



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

Subject	Meeting Minutes	Date	08/16/17
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:05PM
Committee Chair	Ed Stern	End Time	6:38PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, IT Manager Stenstrom, Human Resources Manager Kingery, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	<p>Nystul noted the following items:</p> <ul style="list-style-type: none"> • Port of Poulsbo went through gas sales from 2013 to 2015 and found the City owed them \$56. • The HDPa contract with the City is from 1989. • He would like to see the detail for the pump track permit. Booher will follow up on the request. <p>Booher discussed the \$7,500 limit for purchasing and the need for sealed bids. This is city-wide, not just by department, and it includes purchases such as paper. Staff has been advised to purchase off the state contract, and the City will join MRSC's vendor list in November.</p> <p>Stern reported he attended the first LTAC meeting. He would like the grant contract to include a report six months into the contract. The committee discussed that a six-month report wouldn't be helpful, and it needed to be at the end of the third quarter to get a better expenditure history in terms of dollars. Stern will report this out at the Council meeting that the FAC would like this incorporated into the grant contract.</p>
	b. Agenda and Extended Agenda Review	
	1. 08/16/17-Members Absent-	
	2. 09/06/17-Members Absent-	
2.	Agenda Items	
	a. Additional Clerks Mid-Biennium Budget	Fernandez reported the Clerk's Office needs to either replace its microfilm reader or hire professional services to

		digitize our microfilm records. She is working with IT to come up with the best solution at the lowest cost.
	b. Mid-Biennium Review IT Budget	Stenstrom reported he is not asking for any additional money for his budget, everything is tracking. He reviewed his 2017 accomplishments.
	c. Mid-Biennium Review Executive Budget	The Mayor reviewed the Mayor's job: manage staff; her special projects (social services – Nelson House, mental health grant), public outreach, and regional committees. She presented one modification request for a city lobbyist. The committee concurs with the request.
	d. Mid-Biennium Review HR Budget	Kingery reviewed her budget and has no changes or modification requests.
	e. Salary Survey	Kingery presented the Management Salary Survey. She reviewed comparable cities' 2017 Insurance Benefits: medical, dental, vision, vacation, holiday, and sick leave benefits. She outlined the how the comparable cities were chosen and the review process she did for each position. She compared our top step to the average high, and looked at the difference. The Mayor recommended implementing range increases for those positions falling more than 5% below the average high salary (the ranges will increase, but remain at or below 5% of the average high). The total cost would be \$11,731 for this approach.