



Administration and Finance Committee Minutes

December 1, 2016
3:00 PM

SeaTac Community Center – 102 Conference Room

Members:	Present:	Absent:	Commence:	3:06 P.M.
			Adjourn:	4:58 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X (arrived @ 3:15)			
Pam Fernald	X			

Other Council Members Present: Mayor Michael Siefkes, Rick Forschler, Tony Anderson

Staff Coordinator: Gwen Pilo, Acting Finance Director

<p>1. Public Comment</p>	<p><i>Dave Bush, a SeaTac resident, addressed the committee in regards to the Human Services program and how the decision is made to fund the various HS programs. Amy LloydWagner, the Community Programs Manager at Angle Lake, thanked the committee for their willingness to work with the partners and offered to answer any questions about oversight of the program.</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. A list of vacant positions and the current 2017 Organizational Chart for the City was provided. Further updates will be given to the committee at future meetings.</i></p>
<p>3. Direction on City Manager Position</p>	<p><u>X</u> Referred to December 13, 2016 Executive Session <u>X</u> Recommended for Approval</p> <p><i>Acting City Manager, Joe Scorcio reminded the committee that full Council direction is needed regarding the City Manager position. Three potential scenarios were outlined in a September 1st memo and the Council deferred discussion until after the Budget was adopted (Nov 22nd). The committee recommended a full Council discussion in an Executive Session on December 13th.</i></p> <p><i>Mr. Scorcio brought the City Manager COLA to the Committee's attention. The City Manger receives a COLA at the direction of the Council. Discussion ensued. The Committee recommended a 2% COLA</i></p>

	<p><i>be brought to the full Council at their December 13, 2016 meeting for approval.</i></p>
<p>4. Budget Update</p>	<p><u>X</u> Informational Update</p> <p><i>Two items approved on November 22nd, the property tax ordinance and parking tax ordinance, will be on the December 13, 2016 Study Session and Regular Meeting agendas for clarification and adjustment if necessary. The Property Tax Ordinance should be amended to include the amount of increase over the previous year, both by dollar amount and percentage per the County Assessor's standard. The Parking Tax needs to verify the amendments adopted at the prior meeting.</i></p>
<p>5. Human Services Advisory Committee Recommendations</p>	<p><u>X</u> Recommended for Approval with Modifications</p> <p><i>Acting City Manager, Joe Scorcio provided the committee with 4 documents; The SeaTac Human Services Advisory Committee Funding Allocation Process, SeaTac-Agencies Recommended for Funding in 2017-2018, City of SeaTac Human Services 2017/2018 Funding Recommendations, and Why share1app? Discussion ensued on the evaluation and performance measurement of contracts, how needs are brought to the city, and how the Council informs the committee of City priorities.</i></p> <p><i>Currently, there is no process in place for Council to inform the HS Advisory Committee in advance of their review on the City's priorities. Council would like HS priorities to be part of the macro Budget Retreat discussion. Question was raised regarding a scenario if no funding is available to fill a need that may be identified after the list is approved or is not currently on the list. Currently there is no established method to do so. Discussion ensued on funding the agency list at 1.5% of the Preliminary budget and allocating any difference from the Preliminary budget and the adopted budget to a dedicated fund for such unknown needs.</i></p> <p><i>Question was raised on how HS organizations are vetted for funding. It was determined that agency status needs to be verified at both the federal and state level. Committee recommended the HS Advisory Committee's list be presented to Council for approval in consent agenda format with proof of current status completed. Council members can request specific agencies be removed from the list for further discussion or modification to their request.</i></p>
<p>6. Planning for Future Meeting Schedule/ Topics/Process</p>	<p><i>The committee prioritized currently known topics as follows: January – Reimbursements and recent Senior Programs donation February – Town Hall rules and Committee Review process March – Long Term Funding Strategy for Human Services and Quarterly Expense Reports</i></p>

7. Next Meeting Topics

The next A&F Meeting will occur on January 5th at 3:00 PM in the Riverton Room. Topics will include Council administrative procedures, reimbursements and utilizing The Renton Foundation for funds donated to the Senior program.