

**City of Port Orchard
Council Finance Committee**

A meeting of the Council Finance Committee was held in the Mayor Conference Meeting Room at City Hall on May 21, 2019 at 5:30 p.m.

PRESENT: Council members John Clauson, Beck Ashby and Shawn Cucciardi, Mayor Rob Putaansuu, Director of Finance Noah Crocker, HR Coordinator, Debbie Lund
The meeting was audio recorded.

Finance Report

The sales tax revenue collected thru April 2019 is at 4.2% over its 2019 budget and 4.1% over the 2018 actual sales tax revenue collected.

Real Estate Excise Tax collected thru April 2019 is at \$249,611. This amount was adjusted from previous discussion to reflect the change to cash reporting. Which means we are reporting when the cash is received and recorded in that time period. This represents approximately 18% of the biennial budget and approximately 38% of what was budgeted for collections for 2019. The committee reviewed a fund balances and had no questions or concerns.

Tremont

The Mayor discussed the progress of the Tremont project. In particular, he discussed the desire to seek additional funding from the Puget Sound Regional Council for Tremont. Currently, there are monies that have remained unspent on other projects in the county of which will not be spent. This is an opportunity for the City of Port Orchard to seek those appropriations which have remained unspent and need to get spent before the end of the year. This would be beneficial both the PSRC as well as the City of Port Orchard as those dollars can be spent immediately. Finance Committee was supportive.

Personnel Discussion

The Mayor discussed Personnel changes at the City. Of importance, with the departure of our Utilities and Facilities Operations Manager there is an opportunity to re-align the public works department. The re-alignment would involve eliminating the Utilities and Facilities Operations Manager and creating two positions 1) Public Works Operations Manager and 2) Utilities manager. This re-alignment would be beneficial for the City long term to move forward. Additionally, the Mayor discussed the need to hire a full time IT person in the near future. We have been notified by our part time IT manager that he is looking to retire at the end of 2020. It appears there is a need for a full time IT manager and for them to have some overlap with our current one to get caught up. Lastly, there may be a future ask for more administrative support for the mechanic and/or an additional mechanic. Finance Committee was supportive.

Role of the Finance Committee

The finance committee provides oversight of city budgeting, financial planning, and financial reporting. The committee recommends long-range financial goals along with funding strategies for the operating and capital budgets. Human resource issues requiring policy direction are brought before the committee. The committee serves as the advisory forum for transportation and street maintenance funding, and funding relating to the transportation benefit district.

Debbie Lund mentioned there is a need to update some personnel policies to keep up with changes in the laws. There will be future meeting with updates.

The meeting adjourned at 6:30 pm.

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