



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

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>09/07/16</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:04PM</b>
<b>Committee Chair</b>	<b>Gary Nystul</b>	<b>End Time</b>	<b>6:47 PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Budget Ziemann, Human Resources Manager Kingery, IT Manager Stenstrom		

<b>Agenda</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	Stenstrom reported the panic alarms are operable, and gave a summary of the new system. Stenstrom also noted he is looking at replacing microphones in the chambers.  Nystul reported the WS Auditor's Performance Audit on Public Records Requests.
	<b>b.</b> Agenda and Extended Agenda Review	
	1. Additional Meeting 09/14/2016	Scheduled for 2:00 PM
	2. 09/21/16 –Members Absent-Debbie & Gary	
	3. 10/05/16 –Members Absent-	
	<b>d.</b> Committee Minutes of July 20, 2016	Approved.
	<b>e.</b> Committee Minutes of August 03, 2016	Approved.
	<b>f.</b> Committee Minutes of August 17, 2016	Approved.
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Monthly Sales Tax	Booher reported on monthly sales tax generated in June received in August. Revenues are slightly down by less than 1 percent; still up 6 percent YTD.
	<b>b.</b> Real Estate Excise Tax	Booher reported on REET revenues: YTD is 97 percent of budget. From permitting standpoint we are doing better than other jurisdictions. Not sure how REET compares.
	<b>c.</b> Policy for Payment to Separated Employees	Nystul asked if it would be useful to have a severance pay policy for involuntary separation of non-represented employees. Erickson noted while it is not a defined policy, the City has been consistent with 2010 discussions for

		voluntary separation program. Discussion was held on the need to give the executive the discretion to have flexibility for this (case-by-case situation). Kingery requested some time to think on this more, and to bring it back to the Committee at a future date. Discussion held on Air B&Bs.
	<b>d.</b> Yellow Pages Opt Out	Nystul asked Stenstrom to add onto the City's webpage a yellow page opt out hyperlink.
	<b>e.</b> Discussion of AG Opinion on LTAC	Nystul reported the LTAC meeting is tomorrow, and the Committee's desire to use half of the \$40K reserve and apply it to the \$110K revenues for allocation, making a grand total of \$130K to award to applicants, and keeping \$20K in the operating reserve. The committee recommended this action. Nystul discussed the process of mid-cycle requests, and recommended that the majority of the Council approve the consideration of the request before it is sent to LTAC for review. Discussion held on the AG's new opinion on approving Council approval of LTAC recommendations.
	<b>f.</b> YTD Council Travel/Training Budget Report	Fernandez provided the YTD expense for Council travel and training.
	<b>g.</b> Departmental Budgets	<p>Erickson noted she has decided to keep the wages the same for the Mayor's salary. She will be changing travel reimbursements to a monthly taxable stipend.</p> <p>Booher presented the Capital Improvement Fund 121 budget, Facilities Fund 331 budget, and the Transportation Impact Fees Fund 123 budget (the departments provided the projects for the next four years, and she felt revenues were conservative). Discussion held on the library and the mural on the bridge.</p> <p>Fernandez provided the Clerk's 2017-18 budget and new program requests.</p> <p>Stenstrom presented the IS 2017-18 budget and new program requests.</p>