



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

Subject	Meeting Minutes	Date	12/04/19
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:06 PM
Committee Chair	Jeff McGinty	End Time	6:15 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern (arrived at 5:15pm)		
Staff Present	Mayor Erickson, Finance Director Booher, IT Manager Stenstrom, City Clerk Fernandez		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Booher noted that Thomas will be gone in January, so either McGinty or Stern will have to do the audits. After discussion, it will be Stern's turn to audit. McGinty spoke about the Council Rules of Procedure and the 15-minute time limit at the beginning of the meetings for Citizen Comments. He suggested continuing like they have for the next couple weeks, then enforce the 15-minute time limits at the December 18 meeting due to the Bremerton Symphony. After the symphony performs, citizens can comment. At the start of 2020, they will begin the 15-minute citizen comment time limit at the beginning of the meetings.
	b. Agenda and Extended Agenda Review	Kingery will come to FAC in January with updates to the Personnel Manual. After review, it will go to Council.
	1. 12/04/19-Members Absent- None.	
	2. 12/18/19-Members Absent- None.	
2.	Agenda Items:	
	a. Monthly Sales Tax Report	Booher reviewed the sales tax collected in September, which is 100.86% over September in 2018, and YTD it is at 102.94%.
	b. Real Estate Excise Tax Report	Booher reviewed the REET revenues through October and noted it has exceeded the budget for YTD, so any additional revenues will be booked into reserves.
	c. Video Conferencing/IT Updates	Fernandez reviewed the changes that were requested at the 11-06-2020 FAC meeting, including the requests will be granted on a first-come, first-serve basis. Erickson suggested a "call-in at least 10 minutes prior to

		<p>the meeting to test". After discussion, the committee agreed to a new paragraph E, that adds, "Remote participation requires a technical transmission test in advance," and the participant must call in 5 minutes before the meeting begins.</p> <p>In paragraph F, change "appearing" to "attending," and the participant shall listen to the meeting in a mute status until they are ready to speak. Fernandez will bring this forward in January for Council approval.</p> <p>Stenstrom shared some RingCentral packets with the committee on how to be added to meetings remotely. He needed guidance if they wanted to do video, or audio only connection. Video is more problematic if the end user doesn't have a strong internet connection.</p> <p>Stenstrom gave an IT update. This year they have replaced two servers that control the logging in and security for the network. They put in a CJIS server for law and justice to be physically separated from the rest of the city. They replaced 19 PCs and 4 new council laptops this year. They are upgrading everything to Windows 10 by the middle of January. Police MCTs are going to Windows 10 too. They replaced the telephone system with Ring Central in August with a cost savings over the old system. They upgraded software on the locking system, but the hardware is failing (second controller is not communicating with the server). They want to wire the system instead of using the current wireless system. A budget amendment will be needed in the future for this fix.</p>
<p>3.</p>	<p>Mayor and Department Head Comments:</p>	<p>McGinty will discuss bringing the Resolution of Intent for the City Administrator forward at the next meeting when he reports on FAC.</p> <p>Erickson reported Cencom 911 presented a proposal to move forward with a 1/10th of 1% sales tax increase for radio tower funding with no warning to the board members. The Board voted no and said staff needs to do more homework.</p> <p>Erickson said the City has received a letter from the Department of Commerce that we will receive approximately \$36,000 from the HB-1406 revenue fund.</p> <p>Stern mentioned that WSDOT is testing if they can get away from maintenance of highways that run through cities. This is the State testing cost-shifting as a result of I-976</p>