



Administration and Finance Committee Meeting Minutes

March 8, 2018

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	5:51 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>Earl Gipson posed several questions to the committee in regards to the Regional Economic Development Alliance.</i>
2. Review of the 01/31/2018, 02/01/2018, and 02/22/2018 Minutes	<u>X</u> Recommended for Approval <i>A copy of the 01/31/2018, 02/01/2018, and 02/22/2018 minutes were provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i>
3. Council/City Manager Travel Pre-Approval or Final Approval	<u>X</u> Recommended for Approval <i>Executive Assistant, Lesa Ellis presented one item for A&F approval related to council travel:</i> <i>1. Expense approval for Peter Kwon NLC Congressional City Conference Transportation Amount: \$636.61 Councilmember Kwon abstained from voting. Council members Sitterley and Hill voted to approve.</i>
4. Vacant Positions Update	<u>X</u> Informational Update <i>City Manager, Joe Scorcio, discussed the Vacant Positions Report provided in the packet.</i>

<p>5. 2016 Audit Exit Conference</p>	<p><u> X </u> Informational Update</p> <p><i>Brandon Tecca and Sandra Groshong from the State Auditor’s Office presented the committee with a draft audit report for the 2016 Accountability and Financial Statement audit. When auditing the financial statements three material errors were found. The Finance Director corrected these errors immediately, however because of the materiality of the errors audit standards require they be reported as “findings” in the final audit report, which will be distributed to the City once finalized.</i></p>
<p>6. Financial Participation in Regional Economic Development Alliance</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Community and Economic Development Director, Jeff Robinson, presented to the committee an option to participate in the new Regional Economic Development Alliance (REDA), a collaboration of current regional economic development organizations. REDA’s purpose is to bring broad-based jobs and opportunities to the residents of the Puget Sound Region. This new group is in the initial stages of development and is asking for startup money from both the public and private sectors. Staff asked the committee if they wished for SeaTac to participate in this new alliance. The committee discussed with staff and had some reservations. Ultimately they agreed to participate in this new organization and allocated \$2,500 for startup funding. Staff will keep the council well informed of developments as this group progresses.</i></p>
<p>7. Town Hall Question Format</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, asked the committee what question format they wished to see for the March 28 Town Hall Meeting. The committee discussed their options. They agreed that current practice of both written and open mic questions was the best option. They will aim to clarify a time limit for open mic questions, and prompt the citizens to ask a question from Council, rather than comment. The Council will also be sure to have a “last call” for questions at the end of the meeting before adjourning. The Town Hall Meeting is scheduled for March 28, at 6:00 at the SeaTac Community Center.</i></p>
<p>8. Motion Authorizing City Manager to approve invoice over \$50,000 for payment</p>	<p><u> X </u> Recommended for Approval</p> <p><i>The City of SeaTac received an invoice from the King County Department of Elections for \$52,257.26 for 2017 Voter Registration Costs. City policy requires invoices over \$50,000 to be authorized for payment by the City Manager after City Council approval. City Manager, Joe Scorcio, asked the committee to approve a motion authorizing him to pay the invoice. This item was recommended for approval and will be on the March 13, 2018 Regular Council Meeting consent agenda.</i></p>

9. Space Allocation	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, discussed with the committee some proposed changes to department office/desk locations at City Hall. Following recent realignments and the addition of staff members, the 3rd floor of City Hall has reached capacity. Mr. Scorcio proposed moving the Legal Department, along with the City Clerk and records management division, to the 2nd floor to a vacant suite. This will free up space on the 3rd floor and give some larger departments the space they need to grow. The committee was in favor of the proposed changes and staff will begin implementing the changes immediately.</i></p>
10. Future Meeting Schedule	<p><i>The next A&F Meeting will be held on March 22 at 4:00PM in Riverton Room 128.</i></p>