

Finance & Administration Committee

Date: May 31, 2016

Attendance: Amy Walen, Jay Arnold, Doreen Marchione, Kurt Triplett, Tracey Dunlap, Michael Olson, Tom Mikesell, Jessica Clem, John MacGillivray & Jeff Brown (Item 1 only), Deanne Woodring – GPA, LLC (Item 2 only)

Agenda Item:	Action Items:
<p>1. Solid Waste Contract Procurement Process Notes: John MacGillivray gave an overview on the upcoming solid waste procurement process. The City's current contract with Waste Management expires in June 2018. In addition to extending the current contract for an additional 2 years, John reviewed several procurement options, including:</p> <ul style="list-style-type: none">• Renegotiate• Request for bids (RFB)• Request for proposal process (RFP) <p>Staff recommends moving forward with a request for proposals process. The Committee was supportive of this approach.</p> <p><i>(Attachment A)</i></p>	<p>Staff will bring forward a resolution seeking authorization to request proposals at a June or July Council meeting.</p>
<p>2. Investment Policy Update Notes: Deanne Woodring, the City's investment advisor, gave an overview of the City's year-to-date investment performance and strategies to continue to strengthen the portfolio. Deanne also reviewed proposed updates to the Investment Policy, the majority of which is formatting in nature.</p> <p><i>(Attachment B)</i></p>	<p>The revised policy will be on the Finance & Administration Committee June 28 meeting for their recommendation to forward the policy to full Council for adoption.</p>
<p>3. 2017-2022 CIP Michael reviewed the upcoming schedule for the CIP process. CIP documents will be distributed June 14.</p> <p><i>(No materials for this item)</i></p>	<p>The full Council will receive a 2017-2022 CIP Update at the June 21 meeting.</p>
<p>4. Council Email Acknowledgement Option Staff provided a sample Council email acknowledgement used by another City. It was suggested that a similar format be used in response to emails sent to the Council. The Committee was supportive of this approach if the email acknowledgement was tailored to match Kirkland's response process.</p> <p><i>(Attachment C)</i></p>	<p>Staff will bring back a revised version for Committee review at the next meeting.</p>
<p>5. April Dashboard Report Notes: The April dashboard was reviewed. Revenues and expenditures are within expectations. Business License revenues are ahead of budget due to increased collection efforts. Development revenues continue to be above budget mainly due to Kirkland Urban and Totem Lake. It was noted that development services bullet points have been added directly to the dashboard report in lieu of attaching a separate report each month.</p>	<p>No action for this item.</p>

<p><i>(Attachment D)</i></p>	
<p>Other Items:</p> <ul style="list-style-type: none"> • April Investment Report <i>(Attachment E)</i> • April Sales Tax Memo <i>(Attachment F)</i> <p>Upcoming Council Agenda Items: June 21 Regular Meeting Preliminary 2017-2022 CIP 2016 Mid-year Budget Adjustments</p> <p>Tentative Next Agenda June 28, 2016 Animal Control Services Open Labor Negotiations to the Public</p> <p>July 26, 2016 Utility Rates</p> <p>Future Topics:</p> <ul style="list-style-type: none"> • 2017-2018 Budget • New – Conference Room naming for former City Manager <i>(added 5/3/2016)</i> 	<p>No action for these items.</p>