



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES FEBRUARY 22, 2023

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

### CALL TO ORDER

Councilmember Holloway called the meeting to order at 6:01 pm.

**Committee Members:** Councilmembers Bryan Holloway and James Mayhew.

It was moved by CM Holloway, seconded by CM Mayhew to  
**Excuse Councilmember Wotton's absence at tonight's meeting.**  
Passed unanimously.

#### **City Staff:**

Mike Sauerwein, City Administrator; Bob Sterbank, City Attorney (remote); Deana Dean, City Clerk; Andy Latham, IT Support Analyst; Drew Bouta, Budget Manager; Sarah Reeder, ERP Project Manager (remote); Carson Hornsby, Management Analyst; Christopher Miller, Interim IT Director (remote); and Mike Chambless, Parks and Public Works Director (remote).

**AGENDA APPROVAL:** The committee approved the agenda as presented.

**PUBLIC COMMENTS** - There were no public comments.

### MINUTES

1. The minutes from the February 7, 2023, Finance and Administration meeting were approved as presented.

### APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated February 27, 2023, was approved to move forward at the February 27, 2023, City Council consent agenda.

**PRESENTATION** – There was no presentation.

**AGENDA BILLS** – There were no agenda bills.

### DISCUSSION

3. Financial Management Policy – Budget Amendments. Drew Bouta, Budget Manager, spoke to the proposal on amending the financial management policy regarding budget amendments to include when budget amendments are presented to Council. Discussion followed. Councilmember Holloway noted if there are operational changes, they can stack up but if there are unique activities requiring new appropriation or significant changes to the existing appropriation, then a budget amendment should be brought forward. Further discussion. The committee agreed a budget amendment should happen at the same time as the

action to do the expenditure. Agenda bills asking for appropriations need to come at the same time with the budget amendment. Drew indicated they would make changes to the financial management policy and bring it back for review at a future Finance & Administration Committee meeting.

4. Tyler ERP implementation update provided by Sarah Reeder. Committee questions and comments followed.

#### **CITY COUNCIL MEETING AGENDA REVIEW**

5. **February 27, 2023, City Council Meeting Agenda:** Approved as amended.

**ADJOURNMENT** - The meeting was adjourned at 6:49 pm.

*Minutes taken by Deana Dean, City Clerk*

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

*Minutes approved at the March 7, 2023 Finance & Administration Committee Meeting.*