

Council Administrative Procedures

July 28, 2015
Council Study Session



Sections with proposed changes

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Section 13. Councilmember Travel Expenses and Reimbursement (page 17)

- (B) ~~(1) — When determined to be in the best interests of the City of SeaTac, Councilmembers may attend National League of Cities (NLC), Association of Washington Cities (AWC), and Suburban Cities Association (SCA) conferences and workshops within the City Council’s total adopted budget limit. Travel pre-approval and final approval of related expenses will come before the City Council for approval on the Consent Agenda as set forth in Section 5 (6)(a).meetings and may have their expenses reimbursed to a maximum annual limit of \$4,000 per elected official. Reimbursement will cover registration (including pre-conference workshops), transportation, lodging, meals, and travel incidentals. Up to \$1,000 of this limit, if unspent, may be carried over to the following year.~~
- ~~(2) — Unforeseen training, workshops, or conference opportunities may be approved by a majority of the City Council as soon as practicable and will not be restricted by the limit set forth in subsection (B)(1).~~
- ~~(3) — Various local meetings and associated meal costs will not be restricted by this subsection.~~
- ~~(4) — Councilmembers belonging to National and/or local committees or boards requiring additional travel during the calendar year shall have their annual travel limit adjusted accordingly during the budget process.~~

Section 13. Councilmember Travel Expenses and Reimbursement (cont.)

- (C) The Finance 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. ~~In the event a Councilmember is about to exceed his or her maximum limit, they shall be notified. Any travel expenses in excess of the limits set forth in this Section 13 shall be at the Councilmember's own expense.~~
- ~~(D) The City Manager shall sign approvals of Councilmember expenditures and travel reimbursements for the sole purpose of authorizing the Finance Department to process such payment or reimbursement requests.~~

Section 4. Meetings (page 2)

- (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) **Study Sessions.** The City Council shall hold Study Sessions on the second and fourth Tuesday of each month at 4:30 p.m. except if at any time any Study Session 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, unless otherwise publicly announced. ~~Meetings may be canceled by majority vote of the Council and public notice given by posting such notice at City Hall.~~

will

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

1. Cancellation for any reason other than lack of a quorum or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Study Session for any reason other than lack of a quorum or emergency, a majority vote is required.
2. Lack of a quorum: In the event the City Manager and/or City Clerk is notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will:
 - A. Automatically be cancelled and as appropriate, either reschedule the entire meeting as a Special Council Study Session or move the items to a future CSS.
 - B. Continuation or cancellation of other types of meetings, such as workshops and special meetings without voting, may need to be determined individually based on topic(s) and participation needs.

Note: A quorum is not required to hold a meeting where voting will not take place, such as a CSS or workshop.

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.

-(C) Regular Meetings. The City Council shall meet regularly on the second and fourth Tuesday of each month at 6:30 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, unless otherwise publicly announced. ~~Meetings may be canceled by majority vote of the Council and public notice given by posting such notice at City Hall.~~

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 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 or emergency, majority vote is required.
2. Lack of a quorum: In the event the City Manager and/or City Clerk is notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either reschedule the entire meeting as a Special Council Meeting or move the items to a future RCM as appropriate.

Note: A quorum is required in order to vote and/or have CMs who are unable to be physically present participate via other means.

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.

~~(E) **Adjournments.** Any Regular, adjourned Regular, Special or adjourned Special Meeting may be adjourned in the manner as set forth in RCW 42.30.090.~~

(FE) 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.

(GF) 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.

(GH) Quorum. At all Meetings of the City Council, four members shall constitute a quorum for the transaction of business.

(HI) Seating. Members of the City Council 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.

(JI) Minutes. Minutes of all meetings of the Council 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 (page 4)

(C) The format of the Regular City Council Meeting agenda shall substantially be as follows:

(6) Consent Agenda.

(a) Contains items placed on the Consent Agenda by the Mayor or Council including but not limited to:

- Final Acceptance of ~~P~~public ~~W~~works projects within the authorized expenditure amount ~~valued at under \$50,000 in total cost.~~
 - Under \$1 million in total cost – placed directly on the consent agenda
 - \$1 million or greater in total cost – placed directly on the consent agenda with a presentation made the same night at the beginning of the RCM to present before and after pictures prior to Consent Agenda action
- Final Acceptance of in kind preservation, repair, or replacement projects within the authorized expenditure amount
- Notwithstanding the above, any item may be removed from the Consent Agenda for consideration under unfinished business if so requested by any Councilmember.

Project Title	Year	Total Cost	Proposed Consent Agenda process
Sealcoating & Striping	2012	\$47,546	Consent Agenda (current process)
Overlay	2013	\$535,129	Consent Agenda
S 154 th St Improvement	2013	\$5,194,509	Consent Agenda w/pres
S 164 th St Sidewalk	2013	\$697,365	Consent Agenda
Neighborhood Park Skate Park	2013	\$238,233	Consent Agenda
Angle Lake Park Phase II	2013	\$1,384,960	Consent Agenda w/pres
A/V equipment	2014	\$100,740	Consent Agenda
S 168 th St Sidewalk	2014	\$1,280,116	Consent Agenda w/pres
Overlay	2014	\$801,418	Consent Agenda
Boat Dock	2014	\$62,086	Consent Agenda
Restroom Fire Damage Repairs	2014	\$76,053	Consent Agenda
S 179 th St. Sidewalk Project	2015	\$1,382,354	Consent Agenda w/pres

Section 5. Format for Agendas (cont.) (pages 8 & 9)

(14) Committee Updates.

(154) Council Comments.

(165) 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 12 of these Administrative Procedures.

(176) 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. A Motion to Adjourn.

Section 6. Miscellaneous Agenda Procedures (pages 9 & 10)

- (D) All proposed Ordinances, Resolutions, and Motions shall be reviewed by the City Attorney ~~and bear his/her certification that 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.
- (E) Ordinances and Resolutions of the City Council shall be signed by the Mayor, City Attorney, and City Clerk upon Council approval.

Section 8. Parliamentary Procedures and Motions (pages 11 & 12)

(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. However, if no second is made and the Council continues with discussion/deliberation on the motion, the absence of a second does not affect the validity of the motion's adoption.

(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.

Section 9. Voting (page 13)

- (D) For meetings where voting will take place: Any Councilmember who is unable to be physically ~~not~~ 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) A quorum of the Council is physically present at the meeting site; and
 - (2) Electronic facilities exist and are operational so that the absent Councilmember will participate in Council discussions in a manner that comments, discussions, and voice votes of the absent Councilmember are audible to the assembled Council and audience, and that the absent Councilmember can hear all comments, discussions, and votes that are audible to all Councilmembers who are physically present.