



# Administration and Finance Committee Minutes

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November 12, 2020  
4:00 PM  
\*Virtual Meeting\*

Commence: 4:00 PM  
Adjourn: 5:49 PM

Committee Members:	Present	Absent
Mayor Erin Sitterley, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Clyde Hill	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Senayet Negusse	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: Stanley Tombs, Pam Fernald, Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00PM.</i>
2. Public Comment	<i>Two public comments were received by email. Vicki Lockwood addressed the SSRTA Budget and Japna Singh-Kurtz referred to the gambling tax rate.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 10/08/2020 minutes was provided to the committee for review. The committee approved the minutes as presented.</i>
4. CWA Contract Amendment	<u> X </u> Recommended for Approval <i>Building Services Manager Mary Kate McGee presented the committee a memo proposing a motion to authorize the City Manager to execute a contract amendment to the current CWA Consultants contract. The maximum contract amount for third-party review professional service needs to be increased due to higher than projected commercial building activity in 2020. The committee recommended approval and this item will be presented on the consent agenda at the December 8<sup>th</sup> Regular Council Meeting.</i>
5. Evergreen Contract Amendment	<u> X </u> Recommended for Approval <i>Economic Development Manager Aleksandr Yeremeyev presented the</i>

	<p><i>committee a memo with an update on Phase IV of the SeaTac Small Business Grant Program and proposed contract amendment with Evergreen Business Capital. The amendment would extend through 12/31/2020, allow distribution of additional \$47,500 to the qualified 10 applicants from Phase 3, and account for a \$2,500 service fee to be paid to Evergreen for distributing funds. The committee recommended this item for approval and it will be presented on the consent agenda at the December 8<sup>th</sup> Regular Council Meeting.</i></p>
<p>6. 2021 SSRTA Budget Review</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>Economic Development Manager Aleksandr Yeremeyev along with Community and Economic Development Director Evan Maxim presented to the committee the Seattle Southside Regional Tourism Authority (SSRTA) 2021 budget approval packet. The presentation included an overview of the SSRTA budget and a request for committee approval on the SSRTA budget for 2021. The committee recommended Option 2: approval of the proposed 2021 SSRTA budget including \$830,0000 SeaTac Lodging Tax funding and the request to evaluate the 2022 request later per new metrics. The committee also supported funding \$87,500 for the incentive portion of emergency lodging tax. This item will be presented as part of the 2021-2022 Biennial Budget at the November 24<sup>th</sup> Regular Council Meeting.</i></p>
<p>7. Language Access Plan</p>	<p><u>  X  </u> Informational Update</p> <p><i>Senior Assistant City Attorney Cindy Corsilles presented to the committee a memo explaining the legal requirement of a language access plan (LAP) and what the City can do to be compliant. Next steps include staff performing a needs assessment to aid in creating this comprehensive policy. Further updates will be provided to the committee as this process develops.</i></p>
<p>8. Gaming Tax Review</p>	<p><u>  X  </u> Next discussion at a future A&amp;F Meeting</p> <p><i>Finance &amp; Systems Director Gwen Pilo presented the committee with a memo in regards to SeaTac Municipal Code (SMC) 3.25 relating to Gambling Taxes. The City received a letter from Maverick Gambling, urging the City Council to consider reducing the gambling tax rate on social card games. The committee agreed to revisit SMC 3.25 to potentially recommend changes to the gambling tax rate. Staff will bring back a presentation and recommendation at a future A&amp;F Meeting.</i></p>
<p>9. Investment Report</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance &amp; Systems Director Gwen Pilo provided the committee with the</i></p>

	<i>September 2020 Investment Compliance Report and Portfolio Analysis.</i>
10. Future Meeting Schedule	<i>The next A&amp;F committee is scheduled for December 10<sup>th</sup> at 4:00PM (Location: Virtual).</i>
11. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:49 PM.</i>