



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

Subject	Meeting Agenda	Date	05/03/17
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:15 PM
Committee Chair	Ed Stern	End Time	6:21 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Becky Erickson, Finance Director Debbie Booher, PW Superintendent Mike Lund, P&R Director Mary McCluskey, City Clerk Rhiannon Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	<p>a. Questions & Concerns of the Committee</p>	<p>From the committee review of claims the following concerns were noted:</p> <p>Duplicate invoice paid: An invoice from Cenex was paid twice. Booher said the accounting system is set up to flag duplicate invoice numbers. Thomas will email her the details and she will research the payment.</p> <p>Interpreter Services: What happens when an interpreter is brought for court, and there is a failure to appear? Is the defendant billed? Booher will check with Municipal Court to find out what happens with those fees.</p> <p>Quorum noticing: Erickson apologized for not getting the Community Services Committee noticed for quorum. It was an unintentional oversight on her part.</p> <p>Stern asked that the City Attorney be consulted on if an elected official can arbitrarily declare they are operating outside of their elected responsibility with a question that deals with jurisdictional overlap, or are they in fact operating as an elected official and must therefore be in accordance with our rules and procedures. The City Attorney's feedback needs to be incorporated into the Council Rules and Procedures.</p> <p>Thomas agreed with the question. Additional questions the committee would like answered are how should a meeting be disbanded if a council member refuses to leave an unnoticed meeting, and what is the responsibility of the chair of the committee?</p>

		<p>Additional discussion:</p> <ul style="list-style-type: none"> • Nystul asked how the City did financially in 2016. Erickson said she hasn't had a chance to look at the CAFR right now, but there are positive flows & assets. • Booher announced the Auditor's Entrance Conference is May 15 at 9:00 am. • Thomas would like to look at short-term transient rentals of residences at a future committee meeting.
	b. Agenda and Extended Agenda Review	
	1. 05/03/17-Members Absent-	
	2. 05/17/17-Members Absent-	Booher
	c. Committee Minutes of April 19, 2017	Approved.
2.	Agenda Items	
	Property Proceeds Discussion	<p>Booher reviewed the property proceeds from the old City Hall property sale, and presented the Mayor's proposal to spend \$250K on the waterfront bathroom project, \$110K on the house demos, \$100K for the new Public Works Site paving project, and leave the remainder in reserves for future capital projects.</p> <p>Booher reviewed the old financing plan that used revenue from the sale of the old City Hall building to pay down the new City Hall debt. Several years later, the City went out for long-term debt with a five-year call. We have a good interest rate. These revenues are not a lot of money, and won't make much of a difference in paying down the long-term debt. The funds will go towards future capital projects, reducing the amount of money that will needed when going out for debt.</p> <p>The Committee recommends approval, and it will be brought forward on the May 10, 2017, meeting.</p>
	Monthly Sales Tax	Booher reported the February 2017 tax received in April 2017 showed a 5% increase.
	Real Estate Excise Tax	Booher reviewed the Real Estate Excise Tax Fund and noted this fund is hard to predict because it is based on transactions.
	Car Program	Booher said she met with the Mayor and did her own analysis regarding the police vehicle purchases. If the City buys nine cars now, they cannot afford another three cars next year. She talked with the Chief, and he is okay with purchasing nine now, and re-evaluated in four years. This will hit the budget for another \$15K.