



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

Subject	Meeting Minutes	Date	08/05/15
Recorder	City Clerk Stephens	Start Time	5:04PM
Committee Chair	Kenneth Thomas	End Time	6:30PM
Committee Members	Kenneth Thomas, David Musgrove, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Stephens		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Thomas had questions regarding a Comcast invoice and Court interpreter costs. Booher explained the services provided for both expenditures.
	b. Agenda and Extended Agenda Review	
	1. 08/19/15 – Members Absent – Ed Stern	
	2. 09/02/15 – Members Absent -	
	3. 09/16/15 – Members Absent – Deb Booher	
2.	Agenda Items	
	a. 2016 CIP (Booher)	Booher outlined the (CIP) Capital Improvement Plan process and purpose. The Committee discussed the history of the CIP committee and Council review of the CIP.
	b. 2016 Budget Calendar (Booher)	Booher provided an overview of the Budget Calendar and the differences from years past. Booher also explained how the budget will be presented to the Council this year, with the Mayor’s recommendations coming forward in October.
	c. Bond Rating Call Update (Booher)	Booher stated the Bond Rating Call was held today; noting the call went well. The preliminary draft report will be provided August 14 th .
	d. Council Goals	Reviewed last several years of Council goals and how they were developed over time. The Council will review the goals at the Workshop, scheduled for August 22 nd .
	e. Quarterly Variance Report (Booher)	Reviewed.
	f. Monthly Sales Tax (Booher)	Reviewed.