



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

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>10/05/16</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:07PM</b>
<b>Committee Chair</b>	<b>Gary Nystul</b>	<b>End Time</b>	<b>6:23 PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Senior Budget Accountant Ziemann		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	Discussion held regarding BKAT services. Nystul will send an email to the Mayor regarding his concerns.  Stern absent December 9-17. Nystul absent December 7. Thomas absent the end of November.
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 10/05/16- Members Absent-	
	2. 10/19/16-Members Absent-	
	3. 11/02/16-Members Absent-	
	<b>c.</b> Committee Minutes of September 14, 2016	Approved.
	<b>d.</b> Committee Minutes of September 21, 2016	Approved.
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Capital Improvement Planning Committee Discussion	Stern does not want to see reference to the CIP Committee removed from the code. There may be a time where it needs to be reinstated, not reinvented.  Amend 6(a): capital planning will be done in a workshop of the whole, unless the Council deems a committee should be formed to address the subject.  Fix the other language in the code: Public Works Committee is no longer under Planning and remove references to the Public Works Director. Send any other suggestions to the Clerk.

	<p><b>b.</b> Real Estate Excise Tax</p>	<p>Booher reported REET has exceeded budget. Olhava closed in September, there is a two-month lag.</p>
	<p><b>c.</b> Sales Tax Recap</p>	<p>Booher reported on sales tax revenues generated in July and received in September. Revenues are up again over the prior period last year by 3%. The City is still maintaining +6% YTD.</p>
	<p><b>d.</b> Mayor's Proposed Preliminary Budget</p>	<p>Booher reviewed the 2017-18 Mayors proposed preliminary budget:</p> <ul style="list-style-type: none"> <li>• City's budgeted funds expenditures;</li> <li>• What is included in the preliminary budget: estimated beginning balances, revenues projected consistent with 2016 levels, plus conservative growth, city utility taxes calculated at 6%, most recent property tax figures from county, estimated increases in wages, benefits and sep increases, contractual increases, capital items recommended for funding, transfers at 2016 levels with adjustments made for updated law regarding REET and simplifying the transfer process, capital projects consistent with proposed CIP, debt payments for existing debt and new debt);</li> <li>• What is not included in budget: baseline adjustment requests, new program requests, and capital requests due to limited funding;</li> <li>• General fund and other fund comparisons over the years;</li> <li>• Projected general fund revenues and expenditures;</li> <li>• 2017-18 general fund projected fund balance;</li> <li>• Upcoming timeline of budget process.</li> </ul> <p>Discussion held on the Noll Road project, Neighborhood Streets, TBDs, street utilities, and P&amp;R revenues getting closer to supporting the program.</p>

		<p>Booher's biggest concerns: enterprise funds and future debt issues for sewer. There may be a need for a policy decision regarding Noll Road.</p> <p>The Mayor is not worried about numbers; she is worried about the community being unhappy about a full community.</p> <p>Discussion was held regarding Poulsbo UGA and what needs to be changed in the subarea planning process.</p> <p>Once the Comp Plan is finished, the Mayor will ask Interim Planning Director Boughton to create a map that shows what our boundaries are and what our city properties are.</p>
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