



11930 Cyrus Way, Mukilteo Washington 98275

City Council Finance & IT Committee
Committee Meeting No. 2016-5
Mukilteo City Hall
Tuesday May 3, 2016

Meeting Minutes:

In attendance were Council President Bob Champion, Councilmembers Randy Lord and Steve Schmalz, Planning and Community Development Director Patricia Love and Finance Director Doug Volesky.

1. Planning & Community Development Director Patricia Love, gave an update on the financial aspects of annexation. Director Love described the anticipated new revenues and also the potential costs of annexation. Council President Champion asked about preparing a detailed cost analysis of the described Phase 1 plan. Champion also questioned the time and resources needed to implement an annexation and asked Love to put together a list of 2016 budgeted projects so priorities can be set on workload of potential annexation activities with current work load. It was also discussed to look at future budget years to move forward with any annexation.
2. The Committee reviewed the status of the 2017 Budget Process Timeline Document and compared it to the Committee's budget timeline. Concerns from committee members were stated on meeting all the timelines for the 2017 budget since many deadlines are approaching in early June. The Finance Committee will need this information to discuss 2017 Policy at the 6/27 worksession. Finance Director Volesky assured them that the City is on track and will be able to meet all timelines. An update on status will be added as the first agenda item in further Finance & IT Committee meetings. Councilmember Lord asked that the budget calendar be placed as an FYI item on the May 16th City Council Meeting.
3. Finance Director Volesky informed the committee of two grants from the Police Department.
 - a. There was a \$4,000 increase to the Violent Offender Task Force (VOTF) overtime reimbursement grant bring the total of the grant to \$9,000 for this federal year.
 - b. There was also a discussion on the School Resource Officer (SRO) Programs grant. Council President Champion asked for a better understanding of the school's involvement with this service and has requested a meeting for the City Council with the School Board to discuss further before any further action is taken. Volesky will inform and ask Mayor Gregerson and Police Chief Macklin for input and direction.

4. Volesky reported on potential 2016 Budget Amendments that will be brought forward for City Council approval in June. These included:
 - a. Installation of 4 Hour Parking Signs Downtown
 - i. \$5,250 expense in GF
 - b. Removal of Decant Facility Grant from DOE
 - i. (\$1,291,989) expense in Surface Water Fund
 - ii. (\$968,989) revenue in Surface Water Fund
 - c. Japanese Gulch Group Donation
 - i. \$6,000 expense in GF
 - ii. \$6,000 revenue in GF
 - d. Harbour Pointe Blvd Widening – Delete 2016 duplicate budget item
 - i. (\$278,625) expense in REET II
 - e. eCitation Handheld Devices for PD
 - i. \$25,000 estimated expense in GF
 - f. DOE Biennial Stormwater Capacity Grant
 - i. \$25,000 revenue in Surface Water
5. Volesky briefly reviewed updated 1st quarter revenue numbers. Councilmembers Lord and Schmalz stated that they were pleased with the information that is now provided to them and made some suggestions on ways of improving reports. Volesky stated that he would implement suggested changes including more notes and clearer ways of scaling graphs.
6. Due to lack of time, Councilmembers said they would email Volesky agenda items for the June meeting. Volesky also stated that he would send out meeting reminder notices to the Long-Range Financial Planning members. He also suggested documenting a more formal process for the Long-Range Financial Planning Committee and mentioned the possibility of selecting an alternate member for the committee.

Next Meeting: June 7, 2016, 6:30pm at City Hall

Agenda:

1. Review 2017 Budget Process Timeline Document
2. Financial Reporting Discussion
- 3.
- 4.
5. Set July's Agenda