



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

Subject	Meeting Minutes	Date	12/16/15
Recorder	City Clerk Fernandez	Start Time	5:11PM
Committee Chair	Kenneth Thomas	End Time	5:53 PM
Committee Members	Kenneth Thomas, David Musgrove		
Staff Present	Mayor Erickson, Finance Director Booher, Accounting Manager McQuade, Human Resources Manager Kingery		
Agenda			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
	a. Questions & Concerns of the Committee	None.	
	b. Agenda and Extended Agenda Review		
	1. 12/16/15 – Members Absent – Stern		
	2. 01/6/16 – Members Absent – Musgrove		
	3. 01/20/16 – Members Absent –		
2.	Agenda Items		
	a. Personnel Changes (Kingery)	<p>Kingery reviewed the three proposed changes:</p> <p>1) Finance Department – looking to promote the accounting tech into the budget accountant position, range 37. Leaves accounting tech position vacant. With the admin asst position being vacant, reconfigured duties and created a lower level accounting clerk instead of an admin asst. The current accounting clerk is underpaid. Because the admin asst left, there was some budget to move it to a lower lever and have an accounting clerk be at pay range 25. It had been on range 20. There will be two accounting clerk positions with the same range. One is the current cashier, and there is another open position. These changes are very close to being budget neutral, or perhaps less.</p> <p><i>Committee recommends approval of the proposed changes in the Finance Department.</i></p> <p>2) City Clerk – use to be on Range 15, and budgeted around B or C. After reviewing comparable cities, it</p>	

		<p>should be on Range 12. This would be an increase in the 2016 budget for \$23,466. No recommendation was made on this proposed change.</p> <p>3) A salary review will be done in June.</p>
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