



Administration and Finance Committee Minutes

October 8, 2020
 4:00 PM
 Virtual Meeting

Commence: 4:00 PM
 Adjourn: 5:54 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 type="checkbox"/>	<input checked="" 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>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 9/10/2020 minutes was provided to the committee for review. The committee approved the minutes as presented.</i>
4. Audit Entrance – State Auditor’s Office	<u> X </u> Informational Update <i>Alex Beherndt, Sean Fitzgerald and Sandeep Kaur from the State Auditor’s Office addressed the committee to provide information about the City’s annual Financial Statement and Accountability audit. The Audit Entrance provided details on the audit scope, the process and what to expect. The auditors will provide an Exit Conference at a future Administration & Finance meeting at the conclusion of the audit.</i>
5. Seattle Southside Regional Tourism Authority 2021 Budget	<u> X </u> Forwarded to full council with no recommendation <i>Katherine Kertzman and Maureen Huffman from Seattle Southside Regional Tourism Authority presented the committee a comprehensive overview of Seattle Southside Regional Tourism Authority (SSRTA), the services it provides for the City, and industry updates and effects of COVID-19. The SSRTA’s 2020 amended budget and 2021 budget was</i>

	<i>presented to the committee for recommendation. The committee discussed the proposal and recommended this item for further discussion at the Budget Workshop scheduled for October 10th as part of the Hotel/Motel Tax Fund discussion.</i>
6. Legislative Agenda	<u> X </u> Recommended for Approval <i>Government Relations & Communications Manager Kyle Moore along with Josh Weiss and Annika Vaughn of Gordon Thomas Honeywell addressed the committee to discuss the City's 2020 Legislative Agenda. A proposed legislative priorities and policy document was presented. The committee discussed and recommended approval with a small revision to the Support Broadband Access for All SeaTac Residents to include Fiber Optics. This item will be brought to the October 27th City Council Meeting for presentation and approval.</i>
7. 3 rd Quarter Financials and End of Year Update	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo provided the committee with the Financial Management Report detailing actuals through September 30, 2020. Overall the City's revenues are taking a hit from the COVID-19 pandemic, as expected. However, sales tax is coming in slightly better than projected at the beginning of the pandemic improving the City's estimated ending fund balance.</i>
8. Investment Report	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo provided the committee with the August 2020 Investment Compliance Report and Portfolio Analysis.</i>
9. Future Meeting Schedule	<i>The next A&F committee is scheduled for November 12th at 4:00PM (Location: Virtual).</i>
10. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:54 PM.</i>