



Administration and Finance Committee Minutes

May 4, 2017
3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:06 P.M.
			Adjourn:	4:44 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Tony Anderson, Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Review of April 6 & 13, 2017 Minutes	<p><u>X</u> Recommended for Approval</p> <p><i>The A&F committee reviewed the minutes of the previous April 6th and April 13th meeting. Erin moved to approve the minutes as written, Peter seconded. Minutes approved.</i></p>
3. Council Administrative Procedures	<p><u>X</u> Recommended for Approval</p> <p><i>Senior Assistant City Attorney, Mark Johnsen, spoke to the committee regarding the proposed changes to the Council administrative procedures. This discussion began at a previous A&F meeting; action was deferred to the next meeting due to lack of time. Mark presented the remaining changes proposed in the policy. The committee reviewed Section 9 & 10 of the policy. Discussion ensued. The committee agreed Section 9 should remain as written for now. The committee was in favor of the proposed changes in Section 10. They requested clarification on Section 14 regarding "computer or cell phone accessories". Staff will revise to better define what exactly these accessories are. The committee recommended approval on this policy with these revisions. This will be brought forward to the full council at a future City Council meeting.</i></p>

<p>4. Council Retreat – Timing and Topics</p>	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, discussed with the committee the upcoming Council retreat. In addition to a budget review discussion, he asked the committee for input on other discussion topics and timing for the retreat. The committee proposed the following topics be discussed at the next council retreat:</i></p> <ul style="list-style-type: none"> <i>Team Building Exercise (ex. communication styles)</i> <i>Criteria/Checklist for Agenda Bills</i> <i>Vision, Mission and Goals</i> <i>City Roadmap</i> <i>Human Services Guidelines</i> <i>Additional Police Services</i> <p><i>The council retreat will occur sometime in late June or early July of this year. Staff will look into scheduling this with the council members and the date will be announced once it has been decided.</i></p>
<p>5. Introduce Ethics for Boards & Commissions</p>	<p><u> X </u> Informational Update</p> <p><i>Senior Assistant City Attorney, Mark Johnsen, presented to the committee a proposed ordinance addressing a code of ethics for board, committee, and commission members. This code pertains to appointed members (non-elected officials). The A&F committee will review this ordinance and bring back any questions/concerns at the next A&F meeting.</i></p>
<p>6. Lobby Coffee Cart</p>	<p><u> X </u> Deferred to Next A&F Meeting</p> <p><i>Finance and Systems Director, Gwen Pilo, in the absence of Parks, Community Programs & Services Director, Larry Ellis, presented a report detailing the possibility of a coffee cart in the lobby of City Hall. The committee reviewed the results and discussed options. The committee and staff were in agreement that a lobby coffee cart would not be feasible. The committee would, however, like staff to look into the possibility of a coffee vending machine. Staff will bring back more information on this at a future A&F meeting.</i></p>
<p>7. 1st Quarter 2017 Financial Update</p>	<p><u> X </u> Informational Update</p> <p><i>Finance and Systems Director, Gwen Pilo, presented the committee with the 2017 first quarter financial summary. The reports provide a snapshot of the current status of the City's revenues and expenditures. At the completion of the 1st quarter, the City's performance is within or better than expectations set in the budget.</i></p>

<p>8. City Manger Travel and Training Budget</p>	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, informed the committee of an upcoming expenditure in the City Manger budget. Mr. Scorcio provided a memo detailing plans to attend the American Planning Association's National Planning Conference next year in New Orleans. This trip will cost an estimated \$2500-2800.</i></p>
<p>9. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will be held on May 18th at 3:00PM in Riverton Room 128. This is a special A&F Meeting which will run from 3:00 to 4:30 PM.</i></p>