



# Administration and Finance Committee Minutes

February 1, 2024

4:00 PM

\*Hybrid meeting\*

Virtual/Council Chambers

Commence: 4:04 PM

Adjourn: 5:06 PM

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

Other Council Members Present: Mayor Mohammad Egal and Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Chair Senayet Negusse called the meeting to order at 4:04 PM.</i>
2. Public Comment	<i>Vicki Lockwood commented on Jake Simpson and Mohammad Egal's Travel Expenses regarding the November 2023 NLC Summit Meeting.</i>
3. Review of the Minutes	<input checked="" type="checkbox"/> Recommended for Approval  <i>A copy of the 11/02/2023 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>  <i>Pre-Approval and Expenses:</i> <ol style="list-style-type: none"> <li><i>1. Expenses for Peter Kwon National League of Cities City Summit for March 2024 Registration: \$755.00 Transportation: \$886.20 Total: \$1,641.20</i></li> </ol> <i>The committee approved the travel expenses.</i> <ol style="list-style-type: none"> <li><i>2. Expenses for Iris Guzman National League of Cities City Summit for March 2024 Registration: \$855.00</i></li> </ol>

	<p><i>Transportation: \$480.93  Total: \$1,335.93</i></p> <p><i>Deputy Mayor Iris Guzman announced she will not attend NLC due to a conflicting schedule.</i></p> <p><i>3. Expenses for James W. Lovell  National League of Cities City Summit for March 2024  Registration: \$545.00  Lodging: \$1,553.72  Transportation: \$890.00  TNC: \$50.00  Total: \$3,394.22</i></p> <p><i>Discounted registration for first-time attendees. Payment made to NLC for Guzmán will be transferred to Lovell, and the remaining dollar amount will be credited to the VISA p-card used. There is no claim for expenses at this time.</i></p> <p><i>The committee approved the travel expenses.</i></p> <p><i>Approval of Claim for Expenses:</i></p> <p><i>4. Expenses for Mohammed Egal  National League of Cities City Summit  Lodging: \$710.61  Meals: \$371.00  Transportation: \$743.40  TNC: \$203.72  Total: \$2028.73</i></p> <p><i>The committee approved travel expenses.</i></p> <p><i>5. Expenses for Jake Simpson  National League of Cities City Summit  Lodging: \$821.61  Meals: \$241.00  Transportation: \$433.90  Total: \$1496.51</i></p> <p><i>The committee approved travel expenses.</i></p>
<p>5. Contract for HVAC upgrade SeaTac Community Center</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Brian Ruda, Facilities Manager, presented a proposal to the committee to upgrade the Community Center's CIP HVAC system. The proposal emphasizes the need for equipment replacement in light of a forthcoming energy code change in March. This shift necessitates converting all gas units to electric, specifically heat pumps, during the replacement process.</p>

	<p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the February 27, 2024, Regular Council Meeting.</p>
<p>6. Internal Pay Equity - Compensation Adjustment</p>	<p><input checked="" type="checkbox"/> Committee Ratification</p> <p>Carl Cole, City Manager, and Mei Barker, Human Resources Director, presented a proposal to ratify and approve the recommendation to change the Recreation Program Supervisor compensation rate from Range 54 to Range 55, effective January 1, 2024. During the November 28, 2023, council meeting, the addition of a Judicial Support Supervisor position was approved, with a recommended compensation at the range of 55. Human Resources suggests adjusting the compensation for Recreation Program Supervisor positions to maintain internal pay equity due to similar roles, responsibilities, and required qualifications.</p> <p>The committee ratified and approved this item.</p>
<p>7. Amending the 2023-2024 Biennial Budget</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Carl Cole, City Manager, and Alexis Briggs, Budget Analyst, presented a budget amendment. The presentation includes amending the addition of grant revenues accepted over the last few months, seven Decision Cards, and other miscellaneous increases.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the February 27, 2024, Regular Council Meeting, and no longer be presentation only as listed on the agenda.</p>
<p>8. December Investment Report and Q4 2023 Investment Policy Compliance Review</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Carl Cole, City Manager, presented an overview for the Q4 2023 Investment Policy Compliance Review.</p>
<p>9. Adjourn</p>	<p><i>Chair Senayet Negusse adjourned the meeting at 5:06 PM.</i></p>