

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2019-815**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, UPDATING EXISTING CITY COUNCIL
COMMITTEE CHARTERS**

WHEREAS, the City of Sammamish is governed by a seven-member City Council; and

WHEREAS, the City Council establishes committees to review and provide recommendations on policy matters to the full City Council; and

WHEREAS, the City Council desires to establish the purpose, authority and responsibilities of each committee via committee charters; and

WHEREAS, on March 21, 2017, the City Council approved committee charters through the passage of Resolution No. R2017-726; and

WHEREAS, on February 6, 2018, the City Council established a new Governance Committee charter and updated existing committee charters through the passage of Resolution No. R2018-777; and

WHEREAS, the City Council desires to amend the committee charters to remove committee membership information so that the City Council can make committee appointments without annually adopting amended charters;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, RESOLVES AS FOLLOWS:**

Section 1: Updated Committee Charters. The following committee charters are updated in the forms attached hereto as Attachment A:

Standing Committees

Finance Committee

Legislative Committee

Public Safety Committee

Ad-Hoc Committees Communications

Committee Governance Committee

Utility District Coordination Committee

**PASSED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON
THE 8th DAY OF JANUARY, 2019.**

CITY OF SAMMAMISH



Mayor Christie Malchow

ATTEST/AUTHENTICATED:



Melonie Anderson, City Clerk

Approved as to form:



Michael R. Kenyon, City Attorney

Filed with the City Clerk: December 20, 2018
Passed by the City Council: January 8, 2019
Resolution No.: R2019-815

Communications Committee Charter

Title	Communications Committee (Ad-Hoc Committee)
SCOPE OF WORK	The Communications Committee is responsible for advising the City Council on policy matters related to communications activities for the City.
INTERFACES	City Council City Manager’s Office/Communications Finance Department/Website and Information Technology Other City Departments
COMPOSITION	The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>

Communications Committee Charter

DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide recommendations to the City Council on the following items: <ol style="list-style-type: none"> a. Implementation of the Communications Strategy, including the City website improvements. b. Proposed budget items related to City communications. c. Proposed ordinances, resolutions and policies related to City communications. d. Policy review for other communications work plan items as directed by the City Council. 2. Review the rolling three-month calendar for scheduled public meetings, Virtual Town Halls, etc. Coordinate City Council member attendance as needed. 3. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City's website. 2. Include chairperson-approved meeting minutes in the packet materials for the next regular City Council meeting following approval. 3. Provide policy-level recommendations by majority vote or unanimous consent.

Communications Committee Charter

APPROVALS/ AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The committee shall not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>
RESOURCES NEEDED	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Resources</u> Communications Manager (Lead Staff) Deputy City Manager Finance Director Other staff as assigned</p> <p>Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>

Finance Committee Charter

Title	Finance Committee (Standing Committee)
SCOPE OF WORK	The Finance Committee is responsible for advising the City Council on policy matters concerning the general fiscal and financial operations of the City.
INTERFACES	City Council Finance Department Other City Departments
COMPOSITION	The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations. It is anticipated the committee will meet a minimum of four times per year.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>

Finance Committee Charter

DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Monitor the budget and financial activities through periodic review and discussion of monthly and annual financial reports. 2. Review and provide recommendations to the City Council on potential budget or financial related items (ex: capital plans). This Council Committee opportunity provides time for a more detailed review of specific budget and financial items before they are reviewed by the City Council. 3. Review and provide a recommendation to the City Council on the following items: <ol style="list-style-type: none"> a. Proposed ordinances, resolutions and policies related to the financial operations of the City. b. Policy review for other finance-related work plan items as directed by the City Council. 4. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council. 5. Chair of Finance Committee, along with the Mayor, will participate in the audit exit interview process.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City's website. 2. Include chairperson-approved meeting minutes in the packet materials for the next regular City Council meeting following approval. 3. Provide policy-level recommendations by majority vote or unanimous consent.

Finance Committee Charter

APPROVALS/ AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The committee shall not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>
RESOURCES NEEDED	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Member</u> Finance Director (Lead Staff) City Manager Other staff as assigned</p> <p>Other individuals, including staff, auditors, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>

Legislative Committee Charter

Title	Legislative Committee (Standing Committee)
SCOPE OF WORK	The Legislative Committee is responsible for advising the City Council on policy matters related to local, regional and federal legislative issues.
INTERFACES	City Council Other Local and Regional Agencies & Partners Other City Departments
COMPOSITION	The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>

Legislative Committee Charter

DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Develop an annual list of legislative priorities for review and approval by the City Council. This includes developing a mechanism to share legislative priorities with the Sammamish community. 2. Prepare recommendations on positions and action for the City Council with respect to County, State and Federal proposed legislation. 3. Identify and recommend opportunities for members of the City Council to participate in organized advocacy efforts. 4. Review resolutions and other written communications and/or recommend other actions regarding legislative issues that may impact the City. 5. Work to build positive relationships with legislators and other elected officials. 6. Coordinate with the Kokanee Working Group, WRIA 8 Salmon Recovery Council, and other cities in the Lake Sammamish watershed to advocate for discussion and representation of the City’s environmental priorities. 7. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Include chairperson-approved meeting minutes in the packet materials for the next regular City Council meeting following approval. 3. Provide policy-level recommendations by majority vote or unanimous consent.

Legislative Committee Charter

APPROVALS/ AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The committee does not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>
RESOURCES NEEDED	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members:</u> City Manager (Lead Staff) Other staff as assigned</p> <p>Other individuals, including legislators, staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>

Public Safety Committee Charter

Title	Public Safety Committee (Standing Committee)
SCOPE OF WORK	The Public Safety Committee is responsible for advising the City Council on policy matters related to public safety, including police, fire, emergency management, municipal court, prosecution and public defense.
INTERFACES	<p>City Council Eastside Fire & Rescue King County Sheriff's Office City Manager's Office/Emergency Management King County District Court Prosecuting Attorney Public Defender Other Local and Regional Agencies & Partners Other City Departments</p>
COMPOSITION	The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>

Public Safety Committee Charter

DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide recommendations to the City Council on the following items: <ol style="list-style-type: none"> a. Strategic plans related to public safety and emergency management, specifically the goals, policies and objectives of the plan. b. Proposed budget items related to public safety and emergency management functions. c. Proposed ordinances, resolutions and policies related to public safety and emergency management. d. Policy review for other public safety related work plan items as directed by the City Council. 2. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Include chairperson-approved meeting minutes in the packet materials for the next regular City Council meeting following approval. 3. Provide policy-level recommendations by majority vote or unanimous consent.

Public Safety Committee Charter

<p>APPROVALS/ AUTHORITY</p>	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The Committee shall not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p> <p>Policy matters related to Eastside Fire & Rescue are generally handled by Eastside Fire & Rescue Board Members at the direction of the City Council, but from time to time may be assigned to the committee for review.</p>
<p>RESOURCES NEEDED</p>	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p><u>Staff Members</u> Deputy City Manager (Staff Co-Lead) Community Development Director (Staff Co-Lead) Police Chief (King County Sheriff’s Office) Fire Chief (Eastside Fire & Rescue) Deputy Finance Director Emergency Manager Management Analyst Other staff as assigned</p> <p>Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>

Utility District Coordination Committee Charter

Title	Utility District Coordination Committee (Ad-Hoc Committee)
SCOPE OF WORK	The Utility District Coordination Committee is responsible for advising the City Council on policy matters related to coordination of services with the local utility districts.
INTERFACES	<p>City Council</p> <p>Sammamish Plateau Water</p> <p>NE Sammamish Water & Sewer Utility District</p> <p>Other Local and Regional Agencies & Partners</p> <p>Other City Departments</p>
COMPOSITION	The committee shall consist of up to three City Council members, and they shall serve at the discretion of the City Council. A chairperson will be selected at the first committee meeting of the year.
MEETINGS	<p>The committee shall meet at such times as necessary to complete the tasks described below. The chairperson will work directly with the staff lead to set agendas and confirm meeting dates, times and locations.</p> <p>Members of the committee are expected to attend each committee meeting, in person or via teleconference. A majority of the committee members present or participating through teleconference shall constitute a quorum.</p> <p>It is a standard practice that all committee meetings will be formally noticed. On occasion, it may be necessary to schedule committee meetings on short notice. It may also be necessary to hold committee meetings off-site to support local and regional coordination efforts. Under these circumstances, it may not be possible to formally notice the committee meeting.</p>

Utility District Coordination Committee Charter

DESCRIPTION OF TASKS	<ol style="list-style-type: none"> 1. Review and provide recommendations to the City Council on policy matters related to the partnership and coordination with local utility districts, to include the following: <ol style="list-style-type: none"> a. Proposed ordinances, resolutions and policies related to utility services (i.e. Interlocal Agreements, Franchise Agreements etc.) b. Policy review for other utility-related work plan items as directed by the City Council. 2. Accomplish assigned tasks per the timelines established in the annual work plans and/or as directed by the City Council.
ACCOUNT-ABILITY	Committee direction (tasks, changes in tasks, timelines for completion, reporting etc.) is provided by the City Council.
DELIVERABLES	<ol style="list-style-type: none"> 1. Publish a meeting agenda at least three (3) business days prior to the scheduled committee meeting for delivery to all committee members and to be posted to the City’s website. 2. Include chairperson-approved meeting minutes in the packet materials for the next regular City Council meeting following approval. 3. Provide policy-level recommendations by majority vote or unanimous consent.
APPROVALS/ AUTHORITY	<p>The committee serves in an advisory capacity to the City Council. The City Council reviews and approves all policy recommendations provided by the committee.</p> <p>The Committee does not direct significant staff work, nor is the committee authorized to commit any funds of the City without approval from the City Council.</p>

Utility District Coordination Committee Charter

RESOURCES NEEDED	<p>City staff shall provide administrative support to the committee to include preparation of committee agendas, support materials and meeting minutes.</p> <p>Staff Members: City Manager (Lead Staff) Public Works Director Other staff as assigned Other individuals, including staff, consultants and/or technical experts may be invited to attend meetings to provide pertinent information, as necessary.</p>
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