



Administration and Finance Committee Meeting Minutes

December 13, 2018

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 PM
			Adjourn:	4:59 PM
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Joel Wachtel, Pam Fernald
 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>Vicki Lockwood voiced her concerns with the City leasing space on the 2nd floor. Earl Gipson stated his objection of entering into any long term leases in the building.</i>
3. Review of the Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the 11/08/18 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 presented the following items for approval:</i></p> <ol style="list-style-type: none"> <i>1. Expense Approval for Clyde Hill</i> <ul style="list-style-type: none"> <i>NLC Summit</i> <i>Lodging: \$1613.95</i> <i>Transportation: \$46.58</i> <i>Total Amount: \$1660.53</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 Peter Kwon</i> <ul style="list-style-type: none"> <i>NLC Summit</i> <i>Lodging: \$1613.95</i> <i>Transportation: \$30.63</i> <i>Total Amount: \$1644.58</i>

	<i>Council members Sitterley and Hill voted to approve. Council member Kwon abstained from voting.</i>
5. Vacant Positions Update	<u> X </u> Informational Update <i>Human Resources & Risk Management Director Vanessa Audett provided the committee with an update on vacant positions within the City.</i>
6. Audit Exit Conference	<u> X </u> Recommended for Approval <i>Brandon Tecca and Sean Fitzgerald from the State Auditor’s Office (SAO) presented the committee with draft reports following the completion of the Accountability and Financial Statement audit of the City. The results were all positive, the audit yielded no “findings” and the City is in compliance with all applicable laws and policies. The complete audit report will be posted on the SAO website.</i>
7. Realignment of Engineering Review Division	<i>Public Works Director Will Appleton, along with Community and Economic Development Director Steve Pilcher, discussed with the committee the proposed realignment of the Engineering Review Division. This proposal would bring the Engineering Review Division into the Public Works Department from CED. There is no financial impact or reclassification of positions, therefore no official action is needed from the committee. The committee had no issues with this realignment. The change will become effective January 1, 2019.</i>
8. Lease Agreement with ReWa	<u> X </u> Deferred to next A&F Meeting <i>Parks Community Programs and Services Director Lawrence Ellis, along with Facilities Manager Brian Ruda, discussed with the committee the proposed lease agreement with Refugee Women’s Alliance (ReWa) for office space located on the 2nd floor of City Hall. The committee discussed the proposal and had some concerns with the proposed 10-year lease term. The committee directed staff to negotiate a shorter term (36 months) and also had questions regarding the occupancy of the space. Staff agreed to gather more information to answer their questions and come back to the next A&F Meeting to discuss further.</i>
9. Cryptocurrency	<i>Deferred to future A&F Meeting, date TBD.</i>
10. Vouchers 101	<i>Deferred to future A&F Meeting, date TBD.</i>

11. Future Meeting Schedule	<i>The next A&F Meeting will be held on January 10, at 4:00 PM in Riverton Room 128.</i>
12. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 4:59 PM.</i>