



City Council Finance & IT Committee  
Committee Meeting No. 2017-10  
Mukilteo City Hall  
Wednesday, November 1, 2017 4:30 PM

**Meeting Minutes:**

In attendance were Councilmembers Scott Whelpley, Christine Cook, and Randy Lord, Management Services Director Steve Edin and Finance Director Michelle Meyer. Police Chief Cheol Kang was present for the discussion of the first agenda item.

1. Police Department Staffing Model: A member of the police department has received military orders for 2018; Chief Kang explained that he would like to hire another officer to fill in for that position while the employee is deployed. Based on the department's level of turnover, it is anticipated that at least one more vacancy will open up in 2018 so that the newly hired employee will have a permanent position to fill after the deployed member returns from active duty. Chief Kang provided data related to the department's historical attrition rates and end strength numbers to support his request. Finance Director Meyer explained that the 2018 budget included salary and benefits for the employee who would be deploying and therefore there would be no budgetary increase to overfill that position.

*The Committee members were supportive of this request to overfill one position during an officer's deployment and recommended that it be brought to the Council for approval. They encouraged Chief Kang to continue to monitor his staffing levels/attrition rates and determine if he might need additional overfills in the future.*

2. Review 2018 Preliminary Budget: The 2018 Preliminary Budget document was reviewed briefly. Director Meyer encouraged the Committee members to review the document more thoroughly when they had time and to please reach out with any questions or concerns. The Committee members requested that a page be added at the beginning of the final budget document to describe significant changes such as the creation of the Waterfront Parking Fund. The members also questioned the amounts that were included in the budget for salary/benefit vacancy savings, stating it was unlikely that the City would see a savings that high.
3. Review of proposed 2017 Budget amendments: Proposed amendments for the Harbour Reach Corridor Project transfer, Capital Projects Engineer salary transfer, Equipment Replacement Reserve Fund expenditure authority and Facilities Maintenance Fund charges were reviewed and the Committee members provided feedback on how to best present the amendments to the full governing body. Director Meyer explained that 2017 expenditures were projected to come in under budget, and that a one-time transfer from the closure of the Municipal Facilities Fund to the General Fund would be adding an additional \$220,000 to the General Fund balance. The Committee members were asked if they would

recommend another budget amendment to transfer the one-time revenues to one or more reserve funds (Equipment Replacement, Technology Replacement and/or Facility Renewal) or allow it to remain in the General Fund balance.

*The Committee members were supportive of the four budget amendments that were reviewed and also recommended that an amendment be added to transfer the one-time revenues of \$220,000 be to the City's reserve funds for equipment, facilities and/or technology. They requested that the amount be split between the Technology Replacement Fund for future financial system replacement, and the Equipment Replacement Fund and Facility Renewal Fund based on the recommendation of the City Superintendent in accordance with projected equipment/facility needs.*

4. December meeting date: The Committee selected December 18<sup>th</sup> at 4pm as the final meeting date for 2017. The members will also be convening in December to hear presentations from Community Support Grant applicants.

The meeting adjourned at 6:30 PM.