



# Administration and Finance Committee Minutes

April 4, 2024

4:00 PM

\*Hybrid meeting\*

Virtual/Council Chambers

Commence: 4:00 PM

Adjourn: 4:23 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 03/07/2024 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>Approval of Expenses:</i></p> <p style="margin-left: 20px;">1. <i>Expenses for James W. Lovell</i>  <i>National League of Cities City Summit</i>  <i>Lodging: \$1,553.72</i>  <i>Meals: \$355.50</i>  <i>Transportation: \$91.35</i>  <i>Total: \$2,000.57</i></p> <p><i>The committee approved the travel expenses.</i></p>

5. Vacant Positions Update	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Maria Woods, Senior Human Resources Analyst, presented a report on the current vacancies as of March 01, 2024.</p>
6. Surplus City Property/Asset Disposal	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Gwen Pilo, Director of Finance, presented a proposal to the committee to declare listed city property items surplus and authorize Department Heads to dispose of surplus equipment.</p> <p>The committee recommended this item be placed on the April 23, 2024, consent agenda.</p>
7. February Investment Report	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Director of Finance, presented the February 2024 Portfolio Analysis Report.</p>
8. Adjourn	<p><i>Deputy Mayor Iris Guzmán adjourned the meeting at 4:23 PM.</i></p>