

**CITY OF SAMMAMISH
CITY COUNCIL AGENDA
REGULAR MEETING
FEBRUARY 16, 2000**

Wednesday, February 16, 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

- Janice Furse*
✓ a) **KWO NE SHEE Campfire Group, 5th Graders from Margaret Mead and Samantha Smith Elementary Schools, Leaders Korina Myer, Andi Davis and Carolyn Rossi**

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 Feb. 10, 2000 in amount of \$137,091.77.**
 - b) **Payroll for period Jan. 16-31, 2000 in amount of \$29,597.71.**
 - c) **Minutes of Regular Council Meeting, Jan. 26, 2000.**
 - d) **Minutes of Regular Council Meeting, Feb. 2, 2000 (to be available at meeting).**
4. **Unfinished Business**
 - a) **Ordinance O2000-51: Extend Moratorium on the Filing of Applications for Development Permits and Approvals.**
5. **New Business**
 - a) **Ordinance O2000-50: Establishing Procedure Relating to Contract Authority for the City Manager to Execute Certain Contracts.**
 - b) **Ordinance O2000-52: Adopt Criminal Code for the City of Sammamish.**

c) Ordinance O2000-53: Amendment to Basic Pay Plan for Permanent City Employees.

d) Resolution R2000-39: Amendment to Benefit Credits Section of the Flexible Benefits Plan for Permanent City Employees (to be available at meeting).

e) Approval of Job Descriptions for Staff Positions.

6. Council and Committee Reports

7. City Manager and Staff Reports

8. Public Comments

9. Adjourn

CITY COUNCIL ROLL CALL

DATE: Feb. 16, 2000

<u>NAME</u>	<u>PRESENT</u>	<u>EXCUSED</u>	<u>ABSENT</u>
Mayor Jack Barry	<u>✓</u>	<u>_____</u>	<u>_____</u>
Deputy Mayor Troy Romero	<u>✓</u>	<u>_____</u>	<u>_____</u>
Phil Dyer	<u>_____</u>	<u>✓</u>	<u>_____</u>
Don Gerend	<u>arrived 8:35pm</u>	<u>✓ 8:35pm</u>	<u>_____</u>
Ron Haworth	<u>_____</u>	<u>✓</u>	<u>_____</u>
Kathleen Huckabay	<u>✓</u>	<u>_____</u>	<u>_____</u>
Kenneth Kilroy	<u>✓</u>	<u>_____</u>	<u>_____</u>

**FEBRUARY 2000
SAMMAMISH CITY COUNCIL CALENDAR**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 7:30PM City Council Mtg./City Hall	3	4	5
6	7	8 7:00PM Hearing Examiner; Llana Landing	9 6:30PM Moratorium Public Hearing/Discovery Elem.	10	11	12 COUNCIL RETREAT 7:00AM - Noon Issaquah Holiday Inn
13	14	15	16 7:30PM City Council Mtg./City Hall	17	18	19
20	21 HOLIDAY	22 7:00PM THE LAURELS-EIS Scoping/City Hall	23 6:30PM Council Study Session/City Hall	24	25	26
27	28	29				

MEETING DATES AND TIMES ARE SUBJECT TO CHANGE

**MARCH 2000
SAMMAMISH CITY COUNCIL CALENDAR**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 7:30PM City Council Mtg./City Hall	2	3	4
5	6	7	8 6:30PM Council Study Session/City Hall	9	10	11
12	13	14	15 7:30PM City Council Mtg./City Hall	16	17	18
19	20	21	22 6:30PM Council Study Session/City Hall	23	24	25
26	27	28	29	30	31	

MEETING DATES AND TIMES ARE SUBJECT TO CHANGE

APR 2000
SAMMAMISH CITY COUNCIL CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 7:30PM City Council Mtg./City Hall	6	7	8
9	10	11	12 6:30PM Council Study Session/City Hall	13	14	15
16	17	18	19 7:30PM City Council Mtg./City Hall	20	21	22
23/30	24	25	26 6:30PM Council Study Session/City Hall	27	28	29

MEETING DATES AND TIMES ARE SUBJECT TO CHANGE

THE CITY OF SAMMAMISH

PROCLAMATION

WHEREAS Camp Fire Boys and Girls, the national organization, will sponsor Absolutely Incredible Kid Day on March 16, 2000; and

WHEREAS Camp Fire Boys and Girls has issued a call to action, asking every adult in America to write a letter to a child or children on March 16, 2000; and

WHEREAS Camp Fire Boys and Girls has established the goal that every child receive a letter on March 16, 2000; and

WHEREAS THE central Puget Sound Council of Camp Fire Boys and Girls in the State of Washington teaches boys and girls self-reliance, good citizenship and leadership; and

WHEREAS through contemporary programs and by speaking out on issues affecting youth and their families, Camp Fire Boys and Girls helps youth cope with their changing world; and

WHEREAS in Camp Fire the choices and opportunities are inclusive to boys and girls; and

WHEREAS Camp Boys and Girls is commended for the valuable programs offered to young people in the City of Sammamish and throughout the nation, and for the many services these young people perform for their communities through Camp Fire;

NOW, THEREFORE, we, the members of the Central Puget Sound Council of Camp Fire Boys and Girls of the State of Washington do hereby officially proclaim March 16, 2000, to be

ABSOLUTELY INCREDIBLE KID DAY

In the City of Sammamish and declare the children of Sammamish as absolutely incredible kids this 16th day of February in the year two thousand.

Attest: City Clerk

Jack Barry, Mayor



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

CHECK REGISTER
 DATE: FEBRUARY 11, 2000

CHECK NUMBER	Purchase Order No.	VENDOR	DESCRIPTION	CHECK DATE	AMOUNT
1594		City of Sammamish	Petty Cash Reimbursement	2/11/00	\$127.29
1595	2282	Corporate Express	Office Supplies	2/11/00	\$528.74
1596	2301	The Mail Post	Copying/Postage/Shipping	2/11/00	\$2,042.02
1597	2249	Association of Wa Cities	2000 City Legislation Action Conf - Don Gerend	2/11/00	\$90.00
1598	2292	University of Washington	I-695 Workshop for Diane Lukin	2/11/00	\$30.00
1599	2293	ADP	Payroll Processing Charges & Monthly fees	2/11/00	\$196.27
1600	2299	VoiceStream	Cell Phones - Public Safety & Bldg Dept	2/11/00	\$592.10
1601	2198	Assoc of Wa Cities	Welcome to City Hall Don Gerend & Ron Haworth	2/11/00	\$130.00
1602	2295	Gordon F. Crandall	Hearing Examiner Services	2/11/00	\$853.35
1603	2300	Office Max	Office Supplies - Parks & Rec	2/11/00	\$21.62
1604	2304	King County Journal	Meeting Notices	2/11/00	\$261.30
1605	2296	Federal Express	Shipping Charges	2/11/00	\$32.00
1606	2286	Hebert Research	Needs Assessment Study - Mail Survey	2/11/00	\$6,809.22
1607	2285	Arrow Graphics	Install Land Use Signs	2/11/00	\$900.00
1608	2283	Beryman & Henigar	Plan Reviews	2/11/00	\$16,079.97
1609	2290	GTE	Station Modular & Phones to Norstar System	2/11/00	\$2,409.98
1610	2289	GTE	System Coordinator Training	2/11/00	\$125.48
1611	2284	Monis Hansen Enterprises	Clean Glass & Relites	2/11/00	\$50.00
1612	2302	Ace Hardware	Gen Govt Supplies	2/11/00	\$67.90
1613	2303	Puget Sound Energy	January Electric Bill	2/11/00	\$329.57
1614	2307	GTE	Monthly Phone Bill	2/11/00	\$967.86
1615	2308	Shell Oil	Fuel for City Vehicles	2/11/00	\$109.06
1616	2291	King County Finance	Dept of Transportation - Roads	2/11/00	\$81,153.89
1617	2287	Zumar	School Signs	2/11/00	\$4,838.49
1618	2310	Mr. Ts Trophies	Name Plates/Name Tags	2/11/00	\$52.13
1619	2298	Waldron Resources	Interim Staff	2/11/00	\$11,668.73
1620	2294	Nesbitt Planning & Mgmt	Investigation of potential Water & Sewer Dist assumption	2/11/00	\$6,625.00
1621	2308	Lani O'Connor	Plan Reviews	2/11/00	\$300.00
TOTAL					\$137,091.77

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

Lani O'Connor

DATE

2/10/2000

**City of Sammamish
City Council Minutes
Regular Meeting
January 26, 2000**

Deputy Mayor Jack Barry called the regular meeting of the Sammamish City Council to order at 7:26 p.m.

Councilmembers Present: Deputy Mayor Jack Barry, Councilmembers Don Gerend, Kathleen Huckabay and Troy Romero

Staff Present: City Manager Michael Wilson, City Attorney Bruce Disend, Director of Community Development Kelly Robinson, Chief of Police Richard Baranzini, Director of Administrative Services Dennis Richards and Minutes Clerk Kathy Pugh

Roll Call/Pledge

Roll was called. Mayor Phil Dyer and Councilmembers Ron Haworth and Kenneth Kilroy were excused from the meeting. Deputy Mayor Barry led the pledge.

Introduction of Special Guests and Presentations

a. Zero Impact Development: Scott Hamilton introduced Mr. Tom Holz of SCA Engineering, and said that Mr. Holz is participating in a Sierra Club presentation series of four to six speakers who will be before the City Council during the course of the year. Ms. Gail Twelves next provided an overview of the Sierra Club Speaker Series which will cover subjects specialized to growth needs and environment.

Mr. Tom Holz presented a slideshow and discussion to City Council entitled "The Case for Zero Impact." The presentation and discussion highlighted methods of development that could be implemented and have little to no impact on the environment, with the end result of preserving natural resources.

Approval of Agenda

Councilmember Gerend moved that the agenda be approved. Councilmember Romero seconded the motion. The motion to approve the agenda carried unanimously.

Public Comment

There was no public comment.

Consent Calendar

Councilmember Romero moved that the Consent Calendar be approved. Councilmember Gerend seconded the motion. The motion carried unanimously to approve: (a) Claims for the period ending January 20, 2000 in the amount of \$107,478.24; (b) Payroll for the period of January 1-15, 2000 in the amount of \$22,703.98; (c) Minutes of Regular

bring it up to modern building code standards. Because the house encroaches on the frontyard setback, a variance is required.

Deputy Mayor Romero advised it is the Land Use Committee's recommendation that both requests for Hardship Exemption be approved.

In response to questions from Councilmember Huckabay, Community Development Director Robinson reviewed the history of the Ritzen property, and how it came to have a wetland designation. Mr. Robinson noted that historically hardship exemptions have been related to water rights, but both of these requests demonstrate true hardships, and in the case of the Ritzens, the shoreline development permit is necessary to explore the possibility of making this lot a buildable lot. Mr. Robinson commented that the moratorium is specifically directed to subdivisions. Mr. Robinson opined that the Ritzen lot will be a buildable lot with variances.

Deputy Mayor Romero commented that the Ritzens are a retired couple and that their ability to develop this lot as a buildable lot will have a direct impact on their retirement plans.

Regarding the Schlep request, Councilmember Gerend commented the need to bring their home up to current building code standards should be respected.

Deputy Mayor Romero moved that the Ritzen and Schlepp Requests for Hardship Exemption be considered separately. Councilmember Huckabay seconded the motion. On vote the motion carried unanimously.

Deputy Mayor Romero moved that the Schlep Request for Hardship Exemption be approved. The motion was seconded. On vote the motion carried unanimously.

Deputy Mayor Romero moved that the Ritzen Request for Hardship Exemption be approved. The motion was seconded. On vote the motion was defeated with Councilmembers Romero, Gerend and Barry voting to approve the request, and Councilmember Huckabay voting against approval of the request.

City Attorney Disend reminded that for a hardship exemption to be approved requires an aye vote by four councilmembers.

Council and Committee Reports

Deputy Mayor Romero reported on the Land Use Committee activities including a presentation by Lisa Daly Wilson on community visioning, and follow up on the Plaza Sign Discussion. Regarding the Plaza Sign Discussion, it is the committee's recommendation that the matter be reviewed at the next work/study meeting.

Deputy Mayor Romero reminded that the building moratorium expires on February 18th, and advised that at the February 2nd meeting there will be a presentation and staff

this request includes a salary upgrade of \$500, based on a recent salary survey. The Parks & Recreation Supervisor will have additional responsibilities over a manager, including development of the Parks element of the Comprehensive Plan, development of the annual budget, interfacing with King County, and oversight of recreation staff. Mr. Wilson anticipates hiring someone with previous experience as a Parks & Recreation Supervisor.

Councilmember Huckabay moved to change the classification and salary range of Parks & Recreation Manager to Parks & Recreation Supervisor, as requested by the City Manager, and that the position be readvertised. Deputy Mayor Romero seconded the motion.

Speaking to the proposed salary range of \$3700 to \$4780, Councilmember Gerend noted that the comparables show other cities at \$4780 or higher.

On vote the motion to change the classification and salary range of Parks & Recreation Manager to Parks & Recreation Supervisor, and to readvertise the position, carried unanimously.

Regarding the 228th Street Project, City Manager Wilson said he will attend the meeting scheduled for January 27th regarding the city assuming traffic control of the project.

City Manager Wilson advised that issues related to access of the Library are being addressed.

City Manager Wilson said he is in the process of developing revisions to both the Agenda Planning Process and the Agenda Bill Process which he will present to Council upon completion.

At 9:45 p.m. the Council adjourned to Executive Decision for the purpose of considering land use appeals and possible pending litigation for approximately 30 minutes.

The regular meeting reconvened at 10:15 p.m.

Adjournment

There being no further business, the Mayor adjourned the meeting at 10:17 p.m.

Kathy Pugh, Minute Clerk

Jack Barry, Mayor

**City of Sammamish
City Council Minutes
Regular Meeting
February 2, 2000**

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

Councilmembers present: Mayor Jack Barry, Deputy Mayor Troy Romero (8:50 p.m.), Councilmembers Phil Dyer, Don Gerend, Kathleen Huckabay, and Kenneth Kilroy.

Councilmember excused: Ron Haworth

Staff present: City Manager Michael Wilson, City Attorney Bruce Disend, Community Development Director Kelly Robinson, Administrative Services Director Dennis Richards, Public Works/Finance Director Ben Yazici, Police Chief Richard Baranzini and Acting City Clerk Ruth Muller

Roll Call/Pledge

Roll was called and Councilmember Kilroy led the pledge.

Introduction of Special Guests and Presentations

City Manager Wilson introduced representatives of United States Postal Services Candy Fuller, Ken Wang, Cliff Cooper, Russ Stewart and Mike Turner. Ms. Fuller explained the process that the Postal Service is conducting to search and select a site to build a Sammamish post office. There was discussion about siting options and boundary parameters, makeup of the Committee working on this project, design and square footage/parking for a facility, ability of Sammamish to work with the Postal Service in façade and exterior area design, vehicle storage and trips generated from a post office facility.

Deputy Mayor Romero arrived.

Postmaster Stewart responded to questions relating to zip codes for Sammamish residents advising that two new zip codes will be assigned for the City to be announced in June and effective July 1, 2000. Since the area is already close to using up all zip plus four digits in one zip code, two zip codes will be assigned to allow for new addresses expected in the City.

Chief Baranzini introduced citizen volunteers on the Emergency Management Advisory Committee: Jan Bromberg, Mary Doerrer, Amy-Beth Firestone, Lynda Roberts, Ron Kruml and Vice Chair of the Committee Jon Fallstrom, Deputy Chief of Eastside Fire and Rescue. Mayor Barry thanked these committee members for their willingness to serve on the committee.

Approval of Agenda

Councilmember Kilroy moved Approval of the Agenda as submitted. Councilmember Huckabay seconded the motion. Councilmember Dyer moved to add an item 8.a. Executive Session for review of land use appeals. Deputy Mayor Romero seconded the motion to amend. The maker and seconder accepted a friendly amendment to add land acquisition as a second item for discussion in executive session. The motion to amend carried unanimously. The motion to approve the agenda as amended carried unanimously.

Public Comment

Scott Hamilton questioned if it is possible to require the Postal Service to comply with all regulatory requirements that other development projects must meet.

Consent Calendar

Councilmember Dyer moved that the consent calendar be approved. Deputy Mayor Romero seconded the motion. The motion carried unanimously approving (a) Claims for the period ending Jan. 28, 2000 in amount of \$50,376.49.

Unfinished Business

Land Use Moratorium: Community Development Director Robinson said that the Land Use Committee recommends a three step review process on whether to extend the current moratorium that expires on Feb. 18, 2000, and, if so, whether to change the conditions. The staff recommendation is presented this evening for discussion by the Council; a public hearing will be held Feb. 9, 2000 for public input on the staff recommendation; and decision to be made at the Feb. 16 Council meeting. Staff recommends a six-month extension of the moratorium while the City proceeds with the preparation of its Comprehensive Plan. Additionally it is recommended that an exemption for property owners who applied prior to August 25, 1999 for a water right permit and such permit may expire during the term of this moratorium be granted exemption from the moratorium. There was discussion of the volume of plats that were approved by King County and currently being processed by Sammamish; comprehensive plan development; the exemption that is proposed by staff; and revenue impact of the moratorium. Councilmembers requested that status of projects in the pipeline approved by King County prior to incorporation be available at the Feb. 9 public hearing.

Ritzen Hardship Exemption Request: Councilmember Dyer moved to suspend the rules to reconsider a decision made at the Jan. 26, 2000 meeting. Councilmember Kilroy seconded the motion. The motion carried unanimously.

Councilmember Dyer moved to reconsider the decision made at the Jan. 26, 2000 meeting to deny the hardship exemption request made by Alex Ritzen. Councilmember Kilroy seconded the motion. Councilmember Dyer said that this resident request deserves Council approval as the owner has invested considerable money for water service and one house will not have an adverse impact on the community. The motion to reconsider carried unanimously to approve the hardship exemption request of Alex Ritzen.

Council and Committee Reports

Councilmember Kilroy reported that the Public Safety Committee met Jan. 20, 2000 with the fire departments serving the City for further discussion and the sub-committee for emergency planning will be meeting soon.

Councilmember Huckabay reported that she recently attended the Water Resources Inventory Steering Committee that now has a workplan available. An interlocal agreement will be available in February and cities will have several months to consider if they wish to participate in the 4(d) Rule.

Councilmember Dyer reported that a meeting with members of the 5th and 45th Legislative Districts has been scheduled Feb. 14, 2000 to discuss how the Sammamish Plateau Water/Sewer District can secure safe water for the residents of Sammamish.

Deputy Mayor Romero urged Councilmembers to read the copy of the Sammamish Vision issues he provided before the Feb. 12, 2000 Council Retreat.

Councilmember Gerend reported that the 228th grant application was not approved by the TIB and that Metro bus routes will be cut back beginning Feb. 5, 2000.

Councilmember Dyer expressed thanks to Chief Baranzini for the handling of two incidents on City rights-of-way, noting that these are positive communications with our citizens.

City Manager and Staff Reports

City Manager: City Manager Wilson introduced Ben Yazici, Public Works/Finance Director, who comes to Sammamish after four years with University Place. He has experience with King County and working in new cities so is familiar with problems new cities face and will be working with King County and the development community on 228th Avenue traffic control. Meetings with Sammamish Plateau and Northeast Sammamish Water/Sewer District to discuss merging of the districts with the City have been productive. The City is now on-line with our e-mail domain: ci.sammamish.wa.us.

Responding to Council questions, Wilson said that staff will be discussing the process for developing the next newsletter that may be published in late Spring; and that staff has been working closely with Nova and Moss Bay on the City website, but he recommends that the City have at least a part-time ISP staff position to manage the City's website and coordinate computer systems.

Mayor Barry noted that the Sammamish Review provides information to the community, but he is concerned about the article relating to the average property tax bill in Sammamish since this Council has worked hard to not raise taxes as we strive to increase services to our residents. Councilmember Dyer moved that the City Manager write a letter to the editor clarifying the City Council public policy relating to the tax issue. Councilmember Kilroy seconded the motion. The motion carried unanimously.

Public Works/Finance: Director Yazici said that it is a pleasure and a tremendous opportunity to be in Sammamish and he is familiar with the community since his residence was in Bellevue prior to his move to Gig Harbor. He will be working to assure that the City of Sammamish gets any grants that may be available; information was received today that the TIB money is not available to Sammamish since there was a \$5.9 million grant to King County for the 228th Avenue project. He will develop a small works roster for the City.

Administrative Services: Director Richards reported that of the five staff positions advertised, interviews have been scheduled for the positions of Administrative Assistant and Engineer. The positions of Building/Fire Official, Code Enforcement Officer, and Parks/Recreation Manager have been readvertised with an extension of the closing date.

Public Comments

Tom Harmon, 2302 West Beaver Lake Drive S.E., announced that the Sammamish Plateau Water/Sewer District lottery for approximately 70 water certificates will be on February 7, 2000 with the next lottery to be in June.

Executive Session

Mayor Barry announced that the Council will recess for approximately 45 minutes to executive session for discussion of land use appeals and land acquisition. City Attorney Disend added that the discussion relating to land use appeals will be confined to pending litigation.

The meeting recessed for five minutes at 9:30 p.m.

The meeting reconvened at 9:36 p.m. and recessed to executive session.

The meeting reconvened at 10:20 p.m.

There being no further business, Mayor Barry adjourned the meeting at 10:22 p.m.

Ruth Muller, Acting City Clerk

Jack Barry, Mayor

AGENDA BILL

**CITY OF SAMMAMISH
CITY COUNCIL**

Subject:
Extension of Land Use Moratorium

Meeting Date Feb. 16, 2000 Date Submitted Feb. 2, 2000

Department Originating Community Development

Clearances:

_____ Administration/Finance _____ Police

_____ Public Works _____ Fire

_____ Building/Planning _____ Attorney

_____ Committee

Action Required:
Adopt Ordinance O2000-51

Exhibits: Ordinance O2000-51 and Staff Report

**Amount
Budgeted:**

Summary Statement:
See Attached Staff Report

Recommended Motion:
Move to Adopt Ordinance O2000-51 extending the moratorium for an additional six months and adding a new exemption at Section 3.h for some property owners with expiring water rights.

AT ISSUE: Should the current moratorium be extended when it expires on February 18?

BACKGROUND: Following a public hearing on May 19, 1999, the City Council established a moratorium on new development applications, with some exceptions, inside the City limits. Following a second hearing on August 25, 1999 the City Council renewed the moratorium, with some changes, for six months. That moratorium will expire on February 18, 2000.

On February 9 the City Council hosted a public hearing on the staff recommendation to extend the moratorium for six months and to add one exemption. The public hearing has been closed and no additional public comments on the proposed ordinance will be heard.

DISCUSSION: The purpose of the moratorium is to allow time for the City to adopt its own land use plans and regulations. Some progress has been made. An Interim development code has been adopted. A transportation model has been constructed. A functional classification system for our streets is under discussion. We are close to decisions on transportation mitigation policy. The Land Use Committee hosted a visioning workshop last December, and a telephone survey of citizens' opinions about the future has been completed. However, most of the work remains to be done. Clearly, the moratorium should be extended for an additional six months.

The principal policy question for the City Council is whether to change any of the terms – particularly the several exemptions in Section 3 – of the existing moratorium. Based on the pattern of hardship exemptions granted by the Council to date, one option would be to add a categorical exemption for any landowner that was prevented by the moratorium from exercising a water right to improve their property, provided that right had been applied for before the current moratorium was adopted on August 25, 1999. As we have learned in processing these particular hardships, the Plateau Water and Sewer District has granted scarce and expensive rights to connect to public water to some property owners before our moratorium went into effect. These water rights must be exercised (that is, they must have a completed application with the City for the land use) within six months. In most cases the deadline can be extended for a second six months. At the end of that year, however, they usually cannot be renewed. The property owner loses the right and forfeits half of the money paid for it.

**CITY OF SAMMAMISH
WASHINGTON**

ORDINANCE NO. 02000-51

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, RELATING TO LAND USE AND ZONING,
AND EXTENDING A MORATORIUM ON THE FILING OF
APPLICATIONS FOR DEVELOPMENT PERMITS AND
APPROVALS WITHIN THE CORPORATE LIMITS OF
THE CITY OF SAMMAMISH**

WHEREAS, incorporation of the City of Sammamish was approved at an election held on November 8, 1998; and

WHEREAS, the City Council was elected on April 27, 1999, and sworn in on May 8, 1999; and

WHEREAS, the City of Sammamish officially incorporated on August 31, 1999; and

WHEREAS, there has been rapid and substantial growth in and around the City of Sammamish; and

WHEREAS, one of the concerns of the citizens of Sammamish which led to incorporation of the City was the impact of County land use decisions on the Sammamish community; and

WHEREAS, state law, RCW 35.02.137, authorizes the City Council of a newly incorporated city to adopt moratoriums during the interim transition period between the incorporation election and the date of official incorporation; and

WHEREAS, in accordance with state law, the City Council passed Resolution No. R99-04 on May 19, 1999, which adopted a moratorium during the interim transition period on the filing of applications with King County for development permits and approvals including, but not limited to, subdivision approvals, short subdivision approvals, and building permits; and

WHEREAS, state law, RCW 35A.63.220, authorizes the City Council to adopt moratoriums following incorporation; and

WHEREAS, a public hearing was conducted on July 28, 1999 to receive comment on the impacts and effectiveness of the moratorium imposed by Resolution No. R99-04 and the need to continue and/or modify the moratorium following the date of incorporation; and

- b. Short subdivision approvals;
- c. Site plan approvals;
- d. Multi-family dwelling unit approvals (apartments, townhouses, condominiums, mobile home parks, group residences);
- e. Rezones;
- f. Building permits;
- g. Conditional use or special use permits;
- h. Communication facilities;
- i. Commercial construction in business and office zones; and
- j. Shoreline substantial development permits.

Section 3. Exemptions. The terms "development permits and approvals" do not include the following:

- a. Permits and approvals for churches, synagogues, and temples (SIC Code 866); health service uses; educational service uses; park and recreational uses; and day care facilities I and II (all as defined in King County Code, Title 21A);
- b. Permits and approvals for additions or alterations to existing residential and commercial structures when such additions or alterations do not result in the creation of new units, and permits for structures replacing pre-existing structures destroyed by fire or other unintentional casualty;
- c. Permits and approvals for government facilities and structures including, but not limited to, streets, utilities, and surface water improvements;
- d. Permits and approvals for construction of single family residences;
- e. Permits and approvals for signs;
- f. Permits and approvals for law enforcement, emergency medical, and disaster relief facilities, parking and storage;
- g. Permits and approvals for lot line adjustments;
- h. Permits and approvals for any land use permitted by ISDC when all of the following conditions are met: (1) The property owner(s) applied for the right to connect to a

Approved as to form:

Bruce L. Disend, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.:

AGENDA BILL

**CITY OF SAMMAMISH
CITY COUNCIL**

Subject:
Contracting Authority

Meeting Date Feb. 16, 2000 Date Submitted Feb. 9, 2000

Department Originating Administration

Clearances:

_____ Administration/Finance _____ Police

_____ Public Works _____ Fire

_____ Building/Planning _____ Attorney

_____ Committee

Action Required:
Adopt Ordinance O2000-50

Exhibits: Ordinance No. O2000-50

**Amount
Budgeted:**

Summary Statement:

Currently the City of Sammamish has no rule or operating procedures for the City Manager to execute contracts or agreements. As a result, any and all contracts for the purchase of goods, supplies, services must be brought before the City Council for consideration and approval. In order to allow for the orderly processing of City business activities, the City Attorney has prepared a draft ordinance which establishes the authorization of the City Manager to execute contracts within certain prescribed dollar limitations and conditions.

Recommended Motion:

Move to Adopt Ordinance No. O2000-50 and authorize the Mayor to sign said ordinance

**CITY OF SAMMAMISH
WASHINGTON**

ORDINANCE NO. *22000-50*

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, ESTABLISHING A PROCEDURE
RELATING TO CONTRACT APPROVALS AND
AUTHORIZING THE CITY MANAGER TO EXECUTE
CERTAIN CONTRACTS WITHOUT PRIOR INDIVIDUAL
APPROVAL BY THE CITY COUNCIL**

WHEREAS, RCW 35A.11.010 provides that the City of Sammamish, through its legislative body, may contract and be contracted with; and

WHEREAS, the City enters into a large number of minor and routine contracts for which it is burdensome to individually have City Council approval; and

WHEREAS, the City Council determines that the practical needs of the City require that the City Manager enter into certain contracts without prior individual approval by the City Council in order to allow the City to function in an orderly manner;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Contract Approval Authorization. The following procedure is hereby established for the approval of certain contracts and granting the City Manager authority with respect to such contracts:

A. The City Council authorizes the City Manager to enter into and execute on behalf of the City the following contracts without individual approval of each contract by the City Council, so long as the contract is consistent with the approved annual budget for the City, and the City's liability under the contract does not exceed available fund balances:

1. Contracts for purchase of goods, supplies, materials, or equipment involving a cost or fee (excluding sales tax) of less than Fifteen Thousand Dollars (\$15,000).

2. Professional service contracts, including contracts for architectural, engineering, legal, and consulting services involving a cost or fee (excluding sales tax) of less than Fifteen Thousand Dollars (\$15,000).

3. Maintenance contracts involving a cost or fee (excluding sales tax) of less than Ten Thousand Dollars (\$10,000) per year.

4. Public Works projects involving a cost or fee of less than Thirty-five

E. The City Manager shall promptly, within ten (10) days, provide to the City Council a copy (or summary) of any contract (or amendment) that has not received prior approval by the City Council.

F. "Contract" means any agreement creating a legal relationship between the City and another person or entity, or any amendment thereto.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2000.

CITY OF SAMMAMISH

Mayor Jack Barry

ATTEST/AUTHENTICATED:

Ruth Muller, Interim City Clerk

Approved as to form:

Bruce L. Disend, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.
Date of Publication:

AGENDA BILL

**CITY OF SAMMAMISH
CITY COUNCIL**

Subject:
Criminal Code

Meeting Date Feb. 16, 2000 Date Submitted Feb. 16, 2000

Department Originating Administrative Services

Clearances:

_____ Administration/Finance _____ Police

_____ Public Works _____ Fire

_____ Building/Planning _____ Attorney

_____ _____ Committee

Action Required:
Adopt Ordinance O2000-52

Exhibits: Ordinance O2000-52

**Amount
Budgeted:**

Summary Statement:

The City has contracted with King County to provide police services and to process all offenses in Issaquah District Court. In accordance with the provisions of the law enforcement contract with King County, all criminal offenses were prosecuted by King County for a period of six months after the August 31, 1999 incorporation of Sammamish. As of March 1, 2000, the City of Sammamish will be required to prosecute all criminal offenses in Issaquah District Court. Ordinance O2000-52 adopts by reference numerous criminal code provisions of the State of Washington and King County codes and incorporates provisions to allow for prosecution of these offenses by the City's prosecutor.

Recommended Motion:

Move to adopt Ordinance No. O2000-52 establishing a criminal code for the City of Sammamish and authorize the Mayor to sign said ordinance.

**CITY OF SAMMAMISH
WASHINGTON**

ORDINANCE NO. 02000-52

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, ESTABLISHING A CRIMINAL CODE,
ADOPTING BY REFERENCE NUMEROUS CRIMINAL
CODE PROVISIONS FROM THE REVISED CODE OF
WASHINGTON AND THE KING COUNTY CODE,
DEFINING OTHER CRIMINAL OFFENSES, AND
PRESCRIBING PENALTIES FOR VIOLATIONS OF THIS
ORDINANCE; PROVIDING FOR VEHICLE
IMPOUNDMENT; REPEALING ORDINANCE NO. 99-23
RELATING TO THE MODEL TRAFFIC ORDINANCE;
AND INCORPORATING ORDINANCE NO. 99-34
RELATING TO ELECTRONIC SECURITY DEVICES INTO
THIS ORDINANCE**

WHEREAS, the City of Sammamish incorporated on August 31, 1999; and

WHEREAS, by interlocal agreement with King County, the City of Sammamish is required to adopt a criminal code which incorporates criminal offenses defined in the Revised Code of Washington; and

WHEREAS, the City Council finds it essential to the public health, welfare and safety of the City of Sammamish's citizens to forbid and prevent conduct that inflicts or threatens to inflict harm to individual or public interests, and to give fair warning of the nature of conduct declared to constitute an offense;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Preliminary Statement.

1. This Ordinance shall be known as, and may be cited as, the Sammamish Criminal Code.
2. The provisions of this Code shall apply to any offense committed on or after 12:01 a.m. on March 1, 2000.
3. The provisions of this Code do not apply to, nor govern the construction of and punishment for any offense committed prior to 12:01 a.m. on March 1, 2000, nor to the construction and application of any defense to a prosecution for such an offense. Such an offense

misdemeanor, or a crime not otherwise classified, shall be punished by imprisonment in jail for a maximum term of not more than one year, or by a fine in an amount of not more than Five Thousand Dollars (\$5,000.00), or by both such imprisonment and fine.

2. Unless specifically provided otherwise, every person convicted of a misdemeanor shall be punished by imprisonment in jail for a maximum term of not more than 90 days, or by a fine in an amount of not more than One Thousand Dollars (\$1,000.00), or by both such imprisonment and fine.

3. A person who is convicted of a misdemeanor violation of any provision of Chapter 69.50 RCW adopted by reference shall be punished by imprisonment for not less than 24 consecutive hours, and by a fine of not less than Two Hundred Fifty Dollars (\$250.00). On a second or subsequent conviction, the fine shall not be less than Five Hundred Dollars (\$500.00). These fines shall be in addition to any other fine or penalty imposed. Unless the court finds that the imposition of the minimum imprisonment will pose a substantial risk to the defendant's physical or mental well-being or that local jail facilities are in an overcrowded condition, the term of imprisonment shall not be suspended or deferred. If the court finds such risk or overcrowding exists, it shall sentence the defendant to a minimum of 40 hours of community service. If a minimum term of imprisonment is suspended or deferred, the court shall state in writing the reason for granting the suspension or deferral and the facts upon which the suspension or deferral is based. Unless the court finds the person to be indigent, the minimum fine shall not be suspended or deferred.

4. Every person found to have committed a civil infraction shall pay a fine of \$71.00, unless otherwise provided for within this Code or under the Infraction Rules for Courts of Limited Jurisdiction (IRLJ) 6.2.

5. The court may impose restitution as provided in RCW 9A.20.030.

6. In the event there is a conflict in the penalties which can be imposed upon conviction for a specific offense between the provisions of the Sammamish Criminal Code and the Revised Code of Washington, the penalty provisions of the Revised Code of Washington shall apply.

Section 6. Limitation of Action.

1. A gross misdemeanor, or a crime not otherwise classified, may not be prosecuted more than two years after its commission. A misdemeanor may not be prosecuted more than one year after its commission.

2. Periods of limitation toll for any period of time the person charged is not usually and publicly resident within this State, or for any other reason authorized by law or court rule.

3. If a complaint or an information filed before the end of a period of limitation is thereafter set aside, then the period is extended by a period equal to the length of time from the filing to the setting aside.

RCW 9A.28.030 Criminal solicitation.
RCW 9A.28.040 Criminal conspiracy.

Section 12. Abandoned Refrigeration Equipment. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.03.010 Abandoning, discarding refrigeration equipment.
RCW 9.03.020 Permitting unused equipment to remain on premises.
RCW 9.03.040 Keeping or storing equipment for sale.

Section 13. Advertising - Crimes Relating To. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.04.010 False advertising.
RCW 9.04.040 Advertising cures of lost sexual potency - Evidence.
RCW 9.04.090 Advertising fuel prices by service station.

Section 14. Alcoholic Beverage Control. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 66.04.010 Definitions.
RCW 66.20.160 "Card of identification," "licensee," "store employee" defined for certain purposes.
RCW 66.20.170 Card of identification may be accepted as identification card and evidence of legal age.
RCW 66.20.180 Card of identification to be presented on request of licensee.
RCW 66.20.200 Unlawful acts relating to card of identification and certification card - Penalties.
RCW 66.28.090 Licensed premises or banquet permit premises open to inspection - Failure to allow, violation.
RCW 66.32 Search and Seizure; Entire Chapter.
RCW 66.44 Enforcement - Penalties; Entire Chapter.

Section 15. Animals - Crimes Relating To. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.08.030 False certificate of registration of animals - False representation as to breed.
RCW 9.08.070 Pet animals - Taking, concealing, injuring, killing, etc. - Penalty.

Section 16. Animals - Injury To. Any person who willfully and without authority in law kills, maims or disfigures an animal belonging to another, or exposes any poisons or noxious substance with intent that it should be taken by such animal, is guilty of a misdemeanor.

Section 17. Assault and Other Crimes Relating to Person. The following provisions of

RCW 9A.40.010 Definitions.
 RCW 9A.40.070 Custodial interference in the second degree.
 RCW 9A.40.080 Custodial interference - Assessment of costs - Defense - Consent defense, restricted.

Section 23. Disorderly Conduct. Any person who engages in disorderly conduct is guilty of a misdemeanor. A person engages in disorderly conduct when that person:

1. Uses abusive language and thereby intentionally creates a risk of assault;
2. Intentionally disrupts any lawful assembly or meeting of persons without lawful authority;
3. Intentionally obstructs vehicular or pedestrian traffic without lawful authority;
4. Intentionally and without lawful authority makes noise which unreasonably disturbs another;
5. Intentionally engages in any conduct which tends to or does disturb the public peace, provides disorder, or endangers the safety of others; or
6. Fights by agreement, except as part of an organized athletic event.

Section 24. Disruption of School Activities.

1. Any person who enters or remains in any school building, classroom or upon any school ground, street sidewalk or public way adjacent thereto, and intentionally causes disruption of the activities of the school is guilty of a gross misdemeanor.

2. As used in this Section, "school" has its ordinary meaning and also includes universities, colleges, community colleges and institutions of higher education.

Section 25. Domestic Violence Protection. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9A.36.150 Interfering with the reporting of domestic violence.
 RCW 10.99.020 Definitions.
 RCW 10.99.030 Law enforcement officers - Training, powers, duties - Domestic violence reports.
 RCW 10.99.040 Restrictions upon and duties of court.
 RCW 10.99.045 Appearances by defendant - No-contact order.
 RCW 10.99.050 Victim contact - Restriction, prohibition - Violation, penalties - Written order - Procedures.
 RCW 10.99.055 Enforcement of orders.
 RCW 26.09.300 Restraining orders - Notice - Refusal to comply - Arrest - Penalty -

RCW 9A.72.010	Definitions.
RCW 9A.72.040	False swearing.
RCW 9A.72.050	Perjury and false swearing - Inconsistent statements - Degree of crime.
RCW 9A.72.060	Perjury and false swearing - Retraction.
RCW 9A.72.070	Perjury and false swearing - Irregularities no defense.
RCW 9A.72.080	Statement of what one does not know to be true.
RCW 9A.72.140	Jury tampering.
RCW 9A.72.150	Tampering with physical evidence.

Section 29. Fire Alarms - Crimes Relating To. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.40.040	Operating engine or boiler without spark arrester.
RCW 9.40.100	Tampering with fire alarm or fire fighting equipment - False alarm - Penalties.

Section 30. Firearms and Dangerous Weapons.

1. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.41.010	Terms defined.
RCW 9.41.050	Carrying firearms.
RCW 9.41.060	Exceptions to restrictions on carrying firearms.
RCW 9.41.070	Concealed pistol license - Application - Fee - Renewal.
RCW 9.41.075	Concealed pistol license - Revocation.
RCW 9.41.080	Delivery to ineligible persons.
RCW 9.41.090	Dealer deliveries regulated - Hold on delivery.
RCW 9.41.0975	Officials and agencies - Immunity, writ of mandamus.
RCW 9.41.098	Forfeiture of firearms - Disposition - Confiscation.
RCW 9.41.100	Dealer licensing and registration required.
RCW 9.41.110	Dealer's licenses, by whom granted, conditions, fees - Employees, fingerprinting and background checks - Wholesale sales excepted - Permits prohibited.
RCW 9.41.120	Firearms as loan security.
RCW 9.41.140	Alteration of identifying marks - Exceptions.
RCW 9.41.170	Alien's license to carry firearms - Exceptions.
RCW 9.41.230	Aiming or discharging firearms, dangerous weapons.
RCW 9.41.240	Possession of pistol by person from eighteen to twenty-one.
RCW 9.41.250	Dangerous weapons - Penalty.
RCW 9.41.260	Dangerous exhibitions.
RCW 9.41.270	Weapons apparently capable of producing bodily harm - Unlawful carrying or handling - Penalty - Exceptions.
RCW 9.41.280	Possessing dangerous weapons on school facilities - Penalty - Exceptions.
RCW 9.41.300	Weapons prohibited in certain places - Local laws and ordinances -

KCC 12.08.050 Penalty for violation.

Section 33. Gambling Offenses. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.46.190 Violations relating to fraud or deceit.
RCW 9.46.193 Cities and towns - Ordinance adopting certain sections of chapter -
Jurisdiction of courts.
RCW 9.46.195 Obstruction of public servant - Penalty.
RCW 9.46.196 Cheating.
RCW 9.46.198 Working in gambling activity without license as violation - Penalty.
RCW 9.46.210 Enforcement - Commission as a law enforcement agency.
RCW 9.46.215 Ownership or interest in gambling device - Penalty - Exceptions.
RCW 9.46.217 Gambling records - Penalty - Exceptions.
RCW 9.46.222 Professional gambling in the third degree.
RCW 9.46.231 Gambling devices, real and personal property - Seizure and forfeiture.
RCW 9.46.235 Slot machines, antique - Defenses concerning - Presumption created.
RCW 9.46.240 Gambling information, transmitting or receiving.
RCW 9.46.250 Gambling property or premises - Common nuisances, abatement -
Termination of interests, licenses - Enforcement.
RCW 9.46.260 Proof of possession as evidence of knowledge of its character.

Section 34. Harassment. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9A.46.010 Legislative finding.
RCW 9A.46.020 Definition - Penalties.
RCW 9A.46.030 Place where committed.
RCW 9A.46.040 Court-ordered requirements upon person charged with crime - Violation.
RCW 9A.46.050 Arraignment - No-contact order.
RCW 9A.46.060 Crimes included in harassment.
RCW 9A.46.070 Enforcement of orders restricting contact.
RCW 9A.46.080 Order restricting contact - Violation.
RCW 9A.46.090 Nonliability of peace officer.
RCW 9A.46.100 "Convicted," time when.
RCW 9A.46.110 Stalking.
RCW 9.61.230 Telephone harassment.
RCW 9.61.240 Telephone harassment - Permitting telephone to be used.
RCW 9.61.250 Telephone harassment - Offense, where deemed committed.

Section 35. Inhaling Toxic Fumes. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.47A.010 Definition.
RCW 9.47A.020 Unlawful inhalation - Exception.
RCW 9.47A.030 Possession of certain substances prohibited, when.

RCW 46.90.010 Adoption of model traffic ordinance - Amendments.

3. The following sections of the Washington Model Traffic Ordinance are not adopted by reference and are expressly deleted:

WAC 308-330-250	Police department to administer bicycle licenses.
WAC 308-330-275	Traffic safety commission - Powers and duties.
WAC 308-330-500	Bicycle license required.
WAC 308-330-505	Bicycle license application.
WAC 308-330-510	Issuance of bicycle license.
WAC 308-330-515	Attachment of bicycle license plate or decal.
WAC 308-330-520	Inspection of bicycles.
WAC 308-330-525	Renewal of bicycle license.
WAC 308-330-530	Bicycle transfer of ownership.
WAC 308-330-535	Bicycle rental agencies.
WAC 308-330-540	Bicycle dealers.
WAC 308-330-560	Bicycle - Penalties.

Section 39. Miscellaneous Crimes.

1. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.91.010	Denial of civil rights - Terms defined.
RCW 9.91.020	Operating railroad, steamboat, vehicle, etc., while intoxicated.
RCW 9.91.025	Unlawful bus conduct.
RCW 9.91.060	Leaving children unattended in parked automobile.
RCW 9.91.110	Metal buyers - Records of purchases - Penalty.
RCW 9.91.130	Disposal of trash in charity donation receptacle.

2. The following provisions of the King County Code as presently constituted or hereinafter amended are adopted by reference.

KCC 12.64.010	Unlawful - Determination (Loitering).
KCC 28.96.010	Civil infractions - Misdemeanors.
KCC 28.96.020	General (Public Communications Activities).
KCC 28.96.030	Transit vehicles and tunnel platform areas.
KCC 28.96.410	General (Enforcement).
KCC 28.96.420	Immediate expulsion.
KCC 28.96.430	Suspension of use privileges.
KCC 28.96.440	Infractions - Penalty.
KCC 28.96.450	Misdemeanors - Penalty.

Section 40. Misconduct in Signing a Petition. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

KCC 7.12.500	Horseback riding - May not endanger others. (M)
KCC 7.12.510	Mechanical trapping devices - Capturing or injuring animals. (M)
KCC 7.12.520	False alarm of drowning prohibited. (M)
KCC 7.12.530	Games on beaches. (M)
KCC 7.12.540	Moorage in swimming area prohibited. (M)
KCC 7.12.550	Damage to property/wildlife. (M)
KCC 7.12.560	Removal of property. (M)
KCC 7.12.570	Outside household or commercial waste. (M)
KCC 7.12.580	Waste from vehicles. (M)
KCC 7.12.590	Dumping in water prohibited. (M)
KCC 7.12.610	Solicitation. (M)
KCC 7.12.620	Fireworks. (M)
KCC 7.12.630	Firearms, weapons. (M)
KCC 7.12.640	Alcoholic beverages. (M)
KCC 7.12.642	Intoxication. (M)
KCC 7.12.645	Interference with trails. (M)
KCC 7.12.650	Infractions.
KCC 7.12.660	Misdemeanors.
KCC 7.12.670	Administrative sanctions.
KCC 7.12.700	Enforcement methods.

Section 43. Public Disturbance. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9A.84.010	Riot.
RCW 9A.84.020	Failure to disperse.
RCW 9A.84.040	False reporting.
RCW 9.27.015	Interference, obstruction of any court, building or residence - Violations.

Section 44. Reckless Burning and Malicious Mischief. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9A.48.010	Definitions.
RCW 9A.48.050	Reckless burning in the second degree.
RCW 9A.48.060	Reckless burning - Defense.
RCW 9A.48.090	Malicious mischief in the third degree.
RCW 9A.48.100	Malicious mischief - "Physical damage" defined.

Section 45. Roadside Stands. The following provisions of the King County Code as presently constituted or hereinafter amended are adopted by reference.

KCC 12.28.010	Unlawful to erect certain structures along roads.
KCC 12.28.020	Required distance from right-of-way.
KCC 12.28.030	Nuisance declared - Authority of engineer.
KCC 12.28.040	Violation - Misdemeanor.

2. The following provisions of the King County Code as presently constituted or hereinafter amended are adopted by reference.

KCC 12.78.030	Written consent required to supply air gun and slingshot to minor.
KCC 12.78.040	Written consent to be kept as evidence.
KCC 12.78.050	Violation - Misdemeanor.
KCC 12.81.010	Responsibility of persons in charge of sale or display rooms containing paraphernalia evincing intent to violate Chapter 69.50 RCW.
KCC 12.81.020	Minors prohibited unless with guardian in places selling or displaying for sale certain paraphernalia.
KCC 12.81.030	Sale and display room requirements.
KCC 12.81.040	Violation - Penalty.
KCC 12.84.010	Definitions.
KCC 12.84.020	Dissemination of indecent materials to minors unlawful.
KCC 12.84.030	Dissemination of indecent materials to minors defined.
KCC 12.84.040	Presumptions.
KCC 12.84.050	Defenses.
KCC 12.84.070	Violation a misdemeanor.

Section 48. Telephone Credit Cards. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.26A.090	Telephone company credit cards - Prohibited acts.
RCW 9.26A.100	Definitions.
RCW 9.26A.110	Fraud in obtaining telecommunications service - Penalty.
RCW 9.26A.120	Fraud in operating coin-box telephone or other receptacle.
RCW 9.26A.130	Penalty for manufacture or sale of slugs to be used for coin.

Section 49. Tobacco Use by Minors. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 26.28.080	Selling or giving tobacco to minor - Belief of representative capacity, no defense - Penalty.
RCW 70.155.080	Purchasing, possessing, or obtaining tobacco by persons under the age of eighteen - Civil infraction - Courts of jurisdiction.

Section 50. Theft and Possession of Stolen Property. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9A.56.010	Definitions.
RCW 9A.56.020	Theft - Definition, defense.
RCW 9A.56.050	Theft in the third degree.
RCW 9A.56.060	Unlawful issuance of checks or drafts.
RCW 9A.56.100	Theft and larceny equated.

Section 54. Unlawful Use of Air Guns: Penalty.

1. Any person who points or shoots an air gun at any person or at the property of another, or who aims or discharges such weapon in the direction of the person or residence of another, while within such range as to cause or inflict injury to the person or damage the property of another, is guilty of a misdemeanor and, in addition to any other punishment imposed, the court shall order the weapon to be confiscated and disposed of in accordance with statutes or ordinances governing the disposal of confiscated or found weapons.

2. "Air gun" shall mean any air gun, air pistol, air rifle, BB gun and toy or other guns designed or modified and used to propel, by compressed air or spring-loaded plunger, any pellet, dart, hard-tipped arrow, bean, pea, BB, rock or other hard substances, a distance of more than 25 feet with sufficient force to break windows or inflict injury upon persons or animals.

Section 55. Urinating in Public. Any person who intentionally urinates or defecates in a public place, other than a washroom or toilet room, or at a place and under circumstances where such act could be observed by any member of the public, shall be subject to a civil fine not to exceed Two Hundred Fifty Dollars (\$250.00) for a first offense. For second and subsequent charges, the person shall be guilty of a misdemeanor.

Section 56. Vehicles Resembling Police or Fire Vehicles. Any person who operates a motor vehicle painted and exhibiting decals, numbers, name, insignia, or other objects which simulate a city or county police or fire department vehicle, or City vehicle, without prior authorization from the police chief, fire chief, city manager, or their designees is guilty of a misdemeanor.

Section 57. Violating Right of Privacy. The following provisions of the Revised Code of Washington as presently constituted or hereinafter amended are adopted by reference.

RCW 9.73.010	Divulging telegram.
RCW 9.73.020	Opening sealed letter.
RCW 9.73.030	Intercepting, recording or divulging private communication - Consent required - Exceptions.
RCW 9.73.070	Persons and activities excepted from chapter.
RCW 9.73.090	Certain emergency response personnel exempted from RCW 9.73.030 through 9.73.080 - Standards - Court authorizations - Admissibility.
RCW 9.73.100	Recordings available to defense counsel.

Section 58. Violation of Court Ordered Probation. The following provisions of the King County Code as presently constituted or hereinafter amended are adopted by reference.

KCC 12.150.010	Definitions.
KCC 12.150.020	Arrest without warrant.

Section 62. Vehicle Impoundment.

1. Impoundment Authorized.

- A. Whenever the driver of a vehicle is arrested for a violation of RCW 46.20.342, the vehicle is subject to impoundment at the direction of a police officer.
- B. If a vehicle is impounded because the driver is arrested for a violation of Driving While License Suspended ("DWLS") in the Third Degree, as defined in RCW 46.20.342, the vehicle shall be impounded for fifteen (15) days.
- C. If a vehicle is impounded because the driver is arrested for a violation of DWLS Second Degree, the vehicle shall be impounded for thirty (30) days.
- D. If a vehicle is impounded because the driver is arrested for a violation of DWLS First Degree, the vehicle shall be impounded for ninety (90) days.

2. Administrative Fee.

- A. If a vehicle is impounded pursuant to the provisions of this Section, an administrative fee of One Hundred Dollars (\$100.00) shall be paid prior to redemption of the vehicle as provided by this Section.
- B. The tow truck operator performing the impound shall collect all costs and fees. The administrative fee must be remitted to the City in the manner directed by the City Finance Department. The administrative fee must be for the purpose of offsetting, to the extent practicable, the cost to the City of implementing, enforcing and administering this Section and must be deposited in an appropriate account.

3. Owner of Impounded Vehicle to be Notified.

- A. Not more than twenty-four (24) hours after impoundment of any vehicle, the tow truck operator shall mail a notice by first class mail to the last known address of the legal and registered owners of the vehicle, as may be disclosed by the vehicle identification number, and as provided by the Washington State Department of Licensing. The notice shall include the name of the impounding tow firm, its address, and telephone number. The notice shall include the location and time of the impound, and by whose authority the vehicle was impounded. The notice shall include written notice of the right of redemption and opportunity for a hearing to contest the validity of the impound or the amount of towing and storage charges. The notice shall state the mandatory length of the impound. The notice shall state that a person who desires to redeem an impounded vehicle at the end of the mandatory period, must within five days of the impound, at the request of the tow truck operator,

hereafter amended. If the vehicle was impounded pursuant to this Section and was being operated by the registered owner when it was impounded, it may not be released to any person until all penalties, fines, or forfeitures owed by the registered owner have been satisfied.

- C. The Sammamish Police Department is authorized to release a vehicle impounded pursuant to this Section prior to the expiration of any period of impoundment upon petition of the spouse or domestic partner of the registered owner of the vehicle, based on economic or personal hardship to such spouse or domestic partner resulting from the unavailability of the vehicle, and after consideration of the threat to public safety that may result from the release of the vehicle, including, but not limited to, the driver's criminal history, driving record, license status and access to the vehicle. If such release is authorized, the person redeeming the vehicle must satisfy the requirements of Section 62(4)(A) and (B).
- D. The Sammamish Police Department is authorized to release a vehicle impounded pursuant to this Section prior to the expiration of any period of impoundment upon the petition of the registered owner of the vehicle based upon economic or personal hardship or equity, provided the registered owner was not the operator of the vehicle at the time of the impound. If such release is authorized, the registered owner must satisfy the requirements of Section 62(4)(A) and (B) in order to redeem the vehicle.
- E. Any person seeking to redeem a vehicle impounded pursuant to this Section has a right to a hearing before an administrative hearings officer to contest the validity of an impoundment, the amount of removal, towing and storage charges, or the administrative fee. Any request for a hearing shall be made in writing, on a form approved by the Sammamish Police Department and signed by such person, and received by the Sammamish Police Department within ten (10) days (including Saturdays, Sundays and holidays) of the latter of the date the notice of right of redemption and opportunity for hearing was mailed to the person or the date the notice was given to the person by the towing contractor. Such hearing shall be provided as follows:
 - i. If all of the requirements to redeem the vehicle, including expiration of any period of impoundment under Section 62(1) have been satisfied, then the impounded vehicle shall be released immediately and a hearing shall be held within ninety (90) days of the written request for hearing.
 - ii. If all of the requirements to redeem the vehicle, including expiration of any period of impoundment under Section 62(1), have not been satisfied, then the impounded vehicle shall not be released until after the hearing which shall be held within two (2) business days (excluding Saturdays, Sundays, and holidays) of the written request for hearing.

- E. If the impoundment is found to be improper, the administrative hearings officer shall enter an order so stating and order the immediate release of the vehicle. If the costs of impoundment have already been paid, the administrative hearings officer shall enter judgment against the City and in favor of the person who has paid the costs of impoundment in the amount of the costs of the impoundment, which are removal, towing, storage and administrative fees, plus interest at the rate of twelve percent per year from the date that person paid the costs, and the City shall comply with the order. If the costs of impoundment, which are removal, towing and storage, have not been paid, the hearings officer shall enter an order directing the City to pay the costs to the tow truck operator, and the City shall comply with the order.

- F. In the event that the administrative hearings officer finds that the impound was proper, but that the removal, towing or storage fees charged for the impoundment were improper, the administrative hearings officer shall determine the correct fees to be charged. If the costs of impoundment have been paid, the administrative hearings officer shall enter a judgment against the City and in favor of the person who has paid the costs of impoundment for the amount of the overpayment plus interest at the rate of twelve percent per year on the overpayment from the date that person paid the costs, and the City shall comply with the order. The tow truck operator is liable to the City for the amount of the overpayment and interest at the rate of twelve percent per year. The tow truck operator shall make the payment to the City no later than sixty days after the tow truck operator receives notice of the requirement to pay. The City may bring an action in the King County District Court against the tow truck operator to recover the overpayment plus interest at the rate of twelve percent per year.

- G. No determination of facts made at a hearing under this section shall have any collateral estoppel effect on a subsequent criminal prosecution and shall not preclude litigation of those same facts in a subsequent criminal prosecution.

- H. An appeal of the administrative hearings officer's decision shall be conducted according to and subject to the procedures of this Section. In accordance with RCW 46.55.240(1)(d), a decision made by an administrative hearings officer may be appealed to the King County District Court for final judgment. The hearing on the appeal under this subsection shall be de novo. A person appealing such a decision must file a request for an appeal in district court within fifteen (15) days after the decision of the administrative hearings officer and must pay a filing fee in the same amount required for the filing of a suit in district court. If a person fails to file a request for an appeal within the time specified by this section or does not pay the filing fee, the right to an appeal is waived and the administrative hearings officer's decision is final.

6. Rules and Regulations. The Sammamish Police Department and the City Manager and/or designees are authorized and directed to promulgate rules and regulations to provide for the

numbers of certified copies of this Ordinance to permit enforcement of this Ordinance.

Section 71. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 72. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____, 2000.

CITY OF SAMMAMISH

Mayor Jack Barry

ATTEST/AUTHENTICATED:

Ruth Muller, Interim City Clerk

Approved as to form:

Bruce L. Disend, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.
Date of Publication:

AGENDA BILL

CITY OF SAMMAMISH
CITY COUNCIL

Subject: Employee Salary Schedule

Meeting Date: Feb. 16, 2000 Date Submitted: Feb. 9, 2000

Department Originating: Administration

Clearances:

_____ Administration/Finance _____ Police

_____ Public Works _____ Fire

_____ Attorney Building/Planning

Action Required:
Adopt Amending Ordinance

Exhibits: Copy of Ordinance O2000-53

Amount
Budgeted: N/A

Summary Statement:

The current salary schedule has two grades/ranges per job classification, plus a feature that limits the use of Step "E" for "out of class" or "special assignment" work for a period not to exceed four months. Our proposal is to modify the salary schedule by eliminating the two grade/range designations for each job classification and also eliminate the restriction of the use of Step "E" for only special assignments or working out of class. This change will remove the conflict over how we apply salary to the various city job classifications and problems that are encountered with employees believing they may be working out of class from time to time.

Recommended Motion: Move to adopt Ordinance No. O2000-53 approving the proposed changes to the FY 2000 City employee salary schedule and pay plan.

**CITY OF SAMMAMISH
WASHINGTON**

ORDINANCE NO. O2000-53

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, AMENDING ORDINANCE NO. O99-26,
AN ORDINANCE ESTABLISHING A COMPENSATION PLAN
FOR PERMANENT CITY EMPLOYEES AND
REPEALING ORDINANCE NO. O99-33**

WHEREAS, the City of Sammamish established a compensation plan for City employees effective August 31, 1999 as provided in Ordinance No. O99-26; and

WHEREAS, the City Council intends that salary ranges for City employees shall be competitive and comparable to like positions in other cities; and

WHEREAS, the City Council desires to amend the basic pay plan in order to establish competitive and appropriate compensation for all positions that have been established by the City Council and funded under the City's budget;

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Ordinance No. O99-26 Amended. Ordinance No. O99-26 is amended as follows:

A. Exhibit "A" is hereby repealed and a new Exhibit "A," attached hereto and incorporated herein, is established as the "basic pay plan" and shall be applied to the several classes of positions as indicated in Exhibit "B."

B. Exhibit "B" is hereby repealed and a new Exhibit "B," attached hereto and incorporated herein, is established as the pay range for each class or position set forth in Exhibit "B."

C. Section 5.E. is hereby amended to read: "Step E is a reward for continued satisfactory service. An employee may be advanced to Step E, after completion of twelve months of satisfactory service at Step D, by the City Manager."

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-

EXHIBIT A
 CITY OF SAMMAMISH
 FISCAL YEAR 2000 BASIC PAY PLAN

106% -rate of step increase within ranges

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E
1	\$ 1,882	\$ 1,994	\$ 2,114	\$ 2,241	\$ 2,375
2	\$ 1,994	\$ 2,114	\$ 2,241	\$ 2,375	\$ 2,518
3	\$ 2,114	\$ 2,241	\$ 2,375	\$ 2,518	\$ 2,669
4	\$ 2,241	\$ 2,375	\$ 2,518	\$ 2,669	\$ 2,829
5	\$ 2,375	\$ 2,518	\$ 2,669	\$ 2,829	\$ 2,999
6	\$ 2,518	\$ 2,669	\$ 2,829	\$ 2,999	\$ 3,179
7	\$ 2,669	\$ 2,829	\$ 2,999	\$ 3,179	\$ 3,369
8	\$ 2,829	\$ 2,999	\$ 3,179	\$ 3,369	\$ 3,572
9	\$ 2,999	\$ 3,179	\$ 3,369	\$ 3,572	\$ 3,786
10	\$ 3,179	\$ 3,369	\$ 3,572	\$ 3,786	\$ 4,013
11	\$ 3,369	\$ 3,572	\$ 3,786	\$ 4,013	\$ 4,254
12	\$ 3,572	\$ 3,786	\$ 4,013	\$ 4,254	\$ 4,509
13	\$ 3,786	\$ 4,013	\$ 4,254	\$ 4,509	\$ 4,780
14	\$ 4,013	\$ 4,254	\$ 4,509	\$ 4,780	\$ 5,066
15	\$ 4,254	\$ 4,509	\$ 4,780	\$ 5,066	\$ 5,370
16	\$ 4,509	\$ 4,780	\$ 5,066	\$ 5,370	\$ 5,693
17	\$ 4,780	\$ 5,066	\$ 5,370	\$ 5,693	\$ 6,034
18	\$ 5,066	\$ 5,370	\$ 5,693	\$ 6,034	\$ 6,396
19	\$ 5,370	\$ 5,693	\$ 6,034	\$ 6,396	\$ 6,780
20	\$ 5,693	\$ 6,034	\$ 6,396	\$ 6,780	\$ 7,187
21	\$ 6,034	\$ 6,396	\$ 6,780	\$ 7,187	\$ 7,618
22	\$ 6,396	\$ 6,780	\$ 7,187	\$ 7,618	\$ 8,075
23	\$ 6,780	\$ 7,187	\$ 7,618	\$ 8,075	\$ 8,560
24	\$ 7,187	\$ 7,618	\$ 8,075	\$ 8,560	\$ 9,073
25	\$ 7,618	\$ 8,075	\$ 8,560	\$ 9,073	\$ 9,618

AGENDA BILL

**CITY OF SAMMAMISH
CITY COUNCIL**

Subject:
Personnel Benefits

Meeting Date Feb. 16, 2000 Date Submitted Feb. 9, 2000

Department Originating Administration

Clearances:

_____ Administration/Finance _____ Police

_____ Public Works _____ Fire

_____ Building/Planning _____ Attorney

_____ _____ Committee

Action Required:
Adopt Resolution R2000-39

Exhibits: Resolution R2000-39

**Amount
Budgeted:**

Summary Statement:

The City of Sammamish currently provides a flat contribution to the "medical benefit plan" of all employees in the amount of \$495 per month, irrespective of the employee's number of dependents. The current City policy then allows an excess City contribution to be placed in the employee's deferred comp plan. The AWC Regency Plan A medical plan rates for FY 2000 are established as follows: Single - \$208.25/month; Single/one dependent - \$298.80/month; Married/spouse - \$407.10/month; Married/Spouse/one dependent - \$497.65/month; and Married/Spouse/all dependents - \$577.95/month. Due to the problems we have encountered and will encounter in the future with this program, it is requested that the Council amend its policy by having the City pay for the full cost of the employee's medical benefit plan at the AWC Regency Plan A level irregardless of the employee's marital status and number of dependents. This proposal should be revenue neutral based on the current contribution level. Any savings of the City's payment for such medical coverage can be then credited to the employee's deferred comp plan in the event the employee chooses a less expensive plan or already has coverage. Conversely, if an employee chooses some additional benefits beyond the AWC Regency A Plan, the employee shall be responsible for paying for any excess cost.

Recommended Motion:

Move to adopt Resolution No. R2000-39 Amending Resolution No. R99-019 Section 3.1 "Benefit Credits" and authorize the Mayor to sign said resolution.

Bill No. _____

AGENDA BILL

**CITY OF SAMMAMISH
CITY COUNCIL**

Subject:
Job Descriptions

Meeting Date Feb. 16, 2000 Date Submitted Feb. 9, 2000

Department Originating Administration

Clearances:

_____ Administration/Finance _____ Police

_____ Public Works _____ Fire

_____ Building/Planning _____ Attorney

_____ _____ Committee

Action Required:
Approve Job Descriptions

Exhibits: Copies of job descriptions

**Amount
Budgeted:**

Summary Statement:

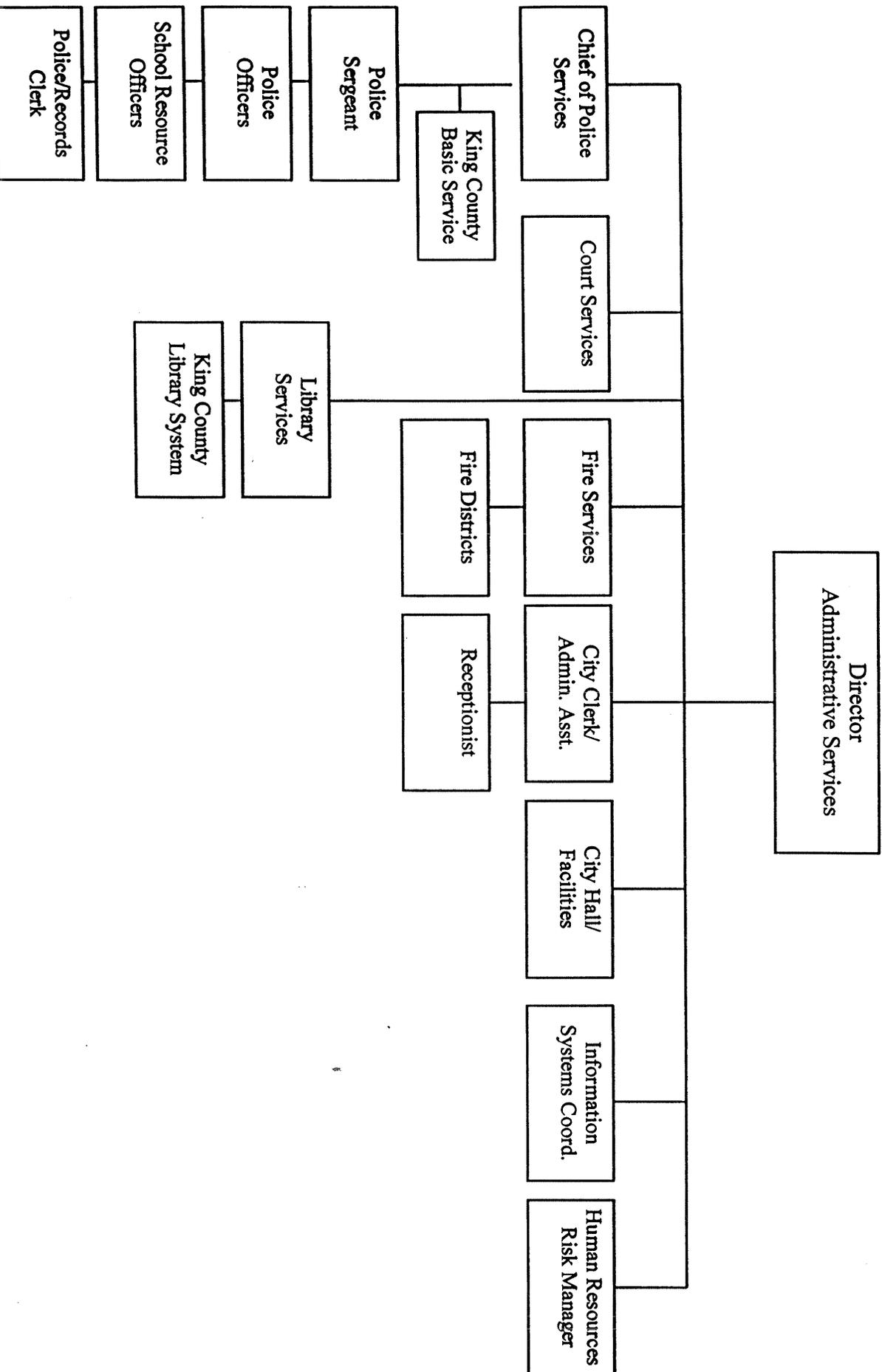
City of Sammamish does not currently have job descriptions for the following positions: City Engineer, Administrative Assistant, Parks/Recreation Supervisor, Code Enforcement Officer, Building/Fire Official, Special Projects Planner, and Planning Manager. As a result, job descriptions have been prepared for such positions to be placed with the City's personnel policies and procedures manual.

Recommended Motion:

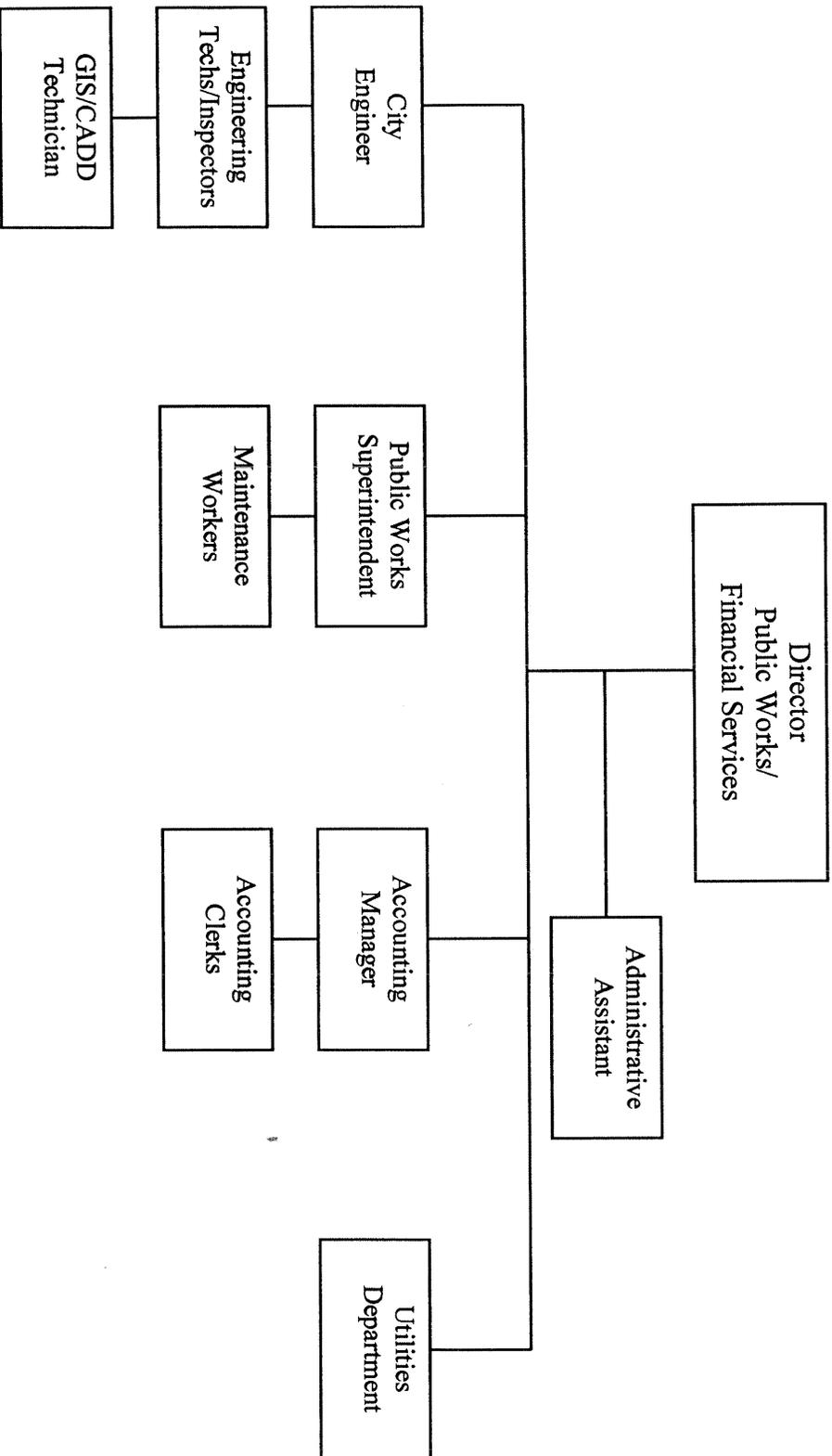
Move that the City Council approve job descriptions as prepared for the positions of:

- City Engineer
- Administrative Assistant
- Parks/Recreation Supervisor
- Code Enforcement Officer
- Building /Fire Official
- Special Projects Planner
- Planning Manager

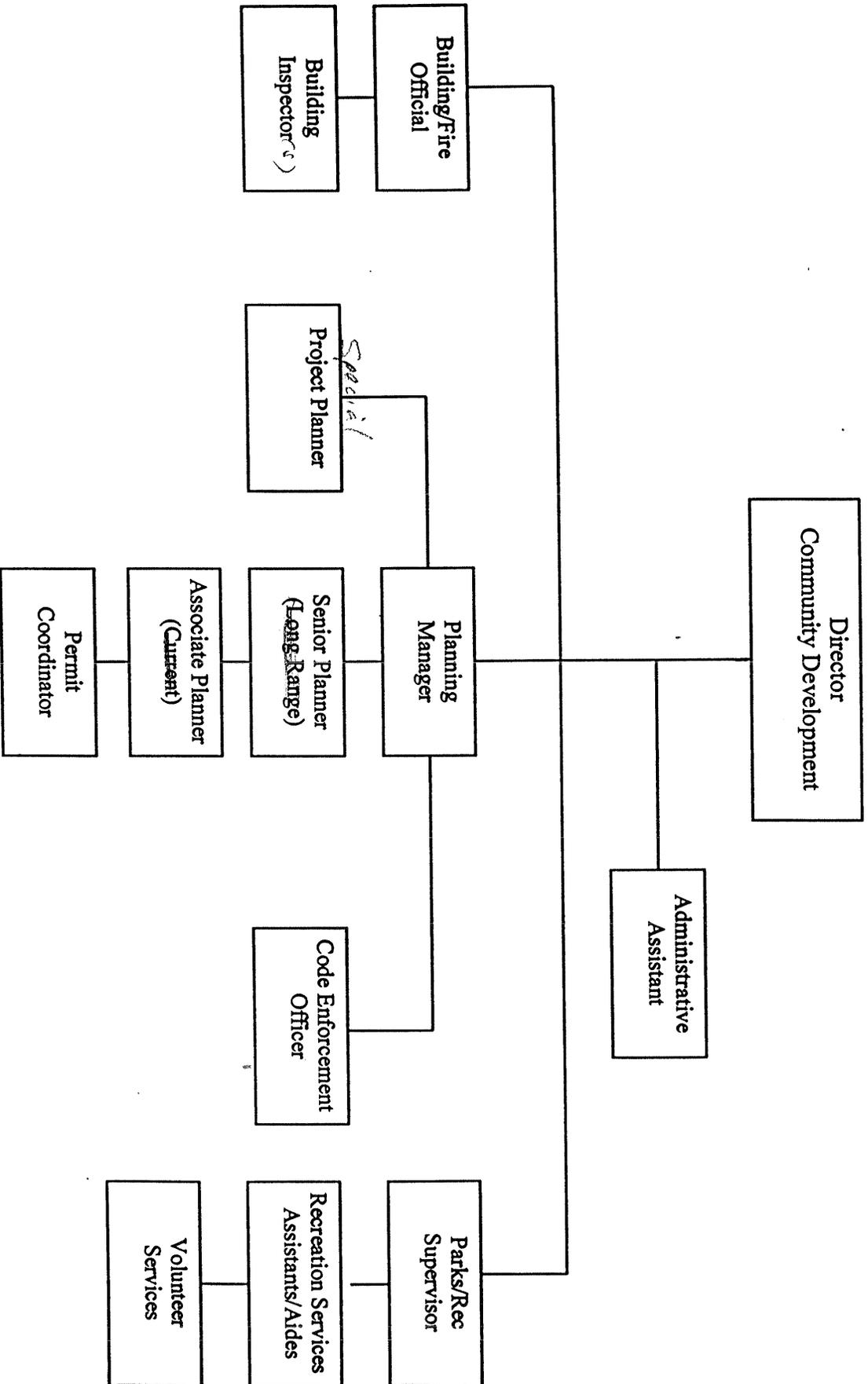
**Administrative Services
Organization**



Public Works/Financial Services
Organization



**Community Development
Organization**



POSITION DESCRIPTION

CLASS TITLE: City Engineer
DEPARTMENT: Public Works
DIVISION: Engineering
SALARY RANGE: \$5,066 to \$6,396
UNION: Exempt
DATE: February, 2000

GENERAL PURPOSE:

The person in this position is responsible for the Civil Engineering work related to review of design and construction plans submitted to the City, including areas related to road and street systems and traffic control, surface water management and utilities, and is responsible for the design of construction projects in those same areas.

SUPERVISION RECEIVED:

Works under the direction of the Director of Public Works and Financial Services

SUPERVISION EXERCISED:

Exercises supervision over engineers, engineering technicians, and other office support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties of the city engineer shall consist of the following:

- A. Provide for the preparation of all estimates, plans, and specifications for all public construction projects;
- B. Manages projects funded by state and federal programs, and oversees the performance of Contractor's work during the construction phase of the contracts and approves work in progress and payment of work performed;
- C. Provides assistance to the Director of Public Works in the development of the city's comprehensive transportation, surface water management and utility plans, and the development of related budgets;
- D. Check and maintain a suitable file and record of all official maps, plats, surveys and construction projects;
- E. Establish and maintain all monuments and bench marks;
- F. Prepare all property descriptions and arrange for the acquisition of all street rights-of-way by dedication, purchase or condemnation;

- G. Negotiate with property owners, prepare cost estimates and assessment rolls for all local improvement district projects;
- H. Maintain a file of suitable projects for the city, estimate and design for such contemplated future work as directed;
- I. Perform such other duties as assigned by the Director of Public Works.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

- a. Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering.
- b. Three (3) years of professional level civil engineering work experience of a municipal nature, with a minimum of one (1) year in a supervisory capacity; **OR** substituting graduate level course work or training in Civil Engineering or Engineering Management for up to one (1) year of experience.

Special Requirements:

- a. Registered and licensed civil engineer in the State of Washington.
- b. Possession of, or the ability to obtain within one (1) month, a valid Washington State driver's license.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- a. The principles and practices of civil engineering as applied to municipal public works projects.
- b. The principals and practices of public works project administration.
- c. Modern methods and techniques used in the design, construction, and inspection of public works projects.
- d. Laws, regulatory codes, and professional standards applicable to design and construction of public works projects.

Ability to:

- a. Supervise efficiently the design and construction inspection of complex public works projects;
- b. Perform successfully and according to professional standards, civil engineering work of a municipal nature.
- c. Communicate effectively, orally and in writing;
- d. Present technical material in a clear and concise manner to various groups;
- e. Plan, direct, and evaluate the work of subordinates;

- f. Establish and maintain effective working relationships with the public works director, city official, city administrator, representatives of federal and state agencies, subordinates, consulting engineers, contractors, developers, and the public.

PHYSICAL DEMANDS:

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

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 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.

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 the duties of this job the employee primarily works in an office environment, however, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibrations.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal letter of interest and resume/application, 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.

POSITION DESCRIPTION

CLASS TITLE: Administrative Assistant
DEPARTMENT: Administration/Public Works
DIVISION: Administration
SALARY RANGE: \$2999 - \$3786
UNION: Exempt
DATE: February, 2000

GENERAL PURPOSE:

This position performs highly responsible specialized secretarial and administrative support work of a complex nature. The incumbent is expected to perform duties with some degree of independence while providing direct support to the City Administration, Personnel, and Public Works.

SUPERVISION RECEIVED:

Works under the supervision of the Director of Administrative Services

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs a variety of administrative support, secretarial, and clerical office support functions.
- Serves as a point of contact for the administrative departments in responding to questions and inquiries and setting appointments.
- Transcribes, types, and distributes letters, contracts, reports and memoranda including materials of a confidential nature; composes letters requesting or providing information concerning routine matters independently or from oral or written instructions; takes notes quickly and accurately.
- Maintains a variety of records and files according to established procedures; creates and maintains project files; monitors project progress to assure required steps and documentation are completed; processes a variety of forms and reports.
- Assists administrative staff with assigned tasks and projects requiring research.
- Prepares claims vouchers for office purchases and monitors department expenditures.
- Checks reports, records and other data for accuracy, completeness and compliance with established standards; compiles information and prepares routine reports.
- Operates office equipment and machines such as personal computers, typewriters, dictating machines, calculators, copy machines, and adding machines.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

Any combination equivalent to graduation from high school supplemented by a minimum of two (2) years of college-level course work in office or business administration, secretarial practices, procedures and terminology, business administration, office management, or related field, and four (4) years of increasingly responsible secretarial or administrative office support experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Office and secretarial procedures and requirements and legal terminology.
- Organization, functions, and activities of a legal department and municipal government.
- Modern office practices, procedures and equipment including a personal computer.
- Business English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable laws, codes, regulations, policies, and procedures.
- City and department organization, operations, policies, and objectives.
- Preparation and presentation of financial, statistical, and narrative reports.
- Oral and written communication skills.
- Telephone techniques and etiquettes.

Ability to:

- Perform administrative assistant and secretarial duties with speed and accuracy.
- Learn to interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Plan and organize work.
- Prioritize and schedule work.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Operate word processing hardware and software used by the City.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.

- Maintain financial accounting records.
- Type, transcribe materials, and operate office equipment.
- Type at 50 words net per minute from clear copy.
- Answer telephones and greet the public courteously.
- Maintain records, files, and filing systems.

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.

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.

DISCLAIMER:

This job description does not constitute an employment agreement between the city and the employee, and is subject to change by the employer as the needs of the city and the requirements of the job change over time.

POSITION DESCRIPTION

CLASS TITLE: Parks and Recreation Supervisor
DEPARTMENT: Community Development
DIVISION: Parks and Recreation
SALARY RANGE: \$3786 TO \$4780
UNION: Exempt
DATE: February, 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.

DISCLAIMER:

This job description does not constitute an employment agreement between the city and the employee, and is subject to change by the employer as the needs of the city and the requirements of the job change over time.

Position Description

CLASS TITLE: **CODE ENFORCEMENT OFFICER**
DEPARTMENT: Community Development
DIVISION: N/A
SALARY RANGE: \$3,369 to 4,254
UNION: Exempt
DATE: February, 2000

General Purpose:

Under the direction of the Community Development Director, the Code Enforcement Officer administers and implements the City's code enforcement process as described in ISDC Title 23. This includes managing all investigations of alleged violations of City land use, surface water, building and nuisance ordinances, policies and rules. The authority for code enforcement actions, which is posited by Title 23 in the Director, will be delegated to the Code Enforcement Officer. The Director and the Code Enforcement Officer will work closely together to carry out the provisions of the Title.

Supervision Received:

The Code Enforcement Officer works under the direct supervision of the Community Development Director.

Supervision Exercised:

The position has no direct supervision responsibilities.

Essential Duties and Responsibilities:

1. Respond to citizen and staff complaints of code violations by conducting site inspections, interviewing parties and gathering facts, selecting an enforcement strategy, and following up with appropriate enforcement actions.
2. Maintain files of all complaints and enforcement actions, including records of all contacts and communications with and among the parties, documentation and photographs of the violations, and records of all actions toward resolution of the violation.
3. Testify as a witness before the Hearing Examiner, or in Court on behalf of the City as required. Work directly with and provides support to the City Attorney in the pursuit of code enforcement actions.
4. Respond to citizen, property owner and staff inquiries regarding City code requirements and code enforcement processes.

5. Advise the Director, City Manager and City Council on code enforcement policy questions, including proposed code enforcement related amendments to the City code.
6. Review all new business and home occupations license applications for compliance with City codes and periodically inspect such occupancies for continued compliance.
7. Perform other, similar, related, duties as requested by the Director.

Minimum Qualifications:

1. High school diploma or GED equivalent.
2. Five years of progressively responsible job experience in a code enforcement position.
3. A valid Washington State driver's license and a good driving record.

Desirable Qualifications:

1. A bachelors degree
2. Seven years of relevant job experience

Necessary Knowledge, Skills and Abilities:

1. Intimate knowledge of Title 23 of the Interim Sammamish Development Code.
2. General knowledge of principles and practices of planning, zoning and the regulation of land uses, and of the specific plans and regulations of the City of Sammamish.
3. Skill in dispute resolution techniques that carefully balance the public interest against property and civil rights.
4. Skill in the use of a computer to prepare documents and maintain records.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to deal effectively with development professionals and the public using tact and diplomacy.
7. Ability to drive a vehicle and to conduct site inspections on undeveloped property.

Physical demands:

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

Work is divided between the field and the office. Fieldwork will require driving to an outdoor site under development and leaving the vehicle to physically inspect all parts of the site on foot. This will require walking over uneven ground, sometimes in inclement weather, and often among moving vehicles and machinery, loud noises, mud or dust. Field work will require wearing protective clothing, including helmet, boots and gloves. Office work will require dexterity and hand-eye coordination sufficient to operate a computer workstation and ordinary office equipment.

The employee, in performing the duties of this job, will be required to talk, hear, smell, sit, stand, walk on a variety of surfaces, to reach with the arms, and to use hands to manipulate objects, tools or controls. The employee will also sometimes be required to climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and move up to twenty-five pounds. Employee must be able to drive a City vehicle.

Work Environment:

The work environment described below is representative of those that will be encountered 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 the duties of this job the employee divides his or her time between an outdoor construction site and an indoor office environment, connected by travel in a vehicle on city streets and sometimes-unimproved roads.

Selection Guidelines:

This job will be publicly advertised. Written applications will be submitted and screened for minimum qualifications, education, experience and job match. Some applicants will be invited to an oral interview for further evaluation. Representations and references will be checked. A written job offer will be tendered and signed on acceptance.

Disclaimer:

This job description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the job change over time.

Position Description

CLASS TITLE: BUILDING/FIRE OFFICIAL
DEPARTMENT: Community Development
DIVISION: Building
SALARY RANGE: \$4,254 to \$5,370
UNION: Exempt
DATE: February, 2000

General Purpose:

Under the direction of the Community Development Director, the Building/Fire Official is responsible for all permitting functions and decision authority described in the uniform building and fire codes, as adopted by the City. This includes supervision of plan review and inspection for all building and fire permits issued by the City under the authority of the building, fire, mechanical, plumbing, and swimming pool and spa uniform codes; as well as such state codes as may be adopted and amended by the State Buildings Code Council, including the energy and indoor air quality codes.

Supervision Received:

The Building/Fire Official works under the direct supervision of the Community Development Director.

Supervision Exercised:

The position supervises Plans Examiners and Building and Fire Code Inspectors.

Essential Duties and Responsibilities:

1. Plan, organize and direct all building and fire code permitting activities of the City, including the work of the plans examiners and the building and fire inspectors.
2. Make and defend all discretionary decisions to interpret the provisions of the several building and fire codes, as adopted the City.
3. Select, train and evaluate plans examiners and building and fire inspectors.
4. Provide staff support to the City's Building Code Appeals Board
5. Respond to citizen, property owner and staff inquiries regarding City building and fire code requirements.
6. Advise the Director, City Manager and City Council on building and fire code policy questions, including proposed code amendments and periodic updates.

7. Serve as the City's primary point of contact with the County fire districts on fire code permitting issues
8. Perform other, similar, related, duties as requested by the Director.

Minimum Qualifications:

1. High school diploma or GED equivalent, plus at least two years of college or technical school with course work in building and fire code related topics.
2. Five years of progressively responsible job experience in a in a building and/or fire permitting positions with a city or county.
3. Certification as a Building Official, or as a Fire Official from a recognized professional association.
4. Willingness to train, at the City's expense, to be certified as a Fire Official or Building Official, if either certification is lacking at the time of hire.
5. A valid Washington State driver's license and a good driving record.

Desirable Qualifications:

1. A bachelors degree
2. Certification as both a Building and Fire Official

Necessary Knowledge, Skills and Abilities:

1. Intimate knowledge of the uniform building and fire codes as adopted by the City.
2. General knowledge of principles and practices of building and fire code permitting.
3. Ability to communicate effectively, both orally and in writing.
4. Ability to deal effectively with development professionals and the public using tact and diplomacy.
5. Ability to drive a vehicle and to conduct site inspections on undeveloped property.

Physical demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is divided between the field and the office. Most of the work will be performed in the office. Fieldwork will require driving to an outdoor site under development and leaving the vehicle to physically inspect a building under construction. This will require walking over uneven ground, sometimes in inclement weather, and often among moving vehicles and machinery, loud noises, mud or dust. Fieldwork will require wearing protective clothing, including helmet, boots and gloves. Office work will require dexterity and hand-eye coordination sufficient to operate a computer workstation and ordinary office equipment.

The employee, in performing the duties of this job, will be required to talk, hear, smell, sit, stand, walk on a variety of surfaces, to reach with the arms, and to use hands to manipulate objects, tools or controls. The employee will also sometimes be required to climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and move up to twenty-five pounds. Employee must be able to drive a City vehicle.

Work Environment:

The work environment described below is representative of those that will be encountered 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 the duties of this job the employee divides his or her time between an outdoor construction site and an indoor office environment, connected by travel in a vehicle on city streets and sometimes-unimproved roads.

Selection Guidelines:

This job will be publicly advertised. Written applications will be submitted and screened for minimum qualifications, education, experience and job match. Some applicants will be invited to an oral interview for further evaluation. Representations and references will be checked. A written job offer will be tendered and signed on acceptance.

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Position Description

CLASS TITLE: SPECIAL PROJECT PLANNER
DEPARTMENT: Community Development
DIVISION: N/A
SALARY RANGE: \$4509 to \$5693
UNION: Exempt
DATE: February 2000

General Purpose:

Under the direction of the Community Development Director, the Special Project Planner is responsible for special projects relating to community development needs that are outside the ordinary work program of the Department, but within the Department's broader mission. For examples, feasibility and site planning for a park or trail; specialized planning studies in support of comprehensive planning; representing the City's interests on major, long-term, intergovernmental projects; and investigation of Council policy alternatives.

Supervision Received:

The Special Projects Planner works under the general supervision of the Community Development Director.

Supervision Exercised:

The position works independently with generic city staff support or consultants, and supervises no one.

Essential Duties and Responsibilities:

The duties of the Special Project Planner shall consist of the following:

1. Manage the scope, schedule, budget, execution and documentation of assigned special projects.
2. Investigate alternatives and recommend scopes, schedules and budgets to carry out assigned projects.
3. Gather data, conduct research, complete complex statistical and decision analysis, and document findings and conclusions.
4. Organize, host and attend meetings.
5. Make complex presentations to a variety of groups, including the City Council

6. Participates in intergovernmental and community capital projects planning and development relative to open space, trails, parks and other assigned capital facilities.
7. Reviews and evaluates all land use appeals to determine sufficiency of compliance of land use, comprehensive plan and environmental regulations, and make recommendations to the Director regarding appropriate mitigation or disposition.
8. Advise the Director, City Manager and city Council on complex policy questions relating to assigned project planning..
9. Serve as the City's primary point of contact with the other public and private agencies.
10. Perform other similar related duties as requested by the Director or City Manager

Minimum Qualifications:

1. Undergraduate degree in land use planning
2. Five years of progressively responsible job experience in a project or land use planning.
3. A valid Washington State driver's license and a good driving record.

Desirable Qualifications:

1. Graduate-level training in project management
2. Experience working for a City or County government.
3. Masters degree in Urban Planning, Public Administration or a related field.

Necessary Knowledge, Skills and Abilities:

1. Intimate knowledge of the principles and practices of city planning, with special emphasis on analytical techniques.
2. Exceptional ability to communicate effectively, both orally and in writing.
3. Ability to deal effectively with a wide range of professionals and public officials in both formal and informal settings.
4. Ability to work independently, with a minimum of supervision and direction.

5. Ability to drive a vehicle.

Physical demands:

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

Work is almost exclusively performed in the office. Office work will require dexterity and hand-eye coordination sufficient to operate a computer workstation and ordinary office equipment.

The employee, in performing the duties of this job, will be required to talk, hear, smell, sit, stand, walk on a variety of surfaces, to reach with the arms, and to use hands to manipulate objects, tools or controls. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employee must be able to drive a City vehicle.

Work Environment:

The work environment described below is representative of those that will be encountered 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 the duties of this job the employee divides his or her time between indoor office environments, connected by travel in a vehicle on city streets.

Selection Guidelines:

This job will be publicly advertised. Written applications will be submitted and screened for minimum qualifications, education, experience and job match. Some applicants will be invited to an oral interview for further evaluation. Representations and references will be checked. A written job offer will be tendered and signed on acceptance.

Disclaimer:

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Position Description

CLASS TITLE: **PLANNING MANAGER**
DEPARTMENT: Community Development
DIVISION: N/A
SALARY RANGE: \$4,780 to \$6,034
UNION: Exempt
DATE: February 2000

General Purpose:

Under the direction of the Community Development Director, The Planning Manager is in charge of all current planning activity in the City, including implementation of the City's zoning, subdivision and land use regulations. The Planning Manager supervises Planners and Planning technicians in responding to applications for the use of land in the City and provides staff support to the City's Hearing Examiner.

Supervision Received:

The Planning Manager works under the direct supervision of the Director of Community Development.

Supervision Exercised:

The position supervises Planners, Planning Technicians, Code Enforcement Official and assigned clerical support.

Essential Duties and Responsibilities:

1. Plans, organizes and directs all planning activities of the Planning Division and Permit Center.
2. Assigns, coordinates, reviews and evaluates the work of subordinates.
3. Conducts and coordinates special studies relating to planning and zoning.
4. Organizes and implements procedures for reviewing all land use and development applications and recommends disposition to the Director, Hearing Examiner or Council.
5. Provides all administrative support to the Hearing Examiner.
6. Reviews environmental checklists and makes SEPA recommendations to the Director. Oversees the preparation of Environmental Impact Statements.
7. Administers the City Shoreline Master Program.

8. Makes reports and recommendations to the Director and the City Manager on policy issues relating to current planning.
9. Reviews and recommends changes/additions to City zoning and building ordinances; cooperates with the Planning Commission in writing, revising and updating the Comprehensive Plan in compliance with the State Growth Management Act, and zoning code amendments; coordinates planning input from other department heads and consultants; and organizes schedules, and participates in Planning Commission meeting and hearings.
10. Reviews quasi-judicial land use and development applications and recommends disposition to Hearing Examiner and City Council.
11. Reviews special permit and license applications pertaining to such documents as business licenses, demolition permits, etc.; approves those applications under the incumbents jurisdiction and forwards all others, with appropriate recommendations, to the Director or designated official for approval.
12. Organizes and implements effective, trackable procedures for reviewing and processing approved and projected development plans and construction to assure compliance with city building codes and supplements, zoning ordinances, environmental laws and regulations, the Shoreline Management Act, and other regulatory requirements.
13. Maintains the City's development codes and departmental rules and recommends amendments as needed.

Minimum Qualifications:

1. A Bachelors Degree in Planning or a related field.
2. Seven years of progressively responsible job experience in planning positions with a city or county.
3. A valid Washington State driver's license and a good driving record.

Desirable Qualifications:

1. A Masters degree in Planning or a related field.
2. Experience as a Planning Manager or comparable position in a city of comparable size.
3. Experience and training in geographic information systems.

Necessary Knowledge, Skills and Abilities:

1. Intimate knowledge of the principles and practices of municipal land use planning.
2. Knowledge of federal, state and local laws governing current planning actions, with special understanding of the Growth Management Act, the Shoreline Management Act and The State Environmental Policy Act as they relate to the practice of current planning in Washington State.
3. Exceptional ability to communicate effectively, both orally and in writing, in both small and large groups, and in formal and informal settings.
4. Ability to deal effectively with development professionals and the public using tact and diplomacy.

Physical demands:

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

Work is almost exclusively performed in the office. Office work will require dexterity and hand-eye coordination sufficient to operate a computer workstation and ordinary office equipment.

The employee, in performing the duties of this job, will be required to talk, hear, smell, sit, stand, walk on a variety of surfaces, to reach with the arms, and to use hands to manipulate objects, tools or controls. Specific vision abilities required by this job are close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employee must be able to drive a City vehicle.

Work Environment:

The work environment described below is representative of those that will be encountered 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 the duties of this job the employee will spend most of his or her time in an indoor office environment, but it may be necessary to visit outdoor construction sites, driving a City vehicle.

Selection Guidelines:

This job will be publicly advertised. Written applications will be submitted and screened for minimum qualifications, education, experience and job match. Some applicants will

be invited to an oral interview for further evaluation. Representations and references will be checked. A written job offer will be tendered and signed on acceptance.

Disclaimer:

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