

Minutes
Mayor and Council Meeting and Work Session
December 16, 2003

Call to Order

Pledge of Allegiance

Mayor Knedler: The City will be closed December 25 and 26 for the Christmas holiday. All residents please hold recycling bins until the next schedule pick up day.

Council Member Gandee: I just wanted to wish everyone to have a happy and safe holiday.

City Manager Wallace: I wanted to let everyone know that we did have a volunteer Therese Neimil come in and help with some paper work the whole day. I would like to thank her and hope that she will come again.

The new treasurer Karl Muhammed will begin working at city hall in January. Most of you know Valerie Priddle the account manager who is here to keep up with the books and is here today to give a report.

Finance Department Report:

Valerie Priddle: There has been break downs in the controls. We are currently in the process of fixing those break downs so that the audit for fiscal year 2002-2003 can be completed. I think that you should have an aging report done. An aging report is accounts payable and account receivables.

Council Member Haamid: Are you saying there hasn't been any tracking in the past few years?

Valerie Priddle: I am not saying that it wasn't done but the it was just not documented the correct way.

Karl Muhammed: I would like to also add that it seems to me that you all need separation of duties to be in place.

Valerie Priddle: We are now routing all invoices and other paper work that needs to come to the finance department to the administrative assistant. She will be entering all invoices in the computer and putting them in the right trays to be picked up by the finance department.

95% of the tax bills were mailed off.

Council Member Briones: I understand that you are using quick books and if we were to switch to another software will we have to reenter all of the information in quick books to the new software?

Valerie Priddle: No.

I will be meeting with the auditors on December 30, 2003 so we can go over some information to get the audit finished by January 2004.

Council Member Haamid: Why are the bills not being paid?

City Manager Wallace: There was a cash flow problem.

Karl Muhammed: We can also look into getting an accounting program that will bring money into the city.

Ordinance 14-2003 (First Reading) Amending the City Code to reflect the new snow Emergency Routes.

Mayor Knedler: I think that we need to think about this more before we vote.

Resolution 24- 2003 declaring a public works vehicle for surplus.

Passes 5-0

City Hall closing on December 26, 2003

Passes 5-0

Work Session:

City Manager Wallace: I would like to thank the council for letting us have this managers meeting. I hope that these meetings continue at least quarterly.

I wanted to discuss improvements from all departments.

Council Member Haamid: I thought this meeting was set because the managers wanted to bring their concerns to our attention.

City Manager Wallace: That is what the meeting is for but I want to discuss the issue of accountability and then we will get to the concerns that we have.

Complaints and criticism needs to be discussed with the managers before you comment on that particular issue.

Chief Keeney: I think personal attacks should not be allowed at the Council meetings.

Council Member Gandee: I did ask our attorney were we allowed to restrict public comments and she said no.

City Manager Wallace: I think we have to make sure that the chain of command is being followed. If an employee calls or comes to a council member we would like for you to ask them did they discuss this with there manager and not come through you to get an issue solved.

Council Member Haamid: I also have a problem with the supervisor of elections. She called city hall about 5 times to get things she needed and tried to get the check made at that time. I think we need to get some procedures for the future elections.

Adjourned