



# Administration and Finance Committee Minutes

August 1, 2016

3:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	3:03 P.M.
			Adjourn:	5:20 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Tony Anderson; Rick Forshler (arrived @ 3:12 pm)

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 the search for a permanent Finance &amp; Systems Director is beginning the next step: screening the applicants following the closing of the job posting. He noted that City Council (not a quorum) will be involved in some way during this hiring process. However, the Acting City Manager will have the final decision on the hiring. Also mentioned were the two new management analyst positions in the City Manager's Office, previously ratified by the A&amp;F Committee. These positions have not yet been advertised, but hope to be soon once the job descriptions are finalized. More updates will be given as the hiring process progresses.</i></p>
<p>2. 2016 Budget Amendments – New Positions, Revenues and Expenditures</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Public Works Director, Will Appleton, along with Acting Community and Economic Development Director, Jeff Robinson, presented to the committee Agenda Bill #4413 (attached). The agenda bill proposes a budget amendment to the 2016 Public Works and Community and Economic Development budgets. The agenda bill seeks council approval on: capital costs associated with streets and surface water infrastructure, additional professional services for the surface water division, an additional full time Public Works inspector position, and a temporary Plans Examiner/Inspector II position in the CED Department (see agenda bill for more information and complete budget impact). The</i></p>

	<i>committee was in favor of the request and the agenda bill will be presented at a future Council meeting for full council approval.</i>
3. Proposed 2017 Fee Changes – Business License Fees	<p><u>X</u> Recommended for Approval with Modifications</p> <p><i>Acting Finance Director, Gwen Pilo, along with Senior Planner, Al Torrico, presented the committee with revisions to SMC 5.05, regarding Business Licenses and Regulations. The first part of this presentation discussed changes to the business license process including the renewal timeline, penalties for operating without a license, and clarification on license requirements for a nonprofit organization (see attachment). The second part of the presentation discussed changes to the business license fees, which included increasing the fee for Out of City Businesses and adding a category to the In City Licenses for 0-10 employees at a lower fee (see attachment). The committee was in favor of the changes proposed to the business license fees. The committee suggested a new timeline for business license renewals which eliminated the 30 day grace period after the expiration date and added a minimal penalty assessed 30 days after the expiration date and a % of fee penalty after 60 days. Once these changes were made, council was in favor of the overall proposal. The final revisions will be brought to a future A&amp;F meeting before going to a Council Meeting for full approval.</i></p>
4. Proposed 2017 Fee Changes – Transportation Impact Fees (TIF)	<p><u>X</u> Recommended for Approval</p> <p><i>Public Works Director, Will Appleton presented to the committee proposed changes to the Transportation Impact Fees (see attached). His recommendation is to set the TIF at \$3500 per p.m. peak hour trip effective January 1, 2017. This is an increase from the current fee of \$1020. The committee was in favor of the recommendation and it will be brought to the next City Council meeting for approval.</i></p>
5. Proposed Fee Changes – Parking Tax	<i>Deferred to next A&amp;F Meeting due to time shortage.</i>
6. Next Meeting Topics	<i>The next A&amp;F Meeting is scheduled for Monday August 15<sup>th</sup> at 3:00 P.M. in Riverton Room 128. Topics will include an updated citywide fee table, proposed fee changes to parking tax, and a final draft of the business license code revisions.</i>