


City of SeaTac

Policies and Procedures

Policy Number:	CW-009
Policy Name:	Agenda Item Preparation and Review
Department(s):	Citywide
Effective Date:	08/15/18
Supersedes:	09/14/16; 06/25/12
Prepared by:	Kristina Gregg, City Clerk
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose: To prepare agenda items in a consistent format that keeps the process standardized for both meeting agendas and Council packets.

Policy: Agenda items will be provided in a consistent and accurate format in order to simplify the process for all involved.

Department heads are responsible for the accuracy of the agenda item prior to routing for approval.

Procedure:

There are 4 main responsibilities and steps to processing an agenda bill:

1. Originator: create, save, submit (before 4 p.m. two (2) Tuesdays prior to Council Meeting), finalize, approve
2. Department (supervisor and department head): review, approve, (before noon two (2) Fridays prior to Council Meeting)
3. Reviewers (Legal / Finance / City Manager): review, approve (before 5 p.m. one (1) Thursday prior to Council Meeting)
4. City Clerk: review, insert into packet by noon one (1) Friday prior to Council Meeting

See the instruction manual for detailed instructions on preparing an agenda item, including deadlines, style guidelines, and tips.

[Instruction Manual with Style Guide and Tips](#)