



Finance/Administration Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room

Subject	Meeting Minutes	Date	04/03/19
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:03 PM
Committee Chair	Ed Stern	End Time	6:30 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, Director of Engineering Kasiniak, Councilmember Nystul (Quorum Noticed 4/2/19), City Clerk Fernandez, Police Chief Schoonmaker		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Eat Work Drink trust account - this is a cash bond for performance of a specific project (Tim Ryan Construction) that earns interest. When Engineering or Planning releases the bond, the bond is returned to the developer minus any City costs. The project is now called the Centennial Building.
	b. Agenda and Extended Agenda Review	Notice for quorum for Elections Panel on Saturday, April 20, 2019.
	1. 04/03/19-Members Absent-	
	2. 04/17/19-Members Absent-Booher	
2.	Agenda Items:	
	a. Executive Office Discussion	Thomas shared a generic sample job description from ICMA (it is generic for the whole country) and his draft job description. He provided an updated timeline. These items will be part of the agenda packet for the April 17, 2019, Council meeting. Stern recommended having a round-table discussion after the elections to transfer knowledge to the new councilmembers. Erickson recommended having an all-day retreat to cover a variety of topics on November 16, 2019.
	b. Police Contract	Kingery reviewed the current proposed police contract. Erickson noted the signing bonus was something new in the contract (the committee asked that the reasoning behind the bonus be noted for future negotiations). The committee reviewed the contract and recommended

		council approval.
	c. Monthly Sales Tax Report	Booher reported on sales tax for January, which is up 20% over the same period last year. One of the big areas is one-time construction dollars. The biggest area is retail trade on Viking Avenue.
	d. Public Works Relocation & Related Future Costs	Erickson reported the City has reached out to the KPUD who is relocating to Urdahl Road, which would free up their existing facilities. It might work for our PW staff. We would have to do some major remodel, but it would be half price of what we were expecting to spend (\$6MM). The appraisal value is modest for this building. Mike Lund is interested. She talked with Bob Hunter. Their time frame fits in with our schedule. They are 2-2.5 years out of moving into their new home. We would have the Johnson Parkway pieces done; we would know where we are financially for that piece. Kasiniak reported the City Attorney said we could use traffic impact fees to retire debt. Booher said when we are ready to move forward, we could go out for debt for both the PW project and Noll at the same time for a better financing rate. Engineering has estimated that it will cost \$4MM estimated for the project, and after grants the City will still need to borrow around \$2.5MM.
	e. Front Street Infrastructure & Upgrades Future Costs	Stern asked if there would be an opportunity to do additional work when we rip up the street for the water main project planned for 2022. Kasiniak said not at this time, there isn't a funding source or design plan for street improvements. Water mains will be run in one lane with side collections to the buildings. Sidewalks will need to be replaced. Stern said it is a narrow scope to connect just with water right now. Stern asked if we are potentially ahead with these moving pieces previously discussed, would there be potential to have extra funding available when the Front Street project construction begins, for example raised crosswalks and other pedestrian concerns. Erickson said she does not know. She would say any type of improvements on Front Street need to be funded by a parking fee. They should start thinking about a paid parking model.
	f. Budget Amendment for Increased Laserfiche Cloud Storage	Fernandez said our hosted cloud service for Laserfiche is over its capacity of 100 GB of space and it needs to be bump up to the next level, which is 500 GB (additional cost of \$3,000 per year). Fernandez will be seeking a budget amendment. The committee recommended this item.

	<p>g. Agreement for New Phone System</p>	<p>Booher reported the new phone system will be subscription based, so after the set up/trainings, the City's payment to Comcast will go down.</p>
	<p>h. Noll Road/Johnson Parkway Project Funds-On-Hand, Forecasted and Local Match Requirements</p>	<p>Discussed during Item D.</p>
<p>3.</p>	<p>Mayor and Department Head Comments:</p>	<p>Erickson discussed the street dance was funded out of her budget last year. She doesn't have the funding available in her budget, and she still wants to support the dance. She will ask the Council for the \$3,500, which would be a budget amendment.</p> <p>Erickson asked if the FAC thinks the City should support WWU's Small Business Development Center. They're asking for \$7,500 per year for four years. She will present this to the Council for consideration.</p> <p>Discussion was held on needing some type of systematic approach for these types of requests. Booher stated that no matter who we support, we must show how it benefits the City.</p> <p>Erickson gave an update on various development projects throughout the City.</p>