



## Finance/Administration Committee

**This meeting was held remotely via Ring Central.**

|                          |   |                   |                   |
|--------------------------|---|-------------------|-------------------|
| <b>Subject</b>           | <b>Meeting Minutes</b>  | <b>Date</b>       | <b>03/16/2022</b> |
| <b>Recorder</b>          | <b>City Clerk Fernandez</b>   | <b>Start Time</b> | <b>5:00 PM</b>    |
| <b>Committee Chair</b>   | <b>Jeff McGinty</b>   | <b>End Time</b>   | <b>6:08 PM</b>    |
| <b>Committee Members</b> | <b>Jeff McGinty, Gary McVey, Ed Stern</b>   |                   |                   |
| <b>Staff Present</b>     | <b>Finance Director Booher, Human Resources Director Kingery, IT Manager Stenstrom, Senior IT Technician Williamson, City Clerk Fernandez</b> |                   |                   |

Meeting Video: <https://cityofpoulsbo.com/poulsbo-city-council/city-council-watch-recorded-city-council-committee-meetings/>

### Agenda

| No.       | Topic  | Action/Recommendation/Discussion  |
|-----------|--|---|
| <b>1.</b> | <b>Administrative:</b>                                   |   |
|           | a. Questions & Concerns of the Committee                 | Booher reported on an question from McVey for an invoice for boat repairs.  |
|           | b. Agenda and Extended Agenda Review                     |   |
|           | c. Committee Meeting Minutes – 11/17/21                  | Approved.   |
| <b>2.</b> | <b>Agenda Items:</b>                                     |   |
|           | a. Real Estate Excise Tax (REET) 2021                    | <input checked="" type="checkbox"/> Discussed   |
|           | b. Monthly Sales Tax                                     | <input checked="" type="checkbox"/> Discussed   |
|           | c. IT Department Update and Request for Reclassification | <input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council  |
|           | d. High Availability Internet and Business Continuity    | <input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council  |
|           | e. Employee Training Software                            | <input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council  |
| <b>3.</b> | <b>Mayor and Department Head Comments:</b>               | <p>Discussion was held on the police union process. They commended the bargaining teams on both sides of the table.</p> <p>Stern asked for review of the future agenda items. He asked when they should discuss the City Administrator position, utility tax increase/decrease, and asked to create a third one: review of committee structures.</p> <p>Booher said the utility tax question will be reviewed in the biennial budget process for 2023-24.</p> <p>The Committee will add the discussion item of the City</p> |

|  |                          |   |
|--|--------------------------|---|
|  |                          | Administrator to a committee agenda when there are not a lot of items from staff, to discuss the timing in regard to the question.                                |
|  | <b>Citizen Comments:</b> | Ms. Zimmers said she hopes the public is engaged in the City Administrator process and asked how to access all of the information that was discussed in the past. |