



Administration and Finance Committee Meeting Minutes

January 10, 2019
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	5:21 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

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

Staff Coordinator: Gwen Pilo, Finance & Systems 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	<u> X </u> Recommended for Approval <i>A copy of the 12/13/18 minutes was provided to the committee for review. The committee approved the minutes as written.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<i>None</i>
5. Vacant Positions Update	<u> X </u> Informational Update <i>Human Resources & Risk Management Director Vanessa Audett provided the committee with an update on vacant positions within the City.</i>
6. Contract Renewal CWA Consultants	<u> X </u> Recommended for Approval <i>Building Services Manager Gary Schenk, along with Community and Economic Development Director Steve Pilcher presented the committee with a resolution to renew a contract with CWA Consultants for structural and non-structural plan review services. The committee recommended</i>

	<i>approval on this item and it will be brought to the January 22nd City Council Meeting.</i>
7. Revised Agreement with YMCA	<p><u> X </u> Recommended for Approval</p> <p><i>Parks, Community Programs and Services Director Lawrence Ellis, along with Special Advisor Joseph Scorcio brought to the committee a revised agreement between the City of SeaTac and YMCA to provide services and low-income memberships. The current agreement outlines a 4 installment payment plan to collect on any unmet services while still providing YMCA the opportunity to deliver services to the citizens. The committee discussed the revisions and were in favor of the proposal. The committee recommended approval and this item will be brought to the January 22nd City Council Meeting.</i></p>
8. City Manager Money Purchase Plan	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo presented a resolution authorizing the creation of an ICMA Money Purchase Plan for the City Manager. This account was approved as part of the City Manager Employment Contract but ICMA requires authorization by resolution to set up the account. The committee recommended this item for approval and it will be brought to the January 22nd City Council Meeting.</i></p>
9. Cryptocurrency	<p><i>Finance & Systems Director Gwen Pilo provided the committee with a brief overview of research pertaining to cryptocurrency and how it is being used in the economy today. In Washington, digital currency is considered a “money transmission” and not an actual “currency” and cannot be deposited into a financial institution. Cryptocurrency is also known to be extremely volatile with no deposit guarantee and connections to criminal activity. Staff was also not able to identify any cities in Washington accepting virtual currency as payment. The committee agreed that at this time they do not want to continue considering or researching cryptocurrency options.</i></p>
10. Letter to State Legislators – Grant Funds	<p><i>Special Advisor Joseph Scorcio provided the committee with a draft letter in response to the State Legislator’s letter inquiring of the City’s intentions to use \$1,250,000 in state funds to develop an International Market/Open Space. The committee discussed the appropriate response and agreed with most of the language in the proposed response letter. The City’s Special Advisor will work with the Mayor to finalize and send out the response.</i></p>
11. Future Meeting Schedule	<p><i>The next A&F Meeting will be held on January 24, at 4:00PM in Riverton Room 128.</i></p>

12. Adjourn

Committee Chair Erin Sitterley adjourned the meeting at 5:21 PM.

Citizen Advisory Committees, Commissions, and Boards (SMC 2.15)

2.15.100 Absences.

If a member is absent, without prior notification and excuse, from three (3) consecutive regularly scheduled meetings, the Administrative and Finance (A&F) Committee shall be notified by the City Manager of the circumstances. In such circumstances, the A&F Committee may declare the position held by that member vacant and allow a new member to be appointed by the Mayor for the remainder of the unexpired term, subject to confirmation by the City Council. (Ord. 18-1015 § 2: Ord. 17-1010 § 10)



MEMORANDUM

To: Administration & Finance Committee
From: Kristina Gregg, City Clerk
Date: January 18, 2019
Re: City Council Administrative Procedures

Potential revisions to the City Council Administrative Procedures were referred to the Administration & Finance Committee. The Mayor, City Manager, City Clerk, or Councilmembers through the Council Information Request process, proposed the topics. This memo discusses each topic below.

Topic #1: Public Comments – requirement for signing up before the meeting

Purpose: Revise procedures to strengthen the requirement to have speakers for initial and action item public comments sign-up PRIOR to the meeting.

Background: The agenda already states speakers must sign up. The procedures state speakers for a group must sign up as a group. In order to make meetings more efficient, we are proposing strengthening the language to enforce the sign-up PRIOR to the meeting rule.

This does not change comments for Unfinished Business, New Business, or Public Hearings.

Questions: Should this language be revised to make it more clear that speakers must sign-up PRIOR to the meeting?

Other options: Some Mayors have used the option of allowing people to speak without signing up. This requires in most cases for the City Clerk to try and get their names during the meeting if they are not regular speakers as well as has potential to extend the length of meetings without the Mayor being aware of how many people actually want to speak.

City Clerk recommendation: Revise the language and enforce the rule to make the meetings as efficient as possible.

Topic #2: Public Comments related to Action Items

Purpose: Determine whether public comments related to Action Items should be removed and all comments related to Action Items and any other topic be held at the beginning of the meeting only.

Background: In February 2018, the Action Items public comment period was removed from the procedures. In April 2018, the period was reinstated in the procedures.

Between 4/24/18 and 1/8/19, there have been 16 Regular Council Meetings. 10 of those meetings did not have any public comments on the Action Items. One meeting had 7 related to the RFPs, one had 3 comments, two had 2 comments, and 2 had only 1 comment. Almost all meetings where there were comments, the same person spoke.

Having two separate comment periods has been somewhat confusing to the public as they do not always know which period to sign-up for. The Action Item period is only for Action Items. There have been a couple of times when the speakers weren't relevant to the Action Items. Also, because the current rules allow people to comment on Action Items at the beginning of the meeting, but not again under Action Items, it requires the Mayor to have to keep track of speakers to make sure the rules are being followed.

Questions: Should the Action Items public comment period be removed?

City Clerk recommendation: Remove public comment period to increase efficiency during the meetings

Topic #3: Special Council Meetings public comment period

Purpose: Determine whether to add language for public comments during Special Council Meetings to be consistent with past practice.

Background: There is no specific language in the Council Administrative Procedures for public comments related to Special Council Meetings. However, past practice for most special meetings has been to include the following language on the agenda:

PUBLIC COMMENTS (related to the agenda items listed below): (Speakers must sign up prior to the meeting. Public Comments shall be limited to a total of ten minutes with individual comments limited to three minutes and a representative speaking for a group of four or more persons in attendance shall be limited to ten minutes. However, the Mayor or designee may reduce equally the amount of time each speaker may comment so that the total public comment time does not exceed ten minutes. When recognized by the Mayor or designee, walk to the podium, state and spell your name, and give your address [optional] for the record.)

There are also some special meetings, specifically meetings where just an Executive Session is being held, but sometimes other meetings such as interviews/consideration of applicant for appointment to a Council position, where NO public comments have been allowed.

Question: Should this language be added to the procedures? or other language that states the Mayor will determine whether public comments will be allowed at Special Meetings and the duration of the comments? Or both to allow for all options?

City Clerk recommendation: Add language for both options so there is consistency moving forward.

Topic #4: Public Comments – exceeding 30 minutes

Purpose: Determine whether language should be added stating if the number of people signed up to speak exceeds 30 minutes, Council may establish a maximum time for comments.

Background: While public comments are not required by law, the Council has chosen to provide public comment opportunities. There are times when the number of speakers is such that the meeting takes a longer amount of time than planned.

Question: Should this language be added to the procedures?

City Clerk recommendation: No recommendation. Council currently has this ability by suspending the rules and voting to limit the public comment period. The benefit of adding the language is so Council and public are aware of this ability.

Topic #5: Code Enforcement Council Committee

Purpose: Should the Council establish a Code Enforcement or Compliance Council Committee

Background: In April 2018, the City Council sunsetted the Code Compliance Council Committee by consolidating the topic of code compliance into the Planning & Economic Development Committee purpose. See current procedure language below:

- (3) **Planning and Economic Development (PED) Committee**, which shall consider matters related to land use, development regulation issues, economic development issues, and code compliance issues.

The PED Committee has been too busy to handle this topic other than statistics.

Council discussion ensued at the September 11, 2018 Regular Council Meeting regarding Code Compliance. Council concurred to refer this topic to A&F.

Question: Should this subject matter be removed from PED Committee and re-established as a 6th Council Committee? or the topic moved to another Council committee?

City Clerk recommendation: None. This is a Council request to discuss and determine how to move forward.

Topic #6: Council Information Request (CIR) Form

Purpose: Discuss and determine if any changes need to be made related to the CIR process.

Background: Councilmember Fernald submitted the following CIR:

Question/Request: CIR as single source to request work from City Manager.

For repeatability of process, transparency and visibility please investigate the feasibility of using Council Information Requests (CIRs) as the single source for council to request work/research from the City Manager's office. Refer to Administrative Procedures Section 10. Council Relations with Staff, item C.

Following is the current language/procedures related to requests for Council:

Section 10. Council Relations with Staff

- (B) Neither the Mayor, any Councilmember, nor committee (standing or advisory) shall direct the City Manager or City staff to initiate any action or prepare any report that is major in nature, or initiate any major project or study without the approval/referral from a majority of the Council.
- (C) All requests for significant information, statistics, interpretations, or answers to questions from a Councilmember shall be directed to the City Manager by means of hardcopy or electronic version (e-mail) of the Council Information Request. The City Manager shall reply by acknowledging receipt and by providing an estimated time or date for substantive response. The City Manager shall forward the request to the appropriate Department Director for written or electronic response.
- (D) All written material accumulated and/or prepared in response to an individual Councilmember shall be provided by the City Manager, to all Councilmembers.
- (E) All requests for minor information, statistics, interpretations, or answers to questions may be directed to the City Manager or directly to involved staff. It is understood that staff receiving such requests are required to advise their supervisor and/or Department Director of any request for the purpose of assuring integrity of the chain of command and chain of communication to the City Manager.
- (H) The following definitions shall apply to this Section:
 - (1) "Major" information, statistics, interpretations, or answers to questions means any effort which is reasonably estimated to entail more than three hours of staff time.
 - (2) "Significant" information, statistics, interpretations, or answers to questions means any effort which is reasonably estimated to entail one hour or more, but less than three hours, of staff time.
 - (3) "Minor" information, statistics, interpretations, or answers to questions means any effort which is reasonably estimated to entail only an immediate response or less than one hour of staff time.

Question: Should CIRs continue to be used as the single source for Councilmembers to request work from the City Manager?

City Clerk recommendation: None. This was a CIR.

Topic #7: Disruptions

Purpose: Determine if language should be inserted into the procedures related to disruptions.

Background: Additional language related to specific type of equipment used for disruptions was requested to be discussed. Staff determined that the best way to handle this issue is in a more broad way which would cover all types of disruptions.

Proposed language:

Section 6. (I) No person shall interrupt a Council meeting so as to render the orderly conduct of such meeting unfeasible. (RCW 42.30.050)

Question: Should this section be included in the procedures?

City Clerk recommendation: None.

Topic #8: Media Relations

Purpose: Determine whether to include language in the procedures related to handling of media contacts.

Background: A Citywide policy is being implemented in order to establish a consistent message through all media platforms.

The current draft language (to be finalized 1/23) is as follows:

All inquires from the media shall be routed to the Government Relations and Communications Manager. Councilmembers and/or staff are to inform the Government Relations and Communications Manager of the media inquiry.

Procedure:

City Staff:

- Whether contacted by the media by phone call or email; or
- at a public meeting; or
- if reporter states that they are on a deadline and don't have time to call or can't reach the Government Relations and Communications Manager, follow the policy below:

Direct reporter to the Government Relations and Communications Manager. Next, call the Government Relations and Communications Manager on his/her cell phone to brief him/her on the issue at hand.

City Council:

Councilmembers can speak as individual councilmembers on policy level decisions they have made. However, any questions on the City's position on an issue should be directed to the Government Relations and Communications Manager. Guidelines:

- Don't speculate
- Only speak to facts
- Don't speak on behalf of other councilmembers or organizations

Question: Should the language related to the City Council be included in the Council procedures?

City Clerk recommendation: None.

Topic #9: Additional changes to the procedures

Purpose: Seek any additional input from the City Council

Background: N/A

Question: Does any Councilmember have any additional areas of discussion for the procedures?

City Clerk recommendation: None.

Council Information Request Form

Tracking Number: 2018-27

Council: Complete and email to City Manager and Executive Assistant for tracking and dispatch.

Date of Request: December 3, 2018

Desired Response Date: February 7, 2019

Requestor: Pam Fernald

Question/Request: Agenda Bill Criteria Checklist

In 2014 I created an Agenda Bill Checklist which included items that I would look for in an Agenda Bill when considering approval of an Agenda Bill.

I showed it to Staff and as I remember at the time, Public Works (Tom Gut) was using it as a 'guide'

I would now like to submit my checklist to the A&F committee for review and probable revision, and in keeping with the spirit in which I created the checklist adopt it as an official tool for Staff and Council.

Agenda Bill Criteria Checklist CIR is attached to the email.
Thank you.

Preliminary Response

To be completed by City Manager:

Date Received:

Dispatched to:

To be completed by dispatched Department/Staff:

Estimated Response Date:

Estimated Time Needed to Complete:

Return to Executive Assistant via email.

To be completed by City Manager:

Type: (revised 4.6.18 per Res. 18-002)

- Minor: immediate or less than 1 hour
- Significant: 1 hour or more, but less than 3 hours
- Major: More than 3 hours. Council approval date:

Comments:

Council approval for referral to A&F Committee at the 12.11.18 RCM.

City Council emailed with preliminary response

Status Report Updated

Final Response

To be completed by dispatched Department/Staff:

Response Date:

Actual Time Taken to Complete:

Response:

Return to Executive Assistant via email.

Review by City Manager.

City Council emailed with final response

Status Report Updated

Agenda Bill Criteria
Working Checklist for Agenda Bill # _____



Criteria

Comments

	Promotes the <u>core functions</u> of a city that taxpayers expect such as Public Safety, Human Services, Public works?	
	Is there a legitimate, quantifiable NEED, or is it a 'flavor of the month' feel good bill?	
	Are metrics part of the agenda bill to show if it is effective?	
	Is there a sunset date?	
	Duplicating something the government is already doing?	
	Does the bill affect/restrict taxpayer's freedom?	
	Does the bill affect/restrict taxpayer property rights?	
	Does the bill affect /restrict taxpayer taxes?	

	Does the bill increase or reduce the tax burden the city places on its citizens?	
	Is there really a need for us to use taxpayer money or is the service already available outside of government bounds?	
	Does the bill serve <u>all</u> citizens?	
	Does the bill serve special interests ONLY? Why?	
	Has it been done before in a city our size? (location and results)	
	Does this bill enhance the overall livability of our city?	
	Does this bill show good stewardship of the taxpayer's money?	
	Housekeeping only	
	Required by law	

Policy Type	GFOA Recommendation*			Definition	SeaTac Policy	Type	Last Reviewed/ Approved	Next Review
	E	I	D					
Reserves				Governs the amount of resources to be held in reserve and conditions under which reserves can be used. Provides guidance and shared understanding to council and staff on proper level and use.				
<i>General Fund Reserves</i>	X			Provides options to respond to unexpected issues, buffer against risk, maintain good credit rating, and generate investment income.	Yes	Resolution 18-017	Nov-18	May-20
Other Fund Reserves								
<i>Special Revenue Funds</i>			X	Revenue resources are generally restricted to a specific purpose. Reserves are maintained for cash flow purposes.	Yes	Resolution 18-017	Nov-18	May-20
<i>Debt Service Funds</i>			X	Tracks resources used to repay debt paid for by transfers in from General Fund. Reserves are best defined as maximum allowable as there can be a balance due to interest accrued over time.	No			
<i>Capital Funds</i>			X	Tracks Capital projects. It is presumed all resources will be spent. May maintain reserves to fund future capital projects or maintain cash flow.	Yes	Resolution 18-017	Nov-18	May-20
<i>Enterprise Funds</i>		X		Resources derived from user fees. Reserves are defined as Working Capital (available to meet obligations). Reserves are best defined as maximum allowable.	Yes	Resolution 18-017	Nov-18	May-20
<i>Internal Service (Replacement) Funds</i>		X		Ensures ability to provide service without interruption (replacement of equipment or vehicles).	Yes	Resolution 18-017	Nov-18	May-20

Policy Type	GFOA Recommendation*			Definition	SeaTac Policy	Type	Last Reviewed/ Approved	Next Review
	E	I	D					
Revenues	X			Policy provides guidance that guarantee the generation of adequate public resources to meet expenditure obligations.	Yes	Resolution 18-017	Nov-18	May-20
Grants	X			Policy deals with the administration and grants process.	Yes	CW-016	Jun-16	2019
Expenditures		X		Policies address a range of issues around how money is expended, including personnel, outsourcing, and funding long-term liabilities.	Yes	Resolution 18-017	Nov-18	May-20
Operating Budget	X			Policies describe essential features of the budget development process, as well as principles that guide budgetary decision making.	Yes	Resolution 18-017	Nov-18	May-20
Procurement & Purchasing	X			Policy is essential in order to encourage efficient, effective and fair public procurement.	Yes	SMC 3.31	Apr-12	2019
Capital Asset Management		X		Policy covers the lifecycle of capital assets, and assists with capital improvement planning, capital budgeting, project management, and asset maintenance.	No			2019-2020
Long-Term Financial Planning			X	A policy that commits the organization to taking a long-term approach to financial health.	No			2020
Debt	X			Policy governs the use of government debt, including permissible debt instruments, conditions under which debt may be used, allowable levels of debt, and compliance with continuing disclosure requirements.	No			2020
<i>Interfund Loans</i>		x		Policy governs the process and procedure of loaning resources from one fund to another.	Yes	Ord. 18-1037	Nov-18	May-20

Policy Type	GFOA Recommendation*			Definition	SeaTac Policy	Type	Last Reviewed/ Approved	Next Review
	E	I	D					
Investment	X			Policy provides guidance on the investment of public funds, including permissible investment instruments, standards of care for invested funds, and the role of staff and professional advisors in the investment program.	Yes	SMC 3.40.220 & Resolution 95-017	Jul-95	Apr-19
Accounting, Auditing & Financial Reporting				Policies that establish and guide the use of an audit committee, endorse key accounting principles, and that ensure external audits are properly performed.				
<i>Audit Committee</i>		X		Equivalent of A&F Committee	Yes	Council Admin Policy Section 3	Jun-17	
<i>Write-offs of Accounts Receivable</i>		X		Defines collection process and when past due accounts can be written off.	No			2020
<i>Continuing Assets</i>	X			Policy defines tracking of assets that are easily transportable.	Yes	CW-012	Dec-12	2019
<i>Travel</i>	X			Policy governs the process and procedures for travel.	Yes	Written	Jan-10	Nov-19
<i>Reimbursement</i>	X			Policy establishes rules for employee reimbursements	Yes	Written	Jan-10	Nov-19
<i>Credit Cards</i>	X			Policy governs the use of city credit cards.	Yes	CW-007	Apr-12	Jun-19
<i>Cell Phones</i>	X			Policy governs the use of city owned cell phones.	Yes	Written	Unknown	Oct-19
<i>Internal & External Reporting</i>		X		Policy defines reporting expectations.	Yes	Resolution 18-017	Nov-18	May-20