



# 2022 FINANCE & ADMINISTRATION WORK PLAN

Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

UPDATED: 9/2/2022 2:41 PM

| SEPTEMBER 20 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM    | AGENDA<br>FRI |
|---|---------------|
| TOPIC   | STAFF         |
| Minutes:  |               |
| Warrants: Claims Report                                       | Drew Bouta    |
| Discussion: Enterprise Resource Planning (ERP) Project Update | Sarah Reeder  |
| Discussion: Finance & Administration Work Plan                |               |
| Draft City Council Agenda                                     |               |

| OCTOBER 4 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM | AGENDA<br>FRI |
|---|---------------|
| TOPIC   | STAFF         |
| Minutes:  |               |
| Warrants: Claims Report                                 | Drew Bouta    |
| Discussion: Finance & Administration Work Plan          |               |
| Draft City Council Agenda                               |               |

| OCTOBER 18 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM                          | AGENDA<br>FRI      |
|---|--------------------|
| TOPIC   | STAFF              |
| Minutes:  |                    |
| Warrants: Claims Report   | Drew Bouta         |
| AB22-076: 2023-2024 Biennial Budget – Review and Deliberations of Proposed Budget | All Dept Directors |
| Discussion: Finance & Administration Work Plan                                    |                    |
| Draft City Council Agenda   |                    |

| NOVEMBER 8 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM                          | AGENDA<br>FRI |
|---|---------------|
| TOPIC   | STAFF         |
| Minutes:  |               |
| Warrants: Claims Report   | Drew Bouta    |
| AB22-076: 2023-2024 Biennial Budget – Review and Deliberations of Proposed Budget |               |
| Discussion: Finance & Administration Work Plan                                    |               |
| Draft City Council Agenda   |               |

| NOVEMBER 22 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM | AGENDA<br>FRI |
|---|---------------|
|---|---------------|

| TOPIC  | STAFF      |
|--|------------|
| Minutes:                                       |            |
| Warrants: Claims Report                        | Drew Bouta |
| Discussion: Finance & Administration Work Plan |            |
| Draft City Council Agenda                      |            |

| <b>DECEMBER 6 - FINANCE &amp; ADMINISTRATION COMMITTEE, 6:30 PM</b> |  | <b>AGENDA<br/>FRI</b> |
|---|--|-----------------------|
| TOPIC   |  | STAFF                 |
| Minutes:  |  |                       |
| Warrants: Claims Report   |  | Drew Bouta            |
| Discussion: Finance & Administration Work Plan                      |  |                       |
| Draft City Council Agenda   |  |                       |

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| <b>DECEMBER 20 - FINANCE &amp; ADMINISTRATION COMMITTEE<br/>PURSUANT TO COUNCIL ACTION TAKEN FEBRUARY 28, 2022<br/>NOTICE:</b> |  |
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**OTHER ITEMS TO BE SCHEDULED:**

1. Internal control matters
  - Discussion of internal controls implementing purchasing matrix and related policies
  - Administration update of Clark Number recommendations
2. Review of Whistleblower policies
3. Travel Policy
4. Financial Reporting
5. Ethics Ordinance – Comprehensive review of ethics policies and practices
6. Council Rules of Procedure
7. Enterprise Resource Planning Project Update