



**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>06/19/19</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:03 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>6:40 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, Police Chief Schoonmaker, City Clerk Fernandez, Administrative Services Manager Ziemann		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	Booher noted the audit report was emailed and the Exit Conference is July 1 at 11:00 am.  Discussed printing committee minutes, and the committee discussed how the hyperlinks on the council agenda emails are currently available that lead directly to the minutes page of each committee.
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 06/19/19-Members Absent-	
	2. 07/03/19-Members Absent-Cancelled	Cancel July 17 FAC, staff not available.
	<b>c.</b> Committee Minutes of March 20, 2019	Approved
<b>2.</b>	<b>Agenda Items:</b>	
	<b>a.</b> Police Department Budget Amendments	Police Chief Schoonmaker discussed four budget amendments: 1) Narcotics Seizure Fund, \$5430 budgeted, projected to come in higher, committed to putting an officer on KC SWAT team, equipping him was \$3810 higher than expected. This fund is money from drug seizures that goes back to narcotics enforcement/education; 2) Marine Safety Fund, took the boat in to get bottom resurfaced, fixed damage from last resurfacing in 2016, \$3400 to cover the overage on the boat repair; 3) body cam content storage, AXON, contract renewal increased rates; 4) ventilation and exhaust system in the property evidence room, the room is divided into two sections, the narcotics and weapons room needs an exhaust system, \$7,300; the main room does not meet IAPE standards, there is no filtered air circulation, \$17,000

		total (first bid received), pull out of facilities fund. The committee recommended approval.
	<b>b.</b> 2018 Sales Tax by Zone	Booher reported 2018 out of city (Zone 99) grew substantially, because construction is back up and because of the Wayfair Act (internet sales tax).
	<b>c.</b> Monthly Sales Tax	Booher reported on sales tax collected in May for March 2019. Up 1% over the same time period last year. YTD we are still up 7% (due to January's increase).
	<b>d.</b> Real Estate Excise Tax	Booher reported on REET through April, we are at 44% of the budget with only being 4 months into the year. She watches the trend of construction and is conservative on the projections.
	<b>e.</b> Carryover – See Council Packet	Booher reviewed the 2019 Carryover (Beginning Balance). Presentation highlights included: General Fund (difference between projected and actual beginning balance is \$618,755); General Fund – Actual 2018 figures; Variables Budget v Actual highlights; funds to be carried over; Mayor's recommendation (retain balance in General Fund); General Fund projected fund balance 2020 (difference 2020 projection = \$571,380); other funds special revenue funds, debt service funds, capital project funds and proprietary funds; carryover special revenue funds (transfer from Traffic Impact Fees for Finn Hill, Noll Road, and city-wide safety improvements; transfer from park impact fees for Morrow Manor, and police restricted funds (for event display, electric bike program, and drone program); carryover capital equipment fund 301, carryover park projects park reserves fund 302, street projects Fund 311 street reserves, facility fund 331 – street reserves, facility fund 331, utility funds, utility water fund 401 – capital, sewer fund 403 – capital, utility solid waste fund 404 – capital, utility storm drain fund 410 – capital. The committee recommended approval.
	<b>f.</b> Resolution – Mayor to Attend Local Events	Booher presented a resolution that outlined which local events the Mayor could attend on the City's behalf (Fishline and the Poulsbo Chamber Gala) and be reimbursed. MRSC recommends having a resolution if these expenses are to be reimbursed, showing the benefit back to the City. Thomas asked to add a designated city representative if the Mayor is unable to attend. The committee recommended approval.
<b>3.</b>	<b>Mayor and Department Head Comments:</b>	None.