



Special Administration and Finance Committee Minutes

November 3, 2021
4:00 PM
Virtual Meeting

Commence: 4:00 PM
Adjourn: 5:51 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: Peter Kwon, Pam Fernald, Stanley Tombs

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Mayor Erin Sitterley called the meeting to order at 4:00 PM.</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 10/14/2021 minutes were provided to the committee for review. The committee approved the minutes as presented.</i>
4. Budget Objectives & Performance Metrics	<u> X </u> Informational Update <i>City Manager Carl Cole presented to the committee updates to department's performance indicators, including 2020 and 2021 year-to-date data, as well as status updates on department objectives that were set during the 2021-2022 Biennial Budget process.</i>
5. 2022 Revenues	<u> X </u> Recommended for Approval <i>Finance & Systems Director Gwen Pilo presented an overview of the 2022 Property Tax Levy. This agenda item, along with the required public hearing is scheduled for the November 23rd Regular Council Meeting.</i> <i>Budget Analyst Alexis Briggs presented to the committee the proposed 2022 Fee Schedule incorporating an inflation adjustment and other</i>

	<p><i>additions and fee revisions. The committee recommended approval on this item and it will be presented on the consent agenda at the November 23rd Regular Council Meeting.</i></p> <p><i>Mrs. Pilo also presented other proposed amendments to 2022 revenues to be included as part of the Mid-Biennium Budget Amendment.</i></p>
6. 2022 Expenditures	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo presented the proposed amendments to 2022 expenditures including updates to salaries and benefits, cost allocation, equipment rental, and other miscellaneous adjustments. Also included in the Mid-Biennium Budget Amendment is a fund balance reconciliation. The committee recommended this item for approval, and it will be presented at the November 23rd Regular Council Meeting.</i></p>
7. 2022 Decision Cards	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo provided an overview of the proposed Mid-Biennium Decision Cards and its potential impacts on the General Fund's reserves and fund balance. City Manager Carl Cole then addressed the committee to present the decision cards and address any questions. The committee reviewed and discussed each decision card individually and provided their recommendation. The committee recommended approval on all proposed decision cards. The decision cards will be included as part of the Mid-Biennium Amendment and presented at the November 23rd Regular Council Meeting.</i></p>
8. Future Meeting Schedule	<p><i>The next A&F committee is scheduled for December 9th at 4:00PM (Location: Virtual).</i></p>
9. Adjourn	<p><i>Mayor Erin Sitterley adjourned the meeting at 5:51 PM.</i></p>