


# City of SeaTac

## Policies and Procedures

<b>Policy Number:</b>	CW-004
<b>Policy Name:</b>	Council Meetings
<b>Department(s):</b>	Citywide
<b>Effective Date:</b>	09/20/17
<b>Supersedes:</b>	04/28/15, 07/23/12, 04/23/12
<b>Prepared by:</b>	Kristina Gregg, City Clerk
<b>Approved by:</b>	Joseph Scorcio, City Manager
<b>Signature:</b>	

**Purpose:** The purpose of this policy is to establish uniform procedures for staff requirements for Council Meetings. This policy shall apply to all City departments and divisions.

**Policy:** All Departments with agenda items shall follow these procedures.

**Procedures:**

1. See [Z:\InterDepartment\PoliciesandProcedures\Citywide \(CW\)\CW-009AgendaItemPreparationandReviewPolicy.pdf](Z:\InterDepartment\PoliciesandProcedures\Citywide (CW)\CW-009AgendaItemPreparationandReviewPolicy.pdf) for detailed instructions on preparing Agenda Bills.
2. Council agenda:
  - a. Public Hearings: Public Hearings will be heard during RCMs. However, the accompanying agenda bill must be reviewed by Council at a CSS at least two weeks prior. *Council shouldn't deliberate until after the public hearing.*
  - b. Introductions of new/promoted employees: Department Heads or Managers will schedule the introduction to City Council at the first Council meeting after the employee starts or the promotion is effective. This does not include temporary, variable hour, or seasonal positions. The deadline for submitting an introductions is the same as for any presentation (see the policy listed under #1 above).

All bios must be provided directly to the City Manager using the bio template which can be found at <Z:\InterDepartment\Forms Information\HumanResources>. Bios are due to the City Manager no later than noon, the Friday before the Council Meeting.

- c. \$500 or greater donations will be placed directly on the consent agenda at the RCM without review at a CSS. The forms can be found at [Z:\InterDepartment\PoliciesandProcedures\Citywide \(CW\)\SummaryofDonations.xlsx](Z:\InterDepartment\PoliciesandProcedures\Citywide (CW)\SummaryofDonations.xlsx)

The form should be emailed to [CityClerk@ci.seatac.wa.us](mailto:CityClerk@ci.seatac.wa.us) no later than 5 p.m. the day before the Council packet preparation date.

d. **Grant acceptance** requests: If the grant value is \$50,000 and above, the Grant Form shall be routed to the City Clerk's Office before 5 p.m. the day before the packet preparation date. The grant acceptance shall be placed on the consent agenda for acceptance by the Council. Please see the Grant Application & Acceptance Policy for more information: [Z:\\\_InterDepartment\PoliciesandProcedures\Citywide \(CW\)\CW-016GrantApplicationandAcceptancePolicy.pdf](Z:\_InterDepartment\PoliciesandProcedures\Citywide (CW)\CW-016GrantApplicationandAcceptancePolicy.pdf).

d. Final Acceptance of public works projects within the authorized expenditure amount.

- Under \$1 million in total cost – placed directly on the consent agenda, however the City Manager will provide the City Council with a brief written description of the project and a budget synopsis (performance to budget) with the City Council packet.
- \$1 million or greater in total cost – placed directly on the consent agenda with a presentation made the same night at the beginning of the RCM to present before and after pictures prior to Consent Agenda action.
- Final Acceptance of in kind preservation, repair, or replacement projects within the authorized expenditure amount.
- Notwithstanding the above, any item may be removed from the Consent Agenda for consideration under unfinished business if so requested by any Councilmember.

The forms can be found at [Z:\\\_InterDepartment\PoliciesandProcedures\Citywide \(CW\)\SummaryofDonations.xlsx](Z:\_InterDepartment\PoliciesandProcedures\Citywide (CW)\SummaryofDonations.xlsx). The form should be emailed to [CityClerk@ci.seatac.wa.us](mailto:CityClerk@ci.seatac.wa.us) no later than 5 p.m. the day before the Council packet preparation date.

f. Claims and Payroll Vouchers – Vouchers are listed on the agenda, but are submitted to the City Council via email by the Finance Department prior to, but no later than, 5 p.m. the day before the Council packet preparation date. Vouchers will also be placed on the City's website by the Finance Department web representative by noon on the day of a Council packet at Document Central / City Council / Council Meeting Vouchers / year / (date of meeting - with the most recent meeting date at the top of the list).

g. The City Clerk's Office will post the agendas on the City's website and at City Hall.

h. Each department shall follow their internal procedures for preparing for the Council meeting (Agenda Bill / Presentation / Handouts, etc.).

PowerPoint presentations are expected to be included in the Council packet by emailing the .pdf version to [cityclerk@ci.seatac.wa.us](mailto:cityclerk@ci.seatac.wa.us) no later than 5 p.m. the day before the Council packet preparation date. All PowerPoint presentations will be handed out at the meeting by the presenting department providing 10 paper copies to the City Clerk at the beginning of the presentation. Outside presenters should also be requested to bring 10 paper copies. Additional copies are not required for the audience.

- i. All handouts (documents provided for information but not part of a presentation projected on the screens) will be handed out at the meeting by providing 10 paper copies to the City Clerk at the beginning of the presentation. In addition, these documents will also be provided to the audience by the staff person placing at least 5 copies on the back table prior to their presentation. If an outside presenter is bringing the 10 copies of documents for the City Council, please also request that they provide 5 additional copies for the audience. If you anticipate your topic having a higher level of interest, it is the presenter's responsibility to provide more than the required 5 copies.

If you will have more than one handout, collate them so the City Clerk or designee only has to provide one stack each to the Council.

- j. All PowerPoint Presentations and handouts will be saved on the website prior to the close of business on the Friday after a Council meeting. Each department's web representative will save the presentation as a .pdf into Document Central / City Council / Council Meeting Presentations / (date of mtg – *City Clerk's Office will set up the date folder*) / (title of presentation). If an outside presenter is bringing the presentation and/or handouts, please request an electronic copy for placement on the City's website. Presentations will be retained on the website for one year.

- k. Audio/Visual Equipment: The following instructions also apply to outside presenters. Please coordinate with any outside presenters in order to test the presentation(s) prior to the meeting(s).

- a. Laptop:

If staff will be using the laptop during the City Council meeting for their presentation, the department staff must load the presentation onto the City Clerk's Office laptop's desktop prior to the meeting. Please also bring a thumb drive to the meeting *just in case*.

- CSS/ RCM: The City Clerk's Office will have the laptop available in the Council Chambers by 2:30 p.m. Presentations should be loaded 30 minutes prior to the meeting start time.
- Special Council Meeting / Workshop / Retreat: Contact the City Clerk's Office for availability.

- b. Blue ray/DVD:

If staff will be using a Blue ray/**DVD**, please provide it to the City Clerk's Office prior to 3 p.m. the day of the meeting. This will allow the City Clerk's Office to make sure everything is running correctly prior to IT staff leaving for the day. The City Clerk or designee will control the video from the touch panel.

- c. ELMO:

If staff will be using the **ELMO** visual document presenter, during the meeting, turn on the power button (top, back right). Place document on machine. Use buttons to zoom in and focus. The City Clerk or designee will control the screen from the touch panel.

Discuss any special needs for during the meeting with the City Clerk's Office prior to the Council meeting.

d. Other forms of technology (i.e., Chromecast):

Use of any technology that will introduce/capture information from the internet will generally be permitted during Council Study Sessions, Committee meetings, and the Committee and Council Comments sections of Regular or Special Council Meetings. However, in order to maintain the public record, use should be limited during other portions of the Regular or Special Council meetings.

Any connection to the internet must be from within the City's protected Wi-Fi, not from the unsecured public Wi-Fi.

URL's need to be provided to the City Clerk for inclusion in the public record.

**Additional information:**

The staff liaison of each Citizen Advisory Committee/Commission will be contacted by the City Clerk's Office once each year to schedule an annual report presentation to the City Council.