



# Administration and Finance Committee Meeting Minutes

November 14, 2019

4:00 PM

SeaTac City Hall - Riverton Room 128

|                       |          |         |           |           |
|-----------------------|----------|---------|-----------|-----------|
| Members:              | Present: | Absent: | Commence: | 4:03 P.M. |
|                       |          |         | Adjourn:  | 5:03 P.M. |
| Erin Sitterley, Chair | X        |         |           |           |
| Peter Kwon            | X        |         |           |           |
| Clyde Hill            | X        |         |           |           |

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

Staff Coordinator: Gwen Pilo, Finance & Systems Director (absent)

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|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order                                              | <i>Committee Chair Erin Sitterley called the meeting to order at 4:03 PM</i>                                                                                                                                                                                                                        |
| 2. Public Comment                                             | <i>Citizen Vicki Lockwood expressed concerns with the proposed changes to the 2020 Fee Schedule.</i>                                                                                                                                                                                                |
| 3. Review of the Minutes                                      | <p><u> X </u> Recommended for Approval</p> <p><i>A copy of the 10/31/19 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><i>Executive Assistant Lesa Ellis provided the following item for committee approval:</i></p> <p>1. <i>Expense approval for Councilmember Kwon NLC Summit Lodging: \$326.60</i></p> <p><i>Council members Sitterley and Hill voted to approve. Councilmember Kwon abstained from voting.</i></p> |
| 5. Current Vacancies & Staffing Report                        | <p><u> X </u> Informational Update</p> <p><i>Human Resources and Risk Management Director Vanessa Audett provided the committee with a brief update on vacant positions within the City.</i></p>                                                                                                    |

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|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Fee Schedule Changes            | <p><u>  X  </u> Recommended for Approval</p> <p><i>Community and Economic Development Director Steve Pilcher presented the committee with a proposed ordinance amending certain sections of Community and Economic Development's portion of the 2020 Fee Schedule. The committee reviewed the proposed changes and recommended approval on this item.</i></p>                                                                                                                                                                            |
| 7. City Manager Evaluation Process | <p><u>  X  </u> Informational Update</p> <p><i>Deputy City Manager Gwen Voelpel addressed the committee to discuss the City Manager Evaluation process. Mrs. Voelpel presented the committee with the process used in the past and asked for input on how the Council wished to proceed with City Manager Cole's evaluation. The committee agreed the process should be more simplified and focused on areas important to Council. Staff will work on revising the evaluation process and bring it back to Council for approval.</i></p> |
| 8. Future Meeting Schedule         | <p><i>The next A&amp;F Meeting is scheduled for December 12 at 4:00 PM in Riverton Room 128.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9. Adjourn                         | <p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:03 PM.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |