

City of Kenmore, Washington



City of Kenmore - 18120 68th Avenue NE - PO Box 82607 - Kenmore, WA 98028
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: cityhall@kenmorewa.gov

Kenmore City Council Retreat January 25 & January 26, 2013 Harbor History Museum 4121 Harborview Drive, Gig Harbor, WA

I. FRIDAY, JANUARY 25, 2013

- A. **10:00 a.m. Morning Session**
Harbor History Museum, Gig Harbor, WA
- B. **12:30 p.m. Lunch**
Harbor History Museum, Gig Harbor, WA
- C. **1:30 p.m. Afternoon Session**
Harbor History Museum, Gig Harbor, WA
- D. **5:00 p.m. Adjournment**
- E. **7:00 p.m. Dinner**
Anthony's, 8827 North Harborview Drive, Gig Harbor, WA

II. SATURDAY, JANUARY 26, 2013

- A. **7:30 a.m. Breakfast**
Kelly's Restaurant, 7806 Pioneer Way, Gig Harbor, WA
- B. **9:00 a.m. Morning Session**
Harbor History Museum, Gig Harbor, WA
- C. **12:00 p.m. Lunch**
Harbor History Museum, Gig Harbor, WA
- D. **1:00 p.m. Afternoon Session**
Harbor History Museum, Gig Harbor, WA
- E. **5:00 p.m. Adjournment**

Kenmore City Council Retreat

Harbor History Museum
4121 Harborview Drive, Gig Harbor
January 25th and 26th, 2013

-Agenda-

Friday
January 25th, 2013

- | | |
|----------|---|
| 10:00 am | Welcome and Introduction <ul style="list-style-type: none">-Ground Rules-Review Agenda-Challenges and Opportunities frame of reference |
| 10:10 | 2012 Accomplishments |
| 10:30 | Financing the Future <ul style="list-style-type: none">-The Columbus, Ohio story-Park Development funding-City Health Care Costs and other financial pressures-Can we afford the excitement of our vision?-Other |
| 11:15 | Break |
| 11:30 | Waterfront Issues: A brainstorming session <ul style="list-style-type: none">-Lakepointe-Hand-powered watercraft strategies |
| 12:30 | Lunch |
| 1:30 | Council Rules and Procedures: Quick review and consensus |
| 2:00 | General City Issues <ul style="list-style-type: none">-Library Advisory Board-Town Hall Meetings-Bastyr and St. Edwards Update-Maintenance and repair of water service lines-City Christmas tree lights-Farmers Market |

- “In God We Trust” signage
- Planning Commission feedback and review
- Medical Marijuana
- Citizen Survey
- 15 Years of Cityhood

- 3:15 Break
- 3:30 Continuation of above
- 5:00 pm Adjourn
- 7:00 pm Dinner at Anthony’s, 8827 North Harborview Drive

Saturday
Harbor History Museum
January 26th, 2013

- 7:30 am Breakfast: Kelly’s Restaurant, 7806 Pioneer Way, Gig Harbor
- 9:00 Transportation Topics:
 - Tolling of Lake Washington Bridges
 - Sammamish River Bridge
 - SR 522 West B
 - Other
- 10:15 Break
- 10:30 Economic Development
 - Kenmore Village Update
 - Transit Oriented Development
 - Regional Business Zone
- 11:30 Development possibilities: Brainstorming the future
 - Website
 - Business incubator
 - Other
- 12:00 Lunch

1:00	Goals for 2013-14 -Overview of work plan and goal updates -New Goals? -CM Performance Evaluation Goals -Other
2:00	Break
2:15	Continuation of above
5:00 pm	Adjourn

Note: Times required for each topic are estimates. Once a topic is completed the next topic will be addressed.



18120 68th Ave NE, Kenmore, WA 98028

1. Head **south** on **68th Ave NE** toward **NE 181st St** go 0.1 mi
total 0.1 mi
-  2. Take the 2nd right onto **NE Bothell Way**
About 5 mins go 3.0 mi
total 3.1 mi
-  3. Continue onto **WA-522 W/Lake City Way NE**
Continue to follow WA-522 W
About 7 mins go 3.9 mi
total 7.0 mi
-  4. Keep right at the fork and merge onto **I-5 S**
About 38 mins go 38.0 mi
total 45.0 mi
-  5. Take exit **132B** for **Washington 16 W** toward **Bremerton**
About 1 min go 0.8 mi
total 45.8 mi
-  6. Slight left at **Exit 1A** go 0.4 mi
total 46.2 mi
-  7. Continue straight onto **WA-16 W**
About 9 mins go 8.8 mi
total 55.0 mi
-  8. Take the **Wollochet Dr NW** exit toward **City Center** go 0.3 mi
total 55.3 mi
-  9. Turn right onto **Pioneer Way**
About 2 mins go 0.7 mi
total 56.0 mi
-  10. Turn left onto **Harborview Dr**
Destination will be on the left go 0.1 mi
total 56.1 mi



3212 Harborview Dr, Gig Harbor, WA 98335

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

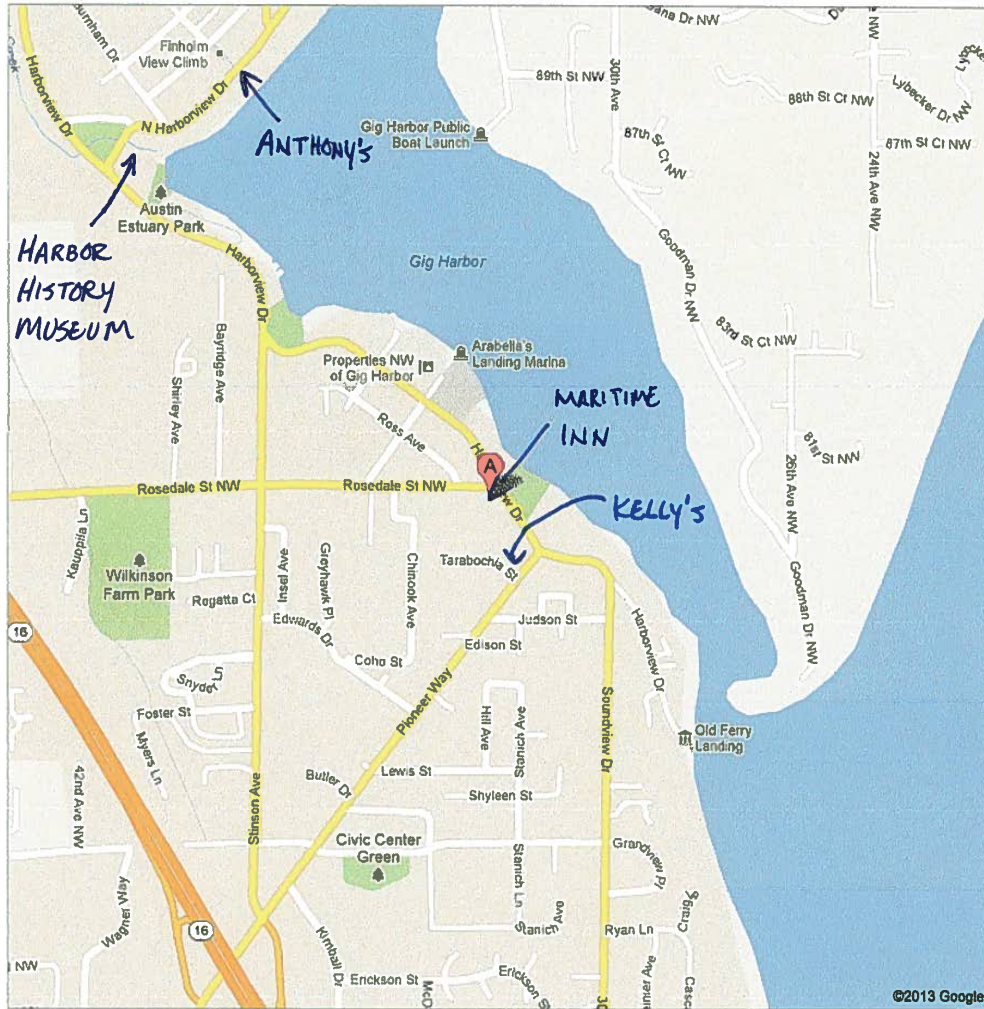
Map data ©2013 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.



Address **3212 Harborview Dr**
Gig Harbor, WA 98335

MARITIME INN, GIG HARBOR, WA
Larger Map



<http://maps.google.com/maps?q=3212+Harborview+Drive+Gig+Harbor+WA+98335&ie=...> 1/23/2013

IA. 10:00 a.m. Morning Session
Harbor History Museum, Gig Harbor, WA

Retreat Ground Rules

- **Empower The Facilitator**
- **Be On Time**
- **Respect For Others And Their Views**
- **Speak Only For Yourself And Not Others**
- **Seek Facilitator Acknowledgment Before Speaking**
- **Share Air Time**
- **One conversation at a time**
- **Listening is Sign of Respect**
- **Move On-Avoid Saying the Same Thing Twice**
- **Seek Positive Outcomes and a Positive Experience**

Council Goals



*City of Kenmore
Washington*

2012 - 2013 City Council Goals

- 1. Recruit, hire, and transition to a new City Manager.**
- 2. Implement the Economic Development Plan to include metrics to gauge progress.**
- 3. Seek funds to move forward on the SR 522 Project.**
- 4. Establish a contemporary Information Technology Program.**
- 5. Pursue Downtown Development.**
- 6. Implement a Parks Improvement and Financial Plan.**
- 7. Establish a 20- to 30-year Sidewalk Plan.**
- 8. Move the City Council's interconnectivity vision forward toward implementation (parks, trails, open space, institutions, and shuttle bus).**
- 9. Increase the use and participation of community volunteers in the operation of the City.**
- 10. Address watershed issues affecting the City.**
- 11. Establish a Six-Year Financial Plan.**
- 12. Continue to seek opportunities to complete a successful LakePointe Development.**

City of Kenmore

City Council Goals Update: January 22, 2013

April 2012 to Present

1. Transition to City Manager Position

2. Economic Development

- Established Economic Development work program in the 2013-2014 biennial budget. Includes Regional Business Zone, IPZ, cluster development, business incubator, economic gardening, marketing, events, farmer's market, and more.
- Put business incubator framework in place; scheduled to open in February.
- Developed Key Marketing Messages.
- Held business open house on October 30.
- Joined the Bothell Area Chamber and was appointed to the Chamber Board. Facilitated the Chamber's Kenmore Committee.
- Continued development code streamlining and improvements (clearing & grading, plat extensions).

3. SR 522 Funding

- Awarded \$5.2 million TIB grant for SR 522 West A segment.
- Applied for Regional Mobility grant
- Continued to emphasize SR 522 with our State & Federal lobbyists and our legislative delegation.

4. Contemporary IT Program

- Website Revamp Plan established and in progress; included in 2013-2014 Budget.
- Minor Website improvements have been made.
- Established Social Media Policy.
- Set up City Facebook page. Twitter and YouTube coming soon.
- Implemented Paperless City Council packets.
- Funding for IT Plan development and new software systems included in 2013-2014 Budget.

- ESRI GIS & Cityworks software purchased. Installation underway.

5. Downtown Development

- Kenmore Village Action Plan developed and implemented. Properties have been out to market. Preliminary proposals/offers are coming in.
- Development Agreement Ordinance adopted.
- Regional Business Zone Project Scope established and on Planning Commission work plan.
- Installed street banners. Gateway signs are included in the 2013-2014 budget.
- Blackberries bush eradication continues on south side of SR 522.

6. Parks Improvement & Financial Plan

- Parks CIP, including funding sources, updated adopted.
- Need for PROS Plan update identified and incorporated into 2013 work plan.
- Park Project Manager position recruitment is nearing completion.

7. 20 Year Sidewalk Plan

- Draft 20-Year Sidewalk Plan distributed at the December 3 City Council meeting.

8. Advance Interconnectivity Vision Forward

- Tolt Trail Segment is moving forward. We are currently in negotiations with City of Seattle.
- Applied for 68th Avenue and 181st Street sidewalk grants. Just received notice of award for TIB sidewalk grant for 68th Avenue.
- Bicycle-Friendly Strategy development is currently underway.

9. Increase Volunteerism

- Developed and implemented new volunteer program and policy, including Adopt-A-Street, Park, and Trail. Promoted volunteer opportunities via web page & newsletter.
- Ran two fall park cleanup events.
- Part-time volunteer & event coordinator included in 2013-2014 Budget. Recruitment for this position is underway.

10. Address Watershed Issues

- Planning and assessment stages of the Swamp Creek Basin Plan are included in the 2013-2014 Budget. Regional/political conversations to begin in the coming months.
- 181st & 61st fish-friendly culvert project nearing completion.
- Culvert and stream capital projects included in 2013-2014 Budget.
- Brier stream buffer issues resolved.

11. Establish Six Year Financial Plan

- Draft Six-year Financial Forecast in progress; should be ready for prime time in first quarter 2013.

12. Lakepointe

- Set “Man On The Moon” goal of going vertical by 2023.
- Lakepointe Strategy development currently underway.

Other Significant Goals/Objectives

- TBD formed. Vehicle Fee adopted.
- Promotion of State & Federal Legislative Agendas (Presidential No Fly Zone, Navigation Channel Dredging, SR 522 Funding, etc.).
- SR 520 Bridge Construction Intergovernmental Relations and SEPA enforcement.
- Sediment Testing Plan developed, funded, and implemented.
- Matrix study of police contract follow up completed.
- Wagon Wheel enforcement underway.
- Medical marijuana collective gardens moratorium installed and extended.
- Sammamish River bridges inspections complete. Further analysis & testing underway.
- CIP updates completed.
- Sheriff Precinct building—initiated conversations with King County and Boys & Girls Club. King County is conducting a structural study.
- SMP appeal in progress.
- NUD negotiations—making headway.
- NUD Franchise agreement—draft agreement being written. Negotiations to begin soon (late January/early February)

**City of Kenmore
Challenges & Opportunities**

Challenges

Swamp Creek Watershed Problems

Fiscal Issues – State-shared revenues

Downtown Parking

Cash-strapped service providers—LFP, & King County

Opportunities & Assets

Competent, engaged citizens

City Council alignment on key policy issues

New Governor and Congressional & State Legislative Delegations

Upturn in the Economy

Kenmore's regional position, waterfront assets, & more.

Lakepointe

Bastyr University growth

Kenmore Village

Kenmore Air Otter Hanger

Lakepointe

DRAFT

The Beginnings of a Lakepointe Strategy

January 18, 2012

DRAFT

Challenges/Barriers

Stigma, perceived contamination

Soil stability

Infrastructure requirements/traffic

Environmental regulations

Complexity of P-Suffix & the Commercial Development Site Permit

Proving the market

Cement Plant

Strengths

Location

Community Support

City priority. City commitment to be a partner and help the project to succeed.

Existing Permit, EIS, Consent Decree

Community Support

Clean site—good monitoring results

Vacant land, for the most part

Single ownership / owner's commitment to a holistic approach

Strategy Components

Assemble the Right Team

Create a good vision and story to tell for the site, including a jobs component.

Repackage the project, including phasing

DRAFT

Local regulatory changes—RBZ revamp, Development Agreement code

Financing for infrastructure—Tax Increment Financing, grants, GO Bond, etc.

Marketing/PR

Developer Recruitment & type of arrangement with developer

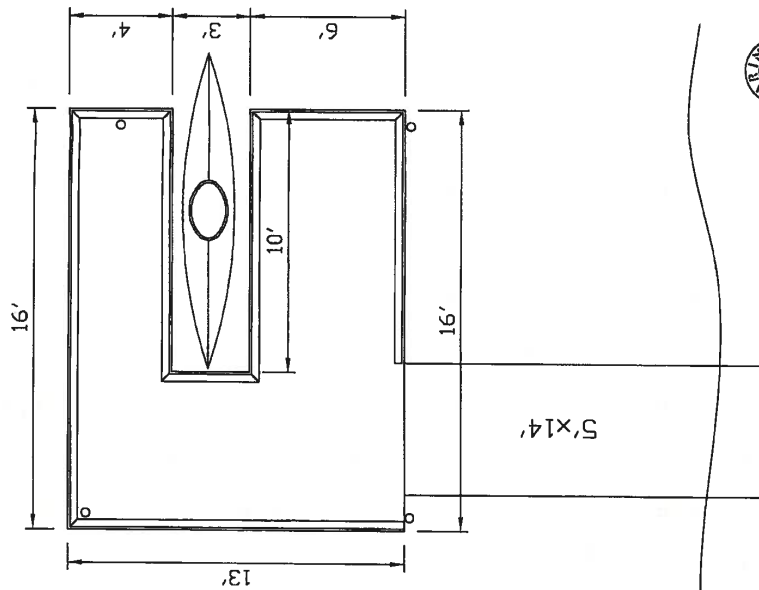
What else?

Hand-Powered Watercraft

IA. 10:00 a.m. Morning Session

Harbor History Museum, Gig Harbor, WA

RHODODENDRON PARK - PROPOSED KAYAK CANOE FLOAT + RAMP



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← 68TH AVE

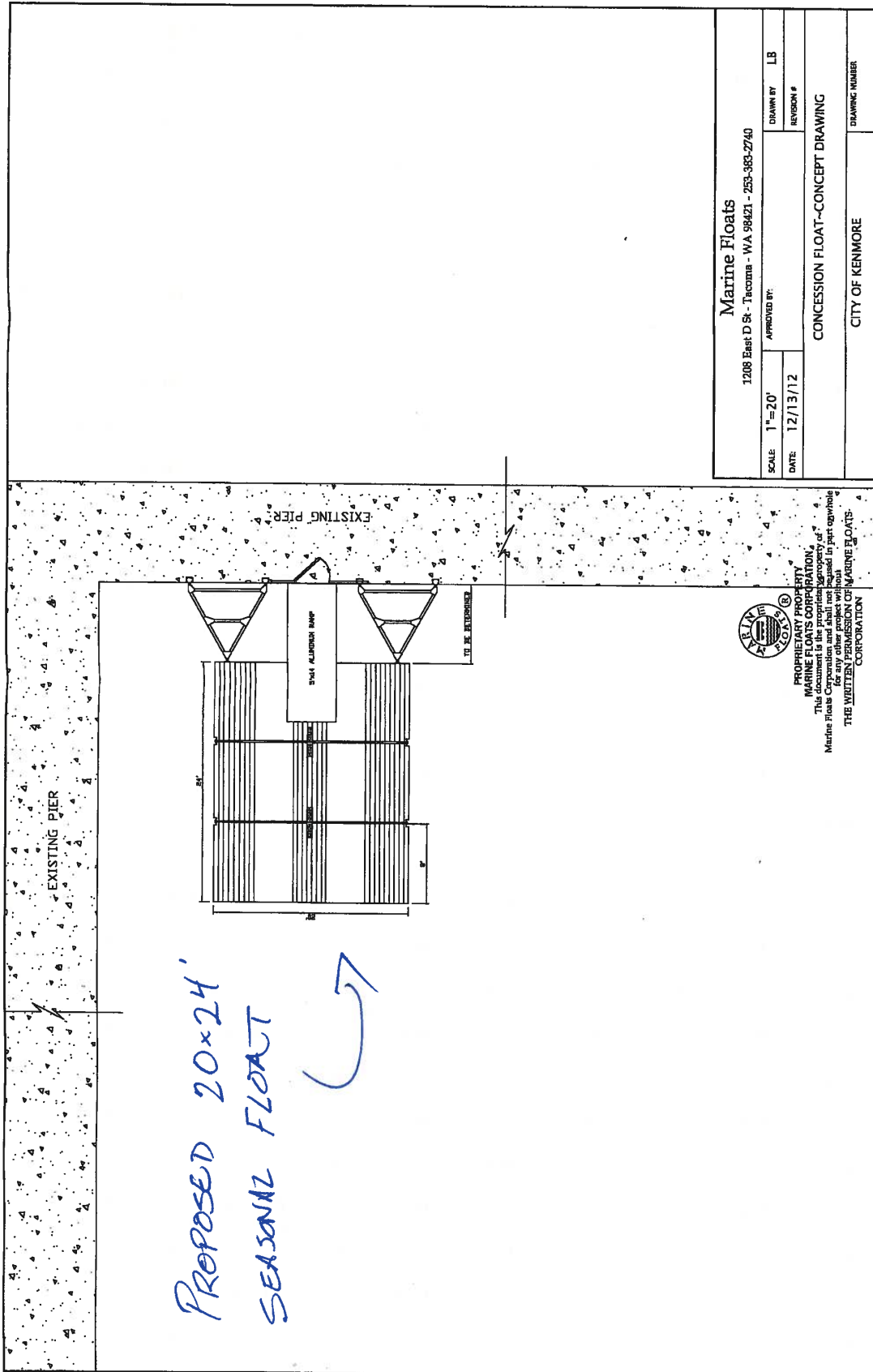
RHODODENDRON PARK



Marine Floats		1208 East D St - Tacoma - WA 98421 - 253-383-2740	
SCALE	XXXX	APPROVED BY:	DRAWN BY
DATE	XXXX		REVISION #
		XXXXXX	
		XXX	
		DRAWING NUMBER	

LOG BOOM PARK PIER

PROPOSED 20x24'
SEASONAL FLOAT



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SCALE: 1"=20'	APPROVED BY: LB
DATE: 12/13/12	REVISION #
CONCESSION FLOAT--CONCEPT DRAWING	
CITY OF KENMORE	
DRAWING NUMBER	

Council Rules & Procedures

PROPOSED w/ COUNCIL MEMBER
SPERRY'S EDITS.

CITY OF KENMORE Council Rules and Procedures

Draft

Section 1. General

A. Purpose of Meetings

City Council meetings are for the purpose of conducting city business, including but not limited to budgeting (e.g. revenues, expenditures, taxes, fees, monthly payments, capital project payments), long range planning (e.g. vision, zoning, development, and land use) and federal and state mandates.

B. Structure of Meetings

1. Meetings will be conducted in an orderly manner and will involve Councilmembers, City staff, consultants, and citizens, which will allow all viewpoints to be heard.
2. Meetings will be called to order by the Presiding Officer, who shall be the Mayor, the Deputy Mayor in the absence of the Mayor, or a Councilmember selected by the City Council in the absence of both the Mayor and Deputy Mayor.
3. There will be 3 regular business meetings a month on the 2nd, 3rd and 4th Monday evenings. There will be no planned meeting the 1st and 5th week of a month. Additional business meetings and work or study sessions will be scheduled as needed. Executive sessions will be scheduled as needed. Town Hall meetings will occur once a quarter. Retreats will be scheduled yearly, or more often if needed, when extended blocks of time are needed to set priorities and make long term plans for the City.
4. All meetings will be scheduled or announced and agendas will be prepared in advance as required by state law (the Open Public Meetings Act). Meetings may be added or cancelled as discussed and approved by the City Council.
5. Actions may be taken, motions may be adopted, proclamations may be made, and resolutions and ordinances may be passed at regular meetings or at special meetings if the agendas for the special meetings have proper public notification.
6. Meeting agendas with relevant information on each topic will be available 2 weeks in advance whenever possible.
7. The meetings will be recorded by the City Clerk.
8. Remote attendance and voting will be allowed as noted in Section 5.

Comment [11]: delete

Comment [12]: In general the council will meet on the 2nd, 3rd and 4th Mondays.

Comment [13]: delete

Comment [14]: public

Comment [15]: consider rephrasing: Council action including: motions, proclamations, resolutions, and ordinances may be take at regular meetings or at special meetings with proper notification.

Comment [16]: Public meetings will be recorded by the City Clerk or their designee.

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9. All documents distributed in the council meeting room pertaining to council business shall be done through the city clerk.

Comment [I7]: Delete?

Comment [I8]: Intent?

C. Rules for Meetings

1. These rules constitute the official rules and procedures and code of conduct for the City Council.
2. In addition to these rules, the City Council shall conduct its meetings in compliance with the most current edition of Robert's Rules of Order Newly Revised (Robert's Rules). A copy shall be maintained in the office of the City Clerk.
3. Where there is a conflict between these rules and Robert's Rules, these rules shall govern. Where there is a conflict between these rules and state and federal laws, the state and federal laws shall govern.
4. In general, the City Council will follow Robert's Rules for "Formal Debate".
5. Robert's Rules of Order for "Small Boards" will be used to:
 - a. Allow the Presiding Officer to participate in debate. In general the Presiding Officer will speak after others have spoken on the topic.
 - b. Allow informal discussion before a motion is made.
 - c. Not require speakers "for" and "against" the motion to alternate.

Comment [I9]: Add more detail-require a second for a motion, etc.

Section 2. Order of Business Meetings

A. Call to order

1. The Presiding Officer will call a meeting to order.
2. The Presiding Officer will request the City Clerk to call the roll of the Councilmembers, and to note absences and late arrivals.

Comment [I10]: Clerk will record the names of those present and those absent. The Clerk will also note the time of any late arrivals for the record.

B. Citizen Comments

1. Members of the public may only speak during the designated Citizen Comment period, or during a scheduled Public Hearing or a Quasi-judicial Hearing (as discussed in Section 7 below).
2. No person shall address the City Council at a meeting without being recognized by the Presiding Officer.
3. The Presiding Officer will state the rules for the Citizen Comment period. This will include items such as:

Comment [I11]: Change to "a", (may have more than one).

Comment [I12]: may

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- a. Members of the public must sign the log prior to the Citizen Comment period to be allowed to speak.
 - b. They must state their name and address.
 - c. There is a 3 minute time limit.
 - d. It is a time for members of the public to speak on any topic(s) of their choice.
 - e. It is not a time for the Council or staff to answer questions, but exceptions can be made at the discretion of the Presiding Officer.
 - f. Comments should be addressed to the Presiding Officer and the City Council, not the audience.
 - g. If members of the public agree with the comments of previous speakers, they are encouraged to state that their comments have already been made by previous speakers.
4. Members of the public will be given 3 minutes. Suspension of this rule will require a majority vote of the Councilmembers present.
 5. The Citizen Comment period will be a maximum of 30 minutes unless approved by a majority vote of the Councilmembers present. Extra time may be given at the end of the Council business meeting to hear more citizen comments.
 6. No person may use the designated Citizen Comment period to support or oppose any candidate for public office.
 7. The Presiding Officer will allow members of the public to return to their seats in the audience before paraphrasing and responding to their presentations.
 8. There will be no two-way conversations between Councilmembers and members of the public.
 9. The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council.

Comment [113]: Kenmore-related

Comment [114]: Each

Comment [115]: If more than ten people would like to speak.

Comment [116]: Delete #7

Comment [117]: add Meeting

C. Business Agenda approval

1. The City Council shall approve the agenda.
2. Amendments may be suggested, discussed and approved.

D. Council Business meeting

1. Each item on the agenda will be addressed in turn with staff, consultant or special speaker reports as appropriate.

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2. Council will discuss the issues and take action on them as appropriate.

E. Councilmember Comments

1. Councilmembers may give reports and make comments during "Councilmember Comments".
2. Each Councilmember will have 5 minutes for reports and comments. Extra comments can be submitted in writing.
3. By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

Comment [118]: brief

Comment [119]: Reports and comments are to be about meetings attended, community activities and items of general interest to the business of the city. Revisiting past council issues during council comments is not appropriate and would be better addressed under councilmember initiatives.

F. Councilmember Initiatives

1. Councilmembers may raise new topics or issues during "Councilmember Initiatives".
2. In raising a new topic or issue, the Councilmember must present it as a concept that includes a statement of how the topic or issue relates to existing City goals or to other important Council discussions.
3. A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by the City Council.
4. The Presiding Officer will direct discussion of the new topic or issue.
5. After discussing the new topic or issue, the City Council will vote on whether to move the topic or issue forward as a future agenda item or as a request for action by the City Manager.

Section 3. Structure and Roles of Government

A. Council Role

1. Focus on policy matters, including but not limited to priority setting, long range planning, budgeting, federal and state mandates, City Manager recruitment, hiring, evaluation and termination, and to approval of employee positions. **The City Council will not focus on administrative issues and matters.**
2. Comply with the laws, regulations and policies affecting operation of City government.
3. Use public office for public good, not personal gain.
4. Be independent, impartial and fair in judgments and actions.

Comment [120]: Reference code?

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5. Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.
6. Monitor and understand operations of the City.
7. Represent the City at local, state and national forums
8. Represent the City to its citizens.
9. Notify staff in advance of meetings regarding key questions and discussion points that likely will be raised and addressed during meetings, to allow the staff time to prepare for the questions and discussions.
10. Not individually request the City Manager to initiate any action or work that will take more than 1 hour to complete, without consent of the City Council. If a Councilmember wants the City Manager to initiate action or work that will take more than 1 hour to complete, the Councilmember must ask the City Council to approve the action or work by a majority vote.
11. Interact with City staff and consultants through the City Manager, who is responsible for their duties and use of time. If a Councilmember wants City staff or consultants to accomplish actions or work, the Councilmember must make the request of the City Manager if the action or work will take 1 hour or less and of the City Council if the action or work will take more than 1 hour.
12. Access City computers at the appropriate access level. A City computer such as an iPad will be provided for home access if the Councilmember requests it. This is preferred to the use of a Councilmember's personal computer, for risk management purposes. The City computer is the property of the City and will be returned to the City at the end of the term of office.
13. In the event of a vacancy on the City Council, a committee consisting of 3 Councilmembers will be formed to deliberate and present a recommendation to the full Council.

Comment [121]: In order to provide prudent policy direction.

B. City Manager Role

1. Serves as the primary point of contact between the City Council and City staff and consultants. The City Manager works for and serves at the will of the City Council. The City staff works for and reports to the City Manager.
2. Directs the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.
3. Spends City funds per the City's adopted purchasing policies, which align with state and city laws.

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4. With input from the Mayor, prepares agendas for meetings and retreats.
5. Provides timely, useful information evenly and equally to all Councilmembers.
6. Meets with each Councilmember as mutually acceptable to the City Manager and the Councilmember.
7. Prepares adequately for City Council meetings.
8. Meets with citizens as needed to solve problems and answer questions.
9. Interacts with other public agencies to accomplish City Council goals and policies.

C. Mayor Role

1. Primary roles: facilitates meetings; represents the City at local, state and national forums; and represents the City in a ceremonial capacity.
2. Keeps the City Council informed of the Mayor's activities with reports during Councilmember Reports.
3. Announces in advance public presentations, ceremonies and events that the Mayor is invited to attend.
4. Bring new issues to the City Council during Council Initiatives.
5. Requests other Councilmembers to attend meetings in place of the Mayor when he or she cannot attend, or to join the Mayor at such meetings to increase the City's representation.
6. At the Mayor's option, hold monthly meetings with up to two Councilmembers and the City Manager. The Mayor should attempt to rotate the participation of Councilmembers in such meetings.
7. In the event where a City Manager resigns or leaves, the Mayor will contact a recruitment agency to help find a replacement for the City Manager.

Section 4. Council Conduct

A. Purpose

This Section sets forth a Code of Conduct for Councilmembers regarding their treatment of each other, City staff, City consultants, citizens, and others with whom they come into contact while representing the City.

B. General Courtesy Expectations

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1. Be courteous, respectful and professional at all times with everyone.
2. Be honest and truthful.
3. Act with integrity and in good faith.
4. Foster an environment of mutual respect for each other. Discourteous behavior, such as sidebar discussions or negative body language, is not permitted.
5. At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
6. Stay on the topic being discussed for efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.
7. Refrain from speaking more than twice on the same motion as stated in Roberts Rules of Order, except by consent of a majority of the Councilmembers present at the time the motion is before the City Council. During discussions prior to a motion being made, a Councilmember may request to speak more than twice.
8. Comments will be limited to 3 minutes at a time.
9. Refrain from interrupting or arguing with another Councilmember while such Councilmember has the floor except as stated in Robert's Rules of Order, such as a "point of order".
10. Refrain from criticizing other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager and City staff and City consultants in public.
11. Treat City staff in a polite and professional manner.
12. Having courtesy expectations is compatible with open and vigorous debating, with a variety of opposing opinions expressed on public issues.

Comment [122]: Add kind

Comment [123]: Delete at all times

Comment [124]: I think it is important to add the principle of refrain from speaking twice until every one has had a chance to speak once.

C. Respect in Regards to Voting

1. Disagreement and differences of opinion are honored and respected features of government in the City.
2. When there is disagreement, discuss and clarify the issues before voting.
3. Councilmembers will be allowed one minute maximum to explain their vote during a roll call vote. This is an exception to Robert's Rules.

Comment [125]: Being disagreeable is not.

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4. Councilmembers must not seek out members of the media to vent feelings when on the minority side of a vote. As a matter of courtesy, letters to the editor or other communication should be presented to the full City Council at a meeting prior to publication so that Councilmembers will be aware of the proposed publication.
5. Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.
6. After a vote on an issue, a Councilmember may state an opposing viewpoint, but must clearly state the adopted City Council position and must clarify that the Councilmember's viewpoint or opinion is the councilmember's personal viewpoint or opinion.
7. When Councilmembers represent the City or attend meetings in an official capacity, they must support and advocate the official City position on an issue, not a personal position on the issue.

D. Prohibited Conduct

1. The City Council recognizes the right of every Councilmember to free speech as stated in the US constitution and as that right has been interpreted by the courts and encourages the dissemination of a variety of opinions and ideas for discussion in a lawful manner. Laws concerning free speech are balanced by slander and libel laws.
2. The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.
3. Prohibited conduct includes but is not limited to the following:
 - a. Making a personal attack against a fellow Councilmember, the City Manager, or City staff as stated in Robert's Rules. "Personal attack" means an accusation against a person's character.
 - b. Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.
 - c. Modifying, revising, altering, editing or disseminating any document, report, record, or memorandum written by the City Manager, a City staff person, or other Councilmember without the author's consent or knowledge, and without clearly stating or showing the change, the date of the change, and the person making the change.
 - d. Engaging in unreasonable interruption and interference with the day-to-day business of the City. "Unreasonable interruption and interference with the day-to-day business of the City" means:

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- (i) A Councilmember's contact with City staff, other than as authorized by these rules or by duly adopted final action of the City Council or by the City Manager, which materially limits a City staff member's ability to complete work assigned by the City Manager or by an action passed by a majority vote of the City Council; or
 - (ii) A Councilmember causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, which correction or explanation substantially interrupts and ceases the efficient operations of the City.
- e. Making verbal or written contact with City staff, other than a Councilmember's contact with City staff as authorized by these rules or by final action of the City Council or by the City Manager, when such contact is used or intended to impermissibly re-direct, interfere with, interrupt or undermine City staff's work assignments as determined by the City Manager or by a majority vote of the City Council.
- f. Representing to citizens, other cities or public agencies, or any other persons or organizations, that the City Council will vote or act in a specific manner concerning pending litigation or legislation, or concerning any other matter that has not yet come before the City Council for final action but upon which the City Council will be required to take final action.
- g. Discussing or disseminating information from an Executive Session to anyone outside of the proper lines of authority. "Proper lines of authority" means Councilmembers, the City Manager, City staff assigned to the topic or matter, designated legal counsel, and others attending the Executive Session at the invitation of the City Council.
- h. Making contact, either verbally or in writing, with legal counsel representing a person or entity with whom the City has ongoing litigation or negotiations, other than as authorized by the City Manager or by majority vote of the City Council.
- i. Making verbal or written contact with state, county, regional, or city elected or appointed officials, when a Councilmember represents a position contrary to the adopted or declared position of the City or the City Council and when the Councilmember does not disclose such adopted or declared position of the City or the City Council.
- j. Taking actions and voting when there is a conflict of interest as defined in RCW ???. Recusal should be used when there is a conflict of interest.

E. Sanctions

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Comment [126]: Rephrase: Failure to recuse oneself when there is a conflict of interest on the matter before the council.

1. The Council has power under state law to impose punishment on its members, short of removal from office, for violation of state law or Council rules.
2. Consequences of breaking these rules may include a verbal admonition, written reprimand, letter of no confidence, censure, expulsion from the meeting at which the conduct occurs, removal from committee memberships, and/or removal of intergovernmental duties.
3. The Presiding Officer may give a verbal admonition.
4. Other consequences as stated in E. 2 require 5 of 7 yes votes of the full membership of the City Council.
5. A censure is a statement by 2/3 of the full membership of the City Council that a prohibited action has occurred.
6. A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

Section 5. Council Attendance and Voting via Speakerphone

A. Purpose

Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone is below.

B. Frequency

Councilmember attendance via speakerphone is limited to 3 times in a calendar year, but the City Council by majority vote may allow additional attendance by speakerphone.

C. Procedure

1. At least 24 hours before the starting time of a meeting, the Councilmember must advise the City Clerk of the desire to attend via speakerphone to allow time for preparation of the speakerphone and of the agenda items to be attended via speakerphone.
2. The Councilmember attending via speakerphone must be able to hear all speakers in the meeting room and be heard by all persons in the meeting room.
3. When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:

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- a. "Councilmember _____ is attending via speakerphone for Agenda Item No. _____, relating to _____."
 - b. "Councilmember _____, can you hear me?" (There must then be a clearly audible response in the affirmative.)
 - c. "Can the City Council and City Clerk hear Councilmember _____?"
4. Upon conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."
 5. Each agenda item being attended via speakerphone shall be introduced and acknowledged in the same manner as set forth above.
 6. After all agenda items being attended via speakerphone have been concluded, the Presiding Officer should state for the record:
 - a. "Councilmember _____, thank you for your attendance via speakerphone. The telephone connection will now be terminated."
 - b. "Let the record reflect Councilmember _____'s attendance via speakerphone has been terminated."

Section 6. Executive Sessions

A. Purpose of Executive Sessions

Executive sessions are defined by law (RCW 42.30.110 and RCW 42.30.140). Issues discussed in Executive Session must not be discussed outside of the Executive Session with anyone outside of the proper lines of authority (Councilmembers, the City Manager, and City staff assigned to the topic or matter, designated legal counsel, and others attending the Executive Session at the invitation of the City Council). Councilmembers shall keep all Executive Session information and discussions confidential to ensure that the City's interests are not compromised.

B. Topics for Executive Session Discussions

1. The City Council may meet in Executive Session for the reasons and topics set forth in RCW 42.30.110 and RCW 42.30.140.
2. Executive Session reasons and topics include the following:
 - a. Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.
 - b. Consideration of the minimum price for sale or lease of City property when public knowledge regarding such consideration would cause a likelihood of decreased price.

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- c. Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.
- d. Receipt and evaluation of complaints or charges against a public officer or employee.
- e. Evaluation of qualifications of an applicant for public employment.
- f. Review of the performance of a public employee.
- g. Discussion with legal counsel of potential or pending litigation (legal counsel may attend via speakerphone).
- h. Discussion of collective bargaining sessions with employee organizations.
- i. Consideration of matters affecting national security.

C. Procedure

1. The Presiding Officer must announce the Executive Session by stating: "The City Council is adjourning into an Executive Session pursuant to state statute section _____ (e.g. "RCW 42.30.110(1) (a)) regarding _____. (e.g. review of the performance of a city employee). The Executive Session will be concluded at _____ p.m."
2. If the Executive Session is the last item on the meeting agenda, the Presiding Officer shall state whether or not the City Council will take action after the Executive Session.
3. If during the Executive Session the Presiding Officer believes that the Executive Session will extend beyond the announced deadline, the Presiding Officer shall announce in open session the revised time for conclusion of the Executive Session.
4. The Presiding Officer shall announce the conclusion of the Executive Session in open session by stating: "The Executive Session is completed."
5. At the close of the Executive Session or the meeting at which the Executive Session occurs, the Presiding Office shall complete a document recording the topic or reason and time of the Executive Session including extensions.

D. Written Material

1. During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.
2. Papers and documents that are distributed during Executive Sessions are to be returned to the City Manager or the Presiding Officer (if the City Manager is not in attendance), prior to the end of the Executive Session. No paper or document will be removed by a Councilmember

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from the Executive Session, unless the City Manager, or the Presiding Officer (if the City Manager is not in attendance), determines that the paper or document may be removed from the Executive Session.

3. Written notes taken by any attendee of an Executive Session will be treated in the same manner as a paper or document as discussed above, that is, the paper or document will be returned to the City Manager or Presiding Officer prior to the end of the Executive Session.
4. Councilmembers will not generate computer notes, take photos, or make recordings during an Executive Session, as the distribution of such records cannot be controlled.

Section 7. Public Testimony

A. Citizen Comments as noted in Section 2. B. above.

B. Public Hearings

1. The Presiding Officer shall open the public hearing and ask for a City staff presentation.
2. Members of the public will be invited to provide comments.
3. Each person will be allowed to speak for 5 minutes, which is longer than the 3 minutes allowed for Citizen Comments.
4. A person who testifies shall state his or her name, address and organization (if applicable).
5. Motions will not be made during the public hearing.
6. After all members of the public have had a fair opportunity to speak, the Presiding Officer shall declare the public hearing closed. The City Council may by majority vote continue the public hearing to a stated date, time and place, and/or allow for certain written materials to be presented to the City Council for a period of time after the public hearing.

Comment [127]: delete

Comment [128]: an (delete "fair" too subjective)

C. Quasi-Judicial Matters

1. Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. In a quasi-judicial action, the City Council applies law to facts and makes a decision. Examples of quasi-judicial actions are: conditional uses, variances, rezoning of a specific site, planned unit developments, and discretionary zoning permits. Quasi-judicial actions are distinct from legislative actions, examples of which are adopting, amending or revising

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comprehensive, community or neighborhood plans, land use planning documents, area-wide zoning ordinances and area-wide zoning amendments.

2. The Presiding Officer will begin a quasi-judicial hearing by asking Councilmembers to place on the record any ex-parte contacts with either proponents or opponents of the action. The Presiding Officer shall ask whether any person objects to participation of a Councilmember in the action, and if so, to explain the objection. If an objection is made, the Presiding Officer shall ask for input from the City Attorney.
3. The Presiding Officer, or the City Attorney at the request of the Presiding Officer, shall explain the rules and procedures for the quasi-judicial action.
4. The Presiding Officer, with the assistance of the City Attorney, will control the taking of testimony and presentation of documents, in light of the type of quasi-judicial action and applicable City rules and regulations.

Section 8. Waiver / Effect of Waiver of Rules

These rules are adopted for the sole benefit of the City Councilmembers to assist in the orderly conduct of City Council business. These rules do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, employees and agents, or serve as the grounds for invalidation of any City Council action or decision. The City Council may, by a majority vote, temporarily waive all or any of these rules.

Submitted by Milton Curtis, Deputy Mayor as chairman of the subcommittee on Council Rules and Procedures on 1-12-13.

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PROPOSED NEW

Draft

CITY OF KENMORE

Council Rules and Procedures

Section 1. General

A. Purpose of Meetings

City Council meetings are for the purpose of conducting city business, including but not limited to budgeting (e.g. revenues, expenditures, taxes, fees, monthly payments, capital project payments), long range planning (e.g. vision, zoning, development, and land use) and federal and state mandates.

B. Structure of Meetings

1. Meetings will be orderly and will involve Councilmembers, City staff, consultants, and citizens, which will allow all viewpoints to be heard.
2. Meetings will be called to order by the Presiding Officer, who shall be the Mayor, the Deputy Mayor in the absence of the Mayor, or a Councilmember selected by the City Council in the absence of both the Mayor and Deputy Mayor.
3. There will be 3 regular business meetings a month on the 2nd, 3rd and 4th Monday evenings. There will be no planned meeting the 1st and 5th week of a month. Additional business meetings and work or study sessions will be scheduled as needed. Executive sessions will be scheduled as needed. Town Hall meetings will occur once a quarter. Retreats will be scheduled yearly, or more often if needed, when extended blocks of time are needed to set priorities and make long term plans for the City.
4. All meetings will be scheduled or announced and agendas will be prepared in advance as required by state law (the Open Public Meetings Act). Meetings may be added or cancelled as discussed and approved by the City Council.
5. Actions may be taken, motions may be adopted, proclamations may be made, and resolutions and ordinances may be passed at regular meetings or at special meetings if the agendas for the special meetings have proper public notification.
6. Meeting agendas with relevant information on each topic will be available 2 weeks in advance whenever possible.
7. The meetings will be recorded by the City Clerk.
8. Remote attendance and voting will be allowed as noted in Section 5.

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9. All documents distributed in the council meeting room pertaining to council business shall be done through the city clerk.

C. Rules for Meetings

1. These rules constitute the official rules and procedures and code of conduct for the City Council.
2. In addition to these rules, the City Council shall conduct its meetings in compliance with the most current edition of Robert's Rules of Order Newly Revised (Robert's Rules). A copy shall be maintained in the office of the City Clerk.
3. Where there is a conflict between these rules and Robert's Rules, these rules shall govern. Where there is a conflict between these rules and state and federal laws, the state and federal laws shall govern.
4. In general, the City Council will follow Robert's Rules for "Formal Debate".
5. Robert's Rules of Order for "Small Boards" will be used to:
 - a. Allow the Presiding Officer to participate in debate. In general the Presiding Officer will speak after others have spoken on the topic.
 - b. Allow informal discussion before a motion is made.
 - c. Not require speakers "for" and "against" the motion to alternate.

Section 2. Order of Business Meetings

A. Call to order

1. The Presiding Officer will call a meeting to order.
2. The Presiding Officer will request the City Clerk to call the roll of the Councilmembers and to note absences and late arrivals.

B. Citizen Comments

1. Members of the public may only speak during the designated Citizen Comment period, or during a scheduled Public Hearing or a Quasi-judicial Hearing (as discussed in Section 7 below).
2. No person shall address the City Council at a meeting without being recognized by the Presiding Officer.
3. The Presiding Officer will state the rules for the Citizen Comment period. This will include items such as:

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- a. Members of the public must sign the log prior to the Citizen Comment period to be allowed to speak.
 - b. They must state their name and address.
 - c. There is a 3 minute time limit.
 - d. It is a time for members of the public to speak on any topic(s) of their choice.
 - e. It is not a time for the Council or staff to answer questions, but exceptions can be made at the discretion of the Presiding Officer.
 - f. Comments should be addressed to the Presiding Officer and the City Council, not the audience.
 - g. If members of the public agree with the comments of previous speakers, they are encouraged to state that their comments have already been made by previous speakers.
4. Members of the public will be given 3 minutes. Suspension of this rule will require a majority vote of the Councilmembers present.
 5. The Citizen Comment period will be a maximum of 30 minutes unless approved by a majority vote of the Councilmembers present. Extra time may be given at the end of the Council business meeting to hear more citizen comments.
 6. No person may use the designated Citizen Comment period to support or oppose any candidate for public office.
 7. The Presiding Officer will allow members of the public to return to their seats in the audience before paraphrasing and responding to their presentations.
 8. There will be no two-way conversations between Councilmembers and members of the public.
 9. The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council.

C. Business Agenda approval

1. The City Council shall approve the agenda.
2. Amendments may be suggested, discussed and approved.

D. Council Business meeting

1. Each item on the agenda will be addressed in turn with staff, consultant or special speaker reports as appropriate.

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2. Council will discuss the issues and take action on them as appropriate.

E. Councilmember Comments

1. Councilmembers may give reports and make comments during "Councilmember Comments".
2. Each Councilmember will have 5 minutes for reports and comments. Extra comments can be submitted in writing.
3. By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

F. Councilmember Initiatives

1. Councilmembers may raise new topics or issues during "Councilmember ~~Initiatives~~". *Reports + Comments*
2. In raising a new topic or issue, the Councilmember must present it as a concept that includes a statement of how the topic or issue relates to existing City goals or to other important Council discussions.
3. A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by the City Council.
4. The Presiding Officer will direct discussion of the new topic or issue.
5. After discussing the new topic or issue, the City Council will vote on whether to move the topic or issue forward as a future agenda item or as a request for action by the City Manager.

Section 3. Structure and Roles of Government

A. Council Role

1. Focus on policy matters, including but not limited to priority setting, long range planning, budgeting, federal and state mandates, City Manager recruitment, hiring, evaluation and termination, and to approval of employee positions. **The City Council will not focus on administrative issues and matters.**
2. Comply with the laws, regulations and policies affecting operation of City government.
3. Use public office for public good, not personal gain.
4. Be independent, impartial and fair in judgments and actions.

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5. Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.
6. Monitor and understand operations of the City.
7. Represent the City at local, state and national forums
8. Represent the City to its citizens.
9. Notify staff in advance of meetings regarding key questions and discussion points that likely will be raised and addressed during meetings, to allow the staff time to prepare for the questions and discussions.
10. Not individually request the City Manager to initiate any action or work that will take more than 1 hour to complete, without consent of the City Council. If a Councilmember wants the City Manager to initiate action or work that will take more than 1 hour to complete, the Councilmember must ask the City Council to approve the action or work by a majority vote.
11. Interact with City staff and consultants through the City Manager, who is responsible for their duties and use of time. If a Councilmember wants City staff or consultants to accomplish actions or work, the Councilmember must make the request of the City Manager if the action or work will take 1 hour or less and of the City Council if the action or work will take more than 1 hour.
12. Access City computers at the appropriate access level. A City computer such as an iPad will be provided for home access if the Councilmember requests it. This is preferred to the use of a Councilmember's personal computer, for risk management purposes. The City computer is the property of the City and will be returned to the City at the end of the term of office.
13. In the event of a vacancy on the City Council, a committee consisting of 3 Councilmembers will be formed to deliberate and present a recommendation to the full Council.

B. City Manager Role

1. Serves as the primary point of contact between the City Council and City staff and consultants. The City Manager works for and serves at the will of the City Council. The City staff works for and reports to the City Manager.
2. Directs the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.
3. Spends City funds per the City's adopted purchasing policies, which align with state and city laws.

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4. With input from the Mayor, prepares agendas for meetings and retreats.
5. Provides timely, useful information evenly and equally to all Councilmembers.
6. Meets with each Councilmember as mutually acceptable to the City Manager and the Councilmember.
7. Prepares adequately for City Council meetings.
8. Meets with citizens as needed to solve problems and answer questions.
9. Interacts with other public agencies to accomplish City Council goals and policies.

C. Mayor Role

1. Primary roles: facilitates meetings; represents the City at local, state and national forums; and represents the City in a ceremonial capacity.
2. Keeps the City Council informed of the Mayor's activities with reports during Councilmember Reports.
3. Announces in advance public presentations, ceremonies and events that the Mayor is invited to attend.
4. Bring new issues to the City Council during Council Initiatives.
5. Requests other Councilmembers to attend meetings in place of the Mayor when he or she cannot attend, or to join the Mayor at such meetings to increase the City's representation.
6. At the Mayor's option, hold monthly meetings with up to two Councilmembers and the City Manager. The Mayor should attempt to rotate the participation of Councilmembers in such meetings.
7. In the event where a City Manager resigns or leaves, the Mayor will contact a recruitment agency to help find a replacement for the City Manager.

Section 4. Council Conduct

A. Purpose

This Section sets forth a Code of Conduct for Councilmembers regarding their treatment of each other, City staff, City consultants, citizens, and others with whom they come into contact while representing the City.

B. General Courtesy Expectations

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1. Be courteous, respectful and professional at all times with everyone.
2. Be honest and truthful.
3. Act with integrity and in good faith.
4. Foster an environment of mutual respect for each other. Discourteous behavior, such as sidebar discussions or negative body language, is not permitted.
5. At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
6. Stay on the topic being discussed for efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.
7. Refrain from speaking more than twice on the same motion as stated in Roberts Rules of Order, except by consent of a majority of the Councilmembers present at the time the motion is before the City Council. During discussions prior to a motion being made, a Councilmember may request to speak more than twice.
8. Comments will be limited to 3 minutes at a time.
9. Refrain from interrupting or arguing with another Councilmember while such Councilmember has the floor except as stated in Robert's Rules of Order, such as a "point of order".
10. Refrain from criticizing other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager and City staff and City consultants in public.
11. Treat City staff in a polite and professional manner.
12. Having courtesy expectations is compatible with open and vigorous debating, with a variety of opposing opinions expressed on public issues.

C. Respect in Regards to Voting

1. Disagreement and differences of opinion are honored and respected features of government in the City.
2. When there is disagreement, discuss and clarify the issues before voting.
3. Councilmembers will be allowed one minute maximum to explain their vote during a roll call vote. This is an exception to Robert's Rules.

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4. Councilmembers must not seek out members of the media to vent feelings when on the minority side of a vote. As a matter of courtesy, letters to the editor or other communication should be presented to the full City Council at a meeting prior to publication so that Councilmembers will be aware of the proposed publication.
5. Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.
6. After a vote on an issue, a Councilmember may state an opposing viewpoint, but must clearly state the adopted City Council position and must clarify that the Councilmember's viewpoint or opinion is the councilmember's personal viewpoint or opinion.
7. When Councilmembers represent the City or attend meetings in an official capacity, they must support and advocate the official City position on an issue, not a personal position on the issue.

D. Prohibited Conduct

1. The City Council recognizes the right of every Councilmember to free speech as stated in the US constitution and as that right has been interpreted by the courts and encourages the dissemination of a variety of opinions and ideas for discussion in a lawful manner. Laws concerning free speech are balanced by slander and libel laws.
2. The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.
3. Prohibited conduct includes but is not limited to the following:
 - a. Making a personal attack against a fellow Councilmember, the City Manager, or City staff as stated in Robert's Rules. "Personal attack" means an accusation against a person's character.
 - b. Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.
 - c. Modifying, revising, altering, editing or disseminating any document, report, record, or memorandum written by the City Manager, a City staff person, or other Councilmember without the author's consent or knowledge, and without clearly stating or showing the change, the date of the change, and the person making the change.
 - d. Engaging in unreasonable interruption and interference with the day-to-day business of the City. "Unreasonable interruption and interference with the day-to-day business of the City" means:

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- (i) A Councilmember's contact with City staff, other than as authorized by these rules or by duly adopted final action of the City Council or by the City Manager, which materially limits a City staff member's ability to complete work assigned by the City Manager or by an action passed by a majority vote of the City Council; or
 - (ii) A Councilmember causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, which correction or explanation substantially interrupts and ceases the efficient operations of the City.
- e. Making verbal or written contact with City staff, other than a Councilmember's contact with City staff as authorized by these rules or by final action of the City Council or by the City Manager, when such contact is used or intended to impermissibly re-direct, interfere with, interrupt or undermine City staff's work assignments as determined by the City Manager or by a majority vote of the City Council.
- f. Representing to citizens, other cities or public agencies, or any other persons or organizations, that the City Council will vote or act in a specific manner concerning pending litigation or legislation, or concerning any other matter that has not yet come before the City Council for final action but upon which the City Council will be required to take final action.
- g. Discussing or disseminating information from an Executive Session to anyone outside of the proper lines of authority. "Proper lines of authority" means Councilmembers, the City Manager, City staff assigned to the topic or matter, designated legal counsel, and others attending the Executive Session at the invitation of the City Council.
- h. Making contact, either verbally or in writing, with legal counsel representing a person or entity with whom the City has ongoing litigation or negotiations, other than as authorized by the City Manager or by majority vote of the City Council.
- i. Making verbal or written contact with state, county, regional, or city elected or appointed officials, when a Councilmember represents a position contrary to the adopted or declared position of the City or the City Council and when the Councilmember does not disclose such adopted or declared position of the City or the City Council.
- j. Taking actions and voting when there is a conflict of interest as defined in RCW ????. Recusal should be used when there is a conflict of interest.

E. Sanctions

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1. The Council has power under state law to impose punishment on its members, short of removal from office, for violation of state law or Council rules.
2. Consequences of breaking the these rules may include a verbal admonition, written reprimand, letter of no confidence, censure, expulsion from the meeting at which the conduct occurs, removal from committee memberships, and/or removal of intergovernmental duties.
3. The Presiding Officer may give a verbal admonition.
4. Other consequences as stated in E. 2 require 5 of 7 yes votes of the full membership of the City Council.
5. A censure is a statement by 2/3 of the full membership of the City Council that a prohibited action has occurred.
6. A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

Section 5. Council Attendance and Voting via Speakerphone

A. Purpose

Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone is below.

B. Frequency

Councilmember attendance via speakerphone is limited to 3 times in a calendar year, but the City Council by majority vote may allow additional attendance by speakerphone.

C. Procedure

1. At least 24 hours before the starting time of a meeting, the Councilmember must advise the City Clerk of the desire to attend via speakerphone to allow time for preparation of the speakerphone and of the agenda items to be attended via speakerphone.
2. The Councilmember attending via speakerphone must be able to hear all speakers in the meeting room and be heard by all persons in the meeting room.
3. When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:

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- a. "Councilmember _____ is attending via speakerphone for Agenda Item No. _____, relating to _____."
 - b. "Councilmember _____, can you hear me?" (There must then be a clearly audible response in the affirmative.)
 - c. "Can the City Council and City Clerk hear Councilmember _____?"
4. Upon conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."
5. Each agenda item being attended via speakerphone shall be introduced and acknowledged in the same manner as set forth above.
6. After all agenda items being attended via speakerphone have been concluded, the Presiding Officer should state for the record:
 - a. "Councilmember _____, thank you for your attendance via speakerphone. The telephone connection will now be terminated."
 - b. "Let the record reflect Councilmember _____'s attendance via speakerphone has been terminated."

Section 6. Executive Sessions

A. Purpose of Executive Sessions

Executive sessions are defined by law (RCW 42.30.110 and RCW 42.30.140). Issues discussed in Executive Session must not be discussed outside of the Executive Session with anyone outside of the proper lines of authority (Councilmembers, the City Manager, and City staff assigned to the topic or matter, designated legal counsel, and others attending the Executive Session at the invitation of the City Council). Councilmembers shall keep all Executive Session information and discussions confidential to ensure that the City's interests are not compromised.

B. Topics for Executive Session Discussions

1. The City Council may meet in Executive Session for the reasons and topics set forth in RCW 42.30.110 and RCW 42.30.140.
2. Executive Session reasons and topics include the following:
 - a. Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.
 - b. Consideration of the minimum price for sale or lease of City property when public knowledge regarding such consideration would cause a likelihood of decreased price.

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- c. Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.
- d. Receipt and evaluation of complaints or charges against a public officer or employee.
- e. Evaluation of qualifications of an applicant for public employment.
- f. Review of the performance of a public employee.
- g. Discussion with legal counsel of potential or pending litigation (legal counsel may attend via speakerphone).
- h. Discussion of collective bargaining sessions with employee organizations.
- i. Consideration of matters affecting national security.

C. Procedure

- 1. The Presiding Officer must announce the Executive Session by stating: "The City Council is adjourning into an Executive Session pursuant to state statute section _____ (e.g. "RCW 42.30.110(1) (a)) regarding _____. (e.g. review of the performance of a city employee). The Executive Session will be concluded at _____ p.m."
- 2. If the Executive Session is the last item on the meeting agenda, the Presiding Officer shall state whether or not the City Council will take action after the Executive Session.
- 3. If during the Executive Session the Presiding Officer believes that the Executive Session will extend beyond the announced deadline, the Presiding Officer shall announce in open session the revised time for conclusion of the Executive Session.
- 4. The Presiding Officer shall announce the conclusion of the Executive Session in open session by stating: "The Executive Session is completed."
- 5. At the close of the Executive Session or the meeting at which the Executive Session occurs, the Presiding Office shall complete a document recording the topic or reason and time of the Executive Session including extensions.

D. Written Material

- 1. During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.
- 2. Papers and documents that are distributed during Executive Sessions are to be returned to the City Manager or the Presiding Officer (if the City Manager is not in attendance), prior to the end of the Executive Session. No paper or document will be removed by a Councilmember

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from the Executive Session, unless the City Manager, or the Presiding Officer (if the City Manager is not in attendance), determines that the paper or document may be removed from the Executive Session.

3. Written notes taken by any attendee of an Executive Session will be treated in the same manner as a paper or document as discussed above, that is, the paper or document will be returned to the City Manager or Presiding Officer prior to the end of the Executive Session.
4. Councilmembers will not generate computer notes, take photos, or make recordings during an Executive Session, as the distribution of such records cannot be controlled.

Section 7. Public Testimony

A. Citizen Comments as noted in Section 2. B. above.

B. Public Hearings

1. The Presiding Officer shall open the public hearing and ask for a City staff presentation.
2. Members of the public will be invited to provide comments.
3. Each person will be allowed to speak for 5 minutes, which is longer than the 3 minutes allowed for Citizen Comments.
4. A person who testifies shall state his or her name, address and organization (if applicable).
5. Motions will not be made during the public hearing.
6. After all members of the public have had a fair opportunity to speak, the Presiding Officer shall declare the public hearing closed. The City Council may by majority vote continue the public hearing to a stated date, time and place, and/or allow for certain written materials to be presented to the City Council for a period of time after the public hearing.

C. Quasi-Judicial Matters

1. Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. In a quasi-judicial action, the City Council applies law to facts and makes a decision. Examples of quasi-judicial actions are: conditional uses, variances, rezoning of a specific site, planned unit developments, and discretionary zoning permits. Quasi-judicial actions are distinct from legislative actions, examples of which are adopting, amending or revising

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comprehensive, community or neighborhood plans, land use planning documents, area-wide zoning ordinances and area-wide zoning amendments.

2. The Presiding Officer will begin a quasi-judicial hearing by asking Councilmembers to place on the record any ex-parte contacts with either proponents or opponents of the action. The Presiding Officer shall ask whether any person objects to participation of a Councilmember in the action, and if so, to explain the objection. If an objection is made, the Presiding Officer shall ask for input from the City Attorney.
3. The Presiding Officer, or the City Attorney at the request of the Presiding Officer, shall explain the rules and procedures for the quasi-judicial action.
4. The Presiding Officer, with the assistance of the City Attorney, will control the taking of testimony and presentation of documents, in light of the type of quasi-judicial action and applicable City rules and regulations.

Section 8. Waiver / Effect of Waiver of Rules

These rules are adopted for the sole benefit of the City Councilmembers to assist in the orderly conduct of City Council business. These rules do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, employees and agents, or serve as the grounds for invalidation of any City Council action or decision. The City Council may, by a majority vote, temporarily waive all or any of these rules.

Submitted by Milton Curtis, Deputy Mayor as chairman of the subcommittee on Council Rules and Procedures on 1-12-13.

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CITY OF KENMORE

Council Rules of Procedure

OLD
(CURRENT)

Section 1. General. These rules constitute the official rules of procedure for the Kenmore City Council. In addition to these rules, the Council hereby adopts Robert's Rules of Order Newly Revised, a copy of which shall be maintained in the office of the Kenmore City Clerk. Where there is a conflict between these rules and Robert's Rules of Order, these rules shall govern. **(Resolution No. 06-117)**

Section 2. Public Testimony/Comment.

- A. Oral and Written Comments.** The Council shall not take public testimony at the regular or special meetings except for testimony given at a public hearing or during the public comment portion of the meeting. During the citizen comment session, each member of the public may speak on one or more subjects for a total of three minutes. Suspension of this rule will require a majority of the members present. Motions are not appropriate during the public testimony/comment portion of a meeting. **(Resolution No. 06-117 and Resolution No. 06-123)**
- B. Presiding Officer Response.** The Presiding Officer or designee shall have the discretion to address any issue raised by a citizen during the citizen comment session, to refer the matter to the staff for a resolution, or to direct to a future study session for discussion and/or thank the citizen for his/her comments. The Presiding Officer may appoint a designee to summarize the citizen comments. Councilmembers may ask questions of citizens or make comments for a total of up to one minute. If the questions result in a protracted discussion or debate, the Presiding Officer may refer the matter to a future study session or close the discussion and continue with the meeting. **(Resolution No. 06-117)**
- C. Quasi-Judicial Matters.** Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. The proceedings are focused on the Council arriving at a fact-based decision between two distinct alternatives – pro or con. Examples of matters that courts have ruled to be quasi-judicial if a public hearing is required include but are not limited to: conditional uses, variances, rezoning a specific site, Planned Unit Development approval (PUD), discretionary zoning permits, and other types of zoning changes which involve fact-finding and the application of general policy to a discrete situation. Quasi-judicial actions do not include the legislative actions of adopting, amending or revising comprehensive, community or neighborhood plans, or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance. **(Resolution No. 06-117)**
- 1) Oral Testimony:** Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure. If a quasi-judicial matter is on the agenda, the public will be informed by the city attorney as to the restrictions on public comment. **(Resolution No. 06-117)**

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- 2) **Written Testimony:** If comments are provided in writing during the regular meeting, they may be submitted to the city manager on quasi-judicial matters, and the city manager will determine the proper time to distribute the materials to the Council for their consideration. Such written comments must be filed with the city clerk no later than 1:00 p.m. of the Wednesday preceding the regular meeting. No material submitted later than this date and time will be considered by the Council until the next regular meeting. **(Resolution No. 06-117)**

D. Identification of Speakers. Persons testifying shall identify themselves for the record as to name, address and organization. **(Resolution No. 06-117)**

E. Recording of Meetings. The City Council meeting will be recorded by the city clerk. **(Resolution No. 06-117)**

F. Rules for Public Hearings (Not Quasi-Judicial Hearings). The following rules shall be observed during any public hearing:

1. The Council establishes three minutes to speakers for comments during the public hearing.
2. The Presiding Officer shall open the public hearing and ask for the staff presentation.
3. Councilmembers may ask questions of staff.
4. Members of the public shall be invited to provide comments.
5. After all interested persons have had a fair opportunity to speak, the Presiding Officer shall declare the public hearing closed. The Council may, however, decide to allow for certain written materials to be presented to the Council for a period of time. This shall be decided by the Council and require a majority vote to continue the hearing to allow for the submission of additional materials.
6. The Council shall deliberate and act. **(Resolution No. 06-117)**

G. Rules for Quasi-Judicial Public Hearings. The Presiding Officer or his or her designee shall begin the hearing by asking Councilmembers to place on the record any ex-parte contacts with either proponents or opponents to the issue before Council at the hearing. Once this has been completed, the hearing will be conducted under the guidelines listed in Section F above. **(Resolution No. 06-117)**

H. Public Comments Outside of Public Hearing. No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer. **(Resolution No. 06-117)**

Section 3. Waiver/Effect of Waiver of Rules. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any

liability to the City, its officers, agents and employees, nor shall failure to adhere to these rules result in invalidation of any action of the Council. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein.
(Resolution No. 06-117)

Section 4. Working Protocols and Agreements.

Courtesy Norms:

1. To be courteous and professional at all times.
2. To foster an environment of mutual respect for each other and to avoid discourteous behavior such as sidebar discussions or body language.
3. To be recognized by the Mayor before speaking in study sessions and full Council meetings by the raising of hands, and acknowledge the Mayor for being recognized.
4. To speak in turn after being recognized.
5. To refrain from criticizing colleagues and staff in public.
6. To have the staff follow up with citizens on issues brought before the Council.
7. To wait until citizens have returned to their seats in the audience before paraphrasing and responding to citizen presentations.
8. To enforce and adhere to the three-minute citizens' speaking rule.
9. To assist the Mayor in responding to citizens and clarifying key points.
10. To, at all times, treat staff in a polite and professional manner.

(Resolution No. 06-117)

Respect our Differences, Honor Disagreement, and Vote and Move on:

1. Disagreement and differences are honored and respected features of government in Kenmore.
2. Councilmembers will be given time to explain their votes on issues at the time of roll call. The explanation will be no longer than one minute. Councilmembers are not required to make a public statement explaining their vote.
3. Do not seek out the media to vent feelings when on the losing end of a vote.
4. Do not criticize those who voted against your position on issues.

5. When there is media coverage of an issue, do not automatically assume that those who are in the minority on the particular issue initiated the media contact.
6. On key issues (selection of Mayor, bond issues, etc.) recognize the importance of a 7-0 vote for the good of the whole.
7. Once a vote has been taken on an issue, indicate you will support the policy/vote of the Council.
8. After a vote is taken on an issue, the Council recognizes the value of respecting both viewpoints on the policy/vote of the Council.
9. When in strong disagreement with your colleagues, simply tell them face-to-face of your views.
(Resolution No. 06-117)

Council/Staff Working Agreements:

1. Councilmembers will focus on policy matters and not administrative issues.
2. The city manager is the primary point of contact between the City Council and the staff.
3. If a Councilmember wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy. No Councilmember shall direct the city manager, department directors or staff to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of Council. A matter shall be deemed to be "significant" if it would require more than one (1) hour of staff time. Once notified that a request for information or staff support would require one (1) hour, the Councilmember may seek the will of the Council during Council initiatives at an upcoming meeting.
4. **Council Role:**
 - a. Establish corporate culture.
 - b. Serve as primary liaison for citizens of the city.
 - c. Monitor and know how the City is being operated.
5. **City Manager Role:**
Provide timely, useful information evenly and equally to all Councilmembers.
(Resolution No. 06-117)

No Surprise Rule:

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1. Make every attempt to notify staff in advance of public meetings about key questions and discussion points that the Council would like addressed during the policy discussion.
2. If necessary, elaborate in open session on key policy elements, etc. to establish for the public a formal record on policy issues under consideration.
3. Councilmembers should call each other (no more than three councilmembers to avoid a quorum) on key issues to advise of emerging issues and/or to gain information from each other on policy issues.
4. The Council will use the Council initiative process to introduce new ideas or issues, or motions relating to the same.
(Resolution No. 06-117 and Resolution No. 06-123)

Role of the Mayor:

1. The Mayor may hold monthly meetings with two Councilmembers and the city manager. Each Councilmember will have the opportunity to join in quarterly.
2. The primary role of the Mayor is to facilitate meetings and represent the city in a ceremonial capacity.
3. When the Mayor has a strong interest in a policy issue and/or agenda item, the Deputy Mayor can be asked to lead the Council meeting so the Mayor can participate fully in the agenda discussion.
4. The Mayor will use the "Council Report" section of the agenda to inform the Council of Mayor's activities for the past week.
5. The Mayor will use the Council initiative process to bring new issues to the Council.
6. An FYI announcement will be given in advance of those public presentations/ceremonies/events that the Mayor is invited to attend.
7. The Mayor will ask others on the Council to accompany or attend meetings in place of the Mayor when he/she cannot attend.
(Resolution No. 06-117)

The Council Initiative Process:

1. Councilmembers will use the initiative process for new topics or issues. A new topic or issue, or motion relating to the same, will be first raised under the

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"Councilmember Initiatives" section of the agenda in a public meeting.

2. The topic/issue is first presented as a concept to include a statement of the problem (if known) and how the topic relates to existing City goals.
3. On emerging issues, Councilmembers can call their colleagues (no more than three councilmembers to avoid a quorum) and ask to have the item on the next available Council agenda.
4. It takes four votes to move an item from study session to the full regular Council meeting agenda.
5. If an agenda item on the regular Council meeting agenda has not been presented/discussed in a study session, two members can ask for the item to be moved to a study session for discussion. The item will be moved to a study session if there are four votes to do so. The item is removed for one week.

(Resolution No. 06-117 and Resolution No. 06-123)

Section 5. Council Attendance and Voting Via Speakerphone (AVS) From time to time, a Council Member will not be able to be physically present at a Council meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Council Member to attend a Council meeting via speakerphone is as follows:

A. The Rare Occasion – Attendance via speakerphone should be the rare exception, not the rule, and AVS is limited to 3 times a year with the exception that it would take a majority vote of the Council to allow telephone voting to more than 3 times in a calendar year.

B. Attendance - Procedure

1. The Council member attending via speakerphone
 - a. must be able to hear the discussion on the agenda item taking place in the Council Meeting Room, and
 - b. must be able to be heard by all present in the Council Meeting Room.
2. When the particular agenda item(s) is ready to be discussed, the Mayor (or presiding officer, if the Mayor is not physically present) should state for the record:
 - a. Let the record reflect that Council Member _____ is attending via speakerphone for Agenda Items(s) No. _____, relating to _____.

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- b. Council Member _____, can you hear me? (There must then be a clearly audible response in the affirmative.)
 - c. Let the record reflect that Council Member _____, who is attending via speakerphone, can be heard by all present in the Council Meeting Room.
 3. Upon conclusion of the particular agenda item(s), the Mayor (or presiding officer, if the Mayor is not physically present) should state:
 - a. Council Member _____, discussion Agenda Item(s) No. _____ has concluded. Thank you for your attendance via speakerphone. The telephone connection will now be terminated.
 - b. Let the record reflect Council Member _____'s attendance via speakerphone has been terminated.

(Resolution No. 06-129)

Section 6. Executive Sessions From time to time, during an executive session, written Paper(s)/Document(s) will be distributed for informational purposes to the Council Members that are in attendance as part of the review of the topic discussion.

- A. Paper(s)/Document(s) Rule** – Paper(s)/Document(s) that are distributed during executive sessions are to be turned back in by each Council Member prior to the end of the executive session. No Paper(s)/Document(s) are to be removed by a Council Member from the executive session unless there is unanimous consensus by those Council Members that are present that they approve that the Council Member(s) can remove/take the requested Paper(s)/Document(s) from the executive session.
- (Resolution No. 06-130)**

RESOLUTION TABLE

Resolution No.	Adopted	Repealed
98-010	6/1/98	4/3/06
03-080	7/28/03	4/3/06
06-117	4/3/06	
06-123	9/11/06	
06-129	12/11/06	
06-130	12/11/06	

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This Mastery Lesson provides Jurassic Parliament's listing of 28 essential rules for discussion and debate according to Robert's Rules of Order, with page references and exact quotes for each.

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Mastery Lesson

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INTRODUCTION

Our society has become more and more casual, with the result that meetings of governing bodies sometimes can be challenging. Although folks give lip service to Robert's Rules of Order, few people know the principles and how to apply them. The official book, *Robert's Rules of Order Newly Revised*, 11th edition, is over 800 pages long. People regularly report that it is complicated and intimidating.

This Mastery Lesson provides you with 28 essential rules for discussion and debate. We have collected them from the official book, put them in a logical order, and given you the exact quote for each rule.

It is estimated that 90% of the voluntary bodies in this country use Robert's Rules as their authority for running meetings. If your board or council is one of them, you now have a ready reference guide to the rules you need for fair and efficient discussion. Armed with these quotes, you will be ready to run great meetings and to participate in meetings that are fair and efficient.

If disorder arises, you will have the tools to remind everyone of the right way to proceed. See also our [Tip Sheet, Addressing Disorder in the Council Chambers](#), for language to use to respond to every situation from rudeness to a riot.

The phrasing of the rules is our own. The excerpts below each rule are exact quotes from *Robert's Rules of Order Newly Revised*, 11th edition. In some instances words have been deleted. The word "implicit" means that in our view, the rule stated is assumed by Robert's Rules, or is a logical derivative of the principles on which Robert's Rules are based.



A. SEVEN ESSENTIAL RULES FOR DISCUSSION

1. All members have an equal right to speak, to make motions, and to vote.

“A member of an assembly, in the parliamentary sense, is a person entitled to full participation in its proceedings, that is, the right to attend meetings, to make motions, to speak in debate, and to vote.” p. 3

2. Non-members do not have the right to speak, to make motions, or to vote.

“Any nonmembers allowed in the hall during a meeting, as guests of the organization, have no rights with reference to the proceedings.” p. 648

3. One subject is discussed at a time.

“One subject at a time [from the year 1581]. When a Motion has been made that Matter must receive a Determination by the Question, or be laid aside by the general Sense of the House, before another be entertain’d.” pp. xxxiii-xxxiv

4. One person speaks at a time. implicit

5. No interrupting (with a few exceptions).

“When a member has been assigned the floor and has begun to speak—unless he begins to discuss a subject when no motion is pending or speaks longer in debate than the rules of the assembly allow—he cannot be interrupted by another member or by the chair except for one of the following purposes, and then only when the urgency of the situation justifies it...” pp. 383-384

“Although the presiding officer should give close attention to each speaker’s remarks during debate, he cannot interrupt the person who has the floor so long as that person does not violate any of the assembly’s rules and no disorder arises. The presiding officer must never interrupt a speaker simply because he knows more about the matter than the speaker does.” pp. 43-44



6. Courtesy and respect are required at all times.

“Speakers must address their remarks to the chair, maintain a courteous tone, and — especially in reference to any divergence of opinion — should avoid injecting a personal note into debate.” p. 43 and implicit

7. No one may speak a second time until everyone who wishes to do so has spoken once.

“No one is entitled to the floor a second time in debate on the same motion on the same day as long as any other member who has not spoken on this motion desires the floor.” p. 31; see also p. 379



B. FORMAL DEBATE VERSUS SMALL BOARD DISCUSSION

The rules given in Robert's Rules of Order Newly Revised, 11th edition, are intended for formal debate in large groups (assemblies). Robert also provides special rules for small boards. Robert considers a board of up to about 12 members to be a small board. In this section, we give the rules for formal debate on the left, and the rule for small boards on the right. Below each rule are the relevant quotes for each type of body.

FORMAL DEBATE	SMALL BOARDS
8. The presider may not participate in debate nor make motions.	The presider may participate in debate and make motions (we recommend restraint).
"Except in committees and small boards, the presiding officer should not enter into discussion of the merits of pending questions." p. 43 "Normally, especially in a large body, he [the presider] should have nothing to say on the merits of pending questions." p. 394 [On small boards] "If the chairman is a member, he may, without leaving the chair, speak in informal discussion and in debate, and vote on all questions. Footnote: Informal discussion may be initiated by the chairman himself, which in effect, enables the chairman to submit his own proposals without formally making a motion (although he has the right to make a motion if he wishes)." p. 488	
9. A motion must be made before any discussion begins.	Informal discussion without a motion is allowed. (We recommend requesting a motion as soon as the group is ready for it.)
"Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it cannot be debated." p. 386 [On small boards] "Informal discussion of a subject is permitted while no motion is pending." p. 488	



10. A second is required.	A second is not needed (unless law or regulation requires it).
“Another member seconds the motion.” p. 32 [On small boards] “Motions need not be seconded.” p. 488	
11. Members must seek recognition from the presider.	SAME
“Before a member in an assembly can make a motion or speak in debate—the parliamentary name given to any form of discussion of the merits of a motion—he must obtain the floor; that is, he must be recognized by the chair as having the exclusive right to be heard at that time.” p. 29 [On small boards] “Members may raise a hand instead of standing when seeking to obtain the floor.” p. 487	
12. Members may not speak directly to each other, but must address the presider.	Members may speak directly to each other. (We recommend that they do not do so, but address all remarks to the presider.)
“Members address only the chair, or address each other through the chair.” p. 23; see also p. 392. [On small boards this permission to speak directly is implicit in references to “informal discussion” on p. 488.]	
13. The maker of the motion may speak first.	SAME
“As soon as a member has made a motion, he resumes his seat. He will have the right to speak first in debate, if he wishes, after the chair has stated the question.” p. 34; see also p. 379	



14. Speakers should alternate “for” and “against.” p. 379-380	There is no need to alternate speakers “for” and “against.”
“In cases where the chair knows that persons seeking the floor have opposite opinions on the question, the chair should let the floor alternate, as far as possible, between those favoring and those opposing the measure.” pp. 379-380 [On small boards this permission is implicit in references to “informal discussion” on p. 488.]	
15. Members are limited to two speeches on each subject per day.	There is no limit to the number of speeches.
“Unless the assembly has a special rule providing otherwise, no member can speak more than twice to the same question on the same day.” pp. 388-389 [On small boards] “There is no limit to the number of times a member can speak to a debatable question.” p. 488	
16. There is a limit of ten minutes per speech. (We recommend establishing a shorter limit.)	SAME
“In a non-legislative body or organization that has no special rule relating to the length of speeches, a member, having obtained the floor while a debatable motion is immediately pending, can speak no longer than ten minutes unless he obtains the consent of the assembly.” p. 387	



17. Members may “call the question” or move to limit debate.	Members may do this, but see footnote below.
While a debatable question is immediately pending, the allowed length or number of speeches can be reduced or increased, for that question only, by means of the subsidiary motion to <i>Limit or Extend Limits of Debate</i>, adopted by a two-thirds vote. p. 390 “If two-thirds of those voting wish to close debate immediately, they can do so by adopting the motion for the <i>Previous Question</i>.” p. 391 “Footnote: Motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order even in meetings of a small board, although occasions where they are necessary or appropriate may be rarer than in large assemblies.” p. 488	



C. MORE ESSENTIAL RULES

18. Remarks must be relevant to the topic at hand (“germane”).

“In debate a member’s remarks must be germane to the question before the assembly—that is, his statements must have bearing on whether the immediately pending motion should be adopted.” p. 392; see also pp. xxxiv, 43

19. Members may not speak about the motives of other members.

“When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but he must avoid personalities, and under no circumstances can he attack or question the motives of another member.” p. 392; see also p. 43

20. No arguing. Implicit. (Note that this rule is fully compatible with forceful debate.)

21. No inflammatory language.

“If a member disagrees with a statement by another in regard to an event that both witnessed, he cannot state in debate that the other’s statement ‘is false.’ But he might say, ‘I believe there is strong evidence that the member is mistaken.’ The moment the chair hears such words as ‘fraud,’ ‘liar,’ or ‘lie’ used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition.” p. 392, also implicit

22. Courtesy and respect means:

- **No personal attacks**
- **No insults, epithets or profanity**
- **No disrespectful body language**
- **No innuendo**
- **No booing, hissing or clapping**

pp. 43 and 392, quoted above, and implicit



23. A member may not speak against her own motion.

“In debate, the maker of a motion, while he can vote against it, is not allowed to speak against his own motion. He need not speak at all, but if he does he is obliged to take a favorable position. If he changes his mind while the motion he made is pending, he can, in effect, advise the assembly of this by asking permission to withdraw the motion.” p. 393

24. A member may not explain his vote while voting.

“A member has no right to ‘explain his vote’ during voting, which would be the same as debate at such a time.” p. 408

25. A member may not comment adversely on (criticize) a prior action of the group unless (a) the action is being considered for amendment or cancellation, or (b) she plans to introduce a motion to change or cancel the action at the end of her speech.

“In debate, a member cannot reflect adversely on any prior act of the society that is not then pending, unless a motion to reconsider, rescind, or amend it is pending, or unless he intends to conclude his remarks by making or giving notice of one of these motions.” p. 393

26. A member may not make statements which tend to injure the good name of the organization, disturb its well-being, or hamper it in its work.

“If there is an article on discipline in the bylaws, it may specify a number of offenses outside meetings for which these penalties can be imposed on a member of the organization. Frequently, such an article provides for their imposition on any member found guilty of conduct described, for example, as “tending to injure the good name of the organization, disturb its well-being, or hamper it in its work.” In any society, behavior of this nature is a serious offense properly subject to disciplinary action, whether the bylaws make mention of it or not.” pp. 643-644



D. AUTHORITY OF PRESIDER AND GROUP

27. The presider is in charge.

“All persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer.” p. 645

28. The group is the final authority.

“If the chair at a meeting acts improperly, a *Point of Order* may be raised, and from the chair’s decision an *Appeal* may be taken. This procedure enables the majority to ensure enforcement of the rules.” p. 650

Arm Yourself with Exact Quotes from Robert’s Rules of Order
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Lessons for Leaders

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Remote/Video Attendance at Meetings

Posted on January 10, 2013 by Pam James

As a grandmother with grandchildren 3,000 miles away, I'm a big fan of Skype. It's a reliable and free internet service that allows me to video chat whenever the kids are willing to sit still for a few minutes. We use it on birthdays and holidays when we can't be physically together. All that is necessary is a good internet connection and a computer, laptop, or electronic pad with a camera. Your council, board, or commission can do the same with absent members.

Video conference connection as meeting attendance is becoming more and more accepted in local government. It can be an effective method of attendance since it allows "face time" as well as an audio connection. And it is much closer to actual physical attendance than simply a phone connection.

Here are some examples of how videoconferencing in meetings has worked or has been authorized in Washington municipalities and in other states:

- When the **mayor of Bonney Lake** was hospitalized for an extensive period of time he managed to keep in touch and attend meetings by using Skype.
- The city of Langley adopted **an ordinance** allowing the mayor, councilmembers, city attorney, or other staff to attend council meetings by remote means such as speakerphone, Skype, or other electronic or digital communication device.
- The Massachusetts Attorney General has adopted **regulations on remote participation** using video conferencing.
- In the Oregon city of **West Linn**, the city council's unanimously-adopted priorities include citizen communications and outreach, with an understanding that "civic engagement is measured by more than attendance at public meetings and now includes technology, social media, and other opportunities that promote involvement with city affairs." One city councilmember is promoting "Skype with Mike" meetings with citizens. According to a city press release, "Connecting with citizens via Skype allows for people who are unable to schedule face-to-face meetings due to work or prior commitments to have the same opportunities to meet and share information with Councilor Mike Jones."
- The New York legislature has **statutorily authorized** videoconferencing in public meetings. The definition of "meeting" in that state's open meetings law specifically includes "the use of videoconferencing for attendance and participation by the members of the public body." If videoconferencing is used to conduct a meeting, the public notice for the meeting must inform the public that videoconferencing will be used.

Although there are no judicial decisions in this state concerning the use of Skype or other means of videoconferencing for public meetings, it is our view that, if done properly and if authorized by the jurisdiction's governing body, a meeting in which one or more members of the body "attend" the meeting by videoconferencing technology such as Skype can comply with the Open Meetings Law. To be done properly, the video and audio components of the teleconferencing should be visible and audible to the public in attendance, in addition to the physically present members.

Citizen Survey

The XYZ of ABC 2013 Citizen Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

1. Please rate each of the following aspects of quality of life in ABC:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
ABC as a place to live	1	2	3	4	5
Your neighborhood as a place to live.....	1	2	3	4	5
ABC as a place to raise children.....	1	2	3	4	5
ABC as a place to work.....	1	2	3	4	5
ABC as a place to retire.....	1	2	3	4	5
The overall quality of life in ABC	1	2	3	4	5

2. Please rate each of the following characteristics as they relate to ABC as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Sense of community.....	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds.....	1	2	3	4	5
Overall appearance of ABC.....	1	2	3	4	5
Cleanliness of ABC	1	2	3	4	5
Overall quality of new development in ABC.....	1	2	3	4	5
Variety of housing options	1	2	3	4	5
Overall quality of business and service establishments in ABC.....	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Opportunities to attend cultural activities.....	1	2	3	4	5
Recreational opportunities	1	2	3	4	5
Employment opportunities	1	2	3	4	5
Educational opportunities	1	2	3	4	5
Opportunities to participate in social events and activities	1	2	3	4	5
Opportunities to participate in religious or spiritual events and activities	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters.....	1	2	3	4	5
Ease of car travel in ABC.....	1	2	3	4	5
Ease of bus travel in ABC	1	2	3	4	5
Ease of rail or subway travel in ABC.....	1	2	3	4	5
Ease of bicycle travel in ABC.....	1	2	3	4	5
Ease of walking in ABC	1	2	3	4	5
Availability of paths and walking trails	1	2	3	4	5
Traffic flow on major streets.....	1	2	3	4	5
Amount of public parking	1	2	3	4	5
Availability of affordable quality housing	1	2	3	4	5
Availability of affordable quality child care	1	2	3	4	5
Availability of affordable quality health care	1	2	3	4	5
Availability of affordable quality food	1	2	3	4	5
Availability of preventive health services	1	2	3	4	5
Air quality.....	1	2	3	4	5
Quality of overall natural environment in ABC	1	2	3	4	5
Overall image or reputation of ABC	1	2	3	4	5

3. Please rate the speed of growth in the following categories in ABC over the past 2 years:

	<i>Much too slow</i>	<i>Somewhat too slow</i>	<i>Right amount</i>	<i>Somewhat too fast</i>	<i>Much too fast</i>	<i>Don't know</i>
Population growth	1	2	3	4	5	6
Retail growth (stores, restaurants, etc.).....	1	2	3	4	5	6
Jobs growth.....	1	2	3	4	5	6

4. To what degree, if at all, are run down buildings, weed lots or junk vehicles a problem in ABC?

- ☐ Not a problem ☐ Minor problem ☐ Moderate problem ☐ Major problem ☐ Don't know

5. Please rate how safe or unsafe you feel from the following in ABC:

	Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Don't know
Violent crime (e.g., rape, assault, robbery)	1	2	3	4	5	6
Property crimes (e.g., burglary, theft).....	1	2	3	4	5	6
Environmental hazards, including toxic waste.....	1	2	3	4	5	6

6. Please rate how safe or unsafe you feel:

	Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Don't know
In your neighborhood during the day.....	1	2	3	4	5	6
In your neighborhood after dark.....	1	2	3	4	5	6
In ABC's downtown area during the day	1	2	3	4	5	6
In ABC's downtown area after dark.....	1	2	3	4	5	6

7. During the past 12 months, were you or anyone in your household the victim of any crime?

- ☐ No → Go to Question 9 ☐ Yes → Go to Question 8 ☐ Don't know → Go to Question 9

8. If yes, was this crime (these crimes) reported to the police?

- ☐ No ☐ Yes ☐ Don't know

9. In the last 12 months, about how many times, if ever, have you or other household members participated in the following activities in ABC?

	Never	Once or twice	3 to 12 times	13 to 26 times	More than 26 times
Used ABC public libraries or their services	1	2	3	4	5
Used ABC recreation centers	1	2	3	4	5
Participated in a recreation program or activity	1	2	3	4	5
Visited a neighborhood park or XYZ park	1	2	3	4	5
Ridden a local bus within ABC	1	2	3	4	5
Attended a meeting of local elected officials or other local public meeting	1	2	3	4	5
Watched a meeting of local elected officials or other XYZ-sponsored public meeting on cable television, the Internet or other media.....	1	2	3	4	5
Read ABC Newsletter.....	1	2	3	4	5
Visited the XYZ of ABC Web site (at www.____.com)	1	2	3	4	5
Recycled used paper, cans or bottles from your home.....	1	2	3	4	5
Volunteered your time to some group or activity in ABC	1	2	3	4	5
Participated in religious or spiritual activities in ABC	1	2	3	4	5
Participated in a club or civic group in ABC.....	1	2	3	4	5
Provided help to a friend or neighbor.....	1	2	3	4	5

10. About how often, if at all, do you talk to or visit with your immediate neighbors (people who live in the 10 or 20 households that are closest to you)?

- ☐ Just about every day
☐ Several times a week
☐ Several times a month
☐ Less than several times a month

The XYZ of ABC 2013 Citizen Survey

11. Please rate the quality of each of the following services in ABC:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Police services	1	2	3	4	5
Fire services	1	2	3	4	5
Ambulance or emergency medical services.....	1	2	3	4	5
Crime prevention	1	2	3	4	5
Fire prevention and education	1	2	3	4	5
Municipal courts	1	2	3	4	5
Traffic enforcement.....	1	2	3	4	5
Street repair	1	2	3	4	5
Street cleaning	1	2	3	4	5
Street lighting.....	1	2	3	4	5
Snow removal.....	1	2	3	4	5
Sidewalk maintenance	1	2	3	4	5
Traffic signal timing	1	2	3	4	5
Bus or transit services.....	1	2	3	4	5
Garbage collection.....	1	2	3	4	5
Recycling.....	1	2	3	4	5
Yard waste pick-up	1	2	3	4	5
Storm drainage.....	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services	1	2	3	4	5
Power (electric and/or gas) utility	1	2	3	4	5
XYZ parks	1	2	3	4	5
Recreation programs or classes	1	2	3	4	5
Recreation centers or facilities.....	1	2	3	4	5
Land use, planning and zoning	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.)	1	2	3	4	5
Animal control	1	2	3	4	5
Economic development	1	2	3	4	5
Health services	1	2	3	4	5
Services to seniors.....	1	2	3	4	5
Services to youth.....	1	2	3	4	5
Services to low-income people	1	2	3	4	5
Public library services	1	2	3	4	5
Public information services	1	2	3	4	5
Public schools.....	1	2	3	4	5
Cable television	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)	1	2	3	4	5
Preservation of natural areas such as open space, farmlands and greenbelts.....	1	2	3	4	5

12. Overall, how would you rate the quality of the services provided by each of the following?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The XYZ of ABC.....	1	2	3	4	5
The Federal Government	1	2	3	4	5
The State Government	1	2	3	4	5
CCC County Government	1	2	3	4	5

The XYZ of ABC 2013 Citizen Survey

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. Are you currently employed for pay?

- ☐ No → Go to Question D3
- ☐ Yes, full time → Go to Question D2
- ☐ Yes, part time → Go to Question D2

D2. During a typical week, how many days do you commute to work (for the longest distance of your commute) in each of the ways listed below? (Enter the total number of days, using whole numbers.)

- Motorized vehicle (e.g., car, truck, van, motorcycle, etc.) by myself days
- Motorized vehicle (e.g., car, truck, van, motorcycle, etc.) with other children or adults days
- Bus, rail, subway or other public transportation days
- Walk days
- Bicycle days
- Work at home days
- Other days

D3. How many years have you lived in ABC?

- ☐ Less than 2 years
- ☐ 11-20 years
- ☐ 2-5 years
- ☐ More than 20 years
- ☐ 6-10 years

D4. Which best describes the building you live in?

- ☐ One family house detached from any other houses
- ☐ House attached to one or more houses (e.g., a duplex or townhome)
- ☐ Building with two or more apartments or condominiums
- ☐ Mobile home
- ☐ Other

D5. Is this house, apartment or mobile home...

- ☐ Rented for cash or occupied without cash payment?
- ☐ Owned by you or someone in this house with a mortgage or free and clear?

D6. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?

- ☐ Less than \$300 per month
- ☐ \$300 to \$599 per month
- ☐ \$600 to \$999 per month
- ☐ \$1,000 to \$1,499 per month
- ☐ \$1,500 to \$2,499 per month
- ☐ \$2,500 or more per month

D7. Do any children 17 or under live in your household?

- ☐ No
- ☐ Yes

D8. Are you or any other members of your household aged 65 or older?

- ☐ No
- ☐ Yes

D9. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

- ☐ Less than \$24,999
- ☐ \$25,000 to \$49,999
- ☐ \$50,000 to \$99,999
- ☐ \$100,000 to \$149,999
- ☐ \$150,000 or more

Please respond to both question D10 and D11:

D10. Are you Spanish, Hispanic or Latino?

- ☐ No, not Spanish, Hispanic or Latino
- ☐ Yes, I consider myself to be Spanish, Hispanic or Latino

D11. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- ☐ American Indian or Alaskan Native
- ☐ Asian, Asian Indian or Pacific Islander
- ☐ Black or African American
- ☐ White
- ☐ Other

D12. In which category is your age?

- ☐ 18-24 years
- ☐ 55-64 years
- ☐ 25-34 years
- ☐ 65-74 years
- ☐ 35-44 years
- ☐ 75 years or older
- ☐ 45-54 years

D13. What is your sex?

- ☐ Female
- ☐ Male

D14. Are you registered to vote in your jurisdiction?

- ☐ No
- ☐ Ineligible to vote
- ☐ Yes
- ☐ Don't know

D15. Many people don't have time to vote in elections.

Did you vote in the last general election?

- ☐ No
- ☐ Ineligible to vote
- ☐ Yes
- ☐ Don't know

D16. Do you have a cell phone?

- ☐ No
- ☐ Yes

D17. Do you have a land line at home?

- ☐ No
- ☐ Yes

D18. If you have both a cell phone and a land line, which do you consider your primary telephone number?

- ☐ Cell
- ☐ Land line
- ☐ Both

Thank you for completing this survey. Please return the completed survey in the postage-paid envelope to:
National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502

Rob Karlinsey

From: Rob Karlinsey
Sent: Wednesday, January 16, 2013 4:19 PM
To: CI Council
Subject: FW: Citizen Survey Instrument
Attachments: The NCS City Template 2013.pdf

Following up on my previous email on citizen survey. Note that not all of the questions are relevant to Kenmore, such as "ease of rail or subway travel."

Also, I found some additional info from the NCS that might be helpful as you think of possible custom questions:

FREE CUSTOM QUESTIONS (OPTIONAL)

Part 1: Getting Started

The National Citizen Survey™ is a standard tool with questions used by all participating jurisdictions – as well as space for questions unique to each community. **There is no additional cost associated with including up to three custom questions on your survey.** This worksheet allows you to design custom questions to be included on your jurisdiction's survey. There are space limitations, so we'll work with you to identify the most important questions to include (if you have more than will fit) and help you craft questions that use space wisely and capture meaningful information without bias. If you would like to ask more than three custom questions, and space permits, NRC staff will provide you with a quote for the additional questions.

Jurisdiction staff and elected officials are welcome to be highly involved or minimally involved with designing these questions, and NRC will provide detailed consultation to help you finalize the exact question wording.

Following are general guidelines for the creation of the custom questions for your survey:

- This section of the survey is designed for closed-ended questions (questions with fixed response options). (If you're interested in including an open-ended question, there is an add-on option available for this type of question.)
- Questions should be concise and contain only the necessary background. (Keep in mind that we don't want to over-educate the survey sample, as that will interfere with the generalizability of findings for these questions.)
- Remember the general population you will be addressing, and avoid questions that will only apply to a small group within your community. Try to avoid language that may be too technical for a general audience.
- There is close to a half page available for these custom questions. Depending on your questions, you may be able to fit more or fewer questions on your survey. We will work closely with you to ensure your questions are worded clearly and concisely and formatted to fit in the space available.
- We'll help you match the right set of response option for each question – they don't have to be the same across all custom questions.

Part 2: Forming Your Custom Questions

We encourage you to provide as much information about your questions as possible, including any important details or preferences regarding wording or format.

For each question:

Step 1: Describe the issue of interest. Feel free to draft the survey question wording or simply to explain what you would like to see covered in the question and how you hope to be able to use the results of the question.

Step 2: Consider the response categories that you would like to use. Most commonly jurisdictions use a quality scale (excellent, good, fair, poor) or a support-oppose scale (strongly support, somewhat support, somewhat oppose, strongly oppose). There are many other options, including satisfaction, likelihood, agreement and more. We'll help you select the best options for your questions.

Step 3: Decide whether to omit "don't know" as a response option. We often recommend including "don't know" among your response options, but you may wish to omit "don't know" if you believe that all respondents will be familiar with the issue.

Over the years, hundreds of questions have been asked by The NCS™, addressing many common concerns such as the budget issues, growth and more. We are happy to provide example questions related to the specific issues you would like to ask about.

From: Rob Karlinsey
Sent: Wednesday, January 16, 2013 12:43 PM
To: CI_Council
Subject: Citizen Survey Instrument

Mayor & City Council –

Please see the attached instrument that will be used to survey our citizens in the coming weeks. Note that there are three custom questions we can ask near the end (#18 a-c). Over the next week, please get back to me with suggested questions. I sent an email to the NCS asking them if they have sample custom questions relating to willingness to pay more taxes for park improvements. I'll let you know what I find out.

Also note that there is an "open ended" question that we can ask near the end (#18d), but the cost of this open-ended question is \$1,500. (the three custom questions are included in the base cost)

Please get me your suggestions before next week's retreat. Thanks,

Rob Karlinsey
City Manager | City of Kenmore, WA
18120 68th Ave NE | Kenmore, WA 98028
Tel: 425.398.8900 | Fax: 425-481-3236
rkarlinsey@kenmorewa.gov | www.kenmorewa.gov





SAMPLE CUSTOM QUESTIONS 2012

- a. If the City were to have to further reduce services, to what extent do you support or oppose each of the following changes?

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose	Don't know
Reduce the level of street and roadway maintenance/brush and leaf pick-up	1	2	3	4	5
Increase the time to answer citizen complaints for code enforcement issues	1	2	3	4	5
Eliminate some extra police services offered such as vacation house check, business night check and locked door opening.	1	2	3	4	5
Reduce park maintenance	1	2	3	4	5
Eliminate special events (e.g. Summer Concert Series)	1	2	3	4	5

- b. The City currently does not charge an extra fee for solid waste or recycling pick-up services. Due to increasing costs, the City will need to reconsider how to provide this service. Which one of the following options best describes how you would like the City to handle solid waste and recycling pick-up services? (Please select one)

- ☐ Increase the real estate or personal property tax rate to cover the cost.
☐ Pay an annual fee to the City for solid waste and recycling services.
☐ Pay nothing more, but instead cut funding for police, parks & recreation, and street maintenance.
☐ Discontinue solid waste and recycling service and allow citizens to manage their own solid waste by using County drop facilities or by contracting individually with the private sector.
☐ Don't know

- c. The City could consider creating new recreation amenities. Please indicate the increased tax amount, if any, that you would be willing to pay per year for the construction and operation of such facilities.

	\$0 per year	\$25 per year	\$50 per year	\$100 per year	\$200 per year	Don't know
Outdoor multi-use pool expansion or replacement	1	2	3	4	5	6
Additional walking/biking trails	1	2	3	4	5	6
A community center	1	2	3	4	5	6
Athletic fields	1	2	3	4	5	6

- d. To what extent do you support or oppose increasing taxes and/or fees to ensure that City services continue to be provided at current levels?

- ☐ Strongly support
☐ Somewhat support
☐ Somewhat oppose
☐ Strongly oppose
☐ Don't know

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Contact: damema@n-r-c.com



e. Please indicate how important, if at all, each of the following projects and issues is for the City to address:

	Essential	Very important	Somewhat important	Not at all important	Don't know
New parking structures/garages/remote lots	1	2	3	4	5
New alternative types of transportation	1	2	3	4	5
New multipurpose indoor event center at the Fairgrounds.....	1	2	3	4	5
New indoor arena at the Fairgrounds.....	1	2	3	4	5
New Police Department building	1	2	3	4	5
New Community Center.....	1	2	3	4	5
New performing arts theater	1	2	3	4	5
New affordable housing options.....	1	2	3	4	5
Replace horse stalls at the Fairgrounds	1	2	3	4	5
Expand the Senior Center	1	2	3	4	5
Initiatives for economic development	1	2	3	4	5
Preservation of open space	1	2	3	4	5
Maintain and improve streets.....	1	2	3	4	5
Improve drainage	1	2	3	4	5

f. Based on the current downturn in the economy, the City will need to increase revenues or reduce services. To what extent do you support or oppose action to increase revenues (i.e. taxes, fees, etc.) to maintain existing levels of service?

☐ Strongly support ☐ Somewhat support ☐ Somewhat oppose ☐ Strongly oppose

g. In order to meet a possible 2012 budget shortfall, to what extent do you support or oppose a reduction in the following City services?

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose	Don't know
Code enforcement.....	1	2	3	4	5
Fire services	1	2	3	4	5
Library services.....	1	2	3	4	5
Street repairs	1	2	3	4	5
Parks maintenance	1	2	3	4	5
Police services.....	1	2	3	4	5
Recreation programs.....	1	2	3	4	5
Snow plowing.....	1	2	3	4	5
Special events.....	1	2	3	4	5

h. Which of the following best reflects your view...

- ☐ The City should decrease taxes even if it will result in a significant reduction or elimination of services
- ☐ The City should increase taxes in order to maintain current service levels
- ☐ The City should use a combination of tax increases and service reductions to maintain service delivery
- ☐ Don't know

i. In order to cover the increasing costs of maintaining existing services and programs and the continued decrease in state funds to support these services, the County could increase local taxes and fees, or make cuts to services and programs. Please indicate to what extent you support or oppose each of the following:

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose
Increasing fees to maintain services	1	2	3	4
Increasing local taxes (real estate/car tax)	1	2	3	4
Making cuts to services.....	1	2	3	4

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 Contact: damema@n-r-c.com



j. If the County were to have to increase revenue to avoid cutting services, indicate to what extent you would support or oppose each of the following:

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose
Real estate tax increase.....	1	2	3	4
Car tax increase.....	1	2	3	4
Consolidated solid waste site fees.....	1	2	3	4
Recreational classes/activities increased fees	1	2	3	4
Bill insurance companies for public safety response	1	2	3	4
Eliminate or reduce tax breaks for farmland, open space, non-profits, etc.....	1	2	3	4

k. If the County were to have to reduce services, to what extent would you support or oppose reducing each of the following services?

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose
Public schools	1	2	3	4
Public safety/fire and rescue services	1	2	3	4
Consolidated trash sites	1	2	3	4
Recreation programs/park maintenance.....	1	2	3	4
Library services.....	1	2	3	4
Fewer deputies/less funding for law enforcement services	1	2	3	4
Social services	1	2	3	4

l. Please indicate to what extent you would support or oppose a property tax increase for each of the following to fund new facilities or services:

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose
Schools	1	2	3	4
Libraries	1	2	3	4
Public safety/fire and rescue services	1	2	3	4
Animal shelter	1	2	3	4
Youth ball fields	1	2	3	4
Indoor sports complex.....	1	2	3	4
Outdoor pool/splash park.....	1	2	3	4
Outdoor trails.....	1	2	3	4

m. Please rate the following issues in terms of what you think their importance will be to the City over the next five years:

	Extremely important	Very important	Somewhat important	Not at all important	Don't know
Stormwater improvements.....	1	2	3	4	5
Street improvements.....	1	2	3	4	5
Sidewalk and trail improvements.....	1	2	3	4	5
Expansion of parks.....	1	2	3	4	5
Expansion of recreation services	1	2	3	4	5
Economic development.....	1	2	3	4	5
Commercial/retail development.....	1	2	3	4	5
Construction of additional community center	1	2	3	4	5
Construction of additional fire stations.....	1	2	3	4	5

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IC. 1:30 p.m. Afternoon Session
 Harbor History Museum, Gig Harbor, WA



- n. The City may need to increase property taxes to help pay for the issues listed in the previous question. About how much additional property tax, if any, would you be willing to pay per year to support these issues?

	More than \$40 per year	Between \$20 and \$40 per year	Between \$1 and \$20 per year	\$0 per year
Stormwater improvements.....	1	2	3	4
Street improvements.....	1	2	3	4
Sidewalk and trail improvements.....	1	2	3	4
Expansion of parks.....	1	2	3	4
Expansion of recreation services.....	1	2	3	4
Economic development.....	1	2	3	4
Commercial/retail development.....	1	2	3	4
Construction of additional community center.....	1	2	3	4
Construction of additional fire stations.....	1	2	3	4

- o. As you may know, in response to the economic downturn, the City has implemented additional measures to keep its expenses in line with its revenues. To what extent do you support or oppose the following additional fiscal efforts for the City?

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose	Don't know
Pursuing new revenue sources for specific projects (e.g. capital projects, roads, recreation, etc.).....	1	2	3	4	5
Further reduction of City services and programs.....	1	2	3	4	5
Further economic development efforts to increase sales tax revenue.....	1	2	3	4	5

- p. The City is considering renovating the City Swimming pool or replacing it with a new pool. Please select which of the following statements best reflects your view:

- ☐ I am willing to continue to pay the current subsidy (about \$9.07 per year, based on a \$170,000 home) to keep the indoor pool open.
- ☐ I am willing to increase the subsidy to \$20 per year, in order to cover the cost of renovations to the indoor pool.
- ☐ I am willing to increase the subsidy to \$50 per year, in order to cover the cost a new indoor pool
- ☐ I am not willing to pay any subsidy, which would result in the closing of the current pool.
- ☐ I don't know.

- q. The State currently provides financial incentives for economic development (e.g. tax incentives, forgivable loans). The State may cut this funding. If that occurs, the City may provide financial incentives to companies to relocate to the City. (e.g. tax incentives, low interest loans). Please indicate the extent to which you would support or oppose the City taking such action.

- ☐ Strongly support ☐ Somewhat support ☐ Somewhat oppose ☐ Strongly oppose ☐ Don't know

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- r. If the City had to reduce services to cut costs, how much, if at all, do you think the City should reduce the level of each of the following services?

	Reduce a lot	Reduce somewhat	Do not reduce
Bulky item pick-up	1	2	3
Code enforcement	1	2	3
Fire services	1	2	3
Public transit	1	2	3
Parks maintenance/recreation programs	1	2	3
Police services	1	2	3
Public assembly facilities/special events	1	2	3
Recycling	1	2	3
Snow removal	1	2	3
Support of non-profit organizations	1	2	3

- s. As part of its annual budget process, the City considers potential programs and services. To what extent, if at all, do you think the City should fund through increased fees or taxes each of the following new or expanded programs?

	Definitely fund	Consider funding	Do not fund
Cultural/special event recruitment/support	1	2	3
Economic development/business recruitment	1	2	3
Emergency preparedness/disaster recovery	1	2	3
Expanded bus service	1	2	3
Green/sustainability initiatives	1	2	3
Greenways/trails	1	2	3
Housing assistance/revitalization programs	1	2	3
Information technology (e-services)	1	2	3
Public art	1	2	3
Recreation programs	1	2	3
Sidewalks	1	2	3
Streetcar	1	2	3

- t. To what extent would you support or oppose prioritizing funding for each of the following identified capital project needs?

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose
Community and economic development projects	1	2	3	4
Public safety projects	1	2	3	4
Transportation projects	1	2	3	4
Recreation and cultural projects	1	2	3	4
General government projects	1	2	3	4

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Rob Karlinsey

From: Kristen Overleese
Sent: Tuesday, January 22, 2013 3:14 PM
To: Rob Karlinsey
Subject: RE: Citizen Survey Instrument

Keeping in line with our 15th anniversary, you could also ask the community what they perceive as the biggest positive change in the City since incorporation. Biggest negative change?

Kris

From: Joanne Gregory
Sent: Tuesday, January 22, 2013 3:09 PM
To: Rob Karlinsey; Management Team
Subject: RE: Citizen Survey Instrument

Adding a custom question relating to willingness to pay more taxes for park improvements (or anything else) is a great idea.

I noticed there really aren't taxation or financial questions other than question 15.....and I think it might be good to know if citizens feel that the city is operated in a financially responsible manner or the City's finances are managed in a responsible manner (or something like that). Similarly....do the citizens feel they have a good (or any) understanding of the city's finances, or revenues, etc.

Thanks, Joanne

From: Rob Karlinsey
Sent: Wednesday, January 16, 2013 12:46 PM
To: Management Team
Subject: Citizen Survey Instrument

Management Team –

Please see the attached instrument that will be used to survey our citizens in the coming weeks. Note that there are three custom questions we can ask near the end (#18 a-c). Over the next week, please get back to me with suggested questions. I sent an email to the NCS asking them if they have sample custom questions relating to willingness to pay more taxes for park improvements. I'll let you know what I find out.

Also note that there is an "open ended" question that we can ask near the end (#18d), but the cost of this open-ended question is \$1,500. (the three custom questions are included in the base cost)

Please get me your suggestions by next Thursday (1/24). I would like to be able to discuss the custom questions with the Council at the retreat. Thanks,

Rob Karlinsey

City Manager | City of Kenmore, WA
18120 68th Ave NE | Kenmore, WA 98028
Tel: 425.398.8900 | Fax: 425-481-3236
rkarlinsey@kenmorewa.gov | www.kenmorewa.gov



Regional Business Zone



The City of Kenmore

18120 68TH AVENUE NE PO Box 82607
KENMORE, WASHINGTON 98028

MEMO

TO: Rob Karlinsey, City Manager

FROM: Debbie Bent, Director of Planning & Community Development *DB.*
Lauri Anderson, Senior Planner *WAK*

DATE: November 9, 2012

SUBJECT: Commercial Zoning Project – Preliminary Discussion

At the November 26, 2012 City Council meeting, staff will introduce the commercial zoning project and obtain any preliminary feedback from the Council on project scope or the identified policy questions related to the project. In January 2013, staff will prepare a Comprehensive Plan docket recommendation for this project, including a potential schedule for the Planning Commission and City Council to consider possible Comprehensive Plan and development regulation amendments. Council takes action on the staff docket recommendation no later than the end of February 2013.

A primary City Council goal for 2012-2013 is to implement the city's Economic Development Strategy. Goal II of the Strategy is to support existing businesses and pursue opportunities to expand employment. Goal IV is to advance the community's connection to the waterfront.

The proposed commercial zoning project, focused on the Regional Business, or RB, zone will address both of these goals directly. The RB zone includes the largest concentration of existing Kenmore businesses and has potential to attract new businesses and investment. The RB zone stretches in a band along much of SR-522, and is the connection between the core of downtown and Lake Washington (see Attachment 1). RB properties, including the Lakepointe site, make up most of Kenmore's commercial waterfront. Updating the RB zone, established before Kenmore's incorporation, is key to supporting Kenmore's future economic vitality.

As currently envisioned, the project would:

- Comprehensively review the Regional Business (RB) zone and its relationship to other commercial zones, including a review of the Comprehensive Plan vision; review of uses—including allowed, prohibited, nonconforming and existing legal uses; review of P-suffix conditions, density and other development regulations; review of geographic boundaries for the RB and nearby zones; and review of the relationship to the transportation network.
- Consider three holdover private docket requests—from 2008 through 2010—including requests to address building height and Lake Washington view issues (Greene and

Weise), and a private request for a Comprehensive Plan and zoning change from Community Business to Regional Business (Mendrey).

- Review and implement the proposed Transit Oriented District overlay.

The project's end result would be Council consideration of new/amended Comprehensive Plan policies and new/amended implementing development regulations for properties in the RB and nearby zones.

At the Council retreat in early 2012, a working paper on Kenmore's future employment opportunities and the city's commercial zoning was presented to provide background for this project. A copy of that paper, dated 12/2/11 with some minor revisions is provided as Attachment 2.

POLICY ISSUES AND QUESTIONS FOR PRELIMINARY DISCUSSION

Staff has identified the following policy issues and questions that we recommend be addressed as part of the commercial zoning work program. Staff also has identified a recommended approach to these issues and questions for Council consideration.

1. The Comprehensive Plan and the City's economic development strategy support mixed-land uses (i.e. multi-family high density residential/commercial) with a pedestrian and transit orientation, and creation of a central place (downtown). Another basic premise in the Comprehensive Plan is preserving single-family areas and concentrating new multi-family and commercial uses outside of these areas. Supporting existing businesses and opportunities to expand employment is a related goal in the City's economic development strategy and Comprehensive Plan. These broad goals appear to still hold true for a community vision and are consistent with future trends identified in the 12/2/11 working paper

Staff recommends that these broad goals—protecting existing single-family neighborhoods, supporting a mixed-use, pedestrian-oriented downtown, and supporting existing businesses and opportunities to expand employment—provide the policy framework for the commercial zoning project.

2. As mentioned above, the Regional Business (RB) zone has been in place since prior to incorporation and has not been reviewed in a comprehensive way since that time. The Downtown Commercial (DC) zone was adopted in 2003 and the Community Business (CB) zone was adopted in 2008. The Neighborhood Business (NB) zone—another King County holdover zone—is located in two discrete areas outside the core commercial area of the City, with the intent to provide neighborhood-scale retail at limited locations.

Staff recommends that the focus of the commercial zoning project be the RB zone and its relationship to the DC and CB zones. Staff recommends that an analysis of the NB zone uses and development regulations only be completed if time allows.

3. A primary goal of the Economic Development Strategy is to support existing businesses. The city's industrial zone was changed to RB in 2007 and the Comprehensive Plan calls for phasing out industrial uses. The largest number of

existing RB-zoned properties (40%) are developed with manufacturing/industrial uses (light or heavy), construction and trade, warehousing and distribution, wholesale trade, vehicle and equipment yards, and auto sales and service uses. These existing industrial and distribution uses provide commerce and jobs to our city.

The Economic Development Strategy also supports pursuit of opportunities to expand employment, focusing on independent community scale retailers and employers, with a particularly emphasis in the target sectors of outdoor recreation, green/clean tech, biotech and health care. Green/clean tech often entails a light manufacturing component. Maintaining opportunities for longer-term office based employment is another strategy focus.

Considering these existing and proposed uses raises questions about whether mixed-use development throughout the RB zone is feasible or desirable. Would the market support mixed use throughout RB? Can manufacturing be part of mixed-use?

Staff recommends the following approach to address the question of uses and location. First, identify a standard set of commercial and other uses and then identify where such uses should be allowed or prohibited in terms of general areas. This exercise should indicate if there are any distinctions in preferred locations for a particular type of use which may then lead to development of new distinct zones, and/or elimination of some current zones. The next step would be to consider how or if performance standards (such as limitations on noise, vibration or hours of operation) could support compatibility if uses are combined.

4. Affirming or amending the current long-term vision for mixed-use development or identifying a new vision for the RB zone is a critical issue. It's possible that the city's long-term vision for future development in the RB zone may differ from currently existing development. To ensure that existing businesses can continue to thrive until uses are ready to convert, zoning must encourage transformation without jeopardizing present vitality. Offering incentives to change or making requests for incremental site improvements as successful businesses grow or expand are two possible techniques that could continue support for existing businesses while moving toward a different vision.

In particular, code changes may be needed to accelerate development on the Lakepointe site and help it realize its full potential. There are several P-Suffix conditions that affect this property (and the Plywood Supply property), dictating uses, design, and infrastructure improvements, and requiring master plan approval.

Staff recommends the following approach to address questions of existing legal uses and nonconformance. First, determine the key characteristics of the uses that require ongoing support to maintain vitality. Then develop incentives or other mechanisms to accelerate conversion and make it easy for the property-owner to move toward change without jeopardizing current business activity.

Staff recommends that the P-Suffix conditions be assessed to determine if the mixed-use visions for the Lakepointe and Plywood Supply properties are still appropriate, if the standards facilitate the vision and are achievable, and whether

amendments to comprehensive plan policies and development regulations are required. Staff recommends that any redundant P-Suffix requirements be eliminated and all others be incorporated into development regulations. The "Lakepointe staff team" currently holding meetings to develop strategies to support a quality private development on the Lakepointe site, would provide information to the Planning Commission and City Council for consideration.

5. A significant portion of RB-zoned property fronts on SR522 which is a major transportation corridor for vehicles and transit. Sound Transit plans identify SR522 as a future High Capacity Transit Corridor. How can zoning for commercial and/or residential uses along SR522 support Bus Rapid Transit or light rail?

Staff recommends addressing these questions as part of assessing appropriate uses as described in #3 above, and in particular considering land uses that are compatible with promoting transit use, including evaluating and incorporating the regulations considered for the Transit Oriented District.

6. Are there any special connections/circulation requirements (e.g. sidewalks, streets, bike routes, woonerfs, etc.) that need to be identified to link commercial and residential areas? What land uses are compatible and support air service and ferry service?

Staff recommends reviewing current plans and policies to determine if there are any amendments required. In particular, completion of an aviation plan for Kenmore Air will be required as part of the state-mandated 2015 Comprehensive Plan update.

7. How should retention of significant viewpoints to Lake Washington as promoted in the Comprehensive Plan be implemented?

Staff recommends that the relationship between use, density, height and views for the RB zone be addressed as part of the commercial zoning project and appropriate policies and development regulations implemented. The project also should assess whether the current density and height regulations support the proposed uses in an area.

8. A key component of a prosperous Kenmore is leveraging one of our most powerful assets—access to Lake Washington. Goal IV of the Economic Development Strategy (improving access and connection to the waterfront) should be part of the commercial zoning discussion as most of Kenmore's commercial waterfront is in the RB zone.

Staff recommends that the commercial zoning project include discussion of how the city can achieve public access to, and use of, the Lake Washington waterfront for residents, those who work here, and visitors. The existing P-Suffix requirements for public access on the Lakepointe site should be evaluated. Zoning standards and proposed uses should be considered in light of the new shoreline regulations requiring public access.

Attachments

Website



City Of Kenmore, Washington

Memorandum

To: Rob Karlinsey, City Manager
From: Leslie Harris, Management Analyst *LH*
Date: November 9, 2012
Subject: Website Plan Update

The website is a main pillar to enhancing the City's image and connecting with the resident and business community. It is important that the website sets us apart from other jurisdictions through design and functionality and provides useful information. The following is an update on the website plan. The plan includes transitioning to a more user-friendly content management tool, redesign of pages, reorganization of content to make it easier for users to find information and addition of new features and navigation tools.

Summary of Features

Content Management System

The current Content Management System (CMS) will be replaced with a product that offers a large number of modules to provide better capabilities and a greater level of customization to meet functionality needs.

Responsive Design

A great new feature is the flexibility to design the website so it can be viewed from multiple platforms such as a desktop, tablet, and phone.

Home Page

The design of the home page will incorporate ideas provided through feedback and data gathered through Goggle Analytics on pages visited by website users. Feedback includes a "fresh" design, drop down menus, friendly URLs, news, multimedia, and quick access to highly visited pages such as Council meeting information. The home page will also stay consistent with the City's new branding. Staff recommends that the Council website subcommittee meets to review the draft designs. The anticipated timeframe for this review is February.

Council Audio and Agendas

Currently, the audio, agendas, and minutes are not available in a single location on the City's website. Staff is looking at options to integrate meeting audio with the agenda and minutes. The City's meeting management software provider has recommended AV Capture All (AVA). AVA has software available to capture meetings, synchronize the audio with the agenda packet and meeting minutes, and publish the audio for the public to listen. The cost of this service is estimated to be \$199 a month for the software with a limited number of recorded audio hours and \$399 a month for unlimited hours. Staff believes the software at the lower cost will meet the

current needs of the City. If needs change, the City will be able to upgrade at that time. These costs will be included in the City Clerk's budget.

GIS

The City would like to provide access to GIS map information via the Internet through an interactive mapping tool. Information may include zoning and property, construction permit and construction activity, parks and trails, commercial property, and environmental. A GIS expert needs to be brought in to determine what data is available and needed in order to incorporate the interactive mapping tool into the website. Business Internet Services has an experienced GIS specialist on staff that can provide the service needed to help with this process.

Social Media, Multimedia, & Calendar

Social media will be promoted throughout the website with the option to share information through Facebook, Twitter or other outlets, and post a feed to the City's pages. Another feature is rotating photos and the ability to create galleries that contain photos, video, and/or audio files. The website will also include a calendar. The public will be able to submit information about community events through an online form for staff to review and publish.

Google Analytics

The City will use Google Analytics to track the usage of the website. This is a powerful tool that provides valuable information on how users navigate the website and what pages are visited.

Additional Assistance

Frause has been working with the City on the development of key messages and other projects. The city is seeking Frause professional consultation to ensure the final website blends with new branding, key messages and multiple audience engagement. Consultation will occur during the website development process and may include copywriting and editing.

Council Website Subcommittee

The Council website subcommittee provided wonderful feedback and has been incorporated into the draft scope of work. I would like to utilize the Council website subcommittee to review the draft website design and meet if any additional questions arise. The draft website design is anticipated to be ready for review in February.

Budget

The preliminary 2013-2014 biennial budget includes \$25,000 for the redesign of the website. The project budget funding amount was inserted prior to the development of the detailed scope of work. It was communicated through previous correspondence with Council that additional funding may be requested during budget discussions. The estimated project cost with Business Internet Services is between \$21,645 and \$27,595 depending on the final scope of work and hours spent on development. The cost estimate for consultant services with Frause is between \$2,250 and \$5,200 depending on the final scope of work. The cost of using a GIS expert to advise how to incorporate the interactive mapping tool is unknown at this time. This project may require \$10,000 to \$15,000 more than is currently budgeted. Staff recommends that we stay with the current amount budgeted for now and assess the project budget once consultant scopes are developed.

Next Steps

Phase 1

- Scope of Work: Develop a detailed scope of work for Business Internet Services.

- **Site Architecture:** Begin outlining the layout of the website. This will provide a guide for what information will be included on each page and help determine what features are needed.
- **Design:** Staff will take the feedback gathered from Council, community and staff and will meet with Frause and Business Internet Services to discuss the design of the website. A draft design will be prepared by Business Internet Services. It is recommended that the Council website subcommittee meets to review the draft designs in February.

Phase 2

Once phase one is complete, Business Internet Services will begin designing the website and developing the CMS tool.

Adopted Legislative Agendas

City of Kenmore
Proposed Legislative Agenda for 2013-15 Legislative Biennia
October 2012

Funding Requests

Transportation Funding:

Completing SR 522

The City respectfully requests funding for improvements to State Route 522. SR 522 is a highway of statewide significance that runs through the City of Kenmore and connects I-5 to I-405. The City is committed to working with transportation leaders at every level of government to provide funding for this vital state highway.

SR 520 Construction Mitigation for Local Water-Dependent Businesses

The City respectfully requests state funding to mitigate impacts to local water-dependent businesses from the SR 520 construction barge activity, including monitoring water depths in areas adjacent to the businesses to determine the effects of the project activity.

Capital Budget Funding:

Kenmore Village Town Green

The City of Kenmore respectfully requests that \$300,000 be allocated in the Capital Budget toward Kenmore Town Square. Kenmore Town Square will cover just under an acre on the Kenmore Village shopping center property, and will be a location for city programming to foster a greater sense of community, and provide an important amenity for downtown redevelopment. The City is prepared to provide a strong local match for State Capital Budget funding.

Grant Funding:

Park Funding

The City of Kenmore is in process of updating its parks plan to become eligible for grant funding. The City supports the continued state funding for parks, including Recreation and Conservation Office (RCO) grant funding and other capital programs.

Economic Development Funding

Small Business Incubator Funding - The City of Kenmore recently created a pilot program for a small business incubator. As such, the City supports state grant funding for small business incubators, which aid STEM careers through business assistance and mentoring. While the state's small business incubator account was eliminated in 2011 because it was not being utilized, the City supports capital funding allocations to small business incubators.

Ongoing Innovation Partnership Zone Funding – The City of Kenmore supports ongoing funding for Innovation Partnership Zones (IPZs). While an IPZ does not

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

This Legislative Agenda prioritizes the top three 2011-2012 City Council Goals:

1. Seek funds and move forward on the SR-522 Project
2. Implement the Economic Development Plan
3. Implement a Parks Improvement and Financing Plan

currently exist within the City's boundaries, the City hopes to pursue the creation of an IPZ in the near future.

Environmental Funding

Local Model Toxics Funding - The City supports funding for the Local Model Toxics Account to assist jurisdictions in environmental clean up efforts.

Stormwater Funding - The City supports the creation of funding mechanisms and dedicated revenue streams to assist local jurisdictions in meeting NPDES stormwater requirements, including continued funding for stormwater grants.

Policy Requests

Stormwater

The City of Kenmore supports policy changes that address stormwater management regionally, including addressing regional stormwater impacts in project SEPA analysis.

I-5 and I-405 Signage Directing Drivers to Kenmore

As the home of Bastyr University and the Kenmore International Air Harbor, the City of Kenmore respectfully requests additional directional signage leading to the City. The City will work with its legislative delegation and the Washington State Department of Transportation (WSDOT) to have directional signs on I-5 and I-405 directing drivers to Kenmore.

Public Records Reform

The City of Kenmore supports reform to statutes governing public records requests. In approaching this reform, the City recognizes the importance of transparency and accountability in government; however, the current system is frequently abused. The City of Kenmore looks forward to working with other stakeholders to develop some reform ideas.

Medicine Take-Back Program

The City of Kenmore supports legislation creating a statewide medicine take-back program. This legislation would require drug manufacturers that sell products in Washington to develop, fund, and implement a take-back system for unwanted, unused, or left over medicines. King County is in process of implementing a local take-back program.

Local Government Finance Considerations

The City of Kenmore supports consideration short-term strategies to recognize the financial conditions affecting local government in this economy. This could include postponing state-mandated deadlines for Growth Management Comprehensive Plans, adjusting Transportation Benefit District revenue options, providing incentives for fuel-efficient fleet vehicle replacement, or other actions.

October 22, 2012

CITY OF KENMORE

PROPOSED 2013 FEDERAL LEGISLATIVE AGENDA

SR 522 Improvements:

The SR 522 Corridor Improvements Project has been one that has been given great emphasis by the City in the federal agenda. Completing a financing package for the project has been hampered by Congressional policy implemented over the past three years that prohibits the earmarking of funds dedicated for project-specific purposes. Important progress on bringing to the attention the need for these improvements has been made with the Congressional Delegation, Congressional Committee staff and Office of Management and Budget.

Potential transportation funding opportunities:

The Senate Appropriations bill, written by Senator Murray, includes \$500 million for a continuance of the TIGER program in FY '13. In the meantime, DOT should be making a decision in the near future as to whether they will solicit grant applications for the TIGER program with the partial year's funding they will receive under the CR for the first half of FY '13. o assist with the preparation of an application if the City decides to seek funding from this program.

MAP-21 (Moving Ahead for Progress in the 21st Century Act): the two year transportation reauthorization legislation which was enacted without earmarks earlier this year, runs only through FY '14, it is expected that Congress will begin its consideration of successor legislation next year. Congressional Delegation, and other congressional leaders to try and make certain that any such legislation be drafted in a way that might facilitate completion of SR 522 and include earmarks for this project if the determination is made that earmarks will indeed be part of this legislation.

Appropriations bills next year might include earmarks and a priority is to ensure we are in a position to advocate strongly for a SR 522 project in earmarks.

Kenmore Navigation Channel:

The Kenmore Navigation Channel has not seen an episode of federally-assisted maintenance dredging since the 1990's prior to the City's incorporation. Pursue funding for the Army Corps to engage in maintenance dredging through work with

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Council Goals for 2012-2013 prioritize: seeking funds for SR 522; economic development; parks financing; establishing a sidewalk plan; and pursuing downtown and Lakepointe development.

the Congressional delegation, Congressional Committee staff and appropriate federal Agencies.

Continue regular contact with Army Corps officials in the Seattle District, Northwestern Division, and Washington Headquarters, as well as with the Office of Management and Budget, to be certain that all pertinent officials are fully aware of the project's importance.

A provision that has been included in FY '13 appropriations bills taken up by both the Senate and House which add funds to the Corps' Operation and Maintenance budget with instructions that \$30 million be utilized, at the discretion of the Corps, for small, remote, or subsistence navigation projects and Senator Cantwell mentioned the Kenmore Navigation Channel by name in a press release supporting this provision. The Corps is to determine a work plan for the utilization of these funds around the Spring of 2013. Continue to work with our Congressional Delegation to advocate that the Corps allocate some of the \$30 million to the Kenmore Navigation Channel project.

Kenmore Air Temporary Flight Restrictions:

Continue to work with the Congressional Delegation to seek resolution to the Temporary Flight Restriction issue that is impacting Kenmore Air's business and inconveniencing passengers. The Delegation has been provided an estimate of the financial impact each time Kenmore Air needs to close down its flight operations as a result of a TFR. As a result of these efforts, the staffs of our two Senators convened a meeting with leadership in the three agencies involved – U.S. Secret Service, TSA and FAA – to discuss a potential fix to the issue. The delegation tasked the three agencies to work to develop a viable solution.

Commuter Parking Facility Funding

Kenmore is a regional commuter center that is served by Metro Transit and Sound Transit, and existing park n' ride facilities are full by early morning, resulting in overflow parking going into neighborhoods. Work with Sound Transit and/or Metro Transit to identify opportunities for locating a parking structure that can also serve downtown Kenmore businesses and/or trail and park users. Determine the best strategy for pursuing Federal Transit Administration discretionary grant program funds in conjunction with the transit agencies and WSDOT. MAP-21 modified FTA discretionary grant programs (examples are Bus and Bus Facility, State of Repair) so that funds are to be distributed via formula funding, in most cases to urbanized areas and state Departments Of Transportation.

Identify and Pursue Grant Funding for City Priorities

The City's government relations consultants Alcalde & Fay will provide regular reports and alerts on federal grant funding opportunities for various purposes and programs, such as parks, economic development and infrastructure. The firm will assist the City in preparing grant proposals as requested.

Monitor Discretionary Budgets

Community Development Block Grant and other Housing and Urban Development Programs to ensure support for local governments is maintained.

Visual Work Plans

IIC. 12:00 p.m. Lunch

Harbor History Museum, Gig Harbor, WA

City of Kenmore
 2013 Work Plan

Department: City Manager's Office

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
1 Kenmore Village Action Plan	RK	Complete RFQ/RFP. Negotiate with buyer(s)			Approve PSA	PSA Due Diligence Period			Property Transaction Closes			Development process begins	
2 Kenmore Camera Transaction	NKO					Transaction Closes			Keep Kenmore Camera connected with the KV Action Plan				
3 Lakepointe Strategy	RK	Draft strategy in concert with the property owner			Community & City Council input		Finalize Strategy	Implement Strategy					
4 Interim Business Incubator	NKO	Start incubator; open house event			Progress Report		Progress Report		Progress Report			Progress Report	
5 Long-Term Business Incubator	RK/NKO	Research various incubator operating & funding models.					Seek grants & partners						
6 Business Registration	NKO	Ordinance to City Council			Outreach/notifications/agreements with DOR			Registration program begins					
7 Business Events	NKO	Business Seminar			Business After Hours			Business Seminar / Business After Hours					
8 Innovation Partnership Zone	NKO	Inquire with State Commerce Staff on feasibility			Retain consultant & develop plan with Bastyr			Complete and Submit IPZ appication					
9 Cluster Development & Business Recruitment	RK/NKO	Meet with Bastyr & other key sectors					Solidify strategy with KV purchaser			Confirm RB zone direction			
10 Website Revamp	LH	Review Draft Design					New Web Design Goes Live			Website review & quality control			
11 Social Media Development	LH	Facebook posts		City Twitter Account goes live		Facebook Posts & Tweets		City YouTube Channel goes live			Posts, Tweets, and Streaming Videos		
12 Messaging & Marketing Strategy	NKO	Start Frause message placement campaign					Update marketing brochure						
13 Newsletters	LH	Hard Copy			Hard Copy			Hard Copy			Hard Copy		
14 Electronic Outreach	LH				Constant Contact listerve implentation			E-News		E-News		E-News	
15 Promotional Video	LH				Select film producer, negotiate & execute contract			Filming		Production		Publish & Promote	
16 City-Run Events	LH	Hire Vol./Event Coordinator. Event Sponsorships			Summer Concert & Fireworks Prep			Fireworks & Summer Concerts		Play Day		Halloween or Fall Event	
17 Farmers Market	LH	TBD											
18 Other Event Support	LH				Oragami Boat Race Data Shred & Recycling			Paddler Event		Octoberfest & Haunted Trails			
19 Connecting the City with the Water	RK	Agreement with Kayak Concession; help locate a Canoe & Kayak Club in Kenmore; Develop larger, long--term hand-powered watercraft strategy for Kenmore											
20 Volunteer Program	LH	Adopt-A Program all year		Vol. Appreciation Event; Parks Appreciation Day			Volunteer programs & projects adminisration			Park Cleanup Day		Jack Crawford Day	
21 Community Survey	RK	Survey set up			Publish Results								
22 NUD Franchise Agreement	RK	Negotiations		Franchise Approval		Franchise Implementation							
23 State Legislative Agenda	NKO	Meet with Legislators & Staff in Olympia					Interim mtgs with legislators						
24 Federal Legislative Agenda	NKO	DC meetings						District office contacts			Federal legislative agenda to council		
25 Lake WA Sediment Testing Project	NKO	Results Published; next steps			Health Dept. Report; next steps								
32 Kenmore Navigation Channel	NKO	Sediment test results			Meet w/ district/div USACE;		King County Re local sponsor			Congressional & USAC mtgs			
26 SR520 Project Agency Coordination	NKO	Recurring agency conference calls and property contacts								Legend: = Highest Peak Workload = Substantial Workload = Less but Steady Workload			
27 Human Services Funding	NKO	Funding Allocation Approval		Contract administration, accounts payable, etc.									
28 Frontier Cable Contract Enforcement		Meet with Frontier and cities			Recommend franchise amendment or enforcement								
29 Former Sheriff Precinct Disposition	RK												
30 Refuse Franchise - Notice of Assumption?	RK												
31 Historic Preservation	NKO	Implement program with CD & Dev Svcs			Grant submittal	Propose incentives for current use taxation			Work with potential nominations for landmark designation				

City of Kenmore
2014 Work Plan

Department: City Manager's Office

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
1 Kenmore Village Action Plan	RK	Implement agreements												
2 Kenmore Camera Transaction	NKO	Keep Kenmore Camera connected with the KV Action Plan												
3 Lakepointe Strategy	RK	Implement Strategy												
4 Interim Business Incubator	NKO	Progress Report				Progress Report				Progress Report				Progress Report
5 Long-Term Business Incubator	RK/NKO	BASTYR/UW and investor mtgs												
6 Business Registration	NKO					Publish Business Directory				Report on business sectors & demographics				
7 Business Events	NKO	Business Seminar				Business After Hours				Business Seminar / Business After Hours				
8 Innovation Partnership Zone	NKO	To Be Determined, depending on application status												
9 Cluster Devel. & Business Recruitment	RK/NKO													
10 Website	LH	Keep the website content and design fresh and updated												
11 Social Media Development	LH	Posts, Tweets, and Streaming Videos												
12 Messaging & Marketing Strategy	NKO	Continue message placement campaign												
13 Newsletters	LH	Hard Copy				Hard Copy				Hard Copy				Hard Copy
14 Electronic Outreach	LH	E-News				E-News				E-News				E-News
15 City-Run Events	LH	Secure Event Sponsorships			Summer Concert & Fireworks Prep			Fireworks & Summer Concerts			Play Day	Halloween or Fall Event		Tree Lighting
16 Farmers Market	LH	TBD												
17 Other Event Support	LH					Origami Boat Race Data Shred & Recycling			Paddler Event		Octoberfest & Haunted Trails			
18 Connecting the City with the Water	RK	TBD												
19 Volunteer Program	LH	Adopt-A Program all year		Vol. Appreciation Event; Parks Appreciation Day			Volunteer programs & projects administration				Park Cleanup Day Jack Crawford Day			
21 NUD Franchise Agreement	RK													
22 State Legislative Agenda	NKO	Meet with Legislators & Staff in Olympia												
23 Federal Legislative Agenda	NKO													
24 Lake WA Sediment Testing Project	NKO	TBD												
31 Kenmore Navigation Channel	NKO	TBD												
25 SR520 Construction Coordination	NKO													
26 Human Services Funding	NKO	Funding Allocation Approval			Contract administration, accounts payable, etc.									
27 Frontier Cable Contract Enforcement	NKO	Monitor build out status						Report to Council						
28 Former Sheriff Precinct Disposition	RK	TBD												
30 Historic Preservation	NKO	Program oversight with C.D. & D.S.												

Legend:

 = Highest Peak Workload

 = Substantial Workload

 = Less but Steady Workload

CITY OF KENMORE
2013 Work Plan

Department: Finance & Administration

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Close 2012 Budget Year W-2s/1099s	BR CS	Close out Dec year end entries w-2 and recons											
Finalize 2013-2014 Budget Document	JMG	ye update, charts, etc			print budget book	monitor.....							
6 Year Forecast	JMG	finish budget input and forecast, update 2012 actual			maintain								
2012 Annual Street Report	BR				prepare and file								
2012 Annual Report Preparation	BR/JMG		year end entries	report prep	review	due 5/30							
2011-2012 Two Year Audit	BR/JMG				audit schedules and analyses								
IT Strategy RFP Interview/Select Consultant Strategy Review and Results	JMG/BR	rfp prep and advertise			review, screen, interview	develop strategy	implementation actions						
Financial software RFP	JMG JMG				prepare rfp and advertise								
Schedule demos	TEAM				schedule demos, review								
Selection	TEAM				select and negotiate								
Implementation	JMG						implement,	train					
Cutover	JMG									transition			
Wellness Activities	CS	wrap up 2012	plan 2013	awc spring campaign		wellness effort			wellness effort	fall campaign and wrap up			
Wellness Discount	CS/JMG	2% discount application											
Ecitygov Shared Procurement Portal upgrade	BR	participate in vendor selection and implementation											
Records Management	PS	ongoing effort											
Update of archiving and destruction schedu	PS	update departmental archives and indentify records for destruction					maintain						
File Clean up and organization	PS	ongoing effort											
eRecords system implementation	PS	identify need and solution				implement	maintain						
New Council recording system	PS						integrate with web/work with Leslie						
Personnel policies update	JMG						review legal updates, modify, distribute						
Contract Template Process	PS	meet with team,	create templates, process		maintain								
Mid Biennium Review, Adjustment	JMG									review, meet with depts, public hearing, prepare documents			
Property Tax Levy Ordinance	JMG										public hearing, ordinance for levy		
Employee Benefit Study	JMG						design scope	gather comps	results				

Legend:
= Highest Peak Workload
= Substantial Workload
= Less but Steady Workload

City of Kenmore
2014 Work Plan

CITY OF KENMORE
2014 Work Plan

Department: Finance & Administration

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Close 2013 Budget Year W-2s/1099s	BR	<u>close out Dec</u>		<u>year end entries</u>									
	CS	<u>w-2 and recons</u>											
6 Year Forecast	JMG	<u>finish budget input and forecast, update 2013 actual</u>				<u>maintain</u>							
2013 Annual Street Report	BR				<u>prepare and file</u>								
2013 Annual Report Preparation	BR		<u>year end entries</u>		<u>report prep</u>	<u>review</u>	<u>due 5/30</u>						
2013 Audit	BR				<u>audit schedules and analyses</u>								
2014-15 Budget Preparation	JMG	<u>retreat</u>	<u>planning and set up</u>		<u>new budget prep process</u>		<u>Budget Call</u>	<u>Dept budget prep</u>	<u>City Mgr review</u>	<u>budget study</u>	<u>budget study</u>	<u>adopt budget</u>	
Property Tax Levy Ordinance	JMG										<u>public hearing, ordinance for levy</u>		
Bank RFP	JMG												
RFP					<u>RFP</u>								
Selection							<u>screen, interview</u>						
Implementation								<u>select and implemnt</u>					
Cutover									<u>complete transition.</u>				
6 Year CIP Update	JMG				<u>update</u>	<u>study</u>	<u>complete</u>						

Legend:

= Highest Peak Workload

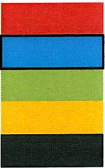
= Substantial Workload

= Less but Steady Workload

Engineering Environmental Services Workplan 2012-2013

Engineering & Environmental Services
1/9/2013
Workplan

Design
Right of Way
Permitting
Construction
Closeout



				2012	2013												2014				
Project	Phase	Project #	PM	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
NE 181st ST Culvert Replacement	Closeout		TP																		Punchlist work underway.
181/61st Signal	C		TP																		Working days still remain to stretch into March.
	Closeout																				
Trib 0057 Channel Relocation	D		KV																		
	Permitting																				
	ROW - Completed																				
	Advertise for bids																				Council Award 4/2012
	C								+												
	Closeout																				
145/Juanita Signal	Closeout		KV																		
Road Standards KMC 12.50 Code Update			KO																		Schedule to be reevaluated with trans. Element schedule.
	Development																				Study Session & Public Mtg
	CTED																				
	SEPA																				
Transportation Element Update			TBD																		
	Development																				
	CTED																				
	SEPA																				
	Final Adoption																				
Citywide Safety Project	D		KV																		
-signal improvements	NEPA-Exmpt																				
-Juanita curb ramps/ped buttons	Advertise for bids																				Council Award 7/2013.
	C																				Possible full time inspector needed (federal funds)
	Closeout																				
SR 522 West A	D		KV/KO																		
	ROW																				Condemnation Ordinance
	Advertise for bids																				Advertise for bids Feb 2014
	C																				
68th Sidewalk Project	D		KV																		

Engineering Environmental Services Workplan 2012-2013

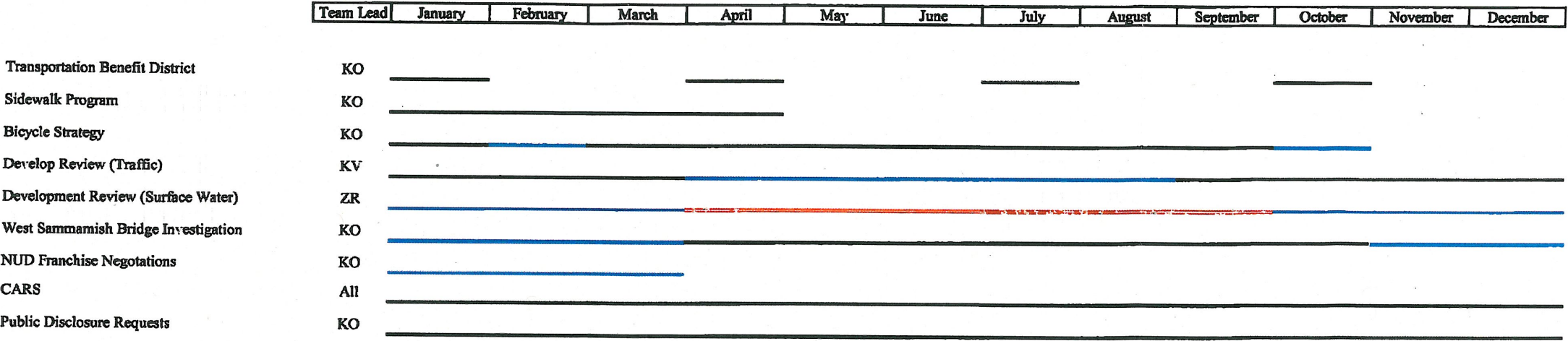
Project	Phase	Project #	PM	2012	2013												2014				Notes
				Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	
	Permitting																				
	Advertise for bids																				Council Award 7/2013
	C																				
	Closeout																				
Sidewalk Project (TBD)	D		KV																		Pending grant selection.
	Permitting																				
	Advertise for bids																				
	C																				
	Closeout																				
Gateways	D		KO																		siting east sign a challenge
	ROW																				
	C																				
	Closout																				
Simonds/Inglemoor Right Turn Pocket	D		KO																		coordination with school dist
Swamp Creek Demolition Project	D		ZR																		
	Permitting																				
	Advertise for bids																				Council Award 3/2013
	C																				
	Closeout																				
522 Concrete Package	D		ZR																		
	Permitting																				No permits, but need to co-ordinate with WSDOT
	Advertise for bids																				Council Award 5/2013
	C																				
	Closeout																				
190th & 61st Embankement Repair	D		ZR																		
	Permitting																				
	Advertise for bids																				Council Award 7/2013
	C																				
	Closeout																				
74th Ave NE Culvert Replacement	D		ZR																		
	ROW																				
	Permitting																				
	Advertise for bids																				Council Award Spring 2014
	C																				
	Closeout																				
192nd Culvert Replacement	D		ZR																		

Engineering Environmental Services Workplan 2012-2013

				2012	2013												2014				
Project	Phase	Project #	PM	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes
	Permitting																				
	Advertise for bids																				Ad early 2015, construct summer 2015
	C																				
	Closeout																				
Juanita Drive Ditch Repair	D		ZR																		
	C																				
Surface Water																					
NPDES	I		RS														+				Update Council on new permit\ 3/31/14: Annual report due (Council comment prior)
Swamp Creek-Wallace Park Dredging																					
	Advertise for bids		RS						+												Small Works Roster
	C		RS																		
Swamp Creek 73rd Bridge Replanting			TBD																		
	D																				Additional research needed.
	C																				
Temp Help - Inspections																					
	Advertise/Hire		RS																		
	Work		RS																		
Public Facilities																					
	Inspections		AS																		
	Maintenance Work (King County)		RS																		
Private Facilities																					
	Inspections		AS																		
	Private Maintenance Work		RS																		
Conveyance																					
	Inspections		AS/TEMP																		
	Maintenance Work (InnoVac)		RS																		
Oufall/illicit discharge Inspections			RS																		
Cityworks			RS/AS																		
SW Plan Update			RS										+				+				Council prelim. look 9/13; approval at completion
KMC 13.40 Update			RS				+							+							Council 'check-in' at end of 3/13; approval at comp.
SWM FEES			RS												+						Due to King County 12/1/13
Swamp Creek Study (TBD)																					

City of Kenmore
 2013 Work Plan

Department: Engineering & Environmental Services



Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

City of Kenmore
2014 Work Plan

Department: Engineering & Environmental Services

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Transportation Benefit District	KO												
Develop Review (Traffic)	KV												
Development Review (Surface Water)	ZR												
West Sammamish Bridge Investigation	KO												
CARS	All												
Public Disclosure Requests	KO												
Budget/CIP	KO												

Legend:

= Highest Peak Workload

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City of Kenmore
 2013 Work Plan

Department: Public Works

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Contract Management	JeG											
KC Correctional Worker Contract	JeG	Renew										
Landscape Maintenance Contract	JeG	New										
Arborist (Misc. Service)	JeG	New										
HVAC Controls	JeG	New										
Plumbing (Misc. Service)	JeG	New										
Electrical (Misc. Service)	JeG	New										
King County Roads	JeG											
Lake Forest Park	JeG											
CARS Management	JeG											
Parks/Facility Maintenance	JeG											
Streets Maintenance	JeG											
Surface Water in-house Maint.	JeG											
Fleet Management	JeG											
Blackberry Eratication	JeG	Removal	Planting	Planting	Intense maintenance in replanted areas		Removal	Removal	Removal	Planting	Planting	
Business Incubator Set up	JeG	Space Set up		Ongoing Facility Operational Support								
Kenmore Village	JeG	Ongoing Facility Operational Support to Property Management										
Junaita Overlay Project	JeG	Planning	Start ADA upgrades				Paving					
City Hall Storage/Archives Project	JeG	Planning/ Start Moving	Future planning, process/procedure for archives and document inventory									
Cityworks Implementation	RS/JeG	Planning/Templates	Roll out									
Wayfinding Signage Project	JeG	Planning/Design/Construction Drawings		Advertise and Construction								
Monument Signage Project	KO											
LEED Signage City Hall	JeG		RFP	Construction/Installation								
WDFW Boat Launch Improvements	JeG	Maint. Contract Capital Project Agreement					Construction			Operation and Maintenance		
Pavement Management Survey	JeG/KO											
One Call 811 Set up	JeG/JS	Contract Implementation/Procedures										
Parks Capital Project Support	Parks PM	Support to Parks Project Manager, Operate and Maintain Facilities when Construction is Complete										
Northshore Summit Park	Parks PM											
Moorlands Park	Parks PM											
Tolt Pipeline Trail	Parks PM											
Kenmore Village Public Square	Parks PM											
Recycling Events / Grant Mgmt.	JeG	Contract Management				Spring Residential		Grant Applications	Fall Residential	Business Event		
Community Event Support	LH		Parks Appreciation		Concerts	4th of July	Concerts/Playday	Sept. Cleanup	Jack Crawford/ Fall Even Tree Lighting			
Volunteer Program Support	LH											
ROW Franchise Utility Permits	JS											
City Hall Facility	AT											
Emergency Management	BH											

= Highest Peak Workload
 = Substantial Workload
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City of Kenmore
2014 Work Plan

Department: Public Works

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Contract Management	JeG												
HVAC Maintenance Contract	JeG	Renew											
KC Correctional Worker Contract	JeG	Renew											
King County Roads Contract	JeG												
Lake Forest Park Contract	JeG												
Misc. Purchased Contracts	JeG												
CARS Management	JeG												
Parks/Facility Maintenance	JeG												
Streets Maintenance	JeG												
Surface Water in-house Maint.	JeG												
Fleet Management	JeG												
Blackberry Eratication	JeG	Removal	Planting	Planting	Intense maintenance in replanted areas			Removal	Removal	Planting	Planting		
Business Incubator Set up	JeG	Ongoing Facility Operational Support											
Kenmore Village	JeG	Ongoing Facility Operational Support to Property Management											
2014 Overlay Project	JeG	Planning			ADA Upgrades			Paving		Project close out			
City Hall Storage/Archives Project	JeG	Planning/ Start Moving			Future planning, process/procedure for archives and document inventory relocation								
Wayfinding Signage Project	JeG	Planning/Design/Construction Drawings			Advertise and Construction								
Monument Signage Project	KO	Support Role											
Parks Capital Project Support	Parks PM	Support to Parks Project Manager, Operate and Maintain Facilities when Construction is Complete											
Northshore Summit Park	Parks PM												
Moorlands Park	Parks PM												
Tolt Pipeline Trail	Parks PM												
Kenmore Village Public Square	Parks PM												
Log Boom Park Pedestrian Bridge	Parks PM												
Recycling Events / Grant Mgmt.	JeG	Contract Management					Spring Residential		Grant Applications		Fall Residential	Business Event	
Community Event Support	LH				Parks Appreciation		Concerts	4th of July	Concerts/Playday	Sept. Cleanup	Jack Crawford/ Fall Event	Tree Lighting	
Volunteer Program Support	LH												
ROW Franchise Utility Permits	JS												
City Hall Facility	AT												
Emergency Management	BH												

City of Kenmore
2013 Work Plan

Department: Community Development

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December		
Comprehensive Plan Implementation/Development Regulation Amendments															
o 2013 Comprehensive Plan Amendments	DB	Council approves docket		Planning Commission Review & Recommendations							Council action				
o Commercial Zoning Project	LA	Council appoints Planning Commission		Planning Commission meetings	Community Open House	Council check-in		Planning Commission meetings							
o PROS Plan and Parks Element	DB	Hire Project Manager		Public involvement process/open house		Prepare goals/objectives		SEPA review	Planning Commission hearing	Council adoption					
o Medical Marijuana Collective Gardens and Initiative 502	LA	Council public hearing and ordinance		Develop strategy	Draft amendments	Planning Commission meetings/hearing		CTED notice and SEPA review		Council action		Council action			
o Shoreline Master Program (SMP) Implementation	LA	Growth Board hearing		Growth Board decision											
o 2014 Comprehensive Plan Amendments	LA	Background research as time allows										Prepare staff recommendation			
o Other Departments' Development Regulations Amendments	LA	Review and comment when presented													
Policy and Strategy Development/Implementation															
o Economic gardening strategy	DB/LA	Set framework		Develop questions for business license application			Background research		Information to web developer	Check-in with Council	Outline business research approach				
o Environmental sustainability strateg	DB/LA	Set up staff Green Team		Determine goals/objectives		develop and finalize strategy		Assign tasks for 2013							
Downtown Development/Economic Development															
o Kenmore Village	DB	Participate on strategy team. CD involvement and workload to be determined													
o Lakepointe	DB/LA	Participate on strategy team		Review P-suffixes		Meet with property owner		P-suffix proposal to Planning Commission							
Park Capital Improvement Program															
o Tolt Pipeline Trail Phase I	DB	Hire Project Manager		Agreement with City of Seattle		Begin Phase 1 design		Check-in with Council	Obtain permits	Begin construction					
o WDFW Boat Launch	DB	Hire Project Manager		Approve capital improvement interlocal agreement											
o Kenmore Village Public Square	DB	Hire Project Manager			Meet with property-owner			Public involvement process/open house		Pre-design concept to Council					
o Moorlands Park Improvements	DB	Hire Project Manager			Complete construction drawings				Maintenance agreement with NSD						
o Northshore Summit	DB	Hire Project Manager		Determine improvements		Finalize design		Select contractor		Oversee installation					
o Park Land Acquisition	DB	Hire Project Manager			Begin study		Incorporate into PROS Plan								
o Logboom Park Pedestrian bridge	DB								Engineering RFQ and contract						
Watershed Issues											Legend: = Highest Peak Workload = Substantial Workload = Less but Steady Workload				
o Regional watershed issues	DB/LA	Participate on strategy team and help identify opportunities for volunteer stewardship programs													
Grant Opportunities/Working with Outside Agencies															
o Pursue grant funding	DB/LA	Develop list of possible funding opportunities			2013 CDBG grant application?		2013 CERB grant application?		meet with RCO staff						
o Work with outside agencies	DB/LA	Work with outside agencies for assistance with grants and or co-applications (e.g. ARCH)													

Legend:

 = Highest Peak Workload

 = Substantial Workload

 = Less but Steady Workload

City of Kenmore
2014 Work Plan

Department: Community Development

		Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Comprehensive Plan Implementation/Development Regulation Amendments														
o Commercial Zoning Project	LA	Planning Commission meetings			Public Hearing and Recommendation				SEPA review CTED notice	Presentation to City Council		Adoption		
o PROS Plan and Parks Element	DB	Adopted plan to RCO by 3/1												
o 2014 Comprehensive Plan Amendments	LA	Council approves docket			Begin technical update				Planning Commission meetings			council consideration		
o Other Departments' Development Regulations Amendments	LA	Review and comment when presented												
Policy and Strategy Development/Implementation														
o Economic gardening strategy	DB/LA	Develop tools for business research				Develop Natural Health Industry Cluster information for website								
o Environmental sustainability strategy	DB/LA	Set annual goals and implement strategy												
Downtown Development/Economic Development														
o Kenmore Village	DB	Participate on strategy team												
o Lakepointe	DB/LA	Participate on strategy team												
Park Capital Improvement Program														
o Log Boom Park Pedestrian Bridge	DB	begin bridge design		bridge construction										
o Kenmore Village Public Square	DB	Public involvement process/open house			Complete final design		Design to Council							
o Skate Park	DB	begin feasibility study												
Watershed Issues														
o Watershed issues	DB/LA	Participate on strategy team												
Grant Opportunities/Working with Outside Agencies														
o Pursue grant funding	DB/LA	Parks grant applications. Examples could include moorlands ballfields, water access, etc.												
o Work with outside agencies	DB/LA	Work with outside agencies as needed												

Legend:

 = Highest Peak Workload

 = Substantial Workload

 = Less but Steady Workload

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

City of Kenmore
 2013 Work Plan

Department: Development Services

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Day-to-day Permitting Activities:													
Intake/Management	SL	on-going permitting							on-going permitting				
DRT Meetings	SL	on-going permitting							on-going permitting				
Review	SL	on-going permitting							on-going permitting				
Inspections	MS	on-going permitting							on-going permitting				
Monitoring	NM	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports		
Day-to-day Code Enforcement	AB o												
Customer Satisfaction Program	SL	research and development		set-up and implementation				monitor and manage			progress report	evaluate, revise as necessary	
Improve/Promote City Services	BH	strategize	study and stakeholders exercise		implement	news release					evaluate process, streamlining and implment processes and code changes, news release		
Permit Tracking Software	BH	Participate in I.T. Plan						Opt 1: Negotiations		Installation			
								Opt 2: RFP		Interviews and Demos		Selection and Negotiations	
e-Permitting (Paperless Plan Review)	BH	start process	purcahse hardware	configure, test and training			go live		evaluate and revise as necessary				
Emergency Preparedness	BH	update CEMP & SOP's and exercise			training and evaluation						exercise	evaluation	
Historical Building Preservation	AB a	Identify next steps and training			initiate next steps and implement new program					evaluate, revise as necessary			
Beatification Contest	AB o	research and develop program			news release and notifications				accept nominations			review and awards	
Proactive Downtown Code Enf	AB o	develop program		implementation			manage			continue to manage			
2012 Building Code Adoption	BH	review	draft proposal		public hearing			adoption					
Dev Code/Program Updates	BH	2012 Annual Report, Business Licence, Info Handouts, Qtrly Report, Rear Yard Set-backs, Files, Cross Training, Qtrly Report									Qtrly Report		

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

City of Kenmore
 2014 Work Plan

Department: **Development Services**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
Day-to-day Permitting:														
Intake/Management	SL	on-going permitting						on-going permitting						
DRT Meetings	SL	on-going permitting						on-going permitting						
Review	SL	on-going permitting						on-going permitting						
Inspections	MS	on-going permitting						on-going permitting						
Monitoring	NM	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports			
Day-to-day Code Enforcement	AB o													
Customer Satisfaction Program	SL	progress report					progress report		assess & revise		progress report			
Promote/Improve City Services	BH	review and update			news release						update		news release	
Permit Tracking Software	BH	Opt 1: training and implementation												
		Opt 2 : installation			training and implementation									
e-Permitting (paperless plan review)	BH													
Emergency Preparedness	BH	exercise		training						exercise		training		
Historical Building Preservation	AB a								evaluate, revise as necessary					
Beatification Contest	AB o				news release and notifications						accept nominations		review and awards	
Proactive Downtown Code Enf	AB o													
Dev Code/Program Updates	BH	Qtrly Report			Qtrly Report		Flood Plain Regulations update		Qtrly Report		Qtrly Report			

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload

City of Kenmore
2013 Work Plan

Department: **Police**

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Police Administratoin	Chief												
Patrol	Chief												
Investigations	RW												
Crime Prevention Programs	MC	Block watch presentations and business consultations year-round							NNO Aug. 6				
Home & Business Security Checks	MC	Bike Rodeo											
Citizen Academy	MC	Citizen Academy											
School Resource Officer Program	MC	Student Academy & 6th Grade Crime Prev. Classes											
Youth Dances	MC	7th & 8th Grade Drug & Alcohol Class (Feb.)											
		Teen Dance		Tolo Dance		Prom Dance		Teen Dance					
		(PD-sponsored)						(PD-Sponsored)					
Marine Services	Sgt. K.												
Prescription Drug Dropoff Box	Chief												

Legend:

= Highest Peak Workload

= Substantial Workload

= Less but Steady Workload