



Special Administration and Finance Committee Agenda

December 7, 2017

3:00 PM

SeaTac Community Center – Senior Wing Game Room

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 16, 2017 Minutes	Approval	Gwen	5
4	Council/City Manager Travel Pre-Approval or Final Approval	Approval	Gwen	5
5	Vacant Positions Update	Update	Joe	5
6	City Manager Search Survey Results	Update	Joe	10
7	Passport Services Program	Discussion	Joe	10
8	Fund Balance Reserve Policies	Discussion	Gwen/Joe	30
9	Future Meeting Schedule /Topics <i>TBD – ILA Budget Amendment (pending approval)</i> <i>-SCL Franchise Fees</i> <i>-Proclamation Process-Council Admin Procedures</i> <i>-Non-Rep salary change approval process</i> <i>-Analysis of Outside Service Contracts (Police, Fire, Jail)</i> <i>-Meeting start time changes & notification-Council Admin Procedures</i> <i>-Project Labor Agreement</i>	Discussion	All	5
10	Adjourn			