



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES APRIL 16, 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 6:05 pm.

Committee Members: Councilmembers Bryan Holloway and Cara Christensen.

It was moved to excuse CM Johnson which was approved.

Mayor Katherine Ross and Councilmember Ethan Benson were also present.

City Staff:

Michael Chambless, City Administrator; Deana Dean, City Clerk; Fletcher Lacroix, IT Director; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Jen Hughes, Budget Analyst; Michael Liebetrau, Police Evidence and Records Technician; Tami Wood, Revenue Manager; 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 April 2, 2024, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims report dated April 22, 2024, was approved to move forward at the April 22, 2024, City Council meeting on the consent agenda.

AGENDA BILLS

3. **AB24-050:** Appointing Persons to Committees to Prepare Arguments Advocating the Approval and Rejection of Proposition No. 1 Public Safety Sales Tax at an Election to be Held on August 6, 2024. Finance Director Drew Bouta spoke to this item. Committee questions and comments followed. Application deadline is Sunday April 21, 2024.
4. **AB24-051:** 2025-2026 Biennial Budget Development Calendar. Drew Bouta spoke to this item. Committee comments included having CIP Non-Utilities on both Parks & Public Works Committee as well as the Finance & Administration Committee.

DISCUSSION

5. Prop No. 1 Explanatory Statement. Drew Bouta spoke to this item and the draft statement was reviewed with Committee. Next steps include legal review and then submittal to King County Elections by the May 7, 2024, deadline. Committee requested this be sent to Council via email and request feedback.
6. Review and Update of Financial Policies. Drew Bouta provided an introduction of this topic via PowerPoint presentation. Discussion followed.
7. ERP Project Status Update. Drew Bouta provided an update via PowerPoint presentation. Committee questions and comments followed.
8. Review of Council Rules of Procedure. The original Rules to be sent out to Council for review and feedback. Rules 1-3 to be reviewed at the May 7, 2024, F&A Committee meeting along with the section regarding public comments.
9. Council Open House/Town Hall. This item is continued to the May 7, 2024, F&A Committee meeting for a work session to discuss structuring the open house.
10. Upcoming Agenda Items. Informational Only.

CITY COUNCIL MEETING AGENDA REVIEW:

11. Review Draft City Council Agenda dated April 22, 2024. The agenda was approved as amended.

ADD-ON: Finance Director Drew Bouta spoke to the proposal to contract with Clark Nuber. Committee questions and comments followed. Committee requested further discussion, possible Executive Session, at the next F&A Committee meeting.

ADJOURNMENT - The meeting was adjourned at 7:11 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.