



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

Subject	Meeting Minutes	Date	08/02/17
Recorder	City Clerk Fernandez	Start Time	5:06PM
Committee Chair	Ed Stern	End Time	6:41PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Accounting Manager Brown, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	The Mayor reported she talked with Planning Director Boughton about the City having a series of self-storage units headed for Hwy 305 (C-3). She is not sure this is the vision of the community. The City is one of the few jurisdictions that have allowed it to be in its commercial zoning. There are currently two existing self-storage facilities in the C-3 zone. There have been a few pre-applications for new sites and an expansion of an existing site. The Mayor recommended changing the use table in the code. Boughton will check with Commerce for the process. The Committee agreed with this concern and would like to explore changing the use, and recommended bringing it up to the Council tonight during the committee report.
	b. Agenda & Extended Agenda Review	
	1. 08/02/17-Members Absent-	
	2. 08/16/17-Members Absent-	
2.	Agenda Items	
	a. CAFR Review	Brown said the 2016 CAFR is online, and a printed copy will be provided at the Council desk once it comes back from the printer. She printed out the management discussion analysis and also included the government-wide financial analysis. She reviewed the financial highlights on pages 1 and 2 (our assets exceed our liabilities by \$141MM). The rest of the document talks about our revenues and where our expenditures come from. Page 19 is a statement of net position (balance sheet). Pages 20-21 is a statement of activities (income statement for government by programs). She said the city did very well last year. Our net position

		increased by \$5MM (it is in our assets). Stern asked for twelve copies of pages 16-18 to provide to the Chamber Board. Nystul recommends both committee members read the whole document.
	b. Council Travel/Training Budget Review	Fernandez presented the council travel/training expenditures year-to-date and asked for approval to pay for a travel reimbursement submitted by Councilmember Henry, who has exceeded his allotment from the fund. The committee recommended increasing Councilmember Henry's travel allotment an additional \$500 to cover the request.
	c. Mid-Biennium Review Clerks Budget	Fernandez reviewed the Clerks budget and goals. She presented two budget modifications requests for one new FTE to the Clerks Department and an increase to the ECM request.
	d. Mid-Biennium Review Legislative Budget	Fernandez reviewed the legislative budget and goals, and asked the committee if they wanted to increase their travel for 2018. The committee recommended moving over funds from the miscellaneous fund to travel, increasing the amount to \$2,000 per councilmember. Stern suggested seeking a non-binding advisory vote of the public on whether they want to ban fireworks. The Committee agreed with the request, and recommended doing the ballot measure in November 2018 when it will be the most cost effective.
	e. Mid-Biennium Review Finance Budget	Booher reviewed the Finance Department's 2017 accomplishments; progress on 2017-18 goals; and 2017-18 projection changes. She presented four additional mid-year requests (software upgrade, procurement card module, CAFR statement module, and utility billing module update – she would like to implement the P-Card system now without waiting). She reviewed the Debt Service Funds (2017-18 projection changes); Capital Project Funds (2017-18 projection changes); and the 2017-22 City Improvement Plan projection changes.
	f. Real Estate Excise Tax	Booher reviewed receipts received through June, which represents 50% of the year. The City is at 61% of its projected budget.
	g. Monthly Sales Tax	Booher said sales tax had a 20% growth in one month (at 7% YTD). Construction had a 15% increase. Retail trade was spread over many categories: home and garden, general merchandise. Car sales went up a little bit too.