



Administration and Finance Committee Meeting Minutes

October 11, 2018

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	4:50 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 9/27/2018 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"> <i>1. Expense Approval for Clyde Hill NLC Summit Registration: \$330.00</i> <p><i>Council members Sitterley and Kwon voted to approve. Council member Hill abstained from voting.</i></p> <ol style="list-style-type: none"> <i>2. Expense Approval for Joseph Scorcio APA Planning Conference Lodging: \$165.73 Meals: \$48.63 Transportation: \$15.00 Amount Total: \$229.36</i>

	<i>The committee voted to approve.</i>
5. Vacant Positions Update	<u> X </u> Informational Update <i>City Manager Joe Scorcio provided the committee with a brief update of vacant positions within the City.</i>
6. Audit Entrance Conference	<u> X </u> Informational Update <i>Audit Manager Sandra Groshong, and Audit Lead Sean Fitzgerald from the State Auditor's Office briefed the committee on the audit currently in progress at the City. The entrance conference explained the audit scope, estimated costs, timeline, and expected communications while on site.</i>
7. Unclaimed Property Resolution	<u> X </u> Recommended for Approval <i>Finance & Systems Director Gwen Pilo presented the committee with a draft resolution reporting unclaimed property to the state. Each year 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. State statute requires a resolution to cancel these stale checks. The committee recommended this item for approval and it will be brought to the October 23 City Council meeting.</i>
8. 2017-2018 Biennial Budget Amendment	<u> X </u> Recommended for Approval <i>Finance & Systems Director Gwen Pilo presented the committee with a proposed budget amendment for the 2017-2018 biennial budget. The committee recommended approval and this item will be brought the October 23 City Council Meeting.</i>
9. Sound Transit Parking Agreement	<u> X </u> Recommended for Approval <i>City Manager Joe Scorcio discussed with the committee the lease with Sound Transit for the parking garage located on the SeaTac Center property. Sound Transit has contacted the City to request a lease extension. The committee discussed the lease terms and was in favor of the lease extension. The committee directed staff to increase the lease by 3% over the 2018 amount. This item will be brought forward to a future Council Meeting.</i>
10. October 25 and	<i>The committee discussed the upcoming committee meetings on October 25 and November 22. These meetings were cancelled due to scheduling</i>

November 22, 2018	<i>conflicts and the Thanksgiving holiday. The December 27 meeting was also cancelled.</i>
11. Future Meeting Schedule	<i>The next A&F Meeting will be held on November 8, at 4:00PM in Riverton Room 128.</i>
12. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 4:50 PM.</i>