



Administration and Finance Committee Meeting Minutes

February 14, 2019
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	5:52 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

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

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:02 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 1/24/19 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>None</i>
5. Current Vacancies & Staffing Report	<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. Status of Lease Agreements	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo provided a brief update on the status of all current lease agreements with the City.</i>

7. Lease Agreement with ReWa	<p><u> X </u> Next review at future A&F Meeting</p> <p><i>Parks, Community Programs and Services Director Lawrence Ellis along with Facilities Manager Brian Ruda presented the committee with a draft lease agreement with Refugee Women's Alliance (REWA) for space on the 2nd floor of City Hall. This item was reviewed at a previous A&F meeting and the committee directed staff to gather more information and propose a shorter lease term. The revised lease agreement proposes a 60-month lease term with no option to renew. The committee discussed the proposal. The committee suggested the rental rate be compared to current market rental rates to determine if fair and also possibly add a CPI increase year to year. This item will come back to a future A&F meeting for recommendation.</i></p>
8. Agenda Bill Criteria	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo provided the committee with a draft agenda bill criteria checklist to be used by staff when creating agenda bills. The committee discussed the list and provided input and small revisions. The list will be revised and incorporated into the City's policies.</i></p>
9. 4 th Quarter 2018 Reports	<p><u> X </u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo presented the committee with a Financial Management Report detailing actual revenues and expenditures through December 31, 2018. Overall the City is ending the year in a strong financial position with \$13.8 million over target reserves in the General Fund.</i></p>
10. Vouchers 101	<p><u> X </u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo provided a presentation on the City's purchasing system. The presentation included purchasing requirements and guidelines dictated by State and City law, as well as the purchasing and approval process followed by all City employees.</i></p>
11. Future Meeting Schedule	<p><i>The next A&F Meeting is scheduled for February 28 at 4:00 PM in Riverton Room 128.</i></p>
12. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:52 PM.</i></p>