



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES OCTOBER 18, 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 6:38pm

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

City Staff:

Mike Sauerwein, City Administrator

Bob Sterbank, City Attorney

Jen Ferguson, Finance Director

Drew Bouta, Budget Manager

Carson Hornsby, Management Analyst/Acting City Clerk

Jimmie Betts, IT Systems Support

AGENDA APPROVAL: The committee approved the agenda as presented.

PUBLIC COMMENTS - There was no public comment.

MINUTES

1. Committee approved the minutes from the Oct. 4, 2022, Finance and Administration meeting.

APPROVAL OF WARRANTS / CLAIMS

2. Claims Approval Report dated Oct. 24, 2022, was approved for the Oct. 24 City Council consent agenda.

AGENDA BILLS

2. **AB22-151:** Ordinance 1269 Amending SMC 13.12.040(G) to Establish a Payment Plan Program for Delinquent Utility Accounts: Move to full council agenda on Oct. 24 with first reading waived; additionally, define in the ordinance "prolonged duration."
3. **Placeholder:** End of Emergency Proclamation: Overview of process to end Emergency Proclamation related to the COVID-19 pandemic.

DISCUSSION

4. **ERP Tyler/Munis Project Update:** Committee was provided an update regarding the implementation of the Tyler/Munis project by Project Manager Sarah Reeder.

CITY COUNCIL MEETING AGENDA REVIEW

5. **Oct. 19, 2022 Special City Council Meeting Agenda:** Approved

6. **Oct. 24, 2022 City Council Meeting:** Approved as amended below.
[Executive session taken at 7:40pm for 5 minutes with City Attorney, City Administrator, and Mayor regarding RCW 30.110(1)(i)(III). Open session resumed at 7:45pm.]
 - ABA22-074 moved to F&A committee reports.
 - Add Legislative Priorities Discussion to COW reports.
 - Add public comment section specifically for proposed Snoqualmie Mill Development Agreement under public comments.
 - AB22-114 moved to follow consent agenda.
 - AB22-098 moved to follow AB22-114.
 - 10/24 CC agenda approved as amended.

7. **Nov. 1, 2022 Special City Council Meeting:** Approved

AGENDA BILLS (Continued)

- **AB22-076: 2023-2024 Biennial Budget**

Budget Manager Drew Bouta provided a Biennial Budget introduction. City Administrator Sauerwein presented a budget overview of the following departments/divisions: Executive, City Clerk's Office, Communications. Mr. Bouta also presented on Biennial Budget topics: Review of Cost Allocation Plan and Budgetary Assumptions. Finance Director Ferguson provided an overview of AB22-150, 2023 Salary Schedule for Non-Represented Management & Professional Employees.

ADJOURNMENT

Committee Chair Mayhew adjourned the meeting at 9:23pm.

Minutes taken by Carson Hornsby, Acting City Clerk

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

Minutes approved at the November 8, 2022 Finance and Administration Committee Meeting.