



**Finance/Administration Committee**  
**City Hall – 200 NE Moe Street**  
**3<sup>rd</sup> Floor Conference Room**

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>01/20/16</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:10 PM</b>
<b>Committee Chair</b>	<b>Kenneth Thomas</b>	<b>End Time</b>	<b>6:07 PM</b>
<b>Committee Members</b>	<b>Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Councilmember Lord, Finance Director Booher, Police Chief Townsend, Office Clerk II Diehl		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	a. Questions & Concerns of the Committee	None.
	b. Agenda and Extended Agenda Review	
	1. 01/20/16 – Members Absent – Gary Nystul	
	2. 02/03/16 – Members Absent –	
	3. 02/17/16 – Members Absent –	
<b>2.</b>	<b>Agenda Items</b>	
	a. Re-Organizations	<p>Discussion was held regarding the process of filling a vacant prosecutor position and if the City should have requested RFPs from local firms or from the County. Mayor Erickson said she filled the vacant position through a hiring process, because it was in the budget. She noted having an in-house prosecutor has been incredibly successful. It is not just prosecutorial, it is contract review, public records redactions, etc. It is very helpful to the Mayor and the police department to have access to this position for training and to get questions answered daily. Code enforcement is another element that will be added. The problems the city faced was not the reorganization itself, it was having a dishonest employee.</p> <p>Discussion was held on tailoring jobs for personalities, and a concern that the city would not be able to find someone with Purves' skill set. The Mayor reported there were four great candidates who could do the job, and they had 15 total candidates apply.</p> <p>Discussion was held on having a councilmember be a part of the interview process for future department head hiring processes.</p>

		<p>Townsend reported everything is working fine with the SRO.</p> <p>Discussion was held on the need for a code enforcement officer. The committee asked that this be placed as an ongoing agenda item for FAC.</p>
	<b>b.</b> Elect Committee Chair	Tabled until February 3, 2016, FAC meeting.
	<b>c.</b> Mayors Signature Resolution	<p>Booher updated the committee on the changes from their last conversation: 1) The mayor's signing authority will be up to \$100K for items in the budget. 3) The Mayor was uncomfortable signing checks because they are a non-negotiable contract. Booher went to Haney for advice, and a section has been added to manual regarding signing checks. The resolution and manual has been reviewed by Haney, and Booher will bring this forward at the February 3 Council meeting for council consideration.</p>
	<b>d.</b> Real Estate Excise Tax	<p>Booher presented the REET year-end report. REET exceeded the budget by 79 percent. What we don't use for debt, we can put in reserves or use for CIP projects.</p>