



Administration and Finance Committee Minutes

October 19, 2017

3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:01 P.M.
			Adjourn:	4:29 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X	(arrived @ 3:48 pm)		
Pam Fernald	X			

Other Council Members Present: Rick Forschler (arrived @ 3:32pm)

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Review of the Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the October 5, 2017 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i></p>
3. Council/City Manger Travel Pre-Approval or Final Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Executive Assistant, Lesa Ellis, addressed the committee on behalf of Councilmember Kathryn Campbell who is not feeling physically able to attend the National League of Cities Summit Annual Conference next month. The City will incur a \$100 cancellation fee and the remainder of the registration will be refunded. The committee was in favor of this cancellation and agreed this was a “good cause” for cancellation and the councilmember will not be responsible for reimbursing the City for this expense.</i></p>
4. Vacant Positions Update	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, briefed the council of vacant positions within the City.</i></p>

<p>5. City of SeaTac 2018 Legislative Agenda</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Community and Economic Development Director, Jeff Robinson, along with Chelsea Hager of Gordon Thomas Honeywell, presented the committee with the proposed 2018 Legislative Agenda for the City. Provided was a revised version of the 2017 agenda into the 2018 version. The committee discussed the revisions and asked for clarification on some items. The committee was in favor of this new legislative agenda. This item will be brought to the full council for presentation at the October 24th City Council Meeting.</i></p>
<p>6. SeaTac Report vs. SeaTac Magazine</p>	<p><u> X </u> Deferred to future A&F Meeting</p> <p><i>Executive Assistant, Lesa Ellis, presented the committee with the option to modify the Quarterly SeaTac Report into a magazine style. She provided a quote from Phillips Publishing who handles similar publications for other Cities. Under a contract with Phillips Publishing, the SeaTac Report would allow for ad space in the magazine and the City would collect this revenue to help offset the costs of the issues. The committee liked the idea of a magazine style report and also wished to possibly integrate the SeaTac Report with the Recreation Activity Guide which is distributed 3 times per year. Staff will bring back more information on the cost of consolidating these publications to a future A&F meeting.</i></p>
<p>7. 2017-2018 Mid-Biennium Budget Decision Cards</p>	<p><i>Finance & Systems Director, Gwen Pilo, along with Department Directors presented the committee with the 2018 Decision Cards for all other funds. The committee reviewed and discussed each decision card. The committee decided to move all decision cards forward without a recommendation as these items will be discussed in depth at the November 3rd Budget Workshop.</i></p>
<p>8. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will be held on November 2, 2017 at 3:00 pm in Riverton Room 128. This meeting will discuss Human Services Provider 2017 Evaluation & 2018 Contract Renewals.</i></p>