FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES NOVEMBER 7, 2023

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 6:00 pm.

Committee Members: Councilmembers Bryan Holloway, James Mayhew, and Louis Washington were present.

Mayor Katherine Ross was also present.

City Staff:
Mike Chambless, City Administrator; Deana Dean, City Clerk; Janna Walker, Budget Manager; Emily Arteche, Community Development Director (remote); Brian Lynch, Interim Police Chief; Dylan Gamble, CIP Project Manager; Patrick Fry, Project Engineer; Jeff Hamlin, Interim Parks & Public Works Director; Danna McCall, Communications Coordinator (remote); Sarah Reeder, IT Manager; Melinda Black, Police Records Technician; Michael Liebetrau, Police Evidence and Records Technician; Nicole Wiebe, Community Liaison (remote); Tami Wood, Revenue Manager (remote); and Andy Latham, IT Support.

AGENDA APPROVAL: The agenda was approved as amended, moving #7 to top of agenda bills.

PUBLIC COMMENTS - There were no public comments.

MINUTES

1. The minutes from the October 17, 2023, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated November 13, 2023, was approved to move forward at the November 13, 2023, City Council consent agenda.

AGENDA BILLS

3. **AB23-134**: King County Property Acquisition Parcel Identification Number: 7853240770. Patrick Fry, Project Engineer, spoke to this item nothing this 5-acre parcel has value for items such as utilities, parks, trails, etc. Discussion followed. This item is approved to move forward at the November 13, 2023, City Council consent agenda so long as the fund is changed.

4. **AB23-123:** The Property Tax Levy Ordinance (Levying Property Taxes) and 5. **AB23-124**: The Increase Ordinance (Certifying an Increase in Property Taxes). Janna Walker, Budget Manager, spoke to these items which will be placed on the November 13, 2023, City Council Roundtable meeting agenda.

6. **AB23-128**: Resolution adopting the proposed staffing plan for the 2023-2024 biennium. City Administrator Mike Chambless spoke to this item. He also reviewed the current recruitments, plan for 2024 recruitments, title changes and position changes. Discussion followed. This item is approved to move forward at the November 13, 2023, City Council meeting non-consent agenda. This may be considered for the roundtable discussion.

7. **AB23-132**: 2023-2024 Mid-Biennial Budget Amendment. Janna Walker reviewed this item by PowerPoint presentation. Topics included current conditions, highlights of operating forecast, detailed governmental operating revenue chart, detailed governmental expenditure chart, long term governmental operating forecast, governmental operating forecast June 2023, governmental operating forecast +mid-biennium amendment & staffing, 2023 budget ordinance revenues & expenses, and overview of proposed amendments. Discussion was held throughout the presentation. This may be considered for the roundtable discussion.

DISCUSSION

8. **December 26, 2023, City Council Meeting.** This item is continued to the November 13, 2023, City Council meeting, under Finance & Administration Committee Report, for discussion.

9. **2024 Legislative Priorities Discussion.** This item was continued to the next F&A meeting and the City Council meeting following that.

10. **ERP Update.** This item was stricken by the Committee.

11. **Q3 Financial Report (Informational Only).**

12. **Upcoming Agenda Items (Informational Only).**

CITY COUNCIL MEETING AGENDA REVIEW: The November 13, 2023, City Council Agenda was approved as amended.

ADJOURNMENT - The meeting was adjourned at 8:11 pm.

Minutes taken by Deana Dean, City Clerk.
Recorded meeting audio is available on the City website after the meeting.
Minutes approved at the _____ Finance & Administration Committee Meeting.