



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

Subject	Meeting Minutes	Date	01/03/18
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:09 PM
Committee Chair	Ed Stern	End Time	6:10 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present			

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	<p>-All committees should wait to appoint new chairperson until committees have been reassigned in February.</p> <p>-New audit schedule is out for January.</p> <p>-Nystul noted the budget for the Public Works Relocation in the budget approved last year differs from the pages that are in the budget book they approved going forward. Booher agreed it is a big project, she suggested to Kasiniak that the council needs to receive an update on the project to set up a schedule.</p> <p>- CPI change – Nystul asked if the Mayor could come back with a recommendation on which index to use. Booher said this was discussed, and the recommendation from Kasiniak and the Mayor was to use the Seattle-Tacoma-Bellevue area due to building our rates, and because much of our population still commutes and we are at the price range of that. Our utility rates would increase by that, but our contracts could also increase (although we can negotiate our contracts to be a at the US average). The garbage rates being brought forward does reference the Seattle-Tacoma-Bellevue CPI, which goes into effect January 2018. It is hard to come forward with an analysis, because we don't have historical data. She can report what they are as of this entire year, but they are not measuring the same area and population to give historical trends.</p> <p>-Future agenda items:</p> <ul style="list-style-type: none"> • Street maintenance and repair program for Public Works Committee to review • Review financial results of 2017 (CAFR) in April. • Mayor to come up with a date for council retreat

		<ul style="list-style-type: none"> Cyber security policy - written response plan for a cyber incident. Nystul will drill down on this topic more and will report back to the FAC in February or March.
	1. MRSC Comments	No items to discuss.
	b. Agenda and Extended Agenda Review	
	1. 01/03/18-Members Absent-	
	2. 01/17/18-Members Absent-Nystul	
2.	Agenda Items	
	a. Council Committees Ordinance Update	The committee recommended approval.
	b. Review Current Status Council Appointment Process	Fernandez reported the City has received one application thus far.
	c. Monthly Sales Tax Report	Booher reported sales generated in October and collected in December are up by 5.11%; YTD up almost 6%.
	d. Real Estate Excise Tax Report	Booher reported the original budget was \$260,000. She increased it to \$300,000 in the mid-year review. It is still over by \$50,000 with an additional month to collect. The REET funds made the debt payment on City Hall, and the other portion will be allocated to future transportation debt (for example Noll Road).
	e. Lobbyist Agreement	Erickson presented a contract in the amount of \$26,000 on an annualized basis for lobbying services with Brian McConoughy. He will report to a council committee on a regular basis. The committee recommended approval, and it will be brought forward at the January 10, 2018, Council meeting.
	f. Youth Advisory Program	Thomas reported he visited the City Clerk in Tolleson, AZ when he was on vacation to research their city youth advisory program. He hears from citizens that there needs to be more youth involvement in the community. He said it would be a way to get young people involved with the city government and broaden their horizons for playing roles in their community. Stern said Val Torrens at Olympic College would be a good resource for Thomas to reach out to. Erickson said she volunteered for years to teach civics at NK, and there has been no interest. Erickson recommended contacting Catherine Ahl (LWV) as well. She also mentioned Interact with Rotary, and the Leos with the Lions Club.