



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

Subject	Meeting Minutes	Date	11/16/16
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:06 PM
Committee Chair	Gary Nystul	End Time	6:52 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Senior Budget Accountant Ziemann, Accounting Technician Roberts, Human Resources Manager Kingery, Director of Engineering Kasiniak, City Engineer Lenius		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Discussion held regarding a request for forming a cemetery committee. Thomas said he would rather not make it an official committee, because its work will be complete once the projects are finished. They are considering an outside citizen group. Nystul inquired when the rates were last raised for the cemetery.
	b. Agenda and Extended Agenda Review	
	1. 11/16/16-Members Absent-	
	2. 12/07/16-Members Absent-	Gary Nystul
	3. 12/21/16-Members Absent-	
2.	Agenda Items	
	a. Surplus	Roberts reviewed the surplus items, noting there were no proprietary items. The Committee recommended approval of the surplus items to the full Council.
	b. Resolution for City Hall Closures	Fernandez presented the draft resolution for City Hall closure at noon on December 23 and 30. The Committee recommended approval of the resolution and to put it on the consent agenda at the December 7 meeting.
	c. New Program and Baseline Adjustment Requests	Erickson said historically the revenues have remained static, which means no growth. In March/April there is a big windfall of cash each year, which doesn't do so well in a biennial budget. We had to make sure we had the appropriate revenues in 2017.

		<p>Booher added they knew they would have to be proactive on the revenue projections with this type of budget. There cannot be flat revenues coupled with expenditure growth. This opens our eyes to the way we need to do things and come up with more accurate revenues. The City will no longer bank on a big savings account increase and come back and decide what to fund. She noted this change is a little scary, but the City has good internal practices, and they look at the numbers every quarter.</p> <p>Nystul suggested talking about the quarterly reports next year and look at the big picture, so that we can read them and understand them. Booher asked for communication from the committee members on what needs to be changed on the current reporting if they are not understandable. Stern said they want variances, they want to set new parameters. They need reporting that highlights based on policies they are going to establish. Nystul said his vision was more inclusive and simpler in some cases, but that can be worked on later.</p> <p>Booher reviewed the beginning balance, revenue stabilization, and legal reserve history.</p> <p>Erickson reviewed her priorities for hiring in the next two years.</p> <p>Stern said he would like to see a third color – a soft number for 2018 which hasn't been approved so he can see how it drops down with revenues and expenditures to help him decide on what to recommend to fund. Booher said there was nothing new approved in 2018 because of the dollars. If things come in better or worse, they are required to make a mid-year adjustment, and they will look at 2018 again. They are required by law to do a mid-year review, and there are dates set aside for public hearings and council presentations.</p> <p>Booher reviewed the NPR recommendations.</p> <p>Nystul suggested putting a footnote for wait listed requests, which explains they are being considered in 2018.</p> <p>Booher said she will run the numbers with council recommendations, and will highlight in a different area of items put on wait with totals to it so you can see what happens to your projected fund balance.</p>
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