



Administration and Finance Committee Meeting Minutes

February 28, 2019
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:17 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Joel Wachtel, Pam Fernald

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 2/14/19 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. Lease Agreement with ReWa	<u> X </u> Recommended for Approval <i>Facilities Manager Brian Ruda along with Andover Company representatives Mike Hemphill and Mike Ewing addressed the committee to discuss some questions raised at the last A&F Meeting regarding the lease proposal between the City and Refugee Women's Alliance (ReWa). ReWa has verbally agreed to a 3% increase in rent each year, per the committee's request. Staff also provided more information on market rates for SeaTac. The committee discussed the proposed rental rate and possible impacts to City Hall with additional foot traffic. The committee agreed to move forward with the lease and recommended this item for approval. It will be brought to the March 12th Regular Council Meeting.</i>

6. Council Administrative Policy	<p><u> X </u> Recommended for Approval</p> <p><i>City Clerk Kristina Gregg presented the committee with a draft City Council Administrative Procedures, incorporating all the changes previously discussed by the A&F committee. One change proposed in the draft that differs from the committee's initial recommendation at the last meeting is incorporating the Code Compliance Committee under Public Safety and Justice Committee for a trial period instead of creating a separate committee. The committee reviewed all the proposed changes and recommended this item for approval. It will be presented at the March 12th Regular Council Meeting.</i></p>
7. Contracts 101	<p><u> X </u> Presentation at future A&F Meeting</p> <p><i>Finance & Systems Director Gwen Pilo addressed the committee and requested confirmation on the type of information the committee is requesting on City contracts. The committee discussed and provided examples of items they wished to learn more about when it comes to contracts and the City's process. Contracts 101 will be presented at a future A&F Meeting.</i></p>
8. Future Meeting Schedule	<p><i>The next A&F Meeting is scheduled for March 14 at 4:00 PM in Riverton Room 128.</i></p>
9. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:17 PM.</i></p>