



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

Subject	Meeting Minutes	Date	09/20/17
Recorder	City Clerk Fernandez	Start Time	5:05PM
Committee Chair	Ed Stern	End Time	6:35PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Human Resources Manager Kingery, City Clerk Fernandez, City Engineer Lenius, and Bryan McConaughy (guest)		

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	None. Remove "Email Etiquette Training" from future FAC agenda items.
	b. Agenda and Extended Agenda Review	
	1. 09/20/17-Members Absent-	
	2. 10/04/17-Members Absent-	
2.	Agenda Items	
	a. Engineering Department Reorganization	Lenius presented the Engineering Department request to reclassify the Development Review Engineer position back to an Engineering Senior Technician to bring a new hire on board in October to fill the vacancy by Hulst, and changing Charlie from an Engineering Technician to Engineer 1. Overall, the cost is slightly lower than with the previous two positions. Kingery requested the Chair to report out to the full council tonight that there is a budgeted Development Review Engineer position that is going to remain vacant, and instead there is going to be a Senior Engineering Technician position, and the Engineer I position needs a salary and wages resolution that will be coming forward in the future. The Committee recommended approval to the Council.
	b. State Lobbying Organization	Erickson introduce Brian McConaughy, who is a lobbyist looking to provide services to the City

of Poulsbo. Erickson reviewed projects that the City will need help on funding in the future. Mr. McConaughy partners with Dylan Doty. He discussed his resume, current clients, and possible conflicts of interest. Erickson hopes to fund the position part time if the revenues continue to come in strong, with the range of \$20K-\$25K for 2018. It would be a second-tier request for the budget.

Stern asked that if this moved forward, that the lobbyist would provide reports to the full council occasionally or report to the appropriate council committee. **The Committee supports the idea of contracting lobbying services.**

c. Salary Survey

Kingery presented the proposed changes to the management salaries based on her review of comparable cities, including the 2% increase for COLA.

Nystul presented his methodology for modifying the management salary grid. He feels this will give equity of compensation to employees.

Erickson said she is more market driven. What is meaningful is trying to hire a new employee, and the salary will be driven by the market. If we don't stay in market, the employees will leave. Her only concern with the blank lines on the scale would be the perception to an employee that they could bump up to the next line of pay.

Thomas understands Nystul's proposal, because it is similar to federal pay schedules. There is an internal link with percentage increases. It creates spots on there that make it easy to predict future expenses. He also understands the market driven perspective, because you will always have to look at the market to make sure the position is placed properly on the chart.

Nystul said the additional lines provides a range of salaries that are available when

someone needs to be reclassified. The amounts will already be defined. Erickson agreed with the concept. She would like a chart of 3% and 3% put together for the October 4 FAC meeting. Nystul will redo the grid.

d. Miscellaneous Discussion

- Possible council vacancy and next steps after the election has been certified.
- Nystul provided a summary of revenues, expenses, and net incomes for the Enterprise Funds from the CAFR over many years (water, sewer, solid waste, storm). Discussion was held on storm and impact fees.
- Pump Track Fees – their net cost was \$6,500.