



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

Subject	Meeting Minutes	Date	09/06/17
Recorder	City Clerk Fernandez	Start Time	5:10 PM
Committee Chair	Ed Stern	End Time	6:03 PM
Committee Members	Gary Nystul, Kenneth Thomas (absent), Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	<p>No questions or concerns of the committee.</p> <ul style="list-style-type: none"> • Booher noted the surplus for proprietary and the non-proprietary is on tonight's agenda. Stern asked Booher to check with Risk Manager Foster on liability of electrical/mechanical surplus items. • Discussion held on the upcoming budget timelines. It was helpful for departments to come in and do a check in at the mid-point. • The Mayor said she hopes the Pump Track will be open on September 23. She asked Parks & Recreation Director McCluskey to get the disclaimer signage installed, and a final inspection has been called for. • The Mayor said the data is being brought together for the self-storage units. It will be presented on September 20.
	b. Agenda and Extended Agenda Review	
	1. 09/06/17-Members Absent-	
	2. 09/20/17-Members Absent-	
	c. Committee Minutes of July 19, 2017	Approved.
	d. Committee Minutes of August 02, 2017	Approved.
	e. Committee Minutes of August 16, 2017	Approved.
2.	Agenda Items	
	a. Monthly Sales Tax Report	<p>Booher reported it was a very good month. Up almost 10 percent over the same period last year. Generated in June and received in August. YTD is up 7 percent.</p> <p>Discussion was held on the zone report. It is done once a year. It is time consuming report that has a margin of</p>

		error. Booher does not know how Zone 1 is tracking. When time permits, she can try to look at Zone 1.
	b. Dissolution of the Poulsbo Library Capital Facility Area	Booher said the City has been meeting with the library, because the intent is to give them the building and eliminate supporting their operational costs. The City is working through issues with the City Attorney on the title. The County recently informed the City that a library capital facilities district exists, and the County Commissioners are the board for the district. The district was formed when they went out to the voters to approve the construction of the building. The bonds have been paid over several years ago, and there is \$120,000 sitting in the fund. If you get rid of the building where are the funds going to go? We are proposing giving this money to the library so they can do a roof repair. They would like to go out for bid before the winter starts. The library would dissolve the library capitals facility through resolution with the county commissioners, and we would have to direct the County to allocate the funds to the library. Booher is still waiting for review from the City Attorney. The Mayor recommends getting the library capital facilities district disbanded, get the money allocated to them for the roof repairs, and if the levy passes, then we have no further obligation to them. If the levy fails, we pay \$30K a year for the next three years.