



CGA Committee Agenda
August 2nd, 2023
8:30am

Greg Hogan, Councilmember, Chair

Melodi Koenig, Councilmember

Kim Agfalvi, City Clerk

Scott Larson, City Administrator

Gretchen Russo, Finance Director

Danielle Charchenko, Executive Assistant/Records Clerk

1. Call to Order

Councilmember Greg Hogan called the meeting to order at 8:30am. In attendance at the meeting was Councilmember Melodi Koenig, Councilmember Greg Hogan, City Administrator Scott Larson, and Finance Director Gretchen Russo.

2. Parks Report

No parks report.

3. Public Comments

No public comments.

4. Agenda Items

A. AB23-67 - Banners and Advertising.

City Administrator Scott Larson stated the language on the permit application will be updated to only allow banners over the highway for City sponsored events or to serve a government purpose.

Action: Move forward to August 16th, 2023 study session.

B. AB23-76 – Utility Fee Waiver.

City Administrator Scott Larson briefed that the City is implementing a new online payment portal as we are transitioning to a new financial system. During this transition period the City would like to offer the public a grace period to switch to the new online payment portal. This would suspend the current fee schedule for late fees and shut off fees from September 15th to November 15th. Committee discussion followed.

Action: Move forward to August 16th, 2023 study session.

C. AB23-64 – Deputy Mayor Selection Process.

City Administrator Scott Larson briefed that currently with councilmember terms, the Deputy Mayor position will be vacant for the month of January 2024. He stated the position could be left unfilled, Council can create an interim rule, or modify the Council rules, depending on how Council would like to address the situation. Committee discussion followed. CGA is recommending electing an interim Deputy Mayor for the month of January, during the December 13th council meeting and amending section 3.9 to address mid-term vacancies.

Action: Move forward to August 16th, 2023 study session.

D. AB23-72 – Facility Rental Policy.

City Administrator Scott Larson stated that previously facility rental policies were written into the facility applications. The facility rental policy being presented is intended to separate policy from application and to enact a formal policy for reference.

Action: Move forward to August 16th, 2023 study session.

E. AB23-73 – Field Usage Policy.

City Administrator Scott Larson briefed that the field usage policy was built into the application and is being bifurcated to address the policy in depth. He stated there have been sections added to the policy such as; priority groups, definitions of users, application process, and tournament application process. He stated an issue that is being address in the policy update is notice of field prep. When last minute field prep is requested it impacts the ability to plan and carry out other work for the maintenance crew. Committee discussion followed. CGA is requesting to add a clause for toilet rentals during tournaments.

Action: Move forward to August 16th, 2023 study session.

F. AB23-74 – Parks Advisory Board.

City Administrator Scott Larson stated there has been a struggle to fill open seats on the Parks Advisory Board. He stated the Parks Advisory Board has had a limited scope as to what needs to be reviewed and completed. He stated staff is proposing to change the Parks Advisory Board from a standing board to a project based/ad-hoc board. This structure would further allow the City to be able to evaluate qualifications of potential members based on what is being studied. Committee discussion followed.

Action: Move forward to August 16th, 2023 study session.

G. AB23-75 – Orting Pumpkin Festival Sponsorship.

City Administrator Scott Larson briefed the Orting Pumpkin Festival Sponsorship application. He stated the fee has been paid and the application has been submitted but there are a couple of missing required documents. The main event coordinator has fallen ill and staff is recommending moving forward for approval of sponsorship with the condition that all documents are submitted for review. CGA is requesting that the Orting Pumpkin Fest coordinators are invited to the September CGA meeting to answer questions.

Action: Bring back to September 6th, 2023 CGA Committee meeting.

4. Meeting Minutes of July 5th, 2023.

Meeting minutes of July 5th, 2023 were approved.

6. Action Items/Round table review.

Final comments.

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

7. Adjournment

Councilmember Hogan adjourned the meeting at 9:42am.

ATTEST:



Kimberly Agfalvi, City Clerk, CMC