



Administration and Finance Committee Minutes

January 12, 2023
4:00 PM
Hybrid Meeting
Virtual/Council Chambers

Commence: 4:05 PM
Adjourn: 5:35 PM

Committee Members:	Present	Absent
Councilmember Takele Gobena, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Senayet Negusse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Iris Guzmán	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Deputy Mayor Senayet Negusse called the meeting to order at 4:05 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 12/08/2022 minutes were provided to the committee for review. The committee approved the minutes as presented.</i></p>
4. Council/City Manager Travel Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Executive Assistant Lesa Ellis presented the following items for approval:</i></p> <ol style="list-style-type: none"> <i>1. Pre-approval for Councilmember Kwon AWC Action Days Transportation: \$63 Registration: \$100 Total: \$163</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>2. Pre-approval for Councilmember Kwon NLC Congressional City Conference Lodging: \$2,000</i>

	<p><i>Meals: \$100 Transportation: \$820 Registration: \$700 Total: \$3,620</i></p> <p><i>The committee voted to approve.</i></p> <p>3. <i>Pre-approval for Councilmember Guzmán NLC Congressional City Conference Lodging: \$2,000 Meals: \$100 Transportation: \$820 Registration: \$700 Total: \$3,620</i></p> <p><i>The committee voted to approve.</i></p> <p>4. <i>Pre-approval for Councilmember Egal NLC Congressional City Conference Lodging: \$2,000 Meals: \$100 Transportation: \$820 Registration: \$700 Total: \$3,620</i></p> <p><i>The committee voted to approve.</i></p>
<p>5. Gordon Thomas Honeywell State & Federal Lobbying Contract Renewal</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Government Relations and Communications Manager Kyle Moore presented to the committee a proposed contract renewal with Gordon Thomas Honeywell (GTH) for its state and federal lobbyists. The City has contracted with GTH since 2012. The budget for these contracts was included and approved as part of the 2023-2024 biennial budget. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the January 24th Regular Council Meeting.</i></p>
<p>6. Custodial Contract</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Facilities Manager Brian Ruda presented to the committee a proposed contract with Top to Bottom Janitorial to provide custodial services for the City. The City has worked with this vendor in the past. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the January 24th Regular Council Meeting.</i></p>

<p>7. Amending SeaTac Municipal Code 2.15 related to Citizen Advisory Committees</p>	<p><u>X</u> Recommended for Approval (amended)</p> <p><i>City Clerk Kristina Gregg presented to the committee a proposed Ordinance amending sections of SeaTac Municipal Code 2.15 related to Citizen Advisory Committees, Commissions, and Boards following direction given to staff related to Citizen Advisory Committees. The committee did not recommend approval for moving Human Services funding recommendations to the Planning & Economic Development (PED) committee. The committee did recommend sunsetting the Sidewalk Advisory Committee (SAC), as presented. The committee recommended this modified item for approval, and it will be presented on the Consent Agenda, as amended, at the January 24th Regular Council Meeting.</i></p>
<p>8. Lease Agreement between Polaris & SeaTac for Police Department Community Substation</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Senior Management Analyst Brion Humenay presented to the committee a proposed lease agreement with Sunset Management Inc. for a Police substation within the Polaris Development. The agreement was previously reviewed at the A&F Meeting on December 8th, 2022, and required clarification of lease details. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the next Regular Council Meeting.</i></p>
<p>9. ILA: Electrical Permit Services with Normandy Park</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Community and Economic Development Director Evan Maxim presented to the committee a proposed temporary Interlocal Agreement (ILA) with the City of Normandy Park for the City of SeaTac to provide electrical permitting services to Normandy Park. The proposed agreement would provide these services on a temporary basis while the cities explore whether a more permanent ILA is warranted and desirable. There is no budget impact as Normandy Park would collect permit fees for all electrical permitting services and pay SeaTac at the rate established by the City's Fee Schedule. The committee recommended this item for approval, and it will be presented as an Action Item at a future Regular Council Meeting.</i></p>
<p>10. December Investment Report</p>	<p><u>X</u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo presented the December 2022 Portfolio Analysis Report.</i></p>
<p>11. Adjourn</p>	<p><i>Deputy Mayor Senayet Negusse adjourned the meeting at 5:35 PM.</i></p>