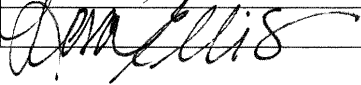
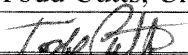


City of SeaTac Policies and Procedures

Policy Number:	CW# 013
Policy Name:	Home Delivery of City Council Packets
Department(s):	City Manager's Office
Effective Date:	November 28, 2012
Supersedes:	
Prepared by:	Lesa Ellis, Executive Assistant
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose: To establish a system of communication and procedures for delivery of the City Council agenda packets, City Manager's Weekly Update, and mail to the homes of the City Council on a weekly basis, provided the Councilmember has not opted out.

Policy: SeaTac Police Services is responsible for the home delivery of packets to the City Council on what is typically Friday afternoon of each week.

Procedure:

The Administrative Assistant 3 in the City Manager's Office will compile the City Manager's Weekly Update and all other documents and mail for Council delivery in individually labeled envelopes and deliver to the City Clerk's Office by 2 P.M. on Friday (normal schedule). If the Administrative Assistant 3 becomes aware that the 2 P.M. deadline cannot be met, he/she will contact the Administrative Assistant 2 in the City Clerk's Office as soon as possible with an estimated time of completion and will provide periodic updates. The Administrative Assistant 2 in the Clerk's Office is the point of contact and liaison between the City Manager's Office and Police Services personnel.

Once the City Clerk's Office has received the envelopes from the City Manager's Office, the Administrative Assistant 2 will call the Community Service Officer on packet delivery duty that week. If it is a Council Agenda Packet week, the Administrative Assistant 2 in the City Clerk's Office will call the Community Service Officer when both the Council Agenda Packet and the City Manager's Office packets are ready for delivery.

The Administrative Assistant 2 will place the delivery bags in a container along with a list of Council addresses.

In the rare event that neither of the Police Community Service Officers is available to deliver the packets, they will notify the alternates in this order:

Sergeant Ted Boe, Crime Prevention Officer Rich Rowe, Executive Assistant Lesa Ellis