



11930 Cyrus Way, Mukilteo Washington 98275

City Council Finance & IT Committee
Committee Meeting No. 2017-4
Mukilteo City Hall
Wednesday, April 26, 2017

Meeting Minutes:

In attendance were Councilmember Richard Emery (as an alternate for Councilmember Randy Lord), Councilmember Christine Cook, Mayor Jennifer Gregerson, and Finance Director Michelle Meyer. Absent were Councilmembers Randy Lord and Scott Whelpley.

1. Finance Director Meyer reviewed the new format for the revenue and expenditure charts and explained that both revenues and expenditures are on track for the first quarter of 2017.
2. The agenda item to review “fast track projects” was tabled for next month’s meeting so that Councilmember Lord could provide more information about the topic.
3. Three co-sponsorship applications for Rosehill Community Center were reviewed and found to provide adequate community benefit and organized support. All three applications were recommended to forward to the City Council for approval. The three applications were: Anna Bui World of Hope Scholarship fundraiser, Mukilteo Chamber of Commerce Mayoral Debate, and Mukilteo Schools Foundation Sponsor Recognition event.

The Committee recommended that the three cosponsorship applications be forwarded to Council with their recommendation to approve them.

4. The current General Fund Operating Reserves policy (2 months/16.7%) was reviewed. Councilmember Emery was in favor of confirming the 16.7% or picking a different number like 20%. He stated he remembered the comfort that the fund balance provided during the last recession and felt it was prudent to maintain at least that level. Councilmember Cook suggested taking the difference between 16.7% and 20% and investing it in a longer-term, higher-yield instrument to earn more interest while the funds are idle. The decision was made to continue the discussion in the future after the soon to be appointed Long Range Finance Planning Committee members have a chance to review the policy. The fund balance policy for all funds will be reviewed, not just the General Fund.

5. An overview of the 2018 budget calendar was provided with the first action for Council taking place in June during a budget priority setting workshop. Dates will be determined in the near future.
6. Mayor Gregerson provided information on the current EMS Levy and the possibility of asking the voters to re-authorize the fifty cent limit that was authorized in 2010. The actual amount being collected has decreased by almost eight cents because of the increases in assessed valuation and limits on increases. A discussion ensued regarding how the additional funding could be utilized. Committee members in attendance felt that moving forward at this time may not be ideal because the Council is currently considering possible tax increases for pavement preservation. The decision was made to table the discussion for the next meeting to allow more committee members to have input.
7. Finance Director Meyer discussed the recently vacated payroll position in the Finance Department and the crucial need to move forward with filling it quickly. Because of the high level of responsibility that the position currently performs, the job description has been updated and the current pay range is not in line with the duties. Director Meyer briefly reviewed proposed changes to the job description for that position and the two other Accounting Technician positions within the department. Committee members in attendance were supportive of moving forward with the review and possible reclassification of the payroll position prior to posting the job opening. It was agreed that the review of the other positions was not as crucial or time sensitive so it would be postponed until a later time to allow for a more comprehensive review.

The Committee was supportive of the reclassification of the Payroll Coordinator position, and recommended that it be brought to the Council for approval after the required review by the labor representatives.

8. Other items that were discussed:
 - a. Councilmember Emery suggested that the role of alternates on committees should be discussed so that all members are clear on whether alternates have the full role of the member they are sitting in for, or a limited scope.
 - b. The topic of raising the minimum wage to \$15 per hour was discussed during the 2017 budget cycle and Councilmember Emery stated he is still in favor of implementing that change for the 2018 budget; Mayor Gregerson stated the budget impact of that would be around \$5,000 because only a few positions start at less than \$15 per hour.
 - c. Mayor Gregerson reviewed a Green Team initiative to utilize tablets for Council meetings and other meetings to reduce the amount of pages that are printed for each meeting.

The meeting adjourned at 7:15 PM.

Next Meeting: May 24, 2017, 5:30pm at City Hall