



**SPECIAL/REGULAR STUDY SESSION
WEDNESDAY, JANUARY 15, 2014
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA

Action

- 1. WATERFRONT PARK AND CITY DOCK DESIGN STUDIO DEBRIEF**
5:00 PM
- 2. EXECUTIVE SESSION**
6:00 PM Current and Potential Litigation (RCW 42.30.110(1)(i))
- 3. CALL TO ORDER / ROLL CALL**
7:00 PM
Mayor: Anne Blair
Councilmembers: Sarah Blossom Val Tollefson, Deputy Mayor
 Steven Bonkowski Roger Townsend
 Wayne Roth David Ward
- 4. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
7:05 PM
- 5. CITY MANAGER'S REPORT**
7:10 PM
- 6. PREPARE FOR CITY COUNCIL ADVANCE**
7:15 PM **A.** Review of National Citizen Survey Results, AB 14-011
8:00 PM **B.** Discuss Strategic Goals and 2014 Workplan, AB 14-012
- 7. REVIEW AND DISCUSS GOVERNANCE MANUAL**
8:45 PM
- 8. COUNCIL ASSIGNMENTS**
9:15 PM **A.** Regional Appointments, AB 14-013
 B. Citizen Committee/Commission Liaisons , AB 14-014
 C. City Council Ad Hoc Committees, AB 14-015
- 9. PUBLIC COMMENT**
9:45 PM
- 10. REVIEW UPCOMING COUNCIL MEETING AGENDAS**
9:55 PM
- 11. ADJOURNMENT**
10:00 PM

Times listed on this agenda are approximate. Public Comment may be limited to allow time for Council to deliberate.



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the Meeting.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Review of National Citizen Survey (NCS) Results	Date: January 15, 2014
Agenda Item: City Council Advance	Bill No.: 14-011
Proposed By: City Manager Doug Schulze	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

City Manager ☐ Yes ☐ No ☒ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A
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DESCRIPTION/SUMMARY

In Summer 2013, the City participated in the National Citizens Survey (NCS). 1,200 surveys were sent to randomly selected Bainbridge Island addresses. Over 450 surveys were completed and returned to National Research Center (NRC), providing an overall response rate of 40%. Typically, response rates obtained on citizen surveys range from 25% to 40%. The high response rate results in a margin of error of plus or minus five percentage points.

Participating in the National Citizen Survey creates an opportunity for the City to use the NRC database of comparative resident opinion, comprised of resident perspectives gathered in citizen surveys from approximately 500 jurisdictions whose residents evaluated local government services and gave their opinion about the quality of community life.

The City Manager will provide a detailed presentation on the NCS results at the City Council meeting. Copies of the survey results will be provided upon request.

RECOMMENDED ACTION

Motion:

N/A

EXECUTIVE SUMMARY

This report of the City of Bainbridge Island survey provides the opinions of a representative sample of residents about community quality of life, service delivery, civic participation and unique issues of local interest. A periodic sounding of resident opinion offers staff, elected officials and other stakeholders an opportunity to identify challenges and to plan for and evaluate improvements and to sustain services and amenities for long-term success.

Most residents experienced a good quality of life in the City of Bainbridge Island and believed the City was a good place to live. The overall quality of life in the City of Bainbridge Island was rated as “excellent” or “good” by 92% of respondents. Almost all reported they plan on staying in the City of Bainbridge Island for the next five years.

A variety of characteristics of the community were evaluated by those participating in the study. The three characteristics receiving the most favorable ratings were the quality of the overall natural environment, air quality and the cleanliness of Bainbridge Island. The three characteristics receiving the least positive ratings were employment opportunities, the availability of affordable quality housing and the amount of public parking.

Ratings of community characteristics were compared to the benchmark database. Of the 31 characteristics for which comparisons were available, 17 were above the national benchmark comparison, three were similar to the national benchmark comparison and ten were below.

Residents in the City of Bainbridge Island were very civically engaged. While only 39% had attended a meeting of local elected public officials or other local public meeting in the previous 12 months, virtually all had provided help to a friend or neighbor. A majority had volunteered their time to some group or activity in the City of Bainbridge Island, which was higher than the benchmark.

In general, survey respondents demonstrated mild trust in local government. Less than half rated the overall direction being taken by the City of Bainbridge Island as “good” or “excellent.” This was lower than the benchmark. Those residents who had interacted with an employee of the City of Bainbridge Island in the previous 12 months gave high marks to those employees. Most rated their overall impression of employees as “excellent” or “good.”

On average, residents gave favorable or somewhat favorable ratings to a majority of local government services. City service ratings were able to be compared to the benchmark database. Of the 38 services for which comparisons were available, 18 were above the benchmark comparison, eight were similar to the benchmark comparison and twelve were below.

Respondents were asked to rate how frequently they participated in various activities in Bainbridge Island. The most popular activities included providing help to a friend or neighbor and recycling; while the least popular activities were watching or attending a meeting of local elected officials. Generally, participation rates in the various activities in the community were higher than other communities.

A Key Driver Analysis was conducted for the City of Bainbridge Island which examined the relationships between ratings of each service and ratings of the City of Bainbridge Island's services overall. Those key driver services that correlated most strongly with residents' perceptions about overall City service quality have been identified. By targeting improvements in key services, the City of Bainbridge Island can focus on the services that have the greatest likelihood of influencing residents' opinions about overall service quality. Services found to be influential in ratings of overall service quality from the Key Driver Analysis were:

- Public information services
- Land use, planning and zoning
- Street repair

Of these services, all were below or similar to the benchmark comparisons and may deserve attention.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Strategic Goals and 2014 Workplan	Date: January 15, 2014
Agenda Item: City Council Advance	Bill No.: 14-012
Proposed By: City Manager Doug Schulze	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session	Recommendation:
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☐ Yes ☐ No ☒ N/A

CITY'S MISSION STATEMENT

"To provide high quality services to the citizens of Bainbridge Island consistent with the vision for the future in the Comprehensive Plan."

CITY'S VISION STATEMENT

"We strive to be a caring organization that serves and represents the whole community. Through open communication and continuous improvement, we will work together to achieve the community's vision of the future."

The City of Bainbridge Island has established its intent to continuously pursue the habits and results of a High Performing Organization (HPO). A key element of this process is for the organization to undertake long-range planning to identify high-level Strategic Goals. This exercise – Strategic Planning – will allow City leadership, staff, and the community to identify priorities, to allocate resources in a way that supports key goals, and to assess progress and performance in both the short- and long-term.

Strategic planning serves to move the organization and the community toward a desired future. This process requires **clearly defined goals, proactive strategies, committed leadership, and effective management**. Above all, it requires managing the forces of change. For the City, those forces include changing community demographics, new state and federal mandates, fiscal constraints, changing economic conditions, emerging technologies, and many other influences on our service delivery efforts. High performing organizations are those that learn to anticipate and adapt to these changes by creating value for those we serve and motivation and meaning for those who serve them. The best tool for accomplishing these overarching objectives is strategic planning.

Continued on Page 2

RECOMMENDED ACTION

Information Only

A first step involves identification of Strategic Goals. These goals should reflect broad themes or aspirations and should evoke general consensus. As such, Strategic Goals should generally remain constant over time and should only be revised to reflect significant community changes or unanticipated events. An example of Strategic Goals for the City might include:

- Great Neighborhoods
- Safe City
- Healthy Economy
- Effective Government

Within each Strategic Goal, a list of measurable objectives with benchmarks helps to define progress toward the goals. Objectives are generally identified to cover the five-year planning period from the date they are adopted or revised. Actions are the steps needed to meet the objective. Objectives and actions are developed at the department and division level to align the entire organization with the goals and objectives.

For example, objectives associated with “Safe City” might include:

- Protect people and property
- Encourage emergency preparedness
- Assure safe water, wastewater and drainage

Elements of the City’s workplan (“Actions”) can be associated with the identified objectives. Actions provide detail on specific efforts, typically at the department level, that are planned to support or further the intended objectives. The addition of bicycle patrols, or a neighborhood watch initiative, would be examples of actions to support the objective “Protect People and Property.”

To complete the strategic planning process, specific benchmarks and performance measures are identified. These measures are tracked and reported on a regular basis to help understand progress, identify areas of challenge, and inform resource allocations. The use of performance measures allows the City to evaluate our own performance over time, to measure progress towards key objectives, to communicate clearly regarding outcomes, and to compare our results to other organizations. In the case of public safety, for example, performance measures might include officer response time, clearance rates for certain types of crime, and data from community and customer feedback.

Eventually, the implementation of the Strategic Planning approach is reflected through range of mechanisms. It begins with identification of Objectives and continues through a commitment to regular exercises throughout the year to keep the organization’s goals, progress and plans both current and meaningful. The biennial Budget and annual Capital Improvement Program will serve as key reporting and implementing policy documents, and can identify relationships between City projects and spending and the Strategic Plan. The Comprehensive Plan, Transportation System Plan, Water System Plan, General Sewer Plan, Hazard Mitigation Plan, Shoreline Master Program and related planning documents also support the Strategic Plan.

The City’s workplan for 2014 attempts to satisfy a wide range of needs: work that is required by State or Federal law; projects initiated by previous Council direction; activities sought by the community; internal initiatives identified by staff; requests from other agencies; etc.. In the absence of Strategic Planning, there is limited ability to understand how Citywide priorities connect to one another, and it is sometimes difficult to focus effectively on the most critical tasks. In addition, there is little understanding of medium- to long-range goals, which leads to a focus on near-term results. Strategic Planning will help to provide consensus on our big picture plans, and to align City resources in a way that best supports those goals.

The following documents are provided to assist your discussion:

- 2014 Draft Departmental Workplans
- City Manager 2013 Priorities (City Council Retreat January 6, 2013)
- City Council Strategic Visioning Retreat Final Report (July, 2012)

City of Bainbridge Island
EXECUTIVE DEPARTMENT



MEMORANDUM

TO: Doug Schulze, City Manager

FROM: Morgan Smith, Deputy City Manager

DATE: January 9, 2014

RE: 2014 Departmental Workplans - Draft

The following inventory identifies workplan priorities within each department for the coming year. This list attempts to capture key activities or projects requiring particular emphasis, resources or communication.

It is important to note that the activities identified here exist alongside the significant day-to-day service delivery that is the main focus of city staff time and resources. In other words, there is extensive and important work that is completed on a daily basis, but is not captured in this document. Instead, this workplan is intended to highlight items that Council and staff have identified as likely to be particular priorities in 2014. These might include activities with a high degree of public interest, areas where new work or roles are being undertaken, special projects, implementation of new policies, planning activities or other tasks for which increased communication, coordination and visibility is desired. However this is by no means a comprehensive list of City activities or efforts.

The exercise of identifying and tracking key priorities throughout the year helps to direct and focus limited staff resources, and increases the accountability of the overall organization. It also provides a consistent mechanism to communicate with Council and the public about progress on high profile activities, and to identify areas where obstacles are affecting results. Once we have finalized the 2014 workplan with City Council, I will plan to provide quarterly updates for your review on the status of these items.

Please let me know if you need additional information.

PLANNING & COMMUNITY DEVELOPMENT

- Implement and enforce the Shoreline Master Program Update
 - Implement new permitting software
 - Complete revisions to HDDP
 - Process Comprehensive Plan Amendment required for Waterfront Park/RCO grant application
 - Develop Permanent Landscaping and Tree Ordinance
 - Revise regulations pertaining to height of distribution lines & utility poles
 - Develop permanent regulations for recreational and medical marijuana
 - Support policy discussion regarding City's farming policies and regulations
 - Revise downtown development standards to clarify business's use of public sidewalks
 - Develop threshold for non-motorized improvements
 - Develop interim parking regulations/revise current parking regulations
 - Complete island-wide mapping for critical areas
 - Maintain Tree City USA designation
 - Begin groundwork for State-mandated Comprehensive Plan Update (due June 2016)
 - Support Update of General Sewer Plan
 - Support Fletcher Landing project
 - Support Waterfront Park/City Dock redevelopment project
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- Create process for citizen requests for zoning code amendments
 - Support Off-Leash Dog Park/Vincent Rd. project
 - Revise process for allowing temporary businesses on City-owned property
 - Revise requirements for submitting restoration plans for disturbance of critical areas
 - Clean-up ordinance from Land Use Code Update

Internal/Other:

- Support change in counter cashiering practices
- Improve process for project acceptance for private development
- Resolve mechanism for noxious weed control with County Weed Board
- Support citizen advisory committees
 - Planning Commission
 - Design Review Board
 - Historic Preservation Commission
 - Environmental Technical Advisory Committee
 - Community Forestry Commission

PUBLIC WORKS CAPITAL PROJECTS

Capital Projects (in progress):

1. Ft. Ward Hill Reconstruction – Phase II
2. Wing Point Way non-motorized project
3. Madison Ave Overlay
4. Non-motorized SR 305/Olympic Drive design and construction
5. Pedestrian Bridge repairs
6. Close-out for Rockaway Beach Rd. Stabilization project

Capital Projects (planned):

1. 2014 annual road preservation projects
2. Valley reconstruction
3. Mountain View reconstruction
4. Knechtel reconstruction
5. Sound-to-Olympic Trail Phase 2
6. SR 305 Shoulder Improvements
7. Other Non-motorized projects (C40-spot improvements, 2014 trail project(s))
8. Waterfront Park/City Dock project design
9. Fletcher Landing project design
10. Procurement for fleet vehicle purchases (Police, O&M, SSWM)
11. Installation of solar panels at Waterfront Community Center
12. Installation of additional buoys at Open Water Marina
13. City Hall Emergency Generator connections
14. City Hall HVAC system upgrades

Capital Projects (Utilities):

1. Eagle Harbor Beach Mains replacement project: complete design and construction
2. SSWM: complete capital projects as described in CIP
 - a. Dripping Water Creek
 - b. Lynwood Center Outfall
 - c. NE Mountain View
 - d. Wardwell drainage - project design
 - e. Yeomalt drainage - project design
3. Complete annual capital preservation/maintenance for water, sewer and stormwater utilities

PUBLIC WORKS

Initiatives:

1. Comprehensive Transportation Planning
 - a. Evaluate results from 2013 island-wide traffic study
 - b. Complete traffic studies to assess/update classifications, level of service, controls, signage, etc.
 - c. Complete revisions to Traffic Study Requirements
 - d. Implement Traffic Impact Fees
 - e. Determine TBD projects, prioritization and timing
 - f. Update Six-Year Transportation Improvement Plan (TIP)
 - g. Support consideration of Complete Streets Ordinance
 - h. Establish a mechanism for multi-year project coordination with PSE, other utilities
2. Road network management:
 - a. Complete island-wide update to Road rating, analysis of results
 - b. Develop 2015-16 annual projects
 - c. Update long-range planning and prioritize reconstruction projects
3. Non-motorized transportation planning:
 - a. Review and update NMTP
 - b. Affirm policies and next near-term priorities
 - c. Review options for markings and standards
4. Sewer Utility:
 - a. complete update to Sewer General System Plan
 - b. incorporate results into updated CFP
5. Water Utility:
 - a. complete system plan update
 - b. incorporate results into updated CFP
 - c. Evaluate issues related to pumping from deep aquifer and groundwater monitoring
6. SSWM utility:
 - a. comprehensive review to include examination of regulatory requirements and scope of services
 - b. financial analysis to determine cost of services and rate structure
 - c. Targeted review of other policies, legacy drainage issues, NPDES implementation, water quality monitoring, etc.

PUBLIC WORKS

Operations:

- Support for Cave Ave. private development project
- Support for Gertie Johnson private drainage project
- Operational changes and other support for Vincent Road off-lease dog park project
- Implement change to MRSC project roster
- Expand management of annual grant cycles for transportation and non-motorized projects
- Support assessment of Police facility improvements
- Support review of City cost allocation policy
- Complete organizational review of department, hiring for vacant positions
- Update City Engineer designation and related Code references
- Optimize in-house management of water quality monitoring
- Complete new contract for handling WWTP biosolids
- Assess options for alternative management of annual road striping
- Evaluate options for upcoming major equipment purchases (mower, sweeper)
- Complete annual conservation for Public Art portfolio (external pieces and integrated art elements)
- Develop annual plan for Road Ends maintenance and as-needed survey work, etc.
- Develop plan to complete annual maintenance of City-owned trails
- Begin updating/upgrading street name signing to new size standard
- Integrate existing GIS components to provide comprehensive approach to infrastructure mapping and improved customer service
- Identify potential collaborative opportunities with other agencies
- Assess alternative options for road spoils handling
- Evaluate and update City fleet replacement schedule
- Enhance Anti-icing & De-icing Capability/Update Snow & Ice Plan
- Support Council review of proposed capital improvements to City-owned farmland

PUBLIC WORKS

Internal:

- Develop improved internal reporting with Finance to monitor capital project status
- Improve project management related to contract legal review and approval
- Code updates related to Public Works, contract authority and procurement (3.70 and 3.72)
- Support comprehensive review of CFP to inform 2015/16 biennial budget development
- Improve procedures with PCD for acceptance of private development projects
- Implement changes in counter cashiering practices
- Evaluate and report on department-led customer survey results
- Support updated City website content and social media
- Support citizen advisory committees
 - Utility Advisory Committee
 - Road Ends Committee
 - NonMotorized Transportation Advisory Committee

POLICE

A. Police Operations – Best Practices

1. Operations and Administration

- Complete implementation of LEXIPOL Manual, including department-wide training
- Complete implementation for LEMAP recommendations
- Evaluate options for School Resource Officer (SRO)
- Evaluate options for canine officer
- Implement Bike patrols
- Implement seasonal walking beats
- Evaluate options for motorcycle unit
- Designate Administrative Lieutenant to assist communication and management
- Designated officer to improve internal communication and policies
- Designated officer to lead emergency management functions
- Designated officer to coordinate volunteer initiatives
- Designated Crisis Intervention Officer (CIO) to lead mental health response
- Designated officer to identify automation opportunities/IT initiatives
- Evaluate hiring process (background checks)
- Investigate new channels to publicize department recruitment
- Establish succession planning
- Implement changes to Reserve Officer policy
- Evaluate content, format and schedule of existing department reporting
- Expand internal and external communication activities, including social media
- Support new City website
- Negotiate Guild labor agreement (expired Dec. 2012)
- Support for citizen advisory committee (Harbor Commission)

2. Training/Professional Development

- Designate officer to coordinate department training
- Maintain/track department training against State requirements
- Complete CIT department-wide
- Exceed NAMI standards for mental health response and training
- Identify career path focus to guide officer development and track training to support
- Provide regular reporting/tracking on all training activities

POLICE

3. Community Engagement

- Continue bi-annual Town Hall meetings
- Continue bi-monthly Police Chief's Roundtable
- Continue bi-annual Citizens Academy
- Initiate monthly Open Lunch with Police Chief
- Initiate Chief's Youth Advisory Group
- Continue outreach to community and business forums
- Continue participation in various community events (TurkeyTrot, Food Drive, Bainbridge Youth Summit, Shop With A Cop, etc.)

B. Accountability and Performance Evaluation

- Complete audit of compliance with review policies
- Complete targeted training for Lieutenants in Performance Evaluation
- Full compliance with City evaluation policies and schedules in 2014; Chief review of all evaluations
- Maintain regular mechanism for employee recognitions
- Comply with probationary reviews for new employees

C. Department Leadership

- Complete Leadership Police Training (LPO) for Lieutenants
- Continue Department-wide leadership training for all staff (in-house with supplemental resources)
- Resolve City request to PERC related to Lieutenant representation

D. Police Facilities and Equipment

- Complete assessment of current Police Station and requirements
- Develop proposal for to meet future facility needs
- Maintain vehicle fleet and replacement schedule
- Obtain secure storage for seized/impounded vehicles
- Complete and maintain inventory of all department equipment

E. Strategic Planning

- Update department Mission, Vision, and Values Statements
- Provide quarterly reporting on department activities and objectives
- Develop short- and long-term annual goals, workplans and performance measures

F. Citizen Oversight

- Initiate planning for Citizen Oversight function

FINANCE & ADMINISTRATION

Projects:

- Review Cost Allocation methodology and submit to City Council for approval
- Update City financial policies and submit to City Council for approval
- Lead Biennial budget development for 2015-16
 - Incorporate priority-based budgeting
 - Implement ER&R fund/improve fixed asset management
 - Submit budget for GFOA distinguished budget award
- Support Biennial CIP development
 - Shift planning cycle to Q1/Q2
 - Clarify interdepartmental responsibilities (PCD, FIN, PW)
- Participate in SSWM financial and program analysis
 - Implement new rate structure and submit data to County
 - Resolve SSWM fee balance due from Park District
- Complete data gathering for CAFR development (10 yr history for statistical section)
- Evaluate options for payroll processing
- Coordinate with UAC to identify standard quarterly financial reporting for City utilities
- Support/participate in implementation of IT initiatives
- Support Strategic Planning process
- Support/participate in IAM contract negotiations (contract expires Dec. 2014)
- Support/participate in Guild contract negotiations (contract expired Dec. 2012)

Other/Operations:

- Prepare quarterly reporting and budget adjustments for City Council review
- Prepare and distribute monthly financial reporting
- Complete annual State Auditor's Office reporting
- Ensure records management coordination meets all records retention requirements
- Develop improved internal reporting with Public Works to monitor capital project status
- Code updates related to Public Works, contract authority and procurement (3.70 and 3.72)
- Implement changes in counter cashiering practices
- Adjust OWM accounts to provide automated billing and account history
- Support updated City website content and social media
- Support citizen advisory committees (Salary Commission)

EXECUTIVE

- Complete community visioning process
- Implement annual strategic planning process
- Lead biennial budget development/capital planning for 2015-2016
- Implement a Performance Measurement System
- Continue HPO and Customer Service initiatives
 - ✓ Complete HPO training for all City staff
 - ✓ Customer satisfaction surveys
- Expand City communication through reporting, social media, website and other opportunities
 - ✓ Citywide support for new website and tools
 - ✓ Expanded use of social media
 - ✓ Review SeeClickFix management and functionality
- Develop an Economic Development strategic plan
- Negotiate new cable franchise agreement
- Information Technology initiatives
 - ✓ Evaluate options for Financial management system, including Open Data
 - ✓ Implement Paladin SMARTGov permitting system
 - ✓ Complete implementation for all features of new City Website
 - ✓ Complete Citywide desktop computer replacement project (approx. 35 machines)
 - ✓ Implement Microsoft Office365 cloud-based system for email, or other appropriate Citywide solution
 - ✓ Evaluate cloud-based options and replacement for critical network hardware equipment

EXECUTIVE

- Expand Emergency Preparedness activities
 - ✓ Complete regular citywide EOC training
 - ✓ Monitor/track citywide FEMA training
 - ✓ Improve planning for integrated Police/Fire/PW response
 - ✓ Regular coordination with community partners
 - ✓ Update/ensure reliability of key systems
 - ✓ Develop and maintain up-to-date communication plan
- Implement Sustainability Initiatives
 - ✓ Reduce citywide paper consumption
 - ✓ Implement electronic packets
 - ✓ Install solar panels at Community Center
 - ✓ Identify and pursue model programs Citywide
- Improve management of City-owned real estate
 - ✓ Complete Police facility assessment
 - ✓ Update disposition plans for surplus City properties (BIMPRD, market sale, other)
 - ✓ Improve reporting on and long-range planning for use of City Farmland
 - ✓ Complete Road Ends projects and provide routine maintenance via Public Works
 - ✓ Maintain Open Water Marina according to DNR lease terms
- Expand City support for and use of volunteers
 - ✓ Standardize process for volunteer management
 - ✓ Implement a Volunteer Recognition Program
- Citizen committees and commissions
 - Implement new coordinated timing for annual appointments
 - Review current policies on staffing and other support
- Implement an internship program
- Complete Salary and Compensation Study
- Improve management of Citywide training and professional development
- Complete hiring for key positions:
 - City Attorney, Communications Coordinator
- Support for citizen advisory committees
 - Civil Service Commission
 - Lodging Tax Advisory Committee
 - Ethics Board

Previously Identified City Council Priorities

- Develop process for City Manager performance review
- Adopt a Complete Streets Ordinance
- Initiatives to improve telecommunications service and connectivity island-wide
- Review Downtown parking policies and alternatives
- Support Community Broadcasting initiatives
- Support development of policies related to memorial plaques/benches/trees
- Develop process to allocate annual Human Services Funding
- Review Public Art Program: activities and funding source/structure
- Revise Off-Leash Animal Ordinance
- Consider options for Suzuki property
- Develop policies for community use of Council Chambers

2013 City Manager Priorities

City Council Retreat

January 6, 2013

1st Quarter Priorities

- Complete analysis of Water Utility Management Proposals
- Key positions filled
 - Police Chief
 - City Attorney
- Complete Peer City Comparison Report
- Initiate Performance Measurement System
 - Vision & Mission Statement
 - Benchmark/performance indicators
- Comprehensive Analysis of SSWM Utility
- Negotiate new labor agreement with Police Guild

1st Quarter Priorities (continued)

- Communications & PR Plan
 - National Citizen Survey
 - City Magazine/Newsletter
 - Evaluate use of social media w/ current website
- Economic Development
 - Coordinate w/ BICC on Downtown WiFi Project
 - Initiate review of existing Telecommunications Facility Ordinance
 - Kaizen event to streamline permitting process
- Initiate Financial Software Upgrade Process

1st Quarter Priorities (continued)

- Credit Card Acceptance Roll out
- Shoreline Master Plan Update
- HDDP Ordinance Review & Revisions
- Revise Ericksen Avenue Design Guidelines
- Design of Rockaway Beach Rd. Stabilization project
- Design of Eagle Harbor Beach Main Project
- Business Licenses for Non-profits (no fee)
- Municipal Judge contract
- Provide level of service information to City Council

2nd Quarter Priorities

- Shoreline Master Plan Update - continued
- HDDP Ordinance Review & Revisions - continued
- Initiate Landscaping & Tree Ordinance Process
- Process 2013 Comprehensive Plan Amendment Requests
- Establish thresholds for application of Non-Motorized Improvements in development projects
- Create process for citizens to request zoning code amendments
- Continue review of existing Telecommunications Facility Ordinance

2nd Quarter Priorities (continued)

- Revise Traffic Study Requirements
- Support implementation of WSF Funds: Waterfront Park
- Support implementation of WSF Funds: Road Ends
- Begin Comcast Franchise Renewal negotiations
- Continue process for application of Non-Motorized Improvements in development projects
- Fee Schedule Update
- Continue review of existing Telecommunications Facility Ordinance

2nd Quarter Priorities (continued)

- Traffic Impact Fee Ordinance
- Implement Agenda Management Software
- Begin implementation of organizational structure modifications
- Comcast Franchise Renewal negotiations
- Recommendations for Financial Software Upgrade
- Implement Performance Measurement System
- Evaluate options for Website redesign

3rd Quarter Priorities

- Begin planning for potential 2014 Bond measure
- Provide draft Capital Improvement Plan for Council review & discussion
- Develop Citizen's Guide to the Budget
- Cost of Services Information
- Complete HDDP Ordinance Update
- Complete update of Telecommunications Facility Ordinance
- Revise Downtown Development Standards to clarify business's use of public sidewalks
- Sign Code Review

3rd Quarter Priorities (continued)

- Amend code enforcement procedures to streamline processes for compliance
- Revise requirements for submitting restoration plans for disturbance of critical areas
- Complete Comcast Franchise renewal
- Develop a Public Safety Department strategic plan
- 2014 Proposed Budget presented to City Council
 - Including proposals to optimize levels of service & cost reductions

4th Quarter Priorities

- Develop a Public Works Department Strategic Plan
- Complete SMP Update
- Complete Landscaping and Tree Ordinance Update
- Complete process for 2013 Comprehensive Plan Amendment Requests
- Revise process for allowing temporary businesses on City Owned Property
- Support Council consideration for uses of PEG fees
- Support Council consideration of Suzuki property proposals
- Begin Planning for 2014 Strategic Planning Process

Bainbridge
Island, WA City
Council Strategic
Visioning
Retreat Final
Report

July 21-22, 2012

Bainbridge Island, WA City Council Retreat

Introduction

The Bainbridge Island City Council Retreat, July 21-22, 2012 focused on providing the Council an opportunity to identify strategic initiatives to guide the staff in developing strategic plans for the future, and to utilize in upcoming budget development. This retreat was facilitated by Ron Holifield, CEO of Strategic Government Resources, and Tom Muehlenbeck, Sr Vice President of SGR. It was attended by the Mayor and all Council members.

The Retreat Agenda was divided into six major sections including:

1. Team Dimensions Assessment to Provide Insight into Shared Decision Making Styles and Strategies for Improved Decision Making
2. Review and Discussion of Effective Governance Practices
3. Review and Discussion Regarding the Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines
4. Review and Discussion Regarding the Strategic Visioning Process
5. Review of Current Strategic Goals, Values, Mission and Vision
6. Deliberation and Establishment of Strategic Goals for the Future

This report has been designed to generally follow in chronological order the flow of the actual retreat. The language refers to the Mayor and Council collectively as the Council. The Power Point presentation which accompanied a number of sections of the retreat is included in this report as **Attachment 1**.

Team Dimensions Assessment

Prior to the retreat, 6 of the 7 Council members took an assessment called “Team Dimensions” which is designed to assess decision making styles and assist the Council in understanding how they make decisions collectively and individually. In short, the assessment suggested that the entire Council is heavily weighted towards “refiners” and “creators” which could suggest a potential tendency to engage in extended deliberations and not bring issues to a close and move on. It was particularly noted that the clustering of the entire Council into two of the four decision making styles could create potential blind spots as well as a tendency towards “group think” with like-minded individuals. Specific recommendations were provided.

Each Council Member was provided a copy of their individual assessment report. A copy of the **Team Dimensions Assessment Group Report** is included in this report as **Attachment 2**.

RECOMMENDATIONS based on the Team Dimensions Assessment

1. Establish clear policy expectations for staff on the type and construct of information desired for decision making. Council should expect well done, complete and accurate policy reports and recommendations. Expectations should be communicated clearly to staff on the front end regarding the typical content and depth of information required for decisions to be made. Examples might include:
 - a. Formal adoption of a consistent list of comparison cities regardless of the type of issue being evaluated.
 - b. Comparative data on those cities for decision considerations.
 - c. Alignment of the recommendation with the Mission, Vision and Strategic Goals.
 - d. Current year budget impact.
 - e. Long term budget implications.
2. For Refiners – be cautious about succumbing to “analysis paralysis” by continuing to seek additional information. Define how much and what type of information is needed for decision making and then stick to the policy.
3. For Creators – be cautious about becoming so focused on the long term vision that you don’t deal strongly enough with short term practical execution challenges.
4. For everyone – recognize that the Council as a decision making team is heavily weighted towards Refiners and Creators and as such there could be some blind spots with Execution and with Relationships. Accordingly, make it a priority to tune in to Execution and to Relationships and recognize the value of this input.

Effective Governance Practices

This part of the retreat began with a discussion of systems theory and the fact that the Bainbridge Island City Council is a system. As with all systems, certain behaviors will create predictable outcomes. Healthy governance systems create healthy decision making and unhealthy governance systems create unhealthy decision making.

It was noted that any organization should care about healthy governance systems for the following reasons:

1. To increase efficiency, and reduce the time required to take care of business effectively. Unduly long decision making cycles tend to produce bad decisions.
2. To eliminate ambiguity and uncertainty for the council, the staff and all stakeholders. Trust is largely a product of predictability, and in an environment of unpredictability and ambiguity, low trust can result in bad decision making.
3. To help hold the Council as a body and each individual Council Member to higher standards of performance. It is impossible for staff to rise to a higher standard of performance than that attained by Council.
4. To help each individual Council Member take responsibility for their own actions and in so doing, to improve the quality of decision making.
5. To disagree without being disagreeable expends less fruitless energy. When undue energy is devoted to interpersonal conflict, less energy is available to deal with the major long term decisions that need to be wrestled with, thus leading to poor decision making.
6. In short, to enhance the quality of decisions you make and dramatically increase the significance of the impact those decisions have on the future

Following the “Why Care” discussion, the focus shifted to major challenges every governing body encounters to governing effectively. The key to success is confronting these challenges. The major items discussed include, but were not limited to, the following **major challenges to effective governance**:

1. Lack of clear mutual mission and vision
2. Lack of well-done agendas and packets
3. Lack of a culture of mutual respect
4. Lack of respect shown to the team with outside parties
5. Focus on management instead of governance
6. Lack of understanding of governance role and responsibilities
7. Lack of respect for staff from the dais
8. Lack of well-designed governance processes that are strongly enforced
9. Lack of mutual respect from the dais.
10. Lack of routine and effective long term thinking
11. Failure to deal effectively with CAVE men (Citizens Against Virtually Everything)
12. Failure to deal effectively with Articulate Incompetents

Following the “Major Challenges” discussion, the focus shifted to the characteristics of an **individual Council Member who governs effectively** including:

1. Doesn’t disrespect staff, fellow Council members or citizens
2. Doesn’t judge motives prematurely
3. Respects and communicates with each other and with staff, as well as with key constituencies
4. Develops loyalty to the Council/Manager team as a cohesive group
5. Doesn’t play “gotcha” with each other or with staff

Following the “individual characteristics” discussion, the focus shifted to the **organizational characteristics of a governing body as a team which governs effectively** including:

1. Takes a broad view of complex issues – doesn’t seek perfection
2. Helps keep the organization focused on its mission, vision and core values
3. Emphasizes strategic planning and priority setting as a foundation for decision making
4. Constantly encourages council members’ education and self-evaluation
5. Holds staff accountable
6. Holds themselves and each other accountable to the adopted governance policies and to a culture of respectful interaction from the dais and elsewhere
7. Willing to lead despite opposition, while understanding the cost of decisions

Following the “governing body as a team” discussion the focus shifted to **governing body roles and responsibilities** including:

Five Areas of Responsibility for the Governing Body

1. Formulating the Mission, Vision, Values and Strategic Goals
2. Ensuring the financial health of the organization
3. Promoting efficient and effective management and systems
4. Ensuring quality of services
5. Monitoring governing body and organizational effectiveness in advancing the mission and in making the vision a reality

Seven Governing Body Roles

1. External Communicators – protecting the integrity of the process more than any given decision
2. Internal Communicators – effectively listen to the community and serve as a compass to staff
3. Fiduciary Overseers – ensure that systems are in place which build trust among all stakeholders
4. Policy Developer – ensure that appropriate and effective policies are in place governing all aspects of the organization and ensure the pursuit of the mission not preservation of the status quo
5. Information System Overseer – make your decision making evidence-based and ensure that information systems in place produce good data
6. Priority Enforcer – ensure that the organization is doing things right AND is doing the right things
7. Strategic Visionary – define the mission, articulate core values, decide what you want to become, define what you want to achieve, understand where you are now, determine how to get to where you want to go

Following each discussion, one section of a **Polarity Assessment (Attachment 3)** was distributed for the Council to self-assess where the current governance environment was operating along the spectrum of two descriptors on each end describing a very healthy governance environment and an unhealthy governance environment.

Following the “role and responsibility” discussion, each Council member tallied their score for each section and then tabulated a combined score on all three sections of the overall Governance Polarity Assessment Scale combined. The gross scores for each Council Member were then reported and averaged to create an overall average score.

The overall average score fell in the 301-400 range. The descriptor for this range reads as follows:

Service on the governing body does not have to be this painful. Most of your pain is self-inflicted by the team. Lip service may be given to your governance policies, but they are frequently ignored or violated for political expedience. Violation of governance policies is justified in the mind of the violating member due to their commitment to the issue above their commitment to the integrity of the process. The team tends to divide along political lines frequently. Personal resentment may lie beneath the surface of policy discussions. Lashing out at staff is common. Outside assistance is needed to help take your governance culture to a healthier level. Attention needs to be given to your systems as well as your commitment to a healthy governance culture. The premier question is whether the governing body wants to have a healthier governance culture, or whether they want to keep fighting.

In the subsequent discussion, one member felt that the phrase “political expedience” may be incorrectly judging motives, and that the violations of governance policy may be a result of a lack of governing body training and development rather than intent. That said, there was general consensus that this was a fair description of the current governance environment.

RECOMMENDATIONS based upon the Effective Governance Practices Presentation and the Council Self-Assessment and Discussions

1. **Modify the Council dais and seating arrangement to make it clear that the City Manager serves as the CEO of the organization and is interacted with as such during the Council deliberations.**
 - a. **The City Manager should be seated next to the Mayor.**
 - b. **The City Manager should not be at a lowered position at the dais.**
2. **Modify Council seating so that the physical layout is not along political lines.**
3. **Prohibit any Council Member from directing staff by adopting a policy which formally directs the City Manager to professionally decline to be directed by any individual Council member, and to place any such attempt to direct on the upcoming Council agenda for full body direction.**
4. **Streamline the agenda development process. The Mayor and City Manager as a team should drive the agenda. Either of them can place any item on the agenda. Any two Council members together can place an item on the agenda.**
5. **Prohibit lashing out at staff and citizens or treating staff and citizens unprofessionally. If the City Manager fails to take action when concerns are shared privately, then the Council should discuss this issue in executive session with the City Manager. Staff should never be treated disrespectfully in public.**
6. **Establish a Top Ten Council Decorum Practices Policy. Laminate it and keep it on the Council dais in front of each Council Member at all times as a reminder of decorum expectations.**

City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines

Due to time restraints review of the existing Governance Manual did not occur. It is clear that systems are in place, but based on the self-assessment, it is not clear that Council is consistently living up to the provisions. Following is the “Principles” section of the **existing Governance Manual**. Particularly noteworthy items relevant to the Effective Governance Practices discussion have been highlighted.

Article 1: PRINCIPLES

It is hereby the policy of the City to establish the principles stated in this Article 1 as core values of City governance:

1.1 Values

1.1.1 City Leaders Listen to the Community

City leaders listen to the community in a way that fully represents the community's interests and goals.

1.1.2 Collaboration is Valued

Council and staff should make the maximum effort to collaborate in every endeavor, seeking consensus as far as possible.

1.1.3 City Leaders Lead and Reason Together

Council members should individually, and collectively, demonstrate the ability to lead and reason together.

1.1.4 The City Exemplifies Professionalism in City Management

City leaders exhibit respect for the professionalism and ethical conduct of the City Manager and staff.

1.1.5 Sustainability

Leaders strive to achieve sustainable outcomes in City policies and administration, with sustainable bottom lines for the community, environment, and for city finances and the local economy.

1.2 Relationship between Council, City Manager, Staff and Public

1.2.1 Council Oversees City Organization But Does Not Interfere With Management

Council establishes budgetary authority for departments and positions, and may determine the duties and compensation of each, but does not interfere with the City Manager's management of City employees.

1.2.2 Council and City Manager Roles and Responsibilities Differentiated

Leaders adhere to the separate and distinct policy and management roles of Council and City Manager. Administrative policy and complaints are handled by the City Manager and Department Heads; legislative policy is established by Council.

1.2.3 Performance-Driven Management

Council reviews the City Manager's performance annually. The City Manager is responsible for performance reviews of subordinates.

1.2.4 City Attorney Is Legal Counsel to the City and Its Officials Collectively

The City Attorney is hired by the City Manager and represents the City and in that capacity provides legal advice to the Council, City Manager and staff to the extent their interests coincide with the City's.

1.2.5 Staff Provides Adequate Information for Council Policy-Setting

Information is sufficient for effective decisions.

1.2.6 Council Will Not Request Unnecessary Information

In recognition of the limitations of staff time and resources, the Council will not request unnecessary information. An exceptionally time-consuming request of Council requires a majority vote.

1.2.7 Public Documents Ensure Open And Transparent Government

The Council and Administration will adhere to laws on public access to documents.

1.2.8 Communications to the Public are Essential

The City Manager shall be responsible for the City communications function, but controversial communications shall be promptly copied to Council.

1.3 Functioning of City Council

1.3.1 Importance of Open Public Meetings

The City shall comply with the Open Public Meetings Act under Washington law.

1.3.2 There is a Council-Selected Mayor

The Council-selected Mayor presides at Business Meetings of the Council.

1.3.3 The Mayor Also Embodies Other Leadership Roles

As the City's ceremonial head; the Mayor is the main liaison for the Council with the City Manager; a team leader; a goal-setter; an organizer who helps stabilize Council relationships; a champion of the City.

1.3.4 Citizen Volunteers Play an Important Role

For citizen advisory committees, boards and commissions, the Mayor shares the role of seeking and interviewing volunteers, and appoints citizens to these committees, boards and commissions subject to Council confirmation.

1.3.5 The Role of Mayor Pro Tem is Rotated

Council members take turns serving as Mayor Pro Tem; presiding at meetings and coordinating with City Manager when Mayor is unavailable or absent.

1.3.6 Service on Regional Bodies is Shared Among Council Members

Council selects individual Council liaison roles based on the desire, qualifications and skills of interested Council members.

1.3.7 Representatives of City Act in Accordance with City Policies

It is a duty of staff and Council who represent City to advocate positions that are consistent with City policies, projects and plans.

1.3.8 Councilors Serve in Liaison Roles to Community Organizations

Council approves liaison duties to community organizations for arts, human services, business community, tourism organizations, etc., based on desire and qualifications.

1.3.9 Councilmembers Have Opportunity to be Leaders and Innovators

One or more Council members may “sponsor” an ordinance or resolution.

1.3.10 Council is Mindful of Limited Resources

Council expense reimbursement is limited to budget; requires receipts; there are other limits on type and amount.

1.3.11 Council Authorizes Certain Grant Applications Before Submittal

If a grant would require material matching dollars or impact policy, the Administration will seek Council approval prior to applying. The administration will bring grant opportunities it becomes aware of to the full Council. The Council may also initiate the process of pursuing a grant.

1.3.12 Fewer Standing Committees

Because staff time and resources are limited, use Study Sessions of the whole Council rather than numerous Standing Committees. Consider utilizing a Standing Committee only if needed – e.g. Finance Committee.

1.4 Efficiency and Effectiveness of Council Decision-Making

1.4.1 Council Makes Effective Use of Time

Council differentiates among four types of public meetings: (1) goal-setting retreats; (2) study sessions (and single-issue workshops); (3) business meetings; (4) public communications meetings and forums.

1.4.2 Provide More Effective Opportunity for Public Interaction

Communication with public is more interactive in Study Sessions than in business meetings (where the 3-minute public comments process shall apply).

1.4.3 Council's Business Meetings Will Be Efficient and Businesslike

The information exchange, review, deliberation and vetting of issues during the prior Study Session enables Council business meetings to be expeditious.

1.4.4 Effective Decision Making Requires Finality

Rules shall limit the prerogative to reconsider a Council decision; effective decision making results in finality and "moving on".

1.4.5 Council Dialog Calls For "Sticking to the Point"

The Presiding Officer's role, especially at the business meeting, is to keep Council business focused and expeditious.

1.4.6 Council Meeting Agendas Are Set by a Team

Agendas for Council Business Meetings are generally developed and refined by the Council and Administration at Study Sessions, and are then arranged by the City Manager and City Clerk in consultation with the Mayor and/or Mayor Pro Tem who provide final approval prior to being publicly posted. Items for Study Session worksheets (agendas) are submitted to the City Clerk, Mayor or City Manager and after team review are finalized by the Mayor and/or Mayor Pro Tem for public notice and distribution.

1.5 Functioning of City Manager and Staff

1.5.1 ICMA Standards are Respected

City leaders respect the ICMA standards and model documents (e.g. ICMA Code of Ethics and the City Manager's employment terms/conditions).

1.5.2 Council-Manager Governance Depends on a Strong City Manager Role

The City Manager prepares the proposed budget; administers code and policy; appoints & removes city employees; serves as the City's chief executive officer.

1.5.3 Regular and Understandable Financial Reporting

The City's regular financial reports enable the Council and community to understand the City's financial condition, and are in harmony with accounting standards for governmental organizations, applicable law and municipal best practices, taking into account brevity, cogency, salience and clarity.

1.5.4 Council and Administration are Mindful of Risk Management

There is a periodic review of risk management with WCIA (Washington Cities Insurance Authority). The Council empowers the City Manager with a dollar authority level to settle minor disputes.

1.5.5 Public Information is Enhanced by Audio, Video, Website & Notes

There is a full audio recording on the city website for each Council meeting. BITV video (and local radio, if and when available) may be used for Business Meetings and bi-weekly Study Sessions. Minutes of meetings are concise and are approved and posted online in as timely a manner as possible.

Attachment 4 is a self-assessment instrument designed explicitly for your Governance Manual. The Council has not previously taken this self-assessment.

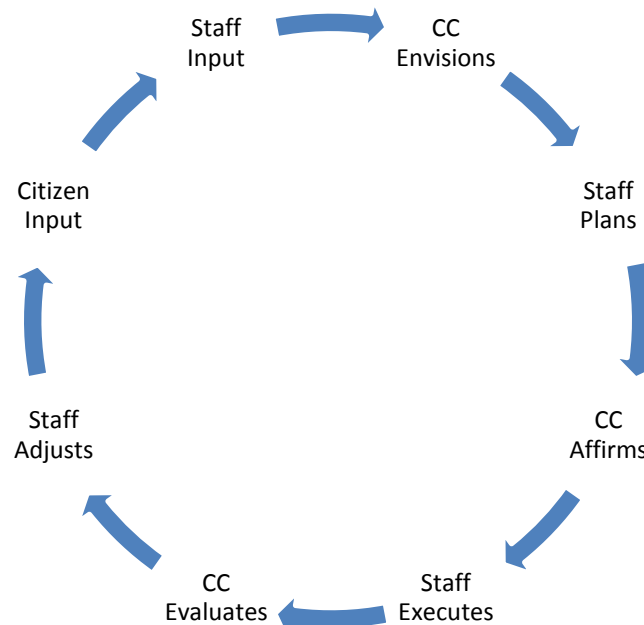
RECOMMENDATIONS based on the apparent gaps between the values espoused in the Governance Manual and the Effective Governance Self-Assessment results

1. Since this Governance Manual has not been formally reviewed or adopted by the current City Council, a line by line review of the document should be conducted to evaluate whether the Council supports all of the items contained therein.
 - a. If there are items that are not supported, they need to be changed.
 - b. Items that are supported should be strongly enforced.
2. Once it has been reviewed, a formal resolution should be adopted establishing this Governance Manual as the formally adopted and supported governance policies and practices of this City Council. Each Council Member should be asked to sign the resolution affirming their support.
3. A copy of the Governance Manual should be provided as part of a standard information packet for all future Council candidates at the time they register to run.
4. Within 30 days following each City Council election, a workshop should be held for newly elected Council members in which the Mayor and the City Manager walk the new Council Members through the entire Governance Manual line by line and discuss the meaning and practical application of each provision.
5. Within 60 days of every election, a resolution should be placed on the Council agenda for the new council to formally adopt and support the policies and practices in the Governance Manual. If changes are desired they can be deliberated at that time. Each Council Member should be asked to sign the resolution affirming their support.
6. Each Council Member should complete the “How Well Does the Council Reflect the Core Principles” self-assessment in private and use that for personal reflection regarding how they can individually contribute to improving compliance with the Governance Manual. This instrument or a modified version should be completed once per year.

Strategic Visioning Process

Strategic Visioning is distinctly different from either strategic planning or visioning. Strategic planning is often unduly influenced by the current state, and focuses on moving incrementally forward from that current state. Strategic planning is beneficial, but strategic planning frequently fails to provide breakthrough opportunities to change a community's destiny. On the other hand, visioning is often unduly influenced by grand visions of the future which may not adequately be based in evidence based assessments of what is realistically achievable. Both extremes are linear in their approach and tend to produce the same practical outcome... expensive consultant studies which sit on a shelf but never have a major impact on shaping the future of the community.

By contrast, Strategic Visioning is designed to create a bold vision of the future AND provide a very practical road map to make your vision a reality, while providing a reliable system for constant feedback and course adjustments. Instead of the linear approach of traditional strategic planning, the diagram below visually portrays the Strategic Visioning loop.



The Pillars of Strategic Visioning

Strategic Visioning builds upon 5 Pillars. These pillars support and give structure to both the process and the product. These include:

- **Strategic Thinking**

The City Council is responsible for thinking strategically about the future and developing an inspiring vision that creates excitement and establishes the direction for the city as it moves toward the future. This is best accomplished in a retreat setting with a series of well-designed questions with professional facilitation which helps the Council engage in deep and meaningful discussions regarding the future.

- **Business Analytics**

Good decisions demand good data. The more complex the issues are, and the longer term the horizon for the vision, the more critical it is to have good data to work with. Good data is not enough: the organization needs to be capable of interpreting and analyzing the data, as well as communicating it in easy to understand and compelling ways. This input includes an accurate analysis of current and anticipated trends, crucial issues, a fiscal forecast, the current comprehensive plan, and input from both staff and citizens.

- **Planning and Execution by Staff**

Staff is responsible for developing and executing on action plans to achieve the Council's vision. These plans are developed in a feedback loop with the Council, so that there is clear understanding of the Council's vision, the mutually agreed upon goals, and the action plans to accomplish those goals.

- **Continual Alignment**

To translate it from dream into reality, the vision must be in alignment with the city's purpose, its core values, and the master plan, as well as the real and perceived needs of the citizens. In turn, the goals, the objectives, and the tasks must be in alignment with the vision. Creating alignment with the annual budget and the Strategic Vision is critical to empower the city to accomplish the vision. Once alignment is achieved, leaders must be diligent to maintain alignment, including continuing adjustment of the vision based on new information, changing situations and new insights.

- **Communication and Feedback**

A constant flow of communication and feedback must be maintained between Council and staff in order to maintain alignment, evaluate performance, and make necessary adjustments due to changing factors. This enables the leadership to keep the vision relevant, empowering and achievable.

Review of Current Mission, Vision, Values and Comprehensive Plan Five Overriding Principles

Existing Mission, Vision and Values

Adopted 1997

VISION

We strive to be a caring organization that serves and represents the whole community. Through open communication and continuous improvement, we will work together to achieve the community's vision of the future.

MISSION

To provide high quality services to the citizens of Bainbridge Island consistent with the vision for the future in the Comprehensive Plan.

Service, Helpfulness, Innovation

We are committed to providing service to the people of Bainbridge Island and to each other that is courteous, cost effective and continuously improving.

Integrity

We will treat one another and the citizens of Bainbridge Island with honesty and integrity, recognizing that the trust that results is hard won and easily lost. We pledge to promote balanced, consistent, lawful policies and directives in keeping with that integrity and the highest standards of this community.

Equality, Fairness, Mutual Respect

We pledge to act with the standard of fairness and impartiality in the application of policies and directives and that of equality and mutual respect with regard to interpersonal conduct.

Responsibility, Stewardship, Education

We accept our responsibility for stewardship of public resources and our accountability for the results of our efforts and we pledge to give recognition for exemplary work.

COMPREHENSIVE PLAN FIVE OVERRIDING PRINCIPLES

Preserve the special character of the Island which includes forested areas, meadows, farms, marine views, and winding roads bordered by dense vegetation.

Protect the water resources of the Island.

Foster diversity of the residents of the Island, its most precious resource.

The costs and benefits to property owners should be considered in making land use decisions.

Development should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

RECOMMENDATIONS:

1. This mission, vision, values and comprehensive plan's overriding principles may still be on target for the community. However, since the mission, vision, values and comprehensive plan principles have not been formally reviewed or adopted by the current City Council, review of the documents should be conducted to evaluate whether the Council supports all of the items contained therein.
2. Once it has been reviewed, a formal resolution should be adopted establishing the mission, vision, values and comprehensive plan principles as the formally adopted and supported mission, vision, values and comprehensive plan principles of this City Council.
3. A copy of the mission, vision, values and comprehensive plan principles should be provided as part of a standard information packet for all future Council candidates at the time they register to run.
4. Within 30 days following each City Council election, a workshop should be held for newly elected Council members in which the Mayor and the City Manager walk the new Council Members through the mission, vision, values and comprehensive plan principles and discuss the meaning and practical application to each provision.
5. Following a City Council retreat each year, a resolution should be placed on the Council agenda for the current council to formally adopt and support the mission, vision, values and comprehensive plan principles, as amended at the retreat.

Strategic Goals for the Future

Pre Retreat Interviews

Prior to the retreat, each Council Member was interviewed in a one on one phone interview. These interview results were shared with the Council via a Power Point presentation. The entire Power Point presentation is included with this report as **Attachment 1**. Slides 98-117 provide the detailed interview results for each question.

Major Themes and Trends in the Interviews

- Need to explore and determine commitment to the Council/ Manager form of government
- Need to become more of a team instead of just a group
- Need improvement in relations with city staff
- Need to improve trust in all directions

Unanimously Adopted Strategic Goals

The following Strategic Goals were unanimously adopted by the City Council at their retreat. While the Strategic Goals were envisioned and established by the City Council, it is the responsibility of the City Manager to bring a detailed Execution Plan (costs, timelines, major policy implications, long term budget impacts, etc) to the City Council for consideration and input. Once Council input has been received and adjustments to the Execution Plan made accordingly, the Council should formally affirm the Execution Plan as the city staff work plan which will be incorporated into the budget and pursued.

- **City Communications and Public Relations Plan and Implementation**
 1. Fund a communications specialist position in the budget.
 2. Develop a comprehensive communications and public relations strategy that is measurable and accountable including:
 - a. Presentations
 - b. Education
 - c. Social media
 - d. Website
 - e. Communications
 - f. Media
 - g. Community meetings
 - h. Agenda packets
 - i. Customer survey
 - j. Coordinate citizen committees/commissions
 3. Develop and implement a community survey to help guide decisions and priorities conducted on a systematic basis to ensure meaningful baselines and trends.
 4. Redevelopment of the city's website.

- **Economic Development**

1. Increase connectivity all over the island.
 - a. Open cell service opportunities to School District, Fire District, Park District and private property within certain zoning districts.
 - b. Create policy to require all roadway utilities trenching must include fiber optics conduit as a part of mitigation.
 - c. Evaluate city leasing the fiber optics.
2. Improve permitting processes.
 - a. Conduct an operational assessment of the permitting and development services processes.
 - b. Consider using a mystery shopper for evaluating processes.
 - c. Ensure that process change decisions are data driven.
3. Develop a Strategic Plan Policy Document Regarding Limited Resources
4. Comcast.
 - a. Negotiate a new contract
 - b. Develop a Communications Implementation Plan for Comcast Funds

- **Allocate Washington State Ferry monies**

1. Project selections made in 2012
2. Funding of projects in 2013

- **Budget Process**

1. Develop a Citizen's Guide to the Budget.
 - a. Example might be:
 - i. Two sided brochure with graphs and pie charts to show citizens where taxes go.
 - ii. Show cost of service and cost to the community of services
 - iii. Consider Poulsbo's example
2. Lay the foundation for meaningful cost of service information on all city services.
3. Adopt an Annual City Council Budget Calendar to guide staff planning
4. Adopt a Strategic Planning Manual which thinks long term, but provides the framework for the annual budget calendar.
5. Implement a facilitated mid-year goal setting workshop to drive the budget process each year.

- **Improve the Budget CIP Process**

- **Governance Processes and Council Manager Form of Government**

1. Utilize a third party review of City Council processes and roles on a quarterly basis.
2. Fund specific professional development activities for the City Council and the City Manager.
3. Modify the dais configuration to eliminate the step down and "outside" placement of the City Manager to visually communicate more clearly the role and expectations of the City Manager as the CEO.

- a. Staff should bring back options to Council for consideration.
 - b. Staff and Council should be at the same level.
 - c. A horseshoe shape so everyone can see each other would be ideal.
- 4. Formally evaluate the new City Manager in June, and again in December, and every June thereafter, ensuring it is scheduled away from the election processes. Utilize a third party to facilitate the review process and consider tying it to the accountability agreement.
- 5. Reduce the number of hours Council spends in meetings.
- 6. Develop a streamlined system for the agenda process and all agenda items.
- 7. Ensure that each Council agenda item includes a governance note addressing how this particular item does or does not align with the mission, vision, goals, comprehensive plan and values adopted annually by the City Council.
- 8. Adopt an annual governance calendar timeline that incorporates annual Council retreats, etc.
 - a. Ideal would be a February retreat each year focusing on team building and governance processes, and a mid-year retreat for goal setting to drive the budget process.

- **Transportation Plan and Related Funding**

- 1. Place motor vehicle tax on the agenda for August 16
 - a. Action Steps include:
 - i. Mayor Lester to contact Robert Gelder to put on notice that Council is moving ahead with TBD/MVET.
 - ii. Establish guidelines
 - a. \$20 car tab tax
 - b. Council guidelines cover issues such as “only to be spent on road paving and/or non-motorized improvements in conjunction with a pavement program.
 - iii. Community education and messaging
 - a. It is not if or when – it is who gets to spend it. If county levies it first, the majority of the funding would go to the county. If Bainbridge Island levies it first, the majority goes to Bainbridge Island.
 - b. Analysis is needed to show how this will provide potentially enough funding to reach our \$1.2 million target for annual road maintenance and preservation.
 - iv. Vote on Tax
 - v. Budget and structure issues
 - a. Ordinance to amend 2012 budget
- 2. Evaluate road impact fees
 - a. Proposal to be brought forward from staff in 2013
 - b. If moving forward, implementation should occur in 2014

3. Transportation Improvement Bond (Roads and NonMotorized) Target 2014 Election
 - a. Identify and evaluate future revenue needs in 2013
 - b. Start planning process now and bring forward decision points
 - c. Identify funding allocation necessary for 5,10, 15, and 20 years out
 - d. Establish CIP timeline cost
 - e. Staff to present a 10 year transportation plan that is reflects projected costs.
 - i. Current funding level annually in the operating budget
 - ii. What current funding is needed annually for 10 years out and what kind of gap exists
 - iii. How would bond funding affect the 10 year projections of unmet transportation needs and completed projects
 - iv. What is the current staff capacity for handling expanded funding of capital projects and operating budget increases dedicated to transportation projects
 - v. How would increased transportation funding impact the general fund for things like construction inspectors
4. Start planning process for potential 2014 bond election.

- **Discuss the Future of the Water Utility**

1. Evaluate options to retain, seek outside management or transfer utility

- **Public Safety Management Study and Action Plan**

1. Conduct an operational assessment of the Police Department from both top to bottom and bottom to top.
2. Develop a Public Safety Department strategic plan in 2013 taking into consideration the operational assessment.
3. Staff should bring Council an analysis of the financial impact of the various recommended action plan items, criteria for implementation and RFP as needed.
4. Initiate implementation of strategic plan

RECOMMENDATIONS:

1. The Council should immediately formally adopt the above Strategic Goals to provide clear direction to staff.
2. Staff should develop an Execution Plan for all of the above Strategic Goals, including immediate budget impact, as well as long term operational and budget implications, etc.
3. The Council should review the Execution Plan and provide feedback to staff.
4. Staff should adjust the Execution Plan in accordance with Council guidance.
5. Council should formally adopt the staff Execution Plan.
6. Staff should incorporate the Execution Plan into the current and future budget processes to achieve the Council adopted Strategic Goals.



Manual of City Governance Policies, Procedures and Guidelines

Resolution No.2010-15

Adopted March 10, 2010

**Amended by Resolution No. 2012-10
August 22, 2012**

A Comprehensive Collection of
Governance Principles, Policies, Procedures,
Standards of Conduct, Meeting Rules
and References to Applicable Law

Introduction

In May 2009, the citizens of Bainbridge Island voted to change the City's governance structure to a Council-Manager form of government. Subsequently, Council appointed two Councilmembers as an ad hoc committee to research best practices for Council-Manager governments. After Stan McNutt joined the City in November 2009, he assisted the full Council in that work.

Previously, the City's Mayor/Council form of government was guided by a "Legislative Protocol Manual" (dated 2003, updated in 2006), a "City Council / Executive Decision Making Handbook" (2007) and "Council Meeting Ground Rules" (2007).

This manual is intended to replace those three previous documents, and to serve as a guide for the Council, city management and the community regarding the policies, principles and procedures that embody the City's Council/Manager form of governance.

The responsibilities of modern government require that we update the procedures which help us function effectively in the current atmosphere of complex laws, rules and regulations. Thus we have an opportunity to refine and expand those initial rules of self-government.

While some other sources of standards and practices do exist, unfortunately those examples are scattered in a number of resources and references. The Bainbridge Island Manual of City Governance represents standards for Bainbridge Island government practices in a single document. It is a comprehensive collection of policies, meeting rules, coordination procedures, administrative references, public outreach guidelines and procedures. Included, by reference, are relevant provisions of applicable state and local law. Also included are principles to guide the Council/Manager form of government.

This manual can be a valuable resource for Bainbridge Island, the City's citizens, the City Council and City management as we continue to work together for effective and efficient local government.

Not surprisingly, the attorneys we rely on for legal guidance want everyone to know that these rules should not be construed to invalidate any action of the City Council or City Manager that is otherwise in compliance with applicable law.

It is recommended that the members of the City Council and City management be familiar with the contents of this manual and keep it close at hand.

This manual (as adopted by Resolution) is a legislative act and is intended to remain in force except to the extent that any portion may be subsequently be amended or rescinded by act of Council. See, however, Article 9, which explains certain limitations on the intended use of this Manual.

Respectfully submitted,

Council members Kim Brackett, Hilary Franz, Kirsten Hytopoulos, Bill Knobloch, Debbi Lester, Barry Peters, and Bob Scales; Interim City Manager Lee Walton and Interim Deputy City Manager Stan McNutt

Webmaster's Note: This document contains embedded hyperlinks. To go directly from the Table of Contents to a specific section, roll your cursor over the page number and click.

RESOLUTION NO. 2010-15

**A RESOLUTION OF THE CITY OF BAINBRIDGE ISLAND
ADOPTING A MANUAL OF CITY GOVERNANCE
POLICIES, PROCEDURES AND GUIDELINES
FOR THE COUNCIL-MANAGER FORM OF GOVERNMENT.**

WHEREAS, the City Council desires that city government be transparent and accountable to the public; and

WHEREAS, the City Council seeks to govern in a manner that is responsive to the community, in collaboration with City management, and in a business-like and professional manner; and

WHEREAS, written principles, policies and procedures best assure an atmosphere conducive to principled, accountable and transparent governance,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. There is hereby adopted by reference, "City of Bainbridge Island Manual Of City Governance Policies, Procedures and Guidelines" dated March 2010, which is attached hereto as Exhibit "A".

ADOPTED by the City Council of the City of Bainbridge Island, Washington at the regular meeting of the City Council on the 10th day of March, 2010.

APPROVED by the Mayor of the City of Bainbridge Island, Washington on the 24th day of March 2010.

Bob Scales, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	March 2, 2010
PASSED BY THE CITY COUNCIL:	March 10, 2010
RESOLUTION NUMBER	2010-15

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Article 1: PRINCIPLES

It is hereby the policy of the City to establish the principles stated in this Article 1 as core values of City governance:

1.1 Values

1.1.1 City Leaders Listen to the Community

City leaders listen to the community in a way that fully represents the community's interests and goals.

1.1.2 Collaboration is Valued

Council and staff should make the maximum effort to collaborate in every endeavor, seeking consensus as far as possible.

1.1.3 City Leaders Lead and Reason Together

Council members should individually, and collectively, demonstrate the ability to lead and reason together.

1.1.4 The City Exemplifies Professionalism in City Management

City leaders exhibit respect for the professionalism and ethical conduct of the City Manager and staff.

1.1.5 Sustainability

Leaders strive to achieve sustainable outcomes in City policies and administration, with sustainable bottom lines for the community, environment, and for city finances and the local economy.

1.2 Relationship between Council, City Manager, Staff and Public

1.2.1 Council Oversees City Organization But Does Not Interfere With Management

Council establishes budgetary authority for departments and positions, and may determine the duties and compensation of each, but does not interfere with the City Manager's management of City employees.

1.2.2 Council and City Manager Roles and Responsibilities Differentiated

Leaders adhere to the separate and distinct policy and management roles of Council and City Manager. Administrative policy and complaints are handled by the City Manager and Department Heads; legislative policy is established by Council.

1.2.3 Performance-Driven Management

Council reviews the City Manager's performance annually. The City Manager is responsible for performance reviews of subordinates.

- 1.2.4 City Attorney Is Legal Counsel to the City and Its Officials Collectively**
The City Attorney is hired by the City Manager and represents the City and in that capacity provides legal advice to the Council, City Manager and staff to the extent their interests coincide with the City's.
- 1.2.5 Staff Provides Adequate Information for Council Policy-Setting**
Information is sufficient for effective decisions.
- 1.2.6 Council Will Not Request Unnecessary Information**
In recognition of the limitations of staff time and resources, the Council will not request unnecessary information. An exceptionally time-consuming request of Council requires a majority vote.
- 1.2.7 Public Documents Ensure Open And Transparent Government**
The Council and Administration will adhere to laws on public access to documents.
- 1.2.8 Communications to the Public are Essential**
The City Manager shall be responsible for the City communications function, but controversial communications shall be promptly copied to Council.

1.3 Functioning of City Council

- 1.3.1 Importance of Open Public Meetings**
The City shall comply with the Open Public Meetings Act under Washington law.
- 1.3.2 There is a Council-Selected Mayor**
The Council-selected Mayor presides at Business Meetings of the Council.
- 1.3.3 The Mayor Also Embodies Other Leadership Roles**
As the City's ceremonial head; the Mayor is the main liaison for the Council with the City Manager; a team leader; a goal-setter; an organizer who helps stabilize Council relationships; a champion of the City.
- 1.3.4 Citizen Volunteers Play an Important Role**
For citizen advisory committees, boards and commissions, the Mayor shares the role of seeking and interviewing volunteers, and appoints citizens to these committees, boards and commissions subject to Council confirmation.
- 1.3.5 The Role of Mayor Pro Tem is Rotated**
Council members take turns serving as Mayor Pro Tem; presiding at meetings and coordinating with City Manager when Mayor is unavailable or absent.
- 1.3.6 Service on Regional Bodies is Shared Among Council Members**
Council selects individual Council liaison roles based on the desire, qualifications and skills of interested Council members.
- 1.3.7 Representatives of City Act in Accordance with City Policies**
It is a duty of staff and Council who represent City to advocate positions that are consistent with City policies, projects and plans.

1.3.8 Councilors Serve in Liaison Roles to Community Organizations

Council approves liaison duties to community organizations for arts, human services, business community, tourism organizations, etc., based on desire and qualifications.

1.3.9 Councilmembers Have Opportunity to be Leaders and Innovators

One or more Council members may “sponsor” an ordinance or resolution.

1.3.10 Council is Mindful of Limited Resources

Council expense reimbursement is limited to budget; requires receipts; there are other limits on type and amount.

1.3.11 Council Authorizes Certain Grant Applications Before Submittal

If a grant would require material matching dollars or impact policy, the Administration will seek Council approval prior to applying. The administration will bring grant opportunities it becomes aware of to the full Council. The Council may also initiate the process of pursuing a grant.

1.3.12 Fewer Standing Committees

Because staff time and resources are limited, use Study Sessions of the whole Council rather than numerous Standing Committees. Consider utilizing a Standing Committee only if needed – e.g. Finance Committee.

1.4 Efficiency and Effectiveness of Council Decision-Making

1.4.1 Council Makes Effective Use of Time

Council differentiates among four types of public meetings: (1) goal-setting retreats; (2) study sessions (and single-issue workshops); (3) business meetings; (4) public communications meetings and forums.

1.4.2 Provide More Effective Opportunity for Public Interaction

Communication with public is more interactive in Study Sessions than in business meetings (where the 3-minute public comments process shall apply).

1.4.3 Council’s Business Meetings Will Be Efficient and Businesslike

The information exchange, review, deliberation and vetting of issues during the prior Study Session enables Council business meetings to be expeditious.

1.4.4 Effective Decision Making Requires Finality

Rules shall limit the prerogative to reconsider a Council decision; effective decision making results in finality and “moving on”.

1.4.5 Council Dialog Calls For “Sticking to the Point”

The Presiding Officer’s role, especially at the business meeting, is to keep Council business focused and expeditious.

1.4.6 Council Meeting Agendas Are Set by a Team

Agendas for Council Business Meetings are generally developed and refined by the Council and Administration at Study Sessions, and are then arranged by the City Manager and City Clerk in consultation with the Mayor and/or Mayor Pro Tem who provide final approval prior to being publicly posted. Items for Study Session

worksheets (agendas) are submitted to the City Clerk, Mayor or City Manager and after team review are finalized by the Mayor and/or Mayor Pro Tem for public notice and distribution.

1.5 Functioning of City Manager and Staff

1.5.1 ICMA Standards are Respected

City leaders respect the ICMA standards and model documents (e.g. ICMA Code of Ethics and the City Manager's employment terms/conditions).

1.5.2 Council-Manager Governance Depends on a Strong City Manager Role

The City Manager prepares the proposed budget; administers code and policy; appoints & removes city employees; serves as the City's chief executive officer.

1.5.3 Regular and Understandable Financial Reporting

The City's regular financial reports enable the Council and community to understand the City's financial condition, and are in harmony with accounting standards for governmental organizations, applicable law and municipal best practices, taking into account brevity, cogency, salience and clarity.

1.5.4 Council and Administration are Mindful of Risk Management

There is a periodic review of risk management with WCIA (Washington Cities Insurance Authority). The Council empowers the City Manager with a dollar authority level to settle minor disputes.

1.5.5 Public Information is Enhanced by Audio, Video, Website & Notes

There is a full audio recording on the city website for each Council meeting. BITV video (and local radio, if and when available) may be used for Business Meetings and bi-weekly Study Sessions. Minutes of meetings are concise and are approved and posted online in as timely a manner as possible.

Article 2: DEFINED TERMS AND BASIC RULES

2.1 Types of Governing Bodies, and Advisory or Supporting Groups

2.1.1 City Council (or "Council")

The Council consists of 7 officials, each elected to four-year terms. The terms are staggered with 3 or 4 terms expiring at the end of even-numbered years. Individual Council members do not have governing power as individuals, but only when meeting as a Council, when a quorum (4 or more) are present. A special-purpose meeting of the Council when a quorum is present is sometimes referred to as a meeting of the Committee of the Whole.

2.1.2 Council Standing Committee

A Council Standing Committee consists of Councilmembers (not more than three, approved by the full Council for a calendar-year term), with staff support appointed by the City Manager. The Council may, but is not required to, establish one or more

Standing Committees. A Standing Committee is a body with no established expiration date, and which has jurisdiction over a Council-prescribed ongoing policy area, such as finance. The purpose of a standing committee is to perform oversight functions in the prescribed area, and to develop and recommend actions in that area to the Council.

2.1.3 Council Ad Hoc Committee

An Ad Hoc Committee is a temporary committee established by Council to investigate and advise Council on a specific policy or issue for future Council action, or to develop a legislative or policy proposal for Council on a particular topic. The Council determines the purpose of an Ad Hoc Committee at the time of establishing it. The Council may appoint up to three Councilmembers to an Ad Hoc Committee, and, if applicable, one or more citizens or subject matter experts who are not city employees. Furthermore, each Ad Hoc Committee shall include the City Manager (or his/her designee) and any City staff that the City Manager chooses to assign to the Committee. An Ad Hoc Committee shall sunset upon completion of the Council-assigned task.

2.1.4 Citizen Board, Citizen Committee or Citizen Commission

As defined by ordinance or resolution, a citizen board, committee or commission is generally a standing (rather than temporary) body with prescribed authority to perform a recurring advisory or decision-making role on behalf of the City as a municipal corporation. The list of such bodies, as that list may be amended from time to time, is found in Exhibit B. Procedures and rules that apply to such bodies are described in Article 5: Citizen Committees, Boards And Commissions.

2.1.5 Citizen Advisory Committee

A Citizen Advisory Committee consists of a group of citizens, established and appointed by the Council or by the City Manager, which is tasked with the responsibility of advising the appointing body or Manager regarding some activity or pending decision of City government. Such a committee is normally formed on an ad hoc temporary basis to advise either the Council or City Manager (or a Council standing or ad hoc committee) on a particular topic relating to city legislation, policy or practices, or the means to carry out a proposed project or city activity. The list of such bodies, as that list may be amended from time to time, is found in Exhibit B.

2.1.6 Steering Group

The City Manager and/or the Council may establish a Steering Group to perform a temporary ad hoc task or project prescribed by the Council or the City Manager – such as organizing one or more forms of citizen engagement on a public issue, or providing direction and oversight for the implementation of a City project or program.

2.1.7 Small Task Group

The Council may, from time to time, create, and appoint members to, a small task group for the purpose of examining issues and making recommendations important to the City but not requiring the more formalized process of a larger task force, which may require a steering committee. The small task group may consist of one or more Councilmembers, one or more citizens or experts familiar with the issue or project, and the City Manager (or designee). In all cases, the instrument appointing a task force shall set forth a clear task assignment and a method of “sunsetting” the group upon completion of the task.

2.1.8 Multi-Agency or Regional Task Group

When a major regional effort involves key agencies outside of City government but vital to a project's coordination, the Council may create by motion, legislative directive or intergovernmental agreement, an appropriately named multi-agency or regional task group (and may create a Steering Group to guide the task force effort). Membership shall consist of one to three Councilmembers and/or the City Manager (or designee), typically one representative from each partner agency, and, if applicable, representation from any private, consultant or non-profit agency with a key interest or resource vital to the issue or project.

2.1.9 Scalable Public Process Planning System:

For public issues of high interest or high impact, and/or those that require a lengthy public process, a Public Process Steering Group may be formed. For issues that are less controversial, have less far-reaching impacts, and/or are suited to a shorter process, an Ad Hoc Committee or Task Force may be more appropriate. The purpose of the committee, task force or steering group is to strategize and facilitate appropriate public process for a particular community subject or issue. See Exhibit C for more details on the use of this Scalable Public Process Planning System.

A Public Process Steering Group typically consists of one to three Councilmembers, the City Manager (or designee), and the City's Communications Coordinator. The Councilmember(s) shall be appointed by the Mayor and confirmed by Council. The City Manager shall appoint additional staff as needed to provide technical support, and may appoint one or more citizens to provide community input. Representatives of outside agencies may also be included where appropriate. These appointments shall identify the task(s) of the Steering Group. The group shall "sunset" when the task is completed. A similar approach may be taken in assembling an Ad Hoc Committee or Task Force, except that the group make-up may be smaller and simpler, and it may have one or just a few meetings, or even "meet" by email.

The committee, task force or steering group shall serve as a collection point for information and activity pertaining to the task or issue assigned and shall advise on the design for public processes. Public process activities may incorporate a range of tools such as press releases, newspaper columns, Q & A's, fact sheets, presentations to community organizations, focus groups, neighborhood meetings, ward meetings and public forums, as described in the City's public participation guidelines. The Council Liaison will inform the Council of the group's activity at Council meetings (when appropriate).

2.1.10 Nonprofit Service Agency

A nonprofit organization may perform a function for the City as defined by contract with the City or as prescribed by ordinance. Examples of nonprofit entities designated by ordinance are: Health, Housing and Human Services Council (for oversight of the Human Services Element of the Comprehensive Plan), and the Bainbridge Island Arts and Humanities Council (for oversight of the Cultural Element of the Comprehensive Plan).

2.2 City Officials and Adjudicators

2.2.1 Mayor

See the definition and duties stated in Section 4.3.

2.2.2 Mayor Pro Tem

See the definition and duties stated in Section 4.4.

2.2.3 Presiding Officer

The term Presiding Officer means the Councilmember who is to chair, or is in fact chairing, a Council meeting. Unless otherwise stated in the meeting agenda, the Presiding Officer shall be the Mayor unless the Mayor is absent, in which case the Presiding Officer shall be the Mayor Pro Tem (or, in the absence of both, the Councilmember who is elected by the quorum to preside at the meeting).

2.2.4 City Manager

See the definition and duties stated in Article 6: City Administration.

2.2.5 Appointive Officers

The City's Appointive Officers consist of the City Manager and those persons (who may or may not be City employees) who occupy any of the appointive offices stated in Section 2.08.030 of the [COBI Code](#).

2.2.6 Council Liaison

With Council approval, a Councilmember may serve for a calendar year as the Council's Liaison (i.e. representative), to an organization. A Liaison is responsible for facilitating communication, collaboration and coordination with the designated organization, and with regular reporting and accountability to the Council. There are typically Councilmember Liaisons to four types of organizations:

- A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)*
- A community organization (such as an arts, business or social service organization)*
- A governing or inter-agency board functioning in the city (such as the Parks Board or the Intergovernmental Working Group – IGWG); and*
- A citizen board, commission or committee of the City, whether or not the charter calls for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee)*

2.2.7 Hearing Examiner

The City regulates and adjudicates land use matters using a Hearing Examiner system set forth in BIMC 2.38. The Hearing Examiner is appointed by the City Manager. Under BIMC 2.38.025(A), the Hearing Examiner is "responsible for conducting hearings on and adjudicating quasi-judicial cases involving a variety of complex land use and regulatory compliance issues, and other issues which the City Council may designate to the Hearing Examiner by ordinance." The Hearing Examiner has the authority to adopt a set of rules of procedures for proceedings before the Hearing Examiner. Additionally, many of the procedures for hearing various matters and

appeals before the Hearing Examiner are found in various sections of BIMC 2.16 and BIMC Titles 16, 17 and 18.

2.3 Types of Meetings of Council

2.3.1 Regular Meeting

A Regular Meeting of the Council is a meeting convened on a regular series of dates (and at a time) stated in City ordinance. At a Regular Meeting, the Council may conduct any business stated on the agenda that is publicly posted prior to the meeting, or the Council may approve additions or deletions to the agenda at the meeting.

2.3.2 Special Meeting

A special meeting is a Council meeting called at a date or time other than the time prescribed by ordinance for a Regular Meeting. At a special meeting, the Council may conduct any business stated on the agenda that is publicly posted prior to the meeting, or the Council may approve deletions or additional items for discussion (but not additional action items) to the agenda at the meeting.

2.3.3 Business Meeting

A business meeting is a regular or special meeting of the Council that is primarily for the purpose of voting on the City's business, generally in the form of motions, resolutions or ordinances. A business meeting typically includes a public comment period for a limited period of time stated in advance on the agenda, during which a member of the public may address the Council on any matter of public concern (whether or not on the agenda).

2.3.4 Study Session

A study session is a regular or special meeting of the Council that is generally held in a more informal manner or setting than a business meeting, and where the purposes may be, for example, (i) to study, deliberate or review one or more topics or emerging issues for potential action at a future date, (ii) to vet the status of matters that are intended to be presented on the agenda of an ensuing business meeting unless exceptional circumstances apply, (iii) to engage in public comment or dialog, or (iv) to participate in presentations with City staff or other subject matter experts. In general, final votes are not taken at a study session, but there are commonly procedural votes on the disposition of various matters. Any regular or special Council meeting may be adjourned to a "Study Session".

2.3.5 Workshop

A study session on a single topic or subject is sometimes referred to as a workshop.

2.3.6 Public Hearing on Ordinance

A formal public hearing may be required by statute or City ordinance as a portion of the prescribed public process for the Council's adoption of the City budget, the City's Capital Facilities Plan, and certain other legislative actions. In such a case, a public hearing is conducted according to certain formal public hearing rules prescribed by law. The public hearing typically occurs during a publicly noticed portion of a regular or special meeting of Council, where the time of the hearing has been stated in the prior public notice.

2.3.7 Public Hearing on Quasi-Judicial matter

Certain Council reviews and actions that are akin to a judicial decision affecting a particular party or a particular set of one or more properties require that the Council conduct a formal public hearing of a “quasi-judicial” kind. Such a hearing is typically conducted by Council during a prescribed portion of a regular or special meeting, and is performed in such a manner as to establish a clear record of proceedings, facts presented and the decision process according to judicial standards. A detailed discussion of quasi-judicial hearings can be found in Section 8.14.

2.3.8 Retreat

A retreat is generally a Special Meeting called for the purpose of very informal discussion dealing with goals, objectives and guidelines for future activity of the organization. At a retreat, the Council may, for example, develop goals and objectives for its own organization for the year, consider priorities for the Council work plan, or set goals for the City Manager which may be elements of an annual performance evaluation in accordance with the employment agreement. Although a detailed listing of the City’s activity plan for a coming year may result from informal consensus, formal adoption should be made in a regular Council meeting by motion or resolution.

2.4 Types of Public Participation in Government

2.4.1 Public Comment Period at Business Meetings

At Council Business Meetings, the agenda shall generally include a period of time known as the Public Comment Period. Within that time period, any member of the public may be recognized by the Presiding Officer and may address the full Council on any public issue – whether or not on the agenda. Unless Council determines otherwise, the Public Comment Period at a Business Meeting is reserved for comments by the public rather than responses from Council or Administration. For further guidelines, see Sections 4.6 (Respect and Decorum) and 8.12 (Procedures for Public Comment at Business Meetings).

2.4.2 Interactive Dialog with the Public at Study Sessions

At Council Study Sessions, the Presiding Officer shall determine the manner in which public comments and dialog are to be invited, depending on the nature of the Study Session and the amount of time available. In general, the Presiding Officer may allow more flexibility in accommodating comments and dialog on agenda matters under discussion than is generally allowed at a Business Meeting, and the Presiding Officer may allow responses and interactive dialog with Councilmembers, the Administration and/or other presenters.

2.4.3 Other Meetings with the Public Outside of City Hall

The Council may organize other meetings with the public in various forums outside of City Hall – in various settings such as public forums, neighborhood meetings, presentations to community organizations, ward meetings, town halls, and so on. In such settings, the meeting shall ideally include one or more Council members and one or more members of the Administration.

2.4.4 Public Forum

*When major public policy development warrants, and after adequate preparation of issues and alternatives, a steering group (see Sections 2.1.6 to 2.1.9) may conduct **larger citizen forums** to help develop a public consensus on the issues. The general procedure would be to provide basic information, to explore alternatives and options and to receive verbal and written public comments. The Steering Group shall summarize the conclusions and/or recommendations of such **forums** for presentation to the City Council prior to the customary City Council deliberations (i.e., agenda actions, public hearings, etc.) which could normally result in final action. The procedures are further illustrated in Exhibit A-4 (1) attached.*

2.4.5 Neighborhood or Ward Meetings

Neighborhood or ward meetings may be scheduled as part of a larger public process as designed by an Ad Hoc Committee, Steering Group or Task Force (see Sections 2.1.6 to 2.1.9), however, any member of the Council may convene a citizens' neighborhood meeting or series of meetings for the purpose of providing a general forum on City matters. Such meetings shall, when convened, provide information pertaining to specific issues as well as an opportunity for citizens to ask questions or express views on any subject. The Councilmember may request that the City Manager or his/her designee attend these meetings to answer questions on administrative matters. Although such meetings typically involve three or fewer Council members and are therefore not official Council meetings, Councilmembers who attend shall report issues or conclusions to the Council. At any such meeting, a Councilmember should avoid discussion or comments which pertain to current or potential lawsuits or other quasi-judicial proceedings which might later come before the Council. Councilmembers should exercise care to avoid claiming to speak for the City or Council on any issue on which the Councilmember is not expressly authorized to speak for the Council.

2.4.6 Additional Avenues for Public Participation

Public process activities may also incorporate a range of tools such as press releases, newspaper columns, fact sheets, Q&A's, etc. as described in the City's documents and guidelines pertaining to public participation in various projects and processes.

2.4.7 Committees and Other Citizen Participation Opportunities

For descriptions of other potential participation opportunities for citizens which relate to City governance, see Sections 2.1.3 to 2.1.9.

2.5 Types of Governing Actions

2.5.1 Motion

An adopted motion is a form of action taken by the Council to direct that a specific course of action be taken or executed on behalf of the municipality. A motion is similar to a resolution, but is generally much shorter and worded in a more informal manner than a resolution. A motion, once approved and entered into the record, is the administrative equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing State or Federal statutes, City ordinances or resolutions.

2.5.2 Resolution

An adopted resolution is an administrative act which is less formal than an ordinance and is a statement of legislative policy or direction concerning matters of special or temporary character. Council action shall be taken by resolution when required by law or in those instances where an expression of legislative policy that is more lengthy or more meticulously worded than a motion is desired. While resolutions are often just a statement of policy, a resolution may have the force of law (e.g., a resolution setting permit fees, or a resolution declaring certain City property to be surplus).

2.5.3 Ordinance

*An enacted Ordinance is a local law (legislative act) prescribing general rules of conduct. Council action shall be taken by ordinance when required by law, or where prescribed conduct may be enforced by penalty. An ordinance is a legislative act within its sphere as much as an act of the State Legislature. The general guiding principle is that actions relating to subjects of a permanent and general character are usually regarded as legislative and should be addressed through an ordinance, and those providing for subjects of a temporary and special character are regarded as administrative and should be addressed through a resolution. (See *Durocher v. King County*, 80 Wn.2d 139, 153, 492P2d 547(1972).*

2.5.4 Comprehensive Plan Amendment

Such an amendment is a legislative act in which the Council amends all or part of the Comprehensive Plan after the Planning Commission has deliberated, held public hearings and made recommendation(s) to the Council. The Council likewise holds a public hearing before passage.

2.5.5 Budget Adoption or Amendment

Legislative acts adopting or amending the budget document for the City on an annual or biennial basis. Although the budget is a maximum spending plan, it must be managed by the City Manager to operate within actual revenue received for each fund.

2.5.6 Capital Facilities Plan (CFP) Adoption or Amendment

The CFP is a 6-year plan which is a companion to the budgeting process and which establishes priorities for construction or replacement of capital facilities of the City.

2.5.7 Quasi-Judicial Ruling

Such a ruling is similar to a “judicial act” taken by an agency or authority that is not constituted as a “court” of law. A quasi-judicial ruling is an administrative ruling made by the Council, Hearing Examiner, or Planning Commission wherein the process and facts to be heard and judged are prescribed by regulatory laws or ordinances and as such, and are appealable to a higher authority or court of law.

2.5.8 Best Practices

Best Practices, as used in this manual, means methods of conducting certain activities of local government which have become widely accepted standards for a given local government activity. Best practices are often imported as a result of professional networking or from another similar agency which discovered a way to “do it better”.

2.5.9 Doing Things Right

While not defined in law, this phrase, as used in this manual, is an aspiration based on two criteria: (i) seeking out, and conforming to, the correct policy path for an action; and (ii) seeking out and emulating the best practices compatible with the activity, organization and culture.

Article 3: STANDARDS OF CONDUCT

3.1 Sources and References

In this Article, the following references are frequently cited as sources of law or explanations of applicable law and standards of conduct:

- “KTT”: Association of Washington Cities (AWC) and Municipal Research & Services Center of Washington (MRSC): “[Knowing the Territory: Basic Legal Guidelines for Washington City, County and Special Purpose District Officials](#)” (Nov. 2009)
- “CMH”: AWC and MRSC: “[Councilmember’s Handbook](#)” (Dec. 2009)
- “RCW”: [Revised Code of Washington](#)
- “COBI Code” (or “BIMC”): [Codified Ordinances of the City of Bainbridge Island](#) (or Bainbridge Island Municipal Code)

3.2 Standards of Conduct for Officials under Washington Law

A summary of various Washington state statutes and case law that impose duties and standards of conduct on a city’s elected and non-elected officials is found in the AWC/MRSC handbook called “[Knowing the Territory](#)” (referred to herein as “KTT”). For a summary of ethical standards of conduct under City ordinance, see, for example, Section 3.9 and the sections which follow it.

3.3 Oath of Office

A Council member, when sworn into office by the City’s Municipal Court Judge, swears that “I will...”:

- comply with the constitution and laws of the United States and the State of Washington, and
- ...to the best of my judgment, skill and ability, truly, faithfully, diligently and impartially perform the duties of the office ... as such duties are prescribed by law.”

The City Manager, Department Heads and certain other City employees in key positions are likewise considered city officials and, when hired or promoted to officer status, are likewise sworn in with a similar oath that calls for compliance with those constitutions and laws.

3.4 Public Trust and Fiduciary Duty

“Courts have held public office to be synonymous with public trust and that a public officer’s relationship with the public is that of a fiduciary.” KTT (pp 6-7). Public trust is a guiding concept in state statutes relating to avoidance of conflict of interest in contracting ([RCW 42.23](#)), and in the Open Public Meetings Act ([RCW 42.30](#)).

The people themselves, in a 1972 ballot initiative relating to public campaign law, declared trust to be the public policy of the State of Washington, stating in part: “That the people have the right to expect from their elected representatives at all levels of government the utmost of integrity, honesty and fairness in their dealings” and “That the people shall be assured that the private financial dealings of their public officials, and of candidates for those offices, present no conflict of interest between the public trust and private interests.”

3.5 Stewardship of Public Funds

The state law imposes the highest of duties on public officials who are custodians of public funds, such as treasurers. (KTT, p. 7). By analogy, there are provisions of law that impose other high standards for public funds on City officials generally, such as: (i) the State Constitution’s prohibition against making gifts to an individual or a for-profit or nonprofit corporation or association (KTT p. 22-24); (ii) the state law prohibitions against using public facilities or property for political campaign purposes ([RCW 42.17.130](#)); and state law requirements for bidding of public works projects ([RCW 35.22.620](#)) (MRSC, “[Bidding Book for Washington Counties](#)”) and for the giving of notice when seeking suppliers for other major purchases (e.g. [RCW 39.80](#)).

3.6 Conflicts of Interest under State Law

As the state Supreme Court has ruled, a Councilmember may not vote on a matter where he or she would be especially benefitted. And, with some exceptions noted below, Washington law forbids a city official from having a financial interest in a City contract, regardless of whether or not s/he votes on the matter. (KTT, p.9).

Furthermore, the public campaign laws require public elected officials (in addition to candidates) to make financial disclosures at least annually (through the Washington Public Disclosure Commission (PDC)) so that the public can be informed about potential conflicts. These annual disclosures are in addition to those required by COBI’s Ethics Code (see below).

3.6.1 State Code of Ethics

The [RCW 42.23](#) includes a Code of Ethics for state and local officials that generally prohibits (with some specified exceptions) four types of conduct by a City official:

- (a) using one’s City official position to obtain special privileges for oneself or others;
- (b) giving or receiving a gift in connection with a City matter;
- (c) accepting employment or engaging in a business that would require disclosing confidential information gained as a City official; and

- (d) disclosing confidential information gained as a City official, or using such confidential information for personal gain.

Legal advice should be sought on such questions as:

- (a) Is a very small gift, such as a coffee, small enough as to be “de minimus” and therefore not intended to be prohibited?
- (b) Should a gift from an out of town dignitary be handed over from an official to the city as a whole?
- (c) Under what circumstances can an official accept expense-paid travel to a meeting or a fact-finding visit?

3.6.2 Prohibition Against Private Interest in a Public Contract

- (a) The [RCW](#) 42.23 also broadly prohibits the following conflicts of interest regarding a city contract (including, among other things, employment contracts):

“No municipal officer shall be beneficially interested, directly or indirectly, in any contract which may be made by, through, or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein ...”

- (b) This prohibition applies even if the official doesn’t vote on or otherwise approve the contract that presents a conflict. (KTT, p. 11-13)
- (c) Unlike the COBI Ethics Code (which applies to both financial interests and other personal interests), this State conflict of interest standard prohibits only financial conflicts.
- (d) There are exceptions to the prohibition, and there is a qualified set of exceptions for certain “remote interests”. (KTT, p. 11-13)

3.6.3 Limitations on Holding Multiple Offices

There are state law prohibitions against an official appointing himself or herself to a second office or employment with the city (“dual office holding”), and there are certain combinations of public office that are considered to be incompatible and therefore not eligible to be held concurrently. (KTT, p. 16-18)

3.6.4 “Appearance of Fairness” Doctrine under State Law

- (a) The Appearance of Fairness doctrine applies only in those instances when a Councilmember is a decision-maker in a “quasi-judicial” matter (e.g. a spot rezoning, or a long-form plat development approval). It doesn’t apply to a Councilmember’s various legislative and policy decision-making. (KTT, p. 19-21)

- (b) As stated in the [RCW 42.36](#), the “appearance of fairness” requires that the Councilmember not engage in “ex parte” communications with a party interested in the outcome of the quasi-judicial matter.
- (c) See Section 8.14 for a further discussion of the Appearance of Fairness Doctrine as applied to quasi-judicial hearings that are conducted by the Council.

3.7 Open Public Meetings under Washington Law

The Open Public Meetings Act is summarized in the KTT, and is also described in greater detail in the MRSC publication, “The Open Public Meetings Act – How it Applies to Washington Cities, Towns, and Counties, Report No. 60 (May 2008).

3.7.1 All Deliberations and Actions Must Be At Noticed Public Meetings

As stated in [RCW 42.30](#) (Open Public Meetings Act or “OPMA”), all meetings of city governing bodies (i.e., where a quorum or more Council members, or members of some other “governing body” of the City, assemble to discuss or otherwise act on City business) must be open and public.

3.7.2 Applies to Sub-Agencies of the City

The OPMA applies to a “subagency” of the City, which may mean that a City board, commission, or similar entity created by or pursuant to state or local legislation is subject to elements of the OPMA, such as the Planning Commission. [RCW 42.30.020\(2\)](#) states that a “governing body” to which the OPMA applies includes a committee of the Council or other governing body “when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.” The OPMA does not apply to court proceedings, quasi-judicial proceedings (such as Civil Service Commission hearings), or collective bargaining and related labor relations meetings. It does not apply to purely social meetings where city business is not discussed.

3.7.3 Two Kinds of Meetings: “Regular” and “Special”

A “regular” meeting is one with regular dates, times and locations set by ordinance, resolution or rule. Any business may be conducted at a regular meeting, but [RCW 35A.12.160](#) states that “every city shall establish a procedure for notifying the public of upcoming hearings and the *preliminary agenda* for the forthcoming Council meeting.”

A “special” meeting is a meeting other than a “regular” meeting, which may be called by the Presiding Officer (e.g. the Council’s Mayor) or a majority of Council members. The notice of a special meeting must be posted at least 24 hours prior to the meeting, and must state the items of business on the agenda. Unless an exception applies, the Council may not add to the agenda of a special meeting without giving 24 hours notice of the added item.

3.7.4 Open to the “Public”

Under [RCW 42.30.050](#), all persons must be permitted to attend a public meeting except unruly persons. Attendance may not be conditioned upon registration or similar requirements. The Act does not prohibit a requirement that persons identify themselves prior to testifying at hearings.

In cases of disorderly conduct, disorderly persons may be expelled, and if that is insufficient to restore order, the meeting place may be cleared and/or relocated. However, non-offending members of the news media may not be excluded.

3.7.5 Executive Sessions

An “executive session” is a portion of a public meeting that is conducted on a topic that is permitted by law to be discussed by a governing body or sub-agency in a non-public setting. As further provided by the [RCW 42.30.110](#) in greater detail, an executive session may, in general, be conducted to discuss matters such as the following:

- (a) Real estate acquisition, lease or site selection; or deliberations on the price at which to offer real estate for sale or lease;
- (b) Negotiations on publicly bid contracts;
- (c) Evaluation of complaints or charges brought against a public officer or employee;
- (d) Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;
- (e) Evaluation of the qualifications of a candidate for appointment to elective office; or
- (f) To discuss with the City’s legal counsel City enforcement actions or litigation or potential litigation.

Council members shall not disclose confidential information learned or confidential documents provided during an executive session unless waived by the full Council.

3.7.6 Unintended Meetings; Electronic Meetings

An unintended meeting may occur in violation of the OPMA if, without the requisite public notice, a quorum or more of a public body or sub-agency meets for an in-person or telephonic discussion, or conducts an interactive email discussion of city business. (See 3.8.2 below for more discussion of email).

3.8 Open Government and Public Records

As a result of a statewide ballot in 1972, strong public protections were put in place relating to (1) political campaign disclosure; (2) disclosure of lobbying; (3) disclosure of the financial interests of a candidate or elected official; and (4) openness of public records. The topic of open access to public records is summarized in pages 36-41 of the KTT, and in greater detail in the MRSC publication: [“Public Records Act for Washington Cities, Counties and Special Purpose Districts”](#) (Nov. 2009).

3.8.1 Purpose of the Public Disclosure Law

“The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have

created. [The law] ... shall be liberally construed . . . to promote this public policy.” (See, [RCW 42.56.030](#))

It is hereby the policy of the City that elected and other city officials shall do nothing to hinder the City’s obligation to possess, retain and store public records. Under [RCW 42.56.010\(2\)](#), a “public record ... includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” Furthermore, and under [RCW 42.56.010\(3\)](#), a writing means “handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents, including existing data compilations from which information may be obtained or translated.”

3.8.2 Emails and Other Electronic Records

Under the state law definitions (above), an email (or an entry on a website, blog, twitter or a social media internet site) is a “writing”, and it is likewise a “public record” if it meets the definition above.

Additional regulations have been adopted which further elaborate on the legal duty of a city to store and archive – not only public records of traditional hard-copy kinds – but also electronic public records. (See [Chapter 434-662 of the Washington Administrative Code \(WAC\)](#))

(a) Policies on Email Platforms

In recognition of the desire to maintain open and transparent government, and to support the City’s duty to accessibly store and archive electronic public records, it is hereby the policy of the City that in the case of each email that contains information relating to the conduct of the government or the performance of any governmental or other City function, Council members shall:

- (i) take all reasonable steps to ensure that each such email sent or received by him or her is sent or received on the City-maintained email system utilizing the individual’s email address at ci.bainbridge-isl.wa.us.,
- (ii) cease utilizing any private, public or proprietary email service other than the City’s, for the sending or receiving of any such emails that meet the definition of public records, and
- (iii) establish an automatic reply message on any email service previously used for a Councilmember’s public email correspondence, to automatically advise any email sender that any and all emails pertaining to City matters are to be sent to the Councilmember at the City-provided email address.

Each Councilmember who has been advised by the City Clerk to assist the City in preserving a copy of his or her emails pertaining to the work of the governing body,

shall send a copy of each such email, as and when each is sent or received, to the City email address designated by the City Clerk for that purpose.

(b) Policies on Email Practices

It is hereby the policy of the City that with respect to any email sent by a Councilmember that contains information relating to the conduct of the government or the performance of any governmental or other City function, the email shall not be sent or copied to more than two other Councilmembers, and any Councilmember who receives such an email shall not forward the email to any other Councilmember.

3.9 COBI Ethics Program

In 2006, the Council established an Ethics Program for elected officials of the City. The purposes of the Program are: (i) to establish standards of ethical conduct; (ii) provide training and clarification on those standards; (iii) establish a system to review and advise upon questions of ethics; (iv) create an Ethics Board; and (v) create enforcement mechanisms. The Program consists of several component parts, as described in this section. (See BIMC 2.07 and [Resolution No. 2006-25.](#))

3.9.1 COBI Code of Ethics

The Code of Ethics addresses the following topics:

- Prohibited gifts to elected officials; exceptions
- Rules on uses of City property
- Confidentiality of privileged, proprietary and confidential information
- Conflict of interest, where the elected official has financial or private interests
- Exceptions to conflict of interest rules
- Annual written disclosure of interests
- Conflicts of elected official family members; conflicts after leaving office
- Requirement for a conflicts statement from contractors with city business over \$5,000

3.9.2 Ethics Board Process and Sanctions

Five volunteer citizens serve on the Ethics Board. The Board is responsible for training elected officials and responding to requests for an advisory opinion on a potential ethics concern, or a waiver to confirm that certain conduct is not in violation of the Code of Ethics. Opinions and waivers are handled with anonymity, and the Board assumes that the facts asserted are true. A hearing may be conducted by the City Hearing Examiner. Any enforcement action against an elected official found to have violated the Code of Ethics is determined by the City Council, and may consist of admonition, reprimand, censure or other sanctions.

3.9.3 Duty to Act in the Interests of the City

- No elected person shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the interests of the City of Bainbridge Island and his or her personal interests, or the interests of other organizations.
- ***Each elected person has a duty to place the interests of the City of Bainbridge Island foremost*** in any dealings with [the] City, and has a continuing responsibility to comply with the requirements of this policy.
- If an elected official has an interest in (1) a proposed transaction with the City ... in the form of a significant personal financial interest in the transaction; or (2) any organization or member of immediate family involved in such transaction; or (3) holds a position of trustee, director, officer or employee of such organization; then he or she must make full disclosure of such an interest before any discussion or negotiation of such transaction, and shall abstain from any vote on such matter.

3.10 Duties to Act Consistently with City Policy When Representing City Elsewhere

Both elected City officials and non-elected City officials are frequently called upon to participate in policy bodies and decision-making forums at the county and regional level. It is hereby the policy of the City that, whenever any City official (whether elected or staff) is directly or indirectly representing the City on a policy making or decision-making body at the county or regional level, it shall be the duty of that individual to act in a manner consistent with the interests of the City, as embodied in City policy, budget, capital facilities plan or other action of Council or directive of the City Manager.

3.11 Role of City Attorney

The City Attorney's ultimate client is the City itself – a municipal corporation. The City Attorney's relationship to the local government is similar in a number of respects to that of an attorney who represents a corporation. In that capacity, the City Attorney provides legal advice to the City Council, the City Manager, the Department Directors, and City staff. (See KTT (footnote 39).)

The City Attorney may represent the City in actions brought by or against the City or against City officials in their official capacity. However, other attorneys may be hired to handle specific cases because of the nature of the case, because the City Attorney has a conflict or other reason he or she cannot become involved, or due to limited resources of the City Attorney's office. In rare cases, the City Attorney may have a conflict and not be in a position to advise both the City Council and the City Manager. (See MRSC "Knowing the Territory.")

In those rare cases where either the City Council or the City Manager perceive such a conflict, the City Attorney should be consulted directly in order for him or her to make a decision about whether it is possible for the City Attorney to adequately represent the City in that situation. If the City Attorney

determines that he or she cannot do so, then it is the responsibility of the City Attorney to secure alternate legal assistance.¹

The City Manager cannot prohibit the Council from having access to the City Attorney's advice. For reasons of efficiency or cost effectiveness, the City Manager may decide that certain legal questions should be channeled to the City Attorney through the City Manager, to ensure that questions are clearly worded and communications back to Council are consistent. (See MRSC "Councilmember Handbook" (Dec. 2009; p.12).)

The Council can determine as a policy matter whether the City shall obtain legal advice from an on-staff City Attorney or by reliance on a law firm, but the Council may not direct the appointment of an individual to the position of City Attorney – that being the role of the City Manager. (See MRSC "Code City Handbook" (June 2009; p. 51))

3.11 Process for Officials to Question the Legality of City Actions

City officials, including elected officials, may be indemnified by the City (or by insurance purchased by the City) for actions taken by an official within the scope of his or her duties. An official should therefore take care to act within the scope of his or her duties, and not cause City or personal liability by virtue of individual actions taken in the absence of legal advice.

An unfounded assertion by a City official that the City is acting in violation of law can cause undue risk and liability to the city, and may therefore constitute a breach of that official's duty to the City. Therefore, it is hereby the policy of the City that the following steps shall be followed if a City official questions the lawfulness of the conduct (or proposed conduct) of the City, or of any of its officials or staff.

1. Consult the City Attorney and fully describe the facts and issues which raise a question of illegality.
2. If the advice of the City Attorney does not resolve the concern, consult the City Manager.
3. If steps "1" and "2" do not resolve the concern, the official may request an executive session of the full Council, if the matter rises to the level of presenting a risk of litigation.

¹ There are two scenarios in which a city council has the implied authority to hire outside counsel. One, if the council hires counsel to represent it, and it prevails on the substantive issue to the benefit of the city, a court may direct the town to pay the reasonable fees and costs of outside counsel. *State v. Volkmer*, 73 Wn. App. 89, 95 (1994) (citing *City of Tukwila v. Todd*, 17 Wn. App. 401, 563 P.2d 223 (1977)). Two, if extraordinary circumstances exist a court may determine that a contract with outside counsel is both appropriate and necessary. *State v. Volkmer*, 73 Wn. App. 89, 95 (1994) (citing *Wiley v. Seattle*, 7 Wn. 576, 579, 35 P. 415 (1894)).

Extraordinary circumstances may exist where there is a vacancy in the office of city attorney; or where the city attorney is ill, disqualified, absent, or unavailable; or where the legal official of the corporation refuses to appear and perform the necessary services; or where he has, or represents, adverse interests. *City of Tukwila v. Todd*, 17 Wn. App. 401, 406, 563 P.2d 223 (1977) (citing McQuillin, *The Law of Municipal Corporations* §29.12 at 262-63 (3d ed. 1966)).

4. Prior to completing steps “1” through “3”, it is a violation of the Official’s duty to the City to assert in public the opinion that the City is in violation of law.

3.12 Conduct of Officials with Regard to Litigation Against City

It is hereby the policy of the City that, once an individual or organization has filed a legal proceeding against the City, no City Council member shall engage in discussions or other communications with such individual (or the officers or directors of the organization) about the subject of the lawsuit without first disclosing the intent to do so to the Council, either in public or in executive session. It is also hereby the policy of the City that its conflict of interest rules shall apply to elected officials with regard to individuals or organizations threatening or pursuing a lawsuit against the City..

3.13 Prohibition Against Making Gifts of Public Funds

Article 7, section 1 (Amendment 14) of the Washington State Constitution requires that taxes and other public funds be spent only for public purposes. *See also State ex rel. Collier v. Yelle*, 9 Wn.2d 317, 324-26, 115 P.2d 373 (1941); AGO 1988 No. 21.

Article 11, section 15 further provides as follows:

The making of profit out of county, city, town, or other public money, or using the same for any purpose not authorized by law, by any officer having the possession or control thereof, shall be a felony, and shall be prosecuted and punished as prescribed by law.

Article 8, section 7 of the constitution states:

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.

A city may contract with private organizations to provide services to the public if those are services that the city is authorized to provide. The private organization provides the services in question as an agent or contractor for the city. For instance, a city, having authority to provide recreational programs for its residents, may do so by contracting with a youth agency or senior citizens’ organization to operate recreational programs for those groups, under appropriate city supervision. The contract should be carefully drawn, however, so that the program or project remains the city’s own operation and is not an unlawfully broad delegation of city authority, or grant of city funds, to a private agency. Payments should be made pursuant to vouchers reflecting the satisfactory performance of services, as provided in [Chapter 42.24 of the RCW](#). (KTT p. 22-24).

3.14 Separate Accounting of City Funds

With regard to the City’s four enterprise services funds – namely, the three utility funds (i.e., water, wastewater and stormwater utilities), and the Building and Development Services Fund -- it is the policy of the City:

- to separately account for each of the funds; and

- to ensure that fees and charges collected from a customer of any such enterprise is not used to subsidize another enterprise fund or the general operations of city government.

Nothing in this policy is intended to either: (i) prohibit an enterprise fund from paying its duly allocated share of direct or indirect costs or its reasonable allocation of City overhead costs, periodically examined by the State Auditor; or (ii) prohibit the imposition of a tax on the utility funds.

3.15 Duty to Avoid Interfering with City Manager's Role with Staff

Neither the Council nor any Councilmember shall interfere with the authority of the City Manager to appoint and remove any and all department heads, officers, and employees of the City (except Councilmembers), subject to the provisions of applicable law, rule, or civil service regulation. Nor shall the Council or any Councilmember give orders to any subordinate of the City Manager. (See RCW 35A.13.120).

3.16 Duty to Bargain in Good Faith with Collective Bargaining Representatives

Unions have a significant presence in Washington cities. Most city employees have the right to organize under state law and have joined state-wide unions or formed local associations. The city must negotiate labor contracts with these unions over wages, hours and working conditions.

In particular, most police ... departments are unionized. Except for very small cities, police ... unions have access to interest arbitration when an impasse in bargaining occurs. This can create a unique dynamic in police ... negotiations, given the potential for an outside arbitrator to make decisions regarding wages, benefits and contract language. (Councilmember Handbook, p.13)

Certain City employees are represented by the International Association of Machinists (IAM) and police officers are represented by the Police Guild.

It is the policy of the City that it shall be the responsibility of the Council to set policy for collective bargaining, and the responsibility of the City Manager to engage in such collective bargaining.

3.17 Immunity and Indemnification of Officials For Individual Actions in Good Faith

An appointed or elected official or member of the governing body of a public agency is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability shall remain on the public agency for the tortious conduct of its officials or members of the governing body. (See [RCW 4.24.070\(1\)](#))

It is important to note that an official's immunity applies solely to actions taken in good faith in the course of performing within the scope of the official's duties.

The City is insured through the Washington Cities Insurance Authority (WCIA). WCIA provides broad coverage for damage claims and/or lawsuits brought against the City and its officials. If a damage claim involves a covered claim against a City official, then WCIA will retain legal counsel to defend the City official and will generally pay any resulting judgment or settlement amount. Please note WCIA coverage is only available if the situation is the result of a City official acting within the scope of her or his official duties and (if the matter is) not otherwise excluded from coverage through

WCIA's compact with the City (i.e., hazardous waste claims are generally excluded from WCIA coverage).

Additionally, in the event that a damage claim and/or lawsuit is brought against a City official that is related to the performance or failure to perform his or her official duties and the matter is not covered through WCIA, BIMC 2.68 provides that the City shall provide legal representation to defend the City official and shall indemnify the City official for the payment of the claim (if warranted) or any resulting judgment. The City will not indemnify and defend a City official acting outside the scope of his or her official duties, or if the claim and/or lawsuit is based upon a dishonest, fraudulent, criminal and/or malicious act.

Article 4: CITY COUNCIL – THE ELECTED GOVERNING BODY

4.1 Council Meeting - Time and Location

Regular Meetings of the Council in the form of Business Meetings and/or Study Sessions shall be held on the dates and times as adopted by Council ordinance, unless cancelled or postponed in accordance with applicable State or local procedures. Special meetings may be called by the Mayor or by four Councilmembers.

4.2 Council Meetings – Open to the Public

All meetings of the Council and of any Committees thereof shall be open to the public, except as provided for in [RCW 42.30.110](#) or [RCW 42.30.140](#).

4.3 Mayor – Election – Chair to be Mayor – Duties (“Mayor”)

Biennially at the first meeting of the new Council the members thereof 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, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order. (See [RCW 35A.13.030](#).)

4.4 Deputy Mayor or Mayor Pro Tempore (“Mayor Pro Tem”)

Biennially at the first meeting of a new Council, or periodically, the members thereof, by majority vote, may designate one of their number as deputy mayor or mayor pro tempore (referred to in this manual as Mayor Pro Tem) for such period as the Council may specify, to serve in the absence or temporary disability of the Mayor; or, in lieu thereof, the Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tem in the absence or temporary disability of the Mayor. (See [RCW 35A.13.035](#).)

Meetings of the Council shall be presided over by the Mayor, if present, or otherwise by the Mayor Pro Tem if one has been appointed, or (in the absence of both of them) by a member of the Council selected by a majority of the Councilmembers at such meeting. Serving as Presiding Officer of the

meeting shall not in any way abridge the right of the Presiding Officer to vote on matters coming before the Council at such meeting.

In the event of the extended excused absence, disability or resignation of a Councilmember, the remaining members by majority vote may appoint a Councilmember pro tempore to serve during the absence or disability.

4.5 Quorum

As provided under State law, all meetings of the Council, four Councilmembers shall constitute a quorum for the transaction of business. A lesser number may adjourn from time to time, provided that written notice of said adjournment is posted on the exterior Council Chamber doors per [RCW 42.30.090](#).

4.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt or interrupt the proceedings of the Council, nor disparage any person while speaking. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

4.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a recess, forced removal or adjournment as described elsewhere in this manual.

4.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and/or introduction by the Presiding Officer of the meeting.

4.6.3 Forms of address

The Mayor or Mayor Pro Tem shall be addressed at a meeting where he or she is presiding as “Mr./Ms. Chair”.

4.7 Telephonic or Video Participation from a Remote Location

Requests, by a Councilmember, to participate remotely by telephonic or audio-visual connection in a **nonvoting** capacity shall be granted by the Presiding Officer provided technical capability exists and adequate notice is given, and shall be at the Councilmember’s own expense, unless waived in a Council motion.

Such a remote participation by a Councilmember for **voting** purposes may be permitted in extraordinary circumstances upon a majority vote of the Council present at the meeting site, provided all documents and exhibits are clearly visible or readable for all participants and provided that the video and/or audio recording of the meeting allows the remote participant to be heard. The cost of

such remote connectivity shall be paid by the Councilmember requesting remote connectivity, unless waived by vote of the Council. No such remote participation for voting purposes shall be allowed for public hearings or any quasi-judicial proceedings.

Examples of extraordinary circumstances would be: emergencies or illness, accident, unforeseen urgent out-of-town business, or similar circumstances.

4.8 Attendance; Excused Absences

A Councilmember may forfeit his/her office by failing to attend three consecutive regular meetings without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor or Mayor Pro Tem prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Mayor or Mayor Pro Tem, the member shall contact the City Manager or City Clerk, who shall convey the message to the Presiding Officer. Near the beginning of the Council meeting, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is any objection to excusing the member. If there is any objection, the Presiding Officer shall call for a motion to excuse the member. This motion shall be non-debatable. In such a case, the outcome of the vote shall determine whether the member shall be considered excused. (See [RCW 35A.12.060](#).)

4.9 Filling Council Vacancies

If a vacancy occurs, the Council will follow the procedures provided in [RCW 35A.12.050](#) in order to fill the vacancy with the most qualified person available until an election can be held. The Council will publish a notice of the vacancy, the procedure, and distribute the application form for soliciting candidates. The Council will draw up an application, which contains relevant information to answer set questions posed by the Council. The application forms will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

4.10 Continuity of Government Act

In the event that the executive head of any city or town is unavailable by reason of enemy attack to exercise the powers and discharge the duties of the office, the provisions of [RCW 42.14.050](#) shall apply. The same policy shall be applied in the case of a natural or man-made disaster.

Article 5: CITIZEN COMMITTEES, BOARDS AND COMMISSIONS

5.1 Approval of Appointees

5.1.1 Citizens on Standing Governing Bodies

All members of standing citizen committees, citizen boards and citizen commissions which are, or which may hereafter be, required by State law or City ordinance or resolution, shall be appointed by the Mayor with confirmation by the Council.

5.1.2 Citizens on Temporary Governing Bodies

Any citizen members of any other committees – such as Ad Hoc Committees, Citizen Advisory Committees or Steering Committees – shall be appointed and approved in the manner described in Section 2.1 (Types of Governing Bodies, and Advisory or Supporting Groups) of this Manual. With regard to any appointments that would normally be subject to Council approval, the Council may choose to waive confirmation in the instrument creating said committee or group.

5.1.3 Removal

Members of any committee, board or commission which has been appointed by the Council or the Mayor and confirmed by the Council, may be removed without cause by a majority vote of the Council unless otherwise provided for in the Code, ordinance or resolution that authorized creation of the committee, board or commission.

5.2 Establishment and Review of Citizen Governing Bodies That Are Temporary

Council-established governing bodies that are intended to be temporary -- such as Ad Hoc Committees or Citizen Advisory Committees – shall be commissioned for a time certain and provided with a clear task description and “sunset” provision. Such temporary committees shall be subject to review whenever a new Council is seated following elections, so as to determine whether the committee and its functions continue to be appropriate and necessary.

Other special ad hoc committees and Council liaisons for a particular purpose may be appointed by the Mayor, with confirmation of Council, for a time certain along with a clear task description and "sunset" provision.

Citizen Committees, Commissions and Boards, liaisons and citizen advisory or taskforce groups should be given an opportunity to make a recommendation, when appropriate, on proposed ordinances, resolutions and motions within their area of responsibility or interest, before action is taken by the Council. The appropriate spokesperson may present the recommendation(s) during discussion of that business item on a Council agenda.

To the extent that the City Attorney has determined that a citizen committee, commission or board is a “governing body” that is subject to the State open meetings laws, no such body shall take votes for final action outside of a noticed open public meeting.

5.3 Relations with Boards, Commissions and Citizen Advisory Groups

Boards, commissions and citizen advisory bodies of the City shall provide the City with minutes, or a summary report of all meetings. Communications from such boards, commissions and advisory bodies shall be acknowledged by the Council. Any member of the Council may also bring such communication to the Presiding Officer’s attention under the agenda item “Committee, Board and Liaison Reports.” Should any member of the Council determine that such communication be officially answered by the Council, the Presiding Officer shall place the matter on the agenda under New Business for the current meeting or any subsequent meeting.

Article 6: CITY ADMINISTRATION

6.1 City Manager

The City Manager is the chief administrative officer of the City. The City Manager is appointed by and directly accountable to the Council for the execution of the Council's legislative policy directives, and for the administration and management of City departments. The powers and duties of the City Manager are defined by State law and a variety of City ordinances. Such duties may be expanded or clarified by job description, resolution or Council directive (motion). Balanced with the City Manager's accountability to the Council for policy execution is the need for the Council to allow the City Manager freedom to perform those duties and responsibilities in his/her day-to-day management. The City Manager makes appointments and removals of employees and may delegate such powers to department heads, provided, that nothing herein shall be construed to prohibit the Council, while in open session, from fully and freely discussing with the City Manager, anything pertaining to appointments and removals of City officers and employees and City affairs. (See RCW 35A.13.)

6.2 Role of the City Manager

The City Manager shall attend all meetings of the City Council, unless excused by the Presiding Officer or Council. The City Manager may recommend for adoption by the Council such measures as he/she may deem necessary or expedient, prepare and submit to the Council such reports or proposals as may be required by the body or as the City Manager deems advisable to submit; keep the Council fully advised as to the business and finances of the City; and when appropriate, shall take part in the Council's discussion on all matters concerning the welfare of the City. In the event that the City Manager is unable to attend a Council meeting, the City Manager shall appoint a key staff member to attend the meeting as the representative of City Administration.

During Council meetings, the Presiding Officer should rely on the City Manager to introduce the administrative participation on agenda items and should offer opportunity for comment or recommendation of the City Manager before final vote on important matters.

6.3 Informal Communications Encouraged

Members of the Council are encouraged to interact informally and casually with City staff for the purpose of gathering information, obtaining progress reports on policies and programs or providing information to staff relevant to their Council office. Such informal contacts can serve to promote better understanding of specific City functions and problems. However, Councilmembers should be careful, in such interaction, to avoid giving direction or advice to members of City staff, which may conflict with the City Manager's directives. City staff should provide their supervisor with the same information shared with the Councilmember.

6.4 City Manager – Interference by Councilmembers

As provided by [RCW 35A.13.120](#), neither the Council, nor any of its committees or members, shall direct the appointment of any person to, or his or her removal from, office by the City Manager or any of his or her subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager and neither the Council nor any committee or member thereof shall give orders to any subordinate of the City Manager, either publicly or privately. The provisions of this section do not prohibit the Council, while in open session, from

fully and freely discussing with the city manager anything pertaining to appointments and removals of city officers and employees and city affairs.

6.5 Complaints to Councilmembers

When performance complaints are made by citizens about staff actions or non-action directly to an individual Councilmember or in a Council or committee meeting, the Council or Councilmember should then refer the matter directly to the City Manager for review and/or action. The individual Councilmember or the Council may request to be informed by the Administration of the action or response made to the complainant.

6.6 Administrative Complaints - "Best Practice"

Although citizens' direct access to elected officials is to be encouraged to help develop public policy, City Councilmembers should not develop a "personal intervention" pattern in minor calls for service or administrative appeals which may actually delay a timely customer service response. The best policy is to get the citizen into direct contact with the appropriate department or the City Manager, unless an unsatisfactory result has occurred. In that case, refer to Section 6.5 above.

6.7 City Clerk - Minutes - Public Information Access

The City Clerk shall adhere to the requirements of [State law](#), and shall be the ex-officio Clerk-of-the-Council. The City Clerk shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer or City Manager. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk-of-the-Council. The Clerk-of-the-Council shall keep minutes which identify the general discussion of the issue and complete detail of the official action or consensus reached, if any. The City Clerk shall make an audio recording of the proceedings of all public hearings, regular business meetings, study sessions and workshops, and quasi-judicial proceedings. The Clerk shall keep, and make available, an agenda and date for each recording, which will facilitate location of the recorded proceedings. The audio recordings shall be posted publicly on the City website, ideally within 48 hours after the meeting.

6.8 The Three Touch Rule

Decision-makers and citizens at all levels of the City should have adequate time to thoughtfully consider the issues prior to final decisions. It is the intent of the Council that the Council and Administration should abide by the "Three Touch Rule" whenever possible (unless an exception applies). The following procedural guidelines are designed to avoid "surprises" to the Council, citizens and administrative personnel.

Any pending request or proposal for adopting or changing public policy, ordinances, resolutions or directives which will require a decision of the City Council or Administration should normally "***touch***" (oral, written or any combination thereof) the decision makers at least ***three separate times***. Quasi-judicial matters and any subject discussed in executive sessions are excluded from application of the "Three Touch Rule."

It is recognized that the hands of decision-makers should not be tied unnecessarily. Unexpected circumstances may arise wherein observance of the "Three Touch Rule" is impractical. However, when unusual circumstances arise which justify a "first discussion" decision, the persons requesting

the expedited decision should also explain the timing need. The Three Touch Rule excludes staff reports and other general communications not requiring a future Council decision.

6.9 City Staff – Attendance at Meetings

Attendance at meetings by City staff shall be at the discretion of the City Manager. It is the intent of the Council that the City Manager schedule adequate administrative support for the business at hand but also to protect the productive capability of department heads. When sound system or other monitoring capabilities exist, the City Manager may allow personnel to utilize time in their offices or other areas while waiting for the item of business for which appearance before the Council is required.

6.10 Administrative Presentations and Briefings

In order to enhance public understanding of complex issues being presented, City Administration is encouraged to include the use of visual communication tools whenever possible, such as:

- Overhead projection summaries or PowerPoint bullet points;
- Flow charts or box diagrams to illustrate complex organizations, sequences or systems;
- Bullet point or summary handouts for the public and the press, when appropriate;
- Slide projector or video-cam clips to show actual situations or settings;
- Large maps to help pinpoint specific locations or parcels;
- Use of color to highlight important elements;
- White board for illustration; and/or
- Configuring the room/display so as to allow the public to follow and understand issues.

Article 7: PREPARATION FOR COUNCIL MEETINGS

7.1 Council Meeting Agendas

Agenda preparation shall have 3 stages: a **preliminary** stage, a **proposed** stage and a final **Council agenda** stage.

The City Clerk, under the direction of the City Manager, and in consultation with the Mayor/Mayor Pro Tem, shall arrange a list of proposed matters deemed ready for Council consideration according to the “3 touch” rule (Article 6.8) and shall prepare a “**preliminary agenda**” for the next Council meeting. When the “**preliminary agenda**” has been reviewed by the Mayor/Mayor Pro Tem, he/she shall have the option of adding (or deleting) any item from such agenda.

When the Mayor executes approval of the preliminary agenda it shall then become the “**proposed agenda**.” Copies of the “proposed agenda” shall be posted on the City website at least 24 hours prior to the Council meeting and shall be subject to the notice provisions stated in the City Code.

Upon convening a Council meeting and before any other business, the Council shall accept or modify the agenda by motion. The agenda shall then be officially the “Council agenda” for that meeting.

Requests for presentations to be scheduled on the formal agenda imply that the presentation is an official business consideration of the City. The Presiding Officer shall have the authority to rule on whether or not a graphic presentation, video or other audio-visual presentation by non-City personnel is appropriate to be presented at the meeting.

The Presiding Officer, a majority of Councilmembers present, or the City Manager may propose a new item for the agenda at a meeting when extraordinary circumstances require, or for the purpose of information touches, excepting that items for action may not be added to a Special Meeting agenda.

7.2 Consent Agenda

The City Clerk or City Manager, in consultation with the Mayor and/or Mayor Pro Tem, may place matters on the consent agenda which:

- have been previously discussed by the Council; or
- based on the information delivered to members of the Council by Administration, can be reviewed by a Councilmember without further explanation;
- are so routine, technical or "housekeeping" in nature, that passage without discussion is likely; or
- are otherwise deemed in the best interest of the City.

7.3 Study Session Agendas

The City Clerk, under the direction of the City Manager and in consultation with the Mayor and/or Mayor Pro Tem, shall arrange a preliminary study session agenda worksheet for the meeting. Councilmembers may request items to be placed on the agenda by contacting the City Clerk.

The Study Session worksheet shall, for each item, contain the following elements:

- Subject: The project designation or descriptive name for the item. The person requesting the item should use the same title in any subsequent business.
- Discussion Leader: The person who will introduce the item and lead the discussion as in 7.3.1 below.
- Activity: A brief description and time estimate of the discussion necessary for the Council to speak to the question posed in the "Goal" column.
- Goal: The reasonable outcome contemplated, whether a final action, advancement to a future agenda, just a "touch," according to the 3 touch rule or for general information.

When the **"preliminary study session agenda"** has been reviewed by the Presiding Officer for the Study Session, he/she shall have the option of deleting any item from such agenda until the next Council meeting when the full Council may vote on whether to re-introduce the item on the agenda or for a subsequent Council meeting. When the Mayor has approved the preliminary study session agenda, it shall then become the **"proposed study session agenda."** The proposed agenda shall be published on the City website not less than 24 hours prior to the Study Session.

Upon convening the Study Session and before any other business, the Council shall accept or modify the agenda by motion. The agenda shall then officially be the “**Council study session agenda**” for that meeting.

7.4 Study Session Procedure

During a Council Study Session or Workshop, the discussion leader introduced by the Presiding Officer should:

- Introduce the subject and give background information;
- Identify the discussion goal;
- Act as facilitator to keep the discussion focused toward the goal; and
- Alert the Presiding Officer when it is appropriate to call for consensus or a motion.

The Presiding Officer shall retain the option of assuming the function of the discussion leader at any time in order to keep the discussion properly focused. The City Clerk shall keep notes of the discussion subjects with special attention to Council consensus or administrative direction which may need more formal action in a later meeting (i.e. agenda, future budget changes, etc).

7.5 Process for Preparing Legislation or Policies for Adoption

7.5.1 Draft Documents

Prior to consideration or final passage of all Ordinances, Resolutions or pre-written Motions , draft documents or proposals shall be designated as drafts and shall contain the date of revision and the name of the author. Proposed Ordinances and Resolutions shall be accompanied by a “bullet” summary for possible later publication.

- “Proposed Drafts” shall contain the date, name of the group or individual originating or sponsoring the proposal, prior to the first presentation to the City Council.
- “Council Drafts” shall be documents or proposals which have been presented in open public session and held over by the City Council for further consideration or revision.

7.5.2 Preparation of Ordinances.

The procedures for ordinances are as follows:

(a) Proposing an Ordinance

A Councilmember may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting an ordinance. The Council then may assign the development of the proposed ordinance to the Administration, an Ad Hoc Committee, an Advisory Committee or the Council for consideration. The committee or Administration shall report its findings to the Council. The City Manager, the City Attorney, or any of the citizen boards, committees or commissions may propose that Council consider an ordinance or resolution.

(b) Sponsorship Encouraged

When a Councilmember wishes to assume sponsorship or advocacy of an ordinance or resolution, he/she should so announce, make the initial motion, provide an introduction and advocate the measure before the Council.

(c) Two (2) Readings

Although State law requires only one reading in most cases, all City ordinances shall normally have two (2) separate readings at separate Council meetings. At each reading, the title of the ordinance and a simplified summary or title of the ordinance shall be read prior to a vote. Not later than the date of the meeting at which the reading occurs, the full text of the draft ordinance shall be posted on the City website. A printed copy of the ordinance shall be made available by the City upon request by a member of the public.

(d) Waiver

The provision requiring two (2) separate readings of an ordinance may be waived at any meeting when the Council determines that the ordinance is simple, non-controversial or administrative in nature or that the interests of the City are best served by one reading.

(e) Motion failure

If a motion to “continue an ordinance to a second reading” fails, the ordinance shall be considered lost, unless a subsequent motion directs its revision and resubmission to second reading.

(f) Repealer.

Any ordinance repealing any portion of the Municipal Code shall also repeal the respective portions of the original ordinance(s). Ordinances repealing earlier ordinances shall not apply to acts, incidents, transactions or decisions occurring before such repeal.

7.5.3 Preparation of Resolutions

A resolution may be put to its final passage on the same day on which it was introduced. However, the Council may invoke the two (2) reading procedure, described in Section 7.5.2(c) above, to facilitate public understanding and/or opportunity to comment on the resolution. The title of each resolution and a simple text summary, if available, shall be read prior to its passage. Not later than the date of the meeting at which the reading occurs, the full text of the draft resolution shall be posted on the City website. A printed copy of a resolution shall be made available upon request by a member of the public.

7.6 Council Packets

Councilmembers shall personally pick up their agenda packets from their individual mailboxes, provided by the City Clerk, unless otherwise arranged by the member or further directed by Council. Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the Council meeting, when possible.

Article 8: RULES OF ORDER FOR COUNCIL MEETINGS

8.1 Parliamentary Procedure

Rules of order not specified by statute, ordinance or this Manual shall be governed by Robert's Rules of Order – Newly Revised in Brief. A simplified summary of some of the most frequently used motions under Robert's Rules are shown in Exhibit A: Simplified Summary of Parliamentary Procedure.

8.2 Motions and Discussion

All items of business placed before the Council that require the expenditure of Council and/or Administration resources or changes in land use shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent "approval by default" of a failed negative motion.

8.3 Voting

The votes during all meetings of the Council shall be transacted as follows:

- Unless otherwise provided by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a roll call vote shall be taken and recorded by the City Clerk. The order of the roll call vote shall be determined by the Presiding Officer.
- In case of a tie vote on any proposal, the motion shall be considered lost.
- Every member who was in the Council chamber when the question was put, shall give his/her vote unless the Council, for special reasons, shall excuse the member by motion. If any Councilmember refuses to vote "aye" or "nay" (for example, due to a conflict of interest), the result shall be determined in accordance with Robert's Rules, which generally means that it shall be as if the individual who abstained from voting was not present for the vote.

8.4 Reconsideration

Any action of the Council, (including without limitation a final action on applications for legislative changes in land use status), shall be subject to a motion to reconsider, *except for*:

- any action previously reconsidered,
- motions to adjourn or motions to suspend the rules, or
- a vote electing to office one who is present and does not decline.

A motion for reconsideration can only be made by a member of the prevailing side on the original action. A motion to reconsider must be made no later than the next regular Council Business Meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table immediately or at the next regular Council meeting (as determined by the wording of the motion to reconsider) for any action the Council deems advisable. Any motion for reconsideration of a matter which was the subject of a required public hearing or which is a quasi-judicial matter may not be discussed or acted upon unless and until the parties or their attorneys and the persons testifying have been given at least five (5) business days advance notice of such discussion and/or action.

8.5 Dissents and Protests

Any Councilmember shall have the right to express dissent from or protest, orally or in writing, against any Motion, Resolution or Ordinance of the Council and have the reason therefore entered or retained in the minutes.

8.6 Complaints and Suggestions to Council

When citizen complaints or suggestions, not on the agenda, are brought before the Council at a meeting, the Presiding Officer may, if circumstances warrant it, attempt to direct the citizen matter to an appropriate channel for resolution. In such a case, the Presiding Officer shall, in consultation with the City Manager, first determine whether the issue is legislative or administrative in nature and then:

- If legislative, and a complaint is about the language or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer may refer the matter to Administration, or the Council for study and recommendation.
- If administrative, and a complaint regarding administrative staff performance, execution of legislative policy or administrative policy within the authority of the City Manager, the Presiding Officer should then refer the complaint directly to the City Manager for review, if said complaint has not been so reviewed. The Council may direct that the City Manager brief the Council when the City Manager's response is made.

8.7 Prior Permission Required for Certain Elaborate Presentations

No overhead projection, photographs, motion pictures, or video that require the use of flood lights or similar continuous artificial illumination, shall be used by the public at City Council meetings without the prior consent of the Presiding Officer or the City Manager.

8.8 Conduct of Business Meetings

The Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the Council's business more expeditiously. Business Meetings of the Council may generally include many or most of the following agenda elements (which need not occur in the order stated below). Council may, by motion, formally approve a "Sample Order of Business," which, if adopted, shall be appended to accompany the published body of this manual as information. Such "Sample Order of Business" shall serve as a guideline, subject to change by motion of the City Council, in accordance with the procedures described in Article 7.1 and this article.

Examples of Business Meeting agenda elements include:

- **Executive Session**

The Council may hold an executive session during a regular or special meeting. Before convening in executive session, the Presiding Officer shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session shall be concluded. If the Council wishes to adjourn or take action at the close of a meeting from executive session, that fact will be announced. The announced time limit for executive sessions may be extended by announcement of the Presiding Officer made to those waiting in the

nearest public area. No final action may be taken in executive session. (See [RCW 42.30.110](#).) Councilmembers shall not disclose any confidential oral and written information provided during executive sessions or otherwise obtained in the course of their duties in order to protect the best interests of the City. . (See [RCW 42.23.070\(4\)](#), Article II(C) of the City’s Code of Ethics.)

- **Summary Reports**

Short summary reports may be presented near the beginning of the meeting. Short summary reports may, for example, be presented by the Presiding Officer, the City Manager, or the chair of an Ad Hoc Committee or Steering Group.

- **Public Comment Period or Public Hearing**

The routine public comment period at a Business Meeting is conducted as described in Section 8.12 below. By contrast, a public hearing is governed by different rules of procedure than a public comment period, and may either be (a) a quasi-judicial review of a land-use matter, or (b) an opportunity for public comments to be heard and recorded on a legislative matter. Special opportunities for public comment apply to a public hearing (see Section 8.13 below), and special rules and procedures apply to a quasi-judicial hearing (see Section 8.14 below).

- **Consent Agenda**

The proper Council motion on the consent agenda is as follows: *"I move adoption of the consent agenda"*. This motion shall have the effect of moving to adopt all items on the consent agenda. Any member of the Council shall have the right to remove (“pull”) any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, the Presiding Officer shall inquire if any Councilmember wishes an item to be “pulled” from the consent agenda. If any matter is pulled, the Presiding Officer shall entertain discussion and a motion on any pulled item after the vote on the passage of the unpulled items of the consent agenda.

- **Discussion of Matters for Future Meetings**

The purpose of such a discussion is to offer Council members (an opportunity) to express preferences regarding the setting of the agenda for a future Council meeting, subject to the prerogatives of the agenda-setting process described in Section 7.1.

- **Other Common Agenda Elements**

The agenda of a Business Meeting may also include other elements such as: Unfinished Business; Ordinance Reading; Items Over \$100,000; and New Business.

8.9 Conduct of Study Sessions and Workshops

Regular or Special Meetings of the Council, or portions thereof, may be designated as Study Sessions. The definition and the basic rules for Study Sessions are stated in Section 2.3.4, and for a Workshop in Section 2.3.5.

A Study Session may consist of any or all of the following elements:

(a) Public Comment Period

In general, because a Study Session is more informal and more interactive than a Business Meeting, the Presiding Officer may have greater latitude to seek public comment on a particular issue being discussed. Therefore, the Presiding Officer may invite public comment and dialog from time to time during the Study Session. In general, public comment shall be sought solely or primarily on matters on the Study Session agenda.

(b) Vetting of Agenda Items:

This element of a Study Session involves a vetting and review of agenda items that are expected to appear for Council action on the agenda of the next ensuing Council Business Meeting. This element of the Study Session may include: review of clarity and completeness of issues presented; discussion of the merits of the proposal; and a procedural vote to determine whether the agenda item shall be advanced to an ensuing Business Meeting of the Council.

(c) Study of Emerging Issues

This element of the Study Session involves emerging issues that are not initially expected to appear for action at the next Council Business Meeting, and it may include: (i) staff or third-party presentations; (ii) Council and Administration study, discussion and analysis; and/or (iii) interactive public comments and Council responses to comments.

(d) First Touch and Second Touch Updates

The agenda may provide time for short updates by the City Manager, staff, Councilmembers, or a member of an Ad Hoc Committee or Steering Group.

(e) Referral to Committee, Steering Group or Further Public Process

At a Study Session, the Council may choose to refer an issue to an Ad Hoc Committee or Steering Group, or schedule a Public Forum, before the issue returns to a future agenda.

8.10 Workshops

The purpose of a Workshop (i.e., a single-topic Study Session) is to allow Councilmembers to do concentrated preliminary work with Administration or the public on a single subject (i.e., budget, complex legislation or reports, etc.). Workshops shall be in a less formal setting, but shall not discourage public observation. Public comment is not normally allowed at Workshops although the Council may allow, or request, participation in the same manner as other Council Study Sessions.

8.11 Adjournment Due to Emergency or Disruption

In the event of emergency, such as a fire, threatened violence, or inability to maintain order, the Presiding Officer shall declare the meeting adjourned or continued and Councilmembers shall immediately leave the meeting area.

8.12 Procedures for Public Comment at Business Meetings

8.12.1 In General

The City Council desires to allow a maximum opportunity for public comment at various public forums and meetings. However, at a Business Meeting, the business of the City must proceed in an orderly, timely manner, and in that setting, the open Public Comment period is generally limited in overall time on the agenda (e.g. 30 minutes), and is further limited in the amount of time per speaker (3 minutes, or such lesser time determined by the Presiding Officer if a large number of individuals wish to speak). At any time the Presiding Officer in his/her sole discretion, may set such further limitations as are necessary to progress through the agenda and/or to prevent disruption of other necessary business.

The City will utilize a sign-in procedure for public comments, but, if time permits, the Presiding Officer may also invite comments from individuals who failed to sign in. The Presiding Officer may require a member of the public to state their name, address, and the subject of their comments.

These rules are intended to promote an orderly system of holding a public meeting, to give persons opportunity to be heard and to create an environment in which no individuals are embarrassed or uncomfortable by exercising their right of free speech.

8.12.2 Subjects – Whether or Not on the Current Agenda

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing.

8.12.3 Use of Microphones

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.

8.12.4 Civility

The Presiding Officer is responsible for maintaining order and civility among those addressing the Council. There will be no demonstrations during, or at the conclusion of, any person's presentation. Any disruptive behavior, as determined by the Presiding Officer, shall be cause for removal from the meeting room.

8.12.5 Council May Overrule the Presiding Officer

Any ruling by the Presiding Officer relative to the conduct of the public comment period may be overruled by a vote of a majority of Councilmembers present.

8.13 Public Hearings – In General

8.13.1 Sign in Procedure

Prior to the start of the public hearing, the Presiding Officer may require that all persons wishing to be heard sign in with the Clerk, giving their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing, persons who have signed in and wish to be heard shall be given an opportunity to be heard.

8.13.2 Time Limits

The Presiding Officer shall be authorized to establish speaker time limits and otherwise control presentations to avoid repetition. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings, (i.e., proponents, opponents, adjacent owners, vested interests, etc.).

8.13.3 Other Rules

The rules applicable to a Public Comment period under Sections 8.12.3, 8.12.4, and 8.12.5 shall likewise apply to legislative public hearings.

8.14 Council Quasi-Judicial Hearings

Quasi-judicial hearings and actions of the Council are those proceedings which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding. Quasi-judicial actions or hearings do not include the hearings pertaining to legislative actions adopting, amending, or revising a general governmental policy or ordinance, or a comprehensive, community, or neighborhood plan or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance.”

8.14.1 Appearance of Fairness Doctrine Applies to Quasi-Judicial Actions

If a proceeding is quasi-judicial, the “appearance of fairness doctrine” under Washington state law is generally applicable. See [RCW 42.36.010](#) and Section 3.6.4 of this Manual. If a proceeding contains both legislative and adjudicative functions, it is recommended that the appearance of fairness doctrine rules be followed by the Council.

8.14.2 Obligations of Councilmembers in Quasi-Judicial Proceeding

In the event of a quasi-judicial proceeding of the Council, a Council member should immediately disclose any interests that may appear to constitute a conflict of interest. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve a Councilmember’s business associate, or a member of the Councilmember’s immediate family. It could involve *ex parte communications* (that is, communications with one party to the quasi-judicial matter without notice to or argument from the other party). Or it could involve ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the

Councilmember's employer with the proponents or opponents, announced predisposition, and the like. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If the answer is in the affirmative, no matter how remote, the Councilmember should disclose such fact to the City Attorney.

Anyone seeking to disqualify a Councilmember from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known, or reasonably should have been made known, prior to the issuance of the decision. Upon failure to do so, the Doctrine may not be relied upon to invalidate the decision. The party seeking to disqualify the Councilmember shall state, with specificity, the basis for disqualification.

In the case of the Council sitting as a quasi-judicial body, the Presiding Officer shall have authority to request a Councilmember to excuse him/herself on the basis of an Appearance of Fairness violation. Further, if two Councilmembers believe that an Appearance of Fairness violation exists, such individuals may move to request a Councilmember to excuse him/herself on the basis of an Appearance of Fairness violation. In arriving at this decision, the Presiding Officer or other Councilmembers shall give due regard to the opinion of the City Attorney.

8.14.3 Avoid Ex Parte Communications with Quasi-Judicial Parties

During the pendency of any quasi-judicial proceeding, no Councilmember may engage in *ex parte* communications with proponents or opponents about a proposal involved in the pending proceeding, unless the Councilmember: (1) places on the record the substance of such oral or written communications concerning the decision or action; and (2) provided that a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. Under [RCW 42.36.060\(2\)](#), this does not prohibit correspondence between a citizen and his or her elected official, if the correspondence is made a part of the record, when it pertains to the subject matter of a quasi-judicial proceeding.

Article 9: USE OF THIS MANUAL AND ITS RULES

9.1 Purpose

This manual, and its governance policies and rules of procedure, are designed to provide guidance for the Council and City Administration. They are not to be considered restrictions or expansions of Council authority. These rules have been prepared from review of many statutes, ordinances, court cases and other sources but they are not intended to be an amendment or substitute for those statutes, ordinances, court decisions or other authority.

9.2 Use of Rules by Council

No action taken by a Councilmember or by the Council which is not in compliance with these rules, but which is otherwise lawful, shall invalidate such Councilmember's or Council action or be deemed a violation of oath of office, misfeasance or malfeasance. No authority other than the Council may

enforce these rules or rely on these rules. References to other documents or laws included herein do not signify the intent to incorporate such documents in their entirety. Failure of the Council to follow any of these rules shall be considered a Council decision to waive such rule. No notice of such waiver need be given.

9.3 Public Use or Reliance Not Intended

Because these rules are designed to assist the Council and not to provide substantive rules affecting constituents, it is expressly stated that these rules do not constitute land use regulations, official controls, “appearance of fairness rules”, public hearing rules or other substantive rules binding upon or to be used by or relied upon by members of the public. These rules do not amend statutory or other regulatory (such as ordinance) requirements.

9.4 Amendments or Suspension of Portions of this Manual

Amendments of all or any part of these rules may be made by resolution or temporarily suspended by motion until changed, provided there is no conflict with any superior statute.

EXHIBIT A: SIMPLIFIED SUMMARY OF PARLIAMENTARY PROCEDURE

Motion "To Approve "Robert's Rules of Order – Newly Revised in Brief" as the definitive guidance parliamentary procedure for any Council meeting at which Robert's Rules are applicable, and to approve the following "...At a Glance" summary as a simplified reference tool for Exhibit A of the City Governance Manual.

PARLIAMENTARY PROCEDURE AT A GLANCE					
To do this:	You say this:	May you interrupt speaker?	Must be seconded?	Is motion debatable?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"(until when?)	NO	YES	NO	MAJORITY
End debate	"I move the previous question ..."	NO	YES	NO	MAJORITY
Postpone discussion	"I move we postpone this matter until ..."(when?)	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer ..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a division of the house"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration"	YES	NO	NO	MAJORITY
Take up a matter previously tabled	"I move to take from the table ..."	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..." (time-date?)	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the rules and ..."	NO	YES	NO	MAJORITY
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY

EXHIBIT B: CURRENT LIST OF CITIZEN COMMITTEES, COMMISSIONS AND BOARDS

This Exhibit was adopted by Council Motion as follows: "The Council hereby approves the summary of ongoing Citizen committees, commissions and boards that are recognized by the City as of March 2010, and directs that such summary be incorporated as an Exhibit to the Governance Manual."

Legend:

RCW: Required by state statute (Revised Code of Washington)

Ord: Required by City ordinance.

Res: Required by Council resolution.

Hyperlink: Further information about the following committees, commissions and boards can be found on the City website [here](#).

- **Civil Service Commission:** 3 members; City Manager is liaison; administers Police Department advancements, demotions, suspensions, discharges and employment. (RCW)
- **Community Forestry Commission:** 9 members; Planning Director is liaison; addresses strengthening policies for tree protection and management, provides advice and guidance in integrating forest protection measures. (Res)
- **Design Review Board:** 7 members; Planning Director is liaison; advises on commercial / mixed-use land use applications, makes recommendations based on design guidelines. (Ord)
- **Environmental Technical Advisory Committee:** 7-9 members; Planning Director is liaison; provides technical and scientific advice on environmental management issues and projects. (Res)
- **Ethics Board:** 5 members; City Attorney is liaison; promotes understanding of ethical standards for elected officials, and for major contractors working with City. (Ord/Res)
- **Harbor Commission:** 7 members; Harbormaster is liaison; develops and implements harbor management rules and regulations, governs all harbors and waters as authorized. (Ord)
- **Historic Preservation Commission:** 7 members; Planning Director is liaison; provides technical advice on historic preservation to property owners, reviews applications to National Historic register.
- **Housing Trust Fund Executive Committee:** 5 members; Planning Director is liaison; encourages development of moderate and low income housing, provides funding for income groups not served by other sources. (Ord/Res)
- **Lodging Tax Advisory Committee:** 5 members – four from the community plus a Councilmember as chair; reviews proposals for contracts for tourism promotion or tourism facilities, funded by the lodging tax. (RCW)
- **Non-Motorized Transportation Advisory Committee:** 9 members; Public Works director is liaison; advocates for non-motorized transportation facilities, including funding and promotional/educational programs.

- **Open Space Commission:** 7 members; City Manager is liaison; recommends program and process for acquiring/preserving forested areas, open space, wildlife habitat, farms and agricultural lands.
- **Planning Commission:** 7 members; Planning Director is staff liaison; reviews applications for amendments to comprehensive plan, official zoning map and official zoning ordinance and other land use and city planning matters. (RCW)
- **Road Ends Committee:** 7 members; Planning Director is liaison; researches, recommends and implements use and development of street ends leading to water. (Res)
- **Salary Commission:** 7 members; City Manager is liaison; reviews and recommends elected officials salaries. (Ord)
- **Utility Advisory Committee:** 7 members plus Councilmember(s) ex officio; Finance Director is principle support staff; advise on issues related to the City's three utilities (water, sewer, stormwater). (Ord)

The committees, commissions and boards listed above shall be subject to the following general guidelines, except to the extent stated to the contrary in the applicable resolution or ordinance.

(a) Meetings

Committee meetings (when held) must be open to the public, including the media, unless discussing matters which would qualify for an executive session (under the state law defining eligible executive session issues that apply to the Council).

(b) Council Liaison to Citizen Committees, Commissions and Boards

Liaisons shall be appointed by the Mayor and confirmed by the Council for specific purposes and for a time certain (normally a term of one calendar year, which may repeat if Council so determines). Liaisons may attend assigned citizen group meetings and report to the Council on matters of public concern.

(c) Liaison Procedures

Individual members of the Council may be assigned as liaisons whose duties involve keeping current with a group or activity by either attending meetings or conferring with members, and keeping Council informed. Liaisons may advocate Council actions on behalf of their assigned group or activity. Care must be taken to avoid an Appearance of Fairness Doctrine violation, or conflict of interest possibilities (i.e.: in the unusual case of a quasi-judicial proceeding). Liaisons' functions and duties may be further defined and/or directed by the Mayor or Mayor Pro Tem with concurrence of Council.

(d) Appointment

Except as otherwise provided by City ordinance or resolution, members of citizen committees, commissions and boards shall be appointed by the Mayor and approved by Council.

(e) Publication on Website

It shall be City policy to disclose names and terms of citizen boards, committees and commissions on the City website, with a description of the role and functioning of the body.

EXHIBIT C: ILLUSTRATION OF SCALABLE PUBLIC PROCESS PLANNING SYSTEM

This Exhibit was adopted by Council Motion as follows: “I move that the City Council approve the following illustrations of the Scalable Public Process Planning System, in accordance with the procedures set forth in article 2.1.9 of the City of Bainbridge Island Governance Manual.”

Scalable Public Process Planning System

Getting the right people in the right place at the right time making the right decisions to keep the residents of Bainbridge Island well-informed and engaged

Level of Public Interest/Impact	Who and How	Sample Outreach Activities/Tools
Straightforward issue • Information only • Low controversy • One-time event	• Staff “expert” • Communications Coordinator ➤ A few emails	Information (2.4.6) • Press release • Calendar announcement
More complex issue • Multiple public “touches” • Public input helpful • Low controversy • Longer term impact	Ad Hoc Committee (2.1.3, 2.1.9) • Director/designee • Staff “expert” • Communications Coordinator ➤ One or more meetings	Small-scale campaign may include above, plus: • Display ad • ListServ notification • FAQ • Presentations to Key Influencers (ie., Rotary, Men’s Oatmeal, 2.4.3)
Complex, and/or controversial issue • Lasting policy and/or land use impacts • High interest for multiple community elements • Public input desired • Longer process	Small Task Force (2.1.7, 2.1.9) • City Council liaison • City Manager/designee • Director/designee • Staff “experts” • Communications Coordinator ➤ Multiple meetings	Longer, more complex strategy may include above, plus: • Multiple press releases/announcements • Targeted outreach to potential stakeholders • Stakeholder meetings (2.4.3) • Neighborhood meetings (2.4.5) • One or more public forums (2.4.4) • Built-in, iterative feedback loop to evaluate results and alter course as needed

Extremely complex, significant and/or controversial issue • Lasting policy and/or land use impacts • Engage broad range of community interests • Significant public input required • Long process	Public Process Steering Group (2.1.6, 2.1.9) • City Council liaison • City Manager/designee • Director/designee • Staff “experts” • Communications Coordinator • Citizen(s) ➤ A series of meetings over months or years	Large-scale, long-term PR campaign may include above, plus: • Strategic use of multiple public engagement tools like field trips, informational presentations, focus groups, visioning exercises, etc. • Clear, distinct milestones and decision-point(s). • Built-in, iterative feedback loop to evaluate results and alter course as needed
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* Note that outreach is an art, not a science; the committee composition and tools shown are NOT PRESCRIPTIVE, but are examples of the approaches, tools and strategies that might be appropriate for public process planning at various levels of Public Interest/Impact. The Public Participation handbook provides an overview of potential tools, selection guidelines and implementation procedures.



SAMPLE ORDER OF BUSINESS

This Supplementary Policy was adopted by Council Motion as follows: "I move that the City Council approve the following sample order of business for Council business meetings in accordance with the procedures set forth in articles 7.1 and 8.8 of the City of Bainbridge Island Governance Manual. Such "Sample Order of Business" shall serve as a guideline."

Business Meetings of the Council shall be conducted as follows: provided, however, that the Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously (article 8.8).

Announce Executive Session (if applicable)

Brief Summary Reports (if applicable)

Presiding Officer's Report

Chair Reports

City Manager's Report

Call to Order by the Presiding Officer (7:00 PM)

Pledge of Allegiance

Roll Call

Acceptance or Modification of Agenda / Conflict of Interest Disclosure

Public Comment (20 minutes)

Public Hearing (if any)

Consent Agenda

Ordinances (1st/2nd Reading)

Resolutions

Unfinished Business

New Business

Emerging Issues/1st touches

Adjournment

Approved March 24, 2010 City Clerk Certification_____

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Regional Appointments	Date: January 15, 2014
Agenda Item: City Council Advance	Bill No.: 14-013
Proposed By: City Manager Doug Schulze	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

City Manager ☐ Yes ☐ No ☒ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A
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DESCRIPTION/SUMMARY

The Bainbridge Island Governance Manual Section 2.26 allows, with Council approval, a Councilmember to serve for a calendar year as the Council's Liaison (i.e. representative) to an organization. A Liaison is responsible for facilitating communication, collaboration and accountability to the Council. There are typically Councilmember Liaisons to four types of organization:

- A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)
- A community organization (such as an arts, business or social service organization)
- A governing or inter-agency board functioning in the city (such as the Parks Board or Intergovernmental Working Group – IGWG); and
- A citizen board, commission or committee of the City, whether or not the charter call for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee).

The attached spreadsheet lists date, time and 2013 Regional appointees.

RECOMMENDED ACTION

City Council will confirm appointments.

COBI REPRESENTATION ON REGIONAL BOARDS / AGENCIES

County/Regional	Date	Time	2013 Liaison	2014 Liaison
CENCOM/DEM Boards	alternating third Tuesday	11 am-12:30 pm	Ward	
Kitsap Public Health District Board	first Tuesday	11:20 am-12:50 pm	Blossom	
Housing Kitsap Board	first Tuesday	1:00-3:30 pm	Lester	
Kitsap Regional Coordinating Council (KRCC) Board	fourth Tuesday	8:00 am- 12:00 pm	Blair/Bonkowski	
KRCC Executive Board	second Tuesday	9:30 -11:00 am	Lester	
KRCC TransPOL	second Thursday	2:30-4:30 pm	Bonkowski/Lester	
Kitsap Transit	third Tuesday	9:00-11:00 am	Blair	
Puget Sound Regional Council (PSRC) Transportation Policy Board	fourth Thursday	10:00-11:30 am	Bonkowski	
PSRC General Assembly	Annually	tbd		
Kitsap Economic Development Alliance	2013 TBD	7:30-9:30 am	Blair/Bonkowski	
Kitsap Public Facilities District	fourth Monday	5:30-8:00 pm	Blair	
Puget Sound Partnership (West Sound Local Integrating Organization)	tba	tba	Blair	

CENCOM

CENCOM is responsible for answering all 911 and non-emergency calls for Police, Fire, Emergency Medical and Animal Control services. We provide the citizens of Kitsap County with quick 24 hour a day, seven day a week access to emergency services by a highly trained and devoted team of more than 70 professionals.

CENCOM is governed by a board of thirteen elected officials representing Kitsap County, the Cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo, and the Kitsap County Fire Commissioners Association. The CENCOM Policy Board provides fiscal, strategic, and managerial oversight for CENCOM in accordance with the Interlocal agreement. They adopt the budget and strategic plan, set the agencies direction, and establish policies as necessary to ensure the residents and visitors of the Kitsap region are served by an effective and efficient 911 system.

KITSAP PUBLIC HEALTH DISTRICT BOARD

Our seven-member Kitsap Public Health Board is our governing body. They have broad legal authority and responsibility to protect the community's health and to enforce a variety of local, state and federal laws and regulations. They select and oversee our leadership, work with us to set our policy and priorities, approve our annual budget and enact health policies through new, local public health regulations when the need arises. This diverse group of county and city elected officials shares a passion for public service that contributes significantly to the health and well-being of our community.

HOUSING KITSAP

Housing Kitsap fosters healthy housing communities by building and preserving safe, decent and affordable housing for our clients, while ensuring fiscal integrity in all programs administered by the Housing Authority.

Goals

- 1.Treating our residents and clients with dignity and respect.
- 2.Fostering teamwork within the agency.
- 3.Providing high-quality services in a cost-effective manner.
- 4.Developing effective partnerships within our community.

KITSAP REGIONAL COORDINATING COUNCIL

The Kitsap Regional Coordinating Council is the forum established through an inter-local agreement among its current core members - Kitsap County, the four Kitsap Cities (Bremerton, Bainbridge Island, Port Orchard, and Poulsbo) and the Port of Bremerton - to work together on issues that affect the entire community. In addition, Naval Base Kitsap is an Ex Officio member to provide coordination among local and federal actions, and Kitsap's two federally-recognized Tribes are Associate Members.

At this time, the Kitsap Regional Coordinating Council serves four purposes:

1. The Council's Executive Board is responsible for the distribution of state and federal grant funds:
 - Federal Transportation Funding (via the Puget Sound Regional Council)
 - Community Development Block Grant Program (except for City of Bremerton)
 - State 2060 & 2163 Low Income Housing Grant Programs
2. The Council is recognized by State and regional agencies as the "voice" for Kitsap County on countywide transportation planning and policy issues.
3. The Council coordinates the review and monitoring of the Kitsap Countywide Planning Policies and the related Population Forecasting and Distribution required by the State of Washington Growth Management Act, through its Executive Board and multi-jurisdictional senior staff committees.
4. The Council is the vehicle for other multi-jurisdictional collaborative projects identified in its annual Work Program, for example:
 - Kit~Net (Broadband)
 - Coordinated State Legislative Agenda
 - Solid Waste Facility & Program Planning

The **Executive Board of Directors** of the Kitsap Regional Coordinating Council is comprised of elected officials from its member agencies:

- Kitsap County: All 3 Commissioners
- City of Bremerton: Mayor + 2 Councilmembers
- City of Bainbridge Island: Mayor + 1 Councilmember
- City of Poulsbo: Mayor
- City of Port Orchard: Mayor + 1 Councilmember
- Suquamish Tribe: 1 Councilmember
- Port Gamble S'Klallam Tribe: 1 Councilmember
- Port of Bremerton: 1 Commissioner
- Naval Base Kitsap: 1 Senior Officer

Each member agency except the County selects an alternate to its representatives on the Executive Board. Councilmember terms are 2 years.

Executive Board Meetings are typically held the fourth Tuesday of the month from 10am-12noon in the Main Meeting Chamber on the lobby level of the Norm Dicks Government Center: 345 6th Street, Bremerton. A Study Session for Board Members runs 9:00 - 10:00am. View the list of [2014 Board meeting dates](#) for exact dates.

KRCC TRANSPOL

The Transportation Policy Committee (TransPOL) includes representatives from each of the Council's member agencies, representatives to the Puget Sound Regional Council and Peninsula Regional Transportation Planning Organization and Kitsap Transit. This committee usually meets monthly and makes recommendations to the full Kitsap Regional Coordinating Council Board for review and action.

KITSAP TRANSIT BOARD

The Kitsap Transit Board of Commissioners meets on the third Tuesday of each month in the first-floor Council Chambers of the Norm Dicks Government Center in downtown Bremerton. In 2013, the Board is scheduled to first meet at 9:00 a.m. for a Study Session, followed by a 10:15 a.m. Board Meeting. There will be no Transit Board meetings in August this year.

The 10-member Board is comprised of nine elected officials and a non-voting member who represents the agency's labor unions, as required by state law.

The nine elected officials are:

- The three county commissioners
- The mayors of the incorporated cities in Kitsap County: Bainbridge Island, Bremerton, Port Orchard and Poulsbo
- A member of the Bremerton City Council, as appointed by the City Council President
- An at-large member chosen by the Transit Board Chair from among city council members of all the three small cities, Bainbridge Island, Port Orchard and Poulsbo, who express an interest to the board chair

The nine elected officials serve Transit Board terms commensurate to the term of their elective office, except for the non-voting and at-large Board members; they serve for two-year terms.

The Board also has three active sub-committees: Finance & Personnel, Planning and Passenger-Only Ferry Sub-Committee. In 2013, these are scheduled to meet the last Friday of every month at the main KT offices next to the Bremerton ferry terminal. Information on the sub-committees can be found by clicking on the links above.

The Transit Board is a policy-making board. In addition to considering a variety of operational topics, ranging from large bus purchases to software upgrades, it also deliberates on policy issues such as how much Routed or *ACCESS* service the agency puts on the street.

In terms of basic transit agency operations, unbudgeted items that will cost more than \$50,000 must go to the board for approval. The Transit Board also considers items like:

- changes in fares
- federal and state grant applications
- contracts for operating supplies like tires, filters and the printing of new route schedules
- contracts with service providers, like Kitsap Harbor Tours which operates the Kitsap Transit Foot Ferry, and for professional services such as those from attorneys and engineers
- land purchases and construction projects

- going out to bid and later awarding contracts for activities such as rebuilding bus or van transmissions or auto body repair

Each month, the board receives written monthly progress reports on agency finances, ridership and fuel costs. The board also hears reports about upcoming/ongoing projects such as the KT's participation in the regional Smart Card or ORCA program, the results of customer service surveys in ACCESS or what is going on at the Legislature that affects KT. The board also fulfills required duties like holding public hearings on required state reports like KT's Transit Development Plan or the required federal Disadvantaged Business Enterprise plan.

Finally, the board provides direction in making or changing policies about topics such as Routed and ACCESS service levels, employee compensation, the extent to which the agency allows the use of VanLink vanpools and what constitutes a prudent reserve.

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PUGET SOUND REGIONAL COUNCIL

Transportation Policy Board

The Transportation Policy Board (TPB) includes representatives of the PSRC's member jurisdictions and regional business, labor, civic and environmental groups. The TPB meets monthly to advise the Executive Board on key transportation issues.

General Assembly

The Puget Sound Regional Council General Assembly includes all mayors, county executives, commissioners, and councilmembers of [PSRC member jurisdictions](#). Each elected representative is a voting member of the General Assembly, which meets at least annually to vote on major decisions, establish the budget, and elect new officers.

KITSAP ECONOMIC DEVELOPMENT ALLIANCE

Mission

Through a partnership of government and business, we attract and retain primary businesses to Kitsap County and its individual communities, ensuring healthy growth and a desirable quality of life.

Vision

A County-Wide Vision and Action Plan for Sustainable Economic Prosperity

Kitsap 2020 was a cross-community effort led by a Steering Committee to generate a vision, an action plan, and momentum to ensure sustainable economic prosperity for the communities of Kitsap County, now and into the future. The project identified opportunities for the County, and produced strategies, initiatives, roles, and responsibilities to ensure quick wins today and long-term benefits. The clarity and tools that have come from these efforts will help industry and government work together to retain, attract and grow business activity and quality jobs in Kitsap.

Now is the time to turn this action plan into reality. KEDA is the organization responsible to carry out the Kitsap 20/20 action plan.

KEDA Priorities

Direct progress on three critical issues from the 20/20 initiatives:

- Business Retention & Expansion
- Business financing & incentives
- Workforce & education

KITSAP PUBLIC FACILITIES DISTRICT

The Kitsap Public Facilities District (KPFDD) is an independent municipal corporation managing Washington state sales tax rebate funds allocated to Kitsap County. The seven member Board of Directors are appointed by the Kitsap County Commissioners.

The KPFDD acts as a catalyst for creating livable and active communities in Kitsap County and uses the following guiding principles: 1) economic development, 2) efficient use of public and private monies, 3) innovation and 4) multiple use.

PUGET SOUND PARTNERSHIP (WEST SOUND LOCAL INTEGRATING ORGANIZATION)

In 2007, Democrats and Republicans created the Puget Sound Partnership as the backbone organization that would connect citizens, governments, tribes, scientists and businesses to do three key things no other organization in Washington does:

1. Set science-based regional priorities for Puget Sound
2. Accelerate implementation of priority actions
3. Ensure accountability for results

Today, the Puget Sound Partnership is the state agency leading the cleanup of Puget Sound. We base decisions on science, focus on actions that have the biggest impact, and hold people and organizations accountable for results.

Our goal is to make Puget Sound healthy again by creating a roadmap for how to get it done. If we work together, we can have both a thriving Puget Sound economy and a clean and healthy Puget Sound ecosystem.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Citizen Committee/Commission Liaisons	Date: January 15, 2014
Agenda Item: City Council Advance	Bill No.: 14-014
Proposed By: City Manager Doug Schulze	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A
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DESCRIPTION/SUMMARY

The Bainbridge Island Governance Manual Section 2.26 allows, with Council approval, a Councilmember to serve for a calendar year as the Council's Liaison (i.e. representative) to an organization. A Liaison is responsible for facilitating communication, collaboration and accountability to the Council. There are typically Councilmember Liaisons to four types of organization:

- A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)
- A community organization (such as an arts, business or social service organization)
- A governing or inter-agency board functioning in the city (such as the Parks Board or Intergovernmental Working Group – IGWG); and
- A citizen board, commission or committee of the City, whether or not the charter call for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee).

The attached spreadsheet lists date, time and 2013 Committee/Commission Liaison appointees.

RECOMMENDED ACTION

City Council will confirm Liaisons.

CITIZEN COMMISSION / BOARD / COMMITTEE LIAISONS

Commission / Board / Committee	Date	Time	2013 Liaison	2014 Liaison
Civil Service Commission	second Tuesday	4:00 pm	n/a	
Community Forestry Commission	not meeting		Ward	
Harbor Commission	fourth Tuesday	5:00 pm	Ward	
Historic Preservation Commission	first Thursday	2:00 pm	Blair	
Planning Commission	second/fourth Thursday	7:00 pm	Bonkowski	
Salary Commission	as needed		n/a	
Design Review Board	first/third Mondays	2:00 pm	n/a	
Ethics Board	third Monday	6:30 pm	n/a	
Environmental Technical Advisory Committee	second Wednesday	3:00 pm	Ward	
Housing Trust Fund Executive Committee	not meeting		n/a	
Lodging Tax Advisory Committee	Autumn	tbd	Blossom/Ward	
Non-Motorized Transportation Advisory Committee	tbd	tbd	Lester/Blair	
Road Ends Advisory Committee	second Monday	4:00 pm	Blair	
Utility Advisory Committee	second/fourth Monday	5:30 pm	Ward	
Friends of the Farms			Hytopoulos	

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: City Council Ad Hoc Committees	Date: January 15, 2014
Agenda Item: City Council Advance	Bill No.: 14-014
Proposed By: City Manager Doug Schulze	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A
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DESCRIPTION/SUMMARY

The Bainbridge Island Governance Manual Section 2.1.3 defines an Ad Hoc Committee is a temporary committee established by Council to investigate and advise Council on a specific policy or issue for future Council action, or to develop a legislative or policy proposed for council on a particular topic. The Council determines the purpose of an Ad Hoc Committee at the time of establishing it. The Council may appoint up to three Councilmembers to an Ad Hoc Committee, and, if applicable, one or more citizens or subject matter experts who are not city employees. Furthermore, each Ad Hoc Committee shall include the City Manager (or his/her designee), and any City staff that the City manager chooses to assign to the Committee. The Ad Hoc Committee shall sunset upon completion of the Council-assigned task.

The attached spreadsheet lists meeting dates and times as well as 2013 City Council Ad Hoc Committee members.

RECOMMENDED ACTION

City Council will confirm City Council Ad Hoc Committee members.

	Ad Hoc Committees							
Committee		Affiliated Dept	Members	Date Established	Established by	Reports to	Status	Quarterly Review
1	Tree Ordinance Ad Hoc Committee	Legislative	Blossom, Lester, Ward	8/8/2010	Consensus	Council	Interim Ordinance approved 10/24/12	December, 2013
	Form of Govt/City Manager Performance Review Process	Legislative	Blair, Blossom, Hytopoulos	1/28/2012	Consensus	Council	Awaiting the ongoing process from SGR	December, 2013
	City Broadcasting Ad Hoc Committee	Legislative	Hytopoulos, Lester	5/4/2011	Motion	Council		December, 2013
	Off-Leash Dog Parks Sub-Committee	Legislative	Blair, Blossom, Ward	8/15/2012 Reconfirmed membership & charge 10/24/12	Motion	Council		December, 2013
	Community Use of Council Chambers Ad Hoc Committee**	Legislative	Ward	11/19/2012		Council		December, 2013
	Suzuki Property*	Legislative	Lester, Ward	4/17/2013	Consensus	Council		December, 2013

**No form submitted



Ad Hoc Committee Formation Request

Resolution 2010-15

Request date: Aug 18, 2010

Requested by: Hilary Franz

Name of Committee
Proposed: Tree Ordinance Adhoc Committee

Procedural Authority/Governance
Manual Reference(s): GM 2.1.3

Purpose/
Scope of
Work: Work with staff and selected forestry commissioners to develop tree ordinance.

Specific task deliverable(s)
(recommendation, report, etc.): Development of tree ordinance and policies.

Link to Council/Dept
work plan: On planning department work plan.

Reports to: ☒ City Council ☐ City Manager Public participation/education required? ☒ Yes ☐ No

Staff support required? ☒ Yes ☐ No Sunset date: Adoption of the ordinance

If Yes, in what form
(notes, technical, etc.): Planning staff

City Manager's
comments: N/A

Members:

Proposed Motion: I move that the City Council to appoint up to three members of the City Council to sit on the tree ordinance adhoc committee.



Ad Hoc Committee Formation Request

Resolution 2010-15

Request date: Jan 28, 2012

Requested by: Councilmember Lester

Name of Committee Proposed: Form of Government/City Manager Performance Review Process

Procedural Authority/Governance Manual Reference(s): Governance Manual, Article 2.1.3. Council Ad Hoc Committee

Purpose/Scope of Work: Mayor Lester said Council needs to discuss a process for evaluating the City Manager. Council discussed the process and possibly issuing a request for proposals for a consultant. Council agreed to bring in an ICMA representative to explain the expectations of a city manager and educate Council and the community. Councilmembers Bonkowski, Ward, Hytopoulos and Blair will work to bring in the ICMA representative and the evaluation consultant.

Specific task deliverable(s) (recommendation, report, etc.):

Link to Council/Dept work plan:

Reports to: ☒ City Council ☐ City Manager Public participation/education required? ☐ Yes ☒ No

Staff support required? ☐ Yes ☒ No

Quarterly review date: December, 2013

If Yes, in what form (notes, technical, etc.)?

City Manager's comments:

Members: Councilmember's Anne Blair, Sarah Blossom and Kirsten Hytopoulos

Proposed Motion:



Ad Hoc Committee Formation Request

Resolution No. 2010-15

Committee Information

Requested by: Councilmember
Lester

Request date: May 4, 2011

Name of Proposed Committee: City
Broadcasting Ad Hoc
Committee

Procedural Authority/Governance Manual Reference(s): 2.1.3

Purpose/Scope of Work

Council Lester proposed that Council form a committee to research possibilities to provide community public access television programming. Mayor Hytopoulos clarified that the committee would be looking for a minimal way to broadcast community content on a Bainbridge Island channel.

Specific Task Deliverable(s) (recommendations, reports, etc.)

Link to Council/Department Work Plan

Additional Information

Reports to: ☒ City Council ☐ City Manager

Public participation/education required: ☐ Yes ☒ No

Staff support required: ☐ Yes ☒ No

If Yes, in what form (notes, technical, etc.)?

Quarterly Review Date(s): December, 2013

City Manager Comments

Members

Councilmembers Hytopoulos and Lester

Proposed Motion

MOTION: I move that the Council form a City Broadcasting Ad Hoc Committee to research programming and that Kim Brackett, Kirsten Hytopoulos and Debbi Lester serve on this committee.
LESTER/KNOBLOCH – The motion passed unanimously, 7-0.



Ad Hoc Committee Formation Request

Resolution No. 2010-15

Committee Information

Requested by: Parks District

Request Date: August 15, 2012 (Reconfirmed subcommittee membership and charge on October 24, 2012)

Name of Proposed Committee: Off-Leash Dog Parks Subcommittee

Procedural Authority/Governance Manual Reference(s): 2.1.3

Purpose/Scope of Work

The subcommittee will work with Bainbridge Island Metropolitan Park and Recreation District representatives to identify and address community need for off-leash parks on Bainbridge Island.

Specific Task Deliverable(s) (recommendations, reports, etc.)

This work is to include, but not be limited to, identifying and developing sites and proposing regulations for these facilities,

Link to Council/Department Work Plan

Committee will report periodically to the Council.

Additional Information

Reports to: ☒ City Council ☐ City Manager

Public Participation/Education Required: ☐ Yes ☒ No

Staff Support Required: ☐ Yes ☒ No

If Yes, in what form (notes, technical, etc.)?

Quarterly Review Date(s): December, 2013

City Manager Comments

Members

Councilmembers Blair, Blossom and Ward. Park Board members to be determined.

Proposed Motion