



Administration and Finance Committee Minutes

July 5, 2016
3:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	3:05 P.M.
			Adjourn:	4:22 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: None

Staff Coordinator: Aaron Antin, Finance & Systems Director

<p>1. Ratification of revised job description for Sr. Administrative Analyst position</p>	<p><input checked="" type="checkbox"/> Recommended for Approval <input checked="" type="checkbox"/> Ratification of A&F Committee received</p> <p><i>Acting City Manager, Joe Scorcio, provided his recommendation to the current vacant positions in the City Manager's Office. His proposal was to eliminate the vacant Assistant City Manager (recently re-titled as Deputy City Manager) and Program Manager positions, and introduce a new two range series of "management analysts". These are both non-represented positions and would not exceed the current budget. The duties of these new analyst positions would focus on policy development and contract administration; including but not limited to the Port of Seattle and Sound Transit inter-local agreements, Fire, Court, and Police contracts. The committee was in favor of this proposal, and Joe Scorcio and Human Resources Manager Vanessa Audett will proceed with finalizing this job description and proposed salary to begin recruitment.</i></p> <p><i>**NOTE: The committee would also like to look into a new council analyst position. This proposal has been deferred to the budget decision cards.</i></p>
<p>2. Budget Update – Potential Changes to 2016</p>	<p><input checked="" type="checkbox"/> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, discussed with the committee the following changes occurring in 2016:</i></p> <ol style="list-style-type: none"> <i>1. The announcement of Aaron Antin's (Finance and Systems Director) departure. This will be a short-term salary savings.</i>

	<p>2. <i>The large number of vacant positions throughout the City. Joe stated that having vacancies in almost every department has prompted them to look at what positions are necessary and if there are any overlaps in job duties.</i></p> <p>3. <i>Fee increases. Joe hopes to bring to the committee proposed changes to some of the City's fees, including traffic impact fees, business license fees, and parking tax rates. Each of these proposed changes would have an effect on the budget and require full council approval. Joe hopes to bring to the next A&F meeting his proposed fee changes.</i></p>
<p>3. Finance & Systems Director Transition Plan</p>	<p><u> X </u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, discussed the transition plan with regards to the pending departure of Finance & Systems Director Aaron Antin. Human Resources manager, Vanessa Audett informed the committee that they do not plan to hire an interim Director, but instead the recruitment process for a new permanent Finance & Systems Director began on July 1st. She outlined a draft recruitment and hiring schedule ending with a targeted first day of the new hire being the second week of October. In the interim, the Acting City Manager has named Gwen Pilo (Assistant Finance Director) and Bart Perman (Information Systems Manager) as Acting Finance Director and Acting Systems Director, respectively. In addition, the City hopes to bring in outside help to prepare the 2017-2018 budget. There was also discussion among Committee members regarding the timing of the City Manager recruitment given the transition that would be occurring in Finance & Systems. There was no decision on what specific date the Council might be discussing the City Manager recruitment.</i></p>