



Finance/Administration Committee

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

Subject	Meeting Minutes	Date	09/02/2020
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:00 PM
Committee Chair	Ed Stern (absent)	End Time	6:09 PM
Committee Members	Jeff McGinty (chaired meeting), Gary McVey, Ed Stern (absent)		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Human Resources Director Kingery, IT Manager Stenstrom, Accounting Technician Ellington		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	None.
	b. Agenda and Extended Agenda Review	
	1. 9/02/20-Members Absent- Stern	
	09/16/20-Members Absent-	
	c. Committee Meeting Minutes – 08/19/2020	Approved.
2.	Agenda Items:	
	a. Surplus Items	Ellington reviewed the process and the items up for surplus. Stenstrom noted how often computers are cycled through and replaced. The Committee recommended approval approving the surplus.
	b. Budgets – Clerk, Executive, and Legislative	Fernandez reviewed the Clerks, Executive and Legislative proposed budgets, including recommended cuts in expenditures to the City Lobbyist, KEDA, and NLC. She reviewed the department’s accomplishments over 2019-2020.
	c. Budget - Human Resources Department	Kingery reviewed her proposed expenditures for 2021-2022 and the reductions to various line items to her budget.
	d. Budget - IT Department	Stenstrom reviewed his budget, noting it was a status quo budget and discussed his department’s accomplishments for 2019-2020.
	e. Budgets – Non-Departmental	Booher highlighted some of the changes in the non-departmental budget.
	f. Monthly Sales Tax	Booher reviewed revenues collected for the month of June received in August. We are

		down 7 1/2% total from what we brought in last year, but we are only 3% down on our budgeted.
	g. Real Estate Excise Tax (REET)	We are expected to exceed budget with the one huge transaction. Erickson noted there will be five housing developments starting soon.
3.	Mayor and Department Head Comments:	None.