

City Council Workshop Minutes  
May 16, 2011

Mayor Samuelson opened the workshop at 2:30 PM. Present were City Council Members, Robert Gilman, Robert Waterman, Hal Seligson and Fran Abel. Rene Neff arrived at 2:40 PM. Also present was City Attorney Grant Weed and Director of Finance Debbie Mahler.

Grant Weed discussed public records requests, the process for disseminating them and the state laws regarding them. Grant explained the changes in the laws in the last session of the legislature. House bill 1899 changed the range of penalties that the court can impose for violations of the public disclosure act. Another bill amended the law so that incarcerated inmates who request documents cannot receive monetary penalties. A new exemption was added to protect the identity of minors involved in public activities.

Personnel policies and procedures – what are the roles of Council vs Mayor/administration. Councils adopt policies and procedures, administration administers those policies. Mayor is chief personnel officer. Grant stated that it is a good idea to periodically review and update the personnel policies. Gilman asked about the boundaries of executive sessions regarding personnel. Disciplinary action, performance of an employee, qualifications of a prospective employee and labor negotiations are subjects for an executive session. Personnel is not a blanket reason for an executive session.

Council roles in development of financial responsibilities and procedures. Budget function is Council's. They adopt the budget, Mayor is responsible to bring forth a proposed budget and Council amends and passes a final budget. Compliance with state law and bars manual guide the use of funds after the city council has established priorities. The role of the finance committee was also discussed.

Council relationship with staff. Whether a city has a mayor-council or manager-council form of government, the chief executive officer manages the staff. The day to day duties and how they are accomplished is up to the Mayor/Manager.

Code enforcement and interpretation. Code enforcement is dependent on budget available. Council's role is to appropriate funds for enforcement. The administrative branch carries out the enforcement action. If code enforcement includes litigation than Council participation is required.

Legislative impacts. Grant reported on the impacts of current legislation on the city. Bill passed to require larger contributions to the law enforcement academy. Require minimum 12 hour impound of vehicle if a DUI arrest is made. Changes in the medical marijuana laws and the Governor's partial veto were discussed. A bill was passed that extended the time between the updates of land use and shoreline plans from six years to eight years. A bill that allows impact

fees to be held for ten years instead of six years. House bill 1953 allows real estate excise taxes to be used for other than capital purposes and a reform of dial-a-dig requirements.

The meeting was adjourned at 4:30 PM.

Respectfully submitted,

Debbie L. Mahler