



# Special Administration and Finance Committee Minutes

April 13, 2017  
3:00 PM

SeaTac City Hall – Airport Conference Room 345

|                       |          |         |           |           |
|-----------------------|----------|---------|-----------|-----------|
| Members:              | Present: | Absent: | Commence: | 3:03 P.M. |
|                       |          |         | Adjourn:  | 4:13 P.M. |
| Erin Sitterley, Chair | X        |         |           |           |
| Peter Kwon            | X        |         |           |           |
| Pam Fernald           | X        |         |           |           |

Other Council Members Present: Kathryn Campbell, Tony Anderson, Rick Forshler

Staff Coordinator: Gwen Pilo, Finance Director

|   |   |
|---|---|
| <p>1. Public Comment</p>  | <p><i>Earl Gipson addressed the committee members and asked that they consider changes to the Council Administrative Policy regarding call-in meetings by council members. He would like the committee to limit the number of times a councilmember can be physically absent from a meeting. He also requested the structure of council meetings be revised to allow “council comments” and “committee updates” to be addressed at the same time. Vicky Lockwood also had comments regarding the Council Administrative Policy. She provided the committee with a copy of her proposed changes to the policy.</i></p>                   |
| <p>2. Vacant Positions Update<br/>Legal Department<br/>Realignment</p>  | <p><u>X</u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, provided the committee with a handout detailing the current vacancies within the City and the status of each open position. He also provided the committee with a memo detailing a proposed reclassification in the Legal Department. If ratified, the two vacant positions of Chief Prosecutor-Assistant City Attorney and Paralegal 2 would be changed to a Civil Paralegal and a Legal Analyst. It is intended these two new positions would allow for cost savings and better align the department. The A&amp;F committee approved this proposal.</i></p> |
| <p>3. Sound Transit City Agreement &amp; Potential Budget Alignment</p> | <p><u>X</u> Informational Update</p> <p><i>Management Analyst, Anita Woodmass, spoke to the committee about the Federal Way Link Extension City Services agreement. This matter was referred to A&amp;F by Council on March 14<sup>th</sup>. Her presentation addressed the status of the funding agreement and detailed the key issues with the 1<sup>st</sup> draft of the agreement the City received. She provided</i></p>  |

|  |  |
|--|--|
|  | <p><i>the City's proposed resolutions to the committee. A future motion will be brought forward authorizing the City Manager to sign the agreement, along with a budget amendment to employ staff for project review. No action was taken at this time.</i></p>  |
| <p>4. City Council Administrative Procedures</p> | <p><u>  X  </u> Deferred to next A&amp;F Meeting</p> <p><i>Senior Assistant City Attorney Mark Johnsen along with City Manager, Joe Scorcio, presented the committee with proposed changes to the Council Administrative Procedures. Many of these changes were discussed in previous A&amp;F meetings or suggested by council members at a City Council Meeting. The updates to the administrative procedures reflect previous decisions made and bring current practices or procedures up to date. Council members reviewed the document. After some discussion, the committee agreed that council members should take more time to review these changes and take into consideration the suggestions made during public comment. This topic will be addressed again at the next A&amp;F meeting and the committee will give its recommendation at that time.</i></p> |
| <p>5. Future Meeting Schedule/Topics</p>         | <p><i>The next A&amp;F Meeting will occur on May 4<sup>th</sup> at 3:00 in Riverton Room 128 and will discuss: Ethics for Boards &amp; Commissions, Council Retreat Timing &amp; Topics, Department Position Realignment, and Lobby Coffee Cart. A Special A&amp;F Meeting has also been scheduled for May 18<sup>th</sup> at 3:00 in Airport Conference Room 345. Topics to be announced.</i></p>   |