



Finance/Administration Committee

This meeting was held virtually.

Subject	Meeting Minutes	Date	10/21/2020
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:06 PM
Committee Chair	Gary McVey	End Time	6:36 PM
Committee Members	Jeff McGinty, Gary McVey, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Human Resources Manager Kingery, Accounting Manager Danielson, Administrative Services Manager Ziemann		
Agenda			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
	a. Questions & Concerns of the Committee	Stern thanked McVey for his leadership and hosting last night's panel discussion.	
	b. Agenda and Extended Agenda Review		
	1. 10/07/20-Members Absent-		
	10/21/20-Members Absent-		
	c. Committee Meeting Minutes – 10/07/2020	Approved.	
2.	Agenda Items:		
	a. Utility Delinquencies & Related Policy	Booher gave an update on utility bills which are delinquent, and the Governor extended his order to not shut off delinquent accounts until the end of December. Her department is being proactive and sending a letter to past due accounts on resources available to them through CARES funding and Fishline to help pay their past due accounts. The repayment plans will most likely extend over 12 months.	
	b. Council Rules of Procedure	Fernandez reviewed the Council Rules of Procedure recommended changes by the City Attorney. The committee recommended updating Rules 1.3, 1.4, 2.2, 7.1, 7.5, and 7.8.	
	c. Committee Feedback to Mayor's Preliminary Budget	Discussion was held on the Neighborhood Streets Funding. Stern felt it was important to stick with the Council goal. Erickson said there is over \$400,000 in the fund, and the \$150K is important as we move through these times to keep our operational pieces running. Booher added that \$300K funds were allocated to this fund	

		<p>the year they had \$1.8MM in carry over. But now we are anticipating reduced revenues and ask that the \$150K is not transferred over this one time. They put funds in there when we have them, but right now we need the funds elsewhere. Erickson agreed. We are not doing it this year, because we are so tight.</p> <p>Discussion was held on why projects were not done in the past. Erickson said she will have PW Superintendent Lund prepare a memo that explains what happened each year and why.</p> <p>McVey is okay with the Mayor's recommendation on the transfer, particularly if they want to consider moving forward to a car tabs tax and having the users pay for repairs. McGinty does not want to cut staff because of streets, but he wants to keep it a high priority.</p> <p>The committee recommended the following departments come and speak about their budgets at the Council meeting: Planning, Police, and LTAC.</p> <p>Regarding KEDA, SBDC, and the Lobbyist, the Mayor is not dead set on those cuts, but expressed being frustrated with KEDA's past actions and lack of value and does not feel the SBDC brings a lot of value either. McVey and McGinty agreed they need to get value from the programs.</p> <p>McVey asked if there are any insights when things will normalize and possibly bring staff back on. Booher said it changes daily. She has meetings all the time about the economic forecast, no one agrees. There are mixed messages. Things will be tight. We are trying to move forward in a conservative manner.</p>
	<p>d. Car Tab Tax Discussion</p>	<p>Erickson said she doesn't think the State will go through another referendum process. Car tabs can be passed councilmatically, and the funding can go right to neighborhood streets. Poulsbo is the only city without a car tab tax. It would be a \$20 increase, and right now is a good time to tie it to the neighborhood streets program and the current budget crisis. It would be all registered vehicles in the City and would be a sustainable revenue source. It would raise \$90,000 annually.</p>
<p>3.</p>	<p>Mayor and Department Head Comments:</p>	<p>-Erickson gave an update on the CARES Funding, noting HDPa has \$12,000 left in their LTAC fund for marketing dollars (can be spent through 12/31/2020) and if \$15,000 additional CARES funds are awarded for marketing, it would</p>

	<p>have to be spent by 11/30/2020. She recommends taking the \$15,000 (and add the remaining \$10,000) and dedicate it toward more PPEs, which was the big request from HDPA. The City can buy in bulk at contract pricing, and then distribute weekly at City Hall to merchants. The committee concurred with this approach. They agreed it is easier to quickly expend the funds with this approach.</p> <p>-Erickson acknowledged the request from the Chamber of Commerce, and they could possibly reimburse them for rent (they submitted a grant to cover some of their payroll 50%).</p> <p>-Booher shared a spreadsheet of recommended CARES Small business grant awards and reviewed the process the committee took in awarding the grants. McVey questioned awarding funds to non-profits, and Booher and Erickson recalled there was no direction from Council that the businesses be for-profit, just forward facing and open to the public, which non-profits fall in that category. Late applications were not considered by the committee.</p> <p>-Erickson reported to the Committee that she needs to send notice to the WWU SBDC that the City may be terminating its contract due to budget cuts.</p> <p>-Booher reported Accounting Manager Danielson accepted a new job in Montana, and her last day will be the middle of November. Her department has had extra work during this pandemic, with reduced stress. The Mayor has agreed with moving the accounts payable person to full time, and she plans to restructure her department before filling the vacancy.</p> <p>-Erickson said due to the reduced work force, the minutes need to be reduced to action items, with a link to the videos if someone wants to watch them for more details. We need to figure out staff efficiencies. She will get this worked out in a clear way and bring it back. We need to be more efficient and effective with staff time.</p>
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