



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

Subject	Special FAC Meeting Minutes	Date	11/17/16
Recorder	City Clerk Rhiannon Fernandez	Start Time	3:07PM
Committee Chair	Gary Nystul	End Time	4:37 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Senior Budget Accountant Ziemann,, Office Manager Woods, PW Superintendent Lund, Director of Engineering Kasiniak, Prosecuting Attorney/Risk Manager Foster, Human Resources Manager Kingery		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Discussion was held regarding policies, triggers, anticipated revenues, and moving towards accurate budgeting versus conservative budgeting.
	b. Agenda and Extended Agenda Review	
	1. 12/07/16-Members Absent-	Nystul absent.
	2. 12/21/16-Members Absent-	
	3. 01/04/17-Members Absent-	
2.	Agenda Items	
	a. 2017-2018 Budget	Booher reviewed the revenue changes for the 2017-18 budget. General Fund revenue up is up \$708,686 in 2017 and \$794,222 at 2018.
	b. New Program and Baseline Adjustment Requests	Booher reviewed the Mayor’s proposed preliminary budget. The Council reviewed the NPRs and BARs. Discussion held regarding carry over process, reserve fund, neighborhood streets program. They agreed with all the Mayor’s recommended requests for funding. The Committee recommended adding Planning dues, subscriptions, and GIS for \$3,500; partially funded the records management software at \$15,000 to get the software in the door; a one-time transfer of \$10,000 in 2017 and \$10,000 in 2018 from the General Fund to

Fund 101 – Streets for a Speed Management Program; Engineering/Building casual labor at \$5,850.

Discussion was held on the Mayor's recommendations regarding the Fire Marshall, Transportation Engineer, and Development Engineer requests.

Engineering needs to come up with a number for the building inspector vehicle. There was no savings in leasing a vehicle versus buying a vehicle. Nystul asked what used vehicles cost.

Booher reviewed NPRs and BARs for non-general fund items. Kasiniak gave an update on the solid waste proposal.

Nystul suggested keeping the variance report and the committee chair should report out to them any concerns.

Thomas suggested providing the Council on a quarterly basis (or more often as needed) a dashboard view in general terms the variance report, and put a section of areas of concern.

Nystul said the current report is good.

Booher said they could put a narrative at the front noting they are in compliance with the exception of the areas of concern.