



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

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| Subject | Meeting Minutes | Date | 01/16/19 |
| Recorder | City Clerk Rhiannon Fernandez | Start Time | 5:17 PM |
| Committee Chair | Ed Stern | End Time | 6:26 PM |
| Committee Members | Jeff McGinty, Kenneth Thomas (absent), Ed Stern | | |
| Staff Present | Mayor Erickson, Finance Director Booher, City Clerk Fernandez | | |

Agenda

| No. | Topic | Action/Recommendation/Discussion |
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| 1. | Administrative: | |
| | a. Election of Committee Chair | Stern was voted as committee chair. |
| | b. Questions & Concerns of the Committee | <p>None. Discussion held on late LTAC reimbursements. Next year a reminder will be sent out that the agreement requirements must be adhered to for submittals.</p> <p>Stern said the core function of the audit is to randomly pick batch claims and make sure everything was processed correctly. McGinty said it would be helpful to have a desk guide for committee members when auditing the claims, so they are consistently audited.</p> <p>Discussion was held regarding the AWC City Action Days February 12-14.</p> <p>Booher reported Zach's last day is the end of month.</p> |
| | c. Agenda and Extended Agenda Review | |
| | 1. 01/16/19-Members Absent-Thomas | |
| | 2. 02/06/19-Members Absent-Stern | |
| | d. Committee Minutes of December 05, 2018 | Approved. |
| 2. | Agenda Items: | |
| | a. Executive Office Discussion | At this stage there is nothing to be done. The committee would like to schedule a council workshop in May/June 2019 to discuss what needs to be done: setting salaries, job descriptions of the city administrator and part-time mayor, and discuss what kinds of public outreach will be needed. The committee would like slides of the base concept of November 21 |

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| | | FAC meeting. Booher, Fernandez, and Kingery will work with Thomas on setting a date for the council meeting and help develop slides to include milestones for the process (use November 21 FAC minutes). |
| | b. Elected Reimbursables | Erickson requested the committee consider drafting a policy that allows for compensating expenses for community events such as the Chamber Gala, Fishline Auction, and the PHS Cod Fish Dinner, because the Mayor is expected to attend those events as a representative of the City. MRSC recommends creating a policy, if the City wants to pay these expenses. The policy would have to show it is a justifiable cause that the citizens receive a benefit from it. The committee asked Booher to create a draft policy for them to consider. |
| | c. Public Defender | Booher reviewed the RFP process for public defender services. The contract should come before the full Council in February for approval. Staff is recommending a new contractor for these services. |
| | d. Monthly Sales Tax Report | Booher reviewed sales tax generated in October 2018, it is up 14% YT, and 6% over the same time last year. |
| | e. Real Estate Excise Tax Report | REET is at 169% of 2018 budget as of November revenues. Discussion was held on funding Noll Road and the Public Works yard. |
| 3. | Mayor and Department Head Comments: | |
| | a. Mayor Update | Erickson reported on some proposed bills from the state legislature. |
| | b. KPUD ILA Update | Booher reported there will be a KPUD ILA coming forward for internet services at no cost in exchange for a service they are getting for having their fiber installed underground. |