



**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>12/07/16</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:07PM</b>
<b>Committee Chair</b>	<b>Gary Nystul (absent)</b>	<b>End Time</b>	<b>6:10PM</b>
<b>Committee Members</b>	<b>Gary Nystul (absent), Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, City Clerk Fernandez		

<b>Agenda</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>Administrative:</b>	
	a. Questions & Concerns of the Committee	<p>Discussion held on the urban forestry question, and if it was viable to have contractual services. Booher said when the contract comes up, they will review how to process at the next renewal.</p> <p>Discussed whether to print a hard copy for each council meeting. It was decided to remain with the electronic copies, and if Council needs a hard copy, they can print it or ask for assistance.</p> <p>Discussion held on rates for plots. That is something the cemetery committee is going to look at. Thomas would prefer to focus on fundraising efforts from outside groups.</p>
	b. Agenda and Extended Agenda Review	
	1. 12/07/16-Members Absent- Gary Nystul	
	2. 12/21/16-Members Absent-	Could possibly cancel this meeting if no agenda items.
	3. 01/04/17-Members Absent-	
	c. Committee Minutes of November 17, 2016	Approved.
	d. Committee Minutes of November 16, 2016	Approved.
	e. Committee Minutes of November 02, 2016	Approved.
	f. Committee Minutes of October 19, 2016	Approved.
<b>2.</b>	<b>Agenda Items</b>	
	a. Monthly Sales Tax	Booher reviewed the sales tax paid in September and received in November, which shows an increase of 7.63% (\$22,322) over the same period last year. It is very diversified. The actual revenues received have

		<p>exceeded budget allocation with one more month of receipts for December to record.</p> <p>Stern asked Booher to inquire how we compare to the other jurisdictions.</p>
	<b>b.</b> Real Estate Excise Tax	Booher reviewed the REET funding source. It has exceeded budget (\$578,076).
	<b>c.</b> Salary and Wages Budget Amendment Discussion	Booher noted Finance usually does an amendment at the end of the year due to cash outs and people changing positions. There have been some vacancies, but we are hitting budget or below what we budgeted, so she is not going to put forth an amendment.
	<b>d.</b> Claims Questions Process	Booher reviewed the claims processing sheet. An outlook group will be created to make it easier to email any questions to the group.
	<b>e.</b> Miscellaneous discussion	Discussion held on the new community service officer, CSO (Stern requested clarification of the position title); the social services work the Mayor is doing; final steps of the budget process; bench donation program; Finn Hill bonds pay off timing; upcoming FAC agenda items (nothing urgent for 2016); and solid waste RFP status (waiting for recommendations on next steps from Peter).