



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES DECEMBER 6, 2022

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

CALL TO ORDER

Committee Chair Mayhew called the meeting to order at 6:31 pm.

Committee Members: Chair James Mayhew, Councilmembers Bryan Holloway, and Councilmember Cara Christensen. Also, present were Mayor Katherine Ross.

City Staff:

Mike Sauerwein, City Administrator; Jen Ferguson, Director of Finance & HR; Drew Bouta, Budget Manager; Deana Dean, City Clerk; Mark Correia, Fire Chief; Jimmie Betts, IT; Christopher Miller, Interim IT Director (remote); Mike Chambless, Parks & Public Works Director (remote); Emily Arteche, Community Development Director (remote).

AGENDA APPROVAL: The committee approved the agenda as presented.

PUBLIC COMMENTS - There was no public comment.

MINUTES

1. Committee approved the minutes from the November 22, 2022, Finance and Administration meeting as presented.

APPROVAL OF WARRANTS / CLAIMS

2. Claims Approval Report dated December 12, 2022, was approved for the December 12, 2022, City Council consent agenda.

PRESENTATION – There was no presentation.

AGENDA BILLS

3. **AB22-160:** Termination of File Local Subscriber Agreement. Jen Ferguson, Director of Finance & HR, provided explanation. Discussion followed. Approved to move to the December 12, 2022, council meeting consent agenda with modification to the language adding “due to service not meeting expectations.”
4. **AB22-163:** Memorandum of Agreement with International Association of Firefighters Local 1828. Approved to move to the December 12, 2022, council meeting consent agenda.
5. **AB22-162:** Amendment to 2021-2022 Biennial Budget – Ordinance 1272. Drew Bouta, Budget Manager, provided explanation and discussion followed. Approved to move to the December 12, 2022, council meeting as amended.

DISCUSSION

6. **Quarterly Financial Performance Report** – Ms. Ferguson spoke to the proposed quarterly financial performance report. Discussion followed.
7. **Finance & Administration Work Plan Update:** Informational item only.

CITY COUNCIL MEETING AGENDA REVIEW

8. **December 12, 2022, City Council Meeting Agenda:** Approved as amended.

ADJOURNMENT

Committee Chair Mayhew adjourned the meeting at 7:25 pm.

Minutes taken by Deana Dean, City Clerk

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

Minutes approved at the January 4, 2023 Finance and Administration Committee Meeting.