



Administration and Finance Committee Minutes

March 23, 2017
3:00 PM
Council Chambers

Members:	Present:	Absent:	Commence:	3:03 P.M.
			Adjourn:	4:59 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Tony Anderson

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Review of March 2, 2017 Minutes	<p><u>X</u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, distributed to the committee a copy of the minutes from the March 2nd A&F Meeting. She asked the committee for their final approval before the minutes will be proposed to the full council at the next City Council meeting.</i></p>
3. Audit Exit Conference	<p><u>X</u> Informational Update</p> <p><i>Brandon Tecca and Sandra Groshong from the State Auditor's Office presented the committee with copies of draft reports following the City's audit for 2015. In this exit conference, they provided the committee with a draft Financial Statements Audit Report and an Accountability Audit Report. In relation to the reports, there were no findings and the office commended Gwen Pilo and other City staff for being highly available and responsive to requests and inquiries. The next audit is scheduled to be conducted in July of this year and will cover 2016 Accountability for Public Resources, Financial Statements, and Federal Programs.</i></p>
4. Vacant Positions Update	<p><u>X</u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, provided the committee with an update regarding vacant positions within the City. He informed the committee that the City is operating at almost full staff with just a few vacant</i></p>

	<p><i>positions, including temporary and seasonal positions. The Planning Department is currently working to fill the vacant Assistant Planner position. It is open for internal applicants now.</i></p> <p><i>Mr. Scorcio also proposed to the committee a possible position realignment and job reclassification in the CED Department. The recent hiring of Jeff Robinson as the Community and Economic Development Director has left the position of Economic Development Manager vacant. Mr. Scorcio wishes to reclassify this job to an “Economic Development Coordinator” which will assume all day-to-day operational functions of the current position. He also hopes to hire an additional position in the next two years with the title of “Real Property Coordinator” which will oversee the City’s current and future real property holdings as well as the operational aspects of property management. This change, however, will need to be approved separately through a Council amendment to the budget. The memo presented to the committee further details of the proposed changes in this Department. The A&F committee recommended approval on the proposed job reclassification of the Economic Development Manger position.</i></p>
<p>5. Advisory Committee Review</p>	<p><u>X</u> Recommended for Approval</p> <p><i>City Clerk, Kristina Gregg, presented the committee with information regarding each advisory committee currently established in the City. She provided input to the council from the committees regarding any particular issues they are aware of, what would be lost if the committee was removed, whether or not the committee has the capacity to take on additional responsibilities, and if they had any suggestions for changes. After the A&F committee reviewed the information discussion began on which committees should be retained, merged/changed, or removed. Other administrative issues regarding members, terms, and process were also discussed. The results are as follows:</i></p> <ol style="list-style-type: none"> <i>1. Hotel/Motel Tax Advisory Committee: No proposed changes.</i> <i>2. LEOFF 1 Disability Board: No proposed changes.</i> <i>3. Planning Commission: Increase the committee to 7 total members.</i> <i>4. Tree Board: No proposed changes.</i> <i>5. Community Building Committee: Remove.</i> <i>6. Human Services Advisory Committee: The committee name will be changed to “Community Services Advisory Committee” to better align with department programs and direction. This advisory committee will have 7 members and 3 year terms. Mission and scope may be redefined as needed.</i> <i>7. Library Advisory Committee: This committee will be redeveloped into a new “Arts, Culture & Library Advisory Committee”. Staff will define a mission and scope for this new group. There will be 7</i>

	<p><i>members and 3 year terms.</i></p> <ol style="list-style-type: none"> <i>8. Neighborhood Sidewalk Advisory Committee: Name change to "Sidewalk Advisory Committee" and increase term to 3 years.</i> <i>9. SeaTac Airport Committee: Name change to "Airport Advisory Committee" and increase term to 3 years.</i> <i>10. Senior Citizen Advisory Committee: The number of members will change to 7 total and terms will change to 3 years.</i> <p><i>The A&F committee was in favor of the proposed changes. They wished to create more consistency throughout the committees in regards to membership and terms. They eliminated all alternates and instead increased the size to include more members in hopes of increased participation and reach a quorum at each meeting. They also discussed reserving one position in each advisory committee for a youth position (under 18 years old) depending on interest from the community. The A&F committee discussed the appointment and reappointment process of advisory committee members. The committee members requested advertising openings in more places, including the SeaTac Blog, Community Center, and SeaTac schools. The selection process was amended to include other council members the Mayor wishes to include in the interview process (as long as no quorum exists). The committee approved a new proposal allowing an appointed member to fill the next full term, as long as they were appointed with 6 months or less of an unexpired term. Committee members seeking reappointment at the end of their term will not need to re-interview so long as there has not been a change in Mayors. They will however, still need to update their application and go through a background check.</i></p> <p><i>Staff will bring forward an ordinance to the City Council which will encompass all the changes proposed by the A&F committee regarding advisory committees.</i></p>
<p>6. Standing Committee Alternates</p>	<p><i>Discussed as part of the Advisory Committee review above.</i></p>
<p>7. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will occur on April 6th at 3:00PM in Riverton Room 128. Topics will include Chromecast, Employment Standards Ordinance, and the Process for State Legislative Items not on City Agendas.</i></p>