



Administration and Finance Committee Meeting Minutes

September 13, 2018
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	5:54 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Joel Wachtel, Pam Fernald

Staff Coordinator: Gwen Pilo, Finance Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00 PM</i>
2. Public Comment	<i>Vicki Lockwood spoke to the committee and urged them to allow City Manager Joe Scorcio to retire.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 07/26/2018 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	<u> X </u> Recommended for Approval <i>Executive Assistant, Lesa Ellis, provided the following three items for committee approval:</i> <ol style="list-style-type: none"> <i>1. Pre-approval for Joseph Scorcio APA Planning Conference Lodging: \$164.55 Transportation – airfare: \$254.40 Registration: \$200.00 Amount Total: \$618.95</i> <p style="text-align: center;"><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>2. Pre-approval for Clyde Hill NLC Summit</i>

	<p><i>Lodging: \$1606 Meals: \$300 Transportation: \$750 Registration: \$545 Amount Total: \$3201</i></p> <p><i>Council members Sitterley and Kwon voted to approve. Council member Hill abstained from voting.</i></p> <p><i>3. Pre-approval for Peter Kwon NLC Summit Lodging: \$1606 Meals: \$300 Transportation: \$750 Registration: \$545 Amount Total: \$3201</i></p> <p><i>Council members Sitterley and Hill voted to approve. Council member Kwon abstained from voting.</i></p>
<p>5. Vacant Positions Update</p>	<p><u> X </u> Informational Update</p> <p><i>City Manager Joe Scorcio provided an update on vacant positions within the City.</i></p>
<p>6. Councilmember Vacancy</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Clerk Kristina Gregg addressed the committee to discuss the process of filling the council position vacancy following the resignation of Mayor Michael Siefkes. The City has 90 days to fill the vacancy or King County will fill the position. Mrs. Gregg provided the committee with an outline of a process that was used previously by the City and asked for authorization to begin the recruitment process. The committee gave their approval and the notice seeking applicants will be released 9-14-18.</i></p>
<p>7. Employment Transition Agreement with Joseph Scorcio</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Manager Joe Scorcio presented the committee with a proposed Employment Transition Agreement between himself and the City. This item was presented at the September 11th Council Meeting and was referred to A&F for further discussion. The committee discussed the agreement at length with Mr. Scorcio and City Attorney Mary Mirante Bartolo. The committee was in favor of the agreement and this item was recommended for approval.</i></p>

<p>8. Realignment of CED Department</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Community and Economic Development Director Steve Pilcher presented the committee with a proposed realignment of the Code Compliance Division within CED. The proposal would allow Code Compliance to report to the Building Services Manager instead of the Planning Manager until the possible creation of a Code Compliance Supervisor. The committee was in favor of the realignment and approved the proposal. The new position of a Code Compliance Supervisor will be presented to the Council during the 2019-2020 budget process as a decision card and will be decided on at that time.</i></p>
<p>9. Reclassification of Parks Operations</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Parks, Community Programs, and Services Director Larry Ellis presented the committee with a proposed reclassification of the Parks Operations Manager to a Parks Projects & Operations Manager. The committee approved the reclassification of the Parks Operations Manager. Following the reclassification will be a proposal for a new Parks Operations Supervisor position. This will be presented to Council as part of the 2019-2020 budget process as a decision card.</i></p>
<p>10. Human Services Funding Policy</p>	<p><u> X </u> Informational Update</p> <p><i>Parks, Community Programs and Services Director Larry Ellis discussed with the committee the breakdown of Human Services funding in 2018 and proposed funding for 2019. Currently the total HS allocation of 1.5% of the General Fund Budget funds human service programs in the community but does not include expenses for the entire Human Services division. The Committee is recommending that the Human Services allocation account for all division expenses including salaries, benefits, supplies and services by 2021.</i></p>
<p>11. Gambling Tax</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Budget Analyst Alexis Briggs presented the committee with an ordinance revising Chapter 3.25 of the SeaTac Municipal Code relating to Gambling Tax. The current code lacks general provisions and definitions related to administration, collection violations and penalties, and was revised to provide a more complete and clear ordinance. Among the list of changes, the committee was presented with the option to set the gambling tax rate for two gambling taxes:</i></p> <ol style="list-style-type: none"> <i>1. Punchboards/Pull Tabs: Current SMC does not distinguish between punch boards and pull tabs for bona-fide charitable or non-profit organizations and commercial stimulant operators. Therefore, a recommendation was needed from the committee</i>

	<p><i>for the gambling tax rate for punchboards/pull tabs for charitable organizations. The committee recommended the maximum per state statute of 10% of receipts, less the amount awarded as cash or merchandise (net receipts). The tax rate for commercial punchboards/ pull tabs is currently set at 5% of gross receipts. The committee recommended no change for this tax rate.</i></p> <p>2. Social Card Games: <i>The current rate is set at 10% of gross receipts. Per state statute, the City can impose a rate of up to 20%. The committee recommended a rate of 20% of the gross receipts.</i></p> <p><i>This item will be brought to the full council for approval on September 25, 2018.</i></p>
12. Business License Ordinance	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo presented the committee with an ordinance revising Chapter 5.05 of the SeaTac Municipal Code relating to Business License and Regulations. The ordinance incorporates the required model ordinance language drafted by the Association of Washington Cities (AWC) and other revisions to the business licensing chapter. The model ordinance must be adopted by January 1, 2019. The committee recommended this item for approval, it will be brought to the full council on September 25, 2018.</i></p>
13. Future Meeting Schedule	<p><i>The next A&F Meeting will be held on September 27, at 4:00PM in Riverton Room 128.</i></p>
14. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:54 PM.</i></p>