

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
March 27th, 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/85366500588?pwd=BFmdyQDUKl8ZdZveQX5HBlqskrmHjf.1>
Telephone: 1-253-215-8782 - Meeting ID: 853 6650 0588 and the passcode 635148.

2. REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

3. PUBLIC COMMENTS.

Comments may be sent to the City Clerk at clerk@cityoforting.org by 3pm on March 27th, 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.

4. CONSENT AGENDA.

A. Claims Voucher.

Claims voucher list dated March 27th, 2024 which includes voucher numbers 55675 through 55720 in the amount of \$103,781.33, electronic fund transfers in the amount of \$13, 618.73 for a grand total of \$117,400.06.

B. Payroll Voucher.

Payroll check numbers 24232 through 24233 in the amount of \$9389.79, electronic deposit transmissions in the amount of \$152,886.17 for a grand total of \$162,275.96 for the period covering March 1st, 2024 to March 15th, 2024.

C. Meeting Minutes - Meeting minutes of February 21st, 2024, February 28th, 2024, and March 13th, 2024.

D. AB23-105 – Food Truck Program – CGA Committee.

E. AB24-20 – Farmer's Market Sponsorship – CGA Committee.

F. AB24-13 – Emergency Management Role. – Public Safety Committee.

Motion: To approve consent agenda as prepared.

5. NEW BUSINESS.

A. AB24-21 – Orting Historical Society Plaque Modification Request – CGA Committee.

Motion: To approve the plaque modification request as presented.

6. EXECUTIVE SESSION.

7. ADJOURNMENT.

March 27 2024 Council Meeting

Claims Vouchers

Claims voucher list dated March 27, 2024 which includes voucher number 55675 through 55720 in the amount of \$ 103,781.33 & electronic fund transfers in the amount of \$ 13,618.73 for a grand total of \$ 117,400.06

Payroll Voucher

Payroll check numbers 24232 through 24233 in the amount of \$ 9389.79, electronic deposit transmissions in the amount of \$ 152,886.17 for a grand total of \$ 162,275.96 for the period covering March 1-15, 2024.

WARRANT/CHECK REGISTER

City of Orting

Time: 11:51:15 Date: 03/21/2024

03/27/2024 To: 03/27/2024

Page: 8

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
	1179		2,084.59		95766279-Fuel Police		
		001 Current Expense				32,319.50	
		101 City Streets				14,600.14	
		104 Cemetery				253.29	
		105 Parks Department				9,828.30	
		120 Police Department Drug				36.10	
		401 Water				19,977.61	
		408 Wastewater				35,050.88	
		410 Stormwater				5,334.24	
						<u>117,400.06</u>	Claims: 117,400.06

VOUCHER/WARRANT REGISTER
FOR 3-27-2024 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: 11:51:15 Date: 03/21/2024

03/27/2024 To: 03/27/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1572	03/27/2024	Claims	1	EFT	Keybank-MasterCard	13,618.73	1181-Lincoln MasterCard FEB2024; 5423Pubic Works-FEB2024; 4225-Daskam-FEB2024; 1397-Turner FEB2024; 3589-Alfiere-MasterCard FEB2024; 1513-Kainoa-MasterCard FEB2024; 1920-Gabreluk-MasterCard-FEB2024;;
		APs	Amount	PO	For		
		1137	188.27		1181-Lincoln MasterCard FEB2024		
		1139	3,922.34		5423Pubic Works-FEB2024		
		1140	4,418.95		4225-Daskam-FEB2024		
		1141	51.11		1397-Turner FEB2024		
		1142	203.01		3589-Alfiere-MasterCard FEB2024		
		1143	235.35		1513-Kainoa-MasterCard FEB2024		
		1144	459.01		1920-Gabreluk-MasterCard-FEB2024		
		1145	927.51		7675-Kenyon MasterCard FEB2024		
		1146	94.82		7073-Orting Police-FEB2024		
		1147	49.53		8502-Orting PD-FEB2024		
		1148	366.10		7626-Wetzel MasterCard FEB2024		
		1149	206.56		4499-Bielka-MasterCard FEB2024		
		1150	2,088.13		0525-Agfalvi-MasterCard-FEB2024		
		1152	408.04		6607-Finance MasterCard Feb 2024		
1712	03/27/2024	Claims	631	55677	AT&T Mobilty	3,268.39	287309454338X03042024-City & Public Works Cell & Data; 287300949706X03042027- Cell Phones & Data
		APs	Amount	PO	For		
		1206	2,145.06		287309454338X03042024-City & Public Works Cell & Data		
		1207	1,123.33		287300949706X03042027- Cell Phones & Data		
1713	03/27/2024	Claims	631	55678	Aardvark Bark Blowing	6,827.33	17951-Wood Fiber Blown into City Parks
		APs	Amount	PO	For		
		1288	6,827.33		17951-Wood Fiber Blown into City Parks		
1714	03/27/2024	Claims	631	55679	Alpine Products Inc.	2,881.71	TM-222381 Pump Repair-Paint Thinner-Broom FA1111; M-222613 Traffic Paint; TM-222612 Traffic Paint for Streets
		APs	Amount	PO	For		
		1160	607.35		TM-222381 Pump Repair-Paint Thinner-Broom FA1111		
		1286	94.22		M-222613 Traffic Paint		
		1287	2,180.14		TM-222612 Traffic Paint for Streets		
1715	03/27/2024	Claims	631	55680	Arrow Lumber	741.27	Arrow-600186-FEB2024
		APs	Amount	PO	For		
		1155	741.27		Arrow-600186-FEB2024		
1716	03/27/2024	Claims	631	55681	Atec Systems Associates	108.16	16131-4" Coupling Gasket & 4" Grooved Coupling
		APs	Amount	PO	For		
		1161	108.16		16131-4" Coupling Gasket & 4" Grooved Coupling		

WARRANT/CHECK REGISTER

City of Orting

Time: 11:51:15 Date: 03/21/2024

03/27/2024 To: 03/27/2024

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1717	03/27/2024	Claims	631	55682	Big J'S Outdoor Store	1,279.42	FEB2024-Billing
		APs	Amount	PO	For		
		1204	1,279.42		FEB2024-Billing		
1718	03/27/2024	Claims	631	55683	CenturyLink-Lumen	3,967.79	680215076-5M6DFZ8RO-City Hall & PW Internet
		APs	Amount	PO	For		
		1208	3,967.79		680215076-5M6DFZ8RO-City Hall & PW Internet		
1719	03/27/2024	Claims	631	55684	Core & Main LP	4,792.13	U256921-Neptune Belt Clip & Battery; U207712-Ang Dual Check-Mipxul Tra-Tite IPS; U206987-Meter Parts; U244096-Sewer Pipes 14'-Sewer Cap Hubs
		APs	Amount	PO	For		
		1289	583.64		U256921-Neptune Belt Clip & Battery		
		1290	543.12		U207712-Ang Dual Check-Mipxul Tra-Tite IPS		
		1291	1,432.35		U206987-Meter Parts		
		1292	2,233.02		U244096-Sewer Pipes 14'-Sewer Cap Hubs		
1720	03/27/2024	Claims	631	55685	D.M Recycling	276.90	119511109S111-Recycling
		APs	Amount	PO	For		
		1162	276.90		119511109S111-Recycling		
1721	03/27/2024	Claims	631	55686	Databar	2,550.59	265804-Mailing of Utility Bills; 265754-Mailing of Utility Bills
		APs	Amount	PO	For		
		1202	1,888.77		265804-Mailing of Utility Bills		
		1203	661.82		265754-Mailing of Utility Bills		
1722	03/27/2024	Claims	631	55687	Drain-Pro INC	754.66	125301-Sanican Service-Cemetery; 125301-Sanican Service-Rental Main Park; 125303-Sanican Service-412 Orting Ave; 125304-Sanican Service-Rocky RD; 125304-Sanican Service-Well 1
		APs	Amount	PO	For		
		1293	96.66		125301-Sanican Service-Cemetery		
		1294	314.50		125301-Sanican Service-Rental Main Park		
		1295	114.50		125303-Sanican Service-412 Orting Ave		
		1296	114.50		125304-Sanican Service-Rocky RD		
		1297	114.50		125304-Sanican Service-Well 1		
1723	03/27/2024	Claims	631	55688	Ewing Irrigation Products INC	977.85	21606205-Roundup Promax; 21665296-Marking Paint-Wo11862
		APs	Amount	PO	For		
		1298	342.65		21606205-Roundup Promax		
		1299	635.20		21665296-Marking Paint-Wo11862		
1724	03/27/2024	Claims	631	55689	Fastenal Company	5.89	WASUM93638-Gate Hinges-Levee Gate
		APs	Amount	PO	For		

WARRANT/CHECK REGISTER

City of Orting

Time: 11:51:15 Date: 03/21/2024

03/27/2024 To: 03/27/2024

Page: 3

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		1163	5.89		WASUM93638-Gate Hinges-Levee Gate		
1725	03/27/2024	Claims	631	55690	GreatAmerica Financial Svcs	1,132.82	36140034-Phone Lease
		APs	Amount	PO	For		
		1176	1,132.82		36140034-Phone Lease		
1726	03/27/2024	Claims	631	55691	Hach Company	5,736.71	13949405-Sensor Cap-Aach Adapter WO11389; 13960218-Sensor Convertible 6' Cable
		APs	Amount	PO	For		
		1164	4,013.18		13949405-Sensor Cap-Aach Adapter WO11389		
		1300	1,723.53		13960218-Sensor Convertible 6' Cable		
1727	03/27/2024	Claims	631	55692	Holden Polygraph, LLC	350.00	120-Polygraph Testing-Bush
		APs	Amount	PO	For		
		1182	350.00		120-Polygraph Testing-Bush		
1728	03/27/2024	Claims	631	55693	Intercom Language Services	150.00	24-077 Interpreter Service 3A0837148IT
		APs	Amount	PO	For		
		1181	150.00		24-077 Interpreter Service 3A0837148IT		
1729	03/27/2024	Claims	631	55694	J&I Power Equipment INC	14.20	748523-Fuel Valve Cover-WO11834
		APs	Amount	PO	For		
		1165	14.20		748523-Fuel Valve Cover-WO11834		
1730	03/27/2024	Claims	631	55695	Lakeside Industries	352.51	262373-EZ Street Asphalt
		APs	Amount	PO	For		
		1301	352.51		262373-EZ Street Asphalt		
1731	03/27/2024	Claims	631	55696	Law Office of Holmes Weddle & Barcott	602.65	835141-Legal Services
		APs	Amount	PO	For		
		1201	602.65		835141-Legal Services		
1732	03/27/2024	Claims	631	55697	Law Office of Holmes Weddle & Barcott	100.00	835142-Legal Service HR
		APs	Amount	PO	For		
		1209	100.00		835142-Legal Service HR		
1733	03/27/2024	Claims	631	55698	Law Offices of Matthew J Rusnak	2,207.00	452-Public Defender-March 2024
		APs	Amount	PO	For		
		1183	2,207.00		452-Public Defender-March 2024		
1734	03/27/2024	Claims	631	55699	Lemay Mobile Shredding	70.00	4833243S185-Shredding
		APs	Amount	PO	For		
		1158	70.00		4833243S185-Shredding		
1735	03/27/2024	Claims	631	55700	McClatchy Company LLC	2,720.36	237969-Publications-Feb 2024

WARRANT/CHECK REGISTER

City of Orting

Time: 11:51:15 Date: 03/21/2024

03/27/2024 To: 03/27/2024

Page: 4

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		1210	2,720.36		237969-Publications-Feb 2024		
1736	03/27/2024	Claims	631	55701	Murreys Disposal Company INC-A Waste Con	1,989.10	12009488S111-Waste Collection; 119993853111-Waste Water Treatment Plant
		APs	Amount	PO	For		
		1166	512.34		12009488S111-Waste Collection		
		1302	1,476.76		119993853111-Waste Water Treatment Plant		
1737	03/27/2024	Claims	631	55702	O'Reilly Auto Parts	757.55	1265583-MAR2024
		APs	Amount	PO	For		
		1180	757.55		1265583-MAR2024		
1738	03/27/2024	Claims	631	55703	P.C. Budget & Finance	2,843.36	CI-348324 C-104188 Animal Control
		APs	Amount	PO	For		
		1175	2,843.36		CI-348324 C-104188 Animal Control		
1739	03/27/2024	Claims	631	55704	PAPE Machinery INC	119.36	15106351-V Belt-FA1145
		APs	Amount	PO	For		
		1167	119.36		15106351-V Belt-FA1145		
1740	03/27/2024	Claims	631	55705	PRO-VAC	1,442.77	206903-Jet Plugged CB-1107 Sigafoos Ave NW
		APs	Amount	PO	For		
		1303	1,442.77		206903-Jet Plugged CB-1107 Sigafoos Ave NW		
1741	03/27/2024	Claims	631	55706	Pcrd (landfill)	58.54	40680-Dump Fees
		APs	Amount	PO	For		
		1157	58.54		40680-Dump Fees		
1742	03/27/2024	Claims	631	55707	Pierce County Finance	6,058.63	0519311068-703 Kansas ST NW; 0519326010-104 Bridge St S; 0519311022-2024 601 Calistoga ST W; 0519301034-2024 901-902 Rocky RD NE; 0519301024-2024 WA Ave E; 0518062003-2024 156th Ave E-Orting Dump; 051
		APs	Amount	PO	For		
		1212	453.85		0519311068-703 Kansas ST NW		
		1213	780.57		0519326010-104 Bridge St S		
		1214	246.09		0519311022-2024 601 Calistoga ST W		
		1215	840.10		0519301034-2024 901-902 Rocky RD NE		
		1216	10.87		0519301024-2024 WA Ave E		
		1217	38.07		0518062003-2024 156th Ave E-Orting Dump		
		1218	11.35		0519293132- 2024 104 Whitesell ST NW		
		1219	11.44		0519302023-2024 Old Pioneer Way NW		
		1220	10.56		0519311094-2024 Green Belt @ Puyallup River		
		1221	10.57		5925200190-2024 Deeded Lane SW		
		1222	10.57		3670200100-2024 Triangle Park		
		1223	10.57		0519322095-2024 Eldredge Ave SW		
		1224	10.57		6565000440-2024 Ammons Lane SW		

WARRANT/CHECK REGISTER

City of Orting

Time: 11:51:15 Date: 03/21/2024

03/27/2024 To: 03/27/2024

Page: 5

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs			PO For		
1225			10.57		5925000440-2024 Part of Deeded Lane S		
1226			10.57		5925200050-2024 Part of Deeded Lane SW		
1227			10.57		5925200110-2024 Part of Deeded Lane SW		
1228			10.57		5925200180-2024 Deeded Lane SW		
1229			11.23		7000540610-2024 511 Brown St SE		
1230			10.57		7000570610-2024 Undetermined		
1231			11.21		7000940480-2024 409 Orting Ave NW		
1232			11.58		7000980080-2024 802 Calistoga ST W		
1233			10.57		7001320210-2024 Icey St SW		
1234			10.57		7001470860-2024 1203 Old Pioneer Way NW		
1235			10.57		7001610940-2024 Greenbelt Area & Trail		
1236			10.92		7001770850-2024 101 Williams BLVD NE		
1237			10.92		7001770860-2024 Storm Pound Rivers Edge		
1238			11.44		7001861130-2024 Sewer Lift Station Rivers Edge		
1239			10.57		7001972550-2024 ROW		
1240			10.57		7001972560-2024 Storm Pond Daffodil		
1241			10.57		7001972570-2024 Row		
1242			10.57		7001972580-2024 Row		
1243			10.57		7002121840-2024-Row		
1244			10.57		7002130730-2024 1116 a Ross Ave NW		
1245			11.44		7002130750-2024 VG Sewer Main		
1246			10.57		7002130760-2024 Row in Village Green		
1247			10.57		7002150390-2024 Storm Pond the Meadows		
1248			11.19		7002150400-2024 Storm Pond The Meadows		
1249			40.48		0419251024-2024 Williams CT NW		
1250			35.84		0519192009-2024 Riparian Area-Orting Park		
1251			10.57		0519194015-2024 Riparian Area		
1252			11.72		0519293126-2024 102 Train St SW		
1253			10.57		0519293131-2024 221 Whitesell St NW		
1254			237.55		0519293133-2024 101 Wash Ave N		
1255			11.44		0519301021-2024 811 Old Pioneer Way		
1256			10.57		0519301022-2024 Wash Ave E		
1257			10.57		0519301023-2024 Wash Ave E		
1258			10.57		0519301024-2024 Rails to Trails		
1259			10.57		0519302017-2024 Rails to Trails		
1260			40.24		0519304037-2024 401 Whitehawk BLVD		
1261			11.35		0519311110-2024 18210 Leach RD E		
1262			37.50		0519311113-2024 Leach RD E		
1263			34.54		0519311114-2024 Leach RD E		
1264			11.78		0519321017-2024 Wa Ave SE		
1265			10.57		0519322014-2024 Row Streets		
1266			10.57		0519326012-2024 Corrin Ave SE		
1267			10.57		0519326013-2024 Rails to Trails		
1268			10.56		3670000512-2024 201 Calistoga St W		
1269			10.57		4685000064-2024 Harrison Lane SE		
1270			164.76		0418011001-2024 19716 Orting KPW		
1271			163.98		0518084002-2024 22322 Fisk RD E		
1272			36.64		0519301035-2024 901 Rocky RD NE		
1273			119.91		0519322115-2024 330 Icey St SW		
1274			8.78		7000400990-2024 Icey Street SW		
1275			375.69		0519324018-2024 18711 SR 162W Well 1		
1276			62.81		0519362005-2024 23128 177th ST E Wingate		
1277			621.47		6565000070-202 Washington Ave S		
1278			11.44		6565000080-2024 202 Washington Ave S		
1279			706.98		6565000090-2024 110 Train St SE		
1280			10.57		6565000420-2024 Ammons Lane SW Row		

WARRANT/CHECK REGISTER

City of Orting

Time: 11:51:15 Date: 03/21/2024

03/27/2024 To: 03/27/2024

Page: 6

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo																																																																																																																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 10%;"></td> <td style="width: 15%;">PO For</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>1281</td> <td></td> <td style="text-align: right;">35.61</td> <td></td> <td>0519311092-2024 801 Calistoga ST W Levee</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1282</td> <td></td> <td style="text-align: right;">10.57</td> <td></td> <td>7002750840-2024 Green Belt Trail</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1283</td> <td></td> <td style="text-align: right;">10.57</td> <td></td> <td>5925000360-2024 Street Row</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1284</td> <td></td> <td style="text-align: right;">11.35</td> <td></td> <td>7003010220-2024 Riparian Area Puyallup River</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1285</td> <td></td> <td style="text-align: right;">414.57</td> <td></td> <td>6830000030-2024 515 Calistoga St W</td> <td></td> <td></td> </tr> </table>									APs		Amount		PO For				1281		35.61		0519311092-2024 801 Calistoga ST W Levee				1282		10.57		7002750840-2024 Green Belt Trail				1283		10.57		5925000360-2024 Street Row				1284		11.35		7003010220-2024 Riparian Area Puyallup River				1285		414.57		6830000030-2024 515 Calistoga St W																																																																																																																		
	APs		Amount		PO For																																																																																																																																																																		
	1281		35.61		0519311092-2024 801 Calistoga ST W Levee																																																																																																																																																																		
	1282		10.57		7002750840-2024 Green Belt Trail																																																																																																																																																																		
	1283		10.57		5925000360-2024 Street Row																																																																																																																																																																		
	1284		11.35		7003010220-2024 Riparian Area Puyallup River																																																																																																																																																																		
	1285		414.57		6830000030-2024 515 Calistoga St W																																																																																																																																																																		
1743	03/27/2024	Claims	631	55708	Popular Networks, Llc	6,339.95	39519-IT-Computer Maintenance-City Hall & PW; 39521-IT-Computer Maintenance-Police & Court; 39577-New Computers Setup																																																																																																																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 10%;"></td> <td style="width: 15%;">PO For</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>1177</td> <td></td> <td style="text-align: right;">3,205.53</td> <td></td> <td>39519-IT-Computer Maintenance-City Hall & PW</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1178</td> <td></td> <td style="text-align: right;">2,981.26</td> <td></td> <td>39521-IT-Computer Maintenance-Police & Court</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1211</td> <td></td> <td style="text-align: right;">153.16</td> <td></td> <td>39577-New Computers Setup</td> <td></td> <td></td> </tr> </table>									APs		Amount		PO For				1177		3,205.53		39519-IT-Computer Maintenance-City Hall & PW				1178		2,981.26		39521-IT-Computer Maintenance-Police & Court				1211		153.16		39577-New Computers Setup																																																																																																																																		
	APs		Amount		PO For																																																																																																																																																																		
	1177		3,205.53		39519-IT-Computer Maintenance-City Hall & PW																																																																																																																																																																		
	1178		2,981.26		39521-IT-Computer Maintenance-Police & Court																																																																																																																																																																		
	1211		153.16		39577-New Computers Setup																																																																																																																																																																		
1744	03/27/2024	Claims	631	55709	Puget Sound Energy	32,179.40	200019613294-MAR2024 Cemetery Shop; 220020534461-MAR2024 PW Rocky Road; 220011476581-MAR2024 High Cedars Lift Station; 220015220399-MAR2024 Street Lights; 300000002406--MAR2024 Street Lights; 20001062																																																																																																																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 10%;"></td> <td style="width: 15%;">PO For</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>1306</td> <td></td> <td style="text-align: right;">70.01</td> <td></td> <td>200019613294-MAR2024 Cemetery Shop</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1307</td> <td></td> <td style="text-align: right;">906.27</td> <td></td> <td>220020534461-MAR2024 PW Rocky Road</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1308</td> <td></td> <td style="text-align: right;">173.75</td> <td></td> <td>220011476581-MAR2024 High Cedars Lift Station</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1309</td> <td></td> <td style="text-align: right;">96.08</td> <td></td> <td>220015220399-MAR2024 Street Lights</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1310</td> <td></td> <td style="text-align: right;">6,495.62</td> <td></td> <td>300000002406--MAR2024 Street Lights</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1311</td> <td></td> <td style="text-align: right;">92.62</td> <td></td> <td>200010629349-MAR2024 City Shop Calistoga</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1312</td> <td></td> <td style="text-align: right;">105.92</td> <td></td> <td>200010396543-MAR2024 North Park</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1313</td> <td></td> <td style="text-align: right;">3,169.57</td> <td></td> <td>200010396733-MAR2024 Well 4 Pump Station</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1314</td> <td></td> <td style="text-align: right;">442.38</td> <td></td> <td>200002708986-MAR2024 VG Lift Station</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1315</td> <td></td> <td style="text-align: right;">1,713.88</td> <td></td> <td>200022934653-MAR2024 MPC</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1316</td> <td></td> <td style="text-align: right;">930.71</td> <td></td> <td>200001248372-MAR2024 Well 3</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1317</td> <td></td> <td style="text-align: right;">10.85</td> <td></td> <td>200001248190-MAR2024 North Park</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1318</td> <td></td> <td style="text-align: right;">183.11</td> <td></td> <td>200014994137-MAR2024 VG Lift Station</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1319</td> <td></td> <td style="text-align: right;">292.20</td> <td></td> <td>200001247663-MAR2024 VC Lift Station</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1320</td> <td></td> <td style="text-align: right;">228.68</td> <td></td> <td>200024404523-MAR2024 Lift Station 1</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1321</td> <td></td> <td style="text-align: right;">14,749.56</td> <td></td> <td>200013874264-MAR2024 WWTP</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1322</td> <td></td> <td style="text-align: right;">79.38</td> <td></td> <td>200009717931-MAR2024 Well 2</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1323</td> <td></td> <td style="text-align: right;">2,403.28</td> <td></td> <td>220022116432-MAR2024 City Hall Bridge ST</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1324</td> <td></td> <td style="text-align: right;">35.53</td> <td></td> <td>200001247812-MAR2024 Signal Light</td> <td></td> <td></td> </tr> </table>									APs		Amount		PO For				1306		70.01		200019613294-MAR2024 Cemetery Shop				1307		906.27		220020534461-MAR2024 PW Rocky Road				1308		173.75		220011476581-MAR2024 High Cedars Lift Station				1309		96.08		220015220399-MAR2024 Street Lights				1310		6,495.62		300000002406--MAR2024 Street Lights				1311		92.62		200010629349-MAR2024 City Shop Calistoga				1312		105.92		200010396543-MAR2024 North Park				1313		3,169.57		200010396733-MAR2024 Well 4 Pump Station				1314		442.38		200002708986-MAR2024 VG Lift Station				1315		1,713.88		200022934653-MAR2024 MPC				1316		930.71		200001248372-MAR2024 Well 3				1317		10.85		200001248190-MAR2024 North Park				1318		183.11		200014994137-MAR2024 VG Lift Station				1319		292.20		200001247663-MAR2024 VC Lift Station				1320		228.68		200024404523-MAR2024 Lift Station 1				1321		14,749.56		200013874264-MAR2024 WWTP				1322		79.38		200009717931-MAR2024 Well 2				1323		2,403.28		220022116432-MAR2024 City Hall Bridge ST				1324		35.53		200001247812-MAR2024 Signal Light		
	APs		Amount		PO For																																																																																																																																																																		
	1306		70.01		200019613294-MAR2024 Cemetery Shop																																																																																																																																																																		
	1307		906.27		220020534461-MAR2024 PW Rocky Road																																																																																																																																																																		
	1308		173.75		220011476581-MAR2024 High Cedars Lift Station																																																																																																																																																																		
	1309		96.08		220015220399-MAR2024 Street Lights																																																																																																																																																																		
	1310		6,495.62		300000002406--MAR2024 Street Lights																																																																																																																																																																		
	1311		92.62		200010629349-MAR2024 City Shop Calistoga																																																																																																																																																																		
	1312		105.92		200010396543-MAR2024 North Park																																																																																																																																																																		
	1313		3,169.57		200010396733-MAR2024 Well 4 Pump Station																																																																																																																																																																		
	1314		442.38		200002708986-MAR2024 VG Lift Station																																																																																																																																																																		
	1315		1,713.88		200022934653-MAR2024 MPC																																																																																																																																																																		
	1316		930.71		200001248372-MAR2024 Well 3																																																																																																																																																																		
	1317		10.85		200001248190-MAR2024 North Park																																																																																																																																																																		
	1318		183.11		200014994137-MAR2024 VG Lift Station																																																																																																																																																																		
	1319		292.20		200001247663-MAR2024 VC Lift Station																																																																																																																																																																		
	1320		228.68		200024404523-MAR2024 Lift Station 1																																																																																																																																																																		
	1321		14,749.56		200013874264-MAR2024 WWTP																																																																																																																																																																		
	1322		79.38		200009717931-MAR2024 Well 2																																																																																																																																																																		
	1323		2,403.28		220022116432-MAR2024 City Hall Bridge ST																																																																																																																																																																		
	1324		35.53		200001247812-MAR2024 Signal Light																																																																																																																																																																		
1745	03/27/2024	Claims	631	55710	Puyallup, City of	1,354.22	1676-Emergency Management Feb 2024; 1654-Emergency Management Jan 2024																																																																																																																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 10%;"></td> <td style="width: 15%;">PO For</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>1184</td> <td></td> <td style="text-align: right;">661.21</td> <td></td> <td>1676-Emergency Management Feb 2024</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1200</td> <td></td> <td style="text-align: right;">693.01</td> <td></td> <td>1654-Emergency Management Jan 2024</td> <td></td> <td></td> </tr> </table>									APs		Amount		PO For				1184		661.21		1676-Emergency Management Feb 2024				1200		693.01		1654-Emergency Management Jan 2024																																																																																																																																										
	APs		Amount		PO For																																																																																																																																																																		
	1184		661.21		1676-Emergency Management Feb 2024																																																																																																																																																																		
	1200		693.01		1654-Emergency Management Jan 2024																																																																																																																																																																		
1746	03/27/2024	Claims	631	55711	SCORE	3,162.32	7695-Jail Fees-FEB2024																																																																																																																																																																

WARRANT/CHECK REGISTER

City of Orting

Time: 11:51:15 Date: 03/21/2024

03/27/2024 To: 03/27/2024

Page: 7

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		1156	3,162.32		7695-Jail Fees-FEB2024		
1747	03/27/2024	Claims	631	55712	Spectral Laboratories	281.00	5007488-Lab Testing
		APs	Amount	PO	For		
		1304	281.00		5007488-Lab Testing		
1748	03/27/2024	Claims	631	55713	T M G Services Inc	2,025.76	0051390-IN Kit PM D5-Electrolyte Reservoir-Sensor; 0051388-IN Watts Pressure Reducing Valve-WO11718 Well 1
		APs	Amount	PO	For		
		1168	1,619.95		0051390-IN Kit PM D5-Electrolyte Reservoir-Sensor		
		1169	405.81		0051388-IN Watts Pressure Reducing Valve-WO11718 Well 1		
1749	03/27/2024	Claims	631	55714	UW Valley Medical Center - OHS-Renton	20.00	70003548-PD Recruit Medical Exam
		APs	Amount	PO	For		
		1159	20.00		70003548-PD Recruit Medical Exam		
1750	03/27/2024	Claims	631	55715	UniFirst Corporation	442.38	2220079642-Uniform Item-Protective Services; 2220081959-Uniform Item-Protective Services
		APs	Amount	PO	For		
		1172	221.19		2220079642-Uniform Item-Protective Services		
		1305	221.19		2220081959-Uniform Item-Protective Services		
1751	03/27/2024	Claims	631	55716	Utilities Underground Location Center	44.88	4020206-Locates Feb2024
		APs	Amount	PO	For		
		1173	44.88		4020206-Locates Feb2024		
1752	03/27/2024	Claims	631	55717	Vermeer Northwest	234.18	08105167-Belt-Hinge FA1078 Vactor; 08105605-Rock Exotica FA1068
		APs	Amount	PO	For		
		1170	179.14		08105167-Belt-Hinge FA1078 Vactor		
		1171	55.04		08105605-Rock Exotica FA1068		
1753	03/27/2024	Claims	631	55718	Washington Wildlife & Rec Coalition	275.00	WWRC24-62 Annual WWRC Membership
		APs	Amount	PO	For		
		1205	275.00		WWRC24-62 Annual WWRC Membership		
1754	03/27/2024	Claims	631	55719	Water Management Lab Inc.	200.00	AO150R-Lab Testing
		APs	Amount	PO	For		
		1174	200.00		AO150R-Lab Testing		
1755	03/27/2024	Claims	631	55720	Wex Bank	2,084.59	95766279-Fuel Police
		APs	Amount	PO	For		

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
February 21st 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 led the pledge of allegiance, and then roll call was taken.

Councilmembers present: Councilmembers Chris Moore, Don Tracy, Stanley Holland, and Deputy Mayor Tod Gunther.

Virtual: Councilmembers Jeff Sproul and Greg Hogan.

Absent: Councilmember Koenig.

Staff present: City Clerk Kim Agfalvi, Finance Director Gretchen Russo, Executive Assistant Danielle Charchenko, Public Works Superintendent Ryan McBee, Police Chief Devon Gabreluk, Capital Projects Manager John Bielka.

2. COMMITTEE REPORTS.

A. Public Works - CM Moore & CM Koenig.

- Kansas Street Reconstruction.
- Whitehawk Boulevard Update.
- Washington State Department of Transportation Fish Passage.
- Village Green Outfall.
- Water System Plan.
- WRRF Facility Design.
- General Sewer Plan Scope and Budget.

B. Public Safety - CM Tracy & CM Holland.

- Monthly Crime Statistics.
- Lahar Drill and Arrive Alive Event.
- All other items are on the agenda.

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

- Safe Parking.
- All other items are on the agenda.

3. STAFF REPORTS.

City Clerk/Activities and Events.

City Clerk Kim Agfalvi briefed on the following:

- Spring recreation program registrations.
- Next request online software.
- Annual Clerks Conference in March.

Finance.

Finance Director Gretchen Russo briefed on the following:

- Auto payment update with Xpress Bill pay.
- Audit has been completed and next audit will be an ARPA Funds audit.
- Springbrook implementation.

Police.

Police Chief Devon Gabreluk briefed on the following:

- Employment update – one candidate will have interview with Mayor and three more are in background right now.
- EOC Exercise with City staff is February 27th, 2024 “Arctic Adventure”.
- Update on vehicle prowl that occurred on Saturday, February 17th, 2024.
- Officer Mitchels has completed field training and is now working as a solo officer.

Engineering.

Engineer JC Hungerford briefed on the following:

- Night work in sewer relining.
- Bridge bid opening extension to Friday, February 23rd at 10:00am.

Capital Projects Manager.

Capital Projects Manager John Bielka briefed on the following:

- Pedestrian Bridge.
- Kansas Street Reconstruction.
- Water Systems Plan.
- Charter Park grant for athletic facilities.
- Overlay project with PSRC.
- Comprehensive Safety Action Plan.
- Trail relocation.
- Fish passage.
- FEMA scoping grant for vertical evacuation hill.

Administration.

Acting City Administrator/City Clerk Kim Agfalvi briefed on the following:

- Wage study with Cabot Dow.
- Street light outage.
- Daffodil Parade April 6th, 2024.
- Code enforcement update.

Public Works.

Public Works Superintendent Ryan McBee briefed on the following:

- Meter replacements.
- New Plant Pro BOD incubator delivered and installed.

- Lockout/Tagout Program Progresses.
- Pedestrian Crosswalks – repair and paint.
- Street lighting repairs/replacement in the downtown core.
- Hiring update for maintenance staff.

Executive.

Mayor Penner briefed on the following:

- Pierce County Regional Council involvement update. Need to appoint an alternate for the current year.
- Puget Sound Regional Council update.
- Possible funding from the state for Pedestrian Bridge.
- Community lahar evacuation on March 21, 2024.
- Rules, procedures, and policy updates.
- Briefing of council policy and procedures by staff.

4. PRESENTATION.

Lobbyist Joe DePinto updated that this year is a short session that ends on March 7th. He updated on the revenues forecast for the State of Washington, the Climate Commitment Act (CCA), and that the City should hear in the next few days on possible additional funding for the pedestrian bridge.

5. AGENDA ITEMS.

A. AB24-19 – General Sewer Plan Scope and Budget.

Councilmember Moore briefed on the request for approval for the General Sewer Plan Scope and Budget and stated that Wilson Engineering would conduct a comprehensive update to the City of Orting Sewer Plan, which would allow the City apply to apply for a low interest loan to complete the project. Council discussion followed.

Action: Move forward to regular business meeting on February 28th, 2024 as a consent agenda item.

B. AB24-12 – Police Guild Staffing Memorandum of Understanding (MOU).

Mayor Penner briefed the item may need to be discussed in a close session at the end of the meeting. Deputy Mayor Tod Gunther stated that he will move the item AB24-12 to the end of the meeting for a closed session.

Action: Move AB24-12 to number five, item K for discussion in a closed session.

C. AB23-104 – Sponsorship Policy.

Councilmember Hogan stated that the CGA Committee worked through the item with City Attorney Charlotte Archer to add definitions for a special event to incorporate the recommended amendments to the definitions of both “special events” and “sponsorship” consistent with the recommendations from WCIA and consistent with the proposed policies; (2) an updated special events policy (adopted by the Council at its meeting on January 31, 2024); and (3) an updated sponsorship policy (proposed for adoption 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. Council discussion followed.

Action: Move forward to regular business meeting on February 28th, 2024 as a standalone agenda item.

D. AB23-18 – Daffodil Parade Sponsorship.

Councilmember Hogan briefed on the Daffodil Parade and stated that committee reviewed the application for sponsorship and stated that the application was received timely.

Action: Move forward to regular business meeting on February 28th, 2024 as a consent agenda item.

E. AB23-105 – Food Truck Program.

Councilmember Hogan briefed that the City has seen an increase in food truck operators that are interested in serving in Orting. Most cities in Washington state have made a code revision or created new City codes to define and regulate mobile food vending. Adopting an updated food truck program that includes a shorter application and a reduced vendor fee would streamline the process and allow for more vendors.

Action: Move forward to regular business meeting on February 28th, 2024 as a standalone item.

F. AB24-14 – Council Rules of Procedure.

Councilmember Hogan briefed on the amended Council Rules of Procedure and stated that the amendments pertain to typos, address changes, and updating the newspaper of record.

Action: Move forward to regular business meeting on February 28th, 2024 as a consent agenda item.

G. AB24-16 – Rainier Communication Commission (RCC) Interlocal Agreement.

Councilmember Hogan briefed on the RCC Interlocal agreement and stated that the last agreement was signed in the early 90's and this agreement will allow for other cities to join the interlocal agreement.

Action: Move forward to regular business meeting on February 28th, 2024 as a consent agenda item.

H. AB24-15 – Orting Sign Parcel Lease Agreement.

Councilmember Hogan briefed that the City of Orting has reached a lease agreement for the parcel of land where the current City of Orting reader board is located for \$100.00 a year for 25 years with an option to extend the lease for 10 more years.

Action: Move forward to regular business meeting on February 28th, 2024 as a consent agenda item.

I. AB24-10 – Meeting Dates 2024.

Councilmember Hogan briefed that the proposed meeting dates also include a Council goals meeting on April 3rd, 2024, a combined study session/regular meeting on June 12th, 2024, cancelling August meetings for the month of 2024, a budget retreat on September 21st, 2024, and second budget meeting on October 23rd, 2024.

Action: Move forward to regular business meeting on February 28th, 2024 as a consent agenda item.

J. AB23-93 – Orting Historical Society Plaque Relocation Request.

Councilmember Hogan briefed on a request from the Orting Historical society to install a plaque honoring George Capestany from Parametrix in the front gardens. The CGA Committee is recommending installation on the west side of the building close to the train switch near the Foothills Trail. He also briefed that the CGA Committee will be working on incorporating a policy for plaques into the Main Parks Master plan.

Action: Move forward to regular business meeting on February 28th, 2024 as a consent agenda item.

6. CLOSED SESSION.

The Council entered a closed session pursuant to RCW 42.30.140(4)(a) to discuss the proposed Orting Police Guild Staffing Memorandum of Understanding at 8:46pm with no action to follow.

Closed session began at 8:46pm and ended at 9:25pm.

7. ADJOURNMENT.

Deputy Mayor Gunther adjourned the meeting at 9:25pm.

ATTEST:

Joshua Penner, Mayor

Kimberly 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
February 28th, 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. Councilmember Hogan led the Pledge of Allegiance.

Councilmembers present: Councilmembers Chris Moore, Don Tracy, Stanley Holland, Melodi Koenig, and Deputy Mayor Gunther.

Virtual: Councilmembers Don Tracy and Jeff Sproul.

Staff present: City Attorney Jennifer Robertson, Finance Director Gretchen Russo, Executive Assistant Danielle Charchenko, City Clerk Kim Agfalvi, Public Works Director Marshall Maurer.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

Councilmember Moore made a motion to add a utility rate discussion to the agenda as item 5c. Seconded by Councilmember Gunther.

Motion passed (7-0).

2. PUBLIC COMMENTS.

Mr. Mark Mastrorocco spoke on policing and commented on his view of lack of police presence in Orting.

3. PUBLIC HEARING.

A. AB24-11 – Transportation Benefit District (TBD) Funding.

Mayor Penner laid out the rules for the public hearing and opened the public hearing at 7:09pm.

Public Works Director Marshall Maurer briefed on the history of the Transportation Benefit District and the purpose of TBD funding for street maintenance. He stated that the TBD funding is vital for chip seal, grinding and overall maintenance for the streets within the City of Orting. Council discussion followed.

Mayor Penner closed the public hearing at 7:21pm.

Councilmember Moore made a motion adopt ordinance no. 2024-1123, an ordinance of the city of Orting, Washington, relating to annual vehicle licensing fee; setting the annual vehicle fee at \$20 (twenty dollars); providing for severability; setting program goals, establishing a mechanism to spend funds; and establishing an effective date. Seconded by Councilmember Hogan.

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

4. CONSENT AGENDA.

A. Claims Voucher.

Claims voucher list dated February 28th, 2024 which includes voucher numbers 55582 through 555621 in the amount of \$259,146.75, electronic fund transfers in the amount of \$22,371.27 for a grant total of \$281,518.02.

A. Payroll Voucher.

Payroll check numbers 24226 through 24227 in the amount of \$9389.17 electronic deposit transmissions in the amount of \$150,862.32 for a grand total of \$160,252.11 for the period covering February 1st, 2024 to February 15th, 2024.

B. Regular Business Meeting minutes of January 31st and February 14th, 2024.

C. Special Meeting Minutes of January 31st, 2024.

D. AB24-19 – General Sewer Plan Scope and Budget.

E. AB24-18 – Daffodil Parade Sponsorship.

F. AB24-14 – Council Rules of Procedure.

G. AB24-16 – Rainier Communication Commission (RCC) Interlocal Agreement.

H. AB24-15 – Orting Sign Parcel Lease Agreement.

I. AB24-10 – Meeting Dates 2024.

Councilmember Moore made a motion to approve consent agenda items A-J. Seconded by Councilmember Koenig.

Motion passed (7-0).

J. AB23-93 – Orting Historical Society Plaque Relocation Request.

Councilmember Hogan asked for clarification if the recommended place for installation for the plaque was included in the agenda bill and Mayor Penner briefed that the recommendation from the CGA Committee was to install the plaque on the west side of City hall on either side of the benches and water fountain.

Councilmember Hogan made a motion to install the plaque Motion to approve installation of a plaque honoring George Capestany on the described and pictured stand on either side of the benches and water fountain on the west side of City Hall. Seconded by Councilmember Holland.

Motion passed (7-0).

5. NEW BUSINESS

A. AB23-104 – Sponsorship Policy.

Councilmember Hogan briefed the CGA Committee is recommending approval of the Sponsorship Policy as presented.

Councilmember Hogan made a adopt Ordinance No. 2024-1122, amending Sections 3-8-6 and 3-8-8 of the Orting Municipal Code and adopting a Special Events Sponsorship Policy. Seconded by Councilmember Sproul.

Motion passed (7-0).

B. AB23-105 – Food Truck Policy.

Councilmember Hogan briefed on the proposed Food truck Policy and stated all changes requested in the Study Session have been incorporated. Council discussion followed.

***Councilmember Hogan made a motion to send the Food Truck Policy back to the CGA Committee for further discussion. Seconded by Councilmember Moore.
Motion passed (7-0).***

5c. Utility Rate Study Discussion.

Councilmember Moore stated that the Public Works Committee is looking to expedite the utility rate study and proposed that the committee would like to meet with department heads and line staff to rank and prioritize department needs. He briefed that the process would run internally as an oversight function of the Public Works Committee. He stated that utilizing the current Public Works Committee would save money and time. He emphasized that the utility rate study would be conducted by a consultant. Council discussion followed. No action was taken by the Council as it was an informational item only.

6. EXECUTIVE SESSION.

No executive session.

7. ADJOURNMENT.

Deputy mayor Gunther made a motion to adjourn. Seconded by Councilmember Sproul.

Motion passed (7-0).

Mayor Penner adjourned the meeting at 8:00pm.

ATTEST:

Joshua Penner, Mayor

Kimberly 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
March 13th, 2024
7:00 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 7:00pm. Councilmember Hogan led the Pledge of Allegiance.

Councilmembers present: Councilmembers Chris Moore, Stanley Holland, Greg Hogan, and Deputy Mayor Gunther.

Virtual: Councilmember Don Tracy, Jeff Sproul, and Melodi Koenig.

Staff present: City Administrator Scott Larson, City Attorney Charlotte Archer, Executive Assistant Danielle Charchenko, City Clerk Kim Agfalvi.

Virtual: Public Works Director Marshall Maurer.

2. REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

No requests were made.

3. PUBLIC COMMENTS.

No public comments were made.

4. CONSENT AGENDA.

A. Claims Voucher.

Claims voucher list dated February 28th, 2024 which includes voucher numbers 55622 through 55674 in the amount of \$133,664.49, electronic fund transfers in the amount of \$0.00 for a grand total of \$133,664.49.

B. Payroll Voucher.

Payroll check numbers 24228 through 24231 in the amount of \$8360.76, electronic deposit transmissions in the amount of \$239,692.77 for a grand total of \$248,053.53 for the period covering February 16th, 2024 to February 29th, 2024.

Councilmember Moore made a motion to approve consent agenda as prepared. Seconded by Councilmember Hogan.

Motion passed (7-0).

5. NEW BUSINESS.

A. AB24-24 – Open Public Meetings Act/Public Records Act Training (OPMA/PRA).

City Attorney Charlotte Archer presented a power point presentation on the Open Public Meeting Act and the Public Records Act. Council discussion followed.

6. OLD BUSINESS.

B. AB24-12 – Police Guild Staffing Memorandum of Understanding (MOU).

Deputy Mayor Gunther announced the Council would be entering into a closed session pursuant to RCW 42.30.140(4)(b) for 15 minutes to discuss the Police Guild Staffing Memorandum of Understanding (MOU) with potential action to follow:

7:55pm – Council entered into a closed session for 15 minutes.

8:10pm – The closed session was extended for 10 minutes.

8:20pm – The closed session ended.

Deputy Mayor Gunther reconvened the meeting to regular session at 8:20pm.

City Administrator Scott Larson briefed on the Police Guild Staffing Memorandum of Understanding (MOU) that the City received requesting an additional stipend in response to increased workloads and mandatory overtime caused by current staffing shortages. Council discussion followed.

Councilmember Moore made a motion to approve the Police Guild Staffing Memorandum of Understanding (MOU) as presented. Seconded by Councilmember Holland.

Motion passed (7-0).

7. EXECUTIVE SESSION.

No executive session.

8. ADJOURNMENT.

Councilmember Hogan made a motion to adjourn. Seconded by Councilmember Koenig.

Motion passed (7-0).

Deputy Mayor Gunther adjourned the meeting at 8:25pm.

ATTEST:

Joshua Penner, Mayor

Kimberly Agfalvi, CMC, City Clerk



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Food Truck Program.	AB23-105	CGA		
		10.4.2023, 11.1.2023 1.3.2024 2.7.2024		2.28.2024 3.27.2024
	Committee:	CGA Committee – CM Hogan and CM Sproul		
	Date Submitted:	10.6.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	Before the end of the year.			
Submitted By:	Danielle Charchenko, Executive Assistant			
Fiscal Note:				
Attachments:	Ordinance No. 2024-1124, Food Truck Program Application and guidelines			
SUMMARY STATEMENT:				
<p>Recently the City has seen an increase in food truck operators that are interested in serving in Orting. Most cities in Washington state have made a code revision or created new City codes to define and regulate mobile food vending Adopting an updated food truck program that includes a shorter application and a reduced vendor fee would streamline the process and allow for more vendors.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
To adopt the City of Orting Food Truck Program as presented.				

CITY OF ORTING

WASHINGTON

ORDINANCE NO. 2024- 1124

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, AMENDING CHAPTER 3-2 OF THE
ORTING MUNICIPAL CODE RELATING TO BUSINESS
LICENSES; PROVIDING FOR SEVERABILITY; AND
SETTING AN EFFECTIVE DATE**

WHEREAS, the City of Orting is a non-charter code city under Title 35A RCW; and

WHEREAS, RCW 35A.21.160 provides that a code city shall have all of the powers which any city of any class may have including cities of the first class; and

WHEREAS, RCW 35A.82.020 authorizes code cities to “exercise the authority authorized by general law for any class of city to license and revoke the same for cause, to regulate, make inspections and to impose excises for regulation or revenue in regard to all places and kinds of business, production, commerce, entertainment, exhibition, and upon all occupations, trades and professions and any other lawful activity ...”; and

WHEREAS, RCW 35.22.280(32) authorizes any city of the first class to grant licenses for any lawful purpose, to fix by ordinance the amount to be paid therefore, and to provide for revocation of such licenses; and

WHEREAS, the City of Orting, at Orting Municipal Code (OMC) Title 3, Chapter 2, regulates the licensing of businesses for the privilege of engaging in business in the City and to regulate such businesses to protect the public health, safety and welfare; and

WHEREAS, the City has determined that Title 3, Chapter 2 of the OMC should be amended with respect to the business licensing provisions relating to special events, food vendors and mobile food vendors, as well as other minor revisions, all as stated in this Ordinance, and that said amendments will promote the efficient and effective administration of the City’s business licensing program; and

WHEREAS, the City Council has considered this Ordinance, together with all public comment, and has determined that the proposed amendments are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City;

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

Section 1. OMC Title 3, Chapter 2 Amendment. Orting Municipal Code Title 3, Chapter 2, titled “Business License Code,” is hereby amended to read as stated in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

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 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 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 REGULAR MEETING THEREOF ON THE 27th DAY OF March, 2024.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk, CMC

APPROVED AS TO FORM:

Charlotte A. Archer, City Attorney

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

EXHIBIT A

3-2-1: TITLE:

This chapter shall constitute the *BUSINESS LICENSE CODE* of the city and may be cited as such. (Ord. 939, 4-30-2014)

3-2-2: PURPOSE:

The provisions of this chapter shall be deemed an exercise of the power of the city to license for revenue for the privilege of engaging in business in the city and to regulate such businesses to protect the public health, safety and welfare. The provisions of this chapter shall also be liberally construed for the accomplishment of such purposes. (Ord. 939, 4-30-2014)

3-2-3: CONFLICT:

In the event of a conflict between a requirement of this chapter and a requirement of state or federal law, such requirement of state or federal law shall control to the extent of the conflict. (Ord. 939, 4-30-2014)

3-2-4: DEFINITIONS:

For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meaning given in this section:

AMUSEMENT DEVICE: Those devices and machines which, through the insertion of a coin, token, slug, paper currency or through an electronic transaction (e.g., bank card, credit card, etc.) will permit a person to play a game. It includes pinball machines, video games, electromechanical games, claw machines, cranes, pool tables, bowling machines, and all other devices of like kind, nature, or purpose; provided that, it does not include gambling devices. A vending machine is not an amusement device.

APPLICANT: [The organization or individual named on the Special Event Application or Special Business License Application.](#)

AUTHORIZED SPECIAL EVENT VENDOR: A vendor operating under authority of a special event business license [or special event permit.](#)

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

BUSINESS: Includes all activities engaged in with the object of gain, benefit, or advantage to the taxpayer or to another person or class, directly or indirectly.

CARNIVAL: A business activity typically featuring a variety of mechanical rides and amusement devices for the enjoyment of customers thereof and that usually, but not necessarily, also offers food and beverage services, as well as games involving throwing, pitching or shooting skills, and sideshows.

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

CIRCUS: A business activity typically featuring a variety of performances and exhibitions involving wild animals, feats of horsemanship, stunts, acrobatics, aquatic sports, and clowns for the enjoyment of the customers thereof, and to which a fee is charged for admission.

CITY: The city of Orting.

CITY ADMINISTRATOR: The city administrator for the city of Orting, or the city administrator's designee. The mayor shall possess the same authority to act pursuant to the provisions of this title as is granted herein to the city administrator.

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

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

EMPLOYEE: Any person employed at any business enterprise performing any part of their duties within the city. All officers, agents, dealers, franchisees, etc., of a corporation or business trust, and partners of a partnership, except limited partners, are employees within this definition.

ENGAGING IN BUSINESS:

A. The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

B. This definition sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this definition are illustrative only and are not intended to narrow this definition of "engaging in business".

If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

C. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

1. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

2. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

3. Soliciting sales.

4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

5. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

6. Installing, constructing, or supervising installation or construction of, real or tangible personal property.

7. Soliciting, negotiating, or approving franchise, license, or other similar agreements.

8. Collecting current or delinquent accounts.

9. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

11. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

12. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

13. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

14. Investigating, resolving, or otherwise assisting in resolving customer complaints.

15. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

16. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

D. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.

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

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

3. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

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

5. Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

6. Conducting advertising through the mail.

7. Soliciting sales by phone from a location outside the City.

E. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection D of this definition.

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the Constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

EVENT ORGANIZER: Any person who conducts, manages, promotes or organizes a commercial or noncommercial special event.

FOOD: ~~Has its usual and ordinary meaning and includes all items designed for human consumption, including, but not limited to, candy, coffee, gum, popcorn, hot dogs, sandwiches, peanuts, soft drinks and dairy products.~~ For the purpose of this chapter

includes ice cream, candy, gum, soft drinks, and other similar prepackaged products. The preparation and sale of any other food item not defined by this chapter shall fall under the food truck program guidelines policy.

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

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

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

LICENSE OR BUSINESS LICENSE: As used generally in this chapter shall mean a written authorization to engage in business in the City issued by the City pursuant to the requirements of this chapter. A business license is categorized either as a general business license or a special business license. Unless otherwise provided herein, a reference to license or business license shall mean and refer to both a general and special business license.

LICENSEE: Any person issued a business license pursuant to the provisions of this chapter.

LIFE AND SAFETY CODES: Building codes, fire codes, electrical codes and other codes of the city relating to health, safety and related requirements for use and occupancy of buildings.

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

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

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

MOBILE VENDOR UNIT: A vehicle, cart or other conveyance capable of moving or being moved and being used, or intended for use, by a person or persons to provide vending services while located within or upon the public rights of way.

NONCOMMERCIAL DOOR TO DOOR ADVOCATE: A person who goes door to door for the primary purpose of disseminating religious, political, social, or other ideological beliefs. For purpose of this chapter, the term door to door advocate shall fall under the term solicitor and include door to door canvassing and pamphleteering intended for noncommercial purposes.

NONPROFIT: Any business enterprise registered as a nonprofit corporation within the state of Washington or granted nonprofit status through the code of the internal revenue service of the United States.

OMC: The Orting municipal code.

PEDDLER: An individual who, on his or her own behalf or on behalf of, or as an agent, contractor or employee of another person, goes from house to house, door to door, business to business, street to street, or any other type of place to place movement, for the purpose of offering for sale, displaying or exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares, products, merchandise, or other personal property that the person is carrying or otherwise transporting. For purpose of this chapter, the term peddler shall have the same common meaning as the term "hawker".

PERSON: Any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, copartnership, joint venture, club, company, joint stock company, business trust, municipal corporation, political subdivision of the state of Washington, corporation, limited liability company, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise and the United States or any instrumentality thereof.

PHYSICAL PRESENCE: An address where the business is located. A post office box with an address in the city of Orting for a business is considered a physical presence.

PLACE OF BUSINESS: The physical location of the business.

PROMOTER OR ORGANIZER: Any person engaged in the business of providing to any vendor, directly, or indirectly, sales areas within a farmers' market, public market, or special event location for the purpose of using such location during the term of a farmers' market, public market or special event.

RESIDENCE: Means and includes every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.

SALES AREA: Any stall, booth, stand, space, section, unit, or specified floor area within any farmers' or public market or special event location where vending services will be provided.

SOLICITOR: An individual, on his or her own behalf or on behalf of, or as an agent, contractor or employee of another person, who goes from house to house, door to door, business to business, street to street, or any other type of place to place movement, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for

which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. For purposes of this chapter, the term "solicitor" shall have the same meaning as the term "canvasser". The following are examples of activities of a solicitor:

- A. Seeking to obtain orders for, or the sale of, goods, wares, merchandise, foodstuffs, or services of any kind, character, or description, for any kind of consideration whatsoever; or
- B. Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or
- C. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and every other type or kind of publication; or
- D. Seeking to obtain gifts or contributions of money, clothing, or other valuable things for the support or benefit of any charitable or nonprofit organization, association, or corporation.

SPECIAL BUSINESS LICENSE: A business license issued pursuant to this chapter and subject to special license requirements as set forth in this chapter and denominated as a special business license.

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

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

Examples of special events include fun runs/walks, athletic competitions, bike-a-thons, parades, carnivals, city/town heritage celebrations, shows or exhibitions, holiday

festivals, circuses, block parties, markets, musical entertainments, and motion picture filming.

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

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

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

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

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

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

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

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

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

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

~~STATIONARY VENDOR UNIT:~~

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

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

VENDING MACHINE: A machine which, through the insertion of a coin, token, slug, paper currency or through an electronic transaction (e.g., bank card, credit card, etc.), will return to the persona predetermined specific article of merchandise or which will install, repair, clean, alter, imprint, or improve tangible personal property of or for consumers. It includes machines which vend photographs, toilet articles, cigarettes and confections as well as machines which provide laundry and cleaning services.

VENDING OR VENDING SERVICES: Exhibiting goods or services for sale for the purpose of selling, bartering, trading, exchanging, or advertising such goods or services.

VENDOR: Any person who exhibits goods or services for sale for the purpose of selling, bartering, trading, exchanging, or advertising such goods or services. (Ord. 939, 4-30-2014; amd. Ord. 2018-1036, 9-26-2018)

3-2-5: LICENSE REQUIRED:

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

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

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

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

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

F. Upon issuance, unless revoked or suspended or relinquished by the licensee, a business license shall be valid ~~until its expiration date, which will be December 31 of any given year for a (12) month period~~, provided that licensee continues in business and pays the license fee due pursuant to the provisions of this chapter, [and must be](#)

[renewed annually](#). No business license may be issued for a period longer than twelve (12) months. No business license may be issued for multiple years or more than one hundred eighty (180) days in advance of the effective date of said business license.

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

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

3-2-6: EXEMPTIONS:

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

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

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

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

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

E. Nonprofit religious organizations;

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

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

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

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

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

1. Meeting with suppliers of goods and services as a customer;
2. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions;
3. Attending meetings, such as board meetings, retreats, seminars, and conferences or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf;
4. Renting tangible or intangible property as a customer when the property is not used in the City;
5. Attending, but not participating in, a trade show or multiple vendor events;
6. Conducting advertising through the mail;
7. Soliciting sales by phone from a location outside of the City;
8. Selling products to businesses within the City by wholesale distributors, unless said distributor has an office, warehouse or other business establishment located within the City;
9. Delivering goods by a seller located outside of the City into the City by means of common carrier; provided, that the seller engages in no other business activities in the City;
10. Meeting with customers or potential customers when no sales or orders are solicited at the meeting; or
11. Collecting current or delinquent accounts by phone from a location outside of the City. (Ord. 939, 4-30-2014)

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

3-2-7: APPLICATION AND ISSUANCE:

A. Any person desiring to obtain a general business license under this chapter shall apply to the City Administrator or his or her designee for such license upon such forms as the City prepares and provides, and shall give such information as the City Administrator or his or her designee deems reasonably necessary to administer and enforce this chapter. Such person shall pay the City Administrator or his or her designee the sum or sums required to be paid therefor pursuant to section [3-2-9](#) of this chapter. Any person desiring to obtain a special business license under this chapter shall be subject to the application requirements as set forth herein for a general business license and any additional application requirements set forth in this chapter for such special business license.

B. For purposes of the license by this chapter, any person or business whose value of products, gross proceeds of sales, or gross income of the business in the City is equal to or less than ten thousand dollars (\$10,000.00) and who does not maintain a place of business within the City, shall file a business license registration, declare no fee due, and submit the registration to the Director or designee. The threshold applies to general business licenses, not regulatory licenses or activities that require a specialized permit. (Ord. 2018-1036, 9-26-2018)

3-2-8: LICENSEE; APPLICANT:

When a license is applied for on behalf of a person other than an individual or sole proprietorship, the licensee shall be such person on whose behalf the license is applied for (e.g., the corporation, limited liability company, etc.). When a license is applied for on behalf of an individual or sole proprietorship, the licensee shall be such individual or sole proprietor on whose behalf for which the license is applied. When the licensee will be an individual or sole proprietorship, the "applicant" shall be the licensee. When the licensee is a corporation, the "applicant" shall be a principal officer authorized by requisite board action to file a business license application on behalf of the licensee, or a representative of licensee if the application is accompanied by a power of attorney designating the representative as attorney in fact for the applicant with full power and authority to complete and submit the application on behalf of the licensee. When the licensee is a limited liability company, "applicant" shall include the members, or if the certificate of formation vests management of the limited liability company in a manager or managers, the term "applicant" shall include such manager or managers. When the licensee is a partnership, the "applicant" shall include principal partners. Applicant shall provide, at a minimum, the business name, business address, and telephone number of the proposed business, a listing and explanation of all services to be provided, a description of any other business activity to be conducted on the premises or adjoining premises owned and controlled by the applicant, and the principal enterprise of the business if different from the activity being licensed.

In addition to such other information deemed necessary by city administrator, the application shall require the disclosure of the number of employees at each location and state whether the owner, or owners, work in the business at each specific location. If an applicant claims an exemption or deduction under the terms of this chapter, the application shall also include a full disclosure of those facts pertinent to the exemption or deduction.

The city administrator, upon receipt of such application, the required information and the required sum or sums, shall issue to each person a receipt stating therein the date, amount paid and the kind of trade, profession or business for which such license is required. Every business license issued under this chapter shall recite the amount paid therefor, the date of issue, the date of expiration, to whom it is issued, and the kind of business licensed. The business license shall also be signed by the city administrator. Upon filing such application with the city administrator, the person shall be entitled to be issued and to receive a business license or special event business license, in accordance with the provisions of this chapter. (Ord. 939, 4-30-2014)

3-2-9: FEES:

Except as otherwise provided in this chapter, a business license fee shall be collected from every person engaging in business in the city. Unless a flat fee is established for a particular type of business by resolution of the city council, the license fee shall be based on the business's number of employees as set forth in the current fee schedule as adopted by resolution of the city council. The fee for a special event business license shall be set by resolution of the city council and shall be a flat fee; provided that, the special event business license fee shall be waived for city sponsored events. (Ord. 939, 4-30-2014)

3-2-10: DETERMINATION OF EMPLOYEES:

For purposes of determining the number of employees for calculating the license fee, the following rules shall govern:

A. Only those individuals working in the city shall be considered in the total number of employees. However, the fact an individual also works outside the city shall not exclude him or her from the total sum of employees for purposes of this chapter.

B. The owner or officers of a business shall be included in the total number of employees.

C. Individuals working less than twenty (20) hours per week for a business shall be considered a fraction of an employee in such amount as their average weekly hours worked bear to forty (40) hours.

D. The annual license fee shall be determined by the greatest number of employees employed by the business between January 1 and December 31 of the preceding year in which the license is payable. The number of employees shall be determined by the employer's highest numerical count and most recent employer's unemployment compensation quarterly report filed with the Washington state employment security department.

E. A new business that has not yet established or reported employee information to the state shall determine their initial license fee by the maximum number of employees estimated to be employed during that calendar year.

F. Businesses doing business in the city that have no employees physically working within the city shall pay the minimum license fee required under this chapter.

G. Real estate and insurance agents or salespeople shall be considered employees of the agency/entity from which they work, and shall not be required to obtain a separate license, but shall be included in the calculation of total employees if the license fee is based upon the number of employees. (Ord. 939, 4-30-2014)

3-2-11: LICENSE NONTRANSFERABLE:

A license issued pursuant to this chapter is personal and nontransferable. Any unauthorized transfer or attempt to transfer a license shall automatically void such license. (Ord. 939, 4-30-2014)

3-2-12: LICENSE TERM AND RENEWAL:

A. In General: A license issued pursuant to this chapter shall ~~expire at eleven fifty nine o'clock (11:59) P.M. on December 31 of each year~~ be valid for a twelve (12) month

period and shall be renewed annually upon application and payment of the annual business license fee prior to ~~January 1 of each year~~ expiration of the active business license. It is the obligation of the licensee to be aware of the time period for renewal. No person may apply for renewal of a business license more than sixty (60) days prior to expiration. Application for renewal shall be submitted upon such forms and in such manner as may be established from time to time by the city administrator. No application for renewal shall be deemed complete unless it is accompanied by payment of the applicable fees. License fees will not be prorated.

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

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

3-2-13: DISPLAY:

Every license issued under this chapter shall be displayed for inspection, by the owner or holder thereof, on demand by any city officer. Unless so displayed upon demand, it shall be conclusively presumed that such person has not obtained a valid business license. (Ord. 939, 4-30-2014)

3-2-14: SEPARATE LICENSE; WHEN REQUIRED:

A separate business license shall be obtained for each branch, establishment, or location at which the business related activity is engaged in, and each license shall authorize the licensee to engage only in that business or business enterprise at that location. A separate business license shall not be required for a business activity determined by the city administrator to be an accessory activity to a branch, establishment or location for which a business license is issued. A separate business license shall not be required for the renting and/or leasing of real property in multiple locations which shall be considered a single business encompassing all rental or leased units in the city by a single owner or property manager. A separate business license is not required for each location at which a mobile vendor engages in business in the city. (Ord. 939, 4-30-2014)

3-2-15: CHANGE OF LOCATION:

When the physical location of a business located in the city is moved to another location in the city, the licensee shall return the business license to the city administrator and a new license shall be issued for the new place of business and shall be valid for the unexpired term. The fee for a new license shall be set by resolution of the city council. This requirement shall not apply to mobile vendors. (Ord. 939, 4-30-2014)

3-2-16: MULTIPLE BUSINESSES:

When more than one business is operated at the same location, each business shall be required to obtain a separate business license. (Ord. 939, 4-30-2014)

3-2-17: NO LIABILITY OF CITY:

Issuance of a license pursuant to this chapter does not constitute the creation of a duty by the city to indemnify the licensee for any wrongful acts against the public, or to guarantee the quality of goods, services or expertise of a licensee, or lawfulness of the business activities engaged in. The issuance of such a license does not shift responsibility from the licensee to the city for proper training, conduct, or equipment of the licensee or its agents, employees or representatives, even if specific regulations require standards of training, conduct or inspection. (Ord. 939, 4-30-2014)

3-2-18: QUALIFICATIONS OF LICENSEES; PERMIT REQUIREMENTS; CONDITIONAL LICENSES:

A. No general or special business license shall be issued, nor shall any license be renewed pursuant to the provisions of this chapter, to:

1. An individual who is not eighteen (18) years of age at the time of application;
2. A licensee/applicant who has had a similar license revoked or suspended pursuant to applicable city codes or other similar code provisions of any jurisdiction, within two (2) years prior to the license application;
3. A licensee/applicant whose business activities, or proposed business activities, are unlawful under state, federal or local laws;
4. A licensee/applicant whose business activities, or proposed business activities, constitute a public nuisance; or
5. A licensee/applicant for a special business license who does not meet the qualifications under the business license code for issuance of such special business license.

B. A licensee/applicant may be denied a license by reason of the prior conviction for a felony, gross misdemeanor or misdemeanor, if the crime for which he or she was convicted directly relates to the business for which the license is sought, and the time elapsed since the conviction is less than ten (10) years for a felony or less than five (5) years for a misdemeanor or gross misdemeanor.

C. No person or business may reapply for a denied or revoked business license merely by renaming the business. The denial or revocation of a license applies to any business entity, regardless of its name, that is operating under the same ownership and/or management and engages substantially in the same type of business as that of a business that has been previously denied a license or has had its license revoked under this chapter within two (2) years of such application for a license.

D. In the event an applicant seeks a business license for a business to be located in a building or structure for which a building permit is required, whether as a newly constructed building or structure, or a remodeled building or structure, the building permit process, including final inspections/issuance of occupancy permits, shall be completed prior to issuance of a business license.

E. In the event an applicant seeks a business license for a business to be located in a building or structure for which no building permit is required, the applicant shall be entitled to receive a "conditional" business license, assuming that all other applicable licensing requirements of this chapter have been met. Such conditional license shall be conditioned on the business premises being inspected for compliance with applicable life and safety codes, and subject to the following:

1. The applicant shall arrange for such inspection(s) within sixty (60) days of commencing business at the premises by contacting the city; provided, however, that the applicant may request from the city administrator an extension of the sixty (60) day time period, which request may be granted upon a good cause showing of why the inspection could not be timely completed; and

2. Failure of the applicant to arrange for and complete the life and safety code compliance inspection within the sixty (60) day time period shall cause the conditional business license to be automatically canceled. Such cancellation shall not require compliance with the provisions for denial, revocation or suspension of business licenses set forth in this chapter. Thereafter, until all licensing and inspection requirements have been fully complied with, any continued operation of the business shall constitute a violation of this chapter. (Ord. 939, 4-30-2014)

3-2-19: DENIAL, REVOCATION OR SUSPENSION OF LICENSE:

Any business license application submitted under the provisions of this chapter may be denied, and any business license issued under the provisions of this chapter may be revoked, or suspended at any time, as provided for in this chapter. No person may engage in business or continue to engage in business for which a business license has been denied, revoked or suspended; provided that, this prohibition shall not apply to the extent that such suspension or revocation has been stayed pursuant to the provisions of this chapter or lawful order of a court of competent jurisdiction. (Ord. 939, 4-30-2014)

3-2-20: GROUNDS FOR DENIAL, SUSPENSION OR REVOCATION:

The grounds for denial, suspension or revocation of a business license shall include any one or more of the following:

A. The license or application therefor was procured or submitted by fraud or misrepresentation of fact;

B. The licensee/applicant has failed to comply with any of the provisions of this chapter or other applicable state, federal or local law, or has failed to meet the qualifications set forth in this chapter;

C. The licensee/applicant, or licensee's/applicant's employees or agents, have been convicted of a crime, or suffered civil judgment or consent decree which bears a direct relationship to the conduct of the business licensed pursuant to this chapter; provided that, such conviction, if for a felony is less than ten (10) years old, and if for a misdemeanor or gross misdemeanor is less than five (5) years old;

D. The licensee/applicant, or licensee's/applicant's employees or agents, have violated any law or ordinance relating to the regulation of the business licensed issued

pursuant to this chapter, or any health or safety ordinance which bears a direct relationship to the conduct of the business licensed pursuant to this chapter;

E. The licensee/applicant has caused or permitted a public nuisance to exist;

F. The licensee/applicant has failed to pay a civil penalty or to comply with any lawful notice and order of the city administrator which bears a direct relationship to the conduct of the business licensed pursuant to this chapter;

G. The licensee's/applicant's continued conduct of the business will, for any other reason, result in a danger to the public health, safety or welfare;

H. The licensee is delinquent in the payment of taxes to the city that are due and owing for the licensed business, and has failed to pay, or enter into agreement with the city for payment of, such amounts due and owing within thirty (30) days of written notice of such delinquency; and

I. The licensee/applicant, or licensee's/applicant's employees or agents, have engaged in, have permitted or have acquiesced in unlawful drug activity on the business premises. For purposes of this section, the term "permitted" shall mean, in addition to its ordinary meaning, that licensee/applicant has actual or constructive knowledge of the circumstances which would foreseeably lead to the unlawful drug activity. "Unlawful drug activity" means manufacturing, delivering, selling, storing, or giving away any controlled substance, as defined in the Washington uniform controlled substances act [1](#) or the federal controlled substances act (21 USC section 801 et seq.), in violation of state, federal or local law. (Ord. 939, 4-30-2014)

Notes

[1](#) 1. RCW ch. 69.50.

3-2-21: DENIAL, SUSPENSION, REVOCATION PROCEDURE:

A. Upon determination by the city administrator that a license application is to be denied or that a license is to be suspended or revoked pursuant to the provisions of this chapter, the city administrator shall give a written notice and order of such action to the licensee/applicant by certified mail. The notice and order shall set forth the facts and grounds for the denial, revocation or suspension and shall include a statement advising that the applicant/licensee may appeal from the notice and order or from any action of the city administrator to the city hearing examiner, provided that the appeal is made in writing as provided in this chapter and filed with the city administrator within fourteen (14) days after the date of receipt of the notice and order, and that failure to appeal shall constitute a waiver of all right to an administrative hearing and determination of the matter.

B. The notice and order, and any amended or supplemental notice and order, shall be served upon the applicant/licensee either personally or by mailing a copy of such notice and order by certified mail, postage prepaid, return receipt requested to such applicant/licensee at the address which appears on the application/business license.

C. Service by mail shall mean sending the document by regular, first class mail, postage prepaid and properly addressed, to the applicant's/licensee's address as provided by the applicant/licensee. Service shall be deemed complete upon the third day following the day upon which the notice is placed in the mail, unless the third day falls on a Saturday, Sunday, or federal legal holiday, in which event service shall be deemed complete on the first day other than a Saturday, Sunday, or legal holiday following the third day. "Personal service" shall mean handing the document to the applicant/licensee or leaving it at the applicant's/licensee's place of business in the city with a person in charge thereof. (Ord. 939, 4-30-2014)

3-2-22: APPEAL FROM DENIAL OR FROM NOTICE OR ORDER:

A. The city hearing examiner appointed pursuant to title 1, chapter 12 of this code is designated to hear appeals by applicants or licensees aggrieved by actions of the city administrator pertaining to any denial, suspension, or revocation of business licenses. The hearing examiner may adopt reasonable rules and regulations for conducting such appeals. Copies of all rules and regulations so adopted shall be filed with the city clerk, who shall make them freely accessible to the public.

B. Any licensee/applicant may, within fourteen (14) days after receipt of a notice and order of denial, suspension or revocation, file with the city clerk a written notice of appeal containing the following:

1. A heading with the words: "Before the Hearing Examiner of the City of Orting";
2. A caption reading: "Appeal of _____" giving the names of all appellants participating in the appeal;
3. A brief statement setting forth the legal interest of each of the appellants in the business involved in the notice and order;
4. A brief statement, in concise language, of the specific order or action protested, together with any material facts claimed to support the contentions of the appellant or appellants;
5. A brief statement, in concise language, of the relief sought, and the reasons why it is claimed that the protested action or notice and order should be reversed, modified, or otherwise set aside. Appellant shall specify the errors of law and/or errors of fact upon which the appeal is based;
6. The signatures of all persons named as appellants, and their official mailing addresses; and
7. The verification (by declaration under penalty of perjury) of each appellant as to the truth of the matters stated in the appeal.

C. As soon as practicable after receiving a written appeal, the city administrator shall fix a date, time, and place for the hearing of the appeal by the hearing examiner. Written notice of the time and place of the hearing shall be given at least ten (10) days prior to the date of the hearing by the city administrator, by mailing a copy thereof, postage prepaid, by certified mail with return receipt requested, addressed to each appellant at his or her address shown on the notice of appeal.

D. At the hearing, the appellant(s) shall be entitled to appear in person, and to be represented by counsel and to offer such evidence as may be pertinent and material to the notice and order. Technical rules of evidence need not be followed.

E. Only those errors of law and fact specifically raised by the appellant(s) in the written notice of appeal shall be considered in the hearing of the appeal. Appellant(s) shall bear the burden of proof by a preponderance of the evidence that the city administrator erred in issuing the denial, suspension, or revocation.

F. Within fourteen (14) days following conclusion of the hearing, the hearing examiner shall make written findings of fact and conclusions of law, supported by the record, and issue a decision which may affirm, modify, or overrule the denial, suspension, or revocation of the city administrator. The hearing examiner may also impose terms as conditions to issuance or continuation of a business license; provided that, when deemed necessary by the hearing examiner, at the conclusion of the hearing or within the ten (10) business days following conclusion of the hearing, the hearing examiner may announce the need for a longer time period, not to exceed fifteen (15) days, within which the written findings of fact and conclusions of law and decision shall be made.

G. Any party aggrieved by the decision of the hearing examiner may appeal that decision to the city council by filing a written notice of appeal, within ten (10) days after receipt of the decision of the hearing examiner, with the city clerk. The city administrator shall transmit a complete copy of the hearing examiner's record, findings and conclusions, and decision, and all exhibits, to the city council and shall cause the appeal to be placed upon the agenda of the city council within thirty (30) days after receipt of the notice of appeal. Written notice of the time and place of the hearing shall be given at least 10 days prior to the date of the hearing by the business license clerk, by mailing a copy thereof, postage prepaid, by certified mail with return receipt requested, addressed to each appellant at his or her address shown on the notice of appeal.

H. Any appeal of the decision of the city council must be filed within fourteen (14) days of issuance of the decision.

I. Enforcement of any suspension or revocation of any business license, or other order of or by the city administrator, shall be stayed during the pendency of an appeal therefrom which is properly and timely filed. The city administrator shall have the authority to issue a temporary business license in the event that such issuance is necessary to protect appellant's constitutionally protected rights.

J. Failure of any aggrieved party to file an appeal in accordance with the provisions of this chapter shall constitute a waiver of the right to an administrative hearing and adjudication of the notice and order of denial, revocation or suspension. (Ord. 939, 4-30-2014)

3-2-23: INSPECTIONS; RIGHT OF ENTRY:

The city administrator is authorized to make such inspections of the premises and facilities of establishments licensed or required to be licensed under this chapter, and to take such action as may be required to enforce the provisions of business license

ordinances or other applicable codes. The mayor or city administrator may designate any appropriate city employees, including, but not limited to, code enforcement officers, building inspectors and commissioned police officers, to undertake such inspections. Inspections shall, to the extent possible, comply with the following:

A. The person(s) designated to make such inspection(s) may enter any licensed business location, at any reasonable time, to inspect the same and/or perform any duty imposed by law;

B. If the place of business is occupied, said inspector(s) shall first present proper credentials and demand entry and right to inspect;

C. If the place of business is unoccupied, said inspector(s) shall first make a reasonable effort to locate the licensee or other person having charge or control of the premises and shall then present proper credentials and demand entry and right to inspect;

D. No licensee, or its employees or agents, shall fail or neglect, after proper demand, to admit said inspector(s), acting within the scope of the inspector's employment, to any location licensed for business, or to interfere with an inspector while in the performance of the inspector's duty; and

E. Nothing herein shall prevent or prohibit undercover investigations or inspections by appropriate officers in appropriate circumstances. (Ord. 939, 4-30-2014)

3-2-24: REGULATIONS:

The city administrator may establish administrative rules and regulations as deemed appropriate, consistent with this chapter, for the purpose of enforcing and carrying out its provisions. (Ord. 939, 4-30-2014)

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

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

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

[services](#) other than in locations zoned for such uses or otherwise allowed pursuant to a special events permit.

B. Findings:

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

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

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

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

d. Trampling down lawns when [itinerant mobile](#) vendors and their customers trespass upon or walk across private property;

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

f. Heightened intensity of use to surrounding areas;

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

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

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

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

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

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

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

n. Decreased on and off street parking availability; and

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

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

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

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

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

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

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

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

1. Prohibition: It is unlawful for a ~~stationary or~~ mobile vendor, not otherwise exempt from the provisions of this chapter, to engage in vending services within the city except as provided and authorized in this chapter. No mobile vendor may park overnight.

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

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

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

5. Special License; Endorsement: An ~~itinerant~~ mobile food vendor license is a special and limited license and authorizes the holder only to engage in business in the city ~~either as a mobile food vendor or as a stationary food vendor.~~ An ~~itinerant~~ mobile

food vendor license endorsed for the holder to operate as a mobile food vendor does not authorize the holder to operate as a stationary food vendor. ~~An itinerant food vendor license endorsed for the holder to operate as stationary food vendor does not authorize the holder to operate as a mobile food vendor.~~

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

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

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

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

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

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

1. The business name;
2. A business address at which licensee will receive notices from the city;
3. A telephone number at which the licensee can be contacted;

4. Each applicant's: name, prior name(s) and aliases; address; present place of residence and the length of residence at such address; and business address if other than above identified address;

5. Address or place of residence of each applicant during the two (2) years prior to the date of the application;

6. In the event the name or address of an applicant has changed within the two (2) years prior to the date of application, each name and address used for the preceding two (2) year period;

7. Each applicant's physical description, date of birth and social security number;

8. Whether the applicant(s) has ever been, within the ten (10) year period prior to the date of the application, convicted of a violation of a felony under the laws of this state or any other state or federal law of the United States;

9. Whether the applicant(s) has ever been, within the five (5) year period prior to the date of the application, convicted of a violation of a misdemeanor or gross misdemeanor under the laws of this state or any other state or federal law of the United States;

10. A description of the item(s) or services being sold and/or a description sufficient for identification of the subject matter of the business in which the applicant will engage;

11. A description of the ~~stationary or~~ mobile food vending unit, including unique identifying serial numbers or vehicle identification numbers;

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

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

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

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

F. Authorization For Background Check: Applicants shall complete an authorization form to release information allowing the city police department to conduct a local criminal history background check and allowing the Washington state patrol to conduct a state and national criminal history check in accordance with the provisions of Revised Code Of Washington 35A.21.370 and 10.97.050. Applicants may be required to submit to fingerprinting or palm scanning by the police department, in connection with an

application for an ~~itinerant~~ mobile food vendor license. Applicants shall be required to provide a copy of a valid driver's license or picture ID for identification purposes.

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

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

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

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

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

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

- a. Homicide;
- b. Assault;
- c. Crimes of dishonesty;
- d. Sex crimes;
- e. Drug related crimes;

- f. Crimes against children and/or vulnerable adults;
- g. Burglary and/or trespass; or
- h. Kidnapping and/or unlawful imprisonment.

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

1. Mobile food vendors shall not operate the mobile food vendor unit in such a manner as to impede the normal usage of arterial streets;
2. Mobile food vendors shall not stop on the traveled portion of any street or within fifty feet (50') from a corner to provide vending services;
3. No mobile food vendor shall locate his or her mobile food vendor unit in such a manner as to cause a traffic hazard, such as on streets with inadequate shoulders or restricted sight distance, and mobile food vendor unit displays of merchandise, seating, signage, or temporary shelters shall not obscure traffic;
4. The retail sale of any nonfood products is prohibited except for the exhibition and sale of goods incidental to the food vending services being provided;
5. No ~~itinerant~~ mobile food vendor shall conduct business so as to violate any ordinances of the city, including those regulating traffic and rights of way and zoning, as now in effect or hereafter amended;
6. All ~~itinerant~~ mobile food vendors shall operate in compliance with applicable health and sanitation laws, rules and regulations of the city, the state and the Tacoma-Pierce County health department regarding food handling, and all mobile food vendor units and related equipment and devices used for the handling, storage, transportation and/or sale of food shall comply with all laws, rules and regulations respecting such mobile food vendor units and related equipment and devices as may be established by the city, the state and the Tacoma-Pierce County health department;
7. No customer shall be served on the street side of a mobile food vendor unit. All service must be on the curb side when the mobile food vendor unit is on or abutting a public street;
8. All ~~itinerant~~ mobile food vendors shall provide garbage receptacles for customer use and shall maintain the area around the mobile food vendor unit, clean and free from litter, garbage, and debris;
9. At the conclusion of business activities at a given location, the mobile food vendor shall clean all the public way surrounding his or her mobile food vendor unit of all debris, trash and litter generated by the food vendor's business activities;
- ~~10. At the conclusion of daily business activities, the stationary food vendor shall clean all the area surrounding his or her stationary food vendor unit of all debris, trash and litter generated by the food vendor's business activities;~~

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

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

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

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

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

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

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

L. Insurance Required: No ~~itinerant~~ mobile food vendor business license shall be issued to a mobile food vendor, or renewed, unless a certificate is furnished to the city showing that the mobile food vendor is carrying the following minimum amounts of insurance: 1) general comprehensive liability insurance in an amount of not less than five hundred thousand dollars (\$500,000.00) for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; and 2) property damage insurance in an amount of not less than twenty five thousand dollars (\$25,000.00) for damages on account of any one accident or occurrence. (Ord. 939, 4-30-2014)

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

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

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

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

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

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

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

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

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

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

3-2-27: SPECIAL BUSINESS LICENSE REQUIREMENTS - CARNIVAL; CIRCUS:
In addition to the general business license requirements, the following additional requirements and regulations shall apply to carnivals and circuses:

A. License; Fee; Regulations; Terms: No person may operate, or aid in the operation of, a carnival and/or circus in the city without first obtaining, and having in full force and effect, a special business license for the operation of such carnival or circus. All fees required for a circus or carnival special license shall be in accordance with section [3-2-9](#) of this chapter, the fee schedule. The term of the license shall be limited to the days that the licensee will be in operation in the city as specified in the license application.

B. Hours Of Business: All carnivals and/or circuses shall be discontinued and no part thereof shall be open to the public after the hour of eleven o'clock (11:00) P.M., and shall remain closed until ten o'clock (10:00) A.M. of the same day unless for good cause, the hours of operation are extended by the city administrator at the time of application for the special business license.

C. Sanitary Conditions And Lighting: Every carnival and circus and any building in which any carnival or circus is held shall at all times be kept in a clean, healthy and sanitary condition and in compliance with the health and sanitation regulations of the Tacoma-Pierce County health department. All stairways, halls, passages, and rooms which are open to the public shall be kept open and well lighted during the time that said carnival or circus is in operation. Every carnival and circus shall maintain adequate sanitary facilities, including toilets, at all times during installation, operation, and removal of all carnival or circus structures and equipment, unless such facilities are otherwise provided on site.

D. Duty Of Preserving Order: The burden of preserving order is upon the licensee of the carnival and/or circus, and if any carnival or circus in the city is not deemed operated in accordance with the rules and regulations prescribed in this chapter and as set forth in the state law, the licensee shall be subject to revocation of the business license, and the licensee or other individual responsible shall be subject to such other punishment as the law and this chapter provide.

E. Employment Of Law Enforcement Officers: In the event it becomes necessary to secure the services of one or more law enforcement officers to properly enforce these rules and regulations and to maintain order at a carnival and/or circus, all expense for such services shall be borne by the licensee and it is the duty of the licensee to secure the service of such officer or officers as are necessary to preserve order and enforce the rules and regulations prescribed by this chapter and state law.

F. Smoking Prohibited: No person shall be permitted to smoke or carry in his or her hand a lighted cigar, cigarette or pipe inside of any tent, building, or other structure during the hours when said carnival and/or circus is open to the public.

G. Fire Code: All carnivals and circuses must comply with the provisions of the city of Orting fire code as enacted or thereafter amended.

H. Location Of Site: No carnival and/or circus shall be operated in a location which is closer than one thousand (1,000) yards from any school or church, or one hundred (100) yards from any house, residence or other human habitation, except in such instances where the city administrator determines that there exists good cause to waive such requirements, based upon a review of the facts and circumstances pertaining to said carnival and/or circus.

I. Inspections: The chief of police or any police officer or code enforcement officer of the city shall at all times have full and free access to any carnival or circus without fee, compensation or reward, for the purpose of maintaining order, inspecting such entertainment or exhibition or enforcing laws and ordinances of the city. It shall be a

misdemeanor offense for any person ~~wilfully~~willfully refusing such officer or officers admission.

No license shall be issued until inspections and approval shall have been made as follows:

1. The fire district shall be responsible for inspections of all carnival and circus premises and equipment for compliance with all applicable fire code requirements. The license applicant shall be responsible for payment to the fire district of the costs for such required inspection.

2. The Tacoma-Pierce County health department, or its equivalent, shall be responsible for inspection of all carnival and circus premises and all applicable equipment for compliance with all applicable health regulations. The license applicant shall be responsible for payment to the Tacoma-Pierce County health department of the costs for such required inspection.

3. The city administrator may review all carnivals and circuses to ensure that they have adequate liability insurance covering installation and operation of their equipment, including amusement rides.

J. Duty To Comply With All State And Federal Laws And Regulations; License Revocation: All persons licensed pursuant to this section are responsible for ensuring that all equipment and devices used in the carnival or circus comply with all applicable state and federal regulations. Violation of this section shall constitute grounds for revocation of the special business license.

K. Liability Insurance: No special business license shall be issued until inspections and approval shall have been made as follows:

1. Any carnival or circus operating amusement rides shall, prior to operation, provide a certificate of insurance showing evidence of comprehensive general public liability and property damage liability insurance with limits of not less than one million dollars (\$1,000,000.00) per occurrence.

2. Each carnival and circus operating amusement rides shall provide to the city administrator certification that all rides have been inspected for safety by a recognized safety inspection program approved by the current liability insurance carrier with inspectors certified by the Washington state department of labor and industries. The city administrator shall be authorized to conduct an inspection of all amusement rides to verify passage of inspection.

L. Nuisance: Any carnival or circus operating in the city without the license required by this chapter shall be considered a nuisance and shall be subject to abatement by the city. (Ord. 939, 4-30-2014)

3-2-28: SPECIAL BUSINESS LICENSE REQUIREMENTS - AMUSEMENT DEVICES:

A. Purpose: No person shall operate, maintain, possess or install in any store, building, public or quasi-public place where the public is invited, or wherein the public may enter, any amusement device unless such person or entity shall have first obtained an amusement device license for that purpose from the city administrator. Such license

shall be in addition to the general business license required for the applicant to engage in business activities on the premises.

B. Gambling Devices Not Permitted: Nothing in this chapter shall in any way be construed to authorize, license, or permit a gambling device, or a mechanism that has been judicially determined to be a gambling device, or in any way contrary to law, or that may be contrary to future laws of the state.

C. License Issuance: All amusement device licenses for the placement, operation, or use of amusement devices shall be issued to and in the name of the licensee. An amusement device license shall be required for each number of amusement devices placed for operation in a business. Such license shall be transferable from one amusement device to another similar amusement device within that business; provided, however, the total number of amusement devices placed for operation shall not at any time exceed the number of amusement device licenses issued to that business. The licensee shall notify the city administrator of the transfer of the amusement device license within ten (10) business days of its occurrence, identifying, by serial number and title by which the game is commonly known, the device which is now installed, possessed or operated.

D. Term; Transfer: The term of an amusement device license commences January 1 and expires at twelve o'clock (12:00) midnight on December 31 of the same year. The fee for each such amusement device license shall be as set forth pursuant to section [3-2-9](#) of this chapter. (Ord. 939, 4-30-2014)

3-2-29: SPECIAL BUSINESS LICENSE REQUIREMENTS - PEDDLERS AND SOLICITORS:

A. Purpose: The city council finds that the public health, safety, and welfare requires that the citizens of the city be protected from uninvited solicitors to: 1) protect against criminal activity, including fraud, bunco and burglary; 2) minimize the unwelcome disturbance of residents and their privacy; 3) preclude solicitation and sales by individuals who have been convicted of certain crimes; and 4) preclude soliciting where it would interfere with pedestrian and vehicular passage.

B. License Required: Except as otherwise provided herein, it shall be unlawful for any individual to engage in business in the city as a solicitor or peddler without first having applied for and obtained, and having in full force and effect, a valid solicitor or peddler license.

C. Compliance With Laws: All solicitor or peddler licenses issued pursuant to this chapter shall be and are conditioned upon compliance at all times with all ordinances and regulations of the city, state laws, and regulations of regulatory agencies having authority over the licensee applicable to the operation of such business or which otherwise bear a direct relationship to the conduct of the business licensed. Issuance of a business license does not imply compliance with applicable laws, ordinances or regulations.

D. Limitation On Activities Permitted By Solicitors And Peddlers: Except as otherwise authorized pursuant to this chapter, it shall be unlawful for a solicitor or peddler within the city to:

1. Engage, or attempt to engage, in the business of soliciting or peddling upon public property, including public parks, public trails, public rights of way, and public sidewalks; provided that, such prohibition shall not apply to use of the public rights of way for travel and shall not prohibit constitutionally protected activities;

2. While engaged, or attempting to engage, in the business of soliciting or peddling, enter upon any other person's private property, home, residence, apartment complex or business that conspicuously displays a "No Peddlers" or "No Solicitors" sign, or any other similar sign that communicates the occupant's desire not to be contacted by solicitors;

3. While engaged, or attempting to engage, in the business of soliciting or peddling, persist or continue in any solicitation or attempted solicitation, or peddling or attempted peddling, of any particular member of the general public after such person has expressed his or her desire that further solicitation or peddling efforts discontinue;

4. While engaged, or attempting to engage, in the business of soliciting or peddling, call attention to his or her business or the items to be sold by means of blowing any horn or whistle, ringing any bell, crying out, or by any other noise, so as to be unreasonably audible within an enclosed structure;

5. While engaged, or attempting to engage, in the business of soliciting or peddling, obstruct the free flow of traffic, either vehicular or pedestrian, on any street, sidewalk, alleyway, or other public right of way;

6. While engaged, or attempting to engage, in the business of soliciting or peddling, conduct business in a way so as to create a threat to the health, safety, and welfare of any specific individual or the general public;

7. Engage in or attempt to engage in business before eight o'clock (8:00) A.M. or after eight o'clock (8:00) P.M.;

8. While engaged, or attempting to engage, in the business of soliciting or peddling, fail to provide proof of license, or registration, and identification when requested;

9. Use the solicitor or peddler license of another person;

10. While engaged, or attempting to engage, in the business of soliciting or peddling, allege false or misleading statements about the products or services being sold, including untrue statements of endorsement. No peddler or solicitor shall claim to have the endorsement of the city solely based on the city having issued a license or certificate of registration to that person; or

11. Remain on the property of another when requested to leave.

E. Exemptions: In addition to the exemptions set forth at section [3-2-6](#) of this chapter, no solicitor or peddler license shall be required for the following:

1. Any person selling personal property at wholesale to dealers in such articles or commodities; newspaper couriers; and persons who have been invited to call upon another person for the purpose of displaying for possible purchase goods, literature or giving information about any article, thing, product or service;
2. Farmers, gardeners, or other persons who deliver or sell any agricultural, horticultural, or farm products which they have actually grown, harvested, or produced; provided, that this exemption does not apply to the sale of firewood;
3. Any person who makes casual sales of seasonal articles such as produce, holiday items, handmade gift articles, etc., or provides seasonal services such as lawn care, snow removal and other household jobs;
4. Any person engaged in the business of selling through the United States mail;
5. Charitable, religious or nonprofit organizations, or organizations that have received exempt status under 26 USC 501(c)(3) or are registered pursuant to and in compliance with chapter 19.09 Revised Code Of Washington (charitable solicitations) and have proof of such exempt status or registration;
6. Candidates for political office, campaign workers, members and representatives of political committees or political organizations campaigning on behalf of ballot issues, distributors of sample ballots and other political literature and persons soliciting signatures of registered voters on petitions to be submitted to any governmental agency;
7. Minors conducting fundraising activities, who represent an organization for the benefit of youths, including, but not limited to, Boy Scouts, Girl Scouts, and Little League groups;
8. Any person going from house to house, door to door, business to business, street to street, or any other type of place to place movement for the primary purpose of exercising that person's state or federal constitutional rights such as the freedom of speech, freedom of the press, freedom of religion, and the like. This exemption shall not apply if the person's exercise of constitutional rights is merely incidental to what would properly be considered a commercial activity;
9. Mobile food vending activities pursuant to and in compliance with a valid mobile food vendor license;
10. Authorized special event vendors engaging in vending activities at a farmers' or public market or special event; and
11. Persons engaged in activities as a noncommercial door to door advocate.

F. Licensee; Applicant: All applications shall be made by, and on behalf of, each individual who will engage in business in the city as a solicitor or peddler, and such individual shall be the licensee. If the licensee is not a sole proprietor, and is acting as an agent, contractor, or employee of another person, such person shall have and maintain a valid general business license in the city.

G. Application And Issuance: Any individual desiring to obtain a solicitor or peddler license under this chapter shall apply to the city for such license upon such forms as the city prepares and provides, and shall give such information as required herein and any such additional information that the city administrator deems reasonably necessary to administer and enforce this chapter, and shall pay the city the sum or sums required to be paid therefor pursuant to section [3-2-9](#) of this chapter. An application not including the required information and license fee shall not be deemed complete and will not be processed by the city.

The following information shall be included with and be made a part of the application:

1. The applicant's name;
2. An address at which the licensee will receive notices from the city;
3. A telephone number at which the licensee can be contacted;
4. Applicant's name, prior name(s) and aliases; address; present place of residence and the length of residence at such address; and business address if other than above identified address;
5. Address or place of residence of applicant during the two (2) years prior to the date of the application;
6. In the event the name or address of applicant has changed within the two (2) years prior to the date of application, each name and address used over the last two (2) year period;
7. Applicant's physical description, date of birth and social security number;
8. Whether applicant has ever been, within the ten (10) year period prior to the date of the application, convicted of a violation of a felony under the laws of this state or any other state or federal law of the United States;
9. Whether applicant has ever been, within the five (5) year period prior to the date of the application, convicted of a violation of a misdemeanor or gross misdemeanor under the laws of this state or any other state or federal law of the United States;
10. A description of the item(s) or services being sold and/or a description sufficient for identification of the subject matter of the business in which applicant will engage;
11. The license plate number, registration information, vehicle identification number (VIN) and physical description for any vehicle to be used in conjunction with the licensed business operation;
12. Applicant's driver's license number or other acceptable form of identification;
and
13. The uniform business identifier number issued by the state of Washington or federal tax identification number for the business on whose behalf the licensee is performing soliciting or peddling services.

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

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

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

K. Content Of Solicitor Or Peddler License: Every peddler or solicitor license issued under this chapter shall recite the date of issue, date of expiration, and the name of the licensee, include an endorsement for either a peddler or solicitor license, and be signed by the city administrator.

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

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

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

- a. Homicide;
- b. Assault;

- c. Crimes of dishonesty (e.g., theft, bunco, embezzlement, fraud, etc.);
- d. Sex crimes;
- e. Drug related crimes;
- f. Crimes against children and/or vulnerable adults;
- g. Burglary and/or trespass; or
- h. Kidnapping and/or unlawful imprisonment.

M. Carrying Of License Required: The license required by this section shall be carried at all times by the solicitor or peddler for whom it was issued when soliciting in the city. The license shall be displayed by the solicitor or peddler whenever and wherever he or she shall be requested to do so by any police officer, city official or person solicited or peddled.

N. Uninvited Solicitors/Peddlers Prohibited; Violation A Nuisance: It is unlawful and constitutes a nuisance for a person to go upon a premises and ring the doorbell upon or near a door, or create a sound in any other manner calculated to attract the attention of the occupant of such residence or business for the purpose of securing an audience with the occupant thereof, and engage in soliciting or peddling, in defiance of the notice prohibiting soliciting or peddling conspicuously posted upon the premises of such residence or business.

O. Uninvited Solicitors/Peddlers; Departure From Premises Required: It shall be the duty of every solicitor and peddler upon going onto any premises of any residence or business in the city to determine if a notice prohibiting soliciting or peddling has been posted, and to be governed by the statement contained on the notice by immediately and peacefully departing from the premises.

A solicitor who has gained entrance to a residence, business, or development, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant. (Ord. 939, 4-30-2014)

3-2-30: VIOLATION; PENALTY:

A. Any act or omission in violation of subsection [3-2-5A](#) of this chapter (failure to obtain a business license) constitutes a class 1 civil infraction under title 1, chapter 4 of this code for which a monetary penalty may be assessed and enforced.

B. Any act or omission in violation of subsection [3-2-5B](#) of this chapter (expired license) constitutes a class 4 civil infraction under title 1, chapter 4 of this code for which a monetary penalty may be assessed and enforced.

C. Any act or omission in violation of subsection [3-2-5C](#) or D of this chapter (suspended or revoked license) constitutes a class 1 civil infraction under title 1, chapter 4 of this code for which a monetary penalty may be assessed and enforced.

D. Any act or omission in violation of section [3-2-11](#), "License Nontransferable", of this chapter constitutes a class 1 civil infraction under title 1, chapter 4 of this code for which a monetary penalty may be assessed and enforced.

E. It shall be a misdemeanor offense for any person who, with intent thereby to obtain a business license pursuant to this chapter, knowingly makes any materially false statement in a written instrument submitted or offered as part of or in conjunction with a business license application. "Materially false statement" means any false statement oral or written, regardless of its admissibility under the rules of evidence, which could have affected the course or outcome of the issuance of a business license.

F. Any act or omission in violation of section [3-2-13](#), subsection [3-2-26C](#) or [3-2-29M](#) of this chapter (display license) constitutes a class 1 civil infraction under title 1, chapter 4 of this code for which a monetary penalty may be assessed and enforced.

G. It shall be a misdemeanor offense for any person to operate a carnival or circus in the city without first having obtained, and having in full force and effect, a valid special business license issued pursuant to section [3-2-27](#) of this chapter.

H. Except as otherwise provided herein, any act or omission in violation of this chapter constitutes a class 3 civil infraction under title 1, chapter 4 of this code for which a monetary penalty may be assessed and enforced.

I. Every act or omission which constitutes a civil violation under this chapter, or any rule or regulation issued pursuant thereto, shall constitute a separate civil violation for each and every day during any portion of which the act or omission constituting the violation is committed, continued or permitted.

J. The penalties set forth herein are in addition to any other penalties or remedies that may be otherwise available pursuant to this code or applicable laws, or in equity. (Ord. 939, 4-30-2014)



CITY OF ORTING

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

City of Orting Food Truck Program Guidelines

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

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

1. Program Guidelines

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

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

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

2. Operating Conditions and Regulations

Food trucks shall not be parked more than 12 inches from curb nor any place where official signs prohibit parking. These distance requirements are all measured in a straight line from the closest point of the proposed food truck location to the closest point from the buffered object. Signage: One sandwich board sign allowed, placed within the same block the truck is parked; sign shall not impede ADA access. Generators may only be used during daylight hours (7:00AM to 10:00PM), per OMC 5-8-7.

3. Allowable Locations and Times

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

- Public rights-of-way as follows:
 - Calistoga St W
 - Train St; between Corrin Ave SW and Rainier Ln SW
 - SR 162; Washington Ave N/Washington Ave S/Bridge St S/Harman Way S
- Within 300 feet of public events in public parks or right-of-way that include food vendors or food sales, except when authorized in writing by the event organizer. Examples include Orting Valley Farmer's Market, Daffodil Parade, and Home for the Holidays.
- Residential zones and private residences without a Special Event Permit.
- Vendors shall not park overnight.

Vendors must register for a free single-day parking permit through [Orting Parks & Recreation \(teamsideline.com\)](https://teamsideline.com) to park and operate on Van Scoyoc Ave SW, located in the Main City Park and shall not block any business or parking lot entrances. Offerings will allow a maximum of three vendors per day. The City Administrator may establish administrative rules and regulations as deemed appropriate, consistent with the Orting Municipal Code, for the purpose of enforcing and carrying out its provisions. The City Administrator shall have the authority to revoke a vendor parking permit at any time.

4. Prohibitions and Violations

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

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

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

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

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

5. Appeal

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



City of Orting

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

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

www.cityoforting.org

Received Date

BUSINESS LICENSE APPLICATION

Food Truck License

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

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

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

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

Business Address: _____

Commissary Address: _____

Mailing Address: _____

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

Business Website and/or Social Media Addresses:

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION

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

Signed by: _____ Date: _____

Print Name and Title: _____

Attested by (City Official): _____ Date: _____

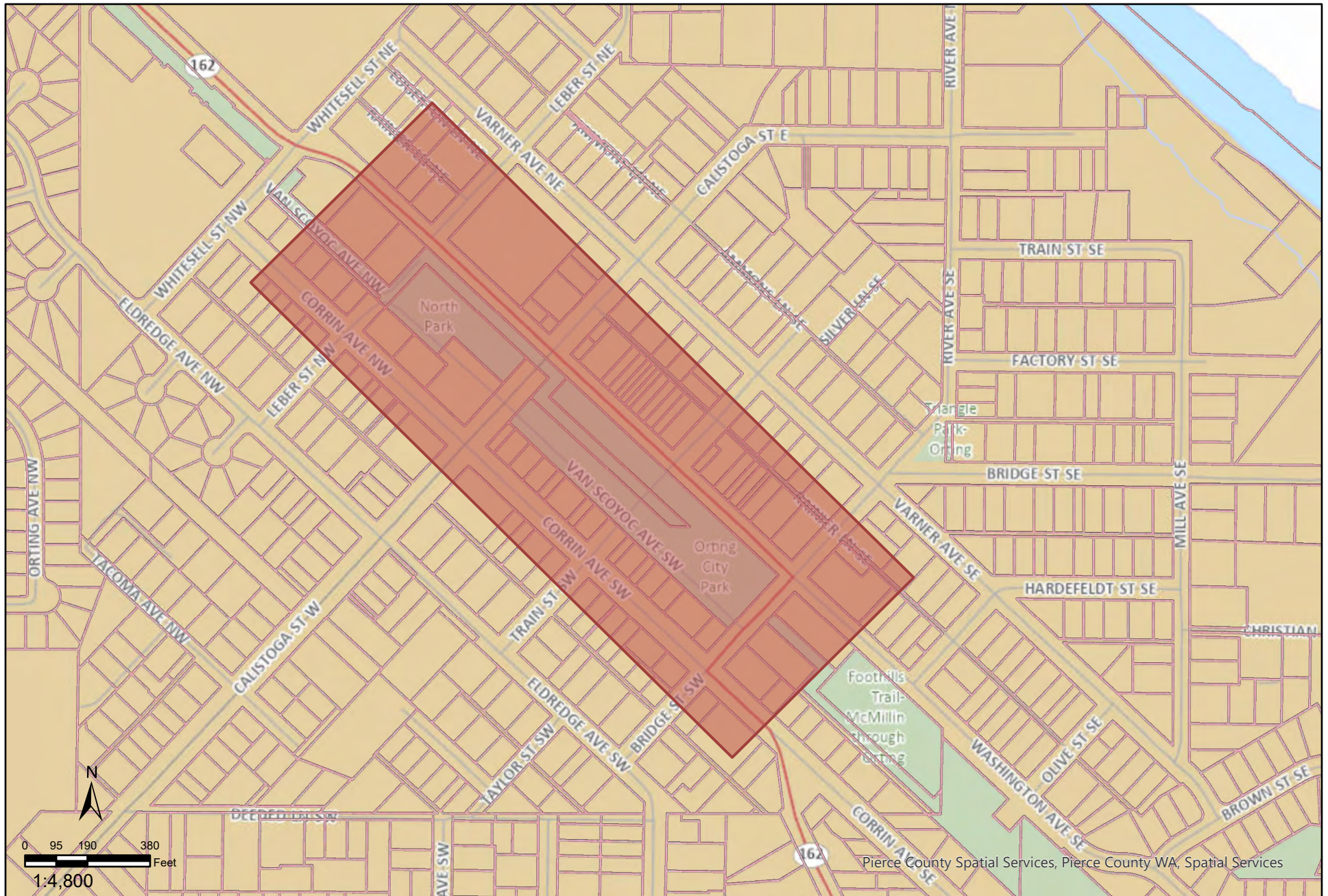
Print Name and Title: _____



Red Streets: Prohibited

Green Street: Allowed with a permit

Public Event 300ft Buffer Map



During a Public Event, Food Trucks shall not operate within the highlighted area, except when authorized in writing by the event organizer.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Resolution No. 2024-06, City Sponsorship of Orting Valley Farmers Market.	AB24-20	CGA		
		3.7.2024	3.20.2024	3.27.2024
	Department:	CGA Committee - CM Hogan and CM Sproul		
Date Submitted:	3.1.2024			
Cost of Item:	<u>\$</u>			
Amount Budgeted:	<u>\$</u>			
Unexpended Balance:	<u>\$</u>			
Bars #:				
Timeline:				
Submitted By:	Kim Agfalvi, City Clerk			
Fiscal Note:				
Attachments: Application and Resolution No. 2024-06				
SUMMARY STATEMENT:				
<p>The City received an application for sponsorship from the Orting Valley Farmers Market for sponsorship of their summer market series. The Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies for sponsorship (after review and approval of the application by the Community & Government Affairs Committee). To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> 1. Allow all citizens to reasonably participate; 2. Serve a valid municipal purpose, such as strengthening the City’s sense of community or celebrating a City’s history and; 3. May provide, through increased customers, additional revenues for Orting businesses and subsequent improved tax revenues for the City. <p>CGA reviewed the application on March 7, 2024, and recommend approval.</p> <p>City Council City Council reviewed the application on March 20, 2024 and moved the application forward to the March 27, 2024 meeting for consideration.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
To approve Resolution No. 2024-06, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of the Orting Valley Farmer’s Market.				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2024-06

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

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

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

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

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

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on March 6th, 2024, and recommended approval of the application; and

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

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

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

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

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

application for sponsorship, on every Friday between June 7th, 2024, and August 23rd, 2024 and the Mother's Day Market held on Saturday, May 11th, 2024. The Mayor is authorized to enter into a contract with the Orting Valley Farmer's market to memorialize the City's sponsorship described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27th DAY OF MARCH, 2024.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, CMC, City Clerk

Approved as to form:

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



City of Orting
 104 Bridge St S • PO Box 489 • Orting, WA 98360
 Phone: 360-893-9017 or (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: DOUG GRAVES

ORGANIZATION NAME: ORTING VALLEY FARMERS MARKET

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

MAILING ADDRESS: P.O. BOX 1665. ORTING WA. 98360

EVENT NAME: ORTING VALLEY FARMERS MARKET

BRIEF DESCRIPTION OF EVENT: WEEKLY FARMERS MARKET 2024

DATE(S) OF EVENT: MOTHERS DAY MARKET SATURDAY MAY 11, REGULAR SEASON EVERY FRIDAY FROM
JUNE 7TH THROUGH AUGUST 23 RD

EVENT TIMES: Set-Up 12:30 PM Start of Event 3:00 PM Exit Time 8:00 PM End of Event 7:00 PM

ANTICIPATED NUMBER OF ATTENDEES: Low Estimate 400 High Estimate 1500

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

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 Rally/Demonstration |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Block Party |
| <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 checked="" type="checkbox"/> Other (Please specify):
<u>FARMERS MARKET</u> |

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 (Check all that apply. 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"/> North Park Fountain Pavilion (no charge) |
| <input checked="" type="checkbox"/> <u>Orting Station building</u> | <input checked="" type="checkbox"/> <u>North Park Grass Area (no charge)</u> |
| <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) | <input type="checkbox"/> Bell Tower area at Main City Park |

Please answer the following questions:

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

TYPICALLY GARBAGE CANS ARE SET OUT AS NEEDED AND GARBAGE IS DISPOSED OF AT THE END OF DAY.

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

SHOWN ON MAP

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

USED BY VARIOUS FOOD VENDORS

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 checked="" type="checkbox"/> 1 Police Officer	\$100/hr x ___ hrs	\$ _____	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2 Police Officers	\$200/hr x ___ hrs	\$ _____	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1 Dumpster	\$20/event	\$ _____	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 2 Standard Portable Restrooms	\$200/event	\$ _____	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Electricity (2 Spider Boxes)	\$50/event	\$ _____	<input checked="" 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 checked="" type="checkbox"/> Facility Rental *See Appendix A for rental rates	\$ Varies	\$ _____	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Blanket Vendor Permit	\$100/event	\$ <u>100⁰⁰</u>	<input checked="" type="checkbox"/>
Total For Special Event Services		\$ <u>100⁰⁰</u>	
Special Event Application Fee		\$200	
TOTAL TO BE PAID		\$ <u>300⁰⁰</u>	

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: 30-50 EACH WEEK

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?

SIGNAGE, ADVERTISING, AND SOCIAL MEDIA

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

MUSICAL ENTERTAINMENT USUALLY ON THE CONCRETE PAD AT THE ORTING STATION BUILDING

9: AGREEMENTS

Initials: W DG

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: W DG

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: W DG

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: W DG

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: W DG

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

Initials: W DG

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: W DG

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: W DG

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: W DG

THE UNDERSIGNED APPLICANT HEREBY warrants that he/she is over the age of 18 and an authorized representative of the hosting 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: William Doug Graves Date: 2-5-24

Print Name & Title w/Organization: WILLIAM DOUG GRAVES, MARKET MANAGER - ORTING VALLEY FARMERS MARKET

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 complies 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 at no charge.
- Use of Multipurpose Center (MPC) located at 202 Washington Ave. S. at no charge.
- Use of North Park, including grass area and Orting Station building, located at 101 Washington Ave NW. at no charge.
- 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 approximately 6 folding tables and 60 folding 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 and additional insurance 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: Orting Valley Farmers Market Event Date: multiple

Primary Contact: Doug Graves Phone: 253-509-3609
orfmccontact@gmail.com

Checklist/Timeline:

90+ Days Prior

- Completed Application received
- Payment of Fees (Amount: \$ 300)
- Event Map & Timeline
- Proof of Insurance (if sponsored)
- Completed Banner Application received
- Department Heads Meeting
- Sponsorship Letter (if applicable)
- Approved by CGA (if sponsored)

Date: 2/5/24 Initials: MA
 Date: 2/7/24 Initials: MA Receipt# 1082
 Date: 2/5 Initials: MA
 Date: 2/7 Initials: MA
 Date: 2/5 Initials: MA
 Date: 2/14
 Date: 2/5 Initials: MA
 Date: _____ presented @
3/6 CGA

60 Days Prior (Date: _____)

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

Date: _____
 Date: _____
 Date: _____ Initials: _____
 Date: _____ Initials: _____
 Date: _____ Initials: _____

30 Days Prior (Date: _____)

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

Date: _____
 Date: _____ Initials: _____ WO# _____
 Date: _____ Initials: _____
 Date: _____ Initials: _____
 Date: _____ Initials: _____
 Date: _____ Initials: _____ Receipt# _____

14 Days Prior (Date: _____)

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

Date: _____ Initials: _____
 Date: _____ Initials: _____
 Date: _____ Initials: _____

1 Week Prior (Date: _____)

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

Date: _____ Initials: _____
 Date: _____ Initials: _____
 Date: _____ Initials: _____

Day Before Event

- Place NO PARKING or other signage required

Date: _____ Initials: _____



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

BANNER PERMIT APPLICATION

This Permit Application allows the City and WSDOT to keep track of banners placed across SR 162. City Council sponsorship and/or a valid municipal purpose is required for banner approval. The application and payment (if applicable) must be submitted 90 days before the proposed date the banner will be placed. Before installation, the City of Orting will contact WSDOT as part of the permitting process. When the banner is approved by WSDOT the City of Orting will notify you. Please allow up to 3 weeks for approval.

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

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

Applicant Name: DOUG GRAVES Representing: ORTING VALLEY FARMERS MARKET

Event Name: ORTING VALLEY FARMERS MARKET Event Date: 6/7/24 THRU 8/23/24

Mailing Address: P.O. BOX 1665
ORTING WA. 98360

Phone: 253-509-3609 Email: DVFMCONTACT@GMAIL.COM

Non-Profit: Yes [] No UBI #: 603436579

Location of Banner: SR 162 & ~~Leber St. NE~~ Cost: \$195.00
AT KEY BANK

Requested period for the banner to be across SR 162: 5/24/24 through 8/23/24
The banner may only be across SR 162 for 2 weeks

Specifications of Banner

Material Type: VINYL Size: 30' x 33" Thickness: 18 oz

How many ___ cuts are on the banner: ___ One sided or Two Sided: [] One Two

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

<p>JUNE THRU AUGUST</p>		<p>EVERY FRIDAY</p>
---------------------------------	---	-------------------------

Manufacturer of the banner: PROMO UP GRAHAM WA.

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

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

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

Signature: William Ozy Jr Date 2 / 5 / 24

****RETURN COMPLETED FORM ALONG WITH PAYMENT (if applicable) BY MAIL OR IN PERSON AT CITY HALL AT LEAST 90 DAYS PRIOR TO HANGING OF BANNER****

Official Use Only:

Application Received: <u>2 / 5 / 24</u>	Amount Paid: _____	Receipt #: _____
Date Application Emailed to WSDOT: Date ___ / ___ / ___		
WSDOT Contact: _____		
Confirmation from WSDOT: Date ___ / ___ / ___ (Attach Authorization document)		
Notification to Applicant: Date ___ / ___ / ___ Email or Phone: [] Email [] Phone		
Date Received Banner: ___ / ___ / ___ Received by: _____		
Date Banner Installed: ___ / ___ / ___ Date Banner Removed: ___ / ___ / ___		
Date Banner Picked-up: ___ / ___ / ___ Picked-up by: _____		

Receipt: 1082 02/07/2024
Acct #: 1894
City of Orting
PO Box 489
Orting, WA 98360

Orting Valley Farmer's Market

WA

Treasurer's Rec - CK/Cash
Memo: Special Event fee for Farmer's
Market 2024

Fees - Special Events	200.00
Non Taxed Amt:	<u>200.00</u>
Total:	200.00
Chk: 1576	<u>200.00</u>
Atl Tendered:	200.00
Change:	0.00
Issued By: Jennifer Corona	
	02/06/2024 15:46:24

Receipt: 1083 02/07/2024

Account #: 1894

City of Orting
PO Box 489
Orting, WA 98360

Orting Valley Farmer's Market

WA

Treasurer's Rec - CK/Cash
Memo: Blanket Vendor Fee for Orting
Valley Farmer's Market 2024

Fees - Special Events	100.00
Non Taxed Amt:	<u>100.00</u>
Total:	100.00
Chk: 1577	<u>100.00</u>
Ctl Tendered:	100.00
Change:	0.00
Issued By: Jennifer Corona	
	02/06/2024 15:47:29



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/07/2024

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

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

PRODUCER Pro Insur, Inc dba Campbell Risk Management 9595 Whitley Drive, Suite 204 Indianapolis, IN 46240 Larry Spilker Ext 203	CONTACT NAME: Larry Spilker ext 203 PHONE (A/C, No, Ext): 317-848-9075 E-MAIL ADDRESS: lspilker@campbellrisk.com	FAX (A/C, No): 317-848-9093
	INSURER(S) AFFORDING COVERAGE	
INSURED ORTING VALLEY FARMERS MARKET 19511 112th Ave East Graham Washington 98338	INSURER A : HANOVER INSURANCE GROUP	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AAM6002 LHW D481967 - 04	03/30/2024	03/30/2025	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

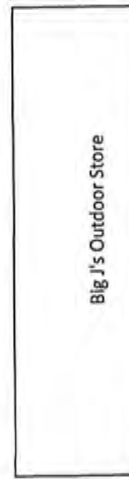
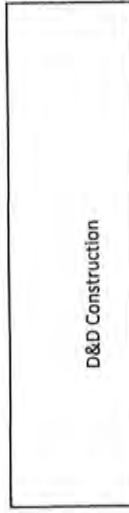
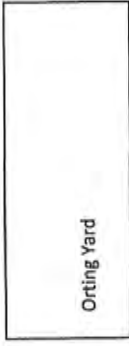
CERTIFICATE HOLDER City of Orting - 104 Bridge Street S. Orting WA. 98360 Washington State Farmers Market Association - 93 Pike Street Suite 316, Seattle WA. 98101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE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

© 1988-2014 ACORD CORPORATION. All rights reserved.

Saints Cosmos
and Damian
Church Parking

Orting Valley Farmers Market
2024 Regular Season Layout
Doug Graves - Market Manager

CORRIN AVE



Business Parking

Business Parking

Business Parking

CUSTOMER ENTRANCE
CUSTOMER EXIT

2 Porta-Potties

Dumpster

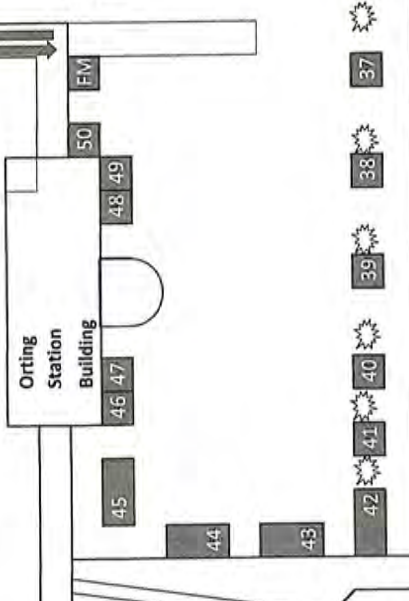
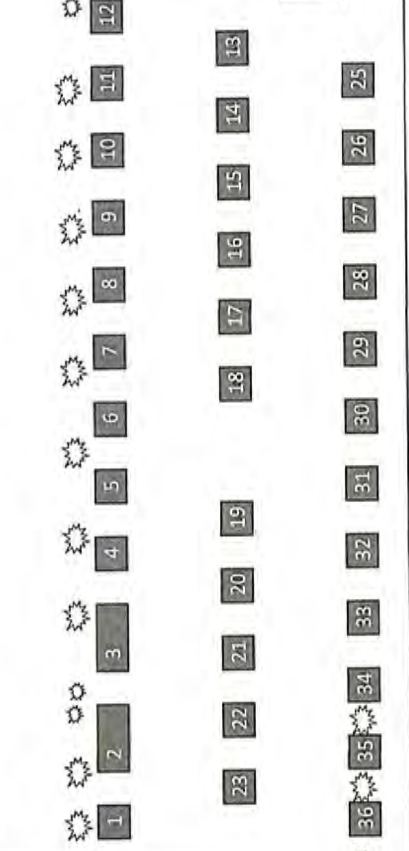
Restroom

Orting Station Building

FM 50 48 49

Customer Parking

Vendor Parking



Fountains

Foothills Trail

CALISTOGA ST

SR 162 / WASHINGTON AVE



ORTING VALLEY FARMERS MARKET

February 5, 2024

City of Orting
Attn: Michell Alfieri
104 Bridge Street
Orting WA. 98360

Once again, thank you for the opportunity to host this year's Orting Valley Farmers Market. As we have done throughout the years, the Orting Valley Farmers Market will again strive to utilize Vendors who offer creative, innovative, fresh, and tasty products along with live entertainment, children's programs, and a summertime setting that can be enjoyed by all.

This season, we will again have a Mother's Day Market on Saturday May 11th from 11am to 3pm and our regular season will be every Friday 3pm to 7pm from June 7th through August 23rd.

We are asking the City of Orting to provide, in sponsorship, the following items for this event season:

1. Use of all city facilities in North Park.
2. One Police officer who can make random passes through the market between the hours of 3pm and 7pm.
3. 1 Dumpster (already located at North Park).
4. 2 Standard Portable Restrooms to be located at North Park.
5. Electricity, including 2 Spider Boxes and 2 power cords.
6. Hanging of Banner over Washington Ave. for the entire market season.

The Orting Valley Farmers Market intends to comply with all requirements as detailed in our Special Event Application as well as to the satisfaction of City representatives.

Respectfully,

Doug Graves

Orting Valley Farmers Market - Manager



BUSINESS INFORMATION

Business Name:

ORTING VALLEY FARMERS MARKET

UBI Number:

603 436 579

Business Type:

WA NONPROFIT CORPORATION

Business Status:

ACTIVE

Principal Office Street Address:

19511 112TH AVE E, GRAHAM, WA, 98338-6467, UNITED STATES

Principal Office Mailing Address:

PO BOX 1665, ORTING, WA, 98360-1665, UNITED STATES

Expiration Date:

08/31/2024

Jurisdiction:

UNITED STATES, WASHINGTON

Formation/ Registration Date:

08/28/2014

Period of Duration:

PERPETUAL

Inactive Date:

Nature of Business:

**AGRICULTURAL. CHARITABLE. EDUCATIONAL. FARMERS MARKET- CHARITABLE
EDUCATIONAL AGRICULTURAL**

Charitable Corporation:



Nonprofit EIN:

47-1671216

Most Recent Gross Revenue is less than \$500,000:



Has Members:



Public Benefit Designation:



Host Home:



REGISTERED AGENT INFORMATION

Registered Agent Name:

PRESIDENT

Street Address:

9715 210TH STREET CT E, GRAHAM, WA, 98338-8017, UNITED STATES

Mailing Address:

PO BOX 1665, ORTING, WA, 98360-1665, UNITED STATES

GOVERNORS

Title	Governors Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		JOANN	HOLBROOK
GOVERNOR	INDIVIDUAL		DOUG	GRAVES



Special Event City Sponsorship Cost Estimate

Event Name: Orting Valley Farmers Market

Event Dates & Time: 13 total dates (see below), 3:00-7:00pm, 11am-3pm for 5/11 date
 5/11, 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, and 8/24

Applicant/Organization: Doug Graves, Orting Valley Farmers Market

City Services Requested	# of hours	Estimated Cost
Use of North Park (includes Orting Station) - 13 total dates		\$3,900.00
2 Portable Restrooms (in addition to existing at Main Park)		\$1,500.00
1 Dumpster		\$50.00
Electricity (includes 2 spider boxes) - 13 total dates		\$975.00
Hang Event Banner over Washington Ave.		\$300.00
Event Advertisement (reader board & social media)		\$150.00
1 Public Works staff (estimated \$75/hr) - approx 1 hr per date	13	\$975.00
Police support (estimated \$115/hr each) - approx 1 hr per date	13	\$1,495.00
Total Estimated Cost of Sponsorship*		\$9,345.00

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



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Emergency Management Coordinator – Job Description & Budget Amendment	AB24-13	Public Safety		
		3.7.2024	3.20.2024	3.27.2024
	Committee:	Public Safety Committee – CM Tracy and CM Holland		
	Date Submitted:	March 7, 2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	End of Month			
Submitted By:	Chief Gabreluk, Scott Larson			
Fiscal Note: None				
Attachments: Budget Amendment Ordinance No. 2024-1125, Job Description				
SUMMARY STATEMENT:				
<p>The 2024 Budget accounted for hiring a part-time Emergency Management Coordinator, but upon developing the job description, it was discovered that both the headcount and wages for this position were not included in our approved staffing matrix. To address this, an updated staffing matrix has been prepared, proposing a wage range of \$34.66 to \$39.02 per hour. This range was determined by comparing wages paid by East Pierce Interlocal Coalition (EPIC) partners for similar roles, due to limited wage data from the Association of Washington Cities for such positions. Should we choose to pay the midpoint wage of \$36.78 per hour, the total annual cost, including benefits, would be approximately \$42,076.32. The overall budget allocated for emergency management is \$70,000. This budget includes not only the coordinator's salary but also other expenses such as our EPIC dues, which amount to around \$15,000.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
<p>To adopt Ordinance No. 2024-1125, amending the City of Orting 2024 Budget, providing for appropriation and expenditure of funds received in excess of estimated revenues; adopting various transfers; and providing for severability; and establishing an effective date.</p>				

CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2024-1125

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, AMENDING ORDINANCE NO. 2023-1119, AMENDING THE CITY OF ORTING 2024 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

WHEREAS, Washington State law, Chapter 35A.33 RCW provides for the annual adoption of the City’s budget and provides procedures for filing of the proposed budget, deliberations, public hearings, final fixing, and any subsequent adjustments to the budget; and

WHEREAS, the City Council adopted the 2024 budget pursuant to Ordinance No. 2023-1119; and

WHEREAS, the expenditures as classified and itemized in the adopted budget as amended constitute the City's appropriations for the ensuing fiscal year provided that the budget Ordinance may be amended by ordinance to provide for appropriation and expenditure of funds received in excess of the estimated revenues during the calendar year; and

WHEREAS, the City has received funds that are in excess of the estimated revenues for the 2024 budget year and desires to amend the 2024 budget to provide for the appropriation and expenditure of said funds; and

WHEREAS, this amendment to the 2023 budget could not have been reasonably foreseen during budget development; and

WHEREAS, the Council finds that the amendments authorized by this Ordinance are consistent with applicable laws and financial policies, and further the public’s health, safety and welfare;

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

Section 1. Amending Section 4. The job classifications and pay ranges for employees of the City of Orting is hereby amended as shown in Exhibit A.

Section 2. Corrections. The City Clerk is authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

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. 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 27th DAY OF MARCH, 2024.**

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, CMC, City Clerk

Approved as to form:

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

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.:
Date of Publication:
Effective Date:

CITY OF ORTING

JOB DESCRIPTION

Job Title: Emergency Management Coordinator/Specialist

Department: Administration

Reports to: Police Chief

Posted Date:

Hourly Wage 2024: \$34.66 - \$39.02

Closing Date:

SUMMARY DESCRIPTION

Under the supervision of the Police Chief, the Emergency Management Coordinator performs program support for the City of Orting and East Pierce Interlocal Coalition for Emergency Management (EPIC). This is a part-time non-represented, non-Civil Service position. A typical work week is 20 hours with a flexible schedule to accommodate evening and weekend meetings, and events as required.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Research and collect data and information in support of developing the emergency plans.
2. Assist management with the planning phase of projects and assignments
3. Perform technical writing in the drafting, editing and finalizing of a variety of emergency plans, including Crisis Management Plan, Continuity of Operations Plan, and other disaster related response, mitigation and recovery plans in support of the City of Orting and neighboring jurisdictions
4. Set up meetings, trainings, and presentations, and coordinate public education materials, related to the Emergency Management Plan and other disaster related response, mitigation and recovery plans in support of the City of Orting and neighboring jurisdictions.
5. Collaborate effectively with all city departments and representatives of neighboring jurisdictions in the development and publishing of various emergency plans.
6. Represent the City at East Pierce Interlocal Coalition (EPIC) emergency management group, Pierce County Department of Emergency Management, Washington State, and FEMA; engage in activities and provide input as needed.
7. Provide program support such as meeting minutes, records maintenance, and other administrative support functions.
8. Work safely in the Emergency Operations Center, Emergency Management Office, and other locations as required.

9. Understanding of and ability to assume various roles within the environment of an active emergency operations center as defined by the FEMA ICS program as required.
10. Oversees the implementation and operation of the Code Red (or similar) emergency call system, including populating the database contact information and setting up call lists or employees. Implements messaging to employees for internal emergency notification and messaging to the community for City-wide emergency notification.
11. Tests call out systems, and public notification systems (Code Red, Emergency Alert Services, etc.) on a regular basis.
12. Keeps tools such as contact lists and EOC phone numbers updated.
13. Establish and maintain cooperative and effective working relationships with those contacted in the performance of work.
14. Attend evening and weekend meetings and activities in fulfillment of job duties.
15. Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of emergency management and emergency preparedness.
- Understanding of the National Incident Management System (NIMS).
- Applicable local, Federal and State codes, laws and regulations governing emergency management.
- Principles of project management, data analysis and evaluation. Principles of local governmental administration procedures.
- Effective business letter writing, report and presentation preparation. Modern office practices, procedures and equipment.
- Basic knowledge of the various emergency response agencies located throughout Pierce County and how they interact during a large-scale emergency event.
- Local hazards that may be unique to the City of Orting or its residents.

Ability to:

- Work on multiple projects simultaneously in a fast-paced and challenging Environment
- Keep emergency communications equipment updated and meeting state and federal requirements
- Build and maintain City, County and region wide partnerships.
- Implement the City's all hazard exercise program to include regular drills, tabletops, function and full-scale exercise.
- Provide leadership, guidance and training in a team-oriented emergency management environment.
- Maintain confidentiality of sensitive materials and information.
- Communicate in person, in writing or over the phone with the public and other staff courteously and professionally.
- Coordinate people and resources necessary for effective emergency response and recovery.

- Coordinate and facilitate meetings and activities with stakeholders.
- Ability to pass a criminal background check as required to access secure law enforcement facilities that contain confidential CJIS documents or information.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

- High school diploma or GED is required.
- Two years of work experience related to emergency management program planning or related technical work.

Licenses and Certification:

- Valid Washington State driver's license
- Current FEMA Emergency Management courses that are required as part of the ICS program to successfully perform the essential functions of the position (*preferred*) or obtain certifications within six (6).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Occasional travel from site to site for attendance at meetings, including evenings. Occasional travel to emergency operations centers located throughout the region, or to the scene of an active emergency event; that may be located indoors, or outdoors, pose other unique or challenging circumstances, or may occur during off hours or during holidays.

Physical: Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing, hearing is needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions and contact with staff, and requires strong communication skills, and the ability to work independently on a consistent basis.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

Emergency Response Coordinator

Employee Signature

Date

Date

2024 Job Classifications and Pay Ranges

Salary (Low & High)

Position	Range	Approved		Department	Low	High	*2024 Salaries
		FTE Positions					
Unrepresented Employees							
City Administrator	51	1		GG	164,964.80	185,660.80	\$ 169,873.68
Finance Director	40	1		GG	119,184.00	134,139.20	\$ 122,719.92
Community Development Director/Planner	39	1		GG	115,710.40	130,228.80	
City Clerk	30	1		GG	88,670.40	99,798.40	\$ 96,334.24
Administrative Assistant	18	1		GG	62,192.00	70,012.80	\$ 65,612.26
Events & Activities Coordinator	17	0.65		GG	39,248.56	44,169.84	\$ 41,839.67
HR Clerk	23	1		GG	72,092.80	81,161.60	\$ 73,841.56
Court Administrator	30	1		Court	88,670.40	99,798.40	\$ 96,334.24
Police Chief	48	1		Police	150,966.40	169,915.20	\$ 159,247.61
Police Commander	38	1		Police	112,340.80	126,422.40	
Capital Projects Manager	40	1		PW	119,184.00	134,139.20	\$ 129,469.52
City Engineer (PE)	43	1		PW	130,228.80	146,577.60	
Public Works Director	43	1		PW	130,228.80	146,577.60	\$ 142,967.37
Deputy Public Works Director	36	1		PW	105,892.80	119,184.00	
Building Official	28	1		GG	83,595.20	94,078.40	\$ 91,309.01
Emergency Management Coordinator	23	0.5		GG	36,046.40	40,580.80	
Term Limited GIS Technician	18	1		PW	62,192.00	70,012.80	\$ 62,193.87
Term Limited Landscape Maintenance Supported Employment	1	1		PW	37,633.98	42,357.38	
	1	0.2		PW	7,526.80	8,471.48	
Police Wages (Per CBA)							
Officer	P24	7		Police	83,916.14	97,285.03	
Detective	P26	1		Police	91,709.28	100,212.84	
Lieutenant	P28	2		Police	111,881.02	111,881.02	
Public Works and Administrative Staff (Per CBA)							
Sr. Accountant	21	1		GG	67,953.60	76,502.40	
Building Inspector/Permits	20	0		GG	65,977.60	74,256.00	
Permit & PW Support	17	1		GG	60,382.40	67,953.60	
Court Clerk	16	0.5		GG	58,635.20	65,977.60	
PW Supervisor	29	1		PW	86,091.20	96,907.20	
Wastewater Plant Supervisor	35	1		PW	102,793.60	115,710.40	
Water Plant Supervisor	27	1		PW	81,161.60	91,332.80	
Maintenance Worker Lead	22	1		PW	70,012.80	78,790.40	
Wastewater OIT	15	3		PW	56,908.80	64,064.00	
Wastewater I	18		PW	62,192.00	70,012.80		
Wastewater II	22		PW	70,012.80	78,790.40		
Wastewater III	27			PW	81,161.60	91,332.80	
Water OIT	15	3		PW	56,908.80	64,064.00	
Water I	18		PW	62,192.00	70,012.80		
Water II	22		PW	70,012.80	78,790.40	Should be 21	
Water III	25			PW	76,502.40	86,091.20	
Maintenance Worker I	15	5		PW	56,908.80	64,064.00	
Maintenance Worker II	20		PW	65,977.60	74,256.00		
Stormwater Worker I	16	2		PW	58,635.20	65,977.60	
Stormwater Worker II	21		PW	67,953.60	76,502.40		
Code Enforcement	24	1		GG	74,256.00	83,595.20	
Police Records Clerk I	15	1		GG	56,908.80	64,064.00	

~Positions with a box around their "FTE" represent a series of positions that can be hired, with the maximum number of employees employed for that series limited to the FTE approved in the budget.

*Current non-represented staff will be paid no more than shown.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Plaque Modification Request – Orting Historical Society.	AB24-21	CGA		
		3.6.2024	3.20.2024	3.27.2024
	Committee:	CGA Committee – CM Hogan and CM Sproul		
Date Submitted:				
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: Orting Historical Society request and photos				
SUMMARY STATEMENT:				
<p>The Orting Historical Society installed a commemorative plaque next to the historical train switch on the west side of City Hall and they are requesting to modify the approved design of the installed plaque to allow for an extension to be added to the top of the plaque to give more information on the history of the train switch and to showcase historical pictures. Attached is documentation and a mock up of the design presented by the Orting Historical Society for reference.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
To approve the plaque modification request as presented.				

Orting Historical Society

Railroad Switch plaque rack modification request

March 06, 2024

March 06, 2024

City Of Orting
Community Governmental Affairs Committee
104 Bridge St S.
Orting, WA 98360

Ref: Railroad Switch second plaque Status

Greeting Councilmembers Hogan & Sproul,

At the Community Governmental Affairs committee (CGA) meeting of March 01st, 2023, the Orting Historical Society presented plans for installing a restored railroad switch and a plaque rack with a plaque documenting the history of this switch to be installed along the west side of city hall. The plans were approved by the CGA committee. The same plans were presented to the Orting Council Study session on March 16th where they were approved and then sent on to the full council's meeting on March 29th, 2023 for the final approval. See one page of the plan on page 3.

Since the original approval of the plaque design, the society learned that the planned design would not work. The society had planned for the switch history, documentations of all those who contributed and a couple of historical pictures all to be on one plaque. It was too much information for the plaque sized that we had committed to purchasing and further the plaque rack was completed. So we were committed. Then a second plaque was suggested. It was design and completed some months ago.

On February 09th, 2024, Don Tracy, Steve Limbaugh, of Valley Sign, and I installed the first plaque. Then, the society began planning for the fabrication of an extension to be built and attached to the top of the existing plaque rack. See page 4 as to how it would look when attached to the first plaque.

The next day, February 10th, I received an e-mail from the city advising that the attachment rack would have to be approved by the CGA committee.

Since receiving the e-mail from the city I sat down and drafted this letter hoping that I can give the CGA committee enough information that would allow us to move forward on this project.

Just to let you know, I have the same volunteer lined up to fabricate the attachment for this plaque and that is Stan Daffern.

My question, when this request get your approval will it be sent on to the council study session and then the full council for their approval?

Thank you for your time in reviewing our request.

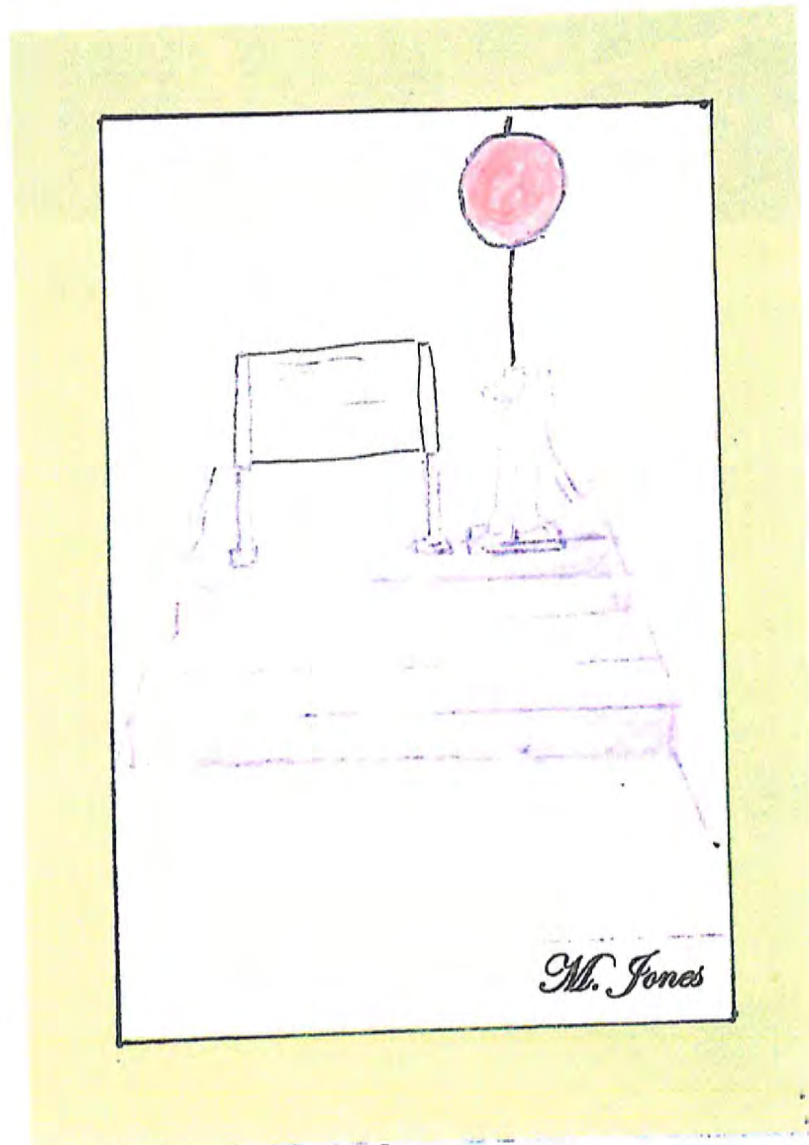
A handwritten signature in cursive script that reads "Sam".

Guy S. (Sam) Colorossi
Orting Historical Society
Secretary/Treasurer

Picture # 14584292 – Example of the monument rack.



Picture # 15125344 –Artist rendition of the site by Madeline Jones .





Steve Limbaugh of Valley Sign