



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

Subject	Meeting Minutes	Date	10/03/18
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:04 PM
Committee Chair	Kenneth Thomas	End Time	6:36 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Engineer Lenius, City Clerk Fernandez		
Agenda			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
	a. Questions & Concerns of the Committee		
	b. Agenda and Extended Agenda Review	Add discussion on records scanning grant.	
	1. 10/03/18-Members Absent-		
	2. 10/17/18-Members Absent-	11/7/18, Booher & Stern; 11/21/18, Thomas; 12/5/18, McGinty; 12/12/18, Stern; 1/16/19, Thomas	
	c. Committee Minutes of August 15, 2018	Approved.	
	d. Committee Minutes of September 05, 2018	Approved.	
	e. Committee Minutes of September 19, 2018	Approved.	
2.	Agenda Items:		
	a. Executive Office Discussion	Stern reported November 7 will be a workshop. Tracy Burrows from MRSC will kick it off. Need to provide the information needed for the council to make a decision in which direction they want to move forward, so they can begin to focus on two options, not three. Thomas will prepare a timeline handout at the workshop. It would be helpful to know what they are going to present prior, to anticipate any concerns from the Council. Ben Yazici, retired city manager from Sammamish, is confirmed and they are waiting for confirmation for Deborah Knight, Monroe City Administrator.	
	b. Monthly Sales Tax Report	Booher reported revenues generated in July and earned in July. 24.6% increase over same time last year; 15% YTD. This is due to the change in the law for internet sales collection. Discussion was held on admission taxes.	

<p>c. Real Estate Excise Tax Report</p>	<p>Booher reported they have already exceeded budget for 2018 (up through August). There is still one correction pending. The revenue is trending higher than budget. The plan is to use REET to supplement the amount of debt necessary for Noll Road.</p>
<p>d. Parametrix Agreement – Noll Road</p>	<p>Lenius gave an update on Noll Road. She discussed the construction funding summary and the pending grant application. She provided the south segment cost summary and design amendment funding summary.</p>
<p>e. Mayor’s Proposed Preliminary Budget – Backup in Inbox</p>	<p>Booher reviewed the proposed preliminary budget: city’s budgeted funds expenditures; included items in the proposed preliminary budget (estimated beginning balances, revenues projected consistent with 2018 levels plus conservative amount for expected growth; city utility taxes at 6%, most recent property tax figures from County; estimated increases in wages, benefits and step increases, including new wage amounts for judge and mayor; contractual increases; transfers; capital projects consistent with CIP; capital equipment items; debt payments—existing and new); preliminary budget does not include baseline adjustment requests, new program requests, and capital requests; comparison of 2017 actual to 2018, 2019, and 2020 projections; projected general fund revenue and expenditures; general fund projected fund balance; and upcoming budget events.</p> <p>Stern asked about the amount of time is being spent working as the Mayor for the proposed salary increase. He recalled the Mayor stating she was going to cut back her hours to reflect her current compensation and that she is running for the legislature. Erickson said she hasn’t cut back her hours. She is still working 60-70 hours a week. She said she was going to cut back, but it is not in her nature to do that. Erickson wanted to make sure everyone knew the increase was in the preliminary budget.</p> <p>Thomas said the full council is aware this is in the budget. He said outside political activity is outside. This is a budget item. They will know in November if it impinges on the whole thing. It is better to plan, that is what budgets are for, and if there is a variable that changes, they will adjust it. His presentation highlighted the mayor’s job is overwhelming and it deserves this salary, whoever is in office. The second question is if future mayors will be able to handle this workload or if they need to seek a city administrator.</p>

		<p>In response to McGinty, Booher said indirect benefits are part of the indirect allocation, it is the amount they are charging back to proprietary funds.</p> <p>Erickson noted that the City's appraisal value has gone up 13.5% in one year.</p>
3.	Mayor and Department Head Comments:	
	a. Public Defender RFP	<p>Booher reported the public defender's case load has increased, and he has given an estimate of how much he wants to increase his payment. She said it is time to go out for an RFP. Discussion was held on next steps and past RFP processes.</p>
	b. Records Scanning Grant	<p>Fernandez reported the City received a grant from the Secretary of State in the amount for \$41,100 for a digitization project of the city archive records. She needs council concurrence before the she can receive the contract for approval. The committee recommended getting council concurrence at tonight's meeting.</p>
	c. PSRC Vision 2050	<p>Erickson asked if the McGinty, Stern, and Thomas can meet to discuss with her and Planning Director Boughton if Poulsbo wants to be a high capacity transit city. Port Orchard, Bainbridge Island, and Poulsbo would be designated like this. It allows us to share population allocation between the three cities. Erickson will schedule a meeting in the next couple weeks to discuss this further.</p>
	d. SR-305 Roundabout Artwork	<p>Erickson said they will start digging dirt in the fourth quarter of 2019. Artwork will be needed for the roundabout. She shared some of her ideas. It could be split with the tribe. Thomas said they need to get this out there soon, so they can start soliciting donations.</p>