



# Special Administration and Finance Committee Agenda

November 16, 2017

3:00 PM

SeaTac Community Center – Room 107

Councilmembers:

Erin Sitterley, Chair

Peter Kwon

Pam Fernald

**Note: A quorum of the Council may be present.**

Staff Coordinator: Gwen Pilo, Finance Director

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	
2	Public Comment	Please raise your hand if you'd like to speak so the Chair can call on you. Public comments are limited to 10 minutes total and three minutes per individual speaker. Time may be reduced for each speaker to stay within the 10-minute time limit.	Chair	10
3	Review of the Nov 2, 2017 Minutes	Approval	Gwen	5
4	Vacant Positions Update	Update	Joe	5
5	Business License Update	Update	Alexis/Gwen	15
6	Council Reimbursement Policy & Post Conference Reporting	Discussion	Gwen	20
7	Quarterly Council Travel Expense Report	Discussion	Gwen	10
8	Future Meeting Schedule /Topics <i>TBD - Analysis of Outside Service Contracts (Police, Fire, Jail)</i> <i>-Project Labor Agreement</i> <i>-Proclamation Process-Council Admin Procedures</i> <i>-Non-Rep salary change approval process</i> <i>-Meeting start time changes &amp; notification-Council Admin Procedures</i> <i>-Fund Balance Reserve Policies</i>	Discussion	All	5
9	Adjourn			