



# Administration and Finance Committee Minutes

August 17, 2017

3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:00 P.M.
			Adjourn:	4:03 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director (absent)  
Ruth Black, Treasury Operations Manager (acting)

1. Public Comment	<i>None</i>
2. Review of August 3, 2017 Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the August 3, 2017 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i>
3. Vacant Positions Update	<u>  X  </u> Informational Update  <i>City Manager, Joe Scorcio, informed the committee that interviews have been scheduled for the Real Property Management Specialist position. No other updates at this time.</i>
4. Council/City Manger Travel Pre-Approval or Final Approval	<i>No approvals at this time</i>
5. Mid-Biennium Budget Adjustment Schedule	<u>  X  </u> Informational Update  <i>City Manager, Joe Scorcio, provided the committee with a 2017-2018 Mid-Biennium Review &amp; Modification Calendar. These deadlines are established by State law. Departments are currently preparing estimates of revenue and expenditure modifications which will be submitted to</i>

	<p><i>Finance by August 21<sup>st</sup>. The City Manager will review the requests and submit them to City Council by October 2<sup>nd</sup>. Council will need to decide if they would like to hold Council Workshops or review these decision cards at a dedicated A&amp;F meeting. The calendar details other important deadlines for the year. No action taken at this time.</i></p>
<p>6. Electric Car Charging Stations</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, addressed the committee to discuss the recent updates to the electric car charging stations located at City Hall. The City added two new stations for electric car charging for a total of four stations. The City of SeaTac has offered electric charging for many years but has not charged a fee to the user to charge their cars. Staff asked for council direction regarding possibly charging users either an hourly or flat rate to use these stations. The committee discussed the options and compared other fees being charged in the surrounding area. The committee was in favor of charging a flat rate of \$2 to use the charging station. They also requested more information on the machines, including how many people charge their cars at City Hall and how much the City pays to have these stations available. Staff will bring back this recommendation and more information to the full council at a future City Council meeting.</i></p>
<p>7. Passport Cost/Benefit Analysis</p>	<p><u>  X  </u> Informational Update</p> <p><i>City Clerk, Kristina Gregg, presented to the committee an overview of the passport acceptance program at City Hall. A handout was provided with PowerPoint slides. Staff is looking for a recommendation on if the City should continue to provide this service and if so, should it be on a walk-in basis or by appointment only. The committee was in favor of reevaluating this service. They requested staff investigate going to an appointment basis. As this service is already budgeted through 2018, City Clerks will continue to provide passport services as they do now until Council makes a decision for the 2019-20 biennium budget. Staff will look into realigning this service with different staff or a different department and provide information about reducing to an appointment-only service at a future meeting.</i></p>
<p>8. Future Meeting Schedule/Topics</p>	<p><i>The next A&amp;F Meeting will be held on September 7<sup>th</sup> in Riverton Room 128. Topics will include: Business License Update, and City Manager Recruitment.</i></p>