Honorable Mayor
Members of the City Council
City of Poulsbo

Ladies and Gentlemen:

I am applying for appointment to the vacant Position Number 3 of the Poulsbo City Council. Attached is your application packet, my response to your supplemental questionnaire and resume. With many years experience in local government as both an elected council member, finance director and auditor, I believe I have some skills which may be of assistance to the City Council.

I look forward to an opportunity to discuss my qualifications with you. Thank you for your consideration.

Sincerely,

Gary W. Nystul
City Council Duties and Compensation

The Poulsbo City Council is the legislative authority of the City of Poulsbo. It adopts ordinances providing for city-wide governance, general policy, city budget, approve contracts, and it is the land use policy decision-making body for our city. The council through proper oversight, also reviews the operation of all city programs and services.

The duties of a city councilmember will likely involve an average minimum commitment of 20 - 30 hours per month for preparation, participation and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, councilmember duties include, but are not limited to:

- Attendance is required at regular City council meetings, which are held the first three Wednesday evenings of each month at 7:00pm. From time to time, the City Council or Mayor may call special city council meetings to handle city business.

- Councilmembers are expected to serve on council committees, regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evening, but may also occur on some weekends, and during some week days.

- Some travel is expected locally, regionally, and/or within the state of Washington, involving various organizations which the city of Poulsbo is a member. Council members may also at their discretion travel and attend training, education and/or participate in other organizations at the local, regional, state, or in some instance on the national level. Travel, education, and training expenses for local, regional, state, and national activities are reimbursed in accordance with city policy applicable to all employees and city officials, subject to the budgetary limit set for each councilmember and for the city council as a whole.

Are you willing to prepare, participate and attend the various meetings, and to do these duties? Yes X No _______

Compensation for this position is an annual salary of $6,000.
APPLICATION FOR APPOINTMENT TO POULSBO CITY COUNCIL

POSITION No. 3

Thank you for your interest in serving the community as a member of the Poulsbo City Council.

To be considered, your application must be completed, signed, and received by the City Clerk’s Office at Poulsbo City Hall, 19050 Jensen Way NE, P.O. Box 98, no later than 5:00pm on December 30, 2009. Mailing postmark is NOT acceptable. Additional written information after this date will not be accepted, unless requested by the City Council.

With this application, please submit the following items:

- A cover letter indicating your interest and general qualifications for the position.
- Answers to the Supplemental Questions of no more than six pages total.
- A resume of no more than two pages.

For further information, or if you have special needs regarding the application or the interview process please contact the City Clerk’s office at 360-779-3901.

This application and any correspondence should be addressed to:

Poulsbo City Hall
Attn: City Clerk’s office
Councilmember Recruitment
P.O. Box 98
Poulsbo, WA 98370

(Please print or type all information)

Applicant Name GARY W NYSTUL

Address _19700 JENSEN WAY NE_ Zip Code _98370_

Home phone _697.2453_ Work phone (optional) _473.5369_

Email _garynystul@donobi.net_

Are you related to any elected City official or staff member? If yes, please explain. _No_

Occupation: CITY AUDITOR, CITY OF BREMERTON
Application for Appointment to City Council Position No. 3

Councilmember Eligibility, Requirements & Public Disclosure

- NOTICE -

- Once a Councilmember application is filed with the City, it becomes a matter of public record.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplement questions, will be posted on the City of Poulsbo website as part of the Council’s meeting packet the week of the initial interview.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

To be eligible to be appointed to the Poulsbo City Council, you:

- Must have continuously resided within the Poulsbo City limits for a minimum of one year prior to your appointment to the council, and

- Must be:
  1. A registered voter in the City of Poulsbo. Yes X No (RCW 35.23.031)
  2. A resident in the City of Poulsbo continuously for at least one year. Yes X No (RCW 35A.12.030)

A. How long have you been a resident of the City of Poulsbo? 8 5 years (RCW 35A.12.030)

B. How long have you continuously lived at your current address? 5 5 years
   If you have lived at your current address for less than one year, please answer the following questions:
   - What was your previous address(es): 20455 1st Ave NE, Poulsbo
   - How long have you continuously lived at each address? 3 years

C. If you are appointed, you will need to complete and file a financial disclosure statement with the Public Disclosure Commission. Are you willing to do so? Yes X No

D. Do you object to your application and all attachments being disclosed to the public? Yes X No. Your application will be a public record and available to the public.

E. Do you hold, or do you participate, or are you involved in any contract(s) with the City of Poulsbo? Yes No X. If yes, please explain.

F. Do you hold any other elected public office? Yes No X.
   If yes, please state what office and where?
Education: BS Accounting; 3 Semesters Law

Professional and/or community activities, including boards and commissions:
City of Poulsbo Design Review Board

List any experience that would assist you in serving on the City Council:
18 years service as an elected city council member in a city with a 2000 population of 14,233.
Over 25 years experience in local government accounting and auditing.

The selection process will include a personal interview(s) with the City Council. Date(s) and time of interviews is to be determined. Eligible candidates will be notified of the interview schedule.

Under the laws of perjury of the State of Washington, I declare that the information contained in this application and all attachments to it are true to the best of my knowledge. I also swear, or affirm, that if appointed, I will support the Constitution of the United States of America and the Constitution and laws of the State of Washington.

Applicant's signature

Date signed 20 Dec 09
Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Poulsbo on separate pages using no more than six pages total.

1. Why are you interested in serving as a Poulsbo City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Poulsbo community. Address its relevance to the position of Poulsbo City Councilmember.
5. What do you wish to accomplish during this appointed term as a Poulsbo City Councilmember?
6. What is your vision for our city and community?
7. Are you willing to run for election to the City Council in 2011?
8. Is there anything else that you may wish to add that would help us get to know you a little better?

Resume

Please attach a resume of no more than two pages.
Supplemental Questions
Please respond to the following questions regarding your interest in the position of Councilmember for the City of Poulsbo on separate pages using no more than six pages total.

1. Why are you interested in serving as a Poulsbo City Councilmember?
   Quality communities rely on volunteers to make them better. Volunteers bring different knowledge and skills. I have experience in local government and am willing to volunteer to help the city.

2. What strength would you bring to the Council?
   • 18 years experience as an elected city council member in a community with a population of 14,233
   • 30 years experience in local governmental accounting, auditing and management

3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
   • Communication with citizens. There are limited methods for the city to keep the residents and voters informed. Lack of information causes distrust and misunderstanding. The city must continue to provide timely and accurate information to its citizens. This is an issue that the mayor, council and staff need to collectively address.
   • Maintaining the city’s financial health. The current economic climate has clearly demonstrated the need to understand city finances. Revenue and expenditure decisions should be projected into the future. Maintaining sufficient financial resources as well as prudently maintaining city facilities and programs will always need to be carefully balanced.
   • Planning for the future. Growth will not be controlled. However, we can learn much from others and endeavor to make decisions consistent with the community’s vision of the future.

4. Explain your current and past community involvement and/or service on city, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Poulsbo community. Address its relevance to the position of Poulsbo City Councilmember.
   Membership on the Poulsbo Design Review Board has given me some contact with city staff and more awareness of the challenges of blending new buildings into the existing community. It also gave me some knowledge of the challenges citizens encounter in trying to accomplish projects.
   My one term as a board member of the Poulsbo Place Owners Association has provided first hand observation of the problems and deficiencies in a large development projects within in the city. These include some things that happen with the original “plan” compared to what is actually built as well as the impacts these projects have on the entire city.
5. **What do you wish to accomplish during this appointed term as a Poulsbo City Councilmember?**
   I do not have an agenda. I view the task as doing whatever my knowledge, skills and abilities may contribute to improving the city.

6. **What is your vision for our city and community?**
   I believe it is important to maintain the cultural features that make Poulsbo unique. These include the community composition such as buildings, businesses, waterfront, business community and residential community. Growth cannot be controlled but it can be managed in a manner to protect what exists.

7. **Are you willing to run for election to the City Council in 2011?**
   It is too soon to tell. There are many variables and conditions that service during the next two years will dictate. These include my ability to fit in well with the other members of the city council and city staff, and to adequately represent the citizens of the community.

8. **Is there anything else that you may wish to add that would help us get to know you a little better?**
   Auditors really are nice people.
Gary W. Nystul, CPA
19700 Jensen Way NE, Poulsbo, WA  98370-7499   360.697.2453

Summary of Qualifications

- 18 years executive municipal leadership experience
- 20 years governmental and not-for-profit accounting and auditing experience
- Working knowledge and hands on experience in principles, methods and practices of government and not-for-profit accounting, auditing and budgeting
- Over five years experience in local government internal audit

Professional Profile

Seasoned financial professional with a keen sense and vision for creating stability in an ever changing environment. Tactful communicator, able to work at all levels of an organization to facilitate communication and create functional teams.

Professional Experience

City Auditor, City of Bremerton, WA (November 2003 to present)
Population 35,000; over 380 employees; 2008 budget $120M

- Compliance and performance audits of city departments, funds and activities
- Report to Audit Committee
- Identified incorrect fund transfers; pointed out savings opportunities; reviewed project accountability; provided contract review assistance to various departments

Budget Manager, Kitsap County, WA (2000 to 2002)
Sixth largest county in Washington with population of 231,000 and over 1,000 employees

- Prepared annual budget of $320 million in over 112 funds including $72 million general fund
- Used J D Edwards financial accounting software
- Budget document received the county’s first GFOA Distinguished Budget Presentation Award
- Improved interdepartmental financial communication and coordination
Self Employed CPA, Kalispell, Montana (1978 to 2000)
Accounting, audit, small business and income tax practice

- Performed governmental and not-for-profit accounting and auditing including Yellow book and OMB A-133 audits
- Clients included cities, water and sewer districts, school districts with revenues over $2M and assets over $12M
- Small business accounting business assistance, and corporation and personal income tax preparation
- Business assistance including due diligence and owner acquisition of manufacturing firm with sales of $4M

City Council Member, City of Kalispell, MT (1981 to 1999)
Seventh largest city in Montana with 2000 population of 14,233

- Council President
- Chair of Finance Committee which directly interacted with city finance staff
- Chair of Sewer and Water Committee which selected process for $12M waste-water treatment and advanced biological nutrient removal facility
- Experience in bond issues, annual budgets, and insurance coverage
- Substantial experience with annexations, zoning issues, labor negotiations, street construction/maintenance, water and sewer projects, tax increment-urban renewal projects

Director of Finance, City of Kalispell, MT (1975 to 1978)
First Finance Director for the city

- Acquired accounting system and converted records
- Prepared annual budget
- Advised mayor and council on financial matters and assisted departments with budgets, procurement, administration and personnel
- Member of labor negotiations team which negotiated three union contracts
- Oversaw insurance/risk management
- Established city wide assessment mechanism for storm water system

U. S. Coast Guard

(Reserve) (1978 to 1995)
Commanding Officer & Executive Officer of 120 member Reserve Unit.

(Active Duty) (1969 to 1972)
Officer Candidate School, Explosive Loading Supervisor/OOD
Commanding Officer, USCG Loran Station, Eniwetok, Marshall Islands

Education
BS Accounting, Montana State University, Bozeman
School of Law, University of Montana (Three Semesters)

Computer
Microsoft Word, Excel, Access, Power-Point, Outlook
JD Edwards, SunGard Pentamation