



Administration and Finance Committee Meeting Minutes

March 12, 2020
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	4:36 P.M.
Erin Sitterley, Chair	X			
Clyde Hill	X			
Senayet Negusse	X			

Other Council Members Present: None

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 02/27/20 minutes was provided to the committee for review. The committee approved the minutes as written.</i>
3.5 Proclamation of Emergency	<u> X </u> Recommended for Approval <i>Mayor Sitterley requested an agenda amendment and introduced a Proclamation of Emergency signed earlier in the day. CM Cole explained this is a requirement in order to request FEMA funds when or if they become available. Council has to ratify the Proclamation. The committee recommended the Proclamation be placed on the consent agenda for the March 24th City Council Meeting.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<i>Executive Assistant Lesa Ellis provided the following items for committee approval:</i> <i>1. Expense approval for Councilmember Kwon Aviation Noise & Emissions Symposium Transportation: \$54.42 Total: \$54.42</i> <i>The committee voted to approve.</i>

	<p>2. <i>Expense approval for Councilmember Negusse Aviation Noise & Emissions Symposium Transportation: \$47.09 Total: \$47.09</i></p> <p><i>Mayor Sitterley and Councilmember Hill voted to approve. Councilmember Negusse abstained from voting.</i></p>
<p>5. Surplus Asset List</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo provided the committee a list of assets ready for disposal. Once the City Council declares these items as surplus property each Department will have 30 days to dispose of the assets using the most cost effective method for the City. Discussion ensued on the process of disposal. The committee recommended this item for approval on the consent agenda at the March 24th City Council Meeting.</i></p>
<p>6. SAMP ILA Amendment</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Community & Economic Development Director Steve Pilcher presented an amendment of the ILA between the cities of SeaTac, Burien, Normandy Park, and Des Moines for review of environmental documents related to the Sea-Tac Airport Sustainable Airport Master Plan. The amendment changes contract administration from SeaTac to Des Moines. The committee recommended this item for approval on the consent agenda at the March 24th City Council Meeting.</i></p>
<p>7. Hotel/Motel Tax Advisory Committee Annual Review</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Clerk Kristina Gregg presented the annual review of the Hotel/Motel Tax Advisory Committee, reporting out on the current membership and the membership terms. The committee agreed to retain the current membership of seven and to stagger the terms of the membership starting in September when the positions come up for re-appointment. The Mayor will report out on these decisions at the March 24th City Council Meeting.</i></p>
<p>8. Amendment to Fee Schedule for Concurrency</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Engineering Review Manager Ali Shasti presented an amendment to the Fee Schedule for Concurrency. City Council established a Transportation Concurrency Program at their January 28, 2020 meeting. A rate of \$107.50 was proposed for each Concurrency Application. The</i></p>

	<i>committee recommended this item for approval on the consent agenda at the March 24th City Council Meeting.</i>
9. Future Meeting Schedule	<i>The next A&F Meeting is scheduled for April 9th at 4:00 PM in Riverton Room 128.</i>
10. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 4:36 PM.</i>