



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR HYBRID MEETING MINUTES AUGUST 16, 2022

---

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

### CALL TO ORDER & ROLL CALL

Acting Chair Holloway called the meeting to order 6:30 PM

**Committee Members:** Councilmember Cara Christensen was present.

Committee Chair Jim Mayhew's absence was excused.

Mayor Katherine Ross and Councilmember Rob Wotton (Remote) was present.

#### City Staff:

Mike Sauerwein, City Administrator  
Deborah Estrada, City Clerk  
Drew Bouta, Budget Manager  
Jennifer Ferguson, Finance Director

Perry Phipps, Police Chief  
Carson Hornsby, Management Analyst (Remote)  
Mark Gerken, IT  
Chris Miller, Interim IT Director

### AGENDA APPROVAL

**PUBLIC COMMENTS** - There were no requests to speak.

### MINUTES

1. Approval of the minutes:
  - a. August 2, 2022, Finance & Administration Meeting
  - b. August 3, 2022, Special Finance & Administration Meeting

The minutes were approved as presented.

### WARRANTS / CLAIMS

2. The August 22, 2022, payment of claims report for the period July 29 – August 4, 2022 and ACH for the period August 2– August 8, 2022 was approved for the August 22, 2022, City Council Consent Agenda.

### AGENDA BILLS

3. **AB22-112:** Staffing Plan – Mid-Budget Revisions (Behavioral Health Specialist)  
The Committee recommended that the Agenda Bill be modified to include the duration of the funding.
4. **AB22-119:** Resolution 1623 Declaring Surplus Property and Authorizing the Sale of City Property (IT Department).  
The Committee recommended that AB22-119 move forward to Consent.

### DISCUSSION

5. Enterprise Resource Planning (ERP) Project Update

6. Financial Quarterly Performance Reporting

The Committee recommended postponing discussion of this item to the September 7 Finance & Administration meeting.

7. Finance & Administration Work Plan Update

**CITY COUNCIL AGENDA REVIEW**

8. Review Draft City Council Agendas dated:

a. August 22, 2022, Roundtable & Regular Meeting

Move Surplus Item to Consent

Push SCORE Item out to the next Council Meeting

Remove Budget Discussion

Add Revised Budget Calendar

b. August 23, 2022, Special Meeting

Move Surplus Item to Consent

Push SCORE Item out to the next Council Meeting

Remove Budget Discussion

Add Revised Budget Calendar

**ADJOURNMENT**

There being no further business to come before the Committee, Committee Chair Mayhew adjourned the meeting at 7:13 PM.

**Attest:**

\_\_\_\_\_  
Bryan Holloway, Acting Committee Chair

\_\_\_\_\_  
Deborah A. Estrada, City Clerk