



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>
<p>7. 2020 Expenditures</p>	<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>
<p>8. 2020 Decision Cards</p>	<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>
<p>9. Future Meeting Schedule</p>	<p><i>The next special A&F Meeting is scheduled for October 31 at 4:00 PM in Riverton Room 128.</i></p>
<p>10. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:46 PM.</i></p>