



Administration and Finance Committee Minutes

August 3, 2017
3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:02 P.M.
			Adjourn:	4:48 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X	arrived at 3:08 P.M.		
Pam Fernald	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>Earl Gipson urged the council members to not attend the NLC conference. He does not want council to spend money on this event.</i>
2. Vacant Positions Update	<u>X</u> Informational Update <i>City Manager, Joe Scorcio, presented a handout detailing the status of current vacant positions in the City.</i>
3. Review of July 6, 2017 Minutes	<u>X</u> Recommended for Approval <i>A copy of the July 6, 2017 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i>
4. Council/City Manger Travel Pre-Approval or Final Approval	<u>X</u> Informational Update <i>Finance Director, Gwen Pilo, presented two items for A&F approval related to council travel. The committee voted on each item separately.</i> 1. <i>Expense approval for Kathryn Campbell NLC City Summit (registration) Amount: \$545.00 Council members Erin Sitterley and Pam Fernald voted to approve. Council member Peter Kwon was absent during the vote.</i> 2. <i>Expense approval for Peter Kwon NCL City Summit (registration)</i>

	<p><i>Amount: \$545.00 Council members Erin Sitterley and Pam Fernald voted to approve. Council member Peter Kwon was absent during the vote.</i></p>
<p>5. 2016 Audit Entrance Conference</p>	<p><u> X </u> Informational Update</p> <p><i>Assistant audit manager from the State Auditor's office, Brandon Tecca, provided the committee with a handout addressing the 2016 audit for the City of SeaTac. He explained the audit process, what the audit will focus on, and addressed the committee's questions. The auditors are currently on site at City Hall.</i></p>
<p>6. City Manger Recruitment Update</p>	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, spoke to the committee regarding the recruitment process for a new City Manager. He asked the council to provide direction on how best to get citizen input on what they are looking for in a new City Manager. The committee was provided sample questions that could be used in an online survey. The committee members discussed these questions and how best to get the survey out to the public. Ultimately, the committee agreed an online survey would be the easiest and cheapest way to reach out to citizens. The survey announcement will be in the SeaTac Quarterly Report which is mailed out to all SeaTac residents. They also wished to have more open ended questions in the survey, compared to what was presented. Staff will develop these questions for the survey and bring them back for approval at a future meeting.</i></p>
<p>7. Council Reimbursement Policy & Post Conference Trip Report</p>	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, asked the committee to provide some guidance in developing a policy relating to Council reimbursement & post conference trip reports. Discussion ensued. The committee agreed there should be something in place which requires council members to report on the benefits of City paid conferences after they have attended them. They also suggested pre-approval for all conferences and trainings to go through A&F meetings, in which questions can be addressed at that time before the expenses are incurred. Staff will draft a policy for both these issues and bring it back to a future A&F meeting for more input and direction.</i></p>
<p>8. Performance Measures/Report Card for HS Contracts</p>	<p><u> X </u> Informational Update</p> <p><i>Parks and Recreation Director, Larry Ellis, along with Human Services Program Manager, Colleen Brandt-Schluter asked the committee if they</i></p>

	<p><i>were satisfied with the format of the first quarter HS report sent out to the council. They asked for any input or suggestions before sending out the next quarterly report. Council had no concerns or suggested changes, the 2nd quarter report will be sent out to council members August 4th.</i></p>
<p>9. 2nd Qtr. Financial Statements</p>	<p><u> X </u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, updated the committee on the 2nd quarter financial statements. A handout was provided detailing total revenues and expenditures through June 30, 2017. Any variances or areas of concern are explained in the document. Overall, the City is in a good position ending the 2nd quarter.</i></p>
<p>10. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will be held on August 17th at 3:00pm in Riverton Room 128. Topics will include: mid-biennium budget adjustment schedule, passport cost/benefit analysis, and fee proposal for electric car charging stations.</i></p>