



## Finance/Administration Committee

**This meeting will be held remotely via Ring Central.  
Phone: 1 (623) 404-9000 / Meeting ID 148 158 9065**

<b>Subject</b>	<b>Meeting Agenda</b>	<b>Date</b>	<b>08/04/2021</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:00 PM</b>
<b>Committee Chair</b>	<b>Jeff McGinty</b>	<b>End Time</b>	<b>7:00 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Gary McVey, Ed Stern</b>		
<b>Staff Present</b>			

Agenda		
No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	a. Questions & Concerns of the Committee	
	b. Agenda and Extended Agenda Review	
	1. 08/04/21-Members Absent-McVey	
	08/18/21-Members Absent-	
	c. Committee Meeting Minutes –	
<b>2.</b>	<b>Agenda Items:</b>	
	a. Non-Profit/Small Business Assistance ARPA Funds	
	b. ARPA Funds for Utility and Rental Assistance	
	c. Annual Audit Update	
	d. Monthly Sales Tax	
	e. Real Estate Excise Tax	
<b>3.</b>	<b>Mayor and Department Head Comments:</b>	

\_\_\_\_\_  
**Reviewed by Mayor Erickson**

**The committee may add and discuss other items not listed on the agenda.**

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

TO REQUEST AN ALTERNATIVE FORMAT OF THE PRINTED AGENDA, CONTACT THE CITY CLERK'S OFFICE AT 360.394.9880.  
PARA SOLICITAR UN FORMATO ALTERNATIVO DE LA AGENDA IMPRESA, COMUNÍQUESE CON LA OFICINA DEL CITY CLERK AL 360.394.9880.

Future Agenda Items			
No.	Item(s)	Responsibility	Meeting Date
1.	City Administrator – After November 2021 Election	Kingery	Nov/Dec
2.	Utility Tax Increase/Decrease	Booher	Mid-biennium budget review
3.			

2021 Auditing Schedule	
Batch Date	Auditor
July 28, 2021	Gary McVey
August 11, 2021	Ed Stern
August 25, 2021	Jeff McGinty
September 8, 2021	Gary McVey
September 22, 2021	Ed Stern
October 6, 2021	Jeff McGinty
October 20, 2021	Gary McVey
November 3, 2021	Ed Stern
November 17, 2021	Jeff McGinty

**The committee may add and discuss other items not listed on the agenda.**

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# City of Poulsbo

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August 10, 2021

To: Local Non-Profit or Business Organization

From: Deborah Booher, Finance Director  
[dbooher@cityofpoulsbo.com](mailto:dbooher@cityofpoulsbo.com); 360-394-9720

Re: American Rescue Plan Act (ARPA) Treasury Funds

The City of Poulsbo is a recipient of Local Fiscal Recovery Funds from the US Department of Treasury. An allowable use of the funds is to provide funding to small businesses and hard-hit industries for economic recovery due to COVID 19. The City Council has recognized your organization as being negatively impacted from the pandemic event and had delegated funds to support you ongoing operating expenses due to the loss of revenue. A preliminary amount has been set in the amount not to exceed \$XXXXXXXX. In order to be eligible for the funds, the attached application will need to be completed with supporting documentation submitted. The eligible expenses to be covered from these funds must occur after the date the law went into effect; March 3, 2021 through December 31, 2024.

Following award of the funds, an annual report will need to be submitted to the City of Poulsbo including a progress report detailing the use of the funds. These reports will be due August 31 of each year in order for the City to meet their annual reporting deadline. The grantee must retain supporting documents and if requested be available to the City for review.

As the plan continues to be monitored and updated, the City will be required to meet the legal requirements and as a recipient, your agency must also stay in compliance with the legal requirement. The City of Poulsbo is considered a non-entitlement unit of government and guidance for compliance and reporting can be found at [SLFRF-Compliance-and-Reporting-Guidance.pdf \(treasury.gov\)](#).

Please contact me if you have any questions.



## Coronavirus State and Local Fiscal Recovery Funds Non-Profit and Small Business Grant Request Form

Through the American Rescue Plan Act (ARPA) that was signed into law on March 11, 2021, the City is a recipient of State and Local Fiscal Recovery Funds from the US Department of Treasury. Eligible uses of the funds include:

- Revenue replacement for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, relative to revenues collected in the most recent fiscal year prior to the emergency,
- COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery,
- Premium pay for essential workers,
- Investments in water, sewer, and broadband infrastructure.

Assistance to small business and non-profits includes,

- Grants to mitigate financial hardship such as declines in revenues or impacts of period of business closure, for example supporting payroll and benefits cost to retain employees, mortgage, rent, or utilities costs, and other operating costs.
- Assistance to implement COVID-19 prevention or mitigation tactics

Based on allowable uses of the funds, the City Council has established grant amounts to distribute of the ARPA Funds to small businesses and non-profit organizations in the community who have economic or public health impacts of COVID-19. Funds can be used to cover expenses from March 3, 2021 through December 31, 2024. Funds for new economic growth are not allowable but should be used for costs to restore expenses which were reduced due to the pandemic. Multiple grants cannot be used to cover the same expense or in simple terms 'no double dipping'.

Funds cannot be used directly for pension deposits, contributions to reserve (savings) funds and debt service (principal, interest and debt service costs) and payment of taxes.

Please complete the attached application in order to determine eligibility of the grant proceeds the City Council tentatively has set aside for funding. You will also need to provide documentation supporting revenues being reported. This can be financial statements or tax return.



# Coronavirus State and Local Fiscal Recovery Funds Non-Profit and Small Business Grant Request Form

- Did your organization have a loss in revenue due to COVID 19?    Yes  No
  - Did your organization close at anytime during COVID 19?        Yes  No
  - Have a current City of Poulsbo Business License                      Yes  No
  - Has your organization received other grant funds for COVID 19?    Yes  No
- If yes, please list the awarding agency and amounts.

<b>Revenue Loss</b>			
General Revenue includes revenue from taxes, current charges and miscellaneous revenue. It excludes refunds, correcting transactions, issuance of debt or sale of investments. Figures should be based on a full calendar year ending December 31, 2019			
<b>2019 Revenue</b>	<b>2019 Revenue with 4.1% Growth Factor</b>	<b>2020 Revenue</b>	<b>2020 Calculated Loss of Revenue</b>
	-		-

<b>Intended use of Funds.</b>			
May not be used for new programs but to reinstate existing programs or support on-going operations			
Wages			
Benefits			
Utilities			
Operating			
*Total Expenditures	-		

*\*This amount should not exceed the Loss of revenue amount.*



# Coronavirus State and Local Fiscal Recovery Funds Non-Profit and Small Business Grant Request Form

## Certification

- I certify expenses requested for reimbursement are COVID-19 related to reductions in revenue and will be used to cover operating expenditures between March 3, 2021 and December 31, 2024.
- I certify that grant funds will be used only for allowable expenses as defined in the American Rescue Plan Act (ARPA).
- I certify funds will not be used to pay for any costs disallowed by the ARPA.
- I agree that records will be retained to support expenditures and related revenues for a period of 5 years after the close of the agreement.
- I agree records related to grant funds will be available to City of Poulsbo staff and the State Auditors office for review if requested.
- I certify I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

Date \_\_\_\_\_

Agency Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

**Revenue Loss**

General Revenue includes revenue from taxes, current charges and miscellaneous revenue. It excludes refunds, correcting transactions, issuance of debt or sale of investments. Figures should be based on a full calendar year ending December 31, 2019

<b>2019 Revenue</b>	<b>2019 Revenue with 4.1% Growth Factor</b>	<b>2020 Revenue</b>	<b>2020 Calculated Loss of Revenue</b>
	-		-

**Intended use of Funds.**

May not be used for new programs but to reinstate existing programs or support on-going operations

Wages	
Benefits	
Utilities	
Operating	
*Total Expenditures	-

*\*This amount should not exceed the Loss of revenue amount.*

# City of Poulsbo

*Deborah Booher, Finance Director*



July 30, 2021

To: Mayor Becky Erickson  
Finance/Admin Committee

From: Deb Booher, Finance Director

Re: ARPA Funds Allocation for Utility and Rent assistance

The US Department of Treasury has listed eligible uses of ARPA funds due to the negative economic impact of the pandemic can be assistance to households for utility and rent. The Governor's order is coming to an end on September 30 and utility penalties, shut offs and evictions will again be allowed after this date. The City is taking pro-active steps to inform utility customers who would fall under these categories that they could be impacted by the end of this order. Door knockers will contain information about payment applications for past due balances and resources to help bring balances current. I am proposing the Council set aside some of the Treasury Funds to support residents who have been economically impacted due to the pandemic. I continue to attend training for the Treasury Funds and may have better clarification after an upcoming scheduled training specifically for this item, but want to make sure the Council is in agreement with the recommendations of funds for this purpose. We would like to reference these funds in our information piece we are distributing. Please keep in mind Fishline may also have funds available, but these usually have a much lower income threshold which may be difficult for some who are struggling to meet.

Details of what I anticipate:

- A total amount of funds allocated by the City Council.
- An application requiring supporting documentation demonstrating the loss of revenue
- Copies of rental or utility statements showing detailed past due amounts.
- A not to exceed amount for each applicant.

The goal is to provide options for those financially struggling through the pandemic event, adhere to the restrictions as a recipient and not provide a gift of public funds. Hopefully this will be a tool to assist those struggling.

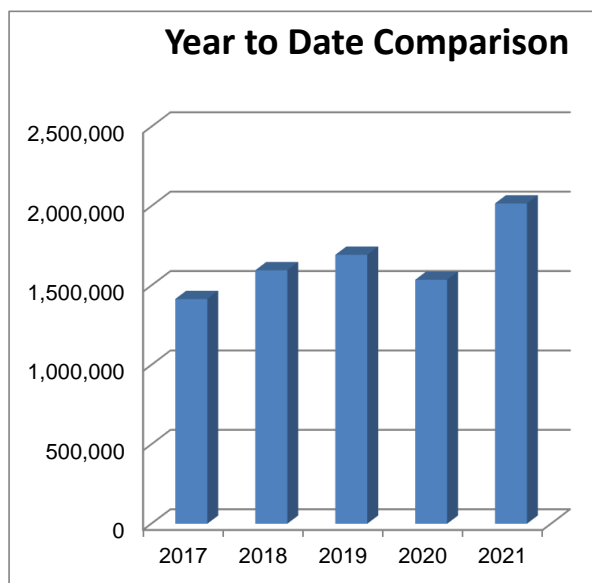
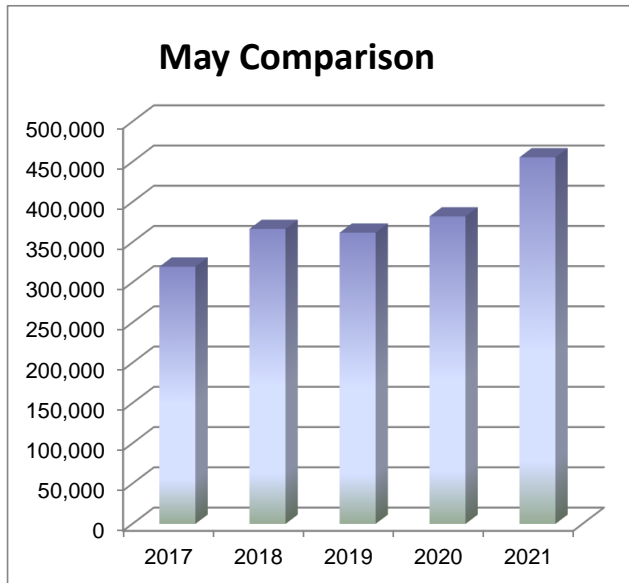
Thanks for your consideration.

Deborah Booher  
[dbooher@cityofpoulsbo.com](mailto:dbooher@cityofpoulsbo.com)  
360-394-9720



## 5 YEAR SALES TAX RECAP -

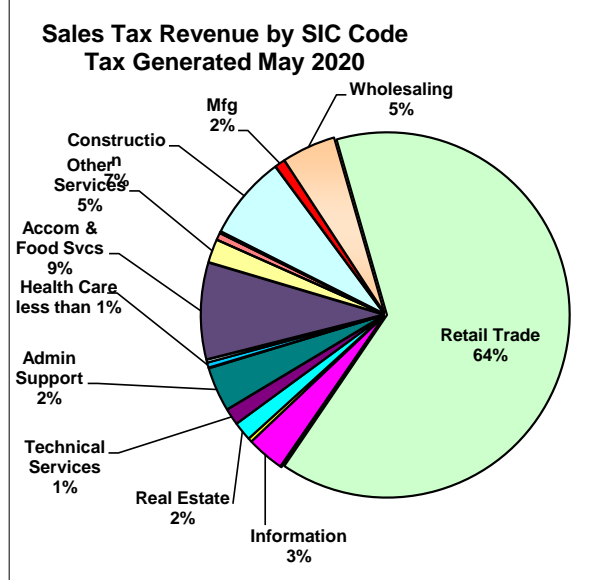
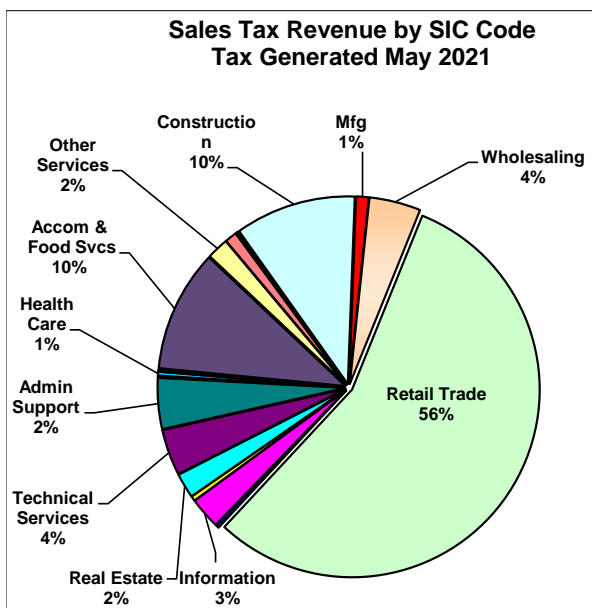
Month \$ Generated						% 2020 To		Aver/Month	Ranking
	2017	2018	2019	2020	2021	2019			
JANUARY	255,461	280,030	336,975	304,160	357,613	117.57%	306,848	11	
FEBRUARY	247,401	278,716	280,342	246,794	329,853	133.66%	276,621	12	
MARCH	304,347	348,616	352,215	271,288	434,735	160.25%	342,240	8	
APRIL	288,426	322,411	362,036	331,943	439,150	132.30%	348,793	7	
MAY	319,576	366,482	361,849	382,029	455,558	119.25%	377,099	6	
<b>YEAR TO DATE</b>	<b>1,415,212</b>	<b>1,596,257</b>	<b>1,693,417</b>	<b>1,536,215</b>	<b>2,016,908</b>	<b>131.29%</b>			
JUNE	338,703	397,003	395,051	392,100		0.00%	380,714	2	
JULY	319,955	398,702	382,218	406,091		0.00%	376,741	3	
AUGUST	302,737	365,116	375,058	381,567		0.00%	356,120	5	
SEPTEMBER	340,363	366,545	369,709	410,726		0.00%	371,836	4	
OCTOBER	305,452	323,236	345,856	389,395		0.00%	340,985	9	
NOVEMBER	301,874	340,135	328,275	362,439		0.00%	333,181	10	
DECEMBER	370,262	404,427	391,188	407,463		0.00%	393,335	1	
<b>TOTALS</b>	<b>3,694,558</b>	<b>4,191,420</b>	<b>4,280,772</b>	<b>4,285,995</b>	<b>2,016,908</b>	<b>47.06%</b>	<b>4,204,513</b>		
<i>May % of Actual Collected</i>	<b>38.31%</b>	<b>38.08%</b>	<b>39.56%</b>	<b>35.84%</b>	<b>100.00%</b>				
<i>May % of Budget Collected</i>	<b>41.62%</b>	<b>45.61%</b>	<b>44.56%</b>	<b>37.93%</b>	<b>51.72%</b>	<b>41.67%</b>			
<i>Annual Budget</i>	<b>3,400,000</b>	<b>3,500,000</b>	<b>3,800,000</b>	<b>4,050,000</b>	<b>3,900,000</b>				



Sales Tax Revenue by SIC Code Tax Generated May 2021		
		% of total
Other	4,724	1.04%
Agriculture	508	0.11%
Mining	72	0.02%
Utilities	493	0.11%
Construction	47,523	10.43%
Manufacturing	4,942	1.08%
Wholesaling	20,199	4.43%
Retail Trade	254,242	55.81%
Transportation	1,466	0.32%
Information	12,327	2.71%
Finance & Insurance	1,860	0.41%
Real Estate	9,721	2.13%
Technical Services	18,110	3.98%
Management	6	0.00%
Admin Support	20,000	4.39%
Educational Svcs	631	0.14%
Health Care	1,549	0.34%
Arts, Entertainment	849	0.19%
Accom & Food Svcs	47,837	10.50%
Other Services	8,497	1.87%
Public Administration	3	0.00%
<b>Total</b>	<b>\$455,559</b>	<b>100%</b>

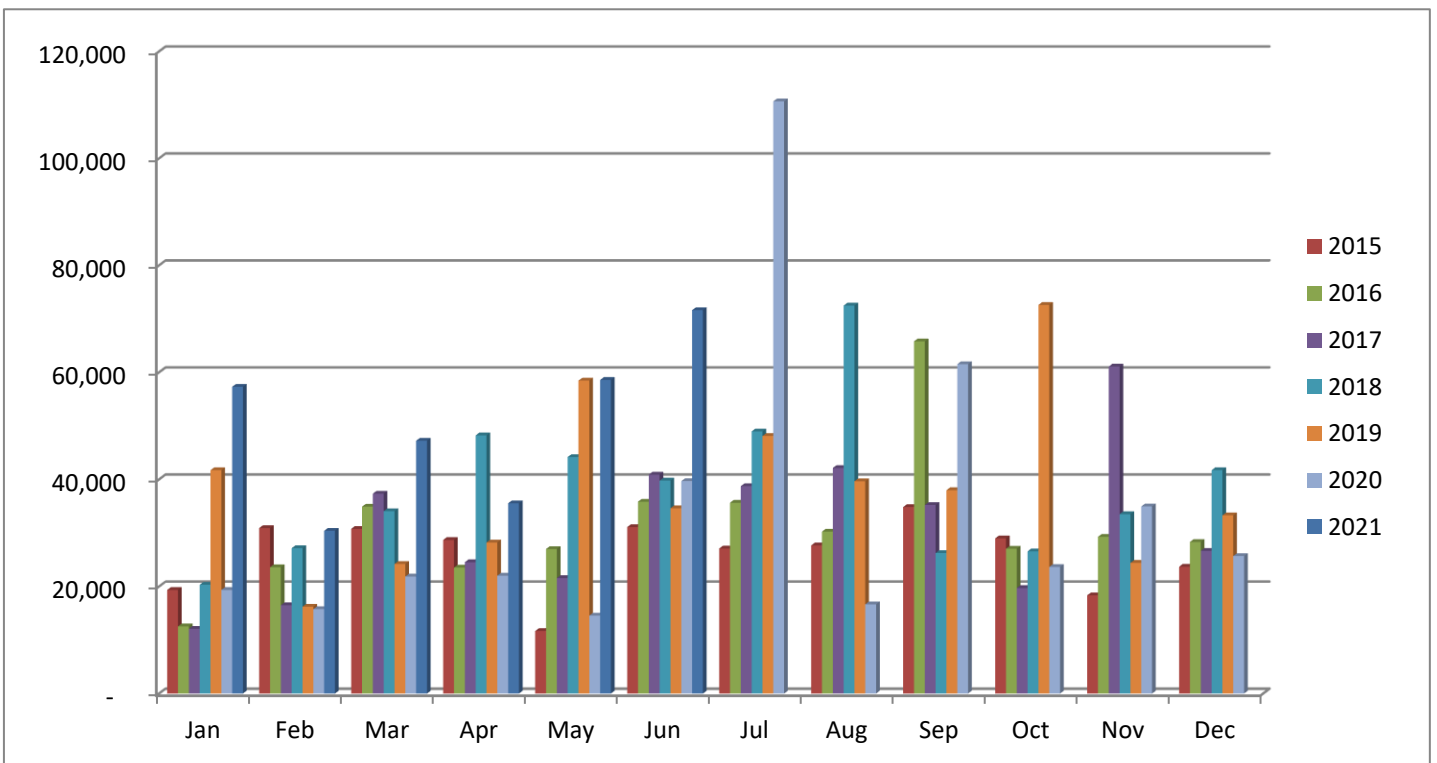
Sales Tax Revenue by SIC Code Tax Generated May 2020			Variance	% of
		% of total		
Other	2,400	0.63%	2,324	97%
Agriculture	362	0.09%	146	40%
Mining	71	0.02%	1	1%
Utilities	125	0.03%	368	294%
Construction	28,311	7.42%	19,212	68%
Manufacturing	3,491	0.92%	1,451	42%
Wholesaling	18,191	4.77%	2,008	11%
Retail Trade	243,989	63.96%	10,253	4%
Transportation	417	0.11%	1,049	252%
Information	12,658	3.32%	(331)	-3%
Finance & Insurance	1,301	0.34%	559	43%
Real Estate	6,310	1.65%	3,411	54%
Technical Services	5,610	1.47%	12,500	223%
Management	-	0.00%	6	0%
Admin Support	14,932	3.91%	5,068	34%
Educational Svcs	213	0.06%	418	196%
Health Care	1,691	0.44%	(142)	-8%
Arts, Entertainment	952	0.25%	(103)	-11%
Accom & Food Svcs	32,578	8.54%	15,259	47%
Other Services	7,879	2.07%	618	8%
Public Administration	7	0%	(4)	-57%
<b>Total</b>	<b>\$381,488</b>	<b>100%</b>	<b>74,071</b>	<b>19%</b>

Much of the increase due to back tax payments from a Streaming Provider



**Fund 121 - Real Estate Excise Tax Funding Source**  
**First 1/4 Percent**  
*Real Estate Excise Tax 1/4%*

	2015	2016	2017	2018	2019	2020	2021	Variance	% Variance
Jan	19,343	12,550	12,086	20,325	41,720	19,346	57,291	37,945	186.69%
Feb	30,901	23,586	16,494	27,151	16,222	15,769	30,397	14,628	53.88%
Mar	30,758	34,906	37,330	34,053	24,204	21,861	47,216	25,354	74.46%
Apr	28,679	23,530	24,529	48,214	28,208	22,014	35,536	13,522	28.05%
May	11,680	26,989	21,569	44,165	58,453	14,559	58,578	44,019	99.67%
Jun	31,093	35,827	40,885	39,778	34,599	39,682	71,611	31,928	80.27%
Jul	27,087	35,630	38,732	48,949	48,111	110,653		(110,653)	-226.06%
Aug	27,672	30,237	42,124	72,475	39,647	16,654		(16,654)	-22.98%
Sep	34,839	65,781	35,211	26,238	37,988	61,508		(61,508)	-234.43%
Oct	28,984	27,047	19,708	26,560	72,590	23,646		(23,646)	-89.03%
Nov	18,346	29,268	61,087	33,501	24,413	34,952		(34,952)	-104.33%
Dec	23,682	28,309	26,645	41,720	33,285	25,679		(25,679)	-61.55%
Total	313,063	373,662	376,399	463,128	459,441	406,323	300,628	(105,696)	-23.01%
Comparative Year to Date Totals	109,682	94,573	90,438	129,743	110,354	78,991	300,628	(105,696)	
Budget Percent of Budget	138,000	150,000	175,000	200,000	250,000	250,000	200,000	MTD Proj %	
				65%	44%	32%	150%		50%



		Fund 121 - Real Estate Excise Tax Funding Source Both 1/4 Percent Real Estate Excise Tax Both %'s								
		2015	2016	2017	2018	2019	2020	2021	Variance	% Variance
Jan		38,686	25,101	24,172	40,651	83,440	38,692	114,582	75,890	313.96%
Feb		61,802	47,171	32,988	54,301	32,444	31,538	60,794	29,255	88.68%
Mar		61,517	69,812	74,659	68,105	48,408	43,723	94,431	50,708	67.92%
Apr		57,358	47,061	49,058	96,428	56,416	44,029	71,073	27,044	55.13%
May		23,359	53,979	43,138	88,330	116,906	29,117	117,156	88,038	204.09%
Jun		62,186	71,655	81,770	79,556	69,197	79,365	143,221	63,856	78.09%
Jul		54,173	71,261	77,465	97,898	96,223	221,307	-	(221,307)	-285.69%
Aug		55,343	60,474	84,247	144,949	79,294	33,307	-	(33,307)	-39.54%
Sep		69,679	131,563	70,421	52,475	75,976	123,016	-	(123,016)	-174.69%
Oct		57,968	54,094	39,416	53,119	145,181	47,292	-	(47,292)	-119.98%
Nov		36,692	58,535	122,175	67,002	48,825	69,903	-	(69,903)	-57.22%
Dec		47,363	56,617	53,291	83,440	66,570	51,358	-	(51,358)	-96.37%
Total		626,126	747,323	752,798	926,257	918,882	812,647	601,256	(211,391)	
Comparative Year to Date Totals		219,363	189,145	180,877	259,485	220,709	157,981	601,256	113,486	71.83%
Budget		276,000	300,000	350,000	400,000	500,000	500,000	400,000	-	150%
% Collected of Total		35%	25%	24%	28%	24%	19%	150%		

