



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

Subject	Meeting Minutes	Date	10/04/17
Recorder	City Clerk Fernandez	Start Time	5:02PM
Committee Chair	Ed Stern	End Time	5:51PM
Committee Members	Gary Nystul (absent), Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, HR Manager Kingery, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	<p>From the committee review of claims the following was noted:</p> <p>Aggregation of miscellaneous expenses for outfitting classes: Accounting Clerk Wardle said the expenses are aggregated; however, the claim that was noticed (essential oils) was a refund for a class. The Mayor expressed frustration with signing small utility refunds that cost more to process the refund than the refund amount. She would like the finance department to start reaching out and doing something differently.</p>
	b. Agenda and Extended Agenda Review	
	1. 10/04/17-Members Absent	Nystul, Booher
	2. 10/18/17-Members Absent-	
2.	Agenda Items	
	a. Salary Survey	<p>Kingery reviewed the new grid that is 3% between steps and 3% between classifications. She reviewed the current salary, the proposed salary on 8/16/17, and the new proposed salary grid as of 10/4/17. The total increase in cost to the budget would be \$22,551. It includes adjustments for 17 of the 18 management positions. If there is council concurrence, she can do a salary and wages resolution in December. The Committee recommends</p>

		approval of the proposed salary schedule to the full Council.
	b. Process for Councilmembers to Request and Receive Internal City Information	The committee discussed what the formal process should be when a councilmember needs to request information from staff. The Mayor recommended starting with a verbal request, and following up with an email request to her and staff. If they don't receive a response, then send an email to her, the staff member, and CC the entire council. Erickson admitted she sometimes drops balls and apologized if that happened.
	c. Lobbyist Update	Brian McConaughy sent her another revised contract, she hasn't had the chance to look at.
	d. SR305 Committee Meeting	Erickson and Stern gave an update on the last meeting. Erickson invited the FAC to attend a meeting with staff on Friday at 1pm to rank the recommended projects from WSDOT.
	e. Miscellaneous Discussions	<ul style="list-style-type: none"> • Mike Brown is giving a presentation to Rotary on their plans for downtown on October 27 • Jim Mayo wants \$2,000 to do the other side of the bridge. The Mayor requested a picture of what he is proposing before moving forward. The original contract was for one half of the bridge. • A Leadership Kitsap team wants to do a mural on the Public Works building (side facing Iverson) • Received quote for labor on pavilion roof for \$24,000. The existing roof needs to be replaced. • The Pump Track is formally turned over. The grand opening will be October 28 at 10:00am. • AWC Regional Meeting review – need to have better legislative definitions and specific priorities. • PRR portal will go live on November 1 and a public hearing on November 1 to implement new fees schedule for PRRs.