



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

Subject	Meeting Minutes	Date	05/24/16
Recorder	City Clerk Rhiannon Fernandez	Start Time	12:30 PM
Committee Chair	Kenneth Thomas	End Time	2:05 PM
Committee Members	Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Human Resources Manager Kingery, Finance Director Booher, Public Safety Director Delaney, Planning Director Berezowsky, Senior Budget Accountant Ziemann, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Chloe Wardle will start on the first. Discussion held on Marine Science Center lease and process with the library.
	b. Agenda and Extended Agenda Review	
	1. 06/01/16- Members Absent- Ed Stern	
2.	Agenda Items	
	a. Biennial Budget	<p>Booher noted Port Orchard just passed the biennial budget ordinance. Discussion highlights:</p> <ul style="list-style-type: none"> • It is easier to go back from a biennial than to convert to a biennial budget. • Solid waste timing – will prepare budget status quo as operating solid waste, and we'll have a better idea in December before adoption. • There is always the mid-year check-in to make changes. We have the ability to amend or adjust. The numbers will always be focusing on an annual basis. • Helpful impacts: CIP - forces us to look at numbers strategically; prepare more realistic budget (won't have huge carryovers), less time on the narrative work (concentrate on numbers instead of reiterations of goals). <p>Discussed Port Townsend (annual budget and poor decision making). Poulsbo has formalized processes and practices that it is not just reliant on Finance Director. We have a cash management policy, and internal audit process; it is just not one person doing everything. There are strong internal controls.</p> <p>Committee recommends approval of the ordinance.</p>

<p>b. Staffing Changes/Reclassifications</p>	<p>Human Resources Coordinator Kingery reviewed the proposed staffing changes:</p> <p>Community Services Officer - Half time position was moved to professional services. Need to bring this back in house, and have them be responsible for community services, court security, home monitoring, evidence room back up, and code enforcement. Budget impact: additional \$35K after the amount already in the budget for part time services. It will be a limited commission position for teamsters.</p> <p><i>The committee recommends the position request for a community services officer/code enforcement officer.</i></p> <p>Prosecutor/risk management – code enforcement will impact the prosecutor with being proactive. Need a legal assistant as part of best practices. This will come forward as a 2017 budget process. Going to try to take asset forfeitures back in house.</p> <p>Executive of the Mayor – 2017 budget request will be for either continuing with Jan or adding an executive assistant of the mayor.</p> <p>Engineering & Building Building Inspector – request an additional step increase for Allan Chappel. Reviewed the goals and certifications he was suppose to get, and he received them all 11 months early. <i>Committee recommends step increase for July 1 for Building Inspector Chappel.</i></p> <p>Contract Administrator Walser – request to give her an additional step increase, due to the additional workload assigned to her, budget impact \$1,000. <i>Committee recommends approval for the additional step increase for Contract Administrator Walser.</i></p> <p>Senior Field Inspector – this position has been vacant. Joe Smith will be promoted to senior field inspector. Leaves field inspector position vacant, wants to replace it with construction supervisor. <i>Committee recommends promoting field inspector to senior field inspector and replacing vacant field inspector with a construction supervisor.</i></p>
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		<p>Planning Department – Request to reclassify Office Clerk II to Planning Technician. She is currently working out of class. Will continue duties of Office Clerk II and do GIS, BLA, and zoning determination letters.</p> <p>There is also a request for an additional \$30K for professional services to help with projects.</p> <p><i>Committee recommends reclassification of Office Clerk II to Planning Technician and the increase in professional services for \$30K.</i></p> <p>Public Works – Request to reinstate the funding for the superintendent position. Foreman Svarthumle would be promoted, and the foreman position would need to be filled. The additional cost to the budget is \$58K. This comes out of the general fund. The intent has been to fill this position. Foreman Svarthumle has been doing dual duty in supporting Superintendent Lund and acting as the City’s water purveyor.</p> <p><i>Committee recommends funding the Assistant Superintendent position for \$58,090 in the 2016 budget.</i></p> <p>The total increase of these recommendations approved today total \$120K for the 2017 budget.</p> <p>Human Resources Coordinator will bring this forward at the June 8, 2016, Council meeting.</p> <p>Mayor Erickson noted that she is setting up meetings with the local police chiefs and the Sheriff to talk about the hiring process for the police chief. She also noted that she is recalling Officer Wheeler to work with Detective Shurick. Both of them will be moved to the conference room.</p>
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