



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

Subject	Meeting Minutes	Date	03/02/16
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:00PM
Committee Chair	Kenneth Thomas	End Time	6:28 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, IT Manager Stenstrom, City Clerk Fernandez		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Would like an IT report March 16. MRSC letter mailed. Stern out of country May 20-28. Discussion on salary review in June, carry over to get done by March 16, TBDs for roads vs. good cash flow, cemetery plans, and LTAC/short-term rentals.
	b. Agenda and Extended Agenda Review	
	1. 03/02/16 – Members Absent – Stern Late	
	2. 05/18/16 – Members Absent – Thomas, Booher	
	c. Committee Minutes of February 17, 2016	Amended and approved.
2.	Agenda Items	
	a. Monthly Sales Tax Report	Report given. The City is trending really well.
	b. Public Records Request Policy	Discussion on cost recovery and percentage of time spent in the budget for PRR processing.
	c. Recording of Committee Meeting	Discussed the history of committee staffing, and the need for audio. Thomas will ask the Council to consider being uniform on whether to record or not.
	d. Solid Waste Financial Information	Reviewed the statement of net position for year end 2014. The revenue and expense matches, with exception \$132 difference. Costs for 2016 are going to be more because actual costs are being used instead of guesstimates. Reviewed the solid waste analysis. The Mayor will compare Andre's numbers to the analysis.

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.	Email Etiquette Training	Fernandez	