



# Administration and Finance Committee Agenda

March 14, 2019

4:00 PM

SeaTac City Hall – Riverton Room 128

Councilmembers:  
Erin Sitterley, Chair  
Peter Kwon  
Clyde Hill

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

Staff Coordinator: Gwen Pilo, Finance & Systems Director

| ITEM | TOPIC   | PROCESS                       | WHO                       | TIME |
|------|---|-------------------------------|---------------------------|------|
| 1    | Call to Order   |                               | Chair                     |      |
| 2    | Public Comment Process: Please raise your hand if you would 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 2/28/19 Minutes   | Approval                      | Gwen Pilo                 | 5    |
| 4    | Council/City Manager Travel Pre-Approval or Final Approval  | Approval                      | Gwen Pilo/<br>Lesia Ellis | 5    |
| 5    | Current Vacancies & Staffing Report   | Update                        | Vanessa Audett            | 5    |
| 6    | Budget Amendment  | Discussion/<br>Recommendation | Gwen Pilo/<br>Carl Cole   | 45   |
| 7    | City Employees Serving on Committees  | Discussion/<br>Recommendation | Kristina Gregg            | 15   |
| 8    | Investment Policy   | Discussion                    | Gwen Pilo                 | 15   |
| 9    | Future Meeting Schedule /Topics<br>- <i>Contracts 101</i><br>- <i>Non-Rep salary change approval process</i><br>- <i>City Manager Evaluation Process</i><br>- <i>Time Accounting System</i><br>- <i>Incorporation/Annexation of two cities</i>                                  | Discussion                    | All                       | 20   |
| 10   | Adjourn   |                               |                           |      |