



## **FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES JANUARY 4, 2023**

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*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 6:30 pm.

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

#### **City Staff:**

Drew Bouda, Budget Manager; Deana Dean, City Clerk; Carson Hornsby, Management Analyst; Jimmie Betts, IT; Christopher Miller, Interim IT Director; Mike Chambless, Parks & Public Works Director; Mike Sauerwein, City Administrator (remote); Jen Ferguson, Director of Finance & HR (remote); Emily Arteché, Community Development Director (remote); Bob Sterbank, City Attorney (remote).

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

### **ITEM TAKEN OUT OF ORDER:**

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

1. **January 9, 2023, City Council Meeting Agenda:** Approved as amended.

**PUBLIC COMMENTS** - There was no public comment.

### **MINUTES**

2. Committee approved the minutes from the December 6, 2022, Finance and Administration meeting as presented.

### **APPROVAL OF WARRANTS / CLAIMS**

3. Claims Approval Report dated January 9, 2023, was approved for the January 9, 2023, City Council consent agenda.

### **AGENDA BILLS**

4. **AB23-006:** Resolution No. 1632 Ratifying Emergency Proclamation 22-21A. Mike Chambless, Parks and Public Works Director answered committee questions. This item was approved to move forward on the January 9, 2023 Council meeting consent agenda as presented.
5. **AB23-010:** 2023 Meeting Schedule. No discussion held. This item was approved to move forward on the January 9, 2023 Council meeting for discussion.

## DISCUSSION

6. **Finance & Administration Work Plan Update:** Informational item only.
7. **Ethics Program Discussion.** Brief discussion on ethics training including onboarding efforts for council and employees, and annual ethics training and certification. It was noted that Finance & HR Director Jen Ferguson is working on onboarding items to include ethics and customer service and could include council in those trainings. City Attorney Bob Sterbank noted he has a potential consultant who could provide ethics training. This matter will be on the next Finance & Administration Committee Meeting for follow up discussion.

## ADJOURNMENT

Committee Chair Mayhew adjourned the meeting at 6:54 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 18, 2023 Finance and Administration Committee Meeting.*