



Administration and Finance Committee Minutes

June 1, 2023

4:00 PM

Hybrid meeting

Virtual/Council Chambers

Commence: 4:07 PM

Adjourn: 5:24 PM

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

Other Council Members Present: Peter Kwon and Mohamed Egal – filling in for Council Member Iris Guzmán.

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Deputy Mayor Senayet Negusse called the meeting to order at 4:07 PM.</i>
2. Public Comment	<i>None.</i>
3. Review of the Minutes	<p><input checked="" type="checkbox"/> Recommended for Approval</p> <p><i>A copy of the 05/04/2023 minutes were provided to the committee for review. The committee approved the minutes as presented.</i></p>
4. Council/City Manager Travel Approval	<p><input checked="" type="checkbox"/> Recommended for Approval</p> <p><i>Lesa Ellis, Executive Assistant, presented the following items for approval:</i></p> <p style="margin-left: 40px;">1. <i>Expenses for Councilmember Kwon Port of Seattle and Airport Cities Lodging: \$946.89 Transportation: \$25.12 Total: \$972.01</i></p> <p style="margin-left: 40px;"><i>The committee approved the travel expense.</i></p>

<p>5. ARPA Update</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Finance & Systems Director, presented an ARPA update.</p> <p>The presentation overviews the remaining unallocated funds related to decision cards on the agenda requesting ARPA funding. The recommended decision cards will be presented to the council as a single amendment on the consent agenda.</p>
<p>6. Audio-Visual (AV) upgrades</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Bart Perman, Information Systems Manager, presented the committee with a proposal to approve the decision card for the A/V replacement as part of the upcoming 2023-2024 Budget Adjustment. It would be an upgrade of AV equipment in the Council Chambers, Municipal Court, Community Center, and Fire Station 46 (ECC). The A/V equipment is outdated and was installed in 2008 – 2010.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at June 27, 2023, Regular Council Meeting.</p>
<p>7. Wireless Access Point Replacement</p>	<p><input type="checkbox"/> Recommendation to Consent Agenda</p> <p>Bart Perman, Information Systems Manager, presented the committee with a proposal to approve the Wireless Access Point replacement decision card as part of the 2023-2024 Budget Adjustment. In 2017, the city started installing wireless access points (WAPs) at various facilities, including City Hall, SeaTac Community Center, Fire Station 46, Valley Ridge Community Center, and the after-school room at Bow Lake Elementary. However, due to the significant increase in wireless device usage, the current WAPs no longer provide consistent and reliable access. The City's IT staff conducted research and received a quote from a vendor for a WAP refresh, which includes increasing the number of WAPs, strategically placing them, and providing five-year maintenance and support.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the June 27, 2023, Regular Council Meeting.</p>
<p>8. Limited Term Technical Project Manager Position</p>	<p><input checked="" type="checkbox"/> Recommended to Consent Agenda</p> <p>Bart Perman, Information Systems Manager, presented the committee with a proposal to approve the decision card for the Limited Term Technical Project Manager as part of the upcoming 2023-2024 Budget Adjustment. The City is engaged in various major projects, including deploying a new intranet, upgrading/enhancing records management and asset management software, and upcoming projects such as a city website refresh and replacement financial software.</p>

	<p>Committee members Egal and Negusse recommended that this position be proposed as an FTE position, not an LTE, given the proposed amount of work. They also suggested that the funds come from the General Fund. After further discussion, it was agreed the position should be an LTE for five years in the General Fund.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the June 27, 2023, Regular Council Meeting.</p>
<p>9. SeaTac Farmers Market</p>	<p><input checked="" type="checkbox"/> Recommended to Consent Agenda</p> <p>Evan Maxim, Community and Economic Development Director, presented the committee with a proposal to Partner with African Community Housing & Develop (ACHD) to support the creation of a SeaTac Farmers Market. The market would be modeled after ACHD Delridge Farmers Market and bring culturally- relevant food access and economic growth for BIPOC-owned small businesses. The market would run annually from June – October.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the June 27, 2023, Regular Council Meeting.</p>
<p>10. City Hall Carpet and Cubicle Upgrade</p>	<p><input checked="" type="checkbox"/> Recommended to Consent Agenda</p> <p>Brian Ruda, Facilities Manager, presented the committee with a proposal to authorize the City Manager to enter into a contract with Integrity Interior Solutions for construction services for the City Hall carpet and cubicle upgrades. The current cubicle system is 20+ years old, and replacement parts are no longer available. In addition, the carpet in City Hall is 20+ years old and needs replacement. Both items were purchased when the city moved into the facility 20+ years ago, and they were gently used at that time.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the June 13, 2023, Regular Council Meeting.</p>
<p>11. Annual Purchase Card Report</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Finance & Systems Director, presented an Annual Purchase Card Report for the adopted P-Card policy.</p>
<p>12. Adjourn</p>	<p><i>Deputy Mayor Senayet Negusse adjourned the meeting at 5:24 PM.</i></p>