



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

Subject	Meeting Minutes	Date	01/04/17
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:05 PM
Committee Chair	Gary Nystul	End Time	6:34 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Becky Erickson, Finance Director Debbie Booher, Human Resources Manager Deanna Kingery, City Clerk Rhiannon Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Nystul requested a GIS city map showing the city-owned parcels (and parcel numbers). He noted Kitsap County parcel search does not name the city as the taxpayer name for many city-owned properties. Nystul asked if a police vehicle shimmy, why can't it be fixed, and is it a driver that causes the vehicle to become worse?
	b. Agenda and Extended Agenda Review	AWC City Action Days February 14-16, need to take a poll of council members attending.
	1. 01/04/17-Members Absent-	
	2. 01/18/17-Members Absent-	
	c. Committee Minutes of December 21, 2016	Approved.
2.	Agenda Items	
	a. Election of Committee Chair	Stern elected committee chair.
	b. Sales Tax	Booher reported month to date we are up 11.5%, and 7% year to date. It is really diversified and spread throughout the zones.
	c. Real Estate Excise Tax	Booher reported we are over at 137% of budget through November. A lot of the transactions are residential construction.
	d. Exempt Salary Study Policy	Kingery said the Teamster matrix can be cleaned up during the next contract renewal, the management professional matrix can be done anytime. Kingery provided the exempt salary policy created in 2000 and reviews were to happen every five years. She reviewed how often the scheduled was reviewed. In 2011 it was reviewed and implemented over two years.

		<p>In 2014, it was looked at it again, and the Council chose to defer for another three years.</p> <p>Erickson would like to see the exempt review done at the same time as the labor contracts. There also needs to be a conversation regarding casual labor.</p> <p>Kingery reviewed how she currently reviews comparable cities salaries. The data come from MRSC, and is based on population, property tax, and sales tax.</p> <p>Kingery uses the seven cities, not the long list. She looks at the org charts. She could get the job descriptions.</p> <p>Kingery said she could run the benefits; however, quantifying it would be more problematic. Other cities benefits are very comparable. We are in the average. It would be good to know if there are any other little things people get.</p> <p>Thomas said we just need to figure out if we are in the right zone. We don't need exact figures or too much data. Let us know if we are in the zone of where we want to be. Erickson said she feels we are in the zone. We attract good candidates, and they are sticking around. People are comfortable working here. We pay them well and treat them with dignity.</p> <p>Nystul said the teamsters schedule needs to be realigned, there are not set percentages between levels. Booher said contractually we are okay, because the contract calls for two percent increases. Everyone is increased by the contract.</p>
	<p>e. Ogden Murphy Wallace Rate Letter</p>	<p>Discussion held regarding the City Attorney's fee increasing closer to market rate when the City is being reimbursed for work. The concern is having a broad term for developer. This will be pulled from the consent agenda at tonight's Council meeting.</p>
	<p>f. Future Discussion Items</p>	<p>Discussion was held regarding adding TBD to the next FAC meeting agenda, and look at Air Bed & Breakfasts in the future.</p>