



Finance/Administration Committee

****This meeting was held virtually.**

Subject	Meeting Agenda	Date	07/01/20
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:00 PM
Committee Chair	Ed Stern	End Time	6:31 PM
Committee Members	Jeff McGinty, Gary McVey, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Accounting Manager Danielson, Public Works Superintendent Lund		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	The Committee has been coming in to do the audit. Stern recommended getting their signatures for the audit. McVey asked to be updated about pending litigation. Erickson will schedule an executive session at the next Council meeting to brief them on all the pending litigation.
	b. Agenda and Extended Agenda Review	
	1. 07/01/20-Members Absent-	
	2. 07/15/20-Members Absent-	
2.	Agenda Items:	
	a. Newspaper RFP	Booher reported all bidders had something out of compliance for the bid requirements and reviewed the issues with each. This is equivalent to receiving no bids. The Mayor and staff would like to negotiate with the Seattle Times for a contract. <i>The committee recommended moving forward with negotiating with the Seattle Times.</i>
	b. IT Purchasing Cooperative Interlocal Agreement	Booher reported that IT Manager Stenstrom wants to stream meetings more effectively and replace equipment in the Council chambers. It is a subscription provider, and we need to be part of the cooperative to utilize their services. Once we are a member, we can then streamline our council meetings. <i>The committee recommended approval of the resolution to the Council.</i>
	c. Sales Tax Report	Booher reported dollars collected in April collected in

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		June. Revenues are 8.5% below last year, and YTD is at -15%.
	d. Real Estate Excise Tax Report	Booher reported the City is in the middle of the average at 37%, but it was projected to be at 42% (below 5%).
	e. Staffing Changes	Booher reported that Chloe Wardle is transferring to the Police Department effective July 16, 2020. Booher said her department cannot absorb additional workload, and they will be filling the position.
	f. Auditors Exit Conference	Booher reported July 22 is the Auditor's Exit Conference at 10 a.m. They have been looking at the small and attractive policy and testing it. Meeting invites will come from Danielson for a Ring Central meeting.
	g. Neighborhood Streets Banked Capacity Funding	Booher reported they are still transferring money to the street reserves. Staff is just asking to not spend it all right now. Lund has come up with a plan going forward. They are going to pick a couple of streets as a base bid and put a couple of additives into the bid package. The bid opening will be on August 3.
	h. City Administrator	Stern said he worries by the beginning of 2022, there will be no back up for the new Mayor. He worries about the City's future. Erickson agreed the job has been very difficult the past year. She said as they start presenting budget information, they must look at the numbers and decide what they want to do. They will revisit it in January. McVey will want to know how it will be funded, what the options are and what the trade-offs are. Erickson said it would be an easier position to hire as compared to the Police Chief.
3.	Mayor and Department Head Comments:	<p>The police chief flyer was published today. The application closes July 31. There will be three committees for the hiring process in August.</p> <p>Booher said they are going through a software upgrade. There will be a new web access to the utility billing program.</p> <p>Fernandez reported she has been spending her time supporting the mayor and working on public records requests. Her staff has been using this down time to move to electronic records in the Clerk's Office.</p> <p>Erickson shared that we are working on a COVID response plan for the City.</p>