



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

Subject	Meeting Minutes	Date	02/06/19
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:00 PM
Committee Chair	Ed Stern (absent)	End Time	6:20 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern (absent)		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Councilmember Nystul, IT Manager Stenstrom, IT Senior Technician Williamson		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Election of Committee Chair	Election held on 1/16/19.
	b. Questions & Concerns of the Committee	
	c. Agenda and Extended Agenda Review	
	1. 02/06/19-Members Absent- Stern	
	2. 02/20/19-Members Absent-	
	d. Committee Minutes of January 16, 2019	Approved.
2.	Agenda Items:	
	a. Executive Office Discussion	The Committee asked this agenda item dropped from upcoming agendas until further developments arise. On March 20, Thomas would like to start looking at the timelines, job descriptions, salaries, and interview process.
	b. Budget Amendment – Police Dept Casual Labor	Not discussed.
	c. Monthly Sales Tax Report	Booher reviewed sales tax generated in November 2018 is almost at 14% over YTD and 8% this time last year.
	d. Laserfiche Update/Demo	Fernandez gave an update on the Laserfiche installation project. Some workflows need to be finalized, and then the installation project will be complete. A demo was given on putting records into the repository and how the public and staff can search the web portal for records.
	e. Cybersecurity Update	Williamson gave a high-level view of how the IT Department takes a multi-layered approach to network threats, vulnerabilities and physical security throughout City Hall.