



AGENDA

City Council Special Meeting

5:30 PM - Tuesday, February 18, 2020

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	5:30 pm
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	EXECUTIVE SESSION	5:35 pm
	Discussions regarding collective bargaining pursuant to RCW 42.30.140 (4)(a)	
	PUBLIC COMMENT	6:30 pm
	<i>Note: This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.</i>	
	CONSENT CALENDAR	7:00 pm
	1. Payroll: For the Period Ending January 31, 2020 For a Pay Date of February 5, 2020 in the Amount of \$488,784.03	
4 - 14	2. Claims: For Period Ending February 18, 2020 In The Amount Of \$787,076.72 For Check No. 56318 Through 56412 View Agenda Item	

- 15 - 23 3. **Interlocal Agreement:** Eastside Fire & Rescue for Emergency Management Services
[View Agenda Item](#)
- 24 - 28 4. **Minutes:** For the February 4, 2020 Regular Meeting
[View Agenda Item](#)
- 29 - 31 5. **Minutes:** For the February 11, 2020 Special Meeting
[View Agenda Item](#)

PRESENTATIONS / PROCLAMATIONS

7:05 pm

- 32 - 36 6. **Presentation:** Girl Scout Troop #45370 Mural Proposal
[View Agenda Item](#)

PUBLIC HEARINGS

UNFINISHED BUSINESS

7:15 pm

- 37 - 55 7. **Resolution:** City Council Rules of Procedure
[View Agenda Item](#)
- 56 - 60 8. **Approval:** Youth Mental Wellness Funding Allocation
[View Agenda Item](#)
- 61 - 66 9. **Discussion:** City Council 2020 Work Plan
[View Agenda Item](#)

NEW BUSINESS

COUNCIL REPORTS/ CITY MANAGER REPORT

9:15 pm

- 67 - 68 10. **Report:** Deputy Mayor Christie Malchow
[View Agenda Item](#)

EXECUTIVE SESSION

9:25 pm

To Evaluate the Qualifications of an Applicant for Public Employment pursuant to RCW 42.30.110(1)(g)

ADJOURNMENT

10:00 pm

LONG TERM CALENDAR

- 69 [View Calendar here](#)

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening

Devices are also available upon request.



MEMORANDUM

To: Melonie Anderson, City Clerk

From: Tracey, Finance Department

Date: February 11, 2020

Re: Claims for February 18, 2020

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2,373.08	+
833.21	+
44,465.19	+
11,740.65	+
317,842.35	+
25,237.82	+
41,988.48	+
161,749.65	+
180,846.29	+
787,076.72	*

	\$ 2,373.08
	\$ 833.21
	\$ 44,465.19
	\$ 11,740.65
	\$ 317,842.35
	\$ 25,237.82
	\$ 41,988.48
	\$ 161,749.65
	\$ 180,846.29
Check #56318-56412	\$ 787,076.72

Top 10 Over \$10,000 Payments

Vendor	Amount	Details
AWC	\$ 182,035.22	Employee benefits
King County Finance	\$ 133,426.34	Stormwater retrofit Allen Lake; Kokanee Samont recover actions; KCIT Inet; 2019 Voter registration
ICMA 401	\$ 62,019.97	Employee benefits
ESRI	\$ 55,550.00	Enterprise agreement
Prime Electric	\$ 41,988.48	Flashing yellow arrow turn signal project
Envirotech	\$ 36,996.44	Snow & ice supplies
Issaquah School District	\$ 36,252.50	School impact fees
US Bank	\$ 32,813.34	Credit card statement
ICMA 457	\$ 20,517.34	Employee benefits
City of Bellevue	\$ 13,927.14	MBP surcharge Q4 2019

Accounts Payable
Check Register Totals Only

User: tcartmel
 Printed: 1/30/2020 - 10:53 AM

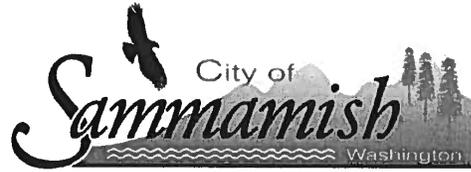


Check	Date	Vendor No	Vendor Name	Amount	Voucher
56318	01/30/2020	AUTODOC	Auto Doctor	2,373.08	56,318
				2,373.08	
Check Total:				2,373.08	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
56319	01/31/2020	PATRIOT	Patriot Maintenance Inc	500.00	56,319
56320	01/31/2020	REPUBLIC	Republic Services #172	333.21	56,320
Check Total:				833.21	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
56321	01/31/2020	AMERICAL	Americall International Inc	308.85	56,321
56322	01/31/2020	CENTURY	CenturyLink	61.98	56,322
56323	01/31/2020	KINGREAL	King County Office of Finance	500.00	56,323
56324	01/31/2020	MINUTE	Minuteman Press	188.90	56,324
56325	01/31/2020	PSE	Puget Sound Energy	7,860.33	56,325
56326	01/31/2020	SAHLEE	Sahalee Country Club	2,462.31	56,326
56327	01/31/2020	SAM	Sammamish Plateau Water Sewer	269.48	56,327
56328	01/31/2020	US BANK	U. S. Bank Corp Payment System	32,813.34	56,328
Check Total:				44,465.19	

Accounts Payable

Check Register Totals Only

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 Printed: 2/4/2020 - 3:05 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
56329	02/04/2020	VOYAGER	Voyager	11,740.65	56,329
Check Total:				11,740.65	

Accounts Payable

Check Register Totals Only

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 Printed: 2/5/2020 - 12:13 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
56330	02/05/2020	AWCLIF	Association of Washington Cities	89.50	56,330
56331	02/05/2020	AWCMED	AWC Employee BenefitsTrust	182,035.22	56,331
56332	02/05/2020	CASDU	Caifornia State Disbursement Unit	663.50	56,332
56333	02/05/2020	EMPSD	Employment Security Department	473.75	56,333
56334	02/05/2020	ICMA401	ICMA 401	62,019.97	56,334
56335	02/05/2020	ICMA457	ICMA457	20,517.34	56,335
56336	02/05/2020	ISD	Issaquah School District	36,252.50	56,336
56337	02/05/2020	LWSD	Lake Washington School Dist	13,633.00	56,337
56338	02/05/2020	LEGALSHI	Legal Shield	41.85	56,338
56339	02/05/2020	NAVIA	Navia Benefits Solution	1,900.55	56,339
56340	02/05/2020	WASUPPOR	Wa State Support Registry	215.17	56,340
Check Total:				317,842.35	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
56341	02/07/2020	ALLSTREA	Allstream	2,175.61	56,341
56342	02/07/2020	COMCAST2	Comcast	378.33	56,342
56343	02/07/2020	CREATCIR	Creative Circle, LLC	2,712.50	56,343
56344	02/07/2020	KiNGPET	King County Pet Licenses	285.00	56,344
56345	02/07/2020	NAVIAPAY	Navia Benefit Solutions Client Pay	95.45	56,345
56346	02/07/2020	NUVELOCI	Nuvelocity	1,127.50	56,346
56347	02/07/2020	PSE	Puget Sound Energy	11,304.02	56,347
56348	02/07/2020	VERIZON	Verizon Wireless	7,159.41	56,348
Check Total:				25,237.82	

Accounts Payable

Check Register Totals Only

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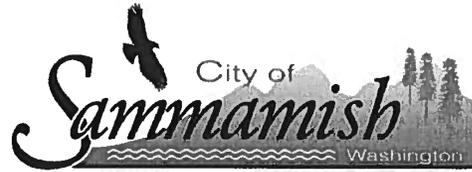


Check	Date	Vendor No	Vendor Name	Amount	Voucher
56349	02/07/2020	PRIMEELE	Prime Electric Inc	41,988.48	56,349
Check Total:				41,988.48	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
56350	02/18/2020	ASSISTAN	Assistance League Of the Eastside	2,000.00	56,350
56351	02/18/2020	ATHLETES	Athletes for Kids	1,250.00	56,351
56352	02/18/2020	BELLCITY	City Of Bellevue	13,927.14	56,352
56353	02/18/2020	ESA	ESA	700.00	56,353
56354	02/18/2020	INDIA	India Assoc of Western Washington	2,500.00	56,354
56355	02/18/2020	INDIA	India Assoc of Western Washington	1,250.00	56,355
56356	02/18/2020	ISSCHURC	Issaquah Community Services	750.00	56,356
56357	02/18/2020	KCBAPROB	KCBA Pro Bono Services	300.00	56,357
56358	02/18/2020	KINGFI	King County Finance A/R	133,426.34	56,358
56359	02/18/2020	LWSFOUND	Lake Wa Schools Foundation	2,500.00	56,359
56360	02/18/2020	NWWLA	Northwest Women's Leadership Acade	750.00	56,360
56361	02/18/2020	STUARTP	Pamela Stuart	111.24	56,361
56362	02/18/2020	TIMMONS	Timmons Group	280.00	56,362
56363	02/18/2020	UNITRENT	United Rentals NA, Inc	1,379.93	56,363
56364	02/18/2020	WAPOISON	Wa Poison Center	625.00	56,364
Check Total:				161,749.65	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
56365	02/18/2020	AGREEMEN	Agreement Dynamics, Inc	9,145.46	56,365
56366	02/18/2020	ALLCLIM	All Climate Heating & Air	105.00	56,366
56367	02/18/2020	AUTOZONE	Auto Zone	103.16	56,367
56368	02/18/2020	BEST	Best Parking Lot Cleaning, Inc	9,632.16	56,368
56369	02/18/2020	BLUETARP	BlueTarp Credit Services	699.80	56,369
56370	02/18/2020	CASTUS	CastUs Corp.	2,550.00	56,370
56371	02/18/2020	DAVISDOO	Davis Door Service Inc	391.60	56,371
56372	02/18/2020	WIDEFORM	Engineering Business Systems	1,483.02	56,372
56373	02/18/2020	ENVIROTE	Envirotech Services, Inc	36,996.44	56,373
56374	02/18/2020	ESRI	ESRI, Inc.	55,550.00	56,374
56375	02/18/2020	FASTENAL	Fastenal Industrial Supplies	59.78	56,375
56376	02/18/2020	FIDELIS	Fidelis, Inc	6,437.13	56,376
56377	02/18/2020	GEOSYNTE	Geosyntec Consulting Inc	2,930.19	56,377
56378	02/18/2020	GFOA	Govt Finance Officers Assoc	305.00	56,378
56379	02/18/2020	GRANDEVE	Grand Event Rentals	826.83	56,379
56380	02/18/2020	HAMPTONR	Ron Hampton	276.57	56,380
56381	02/18/2020	HERMANSO	Hermanson Co LLP	1,451.94	56,381
56382	02/18/2020	HONEY	Honey Bucket	2,014.00	56,382
56383	02/18/2020	ITE	Institute of Transp Engineers	312.00	56,383
56384	02/18/2020	LINDEREL	Linder Electric Inc	91.00	56,384
56385	02/18/2020	MALINA	Yvonne Malina	324.00	56,385
56386	02/18/2020	microsof	Microsoft	6,498.71	56,386
56387	02/18/2020	MINUTE	Minuteman Press	242.80	56,387
56388	02/18/2020	MORUP	Morup Signs Inc	315.00	56,388
56389	02/18/2020	NCCATMON	NC - the CAT Rental Store	1,907.97	56,389
56390	02/18/2020	NEWPIG	New Pig Corp	1,256.77	56,390
56391	02/18/2020	NETRUCK	North End Truck Equip Inc	653.37	56,391
56392	02/18/2020	OER	Olympic Environmental Resources	3,455.55	56,392
56393	02/18/2020	OTAK	Otak	727.43	56,393
56394	02/18/2020	PACAIR	Pacific Air Control, Inc	3,309.90	56,394
56395	02/18/2020	PAMPLIN	Pamplin Media Group	198.00	56,395
56396	02/18/2020	PATRIOT	Patriot Maintenance Inc	1,516.77	56,396
56397	02/18/2020	PITNEY	Pitney Bowes, Inc	62.17	56,397
56398	02/18/2020	PRECCON	Precision Concrete Cutting	344.58	56,398
56399	02/18/2020	RHOMAR	Rhomar Industries, Inc	4,205.79	56,399
56400	02/18/2020	SNYDER	Snyder Roofing of WA LLC	3,829.65	56,400
56401	02/18/2020	SOLARWIN	Solar Winds	692.93	56,401
56402	02/18/2020	STROMSET	John Stromseth	105.00	56,402
56403	02/18/2020	SUNBELT	Sunbelt Rentals	3,728.60	56,403
56404	02/18/2020	SWANSON	Swanson Bark & Wood Products	5,806.02	56,404
56405	02/18/2020	SYMPRO	Sympro, Inc	5,183.82	56,405
56406	02/18/2020	UTILITIE	Utilities Underground Location Ctr	496.65	56,406
56407	02/18/2020	WALIC	Wa Dept of Licensing	116.00	56,407
56408	02/18/2020	WRPA	Wa Recreation & Parks Assoc	930.00	56,408
56409	02/18/2020	WADFWSEA	Washington Department of Fish & Wil	40.00	56,409
56410	02/18/2020	WESTERNE	Western Entrance Tech LLC	325.60	56,410
56411	02/18/2020	WHITEDAV	David White	500.00	56,411
56412	02/18/2020	XEROX	Xerox Financial Services	2,712.13	56,412

Check	Date	Vendor No	Vendor Name	Amount	Voucher
				<u>180,846.29</u>	
Check Total:				<u>180,846.29</u>	

Agenda Bill
City Council Special Meeting
February 18, 2020



SUBJECT:	Interlocal Agreement with Eastside Fire & Rescue for Emergency Management Services	
DATE SUBMITTED:	February 12, 2020	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Approve the interlocal agreement (Exhibit 1).	
EXHIBITS:	1. Exhibit 1 - Interlocal Agreement	
BUDGET:		
Total dollar amount	\$177,007	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	General Fund - Emergency Management Department	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

KEY FACTS AND INFORMATION SUMMARY:

Exhibit 1 is an interlocal agreement between the City and King County Fire Protection District No. 10 (Eastside Fire & Rescue) for emergency management services.

Under this agreement, the City's Emergency Manager will become an employee of District, and the City will compensate the District for emergency management services. The amount of compensation is equivalent to the salary and benefits of the Emergency Manager (\$177,007).

The City is currently in negotiation with an interim City Manager whose son in-law is a current City employee. This agreement will prevent a conflict with section 16.4 of the City's Employee Handbook regarding the employment of family by removing the interim City Manager's authority over that employee.

Following the Council's approval of this agreement, the Fire District 10 Board will consider approving it at their meeting on February 19, 2020.

EMERGENCY MANAGEMENT SERVICES AGREEMENT

This Agreement is entered into between King County Fire Protection District No. 10, a municipal corporation, hereafter referred to as "District", and the City of Sammamish, a municipal corporation, hereafter referred to as "Sammamish."

RECITALS

1. This agreement is entered into by the City under the authority of RCW 35A.11.040 and the District under the authority of RCW 52.12.031(4) and in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act; and
2. Sammamish currently employs an emergency management coordinator (hereafter "Coordinator"); and
3. The District has agreed to become the employer of the Coordinator and to provide emergency management services to Sammamish; and
4. Sammamish has agreed to compensate the District for Emergency Management Services, the cost of which shall not exceed the fully burdened salary of the Coordinator.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and benefits contained herein, it is agreed between the parties as follows:

1. Scope of Agreement

- 1.1. The scope of this Agreement includes the terms and conditions under which District will provide Sammamish with Emergency Management Services.
- 1.2. The City is responsible for providing Emergency Management Services as required by Chapter 38.52 RCW and Sammamish Municipal Code Chapter 2.70. Nothing in this Agreement shall be deemed to transfer this statutory or code responsibility to the District and the City Manager shall remain the official responsible for all duties delegated to the City Manager in Chapter 2.70 of the City Code.

2. **Administration of Agreement.** To carry out the purpose of this Agreement, a two-person board is hereby created to administer this Agreement ("Administrative Board"). The Administrative Board shall consist of the Fire Chief, or Designee for the District and the Sammamish City Manager or Designee. The Administrative Board shall meet no less than one time per year to discuss the performance of the obligations of the District and Sammamish pursuant to this Agreement. The Administrative Board may, at its discretion and by mutual agreement, develop policies and procedures to aid in the implementation of this Agreement.

3. **Emergency Management Services.** The District shall provide Emergency Management services to Sammamish in the manner and at the level identified as follows:
 - 3.1. Ensure that emergency management plans, programs, and training are in compliance with federal and state standards.
 - 3.2. Ensure that adequate emergency management training is provided to meet federal mandates. However, the District will not be responsible if Sammamish City staff members with emergency management duties do not participate or meet these mandates.
 - 3.3. Fulfill the role as the Emergency Coordination Center Manager during activations.
 - 3.4. Maintain and update the following plans in accordance with state and federal requirements, as well as any other plans that are required pursuant to future state and federal requirements including the following:
 - 3.4.1. Comprehensive Emergency Management Plan;
 - 3.4.2. Hazardous Materials Emergency Response Plan;
 - 3.4.3. Local Hazard Mitigation Plan;
 - 3.4.4. Hazardous Identification and Vulnerability Analysis; and
 - 3.4.5. Homeland Security Exercise and Evaluation Program.
 - 3.5. Apply for, participate in, and manage the public assistance grant program and the Emergency Management Performance Grant.
 - 3.6. Represent Sammamish by actively coordinating and participating within local and regional groups, committees, and associations to further emergency preparedness, and to keep current on emergency management issues facing Sammamish and the region.
 - 3.7. Develop, manage and oversee the City of Sammamish Emergency Planning Committee.
 - 3.8. Prepare Sammamish staff and residents for emergencies by providing or coordinating the following training:
 - 3.8.1. National Incident Management System Training;
 - 3.8.2. Emergency Coordination Center Position Training;
 - 3.8.3. Department Operation Center Training;
 - 3.8.4. Community Emergency Response Training;
 - 3.8.5. School Emergency Response Training;
 - 3.8.6. Business Emergency Response Training;

- 3.9.** All money, fees, and charges of any kind charged and collected by the District for provision of Emergency Management Services for Sammamish shall be the sole property of Sammamish and payable to Sammamish. The District shall establish a procedure for the charging and collection of fees and charges as directed by the City of Sammamish Finance Director and shall immediately transmit all such money collected to Sammamish.
- 4. Emergency Coordination Center (“ECC”).** Sammamish shall provide an Emergency Coordination Center for the District to use in the event of an activation. Sammamish recognizes that the District may use its ECC for low level emergencies which do not warrant the full activation of the Sammamish ECC. Sammamish shall retain all statutory authority in operational and/or policy decisions during an activation. Sammamish shall provide staffing of key functions to ensure adequate operation of the Sammamish ECC. In the event that adequate staffing is not available and when agreed to by both parties, the District may staff the ECC with additional District staff to be reimbursed as provided in Section 7.2.
- 5. Term.** This Agreement shall become effective on _____, 2020. This Agreement shall remain in full force and effect until terminated by either party as provided for in Section 6.
- 6. Termination.**
- 6.1. Trial Period.** This agreement may be terminated by either party in the first six (6) months with (14 days’ advance written notice).
- 6.2. Termination by Notice.** After the Trial Period, this Agreement may be terminated by either party upon it providing the other party with a one-year written notice of such termination.
- 6.3. Termination by Mutual Written Agreement.** This Agreement may be terminated at any time by mutual written agreement of the parties.
- 6.4. Termination for Breach.** The District may terminate this Agreement with fourteen (14) days advance written notice upon the failure of Sammamish to make payments as required by this Agreement. Sammamish may terminate this Agreement upon fourteen (14) days advance written notice in the event District fails to provide services as required in this Agreement except disputes handled per Section 7.5. Provided however, either party seeking to terminate this Agreement under this provision shall first provide the other party with written notice of the specific breach(es) and its intent to terminate. The notified party shall have thirty (30) calendar days in which to cure the specific breach(es) before the 14-day termination notice may be issued.
- 7. Payment to the District.**
- 7.1. Basic Fee.** In consideration of this Agreement and the services provided, Sammamish will pay the District an annual amount of \$177,007 which reflects the fully burdened salary of the Coordinator. Sammamish shall pay this amount on a quarterly basis and no additional invoice shall be required.

7.2. Annual Adjustment. The rate will be adjusted each year to cover any cost of living or benefit adjustments paid by the District to the Coordinator.

7.3. Billing Dispute. In the event that there is a dispute regarding the amount of money owed by Sammamish to the District, the Administrative Board shall make every effort to resolve such dispute. In the event that there is no resolution to the dispute, the parties shall proceed in accordance with the dispute resolution process identified in Section 11.

7.4. Additional Parties. In the event the District is able to contract with other governmental entities to provide Emergency Management Services, the District and Sammamish shall negotiate the Basic Fee set forth in Section 7.1.

8. Employment Status.

8.1. District Personnel. District personnel who provide services under this Agreement shall remain personnel of District and shall not be considered personnel of Sammamish. District shall, at all times, be solely responsible for the conduct of its personnel in performing the services called for in this Agreement and shall be solely responsible for all compensation, training, benefits and insurance for its personnel. District personnel shall not be entitled to any benefit provided to personnel of Sammamish.

8.2. Sammamish Personnel. Sammamish personnel who provide services under this Agreement shall remain personnel of Sammamish and shall not be considered personnel of District. Sammamish shall, at all times, be solely responsible for the conduct of its personnel in performing the services called for in this Agreement and shall be solely responsible for all compensation, benefits and insurance for its personnel. Sammamish personnel shall not be entitled to any benefit provided to personnel of District.

8.3. Transfer of Employment. The current Sammamish Emergency Management Coordinator shall be transferred to the District as the District's Emergency Management Coordinator. Should this contract be terminated, for any reason other than the Coordinator's resignation or for the District's termination of the Coordinator, Sammamish agrees to reinstate the Coordinator as a Sammamish employee. In the event of the Coordinator's resignation from the District or the District's termination of the Coordinator, without the District having hired a different employee to provide the services under this Agreement, this Agreement shall terminate automatically.

9. Indemnification and Hold Harmless. Each party agrees to defend, indemnify, and hold harmless the other party and each of its employees, officials, agents, and volunteers from any and all losses, claims, liabilities, lawsuits, or legal judgments arising out of any negligent or willfully tortious actions or inactions by the performing party or any of its employees, officials, agents, or volunteers, while acting within the scope of the duties required by this Agreement. This provision shall survive the expiration of this Agreement. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The parties further acknowledge that they have mutually negotiated this waiver.

10. Insurance. Each of the parties shall provide insurance coverage for all operations, facilities, equipment and personnel. Each party shall furnish to the other party appropriate documentation showing that such coverage is in effect.

11. Dispute Resolution.

11.1. Prior to any other action, the parties shall meet and attempt to negotiate a resolution to such dispute.

11.2. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and each party shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.

11.3. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, either party may submit the dispute to arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.

11.4. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the King County Superior Court. The court shall determine all questions of law and fact without empaneling a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.

11.5. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

12. Miscellaneous:

12.1. Assignment. Any assignment of this Agreement by either party without the prior written consent of the non-assigning party shall be void. If the non-assigning party gives its

consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. The parties recognize that the District may enter additional interlocal agreements with other government agencies for the performance of the work called for in this Agreement. The parties also recognize that the District may become a party to an interlocal agency in conjunction with other south county municipalities for the purpose of performing the work called for in this Agreement. Sammamish agrees that by signing this Agreement, the performance of the work called for in this Agreement may be performed by an interlocal agency in which the District is a party, and that emergency management personnel who are employed by jurisdictions other than the District which are a party to that other interlocal agreement may perform the work called for in this Agreement; provided that all other terms of this Agreement shall apply to the performance of the work in Sammamish.

- 12.2. Property Ownership.** This Agreement does not provide for jointly owned property. All property presently owned or hereafter acquired by a party to enable it to perform the services required under this Agreement, shall remain the property of the acquiring party in the event of the termination of this agreement.
- 12.3. Notices.** All notices, requests, demands and other communications required by this agreement shall be in writing and, except as expressly provided elsewhere in this agreement, shall be deemed to have been given at the time of delivery if personally delivered or at the time of mailing if mailed by first class, postage pre-paid and addressed to the party at its address as stated in this agreement or at such address as any party may designate at any time in writing.
- 12.4. Severability.** If any provision of this agreement or its application is held invalid, the remainder of the agreement or the application of the remainder of the agreement shall not be affected.
- 12.5. Modification.** This agreement represents the entire agreement between the parties. No change, termination or attempted waiver of any of the provisions of this agreement shall be binding on either of the parties unless executed in writing by authorized representatives of each of the parties. The agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the parties.
- 12.6. Benefits.** This agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, direct or implied, on any third persons.
- 12.7. Non-Exclusive Agreement.** The parties to this agreement shall not be precluded from entering into similar agreements with other municipal corporations.
- 12.8. Workstation.** Sammamish will provide a workstation, computer with access to City drives, and printer in Sammamish City Hall. Sammamish's provision of a workstation for the Coordinator's use shall not operate to modify the employment status of the Coordinator as a District employee, nor shall Sammamish's provision of a workstation be construed as management by the City of Sammamish, its officers and appointed officials of the day-to-day work of the Coordinator.

12.9. Filing/Web Site. This Agreement shall either be filed with the County Auditor or by listing on either of the party's websites in accordance with RCW 39.34.040.

SAMMAMISH:

DISTRICT:

City of Sammamish:

King County Fire Protection District No. 10:

By: _____

By: _____

Print Name: _____

Print Name: Jeff Clark

Its: _____

Its: Fire Chief

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

Brian Snure,
District Attorney

Draft



MINUTES

City Council Regular Meeting

6:30 PM - February 4, 2020

City Hall Council Chambers, Sammamish, WA

Mayor Karen Moran called the regular meeting of the Sammamish City Council to order at 6:30 p.m.

Councilmembers Present:

Mayor Karen Moran
Deputy Mayor Christie Malchow
Councilmember Ken Gamblin
Councilmember Kent Treen
Councilmember Jason Ritchie
Councilmember Chris Ross
Councilmember Pam Stuart

Councilmembers Absent:

Staff Present:

Acting City Manager Chip Corder
Director of Community Development David Pyle
Senior Management Analyst Miryam Laytner
Management Analyst Sara Estiri
Deputy Director of Parks & Recreation Anjali Myer
Interim Director of Public Works Cheryl Paston
Transportation Planner Doug McIntyre
Sr. Management Analyst Mike Sugg
Assistant City Attorney Lisa Marshall
City Clerk Melonie Anderson

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Treen led the pledge.

APPROVAL OF AGENDA

MOTION: Deputy Mayor Christie Malchow moved to approve the agenda. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Draft

PUBLIC COMMENT

Sherrie Valderrama, spoke regarding the City Manager search.

Catherine Low, spoke against the security camera policy being considered tonight.

Anika Razdan and Laysari Ranjith, spoke in favor of King County-Cities for Climate (K4C).

Bill Ritter, spoke in favor of K4C.

Mary Wictor, presented information regarding the Urban Forestry Plan.

Paul Stickney, spoke in favor of K4C.

CONSENT CALENDAR

Claims: For Period Ending February 4, 2020 In The Amount Of \$2,381,081.54 For Check No. 56211 Through 56317

~~**Ordinance:** Repealing Resolution No. R2013-559 Providing Guidance To City Staff Regarding Town Center Regulations; Providing For Severability; And Establishing An Effective Date~~

Contract: Gerend vs City of Sammamish Growth Management Hearings Board Appeal Legal Services Contract/ Madrona Law Group, PLLC/Madrona Law Group, PLLC

Contract: 228th Ave SE & Issaquah-Pine Lake Road SE Signal Rebuild Project/ David Evans & Associates, Inc.

Contract: 2020 Landscape Maintenance for City Parks/Brightwater Landscape

Lease Agreement: Sween House/ Youth Eastside Services

Minutes: For the January 21, 2020 Special Meeting

MOTION: Councilmember Pam Stuart moved to approve the consent agenda as amended. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Councilmember Ritchie asked to remove Item 2 - Ordinance: Repealing Resolution No. R2013-559 Providing Guidance To City Staff Regarding Town Center Regulations; Providing For Severability; And Establishing An Effective Date

PRESENTATIONS / PROCLAMATIONS

Presentation: Climate Change Actions in King County - Joint Letter of Commitment
David Pyle introduced the presenters. Sara Estri, Management Analyst for Community Development made opening remarks and introduced Rachel Brombaugh, Energy & Partnerships Specialist. She gave a PowerPoint presentation ([presentation is available here](#)).

MOTION: Councilmember Pam Stuart moved to sign the K4C Joint Letter of Commitment. Councilmember Ken Gamblin seconded. Motion carried unanimously 7-0.

Draft**PUBLIC HEARINGS**

None

UNFINISHED BUSINESS

Presentation: North Sammamish Park and Ride - Project Status, Final Site Screening Results, and Next Steps in 2020

Doug McIntyer, Transportation Planner introduced Lucien Bruno, East Corridor Project Manager and Ariel Taylor, Government and Community Relations Officer. They gave a PowerPoint presentation ([presentation is available here](#)).

Council recessed from 8:37 pm and returned at 8:46 pm.

Ordinance: Repealing Resolution No. R2013-559 Providing Guidance To City Staff Regarding Town Center Regulations; Providing For Severability; And Establishing An Effective Date

David Pyle, Community Development Director was available to answer questions.

MOTION: Deputy Mayor Christie Malchow moved to approve the ordinance repealing Resolution No. R2013-559. Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

NEW BUSINESS

Resolution: Approving The 2020 Budget And Work Plan Program For A Regional Coalition For Housing (ARCH)

Miryam Laytner, Senior Management Analyst with Community Development introduced Klass Nijhuis, Senior Planner and Lindsay Masters. They gave a PowerPoint presentation ([presentation available here](#)).

MOTION: Deputy Mayor Christie Malchow moved to approve the resolution approving the budget and work plan for A Regional Coalition for Housing (ARCH). Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Resolution: Authorizing The Duly-Appointed Administering Agency For ARCH To Execute All Documents Necessary To Enter Into Agreements For The Funding Of Affordable Housing Projects, As Recommended By The ARCH Executive Board, Utilizing Funds From The City's ARCH Housing Trust Fund.

MOTION: Deputy Mayor Christie Malchow moved to approve the resolution authorizing the duly appointed Administering Agency for ARCH to enter into agreements for the funding of affordable housing projects as recommended by the ARCH Executive Board, utilizing funds from the City's ARCH Housing Trust Fund. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Pam Stuart moved to to extend to 10:30 pm.

Councilmember Jason Ritchie seconded. Motion carried 5-2 with Mayor Karen Moran and Councilmember Ken Gamblin dissenting.

Draft

Presentation: Security Cameras in City Facilities

Anjali Myers, Parks & Recreation and Deputy Director and Grayson Court Management Analyst gave the staff report and showed a PowerPoint presentation ([presentation is available here](#)).

MOTION: Councilmember Jason Ritchie moved to table this item to the next available meeting date but no later than 60 days. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Discussion: External Committee Appointments

MOTION: Councilmember Chris Ross moved to appoint as follows:

ARCH

Councilmember Ritchie
Councilmember Ross (alternate)

EF & R - Board of Directors

Mayor Moran
Councilmember Ross,
Councilmember Gamblin (alternate)

EF & R - Finance And Administrative Committee

Mayor Moran,
Councilmember Ross

WRIA 8

Deputy Mayor Malchow
Mayor Moran (alternate)

ETP

Councilmember Ross
Mayor Moran (alternate)

Salmon Recovery

Councilmember Stuart
Mayor Moran (alternate)

PIC

Councilmember Treen (alternate)

YMCA Committee

Councilmember Ross
Councilmember Stuart
Councilmember Treen

Councilmember Kent Treen seconded. Motion carried unanimously 7-0.

COUNCIL REPORTS/ CITY MANAGER REPORT

Report: Councilmember Pamela Stuart

Draft

MOTION: Deputy Mayor Christie Malchow moved to extent to 11:30 Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

EXECUTIVE SESSION

Council retired to Executive Session at 10:45 pm. At 11:25 pm they extended the session for 10 minutes. They returned from Executive Session at 11:35 pm and took the following action:

MOTION: Deputy Mayor Christie Malchow moved to authorize the City Manager to make an offer for the purchase of Parcel #8562902100 in the amount of \$1,050,000 and enter into a Purchase & Sale Agreement with the property owners.

Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Jason Ritchie moved to adjourn.

Councilmember Pam Stuart seconded. Motion failed 2-5 with Mayor Karen Moran, Deputy Mayor Christie Malchow, Councilmember Ken Gamblin, Councilmember Kent Treen, and Councilmember Chris Ross dissenting.

MOTION: Councilmember Kent Treen moved to instruct City Manager and City Attorney to negotiate a contract with David Rudat as Interim City Manager of the City of Sammamish contingent and running concurrently with an Eastside Fire & Rescue contract as soon as possible.

Deputy Mayor Christie Malchow seconded. Motion carried 5-2 with Councilmember Jason Ritchie and Councilmember Pam Stuart dissenting.

ADJOURNMENT

The meeting adjourned at 11:45 pm.

MOTION: Councilmember Jason Ritchie moved to adjourn. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Melonie Anderson, City Clerk

Karen Moran, Mayor

Draft



MINUTES

City Council Joint Special Meeting with the Human Services Commission

6:30 PM - February 11, 2020

City Hall Council Chambers, Sammamish, WA

Mayor Karen Moran called the special meeting of the Sammamish City Council to order at 6:35 p.m.

Councilmembers Present:

Mayor Karen Moran
Deputy Mayor Christie Malchow
Councilmember Ken Gamblin
Councilmember Kent Treen
Councilmember Jason Ritchie
Councilmember Chris Ross
Councilmember Pam Stuart

Councilmember Ritchie arrived at 8:50 pm.

Staff Present:

Director of Finance & Risk Management; Assistant City Manager Aaron Antin
Sr. Management Analyst Mike Sugg
Community Services Coordinator Rita Badh
Assistant City Attorney Lisa Marshall
City Clerk Melonie Anderson

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Ross led the pledge.

APPROVAL OF AGENDA

MOTION: Deputy Mayor Christie Malchow moved to approve the agenda. Councilmember Pam Stuart seconded. Motion carried unanimously 6-0 with Councilmember Jason Ritchie absent.

Draft

PUBLIC COMMENT

Sherrie Valderrama, spoke regarding the rules of procedure.

Mary Wictor, spoke regarding the Council Committees..

JOINT MEETING WITH THE HUMAN SERVICES COMMISSION

1. Joint Study Session: Human Services Commission / Youth Mental Wellness Funding Recommendation

The Human Services Commission gave a PowerPoint presentation ([presentation available here](#))

Council recessed from 8:38 pm to 8:49 pm

MOTION: Deputy Mayor Christie Malchow moved to table this decision until February 18, 2020 Councilmember Ken Gamblin seconded. Motion carried 6-1 with Councilmember Pam Stuart dissenting.

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

2. Discussion: Revised City Council Rules of Procedure

Mike Sugg, Management Analyst gave the staff report. After discussion, it was decided that this item will come back before Council at the February 18, 2020 meeting.

MOTION: Deputy Mayor Christie Malchow moved to move to extend to 11:00 pm Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

NEW BUSINESS

3. Discussion: 2020 Council Committees

Mr. Sugg gave the staff report. If Council decides to reinstate any committees they will be brought back for approval at a later meeting for approval.

Deputy Mayor Malchow would like to see the Legislative and Finance Committee reinstated.

Councilmember Ritchie suggested forming committees as needed.

MOTION: Deputy Mayor Christie Malchow moved to to reinstate the Legislative and the Finance Committee. Councilmember Ken Gamblin seconded. Motion carried 6-1 with Mayor Karen Moran dissenting.

MOTION: Councilmember Pam Stuart moved to amend motion to state that the Committees should be Committees of the Whole. Councilmember Chris Ross seconded. Motion carried 6-1 with Mayor Karen Moran dissenting.

COUNCIL REPORTS/ CITY MANAGER REPORT

Draft

EXECUTIVE SESSION

To Evaluate the Qualifications of an Applicant for Public Employment pursuant to RCW 42.30.110(1)(g)

Council retired to Executive Session at 10:41 pm and returned at 11:38 pm. They took no action.

ADJOURNMENT

The meeting adjourned at 11:45 pm.

MOTION: Deputy Mayor Christie Malchow moved to adjourn. Councilmember Pam Stuart seconded. Motion carried 6-1 with Councilmember Kent Treen dissenting.

Melonie Anderson, City Clerk

Karen Moran, Mayor

Agenda Bill

City Council Regular Meeting
February 18, 2020



SUBJECT:	Girl Scout Troop #45370 Mural Proposal	
DATE SUBMITTED:	February 10, 2020	
DEPARTMENT:	Parks & Recreation	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Seeking approval from Council on proposed artwork and placement of the mural at Sammamish Commons	
EXHIBITS:	1. Exhibit 1 - Girl Scout #45370 - Mural Proposal	
BUDGET:		
Total dollar amount	\$500	<input type="checkbox"/> Approved in budget
Fund(s)	001-076-573-20-41-00 - Professional Services (Arts Commission)	<input type="checkbox"/> Budget reallocation required
		<input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input checked="" type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:
Seeking approval from Council on proposed artwork and placement of the mural at Sammamish Commons

KEY FACTS AND INFORMATION SUMMARY:
Sammamish Girl Scout Troop #45370, made up of eleven 5th grade girls from Mead and Blackwell Elementary Schools, proposes to paint a mural at the Upper Sammamish Commons play structure in an effort to complete their Bronze Award. They are excited to be able to bring a bit more color and life into the world as well.

The Girl Scout Troop presented their proposal to the Arts Commission on Monday, January 27, 2020. The Arts Commission approved the design, location and size of the mural at their meeting. Also,

granted the Girls Scout Troop with \$500 to help with supplies and a plaque for the completed work. The Girl Scout troop then presented their proposal to the Parks Commission on Wednesday, February 5, 2020. The Parks Commission approved the placement of the mural at their meeting.

Location: The proposed project is to be painted along the wall behind the play structure across from the library, running parallel to 228th Ave SE. See below picture. The size of the wall is 42' x 10' 4" (~462 square feet).

Sammamish Girl Scout Troop 45370 proposes to paint a mural at the Upper Sammamish Commons play structure in an effort to complete their Bronze Award.

Location:

The proposed project is to be painted along the wall behind the play structure across from the library, running parallel to 228th Ave SE. See below picture. The size of the wall is 42' x 10' 4" (~462 square feet).



Materials Required:

Proposed mural to be painted with [Sherwin Williams Pro-Park Waterborne Traffic Marking Paint](#). This is an exterior paint that adheres well to concrete. Use of this paint requires no additional varnish to be applied for color-fastness or cleaning purposes.

The Sammamish Arts Commission has agreed to contribute \$500 towards paint, supplies, and plaque marker. This amount should cover all costs associated with the project.

Preparation:

Prior to painting, the troop will power wash the surface and apply chalk outlines. Power washing would occur two days to one week before painting. Painting portion is expected to require two weeks to complete and is expected to be done in June 2020.

Care would be exercised to keep the playground structure, grass, and adjacent walls paint free through the use of drop cloths, paper, tape, and careful painting methods.

Clean up:

No additional cleanup would be required by grounds crews upon troop exit.

Design:

Below is the initial design for the mural. The size is to scale.



Agenda Bill

City Council Regular Meeting
February 18, 2020



SUBJECT:	Resolution: Rules of Procedure		
DATE SUBMITTED:	February 11, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Review the remaining discussion items (Exhibit 1) and approve the Resolution (Exhibit 2).		
EXHIBITS:	1. Exhibit 1 - Matrix 2. Exhibit 2 - Resolution		
BUDGET:			
Total dollar amount		<input type="checkbox"/>	Approved in budget
Fund(s)		<input type="checkbox"/>	Budget reallocation required
		<input checked="" type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/>		Community Safety
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/>		Community Livability
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/>		Culture & Recreation
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/>		Financial Sustainability

KEY FACTS AND INFORMATION SUMMARY:

During the special meeting on February 11, 2020, the Council reviewed an updated draft of their Rules of Procedure. The Council reached agreement on most of the proposed changes, but a handful of items were not resolved and will require further discussion.

Exhibit 1 is an updated matrix that displays only the items on which the Council still needs to make a decision. **Exhibit 2** is a Resolution to adopt the revised Rules.

Once the Council decides on the matrix items, they should vote to approve the Resolution.

Exhibit 1: Suggested Changes to Rules of Procedure from the Retreat

Section	Topic	Current Rule (Paraphrased)	Options
2.5	Directing Staff Work	No existing rule.	<p>Staff recommends not implementing this change and continuing to handle Council requests on case-by-case basis.</p> <p>Original Suggestion: Any Council request that would require significant staff work to fulfill should be approved by at least four Councilmembers.</p> <p>Options:</p> <p>Definition of significant:</p> <ol style="list-style-type: none"> 2 hours Undefined (City Manager decides case-by-case) <p>Approval authority:</p> <ol style="list-style-type: none"> Four Councilmembers City Manager
3.2.2	Study Sessions	Study sessions are held on the 1 st Monday and 2 nd Tuesday of each month.	<p>Options:</p> <ol style="list-style-type: none"> Remove 1st Monday study session and schedule special meetings when needed. Keep 1st Monday study session and cancel them when unneeded.
3.2.3	Scheduling Special Meetings	<p>This section currently requires 24-hour written notice to Council <i>once the special meeting has been scheduled</i>.</p> <p>There is no requirement to contact all Councilmembers <i>before</i> scheduling special meetings.</p>	<p>Option: Special Meetings may be held by the Council subject to the notice requirements prescribed by State law (RCW 42.30.080). Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. <u>Every effort will be made to contact all Councilmembers before scheduling a special meeting.</u></p>

4.1.3	Adding Items to a Finalized Agenda	An item may be placed on the preliminary agenda for a Regular Business Council Meeting after the preliminary agenda is finalized after only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so.	<p>Option: An item may be placed on the preliminary-agenda for at a Regular Business Council Meeting <u>prior to approval of the agenda after the preliminary agenda is finalized</u> only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so. <u>Items may not be added to the agenda after the agenda has been approved at the meeting.</u></p>
N/A	Agenda Review	N/A – Not part of the Council’s Rules; administratively applied.	<p>Option: The list of agenda topics for an upcoming meeting will be provided to Council on the Wednesday before the Friday packet publication.</p>

Deputy Mayor Malchow's Proposed Changes			
Section	Topic	Proposed Change	Options
2.7	Confidentiality and Executive Session	<p>Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. <u>Violations will not be permitted, and the full extent of the law will be used against any violations of the confidentiality of Executive Session via the City Attorney.</u></p>	<p>Option (per City Attorney): Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. <u>Violations of this section may be addressed pursuant to RCW 42.23.050 ("Any officer violating the provisions of this chapter is liable to the municipality of which he or she is an officer for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the officer by law.")</u></p> <p>Consideration: Should a procedure be developed to address how violations of this section are reviewed? This is not on the Council's draft work plan and will take considerable time to develop and review.</p> <p>City Attorney note: <i>The city attorney would not be able to pursue a case against a councilmember, as the city attorney has an attorney/client relationship with all councilmembers. Depending on the violation, the city attorney may also be a fact witness in any related proceeding (e.g., testify about what was or was not said by others, what documents were or were not discussed).</i></p> <p><i>At the Retreat, my comment was that the City could establish an adjudicative process to pursue any such alleged violations. That process would be expensive and cumbersome, and would require outside counsel at a minimum. It could also require a special hearing examiner or other fact-finder.</i></p>

3.4.4	Decorum - Electronic Devices at the Dias	<p>New Section: No City or Personal cell phones, or other electronic devices other than the City provided iPad shall be placed on the dais. Any member wishing to avail themselves to family or otherwise for emergencies during meetings shall provide family or friends the City Clerk desk number inside Council Chamber to contact urgently. Members can be sanctioned by vote of the majority of Council for the use of devices during meetings.</p>	<p>Option: No cell phones or other electronic devices, other than the City-provided iPad, shall be placed on the dais. Such devices may be kept nearby, and the member shall excuse themselves if they must use the device. Members may be admonished or otherwise sanctioned for a violation of this section by majority vote of the other Councilmembers.</p> <p>Added following 2/11 Council Meeting: If an electronic device must be used at the dais, the Councilmember shall explain the need for its use to the Council and public.</p>
7.3.1	Voting on External Committees	<p>New Section Any voting action taken on behalf of the City of Sammamish at a Board, Commission or Committee shall be discussed by the Council so that the city representative may cast votes with the full vetting of the City Council membership.</p> <p>Packet materials for external Board, Commission, or Committees where action will be taken on behalf of Sammamish, shall be furnished to the full Council membership so that the Council may study and prepare to give the voting member guidance on voting. Members may not vote on agenda items without the direction of the Council, and need to abstain.</p>	<p>Option: Any voting action to be taken on behalf of the City at an external board, commission or committee meeting shall be discussed by the Council so that the City representative may cast votes that represent the majority of the Council.</p> <p>Members may not vote on such action items without first receiving direction from a majority of the Council at an open meeting.</p> <p>Packet materials for an external board, commission or committee where action will be taken on behalf of the City shall be furnished to the full Council so that Council may prepare to give the City representative guidance on voting.</p> <p>This section only applies to significant action items, which does not include actions such as approval of meeting minutes.</p> <p>Added following 2/11 Council Meeting: This section does not apply to external committees where the Councilmember is representing the committee and not the City (e.g., Sound Cities Association committees).</p>

CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2020-_____

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, REVISING THE RULES OF PROCEDURE
FOR THE CITY COUNCIL**

WHEREAS, Chapter 35A.11 RCW gives the City Council of each code city the power to organize and regulate its internal affairs within the provisions of Title 35A RCW; and

WHEREAS, the City Council has adopted rules and procedures to assist in the conduct of City business; and

WHEREAS, the City Council wishes to revise its current Council Rules;

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

Section 1. Council Rules of Procedure are hereby amended to read as set forth in Attachment A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, AT A REGULAR MEETING THEREOF THIS ____ DAY OF
_____, 2020.**

CITY OF SAMMAMISH

Mayor Karen Moran

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk
Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No.: R2020-_____

RULES OF PROCEDURE

Resolution No. R 2020-

[Attachment A](#)

1. **FRAMEWORK AUTHORITY.**

The following rules shall constitute the official rules of procedure for the Sammamish City Council and all prior rules are hereby superseded.

1.1 **Open Public Meetings Act**

All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Chapter 42.30). All Regular Business Meetings, Special Meetings and Regular Study Sessions of the Council shall be open to the public; and

1.2 **Robert's Rules of Order**

In all decisions arising from points of order, the Council shall be governed by Robert's Rules of Order (most current edition), a copy of which is maintained in the office of the Sammamish City Clerk.

1.3 **Effect/Waiver of Rules**

These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein.

2. **DUTIES AND RESPONSIBILITIES OF COUNCILMEMBERS.**

2.1 **Councilmember Job Description.**

The principal job of a City Councilmember is to make policy. Policy making often takes the form of passing ordinances or resolutions. Councilmembers should base their policy making decisions on many factors after considering input from many sources, including the City staff, citizen's groups, advisory commissions and others. It is the Councilmember's responsibility to consider the merits of each idea and then approve, modify, or reject it. Councilmembers should also consider community needs and available resources when making their decisions. It is the job of the City Manager and staff to implement the policies set by the City Council.

2.2 **Public Statements.**

Any member of the Council has a right to express personal views and opinions. However, statements representing the views or decisions of the Council must be authorized by a majority or consensus of the Council. Minority views or positions may be conveyed as well.

2.3 Ethics Laws.

State law provides a specific code of ethics for city officials. [RCW 42.23.070](#) prohibits a municipal official from:

- 2.3.1** Using his position to secure special privileges or exemptions for himself or others.
- 2.3.2** Directly or indirectly, giving or receiving any compensation, gift, gratuity, or reward from any sources, except the employing city, for a matter related to the official's services.
- 2.3.3** Accepting employment or engaging in business that the officer might reasonably expect would require him to disclose confidential information acquired by reason of his position.
- 2.3.4** Disclosing confidential information gained by reason of the officer's position or use of such information for personal gain.

2.4 Information Sharing.

It is in the public interest that, to the greatest extent possible, all members of the City Council have an opportunity to be aware of and act upon the information that is available to other members.

The City Council places a high value on conducting the public's business in an open and transparent manner. While Councilmembers are not expected to place on the record all contacts with City residents and other stakeholders on every matter, Councilmembers should place on the record all contacts with City residents and other stakeholders on matters about which a Councilmember reasonably believes the other Councilmembers should be apprised. Examples of such matters would include but not be limited to contacts with opposing parties in litigation involving the City, vendors seeking contracts with the City, [legislators, stakeholders with City business](#), and matters of similar sensitivity. [The context of any such contact should be provided in writing, either in an email to the full Council or in a written Council report at the next available Council meeting following the contact."](#)

2.5 Directing Staff Work

[Any Council request that would require significant staff work to fulfill should be approved by at least four Councilmembers.](#)

2.6 Communicating with Staff

[Councilmembers may directly contact department directors, provided the City Manager is copied on the email.](#)

2.5-2.7 Confidentiality and Executive Sessions.

Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information ~~is considered to be~~ exempt from disclosure under the Revised Code of Washington. [Violations of this section may be addressed pursuant to RCW 42.23.050](#)

“Any officer violating the provisions of this chapter is liable to the municipality of which he or she is an officer for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the officer by law.”)

2.8 Conduct Outside of Council Meetings

While policy disagreements are acceptable, Councilmembers should refrain from personal attacks or other personal negative comments about fellow Councilmembers, City Staff members, or the City as a whole. Violation of this section may result in an admonishment or other sanction by majority vote of the other members of the City Council.

2.6-2.9 Swearing in of New Councilmembers.

New Councilmembers shall be sworn in by a member of the judiciary or by the City Clerk.

2.7-2.10 Election of Mayor/Deputy Mayor

2.7.1-2.10.1 Pursuant to RCW 35A.13.030, biennially, at the first meeting of the new council, the council shall choose a chair from among their number. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes. He or she shall have no regular administrative duties. Pursuant to Resolution 2010-398, the council shall select the deputy mayor on an annual basis, using the procedures of this section.

2.7.2-2.10.2 The motion to elect the Mayor will be placed on the agenda of the first regular meeting and the election will occur at said meeting.

2.7.3-2.10.3 No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor shall take place in the order nominations were made. Councilmembers will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote (four votes), then the Chair will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Deputy Mayor is opened for nominations. A tie vote results in a failed nomination.

2.7.4-2.10.4 In the temporary absence of the mayor, the deputy mayor shall perform the duties and responsibilities of the mayor with regard to the conduct of meetings and emergency business. In the event that the mayor is unable to serve the remainder of ~~his~~

~~or her~~their term, a new mayor shall be elected at the first regular meeting following the conclusion of the mayor's term. In the event the deputy mayor is unable to serve the remainder of ~~his or her~~their term, a new deputy mayor shall be elected at the first regular meeting following the conclusion of the deputy mayor's term.

~~2.7.5-2.10.5~~ A super majority vote (5 councilmembers) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for serious cause.

~~2.8-2.11~~ **Duties of Mayor and Deputy Mayor.**

Presiding Officers. The Mayor, or in ~~his or her~~their absence, the Deputy Mayor, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Deputy Mayor, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.

~~2.8-2.11.1~~ **Presiding Officer's Duties.**

It shall be the duty of the Presiding Officer to:

- a. Call the meeting to order;
- b. Keep the meeting to its order of business;
- c. Control discussion in an orderly manner;
- d. Give every Councilmember who wishes an opportunity to speak when recognized by the chair;
- e. Permit audience participation at the appropriate times;
- f. Require all speakers to speak to the question and to observe the rules of order;
- g. State each motion before it is discussed and before it is voted upon; and
- h. Put motions to a vote and announce the outcome.
- i. Presiding Officer, Questions of Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- j. Presiding Officer, Participation. The Presiding Officer may at ~~his or her~~their discretion call the Deputy Mayor or any member to take the chair.
- k. Request for Written Motions. Motions shall be reduced to writing when requested by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

3. MEETINGS.

3.1 Regular Business Meetings Dates, Times.

All regular meetings of the City Council shall be held at the times and locations specified by applicable ordinances and resolutions of the Council.

3.2 Meetings.

3.2.1 Regular Business Meetings.

All regular meetings of the City Council shall be held on the First Tuesday and Third Tuesday of each month beginning at 6:30 pm.

3.2.2 Regular Study Sessions.

Regular study sessions of the City Council shall be held on the ~~First Monday~~second Tuesday of each month beginning at 6:30 p.m. and ending no later than at 8:30~~10:00~~ p.m., ~~and also on the Second Tuesday of each month beginning at 6:30 pm.~~
~~Departmental work program updates should be included on a Study Session agenda on a quarterly basis.~~

Regular Study Sessions will normally be informal meetings for the purpose of reviewing: the upcoming Regular Business Meeting preliminary agenda; forthcoming programs and future Council agenda items; progress on current programs or projects; or other information the City Manager feels is appropriate. Under special circumstances, final action may be taken at a Regular Study Session.

3.2.3 Special Meetings.

Special Meetings may be held by the Council subject to ~~the notice~~ requirements ~~prescribed~~ by State law (RCW 42.30.080). Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. Every effort will be made to contact all Councilmembers before scheduling a special meeting.

3.2.4 Meetings Scheduled on Legal Holidays.

Should any meeting date occur on a legal holiday, the meeting shall be held on a day, time and place established by a majority vote of the Council.

3.2.5 Executive Sessions.

The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.

3.2.6 Meeting Place.

Council Meetings will be held at Sammamish City Hall, located at 801 228th Avenue SE, Sammamish, Washington, 98075, or as otherwise directed by the Council and properly noticed.

3.2.7 Public Notice.

The City shall comply with the provisions of RCW 35A.12.160.

3.2.8 Adjournment.

Council Meetings shall adjourn no later than 10:00 pm. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may make a motion at or about 9:30 p.m. to review agenda priorities or to extend the meeting.

3.3 Attendance, Excused Absences.

Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for ~~his or her~~their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or City Clerk, who shall convey the message to the Mayor.

Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.

Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. As set forth in RCW 35A.13.020 and RCW 35A.12.060, a council position shall become vacant if a Councilmember fails to attend three consecutive regular meetings of the City Council without being excused by the City Council.

3.4 General Decorum.**3.4.1 Preserve Order and Decorum**

While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or anyone addressing members of the Council during the course of business, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.

3.4.2 Disruptive Behavior

Any person ~~making engaging in the following actions may be asked to leave by the Presiding Officer and barred from further audience participation for that meeting:~~

a. disruptive, impertinent, or slanderous remarks; or

~~a-b. disruptive or intimidating behavior, such as clapping during public comment or who becomes boisterous while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience participation before the Council for that meeting.~~

3.4.3 Addressing Remarks to Presiding Officer

Per Robert's Rules of Order, all remarks shall be addressed to the Presiding Officer, unless asking a question, answering a question or clarifying a point of anyone addressing the Council during the course of Council business.

3.4.4 Electronic Devices at the Dais

No cell phones or other electronic devices, other than the City-provided iPad, shall be placed on the dais. Such devices may be kept nearby, and the member shall excuse themselves if they must use the device. Members may be admonished or otherwise sanctioned for a violation of this section by majority vote of the other Councilmembers.

If an electronic device must be used at the dais, the Councilmember shall explain the need for its use to the Council and public.

3.4.3-3.4.5 Quorum.

At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

4. ORDER OF BUSINESS.**4.1 Agenda and Council Packet Preparation.****4.1.1 Preliminary Agenda.**

The City Clerk, under direction of the City Manager, will prepare a preliminary agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The preliminary agenda is subject to review by the Presiding Officer.

4.1.2 Placing Items on the Agenda.

An item for a Regular Business Council Meeting may be placed on the preliminary agenda by a majority vote or consensus of the Council, by the Mayor, ~~or by the~~ Deputy Mayor in the absence of the Mayor, by the City Manager, or by any three Councilmembers who so advise the Mayor and City Manager.

4.1.3 Adding Items to a Finalized Agenda.

An item may be placed on the ~~preliminary~~ agenda for at a Regular Business Council Meeting prior to approval of the agenda after the preliminary agenda is finalized only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so. Items may not be added to the agenda after the agenda has been approved at the meeting.

4.1.4 Public Hearings.

Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

4.1.5 Continued Items

Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

4.1.6 Procedure Review.

It is the intent of the City Council that council procedures be periodically reviewed as needed.

4.2 Consent Calendar.**4.2.1 Criteria for Consent Calendar**

The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.

4.2.2 Adopting Consent Calendar.

The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar. Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

4.3 Public Comment and Testimony.**4.3.1 Regular Meeting Public Comment**

Public comment for a period of 30 minutes will be included near the beginning of the agenda for all Regular Meetings.

4.3.2 Study Session Public Comment

Public comment for a period of 30 minutes will be included near the ~~beginning-end~~ of the ~~agenda for the~~ Study Session ~~conducted on the second Tuesday of each month~~. Public comment at ~~this the~~ Study Session shall be limited to items included on the Study Session agenda.

~~In order to best permit the City Council to consider other City business, public comment will not be included on the agenda for the Study Session conducted on the first Monday of each month.~~

4.3.3 Extending the Public Comment Period

The presiding officer may choose to extend the public comment period for up to 30 additional minutes. If public comment remains after this one-hour period, the presiding officer will include time for such public comment as the final agenda item which may continue as necessary until 10:00 PM.

4.3.4 Public Comment Time Limit

Public comment is permitted for up to 3 minutes per person ~~or up to 5 minutes for a recognized community group.~~

4.3.5 Grouping Topics by Category

The presiding officer will encourage collaboration and will attempt to group the topics by category so that there is continuity of subject matter during the public comment period.

4.3.6 Multiple Subjects

If a person appearing before the Council has more than one matter to bring up before the Council, that person, after speaking on one matter, will be given an opportunity to bring up other matters after other speakers have been given the opportunity to address the City Council.

4.3.7 Responding to Public Comment

The Presiding Officer may ask the rest of the Councilmembers if they have any questions before being excused. After a citizen (or group of citizens) has made public comment, the Presiding Officer will respond to the citizen or group with one of the following actions:

- a. The commentator will be thanked for his/her/their input if it is a comment only;
- b. Staff will be directed to follow up if an administrative answer or problem resolution is required;
- c. The commentator will be requested to provide more information in writing to the City Clerk if further information is needed to clarify or formalize a request. This information will be distributed to the Council before the next Regular Business Meeting or Regular Study Session;
- d. The item will be referred by the Presiding Officer to the City Manager for scheduling on a future Regular Study Session Agenda or a Regular Business Meeting Agenda; or
- e. The item will be placed on that night's agenda if it is an emergency or is driven by an imminent due date.

4.3.8 Selection of Response

The decision as to which alternative to use will be at the discretion of the Presiding Officer. The Presiding Officer will verbalize a reason for ~~his/her~~ their choice. After the Presiding Officer's decision, any Councilmember may make a motion to select one of the other alternatives. If the motion is seconded, it will be discussed and voted upon. Should the motion fail, the Presiding Officer may use the previously chosen alternative or may select a different one, again providing a verbal reason.

4.3.9 Identification of Speakers.

Persons testifying shall identify themselves for the record as to name, ~~address-city or county,~~ and organization if representing one.

4.3.10 Instructions for Speakers.

An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.

4.4 Rules for Public Testimony during Public Hearings.

The following rules shall be observed during any Public Hearing:

4.4.1 Public Hearing Testimony

Individuals will be allowed three minutes to speak, ~~or five minutes when presenting the official position of a recognized organization, and each organization shall have only one five-minute presentation. If a speaker purports to speak for an organization, club or other so as to lead the Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.~~

4.4.2 Timekeeper

The City Clerk shall be the timekeeper.

5. VOTING**5.1 Procedure**

The votes during all Council Meetings shall be conducted as follows: Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk or the Presiding Officer may call for a show of hands. In order to maintain an accurate record of all votes of the City Council, the City Clerk shall record by name in the meeting minutes any Councilmember who casts a vote against a motion or other matter.

5.2 Majority Vote Requirement

The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the Council.

5.3 Reading of Ordinance

Unless otherwise provided for by statute or ordinance, the passage of any ordinance shall require only one reading. Additional readings may be held by a majority vote or consensus of the Council.

5.4 Tie Vote

In case of a tie vote on any motion, the motion shall be considered lost.

5.5 Abstentions

Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or other disqualifying matter under State law is present. Unless a member of the Council states that they are abstaining for the above reasons, their silence shall be recorded as an affirmative vote.

6. ADVISORY COMMITTEES AND STAFFBOARDS AND COMMISSIONS.**6.1 Appointment to Advisory Bodies.****6.1.1 Recruitment**

Vacancies may be advertised so that any interested citizen may submit an application. Applicants are urged to be citizens of the City of Sammamish, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body.

6.1.2 Appointments

Appointments to advisory bodies will be made by the City Council during a regularly scheduled meeting.

6.1.3 Briefing on Duties

Newly appointed advisory body members will receive a briefing by the commission, committee, or task force chairperson and/or City staff regarding duties and responsibilities of members of the advisory body.

6.1.4 Removal

Appointees to advisory bodies may be removed prior to the expiration of their term of office by a majority vote of the City Council.

6.2 Key Staff Duties.

Any City employee shall attend a City Council meeting when requested by the City Manager for clarification or explanation of agenda items.

7. COUNCIL COMMITTEES/~~APPOINTMENTS.~~

7.1 Purpose

Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.

7.2 Structure

Council committee structure shall be as determined by the city council and may include:

7.2.1 Council Committees

Standing Committees established for special purposes, tasks or time frames (three or fewer Councilmembers);

7.2.2 Subcommittees of the City Council

Ad hoc and informal working or study group (three or fewer Councilmembers);

7.2.3 Councilmember Appointments

To task teams or City Advisory Boards, commissions and committees (three or fewer Councilmembers).

7.3 External Boards or Commissions

The Chair of any Council Committee or Subcommittee, and the City's representative to any external Board or Commission (e.g., Eastside Transportation Partnership), shall provide a written report to the City Council within a reasonable time after each meeting of a Committee, Subcommittee, or other External Body.

7.3.1 Voting

Any voting action to be taken on behalf of the City at an external board, commission or committee meeting shall be discussed by the Council so that the City representative may cast votes that represent the majority of the Council.

Members may not vote on such action items without first receiving direction from a majority of the Council at an open meeting.

Packet materials for an external board, commission or committee where action will be taken on behalf of the City shall be furnished to the full Council so that Council may prepare to give the City representative guidance on voting.

This section only applies to significant action items, which does not include actions such as approval of meeting minutes.

This section does not apply to external committees where the Councilmember is representing the committee and not the City (e.g., Sound Cities Association committees).

Agenda Bill

City Council Regular Meeting
February 18, 2020



SUBJECT:	Approval: Youth Mental Wellness Funding Allocation	
DATE SUBMITTED:	February 12, 2020	
DEPARTMENT:	Human Services	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Approve the Human Service Commission's recommendation.	
EXHIBITS:	1. Exhibit 1 - Commission Recommendation Letter	
BUDGET:		
Total dollar amount	\$150,000	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	001-050-557-20-41-00 (Human Svcs. Dept. - Professional Svcs.)	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input checked="" type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

KEY FACTS AND INFORMATION SUMMARY:

On February 11, 2020, the Human Services Commission presented their recommendation (Exhibit 1) for allocating the \$150,000 that was appropriated in the 2020 Budget for youth mental health services. The Council discussed the recommendation and decided to postpone their decision on the funding allocation until the Council meeting on February 18, 2020.

Because the \$150,000 was a special appropriation for 2020, this decision is somewhat time sensitive, as funded agencies must complete their deliverables during the remainder of this year. The sooner the City is able to contract with these organizations, the more time they will have to work this year.

The amount requested from applicants was more than double the budget, so not everything can be funded. The Commission focused on developing a package of services that will create the biggest impact *this year*. Organizations not funded through this process will be encouraged to apply through

the regular 2021-2022 human services grant process, which will begin accepting applications this spring.

FINANCIAL IMPACT:

\$150,000 is included in the 2020 Human Services Department budget under Professional Services (001-050-557-20-41-00). Funds will be paid only if the organization demonstrates successful completion of their stated deliverables.



801 228th Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: www.sammamish.us

Memorandum

Date: February 11, 2020
To: City Council
From: Tom Ehlers, Human Services Commission Chair
 Stan Gunno, Human Services Commission Vice Chair
Re: Human Services Commission Recommendation on Youth Mental Wellness Funding

Introduction

On behalf of the Human Services Commission, we are pleased to forward to the City Council this recommendation for allocating the \$150,000 in teen mental wellness funding that was approved in the 2020 Budget. We are very appreciative that Council recognizes the critical need for youth mental health services in Sammamish.

Background

The recent tragic events among our youth, including drug overdoses and attempted suicides, have highlighted the need for mental health services in Sammamish. The 2018 Healthy Youth Survey showed that 19% of Sammamish 12th graders have considered suicide in the past year, with 7% actually attempting it one or more times. The statistics for 8th and 10th graders are sadly very similar. That same study also indicates alcohol and drug use grows significantly between 8th and 12th grades.

Even before recent events, mental health resources in Sammamish were at capacity. It is not unusual for a new patient to wait several weeks or more before receiving counseling, which can seem an eternity to someone in crisis.

Process

Following the funding allocation by Council in late November 2019, staff released a request for proposals (RFP) in early December. The RFP was posted publically and sent to a long list of nonprofit providers, community and faith-based organizations, school districts, and school foundations.

We received [ten proposals](#) – requesting \$390,661 in total – by the December 31 application deadline. Each commissioner then independently reviewed the proposals using an agreed-upon scoring rubric that evaluated accessibility, implementation, outcomes, qualifications, and budget. At our January 8th regular meeting, we discussed each proposal and considered their potential for impact in 2020. We also looked at the group of proposals as a whole to determine which combination of services was the most impactful.

Following deliberation and debate, we unanimously voted to recommend the funding of three proposals based on their merits (Exhibit 1).

Commission’s Recommendation

We are recommending the \$150,000 in 2020 be allocated to the following three programs:

1. CrossPath Counseling, Youth Eastside Services, & Friends of Youth (\$86,302)

This joint proposal from CrossPath Counseling, Youth Eastside Services (YES), and Friends of Youth (FOY) will add a 1.0 FTE Master’s-level Therapist certified to treat both mental health issues and substance use disorders. The therapist will be located in Sammamish at the CrossPath site. They will provide screening and assessments, individual and family counseling, and referrals for longer-term services to YES, FOY, and other community partners.

2. Crisis Connections (\$33,698)

This proposal will add a 0.5 FTE Youth Mental Wellness Specialist to provide youth suicide prevention trainings at each Sammamish middle and high school, community outreach and awareness around youth mental wellness resources (such as the peer-to-peer Teen Link helpline), and tailored trainings for families, school staff, and professionals who work with youth.

3. India Association of Western Washington (\$30,000)

This proposal will provide multifaceted youth mental wellness services for Sammamish residents ages 10-18. The program will be available to youth from all backgrounds, with a focus on the needs of youth within the Asian-Indian community. The program includes:

- 1x weekly youth mentoring group w/ counselors attending
- 1x monthly family support group run by a therapist and psychiatrist
- Quarterly paneled mental health community conversations to raise awareness
- Summer 2020 youth mental health summit in Sammamish

Summary

We thank the Council for its support and look forward to further discussion at our joint meeting on February 11.

Thank you,



Tom Ehlers
Chair, Sammamish Human Services Commission

2/5/20

Date



Stan Gunno
Vice Chair, Sammamish Human Services Commission

2/5/20

Date

Exhibit 1: Funding Recommendation

The table below includes the agencies who requested funding through the RFP process, how much funding they requested, and how much funding the Commission is recommending. Those agencies not funded through this special allocation process will be encouraged to apply through the normal 2021-2022 grant process, which opens this spring.

Agency	Requested	Recommendation
CrossPath, Youth Eastside Services & Friends of Youth	\$150,000	\$86,302
Crisis Connections	\$33,698	\$33,698
India Association of Western Washington	\$30,000	\$30,000
Eastside Catholic	\$64,070	\$0
YMCA	\$46,749	\$0
YMCA & Issaquah School District	\$28,238	\$0
Encompass	\$16,269	\$0
Influence the Choice	\$13,750	\$0
Lake WA Schools Foundation	\$7,500	\$0
Beaver Lake M.S.	\$388	\$0
Total	\$390,661	\$150,000

Agenda Bill
 City Council Special Meeting
 February 18, 2020



SUBJECT:	2020 Work Plan		
DATE SUBMITTED:	February 12, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Direction	<input type="checkbox"/> Informational
RECOMMENDATION:	Review the 2020 Work Plan.		
EXHIBITS:	1. Exhibit 1 - Visual Work Plan 2. Exhibit 2 - Detailed Work Plan		
BUDGET:			
Total dollar amount	<input type="checkbox"/>	Approved in budget	
Fund(s)	<input type="checkbox"/>	Budget reallocation required	
	<input checked="" type="checkbox"/>	No budgetary impact	
WORK PLAN FOCUS AREAS:			
<input checked="" type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety		
<input checked="" type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input checked="" type="checkbox"/> Culture & Recreation		
<input checked="" type="checkbox"/> Environmental Health & Protection	<input checked="" type="checkbox"/> Financial Sustainability		

KEY FACTS AND INFORMATION SUMMARY:

During the City Council Retreat on January 24, 2020, the Council reviewed a list of potential work plan items for the year. This list was Council-focused, meaning it only included items that would come in front of Council in 2020 at a regular meeting or study session.

As a result of the discussion, Council added the following priority work plan items to the list:

1. Town Center Projects Placeholder (for projects resulting from Retreat discussion)
2. Community Vision

Following the Retreat, staff developed a detailed spreadsheet (Exhibit 2) showing the work plan items planned for the individual Council meetings throughout the year. This required some assumptions for each work plan item, in terms of the number of Council meetings and the amount of time needed. The

goal was to have no more than 2.5 hours of agenda items per meeting; however, this was not always possible due to the volume of work.

Per the Council's request for a visual work plan calendar, staff condensed that detailed spreadsheet into the more digestible visual shown in Exhibit 1.

Both versions of the work plan include critical as well as discretionary items. "Critical" encompasses not only mandatory, or legally-required, items but also those that need to be completed this year.

Staff has not scheduled five items shown near the bottom of the Exhibits (see light purple shading), which are primarily related to Town Center. These projects will require *significant* meeting time on an already full work plan. So, adding them to the work plan will require removing other items.

2020 Council Work Plan														
				Critical		Discretionary								
ID	Item	Critical	Lead	Feb	Mar	Apr	May	Jun*	Jul	Aug	Sep	Oct	Nov	Dec*
H5	Union Contract	x	CMO											
L1	Youth Mental Wellness Funding	x	CMO											
NEW	Rules of Procedure	x	CMO											
NEW	2020 Work Plan	x	CMO											
L2	ARCH Budget and Work Program	x	DCD											
L3	Housing Trust Fund Authorization	x	DCD											
S1	Security Camera Policy	x	Parks											
L14	Land Acquisition		Parks											
T5	Sound Transit North Sammamish Park and Ride	x	PW											
T1	Traffic Model Audit	x	CMO											
NEW	Emergency Management Training		CMO											
T4	SR202/Sahalee Way NE Intersection Study	x	PW											
L8	Phase II - Development Regulations Update		DCD											
T2	Transportation Master Plan	x	PW											
R4	Big Rock Park Site B - Phase I Improvements	x	Parks											
H1	Wireless Communication Facilities Code Update	x	DCD											
L5	Athletic Field Study	x	Parks											
L4	ADA Transition Plan	x	CMO											
NEW	Community Visioning		DCD											
S3	King County Regional Hazard Mitigation Plan	x	CMO											
L11	Urban Growth Capacity Study	x	DCD											
C1	Social Media Policy		CMO											
E1	Flood Ordinance Review	x	DCD											
New	2021-2026 Transportaton Improvement Plan	x	PW											
S2	Title 16 - Building Code Update	x	DCD											
L17	Site Specific Land-Use Map Amendment – CWU	x	DCD											
NEW	Police Services		CMO											
S4	School Resource Officer – Inglewood MS		Police											
R5	Inglewood MS - Athletic Field Improvements		Parks											

2020 Council Work Plan														
				Critical			Discretionary							
ID	Item	Critical	Lead	Feb	Mar	Apr	May	Jun*	Jul	Aug	Sep	Oct	Nov	Dec*
F3	2021-2022 Biennial Budget	x	Finance											
L6	UFMP Implementation Strategies	x	DCD											
H3	Revised Employee Handbook	x	CMO											
C2	Website Refresh		IT											
NEW	Traffic Impact Fee Update		PW											
L15	Klahanie Park - Master Plan		Parks											
R1	City Code Revisions (Chapter 7.12 - Parks)		Parks											
L12	Human Services Grant Program (2021-2022)	x	CMO											
L7	Transfer of Development Right Analysis	x	DCD											
R3	Arts Commission - Grant Program		Parks											
F1	Development Fee Analysis		Finance											
L13	Comprehensive Plan and Development Regulations	x	DCD											
T3	Update Public Works Standards	x	PW											
F4	Property Tax Levy	x	Finance											
E2	Laughing Jacobs Creek Basin Plan		PW											
H4	Continuity of Operation Planning (COOP)		CMO											
H6	City Manager Recruitment	x	CMO	To be determined										
NEW	Town Center Projects (TBD - Placeholder)		DCD	Pending Council direction - will require significant meeting time										
L10	Town Center Public ROW Design Standards.		DCD	Pending Council direction - will require significant meeting time										
L9	Town Center Regional Stormwater		DCD	Pending Council direction - will require significant meeting time										
L18	Lower Commons - Master Plan Update & Plaza (TC)		Parks	Pending Council direction - will require significant meeting time (dependent on Regional Stormwater)										
R2	4th Street Art Sculpture	x	Parks	Consent										
F5	2021 Fee Schedule and Salary Schedule Resolutions		Finance	Consent										
S5	Title 23 Code Amendments		DCD	Pushed										
H7	Electronic Content Management System		CMO	Pushed										
F2	Economic Development Project (TBD)		DCD	No time										
H2	2020 State Legislative Session (As Needed)		CMO	Legislative Committee										
* June includes an extra meeting on the 23rd (4th Tuesday) dedicated to the budget.														
* Assumes last meeting in December will be cancelled.														

2020 Council Work Plan			1=30min 2=1hr 3=1.5hrs 4=2hrs Max 5/meeting																																		
			Total Time	5	5	7	5	6	3	4	6	6	6	6	6	6	5	7	5	5	5	6		6	4	4	6	6	6	5	5	4	5	1			
ID	Item	Critical	Lead	Feb			Mar			Apr			May			Jun*				Jul			Aug	Sep			Oct			Nov			Dec				
				4	11	18	3	10	17	7	14	21	5	12	19	2	9	16	23	7	14	21	N/A	1	8	15	6	13	20	3	10	17	1	8	15		
NEW	Emergency Management Training		CMO				2																														
NEW	Police Services		CMO															x																			
L8	Phase II - Development Regulations Update		DCD				1																			2			2			1					
NEW	Community Visioning		DCD										2																			2					
F1	Development Fee Analysis		Finance																								1	1									
C2	Website Refresh		IT																			1															
L14	Land Acquisition		Parks	1							1											1															
L15	Klahanie Park - Master Plan		Parks																						2			2									
R1	City Code Revisions (Chapter 7.12 - Parks)		Parks																			3				2											
R3	Arts Commission - Grant Program		Parks																						2			2						1			
R5	Inglewood MS - Athletic Field Improvements		Parks														2					2							1								
S4	School Resource Officer – Inglewood MS		Police														1																				
E2	Laughing Jacobs Creek Basin Plan		PW																												1						
NEW	Traffic Impact Fee Update		PW																			1	1														
H6	City Manager Recruitment	x	CMO	To be determined (Likely will require a meeting outside of the normal schedule)																																	
NEW	Town Center Projects (TBD - Placeholder)		DCD	Pending Council direction - will require significant meeting time																																	
L10	Town Center Public ROW Design Standards.		DCD	Pending Council direction - will require significant meeting time																																	
L9	Town Center Regional Stormwater		DCD	Pending Council direction - will require significant meeting time																																	
L18	Lower Commons - Master Plan Update & Plaza (TC)		Parks	Pending Council direction - will require significant meeting time (dependent on Town Center/Regional Stormwater)																																	
R2	4th Street Art Sculpture	x	Parks	Consent																																	
F5	2021 Fee Schedule and Salary Schedule Resolutions		Finance	Consent																																	
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H7	Electronic Content Management System		CMO	Pushed																																	
F2	Economic Development Project (TBD)		DCD	No time																																	
H2	2020 State Legislative Session (As Needed)		CMO	Legislative Committee																																	

Christie Malchow

Council Report

February 18, 2020

PIC 2/12/2020

- The newly formed Regional Homeless Authority is attempting to convene the first meeting for March 2nd at 11am (location is TBD). Each City should get an invitation if they want to attend (in addition to the 3 SCA members on that board).
- Sign up for the AWC Hot Sheet if you haven't already. It's a good way to gauge those bills that are of keen interest to cities: <https://www.wacities.org/docs/default-source/Legislative/hotsheet.pdf?sfvrsn=52>.
- AWC discussed bills moving through the legislature, including **HB 2570 & HB 2780/SB 6536**, which AWC opposes. These items preempt local control. AWC encouraged us to contact our legislators on this & I would agree. These are also in conflict with adopted SCA priorities, as they preempt local control.

I emailed this time sensitive information to you already:

- HB 2907 Business Tax was discussed. Much concern at SCA from many cities on the potential impacts. None of the cities were given a heads up in King Co. before the bill dropped, that frustrated many. It's an excise tax on payroll tax, and applies to those making \$150K. The exemptions led to concern. 43% of the revenue would go directly to Seattle. The balance to the County. 50% for affordable housing, up to 50% for homelessness up to 10% for behavioral health is where the revenue would be directed. Kent, Federal Way, Auburn are concerned about recruiting/retaining businesses and these high wage jobs. The exemption of small businesses is of concern. Thus, I reached out on 2/12/20 to our Chamber to ask if they've heard from their membership on potential impacts. Their defined "small business" isn't in line with any other recognized definitions. Tukwila stated they felt "cold cocked" by this bill. There is the concern of preempting cities that already have this (ie. Redmond & Kirkland both have head-taxes now). They also haven't stated how they'll spend the money, which is a concern.
- PIC also discussed this time sensitive issue, a ballot measure in August. KC Metro is deciding right now on a potential levy. Their go-no go decision to place this on the ballot is February 28th. Many decisions that have to be made prior to that. As I discussed in the 2/11/20 Council meeting, the ballot measure would be 2/10 of a percentage sales tax. Metro has been engaged by staff for a site visit/discussion. As a Council, we can only have

up to 3 of our members at that meeting. But that does require Council discuss what we ask staff/representatives to push for & that Council attendees come forward with as far as what our ask is for potential inclusion on the levy (both now or in the future). [I asked constituents](#), and overwhelmingly it was Express Bus Service (to Seattle & Bellevue). Granted it is an ultra-small subsection of the population, but encourage you to read the comments.



Councilmember Rod Dembowski, Dave Upthegrove & Claudia Balducci may be looking to come out to cities seeking to find out if there is support or not. We need to put this on the agenda to discuss. We need a formal position quickly so we are all in sync on our position.

- VISION 2050 PSRC Update – draft plan is going to the Executive Board. Scheduled to move quickly. On this, they would move it out in March. Then what they adopt goes to the general assembly at the end of May at PSRC’s annual meeting (which everyone has a vote at, including us).

City Council Agenda Calendar

Meeting Date	Packet Items Due	Time	Meeting Type	Topics
March 2020				
Tues 3/3	1/29	6:30 pm	Regular Meeting	<ul style="list-style-type: none"> Sahalee Way Corridor Widening Update (90 min) <u>Consent</u> <ul style="list-style-type: none"> Contracts: Mental Wellness RFP Grantees
Tues 3/10	1/4	6:30 pm	Study Session	<ul style="list-style-type: none"> TMP Update (90 min) Emergency Management Training for Elected Officials (60 min)
Tues 3/17	3/10	6:30 pm	Regular Meeting	<ul style="list-style-type: none"> Traffic Model Audit Report (1.5 hr) Title 16 Code Revisions Approval: Contract for Big Rock Park B construction project <u>Consent</u> <ul style="list-style-type: none"> Approval: 2020 Curb Ramp Retrofit and Sidewalk Repair Project Contract - TBD Approval: Issaquah Fall City Ph 2 Design Contract - HDR
April 2020				
Tues 4/7	3/31	6:30 pm	Regular Meeting	<u>Public Hearing</u> <ul style="list-style-type: none"> Title 16 Code Revisions <u>Consent</u> <ul style="list-style-type: none"> Approval: King Conservation District Grant
Tues 4/14	4/8	6:30 pm	Study Session	
Tues 4/21	4/15	6:30 pm	Regular Meeting	<u>Consent</u> <ul style="list-style-type: none"> Sammamish Youth Board Appointments

2/13/2020