



City Council Study Session

AGENDA Revised

February 9, 2016

6:30 pm – 10:00 pm

Call to Order

Public Comment

Note: *This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us*

Topics

- Tent City 4
- Land Use Compatibility in Residential Zones
- Update: SE 4th Street Open House
- Discussion: Human Services Grant Process
- Council Rules of Procedure

Adjournment

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

AGENDA CALENDAR

Feb 2016			
Mon 2/15	6:30 pm	Cancelled	Presidents Day – City Offices Closed
Tues 2/16	6:30 pm	Regular Meeting/Study Session	Finances and Capital Plans Public Works Standards
2/24	6:00 pm	Joint Meeting/Special Meeting	Lake Washington School District
Mar 2016			
Tues 3/1	6:30 pm	Regular Meeting	Public Hearing/ Ordinance: Land Use Compatibility in Residential Zones Public Hearing/ Resolution: Beaver Lake Management District – Intent to Form District Resolution: Beaver Lake Management District – Vote to Form District Housing 101 - ARCH Resolution: ARCH Work Plan and Budget Resolution: Authorizing ARCH to execute agreements for affordable housing projects. Bid Award: Big Rock Park Well Repair/TBD (consent)
Tues 3/15	6:30 pm	Regular Meeting	Public Hearing/Discussion: Ordinance first reading Marijuana Public Hearing/Discussion: Ordinance first reading Dimensional Standards for Single Family Homes
Tues 3/22	6:30 pm	Special Study Session	Discussion: Synthetic Turf Infill Options Presentation: Community Center Update Inner City Bus Service
April 2016			
Tues 4/5	6:30 pm	Regular Meeting	Proclamation: Sexual Assault Awareness Month Bid Award: EHS Turf Replacement/TBD Ordinance second reading Marijuana Public Hearing/Discussion: Ordinance first reading Dimensional Standards for Single Family Homes
Tues 4/12	6:30 pm	Study Session	Discussion: Critical Area Updates/ Shoreline Master Program Discussion: Dimensional Standards for Single Family Homes
Tues 4/19	6:30 pm	Regular Meeting	
May 2016			
Tues 5/3	6:30 pm	Regular Meeting	Public Hearing/ Ordinance: Critical Area Updates/ Shoreline Master Program
Tues 5/10	6:30 pm	Study Session	Discussion: Critical Area Updates/ Shoreline Master Program Discussion: Impact Fee Deferrals
Tues 5/17	6:30 pm	Regular Meeting	Public Hearing/ Ordinance: Impact Fee Deferrals Ordinance: Building Codes Update Presentation: Electrical Permit/ Inspection Program Feasibility Contract: Beaver Lake Shop Roof Replacement/TBD (consent) Contract: Fourth on the Plateau Fireworks/TBD (consent) Contract: Fourth on the Plateau Event Lighting/TBD (consent) Resolution: Youth Board Appointments (consent)
June 2016			
Tues 6/7	6:30 pm	Regular Meeting	Presentation: Parks Commission Hand-off of 2017-22 Parks CIP

Tues 6/14	6:30 pm	Study Session	Discussion: YMCA Property Development Discussion: 2017-22 Parks CIP
Tues 6/21	6:30 pm	Regular Meeting	Resolution: 2017-22 Parks CIP
July 2016			
Tues 7/5	6:30 pm	Regular Meeting	
Tues 7/12	6:30 pm	Study Session	
Tues 7/19	6:30 pm	Regular Meeting	Proclamation: Women's Equality Day
Aug 2016			
NO MEETINGS			
Sept 2016			
Tues 9/6	6:30 pm	Regular Meeting	Proclamation: Mayor's Month of Concern Food Drive Contract: Trails, Bikeways and Path Plan Consultant/TBD Contract: YMCA Property Development Plan Consultant/TBD
Tues 9/13	6:30 pm	Study Session	
Tues 9/20	6:30 pm	Regular Meeting	
Oct 2016			
Tues 10/4	6:30 pm	Regular Meeting	
Tues 10/11	6:30 pm	Study Session	Discussion: Trails, Bikeways and Paths Plan
Tues 10/18	6:30 pm	Regular Meeting	
Nov 2016			
Tues 11/1	6:30 pm	Regular Meeting	
Tues 11/8	6:30 pm	Study Session	
Tues 11/15	6:30 pm	Regular Meeting	
To Be Scheduled		Parked Items	
<ul style="list-style-type: none"> Ordinance: Second Reading Puget Sound Energy Franchise Economic Development Plan Facility Rental Fees 		<ul style="list-style-type: none"> Comprehensive consideration of Capital projects Design Standards Review of regulations regarding the overlay ares, low impact development and special protection areas for lakes 	
		Parked Items	
		<ul style="list-style-type: none"> Intra-City Transit Services Mountains to Sound Greenway Sustainability/Climate Change Off Leash Dog Areas Water Quality Update 	



Memorandum

Date: February 9, 2016

To: City Council

From: Ryan Kohlmann, Planning Commission Chair

Re: Recommendation for Land Use Compatibility in Residential Zones

On behalf of the Planning Commission, I am pleased to transmit the Commission's recommendations on amendments to the Sammamish Municipal Code related to Land Use Compatibility in Residential Zones. The recommendation includes amendments intended to improve compatibility between single family residences and other types of uses (group homes, religious uses, daycares, and schools) typically found in residential zones by addressing regulations pertaining to: 1) Waste container screening, 2) Outdoor lighting, 3) Parking for single family homes, 4) Parking lot design, 5) Daycare pick-up/drop-off spaces, and 6) Reasonable accommodation for persons with disabilities.

The Planning Commission was directed by the City Council to review zoning regulations pertaining to group homes, religious uses, daycares, and schools, and to address identified impacts generated by these uses. The Planning Commission evaluated several different policy options, including some initially identified in the Council discussion, and ultimately recommended adoption of all but one option.

The Planning Commission has used several policy evaluation forms to assist in identifying relevant facts, regulations, and expected results of the proposed amendments. The factors considered by the Planning Commission on each topic are captured in the evaluation form and are used to inform the deliberation process. The forms are also intended to summarize the Planning Commission's deliberative process, as it evolved through the review of the proposed amendments. The Planning Commission weighed the factors noted on each evaluation form while also working within the legal framework set by state and federal regulations pertaining to group homes, religious uses and daycares.

The Planning Commission and staff held public meetings held October 1, October 29, and November 19, 2015, and held a public hearing on December 3, 2015. Deliberations were held on January 14, 2016. The Planning Commission's recommendations on each of the zoning topics passed unanimously.

Thank you for your consideration of our recommendations. If you have any questions, please contact Jeff Thomas at 425.295.0520 or jthomas@sammamish.us.

Planning Commission Recommended Form

Policy Option Evaluation Form 1 – Waste container screening

Use: Single family homes, including group homes

Aspect: Waste Disposal

Impact: Properties that produce a large volume of garbage or recycling visible from the street or adjacent properties

Proposed amendment:

Amendment Option:	Expected Effect
<ul style="list-style-type: none"> Require either an enclosure or screening for garbage/waste containers so that they are not visible from street Require garbage/waste containers to be kept out of sight except on collection days Include prohibition on systemic, routine violations. 	<ul style="list-style-type: none"> New homes that previously did not have screening or a garbage enclosure would need to provide one (garages would count as enclosures)
Positive	Negative
<ul style="list-style-type: none"> Reduced visual presence / impact of garbage on street 	<ul style="list-style-type: none"> Potential added monetary cost to residents if new enclosure or screening needed to be created Potential added time cost to residents when moving containers from collection locations to enclosure or screened location Potential added enforcement cost to the City to ensure code compliance
Recommendation	
Recommend amendment	

Current Regulations: All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage. Every occupant of a structure shall dispose of all rubbish and garbage in a clean and sanitary manner by placing such rubbish in approved leakproof, covered containers.

New multifamily, institutional, industrial, and commercial facilities are required to provide a centralized collection point (garbage / recycling enclosure), which is subject to specific design standards (SMC 21A.30.180(4)). Generally, the standards require a large enough space to house the garbage containers, that the design of the structure be architecturally similar to the main building(s), with a six foot wall or fence screening the garbage containers. Generally single family homes do not have a garbage enclosure).

Federal / State Limitations: Adult Family Homes must be treated the same as single family homes and dwellings; Community Residential Facilities must be treated the same as similar dwellings for people without handicaps. No dwelling may be made unavailable to persons with a handicap. *If changes are made to regulations for group homes, the same changes must be made for all similar dwellings.*

Planning Commission Recommended Form

Policy Option Evaluation Form 2 – Outdoor lighting

Use: All uses

Aspect: Lighting

Impact: Light trespass across property lines, impacting neighbors

Proposed amendment:

Amendment Option:	Expected Effect
<ul style="list-style-type: none"> • Require new and replacement outdoor lighting fixtures to: <ul style="list-style-type: none"> ○ Be fully cut-off, shielded, and pointed downward ○ Only on when needed ○ Only light area that needs it ○ Be no brighter than necessary ○ Minimize blue light emissions • Provide timeline to bring all affected lighting fixtures into conformance 	<ul style="list-style-type: none"> • Reduced light trespass on to neighboring properties • Reduced general light pollution
Positive	Negative
<ul style="list-style-type: none"> • Reduced light trespass and general light pollution • Increased safety due to reduced glare 	<ul style="list-style-type: none"> • Increased costs to property owners to bring lighting fixtures into compliance • Potential added enforcement cost to the City to ensure code compliance
Recommendation	
Recommend amendment	

Current Regulations: SMC 21B.30.190 (applicable in Town Center zones only)

- Minimum and maximum lighting levels in publicly accessible areas
- Lighting fixtures required to be full cut-off and dark sky rated
- Height limits for lighting fixtures

Multifamily and non-residential uses are required to provide parking lot lighting, which shall be designed “to minimize direct illumination of abutting properties and adjacent streets”. (SMC 21A.40.110)

Federal / State Limitations: Adult Family Homes must be treated the same as single family homes and dwellings; Community Residential Facilities must be treated the same as similar dwellings for people without handicaps. No dwelling may be made unavailable to persons with a handicap. *If changes are made to regulations for group homes, the same changes must be made for all similar dwellings.*

Religious Land Use and Institutionalized Persons Act (RLUIPA). The City may not: 1) Implement a land use regulation that imposes a substantial burden; 2) Treat a religious assembly differently that a nonreligious assembly; 3) Discriminate against any assembly on the basis of its religion; 4) Exclude religious assemblies from our jurisdiction; 5) Unreasonably limit religious assemblies in our jurisdiction.

Planning Commission Recommended Form

Policy Option Evaluation Form 3

Use: Single Family Homes, including group homes

Aspect: Parking

Impact: High demand for, and use of, on-street parking

Proposed amendment:

Amendment Option:	Expected Effect
<ul style="list-style-type: none"> Increase off-street parking requirements for new single family dwelling units from 2 to 3 stalls 	<ul style="list-style-type: none"> Increased parking for new single family homes will decrease demand for on-street parking in new neighborhoods.
Positive	Negative
<ul style="list-style-type: none"> Increased parking on site, reducing competition for on-street parking and the visual effects of parking on the street. 	<ul style="list-style-type: none"> Increased impervious surface on lots, decreasing green space and affecting drainage and water quality Encourages the inefficient use of land within the urban growth boundary, by encouraging larger lots, and less dense development Would apply only to future development, and therefore not address existing issues
Recommendation	
<p>Do not recommend amendment—the proposed policy option would not address the current complaints, only future ones. The potential costs would outweigh the benefits of the change, and therefore should not be advanced.</p>	

Current Regulations: Two parking spaces are required per single detached residence and townhouse, or 1 per 2 bedrooms for Community Residential Facilities and dormitories (SMC 21A.40.030)

Federal / State Limitations: Adult Family Homes must be treated the same as single family homes and dwellings; Community Residential Facilities must be treated the same as similar dwellings for people without handicaps. No dwelling may be made unavailable to persons with a handicap. *If changes are made to regulations for group homes, the same changes must be made for all similar dwellings.*

Planning Commission Recommended Form

Policy Option Evaluation Form 4 – Parking Lot Design & SEPA

Use: Non-residential uses

Aspect: Parking Lot design (LID and Landscaping)
 Facility Location
 Transportation Demand Management
 SEPA Thresholds

Impact: Water quality, aesthetics (headlights from cars, parking lot), trip generation, and public awareness prior to construction of the parking lot.

Proposed amendment:

Amendment Option:	Expected Effect
<ul style="list-style-type: none"> Require new uses that will generate more trips to locate on arterials and incorporate TDM into their project design Require that <u>all</u> new parking lots incorporate Low Impact Design (LID) elements into the parking lot design. LID elements would be designed to improve water quality leaving the site. Require that <u>all</u> new parking lots incorporate a 3 foot tall berm around parking lots. Lower SEPA exemption threshold from the current 40 car parking spaces to a lower number 	<ul style="list-style-type: none"> Reduced congestion on local streets from schools and religious uses that generate high volumes of traffic. Improved water quality treatment from parking lots. Prevent car headlights from shining onto adjacent properties. Increased public awareness of, and opportunity for comment on, proposed improvements. Project specific review to determine if SEPA impacts are likely – and mitigation as needed.
Positive	Negative
<ul style="list-style-type: none"> Improved water quality treatment of stormwater leaving parking lots. Improved compatibility between required parking lot improvements and adjoining development Additional berming could be generally incorporated into required landscaping area Increased opportunity for public participation in the project review. Reduction in any probable significant impacts that would result from a larger parking lot. 	<ul style="list-style-type: none"> Increased expense in locating and designing facilities. Increased cost for construction of parking lot improvements. Incorporation of LID into the parking lot design is largely mandated by the 2009 KCSWDM already. In some circumstances, the use of LID may not be the least restrictive approach to improving water quality. Increased permit review time
Recommendation	
Recommend amendment	

Current Regulations: Parking lots are designed to comply with the applicable regulations for water runoff quality and quantity (typically found in the 2009 KCSWDM) and environmentally critical area regulations where they apply (e.g. lake management areas for Pine and Beaver lakes).

Parking lots are sized to provide 1 parking stall per 5 fixed seats, plus 1 stall per 50 square feet of gross floor area without fixed seats used for assembly purposes. Some religious uses do not incorporate fixed seating, in which case parking is generally estimated based upon the expected occupancy of the proposed facility served by the parking lot.

Landscaping of parking lots is required, with between 20 and 25 square feet of landscape area provided per parking stall. Typically 20 feet (width) of landscaping is provided between parking lots and adjacent street property lines; 10 feet is provided along adjacent property lines.

Religious uses generally require a conditional use permit (CUP) in the R-1 through R-4 zone; the review of the CUP incorporates a requirement that the improvements (e.g. parking lot) be designed in a manner compatible with the character and appearance of existing or proposed development in the vicinity of the religious use.

Federal / State Limitations: RLUIPA limitations. Regulation must be based upon a legitimate reason for if it significantly affects religious uses, and it must be the least restrictive necessary to address that reason. RLUIPA also prohibits specific regulations that: 1) treat religious uses differently from non-religious ones; 2) discriminates on the basis of religion or religious denomination; 3) totally excludes religious uses; or 4) unreasonably limits religious assemblies, institutions, or structures.

Planning Commission Recommended Form

Policy Option Evaluation Form 5

Use: Daycares

Aspect: Traffic

Impact: “Daycare I” uses result in additional traffic and activity than is typical for a single family home.

Proposed amendment:

Amendment Option:	Expected Effect
<ul style="list-style-type: none"> • Require safe space where cars can stop for pick-up and drop-off of children • Pick-up/drop-off space may be either: <ul style="list-style-type: none"> ○ Off-street, on the daycare’s property; or ○ On-street, adjacent to the daycare, located so that children do not need to cross a travelway in order to access the daycare • Preference is given to off-street pick-up and drop-off spaces 	<ul style="list-style-type: none"> • Decreased foot traffic across travelways, fewer stopped cars in travelways near daycares
Positive	Negative
<ul style="list-style-type: none"> • Improved safety for day care attendees • Potentially less congestion within travelways near daycares 	<ul style="list-style-type: none"> • Potential increased cost for construction of improvements if no off-street space currently exists
Recommendation	
Recommend amendment	

Current Regulations: “Daycare I” is a permitted use, provided that in the R-1 through R-8 the daycare is operated as an accessory to a single family home.

Federal / State Limitations: Pursuant to state law, Family Day Care Providers (which fall into the City’s definition of Daycare I) cannot be prohibited from residential zones. Cities may not impose zoning conditions on family day care providers that are more restrictive than conditions imposed on other residential dwelling in the same zone, nor preclude the establishment of family day cares.

1 **Non-Residential Uses in Residential Zones:**

2

3 Sammamish Municipal Code (SMC)

- 4 • 20.05.085 Reasonable Accommodation. *(Add new section for Reasonable Accommodation)*
- 5 • 20.15.040 Categorical exemptions and threshold determinations. *(Amend SEPA exemption*
6 *threshold for parking lots)*
- 7 • 21A.30.010 Purpose. *(Amend purpose to address garbage, lighting, and non-residential*
8 *design standards)*
- 9 • 21A.30.185 Garbage and trash enclosures. *(Add new section regulating garbage and trash*
10 *storage)*
- 11 • 21A.30.230 Outdoor lighting. *(Add new section regulating outdoor lighting for single family*
12 *homes)*
- 13 • 21A.30.240 Non-residential use design standards. *(Add new section regulating the design*
14 *and location of daycares, schools, and religious uses)*
- 15 • 21A.40.110 Off-street parking plan design standards. *(Amend section to add cross reference,*
16 *Daycare I requirements))*

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21 "Normal Text" is existing code language

22 "~~Strikethrough Text~~" is existing language that will be deleted

23 "Underline Text" is code language that will be added

24 "... " indicates that there is additional existing code language that has been omitted

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1 **20.05.085 Reasonable Accommodation**

- 2 (1) Purpose and Intent: The Federal Fair Housing Act (FFHA) requires that reasonable
3 accommodations be made in rules, policies, practices, or services, when such accommodations
4 may be necessary to afford persons with disabilities equal opportunity to use and enjoy a
5 dwelling. The Community Development Director is therefore authorized to make
6 accommodations in the provisions of this Code as applied to dwellings occupied or to be
7 occupied by persons with disabilities as defined in the Federal Fair Housing Act, when the
8 Director determines that such accommodations reasonably may be necessary in order to comply
9 with such Act.
- 10 (2) Applicability. The Director may grant reasonable accommodation to individuals with disabilities
11 as defined by the Fair Housing Amendments Act (FHAA), 42 U.S.C. 3602(h) or the Washington
12 Law Against Discrimination (WLAD), Chapter 49.60 RCW.
- 13 (3) Procedure. If modification of a standard in the Sammamish Municipal Code is sought:
- 14 (a) The applicant for reasonable accommodation must provide verifiable documentation of
15 an applicable disability and describe the proposed accommodation.
- 16 (b) No fee shall be charged to the applicant for a response to a reasonable accommodation
17 request.
- 18 (c) The Director shall determine what adverse land use impacts, including cumulative
19 impacts, if any, would result from granting the proposed accommodation. This
20 determination shall take into account the size, shape and location of the dwelling unit
21 and lot; the traffic and parking conditions on adjoining and neighboring streets; vehicle
22 usage to be expected from the residents, staff and visitors; and any other circumstances
23 determined to be relevant.
- 24 (d) A grant of reasonable accommodation permits a dwelling to be inhabited only according
25 to the terms and conditions of the applicant's proposal and the Planning
26 Director/Manager's decision. If it is determined that the accommodation has become
27 unreasonable because circumstances have changed or adverse land use impacts have
28 occurred that were not anticipated, the Planning Director/Manager shall rescind or
29 modify the decision to grant reasonable accommodation.
- 30 (e) Appeals of reasonable accommodation decisions made by the Director must be filed
31 within 21 days of the decision issuance date.
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1 **20.15.040 Categorical exemptions and threshold determinations.**

2 (1) The City of Sammamish adopts the standards and procedures specified in WAC 197-11-300 through
3 197-11-390 and 197-11-800 through 197-11-890 for determining categorical exemptions and making
4 threshold determinations subject to the following:

5 (a) The following exempt threshold levels are hereby established pursuant to WAC 197-11-
6 800(1)(c) for the exemptions in WAC 197-11-800(1)(b):

7 (i) The construction or location of any residential structures of up to 20 dwelling units;
8 (ii) The construction of an office, school, commercial, recreational, service, or storage
9 building with up to 12,000 square feet of gross floor area, and with associated parking
10 facilities designed for up to 40 automobiles;

11 (iii) The construction of a parking lot designed for up to 40-20 automobiles;

12 (iv) Any fill or excavation of up to 500 cubic yards throughout the total lifetime of the fill or
13 excavation.

14 (b) The determination of whether a proposal is categorically exempt shall be made by the
15 department.

16 (c) The construction of an individual battery charging station or an individual battery exchange
17 station.

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1 **21A.30.010 Purpose.**

2 The purpose of this chapter is to improve the quality of development by providing building and site
3 design standards that:

- 4 (1) Reduce the visual impact of large residential buildings from adjacent streets and properties;
5 (2) Enhance the aesthetic character of large residential buildings;
6 (3) Contain sufficient flexibility of standards to encourage creative and innovative site and building
7 design;
8 (4) Meet the on-site recreation needs of project residents;
9 (5) Enhance aesthetics and environmental protection through site design; ~~and~~
10 (6) Allow for continued or adaptive re-use of historic resources while preserving their historic and
11 architectural integrity;-
12 (6) Reduce the health and aesthetic impact of waste containers adjacent to streets;
13 (7) Promote compatibility between residential and non-residential uses; and,
14 (8) Promote health, safety, and security by minimizing glare and light trespass from outdoor lighting on
15 to adjacent properties.
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21A.30.185 Garbage and trash storage design.

- (1) Single family detached homes shall provide a designated location for the storage of garbage, recycling, and other waste containers. The designated location shall either be placed in an enclosure or garage, or screened so that the garbage, recycling, and other waste containers are not visible from public streets. The director may authorize an alternate storage location that will meet the purpose of SMC 21A.30.010.
- (2) Residents shall return garbage, recycling, and other waste containers to their designated storage location within 24 hours after collection, or as soon as is feasible.

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21A.30.230 Outdoor Lighting.

- (1) Applicability. This section applies to the following types of lighting:
 - (a) All new and replacement exterior light fixtures; and,
 - (b) All exterior light fixtures in operation after January 1, 2027.
- (2) Exemptions. The following types of lighting are exempt from the provisions of this section:
 - (a) Seasonal decorations;
 - (b) Lighting used under emergency conditions (e.g. searchlights, law enforcement vehicles);
 - (c) Moving vehicle lights;
 - (d) Underwater lighting in swimming pools;
 - (e) Lighting for signs, if permitted under SMC 21A.45;
 - (f) Traffic control devices;
 - (g) Lights required by state or federal law (e.g. wireless communication facility towers);
 - (h) Temporary lighting for construction sites, special events (e.g. theatrical performances, community events); and,
 - (i) Other lighting of a similar nature as approved by the Director.
- (3) Standards:
 - (a) Single family residences and townhouses:
 - (i) Outdoor light fixtures shall be fully shielded, pointed downward, and shall be installed and maintained in a way that causes minimal or no light trespass on to adjacent properties.
 - (ii) Outdoor light fixtures shall not exceed 1,260 lumens per light fixture, provided that the following is allowed:
 - (A) One partially shielded light fixture or sconce is allowed if it is located beneath a building overhang and will generate less than 630 lumens;
 - (B) Landscape/accent lighting, provided that the combined output of the light fixtures does not exceed 2,100 lumens;
 - (C) Motion-sensor lighting that extinguishes the light no more than 15 minutes after the area is vacated.
 - (iii) Site light fixtures shall be designed to use shall be metal halide or LED light sources unless otherwise approved by the director.
 - (iv) Solar-powered and high-energy-efficient lighting is encouraged. The director may allow flexibility with outdoor lighting standards for solar-powered lights.
 - (b) Parking lots:
 - (i) Lighting fixtures shall be partially shielded so that no light is emitted above 90 degrees, and shall be installed and maintained in a way that causes no light trespass on to adjacent properties.
 - (ii) Outdoor lighting shall not exceed 5.0 lumens per square foot of parking lot surface and pedestrian walkway. Requests for additional lighting may be considered with the approval of the Director.
 - (iii) Lighting fixtures shall be no more than 25 feet tall, with lower light fixtures preferable so as to maintain a human scale. Requests for higher light fixtures may be considered with the approval of the Director.
 - (iv) Site light fixtures shall be designed to use metal halide or LED light sources unless an alternative is approved by the Director.
 - (v) Solar-powered and high-energy-efficient lighting is encouraged. The Director may allow flexibility level standards for solar-powered lights.
 - (vi) Motion-sensing lighting is encouraged. The Director may allow flexibility with outdoor lighting standards when motion-sensing technology is used.

1 (c) Commercial, institutional, and mixed-use buildings

2 (i) Outdoor light fixtures shall be fully shielded, pointed downward, and should be
3 maintained in a way that causes no light trespass on to adjacent properties.

4 (ii) Outdoor lighting shall not exceed 5.0 lumens per square foot of hardscape
5 outside the building structure. Requests for additional lighting may be
6 considered with the approval of the director.

7 (iii) Exceptions:

8 (A) One partially shielded light fixture or sconce is allowed if it is located
9 beneath a building overhang and will generate less than 630 lumens;

10 (B) Landscape/accent lighting, provided that the combined output of the
11 light fixture does not exceed 2,100 lumens;

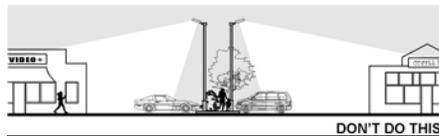
12 (C) Motion-sensor lighting that extinguishes the light no more than 15
13 minutes after the area is vacated.

14 (iv) Outdoor lighting shall not exceed 5.0 lumens per square foot of hardscape.
15 Requests for additional lighting may be considered with the approval of the
16 director. Except:

17 (A) Drive-up windows may add 8,000 lumens per drive-up window. In order
18 to use this allowance, light fixtures must be within 20 feet horizontal
19 distance of the center of the window.

20 (B) Vehicle service stations may add lighting that results in a total of 16,000
21 lumens per fuel pump.

22 (v) Site lighting shall be metal halide or LED unless an alternative is approved by the
23 director.



1 21A.30.240 Non-Residential use design standards.

- 2 1. Applicability. This section applies to new non-residential uses or improvements within the R-1,
3 R-4, R-6, and R-8 zoning designations. Non-residential uses and improvements include, but are
4 not limited to, those uses specified in SMC 21A.20.050 through 21A.20.080 and 21A.20.100 and
5 supporting improvements (e.g. parking lots), or other similar uses or improvements as
6 determined by the Director.
- 7 2. Location. New non-residential uses and improvements shall be located with direct access to a
8 neighborhood collector or arterial street, as defined in the adopted Public Works Standards.
- 9 3. Traffic demand management. New non-residential uses shall prepare and adhere to a traffic
10 demand management plan to reduce traffic generation during the AM and PM peak hours. The
11 traffic demand management plan shall be reviewed and approved by the City.
- 12 4. Parking Lots. New parking lots for non-residential uses, or parking lots that are expanded by
13 more than 50% of the original parking lot area, shall:
- 14 a. Incorporate the following low impact development design into the parking lot design as
15 follows:
- 16 i. Infiltration of all storm water generated from the proposed parking lot is
17 required. The director may authorize a reduction in infiltration required if the
18 applicant demonstrates that infiltration is not feasible due to site-specific soil
19 and/or geologic conditions.
- 20 ii. Required landscaping shall incorporate soil amendments. Soil amendments
21 shall be comprised of a compost or soil amendment mix consistent with the
22 adopted Sammamish Surface Water Design Manual.
- 23 iii. Incorporate any other low impact development technique required by
24 Sammamish Surface Water Design Manual.
- 25 a-b. Incorporate a berm around the perimeter of the parking lot where adjacent to public
26 right of way and neighboring properties, designed such that the berm height is no less
27 than 3 feet above the highest elevation of the parking lot. The berm shall be maintained
28 as needed to ensure the berm height is not diminished over time due to erosion or
29 other causes. The director may authorize an alternative design to the berm that will
30 provide an equivalent amount of screening for vehicle headlights and follow Crime
31 Prevention Through Environmental Design (CPTED) principles.
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1 **21A.40.110 Off-street parking plan design standards.**

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4 (7) Lighting shall be provided for safety of traffic and pedestrian circulation on the site. It shall be
5 designed to minimize direct lighting of abutting properties and adjacent streets and pursuant to the
6 provisions of SMC 21A.30.230. The director shall have the authority to waive the requirement to provide
7 lighting.

Commented [EM5]: Form 2

8 ...

9 (15) Parking lot design for non-residential uses located in the R-1, R-4, R-6, and R-8 zoning designations
10 shall be designed pursuant to the provisions of SMC 21A.30.240.

Commented [EM6]: Form 4

11
12 (16) Daycare I facilities shall provide sufficient area for the loading and unloading of passengers. This
13 area shall:

Commented [RP7]: Form 5

14 (a) Allow access to the entrance of the Daycare I without crossing a street or travelway, and one
15 of the following, in order of preference:

16 (i) Be located off-street, i.e. not within a public right of way or access easement; or

17 (ii) Be located on-street, outside of travel lanes, and adjacent to the Daycare I.

18 (b) All off-street loading spaces shall be designed and constructed consistent with SMC 21A.40.

19 All on-street loading spaces shall be



Memorandum

Date: February 4, 2016

To: City Council,
Lyman Howard, Deputy City Manager

From: John Cunningham, Interim Public Works Director
Andrew Zagars, City Engineer
Jim Grueber, Senior Project Engineer

Re: SE 4th Street Improvement Project Update
February 9, 2016 Presentation to Council

At the February 9, 2016 meeting, staff will be providing Council with an update on the SE 4th Street Improvement Project. This update will provide Council with the current status of this project including: project history, proposed design scope/concepts, feedback and comments received from the January 28, 2016 project open house, project funding and current project schedule. In addition, staff will be seeking guidance/direction from Council on a number of project related items including: project scope to continue with, utility undergrounding, right of way acquisition, etc.

Following is a brief summary of the project to set the stage for the February 9th presentation and discussion:

Project History

The project to improve SE 4th Street first appeared on the City's adopted Six Year Transportation Improvement Program (TIP). Since then it has been a recommended project in the 2005 and 2015 Comprehensive Plans, the Town Center Plan and 2015 & 2016 Six Year TIP's.

Project Purpose

The three main goals of the SE 4th St Improvement project are to build a roadway corridor that (1) accommodates increased traffic demand, (2) can safely be utilized by motorists, bicyclists and pedestrians alike and (3) can encourage, guide and support development within the Town Center.

During the preliminary phase of the project the consultant design team and staff from multiple city departments met to discuss the project goals and future needs for this corridor. The main theme from this internal workshop was to create an environmentally friendly corridor that provides extra space for pedestrians and bicyclists, included traffic calming measures to keep vehicle speeds in check and safely accommodates the emergency, maintenance and other utility vehicles utilizing the corridor.

Below is a brief summary of the main project challenges. Discussion with the Council on February 9th will provide a summary of the public meeting held on January 28th, explain in more detail the issues and solutions being proposed for the project. Staff will also be seeking guidance on key project issues.

Project Challenges

- Accelerated project timeline to stay ahead of Town Center development
- Designing a corridor to meet current and future needs and standards
- Balancing corridor safety and corridor capacity
- Working with utilities to underground their facilities
- Right-of-way needs and intersection locations.

Project Timeline

On the six year transportation improvement program, the SE 4th St project is scheduled to occur from 2016 through 2018. However, Town Center development is beginning to accelerate within the Town Center. In order to guide and assist with this development, the SE 4th Street project is being accelerated also with the current project schedule calling for construction to begin in late summer 2016.

Corridor Needs

Currently, SE 4th Street carries about 2,500 vehicles per day (vpd). Based on capacity thresholds established in the Comprehensive Plan, the existing roadway can accommodate 9,430 vpd. With full build-out of the Town Center area, traffic is forecasted to increase significantly. The twenty year forecast (2035) for traffic volume on SE 4th Street is just over 13,000 vpd west of the Town Center and almost 18,000 vpd in portions of the roadway through the Town Center. The average for the entire SE 4th Street corridor is just over 13,000 vpd.

The existing road is narrow and has no separate space for bicycles nor for people to walk along the road. The proposed roadway will have sidewalks, planter strips, bike lanes, one travel lane in each direction and a median or center turn lane. To meet the anticipated need of additional pedestrian traffic generated from the Town Center and nearby parks, a wider sidewalk is proposed on the south side of the roadway. To fit the wider sidewalk without expanding the proposed right-of-way needs we are providing a narrower raised median and utilizing roundabouts at numerous intersections in the corridor. This allows all left turn movements along the corridor to be shifted to intersections and eliminates the need to provide a wide left turn lane for the whole corridor.

Balancing Safety and Capacity

With the anticipated increase in corridor use, both non-motorized and motorized, there is a need to find a balance between the need to get cars from point A to point B and provide a corridor that is safe for everyone that wants to use the roadway. The proposed design utilizes roundabouts at intersections and medians to reduce the amount of conflict points that occur during vehicle turning movements. This improves both efficiency and safety. Utilizing roundabouts at each intersection also has a traffic calming effect by requiring vehicles to slow down at intersections and by eliminating the ability for vehicles to travel unimpeded through the entire corridor.

Utility undergrounding

Underground utilities during time of development is part of the Comprehensive Plan. It is a simple process to include in new facilities. It becomes more complicated when undergrounding existing utilities. Coordination between multiple utilities, construction schedules, and project costs all have to be detailed and resolved. An issue that is occurring with Puget Sound Energy is that the existing franchise agreement is expired and needs to be updated and renewed. Not having a current franchise agreement slows the project coordination process. Other impacts to time and cost include whether to wait for development to underground utilities within the Town Center or include undergrounding with the City's roadway project.

Right-of-way needs

In order to build the improvements, right-of-way will need to be purchased along the entire length of the corridor. The intent of this project is to build a complete street from back of sidewalk to back of sidewalk, ready for any new development to connect to without needing to "redo" any of the roadway. The 222nd Ave SE, 224th Ave SE, and 225th Ave SE intersections within the Town Center all have similar issues with where to place them and how much right-of-way is needed to build them.

Open House Comments

Comments received from the public at the January 28th project open house will be shared with the Council during the February 9th presentation.

Direction to Proceed

To keep the project moving forward, Staff will be looking for guidance from Council on these main project issues:

1. Project scope and schedule
2. Undergrounding Utilities
3. Right turn lane at 228th Ave SE & future capacity needs
4. Project limits and funding
5. Right-of-way acquisition

Any guidance received from the Council at the February 4th meeting will be brought back to the Council for formal action at the March 1, 2016 meeting.



DATE: February 4, 2016

TO: City Council

FROM: Jessi Bon, Director of Parks and Recreation

RE: Human Services Needs Assessment: Overview and Approach

In early 2015, the City Council and staff began discussing the possibility of completing a *Human Services Needs Assessment*, also commonly known as a *Social Services Needs Assessment* or a *Community Needs Assessment*. At a recent meeting of the Health and Human Services Ad-Hoc Committee, it was suggested that this work item be brought back for consideration.

This memo provides an overview of the needs assessment process in addition to a timeline for completion. Included, and referenced below, are a variety of sample documents from nearby jurisdictions. A staff presentation is planned for the City Council Study Session on February 9, 2016.

What is a human services needs assessment?

In short, a human services needs assessment will help identify the following:

1. The human service needs of the Sammamish community,
2. The human services resources currently available to Sammamish residents, and
3. The service gaps that exist in Sammamish.

Often, the scope of work for a needs assessment will include collection of data via a statistically valid survey, web surveys/polls and gathering of data from community partners and a variety of other data sources. Public outreach is a significant component of the needs assessment and may include community meetings, focus groups, interviews with providers/stakeholders and more. The final product is a written report that includes an overview/assessment of the data collected, results from the public outreach process and analytical findings.

Why a needs assessment now?

It is a pivotal time in the Sammamish community, especially due to recent growth related to the Klahanie Annexation, Town Center development and the ongoing boom in single-family residential development. The community needs are changing, as are the regional needs, and we need to understand those changes to better serve our citizens.

The information and data gathered from this assessment would help inform further development and refinement of the Human Services Grant Program. For example, the data would be useful in determining Council-driven criteria for awarding grants. The data would also help frame staff priorities, particularly for the new Community Services Coordinator position and other external service Departments such as Police, Fire, Community Development, Public Works and Parks and Recreation. Equally important, the data and information compiled, will be available for use by our community partners, the School Districts

and others. And finally, there is a clear demand/need for coordination of human service resources across jurisdictional boundaries. The outcome of the needs assessment will most certainly help guide future City Council discussions related to our role in supporting and addressing regional human services needs.

Has the City of Sammamish completed a needs assessment previously?

No, but many of the human services agencies that serve Sammamish and nearby municipalities and the local School Districts have done similar work. All of these resources, and the accompanying data, will be utilized to develop the Sammamish Human Services Needs Assessment.

Can this work be done by staff?

We will need to utilize a consultant to perform this work, but staff will play a critical support role. Specifically, staff will help gather data, coordinate meetings, facilitate community involvement and support the development of a final report.

What does a needs assessment cost?

Based on a comparison of recently completed studies in nearby jurisdictions, we estimate the cost for a needs assessment ranges from \$10,000 to \$40,000. On the lower end of the cost scale (see Mercer Island example below), the scope may include stakeholder conversations and a compilation of existing data. On the other end of the spectrum (see Bellevue and Renton example below), a more robust study may include a statistically valid survey, a comprehensive public outreach process and an in-depth analysis of existing data resources.

Funding was not included for a needs assessment in the 2015-16 biennial budget, but contingency funds are available to support this work.

How long will it take to complete a needs assessment?

Most needs assessments take approximately 6 months to complete. If the needs assessment is added to the work plan, we will compress the schedule such that a draft report is available by the end of June. The compressed timeline is necessary to ensure the data and findings are available to help shape the future policies and allocation criteria for the Human Services Grant Program. Evaluation of grant applications typically begins in August and the grant funding recommendation is included in the biennial budget process scheduled for the fall of this year.

What are the next steps?

If there is a desire to complete this work in 2016, staff will begin by developing and advertising a Request for Proposals. Proposals will be reviewed and scored by a selection committee, likely comprised of the Health and Human Services Ad-Hoc Committee members and staff. Once a consultant is selected, the final scope of work and contract will be negotiated and presented to the City Council for approval. An expedited selection process will take 6 to 8 weeks to complete.

As already mentioned, this process will need to move quickly to ensure a draft report is available to support the upcoming Human Services Grant process.

Additional Background Information

What have other cities done?

Each City has taken a slightly different approach. Here is a brief comparison of three cities that completed needs assessments in the past two to three years.

City of Mercer Island: Community Needs Assessment

Mercer Island Youth and Family Services (YFS) is a public-private partnership that provides individual, family and community services and collaborates with others to develop and deliver comprehensive human services to the Mercer Island community. Berk Consulting was hired in 2014 to perform a community needs assessment. The needs assessment was commissioned at a time when increases in service costs were outpacing funding levels and priorities needed to be established.

Methodology:

Assessment information was gathered from stakeholders in the community who are the primary referral sources of families and youth to YFS. The scope of this assessment was very limited and did not include a comprehensive community outreach process or a statistically valid survey.

Timeline:

December 2014 to March 2015

Estimated Cost:

\$10,000

Reference Documents:

- Scope of work Prepared by Berk Consulting, December 4, 2014 (attached)
- Staff have not been able to obtain a final copy of the report.

City of Bellevue: Human Services Needs Update

The City of Bellevue publishes a Human Services Needs Update at the beginning of each two-year human services funding cycle. Since 1989, this report has provided a summary of trends within Bellevue, East King County, the Puget Sound region, Washington State and the nation. It is likely that data provided in this report, will be useful to the development of the Sammamish Human Services Needs Assessment.

Methodology:

To obtain a comprehensive picture of human service needs and issues in Bellevue, staff met or talked with a diverse group of stakeholders who live, provide services and/or work in the City. Data used in the report is from a statistically valid telephone/online survey, consumer and provider survey, Community Conversations, key informant interviews (U.S. Military Veterans; Immigrants and Refugees; Lesbian, Gay, Bisexual, Transgender and Questioning Youth; Low-income consumers of Human Services and Health Care Professionals) and extensive review of reports and websites. Care was taken to include, whenever possible, those groups or individuals that might be underrepresented in more traditional data gathering methods.

Timeline:

November 2014 to March 2015

Estimated Cost:

\$32,000

Reference Documents:

- Needs Assessment Approach prepared by Northwest Consulting, November 19, 2014 (see attached)
- See also: https://www.bellevuewa.gov/humanservices_needs_update.htm

City of Renton: Community Needs Assessment for Human Services and Housing

The City of Renton conducted a Needs Assessment in 2013 to identify priority human service and housing needs. In addition to these two broad values, the assessment identified 13 priority human service and housing needs across five major categories, including Economic Opportunity; Basic Needs for Families; Health & Wellness; Available Quality Housing; and, Neighborhood Opportunity (i.e.: mobility & transportation options; out of school-time opportunities for youth; increased access to affordable, quality early childhood education). This needs assessment is the foundation for the Human Services Element of the City's Comprehensive Plan.

Methodology:

The two primary methods used in the assessment were gathering and analyzing publicly available data from an array of sources and conducting a stakeholder outreach and engagement process. Stakeholder outreach activities included interviews, provider and resident focus groups, a visioning session with the City of Renton's Human Services Advisory Committee, a workshop with housing providers and a workshop with City management.

Timeline:

July 2013 to November 2013

Estimated cost:

\$42,000

Reference Documents:

- Executive Summary, City of Renton Community Needs Assessment for Human Services and Housing, prepared by Berk Consulting, June 2014 (see attached)
- See also: <https://rentonwa.gov/uploadedFiles/Living/CS/HUMSERV/FINAL%20Community%20Needs%20Assessment9-15.pdf>

MEMORANDUM

DATE: December 4, 2014
TO: Cindy Goodwin, Mercer Island Youth and Family Services
FROM: Allegra Calder, BERK
RE: **Scope of Work**

As a follow-up to our conversation on November 21, I am pleased to submit this draft scope of work and budget for support of an effort to determine which Youth and Family Services (YFS) programs and services are most critical with respect to helping Mercer Island's most vulnerable residents.

PROJECT UNDERSTANDING

Mercer Island YFS provides a range of human and community services to youth, families, and seniors. YFS is operated as a public-private partnership between the City, the School District, King County, and the Mercer Island YFS Foundation, which operates the Thrift Shop. YFS provides family assistance, senior services, counseling services, diversion and early intervention programs, youth drug and alcohol harm prevention programs, youth development programs, and school-based services, including mental health counselling (currently funded entirely by the City).

Thrift Shop revenues along with General Fund revenues and individual and foundation gifts help fund a significant portion of YFS programs and services. However, revenues are stable and not expected to grow while program and services costs continue to increase. In the event that YFS will need to cut services and programs in the near future YFS wants to better understand what they provide that is mission critical and where the City is playing a role that could not be easily replaced or supplemented. This effort is about determining the YFS programs and services that are core to maintaining a community safety net and working with stakeholders to understand the strengths and weaknesses of the current range of programs and services to identify priorities.

PROPOSED PROJECT TASKS

Based on our current understanding of the scope of the project, we propose the following tasks at a total cost not to exceed \$10,000. We take a collaborative and flexible approach to our projects and would be happy to discuss this further or re-scope as needed.

Task 1: Project Management

Discussions with Mercer Island YFS staff around logistics and also strategic questions to ensure success of the project. Assumes a kick-off meeting and 3-4 additional calls or meetings.

Task 2: Stakeholder Interviews

Individual phone or in-person interviews will be conducted with community stakeholders. The purpose of these interviews is to identify priorities for services in the event of reduced funding. Questions will focus on how YFS could be more effective; if there are services or programs offered that are not needed or duplicative; what trends and behaviors they are seeing that affect families, kids and seniors; and what they see as their core services.

We will work with YFS to develop an interview protocol. YFS will conduct many of the stakeholder interviews with BERK assisting with individuals or groups where a third party perspective would be productive. In some case, we may interview a group of people from the same organization in a focus group.

Estimated budget includes time to develop an interview protocol, schedule and conduct interviews and summarize key points made.

Task 3: Key Findings and Messaging

In collaboration with YFS staff, we will help synthesize what we heard in the interviews and the implications for YFS. We will help YFS develop a report tailored to the Mercer Island City Manager and City Council.



**City of Bellevue
2015 Human Needs Assessment Survey**

**Final Approach
November 19, 2014**

Background and Study Objectives

- ◆ The City of Bellevue conducts a biennial survey to assess the human service needs of its residents
 - Results of the surveys are published in the City's *Human Services Needs Update*
- ◆ Over the years, the methodology for sampling and data collection has focused on. . .
 - Providing a representative sample of all Bellevue residents, and
 - Achieving a large enough sample size to allow for reliable analysis overall and among key demographic sub-groups
- ◆ The methodology used changed in 2011 to ensure coverage of all Bellevue residents regardless of phone coverage and to address issues with non-response
 - Prior to 2011, the survey collected data by phone from a random sample of all households; sample was limited to landline telephones
 - In 2011, to address increasing prevalence of cell phone only and cell phone primary households, Bellevue moved to using an address-based sample and a mixed mode (telephone and online) of data collection

Review of 2011 / 2013 Methodology

- ◆ Address-based sample with mixed mode data collection resulted in a total of 624 completed interviews

	2011	2013
Number of notification letters sent	3,750	9,000
Completes Online	153	486
Response Rate Online	4%	5%
Addresses with Matching Landline Phone Numbers	43%	75%
Completes by Phone	256	138
Total Completes	409	624
Overall Response Rate	11%	10%

Response rates in 2013 were similar to 2011; higher number of completes online in 2013 compared to 2011 was due to the increase in the number of notification letters sent

- ◆ Interview length averaged 20 minutes
 - In both 2011 and 2013 the survey was translated into Spanish and respondents could call to complete the survey in Chinese, Korean, and Russian via a language line service
 - In 2011, 30 interviews were conducted in a language other than English
 - IN 2013, 0 interviews were conducted in a language other than English

Today's Research Environment

- ◆ The environment for research focused on the general population has continued to evolve
 - The majority of individuals now rely primarily on their cell phones to make / receive calls; in King County nearly two out of five residents do not have a landline phone at all
 - Calling landline sample has become increasingly inefficient and hence more costly
 - While calling cell phone sample continues to be regulated, the sample has become increasingly efficient and the differences in costs between landline and cell phone have closed
 - Recent research suggests that a study of the general population conducted entirely by cell phone will yield a sample that is the most representative of the general population
 - New cell phone sample is available that contains addresses and allows us to target hard-to-reach segments of the population

Proposed Methodology: 2015 Human Needs Assessment

- ◆ Continue to use an address-based sample but supplement with listed cell phone sample
 - We will mail a letter to 6,000 households
 - ✧ 4,500 households will be drawn from the address-based sample; the balance will be drawn from the targeted cell phone sample
 - Those receiving the letter will be invited to complete the survey online or through inbound calls to a toll-free number
 - ✧ We estimate that up to 5 percent of those receiving the letter will respond online (n = 300)
 - Follow-up telephone calls will be made to those not responding online
 - ✧ We are estimating that 75 to 100 additional completes will be obtained from the address-based sample that had matching landline telephone numbers
 - ✧ An additional 75 to 100 completes will be obtained from the listed cell phone sample
 - We anticipate that this approach will yield a minimum of 400 completed surveys (up to 200 by phone and a minimum of 200 online); it is likely that we will achieve more interviews depending on the response to the online request

Proposed Sample Plan

- ◆ A minimum of 400 completed interviews
 - Again, it is likely that the number of interviews will be higher if response rate online is consistent with previous years
- ◆ Quotas can be more firmly established to ensure a representative sample and minimize the need for weighting
 - The minimum or maximum number of interviews completed are within plus or minus 5 to 10 percent of actual population
 - In those instances where a particular segment is typically over-represented, a maximum number is set. For harder to reach segments, a minimum number is set

Sample Size	400	2015 Sample Plan		
	% of Bellevue Population	Minimum n	Maximum n	% of Sample
Males 18 +	51%	184		46%
Females 18+	49%		216	54%
Males 18 - 34	15%	40		10%
Males 35 - 54	20%			
Males 55+	16%		84	21%
Females 18 - 34	14%	36		9%
Females 35 - 54	18%			
Females 55+	17%		88	22%
Single-Family	53%		252	63%
Multi-Family	47%	148		37%
White Alone	63%		294	73%
Asian	35%	98		25%

Analytics / Report

◆ Data Preparation

- Data for 2015 will be weighted and merged with previous years; City of Bellevue to provide 2013 data
- Topline data available as soon as clean and weighted and uploaded to reporting system
- Data analysis (basic frequencies / cross-tabulations) will be done within NWRG's new online, dynamic analytics and reporting software

◆ Analytics

- Analysis of differences by major demographic subgroups

◆ Report

- Graphs and tables will be prepared in NWRG's online, dynamic analytics and reporting software
- These graphs and tables can be exported to PowerPoint or Excel
- City will be provided with 2 user licenses

◆ Additional Support

- NWRG will work with city to prepare a written report (in Word) that summarizes key findings with supporting charts and tables and describes significant differences in bullet point format

Costs—Key Assumptions

- ◆ Minimum of 400 completed interviews
- ◆ Dual Frame Sample and dual modes of data collection (online and phone):
 - Maximum number of completes by phone n = 200
- ◆ Costs assume a minimum net incidence based on respondent qualifications as stated in this proposal and quotas for age, gender, race / ethnicity, or any other demographics
 - Address-based sample with matching landline: 75%
 - Listed Cell Phone: 50%
- ◆ Estimated Survey Length: 20 minutes
 - Questionnaire is to be nearly the same in terms of content as 2013
 - Maximum six open-ended questions asked of subsets of respondents based on response to previous questions
 - Open-ended responses to be coded
- ◆ Languages
 - All phone interviews will be conducted in English
 - Line item costs are provided to translate and program the survey in different languages for online administration

Budget

Item	Amount
Professional Services: Design, Setup / General Management	\$3,420.00
Data Collection (includes direct costs for sample, printing, etc.)	\$20,610.00
Professional Services: Analytics / Reporting	\$7,970.00
Total	\$32,000.00

Timeline

Task1	Start Date	End Date
Contract Award	11/19/2014	
Questionnaire Design	12/1/2014	1/9/2015
Sampling	12/1/2014	1/9/2015
Programming	1/12/2015	1/21/2015
Pretest	1/26/2015	1/28/2015
Finalize Materials	1/29/2015	2/9/2015
Data Collection—Online	2/17/2015	3/9/2015
Data Collection—Phone	2/23/2015	3/9/2015
Dapresy Report	3/9/2015	3/23/2015
Written Report	3/18/2015	3/31/2015



City of Renton
**Community Needs Assessment for
Human Services and Housing**

June 2014

RENTON. AHEAD OF THE CURVE.

City of
Renton

Community & Economic Development





CONSULTING TEAM

Dawn Couch, Project Manager

Lisa Grueter, AICP, Housing Policy Expert

Gary Simonson, Lead Analyst

Annie Saurwein, Analyst



"Helping Communities and Organizations
Create Their Best Futures"

2025 First Avenue, Suite 800

Seattle, Washington 98121

P (206) 324-8760

www.berkconsulting.com

PROJECT TEAM - CITY OF RENTON & PARTNERS

Adriana Abramovich, GIS Analyst, Community & Economic Development

Karen Bergsvik, Human Services Manager, Community Services

Lisa Fabatz, Resident Services Coordinator, Renton Housing Authority

Mark Gropper, Executive Director, Renton Housing Authority

Terry Higashiyama, Administrator, Community Services

Miryam Laytner, Director of Development & Advancement, Neighborhood House

Shannon Matson, Vice-Chair, Renton Human Services Advisory Committee

Kaelene Nobis, Resident Outreach Coordinator, Renton Housing Authority

Mark Santos-Johnson, Community Development Project Manager, Community & Economic Development

Linda Smith, Chair, Renton Human Services Advisory Committee

Kris Sorensen, Associate Planner, Community & Economic Development

Chip Vincent, Administrator, Community & Economic Development



City of Renton Community Needs Assessment for Human Services and Housing

June 2014

EXECUTIVE SUMMARY

The City of Renton, along with its partners, conducted the Community Needs Assessment to identify priority human service and housing needs in the City of Renton. The assessment provides an overall picture of community need for housing and human services within the City and examines the gaps in existing services.

Findings

The Community Needs Assessment identifies two broad values to guide the delivery of housing and human services: equity and dignity.

Equity is when social, economic and political opportunities are not predicated on a person's age, appearance, citizenship or national origin, employment classification, ethnicity, gender, gender identity or gender expressions, language, marital status, race, religion, faith, or spirituality, sexual orientation, socioeconomic status, veteran status,

and visible or invisible disabilities.

Dignity refers to the experience of receiving housing and human services. To treat someone with dignity is to treat them as being of worth, in a way that is respectful of them as valued individuals.

In addition to these two broad values, the assessment identifies thirteen priority human service and housing needs across five major categories, including Economic Opportunity; Basic Needs for Families; Health & Wellness; Available, Quality Housing; and Neighborhood Opportunity:

Economic Opportunity

- Support for adults who face barriers to employment.
- Access to living-wage jobs and career advancement.

Basic Needs for Families

- Improved access to food.
- Day and night shelters for homeless families that

offer a range of services.

- Increased services to help prevent homelessness to help families stay in their homes.

Health & Wellness

- Better access to health and dental care for low-income residents.
- Early childhood screenings and parenting support.
- More mental health and substance abuse services.

Available, Quality Housing

- More rental units for very low income households
- More safe, energy efficient, and healthy housing for low and moderate income households.

Neighborhood Opportunity

- Improved mobility and transportation options.
- More high quality, out-of-school time opportunities for youth.
- Increased access to affordable, quality, early childhood education.

Approach

The assessment was conducted between July and November of 2013. Various methods for data collection and analysis were used to create an understanding of the City's human service and housing needs. The assessment covered the entire City of Renton, and in some cases used King County level data to provide the context for interpreting conditions in Renton. The assessment did not examine differences within Renton outside of stakeholder reports of how needs differed across the community. The two primary methods used in the assessment were: gathering and analyzing publicly available data from an array of sources and conducting stakeholder outreach and engagement.

Next Steps

Broad human service and housing needs were identified, that will require the City and its partners to address. Throughout the assessment process, community stakeholders spoke of the huge challenge that the City and its partners face in meeting the growing needs. By bringing focus to these needs, Renton is better positioned to collaborate on improving quality of life and living conditions for all City residents. Given the scope of needs, addressing them will likely require:

- Collaboration between City departments and partnerships with community organizations to address

existing needs and develop common strategies to improve the delivery of services, increase resources in the community, and possibly help expand the capacity of agencies to meet the growing needs.

- As a community, focusing resources (funding, volunteers, in-kind donations) on needs.
- Further analysis and exploration of specific needs to identify and evaluate policy options.
- Advancing a common vision for the future human services system and services in Renton.
- Developing strategies to address needs in an equitable and sustainable manner in Renton and across the region, by using current partners and developing new partnerships.

The Community Needs Assessment will be used in several ways. It is the foundation for the Renton Human Services Strategic Plan, which will be done in the fall of 2014 and 2015. That plan will develop the steps that will need to be taken, to get from the current state of human services to what is desired in the future. The stakeholders that were part of the needs assessment want to be engaged in identifying solutions.

It will help the City of Renton Human Services Advisory Committee in responding to changing needs and allocation of funds.

The data in the Community Needs Assessment will be used to help create the goals and policies for the Housing and Human Services Element of the City's Comprehensive Plan, which will be completed in 2015. Many of the needs cross over with other Elements of the Comprehensive Plan, such as Economic Development, Land Use, and Transportation. It is critical that the City has a clear and consistent vision for housing and human services that is in all the relevant elements, and that the City departments jointly develop strategies to accomplish the goals.



Memorandum

Date: February 9, 2016
To: City Council
From: Mike Kenyon, City Attorney
Re: Amending Council Rules of Procedure

During the 2016 Retreat, Council expressed the desire to amend their rules of procedure. Changes to the proposed amendments were presented to Council on February 2, 2016. After reviewing those changes, additional changes were requested. The current draft resolution contains the following revisions:

- Section 2.C. (p. 3) – revised to reflect the provisions of state law under which a Council position “becomes vacant” if a Councilmember fails to attend three consecutive regular meetings of the City Council without being excused.
- Section 2.F.1 (p. 3) – added to the end of this subsection, “In order to maintain an accurate record of all votes of the City Council, the City Clerk shall record by name in the meeting minutes any Councilmember who casts a vote against a motion or other matter.”
- Section 3.C. (p. 5) – edited to provide the Presiding Officer with discretion in the conduct of Public Hearings and Public Comment in order to ensure that an appropriate balance is struck between the public’s right to be heard on a particular matter and the Council’s obligation to complete all of the public’s other business included on a particular meeting agenda.
- Section 4.D. (p. 9) – edited to describe sharing of information among Councilmembers on certain legislative matters.
- Section 4.F.5 (p. 10) – added “following the” to correct an earlier typo/omission.
- Section 6.C. and D. (p. 12) – removed references to “Committee of the Whole.”

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R20164-573**

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

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

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

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

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

Section 1. Framework. The following rules shall constitute the official rules of procedure for the Sammamish City Council and all prior rules are hereby superseded:-

- A. All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Chapter 42.30). All Regular Business Meetings, Special Meetings and Regular Study Sessions of the Council shall be open to the public; ~~and-~~
- B. In all decisions arising from points of order, the Council shall be governed by Robert's Rules of Order (most current edition), a copy of which is maintained in the office of the Sammamish City Clerk.

Section 2. Meetings.

- A. Regular Business Meetings Dates, Times. All regular meetings of the City Council shall be held at the times and locations specified by applicable ordinances and resolutions of the Council.
- B. Meetings.
 - 1. *Regular Business Meetings.* All regular meetings of the City Council shall be held on the First Tuesday and Third Tuesday of each month beginning at 6:30 pm.
 - 2. *Regular Study Sessions.* All regular study sessions of the City Council shall be held on the Second Tuesday of each month beginning at 6:30 pm. Departmental work program updates should be included on a

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~~Study Session agenda on a quarterly basis. 3. —Regular Committee of the Whole Meetings. All regular Committee of the Whole Meetings shall be held on the Third Monday of each month beginning at 6:30 p.~~

3. Should any meeting date occur on a legal holiday, the meeting shall be held on a day, time and place established by a majority vote of the Council. Regular Study Sessions will normally be informal meetings for the purpose of reviewing: the upcoming Regular Business Meeting preliminary agenda; forthcoming programs and future Council agenda items; progress on current programs or projects; or other information the City Manager feels is appropriate. ~~Regular Committee of the Whole Meetings will normally be informal meetings for the purpose of in depth review of a particular topic or topics.~~ Under special circumstances, final action may be taken at a Regular Study Session ~~or Regular Committee of the Whole Meeting.~~
4. *Special Meetings.* Special Meetings may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered.
5. *Executive Sessions.* The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.
6. *Meeting Place.* Council Meetings will be held at Sammamish City Hall, located at 801 228th Avenue SE, Sammamish, Washington, 98075, or as otherwise directed by the Council and properly noticed.
7. *Public Notice.* The City shall comply with the provisions of RCW 35A.12.160.
8. *Adjournment.* Council Meetings shall adjourn no later than 10:00 pm. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may call for a “Point of Order” at 9:30 p.m. to review agenda priorities.

- C. Attendance, Excused Absences. Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or City Clerk, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. [As set forth in RCW 35A.13.020 and RCW 35A.12.060, a council position shall become vacant if a Councilmember fails to attend three consecutive regular meetings of the City Council without being excused by the City Council.](#)
- D. General Decorum.
1. While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.
 2. Any person making disruptive, impertinent, or slanderous remarks or who becomes boisterous while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience participation before the Council for that meeting.
- E. Quorum. At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.
- F. Voting. The votes during all Council Meetings shall be conducted as follows:
1. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk [or the Presiding Officer may call for a show of hands. In order to maintain an accurate record of all votes of the City Council, the City Clerk shall record by name in the meeting minutes any Councilmember who casts a vote against a motion or other matter.](#)
 2. The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.

3. In case of a tie vote on any motion, the motion shall be considered lost.
4. Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or other disqualifying matter an appearance of fairness question under State law is present. Unless a member of the Council states that he or she is abstaining for the above reasons, his or her silence shall be recorded as an affirmative vote.

Section 3. Order of Business.

A. Agenda and Council Packet Preparation.

1. The City Clerk, under direction of the City Manager, will prepare a preliminary agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The preliminary agenda is subject to review by the Presiding Officer.
2. An item for a Regular Business Council Meeting may be placed on the preliminary agenda by a majority vote or consensus of the Council, by the Mayor or Deputy Mayor in the absence of the Mayor, ~~or~~ by the City Manager, or by any three Councilmembers who so advise the Mayor and City Manager no later than close of business on the Wednesday preceding such Regular Business Council Meeting.
3. An item may be placed on the preliminary agenda for a Regular Business Council Meeting after the preliminary agenda is finalized only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so.
4. Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.
5. Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.
6. It is the intent of the City Council that council procedures be periodically reviewed as needed.

B. Consent Calendar.

1. The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without

further explanation, or (c) are so routine or technical in nature that passage is likely.

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

C. Public Comment and Testimony.

The Council will take public comment or testimony at the Regular Business Meeting only during a Public Hearing or during the Public Comment period for no more than three minutes, or no more than five minutes when presenting the official position of a recognized organization. The Presiding Officer shall retain the discretion to implement measures designed to accommodate all who wish to address the City Council, while also ensuring that sufficient meeting time remains for the City Council to complete all of the public's other business included on the meeting agenda. Depending on the circumstances, such measures may include but are not necessarily limited to amending the amount of time available to speakers (e.g., not more than two minutes), recessing a Public Hearing or Public Comment period to later on that meeting's agenda, and similar measures designed to ensure an appropriate balance between the public's right to be heard on a particular matter and the Council's obligation to complete all of the public's other business included on a meeting agenda.

If a person appearing before the Council has more than one matter to bring up before the Council, that person, after speaking on one matter, will be given an opportunity to bring up other matters after other speakers have been given the opportunity to address the City Council. The Presiding Officer may ask the rest of the Councilmembers if they have any questions before being excused. ~~Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure.~~ After a citizen (or group of citizens) has made ~~his~~ public comment, the Presiding Officer will respond to the citizen or group with one of the following actions:

1. The commentator will be thanked for his/her input if it is a comment only;
2. Staff will be directed to follow up if an administrative answer or problem resolution is required;
3. The commentator will be requested to provide more information in writing to the City Clerk if further information is needed to clarify or formalize a request. This information will be distributed to the Council before the next

Regular Business Meeting or Regular Study Session;

4. The item will be referred by the Presiding Officer to the City Manager for scheduling on a future Regular Study Session Agenda or a Regular Business Meeting Agenda; or
5. The item will be placed on that night's agenda if it is an emergency or is driven by an imminent due date.

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

~~The City Attorney shall advise as to what State law permits public comment on quasi-judicial matters. If comments on quasi-judicial matters are provided in writing, they will be reviewed by the City Attorney for appropriateness before being presented to the Council. Such written comments must be filed with the City Clerk by 1:00 p.m. on the Wednesday preceding the Regular or Special Meeting.~~

Commented [MK1]: As discussed at the Retreat, the City Council does not consider any quasi-judicial matters.

6. Identification of Speakers. Persons testifying shall identify themselves for the record as to name, address and organization.
7. Instructions for Speakers. An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.

D. Rules for Public Testimony during Public Hearings.

The following rules shall be observed during any Public Hearing:

1. Individuals will be allowed three minutes to speak, or five minutes when presenting the official position of a recognized organization, and each organization shall have only one five-minute presentation. If a speaker purports to speak for an organization, club or other so as to lead the Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.
2. The City Clerk shall be the timekeeper.
3. ~~Public Hearings shall begin according to the established agenda. The Presiding Officer shall declare the public hearing open, and ask for the City~~

~~staff presentation. Following questions of staff by Council, the applicant or petitioner shall be given three minutes to present the issue. Following the presentation of the applicant or petitioner, the major opponent shall be allowed to speak to the issue for three minutes. Any interested person may then be heard for three minutes each. All speakers should sign up on the Public Hearing Roster provided by the City Clerk.~~

~~The Presiding Officer shall recognize staff comments and questions from the Council, if any, at the conclusion of each speaker's remarks. After all interested members of the public and staff have had an opportunity to speak, the applicant shall be given up to three (3) minutes to respond to or rebut information presented by the opponent(s), other speakers or staff. This opportunity for rebuttal shall not be used to present new information or to address subjects other than issues raised by the opponent(s) and the other speakers or staff. 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 declared by the Council. The hearing is then closed, and no person may introduce new substantive information without reopening the public hearing. The Council may alter the time limits of speakers upon a vote at the opening of the hearing.~~

Commented [MK2]: I would recommend deleting this subsection no. 3 because it applies to quasi-judicial hearings. Note the references to "applicant," "petitioner," and "rebuttal," all of which would apply to a quasi-judicial matter and none of which would apply to a legislative matter.

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Section 4. Duties and Responsibilities for Councilmembers.

A. **Councilmember Job Description.**

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

B. **Public Statements.**

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

C. Ethics Laws.

State law provides a specific code of ethics for city officials. RCW 42.23.070 prohibits a municipal official from:

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

D. Information Sharing.

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

The City Council places a high value on conducting the public's business in an open and transparent manner. While Councilmembers are not expected to place on the record all contacts with City residents and other stakeholders on every matter, Councilmembers should place on the record all contacts with City residents and other stakeholders on matters about which a Councilmember reasonably believes the other Councilmembers should be apprised. Examples of such matters would include but not be limited to contacts with opposing parties in litigation involving the City, vendors seeking contracts with the City, and matters of similar sensitivity.

~~All members should place upon the record of the City Council the substance of all ex parte contacts that have occurred during the time a matter has been introduced and is still before the Council for consideration.~~

Commented [MK3]: I would likewise recommend deleting this sentence. The requirement to disclose ex parte contacts arises from the "appearance of fairness" doctrine which applies only to quasi-judicial proceedings.

E. Confidentiality and Executive Sessions.

~~Council~~members must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided

While Council can certainly choose to retain this sentence, and its admonition that Councilmembers should disclose ex parte contacts even for legislative matters, Councilmembers have no legal obligation to do so for legislative matters. A key legislative function of a Councilmember is to hear from constituents about pending matters – it would be virtually impossible for any Councilmembers to disclose all such contacts.

to Council members outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington.

F. Election of Mayor/Mayor Pro Tem.

1. Swearing in of New Councilmembers. New Councilmembers shall be sworn in by a member of the judiciary or by the City Clerk.
2. Pursuant to RCW 35A.13.030, biennially, at the first meeting of the new council, the council shall choose a chair from among their number. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes. He or she shall have no regular administrative duties.
3. The motion to elect the Mayor will be placed on the agenda of the first regular meeting and the election will occur at said meeting.
4. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor shall take place in the order nominations were made. Council members will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote (four votes), then the Chair will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Deputy Mayor is opened for nominations. A tie vote results in a failed nomination.
5. In the temporary absence of the mayor, the deputy mayor shall perform the duties and responsibilities of the mayor with regard to the conduct of meetings and emergency business. In the event that the mayor is unable to serve the remainder of his or her term, a new mayor shall be elected at the first regular meeting following [the](#) conclusion of the mayor's term. In the event the deputy mayor is unable to serve the remainder of his or her term, a new deputy mayor shall be elected at the first regular meeting [following the](#) conclusion of the deputy mayor's term.

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

G. Duties of Mayor and Deputy Mayor.

1. Presiding Officers. The Mayor, or in his or her absence, the Deputy Mayor, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Deputy Mayor, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.
2. Presiding Officer's Duties. It shall be the duty of the Presiding Officer to:
 - A. Call the meeting to order;
 - B. Keep the meeting to its order of business;
 - C. Control discussion in an orderly manner;
 - D. Give every Councilmember who wishes an opportunity to speak when recognized by the chair;
 - E. Permit audience participation at the appropriate times;
 - F. Require all speakers to speak to the question and to observe the rules of order;
 - G. State each motion before it is discussed and before it is voted upon; and
 - H. Put motions to a vote and announce the outcome.
3. Presiding Officer, Questions of Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
4. Presiding Officer, Participation. The Presiding Officer may at his or her discretion call the Deputy Mayor or any member to take the chair, ~~so the Presiding Officer may make a motion or for other good cause yield the Chair.~~
5. Request for Written Motions. Motions shall be reduced to writing when requested by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

Commented [MK4]: As discussed at the Retreat, the Mayor under state law retains his or her full authority as a Councilmember, including the right to make motions.

Section 5. Advisory Committees and Staff.

A. Appointment to Advisory Bodies.

1. Vacancies may be advertised so that any interested citizen may submit an application. Applicants are urged to be citizens of the City of Sammamish, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body.
2. Appointments to advisory bodies will be made by the City Council during a regularly scheduled meeting.
3. Newly appointed advisory body members will receive a briefing by the commission, committee, or task force chairperson and/or City staff regarding duties and responsibilities of members of the advisory body.
4. Appointees to advisory bodies may be removed prior to the expiration of their term of office by a majority vote of the City Council.

B. Key Staff Duties.

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

Section 6. Council Committees/Appointments.

- A. Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.
- B. The City Council may meet for study or special project purposes as a Committee of the Whole or may establish Council subcommittees with three or fewer members.
- C. Council committee structure shall be as determined by the city council and may include:

~~1.~~ Council Committee of the Whole (seven Councilmembers);

~~2.~~1. Council Committees – Standing Committees established for special purposes, tasks or time frames (three or fewer Councilmembers);

~~3.~~2. Subcommittees of the City Council – Ad hoc and informal working or study group (three or fewer Councilmembers); and

~~4.~~3. Councilmember Appointments – To task teams or City Advisory Boards, commissions and committees (three or fewer Councilmembers).

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

Section 7. Effect/Waiver of Rules. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein.

PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, AT A REGULAR MEETING THEREOF THIS ___ DAY OF _____, 2016.

CITY OF SAMMAMISH

Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

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