



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

Subject	Meeting Minutes	Date	05/01/19
Recorder	Office Clerk Amanda Rodgers	Start Time	5:07 PM
Committee Chair	Ed Stern	End Time	7:00 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern		
Staff Present	Finance Director Booher, Mayor Erickson, Accounting Manager Brown, Office Clerk I Rodgers.		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	
	1. Retirement Contributions	Booher reported rates for retirement have been increasing each year and she usually takes OFM's middle estimate and builds it into the budget (PERS is around 12%, LEOFF is lower). PERS 2 is fully funded, but PERS 1 is not. The State is going to change the rate each year. The rates have increased from 5% to 12% over the past 5 years. It is a mandated cost.
	b. Agenda and Extended Agenda Review	
	1. 05/01/19-Members Absent-None	
	2. 05/15/19-Members Absent-Booher	
	3. 6/5/19-Members Absent-McGinty and Stern, cancel meeting	May have to schedule an extra meeting for the summer; look at the carry-forward on June 19, 2019
	c. Future Agenda Items	Keep executive office reorganization on the future agendas.
2.	Agenda Items:	
	a. Updated Policies	Brown reviewed the changes to the employee travel reimbursement policy. The highlights of the changes include: 1) reimbursements to go through AP instead of Payroll, 2) took out "Mayor's Approval" and changed to "Approval", 3) changed the tipping rate from 15% to 20%, 4) removed total allowable amount for travel (just needs to be in the budget), 5) added language regarding the city having insurance and not needing to add additional insurance for rental cars, 6) if they are out of state with their spouse, the non-employee is not covered under our

		<p>insurance policy, 7) established fair guidelines for reasonableness for airfare rates, 8) changed language on "single rates", 9) added the ability for internet use while away. These policies apply to employees and elected officials and are dictated by the IRS.</p> <p>Stern asked if we ever cover expenses for commission or board members. Booher said these rules apply to them as appointed officials.</p> <p>Brown presented the new vehicle policy (one does not currently exist). Highlights include: 1) this is for all employees and volunteers, 2) it would be for 18 years and older, 3) talk about what is generally acceptable use for city business and restrictions for personal use, 4) they establish reporting steps if there is corrective action (citations/accidents), 5) vehicle operations and safety/care expectations, 6) personal vehicle use, 7) checking for valid driver's license, 8) permission ride waiver (ride-alongs/volunteers).</p> <p>Thomas recommended these policies be distributed to the Council.</p>
	b. Real Estate Excise Tax Report	Booher reported they are above budget, and these funds are purely transactional and hard to predict.
	c. Monthly Sales Tax Report	Booher reported they are 10% above last year, but they are only two months into the year.
	d. Quarterly Reports	Booher provided two quarterly reports, one for December 31, 2018, and one for March 31, 2019. She highlighted the explanations (+/-) 15% YTD to budget. General fund and operating expenditures are right where they should be.
	e. State Auditor's Entrance Conference	The conference is noticed for quorum on May 6.
	f. Printing and Distribution of Hardcopies of all Approved Council Committee Minutes	Discussion held on distributing printed minutes to the Council and cutting down reporting time at Council meetings. The minutes are available online for retrieval, the percentage of them being read will be low. Could try to make the web access easier to find. Could put one hard copy in the binder at the Council desk. This will be discussed at the Council meeting.
	g. Bottled Water Discussion	Discussion was held on providing water bottles, and it was concluded that everyone must provide their own beverages, and it is not something the City provides for employees.
	h. Phishing Loss	Booher reported the City was a victim to a phishing scam and lost about \$2,700.
3.	Mayor & Department Head Comments:	None.