



Administration and Finance Committee Meeting Minutes

April 25, 2019
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	5:47 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Stanley Tombs, Joel Wachtel

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>None</i>
3. Review of the Minutes	<p><u>X</u> Recommended for Approval</p> <p><i>A copy of the 04/11/2019 minutes was provided to the committee for review. The committee approved the minutes as written.</i></p>
4. Council/City Manager Travel Pre-Approval or Final Approval	<p><i>Executive Assistant Lesa Ellis presented the following items for approval:</i></p> <ol style="list-style-type: none"> <i>1. Expense approval for City Manager Cole AWC Conference Registration: \$400</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>2. Expense approval for Councilmember Kwon AWC Conference Registration: \$400</i> <p><i>Council members Sitterley and Hill voted to approve. Councilmember Kwon abstained from voting.</i></p> <ol style="list-style-type: none"> <i>3. Expense approval for Councilmember Hill AWC Conference Registration: \$400</i>

	<p><i>Council members Sitterley and Kwon voted to approve. Councilmember Hill abstained from voting.</i></p>
<p>5. Non-Rep Salary Change Approval Process</p>	<p><u> X </u> Informational Update</p> <p><i>Human Resources and Risk Management Director Vanessa Audett provided the committee with a brief presentation on the salary survey and job audit process for City employees.</i></p>
<p>6. Citizen Advisory Committee Ordinance</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Clerk Kristina Gregg presented the committee with proposed changes to the Citizen Advisory Committee Ordinance. The committee discussed each of the following proposals and gave their recommendation.</i></p> <ol style="list-style-type: none"> <i>1. Eligibility of City Employees and family members of Councilmembers to serve on Citizen Advisory Committees. The committee proposed that spouses and immediate family members should not be eligible to serve. The committee also recommended adding a clause allowing spouses and family members that are already appointed to a committee to serve out their term.</i> <i>2. Absences of Citizen Advisory Committee members. The committee proposed removing the number of missed meetings and focusing on if the “member’s absences impacts the productivity of the committee”.</i> <i>3. Airport Advisory Committee. The committee recommended revising the code to allow positions reserved for business entities be filled by residents, if those positions cannot be filled.</i> <i>4. Hotel/Motel Tax Advisory Committee membership. The committee recommended reducing total membership of the committee to 7 members, leaving one vacant position.</i> <p><i>The revised Citizen Advisory Committee Ordinance will be brought to the May 14th City Council meeting for approval.</i></p>
<p>7. Reclassification of Code Compliance Supervisor to Senior Planner</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Community and Economic Development Director Steve Pilcher presented the committee with a proposal to reclassify the previously approved Code Compliance Supervisor position to a Senior Planner. This item was previously discussed at the March 29th Council Workshop. The committee approved the reclassification and compensation.</i></p>
<p>8. Human Services Provider Issue</p>	<p><u> X </u> Informational Update</p>

	<i>Parks, Community Programs and Services Director Lawrence Ellis addressed the committee to inform them that one of the City's Human Service Providers, Somali Youth and Family Club, has decided not to execute their contract with the City to receive funding.</i>
9. YMCA Contract	<u> X </u> Recommended for Approval <i>Parks, Community Programs and Services Director Lawrence Ellis presented the committee with a draft contract between the City of SeaTac and YMCA of Greater Seattle to provide the City with services and low-income memberships. The committee reviewed the proposed contract and recommended this item for approval.</i>
10. Future Meeting Schedule	<i>The next A&F Meeting is scheduled for May 9 at 4:00 PM in Riverton Room 128.</i>
11. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:47 PM.</i>