



Administration and Finance Committee Meeting Minutes

January 24, 2019

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	6:11 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill		X		

Other Council Members Present: Joel Wachtel, Pam Fernald, Stanley Tombs

Staff Coordinator: Gwen Pilo, Finance & Systems 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 Minutes	<u>X</u> Recommended for Approval <i>A copy of the 1/10/18 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. Attendance – Community Services Advisory Committee	<i>City Manager Carl Cole briefed the committee on the absences of Community Services Advisory (CSA) Committee member Kent Palosaari. SMC 2.15.100 requires the City Manager to notify the A&F committee of any member absent from three consecutive regularly scheduled meetings without prior notification and excuse. The A&F committee has the authority to declare the position vacant to allow a new member to be appointed. The committee discussed the CSA committee member's overall attendance and decided to declare the position vacant. The committee also wished to look into revising the language of SMC 2.15.100 to make sure other committee members cannot miss a significant portion of committee meetings.</i>

<p>6. Amendments to Council Admin Policy</p> <ul style="list-style-type: none">- Council Committee/Code Enforcement- CIR Single Source CMO Work Request Form- Other Miscellaneous Items	<p><u>X</u> Next Review at Future A&F Meeting</p> <p><i>City Clerk Kristina Gregg provided several items for committee consideration regarding potential revisions to the City Council Administrative procedures. The committee discussed each topic individually and provided the following direction:</i></p> <ol style="list-style-type: none">1. Topic 1: Public Comments – requirement for signing up before the meeting. <i>The committee recommended revising the language to better enforce the current rule of signing up to speak prior to the meeting.</i>2. Topic 2: Public Comments related to Action Items. <i>The Committee recommended removing the public comment period to increase efficiency and eliminate confusion.</i>3. Topic 3: Special Council Meetings public comment period. <i>The committee recommended adding language to allow the Mayor to determine if a Special Council Meeting will have public comment and the time limit for comments. All public comment at Special Council Meetings will be related to the items on the agenda.</i>4. Topic 4: Public Comment – Exceeding 30 Minutes. <i>The committee did not recommend any language be added to the procedures.</i>5. Topic 5: Code Enforcement Council Committee. <i>The committee recommended adding language to re-establish the Code Enforcement Committee.</i>6. Topic 6: Council Information Request (CIR) Form. <i>The committee agreed to continue to use CIRs as the single source for Councilmembers to request work from the City Manager to allow for better tracking and efficiency.</i>7. Topic 7: Disruptions. <i>The committee recommended adding the proposed language regarding disruptions to the Council Admin procedures.</i>8. Topic 8: Media Relations. <i>The committee recommended adding language regarding the City Council handling of media contacts.</i>9. Topic 9: Additional changes to the procedures. <i>None at this time.</i>10. Topic 10: Transportation & Public Works Committee (T&PW) meeting schedule. <i>The committee recommended reviewing options pertaining to adding a second monthly meeting for the T&PW committee.</i>11. Topic 11: Referral of Agenda Items. <i>The committee recommended adding language into the procedures allowing the City Manager to refer some administrative or housekeeping items directly to Council Meetings, either as an action item or consent agenda item without committee review. The committee also recommended adding language to give the Council Standing Committees the ability to refer administrative or housekeeping items directly to the Consent Agenda.</i> <p><i>The proposed revisions to the Council Admin procedures will be brought back to a future A&F meeting for review and final recommendation.</i></p>
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7. CIR – Agenda Bill Criteria	<p><u> X </u> Next Review at Future A&F Meeting</p> <p><i>Finance & Systems Director Gwen Pilo provided the committee with an Agenda Bill Checklist developed by Councilmember Fernald. Ms. Pilo asked the committee if they wished to incorporate a checklist into the agenda bill process, to be used by staff when creating agenda bills. The committee was in favor of this proposal and wished to give direction on the items included in the checklist. Staff will bring this back to a future A&F meeting for discussion and recommendations.</i></p>
8. Finance Policy Update	<p><u> X </u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo provided the committee with an update on the City's financial policies and highlighted the next policies to be reviewed in 2019.</i></p>
9. Future Meeting Schedule	<p><i>The next A&F Meeting is scheduled for February 14 at 4:00 PM in Riverton Room 128.</i></p>
10. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 6:11 PM.</i></p>