

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. Jeff Sproul
5. Stanley Holland
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Regular Business Meeting Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
January 31st, 2024
7:00 p.m.

Mayor Joshua Penner, Chair

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

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:

<https://us06web.zoom.us/j/82353946143?pwd=aGtK5uxYG82JisrVBhPBnBvNKchFxH.1>

Telephone: 1-253-215-8782 - Meeting ID: 823 5394 6143 and the passcode 201789.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

2. PUBLIC COMMENTS.

Comments may be sent to the City Clerk at clerk@cityoforting.org by 3pm on January 31st, 2024 and will be read in to the record at the meeting. In person attendees may provide public comment at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee. Written comments that come in after the 3pm deadline will be read in to the record at the next Council meeting.

3. CONSENT AGENDA.

- A. Payroll Claims and Warrants.
- B. Meeting minutes of December 13, 2023, January 10, 2024 and January 17th, 2024.
- C. **AB24-09** – Kansas Street Reconstruction – Right of Way Phase.
- D. **AB23-108** – Nuisance Code Update.
- E. **AB24-01** – Police Equipment Surplus.
- F. **AB23-103** – Special Events Policy.
- G. **AB23-104** – Sponsorship Policy.
- H. **AB24-06** – Council Committee Assignments.

Motion: To approve consent agenda as prepared.

4. NEW BUSINESS.

- A. **AB24-02** – IT Services Contract.

Motion: To authorize the Mayor to sign a professional services contract with Locke Systems, Inc for an amount not to exceed \$95,000.00 per year.

5. EXECUTIVE SESSION.

6. ADJOURNMENT.

WARRANT/CHECK REGISTER

City of Orting

Time: 15:24:21 Date: 12/31/2023

12/28/2023 To: 12/31/2023

Page: 5

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

PERIOD 13

VOUCHER/WARRANT REGISTER
 FOR 12-31-2023 COUNCIL
 CLAIMS/PAYROLL VOUCHER APPROVAL
 CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS JUST, DUE, AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

COUNCILPERSON: _____

COUNCILPERSON: _____

CITY CLERK: _____

WARRANT/CHECK REGISTER

City of Orting

Time: 15:24:21 Date: 12/31/2023

12/28/2023 To: 12/31/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
5173	12/28/2023	Claims	1	EFT	Key Bank	12.50	DB/CR Fees for NOV 2023-City
5174	12/28/2023	Claims	1	EFT	Key Bank	12.50	DB/CR Fees for NOV 2023-Court
5175	12/28/2023	Claims	1	EFT	Key Bank	1,491.44	KeyBank-Express Bill Pay-Nov 2023
5179	12/28/2023	Claims	1	EFT	Key Bank	1.25	KeyBank-Bank Fees Nov 2023
5182	12/28/2023	Claims	1	EFT	Key Bank	139.65	KeyBank-DB/CR Fees Court Nov 2023
5183	12/28/2023	Claims	1	EFT	Key Bank	162.34	KeyBank-DB/CR Fees City Nov 2023
5184	12/28/2023	Claims	1	EFT	Key Bank	4,501.81	KeyBank-Path Point fees for Utility Billing-Nov 2023
5198	12/30/2023	Claims	1	EFT	Dept of Revenue	19,502.34	Dep Of Revenue-Nov 2023 Excise Tax
5340	12/31/2023	Claims	1	EFT	Keybank-MasterCard	364.52	3589-MasterCard Alfiere DEC2023
5341	12/31/2023	Claims	1	EFT	Keybank-MasterCard	2,222.65	4225-Daskam MasterCard DEC 2023
5342	12/31/2023	Claims	1	EFT	Keybank-MasterCard	1,542.78	5423-Public Works MasterCard-DEC2023
5343	12/31/2023	Claims	1	EFT	Keybank-MasterCard	105.00	1181-Lincoln MasterCard -Dec2023
5344	12/31/2023	Claims	1	EFT	Keybank-MasterCard	411.98	7073-Orting Police 2-Mastercard-DEC2023
5345	12/31/2023	Claims	1	EFT	Keybank-MasterCard	106.56	7626-Wetzel-MasteCard-DEC2023
5346	12/31/2023	Claims	1	EFT	Keybank-MasterCard	861.00	1397-Turner MasterCard-DEC2023
5347	12/31/2023	Claims	1	EFT	Keybank-MasterCard	608.07	0525-MasterCard-Agfalvi DEC2023
5348	12/31/2023	Claims	1	EFT	Keybank-MasterCard	8.80	3196-MasterCard-Larson DEC2023
5349	12/31/2023	Claims	1	EFT	Keybank-MasterCard	391.81	4499-MasterCard Bielka DEC2023
5350	12/31/2023	Claims	1	EFT	Keybank-MasterCard	272.37	1920-MasterCard Gabreluk DEC2023
5351	12/31/2023	Claims	1	EFT	Keybank-MasterCard	1,729.55	6607-MasterCard Russo DEC2023
5352	12/31/2023	Claims	1	EFT	Keybank-MasterCard	21.89	6607-MasterCard Finance DEC2023
4716	12/31/2023	Claims	631		CenturyLink	1,099.75	300549818NOV-City Phones
5230	12/31/2023	Claims	631	55381	AT&T Mobilty	1,839.67	287309454338X08042023-City Cell Phones & Data
5231	12/31/2023	Claims	631	55382	Arrow Lumber	439.63	600186-DEC2023
5232	12/31/2023	Claims	631	55383	Asphalt Patch System INC	7,551.00	54547-Retainage; 54617-Sidewalk Remove & Replace
5233	12/31/2023	Claims	631	55384	Associated Petroleum Products INC	1,874.92	23-996308-Fuel
5234	12/31/2023	Claims	631	55385	Brisco Inc.	455.86	Fuel-Dec2023
5235	12/31/2023	Claims	631	55386	Brouillette, Ken	200.00	2023-7
5236	12/31/2023	Claims	631	55387	Business Solutions Center	97.73	112917-Court Forms
5237	12/31/2023	Claims	631	55388	Capital Heating & Cooling	5,629.87	99081808-City Hall HVAC Services
5238	12/31/2023	Claims	631	55389	Capital One Trade Credit	14.87	H51126/3
5239	12/31/2023	Claims	631	55390	Centurylink	2,540.15	488147600-DEC2023-City Phone Lines; 300549818-DEC2023
5240	12/31/2023	Claims	631	55391	Comfort Air Systems-Gerald Cowan	3,536.78	CO-080723 Maintenance & Filters; CO-071123 Maintenance on Heater-Wireless Sensor PO 11432; CO070723-Exhaust Fan Motor Wingate-PO 11435; CO070823-Exhaust Fan Motor Well 3; CO070923-Exhaust Fan Motor We
5241	12/31/2023	Claims	631	55392	Culligan Seattle WA	40.59	0783231-Water Police

WARRANT/CHECK REGISTER

City of Orting

Time: 15:24:21 Date: 12/31/2023

12/28/2023 To: 12/31/2023

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
5242	12/31/2023	Claims	631	55393	Curry & Williams, P.I.I.c	2,210.00	Court Judge-Dec 2023
5243	12/31/2023	Claims	631	55394	Data Bar	793.15	264862-
5244	12/31/2023	Claims	631	55395	Drain-Pro INC	714.66	122301-Cemetery Sanican; 122302-City Park Sanican Rental; 122303-412 Orting Ave NE-Sanican Service; 122304-PW Shop-Sanican Rental; 122305-Well 1 Sanican Rental
5245	12/31/2023	Claims	631	55396	E-Squared Systems,LLC	197.10	3537-Alarm WWTP
5246	12/31/2023	Claims	631	55397	Ewing Irrigation Products INC	280.94	21198249-Marking Paint
5247	12/31/2023	Claims	631	55398	Frontier Precision INC	547.50	282156-Calalyst 10; 289639-Catalyst 10-GIS Consulting
5248	12/31/2023	Claims	631	55399	Frost Landscape	651.53	20250-City Hall Landscaping
5249	12/31/2023	Claims	631	55400	Galls LLC	195.09	026571147-Uniform Items Chief Gabreluk; 026332238-Uniform Items Turner; 026571139-Uniform Items Chief Gabreluk
5250	12/31/2023	Claims	631	55401	Hach Company	851.52	13862343-Chemical Purchases
5251	12/31/2023	Claims	631	55402	Inslee, Best, Doezie & Ryder, P.S	12,788.25	408855-Attorney Expenses Dec 2023
5252	12/31/2023	Claims	631	55403	Intercom Language Services	790.00	23-525 Interpreter-3A0553874-18171019 8-3A0614591; 23-579 Interpreter-181710198; 23-711 Interpreter-3A0480817 IT
5253	12/31/2023	Claims	631	55404	Korum Automotive Group	169.47	6794607/1
5254	12/31/2023	Claims	631	55405	Lawson Electric	4,375.67	1584-Old City Hall; 1592-Street Light Control Box-Calistoga
5255	12/31/2023	Claims	631	55406	Lentz, Karen S PLLC	2,200.00	1164-Prosecuting Attorney-Dec 2023
5256	12/31/2023	Claims	631	55407	McClatchy Company LLC	594.06	224349-Monthly Publications-DEC 2023
5257	12/31/2023	Claims	631	55408	Milo's Locksmith Company	89.69	Transpondar Clone for FA1067
5258	12/31/2023	Claims	631	55409	Office of State Auditor	1,740.80	L157981-Audit 20-21 & 2023
5259	12/31/2023	Claims	631	55410	P.C. Budget & Finance	3,126.89	CI-344276 C-104188-Animal Control; CI-343802 C-104188-Jail Fees Nov 2023
5260	12/31/2023	Claims	631	55411	Pape & Sons Construction INC	752.25	#865-1 19006 Pioneer Way E-Water Line Directional Drill-Pay Request 2
5261	12/31/2023	Claims	631	55412	Parametrix	5,865.07	51649-Monthly Billing; 51650-Monthly Billing; 51655
5262	12/31/2023	Claims	631	55413	Pcrd (landfill)	696.76	40338-
5263	12/31/2023	Claims	631	55414	Popular Networks, Llc	6,186.79	39296-Court-Police Computer Maintenance-Disaster Recovery; 39294-City Hall & Public Works Computer Maintenance & Disaster Recovery Backup
5264	12/31/2023	Claims	631	55415	Public Safety Testing	151.00	2023-1512-Public Safety Testing-DEC2023

WARRANT/CHECK REGISTER

City of Orting

Time: 15:24:21 Date: 12/31/2023

12/28/2023 To: 12/31/2023

Page: 3

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
5265	12/31/2023	Claims	631	55416	Puget Sound Energy	26,475.12	200015669910-DEC2023; 200010396543-DEC 2023 North Park; 200001248034-DEC2023 Chlorinator; 200001247663-DEC2023 VC Lift Station; 200001248190-Dec 2023 North Park; 200019613294-DEC2023 Orting Cemetery;;
5266	12/31/2023	Claims	631	55417	Purcor Pest Solutions	360.16	11158116-Pest Control Old City Hall; 11158117-MPC Pest Control
5267	12/31/2023	Claims	631	55418	Puyallup, City of	1,517.65	1541-Emergency Management-OCT 2023; 1547-Emergency Management-NOV 2023
5268	12/31/2023	Claims	631	55419	SCJ Alliance	3,150.00	73573-21-000838
5269	12/31/2023	Claims	631	55420	SHRED-IT, C/O Stericycle INC	131.84	8005632276-Shred It-City Hall
5270	12/31/2023	Claims	631	55421	Sarco Supply	122.44	1151125-Towels for WWTP
5271	12/31/2023	Claims	631	55422	Sound Inspections LLC	250.00	20222377-3-Contracted Building Inspections-DEC 2023
5272	12/31/2023	Claims	631	55423	Sumner Lawn'n Saw	495.44	124625-Blower PO1067
5273	12/31/2023	Claims	631	55424	Tacoma Diesel & Equipment	3,865.40	Village Green Lift Station-Block Heater Repair
5274	12/31/2023	Claims	631	55425	Ty Moss	1,180.00	City Hall Janitorial Services-Dec 2023
5275	12/31/2023	Claims	631	55426	UniFirst Corporation	846.52	2220055775-Uniform Item-Protective Services; Uniform Item-Protective Services; 2220055775; 2220058165-Uniform Item-Protective Services
5276	12/31/2023	Claims	631	55427	Usabluebook	1,529.75	INV00229314-Chemical Supplies; INV00229484-Stirring Hot Plate; INV00235050-Chemical Supplies; INV00231853-Chemical Supplies
5277	12/31/2023	Claims	631	55428	Washington Rock Quarries,	1,172.99	90611-Crushed Rock; 90453-Crushed Rock
5278	12/31/2023	Claims	631	55429	Wells Fargo Financial Leasing	212.19	5027596435-Police Copier Lease
5279	12/31/2023	Claims	631	55430	YSI	46.94	983993-Tubing Standard Sampler Pump
5310	12/31/2023	Claims	631	55464	AHBL, INC	45,393.75	142873-2190800.83-303 Meadow Lane; 142961 2190800.87-607 Christian Lane SE 23.01; 142927 2230242.30 Comp Plan Periodic Update 2024 Land Use Planning Services; 142874-2190800.30-Planning Consultant-On
5311	12/31/2023	Claims	631	55465	AT&T Mobilty	2,973.75	287300949706X01042024-Police & Court Data & Cell Phones; 287309454338X01042024-Public Works & City Data & Cells Phones
5312	12/31/2023	Claims	631	55466	Associated Petroleum Products INC	752.84	24-006090-Fuel
5313	12/31/2023	Claims	631	55467	Big J'S Outdoor Store	118.14	DEC2023-Monthly Billing
5314	12/31/2023	Claims	631	55468	Buell Recreation LLC	3,013.22	220557-Beam Adaptive Swing
5315	12/31/2023	Claims	631	55469	Capital One Trade Credit	139.00	621322277-Tarp-Valve-Tap
5316	12/31/2023	Claims	631	55470	CenturyLink	551.20	464B-DEC2023-PD Phones; 465B-PD Phones; 465B-DEC2023-PD Phones

WARRANT/CHECK REGISTER

City of Orting

Time: 15:24:21 Date: 12/31/2023

12/28/2023 To: 12/31/2023

Page: 4

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
5317	12/31/2023	Claims	631	55471	Core & Main LP	181.72	U161919-Meter Gasket Neoprene; U126091-110818-Meter Box & Cover
5318	12/31/2023	Claims	631	55472	Drain-Pro INC	50.00	121970-Hand Sanitizer Main Park
5319	12/31/2023	Claims	631	55473	Gauardian Alliance Technologies INC	110.00	22325-Background Screening-Police
5320	12/31/2023	Claims	631	55474	Grainger	190.49	835311846-Pipe Wrench
5321	12/31/2023	Claims	631	55475	GreatAmerica Financial Svcs	1,132.82	35720260-Phone Lease
5322	12/31/2023	Claims	631	55476	Inslee, Best, Doezie & Ryder, P.S	5,274.18	410324-DEC 2023 Attorney Expenses
5323	12/31/2023	Claims	631	55477	Kelley Connect	732.21	IN1515693-PD Copier Useage
5324	12/31/2023	Claims	631	55478	Kenyon Disend PLLC	3,125.59	1094125-Legal Development
5325	12/31/2023	Claims	631	55479	LN Curtis & Son	17.84	INV735444-Training Gun
5326	12/31/2023	Claims	631	55480	McClatchy Company LLC	439.50	22917-Publications
5327	12/31/2023	Claims	631	55481	Murreys Disposal Company INC-A Waste Con	104.12	11830633S111-WWTP
5328	12/31/2023	Claims	631	55482	O'Reilly Auto Parts	106.67	1265583-DEC2023-Monthly Statement
5329	12/31/2023	Claims	631	55483	Office of State Auditor	3,276.80	L158580-2022 State Auditor
5330	12/31/2023	Claims	631	55484	P.C. Budget & Finance	875.00	CI-344814 C-104188-December 2023 ROW Permit Fees
5331	12/31/2023	Claims	631	55485	Puget Sound Regional Coun	2,761.00	2024058-Dues Puget Sound Regional Council
5332	12/31/2023	Claims	631	55486	SCORE	995.00	7502-Jail Fees 23-15289
5333	12/31/2023	Claims	631	55487	Sunset Ford	796.19	FOCS327596-Oil Change-Brakes-2021 Police Interceptor 14668
5334	12/31/2023	Claims	631	55488	US BankNA Custody Treasury Div-Mony Cntr	78.00	122-Fees for Safekeeping
5335	12/31/2023	Claims	631	55489	Utilities Underground Location Center	25.80	3120205-Locates-DEC 2023
5336	12/31/2023	Claims	631	55490	Vermeer Northwest	203.37	08104508-Belt FA1078
5337	12/31/2023	Claims	631	55491	Water Management Lab Inc.	499.90	217185-Lab Testing; 217535-Lab Testing
5338	12/31/2023	Claims	631	55492	Wells Fargo Vendor Financial Services LL	1,057.74	5027864489-PW Copier Lease; 5027923094- PD Copier Lease; 5027525766-Police Copier Lease
5339	12/31/2023	Claims	631	55493	Wex Bank	1,581.78	94500220-Fuel Police
						110,252.66	001 Current Expense
						18,722.98	101 City Streets
						246.00	104 Cemetery
						5,505.15	105 Parks Department
						35,991.78	401 Water
						44,702.43	408 Wastewater
						8,252.88	410 Stormwater
						223,673.88	Claims:
						223,673.88	223,673.88

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 9

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		799	1,075.00		80958953-Professional Development II- Clerks Training		
569	01/31/2024	Claims	631	55527	Williams Oil Filter Service	10.65	668359-High Power Belt FA1078
		APs	Amount	PO	For		
		824	10.65		668359-High Power Belt FA1078		
570	01/31/2024	Claims	631	55528	Zumar Industries Inc	1,746.75	46121-Street Signs
		APs	Amount	PO	For		
		762	1,746.75		46121-Street Signs		
		001 Current Expense				279,227.27	
		101 City Streets				29,603.08	
		104 Cemetery				2,688.06	
		105 Parks Department				26,255.34	
		401 Water				146,869.15	
		408 Wastewater				147,126.21	
		410 Stormwater				57,427.04	
						<u>689,196.15</u>	Claims: 689,196.15

**VOUCHER/WARRANT REGISTER
FOR 1-31-2024 COUNCIL
CLAIMS/PAYROLL VOUCHER APPROVAL
CITY OF ORTING**

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS JUST, DUE, AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

COUNCILPERSON: _____

COUNCILPERSON: _____

CITY CLERK: _____

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
291	01/12/2024	Claims	631	55431	ARG-Timco Inc	798.23	T061733-Submearable Pump 2" Outlet-FA1074
		APs	Amount	PO	For		
		664	798.23		T061733-Submearable Pump 2" Outlet-FA1074		
292	01/12/2024	Claims	631	55432	Aktivov LLC	33,166.46	Orting/2024/01-Orting/2024/01-Asset Management Software
		APs	Amount	PO	For		
		665	33,166.46		Orting/2024/01-Orting/2024/01-Asset Management Software		
293	01/12/2024	Claims	631	55433	American Legal Publishing	500.00	30022-Annual Web Hosting-2024
		APs	Amount	PO	For		
		646	500.00		30022-Annual Web Hosting-2024		
294	01/12/2024	Claims	631	55434	Association of Wash. Cities	6,973.00	121318-2024 AWC City Membership
		APs	Amount	PO	For		
		645	6,973.00		121318-2024 AWC City Membership		
295	01/12/2024	Claims	631	55435	Builders Exchange of Washington Inc	337.75	1076184-Publish Projects Online
		APs	Amount	PO	For		
		661	337.75		1076184-Publish Projects Online		
296	01/12/2024	Claims	631	55436	Capital One Trade Credit	27.36	14090 Hydrlic Anchor Cement WO11509
		APs	Amount	PO	For		
		654	27.36		14090 Hydrlic Anchor Cement WO11509		
297	01/12/2024	Claims	631	55437	Coast Controls & Automation INC	1,110.41	00054996-Annual Calibration For WWTP
		APs	Amount	PO	For		
		659	1,110.41		00054996-Annual Calibration For WWTP		
298	01/12/2024	Claims	631	55438	Cole Parmer	313.66	3629213-Pipettor Tip
		APs	Amount	PO	For		
		658	313.66		3629213-Pipettor Tip		
299	01/12/2024	Claims	631	55439	Community Water Systems LLC	5,000.00	00816-Contract Services Water Department
		APs	Amount	PO	For		
		636	5,000.00		00816-Contract Services Water Department		
300	01/12/2024	Claims	631	55440	Criminal Justice Training Commission	600.00	201138981-Training for Officer Powers-Hubbard
		APs	Amount	PO	For		
		668	600.00		201138981-Training for Officer Powers-Hubbard		
301	01/12/2024	Claims	631	55441	Data Bar	2,041.57	264967-Printing & Mailing Utility Statements-JAN 2024
		APs	Amount	PO	For		

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		666	2,041.57		264967-Printing & Mailing Utility Statements-JAN 2024		
302	01/12/2024	Claims	631	55442	Department of Enterprise Services-	400.00	16146845-Federal Surplus 2024
		APs	Amount	PO	For		
		640	400.00		16146845-Federal Surplus 2024		
303	01/12/2024	Claims	631	55443	Evergreen Rural Water of	747.55	48856-Dues-Washington Rural Water Assco
		APs	Amount	PO	For		
		662	747.55		48856-Dues-Washington Rural Water Assco		
304	01/12/2024	Claims	631	55444	Hach Company	732.59	13870516-Supplies-Safety Equipment
		APs	Amount	PO	For		
		657	732.59		13870516-Supplies-Safety Equipment		
305	01/12/2024	Claims	631	55445	Harrington's Janitorial	441.00	4313-Public Works Janitorial Service-Jan 2024
		APs	Amount	PO	For		
		663	441.00		4313-Public Works Janitorial Service-Jan 2024		
306	01/12/2024	Claims	631	55446	Jennings Equipment Inc	39.00	49707P-Pin Linch-FA1121
		APs	Amount	PO	For		
		670	39.00		49707P-Pin Linch-FA1121		
307	01/12/2024	Claims	631	55447	Law Office of Holmes Weddle & Barcott	353.91	832893-Legal Service PD
		APs	Amount	PO	For		
		669	353.91		832893-Legal Service PD		
308	01/12/2024	Claims	631	55448	Lexipol Llc	7,286.48	#INVLEX122124-Law Enforcement Manual
		APs	Amount	PO	For		
		641	7,286.48		#INVLEX122124-Law Enforcement Manual		
309	01/12/2024	Claims	631	55449	Murreys Disposal Company INC-A Waste Con	1,855.27	11878998S111-Waste Disposal WWTP; 11889200S111-Waste Disposal-PW
		APs	Amount	PO	For		
		655	1,403.24		11878998S111-Waste Disposal WWTP		
		656	452.03		11889200S111-Waste Disposal-PW		
310	01/12/2024	Claims	631	55450	OnSolve, LLC	1,544.76	15303625-On Calll Automated Calling Software
		APs	Amount	PO	For		
		660	1,544.76		15303625-On Calll Automated Calling Software		
311	01/12/2024	Claims	631	55451	Orca Pacific, Inc	2,649.81	#INV0607454-Hypochlorite Solution

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 3

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		653	2,649.81		#INV0607454-Hypochlorite Solution		
312	01/12/2024	Claims	631	55452	Popular Networks, Llc	6,186.79	39320-Computer Maintenance & Recover Backup; 39318-Computer Maintenance & Recover Backup
		APs	Amount	PO	For		
		642	2,981.26		39320-Computer Maintenance & Recover Backup		
		643	3,205.53		39318-Computer Maintenance & Recover Backup		
313	01/12/2024	Claims	631	55453	Rehn-& Associates	150.00	IN0000183247-Cobra Medical Notice Renewal
		APs	Amount	PO	For		
		644	150.00		IN0000183247-Cobra Medical Notice Renewal		
314	01/12/2024	Claims	631	55454	SCJ Alliance	175.00	74937 21-000838-ADA Transition Plan
		APs	Amount	PO	For		
		648	175.00		74937 21-000838-ADA Transition Plan		
315	01/12/2024	Claims	631	55455	SH&H Valuation & Consulting	3,200.00	16028.23-Appraisal Report for 110 Train ST SE
		APs	Amount	PO	For		
		635	3,200.00		16028.23-Appraisal Report for 110 Train ST SE		
316	01/12/2024	Claims	631	55456	Secure Pacific Corp/Mountain Alarm	270.90	392105-WWTP Alarm
		APs	Amount	PO	For		
		667	270.90		392105-WWTP Alarm		
317	01/12/2024	Claims	631	55457	South Sound 911	36,232.50	2901-1st QRT South Sound 911
		APs	Amount	PO	For		
		647	36,232.50		2901-1st QRT South Sound 911		
318	01/12/2024	Claims	631	55458	Springbrook Holding Company LLC	20,896.39	INV-B001653-Springbrook Program
		APs	Amount	PO	For		
		638	20,896.39		INV-B001653-Springbrook Program		
319	01/12/2024	Claims	631	55459	Sumner Lawn'n Saw	217.87	124834-Saw Chain-Chain Loop-Engine Oil
		APs	Amount	PO	For		
		652	217.87		124834-Saw Chain-Chain Loop-Engine Oil		
320	01/12/2024	Claims	631	55460	Usabluebook	131.07	INV00236108-Chemical Purchase; INV00240289-Chemical Purchase
		APs	Amount	PO	For		
		649	43.69		INV00236108-Chemical Purchase		
		650	87.38		INV00240289-Chemical Purchase		
321	01/12/2024	Claims	631	55461	Vermeer Northwest	159.62	08104449-Belt-FA1078

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 4

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		651	159.62		08104449-Belt-FA1078		
322	01/12/2024	Claims	631	55462	Washington Cities Insurance Authority	452,523.00	200142-2024-Insurance & Bonds AWC
		APs	Amount	PO	For		
		639	452,523.00		200142-2024-Insurance & Bonds AWC		
323	01/12/2024	Claims	631	55463	Personal Association Washington Wastewater Collection		Paid with MasterCard
536	01/31/2024	Claims	631	55494	ARG-Timco Inc	260.48	T061868-Pressure Hose-Coupler-Plug WO10437
		APs	Amount	PO	For		
		765	260.48		T061868-Pressure Hose-Coupler-Plug WO10437		
537	01/31/2024	Claims	631	55495	Bunce Rental Inc	203.46	395875-2 Sewer 140' Camera Rental-WO11585
		APs	Amount	PO	For		
		825	203.46		395875-2 Sewer 140' Camera Rental-WO11585		
538	01/31/2024	Claims	631	55496	Capital One Trade Credit	346.83	H55027-3 Tension Bar 60"; H55612/3 Rake & Bow Rake FA1074; H55866/3 Paint Buckets-Plywood-Tote-C.B Repairs; H55229/3 Fence Tie-Tension Band-Fence Rail WO11137; H58271/3 Lights for MPC
		APs	Amount	PO	For		
		773	40.21		H55027-3 Tension Bar 60"		
		774	153.28		H55612/3 Rake & Bow Rake FA1074		
		775	93.36		H55866/3 Paint Buckets-Plywood-Tote-C.B Repairs		
		776	16.00		H55229/3 Fence Tie-Tension Band-Fence Rail WO11137		
		777	43.98		H58271/3 Lights for MPC		
539	01/31/2024	Claims	631	55497	CenturyLink-Lumen	4,239.91	672167711 5-M6DFZ8RO-Internet City Hall & PW
		APs	Amount	PO	For		
		793	4,239.91		672167711 5-M6DFZ8RO-Internet City Hall & PW		
540	01/31/2024	Claims	631	55498	Centurylink	4,419.84	488147600-City Phone Lines; 3000549818-JAN 2024-City Phones; 409178327-JAN2024 Police Phones; 300549640-JAN2024 WW Phones; 300549906-JAN 2024 Harman Springs; 300550216-JAN2024 WW Phones
		APs	Amount	PO	For		
		800	2,880.88		488147600-City Phone Lines		
		801	1,127.92		3000549818-JAN 2024-City Phones		
		802	70.95		409178327-JAN2024 Police Phones		
		803	45.12		300549640-JAN2024 WW Phones		

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 5

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>804</td> <td></td> <td>78.64</td> <td></td> <td>300549906-JAN 2024 Harman Springs</td> <td></td> <td></td> </tr> <tr> <td></td> <td>805</td> <td></td> <td>216.33</td> <td></td> <td>300550216-JAN2024 WW Phones</td> <td></td> <td></td> </tr> </table>									APs		Amount	PO	For				804		78.64		300549906-JAN 2024 Harman Springs				805		216.33		300550216-JAN2024 WW Phones																																										
	APs		Amount	PO	For																																																																		
	804		78.64		300549906-JAN 2024 Harman Springs																																																																		
	805		216.33		300550216-JAN2024 WW Phones																																																																		
541	01/31/2024	Claims	631	55499	Community Water Systems LLC	5,000.00	00800-January Contract Service-Water																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>790</td> <td></td> <td>5,000.00</td> <td></td> <td>00800-January Contract Service-Water</td> <td></td> <td></td> </tr> </table>									APs		Amount	PO	For				790		5,000.00		00800-January Contract Service-Water																																																		
	APs		Amount	PO	For																																																																		
	790		5,000.00		00800-January Contract Service-Water																																																																		
542	01/31/2024	Claims	631	55500	Core & Main LP	7,618.74	T941786-Painted Straps; U166704-Drop Setter; U113628-Check Valve-3/4' Ball-Pipe; T982280-Meter Set Parts; U180304-Meter Gaskets; U067517-Meter Boxes; U094106-Harman Springs CLA-VAI Repair																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>766</td> <td></td> <td>249.66</td> <td></td> <td>T941786-Painted Straps</td> <td></td> <td></td> </tr> <tr> <td></td> <td>767</td> <td></td> <td>390.91</td> <td></td> <td>U166704-Drop Setter</td> <td></td> <td></td> </tr> <tr> <td></td> <td>768</td> <td></td> <td>364.76</td> <td></td> <td>U113628-Check Valve-3/4' Ball-Pipe</td> <td></td> <td></td> </tr> <tr> <td></td> <td>769</td> <td></td> <td>1,208.59</td> <td></td> <td>T982280-Meter Set Parts</td> <td></td> <td></td> </tr> <tr> <td></td> <td>770</td> <td></td> <td>131.40</td> <td></td> <td>U180304-Meter Gaskets</td> <td></td> <td></td> </tr> <tr> <td></td> <td>771</td> <td></td> <td>3,607.92</td> <td></td> <td>U067517-Meter Boxes</td> <td></td> <td></td> </tr> <tr> <td></td> <td>806</td> <td></td> <td>1,665.50</td> <td></td> <td>U094106-Harman Springs CLA-VAI Repair</td> <td></td> <td></td> </tr> </table>									APs		Amount	PO	For				766		249.66		T941786-Painted Straps				767		390.91		U166704-Drop Setter				768		364.76		U113628-Check Valve-3/4' Ball-Pipe				769		1,208.59		T982280-Meter Set Parts				770		131.40		U180304-Meter Gaskets				771		3,607.92		U067517-Meter Boxes				806		1,665.50		U094106-Harman Springs CLA-VAI Repair		
	APs		Amount	PO	For																																																																		
	766		249.66		T941786-Painted Straps																																																																		
	767		390.91		U166704-Drop Setter																																																																		
	768		364.76		U113628-Check Valve-3/4' Ball-Pipe																																																																		
	769		1,208.59		T982280-Meter Set Parts																																																																		
	770		131.40		U180304-Meter Gaskets																																																																		
	771		3,607.92		U067517-Meter Boxes																																																																		
	806		1,665.50		U094106-Harman Springs CLA-VAI Repair																																																																		
543	01/31/2024	Claims	631	55501	Curry & Williams, P.I.I.c	2,210.00	Municipal Court Judge-JAN2023																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>828</td> <td></td> <td>2,210.00</td> <td></td> <td>Municipal Court Judge-JAN2023</td> <td></td> <td></td> </tr> </table>									APs		Amount	PO	For				828		2,210.00		Municipal Court Judge-JAN2023																																																		
	APs		Amount	PO	For																																																																		
	828		2,210.00		Municipal Court Judge-JAN2023																																																																		
544	01/31/2024	Claims	631	55502	Drain-Pro INC	714.66	123214-Well #1 Sanican Rental; 12310-Cemetery Sanican Service; 123211-Sanican Rental Main Park; 123212-Sanican Rental 412 Orting Ave NW; 123213-Sanican Rental 900 Rocky RD																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>807</td> <td></td> <td>104.50</td> <td></td> <td>123214-Well #1 Sanican Rental</td> <td></td> <td></td> </tr> <tr> <td></td> <td>808</td> <td></td> <td>96.66</td> <td></td> <td>12310-Cemetery Sanican Service</td> <td></td> <td></td> </tr> <tr> <td></td> <td>809</td> <td></td> <td>304.50</td> <td></td> <td>123211-Sanican Rental Main Park</td> <td></td> <td></td> </tr> <tr> <td></td> <td>810</td> <td></td> <td>104.50</td> <td></td> <td>123212-Sanican Rental 412 Orting Ave NW</td> <td></td> <td></td> </tr> <tr> <td></td> <td>811</td> <td></td> <td>104.50</td> <td></td> <td>123213-Sanican Rental 900 Rocky RD</td> <td></td> <td></td> </tr> </table>									APs		Amount	PO	For				807		104.50		123214-Well #1 Sanican Rental				808		96.66		12310-Cemetery Sanican Service				809		304.50		123211-Sanican Rental Main Park				810		104.50		123212-Sanican Rental 412 Orting Ave NW				811		104.50		123213-Sanican Rental 900 Rocky RD																		
	APs		Amount	PO	For																																																																		
	807		104.50		123214-Well #1 Sanican Rental																																																																		
	808		96.66		12310-Cemetery Sanican Service																																																																		
	809		304.50		123211-Sanican Rental Main Park																																																																		
	810		104.50		123212-Sanican Rental 412 Orting Ave NW																																																																		
	811		104.50		123213-Sanican Rental 900 Rocky RD																																																																		
545	01/31/2024	Claims	631	55503	E-Squared Systems,LLC	1,285.53	3706-Annual FA Inspection																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>812</td> <td></td> <td>1,285.53</td> <td></td> <td>3706-Annual FA Inspection</td> <td></td> <td></td> </tr> </table>									APs		Amount	PO	For				812		1,285.53		3706-Annual FA Inspection																																																		
	APs		Amount	PO	For																																																																		
	812		1,285.53		3706-Annual FA Inspection																																																																		
546	01/31/2024	Claims	631	55504	Grainger	382.71	9957410757-Wall Calendars; 9949632286-Gloves																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>813</td> <td></td> <td>162.71</td> <td></td> <td>9957410757-Wall Calendars</td> <td></td> <td></td> </tr> <tr> <td></td> <td>814</td> <td></td> <td>220.00</td> <td></td> <td>9949632286-Gloves</td> <td></td> <td></td> </tr> </table>									APs		Amount	PO	For				813		162.71		9957410757-Wall Calendars				814		220.00		9949632286-Gloves																																										
	APs		Amount	PO	For																																																																		
	813		162.71		9957410757-Wall Calendars																																																																		
	814		220.00		9949632286-Gloves																																																																		
547	01/31/2024	Claims	631	55505	Harrington's Janitorial	1,600.00	4323-MOC Scrub & Wax Floors																																																																

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 6

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
			789		4323-MOC Scrub & Wax Floors		
548	01/31/2024	Claims	631	55506	Jennings Equipment Inc	652.00	49945P-Blades-Filters-Cartridge-Element A-FA1017-FA1018-FA1046
		APs	Amount	PO	For		
			815		49945P-Blades-Filters-Cartridge-Element A-FA1017-FA1018-FA1046		
549	01/31/2024	Claims	631	55507	Korum Automotive Group	1,193.35	6794878/1 Oil Change 01 Silverado FA1022; 6794876/1 The Works Package-Oil Change FA1051; 6794875/1 The Works Package FA1067; 6794874/1 The Works Package FA1199; 6794913/1 The Works Oil Change-Fixed El
		APs	Amount	PO	For		
			781		6794878/1 Oil Change 01 Silverado FA1022		
			782		6794876/1 The Works Package-Oil Change FA1051		
			783		6794875/1 The Works Package FA1067		
			784		6794874/1 The Works Package FA1199		
			785		6794913/1 The Works Oil Change-Fixed Electrical Concern Fa1064		
			786		6794877/1 The Works Oil Change FA1028		
550	01/31/2024	Claims	631	55508	Law Office of Holmes Weddle & Barcott	150.00	832892-Legal HR
		APs	Amount	PO	For		
			791		832892-Legal HR		
551	01/31/2024	Claims	631	55509	Lawson Electric	4,111.48	1600 Well #4 Replace 4 Exit Signs-Replace 2 Fixtures with LED Lights-Replace Outdoor Foxture with LED; 1599-Well #1 Repair Broken pVC Conduit with Schedule 80 PVC Box; 1601-Install 5 New Hour Meters
		APs	Amount	PO	For		
			778		1600 Well #4 Replace 4 Exit Signs-Replace 2 Fixtures with LED Lights-Replace Outdoor		
			779		1599-Well #1 Repair Broken pVC Conduit with Schedule 80 PVC Box		
			780		1601-Install 5 New Hour Meters on Machines @ Well 1- Check & Grease all Bearings		
552	01/31/2024	Claims	631	55510	Milo's Locksmith Company	19.82	1024-Trigger Snap Key Ring
		APs	Amount	PO	For		
			816		1024-Trigger Snap Key Ring		
553	01/31/2024	Claims	631	55511	NextRequest LLC	6,556.86	#287041-Public Records Request Software
		APs	Amount	PO	For		
			787		#287041-Public Records Request Software		
554	01/31/2024	Claims	631	55512	Orca Pacific, Inc	1,258.07	#INV0607657-Hypochlorite Solution
		APs	Amount	PO	For		
			817		#INV0607657-Hypochlorite Solution		

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 7

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
555	01/31/2024	Claims	631	55513	Orting School Dist #344	325.00	903-Orting Dance Recital
		APs	Amount	PO	For		
		788	325.00		903-Orting Dance Recital		
556	01/31/2024	Claims	631	55514	P.C. Budget & Finance	11,295.41	CI-345277 C-104188 PC Voters Costs; CI-345448 C-104188-Animal Control-DEC2023
		APs	Amount	PO	For		
		792	7,573.39		CI-345277 C-104188 PC Voters Costs		
		794	3,722.02		CI-345448 C-104188-Animal Control-DEC2023		
557	01/31/2024	Claims	631	55515	PAPE Machinery INC	65.52	15018876-Oil Filters
		APs	Amount	PO	For		
		819	65.52		15018876-Oil Filters		
558	01/31/2024	Claims	631	55516	PRO-VAC	1,929.76	202249-Service @ 412 Brown Way SE-Lift Station
		APs	Amount	PO	For		
		763	1,929.76		202249-Service @ 412 Brown Way SE-Lift Station		
559	01/31/2024	Claims	631	55517	Penner, Joshua	2,811.35	JAN2024-401 Mileage for Mayors Meetings; City Summit-National League Of Cities-Air Fare-Hotel-Mileage-Rental Car-Meals
		APs	Amount	PO	For		
		797	61.77		JAN2024-401 Mileage for Mayors Meetings		
		798	2,749.58		City Summit-National League Of Cities-Air Fare-Hotel-Mileage-Rental Car-Meals		
560	01/31/2024	Claims	631	55518	Pierce Conservation District	5,649.00	3019-Wetland Mitigation
		APs	Amount	PO	For		
		818	5,649.00		3019-Wetland Mitigation		
561	01/31/2024	Claims	631	55519	Puget Sound Energy	32,591.08	200010396733-Jan2024 Well 4 Pump Station; 200019613294 JAN2024-Cemetery Shop; 200010396543-JAN2024 North Park; 200001248190-JAN2024 North Park; 200001248372-JAN2024 Well 3; 200001248539-JAN2024-Lahar Siren; 200022934653-JAN2024 MPC; 200013874264-JAN2024 WWTP; 200014994137-JAN2024 VG Lift Station
		APs	Amount	PO	For		
		740	2,532.63		200010396733-Jan2024 Well 4 Pump Station		
		741	67.49		200019613294 JAN2024-Cemetery Shop		
		742	208.92		200010396543-JAN2024 North Park		
		743	10.85		200001248190-JAN2024 North Park		
		744	466.74		200001248372-JAN2024 Well 3		
		745	12.83		200001248539-JAN2024-Lahar Siren		
		746	1,052.89		200022934653-JAN2024 MPC		
		747	13,130.15		200013874264-JAN2024 WWTP		
		748	202.22		200014994137-JAN2024 VG Lift Station		

WARRANT/CHECK REGISTER

City of Orting

Time: 11:58:23 Date: 01/25/2024

01/11/2024 To: 01/31/2024

Page: 8

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		749	835.39		220020534461-JAN2024		City Shop Rocky RD
		750	71.43		200010629349-JAN2024		City Shop-Calistoga
		751	225.78		200024404523-JAN2024		Lift Station #1
		752	231.32		220011476581-JAN2024		High Cedars Lift Station
		753	1,800.71		20001532189-JAN 2024		Main Park Bell Tower
		754	426.04		200002708986-JAN2024		VG Lift Station
		755	273.02		200001247663-JAN2024		VC Lift Station
		756	77.33		200009717931-JAN2024		Well #2
		757	32.86		200001247812-JAN2024		Traffic Light
		758	6,099.70		300000002406-JAN2024		Street Lights
		759	94.27		220015220399-JAN2024		Street Lights
		760	120.60		200021421298-JAN2024		Rainier Meadows
		761	2,233.53		220022116432-JAN2024		City Hall Bridge Street
		826	86.44		200021119249-JAN2024		Chlorinator
		827	2,297.94		20002164239-JAN2024		Wingate Pump
562	01/31/2024	Claims	631	55520	Punzalan, Shawna	32.56	Items for Oral Board
		APs	Amount	PO	For		
		795	32.56				Items for Oral Board
563	01/31/2024	Claims	631	55521	Puyallup, City of	484.02	1585-10046 Emergency Management
		APs	Amount	PO	For		
		796	484.02				1585-10046 Emergency Management
564	01/31/2024	Claims	631	55522	Serenity Air	240.90	80993590-Diagnostic Fee MPC
		APs	Amount	PO	For		
		820	240.90				80993590-Diagnostic Fee MPC
565	01/31/2024	Claims	631	55523	Spectral Laboratories	843.00	5007067-Lab Testing; 5007118-Lab Testing
		APs	Amount	PO	For		
		764	281.00				5007067-Lab Testing
		822	562.00				5007118-Lab Testing
566	01/31/2024	Claims	631	55524	Sumner Lawn'n Saw	382.60	125282-Service on Chain Saws-Parks & Stormwater-FA1121-FA1159-FA0012-FA1070-FA1142-FA0071-FA0072-FA0073
		APs	Amount	PO	For		
		821	382.60				125282-Service on Chain Saws-Parks & Stormwater-FA1121-FA1159-FA0012-FA1070-F
567	01/31/2024	Claims	631	55525	UniFirst Corporation	427.86	2220062637-Uniform Item-Protective Seives; 2220064612-Uniform Item-Protective Services
		APs	Amount	PO	For		
		772	216.23				2220062637-Uniform Item-Protective Seives
		823	211.63				2220064612-Uniform Item-Protective Services
568	01/31/2024	Claims	631	55526	Washington State University-Professional	1,075.00	80958953-Professional Development II- Clerks Training

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Regular Business Meeting Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
December 13th 2023
7:00 p.m.

Mayor Joshua Penner, Chair

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

Mayor Penner called the meeting to order at 7:00pm. Councilmember Bradshaw led the Pledge of Allegiance.

Councilmembers present: Councilmembers Tod Gunther, Chris Moore, Don Tracy, John Williams, Greg Hogan, Melodi Koenig, and Deputy Mayor Gregg Bradshaw.

Staff present: City Administrator Scott Larson, Finance Director Gretchen Russo, City Clerk Kim Agfalvi, Capital Projects Manager John Bielka, City Attorney Charlotte Archer, and Police Chief Devon Gabreluk.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

No requests were made.

Mayor Penner presented outgoing councilmembers Gregg Bradshaw and John Williams with street signs and recognized them for serving four years on the Orting City Council.

2. COMMISSION APPOINTMENTS.

A. AB23-117 – Commission Appointments.

Mayor Penner briefed on his recommended appointments for the Planning Commission and the Civil Service commission.

Councilmember Hogan made a motion to confirm the Mayor's appointment of Kelly Cochran, Jeff Craig, Chris Rule, and Erika Bartholomew to the Planning Commission and the Mayor's appointment of Charles Brass and Jason Arbogast to the Civil Service Commission. Seconded by Councilmember Gunther.

Motion passed (7-0).

3. PUBLIC COMMENTS.

Ed Jezek commented about concerns of conflict of interest with local business, Inquisio AI.

Anthony Fusco commented about concerns with crosswalks and how to make them safer for school children using them.

James Breslin spoke on police staffing concerns.

4. PUBLIC HEARING.

Mayor Penner laid out the rules for the public hearing.

Mayor Penner opened the public hearing at 7:28pm.

A. AB23-121 – Safe Parking – Recovery Café of Orting Valley.

City Administrator Scott Larson briefed the proposal the City received regarding the safe parking sites proposed at Recovery Café of Orting Valley. Anthony Kagochi, Director of Services of Recovery Café of Orting Valley presented a power point presentation on the safe parking.

Tara Fanson spoke in support of safe parking at Recovery Café of Orting Valley.

James Breslin spoke on concerns with safe parking at Recovery Café of Orting Valley.

Chris Quaife spoke on concerns with safe parking at Recovery Café of Orting Valley.

Hailee Saxton spoke in support of safe parking at Recovery Café of Orting Valley.

Jane Cooper spoke on concerns with safe parking at Recovery Café of Orting Valley.

Sabrina Rasmussen spoke on concerns with safe parking at Recovery Café of Orting Valley.

Lindsay Falz spoke on concerns with safe parking at Recovery Café of Orting Valley.

Aleesia Morales spoke in support of safe parking at Recovery Café of Orting Valley.

Pastor Samara Jenkins spoke in support of safe parking at Recovery Café of Orting Valley.

Brett Hancock spoke in support of safe parking at Recovery Café of Orting Valley.

Pierce County Councilmember Dave Morrell spoke about his experiences with safe parking as a partner that helped institute safe parking in unincorporated Pierce County.

Mike Peacock spoke on concerns with safe parking at Recovery Café of Orting Valley.

Mercedes Jones spoke on concerns with safe parking at Recovery Café of Orting Valley.

Jauna Guterrez spoke on concerns with safe parking at Recovery Café of Orting Valley.

Jenn Naswood spoke in support of safe parking at Recovery Café of Orting Valley.

Leah Moore spoke in support of safe parking at Recovery Café of Orting Valley.

Tony Ramsey spoke in support of safe parking at Recovery Café of Orting Valley.

Jeanne Pestinger – need to re-listen.

Connor Illian - spoke on concerns with safe parking at Recovery Café of Orting Valley.

Randi Brown spoke in support of safe parking at Recovery Café of Orting Valley.

Trina Kagochi spoke in support of safe parking at Recovery Café of Orting Valley.

Teri Graves spoke in support of safe parking at Recovery Café of Orting Valley.

Alyssa Christel spoke in support of safe parking at Recovery Café of Orting Valley.

Dr. Russ Peters spoke in support of safe parking at Recovery Café of Orting Valley.

Jaymee Blackbourn spoke in support of safe parking at Recovery Café of Orting Valley.

Robert Moore spoke on concerns with safe parking at Recovery Café of Orting Valley.

David Goff spoke on concerns with safe parking and the safety of the community. He stated he was neither for or against the safe parking proposal.

Ashley Bruce spoke on concerns with safe parking at Recovery Café of Orting Valley.

Marissa Escobar spoke in support of safe parking at Recovery Café of Orting Valley.

Council discussion followed.

Mayor Penner closed the public hearing at 9:34pm.

Mayor Penner recessed the meeting for a break for 8 minutes and the meeting reconvened at 9:42pm.

B. AB23-116 - 2024 Budget.

Mayor Penner laid out the rules for the public hearing.

Mayor Penner opened the public hearing at 9:52pm.

Council discussion followed.

Councilmember Koenig made a motion to adopt Ordinance 2023-1119, an ordinance of the City of Orting, Washington relating to the annual budget for fiscal year 2024; adopting the City of Orting 2024 budget; adopting the job classification and pay ranges for employees; providing for severability; and establishing an effective date. Seconded by Councilmember Hogan.

Motion passed (7-0).

Mayor Penner closed the public hearing at 10:03pm.

5. CONSENT AGENDA.

A. Payroll Claims and Warrants.

B. Meeting Minutes of November 15th and November 29th, 2023

Councilmember Moore made a motion to approve consent agenda as prepared. Seconded by Deputy Mayor Bradshaw.

Motion passed (7-0).

6. NEW BUSINESS.

A. AB23-118 – 2023 Budget Amendment.

Finance Director Gretchen Russo briefed on a 2023 budget amendment that included grant funding, vehicle replacements, city hall building repairs, facility deposits, development review expenses, cemetery funds, and Gratz Park improvements.

Council discussion followed.

Councilmember Koenig made a motion to adopt Ordinance No. 2023-1120, an Ordinance of the City of Orting, Washington, amending Ordinance No. 2022-1099 and Ordinance No. 2023-1116, adopting the City of Orting 2023 Budget; providing for appropriation and expenditure of funds received in excess of estimated revenues; adopting various transfers; providing for severability; and establishing an effective date. Seconded by Councilmember Hogan.

Council discussion followed.

Motion passed (7-0).

B. AB23-91 – Murrey’s Franchise Agreement.

City Administrator Scott Larson briefed on the proposed franchise agreement with Murrey’s disposal and briefed on proposed changes in rate increases and a proposed carbon fee. Steven Hopkins from Murrey’s Disposal spoke on the proposed carbon fee. Council discussion followed. This is an informational item only and no council was taken.

C. AB23-120 – Deputy Mayor Appointment.

Deputy Mayor Bradshaw briefed on the need for a new Deputy Mayor appointment to complete the current term until a new Deputy Mayor is elected in 2024.

Deputy Mayor Bradshaw called for nominations for Deputy Mayor.

Councilmember Gunther – self nomination.

Councilmember Moore – none.

Councilmember Tracy – none.

Councilmember Williams – Councilmember Moore.

Councilmember Bradshaw – none.

Deputy Mayor Hogan – Councilmember Tracy.

Councilmember Koenig – Councilmember Hogan.

Councilmember Tracy and Hogan declined the nomination.

Council discussion followed and nomination statements for those seeking the position of Deputy Mayor followed.

Deputy Mayor Bradshaw called for a roll call vote of the Council on the nominations.

Koenig - Gunther

Gunther - Gunther

Moore - Moore

Tracy - Gunther

Williams – Moore

Hogan - Gunther
Bradshaw - Gunther

5 votes – Gunther
2 votes – Moore

Councilmember Gunther was appointment Deputy Mayor for the remainder of the 2023 year.

D. AB23-119 – Cancelling December Meetings.

Deputy Mayor Bradshaw made a motion to cancel the study session scheduled on December 20, 2023 and regular business Council meeting scheduled on December 27, 2023. Seconded by Councilmember Williams.

Motion passed (7-0).

7. EXECUTIVE SESSION.

No executive session.

8. ADJOURNMENT.

Deputy Mayor Bradshaw made a motion to adjourn. Seconded by Councilmember Hogan.

Motion passed (7-0).

Mayor Penner adjourned the meeting at 10:41pm.

ATTEST:

Joshua Penner, Mayor

Kim Agfalvi, CMC, City Clerk

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. Jeff Sproul
5. Stanley Holland
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Regular Business Meeting Minutes
104 Bridge Street S, Orting, WA
Zoom – Virtual
January 10th, 2024
7:00 p.m.

Mayor Joshua Penner, Chair

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

Mayor Penner called the meeting to order at 7:00pm. Deputy Mayor Gunther led the Pledge of Allegiance.

Councilmembers present: Councilmembers Don Tracy, Jeffery Sproul, Stanley Holland, Greg Hogan, Melodi Koenig, and Deputy Mayor Gunther.

Virtual: Councilmember Chris Moore.

Staff present: City Administrator Scott Larson, Finance Director Gretchen Russo, City Attorney Charlotte Archer, Executive Assistant Danielle Charchenko, Public Works Director Marshall Maurer.

Virtual: City Clerk Kim Agfalvi

2. SWEARING IN OF ELECTED COUNCIL MEMBERS AND POLICE SERGEANT.

Judge Curry administered the oath of office to Councilmembers Jeffery Sproul, Stanley Holland, and Gregory Hogan.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

No requests were made.

3. PUBLIC COMMENTS.

Executive Assistant Danielle Charchenko read two comments into the record. The first comment was received on December 13th, 2024 from concernedsocialworker2023@gmail.com and the second comment was received on December 14th, 2023 from Melinda.knobe@gmail.com.

4. CONSENT AGENDA.

A. Payroll Claims and Warrants.

Councilmember Tracy made a motion approve consent agenda as prepared. Seconded by Councilmember Koenig.

Motion passed (7-0).

5. NEW BUSINESS.

A. AB24-03– Proposed Amendments to the City Council Rules of Procedure for Hearings.

City Attorney Charlotte Archer briefed on amendments to the City Council Rules of Procedure and stated that the proposed amendments add clarity such as the procedures for a hearing that are followed (including the order of proceedings and associated timelines), and add language taken from state law regarding the appearance of fairness doctrine. Council discussion followed.

Councilmember Moore made a motion to move the proposed amendments to the City Council Rules of Procedure for Hearings to the Study Session on January 17th, 2024. Seconded by Councilmember Tracy.

Council discussion followed.

Motion passed (5-2). Yay –Moore, Tracy, Sproul, Holland, Koenig. Nay – Gunther and Hogan.

B. AB24-04 - Hearing Examiner Appointment.

City Attorney Charlotte Archer briefed that the current City of Orting Hearing Examiner has indicated he would like to retire in the near future and that staff prepared and executed a Request for Proposals from qualified individuals and received no responses. She stated that due to no responses received to the request for proposals, staff reached out to Mr. Olbrichts who provides Hearing Examiner services to a number of other local jurisdictions. She stated that staff is recommending entering into a professional services contract with Mr. Olbrichts and that total compensation over the contract period of three years shall not exceed \$75,000.00. Council discussion followed.

Councilmember Hogan made a motion to confirm Phil Olbrichts as the City of Orting Hearing Examiner and authorize the Mayor to negotiate a consultant contract in a form approved by the City Attorney. Total compensation over the contract period shall not exceed \$75,000.00. Seconded by Councilmember Sproul.

Council discussion followed.

Motion passed (7-0).

C. AB23-91 – Murrey’s Franchise Agreement.

Councilmember Koenig briefed on the proposed Murrey’s franchise agreement and briefed on the proposed annual rate increase based on the 80% of the annual Consumer Price Index (CPI) and the increase in the Pierce County Landfill dump fee. Staff is recommending approval of the increase as presented, and stated that staff is recommending Council deny the proposed carbon tax that Murrey’s is proposing.

Councilmember Hogan made a motion to approve Murrey’s rates as shown in Exhibit A, effective March 1st, 2024. Seconded by Councilmember Koenig.

Council discussion followed.

Steven Hopkins from Murrey’s Disposal presented a power point on what a Consumer Price Index (CPI) is, briefed on increased costs that Murrey’s disposal has faced, and briefed on the new laws passed by the State of Washington and briefed on section of contract titled 8.3.4 – Change in Law.

Motion passed (6-1). Nay – Holland.

D. AB24-05 – Deputy Mayor Appointment.

Mayor Penner briefed on the position of Deputy Mayor and outlined the process for voting on a Deputy Mayor for the 2024 year. He briefed that he will not be making a tie maker vote this evening and that selection process would be moved to another day when seven councilmembers were present. Council discussion followed.

Deputy Mayor Gunther called for nominations for Deputy Mayor.

Deputy Mayor Gunther – no nomination.
Councilmember Moore – no nomination.
Councilmember Tracy – Councilmember Moore.
Councilmember Sproul – Councilmember Gunther.
Deputy Mayor Holland – no nomination.
Councilmember Hogan – no nomination.
Councilmember Koenig – Councilmember Hogan.

Council discussion followed and nomination statements for those seeking the position of Deputy Mayor followed.

Mayor Penner called for a roll call vote of the Council on the nominations.

Gunther - Gunther
Moore – Moore
Tracy – Moore
Sproul – Gunther
Holland – Gunther
Hogan – Hogan
Koenig – Gunther

4 votes – Gunther
2 votes – Moore
1 vote – Hogan

Councilmember Moore made a motion to appoint Councilmember Gunther as Deputy Mayor for the year 2024 effective February 1st, 2024. Seconded by Councilmember Hogan.

Motion passed (7-0).

E. AB24-06 – Council Committee Assignments.

Mayor Penner briefed on the selection process of Council Committees. He stated tonight is the first step and that Council will select a committee to discuss and recommend members to serve respectively on the Public Works, Public Safety, and Community and Government Affairs Committee. Deputy Mayor Gunther and Councilmember Koenig volunteered to be on the committee.

Action: Informational item only.

6. EXECUTIVE SESSION.

No executive session.

7. ADJOURNMENT.

Deputy Mayor Gunther made a motion to adjourn. Seconded by Councilmember Tracy.

Motion passed (7-0).

Mayor Penner adjourned the meeting at 8:11pm.

ATTEST:

Joshua Penner, Mayor

Kimberly Agfalvi, CMC, City Clerk

COUNCILMEMBERS

- Position No.
- 1. Tod Gunther
- 2. Chris Moore
- 3. Don Tracy
- 4. Jeffery Sproul
- 5. Stanley Holland
- 6. Greg Hogan
- 7. Melodi Koenig



ORTING CITY COUNCIL
 Study Session Meeting Minutes
 104 Bridge Street S, Orting, WA
 Zoom – Virtual
 January 17th, 2024
 6:00 p.m.

Deputy Mayor Tod Gunther, Chair

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

Deputy Mayor Gunther called the meeting to order at 6:00pm. Councilmember Koenig led the pledge of allegiance, and then roll call was taken.

Councilmembers present: Councilmembers Chris Moore, Don Tracy, Jeffery Sproul, Greg Hogan, Melodi Koenig, and Deputy Mayor Tod Gunther.

Absent: Councilmember Holland.

Staff present: City Administrator Scott Larson, City Clerk Kim Agfalvi, Finance Director Gretchen Russo, Executive Assistant Danielle Charchenko, City Attorney Charlotte Archer, Public Works Director Marshall Maurer, Police Chief Devon Gabreluk.

2. EXECUTIVE SESSION.

Deputy Mayor Gunther briefed that the meeting would be recessed to executive session pursuant to RCW 42.30.110(1)(i) to discuss potential or pending litigation when public discussion of the item could have adverse legal or financial consequence for the agency to begin at 6:04pm for thirty minutes with action to follow. Participants of the executive session were Special Legal Counsel Kendra Rosenberg, Deputy Mayor Gunther, and Councilmembers Chris Moore, Don Tracy, Jeffery Sproul, Greg Hogan and Melodi Koenig.

Executive session began at 6:04pm.

Deputy Mayor Gunther announced at 6:34pm that the executive session would be extended for 30 minutes.

Deputy Mayor Gunther announced at 7:04pm that the executive session would be extended for 15 minutes.

Deputy Mayor Gunther announced at 7:19pm that the executive session would be extended for 15 minutes.

Deputy Mayor Gunther announced at 7:34pm that the executive session would be extended for 15 minutes.

Deputy Mayor Gunther announced at 7:49pm that the executive session would be extended for 10 minutes.

Executive session ended at 7:59pm.

Deputy Mayor Gunther reconvened the meeting to regular session at 7:59pm.

Deputy Mayor Gunther recessed the meeting at 7:59pm for 5 minutes.

Deputy Mayor Gunther reconvened the meeting at 8:04pm.

3. NEW BUSINESS.

A. AB24-03– Proposed Amendments to the City Council Rules of Procedure for Hearings.

Deputy Mayor Tod Gunther briefed on the proposed amended Council Rules of Procedure.

Councilmember Koenig made a motion to adopt the amended Council Rules of Procedure as presented. Seconded by Councilmember Hogan.

Councilmember Moore made a motion to approve the presented rule changes and to incorporate corrections presented by Councilmember Sproul. Seconded by Councilmember Sproul.

Council discussion followed.

Motion is defeated (2-4). Yay – Sproul, Koenig. Nay – Moore, Tracy, Hogan, Gunther.

Deputy Mayor Gunther stated the motion on the floor is the original motion, which stated:

Councilmember Koenig made a motion to adopt the amended Council Rules of Procedure as presented. Seconded by Councilmember Hogan.

Council discussion followed.

Motion passed (5-1). Nay – Moore.

4. COMMITTEE REPORTS.

A. Public Works - CM Moore & CM Sproul.

- Kansas Street Design and permitting project.
- Public records, website and GIS portal update.
- Transportation Benefit District (TBD) update.
- Monthly building department reports.
- SCADA system updates.
- Water meter replacement.

B. Public Safety - CM Gunther, CM Tracy & CM Holland.

- No updates. All items are on the agenda.

C. Community and Government Affairs - CM Hogan & CM Koenig.

- No updates. All items are on the agenda.

5. STAFF REPORTS.

City Clerk/Activities and Events.

City Clerk Kim Agfalvi briefed on the following:

- Home for the holidays event.
- Parks and Recreation classes and activities.
- Clerk's conference and professional development.
- Public records software implementation.

Finance.

Finance Director Gretchen Russo briefed on the following:

- Delay of water shut-off due to extreme cold weather.
- Springbrook accounting implementation.
- State Auditor entrance exam.

Police.

Police Chief Devon Gabreluk briefed on the following:

- Hiring update.
- Oral board update.
- Police Department year end report status.
- (EPIC) East Pierce County Interlocal Coalition for Emergency Management update.
- EOC activation drill for staff in February at Orting City Hall.
- Event participation with Central Pierce Fire and Rescue for education for high school students on traffic safety issues.

Public Works.

Public Works Director Marshall Maurer briefed on the following:

- GIS/Interactive Map update.
- 2024 road map plan for employees.
- Public Works Supervisor hiring update.
- Public works bay doors.
- SCADA update.

Administration.

City Administrator Scott Larson briefed on the following:

- Legislative updates.
- Staff goals and goal setting.
- Safe parking discussion update and adding the item to the February CGA agenda.
- Affordable housing committee update.
- Part-time emergency management employee hiring update.

6. AGENDA ITEMS.

A. AB24-07 – Comprehensive Plan Survey Updates.

City Planner Nicole Stickney of AHBL briefed on the 2024 Periodic Comprehensive Plan update and presented a power point presentation on City of Orting Comprehensive Plan public survey results. She briefed outreach included a survey, attendance at the Home for the Holiday event in December 2023 and planned attendance at the Daffodil Parade in April 2024. She stated AHBL collected basic public input which will come before the Planning Commission later in 2024. Council discussion followed.

Action: Informational Only.

B. AB24-09 – Kansas Street Reconstruction – Right of Way Phase.

Councilmember Moore briefed on the proposed budget for completion of the design of the Kansas Street Reconstruction Right of Way Phase to one hundred percent and right of way acquisition services. Council discussion followed.

Action: Move forward to regular business meeting at the regular business meeting on January 31st, 2024 as a consent agenda item.

C. AB23-24-11 – TBD Fund

Councilmember Moore briefed on a proposal to reinstate the Transportation Benefit District (TBD) tax in the amount of \$20 that was added to license fees to help with funding for roadway improvements projects and adjacent sidewalk projects. Council discussion followed.

Action: Schedule public hearing at regular business meeting on February 14th, 2024.

D. AB23-108 – Nuisance Code Update.

Deputy Mayor Gunther briefed on the proposed updates Orting Municipal Code 5-1-2 and 5-1-3 that will update the nuisance code update nuisance for vines, overgrown vegetation and graffiti. Council discussion followed.

Action: Move forward to regular business meeting at the regular business meeting on January 31st, 2024 as a consent agenda item.

E. AB24-01 – Police Equipment Surplus.

Chief Devon Gabreluk briefed on SWAT equipment that was purchased specifically for Officer Boone and stated that he laterally moved to the Sumner Police Department. He briefed that they would like to purchase the equipment from the Orting Police Department for use by that Officer Boone. Council discussion followed.

Action: Move forward to regular business meeting at the regular business meeting on January 31st, 2024 as a consent agenda item.

F. AB 23-103 – Special Events Policy.

Councilmember Hogan briefed and stated that staff is recommending changes to the Special Events Policy and that the CGA Committee reviewed the changes and recommends adopting them as presented. Council discussion followed.

Action: Move forward to regular business meeting at the regular business meeting on January 31st, 2024 as a consent agenda item.

G. AB23-104 – Sponsorship Policy.

Councilmember Hogan briefed and stated that staff is recommending changes to the Sponsorship Policy and that the CGA Committee reviewed the changes and recommends adopting them as presented. Council discussion followed.

Action: Move forward to regular business meeting at the regular business meeting on January 31st, 2024 as a consent agenda item.

H. AB24-02 – IT Services Contract.

Councilmember Hogan briefed and stated staff is recommending moving forward with Locke Systems for IT support services. City Administrator Scott Larson briefed on the items that the contract will cover and changes that will be implemented from the current IT practices.

Action: Move forward to regular business meeting at the regular business meeting on January 31st, 2024 as a standalone agenda item.

I. AB24-08 – Compensation Staffing Study.

City Administrator Scott Larson briefed on the request from Council to complete a staffing study and stated that he was presenting a proposed scope of work for Council to review before the reaching out to staffing study consultants.

Action: Informational item only.

J. AB24-10 – Meeting Dates 2024.

City Clerk Kim Agfalvi briefed that staff have put together a calendar of dates for council meetings along with place holders for a goal setting meeting, budget retreat meeting(s) and a combined regular session/study session for on June 12th, 2024 so Councilmembers may attend the AWC Annual conference. Council discussion followed.

Action: Move to February 21st, 2024 study session for further discussion by Council.

K. AB24-06 – Council Committee Assignments.

Deputy Mayor Gunther briefed that he and Council Member Koenig discussed the Council committee assignments and their recommendations are as follows: CGA Committee – CM Hogan, Chair and CM Sproul Vice Chair, Public Works Committee – CM Moore, Chair and CM Koenig, Vice Chair, and Public Safety Committee – CM Tracy, Chair and CM Holland, Vice Chair. Council discussion followed.

Action: Move forward to regular business meeting at the regular business meeting on January 31st, 2024 as a consent agenda item.

7. ADJOURNMENT.

Deputy Mayor Gunther adjourned the meeting at 10:30pm.

ATTEST:

Joshua Penner, Mayor

Kimberly Agfalvi, CMC, City Clerk



City of Orting Council Agenda Summary Sheet

Subject: Kansas Street Engineering and ROW acquisition services.		Committee	Study Session	Council																					
	Agenda Item #:	Public Works																							
	AB24-09																								
		1.3.2024	1.17.2024	1.31.2024																					
	Department:	Capital Projects Manager																							
	Date Submitted:	1.5.2024																							
Cost of Item:	\$431,220																								
Amount Budgeted + design contingency:	\$0																								
Unexpended Balance:	N/A																								
Bars #:	N/A																								
Timeline:	N/A																								
Submitted By:	John Bielka																								
Fiscal Note: 90% of the required funds for this effort are covered by the Transportation Improvement Board (TIB) grant.																									
Attachments: Scope of Work - Parametrix																									
SUMMARY STATEMENT: This Scope of Work and Budget amends the anticipated effort to complete a final design of Kansas Street SW (Project). The Project has been taken to an approximate 90 percent design level for the design plans and construction estimate, and NEPA documentation is nearly complete. This Amendment will provide additional budget to prepare a bid set for the plans and estimate, prepare contract specifications, perform utility coordination, conduct minor outreach support, and provide right-of-way acquisition services.																									
This Scope of Work and Budget amends the anticipated effort to complete a final design of Kansas Street SW (Project). The Project has been taken to an approximate 90 percent design level for the design plans and construction estimate, and NEPA documentation is nearly complete. This Amendment will provide additional budget to prepare a bid set for the plans and estimate, prepare contract specifications, perform utility coordination, conduct minor outreach support, and provide right-of-way acquisition services.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Parametrix Engineering</td> <td>90% to 100% plus bid documents</td> <td style="text-align: right;">\$75,520</td> </tr> <tr> <td>Subconsultants</td> <td></td> <td></td> </tr> <tr> <td>HWA Geosciences Inc.</td> <td>Finalize Geotechnical Report</td> <td style="text-align: right;">\$5,000</td> </tr> <tr> <td>PH Consulting LLC</td> <td>Illumination/Channelization Bid Set</td> <td style="text-align: right;">\$15,700</td> </tr> <tr> <td>UFS</td> <td>ROW Acquisition Services</td> <td style="text-align: right;">\$335,000</td> </tr> <tr> <td>Subconsultants Total:</td> <td></td> <td style="text-align: right;">\$355,700</td> </tr> <tr> <td>Total:</td> <td></td> <td style="text-align: right;">\$431,220</td> </tr> </table>				Parametrix Engineering	90% to 100% plus bid documents	\$75,520	Subconsultants			HWA Geosciences Inc.	Finalize Geotechnical Report	\$5,000	PH Consulting LLC	Illumination/Channelization Bid Set	\$15,700	UFS	ROW Acquisition Services	\$335,000	Subconsultants Total:		\$355,700	Total:		\$431,220
Parametrix Engineering	90% to 100% plus bid documents	\$75,520																							
Subconsultants																									
HWA Geosciences Inc.	Finalize Geotechnical Report	\$5,000																							
PH Consulting LLC	Illumination/Channelization Bid Set	\$15,700																							
UFS	ROW Acquisition Services	\$335,000																							
Subconsultants Total:		\$355,700																							
Total:		\$431,220																							
ROW services include 57 preliminary title reports, 2 property appraisals, and 55 administrative offer summaries. Right of Way Acquisition activities will conform to the standards contained in the Uniform Act of 1970 and amendments, the laws of the State of Washington and City Policies and Procedures.																									

RECOMMENDED MOTION: Motion:

To approve the proposed budget for completing the Kansas Street design up to 100% and the Right-of-Way (ROW) phase, as outlined by Parametrix, for a total cost of \$431,220.

SCOPE OF WORK

City of Orting Kansas Street SW Design and Permitting

This Scope of Work and Budget amends the anticipated effort to complete a final design of Kansas Street SW (Project). The Project has been taken to an approximate 90 percent design level for the design plans and construction estimate, and NEPA documentation is nearly complete. This Amendment will provide additional budget to prepare a bid set for the plans and estimate, prepare contract specifications, perform utility coordination, conduct minor outreach support, and provide right-of-way acquisition services.

Below is a detailed breakdown of the work effort required to complete the items listed above. The work described in the original scope of work is considered complete.

TASK 1 – FINAL DESIGN

Subtask 1 – Project Management and QA/QC

Work under this task includes a 12-month extension of time to administer and coordinate the various Project elements and will be ongoing throughout all phases of the Project. Work includes the following:

- Coordination, correspondence, and review meetings with City of Orting staff.
- Coordination with private utilities regarding the proposed locations of utility poles that require relocation.
- In-house Project administration, scheduling, and direction of Project staff.
- Preparation of monthly progress reports.

Deliverable(s)

- Monthly invoices and progress reports.
- Miscellaneous correspondence and letters.
- In-house monthly Project meetings.

Assumption(s)

- This phase will last 12 additional months.

Subtask 5 – Final Design

The purpose of this task will be to take the 90 percent set of plans and estimate to final bid documents, and to create project specifications necessary for bidding and construction.

This task also includes one field walk with City staff to verify design elements, and participation in one Open House, to be held at City Hall.

Deliverable(s)

- Opinion of probable construction cost.
- One full-size (22 by 34) and five half-size (11 by 17) sets of camera-ready reproducible plans.
- One set of contract specifications (hard copy) and PDF.

Assumption(s)

- The 90 percent design layout will be carried forward into Final Bid Documents (i.e., the design is not anticipated to change.)
- The Open House will be held at City Hall.
- The City will be responsible for advertisement, concessions, and setup.
- Parametrix will provide two roll plots with the project design, one on aerial and one without aerial, to obtain citizen comment.
- Two Parametrix staff will attend the Open House.
- Refer to PH Consulting (DBE subconsultant) proposal for finalization of the illumination and channelization elements.

Subtask 6 – Geotechnical Report

HWA Geosciences (DBE Subconsultant) has completed their field assessment and prepared a draft technical report as part of the original contract. Their remaining budget was transferred to Parametrix in 2023 to revise the project design per City direction. Therefore, approximately \$5,000 has been included in the budget for HWA to submit a final technical report and respond to geotechnical questions as the Project nears the bid submittal.

Subtask 7 – Right-of-Way Acquisition Support

Universal Field Services (Subconsultant) will assist Parametrix with this task. A separate scope to provide assistance to secure up to 57 parcels for temporary construction easements and/or right of way fee take is being prepared by Universal Field Services. The UFS scope is forthcoming.

Client: City of Orting
 Project: Whitehawk Boulevard Extension Project
 Project No: 2161711020

	Senior Consultant/Project Manager	Project Controls Specialist	Engineer III	Sr Engineer	Sr Planner	Project Accountant	Sr. Publications Specialist
	Cindy Clark	April Whittaker	Jo Johnson	Dmitri Suslikov	Darren Sandeno	Sarah Crackenberger	Amanda Lucas
Cost Rates:	\$115.50	\$49.48	\$53.77	\$71.09	\$81.63	\$40.76	\$45.35
Burdened Rates:	\$313.63	\$134.36	\$146.01	\$193.04	\$221.66	\$110.68	\$123.14

Task	SubTask	Description	Labor and Overhead	Labor Hours								
01		Final Design	\$68,006.22	363.00	\$25,044.64	54	12	116	148	0	9	24
	01	Project Management/QA&QC	\$30,717.91	149	\$11,312.48	36	12	20	72	0	9	0
		Progress Letters and Invoices	\$6,371.96	33		12	12				9	
		Utility Coordination	\$10,814.57	52		8		4	40			
		Coordination w/ WSDOT	\$0.00	0								
		Meetings	\$10,442.78	48		16		16	16			
		QA/QC	\$3,088.60	16					16			
	05	Final Design	\$37,288.31	214	\$13,732.16	18	0	96	76	0	0	24
		Preparation of the bid set	\$18,677.06	104		4		40	60			
		Site walk	\$3,966.87	20		4		8	8			
		Specifications	\$10,050.24	68		4		40				24
			\$0.00	0								
		Open House	\$4,594.13	22		6		8	8			
			\$0.00	0								
Labor Totals:			\$68,006.21	363		54	12	116	148	0	9	24
Totals:			\$68,006.21			\$16,935.95	\$1,612.30	\$16,936.82	\$28,569.59	\$0.00	\$996.12	\$2,955.44

Fee of 30% on Direct Salary \$7,513.39

Subconsultants

HWA Geosciences Inc.	Finalize Geotechnical Report	\$5,000.00
PH Consulting LLC	Illumination/Channelization Bid Set	\$15,700.00
UFS	ROW Acquisition Services	\$335,000.00

Willamette Cultural Resources

1 Alliance Geometrics

Subconsultants Total: \$355,700.00

Other Direct Expenses

Mileage - \$0.58/mile

Other Direct Expenses Total: \$0.00

Project Total \$431,219.60



RIGHT OF WAY SCOPE OF WORK (UFS) Kansas Street, City of Orting

Consultant shall provide labor, equipment and materials to acquire real property and easements to facilitate project construction. Legal Descriptions, property owner lists, maps, and acquisition exhibits will be developed and provided by Parametrix.

Right of Way Acquisition activities will conform to the standards contained in the Uniform Act of 1970 and amendments, the laws of the State of Washington and City Policies and Procedures. Federal funds are part of the project.

Right of Way Project Management and Document Support (PE Phase)

- Track and manage all budgetary-related aspects of UFS's Scope of Work.
- Confer weekly with City and Parametrix verbally and/or in writing, as needed, on general status, problem areas and individual negotiations progress. Participate in up to (2) Project Development Team Meetings.
- The consultant will obtain preliminary title reports for each property acquisition. The consultant will review each preliminary title report for encumbrances, liens, or defects.

Deliverables

- 57 Preliminary Title Reports

Appraisal and Appraisal Review

- If the estimated acquisition value is \$10,000 or less, an Administrative Offer Summary (AOS) will be completed by qualified Right of Way staff.
- If the estimated acquisition value is over \$10,000, an appraisal will be completed by a WSDOT approved appraiser.
- Appraiser will provide written notice to owners of a planned appraisal inspection and will provide the property owner or designated representative, if any, an invitation to accompany the appraiser on any inspection of the property for appraisal purposes.
- Appraisal will conform to the Uniform Standards of Professional Appraisal Practice (USPAP).
- The Consultant will provide an appraisal review for each appraisal. The appraisal review will be conducted by another WSDOT approved appraiser.

Assumptions

- 2 Property Appraisals will be required and completed
- 55 AOS's will be completed
- 2 Appraisal Reviews will be required and completed

Deliverables

- 2 Appraisals and 2 Appraisal Reviews
- 55 AOS's



Acquisition

- Establish and maintain a complete and current record file of all ownerships in a form acceptable to the client.
- Receive and analyze title information, approved AOS reports and legal descriptions in sufficient detail to negotiate with property owners and other parties.
- Prepare all offer letters, summary statements, on City-provided forms in accordance with state or federal regulations and approval of client.
- Present written purchase offers to owners or their representatives in person, when possible. Secure receipt of delivery of offer as practical and present and secure tenant information statements, as applicable.
- Follow-up and negotiate with each property owner, as necessary; prepare and submit recommended settlement justifications to client for review and approval; review any independent appraisal secured by property owner and coordinate reimbursement of appraisal fees (up to \$750) with client. Ongoing negotiations and settlement discussions will continue until settlement or impasse is determined.
- Prepare and assemble acquisition contracts, deeds, and related acquisition documents, per City-provided templates, required for the acquisition of necessary property interests.
- Maintain a diary report of all contacts made with property owners or representatives and a summary of the status of negotiations indicating attitude of owners, problem areas, and other pertinent information. Copies of all applicable written correspondence will be maintained in files.
- Prepare justification memorandum to escalate negotiations to City management where property owner negotiations are not amenable.
- Transmit executed acquisition documents to client. Each transmittal package shall include a fully executed and properly notarized deed(s), easement(s), or permit, fully executed acquisition contract with attachments, and a brief settlement memorandum which summarizes the pertinent data relative to the transaction.

Assumptions

- 57 properties
- Offer letter to be on Universal letterhead and signed by Universal project manager
- City to provide deed and easement templates.
- No relocation required for any of these properties.

Deliverables

- 57 completed negotiation packets with document for recording and payment.

Closeout

- Universal will provide City with signed conveyance documents for signatures, payment, and recording including documentation showing signatory authority.
- In the event of condemnation, Consultant to support City in any condemnation processes including document preparation and consultation.

Assumptions

- City to coordinate City signatures, payment, and recording whether through escrow company or not.



- Any files requiring title clearing to be closed and interests cleared at a title company.
- All title and escrow fees to be paid by the City.
- City to provide copies of recorded documents and proof of payment to consultant.
- The expense of condemnation will be paid by the City.

Deliverables

- 57 completed acquisition files

Universal Field Services, Inc.
 PO Box 2354
 (503) 399-8002

Kansas Street - Preliminary Estimate

Parametrix



Appraisal (Contingency)

			Rate	# of Parcels	
Project Oversight	16	Hours	\$140.00	0	\$2,240.00
Appraisals	1	Each	\$4,500.00	2	\$9,000.00
Appraisal Reviews	1	each	\$1,500.00	2	\$3,000.00
AOS	1	each	\$1,500.00	55	\$82,500.00
Total for Appraisal					<u>\$96,240.00</u>

Negotiation

			Rate	# of Parcels		
Project Oversight	20	Hours	\$140.00		\$2,800.00	
Project Manager	6	Hours	\$110.00	\$660.00	57	\$37,620.00
Sr. R/W Agent	30	Hours	\$88.00	\$2,640.00	57	\$150,480.00
Sr. Title Specialist	4	Hours	\$65.00	\$260.00	57	\$14,820.00
Admin Assistant	2	Hours	\$56.00	\$112.00	57	\$6,384.00
Mileage	2500	Miles	\$0.655			\$1,637.00
Preliminary Title Reports	57	each	\$400.00			\$22,800.00
Miscellaneous (postage, reprints, etc)						\$1,500.00
Total for Negotiation						<u>\$238,041.00</u>

Total Acquisition Consultant Estimate **\$334,281.00**

SCOPE OF WORK

Project Name: Kansas St Sidewalk Reconstruction – Amendment 2
Client: City of Orting, Parametrix as Prime
Date: December 22, 2023

Introduction

PH Consulting (“PH”) will provide professional engineering services for Parametrix in support of the Kansas St Sidewalk Reconstruction project. The anticipated scope of work will consist of project management, coordination with client, and finalizing the PS&E package.

Scope of Work

PH’s scope of work for the project is outlined as follows.

Task 001 Project Management

This task is for general project coordination, monthly invoicing, and meetings on the project, including plan review/discussion meetings, in-house quality assurance, and coordination with Transit agencies. PH assumes a four (4) month active duration for this project.

Task 002 Draft Bid Documents

The Consultant shall prepare the Bid Set PS&E documents, advancing the 90% design to draft Bid Set PS&E documents.

Deliverables:

- Draft Bid Set PS&E
 - 4 sheets Channelization & Signing Plans
 - 3 sheets Illumination Plan

Assumptions for development of Bid Documents:

- PH will update the plans and specifications per current standards
- PH will update proposed equipment to current models
- PH will update cost estimate to reflect most recent bid tabulations
- Between submittal of the Draft Bid Set and Final Bid set, PH will attend a field walk through with the City. PH will revise the Draft Bid Set plans per comments received during the field walk through.

- Level of effort assumes minor comments and changes to plans, specifications.
- The following items are not included in this scope of work:
 - Permitting Services
 - Community Outreach
 - ROW services
- PH will not pay any agency or easement fees on behalf of the City.
- Fees incurred due to reimbursable expenses such as large format copies (larger than legal size), mileage, and plots will be billed from the budget allocated to expenses.
- Time and expense items are based on our Team's current hourly rates.
- If Client requests Team's assistance in complying with any public records request, including without limitation providing copies of documents and communications, Client will pay Team's hourly fees and costs incurred in providing such assistance at then-current rates. Such fees and costs will be billed as a separate task.

Task 003 Final Bid Documents

The Consultant shall prepare the Final Bid Set PS&E documents.

Deliverables:

- Final Bid Set Plans PS&E
 - 4 sheets Channelization & Signing Plans
 - 3 sheets Illumination Plan

Expenses

This task provides for reimbursement associated with mileage.

PH Consulting Staff Category	Hours	Rate	Cost
Principal	8	\$ 100.00	\$ 800.00
Senior Traffic Engineer	37	\$ 80.00	\$ 2,960.00
Project Engineer	8	\$ 65.00	\$ 520.00
CAD Designer III	32	\$ 55.00	\$ 1,760.00
Office Administrator	4	\$ 45.00	\$ 180.00
Total Hours	89		\$ 6,220.00
Direct Labor Cost			\$ 6,220.00
Overhead Rate @ 120.25% of Direct Labor			\$ 7,479.55
Fee @30% of Direct Labor			\$ 1,866.00
Direct Salary Cost			\$ 15,565.55
Direct Expenses	Unit	Cost	Total
2024 Mileage Rates	1	\$0.67/Mi	\$ 134.45
Sub-Total Direct Expenses			\$ 134.45
Total Fee			\$ 15,700.00

Task No.	Task Description	Principal	Senior Traffic Engineer	Project Engineer	CAD Designer III	Office Administrator	Sub-consultants	Total
	Direct Rate	\$ 100.00	\$ 80.00	\$ 65.00	\$ 55.00	\$ 45.00		
	OH Rate 120.25%	\$ 120.25	\$ 96.20	\$ 78.16	\$ 66.14	\$ 54.11		
	Fixed Fee	\$ 30.00	\$ 24.00	\$ 19.50	\$ 16.50	\$ 13.50		
	Hourly Rate	\$ 250.25	\$ 200.20	\$ 162.66	\$ 137.64	\$ 112.61		
1.0	PROJECT Coordination, Monitoring & Reporting							
	Project Coordination	2	3					5
	Project Monitoring, Progress Reporting, & Invoicing		4			4		8
	Task 1.0 Total Hours	2	7	0	0	4		13
	Subtotal Task 1.0	\$ 500.50	\$ 1,401.40	\$ -	\$ -	\$ 450.45	\$ -	\$ 2,352.35
6.0	DRAFT BID DOCS							
	Agency Coordination		4					4
	Revise Plans per comments and updated standards	2	12		24			38
	Update Cost estimate	1	2	4				
	Update Specs to current standards	1	4	4				9
	Task 6.0 Total Hours	4	22	8	24	0		51
	Subtotal Task 6.0	\$ 1,001.00	\$ 4,404.40	\$ 1,301.30	\$ 3,303.30	\$ -	\$ -	\$ 10,010.00
7.0	FINAL BID DOCS							
	Field Walk Through		4					4
	Minor Revisions	2	4		8			
	Task 7.0 Total Hours	2	8	0	8	0		4
	Subtotal Task 7.0	\$ 500.50	\$ 1,601.60	\$ -	\$ 1,101.10	\$ -	\$ -	\$ 3,203.20
	PH TOTAL HOURS	8	37	8	32	4		68
	TOTAL ALL TASKS	\$ 2,002.00	\$ 7,407.40	\$ 1,301.30	\$ 4,404.40	\$ 450.45	\$ -	\$ 15,565.55

PH Consulting LLC
Summary of Direct Labor Costs
Effective January 1, 2024-December 31, 2024

Job Classifications	Maximum Billing Rate
Principal	\$ 285.00
Sr Project Manager	\$ 270.00
Project Manager	\$ 245.00
Senior Traffic Engineer	\$ 220.00
Project Engineer	\$ 195.00
Associate Engineer	\$ 170.00
Engineering Design Technician	\$ 145.00
Engineering Intern	\$ 105.00
CAD Manager	\$ 180.00
CAD Designer III	\$ 155.00
CAD Designer II	\$ 135.00
CAD Designer I	\$ 125.00
Office Administrator	\$ 130.00
Office Assistant	\$ 105.00

Direct non-salary costs will be billed at actual costs.
Subconsultants will be marked up at 10%
Direct Mileage will be billed at current approved IRS mileage rate.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Nuisance Code Updates	AB23-108	Public Safety		
		12.7.2023	1.17.2024	1.31.2024
	Department:	Public Safety		
	Date Submitted:	12.7.2023		
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	None			
Submitted By:	Devon Gabreluk/Scott Larson			
Fiscal Note: None				
Attachments: Updated Nuisance Code - Ordinance No. 2024-1121				
SUMMARY STATEMENT:				
<p>This resolution seeks to update and adopt by resolution, changes to Title 5, Chapter 1 – Nuisances. More specifically, defining the term “Vine” in 5-1-2 – Definitions, and amending 5-1-3 - Public Nuisances Declared to address nuisance vines that encroach across property lines or onto the property of another. Finally, updates are proposed relating to declaring Graffiti a public nuisance.</p>				
Pros		Cons		
Provide relief to property owners from a neighbor's nuisance vegetation encroaching onto their property.		Passing this resolution will commit additional resources to the enforcement of the adopted language.		
RECOMMENED MOTION: <u>Motion:</u>				
To adopt Ordinance No. 2024-1121, ordinance of the city of Orting, Washington, relating to nuisances, amending Orting Municipal Code title 5, chapter 1; providing for severability; and establishing an effective date.				

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2024-1121**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO NUISANCES, AMENDING
ORTING MUNICIPAL CODE TITLE 5, CHAPTER 1;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE**

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

WHEREAS, the current provisions of the Orting Municipal Code (“OMC”) include enumeration of public nuisances; and

WHEREAS, it is in the best interest of the City to declare all violations of City ordinances to be nuisances.

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

Section 1. OMC Title 5, Chapter 1, Section 2, Amended. Orting Municipal Code Title 5, Chapter 1, Section 2, is hereby amended to read as follows:

5-1-2: DEFINITIONS:

The words and phrases used in this chapter, unless the context otherwise indicates, shall have the following meanings:

ABATE: To repair, replace, remove, destroy or otherwise remedy a condition which constitutes a violation of this chapter by such means and in such a manner and to such an extent as the Enforcement Officer, or designee(s) in his or her judgment, determines is necessary in the interest of the general health, safety and welfare of the community.

BUILDING MATERIALS: Means and includes lumber, plumbing materials, wallboard, sheet metal, plaster, brick, cement, asphalt, concrete block, roofing materials, paint, solvents, fuel, cleaners, and similar materials.

CONSIDERABLE NUMBER OF PERSONS: Three (3) or more persons from different households.

ENFORCEMENT OFFICER: The building inspector of the City of Orting or his or her designee.

PERSON: An individual, group of individuals, corporation, government or governmental agency, business trust, estate, trust, partnership or association, two (2) or more persons having a joint or common interest, or any other legal or commercial entity.

PREMISES: Any building, lot, parcel, real estate or land or portion of land whether improved or unimproved, including adjacent sidewalks, parking strips, planting strips, and permanent BMPs (see section 9-5A-4 of this code for definition of BMP).

PROPERTY: Any object of value that a person may lawfully acquire and hold, and/or any land and that which is affixed, incidental or appurtenant to land, including but not limited to any business or residence, grounds, vacant lots, facilities, parking area, loading area, landscaping, building or structure or any separate part, unit or portion thereof, or any business equipment, whether or not permanent.

PUBLIC NUISANCE: A thing, act, omission to act, occupation, or use of property which:

- A. Annoys, injures or endangers the comfort, repose, health or safety of the public;
- B. Offends public decency;
- C. Unlawfully interferes with, obstructs, or renders dangerous for passage any stream, river, channel, public park, square, street, alley, highway or sidewalk;
- D. In any way renders the public insecure in life or use of property.

RESPONSIBLE PERSON: Unless otherwise defined, any of the following: any person who has titled ownership of the property or structure which is subject to this chapter; an occupant in control of the property or structure which is subject to this chapter; a developer, builder, or business operator or owner who is developing, building, or operating a business on the property or in a structure which is subject to this chapter; a mortgagee that has filed an action in foreclosure on the property that is subject to the regulation, based on breach or default of the mortgage agreement, until title to the property is transferred to a third party; a mortgagee of property that is subject to the regulation and has not been occupied by the owner, the owner's tenant, or a person having the owner's permission to occupy the premises for a period of at least ninety (90) days; and/or any person who has control over the property and/or who has created, caused, participated in, or has allowed a violation to occur.

VINES: Any Plant with a growth habit of trailing or climbing stems, lianas or runners.

Section 2. OMC Title 5, Chapter 1, Section 3, Amended. Orting Municipal Code Title 5, Chapter 1, Section 3, is hereby amended to read as follows:

5-1-3: PUBLIC NUISANCES DECLARED:

A. Declaration Of Nuisance: Each of the conditions listed in subsection B of this section, unless otherwise permitted by law, is declared to constitute a public nuisance.

B. Nuisances Enumerated: Whenever the Enforcement Officer determines that any of these conditions exist upon any premises, the officer may require or provide for the abatement thereof pursuant to this chapter: the erecting, maintaining, using, placing, depositing, causing, allowing, leaving or permitting to be or remain in or upon any private lot, building, structure, or premises, or in or upon any street, avenue, alley, park, parkway or other public or private place in the City, any one or more of the following places, conditions, things or acts to the prejudice, danger, or annoyance of others:

1. Manure Or Rubbish Accumulations: Accumulations of manure or rubbish except a compost pile so covered or concealed as not to affect the health, safety or depreciation of adjoining property;
2. Burning Refuse Or Hay:
 - a. Burning or disposal of refuse, sawdust or other material in such a manner to cause or permit ashes, sawdust, soot or cinders to be cast upon the streets or alleys of the City, or to cause or permit dense smoke, noxious fumes, ashes, soot or gases arising from such burning to become annoying or injurious to the health, comfort, or repose of the general public;
 - b. The depositing or burning or causing to be deposited or burned in any street, alley, sidewalk, park, parkway, or other public place which is open to travel, any hay, straw, grass, grass clippings, paper, wood, boards, boxes, leaves, manure, or other rubbish or material;
3. Animal Carcasses: Carcasses of animals not buried or destroyed within twenty four (24) hours after death;
4. Stagnant Water: Ponds or pools of stagnant water;
5. Snow And Ice On Sidewalks: All snow and ice not removed from public sidewalks within a reasonable time after the snow and ice have ceased to be deposited thereon;
6. Tree Limbs Overhanging Sidewalks: All limbs of trees overhanging a public sidewalk which are less than ten feet (10') above the surface of said sidewalk, or overhanging a City street which are less than twelve feet (12') above the surface of said street;
7. Vines Or Climbing Plants Growing Into Streets: The existence of any vines or climbing plants growing into or over any street, public hydrant, pole or elect roller, or the existence of any shrub, vine or plant, growing on, around or in front of any hydrant, standpipe, sprinkler system connection or any other appliance or facility provided for fire protection purposes in such a way as to obscure the view thereof or impair the access thereto; or obstruct or interfere with the proper diffusion from the light from any streetlamp;
8. Obstructing Streets: Any use of property abutting on a public street or sidewalk or any use of public street or sidewalk which causes any obstructing of traffic and the free use of the streets or sidewalks; provided, that this subsection shall not apply to events, programs or parades authorized by the City Council;
9. Poisonous Substances: Any poisonous or harmful substance which is reasonably accessible to persons or to animals;
10. Nauseous Pens Or Stables: The keeping, using or maintaining of any pen, stable, lot, place or premises in which any hog, sheep, goat, cattle, mink, fox, chinchilla, nutria, fowl or in which any other animal or bird may be confined or kept, in such a manner as to be nauseous, foul or offensive to any considerable number of persons, or violates the city's animal control chapter;
11. Animals Making Noises: See section 5-8-5 of this title;
12. Dead Or Diseased Trees And Shrubs:

a. The existence of any dead, diseased, infested or dying tree that may constitute a danger to property or persons;

b. All shrubs, bushes, trees or vegetation which has grown and died and which is a fire hazard;

13. Weeds: All grass and/or weeds which exceed twelve inches (12") in height in a nonagricultural use;

14. Horticultural Pests: The existence of caterpillar infestations or other horticultural pests;

15. Blackberry or other vines that encroaches onto, within five feet of, or traverses any property line or boundary line, whether physically divided or otherwise, shared by or between adjoining landowners or the premises or property of another;

16. Building Materials Storage; Permit: The storage or keeping on any premises for more than sixty (60) days of any used or unused building materials, without a special permit from the building inspector; provided, that nothing herein shall:

a. Prohibit such storage without a permit when done in conjunction with a construction project for which a building permit has been issued and which is being prosecuted diligently to completion;

b. Prohibit such storage without a permit on the premises of a bona fide lumberyard, dealer of building materials or other commercial enterprise when the same is permitted under the zoning ordinance and other applicable ordinances;

c. Make lawful any such storage or keeping when it is prohibited by other ordinances or laws;

17. Dilapidated Fence: The existence of any fence or other structure or thing on private property abutting or fronting upon any public street, sidewalk or place which is in a sagging, leaning, fallen, decayed or other dilapidated or unsafe condition;

18. Drainage Onto Sidewalk: The existence of any drainage onto or over any sidewalk or public pedestrian way;

19. Privies And Cesspools: Privies, vaults, cesspools, sumps, pits, or like places;

20. Trash Or Abandoned Materials:

a. Any tin cans, bottles, glass, cans, ashes, small pieces of scrap iron, wire, pipe, metal articles, bric-a-brac, broken stone or cement, broken crockery, broken glass, broken plaster, and all other trash or abandoned material, unless the same is kept in covered bins or metal receptacles approved by the building inspector;

b. Any trash, litter, rags, accumulations of empty barrels, boxes, crates, packing cases, mattresses, bedding excelsior, packing hay, straw, or other packing material, lumber not neatly piled, scrap iron, tin, pipe, and other metal not neatly piled;

21. Dangerous Buildings: Any unsightly and dangerous building, billboard or other structure, or any old, abandoned or partially destroyed building or structure, or any building or structure commenced and left unfinished;

22. Junkyards Or Dumping Grounds Not Properly Fenced: All places not properly fenced which are used or maintained as junkyards or dumping grounds, or for the wrecking, disassembling, repair or rebuilding of automobiles, trucks, tractors or machinery of any kind, or for the storing or leaving of worn out, wrecked or abandoned automobiles, trucks, tractors, or machinery of any kind or of any of the parts thereof, or for the storing or leaving of any machinery or equipment used by contractors or builders or by other persons, which said places are kept or maintained so as to essentially interfere with the comfortable enjoyment of life or property by others;

23. Discarded Vehicles: Deposit, keep or leave or to permit to be deposited, kept or left in any place accessible to children, or in any place viewable from a public street or alley, any abandoned, unused, nonrunning or discarded automobile, truck or other such vehicle, or any vehicle hulk or any part thereof. For the purposes of this subsection "abandoned, unused, nonrunning" refers to a vehicle which is not movable under its own power and which has been in a stationary position for more than fourteen (14) days;

24. Repairing Vehicles On Streets: Repair of an automobile, truck or other motor vehicle of any kind upon the public streets, alleys or other public property of the City;

25. Unwholesome Meat Or Hides: Any putrid, unsound or unwholesome bones, meat, hides, skins, or the whole or any part of any dead animal, fish or fowl, butcher's trimmings and offal, or any waste vegetable or animal matter in any quantity, garbage, human excreta or other offensive substance; provided, nothing contained in this chapter shall prevent the temporary retention of waste in receptacles in the manner approved by the building inspector of the City;

26. Offensive Businesses: The erection, continuance or use of any building, room or other place in the City for the exercise of any trade, employment or manufacture which, by occasioning noxious exhalations, offensive odors or other annoyances, is discomforting or offensive or detrimental to the health of individuals or of the public;

27. Playing Mechanical Musical Instrument To Attract Customers: The playing or causing to be played, in front of any building where any show, moving picture exhibition or theatrical performance is given, or in the open vestibule or area of any building, of any automatic or mechanical musical instrument for the attraction of customers;

28. Loudspeakers, Unnecessary Use: Making, causing or permitting to be made by means of any speaker or other sound amplifying device, or horn or other mechanical device, or by outcry, loud speaking, singing or by any other means of discordant and unnecessary noise of any kind which annoys any considerable number of persons lawfully in the immediate area;

29. Abandoned Excavations: Any unguarded or abandoned excavation, pit, well, or holes which would endanger safety.

C. Graffiti

A. Definitions.

1. “Abate” means to remove the graffiti by such means, in such a manner and to such an extent and within the time frame as the enforcement officer, as defined in SMC 8.16.020(D), reasonably determines is necessary to remove the graffiti from public view.

2. “Graffiti” means any unauthorized writing, painting, drawing, inscription, figure, or mark of any type that has been placed upon any property through the use of paint, ink, chalk, dye, markers, objects, adhesive material, or any other substance capable of marking property.

3. “Graffiti nuisance property” means property upon which graffiti has not been abated after the abatement date established by the enforcement officer.

4. “Owner” means any entity or entities having a legal or equitable interest in real or personal property including but not limited to the interest of a tenant or lessee.

5. “Premises open to the public” means all public spaces, including, but not limited to, streets, alleys, sidewalks, parks, and public open space, as well as private property onto which the public is regularly invited or permitted to enter for any purpose, the doorways and entrances to those buildings or dwellings, and the grounds enclosing them.

6. “Property” means any real or personal property and that which is affixed, incidental or appurtenant to real property, including but not limited to any structure, fence, wall, sign, or any separate part thereof, whether permanent or not.

7. “Responsible party” means an owner, or an entity or person acting as an agent for an owner by agreement, who has authority over the property or is responsible for the property’s maintenance or management. Irrespective of any arrangement to the contrary with any other party, each owner shall always be a responsible party for the purposes of this chapter. There may be more than one responsible party for a particular property.

8. “Unauthorized” means without the consent of a responsible party.

B. Violation.

1. Any property located in the city of Orting that becomes a graffiti nuisance property is in violation of this chapter and is subject to its remedies.

2. Every responsible party who permits a property to become a graffiti nuisance property is in violation of this chapter and subject to its remedies.

C. Removal of Graffiti. Notwithstanding the remedies available under this chapter, whenever graffiti exists upon the property owned by a public agency, or a private property owner, the city may remove it with the consent of the public entity or private property owner owning such property. However, nothing in this chapter imposes a duty on the city to abate any nuisance graffiti on any property other than that which is owned and controlled by the city.

ED. Prevention Of Nuisances: In addition to the nuisances declared in subsection B of this section, all violations of City of Orting ordinances are found and declared to be detrimental to the public health, safety, and welfare and are further found and declared to be nuisances. It is unlawful and a violation of this chapter, whether by act or omission, to cause, create, maintain, suffer, or allow a nuisance to occur, exist, or remain. Nuisances create public harm. Prevention and correction of nuisances are necessary to prevent public harm.

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

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 31ST DAY OF JANUARY, 2024.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, CMC, City Clerk

Approved as to form:

Charlotte Archer
Inslee Best
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: 2023 Police Surplus Equipment	AB24-01	Public Safety	1.17.2024	
	Department:	Public Safety		
	Date Submitted:	1.4.2024		
	Cost of Item:	<u>N/A</u>		
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	None			
Submitted By:	Devon Gabreluk			
Fiscal Note: None				
Attachments: Surplus Equipment List (Attachment #1) & Resolution 24-001 "Surplus of Police Department SWAT Equipment"				
SUMMARY STATEMENT:				
<p>This resolution seeks to authorize the surplus of certain Police Department SWAT and Patrol equipment. This resolution also seeks to authorize the transfer and cost recovery of said equipment to the City of Sumner Police Department by the City Administrator or designee.</p>				
Pros		Cons		
<p>Will allow for the recovery of costs associated with the original purchase of 2021 SWAT equipment assigned to an Officer no longer on staff. Allows for recovery of funds for equipment that is not anticipated for reassignment until full staffing levels are maintained.</p>		<p>New SWAT equipment will require purchase if the Police Department fills the vacant SWAT team position resulting from Officer Boone's departure to Sumner PD. (The Police Department, however, does not anticipate re-assigning this position until it maintains full staffing levels.)</p>		
RECOMMENDED ACTION: <u>Action:</u>				
<p>Move forward to regular business meeting on January 31st, 2024 as a consent agenda item.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
<p>To adopt Resolution No. 2024-01, a Resolution of the City of Orting, Washington, declaring certain police department equipment surplus, and authorizing disposal by transfer to the Sumner Police Department, providing for severability, and establishing an effective date.</p>				

CITY OF ORTING
WASHINGTON

RESOLUTION NO. 2024-01

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING CERTAIN POLICE
DEPARTMENT EQUIPMENT SURPLUS, AND
AUTHORIZING DISPOSAL BY TRANSFER TO
THE SUMNER POLICE DEPARTMENT,
PROVIDING FOR SEVERABILITY AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Orting has previously entered into a multi-jurisdictional mutual aid agreement created under the Interlocal Cooperation Act (Chapter 39.34 RCW) and the Mutual Aid Peace Officers Powers Act (chapter 10.93 RCW) between the Cities of Bonney Lake, Fife, Milton, Orting, Puyallup, Sumner, and DuPont (the "Signatory Agencies") to provide mutual aid and support for a multi-jurisdictional SWAT Team (the "TEAM"); and

WHEREAS, each Signatory Agency contributes members of their agency to participate as members of the TEAM (a "AGENCY TEAM MEMBER"); and

WHEREAS, each Signatory Agency is responsible for purchasing and equipping their AGENCY TEAM MEMBERS with certain equipment required for participation (the "AGENCY SWAT EQUIPMENT"); and

WHEREAS, the Orting Police Department previously purchased and assigned certain patrol and AGENCY SWAT EQUIPMENT to an Orting Police Officer who recently left the department to work for the City of Sumner Police Department; and

WHEREAS, the City of Sumner Police Department intends to assign the former Orting Officer to the SWAT TEAM as a Sumner Police Department AGENCY TEAM MEMBER; and

WHEREAS, the City of Sumner Police Department has requested to purchase Orting's AGENCY SWAT EQUIPMENT previously assigned to the former Orting Officer for an amount equal to the remaining market value; and

WHEREAS, there is an estimated 50% life expectancy remaining for the AGENCY SWAT EQUIPMENT previously purchased by the City and used by the former Orting Officer; and

WHEREAS, the Orting Police Department does not expect to immediately fill its open AGENCY TEAM MEMBER position until current staffing levels improve;

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

- Section 1.** **Declaration of Surplus Property and disposal.** The Police Department and AGENCY SWAT EQUIPMENT listed in Attachment #1 is hereby declared Surplus by the City Council. The City Council authorizes the City Administrator or their designee to dispose of the property listed in Attachment #1 by way of transfer to the City of Sumner Police Department in exchange for its fair remaining market value.
- Section 2.** **Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this Resolution.
- Section 3.** **Effective Date.** This Resolution shall take effect immediately upon its passage.
- Section 4.** **Corrections Authorized.** The City Clerk is authorized to make necessary corrections to this Resolution, including but not limited to correction of clerical errors.

**PASSED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE 31st
DAY of January 2024.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

Charlotte Archer, City Attorney
Inslee Best, PLLC

RESOLUTION 24-001 - ATTACHMENT "1" - SURPLUS PROPERTY TRANSFER TO SUMNER PD AND COST RECOVERY AMOUNT

DESCRIPTION	QUANTITY	MAKE	SERIAL	COLOR	DATE OF PURCHASE/PAYMENT	Orig. Purchase	Fair Value of remaining life
Helmet	1	Hard Hat veterans ballistic		Green	2/1/2021		
TOTAL HARD HAT VETERANS :						\$493.00	\$220.00
Radio headset	1	Peltor Comm Tac6	20072000032	Black	4/6/2021		
Atlantic signal PTT switch	1	PTT switch	SFVM0347	Black	4/6/2021		
TOTAL ATLANTIC SIGNAL:						\$1,098.00	\$550.00
Point blank carrier & Plates (Rear)	1	SRVz000JBK	12731078	Green	4/5/2021		
Point blank carrier & Plates (Front)	1	SRVz000JBK	12731065	Green	4/5/2021		
TOTAL FEDERAL EASTERN INTERNATIONAL:						\$2,593.89	\$1,200.00
TRT dump pouch/gloves/sim mask	1		N/A	Various	2/1/2021		
TOTAL TRT ACCESSORIES						\$500.00	\$225.00
TRT Clothing (pants/shirt)	1		N/A	Green	2/1/2021		
TOTAL TRT CLOTHING						\$231.40	\$115.00
TRT Clothing	1				4/1/2022		
TOTAL CLOTHING:						\$550.22	\$250.00
SWAT Raingear	1		N/A	Green	9/14/2023		
TOTAL SWAT RAINGEAR:						\$497.12	\$225.00
TOTAL PURCHASED SWAT EQUIPMENT:						\$5,963.63	\$2,785.00
PATROL							
Angel Armor Ballistic Vest & Carrier	1	Angel Armor Flex-QRLB, DNA, Ultra Premium, IIIA	BF202634		3/28/2023	\$1,293.00	\$900.00
TOTAL PURCHASED PATROL GEAR:						\$1,293.00	\$900.00
TOTALS							
TOTAL COST SWAT AND PATROL EQUIPMENT:						\$7,256.63	\$3,685.00
TOTAL REIMBURSEMENT REQUESTED FOR TRANSFERRED ITEMS:							\$3,685.00



**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	1.17.2024	1.31.2024
	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>				
RECOMMENED MOTION: <u>Motion:</u>				
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) 893-2219 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

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 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	1.17.2024	1.31.2024
	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 MOTION: <u>Motion:</u>				
To approve the City of Orting Special Events Sponsorship Policy as prepared.				

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2024-1122

**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 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. 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.
- C. 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 31st 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
WASHINGTON
ORDINANCE NO. 2024-1122

**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 31st 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

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
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Meeting Date
Subject:	AB24-06		1.17.2024	1.31.2024
Council Committee Selection for the Year 2024.				
	Department:	Executive/Deputy Mayor		
	Date Submitted:	1.5.2024		
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	By the 1 st Meeting in February			
Submitted By:	City Clerk			
Fiscal Note: None				
Attachments: Current Council Assignments – Committee Scopes				
SUMMARY STATEMENT:				
Council Rule 3.9 (E) Deputy Mayor -- Duties:				
(A) An appointment committee consisting of the Deputy Mayor, one (1) Councilmember, and the Mayor shall recommend assignments for the Council Committee Chair and Vice-Chair positions in accordance with the following procedure:				
(B) The appointment committee shall provide recommendations for Council Committee assignments to the full Council for its approval no later than the first regular meeting in February.				
(C) Each Council member shall be assigned to at least one (1) Council Committee, with the exception of the Deputy Mayor who shall chair the study session and shall not be assigned a role in a Council Committee.				
(D) Chairperson selection shall be based on seniority, balance of experience, knowledge and interest prior to assignment.				
(E) The appointment committee shall give weighted consideration for those working on long range project.				
RECOMMENDED MOTION: <u>MOTION:</u>				
To approve the Committee assignments, CGA – CM Hogan, Chair, CM Sproul, Vice-Chair. PW- CM Moore, Chair, and CM Keonig, Vice-Chair. PS- CM Tracy, Chair, and CM Holland, Vice –Chair.				

Council Committee Preference	Choice #1	Choice #2	Choice #3	
Gunther	CGA	Public Safety	Public Works	
Moore	Public Works	CGA	Public Safety	
Tracy	Public Works	Public Safety	CGA	
Sproul	Public Works	Public Safety	CGA	
Holland	Public Safety	CGA	Public Works	
Hogan	N/A	N/A	N/A	*Will go wherever he is needed.
Koenig	Public Works	Public Safety	CGA	

2024 Recommended Council Committee Assignments

Public Works: _____ Chair, & _____, Vice Chair- **First week of the month.**

Goal: Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

Attendance: 2-3 council, PW staff, admin.

- Utilities, Technology, Streets/Transportation, Emergency Bridge.
* Facilities related to Public Works.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Public Safety: _____, Chair & Vice Chair, _____) - **First week of the month.**

Goal: Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

Attendance: 2-3 council, PS staff, admin

- Public Safety, Emergency Preparedness.
*Facilities related to Public Safety

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Community and Governmental Affairs: _____Chair, & _____, Vice Chair - **First week of the month.**

Goal: Ongoing issues, develop briefing for Council meeting #1 and details for Study Session

Attendance: 2-3 council, Parks staff, admin

- Economic Development, Grants, Sponsorship, Lodging Tax, Cemetery, Parks Advisory Board.
*Facilities related to Administration.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Council Study Sessions.

Study Session: Deputy Mayor _____, Chair

Third Wednesday of each month at 6:00pm- Orting City Hall

Goal: Introduction & first pass at ordinances and resolutions. Deep dive into committee matters. Legal review and staff discussion.

Attendance: Full Council, as necessary (admin, legal, and others)

- General, Finance, Leg Priorities, Government relations.

Responsibility of Chairs- Identify/prepare/provide items to City Clerk for Regular Meeting/Consent Agenda.

Regular Council Meeting #1 & 2- 2nd and last Wednesday of each month at 7:00pm.

Goal: Business of the council (appointments, public hearings, public input, presentations, proclamations, etc.), assignment of topics to committees. Passing/debating consent agenda from study session.

2024 Council Standing Committees

Scopes of Authorities

1. COMMUNITY AND GOVERNMENT AFFAIRS COMMITTEE:

The CGA Committee, considers matters related to **Council training, procedures and communication** and makes **recommendations designed to improve and expedite the business and procedure of Council, and its committees**, proposes to Council any **amendments to the rules** deemed necessary regarding the organization of the Council, **including parliamentary procedure**, it may consider **any matter of a general nature**.

The CGA also considers the following:

A. Social issues

B. Economic development

C. Grants- Reviews grant applications and makes recommendations to Council.

D. Sponsorship- Review's applications and makes recommendations to Council

E. Parks- In conjunction with City Staff, considers matters related to Parks, Parks Board and Orting Recreation programs.

F. Cemetery - In conjunction with City Staff, review the policies, procedures as well as financial health of the cemetery.

G. Lodging -Lodging tax is discussed on a quarterly basis with a community business owner.

*** Facility Issues directly related to Administrative staff**

2. PUBLIC SAFETY COMMITTEE:

Public Safety Committee, in conjunction with City Staff, may consider issues related to the **public health, safety and welfare of the citizens** of Orting including but not limited to, **law enforcement, fire safety, court, animal control, and emergency services**.

The Public Safety Committee also considers issues relating to the following:

A. Emergency Preparedness- In conjunction with City Staff, considers matters related to Emergency Management, and will continuously analyze all risks which expose the city to potential disruption and oversee the development of emergency preparedness and response and evacuation plans.

***Facility Issues related to Public Safety**

3. **PUBLIC WORKS COMMITTEE:**

The Public Works Committee, in conjunction with City Staff, considers matters related to **water, sewer, solid waste, recycling, utility franchises, and storm water management**. The Committee **tracks capital projects** and **makes recommendations to the Council for capital improvements**. They also address matters relating to the following:

- A. **Transportation matters**
- B. **Capital improvement programs**
- C. **Transit**
- D. **Streets, street lighting**
- E. **Signalization**
- F. **Pedestrian safety.**
- G. **Annual chip seal program making recommendations to Council for street and sidewalk improvements.**
- H. **Technology**
- I. **Emergency Evacuation Bridge**

***Facility Issues Related to Public Works**

4. **STUDY SESSION**

Finance -Considers matters related to the financial issues of the City including the budget, general fiscal and financial health, rates and fees, and the state financial audit. The Treasurer compiles periodic budget and financial reports and shares them with the Council.

Goal: Introduction & first pass at ordinances and resolutions. Deep dive into committee matters. Legal review and staff discussion. Attendance: Full Council, as necessary (admin, legal, and others)



**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	1.17.2024	1.31.2024
	Department:	Administrative		
	Date Submitted:	12.29.23		
Cost of Item:	~\$91,200			
Amount Budgeted:	\$57,000 – IT Support \$12,800 – Offsite Backup \$18,200- Desk Phone Lease \$21,600 – Desk Phone Service \$109,600 - Total			
Unexpended Balance:	N/A			
Bars #:	Multiple Funds			
Timeline:	End of January			
Submitted By:	Scott Larson			
Fiscal Note: The proposed cost was based on the count of servers, PC’s, and mobile devices. As we migrate vendors, the cost could vary slightly as our device count changes. For instance, the server count is anticipated to go down substantially as new infrastructure is implemented. The per month cost is \$100 for a PC, \$250 for a server, and \$40 for a mobile device.				
Attachments: Vendor Scoring				
SUMMARY STATEMENT: The city has evaluated its ongoing IT needs and is recommending a realignment from on premises assets to a cloud based IT environment due to the following reasons: <ul style="list-style-type: none"> - A large portion of our team (council, police and public works) spend more than half their time outside of our physical locations. Many of the processes and tools we rely on to do business have moved to the cloud, and our current IT infrastructure is no longer meeting our technology needs. - Maintaining physical infrastructure creates peaks and valleys in our budgeting displacing other needs in years IT investment is higher. Further, cloud-based infrastructure is maintained with uptime guarantees and resource replication. - When staff relocate due to work circumstances, emergencies, or travel; the current IT environment is a barrier to continuing our duties. - In the event of a natural disaster, or catastrophic building failure, much of our IT infrastructure would be wiped out today and take days or weeks to reconstitute. A cloud-based infrastructure which is being proposed provides for multiple offsite replications of the 				

- city's digital resources which allows us to reconstitute city government in the event of a disaster much quicker and easier.

Staff have received several proposals from IT vendors, and evaluated the submissions based on the published scoring criteria. A summary of proposals and scores is attached. Locke Systems was the apparent high scorer. Locke serves another Pierce County city, has experience with public works operations as well as South Sound 911 integrations.

Part of the overall strategy as shown in the amount budgeted is to reallocate resources dedicated to desk phone infrastructure. Currently, most staff have a desk phone, and nearly all staff also have a cell phone. Staff are proposing to eliminate most of our desk phone infrastructure which will free up about \$40,000 in resources.

To implement this change in IT strategy, staff will also be obtaining Microsoft 365 government licensing through a state contract. This will be purchased independent from the IT service contract. Monthly costs of licensing are anticipated to be about \$1,500 per month.

RECOMMENDED MOTION: Motion:

To authorize the Mayor to sign a Professional Services Contract with Locke Systems Inc. for an amount not to exceed \$95,000 per year.

IT Vendor Evaluation - January 2024

Evaluation Criteria (out of 100 points)

<u>Vendor</u>	<u>Experience (20%)</u>	<u>Understanding of services (20%)</u>	<u>References (10%)</u>	<u>Price (50%)</u>	<u>Total</u>
Locke Systems					
Devon	20	20	10	40	90
Kim	20	20	10	40	90
Scott	20	15	10	35	80
Avg. Total					86.7
SoftSages					
Devon	10	5	5	45	65
Kim	10	10	10	45	75
Scott	10	5	10	50	75
Avg. Total					71.7
Acorn					
Devon	15	15	10	39	79
Kim	18	15	10	40	83
Scott	15	20	10	39	84
Avg. Total					82.0
Flairsoft	Non-responsive				
Devon					
Kim					
Scott					
Avg. Total					