



# Administration and Finance Committee Minutes

November 2, 2023

4:00 PM

\*Hybrid meeting\*

Virtual/Council Chambers

Commence: 4:00 PM

Adjourn: 5:37 PM

Committee Members:	Present	Excused	Unexcused
Deputy Mayor Senayet Negusse, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	<p><input checked="" type="checkbox"/> Recommended for Approval</p> <p><i>A copy of the 10/05/2023 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> <ol style="list-style-type: none"> <li>1. <i>Expenses for Mayor Simpson National League of Cities City Summit Expense Accounting Form: Reimbursement Registration: \$690.00 Transportation: \$433.90 Total: \$1123.90</i></li> </ol> <p><i>The committee approved reimbursement for travel expenses.</i></p> <ol style="list-style-type: none"> <li>2. <i>Expenses for Mohammed Egal National League of Cities City Summit Expense Accounting Form: P-Card Registration: \$1170.00 Total: \$1170.00</i></li> </ol>

	<p><i>An additional 2 classes are included in the registration cost.</i></p> <p><i>The committee approved reimbursement for travel expenses.</i></p>
<p>5. Reorganization/  Reclassifications  A. Finance and  Systems  B. Parks and Rec.  C. Legal</p>	<p><input checked="" type="checkbox"/> Committee Approved</p> <p>City Manager Carl Cole presented a series of proposals to the committee. These proposals encompassed reorganizing the Finance and System Department, making Systems a separate department. The reclassifications and compensation adjustments for key positions include the Information Systems Director, GIS Manager, and Information Systems Administrator. In addition, a proposal was made for the Parks and Recreation Department to elevate the Parks Projects and Operations Manager position to a Deputy Director level. Lastly, a proposal for the Legal Department to reclassify the role of Assistant City Attorney to the Senior Assistant City Attorney.</p> <p>The committee approved this item.</p>
<p>6. Q3 2023 Financial  Reports</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Director of Finance &amp; Systems, provided a comprehensive presentation of the financial reports for Q3 of 2023.</p>
<p>7. Mid-Biennium Budget  Amendment</p>	<p><input checked="" type="checkbox"/> Recommendation for Council Approval as an Action Item</p> <p>Gwen Pilo, Director of Finance &amp; Systems, Mei Barker, Human Resources Director; and Carl Cole, City Manager, presented a mid-biennium budget amendment. The presentation includes updates to 2024 revenues, expenditures, 2023 performance indicators, department objectives, and decision card considerations.</p> <p>The committee recommended this item for approval, and it will be presented for action after the required Public Hearing at the November 28, 2023, Regular Council Meeting.</p>
<p>7a. 2024 Property Tax Levy</p>	<p><input checked="" type="checkbox"/> Recommendation for Council Approval as an Action Item</p> <p>Gwen Pilo, Director of Finance &amp; Systems, Gwen Pilo presented an overview of the 2024 property tax levy. The council sets the required funding amount while adhering to a financial policy not to increase the levy when General Fund reserves are met. The presentation also highlighted banked capacity and limitations on levy amounts, with adjustments based on assessed valuation and statutory rates impacting property taxes for residents.</p>

	<p>The committee recommended this item for approval, and it will be presented for action after the required Public Hearing at the November 14, 2023, Regular Council Meeting.</p>
<p>7b. 2024 Fee Schedule</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Alexis Briggs, Budget Analyst, presented the 2024 fee schedule.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the November 14, 2023, Regular Council Meeting.</p>
<p>8. September Investment Report and Q3 2023 Investment Policy Compliance Review</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Director of Finance &amp; Systems, presented the September Investment report and Q3 2023 investment policy compliance review.</p>
<p>9. Adjourn</p>	<p><i>Deputy Mayor Senayet Negusse adjourned the meeting at 5:37 PM.</i></p>