



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

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>04/18/18</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:08 PM</b>
<b>Committee Chair</b>	<b>Jeff McGinty</b>	<b>End Time</b>	<b>6:47 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson, Human Resources Manager Kingery, City Clerk Fernandez		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	a. Questions & Concerns of the Committee	None.
	b. Agenda and Extended Agenda Review	
	1. 04/18/18-Members Absent-Booher	
	2. 05/02/18-Members Absent-	None.
<b>2.</b>	<b>Agenda Items</b>	
	a. Executive Office Review	
	1. Workshop Review Process	<p>Erickson reported on the conflict with the chambers being used on April 25. She said the workshop will be moved to the court chambers.</p> <p>Thomas reviewed the powerpoint presentations he created for the April 25 workshop. The committee gave feedback on the content that Thomas will incorporate into the final presentation materials.</p>
	b. Council Retreat Discussion	<p>Fernandez reported the consensus of the feedback from Councilmembers is they would like a two-part retreat. One session to get up to speed on where we are, and in the next session focus on the long-term visioning.</p> <p>Staff is proposing having part one on May 9 at the regularly scheduled council meeting, and part two on June 2 at 9am. Staff needs feedback from the Council on what should be presented.</p> <p>The Committee recommended having the department heads present what are their department's risks and</p>

opportunities for the near horizon (5 years): Catch them up to where we are, what are the big problems still hanging, or problems we are not taking care of because we don't have resources. What are the challenges coming up in our department and do we have plans or intentions on how to deal with it or do they need to take that into account. The first meeting will be a baseline of where we are, not a budget presentation. The Council will have to hold each other accountable for staying on task at the first meeting and not dig into details too much. They will have to state the intent and procedure up front.

Erickson said in the visioning session, she would like the Council to explore what they would want Poulsbo to look like in 20 years. What should change, what shouldn't change. Erickson shared some ideas and concerns she has on various issues. She will make a big list of all of her policy questions that she sees coming from the information presented at the first meeting for the second session. The Council may also be sparked from the first discussion for policy questions to be considered in the second meeting.

Discussion will be held about needing a facilitator for the second session. The secondary retreat will be held at City Hall.

The committee will report out at tonight's meeting the retreat dates and retreat format.