



# Administration and Finance Committee Minutes

September 21, 2017  
3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:05 P.M.
			Adjourn:	4:20 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Mayor Michael Siefkes

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Vacant Positions Update	<p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, provided the committee with a handout detailing the timeline for the recruitment of a new City Manger. The target hire date is June 2018. Also provided was a handout updating the committee on the status of hiring a new Municipal Court Judge. Applications have been received and interview panels have been created. First round of interviews are scheduled for September 29<sup>th</sup>. More updates will be given in the future.</i></p>
3. Review of the 9/7/2017 Minutes	<p><u>X</u> Recommended for Approval</p> <p><i>A copy of the September 7, 2017 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i></p>
4. Council/City Manger Travel Pre-Approval or Final Approval	<i>No approvals at this time</i>
5. South Side Regional Tourism Authority	<p><u>X</u> Recommended for Approval</p> <p><i>Community and Economic Development Director, Jeff Robinson,</i></p>

2018 Budget	<i>provided the committee with an agenda bill of the proposed budget by Seattle Southside Regional Tourism Authority (RTA). This budget is developed by the RTA Board and has no financial impact on the City's overall budget or balance sheet. The City's role is to only oversee the adoption of the budget. The committee recommended this item for approval. It will be brought to the full council at the next City Council meeting.</i>
6. Public Records Requests	<p><u>  X  </u> Recommended for Approval</p> <p><i>Records Manager, Zenetta Young, presented to the committee an overview of the public records request process. The slides detailed some statistics to date of requests received, and also showed examples of some improvements the City could make to its website to allow for electronic accessing of records. The current software the City uses allows the City to grant access online to past records requests. The committee was in favor of making more records accessible online, promoting transparency and lessening the workload for City staff.</i></p>
7. Preliminary Decision Cards	<p><u>  X  </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, along with Finance &amp; Systems Director, Gwen Pilo, presented the committee with a draft list of decision cards that will be presented as part of the 2017-2018 Mid-Biennium Review. These decision cards will be discussed in length at the October 5<sup>th</sup> meeting.</i></p>
8. Future Meeting Schedule/Topics	<i>The next A&amp;F Meeting will be held on October 5<sup>th</sup> at 3:00 pm in Riverton Room 128. This meeting will discuss the 2017-2018 Mid-Biennium Review decision cards.</i>