



Administration and Finance Committee Meeting Minutes

February 27, 2020
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:10 P.M.
Erin Sitterley, Chair	X			
Clyde Hill	X			
Senayet Negusse	X			

Other Council Members Present: Joel Wachtel, Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:01 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 01/23/20 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 provided the following items for committee approval:</i></p> <ol style="list-style-type: none"> 1. <i>Expense approval for Councilmember Kwon Aviation Noise & Emissions Symposium Lodging: \$682.86 Transportation: \$96.80 Registration: \$745.00 Total: \$1,524.66</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> 2. <i>Expense approval for Councilmember Negusse Aviation Noise & Emissions Symposium Lodging: \$716.64 Transportation: \$136.79 Registration: \$745.00 Total: \$1,598.43</i>

*Mayor Sitterley and Councilmember Hill voted to approve.
Councilmember Negusse abstained from voting.*

3. *Pre-approval for Councilmember Kwon
NLC Congressional City Conference
Lodging: \$1,800
Meals: \$256
Transportation: \$725
Registration: 675
Total: \$3,456*

*Expense approval for Councilmember Kwon
NLC Congressional City Conference
Transportation: \$346.80
Registration: \$615.00
Total: \$961.80*

The committee voted to approve.

4. *Pre-approval for Mayor Sitterley
FAA
Lodging: \$500
Meals: \$128
Transportation: \$1,000
Total: \$1,628*

*Expense approval for Mayor Sitterley
FAA
Transportation: \$633*

*Councilmembers Negusse and Hill voted to approve. Mayor
Sitterley abstained from voting.*

5. *Pre-approval for Councilmember Hill
FAA
Lodging: \$500
Meals: \$128
Transportation: \$1,000
Total: \$1,628*

*Expense approval for Councilmember Hill
FAA
Transportation: \$633*

*Mayor Sitterley and Councilmember Negusse voted to approve.
Councilmember Hill abstained from voting.*

5. Current Vacancies & Staffing Report	<p><u> X </u> Informational Update</p> <p><i>Deputy City Manager Gwen Voelpel provided the committee with a brief update on vacant positions within the City.</i></p>
6. Celebrate 30 Years Event	<p><u> X </u> Informational Update</p> <p><i>Executive Assistant Lesa Ellis provided an update on the 30-year celebration scheduled for Saturday February 29.</i></p>
7. Position Reclassification	<p><u> X </u> Recommended for Approval</p> <p><i>Public Works Director Will Appleton addressed the committee to discuss the proposed reclassification of the current Administrative Assistant 1 position in the City Manager's Office to an Administrative Assistant 2 position split between Public Works and the City Manager's Office. This would allow a currently underutilized position to take on higher-level administrative functions and support both the Public Works Department and 3rd floor reception. The committee was in favor of the proposal and recommended this item for approval.</i></p>
8. Disaster Recovery Solution	<p><u> X </u> Recommended for Approval</p> <p><i>Information Systems Manager Bart Perman presented the committee with a proposal to enter into a contract with Mosaic Technologies to implement a disaster recovery solution for the City. Funding for this project was previously approved as part of the 2019-2020 Mid-Biennium Budget Review. The committee recommended this item for approval and it will be brought forward to the March 24th City Council Meeting.</i></p>
9. Q4 2019 Financial Reports	<p><u> X </u> Informational Update</p> <p><i>Finance Director Gwen Pilo provided the committee with presentation on 4th quarter financials. Overall the City is in a strong financial position, estimated to end 2019 with an ending fund balance of \$108 million across all City funds.</i></p>
10. Investment Report	<p><u> X </u> Informational Update</p> <p><i>Finance Director Gwen Pilo provided a brief update on the status of the City's investments.</i></p>

11. Future Meeting Schedule	<i>The next A&F Meeting is scheduled for March 12th at 4:00 PM in Riverton Room 128.</i>
12. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:10 PM.</i>