



**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**

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**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 18<sup>th</sup>, 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 18<sup>th</sup>, 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 18<sup>th</sup>, 2024.

**Action:** Move forward to study session on September 18<sup>th</sup>, 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 2<sup>nd</sup>, 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 18<sup>th</sup>, 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 4<sup>th</sup>, 2024. Committee discussion followed.

**Action:** Invite grant requestors to attend the next CGA Committee meeting on October 2<sup>nd</sup>, 2024 and move forward to study session on September 18<sup>th</sup>, 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 18<sup>th</sup>, 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 18<sup>th</sup>, 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 18<sup>th</sup>, 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 18<sup>th</sup>, 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 18<sup>th</sup>, 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 18<sup>th</sup>, 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 128<sup>th</sup> 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 3<sup>rd</sup>, 2024 were approved.

**5. Action Items/Round table review.**

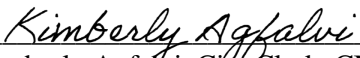
Final comments.

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

**6. Adjournment**

Councilmember Hogan adjourned the meeting at 10:36am.

ATTEST:

  
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Kimberly Agfalvi, City Clerk, CMC