



Administration and Finance Committee Meeting Minutes

November 8, 2018
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:06 P.M.
Erin Sitterley, Chair	X			
Peter Kwon		X		
Clyde Hill		X		

Other Council Members Present: Joel Wachtel (substituting for committee member), Pam Fernald (substituting for committee member)

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:01 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 10/11/18 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>Finance & Systems Director Gwen Pilo provided the committee with a brief update of vacant positions within the City.</i>
6. SSRTA	<u> X </u> Recommended for Approval <i>Ashley Comar from Seattle Southside Regional Tourism Authority (SSTRA) provided the committee with SSTRA's 2019-2020 funding request. SSRTA is asking the City for \$830,000, the same amount requested for the past 10 years. This amount has already been built into the City's 2019-2020 Biennial Budget which goes to Council for final</i>

	<i>approval at the November 13th meeting. The committee recommended this item for approval.</i>
7. YMCA Agreement for Services	<p><u> X </u> Recommended for Approval</p> <p><i>Parks Community Programs & Services Director Lawrence Ellis presented the committee with a memo detailing the financial breakdown of the value of services owed to the City and a proposed payment plan for the remaining 11 years of the YMCA agreement. The committee discussed the proposed plan and requested staff to amend the contract to include a strict provision if a late payment is made. The committee suggested if after 30 days past the due date a payment has not been made, YMCA will owe the City the entire unmet balance of the agreement. The committee recommended this item for approval, pending clarification of recreation services and the addition of the contract language.</i></p>
8. 2019 Internal Legislative Agenda	<p><u> X </u> Recommended for Approval</p> <p><i>Briahna Murray and Trevor Justin from Gordon Thomas Honeywell addressed the committee to discuss the City’s 2019 internal legislative agenda. The City’s Internal Policy Document is additional direction for staff and lobbyists which includes statements of support or opposition with regards to specific issues. The committee discussed the draft policy document and decided to make the following changes:</i></p> <ol style="list-style-type: none"> <i>1. Remove item “Animal Control” – this no longer applies as the City no longer bans specific dog breeds.</i> <i>2. Remove item “Business Licenses and Taxes” – this no longer applies as the task force is complete.</i> <i>3. Add item in regards to the opposition of marijuana stores in SeaTac</i> <p><i>With these revisions, the committee recommended this item for approval. This document will be presented for approval at the November 27th City Council meeting.</i></p>
9. Future Meeting Schedule	<i>The next A&F Meeting will be held on December 13, at 4:00PM in Riverton Room 128.</i>
10. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:06 PM.</i>