



2022 FINANCE & ADMINISTRATION WORK PLAN

Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

UPDATED: 8/12/2022 2:10 PM

AUGUST 16 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM		AGENDA FRI 6/17
TOPIC		STAFF
Minutes:		Deb Estrada
Warrants: Claims Report		Drew Bouta
AB22-112: Staffing Plan – Mid-Budget Revisions (Behavioral Health Specialist)		Jen Ferguson
Discussion: Enterprise Resource Planning (ERP) Project Update		Sarah Reeder
Discussion: Financial Quarterly Performance Reporting		Jen Ferguson
Discussion: Finance & Administration Work Plan		Deb Estrada
Draft August 22 City Council Agenda		Deb Estrada

AUGUST 29 – SPECIAL FINANCE & ADMINISTRATION COMMITTEE, 6:00 PM	
Staff Support:	
IT Support:	
TOPIC	
AB22-074: Financial Management Policy, Cont.	

AUGUST 30 – SPECIAL FINANCE & ADMINISTRATION COMMITTEE, 6:00 PM	
Staff Support:	
IT Support:	
TOPIC	
AB22-074: Financial Management Policy, Cont.	

SEPTEMBER 7 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM		AGENDA FRI
TOPIC		STAFF
Minutes:		
Warrants: Claims Report		Drew Bouta
AB22-118: MOU & Participation Form Approving Distributions to Local Governments of Funds from WA Attorney		Bob Sterbank
AB22-XXX: Approve Resolution No. XXXX Terminating Mission Square 401(a) Retirement Plan		Jen Ferguson
Draft City Council Agenda		

SEPTEMBER 20 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM		AGENDA FRI
TOPIC		STAFF
Minutes:		
Warrants: Claims Report		Drew Bouta

Discussion: Enterprise Resource Planning (ERP) Project Update	Sarah Reeder
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

OCTOBER 4 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM	AGENDA FRI
TOPIC	STAFF
Minutes:	
Warrants: Claims Report	Drew Bouta
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

OCTOBER 18 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM	AGENDA FRI
TOPIC	STAFF
Minutes:	
Warrants: Claims Report	Drew Bouta
AB22-076: 2023-2024 Biennial Budget – Review and Deliberations of Proposed Budget	All Dept Directors
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

NOVEMBER 8 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM	AGENDA FRI
TOPIC	STAFF
Minutes:	
Warrants: Claims Report	Drew Bouta
AB22-076: 2023-2024 Biennial Budget – Review and Deliberations of Proposed Budget	
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

NOVEMBER 22 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM	AGENDA FRI
TOPIC	STAFF
Minutes:	
Warrants: Claims Report	Drew Bouta
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

DECEMBER 6 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM	AGENDA FRI
TOPIC	STAFF
Minutes:	

Warrants: Claims Report	Drew Bouda
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

DECEMBER 20 - FINANCE & ADMINISTRATION COMMITTEE
PURSUANT TO COUNCIL ACTION TAKEN FEBRUARY 28, 2022
NOTICE:

OTHER ITEMS TO BE SCHEDULED:

1. Internal control matters
 - Discussion of internal controls implementing purchasing matrix and related policies
 - Administration update of Clark Number recommendations
2. Review of Whistleblower policies
3. Travel Policy
4. Financial Reporting
5. Ethics Ordinance – Comprehensive review of ethics policies and practices
6. Council Rules of Procedure
7. Enterprise Resource Planning Project Update