



Special Administration and Finance Committee Meeting Minutes

October 17, 2019

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:04 P.M.
			Adjourn:	5:46 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 4:04 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 10/10/19 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. Budget Objectives	<u> X </u> Informational Update <i>City Manager Carl Cole provided the committee with a memo reporting status updates of specific budget objectives developed during the 2019-2020 budget process. The committee wished to revisit Objective 1G which relates to Human Services funding allocation and overhead costs. This item will be discussed further in 2020.</i>
6. 2020 Revenues	<u> X </u> Recommended for Approval <i>Finance Director Gwen Pilo presented the committee with 2020 revenue adjustments which included updates to property tax, sales tax, and other miscellaneous adjustments. Mrs. Pilo presented the committee with the</i>

	<p><i>proposed 2020 property tax levy of \$17.3 million which is consistent with Council policy not to increase the levy by 1% if general fund reserves are met. The committee recommended this item for approval. The 2020 property tax levy will be brought to the October 22nd City Council Meeting. All other revenue adjustments will be included in the Mid-Biennium Review which will be brought to the November 12th City Council Meeting.</i></p>
7. 2020 Expenditures	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director Gwen Pilo presented to the committee with 2020 expenditure adjustments including updates to salaries & benefits, equipment rental, and restricted balances. The committee recommended approval. These adjustments will be included in the Mid-Biennium Review at the November 12th City Council Meeting.</i></p>
8. 2020 Decision Cards	<p><u> X </u> Recommended for Approval</p> <p><i>City Manager Carl Cole presented the committee with several decision cards for Council consideration. The committee reviewed the proposed decision cards and recommended approval for all proposed decision cards. Budget Analyst Alexis Briggs presented a General Fund Financial Forecast which illustrated the City's strong financial position for the next few years. The Mid-Biennium Review will be presented to Council for approval at the November 12th City Council Meeting.</i></p>
9. Future Meeting Schedule	<p><i>The next special A&F Meeting is scheduled for October 31 at 4:00 PM in Riverton Room 128.</i></p>
10. Adjourn	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:46 PM.</i></p>

**Pre-approval or final approval of City Council and
City Manager travel related expenses**

10.31.19 A&F

Expense Approvals

ICMA Annual Conference
Nashville, TN
October 20-23, 2019 (pre-conference begins Oct 19)

City Manager Cole	A&F Date 7.11.19 Budget estimates	A&F Date 7.11.19	A&F Date 9.26.19	A&F Date 10.31.19
Lodging	1,250			1111.80
Meals	300			
Transportation (airfare)	700		415.99	
Registration	800	720		
Total	\$3,050	\$720	415.99	1111.80

Erin Sitterley, Chair

STATE LOBBYING SERVICES CONSULTANT CONTRACT

THIS CONTRACT is made and entered into effective upon the date of the final signature attached hereto, by and between the City of SeaTac, a code city and municipal corporation of the State of Washington, hereinafter referred to as the "City", and Gordon Thomas Honeywell Government Affairs, hereinafter referred to as the "Consultant" on the following terms and conditions.

1. EMPLOYMENT. The City hereby agrees to retain and employ the Consultant, as an independent contractor, and the Consultant hereby agrees to serve the City pursuant to this Contract.
2. SCOPE OF SERVICES. The Consultant shall be responsible for representing the City and its interests as assigned by the City Manager before the Washington State Legislature, Governor's Office, Washington State agencies and other organizations as may be necessary. A scope of services is detailed in Attachment A to this Contract.
3. TIME PERIOD. The Consultant shall not begin work under this Contract until authorized to do so in writing by the City. This contract will expire on December 31, 20~~2017~~²⁰¹⁷, unless terminated as outlined in Section 11; however, the City reserves the right to amend the Scope of Services and extend said contract one (1) additional 2-year (24 month) term by mutual agreement between the Consultant and City.
4. PROFESSIONAL STANDARDS. The Consultant warrants that all members who will represent the City are, and shall remain, registered pursuant to RCW 42.17.150 et seq. and shall comply with all statutes regarding the registration and reporting of lobbyists. The Consultant shall, at all times, conduct himself in compliance with all laws and regulations, and in a manner becoming to a representative of the City, and in accordance with the best interests of the City in legislative matters.
5. COMPENSATION. The City shall pay to the Consultant compensation of \$2,8003,000 per month. The Consultant shall bill the City monthly for services rendered in the previous month. Bills are paid on the 5th and the 20th of the month adjusted for any holidays. If the contract is extended for 2021-2022, compensation will be \$3,333 a month.
6. RECORDS INSPECTION & AUDIT. All compensation payments shall be subject to adjustments for any amounts found, upon audit or otherwise, to have been improperly invoiced, and all records and books of account pertaining to any work performed under this Contract shall be subject to inspection and audit by the City for a period of up to three (3) years from final payment of work performed under this Contract.
7. OWNERSHIP OF DOCUMENTS. All reports, records and other documents produced during or as a result of services rendered pursuant to this Contract shall be the property of the City and shall not be property of the Consultant. Any reuse of such documents on or for any project other than that covered under this Contract shall be without liability or legal exposure to the Consultant.
8. EQUAL EMPLOYMENT OPPORTUNITY. The Consultant shall strictly abide by all local, state and federal equal employment opportunity laws and policies relating to the non-discrimination in hiring and

employment practices, and assuring the service of all clients, customers or involved members of the public without discrimination.

9. INSURANCE. Consultant shall provide proof of automobile insurance and keep such insurance in force during the entire term of the contract.
10. LICENSING. Consultant shall obtain and retain State of Washington and City of SeaTac business licenses during the duration of this contract.
11. INDEMNIFICATION. Consultant shall indemnify and hold harmless the City and its officers, agents and employees from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the Consultant, its officers, agents and employees, or any of them relating to or arising out of the performance of this Contract; and if final judgment be rendered against the City and its officers, agents and employees or any of them, or jointly against the City and the Consultant and their respective officers, agents and employees, or any of them, the Consultant shall satisfy the same to the extent that such judgment was due to the Consultant's negligent acts or omissions.

The City shall indemnify and hold harmless the Consultant and its officers, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents or employees, or any of them relating to or arising out of the performance of this Contract, and if final judgment be rendered against the City and its officers, agents and employees, or any of them, or jointly against the Consultant and the City and their respective officers, agents and employees, or any of them, the City shall satisfy the same to the extent that such judgment was due to the City's negligent acts or omissions.

12. RESTRICTION AGAINST ASSIGNMENT. Consultant shall not assign this Contract or any interest herein, nor any money due or to become due hereunder without first obtaining the written consent of the City, nor shall the Consultant subcontract any part of the consulting services to be performed hereunder, without first obtaining the consent of the City.
12. TERMINATION OF CONTRACT. Performance of the consulting services under this Contract may be terminated for any cause deemed sufficient by either the City or the Consultant, in whole or in part, at any time, by either party giving the other written notice of such termination, specifying the extent and effective date thereof, but not sooner than thirty (30) days from date of such notice, providing that the Consultant shall complete and be compensated for any project or duties previously assigned and accepted, and shall be compensated for all expenses incurred or committed to, that cannot be canceled.
13. CONTRACT ADMINISTRATION. This Contract shall be administered by _____Josh Weiss on behalf of the Consultant and City Manager on behalf of the City. Any written notices required by terms of this Contract shall be served or mailed as follows:

If to the City:

City Manager
City of SeaTac - City Hall
4800 S. 188th Street
SeaTac, WA 98188

If to the Consultant:

13. MERGER AND AMENDMENT. This Contract contains the entire understanding of the parties with respect to the matters set forth herein any prior or contemporaneous understandings are merged herein. This Contract shall not be modified except by written instrument executed by all parties hereto.

CITY OF SEATAC

Gordon, Thomas, Honeywell

By: _____

By: _____

Name: _____

Name: _____

Title: City Manager _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

City Attorney

Attachment A: Scope of Work

- Develop an internal and external legislative agenda.
- Develop a legislative strategy and action plan for each item on the external legislative agenda.
- Perform background research on potential legislative agenda items, including researching existing law, and the political implications of pursuing potential legislative agenda items.
- Lobby to amend, defeat or pass legislation or budgets that directly affect the City's legislative priorities as outlined on the external agenda.
- Attend all essential legislative hearings.
- Testify and/or sign-in on behalf of the City on legislation of significant interest.
- Strengthen relevant legislative relationships between the City, state legislators, and executive offices.
- Meet with the City's legislative delegation on a regular basis before, during, and after the legislative session.
- Brief City officials on legislative activity and attend City Council and City staff meetings as requested by the City manager or his designee.
- Provide the City with weekly written and oral reports during the Legislative Session and be available for daily communication via phone and email.
- Present an end-of-session report that recaps the legislative session in full.
- Monitor state legislation and provide the City with comprehensive bill tracking, which identifies those issues likely to impact the City and in what manner they will impact the City.

Celebrating 30 Years
Planning Committee Update
October 31, 2019 A&F Meeting

The Planning Committee met on October 22, 2019.

Recommendations:

- Family-friendly event on Saturday, February 29, from noon-4 PM at the Community Center. Banquet room for displays and food, gym for bouncy toys and games
- Unanimous agreement on logo (next page)
- Committee will investigate pricing on the following mementos/giveaways:
 1. Sturdy re-useable grocery bags
 2. Drawstring bags with a zipper pouch inside (if possible)
 3. Magnets or window clings: City of SeaTac
- Advertising to include full ad on the back cover of the STQ Magazine Winter 2020. Banner over S. 188th Street and smaller banners throughout the city. More ideas to come.
- Consensus on naming: Celebrating 30 Years – SeaTac 2020

