



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES SEPTEMBER 19, 2023

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*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 6:00 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.

Mayor Katherine Ross was also present.

#### **City Staff:**

Mike Chambless, Interim City Administrator; Jen Ferguson, Finance & IT Director; Deana Dean, City Clerk; Janna Walker, Budget Analyst; Nicole Wiebe, Community Liaison; L.T. Liebetrau, Police Evidence and Records Technician; Krista Hintz, Management Analyst; Emily Arteché, Community Development Director; Carson Hornsby, Management Analyst; Sarah Reeder, IT Manager; and Andy Latham, IT Support.

**AGENDA APPROVAL:** The agenda was approved as presented.

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

### MINUTES

1. The minutes from the September 6, 2023, meeting were approved as presented.

### APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated September 25, 2023, was approved to move forward at the September 25, 2023, City Council consent agenda. Jen Ferguson, Finance and IT Director, shared changes to how the claims approval report will be provided to council and the public.

### AGENDA BILLS

3. **AB23-104:** Council Priority Tracker. Carson Hornsby, Management Analyst, provided an update to committee including changes implemented based on feedback from the last committee meeting. Committee is requesting hard copies be given to Council at the next meeting and that the items under F&A Committee be scheduled in to keep committee informed for awareness, action, and support of. Each committee should also have those discussions. This item is approved to move forward at the September 25, 2023, City Council meeting to be noted as Discussion only.

4. **AB23-079:** Meadowbrook Farm Operations and Maintenance Services Agreement.
5. **AB23-112:** Meadowbrook Farm Governance ILA.
6. **AB23-113:** Meadowbrook Farm Prairie Loop Trail Project.

Emily Arteché, Community Development Director, introduced AB23-079 and AB23-113. Mayor Ross introduced AB23-112. Discussion followed with Emily, Mayor Ross, and Mike Chambless answering Committee questions. Committee provided input and suggested changes. AB23-079 and AB23-112 may be brought back at the October 3, 2023, Finance & Administration Committee meeting. AB23-113 is approved to move forward at the September 25, 2023, City Council meeting on the consent agenda.

## **DISCUSSION**

7. **ERP Update.** Sarah Reeder, IT Manager, provided an ERP update via PowerPoint presentation. Committee requested the issues log be provided. This matter can be brought back with additional in-depth information about the project.

**CITY COUNCIL MEETING AGENDA REVIEW:** The September 25, 2023, City Council Agenda was approved as amended.

## **EXECUTIVE/CLOSED SESSION:**

Executive Session pursuant to RCW 42.30.110(1)(a)(ii) To consider, if in compliance with any required data security breach disclosure under RCW 19.255.010 and 42.56.590, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.

No action is anticipated to occur following conclusion of the executive session.

Committee entered into executive session at 7:42 pm.

Executive session ended at 8:00 pm.

**ADJOURNMENT** - The meeting was adjourned at 8:00 pm.

*Minutes taken by Deana Dean, City Clerk.*

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

*Minutes approved at the October 3, 2023, Finance & Administration Committee Meeting.*