



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

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| Subject | Meeting Minutes | Date | 06/15/16 |
| Recorder | City Clerk Rhiannon Fernandez | Start Time | 5:03PM |
| Committee Chair | Kenneth Thomas | End Time | 6:12 PM |
| Committee Members | Gary Nystul, Kenneth Thomas, Ed Stern | | |
| Staff Present | Mayor Erickson, Finance Director Booher, Office Clerk II Diehl | | |
| Agenda | | | |
| No. | Topic | Action/Recommendation/Discussion | |
| 1. | Administrative: | | |
| | a. Questions & Concerns of the Committee | Add "Records Retention for Recordings of Committee Meetings" to a future agenda. Discussion regarding changes/corrections of electronic fund transfer (EFT). | |
| | b. Agenda and Extended Agenda Review | No Changes | |
| | 1. 06/15/16- Members Absent- | | |
| | 2. 07/06/16- Members Absent-Booher | | |
| | c. Committee Minutes of May 4, 2016 | Not attached to agenda - Move to 7/6/16 meeting | |
| | d. Committee Minutes of April 20, 2016 | Not attached to agenda - Move to 7/6/16 meeting | |
| | e. Committee Minutes of November 4, 2015 | Not attached to agenda - Move to 7/6/16 meeting | |
| 2. | Agenda Items | | |
| | a. Monthly Sales Tax | Booher received the sales tax revenues generated in March and received in May. It is 8.5% higher than budget projections (\$22,804). YTD shows an increase of 6%. Discussion held regarding the salary increase in the police chief's position. There will be a budget impact, but we have the funds to cover it. If this trend continues, we'll be \$200,000 up in just sales tax revenues. Discussion held on the new population number. It is not official until July 1, 2016. | |
| | b. Real Estate Excise Tax | Booher reported REET is a little under where we were last year. Staff has been very busy though with title companies calling for water rates for houses closing. | |
| | c. Bid on Newspaper Contract | Ziemann reviewed the bid process for the City's official newspaper contract. The NK Herald came in as the | |

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| | | <p>lowest responsible bidder.</p> <p>Committee recommends approval of awarding the official newspaper contract to the NK Herald.</p> |
| | <p>d. Miscellaneous Discussion</p> | <p>A budget amendment will come forward at the June 6 meeting under the consent agenda to pay for the sign repair done by Bill Austin for \$3,800.</p> <p>Committee recommends approval of the budget amendment.</p> <p>Looking at using Key Bank Purchasing Cards, because they are more user-friendly and offers rebates.</p> <p>Bidding banking services – there is only one or two options that are qualified. Changing banks is huge (took six months). It was suggested that staff identify minimum criteria that we require for our bank, identify those who meet that criteria, and evaluate Key Bank and its level of service. Need to keep this in the file.</p> <p>Solid Waste RFP was issued today.</p> <p>Discussion held regarding the benefits of staying in KRCC versus leaving like the City of Bremerton did.</p> <p>Discussion held regarding the demolition of the old city hall before we get paid for the sale of the lot, and there is \$225K in escrow that is non-refundable.</p> <p>Discussion held regarding Cenex and whether the City ever went out to bid for fuel. The cards can be used at other stations. Cenex is preferred because their gas is ethanol free. We receive a discount on our bill. They also provide a generator in case of any emergencies.</p> <p>Discussion held on the City's indirect participation of Cascadia Rising. Staff attended a briefing. Bremerton was the only city that activated its EOC. We fired up our EOC independently after that briefing.</p> <p>Discussion was held regarding the AWC Annual Conference, voting delegates, and the legislative committee.</p> |
| | <p>e. Exempt Salary Review</p> | <p>Discussion held regarding the police chief salary increase and being sensitive to other department heads and the budget. The management salary review has been scheduled for July.</p> |