



Administration and Finance Committee Minutes

September 10, 2020
 4:00 PM
 Virtual Meeting

Commence: 4:00 PM
 Adjourn: 5:47 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

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>Public comments were required to be sent in electronically prior to the meeting. No comments were received.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 8/13/2020 minutes was provided to the committee for review. The committee approved the minutes as presented.</i>
4. Investment Report	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo presented to the committee the July 2020 Investment Compliance Report and Portfolio Analysis.</i>
5. Unclaimed Property	<u> X </u> Recommended for Approval <i>Finance & Systems Director Gwen Pilo presented the committee a proposed resolution, finalizing the unclaimed property reporting to the State of Washington. The Exhibit attached in the packet was incorrect and the corrected Exhibit will be posted as a handout. The committee recommended this item for approval and this item will be brought forward on the consent agenda for the October 13 City Council Meeting.</i>

<p>6. Legislative Update</p>	<p><u>X</u> Next Review at the October 8th A&F Meeting</p> <p><i>Government Relations & Communications Manager Kyle Moore along with Josh Weiss and Annika Vaughn of Gordon Thomas Honeywell addressed the committee to discuss the upcoming legislative session and potential legislative agenda items. The committee discussed the proposed ideas. The committee agreed items 1, 3, 4, 7 & 8 should be part of the City's Legislative Priorities. The remaining items will be part of the City's Internal Legislative Agenda. The draft legislative agenda will be discussed further at the October 8th A&F Meeting before being presented at a City Council Meeting for approval.</i></p>
<p>7. Council Administrative Procedures</p>	<p><u>X</u> Recommended for Approval</p> <p><i>City Clerk Kristina Gregg presented the committee with a memo detailing potential revisions to the City Council Administrative Procedures. The committee discussed each topic and the proposed language and provided the following recommendation:</i></p> <ol style="list-style-type: none"> <i>1. Council Committees – Efficiencies: the committee recommended approval.</i> <i>2. Council Vacancies: the committee recommended approval.</i> <p><i>The committee discussed other select items in the City Council Administrative Procedures. Councilmember Fernald proposed changing the language of "election" of Mayor and Deputy Mayor to "selection". The committee supported this change. The revised Procedures will be brought forward to a future Council Meeting for approval.</i></p>
<p>8. ILA with Highline School District</p>	<p><u>X</u> Recommended for Approval</p> <p><i>City Manager Carl Cole along with Senior Management Analyst Tim Ramsaur addressed the committee to discuss the request from Highline School District to provide funding assistance for access to broadband for students to aid in hosting virtual schooling. The City currently has unused funds from the CARES act that could be used for this purpose. The committee was in favor of allocating approximately \$120,000 of CARES funding to the school district which would support 1,000 students over 12 months. This item will be brought forward to a future City Council Meeting for approval.</i></p>
<p>9. Future Meeting Schedule</p>	<p><i>The next A&F committee is scheduled for October 8th at 4:00PM (Location: Virtual).</i></p>
<p>10. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:47 PM.</i></p>