

City of Poulsbo

Office of the City Clerk



January 14, 2021

NOTICE OF COUNCIL QUORUM/SPECIAL COUNCIL MEETING

NOTICE IS HEREBY GIVEN that a quorum of City Councilmembers will attend the Finance-Administration Committee meeting (thereby making it a special Council meeting) on **Wednesday, January 20, 2021, at 5:00 PM** virtually. The agenda and call in details for the meeting are attached.

Rhiannon Fernandez

Rhiannon Fernandez, City Clerk

Post: Poulsbo City Hall
Poulsbo Post Office
~~Poulsbo Library~~ Library Closed
www.cityofpoulsbo.com

cc via email:

Mayor
City Council
Department Heads
North Kitsap Herald
Kitsap Sun
Poulsbo Chamber of Commerce
Port of Poulsbo



Finance/Administration Committee

This meeting will be held virtually.

Phone: 1 (623) 404-9000 / Meeting ID 149 964 3975

Subject	Meeting Agenda	Date	01/06/2021
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:00 PM
Committee Chair	Gary McVey	End Time	7:00 PM
Committee Members	Jeff McGinty, Gary McVey, Ed Stern		
Staff Present			

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	
	a. New Audit Schedule	
	b. Agenda and Extended Agenda Review	
	1. 01/20/21-Members Absent-	
	02/03/21-Members Absent-	
	c. Committee Meeting Minutes – 01/06/2021	
2.	Agenda Items:	
	a. City Administrator Discussion	
	b. Mayor's Salary	
	c.	
	d.	
	e.	
	f.	
3.	Mayor and Department Head Comments:	

Reviewed by Mayor Erickson

The committee may add and discuss other items not listed on the agenda.

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

TO REQUEST AN ALTERNATIVE FORMAT OF THE PRINTED AGENDA, CONTACT THE CITY CLERK'S OFFICE AT 360.394.9880. PARA SOLICITAR UN FORMATO ALTERNATIVO DE LA AGENDA IMPRESA, COMUNÍQUESE CON LA OFICINA DEL CITY CLERK AL 360.394.9880.

Future Agenda Items			
No.	Item(s)	Responsibility	Meeting Date
1.			
2.			
3.			

2020 Auditing Schedule	
Batch Date	Auditor
January 20, 2021	Jeff McGinty
January 27, 2021	Gary McVey
February 10, 2021	Gary McVey
February 24, 2021	Ed Stern
March 10, 2021	Jeff McGinty
March 24, 2021	Gary McVey
April 7, 2021	Ed Stern
April 21, 2021	Jeff McGinty

The committee may add and discuss other items not listed on the agenda.

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

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Finance/Administration Committee

This meeting was held virtually.

Subject	Meeting Minutes	Date	01/06/2021
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:05 PM
Committee Chair	Gary McVey	End Time	6:14 PM
Committee Members	Jeff McGinty (absent), Gary McVey, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, HR Manager Kingery, City Clerk Fernandez		
Meeting Video: https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/			

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	None.
	a. New Audit Schedule	<input checked="" type="checkbox"/> Discussed
	b. Agenda and Extended Agenda Review	
	1. 01/06/21-Members Absent-	McGinty
	01/20/21-Members Absent-	
	c. Committee Meeting Minutes – 12/16/2020	Approved.
2.	Agenda Items:	
	a. Debt Ordinance (See Council Packet)	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council
	b. Monthly Sales Tax	<input checked="" type="checkbox"/> Discussed
	c. Real Estate Excise Tax	<input checked="" type="checkbox"/> Discussed
	d. TBD – Legal Question	<input checked="" type="checkbox"/> Discussed: Would need to rescind ordinance and reset 6-month clock if timing is not good. <input checked="" type="checkbox"/> Further Action Requested: Include copies of MRSC FAQ and Engineering green line drawing of proposed neighborhood streets with various conditions for Council meeting.
	e. Elected Officials Salary Review	To be discussed at 1/20/2021 FAC meeting.
	f. Marine Science Center Lease	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: Erickson will get a memo drafted from Planning Department on what uses would be allowed in the space for leasing under the agreement and send to Holly Hill.
3.	Mayor and Department Head Comments:	Booher reported the open position closed today, and they have a lot of good applications.

		Erickson discussed the Historical Society moving and will keep FAC updated as things go along; need extra private cubicles in city hall; discussed options on what to do with the Public Works site if they relocate.
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