



Finance/Administration Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room

Subject	Meeting Minutes	Date	12/20/17
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:13 PM
Committee Chair	Ed Stern	End Time	6:00 PM
Committee Members	Gary Nystul, Kenneth Thomas (absent), Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Nystul questioned if the City assumes the City's Official Newspaper consistently delivers, it seems sporadic. Erickson said she would like to get an opinion from MRSC about the legality of publishing a standard advertisement in the newspaper that directs the public to visit the City's website for all public notices. Booher will research this question and bring it back to FAC later.
	b. Agenda and Extended Agenda Review	
	1. 12/20/17-Members Absent-Thomas	
	2. 01/03/18-Members Absent-	
	3. 01/17/18-Members Absent-Nystul	
2.	Agenda Items	
	a. Council Committees Ordinance Update	Fernandez presented the draft ordinance with changes incorporated from the December 6 FAC meeting, and changes received from Nystul and Erickson. The Committee asked that a clean copy be brought back for consideration at the January 3 FAC meeting.
	b. Duties & Obligations of Council Liaisons	Nystul raised the question of what a Council liaison is supposed to do. Stern said he shares anything that is happening at the City that might be directly relevant to the organization, receive any feedback, and otherwise listen to their concerns. Nystul asked if there an obligation to report back to the Council. Stern said he uses discretion if it should go to a council, committee, or the Mayor, depending on the topic. One issue of concern in the past is liaisons agreeing to do something that conflicts with their schedule and not attending. It was recommended to

		<p>include in the Council Rules and Procedures verbiage that says who we have liaison and in broad terms what is expected of the liaison (In general, liaisons to outside agencies shall attend the agency meetings regularly and report back to the council. These are the organizations at this time: School District, Chamber of Commerce, HDPa, KEDA, Port of Poulsbo, KRCC TransPol/PlanPol -- subject to change).</p>
	<p>c. Council Application Process Update</p>	<p>Fernandez will provide all received applications to the full council on Wednesday. Nystul asked how the Council could justify excluding someone from an interview. Discussion was held on possible methods to determine if applicants would be interviewed. The committee recommended if more than five applications are received, all should be interviewed, and reduce the time for each interview. Interview questions will be provided to the Council for review 30 minutes to the Council prior to the interviews.</p>
	<p>d. Miscellaneous</p>	<ul style="list-style-type: none"> -Erickson noted there are requests from the City of Bainbridge Island, Port of Poulsbo and North Kitsap School District for joint meetings. -Erickson is planning a retreat with staff, to be followed by a council retreat in spring. -Erickson signed papers for the Marine Science Center today. -Nystul said cyber security is still a big concern and asked if the City has had cyber security training in the last 12 months. Booher said there has not been a city-wide training. Erickson said we have a technically-sophisticated staff. Stern suggested inviting Stenstrom to a meeting in January. -Booher reported last month REET got a huge one-time bump because Safeway officially changed their ownership over.