



# Administration and Finance Committee Minutes

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April 13, 2023

4:00 PM

\*Hybrid meeting\*

Virtual/Council Chambers

Commence: 4:06 PM

Adjourn: 6:02 PM

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

Other Council Member Present: Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Deputy Mayor Senayet Negusse called the meeting to order at 4:06 PM.</i>
2. Public Comment	<i>None.</i>
3. Review of the Minutes	<p><u>  X  </u> Recommended for Approval</p> <p><i>A copy of the 03/09/2023 minutes were provided to the committee for review. The committee approved the minutes as presented.</i></p>
4. Council/City Manager Travel Approval	<p><u>  X  </u> Recommended for Approval</p> <p><i>City Manager Carl Cole presented the following items for approval:</i></p> <ol style="list-style-type: none"> <li><i>1. Expense for Councilmember Kwon NLC Congressional City Conference Lodging: \$2269.14 Meals: \$75.00 Transportation: \$81.37 Total: \$2425.51</i></li> </ol> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <li><i>2. Expense for Councilmember Guzmán NLC Congressional City Conference Lodging: \$1134.57 Meals: \$103.53 Transportation: \$120.27 Total: \$1358.37</i></li> </ol>

	<p><i>The committee voted to approve.</i></p> <p>3. <i>Expense for Councilmember Egal  NLC Congressional City Conference  Lodging: \$1512.76  Meals: \$81.00  Transportation: \$230.27  Total: \$1824.03</i></p> <p><i>The committee voted to approve.</i></p>
<p>5. Purchase Agreement amendment to include Managed Detection and Response solution</p>	<p><u>X</u> Recommendation to Consent Agenda</p> <p>Bart Perman, Information Systems Manager, presented a proposal to the committee to amend a purchase agreement with Trebron Company, adding Network Monitoring and Response functionality. The City has an existing purchase agreement with Trebron Company for the City's anti-virus, anti-spam, and email gateway protection solutions. In the 2023-2024 Biennial Budget, the Council approved a decision card to add a Network Monitoring and Response Solution to the City's network security infrastructure. The proposed amendment would add this solution to the City's existing solution.</p> <p>The committee recommended this item for approval, and it will be presented on the Consent Agenda at April 25, 2023, Regular Council Meeting.</p>
<p>6. Travel Policy</p>	<p><u>X</u> Recommendation for Council Approval as an Action Item</p> <p>Gwen Pilo, Finance &amp; Systems Director, presented a proposal to amend the travel policies, regulations, and procedures. This policy aims to provide a comprehensive travel policy that is easy to read and follow so users can gain compliance with the least amount of stress. Director Pilo reviewed the substantive changes to the policy. Council Member Kwon requested a trip report summary requirement for staff and council. This would be a form and not part of the general policy.</p> <p>The committee recommended this item for approval, and it will be presented as an action item at April 25, 2023, Regular Council.</p>
<p>7. Tenant Improvement for Police Substation/Budget Amendment</p>	<p><u>X</u> Recommendation to Consent Agenda</p> <p>Troy Smithmeyer, Police Chief, presented a proposed ordinance authorizing the City Manager to enter into a contract with Klinge &amp; Associates Inc. for construction services for the Police substation and amending the 2023-2024 Biennial Budget to fully fund the contract amount with a 10% contingency.</p> <p>The committee recommended this item for approval, and it will be presented on the Consent Agenda at a future Regular Council Meeting.</p>

<p>8. ANEW Apprenticeship Stipends</p>	<p><u>X</u> Recommended for further discussion</p> <p>Kyle Moore, Government Relations &amp; Communications Manager, presented a proposal to the committee to amend the ANEW Apprenticeship Program Human Services Contract to add stipends to pay students while training and to pay for safety supplies such as work boots.</p> <p>The committee recommended further discussion at the May 4<sup>th</sup> A&amp;F committee meeting.</p>
<p>9. Amending the 2023-2024 Biennial Budget</p>	<p><u>X</u> Recommendation to Consent Agenda</p> <p>Gwen Pilo, Finance &amp; Systems Director, presented a proposed budget amendment that includes three components; ending fund balance adjustments, carry-forward requests, and decision cards. If all requests are approved, the ending fund balance across all funds is estimated to be \$125.5 Million at the end of 2024.</p> <p>The committee recommended this item for approval, and it will be presented on the Consent Agenda at April 25, 2023, Regular Council Meeting.</p>
<p>10. March Investment Report &amp; Q1 Investment Policy Compliance Review</p>	<p><u>X</u> Informational Update</p> <p>Gwen Pilo, Finance &amp; Systems Director, presented the March 2023 Portfolio Analysis Report and Q1 Investment policy compliance review.</p>
<p>11. Adjourn</p>	<p><i>Deputy Mayor Senayet Negusse adjourned the meeting at 6:02 PM.</i></p>