



CGA Committee Agenda
October 2nd, 2024
9:00am

Greg Hogan, Councilmember, Chair

Jeff Sproul, Councilmember

Kim Agfalvi, City Clerk

Scott Larson, City Administrator

Gretchen Russo, Finance Director

Danielle Charchenko, Executive Assistant/Records Clerk

This meeting is being held in person and through the platform zoom. A link for virtual participation can be found on the agenda or on the City's website.

Zoom link: <https://us06web.zoom.us/j/86326165954?pwd=AqcYPtm1wIWMbtRBXpj0c9lAO1loT6.1>

Meeting ID: 863 2616 5954

Password: 302620

1. Call to Order

2. Public Comments

3. Agenda Items

- A. AB24-79** – 2025 Grants.
- B. AB24-27** – RV Code Amendments.
- C. AB24-100** – 2025 Fee Schedule.
- D. AB24-103** – Personnel Manual Updates.
- E. AB24-87** – Policies and Procedure Calendar.
- F. AB24-104** – Fisherman Parking.
- G. AB24-70** – Council Goals.

4. Meeting Minutes of September 4th, 2024.

5. Action Items/Round table review.

Final comments.

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

6. Adjournment



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: 2025 Community Grants.	AB24-79	CGA		
		9.4.2024 10.2.2024	9.18.2024	
	Department: Administration			
	Date Submitted: 8.28.2024			
	Cost of Item:			
Amount Budgeted:		2024 Budget TBD		
Unexpended Balance:		N/A		
Bars #:		TBD		
Timeline:		None		
Submitted By:		Kim Agfalvi		
Fiscal Note:				
Attachments: 2025 Grant Request Worksheet.				
SUMMARY STATEMENT:				
Staff have reviewed 2025 grant submissions and the council’s grant policy. The attached grant requests worksheet outlines recommendations for this program based on the approved grant policy. An updated grant spreadsheet has been updated to accurately reflect which tier each the requestor is on.				
As of the August 23, 2023 grant submission deadline the City received grant requests from the following for the following amounts:				
Orting Senior Center - \$6,000.00				
Recovery Café of Orting Valley - \$10,000.00				
Orting Food Bank - \$3,000.00				
Orting Chamber of Commerce - \$3,000.00				
Orting Valley Farmer’s Market - \$6,000.00				
*Late Submission – Opportunity Center of Orting (The Haven) - \$7,500.00. Email received 8.27.2024 and hard copy received 8.28.2024.				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to regular business meeting on September 25 th , 2024 for Council consideration.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				

2025 Grant Requests	2024 Grant Awarded	2023 Revenue	2025 request	Year	Policy Recommendation*
Orting Valley Farmers Market	\$0.00	\$21,173.96	\$6,000.00	4th year 10% or \$4,000	\$2,117.40
Orting Chamber of Commerce	\$936.60	\$11,136.99	\$3,000.00	3rd year 15% or \$6,000	\$1,669.05
Recovery Café of Orting Valley	\$10,000.00	\$1,275,893.42	\$10,000.00	3rd year 15% or \$6,000	\$6,000.00
Orting Food Bank	\$3,000.00	\$1,194,513.00	\$3,000.00	4th year 10% or \$4,000	\$3,000.00
Orting Senior Center	\$8,000.00	\$389,349.80	\$6,000.00	4th year 10% or \$4,000	\$4,000.00
	\$21,936.60	\$2,892,067.17	\$28,000.00		
Grants Received after due date of 8/23					
Opportunity Center of Orting - The Haven	\$0.00	\$54,063.05	\$7,500.00	3rd year 15% or \$6,000	\$6,000.00
			\$35,500.00		\$22,786.45
* Maximum grant amount based on approved grant policy					

Name	2022	2023	2024	2025 Request	Year
Orting Food Bank	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	4th year
Orting Farmers Market	\$2,100.00	\$6,000.00	\$0.00	\$6,000.00	3rd year
Recovery Café	\$11,600.00	\$0.00	\$10,000.00	\$10,000.00	3rd year
Haven	\$9,700.00	\$9,128.21	\$0.00	\$7,500.00	3rd year
Senior Center	\$11,600.00	\$12,000.00	\$8,000.00	\$6,000.00	4th year
Chamber of Commerce	\$1,100.00	\$3,000.00	\$936.60	\$3,000.00	4th year
Angel One Foundation	\$0.00	\$0.00	\$9,750.00	\$0.00	n/a
Orting Rock Festival	\$0.00	\$0.00	\$3,000.00	\$0.00	n/a
	\$39,100.00	\$33,128.21	\$34,686.60	\$35,500.00	
	Voted on at meeting on 12.8.2021	Voted on at meeting on 12.14.2022	Voted on at meeting 10.25.2023		
		2022 Budget:			
		Orting Food Bank - \$3,000.00			
		Opportunity Center of Orting (DBA the Haven) - \$7,879.21			
		Orting Valley Farmer's Market - \$6,000.00			
		2023 Budget:			
		Opportunity Center of Orting (DBA the Haven) - \$1,249.00			
		Orting Senior Center - \$12,000.00			
		Orting Chamber of Commerce (2023 Tourism Fund) - \$3,000.00			
Grant cycle reset at meeting on 12.8.2021 for 2022 awarded grants					



FOR CITY CLERK USE AUG 23 2024

RECEIVED

12:31pm MA

Grant Application-2025

Amount Requested: \$ 6,000.00

Name of Organization: Orting Senior Center Organization UBI #: 601178872

Contact Person's Name and Title: Staci Guirsch

Mailing Address: P.O. Box 104 – Orting, WA 98360

Phone: 360.893.5827 Email Address: seniorcenter@orting.wednet.edu

How the grant will be used (This information can be provided in a letter, attached to this application):

Please see attached

Who does the grant serve (This information can be provided in a letter, attached to this application):

Funding would serve all seniors 55 and over that attend Orting Senior Center. OSC serves all seniors 55 and over. Our participants primarily reside within Orting but many seniors come and visit from communities that surround Orting such as Puyallup, Bonney Lake, Sumner, Graham and South Prairie.

What city facilities will you be requesting for usage with this grant (May not use facilities for fundraising):

NONE

Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract as stated in Section 3 – Report on Execution of Services by the date set therein. Failure to report shall compromise the grant recipient's ability to receive future grant funding.

Initial: SG

All groups seeking grants from the City of Orting must:

1. Submit one (1) original and one (1) electronic copy of this application, along with the requested attachments to the City no later than August 23rd, 2024 at 3:00pm (for grants to be issued the following year). Grants will be approved and distributed at the City's discretion. The application must include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 4. Copy of Liability Insurance with rider for the City (rider may be provided after approval).
2. A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
3. If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Staci Guirsch

8/20/2024

Signature of Authorized Representative of Applicant

Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk 104 Bridge St. S. PO Box 489, Orting, WA 98360.
For more information, please call (360) 893-9008 or email clerk@cityoforting.org.

Imagine living alone, being frail or living with a disability, and unable to leave your house without help. Now imagine feeling a hunger pang, opening your fridge to find it empty, or wondering how you are going to get your next meal. For some food-insecure seniors, that's their daily reality.

Helping seniors have companionship during mealtimes could be one of the most important ways to help them maintain their independence, feel happier, and experience good health as they age. Dining with friends, family, or a companion can help seniors improve their physical health, create meaningful social connections, and improve their mental and emotional wellbeing. Eating together can help seniors improve their nutritional intake. Seniors typically take longer to dine and eat more nutritiously when dining with companions, versus eating alone. Both of these actions are important steps toward a healthier and fulfilling diet, which can ultimately empower seniors to lead a longer and more independent life.

Orting Senior Center recognizes the importance of fostering social connections, while also addressing the nutritional needs of older adults. Through its congregate meal program, Orting Senior Center offers more than just a hot meal. It provides a welcoming environment where older adults can socialize, engage and thrive. Meals are served in a congregate (group) setting. Orting Senior Center Organization would use all funding received from the City of Orting to support its Senior Congregate Mealsite Program. Orting Senior Center provides hot home style cooked congregate meals (Including salad bar) daily to senior who struggle cooking or just need to be in a social setting. Funds would be used to only purchase foods directly utilized in the meals. No funds would be used for supplies or wages for staff.

Each year our participation numbers for our Mealsite increase due to food insecurity. (See attached mealsite counts) Seniors that attend our center are mainly low income and struggle just to be able to pay for basic needs such as prescriptions, utilities, rent/mortgage, and food. Our program funded primarily by grants from the Older Americans Act allows us to be able to offer these meals at a suggested donation of only \$6.00 for seniors 60 years and over and for those 59 and under \$7.00. NO SENIOR will be denied a meal due to inability to donate.

Meals Served 2023

Seniors age 55 to 59 – 259

Seniors 60+ - 9011

TOTAL 9270

Meals Served 2024 (YTD)

Seniors 55 to 59 - 553

Seniors 60+ - 6083

TOTAL 6636

We are on target to serve over 11,000 meals by the end of the year.

We would love to invite you all to come and join us for lunch any day to see those who directly benefit from the funding. We greatly appreciate your continued support of the seniors of Orting.

Orting Senior Center

Profit and Loss

January - December 2023

	TOTAL
Income	
4100 Donations	
4105 Coffee	1,504.08
4110 Ctr. Use-Donations	42,601.80
4120 Food Pantry	14,073.71
4160 Senior Lunch	23,127.60
Lahar Newspaper (deleted)	6.50
Total 4100 Donations	81,313.69
4300 Fundraisers	9.68
4140 Holiday Bazaar	2,987.93
4145 Holiday Dinners	7,732.65
4305 Bake Shop	2,244.02
4310 Change Base Return	2,600.00
4315 Holiday Sentiment Tags	26.00
4330 Newsletter Advertising	280.00
4335 Plant Sale	11,762.98
Total 4300 Fundraisers	27,643.26
4500 Grants	
4520 City of Orting	8,000.00
4542 NCOA Vaccine Grant	10,000.00
4560 Pierce County Human Services	
4561 Congregate Meals	173,001.91
4564 NSIP_	5,243.47
4565 Senior Services	47,829.40
Total 4560 Pierce County Human Services	226,074.78
Kitchen Equipment (deleted)	24,481.00
Total 4500 Grants	268,555.78
4700 Other Activities	
4340 Raffle	2,085.00
4715 Hall Rental Income	3,300.00
4720 Member Dues	6,452.05
Total 4700 Other Activities	11,837.05
Total Income	\$389,349.78
GROSS PROFIT	\$389,349.78
Expenses	
7100 Building Fund Expense	
Advertising/Marketing	185.43
Kitchen Supplies	667.63

	TOTAL
Office Supplies	210.69
Property Taxes	777.82
Utilities	8,714.14
Sewer & Water	1,892.55
Trash	210.93
Total Utilities	10,817.62
Total 7100 Building Fund Expense	12,659.19
7300 Fundraiser Expense	177.02
Bake Shop	736.32
Change Base	2,800.00
Employee/Volunteer Meal	539.08
Holiday Bazaar	52.95
Holiday Dinner	2,317.35
Pancake Breakfast	654.61
Plant Sale	5,122.17
Total 7300 Fundraiser Expense	12,399.50
7400 Operating Expenses	251.90
Advertising & Promotion	1,469.33
Background Checks	132.00
Bank Charges	12.75
Chocolate Stroll	289.08
Donations	700.00
Equipment	290.53
Food Handlers Card	50.00
Food Pantry	15,642.63
Independant Contractor	
Entertainment	2,400.00
Nutritionist	1,500.00
SAIL	5,895.00
Total Independant Contractor	9,795.00
Legal & Professional Fees	7,500.00
Bookkeeper	690.00
Total Legal & Professional Fees	8,190.00
Memberships	28.00
Misc. Center	1,910.03
Non-Profit License	30.00
Office Expense	3,641.52
Party Supplies	5,331.30
General	71.14
Total Party Supplies	5,402.44
Postage (deleted)	207.09
Repair & Maintenance	3.37
Supplies	13.16
Telephone	2,450.67
Total 7400 Operating Expenses	50,509.50

	TOTAL
7560 Pierce County Human Services	24.98
Congregate Meals	38,073.74
Senior Services	332.21
Rent	4,080.00
Total Senior Services	4,412.21
Total 7560 Pierce County Human Services	42,510.93
7600 Shuttle Van	
Fuel	270.00
Total 7600 Shuttle Van	270.00
Dues & Subscriptions	1,754.99
Insurance	12,831.30
Interest Paid	810.73
Payroll Expenses	
Fed. Payroll Tax Qtr.	2,561.90
Salaries & Wages	145,317.30
State Payroll Tax	1,336.06
Taxes (deleted)	14,085.71
Total Payroll Expenses	163,300.97
Total Expenses	\$297,047.11
NET OPERATING INCOME	\$92,302.67
Other Income	
Interest Income	2.00
Total Other Income	\$2.00
NET OTHER INCOME	\$2.00
NET INCOME	\$92,304.67

2024 Budget
Orting Valley Senior Center/Mealsite

Expenses:	Projected	EOY Actual
Rent	\$4,080.00	\$ _____
Salaries	\$150,000.00	\$ _____
Senior Meal Program Food/supplies	\$75,000.00	\$ _____
Office/Center Supplies	\$8,200.00	\$ _____
Equipment Repair/Replacement	\$35,000.00	\$ _____
Utilities (phone, wifi, gas, electric, garbage etc)	\$12,500.00	\$ _____
Insurance (liability building)	\$9,500.00	\$ _____
Professional Services	\$5,400.00	\$ _____
Nutritionist	\$2,500.00	\$ _____
Licenses/Registrations	\$500.00	\$ _____
SAIL Instructor	\$7,200.00	\$ _____
Advertising/Communication/Newsletter	\$3,500.00	\$ _____
Speakers/Instructors	\$2,000.00	\$ _____
Misc. Expenses	\$5,000.00	\$ _____
Senior Food Pantry Foods (food bank)	\$15,000.00	\$ _____
Transportation/Insurance/Gas	\$7,500.00	\$ _____
New Building Addition	\$518,762.00	\$ _____
<hr/>		
Total Projected Expenses	\$861,642.00	\$ _____

Income:		
Pierce County Human Services	\$378,000.00	\$ _____
Pierce County CDBG	\$518,762.0	\$ _____
City of Orting	\$8,000.00	\$ _____
Health Care Providers Council	\$1,200.00	\$ _____
Meal Donations	\$23,000.00	\$ _____
Amazon Smiles	\$3,00.00	\$ _____
Member Dues/Sponsorships	\$7,200.00	\$ _____
Misc. Donations	\$80,000.00	\$ _____
Fundraisers	\$40,000.00	\$ _____
Puyallup Tribe Grant	\$10,000.00	\$ _____
Muckleshoot Tribe Grant	\$ _____	\$ _____
Medina Foundation (pending)	\$5,00.00	\$ _____
Walmart	\$ _____	\$ _____
United Way (pending)	\$ _____	\$ _____
Tulalip Tribe (pending)	\$ _____	\$ _____
Disney Foundation(pending)	\$ _____	\$ _____
Virginia Mason/Franciscan Health	\$5,000.00	\$ _____
<hr/>		
Total Projected Income	\$1,079,162.00	



STATE of WASHINGTON SECRETARY of STATE

I, Ralph Munro, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

ORTING SENIOR CENTER ORGANIZATION

a Washington NonProfit corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

U. B. I. Number: 601 178 872

Date: May 5, 1989



Given under my hand and the seal of the State of Washington, at Olympia, the State Capitol.

Ralph Munro, Secretary of State

OGDEN UT 84201-0029

In reply refer to: 4077967774
Sep. 06, 2017 LTR 4168C 0
94-3101716 000000 00
00022388
BODC: TE

ORTING SENIOR CENTER ORGANIZATION
SENIOR CENTER
PO BOX 104
ORTING WA 98360-0104

15941

Employer ID Number: 94-3101716
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Aug. 07, 2017, regarding your tax-exempt status.

We issued you a determination letter in June 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/23/2024

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

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

PRODUCER TAPCO- KL (5576) PO Box 286 Burlington, NC 27216	CONTACT NAME		
	PHONE (A/C No, Ext):	FAX (A/C No):	
	EMAIL ADDRESS:		
INSURED ORTING SENIOR CENTER ORGANIZATION PO BOX 104 ORTING, WA 98360	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Mount Vernon Fire Insurance Company		26522
	INSUREB 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			NPP2582021B	05/01/2024	05/01/2025	EACH OCCURENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$2,000,000
	AUTOMOBILIE LIABILITY						PRODUCTS-COMP/OP AGG	Included
	<input type="checkbox"/> ANY AUTO							\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per person)	\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					BODILY INJURY (Per accident)	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					PROPERTY DAMAGE (Per accident)	\$
	DED <input type="checkbox"/>	RETENTION \$ <input type="checkbox"/>						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NR)	<input type="checkbox"/>	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 (See attached Acord 101 for additional liability limits)

Social Service, City of Orting are named as additional insureds with respect to general liability. Includes a waiver of subrogation (waiver of transfer of rights of recovery against others to us). L-744NPP 06/10

Blanket Additional Insured Endorsement is part of this policy.

CERTIFICATE HOLDER

CANCELLATION

CITY OF ORTING
110 TRAIN ST SW
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



ADDITIONAL REMARKS SCHEDULE

AGENCY TAPCO- KL (5576)		INSURED ORTING SENIOR CENTER ORGANIZATION PO BOX 104 ORTING, WA 98360
POLICY NUMBER NPP2582021B		
CARRIER Mount Vernon Fire Insurance Company	NAIC CODE 26522	EFFECTIVE DATE: 5/1/2024

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

COVERAGE PART	LIMITS
Commercial Liability	
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$1,000,000
Products/Completed Operations Aggregate Limit	Included
General Aggregate Limit	\$2,000,000
Employers Liability (Stop Gap) Bodily Injury Each Accident	\$1,000,000
Employers Liability (Stop Gap) Bodily Injury Each Disease	\$1,000,000
Employers Liability (Stop Gap) Aggregate	\$1,000,000
Professional E&O Liability Each Incident	\$1,000,000
Professional E&O Liability Aggregate	\$2,000,000
Abuse And Molestation Each Claim	\$1,000,000
Abuse And Molestation Aggregate	\$2,000,000

This contract is registered and delivered as a surplus line coverage under the insurance code of the state of Washington, Title 48 RCW. It is not protected by any Washington state guaranty association law.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date:
August 7, 2023
Person to contact:
Name: B. HALL
ID number: 0704530
Telephone: 877-829-5500
Fax: 855-204-6184
Hours: 8 A.M. AND 5 P.M.

STACI GUIRSCH
15814 251ST ST E
GRAHAM, WA 98338

Dear Sir or Madam:

We're responding to your request of June 20, 2023, about the tax-exempt status of ORTING SENIOR CENTER ORGANIZATION.

We issued a determination letter in June 1993, granting this organization exemption from federal income tax under Internal Revenue Code Section 501(c)(3).

Our records show this organization is not a private foundation within the meaning of Internal Revenue Code (IRC) Section 509(a) because it's described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions to this organization as provided in Internal Revenue Code Section 170. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for federal estate and gift tax purposes if they meet the requirements of IRC Sections 2055, 2106, and 2522.

If an organization fails to file an annual return or notice for three consecutive years, its tax-exempt status is revoked by operation of law. This is stated in IRC Section 6033(j)(1). The revocation is effective on the filing due date of the third annual return or notice. For more information about filing requirements, you can visit our website at www.irs.gov/eo.

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



AUG 23 2024

RECEIVED

Grant Application-2025

Amount Requested: \$ 10,000

1:00pm
MA

Name of Organization: Recovery Café Orting Valley UBI #: 604220943

Contact Person's Name and Title: Tara Fanson- Divisions manager

Mailing Address: 110 Train Street SE. Orting WA 98360

Phone: 253-227-4308 Email Address: Tara@RecoveryCafeOrting.org

How the grant will be used (This information can be provided in a letter, attached to this application):

Please see attached letter.

Who does the grant serve (This information can be provided in a letter, attached to this application):

Please see attached letter.

What city facilities will you be requesting for usage with this grant (May not use facilities for fundraising):

We will not need city facilities.

Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract as stated in Section 3 – Report on Execution of Services by the date set therein. Failure to report shall compromise the grant recipient's ability to receive future grant funding.

Initial: TF

All groups seeking grants from the City of Orting must:

1. Submit one (1) original and one (1) electronic copy of this application, along with the requested attachments to the City no later than August 23rd, 2024 at 3:00pm (for grants to be issued the following year). Grants will be approved and distributed at the City's discretion. The application must include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 4. Copy of Liability Insurance with rider for the City (rider may be provided after approval).
2. A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
3. If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.



 Signature of Authorized Representative of Applicant

 Date

8, 14, 2024

Please return completed form and any additional information to:
 City of Orting - Attn: City Clerk 104 Bridge St. S. PO Box 489, Orting, WA 98360.
 For more information, please call (360) 893-9008 or email clerk@cityoforting.org.



Dear City of Orting Grants Committee,

We are writing to respectfully request a grant of \$10,000 to provide the essential financial buffer needed to expand our services and maximize the impact of our current funding from the Washington State Health Care Authority's Opioid Housing program. This program operates through a reimbursement contract under the State Opioid Abatement Settlement.

Background on the Program: The State Opioid Abatement Settlement Account has allocated funds for fiscal year 2024 to provide short-term housing vouchers for individuals with substance use disorders, including opioid and stimulant use disorders. These subsidies help those who are homeless or at risk of homelessness cover essential housing expenses such as rent, utilities, security deposits, and temporary accommodations. The program ensures that all housing costs are within fair market rates and requires detailed documentation of all expenditures.

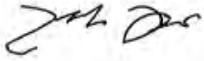
Need for the Grant: As a critical resource in the Orting community, the Recovery Cafe Orting Valley is committed to supporting those in need. However, the reimbursement-based nature of our current contracts limits our ability to respond swiftly to urgent needs. This grant will provide the liquidity necessary to bridge that gap, allowing us to serve more individuals promptly and effectively, with a special focus on Orting residents.

Use of Grant Funds:

1. **Priority Support for Orting Residents:** The funds from this grant will be directed primarily to serve Orting residents. Economic challenges have significantly increased homelessness in our community, making timely intervention more critical than ever. This grant will enable us to provide prompt support to those most in need within Orting.
2. **Financial Buffer for Housing Stability Programs:** The grant will serve as a financial buffer for our Housing Stability Programs, addressing the challenges posed by reimbursement-based contracts. With upfront funds, we can cover urgent housing expenses—such as back rent and utilities—without delays, preventing individuals from losing their homes. This will allow us to manage cash flow more effectively and expand our reach.
3. **Enhanced Support for Unhoused Individuals:** By acting as a financial buffer, this grant will also allow us to offer faster and more comprehensive support to unhoused individuals. Funds will cover initial costs like security deposits, rent payments, and essential documentation, facilitating quicker transitions from homelessness to stable housing.

Acknowledgment: Recovery Cafe Orting Valley recognizes and deeply appreciates the City of Orting for this vital funding. Your support helps us provide housing, financial relief, and essential services to community members in need. The impact of this grant will be substantial and enduring, enabling us to continue our mission of fostering stability and well-being for Orting residents.

We sincerely thank you for your consideration of our request and your ongoing dedication to improving the lives of our community members.



Tara Fanson
Divisions Manager
Recovery Café Orting Valley
Tara@RecoveryCafeOrting.org
253-227-4308



ONE YEAR CONTRACT BUDGET * for: July 1, 2024 - June 30, 2025

East Pierce County & Orting Valley

Category & Line Item	HCA- Cafe Services----- Admin Fee 10%----	Carelon- Cafe Staffing----- Admin fee ?-----	Carelon RNP Staffing Contract----- Admin fee?-----	HCA- Opioid Housing ----- Admin Fee ?-----	OSD/CPWI Contract-- Negotiated Admin fee 5%-----	Pierce County-Safe Parking----- Admin Fee 10%-----	Pierce County- Youth Diversion ----- Admin Fee 10%-----	Pierce County PSTAA----- Admin Fee 10%-----	SUBTOTAL
Operational Costs								144032	
BLD	\$ 24,912.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,912.00
Youth BLD	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,600.00	\$ 13,200.00
Utilities	\$ 4,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800.00
Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Case Management Software- Apricot services)	\$ 26,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000.00
Business insurance- SAM-GL-CAR-StopGap	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 18,000.00
Loan repayment	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 27,000.00
Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certified Public Accountant	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250.00
Business Identification and licensing	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Pivotal Forensic Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00
Cascade Payroll	\$ 2,460.00								
Maintenance- Vehicle/ Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RNP BECU CC			\$ 2,400.00						
Key Bank CC			\$ 2,400.00						
Bank for spending									
Subtotal	\$ 84,522.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000.00	\$ 9,600.00	\$ 50,400.00
RCOV Services									
Youth Meal Program									\$ -
Community Youth Drug Prevention Services					\$ 48,000.00				\$ 48,000.00
Homeless Services / Sober Housing/ Basic Needs				\$ 33,750.00					\$ 33,750.00
Rent assistance/ Utility assistance				\$ 33,750.00					\$ 33,750.00
Family Relocation- Moving, deposits, storage ETC.				\$ 33,750.00					\$ 33,750.00
Emergency Hotel Costs				\$ 33,750.00					\$ 33,750.00

Tangible services- Tents, Hygiene ETC.										\$ -
sanitary supplies										\$ -
										\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 135,000.00	\$ 48,000.00	\$ -	\$ -	\$ -	\$ -	\$ 183,000.00
Administration										
Admin: Tara Fanson- Finacial Controller										
Salary-	\$ -	\$ 56,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 70,000.00
Benefits-IRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 56,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 70,000.00
Admin:										
Salary- Position Not available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services: Bookkeeping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Youth and Young Adult/ Prevention Services										
Direct Service: Director of Youth and Prevention Services										
Salary-Amber Brooks	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
Benefits	\$ -	\$ -	\$ -	\$ -	\$ 11,473.52	\$ -	\$ -	\$ -	\$ -	\$ 11,473.52
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services: Prevention Services Orting Valle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 81,473.52	\$ -	\$ -	\$ -	\$ -	\$ 81,473.52
Direct Service: Youth Coordinator LEAD										
Salary- Gerald Goldwire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,400.00	\$ 59,400.00
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services: Prevention Services Orting Valle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,400.00	\$ 59,400.00
Direct Service: Youth Coordinator										
Salary-Jared Goldwire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services: Prevention Services Orting Valle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recovery Cafe Services										
Direct Service: Director of Adult Services										
Salary-Jenn Naswood	\$ -	\$ 62,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 68,000.00
Benefits	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services [name]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 66,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 72,000.00
Direct Service: Recovery Coach										
Salary- Tarah B	\$ -	\$ 52,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000.00
Benefits	\$ -	\$ 5,341.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,341.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services [name]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 57,341.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,341.00
Direct Service: Recovery Coach										
Salary- Alisha Shumway	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00	\$ 15,000.00	\$ -	\$ 60,000.00
Benefits & IRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 6,000.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services [name]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000.00	\$ 18,000.00	\$ -	\$ 66,000.00

Direct Service: Recovery Coach LEAD										
Salary Heidi	\$	-	\$ 52,000.00	\$	-	\$	-	\$	-	\$ 52,000.00
Benefits	\$	-	\$ 4,331.00	\$	-	\$	-	\$	-	\$ 4,331.00
Travel - (Mileage & Fuel)	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Professional Services (name)	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Strategy Supplies	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Salary Reserve	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Subtotal	\$	-	\$ 56,331.00	\$	-	\$	-	\$	-	\$ 56,331.00
Direct Service: Recovery Coach										
Salary- Open Position	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Benefits	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Travel - (Mileage & Fuel)	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Professional Services (name)	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Strategy Supplies	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Salary Reserve	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Subtotal	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Recovery Navigator Program										
Direct Service: RNP Program Manager										
Salary- Open Position	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Benefits & IRA	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Travel	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Professional Services (name)	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Program Supplies	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Salary Reserve	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Subtotal	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Direct Service: Case Manager LEAD (DATA Interim) no clients										
Salary- Alex Medina	\$	-	\$ -	\$	-	\$	-	\$	-	\$ -
Benefits & IRA	\$	-	\$ -	\$	-	\$ 4,884.96	\$	-	\$ -	\$ 4,884.96
Travel	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$ -
Professional Services (name)	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$ -
Program Supplies	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$ -
Salary Reserve	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$ -
Subtotal	\$	-	\$ -	\$	-	\$ 4,884.96	\$	-	\$ -	\$ 4,884.96
Direct Service: RNP Case Manager- 20 Adult clients										
Salary- Alyssa Christel	\$	-	\$ -	\$	-	\$ 60,568.60	\$	-	\$ -	\$ 60,568.60
Benefits & IRA	\$	-	\$ -	\$	-	\$ 6,877.68	\$	-	\$ -	\$ 6,877.68
Travel	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$ -
Professional Services (name)	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$ -
Program Supplies	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	\$ -

Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 67,446.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,446.28
Direct Service: RNP Case Manager- 20 Adult clients										
Salary- Tod Gunther	\$ -	\$ -	\$ -	\$ 61,705.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,705.08
Benefits	\$ -	\$ -	\$ -	\$ 13,162.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,162.32
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services (name)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 74,867.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,867.40
Direct Service: RNP Case Manager- 20 Adult clients										
Salary- Marcus Sika Moliga	\$ -	\$ -	\$ -	\$ 60,568.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,568.60
Benefits	\$ -	\$ -	\$ -	\$ 6,877.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,877.68
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 67,446.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,446.28
Direct Service: RNP Case Manager- 20 Adult clients										
Salary- Open Position	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Admin Fee			\$ 50,000.00				\$ 2,240.00			\$ 52,240.00
COMBINED TOTALS SPENT	\$ 84,522.00	\$ 292,003.00	\$ 50,000.00	\$ 424,512.32	\$ 129,473.52	\$ 6,000.00	\$ 86,240.00	\$ 101,000.00	\$ 1,173,750.84	
Allotted Funding Totals	\$ 99,000.00	\$ 265,000.00	\$ 140,000.00	\$ 722,742.00	\$ 130,000.00	\$ 71,000.00	\$ 22,400.00	\$ 144,032.00		
Remaining funds	\$ 14,478.00	\$ (27,003.00)	\$ 90,000.00	\$ 298,229.68	\$ 526.48		\$ -	\$ (43,032.00)		
										\$ 1,594,174.00





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

RECOVERY CAFE ORTING VALLEY
C/O RENA K THOMPSON
PO BOX 1867
ORTING, WA 98360

Date:
04/05/2022
Employer ID number:
83-2459466
Person to contact:
Name: Ms. Elliott
ID number: 31886
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
May 15, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053642009351

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

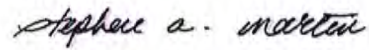
Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

AQANWBS

Jan - Dec 23

Ordinary Income/Expense

Income	
Amazon	78.07
Carelon HCC	898,795.05
Donations	10,261.58
Facebook Donations	50.00
Grants	66,930.36
HCA SABG	208,903.35
Interest Income	27.98
Payspan	0.16
Rebate	331.52
Recovery Cafe Network Grants/Fu	629.68
Rent Assist.	500.00
Uncategorized Income	87,385.67
Zeffy US Grant	2,000.00
Total Income	1,275,893.42
Gross Profit	1,275,893.42
Expense	
*Payroll Expenses	
Dental	4,788.67
Direct Deposit Fees	120.73
EAF	187.02
Health Insurance	23,579.08
Hotline Wages	-1,305.15
Hourly Wages	291,577.71
L&I	2,587.73
Medical Benefits	44,710.32
Medicare	10,252.53
PFML	-0.02
QB's online Taxes	286.64
Salary Wages	428,083.55
Simple IRA	10,712.31
SS	43,646.91
Vison Expense	643.66
WA Cares	2.97
WA Unempl.	20,322.78
Total *Payroll Expenses	880,197.44
Advertising & Marketing (delete	54.98
Auto Reimb Expenses	3,088.56
Back Ground Checks	165.00
Bank Charges & Fees	4,842.23
Cafe Supplies	804.47
Dues and Subscriptions	7,207.01

ACCOUNTS	Jan - Dec 23
Insurance	3,079.17
Interest Paid	32,948.88
Internet	4,345.43
Maintenance	942.16
Meals	1,266.74
Meals for Homeless	13,788.58
Member Support	12,642.16
Member Video	8.78
Office Supplies & Software	50,245.88
Office/General Administrative E	18,749.53
Postage and Delivery	85.42
Professional Expenses	
Accounting	11,000.00
Grant Watch	45.00
Total Professional Expenses	11,045.00
Reimbursable Expenses	10,218.64
Rent & Lease	36,218.19
Rent Transitional Housing	4,389.60
Rental Assistance	2,822.45
Repairs & Maintenance	1,356.04
Security	109.50
Taxes & Licenses	892.50
Telephone	9,142.91
Therphy Service Contract	5,241.50
Travel and Training	6,390.13
Utilities and Rent	45,734.24
Website	595.27
Total Expense	1,168,618.39
Net Ordinary Income	107,275.03
Net Income	107,275.03

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

AGENCY Progressive Insurance		NAMED INSURED RECOVERY CAFE ORTING VALLEY PO BOX 1867 ORTING, WA 98360	
POLICY NUMBER 006575981		EFFECTIVE DATE: 06/01/2024	
CARRIER United Financial Casualty Company	NAIC CODE 11770		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Additional Coverages

Insurance coverage(s)	Limits
Personal Injury Protection	\$10,000
Underinsured Motorist Bodily Injury	\$100,000/\$300,000
Underinsured Motorist Property Damage	\$50,000 w/\$100 Ded (\$300 if Hit & Run)

Description of Location/Vehicles/Special Items

Scheduled autos only	
2010 DODGE GRAND CARAVAN 2D4RN5D17AR445211	
Comprehensive	\$1,000 Ded
Collision	\$1,000 Ded
1998 FORD F150 2FTZX1720WCA80403	
Comprehensive	\$1,000 Ded
Collision	\$1,000 Ded

Liability coverage may not apply to all scheduled vehicles.

Additional Information

Certificate holder is listed as an Additional Insured.



TAPCO- KL (5576)
 PO BOX 286
 BURLINGTON, NC 27216
 Phone: (800) 334-5579
 Fax: (336) 584-8880

To: Laberge Agency Inc

*** BINDER ***
 08/01/2024

Attn:

Renewal Of: NEW

From: Melissa Buhl
 mbuhl@gotapco.com

Insured: **RECOVERY CAFE ORTING VALLEY**

Mailing **PO BOX 1867**
 Address: **ORTING, WA 98360**

Thank you for your order to bind. We appreciate your business! We have bound the below coverage. Policy to Follow Shortly

POLICY INFORMATION

NON-PROFIT PACKAGE POLICY	
Policy Number:	NPP2592225
Policy Period:	07/17/2024 to 07/17/2025
Carrier:	Mount Vernon Fire Insurance Company
Status:	Non-Admitted
A.M. Best Rating:	A++ (Superior) - XII
COVERAGE PART	PREMIUM
Commercial Liability	\$4,186.00
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	Included
General Aggregate Limit	\$2,000,000
Employers Liability (Stop Gap) Bodily Injury Each Accident	\$1,000,000
Employers Liability (Stop Gap) Bodily Injury Each Disease	\$1,000,000
Employers Liability (Stop Gap) Aggregate	\$1,000,000
Professional E&O Liability Each Incident	\$1,000,000
Professional E&O Liability Aggregate	\$2,000,000
Abuse And Molestation Each Claim	\$1,000,000
Abuse And Molestation Aggregate	\$1,000,000
Commercial Property	\$250.00
Total Property Limit	\$25,000
Largest Property Risk	\$25,000
Management Liability	\$1,505.00

Directors and Officers Liability Each Claim Limit	\$1,000,000
Directors and Officers Liability In The Aggregate Limit	\$1,000,000
Directors and Officers Liability Retention	\$0
Employment Practices Liability Each Claim Limit	\$1,000,000
Employment Practices Liability In The Aggregate Limit	\$1,000,000
Employment Practices Liability Retention	\$500
Directors and Officers Retroactive Date	Full Prior Acts
Employment Practices Liability Retroactive Date	Full Prior Acts
Directors and Officers Prior or Pending Litigation Date	07/17/2024
Employment Practices Liability Prior or Pending Litigation Date	07/17/2024

POLICY PREMIUM (This premium may be subject to adjustment.)	\$5,941.00
ADDITIONAL COSTS	
Wholesaler Broker Fee	\$135.00
Surplus Lines Tax	\$121.52
Stamping Fee	\$6.08
TOTAL	\$6,203.60

COVERED LOCATION(S)

1 - 110 Train Street Se, Orting, WA 98360

APPLICABLE FORMS & ENDORSEMENTS

The following forms apply to multiple coverage parts

2110WA 04/15	Service Of Suit	IL0017 11/98	Common Policy Conditions
IL0021 09/08	Nuclear Energy Liability Exclusion Endorsement	IL0935 07/02	Exclusion Of Certain Computer-Related Losses
Jacket 07/19	Policy Jacket	SSO 12/09	Social Service Organization Professional Liability Coverage Form
TRIADN 12/20	Disclosure Notice of Terrorism Insurance Coverage		

The following forms apply to the Commercial Liability coverage part

CG 21 06 12/23	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL MATERIAL OR INFORMATION	CG0001 12/07	Commercial General Liability Coverage Form
CG0068 05/09	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	CG0442 11/03	Stop Gap - Employers Liability Coverage Endorsement - Washington
CG2139 10/93	Contractual Liability Limitation	CG2147 12/07	Employment-Related Practices Exclusion
L 703DWL 12/15	Molestation or Abuse Insurance (Defense Inside Limits)	L 839 SSO 03/23	Exclusion - Perfluoroalkyl And Polyfluoroalkyl Substances (PFAS)
L-224 12/17	Punitive or Exemplary Damages Exclusion	L-232s 04/15	Classification Limitation Endorsement
L-526 01/15	Absolute War Or Terrorism Exclusion	L-536 04/15	Exclusion - Participation In Athletic Activity, Physical Activity Or Sports
L-549 04/15	Absolute Professional Liability Exclusion	L-599WA 04/15	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead With A Hostile Fire Exception
L-610 04/15	Expanded Definition Of Bodily Injury	L-726 07/09	Community Center Activity Exclusion
L-728SSO 07/09	Limits Of Insurance Under Multiple Coverage Forms	L-734NPP 10/16	Exclusion-Specific Activities, Events or Conditions
L-744NPP 06/10	Blanket Additional Insured Endorsement	L-783NPP 07/18	Amendment of Liquor Liability Exclusion
LLQ100 04/15	Who Is An Insured Clarification Endorsement	LLQ368 04/15	Separation Of Insureds Clarification Endorsement

The following forms apply to the Commercial Property coverage part

CP 141 DEP 04/20	Changes - Actual Cash Value and Depreciation Definition	CP 142 04/14	Protective Devices Or Services Provisions
CP 224 10/21	Asbestos Material Exclusion	CP 225 04/15	Exclusion - Lead Contamination
CP 226 04/15	Absolute Pollution Exclusion - Property	CP 227 02/11	Mold, Fungus, Bacteria, Virus Or Organic Pathogen Exclusion
CP 245 09/15	Earth Movement Exclusion	CP0010 06/07	Building And Personal Property Coverage Form

CP0090 07/88	Commercial Property Conditions	CP1030 06/07	Causes Of Loss - Special Form
CP1032 08/08	Water Exclusion Endorsement	CP1075 12/20	Cyber Incident Exclusion
P 249 01/15	Exclusion of War, Military Action and Terrorism (Coverage for Certain Fire Losses)		
The following forms apply to the policy			
DO WA 06/17	Washington State Amendatory Endorsement	DO-100 05/17	Directors and Officers Coverage Part
DO-101 05/17	Employment Practices Coverage Part	DO-209 05/17	Absolute Professional Liability Exclusion
DO-224A 05/17	Sexual Abuse Exclusion	DO-238 05/17	Affiliates, Chapters or Branches Exclusion
DO-239 05/17	Specified Person or Entity Exclusion	DO-283 11/17	Data and Security Plus Endorsement
DO-290 05/17	Fair Labor Standards Act Endorsement - Defense Costs and Indemnity Coverage	DO-314 03/21	Biometric Information Exclusion
DO-GTC 05/17	General Terms and Conditions	PL 1 PFAS 03/23	Exclusion - Perfluoroalkyl And Polyfluoroalkyl Substances (Pfas)
SSP APP 12/09	Social Services Product Application		



FOR CITY CLERK USE ONLY:

Grant Application-2025

Amount Requested: \$ 3000.00

Name of Organization:

UBI #: 602-701449

Contact Person's Name and Title: Stephanie Lathrop, President



Mailing Address: PO Box 1877, Orting, WA 98360-1877

Phone: 360-893-0095
360-561-0062

Email Address: ortingfoodbank@yahoo.com
stephanielathrop@msn.com

How the grant will be used (This information can be provided in a letter, attached to this application):

Please see attached letter.

Who does the grant serve (This information can be provided in a letter, attached to this application):

Please see attached letter

What city facilities will you be requesting for usage with this grant (May not use facilities for fundraising):

N/A

Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract as stated in Section 3 – Report on Execution of Services by the date set therein. Failure to report shall compromise the grant recipient's ability to receive future grant funding.

Initial: SL

All groups seeking grants from the City of Orting must:

1. Submit one (1) original and one (1) electronic copy of this application, along with the requested attachments to the City no later than August 23rd, 2024 at 3:00pm (for grants to be issued the following year). Grants will be approved and distributed at the City's discretion. The application must include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 4. Copy of Liability Insurance with rider for the City (rider may be provided after approval).
2. A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
3. If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Stephanie Lathrop

Signature of Authorized Representative of Applicant

8/6/24

Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk 104 Bridge St. S. PO Box 489, Orting, WA 98360.
For more information, please call (360) 893-9008 or email clerk@cityoforting.org.



Orting Food Bank
224 Washington Ave S
PO Box 1877
Orting, WA 98360-1877

August 6, 2024

We are requesting a grant of \$3000.00 from the City of Orting for the 2025 fiscal year.

This grant will be divided into two parts. Up to \$1,500 will be used to provide assistance with utility bills to restore water service to customers of the City of Orting. What is not used of this \$1,500 can be used by the food bank to pay for day-to-day expenses. The remaining \$1,500 will be used for operational expenses. The following is the policy for utility assistance payments:

- Customers will be referred by Orting Food Bank to the City of Orting. The City of Orting will make the determination to accept or deny referrals.
- When a referral is accepted for grant assistance, Orting Food Bank will pay the customer's outstanding bill with the City of Orting, up to the amount approved by the City.
- Customers can receive grant assistance once per year.
- Orting Food Bank will maintain records of customers whose bills have been paid out of this grant.

Orting Food Bank serves over 700 families a month in our community with emergency food assistance. We accept anyone in the community that needs assistance. We also provide referral services to other agencies to assist community members with receiving needed services.

Respectfully submitted,

A handwritten signature in black ink that reads "Stephanie Lathrop".

Stephanie Lathrop
President, Orting Food Bank

"Putting an end to hunger in Orting!"
The Orting Food Bank is a registered 501(c)3 charity.



Financial Statements

December 31, 2023 and 2022

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BATTERSHELL & NICHOLS
A PROFESSIONAL SERVICE CORPORATION

To the Board of Trustees of
Orting Food Bank
Orting, Washington

Management is responsible for the accompanying financial statements of Orting Food Bank (the Organization) which comprise the statements of financial position as of December 31, 2023 and 2022, the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

Battershell & Nichols

Puyallup, Washington
March 22, 2024

Orting Food Bank
Statements of Financial Position
December 31, 2023 and 2022

	2023	2022
Assets		
Current Assets		
Cash	\$ 166,221	\$ 208,529
Food inventory	<u>92,191</u>	<u>76,591</u>
Total Current Assets	<u>258,412</u>	<u>285,120</u>
Property and Equipment		
Furniture and equipment	153,731	153,731
Buildings	388,890	388,890
Land	<u>68,378</u>	<u>68,378</u>
	610,999	610,999
Accumulated depreciation	<u>(270,442)</u>	<u>(242,251)</u>
Total Property and Equipment	<u>340,557</u>	<u>368,748</u>
Total Assets	<u><u>\$ 598,969</u></u>	<u><u>\$ 653,868</u></u>
Liabilities and Net Assets		
Current Liabilities		
Accrued payroll and taxes	<u>\$ 2,436</u>	<u>\$ 1,827</u>
Total Current Liabilities	<u>2,436</u>	<u>1,827</u>
Net Assets		
Without Donor Restrictions:		
Undesignated	<u>596,533</u>	<u>652,041</u>
Total Net Assets	<u>596,533</u>	<u>652,041</u>
Total Liabilities and Net Assets	<u><u>\$ 598,969</u></u>	<u><u>\$ 653,868</u></u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statements of Activities
For the Years Ended December 31, 2023 and 2022

	2023	2022
Changes in Net Assets Without Donor Restrictions		
Revenue and Support		
General contributions	\$ 85,586	\$ 100,637
Noncash contributions of food	1,060,597	807,108
Fundraising income	38,636	12,528
Interest income	<u>3,694</u>	<u>90</u>
Total Revenue and Support	<u>1,188,513</u>	<u>920,363</u>
Net assets released from restrictions	<u>6,000</u>	<u>7,048</u>
Total Revenue and Other Support Without Donor Restrictions	<u>1,194,513</u>	<u>927,411</u>
Expenses		
Program	1,170,710	916,720
General and Administration	38,219	39,958
Facilities	26,867	23,606
Fundraising	<u>14,225</u>	<u>5,054</u>
Total Expenses	<u>1,250,021</u>	<u>985,338</u>
(Decrease) in Net Assets Without Donor Restrictions	<u>(55,508)</u>	<u>(57,927)</u>
Changes in Net Assets With Donor Restrictions		
Temporarily restricted contributions	6,000	7,048
Net assets released from restrictions	<u>(6,000)</u>	<u>(7,048)</u>
Increase in Net Assets With Donor Restrictions	<u>0</u>	<u>0</u>
(Decrease) in Net Assets	<u>(55,508)</u>	<u>(57,927)</u>
Net Assets, Beginning of Year	<u>652,041</u>	<u>709,968</u>
Net Assets, End of Year	<u><u>\$ 596,533</u></u>	<u><u>\$ 652,041</u></u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statement of Functional Expenses
For the Year Ended December 31, 2023

	Program Services		Support Services			Total Support Services
	TOTAL	Program	General and Administration	Facilities	Fundraising	
Food	\$ 1,084,590	\$ 1,084,590				\$ 1,084,590
Personnel	71,720	57,376	14,344			14,344
General expenses	52,326	2,302	20,297	15,502	14,225	50,024
Depreciation	28,191	25,372	2,819			2,819
Repairs and maintenance	9,723			9,723		9,723
Supplies	1,829	1,070	759			759
Equipment, technology, and communication costs	1,642			1,642		1,642
	<u>\$ 1,250,021</u>	<u>\$ 1,170,710</u>	<u>\$ 38,219</u>	<u>\$ 26,867</u>	<u>\$ 14,225</u>	<u>\$ 79,311</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statement of Functional Expenses
For the Year Ended December 31, 2022

	TOTAL	Program Services	Support Services			Total Support Services
		Program	General and Administration	Facilities	Fundraising	
Food	\$ 836,024	\$ 836,024				
Personnel	59,476	47,581	11,895			11,895
General expenses	52,695	6,962	24,750	15,929	5,054	45,733
Depreciation	28,191	25,372	2,819			2,819
Repairs and maintenance	6,068			6,068		6,068
Supplies	1,275	781	494			494
Equipment, technology, and communication costs	1,609			1,609		1,609
	<u>\$ 985,338</u>	<u>\$ 916,720</u>	<u>\$ 39,958</u>	<u>\$ 23,606</u>	<u>\$ 5,054</u>	<u>\$ 68,618</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Statements of Cash Flows
For the Years Ended December 31, 2023 and 2022

	2023	2022
Cash Flows Provided (Used) by Operating Activities:		
Cash received from general contributions	\$ 85,586	\$ 100,637
Cash received from restricted contributions	6,000	7,048
Cash received from fundraising income	38,636	12,528
Cash received from interest and other income	3,694	90
Cash disbursed for program expenses	(99,732)	(81,446)
Cash disbursed for general supporting expenses	(35,400)	(37,139)
Cash disbursed for facility expenses	(26,867)	(23,606)
Cash disbursed for fundraising expenses	(14,225)	(5,054)
Net Cash Flows (Used) by Operating Activities	<u>(42,308)</u>	<u>(26,942)</u>
Net (Decrease) in Cash	(42,308)	(26,942)
Cash - January 1, 2023 and 2022	<u>208,529</u>	<u>235,471</u>
Cash - December 31, 2023 and 2022	<u>\$ 166,221</u>	<u>\$ 208,529</u>

Reconciliation of Changes in Net Assets to Net Cash Provided by Operating Activities

Cash Flows Provided (Used) by Operating Activities:

(Decrease) in Total Net Assets	\$ (55,508)	\$ (57,927)
Adjustments to Reconcile (Decrease) in Total Net Assets to Cash Provided by Operating Activities:		
Depreciation	28,191	28,191
Changes in Assets and Liabilities:		
(Increase) Decrease in Food inventory	(15,600)	2,749
Increase in Accrued payroll and taxes	609	45
Total Adjustments	<u>13,200</u>	<u>30,985</u>
Net Cash Flows (Used) by Operating Activities	<u>\$ (42,308)</u>	<u>\$ (26,942)</u>

See accompanying notes and independent accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2023 and 2022

Note 1 - Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

Orting Food Bank is located in Orting, Washington and is organized for the purposes of collecting food donations and distributing them to those in need. The Organization also provides referral services as available to help people. The Organization was incorporated as a non-profit corporation under the laws of the State of Washington in 2007 as a 501(c)(3) charity.

Basis of Accounting

The Organization presents financial statements in accordance with accounting principles generally accepted in the United States of America. This basis of accounting involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are resources available to support operations. The only limits on the use of this type of assets are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. It is the policy of the Board of Directors of the Organization to review its plans for future property improvements and acquisitions from time to time and to designate appropriate sums of net assets without donor restrictions to assure adequate financing of such improvements and acquisitions.

Net assets with donor restrictions are resources that are restricted by a donor for use for a particular purpose or in a particular future period. The Organization's unspent contributions are reported in this class if the donor limited their use.

Contributions of property and equipment or cash restricted to acquisition of property and equipment are reported as net assets with donor restrictions if the donor has restricted the use of the property or equipment to a particular program. If donors specify a length of time over which the property or equipment must be used, the restrictions expire evenly over the required period. Absent that type of restriction for use, the Organization considers the restriction met when the assets are placed in service.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets with donor restrictions to net assets without donor restrictions.

Net assets with permanent donor restrictions that do not expire are resources whose use is limited

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2023 and 2022

by donor-imposed restrictions that neither expire by being used in accordance with a donor's restriction nor by the passage of time.

The Organization had no net assets with permanent donor restrictions at December 31, 2023 and 2022.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Significant estimates include useful lives of property and equipment and allocation of expenses to programs.

Cash

For purposes of the statement of cash flows, cash includes time deposits, certificates of deposit, and all highly liquid debt instruments with original maturities of three months or less. Restricted cash represents cash received with a donor-imposed restriction that limits the use of that cash to the acquisition of property or to a specified program. Unless donor stipulations limit the use of the assets for a period of time or for a particular purpose, the donor-imposed restriction expires when the assets are placed in service in accordance with generally accepted accounting principles.

Cash at December 31, 2023 and 2022 consists of the following:

	2023	2022
Cash	\$ <u>166,221</u>	\$ <u>208,529</u>
Total cash without donor restrictions	<u>166,221</u>	<u>208,529</u>
 Cash and restricted cash presented in the Statement of Cash Flows	 \$ 166,221	 \$ 208,529

Buildings, Equipment, Improvements, and Depreciation

Buildings, equipment, and improvements purchased are stated at cost. Donated assets are stated at fair market value at date of receipt. Donated services that enhance non-financial assets are capitalized at fair market value at the date the services are provided. Depreciation is provided by use of the straight-line method over the estimated useful lives of the related assets ranging from three to fifteen years for equipment and thirty-nine years for buildings and improvements. All acquisitions of property and equipment in excess of \$5,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Depreciation expense for the years ended December 31, 2023 and 2022 was \$28,191 and \$28,191, respectively.

Food Inventory

Inventory consists of donated food and is stated at \$2.16 and \$1.82 per pound as of December 31, 2023 and 2022, respectively, as determined by the Washington State Department of Agriculture. The price per pound is determined by the average price of food listed in the consumer price index and is revalued every two years.

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2023 and 2022

Allocation of Costs to Programs and Supporting Activities

The Organization allocates personnel and facilities costs including depreciation to programs based upon time spent directly on program activities as well as the square footage of facilities used for program activities.

Federal Income Tax

The Organization is exempt from federal income tax under Internal Revenue Code Section 501(c)(3) except to the extent of unrelated business taxable income, if any.

Contributions Received

Contributions received are recorded as without donor restrictions or with donor restrictions depending on the existence and/or nature of any donor restrictions. Gifts received of long-lived assets, in the absence of donor-imposed use restrictions, are reported as without donor restrictions.

Contributions and donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions.

Donated Services and Materials

The Organization recognizes donated services that create or enhance nonfinancial assets. Donated services that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation are also recognized.

A large number of people have contributed significant amounts of time to the activities of the Organization without compensation. The financial statements do not reflect the value of those contributed services because, although clearly substantial, the services do not meet the recognition criteria required by generally accepted accounting principles and no reliable basis exists for determining an appropriate value for those services. Donated materials are included in the financial statements at their estimated fair market values as of the date of their receipt.

Note 2 - Concentration of Credit Risk

The Organization maintains cash balances at financial institutions located in Washington. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000 per institution. The organization did not have any balances on deposit in excess of insurance limits as of the years ended December 31, 2023 and 2022.

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2023 and 2022

Note 3 - Liquidity and Funds Available

The following reflects Orting Food Bank's financial assets as of the statement of financial position date. The balance would be reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date, if such restrictions were in place. Examples of amounts not available include amounts set aside for long-term purposes that could be drawn upon if the governing board approved that action. As of the date of the financial statements, no funds were designated by the board as not available for current operating purposes.

Financial assets:	2023	2022
Cash	\$ 166,221	\$ 208,529
Financial assets, at year end	\$ 166,221	\$ 208,529
Less those unavailable for general expenditures within one year, due to:		
Contractual or donor-imposed restrictions:		
None	0	0
Board designations:		
None	0	0
Financial assets available to meet cash needs for general expenditures within one year	\$ 166,221	\$ 208,529

The Organization is partially supported by restricted contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, the Organization must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, the Organization may invest cash in excess of daily requirements in short-term investments. Occasionally, the board may designate a portion of any operating surplus to a liquidity reserve, which was \$0 as of December 31, 2023. In the event of an unanticipated liquidity need, the Organization could draw upon \$10,000 of its available line of credit (as further discussed in Note 4).

Note 4 - Line of Credit

The Organization has a line of credit for \$10,000 with a bank, which is due on demand. As of December 31, 2023 and 2022, the balance was \$0 and \$0, respectively. The line of credit bears interest at an adjustable rate of the Wall Street Journal Prime Rate (8.50% and 7.50% per annum as of December 31, 2023 and 2022, respectively) plus 2% and is secured by equipment and fixtures.

See accountants' compilation report.

Orting Food Bank
Notes to Financial Statements
For the years ended December 31, 2023 and 2022

Note 5 - Contingency

On May 5, 2015 the Organization entered into an agreement with Pierce County, Washington, through its Department of Community Connections to renovate and expand the property, which currently houses the food bank facility, for \$120,450. The Organization gave a promissory note to Pierce County for the full amount and is not required to make payments on this note provided that it complies with the following terms: the property must be used as a food bank for the benefit of low income individuals, households, or areas of Pierce County, it will maintain safe and sanitary facilities and will comply with all state and local building codes, licensing requirements, and other requirements regarding the condition of the structure and the operation of the project in the jurisdiction in which the facility is located, and it will keep any records and make any reports relating to compliance with this covenant that the County may reasonably require. If the covenant agreement is followed, the amount owed will be forgiven in full on June 30, 2045. As security for the note, the Organization granted Pierce County a deed of trust on its building, including improvements, and land located in Orting, Washington. The deed of trust and secured promissory note are subject to the restrictions previously described for a period of thirty years, beginning June 30, 2015. If the real property is sold, transferred, or otherwise conveyed or disposed of without Pierce County's prior written consent, the County may declare the principal amount of the note due immediately. After the improvements were completed in 2015, the land and building improvements have a book value of \$457,268 and are reported on the Statement of Financial Position.

Note 6 - Subsequent Events

Management considered and found no subsequent events, other than the matter discussed below, requiring disclosure in the financial statements occurring after the balance sheet date until March 22, 2024, the date the financials were available to be issued.

In February 2024, the Organization received a grant from the Puyallup Tribe of Indians in the amount of \$267,211. The grant is to be used for operating expenses and food.

See accountants' compilation report.

2024 Budget

Description	Budget	Budget	Change From
	2023	2024	2023
Revenues			
Beginning Net Cash & Investments			
Individual Donations	\$81,000	\$95,000	17.3%
Corporate/Agency Donations/Grants			
Non-Cash Food Contributions	\$800,000	\$900,000	12.50%
Total Fund Raising Income	\$60,000	\$35,000	-41.67%
Interest Income	\$75	\$500	566.67%
Total Income	\$941,075	\$1,030,500	9.50%
Total Cash Income	\$141,075	\$130,500	-7.50%
Expenses			
Ending Fund Balance			
Food Taken In and Delivered	\$800,000	\$900,000	12.50%
Liability Insurance	\$9,000	\$10,000	11.11%
Facility Repair and Maintenance	\$7,000	\$7,000	0.00%
Fund Raisers	\$12,000	\$12,000	0.00%
Dues/Licenses	\$20	\$20	0.00%
Office Expenses	\$2,000	\$2,000	0.00%
Non-Food Supplies	\$500	\$500	0.00%
Fuel (Fleet)	\$2,500	\$2,500	0.00%
Fleet Maint & Repairs	\$1,000	\$1,000	0.00%
Volunteer Recognition	\$1,400	\$700	-50.00%
Salary	\$61,600	\$72,082	17.02%
Payroll Taxes	\$5,264	\$6,100	15.88%
Purchased Food	\$13,000	\$2,500	-80.77%
Travel & Meetings	\$1,000	\$1,000	0.00%
Utilities	\$13,200	\$14,000	6.06%
Accounting Expense	\$10,000	\$10,000	0.00%
Capital	\$0	\$0	0.00%
City of Orting Utility Assistance	\$1,500	\$1,500	0.00%
Total Expense	\$940,984	\$1,042,902	10.83%
Total Cash Expense	\$140,984	\$142,902	1.36%
Cash Surplus/(Deficit)	\$91	(\$12,402)	



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248351232
Mar. 13, 2013 LTR 4168C EO
20-8562623 000000 00
00034233
BDDC: TE

ORTING FOOD BANK
% PAT C WILSON
PO BOX 1877
ORTING WA 98360-1877



030172

Employer Identification Number: 20-8562623
Person to Contact: Mr. Kelley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 04, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in July 2007.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/ee for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Richard McKee

Richard McKee, Department Manager
Accounts Management Operations

NON PROFIT INSURANCE PROGRAM CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE NPIP COVERAGE AGREEMENT BELOW. THIS CERTIFICATE OF COVERAGE 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 COVERED PARTY, THE COVERAGE AGREEMENT MUST BE ENDORSED. IF SUBROGATION IS WAIVED, SUBJECT TO THE TERMS AND CONDITIONS OF THE COVERAGE AGREEMENT, CERTAIN COVERAGE MAY REQUIRE AN ENDORSEMENT. A STATEMENT ON THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).

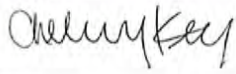
PROGRAM ADMINISTRATOR	COMPANIES AFFORDING COVERAGE
Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823	GENERAL LIABILITY NPIP / Munich Re. et al.
COVERED PARTY	AUTOMOBILE LIABILITY NPIP / Munich Re. et al.
Orting Food Bank	PROPERTY NPIP / Munich Re. et al.
PO Box 1877 Orting, WA 98360	MISCELLANEOUS PROFESSIONAL LIABILITY NPIP / Munich Re. et al.

COVERAGES
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED MEMBER NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE NPIP COVERAGE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH COVERAGE AGREEMENT. LIMITS SHOWN BELOW MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE OF COVERAGE	COVERAGE NUMBER	EFF DATE	EXP DATE	DESCRIPTION	LIMITS
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY	NPIP242554003	6/1/2024	6/1/2025	PER OCCURRENCE	\$5,000,000
OCCURRENCE FORM				PER MEMBER AGGREGATE	\$10,000,000
INCLUDES STOP GAP – EMPLOYERS LIABILITY				PRODUCT-COMP/OP	\$5,000,000
				PERSONAL & ADV. INJURY	\$5,000,000
(LIABILITY IS SUBJECT TO A \$350,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	\$50,000,000
AUTOMOBILE LIABILITY					
ANY AUTO	NPIP242554003	6/1/2024	6/1/2025	COMBINED SINGLE LIMIT	\$5,000,000
(LIABILITY IS SUBJECT TO A \$350,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	NONE
PROPERTY					
	NPIP242554003	6/1/2024	6/1/2025	ALL RISK PER OCC EXCL EQ & FL	\$100,000,000
				EARTHQUAKE PER OCC	\$1,000,000
				FLOOD PER OCC	\$1,000,000
(PROPERTY IS SUBJECT TO A \$350,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	NONE
MISCELLANEOUS PROFESSIONAL LIABILITY					
	NPIP242554003	6/1/2024	6/1/2025	PER CLAIM	\$5,000,000
(LIABILITY IS SUBJECT TO A \$350,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	\$40,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS
Regarding the annual Orting Bunny Hop event in March, City of Orting is named as Additional Covered Party regarding this event only and is subject to coverage terms, conditions, and exclusions. Additional Covered Party endorsement is attached.

CANCELLATION NOTICE: SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE COVERAGE AGREEMENT PROVISIONS.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE
City of Orting PO Box 489 Orting, WA 98360	

**ADDITIONAL COVERED PARTY – DESIGNATED PERSON OR ORGANIZATION
(GENERAL LIABILITY)**

THIS ENDORSEMENT CHANGES THE COVERAGE AGREEMENT. PLEASE READ IT CAREFULLY

This endorsement modifies Coverage provided under the following:

GENERAL LIABILITY COVERAGE PART

This endorsement changes the Coverage Agreement effective on the inception date of the Coverage Agreement unless another date is indicated above. Providing the certificate of coverage that this endorsement is attached to has been issued by and is on file with the Company, the following applies.

SCHEDULE

Person or Organization (Additional Covered Party):

City of Orting
PO Box 489
Orting, WA 98360

Description of Activities / Operations / Designated Premises:

Regarding the annual Orting Bunny Hop event in March, City of Orting is named as Additional Covered Party regarding this event only and is subject to coverage terms, conditions, and exclusions. Additional Covered Party endorsement is attached.

- A. With respects to the General Liability Coverage Part only, the definition of **Covered Party** in the Liability Conditions, Definitions and Exclusions section of this Coverage Agreement is amended to include as a **Covered Party** the Person or Organization shown in the above Schedule. Such Person or Organization is a **Covered Party** only with respect to liability for **Bodily Injury, Property Damage, or Personal and Advertising Injury** caused in whole or in part by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In performance of your ongoing operations; or
 2. In connection with your premises owned or rented to you.
- B. The Limits of Coverage applicable to the additional **Covered Party** are those specified in either the:
1. Written contract or written agreement; or
 2. Declarations for this Coverage Agreement,

whichever is less. These Limits of Coverage are inclusive and not in addition to the Limits of Coverage shown in the Declarations.

All other terms and conditions remain unchanged.



FOR CITY CLERK CITY OF ORTING
AUG 21 2024

MA
1:20pm

Grant Application-2025

Amount Requested: \$ 3,000 RECEIVED

Name of Organization: Orting Chamber of Commerce UBI #: 601591604

Contact Person's Name and Title: Steven Rodriguez - Member at Large

Mailing Address: P.O. Box 1418 Orting, WA 98360

Phone: 253-254-4984 Email Address: occtreasbill@gmail.com

How the grant will be used (This information can be provided in a letter, attached to this application):

see attached

Who does the grant serve (This information can be provided in a letter, attached to this application):

What city facilities will you be requesting for usage with this grant (May not use facilities for fundraising):

Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract as stated in Section 3 – Report on Execution of Services by the date set therein. Failure to report shall compromise the grant recipient's ability to receive future grant funding.

Initial: SR

All groups seeking grants from the City of Orting must:

1. Submit one (1) original and one (1) electronic copy of this application, along with the requested attachments to the City no later than August 23rd, 2024 at 3:00pm (for grants to be issued the following year). Grants will be approved and distributed at the City's discretion. The application must include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 4. Copy of Liability Insurance with rider for the City (rider may be provided after approval).
2. A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
3. If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Steven Rodriguez
Signature of Authorized Representative of Applicant

8/21/2024
Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk 104 Bridge St. S. PO Box 489, Orting, WA 98360.
For more information, please call (360) 893-9008 or email clerk@cityoforting.org.



Grant Application - 2025

City of Orting
Office of the City Clerk
PO Box 489
Orting, WA 98360

Orting Chamber of Commerce

Steven Rodrigues – Member at Large

PO Box 1418
Orting, WA 98360

253-254-4984
OCCTREASBILL@GMAIL.COM

\$3,000 request

How the grant will be used?

The Orting Chamber of Commerce is the biggest sponsor of the Orting Daffodil Festival and the Orting Community Float. This grant money would go to the purchase of daffodils for the float, and decorations that will be needed. The price of flowers was \$200 per thousand for 2024, but unknown for 2025. The Orting Float usually has from 12,000 to 15,000 daffodils but in 2024 we reduced the number to 8,000 because of the increased cost. The additional money from the grant helps with decorations and maintenance on the float.

Who does the grant serve?

The float gives recognition to the Orting Community. The parade brings approximately 5,000 people to this event, which in turn supports our local businesses. The grant specifically helps fund the float flowers, decorations and maintenance. The float also gives the runners-up in the daffodil princess contest the opportunity to ride on the float acknowledging all their hard work for making the daffodil festival a success. The Orting Chamber of Commerce, in turn, runs the Daffodil Festival that day, which contributes to college scholarships given to local Orting High School graduates.

What city facilities will you be requesting for usage with this grant?

The city currently leases a building to the Orting Chamber of Commerce to house the float. Any other city facilities needed for the day of the festival are paid for through other funds from the Orting Chamber of Commerce not through the funds received for the float.

Orting Chamber of Commerce • Post Office Box 1418 • Orting, WA 98360
www.ortingchamber.org

August 21, 2024

ORTING DAFFODIL FLOAT FINANCIAL REPORT 2023 for 2025 Grant

		EXPENSES	
Beginning Balance	\$ 3,576.74		
Donations	\$ 11,136.99		\$3,000 City, \$4,750 Chocolate Stroll
Flowers		\$ 2,700.00	15,000 flowers
Decorations		\$ 3,542.12	
Float Insurance		\$ 219.00	
Float Registration		\$ 116.25	
Chocolate Stroll-City registration		\$ 200.00	
Chocolate Stroll - Other		\$ 250.30	
Building Rent (Float Barn)		\$ 1.00	
Building Insurance (Float Barn)		\$ 556.45	
Maintenance Float		\$ 295.77	
Misc. Float and Barn		\$ 612.93	
TOTALS	\$ 14,713.73	\$ 8,493.82	

ORTING DAFFODIL FLOAT BUDGET FOR 2024

	Income	Expenses
Beginning Balance	\$ 6,219.91	
Donation Chocolate Stroll	\$ 4,239.36	
Donation City of Orting	\$ 936.60	
Donations (Other)	\$ 286.46	
Flowers		\$ 1,600.00
Float Decorations		\$ 3,117.85
Float Barn Insurance		\$ 566.66
Float Barn Rent		\$ 1.00
Float DOL		\$ 116.25
Float Insurance		\$ 86.00
Maint. Float/Barn		\$ 3,416.53
Chocolate Stroll-City of Orting		
Chocolate Stroll Supplies		\$ 271.79
TOTALS	\$ 11,682.33	\$ 9,176.08

S. S. 25th 25th
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 25 2007

ORTING CHAMBER OF COMMERCE
PC BOX 1418 214 WASHINGTON AVE S
ORTING, WA 98360-1418

Employer Identification Number:
20-8140176
DLN:
17053052005037
Contact Person:
PAULA J MOLL-MALONE ID# 31262
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
December 29, 2006
Contribution Deductibility:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/08/2024

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 Virgil McLagan Company, INC. PO BOX 7950 Bonney Lake, WA 98391	CONTACT NAME: Brandi Heinzmann	
	PHONE (A/C, No., Ext): (253)862-3610 FAX (A/C, No): (253)862-3265 E-MAIL ADDRESS: Brandi@mclaganins.com	
INSURED Orting Chamber of Commerce PO Box 1418 Orting, WA 98360	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Cochrane & Company	
	INSURER B: Progressive Insurance Company	11770
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 00000517-25872

REVISION NUMBER: 2

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 <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NBP2555072B	01/08/2024	01/08/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			00586348-9	10/18/2023	04/18/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Y/N N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Oting	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Brandi Heinzmann</i> (BLH)



CITY OF ORTING
 FOR CITY CLERK USE ONLY:
 AUG 23 2024
 RECEIVED
 2:42pm
 MA

Grant Application-2025

Amount Requested: \$6,000.00

Name of Organization: ORTING VALLEY FARMERS MARKET UBI #: 603436579

Contact Person's Name and Title: Doug Graves – Market Manager

Mailing Address: P.O. Box 1665 Orting Washington 98360

Phone: 362-872-6836 253-509-3609 Email Address: ovfmcontact@gmail.com

How the grant will be used (This information can be provided in a letter, attached to this application):

Grant Funds will be used for Promotion and Advertising of the Orting Valley Farmers Market to attract full season and part time Vendors and to grow our consumer base in the Orting area as well as region wide. As a Farmers Market, we source Farmers and Vendors not only from the Orting area, but also from locations throughout the State of Washington. With that diversity of expertise and product availability, it only makes sense to also source consumers from around the State. That not only enhances Vendor and Consumer numbers. It also enhances Orting's economy, as other events do, but we do that 12 to 18 Fridays per year. Therefore, it's a win-win for the market and the City of Orting. To grow our market in 2025, we will increase our Social Media platforms to air on the spot videos of the Farmers Market, the surrounding City of Orting, our Vendors, our Entertainment and our associated events. Grant funding will continue to develop and expand our children's programs, expand our SNAP EBT Matching buck program and continue our weekly donations of produce and other foods to the Orting Food Bank. In addition, grant funds will allow us to bring back some of our Friday Night events such as the BBQ cookoff, Aloha Friday, Evening with Shakespeare, and Vendor demonstrations.

For years, we have been nurturing this Farmers Market. To date, we are not the largest Farmers Market. But we are a market that is always present and open in the summer. We have a reputation for being quaint, old fashioned, fun, and a popular destination on a Friday evening. And, we have a customer following that goes back at least a decade.

We have reviewed the newest guidelines by the City Council regarding the desire for Non-Profit funding to be reduced over a number of years. We understand the intention and need for the funding of other concerns. Nevertheless, we would like to ask for a pass on those parameters with the understanding that, because our entity is seasonal, we find it difficult to maintain a full board of directors that will fundraise especially at times when private and commercial funding is not always popular for Farmer Markets. We are asking for grant support as in the past because we see this as not only supporting the betterment of the Farmers Market but also supporting the Orting local economy.

Who does the grant serve (This information can be provided in a letter, attached to this application):

This grant will serve Local Farmers, Food Service Vendors and Artisans, Customers from the Orting area and around the region, children and the elderly, disabled and low-income individuals as well as the employees, council members, staff and management of the City of Orting when they are praised for actually supporting the Farmers Market rather than just agreeing to let the market "use the facilities".

What city facilities will you be requesting for usage with this grant (May not use facilities for fundraising):

In addition to the grant funding requested, we would like to continue operating the Orting Valley Farmers Market in the North Park and the Orting Station Building.

Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract as stated in Section 3 – Report on Execution of Services by the date set therein. Failure to report shall compromise the grant recipient's ability to receive future grant funding.

Initial: WDG

All groups seeking grants from the City of Orting must:

1. Submit one (1) original and one (1) electronic copy of this application, along with the requested attachments to the City no later than August 23rd, 2024 at 3:00pm (for grants to be issued the following year). Grants will be approved and distributed at the City's discretion. The application must include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 4. Copy of Liability Insurance with rider for the City (rider may be provided after approval).
2. A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
3. If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

 Doug Graves 8 / 23 / 24
Signature of Authorized Representative of Applicant Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk 104 Bridge St. S. PO Box 489, Orting, WA 98360.
For more information, please call (360) 893-9008 or email clerk@cityoforting.org.

2023 Statement of Financial Position
ORTING VALLEY FARMERS MARKET
Fiscal year ended December 31, 2023
This Statement reflects financial position thru Year end 2023

	2023 ASSETS	Assets by 2023 Year end	NOTES
	2023 funds carried over from 2022	\$10,119.27	This carryover was remaining grant funds for Covid relief
	2023 Vendor Fees collected	\$11,722.44	
	2023 City of Orting Grant	\$6,000.00	
	2023 SNAP EBT Matching Bucks reimbursement	\$104.50	
	2023 SNAP EBT token reimbursement	\$760.00	
	2023 Amazon Smile Donation	\$15.62	
	2023 OVFM Produce Cash Sales	\$1,652.00	
	2023 OVFM Produce Credit/Debit Sales	\$534.40	
	2023 OVFM Credit/Debit from customers cards	\$385.00	
	TOTAL 2023 ASSETS	\$31,293.23	
	NET ASSETS - Tents and Tables \$840.00		
	2023 LIABILITIES	Liabilities through Year end 2023	
	2023 funds carried over to 2024	\$3,490.98	
	2023 Vendor reimbursements - misc	\$30.00	
	2023 Promo and Marketing	\$3,311.50	
	2023 Market Liability Insurance	\$310.00	
	2023 Supplies and equipment	\$3,636.80	
	2023 Webpage & Facebook Posting	\$380.13	
	2023 Mighty Call phone service	\$371.12	
	2023 USPS Mailbox fee	\$176.00	
	2023 Manager Stipend	\$12,500.00	
	2023 Activity and Entertainment	\$740.00	
	2023 Permits & Fees - County, State, and Fed	\$417.00	
	2023 Permits & Fees - Orting	\$300.00	
	2023 Funding for Produce booth	\$560.00	
	2023 Info booth manager Stipend	\$450.00	
	2023 Produce Purchases from Four Elements Farms	\$3,150.00	
	2023 Misc support for Produce booth	\$143.95	
	2023 Vendor EBT Token/Matching Buck Reimbursements - EBT Checking	\$280.75	
	2023 Vendor EBT Token/Matching Buck Reimbursements - Primary Checking	\$1,045.00	
	TOTAL 2023 LIABILITIES	\$31,293.23	
	2023 Year end Assets	\$31,293.23	
	2023 Year end Liabilities	\$31,293.23	Includes \$3,490.98 in carryover to 2024

2024 Statement of Financial Position
ORTING VALLEY FARMERS MARKET
Fiscal year ends December 31, 2024
This Statement reflects financial position thru August 22, 2024

	ASSETS	Assets on Hand	Assets expected by 2024 year end
	2023 carryover on hand	\$0.00	
	Vendor Fees	\$7,433.62	\$1,250.00
	2023 Carry over for Vendor Tokens not received	\$0.00	
	2023 Carry over for Unspent Cust EBT/Debit Tokens	\$0.00	
	Fundraising	\$0.00	
	WSDOH Matching Bucks Reimbursements	\$0.00	\$130.00
	SNAP EBT Reimbursements	\$0.00	\$50.00
	OVFM Produce Booth Revenues Credit/Debit	\$0.00	\$45.00
	OVFM Produce Booth Revenues Cash	\$0.00	\$180.00
	City of Orting Grant	\$0.00	
	TOTAL ASSETS	\$7,433.62	\$1,655.00
	LIABILITIES AND NET ASSETS		Liabilities expected to be Paid by 2024 Year end.
	Carry over to 2025		\$2,000.00
	2024 Vendor Credit/Debit Token Reimbursements		\$0.00
	2024 Vendor EBT Token Reimbursements		\$75.00
	2024 Vendor Matching Buck Reimbursements		\$75.00
	Promo/Marketing		\$0.00
	Food Bank Program (Direct Donations)		\$0.00
	Permits & Fees-County & State & Fed		\$0.00
	Permits & Fees-City of Orting		\$0.00
	WSFMA Membership		\$0.00
	WSFMA Membership & Seminar		\$0.00
	Supplies and equipment		\$300.00
	Covid Supplies and Expenses		\$0.00
	Web Page / Facebook Posting		\$50.00
	Activities & Entertainment		\$150.00
	Manager Stipend		\$10,000.00
	Liability Insurance		\$0.00
	Mighty Call Telephone Service		\$192.85
	Managers Asssistant Stipend		\$60.00
	Post Office Box Fee		\$190.00
	OVFM Produce Booth Purchase from 4Elements Farm		\$325.00
	OVFM Produce Booth Purchase from Spooner Farms		\$35.00
	NET ASSETS - Tents and Tables	\$641.00	
	TOTAL LIABILITIES AND NET ASSETS	\$641.00	\$13,452.85
	2024 Year end Assets		\$9,088.62
	2024 Year end Liabilities		\$13,452.85
	2024 Year end Budget Balance		-\$4,364.23

Orting Valley Farmers Market - 2024 Annual Budget

Budget Type: Operating Budget - Pending Board Approval

Submitted for approval: Submitted 01/13/24

Board Approved: 02/13/24

Status as of: 08/22/24

BEUC Balances as of Status Date:
 Primary Ckg \$6,609.92
 EBT Ckg \$722.70
 Savings \$101.00
 TOTAL \$7,433.62

Projected Income	2024 Draft Budget Dollars		Actuals 08/22/24		2024 Income Notes
	Draft Budget	On Hand a/o 08/22/24	On Hand as of 08/22/24	Actuals Expected by 2024 year end	
100.00 2023 "Carry Over/On Hand"	\$3,491	\$3,490.98	\$7,433.62	\$0.00	\$3,490.98 Carried over from 2023
100.11 2023 "CarryOver/OnHand" Vendor tokens unreimbursed	\$0	\$0.00	\$0.00	\$0.00	
100.12 2023 "CarryOver/OnHand" unspent Customer Tokens	\$0	\$0.00	\$0.00	\$0.00	
100.01 Vendor Space Fees	\$18,200	\$18,200.00	\$0.00	\$1,250.00	single day reg Season, 6 Non-Profits@ \$50 reg Season, & 6 Non-Profits@ \$25 reg season for a total of \$18,200.00), 4/16,\$5,075.00 vender fee deposit. 06/20/24 \$3340.00 vender fees collected to date, 07/08 vender fee \$48.60
100.02 Fundraising	\$0	\$0.00	\$0.00	\$0.00	Fundraising type TBD - Board decided no Fundraising
100.02.2 Market Bag Sales	\$0	\$0.00	\$0.00	\$0.00	
100.02.4 Basket Raffle	\$0	\$0.00	\$0.00	\$0.00	
100.02.5 Donation Can	\$0	\$0.00	\$0.00	\$0.00	
100.02.6 Calendar Sales	\$0	\$0.00	\$0.00	\$0.00	
100.03 Pierce County Grant	\$0	\$0.00	\$0.00	\$0.00	\$1000.00 typically received by year end. Application is submitted 4Q. This grant was not approved in 2023 and not counting on it for 2024.
100.04 City of Orting Grant	\$0	\$0.00	\$0.00	\$0.00	City of Orting Grant Application not available to OVFM for 2024.
100.04.1 Donation-Specified Eat Fresh Orting (EBT Match)	\$0	\$0.00	\$0.00	\$0.00	Typically a donation from Rincon Construction funds this.
100.04.2 Grant - Orting Food Bank Voucher Program	\$0	\$0.00	\$0.00	\$0.00	
100.05 Other Grants/Sponsorships	\$0	\$0.00	\$0.00	\$0.00	Other Grants & Sponsorship - Types TBD - Board decided no Grants and Sponsorships
100.05.1 CO-OP Booth Sponsorship	\$1,000	\$1,000.00	\$0.00	\$0.00	Co-Op Booth Sponsorship By Jolene Hilt \$1000.00 (Expected to receive in 2025)
100.06 Donations	\$0	\$0.00	\$0.00	\$0.00	Donation Type TBD - Board decided no Donations
100.07 WSDOH Reimbursement for Matching Bucks	\$700	\$700.00	\$0.00	\$130.00	Reimbursement for SNAP MATCHING BUCKS collected
100.08 SNAP EBT Reimbursement for EBT Tokens	\$1,600	\$1,600.00	\$0.00	\$50.00	Reimbursement for SNAP EBT Tokens collected
100.10 Unidentified Deposits	\$0	\$0.00	\$0.00	\$0.00	Amazon Smile and other Misc donations
100.20.1 WSDA2021 CovidGrant(remaining \$ in carryover to 2023)	\$0	\$0.00	\$0.00	\$0.00	2021 \$20,000.00 WSDA Covid Craft Beverage Grant remaining amount in carryover to 2023
100.20.2 Pierce County 2024 Farmers Market Grant	\$0	\$0.00	\$0.00	\$0.00	2021 \$10,000.00 Pierce County Frms Mkt Grant approved 10/11/21, remaining amount in carryover to 2023
100.30 Produce Revenues - Credit/Debit	\$600	\$600.00	\$0.00	\$45.00	Revenues from Produce Credit/Debit Sales
100.31 Produce Revenues - Cash	\$1,600	\$1,600.00	\$0.00	\$180.00	Revenues from Produce Cash Sales
100.99 Additional Funding Required to balance Budget	\$0	\$0.00	\$0.00	\$0.00	A negative Budget Balance would require a Board decision to raise funds by year end, and post in this line item, to balance Budget
199.00 Amount spent to Factor actual BECU Balance as of update			\$0.00		
199.01 Total	\$27,191	\$27,190.98	\$7,433.62	\$1,655.00	

Orting Valley Farmers Market - 2024 Annual Budget

Budget Type: Operating Budget - Pending Board Approval

Status as of: 08/22/24

Red are

Overages

Submitted for approval: Submitted 01/13/24

Board Approved: 02/13/24

Projected Expenses		2024 Draft Budget Dollars		Status as of 08/22/24		2024 Paid Expenditures
		Draft Budget	"Expected" Exp to be Pd 2024	Actual Exp Paid	Remaining Exp to be paid	
300.00	Carry over for 2025	\$2,117	\$2,116.80	\$0.00	\$2,000.00	Minimum carryover has always been \$2,000.00
300.01	Unpaid 2023 Token Reimbursement checks	\$50	\$50.00	\$0.00	\$0.00	
300.02	Unspent customer 2023 EBT Tokens	\$50	\$50.00	\$0.00	\$0.00	
300.03	Unspent 2023 customer Debit/Credit Tokens	\$50	\$50.00	\$0.00	\$0.00	
300.04.1	Eat Fresh Orting	\$0	\$0.00	\$0.00	\$0.00	
300.04.2	Food Bank Program	\$0	\$0.00	\$0.00	\$0.00	
300.05	Vender insufficient funds	\$0	\$0.00	\$0.00	\$0.00	4/19 nsf Stefanie's sewing, originally included in 4/16 vender deposits.
300.06	Promo/Marketing	\$420	\$420.18	\$0.00	\$0.00	Board decided no ValPac in 2024
300.10	Market Bag Purchase	\$0	\$0.00	\$0.00	\$0.00	
300.21	Insurance	\$360	\$360.00	\$310.00	\$0.00	2/08 \$310.00 Campbell Risk Management 2024 Market Insurance
300.41	Supplies and equipment	\$3,600	\$3,600.00	\$546.94	\$300.00	NOTE: See 2024 Expense Items detailed on Budget Sheet #3.
300.42	Storage	\$0	\$0.00	\$0.00	\$0.00	
300.43	KERNEL Expenses	\$0	\$0.00	\$0.00	\$0.00	
300.60	Covid Health Supplies	\$0	\$0.00	\$0.00	\$0.00	
300.91	Webpage / Facebook Posting	\$600	\$600.00	\$210.61	\$50.00	2/16 \$29.95 Weebly Web Hosting, 2/16 \$155.66 Weebly Web Hosting, 6/08 \$8.18 facebook boost, 6/09 \$14.00 facebook boost, 07/08 Facebook boost \$2.82 \$48.44 pd 1/10, \$48.44 pd 2/10, \$48.44 pd 3/10, \$48.41 pd 4/10, \$48.41 pd 5/10, 6/10 \$48.41, \$48.44 pd 07/10, \$48.44 pd 8/10,
300.92	MightyCall Telephone #	\$484	\$484.40	\$387.55	\$192.85	
300.93	Hot Spot Data plan	\$0	\$0.00	\$0.00	\$0.00	
300.94	USPS Box Fee	\$190	\$190.00	\$0.00	\$190.00	USPS Box Fee due in mid December
301.01	Vendor Reimbursements	\$300	\$300.00	\$150.00	\$0.00	5/08 Samual Bodahaine ck1532,1531 \$150.00 reimbursement for 2023 credit tokens. Doug to accept \$2,500.00 less than previous years stipend for \$10,000.00 since fundraising was not available in 2024
301.41	Mgr. Stipend 2023	\$10,000	\$10,000.00	\$0.00	\$10,000.00	
301.42	Mgr. Expenses 2023	\$0	\$0.00	\$0.00	\$0.00	
301.43	Event expenses	\$600	\$600.00	\$144.53	\$0.00	6/10 \$130.90 home depot Fathers day raffle supplies, 6/10 \$13.63 Big lots Fathers day raffle supplies, 06/22 Izzy Burns \$75.00, 6/21 & 7/12 Fiddler in the Forest \$100.00, 7/19 Done and Dusted \$15.00, 7/26 Fredy Pesante \$200.00, 8/9 Ron Fowler \$50.00, 8/6 Wendy Collins Kids games \$71.03,
301.45	Activity & Entertainment	\$1,000	\$1,000.00	\$646.03	\$150.00	
301.71	WSFMA/FMC fees	\$0	\$0.00	\$0.00	\$0.00	
301.72	WSFMA conference	\$0	\$0.00	\$0.00	\$0.00	
301.73	Puget Sound Farm Guide	\$0	\$0.00	\$0.00	\$0.00	
301.74	Graham Expo	\$0	\$0.00	\$0.00	\$0.00	
301.75	Puyallup Spring Fair	\$0	\$0.00	\$0.00	\$0.00	
301.81	EBT (SNAP) program exp.	\$0	\$0.00	\$0.00	\$0.00	
301.91	Permits & Fees- County/State/Fed/TPCHD	\$417	\$417.00	\$514.00	\$0.00	1/20 \$75.00 Wa Sec of State Annual renewal fee, 4/11 \$369.00 ck1580 TPCHD market app., 5/29 \$70.00 gambling comm. Annual fee, 2/10 \$100.00 City of Orting - OVFM Blanket Vendor License Fee, 2/10 \$200.00 City of Orting - OVFM Event Application Fee,
301.92	Permits & Fees- Orting	\$365	\$365.00	\$300.00	\$0.00	
301.93	Pumpkin Fest Fee	\$0	\$0.00	\$0.00	\$0.00	
301.94	Orting Chamber of Commerce	\$0	\$0.00	\$100.00	\$0.00	2/13 \$100.00 Chamber of Commerce Membership Fee
302.00	Bank withdrawal for Produce and Raffle Tills	\$0	\$0.00	\$0.00	\$0.00	
302.01	Market Assistant Stipend - Unknown	\$450	\$450.00	\$467.06	\$60.00	stipend \$80.00, 07/07 Safeway fuel Joann fuel Marys truck \$20.00, 7/11 thru 8/15 Brian & Hector
302.02	Info Booth Manager Stipend	\$600	\$600.00	\$0.00	\$0.00	
303.01	Produce Purchase - Four Elements Farm	\$3,200	\$3,200.00	\$88.50	\$325.00	06/22 \$88.50 4 Elements 06/14 Winco \$17.24 produce, 06/21 Safeway ice \$1.27, 7/19 Winco \$18.60, 7/23 4E Farms \$128.00, 7/26 Winco \$43.48, 06/14 Doug wd for produce til change to be recomiled later \$460.00
303.02	Produce Purchase - Misc.	\$0	\$0.00	-\$208.58	\$35.00	
303.03	Produce Sales Overheads	\$150	\$150.00	\$460.00	\$0.00	
205.01	EBT Reimbursement pd to Vendors from the EBT checking account	\$1,600	\$1,600.00	\$288.00	\$75.00	06/26 thru 07/10 ebt reimbursements \$89.00, 7/11 thru 8/15 ebt reimbursements \$199.00
205.02	Matching Bucks Reimbursement pd to Vendors from the EBT checking account	\$700	\$700.00	\$0.00	\$75.00	
399.99	Total	\$27,303	\$27,303.38	\$4,404.64	\$13,452.85	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 26 2015

ORTING VALLEY FARMERS MARKET
19220 196 ST E
ORTING, WA 98360-0000

Employer Identification Number:
47-1671216
DLN:
26053482003435
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 28, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

Information Copy.

Do not send to IRS.

Form 990-N

Department of the Treasury Internal Revenue Service

Electronic Notice (e-Postcard)

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

OMB No. 1545-2085

2023

Open to Public Inspection

A For the **2023** Calendar year, or tax year beginning **2023-01-01** and ending **2023-12-31**

B Check if available

Terminated for Business

Gross receipts are normally \$50,000 or less

C Name of Organization: **ORTING VALLEY FARMERS MARKET**
PO Box 1665, Orting, WA, US, 98338

D Employee Identification Number **47-1671216**

E Website:

ortingvalleyfarmersmarket.com

F Name of Principal Officer: **William Graves**
19511 112th Ave E, Graham, WA, US, 98338

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



CITY OF ORTING

AUG 28 2024

RECEIVED

FOR CITY CLERK USE ONLY:

Grant Application-2025

Amount Requested: \$ 7,500.00

Name of Organization: Opportunity Center of Orting, Inc UBI #: 602 069 623

Contact Person's Name and Title: Jennifer Slaughter, Executive Director

Mailing Address: PO BOX 1423, Orting WA 98360

Phone: 360-872-8252 Email Address: OrtingHaven@gmail.com

How the grant will be used (This information can be provided in a letter, attached to this application):
(See attached)

Who does the grant serve (This information can be provided in a letter, attached to this application):
(See attached)

What city facilities will you be requesting for usage with this grant (May not use facilities for fundraising):
(See attached)

Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract as stated in Section 3 – Report on Execution of Services by the date set therein. Failure to report shall compromise the grant recipient's ability to receive future grant funding.

Initial: RS

All groups seeking grants from the City of Orting must:

1. Submit one (1) original and one (1) electronic copy of this application, along with the requested attachments to the City no later than August 23rd, 2024 at 3:00pm (for grants to be issued the following year). Grants will be approved and distributed at the City's discretion. The application must include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 4. Copy of Liability Insurance with rider for the City (rider may be provided after approval).
2. A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
3. If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

[Signature]
Signature of Authorized Representative of Applicant

8, 27, 24
Date

Please return completed form and any additional information to:
City of Orting - Attn: City Clerk 104 Bridge St. S. PO Box 489, Orting, WA 98360.
For more information, please call (360) 893-9008 or email clerk@cityoforting.org.



2025 Grant Application Response

How the grant will be?

Funds are needed for the expenses we have when it comes to many things such as food, drinks, games, prizes, art supplies, athletic equipment and items to keep the teens engaged. We also have standard bills such as water, power, internet, garbage and rent.

We use various tools to get the youth to interact with each other, have fun, and make friends. Often times they are hard on things, so we have to replace items regularly such as ping pong balls, paddles, pool sticks, game controllers, markers, dodgeballs, board games etc. The other challenge is keeping up with the latest trendy things that get them excited through challenges with raffle tickets and prizes. We're always looking for the latest "cool" thing that they like. We also provide gift cards for when they reach personal goals in sports, huge grade improvements, victory in overcoming addictions, helping us out with cleaning or running an event, or choose to sit down and "talk it out" in mediation when they have conflict with another student vs letting it get physical at school or on the street some place. In some instances, we have teens who don't have parents with any extra money for rewards like this or they don't live with their parents (one or both) or sadly, parents who seem to not care as much from their perspective.

We also fill random needs when we hear about a student who needs a hot meal outside of our operating hours for various reasons, a new bike tire, a pair of shoes, gift cards for haircuts or new scooter wheels. These things keep them active, healthy, fed and promote self-respect, image, and happiness which is crucial for teenagers.

We also supply hygiene items as well and everything is always free to the teens. We also use these things as tools to open doors to relationships where kids feel free to share how life is stressing them out or they feel overall depressed. Usually this gets better when get them out of their comfort zone of being just in their phones and get them active.

Who does the grant serve?

This grant will help us serve the Orting youth from middle & high school age and includes many home school and co-op students as well who live in the Orting School District.

The Haven is known to be an escape from stress at home, school, or both. We feel the best way to improve the overall mental health for the youth is to bring more fun into their life and get them into conversations and activities with others who enjoy mutual interests. And our big focus is doing so in real life since so much of their other time is spent online. So many teens have made new friends at the Haven and that's because the environment is welcoming, positive and fun!

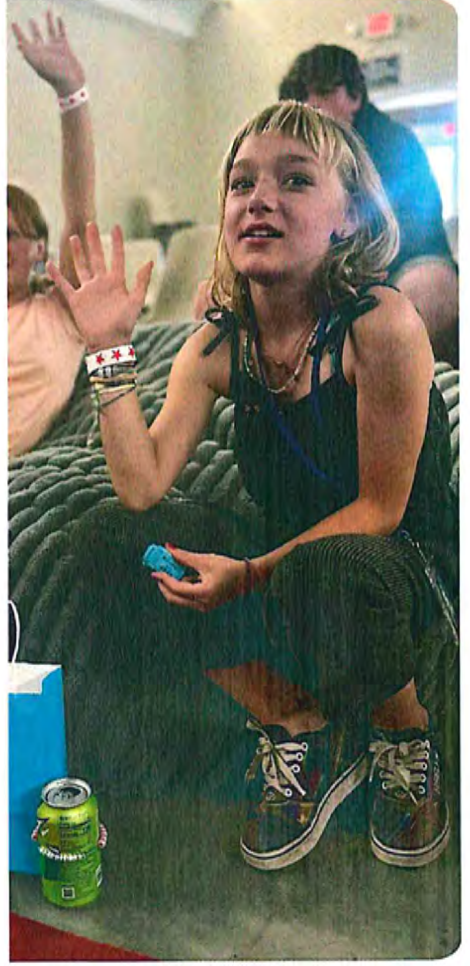
What city facilities will you be requesting for usage with this grant?

N/A



THANK
YOU

FOR HELPING
MAKE A
DIFFERENCE
IN THE LIVES
OF OUR
YOUTH



Opportunity Center of Orting, Inc
Profit & Loss
 January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	13,224.23
43600 · Fundraising	1,754.00
47200 · Program / Event / Rental Income	13,398.00
47300 · Grants	26,128.21
Total Income	54,504.44
Cost of Goods Sold	
51000 · Card Service Fees	441.39
Total COGS	441.39
Gross Profit	54,063.05
Expense	
60900 · Business Expenses	1,408.09
62100 · Contract Services	611.60
62800 · Facilities and Equipment	
62850 · Facilities Maintenance	316.08
62870 · Property Insurance	1,238.16
62875 · Rent	24,000.00
62876 · Storage Unit Rent	540.00
62880 · Garbage	2,219.01
62885 · Internet / Phone	6,323.48
62890 · Electric / Gas	3,087.92
62895 · Water	1,921.06
Total 62800 · Facilities and Equipment	39,645.71
64000 · Program / Event Expenses	3,119.04
65000 · Operations	
65020 · Postage, Mailing Service	33.00
65040 · Supplies	2,746.64
65060 · Marketing & Advertising	1,168.01
Total 65000 · Operations	3,947.65
65100 · Other Types of Expenses	
65125 · Business License/ Fees	20.00
65130 · Bank Charges	10.26
65150 · Payroll Taxes	40.00
Total 65100 · Other Types of Expenses	70.26
Total Expense	48,802.35
Net Ordinary Income	5,260.70
Other Income/Expense	
Other Income	
70000 · Interest Income	3.50
Total Other Income	3.50
Other Expense	
80000 · Ask My Accountant	136.17
Total Other Expense	136.17
Net Other Income	-132.67
Net Income	5,128.03

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 28 2005**

OPPORTUNITY CENTER OF ORTING INC
PO BOX 1423
ORTING, WA 98360-1423

Employer Identification Number:
91-2112227
DLN:
17053071719025
Contact Person:
TERRY KAYE ID# 31038
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 7, 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

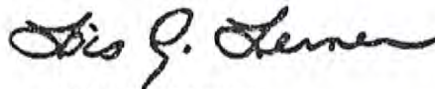
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



CITY OF ORTING

Grant Policy

Mission Statement: The City of Orting supports the development of services and organizations which bring significant value to its citizens and which serve a public purpose.

Section I. Baseline Criteria for receiving grant funding.

Selected grant recipients may receive direct cash contributions from the City of Orting, pursuant to the following procedures and conditions. Grant funding is defined as direct cash donations to non-profit and/or section 501(c)(3) organizations which bring significant value to the citizens of Orting and which serve a public purpose, and organizations that benefit vulnerable and needy populations are given priority. Grant requests are considered on an annual basis and receiving a grant is not guaranteed year to year. Grant requests are dependent on limited city funds and the council reserves the right to allocate funds as it deems appropriate.

All organizations requesting grant funding must comply with the following eligibility standards:

- A. Organizations must be legally tax exempt as defined by IRS section 501(c) (3), or non-profit status, and shall provide proof of the same to the City upon request.
- B. Pursuant to the terms of Section III herein, Organizations must carry their own insurance, and shall execute an agreement wherein the Organization agrees to use the grant funds for the public purpose identified in the Organization's application materials, and further agrees to indemnify the City and hold the City harmless (*see* Attachment A, hereto).
- C. Organizations must serve the residents within the City of Orting and/or the Orting School District.
- D. When approved, all materials distributed by the Organization as a result of the City's grant must contain the City of Orting logo.

The City will prioritize requests received from groups and activities by those groups that serve seniors, youth, the infirm or disabled and people in need within the City. Certain cohort groups

are assumed to meet these criteria, including groups that serve senior citizens age 65 and older; people with disabilities who qualify for the Pierce County Property Tax exemption/reductions; and food bank recipients.

Section II. Process for seeking Grant:

1. All groups seeking grants from the City of Orting must submit a formal request in writing by August 21st of each calendar year for the following year. The request must include a cover letter specifying the dollar amount sought and how it will be used. The letter must include the following attachments:
 - A. Grant Application;
 - B. Previous year's financial statement;
 - C. Current year's budget documents;
 - D. Signed Contract Agreement
 - E. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 - F. Proof of liability insurance.
2. Grant seekers must submit one electronic copy and one original copy of their application and a cover letter and any attachments to the City Clerk or designee by August 21st. The copies of these materials will be reviewed by the Community and Government Affairs Committee in September, who will bring their recommendation to the full Council at a study session in September. Those recommendations will be discussed during budget workshops. Members of the public may view the file copy at City Hall during business hours or make a Public Records Request to the City Clerk to obtain a copy.
3. A representative of the group must attend the Community and Government Affairs ("CGA") Committee meeting in order to present the organizations request and answer any questions. The City shall provide the organization notice of the CGA Committee meeting at which the organization's application will be reviewed.
4. The CGA Committee will review applications and make a recommendation to the City Council. The City Council will make a final determination by Resolution during budget season.
5. Grant recipients shall execute a contract with City in substantially the same form as is depicted at Exhibit A hereto. The contract shall be executed prior to the receipt of grant funds.
6. Grant recipients shall report regarding the organization's use of the grant funds to the City Council in the manner set in the aforementioned contract and by the date set therein.

Failure to report shall compromise the grant recipient’s ability to receive future grant funding.

Section III. Funding Levels.

The intent of the Council with setting funding thresholds is to encourage organizations to fundraise. The City does not typically want to be a long-term major grantor of any particular organization, and believes that fundraising is the primary purpose of a non-profit board. All current grant recipients will be reset to year one of the table below. The following table lays out the Council’s intended funding structure.

<u>Year</u>	<u>Maximum Percent of Recipient’s Prior Year’s Revenue, or Maximum Funding Amount</u>
1 st	At Council’s Discretion or \$10,000
2 nd	20% or \$8,000
3 rd	15% or \$6,000
4 th	10% or \$4,000
5 th	5% or \$2,000
6+	No more than 5% of recipient’s prior year’s revenue or \$2,000

Section IV. Grants of Facilities

Grant requests may request in their application use of a city facility without cost for a purpose that is the same as the stated mission of the grantor’s organization. Fundraising at City facilities is not permitted unless the grantee has paid a rental fee for the city facility.

Section V. Insurance & Indemnity Requirements for City Grant.

All organizations selected to receive a grant pursuant to this policy shall execute an agreement with the City prior to the dispersal of funds, and said agreement shall include (but is not limited to) the following requirements pertaining to indemnification and insurance:

1. Indemnification / Hold Harmless

User shall defend, indemnify and hold harmless the City of Orting, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Orting.

2. Insurance

A. Insurance Term

The User shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the User and his or her guests, representatives, volunteers and employees.

B. No Limitation

User's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City of Orting's recourse to any remedy available at law or in equity.

C. Required Insurance

User's required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The City of Orting shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City of Orting. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Orting shall be excess of the User's insurance and shall not contribute with it.

D. City of Orting Full Availability of User Limits

If the User maintains higher insurance limits than the minimums shown above, the City of Orting shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this contract or whether any certificate of

insurance furnished to the City of Orting evidences limits of liability lower than those maintained by the User.

E. Certificate of Insurance and Acceptability of Insurers

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.



Grant Application-2025

City of Orting - Office of the City Clerk
PO Box 489 - 104 Bridge St S. Orting, WA 98360
Phone: (360) 893-9008 - Fax: (360) 893-6809
www.cityoforting.org

FOR CITY CLERK USE ONLY:

Name of Organization: _____ UBI #: _____

Contact Person's Name and Title: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Amount Requested: \$ _____

How the grant will be used (This information can be provided in a letter, attached to this application):

Who does the grant serve (This information can be provided in a letter, attached to this application):

What city facilities will you be requesting for usage with this grant (May not use facilities for fundraising):

All groups seeking grants from the City of Orting must:

1. Submit one (1) original and one (1) electronic copy of this application, along with the requested attachments to the City no later than August 23rd, 2024 at 3:00pm (for grants to be issued the following year). Grants will be approved and distributed at the City's discretion. The application must include:
 1. Previous year's annual financial statement
 2. Current year's budget
 3. Proof of non-profit status, including but not limited to 501(c)(3) identification number.
 4. Copy of Liability Insurance with rider for the City (rider may be provided after approval).
2. A representative of the applicant shall attend the City Council's Community and Government Affairs Committee Meeting to discuss the contents of the application.
3. If selected, an authorized representative of the applicant shall execute a contract with the City before the group shall receive the funding.

Signature of Authorized Representative of Applicant _____
Date

Please return completed form and any additional information to:
City of Orting – Attn: City Clerk 104 Bridge St. S. PO Box 489, Orting, WA 98360. For more information, please call (360) 893-9008.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee:	Study Session Dates	Regular Meeting Dates
Subject: Recreational Vehicle (RV) Code Amendments.	AB24-27	CGA 3.6.2024 4.3.2024 10.2.2024	9.18.2024	
	Department:	Community Development Department		
	Date Submitted:	9.25.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	Move forward to Council study session on 10.16.2024 for Council consideration.			
Submitted By:	Kim Mahoney			
Fiscal Note: None				
Attachments: RV Code Amendment Planning Commission Staff Report; Draft Ordinance No. 2024-1133				
SUMMARY STATEMENT:				
<p>In March, the Community and Government Affairs Committee met to discuss proposed amendments to various sections of the Orting Municipal Code (OMC) to address inconsistencies in the regulation of temporary occupation of recreational vehicles (RVs).</p> <p>Following a public hearing on September 5, 2024 on the matter, the Planning Commission recommended the City Council approve Ordinance No. 2024-1133, attached to this summary sheet.</p> <p>The proposed amendments would:</p> <ul style="list-style-type: none"> • Permit temporary occupancy of an RV on private property for 180 days in a year, if accessory to an active building or remodel permit on the same lot, or following destruction or damage of the principal dwelling by a disaster; • Permit temporary occupancy of an RV for 14 days in a 6-month period when issued a temporary use permit and located on a parcel in the residential zoning districts; • Prohibit parking RVs in the public right-of-way (ROW) other than for an emergency 24-hour stop; • Prohibit leak or discharge to City stormwater, surface water, or sewer infrastructure; • Prohibit the storage of RVs and boats in front yards, and; • Prohibit the storage of more than one RV, or more than two boats, or more than one RV and one boat, on parcels in the City’s residential zoning districts. <p>RVs still may not be parked on City streets and may not overhang public sidewalks and right-of-way.</p>				

RECOMMENDED ACTION: Action:

Move forward to study session meeting on October 16th, 2024 for Council consideration.

FUTURE MOTION: Motion:

To Adopt Ordinance No. 2024-1133, an ordinance of the City of Orting, Washington, relating to the City's regulations for the parking and temporary occupation of recreational vehicles within the City; amending Orting Municipal Code (OMC) chapter 10-14, OMC 13-2-19, OMC 13-4-2, and OMC 13-5-3.K.1a; providing for severability; and establishing an effective date.



Staff Report

Project Name:	Code Amendments to OMC 10-14, 13-2-19, 13-4-2, and 13-5-3:K.1.a regarding temporary occupation of recreational vehicles (RVs)
Date of Staff Report:	September 25, 2024
Date of Meeting:	October 2, 2024
City Staff Contact:	Kim Mahoney - Community Development Director
60-Day Notice:	Distributed to the Department of Commerce on August 6, 2024 for 60-day notice.
Public Notice & SEPA:	Notice of a Planning Commission public hearing was published in the Tacoma News Tribune and posted online on August 21, 2024, per OMC 15-7-3. A Notice of SEPA Threshold Determination Issuance was also published in the Tacoma News Tribune on the same day; the SEPA comment period closed with no timely comments having been submitted to staff by the general public. One comment was submitted by the Department of Health.

Exhibits:

1. Draft Ordinance and proposed changes to the Orting Municipal Code (OMC)

Background

The Orting Municipal Code (OMC) contains conflicting regulations regarding when and where recreational vehicles (RVs) may be occupied and there are no provisions for short-term occupancy of an RV outside of RV parks. For instance, the building codes in OMC 10-14 allow occupation of an RV on private property anywhere in the city for up to 180 days with the possibility for an extension of another 180 days; however, the zoning code states in multiple chapters that RVs may not be occupied on lots outside of approved RV parks.

Staff have recently fielded many questions from the public about long-term and short-term occupation of RVs. The City Council asked the Planning Commission to consider updates to the conflicting municipal code sections related to RVs and to consider revisions to the codes to allow short-term occupancy of RVs in residential zoning districts. Staff drafted updates to the applicable code sections and the Planning Commission held three workshops to refine the amendments. At the conclusion of the third workshop, the Planning Commission set the public hearing for September 5, 2024, to provide an opportunity for the

public to comment on the proposed changes to the Building and Zoning codes. The public hearing occurred on September 5, 2024 with no comments from the public being entered into the open record at the hearing.

The public hearing closed with the Planning Commission recommending approval of the draft ordinance amending OMC provisions regulating temporary occupancy of RVs, with one noted edit to the draft OMC 13-4-2(D)(8). The edit removed a previous prohibition on RVs being located in any critical area or its buffer, given the comment from DOH (Exhibit 3) identifying that much of Orting is within a critical aquifer recharge area (CARA), a regulated critical area. Given that the storage of RVs in a CARA is not a prohibited action as per Orting's Critical Area Ordinance, OMC 13-4-2(D)(8) has been redrafted to read: "The unit shall comply with all applicable requirements in Title 11 - Critical Areas and Shoreline Management."

Staff presented the Planning Commission's recommendation on the draft ordinance to City Council at their study session meeting on September 18, 2024. At this meeting, the City Council expressed concern with some of the language recommended for approval by the Planning Commission, particularly as it related to the storage of RVs and boats within front yards on parcels within the city's residential zoning districts. Staff has recrafted this language to reflect what is understood to be the desire of the Community and Government Affairs Committee (Exhibit 1) to discuss with them at the Committee's regular meeting on October 2, 2024.

Proposal

The proposal to amend the Building and Zoning codes includes updating several code sections pertaining to RVs to align the codes and ensure consistency. Providing cohesive regulations allows predictability for those wishing to live temporarily in an RV and clarifies the rules for permit reviewers and enforcement staff.

In addition to minor text changes throughout that are necessary for clarity, Staff is proposing the following updates:

OMC 10-14: removing references to mobile homes from the code sections related to temporary uses. The term "mobile home" refers to a product that has not been built since 1976.

OMC 10-14-1: adding OMC 10-14-1:C to reference the definition of recreational vehicle that is in Title 13.

OMC 10-14-2: adding a time limit of 24 hours in a 180-day period for emergency or temporary parking of RVs in the right-of-way.

OMC 10-14-3: removing the section regarding RVs on public property because City staff and the City attorney have determined that it is unnecessary and possibly inappropriate for the regulations pertaining to RVs in the right-of-way to be located in the building and zoning codes. Further, the Right-of-Way code would supersede the Building and Zoning codes, there is not an appeal process that correlates with provisions as located, and the City Council is the appropriate body to establish the limits for RVs in rights-of-way.

OMC 10-14-3:C: changing to resolve the conflict between the building codes and zoning codes to allow temporary occupation of an RV for 180 days when it is located on a permitted remodeling or building

site in a residential zoning district (with the potential to renew for another 180 days). Staff proposes additional updates to specify that when temporary occupancy is allowed permit fees must be paid, the RV may not be located in the right-of-way, and the RV must not be leaking illicit discharges.

OMC 10-14-5: repealing this section because permit fees are not determined by resolution of the Mayor and City Council, and to avoid redundancy with OMC 10-14-3:C.

OMC 13-2-19: revising the definition of recreational vehicle to include travel trailers and other types.

OMC 13-4-2:C: creating a new section for temporary classrooms to provide clarity and provisions for the use. Temporary classrooms are currently an allowed temporary use listed under the section titled “Temporary Housing Unit.”

OMC 13-4-2:D: revising the section titled “Temporary Housing Unit” to ensure consistency with OMC 10-14-3:C. Such revisions include requiring compliance with OMC 10-14-3, requiring placement on a site consistent with OMC 13-5-3, requiring provisions for water and sewer, and clarifying that the regulations do not pertain to RVs located in an approved RV Park.

OMC 13-4-2:E: adding OMC 13-4-2:E to allow short-term occupancy of an RV, for a period no greater than 14 days, pursuant to the granting of a temporary use permit, when the RV is not located in the right-of-way, and the RV is not connected to sewer or water.

OMC 13-5-3: updating the section to clarify that either one RV and one boat, or two boats may be stored on a parcel in the City’s residential zoning districts, and to clarify that RVs and boats may only be stored in side or rear yards, and not in front yards.

Public Comments

As of the time of the report, the City has not received comments from the public and has received one comment from the Department of Health.

SEPA Environmental Review

The City issued a Determination of Nonsignificance (DNS) on August 21, 2024. Staff issued the Notice of DNS by publishing in the newspaper of record, posting on the City’s website, and posting on-site at City Hall, per OMC 15-14-5-3. The comment period for the DNS concluded on September 4, 2024, and the City had not received any comments. Anyone may file an application to appeal the City of Orting’s environmental determination within 10 days of the end of the final SEPA comment period pursuant to OMC 15-14-7-5. As of the date of this report, no appeals have been filed against the project’s SEPA threshold determination.

Findings and Review

The draft Ordinance, as provided with this staff report under Exhibit 1, shows the suggested findings for the adoption of the ordinance.

Recommendation

Staff recommends the CGA Committee move the proposed ordinance forward to study session on October 16, 2024 for Council consideration.

Public Hearing

A public hearing will be scheduled at a regular meeting with the City Council following Council's decision to move this item forward at study session.

Appeal

Per OMC 15-10-2, applicants or parties of record may appeal recommendations of the Planning Commission to the City Council.

CITY OF ORTING

WASHINGTON

ORDINANCE NO. 2024-1133

AN ORDINANCE OF THE CITY OF ORTING, WASHINGTON, RELATING TO THE CITY'S REGULATIONS FOR THE PARKING AND TEMPORARY OCCUPATION OF RECREATIONAL VEHICLES WITHIN THE CITY; AMENDING ORTING MUNICIPAL CODE (OMC) CHAPTER 10-14, OMC 13-2-19, OMC 13-4-2, AND OMC 13-5-3.K.1.a; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Orting, Washington is fully planning under the state Growth Management Act (GMA); and

WHEREAS, in 1973 the City of Orting adopted regulations prohibiting the parking and occupation of a mobile home, or factory-built homes anywhere in the city outside of an approved mobile home park; and

WHEREAS, the City of Orting amended sections of Titles 10, 13, and 14 of the Orting Municipal Code (OMC) relevant to the parking and occupation of recreational vehicles (RVs) through Ordinance 2019-1053; and

WHEREAS, there are conflicting regulations within various code sections of the Orting Municipal Code regarding temporary occupation and parking of RVs; and

WHEREAS, the City of Orting desires to clarify and amend the regulations pertaining to the occupation and parking of RVs; and

WHEREAS, the City Council intends by this ordinance to allow very short-term occupancy of RVs on lots in the residential zoning districts; and

WHEREAS, the Planning Commission held a public hearing and considered this Ordinance on September 5, 2024; and

WHEREAS, a 60-day notice of intent to adopt the proposed amendments in this Ordinance was provided to Department of Commerce on August 6, 2024; and

WHEREAS, on October ~~9th~~XX, 2024 the City Council held a public hearing on the proposed code amendments in this Ordinance; and

WHEREAS, the City Council has determined that the proposed code amendments in this Ordinance are consistent with the goals and policies of the City’s comprehensive plan, and will serve the public health, safety and general welfare;

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

Section 1. Amendment: Orting Municipal Code (OMC) Chapter 10-14, OMC 13-2-19 (definition of “Recreational Vehicle” only), OMC 13-4-2, and OMC 13-5-3.K.1.a, and are hereby amended as set forth in **Attachment A**, attached hereto.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this Ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

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

Section 4. Transmittal to State. Pursuant to RCW 36.70A.106, a complete and accurate copy of this Ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

Section 5. Effective Date. This Ordinance shall take effect and be in force five (5) days after its approval, passage and publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ~~9th~~XX day of October, 2024.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kim Agfalvi, City Clerk

Approved as to form:

~~Charlotte A.~~
~~Archer~~Kendra S.
~~Rosenberg~~ ~~Inslee~~
~~Best~~Kenyon Disend
City Attorney

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

~~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).~~

~~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: The temporary 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 and is subject to the following:

1.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 pay required permit fees as established by resolution of the City Council; ~~and~~

2b. The recreational vehicle shall be inspected by the City if connected to sewer or to a Tacoma-Pierce County health department approved septic system.;

3e. 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~~

4d. Such use or occupancy shall not create a public health hazard or nuisance, as determined by the City;-

5e. The recreational vehicle ~~Shall~~ shall not be parked on or overhanging a public right of way (street or sidewalk); and

6f. 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.

7. 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.

D. Outdoor Storage Of Recreational Vehicles: The outdoor storage of unoccupied recreational vehicles in the residential zones is permitted without a permit, pursuant to OMC 13-5-3.

10-14-4 : ~~FACTORY-BUILT HOUSING~~ PENALTY:

A. Any person violating any of the provisions of this Chapter is guilty of a civil infraction with penalties, plus statutory assessments, as follows:

1. The maximum penalty and the default amount for a first offense within a one year period, designated as a Class 4 civil infraction, shall be sixty dollars (\$60), not including statutory assessments;

2. The maximum penalty and the default amount for a second offense within a one year period, designated as a Class 3 civil infraction, shall be one hundred twenty dollars (\$120), not including statutory assessments;

3. The maximum penalty and the default amount for a third offense within a one year period, designated as a Class 2 civil infraction, shall be three hundred dollars (\$300), not including statutory assessments;

4. The maximum penalty and the default amount for a fourth offense and each additional offense within a one year period, designated as a Class 1 civil infraction, shall be six hundred dollars (\$600), not including statutory assessments.

B. Joint and Several Responsibility And Liability: Responsibility for violations subject to enforcement under this chapter is joint and several, and the city is not prohibited from taking action against a party where other persons may also be potentially responsible for a violation, nor is the city required to take action against all persons potentially responsible for compliance. (1973 Code § 14.40.080; amd. Ord. 2019-1053, 11- 25-2019)

10-14-5 : ~~PERMIT TO PARK ON PRIVATE LAND; FEES~~ REPEAL

~~Permits for parking on private land shall cost such sum as provided by resolution of the Mayor and City Council for each trailer. (1973 Code § 14.40.060; 1996 Code)~~

10-14-6 : ~~VIOLATION~~ PENALTY:

Any person violating any of the provisions of this Chapter is guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided in Section 1-4-1 of this Code. (1973 Code § 14.40.080)

TITLE 13 - CHAPTER 2 (partial)

OMC 13-2-19: . . .

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 and shall include, but not be limited to, travel trailers, campers, motor homes, and camping trailers.

. . .

TITLE 13 - CHAPTER 4 TEMPORARY USES/TEMPORARY HOUSING UNITS

13-4-1 : PURPOSE:

The purpose of this chapter is to establish allowed temporary uses and structures and provide standards and conditions for regulating such uses and structures. (Ord. 792, 7-29-2004)

13-4-2 STANDARDS

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.

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.

D. Temporary Housing Unit: ~~Singlewide mobile homes or manufactured homes~~ A factory built structure may be placed in any zone to provide on-site security and surveillance for public facilities, or a recreational vehicle may be placed in any residential zone for occupancy during the ~~period of time necessary to construct~~ construction or renovation 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 recreational vehicle~~ is located on private property in a manner consistent with OMC 13-5-3; ~~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. The recreational vehicle may be inspected by the City if connected to sewer or to a Tacoma-Pierce County health department approved septic system;

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.;

and

8. The unit shall comply with all applicable requirements in Title 11 - Critical Areas and Shoreline Management.

9. Recreational vehicles located within an approved recreational vehicle park are not subject to the standards set forth in this Section.

E. A recreational vehicle may be occupied for up to 14 (fourteen) days in a six (6) month period, with one potential extension of 14 (fourteen) additional days, per year, with a temporary use permit when located on a parcel in the RC, RU, or RMF zoning districts, provided:

1. The recreational vehicle shall not be parked on or overhanging a public right of way (street or sidewalk), and

2. The recreational vehicle shall not be connected to sewer or water systems~~except as approved by the City after review of the temporary use permit.~~

The following code sections are included only to demonstrate that the numbering/lettering of sections would change with the proposed changes above. No other updates to the following sections are proposed at this time.

FD. Cargo Containers; When Allowed: Except pursuant to subsections A, "Temporary Construction LM and PF zones pursuant to a type 1 permit as an accessory use and in the RU zone pursuant to a type 3 permit as a conditional accessory use, subject to the following limitations as determined by the city administrator:

1. Only two (2) cargo containers will be allowed per lot with a maximum length of forty feet (40') per cargo container.

2. The cargo container must be located to minimize the visual impact to adjacent properties, parks, trails and rights of way. Property located across a public right of way is not regarded as adjacent property.

3. The cargo container must be sufficiently screened from adjacent properties, parks, trails and rights of way, as determined by the city administrator. Screening may be a combination of solid fencing, landscaping, or the placement of the cargo containers behind, between or within buildings. If a cargo container is located on a lot adjacent to a residential zone, the cargo container shall be no greater in size than ten by twenty feet (10 x 20'), and shall have a stick built structure, with a peaked roof, constructed to completely enclose the container. No stick built structure shall be required if the cargo container is totally screened from adjacent residential properties as determined by the city administrator.

4. If located adjacent to a building, the outdoor cargo container must be painted to match the building's color.

5. Cargo containers may not occupy any required off street parking spaces.

6. Cargo containers may not be used as an accessory dwelling unit.

7. Cargo containers shall meet all setback requirements for the zone.

8. Outdoor cargo containers may not be refrigerated.

9. Outdoor cargo containers may not be stacked.

10. Outdoor cargo containers must comply with all applicable requirements of title 11, "Critical Areas And Shoreline Management", of this code, as now or hereafter amended.

11. Cargo containers shall be prohibited from having windows, heating and cooling, plumbing, or multiple entrances. Cargo containers are allowed to have electric, ventilation, and drainage systems installed that would be necessary to meet the minimum codes and standards for lighting, circulation, and drainage.

12. No signage shall be allowed on any cargo container unless approved in accordance with section 13-7-1 of this title, as now or hereafter amended.

13. Cargo containers shall not be visible from any site designated or identified as a local or national historic landmark or natural area. This includes significant vegetative features, stream and creek corridors, buildings, sites, structures and/or identified viewsheds of historic and/or cultural significance.

14. Cargo containers shall be safe, structurally sound, stable, and in good repair.

15. The location of the cargo container shall not block or impede fire or emergency access and shall not be located within or upon the public right of way except as may be permitted by the governing body managing or controlling the public right of way.

16. Conditional use permit for placement in the RU zone requires that the property be at least five (5) acres or more in size.

GE. Temporary Portable Storage:

1. When Allowed: Cargo containers used for temporary portable storage may be located on property in all residential zones subject to the following:

a. Such cargo containers may be located on property within the city for a period not exceeding fourteen (14) consecutive days in duration from and including the date of delivery to the date of

removal, without registering the property upon which such cargo container is located as provided at subsection ~~E2~~G.2. of this section;

b. No more than one such cargo container may be located on a specific property within the city at one time and each such cargo container shall be individually limited in duration to the time period established herein;

c. Such cargo container may not be removed and relocated on a specific property more than two (2) times in any given thirty (30) calendar day period;

d. Such cargo container shall be located, if feasible, no closer than five feet (5') to the property line;

e. Such cargo container shall be placed on an existing impervious surface; provided that, in the event that it is unfeasible to place the cargo container on an existing impervious surface, the cargo container may be placed anywhere on the property that is otherwise in compliance with this subsection ~~E1~~G.1.;

f. It shall be the obligation of the owner or user of such cargo container to secure it in a manner that does not endanger the safety of persons or property in the vicinity of the cargo container. In the event of high winds or other weather conditions in which such structure may become a physical danger to persons or property, the appropriate law enforcement officers may require the immediate removal of such temporary structure;

g. No such cargo container shall be located in a manner that blocks access to a fire hydrant or obstructs the view of street intersections;

h. No such cargo container shall contain toxic or hazardous materials;

i. No such cargo container shall be located in the public right of way; and

j. No such cargo container shall be used to store solid waste, construction debris, demolition debris, recyclable materials, business inventory, or commercial goods (i.e., used for retail sales), or personal property not from the residential property where the cargo container is located.

k. "Temporary portable storage" shall mean an unoccupied cargo container that is used on a temporary basis for the transient storage of personal property of any kind and which is located for such purposes outside an enclosed building.

2. Registration Required: The owner or occupant of the residential property upon which a cargo container is located pursuant to this subsection ~~E~~G, shall not cause or allow such cargo container to remain on such property beyond the duration specified in subsection ~~E1a~~G.1.a. of this section, unless the property upon which such cargo container has been located is registered with the city administrator and the ten dollar (\$10.00) nonrefundable registration fee has been paid. The registration application shall contain the name of the applicant, whether the person owns, rents, occupies, or controls the property, the street address at which the cargo container has been placed (and assessor's tax parcel number if available), the delivery date, removal date, and a description of the cargo container and its location on the registered property. The effective date of the registration shall be the date of approval of the registration application and the registration shall be conspicuously posted on the cargo container. A cargo container may be located upon the registered property for a period not to exceed sixty (60) days from the date of approval. No property may be registered more than one time in any one hundred eighty (180) day period.

3. Revocation: A violation of any of the provisions of this subsection ~~E~~ shall, in addition to any other penalties provided herein, subject the registration approval to revocation by the city administrator.

4. Removal: The owner or occupant of the residential property is responsible for removing the cargo container from the property at the expiration of the registration approval or sooner if the registration is revoked by the city administrator.

5. Penalties: A violation of any of the provisions of this subsection ~~E~~ shall be and constitute a class IV civil infraction for each day that such violation continues, and any person found to have committed such a violation shall be subject to a maximum fine of twenty five dollars (\$25.00) for each such violation. Imposition of such penalties shall not preclude the city from exercising any other rights or remedies it may have to require or seek removal of a cargo container located in violation of this subsection ~~E~~. (Ord. 889, 9-8-2010)

TITLE 13 – CHAPTER 5 (partial) DEVELOPMENT STANDARDS

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 r~~ A recreational vehicle or boat shall not be stored in the front yard of a lot, ~~unless said recreational vehicle or boat is stored on an improved, durable, dustless surface and where primary access is taken to and from the 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. A maximum of one recreational vehicle and one boat may be located in the front yard of a lot at a parcel in the residential zones; it is also permissible to store two boats in the front yard of a lot at a parcel in the residential zones when stored in conformance with Titles 8, 10, and 13 of the OMC. It is prohibited to store two recreational vehicles in the front yard of any lot in the City's residential zoning districts. If located within a required ~~front or street~~ side yard that fronts a street, 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.



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: 2025 Fee Schedule	AB24-100	CGA		
		10.2.2024		
	Department:	Finance		
	Date Submitted:	9.27.2024		
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	None			
Submitted By:	Gretchen Russo			
Fiscal Note: None				
Attachments: Draft 2025 Fee Schedule				
SUMMARY STATEMENT:				
<p>This is an annual update to the City’s fee schedule. Changes include clean up, updating staff hourly rates, and updates to the land use fees.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to Study Session on October 16 th , 2024 for Council consideration.				
RECOMMENDED MOTION: <u>Motion:</u>				
To adopt the 2025 fee schedule as presented.				

2025 ADMINISTRATIVE & PERSONNEL FEES

Category	Fees
Annual Business License	
Business Licenses are obtained from the State of Washington through their licensing program. Business Licenses are required for all businesses (for profit and not for profit) located within City limits, including home business and any business that provides services within city limits,- including solicitors. See Orting Municipal Code Title 3, Chapter 2	
	No Fee
Businesses with over \$10K revenue	\$ 50.00
Itinerant Food Vendor- Food Truck Program	\$ 250.00
Special Events	See Park & Facility Rentals
Public Records Request/Duplication	
Single Sided (8.5 x 11 & 8.5 X 17)	\$.15/page
Double Sided (8.5 x 11 & 8.5 X 17)	\$.30/page
Document Scan - Single sided (8.5 x 11 & 8.5 X 17)	\$.10/page
Document Scan - Double sided (8.5 x 11 & 8.5 X 17)	\$0.20/page
Sizes beyond 8.5 x 17	Cost + 15% Administration fee
Deposit for large jobs	10% of estimated cost
IT Expertise Required (quoted)	Cost + 15% Administrative fee
Postage (letter or manila envelope)	Cost
Postage & Mailing Container	Cost + 15% Administrative fee
Verbatim Transcript (vendor service)	Cost + 15% Administrative fee
Electronic Record: email, cloud storage, or other electronic delivery system	\$.05/ every 4 electronic files & \$.10/gigabyte
Electronic Storage Device: thumb drive, flash drive, DVD, CD, or other electronic device	Cost + 15% Administrative fee
Police body camera or dash camera video redactions (redacting, altering, distorting, pixelating, suppressing or otherwise obscuring) per RCW 42.56.240(14)**	\$55.00 per hour
Certified Copy (per document)	\$ 1.00
Card Usage Fees (\$300 max sale w/ exception to Utility Bills)	
Debit Card	\$ 1.00
Credit Card	\$ 2.00
Passport Processing Fee	\$ 35.00
Bank Fees	
Rejected/Returned Payment Fee	\$ 40.00
Stop Payment Fee	\$ 40.00
Seasonal Parking Fee for Fishing Sep-Nov	\$ 10.00
Seasonal Parking (Fisherman parking Sep-Nov)	\$ 10.00
Gravel - Delivered (per yard- 2 yards maximum annually)	\$ 15.00

Staff Hourly Rates	Per Hour Rates
City Administrator	\$ 150.00
City Engineer	\$ 140.00
Community Development Director	\$ 140.00
Capital Projects Manager	\$ 100.00
Finance Director	\$ 120.00
City Clerk	\$ 100.00
Finance Staff	\$ 70.00
Public Works Director	\$ 140.00
Public Works Maintenance Staff	\$ 80.00
Public Works Utility Staff	\$ 90.00
Event Coordinator	\$ 80.00
Police Chief	\$ 140.00
Police Clerk	\$ 80.00
Police Officer	\$ 130.00
Court Administrator	\$ 85.00
Court Staff	\$ 70.00
Building Official	\$ 100.00
Building Staff	\$ 80.00
Third Party Reviewers	Cost + 15% Administrative fee
Fees	
Lien Fees	Cost + 15% Administrative fee
Telephone Utility Tax	6% of Gross Sales
Franchise Fee	Per Contract
Peg Fee	Per Contract
Gambling Tax - Nonprofit	10% of Net
Gambling Tax - For Profit	4% of Gross Sales

2025 BUILDING PLAN REVIEW AND FEES

Category	Fees
Architectural Design Review - Commercial & Multi-Family	
Exterior Paint Color	\$ 50.00
Exterior Lighting Fixtures	\$ 50.00
Exterior Remodel of Building	\$ 250.00
Exterior Signage - Permanent, Sandwich Boards	\$ 50.00
Commercial Fencing	\$ 25.00
New Construction Design	\$ 250.00
Work Performed Prior to Permit Approval	Double Permit Fee
Residential (and Accessory) Building Valuation	
New construction, and remodels are valued per the most current version of the International Code Council's (ICC) Building Valuation Data for the specified occupancy.	
Private garages, storage buildings, green houses and similar structure shall be valued as Utility, Miscellaneous.	
Remodels are based in the table value from the ICC Building Valuation for the occupancy specified.	
Note: all footnotes from the Building Valuation Data as published by the ICC shall apply.	
Commercial Structures and Improvements Valuation	
New construction, and remodels, of all occupancies, are valued per the most current version of the (ICC) International Code Council's Building Valuation Data for the specified occupancy.	
Written Contractor's Bid or Engineer's Estimate of cost if not specified in the published Building Valuation Data.	
Remodels permit and plan review fees shall be based upon the valuation for the occupancy group listed in the Building Valuation Data as published by the ICC.	

Buildings Permit Fees - per 2021 International Code Council (ICC)	
*Building Permits & Fees are due at the time of building permit issuance. Includes Manufactured Buildings.	
If Valuation is Between:	Fees
\$1 to \$500	Base Fee of \$100
\$501 to \$2,000	\$100 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$40,000	\$200 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000.
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof up to and including \$100,000.
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000.
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000.
\$1,000,001 top \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000.
\$5,000,001 and up	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof.
Miscellaneous Valuations	
Covered Decks/Carport	(per square foot) \$ 40.00
Decks	(per square foot) \$ 30.00
Retaining Walls	Valuation
**Retaining walls that are 4ft or less do not required a permit	
Single Family and Duplex Combination Building Permit Fees	
Combination Building Fees are required for each new single-family residential structure and duplex, and are payable prior to the issuance of a building permit.	
Plumbing up to 3,000sf	Change to 20% this has not changed in last 10 plus years?
	20% of building permit
Plumbing over 3,000sf	15% of building permit
Mechanical up to 3,000sf	15% of building permit
Mechanical over 3,000sf	15% of building permit

Building Plan Review Deposit & Fees	
New Single-Family Homes The \$500 has been removed and they are required to pay the plan review fee in full since our permit program will not except the deposit	\$500 Deposit toward 65% of the Permit Fee
Detached Garage Remove deposit and require Plan review fee to be paid in full on all reviews.	\$100 Deposit toward 65% of the Permit Fee
Multi-family Project Remove deposit and require Plan review fee to be paid in full on all reviews.	\$1,000 Deposit toward the Permit Fee (formula below)
New Commercial Project Remove deposit and require Plan review fee to be paid in full on all reviews.	\$1,000 Deposit toward 65% of the Permit Fee
Expedited Plan Review Fee	Deposit (above) plus \$200.00
Plan Review Revisions (<i>per Hour</i>)	\$100
Plan review fees for compliance to the Non-Residential Energy Code. (<i>per Hour with one (1) hour minimum charge</i>)	\$100
For Multi-Family construction; the plan review fee will equal to 65% of the permit fee or a rate of \$100/hour with a one-hour minimum, as determined by the Building Official. Multi-Family Plan Review Fees are payable upon Building Official notification. Includes up to two (2) review cycles.	
The Plan Review Deposit for Single-Family Residences, Multi-Family Projects and Detached Garages are due upon submittal of application. Includes up to two (2) review cycles.	
Manufactured Buildings	
Manufactured Building Title Elimination	\$100
Manufactured Building Runners/Tie downs	\$ 200.00
State Building Code Fee	
Residential Single Family Residence (SFR) Fee	\$ 6.50
Multi-family Fee - per unit	\$ 6.50
Commercial Fee	\$ 25.00
Flood Elevation Certificate Review	
FEMA Letter of Map Amendment (SFR/1 Unit)	\$ 250.00

Miscellaneous Permit Fees	
Backflow/Irrigation Permit	\$ 100.00
Foundation Only	Valuation
Commercial Roofing- based upon the Contractor's Bid or Engineer's Estimate, or by valuation of the project, whichever is greater. Additionally, IFC and IBC plan check fees may apply.	Valuation
Addressing Fee	\$ 175.00
Large Scale Copies (Plans- DRE 24x36)	Cost + 15% Administrative fee
Structures or work requiring permits for which no fee is specifically indicated, signs, pools, etc., will be valued utilizing submitted written contractor's bid or engineer's cost information, or closest related item for which a fee is determined. A minimum fee of \$100.00 will be assessed, or adjusted fee assigned at the discretion of the Building Official.	
Below Ground Tank installation, or removal, permit fees will be valued per the written Contractor's Bid or Engineer's Estimate, or will be a minimum base fee of \$225.00 , whichever is greater. Additionally, International Fire Code (IFC) and International Building Code (IBC) plan check fees may apply.	
Change in Commercial Tenant Applications - Additionally, IFC and IBC plan check fees may apply.	Valuation
Mobil Commercial Vendors. A separate plan review fee and building permit fee will be charged for additional structures, such as landings, ramps, etc.	\$ 500.00
Modular structures placed on permanent foundation system. A separate plan review fee and building permit fee will be charged for additional structures, such as landings, ramps, etc.	Valuation
Fence Permit - Commercial	\$.50 per linear foot - with \$0 minimum
International Fire Code/Associated Fees	
Plan review for fire code compliance of building plan review shall be established at 50% of the IBC plan review fee or a rate of \$100/hour with a one hour minimum (whichever is greater)	Valuation
Fire related reviews and site visits for large lot short plat/subdivisions are based on the cost.	Cost + 15% Administrative Fee
Automatic Fire Alarms - Fees assessed based upon submitted Contractor Bid and the Building Valuation schedule.	Cost + 15% Administrative Fee
Fixed Fire Suppression - Fees assessed based upon submitted Contractor Bid and the Building Valuation schedule.	Cost + 15% Administrative Fee
Automatic Sprinklers - Fees assessed based upon Building Permit Valuation schedule or upon submitted Contractor Bid at the discretion of the Fire Marshal.	Cost + 15% Administrative Fee
Fire Apparatus Road Review	Cost + 15% Administrative Fee
Fireworks Related Fees - Local Permit and License Fees (Limits pursuant to RCW 70.77.555.)	
Retail Fireworks Stand Permit: \$200.00 for one retail sales permit per fireworks stand in a year. Cost includes processing, permit and Inspections.	
Public Fireworks Display Permit: \$250.00 minimum permit fee and minimum 1/2 hour plan review or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include an hourly cost plus a 15% overhead fee for administrative costs. In no case shall total costs total more than \$5,000 for any one display permit.	

Inspections Beyond Review Cycles (per trip)	
Site Inspection/Investigation	\$ 100.00
Final Inspection/Expired Permit	\$ 100.00
Re-inspect Fee on 3rd Re-Inspection	\$ 100.00
Third Party Review	
Geotechnical/Stormwater Review	Cost + 15% Administrative Fee
Appeals of Administrative Decisions	Cost + 15% Administrative Fee
Land Use Prosecutor/Deputy Prosecutor and or Legal Consultation Fee	Cost + 15% Administrative Fee
Any other Expedited or Third Party Review Fees	Cost + 15% Administrative Fee
Mechanical Permits & Fees - Multi-Family (3 or more units) and Commercial	
Basic permit fee plus itemized fees below:	\$ 100.00
Heating and AC System or Air Handling Unit including ducts and vents	\$ 100.00
Boiler or Compressor - Residential	\$ 100.00
Boiler or Compressor - Commercial	\$ 100.00
Commercial Refrigeration	\$ 100.00
Ventilation/Exhaust Fan - Residential	\$ 100.00
Ventilation/Exhaust Fan - Commercial, except as covered above in Heating or AC System above	\$ 100.00
Commercial Hood, per mechanical exhaust and including ducts	\$ 100.00
Incinerator - installation or relocation	\$ 100.00
Appliance not otherwise covered	\$ 100.00
Fuel Gas Piping - Each system of 1-4 outlets	\$ 100.00
Fuel Gas Piping - Each additional outlet over 4 outlets	\$ 100.00
Plumbing Permits & Fees - Multi-Family (3 or more units) and Commercial	
Basic permit fee plus itemized fees below:	\$ 100.00
Per plumbing fixture or set of fixtures on one trap	\$ 100.00
For meter to house service	\$ 100.00
Fuel Gas Piping - Each system of 1-4 outlets	\$ 100.00
Fuel Gas Piping - Each additional outlet over 4 outlets	\$ 100.00
Per Drain for rainwater systems	\$ 100.00
Per Lawn Sprinkler System, includes backflow prevention	\$ 100.00
Per fixture for repair or alteration of drainage vent or piping	\$ 100.00
Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$ 100.00
Per interceptor for industrial waste pretreatment	\$ 100.00
Medical Gas Piping - Each gas piping system of 1-5 outlets	\$ 100.00
Medical Gas Piping - Each additional outlet over 5 outlets	\$ 10.00
Demolition Permit	
Demolition Permit - Single Family Residential and Duplex	\$ 300.00
Demolition Permit - Commercial and Multi-family	\$ 500.00

Stormwater Management and Erosion Control Fees

Grade & Fill Plan Review: In addition to the license fees, a grading/drainage plan review fee is charged for all grading licenses requiring plan review. Before accepting a set of plans and specifications for checking, the Building Official or City Engineer shall collect a plan checking fee.

50 cubic yards or less	\$	125.00
51-100 cubic yards	\$	240.00
101-1,000 cubic yards	\$	500.00
1,001-10,000 cubic yards	\$	750.00
10,001-100,000 cubic yards	\$	1,000.00
100,001 cubic yards and up	\$	1,200.00

Grade and Fill Permit: Fees shall be based on the volume of the excavation and fill.

50 cubic yards or less	\$	125.00
51-100 cubic yards	\$	150.00
101-1,000 cubic yards	\$	175.00
1,001-10,000 cubic yards	\$	225.00
10,001-100,000 cubic yards	\$	300.00
100,001 or more cubic yards	\$	600.00
Disturbed Area Permit for erosion control (per square yard)	\$	0.25
Disturbed Area for erosion control (per Square yard) - No import/export	\$	0.10

2025 ORTING CEMETERY

Category	Fees
Lots	
Full Sized Resident	\$ 1,700.00
Full Sized Non-Resident	\$ 2,000.00
Cremaains Resident	\$ 650.00
Cremaains Non-Resident	\$ 950.00
Child Sized Lot	\$ 300.00
Columbaria	
Resident	\$ 800.00
Non-Resident	\$ 1,000.00
Concrete Liners (plus current state tax rate)	
Adult Grave Liner	\$ 650.00
Child Grave Liner	\$ 400.00
Cremaains Grave Liner	\$ 400.00
Opening & Closing Fees	
Adult Liner	\$ 850.00
Adult Vault	\$ 1,000.00
Cremaains	\$ 500.00
Child Liner	\$ 300.00
Child Vault	\$ 300.00
Disinterment Fees	
Adult	\$ 3,500.00
Child	\$ 1,232.00
Marker Setting Fees	
Flat Marker	\$ 350.00
Resetting Fee	\$ 250.00
Other Fees	
Set Up Fee	\$ 150.00
Saturday Service	\$ 600.00
Vase Setting	\$ 95.00
Weekday Overtime (per hour)	\$ 150.00

Category	Fees
General Facility Charges (GFC) (per *ERU)	
Water - General Facility Charges - Inside/ Outside City Limits	\$ 5,140.48
1% Water Facility Enhancement Surcharge	\$ 51.40
Sewer - General Facility Charges - Inside/ Outside City Limits	\$ 11,050.89
1% Wastewater/Sewer Facility Enhancement Surcharge	\$ 110.51
Storm - General Facility Charges - Inside City Limits Only	\$ 1,232.47
1% Stormwater Surcharge	\$ 12.32
Impact Fees	
Park Impact Fee	\$ 1,492.00
Transportation Impact Fee (per PM Peak Hour Trip)	\$ 2,149.00
*ERU - Equivalent Residential Unit	
<i>Per RCW 36.70A.681(1)(a), the City may not assess impact fees on the construction of ADUs that are greater than 50% of the impact fees that would be imposed on the principal unit.</i>	

2025 LAND USE

The City may charge and collect fees from any applicant to cover costs incurred by the City in the review of plans, studies, monitoring reports and other documents to ensure code compliance, to mitigate impacts to critical areas and for all code-required monitoring.

The applicant shall pay the following Land Use Review Deposit to cover third party review and administrative expenses. These fees are billed at cost for time and materials from third party reviewers plus a 15% administrative fee.

Fees and deposits are charged per category and are cumulative.

If the initial deposit is expended prior to the completion of project approval, the City will collect either an additional deposit in the amounts below, or an amount as estimated by the staff as needed to complete project review. Any fees not expended will be returned to the applicant.

Category	Deposit
Annexation, Comprehensive Plan Amendments & Rezones	
Annexation	\$ 2,000.00
Code Text Amendment	\$300.00/deposit plus Time & Materials
Comprehensive Plan Map or Text Amendment - including rezones (each)	\$ 2,500.00
Conditional Use Permits, Development Agreements, Site Plans & Special Use Permits	
Conditional Use Permit	\$ 1,500.00
Development Agreement	\$ 1,500.00
Site Plan Review	\$ 1,500.00
Site Plan Review - Minor Change	\$ 500.00
Site Plan Review - Major Change	\$ 1,500.00
Inhouse Engineer Review	\$ 125.00 per hour
Special Use Permit	\$ 1,200.00
Hearings and Appeals	
Appeal of Hearing Examiner's Decision, Administrative Decision or Environmental Decision	\$ 750.00
Hearing Examiner Review	\$ 1,000.00

Environmental Review	
Critical Areas Review - for those projects that propose impacts to critical areas, billed at the cost of contract biologist's review	\$750 + City third-party biologist's review time
SEPA Environmental Checklist Review and Determination	\$ 1,000.00
Environmental Impact Statement - includes coordination, review and appeal of draft and final EIS	\$2500.00/deposit plus Time & Materials
Pre-Application Meeting	\$ 400.00
Developer's Extension Agreement for all Binding Site Plans, Short Plats, Preliminary Plats, Cottage Housing, Developers Agreements and Planned Unit Developments	
Binding Site Plan	\$1500.00 plus Time & Materials
Boundary Line Adjustment	\$ 500.00
Short Plat	\$ 1,400.00
Preliminary Plat	\$ 4,000.00
Final Plat, PUD or Binding Site Plan	\$ 1,500.00
Cottage Housing Development	\$ 1,500.00
Plat Alteration - Minor Change	\$ 500.00
Plat Alteration - Major Change	\$ 1,500.00
Plat Vacation	\$ 300.00
Planned Unit Development	\$ 4,000.00
Flood Plain Development Permit	\$ 1,500.00
Shorelines	
Shoreline Substantial Development Permit	\$ 2,500.00
Shoreline Conditional Use Permit	\$ 1,500.00
Shoreline Variance	\$ 2,000.00
Variances (except Shoreline) and Nonconforming Review	
General Variance (Zoning)	\$1,500 + Hearing Examiner Deposit
Administrative Variance	\$ 1,000.00
Critical Areas/Flood Variance	\$ 2,000.00
Variances Noise	\$ 100.00
Variances Sign Code	\$ 250.00
Nonconforming Review	\$ 800.00
Zoning Compliance Letter	\$ 400.00
Home Occupation Permits	\$ 250.00

Code Enforcement	
Voluntary Correction Agreement (VCA)	\$ 600.00
Administrative Interpretation	\$ 600.00
Administrative Interpretation Appeal	\$ 700.00
Alternative Landscape Plan	\$ 800.00
Temporary Use Permit	\$ 250.00
2025 PARKS/RECREATION & FACILITY RENTALS	
Category	Fees
Gazebo and/or Barbeque Pit - Hourly Rental Fees - 5 Hour Max	
Resident: Monday - Thursday	\$ 10.00
Resident: Friday - Sunday	\$ 20.00
Non-Resident: Monday - Thursday	\$ 20.00
Non-Resident: Friday - Sunday	\$ 30.00
Non-Profit: Monday - Thursday	\$ 5.00
Non-Profit: Friday - Saturday	\$ 10.00
Multipurpose Center (MPC) - Hourly Rental Fees	
Resident: Monday - Thursday	\$ 30.00
Resident: Friday - Sunday	\$ 50.00
Non-Resident: Monday - Thursday	\$ 50.00
Non-Resident: Friday - Sunday	\$ 70.00
Non-Profit: Monday - Thursday	\$ 15.00
Non-Profit: Friday - Sunday	\$ 20.00
Orting Station - Hourly Rental Fees	
Resident: Monday - Thursday	\$ 20.00
Resident: Friday - Sunday	\$ 40.00
Non-Resident: Monday - Thursday	\$ 30.00
Non-Resident: Friday - Sunday	\$ 50.00
Non-Profit: Monday - Thursday	\$ 10.00
Non-Profit: Friday - Sunday	\$ 10.00
Event Fees	

Special Event	\$	200.00
Blanket Vendor Permit	\$	100.00
Deposits		
Gazebo, BBQ	\$	50.00
MPC w/ Alcohol Served: Banquet Permit & Liability Insurance Required	\$	300.00
MPC	\$	150.00
Orting Station	\$	100.00
Orting Station w/ Inflatables	\$	200.00
Gratzer & Multi-Use Field - Rental Fees (prepped Fields)		
		Per Hour Rates - Minimum 2 hour charge for all rentals
Resident	\$	25.00
Non-Resident	\$	30.00
Non-Profit	\$	15.00
Gratzer & Multi-Use Field - Rental Fees w/ Field Prep for Tournaments		
1-Day Resident	\$	550.00
1-Day Non-Resident	\$	650.00
1-Day Non-Profit	\$	400.00
1-Day Holiday Resident	\$	900.00
1-Day Holiday Non-Resident	\$	1,100.00
1-Day Holiday Non-Profit	\$	600.00
2-Day Resident	\$	700.00
2-Day Non-Resident	\$	800.00
2-Day Non-Profit	\$	550.00
2-Day Holiday Resident	\$	1,200.00
2-Day Holiday Non-Resident	\$	1,400.00
2-Day Holiday Non-Profit	\$	900.00
Gratzer & Calistoga Parks - Additional Fees		
Game Prep: Dragging, Lining & Bases (per Prep)	\$	40.00
Portable Mounds (per Day)	\$	50.00
Special Events & Additional Fees		
Special Event Permit	\$	200.00
Vendor Blanket Permit	\$	100.00
Vendor 1-Day Event Permit	\$	25.00
City Service: 1 Public Works Employee (per Hour)	\$	75.00
City Service: 1 Police Officer (per Hour)	\$	100.00

City Service: 1 Dumpster		City Cost
City Service: 1 Porta Potties	\$	100.00
City Service: Elec/Spider Boxes	\$	50.00
City Service: Barricades/Cones/Signs	\$	50.00
City Service: Portable Trailer Sign (per Trailer, per Day)	\$	50.00
City Service: Banner Across Hwy 162	\$	195.00
2023 UTILITIES & STREETS		
Category		Fees
Water Disconnect/Meter Removal Fees	\$	200.00
Sewer Connect Fees		
Residential - Inside City Limits	\$	200.00
Residential - Outside City Limits	\$	300.00
Commercial - Inside City Limits	\$	300.00
Commercial - Outside City Limits	\$	400.00
Sewer Disconnect Fees		
Residential - Inside City Limits	\$	100.00
Residential - Outside City Limits	\$	200.00
Commercial - Inside City Limits	\$	200.00
Commercial - Outside City Limits	\$	300.00
Bulk Water Usage Fees		
Hydrant Permit	\$	100.00
Hydrant Damage Deposit	\$	1,500.00
Fee for Opening Hydrant (without permit)		\$200 + cost of water
Water Hookup Fees (includes meter)		
Inside City Limits	\$	475.00
Outside City Limits	\$	515.00
Wastewater Hookup Fees		
Inside City Limits	\$	460.00
Outside City Limits	\$	506.00
Backflow/Irrigation Inspection	\$	30.00
Late Payment Fees		
Late Payment Fee - 1st Due Date	\$	10.00
Late Payment Fee - 2nd Due Date before Shut Off	\$	50.00
Other Fees		
Meter Padlock Removal Penalty	\$	100.00
Side Sewer on 3rd Re-Inspection	\$	100.00
Final Sewer on 3rd Re-Inspection	\$	100.00
Water Availability Letter	\$	50.00
Water Meter Drop 3rd Re-Inspection	\$	100.00
After Hours Emergency Water Shut Off (2hr Call Out)	\$	150.00
Property Inspection (water on/off) - Beyond 1st request for same property	\$	50.00
Commercial Right of Way Use Permit (Sidewalk)		Annual \$20.00
Onsite RV Resident Permit (Private property with single family home)		Monthly \$20.00
Streets Fees		

Street Opening Permit	\$50 + 5% project cost
Street Sweeping (per Hour)	\$ 150.00

**Water, Sewer & Storm Water Monthly Rates: See Utility Rates on website
www.cityoforting.org**



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Personnel Policy Updates.	AB24-103	CGA		
		10.2.2024		
	Department:	Human Resources		
	Date Submitted:	9.19.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Shawna Punzalan – Human Resources			
Fiscal Note:				
Attachments: Orting Personnel Policy & Procedure Manual – redline copy				
SUMMARY STATEMENT:				
<p>Staff are recommending edits to the Orting Policy & Procedure Manual (OPPM) to update the following items:</p> <ul style="list-style-type: none"> • Update titles for continuity. Department Manager to Department Director and City Personnel Director to Human Resources. • Adding language to clarify absence notification chain of command and procedures • Adding language regarding parameters of step increase for non-represented employees for time of year hired (Step increase effective January 1 of the year following 6 months of service in hired position) • Removing list of specified comparable cities • Adding language regarding benefits for part-time & term-limited employees • Adding FMLA & WA-PFML policy (which subsequently removes need for pregnancy leave and disability leave articles) 				
RECOMMENDED ACTION: <u>Action:</u>				
Move forward to study session on October 16 th , 2024 for Council consideration.				
FUTURE MOTION: <u>Motion:</u>				
To approve the amended Orting Policy and Procedure Manual as presented.				



CITY OF ORTING

PERSONNEL POLICIES & PROCEDURES
MANUAL

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CITY OF ORTING PERSONNEL POLICIES & PROCEDURES MANUAL

1. INTRODUCTION

1.01 Purpose.

The City of Orting places the highest value on its employees. We wish to see satisfied workers, with the support necessary to achieve the objectives of each position. The City believes that clear, consistent personnel policies contribute to greater job satisfaction. All employees and new hires are required to be familiar with these policies.

These personnel policies serve as a guide to the City of Orting's current employment practices and procedures. The City of Orting retains the right to repeal, suspend, revoke, terminate, revise or modify these policies and every effort will be made to promptly inform employees of any changes to these policies.

If an employee has any questions about the policies herein or would like to seek clarification, the employee must promptly contact his/her supervisor or ~~the City Personnel Director~~Human Resources.

1.02 Intent of Policies.

These policies, and this handbook, are not a contract, express or implied, or any type of promise or guarantee of specific treatment upon which an employee may rely, or a guarantee of employment for any specific duration. Although the City desires long-term employment relationships, it is recognized this may not always occur and either the employer or employee may decide to terminate employment. Unless specific rights are granted in written employment contracts, civil service rules, or collective bargaining agreements, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice. No supervisor, Department ~~Manager~~Director or representative of the City, other than the Mayor or their designee, has authority to enter into any agreement with an employee for employment for any specified period or duration, or to make any written commitments to the contrary.

These personnel policies apply to all City of Orting employees. In cases where these policies conflict with any Civil Service rules and regulations, provisions of a collective bargaining agreement, City ordinance or state or federal law, the terms of that law, rule or agreement prevail. In all other cases, these policies apply. In the event of the amendment of any ordinance, rule, or law incorporated in this document or upon which these provisions rely, these personnel policies shall be deemed amended in conformance with those changes.

As the need arises, the City Council may modify these policies and, by ordinance or resolution, may enact changes to compensation or benefit levels. The City Administrator may deviate from these policies in particular situations, especially in an emergency, to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their Department ~~Manager~~Director or the City Administrator or ~~City Personnel Director~~Human Resources.

The City retains the right to administer or implement these policies appropriate to the particular situation or occurrence. The City also retains the right to revise, supplement or rescind these policies without prior notice to employees. However, union representatives for the respective bargaining units representing City

employees will be given a copy of any proposed changes to these policies for a 14-day (two (2) weeks) comment period prior to implementation.

1.03 Equal Employment Opportunity Policy.¹

The City of Orting is an Equal Opportunity Employer. All employees have the right to work in a discrimination-free environment. The City will not permit or condone any unlawful discrimination in the workplace. All employment decisions will be made without regard to race, color, sex, sexual orientation/gender identity, sexual identity, creed, religion, age, marital status, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, genetic information, military or honorably discharged veteran status, or any other basis prohibited by state, local or federal laws.

If you experience or witness conduct that you feel is discriminatory, please promptly raise the matter for discussion and review so that the City can investigate and take appropriate action. You are encouraged to approach and report observations and experiences to your supervisor or the City Administrator or ~~the City Personnel Director~~[Human Resources](#), as you feel is appropriate.

Retaliation against an employee who brings a complaint of discrimination, reports allegations of discrimination, or participates in an investigation of a complaint is prohibited and shall not be tolerated.

1.04 Reasonable Accommodation of Disabilities.

The City complies with the Americans with Disabilities Act (ADA) and all applicable state and local fair employment practice laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide a reasonable accommodation to qualified employees with a disability requesting the reasonable accommodation if such an accommodation will allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship or a direct threat to the health or safety of others.

If you would like to request reasonable accommodation, please contact the City Administrator or ~~the City Personnel Director~~[Human Resources](#) who will work with you and your health care provider to evaluate the need for reasonable accommodation.

1.05 Reasonable Accommodation of Religious Beliefs.

The City respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship for the City's business or operations. If you would like to request reasonable accommodation, please contact the City Administrator or ~~the City Personnel Director~~[Human Resources](#).

1.06 Workplace Anti-Harassment Policy.

It is the City of Orting's policy to foster and maintain a work environment free from discrimination, harassment, and intimidation. The City will not tolerate unlawful harassment of any employee, whether from a co-worker, member of the public, or other third party.

Employees are expected to show respect for each other and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or member of the public due to that individual's race, color, sex, sexual orientation/gender identity, sexual identity, creed, religion, age, marital status, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, genetic information, military or honorably discharged veteran status. Examples of unlawful harassment include, but are not limited to, slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation (including gender identity), age, disability, marital status, military status or any other legally protected status.

Any conduct implicating a protected status that has the effect of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment may be considered harassment. Any harassment of a fellow employee or member of the public will be cause for disciplinary action, up to and including termination of employment.

Examples of behaviors which are inappropriate and/or illegal on the job referring to (but not limited to) gender, ethnic background, race or any other protected status include negative or offensive comments; jokes; slang names or labels; talking about or calling attention to another employee's physical or mental capacity in a derogatory or offensive manner; displaying nude or sexual pictures, cartoons or calendars on City property.

Retaliation against an employee who brings a complaint of discrimination or harassment, reports allegations of discrimination or harassment, or participates in an investigation of a complaint is prohibited and shall not be tolerated. "Retaliation" means an adverse job action(s) taken against an employee because he or she has complained about discrimination or harassment, given a statement about a discrimination or harassment investigation, participated in an investigation, or supported a complainant.

See Discrimination/Harassment Complaint Procedure for reporting guidance.

1.07 Sexual Harassment Prohibited.

Sexual harassment is a form of discrimination and it is illegal and violates federal and state law and the City's policies. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City of Orting. The City considers sexual harassment a serious offense, and an employee who harasses other employees or members of the public will be disciplined as in any other case of serious employee misconduct.

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment position or compensation;
- b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the member; or
- c. Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment is not welcome and is personally offensive, interfering with the effectiveness or creating discomfort on the job.

Written examples of sexual harassment include suggestive or obscene letters, emails, notes and invitations. Verbal examples include derogatory comments, slurs, unwanted sexual comments, suggestions, jokes or pressure for sexual favors. Physical examples include assault, pats or squeezes, repeated brushing against someone's body, touching, impeding or blocking movements. Visual examples include leering, sexually-oriented gestures, or display of sexually suggestive or derogatory objects, pictures, cartoons, or posters. Other examples include the threat or insinuation that lack of sexual favors will result in reprisal, such as: withholding support for job appointment, promotion or transfer; rejection on trial period; punitive actions; change of assignments; or a poor performance report.

It is the policy of the City of Orting to prevent and/or eliminate sexual harassment in the workplace, as well as to alleviate any effects sexual harassment may have on the working conditions, or work environment, of an employee. In response to reports of sexual harassment, the City will seek to protect all parties involved from retaliation, false accusations, or future harassment and, where appropriate, will take prompt and adequate remedial measures.

Employees engaging in sexual harassment are subject to discipline, up to and including termination. Retaliation against an employee who brings a complaint of harassment, reports allegations of harassment, or participates in an investigation of a complaint is prohibited and shall not be tolerated. "Retaliation" means an adverse job action(s) taken against an employee because he or she has complained about harassment, given a statement about a harassment investigation, participated in a harassment investigation, or supported a harassment complainant.

See Discrimination/Harassment Complaint Procedure for reporting guidance.

1.08 Discrimination/Harassment Complaint Procedure.

Each employee is responsible for creating an atmosphere free of discrimination and unlawful harassment in any form. Each employee is responsible for respecting the rights of co-workers and others, including the public.

The procedure an employee is to follow: The following procedure outlines the steps an employee should follow if the employee believes he/she is experiencing harassment or discrimination on the job:

- (1) If comfortable doing so, identify the offensive behavior to the harasser and request that the offensive behavior stop. If such informal, direct communication is impractical or uncomfortable, or if the offensive behavior does not immediately cease, then proceed to Step (2); and
- (2) Report the incident(s) to the immediate non-involved supervisor within the department, the Department ~~Manager~~Director, ~~City Personnel Director~~Human Resources, and/or the City Administrator.

When possible, reports should include specific allegations, date(s) of the occurrence(s), the individuals involved, and the names of any witness(es). A non-involved supervisor is defined as the first supervisor in an employee's department who is not the object of the complaint and is not otherwise involved in the harassing behavior. In the event that there is no non-involved supervisor, and the behavior involves the Department ~~Manager~~Director, ~~the City Personnel Director~~Human Resources, and the City Administrator,

the employee should report the incident to the City Attorney.

Any employee involved in reporting a concern, or who participates in an investigation, may request that his /her identity be kept confidential. City officials and those involved in the investigation will honor this request to the extent possible under law, business necessity, and the needs of the investigation. Confidentiality, however, cannot be guaranteed.

The City prohibits retaliation against those who have reported a concern in good faith or participated in the investigation. Violations of the City's prohibition on retaliation will result in disciplinary action, up to and including termination

Employees are encouraged to take all action necessary to correct a workplace problem or harassment, so problems can be identified and corrected. They should not refrain from taking these steps due to a fear of retaliation. If retaliation occurs, promptly report such conduct in the same manner as outlined in this section. With a prompt complaint from employees, the City will take all appropriate steps to correct a problem of harassment, discrimination or retaliation in the workplace and will assist the employee affected if further problems arise. Thus, employees are encouraged to utilize these procedures to resolve concerns about workplace discrimination before they allow such conduct to interfere with their performance or such conduct affects their satisfaction with the workplace.

The procedure a supervisor is to follow: Supervisors who are aware of situations involving discrimination, harassment or retaliation must respond to such situations regardless of whether or not a complaint is received. Supervisors who receive complaints or become aware of such incidents must:

- (1) Take prompt action to insure the behavior is not repeated; and
- (2) Promptly notify the appropriate director and ~~the City Personnel Director~~Human Resources or the City Administrator of the allegations, including all information known to or received by the supervisor.

Supervisors shall be required to take the above steps and are assigned responsibility for implementing this policy, ensuring compliance with and knowledge of its terms, and for taking immediate and appropriate corrective action if they witness inappropriate behavior or receive a complaint.

Supervisors must maintain open channels of communication to permit employees to raise concerns of sexual or other workplace harassment or discrimination without fear of retaliation, promptly stop any observed harassment or discrimination, and treat harassment and discrimination matters with sensitivity, confidentiality, and objectivity.

A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including termination.

The investigation process: Employees are prohibited from interfering in any investigation or retaliating against anyone who in good faith has filed a complaint or participated in an investigation of such a complaint. The City requests full, good faith cooperation during the investigation process.

It is the policy of the City that all complaints of discrimination or harassment shall be promptly and thoroughly investigated. The investigation may include interviews with the directly involved parties, and where necessary, with employees who may have observed the alleged harassment or who may be similarly situated with the complaining employee, and who may be able to testify to similar experiences with the

accused employee.

The individual assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any employees involved. No influence will be used to suppress any complaint and no employee will be subject to retaliation or reprisal for filing a complaint in good faith, encouraging others to file a good faith complaint or for offering testimony or evidence in any investigation. Retaliation is prohibited. Employees participating in an investigation shall refrain from discussing the investigation process, interviews, or issues under investigation with other potential witnesses to prevent harmful gossip and to prevent the possibility of tainting the investigation, to the extent permitted by law.

All complaints will be kept confidential to the fullest extent possible during the investigation, and will be disclosed only as necessary to allow an investigation and respond to the complaint and as consistent with the law. Confidentiality, however, cannot be guaranteed. The Public Records Act may require disclosure of an investigation report after an investigation has concluded.

The results of each investigation shall be written and a finding made regardless of whether or not there is a basis for disciplinary action. Disciplinary action, if necessary, may range from a verbal warning to termination, depending on the seriousness of the harassment. If an investigation determines the accused employee engaged in harassment, discrimination or retaliation, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file, or an employee transfer, demotion, suspension or termination. An employee may at his/her request have a statement of rebuttal or correction placed in his/her personnel file.

Retaliation is prohibited against an employee who brings a complaint of discrimination, reports allegations of discrimination, or participates in an investigation of a complaint and shall not be tolerated.

1.09 Employment of Relatives.

Business necessity requires the establishment of policies regarding the employment of immediate family and members of the same household in order to avoid conflicts of interest or the perception of favoritism and to assure and maintain accountability.

The immediate family or any member of the same household of current City employees will not be employed by the City under any of the following circumstances:

- (1) When one of the parties would have authority or practical power to supervise, appoint, remove, influence salary or compensation decisions or discipline the other;
- (2) When one party would handle confidential material that creates improper or inappropriate access to that material by the other;
- (3) When one party would be responsible for auditing the work of the other; or
- (4) When other circumstances exist that might lead to potential conflict or appearance of a conflict among the parties or conflict between the interest of one or both parties and the best interests of the City.

1.10 Change in Circumstances/ Notification Requirement for Consensual Romantic Relationship.

Employees who become romantically involved with each other, begin sharing living quarters with one another, or become related by marriage must notify their manager and ~~the City Personnel Director~~Human Resources of the relationship and confirm in writing that it is consensual. Employees involved in a consensual relationship must conduct themselves in a professional manner at all times (both during and following the termination of the relationship, as applicable) and the relationship should not affect city business. If the relationship ends, the employees must conduct themselves professionally, and notify ~~the City Personnel Director~~Human Resources immediately should one party become hostile toward the other while at work. If employees involved in a consensual relationship are unable to work together in a professional, respectful and/or courteous manner as a result of the relationship and or a break-up, one or both of the employees may be required to terminate employment with the City. Employees involved in a consensual relationship may not supervise each other or otherwise create an actual or apparent conflict of interest. If employees involved in a consensual relationship occupy positions in which one directly or indirectly supervises the other or an actual or apparent conflict otherwise exists, the City will consider a transfer the least tenured employee, to the extent that such a transfer is available and/or feasible. However, if a transfer is not possible or practical, one of the employees will be required to terminate their employment relationship with the City. If the employees are unable to agree which employee is to terminate their employment relationship, the City will make the determination based on the needs and operations of the City.

1.11 Contact with News Media.

The Mayor or his/her designee or the City Administrator or his/her designee shall be responsible for all official contacts with the news media, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects. City employees will refrain at all times from disclosing confidential City information to the media. A violation of this provision may subject an employee to discipline, including termination.

2. EMPLOYMENT AND CLASSIFICATION

At the City of Orting, we want you to understand how your wages, benefits and job duties are affected by your employee classification and your job description or title. The City has a classification system that groups positions for compensation purposes based on knowledge, complexity, accountability and working conditions. More information about the classification system is available from ~~the City Personnel Director~~ [Human Resources](#).

The following are the main job classifications which are used throughout this Handbook.

Regular Full-Time Employee: Any employee who is regularly scheduled to work forty (40) hours per work week on a continuing basis.

Regular Part-time Employee: An employee who is regularly scheduled to work less than forty (40) hours per work week, on a continuing basis.

Temporary Employee: An Employee working a full or part-time schedule for a specified project or period of less than one (1) year (i.e. on-call, seasonal, Provisional Police Officer, emergency staff appointment, etc.).

Reserve Police Officer: A Police Officer who receives no compensation for volunteer police work performed but is entitled to paid sick leave benefits.

Non-exempt Employee: An employee who is not exempt from the minimum wage, overtime or timecard provisions of the wage and hour laws. Such employees may receive an hourly wage or a salary and are eligible for overtime pay at the rate of one and one-half times the regular rate of pay for all hours worked in excess of eight (8) hours per work day.

Exempt Employee: An employee who is exempt from the minimum wage or overtime. Exempt employees generally include supervisory, administrative, and professional employees who are paid on a salary basis. When employees are hired, they will be informed of whether their position is exempt or non-exempt. Exempt employees are not entitled to overtime but may be eligible for additional time off pursuant to the City's Overtime and Compensatory Time off Exempt Employee Policy within this handbook.

2.01 Employee Position Classifications.

A position classification plan will be maintained by the City based on investigation and analysis of the duties and responsibilities of each position. The completed plan will consist of a classification specification for each position, including appropriate title, description of duties and responsibilities, and minimum requirements and/or desirable training, experience or other qualifications.

The Mayor or his/her designee is responsible to assure the preparation of a plan which includes a specification for each classification. Specifications will be prepared after consultation with supervisors and other persons technically familiar with the duties and responsibilities of the job to be performed. Each position will be assigned by the Mayor to one of the classifications of the approved classification plan. Employees will be notified of the classification of their position. The title, as it appears on the specification, will be used to designate the position on official records and payroll.

The classification specifications are hereby declared to have the following definition and scope:

- a) They are explanatory only and not restrictive.
- b) In determining a position classification, the specification will be considered as a whole, comparing general duties, responsibilities, minimum qualifications and relationship to other positions in order to obtain an inclusive picture of the position and place it in the appropriate classification.
- c) The outline of principal duties of work performed applies to general duties or tasks and is not intended to prescribe the specific duties of a given position, nor to limit the alteration or modification of detailed tasks involved in the duties of any position, so long as they remain within the general definition of the classification.
- d) The classification specification may include additional requirements which are determined to be necessary for the best interests of the City. These requirements may include possession of a valid motor vehicle operator's license, physical ability, or any other bona fide occupational qualifications pertinent to the positions covered.
- e) Nothing in the classification specification is to be interpreted as restricting a supervisor from assigning an employee of one classification to perform some of the duties of a higher or lower classification for a limited period of time.

A classification may be reclassified at the request of the Department ~~Manager~~Director, employee, or City Administrator when it appears that the duties and responsibilities of an existing classification are changed. Reasons for the reclassification request are to be stated in writing and the Mayor will determine whether the present classification is correct or whether a reclassification is necessary. New or revised classification specifications will be prepared as provided in these policies and will become a part of the classification plan.

When reclassification occurs, an employee occupying the position may be retained in the position provided that the Mayor determines that the reclassification results from an official recognition of a change in duties and responsibilities which has already occurred and is a long-term inequity of classification. If the reclassification results in a higher maximum salary, such reclassification may constitute a promotion and the rules governing promotion with regard to salary apply. If the reclassification results in a lower maximum salary, such reclassification may constitute a demotion and the rules governing demotion with regard to salary apply.

2.02 Recruitment, Applications, and Selection.

This policy outlines the procedures for completing a job notice, posting a job vacancy, and extending an offer of employment. Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence without regard to any individual's sex, race, color, religion, national origin, sexual orientation, pregnancy, age, marital status, military status, genetic information, disability or any other characteristic protected by law.

Available positions are publicized for a reasonable period by announcements posted on city department bulletin boards and by such other means as deemed appropriate. Announcements may specify the title, rate of pay, duties to be performed and required minimum qualifications. All current employees are encouraged to apply for available positions if they so desire. The City of Orting is an equal opportunity employer and selection for any position will be based solely on merit, efficiency and fitness for that position.

Job Posting

An internal job posting will be placed in appropriate locations to allow current employees, who are qualified, an opportunity to apply for a vacant position. Notices will be posted for five (5) days. If it is determined that consideration of outside applicants is in the City's best interests, staff will begin the process of outside recruitment following the five (5) day internal posting period. If the City Administrator determines that there are unlikely to be any qualified internal candidates, for instance entry-level positions, outside recruitment can happen concurrently with the internal job posting. Current City employees are encouraged to apply for job openings.

Application for Employment

Each applicant shall complete and sign a City of Orting application form prior to being considered for any position. Resumes may supplement, but not replace, the City of Orting official application. The City "Application for Employment" form shall continue to be in conformance with all State and Federal laws pertaining to pre-employment inquiries. All application forms must be fully completed, signed and dated by the applicant to be valid. Applications will be accepted for open positions and will be considered only for that position. All applications must be received no later than 4:30 p.m. on the published closing date for filing. A closing date may be extended by the City Administrator. Applications, whether accepted or rejected, will not be returned. All statements submitted on the employment application or attached resume shall be subject to investigation and verification prior to appointment. Falsification of employment information may be grounds for rejection of an applicant or subsequent dismissal.

Confirmation Employment

The City may require the City Council's confirmation of employment for certain positions as provided by City Ordinance.

2.03 Promotions.

The City encourages promotion from within the organization whenever possible. The Mayor shall determine whether the promotional process for a position will be competitive or appointive. Before advertising a position to the general public, the City Administrator may choose to circulate a promotional opportunity within the City. Promotional opportunities may be posted on the City bulletin board. The City reserves the right to seek qualified applicants outside of the organization at the Mayor's sole discretion.

A promotion is an appointment to a position in a classification which has a higher maximum salary rate than the employee's present classification. The Mayor will determine the salary step of the promoted employee in the new salary range on the date of the promotion. The salary step of the promoted employee will be set so that the promoted employee's pay level is no more than two (2) salary steps higher than the employee's step prior to the promotion. If step one of the salary range to which the employee has been promoted is a pay level more than two (2) steps higher than the promoted employee's previous salary step, then the employee shall be assigned to step one of the higher salary range. When the date of promotion and the merit/step increase date coincide, the merit/step increase is paid prior to the promotional increase.

New Trial Period: After promotion to a new position, a new trial period of six (6) months must be completed. Successful completion of the trial period does not alter the employee's at-will employment. The Mayor may authorize or require an extension of a trial period for up to an additional six months. In the case of unsatisfactory performance, the employee may be transferred back to the previous position held by

the employee, if vacant, or to another position fitting the employee's skills and qualifications, within the limits of vacant authorized positions, or if no such vacant position is available in the Mayor's sole discretion, the employee may be terminated.

Temporary Promotions

A temporary appointment may be made to any position in the City of Orting. Temporary appointments are for a limited period of time and employees are not entitled to city benefits unless authorized by the Mayor as special conditions. All conditions of a temporary appointment will be specified in the letter of appointment or contract. Seasonal employment is considered temporary appointment status. Temporary employees do not attain regular status in the classification and may be terminated at will.

Acting Promotions

When the need arises to fill a position due to approved leave of absence, disciplinary actions or when a vacancy exists, a current regular status employee may be appointed "acting" to a position of higher pay grade or to a position of differing classification. Such appointments are for a limited time to fill a temporary vacancy and should not create a job expectancy. Employees will not attain regular status in the higher position from an acting appointment.

2.04 Hours of Work.

Everyone benefits from clarity regarding hours of work and scheduling. The following information may be helpful:

Work Week: For payroll and accounting purposes, the City of Orting's work week begins at 12:01 a.m. Monday and ends at midnight on Sunday.

Work Day: The normal work day for employees other than police department commissioned personnel consists of eight hours plus an unpaid meal period. Some employees or positions may have different work days determined by the needs of the City.

Scheduling: Work schedules are established by management. Unless otherwise scheduled, all employees are expected to work Monday through Friday. Requests for changes in schedules or for particular days off should be made in writing in a timely fashion and approved in advance by your supervisor. Some variation in schedule may be granted by mutual agreement between you and the City, so long as the needs of the department are met.

Rest Periods: All non-exempt employees receive one 10-minute break for each four (4) hours of working time. The break should occur near the mid-point of each four (4) hour work period, but scheduling will be done by your supervisor. Break periods are paid and may be used to extend a lunch period or to leave early provided that the total amount of time taken does not exceed the break and lunch periods and approved by your Department ~~Manager~~Director.

Meal Periods: If you are non-exempt and you work more than five (5) hours in a day, you will have a meal break after two (2) to five (5) hours into your shift. The minimal meal break is a thirty (30) minute unpaid period. The exact time and duration of your meal break will be scheduled by your supervisor to ensure appropriate coverage.

Rest/Meal Periods for Police Department Employees: While at lunch or on a rest/relief period, all Police

Department commissioned personnel will be subject to call.

Breaks for Nursing Mothers: Non-exempt employees who are nursing mothers are entitled to unpaid breaks during the workday for the purpose of expressing breast milk. Absent undue hardship, this entitlement shall continue for one year following childbirth. The City will provide a clean, suitable, and private location for these breaks.

Overtime: Overtime is time worked in excess of eight (8) hours of work in a work day. Holidays, Vacation and Sick leave are not considered time worked. The regular work week is forty (40) working hours for most employees, but on certain occasions, some overtime may be required. Any overtime work must be authorized by a supervisor in advance.

2.05 Attendance.

You are a member of a team and each member has an important contribution to make. Timely performance of your job is essential to maintaining the high-quality service our City government provides. It also shows your respect for your fellow employees who must assume your duties in your absence. You must report to work regularly and on time, in proper attire, with proper equipment, and ready to work at the starting time. ~~If you will be unable to report for work, will be late, or need to leave early, notify your supervisor as far in advance as possible. If your immediate supervisor is out or unavailable notify the department Director, Personnel Director or the City Administrator. Failure to notify the City in a timely and appropriate manner may result in discipline.~~ ~~If you will be unable to report for work, will be late, or need to leave early, notify the City Administrator, City Personnel Director, and/or your supervisor as far in advance as possible. Failure to notify the City in a timely and appropriate manner may result in discipline.~~ You may be requested to present a physician's statement verifying the need for sick leave after being absent for more than three (3) days.

An employee who is absent without notification for three (3) consecutive days or shifts will be considered to have abandoned his/her position and may be terminated, subject to the provisions of the Washington Paid Sick Leave Act.

2.06 Personnel Records & Files.

Generally speaking, without specific written authorization from the employee, only the following will be released to anyone outside the employ of the City: job title, department, hire date, separation date and base salary. Generally, only the employee, Human Resources, the City Clerk, the ~~City Treasurer~~/City Personnel Director and the City Administrator will have access to your personnel file internally.

Personnel records will show the employee's name, title of position held, the department assigned, salary, change in appointment status, training received (with the exception of Police in-service training maintained in Departmental files), performance evaluations, fringe benefits administration, including vacation and sick leave rates of accumulation and use, notes regarding disciplinary action or other counseling sessions, and such other information as may be considered pertinent.

When you move, change your telephone number or experience other changes in your personal information, please make sure you inform ~~the City Clerk's Office and/or the City Treasurer's Office~~ Human Resources of such changes. In this way, your personnel records will remain accurate and up-to-date.

You may review your personnel records at any mutually convenient time during normal business hours. Should you wish to do so, please make an appointment with ~~Human Resources~~the City Treasurer. Human

Resources, the Personnel Director or the City Clerk ~~or City Treasurer~~ will be present during any such review. While a City employee, you may include a personal memorandum in your file if you feel it is necessary to clarify or rebut file information.

Personnel records that are not confidential will be maintained and destroyed in accordance with established policy regarding retention of public records.

2.07 Performance Reviews.

Regular performance reviews conducted at appropriate intervals benefit you and the City by providing a written record of your performance and giving you the opportunity to discuss with your supervisor how well you are meeting the City's expectations, to clarify your job responsibilities, to set mutually agreed-upon goals and to explore your possibilities for advancement within the City of Orting.

Performance reviews are generally conducted annually and are part of your personnel records. You will be given an opportunity for written comment on your performance review. You will be asked to sign your performance review to document that you have read it and that you have had an opportunity to comment. Your signature does not imply agreement or disagreement with the evaluation. You will receive a copy of your review for your own records. Because your performance on the job affects your compensation and employment, your performance review deserves your active and constructive participation. Seasonal and temporary employees do not receive formal performance reviews, however, they are to be coached about work expectations and performance.

New Employees and New Positions

New employees and employees assigned to a new position will be evaluated by their supervisors during appropriate intervals. Successful completion of the six-month evaluation period does not modify the employee's at will employment.

If an employee's performance is not satisfactory during the probationary period, the supervisor may recommend termination of employment at any time during the probation or, in special circumstances, request that the Mayor to extend the probationary period up to an established period of time, specified in writing to the employee. In the event the employee's performance is still unsatisfactory, the employee may be terminated at any time within the extended probationary period.

Managerial Procedures

All employees who are promoted to a higher classified position or who assume the duties of a higher classified position will be evaluated by their supervisors during appropriate intervals.

The anniversary date will change to reflect the first date worked in the new position. Successful completion of an evaluation period does not modify the employee's at will employment.

2.08 Supervisor's Approach to Performance Reviews.

The performance review is a critical management tool for the City of Orting. It is an opportunity for managers to recognize employees' contributions to the City, to identify areas for growth and/or improvement, and to set forth goals and action plans for the coming year. The performance review is vital to City employees as well. The score the employee receives determines his/her compensation, and how the performance review conference is conducted affects the tone of the employee-supervisor relationship.

Supervisors are expected to review employees' performance with care, consideration, and candor.

2.09 Inadequate Job Performance – Corrective Action Plan.

Poor performance is a serious issue for the City and the employee. Any supervisor who concludes that an employee's performance is unacceptable in one or more categories should consult with ~~the City Personnel Director~~ Human Resources to determine whether the City should proceed with disciplinary action or implement a Corrective Action Plan (CAP).

If the employee's performance does not sufficiently improve under the CAP or if the employee continues to violate one or more City policies, the employee shall be subject to additional discipline up to and including termination.

A CAP is discretionary and an employee is not entitled to a CAP if employment issues arise.

2.10 Reduction-In-Force.

Fluctuating revenue and budget conditions may from time to time force the city to reduce personnel in one or more departments or programs. This reduction may be accomplished by either of the following methods:

- Lateral Transfer. This is a method of employee transfer from one classification to another classification with the same pay grade or within the same classification or pay grade from one department to another. When done for budgeting purposes, such transfer would normally be for the duration of the financial problem only. A lateral transfer must be approved by the Mayor.
- Layoff. A layoff is a method of permanent termination of the employee due to financial circumstances or a change in the need for which the position or positions was created. A layoff must be approved by the Mayor. No regular employee shall be laid off while another person in the same classification is employed on a probationary, temporary, acting or part-time basis. In determining which employees in any classification are to be laid off, consideration is to be given to individual performance and then to seniority in the positions to be affected.

2.11 Resignation.

An employee wishing to leave City service in good standing will file with ~~the City Personnel Director~~ Human Resources and/or City Administrator a written resignation, including a statement of the reasons for resigning and the effective date of resignation. The written resignation notice must be completed at least two (2) weeks prior to the effective date of resignation.

The City Administrator and Department Directors shall be required to give at least four (4) weeks' notice to the Mayor.

A copy of the resignation notice shall be placed in the personnel file of the employee.

2.12 Identification of Employees.

It is the policy of the City that when on duty, all employees be visible and identifiable to the public to the maximum extent compatible with assigned work duties. All City furnished uniforms or work clothing are to be maintained in a presentable manner by the employee.

City-furnished uniforms remain the property of the City at all times and must be returned immediately upon separation from employment. Uniforms will be worn only on duty or during additional approved volunteer activities that are identical to those performed while on duty. Wearing of uniform items while commuting between a home and the work location may be permitted providing that the wearer does not participate in any interim activity where the image and good name of the city might be negatively affected.

The outer garment of each uniform furnished by the City will bear the official insignia of the city and other such markings or emblems as each Department Director may specify, except that rain gear may be identified otherwise.

All employees who come in direct contact with the public outside the City-owned buildings may be required to carry an identification card issued by the City. The card will contain the name, title, department, address and telephone number of work location; and a head and shoulders photograph and certification that said person is an employee of the City of Orting.

All City-issued identification, uniforms and other City-owned materials or property in the employee's possession must be surrendered to the City immediately upon employment separation and no later than twenty-four hours after the employee's last day of employment with the City.

3. COMPENSATION

3.01 Your Paycheck.

Pay periods are from the first through the fifteenth (15th) day of the month, and the sixteenth (16th) day through the last day of the month. You will receive your paycheck by the fifth (5th) day following each pay period. You shall sign up for automatic deposit of your paycheck by contacting Human Resources.

All employees must complete an individual time record showing daily hours worked in order to be paid properly. In the case of exempt employees, this timesheet will account for daily attendance.

Deductions from your paycheck are those required by law (e.g., Medicare, workers' compensation premiums, court-ordered garnishments) and those approved by you in writing (e.g., Union dues as applicable, insurance premiums, etc.).

3.02 Complaints or Concerns.

If you believe there are any errors in your pay, including that you have been overpaid or underpaid, that improper deductions have been taken from your pay or that your pay does not accurately reflect all hours worked, including overtime, report your concerns to ~~the City Treasurer~~ Human Resources or the Personnel Director immediately. The City will promptly investigate all reported complaints and, if appropriate, take corrective action.

The City prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this policy. Specifically, no one will be disciplined, intimidated or otherwise retaliated against because that person exercised rights under this policy or applicable law.

3.03 Employee Salary and Wage Plan.

The City of Orting strives to pay its employees' salaries and wages that are internally equitable and comparable to the pay scales of similar cities. While the City cannot pay City employees the same wages as larger cities, the City does consider the pay scales of other comparable cities for those job positions that are comparable to jobs at the City of Orting. The City maintains an Employee Salary and Wage Plan. The Mayor is responsible for recommendation to the City Council of adoption of a Salary Plan for the City of Orting. The Plan will include salaries for non-bargaining unit personnel as well as salary grades negotiated by employee representatives. Changes to employee salaries and wages are approved by the City Council as part of the budget process.

Qualified Payroll Period

When an employee has been in pay status fifteen or more calendar days, including holidays in any given calendar month, the payroll period will be considered qualified to accrue benefits, serve out probation, and for computation of merit increase dates. A new employee may be credited with the first payroll period if employed prior to the 16th of the month.

An employee will become eligible for Health and Medical benefits the first (1st) of the month following

fifteen (15) calendar days of employment, including holidays.

Exempt and Non-Exempt Positions

All City positions are governed by the Federal Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act and are classified as either "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay; exempt employees are not. Most positions covered by the FLSA are non-exempt; thus, entitled to overtime. Anytime a position changes from non-exempt to exempt status, the incumbent shall be cashed out for any compensatory time that they have accrued up to the time of the change.

Exempt Employee

An employee who does not receive overtime pay for hours worked in excess of forty (40) hours per week as provided in the FLSA because the employee works in a bona fide executive, administrative, professional, or other exempt capacity covered by the FLSA and Washington Minimum Wage Act.

Non-Exempt Employee

An employee who receives overtime pay for hours worked beyond forty (40) hours in a standard work week in accordance with the FLSA and Washington Minimum Wage Act. The amount of overtime pay is one and one-half (1.5) times the regular rate of pay for actual hours worked.

NON-REPRESENTED EMPLOYEE SALARY AND WAGE PLAN

It is the policy of the City of Orting to provide a compensation program which enables the City to employ staff who possess the necessary skills and abilities to effectively:

- a) Manage the delivery of existing City services and the provision of essential municipal government support functions;
- b) Evaluate and plan future service needs;
- c) Advise and support the policy-making activities of the City's elected officials; and
- d) Implement policy changes enacted by the elected representatives of the citizens of Orting.

It is also the policy of the City of Orting to structure the classification and compensation program for management and professional staff in a manner which assures that:

- a) The actual duties assigned to a classification are appropriate to the assigned level of responsibility.
- b) Compensation levels are consistent with the level of responsibilities assumed by staff and appropriate to the city's financial circumstances.;
- c) Individual salary rates appropriately reflect each person's performance and experience at the responsibility level assumed with the City of Orting.

Applicability

The provisions of the program adopted by this chapter shall only apply to non-represented appointive positions designated as such and authorized in the City's annual budget.

Salary Plan

A salary plan for management and professional staff shall be established and salaries set for covered employees as follows:

- a) Each position included in the City's Job Classification and Pay Range document shall be assigned to a salary range. Assignment of positions to ranges shall be based upon general salary levels paid by municipal governments of comparable size, demography and financial resources for similar responsibilities. A list of comparable cities shall be adopted by Resolution of the Council, and it should be as similar to the comparable cities that are negotiated periodically with the collective bargaining units in the city. Assigned salary ranges shall not be changed or established without conducting a salary survey of comparable cities for the position being changed. All changes must be approved by the Mayor and City Council.
- b) Salary Comparison Surveys will be conducted annually for all non-represented positions or as requested by the Mayor or his designee for a specified position(s).
- c) The salary ranges shall be structured as follows:
 - (1) Range Differential. The percentage differential between the maximum rates of salary ranges shall be approximately three (3) percent.
 - (2) Ranges Steps for non-represented professional employees. Salary rates of a range shall have five (5) steps A, B, C, D, E. Step A through Step E in the range shall each be spread by approximately three (3) percent. The spread between the minimum and maximum steps shall be approximately twelve (12) percent.

Adjustment of Salary Range Levels

The City Council shall provide for adjustments to salary range levels as are consistent with the Council's CPI-U for the Seattle area salary adjustment policy each year.

Actual Salary Rate

Initial Rate

Management Director Level

The salary rate of an employee upon appointment to a management position at the Director level (as identified by the City's Budget Job Classification and Pay Range document) shall be set within the range assigned to the titled position. Increases in wages will be based off the calculated COLA increase of the budget year and the annual Salary Comparison Survey. Increases will be approved by the Mayor and City Council via an approved City Budget.

Professional Level Employees

The salary rate of an employee upon appointment shall be set no lower than Step A of the salary range to which an employee's position is assigned. When it is in the best interest of the City, the department heads (with the Mayor's approval) may authorize an initial salary of a newly hired person at a rate which exceeds Step A.

Merit/Step Increases

- a) Salary Step Advancement. ~~Each person~~Employee shall be eligible for a salary step advancement effective January 1 of the year following a minimum of six (6) full months of regular (as opposed to interim) service in the applicable job title or classification.~~upon completion of twelve (12) full months of regular (as opposed to interim) service at each step in the salary range.~~ To receive a salary step advancement, the employee must be evaluated as "meets expectations" (or equivalent) on his or her work performance evaluation. Salary step advancements shall be an increase of one (1) step in the same salary band, if available.
- b) Additional Advancement. Those employees who receive a rating that exceeds the rating "meets expectations" (or equivalent) may be eligible to receive an additional salary step advancement for an increase of one (1) additional step in the same salary range, if available, above the initial step advancement provided in subsection (b)(1) of this section. This additional advancement shall require the recommendation of the department head, or equivalent, and approval of the Mayor and City Council.
- c) A step advancement that was denied may be granted following a minimum sixty (60) day review period of the employee's performance.
- d) Notwithstanding the above, when it is in the best interest of the City, City Administrator may authorize an in-range adjustment to provide additional salary in instances of promotion, to provide for internal equity corrections, or for another reason deemed appropriate by the City Council.

Changes to Employee Classifications

- a) Downgrading an Employee's Classification. Upon the City Council's approval of downgrading a person's classification to a lower salary range, the person's initial salary step will be set at the same rate in the new band that was in effect in the former salary range. In the event a person's salary rate exceeds the maximum step of the salary range to which his or her position is assigned on the date of downgrading, his or her actual salary rate shall be frozen until such time as the maximum step rate of the new band is equal to or greater than his or her actual salary and, at such time, the employee's salary step shall be set at the maximum step of the salary range to which his or her position is assigned.
- b) Upgrading an Employee's Classification. If an employee's classification is moved from one salary range to a higher range (excluding promotions), the employee's salary rate at the higher range shall be set at the next step which is higher than the salary the employee was receiving at the former range. The employee's salary step advancement date does not change.
- c) Promotions. In the event an employee is promoted from one classification to a higher classification (one (1) salary range to a higher salary range), the employee's salary rate at the higher range shall be set at the next step which is higher than the salary the employee was receiving at the former range. Promoted employees shall be eligible for a salary step advancement upon completion of twelve (12) full months of regular (as opposed to interim) service at each step in the new salary range, which shall be the employee's new salary step advancement date.

Initial Benefits for Department Heads

When it is in the best interest of the City, the City Council may authorize increased or additional benefits in hiring a department head beyond those specified in this chapter or sections 5.03 Sick Leave or 5.04 Vacation Time. Any extraordinary benefits must be included in the department head's employment contract and approved by the City Council.

REPRESENTED EMPLOYEE SALARY AND WAGE PLAN

When you begin your employment with the City, you will be paid a wage or salary consistent with the governing Collective Bargaining Agreement, the City's Employee Salary and Wage Plan and appropriate to the experience, educational background, training, and skills you bring to your position. Thereafter, you will only receive salary and wage adjustments based upon the CBA or promotions to higher classification. All salary and wage increases shall remain within the range for that position as approved by the City Council. Your eligibility for a pay increase may occur at the end of your first six (6) months of City employment.

Payment of Salaries

All represented employees are paid at an hourly rate, as specified in the City's annual budget document. Hourly employees are paid on the basis of actual number of hours worked, including authorized absences with pay and allowed holidays. Salary rates for temporary or part-time employees will be based on the pay for full-time positions in the same classification.

Beginning Salary

Each employee will be appointed at the first step of the range established for the classification. If it is determined that appointment of a non-management employee above the first step may be warranted, the following procedures will apply:

- a) The factors to be reviewed in approving appointment beyond the first step are: availability of applicants meeting the qualifications for the vacant position, relationship to other similar classifications, prior experience of a candidate in a comparable position, time available to continue the recruitment process, and budget considerations.
- b) The Department ~~Manager-Director~~ will submit a request for appointment at a higher step to the Mayor, or his designee, stating justification for the request. The Mayor will make a decision based upon the Department ~~Manager's-Director's~~ justification.

Step Increases – Represented Regular Status Employees

Wage increases for represented employees is directed by the applicable Collective Bargaining Unit for each employee. Typical wage or step increase schedule is:

- a) When a regular status employee has performed satisfactorily, as determined through the Performance Evaluation process, a merit/step increase may be granted, but not before the satisfactory completion of the employee's initial six-month probationary period. In the case of an

employee placed at the time of hire above Step One of the pay range, the initial in-class merit/step raise will be considered upon the completion of twelve months in class and at twelve (12) month intervals thereafter until the employee reaches the top step of the range.

- b) The annual merit/step increase date for an employee will change only if: 1) the employee is promoted or otherwise moved to a position assigned to another job class and is required to serve a trial performance period; and 2) the employee receives a merit/step adjustment as authorized by the Mayor.

Promotion

A promotion is an appointment to a position in a classification which has a higher maximum salary rate than the employee's present classification. The salary step of the promoted employee will be set so that the promoted employee's pay level is no more than two (2) salary steps higher than the employee's step prior to the promotion. If step one of the salary range to which the employee has been promoted is a pay level more than two (2) steps higher than the promoted employee's previous salary step, then the employee shall be assigned to step one of the higher salary range. When the date of promotion and the merit/step increase date coincide, the merit/step increase is paid prior to the promotional increase.

Demotions

A demotion is an appointment to a position in a classification which has a lower maximum salary rate than the employee's present classification. When a demotion occurs, the Department ~~Manager-Director~~ will recommend to the Mayor and/or City Administrator a salary for the demoted employee within the salary range of the lower classification which is less than or equal to the employee's present salary. The employee will retain the same anniversary date.

Transfer

- a) A position transfer is an appointment to a position in the same or different classification of the same pay grade.
- b) When an employee is transferred to a position in a different classification with the same pay grade, or is transferred to another department with the same classification, the employee will retain the same anniversary date for leave and length of service purposes.

Temporary Change of Classification

- a) A current employee assigned to a classification with a differing rate of pay in an "acting" appointment status will be compensated at the next higher step in the new range according to the policy on promotion.
- b) If the employee is promoted to the higher class with regular appointment status, all policies apply from the date of promotion.

Exemptions

The Mayor may recommend positions to be exempt from overtime provisions to the City Council on the basis of the nature of work, conditions of employment or by definition of administrative, supervisory and

professional classifications as provided by State and Federal laws. Such exemption is based upon special conditions to work or assignment, in accordance with the Fair Labor Standards Act.

3.04 Overtime and Compensatory Time Off.

At the City of Orting, we want our employees to work a reasonable number of hours. The regular work week is no more than forty (40) working hours in a week, except in the case of non-standard work schedules. On certain occasions some overtime may be required. You may request not to work overtime, but you may not refuse to work assigned overtime. Any overtime work must be authorized in advance by your supervisor or the City Administrator. If overtime is authorized or required, regular, full-time, nonexempt employees will be paid at one and one-half times the regular rate of pay for all hours worked in excess of eight (8) hours in a work day. Holiday, Vacation and Sick leave time are not considered hours worked. If overtime is authorized or required for temporary or part-time employees, they will be paid at one and one-half times the regular rate of pay for all hours worked in excess of eight (8) hours in one work day. Public safety employees (police) may be subject to alternative work periods and overtime standards, as set forth in an applicable labor agreement.

Nonexempt employees who work overtime have the option to choose compensatory time off that will be accrued at one and a half hours for every hour worked in lieu of overtime pay. You may accrue up to forty (40) hours of compensatory time off. Employees covered by a collective bargaining agreement may have different accrual limits. Compensatory time can be used at times mutually agreed to by you and your supervisor. Any compensatory time not used may be carried over to the next year (up to 40 hours). Upon separation of employment any compensatory time will be paid at your current rate of pay.

COMPARABLE CITIES

Municipal governments of comparable size, demography and financial resources for similar responsibilities to be used in salary comparisons and negotiations of collective bargaining units in the city.

~~Black Diamond~~
~~Buckley~~
~~DuPont~~
~~Milton~~
~~Pacific~~
~~Steilacoom~~
~~Yelm~~

4. EXPENSE REIMBURSEMENT: TRAVEL, MEALS, AND LODGING

4.01 Purpose and Administration.

The purpose of this travel policy is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which an employee may qualify for payment or reimbursement.

4.02 City Employees and City Officials.

Meals

All City employees and officials claiming reimbursement for meals consumed while on City business shall be entitled to reimbursement based on the following per diem schedule listed in the most Current Per Diem Travel Map produced by OFM at: <http://www.ofm.wa.gov/resources/travel.asp>.

Reimbursement for gratuity is not authorized.

Mileage reimbursement for use of a personal vehicle shall following the most recent IRS schedule for standard mileage rates for business and medical and moving expenses.

Meals for which the costs are included in a City-paid registration fee cannot be claimed by an employee for reimbursement. All claims for meal reimbursements for conferences shall include a copy of the conference schedule for determining meals provided by such conferences.

Travel

No personal automobile use is permitted by City employees without prior express written consent by the City Administrator or his/her designee. City-owned vehicles should not be used for business travel when the destination is less than a half a mile away from the employee's normal area of work.

Reimbursement for reasonable costs of business travel is authorized. If available, the use of a City vehicle is **required**. If a personal car is used, the employee must maintain proper insurance and agree that his/her insurance will serve as primary insurance. All travel costs are subject to approval by the City Administrator and/or the Mayor. General guidelines are as follows:

City Vehicle

Out-of-area costs of vehicle operations are authorized for fuel, oil, tires, and necessary repairs.

Vehicle

Expenses shall be reimbursed for travel within a three hundred (300) mile radius of the City at such rate per mile as established by the United States Internal Revenue Service for deductions. Trips beyond this limit will be reimbursed at the lower of (a) the established rate per mile, or (b) the lowest available (other than nonrefundable) airfare obtainable by the City, plus mileage reimbursement at the then-current City rate, based upon the estimated distance between the airport and the destination.

Rental Vehicle

The cost of vehicle rental when out of town on business is an exception to this policy and must be submitted

in writing to the Department ~~Manager~~Director and approved by the City Administrator, prior to travel.

Air Travel

Whenever feasible, air travel arrangements should be purchased at least five (5) weeks in advance of departure date. The authorized procurer will arrange for air travel based on the lowest available airfare. A travel agency may be used. If personal travel is combined with business travel, the traveling employee is responsible for paying the increase in airfare if necessary to accommodate the personal part of the flight.

Miscellaneous Travel Expenses

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry and the like are authorized. Whenever possible an original, itemized vendor's receipt will be required. If a receipt is not available log the time, date, facility or company, expense and reason a receipt could not be provided on the *Affidavit of Lost Receipt*, available from the Accounts Payable Department.

Out of State or Overnight Travel

To be eligible for any City reimbursement for overnight travel expense, the one-way travel distance must be greater than fifty (50) miles from the City or home. Approval for all overnight or out of state travel must be in writing by the Department ~~Manager~~Director or City Administrator.

Accommodations

Reasonable hotel/motel accommodations for employees and officials are acceptable and will be reimbursed for the single room rate. Exceptions may be requested in writing to the Department ~~Manager~~Director and approved by the City Administrator should a single room rate not be available. An original, itemized vendor's receipt is required for all claims.

Non-Allowable Expenses Include but Are Not Limited To:

Liquor, expenses of a spouse or other persons not authorized to receive reimbursement, beauty parlor or barber services, personal entertainment (movie rentals, etc.), theft, loss, or damage to personal property, damage costs caused by employee/officer actions, airline or other trip insurance, personal postage, reading materials, non-business-related telephone calls, laundry/dry cleaning, and personal toiletry articles.

Non-Travel Food and Beverage Reimbursement Policy

Reasonable expenses for refreshments including food and beverage that are associated with meetings, ceremonies or dedications whether attended solely by city employees or the public or some combination are considered legitimate City expenditures.

4.03 Advance Travel Funds.

The use of advance travel funds is authorized by the City. These are the guidelines for requests:

- Advance travel funds may be used for expenses incurred during the authorized overnight travel of a City employee or officer/elected official while on City business.
- Requests for advance travel funds shall be submitted to the City ~~Treasurer~~Finance Director on forms established by the City ~~Treasurer~~. Requests will be based on "per diem" rates for meals

and a reasonable estimate for those costs not directly billable to the City.

- The Advance Travel Request form will be submitted at least five (5) working days prior to departure, together with a copy of the agenda or conference/workshop application as verification of the purpose of the trip. Requests must be signed by the applicant and the individual's Department ~~Manager~~Director. Meal allowances will not be paid for meals that are included in the registration fee, whether or not the employee partakes of the meal. A continental breakfast is not considered a meal, and therefore if a registration includes a continental breakfast, the City will reimburse the employee for the cost of a regular breakfast, if claimed. Advances will be based on "maximum per diem allowances" for the locality to which the individual is traveling.
- Air transportation and hotel/motel accommodations will be billed directly to the City by the Vendor.
- Settlements of the Advanced Travel will be made on or before the tenth (10th) day following the close of the travel period by submitting to the City ~~Treasurer~~Finance Director a Travel and Personal Reimbursement Settlement Form. Any default in accounting for, or in repaying a travel advance shall render the "full unpaid" amount immediately due and payable with interest added at the rate of ten percent (10%) per annum, from the date of default until the advance is repaid. The City shall have the right to withhold any and all funds payable to such officer or employee to whom such advance has been made.
- No advance of any amount may be made to any officer or employee at any time when he/she is delinquent in accounting for or in repaying a prior cash advance.

4.04 Claims and Approval Process.

Travel and subsistence expenses will not be paid from Petty Cash

- Special approvals required by this policy shall be obtained by employees in advance. Such approvals shall be in advance of the event and by separate memo and the reasons for the exception.
- All claims by City Council members shall be approved by the Mayor.
- Claims that are rejected shall be reviewed by the Mayor for final disposition.

4.05 Use of City Charge Cards.

In its discretion, the City may issue charge cards to employees, elected officials, or appointed officials to cover authorized travel expenses and other purchases or acquisitions. The charge card users must submit fully itemized expense vouchers using the City of Orting Credit Card Expense Voucher form. Any charge not properly identified or not allowed following an audit must be repaid by the official or employee. If the amount owed is not repaid, the municipality may withhold all funds that would be payable to the officer or employee who used the charge card up to the amount of the disallowed charges. The card may not be used by any official or employee who has such charges outstanding, and it shall be surrendered upon demand of the City Clerk or City ~~Treasurer~~Finance Director.

The City's charge card may only be used for travel, training, local business meetings, meals, or authorized City purchases and acquisitions. All State and City purchasing requirements must be followed when using

credit cards for purchases and acquisitions. Personal expenses (i.e., telephone calls, purchases of items to be kept by the employee, etc.) are not allowed to be purchased on a City charge card, and cash advances are prohibited. Employees and elected or appointed officials using City credit cards are responsible for promptly reporting lost or stolen credit cards to the credit card company and to the City Clerk or City ~~Treasurer~~Finance Director.

Please return the City's charge card to the City Clerk's office within two (2) business days after you return from conducting City business. Within ten days of the return of the charge card to the City Clerk's office, the official or employee of the City who used the card must submit a fully itemized "Credit Card Expense Voucher." All employee expenditures require approval by the appropriate Department ~~Manager~~Director (or his/her designee) or by the City Administrator.

If a receipt is not available log the time, date, facility or company, expense and reason a receipt could not be provided, on the *Affidavit of Lost Receipt*, available from the Accounts Payable Department.

5. TIME OFF AND BENEFITS

5.01 Legal Holidays.

All regular status employees are entitled to an eight (8) hour paid holiday on the following days, observed in accordance with the official state calendar:

New Year's Day	Juneteenth	Thanksgiving Day
Martin Luther King Day	Independence Day	Day-after Thanksgiving
Presidents Day	Labor Day	Christmas Eve
Memorial Day	Veteran's Day	Christmas Day

For employees on a Monday through Friday work schedule, holidays will be observed in the following manner:

- a) When a holiday falls on a Saturday, the preceding Friday will be considered the holiday.
- b) When a holiday falls on a Sunday, the following Monday will be considered the holiday.

Any employee on vacation or sick leave during a holiday will not be charged vacation or sick leave for that day.

An employee who would otherwise be entitled to a holiday but is on leave without pay will receive compensation for the holiday, provided the employee has satisfied all of the qualifying payroll period provisions.

An employee on the payroll for less than a full month is eligible for a paid holiday provided the employee is in pay status a minimum of one working day immediately preceding and immediately following the holiday.

Floating Holiday

In addition to the above-listed holidays, two (2) eight (8) hour "floating" holidays, for all regular status employees who have completed at least six months of employment with the city, may be taken at the request of the employee and with the advance written approval of the Department ~~Manager~~Director each calendar year.

The floating holidays must be taken during the calendar year or entitlement to the day will lapse, except when an employee has requested a personal holiday and the request has been denied, by the Department ~~Manager~~Director, due to workload or scheduling.

5.02 Insurance Benefits.

The City endeavors to provide competitive benefits to its employees and their dependents. Information regarding current benefits as well as coverage and eligibility, is available from ~~Human Resources~~the City Personnel Director. The City of Orting will offer to regular full-time-status employees, their spouse (defined as the wife, ~~or~~ husband or registered domestic partner of an employee, not legally separated from the employee), and eligible dependents (defined as son, daughter, or stepchild), working at least forty (40) hours per week, insurance plans for medical, Long-Term Disability, Employee Assistance Plan (EAP),

vision, and dental benefits, to be used at the option of the employee, subject to the carrier's underwriting rules. For those employees not subject to a collective bargaining agreement, the City will contribute to the costs of such plans at least an equal amount to that of the Collective Bargaining Agreement for the Public Works and Office Workers. If insurance plan costs exceed the City benefit contribution, the remainder of costs incurred is the responsibility of the employee. All insurance premiums will be subject to applicable payroll taxes as required by the Internal Revenue Service.

Employees may waive the medical insurance benefit for themselves or dependents that are already covered under other medical insurance. Employees must provide proof of medical insurance coverage for themselves or their dependents. If waived, the City will increase the employee's compensation by fifty percent (50%) of the City's expense for the employee and/or dependent's premium. All applications for the waiver must be in writing and submitted to Human Resources~~the City Treasurer~~. If the City's insurance broker requires a minimum participation, then waivers will be granted on a first come, first served basis.

Part-Time & Term-Limited Employees

Term-Limited employees with terms under six (6) months and/or part-time employees working 24 hours or less per week are not eligible for medical benefits.

Term-Limited terms over six (6) months and/or part-time employees working 24-36 hours per week are eligible for employee *only* medical benefits, long-term disability and EAP benefits. Employee is eligible for medical insurance waiver if minimum participation requirements are met.

5.03 Sick Leave.

Reserve Police Officers, part-time employees working an average of 24 hours or less per week and temporary employees will accrue one hour of paid sick leave for every forty (40) hours worked, including overtime (hour for hour).

Regular full-time~~All other~~ employees will accrue eight (8) hours of paid sick leave per month or as specified in an applicable collective bargaining agreement.

Part-time employees working on average more than 24 hours per week will accrue a prorated sick leave amount as proportional to the FTE equivalent (ie: a .75 employee (working an average of 30 hours per week) will earn six (6) hours of paid sick leave per month).

Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave). Employees are eligible to use accrued paid sick leave ninety (90) days after starting employment. The accrual year is January 1 - December 31.

Rate of Pay

Employees shall receive their hourly rate of pay in effect during the time employees use paid sick leave.

Non-represented employees who separate from City service due to retirement or death shall be compensated for their total unused sick leave accumulation at the rate of twenty-five (25%) percent. Employees who are choosing to retire and wish to receive a sick leave payment, must provide a resignation letter and appropriate documentation of their decision to retire to the City's Personnel Director. Employees who are terminated or fired shall not be eligible for compensation for unused sick leave.

Compensation shall be based upon the employee's rate of pay at the time of separation and shall be subject to applicable withholdings under state and federal law.

Carryover

Non-represented employees may carry over up to 960 hours of sick leave from one year to the next year as the accruals begin again every January 1st.

Reserve police officers may carry over up to 100 hours from one year to the next year.

Authorized Use

Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member for:

- Mental or physical illnesses, injuries, or health conditions;
- Seeking medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
- Preventive medical care.

Sick leave is also authorized for health-related work site closures and for employee's child's school/daycare health-related closures. An employee may also use authorized sick leave if the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking including seeking legal or law enforcement assistance under the Domestic Violence Leave Act.

Family member is defined as:

- Child regardless of age or dependence
 - Includes: biological, adopted, foster, step, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent
- Parent, including spouse's parent(s)
 - Includes: biological, adoptive, de facto, foster, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
- Spouse & registered domestic partner
- Grandparent
- Grandchild
- Sibling

Incremental use of sick leave is allowed for all of the aforementioned reasons and may be taken in one hour or less increments.

Notification of Use of Leave

The City of Orting requires reasonable notice of anticipated absences. If the requested leave is foreseeable, the expectation is that an employee will provide ten (10) days advance notice to the employee's supervisor or provide as much advance notice as practicable. If the need for use of leave is unforeseeable, employees must provide notice as soon as possible to their supervisor prior to the start of their shift unless it is not practicable to do so. In the event it is impracticable for the employee to provide notice to their supervisor prior to the start of their shift, a person on the employee's behalf may provide notice to the employee's supervisor.

Verification

Absences extending longer than three (3) consecutive work days may require a doctor's note and are required within at least ten (10) calendar days following the first day of leave. There is no required verification if the leave is protected under the Domestic Violence Leave Act.

Employers may not require that the verification information provided explain the nature of the condition warranting sick leave. However, sick leave used for a purpose authorized under federal, state, or local law (e.g., FMLA, worker's compensation) permits an employer to request verification that complies with certification requirements.

If an employee believes that verification will result in an unreasonable burden or expense, he or she must provide a verbal or written statement that (i) the leave was for an authorized purpose and (ii) the verification requirement would cause an unreasonable burden or expense.

Retaliation

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is prohibited. Employees will not be disciplined for the lawful use of paid sick leave. If an employee believes he or she is being discriminated or retaliated against, promptly contact Scott Larson at: slarson@cityoforting.org.

If the employee is not satisfied with the response, the employee may contact the Washington State Department of Labor & Industries online at:

www.Lni.wa.gov/WorkplaceRights

Call: 1-866-219-7321, toll-free

Email: ESgeneral@Lni.wa.gov

Separation & Reinstatement

In the event an employee separates from the City of Orting, ~~there will not be financial reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation. If the employee separates~~ and is rehired within twelve (12) months, the ninety (90) day waiting period prior to use of paid sick leave is not imposed, and the City will reinstate the employees accrued, unused paid sick leave up to forty (40) hours.

5.04 Vacation Time

Non-Represented Management Director Level Employees:

Length of Service	Annual Accrual	Per Pay-Period
0 to 48 months (thru 4 years)	160	6.67
49 + months (beyond 4 years)	200	8.34

Non-Represented Professional Employees:

Length of Service	Annual Accrual	Per Pay-Period
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0 to 48 months (thru 4 years)	120	5
49 to 84 months (thru 7 years)	160	6.67
85 + months (beyond 7 years)	200	8.33

Acceleration of the accrual schedule may be allowable by authorization of the City Council and as specified in hiring letter and/or employee contract.

AFSCME Represented Employees:

Length of Service	Service Year(s)	Monthly Accrual
0 to 12 months	1st year	6.67
13 months through 48 months	2 - 4	8.0
49 months through 84 months	5 - 7	10.0
85 months through 120 months	8 - 10	12.0
121 months through 156 months	11 - 13	12.67
157 months through 192 months	14 - 16	13.33
193 months through 228 months	17 - 19	14.0
229 months through 288 months	20 - 24	14.67
289 months +	25+	16.67

Vacation time is accrued from the day you start working for the City, and it may be used after successful completion of your first six (6) months of actual service to the City. Vacation must be scheduled with the advance approval from your Department **Manager/Director** or from the City Administrator to limit interference with the operations of the City. Requests for vacation are to be submitted at least two (2) weeks in advance unless waived by the Department **Manager/Director**. Vacation time may be taken in one-half hour increments.

Vacation accrues according to the above schedule for regular Full Time Employees and will be prorated for Regular Part Time Employees. Temporary employee shall NOT be entitled to vacation time.

The Mayor may authorize the City Administrator to credit employees with a lump sum of vacation accrual for purposes of recruitment or retention. The amount of the lump sum will be at the sole discretion of the Mayor.

All vacations must be approved by the appropriate Department **Manager/Director**. Department **Manager/Director** vacations are approved by the City Administrator. City Administrator vacations are approved by the Mayor.

Vacation time may be accrued only to a maximum of 240 hours (30 days), except under unusual circumstances and with approval of the Department **Manager/Director** and the City Administrator. Unapproved accrual beyond the 240 hours limit will be forfeited by the employee. Non-represented employees may be credited with up to 120 excess vacation hours beyond the 240 maximum accrual limit. While not accrued for payout upon separation from employment, these excess vacation hours will be held on account for use by the employee subject to the provisions of this section governing use of vacation leave.

Upon separation from City employment, any regular status employee with more than the equivalent of six (6) months of service shall be paid for up to a maximum of 240 hours of accrued vacation. Compensation shall be based upon the employee's salary at the time of separation and shall be subject to applicable withholding under state and federal law.

Any holiday occurring during an approved vacation is not counted as a day of vacation taken.

Vacation Leave Sharing

- 1) Employees who are suffering from an illness, injury, impairment or physical or mental condition, which is of an extraordinary or severe nature and which has caused, or is likely to cause the employee to either be in a leave without pay status or to terminate employment with the city, may, subject to the provisions of this section or, for represented employees, subject to collective bargaining agreements addressing this issue, be permitted to receive donations of vacation leave from other employees.
- 2) Requests for Vacation Leave Donations: Employees who wish to receive donations of vacation leave must submit a request to the City Administrator. The request must include an explanation of the circumstances that make the donations necessary and must be supported by the opinion of a qualified medical professional.
- 3) Determination of Eligibility for Vacation Leave Donations: The City Administrator may authorize vacation leave donations if the employee has depleted or is about to deplete his/her annual leave and sick leave accruals.
- 4) Amount of Vacation Leave to be Donated: The total amount of vacation leave that can be donated to an employee will be determined by the City Administrator.
- 5) Eligibility for Donations: Any employee with more than eighty (80) hours of vacation leave accrued may authorize a donation of vacation leave to another employee who has been authorized by the City Administrator to receive vacation leave donations. In no event will an employee be allowed to donate more than twenty five percent (25%) of his/her accrued vacation leave.
- 6) Procedures:
 - a) While an employee is on leave donated under this section, he or she shall continue to be classified as a City employee and shall receive the same treatment in terms of salary, wages, and employee benefits as the employee would normally receive if using accrued annual leave.
 - b) Donated leave will be used on a 1st donated, 1st used process.
 - c) If any leave donated under this section is not used, it will be returned to the donating employee(s) provided that there is no reasonable expectation that the leave will be needed in the near future in connection with the illness or condition for the which the donation was permitted.

5.05 Bereavement Leave.

The City affords regular full-time and regular part-time employees time off with pay in the event of a death in the employee's immediate family. The employee's immediate family is defined as the employee's spouse, domestic partner, parents, step-parents, children, step-children, grandchildren, great-grandchildren, brothers, sisters, step-brothers, step-sisters, son in-law, daughter in-law and grandparents. The term also includes a spouse's parents, step-parents, brothers and sisters. Unusual circumstances shall receive individual consideration. In the event of a death in an eligible employee's immediate family, the employee

may receive up to three (3) days of Bereavement Leave with pay.

Employees on Bereavement Leave shall continue to accrue Sick Leave and Vacation benefits. Bereavement Leave is not cumulative nor payable upon termination of employment. The period of Bereavement Leave may be extended by the use of accrued Vacation time, or if warranted, Sick leave for a maximum five (5) additional days.

5.06 Jury Duty Leave.

Serving on a jury is a fundamental responsibility of citizenship, and the City supports this important role in our society. However, to ensure that we can provide proper service to the public, if you receive a notice for jury duty service, please contact your Department ~~Manager~~Director or City Administrator as soon as possible so that appropriate scheduling needs can be met. If your absence would pose a significant hardship for the City, you may be asked to request a postponement of jury duty from the court. Jury duty leave is paid at your regular rate for the time you are required to serve up to eighty (80) hours, less juror's fee received (excluding juror expense payments). You are expected to report to work on any day that you are released from service with four (4) or more hours left in your regular shift.

5.07 Military Leave.

We recognize the importance of enabling employees to serve in the military. An Employee who is a member of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps reserve of the United States are entitled to a paid military leave of absence for a period not to exceed twenty-one (21) working days during each year beginning October 1 and ending the following September 30. Military leave shall be charged only for days that he or she is scheduled to work for the City. Military leave may be used for required military duty, training, or drills including those in the National Guard under Title 10 U.S.C., Title 32 U.S.C., or state active status. During the period of military leave, the officer or employee shall receive his/her normal pay. Military leave in excess of the twenty-one (21) days of paid time off will be unpaid, unless the employee elects to use accrued leave. All benefits continue to accrue during military leave of less than thirty (30) days.

An employee who enters the state or federal armed services for an extended tour of duty is eligible for an extended, unpaid military leave of absence, which may continue up to five (5) years, unless otherwise provided under federal law. Employees may use all accrued but unused vacation benefits as soon as their extended military leave begins. All insurance benefits will end on the last day of the month in which the extended military leave begins but the employee may extend medical coverage under COBRA if desired. Employees who leave work to serve in military duty are entitled to reemployment and benefit resumption consistent with relevant state and federal laws.

Employees should notify their Department ~~Manager~~Director as soon as they receive notice of the need to report for military duty or training, and should provide the Department ~~Manager~~Director with a copy of military orders.

5.08 Leave for Spouses/Domestic Partners of Military Personnel.

The Washington State Military Family Leave Act (MFLA) allows an employee whose spouse is a member of the United States armed forces, National Guard or reserves to take fifteen (15) days of leave when the

spouse is notified of an impending call to active duty or when the spouse is on leave from an active duty deployment.

The purpose of MFLA leave is for families of military personnel serving in military conflicts to spend time together. This leave may be used prior to deployment or during the spouse's leave from deployment, but may not be used at the end of the deployment. An employee must work for an average of twenty (20) or more hours per week to qualify for MFLA.

An employee who seeks to take family military leave should provide the City with notice of his/her intent to take leave within five (5) business days of receiving official notice that the employee's spouse/domestic partner will be on leave or of an impending call to active duty. An employee may elect to use the employee's accrued paid leave in connection with such leave.

5.09 FMLA and WA-PFML.

Family and Medical Leave Act (FMLA) Policy

The City of Orting complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact the Personnel Director or Human Resources.

Eligibility

To be eligible for leave under this policy, employees must meet **all** of the following requirements:

- Have worked at least twelve (12) months for the City of Orting.
- Have worked at least 1,250 hours for the City of Orting over the twelve (12) months preceding the date the leave would commence.
- Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Reasons for Leave

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.

- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

Amount of Leave

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the City may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work-weeks (or 26 work-weeks to care for an injured or ill service member) in a 12-month period.

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations.

Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the department director or Human Resources.

When the need for the leave is foreseeable, the employee must provide the City with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

Designation of FMLA Leave

Within five business days after the employee has submitted the required certification or other documentation, Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all sick leave, paid vacation, comp time, personal and/or holiday leave prior to being eligible for unpaid leave. Paid leave will run concurrently with FMLA leave until all accrual banks are exhausted at which time the remainder of the FMLA leave will be designated as unpaid leave. Sick leave accruals may be used if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. The employee will be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation leave, comp time, personal holiday, holiday leave and/or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

Employee Status and Benefits During Leave

The City of Orting will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the 25th day of each month. If the payment is more than 15 days late, the employee's health care coverage will be dropped for the duration of the leave. The City will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or disability plan, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the City will discontinue coverage during the leave.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the City's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Washington Paid Family Medical Leave (WA-PFML)

Washington Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care. If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- Welcome a child into your family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
 - Spouses & domestic partners
 - Children (biological, adopted, foster, stepchild, legal guardian, de-facto, loco-parentis and/or in-law)
 - Parents and legal guardians (or spouse's parents)
 - Siblings
 - Grandchildren
 - Grandparents (or spouse's grandparents)
 - Someone who has an expectation to rely on you for care-whether you live together or not. (WA-PFML may require documentation about the relationship to the person or certification of their medical need.)
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military-connected paid leave, visit: www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity.

Payment of premiums

The program is funded by premiums paid by both employees and employers. Employees will pay, through payroll deduction, a percentage of the total premium rate, as determined under RCW 50A.04.030

Use of Paid and Unpaid Leave

An employee approved for WA-PFML can use sick leave for time loss during the first week (waiting week) without impacting their Paid Leave benefits. The City of Orting offers Supplemental Benefits (drawn from accrual banks) up to 50% of lost regular working hours to be paid as Supplemental Benefits for all time loss *after* the initial waiting week.

If the employee is eligible for federal FMLA and the WA-PFML leave runs concurrently or overlaps, the employee will be entitled to maintain health insurance while on leave. The employee must continue to pay their cost-share portion of the insurance premium while on leave.

Definitions

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.

Key employee is a salaried, FMLA-eligible employee who is among the highest paid ten percent (10%) of all the employees employed by the employer within 75 miles of the employee's worksite.

Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.

Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term includes parents "in law" *only* under WA-PFML.

Qualifying exigency includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed

Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The next of kin of a covered service member is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

Serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

5.09 — Pregnancy/Childbirth Disability Leave.

~~An employee will be granted leave for the period of time that she is temporarily disabled because of pregnancy or childbirth. Medical certification may be required to confirm the need for leave. Pregnancy/Childbirth Disability leave is unpaid, provided that an employee must use her accrued paid leaves before the unpaid portion of the leave begins.~~

5.10 Leave Due to Domestic Violence or Sexual Assault.

This leave is available to an employee who is a victim of domestic violence, sexual assault, or stalking. It is also available to employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. A reasonable amount of leave may be taken, and is available in blocks, intermittently, or on a reduced leave schedule. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use the employee's accrued paid leave in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- To seek treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault,

or stalking.

When possible, employees should give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designee) should give notice of the need for this leave no later than the end of the first day the employee takes the leave. The City may require verification to support the need for the leave. Except where disclosure is authorized or required by law, the City will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

5.11 Disability Leave.

~~An unpaid medical leave of absence may be granted to employees who are unable to perform the essential functions of their position due to a disability as a reasonable accommodation unless the City concludes the additional leave would impose an undue hardship on the City's business. A written request for a medical leave of absence must be provided to the City Administrator along with a doctor's certification indicating the nature of the disability, its impact on the employee's ability to perform the essential functions, the need for leave as a reasonable accommodation and the anticipated length of absence.~~

~~An employee on leave of absence status shall continue to accrue continuous service but does not accrue Vacation or Sick Leave, and is not paid for Holidays. Health and life insurance coverage will cease unless the employee pays the applicable premiums; details regarding COBRA coverage would be provided at that time. The City will discontinue health insurance and other insurance coverage for employees and their dependents if the employee does not return to work after the agreed upon end of the leave of absence or after a reasonable amount of time as determined by the City (again, subject to COBRA rights).~~

5.112 Leave Due to Inclement Weather.

Absence due to an employee's inability to report for scheduled work because of severe inclement weather, conditions caused by severe inclement weather, or other significant disruptions of the transportation system shall be charged to the following in the order listed:

- Accrued vacation leave, annual leave (floating holiday) or compensatory time;
- Accrued sick leave up to a maximum of twenty-four (24) hours in any calendar year.

5.123 Unauthorized Absence.

An unauthorized absence will be charged to available leave in the following order:

- Accrued vacation leave, annual leave (floating holiday), compensatory time;
- Accrued sick leave, if applicable.

If the unauthorized absence is not related to protected leave, the City may treat the unauthorized absence as grounds for disciplinary action. Upon return from unauthorized absence, the employee is required to provide a written statement to the Department ~~Manager~~ Director explaining the reason for the absence. An unauthorized absence for a period of three (3) days may be considered as a resignation from employment of the City.

5.134 Retirement.

In accordance with State law, all employees in a qualifying position, regardless of appointment status, will become members of the City's retirement system. Payroll deduction for employee contributions is required, regardless of anticipated length of service. Employer contributions will be made in accordance with applicable State law.

A PERS/SERS eligible position is one that is expected to require at least five months of 70 hours or more for two consecutive years initially. Once a position is determined to be eligible it will continue to be eligible if it requires at least five months of 70 or more hours of compensated service at least every other year.

Uniformed personnel shall be members of the Washington Law Enforcement Officers and Fire Fighters Retirement System with employer contributions made in accordance with applicable State law.

5.145 Wellness Program.

In accordance with City of Orting's commitment to health and safety, we have established a Wellness Program for the following purposes:

- 1) To maintain and enhance employee interest in health and safety issues.
- 2) To ensure that ~~manager~~directors, supervisors and employees are aware through training activities that they are responsible for the prevention of workplace accidents.
- 3) To help make health and safety activities an integral part of the organization's operating procedures, culture and programs.
- 4) To provide an opportunity for discussion of health and safety problems and possible solutions.
- 5) To inform and educate employees and supervisors about health and safety issues and research findings, etc.
- 6) To help reduce the risk of workplace injuries and illnesses.
- 7) To help ensure compliance with federal and state health and safety standards.

The Wellness Committee is comprised of a cross-section of the organization employee roster. Employees interested in participating on the Committee should contact the Wellness Program Director.

To accomplish the above objectives, the Wellness Committee will:

- Develop a written mission statement in accordance with the organization's overall requirements.
- Define duties and responsibilities of committee members.
- Identify and prioritize goals and establish action plans to achieve each goal.
- Include representation from different levels and areas of the organization element.
- Meet at least monthly.
- Record and disseminate minutes of meetings, documenting attendance, problems, and issues, as well as corrective action proposed and actions taken to address each issue.
- Develop methods to increase and maintain safety awareness.
- Organize special subcommittees to address specific issues, projects or programs.
- Distribute wellness information and pamphlets to employees.
- Develop methods for employee ideas and suggestions submittals.

6. EMPLOYEE RESPONSIBILITIES

Here is a summary of what the City expects from you.

6.01 Personal Appearance.

Employees with a neat, clean appearance are important to our operation, especially when those employees are dealing with the public. How you look is the image the public has of the City of Orting. Employees should wear clothing appropriate to their job, and present an appropriately professional image.

Some employees may be required to wear specific types of clothing due to the nature of the job or safety requirements. When in doubt, ask your supervisor for assistance in determining what is appropriate.

6.02 Computer Usage.

As a City employee, you may use computers extensively in your job. A few rules are necessary so that everyone can get the maximum benefit from the City's investment in technology.

Software

In order to protect the City of Orting's computer system from viruses and ensure that the software used is compatible with City computers, only software purchased or approved by the City may be installed on City computers. Before installing any software not purchased by the City, you must check with the City Administrator. Software purchased by the City is for legitimate City business use only. It may not be copied or taken home.

Copyright Compliance

Software is protected from unauthorized duplication by law. The City of Orting respects the legal rights of software developers and expects employees to do the same. No employee may duplicate software, or otherwise use software other than in accordance with the terms of its license. Software that has been duplicated without authorization may not be installed on City computers.

Electronic Media and Internet Usage

The City provides communication resources including computing resources, electronic mail (email), internet access, mobile devices, and other electronic communications equipment (collectively referred to as City Technology Resources) to employees to assist in and facilitate City business and communications. The primary purpose of the City's network and systems is to provide service to the public as part of the City's business, in a manner that is consistent with the City's vision and values. De Minimis, incidental personal use of the City's Technology Resources by employees is permitted if accomplished in compliance with the provisions of this policy, as set forth below. This policy does not address all required, allowed, or prohibited behaviors by employees, but covers common examples. In general, the City relies on the good judgment of its employees to ensure that City Technology Resources are used in the public's best interest.

No Expectation of Privacy

By using the City's technology employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the systems, including any data created, stored or transmitted during an employee's incidental personal use

of the technology as permitted under this policy. Employees further agree that they are aware of, understand and will comply with the provisions of this policy, and that their use of the technology can and will be monitored and any data that they create store, or transmit on or over City systems may be inspected by City management at any time. Employees should understand that certain email messages, other electronic communications, and documents created on City computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

Ownership and Confidentiality

All software, programs, applications, templates, data, data files and web pages residing on City computer systems or storage media or developed on City computer systems are the property of the City. The City retains the right to access, copy, modify, destroy or delete this property. Data files containing confidential or sensitive data must be treated accordingly and must not be removed from the workplace without proper authorization.

Acceptable Uses of City's Technology Resources

The City's technology may be used by employees or volunteers for City business. De Minimis, incidental personal use may be permitted where, in the judgment of the employee's ~~manager~~supervisor(s), such use does not interfere with employee or department productivity, nor distract/take time away from the worker or co-workers assigned work. De Minimis, incidental personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to City; (5) it does not solicit for or promote commercial ventures; (6) it does not utilize excessive network resources; and (7) it does not constitute any prohibited use, as discussed below.

Prohibited Uses of the City's Technology Resources

Use of the City's technology to engage in any communication that violates federal, state, or local laws or regulations, or any City policy, is strictly prohibited at all times. In addition, the following uses of City's technology are inappropriate and are prohibited at all times, unless specifically exempted below:

- 1) Personal business or commercial use (meaning use that benefits an employee's outside employment or commercial business);
- 2) Accessing, receiving or sending pornographic, sexually explicit or indecent materials, including materials of an offensive nature;
- 3) Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability or other protected status;
- 4) Gambling;
- 5) Usage for recreational purposes including the loading of computer games or playing online games;
- 6) Usage that precludes or hampers City network performance; such as viewing or listening to streaming audio and/or video unless for City business, such as for online training;
- 7) Unauthorized copying or downloading of copyrighted material;
- 8) Usage that violates software license agreements;
- 9) Downloading of software programs unless specifically approved by applicable ~~Manager~~Director and coordinated with the IT Manager;
- 10) Usage for political purposes, including partisan campaigning;
- 11) Sending anonymous messages and/or misrepresenting an employee's name, position, or job

- description;
- 12) Deliberately propagating any virus, worm, Trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's networks or systems, or those of any other individual or entity;
 - 13) Releasing misleading, distorted, untrue or confidential materials regarding City business, views or actions;
 - 14) Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
 - 15) Use of technology resources for personal use beyond a De Minimis amount or in any manner so as to deprive others of system use or resources, including, but not limited to, the sending of bulk email for other than official business or forwarding "chain letter" emails of any kind;
 - 16) Connecting to the City's network, or any specific software package, utilizing somebody else's security identification login information to gain alternate security permissions;
 - 17) Any personal use, even if incidental, that results in expense to the City; and
 - 18) Usage that violates the guidelines set forth in the Standards of Conduct described in this Handbook.

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred as a result of copyright and licensing requirements.

Downloading Files from the Internet or Opening E-mail Attachments

Downloading files from the internet or opening e-mail attachments from sources outside the City can lead to spyware and/or virus attacks that can severely damage, or degrade the City's network and/or data. Anti-virus and anti-spyware software does not guarantee that all spyware is blocked, or that all viruses are caught. If you are downloading a file and receive a message that a virus or spyware has been detected, you must contact the IT Manager immediately for assistance. Similarly, if you receive an e-mail with a suspicious attachment, or from an unusual source, you should notify the IT Manager, before opening it. If you notice that your computer is behaving strangely or you suspect spyware or a virus, notify the IT Manager.

Finally, employees are expected to not use personal cell phones, personal data devices, smartphones, tablets or similar devices during working time for personal business or commercial use.

Security

You are responsible for the Internet access and the messages sent from your account. Please log off before leaving your computer unattended. Also bear in mind that the use of aliases while using e-mail or accessing the Internet is prohibited. It is also inappropriate to misrepresent an employee's job title, job description, or position. To prevent unauthorized use of your computer, do not give out your password to anyone and change your password on a regular basis.

6.03 Computer Usage Supplement: Email & Internet Etiquette Tips.

The following tips are intended to provide you with a tool when using e-mail and/or the Internet. These tips supplement the City of Orting's Computer Usage Policy.

Always be yourself. Through the use of electronic communications, we are able to embrace a new "spirit of community" within our City, as well as build and enhance relationships directly with our customers. Therefore, be as courteous, friendly and thoughtful as you would be in person. Always represent yourself

as yourself - never someone else.

Use of the Internet wisely. The Internet should only be used as follows:

- Research on work related topics/issues
- Investigating City-related topics or practices of other cities
- Sending/receiving documents outside the City
- City-related purchasing
- Communicating with vendors, media, council members, residents, and other external constituencies
- Other work-related activities and information gathering

Consider your audience. Send e-mail messages only to those who need the information. This is particularly important when sending a broadcast announcement to a large group of people. Simply sending a message to City server group names without understanding the people affected potentially results in many individuals receiving and processing useless information.

Keep it brief. Learn to compose messages like a journalist writing an article. Focus on the facts, placing the most important information at the front of the memo. Attach additional information (spreadsheets, word processing documents, and graphics) via files, but pay attention to size. File attachments which are too large can be difficult or impossible to retrieve.

Remember that e-mail and the Internet are public, not private. Any message sent via e-mail can be reviewed by a third party. Therefore, do not send anything that you would be uncomfortable to communicate in public.

Be responsive. If you receive a message which requires your attention and response, reply back to the sender within a reasonable time frame. Even if you can't provide the answer to a question, let the individual know that you are working on it.

6.04 Cellular Telephones.

The City may require you to use a cellular telephone in the performance of your job or in emergency situations. In either case, the City shall pay the expenses related to the purchase, lease or rental of a cellular phone. Please see your Department ~~Manager~~Director about the procedures for purchasing the cellular telephone and related equipment and maintaining it in the City's inventory. You are responsible for taking reasonable precautions to prevent equipment theft and vandalism, including securing the equipment in a proper manner at all times.

Use of City-Owned Cellular Telephones

The City provides cellular telephones to certain employees to improve both the services provided to the community and the communications with other City employees for City business. Therefore, City-owned cellular phones shall only be used for City purposes and/or in the event of an emergency. If personal calls have been made on the cellular phone, you must reimburse the City immediately following receipt of an invoice and prior to the time payment is due to the cellular telephone service provider. Payment shall be made to the City on a City ~~Treasurer's~~Finance Director's receipt for permanent record keeping.

Remember that cellular telephones are not a secure method of transmitting information. You are therefore expected to use discretion in relaying confidential information. The City reserves the right to monitor the use of all City-owned telephones. If it is determined that there is an abuse of City-owned cellular telephones, then appropriate disciplinary actions will be taken.

Use of Your Personal Cellular Telephone to Conduct City Business

Personal cellular telephone usage for City business must be authorized in advance in writing by the Department ~~Manager~~Director and the City Administrator. Generally, you will not be reimbursed for any business-related calls unless you have received such prior written approval. All requests for reimbursement shall additionally be subject to approval by the Department ~~Manager~~Director or City ~~Treasurer~~Finance Director. By using your personal cellular telephone, you assume full responsibility for any and all personal costs associated with the use of your cellular telephone service unless other arrangements are approved by the Department ~~Manager~~Director and the City Administrator.

The records you create (i.e. text messages, voicemail messages, picture messages, etc.) by using your personal cellular phone for City business will result in the creation of public records on your personal cellular phone. By using your personal cellular phone for City business, you agree to maintain and retain all records consistent with the Public Records Act and the State retention schedule and to provide those records to the City upon request. The City may also require, and you agree, to sign an affidavit related to your search of your personal cell phone upon request should records stored on your personal cellular phone become subject to a public records request.

Managerial Procedures

When determining whether an employee should be **required** to use a cellular telephone in the course of a job, the following factors should be considered: 1) usage costs for a cellular telephone versus alternative communication choices like pagers, voicemail, etc., and 2) the level of employee need; i.e. determine what the phone will be used for, how often will the telephone be used, the ramifications of not having a cellular phone, etc.

Cellular telephone acquisition and usage must be budgeted annually in the City's operating budget and

reviewed periodically for a more cost-effective service provider or a better method of communication. In the event that a less costly, safer or more convenient alternative is made available, the cellular telephone usage will be discontinued.

6.05 Use of City Property.

City supplies and equipment must be conserved for the authorized conduct of official business and for such services as are available to the public generally. By state law, they are not for personal use. City stationery, supplies and postage may not be used for personal mail.

If you are entrusted with City equipment, materials or property to use in your job, you are responsible for its proper use and maintenance. If you need to borrow or take home City property for City business, you must have authorization from your supervisor.

All communications technology is the property of the City and should be used only for official business. Please limit incoming and outgoing personal phone calls to necessary calls and keep them to a minimum. When personal, long distance use is unavoidable, you should call collect or charge the call to a home telephone or personal credit card, if possible, or log the user charges and reimburse the City for them. You are responsible for all charges incurred and are required to reimburse the City for long distance charges in the following billing cycle. Other City equipment, including vehicles, should be used by employees for City business only. An employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

The City may provide a locker, cabinet, or desk for your personal belongings. Only City-provided locks may be used on these facilities. The City reserves the right to inspect City-owned property with or without notice, for legitimate business reasons. The City is not responsible for employee valuables, vehicles, or personal possessions brought onto City property. Please also refer to the Travel Policy.

7. STANDARD OF CONDUCT AND DISCIPLINE

We all succeed at the City when we respect the needs and interests of the public, the City, and our co-workers. While the City management generally believes in progressive discipline, which calls for appropriate discipline in appropriate circumstances, the City reserves the right to review each situation independently and to make a decision on what it deems to be appropriate discipline in all cases, up to and including discharge. The City may use “coaching” or counseling initially, to be followed by more serious discipline (such as written reprimands, disciplinary probation, suspension or discharge), if the City determines that the situation is not improved or becomes more flagrant. However, in each situation, the City reserves the right to skip one or more of the steps described below. The decision to use progressive discipline in a given case is an attempt to improve the performance or behavior, but does not change the at-will nature of the employment relationship. For represented employees, the City adheres to procedures set forth in the applicable labor agreement.

Some examples of conduct that may lead to discipline or discharge include:

- 1) Insubordination;
- 2) Unauthorized release of City, customer or co-worker information;
- 3) Swearing or verbal abuse while on City premises or representing the City;
- 4) Falsification of any work, personnel, or other City records;
- 5) Unauthorized taking or removal of City funds or property;
- 6) Dishonesty;
- 7) Discrimination against or harassment or retaliation of co-workers, vendors, or members of the public;
- 8) Possession, consumption, or being under the influence of alcohol or a controlled substance at work, on City premises or while representing the City;
- 9) Deliberate damage to or misuse of City property;
- 10) Bringing a weapon into city facilities or vehicles unless authorized to do so as part of your employment (i.e. police);
- 11) Fighting or threatening to fight with another employee;
- 12) Serious misconduct of any kind;
- 13) Poor performance;
- 14) Excessive absenteeism or tardiness or failure to report in when absent or tardy;
- 15) Failure to comply with safety or security rules and procedures;
- 16) Violation of City policy;
- 17) Improper handling of cash or other financial transactions;
- 18) Sleeping on the job;
- 19) Failure to report immediately to your Supervisor any accident or injury which occurs on the job;
- 20) Failure to report to work for three (3) consecutive workdays without prior notification to the City in the absence of a bona fide reason will be considered job abandonment; and
- 21) Smoking in non-smoking areas or in City vehicles.

These examples are not all-inclusive; other behavior may also be grounds for discipline or discharge.

Managerial Procedures

Verbal Counseling

Supervisors should generally notify employees verbally at least once if the employee commits a less serious offense or the supervisor sees an unacceptable trend in performance or conduct. A memorandum covering the conversation should be prepared by the supervisor for inclusion in the Employee's personnel file, and a copy of the prepared memorandum should be provided to the employee.

If the employee's performance or conduct improves, and no further verbal counseling or other disciplinary action on any issue is required for twelve months of actual service to the City thereafter, the memorandum shall be removed from the Employee's personnel file.

Written Warning

If an employee's inadequate performance or conduct does not improve following verbal counseling, or if an employee commits a serious offense, the supervisor, after consultation with and approval from the City Administrator, should issue a formal written warning to the employee. The employee should receive the original Written Warning, and a copy should be placed in the employee's personnel file.

If the employee's performance or conduct improves, and no further verbal counseling or other disciplinary action on any issue is required for twelve (12) months of actual service to the City thereafter, the Department **Manager/Director** may request that the Written Warning be removed from the Employee's personnel file. The final decision rests with the City Administrator.

Suspension

There may be times when a suspension is appropriate. All suspensions require the advance approval of the City Administrator. Suspensions for non-exempt employees should be issued by the Department **Manager/Director** or his/her designee. Only the City Administrator may suspend an exempt employee. A non-exempt employee may be suspended without pay for a period normally not to exceed five (5) work shifts. An exempt employee may be suspended without pay in increments of full workweeks. Circumstances warranting a suspension include, but are not limited to, the following:

- When the City determines the situation or violation poses an imminent danger to persons or City property or disruption to City operations.
- When the City believes that effecting a suspension may resolve a situation short of termination.

Termination

If an employee fails to respond to verbal counseling and/or a written warning of inadequate performance or conduct, or if an employee commits a serious offense, the Employee may be terminated. All proposed termination actions must be reviewed by the City Administrator, City Personnel Director and receive endorsement by the Mayor.

Administrative Leave

The City may place an employee on administrative leave with pay for an indefinite period of time, as determined by the City Administrator to be in the best interest of the City during the period of an

investigation or other administrative proceedings. The City may require the employee to be available during their regular work shift while on administrative leave.

7.01 Employee Suggestions and Concerns.

We all benefit when employees have an opportunity to share both suggestions for improving our operations, and concerns about problems they may be having.

If you have an idea for improving the way we do things here at the City of Orting, please share it. It is always appropriate to share such ideas informally with your co-workers and/or supervisor. We also encourage you to write your suggestion down and submit it to the Department ManagerDirector or City Administrator.

It is our intent here at the City of Orting to try to do what is fair and reasonable at all times in our day-to-day relations with our employees. To that end, all employees, including supervisors, are urged to use the City of Orting Employee Concern System to address work related concerns. A “concern” is any question or dispute regarding the interpretation or application of the City’s personnel policies and procedures, or other work-related situation. We encourage you to raise any and all work-related concerns. You will not be retaliated against for raising concerns through this process. Concerns regarding discrimination, harassment and retaliation should be raised through the complaint procedure specific to those concerns. Represented employees should use the grievance procedures in their labor agreements.

City of Orting Employee Concern System for all other concerns is set forth below. Steps must be taken in succession.

Step One: Your Supervisor

Each employee is encouraged to take up his/her own employee concern with his/her immediate supervisor. To be sure that we are dealing with current information, please try to raise any concerns within two (2) working days of the occurrence or date that you become aware of it. If the concern is resolved at this step, your supervisor should place a memo in your personnel file regarding the resolution. If your concern involves your immediate supervisor in a way that you are reluctant to discuss it with him/her, please go directly to Step Two. If your supervisor does not respond or his/her response seems unreasonable or not satisfactory, you may go on to Step Two.

Note: The multi-level supervisory command structure of the Police Department shall apply for all uniformed and non-uniformed police employees as Step 1.

Step Two: City Administrator

If the concern cannot be resolved at Step One, you, your supervisor, or your Department ManagerDirector may refer it to the City Administrator. After your matter has been studied, and the City Administrator takes whatever steps he/she deems appropriate, he/she will then issue a written response to you, generally within twenty (20) working days of receipt of your concern at Step Two. The decision of the City Administrator will be final and binding. The final resolution will be noted in your file.

8. CODE OF ETHICS AND POLICY FOR REPORTING IMPROPER GOVERNMENTAL ACTION AND PROTECTING EMPLOYEES AGAINST RETALIATION

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, the City of Orting encourages employees to disclose any improper governmental action taken by City officials or employees without fear of retaliation. The policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.

Key Definitions – RCW 42.41.020:

Improper Governmental Action: Any action by a municipal official or employee that is:

1. Undertaken in the performance of the official's or employee's official City duties, whether or not the action is within the scope of the employee's employment, and
2. Is in violation of any federal, state or local law or rule; an abuse of authority, of substantial and specific danger to the public health or safety; or a gross waste of public funds, and
3. "Improper governmental action" does not include personnel actions including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, and reductions in pay, dismissals, suspensions, demotions, and violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands. In addition, employees are not free to disclose matters which would affect a person's right to legally-protected confidential communications, such as attorney-client privilege or executive session communications.

"Retaliatory action" means: (a) Any adverse change in a [City] employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or (b) hostile actions by another employee towards a [City] employee that were encouraged by a supervisor or senior manager or official. RCW 42.41.020(3).

Emergency: A circumstance that if not immediately changed may cause damage to persons or property.

8.01 Prohibited Conduct.

No current city employee shall engage in the following:

Disqualification from Acting on City Business.

- 1) Engage in any transaction or activity which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify himself/herself from official action in those instances where conflict occurs;
- 2) Have a financial or other private interest, direct or indirect, personally or through a member of his/her immediate family, in any matter upon which the employee is required to act in the discharge of his/her official duties, and fail to disqualify himself/herself from acting or participating;

- 3) Fail to disqualify himself/herself from acting on any transaction which involves the City and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his/hers, or of his/her firm or partnership;
- 4) Have a financial or other private interest, direct or indirect, personally or through a member of his/her immediate family, in any contract or transaction to which the city or any city agency may be a party, and fails to disclose such interest to the appropriate city authority prior to the formation of the contract or the time the city or city agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

Improper Use of Official Position:

- 1) Use his/her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of the city; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
- 2) Use or permit the use of any person, funds, or property under his/her official control, direction, or custody, or of any city funds or city property, for a purpose which is, or to a reasonable person would appear to be, for other than a city purpose; provided, that nothing shall prevent the private use of city property which is available on equal terms to the public generally (such as the use of library books or tennis courts), the use of City property in accordance with City policy for the conduct of official city business (such as the use of a city automobile), if in fact the property is used appropriately; or the use of city property for participation of the City in activities of associations of governments or governmental officials;
- 3) Except in the course of official duties, assist any person in any City transaction where such City employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the city; provided that this subsection shall not apply to: any employee appearing on his/her own behalf or representing himself/herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by law;
- 4) Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his/her immediate family, in a business entity doing or seeking to do business with the city, and influence or attempt to influence the selection of, or the conduct of business with, such business entity by the city.

Accept Gifts or Loans:

- 1) Solicit or receive any retainer, gift, loan, entertainment, favor, or other thing of monetary value from any person or entity where the retainer, gift, loan, entertainment, favor, or other thing of monetary value has been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given with intent to give or obtain special consideration or influence as to any action by such employee in his/her official capacity.

Disclose Privileged Information:

- 1) Disclose or use any privileged or proprietary information gained by reason of his/her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

Hold Financial or Beneficial Interest in City Transaction:

- 1) Regardless of prior disclosure thereof hold or acquire a beneficial interest, direct or indirect, personally or through a member of his/her immediate family, in any contract which, in whole or

in part, is, or which may be, made by, through, or under the supervision of such employee; or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person or entity beneficially interested therein.

8.02 Prohibited Conduct After Leaving City.

No former employee shall, after leaving City office or employment:

- 1) Disclose or use any privileged, confidential, or proprietary information gained by reason of his/her city employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
- 2) Assist any person in proceedings involving the agency of the City with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted in the course of duty for a period of one (1) year after leaving employment and subject to subsection 1 above;
- 3) Represent any person as an advocate in any matter in which the former employee was officially involved while a City employee for a period of one (1) year after leaving employment and subject to subsection 1 above;
- 4) Participate as a competitor in any competitive selection process for a City contract in which he or she assisted the City in determining the project or work to be done or the process to be used for a period of one (1) year after leaving employment and subject to subsection 1 above.

8.03 Procedure for Reporting Improper Government Action.

City employees who become aware of Improper Governmental Action should follow this procedure:

1. Bring the matter to the attention of his/her supervisor, if the supervisor is not involved in the matter, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
2. Where the employee believes the improper action involves the supervisor, the employee may raise the issue directly with the City Administrator, City Personnel Director, or the Mayor. The complaint should be in writing, stating in detail the basis for the employee's belief that an improper action has occurred.
3. After an investigation is completed, the employee will normally be advised of the results of the investigation; however, personnel actions taken as a result of the investigation may be kept as confidential as possible, however, records related to such investigation may still be subject to disclosure under a public records request.

In the case of an emergency, where the employee believes that damage to persons or property may be imminent if action is not taken immediately, the employee may report information about Improper Governmental Action directly to the appropriate government agency with responsibility for investigating the improper action.

City employees who fail to make a good-faith attempt to follow the City's procedures in reporting improper governmental conduct shall not receive the protection against discipline provided by the City in these procedures.

Complaints, Investigations, Review and Enforcement

Any person may file a complaint alleging a violation of this policy.

The complaint shall be in writing stating the nature of the alleged violation(s), the date(s), time and place of each occurrence, and name of the person(s) charged with the violation(s). The complaint shall be presented to the City Administrator, City Personnel Director, or the Mayor who shall provide a copy to the person charged with a violation. The complainant shall provide the City with all available documentation or other evidence to demonstrate a reason for believing that a violation has occurred.

This policy is intended to protect employees who choose to come forward in good faith with complaints about governmental actions and conduct of City of Orting employees. Anonymous complaints have the potential to subject the person who is the subject of the complaint to an investigation that may, at the least, cause stress and embarrassment, and may, at most, result in discipline or termination of employment. The City is reluctant to begin an investigation based on an anonymous complaint due to the fact that evidence will be difficult to obtain and verify, and it will be impossible to assess the complainant's credibility. Complainants and whistleblowers have protection from retaliation under City policy, and a thorough investigation of such complaints is the City's goal. It is difficult, if not impossible, to conduct a thorough investigation when a complainant remains anonymous. Therefore, the City reserves the right to decline to investigate any complaint that is provided anonymously. If a complaint is received anonymously it shall be referred to the City Attorney for a recommendation on the processing of the complaint. Upon review of the complaint, the City Attorney will recommend to the City Administrator either that the complaint has no merit or that it should be investigated.

Within a reasonable time after receipt of a complaint, the City Administrator or another person appointed by the City Administrator shall conduct a preliminary investigation. If the City Administrator or City Attorney are implicated in the complaint, the Mayor will determine who will conduct the City's investigation. Criminal allegations will be referred to the proper law enforcement agency.

If the City Administrator determines, after preliminary investigation, that there are no reasonable grounds to believe that a violation has occurred, the City Administrator shall dismiss the complaint. If the City Administrator does so dismiss the complaint, he or she shall do so in writing, setting forth the facts and provisions of law upon which the dismissal is based, and shall provide a copy of the written dismissal to the complainant and to the person charged with the violation.

Within a reasonable time after a complaint is received, the City Administrator shall issue a written determination stating whether the policy has been violated and setting forth the facts and the provisions of law upon which this determination is based. A copy of said determination shall be delivered to the complainant and to the person charged with the violation.

If the City Administrator determines that an employee has violated the provisions of this policy, the City Administrator may subject the employee to disciplinary action. In addition to any other penalty herein or otherwise provided by law, a violation shall be cause for suspension, discharge, or removal from employment, or such other disciplinary action as may, by the appropriate city authority, be deemed necessary and proper, and consistent with personnel ordinances and rules; provided, that this section shall not derogate from employee rights under any collective bargaining agreement or city personnel ordinance, or rules promulgated thereunto.

Protection Against Retaliatory Actions

City of Orting officials, Department ~~Manager~~Directors and employees are prohibited from taking retaliatory action against an employee because he/she has in good faith reported an improper governmental action in accordance with these policies and procedures. Employees who believe that they have been retaliated against for reporting an improper governmental action should advise in writing their supervisor, the City Administrator or his/her designee. City of Orting officials, Department ~~Manager~~Directors and supervisors shall take appropriate action to investigate and address complaints of retaliation.

If the employee's supervisor, the City Administrator, or his/her designee, as the case may be, does not satisfactorily resolve an employee's complaint that he/she has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice to the City of Orting's City Council that:

- a) Specifies the alleged retaliatory action and
- b) Specifies the relief requested.

City of Orting employees shall promptly provide a copy of their written charge to their Department ~~Manager~~Director. The City of Orting shall timely respond to the written charge of retaliatory action. After receiving either the response of the City of Orting or thirty (30) days after the delivery of the charge to the City of Orting, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City Administrator within the earlier of either fifteen (15) days of delivery of the City of Orting's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to the City of Orting for response. Upon receipt of request for hearing, the City of Orting shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings
PO Box 42488, 4224 Sixth S.E.
Rowe Six, Building 1
Lacey, WA 98504-2488
(206) 459-6353

The City of Orting will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

8.04 Conflict of Interest and Outside Employment.

Employees shall not, directly or indirectly, engage in any outside employment or possess a financial interest which may conflict, in the City Administrator's opinion, with the best interests of the City of Orting or interfere with the employee's ability to perform his/her assigned City job. Examples include, but are not limited to, outside employment which:

1. Prevents the employee from being available for work beyond normal working hours, such as during emergencies or peak work periods, when such availability is a regular part of the employee's job;
2. Is conducted during the employee's work hours;
3. Utilizes City telephones, cellular telephones, computers, supplies or any other City resource,

- facilities or equipment;
4. Involves employment with a firm which has contracts with or does business with the City; or
 5. May reasonably be perceived by members of the public as creating a conflict of interest or one which otherwise discredits public service.

This policy shall be interpreted in accordance with, Chapter 42.23 RCW, the Washington State Code of Ethics for Municipal Officers.

8.05 Confidentiality.

During your employment with the City, you will have access to confidential or proprietary information about the City, its employees and possibly its citizens. It is a violation of City policy to misappropriate such information for your personal use or the use of another third party. Employees must exercise the highest degree of care in safeguarding confidential or proprietary information, and may not use or disclose such information except as necessary to perform their job duties or as required by law such as in response to a Public Records Request. Violation of this confidentiality policy will be grounds for discipline up to and including termination.

8.06 Contact with News Media.

The Mayor, City Administrator or City Attorney shall be responsible for all official contacts with the news media, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects. City employees will refrain at all times from disclosing confidential City information to the media. A violation of this provision may subject an employee to discipline, including termination.

9. HEALTH, SAFETY AND SECURITY

9.01 Workplace Health & Safety.

The City of Orting wants to provide you with a safe and healthy work environment, and we need your help to do that. The following is basic safety information. Consult with ~~the City Personnel Director~~[Human Resources](#) if you need more information.

- If you are injured on the job, no matter how minor, you must let ~~the City Personnel Director~~[Human Resources](#) know on the same day, and fill out an accident report as soon as possible.
- Learn and follow all safety procedures promulgated by the City's Safety Committee.
- Report any unsafe condition or damage to property on the same day observed to ~~the City Personnel Director~~[Human Resources](#).
- Become familiar with any Material Safety Data Sheets applicable to your job.
- Learn proper procedures for heavy lifting and adhere to them.
- Keep your individual work area clean and orderly. Untidiness and clutter invite accidents.
- Know and follow the safety rules established for your job. When in doubt, ask before proceeding.
- Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- If you are assigned to a job requiring protective clothing or equipment, use it without fail. Always dress in a way that will not invite job-related injuries.
- Store all materials and equipment in their proper areas.

9.02 Safety & Health Program.

As required by Washington law, anyone operating or riding in City vehicles must wear a seat belt at all times.

Safety is the responsibility of every City employee. Each employee must be alert to any condition which poses a potential threat to a safe and healthful working environment, and must take appropriate action to eliminate these conditions where they exist. Supervisors and other members of the City's management team have the following safety-related responsibilities

- Maintain a safe and healthful working environment.
- Conduct an ongoing accident prevention program.
- Investigate, record and report work-related injuries and illnesses.
- Develop proper attitudes toward safety and health in themselves and in those they supervise.
- Ensure that all work processes and procedures are performed with the utmost regard for safety and health.
- Ensure that all employees are oriented and properly trained in the safe performance of their job.
- Communicate and comply with City safety regulations and legal requirements.

9.03 Smoke-Free Workplace.

For health and safety considerations, the City prohibits smoking by employees in all City vehicles and facilities, including City-owned buildings and offices or other facilities rented or leased by the City, including individual employee offices. A smoke-free environment helps create a safe and healthy

workplace. This policy covers the smoking of any tobacco, smoke, or marijuana product and the use of such products including but not limited to cigarettes, cigars, snuff, smoking tobacco, “spit” tobacco, vape products, electronic smoking devices, e-cigarettes, and marijuana.

Outdoor Smoking Restrictions: Chapter 70.160 RCW significantly restricts the outdoor areas where individuals may smoke in relation to the location of City buildings, work areas and public places. Smoking is prohibited within twenty-five (25) feet of any entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. The law also applies to any “place of employment,” which the law defines, in part, as “work areas” and any area which employees are required to pass through during the course of employment. The following direction identifies where and when City employees may and may not smoke.

1. Because the law prohibits any person from smoking at a place of employment, members of work crews are prohibited by law from smoking at any worksite locations. While at a worksite, an employee may only smoke while on his/her break, and the employee must be at least twenty-five (25) feet from other working City employees. An employee who is on a break must be at least twenty-five (25) feet from all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area in order to smoke
2. Smoking on City Property is prohibited.

9.04 Drug-Free Workplace.

This policy is intended to comply with the federal Drug Free Workplace Act of 1988 and with federal Department of Transportation regulations governing commercial drivers. The City is committed to maintaining a drug and alcohol free work environment for the safety of all employees and citizens. This policy applies to all City of Orting employees except that employees included in bargaining units are subject to drug testing only if:

- 1) The labor contract covering them specifically allows for such testing; or
- 2) The issue of drug testing has been legally bargained to final impasse; or
- 3) A written agreement between management and the employee’s bargaining agent has been signed and executed to provide for drug testing.

All other provisions of this policy, apart from the limits to drug testing as specified above, shall apply to all City employees.

Employees are strictly prohibited from possessing, selling, consuming, or being under the influence of any controlled substance or alcohol while on City property, in City vehicles, or engaged in City work. If an employee is taking prescription drugs or under prescribed medical treatment that makes the employee drowsy or impairs the employee’s mental functioning in any way, the employee must inform ~~the City~~ Personnel Director/Human Resources in advance of reporting to work. Any violation of this policy may result in discipline, up to and including termination.

When there are reasonable grounds to believe that the employee is under the influence of alcohol or drugs, the supervisor may direct the employee to submit to drug screening and blood alcohol tests. Refusal to submit to such tests can subject the employee to disciplinary action up to and including termination of employment. Under no circumstances will an employee be allowed to operate City equipment or motor vehicle after a supervisor has reasonable grounds to believe that the employee is impaired.

It is the responsibility of employees who are called out to work after regular hours to comply with the provisions of this policy. If the employee called out to work has been involved in activities that may have left him/her in an impaired or intoxicated condition, the employee must inform the person making the call out. An on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty.

An employee who is on-call and who becomes impaired during the on-call time will not receive compensation for such on-call time. An employee who is on-call and who becomes impaired during the on-call time may be subject to discipline up to and including termination. An employee should conduct themselves during on-call time as they would during at-work hours (i.e. refrain from consuming alcohol or drugs).

9.05 Assistance Program / Voluntary Referral.

The City of Orting supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily and to utilize the Employee Assistance Program (EAP). Any employee who comes forth and notifies the City of Orting of alcohol or drug abuse problems will be given the assistance extended to employees with any other illness. Any such program, however, may not interfere with the tests required by these rules. For example, a driver may not identify himself/herself as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences for a positive test or a refusal to test. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other policies of the city. Sick leave, vacation leave or leave of absence without pay will be granted for treatment and rehabilitation as in other illnesses subject to City of Orting policy and/or contract language governing use of leave. Insurance coverage for treatment will be provided to the extent of individual coverage. Confidentiality of information will be maintained as much as possible at all times.

9.06 Compliance with Drug Free Workplace Act.

It is the policy of the City of Orting to comply with the Federal Drug Free Workplace Act of 1988. Toward that end, the following provisions and procedures shall be in effect:

- a) In the event that an employee is convicted of any criminal drug statutory violation for a violation occurring in the workplace, the employee must notify his/her supervisor within five (5) working days. The supervisor must inform his/her Department ~~Manager~~Director within twenty-four (24) hours of the notification. The Department ~~Manager~~Director will notify the City Administrator immediately. If the employee is directly involved in the performance of a contract for which the City receives federal funding, the contracting agency must be informed of the incident in writing within ten (10) days of the employer's notice. A copy of the notification shall be sent to the City Administrator. The City of Orting is responsible to take appropriate disciplinary action and/or to require the employee to seek approved drug abuse treatment or rehabilitation within thirty (30) days of receiving notice of the employee's conviction.
- b) All employees shall receive a copy of this policy. All employees will be required to sign a statement acknowledging that they have received a copy of this policy.
- c) The City will make information and education on the prevention of alcohol and drug abuse available to its employees.

9.07 Compliance with Federal Regulations Applicable to Commercial Drivers.

It is the policy of the City of Orting to comply with the Federal Department of Transportation regulations (Title 49, CFR subtitle B, chapter 382) which mandate prohibited behaviors and employer responsibilities for employee's holding safety sensitive positions which require the possession of a valid commercial driver's license.

Prohibited Behaviors - In addition to any other prohibitions on the use of alcohol or controlled substances established through City policy or by contract, the following behaviors by employees whose positions require the possession of a valid commercial driver's license are prohibited and will be subject to discipline:

- a) Alcohol Concentration: Reporting to duty and performing safety-sensitive functions while having an alcohol concentration of 0.01 or greater.
- b) Alcohol Possession: Unauthorized possession of alcohol while on duty or operating a commercial motor vehicle unless the alcohol is an insignificant ingredient in a medication that is either prescribed or a commonly recognized over-the-counter remedy and notice has been given to the employee's Department ~~Manager~~Director in advance.
- c) Alcohol Use Following an Accident: Use of alcohol within eight (8) hours following an accident or before undergoing a post-accident alcohol test, whichever occurs first.
- d) Alcohol Use on Duty: Use of Alcohol while performing safety-sensitive functions including alcohol which may be in medications.
- e) Alcohol Use Prior to Duty: Performing safety sensitive functions within four (4) hours after having used alcohol. An on-call employee who consumes alcohol within four (4) hours of being called in must acknowledge the use of alcohol and may not report for duty.
- f) Controlled Substance (Drug) Use: Reporting for duty or remaining on duty performing safety-sensitive functions after having used any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. The proper and lawful use of drugs is permitted provided their use does not interfere with the individual's ability to perform the essential functions of his/her job. Any employee taking prescribed medication that may impair his/her ability to work safely and productively must notify his/her Department ~~Manager~~Director prior to commencing to work. The Department ~~Manager~~Director, in consultation with the employee's physician, if necessary, will make the determination regarding the employee's qualifications to work. Information provided to the Department ~~Manager~~Director will be treated as confidential. Disclosure by the City will only be required by law or in the event of a proceeding initiated on behalf of the employee. Failure to notify the Department ~~Manager~~Director in advance of commencing to work will be cause for disciplinary action up to and including discharge.
- g) Positive Drug Test: Reporting for duty, remaining on duty, or performing safety sensitive functions after having tested positive for a controlled substance.
- h) Refusal to Submit to a Required Test: Refusing to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance test as directed pursuant to this policy.
- i) Tampering with a Required Test: An employee may not tamper with, adulterate, alter, substitute or otherwise obstruct any testing process required under this policy.

Mandatory Training for Commercial Drivers - The City shall provide all affected employees with copies of this policy and any other information as required by the federal regulations. Each driver shall sign a receipt upon having been provided the above referenced information including a copy of this manual and accompanying procedures for drug testing. Department ~~Manager~~Directors and supervisors designated to

determine whether reasonable suspicion exists to require a commercial driver to undergo alcohol or drug testing will receive at least sixty (60) minutes of training on alcohol and sixty (60) additional minutes of training on substance abuse. The training will convey the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

9.08 Drug and Alcohol Testing Program for CDL Drivers.

- a) Pre-employment Drug Testing: All individuals who are covered by this policy must pass a drug test as a post-offer condition of employment.
- b) Reasonable Suspicion Testing: Employees subject to this policy shall submit to a drug and/or alcohol test when the employee's supervisor, City Personnel Director, or City Administrator reasonably suspects that this policy (except the prohibitions against unauthorized possession, transfer or sale of alcohol) may have been or is presently being violated. A referral for testing will be based on contemporaneous, articulable observations. Such referrals will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use. Alcohol testing for reasonable suspicion may be conducted at any time during working hours. If removed from duty based on reasonable suspicion of alcohol use and an alcohol test is not administered within eight hours, the employee will not be allowed to perform or continue to perform covered functions until:
 - 1) An alcohol test is administered (normally within two (2) hours of the determination of reasonable suspicion) and the driver's breath alcohol concentration measures less than .01; or
 - 2) Twenty-four (24) hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated this policy concerning the use of alcohol.
- c) Post-Accident Testing: Following an accident (as defined above) involving a commercial vehicle, the driver is required to submit to alcohol and drug tests when the driver receives a citation under state or local law for a moving traffic violation, or where a fatality occurs as a result of the accident. Testing should occur as soon as possible, but may not exceed eight (8) hours after the accident for alcohol testing and thirty-two (32) hours after the accident for drug testing. A driver who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or the results of testing. Drivers who do not comply with post-accident testing requirements will be considered to have refused to submit to testing and will be subject to sanctions for refusal to test as provided in this policy. While awaiting a post-accident test, the driver will be in a paid status.
- d) Random Testing: Employees covered by this policy will be subject to random, unannounced alcohol and drug testing.
- e) Return to Duty Testing: Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who under the discipline policy are allowed to return to work, must test negative prior to being released for duty.
- f) Follow-up Testing: An employee who is referred for assistance related to alcohol misuse and/or use of drugs is subject to unannounced follow-up testing for a period as directed by a substance abuse professional. The number and frequency of follow-up testing will be based on the recommendation of the substance abuse professional, but will not be less than six tests in the first twelve (12) months following the employee's return to duty.
- g) Re-Tests: Employees who test positive for drugs may request a second test of the untested portion of the split sample within seventy-two (72) hours of notification of a positive test result by the Medical Review Officer (MRO).

- h) Test Results: Test results will be expressed as positive or negative based on detection of levels of alcohol or controlled substances as established by Federal Department of Transportation standards.
- i) Challenges to Test Results: An employee who wishes to challenge a positive drug test must do so within seventy-two (72) hours of notification of the positive result. The employee must notify the MRO that he/she wishes to challenge the test and must pay for the retest. The retest must be processed at a DHHS-NIDA-certified laboratory. If the MRO certifies that the second drug test is negative, an employee will be reimbursed for the cost incurred including any lost compensation.

9.09 Refusal by a Commercial Driver to Submit to an Alcohol or Drug Test.

Refusal to submit to a directed test is a prohibited behavior shall subject the employee to appropriate discipline. A refusal to submit shall include:

- a) Failure to provide adequate breath for testing without a valid medical explanation after an employee has received notice of the requirement for breath testing in accordance with established procedures;
- b) Failure to provide adequate urine for controlled substances testing without a valid medical explanation after an employee has received notice of the requirement for urine testing in accordance with the procedures manual; and/or
- c) Engaging in conduct that obstructs the testing process.

9.10 Securing Information from Previous Employers.

If a person is to be hired into a position subject to this policy and during the previous two (2) years has worked as a driver of a commercial vehicle, that person must authorize a request of all employers of the driver within the past two (2) years of information on the following: a) positive alcohol or drug tests; or b) refusal to be tested. The City of Orting will make a good faith effort to obtain and review the information from prior employers within 14 days of the person performing safety sensitive duties for the first time. If the information obtained from previous employer indicates either a positive test or that a refusal to be tested occurred within the past two (2) years, that person will not be permitted to drive commercial vehicles unless subsequent information indicates that an evaluation by a substance abuse professional was made and return to duty testing was administered.

9.11 Consequences for CDL Drivers of Engaging in Prohibited Behaviors and/or of Positive Drug or Alcohol Test Results.

Employees found to have engaged in prohibited behavior or to have tested positive for drugs shall be subject to discipline up to and including termination from employment. The following provisions apply to those employees who are not terminated for their policy violations:

- a) If an employee tests positive for drugs or has an alcohol test that indicates a breath alcohol level of .04 or greater or any amount of THC or other drugs not prescribed by a doctor from a random, reasonable suspicion or post-accident test, or engages in prohibited conduct, the employee will be immediately removed from duties requiring the driving of a commercial vehicle. The employee will not be permitted to return to work unless he/she:
 - 1) Has been evaluated by a qualified substance abuse professional; and,
 - 2) If recommended by a substance abuse professional, has properly followed any rehabilitation prescribed; and,

- 3) Has a verified negative result on a return-to-duty alcohol and/or drug test. Upon completion of a recommended rehabilitation program and successful return to work, an employee will be subject to follow-up random testing as recommended by the substance abuse professional, with a minimum of six (6) such unscheduled tests within the first twelve (12) months of returning to duty.
- b) Employees with a positive breath alcohol concentration shall be removed from the duty requiring the driving of a commercial vehicle for at least twenty-four (24) hours. The time away from work shall be charged to vacation, sick leave, or leave without pay at the employee's option, and will be considered an unscheduled absence.

9.12 Workplace Privacy/Searches.

The City cannot assume responsibility for any theft or damage to the personal belongings of City employees. Therefore, the City requests that employees avoid bringing valuable personal articles to work. Employees are solely responsible for ensuring that their personal belongings are secure while at work. Employees are further advised that work-related searches of an employee's work area, workspace, computer and/or electronic files on City property may be conducted without notice. Employees should have no expectation of privacy as to such items or locations.

9.13 Accident, Incident, & Claims Reporting Procedures.

It is essential that all accidents and incidents are reported promptly and accurately. The City is *continuously* committed to maintaining a safe environment for their residents, users of city facilities and employees.

Incident Reporting

Make accurate notes and record all details of any incident observed or brought to your attention. Report incidents on the same day. Be observant and accurate. Take pictures if possible.

Serious incidents shall be phoned in to the Department ~~Manager~~Director, City Personnel Director or City Administrator's office immediately. A few examples of incidents that are required to be reported immediately are: any serious injury involving City property or personnel, auto or pedestrian injury, downed stop sign accident, police shootings, and large property loss. ***Do not admit liability or state that the City will take care of the damages.***

Communicating with the Public about Incidents

An individual may come into City Hall wanting the "employee's opinion" as to what to do regarding an incident involving City liability. It is the policy of the City to respond in the following manner: If a member of the public feels the City is responsible for damages, then that individual has the right to file a claim. The City Administrator's office must be notified immediately of any inquiry being made so that a brief interview with the individual can be conducted. ***Do not admit liability or state that the City will take care of the damages. Refer all questions to the City Administrator's office.*** Do not discuss the incident with anyone other than your supervisor or other authorized personnel. Citizens that inquire about damages are to be given the insurance *Tort Form*.

9.14 Inclement Weather.

The public's need for our services may be especially great during inclement weather. Therefore, it is particularly important for employees to report to work in a safe manner during inclement weather if the

City does not declare an emergency closure. We do not want you to jeopardize your safety, however, if you cannot get to work or are delayed and you should try to reach your Department Director as soon as possible to let him/her know. Non-exempt employees who are unable to get to work because of inclement weather conditions will be granted an authorized unpaid absence or may use vacation time. Non-exempt employees who arrive less than two (2) hours late because of inclement weather will be paid for their normal time. If you are more than two (2) hours late, you will be given a chance to make up the time if schedules and conditions permit. If you are released early by authorization of the Mayor or City Administrator due to weather conditions, you will be paid for the unworked time.

Managerial Procedures

“Inclement weather” is defined as weather such as high winds, heavy rain, heavy snow, etc. Any employee unable to report to work, with prior approval of the supervisor, will be given the opportunity to make up the time during the same workweek, or may charge the time as they choose to accrued compensatory time; accrued vacation leave; or leave without pay. You should follow the same practice for emergencies. An “emergency” is defined as any condition which is beyond the control of the City as declared by the City Mayor, or his/her designee, such as earthquakes, explosions, major fires and an airplane crash. (This is only an illustrative list.) Employees who have reported to work and are released from work during an emergency situation shall be given the opportunity to make up the time during the same work week, or shall charge the time of such absence as listed above.

9.15 Emergencies and Disaster Preparedness.

Knowing what to do in an emergency increases the chances that you and everyone else will come through safely. Meanwhile, please keep the following in mind.

If you are advised to evacuate the building, either for a drill or in an actual emergency, do so calmly but swiftly and stay out of the building until you are advised that you may return.

In case of an earthquake, drop to the ground, seek protective cover under or near desks, tables or chairs in a kneeling or sitting position with hands holding onto table or chair legs. Stay there until movement ends.

In case of fire, turn on the alarm and leave the building through the closest available door. Do not try to put out the fire unless you are professionally trained.

In the case of an emergency, such as an earthquake, flood, winter storm and power outage, an employee may be required to report to the Emergency Operations Center (EOC).

10. CHANGES IN EMPLOYMENT

Here at the City of Orting, we want change to be a positive experience.

10.01 Promotion, Demotion, and Transfer.

It benefits both you and the City for you to be doing the job for which you are best suited. Accordingly, the City looks for opportunities for employees to move within the organization.

Promotion

The City may fill vacancies above the entry level from within. Current employees receive first consideration for openings for which they have the knowledge, skills, and abilities, unless outside recruitment seems advisable. Vacant jobs are normally posted in the applicable Department and in City Hall. You may apply for a vacant position through the Human Resources office. If you apply for an open position, you generally will go through the City's normal recruitment and selection process. A promotion normally entails a wage increase.

Demotion

Occasionally, it may be necessary for an employee to move to a lower paying job. This normally occurs when the employee is not satisfactorily performing the essential functions of the current job. It may also occur in lieu of layoff, when there is a lower paying position available. An employee is eligible for a demotion only if he or she possesses the minimum qualifications for the position. Demotion to a position in a lower classification is normally accompanied by a salary reduction to a level commensurate with the new position.

Transfer

Vacant positions may also be filled through lateral transfer of qualified employees. A voluntary transfer request will be considered if the employee meets the requirements of the new position, has held the current position for at least six (6) months, has a satisfactory performance record and has had no disciplinary actions during the six (6) month period. If you are interested in a transfer, submit a written request for a transfer to your Department ~~Manager~~Director, including the reason for the request, and the department and specific position desired. Your request will be forwarded to the Human Resource Office with a recommendation. Normal recruitment and selection procedures generally will be followed as with a promotion.

10.02 Layoff and Recall.

Unfortunately, there may be times when the City must reduce employment because of lack of work, lack of funds, considerations of efficiency or other business reasons. Such reductions may result in layoffs. Layoffs may be temporary or permanent. Layoffs for represented employees will be handled in accordance with their labor agreements.

In making layoff selections for non-represented personnel, the City will generally lay off temporary employees, part-time employees and those with less than six (6) months of actual service in the affected job classification before laying off regular full-time personnel with more than six (6) months of service in the affected job classification. In making layoff decisions affecting full-time, non-represented employees with more than six (6) months of service to the City, the City may consider a number of factors, including seniority, job performance, and the extent to which each employee has the skills and abilities necessary to

do the remaining work as determined solely by the City in its discretion.

While Collective Bargaining Agreements may generally require layoff by seniority, it is usually in the employer's interest to maximize its ability to retain the "best" employees - sometimes that's those with the most seniority and sometimes it's not. The City may deviate from this selection order if the best interests of the City so dictate. Employees who have actually worked for the City for more than six (6) months and who have been selected for layoff will be given thirty (30) days' notice when possible. Employees with less than six (6) months of actual service to the City who have been selected for layoff will be given one (1) week's notice when possible. The City, in its discretion, may provide employees selected for layoff with payment in lieu of notice.

Laid off employees will be maintained on a recall list for one (1) year or until management determines the layoff is permanent, whichever occurs first. While laid off, an employee should make sure Human Resources has a current address, and let them know if you are unavailable for recall to the same position. Employees have seven (7) days after notice of recall to respond to the notice, or their names will be removed from the list. Further information about benefits, seniority and recall rights will be shared with you if you are chosen for layoff.

10.03 Separation from Employment.

The employment relationship between the City and its employees is voluntary. All employees have the right to end the employment relationship if they deem it appropriate. Likewise, for all employees except those covered by a written agreement that modifies at-will status, the City can end the relationship at any time for any reason it deems appropriate.

Resignation

If you decide to leave the employ of the City, please give written notice to your supervisor. Employees failing to give appropriate written notice may be ineligible for rehire. Supervisory and managerial employees should give four (4) weeks' written notice. All other employees should give at least two (2) weeks' written notice.

10.04 Separation Procedures.

Separating and laid off employees will be asked to participate in an exit interview with a member of the City management staff on or before their last day of work to explore such issues as the reasons for the separation, the employee's suggestions for improving working conditions, any benefits issues, and to collect City property. Separating employees who desire the City to provide references on their employment will be asked to sign an authorization and release form for that purpose. References other than job title and dates of employment will not be given without such a release. Final pay checks are paid the next regular pay day.

CONCLUSION

Again, we welcome you to your employment here at the City of Orting. We are pleased to have you on our team. We hope that this Personnel Policies and Procedures Manual has answered questions that you may have about our workplace. Please feel free at any time to present any questions to your supervisor. We look forward to working with you.

CITY OF ORTING ACKNOWLEDGMENT OF RECEIPT

I have received the City of Orting Personnel Policies and Procedures Manual (“Manual”) and understand that it is my responsibility to read these policies and ask questions about anything I do not understand.

I acknowledge that these policies are general guidelines only. They do not promise specific treatment in specific circumstances, they do not create an employment contract, and they do not guarantee employment for any length of time with the City. I understand, however, that the Manual contains policies that are very important to the City’s ability to provide a lawful and respectful work environment. I have reviewed the policies in the Manual, including but not limited to the Anti-Discrimination and Anti-Harassment policies, and I agree to comply with those policies. I understand that violation of City policies may result in discipline, up to and including discharge, subject to legal and collective bargaining agreement requirements.

I acknowledge that the City must be flexible in responding to the needs of the public or changes in the law, and that the City has therefore reserved the right to revise, supplement, clarify, deviate from or rescind any policy or portion of a policy when deemed appropriate by the City and in accordance with any applicable collective bargaining obligations.

The City does not have the authority to modify at-will employment status until that modification is in writing and signed by the City Administrator and/or City Council.

I understand that if I am covered by a collective bargaining agreement, then that contract will control in the event of any conflict with the policies in this Manual and that the agreement is the exclusive source of information regarding my benefits with the City.

Date: _____ Employee: _____
(print name)

Signature: _____



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Institutional Calendar	AB24-87	CGA		
		9.4.2024		
		10.2.2024		
	Department:	Administrative		
	Date Submitted:	8.28.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	Scott Larson/All Directors			
Fiscal Note: None				
Attachments: Institutional Calendar				
SUMMARY STATEMENT:				
<p>Over the past year there has been a discussion about how to track institutional deadlines, and how council, and staff, can better understand and plan work and compliance requirements. Council first requested staff pull together an institutional calendar. The second part that the City Administrator is recommending, is that this calendar become an appendix to the city’s budget and be reviewed annually at least annually when the budget is being put together and presented to council. This will create a natural place for this document to live, and serve as a reminder of what major bodies of work will need to be addressed.</p>				
<ul style="list-style-type: none"> • Staff have added review of the Council Rules of Procedure, Council Code of Conduct, and Council Code of Ethics. 				
RECOMMENDED ACTION: <u>Action:</u>				
Review and provide feedback to staff. Staff recommend this be incorporated as an appendix in future budgets starting with the 2025 version.				
FUTURE MOTION: <u>Motion:</u>				
TBD.				

Institutional Schedule

Department	Description	Required	Best Practices	Due Date
Bldg Dept	CRS (Comm. Rating System/NFIP)	5 years		prior to 2026 (start mid-2025)
City Administrator	Legislative Priorities		Annual	September
City Administrator	Solid Waste Franchise Agreement	Contractual - 10 years		
City Administrator	Lobbying Activity Report	Annual		January
City Administrator/HR	Risk Assessment with Insurance	Annual		July 31st
City Clerk	Community Grant Requests	Annual		August 20th
Council	Council Goals		Annual	
Council	Deputy Mayor/Committee Selections	Annual		
Council	OPMA/PRA Training	Bi-Annual		January even years
Council	Interlocal Agreements			
Council	Code of Conduct		Annual	
Council	Council Rules of Procedure		Annual	
Council	Code of Ethics		Annual	
Council	Budget - Final	Annual	Same	December 31st
Dept Directors	Surplus	as needed	bi-annual	
Emergency Mgmt	Emergency Plan			
Emergency Mgmt	CEMP	5 years		By December 31st, 2029
Finance	Excise Tax	Monthly	Same	Monthly by 25th
Finance	Fee Schedule		Annual	July
Finance	Revenue Sources Public Hearing	Annual	Same	September
Finance	Property Taxes Public Hearing	Annual	Same	November 30th
Finance	CIP/TIP	Annual	Same	June
Finance	Budget to Departments	September 9th	July	September 9th
Finance	Budget - Mayor's Draft	Annual	Same	September
Finance	Purchasing Policy	N/A	Review annually	May
Finance	Utility Rates	Annual		Reviewed in April
Finance	Vehicle Assessment/Insurance Review	Annual	Same	April
Franchises	PSE / Lumen			
Franchises	Pierce County Water	10 years		By Aug 2034
Franchises	Pierce County Wastewater/Sewer	10 years		By Aug 2035
Franchises	Comcast Cable and Telecom			
HR	Open Enrollment	Annual	Same	
HR	Personnel Policy	N/A	Review annually	March
HR	L&I Taxes	Quarterly		end of the month
HR	PFML & LTC	Quarterly		close of quarter
HR	Unemployment report	Quarterly		4/30, 7/31, 10/2, 1/31
HR	FTD 944 & Schedule B	Quarterly		
HR	W2 & W3	Annual		last business day of January
HR	AWC Salary Survey	Annual		May 31st
HR	Retirement Reporting	Per pay period		5th & 20th
HR/Wellnes	Wellness program application	annual		Dec 31st
PD	FBI Reports	Annual		
PD	State Reports	Annual		
PD	FBI Reporting (NIBRS)	Monthly		
PD	Administrative Use of Force Review	Annual		1-Mar
PD	Report on signed U visa Request forms for victims and witnesses of qualifying crimes RCW 7.98.020	Annual		
PD	Bias Based Policing Review (WASPC RCW 43.1	Annual		1-Mar
PD	Personnel Policy Updates	Monthly		
PD	Employee Evaluations	Annual	Annual	Varies Per Employee
PD	Department Inventory	Annual		1-Apr
PD	Federal/State Government Surplus Inventory	Annual		1-Aug
PD	Firearm Qualifications	Quarterly	Quarterly	
PD	Annual Training Plan	Annual	Annual	1-Feb
PD	Required Training - Legal Updates	Annual	Annual	
PD	Required Training - Duto to request or rende	Annual	Annual	
PD	Required Training - Duty to Intervene	Annual	Annual	
PD	Required Training - CPR/FIRST AID	2 Years		Sep-24
PD	Required Training - Officer Use of Force and	Annual		
PD	Required Training - De-Escalation and Mental Health Training (WAC 139-11-020 and WAC 139-11-060)	3 Years		Varies Per Employee
PD	Required Training - Pursuit Driving and Policy Review	Annual		Varies Per Employee
PD	Required Training - Officer Less Lethal Weap	2 Years		Varies Per Employee
PD	Required Training - CJTC Mandated CIT Traini	Annual	Annual	31-Dec

PD	Respirator Fit Testing and Medical Questionnaire (WAC 296-842-15005; WAC 296-842-14005; WAC 296-842-22005)	Annual		Sep-24
PD	Annual CJTC Training Report	Annual		February 15 of Following Year
PD	Juvenile Detention Counts	Annual		April of Following Year
PD	Chiefs annual report	Annual	Annual	June of Following Year
PD	Report of unclaimed property converted for	Annual		1-Jan
PD	Property/Evidence Room Audit	Annual		
PD	Property/Evidence Narcotics Disposal	3 Years		1-Jan
PD	Jail Contracts Review/Renewal	Annual	Annual	Per Contract Generally Jan 1
PD	Mutual Aid Agreements	Annual	Annual	Per Contract
PD	Radar Calibrations	2 Years	2 Years	November of 2024
PD	Evidence Scale Calibration	Annual	Annual	January
PD	Police Lahar Evacuation Traffic and Safety Pla	2 Years		March, 2026
PD	FAA Part 107 Certification Updates	2 Years		Varies Per Pilot
PD	Police Employee Collective Bargaining Agreeer	3 Years		1-Jan-25
PD	WSP ACCESS Security Audit	3 Years		6/1/2027
PD	WSP Employee & Vendor Security Training	Annual		Varies Per Employee
PD	WSP Employee RE-Background Checks	5 Years		Varies Per Employee
PD	WSP ACCESS Validations (Stolen property/Mi	Monthly		Monthly Per Entry
PD	DOL DAPPS User Account Review	Annual		
PD	CJTC LETCSA Mandated Training (I-940 and S	5 Years		Varies Per Employee but NLT 2028
PD	SRO/Orting School District Contract	Annual		
PD	Sex Offender Resident list Review	Annual		January
PD	Review Services available for Limited English	Annual		
PD	Secondary Employment Authorization Appro	Annual		
PD	Body Armor Expiration Review	Annual		
PD	Community Survey 338.5	Annual		
PD	Review and copy of Public Records from Soci	Annual		
PD/Emer Mgmt	Emergency Plan			
PD/Emer Mgmt	Comprehensive Emergency Management Pla	5-Years with EPIC		31-Dec-29
PD/Emer Mgmt	Continuity of Operations Plan (COOP)	Annual		
PD/Emer Mgmt	Emer Mgmt Regional Lahar Evacuation Plan	2 Years with EPIC		March, 2026
PD/Emer Mgmt	EOC Activation Guide	Annual	Annual	
PD/Emer Mgmt	East Pierce County Lahar Rapid Action Plan (R	Annual with EPIC		
Planning	Comprehensive Plan	every 10 years	annual	12/31 (Start in Feb)
PW - Service Contracts	Landscaping - Frost	3 yrs		Jan 2025 to bid
PW - Service Contracts	American Backflow (Water/CCS)	3 yrs		Jan 2026 to bid
PW - Service Contracts	Swift Comply (Backflow Database)	Annual		Upon invoicing
PW - Service Contracts	Acktivov (Work Management System)	Annual		was 3 yr via invoice billing, due to be replaced with 3-5 yr new provider
PW - Service Contracts	Parks Maintenance	3 yrs		Jan 2026 to bid
PW - Service Contracts	Generator Maintenance	3 yrs		Jan 2026 to bid
PW - Stormwater	Stormwater Plan	As needed	10 years	2035, some funding source requirements
PW - Stormwater	NPDES Phase II Permit	5 years		By Aug 2029
PW - Stormwater	NPDES Phase II Report	Annually		March 31st
PW - Streets	Pavement Management	2-4 years		2-4 years
PW - Streets	ADA Transition	3-5 years/big changes		3-5 years/big changes
PW - Wastewater	General Sewer Plan (includes Facility Planning)	As needed	Every 10 years	Determined by approval of update in the works (2035)
PW - Wastewater	Risk & Resiliency Assessment (EPA req)	10 Years	Every 10 years	June 30, 2026, may be done with General Sewer Plan but was not a requirement until recently
PW - Wastewater	NPDES Discharge Report (WWTP)	Annually		
PW - Wastewater	Lab Accreditation	Annually		Annually
PW - Wastewater	Waste Load	Annually		Annually
PW - Wastewater	Wastewater Monthly Reporting/Testing	Monthly	Monthly	Monthly
PW - Wastewater	Risk & Resiliency Assessment (not EPA req but encouraged)	5 Years	Every 5 years	Do as part of the Telemetry Master Plan in 2025
PW - Wastewater	Emergency Response Plan(ERP) (not EPA req but encouraged)	5 years	Every 5 years	Do as part of the Telemetry Master Plan in 2025
PW - Water	Water System Plan - DOH	10 Years	Every 10 years	Determined by approval of update in the works.
PW - Water	Risk & Resiliency Assessment (EPA req via American Water Infrastructure Act) - DOH	5 Years	Every 5 years	June 30, 2026, can be done early with Water System Plan Asset Data (possibly Telemetry plan)
PW - Water	Emergency Response Plan(ERP) (EPA req via American Water Infrastructure Act) - DOH	5 years	Every 5 years	Dec 31, 2026, can be done early with Water System Plan Asset Data (possibly Telemetry Plan)
PW - Water	CCR (Consumer Confidence Report) - DOH	Annual		July 1st - New SDWA change to 2x annually (pending DOH)
PW - Water	CCC (Cross-Connection Report) - DOH	Annual		May 1st

PW - Water	Source Metering Data - DOE	Annual		Researching Annual Date
PW - Water	Water Use Annual Report - DOH	Annual		June 30th
PW - Water	Water Quality Monitoring	Monthly	Monthly	Monthly
PW - Water	Water System Monthly Reporting/Testing	Monthly	Monthly	Monthly
PW - Water	Lab Accreditation	TBD	TDB	Future Goal for Bacteria Testing Only
PW - Water	Water Quality Monitoring - DOH	Annual	DOH Schedule	DOH Test Requirement (1 yr - 9 yr)
PW/Finance	GFC Rates	Annual		July



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Fisherman Parking.	AB24-104	CGA		
		10.2.2024		
	Department:	Administration		
	Date Submitted:	9.27.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	Scott Larson			
Fiscal Note:				
Attachment:				
SUMMARY STATEMENT:				
<p>The City has received a number of complaints related to fisherman leaving garbage in parking lots, in streets, and on the river bed. Further, we receive a number of complaints related to fisherman parking and early morning disruptions to our neighborhoods. The Mayor and City Administrator recommend considering additional ideas to enforce public health and safety regulations to lessen he impact to the community.</p> <p>Currently, the city has certain restrictions on parking in OMC 7-9-2:</p> <p>Except as provided in this chapter, no person shall stop, stand or park a motor vehicle, as that term is defined in section 7-1-1 of this title, upon any of the following designated streets on and from September 1 through November 30:</p> <ul style="list-style-type: none"> • Bridge Street Southeast from Varner Avenue Southeast to the east end of Bridge Street Southeast • Daffodil Avenue NE • Mill Avenue Southeast between Hardefeldt Street Southeast and Train Street Southeast • River Avenue Northeast between Calistoga Street East and the Carbon River • Washington Avenue Southeast between Hardefeldt Street Southeast and Brown Way Southeast <p>Ideas to mitigate the impact of fisherman include expanding the no parking areas and/or adding resources to more strictly enforce the current regulations.</p>				

RECOMMENDED ACTION: Action:

Discussion item only.

FUTURE MOTION: Motion:

TBD.



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: CGA Goals	AB24-70	CGA		
		5.1.2024		
		6.5.2024		
		7.3.2024		
		9.4.2024		
		10.2.2024		
	Department:	Council		
	Date Submitted:	4.25.2024		
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: Goals Sheet from Goals Meeting				
SUMMARY STATEMENT: Goals Identified for CGA				
<p>4. New Council Packet - Compile a new councilmember orientation packet that will give newly elected Councilmembers a tool to use to familiarize themselves with how the City of Orting functions.</p> <p>5. Development Permit Process – Review, clarify, and align the city’s development permitting process and appeal process for titles related to land use. Updates to this code will require Planning Commission public hearing and recommendation.</p> <p>6. Whitehawk/Gratzer Park Master Plan – Similar to the Main Park Master Plan. Plan will need to incorporate Whitehawk Boulevard project into alternatives.</p> <p>7. Youth Advisory Board – The City of Orting aims to establish a youth advisory board of high school students to advise on city events and activities. Participants will work with the Parks and Recreation Department, volunteering for and planning major events, and suggesting classes for community engagement.</p> <p>9. Council professional development – Establish goals for ongoing training and development opportunities for council members.</p>				

RECOMMENDED ACTION: Action:

Clarify Goals Assigned to CGA for Study Session.

FUTURE MOTION: Motion:

TBD.

1. Criminal Code Update – Conduct an administrative review of Orting Municipal Code Title 6— Police Regulations to purge repealed statutes, update recently modified statutes, and add or adopt newly enacted criminal laws by reference to ensure consistency between municipal code and state statutes so Officers and prosecutors have the needed jurisdiction and enforcement authority via Orting Municipal Court. **(PS)**
2. PD Staffing – There has been council discussion regarding staffing levels. What is council’s goal regarding public safety staffing? **(PS)**

Task for this item may include:

- a. Conduct a review of operations, staffing, and current call volume. Benchmark the city against other similarly situated cities in Washington. Identify any current gaps in service delivery.
 - b. Establish metrics to determine staffing needs including officers, support staff, and command staff.
 - c. If there is a desire to change staffing, establish long term mechanisms to pay for staffing.
 - d. Establish supply side resources to bring additional staffing into the department.
3. SCADA and Telemetry Master Plan – Over the last year there has been a desire on the part of staff and council to address the city’s aging SCADA and Telemetry infrastructure. **(PW)**

Tasks for this item may include:

- a. Establish a set of project outcomes and goals.
 - b. Come up with a mechanism to prioritize system needs.
 - c. Allocate additional budgetary resources, if needed, to carry out policy goals.
4. New Council Packet - Compile a new councilmember orientation packet that will give newly elected Councilmembers a tool to use to familiarize themselves with how the City of Orting functions. **(CGA)**

Topics of this resource may include:

- a. Duties of Council, Deputy Mayor, staff, and administration.
- b. Staff structure and responsibilities.
- c. Council committees.
- d. Council rules.
- e. Regular Meetings, Special Meetings, and Study Sessions.
- f. Ordinances and Resolutions.

- g. Resources for elected officials and information regarding conferences and peer engagement.
- 5. Development Permit Process – Review, clarify, and align the city’s development permitting process and appeal process for titles related to land use. Updates to this code will require Planning Commission public hearing and recommendation. **(CGA)**
- 6. Whitehawk/Gratzer Park Master Plan – Similar to the Main Park Master Plan. Plan will need to incorporate Whitehawk Boulevard project into alternatives. **(CGA)**

Tasks for this item may include:

- a. Having CGA and Council establish a vision and broad project outcomes for Whitehawk/Gratzer Park.
 - b. Hire a consultant based on council’s vision and project outcomes.
 - c. Work through alternatives and seek public engagement.
 - d. Adopt a final plan
- 7. Youth Advisory Board – The City of Orting aims to establish a youth advisory board of high school students to advise on city events and activities. Participants will work with the Parks and Recreation Department, volunteering for and planning major events, and suggesting classes for community engagement. **(CGA)**
 - 8. Downtown Revitalization and Economic Development – The city’s downtown core is constrained by existing development. The purpose of this goal would be to examine strategies to continue the work completed in the Main Park Master Plan to the other side of the street, provide cohesive development and create incentives for new businesses and redevelopment of existing structures.

(ad hoc)

Tasks for this item may include:

- a. Establish a vision of what we want our downtown to look like through evaluation of existing zoning, ADR’s, Main Park Master Plan, parking, and current business and property owners.
- b. Engage the public through a survey and outreach process to determine what types of small-scale businesses the city should focus on recruiting.
- c. Evaluate existing commercial structures and determine adequacy for commercial goals.
- d. Investigate different financing options like tax increment financing and LID’s to provide desired and needed improvements.

9. Council professional development – Establish goals for ongoing training and development opportunities for council members. **(CGA)**
10. WWTP Process & Procedure Audit **(PW)**
11. Integrated dashboard/nexus software **(ad hoc)**



CGA Committee Minutes
September 4th, 2024
9:00am

Greg Hogan, Councilmember, Chair

Jeff Sproul, Councilmember

Kim Agfalvi, City Clerk

Scott Larson, City Administrator

Gretchen Russo, Finance Director

Danielle Charchenko, Executive Assistant/Records Clerk

1. Call to Order

Councilmember Greg Hogan called the meeting to order at 9:05am. In attendance at the meeting was Councilmember Greg Hogan, Councilmember Jeff Sproul, City Administrator Scott Larson, City Clerk Kim Agfalvi, Finance Director Gretchen Russo, and Executive Assistant Danielle Charchenko.

2. Public Comments

A written public comment received from a concerned citizen was included in the agenda packet.

3. Agenda Items

A. AB24-30 – Murrey’s Franchise Agreement.

Councilmember Sproul briefed that he and City Administrator Scott Larson had been working with Murrey’s to draft a franchise agreement. He stated remarks received from Murrey’s regarding the self-insured retention portion are being reviewed by the City attorney. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

B. AB24-81 – Budget Amendment – REET.

Finance Director Gretchen Russo briefed that the State of Washington is requiring that Real Estate Excise Tax (REET) revenue funds are deposited into a restricted fund account. She stated that staff have prepared a budget amendment for authorization of appropriation and expenditure of funds and the creation of two new fund accounts for REET 1 and REET 2 revenue. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

C. AB24-89 – RFP – Legal Services.

City Administrator Scott Larson briefed that the City of Orting published a request for proposals for legal services and received three proposals back. Staff are evaluating proposals and will submit a scoring matrix to the CGA Committee for consideration prior to the upcoming Council study session on September 18th, 2024.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

D. AB24-70 – Council Goals.

City Administrator Scott Larson briefed the following Council goals identified for CGA:

- Goal 4: New Council Packet – City Clerk Kim Agfalvi met with Councilmember Sproul to discuss materials that should be included in the new councilmember packet. City Clerk Kim Agfalvi provided a draft packet for Councilmembers Sproul and Hogan to review.
- Goal 5: Development Permit Process – City Administrator Scott Larson and Community Development Director Kim Mahoney have drafted and submitted updated code to Planning Commission for review.
- Goal 6: Whitehawk/Gratzer Park Master Plan – No updates at this time.
- Goal 7: Youth Advisory Board – Currently in the research phase and will focus on this goal once the New Council Packet is complete.
- Goal 9: Council Professional Development – CGA requested that Council Professional Development is added to the New Council Packet providing opportunities for enrichment and continuing education resources.

Committee discussion followed.

Action: Bring back to October CGA meeting on October 2nd, 2024.

E. AB24-64 – Council Code of Ethics Policy Review.

Councilmember Sproul stated that he has reviewed the current Council Code of Ethics Policy and did not note any updates or additions needed and that the item should be forwarded to the September study session for Council review. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

F. AB24-79 – 2025 Grants.

City Clerk Kim Agfalvi stated that staff have reviewed 2025 grant submissions and have provided a grant request worksheet outlining recommendations based on the approved grant policy. She briefed that the City received five timely grant applications and one late submission. Councilmember Sproul requested to include the late request for consideration based on late acceptance prior years and no other late requests will be accepted as of September 4th, 2024. Committee discussion followed.

Action: Invite grant requestors to attend the next CGA Committee meeting on October 2nd, 2024 and move forward to study session on September 18th, 2024 for Council consideration.

G. AB24-82 – Capital Assets Policy.

Finance Director Gretchen Russo briefed on the current capital assets policy and stated that staff are recommending changes to include physical inventory instructions and to increase small and attractive assets threshold from \$500 to \$700. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

H. AB24-85 – Sourcewell Interlocal Agreement.

Finance Director Gretchen Russo briefed on a proposed Interlocal Agreement (ILA) with Sourcewell that will allow the City to purchase goods like office supplies, technology products, copiers, and printers through ready to use, competitively solicited contracts. She stated the City has previously used this contract through the Washington State Small Works Roster and executing an ILA will allow the City to continue purchase goods in the event that Washington State exits the contract. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

I. AB24-87 – Policies and Procedure Calendar.

Councilmember Sproul requested staff create an institutional calendar to track deadlines throughout the year for to help staff, and Council better understand and plan work and compliance requirements. Finance Director Gretchen Russo stated that she has circulated this request to all of the department directors to compile annual dues dates into one single document. Staff is recommending that this calendar is added as an appendix to the budget to ensure review each year. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

J. AB24-80 – Big J’s Holiday Rental Agreement.

Executive Assistant Danielle Charchenko stated that Big J’s Outdoor Store has hosted their week-long annual holiday sale during December at the Orting Station for more than ten years and that in prior years the City’s facility rental fee schedule was formatted as a full day or half day rental. She briefed that at the beginning in 2024 the City’s facility rental fee schedule was restructured for hourly rentals and that this change had created a significant increase for a week-long rental. Staff is recommending that City Council allows Big J’s Outdoor Store to host their annual holiday sale the 3rd week of December for a flat rate of \$1,000. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

K. AB24-88 – Park Parking Lease Request.

City Administrator Scott Larson stated the City received a request from the Orting Yard located at 130 Corrin Ave NW to lease a parking space in the north park parking lot to meet ADA requirements. He briefed that if this agreement is approved a joint-use parking agreement and lease agreement will need to be executed and that the City will need to establish an annual price/fee for the parking lease. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

L. AB24-83 – CGA Legislative Priorities.

City Administrator Scott Larson briefed that the City is currently waiting for AWC’s legislative priorities to be published and to determine if the City of Orting Public Safety and Public Works Committees have any priorities to include. He stated staff will ask Councilmembers during the upcoming study session if there are any other legislative priorities they would like to include. Committee discussion followed.

Action: Move forward to study session on September 18th, 2024 for Council consideration.

Councilmember Sproul requested at 5-minute recess at 10:02am. The meeting resumed at 10:07am.

M. AB24-84 – Orting Craft Festival Interlocal Agreement.

City Clerk Kim Agfalvi briefed that the City of Orting applied for a grant of funds in the amount of \$20,000.00 to hold a Celebration of Craft that would highlight local breweries, cideries, culinary delights, and live music. She stated that the grant awarded by the Port of Tacoma would provide a grant of funds of \$10,000.00 and that the City of Orting would need to match that amount with a \$10,000.00 contribution. She stated that in order to hold a craft festival, the City of Orting Municipal Code would need to be amended to allow alcohol consumption in city parks. Committee discussion followed.

Action: The CGA committee recommended declining the grant award.

N. AB24-90 – WA ATV Route Proposal Discussion.

Councilmember Sproul stated he had received several emails and had attended a zoom meeting with Pierce County Councilmember Dave Morell in regards to the WA ATV route proposal. He stated the WA ATV route explored reducing the speed limit to 35 miles per hour from 128th to Williams Blvd to accommodate for WATV use. Committee discussion followed.

Action: Informational item only.

4. Meeting Minutes of July 3rd, 2024.

The meeting minutes of July 3rd, 2024 were approved.

5. Action Items/Round table review.

Final comments.

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

6. Adjournment

Councilmember Hogan adjourned the meeting at 10:36am.

ATTEST:

Kimberly Agfalvi, City Clerk, CMC