



# Administration and Finance Committee Meeting Minutes

April 9, 2020

4:00 PM

\*Virtual Meeting\*

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:03 P.M.
Erin Sitterley, Chair	X			
Clyde Hill	X			
Senayet Negusse	X			

Other Council Members Present: Joel Wachtel, Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:01 PM</i>
2. Public Comment	<i>Public comments were sent in electronically prior to the meeting. Several public comments were received in response to item #7, a resolution regarding residential evictions &amp; encouraging landlords to waive late fees during the COVID-19 emergency. One public comment received regarding item #5, a multi-family tax exemption contract.</i>
3. Review of the Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the 03/12/2020 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>Executive Assistant Lesa Ellis provided the following items for committee approval:</i>  <ol style="list-style-type: none"> <li>1. <i>Expense approval for Councilmember Kwon NLC Congressional City Conference Lodging: \$1,298.43 Meals: \$50.00 Transportation: \$129.25 Total: \$1,477.68</i>  <i>The committee voted to approve.</i></li> <li>2. <i>Expense approval for Mayor Sitterley FAA (Trip Cancelled – Reimbursement Check Voided) Transportation: \$(633)</i></li> </ol>

	<p><i>Total: \$(633)</i></p> <p><i>Councilmember Negusse and Councilmember Hill voted to approve. Mayor Sitterley abstained from voting.</i></p> <p>3. <i>Expense approval for Councilmember Hill FAA (Trip Cancelled – Travel Voucher Held by City) Lodging: \$411.30 Total: \$411.30</i></p> <p><i>Mayor Sitterley and Councilmember Negusse voted to approve. Councilmember Hill abstained from voting.</i></p>
<p>5. Multi-Family Tax Exemption Contract &amp; Easements – Inland Group</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>Community and Economic Development Director Steve Pilcher and Senior Assistant City Attorney Mark Johnson provided the committee with a proposed Multi-Family Housing Limited Property Tax Exemption Agreement between the City of SeaTac and Inland Group’s “Polaris at SeaTac” development. If approved a conditional certificate will be awarded and the company will have 3 years to complete the project. Once the project has been completed, a final certificate will be awarded and the exemption will begin for the duration of 12 years. The committee recommended this item for approval and it will be brought forward to the April 14<sup>th</sup> City Council meeting. The agreement also approves an aerial easement for canopies and a cantilever for a corner of a building that will encroach over City sidewalk.</i></p>
<p>6. COVID-19 CIR</p>	<p><i>City Manager Carl Cole provided the committee a memo in response to a CIR submitted by Councilmember Gobena and asked the committee for directions on the items identified. The committee discussed the suggestions proposed in the CIR and discussed the current measures already taken by the City and the support and options available to residents and businesses through the County, State, and Federal level. The committee agreed there is no further action needed in regards to the CIR and consider it resolved.</i></p>
<p>7. Resolution regarding residential evictions &amp; encouraging landlords to waive late fees during the COVID-19 emergency</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>City Manager Carl Cole provided the committee with a proposed resolution in support of Governor Inslee’s moratorium on residential evictions, and encouraging residential landlords to waive late fees during the COVID-19 outbreak. The City does not have any authority over evictions, the proposed resolution only expresses the City’s support of the Governor’s proclamation. The mayor expressed opposition to the resolution, and Councilmember Negusse and Hill were in support. Councilmember Negusse proposed some additions to the resolution. A</i></p>

	<i>revised resolution will be drafted and brought forward to a future City Council meeting.</i>
8. Proclamation Related to Gambling Taxes	<u>  X  </u> Recommended for Approval  <i>City Manager Carl Cole presented the committee a proclamation related to gambling taxes, authorizing the City Manager to extend the deadline for payment of 1<sup>st</sup> and 2<sup>nd</sup> quarter 2020 gambling taxes by 90 days. The committee was in support of the proclamation and it will be brought forward on the consent agenda at the April 14<sup>th</sup> City Council meeting.</i>
9. February Investment Report	<u>  X  </u> Informational Update  <i>Finance Director Gwen Pilo provided the committee with a brief update on the City's Investments.</i>
10. Future Meeting Schedule	<i>The next A&amp;F Meeting is scheduled for May 14<sup>th</sup> at 4:00 PM (Location: TBD)</i>
11. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:03 PM.</i>