



# Administration and Finance Committee Meeting Minutes

September 12, 2019  
4:00 PM  
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	5:57 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Stanley Tombs, Joel Wachtel, Pam Fernald

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00 PM</i>
2. Public Comment	<i>Citizen Vicki Lockwood spoke in opposition of the Deputy City Manager Decision Card and the expansion of the Multi-Family Tax Exemption Program. Citizen Earl Gipson echoed these comments.</i>
3. Review of the Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the 7/25/19 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. Current Vacancies & Staffing Report	<u>  X  </u> Informational Update  <i>City Manager Carl Cole provided the committee with a brief update on vacant positions within the City.</i>
6. Audit Entrance Conference	<u>  X  </u> Informational Update  <i>Audit Lead Sean Fitzgerald, along with audit staff Rebecca Nyanjui and Vivek Ajudia, from the State Auditor's Office provided the committee with a brief overview of the current audits of the City. The audit scope for</i>

	<i>2018 includes the Accountability Audit, Financial Statement Audit, and Federal Grand Compliance Audit.</i>
7. Former Fire Station 45 Site – Purchase & Sale Agreement	<u>  X  </u> Recommended for Approval  <i>City Manager Carl Cole presented the committee with a summary of the proposed purchase and sale agreement for the former Fire Station 45 property. The committee was in favor of the proposed sale and this item will be discussed at the September 24<sup>th</sup> City Council meeting.</i>
8. HB 1406 – Resolution of Intent	<u>  X  </u> Recommended for Approval  <i>Community and Economic Development Director Steve Pilcher provided the committee with a brief overview of House Bill 1406. The committee discussed this proposal and expressed their desire to have this money be directed to the City. Staff will draft a resolution of intent to pursue these funds and bring it to a future City Council meeting.</i>
9. Multi-Family Tax Exemption	<u>  X  </u> Recommended for Approval  <i>Finance Director Gwen Pilo presented to the committee an overview of the Multi-Family Tax Exemption and its effect on City revenue and residents property taxes. The committee discussed the exemption and the possibility of expanding the exemption to other areas within the City. Discussion ensued. The committee agreed the Multi-Family Tax Exemption area should be expanded and recommended this topic back to the PED Committee. This item will be discussed further at a future PED Committee meeting.</i>
10. Budget Amendment	<u>  X  </u> Recommended for Approval  <i>Finance Director Gwen Pilo presented the committee with a proposed 2019-2020 Budget Amendment which included \$354,322 in decision cards and \$60,215 in other adjustments. The committee discussed the proposed amendment and recommended approval. This item will be brought to the September 24<sup>th</sup> City Council meeting for approval.</i>
11. Recording of Planning Commission Meetings	<u>  X  </u> Recommended for Approval  <i>City Manager Carl Cole spoke to the committee regarding recording of Planning Commission Meetings. The committee was in agreement that the meetings should be recorded.</i>

12. Future Meeting Schedule	<i>The next A&amp;F Meeting is scheduled for September 26 at 4:00 PM in Riverton Room 128.</i>
13. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:57 PM.</i>