



Administration and Finance Committee Meeting Minutes

September 26, 2019

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:02 P.M.
			Adjourn:	5:43 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

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

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:02 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the 09/12/19 minutes was provided to the committee for review. The committee approved the minutes as written.</i></p>
4. Council/City Manager Travel Pre-Approval or Final Approval	<p><i>Finance Director Gwen Pilo presented the following items for approval:</i></p> <p><i>1. Expense approval for City Manager Cole</i> <i>ICMA Annual Conference</i> <i>Transportation: \$415.99</i></p> <p><i>The committee voted to approve.</i></p>
5. Legislative Agenda	<p><u> X </u> Recommended for Approval</p> <p><i>Josh Weiss, Vice President of Gordon Thomas Honeywell, along with Government Relations and Communications Manager Kyle Moore presented the committee with an updated 2020 Policy Document and Legislative Agenda. The committee discussed the proposed agenda and recommended approval. This item will be brought to the October 8th City Council Meeting.</i></p>

6. Seattle Southside Regional Tourism Authority Presentation	<p><u> X </u> Information Update</p> <p><i>Katherine Kertzman and Cecilia Pollock from the Seattle Southside Regional Tourism Authority presented the committee with an overview of the SSRTA and its benefit to the City. Their presentation included a progress report for 2019, announcement of a clean audit, a 2020 budget summary, and current campaign and marketing projects in the works.</i></p>
7. Celebrating 30 Years of Cityhood – Activities and Budget	<p><u> X </u> Informational Update</p> <p><i>Executive Assistant Lesa Ellis addressed the committee to discuss the direction of the 30 Year Celebration hosted by the City. Ms. Ellis reviewed the proposed events and ideas for giveaways and received direction from the committee. The event will be held sometime next year close to the City’s official birthday of February 28th.</i></p>
8. Investment Policy	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director Gwen Pilo presented to the committee a final version of the Investment Policy which includes amending SMC Chapter 3.40 and adding Chapter 3.41 Investment of City Funds. The committee reviewed the proposed changes and recommended approval. This item will be brought to the October 8th City Council Meeting.</i></p>
9. Mid-Biennium Review Calendar	<p><u> X </u> Informational Update</p> <p><i>Finance Director Gwen Pilo presented the committee with a draft Mid-Biennium Review Calendar highlighting important dates and deadlines for both staff and council.</i></p>
10. CIR – Donation Recognition Policy	<p><u> X </u> Informational Update</p> <p><i>Finance Director Gwen Pilo provided the committee with an example policy from the City of Bellingham and asked the committee to provide direction in updating the City’s Acceptance of Donations policy. Mrs. Pilo will draft a new policy based off the example provided and return to the committee for further direction.</i></p>
11. Future Meeting Schedule	<p><i>The next A&F Meeting is scheduled for October 10 at 4:00 PM in Riverton Room 128.</i></p>
12. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:43 PM.</i></p>