



# Administration and Finance Committee Meeting Minutes

September 27, 2018  
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:53 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Joel Wachtel, Pam Fernald, Rick Forschler

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 9/13/2018 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><u> X </u> Recommended for Approval</p> <p><i>Executive Assistant, Lesa Ellis, provided the following two items for committee approval:</i></p> <ol style="list-style-type: none"> <li><i>1. Expense Approval for Clyde Hill NLC Summit Transportation: \$194.39</i></li> </ol> <p><i>Council members Sitterley and Kwon voted to approve. Council member Hill abstained from voting.</i></p> <ol style="list-style-type: none"> <li><i>2. Expense Approval for Peter Kwon NLC Summit Transportation: \$224.40</i></li> </ol> <p><i>Council members Sitterley and Hill voted to approve. Council member Kwon abstained from voting.</i></p>

<p>5. 3<sup>rd</sup> Quarter Financial Reports</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance &amp; Systems Director Gwen Pilo presented the committee with several documents detailing actual revenues and expenditures through September 30,2018 (draft). The reports were presented prior to the end of the 3<sup>rd</sup> quarter in order to aid in upcoming budget discussions.</i></p>
<p>6. End of Year Projections</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance &amp; Systems Director Gwen Pilo provided the committee with an estimated 2018 ending fund balance for the General Fund. Current projections estimate the City will end the year 11.7 million dollars in excess of the target general fund reserve. This estimate will be used when discussing the 2019-2020 Preliminary Budget in the upcoming Budget Workshops.</i></p>
<p>7. Organizational Alignment/Changes</p>	<p><u>  X  </u> Informational Update</p> <p><i>City Manager Joe Scorcio provided the committee with a brief update of recent and upcoming organizational/alignment changes. The committee has already approved alignment changes for Code Compliance and Parks Operations and will be presented accompanying decision cards at the October 12 Budget Workshop. One other department change will be the renaming of the Human Resources department to "Human Resources and Risk Management". This change will take effect January 1, 2019.</i></p>
<p>8. Financial Policies</p>	<p><u>  X  </u> Deferred to Oct. 5 Budget Workshop</p> <p><i>Finance Director Gwen Pilo presented the committee with the draft financial policies discussed at previous committee meetings. The committee reviewed the proposed policies and provided some additional comments/direction. Comments provided will be discussed further at the October 5 Budget Workshop.</i></p>
<p>9. 2019-2020 Preliminary Budget Overview</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance Director Gwen Pilo presented the committee with an overview of the 2019-2020 General Fund Preliminary Budget. The budget provided is balanced within projected revenues, and maintains current service and operation levels within the 3 percent growth allowance provided by Council.</i></p>

10. Input from A&F Committee on Budget Workshops	<i>After reviewing the 2019-2020 Preliminary Budget Overview, the committee did not request detailed presentations on any general fund department budgets.</i>
11. Confirm Budget Workshop Timeline/Agendas	<i>City Manager Joe Scorcio reviewed and confirmed the upcoming Budget Workshop agendas with the committee.</i>
12. Future Meeting Schedule	<i>The next A&amp;F Meeting will be held on October 11, at 4:00PM in Riverton Room 128.</i>
13. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:53 PM.</i>

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

**October 11, 2018**

**NLC Summit  
Nov 7 -10, 2018, Los Angeles**

First time registration \$460. Registration for two classes at \$165 each.  
 L05-Leadership 101: Parliamentary Procedure: Making Robert's Rules Work for you. \$165.00  
 L12-Leadership 101: The Ethical Leader: Rules and Tools. \$165.00  
 The Council budget can absorb the class registration.

Clyde Hill	A&F Approval Date: 7.26.18 <b>Estimated Costs Lodging adjusted 9.13.18</b>	A&F Approval Date: 7.26.18	A&F Approval Date: 9.27.18	A&F Approval Date: 10.11.18
Lodging	1125 1606			
Meals	300			
Transportation	750		194.39	
Registration (early bird by 7.15.18 and first time discount)	545	460		330.00
<b>Total</b>	<b>\$3201</b>	<b>460</b>	<b>194.39</b>	<b>330.00</b>

**APA Planning Conference  
October 4-5, 2018  
Spokane, WA**

The CMO 2018 travel budget for Registration, Lodging and Transportation is **\$8,545**. No travel has taken place year-to-date.

Joseph Scorcio	A&F Approval Date: 9.13.18 <b>Estimated Costs</b>	A&F Approval Date: 9.13.18	A&F Approval Date: 10.8.18
Lodging (1 night)	164.55		165.73

Meals			48.63
Transportation airfare, hotel shuttle	254.40	254.40	15.00
Registration (single day – Oct 4)	200.00	200.00	
Total	618.95	454.40	229.36

---

Erin Sitterley, A&F Chair



# City Manager Post Trip Report

*Required for City paid expenses or reimbursements of \$50 and above*

Per the City Council Administrative Policies and Procedures, Section 13. (A), the Trip Report shall be completed and submitted to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet.

**Filed By:** Joseph Scorcio, City Manager

**What type of event did you attend?**

- Training    Conference  
 Other (specify): [Click here to enter text.](#)

<b>Name of Event:</b>	America Planning Association – WA Chapter Conference
<b>Purpose:</b>	Continuing education (AICP Certification Maintenance)
<b>Location:</b>	Spokane, WA
<b>Date(s) of Event:</b>	October 4 & 5, 2018. (375 attendees)
<b>Number of hours attended:</b>	10 Hours (first day only)

*Please answer the following questions*

<b>What interested you in attending this event?</b>
State and National Planning Conferences are the most practical way to achieve required continuing education credits, including the mandatory Ethics Session.

<b>Please summarize what you learned and how it benefits the taxpayer:</b>
See attached recap

<b>Would you recommend this opportunity for others? Please summarize why or why not.</b>
Yes, Councilmembers and Planning Commissioners have attended APA Conferences

<b>Other Comments</b>
<a href="#">Click here to enter text.</a>

*\*Please attach copies of any training outlines, lesson plans, or agendas\**

<b>Signature:</b>	Joseph Scorcio
<b>Date of Signature:</b>	October 8, 2018.

## **2018 APA-WA Chapter Conference Recap**

### **City Manager Joseph Scorcio, AICP**

38th Annual Washington State Planning Conference, held in Spokane, WA on October 4 & 5, 2018. 375 attendees. I attended for continuing education requirements (AICP Certification Maintenance), including mandatory Ethics Session.

Opening Session: Welcome from Mayor John Condon, highlighting the City of Spokane's 3 initiatives to be a community that is: 1) smarter (focus on schools), 2) has greater personal security (beyond public safety) and 3) healthier (clean up the environment). The Council has a Strategic Plan with a 6-year vision and matching action plan. They have also aligned their committees with the strategic outcomes instead of traditional silos. Keynote speaker was former Maryland Governor Paris Glendening, head of Smart Growth America. He highlighted key elements of the program and some of the most recent successes. SeaTac worked with Smart Growth America in 2016 on an analysis of our three light rail station areas.

Race Matters: Session focused on the decade of results from Seattle's Race and Social Justice Initiative. Some techniques have proven more successful than others, but even the ones which fell short exposed opportunities to improve. The challenge facing government institutions in effectively reaching the ever changing ethnic communities was enlightening, and drew attention to the wide range of approaches needed (one approach does not reach all). SeaTac has tried a number of these approaches, and will likely need to keep trying/creating new ones.

Engaging the Community to Reinvent Auto-centric Neighborhoods: Session presented case studies from a range of cities comparable to SeaTac in how they both succeeded and failed to revamp existing neighborhoods to meet the public/market demand for more walkability. Some of the successes were tied to connecting to transit, but most were linked to connecting to schools, nearby commercial areas (retail and services) and amenities (parks, trails, etc.). The key is to listen to the "why", not the "what" in creating the new access. Sometimes engineering and design is the solution. Sometimes it is better to undue the historic infrastructure to create a more pedestrian/less automobile friendly environment.

Luncheon Session: "Planning through the Back Door" was provided by Steve Smith (partner with Rick Steves) on planning lessons learned from 30 years of tourist planning in Europe. The cycle of trying to fit auto and transit into the ancient built environment has swung back to closing entire neighborhoods and commercial areas from vehicles and returning to walking and biking. Even in areas where vehicles are still allowed, on-street parking has been eliminated and replaced with public parking lots on the periphery. Property values have been increasing and commercial areas are thriving because of the influx of residents and tourists into these safe-to-walk areas. Noting the historic and cultural differences regarding automobiles, it is still valuable to see the positive economic effects of taking selective actions and reshaping infrastructure.

The Changing Workplace – Thriving vs. Surviving: Session was an interactive training for managers and leaders on methods to address the dynamics in the current work place. Soon, 4 distinct generations will be in the workplace together. Their learning methods, communication styles, attitudes, and motivations are more varied than ever faced by managers before. In order for leaders to remain effective, with unified and coordinated teams, there will need to be changes in practices, procedures and training.

Ethics for Planners and Our Allied Professions: Review of the AICP Code of Ethics, recent court cases and decisions affecting professional practice. The majority of the highly interactive session involved dealing with the different ethics standards on city managers (ICMA), attorneys (ABA) and engineers (PE), and utilized real case studies which affected two or more of these groups.



# MEMORANDUM

To: Administration and Finance Committee  
Through: Joseph Scorcio, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: October 11, 2018  
Re: Unclaimed Property Report

---

History: Each year by October 31 the City is required to file an Unclaimed Property Report with the Department of Revenue for Accounts Payable and Payroll checks that have not been cashed. Payroll checks are reported after 1 year and Accounts Payable checks are reported after 3 years.

The SeaTac Finance Department has completed the due diligence process of sending letters out to the individuals with outstanding checks with no result. RCW 39.56.040 requires a Resolution to cancel stale checks. Exhibit A and B for 2017 & 2018 provides the list of abandon checks to be cancelled.

The 2017 report was completed and submitted to the Department of Revenue on time, however the report for 2017 was not brought forward to the A & F committee and a resolution was not completed.

The uncashed checks do not have a fiscal impact for the City and the funds will be remitted to the State.



**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION of the City Council of the City of SeaTac, Washington, to finalize the 2017 and 2018 unclaimed property reporting to the State of Washington.

**WHEREAS**, State law requires that outstanding, stale dated municipal checks and unclaimed deposits be cancelled by passage of a Resolution; and

**WHEREAS**, the City of SeaTac has a number of outstanding, stale dated municipal checks and unclaimed deposits that need be cancelled; and

**WHEREAS**, the Finance Department and Court Department has made all reasonable attempts to resolve these outstanding municipal checks and unclaimed deposits; and

**WHEREAS**, the City Council of the City of SeaTac wishes to cancel all outstanding, stale dated municipal checks and unclaimed deposits as detailed in Exhibit A and B;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES as follows:**

Section 1. The SeaTac City Council declares the cancellation of municipal checks and unclaimed deposits as detailed in Exhibit A and B.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018, and signed in authentication thereof on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**CITY OF SEATAC**

\_\_\_\_\_  
Erin Sitterley, Mayor

ATTEST:

\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

\_\_\_\_\_  
Mary E. Mirante Bartolo, City Attorney

EXHIBIT A

2017 UNCLAIMED PROPERTY REPORT

Municipal Court Records sent to UCP

<u>Payee</u>	<u>Amount</u>	<u>Comments</u>
Michael Angelo Gonzalez	\$ 500.00	Bail Refund
John Darrell Heckendorn	\$ 250.00	Bail Refund
Edgardo Sapien	\$ 101.00	Misc Trust
Mohammed Yusuf	\$ 100.00	overpayment
Malik Haider	\$ 30.00	overpayment

**TOTAL MUNICIPAL COURT** \$981.00 Sent to UCP 10-9-17 ck #7308/echeck

Finance Dept Records sent to UCP

7-1-13 thru 6-30-14

<u>Check #</u>	<u>Check Date</u>	<u>Check Amount</u>	<u>Payee</u>	<u>Comments</u>
103945	8/5/2013	\$ 36.40	Aaron Yurth	Mail Returned
103965	8/5/2013	\$ 9.66	Bradley J Shatto	Mail Returned
104058	8/5/2013	\$ 4.52	Mary A Williams	Mail Returned
104694	10/4/2013	\$ 29.04	Carey Wagner	Mail Returned
104971	10/18/2013	\$ 100.00	Nova C Phung	Mail Returned
105110	11/5/2013	\$ 28.39	Gerald D Watson Jr	Mail Returned
105175	11/5/2013	\$ 23.07	Michael Brubaker	Mail Returned
105245	11/5/2013	\$ 30.53	Timothy W D Brensdal	Mail Returned
105600	12/5/2013	\$ 35.48	William Simpson	Mail Returned
105802	12/31/2013	\$ 25.00	Angelica M Fowler	Mail Returned
105836	12/31/2013	\$ 25.90	Eileen W Lampman	Mail Returned
105896	12/31/2013	\$ 57.92	Michael Merithew	Mail Returned
105902	12/31/2013	\$ 36.75	Nelson Price Binuya	Mail Returned
106736	3/20/2014	\$ 29.78	Kyle Johnson	Mail Returned
106917	4/4/2014	\$ 50.00	Theresa Teleni	Mail Returned
107128	4/18/2014	\$ 25.75	Susan Nelson	Mail Returned
107130	4/18/2014	\$ 50.00	Tatiana Galvez	Mail Returned

**TOTAL FINANCE DEPT** \$ 598.19

**GRAND TOTAL** \$1,579.19

EXHIBIT B

2018 UNCLAIMED PROPERTY REPORT

Municipal Court Records sent to UCP  
thru 6-30-18

<u>Payee</u>	<u>Amount</u>	<u>Comments</u>
William Lee Sullivan	\$ 250.00	Bail Refund
O'Shea Marcell Taylor	\$ 150.00	Bail Refund
Amanda Jean Cardwell	\$ 4.00	Bail Refund
Cedric Alexander Dorsey	\$ 4.00	Bail Refund
Randa Ayoubi	\$ 31.00	Misc Trust
Abyot Worku Demisse	\$ 23.00	Overpayment
Port of Seattle	\$ 10.00	Restitution
Dennys, L2	\$ 19.68	Restitution
Crystal M Ankenman	\$ 80.00	Restitution
Heaven Ankenman	\$ 220.00	Restitution
<b><u>TOTAL MUNICIPAL COURT</u></b>	<b>\$ 791.68</b>	

Finance Dept Records sent to UCP  
7-1-14 thru 6-30-15

<u>Check #</u>	<u>Check Date</u>	<u>Check Amount</u>	<u>Payee</u>	<u>Comments</u>
108292	8/20/2014	\$ 28.80	Charles Gates	mail returned
107825	7/3/2014	\$ 38.14	Deborah Halseth	BOA/Uncashed
107870	7/3/2014	\$ 27.36	Mellissa A Sistrunk	BOA/Uncashed
108129	8/5/2014	\$ 156.79	Anh Hoang	BOA/Uncashed
108676	9/19/2014	\$ 32.84	Konni McCarrell	BOA/Uncashed
109782	1/20/2015	\$ 26.78	Jennifer Cook	BOA/Uncashed
109824	1/20/2015	\$ 27.77	Orlean E Clinton	BOA/Uncashed
110802	5/5/2015	\$ 55.38	Don Schill	BOA/Uncashed
111169	6/5/2015	\$ 240.00	Mireya Ponce	BOA/Uncashed

**TOTAL FINANCE DEPT** \$ **633.86**

**GRAND TOTAL** \$ **\$1,425.54**



# MEMORANDUM

To: Administration and Finance Committee  
Through: Joseph Scorcio, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: October 11, 2018  
Re: 2017-2018 Budget Amendment

---

History: From time to time, certain budget amendments are required. During the second year of a biennium, these amendments can be more frequent and many are brought forward at the time of approval of a contract or large project; some requests are collected and submitted to Council for approval all at one time.

General Fund (001) Transfer Out of \$22,725 to the Building Management Fund (108) and increase expenditures for the continuation of the 2<sup>nd</sup> floor remodel. The Transfer Out is savings from unexpended line items.

2009 LTGO Refunding Bond Fund (206) increase expenditures \$150 for Administrative fees. Available fund balance is approximately \$13,527.

The total ending fund balance across all funds will be reduced by \$150. The amount and description of each revenue and expenditure request, and the amount supporting the request, is provided in Exhibit A. All budgeted revenues and expenditures for the biennium, along with the adjusted ending fund balance, is provided in Exhibit B.

EXHIBIT A  
2017-2018 Biennial Budget Amendment

**Revenue**

108 108.397.12.00.000

Transfers & Reimbursements
\$22,725
<b>\$22,725</b>

Transfers In - 001 Fund

**Expenditures**

**FUND #**

**To Acct #**

2018 TOTAL Request
\$22,725
<b>\$22,725</b>
\$150
<b>\$150</b>

**Description**

108 108.000.10.594.18.62.001

***Subtotal Building Management Fund (108)***

City Hall Improvements

206 206.000.04.592.79.85.007

***Subtotal 2009 LTGO Refunding Bond (206)***

2009 Hotel/Motel Ref Debt Reg Costs

**Grand Total - ALL FUNDS**

**\$22,875**

**CITY OF SEATAC, WASHINGTON  
2017-2018 BIENNIAL BUDGET: EXHIBIT B**

<b>2017-2018 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 198,482,475</b>				
<b>FUND</b>	<b>BEGINNING BALANCE 2017-2018</b>	<b>REVENUES &amp; OTHER SOURCES 2017-2018</b>	<b>EXPENDITURE APPROPRIATION 2017-2018</b>	<b>ENDING BALANCE 2017-2018</b>
001 General Fund	\$ 17,471,668	\$ 74,098,954	\$ 78,761,561	\$ 12,809,060
102 Street Fund	11,176,559	17,868,396	19,176,822	9,868,133
105 Port ILA	1,270,323	1,405,000	1,558,456	1,116,867
106 Transit Planning	214,981	-	184,315	-
107 Hotel/Motel Tax	7,315,221	2,996,200	2,288,051	8,023,370
108 Building Management	2,547,333	2,941,394	1,746,599	3,742,128
110 Facility Repair & Replacement	429,170	1,206	430,376	-
111 Des Moines Creek Basin ILA	1,873,484	664,000	651,616	1,885,868
206 2009 LTGO Bond Fund	12,974	689,200	689,350	12,824
207 SCORE Bond Servicing	258,636	419,459	419,459	258,636
301 Municipal Capital Improvements	6,622,676	3,789,699	9,240,094	1,172,281
306 Municipal Facilities CIP	1,364,518	5,200	356,057	1,013,661
307 Transportation CIP	3,836,481	23,223,090	22,794,773	4,264,798
308 Light Rail Station Areas CIP	1,873,520	5,000	1,750,000	128,520
403 SWM Utility	3,354,416	7,497,169	6,315,567	4,536,018
404 Solid Waste & Environmental	-	550,200	550,200	-
501 Equipment Rental	1,291,408	1,445,608	1,598,515	1,138,501
<b>TOTAL BIENNIAL BUDGET</b>	<b>\$ 60,913,366</b>	<b>\$ 137,599,775</b>	<b>\$ 148,511,811</b>	<b>\$ 49,970,664</b>



# MEMORANDUM

To: Administration and Finance Committee  
Through: Joseph Scorcio, City Manager  
CC: Gwen Pilo, Finance & Information Systems Director  
From: Steve Pilcher, CED Director  
Date: October 11, 2018  
Re: Parking Lease with Sound Transit

---

History: In late 2013, the City entered into lease agreement with Sound Transit for use of the top floor of the parking garage located on the SeaTac Center property. These 63 stalls provided much needed extra parking for riders that use the Tukwila International Blvd. Station. Sound Transit is responsible for all costs associated with maintenance, security and any needed improvements.

The current lease term expires on December 31, 2018. Sound Transit has contacted the City to request a lease extension for three (3) years, with two (2) one (1) year options, beginning on January 1, 2019.

Staff has advised Sound Transit of the City's plans to sell the SeaTac Center property and indicated that either a month-to-month lease or one-year lease would be feasible. It would be up to the purchaser of the property to decide whether and for how long it desired to continue the lease arrangement. Sound Transit staff has verbally indicated it could accept this arrangement.

Staff is requesting the concurrence of the Committee to move forward with negotiating new terms that the City Manager may then sign (prior lease extensions have been signed without requiring additional Council action).

Analysis: The existing arrangement has served both the City and Sound Transit well. These stalls are surplus to the needs of the SeaTac Center and Sound Transit has a demonstrated need for this additional parking, which increases the amount of parking at the station by approximately 10%. Given the time frame for negotiating with the Inland Group regarding its potential purchase of the SeaTac Center, a one year lease, transitioning to month-to-month in 2020, would be a feasible arrangement.

Budget Significance: Since its inception, the lease has featured a 2% annual escalator. Staff recommends continuing this provision, which results in a 2019 rate of \$4,868.99/mo. or \$58,427.88/yr.