



Administration and Finance Committee Minutes

April 6, 2017
3:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	3:06 P.M.
			Adjourn:	4:44 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 spoke to the committee regarding the Employment Standards Ordinance. He asked that the City not spend a lot of City money or conduct frequent audits on this matter. Councilmember Kathryn Campbell asked the committee to clarify an item from the March 23rd minutes regarding the reappointment of advisory committee members.</i></p>
<p>2. Review of March 23, 2017 Special Meeting Minutes</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, distributed to the committee a copy of the minutes from the March 23rd meeting. She gave clarification regarding the A&F committee's decision on the reappointment of advisory committee members. The minutes will be revised to reflect this clarification. The A&F committee approved the March 23rd minutes as revised.</i></p>
<p>3. Comcast & SCL Update</p>	<p><u>X</u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, announced to the committee that Comcast has successfully refunded SeaTac residents the amount they over collected on their utility bills. In addition to this error, Comcast also overpaid the City for utility taxes. Therefore, the City will soon be processing a refund to Comcast for the excess amount.</i></p>
<p>4. Chromecast</p>	<p><u>X</u> Deferred to next Special A&F Meeting</p> <p><i>At the request of Councilmember Kwon, Information Systems Manager,</i></p>

	<p><i>Bart Perman, presented a new tool that could be used by council members if they decided to purchase it. Chromecast would allow council members to display their laptop or tablet to the larger screen. The cost of one unit is around \$35 and requires installation in the Council Chambers and downloaded on individual users machines. Discussion ensued. Council members agreed this tool may be useful but also addressed the need to develop guidelines to best utilize the use of this tool during meetings. The committee decided to defer this item to the Special A&F meeting regarding Council Administrative Procedures to discuss this issue further.</i></p>
<p>5. Employment Standards Ordinance</p>	<p><u>X</u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, along with City Attorney, Mary Mirante Bartolo, gave an overview on the Employment Standards Ordinance which was passed in 2013 by a vote of the people. The topic was brought to the A&F committee because this ordinance requires the City to adopt “auditing procedures sufficient to monitor and ensure compliance” and currently the City does not have a process in place. Gwen Pilo proposed an auditing procedure and presented it to the committee. She explained that this procedure would satisfy the requirement of the ordinance. If the City decided to conduct audits additional funding is required. The committee discussed the ordinance and the proposed procedures in length. The committee agreed that if these procedures are adopted the City will be in compliance with the ordinance. No changes were made to the procedures. Staff reminded council members that any amendments to the Employment Standards Ordinance must be done by a vote of the people at a general election. The proposed monitoring procedure will be adopted administratively by the City Manger.</i></p>
<p>6. Process and Review State Legislative Items not on City Agenda</p>	<p><i>Community and Economic Development Director, Jeff Robinson, asked for a recommendation for handling responses to legislative items not on the City’s Legislative Agenda. On rare occasions the City is asked for its position on certain legislative issues that do not fall within the scope of the City’s agenda. Jeff asked for guidance on how he should proceed and the best way to get Council’s input without violating the Open Public Meetings Act. The committee discussed various options. Legal staff suggested items could be discussed at any regular committee meeting, giving council an opportunity to weigh in without having to wait until the next City Council meeting. The committee suggested staff should inquire with other cities to determine how they handle these situations. Staff will come back with more information at a future date.</i></p>
<p>7. Future Meeting</p>	<p><i>The next Special A&F Meeting will occur on April 13th at 3:00 in Riverton Room 128 and will discuss Council Administrative Procedures.</i></p>

Schedule/Topics	
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