



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES MAY 21, 2024

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.

CALL TO ORDER

Councilmember Cara Christensen called the meeting to order at 6:05 pm.

Committee Members: Councilmembers Cara Christensen and Jolyon Johnson.

It was unanimously agreed to excuse CM Holloway from tonight's meeting.

Mayor Katherine Ross was also present.

City Staff:

Deana Dean, City Clerk; Gretchen Garrett, Deputy City Clerk (remote); Fletcher Lacroix, IT Director; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Jeff Hamlin, Parks & Public Works Director; Dylan Gamble, CIP Manager; Tami Wood, Revenue Manager (remote); and Andy Latham, IT Support.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES

1. The minutes from the May 7, 2024, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims report dated May 28, 2024, was approved to move forward at the May 28, 2024, City Council meeting on the consent agenda.

AGENDA BILLS – There were no agenda bills.

DISCUSSION

3. Review Proposed Update to the Financial Policies. Presentation provided by Drew Bouta, Finance Director. Topics included background, purpose of the review and update, 2.0 Reserves and Fund Balance, 3.0 Revenues, 4.0 Expenditures and Procurement, 5.0 Budget, 6.0 Capital Budget, 7.0 Debt Management, and 9.0 Long-Term Financial Planning. Committee questions and comments followed.

4. Enterprise Resource Planning (ERP) Project Status Update. Presentation provided by Drew Bouta, Finance Director. Topics included overview, Human Capital Management – Phase 2, and Enterprise Asset Management – Phase 4.
5. Deliberation and Review of Mayor's Proposed 2025-2030 CIP ("Non-Utilities"). Presentation provided by Jeff Hamlin, Parks & Public Works Director and Drew Bouta, Finance Director. Topics included progress, recent activities, phased approach, phased development, estimated costs, the CIP and Community Center funding plan, CIP and the Community Center background, the four financial buckets, survey results, planning efforts, 2023-2028 CIP worksheet, 2025-2030 CIP worksheet, one-time sales tax and real estate excise tax, interim financing, bonding, and debt service, capital program and debt service sustainability, other options, amount spent and construction cost inflation, and community center benefits.
6. Upcoming Agenda Items. Informational Only.

CITY COUNCIL MEETING AGENDA REVIEW:

7. Review Draft City Council Agenda dated May 28, 2024. The agenda was approved as amended.

ADJOURNMENT - The meeting was adjourned at 7:28 pm.

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.