



Administration and Finance Committee Meeting Minutes

July 12, 2018
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	4:59 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:02 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the 06/28/2018 minutes was provided to the committee for review. The committee approved the minutes as written.</i></p>
4. Council/City Manager Travel Pre-Approval or Final Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, provided the following two items for committee approval:</i></p> <ol style="list-style-type: none"> <i>1. Expense approval for Joel Wachtel AWC Annual Conference Lodging: \$503.07 Transportation – mileage: \$161.32 Transportation – parking: \$15.00 Amount Total: \$679.39</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>2. Expense approval for Peter Kwon AWC Annual Conference Lodging: \$426.33</i>

	<p><i>Transportation: \$161.32</i></p> <p><i>Council members Sitterley and Hill voted to approve. Council member Kwon abstained from voting.</i></p>
5. Vacant Positions Update	<p><u> X </u> Informational Update</p> <p><i>City Manager Joe Scorcio provided an update on vacant positions within the City.</i></p>
6. Study of Voting Districts	<p><u> X </u> Informational Update</p> <p><i>City Manager Joe Scorcio discussed the recent legislation regarding an amendment to the voter's rights act. Council member Forscherler brought to the attention of the committee that voting districts was a topic of interest in 2008 but the City Council decided to take no action at that time. Mr. Scorcio proposed an analysis of the current situation to provide more information for council on this matter. Information will be brought back to a future A&F meeting for discussion.</i></p>
7. 2018 Budget Amendment	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director Gwen Pilo presented the committee with a 2018 budget amendment. The amount and description of each revenue and expenditure request was provided. The committee recommended this item for approval and it will be brought forward to the full council at the July 24 City Council Meeting.</i></p>
8. Q2 2018 Financial Reports	<p><u> X </u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo presented the committee with several documents providing actual revenues and expenditures through June 30, 2018. Overall the City is in a positive position ending the 2nd quarter and the few areas of concern will be monitored.</i></p>
9. Future Meeting Schedule	<p><i>The next A&F Meeting will be held on July 26, at 4:00PM in Riverton Room 128.</i></p>
10. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 4:59 PM.</i></p>

Pre-approval or final approval of City Council and City Manager travel related expenses

NLC Summit

Nov 7 -10, 2018, Los Angeles

Four councilmembers included in 2018 budget @ \$2,719 each.

Clyde received an email that the first early bird registration deadline was 7.15.18. Requesting pre-approval and expense approval.

Clyde Hill	A&F Approval Date: 7.26.18 Estimated Costs	A&F Approval Date: 7.26.18	A&F Approval Date:	A&F Approval Date:
Lodging	1125			
Meals	300			
Transportation	750			
Registration (early bird by 7.15.18 and first time discount)	545	460		
Total	\$2,720	460		

Erin Sitterley, A&F Chair



Developing a Successful Legislative Agenda/Funding Request

- Legislative agenda should be a **biennium agenda**. The Legislature operates on a two-year cycle; the legislative agenda needs to match that cycle.
- Legislative agenda needs to be **focused**. Legislators only have so much bandwidth. Pick 2-3 things that you want the delegation to take seriously. It's okay for the city to take positions/express support or concerns on multiple pieces of legislation, but the requests to the delegation should be very focused. (Sometimes this distinction can be accomplished w/ two different documents (legislative agenda and policy manual)).
- If possible, legislative agenda needs to **convey a story/theme**. What is the 5-second one-line story? And, how does each legislative agenda item fit with the City's main goals.
 - o Examples:
 - Kenmore: Not a drive through City, we need a sense of place (agenda items: SR 522 funding to add sidewalks and address traffic, signage into the city, funding for a town green).
 - Port Orchard: City's main goal: Revitalize a downtown waterfront (agenda items: legislation for r/w of navy-owned property along water, funding for a waterfront boardwalk).
- It's important that legislative agenda items have **full support** of the council, executive, and the community. Don't air dirty laundry in Olympia.
- Capital Funding Requests:
 - o Make funding requests during odd-numbered years.
 - o Project needs to be **visible** and it needs to have **community support**. Legislators do not want to fund a project that their constituents will oppose or don't know about.
 - o The state prefers to be a **partner** in funding projects, **not the sole funder**. Have other funding sources (grant programs) been pursued? Is the City willing to make a local contribution?
 - o Is there a **benefit/nexus to the state**? Not necessary, but helps.
 - o Does it create **jobs**? Or accomplish another state policy goal (**environment cleanup?**)
- Transportation Funding Requests
 - o Is there a **nexus to the state**? Is it a state highway or did the state previously own the road?
 - o Are there **safety concerns**. The project becomes more imminent if it a dangerous condition.
 - o Will completing the transportation project open up an area to economic development?
 - o It is important for a large transportation funding request to have **regional support**.

2018 Legislative Session
City of SeaTac Internal Legislative Agenda:
(Additional direction to City staff and lobbyists only)

- **Animal Control:** SeaTac will oppose any state law that preempts local animal control authority, including cities' authority to choose whether to ban specific dog breeds or reduce the amount of liability insurance required of owners of potentially dangerous dogs.
- **Business Licenses and Taxes:** SeaTac will participate in the Business & Occupation Tax and Licensing Task Force comprised of city and business stakeholders to explore changes to the apportionment of local business & occupation taxes and facilitate the conversion to the State licensing program.
- **Gang Prevention:** SeaTac supports legislation that will provide a comprehensive approach to the growing gang problem including increased prevention and intervention efforts and sentencing enhancements for some types of gang-related crime.
- **Housing Choice:** SeaTac supports legislation that provides tools for the preservation, maintenance and development of a range of housing options.
- **Human Services:** SeaTac will encourage full participation by the State and counties in a comprehensive approach to complex social issues such as public health, mental health, substance abuse, health care, emergency and transitional housing, at-risk youth and immigration.
- **Initiative Process:** SeaTac supports the Legislature's consideration of limiting the consecutive filing of identical petitions without some mandated intervening time period.
- **Legal Challenges to State Agency Mandates:** SeaTac supports establishing criteria that require equal judicial consideration of testimony and evidence provided by outside experts on the same basis as testimony provided by public agency staff or their consultants.
- **Lodging Tax and Tourism Promotion Area Administration:** SeaTac will work with the Legislature to ensure lodging tax revenues diverted from stadium bonds are allocated to the city's priority projects and programs, particularly that a portion of lodging tax revenues continue to be available for tourism operations.
- **Plumbing Codes:** SeaTac supports legislation adding the International Plumbing Code as an optional alternative plumbing code of the state building code.
- **Product Stewardship:** SeaTac supports product stewardship proposals including legislation creating a privately-funded pharmaceutical disposal program and a paint stewardship program.
- **State-Shared Revenues:** SeaTac supports maintaining funding for state-shared revenues. These funds include the Criminal Justice Assistance account, the Liquor Excise Tax account, and Liquor Profit Revenues. Additionally, the City opposes any cuts to state-funded programs that would negatively impact the city's ability to deliver services to its citizens.
- **Telecommunications:** SeaTac opposes legislation that removes local control in the siting and regulation of small cell network facilities. Furthermore, the City supports legislation that makes statutory changes to clarify and improve the deployment of small cell network facilities.



4800 South 188th Street
SeaTac, WA 98188-8605

City Hall: 206.973.4800
Fax: 206.973.4809
TDD: 206.973.4808

Mayor
Michael J. Siefkes

Deputy Mayor
Pam Fernald

Councilmembers
Rick Forschler
Kathryn Campbell
Peter Kwon
Tony Anderson
Erin Sitterley

City Manager
Joseph Scorcio

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg

CITY OF SEATAC 2018 LEGISLATIVE PRIORITIES

- **Sea-Tac International Airport:** Because the airport is one of the state's primary economic engines, the City of SeaTac requests mechanisms to sufficiently fund ongoing services necessary to keep the City a safe, welcoming location for travelers and for efficient movement of cargo into and out of Washington State.
- **Complete SR 509 Extension to I-5:** SeaTac will advocate for the efficient and on-time completion of SR 509 with adequate access to the City, which was fully funded in the Connecting Washington transportation package. The City supports equitable assignment of local match contributions to the SR 509 corridor.
- **Foreclosed Homes:** SeaTac supports legislation that requires notification to cities identifying foreclosed homes and the maintenance of tax- and bank-foreclosed properties.
- **Economic Development and Infrastructure:** SeaTac supports legislation to enhance State funding, tools and programs for local economic development and infrastructure that further the economic development and growth of the city through investments that attract, retain and expand business and create living wage jobs.
- **Funding for Public Defense:** SeaTac supports additional state funding for the provision of public defense services in order to meet the requirements of the Court-adopted public defense standards and caseload limits.
- **Local Control:** SeaTac supports legislation that maintains local authority and flexibility over regulations, finances, and planning. The City opposes legislation that provides local decision-making authority that would negatively impact local economies and communities.
- **State Agency Rulemaking:** SeaTac supports legislation requiring statutorily mandated agency rules be ratified by legislative action prior to their effective date(s) and require that rules drafted to implement legislation include an analysis and description of potential impacts to local businesses and economic development.
- **Mobile Home Parks:** SeaTac supports increased funding to ensure adequate relocation assistance for displaced residents of redeveloped mobile home parks, and legislation that provides greater rights to mobile home park tenants.
- **Unfunded Mandates:** SeaTac recognizes that jurisdictions have limited fiscal capacity and opposes unfunded and under-funded mandates.