



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

Subject	Meeting Agenda	Date	11/04/2015
Recorder	City Clerk Fernandez	Start Time	4:10 PM
Committee Chair	Kenneth Thomas	End Time	5:32 PM
Committee Members	Kenneth Thomas, David Musgrove, Ed Stern		
Staff Present	Mayor Erickson, Planning Director Berezowsky, Finance Director Booher, Sr. Planner Boughton, Human Resources Manager Kingery, IT Manager Stenstrom, Sr. IT Technician Williamson, former City Clerk Stephens.		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	None.
	b. Agenda and Extended Agenda Review	Reviewed
	c. Minutes of August 19, 2015	Approved
	d. Minutes of September 16, 2015	Approved
2.	Agenda Items	
	a. Office 365 Demonstration (Stenstrom)	NW presented the Cloud based Office 365 Demonstration outlining the benefits to migrate to the Office 365 vs. server based.
	b. Property Appraisals Budget Amendment (Boughton)	Boughton stated the Mayor requested an appraisal to be done on the Klingle property, with the proposal coming in under the estimate. An update was given on the old City Hall and Police Station properties. <i>Committee Recommended.</i>
	c. Salaries and Wages Changes (Kingery)	Kingery discussed the new position for Director of Engineer. The Mayor would like to promote the current City Engineer to the Director of Engineering and the current Asst City Engineer to the City Engineer, and eliminate the Asst City Engineer position. She reviewed the step schedule changes as well. Booher asked for a percentage increase for the Accounting Manager.
	d. New Program Requests (Booher)	Special FAC 11/10/2015 at 5:00 PM
	e. Baseline Adjustment Requests (Booher)	
	f. Preliminary Budget (Booher)	
	g. Monthly Sales Tax (Booher)	