



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

Subject	Regular Meeting Minutes	Date	02/19/2014
Recorder	Kylie Purves, City Clerk	Start Time	5:10 PM
Committee Chair	David Musgrove	End Time	6:44 PM
Committee Members	Connie Lord, David Musgrove, Ed Stern		
Staff Present	Mayor Erickson; Debbie Booher, Finance Director; and Nicole Stephens, Deputy City Clerk		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	<p>Musgrove and Booher discussed that ordering small batches of forms is possibly more economical than ordering in bulk because of revisions. Booher discussed responding to questions electronically.</p> <p>Stern, Booher and Purves discussed the prosecutor contract.</p> <p>Stern relayed concerns expressed by Berry-Maraist regarding the budget and proposed ordinance reducing water and sewer tax. Booher addressed concerns and committee will recommend approval.</p> <p>Musgrove questioned process by which ordinances are codified in Poulsbo Municipal Code. He believes there might be inconsistencies but will investigate further.</p>
	b. Agenda and Extended Agenda Review	
	1. 03/05/14 - Members Absent	
	2. 03/19/14 - Members Absent	
	3. 04/02/14 - Members Absent	
2.	Agenda Items	
	a. Council Rules and Procedures	<p>Committee and staff discussed the history behind several drafts of the Council Rules of Procedure. Lord shared notes from a previous workshop.</p> <p>There was consensus to start anew with revisions primarily limited to interjurisdictional issues and council communication.</p>