



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

Subject	Meeting Minutes	Date	10/19/16
Recorder	City Clerk Fernandez	Start Time	5:05 PM
Committee Chair	Gary Nystul	End Time	6:49 PM
Committee Members	Gary Nystul, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Senior Budget Accountant Ziemann, Kitsap Human Society Executive Director Stevens, Accounting Manager Brown, Prosecuting Attorney/Risk Manager Foster, IT Manager Stenstrom, Human Resources Coordinator Kingery		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	<p>Discussion held regarding BKAT concerns (City of Poulsbo Governmental Channel naming of Channel 12, stopping broadcasts mid-council meeting, the full council cuts off last seat at dais).</p> <p>Erickson updated the committee on the old city hall site. She talked with Mr. Laughlin today. The City is not in a contract right now, because there is no language while we wait from Ecology for a notice of no further action due to the small oil tank with a small leak. We should have this by the end of December.</p> <p>Kingery is waiting for invoices for the police chief hiring process to come in and will bring it before the next Finance Committee meeting. The Mayor and Kingery negotiated a starting salary in the middle of the range</p> <p>Discussion was held on the police chief hiring process and timeline.</p>
	b. Agenda and Extended Agenda Review	
	1. 10/19/16-Members Absent-	None.
	2. 11/02/16-Members Absent-	None.
	3. 11/16/16-Members Absent-	None.
	c. Committee Minutes of October 05, 2016	Approved.
2.	Agenda Items	
	a. Animal Control Contract	Stevens gave an overview of the services the Kitsap

		<p>Humane Society provides the City (respond to animal control complaints, public shelter for all jurisdictions in Kitsap County, licensing of pets). They are seeing a countywide trend with an increase number of complaints they are investigating; more human population growth and more people owning animals. The Society has gained an increased respect and credibility over the last four years. Reporting is going up. They are investing in a new system, as they are having problems with current licensing software. They have 2000-2500 cases a year with five commissioned officers. Discussion held on defrayed costs and renewal processes. The committee suggested putting signage up at dog parks to educate citizens on licensing and animal control services.</p> <p>The committee recommended approval of the contract.</p>
	<p>b. 3rd Qtr Investment Update</p>	<p>The committee reviewed and approved the 3rd quarter investment report.</p>
	<p>c. New Program & Baseline Adjustment Requests</p>	<p>Booher reviewed the Mayor's recommendations and rational for baseline adjustment requests and new program requests.</p> <p>Discussion was held on the Solid Waste Proposal.</p>
	<p>d. Real Estate Excise Tax</p>	<p>Not discussed.</p>