



# Administration and Finance Committee Meeting Minutes

July 12, 2018  
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	4:59 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:02 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 06/28/2018 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>Finance Director, Gwen Pilo, provided the following two items for committee approval:</i></p> <ol style="list-style-type: none"> <li><i>1. Expense approval for Joel Wachtel AWC Annual Conference Lodging: \$503.07 Transportation – mileage: \$161.32 Transportation – parking: \$15.00 Amount Total: \$679.39</i></li> </ol> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <li><i>2. Expense approval for Peter Kwon AWC Annual Conference Lodging: \$426.33</i></li> </ol>

	<p><i>Transportation: \$161.32</i></p> <p><i>Council members Sitterley and Hill voted to approve. Council member Kwon abstained from voting.</i></p>
5. Vacant Positions Update	<p><u>  X  </u> Informational Update</p> <p><i>City Manager Joe Scorcio provided an update on vacant positions within the City.</i></p>
6. Study of Voting Districts	<p><u>  X  </u> Informational Update</p> <p><i>City Manager Joe Scorcio discussed the recent legislation regarding an amendment to the voter's rights act. Council member Forschler brought to the attention of the committee that voting districts was a topic of interest in 2008 but the City Council decided to take no action at that time. Mr. Scorcio proposed an analysis of the current situation to provide more information for council on this matter. Information will be brought back to a future A&amp;F meeting for discussion.</i></p>
7. 2018 Budget Amendment	<p><u>  X  </u> Recommended for Approval</p> <p><i>Finance Director Gwen Pilo presented the committee with a 2018 budget amendment. The amount and description of each revenue and expenditure request was provided. The committee recommended this item for approval and it will be brought forward to the full council at the July 24 City Council Meeting.</i></p>
8. Q2 2018 Financial Reports	<p><u>  X  </u> Informational Update</p> <p><i>Finance &amp; Systems Director Gwen Pilo presented the committee with several documents providing actual revenues and expenditures through June 30, 2018. Overall the City is in a positive position ending the 2nd quarter and the few areas of concern will be monitored.</i></p>
9. Future Meeting Schedule	<p><i>The next A&amp;F Meeting will be held on July 26, at 4:00PM in Riverton Room 128.</i></p>
10. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 4:59 PM.</i></p>