



Administration and Finance Committee Minutes

September 26, 2016
3:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	3:03 P.M.
			Adjourn:	4:30 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: None

Staff Coordinator: Gwen Pilo, Acting Finance Director

1. Public Comment	<i>None</i>
2. Vacant Positions Updates	<p><u>X</u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, provided the committee with an update regarding vacant positions within the City.</i></p> <ol style="list-style-type: none"> <i>1.) Finance and Systems Director: The search for a new Finance & Systems Director has been temporarily put on hold during budget time. Human Resources will resume recruiting later this year.</i> <i>2.) City Manager: Joe Scorcio reminded the committee that council direction is needed regarding the City Manager position. A recommendation from a Council committee will need to be brought to the Mayor.</i> <i>3.) Management Analysts: The City is currently screening the applicants for the Management Analyst and Senior Management Analyst positions.</i>

<p>3. State Legislative Agenda Review</p>	<p><u> X </u> Recommended for Approval with Modifications</p> <p><i>Briahna Murray and Chelsea Hager of Gordon Thomas Honeywell presented to the committee the draft 2017 legislative priorities and legislative agenda. They discussed with the committee the new priorities added to the 2017 list and reviewed other items which were carryovers from previous legislative years. The committee had the following recommendations:</i></p> <ol style="list-style-type: none"> 1. Funding for ongoing services supporting Sea-Tac International Airport. <i>The committee was in favor of this item, but they wished to clarify that the funding is for the City of SeaTac, not the airport.</i> 2. Foreclosed homes. <i>The committee was in favor of this item, but asked for additional language to address specifically vacant foreclosed homes.</i> 3. Affordable Housing. <i>The committee wished to change the language of this item to say "Housing Affordability".</i> <p><i>With these modifications, the committee was in support of bringing this agenda to a future City Council meeting.</i></p>
<p>4. 2016 Budget Update</p>	<p><u> X </u> Informational Update</p> <p><i>Acting Finance Director, Gwen Pilo, presented to the committee the General Fund Summary showing the year end estimate of revenues and expenditures for the general fund. The draft showed the City is expected to end the year 2016 \$4 million over the projected fund balance target.</i></p>
<p>5. Business License Ordinance</p>	<p><u> X </u> Recommended for Approval with Modifications</p> <p><i>Acting Finance Director, Gwen Pilo discussed with the committee the revised changes to the Business License Ordinance per the City Council's instruction. The committee ratified their previous decision to include only 501c3 (charitable organizations) as exempt organizations. In addition, they clarified that any business wishing to file as a 501c3 can show their IRS determination letter OR a copy of their submitted application for 501c3 status with the IRS. The committee also discussed the issue of "dormant" or "inactive" businesses and the best way to address these in City Code. The committee suggested adding language in the ordinance which explains the current practice of inactivating businesses that are no longer operating per the owner's request and the process of reapplying when or if the business activity is resumed. These changes will be added to the ordinance and are targeted to be brought back to the full Council at the October 11th Council Study Session.</i></p>
<p>6. Financial</p>	<p><u> X </u> Informational Update</p>

<p>Management Policy</p>	<p><i>Acting Finance Director, Gwen Pilo, presented to the committee the updated Financial Management Policy which reflects the changes suggested by the committee at the last A&F meeting. The committee was in favor of the changes made. This updated policy will be incorporated into the 2017-2018 Budget documents and brought to the full council at a future Council Meeting.</i></p>
<p>7. 2017-2018 Budget Draft Schedule and Outline for Budget Workshops</p>	<p><u>X</u> Informational Update</p> <p>Acting City Manager, Joe Scorcio, presented to the committee the proposed schedule for the Council Budget Workshops. The workshops are scheduled to take place 4:00 PM to 7:00 PM on the following Mondays:</p> <ol style="list-style-type: none"> 1. October 10th. Topics will include the detailed overview of the budget, a revenue and expenditure review, and departmental budgets. 2. October 24th. Topics will include all general fund department budgets, and begin reviewing dedicated fund department budgets. 3. November 7th. This workshop will finish reviewing the budgets of dedicated funds, then review the Public Works funds and the CIP. 4. November 21st. This workshop will wrap up any outstanding budget issues and will dive in to decision cards. <p>Mr. Scorcio hopes that after concluding these workshops the Council will be able to take action at the November 22nd Council Meeting.</p>
<p>8. Next Meeting Topics</p>	<p><i>The next A&F Meeting is scheduled for October 3rd at 5:00 P.M. in Riverton Room 128. Invitations will be sent to the whole City Council and will present the draft 2017-2018 Preliminary Budget.</i></p>