



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

Subject	Meeting Minutes	Date	08/21/19
Recorder	City Clerk Fernandez	Start Time	5:09 PM
Committee Chair	Jeff McGinty	End Time	7:00 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern (absent)		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Ryen		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Thomas referenced the National League of Cities handbook on responding to racial tension in cities.
	b. Agenda and Extended Agenda Review	The committee asked that IT Manager Stenstrom attend a future FAC meeting to give quarterly IT updates.
	1. 08/21/19-Members Absent-	Stern
	2. 09/04/19-Members Absent-	Booher absent on September 18
2.	Agenda Items:	
	a. Utility Billing Donations	Booher and Ryen reviewed the statistics for the new program: 63 letters resulted in 9 donations for a total of \$230. Due to the amount of time it takes to send the requests, staff asked if the Council wanted to continue this process. Erickson said it was worth a try, but the amount of donations received are minimal. The committee chair will report to the Council tonight that they recommend discontinuation of the utility billing donation process.
	b. Finance Budget Review	Booher provided a Finance 2019-2020 Mid-Biennium Budget Review, which included revenue adjustments (investment earnings, sales tax, utility tax, property tax, cable franchise fees, and development revenues), expenditure adjustments (insurance premium increase, equipment replacement, contractual changes, software cost increases, P&R debt payment), two modification requests (software update and an additional FTE), and one new program request (public defender).
	c. Legislative, Executive, and Clerks Mid-Biennium Budget Reviews	Fernandez reviewed the Clerks Office 2019-2020 Mid-Biennium Budget Review, which highlighted a decrease in room rental revenues due to the policy change, one modification request for records digitization, one new

		<p>program request for the payment module in the NextRequest software, department accomplishments, and remaining goals/projects. Fernandez reviewed the Executive and Legislative budgets and requested confirmation of the additional funding for the city lobbyist being included in the base instead of being a new program request.</p>
3.	Mayor and Department Head Comments:	
	a. Website Update Proposal	<p>Erickson reported Richard Walker suggested changes to the front page of the City's website. He has historical knowledge of the area, and she would like to hire him to write a historical piece of Poulsbo, and we'll reserve editorial rights. The committee agreed with the Mayor's suggestion.</p>
	b. Council Retreat	<p>Thomas requested having a photographer available at the council retreat to get updated photos of the councilmembers for the website.</p> <p>Thomas requested the city organization chart be available at the retreat for the new councilmembers.</p>