



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

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>07/06/16</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:06PM</b>
<b>Committee Chair</b>	<b>Kenneth Thomas</b>	<b>End Time</b>	<b>6:50 PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Deanna Kingery, Alexis Foster, Rhiannon Fernandez, Jana, Michael, Mayor Erickson		

**Agenda**

<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>Administrative:</b>	
	a. Questions & Concerns of the Committee	Future agenda item: Levy limit in State of Washington - review what is a higher priority deemed by the state and the question of the taxation levy limit. The Mayor shared her thoughts on the GMA's fallacy that infrastructure is cheaper to build in denser communities.
	b. Agenda and Extended Agenda Review	
	1. 07/06/16- Members Absent-Booher	
	2. 07/20/16- Members Absent-	Nystul may be absent.
	c. Committee Minutes of May 24, 2016	Approved.
	d. Committee Minutes of May 4, 2016	Approved.
	e. Committee Minutes of April 20, 2016	Approved.
	f. Committee Minutes of January 20, 2016	Approved.
	g. Committee Minutes of January 6, 2016	Approved.
	h. Committee Minutes of December 16, 2015	Approved.
	i. Committee Minutes of December 2, 2015	Approved.
	j. Committee Minutes of November 18, 2015	Approved.
	k. Committee Minutes of November 4, 2015	Approved.
<b>2.</b>	<b>Agenda Items</b>	
	a. Council Minutes	Discussion held on Council minutes and the A/V being retained forever. The City keeps them for six years and then transfers to Washington State Archives.  <b><i>The Committee recommends the study sessions don't need the same level of detail as regular meetings.</i></b>
	b. Workforce Planning (Thomas – AWC Information)	Discussion was held regarding a session held at AWC regarding workforce planning. Discussion highlights included: <ul style="list-style-type: none"> <li>• The police department will have many employees ready for retirement in the next five years. A five year plan would be helpful.</li> <li>• Every department has redundancy.</li> </ul>

		<ul style="list-style-type: none"> <li>• Very difficult to hire new employees based on the previous recession and policies set by Council.</li> <li>• We are always looking for talented young work force to train them internally. Going through layoffs made it difficult.</li> <li>• The departments are able to capture job knowledge from specialized jobs when the departure is planned.</li> <li>• Finance has a desk guides for every position and have been encouraging the second floor to incorporate that.</li> <li>• HR does an orientation. The department does the next step.</li> <li>• Nothing in personnel manual requires an obligation to continue working after receiving certification or tuition reimbursement. It is case-by-case.</li> <li>• Salary schedules – feel we are underpaying many employees. Bainbridge and Bremerton pay more, but they are not used as our comparables.</li> <li>• Discussion held on the proposed police chief salary increase.</li> </ul>
	<p><b>c.</b> Investment Purchase and Sales (Attachments are with Council Agenda Packet)</p>	<p>Brown reported the Finance Department is looking for authority to do investments for the remainder of the year. According to PMC, the finance director had the authority to do the investments. The Mayor had concerns with the amounts being higher than \$75,000.</p> <p>Discussion was held regarding whether investments are purchases, and if a resolution or motion should be used when an ordinance and state law already exists.</p> <p>Discussion held on the impacts the new purchasing manual has had on the Mayor and staff, and the Mayor would like to go back to having the signing authority if the project is in the budget.</p> <p><b><i>The Committee recommends removing this item from the consent agenda and having a discussion on the purchasing manual limitations, and not taking action of approving the investments (they are not purchases), as they are already approved by PMC and state law.</i></b></p>
	<p><b>d.</b> OPMA Training for Elected Officials</p>	<p>Foster has a list of who attended the OPMA, and elected officials must do the training every four years. She will work with the Clerk to provide an in-house training.</p>