



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

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>08/07/19</b>
<b>Recorder</b>	<b>City Clerk Fernandez</b>	<b>Start Time</b>	<b>5:03 PM</b>
<b>Committee Chair</b>	<b>Ed Stern</b>	<b>End Time</b>	<b>6:39 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	<b>Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, Accounting Manager Brown</b>		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	<p>The Committee congratulated Jana Brown on her new position at the City of Olympia and thanked her for her work over the last 19 years in Poulsbo.</p> <p>Thomas said he would like to do an open-ended question to the Departments Heads for their professional input on the proposed change of city administrator.</p> <p>Booher said there was a question regarding Axiom, it was approved through PSL and the Mayor signed the agreement under her signing authority. It is \$8,000 a year for five years.</p> <p>Brown asked if it was necessary to print the CAFR. It is already online, and can be printed on demand from the PDF and put in a three-ring binder if requested.</p> <p>Booher reminded the Committee the resolution is before the Council for payment of Fishline and Chamber Gala at tonight's meeting.</p>
	<b>b.</b> Agenda and Extended Agenda Review	
	1. 08/07/19-Members Absent-	
	2. 08/21/19-Members Absent-	Stern
	<b>c.</b> Committee Minutes of April 3, 2019	Approved.
	<b>d.</b> Committee Minutes of May 01, 2019	Approved.
	<b>e.</b> Committee Minutes of May 15, 2019	Amended and approved.

	<b>f.</b> Committee Minutes of June 19, 2019	Approved.
<b>2.</b>	<b>Agenda Items:</b>	
	<b>a.</b> Elect Committee Chair	McGinty appointed as chair.
	<b>b.</b> Health Insurance Options	Kingery reviewed health insurance options to include part-time employees, councilmembers, and retirees. Options reviewed included AWC, PEBB, and Teamsters and the associated rates for each one. Reserve a discussion for the November 16 retreat.
	<b>c.</b> Monthly Sales Tax Report	Booher reported on sales tax revenues received in May 2019 being at 98.74% to May 2018, and YTD +6.09%.
	<b>d.</b> Real Estate Excise Tax Report	Booher reported June REET funds came in -14.46% from last year, with the total yearly variance at -2.73%. We are still tracking to meet budget.
<b>3.</b>	<b>Mayor and Department Head Comments:</b>	None.