



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

Subject	Meeting Minutes	Date	04/06/16
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:00 PM
Committee Chair	Kenneth Thomas	End Time	6:48 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Senior Budget Accountant Ziemann		
Agenda			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
	a. Questions & Concerns of the Committee <ul style="list-style-type: none"> • Discussed committee audio recordings, and the need to have uniformity across the committees. Committee recommends no audio recordings for all committees. • Paladin contract: The sole source authorization should have take place before. Booher will follow up with City Engineer Lenius. • Solid Waste recycling costs. Recycling contract requirements. Booher will bring this to PW’s attention. Discussion on the number of solid waste cans and costs. • One contract was missed for SeaAlaska – need to get it added to future meeting. • Discussion on Public Safety Director position and PMC. • Bremerton is doing a salary survey and the group they are using. • Memo regarding if there is some way to tie into Kitsap County with a Sunguard module, and meetings Finance has had with Sunguard regarding the issues with the software. 		
	b. Agenda and Extended Agenda Review		
	1. 05/18/16 – Cancelled		
	c. Committee Minutes of March 16, 2016	Approved.	
2.	Agenda Items		
	a. Annual Sales Tax by Zone	Ziemann reported on sales tax dollars received for years 2011 through 2015 by zones. Sales tax increased 20.5% in five years. The Viking Avenue Corridor has gone up 37.89%.	
	b. Biennial Budget Review	Booher presented staff’s desire to implement a biennial budget that addresses goals and narratives every two years, but implemented with two individual budgets (segregated by years). She discussed time savings, long range focus, fiscal management, and cost savings. The committee recommends a workshop for the full Council.	
	c. Monthly Sales Tax Report	Booher gave a 5-year sales tax and REET report.	
	d. Washington Insured Deposit Program	Booher spoke regarding this program. They will operate similar to the pool, they try to get local banks to join and split up investments in increments under \$250,000.	