



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES AUGUST 8, 2023

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 James Mayhew and Louis Washington were present.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, Interim City Administrator; Jen Ferguson, Finance, HR, & IT Director; Drew Bouta, Budget Manager; Janna Walker, Budget Analyst; Deana Dean, City Clerk; Krista Hintz, Management Analyst; Emily Arteche, Community Development Director (remote); Sarah Reeder, IT Manager (remote); and Jimmie Betts, IT Support.

AGENDA APPROVAL: The agenda was approved with the addition of three discussion items.

PUBLIC COMMENTS - There were no public comments.

MINUTES

1. The minutes from the July 18, 2023, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated August 14, 2023, was approved to move forward at the August 14, 2023, City Council consent agenda.

AGENDA BILLS

3. **AB23-070:** 2023-2024 Biennial Budget Amendment – ERP Project. Budget Manager Drew Bouta provided explanation of the proposed budget amendment. Discussion followed. This item can be brought back at a future F&A meeting.
4. **AB23-102:** Resolution 1659 Designating Agent to Receive Claims. City Clerk Deana Dean spoke to this item. This item is approved to move forward at the August 14, 2023, City Council meeting on the consent agenda. A future agenda bill should be brought forward appointing the City Clerk as the Risk Manager.

DISCUSSION

5. 2023 Q1 Quarterly Report: Budget Analyst Janna Walker reviewed the 2023 Q1 quarterly financial report. Discussion followed.
6. Add-on: Discussion of utility rates and rate study. CM Mayhew inquired as to updates to the utility rates and status of the rate study. Drew Bouta indicated the rate study is on the department workplan. CM Mayhew noted a preference for adopting any revised rates to be effective January 1, 2024.
7. Add-on: Discussion of funding of labor contracts and levy lid lift. Brief discussion. CM Holloway suggested this be added to the next closed/executive session. Presentation on future revenue sources to be brought at a future meeting.
8. Add-on: Discussion concerning affordable housing RFP. Brief discussion followed on the potential conflict of interest between entity and individual councilmember's role. The Mayor directed MPT Holloway to speak with individual councilmembers and that the issue should be brought to the Community Development Committee and then Council. CM Mayhew requested the city attorney advise councilmembers for clarity on legality of city property disposition including issuance of RFP's.

CITY COUNCIL MEETING AGENDA REVIEW: The August 14, 2023, City Council Meeting Agenda was approved as amended.

ADJOURNMENT - The meeting was adjourned at 7:58 pm.

Minutes taken by Deana Dean, City Clerk.

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

Minutes approved at the August 22, 2023, Finance & Administration Committee Meeting.