



MINUTES

Finance Committee Regular Meeting

8:00 AM - March 23, 2018

City Hall Executive Briefing Room - Plaza 111, Sammamish, WA

Committee Members Present: Councilmember Chris Ross
Councilmember Tom Hornish
Councilmember Pam Stuart

Committee Members Absent:

Staff Present: Deputy City Manager Jessi Bon
Director of Finance & Risk Management; Assistant City Manager Aaron Antin
Deputy Director of Finance & IT Chris Gianini
Internal Services Superintendent Martin Bohanan
Project Manager Sevda Baran
Administrative Assistant Tammy Mueller

CALL TO ORDER

Chair Ross called the meeting to order at 8:00 a.m.

PUBLIC COMMENT

No public comment was provided.

APPROVAL OF THE MINUTES

March 1, 2018 Regular Meeting

MOTION: Councilmember Chris Ross moved to approve the minutes as corrected. Councilmember Pam Stuart seconded. Motion carried unanimously 3-0.

TOPICS

The Committee discussed the below topics.

Follow Up: Committee Discussion on City Councilmember Medical Insurance Benefits

- Staff handed out paper [copies of an email](#) sent to the Committee as a reminder of AWC's response to the Committee's questions from the March 1, 2018 meeting.
- The Committee decided to delay a recommendation until after the City Manager has received

feedback from all Councilmembers during individual budget priority discussions scheduled for May. Once this input is obtained, the Committee will review the subject again.

Facilities CIP and Capital Planning Discussion - Review of Draft Capital Facilities Project Priorities

- Discussion commenced, utilizing the [Draft Facilities/Building Capital Projects Priorities sheet](#).
- Staff clarified that "Capital" in this discussion is in reference to City-owned facilities.
- The Committee discussed the feasibility and return on investment of incorporating green options into infrastructure repairs and maintenance.
- Staff informed the Committee that, without taking the fire station repairs into account, estimates for capital projects are approximately \$7 million. A fire station analysis conducted by a consultant has recently begun to investigate the cost of repair versus replacing existing fire stations.
 - The Committee discussed the feasibility of having staff conduct these assessments rather than consultants.
 - The Committee questioned whether relocating fire stations would also be considered in the assessment. Staff responded that there were no immediate plans to relocate fire stations, however if a new facility is recommended rather than repair, this could be reconsidered.
- Staff requested direction from the Committee on the draft Facilities/Buildings Capital Project Priorities list. Staff will use this feedback to review and score the projects, presenting the Committee with a rough draft of a Capital Facilities Plan.
 - The Committee requested additional information on the list to assist in decision-making such as a weight system, whether the projects fulfill legal requirements, or which departments would be impacted by the projects.
 - The Committee debated the merits of various scoring and ranking systems, reaching a consensus decision to allow each Committee member to identify which of the listed priorities are covered by a proposed project, then applying their own ranking system as they see fit.

FUTURE MEETING TOPICS

Staff provided brief summaries of future meeting topics to the Committee. The Committee discussed their desired priority of topics.

Classification & Compensation Study – Contractor Equity/Market Average or Other Standard for Total Compensation (2Q 18)

Auto Enrollment Default/Employer Match Option on 457 Plan (TBD)

- The 457 plan is an optional deferred compensation plan. The City now utilizes a second vendor for their 457 plan which allows staff to also participate in the State of Washington's 457 plan. Staff is seeking direction from the Committee regarding auto-enrollment options.

Discussion on Impact Fees/Impact Fee Deposits Annual Report (2Q 18)

- An impact fee report for 2017 will be presented at the May 3, 2018 meeting.

Master Capital Project List/Waterline Discussion (Retreat Follow-Up) (TBD)

Revenue & Expense per capita comparisons – further detailed inquiry (Retreat Follow-Up) (TBD)

Quarterly FMR reviews (ongoing throughout 2018)

Review Financial Policies (1Q or 2Q 18)

Transportation Improvement Plan (TIP) (2Q 18)

- The Committee requested that the TIP be prioritized.
- Staff informed the Committee that a draft TIP would be provided to the Committee in May but cautioned that it would not yet be balanced. The Committee requested that potential funding sources be identified and provided with the draft.

Presentation of Municipal Financing – Intern project (TBD)

- The Finance Department is currently working with an intern for municipal financing. It is proposed to have this intern present to the Finance Committee on the lessons learned during their internship along with their research findings and how it relates to Sammamish.

Public Outreach discussion ahead of public hearings on 2019-2020 budget (TBD)

- A follow-up from the City Council's Annual Retreat, the City's Communications Manager would like to meet with the Finance Committee to discuss this topic.

OTHER

The Committee discussed the topic of long-term financial planning. Chair Ross read an excerpt of [Seattle Times March 16, 2018 article](#) titled "Seattle Mayor Durkan's cautious approach to budget is wise," proposing that the Finance Committee meet with Bellevue's City Manager or Finance Director to discuss long-term financial planning best practices.

- The Committee discussed the history of the City declining to take the 1% tax increase over the past nine years.

PUBLIC QUESTIONS ON AGENDA TOPIC

Layna Crofts, 22912 SE 37th St, requested anticipated 2019-2020 budget information from Staff.

NEXT MEETING DATE(S)

Thursday, May 3, 2018 - 8:00 -9:30 a.m.

ADJOURNMENT

The meeting adjourned at 9:20 a.m.

MOTION: Councilmember Tom Hornish moved to adjourn. Councilmember Pam Stuart seconded. Motion carried unanimously 3-0.