

City of SeaTac

City Council

Administrative

Procedures

Revised: Resolution No. 25-004 passed 03/25/2025.

TABLE OF CONTENTS

Section 1.	Mayor and Deputy Mayor	1
Section 2.	Presiding Officer	2
Section 3.	Council Committees and Representatives	3
Section 4.	Meetings	8
Section 5.	Format for Agendas for Council Meetings	10
Section 6.	Miscellaneous Agenda Procedures	18
Section 7.	Speaking Procedures	22
Section 8.	Parliamentary Procedures and Motions	22
Section 9.	Voting	24
Section 10.	Council Standards of Conduct	25
Section 11.	Council Relations with Staff	26
Section 12.	Media Relations	27
Section 13.	Confidentiality	28
Section 14.	Executive Sessions	28
Section 15.	Councilmember Travel & Expenses	30
Section 16.	Councilmember Equipment & Technology	31
Section 17.	Virtual Meetings.....	31
Section 18.	Council Vacancy	32
Section 19.	Mandatory Training.....	35
Exhibit A.	FAQ regarding Executive Sessions	36
Exhibit B.	Topics Automatically Referred.....	43

Section 1. Mayor and Deputy Mayor

- (A) **Chairperson - Mayor** - Per RCW 35A.13.030, biennially at the first meeting of the Council the members thereof by majority vote, shall choose a Chairperson from among their number. The Chairperson of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon the Mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the City for ceremonial purposes and by the Governor for purposes of military law. The Mayor shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.
- (B) **Deputy Mayor (Mayor Pro Tempore)** - Per RCW 35A.13.035, biennially at the first meeting of the Council, the members thereof, by majority vote, shall choose one of their members as Deputy Mayor to serve in the absence or temporary disability of the Mayor. The Council may, as the need may arise, appoint any qualified Councilmember to serve as Deputy Mayor in the absence or temporary disability of the selected Mayor and Deputy Mayor.
- (C) **Councilmember** - In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.
- (D) **Selection of Mayor and Deputy Mayor –**
Procedures for selecting officers are as follows:
 - 1. Biennial Selection of Mayor and Deputy Mayor
 - a. Biennially, at the first regular or special meeting of the new Council, Councilmembers will select a presiding officer from their number who will have the title of Mayor.
 - b. Following the selection of the Mayor, there will be a selection for Deputy Mayor. The term of the Deputy Mayor will run concurrently with that of the Mayor.
 - c. In addition to the powers conferred upon him/her as Mayor, he/she will continue to have all the rights, privileges and immunities of a member of the Council.
 - 2. Nominations
 - a. Either the outgoing Mayor (if that Councilmember is still on the Council) or the City Clerk will conduct the selection for Mayor.
 - b. The outgoing Mayor or City Clerk will call for nominations.
 - c. Each member of the City Council will be permitted to nominate one (1) person, and nominations will not require a second.
 - d. If the current Mayor is nominated to be selected, the Mayor will turn the gavel over to the Deputy Mayor or City Clerk to complete the election process.
 - e. A nominee who wishes to decline the nomination will do so at this time.
 - f. Nominations are then closed.

3. Voting
Council will vote on each nomination in the order they were made until a majority vote has been reached.
4. Ties
Should there be a tie, there will be another round of voting. Rounds will continue as necessary until a nominee receives the majority vote of members present.
5. The newly selected Mayor will conduct the selection for Deputy Mayor, and nominations will be made in the same manner described for the selection of the Mayor (see sections 2 – 4).
6. Vacancy
 - a. If a permanent vacancy occurs in the Office of Mayor or Deputy Mayor, the members of the Council at their next meeting will select a Mayor and/or Deputy Mayor using the procedure outlined above, from their number for the unexpired term.
 - i. If the Mayor position is open:
 1. The current Deputy Mayor or City Clerk will conduct the selection.
 2. If the Deputy Mayor is nominated to be the Mayor, the City Clerk will conduct the selection and the Deputy Mayor position will also be filled.
 3. If the Deputy Mayor is not selected Mayor, they will complete their term as Deputy Mayor.
 - ii. If the Deputy Mayor position is open, the current Mayor or City Clerk will conduct the selection. The Mayor will complete their term as Mayor.

Section 2. Presiding Officer

- (A) All Meetings of the City Council shall be presided over by the Mayor, or in his/her absence, by the Deputy Mayor. If neither the Mayor nor the Deputy Mayor are present at a meeting, the Presiding Officer for that meeting shall be elected by a majority of those Councilmembers present.
- (B) In the absence of the City Clerk, the Deputy City Clerk or other qualified person appointed by the City Manager may perform the duties of the City Clerk at such meeting.
- (C) The appointment of a Councilmember as Mayor or Deputy Mayor shall not in any way abridge his/her right to vote on matters coming before the Council at such meeting.
- (D) The Mayor shall preserve strict order and decorum at all meetings of the Council. The Mayor shall state all questions coming before the Council, provide opportunity for discussion by Councilmembers, and announce the decision of the Council on all subjects. Procedural decisions made by the Mayor may be overruled by a majority vote of the Council.

Section 3. Council Committees and Representatives

(A) Ad Hoc Committees:

- (1) Establishment of Committee:
 - a. The Mayor or a majority of the City Council may establish such Ad Hoc Committees as may be appropriate to consider special matters that require a special approach or emphasis.
 - b. Ad Hoc Committees shall be established (including responsibilities, membership terms, number of members, and requirements), and the original membership appointed, if known, at Regular Council Meetings.
- (2) Applications of Community Members:

Interested community member applicants must apply using the same process used for appointing advisory committee members.
- (3) Appointment/Confirmation:

If the membership is not known when the committee is established, or if vacancies occur, members will be appointed by the Mayor and confirmed by the Council at a Council Meeting, following the same process used for appointing advisory committee members.
- (4) Terms: Terms are for the length of the committee focus or until resignation.
- (5) Matters Referred:
 - a. Matters shall be referred to Ad Hoc Committees as part of the action establishing the committee or during Key City Issues at a Regular Council Meeting
 - b. The Committee Chair shall report to the Council on the final findings of the Committee and shall provide interim status to the Council at a frequency determined by the Mayor or in the established committee rules.
 - c. Committees may refer items to the Council without a Committee recommendation.

(B) Appointments to Council Standing Committees & External Committees

- (1) Councilmember Preference Submission
 - (a) After certification of an election, the Executive Assistant will email Councilmembers with a standardized form to submit their committee preferences.

- (i) Councilmembers will rank all standing committees and then external assignments separately in order of preference.
 - (ii) Along with their preferences, Councilmembers will be asked to explain their interest in, or qualifications for, each committee.
 - (b) The deadline will be the first Council Meeting where the Mayor is selected.
- (2) Draft Assignment Creation (Collaborative)
- (a) The Mayor will develop the first draft of committee assignments no later than the Friday following the Mayor's selection. The Mayor will balance the following considerations as much as possible:
 - (b) Councilmember Preferences: selections submitted by each Councilmember
 - (i) Skills and Expertise Alignment: relevant experience and background
 - (ii) Equitable Representation: ensuring diversity across committees in terms of race, gender, geography, and other factors.
 - (iii) Other Factors: workload balance and schedules, etc.
- (3) Open Feedback Period
- (a) The draft committee assignments will be emailed to the City Council immediately upon receipt by the Executive Assistant.
 - (b) Councilmembers will have one week to provide feedback, raise concerns, or suggest adjustments if they feel their preferences were not sufficiently considered, or if there is a perceived imbalance in the distribution of responsibilities.
 - (c) Feedback will be provided to the Executive Assistant by email sent by individual Councilmembers.
- (4) Mayor Finalizes Assignments
- (a) After considering the feedback, the Mayor will make any necessary adjustments and finalize the committee assignments.
 - (b) The final committee assignments will then be shared publicly with both the Council and the public, ensuring transparency in the process.
 - (c) The finalized assignments will be provided no later than the last business day of January.

(5) Temporary Appointments after an Election

After certification of an election, the Mayor will revise committee appointments to be effective January 1. These revisions will have the newly elected member appointed to fill the committee vacancy made by their Council position predecessor. If the predecessor was a Chair of a committee, another incumbent member of that committee will be appointed to temporarily chair the committee until appointments are finalized in January.

- If a Councilmember's availability changes, the Councilmember will notify the Mayor with as much notice as possible to ensure City representation is provided.
- The City Council representation list is maintained by the Executive Assistant and linked on the City Council web page of the City's website:
<https://www.seatacwa.gov/government/city-council>.

(C) **Local, Regional, State, Other Committees requiring a Councilmember to apply:**

Some committees require a Councilmember to apply for the position and be appointed outside the City's internal process. If a Councilmember is appointed to one of these committees, the Councilmember will notify the City Council and City Manager by email as soon as possible.

(D) **Standing Committees:**

- (1) These are the five (5) established Standing Committees of the City Council:
- **Administration and Finance (A&F) Committee**, which shall consider matters related to administrative and procedural issues, financial issues, and contracts/negotiations.
 - **Parks and Recreation (P&R) Committee**, which shall consider matters related to parks, community services, and human services.
 - **Planning and Economic Development (PED) Committee**, which shall consider matters related to land use, development regulation issues, and economic development issues.
 - **Public Safety and Justice (PS&J) Committee**, which shall consider matters related to police and fire issues, and parking and traffic related issues, and code compliance issues.
 - **Transportation and Public Works (T&PW) Committee**, which shall consider matters related to transportation policy, transportation projects, sidewalks, and utility issues.
- (2) Membership: standing committees shall consist of not more than three (3) members each.

- (3) Standing Committee absences: Committee members will inform the Committee Chair and Staff Coordinator if they are unable to attend any Committee Meeting. Notice of any absence should be provided as soon as possible, but no less than two hours prior to the meeting, unless an emergency exists. The Chair will announce any absences at the beginning of the meeting. If there is no objection from the Committee, the absence will be deemed excused and noted accordingly in the minutes. If no prior notice is received, or the committee objects by majority consensus, the absence will be marked as unexcused.
- (4) Standing Committee Quorum: In the event a Standing Committee member will be absent from a Standing Committee meeting, it will be that Councilmember's responsibility to attempt to find a Councilmember to fill in on his or her behalf.

In the event there is no quorum (two Councilmembers) for a scheduled meeting, any one (1) other Councilmember present may fill in as an alternate member in order to establish a quorum.

If no quorum is present, the meeting must be cancelled. Items will either be moved to a future regular or special committee meeting, or if time does not allow, Council may suspend the rules at the next Regular Council Meeting to address these items.

- (5) Standing Committee meetings: Notice of meetings times, locations, and the agenda for any Standing Committee Meeting shall be posted to ensure compliance with RCW 42.30. The Standing Committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the Committee by the Council or the City Manager.
- (6) Council Committees shall meet in accordance with the following monthly schedule:

A&F Committee	First Thursday	4:00 p.m. – 6:00 p.m.
PS&J Committee	First Thursday, quarterly, Jan./Apr./July/Oct.	6:00 p.m. – 7:30 p.m.
P&R Committee	Second Thursday	4:00 p.m. – 5:30 p.m.
T&PW Committee	Fourth Thursday	4:30 p.m. – 6:00 p.m.
PED Committee	Third Thursday	4:00 p.m. – 5:30 p.m.

The schedule revision will be effective the 1st of the month following the effective date of the Council Administrative Procedures.

- (7) Standing Committee Status Report and recommendations: The Chair of a Council Standing Committee shall issue a status report at the next Council Meeting following the Committee Meeting. This includes items reviewed in which the committee recommendation is to not approve the item.

If the committee recommendation is to not move the item forward for Council action, any Councilmember may make a Motion after the report has been made for

the City Council to consider the item at a future Council meeting. A second is required. If no second is received, the Motion dies and the committee recommendation stands.

- (8) Items reviewed by a Standing Committee, will be referred with one of the following recommendations:
- To a Council Study Session for further discussion
 - To a Regular Council Meeting with committee recommendation for approval, as a Consent Agenda Item (this will be the default referral for all items with full committee recommendation for approval)
 - To a Regular or Special Council Meeting with committee recommendation for approval, as an Action Item
 - To a Regular or Special Council Meeting without committee recommendation for further discussion

An Agenda Bill will be required for all items for Council action, including the Consent Agenda.

- (9) See Exhibit B for a list of items that the City Council automatically referred to Standing Committees.
- (10) The chairperson, at his or her discretion, may call on a non-committee Councilmember to hear their comments on a subject that is being discussed.

All remarks must be brief and relevant to the agenda subject and the Chair has the responsibility to keep remarks on track.

- (11) In an effort to keep the meetings on schedule, the following efficiencies shall be followed:
- a. The Chair is responsible for ensuring the meeting is on schedule.
 - b. Any extension to the meeting time should be agreed to by all committee members and should be the exception, not the norm.
 - c. The minute taker is also assigned as the ‘time-keeper’ for each meeting.
 - d. The agenda should include specific time allocations (5:00 - 5:15 pm, etc.) for each agenda item to help assist the Committee with time management as appropriate.
 - e. Public comments will be limited only to the public comment portion of the meeting. However, committee members may request public comments throughout the committee meeting when an “expertise” comment is warranted. The Chair will decide whether these comments will be made. This should be the exception, not the norm.
 - f. If it is known prior to the meeting that a subject matter expert is required, the expert should be invited to attend and participate in the meeting.

(12) Parliamentary Procedures

Questions of parliamentary procedure not covered by this Chapter shall be governed by Robert's Rules of Order, Newly Revised (latest edition). When present, the City Attorney or Legal Department representative shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Committee meeting. Otherwise, such interpretations will be decided by the Chair.

(13) Voting

Silence of a committee member during a vote shall be recorded as a vote with the prevailing side, except where such a committee member abstains because of a stated conflict of interest or appearance of fairness. Each committee member present must vote on all questions before the committee and may abstain only by reason of conflict of interest or appearance of fairness. Abstentions from any votes for any other reasons shall be construed as silence during voting, and shall be recorded as a vote with the prevailing side.

For the purposes hereof, "conflict of interest" and "appearance of fairness" shall be defined as those terms used and set forth in Chapters 42.20, 42.23 and 42.36 of the Revised Code of Washington, and as they may be amended by legislative action or construed by judicial review.

Section 4. Meetings

(A) **Meetings declared open and public.** All meetings of the City Council and its Committees shall be open to the public and all persons shall be permitted to attend any meeting of these bodies.

(B) **Council Study Session.** The City Council shall meet regularly on the second Tuesday of each month at 4:00 p.m. except when a Council Study Session falls on a holiday, then the Council will meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall in a hybrid format, unless otherwise publicly announced.

(1) Meetings will be cancelled by one of the following methods depending on the purpose of the cancellation:

(a) Cancellation for any reason other than lack of a quorum, lack of action items, or an emergency: If any Councilmember(s) requests a Council meeting be cancelled and/or rescheduled as a Special Council Meeting, for any reason other than lack of a quorum, lack of action items, or an emergency, a majority vote of the Council is required.

(b) Lack of a quorum: In the event the City Manager and/or City Clerk are notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either the entire meeting will be

rescheduled as a Special Council Meeting or the items will be moved to a future Council Meeting as appropriate.

- (c) Lack of agenda items: In the event that an upcoming agenda will have no discussion topics, the Mayor and City Manager will determine whether to cancel the meeting.

If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no Council Study Session during the months of August and December for summer and winter recess, unless a special meeting is scheduled.

- (2) The purpose of a Council Study Session is to have the entire Council hear the same information at the same time and be able to discuss topics requiring a deeper conversation.
- (3) Items would be referred to the Council Study Session by one of two ways:
 - (a) Council referral during Key City Issues; or
 - (b) Council Committee referral

- (C) **Regular Meetings.** The City Council shall meet regularly on the second and fourth Tuesday of each month at 6:00 p.m. except if at any time any Regular Meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall in a hybrid format, unless otherwise publicly announced. The Council shall meet regularly, at least once a month.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

- (1) Cancellation for any reason other than lack of a quorum, lack of action items, or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Meeting for any reason other than lack of a quorum, lack of action items, or an emergency, majority vote is required.
- (2) Lack of a quorum: In the event the City Manager and/or City Clerk are notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either the entire meeting will be rescheduled as a Special Council Meeting or the items will be moved to a future Council Meeting as appropriate.
- (3) Lack of agenda action items: In the event that an upcoming agenda will have no action items, the Mayor and City Manager will determine whether to cancel the meeting.

Note: If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

- (D) **Special Meetings.** Special Meetings may be called by the Mayor or four Councilmembers by written notice delivered to each member of the Council and City Clerk at least 24 hours before the time specified for the proposed meeting. Legal and public notice requirements must be met by posting the appropriate notice of the Special Meeting at City Hall. See RCW 42.30.080.
- (E) **Continuances.** Any Hearing being held or ordered to be held by the City Council may be continued in the manner set forth by RCW 42.30.100.
- (F) **Executive Sessions.** The City Council may hold an Executive Session during any City Council meeting to consider certain matters as set forth in RCW 42.30.110, or as otherwise permitted by law. See Section 14. for more details.
- (G) **Quorum.** At all Meetings of the City Council, four members shall constitute a quorum for the transaction of business.
- (H) **Seating.** Members of the City Council who attend the meeting in person will be seated at the Council table according to position number of Councilmembers, except that, at the Mayor's discretion, the Mayor may be seated at the center seat and the Deputy Mayor may be seated directly to the left of the Mayor.
- (I) **Minutes.** Minutes of all meetings of the Council and its Standing Committees will be included in the Regular Meeting Consent Agenda for consideration and approval. Regular Council Meetings shall be recorded and such recordings shall be maintained and kept for future reference, in accordance with the applicable records retention schedule.

Section 5. Format for Agendas for Council Meetings

- (A) The City Manager and the City Clerk will prepare a proposed agenda for all meetings of Council, which shall be approved by the Mayor or designee. After the proposed agenda has been approved, the City Clerk shall prepare the final Council packet, which shall be distributed.
- (B) The format of the Council Study Session agenda shall substantially be as follows:
 - (1) Call to Order.
 - (2) Agenda Review – If there are any changes to the agenda since publication, the Mayor shall announce the changes.
 - (3) Public Comments (related to items on the agenda).

(a) Format and Modes of Submission:

- The City Council may receive public comments in the following formats:
 - In-person oral comments.
 - Remote oral comments via approved virtual platforms.
 - Written comments via email or text messages.

(b) Speaker Identification:

- All speakers must state their first and last name
- All speakers are encouraged to state their affiliation with the City of SeaTac (e.g., resident, local business representative, or other association).

(c) Time Allocation:

- The Mayor or a designated official will be responsible for setting and enforcing time limitations for speakers.
- No speaker may donate their time to another speaker to ensure a fair and equitable process for all participants.

(d) Process:

i. In-Person AND Remote Oral Public Comment

- Registration on the City's website is required for remote comments and encouraged for in-person comments by 2:00 p.m. the day of the meeting unless otherwise stated in the meeting agenda, notice, or calendar appointment.
- In-person speakers who do not register will be required to sign up on the sign-in sheet prior to the start of the meeting
- Individual comments shall be limited to three minutes.
- Comments will be recorded.
- The City Council will not respond to comments during the meeting. However, if comments require a response, staff will contact the requestor at a later date.
- Requests for oral public comment not submitted using the provided form or after the deadline, will not be accepted.

ii. Remote Oral Public Comment

- An email will be sent to the speakers with instructions on joining the live meeting.

iii. Written Public Comment

- Submit comments by email or text to PublicComment@seatacwa.gov by at least 2 p.m. the day of the meeting, unless otherwise stated in the meeting agenda, notice, or calendar appointment.
- Public Comments will be provided to the City Council and mentioned by name and subject during the meeting.
- Written comments will be placed on the City's website for viewing after the meeting. Comments will be placed on the website in their entirety with personal information redacted.
- Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.

iv. Group Public Comments

- Group public comments will only be taken in-person.
- A group is four (4) or more people, including the speaker, physically present at the meeting.
- Members of the group shall sign in as a group and identify the group's spokesperson.
- A representative speaking for a group, shall be limited to 10 minutes.
- Individuals identified as a part of the group will not be allowed to speak individually.

(4) Presentations (including but not limited to information only or requests for direction)

(5) Agenda Bills.

(a) This section is for presentation of Ordinances, Resolutions, and Motions, which will require Council action.

(b) The following procedures shall apply to each item listed on the agenda under this section:

(i) Staff will prepare agenda bills and attachments for discussion during the Council Study Session. The same documents, with any required revisions, will also be included in the RCM packet when action is scheduled.

(ii) The Council may then discuss the item. The City Manager or designee will be available to answer any questions by the Council.

(iii) Council will provide consensus to refer the agenda bill to one of the following:

(a) the Regular Council Meeting on the 4th Tuesday of the month

- Consent Agenda (this requires consensus of all Councilmembers present)
- Action Item (without presentation, except to present any revisions since the CSS)

(b) future Regular Council Meeting as an Action Item, if Council directs staff to make revisions which may take time to complete (without presentation, except to present revisions)

(c) future Council Study Session for additional discussion if needed

(6) Executive Session, if scheduled or called. However, an Executive Session may be scheduled or called at any time if deemed by the Mayor or by action of the Council to be appropriate at some point in time other than at the end of the meeting. The

procedure for conduct of an Executive Session is set forth at Section 14 of these Administrative Procedures. No action will be taken during the Council Study Session.

- (7) Adjournment. The Mayor, or designee, will adjourn the meeting. Any items which weren't completed due to time constraints, will automatically be continued to the next regularly scheduled Council Study Session unless Council provides other direction prior to adjournment.
- (C) The format of the Regular City Council Meeting agenda shall substantially be as follows:
- (1) Call to Order.
 - (2) Roll Call.
 - (3) Pledge of Allegiance.
 - (4) Agenda Review – If there are any changes to the agenda since publication, the Mayor shall announce the changes.
 - (5) Public Comments (any topic).
 - (a) Format and Modes of Submission:
 - The City Council may receive public comments in the following formats:
 - In-person oral comments.
 - Remote oral comments via approved virtual platforms.
 - Written comments via email or text messages.
 - (b) Speaker Identification:
 - All speakers must state their first and last name
 - All speakers are encouraged to state their affiliation with the City of SeaTac (e.g., resident, local business representative, or other association).
 - (c) Time Allocation:
 - The Mayor or a designated official will be responsible for setting and enforcing time limitations for speakers.
 - No speaker may donate their time to another speaker to ensure a fair and equitable process for all participants.
 - (d) Process:
 - i. In-Person AND Remote Oral Public Comment
 - Registration on the City's website is required for remote comments and encouraged for in-person comments by 2:00 p.m. the day of the meeting unless otherwise stated in the meeting agenda, notice, or calendar appointment.
 - In-person speakers who do not register will be required to sign up on the sign-in sheet prior to the start of the meeting
 - Individual comments shall be limited to three minutes.
 - Comments will be recorded.

- The City Council will not respond to comments during the meeting. However, if comments require a response, staff will contact the requestor at a later date.
 - Requests for oral public comment not submitted using the provided form or after the deadline, will not be accepted.
- ii. Remote Oral Public Comment
- An email will be sent to the speakers with instructions on joining the live meeting.
- iii. Written Public Comment
- Submit comments by email or text to PublicComment@seatacwa.gov by at least 2 p.m. the day of the meeting, unless otherwise stated in the meeting agenda, notice, or calendar appointment.
 - Public Comments will be provided to the City Council and mentioned by name and subject during the meeting.
 - Written comments will be placed on the City's website for viewing after the meeting. Comments will be placed on the website in their entirety with personal information redacted.
 - Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.
- iv. Group Public Comments
- Group public comments will only be taken in-person.
 - A group is four (4) or more people, including the speaker, physically present at the meeting.
 - Members of the group shall sign in as a group and identify the group's spokesperson.
 - A representative speaking for a group, shall be limited to 10 minutes.
 - Individuals identified as a part of the group will not be allowed to speak individually.

(6) Presentations, including but not limited to the following:

- Introductions (including new City Employees)
- Awards
- Proclamations
- Confirmation of Mayoral Appointment (Certificates of Appointment)
- Certificates of Appreciation or Recognition
- Key City Issues and Requests for Direction (by City Manager, including review and/or referral of major Council Requests)
 - The City Manager will have the following options when requesting Council concurrence on referring items:
 - Request to refer items to a committee
 - Request to refer items to a Council Study Session

- Request to refer items not requiring committee review, directly to the Regular Council Meeting as an Action Item or Consent Agenda item.

Requests to refer items directly to a Regular Council Meeting require the City Manager to provide a detailed reason for the request, in addition to Council concurrence.

Agenda Bills are required for any item referred directly to the Regular Council Meeting to provide details to Council and the public.

- Committee Updates (for items not included on the agenda) and review of proposed Council Requests (by City Council)

(7) Consent Agenda.

- (a) Contains items placed on the Consent Agenda by the Mayor, Council, or Council Standing Committee, including but not limited to:
 - Approval of vouchers.
 - Approval of donations \$500 or greater to be received by the City.
 - Approval of Summary of Contracts over the City Manager's signing authority and approved by corresponding Standing Committee.
 - Approval to apply for grants when Council action is required by the grantor to apply.
 - Acceptance of grants to be received by the City as authorized in SMC 3.31.190. Council approval of the grant acceptance also authorizes the City Manager to execute the grant contract. (The contract for expending the money is handled per the contract policy.)
 - Approval of minutes.
 - Enactment of Ordinances, Resolutions, and Motions when placed on the Consent Agenda at a previous Council Meeting.
 - Enactment of Ordinances, Resolutions, and Motions, when placed on the Consent Agenda by Council concurrence of a City Manager request or referred by a Standing Council Committee
 - 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 Regular Council Meeting 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. Any Councilmember requesting an item be removed from the Consent Agenda will let the City Manager and City Clerk know by email one (1) day before the meeting to ensure appropriate staff is in attendance and efficiency in handling the issue.

(b) A motion at this time will be in order and Council will vote upon the Consent Agenda.

(8) Public Hearings.

- (a) At Public Hearings required by City, State, or Federal law or as Council may direct, where a general audience is in attendance to present input or arguments for or against a public issue:
- The City Manager or designee shall present the issue to the Council and respond to questions.
 - Public Hearing comments shall follow Section 5(C)(5) above except for the following:
 - Oral comments shall be limited to five minutes
 - Written comments submitted to PublicHearing@seatacwa.gov by 2:00 p.m. the day of the meeting will be provided to the City Council and relevant staff and read into the record up to five minutes. Councilmembers may ask questions of the speaker and the speaker may respond but may not engage in further debate.
 - The public comments will then be closed but Councilmanic discussion may ensue if the Council so desires. In the alternative,

the Public Hearing may be continued by majority vote, or the Council may recess to deliberate and determine findings of fact, if appropriate, and to reach a final decision which may be announced immediately following such deliberations or at a subsequent date.

(b) The following procedure shall apply to quasi-judicial Public Hearings:

- The Hearings Examiner, City Manager, or designee will present a summary of the subject matter and any findings and will respond to Council questions.
- The proponent spokesperson shall speak first and be allowed twenty minutes and Council may ask questions.
- The opponent spokesperson shall be allowed 20 minutes for presentation and Council may ask questions.
- Each side shall then be allowed five minutes for rebuttal.
- After each proponent and opponent has used his/her speaking time, Council may ask further questions of the speakers, who may respond.
- The Mayor may exercise a change in the procedures but said decision may be overruled by a majority vote of the City Council.

(9) Action Items (as related to a Public Hearing).

(10) Action Items. This section of the agenda shall include Ordinances, Resolutions, and Motions. The following procedures shall apply to each item listed on the agenda under this section:

- (a) The Mayor or designee may read the item by title only, or if requested by any Councilmember, the document may be read in its entirety.
- (b) The City Manager or designee may give a presentation to provide clarification or to discuss changes in an agenda item from what was discussed at a Council Committee meeting. Appropriate Staff, appropriate members of City Commissions or Advisory Committees, or appropriate subject matter experts should be available to answer any questions posed by the City Council.
- (c) A motion at this time will be in order.
- (d) The Council may then discuss the item. The City Manager or designee will be available to answer any questions by the Council.

- (e) The Council will vote upon the item under consideration.
- (11) Unfinished Business. This section shall include items removed from the Consent Agenda at the same meeting. The procedures that apply during this section shall be the same as those under Section 10, Action Items.
- (12) Council Comments.
- (13) Executive Session, if scheduled or called. However, an Executive Session may be scheduled or called at any time if deemed by the Mayor or by action of the Council to be appropriate at some point in time other than at the end of the meeting. The procedure for conduct of an Executive Session is set forth at Section 14 of these Administrative Procedures.
- (14) Adjournment. Per Robert's Rules of Order, the Mayor, or designee, may adjourn the meeting without a motion as long as there is no further business to discuss.
- (D) The format of any Special Meeting shall be as follows:
 - (1) Special Meetings are meetings in which the date and/or time are set outside of a regular schedule, or the meeting place is different than the regularly scheduled meeting.
 - (2) Only the designated agenda item(s) shall be considered.
 - (3) The format will follow that of a Regular Meeting, as appropriate. Applicable provisions of Section 7 shall govern conduct of Special Meetings.
 - (4) The Mayor, in setting the agenda, will determine the need for, and length of, the public comment period, as well as the length of the comments. Public comments must be related to the items on the agenda and speakers must sign up PRIOR to the meeting.

Section 6. Miscellaneous Agenda Procedures

- (A) The City Council desires to provide adequate time for administration and staff analysis, fact finding and preparation.

Except in extraordinary or unusual circumstances, all items that are not routine in nature shall, when presented, include a completed Council agenda bill. The author of the agenda bill shall be responsible for attachments.
- (B) The Mayor or City Manager may affix an approximate time limit for each agenda item at the time of approval of the agenda.
- (C) All proposed Ordinances, Resolutions, and Motions shall be reviewed by the City Attorney

to ensure they are in correct form prior to its final passage. All accompanying documents shall be available before Ordinances, Resolutions, and Motions can be passed.

- (D) Ordinances and Resolutions of the City Council shall be signed by the Mayor, City Attorney, and City Clerk (or their designees) upon Council approval.
- (E) A joint Resolution of the City Council and the Mayor may be proposed when:
 - (1) The subject of the Resolution is of broad City concern, and the subject contains Council policy and administrative procedure; or
 - (2) The subject of the Resolution is of ceremonial or honorary nature.
 - * Joint Resolutions will be subject to the voting rules and will be signed by the Mayor, City Attorney and City Clerk (or their designees). The Council may provide for all Councilmembers signing the joint Resolution enacted.
- (F) Councilmembers will inform the City Manager and City Clerk if they are unable to attend any Council Meeting (Regular Council Meeting, Council Study Session, Workshop, etc.) as soon as possible, but no less than two hours prior to a meeting, unless an emergency exists. The Mayor or City Clerk will announce any absences at the beginning of any meeting or during roll call as appropriate. Unless there is an emergency, any Councilmember who does not provide prior notice will be marked as unexcused. If prior notice is received, the absence will be marked as excused unless a majority of the Council objects by majority vote after a motion and second at a Regular Council Meeting or by consensus at a Council Study session, Workshop, Special meeting, etc. The motion at a Regular Council Meeting shall be made immediately after roll call. The consensus shall be made immediately after the absences are announced at the beginning of all other meetings.
- (G) Placards or signs that support or oppose any ballot proposition or candidate for public office shall not be allowed (see RCW 42.17A.555). Any other placards or signs that are disruptive or impede another participant's view will not be allowed.
- (H) No person(s) shall interrupt a Council meeting so as to render the orderly conduct of such meeting unfeasible. (RCW 42.30.050) The Mayor shall determine when this threshold has been met.
- (I) Use of electronic devices by Councilmembers during a City Council meeting should be limited so as not to disturb other Councilmembers or interfere with the conduct of the meeting.
- (J) Use of any technology that will introduce/capture information from the internet will generally be permitted during 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 by Councilmembers while in City facilities using City equipment must be from within the City's protected Wi-Fi, not from the unsecured public Wi-Fi. Do not connect to the secure Wi-Fi on personal devices.

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

- (K) Councilmembers must have video and audio capabilities and turn them on during all meetings, including Standing Committee Meetings, whenever possible. If technical difficulties prevent a Councilmember from doing so, they must attempt to contact IT in order to fix the problem prior to the meeting. If the issues cannot be resolved, then the participant must contact the City Clerk for Council Meetings, or the Chair of the meeting for Standing Committee Meetings, to let them know prior to the meeting.

(L) Proclamations

The Mayor is privileged to consider requests to proclaim certain events or causes. The Mayor will consider requests that are timely, have potential relevance to a majority of the City of SeaTac's population, and either forward positive messages or call upon the support of the community.

Proclamations are to be utilized exclusively for ceremonial and recognition purposes. They are not to have policy implications or suggest an official City position pertaining to a cause or occasion. The City does not generally provide publicity (e.g., press releases) regarding the proclamation's issuance; this is the responsibility of the requesting organization. However, the City will publicize the proclamation on occasion, as it sees fit.

1. Proclamations are generally issued to:

- a. Commemorate national times of recognition;
- b. Celebrate the contributions and achievements of community members and non-profit organizations that serve SeaTac;
- c. Highlight the importance of special events within the community;
- d. Increase public awareness on causes or occasions that improve the safety, health, and well-being of people in SeaTac;
- e. Celebrate SeaTac school students (individual or team) winning 1st place in state, or 1st or 2nd place nationally, in a school-sponsored sporting event; or recognized outside of their school for exhibiting exceptional academic performance, significant community involvement, noteworthy artistic and literary talent, or other impressive achievements.

The following guidelines and requirements apply to requests for consideration of proclamations:

- (1) Submit the request:
 - a. Councilmember. A Councilmember making the request must submit a completed Council Request Form and submit a copy of the proposed proclamation along with the requested date of the proclamation.

- b. Person(s) or organization. The person(s) or organization making the request must make the request via email to the City Clerk and submit a copy of the proposed proclamation, nature of the action requested (public proclamation or printed/signed and returned to the requestor) along with the requested date of the proclamation.
 - c. The City Clerk and Government Relations & Communications Manager have developed an ongoing list of recurring proclamations. This list will be reviewed with the Mayor at the beginning of each year and that Mayor will determine how to move forward with these items without having to wait for the specific requests.
- (2) The request should be made at least two weeks in advance of the date of the requested Council meeting. The requested Council meeting date should be prior to the date of the proclamation.
- (3) The Mayor will determine if the proposed proclamation meets the intent of this policy.
- (4) The Mayor retains the right to decide if the proclamation will be issued and has the following options:
 - a. Approve the request and have the proclamation read at the City Council meeting by the Mayor or his/her designee. A representative may attend the meeting to accept the proclamation.
 - b. Approve the request and have the proclamation mailed to the requestor without being read at a meeting.
 - c. Deny the request and notify the requestor of the decision.
- (5) The Mayor retains the right to limit the number of proclamations at a Council Meeting.
- (6) The Mayor and appropriate staff retains the right to modify, edit, or otherwise amend the proposed proclamation to meet the requirements, needs, or policy determinations of the City/City Council.
- (M) Voucher Review Process
 - Councilmembers will be assigned the responsibility of verifying vouchers on a rotating monthly schedule, by position number.
 - The vouchers will be placed in the Mayor/Council Office the Friday before the Council Meeting.
 - The assigned Councilmember will review the vouchers, verifying the accuracy and appropriateness of expenditures.
 - In the event the assigned Councilmember is unavailable to review the vouchers, it will be that Councilmember's responsibility to attempt to find a Councilmember to review the vouchers.

- Completion of review and sign-off must occur before the Council meeting.
- If the verification process has not been completed, the approval and payment of vouchers will not be delayed.

Section 7. Speaking Procedures

(A) Speaking procedure for agenda items under consideration is as follows:

- (1) A Councilmember desiring to speak shall address the Mayor or Presiding Officer and upon recognition shall confine him/ herself to the question under debate.
- (2) Any member, while speaking, shall not be interrupted unless it is to call him/her to order.
- (3) Any member shall have the right to challenge any action or ruling of the Mayor or Councilmember, as the case may be, in which case the decision of the majority shall govern.
- (4) Any member shall have the right to question the City Manager on matters before the Council. Under no circumstances shall such questioning be conducted in a manner that would constitute a cross examination or an attempt to ridicule or degrade the individual being questioned.
- (5) No Councilmember shall speak a second time upon the same motion before opportunity has been given each Councilmember to speak on that motion.

(B) Procedures for addressing the Council shall be as follows:

- (1) Any person, with the permission of the Mayor, may address the Council.
- (2) In addressing the Council, each person shall stand and, after recognition, give his/her name and address. All remarks shall be civil and respectful in tone and content, made to the Council as a body, and not to any individual member.
- (3) No person shall be permitted to enter into any discussion from the floor without first being recognized by the Mayor.

Section 8. Parliamentary Procedures and Motions

(A) Questions of parliamentary procedure not covered by this Chapter shall be governed by Robert's Rules of Order, Newly Revised (latest edition).

- (1) If a motion does not receive a second, it dies. Motions that do not need a second include Nominations, withdrawal of motion by the person making the motion, agenda order, request for a roll call vote, and point of order or privilege.

- (2) A motion that receives a tie vote is deemed to have failed.
- (3) When making motions, be clear and concise and not include arguments for the motion within the motion.
- (4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (5) After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote.
- (6) If any Councilmember wishes to abstain from a vote on the motion, pursuant to the provisions of Section 9 hereof, that Councilmember shall so advise the City Council, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Councilmember perceives a need to abstain, provided that, prior to the time that a Councilmember gives advice of an intent to abstain from an issue, the Councilmember shall confer with the City Attorney to determine if the basis for the Councilmember's intended abstention conforms to the requirements of Section 9. If the intended abstention can be anticipated in advance, the conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the City Council. If that cannot be done, the Councilmember should advise the City Council that he/she has an "abstention question" that he/she would want to review with the City Attorney, in which case, a brief recess would be afforded the Councilmember for that purpose.
- (7) A motion may be withdrawn by the maker of the motion at any time without the consent of the Council.
- (8) A motion to table is not debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Councilmembers' consideration of the matter before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a two-thirds majority vote.
- (9) A motion to postpone to a certain time is debatable, amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Council Meeting.
- (10) A motion to postpone indefinitely is debatable, not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

- (11) A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.
 - (12) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
 - (13) Motions that cannot be amended include Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
 - (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
 - (15) Debate of the motion only occurs after the motion has been moved and seconded.
 - (16) The Mayor or City Clerk should repeat the motion prior to voting.
 - (17) In the event a reason exists to proceed in a manner inconsistent with these rules, a motion to Suspend the Rules is appropriate. Suspend the Rules requires a second, may neither be amended nor debated, and requires a two-thirds vote.
- (B) The City Clerk will take a roll call vote, if requested by the Mayor, a Councilmember, or as required by law.
 - (C) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Council Meeting.
 - (D) The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council Meeting. All cases not provided for in these rules shall be governed by Robert's Rules of Order, Newly Revised.

Section 9. Voting

- (A) Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side, except where such a Councilmember abstains because of a stated conflict of interest or appearance of fairness. Each member present must vote on all questions before the Council and may abstain only by reason of conflict of interest or appearance of fairness. Abstentions from any votes for any other reasons shall be construed as silence during voting and shall be recorded as a vote with the prevailing side.

For the purposes hereof, "conflict of interest" and "appearance of fairness" shall be defined as those terms used and set forth in Chapters 42.20, 42.23 and 42.36 of the Revised Code of Washington, and as they may be amended by legislative action or construed by judicial review.

- (B) A roll call vote may be requested by the Mayor or any member of the Council.
- (C) All matters before the Council shall require the affirmative vote of a majority of the Councilmembers present, unless otherwise provided by State Law (RCW Chapter 35A et. seq.).
- (D) Any Councilmember who is unable to be physically present for any meeting of the Council may participate in discussions and may vote on any matter before the Council, including proposed Ordinances, Resolutions, and Motions, by telephone or other means of telecommunication, providing that:
 - (1) Electronic facilities exist and are operational so that the absent Councilmember(s) will participate in Council discussions in a manner that comments, discussions, and voice votes of the absent Councilmember(s) are audible to the assembled Council and audience, and that the absent Councilmember(s) can hear all comments, discussions, and votes that are audible to all Councilmembers who are physically present.
 - (2) Councilmembers are provided technology which allows them to attend meetings remotely. Any additional related costs will be the responsibility of the Councilmember(s).

Section 10. Council Standards of Conduct

Elected Officials need to lead by example by conducting themselves with the highest levels of civility and decorum. The City Council agrees to the following Standards of Conduct:

- Practice civility, professionalism and decorum during discussions and debate.
- Respect the role of the Mayor in maintaining order, including the Point of Order process.
- Provide honest, accurate and complete information at all times, including blog posts and social media accounts
- Listen to and show respect for the views of all members.
- Criticize ideas and not people.
- Work for the common good, not personal interest.
- Actively participate in discussions and decision making to ensure the success of the Council.
- Respect the roles of elected officials and city staff in ensuring open and effective government

The City Council Code of Ethics is SeaTac Municipal Code 2.90.

Section 11. Council Relations with Staff

- (A) There will be mutual respect from both Councilmembers and staff of their respective roles and responsibilities when, and if expressing criticism in a public meeting. City staff acknowledges the Council as policy makers and the Councilmembers acknowledge staff as administering the Council's policies.
- (B) Council Request Form (CRF):
 - (1) The CRF is used for all requests by a Councilmember.
 - (2) The CRF shall be directed to the Executive Assistant by means of hardcopy or electronic version (e-mail) of the CRF. The Executive Assistant shall acknowledge receipt by e-mail.
 - (3) The City Manager shall forward the request to the appropriate Department Director for written or electronic response and to determine the estimated time or date for substantive response.
 - (4) The City Manager shall determine the appropriate level (see below):
 - (a) "Major" means any effort which is reasonably estimated to entail more than three hours of staff time.
 - (b) "Significant" means any effort which is reasonably estimated to entail one hour or more, but less than three hours, of staff time.
 - (c) "Minor" means any effort which is reasonably estimated to entail only an immediate response or less than one hour of staff time.
 - (d) "No Action Required - Item is on the automatic referral list (exhibit B)" means the request will be scheduled for a Council Committee or Council Study Session Meeting.
 - (e) "No Action Required – Work already in progress" means the request is already being implemented or is included in a department's current year work plan.
 - (5) The Executive Assistant will forward a copy of the request to the entire Council.
 - (6) Approval for action or referral to a Council Committee is requested at a Regular Council Meeting.
 - (a) Major requests require approval/referral from a majority of the Council.
 - (b) The City Manager may also ask for Council approval/referral of minor and significant requests at his/her discretion due to the nature of the request.

- (c) The progress of the CRF will be tracked through final resolution on the CRF Status Report and will then be closed.
- (C) All written material accumulated and/or prepared in response to an individual Councilmember shall be provided by the Executive Assistant, to all Councilmembers.
- (D) Councilmembers shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- (E) The Council shall not attempt to change or interfere with the operating rules and practices of any City department.

Section 12. Media Relations

- (A) In an effort to provide a consistent message through all media platforms, the City's Government Relations and Communications Manager is deemed to be the City's single source contact for the media.

Consistent with state law, individual councilmembers can speak on how they voted on policy-level decisions. However, any questions on the City's position on an issue should be directed to the Government Relations and Communications Manager.

Guidelines for speaking to the media as an individual Councilmember:

- i. Do not speak on behalf of other Councilmembers, staff, or organizations, and specify to the media contact you are providing your personal viewpoint
 - ii. Do not speculate on future actions or council "position" on any issue.
 - iii. Only speak to facts, past council actions, upcoming schedules
- (B) The Mayor is the designated spokesperson for the entire Council on policy decisions already made by the Council but may not speculate about future policy decisions.
- (C) Report any media contacts or interviews to the City Manager and Government Relations and Communications Manager.
- (D) Personal Social Media Pages
 - (1) Councilmembers should only provide general updates about City or Council activities, events, and issues - a Councilmember's personal social media page should avoid specific details of the Councilmember's work and specific City Council discussions, decisions, or other actions.
 - (2) A Councilmember should clearly indicate that the page is not an official City Councilmember social media page, nor is the page associated with the City of SeaTac.

- (3) A Councilmember should clearly state that the Councilmember is neither authorized nor intending to speak on behalf of the City of SeaTac or its City Council.
- (4) A Councilmember who operates a personal page that is open to the public and accepts public comment about City activities should consider retaining *all* comments from members of the public, even those that may seem negative or critical. Otherwise, a Councilmember should consider disabling the feature on their personal social media page that allows members of the public to post comments.

Section 13. Confidentiality

- (A) Councilmembers shall keep all written materials and/or verbal information related to matters that are confidential under law in complete confidence to ensure that the City's position is not compromised. No mention of confidential information should be made to anyone other than other Councilmembers, the City Manager, the City Attorney, or City staff designated by the City Manager.
- (B) If the Council, in Executive Session, has provided direction or consensus to staff on proposed terms and conditions for any type of issue, all contact with the other party shall be conducted by the designated staff representative(s) handling the issue. A Councilmember should not have any contact or discussion with the other party, or their representative involved with the issue, and shall not communicate any information learned in Executive Session.

Section 14. Executive Sessions

- (A) It is acknowledged that the Open Public Meetings Act (OPMA) of Chapter 42.30 RCW is a mandate that the “people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know”. Any action taken in violation of the OPMA is subject to being declared by the courts to be “null and void”, participating Councilmembers may be personally liable for fines, and the City may be subject to payment of court costs and attorney’s fees. Accordingly, Executive Sessions of the Council shall be used only when allowed by law and when confidentiality is deemed necessary.
- (B) The scheduling, notification, announcing, and conduct of an Executive Session during a Council Meeting, as permitted by Section 4(G) of these Administrative Procedures and applicable law, shall conform to the OPMA and shall comply with this Section.
- (C) Whenever possible, an Executive Session shall be noted on the Council Meeting agenda provided and posted pursuant to Section 5 of these Administrative Procedures. If deemed

necessary by the Mayor or by action of the Council, an Executive Session may be called and added to the agenda during a Council Meeting. If an Executive Session is to be held during a Special Meeting, every effort shall be made to set forth the intent to hold an Executive Session on the notice of the Special Meeting as required by law.

- (D) Certain Council deliberations, discussions, considerations, reviews, evaluations, and final actions (“actions” as defined by the OPMA) are, by law, exempt from all provisions of the OPMA. Examples include the following: Proceedings concerned with business, occupation, or professional licenses and related disciplinary proceedings; deliberations following an appeal or other quasi-judicial matter; and collective bargaining strategy, positions, and proposals, as well as union grievance procedures and mediation. Nonetheless, the provisions of this Section 14 may be used to recess a Council Meeting to such an exempt proceeding just as if it were an Executive Session.
- (E) In addition to topics exempt from the OPMA, as described in Subsection (D), above, the OPMA permits discussion and consideration (but not “final action”) in an Executive Session closed to the general public for certain, limited, purposes. These limited purposes are summarized on Exhibit “A” to these Administrative Procedures, which is generally an extract from MRSC Report No. 39.
- (F) In the event an Executive Session is necessary for any of the allowed purposes, the agenda, if possible, shall list the fact of the Executive Session and its purpose. Immediately prior to recessing to an Executive Session, the Mayor shall publicly announce the purpose of the Executive Session, generally in the following language, and shall state the estimated time of return of the Council to the open public meeting:
 - To consider the selection of a site or acquisition of real estate.
 - To consider the minimum price at which real estate will be offered for sale or lease.
 - To review negotiations on the performance of publicly bid contracts.
 - To evaluate complaints or charges against a public officer or employee.
 - To evaluate the qualifications of an applicant for public employment.
 - To review the performance of a public employee.
 - To evaluate the qualifications of a candidate or candidates for appointment to elective office.
 - To discuss with legal counsel matters relating to enforcement actions.
 - To discuss with legal counsel pending or potential litigation involving the City.
- (G) Executive Sessions will be held in a hybrid format as determined by the Information Systems Manager.
- (H) Typically, the City Manager and City Attorney will attend Executive Sessions to assist the Council. Otherwise, however, attendance shall be limited to staff members and others whose input is necessary to the purpose of the Executive Session.

- (I) No voting or other final action shall be taken during an Executive Session, except that consensus may be reached if confidentiality of such consensus is essential to the purpose of the Executive Session.
- (J) In event an Executive Session is not completed by the estimated time for return to the open public meeting, the Mayor, a Councilmember, or a staff member shall return to the open public meeting and shall announce that the Executive Session shall be extended to a stated time. Such an announcement shall not, however, be necessary if no members of the public remain in attendance at the open public meeting.
- (K) In the event the Executive Session is concluded before the time that was stated for return to the open public meeting, the Council shall not reconvene in open session until the stated time. Such a waiting period shall not, however, be necessary if no members of the public remain in attendance at the open public meeting.

Section 15. Councilmember Travel & Expenses

- (A) When determined to be in the best interests of the City of SeaTac, Councilmembers may attend conferences and workshops within the City Council's total adopted budget limit. In matters of travel incidental to attending conferences and meetings for City business and in incurring costs related thereto, Councilmembers shall comply with the current edition of the City of SeaTac Travel Policies, Regulations, and Procedures.

Upon return from a conference or workshop, Councilmembers shall complete the City Council Post Trip Report and submit it to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet. Reimbursement requests will not be forwarded to A&F for approval without the completed trip report attached and pre-approval requests will not be considered until the prior trip report has been completed. An electronic version of the form can be found in the City Council folder at Document Central on the City website.

- (B) The Finance and Systems Department shall provide a quarterly summary of actual Council expenditures reported by each Councilmember. This summary will be used to assist the Council in monitoring the status of actual expenditures in comparison to the budgeted expenditures.
- (C) City Council and City Manager travel pre-approval and travel-related expenses are approved by the A&F Committee.
- (D) If processing of pre-approval or expense approvals in a more expedient manner is needed, and if all conditions above are met, A&F Council Committee approval can be done via email and then presented at the next scheduled meeting for formal approval.

Section 16. Councilmember Equipment and Technology

- (A) The City will provide each Councilmember a device (e.g., laptop, iPad) and a cell phone with hotspot capabilities consistent with similar devices issued to other City employees and supported by the City's Information System.
- (B) The City will not provide reimbursement for non-typical computer or cell phone accessories, other electronic devices, internet services, printers or printer supplies.
- (C) All devices or programs used on City provided devices require City approval through the Finance and Systems Department.

Section 17. Virtual Meetings

- (A) In the event of an emergency, as declared by the Mayor, County Executive, Governor, or President of the United States, where in-person or hybrid meetings are not possible, the City Council may use remote capabilities to host Virtual Meetings. As long as these meetings are held on the same day and time as a regular meeting, they will not be deemed as special meetings.
- (B) The meeting link will be emailed to the appropriate group (Council and staff only, unless outside presenters are being included) and the program will be made ready at least 15 minutes prior to the meeting to ensure all technology is working correctly. The link will not be forwarded to any other person without the approval of the meeting coordinator.
- (C) All meetings of the Council and Standing Committees will be livestreamed from the Council Chambers unless circumstances dictate otherwise (see the section on interviewing potential new CM's).
- (D) Council meetings will be audio recorded by the City Clerk and video recorded by the City's video recording company under contract at the time.
- (E) The chat function for the meeting program will be turned off prior to the meeting.
- (F) A call-in phone line will be provided for members of the public to listen to the meeting.
- (G) The City Council may receive remote oral and/or email/text public comments.
 - a. Remote Oral Public Comment
 - i. Speakers must pre-register at least two hours prior to the meeting (a website link will be provided to register).
 - ii. An email will be sent to the speakers with instructions on joining the live meeting.
 - iii. Comments will be recorded, and each speaker is allotted 3 minutes.

- iv. The City Council will not respond to comments during the meeting. However, staff will contact the requestor at a later date.
 - v. Once comments are complete, speakers will leave the live meeting. However, they may continue to view and/or listen to the live meeting by accessing the live stream options and/or call-in line.
 - b. Written Public Comment
 - i. Submit comments by email or text to publiccomment@seatacwa.gov at least two hours prior to the meeting.
 - ii. Comments will be provided to the City Council and mentioned by name and subject during the meeting.
 - iii. Written comments will be placed on the City's website for viewing after the meeting. Comments will be placed on the website in their entirety.
 - iv. Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.
- (H) Councilmembers must have video and audio capabilities and turn them on during the meeting, including Standing Committee Meetings, whenever possible. If technical difficulties prevent a Councilmember from doing so, they must attempt to contact IT in order to fix the problem prior to the meeting. If the issues cannot be resolved, then the participant must contact either the Mayor or the Chair of the meeting to let them know prior to the meeting.
- (I) Executive Sessions. Executive Sessions require a controlled environment, which cannot be guaranteed when conducting a virtual meeting from individual homes. Therefore, when an Executive Session is needed, all participants will be required to attend the Council meeting and Executive Session from various rooms at City Hall, to be assigned by the City Clerk and IT. If for some reasons City Hall is unavailable, another location will be made available.
- (J) The above sections related to Virtual Meetings, will also apply to Council Committees and Citizen Advisory Committees as applicable.
- a. Each committee staff coordinator will choose the time that oral public comments sign-up and written public comments are due in order to accommodate back-to-back committee meetings and staff schedules. Once chosen, this time must stay consistent, outside of special meetings.

Section 18. Council Vacancy

- (A) Return of Materials and Equipment. During their service on the City Council, members may have acquired or been provided with equipment such as computers or other items which may entail a significant expense. These items are to be returned to the City at the conclusion of a member's term.

(B) Filling Council Vacancies.

1. Purpose. The purpose of this section is to provide guidance to the City Council when a Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until certification of the next regular municipal election, to serve the remainder of the unexpired term.

(C) Appointment Process

1. Upon notification of an intent to vacate a position, or a vacant position occurs for any reason other than resignation, the City Council shall direct staff to begin the appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.
2. The City Clerk's Office shall prepare a notice seeking applicants. This notice shall be included in any information outlets the City currently has, which could include website, blog, and email.
3. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be accepted for two weeks from the first day of notification.
4. The applicant must (a) be a registered voter of the City of SeaTac on the day of application, and (b) have a one (1) year residency in the City of SeaTac prior to the date of appointment.
5. Applications received by the deadline date and time will be copied and circulated, by the City Clerk, to the Mayor and City Council.
6. The City Clerk shall prepare the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special City Council meeting.
7. The City Clerk shall notify applicants of the location, date and time of interviews.
8. Prior to the date and time of the interview meeting, the City Clerk shall accept one interview question from each Councilmember.

(D) Interview Meeting

1. This meeting will be open to the public, but conducted in such a way as to allow each candidate the same opportunity to speak but not have prior knowledge of the interview questions.
2. Interview questions must be kept as confidential as possible until the time of the interview. Therefore, if the interviews are conducted during a Special Council Meeting where the sole purpose is to conduct interviews and appoint, this meeting

will not be live streamed, but will be recorded for future review by the public. If the interviews are conducted during a Council meeting where other action will be taken, only the portion for the interviews will not be live streamed.

3. Each interview of an applicant/candidate shall be no more than 20 minutes in length as follows:
 - a. The applicant shall present his or her credentials to the City Council. (5 minutes)
 - b. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same six questions, and will have 2 minutes to answer each question. (12 minutes)
 - c. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk. This will occur at a public meeting if time allows.
 - d. The Council may elect not to interview all of the applicants if the number exceeds ten (10) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms. The Councilmembers will review the applications and provide the City Clerk with their top 3 choices. The City Clerk will rank the applicants based on the Councilmember responses and provide the final interview list.
 - e. Voting.
 - i. Upon completion of the interviews, Councilmembers will convene into an Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by the Council shall be in open public session.
 - ii. The Mayor shall ask for nominations from the Councilmembers for the purpose of creating a group of candidates to consider. No second is needed.
 - iii. Nominations will be deemed closed by the Mayor when no other nominations are provided.
 - iv. Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.
 - v. The Mayor shall poll Councilmembers to ascertain that Councilmembers are prepared to vote.
 - vi. The Mayor will call for votes on candidates in the order they were nominated and until a nominee receives a majority vote.

- vii. The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and shall be sworn into office at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
- f. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications prior to the vote being taken.
- g. If the City Council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to King County.
- h. In the event a vacancy occurs within one year of previous interviews, the City Council may fill the new vacancy using the previous pool of candidates. Council will agree to this by majority vote.
- i. Any portion of this section, or any section of the Admin Procedures, may be suspended during an emergency or if the Council is in favor of a different process by a two-thirds vote.

Section 19. Mandatory Training

1. Emergency Management Training

- a. Councilmembers must participate in emergency city management training within the first year of their term, as facilitated by the City's Emergency Management Program Manager.

2. Open Public Meetings Act (OPMA) / Public Records Act (PRA) Training

- a. Required within 90 days of becoming a Councilmember (or as offered by a 3rd party) between the certified election results and the first day of your term.
- b. Refresher training is required every four years.
- c. Training information will be provided by the City Clerk.

EXHIBIT A

TO THE SEATAC CITY COUNCIL ADMINISTRATIVE PROCEDURES

What are the allowed purposes for holding an Executive Session?

An Executive Session may be held only for one or more of the purposes identified in RCW 42.30.110(1). The purposes addressed below are those which have application to Cities and Counties. A governing body of a City or County may meet in Executive Session for the following reasons:

- **To consider matters affecting national security [RCW 42.30.110(1)(a)].**

As a result of the September 11, 2001 attack on America and passage of the Homeland Security Act, this purpose may now be utilized at the local level.

- **To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; [RCW 42.30.110(1)(b)].**

This provision has two elements:

- the governing body must be considering either purchasing or leasing real property; and
- public knowledge of the governing body's consideration would likely cause an increase in the price of the real property.

The consideration of the purchase of real property under this provision can involve condemnation of the property, including the amount of compensation to be offered for the property. [Port of Seattle v. Rio, 16 Wn. App. 718 (1977)]

Since this provision recognizes that the process of purchasing or leasing real property or selecting real property to purchase or lease may justify an Executive Session, it implies that the governing body may need to reach some consensus in closed session as to the price to be offered or the particular property to be selected. The purpose of allowing this type of consideration in an Executive Session would be defeated by requiring a vote in open session to select the property or to decide how much to pay for the property, where public knowledge of these matters would likely increase its price.

- **To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public; [RCW 42.30.110(1)(c)].**

This subsection, the reverse of the previous one, also has two elements:

- the governing body must be considering the minimum price at which real property belonging to the City or County will be offered for sale or lease; and
- public knowledge of the governing body's consideration will likely cause a decrease in the price of the property.

The requirement here of taking final action selling or leasing the property in open session may seem unnecessary, since all final actions must be taken in a meeting open to the public. However, its probable purpose is to indicate that, although the decision to sell or lease the property must be made in open session, the governing body may decide in Executive Session the minimum price at which it will do so. A contrary interpretation would defeat the purpose of this subsection.

If there would be no likelihood of a change in price if these real property matters are considered in open session, then a governing body should not meet in Executive Session to consider them.

- **To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs; [RCW 42.30.110(1)(d)].**

This subsection indicates that when a City or County and a contractor performing a publicly bid contract are negotiating over contract performance, the governing body may "review" those negotiations in Executive Session if public knowledge of the review would likely cause an increase in contract costs. MRSC is not aware of an Executive Session being held under this provision. It is not clear what circumstances would result in a City or County governing body meeting in Executive Session under this provision.

However, this exception could well be used to consider potential change orders, requests for equitable adjustment, or delay damages.

- **To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge; [RCW 42.30.110(1)(f)].**

For purposes of meeting in Executive Session under this provision, a "charge" or "complaint" must have been brought against a City or County officer or employee. The complaint or charge could come from within the City or County or from the public, and it need not be a formal charge or complaint. The bringing of the complaint or charge triggers the opportunity of the officer or employee to request that the discussion be held in open session.

As a general rule, City governing bodies that are subject to the Act do not deal with individual personnel matters. [The Civil Service Commission is an obvious exception. It, however, addresses personnel actions taken against a covered officer or employee, and it does so in the context of a formal hearing]. For example, the City Council should not be involved in individual personnel decisions, as these are within the purview of the administrative branch under the authority of the Mayor or City Manager. [An exception is where the Council, in a Council-Manager City, may be considering a complaint or charge against the City Manager]. This provision for holding an Executive Session should not be used as a justification for becoming involved in personnel matters which a governing body may have no authority to address.

- **To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public; [RCW 42.30.110(1)(g)].**

There are two different purposes under this provision for which a governing body may meet in Executive Session. For both purposes, the references to "public employment" and to "public employee" include within their scope public offices and public officials. This means that a governing body may evaluate, in Executive Sessions, persons who apply for appointive office positions, such as City Manager, as well as those who apply for employee positions. [The courts have, for various purposes, distinguished between a public "office" and a public "employment." See, e.g., *Oceanographic Comm'n v. O'Brien*, 74 Wn.2d 904, 910-12 (1968); *State ex rel. Hamblen v. Yelle*, 29 Wn.2d 68, 79- 80 (1947); *State ex rel. Brown v. Blew*, 20 Wn.2d 47, 50-52 (1944). A test used to distinguish between the two is set out in *Blew*, 20 Wn.2d at 51].

The first purpose involves evaluating the qualifications of applicants for public employment. This could include personal interviews with an applicant, discussions concerning an applicant's qualifications for a position, and discussions concerning salaries, wages, and other conditions of employment personal to the applicant. As with the previous Executive Session provision, this purpose is not one that generally will have application to a governing body in a City, because City governing bodies do not, as a general rule, have any hiring authority. [One obvious exception is the City Council in a Council-Manager City, who hires the City Manager. RCW 35A.13.010; RCW 35.18.010].

This authority to "evaluate" applicants in closed session allows a governing body to discuss the qualifications of applicants, not to choose which one to hire (to the extent the governing body has any hiring authority). However, since this subsection expressly mandates that "final action hiring" an applicant for employment be taken in open session, the implication is that a governing body may take something less than final action in Executive Session to eliminate applicants or to choose applicants for further consideration.

The second part of this provision concerns reviewing the performance of a public employee. Typically, this is done where the governing body is considering a promotion or a salary or wage increase for an individual employee or where it may be considering disciplinary action. [As with hiring, a City Council has little or no authority regarding discipline of public officers or employees. Again, an exception would be a City Manager over which the Council has removal authority. RCW 35A.13.130; 35.18.120].

The result of a governing body's closed session review of the performance of an employee may be that the body will take some action either beneficial or adverse to the officer or employee. That action, whether raising a salary of or disciplining an officer or employee, must be made in open session.

Any discussion involving salaries, wages, or conditions of employment to be "generally applied" in the City or County must take place in open session. However, discussions that involve collective bargaining negotiations or strategies are not subject to the Open Public Meetings Act and may be held in closed session without being subject to the procedural requirements for an Executive Session. [See RCW 42.30.140(4)].

- **To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public; [RCW 42.30.110(1)(h)] .**

This provision applies to a City or County legislative body only when it is filling a vacant elective position. Under this provision, the legislative body may meet in Executive Session to evaluate the qualifications of applicants for the vacant position. However, any interviews with the candidates must be held in open session. As with all other appointments, the vote to fill the position must also be in open session.

- **To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. [RCW 42.30.110(1)(i)].**

Three basic requirements must be met before this provision can be used by a governing body to meet in closed session: [This provision for holding an Executive Session is based on the legislative recognition that the attorney-client privilege between a public agency governing body and its legal counsel can co-exist with the Open Public Meetings Act. However, that privilege is not necessarily as broad as it may be between a private party and legal counsel].

- The City or prosecuting attorney or special legal counsel representing the City or County governing body must attend the Executive Session to discuss the enforcement action or the litigation or potential litigation (presence of an attorney without such discussion is not sufficient);

- The discussion with legal counsel must concern either an enforcement action or litigation or potential litigation to which the City or County, a governing body, or one of its members is or is likely to become a party;
 - The potential litigation must be specifically threatened, or be reasonably believed to be likely; or
 - The potential litigation, or legal risk, is applicable to a proposed action or current practice; and
- Public knowledge of the discussion would likely result in adverse legal or financial consequence to the City or County.

The probability of adverse consequence to the City or County. It is probable that public knowledge of most governing body discussions of existing litigation would result in adverse legal or financial consequence to the City or County. Knowledge by one party of the communications between the opposing party and its attorney concerning a lawsuit will almost certainly give the former an advantage over the latter. The same probably can be said of most discussions that qualify as involving potential litigation.

Again, no final action in Executive Session. The purpose of this Executive Session provision is to allow the governing body to discuss litigation or enforcement matters with legal counsel; the governing body is not authorized to take final action regarding such matters in an Executive Session. Nevertheless, a governing body will likely need to make certain strategic decisions in Executive Session to advance the litigation or enforcement action, while protecting the secrecy of such decisions. For example, a County Council can probably take an informal vote or reach a consensus in Executive Session to authorize the County Prosecuting Attorney to settle a case for no higher than a certain amount. However, it is clear that the Council's vote to give final approval to a settlement agreement must occur in an open meeting.

EXHIBIT B

Topics Automatically Referred

To improve timeliness and overall efficiency, the following topics are referred to Regular Council Meetings (RCM), Council Study Sessions (CSS) and Council Standing Committees:

Administration & Finance (A&F) Committee

- Financial Policies
- Audit Entrance or Exit Conferences
- Budget Amendments
- Discussion or matters related to the preparation of the budget process
- Council Administrative Procedures (or CSS as needed)
- Citizen Advisory Committees Ordinances (or CSS as needed)
- Hotel/Motel Tax Advisory Committee Annual review
- Seattle Southside Regional Tourism Authority (SSRTA) Budget Review and Recommendation
- Asset Disposal
- Unclaimed Property Ordinance
- Classification & Compensation
- Related contracts over \$150,000
- Civic Campus/New City Hall related items, as needed

Parks & Recreation (P&R) Committee

- Any item recommended by the Community Services Advisory Committee (CSAC), Arts, Culture and Library Advisory Committee (ACLAC), Senior Citizen Advisory Committee (SCAC) or Tree Board for Council action.
- Addressing proposal from Special Interest groups
- Park Master Plans and program Needs Assessment
- Contracts for capital project – design and construction
- Agreements for park land and non-profit sport groups
- Discussion of new public events
- Section of SMC for parks such as 2:45.17.40, etc.
- Policies for human services and funding strategies.
- Related contracts over \$150,000

Planning & Economic Development (PED) Committee

- Any item reviewed by the Planning Commission (PC) that has been forwarded by the PC for Council action (or CSS as needed).
- Comprehensive Plan and related policy documents (e.g., subarea plans) issues, (or CSS as needed).
- Economic Development
- Planning related topics
- Development Agreements
- Procedural Development Code Amendments
- Building Code Amendments
- Consultant contracts for Comprehensive Plan and related policy or code amendments

- Related contracts over \$150,000
- Multi-Family Tax Exemption application approvals
- Civic Campus/New City Hall related items, as needed

Public Safety & Justice (PS&J) Committee

- SCORE
- Puget Sound RFA
- Police Statistical Reporting
- Municipal Court
- Sheriff's Office issues
- Security Contracts
- Permit Parking Program
- Regional Animal Services of King County (RASKC)
- School Resource Officer (SRO)
- Defense Attorney Contract
- Mailbox Replacement Program
- Code Compliance
- Related contracts over \$150,000

Transportation & Public Works (T&PW) Committee

- Capital Improvement Program (CIP)
- Transportation Improvement Plan (TIP)
- Transportation Master Plan (TMP)
- Solid Waste contracts/agreements/services
- ROW standards and uses
- Franchise Agreements & Negotiations
- Outside agency capital projects within the City (WSDOT, ST, Airport etc.)
- SWM Master Plan
- SWM CIP
- NPDES Permit
- Related contracts over \$150,000

Council Study Session (CSS)

- Council Administrative Procedures (or A&F as needed)
- Citizen Advisory Committees Ordinances (or A&F as needed)
- Legislative Agendas (or RCM as needed to accommodate schedules)
- Any item referred to Council Committee where the Committee has requested CSS review
- Any item reviewed by the PC that has been forwarded by the PC for Council action (or PED as needed).
- Comprehensive Plan and related policy documents (e.g., subarea plans) issues, (or PED as needed).
- Police or Fire Department Statistics (or RCM as needed to accommodate schedules)
- Civic Campus/New City Hall related items, as needed

Regular Council Meeting (RCM)

- Seattle Southside Regional Tourism Authority Board appointments confirmation
- Legislative Agendas (or CSS as needed to accommodate schedules)
- Police or Fire Department Statistics (or CSS as needed to accommodate schedules)
- Civic Campus/New City Hall related presentations, as needed (action items must first be reviewed by a committee or Council Study Session)