



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

Subject	Meeting Minutes	Date	12/2/15
Recorder	City Clerk Fernandez	Start Time	5:04 PM
Committee Chair	Kenneth Thomas	End Time	6:28 PM
Committee Members	Kenneth Thomas, David Musgrove, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher		
Agenda			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
	a. Questions & Concerns of the Committee	None.	
	b. Agenda and Extended Agenda Review		
	1. 12/02/15 – Members Absent –		
	2. 12/16/15 – Members Absent – Stern		
	3. 01/6/15 – Members Absent – Musgrove		
2.	Agenda Items		
	a. Final Budget (Booher)	<p>Booher noted the final budget numbers will change slightly after tonight, and she is still working on final wages and benefits. She reviewed the changes to the budget (computer terminals for the police car that was built in the general fund for the CenCom agreement; Peterson rock wall). The way the cash flow is looking, it looks like we won't hit the reserves.</p> <p>Discussion held regarding what will happen with the proceeds of the property sales. When the property sales, the Council will have to decide if they want to take the proceeds and apply it towards the Public Works Yard, or if they want to pay down the debt of City Hall. The interest rate on the City Hall project is very low, and the cost of going out for debt can be expensive. Additional discussion was held regarding setting aside some funds for a YMCA Feasibility Study and wayfinding signage due to the Mayor handling the sale of the buildings and not using a realtor.</p> <p>The budget ordinance will brought forward on December 16.</p>	
	b. Monthly Sales Tax (Booher)	<p>Booher gave the Sales Tax Recap, which included the City's sales tax data for the last five years (and sales information by SIC) and the sales tax paid in September and received in November 2015. The City</p>	

		<p>received a 1.5% increase. YTD is 5.7%.</p> <p>Discussion was held on assigning portions of increased revenue to certain projects. It was advised not to bind future councils, and to consider hoarding vs. spending what you need for services. The committee discussed the reserves and the financial management policy.</p>
	<p>c. Collective Bargaining Agreement and Salaries Review</p>	<p>Booher noted the only options for adjustments would be the non-represented employees, which is management and non-exempted. The union contracts should be attached to the agreement. The resolution is passed with everybody's wages.</p> <p><i>Committee recommends adoption of the 2016 salaries and wages resolution as presented.</i></p>
	<p>d. Bad Debt (Booher)</p>	<p>Booher discussed the policy that the Finance Director can write off bad debt up to \$1,000. We have one debt over \$2,000 and it requires council approval. She would like to get it on the December 9 agenda.</p>
	<p>e. Council Goals</p>	<p>Discussion held on the Council working goals being different than department goals. Booher gave a quick review of a biennial budget process.</p>