

# FINANCE COMMITTEE MEETING MINUTES

## March 11, 2014

### **Councilmembers Present**

Councilmember Lora Petso  
Councilmember Kristiana Johnson  
Councilmember Fraley-Monillas

### **Staff Present**

Sarah Mager, Accounting Supervisor  
Deb Sharp, Accountant  
Phil Williams, Public Works Director  
Leif Bjorback, Building Official  
Rob English, City Engineer  
Jeannie Dines, Recorder

### **Public Present**

Ron Wambolt  
Bruce Witenberg

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Councilmember Petso called the meeting to order at 7:03 p.m.

### **A. 2014 January Budgetary Financial Report**

Ms. Mager pointed out the report now includes the comparison of revenue and expenses to the prior year for the utility funds. The beginning fund balance numbers are preliminary and will be updated when the financial statements are completed. Ms. Mager and Ms. Sharp responded to Council questions. Ms. Mager will research and email committee members regarding increased amusement games revenue, increased Woodway law protection revenue, miscellaneous General Fund revenue and revenue from the Comcast franchise agreement in 2013.

Action: Schedule on Consent Agenda
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### **B. March 2014 Budget Amendment Ordinance**

Mr. English, Mr. Williams, Mr. Bjorback and Ms. Sharp reviewed the budget amendments in detail and responded to committee members' questions. Several of the amendments were to carry-forward funds approved by Council in 2013 that will be expended in 2014. Committee members requested additional information/research on several amendments including:

- Re-instatement of Vacated Position (Street Department, Public Works)
- Construction Inspection – Swedish Hospital Utilities (Public Works)
- 2013 SS Replacement Project (Public Works)
- Connected Sumps on 238<sup>th</sup> to Hickman Park (Public Works – Engineering)
- Building Professional Services (Development Services)

Finance staff was asked to provide a memo highlighting expenditures that had not previously been approved by Council. During Committee Reports at the March 18 meeting, committee members will encourage Councilmembers to review the budget amendment prior to the March 25 meeting.

Action: Schedule for full Council March 25 with memo from Finance highlighting expenditures not previously approved by Council.
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### **C. Review Cost to Have Minutes of Committee Meetings Taped and Transcribed**

Committee members discussed a proposal to record the Parks, Planning & Public Works Committee and Personnel & Public Safety Committee meetings and have minutes transcribed from the recording.

A question was raised regarding the practice of reporting on committee meetings at the end of the Council meeting when the Council has already action on most of the items discussed by the committee.

Action: Obtain further information regarding the cost of transcribing committee meetings and continue discussion at the April Finance Committee meeting.

**D. Public Comments**

**Ron Wambolt, Edmonds**, referred to the 2014 January Budgetary Financial Report that showed the Finance Department was over-budget by \$54,000. Councilmember Petso offered to email staff. Mr. Wambolt noted many cities take public comment at the beginning and end of their meetings.

**Bruce Witenberg, Edmonds**, asked whether the Finance Committee planned to make a recommendation to the City Council with regard to the announcement of litigation settlements and settlement of claims. He also questioned the verbiage used to describe the purpose of executive sessions, and requested when specific litigation is being discussed, it be identified. He requested the Council report when there are significant developments with regard to litigation such as trial dates, judgments, etc. Councilmember Petso advised there will be change in the practice of announcing settlements.

Adjournment – The meeting adjourned at 9:03 p.m.