



**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>07/19/17</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:03PM</b>
<b>Committee Chair</b>	<b>Kenneth Thomas (acting chair)</b>	<b>End Time</b>	<b>5:27PM</b>
<b>Committee Members</b>	<b>Gary Nystul, Kenneth Thomas, Ed Stern (absent)</b>		
<b>Staff Present</b>	Mayor Erickson, City Clerk Fernandez, Human Resources Manager Kingery, Director of Engineering Kasiniak, City Engineer Lenius		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	
	<b>b.</b> Agenda and Extended Agenda Review	Nystul asked for a debrief of the AWC conference at the 8/2/17 Council meeting. Nystul asked for a briefing at a future FAC meeting on the 2016 CAFR.
	1. 07/19/17-Members Absent	Stern/Booher
	2. 08/02/17-Members Absent	
	<b>c.</b> Committee Minutes of July 05, 2017	Approved.
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Building Inspector Position	Kingery said in 2014, there were two building inspectors and then in July 2015, there was an opportunity to hire an entry level candidate, and one position was reclassified. The reclassified position will be vacant at the end of the week. The Building Department wants to hire a highly qualified candidate at the higher level. The cost for the rest of the year is \$5,400, and 2018 will be 10,850. Staff is requesting to reinstate the Building Inspector II. The Committee recommended approval.
	<b>b.</b> Engineering Vehicle	Staff still needs to do research for the vehicle purchase. Nystul suggested if they compare the state contract to Liberty Bay Auto to see if getting a new used vehicle makes sense.
	<b>c.</b> Initiative 1433 Paid Sick Leave	Thomas asked what the current sick leave policy for part time employees. Kingery said part-time employees receive pro-rated sick leave. She said they are going to have to look at the casual labor employees that they are going to

		have to look at and then a policy decision will need to be made if the leave can be cashed out when they leave. There will be some policy manual changes coming up to reflect the changes in state law.
	<b>d.</b> Solid Waste Presentation	Nystul gave feedback on 7/12 Solid Waste Presentation. He said it was not a workshop type process, because there was nothing to work from except what was on the screen. The needed the book beforehand.
	<b>e.</b> Pump Track Fees	Nystul asked the Mayor to provide a list of what was charged for the pump track fees.
	<b>f.</b> BKAT	Nystul said he met a contact at AWC for the City to talk to about the language on Channel 12 that reads "Poulsbo City Government." He will share the contact's information with the Mayor.
	<b>g.</b> Kitsap Transit Bus Wrap Cost	Nystul asked how much it cost to shrink wrap the #44 bus. The Mayor said it was \$12,000 and it was used for 2.5 years.