



The city is conducting public meetings using a hybrid model. The public was welcome to attend this meeting in-person at City Hall or virtually.

Members Present: Deputy Mayor Hochstatter, Barbara Bitetto, Charla Neuman.

Staff Present: City Administrator (CA) Jason Wilson, Administrative Services Director (ASD) Jeff Steffens, Community and Economic Development Director (CED) Ryan Windish, and Chief Financial Officer Kassandra Raymond (CFO).

The meeting convened at 5:30 p.m. by Deputy Mayor Hochstatter.

Committee Business

ARPA Fund Balance Discussion: Currently the unallocated ARPA fund balance is \$81,676. Staff provided an update on unspent allocated funds.

Commissary Kitchen Grant \$100,000: In 2022 the Council authorized a grant for the establishment of a commissary kitchen. The grantee was provided six months to identify a location and begin establishment activities, and then granted another extension until August 24, 2023. CED Windish informed the committee that the grantee had secured a spot in East Sumner and was working on a permit submittal but would not be able to have a certificate of occupancy by the August 24th deadline. The committee agreed to another six-month extension until February 24, 2024.

The committee voted to deobligate the following allocations:

Homeless Outreach \$25,000: The City was unable to secure a contract with service provider, currently able to handle response within general fund allocations.

Parklet Construction \$10,000: Staff do not have time to construct a parklet. Originally the plan was to purchase a surplus unit from Puyallup, however they are no longer surplussing their parklets. The parklet program needs further policy discussion.

Utility Assistance \$2,867: The program is complete and credits applied to all eligible customers.

Cubicles \$4,028: Purchase and installation complete.

Air Filtration \$597: Purchase and installation complete.

With the deobligated items the available ARPA fund balance is \$124,168.

Staff proposed the following allocation of the remaining ARPA funds:

Council Chamber Microphone \$12,000: Installation of a microphone array in the ceiling of the council chambers. This microphone configuration would allow for hybrid meetings in the council chambers without the use of handheld microphones.

Citywide Fiber \$60,000: The City is in the process of procuring fiber optic installation between all city facilities and traffic signals. This allocation would cover the initial general fund portion of the project.

MIC Transit \$52,168: MIC Transit continues to slowly grow in ridership. This allocation would help offset the city's 2023 contribution to the pilot program.

The committee unanimously agreed with the staff proposals. CFO Raymond will prepare a budget amendment.

Next Meeting: Unless staff recommends sooner, the committee does not plan on meeting again until fund close out.

With no further items, the meeting adjourned at 6:24 p.m.

Prepared by City Administrator Jason Wilson