



# Special Administration and Finance Committee Meeting Minutes

January 17, 2018  
2:30 PM  
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	2:31 P.M.
			Adjourn:	4:33 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Joel Wachtel, Mayor Michael Siefkes

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>Vicki Lockwood expressed her concern and issues with the Human Services Needs Assessment.</i>
2. Review of the Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the January 4, 2018 minutes was 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>Finance Director, Gwen Pilo, presented one item for A&amp;F approval related to council travel:</i>  <i>1. Expense approval for Mayor Michael Siefkes Aviation Noise Conference Registration Amount: \$745.00 The committee voted to approve.</i>
4. Mobile Food Vending	<u>  X  </u> Deferred to Next A&F Meeting  <i>Senior Planner, Steve Pilcher, presented the committee with a draft Chapter 5.55 related to Mobile Food Vendors. The Planning Commission has been working to revise the zoning code to allow the use of mobile food vendors and this chapter would allow mobile food vendor</i>

	<p><i>businesses to operate within City limits. The committee discussed the proposed chapter. The committee had concerns regarding the collection of sales tax and enforcement. Staff will research their questions and bring back more information to future A&amp;F meeting to discuss further.</i></p>
<p>5. Joint City Analysis of Environmental Documents related to SAMP</p>	<p><u>X</u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, provided the committee with a brief explanation of a proposed joint agreement with three surrounding cities (Burien, Normandy Park, and Des Moines) to collectively hire consultants to deal with the airport master plan, SAMP. This will be jointly funded, and the final amount has yet to be determined, but Mr. Scorcio asked the committee to commit funds to include in the upcoming ILA budget amendment. The committee recommended \$75,000 to be used for this purpose. This will be brought back to A&amp;F as part of the Port ILA 2018 budget amendment.</i></p>
<p>6. Termination of ICMA Plan No Longer in Use</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, provided the committee with a draft agenda bill and resolution which will close an ICMA-RC Retirement Plan that is no longer in use. This plan was developed in 1993 for a City Manager and is now no longer utilized and has a zero balance. ICMA requires passage of a City Council Resolution to terminate the plan. The committee recommended this item for approval and it will be brought to the full council for approval on January 23, 2018.</i></p>
<p>7. Human Services Needs Assessment</p>	<p><u>X</u> Deferred to future Meeting (Meeting TBD)</p> <p><i>Parks, Community Programs &amp; Services Director Lawrence Ellis introduced Alicia Koné and Karin Ellis from Koné Consulting. He added that the presentation was made to the Community Services Advisory Committee on December 12, 2017 and also to A&amp;F at the January 4, 2018 meeting. Alicia and Karin presented a slideshow highlighting areas of the Human Services Needs, as given in their final report. The committee members, along with the mayor, expressed concerns that the report did not deliver the information they hoped to receive. The committee suggested this item be deferred to a Council workshop or Special Council meeting to further discuss in detail as a whole council. This item will be discussed at a future meeting (to be determined).</i></p>
<p>8. Future Meeting Schedule/Topics</p>	<p><i>The next A&amp;F Meeting will be held on February 1st at 3:00PM in Riverton Room 128 and will discuss the ILA Budget Amendment.</i></p>