



# Administration and Finance Committee Minutes

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September 8, 2022  
 4:00 PM  
 \*Hybrid Meeting\*  
 Virtual/Council Chambers

Commence: 4:03 PM  
 Adjourn: 4:59 PM

Committee Members:	Present	Absent
Councilmember Takele Gobena, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Senayet Negusse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Iris Guzmán	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present:

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Councilmember Iris Guzmán called the meeting to order at 4:03 PM.</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval  <i>A copy of the 08/11/2022 minutes were provided to the committee for review. The committee approved the minutes as presented.</i>
4. Council/City Manager Travel Approval	<u> X </u> Recommended for Approval  <i>Executive Assistant Lesa Ellis presented the following items for approval:</i> <ol style="list-style-type: none"> <li>1. Expense approval for Councilmember Kwon            NLC City Summit            Transportation: \$379.53</li> </ol> <i>The committee voted to approve.</i>
5. Community Engagement Funding for City Center Subarea Plan & Code	<u> X </u> Recommended for Approval  <i>Senior Planner Kate Kaehny presented to the committee a request for supplemental funding in the amount of \$25,000 for community engagement activities related to the City Center Subarea Plan &amp; Code</i>

<p>Project</p>	<p><i>Project. The committee recommended this item for approval, it will be approved as part of the budget amendment for miscellaneous items (Agenda Item #7) and presented at the September 27 Regular Council Meeting.</i></p>
<p>6. Adding Chapter 3.100 to the SeaTac Municipal Code</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>Finance &amp; Systems Director Gwen Pilo along with Assistant City Attorney Ha Dao presented a proposed Ordinance to add a new Chapter 3.100 to the SeaTac Municipal Code establishing policies and procedures pertaining to the collection of debts and the use of collection agencies. The committee discussed the proposal and requested more information on the current process and procedures of Code Compliance fines and the status on outstanding debt in the City. This information will be added to the presentation for the Council Meeting and the committee recommended this item for approval (votes 2-1 in favor). This item will be presented on the Consent Agenda at the September 27 Regular Council Meeting</i></p>
<p>7. Budget Amendment for Miscellaneous Items</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>Finance &amp; Systems Director Gwen Pilo presented a proposed amendment to the 2021-2022 Biennial Budget. The amendment includes the addition of grant revenues accepted over the last few months and a few other miscellaneous items. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the September 27 Regular Council Meeting, with the addition of the budget amendment request from Agenda Item #5.</i></p>
<p>8. August Investment Report</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance &amp; Systems Director Gwen Pilo presented the August 2022 Investment Compliance Report and Portfolio Analysis Report.</i></p>
<p>9. Adjourn</p>	<p><i>Councilmember Iris Guzmán adjourned the meeting at 4:59 PM.</i></p>