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## CARNATION CITY COUNCIL AGENDA Regular Meeting

*Mayor Jim Ribail, Adair Hawkins, Brodie Nelson, Ryan Burrell, Jessica Merizan*

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**DATE:** January 2<sup>nd</sup>, 2024

**TIME:** 6:00 P.M.

**JOIN ONLINE VIA ZOOM:** <http://bit.ly/3BbmBBu>

**Meeting ID:** 983 3856 5355  
**Passcode:** 970731  
**Dial by location:** (253) 215 - 8782

For inquiries and/or assistance regarding how to use the City's online meeting format please email [clerk@carnationwa.gov](mailto:clerk@carnationwa.gov), or call (425) 333-4192.

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- 1) **CALL TO ORDER:** Mayor Jim Ribail
- 2) **OATH OF OFFICE:**
  - a) Swearing in Council Position 1 – Adair Hawkins
  - b) Swearing in Council Position 3 – Brodie Nelson
  - c) Swearing in Council Position 5 – Jessica Merizan
- 3) **PLEDGE OF ALLEGIANCE:** Mayor Jim Ribail
- 4) **ROLL CALL:** City Clerk Lora Wilmes
- 5) **ORGANIZATIONAL MEETING:**
  - a) AB24-01: A motion electing a Council Vice-Chairperson who shall have the title of Deputy Mayor for 2024, per the Carnation City Council Rules of Procedure Rule 4(b) and RCW 35A.13.035. [pg. 5](#)
- 6) **APPROVAL OF AGENDA:** Council of the Whole
- 7) **PUBLIC COMMENT & REQUESTS (At 6:10 PM):** *Public comment on meeting items or other issues of note or concern. Comments may be submitted in advance by writing or e-mailing [clerk@carnationwa.gov](mailto:clerk@carnationwa.gov), or made in person, or by telephone*

*or computer connection at the time of the meeting. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes.*

**8) CONSENT AGENDA:**

- a) Approval of Minutes
  - i) Regular Session: December 5, 2023 **pg. 8**
- b) Approval of Claims
  - i) November 18 – December 18, 2023 **pg. 13**
    - (1) \$508,263.57
- c) Approval of Payroll
  - i) November 1 - November 31, 2023 **pg. 17**
    - (1) \$72,571.97
- d) Agenda Bills
  - i) NONE

**9) PROCLAMATIONS:**

- a) National Mentoring Month **pg. 24**

**10) PUBLIC HEARING DATE SETTING:**

- a) NONE

**11) PUBLIC HEARINGS:**

- a) NONE

**12) COUNCIL REPORTS AND REQUESTS:**

**13) STAFF REPORTS:**

- a) Administrative Services Department Report - Administrative Services Manager Lora Wilmes
- b) City Manager's Office Report - City Manager Ana Cortez & Deputy City Manager Rhonda Ender

**14) EXECUTIVE SESSION**

- a) NONE

**15) PRESENTATIONS:**

- a) NONE

**16) AGENDA BILLS:**

- a) AB24-02: A resolution authorizing the memorandum of understanding for the creation of the Snoqualmie Valley Economic Alliance. **pg. 25**

**17) DISCUSSION ITEMS:**

- a) Council Rules and Procedures **pg. 29**

- b) Tribal Endorsements [pg. 51](#)

**18) CAPITAL PURCHASES:**

- a) NONE

**19) INFORMATION, CLARIFICATION, GENERAL DIRECTION ITEMS:**

**20) PUBLIC RECORDS REQUESTS:**

\* Open requests as of 12/18/23

- a) Kristel Harris 1 - Councilmembers [pg. 54](#)
- b) Kristel Harris 3 - Harvold [pg. 56](#)
- c) Kristel Harris 7 - Councilmember 1 Communications
- d) Steven Bayne - Mobile Home Park [pg. 58](#)

**21) PLANNING AND PARKS BOARD MINUTES (1<sup>st</sup> TUESDAY MEETING):**

- a) November 14<sup>th</sup>, 2023 – Regular Meeting [pg. 60](#)

**22) FUTURE COMMITTEE MEETINGS:**

- a) To be determined

**23) FUTURE COUNCIL MEETINGS:**

- a) January 9 – City Council and Planning & Parks Board Joint Meeting
  - i) 6:00 PM – 8:00 PM [pg. 62](#)
- b) January 16, 2024 – Regular Meeting
  - i) 6:00 PM – 9:30 PM
- c) January 20, 2024 – Council Retreat
  - i) 9:00 AM - 3:00 PM
- d) February 6, 2024 – Regular Meeting
  - i) 6:00 PM – 9:30 PM

**24) ADJOURNMENT:** Mayor Jim Ribail



# CARNATION CITY COUNCIL AGENDA BILL

<p><b>TITLE:</b> A motion electing a Council Vice-Chairperson who shall have the title of Deputy Mayor for 2023, per the Carnation City Council Rules of Procedure Rule 4(b) and RCW 35A.13.035.</p>	<b>Agenda Bill No.:</b>	AB24-01			
	<b>Type of Action:</b>	MOTION			
	<b>Origin:</b> <i>(Council/Manager)</i>	City Manager			
	<b>Agenda Bill Author:</b>	City Manager			
<p><b>EXHIBITS:</b></p> <ul style="list-style-type: none"> <li>• Carnation City Council Rules of Procedure, Rule 4</li> <li>• RCW 35A.13.035</li> </ul>	<b>Date Submitted:</b>	01/02/24			
	<b>For Agenda of:</b>	01/02/24			
	<b>Expenditure Required:</b>	\$0			
	<b>Amount Budgeted:</b>	N/A			
	<b>Appropriation Required:</b>	N/A			
<p><b>SUMMARY STATEMENT AND DISCUSSION:</b></p> <p>RCW 35A.13.035 and Rule 4(b) of the Carnation City Council Rules of Procedure require that the City Council elect from its membership on an annual basis a Vice-Chairperson to serve as Deputy Mayor.</p>					
<p><b>RECOMMENDED ACTION: RECOMMENDED ACTION:</b></p> <p>The Mayor asks for nominations:</p> <p style="text-align: center;"><b>I move to nominate Councilmember _____ for election to the position of Deputy Mayor for the year 2024. (A second is not required for nominations)</b></p> <p>The Mayor asks if there are any additional nominations. If so, repeat above motion. If not, the nomination period is closed, and a vote is taken for each nomination made.</p>					
<p><b>LEGISLATIVE HISTORY:</b></p>					
<b>ACTION TAKEN</b>					
<b>MOTION AS PROPOSED</b>		<b>MOTION AS AMENDED</b>			
Motion made by:		Motion made by:			
Second by:		Second by:			
	YES Vote	NO Vote		YES Vote	NO Vote
Hawkins			Hawkins		
Ribail			Ribail		
Nelson			Nelson		
Burrell			Burrell		
Merizan			Merizan		
Passed/Failed			Passed/Failed		
Ordinance/Resolution No.:			Ordinance/Resolution No.:		

#### **RULE 4. ELECTION OF OFFICERS**

The City of Carnation is governed by the provisions of Chapter 35A.13 RCW under the council-manager plan of government, and therefore must choose a chairperson and vice-chairperson periodically as provided for by state law. Procedures for electing officers are as follows:

- (a) The City Council of the city shall elect from its membership on a biennial basis a chairperson by majority vote at the organizational meeting in January as the first order of business prior to the Approval of Agenda. The chairperson shall have the title of Mayor (See *RCW 35A.13.030.*).
- (b) At the organizational meeting in January as the first order of business prior to the Approval of Agenda, the city council shall elect, by majority vote from its membership, a vice-chairperson to serve in the absence or temporary disability of the Mayor. The vice-chairperson shall have the title of Deputy Mayor (See *RCW 35A.13.035.*). The Deputy Mayor shall serve a one-year term or until a successor is elected.
- (c) The above elections shall be by affirmative motion. No abstentions shall be permitted in an election vote. Any abstentions shall be construed as a vote in favor a candidate.

**RCW 35A.13.035 Mayor pro tempore or deputy mayor.** Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability. [2009 c 549 § 3020; 1969 ex.s. c 81 § 1.]

**Effective date—**1969 ex.s.c 81: "This 1969 amendatory act shall take effect July 1, 1969." [1969 ex.s. c 81 § 7.]  
Certified



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## CARNATION CITY COUNCIL AGENDA

### Regular Meeting Minutes 12.5.23

*Mayor Jim Ribail, Deputy Mayor Tim Harris, Ryan Burrell, Dustin Green, Adair Hawkins*

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1. **CALL TO ORDER:** Mayor Jim Ribail  
At: 6:00 PM
  
2. **OATH OF OFFICE**
  - a) Swearing in Council Position 4  
City Manager Cortez swore in Councilmember Ryan Burrell.
  
3. **PLEDGE OF ALLEGIANCE:** Councilmember Ryan Burrell
  
4. **ROLL CALL:** City Clerk Lora Wilmes  
City Manager Cortez conducted roll call.

Present: Mayor Ribail, Deputy Mayor Harris, Councilmember Burrell,  
Councilmember Hawkins, and Councilmember Green

5. **APPROVAL OF AGENDA:** Mayor and Council

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER GREEN TO APPROVE THE AGENDA.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER BURRELL TO:

- ADD AB23-112: *An Ordinance amending Ordinance 980 Section 2 to reflect the dollar amount of the increase over the actual levy amount from 2023 to be \$4,426.00.*
- MOVE THE FOLLOWING ITEMS TO DISCUSSION:
  - LET THE MINUTES REFLECT THAT DEPUTY MAYOR HARRIS HAS BEEN REMOVED FROM THE CITY'S BANKING SYSTEM
  - STORMWATER SYSTEMS
- MOVE THE EXECUTIVE SESSION TO ITEM 17.

MOTION TO APPROVE THE AGENDA AS AMENDED PASSED (5-0).

**6. PUBLIC COMMENT & REQUESTS (At 6:10 PM):** *Public comment on meeting items or other issues of note or concern. Comments may be submitted in advance by writing or e-mailing [clerk@carnationwa.gov](mailto:clerk@carnationwa.gov), or made in person, or by telephone or computer connection at the time of the meeting. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes.*

\*Public Comment took place after 7. CONSENT AGENDA

- Jules Hughes provided comment.
- Kristel Goodwin Harris provided comment.

**7. CONSENT AGENDA:**

- a) Approval of Minutes
  - a) Regular Session: November 21<sup>st</sup>, 2023
- b) Approval of Claims
  - a) November 7<sup>th</sup> – November 17<sup>th</sup>: \$172,266.44
- c) Approval of Payroll
  - a) N/A
- d) Agenda Bills
  - a) NONE

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER BURRELL TO APPROVE THE CONSENT AGENDA. MOTION PASSED (5-0).

**8. PROCLAMATIONS:**

- a) Fisette Day

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER HAWKINS. MOTION PASSED (5-0).

**9. PUBLIC HEARING DATE SETTING:**

- a) NONE

**10. PUBLIC HEARINGS:**

- a) NONE

**11. COUNCIL REPORTS AND REQUESTS:**

- Councilmember Burrell reported out.
- Councilmember Hawkins reported out.
- Councilmember Green reported out.
- Deputy Mayor Harris reported out.
- Mayor Ribail reported out.

**12. STAFF REPORTS:**

- a) Public Works - Business Manager Brandon Schell



- b) Community Economic Development Department Report - CED Principal Rhonda Ender
  - a) Planning Docket Fees
  - b) MainVue Stormwater
- c) Capital Improvement Projects / Administrative Services Department Report - Administrative Services Manager Lora Wilmes
  - a) December 19<sup>th</sup> Council Meeting
- d) City Manager's Office Report - City Manager Ana Cortez
  - P.I.O. Farnworth reported out on Landfill and Cemetery
  - a) Docket Fees and Deadline

**13. EXECUTIVE SESSION – City Manager Review**

*RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.*

\*Executive Session took place after 15. AGENDA BILLS

- Council enters Executive Session at 8:37 PM, scheduled to return at 9:15 PM.
- Mayor extends Executive Session to 9:25 PM.
- Council returns to Executive Session at 9:25 PM.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER GREEN TO AUTHORIZE A 5% INCREASE IN CITY MANAGER CORTEZ'S SALARY FOR YEAR 2024. MOTION PASSED (4-1). RIBAIL, HARRIS, BURRELL, AND GREEN IN FAVOR. HAWKINS OPPOSED.

**14. PRESENTATIONS:**

- a) NONE

**15. AGENDA BILLS:**

- a) AB23-110: A Resolution authorizing Larry Brown & Water Distribution Improvement Project Change Order No. 5 and associated contingency for the water distribution system upgrade.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER GREEN. MOTION PASSED (4-0). RIBAIL, HAWKINS, BURRELL, AND GREEN IN FAVOR. HARRIS OBSTAINS. REASON GIVEN: CANNOT IN

GOOD CONCIIOUS AUTHORIZE THE BILL, BUT KNOWS IT IS NECESSARY.

- b) AB23-111: An Ordinance approving the Fiscal Year 2024 Budget for the 2023-2024 Biennial Budget.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER BURRELL. MOTION PASSED (5-0).

AB23-112: An Ordinance amending Ordinance 980 Section 2 to reflect the dollar amount of the increase over the actual levy amount from 2023 to be \$4,426.00.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER BURRELL. MOTION PASSED (5-0)

- c) AB23-108: A MOTION to select Michael Pendleton as facilitator for the City of Carnation 2024 annual retreat.

MOTION BY DEPUTY MAYOR HARRIS SECOND BY MAYOR RIBAIL,

MOTION BY DEPUTY MAYOR HARRIS TO AMEND AB23-108 BY INSTRUCTING STAFF TO DO THE FOLLOWING:

- INTERVIEW MARRI-HARRIS ROBERTS AND DAVID M. CARSON TO FACILITATE THE JANUARY 20, 2024, COUNCIL RETREAT
- INCLUDE INPUT FROM THE NEWLY ELECTED MEMBERS OF COUNCIL

MOTION TO APPROVE AB23-108 AS AMENDED PASSED (5-0).

## **16. DISCUSSION ITEMS:**

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER GREEN TO EXTEND THE MEETING TO 9:45 PM. MOTION PASSED (5-0).

- a) Legislative Priorities

MOTION BY COUNCILMEMBER GREEN SECIND BY DEPUTY MAYOR HARRIS TO EXTEND THE MEETING TO 10:00 PM. MOTION PASSED (5-0).

- b) SCA Board  
a) TABLED  
c) Rural Designation

MOTION BY DEPUTY MAYOR HARRIS SECOND BY COUNCILMEMBER GREEN TO NOT COLLECT FEES FOR ANY COUNCIL DOCKETED RECCOMENDATIONS FROM THE 2023 OPEN DOCKET. MOTION PASSED (5-0).

**17. CAPITAL PURCHASES:**

- a) NONE

**18. INFORMATION, CLARIFICATION, GENERAL DIRECTION ITEMS:**

**19. PUBLIC RECORDS REQUESTS:**

\*As of 11/20/23:

- a) Kristel Harris 1 - Councilmembers
- b) Kristel Harris 2 - Councilwoman
- c) Kristel Harris 3 - Harvold
- d) Kristel Harris 4 - 2020
- e) Kristel Harris 5 - Complaints
- f) Kristel Harris 6 - HR
- g) Steven Bayne - Mobile Home Park

**20. PLANNING AND PARKS BOARD MINUTES:**

- a) Regular Meeting - October 24<sup>th</sup>, 2023

**21. FUTURE COMMITTEE MEETINGS:**

- a) Finance & Operations
  - a) December 11, 2023 – 4:00 PM
- b) Economic Development and Public Safety
  - a) December 15, 2023 – 2:00 PM
  - b) December 29, 2023 – 2:00 PM

**22. FUTURE AGENDAS:**

- a) December 19<sup>th</sup>, 2023
  - a) CANCELLED
- b) January 2<sup>nd</sup>, 2024

**23. ADJOURNMENT:** Mayor Jim Ribail

At: 9:59 PM

# CHECK REGISTER

City of Carnation

Time: 09:19:33 Date: 12/18/2023

11/18/2023 To: 12/18/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3146	12/12/2023	Claims	1	38308	BANK OF AMERICA	9,368.48	November 1 - 30 Credit Card Payment
2955	11/22/2023	Claims	1	38465	AM TEST, INC	40.00	WATER BACTERIOLOGICAL ANALYSIS
2956	11/22/2023	Claims	1	38466	COMCAST	637.80	BILLING ACTIVITY UP TO AND INCLUDING NOV. 14 2023
2957	11/22/2023	Claims	1	38467	KPG PSOMAS	465.89	SERVICES FROM 09/29 THRU 10/26 - TOLT AVE
2958	11/22/2023	Claims	1	38468	SNO VALLEY CHAMBER OF COMMERCE	298.00	ANNUAL DUES
2959	11/22/2023	Claims	1	38469	DR. LARISSA CHUPRINA, ESL COACH	2,000.00	FOR ENGLISH CLASSES, MATERIALS, AND RESOURCES PROVIDED TO BIBIANA GARCIA; FOR ENGLISH CLASSES, MATERIALS, AND RESOURCES PROVIDED TO GUSTAVO GARCIA
3036	12/01/2023	Claims	1	38470	AHBL, INC	9,320.00	(COST RECOVERY) BOYD UNIT LOT SUBDIVISION. LAND USE PLANNING SERVICES. SEPT. 26, 2023 TO OCTOBER 25, 2023.; (COST RECOVERY) BREWER SHORT PLAT PRE-APPLICATION. LAND USE PLANNING SERVICES.; (COST RECO
3037	12/01/2023	Claims	1	38471	CENTURYLINK	138.67	VAC STATION ALARM SYSTEM PHONE LINES. ACCOUNT NUMBER 300566073
3038	12/01/2023	Claims	1	38472	KC FINANCE - DOT-ROADS	12,426.58	SIGN INVENTORY MAINTENANCE & REPLACE SIGN IN THE CITY.; PROJECT# 1145543/ RSD CR-019 2023 OVERLAY PRGM
3039	12/01/2023	Claims	1	38473	KING COUNTY FINANCE - WASTEWATER	64,929.06	Single family residential customers as of 6/30/2023. for the 4th quarters end
3040	12/01/2023	Claims	1	38474	ENVIROMENTAL HEALTH SERVI PUBLIC HEALTH - SEATTLE KING COUNT	7,548.00	CARNATION LANDFILL/ 2024 PERMIT RENEWAL
3041	12/01/2023	Claims	1	38475	PUGET SOUND ENERGY	4,681.01	ENERGY BILL SERVICE ON: 4003 TOLT AVE (LORD'S HOUSE); ENERGY BILL SERVICE ON: 4003 TOLT AVE ( LORD'S HOUSE); ENERGY BILL SERVICE ON: 4003 TOLT AVE ( LORD'S HOUSE); ENERGY BILL SERVICE ON: 4621 TOLT AV
3042	12/01/2023	Claims	1	38476	SOUND PUBLISHING INC	311.81	LEGAL DESCRIPTION: PH LEVY; WEEKLY NEWSPAPER OF GENERAL CIRCULATION.; PH PRELIM; PH ACCEPT
3043	12/01/2023	Claims	1	38477	UNITED SITE SERVICES	349.50	FRED HOCKERT PARK WEEKLY SERVICE AND ADDITIONAL WEEKLY SERVICE. HANDSANITIZER REFILL.
3044	12/01/2023	Claims	1	38478	KING COUNTY FINANCE	153.87	RCW 66.08- 2% OF LIQUOR PROFITS AND RCW 82.08.170-2% OF LIQUOR ESCISE TAX FOR 3RD QUARTER 2023.

# CHECK REGISTER

City of Carnation

Time: 09:19:33 Date: 12/18/2023

11/18/2023 To: 12/18/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3045	12/01/2023	Claims	1	38479	TIM WOOLETT	4,272.47	(COST RECOVERY) BENJAMIN ASPHALT; PLANNING AND CONSULTING SERVICES: SHANE FORTNEY, FORTHWEST; (COST RECOVERY) PLANNING AND CONSULTING SERVICES: ROBERT & PAULA PHELPS.; (COST RECOVERY) PLANNING AND CON
3046	12/01/2023	Claims	1	38480	KING COUNTY SHERIFF'S OFFICE - 2023	12,926.72	POLICE SERVICES FOR JANUARY -DECEMBER 9, 2022 RETRO SALARIES FOR KPOG, MAJORS AND CAPTAINS.; DISCRETIONARY OVERTIME, CARNAION SPECIAL EMPHASIS BE DAM READY EVENT.
3047	12/01/2023	Claims	1	38481	SIDD RAO	1,202.62	TECH- SUPPORT FROM 11/06 TROUHG 11/16/2023
3048	12/01/2023	Claims	1	38482	JOSE VAZQUEZ	5,500.00	NOVEMBER- CEMENTERY, PARKS, CITY HALL AND MAIN STREET. MAINTENANCE.
3049	12/01/2023	Claims	1	38483	DATABAR	771.26	POSTAGE / INSERT LOW-INCOMW INTERNET ASSISTANCE. REGULAR STATEMENT.
3050	12/01/2023	Claims	1	38484	SAELA SEATTLE COMMERCIAL	326.10	PEST CONTROL- BEES.
3051	12/01/2023	Claims	1	38485	PSERN OPEATOR	259.20	EMERGENCY RADIOS FOR NATIONAL DESASTERS.
3052	12/01/2023	Claims	1	38486	SENSKE SERVICES	1,630.50	FALL TREE/SHRUB FERTILIZATION 10/12/2023
3053	12/01/2023	Claims	1	38487	HYBRID ARCHITECTURE LLC	8,000.00	SCHEMATIC DESIGN PHASE 1: REFER TO CONTRACT
3054	12/01/2023	Claims	1	38488	DEPARTMENT OF TRANSP. WASHINGTON STATE	1,495.62	TOLT AVE. IMPROVEMENT
3055	12/01/2023	Claims	1	38489	PERRY JOHN	667.70	MILEAGE AND TRAVEL EXPENSES
3057	12/01/2023	Claims	1	38490	UNITED SITE SERVICES	172.16	RHODY AND AZALEA APP:ICATION (TREES) TOLT COMMONS
3058	12/01/2023	Claims	1	38491	R&A CLEANING	2,916.00	9 X REGULAR CLEANNING.
3059	12/01/2023	Claims	1	38492	SENSKE SERVICES	81.53	RHODY AND AZALEA APP:ICATION (TREES) TOLT COMMONS
3077	12/04/2023	Claims	1	38493	THOMPSON, GUILDNER & ASSOCIATES INC P.S.	2,741.70	General Counsel for Month of November
3078	12/04/2023	Claims	1	38494	ANA CORTEZ	21.00	Ixtapa Dinner Reimbursement with Councilmembers Harris and Green
3079	12/04/2023	Claims	1	38495	USIC LOCATING SERVICES, LLC	597.70	Locate; Locate - Fuel Surcharge
3080	12/04/2023	Claims	1	38496	BOOKKEEPING SOLUTIONS INC	1,830.00	Bookkeeping Services 11/20-11/30
3081	12/04/2023	Claims	1	38497	BETH GOLDBERG CONSULTING SERVICES	5,328.75	Consulting Services: Reviewing revenues, outreach to SAO, Comcast Franchise Agreement, medical opt out program etc.
3082	12/04/2023	Claims	1	38498	ELIZABETH MAURER	4,660.26	Settlement Agreement
3123	12/11/2023	Claims	1	38499	BUILDERS EXCHANGE OF WASHINGTON, INC	69.05	Publish Projects Online - Mckinley Avenue

## CHECK REGISTER

City of Carnation

Time: 09:19:33 Date: 12/18/2023

11/18/2023 To: 12/18/2023

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3124	12/11/2023	Claims	1	38500	CITY OF CARNATION	1,995.35	Utility Bill - Account No. 1325007 (4301 Larson Ave); Utility Bill - Account No. 1325006 (33100 NE 45th St); Utility Bill - Account No. 1325004 (32401 E Entwistle St); Utility Bill - Account No. 13250
3125	12/11/2023	Claims	1	38501	CORRECT EQUIPMENT INC	596.76	Water System Chlorine Packs (Accu-Tab 60# Pail)
3126	12/11/2023	Claims	1	38502	LINDER ELECTRIC, INC	30,921.61	CCC Electric Work
3127	12/11/2023	Claims	1	38503	ENVIROMENTAL HEALTH SERVI PUBLIC HEALTH - SEATTLE KING COUNT	2,178.00	Carnation Landfill -Tiime above Permit
3128	12/11/2023	Claims	1	38504	SAFEBUILT, LLC	3,800.75	COST RECOVERY - Brewer, John Day, Bergquist; Code Enforcement Questions - Gurevich; Building Inspections - November
3129	12/11/2023	Claims	1	38505	TEAMSTERS LOCAL UNION 763	156.00	December 2023 Dues
3130	12/11/2023	Claims	1	38506	UNITED SITE SERVICES	488.46	
3131	12/11/2023	Claims	1	38507	VERIZON WIRELESS	2,193.20	Phone Bill - Account No. 442524620-00001
3132	12/11/2023	Claims	1	38508	GRAY & OSBORNE, INC	48,861.82	Professionals Services from 11/5 to 12/2 - Booster Pump and Tolt Stormwater Report; East Bird Street Improvements; Brumbaugh Water Main Improvements; Utility Mapping Assistance; Water System Operation
3133	12/11/2023	Claims	1	38509	KING COUNTY SHERIFF'S OFFICE - 2023	89,758.66	Police Services December 2023; Police Services November 2023
3134	12/11/2023	Claims	1	38510	KING COUNTY RADIO COMMUNICATION SERVICES	135.33	Radios - Rental and Maintenance Contract November
3135	12/11/2023	Claims	1	38511	BENJAMIN ASPHALT, INC	811.60	170 gallons of off-road diesel fuel for generator at suction plan
3136	12/11/2023	Claims	1	38512	JENNIFER HARGROVE	810.00	October and November Hours
3137	12/11/2023	Claims	1	38513	ATTIC CREW	6,936.58	CCC Attic Work
3138	12/11/2023	Claims	1	38514	SENSKE SERVICES	12,516.80	Christmas Decor Installment - November 2023
3147	12/12/2023	Claims	1	38515	PUGET SOUND ENERGY	3,572.46	E EUGENE ST & TOLT AVE # ST LIGHTS; STREET LIGHTS
3148	12/12/2023	Claims	1	38516	KING COUNTY FINANCE	375.00	KCIT INET NOVEMBER 2023
3149	12/12/2023	Claims	1	38517	FUSIONTEK	1,159.70	Azure Compute Storage Consumption December 2023
3150	12/12/2023	Claims	1	38518	SENSKE SERVICES	18,775.21	September and October 2023 Charge - Christmas Decor
3151	12/12/2023	Claims	1	38519	HYBRID ARCHITECTURE LLC	8,000.00	Schematic Design
3172	12/15/2023	Claims	1	38520	CATALIS LLC	985.80	GovOffice Website Housing June 2023-May 2024
3173	12/15/2023	Claims	1	38521	KPG PSOMAS	7,267.26	COST RECOVERY - S McKinley St Improvement Project - Design and Construction; SR203/Tolt Ave Central Business District Improvements Eugene St to Rutheford St
3174	12/15/2023	Claims	1	38522	MOTT MACDONALD (PGG)	4,317.50	Carnation Landfill Labor Costs - November 2023
3175	12/15/2023	Claims	1	38523	SCA ~ SOUND CITIES ASSOCIATION	1,675.62	2024 Sound Cities Association (SCA) Dues

# CHECK REGISTER

City of Carnation

Time: 09:19:33 Date: 12/18/2023

11/18/2023 To: 12/18/2023

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3176	12/15/2023	Claims	1	38524	TEAMSTERS LOCAL UNION 763	156.00	January 2024 Union Dues - Gustavo Garcia and Scott Brittain
3177	12/15/2023	Claims	1	38525	LARRY BROWN CONSTRUCTION INC	87,920.69	Booster Station Improvements - September 2023; Booster Station Improvements - October 2023
3178	12/15/2023	Claims	1	38526	TIM WOOLETT	1,958.40	Land Use Planning and Consulting Services - November 2023
3179	12/15/2023	Claims	1	38527	SEERUT BHULLAR	1,800.00	Community Health Policy Fellow - November 2023
						195,481.91	
						2,500.00	
						2,000.00	
						43,576.49	
						22,955.04	
						9,760.67	
						132,203.18	
						14,043.50	
						1,501.92	
						84,240.86	
						508,263.57	Claims: 508,263.57

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Carnation and that I am authorized to authenticate and certify to said claim.

(Tim Harris) FNO Committee Member \_\_\_\_\_ Date: \_\_\_\_\_

(Ana Cortez) City Manager \_\_\_\_\_ Date: \_\_\_\_\_

(Jim Ribail) City Mayor \_\_\_\_\_ Date: \_\_\_\_\_



PERIOD: NOVEMBER 1 – NOVEMBER 30, 2023

I, Ashlyn Farnworth, Assistant to the City Manager for the City of Carnation, do hereby attest that payroll deposits for the period above have been made through Paycom. I have worked with Paycom to reflect accurate information to the best of my ability. Any payroll adjustments made outside the normal monthly payroll period are indicated below.

Total Amount: \$72,571.97

Adjustments: NONE

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Ashlyn Farnworth  
Assistant to the City Manager

---

Ana Cortez  
City Manager



### Check Register Report

Employee	Earnings	Rate	Hours/Units	Amount	Taxes	Deductions	Net Pay	<input type="checkbox"/>		
<b>001 - General Fund</b>										
<b>BRITTAIN, SCOTT</b> Code: A00Y Tax Profile: 1 - WA/WA/WA	Regular	34.69	146.00	5,064.74	Medicare	95.73	DRS EE Plan 2	383.34	Direct Deposit Net Check	4,984.29
	Overtime	52.04	2.50	130.09	Social Security	409.31	Union Amount	78.00	NET PAY	4,984.29
	Holiday	34.69	24.00	832.56	Washington EE	11.77	DRS ER Plan 2 - Match	574.41		
	GROSS			6,027.39	Medical Leave		ER Dental	120.50		
					Washington EE Family Leave	26.66	ER Medical	1,567.60		
					Washington State Cares	38.29	ER Vision	17.10		
							ER Dental DP	2.20		
							ER Medical DP	18.00		
							ER Vision DP	0.20		
<b>BURRELL, RYAN</b> Code: A002 Tax Profile: 2 - WA/WA/WA	Regular	3.46	173.33	600.00	Federal W/H (M)	170.00			Direct Deposit Net Check	325.27
	GROSS			600.00	Medicare	8.70			NET PAY	325.27
					Social Security	37.20				
					WA EE 0803-00Cities & Towns All Operations	51.86				
					Washington EE Medical Leave	1.07				
					Washington EE Family Leave	2.42				
					Washington State Cares	3.48				
<b>CORTEZ, ANA</b> Code: A003 Tax Profile: 2 - WA/WA/WA	Regular	75.77	148.00	11,213.40	Federal W/H (M)	1,943.75	EE Deferred	980.00	Direct Deposit Net Check	7,749.58
	Holiday	75.77	24.00	1,818.39	Medicare	214.52	Compensation \$		Direct Dep. Distribution 1	800.00
	Sick	75.77	4.00	303.06	Social Security	917.25	DRS EE Plan 3	2,297.23	Direct Dep. Distribution 2	200.00
	1099 Pay			1,000.00	WA EE 0803-00Cities & Towns All Operations	44.28	DRS ER Plan 3 - Match	1,459.51	NET PAY	8,749.58
	Extra Pay			980.00	Washington EE Medical Leave	23.50	ER Dental	109.28		
	GROSS			15,314.85	Washington EE Family Leave	53.24	ER Life	18.75		
					Washington State Cares	91.50	ER Medical	1,751.40		
							ER Vision	19.06		
<b>ENDER, RHONDA</b> Code: A00J Tax Profile: 2 - WA/WA/WA	Regular	52.88	152.00	8,038.46	Federal W/H (H)	1,120.14	DRS EE Plan 2	591.97	Direct Deposit Net Check	6,612.10
	Holiday	52.88	24.00	1,269.23	Medicare	146.49	EE Deferred	92.16	NET PAY	6,612.10
	GROSS			9,307.69	Social Security	626.36	Compensation %			
					Washington EE Medical Leave	18.17	DRS ER Plan 2 - Match	887.02		
					Washington EE Family Leave	41.17	ER Dental	109.28		
					Washington State Cares	59.13	ER Life	18.75		
							ER Medical	1,305.22		
							ER Vision	19.06		

### Check Register Report

Employee	Earnings	Rate	Hours/Units	Amount	Taxes	Deductions	Net Pay	<input type="checkbox"/>		
<b>FARNWORTH, ASHLYN</b> Code: A004 Tax Profile: 1 - WA/WA/WA	Regular	35.58	152.00	5,407.70	Federal W/H (H)	890.25	DRS EE Plan 3	313.08	Direct Deposit Net Check	4,408.40
	Holiday	35.58	24.00	853.85	Medicare	99.45	DRS ER Plan 3 - Match	596.73	NET PAY	4,408.40
	GROSS			6,261.55	Social Security	425.21	ER Dental	57.78		
					WA EE 0803-00Cities & Towns All Operations	45.48	ER Life	18.75		
					Washington EE Medical Leave	12.22	ER Medical	872.06		
					Washington EE Family Leave	27.69	ER Vision	9.54		
					Washington State Cares	39.77				
<b>FLUHRER, RACHAEL</b> Code: A00Z Tax Profile: 1 - WA/WA/WA	Regular	43.27	98.80	4,275.08	Federal W/H (M)	334.49	DRS EE Plan 3	298.36	Direct Deposit Net Check	4,758.39
	Holiday	43.27	15.60	675.01	Medicare	94.77	DRS ER Plan 3 - Match	568.67	NET PAY	4,758.39
	Extra Pay			1,017.09	Social Security	405.23				
	GROSS			5,967.18	Washington EE Medical Leave	11.65				
					Washington EE Family Leave	26.39				
					Washington State Cares	37.90				
<b>GARCIA JIMENEZ, BIBI</b> Code: A00K Tax Profile: 2 - WA/WA/WA	Regular	27.11	98.50	2,670.34	Federal W/H (H)	30.21	DRS EE Plan 2	228.46	Direct Deposit Net Check	2,957.24
	Holiday	27.11	18.00	487.98	Medicare	57.05	DRS ER Plan 2 - Match	342.33	NET PAY	2,957.24
	75% FTE Sick	27.11	16.00	433.76	Social Security	243.93	ER Dental	120.50		
	GROSS			3,592.08	WA EE 0803-00Cities & Towns All Operations	29.47	ER Life	18.75		
					Washington EE Medical Leave	7.01	ER Medical	1,567.60		
					Washington EE Family Leave	15.89	ER Vision	17.10		
					Washington State Cares	22.82	ER Dental DP	2.20		
<b>GARCIA, GUSTAVO</b> Code: A00U Tax Profile: 1 - WA/WA/WA	Regular	34.69	144.00	4,995.36	Federal W/H (M)	563.74	DRS EE Plan 2	465.02	Direct Deposit Net Check	5,499.17
	Overtime	52.04	5.50	286.19	Medicare	116.12	Union Amount	78.05	NET PAY	5,499.17
	Holiday	34.69	24.00	832.56	Social Security	496.53	DRS ER Plan 2 - Match	696.80		
	Sick	34.69	8.00	277.52	Washington EE Medical Leave	14.27	ER Dental	120.50		
	Extra Pay			171.12	Washington EE Family Leave	32.34	ER Life	18.75		
	On Call	2.67	280.50	748.94	Washington State Cares	46.45	ER Medical	1,567.60		
	GROSS			7,311.69			ER Vision	17.10		
<b>GREEN, DUSTIN</b>	Regular	3.46	173.33	600.00	Medicare	8.70			Direct Deposit Net Check	495.27

### Check Register Report

Employee	Earnings	Rate	Hours/Units	Amount	Taxes	Deductions	Net Pay	<input type="checkbox"/>
Code: A005 Tax Profile: 2 - WA/WA/WA	GROSS			600.00	Social Security 37.20 WA EE 0803-00Cities & Towns All Operations 51.86 Washington EE Medical Leave 1.07 Washington EE Family Leave 2.42 Washington State Cares 3.48		NET PAY 495.27	
<b>HARRIS, TIM</b> Code: A006 Tax Profile: 2 - WA/WA/WA	Regular GROSS	4.04	173.33	700.00 700.00	Federal W/H (M) 586.45 Medicare 10.15 Social Security 43.40 WA EE 0803-00Cities & Towns All Operations 51.86 Washington EE Medical Leave 1.25 Washington EE Family Leave 2.83 Washington State Cares 4.06		Direct Deposit Net Check 0.00 NET PAY Zero Net	
<b>HAWKINS, ADAIR</b> Code: A007 Tax Profile: 2 - WA/WA/WA	Regular GROSS	3.46	173.33	600.00 600.00	Medicare 8.70 Social Security 37.20 WA EE 0803-00Cities & Towns All Operations 51.86 Washington EE Medical Leave 1.07 Washington EE Family Leave 2.42 Washington State Cares 3.48		Direct Deposit Net Check 495.27 NET PAY 495.27	
<b>MULLHOLLAND, HEATHER</b> Code: A00Q Tax Profile: 1 - WA/WA/WA	Regular Comp Time Taken Holiday Sick Vacation GROSS	30.51 30.51 30.51 30.51 30.51	52.29 1.40 8.00 18.90 15.35	1,595.37 42.71 244.08 576.64 468.33 2,927.13	Medicare 46.49 Social Security 198.77 Washington EE 5.71 Medical Leave 12.95 Washington EE Family Leave 18.59 Washington State Cares	DRS EE Plan 3 146.36 DRS ER Plan 3 - Match 278.96 ER Dental 120.50 ER Life 18.75 ER Medical 1,567.60 ER Vision 17.10 ER Dental DP 2.20 ER Medical DP 18.00 ER Vision DP 0.20	Direct Deposit Net Check 2,498.26 NET PAY 2,498.26	
<b>PARADIS, LARRY</b> Code: A00S	Regular GROSS	32.00	79.50	2,544.00 2,544.00	Federal W/H (M) 23.57 Medicare 36.88		Direct Deposit Net Check 2,296.26 NET PAY 2,296.26	

### Check Register Report

Employee	Earnings	Rate	Hours/Units	Amount	Taxes	Deductions	Net Pay	<input type="checkbox"/>
Tax Profile: 1 - WA/WA/WA					Social Security 157.73 Washington EE 4.53 Medical Leave Washington EE Family Leave 10.27 Washington State Cares 14.76			
<b>PERRY, JOHN</b> Code: A011 1099 Employee	Regular GROSS	8.08	173.33	1,400.00 1,400.00			Direct Deposit Net Check NET PAY	1,400.00 1,400.00
<b>RIBAIL, JIM</b> Code: A00B Tax Profile: 2 - WA/WA/WA	Regular GROSS	4.62	173.33	800.00 800.00	Federal W/H (M) 200.00 Medicare 11.60 Social Security 49.60 WA EE 0803-00Cities & Towns All Operations 51.86 Washington EE Medical Leave 1.43 Washington EE Family Leave 3.23 Washington State Cares 4.64		Direct Deposit Net Check NET PAY	477.64 477.64
<b>SCHELL, BRANDON</b> Code: A00H Tax Profile: 2 - TX/WA/WA	Regular Holiday Management Leave Sick GROSS	55.29 55.29 55.29 55.29	146.00 24.00 2.00 4.00	8,072.11 1,326.92 110.58 221.15 9,730.76	Federal W/H (M) 747.87 Medicare 141.71 Social Security 605.96 WA EE 0803-00Cities & Towns All Operations 44.28 Washington EE Medical Leave 19.00 Washington EE Family Leave 43.04 Washington State Cares 61.82	DRS EE Plan 2 618.88 EE Deferred 884.61 Compensation % DRS ER Plan 2 - Match 927.34 ER Dental 109.28 ER Life 18.75 ER Medical 1,751.40 ER Vision 19.06	Direct Deposit Net Check NET PAY	6,563.59 6,563.59
<b>SEOANES-PERLA, RUBEN</b> Code: A010 1099 Employee	Regular Overtime On Call GROSS	40.00 60.00 2.67	168.00 13.00 91.00	6,720.00 780.00 242.97 7,742.97			Direct Deposit Net Check NET PAY	7,742.97 7,742.97
<b>TIPTON, MIKE</b> Code: A00F Tax Profile: 2 - WA/WA/WA	Regular Holiday Management Leave Sick Vacation	42.76 42.76 42.76 42.76 42.76	88.00 24.00 40.00 24.00 16.00	3,762.88 1,026.24 1,710.40 1,026.24 684.16	Federal W/H (M) 946.52 Medicare 130.39 Social Security 557.53 WA EE 0803-00Cities & Towns All Operations 38.30	DRS EE Plan 2 522.15 DRS ER Plan 2 - Match 782.41 ER Dental 109.28 ER Life 18.75 ER Medical 1,751.40	Direct Deposit Net Check NET PAY	5,962.69 5,962.69

### Check Register Report

Employee	Earnings	Rate	Hours/Units	Amount	Taxes	Deductions	Net Pay	<input type="checkbox"/>		
	GROSS			8,209.92	Washington EE Medical Leave Washington EE Family Leave	16.03  36.31	ER Vision  19.06			
<b>WILMES, LORA</b> Code: A00D Tax Profile: 2 - WA/WA/WA	Regular Holiday GROSS	48.08 48.08	152.00 24.00	7,307.69 1,153.85 8,461.54	Federal W/H (M) Medicare Social Security WA EE 0803-00Cities & Towns All Operations Washington EE Medical Leave Washington EE Family Leave Washington State Cares	830.72 134.38 574.61 45.48   16.52 37.42 53.75	DRS EE Plan 3 DRS ER Plan 3 - Match ER Dental ER Life ER Medical ER Vision	423.08 806.38  171.06 18.75 2,184.58 28.58	Direct Deposit Net Check NET PAY	6,345.58 6,345.58
<b>Subtotals for Dept: 001</b>	Regular Overtime Comp Time Taken Holiday Management Leave Sick 75% FTE Sick Vacation 1099 Pay Extra Pay On Call GROSS	2,665.07 21.00 1.40 233.60 42.00  58.90 16.00 31.35  371.50 3,440.82	76,367.13 1,196.28 42.71 10,520.67 1,820.98  2,404.61 433.76 1,152.49 1,000.00 2,168.21 991.91 98,098.75	Federal W/H Medicare Social Security WA EE 0803-00Cities & Towns All Operations Washington EE Medical Leave Washington EE Family Leave Washington State Cares	8,387.71 1,361.83 5,823.02 506.59   166.27 376.69 503.92	DRS EE Plan 2 DRS EE Plan 3 DRS ER Plan 2 - Match DRS ER Plan 3 - Match EE Deferred Compensation \$ EE Deferred Compensation % ER Dental ER Dental DP ER Life ER Medical ER Medical DP ER Vision ER Vision DP Union Amount	2,809.82 3,478.11 4,210.31 3,710.25 980.00 976.77 1,147.96 8.80 168.75 15,886.46 72.00 182.76 0.80 156.05	19 DD Vouchers 2 DD Distributions NET PAY	71,571.97 1,000.00 72,571.97	
<b>Total Company</b>										
<b>Company Totals</b>	Regular Overtime Comp Time Taken Holiday Management Leave Sick 75% FTE Sick Vacation	2,665.07 21.00 1.40 233.60 42.00  58.90 16.00 31.35	76,367.13 1,196.28 42.71 10,520.67 1,820.98  2,404.61 433.76 1,152.49	Federal W/H Medicare Social Security WA EE 0803-00Cities & Towns All Operations Washington EE Medical Leave Washington EE Family Leave	8,387.71 1,361.83 5,823.02 506.59   166.27 376.69	DRS EE Plan 2 DRS EE Plan 3 DRS ER Plan 2 - Match DRS ER Plan 3 - Match EE Deferred Compensation \$ EE Deferred Compensation %	2,809.82 3,478.11 4,210.31 3,710.25 980.00 976.77	19 DD Vouchers 2 DD Distributions NET PAY	71,571.97 1,000.00 72,571.97	

### Check Register Report

Employee	Earnings	Rate	Hours/Units	Amount	Taxes	Deductions	Net Pay
	1099 Pay			1,000.00	Washington State	503.92	ER Dental 1,147.96
	Extra Pay			2,168.21	Cares		ER Dental DP 8.80
	On Call	371.50		991.91			ER Life 168.75
	GROSS	3,440.82		98,098.75			ER Medical 15,886.46
							ER Medical DP 72.00
							ER Vision 182.76
							ER Vision DP 0.80
							Union Amount 156.05

Total Net Pay 72,571.97



# CITY OF CARNATION



## OFFICIAL PROCLAMATION

*Whereas*, January 2024 will mark the 22nd anniversary of National Mentoring Month, an annual campaign to focus attention on the need for mentors, as well as how each of us can work together to increase the number of mentors to help ensure positive outcomes for our young people, and

*Whereas*, the City of Carnation honors volunteer mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive; and

*Whereas*, mentoring programs like Youth Success Mentoring - a program of Empower Youth Network - makes our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

*Whereas*, mentoring plays a pivotal role in career exploration and supports workplace skills by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and drives positive outcomes for young people and businesses; and

*Whereas*, quality mentoring promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of a young person and their relationships with other adults; and

*Whereas*, students who meet regularly with their mentors are more than 52 percent less likely than their peers to skip a day of school and youth who face an opportunity gap but have a mentor are 55 percent more likely to be enrolled in college than those who did not have a mentor; and

*Whereas*, youth who meet regularly with their mentors are 46 percent less likely than their peers to start using drugs and 27 percent less likely to start drinking; and

*Whereas*, National Mentoring Month is the time of year to celebrate, elevate, and encourage mentoring across our state and recruit caring adult mentors in the City of Carnation.

*Now, Therefore*, we, the City Council of the City of Carnation, King County, Washington, do hereby proclaim

*January 2024 as National Mentoring Month*

in the City of Carnation.

Approved this 2<sup>nd</sup> day of January 2024

\_\_\_\_\_  
Mayor Jim Ribail



# CARNATION CITY COUNCIL

## A G E N D A   B I L L

<b>TITLE:</b> A Resolution authorizing a memorandum of understanding for creating the Snoqualmie Valley Economic Alliance	<b>Agenda Bill No.:</b>	AB24-02
	<b>Type of Action:</b>	RESOLUTION
	<b>Origin:</b> <i>(Council/Manager)</i>	City Manager
	<b>Agenda Bill Author:</b>	City Manager
<b>EXHIBITS:</b> <ul style="list-style-type: none"> <li>• Resolution No. 24-511</li> <li>• Memorandum of Understanding</li> </ul>	<b>Date Submitted:</b>	01/02/24
	<b>For Agenda of:</b>	01/02/24
	<b>Expenditure Required:</b>	\$0
	<b>Amount Budgeted:</b>	N/A
	<b>Appropriation Required:</b>	N/A

**SUMMARY STATEMENT AND DISCUSSION:**

The Snoqualmie Valley cities of Carnation, Duvall, North Bend, and Snoqualmie and Department of Local Services (King County), representing unincorporated King County, and the Snoqualmie Valley Tribe want to promote and to coordinate economic development efforts thereby creating the Snoqualmie Valley Economic Alliance. The Alliance provides a framework for competitive applications for governmental and private grants. It demonstrates the common interests of Snoqualmie Valley cities and the willingness to cooperatively work as opportunities present themselves. There is no financial commitment unless the parties involved agree to participate in shared grant applications and are successful in their endeavors.

**RECOMMENDED ACTION:** I move to accept a Resolution authorizing a memorandum of understanding to create the Snoqualmie Valley Economic Alliance

**LEGISLATIVE HISTORY:**

**ACTION TAKEN**

MOTION AS PROPOSED			MOTION AS AMENDED		
Motion made by:			Motion made by:		
Second by:			Second by:		
	YES Vote	NO Vote		YES Vote	NO Vote
Hawkins			Hawkins		
Ribail			Ribail		
Nelson			Nelson		
Burrell			Burrell		
Merizan			Merizan		
Passed/Failed			Passed/Failed		
Ordinance/Resolution No.:			Ordinance/Resolution No.:		



**CITY OF CARNATION  
Carnation, Washington**

**RESOLUTION NO.  
24-511**

**A RESOLUTION AUTHORIZING A THE MEMORANDUM OF  
UNDERSTANDING FOR THE CREATION OF THE SNOQUALMIE  
VALLEY ECONOMIC ALLIANCE**

**WHEREAS**, the Snoqualmie Valley cities of Carnation, Duvall, North Bend, and Snoqualmie find it beneficial to join with the Department of Local Services, representing unincorporated King County, and the Snoqualmie Valley Tribe in promoting and coordinating the community’s economic development efforts

**WHEREAS**, the Snoqualmie Valley cities would like to create the Snoqualmie Valley Economic Alliance in support of the community’s economic development efforts

**WHEREAS**, the Alliance provides a framework for competitive applications for governmental and private grants.

**WHEREAS**, the Alliance demonstrates the common interests of Snoqualmie Valley cities and the willingness to cooperatively work together as opportunities present themselves.

**WHEREAS**, the City of Carnation finds it beneficial to participate in the Snoqualmie Valley Economic Alliance and support the Memorandum of Understanding

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF CARNATION, WASHINGTON, AS FOLLOWS:**

**Section 1:** The City of Carnation supports the Memorandum of Understanding in promoting and coordinating the community’s economic development efforts with the other Snoqualmie Valley cities thereby creating the Snoqualmie Valley Economic Alliance.

**PASSED and APPROVED** by the City Council this 2nd, day of January, 2024.

CITY OF CARNATION

By \_\_\_\_\_  
Jim Ribail, Mayor

Attest:

By \_\_\_\_\_  
Lora Wilmes, City Clerk

## PREAMBLE

Washington State’s Snoqualmie Valley consists of the rural unincorporated areas of King County and the small cities of Carnation, Duvall, North Bend, and Snoqualmie. While rural in nature for the lower population density, open green space, and containing the last remaining farmland in the state’s most populous county, only unincorporated areas have official rural designation. The Snoqualmie Valley continues to evolve and become more ethnically and socially diverse, reflecting the regional changes seen elsewhere in King County.<sup>1</sup>

Snoqualmie Valley wishes to strengthen local economies in a way that honors our past, gives opportunity to sustain and preserve our rural character going forward, all while ensuring success regardless of residents’ income or size of business.

### Memorandum of Understanding

**WHEREAS** the cities of Snoqualmie Valley - Carnation, Duvall, North Bend, and Snoqualmie – find it beneficial to join with the Department of Local Services, representing unincorporated King County, and the Snoqualmie Valley Tribe (hereinafter referred to as “Parties”) in promoting and coordinating the community’s economic development efforts hereby creating the Snoqualmie Valley Economic Alliance (hereinafter referred to as the “Alliance”).

**ADDITIONALLY** for the success of the Alliance, the Parties partner with local organizations to enrich collaboration efforts including community associations, non-profits, greenway associations, school districts, chambers of commerce and tribes. Organizations partner voluntarily on a project-by-project basis. Snoqualmie Valley Innovation Center will serve as the coordinating 501c3 organization.

**FURTHERMORE**, the Alliance will focus on these areas of interest:

- 1. Honor the historic role of Snoqualmie Valley-** Respect the rural vitality that the Snoqualmie Valley brings to King County, Washington State, and beyond.
- 2. Healthy living through sustainability and Green Jobs<sup>2</sup>-** Center the environment and career sustainability of our fragile Pacific Northwest ecosystem by developing economic pathways<sup>3</sup> that empower workers to pursue quality careers with sustainable wages.
- 3. Diversity-** Honor the diversity of Snoqualmie Valley communities and ensure services for minority-owned businesses and historically underserved residents.

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<sup>1</sup> 54.27% of Riverview School District Sixth to Eighth grade students surveyed in 2022 identified as a race/ethnicity other than White and 55% of 6-8th grade Snoqualmie Valley School District students identified as a race/ethnicity other than White.

<sup>2</sup> King County defines green jobs as living wage positions providing environmental benefits (such as clean energy deployment) in high-demand industry sectors of construction, manufacturing, transportation, and professional services. [SJI/King County Green Jobs Report - Seattle Jobs Initiative](#)

<sup>3</sup> [Green Jobs Strategy - King County, Washington](#)

4. **Equity**- Promote access to capital, educate about small business best practices, reduce barriers to economic growth, and economically empower the residents and small business owners most impacted by environmental stressors (climate change, pandemics, economic recessions etc.).<sup>4,5</sup>
5. **Preserve rural character**- Support King County's Creative Economy<sup>6</sup> Initiatives and advocate to be included in state and federal incentives that benefit rural communities such as Snoqualmie Valley.
6. **Entrepreneurship**- Support the exploration of entrepreneurship and create opportunities for small business innovation. The Alliance will work to empower local Snoqualmie Valley small businesses and residents to scale their businesses and thrive economically.
7. **Economic empowerment** - Use creative strategies to empower businesses in all stages from inception to maturity with supportive services to help ensure their success.
8. **Youth Career Opportunities**- Engage and inspire youth through hands on learning opportunities with local businesses to support their career readiness, foster life-long-learning, and create tomorrow's entrepreneurs.
9. **Rural infrastructure improvement** – Strengthen safety for multimodal transportation networks by improving roads along SR 202/203. Focus on expansion of rural broadband access across the Snoqualmie Valley Corridor.
10. **Strengthening and supporting local business**- Work collaboratively to strengthen local small business and enhance the vibrancy of downtowns.

THEREFORE, this Alliance provides a framework for future endeavors that will allow for competitive applications for governmental and private grants. It demonstrates the common interests of all Parties and the Parties' willingness to work together knowing that there is scale in size and scope that individually would be difficult to achieve.

FURTHERMORE, there is no financial commitment unless the parties involved agree to participate in shared grant applications and are successful in their endeavors. In such cases, a separate contracting process with the Grantor and Grantees would apply. Let it be known there are no formal procedures nor a body of decisionmakers. This Alliance simply allows all participating agencies to coordinate economic development efforts to achieve mutually beneficial interests.

THIS AGREEMENT REMAINS UNTIL December 31<sup>st</sup> 2026 after which it will be renewed and re-signed with interested parties. This agreement will commence on \_\_\_\_\_, 2023 however any signatory agency, government, or organization may opt-out at any time by providing written notice to the other Parties involved.

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<sup>4</sup> Fire, smoke, extreme temperatures, flood, storms etc.

<sup>5</sup> Helgeson, J. , Aminpour Mohammadabadi, P. , Fung, J. , Roa Henriquez, A. , Zycherman, A. , Butry, D. , Nierenberg, C. and Zhang, Y. (2022), Natural hazards compound COVID-19 impacts on small businesses disproportionately for historically underrepresented group operators, International Journal of Disaster Risk Reduction, [online], <https://doi.org/10.1016/j.ijdr.2022.102845>, [https://tsapps.nist.gov/publication/get\\_pdf.cfm?pub\\_id=932704](https://tsapps.nist.gov/publication/get_pdf.cfm?pub_id=932704) (Accessed September 6, 2023)

<sup>6</sup> [Office of Economic Opportunity & Creative Economy - King County, Washington](#)



# CARNATION CITY COUNCIL DISCUSSION ITEM

**Subject:** Carnation City Council Rules of Procedures

**Origin:** Ana Cortez, City Manager

**Date Submitted:** 01/02/2024

The City Manager's Office is updating the Council Rules of Procedures to be more relevant and inclusive. The goal is to adopt the changes that were captured in year 2023 but were never adopted. The City Manager's office requests feedback and will bring an updated redlined version to the council at the Council Retreat. Adoption of this document will be after the Council Retreat or at a later date.

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Adopted by Resolution No. 353, February 2010  
Amended by Resolution No. 389, October 2014  
Amended by Resolution No. 448, April 2021

**CARNATION CITY COUNCIL RULES OF PROCEDURE**

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## PREFACE

The following Rules of Procedure are adopted for the sole benefit of the members of the City Council in order to assist in the orderly conduct of Council ~~business, and~~ business and are enforceable only by Council Members themselves. Except as expressly provided by State law, these rules shall not be construed as granting rights or privileges to members of the public or third parties. The City Council's failure to adhere to or otherwise follow these rules shall not result in any liability to the City, its officers, employees or agents, and shall not result in the invalidation of any Council act. The City Council may, implicitly or by majority vote, determine to temporarily waive any of the provisions herein. Council action taken in disregard of or nonconformity with these rules shall be construed as an implicit waiver thereof.

## SECTION I – GENERAL PROVISIONS

### RULE 1. COUNCIL MEETING - LOCATION

All meetings of the Carnation City Council shall be held at the City Hall, unless provided otherwise by public notice, and as specified in CMC 2.32.

### RULE 2. COUNCIL MEETING - TIME

The regular meetings of the Carnation City Council shall be held the 1st and 3rd Tuesdays at ~~6~~7:00 p.m. as specified in CMC 2.32.010.

No regular meeting shall be permitted to continue beyond ~~9~~10:30 PM for a night meeting without approval of a majority of the Councilmembers who are present and eligible to vote. A new time limit must be established before taking a Council vote to extend the meeting. In the event that a meeting has not been closed or continued by Council vote prior to ~~9~~10:30 p.m., the items not acted on shall be deferred to the next regular Council meeting, unless the Council, by a majority vote of members present, determines otherwise.

Council Committee of the Whole Workshops held on the 2<sup>nd</sup> Tuesday ~~will begin at 7:00 pm and conclude at 9:30pm unless the Council agrees on a different time at a time determined by the City Council. Special workshops can take place at a time determined by the Council and are publicly noticed. This might be covered in rule 8. If so disregard.~~

### RULE 3. 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 closed executive sessions.

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### RULE 4. ELECTION OF OFFICERS

The City of Carnation is governed by the provisions of Chapter 35A.13 RCW under the council-manager plan of government, and therefore must choose a chairperson and vice-chairperson periodically as provided for by state law. Procedures for electing officers are as follows:

- (a) The City Council of the city shall elect from its membership on a biennial basis a chairperson by majority vote at the organizational meeting in January as the first order of business prior to the Approval of Agenda. The chairperson shall have the title of Mayor (See RCW 35A.13.030.). The Mayor serves a two year term.

- (b) At the organizational meeting in January as the first order of business prior to the Approval of Agenda, the city council shall elect, by majority vote from its membership, a vice-chairperson to serve in the absence or temporary disability of the Mayor. The vice-chairperson shall have the title of Deputy Mayor (See RCW 35A.13.035.). The Deputy Mayor shall serve a one-year term or until ~~a~~ successor is elected.
- (c) The above elections shall be by affirmative motion. No abstentions shall be permitted in an election vote. Any abstentions shall be construed as a vote in ~~favor~~ favor of a candidate.

**RULE 5. PRESIDING OFFICER**

The Mayor shall preside at all meetings of the Council, including the Committee of the Whole (Council Workshops), and be recognized as the head of the City for all ceremonial purposes. In case of the Mayor's absence or temporary disability the Deputy Mayor shall act for the duration of the absence within the limitations and authority specified in RCW 35A.13.035. In case of the absence or temporary disability of the Mayor and the Deputy Mayor, a qualified Councilmember may be selected by members of the Council to act as Deputy for the duration of the absences or disabilities—\_The Mayor or Deputy Mayor are referred to as "Presiding Officer" from time to time in these Rules of Procedure.

**RULE 6. QUORUM**

At all meetings of the Council three (3) Councilmembers, who are physically present and eligible to vote, shall constitute a quorum for the transaction of business. A less number may adjourn from time to time, provided that written notice of said adjournment be posted on the exterior Council Chamber doors. Council meetings adjourned under the previous provision shall be considered a regular meeting for all purposes.

**RULE 7. ATTENDANCE, EXCUSED ABSENCES**

A Councilmember shall forfeit ~~his/her~~the office by failing to attend three consecutive regular meetings of the Council without being excused by the members of the Council—\_A member who seeks to be excused from a meeting of the council shall contact the city ~~manager, manager~~ prior to the meeting and state the reason for ~~his/her~~ the councilmember's inability to attend the meeting. If the member is unable to contact the city manager, the member shall contact the City Clerk who shall convey the message to the Mayor. Following roll call, the Mayor shall inform the Council of the member's absence, state the reason for such absence, and excuse the member's absence. The Clerk will make an appropriate notation in the minutes. If another Councilmember questions the member's absence, the Mayor shall inquire 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.

- (a) A Councilmember may participate in a meeting ~~via telephone~~remotely. A member that is participating ~~remotely via telephone~~ is eligible to vote on matters before the Council.
- (b) A Councilmember participating ~~via telephone~~remotely will be considered "present" for purposes of attendance. The Clerk will note in the record that the member was present ~~via telephone~~remotely.



- (c) ~~An individual Councilmember may not participate in three consecutive regular meetings via telephone.~~
- (d) ~~A Councilmember participating via telephone should make every attempt to obtain the agenda packet and any presentation materials prior to the meeting.~~
- (e) ~~Staff will assist any member participating via telephone to assist them in obtaining all of the materials and arranging for the telephone connection.~~
- (d) ~~Councilmembers that will participate remotely shall notify the Clerk prior to the beginning of the Council meeting.~~
- (f) ~~A Councilmember may not participate in any discussion or vote regarding quasi-judicial actions via telephoneremotely. However, a Council member may listen to the discussion via telephone and participate in subsequent discussions or votes when physically present.~~
- (e) I feel there needs to be a set number of meetings that a Council member needs to attend in person. The minimum should be 12.

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#### **RULE 8. SPECIAL COUNCIL MEETINGS**

Procedures for setting a special meeting are as follows:

- (a) A special meeting may be called by the Mayor or any three members of the Council.
- (b) Notice of the special meeting shall be prepared in writing by the Clerk. ~~The notice shall contain the following information about the meeting: time, time, place, and business to be transacted.~~
- (c) The notice shall be delivered by mail, e-mail or personally to ~~residence~~the residence of each Councilmember and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings. The chosen social media outlet of the city will also post the meeting notice. The notice must be delivered at least ~~twentyfour~~twenty four (24) hours prior to the meeting.
- (d) The notices provided in this section may be dispensed with in the following circumstances:
  - (1) As to any member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice, (2) As to 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.

#### **RULE 9. COUNCIL MEETING AGENDA**

The Clerk of the Council, under the direction of the city manager, shall arrange a list of matters according to the order of business and prepare an agenda for the Council's meeting. ~~Before the written agenda is finalized, the Mayor and City Manager or two (2) Councilmembers may introduce a matter to the agenda through the City Manager. -The originating source for agenda matters shall be identified on the supporting agenda material.~~

A final copy of the agenda, including any items additional to the preliminary agenda with any additional supporting materials shall be prepared for Councilmembers, and the press on or before 4:30 PM two working days before a regular Council meeting.

During a Council meeting any Councilmember- or the city manager may request of the Mayor that a new item be added to the agenda. Upon passage of an affirmative vote of a majority of the members of the council present the Council shall have the option of adding or deleting any item from the agenda, or by consensus may defer an item on the agenda to a subsequent Council meeting.

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#### **RULE 10. STUDY SESSIONS**

Special Council study sessions, or regular Council meetings that may be canceled due to the absence of a legal quorum, may be designated as Committee-of-the-Whole Study Sessions where no official action is contemplated. The city manager, in consultation with the Mayor, shall arrange an agenda for special Council study sessions. The Council Study Session agenda shall, for each item, contain the Study Item. After the Special Council Study Session agenda has been set, a copy of it along with any supporting materials shall be prepared for Councilmembers, and department heads on or before 4:30 PM at least two working days before the Council Study Session. During the Council Study Session the Mayor may:

- (a) Introduce the subject and give background information;
- (b) Identify the eventual goal of the study session;
- (c) Act as facilitator to keep the meeting discussion focused to the subject; and/or
- (d) Alert the Council when it is appropriate to call for consensus or other official direction of the Council.

#### **RULE 11. MAYOR**

The Mayor, as the presiding officer of the Council, shall attend and preside over all meetings of the Council, unless excused by the Council. The city manager may take part in the Council's discussion of any and all matters on the agenda concerning the welfare of the City. [If the Mayor is attending remotely the Mayor can direct the Deputy Mayor to preside over the meeting.](#)

#### **RULE 12. CLERK OF THE COUNCIL**

The City Clerk shall be ex-officio Clerk of the Council and shall be responsible for keeping the minutes and shall perform such other and further duties in the meeting as may be required by the Council, or City Manager. In the absence of the Clerk, the city manager shall appoint another qualified staff member to act as Clerk of the Council.

### **SECTION II - DUTIES AND PRIVILEGES OF MEMBERS**

#### **RULE 13. FORMS OF ADDRESS**

The Mayor shall be addressed as "Mayor (surname)", "Your Honor", or "Mr./Madam Mayor". The Deputy Mayor, when acting for the Mayor, shall be addressed as "Deputy Mayor (surname)". Members of the Council shall be addressed as "Councilmember (surname)".

#### **RULE 14. SEATING ARRANGEMENT**

Councilmembers shall occupy the respective seats in the Council Chamber assigned to them by the Mayor.

**RULE 15. APPEARANCE OF FAIRNESS DOCTRINE**

Appearance of Fairness Doctrine and its Application.

(a) Appearance of Fairness Doctrine Defined. When public hearings give 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. 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~~ 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.

(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.

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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 significance. **Some examples of quasi-judicial actions which may come before the Council are: rezones or reclassifications of specific parcels of property, appeals from decisions of the Planning Board, hearing examiner, substantive appeals of threshold decisions under the State Environmental Protection laws, subdivisions, and special land use permits.**

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(c) Obligations of Councilmembers, Procedure.

1. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, **but whether there is an appearance of conflict of interest to the average person.** This may involve the Councilmember or a Councilmember's business associate or a member of the Councilmember's immediate family. It could involve ex parte communications, ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents or opponents, announced predisposition, \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ like. Prior to any quasijudicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If a potential violation exists, **no matter how remote,** the Councilmember should seek the opinion of the City Attorney as to whether a potential violation exists.

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

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on the record, or ex parte contact. Should such challenge be made prior to the hearing, the Mayor shall direct the City Attorney to interview the Councilmember 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 Mayor shall call a recess to permit the City Attorney to make such interview and render such opinion.

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3. The Mayor shall have sole authority to request a Councilmember to excuse himself/herself themselves on the basis of an Appearance of Fairness violation. Further, if two (2) or more Councilmembers believe that an Appearance of Fairness violation exists, such individuals may move to request a Councilmember to be excused himself/herself on the basis of an Appearance of Fairness violation. In arriving at this decision, the Mayor or other Councilmembers shall give due regard to the opinion of the City Attorney.

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4. The final decision to recuse a Councilmember on appearance of fairness grounds shall lie with the challenged Councilmember himself/herself. - ask city attorney

(d) Specific Statutory Provisions.

1. It shall not constitute grounds for an appearance of fairness challenge that a Councilmember had, prior to declaring his or her candidacy for the City Council, publicly discussed or expressed an opinion regarding a pending or proposed quasi-judicial matter.

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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.

3. During the pendency of any quasi-judicial proceeding, no Councilmember may engage in ex parte (outside the hearing) communications with proponents or opponents about a proposal involved in the pending proceeding, unless the Councilmember: (a) places on the record the substance of such oral or written communications; and (b) provides 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~~XXX~~ does not prohibit correspondence between a citizen and ~~XXX 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.

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(e) Public Disclosure File. The Clerk shall maintain a public disclosure file, which shall be available for inspection by the public. The file shall contain for each member a disclosure statement. The disclosure statement shall list all real property and all business interests located in the City of Carnation in which the member or the member's spouse, dependent children, or other dependent relative living with the member, have a financial interest.

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## RULE 16. DISSENTS AND PROTESTS

Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

#### **RULE 16.1. ENDORSEMENTS**

Any Councilmember, as an individual, shall have the right to provide a personal endorsement using their elected title of Councilmember (the Mayor and Deputy Mayor may not use those appointed titles, but must use the title of Councilmember) of any individual, organization, political candidate or ballot measure, **provided that the Councilmember make every reasonable effort to clarify that such endorsement does not represent the City or City Council and that it is their own personal and individual endorsement.** The Mayor or Deputy Mayor may use their to endorse if it is voted on by a majority of Council. A Councilmember may not use any City property or resource for this purpose. The Council, as a whole, may from time to time desire to endorse or support or oppose a ballot item before the voters. The Council may do so provided that the Council follows all applicable State laws including but not limited to RCW 42.17A.555.

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**Any Councilmember, as an individual, shall have the right to provide their own opinion, written or otherwise, using their elected title of Councilmember but not their appointed title of Mayor or Deputy Mayor, provided that the Councilmember make every reasonable effort to clarify that such opinion does not represent the City or City Council and that it is their own opinion.**

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### **SECTION III - COUNCIL PROCEDURES**

#### **RULE 17. RULES OF ORDER**

Rules of order not specified by statute, ordinance, or resolution may be governed by Robert's Rules of Order. The city manager, City Clerk, or ~~his/her~~ designee, shall serve as parliamentarian and shall advise the Mayor as to correct rules of procedure or questions of specific rule application.

#### **RULE 18. MOTIONS**

All ordinances, resolutions, contracts and items of business that require Council approval prior to the expenditure of funds shall be in the form of an affirmative motion.

#### **RULE 19. ORDER OF BUSINESS**

~~The first~~ regular meetings ~~of the month~~ shall ~~use~~ include but not be limited to the following ~~order~~ ~~for~~ agenda items; provided, however that the Mayor may, during a Council meeting, re-arrange items on the agenda to conduct the business before the Council more expeditiously.

- (a) Call to order, pledge of allegiance, and roll call. (See Rule 7 for procedure to excuse an absence).
- (b) Approval of agenda.
- (c) Consent agenda.
  - 1. The City Manager, in consultation with the Mayor, may place matters on the Consent Agenda which have been:
    - (i) previously discussed by the Council, or
    - (ii) based on the information delivered to members of the Council by administration that can be reviewed by a Councilmember without further explanation, or

- (iii) are so routine or non-technical in nature that passage is likely, or
- (iv) as directed by the City Council.

Matters other than the minutes which require City Council discussion should not be included on the Consent Agenda.

2. The Mayor shall read the Consent Agenda, including the titles of any ordinances or resolutions contained therein. [In the interest of time I would take this out. I have visited a lot of cities and county meetings. They do not read the consent agenda items.](#)
3. The proper Council motion on the Consent Agenda is as follows: "I move for 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 Mayor shall inquire if any Councilmember has corrections to the minutes or wishes an item to be withdrawn from the Consent Agenda.

If any matter is withdrawn, the Mayor shall place the item at an appropriate place on the agenda for the current or a future meeting. In the case of withdrawing vouchers, the specific voucher(s) shall be withdrawn by number, and the balance of the vouchers shall remain on the consent agenda.

(d) Reports and Requests

1. Mayor and City Council
2. Council Committee Reports
  - (i) ~~Community Development,~~
  - (ii) ~~Finance and Operations,~~
  - (iii) ~~Public Health and Safety, and~~
  - (iv) ~~Utilities and Public Facilities~~

(e) Staff and Affiliate Reports

- ~~1. City Manager~~
- ~~2. Department Heads~~
- ~~3. Other~~

(f) Citizen Comments and Requests

1. Subjects not on the current agenda. Any member of the public may request time to address the Council to speak prior to the time stated on the agenda for public comment. Public requesting to speak should sign their name and list the subject for which they wish to address the council. When called upon by the Mayor to speak, they shall state their name, address, and the subject matter they wish to address. The Mayor may then allow the comments, subject to a general three (3) minute time limit, but may extend the time as the Mayor or city council deems desirable. For citizen requests made during this time, such requests may normally be referred to the City Manager for evaluation and recommendation. If the request requires immediate action, the Council by

majority vote may decide to place the matter on the current agenda for discussion or action. (Also see Rule 29).

2. Subjects on the current agenda. Any member of the public who wishes to address the Council on an item on the current agenda may make such request to the Mayor at the time when comments from the public are requested by signing their name and listing the agenda item which they wish to address. The Mayor may then allow the comments, subject to a general three (3) minute time limit, but may extend the time as the Mayor or city council deems desirable. The Mayor may rule on the appropriateness of public comments as the agenda item is reached.

3. Public comment time can only be used by the person making the request to address Council. Time cannot be yielded to other members of the public.

2-4. A group presentation is allowed 5 minutes. The people in the group cannot offer additional public comment.

As an option, the Mayor may invoke the sign-in procedure defined in Rule 20(a). The Mayor may rule on the appropriateness of public comments as the agenda item is reached.

(g) Public Hearings as scheduled (see Rule 20 for procedural details)

(h) Agenda Bills

a. The Council may allow for public comment on each individual item. The rules for public comment are the same as for Citizen Comments and Requests.

(i) Additional Business

(j) Executive Session as Required. During a Council meeting and by motion, any Councilmember may request an executive session. The motion shall include the legal basis for the executive session. If the motion is successful, the mayor shall indicate to the audience the anticipated length of the session.

(k) Adjournment. No meeting shall be permitted to continue beyond 10:30 PM (should this be 9:30) for a night meeting without approval of a majority of the Councilmembers who are present and eligible to vote. A new time limit must be established before taking a Council vote to extend the meeting. In the event that a meeting has not been closed or continued by Council vote prior to 10:30 p.m. (Again 9:30?), the items not acted on shall be deferred to the next regular Council meeting, unless the Council, by a majority vote of members present, determines otherwise.

The agenda for the second regular meeting of the month shall be organized using the same agenda format.

## **RULE 20. ACTIONS FOR A PUBLIC HEARING**

The procedures for a public hearing are as follows:

(a) Prior to the start of the "Comments or testimony from the Public" portion of a public hearing, the Mayor may require that all persons wishing to be heard shall sign in with the Clerk, giving their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. **Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so.** At any public hearing all persons who have signed in and wish to be heard shall be heard. The Mayor, subject to concurrence of the majority of the Council, may establish time limits

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and otherwise control presentations. The Mayor may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, vested interests, etc.).

- (b) The Mayor introduces the agenda item, opens the public hearing.
- (c) The following Rules of Order shall govern the public hearing. The Mayor may read them upon opening the public hearing, request that the clerk read them or direct that they are posted at the sign in location and/or speakers podium prior to the public hearing. When there are multiple public hearings scheduled for the same meeting, these rules may only be stated once.

1. "All comments by the public shall be made from the speaker's rostrum and any individual making comments shall first give their name and address. This is required because an official record of the public hearing is being made."
2. "No comments shall be made from any other location, and anyone making "out of order" comments may be subject to removal from the meeting."
3. "There will be no demonstrations during or at the conclusion of anyone's presentation."
4. "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."

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- (d) The Mayor calls upon the City Manager or designee to describe the matter under consideration.
- (e) The Mayor calls for speakers.
- (f) The proponents or speakers now speak. (Note: If the City itself is the proponent, a member or members of the City Administration shall be designated to give proponent and rebuttal testimony).
- (g) The Mayor calls for additional speakers.

(h) The Mayor announces the following: "At this time I will inquire of the administration as to whether there have been any mis-statements of fact or whether the administration wishes to introduce any material as to subjects raised by the speakers or alter in any regard its initial recommendations."

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- (i) The Mayor inquires as to whether any Councilmembers have any questions to ask the speakers, or administration. If any Councilmember has questions, the appropriate individual will be recalled to the podium.
- (j) The Mayor closes the public hearing.
- (k) The Mayor inquires if there is a motion by any Councilmembers. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Councilmembers. The Mayor may call on individual Councilmembers in the discussion.
- (l) The Mayor inquires if there is any further discussion by the Councilmembers.
- (m) The Mayor inquires if there are any final comments or recommendations from administration.
- (n) The Mayor inquires of the Councilmembers as to whether they are ready for the question.



- (o) The Clerk shall conduct a roll call vote.
- (p) The Mayor directs the City Administration to prepare findings consistent with the action.

**RULE 20.1 ACTIONS FOR A QUASI-JUDICIAL PUBLIC HEARING**

(a) Prior to the start of the "Comments or testimony from the Public" portion of a public hearing, the Mayor may require that all persons wishing to be heard shall sign in with the Clerk, giving their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. **Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so.** At any public hearing all persons who have signed in and wish to be heard shall be heard. The Mayor, subject to concurrence of the majority of the Council, may establish time limits and otherwise control presentations. The Mayor may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, vested interests, etc.).

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- (b) The Mayor introduces the agenda item, opens the public hearing.
- (c) The following Rules of Order shall govern the public hearing. The Mayor may read them upon opening the public hearing, request that the clerk read them or direct that they are posted on the sign in location prior to the public hearing. When there are multiple public hearings scheduled for the same meeting, these rules may only be stated once.

1. "All comments by the public shall be made from the speaker's rostrum and any individual making comments shall first give their name and address. This is required because an official record of the public hearing is being made."

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2. "No comments shall be made from any other location, and anyone making "out of order" comments may be subject to removal from the meeting."

3. "There will be no demonstrations during or at the conclusion of anyone's presentation."

4. "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."

(d) Appearance of Fairness: When Council conducts a hearing to which Rule 15 (Appearance of Fairness) applies, the Mayor, or in the case of a potential Rule 15 violation by that individual, the Mayor Pro Tem, will ask if any Councilmember knows of any reason which would require such member to excuse themselves pursuant to Rule 15. The form of the announcement is as follows: "All Councilmembers 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. If any Councilmember should answer in the affirmative, then the Councilmember should state the reason for their answer at this time so that the Chair may inquire as to whether a violation of the Appearance of Fairness Doctrine exists."

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(e) The Mayor calls upon the City Manager or designee to describe the matter under consideration.

- (f) The Mayor calls for proponents in quasi-judicial proceedings.
- (g) The proponents now speak. (Note: If the City itself is the proponent, a member or members of the City Administration shall be designated to give proponent and rebuttal testimony).
- (h) The Mayor calls for additional proponents.
- (i) In quasi-judicial proceedings the Mayor calls for opponents by announcing the following:  
 "At this time the opponents will have an opportunity to speak. Should any opponent have questions to ask of the proponents, ask the questions during your presentation. The proponents shall note the question asked, and answer such questions when the proponent speaks in rebuttal. The proponent shall be required to answer any reasonable question, provided that the Mayor reserves the right to rule any question out of order."
- (j) Opponents speak.
- (k) The Mayor calls for additional opponents.
- (l) The Mayor calls for proponents to speak in rebuttal. A proponent speaking in rebuttal shall not introduce new material. If the proponent does, or is allowed to do so, the opponents shall also be allowed to rebut the new elements.
- (m) The Mayor inquires as to whether any Councilmembers have any questions to ask the proponents, opponents or administration. If any Councilmember has questions, the appropriate individual will be recalled to the podium.
- (n) The Mayor closes the public hearing.
- (o) The Mayor inquires if there is a motion by any Councilmembers. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Councilmembers. The Mayor may call on individual Councilmembers in the discussion.
- (p) The Mayor inquires if there is any further discussion by the Councilmembers.
- (q) The Mayor inquires if there are any final comments or recommendations from administration.
- (r) The Mayor inquires of the Councilmembers as to whether they are ready for the question.
- (s) The Clerk shall conduct a roll call vote.
- (t) The Mayor directs the City Administration to prepare findings consistent with the action.

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**RULE 21. 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 single Councilmember, a roll call vote shall be taken by the Clerk. The order of the roll call vote shall be determined by the Mayor. In case of a tie in votes on any proposal, the proposal shall be considered lost.
- (b) Every member who was in the Council chambers when the question was put, shall give their vote unless the Council, for special reasons, shall excuse the member by

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motion or unless the Councilmember is excused in accordance with Rule 15. When a vote is called, each councilmember shall respond "aye (yes)", "nay (no)", or "abstain". If any Councilmember declines to vote "aye", "nay", or "abstain" their vote shall be counted as an "aye" vote. Any councilmember who responds "abstain" shall state their reason for abstention

- (c) In the event of a tie in votes on any motion, the motion shall be considered lost.
- (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 pertaining to personnel actions 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 of the whole membership of the Council. DO WE WANT THIS? Yes we want this. But we want to set a time limit on the them. I would say they are good for 6 Months and need to be voted on again to continue.

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- (f) The passage of any motion or resolution not subject to the provisions of state or local law, or these rules as amended, shall require the affirmative vote of at least a majority of the membership of the Council who are present and eligible to vote.

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~~(g) A Councilmember may not participate in a vote regarding quasi-judicial actions via telephone. Why not?~~

~~(h)~~(g) The City Clerk shall record the votes of the Council and enter them in the official record of the Council.

## RULE 22. COMMITTEES AND LIAISONS

The Committee structure of the Council and the procedures governing all committees shall be as follows:

- (a) Committee Of The Whole. There shall be a standing committee of the Council known as the Committee Of The Whole (COW), composed of the entire council sitting as a legislative study committee. The committee of the whole shall not take any official action while in committee. The Mayor shall chair the COW.
- (b) Council Study Committees. There are hereby created ~~four standing~~ (this is fine I can't get the strike through off) committees of the Council:
  1. *Community Development Committee*. The primary purpose of the Community Development Committee is to review and advise upon on all matters of policy coming before the city council involving the ~~physical and~~ economic development of the city, including subdivision, housing, building and zoning matters, development and redevelopment, downtown economic and physical development, environmental quality issues, and such other matters as may be assigned to this committee.
  2. *Finance and Operations Committee*. The primary purpose of the Finance and Operations Committee is to review and advise upon on all matters of policy coming before the city council involving city financial affairs and on general operations of the city, including the review of all requisition vouchers for payment; personnel matters of the city; general administration; grants and

interlocal agreements, utilities, facilities, streets, parks, capital improvements, solid waste and such other matters as may be assigned to this committee.

3. ~~Public Health and Safety~~King County Sheriff Office and Public Safety Committee. The primary purpose of this committee is to review and advise upon on all matters of policy coming before the city council involving public health, welfare, and safety pertaining to the city, including public health, animal control, fire and police protection and law enforcement, and such other matters as may be assigned to this committee, policing and King County Sheriff Office activities.

~~Utilities and Public Facilities Committee. The primary purpose of this committee is to review and advise upon all matters of policy coming before the city council involving facilities of the city, including streets, parks, public buildings, and utility operations and capital activities, including water and wastewater systems and operations; solid waste collection and disposal including recycling and waste reduction; maintenance and improvement of all city properties and infrastructure, and such other matters as may be assigned to this committee.~~

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4. Housing and Land Use. The primary purpose of committee is to review housing projects, policies, code, standards, zoning, financing, affordability and regulations. This Committee will serve as liaison to the Park and Planning board. Not sure about this.

Term: The term and membership of each committee shall commence on the first regular meeting in January of the city council, and shall terminate effective with the day prior to such meeting the following year. The appointment to each council committee shall be made by the council during the first meeting of the council in January of each year, which meeting shall be denominated as the council organizational meeting.

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Meeting Schedule and Frequency: ~~The Finance & Operations Committee shall meet on a quarterly basis at minimum, and may meet more frequently as required. The other Council Study Committees shall meet as determined to be necessary. Committees will meet as necessary but no less than four times per year. The Committees may hold study sessions as needed. I think the "no less than four times" can be taken out.~~

(c) Special Ad Hoc Study Committees. Special ad hoc Council study committees may be created by the Council for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Council or COW meeting. Special study committees shall consist of two Council members appointed by the Mayor, and may also include citizens. Special study committees shall sunset at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Council thereafter for a specified time period. A Councilmember shall serve as chair of the committee.

(d) Council Liaisons. In order to provide a liaison and give the City Council representation before various boards, commissions and community based groups, the Mayor may appoint each Council member, at the beginning of the fiscal year, to serve as a liaison to one or more community based groups, institutions, boards, regional bodies, or commissions, such as:

1. ~~Carnation Chamber of Commerce~~
2. ~~Carnation Fourth of July Committee~~
3. ~~Joint Recommendations Committee (JRC)/CDBG~~
- 4.1. King County Flood Control District Advisory Committee

- ~~5.2.~~ Puget Sound Regional Council
- ~~6.~~ ~~Seattle Public Utilities~~
- ~~7.3.~~ Snoqualmie Valley Governments Association
- ~~8.4.~~ Snoqualmie Valley Mobility Coalition
- ~~9.5.~~ Snoqualmie Watershed Forum/King Conservation District (KCD)/WRIA 7
- ~~6.~~ Sound Cities Association (SCA) & Public Issues Committee (PIC)
- ~~7.~~ National League of Cities
- ~~10.8.~~ AWC and AWC Annual Conference

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The City Manager and respective department heads shall strive to provide council liaisons with additional information beyond that normally provided to the Council as a whole, and to keep the liaisons abreast of developments, trends, conditions and issues in their various areas of responsibility. The Liaisons shall strive to keep the Mayor, Council, City Manager and staff current on activities, plans and issues affecting their various liaison assignments. It shall be the duty of the assigned Council liaisons to serve as a point of contact and liaison with these groups. Council members shall reasonably report on their interaction with said groups and any interests and needs of the group that relate to the City government and its programs and services.

(e) Special Ad Hoc Citizen Advisory Committees. Special ad hoc citizen advisory committees may be created by the Council for a particular purpose. Committee members shall be appointed by the City Manager, with the advice and consent of the Council. The City Manager shall appoint the chair of the Committee. Unless disbanded by Council action, citizen study committees shall sunset at the end of their mission. One Councilmember, and one alternate Councilmember, may be appointed as an ex-officio member and liaison of a Citizen advisory committee.

(f) Committees, as requested by the Council through a formal motion, second and affirmative vote by a majority, may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Council. The Committee Chair may present the recommendations of the committee during the discussion of the item of business.

(g) The motion required to send an item to committee shall be made in the following manner:

(f) I move to send (item) to the (name) Committee, for the committee to provide a status report on (date) and to present findings and or recommendations by (date)

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~~(g)~~(h) At the Mayor's request, the City Manager considering budget and staffing availability shall make a reasonable effort to assign staff to serve the various committees.

(i) Minutes need **not** be taken of Council committee meetings, except that a summary of the discussion of the Committee Of The Whole meeting shall be kept and approved by the City Council. Action minutes of non-Council committees and boards shall be prepared.

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(j) **Consistent with Rule 3, All meetings of the City Council and of committees thereof shall be open to the public, except as provided for in closed executive sessions.**

~~(h)~~

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**RULE 23. ENACTED ORDINANCES, RESOLUTIONS AND MOTIONS**

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or for example when establishing a crime, prohibit described conduct or actions altogether. Internal procedural rules of conduct need not be imposed by ordinance.

An enacted resolution is an internal legislative 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.

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.

**RULE 24. RESOLUTIONS**

Except for franchise resolutions as provided under rule 25 (b), a resolution may be put to its final passage on the same day on which it was introduced. The title of each resolution shall in all cases be read prior to its passage; provided, should a majority of the Councilmembers present request that the entire resolution or certain of its sections be read, such requests shall be granted. A printed copy shall be made available upon request to any person attending the Council meeting at which the resolution was adopted.

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**RULE 25. ORDINANCES**

The procedure for ordinances is as follows:

- (a) Franchises. All resolutions or ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five days after the first reading. All franchise ordinances or resolutions may be passed only at a regular meeting of the council; and at least a majority of the governing body must vote in favor of the franchise.
- (b) Ordinances shall be considered and adopted as follows:
  - 1. All ordinances authorizing expenditure of money shall include the exact source of the funds to be expended.
  - 2. All proposed ordinances shall be submitted through the City Manager and there shall be attached to each proposed ordinance a brief digest (agenda bill) of the provisions thereof.
  - 3. The City Clerk shall use best efforts to prepare copies of all proposed ordinances for distribution to all members of the Council at least forty-eight (48) hours before the Council meeting at which the ordinance is to be introduced.
  - 4. The title to an ordinance shall in all cases be read prior to its passage.
  - 5. The ayes and nays shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the council.
  - 6. When any vote is called, each Councilmember shall respond "Yes" (aye) or "No" (nay), or "Abstain". Any Councilmember who abstains shall state their reason for the abstention which shall be entered upon the official record of the council.

- (c) Emergency Ordinances. By vote of one more than the majority, the City Council may without notice or hearing adopt an emergency ordinance when necessitated by a public emergency as defined and prescribed in state law.
- (d) A Councilmember may, in open session, request of the Mayor that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or the committee of the whole for study and consideration. The committee shall report its findings to the Council.
- (e) If a Motion to pass an ordinance fails, the ordinance shall be considered lost.
- (f) Any ordinance amending or repealing any portion of the municipal code shall also be construed as amending or repealing the respective portions of any underlying ordinance(s).

#### **RULE 26. PERMISSION REQUIRED TO ADDRESS THE COUNCIL**

Persons, other than councilmembers and department heads, who desire to address the council, shall be permitted to do so only upon the Mayor's recognition and yielding of the floor.

#### **RULE 27. RECONSIDERATION**

To the extent permissible under state law, any action of the Council, including final action on applications for 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; shall be subject to a motion to reconsider.

Such motions can only be made by a member of the prevailing side on the original action. A motion to reconsider must be made no later than the second (2nd) succeeding regular Council meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table anew at the next regular Council meeting for any action the Council deems advisable.

#### **RULE 28. COUNCIL RELATIONS WITH BOARDS AND ADVISORY COMMITTEES**

All statutory boards and commissions will provide the Council with copies of any minutes taken of meetings.

- (a) Communications from such boards, commissions and bodies to the City Council may be recorded in the minutes of a Council meeting as follows:
  - 1. Any such communication may be officially acknowledged by the Council and receipt noted in the minutes. The procedure for acknowledging such receipt shall be that the Mayor or any member of the Council or Department Head may bring such communication to the Mayor's attention under agenda items regarding reports or requests. The Mayor shall state: "So noted for the record", and thereafter the 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 Mayor shall add the matter to the agenda or defer to a subsequent meeting agenda.

**RULE 29. COMMENTS, COMPLAINTS AND RECOMMENDATIONS TO COUNCIL**

When citizen complaints or recommendations are brought before the City Council under "Citizen Comments" or at other times during the council meeting, other than for items already on an agenda, the Mayor shall first determine whether the issue is legislative or administrative in nature and then:

- (a) If the subject matter of the comments to be made by the public member requesting time are thought to be slanderous in nature or of no value to the council proceedings, the Council by majority vote may ask the public member to submit their comments in writing to the council and be refused public time to comment.
- (b) If the complaint or recommendation is legislative in nature, and if the Council finds such complaint or recommendation would require new legislation, or a change to an ordinance or resolution of the City, the Council may refer the matter to a council meeting, Committee of the Whole Study Session, or to Staff for study and recommendation.
- (c) If the complaint or recommendation is administrative in nature, or relates to administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Mayor may then refer the complaint directly to the City Manager for his/her 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 Manager's response is made.

(d) Should any member of the Council determine that any such communication under items (b) and (c) above be officially discussed by the Council, the Mayor, on an affirmative vote of the Council, shall add the matter to the present agenda or defer to a subsequent meeting agenda.

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**RULE 30. FILLING COUNCIL VACANCIES**

If a vacancy occurs in the office of Councilmember, the Council will follow procedures in accordance with RCW 35A.12.050 in order to fill the vacancy with the most qualified person available until an election is held. The City Manager will widely distribute and publish a notice of the vacancy, and the procedure and application form for applying. The Council will draw up a set of questions that they will use to interview the chosen Councilmember candidates.

**~~RULE 31. PHOTOGRAPHS, MOTION PICTURES, VIDEO TAPE — PERMISSION REQUIRED FOR ARTIFICIAL ILLUMINATION~~**

~~No photographs, motion pictures, or video tapes that require the use of flash bulbs, electronic flashes, flood lights, or similar artificial illumination shall be made at City Council Meetings without the consent of the Mayor or a majority of the Council. No taping or recording equipment, the noise or size of which disrupts the normal conduct of Council business, shall be permitted.~~

**RULE 32. COUNCIL TRAVEL**

The Council may appropriate funds for Council travel in the legislative department of the annual City budget. Any Councilmember who desires to expend Council travel funds, ~~where the cost of such travel, including registration fees, lodging and meals would exceed \$150, shall complete a form provided by the City Clerk. Upon receipt by the City Manager, the completed form will be put in the Council packets for the next regular meeting. The Mayor shall bring the item to the floor under new business, and the Council shall act to approve, disapprove or modify the request. Will~~



use the annual allocation and follow standard procedures for submitting receipts. No funds may be use for the purchase of alcohol, tobacco or cannabis.



# CARNATION CITY COUNCIL DISCUSSION ITEM

**Subject:** Tribal Endorsements

**Origin:** Ana Cortez, City Manager

**Date Submitted:** 01/02/2024

According to the current Carnation City Council Rules of Procedure document, Rule 16.1 states that the Mayor cannot endorse other politicians using the title of Mayor.

“Any Councilmember, as an individual, shall have the right to provide a personal endorsement using their elected title of Councilmember (the Mayor and Deputy Mayor may not use those appointed titles, but must use the title of Councilmember) of any individual, organization, political candidate or ballot measure.”

Mayor Ribail would like to bring the following items to be discussed:

1. Editing Rule 16.1 to allow an endorsement with the Mayoral title if approved by a majority vote of the Council
2. Endorsing Jolene Williams and Suzanne Sailto for Snoqualmie Tribal Council using the Mayor title.

I am writing this to endorse Tribal Council Member Jolene Williams. I first met Jolene when I was the Deputy Mayor for the City of Carnation at the monthly check-ins with her and Council Member Suzanne Sailto, who I'm also endorsing. Some of this letter will be similar in both endorsements because both Jolene and Suzanne have been instrumental in opening up communication with other government bodies.

Jolene is a great advocate for the Snoqualmie Tribe and the entire region. Her understanding of the complexities of inter-governmental relations has helped the entire region. Jolene advocates for the Tribe's cultural heritage and community partnerships and looks at the broad regional picture of how to help best the community she serves. She has been instrumental in regional transportation safety, assisting the City of Carnation to fix the SR-203 Tolt Hill Road interchange. She was also crucial in the SR-18 project. These projects help Tribal members, employees, and everyone in the area commute safely in the region.

Jolene and Suzanne have also focused on bringing the new Tribal Council members to these meetings. I feel this is important to help continue the open lines of communication between our two governments. I have truly enjoyed meeting and discussing issues and policies that affect the Snoqualmie Tribe, the City of Carnation, and the region. Only by continued communication and open dialogue can we continue the many accomplishments that have happened over the last few years.

I wholeheartedly endorse Jolene Williams. Every elected official should emulate her leadership, commitment, and dedication to her position as a Snoqualmie Council member.

Sincerely,

Jim Ribail  
Mayor  
City of Carnation

I am writing this to endorse Tribal Council Member Suzanne Sailto. I first met Suzanne when I was the Deputy Mayor for the City of Carnation at the monthly check-ins with her and Council Member Jolene Williams, who I'm also endorsing. Some of this letter will be similar in both endorsements because Suzanne and Jolene have been instrumental in communicating with other government bodies.

Suzanne has proven to be an inspirational leader and advocate. Her love of Tribal heritage and devotion to fostering those traditions and values for future generations is inspiring. Her stories of the return of the canoe journey and how meaningful it was to not only the Snoqualmie Tribe but to other Tribes and herself helped me and so many others understand the importance of these traditions and values.

Suzanne has also been very instrumental with the Tolt dam situation. As the City of Carnation is working with the City of Seattle, Suzanne has offered advice and support to increase the dam's safety and warning systems. She reaches out to us regularly to see how she can support the effort with the boards she is part of as an elected official. Her advocacy around this issue has been and will be significant in the future to ensure a positive outcome.

Suzanne and Jolene have also focused on bringing new Tribal Council members to our meetings. I feel this is important to help continue the open lines of communication between our two governments. I have truly enjoyed meeting and discussing issues and policies that affect the Snoqualmie Tribe, the City of Carnation, and the region. Only by continued communication and open dialogue can we continue the many accomplishments that have happened over the last few years.

I wholeheartedly endorse Suzanne Sailto. Every elected official should emulate her leadership, inspirational attitude, and dedication to her position as a Snoqualmie Tribal Council member.

Sincerely,

Jim Ribail  
Mayor  
City of Carnation



CITY OF CARNATION  
 4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014  
 TEL:(425) 333-4192 / FAX: (425) 333-4336

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: KRISTEL Harris

Phone: 425-466-8150

Address: 33085 NE 4th Place  
Carnation, WA 98014

Date of Request: 10/19/2023

Request Made: In person:  By Mail/Fax:  By Email:

Description of Public Record(s) Requested:

All communications between A. Hawkins, R. Burrell, J. Ribai.  
Include All texts, call notes & Dates "private" & city emails.

Public Record Reference Date (if known): All.

**FOR OFFICE USE ONLY**

**ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)**

1. Action Taken:
 

<input type="checkbox"/> Request Granted	<input type="checkbox"/> Acknowledgement; Estimated Response Date Provided (See No. 4)	<input type="checkbox"/> Record Denied (See Nos. 5 and 6)	<input type="checkbox"/> Record Withheld in Part (See Nos. 5 and 6)
--	--	---	---
2. Request forwarded to attorney for review: Yes:  Date Forwarded: \_\_\_\_\_ No:
3. Notification of Action Taken to Requestor: Date of Notification: \_\_\_\_\_
  - a) Request granted
  - b) Need for additional time  How long: \_\_\_\_\_
  - c) Request denied
  - d) Record withheld in part
4. If additional time needed, explain why: \_\_\_\_\_
5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: \_\_\_\_\_
6. If request denied or record withheld in part, explain how the exemption applies to this record:
7. Request received by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

CARNATION PUBLIC RECORDS ACCESS

DECLARATION TO  
RELEASE PUBLIC RECORDS  
(\*\*TO BE COMPLETED AND SIGNED WHENEVER THE REQUESTED RECORDS  
CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)\*\*)


\_\_\_\_\_  
(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:
2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.
3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

I'm told I'm uninformed despite being at more meetings than they are - so what kn it shared?

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

  
\_\_\_\_\_  
Signature

10/19/2023 Carnation, WA  
\_\_\_\_\_  
Date and Place of Signing





CITY OF CARNATION  
4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014  
TEL:(425) 333-4192 / FAX: (425) 333-4336

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: KRISTEL Harris Phone: 425-466-8150  
Address: 33085 NE 42nd Place  
Carnation, WA 98014 Date of Request: 10/19/2023

Request Made: In person:  By Mail/Fax:  By Email:

Description of Public Record(s) Requested:

*Any and all communications outside of Exec session about or with the Harvolds or any Representative. Includes Notes*

Public Record Reference Date (if known): All since 10/2022

**FOR OFFICE USE ONLY**

**ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)**

1. Action Taken:
 

<input type="checkbox"/> Request Granted	<input type="checkbox"/> Acknowledgement; Estimated Response Date Provided (See No. 4)	<input type="checkbox"/> Record Denied (See Nos. 5 and 6)	<input type="checkbox"/> Record Withheld in Part (See Nos. 5 and 6)
--	--	---	---
2. Request forwarded to attorney for review: Yes:  Date Forwarded: \_\_\_\_\_ No:
3. Notification of Action Taken to Requestor: Date of Notification: \_\_\_\_\_
  - a) Request granted
  - b) Need for additional time  How long: \_\_\_\_\_
  - c) Request denied
  - d) Record withheld in part
4. If additional time needed, explain why: \_\_\_\_\_
5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: \_\_\_\_\_
6. If request denied or record withheld in part, explain how the exemption applies to this record:
7. Request received by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

CARNATION PUBLIC RECORDS ACCESS

DECLARATION TO  
RELEASE PUBLIC RECORDS  
(\*\*TO BE COMPLETED AND SIGNED WHENEVER THE REQUESTED RECORDS  
CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)\*\*)

\_\_\_\_\_  
(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:
2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.
3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

I'm told by certain council members  
I'm uninformed so I want the rest  
of the story they think I need.

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

  
Signature

10/19/2023 Carnation WA  
Date and Place of Signing





CITY OF CARNATION  
4621 Tolt Avenue/PO BOX 1238, Carnation, WA 98014  
TEL:(425) 333-4192 / FAX: (425) 333-4336

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

The following form is to be filled out at time of request by the person requesting the public records:

Name of Requestor: STEVEN G. BAYNE Phone: 425-829-0090

Address: 32501 NE 50<sup>th</sup> ST. Carnation, WA 98014 Date of Request: 11/13/23

Request Made: In person:  By Mail/Fax:  By Email:

Description of Public Record(s) Requested:

PER THE FREEDOM OF INFORMATION ACT, I AM REQUESTING COPIES OF ANY AND ALL COMMUNICATIONS IN REGARD TO CARNATION MOBILE MIRROR AND THE POSSIBLE SALE. TO INCLUDE, BUT NOT LIMITED TO VICTORIA O'BANION, ROC, WA STATE HOUSING COMMISSION AND ANY OTHER COUNTY, STATE OR FEDERAL AGENCY OR PRIVATE PARTY(S).

Public Record Reference Date (if known): 05/23 - 11/13/23

**FOR OFFICE USE ONLY**

**ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS (SEE RCW 42.56.520)**

1. Action Taken:
 

<input type="checkbox"/> Request Granted	<input type="checkbox"/> Acknowledgement; Estimated Response Date Provided (See No. 4)	<input type="checkbox"/> Record Denied (See Nos. 5 and 6)	<input type="checkbox"/> Record Withheld in Part (See Nos. 5 and 6)
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2. Request forwarded to attorney for review: Yes:  Date Forwarded: \_\_\_\_\_ No:
3. Notification of Action Taken to Requestor: Date of Notification: \_\_\_\_\_
  - a) Request granted
  - b) Need for additional time  How long: \_\_\_\_\_
  - c) Request denied
  - d) Record withheld in part
4. If additional time needed, explain why: \_\_\_\_\_
5. If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: \_\_\_\_\_
6. If request denied or record withheld in part, explain how the exemption applies to this record:
7. Request received by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

CARNATION PUBLIC RECORDS ACCESS

DECLARATION TO  
RELEASE PUBLIC RECORDS  
(\*\*TO BE COMPLETED AND SIGNED WHENEVER THE REQUESTED RECORDS  
CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)\*\*)

STEVEN G. BAYNE

(Please Print Name)

swear, affirm and declare as follows:

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:
2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.
3. I understand that "commercial purposes" includes a business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby, swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following [describe]:

My purpose is to insure that there has been open and honest communication(s) in regards to the possible sale of Carnation Mobile Manor. Per the new state law, the owners have served the occupant with an intent to sell letter and has expressed the desire for us to be a resident owned non-profit community. As of the date of this request, communication from ROC has been non-existent for almost a month but there has been communication with ANA Cortez from Victoria O'DRAGON who is supposed to be our agent in the possible sale.

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Steven G. Bayne  
Signature

11/13/23 Carnation, WA.  
Date and Place of Signing



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## CARNATION PLANNING AND PARKS BOARD AGENDA Regular Meeting Minutes 11-14-23

*Co-Chair Ron Lundeen, Co-Chair Jessica Merizan, Vivian Ansell,  
Daniel Enciso, Caroline Habell, Brianna Prokopec, Wayne Wallace*

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1. **CALL TO ORDER** – Ron Lundeen
  - At: 5:06 PM
  
2. **ROLL CALL** – Ashlyn Farnworth
  - Present: Co-Chair Ron Lundeen, Caroline Habell, Daniel Enciso, Vivian Ansell, and Wayne Wallace
  - Not Present: Co-Chair Jessica Merizan, Brianna Prokopec
  
3. **APPROVAL OF AGENDA**

MOTION BY CO-CHAIR LUNDEEN SECOND BY BOARD MEMBER HABELL TO APPROVE THE AGENDA. MOTION PASSED (5-0).
  
4. **APPROVAL OF MINUTES**

MOTION BY CO-CHAIR LUNDEEN SECOND BY BOARD MEMBER HABELL TO APPROVE THE OCTOBER 24<sup>TH</sup> REGULAR MEETING MINUTES. MOTION PASSED (5-0).
  
5. **CITIZEN COMMENT & REQUESTS:** *Comments may be submitted in advance by writing or e-mailing [clerk@carnationwa.gov](mailto:clerk@carnationwa.gov), or made in person, or by telephone or computer connection at the time of the meeting. Individual comments shall be limited to three minutes.*
  - No one provided public comment.
  
6. **PRESENTATIONS:**
  - No presentations scheduled.
  
7. **NEW BUSINESS:**
  - Graffiti Board
    - CED Principal Ender will check in with City of Duvall
    - Recommendation:
      - Public Works Crew Opinion
  - Comp Plan Open House: December 12<sup>th</sup>, 6-8 pm

- Joint Council & Planning and Parks Meeting Structure on January 9, 2024
  - CED Principal Ender will send invite.
- RFP: Youth Recreational Programming

**8. OLD BUSINESS:**

- River's Edge Park Options
  - Board Recommendations:
    - Above ground play surface
    - Buffer trees in Phase 1
    - Replace spiral climber with a solar climber
    - Replace Cozy Cocoon
    - Add composite bench
    - Attach shade sails to play equipment
- Triangle Activation Update

**9. FUTURE AGENDAS:**

- Regular Meeting: January 23<sup>rd</sup>, 2024

**10. ADJOURNMENT** – Ron Lundeen

- At: 7:00 PM



**Joint Meeting of the City Council and Planning and Parks Board  
January 9, 2024, 6-8 pm  
Carnation City Hall**

**Process:**

**Planning & Parks Board Preparation for the Meeting:**

Each Planning and Parks Board member brings 5-6 high-level priorities for the Planning and Parks Board to discuss.

**At the Joint Meeting:**

Planning and Parks Board discuss each of their suggested priorities and come up with a collective recommendation of 5 priorities for the City Council to consider at their retreat (One item will automatically be the Comprehensive Plan).

**Carnation City Council:**

Listens and answers questions.

**Agenda:**

6-6:15 pm	Arrive and grab food and drink
6:15-7:30 pm	Planning & Parks Board discuss their priorities / Q&A with the Council
7:30-8:00 pm	Present recommendations to the City Council to consider

Agenda Planning Document – City of Carnation Council

CITY COUNCIL	<b>JANUARY 2, 2024</b> <b>6:00 PM</b> (Post Agenda: December 29)	<b>JANUARY 16, 2024</b> <b>6:00 PM</b> (Post Agenda: January 12)	<b>FEBRUARY 6, 2024</b> <b>6:00 PM</b> (Post Agenda: February 2)	IN THE FUTURE
<b>2- Oath of Office</b>	<ul style="list-style-type: none"> <li>Council Position 1</li> <li>Council Position 3</li> <li>Council Position 5</li> </ul>	N/A	N/A	
<b>5 Organizational Meeting (For 01/02/24 Meeting)</b>	<ul style="list-style-type: none"> <li>AB24-01 –Selection of Deputy Mayor</li> </ul>	N/A	N/A	
<b>7 – Public Comment (at 6:10 P.M.)</b>	Public Comment	Public Comment	Public Comment	
<b>8 - Consent</b> <i>8a – Minutes</i>	Approval of Minutes <ul style="list-style-type: none"> <li>Regular Session: December 5, 2023</li> </ul>	Approval of Minutes <ul style="list-style-type: none"> <li>Regular Session: January 2, 2024</li> </ul>	Approval of Minutes <ul style="list-style-type: none"> <li>Regular Session: January 16, 2024</li> </ul>	
<i>8b – Claims</i>	Approval of Claims by Check <ul style="list-style-type: none"> <li>November 18 – December 18, 2023: \$508,263.57</li> </ul>	Approval of Claims by Check <ul style="list-style-type: none"> <li></li> </ul>	Approval of Claims by Check <ul style="list-style-type: none"> <li></li> </ul>	
<i>8c – Payroll</i>	Approval of Payroll: <ul style="list-style-type: none"> <li>November 1 – 30, 2023: \$72,571.97</li> </ul>	Approval of Payroll: <ul style="list-style-type: none"> <li>December 1 – 31, 2023</li> </ul>	Approval of Payroll: <ul style="list-style-type: none"> <li>N/A</li> </ul>	
<i>8d – Agenda Bills</i>	None	<ul style="list-style-type: none"> <li>AB24-02 LGIP Interest Into Reserves</li> <li>Contracts</li> </ul>	<ul style="list-style-type: none"> <li>AB24-XX</li> </ul>	
<b>9 -Time-Set Agenda</b> (Proclamations)	National Mentoring Month			
<b>10 -Time-Set Agenda</b> (PH Date Setting)	None			
<b>11 -Time-Set Agenda</b> (Public Hearings)	None			
<b>12 – Council Reports</b>	Council	Council	Council	
<b>13 – Staff Reports</b>	CIP/Admin Services – Wilmes CMO – Cortez Ender <ul style="list-style-type: none"> <li>Rates</li> </ul>	CIP/Admin Services – Wilmes CMO – Cortez Ender	CIP/Admin Services – Wilmes CMO – Cortez Ender	
<b>14 – Executive Session</b>	None			

**Agenda Planning Document – City of Carnation Council**

<b>15 – Presentations</b>	None			
<b>16 – Agenda Bills</b>	<ul style="list-style-type: none"> <li>AB24-02 SVA MOU</li> </ul>	<ul style="list-style-type: none"> <li>AB24-XX – Adoption of 2024 docket</li> <li>AB24-XX Fee Schedule</li> </ul>	<ul style="list-style-type: none"> <li>AB24-XX Adoption of Council Rules</li> <li>AB24-XX Committee and Liaisons</li> <li>AB23-XX – Signs</li> </ul>	
<b>17 – Discussion Items</b>	<ul style="list-style-type: none"> <li>Council Rules and Procedures</li> <li>Tribal Endorsements</li> </ul>			
<b>18 – Capital Purchases</b>	None			
<b>20 – Public Records Requests</b>	As of December 18, 2023 <ul style="list-style-type: none"> <li>Harris 1</li> <li>Harris 3</li> <li>Harris 7</li> <li>Bayne</li> </ul>			
<b>21 – Planning and Parks Board Minutes – First Tuesday</b>	<ul style="list-style-type: none"> <li>November 14<sup>th</sup>, 2023 - Regular Meeting</li> </ul>	N/A	<ul style="list-style-type: none"> <li>January 9<sup>th</sup>, 2024 – Joint City Council and Planning &amp; Parks Board</li> </ul>	
<b>22 - Future Committee Meetings</b>	TBD	TBD	TBD	
<b>23 – Future Council Meetings</b>	January 9 – City Council and Planning & Parks Board Joint Meeting <ul style="list-style-type: none"> <li>6:00 PM – 8:00 PM</li> </ul>	January 20 – Council Retreat <ul style="list-style-type: none"> <li>9:00 AM-3:00 PM</li> </ul>	February 20, 2024 – Regular Meeting <ul style="list-style-type: none"> <li>6:00 PM – 9:30 PM</li> </ul>	
a	January 16, 2024 – Regular Meeting <ul style="list-style-type: none"> <li>6:00 PM – 9:30 PM</li> </ul>	February 6, 2024 – Regular Meeting <ul style="list-style-type: none"> <li>6:00 PM – 9:30 PM</li> </ul>	March 5, 2024 - Regular Meeting <ul style="list-style-type: none"> <li>6:00 PM – 9:30 PM</li> </ul>	
b	January 20, 2024 – Council Retreat <ul style="list-style-type: none"> <li>9:00 AM - 3:00 PM</li> </ul>	February 20, 2024 – Regular Meeting <ul style="list-style-type: none"> <li>6:00 PM – 9:30 PM</li> </ul>		
c	February 6, 2024 – Regular Meeting <ul style="list-style-type: none"> <li>6:00 PM – 9:30 PM</li> </ul>			
d				