



Special Administration and Finance Committee Meeting Minutes

October 31, 2019
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	4:45 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Stanley Tombs

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00 PM</i>
2. Public Comment	<i>Citizen Vicki Lockwood addressed the lobbyist contract renewal and posed questions for the committee to consider. Citizen Earl Gipson also spoke to the contract renewal and expressed concerns for the committee.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 10/17/19 minutes was provided to the committee for review. The committee approved the minutes as written.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<i>Executive Assistant Lesa Ellis provided the following item for committee approval:</i> 1. <i>Expense approval for City Manager Cole ICMA Annual Conference Lodging: \$1111.80</i> <i>The committee voted to approve.</i>
5. Audit Exit Conference	<u> X </u> Informational Update <i>Audit Manager Alexander Beherdnt and Audit Lead Sean Fitzgerald from the State Auditor's Office were in attendance to discuss the results from the City's audits. The State Auditor's Office performed an accountability audit, financial statement audit, and a federal single audit. The auditors</i>

	<p><i>reported no findings and found that the City was in compliance with all applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. The full audit reports will be published on the State Auditor's website.</i></p>
<p>6. Gordon, Thomas, Honeywell Contract Renewal</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Government Relations and Communications Manager Kyle Moore presented the committee with a contract renewal with Gordon, Thomas, Honeywell for State Lobbying Services. The committee spoke positively of the firm's work with the City and supported the continued use of the consultants. The committee recommended approval on this item and it will be brought forward to a future City Council Meeting.</i></p>
<p>7. 30 Year Celebration</p>	<p><u> X </u> Informational Update</p> <p><i>Executive Assistant Lesa Ellis provided the committee with an update on the planning committee's direction for the 30 Year Celebration of SeaTac. The committee agreed with the proposed plans.</i></p>
<p>8. Future Meeting Schedule</p>	<p><i>The next A&F Meeting is scheduled for November 14 at 4:00 PM in Riverton Room 128.</i></p>
<p>9. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 4:45 PM.</i></p>