



# Administration and Finance Committee Meeting Minutes

April 12, 2018

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	5:28 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill		X		

Other Council Members Present: Mayor Mike Siefkes, Joel Wachtel, and Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:02 PM</i>
2. Public Comment	<i>None</i>
3. Review of the 03/22/2018	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the 03/22/2018 minutes were provided to the committee for review. The committee had no revisions. The minutes were approved as written.</i></p>
4. Council/City Manager Travel Pre-Approval or Final Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, provided the following two items for Committee approval:</i></p> <ol style="list-style-type: none"> <li><i>1. Expense approval for Peter Kwon NLC Congressional City Conference Lodging Amount: \$1601.45</i></li> <li><i>Council members Sitterley and Kwon voted to approve.</i></li> <li><i>2. Pre-approval for Peter Kwon NLC Summit Lodging: \$1125 Meals: \$300</i></li> </ol>

	<p><i>Transportation: \$750  Registration: \$545  Amount Total: \$2,720</i></p> <p><i>Council members Sitterley and Kwon voted to approve.</i></p>
<p>5. Vacant Positions Update</p>	<p><u>  X  </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, provided an update on vacant positions within the City.</i></p>
<p>6. New Position Classification &amp; Organizational Changes</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, discussed with the committee two proposed changes and new position classifications.</i></p> <ol style="list-style-type: none"> <li><i>1. Legal Department: Reclassifying the currently vacant position of Civil Paralegal to a Legal Department Assistant, supervised by the Legal Analyst. Mr. Scorcio explained the rationale behind reclassifying this position as detailed in the memo provided in the packet. The A&amp;F committee approved this proposal. This does not require formal Council action.</i></li> <li><i>2. City Manager's Office: Creation of a new position titled Government Relations and Communications Manager and increased funding for an existing represented position (Admin Assistant II – Graphics Design Specialist). Mr. Scorcio explained to the committee the need for the new position and described the functions of the job, detailed in the memo provided in the packet. The committee was in favor of these proposed changes. This realignment will require a budget amendment which will be brought to a future City Council meeting. The A&amp;F committee recommended this item for approval.</i></li> </ol>
<p>7. Position on Naming the New HSD School in SeaTac</p>	<p><u>  X  </u> Not Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, asked the committee if they wished to take a position on naming the new Highline School District School in SeaTac. This item was referred to committee at the March 27 City Council meeting by Mayor Mike Siefkes. Council members Erin Sitterley and Peter Kwon expressed their desire to not get involved in the naming process. They believed the responsibility lies with the school district and didn't feel this was a City issue. Council members Rick Forschler and Joel Wachtel echoed their position. The committee agreed the City will not take a position in naming the new school.</i></p>
<p>8. Asset Disposal List</p>	<p><u>  X  </u> Recommended for Approval</p>

	<p><i>Finance Director, Gwen Pilo, presented the committee with a list of assets ready for disposal. The City Council must declare these items as surplus property and the City will dispose of the assets in the most cost effective method. The committee recommended this item for approval, the list will be brought forward to the full council at a future City Council meeting.</i></p>
9. ClearGov Demo	<p><i>Finance Director, Gwen Pilo, introduced to the council a new website: <a href="http://www.cleargov.com">www.cleargov.com</a>. This website compiles data from state and local governments from all across the US and displays them in an easy to understand template. ClearGov aims to help the average citizen understand how their local tax dollars are spent within their communities and also help municipalities to operate and communicate more effectively by delivering unique fiscal insights. The website is available to the public with limited access. If the City chose to subscribe to the service, it would be offered additional features including expanded demographic analyses and benchmarking to identify and analyze statistical peers. The subscription is \$7,500 per year with a startup cost of \$1,200. The City would initially subscribe for one year as a trial period before deciding to continue to invest. The committee was excited about the features this website could offer and the data that could be obtained, eliminating research time for staff. The committee had additional questions about the contract and costs after the first year which staff will investigate and bring back to a future A&amp;F meeting before subscribing to the service.</i></p>
10. Future Meeting Schedule	<p><i>The next A&amp;F Meeting will be held on April 26 at 4:00PM in Riverton Room 128. The A&amp;F meeting scheduled for May 10 has been cancelled.</i></p>
11. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:28 PM.</i></p>

## Pre-approval or final approval of City Council and City Manager Travel

### Travel Expense Approval

NLC Summit

Nov 7 -10, 2018, Los Angeles

Four councilmembers included in 2018 budget @ \$2,719 each.

Peter Kwon	A&F Approval Date: 4.12.18 <b>Estimated Costs</b>	A&F Approval Date: 4.26.18	A&F Approval Date:	A&F Approval Date:
Lodging	1125			
Meals	300			
Transportation -	750			
Registration (early bird)	545	450		
<b>Total</b>	<b>\$2,720</b>	<b>450</b>		

AWC Annual Conference

June 26 – 29, 2018

Yakima Convention Center

The City Council Budget detail includes two Councilmembers at \$1,200 each. However, there is savings in the Council 2018 Travel Budget to absorb additional attendees.

Joel Wachtel	A&F Approval Date: 3.22.18 Estimated Costs	A&F Approval 4.26.18	A&F Approval
Lodging	500		
Meals	75		
Transportation	200		
Registration -Discount	425	400	
<b>Total</b>	<b>\$1,200</b>	<b>400</b>	

(Councilmember 2) Peter Kwon	A&F Approval Date: 3.22.18 Estimated Costs	A&F Approval 4.26.18	A&F Approval
Lodging	500		
Meals	75		
Transportation	200		
Registration -Discount	425	400	
<b>Total</b>	<b>\$1,200</b>	<b>400</b>	

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Erin Sitterley, A&F Chair