



Finance/Administration Committee

This meeting was held virtually.

Subject	Meeting Minutes	Date	01/20/2021
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:05 PM
Committee Chair	Gary McVey	End Time	6:24 PM
Committee Members	Jeff McGinty, Gary McVey, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Human Resource Manager Kingery, Councilmember Musgrove		

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	Discussed In-Motion Dance Studio claim question, and all departments possibly using the same cover sheet to for claims. Erickson reported that Boughton is working on a letter in response to WWU's subletting request.
	a. New Audit Schedule	Reviewed.
	b. Agenda and Extended Agenda Review	Add discussion of Parks & Recreation building (March/April 2021).
	1. 01/20/21-Members Absent-	
	02/03/21-Members Absent-	
	c. Committee Meeting Minutes – 01/06/2021	Amended and approved.
2.	Agenda Items:	
	a. City Administrator Discussion	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: McVey and McGinty will work with the Mayor, Booher, and Kingery to review the budget and brainstorm options for funding the position. Kingery will bring the job description to the meeting. Concurrently, a Council Workshop will be scheduled on February 6. Kingery will email slides to committee from tonight's meeting. Deanna will email the slides from tonight. Need to nail down question of staff support.

	<p>b. Mayor's Salary</p>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Need to decide if a decrease is needed to the position after the current Mayor (if the City does not move forward with the City Administrator position).</p>
<p>3.</p>	<p>Mayor and Department Head Comments:</p>	