



**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>09/19/18</b>
<b>Recorder</b>	<b>City Clerk Rhiannon Fernandez</b>	<b>Start Time</b>	<b>5:01 PM</b>
<b>Committee Chair</b>	<b>Kenneth Thomas</b>	<b>End Time</b>	<b>6:15 PM</b>
<b>Committee Members</b>	<b>Jeff McGinty, Kenneth Thomas, Ed Stern</b>		
<b>Staff Present</b>	Mayor Erickson and City Clerk Fernandez		

**Agenda**

No.	Topic	Action/Recommendation/Discussion
<b>1.</b>	<b>Administrative:</b>	
	<b>a.</b> Questions & Concerns of the Committee	Stern mentioned an email he sent to the audit group that bounced back. It was regarding a \$6,000 payment to NKSD. Erickson said it was probably related to facility rental fees for Parks & Rec programming.
	<b>b.</b> Agenda and Extended Agenda Review	The committee asked that the executive office discussion be added to every future FAC agenda. Erickson asked for Mayor and Staff Comments to be added at the end of each FAC agenda.
	1. 09/19/18-Members Absent-Booher	
	2. 10/03/18-Members Absent-	
	<b>c.</b> Committee Minutes of July 18, 2018	Approved.
<b>2.</b>	<b>Agenda Items</b>	
	<b>a.</b> Request from Kitsap County for Sharing the Harborside Debt Payment	Mayor Erickson gave background on the history of Housing Kitsap and Kitsap County's debt payment. The committee discussed it was reported in the news today that Bremerton declined sharing debt payments, and that Port Orchard is going to say no. Erickson would recommend the Council say no to the request. The Committee recommended the City Attorney review the letter from Kitsap County and draft the City's response. The letter will be brought back for Council approval.  Discussion was held regarding what the City would have to do if Housing Kitsap no longer existed. Erickson noted this is why she has been looking for funding for housing.
	<b>b.</b> Executive Office Structure	The Committee discussed the need for the Council to decide which direction they want to explore: city manager or city administrator. Thomas will ask the

		<p>Council tonight what additional information they need to make that decision. The Committee will arrange inviting MRSC, a city administrator and a city manager for a presentation and panel discussion at a future council meeting.</p>
	<p><b>c.</b> Approve holiday closure for December 24 and December 31</p>	<p>Fernandez reported historically when Christmas Eve and New Year's Eve falls on a Monday, City Hall closes the full day on Christmas Eve and a half day on New Year's Eve due to low staffing levels. Employees can take the day off using their vacation time, or they can work (although the building will be closed). The committee recommended closure of City Hall on December 24 (full day) and December 31 (half day). Fernandez will bring forward a resolution on the consent agenda at the October 3 Council meeting.</p>
	<p><b>d.</b> Mayor and Staff comments</p>	<p>Erickson reported there was a bad power surge this weekend. Our phones have failed and have not been working all day. She also discussed the SR-305 presentation on July 11 from Steve Roark, and Roark's August email to the working group if they supported the proposed solutions. She replied yes, but the Mayor of Bainbridge Island said he would have to get Council approval. Erickson said she would discuss this at tonight's council meeting. Stern noted that they have been on the record supporting this project. She reported the Kitsap Transit Board endorsed the project yesterday at their meeting.</p>