



City of Poulsbo Finance-Admin Committee

This was a hybrid meeting held in 3rd Floor Conference Room and Zoom.

Subject	Meeting Minutes	Date	06/01/2022
Recorder	Deputy City Clerk Diehl	Start Time	5:00 PM
Committee Chair	Councilmember Stern	End Time	6:19 PM
Committee Members	Councilmember McVey, McGinty (Absent)		
Staff Present	Mayor Erickson and Assistant City Administrator Booher		

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	CM McVey asked for re-order of future agendas to consider items that have a large public following to be placed at the top of the agenda.
	b. Agenda and Extended Agenda Review	CM Stern requested to start an exploratory process to create a City Administrator position.
	c. Committee Meeting Minutes – 05/04/2022	<input checked="" type="checkbox"/> Approved
2.	Agenda Items:	
	a. Viking Fest Contribution Funding Source Discussion	<input checked="" type="checkbox"/> Discussed ACA Booher noted it was the council intent to donate \$5000 to the Viking Fest Committee. Funding options include Reserve Fund, Mayor’s Budget, & LTAC Funds.
	b. Seasonal Averaging Precipitation Measurements	<input checked="" type="checkbox"/> Discussed ACA Booher noted last year April was very dry and they have already expanded the program from 4 months to 5 months and with rainy season being cyclical, it would not be beneficial to change the current seasonal averaging structure.
	c. Monthly Sales Tax	<input checked="" type="checkbox"/> Discussed ACA Booher presented the monthly sales tax report which showed we are trending high.
	d. Public Works Property Appraisal Budget Amendment	<input checked="" type="checkbox"/> Discussed Mayor Erickson noted the appraisal being ask for is \$15,000. The money could come from the reserve fund or spread from the various utility funds. Committee moved to recommend to council an expenditure of up to \$15,000 from the various enterprise funds and include public participation on the matrix.

3.	Mayor and Department Head Comments:	CM Stern asked if the Poulsbo Historical Society has mentioned moving from city hall and the possibility of re-establishing a Kitsap County District Court office in Poulsbo.
4.	Public Comments	None received.
5.	Adjournment at 6:19 PM.	Next Meeting: 6/15/2022