



Administration and Finance Committee Minutes

September 7, 2023

4:00 PM

Hybrid meeting

Virtual/Council Chambers

Commence: 4:00 PM

Adjourn: 4:38 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Councilmember Iris Guzmán	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: N/A

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Deputy Mayor Senayet Negusse called the meeting to order at 4:00 PM.</i>
2. Public Comment	<i>None.</i>
3. Review of the Minutes	<input checked="" type="checkbox"/> Recommended for Approval <i>A copy of the 06/01/2023 minutes were provided to the committee for review. The committee approved the minutes as presented.</i>
4. Council/City Manager Travel Approval	<input checked="" type="checkbox"/> Recommended for Approval <i>Lesa Ellis, Executive Assistant, presented the following items for approval:</i> <ol style="list-style-type: none"> <i>1. Expenses for Councilmember Kwon</i> <ul style="list-style-type: none"> <i>AWC Annual Conference</i> <i>Lodging: \$536.34</i> <i>Meals: \$189.00</i> <i>Transportation: \$275.80</i> <i>Total: \$1001.14</i> <p><i>The committee approved the travel expenses.</i></p>

	<p>2. <i>Expenses for Councilmember Guzmán AWC Annual Conference Lodging: \$357.76 Meals: \$150.00 Transportation: \$28.50 Total: \$536.26</i></p> <p><i>The committee approved the travel expenses.</i></p> <p>3. <i>Expenses for Councilmember Cole ESRI Conference Lodging: \$2176.48 Meals: \$407.00 Transportation: \$43.88 Total: \$2627.36</i></p> <p><i>The committee approved the travel expenses.</i></p> <p>4. <i>Pre-Approvals and Expenses for Councilmember Guzmán AWC Budgeting and Fiscal Management Workshop</i></p> <p><i>The committee approved the travel expenses.</i></p> <p>5. <i>Pre-Approvals and Expenses for Councilmember Guzmán, Kwon, Simpson and Egal National League of Cities City Summit</i></p> <p><i>The committee approved the travel expenses.</i></p>
<p>5. Hotel/Motel Tax Advisory Committee (HMAC) Annual Review</p>	<p><input checked="" type="checkbox"/> Approved</p> <p>Kristina Gregg, City Clerk, presented an annual committee membership review.</p> <p>The presentation provides an overview of the current membership, which consists of one Councilmember, three representatives of businesses required to collect the Lodging Tax, and three individuals involved in activities authorized to be funded by tax revenue. The Committee agreed with the staff recommendation to maintain the present number of committee members. Deputy Mayor Negusse will review with the entire Council during Committee Updates.</p> <p>The committee approved this item.</p>
<p>6. Surplus City Property/Asset Disposal</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p>

	<p>Gwen Pilo, Director of Finance & Systems, presented a proposal to declare city property surplus and granting Department Heads permission to dispose of surplus equipment.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the September 26, 2023, Regular Council Meeting.</p>
7. Resolution Appointing a Public Records Officer	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Carl Cole, City Manager, presented the committee with a resolution appointing the Deputy City Clerk as the Public Records officer. This is necessary due to the elimination of the vacant Records Manager Position and reclassification of the Records Coordinator to Deputy City Clerk.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the September 26, 2023, Regular Council Meeting.</p>
8. SKHHP Affordable Housing Database Access and Support Services	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda with Agenda item #9</p> <p>Kate Kaehny, Principal Planner of CED, and Evan Maxim, Director of CED, presented the committee with a proposal to approve funding for complete access to the SKHHP Affordable Housing Database and one year of technical support for database maintenance, training, and data updates.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the September 26, 2023, Regular Council Meeting.</p>
9. Amending the 2023-2024 Biennial Budget	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Gwen Pilo, Director of Finance & Systems, presented information about a proposed amendment to the 2023-2024 Biennial budget. The amendments include the addition of grant revenues accepted over the last few months, three Decision Cards, and a few increases to funds.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the September 26, 2023, Regular Council Meeting.</p>
10. July Investment Report	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Director of Finance & Systems, presented the July Investment report.</p>
11. Adjourn	<p><i>Deputy Mayor Senayet Negusse adjourned the meeting at 4:38 PM.</i></p>