



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES FEBRUARY 6, 2024

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*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, Jo Johnson, and Cara Christensen.

Mayor Katherine Ross was also present.

#### **City Staff:**

Michael Chambless, City Administrator; David Linehan, Interim City Attorney (remote); Deana Dean, City Clerk; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Jennifer Hughes, Budget Analyst; Emily Arteché, Community Development Director; Jeff Hamlin, Interim Parks & Public Works Director (remote); and Jimmie Betts, IT Support.

**AGENDA APPROVAL:** The agenda was approved as presented.

### PUBLIC COMMENTS –

- Finance Director Drew Bouta introduced Budget Analyst Jennifer Hughes who briefly spoke.

### MINUTES

1. The minutes from the January 17, 2024, meeting were approved as presented.

### APPROVAL OF WARRANTS / CLAIMS

2. Discussion regarding landscaping claims. The claims approval report dated February 12, 2024, was approved to move forward at the February 12, 2024, City Council meeting on the consent agenda.

### AGENDA BILLS

3. **AB24-027:** Ordinance Amending SMC Chapters 5.04 and 5.08 Regarding Business Licenses and Business and Occupation Tax. Finance Director Drew Bouta introduced this item explaining the proposed changes. Additional information provided by Interim City Attorney David Linehan. Discussion followed. This item is approved to move forward at the February 12, 2024, City Council meeting for first reading.

### DISCUSSION

4. Comprehensive Plan Schedule. Emily Arteché, Community Development Director, briefed Committee with a status update on the Comprehensive Plan and scheduling of elements at Council meetings. Discussion followed.

5. Council Retreat Planning. Chair Holloway provided potential agenda items for the upcoming Council retreat. Discussion followed.
6. Council Open House/Town Hall Planning. This item was tabled until the February 21, 2024, Finance & Administration Committee meeting.
7. Upcoming Agenda Items (Informational Only):
  - a. Resolution Adopting Commission Handbook
  - b. Ordinance Amending SMC's Regarding Commissions and Committees
  - c. City Logo Ordinance
  - d. Tyler Technologies Contract Amendment for Tyler Payment System
  - e. North Bend Memorandum of Understanding (Behavioral Health Specialist)
  - f. Fee for Services Agreement
  - g. Council Chambers Audio and Video Upgrade
  - h. Hiring Incentive and Bonus Policy

**CITY COUNCIL MEETING AGENDA REVIEW:**

8. Review Draft City Council Agenda dated February 12, 2024. The agenda was approved as amended.

**ADJOURNMENT** - The meeting was adjourned at 7:13 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.*