



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&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"> - Parks, CP & Services - Legal 	<p><u>X</u> Recommended for Approval</p> <p><i>Parks, CP & 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&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&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&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&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&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&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 & 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&F Meeting will be held on June 22nd at 3:00pm in Riverton Room 128. This is a Special A&F Meeting and the topics to be discussed are: 2017 Budget Amendment and Lobby Vending Machine.</i></p>