



EX.4 - EXIT - OPMA: Special Meeting Minutes

Reporting Level: Exit Item
Type: Accountability
Category: Open Public Meeting/Record
Last Prepared By: DMM, 5/27/2011
Last Reviewed By: FAD, 7/12/2011

Exception:
Open Public Meetings Act – special meetings

The City held a Special Meeting on February 28, 2011 regarding the appeal for the FEMA flood elevation map. A quorum of City Council members was present during the meeting in which discussion took place addressing the business of the City. According to state law (RCW 42.30 and RCW 42.32), this meeting meets the definition of a meeting, requiring meeting minutes. At the time of audit, minutes were not prepared and made available for public inspection.

We recommend the City ensure it complies with state law by preparing and making meeting minutes timely and available for public inspection.

Notes:

The City held a Special Meeting on February 28th with a quorum City Council members was present and during which discussion took place addressing the business of the City (specifically the FEMA flood elevation map appeal). According to state law, this meets the definition of a meeting and therefore minutes are required. Minutes were not prepared and made available for public inspection

We recommend the City ensure it comply with RCWs 42.30.010 (Open Public Meetings Act) and 42.32.030 (Minutes).

Auditor Notes:

We communicated this to Finance Director Alicia Huschka on 5/25/2011 and again on 7/11/11 (prior to the exit conference).

Alicia noted that these minutes were taken but were still in draft form and that they would make them a priority to review and post for the public.