

City of SeaTac

Council Study Session Minutes Synopsis

April 11, 2023
4:00 PM

City Hall
Council Chambers

CALL TO ORDER: Mayor Jake Simpson called the SeaTac City Council Study Session (CSS) to order at 4:00 p.m.

COUNCIL PRESENT (in-person): Mayor Jake Simpson, Councilmember (CM) Iris Guzmán; **(remote):** Deputy Mayor (DM) Senayet Negusse, Councilmembers (CMs) Peter Kwon, Mohamed Egal, Takele Gobena, and Erin Sitterley.

STAFF PRESENT (in-person): City Manager Carl Cole, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Multimedia Video Specialist David Inman; **(remote):** Deputy City Manager (DCM) Gwen Voelpel, Government Relations & Communications Manager Kyle Moore, Community & Economic Development (CED) Director Evan Maxim

AGENDA REVIEW: Hybrid Meeting: Broadcast on SeaTV Government Access Comcast Channel 21, Live-streamed on the City's website <https://www.seatacwa.gov/seatvlive>, in-person and remote options for public participation.

PUBLIC COMMENTS:
Earl Gipson – Travel Policy

AGENDA BILLS:

Agenda Bill #6173; An Ordinance amending Chapter 3.31 of the SeaTac Municipal Code related to Purchasing.
Summary: Mayor Simpson submitted CRF2022-05 requesting staff provide alternative structures and methods of passing legislation for the council to consider. Multiple presentations were made to the City Council.

The following direction was provided by Council related to the City Manager's signing authority:

- Contracts and Grants: Increase from \$50,000 to \$100,000
- Contracts: Implement a summary list on the Consent Agenda for contracts \$100,000.01 - \$150,000, without committee approval, for a trial period of one year from the effective date of this Ordinance
- Contracts: Automatic referral of contracts over City Manager authority (\$150,000.01 and above) to corresponding Council committee
 - Corresponding committee approval = refer to Consent Agenda without the need for an Agenda Bill, OR Action Item with an Agenda Bill if requested
- Grants: Revise approval limits accordingly but no changes to approval process

CRF2022-05 was discussed at the Council Study Sessions (CSS) held August 9, November 8, and December 13, 2022 with direction to move forward with revising documents related to the City Manager signing authority.

City Clerk Gregg reviewed the agenda bill summary.

Council discussion ensued regarding the City Manager's Signing Authority.

Council consensus / direction: Refer to the April 25, 2023 Regular Council Meeting (RCM) Consent Agenda

Agenda Bill #6177; A Resolution amending the City Council Administrative Procedures.

Summary: Mayor Simpson submitted CRF2022-05 requesting staff provide alternative structures and methods of passing legislation for the council to consider. Multiple presentations were made to the City Council.

AGENDA BILLS (continued):

Agenda Bill #6177 (continued):

The following direction was provided by Council related to the City Council Administrative Procedures:

- Revise the Council Standing Committee meeting schedule to allow the PED Committee to occur earlier in the month and to have the PS&J Committee meet quarterly
- Summary of Contracts on consent agenda
- Automatic referral of contracts over \$150,000 to related Council Standing Committees

In addition, prior requests from Council or staff were made for the following revisions:

- Absences: Process for handling absence notification and excused/unexcused for all Council meeting types
- Consent Agenda: Procedures for requesting an item be removed from the Consent Agenda
- Travel Policy: Remove from the Admin Procedures (to be updated in the near future)
- Proclamations: recurring proclamations list created to be reviewed by the Mayor at the beginning of each year

If these changes are approved at the April 25, 2023 RCM, the changes will be effective April 25, 2023.

CRF2022-05 was discussed at the CSS held August 9, November 8, and December 13, 2022 with directions to move forward with revising the Council administrative procedures.

City Clerk Gregg reviewed the agenda bill summary.

Council discussion ensued regarding the City Council Administrative Procedures revisions.

Council consensus / direction: Refer to the April 25, 2023 RCM for Consent Agenda

EXECUTIVE SESSION: None

ADJOURNED: MAYOR SIMPSON ADJOURNED THE MEETING AT 5:20 P.M.