



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

Subject	Meeting Minutes	Date	10/18/17
Recorder	City Clerk Fernandez	Start Time	5:07 PM
Committee Chair	Ed Stern	End Time	6:16 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Clerk Fernandez, Accounting Manager Brown		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Compliments to Chloe Wardle for responses to claims.
	b. Agenda and Extended Agenda Review	
	1. 10/18/17-Members Absent-	
	2. 11/01/17-Members Absent-	11/8: Stern absent (Nystul will cover claims audit). 11/15: Stern absent. 12/13: Stern absent. Discussion held regarding Councilmembers arranging meetings with outside agencies or developers. This needs to be funneled through the Mayor.
2.	Agenda Items	
	a. Public Records Act Ordinance Update	Fernandez reviewed HB 1594 and HB 1695, which went into effect July 23, 2017. The City Attorney reviewed our existing PRA Ordinance and provided recommended changes to keep the ordinance in compliance with the Public Records Act, Chapter 42.56 RCW. <i>The committee recommended the proposed ordinance changes.</i>
	b. Fee Schedule Resolution Update	Fernandez reviewed the new charges an agency can charge for producing public records requests under HB 1595. The City can establish a rule to adopt the default charges in the PRA, but will need a public hearing for any charges that are outside of the default fee schedule.

		<p>Fernandez merged the fee schedule and the police fee schedule to provide constituency in charges. A public hearing will be scheduled for November 1 for the proposed changes. The committee proposed changes to some police department fees to provide clarity on the services being provided.</p> <p><i>The committee recommended approval of the proposed fee schedule resolution.</i></p>
	<p>c. Public Records Policies and Procedures</p>	<p>Fernandez provided the City's updated Public Records Policies and Procedures and noted the City Council has not historically adopted these policies and procedures. She requested the Council adopt these policies by Council resolution.</p> <p><i>The committee recommended adoption of the proposed resolution.</i></p>
	<p>d. Banking Services Contract</p>	<p>Brown reviewed the RFP process for banking services that the City performed. They received eight responses, and interviewed the top three respondents: Kitsap Bank, Washington Federal, and Key Bank. Met with all banks. They had a moment of pause, but there weren't compelling reasons to change banks. Key Bank maintained their fees from 2008.</p> <p>Nystul asked how much we pay in compensation each year. Brown said we pay between \$500-\$600 a month as our average fees.</p> <p>Nystul asked about the insurance in Section 4.7, and if it is standard insurance the banking industry provides. Brown said this is not a standard bank contract, it is a standard professional services agreement (PSA). The contractor is fine with the levels of insurance in the agreement. She is not familiar with what kinds of insurance are required in the current contract.</p> <p><i>The committee recommended approval of the banking services agreement and it will be on the November 1, 2017, consent agenda.</i></p>

<p>e. Monthly Sales Tax</p>	<p>Booher presented the sales tax revenues generated in July. The City is about 5.1% above this time last year, and 7% over YTD. They are at almost 80% of the budget, and it looks like they will meet and exceed the budget. Several categories spread all over the board from where the revenues are generated, it is very diversified.</p>
<p>f. Real Estate Excise Tax</p>	<p>Booher reported REET has collected through August, we are at 93% of budget (when it should be 67%). The first quarter was used for the debt payment of City Hall, and the second quarter is used for transportation programs. Year-over-year, we are about 5% over what we collected last year.</p>
<p>g. Budget Process Update</p>	<p>Booher said tonight's presentation at City Council is strictly informational. It will be short. Departments will come forward and explain any large changes or additional requests. No decisions will be made. Staff will then work with the Mayor for her recommendations, then it will come to FAC for their recommendations, and then it will go before the Council.</p>