



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

Subject	Meeting Minutes	Date	03/16/16
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:00PM
Committee Chair	Kenneth Thomas	End Time	6:47 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, IT Manager Stenstrom, Accounting Manager McQuade, Accounting Tech Cunningham, Senior Budget Accountant Ziemann, Accounting Technician Ryen, Accounting Technician Roberts, Account Clerk Jennings and Accounting Clerk Wood		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Claims Audit Paperwork Format – No preference what order it comes in.
	b. Agenda and Extended Agenda Review	
	1. 05/18/16 –Absent: Thomas, Stern, Booher	Stern out of country May 13-21. No quorum May 18.
	c. Committee Minutes of March 2, 2016	Approved.
2.	Agenda Items	
	a. Finance Department Introductions	Finance staff were introduced.
	b. Quarterly Budget Status Reports	Report given. Reviewed general fund budget v actual revenues & expenditures. Operating revenues less operating expenditures is \$874,314. Reviewed revenues and expenditures for remaining funds, and financial management policy compliance explanations.
	c. Budget Amendment- Indirect Allocation	This is the indirect allocation that is charged out to utility funds to support general funds. Committee recommends amendment.
	d. Carryover- First Glance	Report given. Discussed general fund actual 2015 figures and variables. Discussed Mayor's recommendation for the remaining balance after the 2016 projected transfer. Presentation scheduled for April 6 Council meeting.
	e. Status Report of City's Information Technology	Report given.