



CGA Committee Agenda
March 1st, 2023
8:30am

Greg Hogan, Councilmember, Chair

Melodi Koenig, Councilmember

Kim Agfalvi, City Clerk

Scott Larson, City Administrator

Gretchen Russo, Finance Director

Danielle Charchenko, Executive Assistant/Records Clerk

This meeting is being held in person and through the platform zoom. A link for virtual participation can be found on the agenda or on the City's website.

Zoom link: <https://us06web.zoom.us/j/82685338176?pwd=MEYuYmkrTVNvcjI3M3ZPN29vWVhZFFZz09>
Meeting ID: 826 8533 8176
Password: 795770

1. Call to Order

2. Parks Report

3. Public Comments

4. Agenda Items

- A. Orting Valley Farmers Market Sponsorship.
- B. Grant Policy.
- C. Sponsorship Policy.

5. Meeting Minutes of February 1st, 2023.

6. Action Items/Round table review.

Final comments.

Identify Items that are ready to move forward, establish next meeting's agenda.

7. Adjournment



**City of Orting
Council Agenda Summary Sheet**

| | Agenda Bill # | Recommending Committee | Study Session Dates | Regular Meeting Dates |
|---|------------------------|-------------------------------|----------------------------|------------------------------|
| Subject: Resolution No. 2023-03, City Sponsorship of Orting Valley Farmers Market. | AB23-25 | CGA | | |
| | | 3.1.2023 | | |
| | | | | |
| | Department: | Administration | | |
| | Date Submitted: | 2.23.2023 | | |
| Cost of Item: | <u>\$</u> | | | |
| Amount Budgeted: | <u>\$</u> | | | |
| Unexpended Balance: | <u>\$</u> | | | |
| Bars #: | | | | |
| Timeline: | | | | |
| Submitted By: | CGA Committee | | | |
| Fiscal Note: | | | | |
| Attachments: Application and Resolution | | | | |
| SUMMARY STATEMENT: | | | | |
| <p>The City received an application for sponsorship from the Orting Valley Farmers Market for sponsorship of their summer market series. The Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies for sponsorship (after review and approval of the application by the Community & Government Affairs Committee). To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> 1. Allow all citizens to reasonably participate; 2. Serve a valid municipal purpose, such as strengthening the City’s sense of community or celebrating a City’s history and; 3. May provide, through increased customers, additional revenues for Orting businesses and subsequent improved tax revenues for the City. <p>CGA reviewed the application on March 1, 2023, and recommend approval.</p> <p>City Council City Council reviewed the application on March 15, 2023 and moved the application forward to the March 29, 2023 meeting for consideration.</p> | | | | |
| RECOMMENDED ACTION: <u>ACTION:</u> | | | | |
| Move to City Council Study Session on March 15, 2022. | | | | |
| FUTURE MOTION: <u>MOTION:</u> | | | | |
| To approve resolution No. 2023-03, A resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of Orting Valley Farmer’s Market. | | | | |

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-03

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING CITY SPONSORSHIP OF THE ORTING
VALLEY FARMER’S MARKET.**

WHEREAS, the City of Orting has adopted a Special Event Sponsorship Policy (the “Policy”) to extend City-sponsorship to events that the City Council determines serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, sponsorship is extended to events upon application, on a case-by-case basis and at various levels of support depending on the value the event has for the community; and

WHEREAS, upon a declaration by the City Council that a particular event qualifies for sponsorship, the event may be entitled to use of city facilities and services without charge; and

WHEREAS, the City received an application for sponsorship from the Orting Valley Farmer’s Market; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on March 1, 2023, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Valley Farmer’s Market has been an institution of public service for many years, is open to the public, and serves the valid municipal purposes of providing an opportunity for strengthening the City’s sense of community and celebrating the agricultural assets that are fundamental to the City; and

WHEREAS, the City Council finds that the Orting Valley Farmer’s Market’s application meets the requirements of the City’s Policy, and qualifies for City-sponsorship as an event serving valid municipal purposes; and

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

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Valley Farmer’s Market is an event open to the public, which serves the valid municipal purposes described herein.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City’s sponsorship of the Orting Valley Farmer’s Market, pursuant to the City’s Policy, at the Tier # 1 level. This authorization extends to each event identified on the Orting Valley Farmer’s

Market's application for sponsorship, on every Friday between June 2nd, 2023, and August 25th, 2023. The Mayor is authorized to enter into a contract with the Orting Valley Farmer's market to memorialize the City's sponsorship described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 29th, DAY OF MARCH, 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

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



City of Orting
 104 Bridge St S • PO Box 489 • Orting, WA 98360
 Phone: 360-893-9017 or 253-262-7842
 Fax: 360.893.6809
 Email: recreation@cityoforting.org
 Web: www.cityoforting.org

SPECIAL EVENT APPLICATION

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

Application: This completed application, a detailed event map showing where the event will take place, a certificate of insurance naming the City of Orting as an additional insurer for this event in the amount of \$1,000,000.00, and any other pertinent information, along with the Special Event fee (\$200) must be submitted to the City of Orting at least ninety (90) days prior to event. Upon receipt, a meeting with City Department Heads will be scheduled. It is required that the applicant meet with Department Heads in a scheduled meeting to go over the Special Event Application to assure guidelines and preparation prior to the event. After this meeting, you will be notified if your event has been approved. Failure to meet any deadlines required by the City of Orting may result in cancelation of the event. **Applicant initials:** IG

NAME OF APPLICANT: DOUG GRAVES

NAME OF ORGANIZATION: ORTING VALLEY FARMERS MARKET

ARE YOU NON-PROFIT: Yes [] No IF YES, UBI#: 603436579

MAILING ADDRESS: P.O. BOX 1665

EMAIL ADDRESS: OVFMCONTACT@gmail.com

NAME OF EVENT: ORTING VALLEY FARMERS MARKET

TYPE OF EVENT (parade, festival, etc.): FARMERS MARKET

DATE(S) OF EVENT: MOTHERS DAY MAY 13, REGULAR SEASON EVERY FRIDAY JUNE 2 THRU AUGUST 25, AND PUMPKIN FEST OCT 14.

TIME(S) OF EVENT: Set-Up 12:30 PM Start of Event 3:00 PM
REGULAR SEASON
 End of Event 7:00 PM Exit Time 8:00 PM

PRIMARY CONTACT NAME: DOUG GRAVES PHONE: 253-509-3609
PRIMARY CONTACT EMAIL: OVMCONTACT@GMAIL.COM
DAY OF CONTACT NAME: DOUG GRAVES PHONE: 253-509-3609
DAY OF CONTACT EMAIL: OVMCONTACT@GMAIL.COM
ALTERNATE CONTACT: JOANN HOLBROOK PHONE: 206-300-8650

FOR ALL SPECIAL EVENTS:

TYPE OF EVENT:

- Festival/Carnival/Fair
- Parade
- Run/Race (If you do not require the use of City parks or facilities, you do not need to complete this application. You will need to submit a separate trail use application.)
- Walk Procession/Organized Rally
- March
- Block Party
- Demonstration
- Other (Specify) FARMERS MARKET

FACILITIES & PARKS USAGE REQUESTED (See Appendix A for rental rates):

- BBQ Area
- Basketball Court
- Multi-Purpose Center (MPC)
- Fountain Pavilion
- Gazebo
- City Park grass areas (south)
- Orting Station
- North Park grass area

If the Event is providing for the following, what arrangements will be in place?

Will you have additional garbage service and where will they be placed (show on Map)?
WE WILL SET OUT GARBAGE CANS AND WILL BAG AND DISPOSE OF AT THE END OF DAY

Will you have adequate restroom facilities and where will they be placed (show on Map)?
ORTING STATION HAS A RESTROOM. THE CITY ALSO HAS ALWAYS PROVIDED TWO PORTA POTTIES FOR THE ENTIRE MARKET SEASON.

Will there be any open flame, cooking facilities or gas cylinders (show on Map)?
COOKING FACILITIES WILL BE INSIDE VENDOR TRUCKS, TRAILERS OR TENTS AS ALLOWED BY THE TACOMA PIERCE COUNTY HEALTH DEPARTMENT.

ADDITIONAL SERVICES: Will you need additional services for a Non-Sponsored event, or from the City that are not covered under Tier 1 or Tier 2 for a Sponsored Event? Yes No

City Services (please mark all that apply)

| | <u>Price</u> | <u>Total Price</u> |
|---|-----------------------------|---|
| <input type="checkbox"/> 1 Public Work staff | \$75/hr x ___ hrs | \$ _____ |
| <input type="checkbox"/> 1 Police Officer | \$85/hr x ___ hrs | \$ _____ |
| <input checked="" type="checkbox"/> 1 Dumpster | \$20/event | \$ <u>SPONSORED</u> |
| <input checked="" type="checkbox"/> 2 Standard Portable Restrooms (Delivery/Pick Up/Cleaning) | \$150/event | \$ <u>SPONSORED</u> |
| <input checked="" type="checkbox"/> Electricity (2 Spider Boxes) | \$50/event | \$ <u>SPONSORED</u> |
| <input type="checkbox"/> Audio/PA system (Does not include a DJ) | \$75/event | \$ _____ |
| <input type="checkbox"/> Barricades (Must provide placement on map) | \$50/event | \$ _____ |
| <input type="checkbox"/> Street Sweeper (man power/vehicle) | \$150/hr x ___ hrs | \$ _____ |
| <input type="checkbox"/> Portable Trailer Sign | \$50/day x ___ days | \$ _____ |
| <input checked="" type="checkbox"/> Banner (Banner request required) | \$195 (up for 2 weeks only) | \$ <u>SPONSORED</u> |
| <input checked="" type="checkbox"/> Facility Rental Fees & Deposits | \$ Varies | \$ <u>SPONSORED</u> |
| *See Appendix A for rental rates** | | |
| <input checked="" type="checkbox"/> Blanket Vendor Permit | \$100/event | \$ <u>TO BE PAID PRIOR TO FIRST MARKET DAY - MAY 13</u> |

Total For Special Event Services \$ 100
 Special Event Fee \$200

TOTAL TO BE PAID MA \$ 300 BLANKET PERMIT FEE TO BE PAID BY MAY 13.

BANNER REQUEST: Please complete the following if you would like a banner in place across Washington Ave./SR 162 before and/or during your event. **Banner message is limited to name, date, and event sponsor. Commercial advertising is not allowed.**

Banner must meet the following requirements: Banner shall not be larger than 24 feet wide and 36 inches high. Banner shall maintain minimal vertical clearance to overhead utility lines set forth by PSE. Banners shall have wind load relief flaps eighteen (18) inches wide and ten (10) inches high spaced at a density of one flap for each ten (10) square feet of surface area. Relief flaps shall be spaced uniformly to provide uniform wind load reduction. Banners shall have two (2) inch high vinyl coated nylon strip (13oz) securely sewn along top and bottom.

Requested period for the banner to be displayed: 05/20/23 through 08/26/23
 The banner may only be across SR 162 for 2 weeks

Material Type: VINYL WITH WIND FLAPS Size: 30' X 33" Thickness: _____

How many cuts are on banner? _____ One sided or two-sided? One Two

VENDORS: Will there be any vendors? Yes No

If yes, vendors are required to purchase a City of Orting Business License through the State of Washington prior to the event or the Applicant (Event) must purchase a Blanket License to cover all vendors. (Resolution 2011-12)

It will be the responsibility of the Event Coordinator to ensure vendor parking does not block Orting Businesses on Washington Ave., Van Scoyoc Ave. or customer parking areas next to the parks or businesses with exceptions determined by the City of Orting.

PARADE INFORMATION: Will a parade be part of this event? [] Yes No

If yes, please answer the following:

PARADE START TIME: _____ START LOCATION (show on map): _____

STAGING AREA – WHERE/WHAT TIME (show on map): _____

PARADE ROUTE (show on map): _____

WILL HORSES OR OTHER ANIMALS BE IN PARADE? [] Yes [] No

If yes, approximately how many animals? _____

You will be responsible for cleaning up after animals participating in the parade

WOULD YOU LIKE THE POLICE OR FIRE DEPARTMENT TO PARTICIPATE IN THE PARADE?

[] Yes [] No

OTHER:

ARE YOU PLANNING TO CLOSE SR 162 (WASHINGTON AVE.) TO TRAFFIC? [] Yes No

If Yes, you will need to coordinate with WSDOT to approve the road closure. Visit <https://wsdot.wa.gov/about/contacts> for more information.

ARE YOU PLANNING TO CLOSE ANY OTHER LOCAL STREETS? [] Yes No

If yes, which streets (show on map)?

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? (Please explain)

NO

What methods will you be using to notify adjacent homeowners/businesses? (Please explain)

NONE

I understand that if deadlines are not met, our event may not be considered for Sponsorship and/or the event may not occur. **Initials:** IG

If roads are to be closed for any time at all the Applicant/Sponsoring Unit must contact Washington State Department of Transportation (WSDOT) to obtain a permit for the event and provide a copy for the City at least 2 weeks prior to the event. **Initials:** IG

I understand that in the planning of activity I must allow for a 20ft access for emergency vehicles and also notify adjacent homeowners and businesses. **Initials:** IG

Permittee agrees to defend, indemnify and save harmless the City of Orting, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City of Orting, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of therefrom, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City of Orting, its appointed or elected officers or employees. I also am aware that I must provide \$1,000,000 liability insurance and name the City of Orting as an additional insurer. Initials: IG

Certificate of Insurance in the amount of \$1,000,000 showing the City of Orting as an additional Insurer (please attach).

Name of Insurance Company: CAMPBELL RISK MANAGEMENT


Policy Number: AAM6002 LHW D481967-02 EXP 3/30/23 AND WILL BE RENEWED.

HOLD HARMLESS STIPULATION: Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, liability, cost and expense. Permittee understands that the Community Event will include the Covered Facilities, Orting Station and the Multi-Purpose Center facilities which are all owned by the City of Orting. Initials: IG

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

Initials: IG

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

APPLICANT SIGNATURE:  DATE: 2/9/2023

PRINT NAME: DOUG GRAVES

Title/Role with Organization: MARKET MANAGER - ORTING VALLEY FARMERS MARKET

Facilities are based on a first come, first serve basis. Events do not have special privileges. Applications and all required documents may be mailed or brought in to the following to be added to the yearly calendar:

| | | |
|---------------------------|----|------------------|
| Mail to: | Or | Stop by: |
| City of Orting | | City Hall |
| Attention: Special Events | | 104 Bridge St S |
| PO Box 489 | | Orting, WA 98360 |
| Orting, WA 98360 | | |

If you have questions regarding the application please call (253) 262-7842
A receipt showing payment is NOT approval of the event

City of Orting Sponsorship Application

Are you requesting City sponsorship? Yes No

If no, please skip to the *FOR ALL SPECIAL EVENTS*

CITY SPONSORSHIP OF A SPECIAL EVENT:

Some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy. Applicants for City Sponsorship for a Special Event shall comply with the City's Special Event Sponsorship Policy. Applicants are advised to review the City's Policy before requesting City Sponsorship for a Special Event. All City Sponsored Events shall comply with all applicable local, state and federal regulations.

All requests for City Sponsorship are reviewed by the City Council's Community and Government Affairs (CGA) Committee, and Applicants will be required to have a representative attend a CGA Committee meeting to answer any questions regarding the request.

Applicants seeking City Sponsorship must meet these baseline criteria, and to qualify for City Sponsorship the event must abide by all requirements of the Policy, including:

- ✓ Hosted by a Non-Profit Organization registered with the Washington Secretary of State, and provide proof of active status;
- ✓ Be open to all Orting residents;
- ✓ Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's history.
- ✓ All items of the application are completed in full and received by the City 90 days prior to the date of the event;
- ✓ A brief letter defining the purpose of the event and the tier of sponsorship requested (Review the Special Event Sponsorship Policy for more information);
- ✓ Proof of liability insurance that complies with the terms of Section IV of the City Special Event Sponsorship Policy (you may request a copy of the Special Event Sponsorship policy by emailing recreation@cityoforting.org).

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

Which Tier level of sponsorship are you asking for?

Tier 1:

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

Gazebo, BBQ Area, or North Park – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit if vendors are participating in the event.

North Park- For Events more than 1-day usage, open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit if vendors are participating in the event.

Tier 1~ Sponsorship includes:

- City Logo on Event (all City-Sponsored Events shall place the City Logo on all materials advertising the Event)
 - City has a Booth at No Charge
 - Posting of the Event on the City Reader Board
 - Posting of the Event on the City Website and Facebook
 - Usage of the above noted facilities at No Fee
 - 1 Maintenance Staff for eight (8) hours
 - City to hang the banner, provided by the event, over Washington Avenue at no fee.
- + 1 DUMPSTER (EXISTING) 2 PORTA POTITIES, ELEC 2 SPIDER BOXES + 2 POWER CORDS

[] Tier 2:

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

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

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

Tier 2 ~ Sponsorship Includes:

- City Logo on Event
- City has a booth at No Charge
- Posting of the Event on the City Reader Board
- Posting of the Event on the City Website and Facebook
- Usage of above noted Facilities at No Fee
- Spider Box (2) Usage
- 1 Maintenance Staff for eight (8) hours
- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones, but will not stay for the event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to hang the banner, provided by the event, over Washington Avenue at no fee

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

APPENIX A

FACILITY RENTAL RATES

MULTI-PURPOSE CENTER (MPC)

The multi-purpose center is located at 202 Washington Ave. S in the same building as the library. This rental includes a large room with a stage (occupancy of 148), a kitchen with 2 stoves, a refrigerator, a freezer, and counter space. This facility also includes tables and chairs. A refundable deposit of \$150 is required to secure this space. If you will be serving alcohol, a \$300 banquet permit will be required.

| | Resident | Non-Resident | Non-Profit Organization |
|----------------------------|----------|--------------|-------------------------|
| Full day M-F | \$150.00 | \$200.00 | \$20.00 |
| Half day (5 hours) M-F | \$100.00 | \$150.00 | \$20.00 |
| Full day Sat/Sun | \$200.00 | \$250.00 | \$100.00 |
| Half day (5 hours) Sat/Sun | \$150.00 | \$200.00 | \$50.00 |

ORTING STATION

The Orting station located at 101 Washington Ave. NW is an open building that includes a large open area, a restroom, some counter space and a sink. This facility does NOT include tables and chairs. A refundable deposit of \$50 is required to secure this space.

| | Resident | Non-Resident | Non-Profit Organization |
|--------------------|----------|--------------|-------------------------|
| Full day (any day) | \$100.00 | \$200.00 | \$50.00 |
| Half day (5 hours) | \$50.00 | \$100.00 | \$25.00 |

COVERED BBQ AREA

The covered BBQ area is located in the Main Park at 101 Train St. SW near the Bell Tower. This facility is also near the playground, horse shoe pits and park restrooms. Contact the Lions Club for BBQ racks. Up to 5 picnic tables can be placed under the covered area upon request. A refundable deposit of \$50 is required to secure this space.

| | Resident | Non-Resident | Non-Profit Organization |
|--------------------|----------|--------------|-------------------------|
| Half day (5 hours) | \$30.00 | \$60.00 | \$20.00 |

GAZEBO

The Gazebo is located in the South Main Park at 102 Train St. SW near the Bell Tower. This facility is also near the basketball court. A refundable deposit of \$50 is required to secure this space.

| | Resident | Non-Resident | Non-Profit Organization |
|--------------------|----------|--------------|-------------------------|
| Half day (5 hours) | \$30.00 | \$60.00 | \$20.00 |

Date Application Received: 2/15/23 Dept. Meeting Date: _____

Event Application Completed: Yes [] No Certificate of Insurance: Yes [] No

Detailed Event Map: Yes [] No WSDOT Street Closure Permit: [] Yes [] No N/A

Application Approved: [] Yes [] No Date: _____ Initials: _____

Total Fee Amt \$ 300 Date Paid: 2/17/23 Receipt # 26129

NOTES:

→ will send insurance cert. again when policy renews in March.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/30/2022

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

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

| | | |
|---|--|------------------------------------|
| PRODUCER Pro Insur, Inc dba Campbell Risk Management 9595 Whitley Drive, Suite 204 Indianapolis, IN 46240 Larry Spilker Ext 203 | CONTACT NAME: Larry Spilker ext 203 PHONE (A/C, No, Ext): 317-848-9075 E-MAIL ADDRESS: lspilker@campbellrisk.com | FAX (A/C, No): 317-848-9093 |
| | INSURER(S) AFFORDING COVERAGE INSURER A: HANOVER INSURANCE GROUP 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 | |
|-------------------------------------|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------|-------------------------|---|--------------|
| <input checked="" type="checkbox"/> | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | AAM6002 LHW D481967 - 02 | 03/30/2022 | 03/30/2023 | EACH OCCURRENCE | \$ 2,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 |
| | | | | | | | MED EXP (Any one person) | \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 2,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$ 4,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ 4,000,000 |
| | | | | | | | | \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) | \$ |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE | \$ |
| | | | | | | | AGGREGATE | \$ |
| | | | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | <input type="checkbox"/> | N/A | | | | PER STATUTE | OTH-ER |
| | | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Those usual to the Insured's operation. Blanket additional Insured applies per coverage form 421-2915 06 15. Certificate holder, if any, is hereby an additional insured.

| | |
|--|---|
| CERTIFICATE HOLDER City of Orting – 104 Bridge St S. Orting WA 98360 Washington State Farmers Market Assn. – 93 Pike St. Suite 316 Seattle WA 98101 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>John C. Campbell</i> |
|--|---|

Orting Valley Farmers Market
 2023 Regular Season Layout
 Doug Graves - Market Manager

Saints Cosmos
 and Damian
 Church Parking

CORRIN AVE

Big J's Outdoor Store

Business Parking

D&D Construction

Business Parking

Old Orting Transmission

Business Parking

CUSTOMER
 ENTRANCE & EXIT
 WALKWAY

Dumpster

2 Porta-Potties

Customer Parking

VENDOR EXIT

Restroom

Vendor Parking

Orting
 Station
 Building

CSA

51

FM

46

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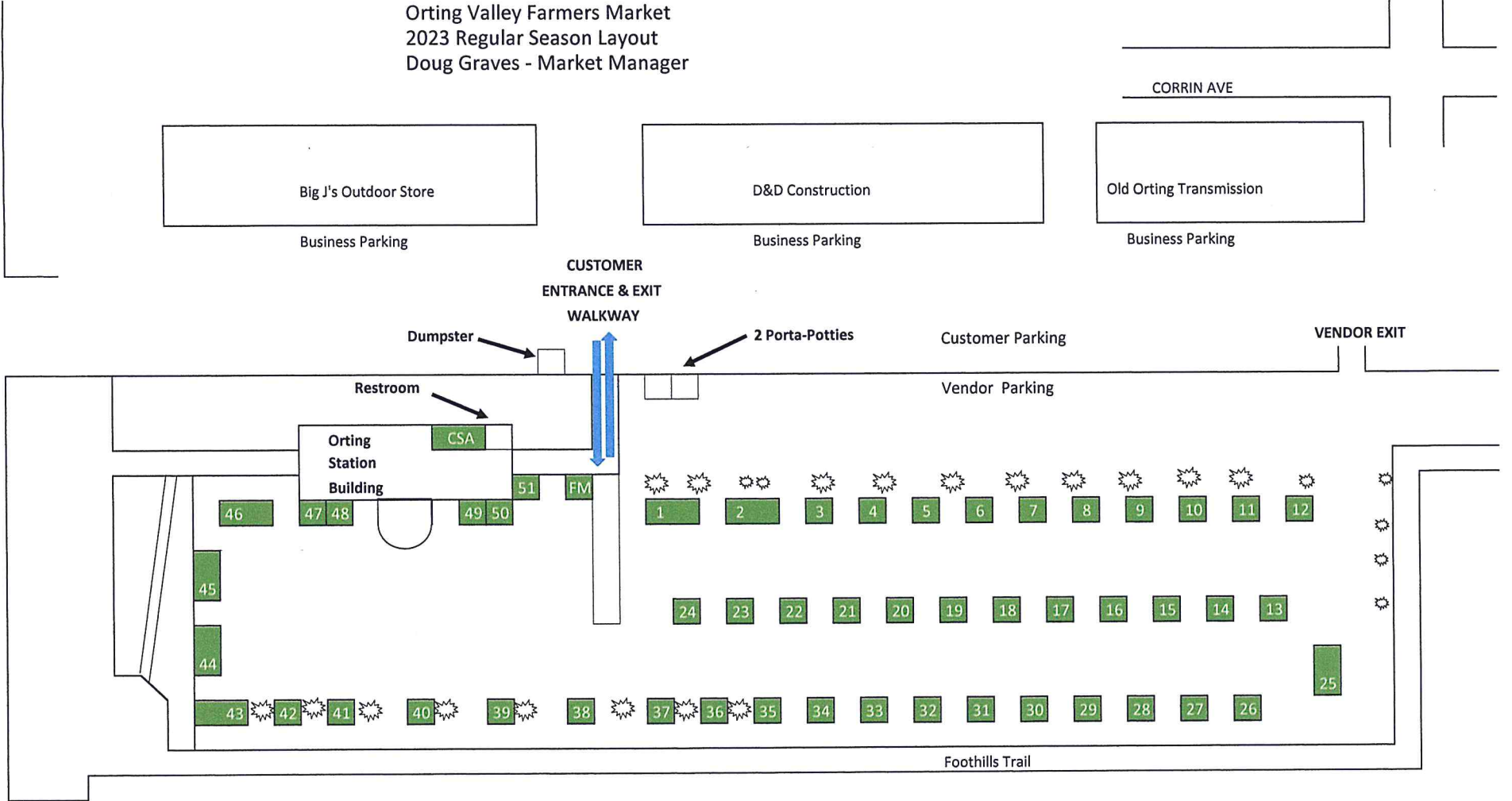
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Foothills Trail

CALISTOGA ST

SR 162 / WASHINGTON AVE





CITY OF ORTING
110 TRAIN ST. SE • P.O. BOX 489
ORTING, WA 98360-0489
(360) 893-2219
Small Town Big View

Receipt Number: **26129**

Three Hundred and 0/100's Dollars
Received From:
Doug Graves
Orting Farmer's Market

| Date | Receipt Number | Amount |
|-----------|----------------|----------|
| 2/17/2023 | 26129 | \$300.00 |

| | | | |
|-----------------------|-------|---|----------|
| Printed By JCorona | Debit | 4 | \$300.00 |
|-----------------------|-------|---|----------|

001.362.40.04.00/001.322.90.09.00 - Farmer's Market Event Fee + Blanket Vendor Fee

DEPARTMENT COPY



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.



CITY OF ORTING

Policy No. 2017-1

Special Event Sponsorship Policy

Mission Statement: The City of Orting supports the development of events and activities that are vibrant and active and bring significant value to its citizens.

Section 1. Baseline Criteria for all Sponsored Events

Sponsorship is extended to events that serve valid municipal purposes for which the City Council approves use of city facilities and services by a non-profit group without charge. Sponsorship is extended to events upon application, on a case-by-case basis and at various levels of support depending on the value the event has for the community.

To qualify for sponsorship, an approved event must:

1. Be one where all citizens can reasonably participate;
2. Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating a City's history and;
3. May provide, through increased customers, additional revenues for Orting businesses and subsequently improved tax revenues for the City.

All groups proposing events which seek sponsorship by the City of Orting must meet these baseline criteria:

1. Organizations must be a non-profit that is actively registered with the Secretary of State.
2. Organizations must fill out the Special Event Application and carry their own liability insurance that complies with the terms of Section IV of this policy.

Section II. What Sponsorship May Include for Sponsored Events:

The City offers two “tiers” of sponsorship, with differing levels of support offered by the City depending upon the City’s determination of the value added by the event to the community.

Tier #1:

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

Gazebo or BBQ Area or North Park – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City’s insurance and indemnification requirements (see Section IV of this Policy).

North Park- For Event more than 1 day usage, open to nonprofit organizations registered Active with Secretary of State, and must comply with City’s insurance and indemnification requirements (see Section IV of this Policy). Organization must also purchase a City Business License Blanket Permit.

Tier #1~Sponsorship May Include:

- City Logo on Event
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- City to display banner over Washington Avenue at no fee.

Tier #2:

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

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

Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebo/North Park- Open to nonprofit organizations registered Active with Secretary of State, and must comply with City’s insurance and indemnification requirements (see Section IV of this Policy). Must purchase a City Business License Blanket Permit.

Tier #2~Sponsorship May Include:

- City Logo on Event
- City Has a Booth at No Charge
- Reader Board
- Website
- Facility Usage at No Fee
- Spider Box Usage
- 1 Maintenance Staff 8 hours
- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones but not stay for event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to display banner over Washington Avenue at no fee

Section III. Process for seeking Sponsorship:

All groups seeking sponsorship must submit a written request to the Council's Community and Governmental Affairs Committee (CGA), at least 60 days prior to the month in which they are seeking services and/or facilities. The group shall provide ten (10) copies of the written submission to the City Administrator by the aforementioned deadline, and the written submission shall comply with the following

1. The written submission can be simple, such as a brief letter along with the Special Event Application, but it must clearly define the purpose of the event, including reference to a valid municipal purpose, and who it serves. All requested services/facility use must be specified in the letter of request.
2. Any deviation at the time of the event from the use proposed in the written submission may result in the immediate termination of the City's sponsorship of the event.
3. A representative of the group must attend the CGA Committee meeting in order to answer any questions.
4. The CGA Committee will review applications prior to recommendation to the City Council for final determination by Resolution.

5. When approved, all materials distributed by the Organization pertaining to the City Sponsored event must contain the City of Orting logo.
6. An authorized representative of the group shall execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification (described in Section IV).
7. Within sixty (60) days of the City-Sponsored Event, the Group shall provide a written report and may give an additional oral report at a City Council Meeting to the City Council about the event, including but not limited to the following topics:
 - Summarize the event.
 - Were the event's objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
 - Reference the event's budget. Provide an analysis of actual expenses and income in relation to the projected budget.
 - Provide a good faith best-estimate of actual attendance at the event.
 - Describe the methodologies used to arrive at the good faith estimate of actual attendance numbers described above.

Section IV.

Insurance & Indemnity Requirements for City-Sponsored Events

All organizations selected to host City-Sponsored events pursuant to this policy shall execute an agreement with the City prior to the event, and said agreement shall include 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.



CGA Committee Minutes
February 1st, 2023
8:30am

Greg Hogan, Councilmember, Chair

Melodi Koenig, Councilmember

Kim Agfalvi, City Clerk

Scott Larson, City Administrator

Gretchen Russo, Finance Director

Danielle Charchenko, Executive Assistant/Records Clerk

1. Call to Order.

Councilmember Hogan called the meeting to order at 8:32am. In attendance at the meeting was Councilmember Greg Hogan, Councilmember Melodi Koenig, City Clerk Kim Agfalvi, City Administrator Scott Larson, Finance Director Gretchen Russo.

2. Parks Report.

City Administrator Scott Larson briefed that the Parks Advisory Committee has not met since the last meeting. He stated that there is been a survey on the City website and also has been advertised on social media to gain public comments on the three alternative plans. He briefed that the last public outreach will be at the Chocolate Stroll on February 11th, 2023. He stated that plans will then be presented to the Parks Advisory Board and he expects that it will be presented to Council at the March study session.

3. Public Comments.

No public comments.

4. Agenda Items.

A. Daffodil Parade Sponsorship.

City Clerk Kim Agfalvi briefed on the applications received from the Daffodil Committee and the Orting Chamber of Commerce for the Daffodil festival. She stated all applications are complete and insurance has been submitted.

Action: Move forward to the study session on February 15th, 2023.

B. Grant Policy.

City Administrator Scott Larson briefed on the annual grant policy that is part of the budget process. He briefed on the requirements of the policy and stated that feedback staff receive indicated that the City needs to advertise more proactively and be more transparent on the amount of money that is reserved as a line

item for budgeting grants. He briefed that based on feedback staff wanted to bring the policy to Council for review. He stated if there are any changes to the policy staff would need to complete those by the end of June 2023 to allow for time for the next budget cycle. Committee discussion followed.

Action: Informational only. Bring back to next CGA meeting in March for further discussion.

C. Sponsorship Policy.

City Administrator Scott Larson briefed on the current sponsorship policy and stated that the City waives fees for the events of public interest in the City. He briefed on services that the City provides along with staff utilized as requested. He stated staff wanted to bring the policy to the CGA Committee for review to start the conversation with the committee if there are any changes in direction at a policy level that would want to be made. Committee discussion followed.

Action: Informational only. Bring back to next CGA meeting in March for further discussion.

5. Meeting Minutes of January 4th, 2023.

The meeting minutes of January 4th, 2023 were approved.

6. Action Items/Round table review.

Final comments.

Identify Items that are ready to move forward, establish next meeting's agenda.

7. Adjournment.

Councilmember Hogan adjourned the meeting at 9:30am.

ATTEST:

Kimberly Agfalvi, City Clerk