



Meeting Agenda

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Wednesday, July 15, 2015

4:30 PM

Room 207

1. ROLL CALL

2. CALL TO ORDER

3. APPROVAL OF MINUTES

- 3.A [15-0702](#) Approval of June 17, 2015 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

4. COMMITTEE BUSINESS

- 4.A [15-0353](#) Municipal Art Plan 2015

Attachments: [Minutes](#)

[2015 Municipal Art Plan](#)

- 4.B [15-0687](#) Music Out Loud Names and Call for Art

Attachments: [Music Out Loud Name Nominations](#)

[DRAFT Music Out Loud Call for Art](#)

- 4.C [15-0712](#) Oral Report - Update on Civic Engagement and Social Media Efforts

- 4.D [15-0716](#) Discussion about Guidelines for Council Meetings including Public Comment, Council Reports, and Remote Meeting Participation

Attachments: [Council Guidelines - Meetings Section](#)

[Port Townsend Council Rules](#)

[Minutes - Council Mid-Year Retreat June 20, 2015](#)

5. ADJOURNMENT

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City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8447

General Government Committee

Approval of June 17, 2015 General Government Committee Meeting Minutes

Agenda Date: 7/15/2015
Agenda Item Number: 3.A
File Number: 15-0702

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of June 17, 2015 General Government Committee Meeting Minutes



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Wednesday, June 17, 2015

4:30 PM

Room 207

1. ROLL CALL

Present: 3 - Chair Jeannine Roe, Committee Member Julie Hankins and Committee Member Cheryl Selby

2. CALL TO ORDER

Chair Roe called the meeting to order at 4:37 p.m.

3. APPROVAL OF MINUTES

3.A [15-0596](#) Approval of May 20, 2015, General Government Committee Meeting Minutes

The minutes were approved.

4. COMMITTEE BUSINESS

4.A [15-0590](#) Bike Corridor Options and Public Process

Present for the discussion were Bicycle & Pedestrian Advisory Committee (BPAC) Chair Clark Gilman, BPAC member Joe Ford, Senior Planner Sophie Stimson, and BPAC Staff Liaison Michelle Swanson.

Ms. Stimson reviewed options discussed by BPAC and staff for a bike corridors pilot project. She shared the recommended route and rationale, including the following points:

- Bike corridors are streets that do not have a lot of traffic. To be successful, they should be on family friendly streets where people of all ages and abilities can comfortably bike.
- The City is considering building bike corridors because the community asked for an easier way to bike in Olympia, especially downtown.
- Bike corridors can be more costly than would initially appear because improvements are needed along the routes - especially intersections - to make them safer for bikes.
- The pilot project is on 7th Avenue in the downtown and then on 5th Avenue in

the eastside neighborhood. Picture it connecting Sylvester Park to Lions Park. 7th Avenue is the best east/west route in the downtown because it has the lowest traffic volumes of any east/west street that is close to the core. Crossing at 7th and Plum is simpler than other intersections along Plum, because there is a median. People only have to cross half the road at a time.

The General Government Committee discussed the importance of doing outreach to make sure this project is a success. Staff and BPAC are developing an outreach plan. The outreach will include education on the bike corridor concept and why they are important, and seek feedback on the pilot and other possible routes. The outreach work will begin early next year. Construction of the pilot project will be complete by May or June, 2016.

Committee members agreed their preference is a more direct route into the Farmer's Market area, but they understand the challenges with crossing East Bay Drive in that area. Chair Roe said her preference is to develop the public education and involvement plan first; then identify a pilot project based on public input. Committee members Hankins and Selby said they could support the BPAC and staff recommendation to develop an initial bike corridor project from Sylvester Park to Lions Park along the route shared at the meeting and implement the public education and involvement effort to implement when the route is in place and riders can experience it. Staff noted they and BPAC expect to learn from the pilot project, which will help in planning for future bike corridors.

Chair Roe said she would report the Committee's discussion and recommendation at the next available Council meeting opportunity.

On behalf of the committee, Chair Roe thanked BPAC and staff for their work.

Committee members concurred with the recommendation to move forward with the Sylvester to Lions Parks pilot project, with the understanding that a robust public involvement and education effort will be launched in conjunction with the project.

4.B [15-0611](#) Oral Report: Public Safety Updates

Present from the Olympia Police Department (OPD) were Chief Ronnie Roberts, Deputy Chief Steve Nelson, Lts. Aaron Jelcick, Jim Costa and Ray Holmes, Line of Business Director Laura Wohl, Jail Manager Chandra Brady, Sgts. Rich Allen, and Sam Costello.

Chair Roe welcomed Chief Roberts and staff. She noted this briefing was requested by the Committee when preparing their annual meeting agenda in January.

Chief Roberts shared the Department's mission and strategic goals. He said the Department has been working on a 5-year strategic plan. The 6 strategic goals

around which the plan is developed are:

- Engage the community in visible and meaningful ways, building partnerships and relationships.
- Provide employees with opportunities for meaningful work, challenging goals, and growth throughout careers.
- Effectively use technology to support Department priorities.
- Create consistency in performance accountability and recognize and reward outstanding employees.
- Communicate effectively throughout the organization and with partners.
- Actively align resources to address needs of the community.

He noted a big part of the Department's work in recent years has been to build public trust, which includes engaging the community in a variety of ways. In particular he noted:

- Sgt. Ren Emerson, Sgt. Jen Stiner, Jail Manager Chandra Brady, and Senior Program Specialist Amy Stull have attended events at both local high schools, sitting down with students concerned with LGBTQ issues. They have an ongoing relationship and continue to engage in discussions with these groups.
- Police Officer Al Weinnig regularly visits with the patrons of Rosie's Place to socialize and learn more about their lives.
- OPD participated in multiple community events and will march in the Gay Pride Parade this month.
- OPD hosted "Meet Melnic", giving children the opportunity to meet officers and Melnic the K-9 officer personally in a non-enforcement environment.

Chief Roberts said training is an ongoing priority. He shared information about the "Blue Courage" program that teaches our officers to be "Guardians" instead of "Warriors". He noted several challenges facing the Department, including upcoming retirements in management and officers with 20+ years of experience, and several with special knowledge and skills.

Committee members thanked Chief Roberts for the informative presentation.

Committee member Selby asked that the PowerPoint presentation be shared with the full Council. Chair Roe suggested Council schedule a Study Session to learn about the Chief's and Department's strategic initiatives.

The report was received.

5. ADJOURNMENT

Chair Roe adjourned the meeting at 6:45 p.m.



General Government Committee

Municipal Art Plan 2015

Agenda Date: 7/15/2015
Agenda Item Number: 4.A
File Number: 15-0353

Type: recommendation **Version:** 2 **Status:** In Committee

Title

Municipal Art Plan 2015

Recommended Action

General Government Committee Prior Discussion:

General Government Committee unanimously recommended the Plan, except for 2015 Artspace funding. There was not agreement on the Committee as to whether Municipal Art Funds should be allocated for Artspace pre-design work in 2015.

Arts Commission:

Subsequent to the General Government Committee meeting, the Arts Commission revisited the proposed Plan and recommends moving Artspace funding from 2015 to 2016. The attached proposal reflects this recommendation from the Arts Commission.

City Manager Recommendation:

Recommend the Plan as amended by the Arts Commission.

Report

Issue:

The Municipal Art Plan presents proposed projects for 2015 that would draw from the Municipal Art Fund. In addition, the plan lays out a 5 year horizon for future public art projects.

Staff Contact:

Stephanie Johnson, Arts & Events Program Manager, Olympia Parks, Arts & Recreation,
360.709.2678.

Presenter(s):

Marygrace Jennings, Chair, Olympia Arts Commission

Background and Analysis:

The Municipal Art Plan is a planning document for public art projects. There has not been a Municipal Art Plan (MAP) submitted since 2009, due to a moratorium on new public art projects, which has since been lifted.

Arts Commission Chair Marygrace Jennings met with the General Government Committee on April

28, 2015, to initiate discussion about the MAP and the projects proposed for 2015, which include:

- Traffic Box Wrap Public Art
- Music Out Loud - Artwork
- Percival Plinth Project
- Westside tree guard completion
- Master Plan for City Gateways Public Art Project
- City Hall Rotating Exhibit Support
- Artist Live/Work Housing (Olympia Artspace Alliance)

General Government expressed unanimous support for the 2015 projects, with the exception of funds proposed for the Olympia Artspace Alliance (OAA). Attached are draft Minutes of the committee's discussion.

The Arts Commission reviewed General Government's discussion at its May 14 meeting and recommended deferring the Olympia Artspace Alliance item to 2016. The attached Municipal Art Plan reflects that change.

Tonight is an opportunity for General Government Committee to consider the recommended Plan as amended by the Arts Commission. If there is unanimous agreement by General Government, the Plan could be scheduled for Council approval as a Consent Calendar item.

Municipal Art Fund Ordinance:

Following is the relevant code for use of the Municipal Art Fund:

2.100.150 Public Art--Allocation of Municipal Funds

The ordinance codified in Sections. 2.100.130 through 2.100.170 provides allocations of certain municipal funds for the purpose of selecting, acquisitioning and installing art works in public places and further provides that moneys collected be held in a "municipal arts fund" to be expended for projects as prescribed in the "municipal arts plan" to be developed by the arts commission. All works of art purchased and commissioned under the municipal arts plan shall become a part of the City art collection developed, administered and operated by the City arts program. Moneys in the municipal arts fund may also be used toward the creation of a live/work housing project for local artists. (Ord. 6843 §2, 2013; Ord. 6526 §8, 2008).

Neighborhood/Community Interests (if known):

The plan proposes projects across the City, and the community will have the opportunity to participate in the process as individual projects move forward.

Options:

1. Approve the Municipal Art Plan as recommended by the Arts Commission and forward to Council on Consent Calendar.
2. Do not approve the Municipal Art Plan as recommended by the Arts Commission.
3. Provide direction on recommended changes to the Municipal Art Plan.

Financial Impact:

The attached Municipal Art Plan includes a table on proposed projects and costs. The yellow band

shows the proposed items in the 2015 MAP in the amount of \$149,900.

sidewalks for better ADA accessibility generally in the downtown area. Committee member Hankins, who is the Council's designated liaison to the Bicycle & Pedestrian Advisory Committee, said she is concerned about losing momentum on the BPAC recommendation for better ADA accessibility between downtown Olympia and neighborhoods, particularly at Pear and Plum for use by residents at Pear Blossom Place homeless shelter and students at nearby schools. She spoke about the economic benefit for downtown Olympia of convenient and safe bicyclist and pedestrian access to downtown.

Based on staff recommendation, the Committee agreed by consensus to recommend the proposed ADA accessibility project in the State Avenue/Capitol Way area. They asked that a summary of their comments be included in the meeting minutes.

The recommendation was discussed and closed.

4.B 15-0353 Municipal Art Plan 2015

Arts Commission Chair Marygrace Jennings and Arts & Events Manager Stephanie Johnson reviewed the proposed Municipal Art Plan.

Committee members specifically discussed

- art corridors
- pre-development financial support for Artspace
- proposal to shift City Hall art budget to a City Gateways project.

Committee member Hankins expressed concern about budgeting money in 2015 for undefined Artspace pre-development costs. She questioned whether Artspace is an "art" or housing project.

Each of the Committee members said they were pleased to see the proposed funding for gateways art and signage. They asked that the Plum/Union intersection be included on the draft map.

Chair Roe suggested forwarding the Municipal Art Plan proposal to the full Council for review and discussion with a unanimous recommendation from General Government Committee except for the Artspace proposal. Committee members Hankins and Selby concurred with the suggestion.

The recommendation was discussed and forwarded to Council for consideration at the May 26 Council meeting.

4.C 15-0354 Preparation for Council's Mid-Year Retreat on June 20, 2015

Committee members agreed to recommend the following format and agenda:

Location: LOTT Board Room (it is available and reserved)

Time: 9:00 a.m. - 1:00 p.m. (working lunch included)

A Five-Year Municipal Art Plan for the City of Olympia

Introduction: Mission and Goals of the Olympia Arts Commission

1. The Municipal Art Plan: What and Why
2. Planning Public Art
3. Project List for 2015
4. Five-year Context
5. Summary Spreadsheet
6. Other Activities



Prepared by the Olympia Arts
Commission for the Olympia City
Council, July 2015

Campers at Olywahoo deliberate over their vote
for the 2015 Percival Plinth Project People's Choice Award.

The mission of the Olympia Arts Commission is to help enrich the lives of the people of the region by making visual, performing and literary arts vital elements in the life of our community.

The Commission's purpose is to promote and encourage public programs to further development, public awareness, and interest in fine and performing arts and cultural heritage, and to advise City Council in connection with these. The Olympia Arts Commission (OAC) was created to provide expertise regarding the visual and performing arts and cultural heritage, and to reach out within and beyond the community to expand artistic and cultural programs and services for the citizens of Olympia. (Olympia Municipal Code (OMC) 2.100.100, 2.100.110)

Supported by City staff, the OAC pursues this mission through a public art program that includes programming and events, services, outreach, education and networking, and the purchase and placement of works of art in the community.

1. Municipal Art Plan: What and Why

The MAP is the annual budget and spending plan for the Municipal Art Fund, and it provides direction and accountability for the use of public resources in support of the arts.

City Ordinance calls for the OAC to "prepare and recommend to the City Council for approval a plan and guidelines to carry out the City's art program," (OMC 2.100.140) and notes that a municipal arts plan should prescribe the projects to be funded from the municipal arts fund. "*Municipal Arts Plan* means a plan outlining the City expenditures of designated funds for public art projects for a one-year period." (OMC 2.100.160)

Olympia's public art programs and purchases have historically been funded through two sources: a \$1 per Capita allocation from the City's General Fund that was initiated in 1990, and a 1% for Art set-aside for City construction projects over \$500,000 in value. Funds from these sources are deposited in a Municipal Arts Fund (MAF). \$1 per Capita funds have not been allocated to the MAF since 2009, due to the economic recession. In response to a slow economic recovery, the ability to pursue new public art projects has been restored, although the \$1 per Capita funds remain suspended.

The MAP establishes budgets for new public art projects undertaken by the City, whether in conjunction with new capital projects or independent of them. Projects range from small (less than \$15k) to major (over 50k) installations involving design teams, and may include visual, literary and performing arts.

2. Planning for Public Art

The OAC develops an Annual Work Plan that details program initiatives and activities of the City's art program to promote the work of local artists and the arts within our community, and for the purchase of public art (including paid performances) to enhance and enliven the community. These public art purchases are the focus of the MAP.

To develop funding projections for the MAF and budgets for individual projects, City staff reviews the Capital Facility Plan to identify projects that trigger the 1% for Art set-aside. These projects and their locations, impacts, and estimated public art budgets are initially reviewed by the Art in Public Places Committee (APP) of the OAC, and then considered by the full Commission. The Commission generates a complete project list that includes planned capital-funded purchases as well as other projects identified in the Commission's Annual Work Plan. This project list forms the core of the Municipal Art Plan, which the Commission then recommends to City Council for approval.

In developing plans for public art projects, a number of conditions and values are considered to determine the best use of available resources for the benefit of the arts and the community. As a starting point, capital project-generated funds are considered for art projects at or near the site of the construction to enhance the public improvement, or to mitigate for the impact of the improvements.

The funding for art generated by small capital projects is often too small to be very effective. In these cases, funds from multiple projects may be combined, or \$1 per Capita funds added when available, to create a viable public art project budget. Balancing opportunities for multiple small projects versus fewer, more significant projects is an important planning consideration. Combining funds can bring a significant installation of public art to a capital improvement project that is too small to generate funds on its own, but which may be desirable because of location or community access. In selecting projects and works of art, the OAC will consider how proposals accomplish the following:

- **Contribute to broad distribution of public art throughout Olympia.**
Commissioners will consider the relative representation of art among City neighborhoods, and seek to distribute public art broadly throughout the community.
- **Provide for diverse forms of art within the public collection.**
While every piece in the collection may not resonate for every citizen, a wide range of style, media, subjects and viewpoints will offer perspective and interest for everyone.
- **Bring new ideas, innovation, or thinking to the community.**
- **Achieve a balanced city collection that includes a strong local base but also has regional and national reach.**
- **Maintainable and safe.**
- **Well-suited to chosen site or venue.**

3. Project List for 2015

Together, this slate of initiatives will contribute to the creative and cultural arts in Olympia in the following ways: The following slate of projects are diverse in arts disciplines – sculpture, painting/drawing, music - and are located throughout Olympia. These investments in the arts support current and future endeavors, care for the collection we have and offer opportunity for local and

regional artists, from youth through professional, to benefit the community and change the atmosphere of our built environment.

- Supporting several facets of the arts, including music
- Pushing the arts deeper into our neighborhoods and beyond the downtown core
- Investing in the future of the arts and artists in our community
- Continuing with successful programs that are embraced by the community

Traffic Box Wrap - \$11,000 - Working in partnership with Public Works, 10 transit boxes in West Olympia will be wrapped with artwork by local artists of all ages, printed on vinyl. Designs will be made available through OlySpeaks for online voting. In 2015, 10 boxes will also be wrapped downtown, funded by Lodging Tax. Wrapping of 10 boxes on the east side of Olympia is projected in 2016. As vinyl is expected to last 3 years, wraps may be replaced in following years, depending on project evaluation.

Music Out Loud - Artwork - \$22,440 - Honoring past musicians and celebrating today's music, this project pairs artistic elements incorporated into the ground plane of several sidewalks in downtown Olympia, with a summer series of music performances. Completion of artwork is expected in early 2016.

Music Out Loud - Performance - \$6,433 - Funds to be used for three performances per three sites (9 performances total) during the summer months, once artwork is completed. Per Council direction, the first year will be a pilot project.

Percival Plinth Project - \$22,100 - This ongoing project hosts loaned sculpture (up to 15) for an exhibition of one year along Percival Landing. During the month of August the public is invited to vote for the sculpture they wish for the City to purchase.

Harrison/Black Lake Tree Guards - \$23,000 - In 2008, designs for a series of five tree guards along Black Lake Boulevard at Harrison were acquired through a selective process. The structures were never fabricated. Now the formerly vacant lot has been developed into the West Central Park, and the time seems appropriate to pursue this neighborhood-scaled project.

City Gateways - \$50,000 - 2015 will be a planning year for the Arts Commission to work with a consultant to develop a Master Plan to prepare for signature artworks at key city gateways, as called for in the City's Comprehensive Plan. The Comprehensive Plan calls for gateways that can include welcoming signage, and for the involvement of citizens, neighborhoods, and City departments and officials in shaping a "distinctive special environmental setting" for these civic gateways.

City Hall Rotating Exhibit Support - \$6000 - Install display infrastructure (exhibition stands and picture rails), to support rotating exhibits of visual art and cultural artifacts for public interest and enjoyment, inside City Hall.

(Future years) Eastside/22nd Sidewalk Project - \$43,764 - The third of three public art projects anticipated for sidewalks, this project will build off neighborhood walking experiences to tell the story of the area and encourage pedestrian use. Scheduling of this project is dependent on the Public Works schedule for completion.

4. Five-Year Planning Context

The context for the 2015 project list includes the continued hold on per capita funding since 2009. In the five year period from 2005 - 2009, that fund source provided an average of \$43,000 for the arts every year. This loss of funding and the economic downturn that caused it had a chilling effect on all City spending, including that of the OAC. As we look to 2015, the budget for the arts appears healthy primarily due to the 1% for Art funds made available with the construction of City Hall.

This Municipal Art Plan will utilize all of the available funds in the next four years. If the \$1 per Capita funding is not restored, funding for the arts in Olympia will fall dramatically once the City Hall funds are spent. Restoration of the \$1 per Capita funding is vital to the creative health, vibrancy and economic growth of our City. This community investment affords the possibility to fund small grant programs, the Percival Plinth Project and new initiatives that celebrate what makes Olympia a destination and a regional center for the arts.

5. Summary Spreadsheet

FIVE YEAR MUNICIPAL ART PLAN							
	2014	2015	2016	2017	2018	2019	Total
INCOME							
Available balance	298,850						298,850
\$1 per capita	0	50,000	0	0	0	0	50,000
Capital projects % for art	0	180,000	18,000	0	5,000	0	203,000
5-year projected total							551,850
PLANNED EXPENDITURE							
Committed Funds							
West Bay Sidewalk	14,050						14,050
Proposed Projects							
Traffic Box Wrap		11,000	11,000	11,000	11,000	11,000	55,000
Music Out Loud - Artwork		37,800					37,800
Music Out Loud - Performance			6,433	6,433	6,433	6,433	25,732
Percival Plinth Project		22,100	22,100	22,100	22,100	22,100	110,500
Tree Guards		23,000					23,000
Olympia Artspace Alliance			50,000				50,000
City Gateways		50,000	25,000	50,000	60,000	50,000	235,000
City Hall Rotating Exhibit Support		6,000					6,000
Eastside/22nd Sidewalk				43,764			43,764
Subtotal	14,050	149,900	114,533	133,297	99,533	89,533	600,846
Balance							-48,996

Projected 1%: Boulevard/Morse Merriman Roundabout

Projected 1%: Sidewalk Construction

\$700 x 15 plinths + \$600 admin + \$1000 new pedestal + \$10,000 purchase prize

6. Other Activities

Maintenance and conservation efforts are necessary to preserve the integrity of the City's collection for the benefit of the community. Funding for conservation and maintenance is provided from interest drawn on the MAF. Commissioners visit each piece in the collection on a yearly basis, both to get to know the collection and to flag issues for staff review. Interest earned on the MAF will continue to provide a fund source for needed treatment and conservation care.

Public Works Tribute – Estimated \$5,000 - Provide casework and mounting for City-owned artwork to be installed in City Hall. In 1990, as a tribute to his co-workers, former Parks Maintenance employee Charlie Mitchell created a set of painted wood sculptures of Public Works employees in action: emerging from hatch covers, tending to solid waste and sweeping the pathway in a small green space near the city's maintenance buildings. Due to environmental deterioration, the sculptures were removed, stabilized, and readied for interior display. Cases will be fabricated to mount and house them at City Hall near Public Works offices.



General Government Committee

Music Out Loud Names and Call for Art

Agenda Date: 7/15/2015
Agenda Item Number: 4.B
File Number: 15-0687

Type: recommendation **Version:** 1 **Status:** In Committee

Title

Music Out Loud Names and Call for Art

Recommended Action

Committee Recommendation:

Authorize the Arts Commission and staff to proceed with Call for Art for Music Out Loud performance space honoring the recommended individuals.

City Manager Recommendation:

Concur with the recommendations from the Arts Commission.

Report

Issue:

General Government Committee asked to review the recommended names and locations before further program implementation.

Staff Contact:

Stephanie Johnson, Arts & Events Program Manager, Olympia Parks, Arts & Recreation, 360-709-2678

Presenter(s):

Marygrace Jennings, Chair Olympia Arts Commission
Diana Fairbanks, Chair, Art in Public Places Committee, Olympia Arts Commission

Background and Analysis:

At the January 20, 2015 City Council meeting, the Arts Commission was instructed to move ahead in developing the Music Out Loud project, and to return to General Government with an update once they have secured written approval from adjacent businesses, completed the public process to determine musical artist names to be memorialized, and the Call for Art has gone out.

While the first two items have been completed, the final item, the Call for Art, is attached to this staff report for General Government review in advance of sending out the opportunity.

On May 14, the Commission held a public hearing on the Music Out Loud name proposals collected from the community.

The group came to consensus on

- **Steve Munger** for mastery of diverse styles within his own music
- **Verne Eke** as a pivotal figure in Olympia's music history
- **Bert Wilson** for his significant contribution to music and the community.

Staff has developed a Call for Art for the project that includes multiple opportunities for community and Council review, and refined the concept budget.

The proposed schedule follows:

Tentative Time Line/Project Milestones

*Schedule subject to change. *Meeting open to the public.*

Date TBD	Call for Art goes out.
Date TBD	Applications due.
Date TBD	*6 semi-finalists selected. <i>The jury will be held at ___pm, Olympia City Hall, 601 E 4th Avenue, Council Chambers.</i>
Date TBD	*Art Commission review of recommendation
Date TBD	Notification to artists
Date TBD	Recommended meeting at for semi-finalists
Date TBD	*Advertised public meeting with semi-finalists to present their proposals.
Date TBD	*Olympia Arts Commission reviews recommendation.
Date TBD	*Artwork recommendation to Olympia City Council.
Date TBD	Artwork fabricated and installed

Neighborhood/Community Interests (if known):

The Music Out Loud nominations for honored artists are attached.

Options:

1. Concur with recommendations from the Arts Commission and authorize the Commission to proceed with Call for Art.
2. Make changes or recommendations to the names of musicians to be honored and/or the proposed Call for Art.
3. Do not authorize the Commission to move forward with Call for Art.

Financial Impact:

Site Costs

Artist Allowance	\$1000
Site Demo, Mosaic Work, Replacement Concrete	\$8000
Recognition plate	\$1000
Contingency 20%	\$2000
Sub-Total	\$12,000 per site
<u>Honoraria for Short-Listed Artists</u>	
\$300 x 6 short-listed artists	\$1800
TOTAL one-time cost for 3 artwork sites	\$37,800

Projected costs for music programming:

Musician fees:

\$600 per site x 3 months \$1,800

Staffing:

45 hours at Lead Recreation Specialist Classification \$ 883

Possible street closure fee: \$50 \$ 50

Annual Cost \$2,733

TOTAL annual costs for 3 sites **\$6,433**

MUSIC OUT LOUD NOMINATIONS IN ORDER OF RECEIPT

Musician suggestion: Warren Argo

Why should this musician be honored:

He was a legendary presence in the folk music scene both in Olympia and in the greater Puget Sound region. He was an organizer, teacher, dance caller and musician. Here is a link to a tribute to him: <http://www.seattletimes.com/obituaries/warren-argo-much-beloved-seattle-old-time-musician-dies-of-heart-attack/>. I'm not sure if he meets the 10+ years in Olympia requirement, but I can find out.

Nominator: Diane Utter

**(From Diane) He only lived here for 9 years and 9 months: Dec. 2001 to Sept. 2010, so I think he is out of the running unless living in Seattle and performing in Olympia counts for some extra time. I just found out he received a lifetime achievement award from a country dance society, so that is pretty wonderful.

Musician suggestion: Bert Wilson, Steve Munger

Why should this musician be honored: **

Nominator: Daniel Landin

**(SJ) Several requests made, unanswered.

Musician suggestion: Steve Munger

Why should this musician be honored:

I received your email about honoring Olympia musicians. I would like to nominate Steve Munger. Steve was an Olympia saxophone player for 30 years, who passed away from cancer a few years ago. He was a consummate musician at the center of the Olympia music scene since the early 80s. Steve was well know and highly regarded among jazz musicians, but he also played rock, blues, funk, reggae, just about anything you can think of. He was the kind of musician that everybody wanted on their recordings because he made everyone around him sound better. It is hard to think of any Olympia musicians who did not record with Steve at one time or another. A few of the bands he played and recorded with include Harmonic Tremors, Sweatband, Neobop, the Artesian Art Ensemble, Barbara Donald & Unity, Bert Wilson ensemble, various Steve Munger ensembles, Jam Camp, and Sour Owl. Anyone who knew him remembers Steve for his maniacal laugh and generous spirit as well as for his amazing musical skills. I can't think of a more deserving person.

Nominator: Ben Alexander

Musician suggestion: Jan Stenz

Why should this musician be honored:

I would like to nominate Jan Stenz.

Here is her bio information, from www.allmusic.com.

Artist Biography by Alex Henderson

Greatly influenced by Ella Fitzgerald, jazz singer Jan Stenz wasn't well known nationally but enjoyed a small following in the Pacific Northwest. Stenz was born Janet Mary Swenson and grew up on a dairy farm in the small town of Malone, WA, where she sang gospel in church but was introduced to jazz through the recordings of Sarah Vaughan and Billy Eckstine. As a young adult, she attended the University of Puget Sound in Tacoma, WA, and it was there that she met tenor saxophonist Chuck Stenz, who she married. After their three children reached adulthood, she started to seriously pursue a career in music. One of Stenz's strongest supporters was Jack Percival, a pianist from Olympia, WA who wrote arrangements for Jan and her husband Chuck. Stenz often worked with pianist Barney McClure, who in 1985, co-produced her debut album, [Profile](#), for his BAM label (which was subsequently renamed MNOP Records). Stenz performed numerous live dates in the Pacific Northwest, but unfortunately, [Profile](#) was her only studio album. In 1997, she was diagnosed with leukemia, and in mid-April 1998, her doctors told her that the cancer had reached her liver and that she had only weeks to live. On April 30, 1998, the vocalist gave a farewell concert that was primarily for family and friends, but when word of the concert got around, quite a few musicians showed up. That concert was recorded by McClure and resulted in the [Forever](#) album on MNOP. Although Stenz saw Forever's art work and heard the master recording, she didn't live long enough see the CD come out. On May 18, 1998, Stenz died in her Olympia home at the age of 65.

Nominator: Warren Guykema

** (From Warren) I just spoke with Chuck Stenz, Jan's husband until the time of her death. He said she lived in Olympia 43 or 44 years. You may or may not know that he was the owner for many years of Yenney's Music.

Musician suggestion: Jack Perciful

Why should this musician be honored:

I would like to share a brief bio on my late husband, Jack Perciful. If you are interested in learning more about him, I can be reached at email and phone listed below.

Also, other names that come to mind are Red Kelly, Joe Baque, Chuck Stenz, Bert Wilson.

Jack Perciful was born in Moscow Idaho November 26, 1925 and started studying piano at the age of 7.

He was contemplating a career in medicine when he heard the Jimmy Lunceford Orchestra on the radio one evening. The decision was made to follow a jazz music career instead. He started performing with bands as a teenager in the Moscow-Spokane area, often earning more in a weekend than his father did all week.

After serving in the U.S. Army, he returned to Moscow Idaho where he earned a Masters in Music Education. 18 months of teaching music in a small Idaho community was enough for Jack. He, against the advice of his fellow musicians, left for Los Angeles to pursue a career in the "big time".

He joined the Harry James Orchestra in 1956 and was his pianist, arranger and music director. During this time, he recorded over 25 albums, performed in major world concert halls (including Carnegie Hall twice) and appeared on numerous TV shows. Ed Sullivan, The Tonight Show, Dina Shore, Mike Douglas and the Jerry Lewis movie, "The Ladies' Man."

In 1974, he moved to the Olympia area to join his buddy from the Harry James Band, Red Kelly. They performed at the Tumwater Conservatory where many illustrious musicians would stop in and perform as well. It was during this time that Jack, Red and others formed the OWL Party (Out With Logic, On With Lunacy), a satirical jab at the political process. The campaign garnered significant votes with Jack as the candidate for State Treasurer.

Given the nickname "The Gentleman of Jazz", he was a modest and gentle man with a quick wit and sly sense of humor.

Nominator: Kathy Perciful

Musician Suggestions: Calvin Johnson, Justin Trosper, Kathleen Hannah, Kurt Cobain, Phil Elverum, Slim Moon.

Why should this musician be honored:

Off the top of my head, the most notable musicians would have to be Calvin Johnson (if no one else!) because he started K records and his name is basically synonymous with Olympia music. Others would be Justin Trosper of the bands Unwound and Survival Knife. Unwound is one of the most nationally known bands from our area. Third, I would say Kathleen Hannah of Bikini Kill. She basically anchored a genre of music (riot grrrl) in olympia and is a national icon. In fact, tomorrow, April 9th, has officially been proclaimed as "riot grrrl day" in boston in honor of Kathleen Hanna.

Kurt Cobain of Nirvana is another obvious one. Nirvana was started in Aberdeen and ended in Seattle, but the band was molded and influenced by Olympia.

Phil Elverum is another. From Anacortes, he moved to Olympia and started his seminal and prolific project called The Microphones and eventually when on to start Mount Eerie.

You may consider entire bands and not just individual artists because some are so influential as a whole and not necessarily as individuals. I think of both Lync and Kelp who were huge influences to Modest Mouse who is now an international phenomenon. Also, Sleater Kenney, Bratmobile and Fitz of Depression (one of the only Olympia bands to go on to sign a major record label).

Also, Slim Moon who founded Kill Rock Stars record company which has put out some highly influential albums. I'll let you know if I think of more.

Nominator: Lorenzo Determan

** (From Lorenzo) Yeah, a friend of mine pointed that out to me after I had already sent it. Sorry about that. Kurt Cobain is the only one on there that is deceased. That is going to be a tough one as I can't think of any others that are and Olympias music scene is relatively young, most of its pivotal musicians are still, at the most, in their low 50's.

** (SJ) Though not scientific, this Wikipedia article references Olympia as a place Kurt Cobain started to visit in 1986, and he died in 1994. http://en.wikipedia.org/wiki/Kurt_Cobain

Musician Suggestion: Isaac Brock

Why should this musician be honored:

I am suggesting the musician Isaac Brock and his band modest mouse receive recognition for their contribution and influence in the Olympia music scene. Although Isaac is not deceased it saddens me to see not tangible acknowledgement of his bands influence in and on olympia. As the punk scene of the 90s was developing these local boys from issaquah produced two of the most recognizable and defining albums of the 90s at moon studio in olympia. Much of their early work was under the guise of Calvin Johnson, who is still prominent in the music scene in Olympia. The diversity in sound and emotion covered in modest mouses body of work is undeniable and any one who knows anything about Olympia music will give at least a nod to their influence on this town. There's an old documentary about the production of the album the lonesome crowded west that has footage of Isaac interviewing in Sylvester park. This man, his band, and this town are intertwined and maybe if we could give that a little recognition they would too. My phone number is 570470729 address 510 Thomas st nw. Please take this consideration seriously as I would hate to walk down another street in this state in commemoration of Kurt cobain.

Nominator: Michael Zirpoli

** (SJ) Still living.

Musician Suggestion: Jeff Womeldorff

Why should this musician be honored:

my mom robyn chance told me about this. A friend of mine and a lot of other people in the music scene who passed last year jeff womeldorff i think would be a great candidate

Nominator: Morgan Chance

** (SJ) Obituary follows

Jeff, 28, passed away at home on August 15, 2014. He was born on November 17, 1985, to Gary and Jani (Youngstrom) Womeldorff, in Seattle, Washington. He grew up in Everett, where he graduated from Cascade High School in 2004. He attended Evergreen State College from 2004 to 2007. Jeff enjoyed working at Old School Pizzeria in Olympia.

Jeff loved music and playing rock guitar. He was a member of the rock band Moldy Castle. He enjoyed Brazilian Jiu-Jitsu and was training regularly. He was a cat lover, and owned a cat. He had a good sense of humor.

He is survived by his parents, Gary and Jani Womeldorff; and grandparents, Dave and Susan Womeldorff, Peggy Youngstrom, and Walt Youngstrom.

Musician Suggestion: Verne Munro Eke

Why should this musician be honored:

I wish to nominate Verne Munro Eke, a deceased Tumwater native, for the posthumous award announced in the Arts Digest. Verne meets all the criteria listed and more. He was a fine musicologist, pianist, vocal coach and orchestra conductor over many years in Olympia. He founded The Capital Area Association for the Performing Arts (CAPPA) and was pivotal in acquiring the legislation and funds that allowed the building of the Washington Center for the Performing Arts .

I have documents that bring the above statements to life that I wish to drop off or send. However, I am leaving town tomorrow and was only apprised of the award yesterday. I don't have the technology or know-how to copy them to you. May I bring them to your office? If I mail them to the Olympia Center, I fear they won't be returned. Or is your office IN the Olympia Center? I have also left you a voice mail this morning.

Nominator: Sally Anacker

Musician Suggestion: Jan Stenz

Why should this musician be honored:

I would like to add to what is likely a number of suggestions to commemorate the life and talents of Jan Stenz.

Jan Stenz wowed me the first time I saw her perform in 1975. She was performing at the Melting Pot, located on the corner of Capitol Way and across from the Capitol Campus - a venue that morphed frequently through the years into businesses including the first home of Olympia's Children's Museum. A versatile jazz vocalist, she could riff and scat with the best and deliver a ballad that touched your soul. It was listening to her ballads, frankly, that won my heart. That first performance I caught - memorable. I walked in to the venue in time to hear her rendition of the Rogers and Hart tune "My Funny Valentine", and *felt* it, as deeply as if I had been made privy to her own story. Her voice and style were that personal.

Jan performed with other notable area musicians that included her husband and tenor saxophone player Chuck Stenz, Jack Percival, Red Kelley, Barney McClure, Chuck Deardorf, and

more. Her primary haunts were here in Olympia and along the Seattle-Portland corridor. Besides the great memories of her wonderful performances, this lovely and gracious lady left her legacy in other ways - one studio album *Profile* produced by Barney McClure in 1985, and *Forever*, a recording of her farewell concert prior to her death in 1998.

I once read a reviewer write that Jan wasn't an innovative singer, and I recall pondering what that really meant. Reviewers, right? Maybe it was true, "innovator" was the wrong descriptor. She gave everyone something much more than technical innovation. In my mind's eye I see couples at candle-lit tables listening to her sing, "stay, little Valentine, stay," and their hands would reach, touch, caress. Singles would lower their eyes and slowly run a finger around their glass's rim. Servers and bartenders would stop for a moment and just watch. Jan Stentz gave us music with heart.

Nominator: Margo Westfall

Musician Suggestion: Bert Wilson

Why should this musician be honored:

I would like to nominate saxophone master Bert Wilson for the Music Out Loud commemorative location. Bert was a world renown Saxophonist and composer who moved to Olympia in 1979 and passed away in Olympia in 2013. He was a teacher for many world famous saxophonist to include Lenny Picket of Tower of Power and musical director of NBC's Saturday Night Live, Jeff Coffin of the Dave Mathews Band and Ernie Watts of the NBC orchestra. Bert was stricken by Polio when he was very young and was confined to a wheel chair his entire life. In spite of his disability he created a concept on saxophone that placed him among the greats of the instrument. His influence on the local music scene was profound. Some of the legends of Jazz would stop by Bert's home to play and visit with him. Many musicians moved to Olympia to play with and learn from Bert including Steve Munger, Jim Pribbenow, Ariel Calabria and Steve Bentley. His music had a major impact on the Obrador band, the women's orchestra Bevy, and numerous other small combos. His group Rebirth, which was filled with Olympia musicians, and had international acclaim for its recordings and performances. His music continues to be heard in local venues. He was without a doubt the most powerful musical influence in the local music scene for the past 30 plus years. It is a great honor to nominate him for this award.

Nominator: Michael Olson

DRAFT CALL FOR ART - MUSIC OUT LOUD



The City of Olympia is seeking to commission exterior artwork to define three sidewalk locations (4 x 10 feet) in downtown Olympia to recognize 3 Olympia music legends, now deceased. The music nodes are stand-alone installations that host summer acoustic performances. Selected artists will design an image to be fabricated in mosaic, representing the life and work of a local music legacy. Six semi-finalists will be selected based on previous work by a jury composed of members of the Olympia Arts Commission. Each semi-finalist will receive \$300 honoraria to prepare a site-specific (and musician-specific) proposal for the design of sidewalk elements for one of the three locations. Fabrication and installation will be arranged by the City.

Eligibility:

Artists who reside and create their work within Washington State.

Total Budget:

Six semi-finalists will each receive an honoraria \$300 for development of concept designs. Artists will need a City of Olympia Business License to receive payment.

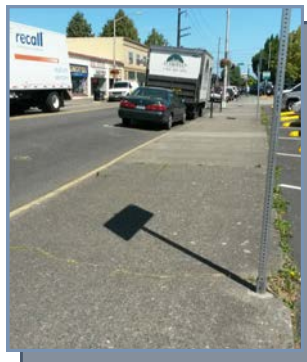
Artists of the selected three proposals will receive \$1,000 each (inclusive of all applicable fees and taxes) to finalize designs with the City-selected contractor and follow the process through to completion.

Deadline: Application must be received by _____ Date TBD _____

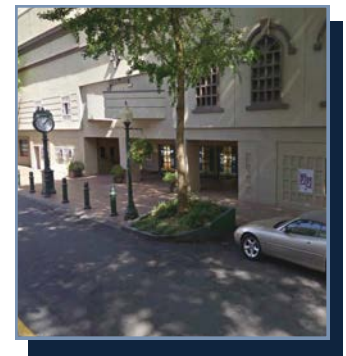
Art Installation Areas:



Area 1: 5th Avenue and Capitol Way.



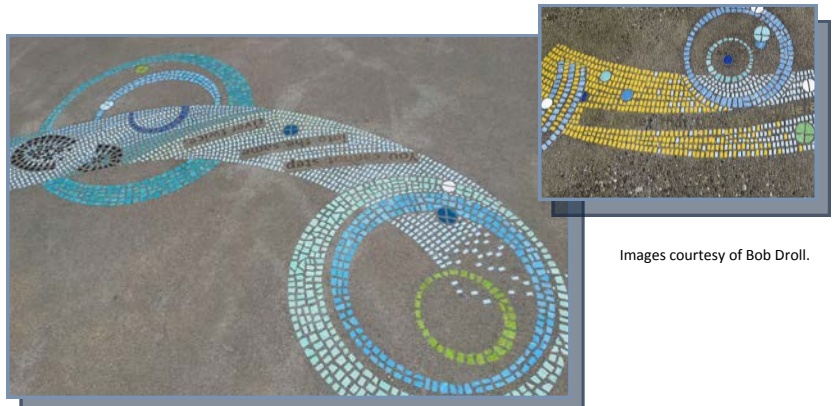
Area 2: Columbia St. and 4th Avenue.



Area 3: Washington Street at Legion Avenue.

Fabrication:

The City will secure a contractor for the project, versed in the lithomosaic process, who will work with each artist to translate their designs into mosaic. The lithomosaic process was used at Olympia's LOTT Plaza (shown here), and uses the concrete of the sidewalk as grout, allowing for seamless transitions between materials.



Images courtesy of Bob Droll.

Each sidewalk location will include ground-plane artwork that is reflective of and responsive to the life and work of the following three musicians:

Bert Wilson-

- World renowned saxophonist and composer with a 7 octave range and over 200 songs to his name.
- Teacher for many world famous saxophonists to include Lenny Pickett of Tower of Power and musical director of NBC's Saturday Night Live, Jeff Coffin of the Dave Mathews Band and Ernie Watts of the NBC orchestra.
- Stricken by Polio when he was very young and was confined to a wheelchair his entire life. In spite of his disability he created a concept on saxophone that placed him among the greats of the instrument.
- Influence on the local music scene was profound. Some of the legends of Jazz would stop by Bert's home to play and visit with him. Many musicians moved to Olympia to play with and learn from Bert. His group Rebirth, which was filled with Olympia musicians, and had international acclaim for its recordings and performances.
- His music continues to be heard in local venues.



Steve Munger-

- Saxophone player for 30 years, well known and highly regarded among jazz musicians, but also played rock, blues, funk & reggae.
- A consummate musician at the center of the Olympia music scene since the early 80s. He was the kind of musician that everybody wanted on their recordings because he made everyone around him sound better.
- Bands he played and recorded with include Harmonic Tremors, Sweatband, Neobop, the Artesian Art Ensemble, Barbara Donald & Unity, Bert Wilson ensemble, various Steve Munger ensembles, Jam Camp, and Sour Owl.
- Anyone who knew him remembers Steve for his maniacal laugh and generous spirit as well as for his amazing musical skills.



Verne Eke-

- Brilliant musician and singer, talented orchestra leader and music scholar.
- Produced and conducted operas and musicals, and co-founded the original Harlequin Productions, where he was music director for over a dozen shows.
- Founded The Capital Area Association for the Performing Arts (CAPPA) and was pivotal in acquiring the legislation and funds that allowed the building of the Washington Center for the Performing Arts.



Phase I: Request for Qualifications (RFQ)

Submission Requirements

- Verification that the applicant's residence and studio are within Washington state.
- Artist Statement – no more than 1 double-sided page.
 - Please include explanation of how your work is suited to the project .
 - Please share your experience or interest in working with a contractor to fabricate your design in mosaic.
 - Please identify which musician most connects with you and why.
- Current resume.
- No more than 8 images of previous work. Digital images must be in JPEG format. Resolution can range between 72 and 300 dpi and image files should be no larger than 1MB. Image files **should not** be embedded in a Power Point or other program. Please **do not** include identifying text (number or name) on the image itself.
- A Self-Addressed, Stamped Envelope (SASE) for the return of CD with a paper application.
- Packets may be submitted digitally or physically (including a CD for images).

Digital packets may be down-

loaded to the City FTP site:

<http://olympiawa.gov/ftp>

"Recipient" is

sjohnso1@ci.olympia.wa.us

Physical Packets may be delivered to:

Stephanie Johnson
City of Olympia Arts & Events
222 Columbia St NW
Olympia, WA 98501

Do not send additional materials as they will not be considered. The City will retain copies of images submitted and applications for our records.

Deadline: Receipt of application by _____ Date TBD _____.

Selection Criteria

Applications will be evaluated using the following criteria:

- The work of the selected artist will build upon and add value to the City's collection.
- Strong aesthetic quality of work including evidence of artistic ability and originality or uniqueness of vision, as represented in the work samples.
- Demonstrated ability to meet schedules and deadlines.
- Artwork must be appropriate for audiences that will be broad-based and of all ages, and should be appropriate for display within a public setting. *Artwork that is religious, political or sexual in nature will not be considered.*
- In addition, the applicant must convince the selection committee that the artist has the background and expertise well-suited to the project:
 - Unique perspective on the life and work of identified musician.
 - Interest in utilizing a different medium in their artwork.
 - Willingness and flexibility in working with a fabricator to realize the final artwork.

Selection Process

The City reserves the right not to select any works of art, and reserves the right to change the process. The expected schedule is as follows:

A 5-member selection committee from the Olympia Arts Commission will review all applications, and determine 6 semi-finalists based on selection criteria.

*The selection meeting is open to the public and is scheduled for ___ Date TBD _____.
The jury will be held in Council Chambers at Olympia City Hall, 601 E 4th Avenue.*

Semi-finalists will be contacted by phone. All other applicants will be notified by letter.

The full Olympia Arts Commission will review the recommendation of the selection committee, and sample images of each semi-finalist's artwork will be submitted to City Council in a written report.

Phase 2: Request for Proposal (RFP)

Upon notification, the six semi-finalists will be paid \$300 each to prepare detailed site-specific proposals for the design of a 4x10 foot section of sidewalk.

Selected artists will be required to attend a technical meeting to understand the parameters, limitations and material choices when working with lithomosaic.

Proposal must:

- Respond to the story and music of the assigned musician within their design
- Allow for siting of a City-provided dedication plaque within the design.
- Not include more than 60% mosaic tesserae, leaving the remainder of the 4' x 10' section as negative space.
- Provide general sketch of artistic elements sited within the sidewalk area that is easily translate into mosaic. (Selected proposals will require detailed siting specifications).

In ___ month, year _____, each semi-finalist will present their proposal to the selection committee during an advertised open public meeting. Following the presentations, the public will have the opportunity to provide comment to the Arts Commission for their consideration prior to final deliberation.

During the presentation of proposals, the same Selection Criteria from Phase 1 applies. In addition, the selection criteria will include:

- Ability to communicate the spirit of the musician in visual form.
- Feasibility of the design to be fabricated and installed within budget (complexity, materials use, etc.).

Legal Requirements

The six semi-finalists will be required to sign a City contract for professional services. The selected artists will be required to sign an additional contract.

All artists receiving funds are required to obtain a City of Olympia Business License and Washington State tax number. For more information, call the Washington State Department of Revenue, general information at 360/753-5000.

Tentative Time Line/Project Milestones

*Schedule subject to change. *Meeting open to the public.*

Date TBD	Call for Art goes out.
Date TBD	Applications due.
Date TBD	*6 semi-finalists selected. <i>The jury will be held at ___pm, Olympia City Hall, 601 E 4th Avenue, Council Chambers.</i>
Date TBD	*Art Commission review of recommendation
Date TBD	Notification to artists
Date TBD	Recommended meeting at for semi-finalists
Date TBD	*Advertised public meeting with semi-finalists to present their proposals.
Date TBD	*Olympia Arts Commission reviews recommendation.
Date TBD	*Artwork recommendation to Olympia City Council.
Date TBD	Artwork fabricated and installed

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of goods and services.

For more information:

Stephanie Johnson, Arts & Events Manager
City of Olympia Parks, Arts & Recreation
sjohnso1@ci.olympia.wa.us
360.709.2678



General Government Committee

Oral Report - Update on Civic Engagement and Social Media Efforts

Agenda Date: 7/15/2015
Agenda Item Number: 4.C
File Number: 15-0712

Type: report **Version:** 1 **Status:** In Committee

Title

Oral Report - Update on Civic Engagement and Social Media Efforts

Recommended Action

City Manager Recommendation:

Receive and discuss information

Report

Issue:

When developing this year's work plan, General Government Committee asked for a mid-year update on civic engagement and social media efforts.

Presenter(s):

Cathie Butler, Communications Manager, 360.753.8361
Josh Linn, Communication Specialist



General Government Committee

Discussion about Guidelines for Council Meetings including Public Comment, Council Reports, and Remote Meeting Participation

Agenda Date: 7/15/2015
Agenda Item Number: 4.D
File Number: 15-0716

Type: discussion **Version:** 1 **Status:** In Committee

Title

Discussion about Guidelines for Council Meetings including Public Comment, Council Reports, and Remote Meeting Participation

Recommended Action

City Manager Recommendation:

Provide guidance on Council Guidelines changes, if any, to recommend for Council approval.

Report

Issue:

Council asked General Government Committee to review the meeting section of Council guidelines for consistency with current practice or overall Council intent. In addition, Councilmember Cooper referred the issue of remove meeting participation.

Staff Contact:

Cathie Butler, Communications Manager, 360.753.8361

Presenter(s):

Cathie Butler, Communications Manager

Background and Analysis:

Several times this year, General Government Committee and the Council have discussed meeting protocols, most recently at the Council's mid-year retreat. The process to formally change meeting protocols is through amendment of Council Guidelines.

Following is General Government Committee discussion from April 2015. Attached are:

- Meetings Section of Council Guidelines
- Minutes of the Council's mid-year retreat
- Guidelines from the City of Port Townsend, WA.

4.B. 15-0190. Discussion about Councilmember Reports at Meetings

Chair Roe said she requested this referral to discuss the intent of Councilmember reports. She said that the reports are often late at night after a long work day for many Councilmembers and usually after a long meeting. She said there isn't any consistency in the nature or length of reports, with some being almost too short and others way too long - sometimes up to 20 minutes for a single report. She also said that sometimes Councilmembers are asked to make a decision based only on information conveyed in the oral report and without any knowledge or background information shared with Council or the public in advance of the meeting.

Cathie Butler, Communications Manager, said Chair Roe asked her to do some quick internet research to determine how other City's handle reports. She shared the Report Rules for the City of Port Townsend, which are stated in the staff report for this item. She said she was able to find one city in Texas where Councilmembers submit written reports for posting on that city's website in lieu of oral reports at meetings. She was not able to locate a template for Council Reports.

Following discussion, committee members agreed that reports should be brief, especially given the late hour. They unanimously agreed to suggest the following two options to the full Council for consideration:

- 1. Eliminate oral reports. Replace with written reports posted on the website.***
- 2. Cap the time for oral reports at 3 minutes, which would be timed similar to Public Communication. Councilmembers could report on any topic related to City business during their 3 minutes. Chair Roe said she would prefer a "time up" timer instead of the City's current "time down" timer so Councilmembers could see how much time they have used for their report.***

Olympia City Council Guidebook Excerpt

Section 3: City Council Meetings

Each regular meeting of the Olympia City Council shall be conducted in accordance with a printed agenda setting forth the business to be transacted.

3.1 Meeting Schedule

3.1.a. Annual and Mid-Year Goal Setting Retreats.

The Council's annual goal setting retreat shall be held as early in January as possible taking into account Councilmember and staff schedules, facility and facilitator availability.

The Council shall also hold a mid-year retreat in June.

The annual and mid-year retreats shall be facilitated by a professional meeting facilitator who is not a member of the current Council or staff.

3.1.b. Meeting Schedule Established.

The Olympia City Council usually establishes its yearly meeting calendar, including vacation weeks, at its annual goal-setting retreat. Council business meetings are held on Tuesday evenings, 7:00 p.m., at Olympia City Hall Council Chambers, 601 4th Avenue E, unless otherwise noticed.

When any of the above scheduled Council meetings occur on a legal holiday, the next succeeding day shall be the date of the regular meeting.

If Council is meeting the week of the General Election Primary (August) or General Election (November), the meeting shall be on Monday instead of Tuesday (see OMC 01.04.050).

There are no regular meetings on the 5th Tuesday of a month unless scheduled by the City Council at its annual retreat.

3.2 Public Notice of Meetings and Hearings

The agenda and accompanying reports and documents are posted on the City of Olympia website, www.olympiawa.gov, ~~typically usually no later than by~~ 3:00 p.m. the Thursday before a meeting.

Paper copies of the agenda are available for in-person pick up at the Council's office during regular office hours. In addition, a paper copy of the entire Council packet is available for viewing at City Hall.

Notice of special meetings will be consistent with RCW 42.30.080.

3.3 Advancing a Policy Issue

It takes a majority of the City Council to bring a policy item before the full Council or a committee. Following are the routes a Councilmember may take to advance a policy issue:

- **Annual Goal Setting Retreat:** At the retreat Councilmembers decide on the council goals and implementation items for staff to focus on during the year.
- **Advisory Committee Work Plans:** The General Government Committee will draft committee work plans at the end of each year, and the committee chairs will come to Council in January with a year-long agenda. At that time, a majority of Councilmembers may request other items be added to the work plan.
- **Regular Meetings:** At any time during a regular Council meeting, a member may make a referral for an item to be addressed by a committee or by the full Council in the form of a study session. This request is subject to concurrence by a majority of the Council present. Also, such matter shall not be considered by the Council at the same meeting it is submitted to the Council without the concurrence of the majority of the Council present.
 - **Referral to Committee:** Item will be scheduled on the committee work plan agenda for a future date, and the committee chair will report back to full council on findings during a regular meeting.
 - **Referral to Study Session:** Item will be scheduled on the Council agenda for a future date.
- **During Budget Deliberations:** At the end of each year, the full Council sets priorities for the future year in setting the budget. This is a time of deliberation and decision-making.
- **City Manager's Performance Review:** Council can decide on items that need to be addressed during the City Manager's semi-annual review.

3.4 Legislative Process

All measures proposed for Council consideration must have the endorsement and sponsorship of at least one member or be recommended by a Council committee or be advanced by staff as a Consent Calendar item.

All proposed measures, except Consent Calendar items, must be referred to a Council committee of proper jurisdiction, unless the majority of the Councilmembers present approve a suspension of the rules and one of the following alternative dispositions of the proposal:

1. Referral to the Committee of the whole for later consideration, or
2. Immediate consideration, or
3. Referral to an advisory committee, or
4. Referral to staff for investigation and report.

3.5 Scheduling the Agenda

The agenda is the schedule of items the Council has determined it will address at a meeting. Agenda items may also be certain items proposed for the Council to address (i.e., lot vacations, ordinances to accept grants, etc.). The proposed agenda is set by the Mayor and/or Mayor Pro Tem in consultation with the City Manager, and is usually available by 3:00 p.m. on the Thursday immediately preceding the meeting.

Each Monday morning the City Manager meets with Department Directors to go over proposed future agendas, at which time any issues that need to be brought forth to the City Council are discussed with the City Manager.

3.6 Agenda - Order of Business

The City Council has established the following order of business for its regular meetings:

1. Opening and Roll Call
 - a. Changes to Agenda
 - b. Approval of Agenda
2. Special Recognition (Including Proclamations)
3. Public Communications – not to exceed 30 minutes
 - a. Council response to public communications
4. Consent Calendar

5. Public Hearings
6. Other Business or Study Session
7. Continued Public Communications
8. Reports and Referrals
 - a. Council Intergovernmental/Committee Reports and Referrals
 - b. City Manager's Report and Referrals
9. Adjournment

The order of business may be revised by a majority vote of the Council. Items pulled from the Consent Calendar for substantive discussion will be moved to a later place on the Agenda at the discretion of the Council with placement recommendation made by the Mayor.

3.7 Procedure for Public Communication

The City Council appreciates hearing from citizens about items relating to city business and normally sets aside up to thirty minutes near the beginning of Council business meetings for public communication. This forum is a limited public forum and all matters discussed shall relate to city business.

The manner and extent to which members of the public participate in the Public Communication portion of the agenda is under the control of the Mayor. ~~Therefore, to~~ the extent necessary to prevent unreasonable interference with the meeting, the Mayor is empowered to curtail or prohibit testimony that is overly repetitive or lengthy, beyond the reasonable scope of City business, or of a nature that would endanger the safety or wellbeing of the persons attending the meeting or individual city employees. The Mayor is also empowered to establish time constraints on testimony, if necessary, to prevent unreasonable delay of the Council meeting.

~~Interested individual citizens~~ may sign up to speak ~~before the Council~~ during Public Communication regarding about any item related to City business, except issues for quasi-judicial matters or topics for which the City Council either held a Public Hearing in the last 45 days or will hold a Public Hearing within 45 days. Individuals will be asked to indicate on the sign-in sheet whether or not they have addressed the Council as part of Public Communication within the past 30 days. The Mayor has the discretion to move to the end of Public Communication testimony from those individuals who indicate on the sign-in sheet that they have testified in the last 30 days or who are known to the Mayor to have testified in the last 30 days.

Sign-in for Public Communication begins when the lobby ~~entrance doors~~ to the Council Chambers ~~is~~ are opened for the business meeting (about 30 minutes in advance of the start of the meeting) and continues until after the Mayor gavels the meeting to order, with the exact time at staff's discretion. Everyone who has signed in by the time registration is closed will be provided an opportunity to comment at that evening's meeting, either during the initial 30 minutes scheduled on the agenda for Public Communication, at the end of the meeting if everyone is not accommodated within the initial 30 minutes, or in another order if proposed by the Mayor at any time during a meeting and agreed to by a majority of Councilmembers in attendance at the meeting.

If time allows during the initial 30 minutes set aside on the agenda for Public Communications, the Mayor may ask if anyone else in the audience wishes to speak. In this circumstance, Public Communication will not exceed 30 minutes total of testimony time, and additional comment will not be carried forward to the end of the meeting.

Individual comment during Public Communication is generally limited to three minutes or less. Comments should be directed to the Council as a whole. Speakers may not cede all or a part of their time to another speaker.

In order to hear as many people as possible, the Council will refrain from commenting on individual statements until all public comment has been taken, or at the end of the 30-minute time allotment.

Out of respect for the time of our citizens, Council and staff – the Mayor, on behalf of the entire Council, will thank the individuals who spoke. Councilmembers may request additional information from the persons who spoke, information or a report from the City Manager, or make brief comments to help inform the issues.

3.8 Consent Calendar

The City Manager, Mayor and Mayor ProTem will propose which items are on the Consent Calendar.

The Consent Calendar consists of items of a routine nature that do not require discussion. An ordinance or budget resolution typically requires two separate readings at a regularly scheduled council meeting. Final passage typically occurs on second reading, although second reading may be waived by an affirmative vote of at least two-thirds of the Councilmembers present, unless precluded by law. Resolutions may be passed in one reading.

During the regular meeting, any Councilmember may pull a Consent Calendar item for discussion prior to approval of the Consent Calendar.

3.9 Councilmember Reports

Councilmember Reports are intended to allow Councilmembers an opportunity to share brief updates on committee and Council assignments and to seek guidance and direction. Councilmembers should do their best to be concise and restrict their remarks to these topics. Generally, Councilmember Reports should be no more than 5 minutes each.

For reports about Council Committee actions, the Committee's chair should give a brief recap of the substance of the Committee's discussion and recommendations. Items needing Council action or discussion will be scheduled for a subsequent Council meeting, so that all Councilmembers and the public have background information on the topic and any recommendations.

Comment [CB1]: Any changes to this section?

3.10 Public Hearings

For Frequently Asked Questions about Public Hearings, see the MRSC website at <http://www.mrsc.org/subjects/governance/hearings.aspx>

Sign in for Public Hearings is similar to Public Communication. Please refer to that section.

Individual comment during Public Hearings is generally limited to three minutes or less. Comments should be directed to the Council as a whole. Speakers may not cede all or a part of their time to another speaker. The mayor will determine the order and protocols for Public Hearing testimony.

Testimony on a topic subject to public hearing will not be accepted by the Council at a meeting either 45 days before or after the public hearing. The Mayor shall announce at the start Public Communication a list of any public hearings scheduled within the upcoming 45 days or held in the previous 45 days. However, by concurrence of a majority of Councilmembers, testimony for a public hearing may be continued or remain open until a specified date and time.

3.11 Council Action

Any action of the Council shall be by ordinance, resolution, proclamation, or motion and shall be conducted only in open public meetings unless otherwise provided by law. Any such action (except for the passage of any ordinance or the granting or revocation of any license or franchise) shall be deemed approved by an affirmative vote of a majority of those Councilmembers who are present and vote (i.e. do not abstain). The passage of any ordinance that grants or revokes a license or franchise, and any resolution for payment of money requires the affirmative vote of at least a majority of the whole membership of the Council. Public

emergency ordinances that take effect immediately must be passed by a majority of the whole membership, plus one. (RCW 35A.13.190).

A vote on any matter shall be taken by voice vote except where the Mayor or Council Chair is unable to discern whether the ayes or nays prevail, in which case a roll call vote shall be taken. Any Councilmember may abstain from voting on any matter.

An ordinance or budget resolution shall undergo two separate readings, and final passage may not be accomplished before the second reading. The readings shall occur at regular meetings. This guideline may be suspended by an affirmative vote of at least two-thirds of the Councilmembers present, in which case final passage may be accomplished at the same meeting the ordinance or budget resolution was introduced, unless precluded by law. As a general practice, the City Manager will not recommend that the Council take action as first and final reading.

3.12 Open Public Meetings Act

[RCW 42.30](#) outlines the Open Public Meetings Act, which applies to all city and town councils and to all county councils and boards or county commissions, boards and committees. Basically, the Act requires that all “meetings” of such bodies be open to the public and that all “action” taken by such bodies be done at meetings that are open to the public. The terms “meetings” and “action” are defined broadly in the Act.

Please see Appendix B for the Municipal Research and Services Center (MRSC) Guide to the Open Public Meetings Act. For Frequently Asked Questions about Open Public Meetings, see the MRSC website at <http://www.mrsc.org/askmrsc/pastingsubject.aspx?sid=22>.

3.13 Study Sessions

A Study Session is an informal opportunity for Councilmembers to learn about and discuss policy issues. Participants in the discussion may include Council, staff, representatives of other agencies or groups, advisory committee/ commission members, community members and other individuals.

Requests to refer a topic to a Study Session may be made by any Councilmember or the City Manager during the Reports/Referrals time at any Council business meeting. The person making the request or anyone eligible to make a request for a Study Session may ask that the topic be considered for priority scheduling. A majority of Councilmember must approve the Study Session request.

The Council's Secretary will maintain a list of topics referred for Study Session and publish it on a list of *Upcoming Council Agenda Items*. The list should include the topic name, date of referral, and the name of the person who requested the referral.

3.14 Special Meetings

A special meeting may be called at any time by the Mayor or by a majority of the Council. Notice will be provided in keeping with [RCW 42.30](#). If more than three Councilmembers attend and participate in an official capacity at any meeting, it shall be considered a special meeting and notice shall be given. In addition, the City Manager shall follow up with City Councilmembers by telephone, email or such other convenient communication method reasonable to apprise the members of special meetings. The City Manager may also, at his/her discretion, provide notice to interested parties.

Only Agenda items noticed for the Special Meeting may be discussed or considered by the Council at the meeting. The Agenda may not be amended at the Special Meeting to add items.

3.15 Executive Sessions

Executive Sessions are scheduled at the request or concurrence of the Mayor, or by a majority vote of the full Council during a meeting. The Council may hold Executive Sessions before, after, or during a regular or special meeting to consider such matters permitted by RCW 42.30 or other applicable state law, although the preferred time is before a regular or special meeting.

Such matters may include, but are not limited to, national security, purchase or sale of real estate, litigation, collective bargaining, appointment of Councilmembers and/or advisory board members, performance of publicly bid contracts, complaints against or evaluation of the performance of a public employee, and quasi-judicial matters. Decisions on any of the above subjects may be made at a subsequent regular meeting.

3.16 Televised Meetings

Olympia's weekly City Council meetings, Special Meetings, and Study Sessions when held in the City Council Chambers on Tuesday evenings, are televised live on Thurston Community Television (TCTV) and video streamed through the City's website by a third-party service, barring technical difficulties.

When City Council meetings are held in another location that does not allow for live telecast or on a day other than Tuesday, the meetings are taped for replay on TCTV and the City's video streaming service, if requested by Council and if TCTV has staff and equipment available to provide the service.

3.17 Council Attendance Policy

At the start of each City Council meeting, the Mayor will call the roll. Any absent Councilmember who has left a message by 5:00 p.m., or reached the Mayor or City Manager's Office directly before the start of the meeting on the day of the meeting to advise of such absence, will be considered excused.

3.18 Councilmember Resignations

A council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused by the Council. (RCW 13A.13.020, also see OMC 2.04.030).

As a courtesy, a member who wishes to resign should submit a letter to the City Clerk that clearly states his/her intention to resign and the effective date.

Comment [CB2]: Move 2.18 to Section 2. Doesn't seem to fit with Guidelines regarding Council meetings.

3.19 Meeting Minutes

Robert's Rules of Order define minutes as the record of the proceeding which state what action was taken. The essentials of the record include all main motions (except those that were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.

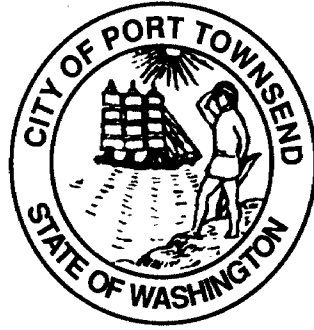
3.20 Parliamentary Procedure

The City Council uses *Robert's Rules of Order* to help run its meetings. Robert's Rules works within the Council's process, and not the other way around.

3.21 Parliamentarian

The City Attorney shall assist the City Council on questions of parliamentary procedure and the application of the parliamentary rules contained in *Robert's Rules of Order*. Before deciding any question of parliamentary procedure, the Mayor may request advice from the City Attorney. In cases where serious errors in procedure are being used or being contemplated, the City Attorney may give advice even when it has not been requested.

Please refer to Appendix B for more detailed information about Parliamentary Procedures, including a summary of Robert's Rules, scripts and quick reference guide to motions.



CITY OF PORT TOWNSEND

CITY COUNCIL RULES OF PROCEDURE

**A Comprehensive Collection of Meeting Rules,
Coordination Procedures, Public Hearing Procedures,
and Applicable References from the Revised Code of
Washington**

**Adopted June 19, 2000
Revised October 2, 2000
Revised April 16, 2001
Revised March 4, 2002
Revised April 15, 2002
Revised June 3, 2002
Revised June 17, 2002
Revised August 5, 2002
Revised February 23, 2004
Revised March 1, 2004
Revised February 22, 2005
Revised May 1, 2006
Revised September 11, 2014
Revised November 3, 2014**

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Policy Statement: The Council Rules should be considered a means to an end, and not an end in themselves. If used well, rules of order will advance fundamental goals and principles. They will help the Council spend its time well and make good decisions on behalf of the community. The rules should not become the master and the primary focus for the meeting. The “horse” (the principles) should come before the “cart” (the rules).

ARTICLE 1 - COUNCIL MEETINGS

1.1.1 Council Meeting - Time and Location. All regular meetings of the City Council shall be held at the times and locations specified by applicable ordinances and resolutions of the Council.

1.1.2 Council Meetings - Open to the Public. All meetings of the City Council and of committees thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140.

1.1.3 Council Meetings – Pledge of Allegiance. The Pledge of Allegiance will be recited before every regular meeting, special meeting, workshop and committee meeting of the City Council.

1.2 Election of Officers. Procedures for electing officers are as follows:

- (a) Biennially, at the first meeting of the new Council, the members thereof shall choose a presiding officer from their number who shall have the title of Mayor. In addition to the powers conferred upon him/her as Mayor, he/she shall continue to have all the rights, privileges and immunities of a member of the Council. If a permanent vacancy occurs in the office of Mayor, the members of the Council at their next regular meeting shall select a Mayor from their number for the unexpired term. Following the election of the Mayor, there shall be an election for Deputy Mayor. The term of the Deputy Mayor shall run concurrently with that of the Mayor. The Mayor and Deputy Mayor shall serve for two years consistent with RCW 35A.13.030 and 35A.13.040
 - (1) In the event of a vacancy, the replacement shall serve the remainder of the term.
 - (2) The Mayor and Deputy Mayor can be changed by a super majority vote of the council.
- (b) The election for Mayor shall be conducted by the City Clerk. The City Clerk shall call for nominations. Each member of the City Council shall be permitted to nominate one (1) person, and nomination shall not require a second. A nominee who wishes to decline the nomination shall so state at this time. Nominations are then closed. The election for Deputy Mayor shall be conducted by the Mayor-elect, and nominations shall be made in the manner previously described for the election of the Mayor.
- (c) Except when there is only one (1) nominee, election shall be by written ballot. Each member's vote shall be signed. The City Clerk shall publicly announce the results of the election. Thereafter, the City Clerk shall record in the minutes the ballot total(s).
- (d) In the event the Council is unable to agree on a Mayor by majority vote of members present, the Office of Mayor shall be temporarily filled by an **Acting Mayor**. The Acting Mayor shall be the Council member who just previously

served as Deputy Mayor; or if such person is not a member of the Council, the Council member with the highest seniority as determined by the City Clerk. Ties shall be resolved in a contest by chance. The Acting Mayor and Acting Deputy Mayor shall continue in office and exercise such authority as is described in RCW 35A.13.035 until the members of the Council agree on a Mayor, at which time the role of Acting Mayor and Acting Deputy Mayor shall cease and terminate.

- 1.3 Presiding Officer.** The Mayor shall preside at meetings of the Council and be recognized as the head of the City for all ceremonial purposes and shall have no regular administrative duties in accordance with RCW 35A.13.030. In case of the Mayor's absence or temporary disability, the Deputy Mayor shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and Deputy Mayor, a Deputy Mayor Pro Tempore selected by members of the Council shall act as Mayor during the continuance of the absences. The Mayor or Deputy Mayor are referred to as "Presiding Officer" from time-to-time in these Rules of Procedure.

Preservation of Order: The Chair shall preserve order and decorum, confining members to debate the question under discussion.

Powers: The Presiding Officer may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Councilmember by reason of acting as the Presiding Officer.

- 1.4 Quorum.** At all meetings of the Council, four (4) Council members, who are present and eligible to vote, shall constitute a quorum for the transaction of business. A number less than four (4) Council members does not constitute a quorum for the transaction of business and a lesser number may adjourn from time-to-time, provided that written notice of said adjournment be posted on the exterior Council Chamber doors per RCW 42.30.090. Council meetings adjourned under the previous provision shall be considered regular meeting for all purposes.

- 1.5 Attendance, Excused Absences.** RCW 35A.12.060 provides that a Council member shall forfeit his/her office by failing to attend three consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Presiding Officer prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Presiding Officer, the member shall contact the City Manager or City Clerk, who shall convey the message to the Presiding Officer. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and state if the member's absence is excused or not, or put the matter to the vote of the Council. Any member may request a vote on matter. In the absence of a request for vote, the Presiding Officer's determination shall be deemed approved. If there is a motion to excuse the member, this motion shall be nondebatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes.

1.6 Special Council Meetings. Procedures for setting a special meeting are as follows:

- (a) A special meeting may be called by the Presiding Officer or any four (4) members of the Council.
- (b) Notice of the special meeting shall be prepared in writing by the City Clerk. The notice shall contain information designating the time, location, and the subject or agenda of the meeting. The notice form shall be approved by the City Attorney.
- (c) The notice shall be delivered by mail or personally to the residence of each Council member, the City Manager, and the business office of each local newspaper, radio and television station which has on file a written request for notice of special meetings. The notice must be delivered at least twenty-four (24) hours prior to the meeting.
- (d) The notices provided in this section may be dispensed with or disregarded within the circumstances provided by RCW 42.30.080, that is: **(1)** any member who, at or prior to the time the meeting convenes, files with the City Clerk a written waiver of notice, **(2)** any member who was actually present at the meeting at the time it convenes, and **(3)** 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.

1.7 Council Material. Council members and affected staff should read the agenda material and ask clarification questions prior to the Council meeting, when possible.

1.8 Council Business Meeting Agenda/Consent Agenda. As a guideline for advance preparation of the agenda the City Clerk, under the direction of the City Manager, shall arrange a list of proposed matters according to the order of business and prepare a draft agenda by Friday noon, at least 10 days before the next regular business Council meeting.

Council members may request the Presiding Officer to add or delete items from the draft agenda up until 10AM Monday, at least one week prior to the meeting.

Council committee chairs may request the Presiding Officer to add items to the next or future agenda pertaining to matters that have come before the Committee [OR the Council has assigned the Committee], and the Presiding Officer shall give due deference to promptly placing the matter on the next agenda or future agenda as requested by the Council Committee chair. If a requested item is not placed on an agenda as requested by the Council Committee chair, then the Council Committee chair may request, during the Council meeting (either under Changes to the Agenda, or Standing Committee Reports, or Suggestions for next or future agenda) that the Council act to add the item

The Presiding Officer shall approve the agenda by noon that Monday so that the proposed agenda can be appropriately distributed by 4 PM. The Presiding Officer may alter the agenda on his or her own initiative, or on request of a Council member or City Manager, until the time of the

next meeting.

At the meeting, the Presiding Officer, or any majority of the council members present, may move to delete any item from the agenda or add items to it, after stating the reasons for the change. Prior to the meeting, requests for agenda items to be scheduled on the agenda shall be made to the Presiding Officer or City Manager.

The Presiding Officer

- (a) The City Manager, in consultation with the Presiding Officer, shall place matters on the consent agenda which: **(1)** have been previously discussed by the Council; or **(2)** are based on the information delivered to members of the Council by the administration that can be reviewed by a Council member without further explanation; or **(3)** are so routine, technical or “housekeeping” in nature that passage without discussion is likely.
- (b) **As a guideline for advance preparation of the agenda**, a copy of the agenda and supporting materials shall be prepared for Council members, the City Manager, the media, the city website, the City Library and the public information file in advance of the meeting. The goal shall be to produce materials Thursday before the Monday meeting. The Clerk should place materials on the website to the extent this can be reasonably accomplished. A copy of the agenda which includes the consent agenda will be shown on PTTV for home viewers of Council meetings, at least 5 days in advance of each meeting, with a statement that the agenda is subject to change up to and including at the meeting, and that information concerning the agenda and any changes is available from the City Clerk. At least one complete binder with all Council packet materials shall be available at every Council meeting for the public's use. The proper Council motion on the consent agenda is as follows: “I move adoption of the consent agenda.” This motion shall be non-debatable and will have the effect of moving to adopt all items on the consent agenda. Since adoption of any item on the consent agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, the Presiding Officer shall inquire if any Council member wishes an item to be withdrawn from the consent agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting.

- 1.9 Study Sessions and Workshops.** Regular or Special Council meetings, or portions thereof, may be designated as study sessions by the Presiding Officer. The purpose of workshops is to allow Council members to conduct concentrated preliminary work with administration on single or multiple subjects but time consuming, subjects (i.e., budget, complex legislation or reports, etc.).

Study sessions need have no formal agenda and may be conducted informally so long as such informality is not in conflict with these rules. The purpose of study session discussions is to allow Council members to be made aware of impending business and

allow informal discussion of issues that might be acted on at a future meeting.

These conditions will allow the Council members to communicate informally about these impending issues. Workshops and study sessions in a less formal setting shall not discourage public observation or participation in the same manner as a regular Council meeting.

As a guideline for advance preparation of the study session agenda, the City Clerk, under the direction of the City Manager, and with the advice of the Presiding Officer and Council members, shall arrange a Council study session or workshop agenda for the meeting. The agenda shall, for each item, contain the discussion subject, the discussion leader (if any), the activity and the discussion goal. After the proposed agenda has been approved by the Presiding Officer, a copy, along with any supporting materials, shall be prepared for Council members, the City Manager, the public, the city website and the press, on or before 4:30 p.m., four (4) days before the Council study session or workshop, with a statement that the agenda is subject to change up to and including at the meeting, and that information concerning the agenda and any changes is available from the City Clerk. Materials shall be placed on the website to the extent this can be reasonably accomplished. The Presiding Officer may alter the agenda on his or her own initiative, or on request of a Council member or City Manager until the time of the next meeting. At the meeting, the Presiding Officer, or any majority of the council members present, may move to delete any item from the agenda or add to it, after stating the reasons for the change. Study sessions subjects shall be posted and announced at the preceding regular Council meeting with a statement that the agenda is subject to change up to and including at the meeting, and that information concerning the agenda and any changes is available from the City Clerk.

During the Council study session or workshop, the Presiding Officer may appoint discussion leaders who may: **(1)** introduce the subject and provide background information; **(2)** identify the discussion goal; **(3)** act as facilitator to keep the discussion focused on the eventual discussion goal; **(4)** alert the Presiding Officer when it is appropriate to call for a consensus motion or official direction of the Council. The Presiding Officer retains the option of assuming the function of the discussion leader at any time in order to keep the discussion properly focused. Minutes of the study session and workshops will be prepared under the supervision of the City Clerk. Audio tapes will be used to record the proceedings of the meetings. These tapes will constitute the Official Record.

- (a) Training: Council members are strongly encouraged to take the Association of Washington Cities (“AWC”) annual training for newly elected officials during their first year in office.
- (b) Council shall hold an annual Work Plan Retreat with optional additional quarterly retreats to create and/or review the Work Plan for the year, and subsequently confer with Staff on Work Plan progress/ impediments and possible adjustments.
- (c) Certain actions can be taken at study sessions as follows: scheduling of (1) regular

and special meetings; (2) public meetings and hearings; (3) items for future regular or special meeting agendas.

1.10 Telephone Tree. Occasionally there are very important or emergency happenings in the community where members of the Council should receive briefings as quickly as possible. A City Council telephone tree system has been adopted by Council motion and is attached as **Exhibit A**.

1.11 “Three Touch Rule” Defined. The following procedures are designed to prevent “surprises” to the City Council and citizens as much as possible. Decision makers at all levels of the City should have adequate time to thoughtfully consider the issues prior to the final decisions.

- (a) **Qualifying Conditions** - Any subject or proposal for adopting or changing public policy, ordinances, resolutions or City Council directives which will eventually result in a decision of the City Council. The subject should “touch” (verbal, written or any combination thereof) the persons or groups, who may eventually recommend or approve a final action, **three separate times**. Quasi-judicial matters and any subject discussed in executive sessions are excluded from the “Three Touch Rule.”
- (b) **Three Touch Rule Elements:**
 - 1. **First Touch** - A deliberate, verbal or written statement or notification that a given subject is being considered or developed for future consideration along with a preliminary estimate of the time lines involved.
 - 2. **Second Touch** - A more detailed review / discussion of the proposal with adequate preparation made or personnel available to answer most questions and receive preliminary feedback from Council members.
 - 3. **Third Touch** - A presentation (verbal or written as appropriate) of final details of the proposal in the appropriate draft proposal form which **could be adopted** as amended or referred to further process before final action.
- (c) The “Three Touch Rule” is a general guide to help prevent **surprises** for elected officials, the city administration and the citizenry.
- (d) It is recognized that, on occasion, routine, time-sensitive, unknown and/or emergency circumstances may arise wherein utilization of the “Three Touch Rule” is impossible, impractical, or not necessary. The hands of decision makers to respond appropriately should not be tied unnecessarily. However, when routine, time-sensitive, unusual circumstances and/or emergency conditions arise which justify an expedited decision making process, the persons requesting the expedited decision should explain the circumstances. The intention of the “Three Touch Rule” is to promote pre-discussion, allowing time for an unhurried decision.

1.12 City Manager. The City Manager, as the chief executive officer and head of the

administrative branch of city government, or his/her designee, shall attend all meetings of the City Council, including study sessions and workshops, unless excused by the Presiding Officer or Council. The City Manager shall be responsible to the Council for the proper administration of all affairs of the City. The City Manager shall recommend for adoption by the Council such measures as he/she may deem necessary or expedient; prepare and submit to the Council such reports as may be required by that body or as the City Manager deems it advisable to submit; keep the Council fully advised as to the business of the City; and shall take part in the Council's discussion on all matters concerning the well-being of the City. In the event that the City Manager is unable to attend a Council meeting, the City Manager shall appoint a key staff member to attend the meeting as the representative of City administration. RCW 35A.13.080.

- 1.13 City Clerk - Minutes - Public Information Access.** The City Clerk shall be ex-officio Clerk-of-the-Council and shall keep minutes as required by law, and in accordance with City of Port Townsend, Resolution 98-044, adopted on the 6th day of April 1998, and attached hereto as Exhibit B, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer, or City Manager. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk-of-the-Council. The Clerk-of-the-Council shall keep minutes which identify the general discussion of the issue and complete detail of the official action or consensus reached, if any. The City Clerk shall tape record the proceedings of all public hearings, regular meetings, workshop sessions, hearings, special sessions, study sessions and other conclaves as directed by the City Council, recorded proceedings for any item of business so recorded. Access to the tape recordings shall be made available to any party who so requests, according to City public information procedures. All regular meetings, workshop and study sessions shall be televised or videotaped for public informational purposes if held in appropriate venue and subject to availability of equipment and camera operator through PTTV.

End of Article 1 - Council Meetings

ARTICLE 2 - DUTIES AND PRIVILEGES OF MEMBERS

- 2.1 Forms of Address.** The Mayor shall be addressed as “Mayor (surname).” The Deputy Mayor shall be addressed as “Deputy Mayor (surname).” Members of the Council shall be addressed as “Council member (surname).”
- 2.2 Filling Council Vacancies.** If a vacancy occurs in the office of a Council member, the Council will follow the procedures outlined in RCW 35A.13.020. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure, and any application form for the vacancy. The Council will draw up an application form which contains relevant information to answer set questions posed by the Council. The application forms will be used in conjunction with a public interview of each candidate to aid the Council’s selection of the new Council member.

End of Article 2 - Duties and Privileges of Members

ARTICLE 3 - COUNCIL MEETING PROCEDURES

3.1 Rules of Order. Rules of order not specified by statute, ordinance or resolution shall be governed by *The Scott, Foresman Robert's Rules of Order Newly Revised - 10th Edition*, as published by Scott, Foresman and Company. A quick reference chart of the most common "Rules of Order" questions is attached as **Exhibit C**.

- (a) Council members shall speak to the issues in a civil manner, respecting the viewpoints of others, focusing on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion, in a polite manner towards each other and the public.
- (b) Council members shall have 5 minutes, maximum, per speech (instead of the 10 minutes provided in Robert's Rules).

3.2 Motions. All items of business placed before the Council that requires the expenditure of Council and/or administration resources shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent "approval by default" of a failed negative motion.

3.3 Order of Business.

3.3.1 Agenda Order.

- (a) The accepted order of business for the first and second regular business meeting of the Council shall be transacted as shown in the following list: See attached Agenda Format (Exhibit G); provided, however, that the Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously. This accepted order of business may also be changed from the format shown by the Presiding Officer or a majority of the full Council.
- (b) Order of business to be determined by the City Council periodically and established by motion. Accepted Order of Business will prevail until subsequent change.

3.3.2 Public Comment

- (a) All subjects on the current agenda under public comment (except public hearings), and public comment on items not on the agenda, are limited to a total of 30 minutes per subject or item; speakers will be allotted three minutes per individual, unless revised by the Presiding Officer (see Section (e) below). For an item not on the agenda that, based on the number of persons indicating an intent to speak, may require more than 30 minutes for public comment, consideration will be give to first allowing public comment on other items, and/or to setting an agenda item later in the agenda or at a future Council meeting for public comment on the item.
- (b) In the event of single subject group comment, at the discretion of the Presiding

Officer, single time allocation for a spokesperson can be allowed. Groups that qualify for this special treatment shall submit to the Presiding Officer, prior to comment, a list of present group constituents or others in agreement so that duplication shall not occur.

- (c) The City Council desires to allow a maximum opportunity for public comment. However, the business of the City must proceed in an orderly, timely manner. At any time, the Presiding Officer, in the Presiding Officer's discretion, may set such reasonable limits as are necessary to prevent disruption of other necessary business.
- (d) **Subjects not on the current agenda.** Any member of the public may request time to address the Council after first stating their name, address or neighborhood (at the option of the speaker), and the subject of their comments. The Presiding Officer **may then** allow the comments subject to such time limitations as the Presiding Officer deems necessary. Following such comments, the Presiding Officer may place the matter on the agenda or a future agenda, or refer the matter to administration or a Council committee for investigation and report. The Mayor may recognize any Councilor or the City Manager for the limited purpose of providing a brief response, or comment, or summary of expected action. No debate of the merits of the item should occur at this time. Any Councilor or the City Manager may indicate that he or she desires to discuss the matter further on the agenda (under VIII Suggestions for Future Agenda, or IX. Comments from Council, or as otherwise determined by the Presiding Officer).
- (e) **Subjects on the current agenda.** Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Presiding Officer at the time when comments from the public are requested **during the agenda item discussion**. As an option, the Presiding Officer may invoke a sign in procedure. The Presiding Officer shall rule on the appropriateness of public comments as the agenda item is reached and shall rule on a specific individual or group time limit for public comment. The Presiding Officer may change the order of speakers so that comment is heard in the most logical groupings.
- (f) Comments shall be made from the microphone, first giving the speaker's name and address or neighborhood (at the option of the speaker). No comments shall be made from any other location, and anyone making "out of order" comments shall be subject to removal from the meeting.
- (g) There will be no demonstrations during or at the conclusion of anyone's presentation.
- (h) These rules are intended to promote an orderly system of holding a public meeting, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by exercising their right of free speech.

- (i) Any ruling by the Presiding Officer may be overruled by a vote of a majority of members present, except as otherwise provided by these rules (for example (e) above).
- (j) **Public Hearing Procedures.** Public Hearings (see **Article 6** for procedural details).

3.3.3 Other

- (a) **Executive Sessions.** Convening of an executive session which is normally shown on each meeting agenda will be announced by the Presiding Officer after the Roll Call, when such a session is required.
- (b) The Presiding Officer will announce the next Council meeting date, and refer the public to a list of Standing committee meetings for the subsequent two-week period, during the Presiding Officer's report.
- (c) **Adjournment.** No meeting shall be permitted to continue beyond 9:30 p.m., without the approval of a simple majority of council members present and eligible to vote. The Council shall be deemed to have approved an extension of the meeting beyond 9:30 p.m. unless a member requests a vote to whether to extend or adjourn. A new time limit must be established before taking a council vote to extend the meeting. The items not acted upon or considered shall be deferred to the next regular council meeting, as unfinished business, unless the Council, by a majority vote of Council members present, determines otherwise.
- (d) **Mayor and Councilmember Comments and Concerns:** The agenda shall provide a time when the Mayor ("Mayor's Reports") or any Council member ("Comments From Council Members") may bring before the Council any business that he/she feels should be deliberated upon by the Council or added to future agenda. These matters need not be specifically listed on the agenda, but formal action on such matters shall be deferred until a subsequent Council meeting, except that for adoption of ordinances (see 3.9(b)) immediate action may be taken upon a vote of a majority of all members of the Council. There shall be no lectures, speeches or grandstanding.
- (e) **Standing Committee Reports:** The Clerk will place draft minutes of committee meetings held since the last Council business meeting in the Council Agenda package for the Committee Reports agenda item (second business meeting). If draft minutes are not available by the time the agenda package is distributed, then the clerk will include the draft minutes in the next Council meetings agenda. Discussion would only occur if (1) a committee chair wished to highlight or summarize any matter, or (2) any Councilmember requested information or clarification.

- 3.4 Adjournment Due to Emergency or Disruption.** In the event of emergency, such as a fire, threatened violence, or inability to regain good order, the Mayor shall forthwith declare the meeting adjourned and the City Council shall immediately leave the premises. The minutes of the meeting shall state the reason for the emergency or disruption.
- 3.5 Permission Required to Address the Council.** Persons other than Council members and administration shall be permitted to address the Council upon recognition and/or introduction by the Presiding Officer or the chair of the appropriate Council committee.
- 3.6 Voting.** The votes during all meetings of the Council shall be transacted as follows:
- (a) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Council member, a roll call vote shall be taken by the City Clerk. The order of the roll call vote shall be determined by the Presiding Officer.
 - (b) In case of a tie in votes on any proposal, the proposal shall be considered lost.
 - (c) Every member who was in or near the Council chambers when the question was put, shall give his/her vote unless the Council, for stated, special reasons, shall excuse the member by motion. A member who is not excused from voting, and who does not vote, shall have his or her vote counted as a “no.”
 - (d) The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution for the removal of the City Manager shall require the affirmative vote of at least a majority of the whole membership of the Council.
 - (e) The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency, such as a budget amendment, shall require the affirmative vote of at least a majority plus one (1) of the whole membership of the Council.
 - (f) The passage of any motion or resolution shall require the affirmative vote of at least a majority of the membership of the council who are present and eligible to vote, unless otherwise required by provisions of Washington law, the Port Townsend Municipal Code, or this resolution.
 - (g) In the situation where the City Attorney states that a Councilor’s participation would violate or appears to be violating the appearance of fairness doctrine by failure to recuse, a super majority (majority plus 1 of members present) of the nonaffected Council members may vote to require the affected member not to participate in a particular proceeding, and if so, the affected Council member's vote shall not be counted and the affected Council member shall not participate in the proceeding.

- (h) Teleconference participation by Council members may be allowed under the following circumstances, subject to reasonable technical availability at the meeting location:
1. Requests to use **teleconference participation for voting purposes** shall be limited to extraordinary circumstances and must be ruled upon by the Council-of-the-Whole by specific motion before the Council main agenda begins. Adequate notice for these requests must be conveyed to the Presiding Officer to permit installation of the required equipment prior to the specified Council meeting or meetings. In such case, a microphone pickup must allow the teleconference participant to engage in Council discussion and be heard. Teleconferencing charges are to be at the Council member's own expense, unless waived in the Council motion.
 2. Requests to participate by **teleconference in a nonvoting capacity** shall be granted provided technical capability exists and adequate notice is given, and shall be at the Council member's own expense, unless waived in the Council motion.
 3. No teleconference participation for voting purposes shall be allowed for public hearings or any quasi-judicial proceedings.
 4. Examples of extraordinary circumstances would be: emergencies or illness, accident, unforeseen urgent business, etc.
- (i) A motion or request by a Council member (with or without a second) to "call the question" (or similar words indicating an intent to terminate further debate and take a vote on a pending motion) allows a vote on the pending motion to immediately take place, unless any Council member requests that the motion to "call the question" be put to a vote, in which case, debate is only terminated if adopted by a 2/3s vote of the Council members present.

3.7 Enacted Ordinances, Resolutions and Motions.

- (a) *An enacted ordinance* is a legislative act prescribing general, uniform, and permanent rules or regulations relating to the operation and corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or where such conduct is enforced by penalty.
- (b) *An enacted resolution* is an administrative act, which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- (c) *An enacted motion* is a form of action taken by the Council to direct that a specific

action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing State or Federal statutes, City ordinances, resolutions or these rules.

3.8 Resolutions. A resolution may be put to its final passage on the same day on which it was introduced. However, Council may invoke a two (2) reading procedures below to facilitate public understanding and/or comment on the resolution. The title of each resolution shall, in all cases, be read prior to its passage; provided, should a Council member request that the entire resolution or certain of its sections be read, such requests shall be granted. Printed copies will be available in the public's binder.

3.9 Ordinances. The procedures for ordinances are as follows:

- (a) A Council member may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting an ordinance. The Presiding Officer then may assign the proposed ordinance to the administration, a committee or the Council-of-the-Whole for consideration. The committee or administration shall report its findings to the Council. The City Manager may propose the drafting of ordinances (RCW 35A.13.080). Citizens and Boards and Commissions may also propose consideration of ordinances and resolutions, see Exhibit D.
- (b) All ordinances shall have two (2) separate readings at separate Council meetings. At each reading, the title of an ordinance shall, in all cases, be read prior to its passage; provided that should a Council member request that the entire ordinance or certain of its sections be read, such request shall be granted. Printed copies are made available to any person attending a Council meeting.
- (c) Any ordinance repealing any portion of the Port Townsend Municipal Code shall also repeal the respective portions of the underlying ordinance(s).

3.10 Reconsideration. Any action of the Council shall be subject to a motion to reconsider, including final action on applications for legislative changes in land use status, but excluding a reconsideration of any action previously reconsidered. Motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline are subject to a reconsideration motion. Reconsideration can be requested only by motion of a member of the prevailing side of the original motion or from a member who had an excused absence the night of the vote. A motion to reconsider must be made within a month for action to be reconsidered. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table anew for any action the Council deems advisable.

3.11 Legislative Process, Preparation, Introduction and Flow of Ordinances and Resolutions and Motions. Ordinances and resolutions shall be prepared, introduced and proceed in the manner described on the flow chart attached hereto as **Exhibit D**, and by

this reference incorporated herein. Prior to final passage of all ordinances, resolutions or motions, such documents or proposals shall be designated as **DRAFTS**. All such drafts shall also be dated to include the most recent revision.

- (a) **PROPOSED DRAFTS** may contain the name of the group, organization, committee or individual originating, initiating, or sponsoring the proposal prior to the first presentation to the City Council, where a vote is taken directing some official action or further consideration. Proposed drafts may be initiated by citizens or by boards, commissions or other task groups. All such drafts shall be dated.
- (b) **COUNCIL DRAFTS** shall be documents or proposals which have been presented in open session and voted on by the City Council when the resultant Council action was other than passage or a vote to cease further consideration.

3.12 Complaints and Suggestions to Council. When citizen complaints or suggestions are brought before the City Council covering an issue not on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

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

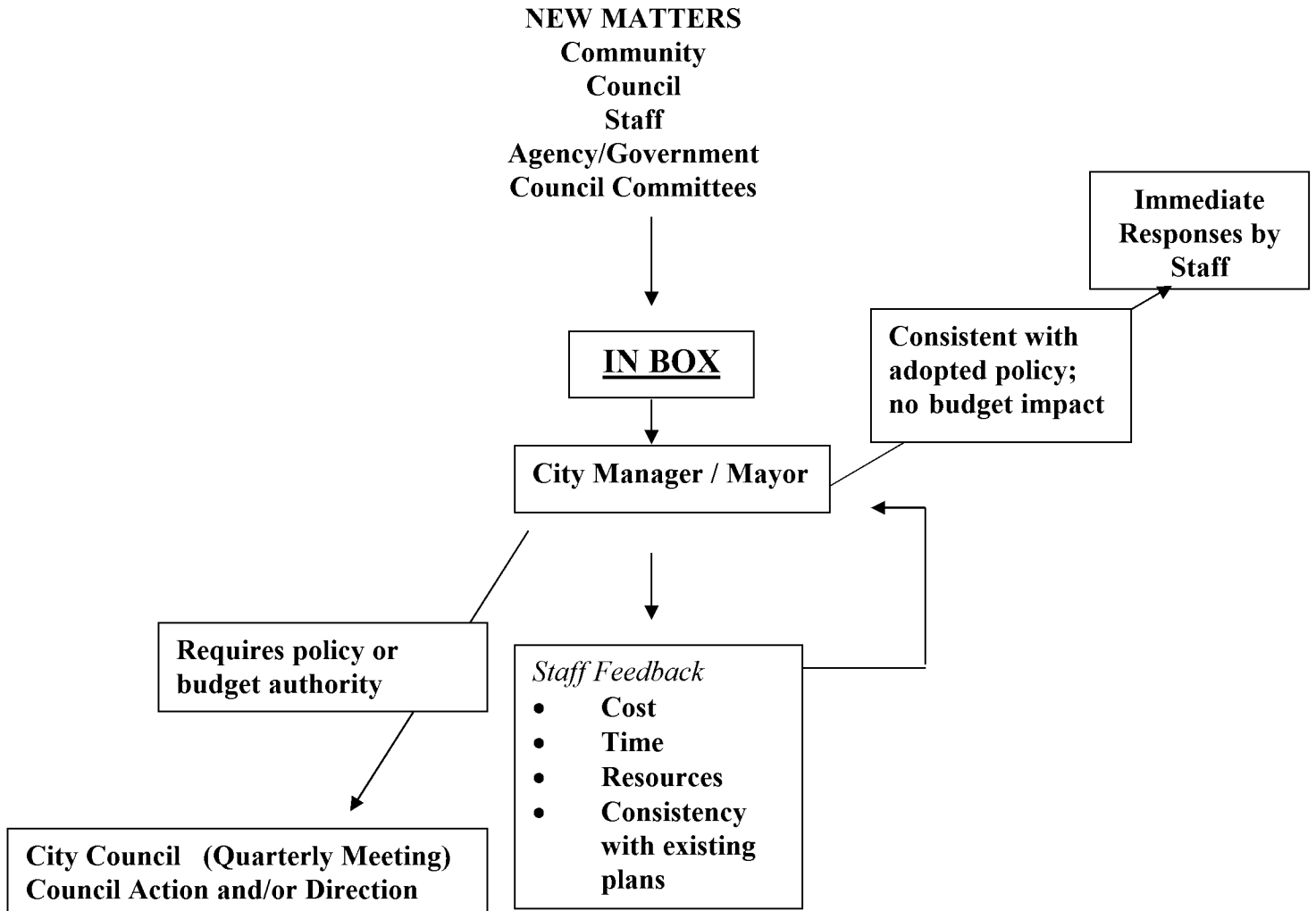
3.13 Photographs, Motion Pictures, Video Tape -- Permission Required for Artificial Illumination. No photographs, motion pictures, or videotapes that require the use of flood lights, or similar continuous artificial illumination shall be made at City Council meetings without the consent of the Presiding Officer or a majority of the Council.

3.14 Guidelines for Processing New Matters.

- (a) The goal of this guideline is to provide a process that allows the City Council to consider proposals that are not part of the approved budget or an adopted legislative priority in a cumulative, orderly process, with opportunity to take into consideration the impact of a new project on both existing projects and other proposed projects. This rule does not apply to routine matters that do not involve significant staff or Council time (for example, contract approvals, proclamations).
- (b) Generally, new matters should be handled according to the process set forth in

New Matters Flow Chart [located at end of Council Rules Article 3].

- (c) Approximately quarterly, at a study session, the Presiding Officer and City Manager shall present to the Council a “list of new proposals” (including proposals the Council previously indicated should be carried forward on the list of proposals for further consideration or action) that may have come up or been suggested for Council action since the Council last considered its legislative priorities. Items may be suggested by citizens, Councilors, citizen advisory committees, Council Committees, the City Administration.
- (d) The City Manager shall provide a recommendation and summary information to the Council concerning the proposals on the list, including information the bulleted items below. The City Council shall consider in evaluating whether or not to implement a new proposal, and if so, when to do so, the City Manager’s recommendation, including the following bulleted items:
 - Estimate of time, staff resources and cost (administrative and monetary) to implement the proposal;
 - Estimate of impact of implementing the new proposal on existing projects.
 - Review for consistency with adopted plans and policies.
- (e) At the meeting(s) which the City Council considers new proposals, public comment on each item shall be limited to thirty (30) minutes total. The Presiding Officer may allocate this time as necessary among items, given consideration to the number of persons who have indicated an intent to speak. A majority plus one of the full Council (five members) may approve a motion to extend the above time limits. Such motion shall be non-debatable.
- (f) Generally, Council would discuss the list of new proposals at a study session, and place items for possible action on the next Council meeting where New Business is considered.



[NOTE: For process for matters added to work plan, see Exhibit D – Legislative/Policy Formation Flow Chart.]

End of Article 3 - Council Meeting Procedures

ARTICLE 4 - COMMITTEES, BOARDS, WORK GROUPS & COMMISSIONS

4.1 Committees. The City of Port Townsend is a Council / Manager form of government which has adopted a committee structure applicable to the normal Council-Manager system. Port Townsend is consistently working to improve the way the public relates to the City Council and how the Council reaches out to and encourages citizen involvement. The procedures governing all committees of the Council, and all boards, liaisons, blue ribbon work groups and citizen's taskforce groups established by the Council or involving a Councilmember, shall be as follows:

- (a) All standing committees shall be established or provided by Council resolution. See Exhibit E for current standing committees. **[Note: these committees are subject to change. No committees are required by state law.]**
- (b) All other Council committees, boards, liaisons, blue ribbon work groups and citizen's taskforce groups and rules or operating procedures thereof shall be established by Council directive with special attention to RCW 35A.13.120, and rules provided in Section 4.2, and after consultation with the City Manager. Such committees shall be subject to periodic review so as to determine whether the committee and its function continue to be appropriate and necessary.
- (c) Committees, boards, liaisons, work groups and citizen's taskforce groups shall make a recommendation, when appropriate, on proposed ordinances, resolutions and motions within their area of responsibility or interest, before action is taken by the Council. The appropriate spokesperson shall present the recommendation(s) which could lead to final action during the discussion of the business item on Council agenda.
- (d) Appointments shall be made by the Presiding Officer subject to Council confirmation.

4.2 General Rules Applicable to Citizen Advisory Boards

SECTION 4.2.1 Definitions

An "Advisory Board" means any Committee or Commission created by the City Council to give advice on subjects and perform such other functions as prescribed by the City Council. Advisory Board also includes task forces, informal committees, or working groups formed by City Council resolution for short periods of time or for specific tasks.

SECTION 4.2.2 Purpose and Application

The purpose of this section is to establish general provisions applicable to all Advisory Boards. The provisions of this resolution govern Advisory Boards unless otherwise specifically provided by ordinance, motion or resolution of the City Council, or as may be required by state law. In establishing an Advisory Board, the Council shall consider the following:

1. Scope of work, and clear task description
2. Term of board – sunset provision
3. Membership, nomination and confirmation process, and residency or other special member requirements
4. Terms of office
5. Place of board within City or Council structure – who does Board report to?
6. Council member liaison (if any)
7. Time frames for board action on tasks
8. Time frames for Council or Committee action; for example, periodic review or interim reports
9. Staffing (if any) for board, and which City Department bears any staffing responsibility or expense for Board
10. Any other matters appropriate to the Board’s work

SECTION 4.2.3 Scope of Work

A. Each Advisory Board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the City Council to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.

B. The City Council may determine any specific guidelines or tasks to be referred to the Advisory Board by motion or resolution.

C. Each Advisory Board shall develop a scope of work, within the jurisdiction and area of responsibility consistent with the City Council resolution forming the Board.

SECTION 4.2.4 Membership, Nomination and Confirmation Process, and Residency Requirements

The number of members and any specific qualifications of each Advisory Board shall be set forth by resolution of the City Council.

Unless otherwise specifically provided by applicable resolution or motion, or as may be required by state law, the following procedures and requirements shall apply to all members of each Advisory Board:

A. Each person at the time of nomination and continuing uninterrupted thereafter while serving on an Advisory Board shall be a resident of and/or work in the City of Port Townsend.

B. Each person to be appointed shall be nominated by the Mayor for a specific numbered position on each Advisory Board.

C. Each person shall be deemed appointed and shall commence service after confirmation by the City Council or on the effective date of the previous member’s resignation, or on the expiration of the existing term for the position, as applicable.

D. Each confirmation motion by the Council shall include ending date and term for the position to which the person is appointed and such information shall be entered into the Council minutes.

E. At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the Council.

SECTION 4.2.5 Officers - Identification and Election

Each Advisory Board shall elect from its membership a presiding officer who shall be referred to as chairman, chairwoman, or chairperson, as determined appropriate by the Advisory Board, and such officer shall serve for one year, or until the Board discontinues its operation, whichever is shorter. The Advisory Board may elect other officers as it deems necessary and such officers shall be set forth in the rules of procedure adopted by the Advisory Board.

SECTION 4.2.6 Quorums, Transacting Business

A majority of the appointed members of the Advisory Committee shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.

SECTION 4.2.7 Terms of Office and Vacancies

Appointments to boards shall be provided for in the resolution establishing or providing for a board. Vacancies shall be filled by the City Council, upon nomination from the Mayor, for the unexpired term in the same manner as the original appointment. Membership vacancies other than through expiration of term shall be filled for the unexpired term. Any member may be removed by Council action based on Council decision that removal is in the best interests of the City. Removal should not occur for disagreement with an official recommendation of the board or its members.

SECTION 4.2.8 Conflicts of Interest

If any members of an Advisory Board conclude that they have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Advisory Board so that they cannot discharge their duties on such an Advisory Board, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

SECTION 4.2.9 Liaisons and Representatives

A City Council representative may be available to each Advisory Board for the purpose of providing a constructive relationship between the City Council and the Advisory Board without implying direction, review, or oversight of the activities of the Advisory Board.

SECTION 4.2.10 Procedures, Records, and Minutes

Rules of order not specified by statute, ordinance or Council resolution shall be governed by *The Scott, Foresman Robert's Rules of Order Newly Revised – 10th Edition* (published by Scott, Foresman and Company), as the same may be amended or updated. The Advisory Board may adopt supplemental rules of procedure. The Advisory Board shall provide for the taking of minutes and maintaining the records of all regular and special meetings. Any Advisory Board may establish standing or ad hoc committees comprised of Board members to assist in accomplishing its duties and responsibilities. Committee minutes shall be filed with the City Clerk's office within 10 days of approval.

SECTION 4.2.11 Meetings

Each Advisory Board shall hold regular public meetings at such times and places as is deemed advisable or as provided for in the resolution establishing the board. All meetings of the entire body and of any subcommittee or task force of the Advisory Board shall be subject to all requirements of the Washington Open Public Meetings Act, and shall be open to the public, and shall be held at a public place at a regularly scheduled time, or at a special meeting time following notice as set by the City Manager. Notice of all meetings shall be provided to the Clerk's office for publication. No meeting shall be scheduled without at least 48 hours notice to the Clerk's office unless special arrangements are otherwise made with the City Clerk or City Manager.

SECTION 4.2.12 Communications to City Council

Expressions of an Advisory Board's position, recommendation or request for any action shall be in the form of a resolution, motion, or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication, and shall be directed to the City Council and Manager.

Communications from such boards, commissions and bodies to the City Council shall be acknowledged by the Presiding Officer, who shall state: "So noted for the record", and thereafter the City Clerk shall make an appropriate notation in the minutes. Should any member of the Council determine that any such communication be officially answered by the Council, the Presiding Officer shall place the matter on the agenda under New Business for the current meeting or any subsequent meeting.

SECTION 4.2.13 Compensation and Reimbursement of Expenses

Members of Advisory Boards shall serve without compensation. Members shall be reimbursed for authorized travel expenses incidental to that service, which are authorized by the City Manager or by City Council resolution or motion. Members should seek pre-authorization for any proposed expense.

SECTION 4.2.14 Lobbying Efforts

Lobbying efforts by any Advisory Board on legislative or political matters should first be checked for consistency with existing City policy by contacting the City Manager's office. In the event a position is taken that differs from that of the City's policy, an Advisory Board cannot represent that position publicly or before another body, for example, the State Legislature or the Board of County Commissioners. An Advisory Body is free to communicate positions to the Council or a Council Committee on matters pertaining to the Body's purpose and function. A member of the Advisory Board is not authorized to speak for the Board, unless the Board has expressly authorized the member's communication. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of an Advisory Board.

End of Article 4 - Committees, Boards, Work Groups & Commissions

ARTICLE 5 - RELATIONS WITH CITY MANAGER & ADMINISTRATION

- 5.1 Role of the City Manager.** The City Manager is the chief administrative officer of the City of Port Townsend. The Manager is directly accountable to the City Council for the execution of the City Council's policy directives, and for the administration and management of all City departments. The powers and duties of the City Manager are defined by Washington law, RCW 35A.13.080. Balanced with City Manager's accountability to the City Council for policy implementation is the need for the Council to allow the City Manager to perform legally defined duties and responsibilities without inappropriate interference by the City Council in the day-to-day management decisions of the City Manager.
- 5.2 Administrative Interference by Council Members.** Neither the Council nor any of its committees or members shall direct or request the appointment of any person to, or his/her removal from, any office by the City Manager or any of his/her subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative branch solely through the City Manager and neither the Council nor any committee or member thereof shall give any orders to any subordinate of the City Manager, either publicly or privately. That nothing herein shall be construed to prohibit the Council, while in open session, from fully and freely discussing with the City Manager anything pertaining to appointments and removals of City officers and employees and City affairs. RCW 35A.13.120.
- 5.3 Administrative Complaints Made Directly to Individual Council Members.** When administrative policy or administrative performance complaints are made directly to individual Council members, the Council member shall then refer the matter directly to the City Manager for review and/or action. The individual Council member may request to be informed of the action or response made to the complaint.
- 5.4 Administrative Complaints – "Best Practice."** Although citizen's direct access to elected officials is to be encouraged to help develop public policy, City Council members should not develop a personal intervention pattern in minor calls for service or

administrative appeals which may actually delay a timely customer service response. The best policy is to get the citizen into direct contact with customer service unless an unsatisfactory result has occurred. In that case refer to **Section 5.3** above.

End of Article 5 - Relations with City Manager & Administration

ARTICLE 6 - PUBLIC HEARING PROCEDURES

6.1 Appearance of Fairness Doctrine. Appearance of Fairness Doctrine and its Application:

- (a) Appearance of Fairness Doctrine Defined. “In short, when the law which calls for public hearings gives the public not only the right to attend, but the right to be heard as well, the hearings must not only be fair but must *appear* to be so. It is a situation where appearances are quite as important as substance.” Smith vs. Skagit County, 75 Wn.2d 715 (1969). “The test of whether the appearance of fairness doctrine has been violated is ... as follows: Would a disinterested person, having been apprised of the totality of a board member's personal interest in a matter being acted upon, be reasonably justified in thinking that partiality may exist? If answered in the affirmative, such deliberations, and any course of conduct reached thereon, should be voided.” Swift vs. Island County, 87 Wn.2d 348 (1976).
- (b) Types of Hearings to Which Doctrine Applies. The Appearance of Fairness Doctrine shall apply only to those actions of the Council which are quasi-judicial in nature. Quasi-judicial actions are defined as actions of the City Council which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested proceeding. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide (versus site-specific) significance (RCW 42.36.010). Street vacations are typically legislative actions, unless clearly tied to, and integrated into, a site-specific development proposal which is quasi-judicial in nature.
- (c) Obligations of Council Members Procedure.
 - 1. Council members should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Council member or a Council member's business associate, or a member of the Council member's immediate family. It could involve *ex parte* (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Council member's employer with the proponents or opponents, announced predisposition, and the like. Prior to any quasi-judicial hearing, each council member should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If the answer is in the affirmative, no matter how

remote, the Council member should disclose such facts to the City Manager who will seek the opinion of the City Attorney as to whether a potential violation of the Appearance of Fairness Doctrine exists. The City Manager shall communicate such opinion to the Council member and to the Presiding Officer.

2. Anyone seeking to disqualify a Council member from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known, or reasonably should have been made known, prior to the issuance of the decision. Upon failure to do so, the Doctrine may not be relied upon to invalidate the decision. The party seeking to disqualify the Council member shall state with specificity the basis for disqualification; for example: demonstrated bias or prejudice for or against a party to the proceedings, a monetary interest in outcome of the proceedings, prejudgment of the issue prior to hearing the facts on the record, or *ex parte* contact. Should such challenge be made prior to the hearing, the City Manager shall direct the City Attorney to interview the Council member and render an opinion as to the likelihood that an Appearance of Fairness violation would be sustained in Superior Court. Should such challenge be made in the course of a quasi-judicial hearing, the Council member shall either recuse him/herself or the Presiding Officer shall call a recess to permit the City Attorney to make such interview and render such opinion.

(d) Specific Statutory Provisions.

1. Candidates for the City Council may express their opinions about pending or proposed quasi-judicial actions while campaigning (RCW 42.36.640), except that sitting Council members shall not express their opinions on any such matter which may come before the Council.
2. A candidate for the City Council who complies with all provisions of applicable public disclosure and ethics laws shall not be limited under the Appearance of Fairness Doctrine from accepting campaign contributions to finance the campaign, including outstanding debts. RCW 42.36.050.
3. During the pendency of any quasi-judicial proceeding, no Council member may engage in *ex parte* communications with proponents or opponents about a proposal involved in the pending proceeding, unless the Council member: **(1)** places on the record the substance of such oral or written communications; and **(2)** provided that a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. This does not prohibit correspondence between a citizen and his or her elected official if the correspondence is made a part of the record, when it pertains to the subject matter of a quasi-judicial proceeding. RCW 42.36.060.

6.2 Actions for a Public Hearing. The procedures for public hearings are attached in Exhibit

F.

End of Article 6 - Public Hearing Procedures

ARTICLE 7 - TRAINING, EDUCATION, INTERGOVERNMENTAL RELATIONS AND TRAVEL REIMBURSEMENT

7.1 Purpose.

- A. The City Council recognizes and encourages councilmember attendance and participation in trainings, conferences and seminars that will help councilmembers stay current with issues and be useful to councilmembers' Council duties, for example, events hosted by Association of Washington Cities, Washington Finance Officers' Association, Washington Cities Insurance Authority and similar.
- B. In addition, the City Council recognizes and encourages councilmembers to meet with other elected officials and/or their staffs to stay connected with current issues and present information and work with officials on issues that affect the City, for example, travel to Olympia to meet with elected officials and/or their staffs.
- C. This Rule formally adopts travel expense policies for these purposes (training and intergovernmental relations). Travel expenses have been reimbursed on the same basis as City employees, namely, as set forth in the City's Personnel Policies Manual (presently applicable to City employees but not to City councilmembers), which adopts by reference Chapter 10 - Travel of The State of Washington Administrative & Accounting Manual Issued by the Office of Financial Management ("OFM Travel Manual").

7.2 Travel Expenses and Reimbursement.

1. Subject to the Rules in Article 7, City elected officials will be reimbursed for reasonable and customary expenses incurred in the conduct of their business for the City ("business travel"), including food, lodging and travel expenses while away, but excluding any expenses for personal entertainment and alcoholic beverages.
2. Reimbursement for such expenses will be made subject to conformance with the following:
 - These Council Rules,
 - Chapter 42.24 RCW, Payment of Claims for Expenses, Material, Purchases—Advancements, and
 - Chapter 10 - Travel of The State of Washington Administrative & Accounting Manual Issued by the Office of Financial Management ("OFM Travel Manual") (including amendments, as applicable). The City Manager determines applicability and interpretation of the OFM Travel Manual.

Terminology references in the OFM Manual are changed as follows:

Where OFM Manual uses -	Change to -
State	City
Agency	Department
Travel Expense Voucher	City form providing equivalent information
State Charge Card System	City purchasing card
Travel Authorization	City form providing equivalent information
statute	Ordinance or Resolution
Director of OFM	City Manager

7.3 Travel – Authorization – When Required.

7.3.1 Subject to available budget and processes in paragraph 7.3.2:

1. Out-of-State Travel. For all out-of-state councilmember travel on City business where councilmembers seek travel expense reimbursement and/or intend to use Council travel budget, councilmembers must receive prior authorization for travel from the City Council, except, the Mayor, in consultation with the City Manager, may authorize a councilmember’s out-of-state travel without City Council prior authorization if the matter is time sensitive and there is not adequate time to bring the matter to the City Council at a regular meeting. In such circumstance, the City Manager and/or Mayor shall promptly notify City Councilors by email or similar means.
2. In-State Travel - Trainings. For in-state councilmember travel on City business to trainings, conferences and seminars that will be useful to the councilmember’s Council duties, for example, events hosted by Association of Washington Cities, Washington Finance Officers’ Association, Washington Cities Insurance Authority and similar, where the councilmember seeks travel expense reimbursement, prior authorization for travel from the City Council is not required.
3. In-State Travel – Intergovernmental Relations. For in-state councilmember travel on City business to meet with other elected officials and/or their staffs to present information and work with officials on issues that affect the City, for example, travel to Olympia to meet with elected officials and/or their staffs, where the councilmember seeks travel expense reimbursement, prior authorization for travel from the City Council is not required.
4. Travel – Other. For all other councilmember travel on City business where the councilmember seeks travel expense reimbursement, and subject to available budget, prior authorization for travel from the City Council is required.

7.3.2 For all councilmember travel where the councilmember seeks travel expense reimbursement:

1. Requirement to check with City Manager on travel plans and budget availability. Before making travel plans, councilmembers must check with the City Manager for any comments or input he or she may have that might affect the councilmember’s travel, and on travel

and training budget availability. The City Manager may advise the councilmember's proposed travel or training expense may impact budget availability that in the City Manager view is or should be reserved for other councilmember's expected or planned travel or training. For example, the City Manager may advise the councilmember who desires to attend a training that the councilmember has attended a similar training before, and the City Manager recommends that the councilmember forgo attending that training to reserve budget for another councilmember who has not attended the training. If the councilmember and City Manager do not agree on the City Manager's recommendation, then the Council would resolve the matter.

2. Situation where travel reimbursement is requested without first checking with City Manager. If a councilmember without checking with the City Manager on budget availability makes a request for travel reimbursement, travel reimbursement does not occur unless the City Manager or the City Council subsequently approves reimbursement for the travel.
3. Travel arrangements through City Administration. Councilmembers are encouraged to make travel arrangements through City Administration (namely, have City Administration book travel arrangements).
4. Councilmember Report Following Travel. Following the travel, the councilmember would provide a brief report of the purpose of the travel to the City Council at the next regular meeting of the Council.

End of Article 7

EXHIBIT A

City of Port Townsend

Office of the City Manager

Waterman & Katz Building

181 Quincy Street, Port Townsend, WA 98368

360/385-3000 FAX 360/385-4290

MEMORANDUM

DATE: JUNE 17, 2000
TO: CITY COUNCIL
FROM: DAVE TIMMONS, CITY MANAGER
SUBJECT: TELEPHONE TREE FOR COUNCIL-MANAGER FORM OF GOVERNMENT

Sometimes an important happening occurs in the City where Council members should be briefed:

For example:

Major News! Accident, Disaster, Major Utility Failure!

Storm Damage

Major Police Problem

Civil Emergency

A pre-arranged “telephone tree” informs the entire Council in the shortest possible time. It can be embarrassing to be asked by a citizen about a major event if you have to say, “**I haven’t even heard about it!**”

The telephone tree for timely briefings of major news is shown on the attached sheet. The Mayor assigns the tree according to availability of the members.

Telephone Tree for Council / Management Government

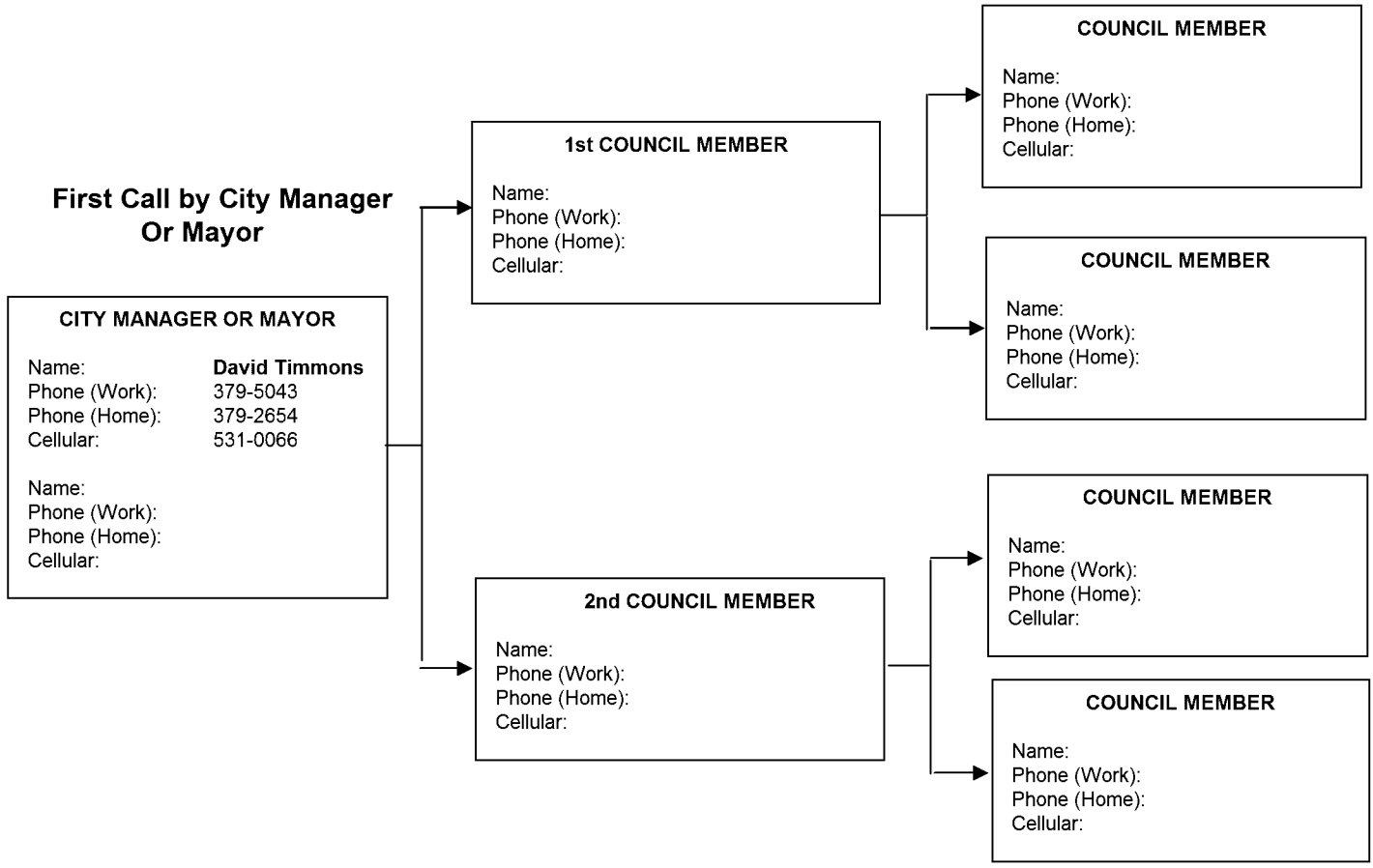


EXHIBIT B

RESOLUTION NO. 98-044

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT TOWNSEND
ESTABLISHING A POLICY OF ACTION MINUTES FOR THE CITY COUNCIL**

WHEREAS, the Government Operations Committee has recommended to the full City Council adoption of a policy of streamlining the practice of taking detailed minutes for the City Council, and

WHEREAS, it is in the best interest of the City to establish a uniform policy for the preparation of council minutes; and

WHEREAS, the preparation of “action minutes” maximizes personnel resources and is more cost effective and time efficient; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Port Townsend as follows:

SECTION 1. The policy of taking action minutes for the City Council is established.

SECTION 2. The following information shall be reflected in the action minutes:

- A. Name of the body.
- B. Date, hour, and place of the meeting.
- C. The names of members in attendance and members absent. If a member arrives late or departs before adjournment, the minutes should reflect the time of arrival and/or departure at that point in the minutes.
- D. Whether it is a regular, adjourned, or special meeting.
- E. That proper notice has been given if it is a special meeting.
- F. Time the meeting commenced. Time of meeting recess (if any).
- G. Topics of business.
- H. Actions taken on each business item:
 - Record motions and votes
 - Include direction given to staff by general consensus.
- I. Statements made “for the record” or which clarify the intent of the body.
- J. Oral communications/public comment need only reference the name of the person, subject matter addressed, and direction (if any) given.
- K. Adjournment time and, if applicable, whether the meeting was adjourned to another time prior to the next regular meeting.
- L. Signature block for the City Clerk.

SECTION 3. With respect to public hearings, the action minutes shall include:

- A. The fact that the public hearing was opened.
- B. The fact that required notice was given, the manner of giving notice (publishing, posting, mailing), dates(s) of publishing, posting or mailing, and number of copies posted or mailed (if this information is given in the staff report accompanying the public hearing, it need not be repeated in the minutes).
- C. Appropriate reference to any written evidence in the form of statements, affidavits, reports, photographs, maps, correspondence, or other objects filed at the hearing and included as part of the record.
- D. The names of people who spoke and whether their testimony was for or against the hearing subject.
- E. Findings of the body (if the findings are modified or otherwise not incorporated in the ordinance, resolution or staff report as a result of the hearing).
- F. The motion and vote to close the public hearing. If the hearing is continued, the date, time and place of the continued hearing shall be reflected in the minutes.
- G. Statements made “for the record” or which clarify the intent of the body.
- H. Action taken on the subject matter:
 - Record motions and votes
 - Include direction given to staff by general consensus

SECTION 4. The audio tapes of City Council meetings shall be maintained by the City Clerk for a period of six years, according to the state retention schedule.

ADOPTED by the City Council of the City of Port Townsend and signed by the Mayor on this sixth day of April, 1998.

Julie McCulloch, Mayor

Attest:

Approved as to Form:

Pamela Kolacy, City Clerk

Timothy L. McMahan, City Attorney

EDITOR'S NOTE - This resolution was adopted and signed on April 6, 1999.

EXHIBIT C

Motion "To Approve the **Parliamentary Procedure at a Glance** Herein Contained and Incorporated as **Exhibit A-4** of the City of Port Townsend Council Rules of Procedure."

PARLIAMENTARY PROCEDURE AT A GLANCE		(cannot be amended)			
To do this:	You say this:	May you interrupt speaker?	Must be seconded ?	Is motion debatable ?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"	NO	YES	NO	MAJORITY
End debate	"I move the previous question ..."	NO	YES	NO	2/3 VOTE
Postpone discussion	"I move we postpone this matter until ..."	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer ..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a division of the house"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration of this"	YES	NO	NO	2/3 VOTE
Take up a matter previously tabled	"I move to take from the table ..."	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..."	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the rules and ..."	NO	YES	NO	2/3 VOTE
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY

EXHIBIT D

LEGISLATIVE/POLICY FORMATION FLOW CHART

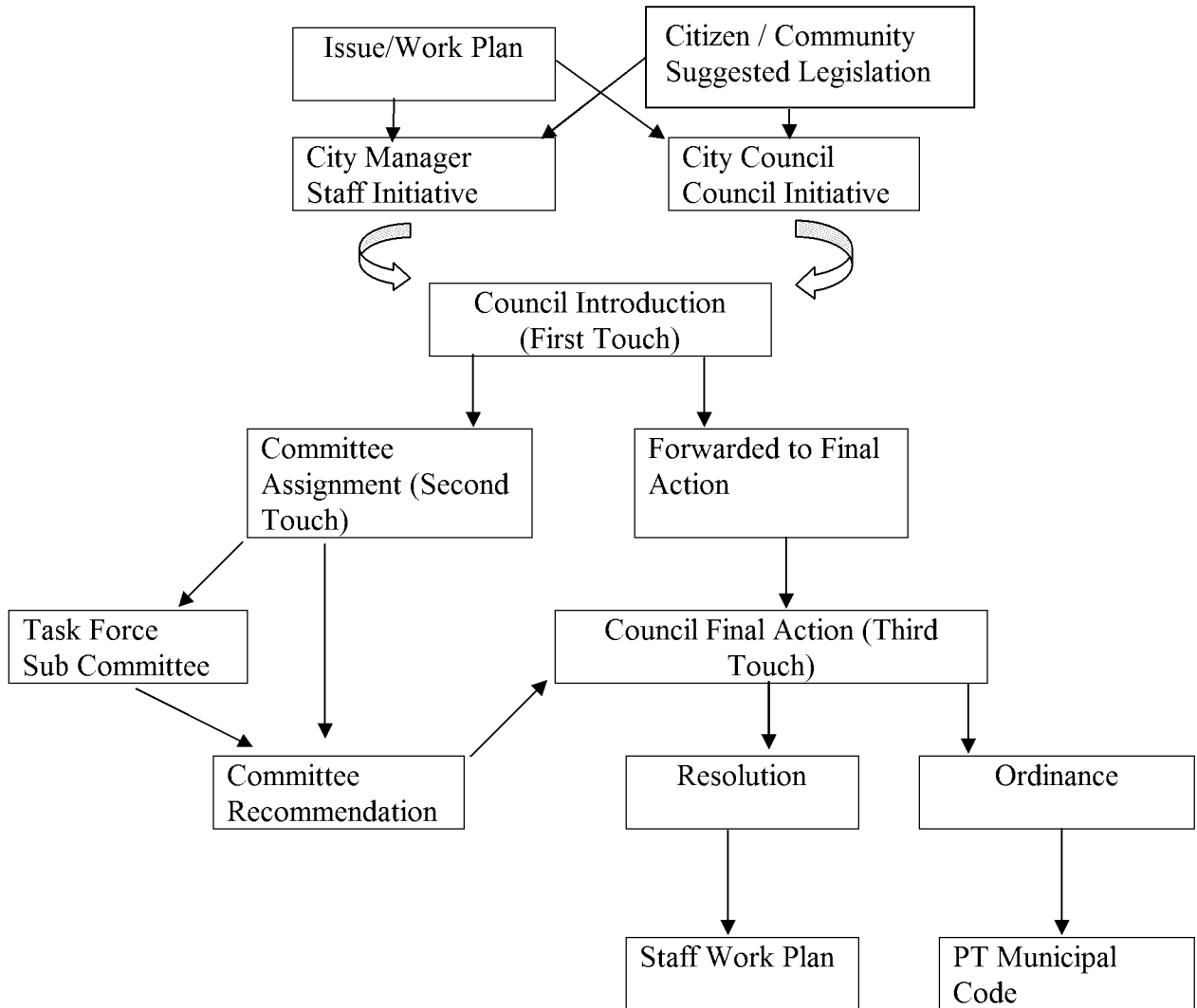


EXHIBIT E

STANDING COMMITTEES

| The Council shall have five (5) standing committees:

- I. Finance and Budget
- II. Community Development and Land Use
- III. Public Safety
- IV. Transportation
- V. Public Works

The mission statement and assignments from the Council from time-to-time define the purpose and role of each committee.

The committees are created to support the Council in review of complex issues and provide a means to facilitate public policy formation. The committees are also assigned as the Council's liaison with citizen-based committee activities.

The committees are not intended to supplant the Council's role. The Council assigns agenda items to the committees.

A regular meeting schedule will be determined by each committee, and reported to the Clerk for purposes of public notice and inclusion in the Meetings Update, the City web site and elsewhere as appropriate.

FINANCE AND BUDGET COMMITTEE

Mission Statement:

The committee is entrusted with the responsibility of advising and making recommendations in regard to the formulation of City Council policy with respect to matters relating to the city's finances, including the budget, rates and fees, risk management, interlocal agreements, and grants.

In addition, the committee, with the consent of the City Council, may create such subcommittees as it may deem necessary or expedient to expand public process and participation.

| Advisory boards and task forces ~~may also~~ provide input to the Finance and Budget Committee as directed by the Council on specific matters.

COMMUNITY DEVELOPMENT AND LAND USE COMMITTEE

Mission Statement:

The Community Development Committee is entrusted with the responsibility of reviewing, advising and making recommendations to the full City Council in regard to the formulation of City Council policy with respect to issues tasked by council regarding community visioning, quality of life, land use, planning and development guidelines, standards, regulations and policies.

In addition, the committee may, with the consent of the City Council, create such subcommittees as it may deem necessary or expedient to expand public process and participation.

Advisory boards and task forces provide input to the Community Development and Land Use Committee as directed by the Council on specific matters. Unless otherwise specifically directed by Council, the following boards and task forces will report to the Community Development and Land Use Committee, and the CD/LU Chair, or designee from the Committee, shall serve as liaison:

Park and Recreation Advisory Board
Metropolitan Park District Advisory Board
Arts Commission
Planning Commission
Library Board

TRANSPORTATION COMMITTEE

Mission Statement:

The Transportation committee is entrusted with the responsibility of advising and making recommendations to the full City Council in regard to the formulation of City Council policy with respect to transportation issues facing the City.

In addition, the Committee, with the consent of the City Council, may create such subcommittees as it may deem necessary or expedient to expand public process and participation.

Advisory boards and task forces provide input to the Transportation Committee as directed by the Council on specific matters. Unless otherwise specifically directed by Council, the following boards and task forces will report to the Transportation eCommittee, and the Transportation Chair, or designee from the Committee, shall serve as liaison:

Nonmotorized Transportation Advisory Board
Transportation Advisory Board
Parking Task Force

PUBLIC WORKS COMMITTEE

MISSION STATEMENT:

The Public Works Committee is entrusted with the responsibility of reviewing, advising and making recommendations to the full City Council in regard to the formulation of City Council policy on issues tasked by the Council regarding utilities, Public Works planning and development guidelines, standards, regulations, and ~~and Public Works~~ policies.

In addition, the Committee, with the consent of the City Council, may create such subcommittees as it may deem necessary or expedient to expand public process and participation.

Advisory boards and task forces may provide input to the Public Works Committee as directed by the Council on specific matters.

PUBLIC SAFETY COMMITTEE

MISSION STATEMENT:

The Public Works Committee is entrusted with the responsibility of reviewing, advising and making recommendations to the full City Council in regard to the formulation of City Council policy on issues tasked by the Council regarding public safety guidelines, standards, regulations and policies.

In addition, the Committee, with the consent of the City Council, may create such subcommittees as it may deem necessary or expedient to expand public process and participation.

| Advisory boards and task forces ~~may~~ provide input to the Public Safety Committee as directed by the Council on specific matters.

EXHIBIT F
PUBLIC HEARING PROCEDURES
Council Rules – Exhibit F
F(1)
Legislative Public Hearing Procedures – Script

The procedure for Public Hearings involving a legislative matter shall be substantially as follows:

Opening [All statements by Mayor/Presiding Officer.]

1. The public hearing for the *(state name of matter)* is now open.
2. All persons wishing to be heard should have signed in at the sign-in at the table in front. If you have not done so, please do so now.

Rules of Order

3. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard and to ensure that no individual is embarrassed by exercising their right of free speech.
4. The public hearing will proceed in an orderly fashion and I would like to ask your cooperation in the following procedures:
5. It is not necessary to be a proponent or opponent in order to speak.
6. Everyone will be given an opportunity to be heard. All comments shall be made from the speaker's rostrum, and any individual making comments shall first give his or her name and address. Please speak slowly and clearly. This is required because an official recorded transcript of the hearing is being made. If there is an appeal, the court must make its decision on the basis of what was said here.
7. If anyone requires special accommodation in order to speak, please let me know and we will make arrangements.
8. In fairness to all in attendance, each person will be given an opportunity to address the Council for an initial period not to exceed 3 minutes. If more time is needed, it will be made available after everyone has had a chance to speak. I am requesting Councilmembers to hold their questions of the public until everyone is done.
9. There shall be no demonstrations (clapping, cheering) during or at the conclusion of anyone's presentation.
10. This is the time for presentation of testimony. No debate is allowed.
11. Do any Council members have any interests, financial or property, to disclose in connection with this matter?

Purpose of Hearing and Order of Speaking

12. The purpose of this hearing is for the Council to hear and consider pertinent facts and to take action relating to the (*name of action – from the agenda*).
13. The order of speaking will be:
 - a. Staff presentation
 - b. Then comment from members of the public in attendance; to the extent possible, we will alternate between speakers for and against the matter at issue.
 - c. Then response from staff
 - d. Then questions from Council members

Staff Presentation

14. Before hearing from members of the public, I am going to introduce _____ (*name in memo in agenda packet*) who will make the staff presentation.

Public Testimony and Comment

15. (*To Clerk*) Are there any written materials that have been submitted, or does anyone wish to submit written materials without speaking? (*Any documents are given to City Attorney, who will read or summarize the document.*)
16. At this time, the floor is open for comments from the public.

Questions and Answers

17. Does staff wish to respond to any subjects raised by any speaker, or make any additional statement?
18. At this time, any Council member may ask any questions of any speaker or staff. (*Any person recalled will speak from the rostrum.*)
19. Does anyone in the audience have any comments solely to clarify any item raised by a Council member's questions? Please, no new issues can be presented, and please do not repeat your or any other person's previous testimony. Your comments should be limited to clarifying any item raised by any Council member or staff.

Council Discussion

20. There being no further testimony, I will close the public testimony portion of the hearing.
21. It is now in order for the Council to discuss this matter and for a Council member to make a motion to take action or postpone. (Mayor calls on Council members wishing to be recognized.)

22. Is there any further discussion by Council members?
23. Is there any further recommendation or comments from staff?
24. Does any Councilmember, or staff, wish to keep the public record open for the submittal of additional materials?
 - a. *[If so, ask staff for a date when they want the record to be closed, and ask Council to make a motion to keep the record open until that date. The motion should be specific that the record will close at 4:30 p.m., local time, on that date. Then, say “The record in this matter shall remain open until 4:30 p.m. local time on (date in motion). The public hearing in this matter is now closed]”.*
 - b. *[If not, say “The record in this matter is now closed, and the public hearing is now closed.”]*
25. Motions from Council.
 - a. *[If there has been a request to keep the record open,] May I have a motion to continue this matter to a date after the close of the record? [Ask staff and the City Clerk for a possible future council date]*
 - b. *[If there has not been a request to keep the record open]. Is there a motion from Council?*

F(2)

Quasi-Judicial Public Hearing Procedures – Script

The procedure for Public Hearings involving a Quasi-Judicial matter shall be substantially as follows:

Opening [*All statements by Mayor/Presiding Officer.*]

1. The public hearing for the (*state name of application*) is now open.
2. All persons wishing to be heard should have signed in at the sign-in at the table in front. If you have not done so, please do so now.

Rules of Order

3. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard and to ensure that no individual are embarrassed by exercising their right of free speech.
4. The public hearing will proceed in an orderly fashion and I would like to ask your cooperation in the following procedures:
5. It is not necessary to be a proponent or opponent in order to speak.
6. Everyone will be given an opportunity to be heard. All comments shall be made from the speaker's rostrum, and any individual making comments shall first give his or her name and address. Please speak slowly and clearly. This is required because an official recorded transcript of the hearing is being made. If there is an appeal, the court must make its decision on the basis of what was said here.
7. If anyone requires special accommodation in order to speak, please let me know and we will make arrangements.
8. In fairness to all in attendance, each person will be given an opportunity to address the Council for an initial period not to exceed 3 minutes. The applicant shall be given 5 minutes to make their initial presentation. If more time is needed, it will be made available after everyone has had a chance to speak. I am requesting Councilmembers to hold their questions of the public until everyone is done.
9. There shall be no demonstrations (clapping or cheering) during or at the conclusion of anyone's presentation.
10. This is the time for presentation of testimony. No debate is allowed.

Swearing-in

11. The City Attorney will now swear in all those who have signed in and who wish to testify. Please stand and raise your right hand.

Appearance of Fairness and Conflict of Interest Issues

12. This hearing is quasi-judicial in nature, and therefore the appearance of fairness and conflict of interest rules apply. Quasi-judicial actions are defined as actions of the Council that determine legal rights, duties, or privileges of specific parties in a hearing. The public hearing must be fair in three respects: form, substance and appearance.

13. [*Option A - Long Form*] All council members, and this includes the Mayor, should now give consideration as to whether they have (1) a demonstrated bias or prejudice for or against any party to the proceedings; (2) a direct or indirect monetary interest in the outcome of the proceedings; (3) a prejudgment of the issue prior to hearing the facts on the record, or (4) ex parte contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing. Does any Council member have an Appearance of Fairness or Conflict of Interest issue or disclosure to make? Seeing none, . . . (*to next item, or if there is a question or disclosure, refer to City Attorney.*)

[*Option B - Short Form*] Do any Council members, and this includes the Mayor, have an interest in this property or issue, or stand to gain or lose any financial benefit as a result of the outcome of this hearing, or have any disclosures to make? Seeing none, . . . [*to next item, or if there is a question or disclosure, refer to City Attorney.*]

14. Is there anyone in the audience who objects to my participation or any other Council member's participation in these proceedings? (*Refer any affirmative answer to City Attorney.*)

Purpose of Hearing and Order of Speaking

15. The purpose of this hearing is for the Council to hear and consider pertinent facts and to take action relating to the (*name of proposal – from the agenda*).

16. The order of speaking will be:

- a. Staff presentation
- b. Then comments from the applicant
- c. Then comments from proponents, and persons in support of the application.
- d. Then comments from opponents, and persons in opposition to the application.
- e. The comments from any others wishing to speak
- f. Then any comment from the applicant in response
- g. Then response from staff
- h. Then questions from Council members

Staff Presentation

17. Before hearing from the audience, I am going to introduce _____ (*name in memo in agenda packet*) who will make the staff presentation.

Public Testimony and Comment

18. (*To Clerk*) Are there any written materials that have been submitted, or does anyone wish to submit written materials without speaking? (*Any documents are given to City Attorney, who will read or summarize the document.*)

19. I will call upon the applicant to speak.

20. Is there anyone else who favors the item, or is neutral, who wishes to speak.

21. At this time, I will call upon opponents to speak.

22. Are there any other opponents, or anyone else who has not spoken, who wishes to speak.

23. I will now call upon the applicant to speak in rebuttal. You may not introduce new material.

Questions and Answers

24. Does staff wish to respond to respond to any subjects raised by any speaker, or make any additional statement?

25. At this time, any Council member may ask any questions of any speaker or staff. (*Any person recalled will speak from the rostrum.*)

26. Does anyone in the audience have any comments solely to clarify any item raised by a Council member's questions? Please, no new issues can be presented, and please do not repeat your or any other person's previous testimony. Your comments should be limited to clarifying any item raised by any Council member or staff.

Council Discussion

27. There being no further testimony, I will close the public testimony portion of the hearing. It is now in order for the Council to discuss this matter and for a Council member to make a motion to take action or postpone. (*Mayor calls on Council members wishing to be recognized.*)

28. Is there any further discussion by Council members?

29. Is there any further recommendation or comments from staff?

30. Does any party, or staff, wish to keep the public record open for the submittal of additional materials?

- a. [*If so, ask staff for a date when they want the record to be closed, and ask Council to make a motion to keep the record open until that date. The motion should be*

specific that the record will close at 4:30 p.m., local time, on that date. Then, say “The record in this matter shall remain open until 4:30 p.m. local time on (date in motion). The public hearing in this matter is now closed]”.

- b. *[If not, say “The record in this matter is now closed, and the public hearing is now closed.”]*

31. Motions from Council.

- a. *[If there has been a request to keep the record open,] May I have a motion to continue this matter to a date after the close of the record? [Ask staff and the City Clerk for a possible future council date]*
- b. *[If there has not been a request to keep the record open]. Is there a motion from Council? (Mayor states the motion and calls for a vote. Following a vote by the Council-) Staff is directed to prepare findings and decision*

F(3)

Quasi-Judicial Closed Record Appeal Procedures – Script

The procedure for Public Hearings involving a Quasi-Judicial closed record appeal (for example, major CUPs, plats, PUDs) shall be substantially as follows:

Opening [All statements by Mayor/Presiding Officer.]

1. The closed record appeal for the *(state name of application)* is now open.
2. All persons who participated in the open record hearing on this matter before the Hearing Examiner wishing to be heard should have signed in at the sign-in at the table in front. If you have not done so, please do so now.

Rules of Order

3. The public hearing will proceed in an orderly fashion and I would like to ask your cooperation in the following procedures: This is a closed record appeal. There has been an open record hearing before the Hearing Examiner. Under state law, there is only one public hearing allowed in this proceeding. This closed record appeal means the Council bases its decision on the record developed at the public hearing before the Hearing Examiner; therefore no new testimony is allowed except in very limited circumstances. If a party has submitted a motion to supplement the record, Council will deliberate and vote on that motion before hearing argument from the parties. Comments from speakers must be in the nature of argument only, based on and limited to facts in the written and oral record developed before the Hearing Examiner. If anyone presents comments that are not based on facts in the record, anyone may make an objection. If an objection is made, the person speaking will stop until the issue of the objection is resolved.
4. All comments shall be made from the speaker's rostrum, and any individual making comments shall first give his or her name and address. Please speak slowly and clearly. This is required because an official recorded transcript of the hearing is being made. If there is an appeal, the court must make its decision on the basis of what was said here and the record.
5. If anyone requires special accommodation in order to speak, please let me know and we will make arrangements.
6. In fairness to all in attendance, each person will be given an opportunity to address the Council for an initial period not to exceed 3 minutes. The appellant shall be given 5 minutes to make their initial presentation. If more time is needed, it will be made available after everyone has had a chance to speak. I am requesting Councilmembers to hold their questions of the public until everyone is done.
7. It is not necessary to be a proponent or opponent in order to speak.

8. There should be no demonstrations (clapping or cheering) during or at the conclusion of anyone's presentation.

Appearance of Fairness and Conflict of Interest Issues

9. This hearing is quasi-judicial in nature, and therefore the appearance of fairness and conflict of interest rules apply. Quasi-judicial actions are defined as actions of the Council that determine legal rights, duties, or privileges of specific parties in a hearing. The public hearing must be fair in three respects: form, substance and appearance.

10. [*Option A - Long Form*] All council members, and this includes the Mayor, should now give consideration as to whether they have (1) a demonstrated bias or prejudice for or against any party to the proceedings; (2) a direct or indirect monetary interest in the outcome of the proceedings; (3) a prejudgment of the issue prior to hearing the facts on the record, or (4) ex parte contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing. Does any Council member have an Appearance of Fairness or Conflict of Interest issue or disclosure to make? Seeing none, . . . (to next item, or if there is a question or disclosure, refer to City Attorney.)

[*Option B - Short Form*] Do any Council members, and this includes the Mayor, have an interest in this property or issue, or stand to gain or lose any financial benefit as a result of the outcome of this hearing, or have any disclosures to make? Seeing none, . . . [to next item, or if there is a question or disclosure, refer to City Attorney.]

11. Is there anyone in the audience who objects to my participation or any other Council member's participation in these proceedings? (*Refer any affirmative answer to City Attorney.*)

Purpose of Hearing and Order of Speaking

12. The purpose of this hearing is for the Council to hear the appeal and to take action relating to the (*name of proposal – from the agenda*).

13. The order of speaking will be:

- c. Staff presentation
- d. Then argument from the appellant, or those in support of the application, or those who are neutral
- e. Then argument from opponents to the appeal, or those who are neutral
- f. Then any argument from the applicant in response
- g. Then response from staff
- h. Then questions from Council members

Staff Presentation

14. Is there a pending motion to supplement the record? City Attorney to respond.

a. If there is a motion, it will be in Council packets. City Attorney will summarize the motion, and the criteria for granting or denying the motion. If there is a motion pending, after

the City Attorney's presentation, ask Council if they are ready to make a decision on that motion, or if they wish to adjourn to a closed session to deliberate on that motion.

1) If Council is ready to vote, ask for a motion to grant or deny the motion to supplement the record.

2) If Council wishes to deliberate, say "Council will now adjourn to a closed session to deliberate on this motion. We shall return to the hearing in ____ minutes" (then adjourn)

3) On return from deliberations, ask for a motion to grant or deny the motion to supplement the record.

b. If there is no pending motion to supplement the record, continue.

Before hearing argument, I am going to introduce _____ (*name in memo in agenda packet*) who will make the staff presentation.

Public Testimony and Comment

15. (*To Clerk*) Are there any written materials that have been submitted, or does anyone wish to submit written materials without speaking? (*Any documents are given to City Attorney, who will read or summarize the document.*)

16. I will call upon the appellant to speak.

17. Is there anyone else who favors the item, or is neutral, who wishes to speak.

18. At this time, I will call upon opponents to speak.

19. Are there any other opponents, or anyone else who has not spoken, who wishes to speak.

20. I will now call upon the applicant to speak in rebuttal.

Questions and Answers

21. Does staff wish to respond to any subjects raised by any speaker, or make any additional statement?

22. At this time, any Council member may ask any questions of any speaker or staff. (*Any person recalled will speak from the rostrum.*)

23. Does any speaker have any comments solely to clarify any item raised by a Council member's questions? Please, no new issues can be presented, and please do not repeat your or any other person's previous testimony. Your comments should be limited to clarifying any item raised by any Council member or staff.

Council Discussion

24. There being no further comment, I will close this portion of the hearing. It is now in order for the Council to discuss this matter and for a Council member to make a motion to take action or postpone.

a. RCW 42.30.140(2) allows, but does not require, the Council to deliberate (but not vote) on quasi-judicial matters in a closed session. Does any Councilor wish to make a motion to adjourn to a closed session? (If so, vote on motion if it passes, adjourn for a set period of time for deliberations)

b. If no one wants to go to a closed session, or the vote to do so fails: *(Mayor calls on Council members wishing to be recognized.)*

25. (Upon conclusion of discussion and return, if applicable, from closed session): Does any Councilor wish additional briefing on any matter related to this issue? Remember, that any supplemental briefing must be in the form of argument, not additional facts, (If so, have the City Attorney work the with Councilor to frame the motion, then vote)

26. Is there any further discussion by Council members?

27. Is there any further recommendation or comments from staff?

28. *(Mayor states the motion and calls for a vote. Following a vote by the Council-)* Staff is directed to prepare findings and decision.

F(4)

Quasi-Judicial Closed Record Hearing Procedures – Script

The procedure for Public Hearings involving a Quasi-Judicial closed record hearing, where there is no appeal (for example, major CUPs, plats, PUDs), shall be substantially as follows:

Opening *[All statements by Mayor/Presiding Officer.]*

1. The closed record hearing for the *(state name of application)* is now open.
2. All persons who participated in the open record hearing on this matter before the Planning Commission [or Hearing Examiner] wishing to be heard should have signed in at the sign-in at the table in front. If you have not done so, please do so now.

Rules of Order

3. It is not necessary to be a proponent or opponent in order to speak.
4. The public hearing will proceed in an orderly fashion and I would like to ask your cooperation in the following procedures: This is a closed record hearing. There has been an open record hearing before the Planning Commission [or Hearing Examiner]. Under state law, there is only one public hearing allowed in this proceeding. This closed record hearing means the Council bases its decision on the record developed at the public hearing before the Planning commission.

Therefore no new testimony is allowed except in very limited circumstances. If a party has

submitted a motion to supplement the record, Council will deliberate and vote on that motion before hearing argument from the parties. Comments from speakers must be in the nature of argument only, based on and limited to facts in the written and oral record developed before the Planning Commission. If anyone presents comments that are not based on facts in the record, anyone may make an objection. If an objection is made, the person speaking will stop until the issue of the objection is resolved.

5. All comments shall be made from the speaker's rostrum, and any individual making comments shall first give his or her name and address. Please speak slowly and clearly. This is required because an official recorded transcript of the hearing is being made. If there is an appeal, the court must make its decision on the basis of what was said here and the record.
6. If anyone requires special accommodation in order to speak, please let me know and we will make arrangements.
7. In fairness to all in attendance, each person will be given an opportunity to address the Council for an initial period not to exceed 3 minutes. The applicant shall be given 5 minutes to make their initial presentation. If more time is needed, it will be made available after everyone has had a chance to speak. I am requesting Councilmembers to hold their questions of the public until everyone is done.
8. There shall be no demonstrations (clapping or cheering) during or at the conclusion of anyone's presentation.

Appearance of Fairness and Conflict of Interest Issues

9. This hearing is quasi-judicial in nature, and therefore the appearance of fairness and conflict of interest rules apply. Quasi-judicial actions are defined as actions of the Council which determine legal rights, duties, or privileges of specific parties in a hearing. The public hearing must be fair in three respects: form, substance and appearance.
10. [*Option A - Long Form*] All council members, and this includes the Mayor, should now give consideration as to whether they have (1) a demonstrated bias or prejudice for or against any party to the proceedings; (2) a direct or indirect monetary interest in the outcome of the proceedings; (3) a prejudgment of the issue prior to hearing the facts on the record, or (4) ex parte contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing. Does any Council member have an Appearance of Fairness or Conflict of Interest issue or disclosure to make? Seeing none, . . . (*to next item, or if there is a question or disclosure, refer to City Attorney.*)

[*Option B - Short Form*] Do any Council members, and this includes the Mayor, have an interest in this property or issue, or stand to gain or lose any financial benefit as a result of the outcome of this hearing, or have any disclosures to make? Seeing none, . . . [*to next item, or if there is a question or disclosure, refer to City Attorney.*]

11. Is there anyone in the audience who objects to my participation or any other Council member's participation in these proceedings? (*Refer any affirmative answer to City*

Attorney.)

Purpose of Hearing and Order of Speaking

12. The purpose of this hearing is for the Council to take action relating to the (*name of proposal – from the agenda*).
13. The order of speaking will be:
 - a. Staff presentation
 - b. Then presentation from the applicant
 - c. Then presentation from the public; to the extent possible, we will alternate between proponents and opponents of the application.
 - d. Then any response from the applicant
 - e. Then response from staff
 - f. Then questions from Council members

Staff Presentation

14. Before hearing from the applicant and the public, I am going to introduce _____ (*name in memo in agenda packet*) who will make the staff presentation.

Public Testimony and Comment

15. (*To Clerk*) Are there any written materials that have been submitted, or does anyone wish to submit written materials without speaking? (*Any documents are given to City Attorney, who will read or summarize the document.*)
16. I will call upon the applicant to speak.
17. Now I will call on members of the public who have signed up. If you have not signed up and wish to speak, you will be given an opportunity after all who have signed up have spoken.
18. I will now call upon the applicant to speak in rebuttal.

Questions and Answers

19. Does staff wish to respond to any subjects raised by any speaker, or make any additional statement?
20. At this time, any Council member may ask any questions of any speaker or staff. (*Any person recalled will speak from the rostrum.*)
21. Does any speaker have any comments solely to clarify any item raised by a Council member's questions? Please, no new issues can be presented, and please do not repeat your or any other person's previous testimony. Your comments should be limited to

clarifying any item raised by any Council member or staff.

Council Discussion

22. There being no further comment, I will close this portion of the hearing. It is now in order for the Council to discuss this matter and for a Council member to make a motion to take action or postpone.
 - a. RCW 42.30.140(2) allows, but does not require, the Council to deliberate (but not vote) on quasi-judicial matters in a closed session. Does any Councilor wish to make a motion to adjourn to a closed session? (if so, vote on motion -- if it passes, adjourn for a set period of time for deliberations)
 - b. If no one wants to go to a closed session, or the vote to do so fails: *(Mayor calls on Council members wishing to be recognized.)*
23. (Upon conclusion of discussion and return, if applicable, from closed session): Does any Councilmember wish additional briefing on any matter related to this issue? Remember, that any supplemental briefing must be in the form of argument, not additional facts? (If so, have the City Attorney work with the Councilor to frame the motion, then vote)
24. Is there any further discussion by Council members?
25. Is there any further recommendation or comments from staff?
26. *(Mayor states the motion and calls for a vote. Following a vote by the Council-)* Staff is directed to prepare findings and decision.

**EXHIBIT G
AGENDA FORMAT**

**PORT TOWNSEND CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS**

- | Business Meeting | 6:30 p.m. | Date |
|---|------------------|-------------|
| I. Call to Order and Pledge of Allegiance | | |
| II. Roll Call | | |
| III. Changes to the Agenda | | |
| IV. Proclamation(s) | | |
| V. Comments from the Public (re consent agenda items and items not on the agenda) | | |
| A. Public comment | | |
| B. Mayor, Councilor, City Manager Response | | |
| VI. Consent Agenda | | |
| A. Approval of Bills, Claims and Warrants | | |
| B. Approval of Minutes: | | |
| <i>Action: Motion to adopt the consent agenda or request to remove any individual item from the consent agenda.</i> | | |
| VII. Public Hearing(s) | | |
| VIII. Unfinished Business | | |
| VIX. New Business | | |
| X. Presiding Officer's Report | | |
| XI. City Manager's Report | | |
| XII. Standing Committee Reports | | |
| XIII. Suggestions for next or future agenda, regular meeting and/or study session | | |
| XIV. Comments from Council | | |
| XV. Executive Session | | |
| XVI. Adjourn | | |

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act those requiring accommodation for this meeting should notify the City Clerk's Office at least 24 hours prior to the meeting at (360) 379-5045.



Meeting Minutes

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Saturday, June 20, 2015

9:00 AM

**LOTT Board Room, 500 Adams St.
NE, Olympia, WA**

City Council Mid-Year Retreat

1. ROLL CALL

Present: 7 - Mayor Stephen H. Buxbaum, Mayor Pro Tem Nathaniel Jones, Councilmember Jim Cooper, Councilmember Julie Hankins, Councilmember Steve Langer, Councilmember Jeannine Roe and Councilmember Cheryl Selby

2. BUSINESS ITEMS

2.A [15-0636](#) Olympia City Council's Mid-Year Retreat

The meeting was called to order at 9:00 a.m.

WELCOME AND INTRODUCTIONS

Retreat Facilitator Kendra Dahlen welcomed everyone and provided a brief overview of the agenda and the plan for the day.

2015 GOALS DISCUSSION

Ms. Dahlen provided each of the Councilmembers with some post-it notes and a pen, and asked them to write down what they see as the strengths of the Council in how they work together. Strengths listed included:

- Citizen oriented
- Thorough
- Diplomatic
- Deliberate
- Fun
- Work hard for community
- Individually care about the City of Olympia - Respect
- Downtown Project
- Professional
- Creative and open to ideas
- Care about community
- Intelligence
- Realistic expectations of staff

- Set policy for staff
- Value one another
- Gotten a lot accomplished in 5 years
- Work together most of time - come to agreement
- Listen well to the public
- Overall consensus on issues before us
- Respect different views
- Diversity of community connections
- Strong skill sets for this job
- Eager to learn
- Unique backgrounds that we bring to Council
- Respect different views
- Collaborative independence
- Willingness to work on tough issues
- We're fairly respectful of each other
- Clever and humorous
- We have balanced strengths
- Involved in a wide variety of community groups
- Appreciate others' views

2015 ACCOMPLISHMENTS

Assistant City Manager Jay Burney presented a PowerPoint of the City's accomplishments from the first half of 2015, and what staff believes are the focus areas for the remainder of the year.

Ms. Dahlen asked the Council to discuss anything missing from staff's list of priorities, or additional items that need focus and/or attention the remainder of the year.

Councilmembers commented on the great work done so far this year and provided the following additional comments:

- Excited about the work accomplished so far this year
- Acknowledged the significant amount of staff time and effort put forth
- Recognized Keith Stahley & CP&D staff for an incredible amount of work accomplished (CRA, Comp Plan, DT Plan)
- The pictures in the PowerPoint tell a great story
- Worked toward stronger Communications Plan: Acknowledged Cathie Butler's work and that of the Communications Team
- We have made solid strides in outreach and communication
- CRA - Huge effort/closer to meaningful projects
 - o Example of compromise among Council
- Isthmus Demo - good progress
- Many examples of departments working together

PRIORITIES AND EMERGENT ISSUES

- Shoreline Master Program

- Parks
- Community Policing
- Equity Lens
- Comprehensive Plan Action Plan
- Artesian Commons improvements, action plans
- Downtown Strategy - Links with Port Plan & State Capital, TC Courthouse, Bike Corridor project
- Solid Grounding in December
 - o Prep for new Council
- Economic Development Plan
 - o New Economic Development Director - focus on economic priorities
 - o Water Taxi
- Capitol Campus Relationship
 - o Radar - State Master Plan
 - Parking
 - Capitol Lake Environment
 - Keith report back to Council on State Master Plan
 - Coordinate City efforts/action related to the State
- Community Renewal Area Adoption
- Sub Area Planning
- Sustainable Budget
- Replace Downtown Liaison
- Percival Landing
 - o Fix Percival to make it more viable for boating community
- West Bay - Connect to Percival and Deschutes Parkway
- Tree Management Plan/Staff
 - o Multiple benefits of expanding urban forestry efforts
- Artesian Commons this summer
 - o Role of Council/Committee
 - o Monitor progress
 - o Programming is key
- Critical Areas Ordinance
 - o Habitat
 - o Arborist/Tree Management
 - o Park Plan
- Parks
 - o Metropolitan Park District/Utility Tax - new funding needed
 - o Connections to Sustainable Budget
 - o Community Priorities - Clarify, reconcile what is most important
 - o Percival Landing (Not Part of Metropolitan Park District or Condition Assessment and Major Maintenance Program)
 - Maintenance or replacement plans
 - Redesign next phases
 - Cost of maintenance is known
 - o Options for funding Percival Landing?

- Need context clear framing for funding and implications
- Money for maintenance operations
- Two ordinances and interlocal agreement being considered for MPD
 - Seattle and Kirkland
- Need from Council:
 - What are the deal killers about Parks funding?
 - Bottom line
- Outcomes

The Council then shifted its discussion to emergent issues that will require attention in the immediate future. Items included:

- Evaluation of Council pay and benefits for future Councils
- Community Policing
 - Public awareness/education - Share recent OPD presentation with community groups
 - Public engagement actions
 - Recognize Police Dept. - Accomplishments
 - Elevate Accomplishments
- Community need for discussions about Equity: Race, Gender issues - Race, Power, Privilege
- Equity
 - Minimum wage
 - No best practice
 - Validated, safe and secure - goal for everyone
 - Community that is "Welcome for all"
 - Equipped for changes in world
 - Positive perspective/social norm
 - Power and influence
- Community Convener Group - Several issues to be addressed
 - Equity values go beyond border of City of Olympia - Greater social equity is needed
 - Multiple aspects - define outcomes
- Community Expectations
 - Appetite to do more

NEW COUNCIL MEETING FORMAT DISCUSSION

Councilmembers discussed how the new Council meeting format has been working over the first half of the year. City Manager Steve Hall shared that from a staff perspective it has been difficult at times to find times in the schedule to fit everything in, but there were some positives in terms of having more time on Study Session nights to have concentrated discussions on significant issues. The Council and Mr. Hall listed the following pros/cons:

Pros

- Concentrated time for big issues
- Able to add Executive Sessions

- Meeting concludes earlier
- Better interactive process among Council

Cons

- Confusing for public about start time
- Only one item per session
- Transitions between Study Session and Business Meeting are awkward
- No 5:30 Study Sessions available on 2nd and 4th Tuesdays
- Vacation weeks make it hard to fit things in
- Public confused about where to enter into Public Comment
- Break between 6:30 - 7:00 pm is too long
- Not televised
- Some items on Study Sessions are not Study Sessions
- Hard on families (schedule)
- Study Sessions in Council Chambers are televised
- Longer Study Sessions (opportunity)
- Acknowledge a very busy Council schedule
- Standing Committee Sessions as full Council meetings?

The Council agreed on the following format moving forward:

- o Move back to 7:00 p.m. Council business meetings every week the Council meets
- o Schedule 5:30 Study Sessions as needed
 - On these nights, conclude the business meeting at 10:00 p.m., unless extension is agreed to by Councilmembers
 - Televisе all Study Sessions if possible (in Council Chambers)
- o Quarterly or Bi-Monthly schedule a long Study Session with short Consent Agenda and no public comment

GENERAL GOVERNMENT COMMITTEE RECOMMENDATION FOR COUNCIL REPORTS

Councilmember Roe, as Chair of the General Government Committee, shared the discussions held at the General Government Committee meeting about Council Reports. Their recommendations were to eliminate oral reports and post written reports online, or reduce them to 3 minutes with a time-up timer to stay on track.

Council discussed other options, including:

- Review the Port Townsend - "Rules of Order" for dealing with reports
- Definitive 'Cut-off' time - Continued next meeting
- Reports in minutes - draft
- Time delay reduced by 'draft'
- Chair decides to highlight meeting information

- What is critical to report out?
- Action: Staff will develop a template for reporting Committee highlights to help reporting
 - o Standardize format
 - o Include in packet as a written summary (when possible)

Council also discussed what should be included in reports and referrals:

- When something is important/interjurisdictional, put it under OTHER BUSINESS - scheduled
 - o Unless specific questions to Chair
- Report vs. referral - Be specific - which is it?
- Action: Move to a two-step process for referrals
- When referring to Advisory Committee, it needs to be clear - What? And Why?
 - 1) Staff will develop a referral template
 - 2) Staff works with Councilmembers to clarify
- General Government Committee - Discuss/review new template/process for referrals at July meeting
- Reports - Talk less to do more
- Reports from Interjurisdictionals - Get synopsis in packet from interjurisdictionals in one week
- 2016 - Look at Committee reports - efficiency
 - o Reduce redundancy
- Give TCTV heads-up for transition to new meeting schedule
- Discussed challenges of managing Public Communication
- Public Comment Challenge - no change decided
- Add Department Reports to Council meetings
 - o Regularly scheduled
 - o Balance with the number of Special Recognitions on agenda
 - o 5-10 minutes of good news - Tell our Story

Staff will work on some templates for referrals to committees and a process for bringing them forward for reporting.

The discussion was completed.

3. ADJOURNMENT

The meeting adjourned at 1:00 p.m.