



# Administration and Finance Committee Minutes

June 1, 2017  
3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:04 P.M.
			Adjourn:	4:24 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forschler, Mayor Michael Siefkes

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Review of May 4 & May 18, 2017 Minutes	<p><u>X</u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, presented to the committee a copy of the minutes for both the May 4 and May 18 A&amp;F committee meetings. The members reviewed the minutes and had no revisions. The minutes were approved as written.</i></p>
3. Vacant Positions Update	<p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, presented an update on the current vacant positions within the City.</i></p>
<p>4. Department Realignments</p> <ul style="list-style-type: none"> <li>- Parks, CP &amp; Services</li> <li>- Legal</li> </ul>	<p><u>X</u> Recommended for Approval</p> <p><i>Parks, CP &amp; Services:</i>  <i>City Manager, Joe Scorcio, presented a memo detailing the proposed realignment of the Parks, Community Programs and Services Department. Staff requested A&amp;F approve the reclassification of non-represented positions, following the integration of the Human Services Program. The proposed realignment will be implemented as positions become vacant. While the realignment involves several elements which are detailed in the memo, the A&amp;F committee would be voting to approve the 3 reclassifications of manager positions. These positions include:</i></p>

	<p><i>Human Services Program Manager, Facilities Manager, and the Parks Operations Manager. The A&amp;F committee members reviewed this proposal and discussed the implications. The committee voted to approve this realignment.</i></p> <p><i>Legal:</i>  <i>City Manager, Joe Scorcio, presented a memo detailing the proposed realignment of the Legal Department, following the integration of the City Clerk's Office. This realignment focuses on positions within the City Clerk's Office. The memo proposed the reclassification of the Records Coordinator position, the elimination of the Deputy City Clerk position, and a new non-represented position of Records Manager. The Administrative Assistant 3 position will be released from the Legal Department and moved to the City Manager's Office for evaluation and possible reclassification. The A&amp;F committee reviewed this proposal and discussed the changes. They voted to approve this reclassification.</i></p>
<p>5. Lobby Soda Machine/Coffee Machine</p>	<p><u> X </u> Deferred to next A&amp;F Meeting</p> <p><i>Parks and Recreation Director, Larry Ellis, addressed the committee and requested direction regarding a possible lobby soda/coffee machine. After some discussion, the committee agreed that a coffee machine in the lobby would not be viable. They wished to hear more information about a possible soda machine for the lobby. Staff will explore options on this and come back with more information at the next A&amp;F committee meeting.</i></p>
<p>6. Human Services Advisory Committee 2017 Funding Recommendations</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Parks &amp; Recreation Director, Larry Ellis, along with Human Services Program Manager, Colleen Brandt-Schluter presented the memo addressing the remaining human services funding recommendation for 2017. The committee reviewed the recommendation from the Human Services Committee and asked several questions of staff. The committee voted to approve. It will be brought to the full council for approval at a future City Council meeting.</i></p>
<p>7. Future Meeting Schedule/Topics</p>	<p><i>The next A&amp;F Meeting will be held on June 22<sup>nd</sup> at 3:00pm in Riverton Room 128. This is a Special A&amp;F Meeting and the topics to be discussed are: 2017 Budget Amendment and Lobby Vending Machine.</i></p>



# Special Combined Administration and Finance Committee and Public Safety and Justice Committee Minutes

June 1, 2017

4:30 PM

SeaTac City Hall – Riverton Room 128

A&F Committee Members: Present: Absent: Commence: 4:31 P.M.  
 Adjourn: 5:26 P.M.

Erin Sitterley, Chair X  
 Peter Kwon X  
 Pam Fernald X

PS&J Committee Members: Present: Absent:

Pam Fernald, Chair X  
 Tony Anderson X  
 Erin Sitterley X

Other Council Members Present: Rick Forschler, Mayor Michael Siefkes

A&F Staff Coordinator: Gwen Pilo, Finance Director

PS&J Staff Coordinator: Lisa Mulligan, Police Chief

1. Public Comment	None
2. Analysis of SeaTac Fire Station 47	<p><u>X</u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, along with Management Analyst, Anita Woodmass presented to the committees the analysis of SeaTac Fire Station 47. This fire station is seismically unstable and due to its age and condition, ongoing maintenance costs are rising. Staff presented to the committee five options for the fire station. The recommended option is to relocate staff and equipment to Station 46 and secure existing Station 47 for future demolition. Fire Chief Jim Schneider was available for questions and addressed the committee regarding their concerns for effects on service delivery. The A&amp;F/PS&amp;J committees voted to approve the recommendation. This item will be brought forward as an agenda item to a future City Council meeting.</i></p>



# Special Administration and Finance Committee Minutes

June 22, 2017

3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:02 P.M.
			Adjourn:	4:30 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

<p>1. Public Comment</p>	<p><i>SeaTac citizen, Earl Gipson, spoke to the 2017 budget amendments and urged caution when approving reoccurring expenses when the City does not have reoccurring revenues to support it.</i></p>
<p>2. Vacant Positions Update</p>	<p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, provided the committee with an updated spreadsheet detailing the status of current vacant positions within the City.</i></p>
<p>3. Lobby Beverage Vendor</p>	<p><u>X</u> Informational Update</p> <p><i>Parks, Community Programs &amp; Services Director, Larry Ellis, spoke to the committee regarding a request for a lobby soda machine. He informed the committee that the current healthy vending machine run through the City's wellness program has been at City Hall for over a year. If the vending company decided to pull this machine or if the council decided to remove the machine, it could make way for a soda machine that would cost \$1 per can. The committee decided to do nothing at this time and will revisit the issue, should the current healthy vending machine company decide to pull their machine.</i></p>
<p>4. 2017 Budget Amendment</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, along with City Manger, Joe Scorcio, presented to the committee 9 decision cards which to amend the 2017</i></p>

	<p><i>budget. Detailed descriptions of each request, and the total amount needed for funding, were provided on decision cards. The committee reviewed the decision cards individually and gave their recommendation.</i></p> <ol style="list-style-type: none"> <li><i>1. Human Services Needs Assessment: The committee was in favor of funding this study; however, they requested the funds for this study come out of Human Services. Since money has already been allocated for 2017 budget it is not feasible for this year. However, the total Human Services funding for 2018 will be reduced by \$35,000 to cover the cost.</i></li> <li><i>2. Janitorial Services (Community Center): The committee had no concerns and was in favor of this request</i></li> <li><i>3. 3 Year LTE - Real Property Management Specialist: The committee discussed this proposition and asked for a list of all the property the City owned. Staff provided the list. After some discussion, the committee recommended this item for approval.</i></li> <li><i>4. Two vehicles (Ford Escape Hybrid or equivalent): The committee members inquired about the current number of vehicles the City owns and the demand for each one. After some questions, the committee agreed that the City should fund these additional vehicles.</i></li> <li><i>5. Professional Services – S 160<sup>th</sup> St Traffic Study: The committee recommended approval on this request.</i></li> <li><i>6. Telephones (restoration of budget): The committee had no concerns and was in favor of this request.</i></li> <li><i>7. Sound Transit Project Staffing (3-year limited term position, range 49): The committee recommended approval on this request.</i></li> <li><i>8. Professional Services – City gateway/entrances analysis: The committee discussed this item and agreed that this analysis would be helpful. The committee also suggested the tunnel lights on 188<sup>th</sup> be looked at during this study. The committee recommended this item for approval.</i></li> <li><i>9. City Hall Security and Access Improvements: The committee discussed the proposed changes to City Hall at length. Staff detailed the need to improve access to key destinations, provide better public access, and improve staff and public safety. The committee members were in favor of this decision card.</i></li> </ol> <p><i>The A&amp;F committee’s recommendation on these decision cards will be brought forward as an agenda item to the June 27<sup>th</sup> Council Study Session.</i></p>
<p>5. Future Meeting Schedule/Topics</p>	<p><i>The next A&amp;F Meeting will be held on July 6<sup>th</sup> at 3:00pm in Riverton Room 128. Topics will include: Sick Leave Cash Out/Termination Vacation Compensation Budget Policy and Business License Update.</i></p>

## Pre-approval or final approval of City Council and City Manager travel related expenses

**Travel Pre-Approval Requests: Consent Agenda Date: June 13, 2017**

AWC Annual Conference  
Hilton Vancouver Washington Convention Center  
301 W 6<sup>th</sup> Street, Vancouver, WA  
June 20-23 2017

2017 Council Budget includes attendance of two councilmembers. Below is the estimate for one:

**Expense Approval: July 6, 2017 A&F Meeting**

Name: Kathryn Campbell	Travel Consent Approval Date: Jun 13	A&F Approval Date: Jul 6
Lodging	300	228.10
Meals	124	48.64*
Transportation	165	162.64
Registration by Jun 19	475	475
<b>Total</b>	<b>\$1064</b>	<b>\$914.38</b>

\*Councilmember Campbell will reimburse city \$8.51 for 6/21/17 dinner

A&F Chair Signature: \_\_\_\_\_

**Travel Pre-Approval Requests: July 6, 2017 A&F Meeting**

NLC City Summit  
Charlotte, NC  
Nov 15-18, 2017

The City Council 2017 budget includes attendance of **four** councilmembers. Below is the *estimated budget amount* for this conference.

Name: Kathryn Campbell	A&F Approval Date: Jul 6
Lodging	1125
Meals	300
Transportation	750
Registration \$545 by Jun 30	635
<b>Total</b>	<b>\$2810</b>

A&F Chair Signature: \_\_\_\_\_

Name: Peter Kwon	A&F Approval Date: Jul 6
Lodging	1125
Meals	300
Transportation	750
Registration \$545 by Jun 30	635
Total	\$2810

A&F Chair Signature: \_\_\_\_\_