



Administration and Finance Committee Meeting Minutes

February 1, 2018
3:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	3:03 P.M.
			Adjourn:	4:33 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Joel Wachtel, Pam Fernald (arrived @ 3:36PM)

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Review of the 1/17/2018 Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the January 17, 2018 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i></p>
3. Council/City Manager Travel Pre Approval or Final Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, presented one item for A&F approval related to council travel:</i></p> <p style="margin-left: 40px;">1. <i>Expense approval for Mayor Michael Siefkes Aviation Noise Conference Transportation Amount: \$186.00 The committee voted to approve.</i></p>
4. Vacant Positions Update	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, discussed the Vacant Positions Report provided in the packet.</i></p>

<p>5. Budget Amendment related to the POS ILA implementation</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, presented the committee with a proposed budget amendment in response to the adoption of the Interlocal agreement with the Port of Seattle. As a result of the new agreement, 2018 revenues are estimated to increase \$2,901,553 and 2018 expenditures are estimated to increase \$1,082,021. Total Ending Fund Balance increases \$1.8 million. The amount and description of each revenue and expenditure request is detailed in the packet. The committee recommended approval on this item and it will be presented to the full council at the February 13th Council Study Session. Also provided was a draft interlocal agreement between the Cities of Burien, Des Moines, Normandy Park and SeaTac for Environmental Review of the Sea-Tac Airport Sustainable Airport Master Plan. Although the funds for this agreement were included in the ILA budget amendment, the agreement will be discussed and approved by the Council as a separate agenda item.</i></p>
<p>6. Mobile Food Vending</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Senior Planner, Steve Pilcher, presented the committee with a revised draft Chapter 5.55 related to Mobile Food Vendors. Revisions were made based on input from the last A&F meeting. Also provided was a handout detailing research done on mobile food vendor licenses in other cities. The committee discussed the proposed chapter and licensing procedure. The committee recommended approval on this item and it will be brought forward to the full council for review.</i></p>
<p>7. Valley Ridge Athletic Field Improvements</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Parks Community Programs & Services Director, Larry Ellis, presented to the committee a request for additional funding for Valley Ridge Sport Field Improvements. This is a Capital Improvement Project funded out of the 301 Fund. The additional request of \$931,348 would allow for synthetic turf and lights to be installed on field 4. The committee was in favor of the request and also approved additional funds to be used for soccer screens for fields 1, 2, and 3 in the amount of \$83,000. The total amount requested including tax and a 5% contingency is \$1.1715 million over what was budgeted. This item will be brought forward to the full council for approval.</i></p>
<p>8. A&F Committee Meeting Time Change</p>	<p><u> X </u> Deferred to future A&F Meeting</p> <p><i>Executive Assistant, Lesa Ellis, presented the committee with a memo detailing a revised council committee schedule. The proposed meeting schedule would change the dates and times of A&F meetings to the 2nd</i></p>

	<p><i>and 4th Thursday from 4:00 – 6:00 PM. The committee had no issues with the proposed schedule. These changes will be discussed further at the next A&F Meeting.</i></p>
<p>9. Future Meeting Schedule/Topics</p>	<p><i>The regular A&F Meeting scheduled for February 15 has been cancelled. The next special A&F Meeting will be held on February 21 at 4:00PM in Riverton Room 128 and will discuss Council Administrative Procedures.</i></p>