



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

Subject	Meeting Minutes	Date	11/06/19
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:02 PM
Committee Chair	Jeff McGinty	End Time	6:31 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Deputy City Clerk Diehl, Police Chief Schoonmaker, Administrative Services Manager Ziemann, Councilmember-Elect McVey		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	<p>Thomas noted he sent out a request to Department Heads for info on a City Administrator and the due date for responses is tomorrow. He has only received 2 responses so far.</p> <p>Stern stated he has arranged for a City Administrator, Adam Smeed, from the City of Kalama, to come to the retreat to give an overview.</p> <p>Booher announced that the Finance Dept has received the GFOA Budget Certification Award and the WPTA Award.</p>
	b. Agenda and Extended Agenda Review	
	1. 11/06/19-Members	
	2. 11/20/19-Members Absent-Stern	Stern at NLC Meeting
2.	Agenda Items:	
	a. Animal Control Contract	<p>KHS Director Eric Stevens stated the Animal Control activity has increased over the last couple years. Stevens also noted they are needing to expand their staff in order to handle the animal control increase. Stevens pointed out that the required Washington state minimum wage increases are significant. McGinty questioned why the increase was not linked to the CPI instead of a flat rate increase. Booher explained that flat rates are much easier to work with than using the CPI.</p> <p>Stevens also proposes a change in pet licensing from yearly to lifetime licenses. The Committee recommended approval of the proposed contract.</p>
	b. Teleconferencing into Council Meetings	Fernandez presented the policy side of teleconferencing. It allowed for one Councilmember per meeting, based on a first come, first serve basis of notification to the City

		Clerk. Stern requested reviewing this policy each year. Fernandez will make changes to the proposed language, and will bring it back to committee when IT Manager Stenstrom presents to the committee how the process will work technically.
	c. Local Program Debt Payoff	Booher reported that there will be a budget amendment coming forward on a Council agenda to pay off the local debt of the Parks & Recreation building.
	d. Continued Budget Discussion	<i>Professional Services for Planning and Economic Development</i> - Stern proposed \$80,000, and Mayor Erickson proposed \$40,000. At the latest EDC meeting Boughton showed what she could do with different amounts of money. After seeing this, Mayor Erickson raised her recommendation to \$60,000. <i>AEDs for 2nd and 3rd floors of City Hall</i> – Thomas thought that the building that has the densest number of employees should have one on each floor. The committee is in concurrence with both budget recommendations.
	e. Monthly Sales Tax Report	Booher reported local sales tax for August had an increase over 2018. They are 3% over YTD. They will have no problem meeting their revenue budget projection for 2019. Retail trade was where the increases were over different areas.
	f. Real Estate Excise Tax Report	Booher reported they have already exceeded their revenue budget projection for the year with a total of \$329,153 received by September 2019 (\$250,000 projected).
	g. Budget Amendment – Casual Labor Police Department	Schoonmaker requested a 2019 budget amendment for a \$15,000 increase in casual labor to help with the property and evidence room. The Police Department has seen a massive increase in work, and they are quite backlogged in the property and evidence room. The Committee recommended recommendation of the budget amendment.
3.	Mayor and Department Head Comments:	Mayor Erickson stated that she will be open the Council Retreat by looking back at the past 10 years she’s been Mayor, the successes and challenges.