



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES DECEMBER 6, 2022

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

### CALL TO ORDER

Committee Chair Mayhew called the meeting to order at 6:31 pm.

**Committee Members:** Chair James Mayhew, Councilmembers Bryan Holloway, and Councilmember Cara Christensen. Also, present were Mayor Katherine Ross.

### City Staff:

Mike Sauerwein, City Administrator; Jen Ferguson, Director of Finance & HR; Drew Bouta, Budget Manager; Deana Dean, City Clerk; Mark Correia, Fire Chief; Jimmie Betts, IT; Christopher Miller, Interim IT Director (remote); Mike Chambless, Parks & Public Works Director (remote); Emily Arteche, Community Development Director (remote).

**AGENDA APPROVAL:** The committee approved the agenda as presented.

**PUBLIC COMMENTS** - There was no public comment.

### MINUTES

1. Committee approved the minutes from the November 22, 2022, Finance and Administration meeting as presented.

### APPROVAL OF WARRANTS / CLAIMS

2. Claims Approval Report dated December 12, 2022, was approved for the December 12, 2022, City Council consent agenda.

**PRESENTATION** – There was no presentation.

### AGENDA BILLS

3. **AB22-160:** Termination of File Local Subscriber Agreement. Jen Ferguson, Director of Finance & HR, provided explanation. Discussion followed. Approved to move to the December 12, 2022, council meeting consent agenda with modification to the language adding “due to service not meeting expectations.”
4. **AB22-163:** Memorandum of Agreement with International Association of Firefighters Local 1828. Approved to move to the December 12, 2022, council meeting consent agenda.
5. **AB22-162:** Amendment to 2021-2022 Biennial Budget – Ordinance 1272. Drew Bouta, Budget Manager, provided explanation and discussion followed. Approved to move to the December 12, 2022, council meeting as amended.

## DISCUSSION

6. **Quarterly Financial Performance Report** – Ms. Ferguson spoke to the proposed quarterly financial performance report. Discussion followed.
7. **Finance & Administration Work Plan Update:** Informational item only.

## CITY COUNCIL MEETING AGENDA REVIEW

8. **December 12, 2022, City Council Meeting Agenda:** Approved as amended.

## ADJOURNMENT

Committee Chair Mayhew adjourned the meeting at 7:25 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 and Administration Committee Meeting.*