on such schedule on file with the Insurer for Real Property and Personal Property at such described premises. This margin clause does not apply to Increased Cost of Construction or Demolition Costs as provided under the Ordinance or Law Coverage Extension, Debris Removal Coverage Extension, Pollutant Clean Up and Removal and the Fire Department Service Charge Coverage Extension, all subject to the Real and Personal Property Coverage Part Limit of Insurance and other policy terms and conditions.

Item 5. Deductibles:

The NPIP Program Retention listed above is in addition to the deductibles listed below.

Real and Personal Property
(except Earthquake, Flood, and Auto Physical Damage for Scheduled Automobiles)

Real and Personal Property	Each Occurrence	See Schedule
Miscellaneous Equipment	Each Occurrence	\$500

1. Earthquake: 2% of insurable values, subject to a \$25,000 minimum, Per Member, Each Occurrence.
2. Flood: 2% of insurable value, subject to a \$25,000 minimum and \$100,000 maximum, Per Member, Each Occurrence. *Flood Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE, and V are excluded from coverage.*
3. Automobile Physical Damage for Scheduled Automobiles: See Schedule
4. Rental Vehicles: \$500 Per Occurrence.

Coverage Confirmation

EQUIPMENT BREAKDOWN COVERAGE

Item 1.	NPIP Retained Limit: Equipment Breakdown Coverage	One Accident	\$50,000
Item 2.	Limit of Insurance: Equipment Breakdown Coverage	One Accident	\$75,000,000
Item 3.	Sublimits of Insurance:		

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for Equipment Breakdown Coverage. These sublimits apply excess of the Equipment Breakdown Coverage Retained Limit shown above.

Expediting Expenses	Included
Hazardous Substances	\$1,000,000
Spoilage	\$500,000
Electronic Data Restoration	\$100,000
Service Interruption	\$100,000
Business Income	Included
Extra Expense	Combined with Business Income
Contingent Business Income	\$100,000
Property Off Premises	\$100,000
Extended Period of Restoration:	60 days
Newly Acquired Locations	Included; 365 days
Service Interruption Waiting Period:	24 hours

Item 4.	Deductibles: Equipment Breakdown Coverage Part	\$1,000 Each Accident
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Coverage Confirmation

CRIME COVERAGE PART

Item 1.	NPIP Retained Limit: Crime Coverage Part	Each Occurrence	\$150,000
Item 2.	Limit of Insurance: Crime Coverage Part Crime Coverage Part	Each Occurrence/Member Agg Group Aggregate	\$1,000,000 \$5,000,000

Coverage for ERISA Plans is provided within the Crime Coverage Part. Please refer to the policy for all terms, conditions and exclusions related to ERISA coverage.

Item 3. Sublimits of Insurance

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for the Crime Coverage Part. These sublimits apply excess of the Crime Coverage Part Retained Limit shown above.

Employee Theft - Per Loss Coverage	\$1,000,000
Employee Theft - Per Employee Coverage	Not Applicable
Forgery or Alteration	\$1,000,000
Inside the Premises - Money and Securities	\$100,000
Inside the Premises – Robbery or Safe Burglary of Other Property	\$100,000
Outside the Premises - Money and Securities	\$100,000
Computer Fraud	\$100,000
Funds Transfer Fraud	\$100,000
Money Orders Counterfeit Paper Currency	\$100,000

Item 4. Deductibles:

The NPIP Program Retention listed above is in addition to the deductibles listed below.

Employee Theft - Per Loss Coverage	\$500 Each Occurrence
Forgery or Alteration	\$500 Each Occurrence
Inside the Premises - Money and Securities	\$500 Each Occurrence
Inside the Premises – Robbery or Safe Burglary of Other Property	\$500 Each Occurrence
Outside the Premises - Money and Securities	\$500 Each Occurrence
Computer Fraud	\$500 Each Occurrence
Funds Transfer Fraud	\$500 Each Occurrence
Money Orders Counterfeit Paper Currency	\$500 Each Occurrence

Coverage Confirmation

GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE PARTS

Item 1.	NPIP Retained Limit:		
	General Liability Coverage Part	Each Occurrence	\$150,000
	Automobile Liability Coverage Part	Each Accident	\$150,000
Item 2.	Limit of Insurance		
	General Liability Coverage Part	Each Occurrence Per Member	\$5,000,000
	General Liability Coverage Part	Member Aggregate	\$10,000,000
		Group Aggregate	\$50,000,000
	Automobile Liability Coverage Part	Each Accident Per Member	\$5,000,000
	Automobile Liability Coverage Part	Group Aggregate	N/A

Item 3. Sublimits of Insurance and Additional Coverages/Endorsements:

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for the General Liability and Automobile Liability Coverage Parts. These sublimits apply excess of the General Liability and Automobile Liability Coverage Part Retained Limits shown above.

General Liability

Fire Legal Liability	\$1,000,000 Each Occurrence Per Member
Damage to Leased or Rental Premises	\$250,000 Each Occurrence Per Member
Employee Benefits Liability (Claims-Made Form)	\$5,000,000 Each Claim Per Member
Employee Benefits Liability (Claims-Made Form)	\$5,000,000 Member Aggregate
Employer's Liability	\$1,000,000 Each Occurrence Per Member
Employer's Liability	\$10,000,000 Member Aggregate
	\$10,000,000 Group Aggregate
Sexual Abuse (Claims Made Form)	\$2,000,000 Each Claims Made Per Member
Sexual Abuse (Claims Made Form)	\$4,000,000 Member Aggregate
	\$20,000,000 Group Aggregate
Failure to Supply	\$250,000 Each Occurrence Per Member
Garage Liability	\$1,000,000 Each Accident Per Member
Medical Expenses – Each Person (Excludes Students)	\$5,000
Medical Expenses – Each Accident	\$25,000
Traumatic Event Response Coverage:	
Crisis Expense Sublimit	\$100,000
Crisis Property Improvements Sublimit	Included in Crisis Expense Sublimit
Traumatic Event Response Group Aggregate	\$250,000

Automobile Liability

Auto UM/UIM	\$1,000,000
Garagekeepers Liability	\$1,000,000 Each Accident Per Member
Hired Physical Damage	\$250,000 Each Accident Per Member
Automobile Medical Expenses – Each Person (Excludes Students)	\$5,000
Automobile Medical Expenses – Each Accident	\$25,000

Item 4.	Retroactive Dates:		
	Employee Benefits Liability – Primary	\$5,000,000	2/27/2007
	Sexual Abuse Liability – Primary	\$2,000,000	9/11/2012

Item 5.	Deductibles:		
	General Liability		\$0 Per Occurrence
	Automobile Liability		See Schedule Each Accident

Coverage Confirmation

WRONGFUL ACTS LIABILITY COVERAGE PART

Item 1.	NPIP Retained Limit:		
	Wrongful Act Liability Coverage Part	Each Wrongful Act	\$150,000
	Miscellaneous Professional Liability Coverage Part	Each Wrongful Act	\$150,000
Item 2.	Limit of Insurance:		
	<i>Claims-Made Form</i>		
	Wrongful Act Liability Coverage Part (Includes Directors & Officers)	Each Wrongful Act Per Member	\$5,000,000
	Wrongful Act Liability Coverage Part (Includes Directors & Officers)	Member Aggregate	\$5,000,000
		Group Aggregate	\$40,000,000
	Miscellaneous Professional Liability Coverage Part	Each Wrongful Act Per Member	\$5,000,000
	Miscellaneous Professional Liability Coverage Part	Member Aggregate	\$5,000,000
		Group Aggregate	\$40,000,000

Item 3. Sublimits of Insurance and Additional Coverages/Endorsements:

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for the Wrongful Act Liability Coverage Part. These sublimits apply excess of the Wrongful Act Liability Coverage Part Retained Limits shown above.

Fiduciary Liability	\$5,000,000 Each Wrongful Act and Member Aggregate
Sexual Harassment	\$5,000,000 Each Wrongful Act and Member Aggregate

Item 4.	Retroactive Dates:		
	Wrongful Acts Liability – Primary	\$5,000,000	6/1/1986
	Miscellaneous Professional Liability – Primary	\$5,000,000	9/11/2012
	Sexual Harassment – Primary	\$5,000,000	9/11/2012
	Fiduciary Liability – Primary	\$5,000,000	6/1/1986

Item 5.	Deductibles:	
	Wrongful Acts:	\$1,000 Each Wrongful Act
	Miscellaneous Professional:	\$1,000 Each Wrongful Act

Coverage Confirmation

PRIVACY, SECURITY AND TECHNOLOGY COVERAGE

Item 1. NPIP Retained Limit:	\$100,000
Item 2. Deductible:	
All Coverages	\$2,500 per Claim
Except Loss of Business Income	12 Hours waiting period
Item 3. Limit of Insurance:	
Member Annual Policy Aggregate	\$1,000,000
Group Combined Policy Aggregate	\$10,000,000

Item 4. Sublimits of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

a. Media Liability	Per Claim and Aggregate	\$1,000,000
b. Privacy and Cyber Liability	Per Claim and Aggregate	\$1,000,000
c. Privacy Regulatory Defense. Awards and Fines	Per Claim and Aggregate	\$1,000,000
d. Payment Card Industry Data Security Standard Fines and Costs	Per Claim and Aggregate	\$250,000
e. Business Interruption and Extra Expense	Each Occurrence and Aggregate	\$250,000
f. Business Interruption System Failure	Each Occurrence and Aggregate	\$250,000
g. Dependent Business Interruption	Each Occurrence and Aggregate	\$250,000
h. Dependent Business Interruption System Failure	Each Occurrence and Aggregate	\$250,000
i. Data Recovery	Each Occurrence and Aggregate	\$250,000
j. Cyber Extortion and Ransomware	Each Occurrence and Aggregate	\$250,000
k. Data Breach Response & Crisis Management	Each Occurrence and Aggregate	\$250,000
l. Cyber Crime	Each Occurrence and Group Aggregate	\$250,000
m. Utility Fraud	Each Occurrence and Group Aggregate	\$100,000
n. Voluntary Shutdown	Each Occurrence and Aggregate	\$250,000
o. Consequential Reputation Loss Endorsement	Each Occurrence and Aggregate	\$250,000

Item 5. Retro Active Date: (Coverages a., b., c., and d. above) Full Prior Acts

PARTICIPATING CARRIERS

**THE FOLLOWING CARRIERS PARTICIPATE IN THE DESIGNATED PORTIONS
OF THE POLICY (SUBJECT TO CHANGE PRIOR TO JUNE 1, 2021):**

PROPERTY COVERAGE:

(Limits listed below reflect the carrier's respective participation in the Combined Group Limit, per Occurrence)

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	Primary \$10M
Axis Surplus Insurance Company	A XV (Non-Admitted)	Part of \$65M excess \$10M
RSUI Indemnity Company	A+ XIV (Admitted)	Part of \$65M excess \$10M
Arch Specialty Insurance Company	A+ XV (Non-Admitted)	Part of \$65M excess \$10M
Independent Specialty Insurance Company	A X (Non-Admitted)	Part of \$65M excess \$10M
Interstate Fire & Casualty Company	A+ XV (Non-Admitted)	Part of \$65M excess \$10M
Certain UW Lloyds	A XV (Non-Admitted)	Part of \$65M excess \$10M
Certain UW Lloyds, London Syndicate 2357	A XV (Non-Admitted)	Part of \$65M excess \$10M

EARTHQUAKE COVERAGE:

(Limits listed below reflect the carrier's respective participation in the Combined Group Aggregate Limit)

Munich Earthquake Tower Option: \$25,000,000 Combined Group Aggregate		
American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	Primary \$10M
Axis Surplus Insurance Company	A XV (Non-Admitted)	Part of \$15M excess \$10M
RSUI Indemnity Company	A+ XIV (Admitted)	Part of \$15M excess \$10M
Arch Specialty Insurance Company	A+ XV (Non-Admitted)	Part of \$15M excess \$10M
Independent Specialty Insurance Company	A X (Non-Admitted)	Part of \$15M excess \$10M
Interstate Fire & Casualty Company	A+ XV (Non-Admitted)	Part of \$15M excess \$10M
Certain UW Lloyds	A XV (Non-Admitted)	Part of \$15M excess \$10M
Certain UW Lloyds, London Syndicate 2357	A XV (Non-Admitted)	Part of \$15M excess \$10M

Peachtree Earthquake Tower Option: \$25,000,000 Combined Group Aggregate

Landmark American Insurance Company	A+ XIV (Non-Admitted)	Part of \$25M
Arch Specialty Insurance Company	A+ XV (Non-Admitted)	Part of \$25M

EQUIPMENT BREAKDOWN COVERAGE:

(Limits listed below reflect the carrier's respective participation in the Combined Group Limit, per Occurrence)

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	Primary \$10M
Axis Surplus Insurance Company	A XV (Non-Admitted)	Part of \$65M excess \$10M
RSUI Indemnity Company	A+ XIV (Admitted)	Part of \$65M excess \$10M
Arch Specialty Insurance Company	A+ XV (Non-Admitted)	Part of \$65M excess \$10M
Independent Specialty Insurance Company	A X (Non-Admitted)	Part of \$65M excess \$10M
Interstate Fire & Casualty Company	A+ XV (Non-Admitted)	Part of \$65M excess \$10M
Certain UW Lloyds	A XV (Non-Admitted)	Part of \$65M excess \$10M
Certain UW Lloyds, London Syndicate 2357	A XV (Non-Admitted)	Part of \$65M excess \$10M

CRIME COVERAGE:

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	\$5M Combined Group Aggregate
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GENERAL LIABILITY COVERAGE:

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	\$50M Combined Group Aggregate
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AUTO LIABILITY COVERAGE:

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation A+XV (Admitted)

WRONGFUL ACTS LIABILITY COVERAGE:

Princeton Excess & Surplus Lines Ins Co, a member of Munich-American Holding Corporation A+XV (Non-Admitted) \$40M Combined Group Aggregate

MISCELLANEOUS PROFESSIONAL LIABILITY COVERAGE:

Princeton Excess & Surplus Lines Ins Co, a member of Munich-American Holding Corporation A+XV (Non-Admitted) \$40M Combined Group Aggregate

THE CARRIERS BELOW PROVIDE COVERAGE FOR THE FOLLOWING LINES OF BUSINESS ON A SEPARATE MASTER POLICY:

PRIVACY, SECURITY AND TECHNOLOGY:

(Limits listed below reflect the carrier's respective participation in the Combined Group Aggregate Limit)

Indian Harbor Insurance Company A+ XV (Non-Admitted) Primary \$5M
Crum & Forster Specialty Insurance Company A XIV (Non-Admitted) \$5M excess \$5M



Grant Application-2021

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

FOR CITY CLERK USE ONLY:

Name of Organization: Opportunity Center of Orting Inc UBI #: 602 069 623

Contact Person's Name and Title: Jennifer Slaughter - Executive Director

Mailing Address: Po Box 1423, Orting WA 98360

Phone: 253-740-6098 Email Address: OrtingHaven@gmail.com

Amount Requested: \$ 12,300.00

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

Please see attached

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

Please see 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 21st, 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. (may be provided after approval)
- 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, and approved by the City Council, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Jennifer Slaughter
Signature of Authorized Representative of Applicant

08 / 20 / 2021
Date

Please return completed form and any additional information to:
City of Orting – Attn: City Clerk 104 Bridge St S., PO Box 489, Orting, WA 98360
clerk@cityoforting.org - (360) 893-9008



August 20, 2021

City of Orting
PO BOX 489
Orting, WA 98360

RE: Grant Application 2021 – Cover Letter & Answers from the application form

To Whom It May Concern,

The Haven Teen Center opened its doors in September 2015 in Orting to provide much needed resources and activities for the youth of this community. In 2014, there were 1,297 students registered in grades 6-12th. In the latest Census count in 2021, youth in those grades has increased to 1,437. Although that might not seem like a large increase in numbers to larger communities, in a town of around 8,000 residents, where the median age is 35, and population grows annually by nearly 34% , this is significant. Without programs like The Haven this leaves these kids and those that love and support them with very little options for programs and activities to help mentor and provide a safe place for them to go. Therefore, we are asking for continued funding through the Orting City Council so that we can continue to provide a place where the teens can belong and grow.

At the conception of The Haven Teen Center in 2015, we decided to develop our mission around empowering youth to become independent, successful, contributing members of our community. In doing so, we have worked on developing programs to teach leadership skills, giving back to others, and building solid social skills. We meet our mission weekly by working with our Board Members as well as partnering with outside organizations and offering mentorship opportunities with our staff and volunteers. We have built a community garden, where we donate all our produce to the Orting Senior Center and the Orting Food Bank. We also offer many fun activities like free karate classes, pool, air hockey, ping pong, arts & crafts, gaga ball, dodgeball, laser tag, and tabletop games. We have also partnered with the Pierce Tacoma Health Department to offer educational events on the risks of vaping, tobacco, and marijuana use. Currently, we are open two days per week due to the limitations of funding for staffing. We would love to be able to open for more hours this coming year. Therefore, the continued support from the City of Orting is so imperative to our organization and its success.

We would like to ask for 15% of the average revenue between 2019 and 2020. We are asking for \$12,300. Due to the pandemic and being shut down for more than 4 months in 2020 it does not reflect what The Haven will need as we work at getting back up to full operational levels in 2022.

Sincerely,

Jennifer Slaughter
Executive Director - Volunteer

OPPORTUNITY CENTER OF ORTING INC
112 TRAIN ST SW ~ PO BOX 1423 ~ ORTING WA 98360
PH: (360) 872-8252
WWW.ORTINGHAVEN.COM



GRANT APPLICATION QUESTIONS & ANSWERS - 2021

How the City Grant will be used?

These funds will be used for general operating expenses such as wages and supplies. Physical supplies would include such things as first aid kits, garden supplies, cleaning supplies, and utilities.

Who does the grant serve?

We serve the youth from K-12th grade in Orting, WA.

Opportunity Center of Orting, Inc
Profit & Loss

January 2019 through August 2021 (Sept - Dec 2021 Forecasted)

	Jan - Dec 19	Jan - Dec 20	Jan - Dec 21	TOTAL
Ordinary Income/Expense				
Income				
43400 · Direct Public Support				
43410 · Corporate / Org Contributions	5,323.71	5,090.04	4,935.92	15,349.67
43440 · In-Kind Donated (Income)	10,600.00	0.00	0.00	10,600.00
43450 · Individual Donations				
43451 · Slaughter Family	0.00	7,439.50	13,152.00	20,591.50
43452 · Monthly Subscriptions	1,885.00	1,980.00	1,470.00	5,335.00
43450 · Individual Donations - Other	853.03	1,227.52	2,205.00	4,285.55
Total 43450 · Individual Donations	2,738.03	10,647.02	16,827.00	30,212.05
43460 · Holiday Giving				
43461 · Holiday Giving Donations	1,500.00	1,156.26	1,110.00	3,766.26
43462 · In-Kind Holiday Giving Donation	2,500.00	0.00	0.00	2,500.00
Total 43460 · Holiday Giving	4,000.00	1,156.26	1,110.00	6,266.26
43470 · Summer Camp Donations	1,996.41	0.00	0.00	1,996.41
Total 43400 · Direct Public Support	24,658.15	16,893.32	22,872.92	64,424.39
43600 · Fundraising	4,860.58	906.00	2,391.22	8,157.80
44800 · Indirect Public Support				
44820 · United Way, CFC Contributions	0.00	144.90	63.74	208.64
44800 · Indirect Public Support - Other	0.00	0.00	60.00	60.00
Total 44800 · Indirect Public Support	0.00	144.90	123.74	268.64
47200 · Program / Event / Rental Income				
47250 · Rental Income	17,479.00	3,407.27	5,480.00	26,366.27
47251 · Rental Deposits	100.00	50.00	0.00	150.00
47252 · Snack Bar Donations	812.71	0.00	0.00	812.71
47254 · Karate Program Donations	2,428.00	961.00	5,600.00	8,989.00
Total 47200 · Program / Event / Rental Income	20,819.71	4,418.27	11,080.00	36,317.98
47300 · Grants				
47301 · Great Tac Comm	15,000.00	0.00	0.00	15,000.00
47320 · Violence Prevention Grant	16,400.00	10,200.00	5,000.00	31,600.00
47350 · City of Orting Grant	10,000.00	17,500.00	7,500.00	35,000.00
47370 · Korum Foundation	2,500.00	0.00	0.00	2,500.00
47375 · Amazon Smile	0.00	12.05	0.00	12.05
47380 · STARS Survey Grant	500.00	0.00	0.00	500.00
47385 · Census 2020	2,000.00	3,000.00	0.00	5,000.00
47390 · Anti-Tobacco Grant	3,000.00	1,599.23	5,000.00	9,599.23
47395 · Schools Out Grant	0.00	10,000.00	10,000.00	20,000.00
Total 47300 · Grants	49,400.00	42,311.28	27,500.00	119,211.28
Total Income	99,738.44	64,673.77	63,967.88	228,380.09
Cost of Goods Sold				
19000 · Card Service Fees	256.83	149.86	422.95	829.64
Total COGS	256.83	149.86	422.95	829.64
Gross Profit	99,481.61	64,523.91	63,544.93	227,550.45
Expense				
60900 · Business Expenses				
60910 · Licenses & Permits	177.00	196.72	0.00	373.72

Opportunity Center of Orting, Inc
Profit & Loss
January 2019 through August 2021

	Jan - Dec 19	Jan - Dec 20	Jan - Dec 21	TOTAL
60925 · Dues & Subscriptions	576.76	597.88	15.44	1,190.08
60930 · Software	507.38	508.09	1,337.61	2,353.08
Total 60900 · Business Expenses	1,261.14	1,302.69	1,353.05	3,916.88
62100 · Contract Services				
62115 · Tax Prep	409.00	350.00	425.00	1,184.00
Total 62100 · Contract Services	409.00	350.00	425.00	1,184.00
62800 · Facilities and Equipment				
62850 · Facilities Maintenance	382.95	1,217.15	21.61	1,621.71
62851 · Building Improvements	1,294.56	0.00	2,081.69	3,376.25
62870 · Property Insurance	2,212.15	3,047.16	1,060.00	6,319.31
62875 · Rent	24,000.00	22,000.00	24,000.00	70,000.00
62876 · Storage Unit Rent	0.00	450.00	540.00	990.00
62880 · Garbage	1,439.09	1,576.01	1,945.81	4,960.91
62885 · Internet / Phone	2,322.14	3,018.81	4,037.34	9,378.29
62890 · Utilities	2,055.87	2,214.79	2,514.08	6,784.74
62895 · Water	2,172.11	1,823.25	2,132.69	6,128.05
Total 62800 · Facilities and Equipment	35,878.87	35,347.17	38,333.22	109,559.26
64000 · Program / Event Expenses				
64010 · Prizes/ Souvenir / Favors	2,595.71	29.97	1,500.00	4,125.68
64015 · Food (Prog/Event)	1,375.23	111.17	2,176.62	3,663.02
64020 · Snack Bar	467.83	39.59	0.00	507.42
64030 · Prog/Event Staff	50.00	0.00	0.00	50.00
64040 · Event Supplies	2,142.55	199.69	1,528.52	3,870.76
64041 · Holiday Giving Program	4,208.40	1,142.35	1,110.00	6,460.75
64042 · Care Closet Program	839.39	0.00	0.00	839.39
64045 · Youth Garden Program	510.46	0.00	0.00	510.46
64046 · Karate Program	3,054.12	481.48	520.89	4,056.49
64047 · Summer Camp Program	455.71	0.00	0.00	455.71
65070 · Program Equipment	934.26	198.61	570.87	1,703.74
65075 · Equipment Maintenance	104.41	184.07	300.00	588.48
65080 · Census 2020 Campaign	0.00	175.00	0.00	175.00
Total 64000 · Program / Event Expenses	16,738.07	2,561.93	7,706.90	27,006.90
64048 · OSD Truancy Program	0.00	0.00	20.00	20.00
64050 · Fundraising Supplies	1,314.58	874.44	68.79	2,257.81
65000 · Operations				
65005 · Facility Staff Wages	19,217.03	13,799.34	8,034.26	41,050.63
65040 · Supplies	3,964.32	3,145.40	4,661.88	11,771.60
65060 · Marketing & Advertising	1,230.38	802.76	720.08	2,753.22
65065 · Auto Expenses	0.00	0.00	0.00	0.00
65066 · Parking/Tolls	4.00	0.00	0.00	4.00
Total 65000 · Operations	24,415.73	17,747.50	13,416.22	55,579.45
65100 · Other Types of Expenses				
65125 · Business License/ Fees	20.00	20.00	10.00	50.00
65126 · Late / Penalty Fees	0.00	160.34	58.06	218.40
65130 · Bank Charges	0.00	4.32	4.61	8.93
65140 · Sales Tax	0.00	1,476.03	0.00	1,476.03

1:01 PM
08/20/21
Cash Basis

Opportunity Center of Orting, Inc
Profit & Loss
January 2019 through August 2021

	Jan - Dec 19	Jan - Dec 20	Jan - Dec 21	TOTAL
Total 65100 · Other Types of Expenses	20.00	1,660.69	72.67	1,753.36
65175 · Gift / Donation	166.81	0.00	58.84	225.65
66000 · Payroll Taxes	3,938.69	3,530.35	2,769.08	10,238.12
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	84,142.89	63,374.77	64,223.77	211,741.43
Net Ordinary Income	15,338.72	1,149.14	-678.84	15,809.02
Net Income	15,338.72	1,149.14	-678.84	15,809.02

Opportunity Center of Orting, Inc
Balance Sheet
 As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10000 · Keybank Checking	41,668.15
Total Checking/Savings	41,668.15
Accounts Receivable	
11000 · Accounts Receivable	-24.00
Total Accounts Receivable	-24.00
Other Current Assets	
12000 · Undeposited Funds	730.00
Total Other Current Assets	730.00
Total Current Assets	42,374.15
Fixed Assets	
15000 · Furniture and Equipment	
15005 · Karate Equipment	2,499.08
15000 · Furniture and Equipment - Other	3,335.18
Total 15000 · Furniture and Equipment	5,834.26
Total Fixed Assets	5,834.26
Other Assets	
18100 · In-Kind Donated (Asset)	23,371.59
Total Other Assets	23,371.59
TOTAL ASSETS	71,580.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-165.86
Total Accounts Payable	-165.86
Other Current Liabilities	
24000 · Payroll Liabilities	
24000.1 · Federal '941' Tax	562.00
24000.2 · WA State Suta -ESD	73.63
24000.3 · WA State L&I	61.48
24000.4 · Federal '940' Futa	73.71
24000.5 · WA State FMLA	9.08
Total 24000 · Payroll Liabilities	779.90
24002 · SBA Loan	26,200.00
Total Other Current Liabilities	26,979.90
Total Current Liabilities	26,814.04
Total Liabilities	26,814.04
Equity	
32000 · Retained Earnings	43,616.82
Net Income	1,149.14
Total Equity	44,765.96
TOTAL LIABILITIES & EQUITY	71,580.00

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.

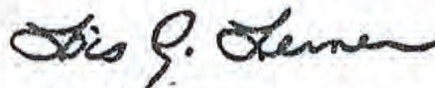
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/10/2021

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): (253) 3382-2130 FAX (A/C, No): (800) 496-6054 E-MAIL ADDRESS: ryan@w-ins.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: PHILADELPHIA IND INS CO	NAIC # 18058
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

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	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			PHPK2180809	09/11/2020	09/11/2021	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000	
	OTHER:						GENERAL AGGREGATE	\$ 2,000,000	
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	<input type="checkbox"/> ANY AUTO							\$	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
								\$	
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$	
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$	
	DED	RETENTION S						\$	
	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
x	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 Ryan Wiita

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ORTING
School District #344

121 Whitesell ST NE,
Orting, WA 98360-8410
Phone 360-893-6500

August 20, 2021

To Whom this May Concern,

Orting School District would like to offer strong support for The Haven Teen Center's grant application. I understand that this grant will increase its capacity to empower youth to become independent, successful, contributing members of the Orting community. This is accomplished through their drop-in youth service center, scheduled activities for teens in grades 6th-12th grade, and substance abuse prevention campaigns.

The Haven staff have a history of commitment to our youth through their involvement in back-to-school events, the school district's Community Truancy Board, holiday giving events, and active participation in the Orting Community Support Network. The Haven has also committed to its membership on the Orting Community Wellness and Substance Prevention Coalition which will begin its work in Fall, 2021.

The School District is committed to supporting the Haven through its participation in community events sponsored by the Haven.

Please let me know if you need any additional information regarding the Haven or the commitment of the Orting School District to this organization and its mission. Thank you for your continued support of students in this community.

Sincerely,

Christopher Willis
Executive Director of Student Support Services
willisc@orting.wednet.edu
(360) 893-6500

"All students ready for college, careers, and life"



Orting Valley Senior Center Organization
120 Washington Avenue North
P.O. Box 104
Orting Washington 98360
360.893.5827
seniorcenter@orting.wednet.edu

August 20th 2021

TO: Orting Haven

To Whom it May Concern,

Thank you for your continued support of the Orting Senior Center Organization. Our Senior Food Patry receiving the fresh produce from your garden has been such a blessing. With us unable to open our center for gatherings the Pinochle group has been very grateful with your donation of use of the Havens space. Having a place to meet has been vital to their social health. We have truly appreciated our partnership with the Orting Haven and look forawrd to growing programs together in the future.

Thank you again for your constant support of the Seniors in our Orting Community ,

A handwritten signature in black ink that reads "Staci Guirsch". The signature is written in a cursive, flowing style.

Staci Guirsch
Director