



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES SEPTEMBER 6, 2023

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.

CALL TO ORDER

Chair Bryan Holloway called the meeting to order at 6:04 pm.

Committee Members: Councilmembers Bryan Holloway and James Mayhew were present.

It was noted that Councilmember Louis Washington's absence would be excused this evening.

City Staff:

Mike Chambless, Interim City Administrator; Jen Ferguson, Finance & IT Director (remote); Deana Dean, City Clerk (remote); Janna Walker, Budget Analyst; Krista Hintz, Management Analyst (remote); Emily Arteche, Community Development Director (remote); and Andy Latham, IT Support.

Add-on:

At 6:04 pm, Chair Holloway noted the committee would enter into executive session pursuant to RCW 42.30.110(1)(a)(i) To discuss litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency for approximately 10 minutes.

Committee reconvened at 6:14 pm.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENTS - There were no public comments.

MINUTES

1. CM Mayhew requested the word "brief" be removed from discussion items for these minutes as well as any future minutes. The minutes from the August 22, 2023, meeting were approved as revised.

APPROVAL OF WARRANTS / CLAIMS

2. CM Mayhew requested better line item descriptions, specifically where professional services are indicated. The claims approval report dated September 11, 2023, was approved to move forward at the September 11, 2023, City Council consent agenda.

AGENDA BILLS – None.

DISCUSSION

3. **Q2 2023 Financial Report:** Janna Walker, Budget Analyst, reviewed this item. Discussion followed.
4. **2024 Legislative Priorities Discussion.** CM Mayhew provided his comments which were based on the 2023 Legislative Priorities.
5. **September 25, 2023, Draft Itinerary.** Approved.

CITY COUNCIL MEETING AGENDA REVIEW: It was moved by CM Mayhew to cancel the September 11, 2023, City Council Meeting and move the proposed items to the September 25, 2023, meeting which was approved.

ADJOURNMENT - The meeting was adjourned at 7:06 pm.

Minutes taken by Deana Dean, City Clerk.

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the September 19, 2023, Finance & Administration Committee Meeting.