



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

---

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

## CALL TO ORDER

Councilmember Holloway called the meeting to order at 6:00 pm.

**Committee Members:** Councilmembers Bryan Holloway, Rob Wotton, and James Mayhew (remote).

### City Staff:

Mike Sauerwein, City Administrator; Bob Sterbank, City Attorney; Deana Dean, City Clerk; Jimmie Betts, IT Support Analyst; Jen Ferguson, Finance & HR Director; Drew Bouta, Budget Manager; Sarah Reeder, ERP Project Manager; Krista Hintz, Management Analyst; Carson Hornsby, Management Analyst (remote); Mike Chambless, Parks and Public Works Director (remote); Emily Arteche, Community Development Director (remote); and Christopher Miller, Interim IT Director (remote).

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

**PUBLIC COMMENTS** - There were no public comments.

## MINUTES

1. The minutes from the February 22, 2023, Finance and Administration meeting were approved as presented.

## APPROVAL OF WARRANTS / CLAIMS

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

**PRESENTATION** – There was no presentation.

## AGENDA BILLS –

3. **AB23-033:** Resolution 1637 Designating the Risk Manager as the Agent to Receive Claims. City Attorney Bob Sterbank reviewed this item. This item is approved to move forward at the March 13, 2023, City Council meeting on the consent agenda.
4. **AB23-037:** Agreement for Consultant Services – IT Management, Operations, and Staffing Assessment. Sarah Reeder, IT Project Manager, reviewed this item. Brief discussion followed with Sarah answering committee's questions. This item is approved to move forward at the March 13, 2023, City Council meeting without full committee approval.

## DISCUSSION

5. Finance & Administration work plan update.

## **CITY COUNCIL MEETING AGENDA REVIEW**

6. **March 13, 2023, City Council Meeting Agenda:** Approved as amended.

**INTRODUCTIONS** - Jen Ferguson, Finance & HR Director, introduced Krista Hintz, new Management Analyst in Finance & HR.

**ADJOURNMENT** - The meeting was adjourned at 6:28 pm.

*Minutes taken by Deana Dean, City Clerk*

*Recorded meeting audio is available on the City website after the meeting.*

*Minutes approved at the \_\_\_\_\_ Finance & Administration Committee Meeting.*