



CGA Committee Agenda
August 2nd, 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/88060856682?pwd=Yit3WmRSMno1ZnZUNCtheWFibmJQZz09>

Meeting ID: 880 6085 6682

Password: 867070

1. Call to Order

2. Parks Report

3. Public Comments

4. Agenda Items

- A. AB23-67 - Banners and Advertising.
- B. AB23-76 – Utility Fee Waiver.
- C. AB23-64 – Deputy Mayor Selection Process.
- D. AB23-72 – Facility Rental Policy.
- E. AB23-73 – Field Usage Policy.
- F. AB23-74 – Parks Advisory Board.
- G. AB23-75 – Orting Pumpkin Festival Sponsorship.

5. Meeting Minutes of July 5th, 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**

Subject: Banners & Advertising		Committee	Study Session	Council
	AB23-67	CGA		
	For Agenda of:	8.2.2023		
	Department:	CGA/Administration		
	Date Submitted:	6.29.2023		
Cost of Item:		<u>N/A</u>		
Amount Budgeted:		<u>N/A</u>		
Unexpended Balance:		<u>N/A</u>		
Bars #:		N/A		
Timeline:		Discussion Item		
Submitted By:		Scott Larson		
Fiscal Note: None				
Attachments: Banner and Advertising Policy Memo, HWY 162 Banner Application				
SUMMARY STATEMENT:				
<p>This item is discussion regarding the city’s policy on utilizing city property to advertise for 3rd party organizations unrelated to city sponsored events. Discussion includes:</p> <ul style="list-style-type: none"> - Feasibility - Location - Cost 				
RECOMMENDED ACTION: <u>Action:</u>				
<p>This is a discussion item currently. Staff recommend that Council adopt a policy governing advertising on city property.</p>				

Memo



To: CGA Committee

From: Scott Larson, City Administrator

cc: Mayor Penner

Date: May 24, 2023

Re: Banners and Advertisements on Public Property

The City has an existing practice of allowing banners to be placed over HWY 162 between Cardinal Ln. and Bridge Street. Typically, these banners are associated with a City event like the Daffodil Festival or City Sponsored event like the Farmers Market. In other instances, we have allowed this forum to be utilized for other non-government speech such as promoting a school bond or advertising a local football league. For these non-governmental speech instances, the city charges approximately \$200 for placing the banner for a two-week period.

In 2022 there was a Supreme Court case, *Shurtleff v. Boston*, where the City of Boston had a practice of allowing private groups to raise a flag on the city's flagpole. When a group wanted to raise a religious flag, the City denied the request as the city feared allowing a religious symbol was the city endorsing a particular religious position. The court however, unanimously ruled that if the city allows the flagpole to be used for any non-governmental speech it can't differentiate types of non-governmental speech. The court further stated that if Boston wants to change its policy and only utilize the flagpole for government speech, that would be permissible.

This memo serves primarily to inform the council of the current policy so that council can make an informed policy decision to either allow all non-governmental speech "banners" over the highway, or only allow government speech to be placed in this forum.

Further, the city has had a request from a business regarding "sponsoring" the baseball field. This would involve in individual, business, or organization paying a fee to place an advertisement (likely some sort of banner) on the fence at the City's baseball field. The intent of this funding would be to help fund field maintenance. Again, the same public forum analysis as outlined above would apply. If council would like to entertain a policy regarding placing banners in other forums like baseball fields, or other locations; staff can work on putting together a policy that would regulate how this would happen.



104 Bridge St S., PO Box 489, Orting, WA 98360
 Phone: 360.893.2219 Fax: 360.893.6809
 Website: www.cityoforting.org
 Email: malfiere@cityoforting.org

BANNER PERMIT APPLICATION

This Banner Permit Application allows the City and WSDOT to keep track of a Banner across SR 162. The Application and Payment must be submitted prior to approval of the banner. Before the installation the City of Orting will contact WSDOT as part of the permitting process. When the Banner is approved by WSDOT the City of Orting will notify you. Please allow up to 3 weeks for approval.

This form must be competed IN FULL each time a banner is to be installed.

****Name, Date and Event Sponsors are ONLY allowed on the banner for it to be approved by WSDOT****

Applicant Name: _____ Representing: _____

Event Name: _____ Event Date: ___/___/___

Mailing Address: _____

Phone: _____ Email: _____

Non-Profit: Yes No UBI #: _____

Location of Banner: SR 162 & Leber Cost: \$195.00

Requested period for the banner to be across SR 162: ___/___/___ through ___/___/___
The banner may only be across SR 162 for 2 weeks

Specifications of Banner

Material Type: _____

Size: ___ x ___ Thickness: ___ How many ___ cuts are on the banner: ___

One sided or Two Sided: One Two

Drawing of the Banner (Must be drawn each time of application or a photo of the banner attached):

Manufacturer of the banner: _____

Is this a new banner or one that has been used previously in Orting? New Previously-used

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.

Hold Harmless Agreement: Permittee agrees to indemnify, defend, and hold the City, its officers, employees, and volunteers, harmless from and against any and all claims, actions, or damages of any type asserted against or incurred by the City in connection with any acts or omissions of the permittee, its agents, employees, contractors, or any person in connection with the permit, provided this obligation shall not include such claims which may be caused by the sole negligence of the City or its officers or employees.

Signature: _____ Date ____/____/____

****RETURN COMPLETED FORM ALONG WITH PAYMENT BY MAIL OR IN PERSON AT CITY HAL AT LEAST 3 WEEKS PRIOR TO HANGING OF BANNER****

Official Use Only:

Application Received: ____/____/____	Amount Paid: _____	Receipt #: _____
Date Application Emailed to WSDOT: Date ____/____/____		
WSDOT Contact: _____		
Confirmation from WSDOT: Date ____/____/____ (Attach Authorization document)		
Notification to Applicant: Date ____/____/____ Email or Phone: <input type="checkbox"/> Email <input type="checkbox"/> Phone		
Date Received Banner: ____/____/____ Received by: _____		
Date Banner Installed: ____/____/____ Date Banner Removed: ____/____/____		
Date Banner Picked-up: ____/____/____ Picked-up by: _____		



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Suspension of Utility Late Fee and Shutoff Fee During System Conversion	AB23-76	CGA		
		8.2.23		
	Department:	Finance		
	Date Submitted:	7.28.23		
Cost of Item:	Approximately \$20,000			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	No later than September 14, 2023			
Submitted By:	Gretchen Russo			
Fiscal Note: This would reduce the amount of late fees and shutoff fees we collect for 2023				
Attachments: Resolution No. 2023-XX				
SUMMARY STATEMENT:				
<p>The City is converting its financial system and online utility billing system between now and November 1, 2023. The existing system and the new system will be open for a period, but starting mid-September, the old payment system will go offline. To ease the conversion process, staff are proposing suspension of the late fee and shutoff fee during this period of time. Customers will continue to receive late notices, and customer’s that don’t pay by the shutoff date will still be shutoff, but no penalty will be assessed. Further, staff will work on reaching out to customers that do not pay and working with them on setting up new accounts or arranging alternative payment methods.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move to Council Study Session on August 16 th , 2023.				
FUTURE MOTION: <u>Motion:</u>				
To approve Resolution No. 2023-20, a resolution of the City of Orting, Washington, suspending utility late fees and shut off fees in resolution 2022-09 2021 fee schedule amendment for certain period of time; and establishing an effective date.				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-20

A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, SUSPENDING UTILITY LATE FEES AND
SHUT OFF FEES IN RESOLUTION 2022-09 2021 FEE
SCHEDULE AMENDMENT FOR A CERTAIN PERIOD OF
TIME; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Orting is authorized under RCW 35A.11.020, 35A.63.100(2) and RCW 19.27.040 to require licenses for the conduct of business, permits for the construction of structures and improvements, and to impose fees to recoup the costs of processing and/or providing services; and

WHEREAS, the Orting Municipal Code (OMC), at various places, establishes the bases for the assessment and/or collection of such license, permit fees and service charges; and

WHEREAS, the City Council adopted Resolution 2022-09 adopting an amending the fee schedule for 2021; and

WHEREAS, the City is transitioning its online utility billing system over the next several months; and

WHEREAS, the Council finds that suspending late fees and shutoff fees through the transition period is reasonable and necessary; and

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

Section 1. Adoption of Fee Schedule. The City of Orting hereby suspends the assessment of the utility late fee and shutoff fee provided for in Resolution 2022-09 between September 15, 2023 and November 15, 2023.

Section 2. Severability. If any section, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. Corrections Authorized. The City Clerk is authorized to make necessary corrections to this resolution, including but not limited to correction of clerical errors.

Section 4. Effective Date. The fee schedule adopted by this resolution shall be effective upon its passage. An act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

**RESOLVED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 30th DAY OF AUGUST, 2023.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk, CMC

Approved as to form:

Charlotte A. Archer, City Attorney
Inslee Best, PLLC



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Deputy Mayor Selection Process.	AB23-64	CGA		
		7.5.2023 8.2.2023	7.19.2023	
	Department:	Administration		
	Date Submitted:	6.28.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi, City Clerk			
Fiscal Note:				
Attachments: City of Orting City Council Rules of Procedure sections 3.8, 3.9, and 8.5				
SUMMARY STATEMENT:				
<p>The City of Orting City Council Rules of Procedure require the Deputy Mayor to be selected by a majority of the Councilmembers annually at the first Council meeting in January. The term of the Deputy Mayor starts on February 1st and ends January 31st of the following year.</p> <p>Deputy Mayor Bradshaw’s term on council will end on December 31st, 2023, which will leave the Council without a Deputy Mayor for January until a new Deputy Mayor can be selected and their term starts.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Discuss a process for having an interim Deputy Mayor for January 2023 until a new Deputy Mayor is appointed.				
RECOMMENDED MOTION: <u>Motion:</u>				
TBD.				

8. Filling Council Vacancies and Selecting Deputy Mayor

8.1 Notice of Vacancy:

If a Council vacancy occurs, the Deputy Mayor will take the lead with the assistance of two councilmembers and guide the Council through the procedures as outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available, until an election is held, the Council will widely distribute and publish a notice of the vacancy, procedure, deadline for applying for the position and the date of the interview.

8.2 Application Procedure:

Each applicant will submit a written request to the City Clerk prior to the posted deadline.

8.3 Interview Process:

All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting. The order of the interviews will be determined by a drawing of names. Applicants will be asked to answer questions posed by each Councilmember during the interview process. Each candidate will be allowed two minutes for opening and closing comments. Candidates may not make comments or responses about other applicants.

8.4 Selection of Councilmember:

The Council may recess into executive session to discuss the qualifications of all candidates. Nominations via a motion, voting and selection of a person to fill the vacancy will be conducted during an open public meeting. If no motion is made, none of the candidates shall be selected.

The City Clerk will prepare the Oath of Office and the Mayor, The City Administrator or the City Clerk may swear in any newly-appointed Councilmember. The new Councilmember will immediately take his/her seat with the Council.

8.5 Selecting Deputy Mayor:

The Deputy Mayor will be selected by a majority of the Councilmembers annually at the first Council meeting in January.

3.4 Points of Order:

The City Attorney who is the parliamentarian, shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be “Shall the decision of the parliamentarian be sustained?”

3.5 Questions to be stated:

The Chair shall state all motions submitted for a vote and announce the result. A roll call vote may be taken by the City Clerk on any question at the request of the Mayor or any member of the City Council.

3.6 Mayor – Powers:

The Mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the Mayor wishes to participate vigorously in the debate of an issue, the Mayor shall turn over chairing of that portion of the meeting to the Deputy Mayor, or to another Councilmember if the Deputy Mayor is absent. The Mayor’s voting rights and veto power are as specified in RCW 35A.12.100.

3.7 Duties:

The Mayor or designee shall:

- (A) Be the official spokesperson for the City.
- (B) Act as the official head of the City for all ceremonial purposes.
- (C) Sign contracts and other documents as appropriate on behalf of the Council.
- (D) Observe and enforce all policies and procedures adopted by the Council.
- (E) Act as presiding officer at all meetings of the Council.
- (F) Preserve order and decorum in the Council Chambers.
- (G) Recognize Councilmembers in the order in which they request the floor.
- (H) Endeavor to keep the discussion moving and within a reasonable timeframe.
- (I) Share information with Councilmembers on meetings, issues, etc., that the Mayor has received as part of his/her official status as Mayor.

3.8 Deputy Mayor – Powers:

- (A) In the event of the temporary disability or illness of the mayor the Deputy Mayor will assume the Mayor's powers.

3.9 Deputy Mayor -- Duties:

- (A) Term of the Deputy Mayor shall be one year. (February 1st, to January 31st.)
- (B) Election of Deputy Mayor. At the first meeting of January, the Council shall elect a Deputy Mayor (DM) for a term of one year, beginning February 1st, and ending the last day of January.
- (C) The election process shall be as follows:
 1. The Deputy Mayor shall serve as the Chair for the nomination process for the position of DM, unless they are a nominee in the process, at which time it will be turned over to the Mayor as Chair. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary.
 2. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Second nominations will then be accepted.
 3. Nominations may be made by another Councilmember, or by self.
 4. Nominations may include brief supporting comments by the Councilmember.
 5. A Councilmember may withdraw their nomination from consideration.
 6. Nominations do not require a second.
 7. After nominations have been closed (see #2 above for second nominations), each nominee will have an opportunity to speak, either at their seat or at the podium. If the nominee chooses to speak, it may not be for longer than three minutes, with a fifteen second wrap-up period. Then voting for DM will precede:
 - a. Voting will be according to alphabetic order, A-Z of nominations made. Any second vote will be by reverse order, Z-A; continuing to reverse as necessary for subsequent votes. This is done to be as fair as possible to all nominees.

- b. If there is **only one nominee** for the position, the Chair will open the floor for a motion and appointment.
- c. If there are **two nominees**, the following scenario will be followed:

Scenario #1: 2 Nominees, 7 standing councilmembers

- 1. Clerk does a roll call for Councilmembers on their preferred candidates
 - 2. Nominee A receives 3 votes
 - 3. Nominee B receives 4 votes
 - 4. Deputy Mayor is chosen (Nominee/Candidate B) by majority consensus, no further motion of appointment necessary.
- d. If there are **three or more nominees**, the following scenarios will be followed:

Scenario #1: 3 or more Nominees, 7 standing Councilmembers

- 1. Clerk does a roll call for Council-members on their preferred candidates
- 2. Nominee A gets 3 votes
- 3. Nominee B gets 2 votes
- 4. Nominee C gets 2 votes
- 5. Nominee A is chosen as Candidate A. Chair sets a second ballot for Nominees B & C to determine second candidate.
- 6. Clerk does a roll call for Councilmembers on their preferred candidate
- 7. Nominee B gets 3 votes
- 8. Nominee C gets 4 votes
- 9. Nominee C is chosen as Candidate B.
- 10. Clerk does a roll call for Councilmembers on the two final candidates
- 11. Candidate A gets 2 votes
- 12. Candidate B gets 5 votes
- 13. Deputy Mayor is chosen (Candidate B) by majority consensus, no further motion of appointment necessary.

Scenario #2: 3 or more Nominees, 7 standing Councilmembers

- 1. Clerk does a roll call for Councilmembers on their preferred candidates
- 2. Nominee A gets 3 votes
- 3. Nominee B gets 3 votes

4. Nominee C gets 1 vote
5. Chair need not set a second ballot as there is a top-two
6. Clerk does a roll call for Councilmembers on their preferred candidate from A & B
7. Candidate A gets 5 votes
8. Candidate B gets 2 votes
9. Deputy Mayor is chosen (Candidate A) by majority consensus, no further motion of appointment necessary.

Scenario #3: 3 or more Nominees, 7 standing Councilmembers

1. Clerk does a roll call for Councilmembers on their preferred candidates.
2. Nominee A gets 4 votes
3. Nominee B gets 2 votes
4. Nominee C gets 1 vote
5. Deputy Mayor is chosen (Nominee/Candidate A) by majority consensus, no further motion of appointment necessary.

8. The goals of this procedure are, above all: public transparency, consensus, respect, and fairness.

(D) When filling Council vacancies, see section 8.

(E) An appointment committee consisting of the Deputy Mayor, one (1) Councilmember, and the Mayor shall recommend assignments for the Council Committee Chair and Vice-Chair positions in accordance with the following procedure:

- a) The appointment committee shall provide recommendations for Council Committee assignments to the full Council for its approval no later than the first regular meeting in February.
- b) Each Council member shall be assigned to at least one (1) Council Committee, with the exception of the Deputy Mayor who shall chair the study session and shall not be assigned a role in a Council Committee.
- c) Chairperson selection shall be based on seniority, balance of experience, knowledge and interest prior to assignment.
- d) The appointment committee shall give weighted consideration for those working on long range project.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Facility Rental Policy.	AB23-72	CGA		
		8.2.2023		
	Department:	Administration		
	Date Submitted:	7.26.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi, City Clerk			
Fiscal Note:				
Attachments:	Facility Rental Policy			
SUMMARY STATEMENT:				
<p>The proposed City of Orting Facility Rental Policy outlines facility availability, hours, uses, rental procedures, expectations for set up and clean up, safety, insurance requirements, and rules regarding inflatables such as bounce houses. The policy also sets guidelines for rentals that have alcohol at their events.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to study session on August 16 th , 2023 for Council consideration.				
FUTURE MOTION: <u>Motion:</u>				
Motion to approve the Facility Rental Policy as prepared.				



CITY OF ORTING

104 BRIDGE ST. S, PO BOX 489, ORTING WA 98360
Phone: (360) 893-2219 FAX: (360) 893-6809
www.cityoforting.org

City of Orting Facility Rental Policy

Facility Availability:

The City of Orting facilities are available for rental seven (7) days a week. It is the aim of the city of Orting to make the facilities available for the widest possible community use. Applicant understands that the tenant sponsored programs and activities by the City of Orting for the general public have priority over private groups in the scheduling of the facility.

Facility Hours:

Multipurpose Center (MPC): Sunday – Thursday - 8:00am – 12:00am. Friday and Saturday – 8:00am – 2:00am.

BBQ Pit and Gazebo: Park hours – 4:00am – 10:00pm

Orting Station: Park hours – 4:00am – 10:00pm

Facility Uses:

1. Facilities can be rented for private and non-profit uses.
2. Facilities used shall be limited to those specified on the application. When renting the MPC, the applicant does not have use of the foyer area.
3. The City of Orting shall not be liable for injuries or loss of property resulting in the use of the premises.
4. Facility rentals for commercial purposes and/or renters who charge a fee will not be eligible to rent at the non-profit rate.
5. Facilities are rented by the hour, with a two hour minimum.

Rental Procedures:

1. Facility rental requests may be submitted online through www.teamsideline.com/cityoforting or may be made in person at Orting City Hall.
2. Facility rental requests made online will be reviewed and approved by a staff member for conflicts and then a payment must be made online at www.teamsideline.com/cityoforting for the rental request to be complete.
3. Rental fees, deposits, and required documents are due at the time the application is submitted.
4. A \$300.00 deposit is required for events at the MPC where alcohol is served. Please include a copy of your State Liquor Board License or Banquet Permit with your application, rental fee and deposit

for verification to the City of Orting. In addition, a \$1,000,000 Insurance Certificate is required with the City of Orting as additional insured no later than two weeks prior to your rental date.

5. Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, caterers, depending on the type of event proposed.
6. If you are expecting more than 50 people at your event, a Special Event Permit is required by the City of Orting. Contact the Activities & Events Coordinator at (360) 893-9017 or by emailing recreation@cityoforting.org for more information.
7. Prioritization is first come, first served. Reservations may be made up to twelve months in advance. If applicant is requesting more than one date per month, all requests must be approved by the Parks and Recreation Supervisor and may take additional processing time to complete. A new application must be filed for each time of usage. All rental rates including damage/reservation deposit must be paid at the time of reservation.
8. Applicants must be 18 year of age or older to rent a facility.
9. Applicants must provide Federal or State approved picture identification.
10. Facility reservations are not transferrable.
11. The applicant is responsible for all aspects of use including payment of fees and deposits, as well as any damage to equipment or property above and beyond the deposit.
12. Any organization damaging or destroying City property will be held responsible for the cost of repair or replacement. In the event of damages or unacceptable cleaning, applicant shall accept the City of Orting's estimate of the amount of cost; and it shall be deducted from the deposit, and if inadequate, the additional amount is immediately payable.
13. The damage deposit will be refunded to the name and address provided on the facility rental application within 45 days by mail following your event provided there are no damages to the equipment or building as a result of use. If City of Orting staff determines there has been any damage of clean up issues, the renter will be contacted within two working days to discuss the issue and part or all of the deposit may be withheld.
14. Cancellations must be made at least one week prior to the rental reservation. If cancellation is less than one week prior to the rental reservation or a no show occurs, refund of the rental fee will not be issued. Cancellation can be emailed to Danielle Charchenko at dcharchenko@cityoforting.org or by telephone at 360-893-9002 (leaving a voicemail is acceptable).
15. A walk through of the facility may be arranged by emailing Danielle Charchenko at dcharchenko@cityoforting.org or calling 360-893-9002.

Set Up and Clean Up:

1. Set up and clean up are to be conducted during your rental time.
2. Renter is responsible for clean up at the end of the event.
3. The facility must be left in satisfactory condition by all groups using it. The use of open flames, candles, sparklers, confetti, rice (e.g. weddings) and boughs of coniferous trees are prohibited. No one is allowed to affix anything to ceilings or walls.

4. Any organization damaging or destroying City property will be held responsible for the cost of repair or replacement. In the event of damages or unacceptable cleaning, applicant shall accept the City of Orting's estimate of the amount of cost; and it shall be deducted from the deposit, and if inadequate, the additional amount is immediately payable. Chairs and tables are to be handled with care at the MPC; the Orting Station does not have tables and chairs available. There are 6 tables and 60 chairs available at the venue.
5. Applicants are required to remove, at their own expense, all materials, equipment, furnishings and/or garbage left after use of the facility. Damage deposit will be retained until all items are removed.
6. Applicant is to supply own cleaning supplies, dish towels, paper towels, plastic refuse bags, and all other items as needed.
7. If there are any problems with blown fuses go to the electrical box and reset breaker. Make sure that you do not have more than one appliance on the same outlet. Please do not manually turn off the lights at Orting Station, they are on a timer and will shut off automatically.
8. Do not tamper with audio/visual equipment, HVAC, light plugs or restroom fixtures.
9. Exits may not be blocked by tables, chairs, staging, decoration, etc.
10. City of Orting cleaning and security checklist must be initialed as completed by the individual signing the application or designated representative and returned to the City of Orting in the drop box outside of City Hall located at 104 Bridge St S. Orting, WA 98360 upon completion of the rental. Any facility keys must also be dropped off at this time. Failure to do so will result in retention of the deposit regardless of the condition the building is left in. If you have any questions please contact the Facility Coordinator at (360) 893-9002 prior to usage.

Safety:

1. The building should not at any time be left unattended or unlocked.
2. Under no circumstances may chairs and tables be removed from the interior of the building.
3. Climbing on any piece of furniture or equipment is prohibited.
4. The City accepts no responsibility for the safety of foods prepared or stored on site.
5. The use of lighted candles is prohibited at all times.
6. Smoking is not permitted inside any City of Orting facilities and all applicable Washington State Laws must be followed.
7. All sound amplification must end at 10:00 pm. Music and any sound amplification must be kept at levels which do not disturb the reasonable peace and quiet of any citizen at all times.
8. There are a limited number of electrical outlets in the City of Orting facilities. Over-loading of circuits may cause the electricity to fail. If City of Orting staff is called out to address the issue, a call out fee of \$100 each time a staff member is called out will be deducted from your deposit amount.

Alcohol use:

1. If alcohol will be present at a function, the renter must meet all obligations of the Washington State Liquor Control Board. Renter must obtain a banquet permit two

weeks prior to the event. A copy of the permit must be provided to the City of Orting before the event and another copy must be posted in the building during the event.

2. Alcohol is only permitted at the MPC facility. It is not permitted at the Orting station or any other outdoor facilities or City of Orting parks.
3. Law enforcement or City personnel will have the right to check and monitor the facilities; the City reserves the right to require city approved security at the applicant's expense.
4. Consumption of alcohol by minors is illegal and forbidden; the event will be closed down for any violation. There will be no refund of any fees and your deposit will be forfeited. Legal responsibility for any guest's consumption of alcohol will rest solely with the individual signing the MPC application.
5. Last call for alcohol shall be 30 minutes prior to the scheduled event end time.

Insurance Requirements:

1. Satisfactory commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence may be required for events and rentals held at City of Orting facilities. The commercial general liability insurance must name the City of Orting as an additional insured.
2. If alcohol is being served the liability insurance shall include coverage for "liquor liability" with limits of not less than \$1,000,000 per occurrence.
3. At the discretion of the City of Orting, a private event may be required to purchase additional insurance. To obtain a special event insurance policy, you can purchase a single event policy through the approved TULIP program by the city's insurance provider Washington Cities Insurance Authority at: <http://www.gatherguard.com>.
4. If inflatables (i.e. bouncy houses, human hamster ball, etc.) will be used, general liability insurance in the amount of \$1,000,000 per occurrence is required and an insurance certificate citing the City of Orting as additional insured must be provided. In addition, a certificate of insurance citing the City of Orting as additional insured must be provided by the inflatable vendor.
5. Corporations and registered organization (profit and non-profit) can supply a copy of their group's existing policy which must include:
 - Commercial Liability Insurance Certificate with City of Orting as additional insured.
 - Coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - Liquor liability included and indicated on the policy.

Inflatables:

1. Inflatables such as bouncy houses are only allowed outdoors at Orting Station in the grass north of the building. Applicant will be provided with a map indicating where the vendor can set up any inflatables.
2. An additional refundable damage deposit of \$100 is required if inflatables will be used.
3. Insurance in the amount of \$1,000,000 per occurrence is required as well as insurance certificates provided by the applicant and vendor naming the City of Orting as additional insured (see Insurance Requirements section).



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Orting Recreation Athletic Facility Rental Policy and Guidelines.	AB23-73	CGA		
		8.2.2023		
	Department:	Administration		
	Date Submitted:	7.26.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi			
Fiscal Note:				
Attachments: Orting Recreation Athletic Facility Rental Policy and Guidelines				
SUMMARY STATEMENT:				
<p>The Orting Recreation Athletic Facility Rental Policy and Guidelines includes general policy, priority of groups, application process and guidelines and rules for tournaments for its athletic facilities.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to City Council Study Session on August 16 th , 2023 for Council consideration.				
FUTURE MOTION: <u>Motion:</u>				
To approve the Orting Recreation Athletic Facility Rental Policy and Guidelines as prepared.				



ORTING RECREATION **ATHLETIC FACILITY RENTAL** **POLICY AND GUIDELINES**

The following policies and guidelines have been presented and adopted by the City of Orting to govern the use and users for renting athletic facilities within the city limits.

1. GENERAL POLICY

- A. The primary use of municipal recreation areas and facilities are for public recreation activities.
- B. The City or any third party that uses city property or facilities, is required to obtain a permit, license or other form of approval from the City for a community athletics program, or participates in a community athletics program shall not discriminate against any person on the basis of sex or any other basis protected by federal or state law, including race, color, creed, religion, national origin, disability, use of a guide dog or service animal by a person with a disability, HIV/AIDS or hepatitis C status, sexual orientation, gender identity, or honorably discharged veteran and military status in the operation, conduct, or administration of community athletics programs for youth or adults.
- C. City and Parks and Recreation Department sponsored activities have priority use of the facilities. Facility use permits may be cancelled by the City of Orting. If a cancellation is made by the department, every effort will be made to either reschedule or locate alternate facilities within the city. Fees and deposits will be returned if permit has to be cancelled.
- D. Licensee is expected to leave the premises in the same condition which they were found or better. It is unlawful for any person to use threatening, abusive, insulting or indecent language in the public parks of the city or to create any nuisance or offense, or to scratch, cut, injure or deface any of the buildings, fences, structures, trees or shrubbery, or destroy any other improvements. It is unlawful to drive any vehicle over any portion of any public park. The licensee will be responsible for all damages to the buildings and appurtenances thereto, and shall be responsible for reimbursement to the city.
- E. It is unlawful for any person to bring into any park or consume by mouth, inhalation, or injection, while in any park, any intoxicating liquor, narcotic, or dangerous drugs.
- F. The facility must be vacated by the designated closing time of 11:00 p.m.
- G. The granting of this license does not give the licensee authority to sell souvenirs, food or drink upon the property so licensed. The authority to operate a concession shall be the sole privilege of the city.
- H. Groups using city facilities are subject to the rental rates for fields, field preparation and mounds.
- I. Preparation of the fields will be provided by the City of Orting Parks Maintenance staff. City of Orting staff and officials will make the final determination as to the playability of the fields. The renter will take responsibility of playing on wet fields.

- J. If your facility rental needs cancelled or postponed, a cancellation notice must be emailed to recreation@cityoforting.org or left via phone message by calling (360) 893-9002 at least ten (10) days prior to your scheduled event. If cancellation is less than ten (10) days or no show occurs, refund of the rental fee will NOT be issued.

2. PRIORITY OF GROUPS

- A. For the purpose of determining the priority use of recreational facilities, the following Priorities of groups are established. Reservation determination will be made by Orting Parks & Recreation Department or designee.

1. City of Orting Programs
2. Orting School District programs
3. Nonprofit Organizations (50% or more Orting residents)
4. Non-profit organizations within the City limits of Orting and/or the Orting School District boundaries.
5. Commercial Agency (located within the city limits of Orting)
6. Nonprofit Organizations (less than 50% Orting residents)
7. Non-Orting Residents (less than 50% Orting residents)
8. Commercial Agency (located outside the city limits of Orting)

- B. Definition of Users

1. City of Orting Program - Official city sponsored and/or funded programs and events.
2. Orting School District - Official district sponsored and/or funded programs and events.
3. Nonprofit Organization - Organizations that are registered as nonprofit through the Office of Secretary of State and are in good standing. (Must provide UBI# and a 501(c)3 form).
4. City of Orting Residents - Individuals that live within the city limits of Orting.
5. Commercial Agency - Profit oriented business.
6. Non-Orting Residents - Individuals that live outside the city limits of Orting.

3. APPLICATION PROCESS

- A. Applications for field rentals which include Field Prep shall be submitted to the city 30 days before the proposed usage date to accommodate resource scheduling. Applications for field rentals which do not include Field Prep shall be submitted to the city 5-business days before the proposed usage date.
- B. Applications will be considered based upon their priority ranking. The city reserves the right to limit requests per applicant. The city also reserves the right to approve field use but deny Field Prep based on resource availability. Requests will be determined on a first come, first serve basis.

- C. A security deposit of \$100 is required at the time of application. This is separate and above the cost of renting the facility. This deposit will be refunded after the scheduled use following an inspection of the grounds and buildings. ***The field reservation must be cancelled a minimum of 10 business days prior to the reservation date(s) or the renter will forfeit their security deposit.***
- D. Applications for league scheduling may be submitted based on “A” above and shall include a list of dates and times the applicant is proposing to utilize the field. A security deposit as outlined in “C” above is required to be paid at time of application.
- E. Organizations who rent fields shall obtain and maintain liability insurance with a company authorized to do business within the State of Washington on which policy the City of Orting is named as co-insured. Liability limits required for such insurance coverage shall be \$1,000,000. Proof of insurance is required to have a complete application. All groups should require that all participants have their own health or accident insurance plans.
- F. Full rental payment is due 5 business days after an application is approved, or at time of application if the proposed usage date is within 5 business days. If the city denies the request, all deposits and fees will be returned without penalty.
- G. If renter is renting athletic facility for one or more dates within the same month, they must provide a written schedule of games and practices.
- H. If a renter is requesting Field Prep, the renter is responsible for identifying field dimensions at time of application. If no dimensions are provided, no field prep will be completed and this portion of the fee will be returned.

4. TOURNAMENTS

- A. Tournament scheduling requests are required to pay a \$100 security deposit at the time of application. Applications shall be submitted to the city thirty (30) days before the first proposed usage date. The application fee is separate and above the cost of renting the facilities.
- B. Full Tournament Rental Payment is due 5-days after the Tournament Application is approved. Failure to pay the rental fees will result in a cancelled application, and the security deposit will not be refunded. If the city denies the request, all deposits and fees will be returned without penalty.
- C. Preparation of the fields will be provided by Orting Parks Maintenance Staff.
- D. Tournaments shall be held between the hours of 9:00am and dusk. Tentative written schedules of games for tournaments, including the number of teams, shall be provided to the city thirty (30) days prior to the date of the tournament to accommodate resource scheduling. Final tournament schedules shall be submitted to the City no less than ten (10) days before the first day of the tournament. Schedules must allow 45 minutes of preparation services per field at separate intervals during the tournament. This must be specified in your tournament schedule, i.e. Field #1 @ 1:45; Field #2 @ 2:30; Field #3 @ 3:15, etc. These times must be concurrent.
- E. Department staff and officials will make the final determination as to the playability of ball fields. The renter will take responsibility of damages caused by playing on wet fields.

F. The authority to operate any concessions shall be the sole privilege of the City.

G. Orting Parks and Recreation Department programs take precedence over other users.

5. FIELD PREPARATION SERVICES

A. Drag infield.

B. Lay lines for base path and batters' boxes.

C. Install bases.

D. Installation of portable pitching mounds. Gratzer Park Fields are the only facility that allows portable mounds. If mounds are requested there will be an additional charge assessed to the renter. (10-day advance notice is required for mound requests.)



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Parks Advisory Board.	AB23-74	CGA		
		8.2.2023		
	Department:	Administration		
	Date Submitted:	7.26.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi, City Clerk			
Fiscal Note:				
Attachments: Ordinance No. 2023-1111				
SUMMARY STATEMENT:				
<p>In the past few years interest in participating on commissions and committees within the city has dropped off, and it has been difficult to keep them full. Further, the amount of work being sent to and completed by the Parks Advisory Board has been limited. To make sure that we are utilizing community member’s time and expertise efficiently, staff are recommending an alternative Parks Advisory Board structure that would be stood up to study a specific piece of parks policy such as a Parks Trails and Open Space plan or a Master Plan for a specific park. This would allow us to clearly communicate expectations for specific policies including what we are looking for in terms of public engagement and meeting attendance. This structure would further allow us to be able to evaluate qualifications of potential members based on what is being studied.</p> <p>Staff have drafted an ordinance which amends the existing structure for CGA to review and amend.</p>				
RECOMMENDED ACTION: Committee Discussion.				
FUTURE MOTION:				

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2023-1111

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON
~~REPEALING—AND—REPLACING~~AMENDING ORTING
MUNICIPAL CODE TITLE 2, CHAPTER 5, RE-
ESTABLISHING A PROJECT SPECIFIC CITIZENS PARKS
ADVISORY BOARD; PROVIDING FOR THE MEMBERSHIP
AND APPOINTMENT THEREOF; ESTABLISHING THE
TERMS, POWERS AND DUTIES OF THE ORTING PARKS
ADVISORY BOARD; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE

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

WHEREAS, the City of Orting recently established a Parks Advisory Board comprised of Councilmembers and citizen volunteers to make recommendations to the City Council about the improvement, maintenance and creation of the City's parks; and

WHEREAS, the City Council desires to streamline and clarify the process by which they receive recommendations from citizens for the improvement, maintenance and creation of the City's parks; and

WHEREAS, the City Council has determined that these goals can be better served by a Parks Advisory Board that is solely comprised of citizen volunteers, who report to the City Council with recommendations; and

WHEREAS, the City Council has considered this Ordinance, and has determined that the proposed action will not adversely affect the public health, safety, or general welfare, and is in the best interest of the citizens of the City; and

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

Section 1. OMC Title 2, Chapter 5 (Parks Advisory Board); Repealed. ~~Orting Municipal Code Title 2, Chapter 5, is hereby repealed in its entirety.~~

Section 2. OMC Title 2, Chapter 5 (Parks Advisory Board); ~~Enacted-Amended~~ Orting Municipal Code Title 2, Chapter 5, is hereby ~~enacted-amended~~ in the following form:

Chapter 5 PARKS ADVISORY BOARD

2-5-1: CREATION

2-5-2: POWERS AND DUTIES

2-5-3: TERMS, VACANCY FILLING, REMOVAL

2-5-4: MEETINGS

2-5-1 Creation.

There is hereby created a project specific Parks Advisory Board to promote citizen participation and provide the City Council with citizen guidance on community views regarding policies relating to parks, playgrounds or other recreational facilities within the City. The council may establish project specific Parks Advisory Board by Resolution which outlines the specific scope of work that the Board will be advising on.

The Board shall consist of a minimum of five (5) citizens, one (1) of whom may be nonresident of the city, who shall be appointed by the mayor and confirmed by the City Council. No Board member shall receive any compensation for his/her services.

2-5-2 Powers and Duties.

The Parks Advisory Board shall assist the Mayor and the City Council in reviewing specific policies relating to parks, playgrounds or other recreational facilities, and shall make recommendations to the Mayor and Council ~~on the following topics: recreation programs; facility use requests; facility use fees and procedures; park, playfield and facility design, budget and capital improvement program planning; concessions; contracts; inter-local and lease agreements, and based on the specific policy matter other matters as outlined in the enabling Resolution requested approved~~ by the City Council ~~or~~ Mayor.

2-5-3 Terms, Vacancy Filling, Removal.

The members on the Parks Advisory Board shall be appointed ~~for staggered terms of four (4) years, which shall expire on December 31 of the last year of the term. Initially, three (3) members shall be appointed to four (4) year terms and two (2) members to two (2) year terms. Thereafter, all members shall serve for four (4) year terms. by the Mayor and confirmed by the Council.~~

~~A position shall become vacant upon expiration of the term.~~ A position shall become vacant within the period of appointment of term upon the death, resignation, removal, or change of residence outside the geographic area of appointment, if any, of a member of the Board. Any vacancies shall be filled by appointment in the same manner as the appointment of the preceding members, ~~and any appointee to fill a vacancy, other than for expiration of term, shall serve only for the balance of the full term of his predecessor.~~

Three (3) consecutive non-excused absences from regular meetings shall constitute an automatic resignation. A member may request that an absence be excused either before or after the absence occurs. Any member of the Board may be removed by the council for neglect of duty or malfeasance in office, and pursuant to general removal provisions enacted for boards and commissions.

2-5-4 Meetings.

~~The Parks Advisory Board shall meet as an ad hoc advisory board based on the enabling Resolution on an as needed basis, and all meetings shall be properly noticed and open to the public in accordance with the Washington State Open Public Meetings Act. The ~~Activities and Events Coordinator~~city staff shall notify all Parks Advisory Board Members of any meeting called to conduct business. The Parks Advisory Board shall meet at least once a month, on such date and at a location as shall be fixed by the Board, unless there is no pending business requiring Board action. Special meetings may be held as the Board deems necessary.~~ The members shall organize by the election of officers and the adoption of bylaws, as they deem necessary.

Draft summaries of each meeting shall be prepared by ~~the Parks and Recreation Director~~~~Activities and Events Coordinator~~staff after each meeting, and transmitted to the City Clerk for submission to the Community and Government Affairs Committee. A representative of the Board, selected by the Board, shall provide an oral report to the Community and Government Affairs Committee of the City Council at its regular monthly meeting, ~~unless there is no pending business necessitating a report as needed or requested.~~ ~~A representative of the Board, selected by the Board, shall attend regular or special meetings of the City Council, upon the request of the Community and Government Affairs Committee, the Mayor, or the City Council.~~

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

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

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

ADOPTED BY THE CITY COUNCIL AT A GENERAL MEETING THEREOF ON THE 30th DAY OF August, 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee Best, PLLC
City Attorney

Filed with the City Clerk:
Passed by the City Council:
Date of Publication:
Effective Date:



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Orting Pumpkin Festival Sponsorship.	AB23-75	CGA		
		8.2.2023		
	Department:	Clerk		
	Date Submitted:	7.26.2023		
Cost of Item:	<u>\$N/A</u>			
Amount Budgeted:	<u>\$N/A</u>			
Unexpended Balance:	<u>\$ N/A</u>			
Bars #:	N/A			
Timeline:	Approval as soon as possible			
Submitted By:	Kim Agfalvi			
Fiscal Note: None				
Attachments: Application				
SUMMARY STATEMENT:				
<p>The City received an application for sponsorship from the Orting Pumpkin Festival. 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. 				
RECOMMENDED ACTION: Action:				
Move forward to Council Study session on August 16 th , 2023 for Council consideration.				
RECOMMENDED MOTION: <u>Motion:</u>				
To approve Resolution No. 2023-19, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of the Orting Pumpkin Festival.				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-19

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING CITY SPONSORSHIP OF THE ORTING
PUMPKIN FESTIVAL**

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 Pumpkin Festival; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on August 2, 2023, and recommended approval of the application; and

WHEREAS, the City Council finds that the Orting Pumpkin Festival 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 Pumpkin Festival’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 Pumpkin Festival 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 Pumpkin Festival, pursuant to the City’s Policy, at the Tier # 2 level. This authorization extends to the event identified on the Orting Pumpkin Festival’s

application for sponsorship, on Saturday, October 14, 2022 from 8:00am– 7:00pm. The Mayor is authorized to enter into a contract with the Orting Pumpkin Festival 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 30th DAY OF AUGUST, 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.



104 Bridge St S., PO Box 489, Orting, WA 98360

Phone: (360) 893-9017 Fax (360) 893-6809

Email: recreation@cityoforting.org

July 26th, 2023

This memo is regarding the Special Event Application for the Pumpkin Fest Event, organized by the Tacoma Events Commission taking place on October 14, 2023. As of now the Special Event Application and Sponsorship Application are complete excluding the following:

- Letter requesting sponsorship of event.
- Current insurance certificate citing City of Orting as additional insured.

I am proposing that the Special Event Application and Sponsorship Application be considered for conditional approval by the Community and Government Affairs (CGA) committee, pending that these items are received by the City as soon as possible. The Pumpkin Fest has proven to be a successful event in years past and it would be beneficial to the City to continue this event in 2023. The primary organizer of this event has faced health issues for the past year, making it difficult to meet the required deadlines by the City.

For your reference, I have included a copy of the Pumpkin Fest sponsorship letter from 2022 as well as the certificate of insurance from 2022.

Thank you,

Michell Alfieri
Activities & Events Coordinator
City of Orting

Revised 1/5/22 by M.Alfiere 1

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

Website: 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:** _____

NAME OF APPLICANT:

GARY W. GRAPE

NAME OF ORGANIZATION:

TACOMA Events Commission

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

MAILING ADDRESS:

4109 E-7 BRIDGEPORT Way. W., University Place,
WA 98466

EMAIL ADDRESS:

GWGRAPE47@COMCAST.NET

NAME OF EVENT:

ORTING Pumpkin Fest

TYPE OF EVENT (parade, festival,
etc.): Festival

DATE(S) OF EVENT:

OCTOBER 14, 2023

TIME(S) OF EVENT: Set-Up 8:00 AM. Start of
Event 10:00 AM

End of Event 5:00 PM Exit Time 6:00 PM Revised
1/5/22 by M.Alfiere 2

PRIMARY CONTACT

NAME: GARY W. GRAPE PHONE: _____
253-230-6851

PRIMARY CONTACT

EMAIL: GWGRAPE47@COMCAST.NET

DAY OF CONTACT

NAME: SAME AS ABOVE PHONE: _____

SAME AS ABOVE

DAY OF CONTACT EMAIL:

SAME AS ABOVE

ALTERNATE CONTACT:

JO ANN 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)

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

BBQ Area Gazebo

Basketball Court City Park grass areas (south)

Multi-Purpose Center (MPC) Orting Station

Fountain Pavilion 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)?

When map is complete a copy
will be given to City of Orange Staff

Will you have adequate restroom facilities and where will they be placed (show on Map)?

Same as ABOVE

Will there be any open flame, cooking facilities or gas cylinders (show on Map)?

Same as ABOVE

cf **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 Revised 1/5/22 by M.Alfiere 3

No

City Services (please mark all that apply) Price Total Price

- 1 Public Work staff \$75/hr x ___ hrs \$ sponsored * Requesting Tier 2 Sponsorship
 - 1 Police Officer \$85/hr x ___ hrs \$ _____
 - 1 Dumpster \$20/event \$ sponsored
 - 2 Standard Portable Restrooms (Delivery/Pick Up/Cleaning) \$150/event \$ sponsored
 - Electricity (2 Spider Boxes) \$50/event \$ sponsored
 - Audio/PA system (Does not include a DJ) \$75/event \$ _____
 - Barricades (Must provide placement on map) \$50/event \$ sponsored
 - Street Sweeper (man power/vehicle) \$150/hr x ___ hrs \$ _____
 - Portable Trailer Sign \$50/day x ___ days \$ _____
 - Banner (Banner request required) \$195 (up for 2 weeks only) \$ sponsored
 - Facility Rental Fees & Deposits \$ Varies \$ sponsored
- *See Appendix A for rental rates**
- Blanket Vendor Permit \$100/event \$ 100
- Total For Special Event Services \$ 300
- Special Event Fee \$200
- TOTAL TO BE PAID \$ 300**

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:

Sept 130 1 2023 through Oct 1 14 1 2023

The banner may only be across SR 162 for 2 weeks

* Material Type: See Below Size: _____

X _____ 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. Revised 1/5/22 by M.Alfiere

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* We are presently having a NEW BANNER MADE at Promo up Now in GRAHAM. I will contact them on Monday (6/13/23) and get that info for you.

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

If yes, please answer the following:

PARADE START TIME: NOON START LOCATION

(show on map): When map is complete a copy will be given to staff

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

TRAIN ST. by LIGHT TOWER

PARADE ROUTE (show on

map): When map is complete a copy will be given to staff

WILL HORSES OR OTHER ANIMALS BE IN PARADE?

Yes No

If yes, approximately how many

animals? Dogs, Approx 25

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)?

Yes, Train Street & Callistoga


When map is complete a copy will be given to city staff


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)

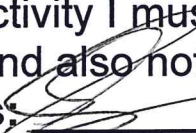
No

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

Personal Contact

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

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:** 

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:** 

1/5/22 by M.Alfiere 5

Revised

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:** _____

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:

We will have the insurance required by July 1, 2023

Policy Number:

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: _____

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: 

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: June 12, 2023

PRINT

NAME: Gray W. Grape

Title/Role with
Organization: _____

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**** Revised 1/5/22 by M.Alfiere 6

- o Hosted by a Non-Profit Organization registered with the Washington Secretary
- o Be open to all Orting residents;
- o Serve a valid municipal purpose, such as strengthening the City's sense of
- o All items of the application are completed in full and received by the
- o A brief letter defining the purpose of the event and the tier of sponsorship
- o Proof of liability insurance that complies with the terms of Section IV of the City

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: of State, and provide proof of active status;

community or celebrating the City's history.
City 90 days prior to the date of the event;
requested (Review the Special Event Sponsorship Policy for
more information);
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. Revised 1/5/22 by M.Alfiere 7

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.

~~**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. Revised 1/5/22 by M.Alfiere 8

**APPENIX A
FACILITY RENTAL RATES
MULTI-PURPOSE CENTER (MPC)**

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



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

Receipt Number: **26886**

Two Hundred and 0/100's Dollars
Received From:
Tacoma Events Commission
4109 Bridgeport Way W Ste E7
University Place, WA 98466

Date	Receipt Number	Amount
6/23/2023	26886	\$200.00

Printed By jcorona	Check	4000	\$200.00
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001.362.40.04.00 - Special Event Fee - PumpkinFest 2023

DEPARTMENT COPY



Special Event City Sponsorship Cost Estimate

Event Name: Pumpkin Fest

Event Date & Time: October 14, 2023, 8am-6pm

Applicant/Organization: Gary Grape, Tacoma Events Commission

City Services Requested	# of hours	Estimated Cost
Use of Main City Park (includes Gazebo & BBQ area)		\$150.00
Use of North Park (includes Orting Station)		\$100.00
Close Train St. around Bell Tower		\$75.00
Close Calistoga St. from Van Scoyoc Ave. to Washington Ave.		\$100.00
2 Portable Restrooms (in addition to existing at Main Park)		\$360.00
1 Dumpster		\$50.00
Electricity (includes 2 spider boxes)		\$75.00
Barricades/Cones/Traffic Signs		\$75.00
Hang Event Banner over Washington Ave.		\$150.00
Event Advertisement (reader board & social media)		\$75.00
1 Public Works staff (estimated \$75/hr)		\$0.00
2 Public Works staff (estimated \$75/hr each)	10	\$1,500.00
Police support (estimated \$85/hr each)	2	\$170.00
Total Estimated Cost of Sponsorship*		\$2,880.00

*This is strictly an estimate of proposed costs. Actual cost of sponsorship will vary.



CGA Committee Minutes
July 5th, 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 Greg Hogan called the meeting to order at 8:37am. In attendance at the meeting was Councilmember Melodi Koenig, Councilmember Greg Hogan, City Administrator Scott Larson, City Clerk Kim Agfalvi, and Finance Director Gretchen Russo.

2. Parks Report.

No parks report.

3. Public Comments.

No public comments.

4. Agenda Items

A. Banners and Advertising.

City Administrator Scott Larson briefed that the City had received a request for advertising at the baseball fields and stated staff had drafted a policy for advertising. He briefed the City currently issues a permit for advertising in one location and stated staff wanted guidance from Council. Councilmember Koenig asked City Administrator Scott Larson for recommendation on next steps. City Administrator Scott Larson stated there is currently one location over SR 162 that the City will issue a permit for. Committee discussion followed.

Action: Bring back to August 2, 2023 CGA Committee meeting.

B. Baseball Field Cost Analysis.

City Administrator Scott Larson briefed that staff is still reviewing this item and needed additional time to review numbers.

Action: Bring back to August 2, 2023 CGA Committee meeting.

C. Commercial Use of the Right of Way (RoW).

City Administrator Scott Larson briefed that currently the City can issue permits for selling items in the right of way and stated that the language regarding regulations is vague. He stated that staff had drafted an ordinance that would address accessibility and restricting sales in the RoW to sidewalks that are at least seven feet wide and regulations regarding any applicable fees. Committee discussion followed.

Action: Move forward to July 19th, 2023 study session.

D. AB23-60 – Comprehensive Plan Public Participation Process.

City Administrator Scott Larson briefed that the City Planner had prepared two documents for Council to review, which included a resolution outlining a proposed Public Participation Plan and an amendment to how the City will accept comprehensive plan amendments during the update process. He stated the Public Participation Plan aims to meet the requirements of the Washington State Growth Management Act (GMA) to ensure the community is well-informed and engaged in the decision-making process. City Administrator Scott Larson briefed the second item prepared was a project memorandum outlining the bills passed by state legislature in 2023 that will impact the City's work on the Comprehensive Plan Update which would mainly be housing policies. Committee discussion followed.

Action: Move forward to July 19th, 2023 study session.

E. AB23-64 – Deputy Mayor Selection Process.

City Administrator Scott Larson briefed that per Council rules the Deputy Mayor position expires January 31st, 2024 and that Deputy Mayor Bradshaw's term expires on December 31st, 2023, which will leave Council without a Deputy Mayor for 31 days. Committee discussion followed.

Action: Move forward to July 19th, 2023 study session.

F. AB23-61 – Investment Policy.

City Administrator Scott Larson briefed the City currently invests money and that the City follows current state laws but does not have its own policy. He stated the policy was reviewed by the Washington State Public Treasurer's Association and that the policy is a standard public agency investment policy.

Action: Move forward to July 19th, 2023 study session.

G. AB23-62 – OMNIA Partners Purchasing Policy.

City Administrator Scott Larson briefed that OMNIA Partners Purchasing Policy is a government purchasing cooperative to bid vehicles, equipment, and services with vendors. He noted that the policy will utilize contracts that the purchasing cooperative had negotiated instead of going through a formal bidding process streamlining purchasing. Committee discussion followed.

Action: Move forward to July 19th, 2023 study session.

H. AB23-63 – Red Hat Days Sponsorship.

City Clerk Kim Agfalvi briefed on the special event application received for Red Hat Days on Saturday, October 7th and noted that the application items were complete and received in a timely manner.

Action: Move forward to July 19th, 2023 study session.

I. AB23-66 – Summerfest Sponsorship.

City Clerk Kim Agfalvi briefed the special event application received for Orting Summerfest on Sunday, August 27th, 2023 and stated there will be a church service held in the park before the event and City sponsorship is only for the public event portion of the event, which begins after the church service. She noted that all application items were complete and received in a timely manner.

Action: Move forward to July 19th, 2023 study session.

J. AB23-65 – Social Media Policy.

City Clerk Kim Agfalvi briefed that a Social Media Policy has been drafted to outline internal and external guidelines. Committee discussion followed.

Action: Move forward to July 19th, 2023 study session.

K. AB23-66 – City of Roy Interlocal Agreement.

City Administrator Scott Larson briefed that the Mayor of Roy and City Attorney had reached out for assistance to the City of Orting for assistance for clerk duties while in the hiring process for a full-time clerk. He stated Executive Assistant Danielle Charchenko had been working at the City of Roy two days a week since May and that staff had drafted an Interlocal Agreement to provide reimbursement to the City of Orting for time, benefits, and overtime. Councilmember Koenig recommended mileage and travel time be included.

Action: Move forward to July 19th, 2023 study session.

4. Meeting Minutes of June 7th, 2023.

Meeting minutes of June 7th, 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 Koenig adjourned the meeting at 9:16am.

ATTEST:

Kimberly Agfalvi, City Clerk, CMC