



# Administration and Finance Committee Meeting Minutes

April 26, 2018  
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	4:42 P.M.
Erin Sitterley, Chair	X			
Peter Kwon		X		
Clyde Hill	X			

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

Staff Coordinator: Gwen Pilo, Finance Director

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 04/12/2018 Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the 04/12/2018 minutes were provided to the committee for review. The committee had no revisions. The minutes were approved as written.</i></p>
4. Council/City Manager Travel Pre-Approval or Final Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Executive Assistant, Lesa Ellis, provided the following three items for Committee approval:</i></p> <ol style="list-style-type: none"> <li><i>1. Expense approval for Peter Kwon NLC Summit Registration Amount: \$450</i></li> </ol> <p><i>Council members Sitterley and Hill voted to approve.</i></p> <ol style="list-style-type: none"> <li><i>2. Expense approval for Joel Wachtel AWC Annual Conference Registration: \$400</i></li> </ol>

	<p><i>Council members Sitterley and Hill voted to approve.</i></p> <p>3. <i>Expense approval for Peter Kwon  ACW Annual Conference  Registration  Amount: \$400</i></p> <p><i>Council members Sitterley and Hill voted to approve.</i></p>
<p>5. Renaming of Funds  (follow up on Audit finding)</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, informed the committee of the proposed name change of the Municipal Facilities Capital Improvement Fund to the “Facility Construction Capital Improvement Fund”. This will help to distinguish it from the similarly named Municipal Capital Improvement Fund. Currently these two funds create confusion with the similar names. The committee supported the renaming of this fund. No council action is needed.</i></p>
<p>6. Parking Tax</p>	<p><i>Deferred to future A&amp;F meeting due to Council Member Kwon’s absence.</i></p>
<p>7. Agenda for Macro Budget</p>	<p><u>  X  </u> Informational Update</p> <p><i>City Manager Joe Scorcio, along with Finance Director Gwen Pilo, discussed with the committee the potential topics for the Macro Budget Workshop previously scheduled for June 29 in Council Chambers. Staff provided the committee a list of potential topics for committee input. The agenda for the budget workshop will be finalized at the May 24 A&amp;F meeting.</i></p>
<p>8. Future Meeting Schedule</p>	<p><i>The next A&amp;F Meeting will be held on May 24, at 4:00PM in Riverton Room 128. The A&amp;F meeting scheduled for May 10 has been cancelled.</i></p>
<p>9. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 4:42 PM.</i></p>