



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

<b>Subject</b>	<b>Regular Meeting Minutes</b>	<b>Date</b>	<b>02/17/2016</b>
<b>Recorder</b>	<b>City Clerk Fernandez</b>	<b>Start Time</b>	<b>5:00PM</b>
<b>Committee Chair</b>	<b>Kenneth Thomas</b>	<b>End Time</b>	<b>6:28 PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Ed Stern, Kenneth Thomas</b>		
<b>Staff Present</b>	<b>Mayor Erickson, Finance Director Booher, Accounting Technician Ryen, City Clerk Fernandez</b>		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	Discussed LTAC request for a TV Pilot; reviewed claims audit; Finance Dept new hires and roles, Deb will bring new staff to future meeting to introduce.
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 02/17/16 – Members Absent –	
	2. 03/02/16 – Members Absent –	Stern late.
	3. 03/16/16 – Members Absent –	
	4. Other – Members Absent –	Thomas May 11 and 18 out of state. Deb out May 18.
	<b>c.</b> Committee Minutes of February 3, 2016	<b>Approved.</b>
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Penalty Waiver Request	Woodcreek Apartments went through closing, and utility payments were not collected through escrow. Penalties accrued. Due to being short staffed, letters were not mailed for two months, but were mailed for last two months. Staff and Mayor recommended waiving half the penalties things were confused in escrow process. <b>Committee recommends waiving \$1,590.54 (\$1060.36 plus one month waiver 530.18 per PMC). They will pay remaining penalties totaling \$1,070.34.</b>
	<b>b.</b> Public Records Request Update	Report given. The Committee would like to task themselves with developing an employee policy manual training for email use.
	<b>c.</b> Marine Science Center	A survey is needed before an appraisal can be done. The Committee agreed to use the budgeted \$5000 for the appraisal and apply it to the survey. Booher will address it in carry over.
	<b>d.</b> Solid Waste Proposal	Discussed status of project.
	<b>e.</b> Contracting Services	Discussed contracting services to reduce staff's workload.

**The committee may add and discuss other items not listed on the agenda.**

	<b>f.</b> TBDs	Discussed next phase of implementation. The Mayor and Booher will talk with Kasiniak and Lund regarding the Neighborhood Streets Project, and if data collection could be contracted out. <b><i>Councilmember Stern plans on attending the March 9 Public Works Committee meeting.</i></b>
	<b>g.</b> PSRC - Centers	This could be addressed beginning of 2017 after the comp plan update is finished.
	<b>h.</b> Sign Replacement Bill from Mr. Austin	Discussed.
	<b>i.</b> Cemetery Upgrade Proposal	Discussed.
	<b>j.</b> Farmers Market Location Proposal	Discussed.
	<b>k.</b> Camera Truck with Side Shooter	Discussed Superintendent Lund's request to purchase a side shooter for the camera truck. He will be presenting his request at tonight's Council meeting.

Future Agenda Items			
No.	Item(s)	Responsibility	Meeting Date
1.	Finance Committee Goals Review		
2.	Procedural Documentation Process		
3.	Transportation Benefit District		
4.	Solid Waste Proposals	Booher	
5.	Marine Science Center/WWU Negotiations	Stern	
6.	Develop Employee Policy Manual Training for Email Use	Stern	

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