



Administration and Finance Committee Minutes

April 14, 2022
4:00 PM
Virtual Meeting

Commence: 4:01 PM
Adjourn: 4:54 PM

Committee Members:	Present	Absent
Councilmember Takele Gobena, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Senayet Negusse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Councilmember Iris Guzmán	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Councilmember Mohamed Egal (temp)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present:

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Councilmember Takele Gobena called the meeting to order at 4:01 PM.</i>
2. Public Comment	<i>Vicky Lockwood provided a written public comment asking for the financial impact of the AWC Resolution agenda item.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 3/10/2022 minutes were provided to the committee for review. The committee approved the minutes as presented.</i>
4. Council/City Manager Travel Approval	<u> X </u> Recommended for Approval <i>Executive Assistant Lesa Ellis presented the following items for approval:</i> <ol style="list-style-type: none"> <i>1. Expense approval for City Manager Carl Cole ICMA West Coast Regional Conference Lodging: \$405.10</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>2. Expense approval for Councilmember Kwon NLC Congress of Cities Lodging: \$1,890.95 Transportation: \$477.00 Total: \$2,367.95</i>

	<p><i>The committee voted to approve.</i></p> <p>3. <i>Expense approval for Councilmember Egal NLC Congress of Cities Lodging: \$1,459.85 Meals: \$109.48 Transportation: \$763.70 Total: \$2,333.03</i></p> <p><i>The committee voted to approve.</i></p>
<p>5. Property Management & Permitting Software Replacement</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Building Services Manager Mary Kate McGee along with Information Systems Manager Bart Perman presented to the committee a proposed contract with the Davenport Group for LAMA permitting and land management software to replace the current permit tracking system. Following an RFP and selection process, staff determined the Davenport Group would best suit the City’s needs. The committee recommended approval on this item, and it will be presented at the April 26 Regular Council Meeting.</i></p>
<p>6. Additional Parks Operations Workers – 2 FTE’s</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Parks Operations Supervisor Aaron Wiseman presented to the committee a request to authorize the addition of 2 Full Time Parks Operations Workers, using existing budget funds for seasonal positions for 2022. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the April 26 Regular Council Meeting.</i></p>
<p>7. AWC Resolution</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Human Resources Director Mei Barker presented a proposed resolution allowing the City Manager to execute the Association of Washington Cities Employee Benefit Trust Health Care Program Interlocal Agreement. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the April 26 Regular Council Meeting.</i></p>
<p>8. CRF2022-03 Compensation Review in comparison to SeaTac minimum</p>	<p><u> X </u> Approved</p> <p><i>Human Resources Director Mei Barker presented a proposal to adjust the Senior Center Attendant and Preschool Instructor positions to higher salary ranges of pay on the City Salary Schedule, following a Council</i></p>

wage law	<i>Request Form submitted by Takele Gobena about SeaTac's minimum wage law. The Employment Standards Ordinance minimum wage of \$17.54 per hour applies only to those employed in the hospitality and transportation industry within the City, and no City employees are subject to this wage. The committee approved the range adjustments for these positions.</i>
9. Q1 Financial Review	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo provided an overview of the City's financial position following the first quarter of 2022.</i>
10. March 2022 Investment Report and Q1 2022 Investment Policy Compliance Review	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo provided the committee with the March 2022 Investment Report and Portfolio Analysis and Q1 Investment Policy Compliance Review.</i>
11. Adjourn	<i>Councilmember Takele Gobena adjourned the meeting at 4:54 PM.</i>