



# Special Administration and Finance Committee Meeting Minutes

November 16, 2017  
3:00 PM  
SeaTac Community Center

Members:	Present:	Absent:	Commence:	3:03 P.M.
			Adjourn:	4:22 P.M.
Erin Sitterley, Chair	X			
Peter Kwon		X		
Pam Fernald	X			

Other Council Members Present: None

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Review of the Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the November 2, 2017 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i>
3. Vacant Positions Update	<u>  X  </u> Informational Update  <i>City Manager, Joe Scorcio, provided a brief overview of the status of vacant positions within the City.</i>
4. 2018 Budget	<u>  X  </u> Informational Update  <i>City Manager, Joe Scorcio, informed the committee that the 2017-2018 Budget Amendment will be before council on the November 28<sup>th</sup> Regular City Council Meeting and asked for any other direction regarding budget amendments. The committee had no additional instructions.</i>
5. Business License Update	<u>  X  </u> Informational Update  <i>Budget Analyst, Alexis Briggs, provided the committee an update on the AWC workgroup created in response to House Bill 2005 which requires</i>

	<p><i>Cities to partner with the State Business Licensing System within five years. The workgroup has been tasked with developing a model business license ordinance which will include a uniform definition of engaging in business and a minimum licensing threshold. Staff members Gwen Pilo and Alexis Briggs are actively involved in the workgroup and asked for direction from the committee on what they should be advocating for in upcoming meetings. Discussion ensued. The committee was in favor of a low threshold, given that SeaTac does not currently impose any kind of threshold on City business licenses. The uniform definition of “engaging in business” was also discussed. More updates will be given in the future.</i></p>
<p>6. SeaTac Magazine</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Executive Assistant, Lesa Ellis, addressed the committee to discuss possible changes to the format of the quarterly SeaTac report. In a previous A&amp;F meeting, the committee was presented the option to contract with Phillips Publishing to distribute a magazine style report with ad space. The committee directed the staff to come back with details on combining the Recreation Activity Guide and the quarterly SeaTac Report. Staff learned this option would reduce costs even more, making the new contract a viable option. Lesa asked the committee for direction regarding the frequency of issues, since the two publications are currently distributed on different schedules. The committee recommends entering into a contract with Phillips Publishing for 4 publications a year as a combined SeaTac Report and Activity Guide. This item will be presented to the full council at the November 28<sup>th</sup> Study Session, with action taken at the December 12<sup>th</sup> regular Council Meeting.</i></p>
<p>7. Council Reimbursement Policy &amp; Post Conference Reporting</p>	<p><u> X </u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, presented to the committee a draft post conference trip report form. Staff asked for direction regarding a post trip reporting process and items they wished to see on the form. Discussion ensued. The committee agreed this should be a mandatory form for any expenses over \$50 (paid with City funds). Staff will bring back a final version of the form, as well as changes to the Council Administration Policy incorporating the new requirement, to a future A&amp;F meeting before presenting the item to the full council for approval.</i></p>
<p>8. Quarterly Council Travel Expense Report</p>	<p><u> X </u> Informational Update</p> <p><i>The committee reviewed the 2017 3<sup>rd</sup> Quarter City Council Summary of Expenditures provided in the packet. All City Council reimbursements and travel expenditures are brought through A&amp;F meetings for approval. The committee had no issues with the report.</i></p>

9. Future Meeting Schedule/Topics	<i>The next Special A&amp;F Meeting will be held on December 7<sup>th</sup> at 3:00PM at SeaTac Community Center.</i>
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## Pre-approval or final approval of City Council and City Manager travel related expenses

### Expense Approval:

NLC City Summit  
Charlotte, NC  
Nov 15-18, 2017

Name: Peter Kwon	A&F Approval Date: Jul 6	A&F Approval Date: Aug 3	A&F Approval 12/7/17
Lodging (5 nights @ conference hotel)	1125		973.85
Meals	300		
Transportation - airfare	750		456.90
Registration \$545 by Jun 30	635	545	
<b>Total</b>	<b>\$2810</b>	<b>545</b>	<b>1430.75</b>

Re-Wire Conference, SeaTac  
Dec 12, 2017  
Sponsor offered free registration/refund issued

Name: Peter Kwon	A&F Approval 11/2/17	A&F Approval 11/2/17	A&F Approval 12/7/17
Registration	\$249	\$249	(249)
<b>Total</b>		<b>249</b>	<b>(249)</b>

A&F Chair Signature: \_\_\_\_\_

## Trip Report - Peter Kwon

National League of Cities (NLC) City Summit, Charlotte NC, November 15-18, 2017

<http://citysummit.nlc.org>

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**Tuesday 11/14** -arrival and check in

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**Wednesday 11/15**

### Event/Summary:

*Mobile Workshop – Quality H2O: Treating Urban Run-off*

*Charlotte Mecklenburg Storm Water Services (CMSWS) protects and improves the surface water quality of more than 3,000 miles of streams and numerous acres of lakes, ponds and wetlands. CMSWS implements some of the most innovative surface water quality management programs in North Carolina, some which have been awarded national recognition. All of them are focused on the goal of improving the quality and usability of surface waters such as streams and lakes.*

*Visit several project sites and engage in a discussion of how the different practices used by CMSWS improve water quality. The discussion will cover the various benefits of these projects, the challenges of working in an urban environment, the regulatory drivers behind water quality improvement initiatives, and project funding mechanisms. Project experts will be on-hand to guide the tour and answer your questions.*

### Personal Notes:

Visited what was formerly an apartment complex (approx 24 acres) that was prone to annual flooding. The city of Charlotte purchased the apartment complex and cleared the land to convert it to a natural stormwater run-off treatment area and public park. Some items of interest were two different types of natural treatment methods are being tested here: a wetlands method and an artificial pond with overflow runoff method. The idea for both is to allow stormwater runoff to slow down by providing this natural floodplain so that sediments and pollution can be filtered and collected before reaching the river. Both areas have a catch basin which needs to be dredged and cleared periodically. The polluted sediment is then transported to the landfill for further treatment.

### Potential Benefits and Ideas for SeaTac:

With the ever-increasing airport traffic and roadway runoff from motorized vehicles, SeaTac should explore different ways to improve stormwater treatment before the pollution reaches our local streams and lakes.

Further reference:

<http://charlottenc.gov/StormWater/Projects/Pages/ChantillyEcologicalSanctuaryatBriarCreek.aspx>

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### Event/Summary:

*Mobile Workshop – Franklin Water Treatment Plant*

*Charlotte Water treats more than 107 million gallons of drinking water per day in three water treatment plants. Franklin Water Treatment Plant, one of our region's largest treatment plants, was built in 1959 and has a treatment capacity greater than 180 million gallons per day. The tour will provide an overview of our process and approach from raw water storage (0.5 billion gallons) to finished water primary*

*distribution. We look forward to hosting National League of Cities conference attendees at our award winning facility.*

Personal Notes:

Charlotte operates their own water utility at a substantial cost savings and maintains local control.

Potential Benefits and Ideas for SeaTac:

Not sure if this is feasible for SeaTac as we do not have the available land space for a reservoir with on-site drinking water treatment facility.

Further reference:

<http://charlottenc.gov/Water/Pages/Journey.aspx>

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Event/Summary:

*Airport Noise Reception*

Personal Notes:

N.O.I.S.E. is an organization that advocates for federal policy to reduce unreasonable airplane noise. I've met with Exec. Director Dennis McGrann and National Coordinator Emily Tranter and briefly discussed some of the issues we are facing in SeaTac. They were open to coming to SeaTac to present either in front of our council or to our airport committee.

Potential Benefits and Ideas for SeaTac:

As we are aware, very few federal advocacy groups exist when it comes to maintaining local control over aviation. I suggest we invite representatives from NOISE to present at our airport committee meeting.

Further reference:

<http://www.aviation-noise.org/>

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**Thursday 11/16**

Event/Summary:

*Mobile Workshop – Hand in Hand Together: Charlotte’s Creative Neighborhood Improvement Model  
The City of Charlotte’s Neighborhood Matching Grants program provides financial and technical support to create sustainable public/private partnerships, build neighborhood capacity, and support quality of life improvements in low to moderate income neighborhoods.*

*Learn how this program engages residents to select projects and allocate funding, and see several completed projects.*

*Druid Hills park improvements, including community garden and adult fit park.  
Reid Park Cathedral, community-driven art and pavilion community meeting space.  
Plaza Midwood, bike racks, bike repair station and Can Do Signs.  
No Da, decorative bridge rail and underpass wall mural.  
McCrorey Heights/Oaklawn Language Academy, mosaic mural.  
Beatties Ford Road Corridor, community signage.  
Oaklawn Park, little free library.*

*Belmont, historic preservation/economic development corridor study.*

Personal Notes:

This was a bus ride through several neighborhoods that successfully improved their public shared space through the local neighborhood matching grant project. Many of the local projects focused on public art such as custom painted crosswalks, bicycle racks, and community neighborhood signs to create a unique identity for different neighborhoods.

Potential Benefits and Ideas for SeaTac:

Our city already has a neighborhood matching grant program with very low participation. An idea to improve community participation is to showcase successful projects in the city's newsletter with color photographs, detailing how these projects have improved our neighborhood. Another method that Charlotte uses is to suggest various ideas directly in their program guide with sample photos, as this makes it easier for people to visualize how these project can be adapted to their own neighborhood. Crosswalks painted with artwork contributed by the local community seems like a great low-cost method of establishing and promoting inclusivity, identity, and local pride of ownership.

Further reference:

<http://charlottenc.gov/HNS/CE/NMG/Pages/default.aspx>

Program Guide:

[http://charlottenc.gov/HNS/CE/NMG/Documents/NMG\\_ProgramGuidelines.pdf](http://charlottenc.gov/HNS/CE/NMG/Documents/NMG_ProgramGuidelines.pdf)

YouTube video:

<https://www.youtube.com/watch?v=9YNpXuSoxMI>

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Event/Summary:

*Opening General Session with Gabby Giffords and Mark Kelly  
Former state legislator and U.S. Congresswoman*

*Retired American astronaut and U.S. Navy Captain Mark Kelly and former state legislator and U.S. Congresswoman Gabby Giffords represent the very essence of American service and heroism. Ever since an assassination attempt severely wounded Gabby in 2011, the couple has inspired the world with their story of hope and courage in the wake of tragedy, serving as a symbol for the possibility of second chances.*

*Gabby and Mark will tell the story of their journey and share inspiration for summoning courage through tough times and on the path to new goals. They will leave you with a new appreciation for the tenacity of those who refuse to be defeated, and the motivation to face and overcome any challenge with passion, bravery and your very best.*

Personal Notes:

This was the opening session. Gabby and Mark shared very interesting life stories and insights. Both provided good motivation and exemplified what it takes to serve the public.

Potential Benefits and Ideas for SeaTac:

Community outreach ideas (Congress on your Corner), and motivation to stick with it.

Further reference:

[https://en.wikipedia.org/wiki/Gabrielle\\_Giffords](https://en.wikipedia.org/wiki/Gabrielle_Giffords)

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Event/Summary:

*workshop: Getting Smart About Smart Technology Pilot Projects*

*“Smart” technology being deployed in cities today promises to save energy, ease traffic, simplify parking, and bring many other benefits to cities. Pilot projects in emerging technologies, however, often come with pitfalls. Panelists from small and medium sized cities will discuss their experiences with ongoing smart technology pilot projects in their communities, including autonomous vehicles and drones. Learn about the benefits of integrating transformative technologies into your city and how to conduct successful public outreach and education to help your project succeed. Panelists will share important policy and legal issues to consider when implementing new smart city initiatives, including privacy, cybersecurity, information sharing, data management and analysis, and insurance.*

Personal Notes:

I attended this to see how far along other cities were with their own pilot projects. Although there are many good ideas, it doesn't look like any one city has successfully implemented autonomous vehicles yet. There is talk about providing a free public autonomous shuttle service and connected vehicles but nothing concrete has been deployed. This event seemed like a sales pitch for the BBK law firm.

Potential Benefits and Ideas for SeaTac:

Gregory Rodriguez with the law firm Best Best & Krieger may be a resource if the city has legal questions that requires specialists in smart technology and connected vehicles.

Further reference:

<https://www.bbklaw.com/news-events/events/2017-events/11/smart-technology-autonomous-vehicles-and-cities>

Gregory Rodriguez, (202) 370-5308, bbklaw.com

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Event/Summary:

*Exhibit Hall Open:*

Personal Notes:

There were over 250 vendors at this exhibit. I visited with several vendors that provide products and services focused on local cities and the more interesting ones are summarized below.

Potential Benefits and Ideas for SeaTac:

ShotSpotter can detect gunshots in realtime and directly alert our police to the exact location:

<http://www.shotspotter.com>

SeeClickFix is a community engagement app that allows people to request services using a mobile app and/or an online website. We are already in the process of replacing our own Click-And-Request app in favor of this product:

<https://gov.seeclickfix.com/government/>

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Accela is one of many competing companies that provide an end-to-end cloud-based platform that can handle asset management, finance, permitting, licensing, code enforcement, and citizen engagement among other things. Socrata and 3DI are other companies providing similar services. The benefit with these companies is that their entire system is open-source which means we will not be locked into one particular system if we decide to go with another route in the future. There may be an opportunity for the city to save money while also improving efficiency; I believe this is worth further research to determine if it's beneficial for us.

<http://www.accela.com>

<https://socrata.com>

<http://3disystems.com>

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Event/Summary:

*Sustainable Cities Institute Reception*

Personal Notes:

This is a subset organization within NLC that provides \$10,000 grant money to cities for local resiliency projects and programs.

Potential Benefits and Ideas for SeaTac:

This is a great opportunity to obtain a grant for for studies and to create plans for projects to offset some of the negative environmental impacts from the airport. One idea is to study our local storm water runoff and devise a plan to improve treatment of stormwater.

Further reference:

<http://nlc.org/program-initiative/sustainable-cities-institute>

\$10,000 grant program:

<http://nlc.org/leadership-in-community-resilience-program-application>

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**Friday 11/17**

Event/Summary:

*Friday Morning General Session*

*I. Building Inclusive and Equitable Communities*

*II. The New Localism*

*III. Preemption Discussion*

Personal Notes:

This was an informational discussion panel where breakfast was served. The breakfast was tasty.

Potential Benefits and Ideas for SeaTac:

Most of the ideas and topics presented during this event was already covered in other workshops and events.

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Event/Summary:

*workshop: Achieving Equity in Our Communities Through Economic Development*

*In many cities, economic advancement is uneven. Economic mobility, income inequality, and racial inequity remain challenges—not only as deeply concerning social problems, but also as economic problems. The NLC Equitable Economic Development (EED) Fellowship helps cities pursue economic development strategies that create more equitable access to opportunities for all residents. EED Fellows will share lessons they have learned, and will empower you to start looking at economic development in your own community through an equity lens.*

Personal Notes:

I only spent about fifteen minutes at this workshop as I was also juggling another workshop.

Potential Benefits and Ideas for SeaTac:

One of the ideas presented was to promote local organizations that focus on helping minority and underserved communities to obtain jobs and start businesses. I recall the city council recently approved human services grant money to “Apprenticeship and Non-Traditional Employment for Women (ANEW)” which seems to be successful. The city could consider seeking out additional local organizations that provides this type of service to help our residents.

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Event/Summary:

*workshop: Parks, Public Space, and Nature: Emerging Strategies to Promote Health, Active Living, and Learning*

*Cities continue to innovate in the ways they provide and alter spaces to keep kids active and build a culture of health. Join this workshop to better understand how cities can promote children’s physical, mental, social and environmental health through strategic decisions about land use and the programming of public space. Hear lessons learned and inspiring examples from the first three years of the NLC Cities Connecting Children to Nature initiative, and take home tools and resources on innovative ways your city can build a healthier environment for your youngest constituents.*

Personal Notes:

An interesting point that was presented is that although more parks and open space improves local health, community, environment, and overall resident satisfaction, if those parks and spaces are not maintained it can negatively affect all of these benefits. Maintaining public spaces should be a high priority.

Potential Benefits and Ideas for SeaTac:

SeaTac is fortunate to have local clubs and organizations maintaining public spaces such as the RC Park and Botanical Garden. I believe the city would realize additional benefits by encouraging and promoting additional local clubs and organizations to do the same. One such example would be a potential cricket field at Sunset Park maintained by the Puget Sound Cricket Club.

Further reference:

<https://seattlcracers.com/seatac-rc-raceway/>

<http://www.pugetsoundcricketclub.org/>

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**Saturday 11/18**

Event/Summary:

*workshop: Connected Vehicles: Is Your City Ready for this New Technology?*

*Traffic congestion in many cities is crippling. But what if vehicles could travel more efficiently and safely by “talking” wirelessly with traffic lights, pedestrians, and with each other? Could connected vehicles ease the traffic burden? To find out, the U.S. Department of Transportation will test connected vehicle technology in two major cities: New York and Tampa. The New York City pilot will be the largest in the nation, with more than 300 traffic signals talking to 8,000 vehicles and more than 100 pedestrians via personal devices. The Tampa pilot will feature 1,500 cars, 10 buses, 10 trolleys, and 500 pedestrians with smartphone apps, and will deploy a variety of connected vehicle technologies to relieve congestion, reduce collisions and prevent wrong way crashes. Attend this session to learn more about connected vehicle technology and the benefits it could bring to your city. You’ll also hear about the institutional, legal, and technical issues that may impact the use of connected vehicle technologies.*

Personal Notes:

Connected vehicles are part of Intelligent Transportation Infrastructure that allows cars, trains, busses, trucks, and roadways to communicate with each other to improve safety, efficiency, and reduce accidents. The DOT and Tampa transportation representatives provided information about pilot programs that are currently underway as well as the availability of Federal transportation grants to help cities modernize public roadways and infrastructure.

Potential Benefits and Ideas for SeaTac:

With our numerous hotels, parking garages, and daily travelers constantly increasing the burden on our local roadways, I believe we would greatly benefit by implementing connected vehicle technologies throughout our busiest streets. Since there are currently more than one competing formats for this communication, we should be careful to choose a format that will be widely adopted. Monitoring the outcomes of existing pilot projects should provide further insight for future policies and decisions.

Further reference:

[https://www.its.dot.gov/cv\\_basics/cv\\_basics\\_what.htm](https://www.its.dot.gov/cv_basics/cv_basics_what.htm)

Wyoming WYDOT Connected Vehicle Pilot Program

<https://www.youtube.com/watch?v=FxSLA8OmGsk>

Egan Smith, Managing Director

U.S. Department of Transportation

<http://citysummit.nlc.org/speaker/egan-smith/>

Joe Waggoner, CEO

Tampa Hillsborough Expressway Authority

813-272-6740

[joe@tampa-xway.com](mailto:joe@tampa-xway.com)

[www.tampacvpilot.com](http://www.tampacvpilot.com)

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Event/Summary:

*Boosting Economic Development Through City Branding*

*Branding is more than just a marketing strategy and a logo. City branding can be an effective economic development tool to attract human capital, foreign direct investment and tourism. Effective branding not*

*only creates more competitive cities, but also increases innovation and civic engagement, leading to a healthier local economy. In this session, you'll hear from cities that developed comprehensive city branding strategies and learn how to brand your city, including how to measure the return on your investment.*

Personal Notes:

Cities that have successfully branded and marketed themselves have realized substantial economic development as well as an improvement in local pride of ownership and community engagement. An example was the city of Traveler's Rest, South Carolina which got their name because it was a rest-stop for travelers heading through the North Carolina Mountains. They embraced the local jargon of referring to the city as "tr" and re-branded themselves as such. Their marketing campaign focused on this by selecting words that start with "tr" such as travel, trees, trails, trek, trust, transported, and slogans such as "There is no art without TR"

Staunton, Virginia also discussed the importance of having an official logo as well as a separate marketing logo for unofficial promotion that local businesses could use to create a sense of uniformity across marketing efforts.

Anchorage, Alaska discussed the local public engagement process they went through with their re-branding, asking their locals why they choose to live there and what they enjoy doing in the city. The idea is that promotion should start with the people in the city.

Potential Benefits and Ideas for SeaTac:

SeaTac could greatly benefit from better branding. I believe the best start would be to contract a marketing firm that has a successful track record of helping cities with their branding and marketing. To save money, we could initially reach out to our local SouthSide Alliance RTA for ideas.

Further Reference:

Traveler's Rest, South Carolina

<http://travelersrestsc.com/>

Staunton, Virginia

<http://www.visitstaunton.com>

Anchorage, Alaska

<https://www.anchorage.net/>

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Event/Summary:

*Closing General Session & Delegates Luncheon with Earvin "Magic" Johnson*

*Join City Summit delegates for the Closing General Session & Delegates Luncheon, where you'll hear from incoming NLC President and Little Rock, Arkansas Mayor Mark Stodola and keynote speaker Earvin "Magic" Johnson.*

Personal Notes:

Magic Johnson has created a company that brings new developments and redevelopments into underserved communities to provide employment, entertainment, and economic opportunities to

neighborhoods with high poverty. He spoke of the challenges he had to overcome to get his company off the ground, and recent successful projects they have completed.

Potential Benefits and Ideas for SeaTac:

Magic Johnson mentioned his company is looking for other cities where they can invest their development and community efforts. SeaTac may be an ideal location for their next venture.

Further reference:

Magic Johnson Enterprises

<http://magicjohnson.com>

Community Empowerment Centers

<http://magicjohnson.org/programs/community-empowerment-centers/>

Magic Johnson wants to rebuild America's infrastructure

<https://nypost.com/2017/04/25/magic-johnson-wants-to-rebuild-americas-infrastructure/>

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**Sunday 11/19**

Event/Summary:

*departure*