



Administration and Finance Committee Meeting Minutes

July 11, 2019
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	5:00 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Stanley Tombs, Joel Wachtel, Pam Fernald

Staff Coordinator: Gwen Pilo, Finance & Systems Director (absent)

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<p><u>X</u> Recommended for Approval</p> <p><i>A copy of the 05/23/19 minutes was provided to the committee for review. The committee approved the minutes as written.</i></p>
4. Council/City Manager Travel Pre-Approval or Final Approval	<p><i>Executive Assistant Lesa Ellis presented the following items for approval:</i></p> <ol style="list-style-type: none"> <i>1. Expense approval for City Manager Cole AWC Conference Lodging: \$513.09 Meals: \$18.49 Transportation: \$361.40 Total Amount: \$892.98</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>2. Expense approval for Councilmember Kwon AWC Conference Lodging: \$506.67 Transportation: \$204.60 Total Amount: \$711.27</i> <p><i>Council members Sitterley and Hill voted to approve. Councilmember Kwon abstained from voting.</i></p>

	<p>3. <i>Expense approval for Councilmember Hill</i> <i>Lodging: \$506.64</i> <i>Transportation: \$146.59</i> <i>Total Amount: \$653.23</i></p> <p><i>Council members Sitterley and Kwon voted to approve.</i> <i>Councilmember Hill abstained from voting.</i></p> <p>4. <i>Pre-approval for City Manager Cole</i> <i>ICMA Conference</i> <i>Lodging: \$1,250</i> <i>Meals: \$300</i> <i>Transportation: \$700</i> <i>Registration: \$800</i> <i>Total Amount: \$3,050</i></p> <p><i>The committee voted to approve.</i></p> <p>5. <i>Expense approval for City Manager Cole</i> <i>ICMA Conference</i> <i>Registration: \$720</i></p> <p><i>The committee voted to approve.</i></p> <p>6. <i>Pre-approval for Councilmember Kwon</i> <i>NLC Summit</i> <i>Lodging: \$1,800</i> <i>Meals: \$256</i> <i>Transportation: \$725</i> <i>Registration: \$675</i> <i>Total Amount: \$3,456</i></p> <p><i>Council members Sitterley and Hill voted to approve.</i> <i>Councilmember Kwon abstained from voting.</i></p> <p>7. <i>Expense approval for Councilmember Kwon</i> <i>NLC Summit</i> <i>Registration: \$560</i></p> <p><i>Council members Sitterley and Hill voted to approve.</i> <i>Councilmember Kwon abstained from voting.</i></p>
<p>5. Current Vacancies & Staffing Report</p>	<p><u> X </u> Informational Update</p> <p><i>Human Resources and Risk Management Director Vanessa Audett provided the committee with a brief update on vacant positions within the City.</i></p>

6. 2020 Legislative Agenda Brainstorm	<p><u> X </u> Informational Update</p> <p><i>Government Relations and Communications Manager Kyle Moore along with Gordon Thomas Honeywell representative Trevor Justin updated the committee on the upcoming 2020 legislative session. The committee discussed some priorities and issues they wish to be addressed during the next session. A draft agenda and legislative priorities will be brought back to a future A&F meeting for more discussion and finalizing.</i></p>
7. Council Chambers AV Update	<p><u> X </u> Recommended for Approval</p> <p><i>Information Systems Manager Bart Perman presented the committee with two proposals for replacing the Audio Visual equipment in the Council Chambers and Municipal Court. Mr. Perman recommended contracting with Avidex Industries based on the quote provided and their references and reputation. The committee agreed and recommended moving forward with this vendor. This item will be brought forward to the July 23 Council Meeting.</i></p>
8. Future Meeting Schedule	<p><i>The next A&F Meeting is scheduled for July 25 at 4:00 PM in Riverton Room 128.</i></p>
9. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:00 PM.</i></p>