



## Finance/Administration Committee

**\*\* This meeting was held virtually. \*\***

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>08/19/20</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:15 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>6:45 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Gary McVey, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, Accounting Manager Danielson, Senior Budget Accountant Gaines		

Agenda		
No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	a. Questions & Concerns of the Committee	Booher has not seen new a new audit schedule, but she will discuss that when they talk about the staffing update.
	b. Agenda and Extended Agenda Review	Booher moved the Finance Budget Presentation to the end of the agenda items.
	1. 09/02/20-Members Absent- Stern	
	09/16/20-Members Absent-	
	c. Committee Meeting Minutes – 08/05/2020	Approved.
<b>2.</b>	<b>Agenda Items:</b>	
	a. Webinar - COVID	Booher shared a webinar that she is putting together for WFOA with Dr. Gleb Tsipursky. While he is gearing it towards Finance professionals, it has a lot of good information, and she encourages the Councilmembers to attend. It is \$35 for WFOA members and \$50 for non-WFOA members.
	b. Staffing Update – Service and Procedure Changes	Booher stated that her full-time vacancy was filled with a part-time employee. Finance will be issuing claims once every two weeks effective September 1 <sup>st</sup> , so there will be a new auditing schedule. The Clerks department has taken over some of the functions, and their new Accounts Payable employee, Jenna, started Monday. She is working 8:00 to 12:00 Monday

Agenda		
No.	Topic	Action/Recommendation/Discussion
		through Friday. Stern asked to switch September 2 <sup>nd</sup> and September 16 <sup>th</sup> with McGinty on the auditing schedule.
	c. Utility Tax Rate Increase	Erickson explained the ordinance states the utility tax will go from 6% to 12% on October 1 <sup>st</sup> , and it will stay that way for 2 years. The following 2 years it goes down to 10%, down to 8% for the next 2 years, then down to 6% for the final 2 years. They don't know how quickly they will recover, but if it does recover quicker, they can change the ordinance. This will help close the gap due to the decrease in revenues. The Committee recommended bringing the ordinance to Council for consideration.
	d. Fishline CARES Funding Agreement	Booher worked with Haney to develop an agreement to direct \$7,000 of CARES Act funding to Fishline to support utility bills and rent for people who are out of work due to COVID. The Committee recommended moving forward with the agreement.
	e. Budget Presentations - Finance	Gaines reviewed the Debt Service Funds (200's). Booher explained it will be quite a while before any debt expires. Everything is status quo in the Finance department bottom-line budget, except that they dropped to 7.5 FTEs going into 2021. Booher submitted one Baseline Adjustment Request, asking that when the city recovers from the pandemic, she would like her .5 FTE position increased to 1.0 FTE. She discussed the Capital Improvement Fund 121, Transportation Development Fund 123, Facilities Fund 331. She will present more Finance budgets at the next meeting, along with the Clerks, Executive, Legislative, Human Resources, and IT.
3.	<b>Mayor and Department Head Comments:</b>	None.