



Shoreline City Hall  
17500 Midvale Avenue North  
Shoreline, Washington 98133  
(206) 801-2230

## **SHORELINE CITY COUNCIL SPECIAL MEETINGS NOTICE**

As required by RCW 42.30, the Open Public Meetings Act, you are hereby notified that the Shoreline City Council will hold a special meeting on Monday, November 28, 2022.

**Dates and** **Monday, November 28, 2022**

**Times:** **5:45 p.m. to 6:45 p.m.**

**Meet at:** **Conference Room 440 · Shoreline City Hall  
17500 Midvale Avenue North  
Shoreline, WA 98133**

**Join Zoom Webinar:**

**<https://us02web.zoom.us/j/84583314568>**

**Call into Webinar: 253-215-8782**

**Webinar ID: 845 8331 4568**

*(long distance fees may apply)*

The purpose of this meeting is for Council to discuss Council operations. The meeting agenda and meeting materials are attached to this notice.

Dated this 22<sup>nd</sup> Day of November, 2022.

Jessica Simulcik Smith  
City Clerk



City of Shoreline | 17500 Midvale Avenue North | Shoreline, WA 98133  
Phone 206-801-2700 | Email: [clk@shorelinewa.gov](mailto:clk@shorelinewa.gov) | [www.shorelinewa.gov](http://www.shorelinewa.gov)

*Meetings are conducted in a hybrid format with both in-person and virtual options to attend.*

## SHORELINE CITY COUNCIL SPECIAL MEETING

---

**Monday, November 28, 2022**  
5:45 p.m.

Conference Room 440 · Shoreline City Hall  
<https://us02web.zoom.us/j/84583314568>  
Phone: 253-215-8782 | Webinar ID: 845 8331 4568

---

	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>	5:45
<b>2. WELCOME AND INTRODUCTIONS</b>	5:46
<b>3. COUNCIL OPERATIONS</b>	5:50
<ul style="list-style-type: none"><li>• 2023 Council Strategic Planning Workshop Timing, Location and Focus</li><li>• Potential Council Rule of Procedure Amendments</li><li>• Check-in on Council Meeting Minutes</li><li>• Discussion of Proclamations and Review of Potential 2023 Proclamations List</li></ul>	
<b>4. ADJOURN</b>	6:45

*Any person requiring a disability accommodation should contact the City Clerk's Office at 206-801-2230 in advance for more information. For TTY service, call 206-546-0457. For up-to-date information on future agendas, call 206-801-2230 or visit the City's website at [shorelinewa.gov/councilmeetings](http://shorelinewa.gov/councilmeetings).*



## Memorandum

**DATE:** November 28, 2022

**TO:** City Council

**FROM:** John Norris, Assistant City Manager  
Jessica Simulcik-Smith, City Clerk

**RE:** Council Operations

**CC:** Bristol Ellington, City Manager

---

---

At least once a year, Council discusses various operational issues pertaining to their legislative body. Tonight, there are a few topics that staff would like to discuss with the Council.

### **Council Operational Issues**

- 2023 Council Strategic Planning Workshop Timing, Location and Focus
- Potential Council Rule of Procedure Amendments
- Check-in on Council Meeting Minutes
- Discussion of Proclamations and Review of Potential 2023 Proclamations List

### **2023 Council Strategic Planning Workshop Timing, Location and Discussion Topics**

Every year, the Council holds a Strategic Planning Workshop for annual goal setting as well as to discuss other topics. Earlier this year, the workshop was held on Friday and Saturday, March 4 and 5, at the [Lodge at St. Edward State Park](#) in Kenmore. As has been the case for many years, the workshop was facilitated by Allegra Calder of Berk Consulting. Staff would like Council's input on whether to hold the 2023 Strategic Planning Workshop at the Lodge at St. Edward State Park again and continue to work with Ms. Calder as the facilitator. Staff also would like to confirm the timing of the Workshop, which we recommend occur in the first quarter of 2023, likely sometime in March (specific dates can be chosen in the beginning of the new year). For continuity and other reasons, staff recommends continuing to use Ms. Calder as your facilitator and holding the workshop at the Lodge at St. Edward again in 2023.

Staff is also interested in hearing from Council on potential discussion topics/proposed policy issues to discuss at the workshop. Below are some topics that staff has heard from Councilmembers that they would like to propose. Staff is interested in confirming if

these topics are of interest, and if there are other topics of interest to Council. These items would be in addition to the discussion on the annual Council Goal Work Plan (Goals and Action Steps).

***Potential Strategic Planning Workshop Discussion Topics***

- Update/potential expansion of pilot program for regulations for ground floor commercial spaces in multifamily buildings – *Deputy Mayor Robertson*
- Revisit school zone cameras – *Deputy Mayor Robertson*
- Renter protection regulations – *Councilmember Pobe*
- Communication program goals, approach, and outreach strategies – *Councilmember Roberts*
- Installing of cameras and other measures to deter vandalism/damage to the Interurban Trail Pedestrian Bridges – *Councilmember McConnell*

**Potential Council Rule of Procedure Amendments**

Annually, Council reviews and discusses amendments to its [Rules of Procedure](#) (Rules) that reflect current law or business practice, change in processes, provide clarity and consistency to an existing rule, or correct cross references or grammar. Following is a list of staff’s policy questions and potential amendments to the Rules. Staff is interested in Council’s feedback on incorporating these ideas into the Rules. Staff would then bring forth a Resolution with the amendments Council is comfortable with, along with other Rules housekeeping edits, for adoption at a future Council meeting in 2023.

- ***Incorporate Amendments from HB 1329***  
The Washington State Legislature made changes to the Open Public Meeting Act in [HB 1329](#) that were in full effect as of June 9, 2022. While Council has already been following all the changes, staff would like to know if Council is interested in amending its Rules to demonstrate compliance with the codified regulations and suggested best practices.
  1. RCW 42.30.030(2) states public agencies are encouraged to provide for the increased ability of the public to observe and participate in the meetings through real-time telephonic, electronic, internet, or other readily available means of remote access.

Council’s regular meetings have been streamed live from the City’s website since 2009. Since returning to in-person meetings in June of 2022, all Council regular and workshop dinner meetings have been open to the public to attend remotely online. If Council wishes to make online streaming and online remote attendance at regular and workshop dinner meetings a requirement, staff offers the following amendments:

- a. **Rule 5.1** All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Regular Meetings, Special Meetings, and Workshop Dinner Meetings of the Council shall be open to the public for in person attendance. Regular and Workshop

Dinner meetings shall also be made open to the public for remote attendance online.

- b. **Rule 5.3** The Council shall hold Regular Meetings on Mondays of each week at 7:00 p.m. in the Council Chamber of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Regular meetings shall be recorded, streamed live from the City's website, and made available for remote attendance online. Should any meeting date occur on a legal holiday, the meeting shall be canceled. There will be no Regular Meetings between December 15th and the end of the year.
  
  - c. **Rule 5.5** The Council shall hold Workshop Dinner Meetings on the second and fourth Monday of each month at 5:45 p.m. in Conference Room 303 of Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. The meeting shall also be made available for remote attendance online. Should any meeting occur on a legal holiday, the meeting shall be canceled. There will be no Workshop Dinner Meetings between December 15 and the end of the year.
  
  - d. **Rule 5.7** Special Meetings may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four Councilmembers by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. The order of business for Special Meetings may follow Section 5.3(A). Public comment for Action Items will follow the procedure found in Section 6.1. Special Meetings will be at a time and place as Council directs.
2. RCW 42.30.070 allows emergency meetings to take place when expedited action by a governing body is required. These meetings are now allowed to be held remotely without a physical location. Furthermore, when an emergency declaration is in effect, RCW 42.30.230 allows for all the meetings of a governing body to be fully remote. Staff recommends the following Rule amendments to reflect these updates to RCW 42.30:
- a. **Rule 5.8** An Emergency Meeting is a special Council meeting called without the 24-hour notice. It deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor with the consent of a majority of Councilmembers. The

minutes will indicate the reason for the emergency. Emergency Meetings will be at a time and place as Council directs and can include a remote meeting online without a physical location.

- b. **Rule 5.9** ~~Special Meetings and Emergency Meetings will be at a time and place as Council directs.~~ Meetings while under Declaration of Emergency. After the declaration of an emergency by a local, state, or federal government, Council may direct that all its meetings be held remotely online without a physical location; or at a physical location where physical attendance by some or all members of the public is limited due to the declared emergency.

- ***Roll Call Votes***

Council Rule 7.1 states that “unless otherwise provided for by statute, ordinance, resolution, or these Rules of Procedure, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk.”

While conducting online meetings during the pandemic, and since returning to in-person meetings in the Council Chamber, Council has been voting by random roll call. Staff would like to know if Council is interested in amending its Rules to make this a permanent procedure going forward.

- ***Remote Participation***

In November 2021, Council adopted Rules related to remote attendance at Council meetings so they would be in effect prior to its return to the Council Chambers. Now that Council has been conducting hybrid meetings for six months, staff is interested to know if Council feels the Rules fit its needs, or if there are any amendments needed.

5.13 Remote Attendance. The Council recognizes the benefits of full attendance of its members at regular, special, and emergency meetings and expects Councilmembers attend meetings in-person. However, remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:

A. Notice: A Councilmember shall contact the Mayor and the City Clerk no later than three hours prior to the Council meeting for which they will attend remotely or 15 minutes prior to an emergency meeting. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the City Manager, who shall convey the message to the Mayor/Presiding Officer. After the City Clerk has called the roll at a meeting, the Presiding Officer shall indicate any Councilmember attending remotely. If joining after roll call, the Presiding Officer shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left. The City Clerk will

document both the remote attendance and times of attendance, if applicable, in the minutes.

**B. Remote Attendance Requirements:**

1. Remote attendance by a Councilmember shall be through the City's approved online videoconferencing application.
2. A Councilmember's camera should be turned on when participating in the meeting.
3. In order to effectively preside over the meeting, the Presiding Officer needs to be physically present at the meeting, unless the entire Council is remote. The Mayor may attend the meeting remotely with the Deputy Mayor or another Councilmember presiding over the meeting from the physical meeting location.
4. A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
5. A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
6. A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.

**Check-in on Council Meeting Minutes**

In February of 2022, the Council's Meeting Minutes transitioned from "*discussion*" minutes to a "*summary discussion*" format. In the summary discussion format, the minutes include chief arguments that are made for and against different motions, but they generally do not attribute each question or comment to an individual Councilmember. Previous to this change, the minutes were very detailed and summarized the entire meeting as well as attributed specific questions, comments, and opinions to individual Councilmembers.

Currently the minutes also list the names of public commenters with a brief summary of their statements and testimony. The minutes do not include a list of the people who send written public comment to the Council related to agenda items.

Staff is interested in hearing from Council if they are happy with summary discussion minutes and would like feedback for how oral and written public comment should be dealt with in the minutes. Attachment A to this memo provides a list of our comparable cities' practices for Council meeting minutes.

**Discussion of Proclamations and Review of Potential 2023 Proclamations List**

Attachment B to this memo provides the proposed 2023 proclamations list for Council consideration. Staff would like Council to review this list to confirm that these are the proclamations that the Council would like to present at Council meetings next year. If there are any proclamations that Council would like removed or added, staff would request that Council have that discussion.

When Council returned to in-person meetings back in June, there was Council consensus that the Mayor would simply summarize a proclamation that was scheduled as an agenda item at a regular meeting. If someone is present to accept a proclamation, then the Mayor would read out loud the full proclamation at the meeting. Staff has heard from Council that this protocol is working and is not planning to change this unless we hear feedback from Council to the contrary.

Finally, Attachment B also provides a list of proclamations from this year that were issued by the City but were not included on a Council meeting agenda (un calendared proclamations). This additional information is being provided for Council's information.

**Attachments**

Attachment A: Comparable Jurisdictions Council Meeting Minutes Style and Public Commenter Practices

Attachment B: Potential 2023 Proclamations List and 2022 Un calendared Proclamations Issued



## Comparable Jurisdictions Council Meeting Minutes Style and Public Commenter Practices

City	Minutes Style	Oral Comment	Written Comment
Edmonds	Very Detailed Discussion	Names and details of everything they said	No; comment is attached to Agenda Packet
Kenmore	Summary Discussion	Indicate number of commenters. No names. Provide link to video.	No
Lynnwood	Action	List of names only	No
Seattle	Action	List of names only	No
Bothell		Names and topics spoke about	Names and topics spoke about
Bellevue	Discussion	Names and summary of comments	No
Kirkland	Action	List of names only	No
Everett	Action	Names and topics spoke about	At meeting, staff states how many written comments received; this is recorded in the minutes
Redmond	Action	List of names and topics spoke about	Names and topics spoke about; found only one occurrence
Renton	Action	Names and summary of comments	No
Burien	Action	Names and topics spoke about	Written correspondence is provided in packet; there is an agenda item for Council to comment on it; only Council's comments are recorded in the minutes
Marysville	Summary Discussion	Names and summary of comments	No
Sammamish	Action	Names and topics spoke about	No

## Potential 2023 Council Proclamation List

Proclamation	Council Date	Actual Date	Responsible Party/Individual
Martin Luther King, Jr. Day	January 9	January 16	CSD - Suni
Black History Month	February 6	Month of February	CSD - Suni
Cesar Chavez Day	March 27	March 31	CSD - Suni
Sexual Assault Awareness Month	April 3	Month of April	CSD - Bethany
Volunteer Appreciation Week	April 17	Week of April 16-22	CSD - Constance
Earth Day	April 17	April 22	CSD - Cameron
Arbor Day	April 24	April 28	ASD - Kevin
National Bike Month	May 1	Month of May	PW - Nytasha
Mental Health Awareness Month	May 1	Month of May	CSD - Bethany
Armed Services Appreciation Day	May 15	May 20	CMO/CCK – Kendyl
PRIDE Month	June 5	Month of June	CSD - Suni
Juneteenth	June 12	June 19	CSD - Suni
Parks, Recreation and Cultural Services Month	July 3	Month of July	RCCS - Lori
National Night Out Against Crime	July 31	August 1	CSD - Constance
Celebrate Shoreline	August 14	Third Sat. in August (8/19/23)	RCCS - Lori
Welcoming Week	September 11	September 8-17	CSD - Suni
Mayor's Day of Concern for the Hungry	September 25	September 25	CSD - Bethany
Safe Shoreline Month (Fire Prevention, Crime Prevention, Emergency Preparedness)	October 2	Month of October	CSD – Ryan Z.
National Native American Heritage Month	November 6	Month of November	CSD - Suni
Veterans Day	November 6	November 11	CMO/CCK – Kendyl
America Recycles Day	November 13	November 15	CSD - Cameron

## 2022 Proclamations Issued Outside a Council Meeting

<b>Proclamation</b>	<b>Issue Date</b>	<b>Actual Date</b>	<b>Responsible Party/Individual</b>
Older Americans Month	4/24/2022	Month of May	Shoreline-Lake Forest Park Senior Center
Affordable Housing Week	5/2/2022	Week of 5/8/22 – 5/14/22	Housing Development Consortium of Seattle-King County
Safe Boating and Paddling Week	5/19/2022	Week of 5/21/22 – 5/27/22	United States Coast Guard Auxiliary
Ride Transit Month	5/26/2022	Month of June	Transportation Choices Coalition
National Gun Violence Awareness Day	6/1/2022	First Friday in June	Moms Demand Action For Gun Sense In America
National Recovery Month	9/2/2022	Month of September	King County Behavioral Health and Recovery Division
Childhood Cancer Awareness Week	9/2/2022	Week of 9/25/22 – 10/1/22	Kids Cancer Connection
Extra Mile Day	10/6/2022	11/1/22	Extra Mile America
Arbor Day	<i>Pending</i>	April 29	ASD – Kevin H.