



Administration and Finance Committee Meeting Minutes

October 10, 2019

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:03 P.M.
			Adjourn:	5:25 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Stanley Tombs, Joel Wachtel, Pam Fernald, Rick Forscher

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:03 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 09/26/19 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. Current Vacancies & Staffing Report	<u> X </u> Informational Update <i>Human Resources and Risk Management Director Vanessa Audett provided the committee with a brief update on vacant positions within the City.</i>
6. Unclaimed Property	<u> X </u> Recommended for Approval <i>Finance Director Gwen Pilo presented the committee with an unclaimed property report detailing accounts payable and payroll checks that have not been cashed. RCW requires a resolution to cancel stale checks. The</i>

	<i>committee recommended this item for approval and it will be on the consent agenda on October 22nd.</i>
7. 3 rd Quarter Financial Reports	<u> X </u> Informational Update <i>Finance Director Gwen Pilo presented to the committee the 3rd quarter financial reports detailing actuals through September 30, 2019. Overall the City is in a positive position ending the 3rd quarter.</i>
8. Year End Estimates	<u> X </u> Informational Update <i>Finance Director Gwen Pilo presented to the committee estimated 2019 ending fund balances. Based on estimated revenue and expenditures for 2019, the City is projected to end the year \$18 million over what was budgeted in all funds.</i>
9. 2020 Policy Direction	<i>City Manager Carl Cole addressed the committee to gauge their thoughts on spending excess funds as we head into the Mid-Biennium Review and Council will be presented with decision cards. The committee provided staff some direction and indicated a desire to spend a reasonable amount of excess reserves on projects or programs that benefit SeaTac residents.</i>
10. Future Meeting Schedule	<i>The next special A&F Meeting is scheduled for October 17 at 4:00 PM in Riverton Room 128.</i>
11. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:25 PM.</i>