



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

|                          |  |                   |                 |
|--------------------------|--|-------------------|-----------------|
| <b>Subject</b>           | <b>Meeting Agenda</b>  | <b>Date</b>       | <b>12/18/19</b> |
| <b>Recorder</b>          | <b>City Clerk Rhiannon Fernandez</b>   | <b>Start Time</b> | <b>5:12 PM</b>  |
| <b>Committee Chair</b>   | <b>Jeff McGinty</b>  | <b>End Time</b>   | <b>5:52 PM</b>  |
| <b>Committee Members</b> | <b>Jeff McGinty, Kenneth Thomas, Ed Stern</b>  |                   |                 |
| <b>Staff Present</b>     | Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, City Clerk Fernandez |                   |                 |

**Agenda**

| No.       | Topic                                      | Action/Recommendation/Discussion   |
|-----------|--|--|
| <b>1.</b> | <b>Administrative:</b>                     |  |
|           | a. Questions & Concerns of the Committee   |  |
|           | b. Agenda and Extended Agenda Review       | Reviewed auditing schedule.  |
|           | 1. 12/18/19-Members Absent- None           |  |
|           | 2. 01/15/20-Members Absent-                |  |
| <b>2.</b> | <b>Agenda Items:</b>                       |  |
|           | a. Utility Bad Debt Write Off              | Booher said the City can write off bad debt for a certain amount, but the amount requested is above that threshold (\$2019.48). This is property that is different because it changed hands. It was either storm/sewer/garbage, which cannot be stopped. The debt goes back to 2014. The committee recommended approval.   |
|           | b. Cell Tower Lease – See Council Packet   | Booher said she has been working with the City Attorney and this is the last agreement they will have to work on for a while. This is with Verizon, it has an inflator of 4% every year, and changing it to a calendar year agreement. Mike Lund updated the site plans. If they sublease, we will have to be notified. They will send a check for \$30,000 to reimburse for legal costs. The Committee recommended approval of the lease. |
|           | c. Personnel Handbook Updates              | Kingery reviewed the personnel handbook changes (comp time accrual payouts at 40 hours, changes to the sick leave law, paid family and medical leave act changes, jury duty pay not to be submitted to the City per RCW, reference to vehicle policy). The final version will be on the January 8, 2020 council agenda. The Committee recommended approval. Stern suggested a name change with more gravity.                               |
| <b>3.</b> | <b>Mayor and Department Head Comments:</b> | None.  |