



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

Subject	Meeting Minutes	Date	03/20/19
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:08 PM
Committee Chair	Ed Stern	End Time	6:32 PM
Committee Members	Jeff McGinty, Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, Human Resources Manager Kingery, City Clerk Fernandez		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Booher reported the budget is posted online and there were no audit questions.
	b. Agenda and Extended Agenda Review	
	1. 03/20/19-Members Absent-	
	2. 04/03/19-Members Absent-	None.
	a. Committee Minutes of February 06, 2019	Approved.
	b. Committee Minutes of March 06, 2019	Approved.
2.	Agenda Items:	
	a. Executive Office Discussion	<p>Thomas reviewed the proposed timeline and the proposed actions that were discussed at the April 4, 2018 FAC.</p> <p>Discussion held on having a Resolution of Intent (describe the process, budget, salaries, election cycle). This needs to be after elections. The committee has a conceptual idea of what they want this to be and the reasons why they need professional management. The justification needs to be explained to the public. There needs to be a series of workshops for the Council, staff, and public.</p> <p>They agreed to discuss the justification and roles and responsibilities of a City Administrator at the second meeting of April. The Mayor will discuss the three different jobs she does.</p>

	b. Kitsap Small Business Development Meeting	Erickson, McGinty, Stern, and Musgrove attended a meeting with the CEO of Kitsap Bank, who is trying to bring a Small Business Development Center to Poulsbo's WWU campus. They're asking requesting \$7,500 for four years. They would like the Council to pass an ILA. Erickson will present this to the Council tonight for consensus on moving forward.
	c. Police Contract Update	Kingery reported the police guild voted yes to ratify the contract last night. She reviewed the key changes to the proposal. Staff will bring the final contract to the April 3, 2019 council meeting for consideration.
3.	Mayor and Department Head Comments:	
	a. Day of Giving	Fernandez reported the cost of this event and noted attending this event could not be paid for by the City.
	b. Elections Workshop/Panel	Thomas suggested hosting an informal open house for the public to explain the roles of City Council. The committee agreed to set this up on a Saturday morning, the Mayor will attend.