



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

<b>Subject</b>	<b>Meeting Agenda</b>	<b>Date</b>	<b>07/05/17</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:12 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>6:11 PM</b>
<b>Committee Members</b>	<b>Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Becky Erickson, Senior Budget Accountant Ziemann, City Clerk Fernandez		
<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	Future agenda item: review of month end permit activity report.	
	<b>b.</b> Agenda and Extended Agenda Review		
	1. 07/05/17-Members Absent-Booher		
	2. 07/19/17-Members Absent-Booher		
	<b>c.</b> Committee Minutes of June 07, 2017	Approved.	
<b>2.</b>	<b>Agenda Items</b>		
	<b>a.</b> Official Newspaper Bid Award	Committee recommends approval of NK Herald for the next contract period. The Mayor would like to work with Booher and Foster to find out how much of the notices legally have to be published. She wonders if having "please see <a href="http://www.cityofpoulsbo.com">www.cityofpoulsbo.com</a> for these notifications" would suffice. This would save money. Stern said that this would presume everyone has internet access. He wondered if there is a test to follow. He asked Fernandez to ask MRSC if we could shift everything onto the web reference.	

	<p><b>b.</b> Discuss Additional Meeting in August</p>	<p>Ziemann reviewed the timelines for the budget and the need to have another FAC meeting in August in order to have all departments go over their budget recaps. The Mayor would like the departments to go to their respective committees in order to get this process done in time, and avoid to having an extra committee meeting.</p> <p>The committee recommended having each department formally schedule time with their respective committees in August to meet the Finance Department’s needs for overview of the mid-biennial status. Stern asked Finance to work with each department to get goals to numbers instead of narrative.</p>
	<p><b>c.</b> Bi-Annual Budget Status Report</p>	<p>The committee requested the departments bring the following information to the committee status reports: their budget, is it working, is there anything out of whack, are we anticipating an amendment. They don’t need the department narratives. It needs to be as numerical as possible.</p>
	<p><b>d.</b> State Budget Impacts</p>	<p>Ziemann said at first review, the State shared revenues that we receive funding from are fully funded.</p> <p>The Mayor shared news of the grant funding that the Poulsbo area as a whole will receive from the state budget totaling \$4MM.</p>
	<p><b>e.</b> Miscellaneous</p>	<ul style="list-style-type: none"> <li>• The Mayor wants to continue to pursue to do a charity contribution versus refund checks. She will work with the Finance Department.</li> <li>• Social Services Update <ul style="list-style-type: none"> <li>○ The Mayor is working with Kim Hendrickson on another grant for the mental health specialist program. They are going for more funds this year.</li> <li>○ Nelson Park is moving forward, and the lease should be coming to Council in two weeks. All furniture is ready to go. Would like to have it done by the end of August.</li> <li>○ A housing plan is being written by the social services group, and the Mayor hopes to bring it forward to the Council by the end of the year. She wants to ask the County to give the City back its document recording fees (\$200K revenue stream).</li> </ul> </li> <li>• Stern would like PSL to have the opportunity to meet the new Police employees when there is an all hands meeting.</li> <li>• Legal fees are down – it has been quiet (no</li> </ul>

		<p>personnel issues), and staff has been using WCIA's prelitigation services whenever possible to help mitigate issues.</p> <ul style="list-style-type: none"><li>• Cemetery Committee<ul style="list-style-type: none"><li>○ Thomas said the committee has concluded. He hopes to finalize a report this summer.</li><li>○ The citizens' group will continue to work on projects with PW's guidance.</li><li>○ The biggest recommendation will be the need to rewrite the entire cemetery ordinance. It is very old and outdated.</li><li>○ The cemetery will need to be maintained by the City, which could mean the plot prices will have to increase. Musgrove has some good ideas that he will share with the council.</li><li>○ PWC will dig into the details.</li></ul></li><li>• PW has been cleaning their building up in order to use it for another 2-3 years. The Mayor would like \$5K to paint the outside of the building.</li><li>• Council Travel/Training Budget<ul style="list-style-type: none"><li>○ Fernandez asked what the procedure was when a Councilmember has exceeded their allotted travel/training budget, and are seeking more funds.</li><li>○ The committee suggested that the Chair would ask all Councilmembers to turn in their expenses to the Clerk from the last conference, and then the Clerk will send out an email to the full Council asking them if they plan on having additional unspent funds that can be given to other Councilmembers.</li></ul></li></ul>
--	--	---