



**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>06/06/18</b>
<b>Recorder</b>	<b>City Clerk Fernandez</b>	<b>Start Time</b>	<b>5:04 PM</b>
<b>Committee Chair</b>	<b>Jeff McGinty</b>	<b>End Time</b>	<b>6:23 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Finance Director Booher, IT Manager Stenstrom, Accounting Technician Walser, City Clerk Fernandez		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	<p>Stern asked about BMC Consulting and if we are we paying based on work generated, or a pro-rata calendar. Booher said we were billed heavier in the first months based on the agreement. The “not to exceed” language was for the travel reimbursement.</p> <p>Stern congratulated the Finance Department on their bond rating increase. Booher said staff are working on a press release. The City was complimented by the bond counsel on have a great team. Stern said it would be educational to see some of the PowerPoint when there is a slack agenda.</p>
	<b>b.</b> Agenda and Extended Agenda Review	Add agenda item: Inaccurate Public Statements Made on an Agency Basis
	1. 06/06/18-Members Absent-	
	2. 06/20/18-Members Absent-	
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Surplus Disposal	Walser noted the City changed vendors for auctioning items online. The vendor charges the purchaser a 10% fee, the City pays no fees. The City receives a few thousand dollars each year, which is worth the effort, since we don’t have to pay to dispose it. The appropriate disclaimer language is on all items. This will be presented at next week’s Council meeting. The Committee recommended approval of the items to be declared as surplus.
	<b>b.</b> Locking System	Stenstrom reported the electronic door locks on City Hall doors are no longer available for replacement. He is

		<p>looking for a wireless solution. This needs to be fixed sooner than later. The cost is approximately \$30,000 for a new total system. Hoping they can do this as part of the budget process, the reality is if one more lock breaks, they will have to do something. If we could go forward with a server and a couple locks, can we implement in stages. They have to look at the bid requirements, because they are not on the state bid list. If we sole source, there are strict requirements. They want to start looking and doing the software upgrade now, so the next time the lock breaks, they are ready to go. Stenstrom will come up with exact numbers to start the process. The committee recommended using funds for the City Hall paint project to help fund this.</p>
	<p><b>c.</b> Upgrade/Contract for Email Archiving/Spam Filter</p>	<p>Stenstrom said the City is out of contract with the existing service and will only be offered for one more year. A more comprehensive service is now available, and if we sign up for three years up front, there is a significant savings realized. Stenstrom asked the Committee if they wanted to pay for one more year or recommend approval of a budget amendment for the new service for three years. Booher said the State Auditor has relaxed with paying future years of service, if there is language in the contract to recover the funds if they have the terminate the contract early. The Committee recommends approval of the budget amendment (~10K-\$11K), and reserve the right to pull off the consent agenda if more information is needed at the Council meeting.</p>
	<p><b>d.</b> Bond Ordinance</p>	<p>Booher said the City's Financial Advisor and Bond Counsel are coming to tonight's meeting. The ordinance gives the delegation authority so they are able to sign the bonds as they are sold. They will put the bonds out for sale next week. The total issue will most likely be \$7.5MM. The County has been banking our connection fees, which totals \$3.5MM.</p>
	<p><b>e.</b> Real Estate Excise Tax</p>	<p>Booher said the City is at 46% of our budget. They are tracking really well right now. Everything is transactional. This helps with a portion of the debt payment and reserving dollars for transportation projects like Noll Road.</p>
	<p><b>f.</b> Monthly Sales Tax</p>	<p>Booher reported dollars generated in March and collected in May. They had a substantial increase of 14.5% increase over the same period last year. They are 10.5% YTD over the period last year. They are at 45% of the budget. It is very diversified. Home &amp; garden store purchases are higher, and the state started enforcing the</p>

		taxing on internet sales and distributing it better. Our auto sales are also increasing.
	<b>g.</b> Inaccurate Public Statements Made on an Agency Basis	Stern said there were statements in the local papers from the Mayor that quoted her as saying she got the green light from the Council because they determined that the mayor's position was part-time. Stern will make a simple statement at the council meeting to get it corrected and on the record.