



## **FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES FEBRUARY 21, 2024**

---

*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 6:02 pm.

**Committee Members:** Councilmembers Bryan Holloway and Jo Johnson (remote).

**City Staff:**

Michael Chambless, City Administrator; Deana Dean, City Clerk; Drew Bouta, Finance Director (remote); Emily Arteche, Community Development Director; Tami Wood, Revenue Manager (remote); and Jimmie Betts, IT Support.

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

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

### **MINUTES**

1. The minutes from the February 6, 2024, meeting were approved as presented.

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

2. The claims approval report dated February 26, 2024, was approved to move forward at the February 26, 2024, City Council meeting on the consent agenda.

### **AGENDA BILLS**

### **DISCUSSION**

3. ERP Project Status. PowerPoint update provided by Finance Director Drew Bouta. Topics included what has changed since the last project status update, goals for 2024, and status of Phases 1 – 4. Committee questions followed.
4. Council Open House/Town Hall Planning. CM Holloway will send out a list this week of potential subjects for review by City Administrator, Mayor, and Council. Those would then go to Council committees for review and Committee Chairs can then answer or delegate at the open house.
5. Council Retreat Discussion. CM Holloway opened the discussion. This item will be presented to council on Monday for date and venue preference.

6. Upcoming Agenda Items. Information only.

**CITY COUNCIL MEETING AGENDA REVIEW:**

7. Review Draft City Council Agenda dated February 26, 2024. The agenda was approved as amended.

**ADJOURNMENT** - The meeting was adjourned at 6:33 pm.

DRAFT

*Minutes taken by Deana Dean, City Clerk.*

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

*Minutes approved at the \_\_\_\_\_, 2024, Finance & Administration Committee Meeting.*