



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES JANUARY 4, 2023

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 6:30 pm.

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

City Staff:

Drew Bouta, Budget Manager; Deana Dean, City Clerk; Carson Hornsby, Management Analyst; Jimmie Betts, IT; Christopher Miller, Interim IT Director; Mike Chambless, Parks & Public Works Director; Mike Sauerwein, City Administrator (remote); Jen Ferguson, Director of Finance & HR (remote); Emily Arteché, Community Development Director (remote); Bob Sterbank, City Attorney (remote).

AGENDA APPROVAL: The committee approved the agenda as presented.

ITEM TAKEN OUT OF ORDER:

CITY COUNCIL MEETING AGENDA REVIEW

1. **January 9, 2023, City Council Meeting Agenda:** Approved as amended.

PUBLIC COMMENTS - There was no public comment.

MINUTES

2. Committee approved the minutes from the December 6, 2022, Finance and Administration meeting as presented.

APPROVAL OF WARRANTS / CLAIMS

3. Claims Approval Report dated January 9, 2023, was approved for the January 9, 2023, City Council consent agenda.

AGENDA BILLS

4. **AB23-006:** Resolution No. 1632 Ratifying Emergency Proclamation 22-21A. Mike Chambless, Parks and Public Works Director answered committee questions. This item was approved to move forward on the January 9, 2023 Council meeting consent agenda as presented.
5. **AB23-010:** 2023 Meeting Schedule. No discussion held. This item was approved to move forward on the January 9, 2023 Council meeting for discussion.

DISCUSSION

6. **Finance & Administration Work Plan Update:** Informational item only.
7. **Ethics Program Discussion.** Brief discussion on ethics training including onboarding efforts for council and employees, and annual ethics training and certification. It was noted that Finance & HR Director Jen Ferguson is working on onboarding items to include ethics and customer service and could include council in those trainings. City Attorney Bob Sterbank noted he has a potential consultant who could provide ethics training. This matter will be on the next Finance & Administration Committee Meeting for follow up discussion.

ADJOURNMENT

Committee Chair Mayhew adjourned the meeting at 6:54 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.