



Special Administration and Finance Committee Meeting Minutes

December 7, 2017
3:00 PM
SeaTac Community Center

Members:	Present:	Absent:	Commence:	3:00 P.M.
			Adjourn:	4:04 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Kathryn Campbell (arrived @ 3:35PM)

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 November 16, 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 Manager Travel Pre Approval or Final Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, presented two items for A&F approval related to council travel:</i></p> <ol style="list-style-type: none"> <i>1. Expense approval for Peter Kwon NLC City Summit Amount: \$1,430.75 The committee voted to approve. Councilmember Kwon abstained from voting.</i> <i>2. Refund approval for Peter Kwon Re-Wire Conference Amount: \$(249) The committee voted to approve. Councilmember Kwon abstained from voting.</i>

<p>4. Vacant Positions Update</p>	<p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, provided a handout detailing the status of vacant positions within the City.</i></p>
<p>5. City Manager Search Survey Results</p>	<p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, provided the committee with the raw data compiled from the City survey designed to get input from citizens on what they are looking for in the next City Manager. A link to the survey results will be in the City Manager's Weekly update.</i></p>
<p>6. Passport Services Program</p>	<p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, along with Senior Assistant City Attorney, Mark Johnsen, and City Clerk, Kristina Gregg discussed with the committee the future of City passport services. This discussion was brought to the A&F committee at a previous meeting and resulted in the City reducing their passport services to appointment only. The recent elimination of the Judicial Support Specialist directed staff to ask the question of how to continue supporting passport services and in what department. Staff asked the committee if they wished to continue offering passport services at all or if it should be phased out. Discussion ensued. The committee agreed there are many other locations close to City Hall that offer passport services and the City does not need to continue offering passport services. The committee recommended phasing out this service over the next month, and ultimately discontinue the service completely as of December 31st, 2017. This recommendation will be brought to the full council at the December 12th Council Meeting for a final decision.</i></p>
<p>7. Fund Balance Reserve Policies</p>	<p><u>X</u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, provided the committee with a matrix of policy types detailing if the City of SeaTac currently has the policy in place and a copy of the Financial Management Policies included in the Budget Document. Ms. Pilo expressed the importance of having strong financial policies and discussed with the committee her desire to develop missing policies or revise outdated/insufficient financial policies. The committee was in favor of this action. The recommendation is to begin with a reserve policy in preparation of the 2019-2020 budget discussion. Ms. Pilo will create a draft policy and bring it back to a future A&F meeting for discussion.</i></p>

<p>8. Future Meeting Schedule/Topics</p>	<p><i>The December 21st A&F Meeting has been cancelled. The next A&F Meeting will be held on January 4th at 3:00PM.</i></p>
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