



## Finance/Administration Committee

**This meeting was held virtually.**

<b>Subject</b>	Meeting Minutes	<b>Date</b>	12/16/2020
<b>Recorder</b>	City Clerk Rhiannon Fernandez	<b>Start Time</b>	5:00 PM
<b>Committee Chair</b>	Gary McVey	<b>End Time</b>	6:02 PM
<b>Committee Members</b>	Jeff McGinty, Gary McVey, Ed Stern (absent)		
<b>Staff Present</b>	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Human Resources Manager Kingery		
Meeting Video: <a href="https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/">https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/</a>			
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>	
<b>1.</b>	<b>Administrative:</b>		
	a. Questions & Concerns of the Committee	None.	
	b. Agenda and Extended Agenda Review	Discussed when they should discuss the City Administrator and what would be needed for the discussion.	
	1. 12/16/20-Members Absent- Stern		
	01/06/20-Members Absent-		
	c. Committee Meeting Minutes – 12/2/2020	Approved.	
<b>2.</b>	<b>Agenda Items:</b>		
	a. Salary & Wages Update Resolution	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:	
	b. Monthly Sales Tax	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:	
	c. Real Estate Excise Tax	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:	
	d. Bad Debt Write Off	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:	
	e. Purchasing Manual Update	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:	
	f. Small/Attractive Assets	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:	
<b>3.</b>	<b>Mayor and Department Head Comments:</b>	Booher said there are two budget amendments on the consent agenda.	