



**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>11/21/18</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:05 PM</b>
<b>Committee Chair</b>	<b>Kenneth Thomas - Absent</b>	<b>End Time</b>	<b>6:21 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Kenneth Thomas (absent), Ed Stern (acting chair)</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Police Chief Schoonmaker, Administrative Services Manager Ziemann		

Agenda		
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No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	<p>Stern asked about a HDPa claim for \$1500 in candy. Erickson said that is the disbursement of HDPa Fund 131 for Halloween candy.</p> <p>Stern asked about HDPa's reserve balance. Booher said it has been spent down.</p> <p>Discussion was held on the request for \$10K for downtown decorating as a new program request. Erickson does not support the request because HDPa has reserve balances and because this request would only be for one section of town, it should be city-wide. Booher reviewed the support and supplementation HDPa receives from the City, and they have never done an assessment review of their rates in the last 21 years.</p>
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 11/21/18-Members Absent-Thomas	
	2. 12/05/18-Members Absent-McGinty	
<b>2.</b>	<b>Agenda Items:</b>	
	<b>a.</b> Executive Office Discussion	<p>Stern recapped that the committee received consensus from Council at the last meeting to drop the City Manager option. Discussion was held on developing a timeline from January 2022 with milestones.</p> <p>2020 Second Half</p> <ul style="list-style-type: none"> <li>• Add new position to the 2021-2022 Biennium Budget</li> <li>• Reduce mayor's salary during the 2021-2022 Biennium Budget for 2022.</li> </ul>

		<p>2021 First Half</p> <ul style="list-style-type: none"> <li>• Define roles &amp; responsibilities/job description</li> <li>• Hire headhunter (do similar process for police chief search)</li> <li>• Recruitment of city administrator</li> <li>• May – Candidate Filing Week</li> </ul> <p>2021 Second Half</p> <ul style="list-style-type: none"> <li>• Hire city administrator</li> </ul> <p>2022 First Half</p> <ul style="list-style-type: none"> <li>• January – New mayoral term begins</li> </ul> <p>Mayor Erickson said she would like to have a city administrator that the Mayor picks through a process like the police chief search. She would like to write in the code that the city administrator could be fired by a unanimous vote of the Council.</p> <p>The committee asked Fernandez to query MRSC: 1) Can a code city create code that states the city council could fire a city administrator with a super majority vote of the council? 2) Could we also add language regarding that the Mayor will hire the city administrator with the advice of the city council?</p> <p>Stern asked how the Mayor’s benefits would be affected if they were effectively a half-time mayor. Booher said right now as current benefits sit, the Mayor would not have medical benefits. Erickson said they are looking for a secondary medical coverage for part-time employees, and the ability to provide benefits for retirees. There are not a lot of options out there.</p> <p>Erickson will outline concepts of what the future mayor would be responsible to do.</p>
	<p><b>b.</b> Continued Budget Discussion</p>	<p>Discussion was held regarding policies versus goals. Stern recommended adding an under Economic Development for FP-16 in the budget to say they will work with local colleges to provide affordable and accessible degrees. He also wanted to change under FP-13, under Economic Development, the second to last bullet point, adding “and remote offices” to the end of the sentence.</p> <p>Booher reviews the 2019-2020 new program requests summary with the FA Committee’s recommendation (concurred with Mayor’s recommendation). The medical insurance program has been changed to “wait” and they</p>

		<p>want to hire professional services to complete this analysis in 2019. Booher asked if there were any recommended changes from the committee after having heard the department presentations.</p> <p>Discussion held regarding most of the increases are based on the cost of labor. If the economy turns down, Mayor Erickson said the City will not spend money it does not have, and layoffs would have to occur. She feels comfortable going forward this time, because the City has built up reserves that are sitting there. There has been some very good years and they have not spent it all. Now they are going to spend it, and hopefully they will even out. And we should be okay, but this makes her a little nervous. Booher noted they have been saying they are anticipating a recession in 2021. The City has practices in place where they monitor what is going on. There are contingency plans. She noted the labor contracts have not been resolved yet with the police, and there is a tentative agreement with the Teamsters.</p> <p>Stern shared a letter as back up for the NLC membership request.</p> <p>Booher said the next step is going forward to Council if there are no other recommended changes to from the committee. The committee recommended approval of the base line adjustments and new program requests as presented by the Mayor.</p>
<p><b>3.</b></p>	<p><b>Mayor and Department Head Comments:</b></p>	<p>Mayor Erickson noted she is going to take some time off at the end of the year.</p>