



**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>03/06/19</b>
<b>Recorder</b>	<b>City Clerk Fernandez</b>	<b>Start Time</b>	<b>5:00 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>5:54 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, City Clerk Fernandez		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	a. Questions & Concerns of the Committee	Thomas asked if the raise for the Mayor and Judge were authorized. Booher said it was part of the final budget and also approved in the Salary & Wages Resolution in December.
	b. Agenda and Extended Agenda Review	
	1. 03/06/19-Members Absent-	None.
	2. 03/20/19-Members Absent-	None.
<b>2.</b>	<b>Agenda Items:</b>	
	a. Finance Staffing Updates	Booher reported the Senior Budget Accountant position has been filled, the new employee will start on May 1. Jessica Walser has given notice that she will be leaving by the end of May. HR is currently recruiting for that position. Booher is using a casual laborer to put together the final budget document.  Discussion was held on future retirements coming in the next 2-5 years. Erickson says a transition plan will be needed for Human Resources, since it is a one-person department.
	b. Office Hours Ordinance Update	Erickson discussed the need to close City Hall to the public during inclement weather. Since office hours are codified, she needs council permission to close city hall. The City Attorney proposed language to allow city hall closure to the public. Employees will still be required to come to work, and if they choose not to come into work, they will have to take leave without

		<p>pay or use their vacation time.</p> <p><i>The committee recommended adoption of the proposed ordinance.</i></p>
	<b>c.</b> 2019 Elections	<p>Erickson requested the councilmembers whose terms are ending in December 2019 let the public know as soon as possible if they plan not to run. This will allow the public time to consider whether they want to run or not.</p>
	<b>d.</b> Monthly Sales Tax	<p>Booher reported on revenues generated in December as being the highest sales tax ever. It has exceeded budget by almost 20%.</p>
	<b>e.</b> Real Estate Excise Tax	<p>Booher reported revenues were almost doubled what was budgeted (85% higher). They don't plan on having numbers this high next year. Reserves are doing good.</p>