



Administration and Finance Committee Minutes

October 5, 2017

3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:01 P.M.
			Adjourn:	4:49 P.M.
Erin Sitterley, Chair	X			
Peter Kwon		X		
Pam Fernald	X			

Other Council Members Present: Mayor Michael Siefkes (arrived @ 4:03pm); Tony Anderson (arrived @ 4:25pm)

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Review of the 9/7/2017 Minutes	<u> X </u> Recommended for Approval <i>A copy of the September 21, 2017 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i>
3. Council/City Manger Travel Pre-Approval or Final Approval	<i>No approvals at this time</i>
4. Vacant Positions Update	<u> X </u> Informational Update <i>Human Resources Analyst, Maria Woods, presented the committee a handout detailing the status of current vacant positions within the City.</i>
5. 2017-2018 Mid-Biennium Budget Decision Cards – General Fund	<i>Finance & Systems Director, Gwen Pilo, presented the committee with the 2018 Decision Cards for the General Fund. The committee reviewed and discussed each decision card and gave their recommendation individually. Human Resources Decision Cards were deferred to the October 19th A&F Meeting, due to the absence of the Human Resources Manager. The results are as follows:</i> 1. <i>SCA and AWC Annual Dues Increases: Move forward to Council</i>

	<p><i>without a recommendation. The committee would like to look into evaluating the benefits of membership during the next budget cycle.</i></p> <ol style="list-style-type: none"> <i>2. Assessment of Police & Fire Contracted Services: Recommendation pending additional information to be presented at the October 19th A&F meeting. Committee directed staff to bring back more information on evaluating the Police contract, including the scope of work, duration of study, and other Cities participating in similar studies.</i> <i>3. City Manager Transition – 4 Month Salary Overlap: Recommended for approval</i> <i>4. Transfer and Dissolve Facility Repair & Replacement Fund: Recommended for approval</i> <i>5. A/V Equipment Maintenance Increase: Recommended for approval. Staff informed the council they will be looking at the cost of replacing the equipment in the future.</i> <i>6. King County Voter Registration Fee: Recommended for approval.</i> <i>7. SCORE Jail Contract Increase: Finance Director, Gwen Pilo, explained the reason for this large increase and also shared the City’s intent for SCORE jail to consider other cost allocation methods. City staff will continue to advocate for making this change and will update Council in the future of any progress. This item was recommended for approval.</i> <i>8. Two Additional Police Officers – COPS Hiring Grant: Recommended for approval.</i> <i>9. Additional Police Overtime Cost: Recommended for approval</i> <i>10. Regional Animal Services of King County Increase: Recommended for approval</i> <i>11. LED Lights for SeaTac Community Center Parking Lot: Recommended for approval</i> <i>12. Special Events at Riverton Heights Park: Recommended for approval.</i> <i>13. Arts Master Plan Development: Recommended for approval</i> <i>14. Ballistics Panels for Council Chambers & Court Room: Recommended for approval. The committee directed staff to obtain additional information before the Council meeting, including if other Cities utilize ballistic panels in their chambers.</i> <i>15. Replace Two Inspector Vehicles: Recommended for approval.</i>
<p>6. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will be held on October 19th at 3:00 pm in Riverton Room 128. This meeting will discuss the remaining 2017-2018 Mid-Biennium Review decision cards.</i></p>