



# Administration and Finance Committee Meeting Minutes

April 26, 2018

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	4:42 P.M.
Erin Sitterley, Chair	X			
Peter Kwon		X		
Clyde Hill	X			

Other Council Members Present: Pam Fernald, Joel Wachtel, and Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00 PM</i>
2. Public Comment	<i>None</i>
3. Review of the 04/12/2018 Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the 04/12/2018 minutes were provided to the committee for review. The committee had no revisions. The minutes were approved as written.</i></p>
4. Council/City Manager Travel Pre-Approval or Final Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Executive Assistant, Lesa Ellis, provided the following three items for Committee approval:</i></p> <ol style="list-style-type: none"> <li><i>1. Expense approval for Peter Kwon NLC Summit Registration Amount: \$450</i></li> </ol> <p><i>Council members Sitterley and Hill voted to approve.</i></p> <ol style="list-style-type: none"> <li><i>2. Expense approval for Joel Wachtel AWC Annual Conference Registration: \$400</i></li> </ol>

	<p><i>Council members Sitterley and Hill voted to approve.</i></p> <p>3. <i>Expense approval for Peter Kwon  ACW Annual Conference  Registration  Amount: \$400</i></p> <p><i>Council members Sitterley and Hill voted to approve.</i></p>
<p>5. Renaming of Funds  (follow up on Audit finding)</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, informed the committee of the proposed name change of the Municipal Facilities Capital Improvement Fund to the “Facility Construction Capital Improvement Fund”. This will help to distinguish it from the similarly named Municipal Capital Improvement Fund. Currently these two funds create confusion with the similar names. The committee supported the renaming of this fund. No council action is needed.</i></p>
<p>6. Parking Tax</p>	<p><i>Deferred to future A&amp;F meeting due to Council Member Kwon’s absence.</i></p>
<p>7. Agenda for Macro Budget</p>	<p><u>  X  </u> Informational Update</p> <p><i>City Manager Joe Scorcio, along with Finance Director Gwen Pilo, discussed with the committee the potential topics for the Macro Budget Workshop previously scheduled for June 29 in Council Chambers. Staff provided the committee a list of potential topics for committee input. The agenda for the budget workshop will be finalized at the May 24 A&amp;F meeting.</i></p>
<p>8. Future Meeting Schedule</p>	<p><i>The next A&amp;F Meeting will be held on May 24, at 4:00PM in Riverton Room 128. The A&amp;F meeting scheduled for May 10 has been cancelled.</i></p>
<p>9. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 4:42 PM.</i></p>



# MEMORANDUM

Date: May 24, 2018

To: Administration and Finance Committee

Through: Joseph Scorcio, City Manager *JAS*

From: Gwen Pilo, Finance & Systems Director

cc: Vanessa Audett, Human Resources Manager

Re: **Finance & Systems Job Reclassifications**

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## Summary

The Finance and Systems Department currently has a vacancy in the GIS Section, a .5 GIS Coordinator/Analyst (supervisor, non-represented).

The department is asking for the A&F Committees support and a recommendation for increasing the half time position to a full time position, changing the job title from GIS Coordinator/Analyst to GIS Project Coordinator, and removing the supervisory duties of the job thereby allowing more time for the coordination of GIS projects. The proposed position would be added to the Bargaining Unit (AFSCME).

## Background and Analysis

The Systems Division of the Finance and Systems Department provides all departments with technology and GIS support services.

In 2011, the Systems Division made several changes to their organizational structure in order to meet budgetary demands. This action left the department with a hybrid mix of job descriptions, and full time/part time/represented/non-represented positions. The departure of the .5 FTE GIS Coordinator/Analyst has brought the opportunity for review of the GIS organizational structure and workload.

Upon the analysis of job descriptions it has been determined the current configuration is problematic and would be more effective if a hierarchal, more laddered approach, were adopted. The GIS Coordinator/Analyst was a hybrid, half-time, non-represented position responsible for supervising two regular full-time positions and one limited-term position while also performing Analyst work. In order for the position to focus on the coordination of GIS projects instead of managing people, supervisory duties would remain solely with the IT Manager.

Over the last several years, the use of GIS services by multiple departments has increased and continues to increase. A year ago, there were seven active major projects, today there are 10 active major projects, as well as regular maintenance and daily tasks. Requests for service have

increased from 136 (2016) to 226 (2017). 240 requests are estimated for 2018. The GIS Project Coordinator would work closely with city departments to leverage GIS solutions in support of business needs, facilitate activities related to the ongoing design and maintenance of GIS, and coordinate day-to-day GIS operations and overall GIS strategic planning leaving the more data driven tasks to the GIS Analyst positions.

The department recognizes the need for continued analysis of positions to optimize organizational structure will continue to do so as vacancies exist.

### **Fiscal Impact**

The Department worked with Human Resources to create the job description (attached) and performed a salary survey. This proposal will cost approximately \$129,000 annually for salary and benefits (0.5 FTE = \$59,500 in 2018). No budget amendment is required for 2018 as the position has been vacant for half of the year and the salary savings can be used to cover the cost for the remainder of the year.

### **Authority**

SMC 2.65.030 states: "With written justification, the City Manager is authorized to adjust non-represented employee classification and compensation, subject to ratification by the Administration and Finance Committee, when necessary in order to carry out sound personnel management and to accomplish objectives within the City's defined commitments".

RCW 35A (sections 13.080 through 13.102) provide the authority of the city manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to the council such reports as he or she may deem advisable to submit in exercising supervision over the administrative affairs. The city manager may not amend the adopted budget.

The proposed increase from a half-time position to a full-time position is an amendment to the 2017-2018 budget and requires Council approval.

### **Approval**

At its May 24, 2018 meeting, the Administration and Finance Committee recommend the proposed reclassifications to non-represented positions as recommended above.

Ratified:

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Erin Sitterley, Chair

### **Attachment**

Draft Job Description  
Finance & Systems Organization Charts

# CITY OF SEATAC

**CLASS TITLE: GIS Project Coordinator**

Salary Range: 60

**Essential Personnel: Yes X No**

FLSA: Non-Exempt

Union: AFSCME

## **BASIC FUNCTION:**

Under the direction of the Information Systems Manager, provide overall enterprise GIS technology strategic planning, project management, evaluation of current and future data, technology and resource needs, and make recommendations for GIS development. Coordinate the development of interdepartmental goals as they relate to the integration of GIS, identify resource requirements and costs. Facilitates the acquisition of new data through the management of contracts for GIS, survey related services and GPS data collection efforts. This includes performing technical duties involving the QC/QA of tabular and spatial data, geographic analysis, cartographic and production graphics, and training sessions for the staff, Oversee and lead the development and implementation standards and procedures to create and maintain the citywide enterprise GIS.

## **REPRESENTATIVE DUTIES:**

1. Leads development of GIS applications in support of City goals. Coordinates, leads and prioritizes GIS development projects with other City departments, alliances, and outside agencies. Plans with user departments and staff to develop project objectives and plans development projects to assure that GIS projects meet stated objectives. Evaluates trends, anticipates problems, and reports on performance and status of GIS projects. *E*
2. Coordinates and establishes short and long term goals and objectives for the City's GIS to ensure current and future needs of internal and external customers within the scope of GIS are met. *E*
3. Reviews and recommends business process improvements in particular citywide business applications and related workflows that are specific to GIS, relational databases, and web development. Participates in business application implementation teams as a technical consultant and advisor. *E*
4. Coordinates and leads development of GIS applications and tools as required. Provide project scoping, including schedules, requirements analysis, cost estimates, and acceptance testing. *E*
5. Develops procedures to reduce system errors and enhance system functionality and stability. Coordinates special projects with City departments. Oversees and leads the work of GIS consultants and operators assigned to specific projects and identifies

sensitive issues relating to privacy and confidentiality of data to ensure minimum risk to the City. *E*

6. Compiles geographic data from a variety of sources; scans, rectifies, and digitizes data; edits and refines GIS data, and updates database; performs quality control checks to assure data integrity. *E*
7. Acts as liaison between department and outside agencies of other departments in accomplishing system application... *E*
8. Works closely with staff to identify and develop data and mapping products to meet business needs. Develop, maintain and improve various maps and datasets to meet analytical and cartographic needs using the City ESRI GIS environment. Create, analyze, and prepare data for presentation to a variety of internal City and public users for 2D and 3D visualization, and for interactive web mapping solutions. *E*
9. Serves as subject matter expert on GIS. Assures effective communication of GIS system issues. Analyzes problems and recommends solutions to meet standards and guidelines. Prepares special and recurring reports and proposals for work projects, contracts, and GIS development plans. *E*
10. Assist Information Systems Manager in preparing GIS budget, monitoring and controlling expenditures. Coordinate the City's day to day GIS operations. *E*
11. Provides professional and technical GIS expertise, information and guidance to all departments as needed. Provides recommendations and coordinates GIS related activities. Assists, leads and trains staff on the utilization, operations and capabilities of the GIS. *E*
12. Responds to requests for GIS information by City staff, outside jurisdictions and the public, including timely updates of maps and data. *E*
13. Performs other duties as assigned. *E*

*E* denotes an essential function of the job.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Principles of geography including coordinate systems, spheroids, projections and units, and the conversion and integration of data of various types.
- Principles and practices of geographic information systems, the ArcGIS suite of integrated applications, and GPS technology.
- Principles and practices of multi-user geospatial database development and maintenance, and methods for cross-platform database integration and replication.
- Principles and practices of creating and maintaining metadata for spatial and other data, and documentation of project methodology.

- GIS applications related to public works, public safety, emergency management, parks and recreation, land use planning, economic development, and human services.
- Principles and practices of cartographic design, including different approaches for print media, digital products, and interactive web-based maps
- Principles of Structured Query Language (SQL) for querying databases to extract information and build data reports.
- Principles and practices of application development.
- Research methods, data collection, and statistical analysis.
- Project management principles and organizational skills to organize and schedule work plans and assume responsibility for meeting deadlines.

#### SKILL IN:

- High proficiency performing data manipulation, data development, and data maintenance of vector and raster data.
- Use of advanced ArcGIS spatial analytic tools, including ArcGIS extensions.
- Production of high quality cartographic products tailoring the design to intended audience.
- Ability to read and interpret engineering plans.
- Methods of GPS data collection and integration.
- Creating and administering SDE geodatabases using ArcGIS for Server Enterprise in a SQL Server environment.
- Installation, configuration, troubleshooting, and testing of software including 3rd party GIS applications.
- Methods and techniques for documenting data development and project methodology.
- Methods and techniques for developing business processes and training documentation.
- Managing relational database management systems, including the ESRI geodatabase, SQL, and MS Access.
- Techniques in scripting, programming, and tools for recurring processes.
- Use of web mapping components to create and manage map services and web-based content using REST-based ArcGIS services.
- Mentoring and supporting business and technical staff in the use of ESRI GIS tools, including web mapping, ARCGIS 10.x desktop, spatial analysis tools, field data collection tools, and SDE Data Management tools.

#### ABILITY TO:

- Use project management principles and apply solid organizational skills.
- Communicate technical ideas in non-technical terms to assist staff in understanding and using GIS applications.
- Plan and organize work to meet schedules and timelines.
- Work effectively on several projects concurrently and complete work with many interruptions.
- Facilitate meetings involving business and technology staff.
- Work independently with little supervision.
- Work in a team environment to help solve complex problems.
- Communicate effectively both orally and in writing.
- Maintain good working relationships with peers in adjacent and regional agencies, for

- the purposes sharing data and processes.
- Maintain a patient, tactful and courteous demeanor while providing good customer service.
  - Work in a multicultural work place with diverse customers, emphasizing communication for cooperation, collaboration, and inclusiveness.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in geography, geomatics, or related field.
- Five (5) years of related GIS experience.
- ESRI ArcGIS 10.x, ArcGIS Server, ArcSDE, ArcPad, ArcGIS Online, MS Office, SQL Server, GeoCortex, Python, MS Visio or other UML design tools.
- Preferred experience working in an enterprise GIS team environment. Municipal GIS experience preferred.
- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Work is performed in an office environment with extensive time spent at a desktop computer. Some travel and attendance at evening meetings is required.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information.

**HAZARDS:**

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.

Created: 04/2018      B. Perman

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

\_\_\_\_\_  
Employee Signature

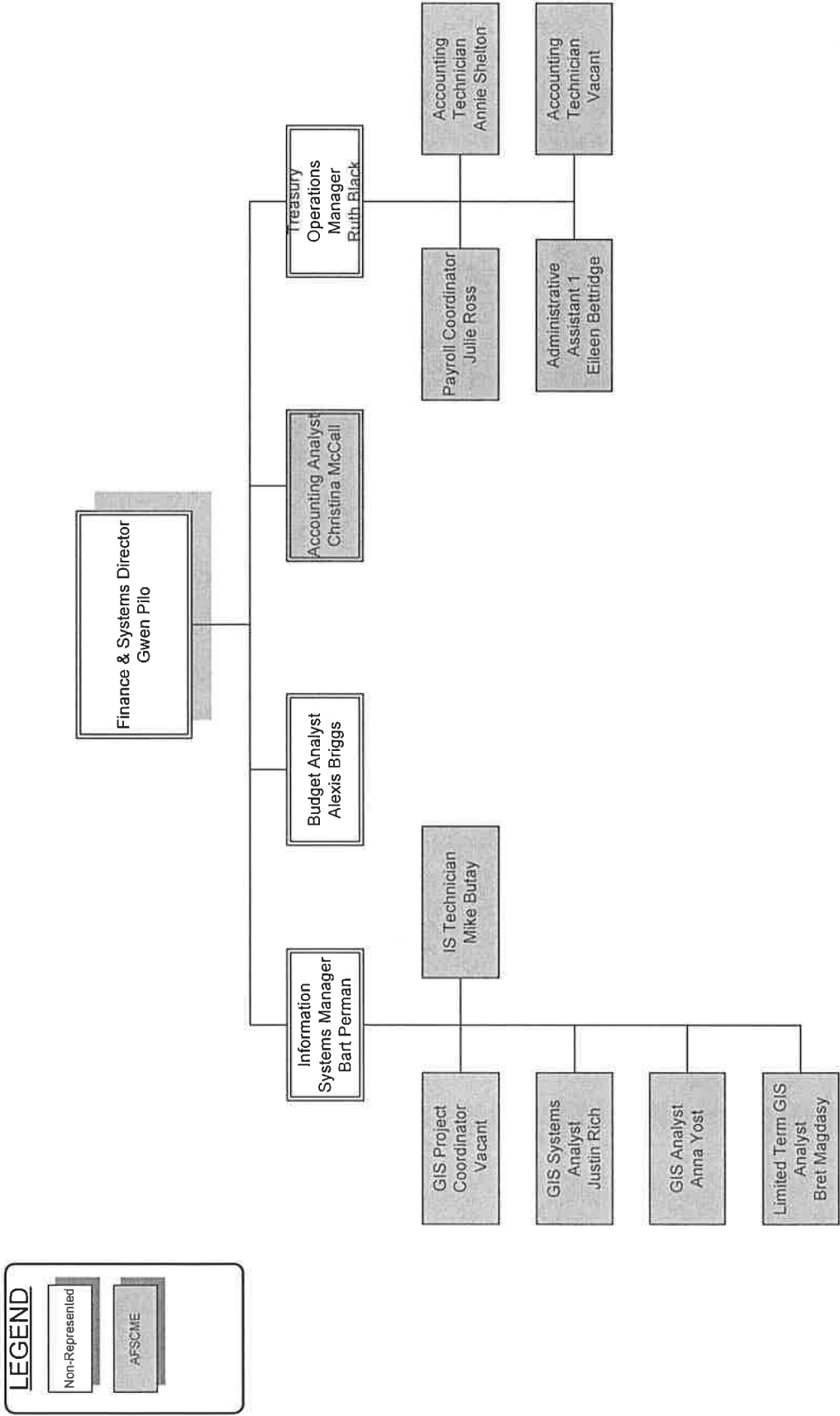
\_\_\_\_\_  
Date



Employee Name (*PRINTED*)



*City of SeaTac*  
**Finance & Systems**  
 2018 Proposed Organization Chart





# MEMORANDUM

To: Administration & Finance Committee  
CC: Vanessa Audett, Human Resources Director  
From: Joseph Scorcio, City Manager *JS*  
Date: May 24, 2018  
Re: Job Audit Decision – Prosecuting Attorney

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Pursuant to Personnel Policy 2.02 Job Audit Policy, Human Resources conducted a Job Audit analysis of the Prosecuting Attorney classification.

The Human Resources Findings and Recommendations state the classification should be reclassified from Wage Grade 55 to Wage Grade 58 on the 2018 Salary Schedule.

I am seeking ratification of my decision to implement the Human Resources Findings and Recommendations on the Job Audit conducted for the Prosecuting Attorney classification.

Ratified:

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Erin Sitterley, Chair



**SeaTac City Council**  
**Request for Council Action**  
**Agenda Bill #: 4938**

**Council consideration:** A Resolution amending the City Of SeaTac Fee Schedule for certain development fees of the Department of Community and Economic Development pertaining to the Washington State Building Code Council Surcharge.

**Date Action Requested:** RCM: 6/26/18

**Review Dates:** A&F 5-24-18; RCM 6-12-18

**Prepared By:** Gary Schenk, Building Services Manager

**Amount:**

**Budgeted?:** No

**Applicable Fund Name:**

**Director Approval:** CED Director Jeff Robinson 05/17/18

**City Manager Approval:**

**Purpose:** This is a Resolution amending the City of SeaTac Fee Schedule for certain fees assessed by the Building Services Division pertaining to the mandatory Washington State Surcharge for building permits. Per state law, the City collects fees on every building permit issued for the purpose of supporting the State Building Code Council (SBCC).

**ANALYSIS:** During the 2018 legislative session, HB 1622 was passed increasing the state surcharge on building permits that the cities are required to collect in support of the SBCC. A fee increase has not occurred for more than 20 years and additional funds are needed to fund the continued operations of the SBCC. Building departments collect this fee and remit them to the state each month as they are collected.

Currently, dwelling units, apartments, and motel rooms are charged \$4.50 for the first unit and \$2.00 for each additional unit. All other building permits pay a fee of \$4.50.

Effective July 1, 2018, projects permitted under the International Residential Code will pay a fee of \$6.50 for the first unit and \$2.00 for each additional unit. Projects permitted under the International Building Code and the International Existing Building Code will pay a fee of \$25.00 for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.

Building departments across the state have been notified of the upcoming fee increase that will be taking effect on July 1st. It is the usual practice for all jurisdictions to collect and remit the correct fees when acting as agents for the State

The proposed amendments to the SeaTac Fee Schedule are as follows:

Current Fees (Prior to July 1, 2018):

- Dwelling Units, Apartments and Motel Rooms: \$4.50 for the first unit and \$2.00 for each additional unit.
- All other Building Permits: \$4.50.

Effective July 1, 2018:

- Projects permitted under the International Residential Code: \$6.50 for the first unit and \$2.00 for each additional unit.
- Projects permitted under the International Building Code or International Existing Building Code: \$25.00 for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.

If the City chooses to not increase the amount collected on building permits for fees owed to the State, the difference will have to be paid by the City out of the general fund. It is common practice that cities collect the full amount of the fees charged by the State associated with permitting to their customers.

**BUDGET SIGNIFICANCE:** If the amendments are adopted there will be no budget impact because all fee increases will be paid for by the permit recipients and the fees collected will be remitted directly to the State of Washington.

**COMMITTEE REVIEW(S) AND RECOMMENDATION(S):** The Administration & Finance Committee reviewed this Agenda Bil at the meeting of May 24, 2018. Staff recommends that the Resolution be passed to amend the SeaTac City Fee Schedule to collect the SBCC fees in the appropriate amounts. This action will allow the City to remain in compliance with the laws of the State of Washington by funding essential services while maintaining cost recovery for the required surcharges.

**ALTERNATIVE(S):** 1) No action. However, fees will be increased by the State effective July 1, 2018 and the City will be required to pay the difference between the fees collected and those due to the State out general fund revenue.

**ATTACHMENTS:**            Resolution PDF

SBCC Letter



STATE OF WASHINGTON

## STATE BUILDING CODE COUNCIL

1500 Jefferson Street SE • P.O. Box 41449 • Olympia, Washington 98504  
(360) 407-9277 • fax (360) 586-9088 • e-mail sbcc@des.wa.gov • www.sbcc.wa.gov

April 23, 2018

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GARY SCHENK  
Building Services Manager  
CITY OF SEATAC  
4800 S 188TH ST STE 100  
SEATAC WA 98188-4632

**RE: State Building Code Council Building Permit Fee Increase**

In response to feedback I received on a letter I sent you on April 12, 2018, I am providing amended guidance relating to the requirement of E2SHB 1622 which modified the fees for the State Building Code Council (SBCC) for building permits. Please note that these fees apply only to building permits and residential units. Please disregard my April 12, 2018 letter.

Prior to July 1, 2018 the SBCC fees are as follows:

- \$4.50 fee to the SBCC for each building permit plus an additional surcharge of \$2.00 for each residential unit after the first unit.

Effective July 1, 2018 the SBCC fees will be as follows:

- Residential building permits: \$6.50 fee to the SBCC for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.
- Commercial building permits: \$25.00 fee to the SBCC for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit.

E2SHB 1622 provides the following definitions:

- Residential building permit – means a building permit issued by a city or a county to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any building containing only dwelling units used for independent living of one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation, and structures accessory to dwelling units such as detached garages and storage buildings.
- Commercial building permit – means a building permit issued by a city or a county to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any building not covered by a residential building permit.

If you have any questions please give me a call or drop me an e-mail. Please accept my apology for any confusion my April 12, 2018 letter caused.

Sincerely,

**Richard Brown**, PhD, Managing Director  
State Building Code Council  
richard.brown@DES.WA.GOV

RESOLUTION NO. 18- \_\_\_\_\_

A RESOLUTION of the City Council of the City of SeaTac, Washington amending the City of SeaTac Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services.

WHEREAS, the City Council has, by Resolution, previously adopted a City of SeaTac Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services; and

WHEREAS, it is appropriate to update the City of SeaTac Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services accordingly; and

WHEREAS, it is appropriate to adjust the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services to account for a state mandated increase to the Washington State Building Code Council Building Code Surcharge that becomes effective on July 1, 2018;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,**

**WASHINGTON HEREBY RESOLVES as follows:**

1. That the City Manager has reviewed the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services and has brought forward to the City Council any other amendments, revisions or deletions as needed.
2. That the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services have been adjusted to reflect the new Washington State Building Code Council Building Permit Fee Surcharge increase.
3. That the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services is hereby amended as set forth on the attached "Exhibit A", which is incorporated herein by this reference.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018 and signed in

authentication thereof on this \_\_\_\_\_ of \_\_\_\_\_ 2018.

**CITY OF SEATAC**

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Michael Siefkes,  
Mayor

**ATTEST**

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Kristina Gregg, City Clerk

Approved as to Form:

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Mary E. Mirante Bartolo, City Attorney



Exhibit A- Revised Page 9 of the City of SeaTac Fee Schedule

<b>Demolition Permit</b>	
a. For buildings 500 square feet or less	\$51.98
b. Minimum for buildings 500 sq ft or more	\$155.95
c. SEPA required for non-single family residence and any structure in excess of 4000 feet.	See <a href="#">CED-PLANNING DIVISION</a>
<b>Inspections for Which No Fee is Specifically Indicated</b> - Per hour (minimum 1 hour)	Standard hourly rate
<b>Inspections Outside the Normal Business hours</b> (minimum 4 hours)	One and one half times the standard hourly rate
<b>Manufactured Home</b> - In a park or on a private property	\$322.10
<b>Manufactured Home Pre-inspection</b> - Per hour, plus mileage at IRS rate	Standard hourly rate
<b>Modular Structure</b> - Based on contract amount and computed from ICC Building Standard Fee Table	Valuation
<b>Moving of a House</b>	\$311.91
<b>Outside Consultant</b> - If required for plan checking and inspections	100% of actual cost to include a 10% administrative fee
<b>Plan Review</b>	65% of the permit fee
a. Outside structural plan review - If required	Additional 33% of the permit fee
<b>Re-roofing Permit</b> - For a single-family residence is based upon valuation as determined by the contract amount, or computed at the fair market rate per square foot for the DIY projects, (minimum fee \$93.78)	\$93.78 minimum or valuation
<b>Re-inspection</b> - Per hour (minimum 1 hour)	Standard hourly rate
<b>Technology Fee</b>	See <a href="#">CED MISCELLANEOUS</a>
<b>Washington State Surcharge</b> – <del>Multifamily Unit Fee, State Mandated</del>	\$4.50
a) <del>IRC Projects (residential)</del>	<del>\$6.50 for the first unit / \$2.00 each additional unit</del>
b) <del>IBC or IEBC Projects</del>	<del>\$25.00/permit</del>



# MEMORANDUM

To: Administration & Finance Committee  
From: Kristina Gregg, City Clerk  
Date: May 21, 2018  
Re: City Council Administrative Procedures

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Potential revisions to the City Council Administrative Procedures were referred to the Administration & Finance Committee. This memo discusses each topic below.

**Topic #1:** Committee Updates

**Purpose:** Determine placement and handling of committee updates during the Regular Council Meetings.

**Background:** It was requested Committee Updates be moved forward on the agenda. Currently, this is being done informally, under the Presentations section, between Key City Issues and Requests for Direction and Council Requests to refer items to Committee, pending amendments to the Administrative Procedures.

**Questions:** Should this current practice be reflected in the Administrative Procedures? Should the Committee report on agenda items be addressed earlier in the meeting, or during the presentation of the agenda bill (usually as an Action Item)?

**Other options:** Committee updates could be placed after Council Requests to refer items to Committee.

Current:	Option:
Key City Issues and Requests for Direction	Key City Issues and Requests for Direction
Committee Updates	Council Requests to refer items to Committee
Council Requests to refer items to Committee	Committee Updates

**City Clerk recommendation:** I suggest having Committee updates related to agenda items be discussed during the agenda bill presentation (under Action Items). This option won't require repetition of information or the need to remember information relayed earlier in the meeting.

**Topic #2:** Public Comments related to Action Items

**Purpose:** Determine placement and handling of public comments related to Action Items.

**Background:** Prior to February 2018, the procedures included a section for public comment period related to all Action Items before the Council's review and discussion of these items. This public comment period was removed when the Administrative Procedures were amended in February 2018. Based on Council Meeting discussion, Councilmembers would like this public comment period added back into the Procedures.

The public comment period at the beginning of Council Meetings allows for 3 minutes per individual or 10 minutes per group on any topic, including Action Items. The public comment period for Action Items allowed for 1 minute per individual or 2 minutes per group (even if speaking on more than one action item), and was limited to comments related to the Action Items being discussed.

The Mayor has requested that the comment period be added back on the agenda, with the caveat that if someone speaks at the beginning of the meeting related to Action Items, they won't be provided time to speak during the Action Item Public Comment.

**Questions:** Should the Action Items public comment period be reinstated? If so, should individuals/groups be allowed to comment at the beginning of the meeting and during the comment period before Action Items are discussed? Or should they only be allowed to comment once?

**City Clerk recommendation:** Add public comment prior to addressing Action Items.

**Topic #3:** Potential Renaming of the Parks & Recreation Committee.

**Purpose:** Determine whether the Parks & Recreation Committee should be renamed.

**Background:** In March 2018, the Council held a Workshop to discuss the Council Standing Committees. At that time, the Council discussed removing the parks portion of the Land Use & Parks Committee and creating a committee for parks (name not determined at the Workshop).

The following name and purpose was approved by Council at the April 10, 2018 Regular Council Meeting: Parks and Recreation (P&R) Committee, which shall consider matters related to parks, community services, and human services.

Councilmember Hill was absent during the April 10 meeting and requested further discussion regarding the name of the committee.

**Question:** Should this Committee be renamed, and if so, to what?

**City Clerk recommendation:** None.



## MEMORANDUM

To: Administration and Finance Committee  
Through Joseph Scorcio, City Manager *JS*  
From: Gwen Pilo, Finance and Systems Director  
Date: May 21, 2018  
Re: Deposit Exception

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The City is obligated per RCW 43.09.240 to deposit money collected once every twenty-four consecutive hours. To comply with the RCW, the City currently contracts with Dunbar Armored Car Services for daily deposit pickups at the Community Center and City Hall.

The City's financial institution, US Bank, offers on-site electronic deposits of paper checks for faster depositing and quicker access to funds. The Finance and Court Departments have implemented on-site electronic deposits and the Community Center will be up and running in the next week. With the implementation of electronic check deposits, the City will no longer require daily armored car services. In order to reduce armored service, the RCW requires an exception in written form and depositing cannot exceed a time period of less than one deposit per week.

The current contract with Dunbar for pick up at 2 locations daily is \$1,409 per month. With the reduction to pick up once a week, the monthly cost will be reduced to \$135 per location, \$270 monthly. Anticipated future years savings are estimated at \$9,000 per year.

## DEPOSIT EXCEPTION

I, Ruth Black, Treasurer/Treasury Operations Manager under the direction of the Finance & Systems Director, Gwen Pilo, hereby grant an exception in regards to RCW 43.09.240. Per the RCW, monies collected need to be deposited within twenty-four consecutive hours.

I certify that funds are held with proper safekeeping and theft protection is in place to reduce the risk of loss of funds. Currently an armored car service picks up deposits for the City and when deposits are not secured at City facilities, they are in transit with the armored car service.

With the implementation of on-site electronic check deposits, it is no longer administratively practical for cash deposits to be picked up daily. Therefore, deposits shall not exceed a period of greater than one deposit per week.

Ruth Black 5/21/18

Ruth Black/Date Signed

Gwen Pilo 5/21/18

Gwen Pilo/Date Signed

Presented to Administration & Finance Committee on 5-24-18

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Erin Sitterley, A&F Chair