



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

Subject	Meeting Agenda	Date	02/21/18
Recorder	City Clerk Fernandez	Start Time	5:03 PM
Committee Chair	Ed Stern	End Time	6:04 PM
Committee Members	Jeff McGinty (absent), Kenneth Thomas, Ed Stern		
Staff Present	Mayor Erickson, Finance Director Booher, City Clerk Fernandez, Senior Budget Accountant Ziemann, Councilmember Garland, Bill Austin		

Agenda

No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	Miscellaneous discussion: PSRC Population projections differ from the Office of Financial Management. Erickson said 3-3.5% margin of error is incredibly accurate. Their data gathering is getting even better, and more accurate than the state for projections.
	b. Agenda and Extended Agenda Review	
	1. 02/21/18-Members Absent-McGinty	
	2. 03/07/18-Members Absent-	Stern and Thomas will swap out audits for March 14 and 28.
2.	Agenda Items	
	a. Review of Council Committee Selection Process	<p>Thomas said every couple of years there are elections and in January the council works over the committee assignments. They recently went through that process, and based on that experience, he would like to refine the process. He noted it was pointed out RCW 35A.12.065, Pro tem appointments, says the Council votes on the deputy mayor, PMC 2.04.030 gives direction on committee assignments, and PMC 2.12 defines the alternate deputy mayor procedure, but not the deputy mayor is not in the PMC. In the past, the Mayor has appointed the deputy mayor and alternate deputy mayor.</p> <p>Erickson noted that RCW 35A.12.065 states "may" instead of "shall." Poulsbo is a code city, and unless our code is in violation of state law, they can do things differently.</p>

Thomas said the Council reached consensus for committee assignment and the deputy mayor and alternate deputy mayor position, but never took any action. At the last Council meeting, the Council took a vote for the tribal liaison. He wondered what made that assignment different than the others. He had no problem for the consensus system for selections; however, once consensus is reached, he would like to see action taken at the next council meeting with an official vote. This will give the Council time to think about the selections, and they can voice any concerns prior to the vote.

The committee recommended amending Chapter 2.04.030 by adding Section D (4) to include: After the council goes through the selection process, the selections will be distributed in the following agenda packet for review and concurrence by adoption.

Discussion was held on letting the Mayor make a recommendation on the deputy mayor and alternate deputy mayor, because in the event that something would happen to the mayor these offices are an extension of the executive branch.

Erickson said she had intended to appoint Stern and Thomas as deputy and alternate deputy mayor. She said it was not a reflection of anything wrong with McGinty and Lord, it is just that they had been the deputy and alternate deputy mayors for eight years and she felt it was time to give somebody else a chance. But once she received the email regarding RCW 35A.12.065, she stepped back and didn't make her recommendation.

The committee recommended amending PMC 2.12 to add the deputy mayor office and amend the selection process to include receiving a recommendation from the mayor, and for the council to vote on the recommendation.

Mayor Erickson said she will call McGinty and Lord and update them on the committee's discussion.

Discussion was held on having a briefing session before prior to the selection process in January.

Discussion was held on the separation of the executive and legislative branch. Mayor Erickson asked to be kept

		<p>informed when requests are coming from Council to staff. Stern asked the Mayor to considering bringing back at a future committee meeting a more structured policy statement regarding this concern.</p> <p>Stern noted bigger cities have a legislative aide to have everything funnel through them. Right now, they use the clerk, but mostly end up doing things themselves.</p>
	<p>b. 2018 Carryover/Beginning Balance</p>	<p>Booher reviewed the General fund projected beginning balance difference is \$914,188, and after expenditures, the net increase is \$483,816. She highlighted the variables in revenues and expenditures, carryover requests/adjustments, and indirect allocation revenue. The Mayor's priorities (long range vision) include: future payroll liabilities; legislative fireworks ballot issue; city hall interior painting; jail budget increase; transfer to facilities fund for future public works facility; and the remainder to go to revenue stabilization. She reviewed the carryover for special revenue funds, Park Reserves Fund 302, Facility Fund 331, all utility funds, and Sewer Fund 403 – Capital.</p>