



Administration and Finance Committee Meeting Minutes

May 24, 2018
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	5:11 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>Earl Gipson spoke to the committee regarding the new position reclassifications and the increase of state building code permit surcharges.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 04/26/2018 minutes was provided to the committee for review. The committee had no revisions. The minutes were approved as written.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<i>None</i>
5. New Position Classification & Organizational Changes	<u> X </u> Recommended for Approval <i>City Manager, Joe Scorcio, presented to the committee two position reclassifications:</i> <ol style="list-style-type: none"><i>1. Finance & Systems. The department is asking the committee to recommend increasing a vacant half time position to a full time position, changing the position title from GIS Coordinator/Analyst to GIS Project Coordinator, and removing the supervisory duties of the job. No budget amendment is required in 2018 for this change. The committee discussed the reasons for this</i>

	<p><i>reclassification and the job functions of this position. The committee recommended approval of this item and it will be presented to the full Council at a future Council meeting.</i></p> <p>2. <i>Prosecuting Attorney. Following a job audit analysis on the Prosecuting Attorney classification, Human Resources found the classification should be reclassified from wage grade 55 to wage grade 58 on the salary schedule. Human Resources asked the committee for ratification on the decision to implement this change. The committee approved this reclassification.</i></p>
<p>6. Council Administrative Procedures</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Clerk, Kristina Gregg, discussed with the committee three potential revisions to the City Council Administrative Procedures referred to the A&F Committee. The committee discussed each item and gave the following recommendations:</i></p> <ol style="list-style-type: none"> 1. <i>Committee updates. The committee agreed to combine Committee Updates and Council Requests to refer items to committee. At that time, council members will discuss any committee update on items not on the current council meeting agenda as an action item. Any updates related to agenda items will be discussed during the agenda bill presentation.</i> 2. <i>Public comments related to action items. The committee agreed public comments related to action items should be reinstated and set to a 3-minute limit per speaker. The committee also proposed limiting the number of times a person can speak about a specific agenda item to once per meeting.</i> 3. <i>Potential Renaming of the Parks & Recreation Committee. The committee recommended the Parks and Recreation Committee name remain the same.</i> <p><i>The proposed changes to the Council Administrative Procedures will be brought forward to the full council at a future meeting.</i></p>
<p>7. Macro Budget Agenda</p>	<p><u> X </u> Informational Update</p> <p><i>City Manager Joe Scorcio, presented the committee with a draft agenda for the Macro Budget Workshop scheduled for July 13. The council had no revisions to the agenda.</i></p>
<p>8. Increase State Building Code Council Permit Surcharges</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Building Services Manager, Gary Schenk, presented to the committee an agenda bill amending the City of SeaTac Fee Schedule for fees assessed by the Building Services Division pertaining to the mandatory Washington State Surcharge for building permits. The City collects these fees on every building permit issued and remits the collections to the State. These fees have been increased due to the recent legislative</i></p>

	<p><i>session and now staff is requesting the increase in our City fee schedule to match. The committee had no issues with this proposal and recommended it for approval. It will be brought forward to the full council for final approval.</i></p>
<p>9. Deposit Exception – Reduce Armored Car Services</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, asked the committee to sign a deposit exception, allowing the City to reduce armored car service pick-ups to once weekly. The City recently implemented electronic check depositing, eliminating the need for daily pick up of deposits. In order to comply with RCW which states the City is required to deposit money within 24 hours, the City must have on file an exception in written form. The committee approved of this exception.</i></p>
<p>10. Future Meeting Schedule</p>	<p><i>The next A&F Meeting will be held on June 14, at 4:00PM in Riverton Room 128.</i></p>
<p>11. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:11 PM.</i></p>