



Administration and Finance Committee Meeting Minutes

March 22, 2018
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:51 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X	(arrived @ 4:10 PM)		
Clyde Hill	X			

Other Council Members Present: Joel Wachtel (arrived @ 5:00 PM)

Staff Coordinator: Gwen Pilo, Finance Director (absent) Ruth Black, Treasury Operations Manager (acting Finance Director)

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:01 PM</i>
2. Public Comment	<i>Vicki Lockwood spoke to the reclassification of Permit Coordinator to Permit Center Supervisor and urged the committee to be wary of too many supervisory positions in the City. Earl Gipson echoed her concerns.</i>
3. Review of the 03/08/2018 Minutes	<u> X </u> Recommended for Approval <i>A copy of the 03/08/2018 minutes were provided to the committee for review. The committee had no revisions. Council members Sitterley and Hill approved the minutes as written. Councilmember Kwon absent during vote.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<u> X </u> Recommended for Approval <i>Treasury Operations Manager, Ruth Black, presented two items for committee approval:</i> <i>1. Expense approval for Mike Siefkes Aviation Noise Conference Lodging Amount: \$418.26</i> <i>Council members Sitterley and Hill voted to approve.</i>

	<p><i>Councilmember Kwon absent during vote.</i></p> <p>2. <i>Pre-approval for Joel Wachtel & one additional undetermined councilmember</i> <i>AWC Annual Conference</i> <i>Lodging: \$1,000 (\$500 each)</i> <i>Meals: \$150 (\$75 each)</i> <i>Transportation: \$400 (\$200 each)</i> <i>Registration: \$850 (\$425 each)</i> <i>Amount Total: \$2,400 (\$1,200 each)</i></p> <p><i>Council members Sitterley and Hill voted to approve.</i> <i>Councilmember Kwon absent during vote.</i></p>
<p>5. Reclassification of Permit Coordinator FTE to Permit Center Supervisor FTE</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, along with Building Services Manager Gary Schenk presented the committee with the proposed reclassification of a recently approved Permit Coordinator to a Permit Center Supervisor. The committee had concerns with approving this management position. Discussion ensued. Mr. Scorcio explained the rationale behind the request and why an additional supervisor would be more effective than an additional coordinator at this time. The committee recommended approving this request.</i></p>
<p>6. Audio Recording of Council Committee Meetings</p>	<p><u> X </u> Not Recommended for Approval</p> <p><i>City Clerk, Kristina Gregg, asked the committee for their thoughts on audio recording council committee meetings. Mrs. Gregg explained that the technology exists in the meeting rooms if the council wished to begin recording committee meetings, and explained the work involved in recording an additional 12 meetings each month. From the audience, Joe Adamack spoke about his desire to have audio recordings of council committee meetings since study sessions have been eliminated. City Manager, Joe Scorcio, explained how staff has worked hard to make more committee materials available in packets prior to meetings and will continue to do so in the future. The committee also pointed out that any councilmember can move an agenda item to the next council meeting for further discussion if needed. A recommendation for a “committee report out” to be added to council meetings to allow council members to share additional background knowledge for each agenda item discussed in committee meetings prior to voting. The A&F committee is not recommending audio recording of council committee meetings at this time.</i></p>
<p>7. Business License Update</p>	<p><u> X </u> Informational Update</p>

	<i>Budget Analyst, Alexis Briggs, provided the committee with the proposed draft model ordinance provided by AWC. The committee was in favor of the proposed language and had no feedback to include in the response to AWC.</i>
8. Draft Budget Development Calendar	<u> X </u> Informational Update <i>City Manager, Joe Scorcio, presented the committee with a draft calendar outlining the budget development schedule for 2018. Mr. Scorcio discussed with the committee important deadlines to be aware of and also reminded the council of a Macro Budget Workshop coming up in June (date TBD). The budget calendar will be distributed to staff and also available on the City's website.</i>
9. Future Meeting Schedule	<i>The next A&F Meeting will be held on April 12 at 4:00PM in Riverton Room 128.</i>
10. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:28 PM.</i>