



Special Administration and Finance Committee Minutes

June 22, 2017

3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:02 P.M.
			Adjourn:	4:30 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

<p>1. Public Comment</p>	<p><i>SeaTac citizen, Earl Gipson, spoke to the 2017 budget amendments and urged caution when approving reoccurring expenses when the City does not have reoccurring revenues to support it.</i></p>
<p>2. Vacant Positions Update</p>	<p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, provided the committee with an updated spreadsheet detailing the status of current vacant positions within the City.</i></p>
<p>3. Lobby Beverage Vendor</p>	<p><u>X</u> Informational Update</p> <p><i>Parks, Community Programs & Services Director, Larry Ellis, spoke to the committee regarding a request for a lobby soda machine. He informed the committee that the current healthy vending machine run through the City's wellness program has been at City Hall for over a year. If the vending company decided to pull this machine or if the council decided to remove the machine, it could make way for a soda machine that would cost \$1 per can. The committee decided to do nothing at this time and will revisit the issue, should the current healthy vending machine company decide to pull their machine.</i></p>
<p>4. 2017 Budget Amendment</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, along with City Manger, Joe Scorcio, presented to the committee 9 decision cards which to amend the 2017</i></p>

	<p><i>budget. Detailed descriptions of each request, and the total amount needed for funding, were provided on decision cards. The committee reviewed the decision cards individually and gave their recommendation.</i></p> <ol style="list-style-type: none"> <i>1. Human Services Needs Assessment: The committee was in favor of funding this study; however, they requested the funds for this study come out of Human Services. Since money has already been allocated for 2017 budget it is not feasible for this year. However, the total Human Services funding for 2018 will be reduced by \$35,000 to cover the cost.</i> <i>2. Janitorial Services (Community Center): The committee had no concerns and was in favor of this request</i> <i>3. 3 Year LTE - Real Property Management Specialist: The committee discussed this proposition and asked for a list of all the property the City owned. Staff provided the list. After some discussion, the committee recommended this item for approval.</i> <i>4. Two vehicles (Ford Escape Hybrid or equivalent): The committee members inquired about the current number of vehicles the City owns and the demand for each one. After some questions, the committee agreed that the City should fund these additional vehicles.</i> <i>5. Professional Services – S 160th St Traffic Study: The committee recommended approval on this request.</i> <i>6. Telephones (restoration of budget): The committee had no concerns and was in favor of this request.</i> <i>7. Sound Transit Project Staffing (3-year limited term position, range 49): The committee recommended approval on this request.</i> <i>8. Professional Services – City gateway/entrances analysis: The committee discussed this item and agreed that this analysis would be helpful. The committee also suggested the tunnel lights on 188th be looked at during this study. The committee recommended this item for approval.</i> <i>9. City Hall Security and Access Improvements: The committee discussed the proposed changes to City Hall at length. Staff detailed the need to improve access to key destinations, provide better public access, and improve staff and public safety. The committee members were in favor of this decision card.</i> <p><i>The A&F committee’s recommendation on these decision cards will be brought forward as an agenda item to the June 27th Council Study Session.</i></p>
<p>5. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will be held on July 6th at 3:00pm in Riverton Room 128. Topics will include: Sick Leave Cash Out/Termination Vacation Compensation Budget Policy and Business License Update.</i></p>