



# 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&amp;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</i>  <i>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 &amp; 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 &amp; 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&amp;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&amp;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 2<sup>nd</sup> quarter report will be sent out to council members August 4<sup>th</sup>.</i></p>
<p>9. 2<sup>nd</sup> Qtr. Financial Statements</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, updated the committee on the 2<sup>nd</sup> 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 2<sup>nd</sup> quarter.</i></p>
<p>10. Future Meeting Schedule/Topics</p>	<p><i>The next A&amp;F Meeting will be held on August 17<sup>th</sup> 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>

### 2017-2018 Mid-Biennium Review & Modification Calendar

January	February	March	April	May	June	July	August	September	October	November	December
							Mid-Biennium Review & Modification Requests Due to City Manager				
							City Manager Review of Mid-Biennium Modification Requests				
							Council Workshop(s) for Mid-Biennium Modification				
							Notice of Public Hearings (RCW 35.34.100)		10/30/2017 to 11/13/2017		
							Public Hearing and Council Action on 2018 Property Tax			11/14 or 11/28	
							Council Final Action on Mid-Biennium Modification at Regular Council Meeting After Public Hearing			11/14/2017 to 12/31/2017	
January	February	March	April	May	June	July	August	September	October	November	December

RCW 35.34.130 " ...such review and modification shall occur no sooner than eight months after the start nor later than conclusion of the first year of the fiscal biennium."



## 2017-2018 Biennium Review Calendar

The City of SeaTac's budget process and time limits are established by State law. The calendar for the City of SeaTac budget process is shown in the table below:

Budget Process Steps	Aug	Sept	Oct	Nov	Dec
<b>1. Estimates of revenue and expenditure modification prepared by departments.</b>					
<b>2. Estimates submitted to Finance; August 21, 2017</b>					
<b>3. City Manager reviews requests and submits Budget Modification to the City Council; October 2, 2017</b>					
<b>4. City Council conducts Budget workshops; Preparation began in September for public Council Budget workshops occurring in October.</b>					
<b>5. City Clerk publishes notice of filing of mid-biennial modification with City Clerk and publishes notice of public hearing on the same once a week for two consecutive weeks; October 30 through November 13, 2017</b>					
<b>6. Public hearings scheduled; Public hearing scheduled for RCM November 28, 2017.</b>					
<b>7. Property tax levy must be set by November 30<sup>th</sup>; property tax levy ordinance scheduled for CCS November 14, 2017 following public hearing.</b>					
<b>8. Council adopts balanced Final Budget; Mid-Biennium Budget Adjustment scheduled for CCS November 14, 2017</b>					

  
EXCEPT FOR  
ELECTRIC  
VEHICLE  
CHARGING

4 HOUR  
CHARGING  
7AM TO 6PM

ELECTRIC  
VEHICLE  
CHARGING  
STATION

  
EXCEPT FOR  
ELECTRIC  
VEHICLE  
CHARGING

4 HOUR  
CHARGING  
7AM TO 6PM



## Joseph Scorcio

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**From:** Brian Ruda  
**Sent:** Wednesday, July 19, 2017 7:55 AM  
**To:** Joseph Scorcio  
**Subject:** New Car Charging Stations

Joe,

You had asked me to give you some information about the new charging stations.

We are purchasing 2 Dual Output charging stations, bollard style (direct replacement of what we currently have) same power set up, but now we will have the capability to charge 4 cars instead of just 2. I will purchase another charging sign and designate a stall in that area for charging.

I have asked about setting up to charge but I have not heard back from Charge-point Northwest. Once I do I will let you know what the comps are for the area.

*Brian Ruda*

City of SeaTac  
Facilities Manager  
Parks, Community Programs and Services  
Desk: 206.973.4674 - Cell: 206.492.0779  
Email: [bruda@ci.seatac.wa.us](mailto:bruda@ci.seatac.wa.us)



<http://www.ci.seatac.wa.us/index.aspx?page=140>

## Joseph Scorcio

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**Subject:** FW: Pricing Question

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**From:** Brian Ruda  
**Sent:** Thursday, August 03, 2017 1:58 PM  
**To:** Joseph Scorcio  
**Subject:** RE: Pricing Question

Here are a few:

King county DOT - \$2/ every 24 hrs  
Sound Transit at Angle Lake \$2 flat fee  
Kent Station \$1/hr

I will try and find some more  
[https://na.chargepoint.com/charge\\_point](https://na.chargepoint.com/charge_point)

*Brian Ruda*

Desk: 206.973.4674 - Cell: 206.492.0779  
Email: [bruda@ci.seatac.wa.us](mailto:bruda@ci.seatac.wa.us)

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**From:** Joseph Scorcio  
**Sent:** Thursday, August 03, 2017 1:22 PM  
**To:** Brian Ruda  
**Subject:** RE: Pricing Question

Ca you send me list of what other cities in the area charge. You know the Council will ask.....

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**From:** Brian Ruda  
**Sent:** Thursday, August 03, 2017 12:19 PM  
**To:** Joseph Scorcio  
**Subject:** FW: Pricing Question

I think the City should do a flat fee of \$1

*Brian Ruda*

Desk: 206.973.4674 - Cell: 206.492.0779  
Email: [bruda@ci.seatac.wa.us](mailto:bruda@ci.seatac.wa.us)

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**From:** Jim Blaisdell [<mailto:blaze@chargenw.com>]  
**Sent:** Wednesday, July 19, 2017 8:45 AM  
**To:** Brian Ruda  
**Subject:** Re: Pricing Question

Sorry Brian, **50 Cents or \$1 per hour is typical.**  
**Some do a flat fee of \$2.**

Jim Blaisdell  
Charge Northwest LLC



**Chargepoint Distributors**

2709 52nd Ave NW  
Gig Harbor, WA 98335

253-304-5625 cell  
253-265-0919 office

<http://www.chargenw.com/>

ChargePoint Named Time Magazine Winner '50 Best Inventions

On Jul 19, 2017, at 7:56 AM, Brian Ruda <[bruda@ci.seatac.wa.us](mailto:bruda@ci.seatac.wa.us)> wrote:

Jim,

The City is looking at setting up our stations to be a pay type station, could you tell me what some of the other users are charging/charge around the SeaTac area?

*Brian Ruda*

City of SeaTac

Facilities Manager

Parks, Community Programs and Services

Desk: 206.973.4674 - Cell: 206.492.0779

Email: [bruda@ci.seatac.wa.us](mailto:bruda@ci.seatac.wa.us)



Visit ChargePoint.com

Dashboard

My Stats

My Account

Connections

I want to charge near

SeaTac, WA, United States

**Status**  
Available

**Price**  
Free

**Connector Type**

- Level 1
- Level 2 - J1772
- Level 2 - NEMA 14-50
- Level 2 - Tesla
- DC - CHADEMO
- DC - Combo
- Supercharger - Tesla

**Network**  
Google

**Charge Spots**    Recent    My Spots

**Sort by**    Distance

<p><b>IKEA - Seattle</b> 601 SW 41st St Renton, WA 3.30 mi to SeaTac, WA, USA</p>	<p><b>VALLEY MED. CTR - airwood DR PARKING #1</b> 400 S 43rd St Renton, WA 3.76 mi to SeaTac, WA, USA</p>	<p><b>VALLEY MED. CTR DR PARKING #2</b> 400 S 43rd St Renton, WA 3.77 mi to SeaTac, WA, USA</p>
Level 2 - Supercharger	Level 2 - Supercharger	Level 2 - Supercharger
Estimated Fee: \$0.00	Estimated Fee: \$0.00	Estimated Fee: \$0.00

# Passport Acceptance Program

A&F Committee  
August 17, 2017



## Purpose of this Presentation

- Provide background to the A&F Committee regarding the City's role as a Passport Acceptance Facility.
- Solicit feedback from the A&F Committee regarding potential changes.

## What is a Passport Acceptance Facility?

A **passport acceptance facility** is authorized by the U.S. Department of State to accept and verify the documents, applicant signature and identity for passport applications. This is a required step for ALL passport applicants for a new adult passport, child (minor) passport, lost, stolen, or damaged passport applications.

## Passport Acceptance Facility Requirements

- Public sector entity.
- Not managed by or directly affiliated with a private entity.
- Have the resources to take on passport acceptance duties.

## Passport Acceptance Agent

A person designated by the U.S. Department of State to accept passport applications.

The City of SeaTac currently has three Passport Acceptance Agents:

- Kristina Gregg
- Zenetta Young
- Amber Russ

## Passport Acceptance Agent

### **Requirements:**

- At least eighteen years of age and be U.S. citizen or U.S. national.
- Permanent full- or part-time employees (not temporary, contractual, ad hoc, or volunteer).
- Not on parole or probation related to any Federal, State, or local felony or misdemeanor related to breach of trust or moral turpitude.
- Not presently under indictment for any Federal, State, or local felony or misdemeanor related to breach of trust or moral turpitude.
- Free of any Federal, State, or local felony convictions or misdemeanor convictions related to breach of trust/moral turpitude.
- Complete required training (required annually).

## City of SeaTac Passport Acceptance History

- 1999 – Became a Passport Acceptance Facility, accepted applications **one day per week**.
- 2012 – Accepted applications **daily** on a trial basis.
- 2012 – Discontinued trial period and started accepting applications **two days per week**.
- 2016 - 2017 – Assessed job duties and functions as part of integrating the City Clerk's Office into the Legal Department.

## Are there other Passport Acceptance Facilities in the surrounding area?

Within # of miles from SeaTac	# of facilities	# of those facilities requiring appointments
20 miles	46	23
10 miles	19	11
5 miles	6	3

- Days and times vary by facility.

## What is the fiscal impact to the City for providing this service?

Year	# of apps. Processed	% over prior year	\$ received per year*	Approx. % of cost recovery
2015	432	132%	\$10,800	
2016	885	205%	\$22,125	71%
2017 YTD (8/11/17)	695	78.5% of 2016	\$17,375	88%

\*SeaTac receives \$25 per application processed. This amount is regulated by the Federal government and can't be increased.

Staff time: Approximately \$32,000-\$35,000 per year (average 12 hours per week)  
Other costs: Postage, envelopes, not performing other job duties.

## Passport Survey

2017 - Approximately 9 weeks	#	%
# of applicants surveyed	206	
% of applicants living or working in SeaTac		53%
% of applicants not living or working in SeaTac		47%

## SEATTLE PASSPORT AGENCY

### Busy Season's End—Passport Demand Is UPI

As we speak we have  
crossed into  
unchartered territory .

Passport demand has never been this high in the United States. Crossing the 20 million mark (averaging a 15% increase in demand) of passports produced this year with at least two more months left of the fiscal year (Oct 1—Sept 30) makes us proud and energizes us to look into the future. Although we are not done yet with this busy season, we want to thank all of you participating in the Passport Program for making this a successful travel season.



"... averaging a 15% increase in demand." The demand will continue to increase partially due to the 01/22/2018 effective date of the "REAL ID Act" enforcement.

Source: Seattle Passport Agency, United States Department of State, Bureau of Consular Affairs June-July 2017 newsletter

## Customer Service

- The City Clerk's Office takes pride in providing high quality customer service. This brings repeat and referral applicants which equals more revenue and good feedback about the City and our office.
- We consider ourselves a one-stop shop for passport information:
  - ✓ Processing - 1<sup>st</sup> time applicants / minor renewals
  - ✓ Assisting with responding to Federal government letters to applicants (even if they didn't apply at SeaTac).
  - ✓ Assisting with renewal applications.
  - ✓ Questions: on phone and in person, re: passports, where to get visas/birth certificates, whether to expedite, tracking passports...
- Providing high quality, full-service customer service takes resources.



## Passport Acceptance Options

Options	Pros	Cons
Continue as is with walk-ins	<ul style="list-style-type: none"> <li>• High utilization.</li> <li>• More applicants in SeaTac because they can't get an appointment elsewhere.</li> <li>• Service to the community.</li> <li>• Positive comments about SeaTac (good customer service).</li> </ul>	<ul style="list-style-type: none"> <li>• Expenses exceed revenues.</li> <li>• High utilization by non-SeaTac residents and workers.</li> <li>• Impacts daily duties.</li> </ul>
Change to appointments only	<ul style="list-style-type: none"> <li>• Can schedule around daily duties and absences as needed.</li> <li>• Better able to control costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Expenses exceed revenues.</li> <li>• Less flexible to customer.</li> <li>• Potential for less customers = potential for less revenue.</li> </ul>
Discontinue service	<ul style="list-style-type: none"> <li>• No expenses.</li> <li>• Decreases impacts on daily duties.</li> </ul>	<ul style="list-style-type: none"> <li>• No revenues.</li> <li>• Questions and inquiries will continue.</li> <li>• Reduces level of customer service to the community.</li> </ul>

## Feedback?

- In your opinion,
  1. Should the City continue as a passport acceptance facility?
  2. If yes, should the City continue with walk-ins or require appointments?

# Thank you!

