



# Administration and Finance Committee Meeting Minutes

September 26, 2019  
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	5:43 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Stanley Tombs, 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 4:02 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the 09/12/19 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>Finance Director Gwen Pilo presented the following items for approval:</i> <ol style="list-style-type: none"> <li>1. Expense approval for City Manager Cole ICMA Annual Conference Transportation: \$415.99</li> </ol> <i>The committee voted to approve.</i>
5. Legislative Agenda	<u>  X  </u> Recommended for Approval  <i>Josh Weiss, Vice President of Gordon Thomas Honeywell, along with Government Relations and Communications Manager Kyle Moore presented the committee with an updated 2020 Policy Document and Legislative Agenda. The committee discussed the proposed agenda and recommended approval. This item will be brought to the October 8<sup>th</sup> City Council Meeting.</i>

6. Seattle Southside Regional Tourism Authority Presentation	<p><u> X </u> Information Update</p> <p><i>Katherine Kertzman and Cecilia Pollock from the Seattle Southside Regional Tourism Authority presented the committee with an overview of the SSRTA and its benefit to the City. Their presentation included a progress report for 2019, announcement of a clean audit, a 2020 budget summary, and current campaign and marketing projects in the works.</i></p>
7. Celebrating 30 Years of Cityhood – Activities and Budget	<p><u> X </u> Informational Update</p> <p><i>Executive Assistant Lesa Ellis addressed the committee to discuss the direction of the 30 Year Celebration hosted by the City. Ms. Ellis reviewed the proposed events and ideas for giveaways and received direction from the committee. The event will be held sometime next year close to the City’s official birthday of February 28<sup>th</sup>.</i></p>
8. Investment Policy	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director Gwen Pilo presented to the committee a final version of the Investment Policy which includes amending SMC Chapter 3.40 and adding Chapter 3.41 Investment of City Funds. The committee reviewed the proposed changes and recommended approval. This item will be brought to the October 8<sup>th</sup> City Council Meeting.</i></p>
9. Mid-Biennium Review Calendar	<p><u> X </u> Informational Update</p> <p><i>Finance Director Gwen Pilo presented the committee with a draft Mid-Biennium Review Calendar highlighting important dates and deadlines for both staff and council.</i></p>
10. CIR – Donation Recognition Policy	<p><u> X </u> Informational Update</p> <p><i>Finance Director Gwen Pilo provided the committee with an example policy from the City of Bellingham and asked the committee to provide direction in updating the City’s Acceptance of Donations policy. Mrs. Pilo will draft a new policy based off the example provided and return to the committee for further direction.</i></p>
11. Future Meeting Schedule	<p><i>The next A&amp;F Meeting is scheduled for October 10 at 4:00 PM in Riverton Room 128.</i></p>
12. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:43 PM.</i></p>



# Current Vacancies

Updated October 4, 2019

Vacancy	AFSCME	N/R	Position Funding	Dept	Notes/Status
Civil Engineer 1	Y	R	100% 307 Fund	PW	Posted Externally, Closes 10/22/2019
Engineering Technician (LT)	Y	R	100% 102 Fund	PW	Reposted Externally, Closes 10/10/2019
Maintenance Operations Worker	Y	R	100% 102 Fund	PW	David Telgenhoff Hired, Start Date 10/21/2019
Maintenance & Operations Manager	N	N	50% 102 Fund, 50% 403 Fund	PW	Hiring Manager Reviewing Applications
Park Operations Worker	Y	N	100% General Fund	PCPS	To Be Filled In 2020
Permit Coordinator	Y	R	100% General Fund	CED	Candice Staples Hired, Start Date 10/16/2019

## Fund Key

102 Fund = Street

307 Fund = Public Works Engineering / Transportation CIP

403 Fund = Surface Water Management

404 Fund = Solid Waste

501 Fund = Equipment Rental

## Employee Headcount as of 10/01/2019

Regular Full Time: 119

Regular Part Time: 7

Variable Hour: 22

Seasonal: 11

**Total Headcount: 159\***

*\*Does not include contracted Fire and Police*



# MEMORANDUM

To: Administration and Finance Committee  
Through: Carl Cole, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: October 10, 2019  
Re: Unclaimed Property Report

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History: Each year by October 31 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. Payroll checks are reported after 1 year and Accounts Payable checks are reported after 3 years.

The SeaTac Finance Department has completed the due diligence process of sending letters out to the individuals with outstanding checks with no result. RCW 39.56.040 requires a Resolution to cancel stale checks. Exhibit A provides the list of abandon checks to be cancelled.

The uncashed checks do not have a fiscal impact for the City and the funds will be remitted to the State.

Staff is recommending this be placed on the consent agenda for the October 22, 2019, Council Meeting.

EXHIBIT A

2019 UNCLAIMED PROPERTY REPORT

Municipal Court Records sent to UCP  
thru 6-30-19

<u>Payee</u>	<u>Amount</u>	<u>Comments</u>
Michelle Lynn Davis	\$ 4.00	Bail Refund
Tameshia Sims Butcher	\$ 200.00	Bail Refund

**TOTAL MUNICIPAL COURT** \$204.00

Finance Dept Records sent to UCP  
7-1-15 thru 6-30-16

<u>Check #</u>	<u>Check Date</u>	<u>Check Amount</u>	<u>Payee</u>	<u>Comments</u>
111539	7/20/2015	\$ 23.67	Eric Taschereau	BOA/Uncashed
111554	7/20/2015	\$ 33.12	Hazel Y Cruz	BOA/Uncashed
111580	7/20/2015	\$ 38.85	Jonathan Book	BOA/Uncashed
111607	7/20/2015	\$ 29.07	Larry Raplee	BOA/Uncashed
111683	7/20/2015	\$ 20.00	Tamara Robertson	BOA/Uncashed
111848	8/5/2015	\$ 55.61	Phill Roth	BOA/Uncashed
111887	8/5/2015	\$ 58.06	Victor Santie	BOA/Uncashed
111934	8/20/2015	\$ 50.00	Dahlak Gesese	BOA/Uncashed
112149	9/4/2015	\$ 32.23	Joann Kosai-Eng	BOA/Uncashed
112176	9/4/2015	\$ 299.28	Navia Benefit Solution	BOA/Uncashed
112404	10/5/2015	\$ 27.89	Adam Weitzel	BOA/Uncashed
112407	10/5/2017	\$ 34.92	Arturo Zamora	BOA/Uncashed
112670	10/20/2015	\$ 7.50	Tim Lowell	BOA/Uncashed
112902	11/20/2015	\$ 28.91	Donica Arnold	BOA/Uncashed
113159	12/18/2015	\$ 6.49	Adrienne Rawlinson	BOA/Uncashed
113180	12/18/2015	\$ 8.00	Barbara Reed	BOA/Uncashed
113206	12/18/2015	\$ 7.00	Docia Marchand	BOA/Uncashed
113207	12/18/2015	\$ 27.00	Dominick Chialante	BOA/Uncashed
113215	12/18/2015	\$ 10.00	Elsabet Endeshaw	mail returned
113245	12/18/2015	\$ 5.00	Jackie Fiebig	BOA/Uncashed
113248	12/18/2015	\$ 15.00	Jazlene Barahona	mail returned
113258	12/18/2015	\$ 7.00	Judi Mina	mail returned
113327	12/18/2015	\$ 11.00	Sarah Ranger	BOA/Uncashed
113333	12/18/2015	\$ 3.00	Sheila Joslin	BOA/Uncashed
113339	12/18/2015	\$ 40.00	Stephanie Hahn-Wagne	BOA/Uncashed
113383	12/31/2015	\$ 53.00	Brian Nelson	BOA/Uncashed
113396	12/31/2015	\$ 14.98	Dawn Yackel	mail returned
113405	12/31/2015	\$ 7.50	Hana Virga-Wolde	BOA/Uncashed
113411	12/31/2015	\$ 3.00	Holly Urquhart	BOA/Uncashed

113432	12/31/2015	\$	243.60	Kristin B Dunlap	BOA/Uncashed
113443	12/31/2015	\$	4.70	Maria Valdivia	mail returned
113842	2/5/2016	\$	384.92	Skyway Inn Airport Park	BOA/Uncashed
114284	4/5/2016	\$	50.00	Isileu Naitoko	mail returned
114431	4/20/2016	\$	27.67	Kong Vang	mail returned
114462	4/20/2016	\$	100.00	Ping Lau	mail returned
114470	4/20/2016	\$	20.00	Robert Elder	mail returned

**TOTAL FINANCE DEPT** \$ **1,787.97**

**GRAND TOTAL** **\$1,991.97**