

## Pre-approval or final approval of City Council and City Manager travel related expenses

### HANDOUT

May 4, 2023

#### **AWC Annual Conference**

**Spokane, WA**

**June 20 – 23, 2023**

**Two Councilmembers budgeted for 2023**

**Tyee HS Student receiving an AWC scholarship at Conference**

*Revised to reflect new travel policy with per diem for meals according to the GSA.*

#### **Peter: June 20-23**

	A&F Approval 5/4/23	A&F Expenses 5/4/23	A&F Date
Peter Kwon			
Lodging 3 nights	536.63		
Meals	189.00		
Transportation	300.00		
Registration	475.00	475.00	
<b>Total</b>	<b>1476.43</b>	<b>475.00</b>	

#### **Iris: June 21-23**

	A&F Approval 5/4/23	A&F Expenses 5/4/23	A&F Date
Iris Guzmán			
Lodging 2 nights	357.75		
Meals	150.00		
Transportation	300.00	212.80	
Registration	475.00	475.00	
<b>Total</b>	<b>1263.55</b>	<b>687.80</b>	

#### **Port of Seattle and Airport Cities**

**StART Fly-in to DC**

**April 25-27, 2023**

**This was an unbudgeted trip, but necessary.**

The Port staff is coordinating flights, hotels and meetings. Some meals hosted.

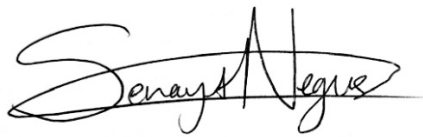
Councilmember Egal and Kwon are the mayor's council designees, they will be traveling with Kyle Moore from city staff.

<b>Mohamed Egal</b>	A&F Date 3/9/23 Pre-approval	A&F Date 3/9/2023 Expenses	A&F Date 5/4/23 Expenses
Lodging	900	832.45	917.70
Meals	192		47.00
Transportation	1100	857.81	32.25
Registration	0		
<b>Total</b>	<b>2192</b>	<b>\$1,690.26</b>	<b>996.95</b>

Notes:

Councilmember Kwon will submit StART Fly-in to DC (April 25-27) reimbursements for the next A&F Meeting and will submit the trip report within the 15-day deadline.

Councilmember Egal submitted the NLC Conference trip report on 4/16/23 and it was posted with the handouts for the 4/13/23 A&F Meeting.

A handwritten signature in black ink, appearing to read "Senayet Negusse". The signature is fluid and cursive, with a large initial "S" and "N".

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Chair  
Senayet Negusse



# MEMORANDUM

April 17, 2023

To: Carl Cole, City Manager  
CC: Florendo Cabudol, City Engineer  
Mei Barker, Human Resources Director  
Gwen Pilo, Finance and Information Systems Director

From: Will Appleton, Public Works Director

Re: Job Audit Recommendation – PW Inspector Supervisor

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Pursuant to Personnel Policy 2.02, Job Audit procedure, Human Resources conducted a job audit and analysis of employee Mark Hasbargen's position for reclassification.

The Human Resources' *Findings and Recommendations* (attached) state that Mark Hasbargen's compensation of Public Works Inspector Supervisor, pay range 57, should be compensated to range 62, effective March 23, 2023.

I am seeking approval to implement Human Resources' *Findings and Recommendations* on the job audit.

//attachments

Please sign, date, and indicate your decision.

5/4/23

Carl Cole, City Manager

Date

Approve  Decline