



# Administration and Finance Committee Meeting Minutes

June 28, 2018

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	5:39 P.M.
Erin Sitterley, Chair	X			
Peter Kwon		X		
Clyde Hill	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the 06/14/2018 minutes was provided to the committee for review. The committee approved the minutes as written.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<i>None</i>
5. Vacant Positions Update	<i>No update given; next update at 7/12/18 meeting</i>
6. MBP.com Demonstration	<u>  X  </u> Informational Update  <i>Management Analyst Anita Woodmass, along with Building Services Manager Gary Schenk provided a demonstration on the service MyBuildingPermit.com, a one-stop online permitting portal. Representatives from the organization were in attendance and gave an overview of the company and what services it would provide to the City. The City Council approved funding for an online service in the 2017-2018 budget. The City will soon begin the process of making the</i>

	<i>transition over to electronic permitting. No committee action needed at this time.</i>
7. Financial Polices	<p><u>  X  </u> Deferred to next meeting</p> <p><i>Finance Director Gwen Pilo presented the committee with draft financial policies in preparation for the 2019-2020 budget discussion. The committee began reviewing the draft policies and provided some comments and direction. Due to time constraints, the committee was unable to review all of the draft policies in detail and provide input. These policies will be brought to the City Council Macro Budget Workshop on July 13, 2018 for further discussion and recommendation.</i></p>
8. Future Meeting Schedule	<p><i>The next A&amp;F Meeting will be held on July 12, at 4:00PM in Riverton Room 128.</i></p>
9. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:39 PM.</i></p>