



**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>12/21/16</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:08 PM</b>
<b>Committee Chair</b>	<b>Gary Nystul</b>	<b>End Time</b>	<b>6:48 PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Finance Director Debbie Booher, Senior Budget Accountant Ziemann, Accounting Technician Walser		
Agenda			
No.	Topic	Action/Recommendation/Discussion	
<b>1.</b>	<b>Administrative:</b>		
	<b>a.</b> Questions & Concerns of the Committee	Erickson noted the email sent to the Council regarding the generator purchases. Salaries & Wages scale – need to clean it up the next time we go through contract negotiations.	
	<b>b.</b> Agenda and Extended Agenda Review	Booher noted she will be updating the Financial Management Policy in January.	
	1. 12/21/16-Members Absent-		
	2. 01/04/17-Members Absent-		
	<b>c.</b> Committee Minutes of December 07, 2016	Approved. Discussion held on how to determine if Poulsbo is booming or experiencing similar trends to neighboring jurisdictions (utility connections, building permits, occupancy permits, sales tax revenues). Staff will give this more thought. SmartGov will hopefully provide better reporting.	
<b>2.</b>	<b>Agenda Items</b>		
	<b>a.</b> Sample SFR Building Permit-Old System & New System	Walser presented permitting reports between SunGuard and SmartGov: payment receipt, permit issued to the customer, utility connection application, inspection card, and the certificate of occupancy. Discussion held on accessing historical information. Support of the old system is going to be turned off soon.	

**b. Finance Report Discussion**

Booher reviewed a packet of all the reporting currently provided to the Committee and Council. She presented suggested reports that consolidate the old reporting into one report. She also suggested providing the new report quarterly instead of monthly.

Stern would like to see a yellow color added to the report that would reflect cautionary items that have emerging trends. It would not be data driven, it would be subjected based on staff experience. Thomas likes the current reporting that the Committee currently receives. The rest of the Council would like to see something every quarter to bring them into the picture. Booher noted the full Council currently receives the reporting, but they don't get the benefit of having it explained to them like FAC does.

Nystul said he could not think of a scenario where yellow would be used. Stern said it would be for political or intrinsic concerns that could impact revenues.

Nystul questioned the general fund revenues and if B&O taxes should really be called utility taxes. Booher said they will change the name.

Nystul would like a line chart comparing year-to-date for 4-5 years of revenues. It will give some level of comfort that we are tracking on revenues.

Booher will look at creating a quarterly project status report (a simplified project report). Thomas would like to see this info if it is easily put together.

Stern would like to see narratives whenever possible. He feels more is better than not enough.

Stern recommended that Booher give a brief financial update quarterly to the full council to help their comfort level.

The Committee would I like the new reports monthly for the first couple of months, and then after they fine-tune it, they could switch to quarterly. From the old reports, they will retain the sales tax report, annual sales tax by zone, and REET.

		<p>Will receive the legislative status report and general fund revenue status report monthly.</p>
	<p><b>c.</b> 2017 Committee Work Plan</p>	<p>Administration:</p> <p>Personnel manual – need to fix termination leave payout inconsistency.</p> <p>Stern questioned if we did exit interviews, and also would like to see consistent performance evaluations from a liability standpoint.</p> <p>Need metrics of what is going on in Legal (number of cases, amount of time spent), activity matrix.</p> <p>Management Salary Schedule – Port Orchard and Bremerton hired someone to do the review. Need to have a discussion with Kingery before she begins the process.</p> <p>Stern is interested in staff’s perspective (when they have free time) of the data AWC has on Poulsbo.</p>
	<p><b>d.</b> After Action Review of Budget Process</p>	<p>Booher said it will be more telling next year going forward. The process went well. She was very happy about having to look out farther than a year.</p> <p>Ziemann thought if we started a little earlier, it would have provided more time working with the departments. Booher said it was a benefit having Ziemann available to work with the departments.</p>