



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

Subject	Meeting Minutes	Date	11/18/2015
Recorder	City Clerk Fernandez	Start Time	5:00 PM
Committee Chair	Kenneth Thomas	End Time	6:48 PM
Committee Members	Kenneth Thomas, David Musgrove, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, Accounting Technician Roberts.		
Agenda			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
	a. Questions & Concerns of the Committee	Mayor Erickson reported on the \$20K needed for the Hwy 305 Origin Destination Traffic County Study.	
	b. Agenda and Extended Agenda Review	Stern out of state December 8-18.	
	1. 10/07/15 – Members Absent –	None.	
	2. 10/21/15 – Members Absent –	None.	
	3. 11/04/15 – Members Absent –		
2.	Agenda Items		
	a. Public Surplus (Roberts)	<p>Roberts reviewed the list of surplus items. All governmental items, none are proprietary.</p> <p><i>Committee recommends the list as offered.</i></p>	
	b. Engineering Positions (Kingery)	<p>Kingery reviewed the proposed structure of Public Works and Engineering for 2016. The Mayor would like a Director of Engineering (Kasiniak), and promote Assistant City Engineer Lenius to be the City Engineer. Discussion held on position responsibilities and wage increases. Discussion held regarding reviewing council salaries on a regular basis. Need to review salaries at the same time of the union contract renewals. Kingery will bring the policy forward for review when the salary review is done this summer. These changes would be implemented into the final budget.</p> <p><i>Committee recommends the proposed structure and wage changes.</i></p>	

	<p>c. Quarterly Variance Report (Booher)</p>	<p>Booher reviewed the Budget vs. Actual month ending September 30, 2015, for revenues and expenditures.</p>
	<p>d. Real Estate Excise Tax (Booher)</p>	<p>Booher reviewed the REET report, collections have exceeded budget projections, and have only collected through October. REET projects have to be in the CIP or transportation. It is heavily regulated by RCW. REET stays in Fund 121. REET dollars can be saved for a future project. Could discuss a reserve policy for REET.</p>
	<p>e. Baseline Adjustment Requests (BARs), New Program Requests (NPRs), Preliminary Budget (Booher)</p>	<p>Booher reviewed the differences between the Mayor and FAC for BARs (Wellness & Urban Forestry); NPRs (Budget Analyst/Senior Accountant, ADA Transition Plan, and LiveScan). Discussion held on Wayfinding Signage and changing it from a "Wait" to "Yes". Booher reviewed the preliminary budget, it is \$251,000 out of variance. Need to remove the museum carryover and KRCC adjustment. There will be an additional \$20,000 for the SR 305 study in the Mayor's budget.</p>