



# Administration and Finance Committee Meeting Minutes

September 27, 2018  
4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:53 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: 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 4:01 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 9/13/2018 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><u> X </u> Recommended for Approval</p> <p><i>Executive Assistant, Lesa Ellis, provided the following two items for committee approval:</i></p> <ol style="list-style-type: none"> <li><i>1. Expense Approval for Clyde Hill NLC Summit Transportation: \$194.39</i></li> </ol> <p><i>Council members Sitterley and Kwon voted to approve. Council member Hill abstained from voting.</i></p> <ol style="list-style-type: none"> <li><i>2. Expense Approval for Peter Kwon NLC Summit Transportation: \$224.40</i></li> </ol> <p><i>Council members Sitterley and Hill voted to approve. Council member Kwon abstained from voting.</i></p>

<p>5. 3<sup>rd</sup> Quarter Financial Reports</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance &amp; Systems Director Gwen Pilo presented the committee with several documents detailing actual revenues and expenditures through September 30,2018 (draft). The reports were presented prior to the end of the 3<sup>rd</sup> quarter in order to aid in upcoming budget discussions.</i></p>
<p>6. End of Year Projections</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance &amp; Systems Director Gwen Pilo provided the committee with an estimated 2018 ending fund balance for the General Fund. Current projections estimate the City will end the year 11.7 million dollars in excess of the target general fund reserve. This estimate will be used when discussing the 2019-2020 Preliminary Budget in the upcoming Budget Workshops.</i></p>
<p>7. Organizational Alignment/Changes</p>	<p><u>  X  </u> Informational Update</p> <p><i>City Manager Joe Scorcio provided the committee with a brief update of recent and upcoming organizational/alignment changes. The committee has already approved alignment changes for Code Compliance and Parks Operations and will be presented accompanying decision cards at the October 12 Budget Workshop. One other department change will be the renaming of the Human Resources department to "Human Resources and Risk Management". This change will take effect January 1, 2019.</i></p>
<p>8. Financial Policies</p>	<p><u>  X  </u> Deferred to Oct. 5 Budget Workshop</p> <p><i>Finance Director Gwen Pilo presented the committee with the draft financial policies discussed at previous committee meetings. The committee reviewed the proposed policies and provided some additional comments/direction. Comments provided will be discussed further at the October 5 Budget Workshop.</i></p>
<p>9. 2019-2020 Preliminary Budget Overview</p>	<p><u>  X  </u> Informational Update</p> <p><i>Finance Director Gwen Pilo presented the committee with an overview of the 2019-2020 General Fund Preliminary Budget. The budget provided is balanced within projected revenues, and maintains current service and operation levels within the 3 percent growth allowance provided by Council.</i></p>

10. Input from A&F Committee on Budget Workshops	<i>After reviewing the 2019-2020 Preliminary Budget Overview, the committee did not request detailed presentations on any general fund department budgets.</i>
11. Confirm Budget Workshop Timeline/Agendas	<i>City Manager Joe Scorcio reviewed and confirmed the upcoming Budget Workshop agendas with the committee.</i>
12. Future Meeting Schedule	<i>The next A&amp;F Meeting will be held on October 11, at 4:00PM in Riverton Room 128.</i>
13. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:53 PM.</i>