



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, APRIL 06, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 30 Minutes**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE - 6:35 PM**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(6:40 PM) Future Council Agendas, 10 Minutes**
 - [April 13 City Council Regular Business Meeting.pdf](#)
 - [April 20 City Council Study Session.pdf](#)
 - [April 27 City Council Regular Business Meeting.pdf](#)
 - [May 4 City Council Study Session.pdf](#)
 - [May 11 City Council Regular Business Meeting.pdf](#)
 - [2021 List of Proposed Future Council Topics.docx](#)
5. **UNFINISHED BUSINESS**
 - 5.A **(6:50 PM) Update on Small Wireless Facilities Interim Regulations - Planning, 10 Minutes**
 - [ORD NO. 2020-22 EXTENDING INTERIM OFFICIAL CONTROL SWFS FOR 10-13-2020.pdf](#)

6. COUNCIL DISCUSSION

- 6.A (7:00 PM) Discussion of Police and Court Facility Project - Executive, 10 Minutes

- 6.B (7:10 PM) Revise Council Advisory Committees Member Selection and Appointment Process - Mayor Nassar, 20 Minutes
[City Committee list for CC 04062021.pdf](#)

- 6.C (7:30 PM) Consideration of Draft Resolution relating to Proclamations/Recognition – Mayor Nassar, 10 Minutes
[sequiproclamationrequestordinance.pdf](#)
[TacomaCityCouncilRulesOfProcedure.pdf](#)

- 6.D (7:40 PM) Discussion of Ward Meetings - Mayor Nassar, 10 Minutes

7. FOR THE GOOD OF THE ORDER - 7:50 PM

8. ADJOURNMENT - 8:00 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 6, 2021

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,

SUMMARY: Hold Executive Session.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 6, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:40 PM) Future Council Agendas,

SUMMARY: Council will review future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[April 13 City Council Regular Business Meeting.pdf](#)

[April 20 City Council Study Session.pdf](#)

[April 27 City Council Regular Business Meeting.pdf](#)

[May 4 City Council Study Session.pdf](#)

[May 11 City Council Regular Business Meeting.pdf](#)

[2021 List of Proposed Future Council Topics.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, APRIL 13, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)

OR TELEPHONE: US: +1 253 215 8782

WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **EXECUTIVE SESSION**
 - 2.A **(xx PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 20 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
 - 4.A **(x PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda, 5 Minutes**
 - 6.B **Accounts Payable and Payroll,**
 - 6.C **City Council Meeting Minutes**

- 6.D **Sound to Olympics Trail Sakai Pond Connector Contract Award - Public Works,**
STO Trail Sakai Connector CONTRACT.docx
- 6.E **Ordinance No. 2021-03 Joint City Council/Planning Commission Land Use Subcommittee Phase I "Triage" Code Changes,** 5 Minutes
Ordinance No 2021-03 Triage Code Updates 3 24 21 DRAFT.docx
Exhibit A to Ord 2021-03.docx
ORD 2020-40 Planning Commission Recorded Motion 121020.pdf
20201029 Planning Commission Workplan for Joint Land Use Subcommittee Recommendations.pdf
20201013_Joint_Land_Use_Subcommittee_Memorandum_Initial_Recommendations_Recovered.pdf
20201013 Joint Land Use Subcommittee Attachment A Table.pdf
- 6.F **Kitsap Critical Incident Response Team (KCIRT) Mutual Aid Agreement - Police,** 5 Minutes
2021 KCIRT MOU.pdf

7. FUTURE COUNCIL AGENDAS

- 7.A **(x PM) Future Council Agendas,** 10 Minutes

8. PRESENTATION(S)

- 8.A **(x PM) Proclamation Declaring the Month of April 2021 as "Heritage Tree Month" - Planning,** 5 Minutes
Heritage Tree Proclamation 2021.docx
Heritage Tree Registry 2021.docx
- 8.B **(x PM) Proclamation Declaring April 22, 2021, as "Bainbridge Island Earth Day" - Mayor Nassar,** 5 Minutes
Earth Day Proclamation 2021.docx
- 8.C **Recognition of Community Members - Councilmember Carr and Mayor Nassar,** 10 Minutes

9. UNFINISHED BUSINESS

- 9.A **Ordinance No. 2021-07, Amending the Tree and Vegetation Chapters of the Municipal Code, per the Landmark Tree Ordinance Work Plan - Planning,** 15 Minutes
Ordinance No. 2021-07
ORD_2021-07_Staff_Memo_033021.docx
ORD_2021-07_Exhibit_A-
Chapter_16.18_BIMC_Tree_Removal__Forest_Stewardship__and_Vegetation_Maintenance
ORD_2021-07_Exhibit_B-Chapter_16.32_BIMC__Protection_of_Landmark_Trees
ORD_2021-07_Exhibit_C-
Section_18.15.010_BIMC__Landscaping__screening__and_tree_retention__protection_and_replacement
ORD_2021-07_Exhibit_D-Section_16.20.100_BIMC__Aquifer_Recharge_Areas

ORD 2021-07 Exhibit E-Community Forest Best Management Practices Manual 12112020.docx
SEPA DNS for 2021-07 .pdf
Ord 2021-07 SEPA checklist.pdf
12-17-2020 Planning Commission Public Hearing 2021-07 (2020-28)- submitted written comments
and staff response
12-17-2020 Planning Commission Public Hearing meeting minutes.pdf
12-17-2020 Planning Commission Recorded Motion Ordinance No. 2020-28.pdf

- 9.B **Sustainable Transportation Plan Professional Services Agreement Amendment No. 2 with Budget Amendment - Public Works**, 10 Minutes
STP_Original PSA_011620.pdf
STP Amendment No. 1.pdf
- 9.C **(X PM) Set Public Hearing on Ordinance No. 2021-14, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive**, 5 Minutes
Ordinance No. 2020-22, Extending Interim Official Control Small Wireless Communications Facilities

10. NEW BUSINESS

- 10.A **Appointments to the Race Equity Advisory Committee - Mayor Nassar**, 10 Minutes
- 10.B **(x PM) City Hall Repair Project Professional Services Agreement Amendment No. 4 and Budget Amendment- Public Works**, 5 Minutes
City Hall Repair PSA Amendment No 4.docx
- 10.C **(x PM) City Hall Repairs Project Budget Amendment - Public Works**, 5 Minutes
- 10.D **Water Resource Inventory Area 15 Watershed Restoration and Enhancement Plan - Public Works**, 5 Minutes
WRIA15FinalDraft1Mar2021.pdf
WRIA 15 Plan Template Presentation.pptx

11. COUNCIL DISCUSSION

- 11.A **Input on Scope of Work for Senior Natural Resources Planner Position - Executive**, 5 Minutes

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, APRIL 20, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Future Council Agendas**, 10 Minutes
5. **PRESENTATIONS**
 - 5.A **Proclamation - Declaring April 18-24 as "National Volunteer Week on Bainbridge Island" - Executive**, 5 Minutes
[National Volunteer Week Proclamation 2021.docx](#)
6. **UNFINISHED BUSINESS**
 - 6.A **Update on Triangle Property – Executive, Planning**, 20 Minutes
7. **NEW BUSINESS**
 - 7.A **Eagle Harbor Phase I Non-Motorized Improvements Project Scope Discussion - Public Works**, 20 Minutes

7.B Winslow Wastewater Treatment Plant Influent/Effluent Study Results

20 Minutes

7.C Annual Funding for the Kitsap Small Business Development Center - Councilmember Schneider, 15

Minutes

8. COUNCIL DISCUSSION

8.A (x PM) Workplan Discussion - City Council, 30 Minutes

Presentation - Workplan for CC 03022021.pdf

2021 Workplan Memo for CC 03022021 - Final for packet.pdf

2021 Work Plan -- Policy Projects -- annotated.docx

8.B Ordinance relating to Procedures for Processing Conduct Complaints Among City Councilmembers and Citizen Committee Members - Mayor Nassar, 15 Minutes

Procedures for Processing Conduct Complaints Among City Councilmembers and Citizen Committee Members.docx

8.C Recommendations for Development of Affordable Housing Plan - Affordable Housing Ad Hoc

Committee, 20 Minutes

9. FOR THE GOOD OF THE ORDER

10. ADJOURNMENT

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, APRIL 27, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)

OR TELEPHONE: US: +1 253 215 8782

WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL- 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(xx PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, and pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, 20 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
 - 4.A **(xx PM) Instructions for Providing Public Comment - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda, 5 Minutes**
 - 6.B **Accounts Payable and Payroll,**

6.C **City Council Meeting Minutes**

7. **FUTURE COUNCIL AGENDAS**

8. **PRESENTATION(S)**

8.A **Environmental Technical Advisory Committee (ETAC) Presentation of Groundwater Fact Sheet, 10 Minutes**

9. **PUBLIC HEARING(S)**

9.A **(x PM) Public Hearing on Ordinance No. 2021-14, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive, 10 Minutes**
Ordinance No. 2020-22, Extending Small Wireless Facilities Design Standards Interim Official Control

10. **UNFINISHED BUSINESS**

10.A **Update from Salary Commission - Executive, Salary Commission 10 Minutes**

11. **NEW BUSINESS**

12. **COUNCIL DISCUSSION**

13. **COMMITTEE REPORTS**

14. **FOR THE GOOD OF THE ORDER**

15. **ADJOURNMENT**

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, MAY 04, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)

OR TELEPHONE: US: +1 253 215 8782

WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Future Council Agendas**, 10 Minutes
5. **PRESENTATIONS**
6. **UNFINISHED BUSINESS**
 - 6.A **SMP Periodic Review - Endorse Draft for Joint Public Hearing and Subsequent Review and Revisions**
60 Minutes
 - 6.B **(XX PM) Multifamily Tax Exemption (MFTE) Update** 30 Minutes
7. **NEW BUSINESS**
 - 7.A **Comcast Franchise Agreement - Executive**, 10 Minutes
8. **COUNCIL DISCUSSION**
9. **FOR THE GOOD OF THE ORDER**

10. ADJOURNMENT

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MAY 11, 2021**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)

OR TELEPHONE: US: +1 253 215 8782

WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
 - 4.A **(xx PM) Instructions for Providing Public Comment - City Clerk**, 15 Minutes
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
5. **CITY MANAGER'S REPORT**
6. **CONSENT AGENDA**
 - 6.A **(PM) Agenda Bill for Consent Agenda**, 5 Minutes
 - 6.B **Accounts Payable and Payroll**,
 - 6.C **City Council Meeting Minutes**,
7. **FUTURE COUNCIL AGENDAS**
 - 7.A **(x PM) Future Council Agendas**, 10 Minutes

8. PRESENTATION(S)

9. PUBLIC HEARING(S)

10. UNFINISHED BUSINESS

10.A Consider Purchase of Islander Mobile Home Park Floor Area Ratio - Planning, 20 Minutes

11. NEW BUSINESS

11.A Ordinance No. 2021-XX Relating to 2021 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance 10 Minutes

12. COUNCIL DISCUSSION

13. COMMITTEE REPORTS

14. FOR THE GOOD OF THE ORDER

15. ADJOURNMENT

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

Memorandum

Date: April 6, 2021
To: City Council
From: Ellen Schroer, Interim City Manager
Subject: Proposed Future City Council Topics

The table below provides a list of potential future City Council topics that have been identified by one or more councilmembers but have not yet been placed on an agenda, or added to an agenda for consideration of placement.

TOPIC

- Consideration of Changes to Sign Code
- Follow up to Ethics Board/City Council Joint Meeting
- Review of draft County-wide Planning Policies



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 6, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:50 PM) Update on Small Wireless Facilities Interim Regulations - Planning,

SUMMARY: On October 27, 2020, the City Council enacted Ordinance No. 2020-22, which extended for six months the existing interim regulations that the City has in place related to small wireless facilities. That extension will expire on May 14, 2021 if it is not extended by the Council. City staff is recommending that those interim regulations be extended to allow additional time to complete the work described in the work plan that was adopted with Ordinance No. 2020-22. This agenda item is to discuss with the Council a proposed schedule related to such an extension.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: [Recommended Action:]

Discussion, and direction to City staff about the proposed schedule recommended by staff to extend the current interim regulations related to small wireless facilities to allow time for the due diligence necessary to complete the proposed permanent regulations related to such facilities.

City staff is recommending the following schedule: (1) On April 13, 2021, the Council would schedule the public hearing on an ordinance to extend the interim control for an additional six months; and (2) On April 27, 2021, the Council would conduct the public hearing and consider that ordinance.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: In recent years, the City has been in the process of updating its regulations related to small wireless facilities (“SWFs”). The purpose of SWFs is to augment capacity for wireless data traffic in dense areas (primarily downtown cores and residential neighborhoods). SWFs typically consist of an antenna less than 3 cubic feet in volume, an equipment box, and wiring or “fiber.” SWFs are typically mounted on utility or light poles in the right-of-way, or on an existing building or structure located outside of the right-of-way.

A key reason that such regulations are being updated is due to changes in federal regulations adopted by the Federal Communications Commission (“FCC”). More specifically, in recent years the FCC adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”) which imposes limitations on local municipalities including the City of Bainbridge Island regarding processing and review of all permits associated with the deployment of small wireless facilities.

On May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A of the Bainbridge Island Municipal Code (“BIMC”), establishing interim small wireless facility design standards, amending Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealing and replacing Chapter 18.11 BIMC.

On August 13, 2019, the Council directed the Planning Commission to begin work on permanent regulations to replace the interim control adopted by Ordinance No. 2019-15, and on September 12, 2019, the Planning Commission began consideration of such permanent regulations.

On October 22, 2019, following a public hearing, the City Council adopted Ordinance No. 2019-31, extending the interim control until May 14, 2020.

On April 28, 2020, following a public hearing, the City Council adopted Ordinance No. 2020-11, further extending the interim control until November 14, 2020.

The Planning Commission continued its discussion and consideration of permanent regulations to replace the interim control adopted by Ordinance No. 2019-15 during its meetings in May – August of 2020. On August 13, 2020, the Planning Commission held a public hearing on proposed Ordinance No. 2020-04, an ordinance containing permanent small wireless facility design standards. Also, on August 13, 2020, following the close of the public hearing, the Planning Commission forwarded Ordinance No. 2020-04 for City Council consideration with a recommendation proposing several additional changes.

Relatedly, on August 12, 2020, a three-judge panel of the U.S. Court of Appeals for the Ninth Circuit entered a decision on five consolidated cases challenging the FCC Order preempting many aspects of local government regulation of small wireless facilities. Based on that court decision, the City needed additional time to understand the impacts of the Ninth Circuit’s decision on the Planning Commission’s recommendation and Ordinance No. 2020-04.

On October 27, 2020, following a public hearing, the Council adopted Ordinance No. 2020-22, further extending the interim control until May 14, 2021. As part of that ordinance, the Council found that an additional six-month extension of the interim control adopted by Ordinance No. 2019-15 was necessary to allow the Council time to develop, vet, and process permanent regulations to replace the interim control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim control.

Over the past several months, the City has been engaged in additional research and analysis related to the recommendations made by the Planning Commission via proposed Ordinance No. 2021-05 (formerly

Ordinance No. 2020-04). In relevant part, the Planning Commission made recommendations that are based on regulations in place in Kitsap County. City staff is conducting due diligence regarding those recommendations and the related Kitsap County regulations because there are differences between what the Planning Commission recommended and what was recommended by an expert consultant the City engaged with to assist in the effort of drafting the regulations at issue. The due diligence that City staff members are working through is not yet complete so an extension of the interim control is necessary to allow time to complete that work.

Included with this agenda item for background is the most recent ordinance that extended the interim control, Ordinance No. 2020-22. That ordinance includes additional information related to work that has been done by the City Council, Planning Commission, and City staff related to updating the small wireless facilities regulations at issue.

City staff is recommending the following schedule: (1) On April 13, 2021, the Council would schedule the public hearing on an ordinance to extend the interim control for an additional six months; and (2) On April 27, 2021, the Council would conduct the public hearing and consider that ordinance. Staff recommends that the ordinance be adopted to allow for an extension of six months of the interim regulations so that City staff can work with the Council on completing the work plan related to the interim regulations, including related to what is being recommended by the Planning Commission.

ATTACHMENTS:

[ORD NO. 2020-22 EXTENDING INTERIM OFFICIAL CONTROL SWFS FOR 10-13-2020.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2020-22

AN ORDINANCE of the City of Bainbridge Island, Washington, concerning wireless communications facilities; leaving the effective date of the interim official control adopted by Ordinance No. 2019-15 unchanged; adopting a work plan; and extending the duration of the interim official control adopted by Ordinance No. 2019-15, and previously extended by Ordinance No. 2019-31 and Ordinance No. 2020-11, for an additional six-month period.

WHEREAS, the Federal Communications Commission (“FCC”) adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”), which imposed limitations on local municipalities, including the City of Bainbridge Island (“City”), regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, the City Council finds that the existence of the federal regulations requires the immediate enactment of administrative procedures and processes which comply with the FCC Order; and

WHEREAS, on May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design standards, amended Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealed and replaced Chapter 18.11 BIMC; and

WHEREAS, the interim official control adopted by Ordinance No. 2019-15 was established for a six (6) month period, which the Council found to be necessary for the immediate preservation of the public peace, health, and safety; and

WHEREAS, contemporaneous with the consideration of Ordinance No. 2019-15, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

WHEREAS, on June 11, 2019, the City Council held a public hearing on Ordinance No. 2019-15 to receive public comment on the interim official control; and

WHEREAS, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review of proposed deployments of small wireless facilities; and

WHEREAS, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

WHEREAS, separately, federal law and regulation sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

WHEREAS, on August 13, 2019, the City Council directed the Planning Commission to begin work on permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

WHEREAS, on September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

WHEREAS, on October 8, 2019, the City Council set a public hearing on Ordinance No. 2019-31, extending the interim official control adopted by Ordinance No. 2019-15 for six months, on the agenda for the October 22, 2019 Council Meeting; and

WHEREAS, on October 22, 2019, the City Council held a public hearing on Ordinance No. 2019-31; and

WHEREAS, on October 22, 2019, following the public hearing, the City Council adopted Ordinance No. 2019-31, extending the interim official control until May 14, 2020; and

WHEREAS, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its October 24, 2019, December 12, 2019, and January 23, 2020 meetings; and

WHEREAS, on February 29, 2020, Governor Jay Inslee declared a state of emergency in response to cases of COVID-19 in Washington State; and

WHEREAS, on March 9, 2020, the City Manager issued a Proclamation of Emergency due to the COVID-19 public health emergency; and

WHEREAS, on March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the Proclamation of Emergency issued by the City Manager; and

WHEREAS, the COVID-19 public health emergency continues to significantly impact City operations; and

WHEREAS, due to the COVID-19 public health emergency, the City Council found that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 would be necessary given that the emergency posed by the spread of COVID-19 forced the cancellation of meetings of both the City Council and the Planning Commission; and

WHEREAS, on April 14, 2020, the City Council set a public hearing on Ordinance No. 2020-11, extending the interim official control adopted by Ordinance No. 2019-15, and initially

extended by Ordinance No. 2019-31, for an additional six months, on the agenda for the April 28, 2020 Council Meeting; and

WHEREAS, on April 28, 2020, the City Council held a public hearing on Ordinance No. 2020-11; and

WHEREAS, on April 28, 2020, following the public hearing, the City Council adopted Ordinance No. 2020-11, extending the interim official control until November 14, 2020; and

WHEREAS, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its May 28, 2020, June 11, 2020, June 25, 2020, July 23, 2020, and August 13, 2020 meetings; and

WHEREAS, on August 13, 2020, the Planning Commission held a public hearing on Ordinance No. 2020-04, an ordinance containing permanent small wireless facility design standards; and

WHEREAS, on August 13, 2020, following the close of the public hearing, the Planning Commission forwarded Ordinance No. 2020-04 for City Council consideration with a recommendation proposing several additional changes; and

WHEREAS, the City Council likely will need several meetings to review, discuss, and consider adoption of the Planning Commission's recommendation; and

WHEREAS, on August 12, 2020, a three-judge panel of the U.S. Court of Appeals for the Ninth Circuit entered its decision on five consolidated cases challenging the FCC Order preempting many aspects of local government regulation of small wireless facilities; and

WHEREAS, the City Council will need additional time to understand the impacts of the Ninth Circuit's decision on the Planning Commission's recommendation and Ordinance No. 2020-04; and

WHEREAS, the City is authorized by state law, including RCW 36.70A.390, to expeditiously adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, vetted, and processed through the City's standard legislative procedures; and

WHEREAS, the City Council finds that the adoption of the interim official control adopted by Ordinance No. 2019-15 allowed the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for its residents to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

WHEREAS, the City Council finds that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 is necessary to allow the City Council time to develop, vet, and process permanent regulations to replace the interim official control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim official control; and

WHEREAS, the interim official control promotes the public good and is necessary for the protection of public health, property, safety and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change the basis for the that declaration of emergency nor the effective date of the interim official control, which is May 14, 2019.

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

Section 1. Purpose. The purpose of this ordinance is to extend the interim official control adopted by Ordinance No. 2019-15 for an additional six-month period, unless terminated earlier by the City Council, and to adopt an updated work plan for the adoption of permanent regulations.

Section 2. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council’s initial findings of fact in support of the interim official control, as initially established by Ordinance No. 2019-15.

Section 3. Duration of Interim Official Control Extended. The interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control until May 14, 2021, six months beyond the current expiration date set by Ordinance No. 2020-11, which, without this extension, would be November 14, 2020.

Section 4. Interim Official Control Work Plan and Hearing. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim official control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made. The City is hereby extending the interim official control as described herein based on the work plan that has been developed and is attached and incorporated herein as **Exhibit A** to this ordinance, the public hearing that was held related to this ordinance, and the findings of fact related to this interim official control that have been made in this ordinance, Ordinance No. 2020-11, Ordinance No. 2019-31, and in Ordinance No. 2019-15.

Section 5. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. No Change to Basis for Declaration of Emergency or Effective Date; Extension of Duration. This ordinance shall take effect and be in force five days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in Ordinance No. 2019-15, which preceded this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration were included in the “Whereas” clauses in Ordinance Nos. 2019-15 and those “Whereas” clauses are adopted as findings of fact. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period, until May 14, 2021, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is May 14, 2019. The Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 27th day of October, 2020.

APPROVED by the Mayor this this 27th day of October, 2020.



Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	October 9, 2020
PASSED BY THE CITY COUNCIL:	October 27, 2020
PUBLISHED:	October 30, 2020
EFFECTIVE DATE:	November 4, 2020
ORDINANCE NUMBER:	2020-22

Attachment: Exhibit A



EXHIBIT A

WORK PLAN FOR PERMANENT REGULATIONS GOVERNING THE DEPLOYMENT OF SMALL WIRELESS FACILITIES (October 27, 2020)

The City has developed, and is proceeding based on, the work program described below to adopt permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15.

November 2020 through January 2021

- Initial consideration by the City Council, over one or more meetings, of the Planning Commission's recommendations.
- City Council provides direction to staff on whether to proceed with the Planning Commission's recommendations.
- Based on direction from Council, staff will revise draft Ordinance No. 2020-04 as needed.

February/March 2021

- Consideration by the City Council of any revisions made to Ordinance No. 2020-04.
- If significant changes were made to Ordinance No. 2020-04, the City Council may set a time for a second public hearing on Ordinance No. 2020-04 to receive additional public comment.

April/May 2021

- If significant changes were made to Ordinance No. 2020-04, the City Council may hold a public hearing to receive additional public comment.
- Consideration by the City Council of adoption of Ordinance No. 2020-04.



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 6, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:00 PM) Discussion of Police and Court Facility Project - Executive,

SUMMARY: The City Council has discussed the Police and Court Facility Project several times in 2021, most recently at the March 9 Business Meeting. At that meeting, the Council set time on the March 23 meeting to discuss next steps for the project, but the discussion was delayed to April 6.

Given the timing and other project considerations, staff now recommends that the City continue with project preparation, but not take other steps until the new City Manager is ready to proceed.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: Since the fall of 2020, there has been significant community and City Council conversation about the Police and Court facility project. Staff and the Council have reviewed many of the decisions about location and budget made in prior years which have brought us to the current date.

At this time, staff are nearly ready to advertise for bids for construction related to the Police and Court facility, a final step before awarding a construction contract. If the City advertises the project in early April, typical timing would indicate that staff would bring the contract to the Council for consideration of contract award in mid-May. At that time, the Council would need to take a vote to authorize the contract, which is likely to be the single largest remaining expense decision for this project.

Because we will have a new City Manager beginning his role at the City on May 17, and because of the ongoing Council and community conversation about the project, it may be prudent to wait until the new City Manager arrives and has ample opportunity to fully review and understand the project so that he can lead the City through

the final decision making and project delivery. Staff recommends waiting until May to advertise for bids to ensure that the Council and its new City Manager continue this very important community project with a shared understanding of its development and ongoing approach.

During this time, staff and consultants will continue to work to finalize the bid documents and building permit, so the project will be ready to proceed without further delay should the decision be made to continue as previously approved. We believe that this will put the City in the best position for accountability and successful project delivery.

Accordingly, the action now recommended is that staff continue with project preparation and to be ready to provide a briefing on next steps as soon as is practical after Blair King begins as City Manager.

Information about the Police and Court Facility Project is available on the project page on the City website: <https://www.bainbridgewa.gov/528/Police-Station-and-Municipal-Court-Build>

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 6, 2021

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:10 PM) Revise Council Advisory Committees Member Selection and Appointment Process - Mayor Nassar,

SUMMARY: The Mayor is currently responsible for appointing most advisory committee members, subject to Council majority approval (see attached Excel spreadsheet). The proposed revisions more equitably distribute decision-making authority to other Council members, by allowing a committee of three Council members to effectively make advisory committee recommended appointments rather than the Mayor.

Current advisory committees formed under the Bainbridge Island Municipal Code include: Cultural Funding Adv. Task Force, Climate Change Adv. Committee, Design Review Board, Environmental Tech. Adv. Committee, Ethics Board, Human Services Funding Adv. Task Force, Island Center Planning Committee, Utility Advisory Committee, and Race Equity Advisory Committee.

Current advisory committees guided by state law include: Planning Commission, Historic Preservation Commission, LEOFF 1 Disability Board, Lodging Tax Advisory Committee, and Salary Commission.

See attached spreadsheet for details about advisory committees, inclusive of links to the enabling local and state law provisions and the City of Bainbridge Island website description of the committees.

ATTACHMENTS: City committee list.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to direct staff to prepare revisions to Chapter 2 BIMC such that: recommendations of appointments of members to citizen advisory committees are provided by a committee member selection panel composed of three Council members, including the Council liaison(s), with the chair from the appropriate advisory committee serving in an advisory role in the member selection process; the recommendations from the selection panel shall be forwarded to the Council, and shall require a super-majority for approval. For advisory committees where state law requires appointment by the mayor (e.g., the Planning Commission), the selection panel shall first forward their recommendation to the Mayor, who with consent, will then forward the recommendation to the Council.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	

BACKGROUND:

ATTACHMENTS:

[City Committee list for CC 04062021.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Group	Appointment Process	BIMC	Removal	Removal 2.01	Criteria
Planning Commission	Mayor appt, Council appr.	2.14.020		n/a	
Historic Preservation Commission	Mayor appt, Council appr.	18.24.020	CC Majority		
LEOFF 1 Disability Board	2 CCM appt by Mayor, 2 LEO appt by LEOFF members, 1 C appt by other 4 members	2.45			
Lodging Tax Advisory Committee	Mayor appt, Council appr.	3.65			
Civil Service Commission	City Manager Appoints	2.28	Any member of such commission may be removed from office for incompetency, incompatibility or dereliction of duty, or malfeasance in office, or other good cause: PROVIDED, HOWEVER, That no member of the commission shall be removed until charges have been preferred, in writing, due notice and a full hearing had.	n/a	
Salary Commission	Mayor appt, Council appr.	2.74	A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence.	n/a	
Cultural Funding Task Force	Mayor appt, Council appr.	2.43	BIMC 2.01		
Climate Change Adv. Committee	Mayor appt, Council appr.	2.37		determined by mayor, reason must be stated	
Design Review Board	Mayor appt, Council appr.	2.14.040		determined by mayor, reason must be stated	
Environmental Tech. Adv. Committee	Mayor appt, Council appr.	2.36			
Ethics Board	Mayor appt, Council appr.	2.07.010	CC Majority, must specify cause, allow for explanation		

Group	Appointment Process	BIMC	Removal	Removal 2.01	Criteria
Human Services Funding Task Force	Mayor appt, Council appr.	2.41	BIMC 2.01	BIMC 2.01	
Island Center Subarea Planning Process Steering Committee	Mayor appt, Council appr.	2.16.210			
Utility Advisory Committee	Mayor appt, Council appr.	2.33			
Race Equity Advisory Committee	Mayor appt, Council appr.	Pending codification			
Green Building Task Force	Mayor appt, Council appr.	None			



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 6, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:30 PM) Consideration of Draft Resolution relating to Proclamations/Recognition – Mayor Nassar,

SUMMARY: The City Council will discuss a resolution to set policies on proclamations and recognition of community members. The attached documents from other jurisdictions are provided for reference.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[sequimproclamationrequestordinance.pdf](#)

[TacomaCityCouncilRulesOfProcedure.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. R-2009-08

**A Resolution of the City of Sequim Establishing
Policy and Procedures for Issuance of City Proclamations,
Certificates of Appreciation and Certificates of Recognition**

WHEREAS, the City receives several requests for proclamations, certificates of appreciation and certificates of recognition; and

WHEREAS, the City does not have a policy concerning this issue; and

WHEREAS, the drafting and reading of such proclamations, certificates of appreciation and certificates of recognition can be time consuming; and

WHEREAS, there are instances when the proclamations, certificates of appreciation and certificates of recognition concern issues outside of the City of Sequim.

THEREFORE, IT IS HEREBY RESOLVED as follows:

Policy: Public Requests for Proclamations, Certificates of Appreciation and
Certificates of Recognition

It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations, certificates of appreciation or certificates of recognition pertain to a City of Sequim event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Sequim's population, and forward positive messages.

The following guidelines and requirements apply to requests for consideration of proclamations, certificates of appreciation or certificates of recognition which are read at Council meetings.

Proclamations, Certificates of Appreciation and Certificates of Recognition
to be read at Council meetings

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation or Certificate of Appreciation or Recognition (Attachment 1) and submit a copy of the proposed Proclamation or Certificate to the City Clerk's office.
2. The request should be made at least three weeks in advance of the requested Council meeting.
3. The Mayor and City Manager (or staff designee) will determine if the proposed proclamation, certificates of appreciation or certificates of recognition meets the intent of this policy.

4. The Council will read no more than two proclamations and/or certificates at a Council Meeting. Either the person making the request or a representative of the organization making the request must be present at the Council meeting to accept the proclamation or certificate.

5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation or certificate to meet its requirements, needs, or policy determinations.

6. The City retains the right to decide if the proclamation or certificate will or will not be issued.

7. Once approved, the proclamation or certificate will be included on the appropriate Council agenda.

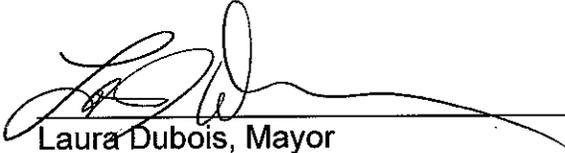
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

9. Proclamations or certificates may be placed on a Consent Agenda without a reading or presentation unless someone from the organization is present to accept.

Proclamations, Certificates of Appreciation or Certificates of Recognition
Requested Which Will Not Be Read at a Council Meeting

If a person or organization requests a proclamation or certificate for an event or presentation and does not request it be read at a Council meeting, the same policy will apply. The requestor must arrange with the Clerk's office to either pick up the proclamation or certificate or have it mailed.

ADOPTED by the Sequim City Council at a regular meeting thereof held this 10th day of August 2009.



Laura Dubois, Mayor

Attest:

Approved as to form:



Karen Kuznek-Reese, MMC, City Clerk



Craig Ritchie, City Attorney



**REQUEST TO ISSUE
CITY OF SEQUIM PROCLAMATION,
CERTIFICATE OF APPRECIATION
OR RECOGNITION**

Requests for City Proclamations, Certificates of Appreciation or Recognition must be submitted at least three weeks prior to the requested Council Meeting date.

TOPIC OF PROCLAMATION or CERTIFICATE (EVENT, PERSON, CAUSE BEING RECOGNIZED): _____

PURPOSE OF PROCLAMATION OR CERTIFICATE:

- Recognize Community Member(s) or Organization
- Ask for Community Support for Local Cause
- Announce Local Event

INDIVIDUAL, AGENCY, OR ORGANIZATION SPONSORING THE REQUEST: _____

DO YOU REQUEST THE DOCUMENT BE?

- Read at a City Council Meeting
- Mailed to the Address Below
- Held for Pick up at City Hall

COUNCIL MEETING DATE REQUESTED: _____

INDIVIDUAL OR REPRESENTATIVE ATTENDING COUNCIL MEETING TO RECEIVE THE DOCUMENT:

Name	Title	Phone
------	-------	-------

REQUESTED BY: _____

Name	Email
------	-------

Address	Phone
---------	-------

Attach a draft copy of your one page document to this application and return to: Sequim City Clerk, City of Sequim, 152 West Cedar Street, Sequim, WA 98382 Fax: (360) 681-3448

For Office Use Only

Date Request Received: _____
Approved: _____ Not Approved: _____ Applicant Notified: _____
Council Meeting Date: _____



**Rules of Procedure
of the
Council of the
City of Tacoma**



Rules of Procedure of the Council of the City of Tacoma

CONTENTS

RULE 1 - MEETINGS.....	3
RULE 2 - PRESIDING OFFICER - DUTIES.....	4
RULE 3 - REMARKS AND DEBATES	5
RULE 4 - ORDER OF BUSINESS.....	6
RULE 5 - PRECEDENCE OF MOTIONS.....	7
RULE 6 - SUSPENSION OF RULES	8
RULE 7 - ORDINANCES - RESOLUTIONS.....	9
RULE 8 - MISCELLANEOUS.....	9
RULE 9 - PUBLIC COMMENT/PUBLIC FORUM.....	11
RULE 10 – COUNCIL CONFERENCE ROOM.....	13
RULE 11 – CITY CLERK – DUTIES	13
RULE 12 – PUBLIC HEARINGS AND APPEALS	14
RULE 13 – CONFIDENTIALITY	14
RULE 14 – COMMITTEE OF THE WHOLE	15
RULE 15 – STANDING COMMITTEES	15
RULE 16 – FILLING COUNCIL VACANCIES AND APPROVED EXTENDED LEAVE OF ABSENCE	16

RULE 1 - MEETINGS

A. **Regular Meeting.** The regular meeting of the City Council shall be held at 5:00 p.m. on Tuesday of each week, at least forty-six weeks each year, in the Council Chambers, Tacoma Municipal Building, except:

1. If Tuesday of any week is a legal holiday, the regular meeting of that week shall be held at 5:00 p.m. on the next business day.
2. If Tuesday of any week shall fall on Christmas Eve or New Year's Eve, the regular meeting of that week shall be held at 5:00 p.m. on the next business day.

The Council, by a majority vote, may by motion continue any regular or special meeting to a time specified in the motion.

B. The study sessions of the City Council shall be held at 12:00 noon on Tuesday of each week, in Room 16, Tacoma Municipal Building North, subject to Rules A.1 and 2.

C. **Special Meetings.** Special meetings, or any change in the time or location of a regular meeting, shall be called by the City Clerk on the written request of the Mayor or by a majority of the members of the Council by delivering personally or by mail, by fax, or by electronic mail written notice to each member of the Council; and to each local newspaper of general circulation and to each local radio or television station which has on file with the City Clerk a written request to be notified of such special meeting or of all special meetings. Such notice must be delivered personally or by mail, by fax, or by electronic mail at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Council. Such written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the City Clerk a written waiver of notice. Such waiver may be given by mail, by fax, or by electronic mail. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. (REF. RCW 42.30.080)

D. **Quorum.** Five Council Members shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date. A member participating by telephone, in accordance with Rule 1.E, counts towards a quorum in a study session or committee meeting.

E. **Telephonic Participation in Meetings.**

1. Council Members may attend regular meetings, special meetings, study sessions and committee meetings by telephone. Only one Council Member per meeting may

attend telephonically. Council Members may telephonically attend each type of meeting (plus each committee served upon) once per calendar quarter; provided, that this limitation shall not apply when a Council Member is absent for medical reasons.

2. Notice of telephonic attendance must be provided to the City Clerk's Office not less than forty-eight hours before the scheduled start time for the meeting. The City Clerk or designee shall immediately advise the presiding officer of the proposed telephonic participation. If more than one Council Member wishes to attend a meeting telephonically, the first Council Member to notify the City Clerk's Office shall be the one permitted to attend telephonically.
3. At any meeting where a Council Member is attending telephonically there shall be a telephone device that allows the voice of the Council Member on the telephone line to be heard by everyone present in the meeting room and that allows the Council Member shall identify himself or herself before speaking. The Council Member on the telephone line shall notify the others if he or she is about to disconnect from the call. A Council Member who is connected remotely to the telephone line in the meeting place shall be considered to be actually present at that meeting for the period of time he or she is so connected, and that presence shall count toward a quorum of the Council or committee for all purposes.

RULE 2 - PRESIDING OFFICER - DUTIES

- A. **Conduct of Meeting.** The presiding officer at all meetings of the Council shall be the Mayor, and, in the Mayor's absence, the Deputy Mayor, who shall conduct the business and deliberations of the Council under these rules. The Deputy Mayor shall be elected by a majority of the Council Members at the start of the first Council meeting following the new year. If both the Mayor and Deputy Mayor are absent and a quorum is present, the Council shall, by motion, appoint one of its members to serve as presiding officer of the Council until the return of the Mayor or Deputy Mayor.

The presiding officer shall:

1. Preserve order and decorum in the Council Chambers;
2. Observe and enforce all rules adopted by the Council for its government;
3. Decide all questions on order, in accordance with these rules, subject to appeal by any member to the Council; and
4. Recognize members of the Council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the Council have had an opportunity to be recognized and be heard.
5. Retain the authority, during Public Comment and Community Forum, to determine whether a speaker's remarks fail to comply with these Rules or exceed the scope of

the designated forums, and the presiding officer shall have the authority to suspend such person's right to speak, subject to the Council's right to overrule such decision.

The presiding officer, as a member of the Council, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions, as other Council Members.

- B. **Questioning.** Any member of the Council shall have the right to question any individual, including members of the staff, on matters germane to the issue properly before the Council for discussion.
- C. **Related Agenda Items.** When matters on the Agenda are placed under more than one classification, as defined by "Order of Business," and are closely related to the same subject matter, the presiding officer may, without the necessity of any vote, call for the related agenda items out of the prescribed "Order of Business."

RULE 3 - REMARKS AND DEBATES

- A. **Speaking to Motion.** No member of the Council shall speak more than twice on the same motion except by consent of the majority of the Council Members present at the time the motion is before the Council. After the motion is put and before the next item is read, a member shall be able to speak briefly to the previous motion.
- B. **Interruption.** No member of the Council shall interrupt or argue with any other member while such member has the floor.
- C. **Courtesy.** Members of the Council, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and deportment and shall not engage in contemptuous or disorderly behavior, or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant, as determined by the presiding officer, to the question or matter under discussion.
- D. **Transgression.** The Council has power under state law to impose punishment on its members, short of removal of office, for violation of state law or Council rules.

If a member of the Council shall transgress these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the presiding officer shall transgress these rules or fail to call such member to order, any other member of the Council may, under a point of order, call the presiding officer or such other member to order, in which case the presiding officer or such member, as the case may be, shall be silent except to explain or continue in order. Additional consequences may include a verbal admonition, written reprimand, censure, expulsion from the meeting at which the conduct is occurring, removal of the Council member from the Council committee chair positions or committee memberships, or removal of intergovernmental duties. Expulsion for such behavior in the Council's presence shall

require the affirmative vote of a majority of the Council, specifying in the order of expulsion the cause thereof.

- E. **Challenge to Ruling.** Any member of the Council shall have the right to challenge any action or ruling of the presiding officer, or member, as the case may be, in which case the decision of the majority of the members of the Council present, including the presiding officer, shall govern.
- F. **City Manager.** The City Manager shall have the right to enter into a discussion of any matter coming before the City Council.

RULE 4 - ORDER OF BUSINESS

A. **Order of Business.** The order of business shall be as follows:

1. Call to order.
2. Roll call.
3. Flag salute.
4. Moment of silence.
5. Items filed in the office of the City Clerk.

Consent Agenda:

6. Approval of the Consent Agenda, consisting generally of one or more of the following items:
 - a) Approval of minutes.
 - b) First reading of ordinances accepting gifts and donations.
 - c) Adoption of resolutions fixing dates for hearings and appeals, approving final plats, authorization of Community Development Block Grant program agreements with approved agencies, approving and accepting grants, and other such actions.
 - d) Ordinances and communications from the Hearing Examiner.
 - e) Interlocal Agreements, excepting those pertaining to cooperative purchasing.

Proclamations, Recognitions, Presentations, and Announcements.

Public Comment.

Regular Agenda:

7. Appointments.
8. Communications.
9. Resolutions.
10. Final reading of ordinances.
11. First reading of ordinances.
12. Appeals. See Rule 12.
13. Public hearings. See Rule 12.
14. Unfinished business.
15. Community Forum. See Rule 9.C.
16. Reports by the City Manager.
17. Comments and committee reports of the City Council.
18. Adjournment.

- B. **Resolutions and Ordinances under Consent Agenda.** Any Council Member may have a resolution or ordinance removed from the Consent Agenda for separate consideration under Resolutions or Ordinances, as appropriate.
- C. **Recess.** The Council may recess during any regular or special meeting by a majority vote of Council Members present.
- D. **Executive Session.** The Council may hold an executive session, upon announcement by the presiding officer, for a stated time and purpose during any regular or special meeting.

RULE 5 - PRECEDENCE OF MOTIONS

- A. **Precedence of Motions.** When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:
1. To adjourn. (Not debatable.)
 2. For a Call of the Council (to compel the attendance of unexcused absent members in order to obtain a quorum.) (Not debatable.)
 3. To Remove an Item from the Agenda.
 4. To Lay on the Table. (Not debatable.)

5. For the Previous Question. (The “previous question” shall be as follows: “Shall the main question be put?”, and, until such motion has been put and decided, all amendments or debate shall be precluded. The “main question” shall be on the passage of an ordinance, resolution, or motion, but, when amendments are pending, the questions shall be taken first upon such amendments, in their order.) (Requires two-thirds vote.)
 6. To Limit Debate. (Requires two-thirds vote.)
 7. To Postpone to a Certain Time. (Shall be decided without debate only in those instances where the effect of said motion is to postpone or continue a matter for less than 30 days from the time it first appeared on the Council Agenda.)
 8. To Amend.
 9. To Substitute.
 10. To Postpone Indefinitely.
 11. Main Motion.
 12. To Take from the Table. (Not debatable.) A motion to “take from the table” having been put and lost, shall not, during the same Council meeting, be renewed either by the mover or by any other member of the Council. No matter shall be taken from the table after a period of two years from the date that it was laid on the table.
 13. Motion to Reconsider. No motion to reconsider a vote shall be in order except at the following meeting, and by a member who voted with the prevailing side. A motion to reconsider, having been put and lost, shall not be renewed either by the mover or by any other member of the Council. Any member of the Council, including the presiding officer, shall have the right to change his/her vote, in order to be on the prevailing side, at any time before final action is taken on the next ensuing item of business taken up by the Council.
- B. **Vote.** The procedural motions above enumerated shall be decided by a majority vote of Council Members present at the meetings, except as otherwise indicated. Ordinances and resolutions require the affirmative vote of at least five Council Members for passage; six for emergency. (Charter Section 2.12)
- C. **Debate.** The motions above enumerated are debatable except where designated otherwise.

RULE 6 - SUSPENSION OF RULES

No rule shall be suspended except by a majority vote of Council Members present at the meeting, and a motion to suspend a rule is not debatable. Vote on the motion may be by voice vote of the Council, or by roll call if requested by a member of the Council.

RULE 7 - ORDINANCES - RESOLUTIONS

The name of a Council Member shall not appear as a sponsor on any ordinance or resolution considered by the Council except at the Council Member's request. Sponsorship on any ordinance or resolution shall be limited to four Council Members, except as expanded by request of any Council Member in open session.

No ordinance or resolution shall be read until reviewed as to form and legality by the City Attorney.

Reading of ordinances and resolutions at all Council meetings shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance or the purpose of the resolution, and the reading in full of the same shall not be required unless the full reading of any particular ordinance or resolution be requested by any member of the Council, in which event said request shall be complied with if a majority of the Council Members present concur in the request.

RULE 8 - MISCELLANEOUS

- A. **Agenda.** The City Clerk, under the direction of the City Manager, shall prepare the Agenda for each session of the Council in regular order in accordance with these rules, which order shall not be departed from for any purpose, except as provided for in these rules. Such Agenda shall include all resolutions, ordinances, and matters requested by any Council Member, including the Mayor, or by the City Manager. No item shall be deleted from the Agenda, except by motion approved by the Council.
- B. **Amendments to Motions, Resolutions, and Ordinances.** It is the policy of the Council to process legislation in a manner that is fair, equitable, transparent, effective, and respectful towards the public, constituent groups, and to the Council itself. Council Members are encouraged to consider the following best practices prior to submission of an amendment that will substantially change the policy scope or policy language, use of City resources, or costs to the City if the original legislation is amended.
1. Prepare the amendment in writing.
 2. Include a brief statement or analysis of the effect of the amendment.
 3. Distribute the amendment to all members of the Council as soon possible prior to the meeting in which it will be offered.
 4. Distribute the amendment prior to the meeting to obtain input from the public, constituents groups, and/or Committee, Board, or Commission that may have provided comment on the original legislation.
 5. Distribute the amendment to the City Manager for purposes of obtaining input from City staff or outside experts, and the City Attorney for legal review.

6. Distribute the amendment to the City Clerk's Office on the Thursday prior to the meeting it will be offered so it can be included in the published agenda to allow for comments by the public during Public Comment.
7. Obtain co-sponsorship of the amendment from other Council Members.

The rule is not intended to limit the public's right to influence the legislative process or to devalue the public's right to comment on and change pending legislation.

- C. **Robert's Rules of Order.** On all questions of practice or procedure not provided for by these rules, the practice and procedure set forth in *Robert's Rules of Order Newly Revised* shall prevail.
- D. **Amendments to Rules.** Amendments to these rules shall be made by resolution and shall require two readings.
- E. **Public Requests for Proclamations.** It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Tacoma's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed proclamation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for its guidance.
4. The Council retains the right to limit the number of proclamations at a Council Meeting.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation will or will not be issued.
7. Once approved, the proclamation will be included on the appropriate Council agenda.

8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

F. Public Requests for Presentations. It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Tacoma's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of presentations:

1. The person(s) or organization making the request to make the presentation must submit a completed Application to Make a City Council Presentation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed presentation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for its guidance.
4. The presentation shall not exceed five minutes in length and the Council will not entertain more than two presentations at one Council Meeting.
5. The City retains the right to decide if the presentation will or will not be permitted.
6. Once approved, the presentation will be included on the appropriate Council agenda.
7. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

RULE 9 - PUBLIC COMMENT/PUBLIC FORUM

A. Public Comment. The City Council appreciates hearing from community members about items on its agenda, and desires to set aside time at the start of each Council business meeting for Public Comment. All comments must be limited to items on the agenda. Speakers are asked to identify the specific agenda items they wish to address.

To ensure equal opportunity for the public to comment, a speaker's comments shall be limited to up to five minutes per person, per meeting. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than five minutes. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Public Comment portion of the meeting. Comments may be made on resolutions as well as first and final readings of ordinances. Comments shall not be

accepted on ordinances forwarded to the Council by the Hearing Examiner for which a public hearing has been held. Written comments submitted prior to Council action shall be considered in the same manner as oral comments. In the event that the Council, after taking public comment, suspends its rules to include a new resolution or ordinance on the agenda, public comment will be taken at the time the Council considers the new resolution or ordinance. Where an ordinance has been substantially changed at its final reading, a person may speak to the changes. To request to speak during Public Comment, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone. The last four digits of your phone number will be called out when it is your turn to speak. All remarks will be addressed to the Council as a whole.

- B. **Courtesy.** All speakers during Public Comment or Community Forum, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any member of the Council, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant, as determined by the presiding officer, to the question or matter under discussion.
- C. **Community Forum - Second Tuesday.** On the second Tuesday of each month, time shall be reserved for community members' comments. The purpose of this forum is to assist the Council in making policy decisions; therefore, items of discussion shall be limited to matters over which the City Council has jurisdiction. A speaker's remarks shall be limited to up to 90 seconds per person, per Community Forum. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than 90 seconds. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Community Forum portion of any meeting. Comment shall not be made in support of or opposition to any matter on the Council Agenda for which the time for public comment has passed.
- D. **No Use of Public Comment or Community Forum for Campaigns.** No person may use public comment or Community Forum for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Further, any direct mention of a candidate's candidacy or a ballot proposition shall constitute grounds for immediate suspension of such person's right to speak at that Council meeting.
- E. **No Use of Public Comment or Community Forum for Advertising.** No person addressing the Council may use Public Comment or Community Forum for the purpose of advertising. Advertising is defined as "promoting by making known, proclaiming publicly, drawing attention to, or making conspicuous any item, product, service, or thing, for profit or otherwise." This does not prevent or preclude any person addressing the Council from expressing his or her views or opinions on matters over which the Council has jurisdiction. Also, this does not prohibit individuals or organizations from promoting public events or causes through public requests for proclamations and presentations as provided in Rule 8, Sections D and E.

- F. **Transgression.** The presiding officer shall retain authority to determine whether a speaker's remarks fail to comply with these Rules or exceed the scope of the designated forum, and the presiding officer shall have the right to suspend such person's right to speak, subject to the Council's right to overrule such decision.
- G. **Virtual Forum.** On the fourth Tuesday of each month at 6:00 p.m., or in the event the regular meeting of the City Council adjourns after 6:00 p.m., promptly following such adjournment, there shall be held a "Virtual Forum" for community members' comments. The purpose of the Virtual Forum is to give community members an opportunity to share their thoughts and views to assist the Council in making policy decisions; therefore, items of discussion shall be limited to matters over which the City Council has jurisdiction. No action shall be taken by the City Council during the Virtual Forum.

Speaker's comments shall be limited to up to 90 seconds per person, per Virtual Forum. Where necessary, due to the number of persons who want to address the Council, the presiding officer shall retain authority to limit all persons' remarks to an equal period of less than 90 seconds. To further ensure equal opportunity for the public to comment, each person may address the Council only one time during the Virtual Forum.

Guidelines set out in Rule 9 – Public Comment/Public Forum, Section B, Courtesy; Section D, No use of Public Comment or Community Forum for Campaigns; Section E, No Use of Public Comment or Community Forum for Advertising; and Section F, Transgression, will apply to Virtual Forum.

RULE 10 – COUNCIL CONFERENCE ROOM

During any recess of a regular or special meeting of the Tacoma City Council, the Council Conference Room shall be reserved solely for the use of members of the City Council and selected staff personnel and employees of the City of Tacoma, and no other person or persons shall have access thereto, whether they be members of the press, radio, television, or members of the public at large.

RULE 11 – CITY CLERK – DUTIES

- A. **Record Votes.** As a part of said permanent proceedings, the Clerk shall record all votes taken. In those instances where a roll call vote is taken pursuant to a requirement or request, the Clerk shall call the name of each and every member of the Council present, including the Mayor, and shall duly record said member's vote as either an aye, nay, or abstention, whichever may be appropriate. Roll call votes of the Council shall be called alphabetically, except for the vote of the presiding officer, whose vote shall be called last, commencing with the first roll call vote of the Council, and in subsequent roll call votes member names shall be rotated, excluding the presiding officer, until the entire Council has been called, at which time the procedure will begin again.

- B. **Maintain Record.** The Clerk shall cause to be recorded electronically all of the regular and special meetings of the Tacoma City Council and each and every part thereof, and shall maintain the same for a period of six years consistent with state law, RCW 40.14.
- C. **Prepare Minutes.** At the conclusion of each special or regular meeting of the Tacoma City Council, the City Clerk shall prepare brief and concise minutes and submit the same to the City Council for its approval.
- D. **Verbatim Transcript.** No individual member of the Tacoma City Council, nor any member of the administrative staff of the City of Tacoma, shall be authorized or empowered to require the Clerk to insert in said official minutes any verbatim transcript of all or any part of the proceedings. Verbatim transcripts of any part or portion of the proceedings shall be made a part of the minutes only when authorized by a majority vote of the entire Council made at the meeting wherein such request for a verbatim report is made.

RULE 12 – PUBLIC HEARINGS AND APPEALS

- A. **Time of Hearings.** The time for commencing a public hearing or appeal shall be noted in the Council meeting Agenda. The presiding officer may modify the order of business under Rule 4 in order to conduct the hearing or appeal at or about the designated time.
- B. **Quasi-Judicial Body.** In hearing appeals, the Council sits as a quasi-judicial body. It shall conduct the hearing on an appeal in accordance with provisions of the Tacoma Municipal Code¹ and these rules, as applicable.
- C. **Time Limits for Oral Argument.** At the time an appeal is heard by the City Council, each side shall be afforded a maximum of ten minutes for oral argument. In the event there are multiple appellants or respondents, each side shall divide its ten-minute time limit between or among the appellants or respondents, or, if agreement cannot be reached, as directed by the Mayor. Request for additional time must be submitted in writing to the City Clerk at least seven days prior to the appeal hearing and such request shall be considered as the first issue of the hearing. (TMC 1.70.030)

RULE 13 – CONFIDENTIALITY

Council Members shall keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City’s position is not compromised, and to comply with RCW 42.23.070(4) and Tacoma Municipal Code 1.46.030(G), relating to disclosure of confidential information.

¹ See TMC Chapter 1.23.

RULE 14 – COMMITTEE OF THE WHOLE

All Council Members are members of the Committee of the Whole. The Council shall sit as a Committee of the Whole primarily for the purpose of considering current problems of the City and coordinating the work of the standing committees of the Council.

RULE 15 – STANDING COMMITTEES

- A. **Standing Committees.** There are established the following standing committees of the Council that shall consist of four voting members and one alternate each. The Mayor shall annually appoint and the Council shall confirm the membership of each committee. Each standing committee shall elect a chair and vice-chair.
1. Community Vitality and Safety.
 2. Economic Development.
 3. Government Performance and Finance.
 4. Infrastructure, Planning, and Sustainability.
- B. **Function and Purpose.** The identification of the scope of work of the individual committees, meeting schedules, and meeting locations shall be accomplished by a process of discussion and consensus among the committee members. Committee action on any proposed resolution or ordinance is strictly advisory to the Council. The standing committees shall have no power or authority to commit the City or to take any binding action on behalf of the whole Council.
- C. **Quorum and voting.** Three voting members shall constitute a quorum. The alternate member shall become a voting member in the absence of any regular voting member. If, during the meeting, all the regular voting members are present, the alternate shall not vote on any matter before the Committee. A member participating telephonically shall count towards a quorum.
- D. **Reports.** A report from the standing committees shall be submitted by the committee chair or vice-chair orally or in writing. Recommendations to the Council on proposed resolutions or ordinances shall indicate one of the following:
- Recommended for Adoption
 - Forward Without Recommendation
 - Not Recommended

Minority reports may be shown on committee reports with the dissenting votes reflected.

- E. **Removing of Matters from Committee.** Any Council Member, during a regular Council meeting, may make a motion to remove a matter from a committee. Said motion, if

seconded, shall require a majority vote of the Council. Alternatively, any four Council Members may cause any matter to be removed from a committee by signing an “Ordinance or Resolution Removal” form. When the four signatures are obtained, the proposal shall be released from the committee and shall be placed on the next available Council agenda for appropriate action.

- F. **Public Comment.** Standing committees shall allow public comment at committee meetings. The committee chair may invite persons to the committee table for the purpose of providing information necessary to committee business, and explain to those in attendance the reasons for inviting people to the committee table.
- G. **Staff Assignments to Committee.** The City Manager shall designate staff for each standing committee, who shall prepare the agenda, provide proper notice, prepare minutes, and prepare a record of attendance for every meeting.

RULE 16 – FILLING COUNCIL VACANCIES AND APPROVED EXTENDED LEAVE OF ABSENCE

- A. **Purpose.** The purpose of this section is to provide guidance to the Council when a Council Member position becomes vacant before the expiration of the official’s elected term of office, or when the Council has approved a Council Member’s extended leave of absence and desires to appoint a replacement during the absence.
- B. **Appointment Process.**
 - 1. A Council Member position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of the Council Member.
 - 2. For a Council Member position where the member is unavailable to serve due to illness, injury, incapacitation, or otherwise unable to serve in the position for ninety (90) days or greater and the Council approves the extended leave absence, then the Council Member position should (but is not required) be filled by the Council, and the Council will use the same appointment process as filling a vacant position.
 - 3. Pursuant to RCW 42.12.070 and Tacoma City Charter Section 2.7, the Council Member who is vacating his or her position cannot participate in the appointment process; however, a Council Member who is on an approved extended leave absence, if able, can participate in the appointment process for his or her replacement.
 - 4. The Council shall direct the City Manager to begin the Council Member appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.
 - 5. The City Clerk’s Office shall prepare and submit a public notice to the City’s official newspaper, official website, and provide courtesy copies to all requesting local media outlets, which announces the open position consistent with the requirements

- necessary to hold public office including that the applicant (a) be a qualified elector of the City of Tacoma, (b) be a resident of the City of Tacoma for two (2) years immediately preceding the time of applying to fill the open seat, and (c) if applying for a district position, shall be a resident of the district for one year immediately preceding the time of appointment to fill the open seat. The public notice shall be published once each week for two (2) consecutive weeks. The notice shall contain other information, including, but not limited to, time to be served in the vacant position, salary information, deadline date and time for submitting applications, interview and appointment schedules (if known), and such other information that the Council deems appropriate.
6. The City Clerk's Office shall use the standard application form used by the City for residents to apply to a City Committee, Board or Commission. Applications will be available at the City of Tacoma Clerk's Office, Customer Service Center, and on the City's official website.
 7. Applications received by the deadline date and time will be copied and circulated by the City Clerk's Office to the Mayor and Council. Applications received after the deadline date and time shall be rejected by the City Clerk's Office and returned to the applicant. Application packets may also contain additional information received such as a cover letter, resume, endorsements, letters of reference, and other pertinent materials.
 8. The City Clerk's Office shall publish on the City's website and in the City's official newspaper the required public notice(s) for the full City Council meeting scheduled for interviewing applicants for consideration to the open position. This meeting may be a regularly scheduled or special City Council meeting.
 9. If more than ten (10) valid applications are received for the open position, then the Council will reduce the number of applicants to be scheduled for an interview by allowing each Council Member, in an open public meeting, to select or forward one applicant from the applicant pool to be interviewed, with a potential total of nine candidates. No second to select or forward an applicant to be interviewed is needed. Council Members may convene into an Executive Session to discuss the qualifications of the applicants. The Council will then close nominations by motion, second, and then vote in the public meeting to schedule the candidates to be interviewed.
 10. The City Clerk's Office shall notify applicants of the location, date, and time of Council interviews.
 11. Each interview of the applicant shall be no more than 8 minutes in length as follows:
 - a) The applicant shall present his or her credentials to the Council. (3 minutes)
 - b) The Council shall ask the applicant questions. (5 minutes)

- c) The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk. Only the applicant being interviewed will be allowed in the Council Chambers during the interview, the other applicants will be asked to remain outside the Council Chambers until their interview time.
12. Upon completion of the interviews, Council Members may convene into an Executive Session to discuss the qualifications of the applicants. All interviews, deliberations, nominations, and vote taken by the Council shall be in an open public meeting.
 13. The Mayor may ask for nominations from the Council Members for the purpose of narrowing down the applicant pool to the finalists that will be considered. No second is needed for nominations. Nominations to the finalist list is closed by a motion, second, and majority vote of the Council. Council Members may deliberate on such matters as criteria for selection, and of the qualifications of the finalists.
 14. Following such deliberation, the Mayor shall ask the Council Members if they are prepared to vote.
 15. The finalists shall be placed in alphabetical order according to their last names. The City Clerk shall proceed with a roll-call vote of each finalist until a nominee receives a majority vote of the Council Members.
 16. The Mayor shall declare the nominee receiving the majority vote as the new Council Member, who shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled meeting.
 17. At any time during the appointment process, the Council may by motion, second, and majority vote of the Council, postpone the appointment until a date certain or regular meeting if no nominee receives a majority of the vote.
 18. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.
 19. Nothing in this policy shall prevent the Council from reconvening into an Executive Session to further discuss applicant qualifications.
 20. Pursuant to Tacoma City Charter 2.7, if the City Council does not appoint a qualified person to fill a vacancy within sixty (60) days from the date the vacancy occurs, then the Mayor shall make the appointment, subject to confirmation of the remaining members of the Council. If the City does not confirm the appointment to fill a vacancy within ninety (90) days of the declared vacancy, then pursuant to RCW 42.12.170 the appointment power is delegated to the Pierce County Council. This Section 20 shall not apply to filling of an approved extended leave of absence, so in the case the open position is not appointed within sixty (60) days, the position may remain open until such time as the Council desires to fill it.

Adopted

Resolution No. 24877 03/14/1978

Amended

Resolution No. 25171 07/25/1978
Resolution No. 25226 08/29/1978
Resolution No. 25300 09/26/1978
Resolution No. 26209 01/22/1980
Resolution No. 26387 05/06/1980
Resolution No. 26591 08/26/1980
Resolution No. 26998 06/02/1981
Resolution No. 27594 10/05/1982
Resolution No. 27847 05/03/1983
Resolution No. 28108 11/22/1983
Resolution No. 28315 04/24/1984
Resolution No. 28527 10/30/1984
Resolution No. 32400 11/23/1993
Resolution No. 32554 03/29/1994
Resolution No. 33129 (Substitute No. 2) 09/19/1995
Resolution No. 33345 04/09/1996
Resolution No. 33398 (Substitute) 06/11/1996
Resolution No. 35482 04/09/2002
Resolution No. 35568 07/16/2002
Resolution No. 35664 10/22/2002
Resolution No. 35951 09/30/2003
Resolution No. 36083 02/10/2004
Resolution No. 36273 (Substitute) 08/10/2004
Resolution No. 36686 11/01/2005
Resolution No. 36796 03/21/2006
Resolution No. 37346 12/18/2007
Resolution No. 37500 06/17/2008
Resolution No. 37509 06/24/2008
Resolution No. 38174 01/11/2011
Resolution No. 38672 (Amended) 05/07/2013
Resolution No. 39362 01/26/2016
Resolution No. 39882 (Amended Substitute) 12/12/2017
Resolution No. 40017 06/05/2018
Resolution No. 40228 02/12/2019
Resolution No. 40508 12/17/2019
Resolution No. 40652 09/15/2020



CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: April 6, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:40 PM) Discussion of Ward Meetings - Mayor Nassar,

SUMMARY: Council will discuss holding Ward meetings.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding: