



# Administration and Finance Committee Minutes

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August 13, 2020  
 4:00 PM  
 \*Virtual Meeting\*

Commence: 4:00 PM  
 Adjourn: 6:01 PM

Committee Members:	Present	Absent
Mayor Erin Sitterley, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Clyde Hill	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Senayet Negusse	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: Pam Fernald, Stanley Tombs, Peter Kwon

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

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00PM.</i>
2. Public Comment	<i>Public comments were required to be sent in electronically prior to the meeting. No comments were received.</i>
3. Review of the Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the 7/30/2020 minutes was provided to the committee for review. The committee approved the minutes as presented.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<i>None</i>
5. Fee Schedule	<u>  X  </u> Recommended for Approval  <i>Budget Analyst Alexis Briggs presented the committee with a memo detailing the current Fee Schedule review process and proposed options to change the frequency of review. The committee supported the option to review the Fee Schedule each year, updating applicable fees with a CPI increase and making any other additions or revisions as needed with Council approval.</i>

<p>6. Citizen Advisory Committees</p>	<p><u>X</u> Deferred to a Future A&amp;F Meeting</p> <p><i>City Clerk Kristina Gregg presented the committee a memo in response to 3 Council Information Requests proposing establishing additional citizen advisory committees and integrating diversity into existing committees. The committee supported the idea of creating additional committees if the need is warranted, but decided this proposal should be deferred to a later date until more details can be obtained from the requestor. The committee members also discussed their desire to reach more of the community and integrate diversity into existing committees. The committee supported adding language to address diversity, youth members, and differently abled. Staff will work with the Council to draft revised language and bring it back to a future A&amp;F meeting. <b>The committee also agreed the Airport Advisory Committee should officially be sunsetted.</b></i></p>
<p>7. Council Administrative Procedures</p>	<p><u>X</u> Next Review at a future A&amp;F Meeting</p> <p><i>City Clerk Kristina Gregg presented the committee with a memo detailing potential revisions to the City Council Administrative Procedures. The committee discussed each topic and the proposed language and provided the following recommendations:</i></p> <ol style="list-style-type: none"> <li><i>1. Election of Mayor and Deputy Mayor: The committee recommended for approval the proposed language.</i></li> <li><i>2. Council Committees:</i> <ol style="list-style-type: none"> <li><i>a. Items not recommended for approval forwarded to Council: recommended for approval</i></li> <li><i>b. Parliamentary procedures and voting: recommended for approval</i></li> <li><i>c. Non-committee Councilmember participation, and germane remarks: recommended for approval</i></li> <li><i>d. Meeting times: recommended for approval</i></li> <li><i>e. Efficiencies: the committee supported adding language to promote efficiencies. This language will be drafted and reviewed by the committee at a future meeting.</i></li> </ol> </li> <li><i>3. Regular Council Meetings Cancellation: The committee recommended for approval the proposed language.</i></li> <li><i>4. Proclamations: The committee recommended for approval the proposed language.</i></li> <li><i>5. Council Request Form (CRF): recommended for approval with one change (removing language regarding sponsorship from other council members).</i></li> <li><i>6. Virtual Meetings during an emergency: the committee recommended for approval the proposed language. The committee agreed Council must be physically present for Executive Sessions.</i></li> <li><i>7. Council Vacancy: The committee proposed revisions to the language and staff will bring this back to discuss at a future A&amp;F</i></li> </ol>

	<p><i>meeting.</i></p> <p><i>8. Exhibit C – Topics Automatically Referred to Council Standing Committee: the committee recommended for approval the proposed language.</i></p> <p><i>This item will be brought back to a future A&amp;F Meeting for review and a recommendation to the full Council.</i></p>
<p>8. Future Meeting Schedule</p>	<p><i>The next A&amp;F committee is scheduled for September 10<sup>th</sup> at 4:00PM (Location: Virtual).</i></p>
<p>9. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 6:01 PM.</i></p>