



Administration and Finance Committee Meeting Minutes

January 10, 2019
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	5:21 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: 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 12/13/18 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. Vacant Positions Update	<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. Contract Renewal CWA Consultants	<u> X </u> Recommended for Approval <i>Building Services Manager Gary Schenk, along with Community and Economic Development Director Steve Pilcher presented the committee with a resolution to renew a contract with CWA Consultants for structural and non-structural plan review services. The committee recommended</i>

	<i>approval on this item and it will be brought to the January 22nd City Council Meeting.</i>
7. Revised Agreement with YMCA	<p><u> X </u> Recommended for Approval</p> <p><i>Parks, Community Programs and Services Director Lawrence Ellis, along with Special Advisor Joseph Scorcio brought to the committee a revised agreement between the City of SeaTac and YMCA to provide services and low-income memberships. The current agreement outlines a 4 installment payment plan to collect on any unmet services while still providing YMCA the opportunity to deliver services to the citizens. The committee discussed the revisions and were in favor of the proposal. The committee recommended approval and this item will be brought to the January 22nd City Council Meeting.</i></p>
8. City Manager Money Purchase Plan	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo presented a resolution authorizing the creation of an ICMA Money Purchase Plan for the City Manager. This account was approved as part of the City Manager Employment Contract but ICMA requires authorization by resolution to set up the account. The committee recommended this item for approval and it will be brought to the January 22nd City Council Meeting.</i></p>
9. Cryptocurrency	<i>Finance & Systems Director Gwen Pilo provided the committee with a brief overview of research pertaining to cryptocurrency and how it is being used in the economy today. In Washington, digital currency is considered a “money transmission” and not an actual “currency” and cannot be deposited into a financial institution. Cryptocurrency is also known to be extremely volatile with no deposit guarantee and connections to criminal activity. Staff was also not able to identify any cities in Washington accepting virtual currency as payment. The committee agreed that at this time they do not want to continue considering or researching cryptocurrency options.</i>
10. Letter to State Legislators – Grant Funds	<i>Special Advisor Joseph Scorcio provided the committee with a draft letter in response to the State Legislator’s letter inquiring of the City’s intentions to use \$1,250,000 in state funds to develop an International Market/Open Space. The committee discussed the appropriate response and agreed with most of the language in the proposed response letter. The City’s Special Advisor will work with the Mayor to finalize and send out the response.</i>
11. Future Meeting Schedule	<i>The next A&F Meeting will be held on January 24, at 4:00PM in Riverton Room 128.</i>

12. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:21 PM.</i>
-------------	---