

WAY FINDING SIGNS

Memorandum

TO: Mayor and City Council
FROM: Pete Butkus
RE: Way Finding Signs
DATE: 25 JUL 12

RE: City Council meeting of 16 AUG

Background:

- Policy - The City's Capital Plan has identified the desire to install way finding signage to assist visitors with finding key facilities in the community. The Council has allocated \$24,000 to make this community investment in the 2012 Budget – Fund 310, General Government Capital.
- Action - As a part of initiating this activity I have contacted several cities in western WA that have successfully designed and installed way finding signage. My review of the materials used, conversations with other city leaders and state transportation staff as well as my personal observations have led to the development of a list of success factors for way finding signs. To the extent that negatives were identified, they have been re-stated as positives.
- Request for Input – The policy has been set. I am now prepared to move ahead and am seeking input from the entire Council on possible additional success factors. The PW Committee (on 24 JUL) did not have additional success factors but noted the use of the city logo might be simplified. This suggestion will be incorporated onto the process as a visual option. The Committee members noted a desire to add "Lake Sawyer Regional Park" and the lake's "Boat Launch" to the list of signs to be displayed. These suggested additions will be added to the list of signs to be considered for display.

Goal:

Provide for way finding signs that will direct the public to city offices, the KCLS Library and other areas off of SR 169. (paraphrase from CIP language)

Factors or standards to enhance success:

Factor	Comments
Ensure that gateway or way finding signs will not distract drivers, but will provide location identification.	Avoid distractions such as glare or movement. A legal as well as a practical standard.
Clear “branding” by use of a logo, consistent style and colors.	Branding would be accomplished by using the already adopted city logo, with consistent style and color on sign installations. Color would be consistent with national standards.
Uniformity in listing so that a viewer of a sign can expect the same sign message form/format at the next sign.	Uniformity, besides the national goal set in the Manual on Uniform Traffic Control Devices (MUTCD), is desired to avoid confusion and to present a constant & pleasing message.
Focusing on highest traffic areas first.	The SR 169 corridor has already been identified in the Capital Plan as the area for installation.
Customize sign and letter size based on traffic volume and speeds.	Sign size would vary depending on these two factors – especially vehicle speed - and would consider potential traffic volume increases.
Locate signs to achieve maximum motorist visibility at intersections (aka “sight triangle”) and from the roadway edge (aka the “clear zone”). Also: consider private driveways & vehicle speeds.	WSDOT has been most helpful in this regard. As a result, some signs are now planned to be placed at 300 ft. in advance of the required turn, as opposed to 200 ft.
To the MAXIMUM extent possible no reference is made to an individual business, for-profit organization or a religious facility.	A major regional destination, like the Salish Lodge in Snoqualmie or the Nestle Farms in Carnation would be a reasonable exception to this standard. A moot issue, there no such regional destinations in Black Diamond.
Signage listing (name of places) needs to be limited on each sign to enhance readability.	As a general standard: not more than five locations designated per site. As an example the national standard on freeways and state highways the limit is 3 such locations per sign with an allowance for 4 locations under special circumstances. (MUTCD)
Hold an “open house” for the public before design is finalized.	There may be some additional success factors that have not been identified. An open house also allows the success factors and preliminary design to be better understood & supported by the public.

Final design to receive Council review before bid.	No surprises!

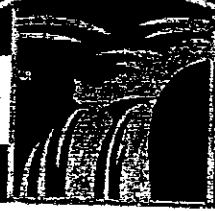
Council Meeting of 16 AUG 12:

The Mayor and Council are requested to review the above standards, add to, delete or modify them and then, by Motion, support the success factors (standards) as a basis on which to progress with the project. Suggested motions: "(I) move to support the listed success factors as a basis on which to proceed with the way finding project." OR: "(I) move to support the listed success factors as modified as a basis on which to proceed with the way finding project."

Attachments:

Way finding examples from Snoqualmie and Chehalis

CITY OF
SNOQUALMIE



➤ Marketplace

➤ Community Park

◀ Business Park

◆ I-90 SR 18

Center Boulevard



1888



CHEHALIS

→ City Hall

→ Library

← Post Office

↑ Historic Downtown

BUDGET PROCESS

MEMORANDUM

TO: Mayor and Council

FROM: Pete Butkus

RE: An early start on the 2013 Budget

DATE: 07 AUG 12

This item is for the Council work/study meeting on Thursday, 16 AUG 12.

The 2013 Budget process has begun with two actions and future scheduling is now in place:

- E-mail regarding budget: "15 points" and a one-page FAQ sheet on 18 JUL *
- The formal "call" for budget items by the Mayor on 07 AUG *
- Calendar, as currently drafted for formal budget work items *

News clippings about several other local governments – Black Diamond is not alone in facing some of the issues pointed out in the Mayor's budget memo of 07 AUG:

- Gold Bar (2 articles), Herald Net, 12 JUL *
- Pullman, Daily News, 07 JUL *
- Normandy Park, King5.com, JUL 11 *

Illustrations of what are commonly called "budget silos" illustrating basic fund types: *

- revenue sources
- expenditures or investments for the community
- general information
- conditions for use

These illustrations are designed as background information for the members of the Council and may be useful in explaining to members of the public how their monies are invested for the community good.

Frequently Asked Questions (FAQ's) for each major work area. These do not provide all the questions we hear or think that need to be asked but they do cover the major areas that are to be addressed. The FAQ's will not take the place of full budget information, including other written documents or later oral presentations to the Council. They are simply one tool to be used in the budget education and development process. The FAQ's are attached in alphabetical order. *

Attachments

Pete Butkus

From: Pete Butkus
Sent: Wednesday, July 18, 2012 9:12 AM
To: Andy Williamson; Brenda Martinez; Chip Hanson; Jamey Kiblinger; May Miller; Rebecca Olness; Steve Pilcher; Stephanie Metcalf (stephanie.metcalf@mail.courts.wa.gov)
Cc: Aaron Nix; Craig Goodwin; Seth Boettcher; jmay@ci.blackdiamond.wa.us; Carol Benson; tdeady@ci.blackdiamond.wa.us; rtaylor@ci.blackdiamond.wa.us; 'chiefsmith@kcfd44.co.king.wa.us'
Subject: Thinking ahead: the Budget process for 2013
Attachments: Stormwater Q & A.docx

Finance staff have been working on the formal start of the 2013 Budget. Informally, work has been taking place for several weeks. Much of what we need to start is in place, with the Municipal Research and Services Center (MRSC) planning to provide its annual "Budget Instruction" information in early August.

The tentative budget calendar for Black Diamond calls for the Mayor to issue the "budget call" to Directors/Chiefs on or about 07 AUG.

In the meantime, there are two items I would like to have you review and act upon:

1. A long-standing tool, the "15 points" has been used by professional managers for many years. These points are a way to perform self-evaluation of your capital and operations activities. Please carefully consider each of these points as you move through the budget process. You need go through this process, because I fully anticipate that the City Council will ask, so be prepared! NOTE: a copy of this e-mail is going to the Council.

The 15 points are:

1. NEED FOR SERVICE: Should the service be provided at all?
 2. ALTERNATIVE SERVICE PROVIDERS: Should this be a private service?
 3. PRIVATE CONTRACTING OPTIONS: Should the service be contracted out?
 4. OTHER PUBLIC SECTOR SERVICE PROVIDERS: Federal, state, county, etc.
 5. FUNDING ALTERNATIVES: Are there other potential sources of revenues?
 6. COMPREHENSIVE PLAN CONSISTENCY: Is service listed in Comp Plan?
 7. PROBLEMS ADDRESSED: Does the service alleviate identified deficiencies?
 8. POPULATION SERVED: Would many be hurt if the service were eliminated?
 9. PUBLIC SUPPORT: Is there strong public and political support for the service?
 10. PUBLIC HEALTH OR SAFETY: Does this service address life safety issues?
 11. EFFICIENCY OF SERVICES: What is the cost/benefit relationship of the service?
 12. RELATED SERVICES: Would other services be impacted if this service were ended?
 13. LEGAL REQUIREMENT: Is this a federal- or a state-mandated service?
 14. ECONOMIC IMPACTS: Does the service contribute to economic growth?
 15. ENERGY CONSERVATION: Does the service help save energy?
2. Budget education will be a major preparation activity for me this year. The Council has 4 of its 5 members who have not been through the budget process. Add this to that many in the greater public do not have an intimate

knowledge of fund accounting, utility/enterprise funds, and the fact that many of our General Fund activities are partially supported by developer dollars.

In anticipation of an increase in inquiries about our stormwater utility (we are sending our past due notices to some landowners) I recently put together a FAQ sheet regarding that utility. This sheet should serve as a basis for each department to develop similar information sheets in the questions/response format.

ASSIGNMENT: I am asking each of you , as a Director/Chief to use this format for each of your major function or budget breakouts. This is being asked now, before the budget call goes out so that you can effectively invest the time development of this takes before the really heavy lifting of budget is assigned in early August. These FAQ sheets should be limited to one page per major service area with heavy use of formatting to clarify key points and make reading easy.

These FAQ's will likely be incorporated in budget documents and will be used to help the public understand what it is you do as well as assisting the Mayor and Council as they progress through the process to finalize the 2013 Budget. My experience in developing budgets as well as in the "teaching" of budget classes over the years has found this type of information to be valuable for the ground level or foundation of information needed to make comprehensive budget decisions.

Your target audience should be the general public who may know very little about your operations. Imagine a single-interest citizen who advocates for parks learning about public safety; a single-interest person who advocates for public safety learning about stormwater.

I will make myself available to assist you with the development of the FAQ sheets. Get your request in early!

Attached is the stormwater FAQ sheet.

Finally: What might this look like for your Department – you may ask: How many of these <<>> things am I going to have to produce? An example of what I would like from police: An overview document and one for dispatch – as an outside contracted service. Other departments may use this limited list as their guide for submissions.

Oh, yea, submissions, a due date. Let's try for Thursday, 02 AUG at the close of business. Those who submit before get the advantage of early discussion time – a good thing.

Finally, this e-mail a LOT longer than I wanted to send to you. I have had an opportunity to discuss this education piece with just a few of you and "perfection" would have been to discuss this with all of you. I ask for your understanding – it has been a steep learning curve.

Pete Butkus

Interim City Administrator
Black Diamond, Washington
360/886-5700



Office of the Mayor

INTER-DEPARTMENTAL MEMORANDUM

To: All Department Directors
From: Mayor Olness
Subject: Staff Assignment – 2013 Budget Requests
Date: August 7, 2012

The 2013 Budget season is now upon us, and it looks to be yet another challenging budget year for the City of Black Diamond.

The budget worksheet for your department(s) is attached to this package. These budget worksheets are also being emailed to you today, making available excel file formats for you to complete. These worksheets have up-to-date 2012 budget information, 2012 actuals and year-to-date totals as of June 30, 2012. Please fill out your 2013 requests, and send them back to May Miller by August 20th.

Because of continued budgetary challenges, we are going to have to continue with serious belt tightening again this year. Therefore, I have already made some decisions for how we the Administration will approach the 2013 budget we bring forward to the City Council for consideration.

2013 will again be a no reserve budget year, meaning we will balance the budget using only projected revenues for 2013 and use no "savings" from previous years. We have significantly reduced our reserves over the past several years to a point where they cannot be further depleted as we need our current reserves just to provide cash flow while awaiting property tax revenues (which are only received in April/May and October/November time frame). For that reason we will again be working diligently to maintain an adequate reserve amount. I still anticipate a hiring freeze for all General Fund employees. Because of the potential impact for future development and the significant increase in workload that those functions will entail, I will consider positions that have other funding sources, e.g., the YarrowBay funding agreement or revenues from fees paid by an applicant.

As you prepare your department budgets, please abide by the following guidelines:

- Please consider any areas that might provide reductions from 2012 allocations (not including salaries and benefits) or provide offsetting revenue sources.
- Complete all budget requests leaving blank internal costs (such as insurance and audit costs) as Finance will provide these numbers.

- Please do not add Capital Improvement Plan (CIP) items, as Finance will add those approved this year at a later date.

I realize this is a challenging task, but please take a hard and realistic look at how we can keep up levels of service in a continuing climate of decreasing revenue. When making cuts in funding, note possible impacts to services and include explanations in memo format where needed.

Finance is preparing General Fund revenue forecasts for 2013 and will be in contact with you regarding specific revenues in your department for your input.

Requests are due back to Finance on **August 20, 2012 by 5:00 p.m.** or sooner. A 2013 Budget Calendar has been provided to you today as well with important budget dates. As always should you have any questions, please contact either myself or May Miller.

Sincerely,

Mayor Rebecca Olness



CITY OF BLACK DIAMOND

2012 Calendar for 2013 Budget

	Process	Internal Due Date	Workstudy	City Council Meetings	State Law Limitations	Internal Leave Dates
1	Budget Requests and instructions go out to all Departments	Aug 7			Sep 10	
2	Finance prepares revenue sources and preliminary expenditures for salaries and benefits	Aug 7			N/A	
3	Introduction to the 2013 Budget Process		Aug 16			
4	Departments provide budget requests to City Administrator's office	Aug 20			N/A	
5	Estimates to be filed with the City Clerk and Administration	Sep 17			Sep 24	
6	City Clerk submits to CAO the proposed preliminary budget setting forth the complete financial program	Sept 28			Oct 1	
7	CAO provides Council with current info on revenue from all sources as adopted in 2012 budget, and provides the Clerk's proposed preliminary budget setting forth the proposed General Fund Revenues	Ready Oct 4	Oct 18		Nov 2	
8	Mayor and department heads review General Fund Expenditure budgets with Council	Sept 15-28	Oct 18		Nov 2	
9	Council reviews Public Works budgets for Revenues And Expenditures for all Public Works budgets, including Street, Water, Sewer, drainage and all Associated funds.	Ready Oct 18	Oct 25		Nov 2	
10	City Clerk publishes Notice of Public Hearing on 2013 Budget for two weeks out & filing of preliminary budget – once a week for two consecutive weeks – Draft budget submittal ready	Oct 25 and Nov 2			Nov 2-15	
11	Copies of Preliminary Budget made available to Public	Nov 15			Nov 19	
12	City Council holds 1 st public hearing on revenue sources and expenditures for the upcoming budget year including possible increases in property tax revenue			Nov 1	Nov 19	
13	Public Hearing and adoption of Property Tax for 2013			Nov 15	Nov 30	
14	City Council holds 2 nd final public hearing on 2013 Budget			Dec 6	Dec 3	
15	City Council adopts Final 2013 Budget and transmits to the State Auditor's Office (plus possible amendment to property taxes)			Dec 20	Dec 31	

Bold = Regular or Special Council Meeting Night

Published: Thursday, July 12, 2012

Gold Bar may get a choice: tax increase or no city

By Jerry Cornfield, Herald Columnist

As the story goes, in 1889 a miner found traces of gold on a river gravel bar, set up a prospectors camp and called it Gold Bar.

Twenty-one years later this tiny townlet incorporated as a city of the same name. W.H. Croft was the first mayor of Gold Bar.

Joe Beavers may be the last.

That's because Tuesday night, Beavers and the City Council intend to approve a pair of measures for the November ballot which will determine whether Gold Bar survives as a city next year.

One would increase property taxes to raise enough money to pay bills through 2013. The other would dissolve the 101-year-old city, making it an unincorporated community governed by Snohomish County.

How did it reach the point where Gold Bar is edging closer to municipal extinction than ever before?

Beavers blames politics, personalities and the price of public records requests. His critics likely view it as politics, personalities and the cost of cover-ups.

Either way, the ledger sheet shows that while there's money for services, like water, sewer and roads, it is drying up at City Hall where they serve the people.

According to Beavers, the biggest reason Gold Bar is teetering on a fiscal cliff is the gobs of dough it shells out on lawsuits arising from requests for public records.

Serial requesters sue when they feel the city shortchanged them and the cost of defending itself is draining the city's coffers, he said. This year's tab may hit \$90,000, roughly one-sixth of the city's entire general fund, he predicted.

There's hesitancy in Beavers' voice when he talks about the problem as he sees it. He realizes his explanation makes it sound like he doesn't want to abide by the state law requiring meaningful public access to government records. It's not the law, he said, but those who use it aggressively to the point of bankrupting the town.

The numbers are the numbers, he said. Court room victories aren't the answer.

So, Beavers went to Olympia this year to lobby state lawmakers for a measure of relief – and came back empty-handed.

So it's down to this: Either the residents put up or the city of 2,100 closes up.

One of the ballot propositions in front of the council is a property tax increase of about \$1 per \$1,000 of assessed value, Beavers said. It would be in effect for one year and generate an estimated \$113,000, he said.

The second would get the gears grinding on what would be the first disassembling of a city since the disincorporation

of Westlake in Grant County in 1972, according to the Municipal Research and Services Center. The community is on I-90 near Moses Lake.

If voters pass both, the city will levy the tax and stay in business. If they reject both, bankruptcy may be the next option, he said.

And they may feel it's time to end Gold Bar's run as a city.

"That's exactly the situation. Very clear choices," the mayor said. "It's something the citizens need to decide."

The Gold Bar City Council will meet at 7 p.m. Tuesday in City Hall, 107 Fifth St.

Residents who want to help write the pro and con statements for the ballot measures should contact City Hall or email j.beavers@cityofgoldbar.us by 10 a.m. July 17.

Political reporter Jerry Cornfield's blog, The Petri Dish, is at www.heraldnet.com. Contact him at 360-352-8623 or jcornfield@heraldnet.com.

© 2012 The Daily Herald Co., Everett, WA

The Seattle Times

Winner of a 2012 Pulitzer Prize

Local News

Originally published Thursday, July 12, 2012 at 6:27 AM

Town of Gold Bar may dissolve after money troubles

Facing budget woes, the town of Gold Bar may dissolve.

The Associated Press

GOLD BAR, Wash. —

Facing budget woes, the town of Gold Bar may dissolve.

The Everett Herald reports (<http://bit.ly/MlPhGh>) that voters of the city of 2,100 people will have a choice in November of either raising property taxes to patch up budget troubles or dissolve and become part of unincorporated Snohomish County.

As the story goes, in 1889 a miner found traces of gold on a river gravel bar, set up a prospectors camp and called it Gold Bar. Twenty-one years later this tiny town incorporated as a city of the same name.

Mayor Joe Beavers blames public records requests that have led to lawsuits. He says this year's tab may hit \$90,000, roughly one-sixth of the city's entire general fund.

In King County, the city of Normandy Park is facing a similar choice in November.

Pullman's budget cuts could be worse

By Kelli Hadley, Daily News staff writer | Posted: Saturday, July 7, 2012 1:00 am

Pullman's 2012 general fund cash balance is the lowest it's been in years, but long time Pullman city officials have experienced worse.

"The cuts we're about to make will be in between what we've seen in past years," said John Sherman, Pullman city supervisor since 1981. "Our position has been and could be worse - we've had some years when it was really gruesome."

In 2000, Sherman said, the budget took a 15.5 percent hit from the passage of Tim Eyman's Initiative 695. The initiative replaced motor vehicle excise taxes with a \$30 license tab fee and required voter approval of all future tax and fee increases. As a result, the council lost 33 percent of funding for Pullman Transit and had to lay off a third of the transit drivers.

But the cuts in 2000 were nothing compared to those that had to be made in 2002, when the state also eliminated the "backfill" they had offered to provide for cities hurting from I-695. In addition, in 2002 voters approved Initiative 747, also sponsored by Eyman, which required state and local governments to limit property tax levy increases to 1 percent per year.

"From a homeowner standpoint, the 1 percent tax limitation sounds good, but it really hurts cities and counties all over the state," Mayor Glenn Johnson said. "If we could keep the cost of living at .5 percent every year, that'd be fine, but that's just not the case."

Those legislative actions required the council to take more aggressive budget cutting actions than in 2000. Each department was required to submit a 15 percent and 20 percent budget cut to the council and following the intensive examination of departments, a number of positions were eliminated and employees were laid off. Some of those positions included the city planning assistant, public services director and parking enforcement.

"After those budget crunch years, many of us never did recover, we've just stayed at that level and didn't grow back," said Public Works Director Mark Workman.

Less urgent

In comparison to 2000 and 2002, Sherman said this year's round of cuts have been less urgent.

This spring the city's cash position was \$337,000, a 2 percent general fund cash reserve for a \$16 million budget. In 2008 the city's general fund cash reserves totaled more than \$3.5 million.

The council has already cut about \$400,000 from the budget with reductions to various public services, staffing and equipment, but Finance Director Bill Mulholland has recommended the council cut at least another \$500,000 from the budget.

The council started examining levels of services and priorities June 26 using a list of 15 criteria, similar to the process chosen for budget cuts in 2000. That list includes the need for various services, who else could pay for or provide the service, the population addressed by each service, the amount of public support for the service, the economic impact of the service and the efficiency of certain services.

"This has been kind of a slower process for us, in terms of the impact," Sherman said. "Back then it was triggered mostly by legislative actions but in this case we had the great recession and a slow recovery."

But Sherman did attribute part of the depleted cash reserves to the legislature's reduction of local governments' share of liquor profits by \$44 million and its diversion of a fiscal year's worth of liquor excise tax distributions.

In addition, Sherman said, Pullman has an "extraordinarily narrow" tax base because of Washington State University's property tax exempt status.

Outside commitments

The city's commitment to help fund such things as Neill Public Library, the Pullman cemetery and the Pullman-Moscow Regional Airport has also taken a toll on the budget, he said.

Because Pullman contributes about \$32,000 to the airport each year, councilors discussed privatizing the airport, or not keeping it in operation at all.

"Then you start to think, what would be the impact on the two universities? That's really not a good place to cut, because it's critical for our students," Sherman said.

With budget cuts, councilors are required to consider the risk of delaying Pullman's economic growth.

For example, the Public Works Department recently transferred building inspector Dan Harlander to work full time on the wastewater treatment plant being built in Pullman. With him gone, the remaining inspectors' workload has increased.

If the Building Department becomes too busy, Workman said, they'd have to consider hiring another building inspector temporarily.

At this point, Sherman said, the council has not looked at many possible sources for more revenue. In the past the city has issued bonds to pay for projects such as the Grand Avenue greenway and the downtown River Walk, but Sherman said that option has not been discussed at length.

The council will hear presentations from the police and fire departments July 10 and presentations from Parks and Recreation and Neill Public Library July 31. There will also be a public discussion on levels of services and priorities July 31, and a mid year financial report and report on current economic conditions.

On August 14, the council will come to the meeting with options for formal action.

"The council's biggest priority in 2000 was public safety and infrastructure, and it's relatively unchanged," Sherman said. "Unfortunately, that's where a lot of cities are cutting their budget, and that really catches up to you fast."

Kelli Hadley can be reached at (208) 882-5561, ext. 234, or by email to khadley@dnews.com



Normandy Park in dire financial straits, may merge with neighbors

by KING 5 News

KING5.com

Posted on July 11, 2012 at 6:28 AM

Updated yesterday at 8:34 AM

Recommend 32

The city of Normandy Park has run into some big financial problems and plans to ask residents to raise their property taxes or it may have to merge with neighboring cities or become part of King County.

The city of about 6,500 residents between Des Moines and Burien says it cannot continue to operate the way it does right now. It's running out of money and has already laid off one-third of its employees.

The city needs \$1.2 million to adequately fund day-to-day services like law enforcement.

City Manager Doug Schulze says a long-term solution needs to be found quickly before it runs out of reserves.

Because the city is mostly residential, Schulze says relying on commercial sales taxes isn't much of an option. Also, voters capped property taxes to a one percent increase per year several years ago. That means the city can currently only bring in an additional \$14,000 per year.

Leaders are talking about all options, including:

- Contract services out
- Consolidate services with nearby cities
- Disincorporate and join Burien, Des Moines or King County

The city council hopes voters say yes to a levy lid lift on the November ballot. That would raise property taxes by 30 cents per \$1,000 assessed.

"That would bring in roughly \$300,000 a year," said Schulze.

But will residents pay for it?

"I guess, understanding what that means," said resident Doug Sapiro.

"I really don't have an opinion on that, but if it means more to my property taxes, I'd rather not pay right now," said resident Ralph Baumann.

Report by KING 5's Natasha Ryan compiled by Travis Pittman

More From KING5.com

• [Woman dies following liposuction in](#)

FAQ - BUILDING SERVICES

What is this function about?

- Building construction is regulated by the state under the International Codes (IBC, IRC, IFC, etc.)
- Local governments must adopt these codes, but are allowed to adopt greater restrictions for special or unique local issues
- The codes provide for:
 - public health and safety
 - building value retention as well as enhancement of the values of its neighbors (as opposed to non-compliant buildings)
 - assurance to a future buyer that the structure has a minimum level of:
 - structural integrity
 - adequate electrical, plumbing and ventilating systems
 - energy-efficient features
- Permit review, issuance and inspections are the primary responsibility of the building services staff with assistance from Public Works and the Fire Dept.
- Consultation for individuals who are investigating potential building projects, but have yet to apply for a permit

How are these activities funded and carried out?

- City permit staff manage the applications:
 - permit review
 - coordinating the building inspection process among departments
 - issuance of the permit
 - coordinating inspection requests with an outside service provider – Covington
- Permit Center Supervisor position is funded entirely by the Funding Agreement with YarrowBay Holdings
- Plan review and building permit fees pay for building services staff who provide field inspections
- Through an Interlocal Agreement, plan review and field inspection services are provided through the City of Covington - approximately 10-14 hours per week
- Electrical permitting and inspections are provided through the state Department of Labor & Industries - with a separate fee and scheduling process
- Septic system approvals are provided by King County Department of Health
- NOTE: Parts of the city must obtain water & sewer permits from other providers

FAQ – CITY CLERK

What is the City Clerk's Office?

The City Clerk's Office is a division of the Administration Department and serves as a conduit between the City Council, Administration, City Departments, Employees and the Public by providing information on actions of the Council. The Department is responsible for maintaining documents that are essential to municipal government such as ordinances, resolutions and Council minutes.

What is the City Clerk's Office Mission?

To provide the highest quality service and responsiveness to the public, the City Council, City staff and outside agencies by:

- Serving all customers on a daily basis with efficiency, courtesy and a willingness to assist
- Preserving, maintaining and providing access to City records
- Providing human resource services to employees

What functions does the City Clerk's Office provide?

- Prepares and assembles City Council meeting agendas and packet material
- Recording and transcribing the minutes of City Council meetings
- Maintains the official City Code
- Assists departments with drafting of ordinances, resolutions and other actions items
- Directing and maintaining the City's records management program
- Administers the Central Service function for departments
- Preparation and distribution of the City Newsletter
- Serves as the liaison to King County Elections
- Serves as the designated agent for receiving claims against the City
- Serves as the webmaster for the City's website
- Contract administration
- Serves as human resource manager
- Maintain personnel files and coordination of City benefits

What other functions/services does the City Clerk's Office provide?

- Processes parking permits for the City's Boat Launch
- Animal Licensing
- Passport Acceptance Facility
- Requests for public records
- Processing damage claims

FAQ-CURRENT PLANNING

What is this function about?

- Current planning is the management of adopted zoning laws and other land use codes
- Land-use activity and building permits are the typical processes utilized

What are some specific examples?

- Providing over-all public information
- Review of building permits
- Managing processes such as SEPA, shoreline permits as well as short, preliminary and final plats

What is the legal basis for these activities?

- State law in the cases of SEPA, shorelines and plats
- Locally adopted regulations such as variances and site plan review
- State and local laws also specify which types of regulation are managed by staff or which can be appealed

How is current planning funded?

- Fees are the funding mechanism – as directed by state law or City Council policy
- City Council policy – to strive for full cost recovery – sets fees at a rate appropriate to pay for their activity, including Hearing Examiner activities
- A special sub-set of fees are those paid for by the YarrowBay Holdings. Under an adopted Funding Agreement, substantial funds are provided to ensure that the YarrowBay applications are paid for and processed in accordance with law.

Is the staff that are processing YarrowBay applications all city employees?

- No. Because of the scope, complexity and the level of community interest these projects have generated, the following areas are being performed by outside consultants
 - Fiscal Impact analysis
 - Geo-technical analysis
 - Wetland review
 - Transportation impacts and mitigation
 - Sewer and Water Utility service options
 - Engineering plan review
 - Survey review
- These consultants are all paid for by the city with reimbursement for the costs from YarrowBay

FAQ – ECONOMIC DEVELOPMENT

What are the key functions of this department?

- Plan, organize and implement the day-to-day administration of the City's economic development program
- Manage related consultant contracts and coordinate activities with other City staff
- Advise and make recommendations to the Mayor and Council on all matters relating to economic development and business assistance functions
- Manage land acquisition, project planning and development for City-owned development projects
- Provide and coordinate provision of technical assistance to businesses including location options, development requirements and financing strategies
- Develop and implement a marketing plan that promotes community amenities
- Participate in the development of legislation, regulations and programs that assist business
- Coordinate promotion and approval of special events that promote the City
- Serve as primary liaison to the business community including the Chamber of Commerce and other business organizations as well as individual businesses

What other roles does this department provide?

- Co-management of the master development review team
- Executive Director of Engineering Services

FAQ - FINANCE DEPARTMENT

What is the Finance Department's purpose?

- To provide Legislated oversight of accounting and budgeting under state law and the Budgeting, Accounting and Reporting System (BARS)
- To continuously improve financial management and safeguard the communities assets
- To enhance the performance of financial processes and systems
- To provide the Mayor and City Council timely and understandable financial reports

What some of the specific functions of Finance?

- Accounting for and providing timely and accurate payments to vendors and employees
- Accounting for and safeguarding tax, utility and other funds received by City
- Ensuring cost-effective insurance of city assets
- Partnering with City departments to plan for grant and loan programs, managing the annual operating and capital budgets and monitor state and national trends that affect the City

How would I evaluate Finance?

- Staff size: we maintain a small, efficient staff that is cross-trained to provide support to each other
- Audits: we are proud of our record of annual "clean audits" since 2009
- Reserves: we have advocated for and maintain cash reserves sufficient to offset variations in municipal income

How are my property taxes invested?

- Each property tax dollar collected gets distributed to the following (approximate percentages):
 - School districts 60%,
 - Black Diamond 20%
 - King County 13%
 - Ports, Libraries and other districts about 7%
- All of Black diamond's property tax dollars are used for public safety purposes
 - Property taxes provide only 64% of the funds needed to cover public safety costs
 - The remainder comes from liquor tax & profit, utility taxes and business licenses

FAQ – FIRE

Do you have a Mission Statement?

Yes. Our Mission is to protect life and property from the threat of fire and other dangers, and provide emergency medical care to victims of accidents and emergency medical conditions.

How do you accomplish this mission?

- Effective use of people, facilities, and equipment.
- Training and equipping our personnel for successful performance
- Gathering, analyzing and reporting data to support management decisions
- Providing certified fire safety inspection services to remove or mitigate fire hazards
- Offering self-help training in the form of public fire safety and first aid training
- Partnering with other entities to get quality service at affordable costs
- Providing for in-house equipment service and repair
- Expanding service reliability by maintaining key partnerships:
 - City of Black Diamond
 - Muckleshoot Indian Tribe
 - King County Sheriff's Office Marine Unit
 - City of Snoqualmie
 - City of Orting
 - North Highline Fire Department
 - King County Fire Chiefs Association
 - King County Zone 3 fire departments
 - Valley Communications Center

What are some of the benefits of these partnerships?

- Station 98 (north Black Diamond) costs and benefits are shared between the City and King County Fire District 44
- District 44 provides operational level responses for hazardous materials (Haz-Mat) incidents; additional resources are available from the King County Zone 3 Haz-Mat consortium
- The Department offers the 200+ hour basic fire academy for entry-level volunteers to four other departments, thus reducing our and their costs
- Automatic dispatch for the next available unit is provided when the primary unit is already deployed, for example; when a Black Diamond-based crew is on a call a second call is sent to the nearest available station
- Duplicated services are reduced or eliminated for all partners
- Capital improvements have been made Station 98 at no cost to the City

How are these services funded?

- Property taxes for operational costs; REET for capital investments
- Mitigation fees (or impact fees) are anticipated for future growth-related costs
- King County Medic One property tax levy partially reimburses Emergency Medical Technician training and staffing costs

FAQ - INFORMATION SERVICES

What is the Mission of Information Services?

To provide support for city functions and employees relating to electronic information systems as well as to procure, integrate and maintain phones, workstations, servers and infrastructure.

What are some examples of the services provided?

IS provides a broad range of services to its customers such as:

- Research of, standard setting for and purchasing of computer and phone systems
- Configuring, deployment, documentation and backup of hardware and software systems
- Provide user support, training and advice
- Monitor system for basic network and data-specific security issues, including e-mail errors, flow and threats
- Ensure that macro-level network security is addressed and specifically, federal security standards for police are met, including encryption of police computers.
- Evaluate requested new projects, hardware and software; keep current with technology changes that may be of benefit to the city

Do you also have internal service functions?

Yes, actually most of what is done is “internal” but some example of indirect services are:

- Design, operation, troubleshooting and assistance with content for the city WWW and internal Boogle websites
- Record and convert audio and video for dissemination to the public and employees
- Engineer, set up and operate recording equipment for non-traditional meeting sites
- Trouble shoot and respond appropriately to server issues
- Negotiate contracts for maintenance and vendor services relating to IS
- Prepare and present audit information for state agencies
- Disaster planning, recovery and time-sensitive backup of critical data
- Provide macro management of various specialty software systems such as Permit Trax, Spillman Records, Boogle, Vision financials, GUIs and state law enforcement linkages

FAQ - LONG RANGE PLANNING

What is this function about?

- Basically, this is the development of long-range plans, policies and regulations that help guide the development of the community
- Staff provides support to the Planning Commission and the City Council in this process

What is the legal basis for these activities?

- The state Growth Management Act (GMA) – relating to urban counties
- The Shorelines Management Act for water bodies of state significance- Lake Sawyer
- Sensitive Areas Ordinance
- Amendments to these laws at the state level often require adjustments to local plans

How are long- range planning activities funded?

- Major updates mandated by state law usually come with some state funding
- Non-mandated updates, like the update to the Comprehensive Plan, are a local government responsibility; application fees are charged to help offset the cost of the updates.
- City staff that work on these processes are paid for(reimbursement basis) by the Funding Agreement with YarrowBay Holdings

Is the staff that works on long-range planning all city employees?

- No. Long-range planning projects have a definite final work product date and therefore, extensive use of consultants is normal in most communities.
- For the 2009 update of the Comprehensive Plan, the City hired multiple consultants
- Other examples: the Sensitive Areas Ordinance; the new Zoning Code and the updated Shoreline Management Plan also used outside specialists to supplement city staff

FAQ – NATURAL RESOURCES AND PARKS

Black Diamond provides for stewardship of natural resources and management of a park system under the below listed agreements as well as federal and state regulations.

What are the key planning and regulatory documents that support the work of this division?

- Planning: Urban Growth Area Agreement of 1996, the Lake Sawyer Management Plan of 2001 and the Open Space Agreement of 2005.
- Regulations: Federal and state standards as well as management of activities like the Lake Sawyer Water Quality Monitoring Project.

What are the specific duties or activities that are performed?

- Overseeing activities, public or private, near the City's sensitive areas and open space.
- Working for the enhancement of open spaces
- Providing for public education, general training and use of volunteers
- Managing the City's Transfer of Development Rights (TDR's) program.
- Identifying water quality, fish and wildlife habitat, geological hazards, invasive plant species and other issues for action by policy or regulatory bodies
- Providing citizens with a one-stop shop for natural resource issues
- Ensuring that public and private activities comply with permitting standards.
- Managing the city's Urban Forestry Program.

What is the Mission of Natural Resources & Parks?

To preserve, protect, enhance and manage sensitive areas, open space and parks.

How is the Division funded?

Yarrow Bay Partners, a local development firm, provides most of the funding for the division. Other funds come from grants and the city's Stormwater Utility.

FAQ –PARKS MAINTENANCE

What is the Mission of the Parks Maintenance Division?

To provide a variety of safe outdoor recreational activities and well maintained city park lands.

How much parkland do we have?

About 195 acres which ranges from passive open space to more developed lands and some highly developed pocket parks.

What are the specific duties or activities that are performed in our parks?

- Mowing
- Weed Control
- Trail maintenance
- Parking lot maintenance
- Garbage removal
- Sign maintenance
- Landscape maintenance
- Playground equipment maintenance
- Fencing maintenance
- Tennis and basketball court maintenance

What park facilities or activities are available to me in Black Diamond?

- Picnicking
- Skate boarding
- Outdoor basketball
- Tennis
- BMX dirt bike track
- Several playgrounds
- Boat launch
- Unsupervised swimming
- Historical viewing (coal cars and Union Stump)

How is park maintenance funded?

The Park maintenance is funded out of the general fund – primarily from property and sales taxes

FAQ - POLICE

What are your Mission and Values?

Mission Statement: The Black Diamond Police Department will strive to maintain the trust and confidence of our citizens through proactive policing and demonstration of our core values.

Values: **Integrity**-Committed to providing quality service by consistently holding ourselves to the highest moral and ethical principles. **Professionalism**-Committed to providing the community with exceptional law enforcement by developing our personnel through effective training and leadership. **Excellence**-Committed to providing innovative solutions to issues by working in partnership with our community. **Teamwork**-Committed to providing a quality work environment by promoting coordination, cooperation, and communication with our members.

How is the mission accomplished?

We provide the following broad categories of service:

- Responding to 9-1-1 calls
- Preventative crime, traffic patrol and education services
- Marine services on Lake Sawyer
- We assist other police agencies when needed; as they assist us in time of need
- We seek out and remove illegal drugs with our police officer/K-9 drug team
- Prepare and maintain crime records in compliance with state standards
- Public Information requests and fingerprinting
- Court order processing and entry to state and national data bases
- Serve as an evidence repository to ensure that crimes are fully prosecuted
- Investigations, both felony and misdemeanor are handled by our police officers. The Major Crimes Task Force assists when requested.
- Community education and crime prevention advocacy
- Transport to/from jail facilities for bookings and court hearings

Dispatch services are a major part of the police budget, can you explain this?

Dispatch services are critical to the public safety mission; they serve as a point of contact that must exist for the public and emergency personnel to convey information, and to provide and coordinate a response to critical and non-critical events. They are a major cost center and consist of:

- Valley Communications, a 9-1-1 call and dispatch center with appropriate back-up centers in time of disaster
- Personnel and radio equipment to cover broad areas of the county
- Links with other local, state and federal data providers

FAQ - STREET DEPARTMENT

What services does the Street Department provide?

- Road surface maintenance including
 - Responsive service to fill potholes
 - Crack sealing
 - Patching
 - Asphalt overlays
- Street lighting
- Roadside mowing and brush removal
- Traffic signal maintenance
- Street signs and signal maintenance
- Right of way management
 - Franchise utility management
 - Tree issues
 - Encroachment issues
 - Preserve survey monuments
 - Government reporting and administration
- Snow removal and ice control
- Maintenance of the public works building

I see that the City has made some great improvements to major streets (Railroad Ave, Morgan Street, Lake Sawyer Road and SE 288 Street) in recent years. When will I see similar improvements to my residential street?

The projects listed above were all largely funded by grants and a small percentage of local Real Estate Excise Tax funds. Typically there is very little grant funding for local streets. There are no immediate prospects of this nature for low volume residential streets; these streets will continue to receive attentive service to fix potholes and remove snow and ice.

How are the Street Funds spent?

The costs vary year to year but generally have been invested as follows:

5%	Street Repairs
14%	Street Lighting
49%	Street Labor
5%	Equipment Replacement
6%	Supplies
5%	King County traffic signal and paint striping services
16%	Other - including legal, insurance, administration, communication, training, utilities, and contracted professional services

FAQ - STORMWATER UTILITY

Why does the City have a Stormwater Utility?

Stormwater management has been and remains an area of concern. Regulatory standards, the need for a dedicated funding source related to land use (as opposed to taxes) and the need to address the environmental impacts of stormwater all led to the development and growth of stormwater utilities across the nation.

Why have a separate Utility – can't this just be a part of the (sanitary) sewer utility?

Accounting standards established nation-wide and in particular, guided by the WA State Auditor, make having a separate utility necessary. Having a separate utility also makes application for financial assistance, in the form of grants or loans, more accessible.

What is the Stormwater Utility Mission?

To promote the public health, safety and welfare by:

- Minimizing uncontrolled water pollution and erosion
- Preserving and enhancing the natural values of water quality, fish and wildlife habitat
- Reducing flooding during storm events
- Preserve and protect the public street system

Can you translate that mission to work activities?

Yes, our stormwater permit (license) from the State requires us to perform a full range of stormwater activities, examples are:

- Providing community education
- Regulating construction site erosion and sediment control systems
- Policing illegal discharges into natural water bodies – our streams and lakes
- Cleaning and maintaining our extensive stormwater system which includes:
 - Over nine miles of drainage pipes and culverts
 - 21.9 miles of paved streets - street sweeping
 - 9 stormwater ponds
 - 15 infiltration facilities - green sites for water recharge into the ground
 - 572 catch basins - the metal grated box into which stormwater flows
 - Sweeping the major city streets
- Providing local match dollars to go with grant funds for lake monitoring activities

FAQ - WATER UTILITY

What is the Water Utility Mission?

The Water Utility mission is to provide high quality, reliable, safe drinking water to the citizens and businesses and plan for the expansion of the water system to meet the needs of the community.

Where does my water bill money go?

Your water bill funds the following general categories of expenditures:

- 35% supports maintenance and clerical staff (administration staff funded by Yarrow Bay)
- 5% goes toward supplies like chlorine, sodium hydroxide, fuel, paper, small tools
- 20% goes toward service costs like insurance, phone service, training, water quality testing, legal services, permit costs, postage
- 16% goes toward state and local taxes and a pro-rata share of City Hall central service support
- 24% goes toward debt service for past improvements for water treatment, chlorine equipment upgrades and meter replacement

What types of activities and services does my monthly water bill support?

- Source protection and maintenance at our springs to insure the purest water is collected
- Maintenance of water treatment facilities to insure that water is safe to drink
- Water system monitoring activities including water sampling and water quality testing as per state Department of Health standards.
- Meter reading and maintenance for accurate and equitable accounting of the use of water
- Maintenance of storage tanks, pipes, pumps, fire hydrants, equipment, valves, and backup power systems
- Administration and planning services including budgeting, rate setting, and contract administration
- Utility billing services

GENERAL FUND #001

Revenue sources

Taxes: Property, Sales & Utility
Licenses & permits
Intergovernmental – Federal, State & County
YarrowBay Holdings support
Police
Court
Miscellaneous

Invested in

Police
Fire
Council & Mayor
Clerk (part)
Court
Cemetery & Parks
City Administrator (part)
Legal
Planning & Permitting (part)
Finance staff (part)
Facilities maintenance & operation (except utility)

Limitations

No \$ to Utilities (capital loan OK)

STREET FUND #101

Revenue Sources

State gas tax share

Invested in

Street maintenance
Match \$ for Capital projects

Limitations

Gas tax for streets only, no transfers

UTILITY FUNDS

Water # 401

Sewer # 407

Stormwater # 410

Revenue sources

Utility Rates

Investments

Operations & maintenance

Limitations

No \$ to GF (capital loans OK)

No \$ to others (capital loans OK)

Capital Funds

General Government CIP #310

Street CIP 320

Water Supply/Facility #402

Water Capital #404

Sewer Capital #408

Stormwater Capital #410

REET (first ½ cent) #104 General Government

REET (second ½ cent) #105 Streets

Revenue sources

Taxes: REET

Transfers from corresponding utility Funds

Investments

The various items first in CIP; then, in the annual budget

Limitations

Generally, same rules on transfer and loans apply to these capital funds

COMMUNICATION ENHANCEMENT

MEMORANDUM

TO: Mayor and Council

FROM: Pete Butkus

RE: Communication Enhancement

DATE: 08 AUG 12

This memo is for inclusion in the Council Agenda Packet – Work/Study Meeting of 16 AUG.

Based on observations during my tenure with the City and discussions with the Mayor and all members of the Council it appears that the elected officials could benefit by a discussion on communication. This is meant to be a true discussion without rancor on how the legislative and executive offices can enhance communication – a positive outcome.

Communication Mechanism	Comments
EXISTING	
Mayor advising of major fire & police incidents	Does anyone confirm receipt or is the Mayor wondering if the message was received?
Offer to meet with Council prior to meetings to go over the Agenda	There have been few meetings – does this indicate a general comfort level with the Agenda packet or...?
Phone call in advance of Council meeting by CA	Is this of value to the Council?
OTHER IDEAS	
Regular Department Reports to the Council	
The Kent model, as offered by Council Member Deady (attached e-mail)	
Weekly e-mail from executive to the Council & others outlining happenings of the week and listing major planned work for the next	
Other	

Attachment

RESOLUTION NO. 1833

A RESOLUTION of the City Council of the City of Kent, Washington, relating to rules and procedures for city council, city council meetings, and council committee meetings.

RECITALS

A. The city council, pursuant to Resolution No. 1562, established rules and procedures for the city council, city council meetings, and meetings of council committees.

B. On November 5, 2002, the city council, pursuant to Resolution No. 1633, passed amendments to the existing rules and procedures that added council president duties and responsibilities.

C. Since passage of Resolution No. 1633, the city has undergone a reorganization combining and renaming various council committees, and council has determined to change the order of items on its agenda. Also, additional amendments are necessary to update current council procedures.

D. The city council desires to update and revise those rules and procedures.

*City Council
Rules and Procedures
Repeal & Adopt*

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF KENT,
WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

RESOLUTION

SECTION 1. - Repealer. Resolution No. 1633 which amended Resolution No. 1562 relating to rules and procedures for the city council, city council meetings, and council committee meetings is hereby repealed in its entirety.

SECTION 2. - Applicability. These rules and procedures shall govern all meetings of the Kent city council and its committees unless suspended by the city council. Failure to fully conform to these rules and procedures will not render any action by the city council or any of its committees invalid.

I. COUNCIL PRESIDENT - MAYOR PRO TEMPORE

SECTION 3. - Term. The city council shall elect from its members a president of the council during the month of January in the even numbered years on or before the second regular meeting of that month. The council president shall serve a two-year term.

SECTION 4. - Mayor Pro Tempore. The council president shall serve as mayor pro tempore and shall preside at all meetings of the council when the mayor is not present. Although presiding as mayor pro tempore, the council president shall retain all powers and rights inherent to a councilmember and to the council president, including, without limitation, voting powers. The mayor pro tempore shall act as mayor and assume the authority and perform the mayor's duties whenever there is a vacancy in

*City Council
Rules and Procedures
Repeal & Adopt*

the Office of the Mayor or the mayor is absent from the city or is unable for any reason to discharge the mayor's duties. The assumed duties shall include, but not be limited to, acting as signatory to documents requiring execution by the mayor, issuing proclamations and declarations, and extending official recognition of groups and events.

SECTION 5. - *President Pro Tempore.* The council president may appoint a president pro tempore when the president is absent. The president pro tempore shall have the same authority and duties as the council president. If the president pro tempore has not been appointed or is otherwise absent or unavailable, the longest serving councilmember, either by consecutive or non-consecutive terms, shall be deemed the acting president pro tempore. If two or more councilmembers qualify to be president pro tempore, then the City Clerk or her or his designee shall select, by lottery and in the presence of two witnesses, one name from the names of the group of eligible councilmembers, and the councilmember whose name is selected shall fill the vacant president pro tempore position.

SECTION 6. - *Duties and Responsibilities.* The council president shall perform the following duties and responsibilities:

1. Administer the council budget, including oversight and approval of expenditures;
2. Set the council's agenda, in coordination with the mayor and city clerk's office;
3. Refer proposed ordinances and resolutions to the appropriate council committee;
4. Call for a workshop or a meeting of the council committee of the whole, as needed;

*City Council
Rules and Procedures
Repeal & Adopt*

5. In cooperation with the mayor, ensure adequate council facilities, equipment and support, with council consensus;
6. Direct correspondence on behalf of the council as appropriate, with consent of council;
7. Act as council liaison to the mayor's office on policy issue consideration, including elements of timing;
8. When authorized by city code or state law, nominate or appoint the membership of each established committee or board and the committee or board chairpersons by the third regular meeting of each year;
9. Substitute for an absent councilmember or designate another councilmember to substitute on any of the council's committees or boards;
10. Coordinate and schedule retreats or other meetings for annual review and update of council visions and goals for the city;
11. Gather information on regional issues and attend regional meetings, as appropriate and applicable, to represent the council's views, or in the alternative, designate other councilmembers to represent the city and the council on specific regional issues or meetings;
12. Serve as a council focal point for council, mayor, and staff; and
13. Discern councilmembers' areas of interest and/or expertise.

II. COUNCIL MEETINGS

SECTION 7. - Regular Meetings. The council's regular meetings will occur at the time, date and place established in Chapter 2.01 of the Kent City Code.

SECTION 8. - Special Meetings. Special meetings shall be held as provided by law at the times designated by council.

*City Council
Rules and Procedures
Repeal & Adopt*

SECTION 9. - *Presiding Officer at Meetings.* The mayor shall be the presiding officer for all meetings of the council. If the mayor is not present, the council president shall be the presiding officer. In the absence of the mayor and council president, the president pro tempore shall be the presiding officer.

SECTION 10. - *Forfeiture of Office.* Pursuant to RCW 35A.12.060, a councilmember shall forfeit office if he or she fails to attend three consecutive regular meetings of the council without being excused by the council.

SECTION 11. - *Quorum.* At all meetings of the council, a majority of the full council membership, or not less than four councilmembers, shall constitute a quorum for the transaction of business.

SECTION 12. - *Majority Vote.* Action by the city council requires the affirmative vote of a majority of members attending a meeting, except where otherwise required by applicable law.

SECTION 13. - *Executive Sessions.* The city council may hold executive sessions during a regular or special meeting to consider matters as permitted pursuant to applicable law. No official action shall be taken during any executive session. No member of the city council, employee of the city or any person present during an executive session shall disclose to any other person the content or substance of discussion which took place during the session, unless a majority of the council authorizes that disclosure. Executive sessions, to the extent permitted by law, shall be limited to members of the city council, the mayor and staff, and other persons that the city council invites.

*City Council
Rules and Procedures
Repeal & Adopt*

SECTION 14. - Agendas. Only items that have been previously discussed by council committee shall be put on the agenda for a council meeting, unless approved by the council president or president pro tempore. The order of business of all meetings of the council shall be as follows:

1. Call to order/Flag Salute
2. Roll Call
3. Changes to the Agenda
4. Public Communications
5. Public Hearings
6. Public Comments
7. Consent Calendar
8. Other Business
9. Bids
10. Reports from Standing Committees, Staff and Special Committees
11. Executive Session and action after Executive Session
12. Adjournment

SECTION 15. - Public Comment. No person shall address the council without the permission of the presiding officer except during the third, fifth, and sixth orders of business set forth in Section 14 above. When addressing the council, each person shall proceed to the speaker's podium, unless otherwise directed by the presiding officer, and state his or her name and address for the record. If comment is offered under the sixth order of business, the speaker will also state the subject of his or her comment. Remarks will be limited to the time allocated by the presiding officer for each speaker. All remarks shall be pertinent to the stated subject matter and shall be addressed to the presiding officer and the

***City Council
Rules and Procedures
Repeal & Adopt***

council as a whole and not to any member individually. The sixth order of business is intended to allow persons to speak on any issue of concern to that person, but it is not an open public forum, and is subject to restrictions imposed in this resolution and by applicable law. No questions shall be asked of a councilmember or member of the city staff without the permission of the presiding officer.

SECTION 16. - Public Demeanor. No one shall use any impertinent, degrading or slanderous language directed to the presiding officer, councilmembers, mayor, staff or other member of the public, and no one shall otherwise engage in disruptive behavior. The presiding officer may remove any person for disruptive behavior at council or council committee meetings. Disruptive behavior shall constitute grounds for removal from the council chambers at the council's direction.

SECTION 17. - Added Agenda Items. A member of the public, council or mayor may ask that an item be considered by the city council, even if it is not identified on the formal agenda, by raising the issue during changes to agenda. That item shall then be considered with the approval of the council.

SECTION 18.- Mayor Participation. The mayor may address the council on any matter or participate in the debate of any question, provided the mayor shall first call upon the council president or any other councilmember designated by the council president to take the chair during the mayor's participation.

SECTION 19. - Councilmember Conduct. While the council is in session, whether at a council or council committee meeting, all its members must preserve order, decency and decorum at all times and no

***City Council
Rules and Procedures
Repeal & Adopt***

member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any member while speaking, or refuse to obey the order of the presiding officer. The members of the city council may reprimand another councilmember for disorderly conduct and, upon written charges entered upon by motion, may expel a member from the council meeting by two-thirds (2/3) vote of the membership of the council in attendance at that meeting.

SECTION 20. - Voting. Discussion by council members shall relate to the subject matter at hand and shall be relevant and pertinent. Every councilmember, unless disqualified by reason of a conflict of interest or as otherwise provided by law or excused by the council, shall cast his or her vote upon any matter put to vote by the legislative body. Any councilmember who abstains from voting shall be deemed to have not voted on that item. At the request of the presiding officer or of any member, any question shall be noted upon by a roll call and the individual voting results shall be recorded by the city clerk in the minutes.

SECTION 21. - Summoned to Meetings. Every city official or employee who shall fail to report to the council at times and in a manner requested by the council, shall be summoned in accordance with the direction of the council.

SECTION 22. - Ordinances, Resolutions and Contracts - Presentation. No ordinance, resolution, contract document or other matter shall be presented to the council unless ordered by a majority of the council, referred by a council committee, requested by the mayor, or submitted by the city attorney unless otherwise approved by the council president. All ordinances, resolutions, contract documents and other matters shall be approved as to form by the city attorney and shall be

***City Council
Rules and Procedures
Repeal & Adopt***

examined and approved by the department head or his or her duly authorized representative having jurisdiction over the subject matter of the ordinance, resolution, contract document, or other matter.

SECTION 23. - Parliamentary Rules. The city attorney shall act as parliamentarian and advise the presiding officer on inquiries concerning parliamentary procedure. The presiding officer shall rule on issues of parliamentary procedure, unless overruled by a majority of the councilmembers present. Robert's Rules of Order shall govern the deliberations of the council except when in conflict with any section herein.

SECTION 24. - Suspending the Rules. When the suspension of a rule is requested, and no objection is offered, the presiding officer shall announce that the rules are suspended and the council may proceed accordingly. When there is an objection to suspending the rules, it shall require a vote of majority plus one of the members present to suspend the rules.

III. COUNCIL COMMITTEES

SECTION 25. - Committees Established. The council establishes the following five standing committees, each of which shall consist of three councilmembers, one of which shall act as committee chair. The council president, by the conclusion of the second regular meeting after the meeting where he or she is elected, shall appoint committee members and committee chairs for approximately two-year terms, reserving the right of the council president to remove committee members and committee chairs and to reappoint new councilmembers to fill those positions.

*City Council
Rules and Procedures
Repeal & Adopt*

1. Operations Committee. The operations committee generally shall consider all matters related to the general fiscal and financial conditions and operations of the city. This committee shall also consider all policy matters related to personnel, including, but not limited to, salary ranges and step schedules, position classification, merit system development and other items in coordination with the operations department and other departments as appropriate. This is not to be construed as a limitation or infringement upon the executive powers of the mayor.

2. Parks and Human Services Committee. The parks and human services committee generally shall consider all matters related to planning and implementation of city facilities, parks and recreation programs and activities in the city, and human services programs and activities in the city, including coordination of programs and activities with affected school districts.

3. Economic and Community Development Committee. The economic and community development committee generally shall consider all matters related to community growth and development including, but not limited to economic development, permit issuance for land use and construction development, and planning of the physical, economic, aesthetic, and social development of the city.

4. Public Works Committee. The public works committee generally shall consider all matters related to planning, design, construction, improvement, extension, maintenance and operation of transportation and street systems, transit, water, sewer, storm, solid waste and other utilities, franchises, and other related matters.

*City Council
Rules and Procedures
Repeal & Adopt*

5. Public Safety Committee. The public safety committee generally shall consider all matters related to police and fire safety, including, but not limited to, law enforcement, emergency response services, fire inspection, fire investigation and general dispatch services.

SECTION 26. - Duties and Responsibilities. The council committees shall consider all matters referred to them whether within or outside of a specific committee's general focus area. All proposed ordinances or resolutions and other matters for council consideration shall first be discussed by, or referred to, the appropriate council committee, unless otherwise designated by the council president; provided, however, the council shall not be denied the right to refer the subject to a committee or workshop for further consideration. Matters not otherwise designated shall be assigned for consideration to a council meeting, workshop or to the appropriate council committee by the council president, in consultation with the mayor. Each committee chair shall report to the council the findings and/or recommendations of the committee.

SECTION 27. - Quorum. No committee shall act in the absence of a quorum. At the request of the committee chair the council president, any other councilmember may sit on any committee when necessary to constitute a quorum or to fill a vacancy.

SECTION 28. - Committee of the Whole. Council workshop meetings constitute regular meetings of the full council. Public input shall be permitted at council workshops at the discretion of the city council.

SECTION 29. - Committee Reorganization. The city council, upon a vote of the majority of its membership, may reorganize and rearrange the membership of standing committees, including the discontinuance of any

*City Council
Rules and Procedures
Repeal & Adopt*

standing or special committee and the reassignment of its duties and functions to another committee or committees, together with the establishment of special, temporary and ad hoc committees.

SECTION 30. - Savings. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION 31. - Ratification. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

SECTION 32. - Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or resolution numbering and section/subsection numbering.

SECTION 33. - Effective Date. This resolution shall take effect and be in force immediately upon its passage

PASSED at a regular open public meeting by the City Council of the City of Kent, Washington, this 17th day of August, 2010.

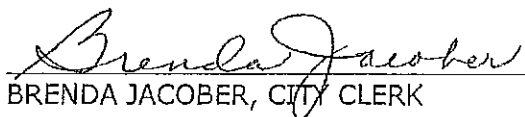
*City Council
Rules and Procedures
Repeal & Adopt*

CONCURRED in by the Mayor of the City of Kent this 17th day of

August, 2010.


SUZETTE COOKE, MAYOR

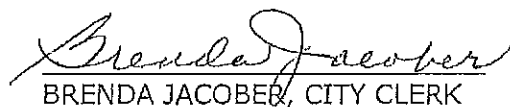
ATTEST:


BRENDA JACOBES, CITY CLERK

APPROVED AS TO FORM:


TOM BRUBAKER, CITY ATTORNEY

I hereby certify that this is a true and correct copy of Resolution No. 1833 passed by the City Council of the City of Kent, Washington, the 17th day of August, 2010.


BRENDA JACOBES, CITY CLERK

P:\Civil\Resolution\CityCouncilRulesandProcedures.docx

*City Council
Rules and Procedures
Repeal & Adopt*