



# Administration and Finance Committee Meeting Minutes

March 28, 2019

4:00 PM

SeaTac City Hall - Riverton Room 128

|                       |          |         |           |           |
|-----------------------|----------|---------|-----------|-----------|
| Members:              | Present: | Absent: | Commence: | 4:00 P.M. |
|                       |          |         | Adjourn:  | 4:52 P.M. |
| Erin Sitterley, Chair | X        |         |           |           |
| Peter Kwon            | X        |         |           |           |
| Clyde Hill            | X        |         |           |           |

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

Staff Coordinator: Gwen Pilo, Finance & Systems Director

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|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order                                              | <i>Committee Chair Erin Sitterley called the meeting to order at 4:00 PM</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2. Public Comment                                             | <i>None</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. Review of the Minutes                                      | <u> X </u> Recommended for Approval<br><br><i>A copy of the 03/14/19 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. Council Chambers AV Replacement                            | <u> X </u> Informational Update<br><br><i>Information Systems Manager Bart Perman provided the committee with a quote for upgrading the Audio Visual equipment in Council Chambers and the Municipal Court. After reviewing the proposed quote, Mr. Perman determined it may not be complete and also came in higher than anticipated. However, shortly before the A&amp;F Meeting Mr. Perman heard of a new State contract for AV overhaul that was recently approved. The two State approved vendors will be announced shortly and staff will be able to reach out to these vendors for quotes. This item will come back to a future A&amp;F meeting with more information for committee recommendation.</i> |

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| 6. Surplus Assets                 | <p><u> X </u> Recommended for Approval</p> <p><i>Finance &amp; Systems Director Gwen Pilo provided the committee with a list of assets that are ready for disposal. Once the City Council declares these items as surplus property, each Department will have 30 days to dispose of the assets using the most cost effective method for the City. The committee recommended this item for approval and it will be brought to the April 9<sup>th</sup> City Council Meeting on the consent agenda.</i></p> |
| 7. Time Accounting System         | <p><u> X </u> Informational Update</p> <p><i>Finance &amp; Systems Director Gwen Pilo provided a brief demonstration of the City's time accounting system and how the City tracks employee time for specific projects.</i></p>                                                                                                                                                                                                                                                                            |
| 8. Agenda Bill Criteria Checklist | <p><u> X </u> Recommended for Approval</p> <p><i>Finance &amp; Systems Director Gwen Pilo provided a draft of agenda bill questions for staff to consider when creating Agenda Bills. The committee reviewed the proposed questions and made a couple minor revisions. The final draft will be incorporated into CW-009 Agenda Item Instruction Manual for use when creating agenda bills.</i></p>                                                                                                        |
| 9. Future Meeting Schedule        | <p><i>The next A&amp;F Meeting is scheduled for April 11<sup>th</sup> at 4:00 PM in Riverton Room 128.</i></p>                                                                                                                                                                                                                                                                                                                                                                                            |
| 10. Adjourn                       | <p><i>Committee Chair Erin Sitterley adjourned the meeting at 4:52 PM.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                            |