



Finance/Administration Committee

This meeting was held virtually.

Subject	Meeting Minutes	Date	05/5/2021
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:05 PM
Committee Chair	Gary McVey	End Time	6:08 PM
Committee Members	Jeff McGinty, Gary McVey, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez		
Meeting Video: https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/			
Agenda			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
	a. Questions & Concerns of the Committee	None.	
	b. Agenda and Extended Agenda Review		
	1. 05/05/21-Members Absent-		
	05/19/21-Members Absent-		
	c. Committee Meeting Minutes – 04/21/2021	Approved.	
2.	Agenda Items:		
	a. GIS Software – See Council Packets	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input checked="" type="checkbox"/> Further Action Requested: Need to ensure control protocols are in place (need to be careful who can write to the files)	
	b. Real Estate Excise Tax	<input checked="" type="checkbox"/> Discussed: At 67% of budget.	
	c. Monthly Sales Tax	<input checked="" type="checkbox"/> Discussed: February sales collected in April +33.66%, +YTD 24.78% (last year taxes submitted late due to COVID).	
	d. American Recovery Act Funding Plan	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Waiting for rules for the funding, then we can schedule a full council discussion in late May or early June. Would like a comparison of salary and benefits/positions at next discussion.	
3.	Mayor and Department Head Comments:	-Booher working on Carryover Budget Amendment and scheduling the Auditor's Entrance Conference. -Erickson reported on COVID protocols at City Hall. -Fernandez gave an update on the Nixle implementation.	