



Administration and Finance Committee Minutes

August 29, 2016
3:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	3:03 P.M.
			Adjourn:	5:04 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: None

Staff Coordinator: Gwen Pilo, Acting Finance Director

<p>1. Public Comment</p>	<p><i>Earl Gipson, a SeaTac resident, addressed the committee and asked that any employees hired at the City sign a Code of Ethics before commencing work. Another citizen, Daryl Tapio, addressed the committee and added the importance of hiring employees with a strong knowledge of property management and development. He also requested that all committee meetings in the future include audio and visual recording for the public.</i></p>
<p>2. Vacant Positions Updates</p>	<p><u>X</u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, provided the committee with an update regarding vacant positions within the City. He informed the committee that interviews for a new permanent Finance and Systems Director occurred on Tuesday August 23rd and Wednesday August 24th. Instead of the top candidate interviews with council as planned, a second review of some candidates occurred on Friday August 26th with City staff. The leadership team will be meeting soon to decide how best to proceed. Council will be updated once a decision is made. The new management analyst positions have been posted and applications will be reviewed in the near future.</i></p>

<p>3. Proposed 2017 Fee Changes – Parking Tax Part 2</p>	<p><u>X</u> Recommended for Approval with Modifications</p> <p><i>Acting City Manager, Joe Scorcio, along with Public Works Director Will Appleton presented to the committee a draft resolution regarding proposed changes to the City parking tax (attached). The resolution explains the intent to amend the City's code related to parking and parking tax fees. The committee was in favor of this resolution with some minor changes to the wording of the resolution. An updated version will be brought to the full council on September 13th at the Council Study Session, with potential action on the September 26th Regular Council Meeting.</i></p>
<p>4. Potential Alignment Changes to Consider in 2017-2018 Budget</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Acting City Manager, Joe Scorcio, reviewed with the council the alignment changes within the City Manager's Department. The organization chart for the City Manager's Office (attached) reflects the new Management Analyst positions, previously approved by the A&F Committee. Additional changes to the organizational chart include City Clerk's move to the Legal Department and Human Services incorporated into the Parks and Recreation Department. The committee was in favor of this revised organizational chart.</i></p>
<p>5. Potential Operational Changes to Consider in 2017-2018 Budget</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Acting City Manager, Joe Scorcio, presented to the committee two memorandums regarding potential realignment and operational changes to consider in the 2017-2018 Budget (attached).</i></p> <ol style="list-style-type: none"> <i>1.) The first memo is in regards to potential re-alignment of General Fund and Enterprise Funds. This memo seeks to realign Public Works costs from the General Fund and move them to the appropriate enterprise funds and create a Solid Waste Fund. See the attached memo for more information and the estimated budget impact.</i> <i>2.) The second memo is in regards to potential re-alignment of certain FTEs in the General Fund. This proposed moving funding of 3 FTEs from the Engineering Review Division of CED to the appropriate enterprise funds. Engineering Review focused primarily on reviewing work that will be constructed in the right of way, and this would allow the funds to pay for the employees who will be conducting work directly related to the enterprise funds. See the attached memo for more information and the complete budget impact.</i> <p><i>The committee was in favor of each of these proposals however, the council members would like to make sure that there is a cap on the enterprise funds allowed to pay for City staff. This would ensure that</i></p>

	<p><i>there are still funds available for capital projects. These decisions will be discussed further as the budget is developed. The draft budget will be built off of these assumptions.</i></p>
<p>6. Potential Contract Services Cost Reduction to Consider in 2017-2018 Budget</p>	<p><u> X </u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, asked the committee what their position is on potential cuts to the Fire and Police contracts with the City. Each Department in the City is currently building 3 potential budget scenarios for the 2017-2018 biennium budgets; one of these scenarios includes a 3 percent reduction in funds. As Police & Fire account for the largest portion of the General Fund, it is important to think about what kind of impact that has on the budget. Although Police and Fire are held by contracts with the City, it is still possible for potential cut backs. While the committee would prefer no cuts to SeaTac's Police and Fire, the understanding is that if every department is forced to make cuts, Police & Fire should be held to the same standard while still maintaining a high level of service to the citizens.</i></p>
<p>7. Next Meeting Topics</p>	<p><i>The next A&F Meeting is scheduled for September 12th at 3:00 P.M. in Riverton Room 128. Topics will include amendments to the Council Administrative Procedures and other general budget discussions, including reviewing the Financial Management Policy.</i></p>