

Finance and Administration Committee
Wednesday, October 2, 2013
City Hall Conference Room

The Finance and Administration Committee met in special session on the above date, at the hour of 10:00 a.m., in the City Hall Conference Room and the following items were discussed.

ROLL CALL

Members present: Committee Members Dave Turner and Doug Hammerstrom.
Staff present: City Manager Linda Ruffing, Finance Director Rosana Cimolino, Assistant City Manager Ginny Feth-Michel, and City Clerk Cindy VanWormer.

APPROVAL OF MINUTES – Minutes from September 4, 2013 meeting were approved as received.

CONDUCT OF BUSINESS

2. Receive Report and Provide Input to Staff Regarding City Website Upgrade Project and Video/Live Streaming of City Council Meetings

Dennis Freeze, consultant, reviewed the vendor proposals from CivicPlus, Civica, and Vision Internet. He noted that the team received demonstrations of each of the three systems and recommend CivicPlus. Several websites were viewed and discussed by the Committee.

Discussion: The following was noted during discussion of this item:

- Committee Member Hammerstrom asked about the 50 consecutive viewers allowed to watch video stream; Assistant City Manager Feth-Michel stated that is what is allowed at this cost by Granicus.
- The City's IT Department is working on installing two feeds at Town Hall – one for the PEG channel and one for video streaming.
- Freeze stated that one of the City's criteria was that the site be able to translate to Spanish. These vendors will all allow pages, except for PDFs, to be translated using Google Translate. Committee Members and staff discussed having more information in Spanish, either translated prior to placing on the website or placed on the website in a manner that allows for Google translation. Staff will check on search capabilities in Spanish.
- The Committee recommended that PDFs remain as text as much as possible so they are searchable.
- Committee Member Turner asked why some cities are using Civica when it cost more. Staff stated that they did reach out to one city but was unable to connect with someone who was involved in the decision process when they chose Civica.
- City Manager Ruffing noted that one advantage of CivicPlus over Civica is that they offer a free redesign in four years.
- The only way to get a mobile app (for i-Pad and i-Phone usage) is by paying CivicPlus to do it if you want a customized app.

Committee consensus was to recommend contracting with CivicPlus for redesign of the City website including a custom mobile app.

Discussion: The following was noted during continued discussion of this item.

- Staff did not include annual recurring cost for website implementation in the proposed budget because that will be included in the cost of CivicPlus. A budget adjustment will be necessary to cover the entire cost of improvements proposed by staff.
- City Clerk VanWormer discussed the timing of the Municipal Code hosting noting that staff wants to wait until the Land Use & Development Code update is completed so that the City doesn't have to pay the fee for amending all of those pages.

Committee consensus was to recommend contracting with Code Publishing for municipal code hosting.

Assistant City Manager Feth-Michel reviewed the information regarding video/live streaming of Council meetings.

Discussion: The following was noted during discussion of this item:

- Staff envisions hiring a part-time person to film for video streaming. The Committee recommended that the \$3,900 budgeted for that be considered when the PEG Operations request for proposal is issued; if that amount makes it viable for someone to be in business then the City should contract it out.
- The live video streaming being done now is not on our website or linked with the agenda; it will be if the City uses the Granicus system.
- Ruffing noted that the franchise fees from Comcast will keep going down and eventually it won't be viable; people will be live streaming meetings on their computers.
- The estimate of \$11,000 for additional equipment could go down depending on what happens with access to the MCTV equipment. There is some equipment they have that the City could use to implement this process.
- Aesthetics of the Town Hall improvements were discussed; staff will try to keep it in line with the recessed space at the rear of the building. Ruffing noted that there is money in this year's budget to replace the flooring and staff hopes to do this construction at the same time. Staff will also be working on installing better lighting and different chair racks.
- The Committee supported installation of an LCD screen and placing cables under the flooring.
- Hammerstrom suggested using the money from Waste Management for these improvements; Turner noted that would be a possibility but asked that other funds be looked at as well.

Committee consensus was to support the live streaming project, sound booth in Town Hall and LCD Screen project.

1. Receive Report and Make Recommendation to City Council Regarding New Commercial Water Rate for Low Usage

Finance Director Cimolino briefly reviewed the Summary Report prepared for this item.

Discussion: The following was noted during discussion of this item:

- There are 90 accounts that use less than 2 units or less per month. Staff did not look at how many use less than 1 unit.
- The new rate code it will apply to the fixed rate; the businesses will still have to pay for usage.

Committee consensus was to change the definition from an average from 2 billings units or less to 1 billing unit or less at a rate that is 25% higher than residential (\$33.96).

3. Receive Report and Provide Input to Staff Regarding Purchasing Ordinance, Informal Bidding Procedures Ordinance, and Resolution Reconfirming Election to Become Subject to the Uniform Construction Cost Accounting Procedures

City Manager Ruffing summarized the Summary Report prepared for this item.

Discussion: The following was noted during discussion of this item:

- Committee recommended bringing this item forward to the Council for discussion and direction to staff. They also recommended the following:
 - Put less detail in the summary report.
 - Be clear about policy decisions the Council needs to make.
 - Include information on the types of contracts that might fall between the \$25,000 and \$50,000 level.
- Ruffing noted that items that aren't budgeted will still go to Council for approval.

- Staff needs to add back in the section regarding local vendor preference or the definition needs to be removed.
- Regulations regarding purchase orders and use of credit cards aren't in here anymore and need to either be added or a reference to the Administrative Regulation should be added.
- Staff does not believe that the procedures under the Uniform Public Construction Cost Account Act are that cumbersome.

Staff will work on changes and bring this back to the Committee at the November meeting.

4. Matters from Committee Members/Staff

ADJOURNMENT

The meeting was adjourned at 11:53 a.m.