



Administration and Finance Committee Minutes

November 2, 2017
3:00 PM
SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:02 P.M.
			Adjourn:	4:00 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: None

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 19, 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>The A&F committee voted to approve \$249 conference registration for Councilmember Kwon to attend the Washington State 2017 Re-wire Policy Conference in SeaTac.</i></p>
4. Vacant Positions Update	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, provided the committee with a handout detailing the status of vacant positions within the City.</i></p>
5. Human Services Provider 2017 Evaluation & 2018 Contract Renewals	<p><u> X </u> Recommended for Approval</p> <p><i>Parks Community Programs and Services Director, Larry Ellis, along with Human Services Program Manager, Colleen Brandt-Schluter, presented to the committee a Human Service Agency Review for 3rd Quarter. The</i></p>

	<p><i>presentation demonstrated that all agencies are on target to meet annual combined goals. Full reports on each agency are available on the City of SeaTac website for review. Council previously requested evaluation of these agencies by A&F committee before extending the contracts for another year. The committee was in agreement that the agencies were performing well and also suggested having the agencies present at City Council meetings each year to engage the public. The A&F committee recommended approving the renewal of all Human Service agency contracts for 2018.</i></p>
<p>6. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will be held on November 16, 2017 at 3:00 pm at the SeaTac Community Center. This meeting will discuss: Council Reimbursement Policy & Post Conference Reporting, and Quarterly Council Travel Expense Report.</i></p>