



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES JANUARY 17, 2024

*This meeting was conducted remotely using teleconferencing technology provided by Zoom
due to Emergency Proclamation 24-02.*

(ALL ATTENDEES APPEARED REMOTELY)

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:

Deana Dean, City Clerk; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Brian Lynch, Police Chief; Tami Wood, Revenue Manager; Jeff Hamlin, Interim Parks & Public Works Director; Emily Arteche, Community Development Director; Nicole Wiebe, Community Liaison; and Andy Latham, IT Support.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENTS

MINUTES

1. The minutes from the January 3, 2024, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated January 22, 2024, was discussed and approved to move forward at the January 22, 2024, City Council consent agenda.

AGENDA BILLS

3. **AB24-014:** Council 2024 Meeting Schedule. City Clerk Dean reviewed the 2024 meeting calendar and proposed cancellation of the August 26, 2024, and December 23, 2024, meetings. This item is approved to move forward at the January 22, 2024, Council meeting non-consent agenda.
4. **AB24-016:** 2024 Salary Schedule and Longevity Pay System for Non-Represented Management & Professional Employees. Finance Director Drew Bouta reviewed this item. Discussion followed. This item is approved to move forward at the January 22, 2024, Council meeting non-consent agenda.

5. **AB24-017:** Repealing Resolution Concerning the Establishment of the Management & Professional Employees Performance Management System. This item coincides with AB24-016. Discussion and questions followed. This item is approved to move forward at the January 22, 2024, Council meeting non-consent agenda.

DISCUSSION

6. Council Town Hall Meeting. Chair Holloway suggested February 29, 2024, be a Town Hall meeting. Discussion followed on forum possibilities. This item is approved to move forward at the January 22, 2024, Council meeting under Committee of the Whole.
7. Council Retreat Planning. Mayor Ross introduced this item. Discussion followed. This item is approved to move forward at the January 22, 2024, Council meeting under Committee of the Whole.
8. ERP Project Status Update. Finance Director Drew Bouta provided a status update on the ERP project. Topics included an overview, Financials Phase 1, Human Capital Management Phase 2, Utility Billing Phase 3, Enterprise Asset Management Phase 4, and Total Budget: Project Implementation and SaaS Fees. Discussion followed.
9. Public Comment Discussion. Mayor Ross introduced this item. Discussion followed on what transpired at the January 8, 2024, Council meeting, and suggested language. Committee agreed this item should be addressed with legal counsel and at the January 22, 2024, City Council meeting.
10. Upcoming Agenda Items (Informational Only):
 - a. Commission Handbook
 - b. City Logo Ordinance
 - c. Tyler Technologies Contract Amendment for Tyler Payment System
 - d. North Bend Memorandum of Understanding (Behavioral Health Specialist)
 - e. Fee for Services Agreement
 - f. Council Chambers Audio and Video Upgrade
 - g. Hiring Incentive and Bonus Policy

CITY COUNCIL MEETING AGENDA REVIEW:

11. Review Draft City Council Agenda dated January 22, 2024. The agenda was approved as amended.

ADJOURNMENT - The meeting was adjourned at 7:18 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.