



# Administration and Finance Committee Minutes

September 12, 2016  
3:00 PM  
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	3:02 P.M.
			Adjourn:	5:07 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forshler (at 3:11 PM)

Staff Coordinator: Gwen Pilo, Acting Finance Director

1. Public Comment	<i>None</i>
2. Vacant Positions Updates	<p><u>X</u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, provided the committee with an update regarding three vacant positions within the City.</i></p> <ol style="list-style-type: none"> <li><i>1.) Finance and Systems Director: Six candidates were interviewed for this position. Although two candidates were re-interviewed as possible contenders, after interviewing these candidates it was determined by the Leadership Team that they would not be a good fit for the City. Human Resources will begin recruiting again for a second pool of candidates.</i></li> <li><i>2.) City Manager: Joe Scorcio informed the committee that council direction is needed regarding the City Manager position. The attached memo describes three potential scenarios. This is a decision that will need to be made by the full Council. The committee had no recommendations at this time.</i></li> <li><i>3.) Management Analysts: The first review of applicants will begin soon for these new positions.</i></li> </ol>

<p>3. Amendments to Administrative Procedures</p>	<p><input checked="" type="checkbox"/> Informational Update  <input checked="" type="checkbox"/> Recommended for Approval</p> <p><i>Acting City Manager, Joe Scorcio, along with Senior Assistant City Attorney, Mark Johnsen, presented to the committee a memo regarding various City Council issues. Several items were brought for their consideration.</i></p> <p>1.) <i>Council Committee meeting times: there was a request to develop regular meeting schedules for Council Committee meetings. A meeting schedule was proposed to the committee. The committee then voted to change the proposal to the following schedule:</i></p> <p><i>First Thursday: A&amp;F 3-5 PM; PS&amp;J 5-6 PM        Second Thursday: Code Compliance 4-5:30 PM; LUP 5:30-7 PM        Third Monday: Airport Committee 6-7:30 PM        Third Thursday: T&amp;PW 4:30-5:30 PM        The fourth week will be reserved for "special" meetings, as needed.</i></p> <p><i>This schedule was recommended for approval by the committee and will be presented to the full Council at the Regular Council Meeting on September 13, 2016.</i></p> <p>2.) <i>Audio Recordings of committee meetings: the committee was asked if Council Committee meetings should have audio recordings. The committee did not make a recommendation.</i></p> <p>3.) <i>Investigation of the City Manager: the proposed procedure for addressing employment allegations against the City Manager by City Staff was presented. The committee agreed that a procedure should be put in place.</i></p> <p>4.) <i>Council Information Requests (CIRs): Joe Scorcio, brought to the committee's attention a need for procedures regarding CIRs. Staff would like the Council's guidance on how best to deal with these information requests. The committee had no specific recommendations at this time.</i></p> <p><i>These Council issues will be brought the full Council at the Regular Council meeting on September 13, 2016.</i></p>
<p>4. Financial Management Policy</p>	<p><input checked="" type="checkbox"/> Recommended for Approval with Modifications</p> <p><i>Acting Finance Director, Gwen Pilo, presented to the committee the City's Financial Management Policies. These policies establish the broad framework within which the budget is developed. The committee requested the following changes be made:</i></p>

	<p>1.) <i>Objective 4, Policy A to be removed.</i>          2.) <i>Objective 4, Policy B to be removed</i>          3.) <i>Objective 4, Policy C to add language “conservatively manage debt obligations”</i>          4.) <i>Add a policy regarding the pursuit of grant funds.</i></p> <p><i>The Financial Management Policy will be brought back to a future A&amp;F meeting, reflecting these changes.</i></p>
<p>5. 2017-2018 Budget Prep Update &amp; Feedback</p>	<p><u>  X  </u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, presented to the committee the Budget Review Agenda. This informed the committee of objectives of the Department heads and the City Manager as they meet regarding the 2017-2018 budget.</i></p>
<p>6. Preparing for Upcoming Council Budget Workshops</p>	<p><u>  X  </u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, explained to the committee the need to develop an outline and schedule for future council workshops. A draft outline will be brought to the next A&amp;F meeting for committee approval.</i></p>
<p>7. Next Meeting Topics</p>	<p><i>The next A&amp;F Meeting is scheduled for September 26<sup>th</sup> at 3:00 P.M. in Riverton Room 128. Topics will include updates to the Financial Management Policy, a draft schedule for upcoming council workshops, review of the State Legislative agenda and any 2016 budget updates.</i></p>