



CGA Committee Agenda
January 3rd, 2024
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/84207296484?pwd=yxN8BnoobHa7KCUqge7ESLgaKwL7yL.1>

Meeting ID: 842 0729 6484

Password: 764851

1. Call to Order

2. Public Comments

3. Agenda Items

- A. AB23-91 - Murrey's Disposal Franchise Agreement
- B. AB23-93 – OHS Plaque Relocation
- C. AB23-103 – Special Events Policy
- D. AB23-104 – Sponsorship Policy
- E. AB23-105 – Food Truck Program
- F. AB24-02 – IT Services Contract

4. Meeting Minutes of December 6th, 2023.

5. Action Items/Round table review.

Final comments.

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

6. Adjournment



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Murrey's Franchise Agreement - Annual Rate Adjustment	AB23-91	CGA		
		12.6.23		
		1.3.24		
	Department:	Administration		
	Date Submitted:	12.28.23		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	January 2024 Passage			
Submitted By:	Scott Larson			

Fiscal Note: None

Attachments: Hopkins Letter

SUMMARY STATEMENT:

The City has a Franchise Agreement (Agreement) with Murreys Disposal for garbage and recycling services. Section 8.2.1 of the Agreement allows for an annual rate adjustment based on 80% of the CPI, in this case that amount would be 3.83% for 2024. Section 8.3.1 of the Agreement allows for a fee adjustment to be made based on the change in rates for the Pierce County landfill. Pierce county is increasing their fee from \$66.42 per ton to \$171.23 per ton. Attached is Murray's rate sheet along with a sheet staff prepared showing how rates change from 2023.

Murreys is also requesting a new fee pursuant to 8.3.4 of the Agreement to help offset increased diesel costs due to the state's carbon fee on fuel. Section 8.3.4 of the Agreement states that "Changes in federal, state or local laws, taxes or regulations... that results in a detrimental change in operating circumstances or a material hardship upon the Franchisee at any time in performing this Franchise may be the subject of a request by the Franchisee for a rate adjustment, subject to review and approval by the City, which approval shall not be unreasonably withheld.

For this increase in taxes, Murreys is proposing a \$0.19/month increase in rates for residential customers and a \$0.28 to \$2.84/month increase for commercial customers. Staff are recommending that this request be denied as excise taxes are factored into the CPI, and approving this request would provide a double counting of this tax.

Murrey's must notify the city 60 days before the increase which is effective March 1, 2024, and notify their customers 45 days before the increase. The City received notice of this increase on November 22, 2023.

RECOMMENDED ACTION: Action:

Due to the timeline Murreys has to notify customers, staff recommend we have a first reading at the December 13, 2023 council meeting with anticipated passage on January 10, 2024.

FUTURE MOTION: Motion:

To Approve Murrey's Rates As shown in Exhibit A, effective March 1st, 2024.

DM DISPOPSAL 2023 RATES

Effective March 1, 2024

<u>Can Service:</u>	<u>2023</u>		<u>Increase</u>	
10 gallon weekly w/ recycle	\$ 16.60	\$ 17.36	\$ 0.76	per month
20 gallon weekly w/ recycle	\$ 22.61	\$ 23.68	\$ 1.07	per month
32 gallon weekly w/ recycle	\$ 27.87	\$ 29.23	\$ 1.36	per month
64 gallon weekly w/ recycle	\$ 44.21	\$ 46.46	\$ 2.25	per month
96 gallon weekly w/recycle	\$ 60.47	\$ 63.61	\$ 3.14	per month
Recycle Plus	\$ 18.00	\$ 18.00	\$ -	per month
Packout/Drive-in	\$ 11.34	\$ 11.80	\$ 0.46	per month
Occasional extra	\$ 7.44	\$ 7.79	\$ 0.35	per month
Return Trip	\$ 8.67	\$ 9.02	\$ 0.35	per month
Bulky Item Per Yard	\$ 28.92	\$ 30.14	\$ 1.22	per month
Return Check Fee	\$ 27.42	\$ 28.52	\$ 1.10	per month

<u>Container Service:</u>				
1 yard once a week	\$ 123.48	\$ 129.74	\$ 6.26	per month
1 yard twice a week	\$ 239.51	\$ 251.72	\$ 12.21	per month
1.5 yard once a week	\$ 169.31	\$ 178.06	\$ 8.75	per month
1.5 yard twice a week	\$ 334.99	\$ 352.34	\$ 17.35	per month
2 yard once a week	\$ 218.16	\$ 229.36	\$ 11.20	per month
2 yard twice a week	\$ 429.42	\$ 451.53	\$ 22.11	per month
2 yard three times a week	\$ 647.55	\$ 680.86	\$ 33.31	per month
4 yard once a week	\$ 411.82	\$ 433.07	\$ 21.25	per month
4 yard twice a week	\$ 823.59	\$ 866.09	\$ 42.50	per month
4 yard three times a week	\$ 1,210.27	\$ 1,273.00	\$ 62.73	per month
6 yard once a week	\$ 583.80	\$ 613.46	\$ 29.66	per month
6 yard twice a week	\$ 1,167.13	\$ 1,226.88	\$ 59.75	per month
6 yard three times a week	\$ 1,750.74	\$ 1,840.37	\$ 89.63	per month
6 yard five times a week	\$ 2,863.10	\$ 3,010.28	\$ 147.18	per pickup
4 yard compactor once a week 5:1	\$ 1,766.72	\$ 1,861.21	\$ 94.49	per pickup
1 yard extra on regular route	\$ 29.10	\$ 30.57	\$ 1.47	per pickup
1.5 yard extra on regular route	\$ 43.74	\$ 45.50	\$ 1.76	per pickup
2 yard extra on regular route	\$ 50.93	\$ 53.54	\$ 2.61	per pickup
4 yard extra on regular route	\$ 96.00	\$ 100.94	\$ 4.94	per pickup
6 yard extra on regular route	\$ 135.97	\$ 142.92	\$ 6.95	per pickup
4 yard compactor extra regular route 5:1	\$ 408.38	\$ 430.21	\$ 21.83	per pickup
Extra Yardage	\$ 17.92	\$ 18.94	\$ 1.02	per pickup
Lock/Unlock	\$ 5.36	\$ 5.57	\$ 0.21	per incident

Connect/Reconnect	\$ 13.75	\$ 14.30	\$ 0.55	per unit
Yard Waste 90-gal toter	\$ 6.28	\$ 6.53	\$ 0.25	per month
Occasional extra yard waste	\$ 3.01	\$ 3.13	\$ 0.12	per pickup
MF-Recycling	\$ 5.23	\$ 5.44	\$ 0.21	per month
Redeliver Cart	\$ 18.72	\$ 19.47	\$ 0.75	per delivery
Additional Recycling Cart	\$ 7.98	\$ 8.30	\$ 0.32	per month
Restart Fee	\$ 30.44	\$ 31.66	\$ 1.22	per incident
Time Change	\$ 114.77	\$ 119.39	\$ 4.62	per incident

November 22, 2023

City of Orting
Scott Larson, City Administrator
110 Train St. SE
Orting, WA 98360

Re: Notice of Rate Adjustment under Section 8.2.1, 8.3.1, and 8.3.4 of the Franchise Agreement between the City of Orting and Murrey's Disposal

Dear Mr. Larson:

Section 8.2.1 of the Franchise Agreement between the City of Orting and Murrey's Disposal, effective April 1st, 2012, provides for an annual CPI adjustment equal to 80% of the change in the 1st half semi-annual percentage change in the Consumer Price Index for All Urban Consumers, U.S. Department of Labor, Seattle-Tacoma-Bellevue area for the year preceding the rate adjustment. Eighty percent of the CPI change for this period is 3.83%

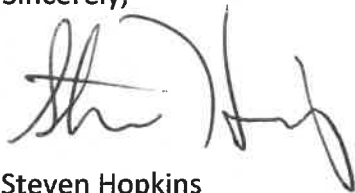
Section 8.3.1 of the Franchise Agreement provides for disposal fee adjustments to be made to collection rates to reflect changes to Pierce County disposal fees. We have been notified that on March 1, 2024, the landfill rate in Pierce County will increase from \$171.23 per ton to \$174.84 per ton.

Section 8.3.4 of the Agreement allows for the Contractor to apply to the City for temporary rate adjustments to reflect unforeseen costs arising during the term of this Agreement. As a result of the implementation of Washington's Climate Commitment Act, Murrey's has begun incurring a carbon fee on all fuel purchases. The current impact of passing through the carbon fee for residential customers is \$0.19/month. The impact for commercial customers ranges from \$0.28/month to \$2.84/month depending on the customer's level of requested service.

Rates reflecting the disposal fee increase, and changes in the CPI are detailed by level of service in the attached exhibit.

We take pride in providing you with comprehensive waste collection, disposal, and recycling services. If I can answer any questions, please contact me by phone at (541) 335-1351 or by email at stevenh@wcnx.org.

Sincerely,



Steven Hopkins
District Manager
Murrey's Disposal

Cc: David-Patrick Dare, Murrey's Disposal
Rachel Reynolds, Murrey's Disposal

City of Orting
PO Box 489
Orting WA 98360

EXHIBIT - A - 3/1/2024

Can Service:	3/1/2024
10gallon Cart	17.36
20gallon Cart	23.68
32gallon Cart	29.23
64gallon Cart	46.46
96gallon Cart	63.61
Recycle Plus	18.00
Packout/Drive-in	11.80
Occasional extra	7.79
Return trip	9.02
Bulky Item Per Yard	30.14
Return Check Fee	28.52
Container Service:	
1 yard once a week	129.74
1 yard twice a week	251.72
1.5 yard once a week	178.06
1.5 yard twice a week	352.34
2 yard once a week	229.36
2 yard twice a week	451.53
2 yard three times a week	680.86
4 yard once a week	433.07
4 yard twice a week	866.09
4 yard three times a week	1,273.00
6 yard once a week	613.46
6 yard twice a week	1,226.88
6 yard three times a week	1,840.37
6 yard Five times a week	3,010.28
4 yard compactor once a week 5:1	1,861.21
1 yard extra on regular route	30.57
1.5 yard extra on regular route	45.50
2 yard extra on regular route	53.54
4 yard extra on regular route	100.94
6 yard extra on regular route	142.92
4 yard compactor extra regular route 5:1	430.21
Extra Yardage	18.94
Lock/Unlock	5.57
Connect/Reconnect	14.30
Yard Waste 90-gal toter	6.53
Occasional extra yard waste	3.13
MF-Recycling	5.44
Redeliver Cart	19.47
Additional Recycling Cart	8.30
Restart Fee	31.66
Time Change	119.39



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Plaque Relocation Request – Orting Historical Society.	AB23-93	CGA		
		9.6.2023 10.4.2023	10.18.2023	10.25.2023
	Department: Admin/Orting Historical Society			
	Date Submitted: 8.31.2023 9.29.2023			
	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 Historical Society request and photos				
SUMMARY STATEMENT:				
<p>The Orting Historical Society has turned in a request for a plaque honoring George Capestany of Parametrix for his dedication and service to the citizens of Orting. The Historical Society has recommended that the plaque be placed in the garden near the utility billing drop box.</p> <p>Staff are requesting that CGA provide two alternatives to pass along to the Historical society for placing the plaque.</p> <p>The CGA Committee is recommending installing the plaque on the described and pictured stand on either side of the benches and water fountain on the west side of City Hall. Staff has not yet investigated any conflicts with the areas and further investigation will need to be completed.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to the regular business meeting on October 25 th , 2023 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To authorize the Orting Historical Society to install a commemorative plaque for George Capestany as described in the notated location.				

Orting Historical Society

Plaque Rack Location Request

September 06th, 2023

Orting Historical Society

P. O. Box 970
Orting, WA 98360-0970

August 28th, 2023

City of Orting
Honorable Greg Hogan
Honorable Melodi Koenig
104 Bridge St S
Orting, WA 98360

Ref: Capestany plaque rack location request

Greeting Councilmembers Hogan & Koenig,

In April of 2021, the Orting Historical Society and Parametrix teamed up to fund two clocks to be located in the clock tower at the new city hall. Many citizens along with the city, Parametrix and about a dozen of Parametrix employees came together with the funding to make this project possible.

As you may remember the clocks were installed on May 04th, 2022, by Ed Torres, Don Tracy and myself. Then, on February 02nd, 2023 the first of two plaques were mounted by Valley Sign, on the face of city hall under the clock facing Bridge St S.

When the second plaque arrived honoring George Capestany, Valley Sign attempted to mount that plaque on city hall on March 21st, 2023. I was there at the time and we were asked by the City Administrator not to install the plaque. He wanted me to provide a packet for the CGA committee and council to re-consider this request. I did what was asked, however, our

request was denied by the council according the city administrator on April 21st, 2023.

The Orting Historical Society, working with JC Hungerford, has come up with another idea and we are back with a request to mount Capestany' s sign on a plaque rack and locate it near the city's drop box. See the following page as to how it might look. This rack is not to scale as it was photo shopped to give you an idea as to how it would look in this planting area. We hope it will meet with your approval.

Please note that the society will take care of all expenses that are incurred with this project.

I am available for any further questions. My telephone number is: 360-893-2334 or my e-mail is: gcolorossi@centurytel.net.

Thank you in advance for your consideration.



Guy S. (Sam) Colorossi
Secretary/Treasurer

Tentative location for Capestany plaque rack



Bridge St S & Washington Ave SE



In recognition of
George Capestany
and his many years of
service to the City of Orting.

George Capestany loved people and everyone loved George's infectious laugh. George also loved the City of Orting. He had a big heart for the community and through the years he helped the city with many infrastructure needs as it grew.

George fled Cuba in 1960 as Fidel Castro overthrew the government and established a communist regime in its place. He eventually traveled to Washington State where he earned a Masters Degree in Environmental Engineering. In 1969, he and a partner joined to form what became Parametrix Engineering. When he retired from Parametrix he made sure that the company continued to keep Orting as a favored client.

George was instrumental in establishing the 100% employee owned company it is today. The employee owners fondly remember him as a beloved founder.

The George Capestany Plaque



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Special Event Policy.	AB23-103	CGA		
		11.1.2023		
		12.6.2023		
	Department:	Administration		
	Date Submitted:	11.1.2023		
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: Special Event Policy				
SUMMARY STATEMENT:				
<p>The proposed City of Orting Special Event Policy outlines the special event application and review process, conditions of approval, application denial or event cancellation, fees, event sponsorship, insurance requirements, and community impact.</p>				
RECOMMENDED ACTION:				
Move forward to study session for Council consideration.				
FUTURE MOTION:				
Motion to approve the Special Event Policy as prepared.				



City of Orting

Special Event Policy

I. **Definitions:** The following terms shall have the following meanings:

“Special event” means the following:

1. Any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk or other public way which does not comply with normal and usual traffic regulations or control; or
2. Any organized assemblage of 50 or more persons at any City-owned facility or park which is to gather for a common purpose under the direction and control of a responsible person or agency; or
3. Any other organized activity or set of activities open to the public conducted by an individual, group or entity for a common or collective use or benefit and which involves the use of public facilities or rights-of-way and the possible or necessary provision of City services ancillary thereto.

“Special events” include any event which is to be conducted on public property or public right-of-way; and, any event held on private property which would have a direct significant impact on traffic congestion or traffic flow to and from the event over public streets or rights-of-ways near the event, or, which would significantly impact the need for City-provided emergency services, such as police, fire, or medial aid. It is presumed that any event on private property which involves an open invitation to the public, or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on public streets, rights-of-way or emergency services. Special events may include but are not limited to fun runs/walks, athletic competitions, bike-a-thons, parades, carnivals, city/town heritage celebrations, shows or exhibitions, holiday festivals, circuses, block parties, markets, musical entertainments, and motion picture filming.

“Special events protected under the First and Fourteenth Amendments” include any event involving political or religious activity intended primarily for the communication or expression of ideas.

“Special Event Permit” refers to the conditions of approval letter provided to the Applicant by the City, signed by the Applicant.

“Applicant” refers to the organization or individual named on the Special Event Application.

“City” refers to the City of Orting.

- II. **Special Event Application:** Approval from the City is required for any special event within Orting City limits. Submission of the completed Special Event Application, any additional information or documents required by the City, payment of any required fees, and formal approval from the City in the form of a Special Event Permit is required.

When such an event will be an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution, the application shall be processed promptly, without charging a fee for political or religious activities or imposing terms or conditions that infringe upon constitutional freedom, and in a manner that respects the liberty of applicants and the public.

- a. **Review Process:** For a special event to be considered for approval, a complete Special Event Application must be submitted to the City a minimum of ninety (90) days prior to the event date. A complete application contains the following:
- i. All questions and sections of the Special Event Application are answered. If a section or question does not apply for a particular event, an indication of Not Applicable (N/A) should be used;
 - ii. Proof of payment of the \$200 Special Event Fee;
 - iii. A detailed map and timeline of the event; and
 - iv. Proof of insurance of the event applicant and/or sponsoring organization.

After the complete Special Event Application has been received, the application will be reviewed by City department heads to determine the conditions of approval for the event or reasons for denial of the application. It may be required that the applicant meet with the City to review the Special Event Application and provide any additional information or documents required by the City to assure guidelines and preparation prior to the event.

- b. **Waiver of Application Deadline:** Upon showing of good cause or at the discretion of the City, the City shall consider an application that is submitted after the submission deadline if there is sufficient time to process and investigate the application and obtain police and other City services for the event. Good cause can be demonstrated by the applicant showing that the circumstance that gave rise to the permit application did not reasonably allow the applicant to submit within the time prescribed.
- c. A Special Event Application may not be required for the following:
- i. Funeral and wedding processions;
 - ii. Groups required by law to be so assembled;
 - iii. Gatherings of 30 or fewer people in City park, unless merchandise or services are offered for sale or trade;

- iv. Temporary sales conducted by businesses, such as holiday sales, grand opening sales, or anniversary sales;
- v. Garage sales and rummage sales;
- vi. The exhibition of films or motion pictures; or
- vii. Other similar events and activities which do not directly affect or use City services or right-of-way property.
- viii. Events for the purpose of exercising rights under the First and/or Fourteenth Amendments of the U.S. Constitution.

III. Conditions of Approval: After the Special Event Application has been reviewed by department heads and any other requested information or documents have been provided by the applicant, the City will provide a letter to the applicant stating the conditions of approval for the event or reasons for denial of the application. The City may condition the approval of a special event by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. The applicant must agree to the conditions of approval and sign the letter. The signed letter will serve as formal approval of the special event and function as the Special Event Permit.

The following conditions apply to all Special Event Permits:

- a. Alteration of the time, place and manner of the event proposed on the Special Event Application;
- b. Conditions concerning the area of assembly and disbanding of an event occurring along a route; and
- c. Conditions concerning accommodation of pedestrians or vehicular traffic, including restricting the event to only a portion of the street or right-of-way.

Conditions on Special Events Permits not protected under the First and Fourteenth Amendments of the U.S. Constitution include, but are not limited to:

- d. Requirements for the use of traffic cones or barricades;
- e. Requirements for the provision of first aid or sanitary facilities;
- f. Requirements for use of event monitors and providing notice of permit conditions to event participants;
- g. Restrictions on the number and type of vehicles, animals, or structures at the event, and inspection and approval of floats, structures, and decorated vehicles for fire safety;
- h. Compliance with animal protection ordinances and laws;
- i. Requirements for use of garbage containers, cleanup, and restoration of City property;
- j. Restrictions on the use of amplified sound and compliance with noise ordinance, regulation and laws;
- k. Notice to residents and/or businesses regarding any activity which would require a street closure;

- l. Restrictions on the sale and/or consumption of alcohol;
- m. Elimination of an activity which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability risk to the City;
- n. Requirements regarding the use of City personnel and equipment;
- o. Compliance with any other applicable federal, state or local law or regulation;
- p. Payment of special event fees as stated in section V. "Fees"; and
- q. Provide evidence of liability insurance and additional insurance endorsement name the City of Orting as additional insured.

IV. Application Denial or Event Cancellation

- a. **Application Denial:** The City may deny a special event application for the following reasons:
 - i. The applicant provides false or misleading information;
 - ii. The applicant fails to submit the completed Special Event Application, Special Event Application fee, detailed map and timeline, and proof of insurance ninety (90) days prior to the event date, or fails to supply other information or documents required by the City;
 - iii. The applicant shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit;
 - iv. The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity, or unreasonably infringe upon the rights of abutting property;
 - v. The proposed event would unreasonably disrupt the orderly or safe circulation of traffic and would present an unreasonable risk of injury or damage to the public; or
 - vi. There are not sufficient safety personnel or other necessary City staff to accommodate the event.

In the event subsection iv. or v. above applies, the City shall offer the applicant the opportunity to submit an alternative date or place for the proposed event before denying the application. In the event subsection vi. above applies, the City shall offer the applicant the opportunity to propose an alternative method to supply necessary staffing to accommodate the event.

- b. **Event Cancellation:** The City may revoke a Special Event Permit or cancel a special event for the following reasons:
 - i. The applicant requests cancellation of the event.
 - ii. The applicant, in the information supplied, has made misstatement of a material fact or fails to fulfill a term or condition of approval for the event in a timely manner.
 - iii. The applicant fails to pay any fees required by the City, in addition to the Special Event Application fee, a minimum of thirty (30) days prior to the special event.
 - iv. The applicant fails to provide an insurance certificate citing the City of Orting as additional insured a minimum of thirty (30) days prior to the special event.

- v. The applicant fails to provide any information or documents or meet any deadlines required by the City before the event date.
 - vi. An emergency or unforeseen occurrence requires the cancellation or termination of the event in order to protect public health or safety.
- c. **Appeal Procedure:** The applicant shall have the right to appeal the denial of a special event permit or permit condition. A written Notice of Appeal shall be filed with the City within three (3) business days after receipt or personal delivery of a notice of denial or permit conditions from the City. The written Notice of Appeal shall set forth the specific grounds for the appeal and attach any relevant documents for consideration. The City Council shall hear the appeal on the record provided from the designated City official and upon public comment given at the scheduled hearing before the Council. The hearing shall be scheduled no later than thirty (30) days after receipt of a timely and proper Notice of Appeal. Public comment at the appeal hearing shall be limited to three (3) minutes per individual and fifteen (15) minutes each for appellant and City respondent. The decision of the City Council is final.

If the applicant's reason for appeal includes allegations of Constitutional Amendment violations, the issue will be heard by a hearing examiner instead of the City Council. If there is insufficient time for a timely appeal to be heard by the City Council prior to the date on which the event is scheduled, the applicant may, at its own option, request that the designated City official schedule the appeal before the City Administrator or designee. The City Administrator or designee shall hold a hearing no later than five (5) business days after the filing of the appeal and will render a decision no later than one (1) business day after hearing the appeal. If the appeal is requested and heard before the City Administrator or designee, the City Administrator or designee's decision is final. There is no further appeal to the City Council.

V. **Fees**

- a. **Application Fee:** Payment of the Special Event Application fee is required for all special events. Payment must be made in the form of cash, check, or credit card payment to the City of Orting a minimum of ninety (90) days prior to the proposed event date for an event to be considered for approval.
- b. **Other Fees:** The applicant may request services be provided by the City for the special event. Refer to the Special Event Application for the list of services and corresponding fees offered by the City for special events. Requests by the applicant for services provided by the City are not guaranteed. Payment of fees for City provided services must be made a minimum of thirty (30) days prior to the special event.

VI. **Event Sponsorship:** On the Special Event Application the applicant has the option to apply for City Sponsorship of the proposed special event.

- a. **Sponsorship Requirements:** To be considered for sponsorship, the special event must meet the following requirements:
 - i. The event serves a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's history, and allows all citizens to reasonably participate. The event may also provide, through increased customers, additional revenues for Orting businesses, and subsequently improved tax revenues for the City.
 - ii. The organization hosting the special event must be a non-profit that is actively registered with the Secretary of State.
 - iii. The organization must complete the Special Event Application and carry their own liability insurance that complies with the terms of section IV of the Special Event Sponsorship Policy.
- b. **Sponsorship Process:** For full details on the sponsorship process refer to the City's Special Event Sponsorship Policy. The sponsorship process must be started a minimum of ninety (90) days prior to the special event. A copy of the Special Event Sponsorship Policy can be requested by emailing recreation@cityoforting.org.
- c. **Services included in Sponsorship:** For a list of services included in special event sponsorship, refer to the Special Event Application or Special Event Sponsorship Policy. Services provided by the City to the applicant as part of the event sponsorship will be specified in the conditions of approval letter provided to the applicant after the Special Event Application has been reviewed and sponsorship has been approved.

VII. Insurance Requirements: The City Administrator is authorized and directed to require written proof of such insurance prior to permit issuance. A general liability insurance policy shall be written on an occurrence form, shall name the City of Orting as an additional insured using an endorsement at least as broad as ISO additional endorsement form CG 20 26, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period of not less than twenty-four (24) hours following the completion of the event, or for the entire period of set up and tear down, whichever is longer. The applicant shall provide the City and all additional insureds for the event with written notice of any policy cancellation within two business days of their receipt of such notice.

The types and amounts of insurance shall be determined by the City and based on the risk exposure of the event for all events not protected under the Frist and Fourteenth Amendments of the U.S. Constitution. Proof of insurance is required at least thirty (30) days prior to the event, by providing the City with a Certificate of Insurance along with additional insured document at least as broad as ISO form CG 20 26 naming the City of Orting as an additional insured.

- a. **Minimum Requirements:** General Liability occurrence-based insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate is required for

special events. The General Liability Insurance must name the City of Orting as an ADDITIONAL INSURED using ISO form CG 20 11 or coverage at least as broad. Higher limits may be required for certain uses.

- b. **Additional Coverage:** Amounts and additional types of insurance will be determined, at the City's discretion, based on the risks associated with the event.

VIII. Community Impact

- a. **Street Closures:** The applicant may request that streets within Orting City limits be closed for the proposed special event. Requests for street closures must be clearly indicated on the Special Event Application and are not guaranteed. If the applicant is requesting the closure of WA-162, a road closure agreement will need to be obtained from the Washington State Department of Transportation (WSDOT). A copy of the road closure agreement must be provided to the City a minimum of thirty (30) days prior to the event, otherwise closure of WA-162 may not be allowed for the event.

The following guidelines apply to all street closures:

- i. No paint (including water-based) may be used on any City sidewalk, street, or paved area.
 - ii. Only Public Works staff and Police Department staff are authorized to close a street.
 - iii. Once barricades are in place, they cannot be moved unless directed by City staff and/or the Police Department.
 - iv. Street closures require advanced placement of "No Parking" signs; once signs have been placed by City staff they cannot be altered by the event organizer.
- b. **Parades:** Parades utilizing city streets during special events may be subject to additional requirements by the City, including but not limited to:
 - i. Additional event insurance coverage;
 - ii. Notification to Police, Fire, and Medical Aid of the scope, size, route and date of the parade; and
 - iii. A safety plan with approval from Police, Fire, Medical Aid, and City Public Works departments.
 - iv. If the parade route utilizes WA-162, a road closure agreement will need to be obtained from the Washington State Department of Transportation (WSDOT).
 - c. **Neighborhood Notification:** Timely neighborhood notification of a special event is required to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the event activity. The applicant is responsible for notifying neighboring residents and businesses that may be impacted by the special event a minimum of thirty (30) days prior to the event date. It is also the responsibility of the applicant 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.

- d. **Safety Plan:** Special events with an estimated 1,000 or more individuals in attendance may be required to submit a safety plan to the City. Details regarding what the event safety plan should include will be provided to the applicant by the City a minimum of thirty (30) days prior to the event and the safety plan must be submitted to the City a minimum of fourteen (14) days before the event.
- e. **Portable Restrooms and Trash Disposal:** The applicant may request that additional portable restrooms and trash disposal be provided by the City for the proposed special event. All requests must be clearly indicated on the Special Event Application and must include instructions for placement on the event map. Fees for portable restrooms and trash disposal will apply, unless otherwise indicated by the City. The applicant may also utilize an outside vendor to supply portable restrooms for the special event. Notification of placement of portable restrooms by the vendor must be provided to the City before the event date. Depending on the size of the special event, the City may require that the applicant provide additional portable restrooms, supplied either by the City or an outside vendor.

IX. Food and Beverage Sales and Consumption:

- a. **Business License:** If food will be sold at the proposed special event, the applicant is responsible for purchasing a Blanket Vendor Permit or providing documentation to the City of a valid business license with City of Orting endorsement for every food vendor.
- b. **Health Department Requirements:** The applicant is required to account for any and all food service permits or exemption certificates; food worker card(s); L&I licensing documentation; and evidence of liability insurance, with products/completed operations coverage. Applicant is responsible for abiding by all requirements of the Tacoma-Pierce County Health Department.
- c. **Alcohol Sales/Consumption:** Sale and/or consumption of alcohol at special events taking place on City property is not allowed at this time.

X. Merchandise Vendor Sales

- a. **Blanket Vendor Permit:** If merchandise or services will be sold at the proposed special event, the applicant is responsible for purchasing a Blanket Vendor Permit or providing documentation to the City of a valid business license with City of Orting endorsement for every vendor.
- b. **Vendor Placement:** A map indicating vendor placement must be submitted by the applicant to the City no later than five (5) business days prior to the event date. The City reserves the right to limit the number of vendors and the placement of vendor booths for special events.

- c. **Vendor Set-up/Tear-down:** Applicant is responsible for ensuring that vendor set-up and tear-down does not cause lasting damage to City Property and does not endanger park and trail-users. Driving and/or parking on the Foothills Trail is prohibited. No paint (including water-based) may be used on any City sidewalk, street, or paved area.

XI. Amusement Rides and Inflatables

- a. **Inflatables:** The use of inflatable amusement structures is only allowed outside in designated areas and shall only be provided by professional vendors. The number of inflatables and their proposed location must be indicated on the Special Event Application and map of the event. Proof of Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, and naming the City of Orting as an additional insured using ISO form CG 20 26 or coverage at least as broad, is required from the vendor, as per the Washington State Department of Labor and Industries. This insurance shall contain, or be endorsed to reflect, that the insurance coverage is 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 vendor's insurance and shall not contribute with it.
- b. **Other Amusement Rides:** Apart from inflatables, the use of amusement rides, as defined in RCW 67.42.010, is not permitted for any special event at this time.



City of Orting

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

Phone: 360-893-9017 or (cell) 253-262-7842

Fax: 360-893-6809

Email: recreation@cityoforting.org

Web: www.cityoforting.org

SPECIAL EVENT APPLICATION

Definition: “Special events” include any event which is to be conducted on public property or public right-of-way; and, any event held on private property which would have a direct significant impact on traffic congestion or traffic flow to and from the event over public streets or rights-of-ways near the event, or, which would significantly impact the need for City-provided emergency services, such as police, fire, or medial aid. It is presumed that any event on private property which involves an open invitation to the public, or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on public streets, rights-of-way or emergency services. Special events may include but are not limited to fun runs/walks, athletic competitions, bike-a-thons, parades, carnivals, city/town heritage celebrations, shows or exhibitions, holiday festivals, circuses, block parties, markets, musical entertainments, and motion picture filming.

Application: The following must be submitted at least ninety (90) days prior to event date:

- Completed Application (ALL sections of application must be completed. Indicate “N/A” if an item does not apply)
- Event Map and Timeline
- Payment of Special Event Fee (\$200 paid via cash, check, credit, or debit)
- Completed Banner Application (if applying for sponsorship & requesting a banner be placed over SR-162)

In addition, the following must be submitted thirty (30) days prior to event date:

- Insurance Certificate in the amount of \$1 million per occurrence and \$2 million general aggregate, listing City of Orting as additional insured.
- Road closure permit issued from WSDOT (if applicable).
- Payment of Fees for additional services requested (not covered by sponsorship).

Upon receipt, a meeting with City Department Heads will be scheduled. It may be required that the applicant meet with Department Heads to review the Special Event Application to assure guidelines and preparation prior to the event. After your application has been reviewed, you will be notified if your event has been approved.

APPLICANT NAME: _____

ORGANIZATION NAME: _____

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

MAILING ADDRESS: _____

EVENT NAME: _____

BRIEF DESCRIPTION OF EVENT: _____

DATE(S) OF EVENT: _____

EVENT TIMES: Set-Up _____ Start of Event _____ Exit Time _____ End of Event _____

ANTICIPATED NUMBER OF ATTENDEES: Low Estimate _____ High Estimate _____

PRIMARY CONTACT NAME: _____ PHONE: _____

PRIMARY CONTACT EMAIL: _____

DAY-OF CONTACT NAME: _____ PHONE: _____

DAY-OF CONTACT EMAIL: _____

ALTERNATE CONTACT: _____ PHONE: _____

COMPLETE THE FOLLOWING FOR ALL SPECIAL EVENTS:

1. TYPE OF EVENT (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Festival/Carnival/Fair | <input type="checkbox"/> Walk Procession/Organized |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Run/Race (*If you do not require the use of City parks, facilities, or services, you do not need to complete this application. Please submit a separate trail use application.) | <input type="checkbox"/> Block Party |
| | <input type="checkbox"/> Other (Please specify): _____ |

Does this event involve political or religious activity intended primarily for the communication or expression of ideas? Yes No (If yes, please explain): _____

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

- | | |
|--|--|
| <input type="checkbox"/> BBQ Area | <input type="checkbox"/> Basketball Court (no charge) |
| <input type="checkbox"/> Gazebo | <input type="checkbox"/> Fountain Pavilion (no charge) |
| <input type="checkbox"/> Orting Station | <input type="checkbox"/> North Park Grass Area (no charge) |
| <input type="checkbox"/> Multi-purpose Center (MPC) | <input type="checkbox"/> South City Park Grass Areas (no charge) |
| <input type="checkbox"/> Charter Park (the skate park) | |

Please answer the following questions:

Will you have additional garbage services and where will they be placed (show on Map)?

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

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

3. INSURANCE: A Certificate of Insurance in the amount of \$1 million per occurrence and \$2 million general aggregate showing the City of Orting as an additional Insured is required for all special events, and must be submitted a minimum of 30 days prior to the event. The City may require Applicant/Organization to purchase additional insurance coverage if deemed necessary.

4. SERVICES REQUESTED: Please indicate what services you are requesting be provided by the City of Orting. If a listed service is included as part of your potential City sponsorship, please leave the price area blank and check the "sponsored" box (You will also indicate what services you are requesting be sponsored on the included Sponsorship Application). \$200 Application Fee and \$100 Blanket Vendor Permit are not covered by event sponsorship.

<u>City Services</u> (please mark all that apply)	<u>Price</u>	<u>Total Price</u>	<u>Sponsored</u>
<input type="checkbox"/> 1 Public Works staff	\$75/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 2 Public Works staff	\$150/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 1 Police Officer	\$85/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 2 Police Officers	\$170/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 1 Dumpster	\$20/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 2 Standard Portable Restrooms	\$150/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Electricity (2 Spider Boxes)	\$50/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Audio/PA system (Does not include a DJ)	\$75/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Barricades (Must provide placement on map)	\$50/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Street Sweeper (man power/vehicle)	\$150/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Portable Trailer Sign	\$50/day x ___ days	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Facility Rental *See Appendix A for rental rates	\$ Varies	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Blanket Vendor Permit	\$100/event	\$_____	<input type="checkbox"/>
Total For Special Event Services		\$_____	
Special Event Application Fee		\$200	
TOTAL TO BE PAID		\$_____	

5. BANNER REQUEST - FOR CITY SPONSORED EVENTS ONLY: If you are applying for event sponsorship and plan to have a banner placed across Washington Ave./SR 162 before and/or during your event, a Banner Permit Application must be submitted in conjunction with the Special Event Application. For banner requirements and a copy of the Banner Permit Application, email recreation@cityoforting.org. Please note, banner message is limited to name, date, and event sponsors. Commercial advertising is not allowed, and the banner may only be across SR-162 for 2 weeks.

6. VENDORS: Will there be any vendors at your event? Yes No

If YES, ANTICIPATED NUMBER OF VENDORS: _____

If YES, applicant is responsible for purchasing a Blanket Vendor Permit **OR** must provide the City documentation of a valid business license with City of Orting endorsement for every vendor (Resolution 2011-12). Applicant/Organization is responsible for ensuring vendors have obtained all of the necessary food service permits or exemption certificates; food worker card(s); L&I licensing documentation; and evidence of liability insurance, with products/completed operations coverage required by the Tacoma-Pierce County Health Department.

It will be the responsibility of the Applicant/Organization 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. Driving and/or parking on the Foothills Trail is not allowed at any time before, during, or after the special event.

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

If YES, answer the following: ESTIMATED # OF FLOATS/VEHICLES: _____ START TIME: _____

STAGING TIME: _____ STAGING LOCATION (show on map): _____

PARADE ROUTE (show on map): _____

Will horses or other animals be in the parade? Yes No If yes, approximately how many? _____

Applicant/Organization is responsible for cleaning up after animals participating in the parade

Will the Police Department or Fire Department participate in the parade? Yes No

8. STREET CLOSURES & EMERGENCY ACCESS:

ARE YOU PLANNING TO CLOSE WA-162 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? (If yes, please explain) Yes No

What methods will you be using to notify adjacent homeowners/businesses of the event?

Please list any other information relevant to your event (use of inflatables, activities that will take place, etc.):

9: AGREEMENTS

Initials: _____ Applicant understands that if deadlines are not met, the Applicant/Organization's event may not be considered for sponsorship and/or the event may not occur.

Initials: _____ **Applicant understands that the Applicant/Organization must provide proof of Commercial General Liability insurance, with a minimum of \$1 million per occurrence and \$2 million general aggregate coverage, and name the City of Orting as an additional insured at least thirty (30) days prior to event.** The City may also require the Applicant/Organization to purchase additional insurance coverage if deemed necessary.

Initials: _____ If State Route WA-162 (Washington Ave.) is to be closed at any point during the event, the Applicant/Sponsoring Organization must obtain a permit for the road closure from the Washington State Department of Transportation (WSDOT) and provide a copy to the City at least thirty **(30) days prior to the event.** Road closure will NOT be allowed if road closure agreement with WSDOT is not received.

Initials: _____ Applicant understands that it is the Applicant/Organization's responsibility to inform adjacent homeowners and businesses of the event at least thirty **(30) days in advance.**

Initials: _____ Applicant understands that the Applicant/Organization must allow for a 20ft access for emergency vehicles at all times during the event.

Initials: _____ The City will provide the Applicant/Organization with a site safety checklist to complete prior to the event. Applicant understands that if the checklist is not completed and returned to the City at least one (1) business day before the event date, the Applicant/Organization agrees to accept the facilities and premises as-is on the date of the event.

Initials: _____ Applicant/Organization 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.

Initials: _____ Applicant/Organization 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. Applicant/Organization understands that the special event may include use of the covered park 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.

I have read and agree to all of the above statements and declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

Applicant Signature: _____ **Date:** _____

Print Name & Title w/Organization: _____

Facilities are based on a first come, first serve basis. Special Events do not receive special privileges. Applications and all required documents may be emailed, mailed, faxed, or dropped off in person at City Hall. Payment can be made by mail or in person at City Hall. A receipt showing payment is NOT approval of the event. Orting City Hall is located at 104 Bridge St. South in Orting.

If you have questions regarding the application, please contact the Activities & Events Coordinator by calling (360) 893-9017 or emailing malfiere@cityoforting.org

- End of Special Event Application -

City of Orting Sponsorship Application

Are you requesting City sponsorship? **Yes** **No** If you indicated NO, no further information is required.

REQUIREMENTS FOR CITY SPONSORSHIP OF A SPECIAL EVENT:

Some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy (Policy No. 2017-1). 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. A copy of the Special Event Sponsorship policy may be requested by emailing recreation@cityoforting.org. There is no additional fee to apply for City Sponsorship of an event. **However, the event organizer must purchase a \$100 Blanket Vendor Permit if vendors are participating in the 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 requested City services (Review the Special Event Sponsorship Policy for more information);
- Proof of liability insurance that compiles with the terms of Section IV of the City Special Event Sponsorship Policy.

Please indicate what services you are requesting be provided by the City of Orting in your sponsorship (check all that apply):

- Use of Main City Park, including grass areas, Gazebo, and Covered BBQ Area, located at 101 Train St. SW
- Use of Multipurpose Center (MPC) located at 202 Washington Ave. S.
- Use of North Park, including grass area and Orting Station building, located at 101 Washington Ave NW.
- Close Train St. around the Bell Tower at Main City Park.
- Close Van Scoyoc Ave. SW at Main City Park.
- Close Calistoga St. W between Van Scoyoc Ave. & Washington Ave.
- 1 Public Works staff for up to eight (8) hours. # of hours requested: _____
- 2 Public Works staff for up to eight (8) hours. # of hours requested: _____
- Police support to set up barricades/traffic signs and direct traffic (if closing WA-162).
- 1 Dumpster (confirm dumpster size with Activities & Events Coordinator).
- 2 Standard Portable Restrooms (in addition to the 2 existing at Main City Park).
- Electricity, including 2 Spider Boxes.
- Audio/PA system (Does not include a DJ).
- Barricades/Cones/Traffic Signs (Must provide placement on map).
- Hang event banner over Washington Ave. for 2 weeks (Organizer to provide banner).
- Event Advertisement on City Reader Board, Website, & Social Media.

- **If Event receives sponsorship, Orting City Logo shall be placed on all materials advertising the event and the City must be allowed a vendor booth at no charge.**
- **If Event receives sponsorship, Applicant/Organization must purchase a \$100 City Business License Blanket Permit if vendors are participating in the event.**
- **Sponsored services offered by the City of Orting will depend upon the City's determination of the value added by the event to the community.**
- **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.**

- End of Special Event Sponsorship Application -

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 2-hour minimum is required for all rentals. **A refundable deposit of \$150 is required to secure this space. If you will be serving alcohol, a \$300 refundable alcohol deposit is required.**

	Resident (per hour)	Non-Resident (per hour)	Non-Profit (per hour)
Monday-Thursday	\$30.00	\$50.00	\$15.00
Friday-Sunday	\$50.00	\$70.00	\$20.00

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 2-hour minimum is required for all rentals. **A refundable deposit of \$100 is required to secure this space. If inflatables will be used, a refundable inflatable deposit of \$200 is required.**

	Resident (per hour)	Non-Resident (per hour)	Non-Profit (per hour)
Monday-Thursday	\$20.00	\$30.00	\$10.00
Friday-Sunday	\$40.00	\$50.00	\$10.00

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. This space is rented per hour with a 2-hour minimum and 5-hour maximum rental time. **A refundable deposit of \$50 is required to secure this space.**

	Resident (per hour)	Non-Resident (per hour)	Non-Profit (per hour)
Monday-Thursday	\$10.00	\$20.00	\$5.00
Friday-Sunday	\$20.00	\$30.00	\$10.00

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. This space is rented per hour with a 2-hour minimum and 5-hour maximum rental time. **A refundable deposit of \$50 is required to secure this space.**

	Resident (per hour)	Non-Resident (per hour)	Non-Profit (per hour)
Monday-Thursday	\$10.00	\$20.00	\$5.00
Friday-Sunday	\$20.00	\$30.00	\$10.00

Event Name: _____ Event Date: _____

Primary Contact: _____ Phone: _____

Checklist/Timeline:

90+ Days Prior

- Completed Application received** Date: _____ Initials: _____
- Payment of Fees (Amount: \$ _____)** Date: _____ Initials: _____ Receipt# _____
- Event Map & Timeline** Date: _____ Initials: _____
- Proof of Insurance (if sponsored)** Date: _____ Initials: _____
- Completed Banner Application received** Date: _____ Initials: _____
- Department Heads Meeting Date: _____
- Sponsorship Letter (if applicable) Date: _____ Initials: _____
- Approved by CGA (if sponsored) Date: _____

60 Days Prior (Date: _____)

- Approved by City Council (if sponsored) Date: _____
- Conditions of Approval signed** Date: _____
- Check-in w/Event Organizer Date: _____ Initials: _____
- Post Event to City Website (if sponsored) Date: _____ Initials: _____
- Order dumpster (if applicable) Date: _____ Initials: _____

30 Days Prior (Date: _____)

- Meeting with Dept. Heads (PW, Police, City) Date: _____
- Send Work Order details to Public Works Date: _____ Initials: _____ WO# _____
- Confirm details with Police (if applicable) Date: _____ Initials: _____
- Permit received from WSDOT (if applicable)** Date: _____ Initials: _____
- Insurance Certificate Received** Date: _____ Initials: _____
- Payment of Remaining Fees (Amount: \$ _____)** Date: _____ Initials: _____ Receipt# _____

14 Days Prior (Date: _____)

- Hang Event Banner Date: _____ Initials: _____
- Confirm PW Staff working event Date: _____ Initials: _____
- Event posted on Social Media Date: _____ Initials: _____
And Reader Board

1 Week Prior (Date: _____)

- Final Check-in w/Event Organizer Date: _____ Initials: _____
- Signage posted if closing roads Date: _____ Initials: _____
- Receive safety plan & updated map (if applicable) Date: _____ Initials: _____

Day Before Event

- Place NO PARKING or other signage required Date: _____ Initials: _____



CITY OF ORTING

104 BRIDGE ST. S, PO BOX 489, ORTING WA 98360

Phone: (360) 893-2219 FAX: (360) 893-6809

www.cityoforting.org

SPECIAL EVENT

PERMIT AND CONDITIONS OF APPROVAL

This document constitutes the permit and agreement between APPLICANT NAME (referred to as "applicant") of the ORGANIZATION NAME and the City of Orting (referred to as "City") for the SPECIAL EVENT NAME to take place on the following date(s): XX/XX/XXXX. Upon signature by the applicant and the City, this document will serve as the "Special Event Permit" for the special event.

The City has approved the aforementioned special event pending the applicant agrees to the following terms:

1. Applicant will abide by all requirements and guidelines stated in the City of Orting Special Event Policy.
2. [Optional] Applicant will abide by all requirements and guidelines stated in their City of Orting sponsorship agreement.
3. A minimum of thirty (30) days prior to the event date, the applicant will provide the City with proof of a general liability insurance policy written on an occurrence form, naming the City of Orting as additional insured using an endorsement at least as broad as ISO additional endorsement form CG 20 26, and is written for a period not less than twenty-four (24) hours prior to the first event date and extending for a period of not less than twenty-four (24) hours following the completion of the last event date.
4. [Optional] Applicant will purchase a Blanket Vendor Permit from the City a minimum of thirty (30) days prior to the event date.
5. If the site safety checklist provided by the City is not completed and returned to the City at least one (1) business day before the event date, the applicant agrees to accept the facilities and premises in as-is condition on the date of the event.
6. Applicant will restore City property and/or facilities used during the special event to their original condition at the conclusion of the event. If City property/facilities are not restored to their original condition within seven (7) days following the special event, the City will complete any necessary repairs and the applicant will be responsible for all repair costs.
7. Applicant will inform adjacent business and residents of the event a minimum of thirty (30) days in advance of the event.
8. If closing Van Scoyoc or Washington Ave., the applicant will post "No Parking" signs a minimum of twenty-four (24) hours prior to event date.
9. If utilizing City provided services not included in the approved city-sponsorship, the applicant will pay any required fees a minimum of thirty (30) days prior to the event date.
10. Applicant will provide a basic first-aid station during the entire duration of the event.
11. Applicant will ensure that volunteers and vendors do not drive and/or park on the Foothills Trail before, during, or at the conclusion of the event.

As an approved city-sponsored special event, the City agrees to provide the following at no additional expense to the applicant, when applicable:

- a. Use of Main City Park, including grass areas, Gazebo, and Covered BBQ area, located at 101 Train St. SW at no fee.
- b. Use of the Multipurpose Center (MPC) located at 202 Washington Ave. S at no fee.
- c. Use of North Park, including grass area and Orting Station building, located at 101 Washington Ave. NW at no fee.
- d. Close Train St. around the Bell Tower at Main City Park.
- e. Close Van Scoyoc Ave SW at Main City Park.
- f. Close Calistoga St. W between Van Scoyoc Ave. and Washington Ave.
- g. One (1) Public Works staff for up to eight (8) hours.
- h. Two (2) Public Works staff for up to eight (8) hours.
- i. Police support to set up barricades/traffic sign and direct traffic (only if closing WA-162).
- j. Two (2) standard portable restrooms (in addition to the two existing units at Main City Park) for the date of the special event.
- k. Roll-off dumpster for trash disposal on date of the special event.
- l. Electricity, including 2 spider boxes.
- m. Audio/PA system (DJ not included).
- n. Barricades/Cones/Traffic Signs (applicant to provide amount and placement on event map).
- o. Placement of event banner over Washington Ave./SR-162 for two (2) weeks before the event. Banner shall be supplied by the applicant and is subject to approval by the City and the Washington State Department of Transportation. A Banner Application must be submitted by the applicant a minimum of ninety (90) days prior to placement date and the banner must be received by the City at least three (3) business days prior to placement date.
- p. Event advertisement on City reader board, website, and social media.

I, _____ (applicant's name) am an authorized representative of ORGANIZATION'S NAME and agree to the aforementioned terms. I understand that if any of the aforementioned terms are not met, the City may revoke the Special Event Permit and/or cancel the special event.

APPLICANT SIGNATURE: _____ DATE: _____

PRINT NAME & TITLE: _____

CITY REPRESENTATIVE SIGNATURE: _____ DATE: _____

PRINT NAME & TITLE: _____

CITY OF ORTING SPECIAL EVENT WORKSHEET

The following checklist is provided to help event organizers meet all required deadlines from the City of Orting for your special event.

90+ DAYS PRIOR TO EVENT

DATE:

Submit COMPLETE application, including:	<input type="checkbox"/>	Notes:
<ul style="list-style-type: none"> • Proof of insurance 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Event map & timeline 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Payment of application fee 	<input type="checkbox"/>	
Complete Sponsorship application (if applicable).	<input type="checkbox"/>	
Submit required sponsorship documents, including:	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Sponsorship letter 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Proof of insurance 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Proof of non-profit status 	<input type="checkbox"/>	
Begin road closure process w/WSDOT (if closing WA-162).	<input type="checkbox"/>	

60+ DAYS PRIOR TO EVENT

DATE:

Present at CGA meeting (if applying for sponsorship).	<input type="checkbox"/>	Meeting date:
Confirm services to be provided by the City.	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	

30+ DAYS PRIOR TO EVENT

DATE:

Submit Insurance Certificate citing City of Orting as additional insured.	<input type="checkbox"/>	Notes:
---	--------------------------	--------

Submit any other required insurance documents.	<input type="checkbox"/>	
Submit payment for any remaining fees.	<input type="checkbox"/>	
Submit updated map & timeline if necessary.	<input type="checkbox"/>	
Notify neighboring businesses and residents about event.	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	
Provide road closure permit from WSDOT (if closing WA-162).	<input type="checkbox"/>	

14+ DAYS PRIOR TO EVENT **DATE:**

Submit safety plan (if applicable).	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	

7+ DAYS PRIOR TO EVENT **DATE:**

Final check-in w/City via email, phone, or in person.	<input type="checkbox"/>	
Site walk-through w/City staff.	<input type="checkbox"/>	

NOTES:



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Special Events Sponsorship Policy.	AB23-104	CGA		
		11.1.2023		
		12.6.2023		
	Department:	Administration		
	Date Submitted:	10.27.2023		
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: Sponsorship Policy				
SUMMARY STATEMENT:				
<p>Staff have prepared an updated sponsorship policy that further defines baseline criteria for all sponsored events, what services are offered for those that are granted sponsorship, provides an “a la carte” list of services that can be chosen from, outlines the process for seeking sponsorship, and defines the insurance and indemnity requirements for City sponsored events.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to City Council study session for consideration.				
FUTURE MOTION: <u>Motion:</u>				
To approve the City of Orting Special Events Sponsorship Policy as prepared.				



CITY OF ORTING

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 the discretion of the council.

To qualify for sponsorship, an approved event must:

- Be one where all citizens can reasonably participate;
- Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating a City's history and;
- 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:

- Organizations must be a non-profit that is actively registered with the Washington Secretary of State.
- 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 an "a la carte" style of sponsorship where applicants indicate which services they would like provided by the City in their sponsorship. The City then decides, from the services requested, what will be provided for the event sponsorship. The amount of services and/or level of support offered by the City will depend upon the City's determination of the value added by the event to the community and staffing and/or budgeting allowances. Services are based on availability, and the city reserves the right to withdraw some or all of the services if availability changes.

The following City-provided services are listed on the Special Event Sponsorship Application:

- Use of Main City Park, including grass areas, Gazebo, and Covered BBQ Area, located at 101 Train St. SW at no fee.
- Use of Multipurpose Center (MPC) located at 202 Washington Ave. S. at no fee.
- Use of North Park, including grass area and Orting Station building, located at 101 Washington Ave NW. at no fee.
- Closure Train St. around the Bell Tower at Main City Park.
- Closure Van Scoyoc Ave. SW at Main City Park.
- Closure Calistoga St. W between Van Scoyoc Ave. & Washington Ave.
- 1 Public Works staff for up to eight (8) hours. # of hours requested: _____
- 2 Public Works staff for up to eight (8) hours. # of hours requested: _____
- Police support to set up barricades/traffic signs and direct traffic (if closing WA-162).
- 1 Dumpster (confirm dumpster size with Activities & Events Coordinator).
- 2 Standard Portable Restrooms (in addition to the 2 existing at Main City Park).
- Electricity, including 2 Spider Boxes.
- Audio/PA system (Does not include a DJ).
- Barricades/Cones/Traffic Signs (Must provide placement on map).
- Hang event banner over Washington Ave. for 2 weeks (Organizer to provide banner and fill out permit).
- Event Advertisement on City Reader Board, Website, & Social Media.

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 90 days prior to the date of the proposed special event. 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 and the event organizer being billed for city services.

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.
 - Answer the following: 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 including the 24 hours before and 24 hours after the event 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, \$2,000,000 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
WASHINGTON
ORDINANCE NO. 2024-XXXX

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO SPECIAL EVENTS AND
CITY SPONSORSHIP OF SPECIAL EVENTS; AMENDING
CHAPTER 8 TITLE 3 ORTING MUNICIPAL CODE;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE**

WHEREAS, the City desires to update its policies around Special Events and City sponsorship of events; and

WHEREAS, the City desires to clarify its definition of a Special Event; and

WHEREAS, the City desires to adopt additional criteria for sponsored events;

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

Section 1. Amendment of Chapter 8 Title 3 of the Orting Municipal Code. Sections 6 and 8 of the Orting Municipal Code is hereby amended to read as follows:

3-8-6: SPECIAL EVENT:

"Special event" shall mean ~~any organized activity conducted by an event organizer for a common or collective use, purpose, or benefit that involves the use of, or has an impact on multiple city facilities. (Ord. 919, 11-30-2011)~~ any event which is to be conducted on public property or public right-of-way; and, any event held on private property which would have a direct significant impact on traffic congestion or traffic flow to and from the event over public streets or rights-of-ways near the event, or, which would significantly impact the need for City-provided emergency services, such as police, fire, or medial aid. It is presumed that any event on private property which involves an open invitation to the public, or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on public streets, rights-of-way or emergency services. A special event can include, but is not limited to:

- A. Any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk or other public way which does not comply with normal and usual traffic regulations or control; or

B. Any organized assemblage of 50 or more persons at any public park or city facility which is to gather for a common purpose under the direction and control of a responsible person or agency; or

C. Any other organized activity or set of activities open to the public conducted by an individual, group or entity for a common or collective use or benefit and which involves the use of public facilities or rights-of-way and the possible or necessary provision of City services ancillary thereto.

Examples of special events include fun runs/walks, athletic competitions, bike-a-thons, parades, carnivals, city/town heritage celebrations, shows or exhibitions, holiday festivals, circuses, block parties, markets, musical entertainments, and motion picture filming.

3-8-8: SPONSORSHIP:

A. —A.—Definition: "Sponsorship" shall mean a special event that meets one or more of the following criteria: 1) that is managed or organized by the city, or by another person on the city's behalf, 2) funded in whole or in part by the city, 3) for which the city provides, at no cost, in kind services in support of the special event, or 4) for which the city has agreed to lend its name as a sponsor or cosponsor.

B. 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 the discretion of the council. 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.

4. Organizations must be a non-profit that is actively registered with the Washington Secretary of State.

+5. Organizations must fill out the Special Event Application and carry their own liability insurance that complies with the Special Event Sponsorship policy.

BC. Sponsorship Decisions: A special event may be sponsored by the city upon approval by the city council in accordance with applicable sponsorship policies.

Section 2. 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 3. Codification. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the above, and publish the amended code.

Section 4. 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 XX DAY OF JANUARY, 2024.

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: Food Truck Program.	AB23-105	CGA		
		10.4.2023, 11.1.2023		
	Department: Administration			
	Date Submitted: 10.6.2023			
	Cost of Item:		N/A	
Amount Budgeted:		N/A		
Unexpended Balance:		N/A		
Bars #:		N/A		
Timeline:		Before the end of the year.		
Submitted By:		Danielle Charchenko, Executive Assistant		
Fiscal Note:				
Attachments:				
SUMMARY STATEMENT:				
<p>Recently the City has seen an increase in food truck operators that are interested in serving in Orting. Most cities in Washington state have made a code revision or created new City codes to define and regulate mobile food vending Adopting an updated food truck program that includes a shorter application and a reduced vendor fee would streamline the process and allow for more vendors.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Committee Discussion.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				



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 Food Truck Program Guidelines

The Orting City Council has authorized a program to allow licensed and permitted food trucks to operate city-wide utilizing private properties (as authorized by property owner), existing street parking and other public property locations. Food trucks that comply with the following regulations are exempt from Orting Municipal Code (OMC) 3-2-25 Itinerant Vendors. Other local and state laws may apply.

A food truck is defined as a motor vehicle, or trailer, used to prepare and serve food and that vends food from a curbside location or on private property. Sales of ice cream, candy, gum, soft drinks, and similar pre-packaged products does not constitute operation of a food truck.

1. Program Guidelines

Food trucks operating within the regulations of this program must apply for and obtain the following:

- City of Orting food truck license;
- City of Orting endorsement;
- Certificate of Insurance showing the food truck is carrying the following minimum amounts of insurance: (1) public liability insurance in an amount of not less than \$1,000,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; and (2) property damage insurance in an amount of not less than \$75,000 for damages on account of any one accident or occurrence;
- Tacoma-Pierce County Health Department approval;
- Any required State Labor and Industry regulations.

The license fee for a food truck license is \$50.00 and is valid for a 12-month period.

2. Operating Conditions and Regulations

Food trucks shall not be parked more than 12 inches from curb nor any place where official signs prohibit parking. These distance requirements are all measured in a straight line from the closest point of the proposed food truck location to the closest point from the buffered object. Signage: One sandwich board sign allowed, placed within the same block the truck is parked; sign shall not impede ADA access.

3. Allowable Locations and Times

Food trucks shall be allowed to operate on any City sidewalks or on-street parking rights-of-way, subject to the following prohibitions; and any private property with property owner approval. Vendor shall not park and operate the truck in front of another restaurant without business owner permission. The following locations are **prohibited**; please see the attached Food Truck Maps for more detail:

- Public rights-of-way as follows:
 - Calistoga St W
 - Train St; between Corrin Ave SW and Rainier Ln SW
 - SR 162; Washington Ave N/Washington Ave S/Bridge St S/Harman Way S
- Within 300 feet of public events in public parks or right-of-way that include food vendors or food sales, except when authorized in writing by the event organizer. Examples include Orting Valley Farmer's Market, Daffodil Parade, and Home for the Holidays.
- Vendors are exempt from posted time limits in right-of-way location, however, shall not park overnight.

Vendors must register for a free single-day parking permit through [Orting Parks & Recreation \(teamsideline.com\)](http://OrtingParks&Recreation.teamsideline.com) to park and operate on Van Scoyoc Ave SW, located in the Main City Park. Offerings will allow a maximum of three vendors per day. The City Administrator may establish administrative rules and regulations as deemed appropriate, consistent with the Orting Municipal Code, for the purpose of enforcing and carrying out its provisions. The City Administrator shall have the authority to revoke a vendor parking permit at any time.

4. Prohibitions and Violations

Prohibitions: Food trucks operating in the right-of-way shall not utilize tables, chairs, or audio amplification in conjunction with the food truck. All equipment shall be contained within or on the food truck.

Prohibitions for all food trucks (operating in right-of-way or on private property): The food truck operator is responsible for disposing of all trash and waste associated with the operation of the food truck. City trash receptacles may not be used to dispose of trash or waste, and waste disposal and spill prevention regulations must be followed. All areas within 5 feet of the food truck must be kept clean.

Violations: A license issued pursuant to these guidelines may be revoked, in writing, by the City Administrator for any of the following reasons:

- Any fraud, misrepresentation or false statement contained in the application for license;
- Any fraud, misrepresentation or false statement made in connection with the selling of products;
- Any violation of these policies;
- Conviction of the licensee of a felony or of a misdemeanor involving moral turpitude; or
- Conducting the business licensed under this program in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

A violation of any provision of these guidelines is subject to a penalty as set forth in OMC 3-2-30.

5. Appeal

A person aggrieved by the denial of an application for a license, a license renewal, or by the revocation of a license as provided for in this chapter shall have the right to appeal such an administrative decision to the hearing examiner as provided in OMC 3-2-22.



City of Orting

104 Bridge St. S., PO BOX 489, ORTING WA 98360

Phone: (360) 893-2219 - FAX: (360) 893-6809

www.cityoforting.org

Received Date

BUSINESS LICENSE APPLICATION

Food Truck License

All documents pertaining to the application shall be submitted at the time of filing. Please note that incomplete applications will not be accepted and this license is required for all food truck and trailer businesses operating under the requirements of the Food Truck Program.

****Attach to application: A copy of the applicant's Driver's License, proof of Liability Insurance, proof of Food Establishment Permit and \$50 Business License Fee.***

Business Name: _____ **UBI #:** _____

Contact Person: _____ **Phone #:** _____

Business Address: _____

Commissary Address: _____

Mailing Address: _____

Email: _____ **Vehicle License Plate:** _____

Business Website and/or Social Media Addresses:

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION

I hereby declare under penalty of perjury, that the statements furnished by me on this application, including any accompanying information, are true, correct and complete.

Signed by: _____ Date: _____

Print Name and Title: _____

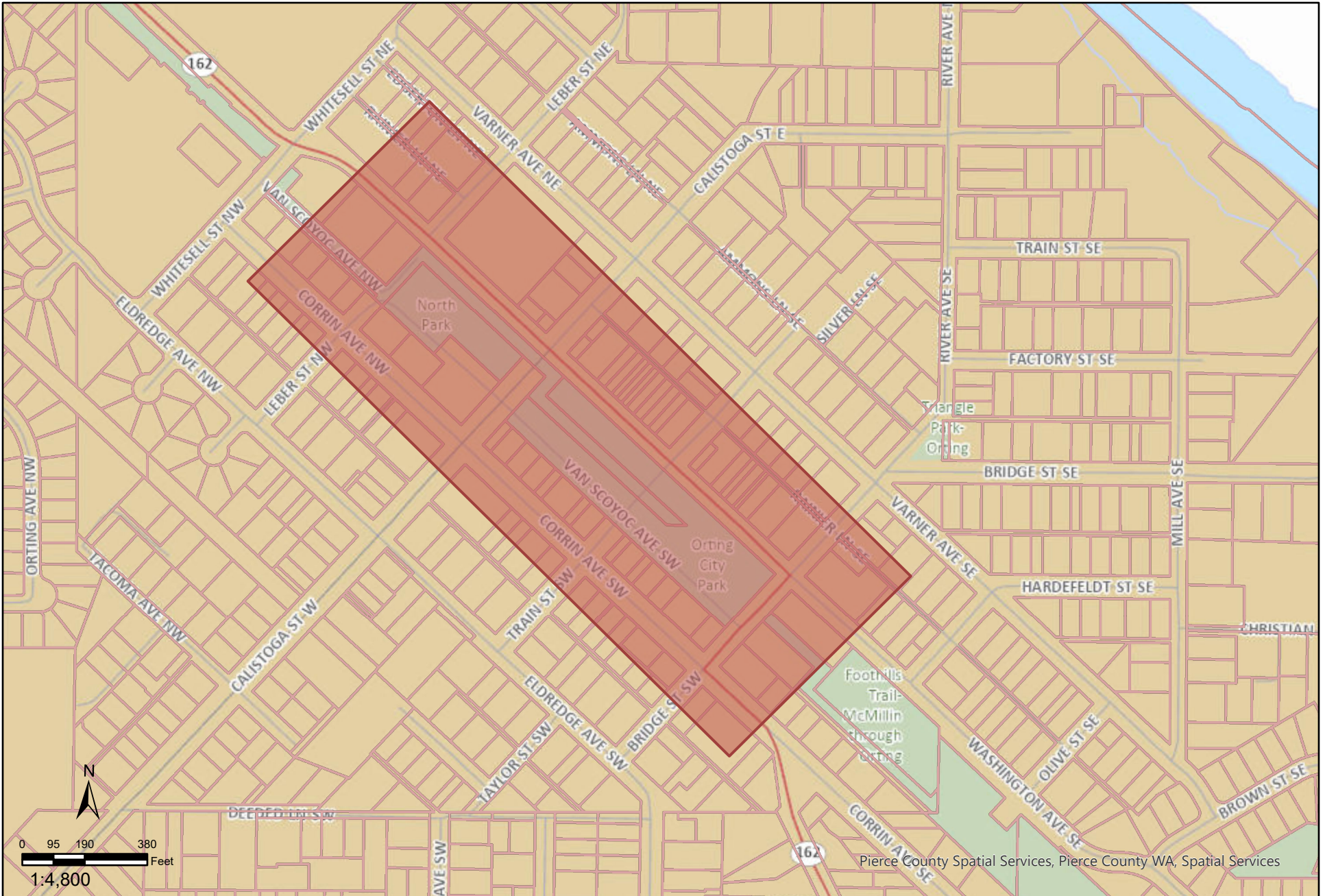
Attested by (City Official): _____ Date: _____

Print Name and Title: _____



Red Streets: Prohibited

Green Street: Allowed with a permit



Disclaimer: The map features are approximate and have not been surveyed. Additional features not yet mapped may be present. Pierce County assumes no liability for variations ascertained by formal survey.

Date: 10/27/2023 10:53 AM

3-2-4: DEFINITIONS:

APPLICANT: The organization or individual named on the Special Event Application or Special Business License Application.

AUTHORIZED SPECIAL EVENT VENDOR: A vendor operating under authority of a special event business license or special event permit.

BLANKET VENDOR PERMIT: A one-time permit purchased by an event organizer to operate in lieu of the requirement for individual general and special business licenses for vendors to perform vending services under the authority of a special event permit or special event business license. Additional days may be purchased for use of this permit. Non-profit organizations holding a holiday bazaar, merchandise sale, fundraiser, craft fair, etc. on private property are exempt.

CART: A mobile, nonmotorized conveyance capable of moving or being moved, which is intended to be pushed, pulled or otherwise similarly transported by ~~an itinerant vendor~~ a mobile vendor during the normal course of business operation.

CITY SPONSORED EVENT: A special event which benefits the community and is open for participation to the general community at large, and is conducted in whole or in part on public property or public rights of way, and the city, solely or in partnership with another entity, produces, manages and/or coordinates the event, or has agreed to provide in-kind services and/or other financing in support of the special event, or has agreed to lend its name in support of the special event, after determining that the special event either:

- A. Provides a local commemoration of a national holiday;
- B. Serves a valid municipal purpose, such as strengthening the City's sense of community or celebrating a City's history.~~Provides cultural or recreational experiences to city residents that are not otherwise routinely available in the community;~~ or
- C. Provides, through increased customers, additional revenues for Orting businesses and subsequently improved tax revenues for the City. Significantly enhances tourism or other forms of economic development to the city.

~~FOOD: Has its usual and ordinary meaning and includes all items designed for human consumption, including, but not limited to, candy, coffee, gum, popcorn, hot dogs, sandwiches, peanuts, soft drinks and dairy products. For the purpose of this chapter includes ice cream, candy, gum, soft drinks, and other similar prepackaged products. The preparation and sale of any other food item not defined by this chapter shall fall under the food truck program guidelines policy.~~

~~FOOD VENDING OR FOOD VENDING SERVICES: Engaging in the business of vending food as described in this chapter of any kind or description.~~

FOOD TRUCK: A motor vehicle, or trailer, used to prepare and serve food and that vends food from a curbside location or on private property. Food trucks that comply with the City of Orting Food Truck Program guidelines and have an active food truck license are exempt from this section through OMC 3-2-29.

~~ITINERANT VENDOR: Any person, whether as owner, agent, consignee, or employee, whether a resident of the City or not, who engages in the business of providing vending services and who conducts such a business either in or about a stationary vendor unit, or from a mobile vendor unit by traveling from place to place, or customer to customer. A person, firm or corporation so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.~~

MOBILE FOOD VENDOR: An ~~itinerant vendor~~ mobile vendor providing food vending services from a mobile vending unit.

~~MOBILE ICE CREAM VENDOR: A mobile vendor, either as a principal or agent, who engages in the vending of ice cream and/or frozen novelty items for immediate human consumption.~~

~~MOBILE VENDOR: An itinerant vendor providing vending services from a mobile vending unit. Any business operator or vendor who conducts business from a motor vehicle or cart upon public streets, not including food trucks as defined in this chapter.~~

SPECIAL EVENT: any event which is to be conducted on public property or public right-of-way; and, any event held on private property which would have a direct significant impact on traffic congestion or traffic flow to and from the event over public streets or rights-of-ways near the event, or, which would significantly impact the need for City-provided emergency services, such as police, fire, or medial aid. It is presumed that any event on private property which involves an open invitation to the public, or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on public streets, rights-of-way or emergency services. A special event can include, but is not limited to:

- A. Any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk or other public way which does not comply with normal and usual traffic regulations or control; or
- B. Any organized assemblage of 50 or more persons at any public park or city facility which is to gather for a common purpose under the direction and control of a responsible person or agency; or
- C. Any other organized activity or set of activities open to the public conducted by an individual, group or entity for a common or collective use or benefit and which involves the use of public facilities or rights-of-way and the possible or necessary provision of City services ancillary thereto.

Examples of special events include fun runs/walks, athletic competitions, bike-a-thons, parades, carnivals, city/town heritage celebrations, shows or exhibitions, holiday festivals, circuses, block parties, markets, musical entertainments, and motion picture filming.

~~An outside or outdoor thematic entertainment, amusement, athletic or political event, that is advertised or promoted inside or outside the city, on private property or in the exclusionary use of public property, and that is reasonably foreseeable to involve a large assemblage of vehicles and persons, and that may cause traffic congestion, impact required parking, involve sanitation and security concerns, the erection of structures or operation of rides, games or machines that may affect the city residents' or invitees' health, safety, or welfare, or that may require excessive public safety cost in responding to and/or managing the event to preserve the public peace. A special event has a specific start and stop date, and has no intervening dates of event inactivity, except for legislative or City sponsored events. A series of similar events is not considered a single event, unless conducted on consecutive days. The outdoor display or sale of merchandise or placement of vending on private property in connection with the sale of merchandise is not considered a special event. A special event can include, but is not limited to:~~

~~—A.— Any organized formation, parade, procession or assembly consisting of persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls; or~~

~~—B.— Any organized assemblage, not meeting the criteria for a facilities use permit, of persons at any public beach or public park which is to gather for a common purpose under the direction and control of a person; or~~

~~—C.— Any other organized activity conducted by a person or group for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of City public safety services in response thereto.~~

~~Examples of special events include filming, concerts, parades, circuses, fairs, festivals, block parties, automobile or motorcycle rallies, community events, sporting competition such as marathons and running events, bicycle races or tours, or spectator sports such as football, basketball and baseball games, golf tournaments or hydroplane or boat races.~~

~~SPECIAL EVENT PERMIT: A conditions of approval letter provided to the Applicant by the City, signed by the Applicant.~~

~~SPECIAL EVENT VENDOR: An itinerant vendor providing vending services at a farmers' or public market or special event under authority of a special event business license.~~

~~STATIONARY FOOD VENDOR: An itinerant vendor who provides food vending services from a stationary vendor unit.~~

~~STATIONARY FOOD VENDOR UNIT: A stationary vendor unit used, or intended to be used, to provide food vending services.~~

~~STATIONARY VENDOR: An itinerant vendor who provides vending services from a stationary vendor unit.~~

STATIONARY VENDOR UNIT:

~~A. A vehicle, cart or other conveyance capable of moving or being moved, or~~

~~B. A structure that is not permanently affixed to real property, and which is issued, or intended to be used, at a fixed location to provide vending services.~~

3-2-5: LICENSE REQUIRED:

A. Except as otherwise provided herein, no person shall engage in business in the City without first having obtained through the Department of Revenue, and keeping in full force and effect, a valid business license authorizing such person to engage in the business authorized therein.

B. It shall be unlawful for a person to engage in a business in the City for which a business license has previously been issued but has expired until such time as that business license has been renewed or a new business license has been issued.

C. It shall be unlawful for a person to engage in a business in the City for which a business license has been suspended until such time as the period of suspension has ended.

D. It shall be unlawful for a person to engage in a business in the City for which a business license has been revoked until such person is qualified for, and obtains, and keeps in full force and effect, a valid business license authorizing such person to engage in the business authorized therein.

E. All business licenses approved for issuance by the City Administrator shall be and are conditioned upon compliance at all times with all ordinances, regulations and laws of the City and the State applicable to the operation of such business or which otherwise bears a direct relationship to the conduct of the business licensed.

F. Upon issuance, unless revoked or suspended or relinquished by the licensee, a business license shall be valid ~~until its expiration date, which will be December 31 of any given year for a (12) month period~~, provided that licensee continues in business and pays the license fee due pursuant to the provisions of this chapter, and must be renewed annually. No business license may be issued for a period longer than twelve (12) months. No business license may be issued for multiple years or more than one hundred eighty (180) days in advance of the effective date of said business license.

G. Issuance of a business license does not imply compliance with other City codes, regulations or laws, and does not permit business operation unless the business is properly zoned and/or in compliance with all applicable laws/rules.

H. Applicants for a special business license shall be required to comply with the additional special business license requirements set forth in this chapter. Upon issuance of a special business license, licensees shall be subject to both the general business license requirements and the applicable special business license requirements of this chapter. In the event of a conflict between the general license provisions and the special business license provisions of this chapter, the special business license provisions shall control to the extent of the conflict. (Ord. 939, 4-30-2014)

3-2-6: EXEMPTIONS:

The requirement set forth in this chapter to have and maintain a valid business license (either a general or a special business license) as a condition of engaging in business in the City shall not apply to:

A. Minors doing business or operating a business concern where no other person is employed by the minor;

B. The United States or any instrumentality thereof and the State of Washington or any Municipal subdivision thereof;

C. Persons whose sole activity is the rental of real property;

D. Fraternal benefit associations or societies as defined in Revised Code of Washington 48.36A.010;

E. Nonprofit religious organizations;

F. Nonprofit associations, clubs, or corporations maintained for the purpose of organized sports, charity, public school related activities or Municipal corporation related activities, including Police and Fire Department reserve organizations;

G. Any farmer, gardener, or other person selling, delivering, or peddling any fruits, vegetables, berries, eggs, or any farm produce or edibles raised, gathered, produced, or manufactured by such person;

H. A vendor not otherwise exempt pursuant to subsection G of this section, participating in a farmers' or public market or special event for which a special event business license and blanket vendor permit has been issued; provided that, complete information for such vendor has been provided by the event organizer to the City in compliance with the provisions of subsection 3-2-26B of this chapter and the vendor is otherwise qualified to engage in business in the City;

I. A person participating in a collective garden within the meaning of Revised Code of Washington chapter 69.51A; and

J. A person, employee, agent, representative, independent contractor, broker or a person acting on behalf of another person, whose activities within the City are limited to the following:

1. Meeting with suppliers of goods and services as a customer;

2. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions;

3. Attending meetings, such as board meetings, retreats, seminars, and conferences or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf;

4. Renting tangible or intangible property as a customer when the property is not used in the City;

5. Attending, but not participating in, a trade show or multiple vendor events;

6. Conducting advertising through the mail;
7. Soliciting sales by phone from a location outside of the City;
8. Selling products to businesses within the City by wholesale distributors, unless said distributor has an office, warehouse or other business establishment located within the City;
9. Delivering goods by a seller located outside of the City into the City by means of common carrier; provided, that the seller engages in no other business activities in the City;
10. Meeting with customers or potential customers when no sales or orders are solicited at the meeting; or
11. Collecting current or delinquent accounts by phone from a location outside of the City. (Ord. 939, 4-30-2014)

K. Food trucks that comply with the City of Orting food truck program guidelines and have an active food truck license are exempt from this section through OMC 3-2-29.

3-2-12: LICENSE TERM AND RENEWAL:

A. In General: A license issued pursuant to this chapter shall ~~expire at eleven fifty nine o'clock (11:59) P.M. on December 31 of each year~~ be valid for a twelve (12) month period and shall be renewed annually upon application and payment of the annual business license fee prior to ~~January 1 of each year expiration of the active business license~~. It is the obligation of the licensee to be aware of the time period for renewal. No person may apply for renewal of a business license more than sixty (60) days prior to expiration. Application for renewal shall be submitted upon such forms and in such manner as may be established from time to time by the city administrator. No application for renewal shall be deemed complete unless it is accompanied by payment of the applicable fees. License fees will not be prorated.

B. Nonrenewal; Expiration Of License: Failure to renew the required business license prior to its expiration shall result in the expiration of the license and the inability to engage in business within the city.

C. Renewal After Expiration: Submittal of an application for a new business license is not required to apply for renewal of an expired business license, provided that the business activities for which the initial license was issued have not materially changed and applicant submits a completed application for renewal of the expired business license within sixty (60) days following expiration. Nothing herein is intended, or shall be construed, to authorize a person to engage in business in the city without having in place a valid business license as required in this chapter. (Ord. 939, 4-30-2014)

3-2-25: SPECIAL BUSINESS LICENSE REQUIREMENTS ~~-MOBILE VENDORS~~ ~~ITINERANT VENDORS:~~

In addition to the general business license requirements, the following additional requirements and regulations shall apply to ~~itinerant mobile~~ vendors:

A. Purpose: The general purpose of this section is to promote the health, safety, comfort, convenience, prosperity and general welfare of the citizens, businesses and visitors of Orting by limiting business activities of ~~itinerant mobile~~ vendors within the city and requiring that new and existing ~~stationary and~~ mobile food vendors provide the community and customers with a minimum level of cleanliness, quality, safety and security. It is the purpose and intent of the city council in enacting this chapter, to provide ~~stationary and~~ mobile food vendors with clear and concise regulations to prevent safety, traffic and health hazards, as well as to preserve the peace, safety and welfare of the community. It is further the purpose of this chapter to authorize and permit mobile food vendors to use the public rights of way to provide food vending services in conformance with the requirements of this chapter. The city does not intend this section to otherwise authorize or allow ~~itinerant mobile~~ vendors, ~~other than mobile food vendors,~~ to use the public rights of way to provide vending services, ~~and further, does not intend this section to authorize or allow stationary vendors to provide vending services~~ other than in locations zoned for such uses or otherwise allowed pursuant to a special events permit.

B. Findings:

1. The city council hereby finds and declares that ~~itinerant mobile~~ vending activity occurring on public streets and sidewalks and private property creates or may create the following negative impacts:

a. An increase in the amount of litter and an increased risk of public health and safety violations due to lack of connections to power and water, especially when in connection with on site food preparation;

b. Increased concerns over health and proper sanitation because ~~itinerant mobile~~ vendors do not provide bathroom facilities for vendor operators or customers;

c. Difficulty in enforcing health and other regulations applicable to ~~itinerant mobile~~ vendors due to the ~~itinerant and~~ mobile nature of the business;

d. Trampling down lawns when ~~itinerant mobile~~ vendors and their customers trespass upon or walk across private property;

e. Invasion of personal privacy when ~~itinerant mobile~~ vendors remain parked for long periods of time in front of a person's home or business;

f. Heightened intensity of use to surrounding areas;

g. Impediments to vehicular and pedestrian traffic on public rights of way;

h. Increased risk of traffic congestion, vehicle accidents and personal injuries when vending from mobile vendor units;

i. Hazards to motorists, pedestrians, and ~~itinerant~~ mobile vendors and their customers when operating on public and private streets and sidewalks and public rights of way;

j. Traffic hazards, including disruption of traffic flow and distracted drivers, when other vehicles stop to make purchases from such ~~itinerant~~ mobile vendors;

k. Impediments to the clear path of travel for pedestrians and diminished space on sidewalks, which could force pedestrians onto streets and create particular difficulties for residents with disabilities;

l. Safety hazards from street geometry, traffic circulation patterns, and from differences between motor vehicle and mobile vendor unit travel speeds;

m. A heightened degree of accident vulnerability, particularly near intersections and driveways or on streets with higher speeds and traffic volumes, when ~~itinerant~~ mobile vendors operate and conduct business on the shoulders of streets and public rights of way;

n. Decreased on and off street parking availability; and

o. Substantial public health, safety and welfare concerns requiring a higher level of compliance monitoring and applicant screening than for other businesses operating in the city, thereby substantially increasing city costs.

2. The city council hereby also finds and declares that:

a. There is an increased public interest and demand for access to ~~itinerant~~ mobile vendors engaged in the business of selling food;

b. ~~It is in the public interest to: increase access to affordable and gourmet foods; encourage budding food entrepreneurs; and support local small business and economic development;~~

c. It is in the public interest to provide a business friendly environment and balance the unmet demands that itinerant vendors can provide within the existing business climate against the negative impacts that activities of ~~itinerant~~ mobile vendors and their customers can have upon the community; and

d. These public interests can be served by providing ~~itinerant~~ mobile vendors with the opportunity to conduct business on private property and within public rights of way while protecting the public health, safety and welfare through establishment of business license requirements and regulations.

Based upon the foregoing findings, the city council has determined that the adoption of reasonable time, place and manner restrictions on ~~itinerant~~ mobile food vending activities are necessary in order to protect the public health, safety and welfare.

C. ~~Itinerant~~ Mobile Vendor License Required:

1. Prohibition: It is unlawful for a ~~stationary or~~ mobile vendor, not otherwise exempt from the provisions of this chapter, to engage in vending services within the city except as provided and authorized in this chapter.

2. ~~Itinerant Mobile~~ Food Vending Authorized: A ~~stationary or~~ mobile vendor is authorized to provide food vending services upon having first obtained, and thereafter keeping in full force and effect, a valid ~~itinerant mobile~~ food vendor license issued by the city in compliance with the provisions of this chapter.

3. Separate License Required: A separate ~~itinerant mobile~~ food vendor license is required for each ~~stationary or~~ mobile food vendor unit operating within the city.

4. Compliance With Laws: All ~~itinerant mobile~~ food vendor licenses approved for issuance pursuant to this chapter shall be and are conditioned upon compliance at all times with all ordinances and regulations of the city and the laws of the state applicable to the operation of such business or which otherwise bear a direct relationship to the conduct of the business licensed, including, but not limited to, compliance with the Tacoma-Pierce County health department regulations. Issuance of a business license does not imply compliance with applicable laws, ordinances or regulations.

5. Special License; Endorsement: A ~~an itinerant mobile~~ food vendor license is a special and limited license and authorizes the holder only to engage in business in the city ~~either as a mobile food vendor or as a stationary food vendor~~. An ~~itinerant mobile~~ food vendor license endorsed for the holder to operate as a mobile food vendor does not authorize the holder to operate as a stationary food vendor. ~~An itinerant food vendor license endorsed for the holder to operate as stationary food vendor does not authorize the holder to operate as a mobile food vendor.~~

6. Nuisance: Any ~~stationary or~~ mobile food vending unit being operated by a person without a valid ~~itinerant mobile~~ food vendor license with the proper endorsement shall be deemed a public safety hazard and public nuisance.

~~— 7. Change Of Location; Stationary Vendor Unit: An itinerant food vendor license endorsed for a stationary food vendor shall be issued only for the location identified on the license. When the place of business of a stationary food vendor unit is changed, the stationary food vendor license shall become void.~~

8.7. Incidental Sale Of Goods: A licensed ~~itinerant mobile~~ food vendor may engage in exhibiting and selling goods that are incidental to the food vending services being provided.

D. Licensee; Applicant: Where the license is applied for on behalf of a person other than an individual or sole proprietorship, the licensee shall be such person on whose behalf the license is applied (e.g., the corporation, limited liability company, etc.). Where the license is applied for on behalf of an individual or sole proprietorship, the licensee shall be such individual or sole proprietor on whose behalf for which the license is applied. Where the licensee will be an individual or sole proprietorship, the applicant shall be the licensee. Where the licensee is a corporation, the "applicant" shall be the principal officers of the corporation. Where the licensee is a limited liability company, "applicant" shall include all of the members, or if the certificate of formation vests

management of the limited liability company in a manager or managers, the term "applicant" shall include such manager or managers. Where the licensee is a partnership, the "applicant" shall include principal partners.

E. Application And Issuance: Any person desiring to obtain an ~~itinerant~~ mobile food vendor license under this chapter shall apply to the city for such license upon such forms as the city prepares and provides, give such information as required herein and any such additional information that the city administrator deems reasonably necessary to administer and enforce this chapter, and pay the city the sum or sums required to be paid pursuant to section 3-2-9 of this chapter. An application not including the required information and license fee shall not be deemed complete and will not be processed by the city. (Note: When applicant is a corporation, partnership or limited liability company, the application shall include the required information for each of the partners, managers or members identified as applicants in subsection D of this section.)

Applicant shall provide the following information, which shall be included with and made a part of the application:

1. The business name;
2. A business address at which licensee will receive notices from the city;
3. A telephone number at which the licensee can be contacted;
4. Each applicant's: name, prior name(s) and aliases; address; present place of residence and the length of residence at such address; and business address if other than above identified address;
5. Address or place of residence of each applicant during the two (2) years prior to the date of the application;
6. In the event the name or address of an applicant has changed within the two (2) years prior to the date of application, each name and address used for the preceding two (2) year period;
7. Each applicant's physical description, date of birth and social security number;
8. Whether the applicant(s) has ever been, within the ten (10) year period prior to the date of the application, convicted of a violation of a felony under the laws of this state or any other state or federal law of the United States;
9. Whether the applicant(s) has ever been, within the five (5) year period prior to the date of the application, convicted of a violation of a misdemeanor or gross misdemeanor under the laws of this state or any other state or federal law of the United States;
10. A description of the item(s) or services being sold and/or a description sufficient for identification of the subject matter of the business in which the applicant will engage;
11. A description of the ~~stationary or~~ mobile food vending unit, including unique identifying serial numbers or vehicle identification numbers;

~~12. If the application is for a stationary food vendor license, the location upon which the stationary food vending unit will be operated and proof of compliance with the applicable architectural design review requirements of title 13, chapters 6 and 7 of this code;~~

~~13. 12. If the application is for a mobile food vendor license, p~~ Proof of insurance required pursuant to this chapter;

~~14. 13.~~ The uniform business identifier (UBI) number issued by the state of Washington or a federal tax identification number; and,

~~15. 14.~~ A letter, or equivalent, issued no greater than ninety (90) days prior to the date of application, from the Tacoma-Pierce County health department certifying, or otherwise evidencing, that the ~~stationary or~~ mobile food vendor unit is in compliance with required health department regulations.

F. Authorization For Background Check: Applicants shall complete an authorization form to release information allowing the city police department to conduct a local criminal history background check and allowing the Washington state patrol to conduct a state and national criminal history check in accordance with the provisions of Revised Code Of Washington 35A.21.370 and 10.97.050. Applicants may be required to submit to fingerprinting or palm scanning by the police department, in connection with an application for an ~~itinerant mobile~~ food vendor license. Applicants shall be required to provide a copy of a valid driver's license or picture ID for identification purposes.

G. Attestation: Each applicant shall sign the application either in the presence of the city clerk, or designee, or the city administrator, and shall provide proof of applicant's identity, or each such applicant's signature shall be notarized. Each applicant shall attest as to the truth and accuracy of the contents of the application provided by the applicant.

H. Receipt: Upon receipt of a complete application and the required sum or sums, the city administrator shall issue to applicant a receipt stating therein the date, amount paid and for which type of license was applied.

I. Content Of ~~Itinerant Mobile~~ Vendor License: Every ~~itinerant mobile~~ vendor license issued under this chapter shall recite the date of issue, date of expiration, and the name of the licensee, shall include an endorsement for ~~either a mobile vendor license or stationary vendor license~~, and shall be signed by the city administrator.

J. Investigation Of Applicants: It shall be the duty of the chief of police, or his or her designee, to investigate each application. The chief of police shall endeavor to complete such investigation within a reasonable time period after receipt of a complete application. In his/her investigation, the chief of police shall determine to the best of his/her ability:

1. The genuineness of all credentials presented by the applicant(s);
2. The truth of the facts set forth in the application; and

3. If the applicant(s) has been convicted of a crime, which bears a direct relationship to the conduct of the business licensed pursuant to this chapter; provided that, such conviction, if for a felony is less than ten (10) years old, and if for a misdemeanor or gross misdemeanor, is less than five (5) years old. In considering whether or not the conduct in question relates to the applicant or licensee's ability to operate as an ~~itinerant~~ mobile vendor, the city may consider, whether the conduct indicates that the applicant or licensee is unfit to operate as an ~~itinerant~~ mobile vendor. The city will presume that any one of the following categories of crimes that constitute a felony or misdemeanor under Washington state law, or under the laws of the state or district in which the crime was committed and for which a conviction is less than ten (10) years old for a felony and less than five (5) years old for a misdemeanor, has a direct relationship to the fitness of such person to engage in business as ~~itinerant~~ a mobile vendor:

- a. Homicide;
- b. Assault;
- c. Crimes of dishonesty;
- d. Sex crimes;
- e. Drug related crimes;
- f. Crimes against children and/or vulnerable adults;
- g. Burglary and/or trespass; or
- h. Kidnapping and/or unlawful imprisonment.

K. Limitation On Activities Permitted By ~~itinerant~~ Mobile Vendor License: ~~itinerant~~ Mobile food vendors shall be subject to the following requirements:

1. Mobile food vendors shall not operate the mobile food vendor unit in such a manner as to impede the normal usage of arterial streets;
2. Mobile food vendors shall not stop on the traveled portion of any street or within fifty feet (50') from a corner to provide vending services;
3. No mobile food vendor shall locate his or her mobile food vendor unit in such a manner as to cause a traffic hazard, such as on streets with inadequate shoulders or restricted sight distance, and mobile food vendor unit displays of merchandise, seating, signage, or temporary shelters shall not obscure traffic;
4. The retail sale of any nonfood products is prohibited except for the exhibition and sale of goods incidental to the food vending services being provided;
5. No ~~itinerant~~ mobile food vendor shall conduct business so as to violate any ordinances of the city, including those regulating traffic and rights of way and zoning, as now in effect or hereafter amended;
6. All ~~itinerant~~ mobile food vendors shall operate in compliance with applicable health and sanitation laws, rules and regulations of the city, the state and the Tacoma-

Pierce County health department regarding food handling, and all mobile food vendor units and related equipment and devices used for the handling, storage, transportation and/or sale of food shall comply with all laws, rules and regulations respecting such mobile food vendor units and related equipment and devices as may be established by the city, the state and the Tacoma-Pierce County health department;

7. No customer shall be served on the street side of a mobile food vendor unit. All service must be on the curb side when the mobile food vendor unit is on or abutting a public street;

8. All ~~itinerant~~ mobile food vendors shall provide garbage receptacles for customer use and shall maintain the area around the mobile food vendor unit, clean and free from litter, garbage, and debris;

9. At the conclusion of business activities at a given location, the mobile food vendor shall clean all the public way surrounding his or her mobile food vendor unit of all debris, trash and litter generated by the food vendor's business activities;

~~—10.— At the conclusion of daily business activities, the stationary food vendor shall clean all the area surrounding his or her stationary food vendor unit of all debris, trash and litter generated by the food vendor's business activities;~~

~~—11.— All itinerant food vendors preparing food by cooking, frying or other means shall be equipped with at least one 2A-40-BC fire extinguisher;~~

~~—12.— Stationary food vendor units shall comply with applicable architectural design review (ADR) standards as set forth at section 13-6-7 of this code, as now or may hereafter be amended;~~

~~—13.— Stationary food vendors may have outside seating for not more than six (6) persons;~~

~~—14.— Any exterior signage for stationary food vendor units shall be in compliance with the applicable ADR requirements as set forth at title 13, chapter 7 of this code;~~

~~15.— Stationary food vendor units may only operate in locations as allowed by the city zoning code or special event permit;~~

~~16.— The connection of a stationary food vendor unit to a source of electricity, water, and/or sewer at a stationary food vendor site is prohibited unless a permit has been obtained from the city for each connection and the connection has been inspected and found to comply with applicable city codes; and~~

~~17.~~ 10. Mobile food vendors shall at all times while engaging in business in the city have and maintain insurance in compliance with the requirements of this chapter.

L. Insurance Required: No ~~itinerant~~ mobile food vendor business license shall be issued to a mobile food vendor, or renewed, unless a certificate is furnished to the city showing that the mobile food vendor is carrying the following minimum amounts of insurance: 1) general comprehensive liability insurance in an amount of not less than five hundred thousand dollars (\$500,000.00) for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; and 2)

property damage insurance in an amount of not less than twenty five thousand dollars (\$25,000.00) for damages on account of any one accident or occurrence. (Ord. 939, 4-30-2014)

3-2-26: SPECIAL BUSINESS LICENSE REQUIREMENTS - FARMERS' OR PUBLIC MARKET; SPECIAL EVENT:

A. The event organizer of a farmers' or public market or other special event may apply for a special event business license. The special event business license and blanket vendor permit will, upon issuance, operate in lieu of the requirement for individual general and special business licenses for vendors operating at the farmers' or public market or special event, to the extent a business license would otherwise be required under the provisions of this chapter. The special event business license shall be of limited duration commensurate with the term of the farmers' or public market or special event for which the special event business license is issued. The fee for a special event business license shall be as set forth in section 3-2-9 of this chapter. Notwithstanding the foregoing, no vendor, not otherwise qualified to obtain a business license from the city, may engage in vending services pursuant to a special event business license.

B. The event organizer of the farmers' or public market or special event shall, at least five (5) business days prior to the first day of the farmers' or public market or special event, submit to the city administrator a complete list of all vendors operating under authority of the special event business license at the event. The event organizer may supplement the list prior to the first day of the special event upon the city administrator's determination of good cause for delay. The vendor list shall not be deemed complete unless it includes the following for each vendor:

1. The name, contact phone number, and address of the vendor operating under the special events business license and the type of business engaged in (except with regard to vendors described at subsection 3-2-6H of this chapter, vendors exempt from the business license requirements of this chapter are not required to be identified);

2. The name and address of the persons authorized to act, and provide vending services, on behalf of the vendor;

3. The department of revenue unified business identifier number issued to the vendor; and

4. A depiction of the approximate location of the sales area for each vendor.

C. Each vendor must display on site a copy of the special event license issued to the event organizer of the farmers' or public market or special event. A vendor that has not been identified on the vendor list, or supplemental vendor list, submitted to the city, and not otherwise exempt from the business license requirements, is not authorized to operate at the special event under such special event business license.

D. The special event business license shall not replace, and shall be in addition to, a special event permit that may be required for the special event. No nonexempt vendor may operate under a special event business license that would not otherwise be qualified to obtain a valid business license from the city.

E. Identification of a vendor on the vendor list does not imply compliance with applicable laws, ordinances or regulations and does not relieve the vendor from compliance at all times with all ordinances and regulations of the city and the laws and regulations of the state and other regulatory agencies, applicable to the operation of such business or which otherwise bears a direct relationship to the conduct of the business licensed, including, but not limited to, compliance with the Tacoma-Pierce County health department regulations. (Ord. 939, 4-30-2014)



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: IT Services Contract	AB24-02	CGA		
		1.3.24		
	Department:	Administrative		
	Date Submitted:	12.29.23		
Cost of Item:	TBD			
Amount Budgeted:	\$80,000			
Unexpended Balance:	N/A			
Bars #:	Multiple Funds			
Timeline:	End of January			
Submitted By:	Scott Larson			
Fiscal Note: None				
Attachments: Proposal				
SUMMARY STATEMENT:				
<p>Staff have received several proposals from IT vendors. Due to the holiday we are reviewing the week of the meeting and will have a recommendation available at the meeting.</p>				
RECOMMENDED ACTION: _____.				
FUTURE MOTION:				



CGA Committee Minutes
December 6th, 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 8:34am. In attendance at the meeting was Councilmember Melodi Koenig, Councilmember Greg Hogan, City Administrator Scott Larson, City Clerk Kim Agfalvi, Finance Director Gretchen Russo, Executive Assistant Danielle Charchenko, and Public Works Director Marshall Maurer.

2. Public Comments.

No public comments.

3. Agenda Items.

A. AB23-91 Murrey’s Disposal Franchise Agreement.

City Administrator Scott Larson briefed that the proposed franchise agreement is still pending. He stated the current franchise agreement that is in place has an annual rate increase built into it so rates will be increasing 3.8% for 2024. He briefed on other changes in the proposed franchise agreement that will be presented for a vote to Council in 2024.

Action: Move forward to the City Council meeting on December 13th, 2023 as a standalone item for advisement.

B. AB-23-103 – Special Events Policy.

City Clerk Kim Agfalvi briefed on the Special Events policy. She stated the proposed policy has had added changes recommended by the committee and staff will continue to work on the policy to present it at the January meeting for consideration.

Action: Move forward to the CGA committee meeting on January 3, 2024.

C. AB23-104 – Sponsorship Policy.

City Clerk Kim Agfalvi briefed on the Sponsorship policy. She stated the proposed policy has had added changes recommended by the committee and staff will continue to work on the policy to present it at the January meeting for consideration.

Action: Move forward to the CGA committee meeting on January 3, 2024.

D. AB23-105 – Food Truck Program.

Executive Assistant Danielle Charchenko briefed on the proposed Food Truck program, briefed on proposed changes to the code, proposed changes to the business licensing code, and proposed areas that food trucks will be allowed.

Action: Move forward to the CGA committee meeting on January 3, 2024.

4. Meeting Minutes of November 1st, 2023.

The meeting minutes of November 1, 2023 were approved.

5. Action Items/Round table review.

Final comments.

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

6. Adjournment.

Councilmember Hogan adjourned the meeting at 9:12am.

ATTEST:

Kimberly Agfalvi, City Clerk, CMC