



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

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| Subject | Meeting Minutes | Date | 09/05/18 |
| Recorder | City Clerk Rhiannon Fernandez | Start Time | 5:01 PM |
| Committee Chair | Kenneth Thomas | End Time | 6:52 PM |
| Committee Members | Jeff McGinty, Kenneth Thomas, Ed Stern | | |
| Staff Present | Mayor Erickson, Finance Director Booher, IT Manager Stenstrom, Program Manager Hendrickson, City Clerk Fernandez | | |

Agenda

| No. | Topic | Action/Recommendation/Discussion |
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| 1. | Administrative: | |
| | a. Questions & Concerns of the Committee | None. |
| | b. Agenda and Extended Agenda Review | |
| | 1. 09/05/18-Members Absent- | |
| | 2. 09/19/18-Members Absent-Debbie | |
| | c. Committee Minutes of August 01, 2018 | Approved. |
| 2. | Agenda Items | |
| | a. Clerk Budget | Fernandez presented the Clerk’s Department 2019-20 goals, 2017-18 accomplishments and one new program request (Archives Digitization Project). |
| | b. Executive Budget | Fernandez presented the Executive budget, which transferred the lobbyist expenditures to the Legislative budget. Hendrickson presented the new program request for the Behavioral Health Outreach Program. Thomas and McGinty will attend the grant presentation to the citizens advisory committee on September 12 at 10:30am. |
| | c. Legislative Budget | Fernandez presented the Legislative budget which included cost of living increases for contractual obligations, and voter registration increases due to increase in population. Two new program requests were presented for a parking garage referendum and National League of Cities annual dues. |
| | d. Finance Non-Departmental Budgets | Booher reviewed the 2019-2020 Central Services fund, Non-Departmental fund, and |

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| | Equipment Acquisition Fund 301. |
| e. IT Budget | Stenstrom reviewed the 2019-2020 IT budget, which included the department narrative, 2017-2018 program accomplishments, and 2019-2020 goals and work plan. |
| f. Monthly Sales Tax | Booher reported sales generated in June, collected in August were 17.21% above the project budget. YTD is at 13.65%. |
| g. City Administrator Options & Timeline | Thomas said the committee needs to come up with a proposal and plan for changing the executive office. He said the Council must come to a consensus on which direction they are going to go before beginning the reverse engineering. He said some councilmembers would like to see public comment on this concept. Stern believes they should reverse engineer both concepts and come up with what the cost would be for salary and benefits, and milestone what it would take to get there, including the public inputs. Thomas would like a vote of council intent. Erickson suggested including language in this budget cycle that there will be funding in the next biennium budget. It is truly a financial thing. Booher said it could be a legislative goal with objectives. Thomas will report out the concept of the approach at tonight's council meeting. |