



Administration and Finance Committee Minutes

Thursday, March 17, 2016
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence: 4:01 P.M.
			Adjourn: 6:06 P.M.
Erin Sitterley, Chair	X		
Peter Kwon	X		
Pam Fernald	X at 4:05 pm		

Other Council Members Present: Kathryn Campbell, Rick Forshler, Michael Siefkes

Staff Coordinator: Aaron Antin, Finance & Systems Director

<p>1. Council Approval of Vouchers</p>	<p><u> X </u> Recommended for: <u> X </u> Approval</p> <p><i>A presentation by Finance & Systems Director, Aaron Antin explained the life cycle of financial processes and specifically Council's participation in that financial process. In explaining the stages, he emphasized each point in which the council interacts with the process. He noted that the presentation of the vouchers to council is simply a notification that this process has been completed and acceptance by Council only acknowledges that the processes for that transaction were adhered to according to State and local laws. The concerns that the Council has regarding approving these payments are actually to be addressed in earlier stages of the financial process, including budget and department authorization. Also presented was a recent survey of the City of SeaTac's comparable cities (as determined by the AFSCME contract) showed that 71 percent of cities issue checks prior to Council's final approval. In order to allow for more council visibility, Aaron suggested creating a process in which after staff has certified claims, the claims packet could be bundled and placed in the Council office at City Hall for review by any Council members that would like the opportunity. After considering input from those attending, including three other Council members, the committee members were in favor of this proposed solution and approved that this new process will be implemented by the Finance division as soon as is practical.</i></p>
<p>2. Budget Update</p>	<p><u> X </u> Informational Update</p>

	<p><i>Finance & Systems Director Aaron Antin suggested that each future A&F Committee meeting have a line item reserved for budget updates. The committee agreed to this suggestion. No update at this time.</i></p>
<p>3. Overview of Port of Seattle/City of SeaTac ILA</p>	<p><u> X </u> Informational Update</p> <p><i>CED Director Joe Scorcio utilized a PowerPoint presentation to provide background on the City's Interlocal Agreement (ILA) with the Port of Seattle regarding the Airport. The presentation covered the general features of any interlocal agreement between any two local governments. He summarized the history, key elements and fiscal issues (taxes, fees, assessment, mitigation funds, etc) of the current ILA which expires on February 16, 2018. Lastly, he presented the basic details and approach that the designated staff representatives of the City and the Port are following to develop a draft sequencing plan and schedule for adopting an entirely new ILA. Discussion also included incremental adoption of the ILA elements as separate pieces of a total ILA, the role and limitations of the Council's new Airport Advisory Committee, and the critical nature of the City Council providing confidential direction to the City's internal staff team and negotiating members throughout the process. The draft sequencing plan and schedule is being reviewed by the internal teams at both the Airport and City, and will be available to the Council and Advisory Committee in a few weeks. A similar overview presentation will likely be made to the Advisory Committee. No further action or direction was needed at this time.</i></p>