



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

<b>Subject</b>	<b>Regular Meeting Minutes</b>	<b>Date</b>	<b>10/01/2014</b>
<b>Recorder</b>	<b>Kylie Purves, City Clerk</b>	<b>Start Time</b>	<b>5:08 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>6:50 PM</b>
<b>Committee Members</b>	<b>Connie Lord, David Musgrove, Ed Stern</b>		
<b>Staff Present</b>	<b>Mayor Erickson; Debbie Booher, Finance Director; Deann Kingery, HR Manager; Nicole Stephens, Deputy City Clerk</b>		

<b>Agenda</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	
	1. ACH A/P Process	
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 10/01/14 - Members Absent	
	2. 10/15/14 – Members Absent	Committee members Stern and Lord will not be at the committee or Council Meeting. The Committee meeting for 10/15/14 will be cancelled. A special Finance and Administration Committee Meeting will be held on 10/08/14.
	3. 11/05/14 – Members Absent	Committee Chair Stern will not be at the Finance and Administration Committee Meeting or Council Meeting on 11/05/14
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Monthly Sales Tax (Booher)	Finance Director Booher presented the report.
	<b>b.</b> Budget Schedule (Booher)	Finance Director Booher presented the schedule.
	<b>c.</b> Proposed Preliminary Budget (Booher)	Finance Director Booher presented the budget.
	<b>d.</b> Clerk's Department Reorganization – Salary Ranges (Kingery)	The Committee discussed the planned reorganization. Committee will recommend reorganization to Council.