



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

Subject	Meeting Minutes	Date	08/15/18
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:02 PM
Committee Chair	Kenneth Thomas	End Time	6:46 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Stern asked for consideration of adding an additional amount to his 2018 Travel/Training budget since the National League of Cities (NLC) dues came out of his share. Stern asked for consideration of creating a new program request for NLC dues for 2019-2020 budget. Stern asked that the committee start reverse engineering the city administrator for 2022 implementation. This needs to be discussed at the next meeting and also with the full council. Stern announced the next AWC Regional Meeting is October 4th, at 5:30pm at the Port Orchard City Hall.
	b. Agenda and Extended Agenda Review	The Committee would like the city administrator discussion to be added to the September 5 meeting. The Committee would like a quarterly update from IT.
	1. 08/15/18-Members Absent-	
	2. 09/05/18-Members Absent-	September 19 – Booher absent.
2.	Agenda Items	
	a. Business License Ordinance Update	Fernandez reviewed the redline changes to the business license ordinance update. The required definition for “engaging in business” was added. The no-fee option for non-resident businesses that did not meet the minimum threshold was added. Discussion was held on creating equity for resident businesses and giving them the same fee-free license when the threshold was not met. The final change was a staff recommendation to update the number of days a temporary business license should last (from 10 days to 14 days). The committee recommended sending the changes to the City Attorney for review, and absent any changes, to bring forward the recommended changes to the City Council for review and

		adoption prior to the October 17, 2018, deadline.
	b. Personnel Budget	Kingery reviewed the 2019-2020 personnel budget, which included the department narrative, staffing level, accomplishments, and 2019-2020 goals. Stern asked if she had redundancies to back her up, and she said Booher and Fernandez would back her up if needed. Erickson said there was an Administrative Services meeting today to discuss ways to streamline and help support one another. Booher added we have a very good team on the third floor. Erickson noted we may want to consider in the future a floater employer to fill temporary holes. But at some point, HR may need an additional 0.5 FTE to assist. Discussion was held on a master training schedule for employees.
	c. Finance Department Budgets	Booher reviewed the 2019-2020 budget for the Finance Department, which included the budget narrative, organization of the department, program description, 2018 accomplishments, workload measures, 2019-2020 goals, and a new program request. She reviewed the Capital Improvement Fund 121, Transportation Development Fund 123, Debt Service Funds (201 and 204), Facilities Fund 331.