



**Date:** May 21, 2019  
**Time:** 4:00 p.m.  
**Place:** Chambers  
**Attending:** Les Thomas, Committee Chair  
 Bill Boyce, Councilmember  
 Dennis Higgins, Councilmember

**Agenda:**

1. **Call to Order 4:01 p.m.**
2. **Roll Call**

Attendee Name	Title	Status	Arrived
Les Thomas	Committee Chair	Present	
Bill Boyce	Councilmember	Present	
Dennis Higgins	Councilmember	Present	

3. **Changes to the Agenda**

There were no changes to the agenda.

4. **Approval of Minutes dated May 7, 2019**

**MOTION: Move to approve the Minutes dated May 7, 2019**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dennis Higgins, Councilmember
<b>SECONDER:</b>	Bill Boyce, Councilmember
<b>AYES:</b>	Thomas, Boyce, Higgins

5. **Approval of Check Summary Report Dated 4/16/19-4/30/19**

**MOTION: Move to approve the check summary report dated 4/16/19 through 4/30/19.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Boyce, Councilmember
<b>SECONDER:</b>	Dennis Higgins, Councilmember
<b>AYES:</b>	Thomas, Boyce, Higgins

6. **Lodging Tax Grant Awards**

Economic Development Manager Michelle Wilmot presented a request to recommend council authorize the City's Fall/Winter 2019 Business and Leisure Tourism Promotion Grants as recommended by the Lodging Tax Advisory Committee. The City received eight grant applications with requests

totaling \$205,780, well within range of the approximately \$300,000 available. The committee evaluated all applications and selected six of the eight to fund. Funding is recommended for these six applications as they will bring additional people to Kent for business and leisure travel. Council President Boyce requested that Ms. Wilmot get these events on the Council calendar and gave Kudos for the work being done to bring these types of events to Kent.

**MOTION: Authorize the Mayor to award the business and leisure tourism promotion grants as recommended by the Lodging Tax Advisory Committee.**

<b>RESULT:</b>	<b>RECOMMENDED TO COUNCIL [UNANIMOUS]Next: 6/4/2019 7:00 PM</b>
<b>MOVER:</b>	Dennis Higgins, Councilmember
<b>SECONDER:</b>	Bill Boyce, Councilmember
<b>AYES:</b>	Thomas, Boyce, Higgins

**7. Medic One/Emergency Medical Services Levy Resolution - Adopt**

Chief Administrative Officer Derek Matheson and Fire Chief Matt Morris presented a request to recommend Council adopt a resolution indicating the City's approval to place a levy on the November 2019 ballot to provide long-term funding for the countywide Medic One/Emergency Medical Services system. This levy will replace the current countywide levy which expires on December 31, 2019.

**MOTION: Adopt Resolution No. \_\_\_\_\_, indicating the City of Kent's approval of the countywide ballot proposition to provide stable and long-term funding for the countywide Medic One / Emergency Medical Services system.**

<b>RESULT:</b>	<b>RECOMMENDED TO COUNCIL [UNANIMOUS]Next: 6/4/2019 7:00 PM</b>
<b>MOVER:</b>	Bill Boyce, Councilmember
<b>SECONDER:</b>	Dennis Higgins, Councilmember
<b>AYES:</b>	Thomas, Boyce, Higgins

**8. Asset Management System Replacement Project Update**

Technical Systems Analyst Levin Conway, IT Project Manager Melissa Janson, Woolpert Project Manager Christina Martinez and Public Works GIS Coordinator Heath Bracket provided an update on the asset management system replacement project. Over the past two months the Project Core Team, IT, Woolpert and PW Operations staff have had multiple project meetings and onsite workshops. An overview of completed tasks and milestones as well as a high-level overview of the project schedule was presented. At this time, the project is on-time and on-budget.

**9. Director's Report**

Interim Finance Director Barbara Lopez reported on two finance and operational items. The first was some good news indicating that, due to bids coming in lower than estimated and project savings on other projects that can be reallocated, we are no longer in a position where we need to issue bonds to fund the 224th/228th corridor as originally planned. The second item was a heads-up that the annual audit is underway. The State Auditor's Office is on-site and will be here full-time for the next three to four months. As a reminder, the audit is actually three audits in one. It consists of an audit of financial statements, a "single audit" which audits federal grants and an accountability audit which audits areas such as contracting, procurement and payroll to make sure we are following our processes and procedures. When the audit is completed, an exit conference will be scheduled.

**10. Adjournment 4:35 p.m.**

*Cathie Everett*

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Committee Secretary