



Special Administration and Finance Committee Minutes

May 18, 2017
3:00 PM

SeaTac City Hall – Airport Conference Room 345

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| Members: | Present: | Absent: | Commence: | 3:00 P.M. |
| | | | Adjourn: | 4:03 P.M. |
| Erin Sitterley, Chair | X | | | |
| Peter Kwon | X | | | |
| Pam Fernald | X | | | |

Other Council Members Present: None

Staff Coordinator: Gwen Pilo, Finance Director

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| 1. Public Comment | <i>None</i> |
| 2. Vacant Positions Update | <p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, informed the committee of the current vacancies within the City. At this time the City is working to fill many seasonal positions, including lifeguards. Also a few of the vacant positions within the City are part of department realignments and will be filled as those processes are completed. More updates will be given in the future.</i></p> |
| 3. Position Realignments -Parks, CP & Services - Legal Department | <p><u>X</u> Deferred to next A&F Meeting</p> <p><i>The update regarding these department realignments will be discussed at the June 1st A&F Meeting.</i></p> |
| 4. Finance & Systems Department Realignment | <p><u>X</u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, presented the attached memo detailing the proposed realignment of the Finance & Systems department. The department currently has two vacancies and two pending retirements which creates an opportunity to adjust the structural organization of the Department. This proposal, if ratified by A&F committee, will reclassify certain positions and begin recruitment as vacancies permit. The memo details these reclassifications and associated compensation. The total</i></p> |

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| | <p><i>costs of the new positions will be comparable to, or less than, the combined positions in the 2017-2018 budget with an estimated savings of \$300,000 in the 2017-18 biennium. The committee reviewed this proposal and voted to approve the reclassifications.</i></p> |
| <p>5. Ethics for Boards & Commissions</p> | <p><u> X </u> Recommended for Approval</p> <p><i>Senior Assistant City Attorney, Mark Johnsen, along with City Manager, Joe Scorcio, presented to the committee the proposed ordinance addressing a code of ethics for board, committee, and commission members. This code pertains to appointed members (non-elected officials). After staff makes a clarification under the definition of "officials", the A&F committee was in favor of this ordinance. It will be presented to the full council at the May 23rd City Council Meeting.</i></p> |
| <p>6. Introduce 2017 Budget Amendment</p> | <p><u> X </u> Informational Update</p> <p><i>Finance and Systems Director, Gwen Pilo, along with City Manager, Joe Scorcio, briefly introduced to the committee some budget amendments that will be coming forward at the June 1st A&F meeting. One request will affect the General Fund, while the other four will affect the Street Fund. These requests will be discussed in detail at a future meeting and staff will ask for a recommendation from the A&F committee at that time.</i></p> |
| <p>7. Future Meeting Schedule/Topics</p> | <p><i>The next A&F Meeting will be held on June 1st at 3:00PM in Riverton Room 128. Topics will include: Lobby soda machine/coffee machine, Position realignments, Human Services advisory committee funding recommendations, and budget amendments. A Special PS&J/A&F Meeting will be held from 4:30 – 5:30 on June 1st in Riverton Room 128 to discuss Fire Station 47.</i></p> |