

## **POULSBO CITY COUNCIL SPECIAL MEETING OF MAY 30, 2012**

### **M I N U T E S**

**PRESENT:** Mayor Erickson, Berry-Maraist, Henry, Lord, McGinty, Musgrove, Nystul, Stern.

Staff: Boltz, Booher, Stephens

Also present: Carol Etgen, City Clerk City of Fife

### **MAJOR BUSINESS ITEMS**

- \* \* \* Presentation: Parliamentary Procedures
- \* \* \* Discussion: Goals and Performance Measures
- \* \* \* Discussion: Individual Council Initiatives
- \* \* \* Agreement for Legal Services: New Cingular Wireless Refund Claim
- \* \* \* Budget Amendment – Lorig

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Erickson called the workshop to order in the Council Chambers at 6:05 PM and led the Pledge of Allegiance.

#### **2. WORKSHOP AGENDA**

##### **a. Presentation: Parliamentary Procedures**

Carol Etgen, City of Fife City Clerk, provided her professional background and her experience as a Parliamentarian; and asked for Council input and concerns about the way Council meetings are ran.

Council input included:

- Voting method; stating name and vote.
- The inability for the Mayor to see Councilmembers who wish to speak due to the design of the dais.
- Voting/Council comment request and timing equipment.
- Order and method for Council to speak during discussion items.

Etgen outlined the proper procedure for making a motion; seconding a motion; a motion under discussion; procedure of “Point of Order”, “Call for the Question” and “Substitute Motion”.

The Council requested the Clerk provide a cheat sheet at the Council dais on common procedures and motions.

**b. ► Discussion: Goals and Performance Measures**

Finance Director Booher explained the difference between performance measure and workload measures; mission statements and how they are developed; working goals, visionary and policy goals; setting and measurement of goals.

Council discussion included:

- What information they want for Department Heads during the budget process
- Department level of service discussion during upcoming budget process
- How the budget is presented; through Council committees vs. Council workshop
- Comprehensive goals vs. Long Range goals vs. Legislative goals

**c. ► Discussion: Individual Council Initiatives**

Councilmember Stern commented on the difference between Council goals and individual Councilmembers initiatives.

**d. ► Agreement for Legal Services: New Cingular Wireless Refund Claim**

Finance Director Booher provided background on the claim from AT&T Mobility/New Cingular for a refund of utility taxes paid for wireless internet services. The claim is based on a national class action lawsuit.

**Motion:** Move to approve signature authority for Mayor Erickson to sign the contract with Ogden, Murphy Wallace. **Action:** Approve, **Moved by** Lord, **Seconded by** Nystul. Motion passed unanimously.

**e. ► Budget Amendment - Lorig**

Mayor Erickson request the Councils approval for a budget amendment and contract with Kennedy and Mohn for a feasibility study on the Citys downtown properties, at a cost of \$7,500.

**Motion:** Move to approve the budget amendment as attached and authorized the Mayor to sign a contract with Kennedy and Mohn P.S. to produce a feasibility study

for the City of Poulsbos downtown properties.

**Action:** Approve, **Moved by** Musgrove, **Seconded by** Lord.

Motion passed unanimously.

### 3.ADJOURNMENT

**Motion:** Move to adjourn at 9:14 PM., **Action:** Approve, **Moved by** Henry, **Seconded by** McGinty.

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC