



**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>11/01/17</b>
<b>Recorder</b>	<b>City Clerk Fernandez</b>	<b>Start Time</b>	<b>5:00 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>6:36 PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, Senior Budget Accountant Ziemann, City Clerk Fernandez; Project Manager Hendrickson, Chief Schoonmaker, Planning Director Boughton		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	a. Questions & Concerns of the Committee	<p>From the committee review of claims the following concerns was noted:</p> <p>Fuel cards – Accounting Tech Cunningham has been managing the cards and running periodic checks. He had already followed up with the odometer reading not being entered and found out the odometer is broken. Nystul noted the employee got gas on two vehicles, and no readings on either. On another instance, an officer lost a card and had to borrow another’s card.</p> <p>Curbside Recycling Services Contract – Nystul noted they are required to provide a quarterly report. They only provided an ecology report. He questioned if anyone reads or manages the contract. Erickson said there was review of the contract as our solid waste pieces were coming forward. We went out for an RFP to replace our entire solid waste system. We are in the process of coming forward with new updated schedules and service delivery. At that point it was reviewed by Peter. She agreed they should have been doing reporting, and this can be brought to their attention.</p> <p>Fund 404 Solid Waste – Nystul provided two handouts: 1) historical reference taken from the CAFR showing revenues, expenses, and operating income, and 2) 2016 cost accounting – it shows that commercial is being subsidized by residential.</p> <p>Contracts – Stern asked if we had a central repository of all the contracts and if there was a system in place to remind us what is going expire. Fernandez said she has all of the</p>

		original contacts to the best of her knowledge, but the departments are responsible for administering their contracts. She would prefer a better contract review process to be developed and a better way to see when contracts are going to expire, but it is a matter of having enough time create a new process.
	1. Library Surplus Public Hearing	Booher said there will be a public meeting to surplus the library. The surplus of real estate requires a public hearing, which will be on December 6.  Planning Director Boughton reported the Boundary Line Adjustment was recorded for the Marine Science Center. The next step is amending the Port of Poulsbo lease.
	<b>b. Agenda and Extended Agenda Review</b>	
	1. 11/01/17-Members Absent-	
	2. 11/15/17-Members Absent-Stern	
	<b>c. Committee Minutes of September 06, 2017</b>	Approved.
	<b>d. Committee Minutes of September 20, 2017</b>	Approved.
	<b>e. Committee Minutes of October 04, 2017</b>	Approved.
<b>2.</b>	<b>Agenda Items</b>	
	<b>a. Discuss Modification Requests and Obtain Committee Recommendations</b>	Ziemann and Booher reviewed all the modification requests and the Mayor's recommended items for funding. The committee concurred with the Mayor's recommendations, with the addition of funding the records management system in full. The Committee recommends a 0.5 FTE 2 <sup>nd</sup> floor front counter position to be waitlisted. Nystul will talk with Judge Tolman to find out his needs for casual labor.
	<b>b. Banked Capacity/1% Property Tax Increase Numbers</b>	Booher said it is on the council agenda tonight. The committee is good with this item.
	<b>c. Preliminary Discussion of the Council Appointment Process</b>	Erickson reviewed the proposed process for filling a possible council position vacancy and the draft application packet. Thomas suggested bolding/highlighting the PDC requirements and providing a link to their website.
	<b>d. Behavioral Outreach Program</b>	Hendrickson said the City received another grant through the end of 2018 for \$396,402. She is seeking council approval of four city positions (three behavioral health navigators and a project manager). The salary resolution will be updated by Kingery. Erickson feels these employees need to be with our first responders. It was suggested they do outreach to the other city councils, KRCC, and the Health District.  <b><i>Committee recommends approval to the full council of the four positions.</i></b>