City of Port Orchard  
Council Finance Committee  

A meeting of the Council Finance Committee was held at the Family Pancake House Restaurant March 27, 2015 at 7:30 a.m.

PRESENT: Chairman John Clauson, members Rob Putaansuu and Jerry Childs, Community Development Director Nick Bond, Treasurer Allan Martin, and guest Elissa Whittleton.

Chairman Clauson called the meeting to order at 7:30 am.

Finance Report  
Treasurer Martin reported the first three quarters of sales tax collection were very close to projected amounts. Mr. Martin explained that the City was using the Puget Sound Forecaster services, which reported that 4th quarter retail sales in the Puget Sound region was essentially flat. Puget Sound Forecasters expect a stronger year end in 2015. First quarter collections were $975,274 which was off a mere 0.62% or less than 1% from projected. Real Estate Excise Tax collection experienced a weakness in the 4th quarter, but did have some large commercial sales that helped. The weakness attributable to less “flipping,” mortgage credit criteria, and low inventory. Mr. Putaansuu noted that South Kitsap lags King County when it comes to the housing market.

The Committee heard an update regarding the Springbrook Human Resource (HR) module that will allow online tracking of employee work hours all the way through to an individual’s application of benefits. It will impact all employees this fall when it goes into practice. Staff begins the change over process in July, with Mr. Putaansuu noting that it can be difficult for employees but the change is worth it – in his experience. It is planned for an October start date.

The Treasurer proposed moving to a Biennial Budget in 2017 / 2018 which calls for the Council to pass a resolution to do so six months prior to its adoption. A memorandum was provided describing biennial budgeting. As part of the process the Council should consider 1) an operating budget 2) a capital budget. The suggestion is to move to 2 separate budgets the year prior to writing a biennial budget. Generally supportive, the Committee directed the items be placed on a Work Study session agenda for full Council discussion and consideration.

Department of Community Development  
Director Nick Bond announced an upcoming retirement of a 16 year employee responsible for code enforcement. The department has started the replacement process and updated the job description to meet today’s realities. Working with the Mayor the recommendation is that the new position include back up services/staffing to building inspector services. The building inspector portion would be a secondary responsibility. Mr. Bond asked what the Committees priorities are in code enforcement and in replacing the position.

Member Childs asked what the importance of the position is to the City. The department enforces code enforcement on a complaint and inquiry bases. It is a difficult job and requires a background similar to law enforcement, and includes knowledge in code enforcement and land
use. It would be good to find someone with strong verbal and writing skills, with prior code enforcement experience.

Chairman Clauson hoped to see an individual with skills conducive to work positively with the public. All members agreed on the need to have an experienced person with strong communication skills. People skills are very important. Abandoned automobiles may be a priority to begin working on with the new employee.

The Committee desired the priority to be a code enforcement position with less emphasis on building inspector services. Finding an experienced qualified person would warrant hiring with a wage commensurate with ability. Staff is directed to bring forward a job description with title, responsibilities and duties pertinent to the job opening as discussed by the Committee.

Meeting was adjourned at 8:43 a.m.

**Next Meeting:** April 24, 2015 at 7:30 a.m. Family Pancake House