



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES JANUARY 3, 2024

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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 6:01 pm.

**Committee Members:** Councilmembers Bryan Holloway and Louis Washington were present.

Mayor Katherine Ross and Councilmember Catherine Cotton (remote) were also present.

#### **City Staff:**

Mike Chambless, City Administrator; Deana Dean, City Clerk; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Brian Lynch, Police Chief; Michael Liebetrau, Police Evidence and Records Technician; Emily Artech, Community Development Director (remote); and Andy Latham, IT Support.

**OATH OF OFFICE** was administered to CM Washington by City Clerk Dean for term beginning January 1, 2024.

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

### PUBLIC COMMENTS

### MINUTES

2. The minutes from the December 5, 2023, meeting were approved as presented.

### APPROVAL OF WARRANTS / CLAIMS

3. The claims approval report dated January 8, 2024, was approved to move forward at the January 8, 2024, City Council consent agenda.

### AGENDA BILLS

4. **AB24-001:** Resolution regarding Public Records Act Policy, Records Management Policy, and updated Fee Schedule. City Clerk Dean introduced this item explaining the proposed resolution and exhibits. Discussion and questions followed. This item is approved to move forward at the January 22, 2024, Council meeting non-consent agenda.
5. **AB24-002:** 2023-2024 Biennial Budget Amendment to Appropriate for the Collective Bargaining Agreement with Teamsters. Budget Manager Janna Walker introduced this item reviewing the proposed appropriations. Additional information provided by Drew Bouta, Finance Director. Discussion and questions followed. This item is approved to move forward to the January 8, 2024, Council meeting for first reading of the ordinance.

## DISCUSSION

6. **Revenue Options.** Drew Bouta, Finance Director, reviewed each of the items below. These are on the January 4, 2024, City Council Special Meeting agenda for further discussion.
  - a. AB24-004: Transportation Benefit District Ordinance
  - b. AB24-005: B&O Tax Rate Increase
  - c. AB24-006: Utility Tax Increase
  - d. AB24-007: Sales and Use Tax Increase
  - e. AB24-008: Levy Lid Lift Proposition
7. **Traffic Safety Cameras.** This item is on the January 4, 2024, City Council Special Meeting agenda for further discussion and then subsequently removed by Committee during agenda item #11.
8. **Legislative Priorities.** This item will be discussed at the January 8, 2024, Council meeting on Committee of the Whole report and then subsequently added by Committee during agenda item #12.
9. **Commission Handbook/Bylaws.** Mayor Ross discussed this item noting the city attorney has made updates to the handbook to bring consistent rules forward for all our commissions/committees. This item will be brought forward at the next Finance & Administration meeting.
10. **Upcoming Agenda Items (Informational Only):**
  - a. 2024 Salary Schedule for Non-Represented Management & Professional Employees
  - b. City Logo Ordinance
  - c. Tyler Technologies Contract Amendment for Tyler Payment System
  - d. North Bend Memorandum of Understanding (Behavioral Health Specialist)
  - e. Fee for Services Agreement
  - f. Council Chambers Audio and Video Upgrade
  - g. Hiring Incentive and Bonus Policy

## CITY COUNCIL MEETING AGENDA REVIEW:

11. Review Draft City Council Agenda dated January 4, 2024. The agenda was approved as amended.
12. Review Draft City Council Agenda dated January 8, 2024. The agenda was approved as amended.

**ADJOURNMENT** - The meeting was adjourned at 7:23 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 17, 2024, Finance & Administration Committee Meeting.*