



# Administration and Finance Committee Minutes

February 2, 2017  
3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:04 P.M.
			Adjourn:	4:55 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forschler, Tony Anderson

Staff Coordinator: Gwen Pilo, Acting Finance Director

1. Public Comment	<i>None</i>
2. Vacant Positions Update City Manager Recruitment	<p><u>X</u> Recommended for Approval</p> <p><i>Acting City Manager, Joe Scorcio, presented to the committee the Current Vacancies handout listing the status of each vacant position within the City. He requested action from the committee regarding the position of City Manger. He presented the committee with three options:</i></p> <ol style="list-style-type: none"> <li><i>1. Begin recruitment for a permanent City Manger</i></li> <li><i>2. Appoint the current "Acting" City Manger to an "Interim" or "City Manger" title</i></li> <li><i>3. Extend the "Acting" status for Joe Scorcio until his projected retirement date of April 2018.</i></li> </ol> <p><i>The committee discussed these options. They were in favor of Mr. Scorcio remaining as City Manager until his retirement date. The draft resolution will eliminate his "acting" title. This resolution will be brought to the full Council as an Agenda Item at the February 14<sup>th</sup> Study Session.</i></p>
3. Copier Leases	<p><u>X</u> Recommended for Approval</p> <p><i>Acting IT Director, Bart Perman, presented to the committee a memo regarding the lease for the photocopiers at the City. The current copier lease with Konica Minolta Business Solutions (KMBS) has expired and the Selection Committee is requesting approval from the A&amp;F committee to pursue a lease agreement with Canon Solutions America. The memo explained the selection process and why Canon Solutions America was chosen as the best fit for the City. The committee was in favor of this request and this will be brought to the full Council at the next City</i></p>

	<i>Council meeting.</i>
4. Town Hall Rules	<p><u>X</u> Recommended for Approval</p> <p><i>Acting Finance Director, Gwen Pilo, presented to the committee the list of rules for Town Hall meetings. The committee was in favor of adding language pertaining to profanity to the guidelines. The rules will be revised and sent out to the A&amp;F committee for final review. The next Town Hall meeting is scheduled to occur sometime in April.</i></p>
5. Senior Programs Donations Fund	<p><u>X</u> Recommended for Approval</p> <p><i>Parks and Community Services Director, Larry Ellis, presented to the committee a memo and information packet from the Renton Community Foundation. The Parks Department is requesting approval from the A&amp;F committee to pursue the option of using the Renton Foundation to manage donated Senior Funds which are restricted for the use of the Senior Program. Discussion ensued. The committee recommended approval on this item, but did request more information regarding the Foundation's current return on investment and policy for accessing funds. This issue will be brought forward as an agenda item at a future City Council meeting and staff will bring back additional information regarding their request.</i></p>
6. Council Reimbursements & Quarterly Reports Format	<p><u>X</u> Recommended for Approval</p> <p><i>Acting Finance Director, Gwen Pilo, presented to the committee the spreadsheet of 2016 City Council Summary of Expenditures. She discussed with the committee the two issues which were brought up regarding Council expenditures:</i></p> <ol style="list-style-type: none"> <li><i>1. Mileage. Gwen Pilo explained to the committee that the mileage rate for reimbursement is set by the IRS. This is stated in Section 13 of SeaTac's Travel Policy. Staff and Council are reimbursed for mileage for the distance from their house to the event or for the distance from City Hall to the event; whichever is the shortest distance.</i></li> <li><i>2. Reporting format. The committee was provided the current spreadsheet which is distributed to Council on a quarterly basis. The committee was in agreement for continuing to receive quarterly expenditure reports. Staff will revise the current spreadsheet to delete any obsolete line items.</i></li> </ol>
7. Policy for Interpreters at Council Meetings	<i>Acting City Manager, Joe Scorcio, discussed with the Committee the need to develop a policy that addresses the use of interpreters at City</i>

	<p><i>Council meetings. The committee was in agreement that the City should not be responsible for providing interpreters at City Council meetings, which is consistent with state law. The committee also requested that this policy address some ground rules for anyone who wishes to bring their own interpreter to the meeting. The committee would like to ensure that any interpreter present at City Council meetings do their best to create the least amount of disruptions while doing their job. City staff will develop the policy and bring it back for review at a future meeting.</i></p>
<p>8. Future Meeting Schedule/Topics</p>	<p><i>The next A&amp;F Meeting will occur on March 2<sup>nd</sup> at 3:00PM in Riverton Room 128. Topics will include: Advisory Committee Review, Council Administration Policy Changes, Council Expense Policies &amp; Procedures, and Human Services Funding Strategy.</i></p>