

**CITY OF SAMMAMISH
CITY COUNCIL AGENDA
REGULAR MEETING
JANUARY 26, 2000**

Wednesday, January 26, 2000, 7:30 p.m., 486 228th Ave. N.E., City Hall Chambers

CALL TO ORDER

ROLL CALL/PLEDGE

INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS

a) **Zero Impact Development, Tom Holz of SCA Engineering**

1. Approval of Agenda

2. Public Comment (For members of the public to speak to the Council regarding items not on the agenda.
Please limit remarks to three minutes)

3. Consent Calendar

- a) **Claims for the period ending Jan. 20, 2000 in amount of \$107,478.24.**
- b) **Payroll for period Jan. 1-15, 2000 in amount of \$22,703.98.**
- c) **Minutes of Regular Council Meeting, Jan. 12, 2000.**
- d) **Minutes of Special Council Meeting, Jan. 19, 2000.**

4. Unfinished Business

- a) **Election of Mayor for Year 2000**
- b) **Election of Deputy Mayor for Year 2000**

5. New Business

- a) **Appraisal of Property**
- b) **Request for Hardship Exemption: Ritzen/Schlepp**

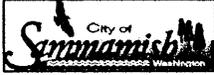
6. Council and Committee Reports

7. City Manager and Staff Reports

- a) **Water/Sewer Districts Collaboration**

**b) Preliminary Organization Structure – Job Description/Salary
(Parks/Recreation Supervisor)**

- 8. Public Comments**
- 9. Adjourn**
- 10. Executive Session – Land Use Appeals**



CITY OF SAMMAMISH
 704 228TH AVENUE N. E. - PMB 491
 SAMMAMISH, WASHINGTON 98053

CHECK REGISTER
 DATE: JANUARY 21, 2000

CHECK NUMBER	Purchase Order No.	VENDOR	DESCRIPTION	CHECK DATE	AMOUNT
1510		Michael Wilson	Reimburse for down pymt on desk & credenza	1/7/00	\$500.00
1511		Secretary of State	Trademark Registration	1/10/00	\$50.00
1512		International Association of Chiefs of Police	Annual Dues	1/12/00	\$100.00
1515		Nesbitt Planning	Consulting on Assumption of Water & Sewer Districts	1/14/00	\$8,125.00
1516	2238	Shell	Gas for City Vehicle	1/21/00	\$19.00
1517	2235	Office Depot	Folding Tables & Golf Pencils	1/21/00	\$148.30
1518	2233/2040	Federal Express	Shipping Charges	1/21/00	\$327.25
1519	2226/2224	ADP	Payroll Processing Charges	1/21/00	\$190.38
1520		ICBO	Certification Renewal for Bldg Inspector	1/21/00	\$50.00
1521		Diane Lukin	Reimburse for travel to Sumner, Wa	1/21/00	\$33.15
1522	2003	Corporate Express	Office Supplies	1/21/00	\$931.20
1523	2099	Berryman & Henigar	Plan Reviews	1/21/00	\$10,951.72
1524	2199	Ace Hardware	Hammer & Surge Protector	1/21/00	\$26.35
1525	2231	Lockworks	Keys for Police Station Locks	1/21/00	\$43.44
1526	2229	All The Kings Flags	Washington Presentation Set	1/21/00	\$163.99
1527	2222	Temples Design	Design Services for New City Hall	1/21/00	\$185.00
1528	2223	Nova Networks	Computer System for Admin Services Director	1/21/00	\$2,817.25
1529	2218	Nova Networks	Equipment Agreement	1/21/00	\$1,475.94
1530	2216	Nova Networks	Block of Time Retainer	1/21/00	\$4,887.00
1531	2217	Nova Networks	Network Maintenance Service Agreement	1/21/00	\$1,552.98
1532	2399	Regency Realty Corp	Reimburse for Roto Rooter & Ace Fire & Safety	1/21/00	\$227.52
1533	2093	Crystal Springs	Water Delivery & Cooler Rental	1/21/00	\$55.93
1534	2010	The Mail Post	Copying/Postage/Printing	1/21/00	\$2,947.34
1535	2232	The Seattle Times	Classified Advertising - City Hall Positions	1/21/00	\$889.20
1536	2234	Philip Dufford	Hearing Examiner Services	1/21/00	\$954.00
1537	2015	Waldron Resources	Interim Staff Payroll	1/21/00	\$12,182.70
1538	2227	Suburban Cities Association	Annual Dues	1/21/00	\$4,057.79
1539	2228	King County Finance	Voter Registration Costs - 1999	1/21/00	\$25,291.72
1540	2230	IOS Capital	Copy Machine Rental	1/21/00	\$463.56
1541	2030	Kenyon Law Firm	Attorney Fees	1/21/00	\$8,282.17
1542	2225	The News Tribune	Classified Advertising	1/21/00	\$416.11
1543	2041	GTE	Monthly Phone Bill	1/21/00	\$650.55
1544	2221	Corporate Express	Office Supplies	1/21/00	\$809.61
1545		Karen Moran	Reimburse for Christmas Decorations	1/21/00	\$555.30
1546		King County Police Chiefs Assoc.	Annual Dues	1/21/00	\$20.00
1548		Department of Revenue	Quarterly Taxes	1/21/00	\$2,829.59
1549		Elizabeth DeWitt	Office Work	1/21/00	\$120.00
1550	2242	Professional Office Interiors	Final Pymt on City Hall Work	1/21/00	\$6,882.09
1551	2243	Moss Bay Group	Consulting Services on Information Systems Design	1/21/00	\$5,030.95
1552	2244	Arrow Graphics	Installation 2 signs on 228th	1/21/00	\$1,944.16
1553	2245	Kato & Warren	Prof Svc related to next phase of 228th Ave NE/SE	1/21/00	\$280.00
TOTAL					\$107,478.24

AUTHORIZATION: CITY OF SAMMAMISH CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just and due obligation for the City of Sammamish. Furthermore, I certify I am authorized to authenticate payment of the claims.

SIGNATURE

Carole K. Witt

DATE

1/20/2000

**City of Sammamish
City Council Minutes
Regular Meeting
January 12, 2000**

Mayor Phil Dyer called the regular meeting of the Sammamish City Council to order at 7:30 p.m.

Councilmembers present: Mayor Phil Dyer, Deputy Mayor Jack Barry, Councilmembers Don Gerend, Ron Haworth, Kathleen Huckabay, Kenneth Kilroy, and Troy Romero.

Staff present: City Manager Michael Wilson, City Attorney Bruce Disend, Community Development Director Kelly Robinson, Administrative Services Director Dennis Richards, Police Chief Richard Baranzini and Interim City Clerk Ruth Muller

Roll Call/Pledge

Roll was called and Deputy Mayor Barry led the pledge. The Sammamish Symphony played the National Anthem presented on a video.

Approval of Agenda

Councilmember Romero moved that the agenda be approved. Councilmember Gerend seconded the motion. Councilmember Haworth moved to amend the agenda by adding an Executive Session for discussion of property acquisition as an item before Adjournment. Councilmember Huckabay seconded the motion. The motion carried unanimously. The motion to approve the agenda as amended carried unanimously.

Councilmember Kilroy moved to reopen Approval of Agenda. Councilmember Huckabay seconded the motion. The motion carried unanimously.

Councilmember Huckabay moved to amend the Agenda to add an item under New Business that will be Item 4.(i) for discussion of the request for special election to submit ballot proposition for an additional Real Estate Excise Tax on sale of real property in Sammamish. Councilmember Gerend seconded the motion. The motion carried unanimously.

The motion to approve the agenda as amended carried unanimously.

Public Comment

Tom Harmon, 2302 West Beaver Lake Drive, advised that Channel 7 will carry the Celebrate Sammamish video. He expressed appreciation for the work done by Community Development Director Robinson on behalf of the City in the settlement agreement for the Beaver Lake Estates II appeal.

Steve Baker, 169 221st Ave. N.E., presented information that has been requested for installation of a sound/recording system for the City's public meetings. This information will be reviewed by the Finance Committee for recommendation to the Council.

Consent Calendar

Councilmember Huckabay moved that the Consent Calendar be approved.

Councilmember Gerend seconded the motion. The motion carried unanimously to approve (a) Claims for the period ending Jan. 7, 2000 in amount of \$632,154.83; (b) Payroll for period December 1-15, 1999 in amount of \$8,822.42; (c) Payroll for period Dec. 16-31, 1999 in amount of \$19,637.49; (d) Minutes of Special Council Meeting, December 1, 1999; (e) Minutes of Regular Council Meeting, December 8, 1999; and (f) Minutes of Continued Council Meeting, December 15, 1999.

New Business. Councilmember Haworth moved to adopt Resolution R2000-35 Repealing Resolution No. R99-17 and Establishing a Deferred Contribution Plan With ICMA. Councilmember Kilroy seconded the motion. The motion carried unanimously.

Resolution No. C2000-41: Councilmember Romero moved that the City Manager be authorized to execute a contract for City Attorney and Prosecutor Services with Kenyon Law Firm for the City of Sammamish. Councilmember Kilroy seconded the motion. The motion carried unanimously.

Contract for Services: Councilmember Kilroy moved that the City Manager be authorized to execute a contract for services between the City of Sammamish and Ruth Muller for support services for the City Clerk office. Councilmember Huckabay seconded the motion. The motion carried unanimously.

Eastside Transportation Partnership: Community Development Director Robinson said that this is a housekeeping item, as City representative appointments are to be made on a yearly basis for participation in this organization. Councilmember Romero moved that Councilmember Gerend and Deputy Mayor Barry be appointed to the Eastside Transportation Partnership as Sammamish representatives for the Year 2000. Councilmember Huckabay seconded the motion. The motion carried unanimously.

Contract No. C2000-42: Councilmember Huckabay moved to authorize the City Manager to execute Agreements with Nova Networks for Computer Network Maintenance, Block of Time Retainer and Router Warranty Service Maintenance. Councilmember Haworth seconded the motion. City Manager Wilson said that Staff recommends that the City continue contracting with Nova Networks for the maintenance of both computer software and hardware. This is the next phase for establishing the computer network system for the City. There was discussion of the status of the computer network system, what each of the three maintenance agreement documents cover, length of time for these contracts, and constraints imposed if the City should need to increase or decrease hours of service required. Councilmember Romero moved to amend the motion to amend the Network Maintenance Service Agreement Section 6.6 adding the following sentence after the first sentence. "Notwithstanding the above, the

City has the right to increase or decrease the fixed hours by up to 20% per month without triggering the termination clause.” Councilmember Haworth seconded the motion. Councilmember Romero moved to amend the amendment to provide for increase or decrease of fixed hours by “not less than 20% and up to 50%”. Councilmember Haworth seconded. The motion to amend the amendment carried unanimously. The amendment to the motion carried unanimously. The main motion to authorize execution of the agreements as amended carried unanimously.

Resolution No. R2000-36: City Manager Wilson said that this resolution is in response to discussion at the January 5, 2000 work session for changing the regular meeting days to first and third Wednesdays of each month. Councilmember Romero moved to adopt Resolution No. R2000-36 Amending Resolution No. R99-01 Relating to the Date, Time and Location of City Council Meetings. Councilmember Gerend seconded the motion. The motion carried unanimously.

Resolution No. R2000-37: City Manager Wilson said that this resolution provides for Council study sessions to change to the second and fourth Wednesdays of each month beginning at 6:30 p.m. Councilmember Kilroy moved that Resolution No. R2000-37 be adopted Amending Resolution No. R99-13 Relating to the Date, Time, and Location of City Council Study Sessions. Councilmember Huckabay seconded the motion. The motion carried unanimously.

Ordinance No. O2000-47: City Manager Wilson said that hours of operation for City Hall office was discussed at the January 5, 2000 study session and he recommends that the hours be adjusted so that the office is open 8:30 a.m. to 5:00 p.m. Councilmember Kilroy moved to adopt Ordinance No. O2000-47 Amending Ordinance No. O99-18 Relating to Hours of Operation of City Offices. Councilmember Huckabay seconded the motion. The motion carried unanimously.

Ballot Proposition for Real Estate Excise Tax (REET): Councilmember Huckabay moved to rescind Ordinance No. O99-48 Requesting Special Election for ballot proposition to impose one-half percent real estate excise tax on sale of real property to be used for open space, parks, trails, and sidewalks, with said document to be signed by the Mayor after ordinance is prepared by the City Attorney. Councilmember Gerend seconded the motion. City Attorney Disend said that because of timing requirements for special elections, the Council must take action on this issue tonight. The Council could direct Staff to write a letter to King County Elections notifying them of the City Council decision to withdraw the Ordinance requesting the special election for ballot measure; in addition, the Council could direct City Attorney to prepare an ordinance formally ratifying that notification of action. Councilmember Huckabay moved to withdraw the motion. Councilmember Kilroy seconded the motion. The motion carried unanimously.

Councilmember Huckabay moved that City Council direct Staff to notify King County Elections in writing that the Council has taken action to withdraw the request for special election as submitted in Ordinance No. O99-48. Councilmember Gerend seconded the motion. Councilmember Huckabay said that the Council supports looking at ways to

finance purchasing of open space, parks, trails and sidewalks, but there are many unanswered questions relating to whether the legislature may provide increased revenue to cities, whether the courts may overturn Initiative 695, and about the process for selecting properties. The Council needs to take some time to develop a good process for considering purchase of these types of properties. The motion directing Staff to notify Elections Division carried unanimously.

Councilmember Huckabay moved that the City Attorney be directed to prepare an ordinance directing the King County Auditor to withdraw from the ballot the proposition of imposing an excise tax on sales of real property to be used for purposes of obtaining open space, parks, trails, and sidewalks and authorizing the Mayor to sign the ordinance. Councilmember Gerend seconded the motion. The motion carried unanimously.

Council Retreat: Mayor Dyer advised that both he and Councilmember Kilroy will be out of town on January 29, 2000 in addition to Councilmember Haworth. Councilmember Kilroy moved that the January 29, 2000 Council Retreat be cancelled and Staff work with councilmembers to schedule another time for the Retreat. Councilmember Huckabay seconded the motion. The motion carried unanimously.

Council and Committee Reports

Councilmember Kilroy reported that the Public Safety Committee will meet on January 20, 2000 at 7:30 p.m. following a 5:30 p.m. meeting with the three fire district representatives.

Councilmember Huckabay reported on her attendance at the Sammamish Watershed Forum meeting.

Councilmember Romero reported that the Land Use Committee meetings are rescheduled to the fourth Tuesday of each month at 7:30 p.m. for the months January through March. At the January 25, 2000 meeting there will a couple of hardship cases to hear, results from the community survey and status of the land use moratorium.

Councilmember Gerend reported that the Transportation Committee meeting for January has been changed to Monday, January 24, 2000 at 7:00 p.m. The State Blue Ribbon Transportation Commission adopted a Findings Document January 12, 2000 and will now work on solutions. The next Eastside Transportation Partnership meeting is January 14, 2000, with a workshop on Metro route reduction proposals.

Mayor Dyer reported that he attended the King County Council Swearing-In ceremony and is coordinating a meeting in Olympia with members of the 5th and 45th Legislative Districts and Sammamish Plateau Water/Sewer District for discussion of accessing water for District use.

City Manager and Staff Reports

City Manager Wilson reported that he is working on many different projects that have been identified since his arrival the first of the year. Five staff positions have been advertised and he will be providing job descriptions for those positions to the Council for approval in the future.

Election of May and Deputy Mayor for Year 2000

Mayor Dyer reviewed the Council Rules and Regulations section pertaining to requirements for election of the mayor and deputy mayor. The mayor opened nomination for Sammamish Mayor for the Year 2000.

Councilmember Gerend nominated Jack Barry for the position of Mayor.

The mayor opened nomination for Sammamish Deputy Mayor for the Year 2000.

Councilmember Haworth nominated Troy Romero for the position of Deputy Mayor.

Councilmember Haworth moved that the nominations be closed. Councilmember Huckabay seconded the motion. The motion carried unanimously.

The mayor announced that election for these positions will be on the January 26, 2000 agenda.

Public Comment

Nan Gordon, 831 207th Place N.E., introduced Melissa Underhill-Lee the director of the Sammamish Symphony. Ms. Lee thanked the Council for their interest in the Symphony and provided information on members of the group that touches the lives of many people in the community, and asked that the Council consider supporting the Arts in Sammamish.

Steve Stevlingson, 24938 Redmond/Fall City Road, thanked councilmembers for attending the Sammamish Plateau Water/Sewer District "All About Water Day" and reported that the District was very pleased with the community turn-out for this event.

Staff Report

Community Development Director Robinson reported that the City has had a long relationship with King County Department of Development and Environmental Services working on the many plats that were vested before the Sammamish incorporation. The City has issued a SEPA determination requiring an EIS on two plats to reverse a King County decision of Mitigated Determination of Significance. Mr. Robinson reviewed these two plats, Crossings at Pine Lake and Chestnut Lane, and the reason for the City's decision to require an EIS.

Councilmember Haworth requested that he be excused from five council meetings beginning with the January 26, 2000 meeting. He supports the two nominees for the

position of mayor and deputy mayor and thanked Mayor Dyer for his guidance to the Council during this first year of the City.

Mayor Dyer announced that he will be out of town for the January 26, 2000 meeting and supports the two nominees, expressing appreciation to Deputy Mayor Barry for his service and support during this year.

The meeting recessed for five minutes at 9:05 p.m.

The meeting reconvened at 9:10 p.m. and Mayor Dyer announced that the Council would recess to Executive Session for approximately 15 minutes for the purpose of discussing property acquisition. The meeting recessed to Executive Session at 9:11 p.m.

The meeting reconvened at 9: 28 p.m.

Adjournment

There being no further business, the mayor adjourned the meeting at 9:30 p.m.

Ruth Muller, Acting City Clerk

Phil Dyer, Mayor

**City of Sammamish
City Council Minutes
Special Meeting
January 19, 2000**

Mayor Phil Dyer called the special meeting of the Sammamish City Council to order at 5:40 p.m.

Councilmembers present: Mayor Phil Dyer, Deputy Mayor Jack Barry, Councilmembers Don Gerend, Ron Haworth, Kathleen Huckabay, Kenneth Kilroy, and Troy Romero.

Staff present: City Manager Michael Wilson, Director of Community Development Kelly Robinson, and Director of Administrative Services Dennis Richards

Roll was called

New Business

Resolution R2000-38: City Manager Wilson presented a proposed resolution establishing a new Council Committee structure. Councilmember Haworth moved that Resolution No. R2000-38 be adopted Establishing Council Committees. Councilmember Gerend seconded the motion.

Councilmember Romero moved to amend the motion to add a third sentence to Section 1, as follows: "The Mayor shall serve as an ad hoc committee member to all Council committees". Councilmember Haworth seconded the motion. The motion carried unanimously.

Councilmember Romero moved to amend the motion to add to the beginning of the second sentence of Section 1, the word "Initially". Councilmember Haworth seconded the motion. The motion carried unanimously.

Councilmember Romero moved to amend the motion to add at the end of the second sentence of Section 1, "as noted below"; and to add at the end of each of the four committees the following names appointed to the respective committees: "Public Safety: Kilroy/Haworth; Budget/Finance: Romero/Huckabay; Public Works: Haworth/Gerend; Community Development: Dyer/Romero". Councilmember Haworth seconded the motion. The motion carried by majority vote with five aye votes and two nay votes.

Councilmember Gerend moved to amend the motion to remove from Section 1.d) the words "and intergovernmental relations". Councilmember Huckabay seconded the motion. The motion carried unanimously.

The motion to adopt Resolution No. R2000-38 carried unanimously.

Adjourn

There being no further business Mayor Dyer adjourned the meeting at 6:20 p.m. to the Joint Meeting with the Issaquah School District Board of Directors at the Beaver Lake Middle School.

Ruth Muller, Interim City Clerk

Phil Dyer, Mayor

DECISION and FINDINGS OF FACT

Requests for Hardship Exemptions from the City's Moratorium on new development applications

Summary of Facts

Alex A. Ritzen

The Petitioner owns vacant property at 21XX East Lake Sammamish Place NE. The owner wants to sell the property as a building lot, but the development potential of the property is unknown because it was created by fill and includes a wetland. The moratorium prohibits the City from accepting applications for the reasonable use exception and shoreline development permits required to establish a buildable lot. The owner has invested several thousand dollars in water service for the lot, and wished to recover that investment. A delay in improving the property will impact his retirement plans.

Doug and Susan Schlepp

The Petitioners own and occupy a home at 1429 East Lake Sammamish Shore Lane SE. The home was built in 1928 as a beach cottage and, despite several alterations over the years, is substandard to modern building codes and the needs of the family. They want to bring the house up to code, but because it encroaches on the front yard setback, will require a variance from the City. The current moratorium prevents the City from accepting an application for this variance. The Schleppts have a four-month old daughter and are anxious to remodel.

The ordinance establishing the moratorium includes the following section:

Section 5. Hardship. In the event of unusual or unreasonable hardships caused by this moratorium, appeal may be made to the City Council for an exemption from the provisions of the moratorium. The City Council may grant an exemption upon a showing of such unusual or unreasonable hardship. (Ordinance 099-28, adopted August 25, 1999 with an effective date of August 31, 1999)

Both petitioners made separate presentations of their cases before the Land Use and Zoning Committee held at 7PM on Tuesday, January 25, 2000. Following their presentations, Council Committee members asked questions to clarify their statements. The Committee then voted unanimously to recommend to the City Council that both requests be granted, based upon the following additional findings of fact:

1. That Alex Ritzen's inability to get the necessary permits to develop his lot represents a hardship under the ordinance because he is unable to recover his investment in water service, and because it interferes with his retirement plans

2. That the Schlepp's inability to remodel their substandard cottage prolongs bringing the home into compliance with the building codes and continues the hardship of raising their expanding family.

At 7:30PM on January 26, 2000 the City Council met in regular session and heard the recommendation of the Land Use Committee to APPROVE both requests for hardship exemptions, based on the above stated findings of fact. The City Council voted unanimously to APPROVE both hardship requests and AUTHORIZE the staff to accept and process applications for these petitioners

ADOPTED this 26th day of January, 2000

CITY OF SAMMAMISH

Mayor Phil Dyer

ATTEST:

Ruth Muller, Interim City Clerk

APPROVED AS TO FORM:

Bruce Disend, Interim City Attorney

POSITION DESCRIPTION

CLASS TITLE: Parks and Recreation Manager
DEPARTMENT: Community Development
DIVISION: Parks and Recreation
SALARY RANGE: (\$3369 to \$4254) \$3,786 to \$4,780
UNION: Exempt
DATE: January, 2000

GENERAL PURPOSE:

The employee in this position is responsible for the overall development, coordination and administrative duties supporting the City's parks and recreation services and in overseeing the preparation of plans, documents, research, review and analysis of general issues concerning parks and recreation in the City. This position provides professional advice and support on a wide variety of parks development, design and maintenance, together with developing and administering recreation programs.

SUPERVISION RECEIVED:

Works under the supervision of the Director of Community Development.

SUPERVISION EXERCISED:

This position will provide supervision to an events coordinator and the volunteer coordinator(s) and oversee the recreation and events scheduling functions of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides advice and guidance in policy and program formulation and implementation outlining comprehensive recommendations in areas related to recreation, youth and human services.
- Manages the scope, schedule and budget of the parks maintenance and operations to ensure safe and efficient operation of City-owned parks and recreation facilities; develop appropriate work plans, goals, objectives, programs, and parks element of the Comprehensive Plan.
- Assists in administering capital development projects including contracts, payment schedules, retainage, and contract compliance.
- Participates in intergovernmental and community programs and projects involving open space, trails development, parks planning and capital facilities design.
- Prepares and develops grant applications for funding parks acquisition and open space operations.
- Advocates and works closely with citizens and service providers in a cooperative community response to recreation, youth and human services needs.
- Prepares agendas and staff to the Parks and Recreation Commission.

- Seeks and develops partnership opportunities with school districts, social service agencies, community groups and governmental organizations.
- Prepares parks and recreation operation and capital budget requests and makes recommendations on funding opportunities to the Community Development Director and City Manager.
- Provides public information to the media, neighborhood associations and other groups who request information regarding parks and recreation issues.
- As assigned by the Community Development Director, investigates and follows up on citizen requests for service, complaints and requests for information.
- Oversees preparation and distribution of brochures, pamphlets, schedules and other written material related to parks and recreation services.
- Conducts research, prepares reports, correspondence and memoranda.
- Supervises the events and volunteer coordinator.
- Supervises the parks and recreation scheduler to ensure the timely and effective scheduling of sporting events, recreational activities and other requests made for the use of ball fields and parks facilities.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

Five years of professional parks and recreation experience with at least three years in a supervisory or management role. Undergraduate degree in Parks and Recreation Administration or related field preferred. Driver's license required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to manage and direct the activities of a parks and recreation program.
- Comprehensive knowledge of management, administration and budgeting.
- Ability to exercise considerable discretion and independent judgment in choosing methods, approaches and resources to solve problems and achieve results.
- Ability to analyze complex and controversial park and recreation planning issues and provide recommendations and advice to the public, appointed officials and elected officials.
- Ability to effectively communicate verbally, visually and in writing.
- Ability to develop and maintain effective working relationships with the public and co-workers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands and fingers, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is primarily required to sit, and occasionally required to stoop, crouch, talk or hear.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Walking, hiking property and reviewing conditions, taking notes on site may be required. Occasionally driving, lifting, climbing trails, and experiencing physical contact with the environment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job the employee always works in an indoor office environment.

SELECTION GUIDELINES:

Rating of education and experience, oral interview and reference check; job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY COUNCIL VOICE VOTE

DATE

January 26, 2000

Item	Gerend	Haworth	Huckabay	Kilroy	Romero	Deputy Mayor Barry	Dyer
Agenda ✓ 4-0	MOVED	absent excused		absent excused	sd		absent excused
Consent ✓ 4-0	sd				MOVED		
Election of Mayor 4-0							
Election of Deputy Mayor 4-0							
5A Appraisal of Properties 4-0			sd		MOVED		
5B Partnership Exemption District of Ritzens Schlepp	Schlepp 4-0 3-1		sd		MOVED		
			May Ritzen				