



Administration and Finance Committee Minutes

August 15, 2016
3:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	3:04 P.M.
			Adjourn:	4:38 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: None

Staff Coordinator: Gwen Pilo, Acting Finance Director

<p>1. Vacant Positions Recruitments</p>	<p><u>X</u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, provided the committee with an update regarding vacant positions within the City. He informed the committee that interviews for a new permanent Finance and Systems Director will begin on Tuesday, August 23 and continue through the week with second round interviews of the top candidates occurring on Friday, August 26. Council members Erin Sitterley and Peter Kwon will be joining the interview panel on Friday for these interviews. Mr. Scorcio also mentioned the two management analyst positions will be posted by City within the week.</i></p>
<p>2. Drop Box Fee Change – Solid Waste Fund</p>	<p><u>X</u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio informed the committee of an adjustment to the Solid Waste Collection Franchise Fee to add charges for drop-box customers beginning January 1, 2017. Recology CleanScapes, SeaTac’s contracted comprehensive garbage, recyclables and compostable collection service, is in agreement with this change. The additional revenue collected with this increase will be used exclusively by the solid waste fund. See the attached memo for more information.</i></p>
<p>3. Review Final Draft of Proposed 2017</p>	<p><u>X</u> Recommended for Approval with Modifications</p> <p><i>Acting Finance Director, Gwen Pilo, along with Senior Planner, Al</i></p>

<p>Business License Code & Fees</p>	<p><i>Torrice, presented the committee with the final revisions to SMC 5.05, regarding Business Licenses and Regulations (see attached). This was updated to reflect the suggestions from the A&F committee at the last meeting. The committee suggested a final revision to add a \$30 penalty for non-profit businesses operating without a license at both the 30 day and 60 day deadline (cumulative). Consistent with the other business license procedures, 90 days past the due date will include a notice of infraction and possible fines set by the Judge per SMC 5.05.190. The committee was in favor of these changes and this update will be brought to the September 13th council meeting for full council approval.</i></p>
<p>4. Proposed 2017 Fee Changes – Parking Tax</p>	<p><u> X </u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio presented to the committee a summary of the City’s parking tax structure and the revenue received from this tax (attached). This presentation illustrated the gap between the projected parking tax revenue (as given by the Port ILA) vs. the actual tax revenues over the years and the revenue that could have gained had the City’s parking tax structure been different. The committee was in favor of looking at possible adjustments to this tax. Acting City Manager, Joe Scorcio will bring to the A&F committee another presentation discussing the options for parking tax rates and a strategy plan for implementation. Any changes to the City’s parking tax will require full council approval and notification to the parties affected. No action taken at this time.</i></p>
<p>5. Review & Analysis – Proposed 2017 City Fee Table</p>	<p><u> X </u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio presented to the committee and updated City of SeaTac Fee Schedule (attached). This update includes consolidated and updated fees, and an overall reorganization of the table for a more organized and concise fee schedule. This new fee table will be brought to a future council meeting for full council approval.</i></p>
<p>6. Next Meeting Topics</p>	<p><i>The next A&F Meeting is scheduled for Monday August 29th at 3:00 P.M. in Riverton Room 128. Topics will include proposed fee changes to city parking tax, and other potential budget scenarios including contract services, operational changes, and potential new revenues.</i></p>