



Administration and Finance Committee Meeting Minutes

March 14, 2019

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	5:43 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Stanley Tombs, Pam Fernald, Rick Forschler

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:02 PM</i>
2. Public Comment	<i>Citizen Vicki Lockwood urged the council to reject the DUI Training decision card and also to not allow employees and spouses of council members to serve on committees.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 2/28/19 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. Current Vacancies & Staffing Report	<u> X </u> Informational Update <i>Human Resources & Risk Management Director Vanessa Audett provided the committee with an update on vacant positions within the City.</i>
6. Budget Amendment	<u> X </u> Recommended for Approval <i>Finance & Systems Director Gwen Pilo provided the committee with a proposed budget amendment which includes carry forwards, decision</i>

	<p><i>cards and other adjustments. The committee discussed the amendment by fund and made their recommendations.</i></p> <ol style="list-style-type: none"> 1. <i>General Fund (001):</i> <i>Carryforwards: \$105,689 recommended for approval</i> <i>Decision Cards: \$158,844 recommended for approval</i> <i>Probation Counselor PT to FT (recommended for approval)</i> <i>DUI Training (not recommended for approval)</i> <i>PROS Plan (recommended for approval)</i> 2. <i>Street Fund (102): \$577,936 in carry-forwards recommended for approval</i> 3. <i>Hotel/Motel Fund (107): \$26,302 in carry-forwards recommended for approval</i> 4. <i>Municipal CIP Fund (301): \$770,819 in carry-forwards recommended for approval</i> 5. <i>Facility Construction CIP (306): \$25,000 in carry-forwards recommended for approval</i> 6. <i>Transportation CIP (307): \$4,489,234 in carry-forwards recommended for approval</i> <p><i>Total Amount: \$6,504,641</i></p> <p><i>This item will be brought to the March 26 Council Meeting for approval.</i></p>
<p>7. City Employees Serving on Committees</p>	<p><u> X </u> Next discussion at future A&F Meeting</p> <p><i>City Clerk Kristina Gregg addressed the committee to discuss whether City employees and Councilmember spouses should be appointed to Citizen Advisory Committees. In the past both have been appointed to serve, but the City does not have a policy on the issue. The committee discussed and proposed allowing City employees who reside in the City, but denying spouses and members of councilmember households. The complete ordinance will be brought back to a future A&F Meeting with the proposed language and to discuss other possible changes.</i></p>
<p>8. Investment Policy</p>	<p><u> X </u> Next discussion at future A&F Meeting</p> <p><i>Finance & Systems Director Gwen Pilo presented the committee with a draft Investment policy. This new policy would replace the current out of date policy which is also in conflict with some parts of SeaTac Municipal Code. The committee was in favor of the proposed draft. An ordinance adopting the policy will be brought back to a future A&F Meeting for recommendation.</i></p>
<p>9. Future Meeting Schedule</p>	<p><i>The next A&F Meeting is scheduled for March 28 at 4:00 PM in Riverton Room 128.</i></p>
<p>10. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:43 PM.</i></p>