



**Finance/Administration Committee
 Quorum Present – Special Meeting
 City Hall – 200 NE Moe Street
 3rd Floor Conference Room**

Subject	Regular Meeting Agenda	Date	09/03/2014
Recorder	Kylie Purves	Start Time	5:00PM
Committee Chair	Ed Stern	End Time	6:50 PM
Council Members	Connie Lord, David Musgrove, Ed Stern, Gary Nystul, Jim Henry		
Staff Present	Mayor Erickson, Deb Booher, Deanna Kingery, Nichole Stevens		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Council member Nystul requested information regarding proper way for Council members to request information from city employees and provided information on Management Salary Schedule and Utility Billing.
	b. Agenda and Extended Agenda Review	
	1. 09/03/14	An additional finance administration committee meeting will be scheduled on 09/10.
	2. 09/17/14 - Members Absent	Finance Director Booher will not be present at this meeting.
	3. 10/01/14 - Members Absent	
2.	Agenda Items	
	a. Reorganization of Clerks Department (Kingery)	The Committee reviewed materials presented and would like to see job descriptions and descriptions of which job functions will improve.
	b. Debt Budgets	Finance Director Booher presented budget.
	c. Finance Department Budget	Finance Director Booher presented budget.
	d. Executive Budget	The Committee approved the Executive budget.
	e. Budget Calendar/Process	Committee reviewed budget calendar and process.