



Administration and Finance Committee Minutes

March 2, 2017

3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:02 P.M.
			Adjourn:	5:00 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forschler, Tony Anderson

Staff Coordinator: Gwen Pilo, Finance Director

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 some vacant positions within the City. He reminded the council that with his new position as City Manager, the position of Community and Economic Development Director is now vacant. Similarly, as Gwen Pilo was recently hired to fill the Finance Director position, a vacancy is left at the Assistant Finance Director position. Also there was a recent announcement that Robbye Sanchez, Paralegal 2, will be leaving the City on March 10th which will leave another position unfilled. More updates on vacant positions will be given in the future.</i></p>
3. SCL & Comcast Updates	<p><u>X</u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, informed the committee that the City is waiting for confirmation from Comcast that the refunds for over-collected utility taxes have been assessed on SeaTac customers recent bills. She will follow up with Comcast's representative and come back to the committee with further updates.</i></p>
4. Advisory Committee Review	<p><u>X</u> Deferred to Special A&F Meeting</p> <p><i>Senior Assistant City Attorney, Mark Johnsen, along with City Clerk, Kristina Gregg, presented to the committee a handout which details each</i></p>

	<p><i>of the advisory committees currently established in the City, including three advisory committees required by state statute. Staff noted there are some advisory committees which have not met regularly. Discussion ensued. The committee agreed that these advisory committees should be reviewed and there may be a need to clean up, consolidate, or further define missions and goals of the committees. The A&F committee would also like to see some uniformity throughout the committee's structures. The committee members agreed that a special session will be needed to work through a plan. A special A&F meeting will be scheduled on March 23rd at 3:00PM in Council Chambers at City Hall to discuss this further.</i></p>
<p>5. Update Council Admin Policy</p>	<p><u>X</u>__Deferred to Special A&F Meeting</p> <p><i>Senior Assistant City Attorney, Mark Johnsen, along with City Clerk, Kristina Gregg, presented to the committee a current copy of the City Council Administrative Procedures. Staff addressed the need to review this policy and possibly make changes in order to bring this policy up to date with current practice. Discussion ensued. Some of the items the committee wished to addresses with this review are:</i></p> <ul style="list-style-type: none"> <i>• Adding Code Compliance to the standing committees listed in the policy;</i> <i>• Revision of the council meeting agenda to better streamline the referral process for items needing to be referred to a committee or advisory meeting;</i> <i>• Addition of the council expense and travel policies;</i> <i>• Address the use of electronic devices during a council meeting;</i> <i>• Voting by electronic presence;</i> <i>• Add language which addresses the City's position on providing interpreters at City Council meetings. This was decided on previously by the committee, but has not been made into a policy;</i> <i>• Possible revisions to the section of Council Relations with Staff. This could include Council Information Requests and staff time;</i> <i>• Other items to be discussed.</i> <p><i>The committee agreed that a Special A&F meeting is needed to have time to discuss possible revisions. A meeting has been set for April 13th at 3:00PM in Riverton Room 128.</i></p>
<p>6. Council Expense Policies & Procedures</p>	<p><u>X</u>__Informational Update</p> <p><i>Finance Director, Gwen Pilo, along with Systems Manager, Bart Perman addressed the committee regarding Council expense policies. They informed the committee that there is currently no written policy which determines what a councilmember is provided with when it comes to electronic devices. While the current practice is to give each councilmember either a tablet or laptop, a cell phone, and internet access, staff asked for more defined expectations and parameters when it comes to providing council members with what they need to conduct</i></p>

	<p><i>business. Discussion ensued. The committee agreed that staff should set a reasonable dollar amount that each council member is given and it should be up to the council member how they decide to spend it on devices. The committee also agreed that the City should pay an allowance for internet access, amount to be determined. There was also discussion regarding paying for printers and ink for a council member's home and the committee was in agreement that the City should not provide or pay for anything regarding printing or ink at a council member's home. Staff will draft language regarding these new suggestions and bring it back for the discussion of Council Administrative Procedures. No action was taken at this time.</i></p>
<p>7. Human Services Funding Strategy</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Parks and Community Services Director, Larry Ellis, presented to the committee a proposed process for reviewing and selecting Human Services (HS) agencies. This process would be effective beginning January 2018. The new schedule would allow for more input from Council & the A&F committee. The council will set funding priorities in March to determine what the City's needs and priorities are. A pie chart detailing the amount funded in each category will guide the Council in their priority setting process. The HS committee will then chose agencies based on council's input. The committee was in favor of this new schedule and recommends approval.</i></p>
<p>8. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will occur on March 23^d at 3:00PM in Council Chambers. This is a Special A&F Meeting which will discuss Advisory Committees.</i></p>