



Administration and Finance Committee Minutes

September 7, 2017

3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:00 P.M.
			Adjourn:	4:19 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X	(arrived @ 3:10pm)		
Pam Fernald	X			

Other Council Members Present: None

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>Acting City Manager, Vanessa Audett, provided a handout detailing the status of current vacant positions within the City.</i></p>
3. Review of the 8/17/2017 Minutes	<p><u>X</u> Recommended for Approval</p> <p><i>A copy of the August 17, 2017 minutes was provided to the committee for review. Council members Erin Sitterley and Pam Fernald voted to approve the minutes. Councilmember Peter Kwon absent during vote.</i></p>
4. Council/City Manger Travel Pre-Approval or Final Approval	<i>No approvals at this time</i>
5. Follow up on Electric Car Charging Stations	<p><u>X</u> Recommended for Approval</p> <p><i>Facilities Manager, Brian Ruda, addressed the committee to answer questions regarding the addition of electronic car charging stations. Council members had asked for more details on usage and the possible revenues with charging a flat rate of \$2 per car. Staff explained that with the current usage of the machines, at a \$2 charge, the City would cover the costs of the machines and receive additional revenue of about \$100</i></p>

	<p><i>per year. The committee members were in favor of this new fee being charged.</i></p>
<p>6. City Manager Recruitment – Online Survey Questions</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Acting City Manager, Vanessa Audett, provided the committee members with a revised list of survey questions, to be used for gathering input on the next City Manager from the public. This survey will open on October 1st and the link will be provided in the SeaTac Report this October. The committee discussed the survey questions. Two SeaTac residents also addressed the committee expressing their desire to be involved in the recruitment process. The committee was in favor of the survey questions.</i></p>
<p>7. Council Travel Pre-Approval Form Options</p>	<p><u> X </u> Informational Update</p> <p><i>Finance & Systems Director, Gwen Pilo, addressed the committee looking for guidance on developing a new pre-approval and post conference trip form. She asked for input on items they wished to see on the documents. The committee discussed these forms and made suggestions for items to include on the forms, including the purpose/benefit of the trip and any impact on council meetings or committee meetings. Staff will develop some draft forms and bring them back to a future A&F meeting for more direction.</i></p>
<p>8. Business License Update</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Budget Analyst, Alexis Briggs, along with Finance & Systems Director, Gwen Pilo, presented to the committee an update on SeaTac’s business licensing. The presentation addressed the status of SeaTac licensing following the recent changes made by A&F, and also introduced the committee to the new house bill which requires all Cities to partner with the State licensing system within 5 years. Staff asked for a recommendation from A&F to Council approving a motion authorizing the City Manager to initiate steps to join the State business licensing system. The committee recommended approval on this item.</i></p>
<p>9. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will be held on September 21st in Riverton Room 128. Topics will include: Mechanics of Public Records Requests, SSRTA 2018 Budget</i></p>