



**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>05/02/18</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:03 PM</b>
<b>Committee Chair</b>	<b>Jeff McGinty</b>	<b>End Time</b>	<b>6:32 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, Senior Budget Accountant Ziemann, City Clerk Fernandez		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	<p>Thomas reported he attended the entrance conference yesterday. Booher reviewed the process of the state auditor's review. Mayor Erickson said she had made a mistake with not reporting the Smaaladen theft. Normally when anything goes missing, the Auditor wants us to report it to them immediately.</p> <p>Thomas announced he is attending the PSRC General Assembly meeting at the end of this month.</p>
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 05/02/18-Members Absent-	
	2. 05/16/18-Members Absent-	
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Official Newspaper Bid Process Review	Ziemann discussed the issues the City has experienced with legal noticing deadlines with the current vendor. Some departments are asking for a consideration for a vendor that prints twice a week. The committee requested that the Mayor call the current vendor and discuss the City's needs. This will be brought back to May 16 FAC for a recommendation for the RFP.
	<b>b.</b> Biennial Budget Calendar Review	Ziemann reviewed the 2019-2020 biennial budget calendar that will be presented to the full council on May 9, 2018. Discussion was held on the procedure for new program

		requests for departments and working budgets. Booher noted we still have a working budget, but the Council is receiving a more solid starting point. The Council gets to pull in and out any variables.
	<b>c.</b> Status Update of Revenue Bond Issue	Booher reviewed the Water and Sewer Revenue Bonds schedule of events. These bonds will pay debt to the County for sewer. The City will owe the County \$11MM, going out for debt for \$7.5MM (\$3.4MM banked from connection fees). These are based on sewer revenues only.
	<b>d.</b> Salary Review	Erickson thanked Thomas for his really good presentation last week. They will discuss it at the next FAC meeting. Thomas feels they were able to accomplish getting the full council up-to-date. Erickson did share that she learned that Mayor Bruce's wages were reduced after Mayor Mitchusson. She didn't want to work full time. She is trying to find out more information.
	<b>e.</b> Herb Armstrong's Rock Plaque	Erickson would need a budget amendment for \$1K. The committee agrees with the budget amendment if Booher cannot find the funds in another account.