

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 Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
April 17th, 2024
6:00 p.m.

Deputy Mayor Tod Gunther, 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/82059806905?pwd=wDajWL0J1qFzD7lhMjWsb5zzFm1XHR.1>
Meeting ID: 820 5980 6905. Passcode: 792045.

2. COMMITTEE REPORTS.

A. Public Works.

CM Moore & CM Koenig.

B. Public Safety.

CM Tracy & CM Holland.

C. Community and Government Affairs.

CM Hogan & CM Sproul.

3. STAFF REPORTS.

4. AGENDA ITEMS.

A. AB24-23 – Safe Parking.

- CGA – CM Hogan and CM Sproul.
- Public Safety – CM Tracy and CM Holland.

B. AB24-27 – RV Code Amendments.

- CGA – CM Hogan and CM Sproul.
- Public Safety – CM Tracy and CM Holland.

C. AB24-28 – Harvest Festival Sponsorship.

- CGA – CM Hogan and CM Sproul.

D. AB24-31 – City Hall Office Remodel.

- CGA – CM Hogan and CM Sproul

E. AB24-32 – Vehicle Surplus.

- Public Works – CM Moore and CM Koenig.
- Public Safety – CM Tracy and CM Holland.

F. AB24-33 – Affordable Housing ECONorthwest Scope & Budget.

- Affordable Housing Ad-Hoc Committee – DM Gunther, CM Hogan, and CM Koenig.

G. AB24-34 – State Guard Lease at Charter Park.

- City Administrator Scott Larson.

H. Speed Advisory Sign – Informational Item.

- Public Safety – CM Tracy and CM Sproul.

I. EXECUTIVE SESSION.

J. ADJOURNMENT.

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219
Next Regular Meeting: April 24th, 2024 7:00pm

Items by Page Number

4. AGENDA ITEMS.

A. AB24-23 – Safe Parking. – Page 3

- CGA – CM Hogan and CM Sproul.
- Public Safety – CM Tracy and CM Holland.

B. AB24-27 – RV Code Amendments. – Page 6

- CGA – CM Hogan and CM Sproul.
- Public Safety – CM Tracy and CM Holland.

C. AB24-28 – Harvest Festival Sponsorship. – Page 12

- CGA – CM Hogan and CM Sproul.

D. AB24-31 – City Hall Office Remodel. – Page 42

- CGA – CM Hogan and CM Sproul.

E. AB24-32 – Vehicle Surplus. – Page 50

- Public Works – CM Moore and CM Koenig.
- Public Safety – CM Tracy and CM Holland.

F. AB24-33 – Affordable Housing ECONorthwest Scope & Budget. – Page 54

- Affordable Housing Ad-Hoc Committee – DM Gunther, CM Hogan, and CM Koenig.

G. AB24-34 – State Guard Camping in Charter Park. – Page 60

- City Administrator Scott Larson.

H. Speed Advisory Sign – Advisory Item.

- Public Safety – CM Tracy and CM Sproul.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Safe Parking Policy/Code Amendments	AB24-23	CGA		
		4.3.2024	4.17.24	
	Department:	CGA Committee		
	Date Submitted:	3.29.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Scott Larson			
Fiscal Note:				
Attachments:	Planner Memorandum			
SUMMARY STATEMENT:				
Legislative History:				
<ul style="list-style-type: none"> - Based on Council’s discussion at the March 20th Study Session, staff have split RV code amendments from Safe Parking code amendments. - CGA considered this item at their April 3rd meeting and is making the following recommendations: <ol style="list-style-type: none"> 1. Limit safe parking to religious organizations. 2. Limit the total number of safe parking spots at religious organizations to 10% of their total spaces. 3. Require bathrooms and other sanitation facilities. 4. Require the religious organization enter into a memorandum of understanding outlining limitations and obligations. 5. Committee members are going to dialogue with religious organizations to get a sense as to how much interest they have in hosting a safe parking site on their property. 				
Attached is a staff memorandum outlining the policy questions and suggesting options.				
RECOMMENDED ACTION: <u>Action:</u> Move code updates to planning commission for public hearing and recommendation.				
FUTURE MOTION: <u>Motion:</u> TBD.				



TO:	Scott Larson, City Administrator	DATE:	April 3, 2023
FROM:	MillieAnne VanDevender, AICP and Wayne Carlson, FAICP Contract City Planners	PROJECT TYPE:	Municipal Code Amendment
		SUBJECT:	Safe Parking

It is our understanding that the City Council is considering whether to allow the overnight, temporary occupation of vehicles in the city, and how to manage these activities. This memo provides goals for the discussion and questions to help determine how to regulate Safe Parking.

Goals:

1. Decide what rules apply to religious organizations hosting Safe Parking.
2. Decide if secular organizations should be allowed to host Safe Parking, and if so, what rules apply to them.

What rules should apply to religious organizations hosting Safe Parking?

The City must allow a religious organization to host safe parking in an on-site parking lot per RCW 35A.21.360 and the City Codes should reflect this allowance but must not impose conditions other than those necessary to protect public health and safety. The following statements and questions will help determine what rules should apply to religious organizations hosting Safe Parking:

- The City must not require a religious organization to obtain insurance pertaining to the liability of a municipality with respect to homeless persons housed on property owned by a religious organization or otherwise requires the religious organization to indemnify the municipality against such liability.
- The RCW says that a city may not limit the number of parking spaces to less than 10 percent of the on-site parking spaces of a religious entity. **Should Orting’s code allow 10%, or more?**
- The RCW supports regulations pertaining to restrooms and says a city can make a rule that access must be provided to either restrooms within buildings on the property or through the use of portable facilities. **Are there any other rules regarding restroom access that Council would like to see? For instance, should the code state that restroom access must be provided 24 hours a day and 7 days a week?**
- The RCW says a city can make a rule that religious organizations must provide the minimum number of required parking spaces for the use in addition to the Safe Parking spaces. It also says the City can reduce the minimum number of required on-site parking spaces by entering into a memorandum of understanding (MOU) with the religious organization. **Should the Orting code require a religious organization to provide the minimum number of parking spaces required by**

OMC 13-5-3 plus those allowed for Safe Parking or should the code allow for an MOU to reduce the requirement?

- The City’s regulations must include a requirement that the religious organization must host a public meeting to hear neighborhood concerns and questions. The RCWs specify how the meeting must be publicized.

Should secular organizations be allowed to host Safe Parking?

If Council decides secular organizations are allowed to host Safe Parking, the following questions will guide how to regulate the use:

- **Should the organizations be required to have a demonstrated ability to offer comprehensive supportive services to support the vehicle residents?**
- **Should all the same rules apply to secular hosts that apply to religious hosts (ie, limit the number of parking spaces, provide access to restrooms, requirement that parking required by code must be provided first and Safe Parking may only be allowed if there are additional spaces)?**
- **Should Safe Parking only be allowed in the MUTC zone?**
- **Should the Safe Parking spaces be screened by landscaping?**
- **Should other conditions of approval be included?**



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: RV Code Amendments.	AB24-27	CGA		
		4.3.24	4.17.24	
	Department:	CGA		
	Date Submitted:	3.29.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	None			
Submitted By:	Scott Larson			
Fiscal Note: None				
Attachments: RV Code Amendment Memorandum				
SUMMARY STATEMENT:				
Legislative History:				
<ul style="list-style-type: none"> - Based on council’s discussion at the March 27th council meeting, staff split the safe parking item from the RV code amendments. - On April 3rd, the CGA committee reviewed the RV code updates. - The following is a summary of the recommended changes CGA is making: <ol style="list-style-type: none"> 1. Clarify that the long stay permitted under OMC 10-14-3 is permissible only with a building permit. 2. In title 13 of the zoning code, allows occupation of a Recreational Vehicle for up to 14 days per year with a temporary permit in RC, RU, or RMF zones. 3. Updates the definition of a recreational vehicle in title 13. 				
Attached is a memorandum from the planner outlining the RV code problem, and the legislative amendments CGA is proposing.				
RECOMMENDED ACTION: <u>Action:</u> Move to planning commission for public hearing and recommendation.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				



TO:	Scott Larson, City Administrator	DATE:	April 3, 2024
FROM:	MillieAnne VanDevender, AICP Contract City Planner	PROJECT TYPE:	Municipal Code Amendment
		SUBJECT:	Potential Amendments to OMC 10-14-3, 13-2-18, 13-4-2, and 13-5-3

It is our understanding that the Community and Government Affairs Committee is considering updates to various Municipal code sections pertaining to recreational vehicles (RVs) in the city. This memo provides a list of goals to accomplish these updates, proposed changes to relevant code sections, and an outline of the process for amending codes.

Goals:

1. Resolve the conflict between the building codes and zoning codes to allow temporary occupation of an RV for 180 days (with the potential to renew for another 180 days). This would only be allowed on an active construction site in residential zones.
2. Revise the codes to allow short-term occupancy (14 days) of an RV in the residential zones with a temporary use permit and not connected to sewer.
3. Clean up the definition of recreational vehicle to include travel trailers and other types.
4. Clean up typos, grammar, and ambiguous language throughout.

Proposed changes to Title 10: Building and Construction

(suggested additions shown in blue and underlined, revisions shown in red with strikethrough)

OMC 10-14-3 Permissible Parking of Mobile Homes and Recreational Vehicles:

No person shall park or occupy a mobile home or recreational vehicle within the City outside of an approved manufactured home park, or recreational vehicle park/campground, except:

- A. *Within A Building: That the parking of one unoccupied mobile home or recreational vehicle in a private garage building is permitted, provided no living quarters shall be maintained or any business practiced in said mobile home or recreational vehicle;*
- B. *Selling Or Renting: That the parking of an unoccupied mobile home or recreational vehicle in a lot devoted for the purpose of selling, renting or otherwise disposing of mobile homes is permitted provided the mobile home is ten feet (10') or more from any other mobile home, building or structure;*
- C. *Temporary Parking for Mobile Home or Recreational Vehicle*

1. *Mobile Homes: That a mobile home may be parked for a period not to exceed one hundred eighty (180) days on private property, provided the person desiring to so park and occupy the same shall first apply and obtain from the Code Enforcement Officer, a permit to do so, which application shall state the location at which the mobile home is to be parked, the motor vehicle license number and a general description of the mobile home for which permission is requested, and shall pay a permit fee in an amount set by Resolution of the City Council; provided, further, that such occupancy shall at all times comply with all regulations relating to health and sanitation, and shall also comply with electrical*

requirements of applicable ordinances. The permit to park and occupy the mobile home may be extended by the Code Enforcement Officer upon written request setting forth the need of extending the time, but such extension shall not exceed one hundred eighty (180) additional days. Parking and occupancy of recreational vehicles and mobile homes shall continue to be subject to restrictions set forth in ~~OMC 13-5-3(k)(1)(a)~~ Title 13 Development Regulations.

2. *Recreational Vehicles On Public Property:* No recreational vehicle shall stand or be parked on any street, right-of-way, alley or public place in the City for a period exceeding seventy two (72) hours in a one week period, provided that the Recreational Vehicle is parked in compliance with all provisions of the OMC, including but not limited to Title 7, and state law, including but not limited to WAC 308-330 et seq. No recreational vehicle shall stand or be parked for any period of time between sunset and sunrise in any City park or upon any other City-owned property, excluding a street or right-of-way, unless that area is posted granting permission to so use or as specified in this code.

3. *Recreational Vehicles on Private Property:* A recreational vehicle may stand or be parked and used or occupied on private property with the permission of the lawful ~~occupant thereof~~ owner of the lot upon which it will be placed, for a period not to exceed one hundred eighty (180) days within a twelve (12)-month period; provided, that:

- a. The lawful occupant of the ~~premises~~ recreational vehicle shall register with the Code Enforcement Officer prior to occupying the recreational vehicle on the premises; ~~and~~
- b. The recreational vehicle shall be inspected by the City if connected to sewer or to a Tacoma-Pierce County health department approved septic system; ~~;~~
- c. The recreational vehicle shall be located on ~~the premises~~ a lot in a residential zoning district in accordance with the provisions of OMC Title 13, Chapter 5; ~~and~~
- d. Such use or occupancy shall not create a public health hazard or nuisance, as determined by the City; ~~;~~
- e. The recreational vehicle shall not leak or cause illicit discharges to stormwater drainage systems, surface water or groundwater in accordance with OMC 9-5A-9:H; sites are subject to inspection for illicit discharges in accordance with OMC 9-5B-10;
- f. The recreational vehicle shall ~~shall~~ not be parked on or overhanging a public right of way (street or sidewalk); ~~;~~ and
- g. The occupation of the recreational vehicle shall be accessory to an active building or remodel permit that has been issued for construction located on the same lot where the recreational vehicle is placed.

Once a recreational vehicle is registered for occupation on private property for a period of one hundred eighty (180) days, the one hundred eighty (180) day period may be extended by the Code Enforcement Officer, upon written request setting forth the need of extending the time, but such extension shall not exceed one hundred eighty (180) additional days.

Proposed changes to Title 13: Development Regulations (zoning code)

OMC 13-4-2 Standards (for Temporary Uses/Temporary Housing Units)

- A. *Temporary Construction Buildings: Temporary structure for the storage of tools and equipment, or containing supervisory offices in connection with major construction projects, may be established and maintained during the progress of such construction on such projects, and shall be abated within thirty (30) days after completion of the project or thirty (30) days after cessation of work or for a period not to exceed the duration of the building permit, whichever is greater.*
- B. *Temporary Real Estate Office: One temporary real estate sales office may be located on any new subdivision in any zone, provided the activities of such office shall pertain only to the selling of lots within the subdivision upon which the office is located; and provided further, that the temporary real estate office shall be removed at the end of a twelve (12) month period, measured from the date of the recording of the map of the subdivision upon which such office is located or at the time specified by the city council.*
- B.C. *Temporary Classrooms: Portable, modular, or mobile structures that provide classrooms or other school related space are allowed as part of K-12 school facilities and are subject to the provisions of the underlying permit.*
- C.D. *Temporary Housing Unit: Singlewide mobile homes ~~or manufactured homes~~ may be placed in any zone or recreational vehicles may be placed in any residential zone for occupancy during the ~~period of time necessary to construct~~ construction of a permanent dwelling on the same lot or tract, to provide on-site security and surveillance for public facilities, ~~to provide classrooms or other school related space for public schools~~, or to provide for residential occupancy when permanent homes have been destroyed or damaged by a disaster, provided:*
- 1. The unit meets all applicable codes and regulations including OMC 10-14-3. ~~is removed from the site within thirty (30) days after final inspection of the project, or within one year from the date the unit is first moved to the site, whichever may occur sooner.~~ A recreational vehicle may remain on site unoccupied as long as it meets all applicable development standards in Title 13 OMC.*
 - 2. The mobility gear is not removed from the unit and the unit is not permanently affixed to the site on which it is located.*
 - 3. The unit is not located in any required front ~~or side yard~~ where a rear yard is reasonably accessible, or a side yard is of sufficient size to accommodate the recreational vehicle.*
 - 4. A temporary permit is issued by the building department prior to occupancy of the unit on the ~~construction~~ site.*
 - 5. Prior to the issuance of a temporary permit for a unit allowed per this section, the site shall be reviewed by the Pierce County health department to determine additional requirements for water supply and/or septic waste disposal or adequacy of existing utilities.*

6. *In the event the site contains trees or other natural vegetation of a type and quantity to make it possible to partially or totally provide screening on one or more sides of the security unit, the city may require the unit be located so as to take advantage of the natural growing material available to screen said unit from adjacent properties.*
7. *Prior to the issuance of a temporary housing permit, the city shall review the application and may require installation of such fire protection/detection equipment as may be deemed necessary as a condition to the issuance of the temporary housing permit.*
8. *The unit shall not be placed in critical areas or their associated buffers.*
9. *A recreational vehicle may be occupied for up to 14 days per year with a temporary use permit when located on a parcel in the RC, RU, or RMF zoning districts. The recreational vehicle shall not be connected to sewer.*
10. *Recreational vehicles located within an approved recreational vehicle park are not subject to the standards set forth in this Section.*
11. *The recreational vehicle shall not be parked on or overhanging a public right of way (street or sidewalk).*

OMC 13-5-3 Loading Area and Off Street Parking Requirements

- K. *Commercial Vehicles, Recreational Vehicles, And Boats: The following special requirements and performance standards shall apply to private properties located in the Residential-Urban, Residential-Multi-Family, and Residential-Conservation Zones, except as otherwise authorized by the City through a conditional use permit:*
 1. *Outdoor Storage of Vehicles: The outdoor storage of commercial vehicles, recreational vehicles, boats, and vehicle accessories is permitted in the residential zones, provided the following standards are met. For purposes of this section, "storage" means the keeping of such vehicles and accessories on any portion of any parcel of property for a period of seventy two (72) continuous hours or longer.*
 - a. *Recreational Vehicles and Boats: Where a rear yard is reasonably accessible or a side yard is of sufficient size to accommodate the recreational vehicle, said recreational vehicle shall not be stored in the front yard of a lot. In no instance shall a recreational vehicle or boat be stored such that any portion of the vehicle encroaches upon a site distance area that would create a traffic hazard; nor shall a recreational vehicle or boat be stored on or overhang a public right-of-way. If located within a required front or street side yard, the storage area for a recreational vehicle **or** boat shall be improved with a durable and dustless surface and screened from views from adjacent properties.*

OMC 13-2-18: RECREATIONAL VEHICLE: A recreational vehicle is a factory built vehicular structure designed only for recreational use and not as a primary residence or for permanent occupancy, built and certified in accordance with NFPA 1192–15 or ANSI A119.5–09 consensus standards for recreational

vehicles and not certified as a manufactured home. It is designed to be self-propelled or permanently towable by a light duty truck (as classified by the Federal Highway Administration) and shall include, but not be limited to, travel trailers, campers, motor homes, and camping trailers.

Code Amendment Process

OMC 15-12-4 describes the process for amending development regulations and other official controls. The procedure follows a Type 5 process and code updates are subject to SEPA non-project environmental review as well as notification to the Department of Commerce. The following is a list of the process steps:

- Staff drafts proposed amendments to the Municipal Code.
- Staff sends a Notice of Intent to Adopt Changes to the Department of Commerce for a 60-day review (an expedited review may be requested).
- SEPA environmental review:
 - Staff prepares a SEPA checklist;
 - The SEPA official signs a Determination of Nonsignificance (DNS), as appropriate;
 - Staff issues the DNS by sending to Ecology and other agencies with interest; and
 - Public notice of the DNS would be combined with the Notice of Public Hearing before the Planning Commission.
- Planning Commission holds a public hearing.
- City Council holds a public hearing on the Planning Commission's recommendation and considers Municipal Code amendments.

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**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Orting Harvest Festival Sponsorship.	AB24-28	CGA		
		4.3.2024	4.17.2024	
	Department:	Clerk		
	Date Submitted:	3.29.2024		
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:				
Submitted By:	Kim Agfalvi, City Clerk			
Fiscal Note: None				
Attachments: Application, Resolution No. 2024-07				
SUMMARY STATEMENT:				
<p>The City received an application for sponsorship for the Orting Harvest Festival. This festival will replace Pumpkin Festival and is being organized by the Orting Valley Farmer’s Market. The Orting Harvest Festival will be held on Saturday, October 12th, 2024 from 10:00am – 4:00pm at the Main City Park. The application is complete and was received timely.</p> <p>Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies for sponsorship (after review and approval of the application by the Community & Government Affairs Committee). To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> 1. Allow all citizens to reasonably participate; 2. Serve a valid municipal purpose, such as strengthening the City’s sense of community or celebrating a City’s history and; 3. May provide, through increased customers, additional revenues for Orting businesses and subsequent improved tax revenues for the City. 				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to Regular business meeting on April 24 th , 2024 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
To approve Resolution No. 2024-07, a resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of the Orting Harvest Festival.				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2024-07

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

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

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

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

WHEREAS, the City received an application for sponsorship from the Orting Harvest Festival; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on April 3rd, 2024 and recommended approval of the application; and

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

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

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

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

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City’s sponsorship of the Orting Harvest Festival, pursuant to the City’s Policy. This authorization extends to the event identified on the Orting Harvest Festival’s application for

sponsorship, on Saturday, October 12th, 2024 from 8:00am– 7:00pm. The Mayor is authorized to enter into a contract with the Orting Harvest Festival to memorialize the City’s sponsorship described herein.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 24th DAY OF APRIL, 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 HARVEST FESTIVAL

BRIEF DESCRIPTION OF EVENT: FESTIVAL CELEBRATING FALL, HARVEST TIME, AND PUMPKINS

DATE(S) OF EVENT: OCTOBER 12, 2024

EVENT TIMES: Set-Up 6AM Start of Event 10AM Exit Time 7 PM End of Event 4PM

ANTICIPATED NUMBER OF ATTENDEES: Low Estimate 500 High Estimate 1500

PRIMARY CONTACT NAME: DOUG GRAVES PHONE: 253-509-3609
 PRIMARY CONTACT EMAIL: douggraves1@hotmail.com
 DAY-OF CONTACT NAME: DOUG GRAVES PHONE: 253-509-3609
 DAY-OF CONTACT EMAIL: douggraves1@hotmail.com
 ALTERNATE CONTACT: JOANN HOLBROOK PHONE: 206-300-8650

COMPLETE THE FOLLOWING FOR ALL SPECIAL EVENTS:

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

- Festival/Carnival/Fair
- Parade
- 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.)
- Walk Procession/Organized Rally/Demonstration
- Block Party
- Other (Please specify): _____

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

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

- BBQ Area
- Gazebo
- Orting Station building
- Multi-purpose Center (MPC)
- Charter Park (the skate park)
- Basketball Court (no charge)
- North Park Fountain Pavilion (no charge)
- North Park Grass Area (no charge)
- South City Park Grass Areas (no charge)
- 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)?
NO ADDITIONAL

Will you have adequate restroom facilities and where will they be placed (show on Map)?
YES - SHOWN ON MAP

Will there be any open flame, cooking facilities or gas cylinders (show on Map)?
YES. FOR FOOD VENDORS - SHOWN ON MAP

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

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

City Services (please mark all that apply)	Price	Total Price	Sponsored
<input type="checkbox"/> 1 Public Works staff	\$75/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input checked="" type="checkbox"/> 2 Public Works staff	\$150/hr x ___ hrs	\$_____	<input checked="" 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 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 checked="" type="checkbox"/> Audio/PA system (Does not include a DJ)	\$75/event	\$_____	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Barricades (Must provide placement on map)	\$50/event	\$_____	<input checked="" type="checkbox"/>
<input type="checkbox"/> Street Sweeper (man power/vehicle)	\$150/hr x ___ hrs	\$_____	
<input type="checkbox"/> Portable Trailer Sign	\$50/day x ___ days	\$_____	
<input checked="" type="checkbox"/> 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>	
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: 100

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: NONE START TIME: NOON

STAGING TIME: 11:00AM STAGING LOCATION (show on map): CLOCKTOWER AREA

PARADE ROUTE (show on map): SHOWN ON MAP

Will horses or other animals be in the parade? Yes No If yes, approximately how many? POSS. 25

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

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) CALISTOGA STW. FROM WASHINGTON AVE. S. TO VAN SCOYOC AVE. E. AND TRAIN AVE S. FROM WASHINGTON AVE S. TO VAN SCOYOC AVE. E. AS SHOWN 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?

PERSONAL CONTACT

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

TBD POSSIBLE BOUNCY HOUSES WITH APPROPRIATE INSURANCE COVERAGE.

9: AGREEMENTS

Initials: WOG

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 - 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 compiles with the terms of Section IV of the City Special Event Sponsorship Policy.

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

- Use of Main City Park, including grass areas, Gazebo, and Covered BBQ Area, located at 101 Train St. SW 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: 6
- 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: OVFM - Harvest Festival Event Date: 10/12/24

Primary Contact: Doug Graves / Joann Holbrook Phone: 253-509-3609
206-300-8650

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# 1084
 Date: 2/5 Initials: MA
 Date: 2/5 Initials: MA
 Date: 2/5 Initials: MA
 Date: _____
 Date: 2/5 Initials: MA
 Date: _____

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 HARVEST FESTIVAL Event Date: 10 / 12 / 24

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

Phone: 253-509-3609 Email: douggraves1@hotmail.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: 9/30/24 through 10/12/24
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):

PRESENTED BY: <u>City of Orting</u> <u>ORTING</u> <u>CITY PARK</u>	<u>ORTING HARVEST FEST</u>	<u>SECOND</u> <u>SATURDAY</u> <u>IN OCTOBER</u>
---	----------------------------	---

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: Will Dyer 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: 1084 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 Events fee for Harvest
 Festival 2024

Fees - Special Events	200.00
Non Taxed Amt:	<u>200.00</u>
Total:	200.00
Chk: 1578	<u>200.00</u>
Ttl Tendered:	200.00
Change:	0.00
Issued By: Jennifer Corona	
02/06/2024 15:48:27	

Receipt: 1085 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: Blanket Vendor fee for Harvest
Festival 2024

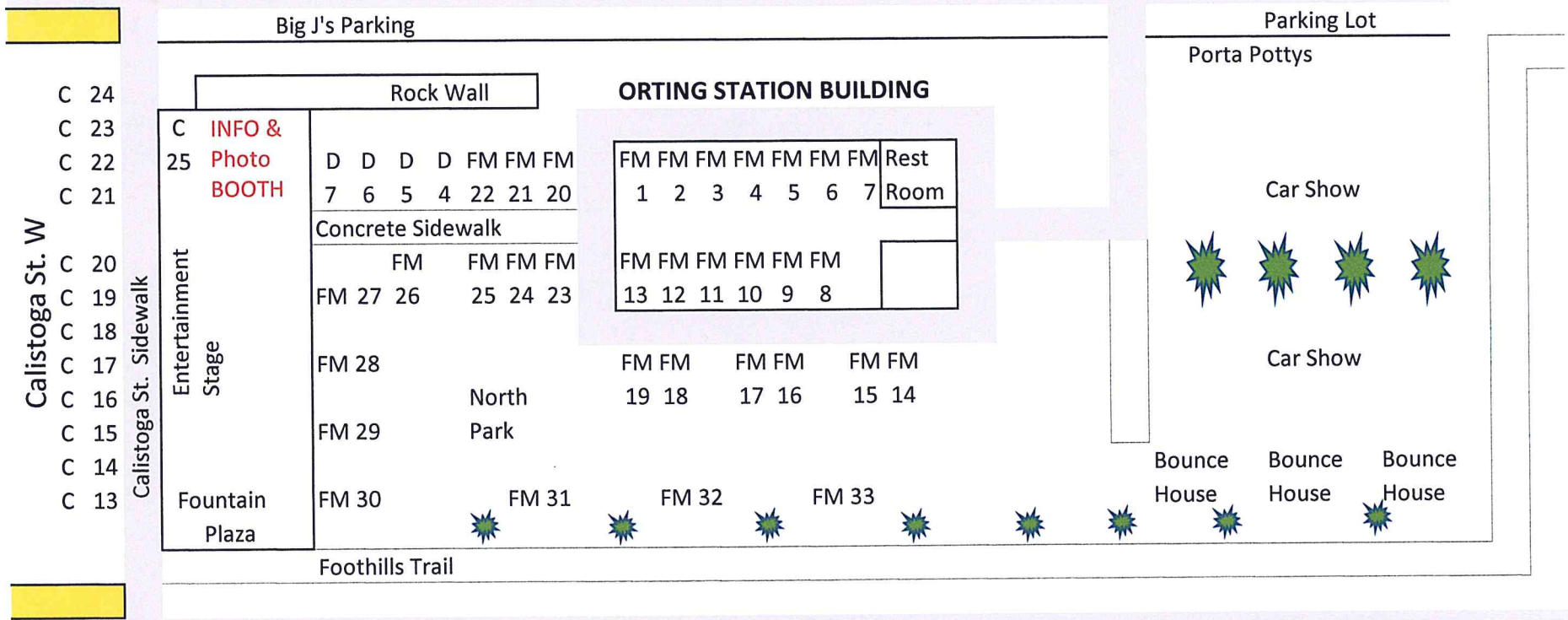
Fees - Special Events	100.00
Non Taxed Amt:	<u>100.00</u>
Total:	100.00
Chk: 1579	<u>100.00</u>
Ttl Tendered:	100.00
Change:	0.00

Issued By: Jennifer Corona
 02/06/2024 15:49:22

2024 Harvest Festival Event Map North Park

Big J's Outdoor Store

Van Scoyoc Ave/ Parking access



Calistoga St. W

Calistoga St. Sidewalk

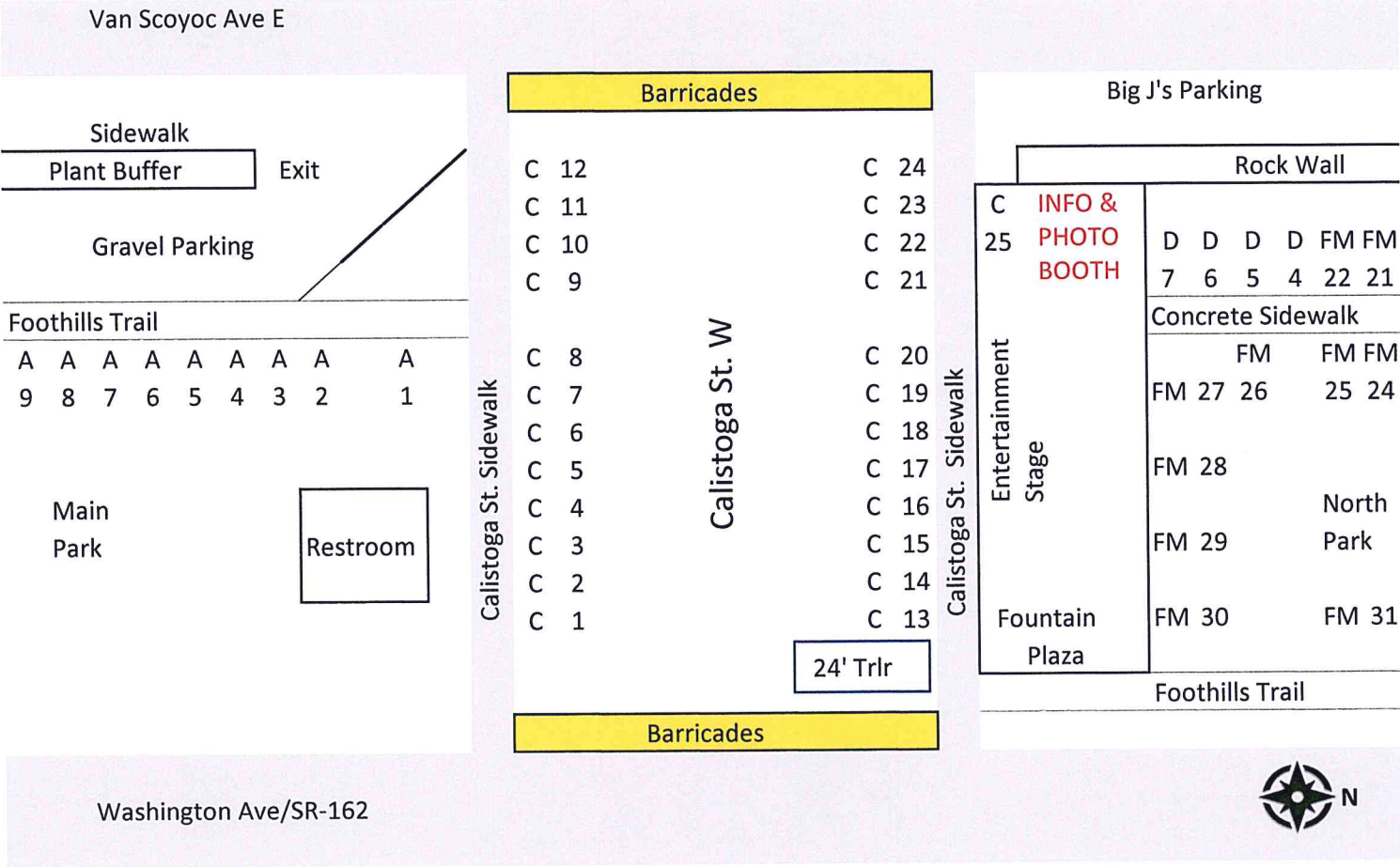
- C 24
- C 23
- C 22
- C 21
- C 20
- C 19
- C 18
- C 17
- C 16
- C 15
- C 14
- C 13

Washington Ave/SR-162



2024 Harvest Festival Event Map

Calistoga Street



2024 Harvest Festival Event Map Main Park

Post Office

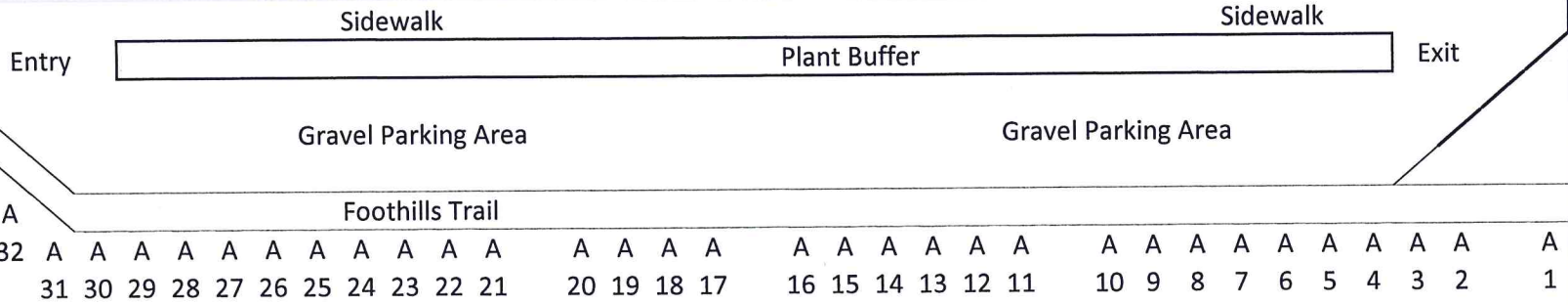
Van Scoyoc Ave E

SOUTH PARK

NORTH PARK

Train St.

Calistoga St.



BBQ Area

MAIN PARK

Playground

Restroom

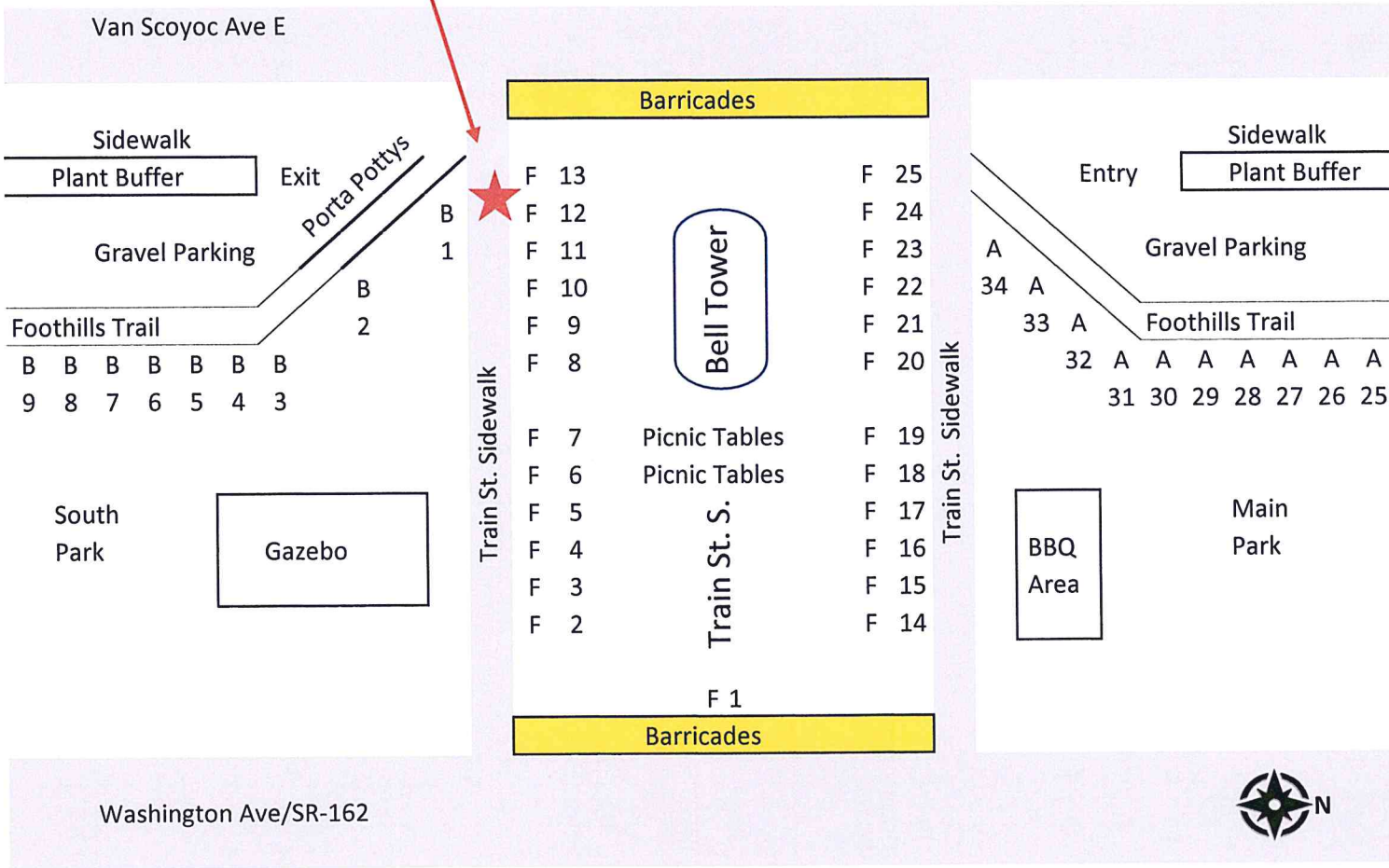
Washington Ave / SR-162



2024 Harvest Festival Event Map

Train Street - Food Court

PARADE
START & END



Van Scoyoc Ave E

Sidewalk

Plant Buffer

Exit

Porta Pottys

B

1

Gravel Parking

B

2

Foothills Trail

B B B B B B B
9 8 7 6 5 4 3

South
Park

Gazebo

Train St. Sidewalk

F 13
F 12
F 11
F 10
F 9
F 8
F 7
F 6
F 5
F 4
F 3
F 2

Barricades

Bell Tower

Picnic Tables

Picnic Tables

Train St. S.

F 1

Barricades

F 25
F 24
F 23
F 22
F 21
F 20
F 19
F 18
F 17
F 16
F 15
F 14

Train St. Sidewalk

Entry

Sidewalk

Plant Buffer

A

34

A

33

A

32

A

A

A

A

A

A

A

31

30

29

28

27

26

25

Foothills Trail

BBQ
Area

Main
Park

Washington Ave/SR-162

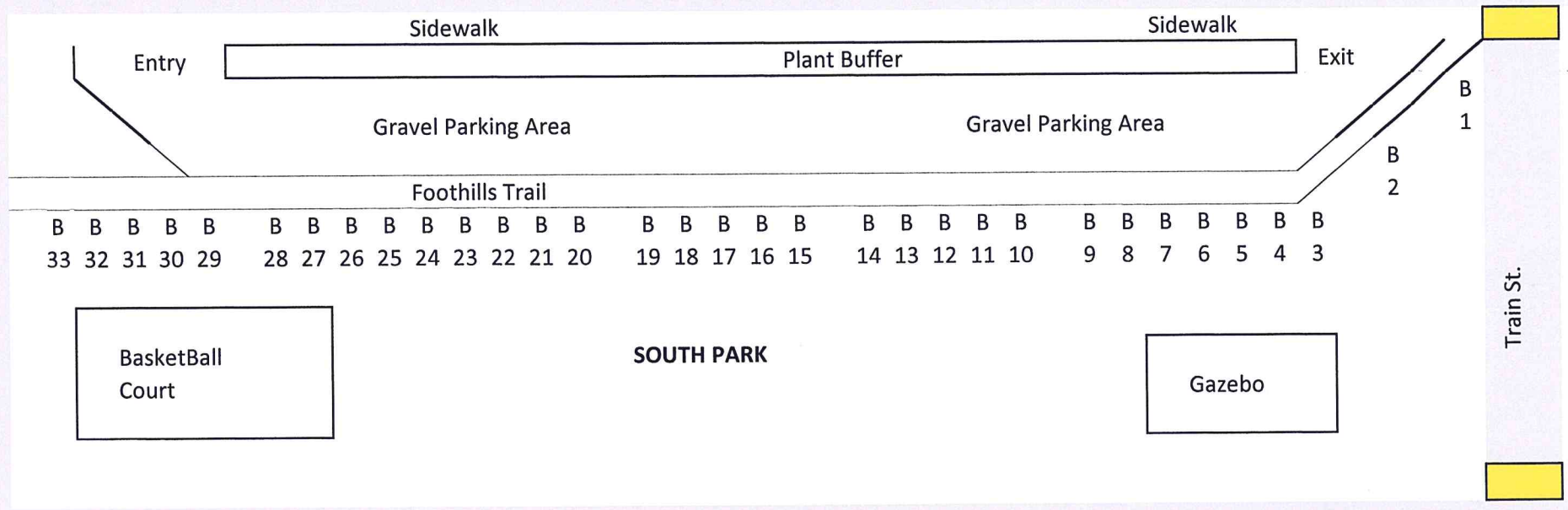


2024 Harvest Festival Event Map South Park

Eagles
City Hall

Bridge St. S

Van Scoyoc Ave E

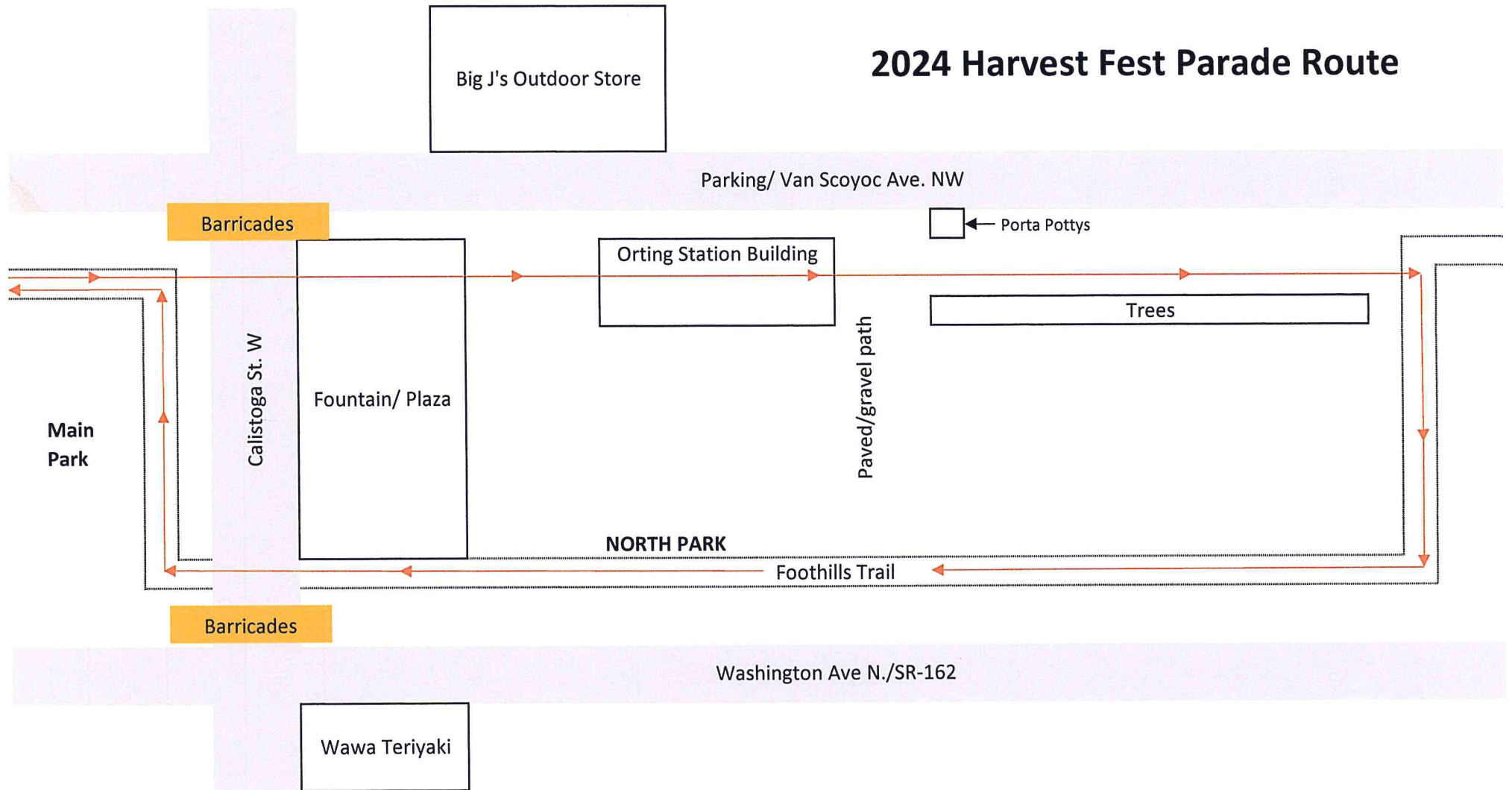


Train St.
MAIN PARK

Washington Ave / SR-162



2024 Harvest Fest Parade Route

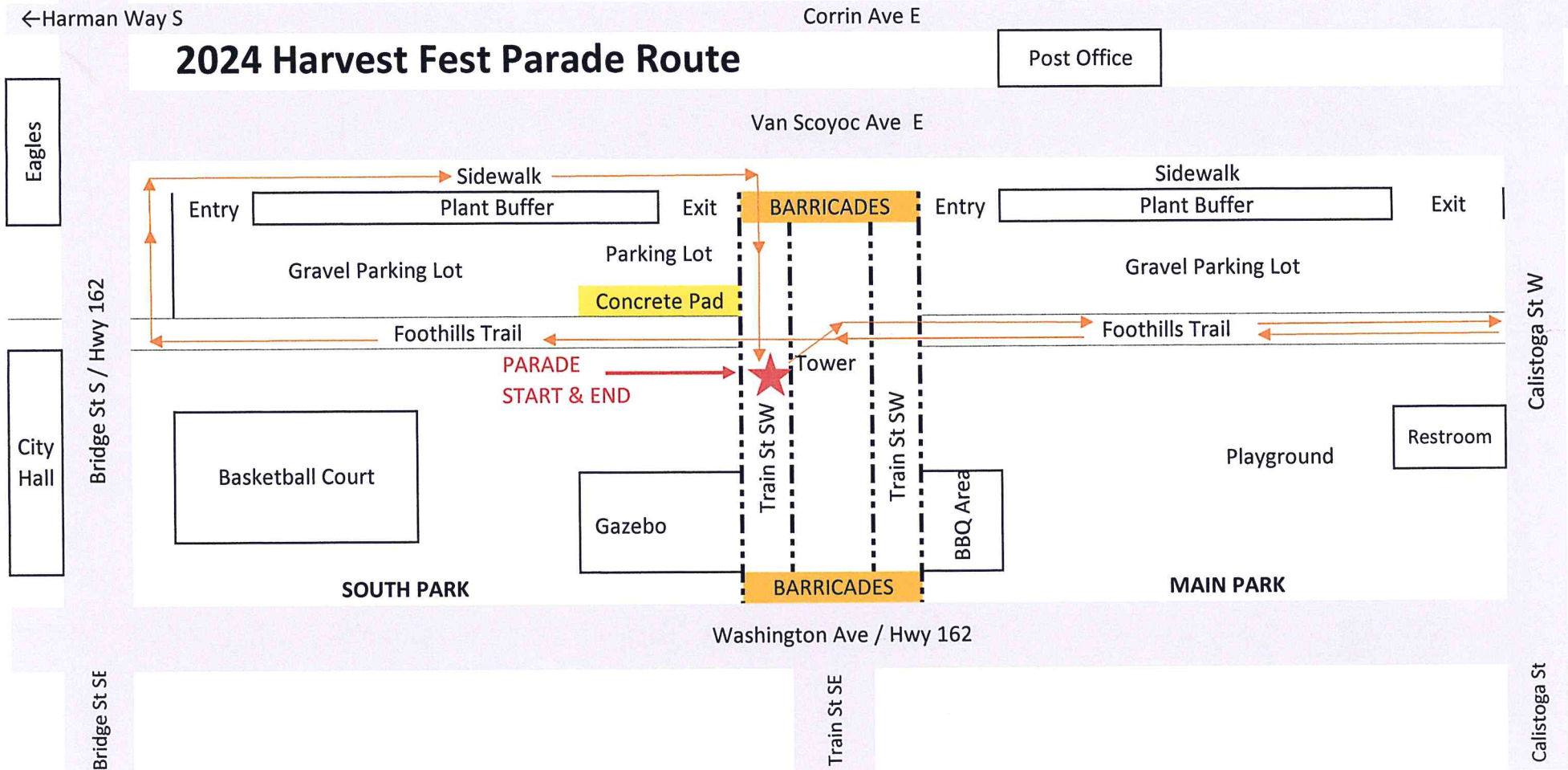


North Park/Orting Station

Parade Route:

Begins on Train Street, near Bell Tower. Routes North across Train St. S. and through Central Park on Foothills Trail (asphalt). Route continues across Calastoga St W. and through Fountain Plaza. Then continues along concrete sidewalk through the Orting Station Building. Then continues along concrete sidewalk and North across gravel lot to the Foothills trail. Then turns Right and continues along the Foothills trail (asphalt). Then turns Right before SR-162 and continues South along the Foothills trail (asphalt). Then crosses Calistoga St. W. and turns Right and continues along Concrete sidewalk. Then turns Left and continues South along the Foothills trail (asphalt) and crosses Train St. S and continues South along the Foothills Trail (asphalt) through South Park. Then turns Right and continues along Bridge St. S. concrete sidewalk. Then turns Right and continues along Van Scoyoc Ave. E. concrete Sidewalk and Turns Right and continues along Train St. S. concrete sidewalk and ends back at the "Start & End " location.

2024 Harvest Fest Parade Route



Parade Route:

Begins on Train Street, near Bell Tower. Routes North across Train St. S. and through Central Park on Foothills Trail (asphalt). Route continues across Calastoga St W. and through Fountain Plaza. Then continues along concrete sidewalk through the Orting Station Building. Then continues along concrete sidewalk and North across gravel lot to the Foothills trail. Then turns Right and continues along the Foothills trail (asphalt). Then turns Right before SR-162 and continues South along the Foothills trail (asphalt). Then crosses Calistoga St. W. and turns Right and continues along Concrete sidewalk. Then turns Left and continues South along the Foothills trail (asphalt) and crosses Train St. S. and continues South along the Foothills Trail (asphalt) through South Park. Then turns Right and continues along Bridge St. S. concrete sidewalk. Then turns Right and continues along Van Scoyoc Ave. E. concrete Sidewalk and Turns Right and continues along Train St. S. concrete sidewalk and ends back at the "Start & End " location.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/06/2024

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 have ADDITIONAL INSURED provisions or 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 East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Orting Valley Farmers Market c/o Doug Graves PO Box 1665 Orting WA 98360	INSURER A: Evanston Insurance Company		35378
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

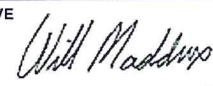
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	N	3DS5475-M3321626	10/12/2024	10/13/2024	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	Host Liquor Liability						MED EXP (Any one person)	\$ 5,000
	Retail Liquor Liability						PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:						Deductible	\$ 1,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 1500, Event Type: Festival & Cultural Event - Indoor and/or Outdoor.

CERTIFICATE HOLDER**CANCELLATION**

City Of Orting 104 Bridge St S Orting WA 98360	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 
--	--

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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City Of Orting
104 Bridge St S
Orting, WA 98360

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

ORTING HARVEST FESTIVAL

Hosted by the ORTING VALLEY FARMERS MARKET

February 5, 2024

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



Thank you for the opportunity to host this year's Orting Harvest Fest. The Orting Valley Farmers Market has been a participant in this event for many years and has been joint managers of the event for the past three years. We look forward to presenting this event with all the excitement and wonder it has had in the past... and more. Along with a staff of seasoned volunteers who have brought this event to the Orting Community for many years, the Orting Valley Farmers Market is thrilled to continue the Legacy that the late Manager Gary Grape embraced for so many years.

For 2024, we plan to showcase the Fall Harvest/Pumpkin theme, along with a kids/pet's parade with a local school drum corps, a Pumpkin carver, Pumpkin painting for kids, the Point Defiance Pirates, musical entertainment, and all the Craft and Food Vendors who have been a part of years past.

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

1. Use of all city facilities in North, Main, and South Park on Saturday, October 12, 2024.
2. Use of North Park and Station Building beginning at Noon on Friday, October 11, 2024, for storage of event items to be set up on Saturday, October 12, 2024.
3. 1 Police officer who can make random passes through the event multiple times between 10am and 4pm.
4. 2 City Public Works Staff for 6 hours to assist and direct set up and tear down of event.
5. Closure of Calistoga St. and Train St. between Washington Ave. and Van Scoyoc Ave.
6. 1 Dumpster (already located at North Park).
7. 2 Standard Portable Restrooms to be located at North Park (in addition to the 2 existing at Main City Park).
8. Electricity, including 2 Spider Boxes and 2 power cords.
9. Audio/PA system.
10. Barricades/Cones/Traffic Signs suitable for closure of Calistoga and Train Streets.
11. Hanging of Banner over Washington Ave. for 2 weeks.
12. Event Advertisement on City Reader Board, Website, and Social Media.

With that, the Orting Valley Farmers Market fully 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 Harvest Festival

Event Date & Time: October 12th, 2024, 10am-4pm

Applicant/Organization: Doug Graves, Orting Valley Farmers Market

City Services Requested	# of hours	Estimated Cost
Use of Main City Park (includes Gazebo & BBQ area)		\$200.00
Use of North Park (includes Orting Station) - 2 days total		\$600.00
Close Train St. around Bell Tower		\$75.00
Close Calistoga St. from Van Scoyoc Ave. to Washington Ave.		\$150.00
2 Portable Restrooms (in addition to existing at Main Park)		\$360.00
1 Dumpster		\$50.00
Electricity (includes 2 spider boxes)		\$75.00
Audio/PA system		\$75.00
Barricades/Cones/Traffic Signs		\$75.00
Hang Event Banner over Washington Ave.		\$200.00
Event Advertisement (reader board & social media)		\$75.00
2 Public Works staff (estimated \$150/hr total)	10	\$1,500.00
Police support (estimated \$115/hr each)	6	\$690.00
Total Estimated Cost of Sponsorship*		\$4,125.00

*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: Orting City Hall Office Remodel.	AB24-31	CGA		
		4.3.2024	4.17.2024	
	Department:	Public Works Department		
	Date Submitted:	3.29.2024		
Cost of Item:	\$ 26,960.80			
Amount Budgeted:	\$ N/A			
Unexpended Balance:	\$ N/A			
Bars #:	N/A			
Timeline:	Q4 2023			
Submitted By:	Marshall Maurer, Public Works Director			
Fiscal Note: Staff recommend utilize existing fund balance for this capital project.				
Attachments: Lake Tapps Construction – Orting City Hall Delineation Proposal				
SUMMARY STATEMENT:				
<p>City Staff is requesting funds to complete an office remodel that will split an existing office into separate offices, with a finished floor-to-ceiling wall, and to relocate existing HVAC and electrical components serving the office. The separate offices will provide workspaces to the Community Development Director, Code Enforcement Officer, and Building Official.</p> <p>City Staff requested bids from 5 firms. Lake Tapps Construction’s bid of \$26,960.80 being the low bid, and having also received a high bid of \$127,481.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move to regular business meeting on April 24 th , 2024 as a consent agenda item.				
RECOMMENDED MOTION: <u>Motion:</u>				
Motion to approve the Mayor to sign and enter into a contract with Lake Tapps Construction in an amount not to exceed \$26,960.80.				

**Lake Tapps Construction Unltd.
Orting City Hall - T.I.**

<u>Work Order Proposal</u>					<u># 24-12</u>	
<u>Title ---</u>	Orting City Hall - T.I.					
<u>Summary---</u>	Install dividing wall in the Orting City Hall - office 155-6 per plan.					
	Scope to include - masking of work area, construct dividing wall per plan, modify electrical and fire alarm systems, relocate one and add one HVAC ceiling cassette, finish drywall - prime new work - paint each room.					
	Clean up and legal disposal of construction debris.					
<u>Labor Rates -</u>		<u>Rate</u>	<u>L & I</u>	<u>Taxes</u>	<u>Total Rate</u>	
	General Labor	\$56.80	\$3.48	\$4.29	\$64.57	
	Carpenter	\$71.53	\$3.48	\$5.40	\$80.41	
	Drywall - Taper	\$70.61	\$3.02	\$5.33	\$78.96	
<u>Cost Breakdown</u>						
<u>General Contractor</u>			<u>Quantity</u>	<u>Cost</u>	<u>Unit</u>	<u>Total</u>
	lumber		1	\$ 180.00	ea.	\$ 180.00
	drywall mat		1	\$ 250.00	ea.	\$ 250.00
	insulation		1	\$ 80.00	ea.	\$ 80.00
	misc material - t-bar etc.		1	\$ 60.00	ea.	\$ 60.00
	General labor		24	\$ 64.57	hr.	\$ 1,549.68
	Carpenter		20	\$ 80.41	hr.	\$ 1,608.20
	Drywall - Taper		12	\$ 78.96	hr.	\$ 947.52
				G. C. Subtotal		\$ 4,675.40
				Mark-up @ 15 %		\$ 701.31
<u>Subcontractor</u>						
			<u>Quantity</u>	<u>Cost</u>	<u>Unit</u>	<u>Total</u>
	Metcalf		1	\$ 8,750.00	ea.	\$ 8,750.00
	Code Mech		1	\$ 8,613.00	ea.	\$ 8,613.00
	A+ Pro Coat		1	\$ 1,373.00	ea.	\$ 1,373.00
				Sub. Subtotal		\$ 18,736.00
				Mark-up @ 10 %		\$ 1,873.60
				C. O. Subtotal		\$ 25,986.31
				Safety @ 2.5 %		
				Insurance @ 1.25%		\$ 974.49
				Total Cost.		\$ 26,960.80
						plus tax



PO Box 1459, Shelton, WA 98584

Contractor License # METCAEI841M5

Date: 2/13/24

Proposal: Orting City Hall Remodel

Scope & Clarifications:

Provide labor and material for the Electrical installation per the following scope:

Adding a dividing wall to create two separate rooms, 156 and 157, Separate the light switching, add one horn strobe, and power to ceiling cassette (HVAC).

Inclusions:

Electrical permit

Safe-off power for others to demo

Exclusions:

Plan review

Fire rated plywood

Utility Fees

Temporary Power & Lighting

As built drawings on electronic media

Fire sleeving & stopping

Temporary bathroom facilities

Controls for all mechanical equipment

Fencing

Debris Disposal

Trenching & backfill

Concrete work, rebar work, cutting, patching, core drilling and ex-ray

Asbestos, lead paint, or any other hazardous material removal

Drywall cutting, patching, and painting.

Painting conduit/raceway/boxes.

Sealing roof penetrations

Sales tax
Bonding

Base Bid: **\$ 8,750**

Thank You,

Brent Metcalf
President
Metcalf Electric, Inc.
253-405-1461
Brent@Metcalf84.com



Orting City Hall

102 Bridge Street South
Orting, WA. 9860

HVAC Modification for Office Separation

This includes:

- Move exiting cassette to office #155
- Add new Mitsubishi cassette unit to office #156
- Necessary thermostat and control graphic modifications
- Condensates
- Fresh air to each office
- Necessary Labor

The assumes

- Existing branch box has ball valves installed on extra ports

This excludes:

- Electrical Work
- Tab
- Other work outside of this scope
- Off hours work
- Permitting
- WSST

Total cost for this work: \$8,613.00

This proposal is valid for 30 days

A+ PROFESSIONAL COATINGS, INC.
Commercial-Industrial Painting & Wallcovering
34123 24th Avenue East
Roy, WA 98580
(253) 846-5065 / (253) 847-1043 fax
aplusptg@comcast.net

PROPOSAL

Job: Remodel at Orting City Hall

Bid Date: February 6, 2024

Scope: Painting of interior GWB walls in 2 rooms per walk thru

Base Bid: \$ 1,373.00

Notation: This proposal is bid per plans.

Exclusions: Trade damage, Protection of finish painted surfaces, Caulking & sealants, Floors, Bond, Hazardous abatement, Lead abatement, Inspection fees, Temporary heat, Temporary lighting, Overtime, Sales tax.

Qualification: We are a Union Shop. Our insurance liability limits are \$1,000,000 each occurrence, \$2,000,000 general aggregate. Insurance requirements in excess of our existing limits will require negotiation prior to contract signing.

This proposal is valid for 90 days.

We appreciate the opportunity to provide you with this proposal. If you have any questions please give us a call.

Thank you.

Jack R. Besaw, Jr.
President



Letter of Interest for the following Project:

Orting City Hall Improvements
102 Bridge Street South
Orting, WA 98360

Jody Miller Construction, Inc. is excited to submit our letter of interest to take part in the improvements of your City Hall Office Demise Project. We believe in the mission behind the project and the City of Orting and are eager to team up with likeminded partners.

Jody Miller Construction, Inc. brings 40+ years of experience ranging from high end residential homes, large scale apartments, healthcare facilities and a number of schools around the Puget Sound area. We look forward to bringing our extensive industry knowledge and leadership to your Team for this unique project.

In the days ahead, we look forward to receiving feedback from our proposal for the Orting City Hall Improvements and coordinating through the initial consultation process. We realize that the design team has a process for selection, however we are certain we are the winning choice and are looking forward to developing a working relationship with all involved.

Thank you for the opportunity to provide our proposal

Sincerely,

Nate Bradford
Jody Miller Construction, Inc.



ORTING CITY HALL TENANT IMPROVEMENT

Item	Value	Qty.	Unit	Adjusted
GENERAL CONDITIONS	\$ 68,860	1	LS	\$ 68,860
DEMOLITION	\$ 3,120	1	LS	\$ 3,120
FRAMING & DRYWALL	\$ 16,235	1	LS	\$ 16,235
BUILDING INSULATION	\$ 917	1	LS	\$ 917
PAINTING	\$ 4,517	1	LS	\$ 4,517
FLOORING	\$ 4,025	1	LS	\$ 4,025
HVAC	\$ 3,250	1	LS	\$ 3,250
ELECTRICAL	\$ 4,517	1	LS	\$ 4,517
MISC. PATCH & REPAIR	\$ 2,525	1	LS	\$ 2,525
FINAL CLEAN	\$ 1,487	1	LS	\$ 1,487
SUBTOTAL				\$ 109,453
B&O STATE	0.471%		\$	516
GENERAL LIABILITY INSURANCE	0.500%		\$	547
INDIRECT GENERAL CONDITIONS	0.500%		\$	547
FEE	15.000%		\$	16,418
GRAND TOTAL			\$	127,481

INCLUSIONS:

- Modify existing acoustical ceilings to construct wall.
- Modify HVAC as needed to divide into two offices.
- Modify electrical and fire alarm systems to accommodate two offices.
- Construction of new insulated partition to grid ceiling with support braces above.
- Repair any floor damage cause by construction.
- Patch and repair as required.
- 2 coat paint all walls of both offices.
- All existing flooring will be protected throughout.
- Includes removal of all construction debris.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Vehicle Surplus	AB24-32	Public Works		
		4.3.2024	4.17.2024	
	Department:	Public Works, Police Department		
	Date Submitted:	12.22.2023		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:				
Timeline:	April-May 2024			
Submitted By:	Marshall Maurer, PW Director, Devon Gabreluk, Police Chief			
Fiscal Note: Adoption of this ordinance would result in the surplus and relinquishment of several decommissioned vehicles no longer used by City of Orting Public Works and Orting Police Department.				
Attachments: Resolution No. 2024-08 and exhibits "A" and "B"				
SUMMARY STATEMENT: Public Works Department and the Orting Police Department desire to surplus decommissioned vehicles and return remaining cash value of those assets to the City's general funds. These vehicles include: Public Works: 1995 Ford F-350 Bucket Truck (Fair market value (FMV) \$7,637) 2006 Ford F650 Dump Truck (FMV N/A, estimated at \$20,000) 1987 Freeway S-5 Tilt Trailer (FMV N/A, estimated at \$1,000) 2001 Chevrolet C1500 Pickup Truck (FMV \$6,180) 2005 Ford F150 Pickup Truck (FMV \$5,550) Police: 2016 Ford Explorer (Fair market value (FMV) \$5,000.00) 2018 Ford Explorer (Fair market value (FMV) \$5,000.00)				
RECOMMENDED ACTION: <u>Action:</u> Move forward to regular business meeting on May 8th, 2024 for public hearing.				
RECOMMENDED MOTION: <u>Motion:</u> To approve Resolution No. 2024-08, a resolution of the City of Orting, Washington, declaring the property in exhibits "A" and "B" as surplus property and authorizing disposal.				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2024-08

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING THE PROPERTY
DESCRIBED IN EXHIBITS "A" AND "B" AS SURPLUS
PROPERTY AND AUTHORIZING DISPOSAL**

WHEREAS, it has been determined that the City has no further use of certain item(s) listed in attached Exhibit "A"; and that such items are surplus to the needs of the City; and

WHEREAS, the fair market value of the surplus property, if any, shall be determined and its sale or disposal will be for the common benefit; and

WHEREAS, at time of sale or disposal of the surplus item(s), any monies derived from the same will be allocated back to the appropriate department; and

WHEREAS, the City Administrator will oversee the sale of these item(s), or other method of disposal, including destruction, in the event the City Administrator determines that the surplus property has no fair market value or the cost of disposal will exceed the fair market value;

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

Section 1. The items described in Exhibit "A" attached hereto and incorporated herein by this reference are surplus to the needs of the City and the City Administrator is hereby authorized to dispose of such items at auction or a public sale through a sealed bid process that complies with applicable law; provided that, those items that have been determined to have no market value or the value of which will exceed the cost of disposal may be donated for charitable purposes or otherwise lawfully disposed of.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 24th DAY
OF April, 2024.**

CITY OF ORTING

Joshua Penner, Mayor

AITEST/AUTHENTICATED:

Km Agfalvi, City Clerk

Approved as to form:

Charlotte Archer, City Attorney

EXHIBIT A
Resolution No. 2024-08
(List of Surplus Items)

The following vehicles are listed for surplus:

Type	Year	Vehicle Description	VIN #	Dept.	Fair Market Value
Police Vehicle	2016	Ford Explorer	1FM5K8AR1GGB81375	PD	\$5,000
Police Vehicle	2018	Ford Explorer	1FM5K8AR1JGC44448	PD	\$5,000

- Fair Market Value based on Kelly Blue Book

EXHIBIT B
Resolution No. 2024-08
(List of Surplus Items)

Type	Year	Vehicle Description	VIN #	Dept.	Fair Market Value
Public Works Vehicle	1995	Ford F-350 Bucket Truck	2FDKF37H8SCA21321	PW	\$7,637
Public Works Vehicle	2006	F650 Dump Truck	3FRNF65Z36V362356	PW	\$20,000
Public Works Vehicle	1987	Freeway S-5 Tilt Trailer	N/A	PW	\$1,000
Public Works Vehicle	2001	Chevrolet C1500 Pickup Truck	1GCEC14V31E197713	PW	\$6180
Public Works Vehicle	2005	Ford F150 Pickup Truck	1FTRF12205NA58582	PW	\$5550

- Fair Market Value based on Kelly Blue Book



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Affordable Housing Sales Tax – Needs Assessment Scope and Budget	AB24-33	Ad hoc Housing		
		4.10.24	4.17.24	
	Department:	Ad hoc Committee		
	Date Submitted:	4.12.24		
Cost of Item:	\$28,700			
Amount Budgeted:	\$130,000			
Unexpended Balance:	\$101,300			
Bars #:	Fund 110			
Timeline:	None			
Submitted By:	City Administrator			
Fiscal Note: The city is allowed to use 40% of the funds collected for affordable housing in evaluation of programs. ECONorthwest budget is \$25,020, and AHBL’s markup and cost would be \$3,500				
Attachments: ECONorthwest Scope and Budget.				
SUMMARY STATEMENT:				
<p>The affordable housing ad hoc committee has been evaluating project options for the sales tax dollars we are collecting. The committee believe the best first step would be to conduct a needs assessment of our community to understand where these dollars would be best spent. This work is also complementary to our periodic Comprehensive Plan update as we have to address ways to provide housing options to folks with lower incomes. It is anticipated that the committee will make recommendations to council on how to approach affordable housing projects at the conclusion of this study. This project would be paid for out of the funds we have been collecting for the past year.</p>				
RECOMMENDED ACTION: Move to regular council meeting for approval.				
FUTURE MOTION: Motion to approve the ECONorthwest scope and budget as a sub-consultant task to the city’s on call contract with AHBL, in the amount of \$28,700.				

DATE: February 15, 2024
TO: Scott Larson, Orting City Administrator
CC: MillieAnne VanDevender and Wayne Carlson, AHBL
FROM: Bob Parker and Jennifer Cannon ECONorthwest
SUBJECT: Draft Scope of Work for Assessing Options of Use of 0.1% Sales Tax Revenues

Like communities throughout the Puget Sound Region, Orting lacks adequate numbers of housing units affordable to lower income households. The impacts of the housing crisis manifest in many ways – from significant percentages of households who are cost burdened (e.g., more than 30% of household income goes to housing) to individuals and households that cannot find housing and subsequently become unhoused, to equity and fairness concerns for it populations.

RCW 82.14.530 allows counties and cities to impose a sales and use tax up to 0.1% for housing and related services (passed into law as HB 1590).¹ The total sales tax rate cannot exceed 0.1% – if a city has already imposed this sales tax and the county imposes the same sales tax at a later date, the county must credit the city’s 0.1% back to the city. The housing and facilities used for this tax may only be provided to the following population groups whose income is at or below 60% of the current Pierce County Area Median Income:

- People with disabilities or behavioral health disabilities,
- Veterans,
- Senior citizens,
- People who are homeless or at-risk of being homeless, including families with children,
- Unaccompanied homeless youth or young adult, or
- Domestic violence survivors.

The legislation provides explicit direction for how local governments can use the funds. A minimum of 60% of the funds must be used for constructing or acquiring affordable housing (include emergency, transitional, and supportive housing); providing new units of affordable housing within an existing structure; providing facilities with housing-related services (or the land); or building or acquiring behavioral health-related facilities (or the land); or providing funding for the operations and maintenance expenses associated with new units of affordable housing or newly constructed evaluation and treatment centers. The remainder of the funding can be used for the operation, delivery, or evaluation of behavioral health treatment programs and services or housing-related services.²

¹ MRSC, Revenue Guide for Washington Cities and Towns. (2023). More information on the Housing and Related Services Sales Tax. page 73. *This tax option was enacted by the state legislature in 2015 originally requiring voter approval, but effective June 11, 2020 approval by the legislative body with a simple majority vote is allowed (voter approval is optional).*

² Washington State Legislation. (2024). RCW 82.14.530. <https://app.leg.wa.gov/rcw/default.aspx?cite=82.14.530>;

The Municipal Research and Services Center (MRSC) lists examples of local municipalities enacting the Housing & Related Services Sales Tax (pursuant to [RCW 82.14.530](#)):³

- **Anacortes** (2020, [website](#))
- [Ellensburg Resolution No. 2017-23](#) (2017)
- [Olympia Resolution No. M-1912](#) (2018)⁴
- [Port Angeles Resolution No. 14-19](#) (2019, [website](#))
- [Issaquah Ordinance No. 2922](#) (2020)
- [Wenatchee Ordinance No. 2021-13](#) (2021)⁵
- [Spokane Ordinance No. C35982](#) (2023, [website](#))⁶

On March 20, 2023 the Orting City Council adopted Resolution 2023-04, authorizing an additional 0.1% sales and use tax to be used for housing and related services consistent with RCW 82.14.530. Staff estimate the tax will generate about \$100,000 per year.⁷ In a memorandum dated May 9, 2023, City Administrator Larson outlines potential uses for the sales tax revenues, and the council's ad hoc committee has also discussed a framework for tackling this work. The City wants to better understand the implications and trade-offs of the various options. The remainder of this memorandum outlines a scope of work to conduct that evaluation.

Scope of Work

Based on preliminary discussion with AHBL and reviewing the staff memo, Orting needs an analysis that helps the community (including staff and elected officials) to better understand how to get the best return on investment (ROI) from the tax revenues. In the context of the sales tax ROI can be thought of as moving the city towards one or more stated outcomes. The ROI question is more nuanced than it appears as the options focus on different outcomes. For example, providing emergency shelters will address unhoused individuals while building affordable housing might target lower income households.

³ Nine jurisdictions in King County impose the tax option including: Bellevue, Covington, Issaquah, Kent, King County, Maple Valley, North Bend, Renton, Snoqualmie. Source: https://kingcounty.gov/~media/depts/community-human-services/housing-homelessness-community-development/documents/affordable-housing-committee/Meeting_05-19-2021/Revenue_and_Expenditure_Monitoring_Staff_Report_05,-d-,07,-d-,21.ashx?la=en

⁴ Another source:

<https://www.wliha.org/sites/default/files/Passing%20a%20Local%20Affordable%20Housing%20Option%20full%20slide%20deck%207-22-19.pdf>

⁵ MRSC. (2024). <https://mrsc.org/explore-topics/planning/housing/affordable-housing-funding-sources>

⁶ The City of Spokane requires at least 75% of the revenue to be used to fund affordable housing, behavior health-related facilities, treatment centers, etc. The recommended uses of the funds must be determined using a racial equity framework supporting equity, reducing disparities in housing, and advancing equitable outcomes for marginalized populations or populations subject to historical discrimination in the housing market or through policies.

⁷ The city retains 100% of the revenue, minus a 1% administrative fee for the Department of Revenue (Source: MRSC, 2023, website: <https://mrsc.org/getmedia/d3f7f211-fc63-4b7a-b362-cb17993d5fe5/Revenue-Guide-For-Washington-Cities-And-Towns.pdf.aspx?ext=.pdf>, see page 72).

While this project primarily involves research, the city has established an ad hoc committee to lead and support the project. The role of the committee would be to provide input on the work program; to ask questions from the communities perspective; and to help prioritize local objectives and outcomes; and make a final recommendation to the city council. We anticipate ECO and the city would convene 2-4 times during the project via zoom or another online platform.

Task 1: Project Kickoff

The project kickoff meeting will focus on discussion of the desired outcomes of the project, the work program and project schedule, the project products, process steps, and key methodological issues. Following the meeting, the consultant will prepare a summary of the decisions made in the meeting and detail any necessary refinements to the scope of work.

The kickoff meeting will have several intended outcomes: (1) identify key issues and outcomes Orting wants related to housing; (2) review the list of potential uses of sales tax revenues; and (3) discuss potential case study cities.

This task also includes regular calls with city staff for project management and project progress reports, at a rate of about one to two calls per month.

Task 2: Identify Options for Use of Sales Tax Funds (Optional Task)

If the city wants to explore uses beyond those outlined in the City Administrator memo, ECO will conduct research and compile a list of uses for further review. If the list gets expanded, we propose a process step to determine which options the city wants to further explore. This is simply a matter of budget efficiency – it does not make sense for ECO to spend time researching options the city is not interested in pursuing.

Task 3: Literature Review

ECO proposes to review legislation, studies, and other materials related to the RCW 82.14.530 sales tax. The intent is to conduct a relatively cursory overview using standard sources to develop a better understanding of who has adopted the sales tax, what revenues are commonly used for, and what outcomes cities and counties are achieving.

Task 4: Case Studies

More than 20 Washington municipalities have adopted a 0.1% tax under RCW 82.14.530.⁸ Those municipalities grappled with the same questions Orting faces about how to invest the funds. ECO will conduct five to eight case studies exploring how other cities are using the funds⁹ and,

⁸ This source lists around 25 municipalities: https://kingcounty.gov/~media/depts/community-human-services/housing-homelessness-community-development/documents/affordable-housing-committee/Meeting_05-19-2021/Revenue_and_Expenditure_Monitoring_Staff_Report_05-d-,07-d-,21.ashx?la=en, while this source lists 21 municipalities: <https://mrsc.org/getmedia/d3f7f211-fc63-4b7a-b362-cb17993d5fe5/Revenue-Guide-For-Washington-Cities-And-Towns.pdf.aspx?ext=.pdf> (see page 83).

⁹ The case studies should emphasize similar bedroom communities like Orting, if possible.

for those that have had programs in place for a year or more, what outcomes they have achieved and what they have learned. The case studies will involve a combination of Internet research and interviews. ECO will review the list of cities with the sales tax and propose up to 10 cities for further research. ECO will present the results to the committee.

Task 5: Stakeholder Interviews

To supplement the case studies, ECO proposes to conduct six to eight stakeholder interviews or one to two focus group meetings. The intent of the interviews is to better understand housing and mental health opportunities and barriers in Orting in the context of potential revenue options. We propose to target stakeholders who are familiar with Orting and housing and mental health issues in Orting and the surrounding communities. These could include social service providers, nonprofit housing agencies, people with lived experience, and other stakeholders. ECO will gain recommendations on who to interview from city staff and will work with the project committee to generate a list of persons to interview. The results of the interviews will be summarized in our final report and ECO will analyze themes that emerge from the interviews.

Task 6: Gap Analysis

As part of its analysis, ECO will evaluate current housing and mental health facilities in the community, consider future needs based on the county population estimates, and provide a gap analysis of the same. City staff will provide information on the existing facilities and services to help with this effort. ECO will provide an inventory of existing affordable housing and mental health facilities in and nearby the City of Orting, along with an assessment of how well those meet current and future needs. The interviews held during Task 5 will inform the gap analysis and needs assessment.

Task 7: Assessing the Options

This task is the core of this project. Based on ECO's review of the literature, case studies, and stakeholder interviews, ECO will develop a narrative description of the implications for each option. This will include assessment of potential outcomes where possible. ECO will also work to identify areas where the City might leverage external funds or strategies with the sales tax revenues. ECO will also develop a summary matrix comparing and contrasting the options. We propose to schedule the second project meeting in conjunction with this task. ECO will present findings to date to the committee and solicit feedback and questions from committee members.

Task 8: Draft and Final Deliverables

ECO will produce a draft report summarizing the research completed in Tasks 1-7. We will present the draft report and recommendations to the project committee. ECO will collect comments from staff and committee members. We will then produce a revised final report for the committee.

Budget

Our budget (time and materials) should not exceed \$25,000. Additional tasks not listed on this scope of work are contingent upon an expanded scope of work and supplemental budget.

Line Item	Phase 1 - Sales Tax Analysis								TOTALS	
	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	\$	Percent of Budget
	Project Kickoff, Management, and Meetings	Identify Options	Lit Review	Case Studies	Stakeholder Interviews	Gap Analysis	Assess Options	Draft and Final deliverables		
Labor Expenses										
ECONorthwest Total	\$3,760	\$2,160	\$1,940	\$4,380	\$2,490	\$2,260	\$2,820	\$5,210	\$25,020	100.00%
Total	\$3,760	\$2,160	\$1,940	\$4,380	\$2,490	\$2,260	\$2,820	\$5,210	\$25,020	100.0%
Total Labor	\$3,760	\$2,160	\$1,940	\$4,380	\$2,490	\$2,260	\$2,820	\$5,210	\$25,020	100.0%
Non-Labor Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
TOTAL BUDGET	\$3,760	\$2,160	\$1,940	\$4,380	\$2,490	\$2,260	\$2,820	\$5,210	\$25,020	100.0%

Schedule

The overall work schedule will generally occur from late March 2024 to August 2024. We will confirm or refine the project schedule at the kickoff meeting.

About ECONorthwest

ECONorthwest is a consulting firm based in Portland that specializes in economics, finance, and planning. We understand that businesses and governments face difficult decisions about how to make the best use of limited resources. We help our clients make thoughtful, data-driven decisions using tools and methods that meet the highest standards of best practice. Our consultants have advanced degrees in a variety of fields—including economics, planning, and public policy—and work on projects ranging from strategy to implementation. We pride ourselves on maintaining close relationships with developers, contractors, and business leaders in order to provide the most market-attuned advice possible. On these projects, we provide a range of services, including business economics and modeling, fiscal and economic impact analysis, land-use planning, policy analysis, and urban and regional planning.

We are differentiated from our competition through our adherence to our values. We are:

- *Independent.* We follow the evidence and stand behind our analysis.
- *Insightful.* We make the complicated clear.
- *Curious.* We keep asking questions, from many perspectives, to get to the core of problems and their solutions.
- *Collaborative.* We produce great work together: crossing disciplines, connecting the dots, learning side-by-side.
- *We Strive for Impact.* Our work informs decisions that improve the communities where we live and work.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: National Gard – Charter Park Lease	AB23-XX	N/A		
			12.17.24	
	Department:	Administration		
	Date Submitted:	4.12.24		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	ASAP			
Submitted By:	City Administrator			
Fiscal Note: None				
Attachments: Map with Red Box Outlining Proposed Camping Area				
SUMMARY STATEMENT:				
<p>The State Guard will be providing the labor for the construction of the Charter Park Bathroom this summer. They will be on the worksite for two weeks, and typically look for a place to stay in the community they are working in. They have proposed leasing the adjacent park property to have their sleeping tents and mess tents adjacent to the worksite which is at the intersection of Meadow Ln. SE and the Foothills Trail. As part of the lease, there will be requirements with regard to sanitation, cleanliness, and noise.</p>				
RECOMMENDED ACTION: Staff will prepare lease agreement for this space and include a copy in the packet at the meeting the end of April.				
FUTURE MOTION: TBD				

