



Administration and Finance Committee Minutes

March 7, 2024

4:00 PM

Hybrid meeting

Virtual/Council Chambers

Commence: 4:00 PM

Adjourn: 5:11 PM

Committee Members:	Present	Excused	Unexcused
Councilmember Senayet Negusse, Chair	<input type="checkbox"/>	<input checked="" 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 sitting in for Councilmember Senayet Negusse, Chair and Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Deputy Mayor Iris Guzmán 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 02/01/2024 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>Lesia Ellis, Executive Assistant, presented the following items for approval:</i></p> <p><i>Pre-Approval and Expenses:</i></p> <p><i>1. Expenses for James W. Lovell National League of Cities City Summit Transportation: \$706.20 Total: \$706.20</i></p> <p><i>The committee approved the travel expenses.</i></p>

<p>5. SeaTac City Hall/Civic Campus - Funding & Contract for Owners Representative</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Will Appleton, Director of Public Works, presented a proposal to the committee to execute a consultant contract with JLL, Inc., for owner’s representative services for the new Civic Campus project and to amend the 2023-2024 biennial budget to provide adequate project funding for both the JLL contract and the term-limited special capital project management staff position to be hired and assigned to the project.</p> <p>The committee recommended this item be placed on the March 26, 2024, consent agenda.</p>
	<p>A recess was called from 4:34 PM – 4:44 PM.</p>
<p>SeaTac City Hall/Civic Campus - Funding & Contract for Owners Representative</p>	<p>The committee revisited and amended the recommendation for approval on the March 26, 2024 consent agenda, and this item will placed as an action item at the regular Council Meeting on that date.</p>
<p>6. 2023-2024 Biennial Budget Amendment</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Gwen Pilo, Director of Finance, and Mary Tuttle, Director of Parks & Recreations, presented a proposal to amend the budget for two decision cards: one for the addition of 8 lifeguards and an Aquatic Coordinator to support the Angle Lake lifeguard program and the other for the conversion of the traditional 4th of July fireworks show to a Drone Show.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the March 26, 2024, Regular Council Meeting.</p>
<p>7. January Investment Report</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Director of Finance, presented the January 2024 Portfolio Analysis Report.</p>
<p>8. Adjourn</p>	<p><i>Deputy Mayor Iris Guzmán adjourned the meeting at 5:11 PM.</i></p>